

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

**10 February 2025**

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

Meeting Commenced: 7.30 p.m.

Meeting ended: 8.35 p.m.

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

**In attendance:** Clerk Aleana Baird.

**MATTERS FOR DECISION**

**FIN 56/25: Apologies for Absence**

NONE.

**FIN 57/25: Declarations of Interest**

NONE.

**MATTERS FOR INFORMATION**

**PUBLIC PARTICIPATION**

**FIN 58/25: Public participation.**

NONE.

**MATTERS FOR DECISION**

**FIN 59/25: To confirm the minutes of the Finance, Personnel & Administration Committee meeting held on 9<sup>th</sup> December 2024.**

**RESOLVED:** the minutes of the meeting held on 9<sup>th</sup> December 2024 were approved as a correct record and signed by the Chairman.

**FIN 60/25: 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, NO MEMBERS OF THE PUBLIC PRESENT.**

**FIN 61/25: Finance**

**To authorise payments, to note receipts and petty cash payments for February 2025.**

The Clerk advised of three late payment additions.

**RESOLVED:** To authorise payments, note receipts and petty cash payments for February 2025.

**FIN 62/25: To discuss rejoining membership of the Parish Council Airport Association and the Campaign to Protect Rural England.**

Councillors discussed the benefits of belonging to the two organisations

**RESOLVED:** to rejoin both organisations in 2025-26.

**FIN 63/25: To consider a Draft Fire Safety Policy, Draft First Aid Policy and a Draft Fire Evacuation Plan.**

Councillors discussed the three draft policies and suggested an amendment to the Fire Evacuation Plan. The Committee thanked the Clerk for all the work in drafting the policies.

**RESOLVED:** to approve and adopt all three policies subject to the one change to the Fire Evacuation Plan.

**FIN 64/25: To consider and review the Parish Council's Risk Assessments.**

The Clerk had circulated a report summarising the Parish Council's risks and what measures are in place for their management. This included details of insurance provision, all risk assessments and inspection processes in place to mitigate and manage risk. The Clerk considered that the management of risk was satisfactory and welcomed the Committees consideration and comments.

Councillors thanked the Clerk for the report and additional information provided.

**RESOLVED:** that the Parish Council's Risks were being managed to a satisfactory standard and as recommended by the internal auditor the Risk Assessment Report was signed by the Clerk and Chairman of the Parish Council.

**FIN 65/25: To consider the Draft Action Plan 2025-26.**

A draft Action Plan had been circulated prior to the meeting. Councillors discussed the plan and made a number of amendment and additions to the draft. The Committee concluded that the plan should be recommended to Full Council in March for final approval.

**RESOLVED:** to recommend the revised Action Plan 2025-26 for final approval to Full Council on March 10<sup>th</sup> 2025.

**FIN 66/25: To consider any personnel matters for 2025-26 including salaries and annual leave. Confidential Item.**

The Committee discussed the following personnel matters and the following resolutions were made.

**RESOLVED:** to increase the part-time member of the grounds team hours by 7.5 per week so she will become full time from 1<sup>st</sup> April 2025.

**RESOLVED:** to allow the Parish Office staff to carry over holiday from 2024-25 into 2025-26 which must be used by the 30<sup>th</sup> September 2025.

**\*\*\*\* The Clerk elected to leave the meeting during discussion of salaries. She was invited to return to the meeting to record the following decisions.**

**RESOLVED:** to approve a one point incremental rise for three members of staff.

**RESOLVED:** to approve a two point incremental rise for one member of staff.

The incremental rises were in recognition of all the additional work that had been undertaken in delivery of the new cemetery project.  
The Clerk thanked the Committee on behalf of herself and the rest of the team for their appreciation.

### **MATTERS FOR INFORMATION**

#### **FIN 67/25: Clerk's Report.**

- i) The year end close down of accounts was due on the 25<sup>th</sup> April and the Final internal audit for 2024-25 was on 30<sup>th</sup> April.
- ii) The Clerk was in the process of obtaining quotes for the Parish Councils main insurance policy for the next three years and she asked the Committee if they wished to go out at the same time for quotes on the yearly vehicle insurance and the Cadbury Hill insurance. The Committee agreed this should be done.
- iii) The Clerk mentioned the Community Governance Review that was being carried out by Electoral Services. This was on the agenda for Full Council on March 10<sup>th</sup> 2025.

\*\*\*Committee Chairman Peter Lomas mentioned that the CCLA investment account was providing a very good return on interest rate of almost 4.6%.

#### **FIN 68/25: Future agenda items.**

- Online banking.
- New Cemetery Regulations.
- Cyber Security Policy.
- The periodic valuation of buildings for insurance purposes.

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Chairman

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