

**Draft Minutes**  
of a meeting of the  
**Yatton Parish Council**  
**Finance, Personnel and Administration Committee**  
held on  
**17 June 2024**

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

Meeting Commenced: 7.30 p.m.

Meeting ended: 8.58 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 1/24 To elect a Chair of Committee for the ensuing year.**

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

**FIN 2/24 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 3/24: Apologies for Absence**

Apologies had been received from Councillor David Crossman.

**FIN 4/24: Declarations of Interest**

Councillor Roger Wood declared a disclosable pecuniary interest in agenda item 11 as he was Trustee and the Chairman of Yatton Youth Club. He was to leave the room when item 11 was discussed.

Chairman Peter Lomas proposed that agenda item 11 was moved to be reviewed after agenda item 13 to allow Councillor Roger Wood to remain in the meeting during all items for decision before leaving the meeting when item 11 was discussed.

**RESOLVED:** to move agenda item 11 and review it after item 13.

**MATTERS FOR INFORMATION**

**PUBLIC PARTICIPATION**

**FIN 5/24: Public participation.**

NONE.

## **MATTERS FOR DECISION**

**FIN 6/23: To confirm the minutes of the Finance, Personnel & Administration Committee meeting held on 15<sup>th</sup> April 2024.**

**RESOLVED:** the minutes of the meeting held on 15<sup>th</sup> April 2024 were approved as a correct record and signed by the Chairman.

**FIN 7/24: 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 8/24: Finance**

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

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

**FIN 9/24: To review the Financial Risk Register 2024-25.**

A draft financial risk register had been circulated to Councillors prior to the meeting. Members discussed the rating system for risk within the register and amended a number of items. A reference to the financial risk register was to be added to the statement of internal control. The document would be reviewed again in February along with all the Parish Council’s risks. It was mentioned that the Parish Council insurance policy was due for renewal for a new three-year arrangement this winter.

**RESOLVED:** to approve the Financial Risk Register 2024-25 subject to the amendments discussed.

**FIN 10/24: To review and produce questions on the Yatton & Cleeve FC Five Year Business Plan.**

The Yatton & Cleeve Football Club Five Year Plan had been circulated prior to the meeting. Councillors discussed the content of the plan and expressed concern regarding the risks within the plan, particularly those associated with failure to complete the building work. This could leave the pavilion in an unsafe or insecure state and require considerable expenditure of public funds to rectify. They concluded that the Football Club would need to arrange some form of insurance that would indemnify the Parish Council against that risk.

**FIN 11/24: To review the Appraisal Policy. (Agenda Item 12).**

The Appraisal Policy had been circulated to Councillors prior to the meeting.

**RESOLVED:** to re-approve the policy without amendment. The next review was in July 2027.

**FIN 12/24: To review the Social Media Policy. (Agenda Item 13).**

The Social Media Policy had been circulated to Councillors prior to the meeting.

**RESOLVED:** to re-approve the Social Media Policy without amendment. The next review was in July 2027.

**\*\*\* At this point in the meeting Councillor Roger Wood left the room and did not return.**

**FIN 13/24: To discuss the answers to the Finance Committee questions regarding the Youth Club Five Year Business Plan. (Agenda Item 11).**

The answers to the Parish Council's questions had been circulated prior to the meeting. Councillors thanked the Youth Club Treasurer for the answers that had been submitted and discussed them in detail. The Parish Council wished to respond back to the Youth Club and reiterate that the budget that had been set of £40,000 for 2024-25 would be discussed in the autumn/winter ahead as a part of the budget setting process for 2025-26.

**MATTERS FOR INFORMATION**

**FIN 14/23: Clerks Report.**

- i) The Annual Return 2023-24 had been submitted to the external auditor.
- ii) The Clerk had received an email from ALCA regarding the risks of Cyber Security and had offered a template for a Cyber Security Policy on request. The Clerk asked members if they wished to pursue this which they did.
- iii) A member of the grounds team had recently developed Plantar Fasciitis. In light of the staff members normally walking 30,000 steps a day the Clerk asked if the Parish Council would consider some assistance in obtaining items to help with recovery. Councillors were happy to provide funds for assistance to help with recovery.
- iv) The Clerk had registered to renew the Parish Council's Quality status under the Local Council Award Scheme. It had been suggested that consideration be given to trying for the Gold Award. The Clerk was considering this with Councillor Peter Lomas.
- v) NALC had issued new model Financial Regulations which had been reviewed by Councillor Peter Lomas. The Clerk was to also review them and they were to be taken to the October Finance meeting for Committee review and to Full Council in November for annual review along with Standing Orders.

**FIN 15/24: Future agenda items.**

- Online banking.
- New Cemetery Regulations – October meeting.
- Review new Financial Regulations and Standing Orders in October.
- Cyber Security Policy.

\_\_\_\_\_  
Chairman

\_\_\_\_/\_\_\_\_/2024