

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

held on
14 February 2022
Held at Hangstones Pavilion, Stowey Road, Yatton, BS49 4HS.

Meeting Commenced: 7.30 p.m.

Meeting ended: 8.13 p.m.

Present: Councillors: Jonathan Edwards, Peter Lomas, Graham Humphreys, Chris Jackson,

In attendance: Clerk Aleana Baird.

MATTERS FOR DECISION

FIN 65/22: Apologies for Absence

Apologies had been received from Councillors David Crossman, Jessie McArdle, Massimo Morelli and Roger Wood.

FIN 66/22: Declarations of Interest

NONE.

MATTERS FOR INFORMATION

PUBLIC PARTICIPATION

FIN 67/22: Public participation.

NONE.

MATTERS FOR DECISION

FIN 68/22: To confirm the minutes of the Finance, Personnel & Administration Committee meeting held on 13th December 2021.

RESOLVED: the minutes of the meeting held on 13th December 2021 were approved as a correct record and signed by the Chairman.

FIN 69/22: 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 70/22 Finance

To authorise payments, to note receipts and petty cash payments for February 2022.

RESOLVED: To authorise payments, note receipts and petty cash payments for February 2022.

FIN 71/22 To discuss the Parish Council's Risk Assessment.

The Clerk had circulated a Risk Assessment Report prior to the meeting including an appendix list of all the Risk Assessments held by the Parish Council. The report outlines the risks the Council is exposed to and the processes in place that mitigate those risks.

RESOLVED: that the Parish Council risks were being managed satisfactorily and the report was to be signed by Chairman Jonathan Edwards.

FIN 72/22 To review the Business Continuity Plan.

The Clerk had circulated the plan prior to the meeting and it had been updated to reflect the Covid pandemic.

RESOLVED: to re-adopt the Business Continuity Plan subject to a small alteration to wording within the Pandemic Contingency Procedure with new updated contacts lists to be circulated to the Chairman and Vice Chairman.

FIN 73/22 To review the Social Media Policy.

RESOLVED: to approve and re-adopt the Social Media Policy with the next review to take place in 2024.

FIN 74/22 To review the Information & Data Protection Policy and the Document Retention & Disposal Policy + Appendix.

RESOLVED: to re-adopt the Information & Data Protection Policy subject to the removal of the reference to the word 'town' and correction of one typo. The policy was to be reviewed in February 2024.

MATTERS FOR INFORMATION

FIN 75/22: Clerk's Report.

- i) The supplies for Hangstones in the event of an emergency had all arrived and North Somerset Council informed. The Clerk was asked to also inform the Police.
- ii) The Clerk had begun the process of obtaining quotes for insurance provision for the next three years. They would be taken to Full Council 7th March.
- iii) The Pension Regulator re-enrolment and declaration of compliance had been received. It must be completed between 10th February and 9th August.
- iv) The Clerk asked the Committee for their views on changing the advice on mask wearing in Hangstones to them being worn at the discretion of individuals. The Committee agreed.
- v) The Clerk raised the review of hall and pitch charges and if it was to be looked at by the Finance or Amenities Committee. Members agreed to take it to Amenities.

FIN 76/22: Future agenda items.

- Online banking.
- Review Deposit Accounts

Chairman

___/___/2022