



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: 9th April 2024
Clerk: Aleana Baird

Email: clerk@yatton-pc.gov.uk

Councillors David Crossman, Jonathan Edwards, Graham Humphreys, Chris Jackson, Peter Lomas, Jessie McArdle and Roger Wood.

A MEETING OF THE FINANCE, PERSONNEL AND ADMINISTRATION COMMITTEE WILL BE HELD AT HANGSTONES PAVILION, STOWEY ROAD, YATTON ON 15th APRIL 2024 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 12th February 2024.

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 April 2024.

7. To consider the Yatton Youth Club Five Year Business Plan 2024-29.

8. To review the following policies

- **Health & Safety Policy.**
- **Information and Data Protection Policy.**
- **Document Retention & Disposal Policy + Appendix.**
- **Investment Strategy.**
- **Grant Awarding Policy.**

9. Review of training undertaken April 2023-24.

MATTERS FOR INFORMATION

10. To receive the Clerk’s Report.

11. 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.