

# **Minutes**

of a meeting of the

## **Yatton Parish Council**

### **Finance, Personnel and Administration Committee**

held on

**11 April 2011**

in Yatton Library

Meeting Commenced: 10.30 a.m.

Meeting ended: 11.05 a.m.

**Present:** Councillors: Rosey Knifton (Chairman), David Crossman, Ian Payne, Viv Wathen and Jean Watson

**In attendance:** Clerk

#### **MATTERS FOR DECISION**

##### **FIN409: Apologies for Absence**

Apologies for absence were received from Wendy Griggs, Graham Humphreys and Lucy Perrott..

##### **FIN410: Declarations of Interest**

None

#### **PUBLIC PARTICIPATION**

##### **FIN411: Public participation**

None

#### **MATTERS FOR DECISION**

##### **FIN412: Minutes of the Meeting held on 14 February 2011**

The minutes of the meeting held on 14 February 2011 were approved as a correct record and signed by the Chairman.

##### **FIN413: Exclusion of public**

RESOLVED that the public be excluded from the meeting during consideration of Agenda item 10 (staff salaries and appraisals) on the ground that publicity would be prejudicial to the public interest because consideration may involve disclosure of information relating to individuals.

#### **FIN414: Finance**

Payments were authorised and receipts and petty cash payments noted (Annex 1).

#### **FIN415: Requests to hire or borrow the ProConversor hearing assistance system**

The Clerk reported a request from a member of the public that the ProConversor hearing assistance system could be hired or lent out, for example to voluntary organisations. In discussion members were concerned about the risk of loss or damage and the possibility that the system might not be available for Parish Council meetings.

RESOLVED by 3 votes to 0 (with 1 abstention) that the request be refused.

#### **MATTERS FOR INFORMATION**

#### **FIN416: Clerk's report**

The accounts for the year ended 31 March 2010 would be drafted on 27 April, after which an internal auditor's visit would be arranged.

#### **MATTERS FOR DECISION**

#### **FIN417: Staff salaries and appraisals]**

The Clerk reported that he had carried out appraisals of all other staff.

RESOLVED that contractual increments be granted to all staff entitled to them.

RESOLVED that an extra scale point be granted to one member of staff at the top of their scale in recognition of their extra responsibilities (Confidential Annex 2).

Staff were thanked for their hard work for the Parish Council.

The meeting ended with a vote of thanks to the retiring Chair and Vice-Chair.

\_\_\_\_\_  
Chairman

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