

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

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

Meeting Commenced: 7.30 p.m.

Meeting ended: 7.54 p.m.

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

In attendance: Clerk Aleana Baird.

*** The meeting was opened by Committee Chair Peter Lomas thanking the Clerk and all the office staff for all the work that had been done in achieving renewal of the Quality Status under the Local Council Award Scheme.

MATTERS FOR DECISION

FIN91/20: Apologies for Absence

Apologies had been received from Councillor David Crossman.

FIN92/20: Declarations of Interest

NONE.

PUBLIC PARTICIPATION

FIN93/20: Public participation.

NONE.

MATTERS FOR DECISION

FIN94/20: To confirm the minutes of the Finance, Personnel & Administration Committee meeting held on 13th May 2020.

RESOLVED: the minutes of the meeting held on 13th May 2020 were approved as a correct record and posted to the Chairman for signing.

FIN95/20: If the Committee wishes to exclude the public for a particular agenda item, the following resolution must be passed:

RESOLVED: that the public be excluded from the meeting during consideration of agenda item 8 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business discussing terms of employment.

FIN96/20 Finance

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

RESOLVED: to approve and authorise payments and to note receipts and petty cash payments for June 2020

FIN97/20 To review the Health & Safety Policy.

The Health & Safety Policy is reviewed annually. The policy had amendments that referred to Covid 19 or any communicable disease that occurred and the inclusion of reference to manual lifting under 7. Competency for Tasks & Training.

RESOLVED: to approve the Health & Safety Policy for 2020-21 subject to the inclusion of the above amendments. Next review June 2021.

FIN98/20 To discuss the recruitment of a new village orderly for Yatton. Confidential item.

Further to discussion the Clerk was to advertise the post on the website, Facebook and on noticeboards. The Clerk would liaise with the Committee Chair/Vice Chair about applications received.

RESOLVED: to advertise the village orderly post of four hours per week with payment set at £9.39 per hour.

MATTERS FOR INFORMATION**FIN99/20: Clerks Report.**

- i) The Clerk had been able to order the Volunteer of the Year Award now that shops had re-opened that day.
- ii) The Clerk had spoken to Committee Chair Peter Lomas about increasing the bulk payments for BACS payments that were used for salaries, tax, national insurance and pensions. They were set at 11,000 but needed to be increased to 13,000 due to a pay increase that maybe back dated. This had to be done by two of the account signatories. He explained to the Committee that he had done his part of the request but it had been a laborious task. Councillor Jonathan Edwards was to be the second signatory to complete the request.
- iii) The Clerk was on holiday for the week commencing 22nd June.

FIN100/20: Future agenda items.

- Online banking.
- Pitch Charges.

Chairman

____/____/2020