



## 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: 5<sup>th</sup> February 2019  
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 11th FEBRUARY 2019 AT 7.30 p.m. AT HANGSTONES PAVILION, STOWEY ROAD, YATTON BS49 4HS**

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

---

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 meeting held on 10th December 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 review the grant applications received for the last round of grant allocation for 2018-19.
7. To consider the Parish Council’s Risk Assessments and the management of the Council’s risks.
8. To consider the Parish Council’s insurance renewal due April 1<sup>st</sup> 2019.
9. Finance  
To authorise payments, to note receipts and petty cash payments for February 2019.
10. To consider quotes for a new door to the changing rooms. Confidential Item.
11. To receive an update on the recruitment of a new Finance Officer. Confidential Item.

## MATTERS FOR INFORMATION

12. To receive the Clerk’s Report
13. 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\*\**

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