



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: 4th December 2019
Clerk: Aleana Baird

Email: clerk@yatton-pc.gov.uk

A MEETING OF THE FINANCE, PERSONNEL AND ADMINISTRATION COMMITTEE WILL BE HELD ON MONDAY 9 DECEMBER 2019 AT 7.30 p.m. AT HANGSTONES PAVILION, STOWEY ROAD, YATTON BS49 4HS

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 meeting held on 8th October 2019.

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. To consider the draft budget and precept for 2019-20 and any additional changes required prior to recommending it for approval at January 2019 Council meeting.

7. To consider a second round of grant applications for 2019-20.

8. To consider a draft action plan for 2020-21.

9. To consider cleaning arrangements at Hangstones.

10. To discuss the process for recruiting a part-time groundsman to be in post from 31st March 2020.

11. Finance

To authorise payments, to note receipts and petty cash payments for December 2019.

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

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