



## 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: 5<sup>th</sup> December 2023  
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 AT HANGSTONES PAVILION, STOWEY ROAD, YATTON ON 11<sup>th</sup> DECEMBER 2023 AT 7.30 P.M.**

**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 meetings held on 9<sup>th</sup> October 2023.

**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 December 2023.

**7. To discuss any personnel related matters for inclusion in the 2024-25 budget.**

**8. To consider the draft budget and precept for 2024-25 and any additional changes required prior to recommending it for approval at January 2024 Full Council meeting.**

**9. To consider a funding request 2023-24 from the Citizens Advice Bureau.**

**10. To review Standing Orders and Financial Regulations including the Procurement Policy.**

**11. To consider a draft action plan for 2024-25.**

**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\*\**

*\*\*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.**