

**Draft Minutes**  
of a meeting of the  
**Yatton Parish Council**  
**Finance, Personnel and Administration Committee**  
held on  
**17 May 2021**

Held at Hangstones Pavilion, Stowey Road, Yatton, BS49 4HS.

Meeting Commenced: 7.30 p.m.

Meeting ended: 8.32 p.m.

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

**In attendance:** Clerk Aleana Baird.

**MATTERS FOR DECISION**

**FIN 1/21 To elect a Chair of Committee for the ensuing year.**

**RESOLVED:** that Councillor Peter Lomas was elected as Chair for the next year.

**FIN 2/21 To elect a Vice Chair of Committee for the ensuing year.**

**RESOLVED:** that Councillor Graham Humphreys was elected as Vice Chair for the next year.

**FIN 3/21: Apologies for Absence**

Apologies had been received from Councillor Massimo Morelli.

**FIN 4/21: Declarations of Interest**

NONE.

**MATTERS FOR INFORMATION**

**PUBLIC PARTICIPATION**

**FIN 5/21: Public participation.**

NONE.

**MATTERS FOR DECISION**

**FIN 6/21: To confirm the minutes of the Finance, Personnel & Administration Committee meeting held on 19<sup>th</sup> April 2021.**

**RESOLVED:** the minutes of the meeting held on 19<sup>th</sup> April 2021 were approved as a correct record and signed by the Chairman.

**FIN 7/21: 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].’

**\*\*NOT REQUIRED.**

**FIN 8/21 Finance**

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

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

**FIN 9/21 To review the Health & Safety Policy.**

**RESOLVED:** to approve the Health & Safety Policy for 2021-22 subject to an amendment to 8.8. The next review will be May/June 2021.

\*\*\* The clerk was to check first aid and liability insurance provision for hall hirers within the conditions of hire.

**FIN 10/21 To review the Internal Auditors Report 2020-21.**

Chairman Peter Lomas had reviewed the report and concluded it was good with no issues to address. He wished to thank all the staff for all their work that had resulted in such a clean audit. The Auditor was satisfied that the Contingency Ear Marked Reserve was retained at a level of 25% of the precept to cover the stipulated 3 months of expenditure in an emergency. The General Reserve was then kept as a fund that may fluctuate. Councillor Jessie McArdle asked about the provision for fraudulent activity and how this was covered within the Council’s insurance and also what procedures gave protection and prevention from fraud. The Clerk suggested that she undertakes the next Councillor audit with the Chairman as this was a good way to look at the way the systems are set up to provide levels of protection. The Clerk would send on the insurance cover details for this.

**MATTERS FOR INFORMATION**

**FIN 11/21: Clerks Report.**

- i) The Clerk had followed up on the Restart Grant and had been informed that the Parish Council was eligible for a grant of £8,000.
- ii) The Parish Council was offered an option to claim compensation from the damage done to the edge of the tree house on Hangstones by the man arrested for carrying an offensive weapon in Yatton. The damage was minimal and was rectifiable by grounds staff. The compensation was not to be pursued.
- iii) The recently installed dog bin on the new section of Strawberry Line was full and overflowing every week. The contractor who emptied the bins suggested another bin on that post. The additional bin was

at a cost of £286 per annum, the contract based on 22 bins was costing £6,292. The budget was £7,000 therefore members suggested another bin was affordable. They wished it to be installed on a post further along the Strawberry Line on the junction of another path that leads into Chestnut Park.

iv) A request to use the hall at no cost had been received from a group. Councillor Jonathan Edwards had asked for more information about the group. It was not desirable to set a precedent by allowing some groups but not others to use the hall with no charge.

**FIN 12/21: Future agenda items.**

- Online banking.
- Review Deposit Accounts
- Community Infrastructure Levy (CIL)

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Chairman

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