

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

held on

15 April 2024

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

Meeting Commenced: 7.30 p.m.

Meeting ended: 8.42 p.m.

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

In attendance: Clerk Aleana Baird.

MATTERS FOR DECISION

FIN 65/24: Apologies for Absence

Apologies had been received from Councillors David Crossman and Roger Wood.

FIN 66/23: Declarations of Interest

NONE.

MATTERS FOR INFORMATION

PUBLIC PARTICIPATION

FIN 67/24: Public participation.

NONE.

MATTERS FOR DECISION

FIN 68/24: To confirm the minutes of the Finance, Personnel & Administration Committee meeting held on 12th February 2024.

RESOLVED: the minutes of the meeting held on 12th February 2024 were approved as a correct record and signed by the Chairman.

FIN 68/24: 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 69/24: Finance

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

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

FIN 70/24: To consider the Yatton Youth Club Five Year Business Plan 2024-29.

The Committee had received the five-year plan well in advance of the meeting. Chairman Peter Lomas had drafted a set of questions for members to discuss and add to should they see fit. The plan was discussed in depth and a number of further elements of the plan that required clarification were added to the list of questions. The Clerk was asked to make arrangements for an evening meeting with the youth club and the Parish Council's questions were to be sent in advance of that meeting.

FIN 71/24: To review the following policies.

The policies had been circulated in advance of the meeting.

- **Health & Safety Policy**
RESOLVED: to re-adopt the Health & Safety Policy subject to amendments under 7.3 and 9.5. Next annual review April 2025.

- **Information and Data Protection Policy.**
- **RESOLVED:** to re-adopt the Information and Data Protection Policy with no amendment. Next review April 2026.

- **Document Retention & Disposal Policy + Appendix.**
- **RESOLVED:** to re-adopt the Document Retention & Disposal Policy + Appendix subject to changing any references to 'Bin' over to Confidential waste as all Parish Council disposed paper was now shredded and a certificate of destruction issued in compliance with Information Destruction Standards BS EN15713. The wording under 'Leases' was changed to disposal 12 years after the lease expiry date. Next review April 2026.

- **Investment Strategy.**
RESOLVED: to re-adopt the Investment Strategy without amendment. Next annual review February 2025.

- **Grant Awarding Policy.**
RESOLVED: to re-adopt the Grant Awarding Policy without amendment. Next review April 2026.

FIN 72/24: Review of training undertaken April 2023-24.

The Clerk advised of the training that had been undertaken by staff in the last couple of years. There was also a record kept of training undertaken by Councillors. This mostly recorded only the training that incurred fees. The record of training for staff and Councillors was a requirement under the Local Council Award Scheme. The outcome of discussions recommended that staff should undertake fire extinguisher training, renew the first aid certificates in the autumn this year and that the respective Chairmen should give a safety briefing at the start of every meeting i.e. advise location of fire doors and assembly points in the event of a fire alarm. A draft of suitable wording for the briefing would be circulated for approval by all Chairmen.

MATTERS FOR INFORMATION

FIN 73/24: Clerk's Report.

- i) The year end close down of accounts was completed 10th April and all went well.
- ii) The internal auditor will be doing the final audit for 2023-24 on 1st May 2024.
- iii) The external auditor had sent a list of information needed for 2023-24 including Yatton Parish Council requirement to complete an intermediate review. This included additional information regarding appointment of internal auditors. The Parish Council instructed Auditing Solutions in 2010; the minute of the instruction and a letter of engagement were part of the requirements. The Council have been very satisfied with the service they have received. The external auditor may require a new quote process to be carried out.
- iv) The CIL received for Sept 23 – Mar 24 was £56,955.99.
- v) A question regarding the insurance for Cadbury Hill had arisen regarding the insurance being for a jointly owned piece of land. The Clerk was in dialogue with the broker, Cllr Jessie McArdle and the relevant Councillors. The Clerk will update the Committee regarding a resolution to this as soon as it is settled.
- vi) A response had been received to the formal letter of complaint regarding the service received from North Somerset Council Legal Department. The Committee considered it was appropriate to discuss the response at Full Council in May.

FIN 74/24: Future agenda items.

- i) Meeting with Yatton Youth Club Trustees.

Chairman

___/___/2024