

Draft Minutes
of a meeting of the
Yatton Parish Council
Finance, Personnel and Administration Committee
held on
16 June 2025

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

Meeting Commenced: 7.30 p.m.

Meeting ended: 8.13 p.m.

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

In attendance: Clerk Aleana Baird.

** In the absence of both the current Chair of Committee Councillor Peter Lomas and Vice Chair of Committee Graham Humphreys the Parish Council Chairman Councillor Chris Jackson took the Chair for Item 1 & 2 of the agenda.

MATTERS FOR DECISION

FIN 1/25 To elect a Chair of Committee for the ensuing year.

Councillor Peter Lomas was willing to put himself forward to be nominated for this role. Committee members were also invited to make nominations.

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

FIN 2/25 To elect a Vice Chair of Committee for the ensuing year.

RESOLVED: that Councillor Nick Adams was elected as Vice Chair for the next year.

*** Councillor Nick Adams took the Chair for the remainder of the meeting.

FIN 3/25: Apologies for Absence

Apologies had been received from Councillors Peter Lomas and Graham Humphreys.

FIN 4/25: Declarations of Interest

Councillor David Crossman declared a non-registrable interest in agenda item 11 as the carpet tiles belonged to his wife. He took no part in discussions or voting on item 11.

MATTERS FOR INFORMATION

PUBLIC PARTICIPATION

FIN 5/25: Public participation.

NONE.

MATTERS FOR DECISION

FIN 6/25: To confirm the minutes of the Finance, Personnel & Administration Committee meeting held on 14th April 2025.

RESOLVED: the minutes of the meeting held on 14th April 2025 were approved as a correct record and signed by the Chairman.

FIN 7/25: 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 8/25: Finance

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

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

FIN 9/25: To consider the fees for the new cemetery.

The Committee had received some comparison work from Councillor Peter Lomas on the fees charged by neighbouring parishes and South Bristol Crematorium. It was noted that the fees for the current burial ground had not been raised since 2007 apart from the application of VAT to the installation of memorials. Councillors discussed inflationary rises to the existing fees that could be applied to the new cemetery when it opened and to future re-openings in the existing burial ground at the same point in time. The Committee also discussed the period for reviewing the fees. The approved new cemetery regulations stipulated double fees for non-residents of the parish.

The following increases were discussed:

- Purchase of the Grant of Exclusive Right of Burial for a new cremation plot and a first interment from £50 to £70.
- Scattering of Ashes in the Memorial Garden from £27.50 to £40
- Charge for re-opening of a cremation plot for subsequent interments from £32.30 to £45.
- Installation of a Memorial from £64.80 to £90 inc vat.

RESOLVED: to approve the new cemetery fees as outlined above and to implement them on opening for both the new cemetery and the existing burial ground (those applicable). The fees would be reviewed annually at the same time as the hall and pitch fees.

FIN 10/25: To receive a report on the changeover to 'Staffology' from 'Ernie' software package for payroll.

The Clerk advised that the company (IRIS) that provide the payroll software package named 'Ernie' are moving over to using a cloud based software called 'Staffology'. Ernie will no longer be available. The cost of setting this up including data migration process, new system set up, parallel running of both payrolls prior to moving over to sole use of Staffology and training for the Finance Officer £870.00 ex vat. The annual cost thereafter is a minimum charge of £39 per month (£468) ex vat. Last year's invoice for Ernie was £442.82. The Finance Officer needed this level of support to carry out the transfer.

Councillors agreed that the package upgrade was a necessary move over to the latest technology and wished to support staff in this transfer. The report and expenditure was noted.

FIN 11/25: To consider a donation to charity in exchange for carpet tiles for Hangstones alterations.

The Clerk had a sample of the carpet tiles for Councillors to look at. The staff all liked the design and colour. They were an over order of tiles and had no future purpose. There were enough to carpet the new meeting room and probably the office. Councillor David Crossman's wife did not want any payment for the tiles but suggested a donation was made to charity. The charity and amount was discussed by the Committee.

RESOLVED: to donate £50 each to the Great Western Ambulance and the Royal National Lifeboat Institution.

MATTERS FOR INFORMATION

FIN 12/25: Clerks Report.

- i) The Annual Return 2024-25 had been submitted to the external auditor and the notice of the right of inspection of the accounts had been publicized.
- ii) The Parish Council's insurance company had asked for information about the claim against the Council regarding the subsidence of a patio following the removal of conifers at the burial ground in January 2021. The Clerk had sent all the information on 5th June 2025.
- iii) The Clerk read a short article in Clerks & Councils Direct about the shortage of reliable Annual Returns (accounts statements) from the 10,000 Councils across the country which has led to the National Audit Office refusing to sign off the Governments accounts for the first time. This was quite shocking given Yatton Parish Councils record in attaining a clean audit year on year.

FIN 13/25: Future agenda items.

- Online banking.
- Cyber Security Policy.

Chairman

____/____/2025