



## 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: 8th June 2021  
Clerk: Aleana Baird

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

**A MEETING OF THE FINANCE, PERSONNEL AND ADMINISTRATION COMMITTEE BE HELD ON MONDAY 14<sup>th</sup> JUNE 2021 AT 7.30 p.m. IN 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 17th May 2021.
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 June 2021.

**7. To review the protocol for dealing with members of the public.**

**8. To review the Complaints Procedure.**

**9. To review the Grievance and Disciplinary Procedures.**

**10. To consider the Community Infrastructure Levy Report 2020-21.**

**11. To discuss a request for Zero Carbon North Somerset to have the hall free of charge for meetings.**

**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\*\**

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