



## 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: 10<sup>th</sup> June 2025  
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 16<sup>th</sup> JUNE 2025 AT 7.30 P.M.**

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

**Aleana Baird – Clerk to the Council**

**Committee Members: Councillors Nick Adams, David Crossman, Jonathan Edwards, Graham Humphreys, Chris Jackson, Peter Lomas, Jessie McArdle and Roger Wood.**

## **A G E N D A**

### **MATTERS FOR DECISION**

- 1. To elect a Committee Chairman for the ensuing year.**
- 2. To elect a Committee Vice Chairman for the ensuing year.**
- 3. To receive apologies for absence.**
- 4. 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).**

### **MATTER FOR INFORMATION**

#### **PUBLIC PARTICIPATION**

- 5. 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**

**6. To confirm the minutes of the Finance, Personnel & Administration Committee meetings held on 14<sup>th</sup> April 2025.**

**7. 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].’

**8. Finance**

To authorise payments, to note receipts and petty cash payments for June 2025.

**9. To consider the fees for the new cemetery.**

**10. To receive a report on the change over to ‘Staffology’ from ‘Ernie’ software package for payroll.**

**11. To consider a donation to charity in exchange for carpet tiles for Hangstones alterations.**

## **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.**