

# Minutes

of the meeting of the

## Yatton Parish Council

### Finance, Personnel and Administration Committee

held on

**12 April 2010**

in Yatton Library

Meeting Commenced: 9 a.m.

Meeting ended: 9.30 a.m.

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

**In attendance:** Clerk

#### **Public participation**

None

### **MATTERS FOR DECISION**

#### **FIN328: Apologies for Absence**

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

#### **FIN329: Declarations of Interest**

None

#### **FIN330: Minutes of the Meeting held on 22 March 2010**

The minutes of the meeting held on 22 March 2010 were approved as a correct record and signed by the Chairman.

#### **FIN331: Exclusion of press and public**

RESOLVED that the press and public be excluded during consideration of Agenda item 8 (cleaning contract for Hangstones pavilion) on the grounds that its consideration may involve disclosure of information exempt under paragraph 3 of Schedule 12A Local Government Act 1972 (information relating to the financial or business affairs of the authority).

**FIN332: Finance**

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

Members expressed concern that details of salaries of individual members of staff were on the list of payments and asked the Clerk to investigate alternatives which would avoid this.

**FIN333: Review of internal controls**

The Clerk reminded members that the Council was required to carry out an annual review of internal controls.

RESOLVED that the Chairman and one other member to be designated by the Clerk conduct the review and report back.

**FIN334: Payment of rates on Hangstones pavilion**

The Clerk asked members to authorise the payment of rates on Hangstones pavilion and Church Road car park in one instalment rather than two, for convenience and to save on the cost of cheques.

RESOLVED that the payment of rates on Hangstones pavilion and Church Road car park in one instalment rather than two be authorised.

Members asked the Clerk to report back to a future meeting as to whether rates could be reduced by changing the charging structure for Hangstones pavilion, and as to why the car park was liable for rates.

**FIN335: Cleaning contract for Hangstones pavilion**

The Clerk reported that he had received one quote and was awaiting a second. The first quote was in line with what he had expected.

RESOLVED that the Clerk be authorised to accept a quote or, if appropriate, to refer the matter to the Amenities & Properties Committee for a decision.

## MATTERS FOR INFORMATION

### **FIN336: Future agenda items**

- (1) Rates on Hangstones pavilion and Church Road car park (FIN334)
- (2) Grant awarding meeting in June (grants advisory working party to meet in May)

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Chairman

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