



Fremington Parish Council



Council Offices, 12 Higher Road, Fremington, Barnstaple, EX31 3BG

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To: Members of the Finance & Personnel Committee: Cllrs D Chalmers, K Groves, Mrs S Kingdom, A Rennles and T Wood

cc: All Members of the Parish Council

You are hereby summoned to attend a meeting of Fremington Parish Council **Finance & Personnel Committee** which will be held on **Thursday, 26th November 2015** at **10am** in the Parish Council Office, 12 Higher Road, Fremington for the purpose of transacting the following business.

In accordance with The Public Bodies (Admissions to Meetings) Act 1960 members of the public are welcome to attend.

Victoria Woodhouse
Clerk to the Council

Date of issue: 19th November 2015

AGENDA

- 1 **Apologies** (Please make any apologies known to the Clerk)
- 2 **Declarations of Interest** - Members are reminded that all Interests must be declared at the beginning of the meeting and prior to the item being discussed
- 3 **To agree the agenda as published**
- 4 **Meeting Minutes – To approve and sign the Minutes of the Finance & Personnel Committee Meeting held on Thursday 29th October 2015 as a correct record** (Copies have already been circulated)
- 5 **Chairman's Announcements - To receive a report from the Chairman**
- 6 **Staff Salaries - To approve staff salaries for the month of November 2015**
- 7 **Accounts Due for Payment and Receipts - To examine and agree the accounts due for payment and receipts received for the period from 30th October 2015 to 26th November 2015 (inclusive)**
- 8 **To consider draft budgets for 2016-2017** (information enclosed)
- 9 **To resolve the dates the Parish Council Office will be closed during the Christmas period** (information enclosed)
- 10 **To resolve to grant the Clerk designated authority to make routine payments during December and the Council's Christmas recess**
- 11 **To consider Legionella monitoring contract from 1st April 2016**
- 12 **To consider the removal of the water storage tanks in the Parish Council offices**
- 13 **Close**

Victoria Woodhouse BA (Hons), Clerk and Responsible Financial Officer
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