

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

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

Meeting Commenced: 7.30 p.m.

Meeting ended: 8.45 p.m.

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

In attendance: Clerk Aleana Baird.

*****Committee Chairman Peter Lomas welcomed Councillor Jessie McArdle to her first meeting on the Committee.**

MATTERS FOR DECISION

FIN156/21: Apologies for Absence

Apologies had been received from Councillor David Crossman.

FIN157/21: Declarations of Interest

NONE.

MATTERS FOR INFORMATION

PUBLIC PARTICIPATION

FIN158/21: Public participation.

NONE.

MATTERS FOR DECISION

FIN159/21: To confirm the minutes of the Finance, Personnel & Administration Committee meeting held on 8th February 2021.

RESOLVED: the minutes of the meeting held on 8th February 2021 were approved as a correct record and posted to the Chairman for signing.

FIN160/21: 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.**

FIN161/21 Finance

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

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

FIN162/21 To consider the Investment Strategy 2021-22.

Further to discussion raised by Councillor Jessie McArdle regarding negative interest the Committee were mindful of this and may need guidance from NALC in the future should this happen. An amendment to No 6.3 was made referencing that the fixed term deposit was returned to the 'current' account.

RESOLVED: to approve, subject to the above amendment, the Investment Strategy 2021-22.

FIN163/21 To review the protocol for dealing with members of the public.

The Committee considered that the Protocol was focused on matters that were not the responsibility of the Parish Council. The inclusion of provision for responses on Parish Council areas of responsibility and guidance for staff on dealing with matters of potential conflict required drafting. The protocol was deferred for decision until the June Finance meeting to allow this to be done.

FIN164/21 To review the Grant Awarding Policy.

Further to discussion the Committee made an amendment to wording of the first sentence of No 9 to state Grant recipients 'are expected to' rather than 'should' submit a report. The application form must also be amended to reflect this change if necessary.

RESOLVED: to approve the Grant Awarding Policy subject to the above amendments.

FIN165/21 To discuss solutions for the best use of grounds staff time with one vehicle (tractor) to cover open spaces.

A situation had arisen that precluded the use of a staff car for towing the trailer and ride on mower to maintain the open spaces. The impact of this means that the tractor has to be used. This significantly reduced the flexibility and time management of working in two places at once. The Committee acknowledged the constraints this arrangement caused and considered it was not the best use of staff time. The purchase of a Parish Council vehicle was discussed to include tow bar and signage and a ceiling figure of funding. The selection of a vehicle may be delegated to the Clerk and Head Groundsman with the final choice being advised to the Chairman of the Council Jonathan Edwards and Peter Lomas, Chairman of this Committee.

RESOLVED: to purchase a suitable vehicle with a towbar (or fit one) and magnetic signage to the value of up to £5,000. The vehicle was to be chosen by the Head Groundsman and Clerk with the choice being approved by Chairman Jonathan Edwards and Finance Committee Chairman Peter Lomas prior to completion of the purchase. The funds were to be taken from the General Reserve.

FIN166/21 To consider purchasing Zoom membership for the Council.

RESOLVED: to purchase a Zoom subscription package to the value of £119.90.

FIN167/21 To consider a contribution to the new Yatton to Clevedon bus service and to make recommendation for final consideration at the next Full Council meeting.

The contribution request was for £2,000 to provide funds to publicise the new Yatton to Clevedon bus service. Consideration was given to providing the funds from CIL the Parish Council had received.

RESOLVED: to recommend to the next Full Council that £2,000 be used from the CIL fund to provide publicity for the new bus service.

***** The following two agenda items were deferred to the next suitable meeting due to an error in the wording of the item. The Clerk apologised for the error.**

FIN168/21 To approve that Star Legal are authorised to be instructed to undertake the transaction of the land transfer of the North End Allotments from Bloor Homes to the Parish Council on behalf of the Parish Council.

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MATTERS FOR INFORMATION

FIN170/21: Clerks Report.

- i) The year end close down of accounts was Friday 23rd April.
- ii) The internal auditor was due on 6th May.
- iii) The admin and legal work for the new allotments was progressing slowly with more legal documents arriving today.
- iv) The street lighting company Centregreat had finally moved to setting up a formal arrangement with the Parish Council.
- v) The Clerk had applied for a Restart Entitlement Check to find out if the Parish Council were entitled to this Restart grant.

FIN171/21: Future agenda items.

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

Chairman

____/____/2021