

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

held on

11 October 2021

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

Meeting Commenced: 7.30 p.m.

Meeting ended: 8.09 p.m.

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

In attendance: Clerk Aleana Baird and one member of the public.

MATTERS FOR DECISION

FIN 38/21: Apologies for Absence

Apologies had been received from Councillor David Crossman.

FIN 39/21: Declarations of Interest

NONE.

MATTERS FOR INFORMATION

PUBLIC PARTICIPATION

FIN 40/21: Public participation.

A spokesperson from St Mary's Church spoke in support of their grant application and gave the background to the church clock damage and subsequent repair project.

MATTERS FOR DECISION

FIN 41/21: To confirm the minutes of the Finance, Personnel & Administration Committee meeting held on 26th July 2021.

RESOLVED: the minutes of the meeting held on 26th July 2021 were approved as a correct record and signed by the Chairman.

FIN 42/21: 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 11 on the ground that publicity would be prejudicial to the public interest by reason of the confidential nature of discussion of a staff matter.

FIN 43/21 Finance

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

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

FIN44/21 To consider grant applications.

The Parish Council had awarded Yatton United Charities £1,000, 2nd Yatton Guides £350, Wellspring Counselling £1,000 and the Strawberry Line Cycle Project £1,309 from the 2021-22 general grant budget, leaving a balance of £1,601 available for grants during this financial year.

RESOLVED: to award the following grants:

Yatton Music Society £300.

1st Yatton Brownies £350.

St Mary's Church Clock Repair Project £500.

This would leave a balance of £451 should any further grants be submitted this financial year.

FIN 45/21 To consider the ideas for projects from the Community Infrastructure Levy (CIL) Community Consultation.

This item was not discussed. The working group had not met due to the short time between the consultation deadline and this meeting. The consultation outcomes required careful consideration and should not be rushed. The working group were to meet and finalise a shortlist for Full Council to consider on 8th November.

FIN 46/21 To arrange the budget setting process.

Chairman Peter Lomas gave an overview of the budget at the six month point of the year and expenditure was almost exactly half of the amount budgeted for the year, so was currently performing within anticipated parameters.

Further to discussion the Clerk was to prepare an initial budget for the Committee to work through in November with the draft taken to the December Finance Committee meeting. At that meeting the final draft budget may be discussed ahead of recommending it to Full Council in January 2022. The precept was also to be set at the January 2022 meeting based on the budget requirement.

FIN 47/21 To consider a further additional dog bin on the Strawberry Line extension.

Chairman Peter Lomas gave a breakdown of costs for this service based on the 23 bins currently provided (cost £6,578 per annum). An additional bin will cost £286 per annum - total £6,864 (budget £7,000).

RESOLVED: to provide one more additional bin to an existing post on the new Strawberry Line extension.

FIN48/21 To consider a small extension to part-time grounds person's hours following appraisals. Confidential Item.

RESOLVED: to extend the part-time grounds **person's** contracted hours by two and a half **hours** per week.

MATTERS FOR INFORMATION

FIN 49/21: Clerk's Report.

- i) The Clerk enquired who would be carrying out her appraisal this year. Councillors Peter Lomas and Graham Humphreys were happy to do the appraisal.
- ii) The Clerk **mentioned** that the budget provision for energy at Hangstones was likely to be exceeded this winter due to the steep rise in energy costs.
- iii) The Clerk mentioned that the Parish Council only had the power to provide clocks not to carry out any other work on a church.
- iv) An electrical safety condition report **had been received**, which had highlighted a number of C2 category (urgent remedial action) works. The quote was for £1,348.40 and the Clerk wished to highlight that this work was under Health & Safety and asked if the Committee were happy for her to instruct it as it was over the £1,000 limit of her delegated powers. A second quote had not been obtained. The Committee considered that the work should be done and due to the urgent action required gaining further quotes for the work would only delay this.

FIN 50/21: Future agenda items.

- Online banking.
- Review Deposit Accounts
- Review of Standing Orders, Financial Regulations and the Procurement Policy – Dec meeting.

Chairman

____/____/2021