

Draft Minutes
of a meeting of the
Yatton Parish Council
Finance, Personnel and Administration Committee
held on
11 February 2019
in Hangstones Pavilion

Meeting Commenced: 7.30 p.m.

Meeting ended: 9.20 p.m.

Present: Councillors: Jonathan Edwards, Graham Humpherys, Chris Jackson, Peter Lomas, Ian Payne.

In attendance: Clerk Aleana Baird.

MATTERS FOR DECISION

FIN49/19: Apologies for Absence

Apologies had been received from Councillors David Crossman, Wendy Griggs and Roger Wood.

FIN50/19: Declarations of Interest

NONE.

PUBLIC PARTICIPATION

FIN51/19: Public participation.

NONE.

MATTERS FOR DECISION

FIN52/19: To confirm the minutes of the Finance, Personnel & Administration Committee meeting held on 10th December 2018.

The minutes of the meeting held on 10 December 2018 Finance, Personnel & Administration Committee were approved as a correct record and signed by the Chairman.

FIN53/19: If the Committee wishes to exclude the public for a particular agenda item, the following resolution must be passed:

Not required.

FIN54/19: To review the grant applications received for the last round of grant allocation for 2018-19.

RESOLVED: to allocate the grants as follows:

Senior Community Link North - £300.
Somerset Storyfest - £200.

FIN55/19 To consider the Parish Council's Risk Assessments and the management of the Council's risks..

Members considered a report from the Clerk on the Parish Council's risks (Annex 1) including a risk assessment summary. The Clerk had reviewed the Council's Risk Assessments to ensure they were up to date and had expanded the inspection recording for all sites and open spaces under the Parish Council's management. Members noted that there had been no significant changes to risk since last year.

RESOLVED: that the report be noted and that the Risk Assessment Summary was signed by the Chair for audit purpose.

FIN56/19 To consider the Parish Council's insurance renewal due April 1st 2019.

The Parish Council's three year insurance provision was due to end 1st April 2019. The Clerk asked if the quotes for the next three years could be checked by members prior to taking them to Full Council 11th March 2019. Councillors Peter Lomas and Ian Payne agreed to assist.

FIN57/19: Finance

To authorise payments, to note receipts and petty cash payments for February 2019.

RESOLVED: that payments were authorised for February and receipts and petty cash payments noted (Annex 2).

FIN58/19 To consider quotes for a new door to the changing rooms. Confidential Item.

RESOLVED: to accept the quote from Seal-Lite Group of £1,420.00.

FIN59/19 To receive an update on the recruitment of a new Finance Officer. Confidential Item.

The Clerk updated the Committee that the Finance Officer position had been appointed. The new person was commencing training induction week commencing 18th February. The Clerk advised that the new person may need further support once she undertakes the role on her own and the current Officer was willing to assist after May 2019 when she officially retires if necessary.

MATTERS FOR INFORMATION

FIN60/19: Clerks Report.

- i) The Clerk was undertaking webinar training 6th March on Managing Council Elections.
- ii) The audit of accounts by Councillors was due before year end. Councillors Peter Lomas and Graham Humpherys agreed to undertake this.
- iii) The Clerk discussed with Councillors arrangements for the Annual Parish Meeting.

FIN61/19: Future agenda items

- Online banking
- Business Continuity Plan.
- New website.
- Investment Strategy

Chairman

___/___/2019