

## **DUNNINGTON PARISH COUNCIL – FINANCE, STRATEGY AND AUDIT COMMITTEE MEETING**

Chairman : Cllr Gill Shaw Clerk : Julie Bone Tel : 01904 672199

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Members of the Finance, Strategy and Audit Committee are summoned to a meeting on Thursday 30<sup>th</sup> September 2021 at 6pm at The Tower Room, St Nicholas Church Dunnington

### **1 FORMALITIES**

- 1.1 FS&A Committee to receive apologies for absence given in advance of the meeting
- 1.2 FS&A Committee to consider the approval of reasons for absence
- 1.3 Declarations of Interest

### **2 EXCLUSION OF PRESS AND PUBLIC**

- 2.1 The Parish Council 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

### **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

### **4 APPROVAL NEW PARISH CLERK PURCHASE ITEMS AND CONTRACT**

- 4.1 The Committee to approve the purchase of a mobile phone for the new Parish Clerk
- 4.2 The Committee to approve the purchase of a shredder for the new Parish Clerk
- 4.3 The Committee to approve the purchase of a filing cabinet/cupboard for the new Parish Clerk
- 4.4 The Committee to approve the monthly payment of obtaining Microsoft Office for the new Parish Clerk
- 4.5 The Committee to approve for the new Parish Clerk to pay the monthly payments in respect of the new mobile phone and Microsoft Office and to claim the expenses back monthly
- 4.6 The Committee to approve the final details of the Contract of Employment for the Parish Clerk.

### **5 PAYROLL OUTSOURCING**

- 5.1 The Committee to approve outsourcing the payroll function in respect of the new Parish Clerk.

## **6 TREE WORK**

- 6.1 The Committee to approve the cost of levelling the rutting and clearing the remains of the felled ash tree
- 6.2 The Committee to approve the cost of tree work as advised by our appointed tree surgeon

## **7 SIGN OFF ON NEW POLICIES**

- 7.1 The Committee to sign off the Equal Opportunities Policy for referral to the full Parish Council for adoption.
- 7.2 The Committee to sign off the Document Retention Policy for referral to the full Parish Council for adoption.

## **8 AOB**