

Minutes

of a meeting of the

Yatton Parish Council

Finance, Personnel and Administration Committee

held on

24 May 2010

in Hangstones Pavilion

Meeting Commenced: 7.30 p.m.

Meeting ended: 8.45 p.m.

Present: Councillors: Graham Humphreys, Rosey Knifton, Ian Payne, Lucy Perrott, Viv Wathen, Jean Watson

In attendance: Clerk

MATTERS FOR DECISION

FIN337: Election of Chairman

RESOLVED that Graham Humphreys take the Chair for the election of a Chairman.

Graham Humphreys took the Chair.

RESOLVED that Rosey Knifton be elected Chairman of the Committee for the ensuing year.

The Chairman took the Chair.

FIN338: Election of Vice-Chairman

RESOLVED that Lucy Perrott be elected Vice-Chairman of the Committee for the ensuing year.

FIN339: Apologies for Absence

Apologies for absence were received from David Crossman and Wendy Griggs

FIN340: Declarations of Interest

None

FIN341: Minutes of the Meeting held on 12 April 2010

The minutes of the meeting held on 12 April 2010 were approved as a correct record and signed by the Chairman.

FIN342: Exclusion of press and public

RESOLVED that the public be excluded from the meeting during consideration of Agenda item 15 (staff salaries) on the ground that publicity would be prejudicial to the public interest because consideration will involve the disclosure of information exempt under paragraph 1 of Schedule 12A Local Government Act 1972 (information relating to any individual).

FIN343: Appointment of Personnel Sub-committee

RESOLVED that the terms of reference of the Personnel Sub-committee be as follows:

- 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.
- To report back to the Finance, Personnel & Administration Committee from time to time.

RESOLVED that the members of the Personnel Sub-committee be the Chairman and Vice-Chairman of the Council, the Chairman of the Finance, Personnel & Administration Committee, the Chairman of the Amenities & Properties Committee and Jean Watson, with power to appoint substitutes.

FIN344: Schedule of meetings for 2010/11

RESOLVED that Committee meetings be held as follows, all at 7.30 p.m. at Hangstones pavilion:

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)

FIN345: Finance

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

FIN346: Management of the Parish Council's risks

Members considered a report from the Clerk (Annex 2). Members noted the Clerk's scoring of the Council's risks. The Clerk commented that in addition to inspection by the Council's staff play areas were inspected weekly by North Somerset play rangers and the skate park was inspected annually by ROSPA

RESOLVED that the report be noted.

FIN347: Review of the effectiveness of internal audit.

Members noted the legal requirement for an annual review of the effectiveness of internal audit.

RESOLVED that the Chairman and Vice-Chairman and Ian Payne carry out the review and report back to full Council on 14 June prior to approval of the annual accounts.

FIN348: Draft annual accounts

Members considered the draft annual accounts (Annex 3). Members noted that the draft submitted to the meeting differed from that attached to the agenda as the internal auditor had asked for the PECS capital grant of £2500 to be recognised in 2008/09 rather than 2009/10.

The Clerk drew attention to the following differences:

- 'Other receipts' were lower in 2009/10 because of much reduced interest, and because of the PECS capital grant received in 2008/09.
- Staff costs were higher in 2009/10 because of the appointment of a new groundsman.
- 'Other costs' were higher in 2009/10 primarily because of the Rock Road car park contribution of £23,000.

Members asked why expenditure on the burial ground had dropped sharply and the Clerk undertook to report back on this to full Council on 14 June.

RESOLVED that the draft annual accounts be approved for submission to full Council on 14 June.

MATTERS FOR INFORMATION

FIN349: Clerk's report

- (1) The Valuation Office had confirmed that rates were due on the Church Road car park even though no charges were made. However the enquiry had revealed that the notified rateable value was about double what it should have been.
- (2) The land at the corner of Cherry Grove and High Street, Yatton, would be rateable if the Council continued to allow cars to be parked there.

FIN350: Future agenda items

- (1) Hangstones pitch charges (to be considered first by Amenities & Properties Committee on 7 June)
- (2) Grant awarding meeting on 28 June
- (3) New draft standing orders

FIN351: Staff salaries

Members noted a report from the Clerk listing staff salaries and net monthly pay (Confidential Annex 4)

Chairman

___/___/2010