

Draft Minutes
of a meeting of the
Yatton Parish Council
Finance, Personnel and Administration Committee
held on
11 April 2022

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

Meeting Commenced: 7.30 p.m.

Meeting ended: 8.39 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 77/22: Apologies for Absence

Apologies had been received from Councillors David Crossman.

FIN 78/22: Declarations of Interest

Councillor Jonathan Edwards declared a non-disclosable interest in agenda item 11 as he attended the PACT meeting that agreed to apply for the grant.

MATTERS FOR INFORMATION

PUBLIC PARTICIPATION

FIN 79/22: Public participation.

NONE.

MATTERS FOR DECISION

FIN 80/22: To confirm the minutes of the Finance, Personnel & Administration Committee meeting held on 14th February 2022.

RESOLVED: the minutes of the meeting held on 14th February 2022 were approved as a correct record and signed by the Chairman.

FIN 81/22: 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 82/22 Finance

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

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

FIN 83/22 To discuss the displaying of additional papers with agendas.

RESOLVED: that the Clerk will publish any additional documents appertaining to a meeting on the website ensuring they are marked draft and maybe subject to change. An additional note was to be included on the agenda advising that paper copies of any such documents were available from the Parish Office.

FIN 84/22 To consider compassionate leave provision for staff.

This item was deferred to the next Finance meeting 13th June 2022 to allow the Clerk and Councillor Jessie McArdle to research model compassionate leave policies.

FIN 85/22 To consider the Investment Strategy 2022-23.

RESOLVED: to approve and re-adopt the Investment Strategy for 2022-23 with the next review to take place in spring 2023.

FIN 86/22 To review the Health & Safety Policy 2022-23.

RESOLVED: to re-adopt the Health & Safety Policy 2022-23 subject to the addition under 8.6 of first aid kits also being located in the van and tractor. The policy was to be reviewed in spring 2023.

FIN 87/22 To consider a small grant application of £50.00 from PACT.

RESOLVED: to approve the grant to Pact for £50.00 subject to the helpline on the banner being national and permanent.

MATTERS FOR INFORMATION**FIN 88/22: Clerk's Report.**

- i) The Clerk asked for confirmation from Councillor Roger Wood where the Platinum Jubilee bench for Claverham was to be placed.
- ii) The Clerk advised the Committee she was ordering a new lantern and bracket for the streetlight outside 9 Stowey Park. Western Power Distribution had agreed to pay for a new light due to it being damaged beyond repair because of a fuse box fire on the pole it was attached to. The cost was £557.05 ex vat.
- iii) A grant which had been applied for in 2019 by the Yatton Park Run for £250 towards the cost of a defibrillator at Hangstones was no longer required. The project had been completed without the grant being required.
- iv) The first half of the precept had been received £119,077.
- v) The Clerk advised the grant that had been agreed 22nd July 2018 for £500 towards Hedgehog warning signage was likely to be required this financial year. The permissions for the signs was getting close to completion and the grant was to be released once they had been fully obtained.
- vi) The year end close down was booked 25th April and the internal audit was due 26th April.

FIN 89/22: Future agenda items.

- Online banking.
- Review Deposit Accounts
- Bereavement & Compassionate Leave Policy (next meeting).

Chairman

___/___/2022