

Draft Minutes
of a meeting of the
Yatton Parish Council
Finance, Personnel and Administration Committee

held on

26 July 2021

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

Meeting Commenced: 7.30 p.m.

Meeting ended: 8.54 p.m.

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

In attendance: Clerk Aleana Baird.

MATTERS FOR DECISION

FIN 26/21: Apologies for Absence

Apologies had been received from Councillor Massimo Morelli and Wellspring Counselling.

FIN 27/21: Declarations of Interest

Councillor Jessie McArdle declared a non-disclosable pecuniary interest in agenda item 7 as her husband was involved with the Strawberry Line Café/Cycle projects which were applying for a grant. Councillor Peter Lomas declared a non-disclosable pecuniary interest in agenda item 7 because he knew one of the Trustees of Wellspring Counselling. The Trustee was the vicar of Backwell Methodist church and his wife was the church treasurer.

MATTERS FOR INFORMATION

PUBLIC PARTICIPATION

FIN 28/21: Public participation.
NONE.

MATTERS FOR DECISION

FIN 29/21: To confirm the minutes of the Finance, Personnel & Administration Committee meeting held on 14th June 2021.

RESOLVED: the minutes of the meeting held on 14th June 2021 were approved as a correct record and signed by the Chairman.

FIN 30/21: 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].’

****EXCLUSION NOT REQUIRED – The confidential agenda item 10 was no longer needed as the issue at the allotments had been resolved.**

FIN 31/21 Finance

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

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

FIN32/21 To consider grant applications.

The Parish Council had awarded Yatton United Charities £1,000 from the 2021-22 general grant budget leaving a balance of £4,260 available for other grants during this financial year.

RESOLVED: to award the following grants:

2nd Yatton Guides £350.

Wellspring Counselling £1,000.

Strawberry Line Cycle Project £1,309.

This would leave a balance of £1,601 to go forward to a second round of grant invitations in the autumn.

FIN 33/21 To discuss a request for Zero Carbon North Somerset to have the hall free of charge for meetings.

RESOLVED: that the hall would not be given free of charge at present. If the Parish Council decide to become involved with the group the use of the hall free of charge may be revisited.

FIN 34/21 To set up a Community Infrastructure Levy suggestions from the community for expenditure ideas consultation.

The Committee discussed how to set up the consultation and concluded that the following parameters were to be used:

- An explanation of what CIL is and the guidelines for how it can be spent.
- The suggested ideas must be a) for the benefit of the community b) no major infrastructure projects c) projects up to the value of £50,000.
- The consultation was to commence when schools return in September with a deadline for responses of 30th September.
- The consultation was to be promoted to the schools and local service clubs and organisations, on the noticeboards, Facebook, the website and any other suitable publications.
- The Councillors and staff were to contribute ideas.
- A designated email address created to receive responses and a working group set up at Full Council in September to collate the ideas.
- The final short list of ideas would be taken to Full Council in November 2021.

FIN 35/21 To discuss an allotment issue - Confidential Item.

***** Agenda item not required as the allotment issue had been resolved.**

MATTERS FOR INFORMATION

FIN 36/21: Clerks Report.

- i) The internal auditor had written asking for confirmation that the Parish Council wished to continue using their services. They had provided excellent service to date and therefore it was acceptable to continue to use them.
- ii) The Parish Council solicitor advised that it was achievable that the allotments at North End would complete by 1st September. The Clerk was proceeding with the admin associated with this on the basis of this start date.
- iii) The 2nd TPO application for the poplar on Hangstones had been submitted.
- iv) The Annual Return 2020-21 had been submitted to the external auditor on 3rd June. The acknowledgement of receipt had been received 1st July but no other correspondence since.
- v) The Clerk asked if the Council would mind if the office was closed on some days to allow her to take holiday. The Committee were happy to allow this, prior notification was to be given to inform the public.
- vi) Chairman Peter Lomas had an appointment with a bank to discuss opening accounts to disperse parish council funds within the £85k limits of the Financial Compensation Scheme.

FIN 37/21: Future agenda items.

- Online banking.
- Review Deposit Accounts

Chairman

___/___/2021