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|  | **Yatton Parish Council**  Hangstones Pavilion,  Stowey Road,  Yatton  Bristol  BS49 4HS  Tel: 01934 838971  [www.yatton-pc.gov.uk](http://www.yatton-pc.gov.uk) | ***QualityLogo_Blue*** |

*OUR MISSION: To ensure the provision of high quality services in our communities of Yatton and Claverham*

Date: 11 May 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 WILL BE HELD ON MONDAY 17th MAY 2021 AT 7.30 p.m. IN HANGSTONES PAVILION, STOWEY ROAD, YATTON BS49 4HS.**

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

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**Aleana Baird – Clerk to the Council**

**A G E N D A**

**MATTERS FOR DECISION**

**1. To elect a Chair of Committee for the ensuing year.**

**2. To elect a Vice Chair of Committee 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)**

##### **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 meeting held on 19th April 2021.**

**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 May 2021.

**9. To review the Health & Safety Policy.**

**10. To review the Internal Auditors Report 2020-21.**

**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****\*\****

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