



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: 4th February 2020
Clerk: Aleana Baird

Email: clerk@yatton-pc.gov.uk

A MEETING OF THE FINANCE, PERSONNEL AND ADMINISTRATION COMMITTEE WILL BE HELD ON MONDAY 10 FEBRUARY 2020 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 Finance, Personnel & Administration Committee meeting held on 9th December 2019.

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 discuss the contract and salary point scale for the new part-time groundsman to be in post from 31st March 2020 and to finalise the short listing and interview arrangements for the position. Confidential Item.

7. To discuss the Parish Council’s Risk Assessment.

8. To review Yatton Parish Council’s Appraisal Policy.

9. To discuss the option to undertake a three year arrangement regarding the CAB grant.

10. To arrange the completion of the Councillor audit for year end 2019-20 and discuss arrangements for the 2020-21 Councillors audit.

11. To consider the request by North Somerset Council to make a contribution of £100 towards marking the road at the entrance to Elborough Avenue with No Entry.

12. To consider a revised grant application from Claverham Cricket Club.

13. To approve the expenditure from the Community Infrastructure Levy funds on a new noticeboard at Chestnut Park.

14. Finance

To authorise payments, to note receipts and petty cash payments for February 2020.

MATTERS FOR INFORMATION

15. To receive the Clerk’s Report.

16. 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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