

Draft Minutes
of a meeting of the
Yatton Parish Council
Finance, Personnel and Administration Committee
held on
22 July 2024

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

Meeting Commenced: 7.30 p.m.

Meeting ended: 9.13 p.m.

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

In attendance: Clerk Aleana Baird and one member of the public representing PACT.

MATTERS FOR DECISION

FIN 16/24: Apologies for Absence

Apologies had been received from Councillor Jessie McArdle .

FIN 17/24: Declarations of Interest

NONE.

MATTERS FOR INFORMATION

PUBLIC PARTICIPATION

FIN 18/24: Public participation.

The representative from PACT was attending to answer any questions about their grant application.

MATTERS FOR DECISION

FIN 19/24: To confirm the minutes of the Finance, Personnel & Administration Committee meeting held on 17th June 2024.

RESOLVED: the minutes of the meeting held on 17th June 2024 were approved as a correct record and signed by the Chairman.

FIN 20/24: If the Committee wishes to exclude the public for a particular agenda item, the following resolution must be passed:

RESOLVED: that the public be excluded from the meeting during consideration of agenda item 11 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of competitive quotes.

FIN 21/24: Finance

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

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

FIN 22/24: To consider grant applications received for 2024-25.

The eight grant applications had been circulated to Committee members prior to the meeting. The total amount being asked for was in excess of the grant fund available. The Committee discussed all the grants as they were unable to provide the all of the full amounts requested.

There was provision made for grant applications from the Guides and Brownies expected later this year and Claverham Village Hall subject to more information being received.

RESOLVED: to approve the following grants:

Wellspring Counselling £250.

Yatton Music Society £300.

Vine Counselling £250.

Yatton PACT £498.

Great Western Air Ambulance £500.

Claverham Village Hall – Deferred pending further information.

Strawberry Line Café & Cycle Project £745.

The Brightwell (West of England MS Therapy Centre) £500.

FIN 23/24: To review the first quarter of the budget 2024-25.

A budget report was circulated prior to the meeting which showed the quarterly position on the annual budget. It was considered to be at the predicted levels for this stage of the year.

The budget report was noted and the Committee thanked the Clerk and Finance Officer for all their work.

FIN 24/24: To consider a draft Cyber Security Policy.

The Cyber Security Policy template had not been received from ALCA. This was deferred to a future meeting.

FIN 25/24: To consider an offer from a provider of EV charge points for installing them in Glebelands car park and make a recommendation to September Full Council.

The Committee had received copies of two offers from the EV charge unit providers prior to the meeting. One offer for four charge points and an offer for two. The Parish Council had asked for two at the start of the process.

Councillor Chris Jackson had contacted several EV charger providers in the locality to also ascertain what was involved if the Parish Council was to provide the chargers themselves and what the approximate costs of doing this were. Councillors discussed this option but due to the complexity of managing the charger system and the investment cost this option was discounted. Councillor Peter Lomas had also done some work on the sizing of the required bays in the car park and the resulting loss of space. This had also been circulated to Committee members prior to the meeting.

The Committee then discussed the preferred offer from the EV charger company which was to install two chargers in Glebelands car park at no outlay cost to the Parish Council with an income of £800 per annum for the length of the 15 year contract. This would be accommodated over four bays of the car park. The pros and cons of this were discussed and the views amongst members were not aligned.

The main pros being a provision for the future, providing a service in the community, additional income stream and compatibility with the Climate Emergency Declaration.

The main cons were loss of parking spaces in an already small car park, reducing a facility used by immediate residents and the village hall and lack of need as already provided elsewhere in the parish and better locations possible elsewhere in the parish e.g. the station.

The outcome was a proposal to recommend approval of the offer to Full Council in September. This was put to a vote which ended with equal votes for and against the proposal. The Committee Chairman's casting vote was used.

RESOLVED: to recommend not accepting the offer to provide the EV chargers in Glebelands car park.

This recommendation was to be on the agenda for the Full Council meeting on 9th September 2024. The Committee also suggested that other suitable locations could be explored by the company i.e. the Station, Co-op car park and subject to their agreement at being put forward, Claverham Village Hall (Councillor Roger Wood was to speak to the hall Committee).

FIN 26/24: To consider any available quotes for work in the new cemetery. Confidential Item.

The Clerk had obtained two quotes for the front boundary fencing at the new cemetery.

RESOLVED: to approve the quote from Eurimex of £2,772 + vat.

The Clerk also gave the following update on the new cemetery project

- The water supply install and drainage work was completed.
- The stage one surfacing work was to commence 12th August. The PROW closure notice had been received and must be displayed 7 days prior to the start date.
- The planning officer who determined the cemetery application is no longer in the role hence no reply from her regarding the small changes discussed at the 8th July Council meeting. Another advice avenue would be pursued in due course.
- It has transpired that the resin bound gravel surface the Council would like to pursue has to be laid on concrete or tarmac (both can be porous/permeable). However this will push up the costs considerably. Councillor Chris Jackson and David Crossman were both to explore this further along with other path surface types.
- The cost of the project for all work instructed so far was £72,923. The Clerk advised there would be a few additions for installing gates, ARCO drain and other items that may occur as the project continues. The Council was to be advised of the costs as they arise.

MATTERS FOR INFORMATION

FIN 27/24: Clerks Report.

- i) The Annual Return 2023-24 External Audit Report had not been received yet.
- ii) The Clerk was to reply to the letter about the conifers adjacent to the burial ground acknowledging it and advising the Council were seeking further advice.
- iii) The reclaiming of the VAT of sports pitch hire was on going as HMRC had asked for the claim to be broken down into VAT periods and wanted further details of transactions within two of those periods.

FIN 28/24: Future agenda items.

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

Chairman

___/___/2024