

Draft Minutes
of a meeting of the
Yatton Parish Council
Finance, Personnel and Administration Committee
held on
14 April 2025
Held at Hangstones Pavilion, Stowey Road, Yatton, BS49 4HS.

Meeting Commenced: 7.30 p.m.

Meeting ended: 8.03 p.m.

Present: Councillors Jonathan Edwards, Peter Lomas, Chris Jackson, Jessie McArdle, Nick Adams and Roger Wood.

In attendance: Temporary Committee Clerk Lucy Kehoe.

MATTERS FOR DECISION

FIN 69/25: Apologies for Absence

Councillors David Crossman and Graham Humphreys.

FIN 70/25: Declarations of Interest

NONE.

MATTERS FOR INFORMATION

PUBLIC PARTICIPATION

FIN 71/25: Public participation.

NONE.

MATTERS FOR DECISION

FIN 72/25: To confirm the minutes of the Finance, Personnel & Administration Committee meeting held on 10th February 2025.

RESOLVED: the minutes of the meeting held on 10th February 2025 were approved as a correct record and signed by the Chairman.

FIN 73/25: 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 74/25: Finance

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

The Clerk advised that two additional payments were made in March after the Full Council meeting that month. These payments were for the renewal of insurance policies. The Clerk also advised of two late payment additions for April.

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

FIN 75/25: To review the following policies: Health and Safety Policy, Protocol for Dealing with the Public, Investment Strategy and Bereavement & Compassionate Leave Policy

Councillors discussed the 4 draft policies and pointed out a typo in the Investment Strategy.

RESOLVED: to approve and adopt all four policies subject to the correction of the typo in the Investment Strategy.

The following next review dates were also agreed:-

1. Health and Safety Policy - April 2026
2. Protocol for Dealing with the Public Policy - April 2029
3. Investment Strategy - April 2027
4. Bereavement and Compassionate Leave Policy - April 2028

FIN 76/25: To consider and recommend approval of revised Standing Orders and Financial Regulations to Full Council at the next meeting in May 2025

Committee Chair Peter Lomas explained that NALC had sent an email informing Clerks that the wording of the Model Financial Regulations had been amended to reflect the new procurement legislation. The words "Contract Finder" had been amended to "Find-Tender". The Model Standing Orders had also been amended to reflect this change. To align both templates with the Civility and Respect Project, the language in the documents now contained gender neutral terms.

RESOLVED: to recommend approval of revised Standing Orders and Financial Regulations to Full Council at the next meeting in May 2025

FIN 77/25: To review the budget 2024-25 prior to year end closedown and the final internal/external audit process.

Draft end-of-year figures had been circulated to Committee members prior to the meeting. Committee Chair Peter Lomas gave a summary of the results. In particular, it was noted that there were two exceptional items, one on the Income and the other on the Expenditure side, for which no budget had been set. The first was a receipt of £152793 from CIL and the second were payments out totalling £130126 for the new Cemetery. If these items were taken off the total Income and Expenditure for the year, then the Income for the year was £20241 more than the budgeted figure and the Expenditure was £764 less than forecast. It was not thought that the final figures would materially alter once end-of-year closedown had been done.

The Committee felt that this was a very satisfactory outcome, and thanks were expressed to the Parish Clerk and Finance Officer for their hard work throughout the year.

MATTERS FOR INFORMATION

FIN 78/25: Clerk's Report.

Nothing to Report

FIN 79/25: Future agenda items.

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

Chairman

____/____/2025