

Minutes
of a meeting of the
Yatton Parish Council
Finance, Personnel and Administration Committee
held on
14 June 2021

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

Meeting Commenced: 7.30 p.m.

Meeting ended: 8.50 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 13/21: Apologies for Absence

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

FIN 14/21: Declarations of Interest

NONE.

MATTERS FOR INFORMATION

PUBLIC PARTICIPATION

FIN 15/21: Public participation.

NONE.

MATTERS FOR DECISION

FIN 16/21: To confirm the minutes of the Finance, Personnel & Administration Committee meeting held on 17th May 2021.

RESOLVED: the minutes of the meeting held on 17th May 2021 were approved as a correct record and signed by the Chairman.

FIN 17/21: 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 18/21 Finance

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

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

FIN 19/21 To review the protocol for dealing with members of the public.

RESOLVED: to re-adopt the protocol without amendment. The next review will be in 2025 unless events require that it takes place sooner.

FIN 20/21 To review the Complaints Procedure.

RESOLVED: to re-adopt the Complaints Procedure subject to the amendments discussed.

FIN 21/21 To review the Grievance and Disciplinary Procedures.

RESOLVED: to re-adopt the Grievance and Disciplinary Procedures without amendment. The next review will be in 2025 unless events require that it takes place sooner.

FIN 22/21 To consider the Community Infrastructure Levy Report 2020-21.

RESOLVED: the CIL Report 2020-21 was reviewed and approved. The Committee concluded that suggestions for CIL expenditure would be requested from members and taken to the Finance meeting 26th July for discussion with a potential short list of CIL proposals being taken to Full Council in September.

FIN 23/21 To discuss a request for Zero Carbon North Somerset to have the hall free of charge for meetings.

Further to discussion the Committee requested that Chairman Jonathan Edwards invite the group to the next Full Council meeting on July 12th to explain their aspirations and goals. The Finance Committee will then discuss the matter of free hall use at the meeting on 26th July.

MATTERS FOR INFORMATION

FIN 24/21: Clerks Report.

- i) The Clerk advised that the Restart Grant she had applied for had been refused because a local authority were not allowed inclusion in the grant scheme. There had been a link provided to apply for a discretionary grant but the Parish Council do not fit the application requirement either. Therefore it was not possible to apply.
- ii) The Clerk was on holiday from Wednesday 23rd June and returns to work on Monday 28th June.
- iii) The pump in the pumphouse located in the overflow car park had been annually serviced. The contractor advised that it was the original 1970's pump and whilst it was still working thought might be given to replacing it at some point. Estimated cost between £5,000 - £8,000. This was to be considered in the autumn budget setting process.
- iv) The Annual Return 2020-21 had been submitted to the external auditor on the 3rd June.

FIN 25/21: Future agenda items.

- Online banking.
- Review Deposit Accounts
- Community Infrastructure Levy suggestions for expenditure July 26th Meeting. (CIL)
- Request for free hall hire for Zero Carbon North Somerset July 26th meeting.

Chairman

____/____/2021