



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: 6 October 2009

Clerk: Crispin Taylor

Email: clerk@yatton-pc.gov.uk

To: Councillors Wendy Griggs (Chairman), Trevor Bidwell-Ford, David Crossman, Graham Humphreys, Rosey Knifton, 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 OCTOBER 2009 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. Apologies for absence (to approve reasons where necessary)**
- 2. Declarations of interest**

3. To confirm the minutes of the meeting held on 7 September 2009.

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. To elect a Chairman

Wendy Griggs has indicated her intention to resign as Chairman.

6. To elect a Vice-Chairman (if necessary)

7. Finance

To authorise payments, to note receipts and petty cash payments

8. Further to consider the grant application by Yatton Junior Football Club

9. To consider the process for setting the Parish Council budget for 2010/11.

10. To consider the Parish Council’s earmarked reserves (analysis attached).

11. Further to consider the use of £10,000 budgeted for Stepping Stones Community Playgroup Project.

12. To consider a letter from the internal auditor (attached).

13. To ratify the appointment of the Clerk as Responsible Financial Officer.

Every council is required to appoint an officer to be responsible for its financial affairs. Although this is in the Clerk’s job description the internal auditor has asked for the appointment of the Clerk as Responsible Financial Officer to be formally minuted.

(The press and public are likely to be excluded for the next two items.)

14. To consider staff salaries and wages following the national pay settlement.

15. To consider the pay grading of a member of staff who has taken on extra responsibilities.

MATTERS FOR INFORMATION

16. To receive the summary Income and Expenditure Report (attached).

The internal auditor has recommended that this Committee receives the full Income and Expenditure Report of the Council from now on.

17. Clerk’s Report

18. 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

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