**Minutes of Fremington Parish Council Finance and Personnel Committee Meeting
Held on Thursday 30ᵗʰ April 2015 at 10.00am at the Parish Council Offices,
12 Higher Road, Fremington**

Present: Cllrs B Clifton (Chairman), J Bell and T Wood
Mrs V Woodhouse, Parish Clerk

It was proposed, seconded and unanimously agreed that Cllr Clifton would take the Chair for the meeting.

1504/41 **Apologies for Absence**
Cllr Mrs S Kingdom.

1504/42 **Declarations of Interest**
None.

1504/43 **To agree the agenda as published**
It was **resolved** to agree the agenda as published.

1504/44 **To approve and sign the Minutes of the Finance and Personnel Committee Meeting held on Thursday 26ᵗʰ March 2015 as a correct record**
Copies had already been circulated to all Members. It was **resolved,** with no votes to the contrary, to approve the Minutes of the meeting held on Thursday 26ᵗʰ March 2015 as a correct record. Cllr Clifton duly signed the minutes.

1504/45 **Chairman's Announcements**
None.

1504/46 **Staff Salaries** – To approve staff salaries for the month of April 2015
It was **resolved** to approve the staff salaries, expenses, PAYE/NI and pension payments for the month of April 2015.

1504/47 **Accounts Due for Payment and Receipts** – To examine and agree the accounts due for payment and receipts received for the period 27ᵗʰ March 2015 to 30ᵗʰ April 2015. The Parish Clerk circulated the payment and receipt lists along with the Bank Reconciliations.

It was **resolved,** with no votes to the contrary, to approve the payments totalling £18,945.66 and receipts totalling £77,394.01, copies of which are attached to these minutes as Appendix One.

1504/48 **To appoint Internal Auditor for the financial year 2015-2016**
It was **resolved**, with no votes to the contrary, to appoint South and West Internal Audit for 2015-2016.

1504/49 **To consider draft Maternity, Adoption, Paternity, Parental and Shared Parental Leave Policy which will replace the adopted Maternity Policy**
It was **resolved**, with no votes to the contrary, to adopt the policy.

1504/50 **To review the following Parish Council policies**
Investment Strategy
Grant Aid Policy
Equal Opportunities Policy
Health and Safety Policy
Protocol on recording/filming at Council meetings
Safeguarding children and vulnerable adults Policy
Flag flying policy
Co-option policy
Data Protection policy
Complaints procedure
Freed of Information Act – Model Publication Scheme

Disciplinary Procedure
Whistleblowing Policy
Lone Worker Policy
Performance and Conduct Procedure
Grievance Procedure
Flexible Working Policy
Request for time off for Jury Service, public duties, training/study leave and medical appointments policy

The policies were reviewed and it was **resolved**, with no votes to the contrary, for the policies to remain unchanged.

1504/51   **To review Fremington Parish Council's Risk Assessment**
The Risk Assessment was reviewed and it was **resolved**, with no votes to the contrary, that the Risk Assessment remains unchanged.

1504/52   **To consider draft Anti-Fraud and Corruption policy**
It was **resolved**, with no votes to the contrary, to adopt the policy.

1504/53   **To receive and consider information and associated quotations relating to Legionnaires' Risk Assessments**
Members considered the information and quotation and it was **resolved,** with no votes to the contrary, to appoint Clearwater to undertake a Legionella Risk Assessment for Tews Lane, the Beechfield Centre, Fremington Quay and the Parish Council Offices for continued legislative compliance.

PART B

1504/54   It was **resolved** that under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following item as it involves the likely disclosure of confidential information.

1504/55   **To receive correspondence from the Monitoring Officer in response to the Chairman's letter**
It was **resolved,** with no votes to the contrary, to note the contents of the letter.

1504/56   **Close**
The meeting closed at 10.17am.

Signed ………………………………   Dated ………………………….