

Minutes

of the meeting of the

Yatton Parish Council

Finance, Personnel and Administration Committee

held on

12 October 2009

in Yatton Library

Meeting Commenced: 9 a.m.

Meeting ended: 11 a.m.

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

In attendance: Clerk

Public participation

Before the meeting Quentin Isaac of Somerset Racial Equality Council (SREC) gave a presentation on the work of SREC in North Somerset, and in Yatton and Claverham in particular. SREC had been invited into North Somerset six years ago by North Somerset Council, the Primary Care Trust and the police. These organisations funded a racial equality officer and there was also a community development worker. The main issue was that the black and ethnic minority population in North Somerset felt unrepresented. In addition black and ethnic minority residents in places like Yatton and Claverham often felt isolated and felt a lack of sense of community. SREC hosted community events but mainly in Weston-super-Mare. There was also a North Somerset black and ethnic minority forum. Quentin confirmed that SREC also worked with gypsies and travellers.

The Chairman thanked Quentin for his presentation and invited SREC to apply for a grant.

MATTERS FOR DECISION

FIN289: Apologies for Absence

None

FIN290: Declarations of Interest

None

FIN291: Minutes of the Meeting held on 7 September 2009

The minutes of the meeting held on 7 September 2009 were approved as a correct record and signed by the Chairman.

FIN292: Exclusion of press and public

RESOLVED that the press and public be excluded for Agenda items 14 and 15 (employees' salaries) on the grounds that their consideration may involve disclosure of information exempt under paragraph 1 of Schedule 12A Local Government Act 1972 (information relating to individuals).

FIN293: Election of Chairman

Wendy Griggs announced that she was resigning as Chairman because of other commitments. She confirmed that she would carry out the audit checks for August and September and that she would remain a member of the committee.

RESOLVED that Rosey Knifton be elected as Chairman, to hold office until the next Annual Meeting of the Parish Council.

Rosey Knifton took the Chair.

RESOLVED that the Committee expresses its thanks to Wendy Griggs for her valuable work as Chairman.

FIN294: Election of Vice-Chairman

RESOLVED that Lucy Perrott be elected as Vice-Chairman, to hold office until the next Annual Meeting of the Parish Council.

FIN295: Finance

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

FIN296: Grant to Yatton Junior Football Club

Members considered a letter from the Club (Annex 2) asking for a grant of £1468 (£1000 for utility bills for the forthcoming half year, £68 for white liner and £400 for the unexpectedly high water bill in 2008/09).

RESOLVED to pay a grant of £1468 to Yatton Junior Football Club.

Members emphasised that the decision to pay the water bill was a one-off and that the Club must do all it can to keep utility bills to a minimum.

RESOLVED that Yatton Junior Football Club be invited to submit a bid for an amount to be included in the 2010/11 budget.

FIN297: Arrangements for setting the budget for 2010/11

Members noted that the Clerk and Finance Assistant would submit draft budgets to each committee based on the current year's figures. The Clerk will also ask each committee to consider new areas of spending, or areas of spending no longer required.

FIN298: Earmarked reserves

Members considered which of the existing earmarked reserves were still required (Annex 3).

RESOLVED that the following earmarked reserves are still required, subject to discussion by the appropriate committee:

- New Burial Ground
- War Memorial Project
- Cadbury Hill
- Cadbury Hill (Lease)
- Moor Street Bow
- Tarmac Rock Road car park
- Play equipment
- Road safety in the parish
- Allotment surplus

RESOLVED that the following earmarked reserves are no longer required and that the balances should be transferred to the general reserve:

- Speedwatch
- Environmental enhancements
- Street light repairs
- Capital lighting programme
- Newsletter
- Administration
- Walking for health
- Community events

FIN299: £10,000 ALLOCATED FOR Stepping Stones Community Pre-School project

RESOLVED that this amount be transferred to the general reserve.

FIN300: Letter from the internal auditor

Members considered a letter from the internal auditor (Annex 4). The Clerk reported that all the auditor's recommendations had been implemented. The Clerk also reported that the external auditors had given a clean audit certificate for 2008/09.

Members noted that the internal auditor had commented: 'Overall the Council's affairs appear to be well managed with a balanced approach to risk management and financial strategies'. Members asked for their thanks to the Clerk, Finance Assistant Wendy Bentley and former Clerk Richard Baker to be recorded.

FIN301: Appointment of Clerk as Responsible Financial Officer

(See the internal auditor's letter, Annex 4)

RESOLVED that the appointment of the Clerk as Responsible Financial Officer within the meaning of section 151 Local Government Act 1972 be ratified.

(There were no members of the press or public present.)

FIN302: Staff salaries following the national pay settlement.

Members noted the revised pay scales.

RESOLVED that all staff move onto the same point on the new scales, backdated to 1 April 2009.

Members noted that although the pay settlement included an increase in minimum holiday entitlement from 20 to 21 days this would not affect Parish Council staff because North Somerset Council conditions, which the Council had decided to apply to Parish Council staff, already provided for a minimum of 24 days.

FIN303: Increase in salary of a member of staff

The Clerk reported verbally (summary of report as Confidential Annex 5).

RESOLVED that an increase of one scale point be awarded to the member of staff.

MATTERS FOR INFORMATION

FIN304: Summary Income and Expenditure Report

Noted.

FIN305: Future agenda items

(1) Possibility of more income from Hangstones office.

(2) Staff pension arrangements

Chairman

___/___/2009