

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

held on

9 October 2023

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

Meeting Commenced: 7.30 p.m.

Meeting ended: 9.16 p.m.

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

In attendance: Clerk Aleana Baird, Parish Councillor James Hooper (attending but not voting as not a co-opted Committee member), District Councillor Steve Bridger and two members of the Community Response team and North Somerset Council Executive Member for Community Safety.

Presentation by the Executive Member for Community Safety on Enhanced Community Response in Yatton.

The presentation outlined the key areas of community safety covered by the Community Response Team. They work on all aspects of anti-social behaviour, neighbour disputes, enforce public space protection orders providing a high visibility presence in communities. They work in partnership with the Police, Alliance and Curo housing providers, youth workers and other community organisations like PACT.

There are currently three community response officers to cover the whole of North Somerset, with one officer covering over half the county including Portway, Portishead, Nailsea, Clevedon and Yatton. They would like to provide two more officers as this would allow rearrangement of the areas and the ability to provide a more focused service to communities. It was envisaged that the cost of one officer (£37,500) may be met by the larger towns of Portishead, Clevedon and Nailsea with the second officer costs being met by the other smaller parish councils. It was appreciated this may not be possible to gain enough support for to allow this to happen in 2024-25 but it was hoped to be achievable by the start of 2025-26. Councillors asked a number of questions about the service.

MATTERS FOR DECISION

FIN 25/23: Apologies for Absence

NONE.

FIN 26/23: Declarations of Interest

NONE.

MATTERS FOR INFORMATION

PUBLIC PARTICIPATION

FIN 27/23: Public participation.

NONE.

MATTERS FOR DECISION

FIN 28/23: To confirm the minutes of the Finance, Personnel & Administration Committee meeting held on 24th July 2023.

RESOLVED: the minutes of the meeting held on 24th July 2023 were approved as a correct record and signed by the Chairman.

FIN 29/23: 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 30/23: Finance

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

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

FIN 31/23: To review the budget 2023-24 to date and discuss arrangements for the budget setting process for 2024-25.

The Clerk had circulated the current budget report statement and ear marked reserves. Chairman Peter Lomas had analysed the figures against each of the main areas of expenditure and circulated an additional report. He advised that the spent budget stood at 48% which at the six month point was looking in a good position. Members discussed the budget setting process for 2024-25 and an initial meeting will be held after Full Council in November.

FIN 32/23 To review the AGAR External Auditors Report 2022-23 and report to Full Council in November.

The Committee had reviewed the External Auditors Report 2022-23 and were pleased that there had been no matters requiring action within the audit. The Committee noted the comments under ‘other matters’ on the report which had drawn attention to the fact that the External Auditors Report 2021-22 had been circulated to Councillors by email and not taken to a meeting. This had been done by the Clerk in this manner because there had been no matters to report at all in the audit. This was the first time an external auditor had raised this and the Chairman advised there was no legal breach in circulating the report by email.

RESOLVED: to express the thanks of the Committee to the Clerk and Finance Officer for all their work throughout the audit process.

RESOLVED: that the External Audit Report 2022-23 was noted and it was recommended to Full Council in November for final approval.

FIN 33/23 To review the Investment Strategy.

RESOLVED: to approve and re-adopt the Investment Strategy with review again in April 2024.

FIN 34/23 To review Yatton Parish Council's Code of Conduct.

The Clerk had circulated prior to the meeting Committee the Local Government Association (LGA) Model Code of Conduct 2020 (last updated May 2021) and the guidance issued by the National Association of Local Councils in May 2022 for the LGA Code of Conduct. Members asked the Clerk to double check this was the most recently reviewed version of the Code. There was discussion regarding the presentation of the Code of Conduct as Yatton Parish Council's own code when unamended it was entirely the LGA Code of Conduct. Members concluded if the Code was presented as Yatton Parish Councils adopted code it should state it is a full unamended copy of the LGA Model.

RESOLVED: to recommend to Full Council in November a new Yatton Parish Council Code of Conduct 2023 which states it is the full unamended LGA Model.

FIN 35/23 To discuss the lack of progress with the new cemetery lease.

The Committee discussed the extremely slow progress with the drafting of a lease for the new cemetery land. It was a year since the planning application was approved and at that point it was thought the only work required was to insert the planning approval details. Since then two small issues had been raised that had been quickly responded to by The Parish Council but these had not been incorporated into the draft lease yet.

Members considered the only option left was to submit a formal complaint about the service that had been received from North Somerset Council Legal Department. A draft complaint was to be worked on by Councillor Chris Jackson and the Clerk and presented to Full Council In November for approval.

RESOLVED: recommend for approval at Full Council in November a draft formal complaint regarding the poor service received from North Somerset Council Legal Department for work on the above lease.

MATTERS FOR INFORMATION

FIN 36/23: Clerks Report.

- i) A grant from the 1st Yatton Brownies had been received and was on the agenda for Full Council in November.
- ii) The Clerk asked the Committee if they wished to pursue an option to lay a wreath for Remembrance at Paddington Station. The Committee declined.
- iii) The Annual Report 2022-23 was still not finished as the sign for the fountain had not arrived yet.
- iv) The Clerk asked if the Committee wished for any further information about the Community Response presentation. The Committee declined at this stage.

FIN 37/23: Future agenda items.

- None

Chairman

____/____/2023