

Minutes

of a meeting of the

Yatton Parish Council

Finance, Personnel and Administration Committee

held on

11 October 2010

in Hangstones Pavilion

Meeting Commenced: 7.30 p.m.

Meeting ended: 8.55 p.m.

Present: Councillors: Rosey Knifton (Chairman), David Crossman, Wendy Griggs, Graham Humphreys, Ian Payne, Lucy Perrott, Viv Wathen and Jean Watson

In attendance: Clerk

PUBLIC PARTICIPATION

None

MATTERS FOR DECISION

FIN370: Apologies for Absence

None

FIN371: Declarations of Interest

None

FIN372: Minutes of the Meeting held on 26 July 2010

The minutes of the meeting held on 26 July 2010 were approved as a correct record and signed by the Chairman.

FIN373: Exclusion of public

RESOLVED that the public be excluded from the meeting during consideration of Agenda items 17 (internal auditor) and 18 (Clerk's salary) on the ground that publicity would be prejudicial to the public interest because consideration of item 17 may involve disclosure of information exempt under paragraph 3 of Schedule 12A Local Government Act 1972 (information

relating to the financial affairs of the authority) and consideration of item 18 may involve disclosure of information exempt under paragraph 1 of the same Schedule (information relating to an individual).

FIN374: Finance

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

FIN375: Budget process for 2011/12

The Clerk recommended the same process as for 2010/11, with committees considering any changes to their budgets in November, a recommended budget submitted to Finance Committee in December and final approval of the budget and precept by full Council in January.

RESOLVED that this process be followed

FIN376: Payments by BACS and direct debit

Members considered a report from the Clerk (Annex 2).

Members agreed that payment by cheque should be retained at present for electricity and gas bills where an estimated bill might be received.

RESOLVED that payment by BACS be approved for staff salaries (subject to the agreement of individual employees), monthly tax/NICs payments to HMRC and monthly payments to Avon Pension Fund, and that payment by direct debit be approved for water and un-metered electricity bills, subject in each case to the authorisation procedures set out in the Clerk's report.

FIN377: Grant awarding policy

Members considered a draft policy (Annex 3). Members considered that the policy should emphasise that the applicants must comply with the requirements of the policy in order for applications to be considered.

RESOLVED that with this addition the policy be adopted, and included in the induction pack for new councillors.

FIN378: Statement of intent on training

Members considered a draft statement (Annex 4). Members noted that a statement of intent on training was a requirement for re-accreditation as a Quality council.

Members considered that the statement should be submitted to full Council to ensure that all councillors were committed to training. Members

also noted that adoption of the statement would require an increase in the budget for councillors' training.

RESOLVED that full Council be recommended to adopt the statement.

FIN379: Contribution to Strawberry Line

Members considered a request from North Somerset Council for the Parish Council to continue its contribution of £750 per year (Annex 5).

RESOLVED that this item be deferred to the next meeting to enable the Clerk to report on (a) the length of the Strawberry Line that is in the parish of Yatton and other parishes, (b) the contribution made by other parish councils and (c) the contribution made by North Somerset Council.

FIN380: Appointment of representative to Parish Councils Airport Association

The Parish Council had delegated this matter to Finance Committee.

RESOLVED that Jane Bollen be appointed as representative, with Mike Cox (if he is willing) as reserve.

FIN381: Attendance of Clerk at National Conference of the Society of Local Council Clerks, 15-17 October 2010

Members considered that attendance might provide useful networking opportunities.

RESOLVED that the Parish Council pay the Clerk's delegate fee of £380 + VAT, the cost to be met from Clerk's training.

FIN382: Completion of external audit

Members noted that the external audit had been completed and that the external auditors had given an unqualified report.

RESOLVED that the thanks of the Committee to the Clerk and Finance Assistant Wendy Bentley be recorded.

MATTERS FOR INFORMATION

FIN383: Summary income and expenditure report (Annex 6)

Noted

FIN384: Clerk's report

(1) Polling station review proposing no change in existing polling stations in Yatton and Claverham.

FIN385: Future agenda items

- (1) Committee budget
- (2) Contribution to Strawberry Line

MATTERS FOR DECISION

FIN386: Appointment of internal auditor

Members considered two expressions of interest (confidential Annex 7). Members asked about the role of an internal auditor as opposed to the external auditors. The Clerk explained that the internal auditor was independent of the Council but should ensure that proper procedures were being followed and that the Council had adequate systems of internal control, and should also recommend improvements in procedures.

RESOLVED that Auditing Solutions Ltd be appointed as internal auditors, initially for one year, at a maximum cost of £740 + VAT.

FIN387: Clerk's salary

Members noted that the Clerk was awarded the Certificate in Local Council Administration, with distinction, on 16 September (Annex 8). The Clerk's contract provided for one additional salary point to be added to his salary, subject to the scale maximum, for success in obtaining CiLCA.

RESOLVED that one additional salary point be added to the Clerk's salary with effect from 16 September 2010

Chairman

____/____/2010