



Fremington Parish Council



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

Telephone: 01271 321063

E-mail: clerk@fremingtonparishcouncil.gov.uk

www.fremingtonparishcouncil.gov.uk

To: Members of the Finance & Personnel Committee: Cllrs D Chalmers, Mrs J Dyson, 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, 25th May 2017** at **11am** 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 May 2017

AGENDA

- 1 **To Elect a Committee Chairman for 2016-2017**
- 2 **To Elect a Committee Vice-Chairman for 2016-2017**
- 3 **Apologies** (Please make any apologies known to the Clerk)
- 4 **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
- 5 **To agree the agenda as published**
- 6 **Meeting Minutes – To approve and sign the Minutes of the Finance & Personnel Committee Meeting held on Thursday 27th April 2017 as a correct record** (Copies have already been circulated)
- 7 **Chairman's Announcements - To receive a report from the Chairman**
- 8 **Public Participation Period**
Members of the public are permitted to make representations, ask questions and give evidence in respect of any item of business relating to the Parish Council. The period of time which is designated for public participation shall not exceed 15 minutes. Each member of the public is entitled to speak once only in respect of business and shall not speak for more than 3 minutes. A question asked by a member of the public during this period shall not require a response or debate at the meeting.
- 9 **Staff Salaries - To approve staff salaries for the month of May 2017**
- 10 **Accounts Due for Payment and Receipts - To examine and agree the accounts due for payment and receipts received for the period from 28th April 2017 to 25th May 2017**

- 11 To review the following Parish Council policies** (members already have copies in their possession)
- 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
 - Statement of Internal Control
 - 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
 - Social Media Policy
 - Training and Development Policy
 - Legionella Management Policy
 - Policy for Benches at Fremington Cemetery
 - Policy for Benches at Fremington Quay
 - Recruitment and Selection Policy
 - Smoke Free Policy
 - Time off for Dependants and Compassionate Leave
 - Maternity, Adoption, Paternity, Parental and Shared Parental Leave Policy (Amend as enclosed to bring in line with NALC's template and recommendation)
- 12 To review Fremington Parish Council's Risk Assessment** (members already have a copy in their possession)
- 13 Close**
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