

Draft Minutes
of a meeting of the
Yatton Parish Council
Finance, Personnel and Administration Committee
held on
9th February 2026
Held at Hangstones Pavilion, Stowey Road, Yatton, BS49 4HS.

Meeting Commenced: 7.30 p.m.

Meeting ended: 8.30 p.m.

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

In attendance: Clerk Aleana Baird.

MATTERS FOR DECISION

FIN 49/26: Apologies for Absence
NONE.

FIN 50/26: Declarations of Interest
NONE.

MATTERS FOR INFORMATION

PUBLIC PARTICIPATION

FIN 51/26: Public participation.

NONE.

MATTERS FOR DECISION

FIN 52/26: To confirm the minutes of the Finance, Personnel & Administration Committee meeting held on 8th December 2025.

RESOLVED: the minutes of the meeting held on 8th December 2025 were approved as a correct record and signed by the Chair.

FIN 53/26: 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 54/26: Finance

To authorise payments, to note receipts and petty cash payments for February 2026.

RESOLVED: To authorise payments, note receipts and petty cash payments for February 2026.

FIN 55/26: 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 risks including financial and details of the inspection processes in place to mitigate and manage risk. The Clerk confirmed that Horsecastle and Grange Farm play areas had been added to the inspections schedules. There was a small amendment required to the PAT testing date on the Risk Report. The Clerk considered that the management of risk was satisfactory and welcomed the Committee's 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 including the revised PAT testing date.

FIN 56/26: To consider a Discretions Policy and an Internal Dispute Resolution Procedure which is required by Avon Pension Fund.

The Clerk had circulated the draft policy prior to the meeting. Committee Chair Peter Lomas highlighted that the Avon Pension Fund (APF) had confirmed that the policy content was current and up to date in its references. He also advised that there were 6 current staff members on the pension fund, one with deferred pension and two previous employees drawing their pensions. The Parish Council were also required to appoint a Stage One Appeals Officer as part of the Internal Dispute Resolution Procedure and the APF were satisfied if this was whoever was fulfilling the role of Chair of the Finance, Personnel and Administration Committee.

RESOLVED: to approve and adopt the Discretions Policy with a review to take place in 2028.

RESOLVED: to appoint the Chair of the Finance, Personnel and Administration Committee (whoever is fulfilling this role) as the Stage One Appeals Officer for the Internal Dispute Resolution Procedure.

The Clerk was to send a copy of the Discretions Policy and the minutes to APF to confirm the above appointment of the Stage One Appeals Officer. Committee Chair Councillor Peter Lomas also advised members in brief of Government proposed changes to Local Government Pension Schemes as follows:

- Making authorised absences of less than 15 days automatically pensionable.
- Aligning the cost of buying back lost pension for authorised absences of over 14 days with the standard member contribution rates.
- Allowing an employer to pay their share of contributions relating to an unpaid period of more than three years.
- Updating the definition of child-related leave to include all periods of additional maternity, adoption and shared parental leave without pay.
- additional maternity and adoption leave and shared parental leave during which no pay is received automatically pensionable, with the cost to be met by the employer.

Further details were to be available from April 2026.

FIN 57/26: To report on the legal costs for the transfer of Horsecastle and Grange Farm Road play areas and open spaces.

The Clerk had circulated an email advising of the legal costs for transferring the freehold of Horsecastle and Grange Farm Road play areas and their open spaces into the ownership of the Parish Council. In addition a quote had been received for various searches which the Parish Council had asked for some clarity on regarding their necessity. Members discussed the costs which were advised as 'in order of £2,500 - £3,000 + vat and disbursements. This was for work relating to reviewing and amending each of the two transfers. Members were unclear if 'each of' means that figure per transfer or the total for both sites.

Further to discussions the outcome was as follows:

RESOLVED: that the Parish Council agrees to a maximum figure of £3,000 + vat and disbursements - this figure to include both sites - and that searches would not be carried out unless the Parish Council are very strongly advised to do so by their solicitor.

FIN 59/26: To discuss rejoining membership to the Parish Council Airport Association and the Campaign to Protect Rural England.

Councillors discussed the benefits of both organisations and the costs were £95 and £100 respectively.

RESOLVED: to rejoin the Parish Council Airport Association and the Campaign to Protect Rural England.

FIN 60/26: To consider any items allied to Assertion 10.

The Clerk advised that all staff had completed their Freedom of Information (FOI) and Data Protection (DP) training, the Clerk and Chair of Council had also completed their more detailed courses in FOI and DP. The Clerk, Chair and Vice Chair of Council had completed the ALCA Preparation for Assertion 10 courses. The training for Councillors was almost complete with just two Councillors left to complete their FOI courses and the last six Councillors booked to DP training on the 16th February.

The Clerk had circulated two draft IT Policies and a completed Data Audit Schedule for the Committee to consider. Councillor Chris Jackson and the Clerk had adapted both policies. Councillors discussed the IT policies and concluded that the shorter more concise draft was better suited to the requirements of the Parish Council. This document provides further guidance in addition to the Social Media and Electronic Communication Policy the Council has had in place since 2018. The Data Audit Schedule was also reviewed and Councillors were satisfied with the details and actions taken. The Clerk was also to present an IT Inventory based on the new IT system that was due for installation and any further documents allied to Assertion 10 at the next meeting.

RESOLVED: to approve and adopt the IT and Digital Use Policy.

RESOLVED: to approve and adopt the Data Audit Schedule.

These documents were to be circulated to all Councillors and reviewed annually.

MATTERS FOR INFORMATION

FIN 61/26: Clerk's Report.

- i) The Clerk raised the issue of signatories on the bank accounts in advance of next year's elections. It was important that more Councillors were brought into this as there were only four people currently and if they were to not stand next time the Parish Council could be in a difficult situation making payments. Councillors Nick Adams, Jessie McArdle and Chris Jackson all agreed to be added as signatories.
- ii) The Clerk advised that Yatton Junior Football Club still wished to renew the lease prior to the end of the current term. They had been required to provide a Deed of Trustees because the Trustees on the current lease are no longer involved with the club. The progress with this was waiting on that document.
- iii) The Clerk advised there had been a lot of interest in the changing room project.
- iv) The Clerk advised that she was going to do a recruitment process for the role of the manager of Cadbury Hill based on the current arrangements. The current manager wished to retire in due course but was willing to provide a handover and any advice the new manager may need.
- v) The Clerk advised that the repair work under health and safety to the circular path (£800) had been carried out apart from the worst section. The contractor advised that if it was just the top surface repair it would return to a very soft wet surface and required a bed of new hardcore putting in before the top dressing. This would require an additional £200 at most. As the work was health and safety Councillors were happy for this to proceed.

FIN 62/26: Future agenda items.

- Online banking.
- Cyber Security Policy.

Chairman

____/____/2026