

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

Meeting Commenced: 7.30 p.m.

Meeting ended: 8.40 p.m.

Present: Councillors: David Crossman, Wendy Griggs, Peter Lomas, Jonathan Edwards, Graham Humphreys, Christopher Jackson, Ian Payne.

In attendance: Clerk Aleana Baird.

MATTERS FOR DECISION

FIN01/19 To elect a Chairman.

RESOLVED: that Peter Lomas be elected Chairman of the Committee. He therefore continued to chair the meeting.

FIN02/19 To elect a Vice-Chairman.

RESOLVED: that Ian Payne be elected as Vice Chairman of the Committee.

FIN03/19: Apologies for Absence

Apologies were received from Councillor Roger Wood.

FIN04/19: Declarations of Interest

NONE

PUBLIC PARTICIPATION

FIN05/19: Public participation.

NONE.

MATTERS FOR DECISION

FIN06/19: Minutes of the meeting held on 15 April 2019.

The minutes of the meeting held on 15 April 2019 were approved as a correct record and signed by the Chairman.

FIN07/19: If the Committee wishes to exclude the public for a particular agenda item, the following resolution must be passed:

Not required.

FIN8/19: Finance

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

RESOLVED: that payments were authorised for June and receipts and petty cash payments noted (Annex 1).

FIN9/19 To review the Health & Safety Policy.

The Clerk was requested to consult the Fire Service regarding signage and storage of substances.

RESOLVED: that subject to amendments (removal of reference to 'business') that the Health & Safety Policy be approved with review June 2020.

FIN10/19 To consider upgrading the Parish Council website.

RESOLVED: that the upgrading of the website was progressed by the Clerk and the Technical Working Group.

The upgrading of the website had been accommodated in the approved 2019-20 budget and providing the cost was within the allocated budget the design and specification was to be determined by the working group.

(A cost of £875 had been previously quoted, a new quote had been instructed and members were satisfied additional quotes were not necessary in this case).

MATTERS FOR INFORMATION

FIN11/19: Clerks Report.

i) The Clerk had advertised the invitation to apply for Parish Council Grants.

ii) Further to the vandalism of the bi-fold patio doors, a compensation claim was being pursued on behalf of the Parish Council by the Police. The court case of the person who had been charged and had admitted the offence was 12th June. The only outstanding un-claimed matter was a small split in the flooring, the Clerk was to ask for a cost of repair/renewal.

iii) A thank you had been received from Yatton Junior Football Club for the annual grant.

iv) The Clerk advised of information she had been asked to look into regarding Financial Compensation Schemes, changing bank accounts and investments.

v) The North Somerset Council Parish Orderly Grant £1,127.51 had been received.

FIN12/19: Future agenda items.

- Online banking
- Business Continuity Plan.
- Hall & Pitch Charges.

Chairman

____/____/2019