

Draft Minutes
of a meeting of the
Yatton Parish Council
Finance, Personnel and Administration Committee
held on
17 April 2023

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

Meeting Commenced: 7.30 p.m.

Meeting ended: 8.40 p.m.

Present: Councillors: Jonathan Edwards, Peter Lomas and Chris Jackson.

In attendance: Clerk Aleana Baird.

MATTERS FOR DECISION

FIN 66/23: Apologies for Absence

Apologies had been received from Councillors David Crossman and Graham Humphreys.

FIN 67/23: Declarations of Interest

NONE.

MATTERS FOR INFORMATION

PUBLIC PARTICIPATION

FIN 68/23: Public participation.

NONE.

MATTERS FOR DECISION

FIN 69/23: To confirm the minutes of the Finance, Personnel & Administration Committee meeting held on 13th February 2023.

RESOLVED: the minutes of the meeting held on 13th February 2023 were approved as a correct record and signed by the Chairman.

FIN 70/23: 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 AS NO MEMBERS OF THE PUBLIC ATTENDED.

FIN 71/23 Finance

To authorise payments, to note receipts and petty cash payments for April 2023.

RESOLVED: To authorise payments, note receipts and petty cash payments for April 2023.

FIN 72/23 To review the Health & Safety Policy.

The Health & Safety Policy had been circulated prior to the meeting to allow Councillors to review it ahead of the meeting.

RESOLVED: to re-adopt the Health & Safety Policy for 2023-24. The Policy would be reviewed April 2024.

FIN 73/23: To review the Statement of Intent on Training.

The Statement of Intent on Training had been circulated prior to the meeting to allow Councillors to review it ahead of the meeting.

RESOLVED: to re-adopt the Statement of Intent on Training. To be reviewed again in 2027 unless any matter requires it to be looked at sooner. Councillors wished to review training of Councillors/Staff after the elections and when all Committees have sat and elected new Chairmen. The July Full Council meeting was deemed suitable. The review of training undertaken and required in the future would be reviewed at the April 2024 Finance Committee meeting.

FIN 74/23: To consider a Dignity at Work Policy as part of the Civility and Respect Pledge.

This item was deferred to the next meeting of the Finance Committee in June to allow further work to take place in refining and adapting this policy. Parish Council Chairman Jonathan Edwards signed the Civility and Respect Pledge Certificate that had been sent following the signing up to the pledge after the March Full Council meeting.

FIN 75/23: To confirm the wording of 8B within the Complaints Procedure.

Chairman Peter Lomas had spoken regarding the wording for the minute FIN63/23 of the approved minutes of the meeting 13th February 2023. Whilst the minute was a correct reflection of the discussion and resolution of that meeting, he wished to ask the Committee to consider revising the wording under 8B to state that any meeting of the Committee dealing with a formal complaint will audio record the meeting rather than 'have the discretion to reserve the right to audio record meetings' as stated in the minute.

RESOLVED: to amend the wording to remove 'have the discretion to reserve the right to audio record meetings' to wording that states that any meetings of the Committee dealing with a formal complaints will audio record the meetings.

FIN 76/23 To approve an amendment to the Calendar of Meetings 2023-24.

The Clerk asked the Committee if possible, change the July Full Council from the 10th July to the 3rd July to allow her to go on holiday.

RESOLVED: to amend the calendar of meetings to change the July Full Council meeting to 3rd July 2023.

MATTERS FOR INFORMATION

FIN 77/23: Clerk's Report.

- i) The Clerk spoke to members regarding a potential issue with signatories for the Cadbury Hill bank account.
- ii) The Clerk had contacted the Postal Review Panel that escalate the complaint the Parish Council had made about the postal service in Yatton. An email confirmation of receipt had been received and it advised that it would be up to 30 days before a response would be received.
- iii) The Clerk had received an email from the new external auditor BDO. They had advised an intermediate review would be required for Yatton (Yatton have been subject to intermediate level for a long time.) They also requested information from the previous financial year that had not been a requirement of the previous external auditor which the Clerk would talk to the internal auditor about on 4th May.
- iv) The Clerk advised the Committee that she had received quotes for the replacement of a lantern in Westaway Park (£462.95 ex vat) and an LED floodlight in Glebelands car park (£227.65). As both lights needed repair she was going to instruct the work.

FIN 65/23: Future agenda items.

- Online banking.

Chairman

___/___/2023