



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 2019
Clerk: Aleana Baird

Email: clerk@yatton-pc.gov.uk

A MEETING OF THE FINANCE, PERSONNEL AND ADMINISTRATION COMMITTEE WILL BE HELD ON MONDAY 14th OCTOBER 2019 AT 7.30 p.m. IN 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 elect a Vice Chair for the Committee.
5. To confirm the minutes of the meeting held on 22nd July 2019.
6. 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].’

7. To review the Community Engagement Strategy.
8. To review the Business Continuity Plan
9. To consider a new computer for the Finance Officer.
10. To plan the forthcoming budget setting process.
11. Finance
To authorise payments, to note receipts and petty cash payments for October 2019.
12. To consider a grant application from the Royal British Legion.

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

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