



## Yatton Parish Council

Hangstones Pavilion,  
Stowey Road,  
Yatton  
Bristol  
BS49 4HS  
Tel: 01934 838971  
[www.yatton-pc.gov.uk](http://www.yatton-pc.gov.uk)



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

Date: 4<sup>th</sup> December 2018  
Clerk: Aleana Baird

Email: [clerk@yatton-pc.gov.uk](mailto:clerk@yatton-pc.gov.uk)

**A MEETING OF THE FINANCE, PERSONNEL AND ADMINISTRATION COMMITTEE WILL BE HELD ON MONDAY 10 DECEMBER 2018 AT 7.30 p.m. AT HANGSTONES PAVILION, STOWEY ROAD, YATTON BS49 4HS**

**ALL COUNCIL/COMMITTEE MEETINGS ARE OPEN TO THE PUBLIC**

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Aleana Baird – Clerk to the Council

## **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)**

### **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 meeting held on 8th October 2018 and the Personnel Sub-Committee held on 27<sup>th</sup> November 2018.**

**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. To consider the draft budget and precept for 2019-20 and any additional changes required prior to recommending it for approval at January 2019 Council meeting.**

**7. To consider a draft action plan for 2019-20.**

**8. To consider the Procurement Policy.**

### **9. Finance**

To authorise payments, to note receipts and petty cash payments for December 2018.

## **MATTERS FOR INFORMATION**

**10. To receive the Clerk’s Report**

**11. 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\*\**

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