

Draft Minutes
of a meeting of the
Yatton Parish Council
Finance, Personnel and Administration Committee
held on
10 February 2020
in Hangstones Pavilion

Meeting Commenced: 7.30 p.m.

Meeting ended: 8.52 p.m.

Present: Councillors: David Crossman, Peter Lomas, Jonathan Edwards, Graham Humphreys and Chris Jackson.

In attendance: Clerk Aleana Baird.

MATTERS FOR DECISION

FIN50/20: Apologies for Absence

Apologies had been received from Councillor Roger Wood.

FIN51/20: Declarations of Interest

NONE.

PUBLIC PARTICIPATION

FIN52/20: Public participation.

NONE.

MATTERS FOR DECISION

FIN53/20: To confirm the minutes of the Finance, Personnel & Administration Committee meeting held on 9th December 2019.

The minutes of the meeting held on 9 December 2019 were approved as a correct record and signed by the Chairman.

FIN54/20: 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.

FIN55/20 To discuss the contract and salary point scale for the new part-time grounds person to be in post from 31st March 2020 and to finalise the short listing and interview arrangements for the position. Confidential Item.

RESOLVED: to set the incremental rise of salary in the contract up to SCP 12 (start point 7).

The shortlisting was to be carried out Tuesday 11th February with interviews on Wednesday 19th February.

FIN56/20 To discuss the Parish Council's Risk Assessment.

The Clerk has circulated a report of the Risk Assessment for the Council prior to the meeting. It advised of all the process and procedures the Council had in place to assess and mitigate their risks. Further to discussion the Committee were satisfied with the measures in place.

RESOLVED: that the Parish Council Risk Assessment process and procedures were satisfactory and the Risk Assessment Report was approved and signed by the Chair of Committee.

FIN57/20 To review Yatton Parish Council's Appraisal Policy.

RESOLVED: to approve the Appraisal Policy subject to a small amendment.

FIN58/20 To discuss the option to undertake a three year arrangement regarding the CAB grant.

The CAB (Citizens Advice Bureau) grant had been significantly raised for 2020-21 to £9,740. A three year arrangement would bring clarity and stability to budget setting.

RESOLVED: to arrange a meeting with CAB and state that the Parish Council would provide a fixed grant for the next 3 years until the end of 2023 of £9,740 providing the service is retained at the current level in the parish of a three hour session once a week.

FIN59/20 To arrange the completion of the Councillor audit for year end 2019-20 and discuss arrangements for the 2020-21 Councillors audit.

Councillors Peter Lomas and Graham Humphreys were to bring the audit up to date tomorrow (last done in November 19), the two remaining months were to be done at the end of the financial year. In the next financial year it was to be done every three months.

FIN60/20 To consider the request by North Somerset Council to make a contribution of £100 towards marking the road at the entrance to Elborough Avenue with No Entry.

RESOLVED: not to contribute £100 towards marking the road at the entrance to Elborough Gardens.

FIN61/20 To consider a revised grant application from Claverham Cricket Club.

No revised grant application received, item deferred to future meeting.

FIN62/20 To approve the expenditure from the Community Infrastructure Levy funds on a new noticeboard at Chestnut Park.

RESOLVED: to use the Community Infrastructure Levy to fund to a new noticeboard at Chestnut Park at a cost of £2,131.49.

FIN63/20 Finance

To authorise payments, to note receipts and petty cash payments for February 2020.

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

MATTERS FOR INFORMATION

FIN64/20: Clerks Report.

- i) North Somerset Council Senior Archaeologist wished to hold a community event and had asked if Hangstones may be used free of charge. Members agreed to allow this as it was for the community.
- ii) The Clerk advised she had written a letter of thanks to the volunteer who had covered the Claverham Village Orderly during a recent illness.
- iii) A review of the pitch charges may be required ahead of recent requests for use. This was to be a future agenda item.

FIN65/20: Future agenda items.

- Online banking.
- Pitch Charges.

Chairman

____/____/2020