

**Minutes of Fremington Parish Council Finance and Personnel Committee Meeting  
Held on Thursday 25<sup>th</sup> May 2017 at 11.00am at the Parish Council Offices,  
12 Higher Road, Fremington**

Members held a one minute silence at 11am and prior to opening the meeting to remember the victims of the bombings in Manchester.

**Present:** Cllrs Mrs S Kingdom (Chairman), Mrs J Dyson, A Rennles and T Wood  
Mrs V Woodhouse, Parish Clerk

1705/50 **To Elect the Chairman for 2017-2018**

It was **resolved**, with no votes to the contrary, to elect Cllr Mrs Kingdom as Chairman.

1705/51 **To Elect the Vice-Chairman for 2017-2018**

It was **resolved**, with no votes to the contrary, to elect Cllr Mrs Dyson as Vice-Chairman.

1705/52 **Apologies for Absence**

Cllrs D Chalmers and Cllr Miss L Goodger as substitute member.

1705/53 **Declarations of Interest**

None.

1705/54 **To agree the agenda as published**

It was **resolved** to agree the agenda as published.

1705/55 **To approve and sign the Minutes of the Finance and Personnel Committee Meeting held on Thursday 27<sup>th</sup> April 2017 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 27<sup>th</sup> April as a correct record. Cllr Mrs Kingdom duly signed the minutes.

1705/56 **Chairman's Announcements**

None.

1705/57 **Public Participation**

None.

1705/58 **Staff Salaries – To approve staff salaries for the month of May 2017**

It was **resolved** to approve the staff salaries, expenses, PAYE/NI and pension payments for the month of May 2017.

1705/59 **Accounts Due for Payment and Receipts – To examine and agree the accounts due for payment and receipts received for the period 28<sup>th</sup> April 2017 to 25<sup>th</sup> May 2017. The Parish Clerk circulated the payment and receipt lists along with the Bank Reconciliation.**

It was **resolved**, with no votes to the contrary, to approve the payments totalling £15,733.12 and receipts totalling £5,786.94, copies of which are attached to these minutes as Appendix One.

1705/60 **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  
Data Protection policy

Flag flying policy  
Co-option 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)

Members reviewed the above policies and it was **resolved**, with no votes to the contrary, to amend the Maternity, Adoption, Paternity, Parental and Shared Parental Leave Policy to bring in line with NALC's template and recommendation.

1705/61

**To review Fremington Parish Council's Risk Assessment**

Members reviews the Parish Council's Risk Assessment and no amendments were made.

1705/62

**Close**

The meeting closed at 11.20am.

Signed .....



Dated .....

29.6.17