



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: 1 April 2010
Clerk: Crispin Taylor
Email: clerk@yatton-pc.gov.uk

To: Councillors Rosey Knifton (Chairman), Trevor Bidwell-Ford, David Crossman, Wendy Griggs, Graham Humphreys, Ian Payne, Lucy Perrott, Viv Wathen and Jean Watson

DEAR COUNCILLOR

YOU ARE HEREBY SUMMONED TO A MEETING OF THE FINANCE, PERSONNEL AND ADMINISTRATION COMMITTEE TO BE HELD ON MONDAY 12 APRIL 2010 AT 9 a.m. IN THE WAKE WORLOCK ROOM, YATTON LIBRARY, HIGH STREET, YATTON BS49 4HJ

ALL COUNCIL/COMMITTEE MEETINGS ARE OPEN TO THE PUBLIC

Crispin Taylor – Clerk to the Council

A G E N D A

PUBLIC SPEAKING

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 Speaking at the Chairman's discretion)

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 22 March 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 press and public be excluded from the meeting during consideration of the following items of business (state agenda item(s)) on the ground that their consideration will involve the disclosure of exempt information as defined in the Local Government Act 1972.”

5. Finance

To authorise payments, to note receipts and petty cash payments

6. To arrange for councillors to carry out a review of internal controls.

The Council is required to carry out a review of internal controls annually and approve a statement of internal controls

7. To consider authorising the Clerk to pay rates on Hangstones pavilion and Church Road car park in a single instalment rather than two.

The annual rates on Hangstones pavilion are £2028.60 and on Church Road car park £1552.74.

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

8. To award a contract for cleaning Hangstones pavilion

MATTERS FOR INFORMATION

9. Clerk's Report

10. Future agenda items

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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