

Draft Minutes
of a meeting of the
Yatton Parish Council
Finance, Personnel and Administration Committee
held on
20 July 2020
Remotely via Zoom <https://zoom.us/j/589050719>

Meeting Commenced: 7.30 p.m.

Meeting ended: 8.50 p.m.

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

In attendance: Clerk Aleana Baird.

MATTERS FOR DECISION

FIN101/20: Apologies for Absence

Apologies had been received from Councillor David Crossman.

FIN102/20: Declarations of Interest

NONE.

PUBLIC PARTICIPATION

FIN103/20: Public participation.

NONE.

MATTERS FOR DECISION

FIN104/20: To confirm the minutes of the Finance, Personnel & Administration Committee meeting held on 15th June 2020.

RESOLVED: the minutes of the meeting held on 15th June 2020 were approved as a correct record and posted to the Chairman for signing.

FIN105/20: 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 10 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.

FIN106/20 Finance

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

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

FIN107/20 To consider grant applications for 2020-21.

RESOLVED: to allocate the grant budget as follows:

- Yatton Music Society £300
- Somerset Storyfest - unsuccessful
- The West of England MS Therapy Centre £400
- Court de Wyck – unsuccessful.
- Wellspring Counselling £800
- Great Western Air Ambulance - £850
- 1st Yatton Brownies - £300
- 2nd Yatton Guides - £350

The grant budget (£4,000) was now fully allocated for 2020-21 as a grant of £1,000 had already been awarded to Romajo's Community Meals during lockdown.

FIN108/20 To discuss football pitch & hall charges.

The Clerk reported that since lockdown she had received requests to use Hangstones in ways that did not fit into the charging schedule. She had also received interest in pitch hire from Junior teams outside Yatton. The changing rooms were included in the pitch hire cost and it was very unlikely they would be used due to Covid 19 this football season. There was no provision for these circumstances within the current pitch hire charges. She had circulated pitch charges from other places prior to the meeting as a possible guide.

RESOLVED: for this forthcoming football season the fees were as follows:

Seniors - 1 pitch with outside toilet use £40 + vat.

Juniors from outside Yatton & Claverham – 1 pitch with outside toilet £25 + vat.

Any use of any part of Hangstones building £10 minimum charge applies.

****Should the Government guidance be altered during this football season to allow changing room use, the fees for Seniors would return to the pre-lockdown fee of £50 + vat.

For a Junior team from outside Yatton & Claverham to hire pitch & changing rooms the fee was £35 + vat.

FIN109/20 To discuss the cleaning arrangements at Hangstones Pavilion.

The cleaning contractor had not been used since lockdown had closed the building and they had suspended the service. Since that time the admin assistant had carried out cleaning in the building. She had offered to undertake this on a permanent basis from September. It would provide greater flexibility and a more thorough way to maintain safe cleanliness of the building in the future and with Covid 19 compliance in mind.

RESOLVED: to dispense with the service of the contract cleaning company and allow the admin assistant to undertake the cleaning of Hangstones with the additional hours being time sheeted as overtime at her current pay scale.

FIN110/20 To receive an update following the completion of the probationary period of the new part-time grounds person. Confidential item.

The Clerk reported that she had a meeting with the part-time grounds person about her completion of the probationary period. The Clerk and full time grounds person were both pleased to report that as a new employee and team member she had been exemplary in her work ethic and ability to carry out the job to a high standard. The part-time grounds person was happy with the job and was enjoying it very much.

MATTERS FOR INFORMATION

FIN111/20: Clerks Report.

- i) The Clerk asked the Committee how they wished to present the Volunteer of the Year Award. They suggested inviting the winner to the next Full Council in September to present the award virtually and the deliver it to him thereafter.
- ii) The Clerk asked about progress with increasing the bulk payments for BACS payments. 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 signatories. Councillor Peter Lomas and completed his part of the process, however, when Councillor Jonathan Edwards attempted his part Lloyds had required further information on income and expenditure. The Clerk had sent them the annual return but to date had received no reply. She would chase this with the bank.
- iii) The Clerk had no news from the external auditor regarding the Annual Return.

FIN112/20: Future agenda items.

- Online banking.
- General Reserves and Contingency.

Chairman

____/____/2020