



## 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 October 2010  
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 OCTOBER 2010 AT 7.30 p.m. IN HANGSTONES PAVILION, STOWEY ROAD, YATTON BS49 4HS**

**THE PUBLIC ARE INVITED TO ATTEND**

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**Crispin Taylor, AILCM – Clerk to the Council**

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

### **PUBLIC PARTICIPATION**

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)

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### **MATTERS FOR DECISION**

- 1. To receive apologies for absence**
- 2. To receive councillors' declarations of interests**
- 3. To confirm the minutes of the meeting held on 26 July 2010.**
- 4. In the event that the Committee wishes to consider an agenda item in exempt session, the following resolution should 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 because [state other

special reason, e.g. consideration will involve the disclosure of exempt information as defined in Schedule 12A of the Local Government Act 1972].’

**5. Finance**

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

**6. To consider the 2011/12 budget process**

**7. To consider authorising payments by BACS and direct debits**

Report of the Clerk attached.

**8. To consider a grant-awarding policy**

Draft statement attached

**9. To consider a statement of intent on training**

Draft statement attached. A statement of intent on training is one of the requirements for re-accreditation as a Quality council.

**10. To consider continuing financial support for the Strawberry Line**

North Somerset Council has asked if the Parish Council is prepared to continue its contribution of £750.

**11. To appoint a representative to the Parish Councils Airport Association**

Full Council delegated the appointment to this Committee on 13 September.

**12. To consider contributing to the costs of the Clerk’s attendance at the National Conference of the Society of Local Council Clerks**

**13. To note that the audit of the Parish Council’s accounts for the year ended 31 March 2010 has been completed and that the external auditors have given an unqualified report (copy attached)**

**MATTERS FOR INFORMATION**

**14. To receive a summary Income and Expenditure report (attached)**

**15. To receive the Clerk’s Report**

**16. Future agenda items**

**MATTERS FOR DECISION**

(It is likely that the public will be excluded for these items.)

**17. To consider expressions of interest received for Internal auditor for the year ended 31 March 2011**

Two expressions of interest have been received.

**18. To consider the Clerk's salary**

The Clerk was awarded the Certificate in Local Council Administration, with Distinction, on 16 September 2010. The Clerk's contract provides for one additional salary point to be added to his salary, subject to the scale maximum, for success in obtaining CiLCA.

*\*\*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\*\**

***This document can be made available in a different format on request.***