

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

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

Meeting Commenced: 7.30 p.m.

Meeting ended: 9.19 p.m.

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

In attendance: Clerk Aleana Baird.

MATTERS FOR DECISION

FIN 14/22: Apologies for Absence

Apologies had been received from Councillors Jessie McArdle and Massimo Morelli.

FIN 15/22: Declarations of Interest

Councillor Jonathan Edwards declared a non-disclosable pecuniary interest in agenda item 7 as his wife was Chairman of the Village Hall Committee and they had a grant application that was to be considered. He left the room during discussion of the Village Hall grant application and did not vote on the decision for this grant.

MATTERS FOR INFORMATION

PUBLIC PARTICIPATION

FIN 16/22: Public participation.

NONE.

MATTERS FOR DECISION

FIN 17/22: To confirm the minutes of the Finance, Personnel & Administration Committee meeting held on 13th June 2022.

RESOLVED: the minutes of the meeting held on 13th June 2022 were approved as a correct record and signed by the Chairman.

FIN 18/22: 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.**

***** Chairman Peter Lomas asked the Committee if they would be willing to move agenda item 9 to be discussed before agenda item 7 as it was linked to the decisions that would be made under item 7.**

RESOLVED: to move agenda item 9 to be heard before agenda item 7.

FIN 19/22 Finance

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

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

FIN 20/22 To consider an unrepresented grant cheque (Agenda item 9).

The unrepresented cheque was to the Citizens Advice Bureau (CAB) and had been sent out mid May 2022. The Clerk had checked to ensure they had received the cheque and today they had confirmed it has been received, apologised for the delay and advised it had been paid in today.

A three year arrangement had commenced in 2020 with CAB agreeing they would receive a grant of £9,740 per year (last year 2022). This year they had not requested £9,740, they had applied for £6,954 because they had secured additional funding streams that had enabled them to reduce the overall costs of their outreach services. They asked that the remaining £2,786 be retained should it be needed later this year.

The Committee discussed retaining £2,786 for CAB against the impact doing this had on the Committee's ability to support grant requests from other local organisations this year. The grant applications received under agenda item 7 totalled considerably more than the general grant budget of £5,210 therefore an additional £2,786 would make a significant difference in who they would be able to assist with grant funding.

RESOLVED: to not retain £2,786 for CAB and return this sum to the general grant fund 2022-23. The Clerk was asked to inform CAB of this decision.

***** Councillor Jonathan Edwards left the room during discussion of the Yatton Village Hall grant application during the following agenda item.**

FIN 21/22 To consider grant applications for this financial year (Agenda item 7).

The Committee discussed each application and any accompanying information. It was noted that a grant application had not been received from either the Guides or the Brownies which was unusual.

RESOLVED: to award the following grants:

Wellspring Counselling £1,000.

Yatton Music Society £300

Vision North Somerset £450

MS Therapy £500

Repair Café £543.68

Yatton Village Hall £4,304

This left a general grant balance £898.32 for 2022-23.

FIN 22/22 To review the Investment Policy.

The recent decision to invest in the CCLA Public Sector Deposit Fund had prompted the revision of the wording of the Investment Strategy 3.2 because the CCLA fund is not a building society or UK clearing bank. The new additional wording is in *italics* below.

RESOLVED: to amend 3.2. of the policy to state ‘for the prudent management of its balances, maintaining sufficient levels of security and liquidity, Yatton Parish Council will permit funds which are available for up to six months to be invested in short term deposits with one or more UK clearing banks, building societies and/or any financial institution authorised and regulated by the Financial Conduct Authority.

***** Chairman Peter Lomas thanked all the Parish Council staff for working under the very hot conditions experienced recently and Committee members also joined in expressing their thanks.**

MATTERS FOR INFORMATION

FIN 23/21: Clerks Report.

- i) The Clerk had received a letter from external auditors PKF Littlejohn stating they hadn't received the Annual Return or a Certificate of Exemption and that a fine would be charged because they had to write to the Parish Council. The Annual Return had been submitted on the 30th May. Following a call to PHF Littlejohn they had acknowledged their mistake and apologised and also advised they would ask for the audit to be done straight away as we had actually submitted it very early.
- ii) The application to open the CCLA Public Sector Deposit Fund had been submitted.
- iii) The Clerk may need to close the Parish Office on a few days in order to accommodate staff holidays.
- iv) The Clerk invited Chairman Peter Lomas to update the Committee regarding a consultation from Avon Pension Fund on their Draft Funding Strategy Statement (FSS). Councillor Peter Lomas had studied the consultation paperwork but advised it was very complex requiring actuary skills to fully understand. On this basis he felt the Committee did not have the skills required to comment.

FIN 24/21: Future agenda items.

- Online banking.
- Review Investment Strategy Policy 6.3 next meeting.

Chairman

___/___/2022