

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

**14 October 2024**

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

Meeting Commenced: 7.30 p.m.

Meeting ended: 8.53 p.m.

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

**In attendance:** Clerk Aleana Baird and 6 members of the public (one representing Claverham Village Hall).

**MATTERS FOR DECISION**

**FIN 29/24: Apologies for Absence**

Apologies had been received from Councillor David Crossman.

**FIN 30/24: Declarations of Interest**

Councillor Chris Jackson declared a non-registerable interest because he runs quizzes that raise funds for local organisations including the Brownies who had a grant application being considered under agenda item 9.

**MATTERS FOR INFORMATION**

**PUBLIC PARTICIPATION**

**FIN 31/24: Public participation.**

**NONE.**

**MATTERS FOR DECISION**

**FIN 32/24: To confirm the minutes of the Finance, Personnel & Administration Committee meeting held on 22nd July 2024.**

**RESOLVED:** the minutes of the meeting held on 22nd July 2024 were approved as a correct record and signed by the Chairman.

**FIN 33/24: 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 (-) on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of competitive quotes.

**NOT REQUIRED**

**FIN 34/24: Finance**

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

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

**\*\*\* During the next item four members of the public left the meeting.**

**FIN 35/24: To review Financial Regulations and Standing Orders.**

Committee Chairman Peter Lomas updated members that new financial regulations had been released by NALC a few months ago. The new regulations required a thorough review that would then need to be cross referenced carefully with Standing Orders and the Procurement Policy. There had been an initial review carried out by Councillor Peter Lomas and the Clerk but it needed further scrutiny. This was to be carried out shortly and all three documents were to be taken to Full Council in November.

**\*\* The meeting was disturbed a number of times by anti-social behavior during the next agenda item and the step was taken to lock the front door to prevent this. The anti-social behavior was then directed at the fire doors which were kicked several times and on the last occasion flew open. The Police were called at this point and it resulted in the discussion of the next item being suspended and reconvened a number of times.**

**FIN 36/24: To consider any recent grant applications**

There had been four grant applications circulated to Committee members prior to the meeting.

**RESOLVED:** to approve the following grants:

1<sup>st</sup> Yatton Brownies - £350

Vision North Somerset - £500

St Peters Hospice - £500

Claverham Village Hall - £2,000 – This grant was not to be released until the work was agreed by the Management Committee and on receipt of an invoice for the work.

**\*\*\* The meeting was suspended to speak to the Police and then reconvened.**

**FIN 37/24: To consider a Service Level Agreement for the office IT provision.**

The Committee discussed the provision of IT services offered under the service level agreement which had been circulated to Councillors prior to the meeting. There had been a reduction in monthly charge and additional work charge to the Council as its systems did not require everything offered in the agreement (these were covered by the website provider). The service cost was £50 per month and £70 per hour for additional work.

**RESOLVED:** to accept the IT service level agreement offered at the costs advised above with a review of the service at the end of this financial year.

### **FIN 38/24: To discuss the potential Citizens Advice Bureau grant request in 2025-26.**

Chairman Peter Lomas gave a brief history of Yatton Parish Council grant awards to the Citizens Advice Bureau (CAB). At the end of 2021/22 a three year agreement ended. Since then there have not been any grant applications received from CAB. However, in autumn 2023 they submitted an invoice for payment of £7,233 for a grant they had not applied for. The Parish Council would not pay the invoice and the CAB service in Yatton Library was immediately withdrawn. The CAB were advised they could apply for a grant in the autumn of 2024 for a grant in 2025-26.

During the three year agreement the annual grant was set at £9,740, though in the final year they requested a reduced figure of £6,954 because they had secured additional funding streams.

The Committee discussed the history that was outlined and concluded it was a different funding relationship with CAB to all other grant recipient because it was a service in the Parish being withheld unless it was paid for.

The Clerk was asked to set up a meeting with CAB asap before the budget setting process commenced.

**\*\*\* The meeting was suspended to speak to the Police and then reconvened..**

### **FIN 39/24: To review the budget.**

A budget report to the 30<sup>th</sup> September was circulated prior to the meeting which showed the six monthly position on the annual budget. Chairman Peter Lomas had done a breakdown of income and expenditure against the budget and this was circulated to members at the meeting. It was considered to be at the predicted levels for this stage of the year. An up to date report of the Ear Marked Reserves was also circulated and it was noted that Community Infrastructure Levy (CIL) expenditure on the development of the new cemetery had now used all the remaining funds received for 2019-20 and 2020-21 and £10,475 of the CIL 2021-22 fund of £18,125.05. The cemetery project development cost was £83,734 to date.

The CIL has to be spent within five years of receipt or could be returned to North Somerset Council. The budget report was noted and the Committee thanked the Clerk and Finance Officer for all their work.

## **MATTERS FOR INFORMATION**

### **FIN 27/24: Clerk's Report.**

- i) The Annual Return 2023-24 External Audit Report had now been received and would be on the agenda for Full Council for November 2024.
- ii) The Clerk advised that there had been no correspondence from the insurance company regarding the public liability claim.
- iii) The Clerk had applied for the Parish Orderly grant at the end of July (normally it was done in September) but she was told it was now on a first come first served basis so the fund had already been allocated. This new arrangement had not been communicated. A note had been made to apply on the 1<sup>st</sup> April 2025.
- iv) Donations from Yeo Valley Lions of £1,000 and £100 from Watkins and Tasker had been received towards the new defibrillator fund. The first matched funded defib from a grant was being delivered this week.
- v) A meeting with North Somerset Council entitled 'Delivering Together' was taking place the following evening. The Chairman Chris Jackson, the Clerk and Grounds team member Jeff Shipway were attending.
- vi) The Junior Football Club were seeking quotes to replace the 3G pitch at Rock Road and wanted to ensure the Parish Council had no objections which they did not. The new Chairmen of the Club had also asked about having a bar in the clubhouse. The Clerk was to update them on the situation when this was last discussed and the legal covenant regarding alcohol on the site.

vii)The Clerk was aware that a meeting with Yatton & Cleve FC needed to be arranged, it had not been forgotten.

viii)The Clerk had received a quote for the remaining building work apart from the new toilets etc. This had been chased and had been promised in the next few days.

xi) The Clerk asked Chairmen Peter Lomas to lead on his suggestion that asking for accounts and bank statements with every quarterly request for the Yatton Youth Club grant seemed bureaucratic and did not offer any information the Council were not aware of. It was concluded that these documents should just be provided when the annual grant application was submitted.

**FIN 28/24: Future agenda items.**

- Online banking.
- New Cemetery Regulations.
- Cyber Security Policy.
- Review security of the Fire Doors
- Extend coverage of CCTV cameras to include the front entrance at Hangstones – referred to Amenities Committee.

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Chairman

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