

Draft Minutes
of a meeting of the
Yatton Parish Council
Finance, Personnel and Administration Committee
held on
8 February 2021

Remotely via Zoom <https://zoom.us/j/589050719>

Meeting Commenced: 7.30 p.m.

Meeting ended: 8.20 p.m.

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

In attendance: Clerk Aleana Baird and Councillor Jessie McArdle.

MATTERS FOR DECISION

FIN146/21: Apologies for Absence

Apologies had been received from Councillor Massimo Morelli.

FIN147/21: Declarations of Interest

NONE.

MATTERS FOR INFORMATION

PUBLIC PARTICIPATION

FIN148/21: Public participation.

NONE.

MATTERS FOR DECISION

FIN149/21: To confirm the minutes of the Finance, Personnel & Administration Committee meeting held on 14th December 2020.

RESOLVED: the minutes of the meeting held on 14th December 2020 were approved as a correct record and posted to the Chairman for signing.

FIN150/21: 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.

FIN151/21 Finance

To authorise payments, to note receipts and petty cash payments for February 2021.

RESOLVED: To authorise payments, note receipts and petty cash payments for February 2021.

FIN152/21 To discuss the Parish Council's Risk Assessment.

The Committee discussed the Risk Assessment Report by the Clerk including detailed of areas of risk assessment and inspection regimes circulated in advance of the meeting. The report was to be signed by the Committee Chairman subject to approval.

RESOLVED: that subject to a small amendment to the date detail of Pat Testing under 3) and the addition of including Moor Street Bow within the Open Spaces Risks Assessment the Parish Council risks were being managed satisfactorily and the amended report was to be signed by the Chairman.

FIN153/21 To discuss the carrying forward of Parish Council staff holiday.

The Parish Council staff had found it difficult to take all the annual leave allocation over the past year due to the restrictions of the pandemic. Staff were allowed to carry forward one week or the equivalent of that for part-time staff within their contract of employment. The Government had relaxed the rules to allow more leave to be carried forward due to the pandemic.

RESOLVED: that all Parish Council staff can carry forward two weeks leave for the next two years if they wish to.

FIN153/21 To review the Policy on Filming & Recording of Meetings.

RESOLVED: to re-adopt the Policy on Filming & Recording of Meetings subject to a small amendment to 1).

***** Chairman Peter Lomas asked for the minutes to record the thanks of the Parish Council to all members of staff for their work throughout the pandemic in keeping the service and all the facilities going so well in a difficult year. It was very much appreciated.**

MATTERS FOR INFORMATION**FIN154/21: Clerks Report.**

i) The Clerk advised that the following policies would need to be reviewed next year the Code of Conduct, Complaints and Grievance & Disciplinary, Grant Awarding, Protocol for Dealing with Members of the Public and the annual ones of Investment, Health & Safety, Standing Orders and Financial Regulations.

ii) The Precept and budget breakdown request had been submitted to North Somerset Council.

FIN155/21: Future agenda items.

- Online banking.
- General Reserves and Contingency.
- Review Deposit Accounts

Chairman

____/____/2021