



Yatton Parish Council

Hangstones Pavilion,
Stowey Road,
Yatton
Bristol
BS49 4HS
Tel: 01934 838971
www.yatton-pc.gov.uk



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

Date: 2nd February 2021
Clerk: Aleana Baird

Email: clerk@yatton-pc.gov.uk

A MEETING OF THE FINANCE, PERSONNEL AND ADMINISTRATION COMMITTEE WILL BE HELD REMOTELY ON 8th FEBRUARY 2021 AT 7.30 P.M. USING

<https://zoom.us/j/589050719>

If you're unable to join the meeting via the Zoom app you can join by phone (audio only!) Dial 0203 481 5237 or 0203 481 5240 then enter 589050719# when prompted.

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 14th December 2020.

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 2021.

7. To discuss the Parish Council's Risk Assessment

8. To discuss the carrying forward of Parish Council staff holiday.

9. To review the Policy on Filming, & Recording of Meetings .

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

**THIS DOCUMENT CAN BE MADE AVAILABLE IN A DIFFERENT
FORMAT ON REQUEST**