



## Yatton Parish Council

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***OUR MISSION: To ensure the provision of high quality services in our communities of Yatton and Claverham***

Date: 5 April 2011  
Clerk: Crispin Taylor

Email: [clerk@yatton-pc.gov.uk](mailto:clerk@yatton-pc.gov.uk)

**THERE WILL BE A MEETING OF THE FINANCE, PERSONNEL AND ADMINISTRATION COMMITTEE ON MONDAY 11 APRIL 2011 AT 10.30 a.m. IN THE WAKE WORLOCK ROOM, YATTON LIBRARY, HIGH STREET BS49 4HJ**

**THE PUBLIC ARE INVITED TO ATTEND.**

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Crispin Taylor, AILCM – Clerk to the Council

## **A G E N D A**

### **MATTERS FOR DECISION**

- 1. To receive apologies for absence**
- 2. To receive councillors' declarations of interests**

### **PUBLIC PARTICIPATION**

- 3. To receive and hear any person who wishes to address the Committee.**

The Chairman of the Committee will select the order of the matters to be heard. Each speaker will be limited to a period of three minutes (to a maximum of 15 minutes total public participation at the Chairman's discretion).

### **MATTERS FOR DECISION**

- 4. To confirm the minutes of the meeting held on 14 February 2011.**
- 5. If the Committee wishes to exclude the public for a particular agenda item, the following resolution must be passed:**

'That the public be excluded from the meeting during consideration of agenda item(s) ... on the ground that publicity would be prejudicial to the public interest

[by reason of the confidential nature of the business] or [for other special reason which must be stated].’

## **6. Finance**

To authorise payments, to note receipts and petty cash payments.

## **7. To consider a request to hire out the ProConversor hearing assistance system.**

### **MATTERS FOR INFORMATION**

## **8. To receive the Clerk’s Report**

## **9. Future agenda items**

(The public are likely to be excluded for the next item.)

### **MATTERS FOR DECISION**

## **10. To consider staff salaries and the results of staff appraisals**

The Clerk will report.

*\*\*Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, age, gender, sexual orientation, marital status and any disability) Crime & Disorder, Health & Safety and Human Rights\*\**

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