

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

12 February 2024

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

Meeting Commenced: 7.30 p.m.

Meeting ended: 8.54 p.m.

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

In attendance: Clerk Aleana Baird.

MATTERS FOR DECISION

FIN 51/24: Apologies for Absence

Apologies had been received from Councillor Jessie McArdle.

FIN 52/23: Declarations of Interest

Councillor Roger Wood declared a registerable interest in agenda item 8 and was leaving the room ahead of discussion of the item.

*** Committee Chairman Peter Lomas proposed that agenda item 8 was moved to after agenda item 11 to allow Councillor Roger Wood to leave the meeting at the same time as withdrawing because of his declared interest in item 8.

RESOLVED: to move agenda item 8 to be discussed after agenda item 11.

MATTERS FOR INFORMATION

PUBLIC PARTICIPATION

FIN 53/24: Public participation.

NONE.

MATTERS FOR DECISION

FIN 54/24: To confirm the minutes of the Finance, Personnel & Administration Committee meeting held on 11th December 2023.

RESOLVED: the minutes of the meeting held on 11th December 2023 were approved as a correct record and signed by the Chairman.

FIN 55/24: 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 56/24: Finance

To authorise payments, to note receipts and petty cash payments for February 2024.

RESOLVED: To authorise payments, note receipts and petty cash payments for February 2024.

FIN 57/24: To discuss rejoining membership to the Parish Council Airport Association and the Campaign to Protect Rural England.

RESOLVED: to rejoin the Parish Council Airport Association and the Campaign to Protect Rural England.

FIN 58/24: To consider and review the Parish Council's Risk Assessments (Agenda item 9).

The Clerk had circulated a Risk Assessment Report prior to the meeting including an appendix list of all the Risk Assessments held by the Parish Council. The report outlines the risks the Council is exposed to and the processes in place that mitigate those risks.

Committee Chairman thanks the Clerk and ground staff for the work they had done on the risk assessments and record keeping covering all areas under the Parish Councils responsibility.

RESOLVED: that the Parish Council risks were being managed satisfactorily and the report was signed by Chairman Chris Jackson.

FIN 60/24: To consider an amendment to Standing Orders.

The Clerk had circulated amended wording for two sections (b & f) under the Rules of Debate. The changes were to make those sections clearer and easier to interpret. The Clerk had also checked that the changes were appropriate with the Chief Officer at Avon Local Councils Association. He had endorsed the proposed changes as follows:

Current wording in *italic*.

b. Any motion or amended motion must be put to the meeting to determine if it can gain a seconder. Any motion (including an amendment) shall not be progressed unless it has been moved and seconded.

A motion (including an amendment) shall not be progressed unless it has been moved and seconded.

f. If an amendment is tabled and seconded, then the amended motion is put to a vote first. If the amended motion is not carried the original motion may then be put to a vote. If an amendment is carried, the motion as amended takes the place of the original motion. This becomes the substantive motion on which any further amendments are moved.

If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.

RESOLVED: to recommend the amended wording for final approval to Full Council on March 11th 2024

FIN 61/24: To consider a formal letter of complaint to North Somerset Council regarding the service by their legal department in issuing the lease for the new cemetery and the subsequent increased legal costs that have resulted.

The Parish Council had considered a letter of complaint at Full Council on 13th November 2023 because the final lease had not been received. This had been deferred for amendment as the long awaited lease had been received just in time for that meeting. Since then the lease had been completed on January 11th 2024 and the Parish Council had received the final total for both North

Somerset Council and its own solicitors legal costs. North Somerset Council costs had more than doubled and our legal costs were three times more than the original quote. These cost increases were due to the very slow and protracted service the legal department at North Somerset Council provided. Councillor discussed a draft letter that had been circulated prior to the meeting and concluded there were a few minor changes required. Councillors considered the sending of the letter was imperative to try and prevent other Parish Councils finding themselves in a similar position when having to work with North Somerset Legal Department.

RESOLVED: to amend the letter and circulate it to Committee members for approval with the final draft being referred to Full Council on March 11th 2024 for approval.

***** Councillor Roger Wood left the meeting.**

FIN 62/24: To discuss the agenda for a meeting with the Trustees of Yatton Youth Club (Agenda item 8).

The Parish Council discussed what they hoped the outcomes were from a meeting with the Youth Club Trustees. They would like to understand what the plans are for the financial management of the youth club into the future and also understand in more detail the income and expenditure of the day to day running of the club. Councillors discussed the meeting and concluded they would action this as follows.

RESOLVED: to request a five year business plan in advance of a formal meeting being arranged of the Finance Committee with the Youth Club Trustees.

This would allow the formulation of questions by the Committee and any requests for further information they may need about the business plan prior to the arranging of a meeting.

MATTERS FOR INFORMATION

FIN 63/24: Clerk's Report.

- i) PC Magic were closing in March so a new IT provider will need to be found after many years excellent service from the business.
- ii) The year end close down of the accounts will be on 10th April 2024.
- iii) The Clerk had registered for Contract Finder ahead of the requirement to post the surfacing of the cemetery work on there.
- iv) North Somerset Council officer Helen Mitchell had asked for a meeting about some additional S106 funds (youth £14,530.45 and grass surface £1,081.56) from the North End Developments that might be suitable for projects in Yatton or Claverham. A meeting was to be arranged. Councillors asked the Clerk to include a request for the detail of all the outstanding S106 from the North End developments.
- v) The Clerk invited Councillor Chris Jackson to update members on a recent meeting he had attend with ALCA and other Parish Council Chairmen. The outcome was the potential for quarterly meetings of chairman within a unitary authority and a wider meeting to include other surrounding authorities chairman annually. The benefit of this was not yet clear.

FIN 64/2: Future agenda items.

- i) Meeting with Yatton Youth Club Trustees.

Chairman

____/____/2024