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

Meeting Commenced: 7.30 p.m.   Meeting ended: 8.40 p.m.

Present: Councillors: Jonathan Edwards, Graham Humpherys, Wendy Griggs, Chris Jackson, Peter Lomas, Ian Payne, Roger Wood.

In attendance: Clerk Aleana Baird.

MATTERS FOR DECISION

FIN62/19: Apologies for Absence
Apologies had been received from Councillors David Crossman.

FIN63/19: Declarations of Interest
Councillor Jonathan Edwards declared a non-disclosable pecuniary interest in agenda item 6 as he was married to the Chairman of the Yatton Village Hall Committee. He wished to leave the room during discussion of the item.

RESOLVED: that Vice Chair of Committee Ian Payne chairing agenda item 6.

PUBLIC PARTICIPATION

FIN64/19: Public participation.
NONE.

MATTERS FOR DECISION

FIN65/19: To confirm the minutes of the Finance, Personnel & Administration Committee meeting held on 11th February 2019.

    The minutes of the meeting held on 11 February 2019 Finance, Personnel & Administration Committee were approved as a correct record and signed by the Chairman.

FIN66/19: If the Committee wishes to exclude the public for a particular agenda item, the following resolution must be passed:
Not required.

*** Councillor Jonathan Edwards left the room and Vice Chair Ian Payne took the Chair.

FIN67/19: To review the roofing quotes and approve the contractor for the Yatton Village Hall grant application approved at March 11th 2019 Full Council meeting.

Since the approval of the grant in March additional advice had been taken from the National Financial Advisor for the Society of Local Council Clerks. Inlight of this advice it was preferable for the Parish Council to progress the roof repair process under its Financial Regulations rather than through a grant to the Village Hall Committee.

RESOLVED: that the Clerk was instructed to obtain three quotes for the Parish Council to repair the village hall flat roof and bring them to the May Full Council Meeting for decision.

*** Councillor Jonathan Edwards returned to the room and retook the Chair.

FIN68/19 Finance
To authorise payments, to note receipts and petty cash payments for April 2019.

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

FIN69/19 To consider an Investment Strategy for 2019-20.

RESOLVED: to approve the Investment Strategy 2019. It was to be reviewed annually, the Clerk was asked to find out further information about government bonds, protection under the Financial Compensation Scheme for the Parish Council and if there was any advantage to periodically changing bank accounts.

FIN70/19 To review the Statement of Intent on Training Policy and the Equality Policy.

RESOLVED: to approve the Statement of Intent on Training Policy and the Equality Policy without amendment.

FIN71/19To receive an update on the recruitment of a new Finance Officer. Confidential Item.
The Clerk advised that the new person would need support after the current officer had officially retired at the end of May. It was envisaged that she would come back towards the end of each month for a few hours to check work and help with any problems the new person has. She would invoice the Council for these hours as an external contractor after May. The Committee were happy that the Clerk managed the support of the new person as necessary.

MATTERS FOR INFORMATION

FIN72/19: Clerks Report.
i) The Clerk asked for a signatory to sign cheques tomorrow, Councilor Graham Humpherys volunteered.
ii) The audit of accounts by Councillors Peter Lomas and Graham Humpherys had been done. It was suggested that it was done quarterly.

FIN73/19: Future agenda items
- Online banking
- Business Continuity Plan.
- New website.
- Investment Strategy

_____   ___/___/2019
Chairman