

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

Meeting Commenced: 7.30 p.m.

Meeting ended: 9.10 p.m.

Present: Councillors: David Crossman, Peter Lomas, Jonathan Edwards, Graham Humphreys, Christopher Jackson and Roger Wood.

In attendance: Clerk Aleana Baird.

MATTERS FOR DECISION

FIN23/19: Apologies for Absence

Apologies had been received from Councillor Massimo Morelli.

FIN24/19: Declarations of Interest

NONE.

PUBLIC PARTICIPATION

FIN25/19: Public participation.

No members of the public were present.

MATTERS FOR DECISION

FIN26/19 To elect a Vice Chair for the Committee.

RESOLVED: that Councillor Graham Humphreys was elected as Vice Chair for the remainder of this Parish Council year.

FIN27/19: Minutes of the meeting held on 22 July 2019.

The minutes of the meeting held on 22 July 2019 were approved as a correct record and signed by the Chairman.

FIN28/19: If the Committee wishes to exclude the public for a particular agenda item, the following resolution must be passed:

Not required.

FIN29/19 To review the Community Engagement Strategy.

RESOLVED: that subject to amendment the strategy was recommended for re-adoption at November Full Council meeting.

FIN30/19 To review the Business Continuity Plan.

RESOLVED: that subject to the amendments discussed regarding information protection, the business continuity plan was approved.

FIN31/19 To consider a new computer for the Finance Officer.

RESOLVED: that a new desktop computer for the Finance Officer was purchased, the Clerk was to arrange for the old computer to be destroyed to comply with data protection regulations.

FIN32/19 To plan the forthcoming budget setting process.

A provisional date of 18th November was to be pursued for the initial overview of next year's budget.

FIN33/19 Finance

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

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

FIN34/19 To consider a grant application from the Royal British Legion.

RESOLVED: that a grant for £100 was approved for providing the Remembrance Day parade band.

MATTERS FOR INFORMATION

FIN35/19: Clerks Report.

- i) The Government had announced that it did not proposed to set 'referendum principles' for town and parish councils in England for 2020-21.
- ii) An invoice from Claverham Future Neighbourhood Plan website annual hosting and maintenance has been received, members were happy for it to be paid again for another year.
- iii) Thank you letters had been received for grants awarded to the MS Therapy Centre and Yatton Music Society.
- iv) The audit by Councillors was due early November. Councillors Peter Lomas and Graham Humphreys agreed to carry this out.
- v) The renewal of the Quality Council under the Local Council Award Scheme had been registered, there was a charge of £50.
- vi) The new website was nearing completion; the Clerk had asked for a final draft for members of the working group to look at ahead of going live shortly.
- vii) Senior Community Link had returned the remainder of the grant £216.00 they were no longer able to use as the group had folded.
- viii) The Clerk had advertised the invitation to apply for Parish Council grants. The applications would be reviewed at the December Finance meeting.

- ix) The resignation of Ian Payne prompted the need for a new signatory on the bank accounts, Councillor Peter Lomas agreed to fulfill this role.
- x) The Clerk had begun appraisals on staff. Councillors Peter Lomas and Graham Humphreys agreed to carry out the appraisal for the Clerk.
- xi) The part time groundsman was still suffering with problem following the break to his hand (not in work) in August. He was not able to return to work at the moment with a sick note that now covered until the end of October.
- xii) New model financial regulations had been issued however, Chair Peter Lomas and the Clerk had reviewed the changes which were so small it was considered that Yatton's Financial Regulations did not require another review (last review was Oct 2018).

FIN36/19: Future agenda items.

- Online banking

Chairman

___/___/2019