



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 February 2022
Clerk: Aleana Baird

Email: clerk@yatton-pc.gov.uk

A MEETING OF THE FINANCE, PERSONNEL AND ADMINISTRATION COMMITTEE WILL BE HELD AT HANGSTONES PAVILION, STOWEY ROAD, YATTON ON 14th FEBRUARY 2022 AT 7.30 P.M.

ALL COUNCIL/COMMITTEE MEETINGS ARE OPEN TO THE PUBLIC WHO MAY ALSO JOIN THE MEETING USING EITHER OF THE METHODS ABOVE.

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 13th December 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 February 2022.

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

8. To review the Business Continuity Plan.

9. To review the Social Media Policy.

10. To review the Information & Data Protection Policy and the Document Retention & Disposal Policy + Appendix.

MATTERS FOR INFORMATION

11. To receive the Clerk’s Report.

12. 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