

Draft Minutes
of a meeting of the
Yatton Parish Council
Finance, Personnel and Administration Committee
held on
12 October 2020
Remotely via Zoom <https://zoom.us/j/589050719>

Meeting Commenced: 7.30 p.m.

Meeting ended: 8.40 p.m.

Present: Councillors: Jonathan Edwards, Peter Lomas, Graham Humphreys, Chris Jackson and Roger Wood.

In attendance: Clerk Aleana Baird.

MATTERS FOR DECISION

FIN121/20: Apologies for Absence

Apologies had been received from Councillors David Crossman and Massimo Morelli.

FIN122/20: Declarations of Interest

NONE.

MATTERS FOR INFORMATION

PUBLIC PARTICIPATION

FIN123/20: Public participation.

NONE.

MATTERS FOR DECISION

FIN124/20: To confirm the minutes of the Finance, Personnel & Administration Committee meeting held on 3rd August 2020.

RESOLVED: the minutes of the meeting held on 3rd August 2020 were approved as a correct record and posted to the Chairman for signing.

FIN125/20: If the Committee wishes to exclude the public for a particular agenda item, the following resolution must be passed:

RESOLVED: 'That the public be excluded from the meeting during consideration of agenda item on the ground that publicity would be prejudicial to the public interest by reason of the confidential nature of discussing staff performance and hours.

**NOT REQUIRED AS NO MEMBERS OF THE PUBLIC WERE IN ATTENDANCE.

**FIN126/20 To report on the Staff Appraisals Process and to discuss any outcomes.
Confidential Item.**

Chairman Peter Lomas and Vice Chairman Graham Humphreys had carried out the Clerk's appraisal and the Clerk had appraised all other staff members. The appraisals had prompted a few matters for the Committee to consider.

RESOLVED: to change the allocated 5 hours overtime that the part-time grounds person has for her gardening work to permanent contracted hours. She will then have 25 contracted hours per week.

RESOLVED: to increase the Finance Officer's contracted hours from 12 to 15 per week with effect from 1st November 2020.

The Clerk was also considering changing the computer arrangements in the office to allow greater flexibility to work at home in the event of staff needing to self-isolate during the current pandemic. This may mean purchasing a laptop for the Finance Officer and the Clerk utilizing the new desktop purchased earlier this year as her computer was now the oldest (7 years old) and reliability was becoming a problem.

FIN127/20 Finance

To authorise payments, to note receipts and petty cash payments for October 2020 including National Joint Council for Local Government Services staff pay increase.

RESOLVED: To authorise payments, note receipts and petty cash payments for October 2020 including National Joint Council for Local Government Services staff pay increase.

FIN128/20 To plan the budget setting process 2021-22.

The background work on the budget was to be tried by Zoom once the Clerk and Finance Officer had prepared a draft budget 2021-22. The Clerk would advise of possible dates preferably during the daytime and allowing enough time for all the work to be done ahead of the December 14th Finance meeting.

FIN129/20 To review and approve the tenancy agreement for the North End Allotments.

A draft tenancy agreement that had been worked on by Councillor Wendy Griggs and the Clerk had been circulated prior to the meeting. Discussion took place on the topics of animals and bonfires.

RESOLVED: to approve the draft tenancy for the North End Allotments including allowing bonfires on the same basis as Mendip Road Allotments but prohibiting the keeping of any type of animal or bees.

FIN130/20 To consider entering into a contract with Centregreat to repair the Parish Council streetlights.

RESOLVED: that subject to satisfactory terms and conditions the Parish Council would enter into a contract with Centregreat to maintain their streetlights.

There had been two lights recently reported that required more extensive replacement parts and with the advancing short nights the work required instructing urgently.

RESOLVED: to replace the bracket and lantern on Col 1 in Westaway Park Cost £622.74.

RESOLVED: to replace the column and lantern on Col 2 in Grassmere Road Cost £1,072.74.

FIN131/20 To discuss the Head of Terms issued by North Somerset Council for the lease of the land for the proposed new cemetery off Mendip Road.

RESOLVED: to agree to move forward with the lease process based on the initial draft Heads of Terms but subject to clarification of the section on insurance responsibilities.

The Clerk was to arrange a meeting of the New Cemetery Working Group to begin working on a planning application.

MATTERS FOR INFORMATION

FIN132/20: Clerks Report.

i) Chairman Jonathan Edwards had attended the ALCA (Avon Local Councils Association) AGM. He reported that the meeting had approved a 30% increase in ALCA/NALC (National Association of Local Councils) membership fees. The Parish Council can decide if it wishes to pay for membership on this basis through the budget setting process.

FIN133/20: Future agenda items.

- Online banking.
- General Reserves and Contingency.

Chairman

___/___/2020