



Yatton Parish Council

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OUR MISSION: To ensure the provision of high quality services in our communities of Yatton and Claverham

Date: 7th April 2026
Clerk: Aleana Baird
Email: clerk@yatton-pc.gov.uk

A MEETING OF THE FINANCE, PERSONNEL AND ADMINISTRATION COMMITTEE WILL BE HELD AT HANGSTONES PAVILION, STOWEY ROAD, YATTON ON MONDAY 13th APRIL 2026 AT 7.30 P.M.

ALL COUNCIL/COMMITTEE MEETINGS ARE OPEN TO THE PUBLIC.

Aleana Baird – Clerk to the Council

Committee Members: Councillors Nick Adams, David Crossman, Jonathan Edwards, Graham Humphreys, Chris Jackson, Peter Lomas, Jessie McArdle and Roger Wood.

A G E N D A

MATTERS FOR DECISION

- 1. To receive apologies for absence.**
- 2. To receive councillors' declarations of interests and consider any written applications for dispensations (the Committee may only grant a dispensation to enable a member to speak in public participation).**

MATTER FOR INFORMATION

PUBLIC PARTICIPATION

- 3. To receive and hear any person who wishes to address the Committee.**
The Chairman of the Committee will select the order of the matters to be heard. Each speaker will be limited to a period of three minutes (to a maximum of 15 minutes total public participation at the Chairman's discretion).

MATTERS FOR DECISION

- 4. To confirm the minutes of the Finance, Personnel & Administration Committee meetings held on 9th February 2026.**

5. If the Committee wishes to exclude the public for a particular agenda item, the following resolution must be passed:

‘That the public be excluded from the meeting during consideration of agenda item(s) ... on the ground that publicity would be prejudicial to the public interest [by reason of the confidential nature of the business] or [for other special reason which must be stated].’

6. Finance

To authorise payments, to note receipts and petty cash payments for April 2026.

7. To review the following policies:

Health & Safety Policy.

Fire Safety Policy

8. To review the budget 2025-26 prior to year end close down and the final internal / external audit process.

9. To review the hall and pitch charges including the new small meeting room and Burial and Memorial fees for both sites.

10. To consider re-appointing Councillor David Crossman as a Trustee to Yatton United Charities.

11. To consider North Somerset Council Verge Maintenance Pilot Scheme.

12. To consider the judging criteria and multiple awards for Volunteer of the Year 2027.

13. To consider Annual Leave carryover flexibility and authorization in an emergency situation.

MATTERS FOR INFORMATION

14. To receive the Clerk’s Report.

15. Future agenda items.

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, age, gender, sexual orientation, marital status and any disability) Crime & Disorder, Health & Safety and Human Rights

***Any documents appertaining to this agenda maybe requested in paper copy from the Parish Office.*

THIS DOCUMENT CAN BE MADE AVAILABLE IN A DIFFERENT FORMAT ON REQUEST.