

DUNNINGTON PARISH COUNCIL
FINANCE, STRATEGY AND AUDIT COMMITTEE

Chairman: Cllr Andrew Dykes Clerk: Jessica Bedford Tel: 07562 333508
Email: parish.clerk@dunningtonparishcouncil.gov.uk

Minutes of the Meeting of the Committee held at the Scouts and Guides Building,
Garden Flats Lane, Dunnington on Monday 9th November 2022 at 1.00pm

Present: Cllrs Dykes (chairman), Cllr Brooks, Cllr Turnbull, Cllr Shaw and the Clerk

1 FORMALITIES

1.1 The committee to receive apologies for absence given in advance of the meeting

Cllr Jackson sent apologies due to work commitments

1.2 The committee to consider the approval of reasons for absence

The committee resolved to approve the reasons for absence

1.3 To receive and approve the Minutes of the Committee meeting held on the 17th October 2022

It was resolved to approve the minutes of the meetings held on the 17th October 2022

1.4 To receive any declarations of interest

No declarations of interest were received

1.5 To consider any written dispensation requests received by the Proper Officer

No written dispensations were received

2 EXCLUSION OF PRESS AND PUBLIC

The committee will resolve to exclude the press and public, from the meeting for any item where the publicity of the matter being prejudicial to the public interest or by reason of the confidential nature of the business to be transacted or for other special reasons

It was resolved to exclude the press and public from item 6, 8 and 10.1

3 PUBLIC PARTICIPATION

Any member of the Parish may speak for up to 5 minutes on any matter on the agenda with the session lasting no more than 20 minutes

No members of the public were present

4 PLAYPARK

To consider a proposal to the Parish Council in relation to Dunnington Playpark

Following a discussion, it was resolved that:

- The Clerk will confirm what date the precept request must be submitted by

- The proposals would have to include the recinding of the Matthew Hill plot lease
- Cllr Dykes will speak to the PFA Chairman prior to the next Parish Council meeting regarding the proposals
- The finance committee will recommend the proposals to the Parish Council to be effective from the 1st January 2023

5 SCRIBE FEE CHANGE

To consider the increase in fees for the 23/24 financial year

It was resolved that the committee were happy to sign up for a 3 year contract at a reduced fee but that the Clerk would investigate the possibility of the allotment package being included for free.

6 BUDGET MONITORING & SETTING

To consider the current spend to date and to consider setting budget lines for the 23/24 financial year

Following a discussion, it was resolved that:

- The £1000 cemetery long term provision will be removed from the budget
- To cap the Reading Rooms and Scouts building earmarked reserves at £5000
- That an additional election reserve will need to be incorporated into the 23/24 budget to create a larger earmarked reserve
- Earmarked reserves will be created for tree maintenance and the allotments

7 GOVERNANCE

To consider an update on the action plan and any governance issues

A discussion took place regarding the current action plan

8 PARISH CLERK

To consider the Clerks timesheet and the NALC salary agreement for the 22/23 financial year

It was resolved to recommend to the full Parish Council to adopt the National Salary Awards as follows:

- (1) 01/04/20 / Point 12 / £22,183.00 (initial and existing salary rate)
- (2) 01/04/21 / Point 12 / £22,571.00 (already actioned)
- (3) 01/04/22 / Point 12 / £24,496.00

Subject to applying the salary awards based on the commencement date of 01/10/21 and pro rata to 13 hours per week.

9 UNITY BANK

To receive an update on the unity bank application

Following an update from the Parish Clerk, it was resolved to add a card option to the application with a spend limit of £500.

10 FINANCIAL APPROVALS/AUTHORISATION

10.1 To receive and consider any quotes for work/services

It was resolved to:

- approve expenditure of up to £150 for Christmas lights and £250 to pay for the Christmas tree installations.
- To accept a quote from Aspects Contract Gardeners to clear the wild flower beds on the Greens @ £200.00.
- To accept a quote from Aspects Contract Gardeners to clear the wild flower bed in the Millenium Garden @ £250.00.
- To accept a quote from YLCA to undertake a job evaluation in respect of the Parish Clerk's role @ £35.00 per hour to a maximum of £200.00.

10.2 To note the receipts presented and consider the payments presented for authorisation

The receipts presented were noted and it was resolved to approve the payments presented. (Appendix 1)

11 USE OF IMAGES/COPYRIGHT ISSUES

To consider the processes for the use of images on the website and other publications

It was resolved to delegate this matter to the Communications Group who will make a recommendation to the full Parish Council.

12 AOB

Next Meeting: 5th December 2022 at 1.00pm at the Scouts and Guides Building, Garden Flats Lane, Dunnington.

Appendix 1

7 November 2022 (2022 - 2023)

**Dunnington Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST**

Voucher	Code	Date	Minute	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total	Signed By
161	Office Expenses - Stationery and Postage	09/11/2022		103729	Stamps	Parish Clerk	X	8.55		8.55	
162	Hassacarr Reserve Maintenance Costs	09/11/2022		103730	Room Hire	Dunnington Reading Rooms	X	20.00		20.00	
163	Subscriptions	09/11/2022		103731	Membership Fees	York Bus Forum	X	15.00		15.00	
164	General Contingency	09/11/2022	Oct PC Meeting	103732	Donation	Royal British Legion	X	100.00		100.00	
157	Saltbins	09/11/2022		103727	Salt Bin Return and Refill	Stoneplan Landscape Construction Ltd	S	602.50	120.50	723.00	
158	Net Salary - Clerk	20/11/2022		103728	Clerk Salary	Parish Clerk	X	634.36		634.36	
Total								1,380.41	120.50	1,500.91	