

DUNNINGTON PARISH COUNCIL
FINANCE, STRATEGY AND AUDIT COMMITTEE

Chairman: Cllr Andrew Dykes Clerk: Jessica Bedford Tel: 07562 333508

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**Minutes of the Meeting of the Committee held at The Tower
Room, St Nicholas Church, Dunnington on Monday 1st August at
10.00am**

Present: Cllrs Dykes (chairman), Cllr Brooks, Cllr Turnbull, Cllr Shaw (arrived late) and Cllr Jackson

1 FORMALITIES

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

No apologies were received

1.2 The committee to consider the approval of reasons for absence

Not applicable

1.3 To receive and approve the Minutes of the Committee meeting held on the 4th July 2022

It was resolved to approve the minutes of the meeting held on the 4th July 2022

1.4 To receive any declarations of interest

Cllr Jackson declared a non-pecuniary interest in areas concerning Dunnington PFA

Cllr Shaw joined the meeting

Cllr Shaw declared an interest in item 6

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

None received

2 EXCLUSION OF PRESS AND PUBLIC

It was resolved that the press and public would not be excluded from any items on the agenda

3 PUBLIC PARTICIPATION

No members of the public were present

The Parish Clerk left the meeting

4 PARISH CLERK TIMESHEET

4.1 To consider the Parish Clerks timesheet and hours worked

It was resolved that additional wording will be added to the Clerks contract for clarity. Cllr Dykes will prepare the wording and share it with the Clerk and Committee.

It was resolved to review hours worked on a quarterly basis

It was resolved to revisit the item at Octobers meeting

The Parish Clerk returned to the meeting

5 GOVERNANCE

5.1 To consider the action plan and any governance issues

It was resolved to look that the Clerk will obtain additional pensions policy templates to revisit at Septembers meeting

It was resolved to place a process reminder note for signatories on the payments for authorisation folder.

It was resolved that the Clerk would send out the historic financial risk assessment for assessment.

It was resolved that the Committee would consider payments to the reading rooms, scouts and PFA reserves at the time of the 23/24 budget preparation with a view to make a recommendation to the Parish Council. Cllr Dykes will make contact with the Scouts to discuss a possible cap of £5000.00 to their reserves.

It was resolved that the clerk will transfer £100.00 from the general contingency to the Scouts reserve fund to bring it up to £5000.00.

It was resolved that Cllr Jackson will accompany Cllr Shaw to future reading rooms meetings

It was resolved that Cllr Shaw and Cllr Dykes will arrange a meeting with the Reading rooms to discuss their reserve funds

It was resolved that the Clerk will share copies of historic PFA paperwork with the Committee

It was resolved that the Clerk will seek clarification from the internal auditor on point 17

It was resolved that the Clerk will circulate relevant policy templates for assessment

6 H31/s106

6.1 To consider the recent s106 details issued by CYC for the H31 development

It was resolved that Cllr Dykes will draft a press letter regarding the allocation and distribution of s106 funds without Parish Council consultation

It was questioned whether the Parish Council representative to the PFA would be able to have an opinion within their meetings as to the allocation of the funding.

7 UNITY BANK

7.1 To consider the unity bank application

It was noted that the Clerk requires additional details from Councillors to complete the application

It was resolved that the Clerk will telephone Councillors to obtain the information

It was resolved that a full switch over option will be chosen with no ability to withdraw cash

8 FINANCIAL APPROVALS/AUTHORISATION

8.1 To receive and consider any quotes for work/services

It was resolved to approve a quote of £180.00 plus VAT for weed control/cutting within phase 2 of the cemetery

It was resolved to approve a revised quote from Lewis Tree Surgery due to some miscommunications. The invoice is for £3032.00 plus VAT and will come out of the Parish Council Tree maintenance budget

It was resolved to approve a quote for alterations to windows at the Scouts hut for £310.00 plus VAT

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

It was resolved to approve the receipts presented and payments presented for authorisation (appendix 1)

It was resolved to ask Lewis Tree Surgery to invoice Dunnington Sports Club directly for their work on a dangerous tree at the Club

9 AOB

Next Meeting: 5th September 2022 at 7pm at the Tower Room, St Nicholas Church, Dunnington

Appendix 1

Voucher	Code	Date	Description	VAT Type	Net	VAT	Total
102	Cemetery - Hedge Cutting (Aspects)	01/08/2022	Hedge Cutting	S	93.84	18.77	112.61
103	Cemetery - Phase 2 Development	01/08/2022	Field Flailing	S	300.00	60.00	360.00
104	IT - Support and Services	01/08/2022	Website and Email hosting	S	100.00	20.00	120.00
105	Maintenance - Trees	01/08/2022	Tree Maintenance	S	3,032.00	606.40	3,638.40
99	Queens Platinum Jubilee Event	01/08/2022	Entertainment	X	220.00		220.00
100	Office Expenses - Stationery and Postage	01/08/2022	Clerk Expenses	X	11.44		11.44
101	Office Expenses - Stationery and Postage	01/08/2022	Clerk Expenses	X	53.15		53.15
106	Net Salary - Clerk	01/08/2022	Clerk Salary	X			
					3,810.43	705.17	4,515.60

Appendix 1