

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

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

Meeting Commenced: 7.30 p.m.

Meeting ended: 8.35 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 1/23 To elect a Chair of Committee for the ensuing year.

RESOLVED: that Councillor Peter Lomas was elected as Chair for the next year.

FIN 2/23 To elect a Vice Chair of Committee for the ensuing year.

RESOLVED: that Councillor Graham Humphreys was elected as Vice Chair for the next year.

FIN 3/23: Apologies for Absence

Apologies had been received from Councillor David Crossman.

FIN 4/23: Declarations of Interest

NONE.

MATTERS FOR INFORMATION

PUBLIC PARTICIPATION

FIN 5/23: Public participation.

NONE.

MATTERS FOR DECISION

FIN 6/23: To confirm the minutes of the Finance, Personnel & Administration Committee meeting held on 17th April 2023.

RESOLVED: the minutes of the meeting held on 17th April 2023 were approved as a correct record and signed by the Chairman.

FIN 7/23: 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.**

FIN 8/23: Finance

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

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

FIN 9/23: To review the Ear Marked Reserves and General Reserve 2023-24.

Committee Chairman Councillor Peter Lomas had circulated a report that outlined the reasons for reviewing the Ear Marked Reserves (EMR) and General Reserve. The Parish Council had faced some unexpected and unbudgeted expenditure during 2022-23 i.e. backdated national pay awards for staff not only the award itself but increases to NI and pension contributions (£15,078). The storm damaged fence at Broadcroft (£4,000), increases in energy costs prompting work required to save money both in Hangstones (boiler work £5,000) and streetlighting (£7,677). The effect of this was that the General Reserve was reduced and required a contribution from Contingency at year end. Hence the Contingency Fund had reduced from £60,000 to £40,000.

The internal auditor had raised this in his Final Report 2022-23 and recommended that the Parish Council review their 13 EMR's and return the General Reserve/Contingency to the recommended level of at least three months net revenue expenditure.

The agreed 2023-24 budgeted net expenditure was £330,000 therefore a Contingency Reserve of £82,500 was required.

The proposal for consideration was that the following EMR's were moved into the Contingency Reserve:

EMR 317 Christmas Lights £7,085 (not required as 2023-24 budget £6,000)

EMR 324 Hangstones Pump £5,801 (Quote received £4,000 return balance £1,801 to Contingency).

EMR 325 Skatepark £12,167.00 (CIL Funds suitable for this).

EMR 331 Elections £3,000 (not needed for 4 years).

EMR 350 Road Safety in the Parish £11,175 (High Street Improvements covering this).

EMR Recycling Award £500 (not used, no project).

Total £35,728

This would increase the Contingency Reserve to £75,728. Whilst not quite the level required with careful and prudent management of expenditure this year the reserves could be restored to the recommended level within the next 12 months.

Members fully discussed the proposal.

RESOLVED: to recommend the above proposal for approval at Full Council on July 3rd 2023.

FIN 10/23 To consider an urgent grant request from Yatton Volunteer Drivers Group.

The Committee were very pleased to see a scheme of this type being launched in Yatton and hoped it was successful.

RESOLVED: to approve a grant of £267 and make a further £200 available should the other grant application the group have applied for be unsuccessful.

FIN 11/23 To consider a draft Dignity at Work Policy.

Councillor Peter Lomas had circulated a draft policy prior to the meeting. The Policy was a requirement of the Parish Council signing up to the Civility & Respect Pledge in March 2023.

RESOLVED: to approve and adopt the Dignity at Work Policy as drafted.

MATTERS FOR INFORMATION

FIN 12/23: Clerks Report.

- i) The Clerk checked with the Committee if they wished to make a charge for holding the Carnival on Hangstones. The Committee resoundingly did not wish to charge Yatton Schools Association for using the field.
- ii) New Cemetery Legal Costs - The solicitor acting on behalf of the Parish Council had received a request from North Somerset Council solicitor to increase the undertaking of fees for them by £2,000 (to date £3,000 had been undertaken and paid to Star Legal which they still held. The costs to North Somerset Council to date have reached £3,464 though no payment had been made to them). There was no choice but to arrange payment as the matter would proceed no further without it. The Chairman and Vice Chairman were both in agreement that it should be made, though expressed annoyance that it was taking so long.
- iii) The Annual Return 2022-23 had been submitted to the external auditor.
- iv) The new burial ground working group and Hangstones alterations working group both needed to meet to discuss progress with the projects.
- v) A bees nest had been found in the large metal skate ramp. The Clerk was in discussion with the Carnival team about the nest and the best approach in managing it.

FIN 13/23: Future agenda items.

- Online banking.

Chairman

____/____/2023