

Draft Minutes
of a meeting of the
Yatton Parish Council
Finance, Personnel and Administration Committee
held on
13th October 2025
Held at Hangstones Pavilion, Stowey Road, Yatton, BS49 4HS.

Meeting Commenced: 7.30 p.m.

Meeting ended: 8.23 p.m.

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

In attendance: Clerk Aleana Baird.

MATTERS FOR DECISION

FIN 25/25: Apologies for Absence

Apologies had been received from Councillors David Crossman and Graham Humphreys.

FIN 26/25: Declarations of Interest

NONE.

MATTERS FOR INFORMATION

PUBLIC PARTICIPATION

FIN 27/25: Public participation.

NONE.

MATTERS FOR DECISION

FIN 28/25: To confirm the minutes of the Finance, Personnel & Administration Committee meeting held on 28th July 2025.

RESOLVED: the minutes of the meeting held on 28th July 2025 were approved as a correct record and signed by the Chair.

FIN 29/25: 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 30/25: Finance

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

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

FIN 31/25: To discuss the budget setting process for 2026-27.

Committee Chair Peter Lomas and Vice Chair Nick Adams were going to work on a draft budget with the Clerk and Finance Officer during the next couple of months and this will be presented for consideration at the next meeting of this Committee on December 8th.

The Amenities Committee will be considering projects for 2026-27 on the next agenda 29th October and these will be incorporated into the budget based on the priorities for these projects. It was hoped that by the December meeting details of the actuary deliberations on the pension scheme contributions by the Parish Council will be determined and that the precept calculation form will have been received from North Somerset Council. At the December Finance Committee meeting the budget will be recommended to Full Council on January 12th 2026 for any final amendments and approval including setting the precept for 2026-27.

FIN 32/25: To consider the review of new model Standing Orders and make a recommendation to Full Council in November 2025.

Chair Peter Lomas advised that new Model Standing Orders and Financial Regulations had been issued earlier in the year and had been reviewed at the Annual Meeting of the Parish Council held on 12th May 2025. The Financial Regulations model and allied Procurement Policy had only required very minor changes so these had been made and both documents approved by the Council at that meeting. The Model Standing Orders however, had quite a number of changes that required more scrutiny and therefore had been deferred until later in the year.

The Clerk and Chair Peter Lomas had now carried out this work and made the alterations from the model that were legally required i.e. those in bold type in the model orders. The other alterations were not entrenched in law i.e. in light type and may be adapted to suit the practices of any individual Parish Council.

The Committee had reviewed the adapted Standing Orders that had been circulated prior to the meeting and concluded that one amendment to 3. Meetings in General item x. which added a reference to any extension beyond the two hours stipulated for meetings to be completed in, must only be by resolution of the Council or Committee.

The new updated version of Standing Orders will be recommended to Full Council 10th November 2025 for approval. The Financial Regulations and Procurement Policy would also be reviewed again at the same meeting so all documents had been brought up to date at the same time for the next year.

FIN 33/25: To review any policies or other matters needed for Assertion 10 on the AGAR 2025-26.

The Committee were advised that the training on 'Preparing for Assertion 10 Part 1' had been postponed to 16th October. It had been hoped that the training would assist this agenda item. The Clerk had booked the training that had been advised by ALCA for both her and Chair of the Council Councillor Chris Jackson on Data Protection and Freedom of Information. She had also booked the Preparing for Assertion 10 Part 2 for herself and Councillors Chris Jackson and Peter Lomas. The courses in the same topics had also been booked for all applicable staff members.

In regard to training for Councillors, five members had been booked on to the Data Protection course and the Clerk had booked the eLearning course on Freedom of Information for Councillor Peter Lomas. Councillor Lomas advised the Committee he had completed the training and gave an overview of the course. The Clerk was to book the Freedom of Information eLearning course shortly for all other Councillors and advised that she would help any members who had not done that type of course before.

The Clerk had circulated the Freedom of Information Publication Scheme, Privacy Notice and Data Consent Forms that accompanied all allotment tenancies issued and all Grants of Exclusive Rights of Burial prior to the meeting. The Committee discussed the Privacy Notice and Data Consent forms.

The Committee discussed asking for a data consent form as part of the process for making a booking to hire Hangstones Pavilion. Members concluded that in this case a paragraph could be added to the booking form (which includes the Privacy Policy) stating that by signing the booking form the hirer is giving consent for the data to be stored in line with the Document Retention and Disposal Policy.

RESOLVED: to approve the Privacy Notice and Data Consent Forms which would be reviewed in one year.

The Committee discussed the Freedom of Information Publication Scheme and some small amendments to the wording under Class 4 and 5 and some additional policies added. The policies were to be added to the website.

RESOLVED: to approve the Freedom of Information Publication Scheme subject to the revisions discussed. The document will be reviewed in one year.

MATTERS FOR INFORMATION

FIN 34/25: Clerks Report.

- i) The Clerk had applied for the TV Licence for Hangstones as agreed by the Council for use by the Yatton & Cleeve United Football Club.
- ii) The Clerk advised that a draft new lease had been received from the Council's solicitor and some additional information was required to complete the final draft. It was hoped that this may be ready to bring to Full Council on November 10th.
- iii) The newly appointed IT company Northstar had completed an audit of the office computer system and costs to upgrade the system were being worked on.

FIN 35/25: Future agenda items.

- Online banking.
- Cyber Security Policy.

Chairman

____/____/2025