



## 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: 7<sup>th</sup> February 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 13<sup>th</sup> FEBRUARY 2023 AT 7.30 P.M.**

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

**Aleana Baird – Clerk to the Council**

**Committee Members: Councillors David Crossman, Jonathan Edwards, Graham Humphreys, Chris Jackson, Peter Lomas, Jessie McArdle, Massimo Morrelli 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).**

### **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 12<sup>th</sup> December 2022.**

**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 February 2023.

**7. To determine value parameters for additions to the Asset Register.**

**8. To review the filming policy and make a recommendation to Full Council on March 13<sup>th</sup> 2023.**

**9. To discuss the Parish Council’s Risk Assessments.**

**10. To discuss the suggestions from the Interim Internal Audit Report December 2022.**

**11. To discuss the recovery of VAT on sports facility invoices.**

**12. To review the Complaints Procedure.**

**13. To consider a request from Yatton Youth Club to release part of their approved grant within the 2023-24 budget this current financial year.**

**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.**