



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: 18 May 2010
Clerk: Crispin Taylor

Email: clerk@yatton-pc.gov.uk

To: Councillors Trevor Bidwell-Ford, David Crossman, Wendy Griggs, 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 24 MAY 2010 AT 7.30 p.m. IN HANGSTONES PAVILION, STOWEY ROAD, YATTON BS49 4HS

ALL COUNCIL/COMMITTEE MEETINGS ARE OPEN TO THE PUBLIC

Crispin Taylor – Clerk to the Council

A G E N D A

MATTERS FOR DECISION

- 1. To elect a Chairman for the ensuing year.**
- 2. To elect a Vice-Chairman for the ensuing year.**

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)

MATTERS FOR DECISION

3. To receive apologies for absence

4. To receive councillors' declarations of interests

5. To confirm the minutes of the meeting held on 12 April 2010.

6. 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].’

7. To appoint a Personnel Sub-committee

Terms of reference:

- To take all action necessary to advertise, select and interview candidates to make an appointment within budgetary constraints.
- To consider and determine appeals against the Council's disciplinary and grievance procedures.
- To act on behalf of the Council for all other staffing or personnel matters.

8. To consider a schedule of meetings for 2010/11.

Possible schedule:

Monday 28 June
Monday 26 July
Monday 6 September
Monday 11 October (to approve payments)
Monday 22 November
Monday 13 December (to approve payments)
Monday 14 February (to approve payments)
Monday 21 March
Monday 11 April (to approve payments)

9. Finance

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

10. To consider management of the Parish Council's risks.

Report of the Clerk attached.

11. To consider a review of the effectiveness of internal audit.

The Parish Council is required to carry out an annual review of the effectiveness of internal audit. The Clerk suggests the Committee appoints two or three councillors to carry out this review and report back to the meeting of the Council on 14 June.

12. To consider the Annual Accounts for the year ended 31 March 2010 (attached).

The Committee is invited to make a recommendation to the Council meeting on 14 June.

MATTERS FOR INFORMATION

13. To receive the Clerk's Report

14. Future agenda items

(It is likely that the press and public will be excluded for the next item)

15. To note staff salary scales and monthly salary payments

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.