

Draft Minutes
of a meeting of the
Yatton Parish Council
Finance, Personnel and Administration Committee
held on
20 April 2020

Remotely via Zoom <https://zoom.us/j/589050719>

The meeting was audio recorded and the voting recorded and saved using the 'Chat' facility. Copies will be retained with the minutes of the meeting.

Meeting Commenced: 7.30 p.m.

Meeting ended: 8.17 p.m.

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

In attendance: Clerk Aleana Baird and District & Parish Councillor Wendy Griggs.

MATTERS FOR DECISION

FIN66/20: Apologies for Absence

Apologies had been received from Councillors Massimo Morelli, David Crossman and Roger Wood.

FIN67/20: Declarations of Interest

NONE.

PUBLIC PARTICIPATION

FIN68/20: Public participation.

NONE.

MATTERS FOR DECISION

FIN69/20: To confirm the minutes of the Finance, Personnel & Administration Committee meeting held on 10th February 2020.

The minutes of the meeting held on 10th February 2020 were approved as a correct record and were to be posted to the Chairman for signing.

FIN70/20: 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.

FIN71/20 To review the Investment Strategy.

RESOLVED: to re-adopt the Investment Strategy for 2020-21. The Clerk was to check the Financial Services Compensation Scheme parameters and how they apply to the Parish Council. In addition add to the strategy the account to which the fixed term deposit is returned after maturity.

FIN72/20 To consider the Volunteer of the Year Award 2020.

This award was usually made at the Annual Parish Meeting which was due to take place just before the Coronavirus lockdown. It has subsequently been cancelled entirely by Government legislation for 2020-21. As there had already been three nominations for the award 2020 it was still possible to consider the nominees and make the award.

RESOLVED: The Volunteer of the Year 2020 was awarded for Geoff Bland for his many years of service to the community through his work with the Yeo Valley Lions, Claverham Village Hall and other village events. He will receive a cheque for the organisation of his choice, a certificate and the award itself. The two other nominees will receive a certificate and a copy of their nomination and thank you letter.

FIN73/20 Finance

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

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

MATTERS FOR INFORMATION

FIN74/20: Clerks Report.

- i) The year end closure of the accounts was to be done 22nd April 2020 remotely. The internal audit was also to be done remotely.
- ii) The Annual Return deadlines for notice of inspection of accounts has also been extended to allow for the current Coronavirus pandemic, this must be displayed by the 31st August and the requirement to include the first 10 days of July has been waived for this current year.
- iii) A thank you letter had been received from Pete Moorman for his retirement gifts from the Parish Council.
- iv) The Coronavirus community response initiative included the cooking and distributing of meals for people in need in the Parish from the Butchers Arms kitchen. The Parish Council wished to support this initiative using its grant scheme. The person who was cooking and running the scheme was to be contacted and made aware that the grant scheme was available if he wished to apply and the Parish Council would fast track his application.
- v) The dog waste contractor who was isolating had asked for a retainer (this request had come too late to be put as an agenda item). The consensus was that due to the decrease in income and increase in dog waste collection charges by the interim contractor, the government help scheme for self-employed and a payment was being made to him of £840 this month for March dog waste collection and other work carried out members did not consider paying a retainer appropriate.

FIN75/20: Future agenda items.

- Online banking.
- Pitch Charges.

____/____/2020

