



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: 8th October 2024
Clerk: Aleana Baird
Email: clerk@yatton-pc.gov.uk

A MEETING OF THE FINANCE, PERSONNEL AND ADMINISTRATION COMMITTEE WILL BE HELD AT HANGSTONES PAVILION, STOWEY ROAD, YATTON ON 14th OCTOBER 2024 AT 7.30 P.M.

ALL COUNCIL/COMMITTEE MEETINGS ARE OPEN TO THE PUBLIC.

Aleana Baird – Clerk to the Council

Committee Members: Councillors 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 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).**

MATTER FOR INFORMATION

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 22nd July 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 October 2024.

7. To review Financial Regulations and Standing Orders.

8. To consider the regulations for the Mendip Road Cemetery.

9. To consider any recent grant applications.

10. To consider a Service Level Agreement for the office IT provision.

11. To discuss the potential Citizens Advice Bureau grant request in 2025-26.

12. To review the budget.

MATTERS FOR INFORMATION

13. To receive the Clerk’s Report.

14. 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.