

**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 4<sup>th</sup> July 2022  
at 10.00am**

**Present:** Cllrs Dykes (chairman), Cllr Brooks, Cllr Turnbull and Cllr Jackson

**1 FORMALITIES**

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

Apologies were received from Cllr Shaw (holiday)

**1.2 The committee to consider the approval of reasons for absence**

It was resolved to approve the reasons for absence

**1.3 To receive and approve the Minutes of the Committee meeting held on the 6<sup>th</sup> June 2022**

It was resolved to approve the minutes of the meeting held on the 6<sup>th</sup> June 2022

**1.4 To receive any declarations of interest**

None received

**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 Clerk left the meeting*

**4 PARISH CLERK TIMESHEET**

**4.1 To consider the Parish Clerks timesheet and hours worked**

It was resolved that all committee members will read the Clerks contract of employment prior to the next meeting

It was resolved that Cllr Dykes and the Clerk will review the contract of employment and hours/duties at the annual appraisal.

It was resolved that the Clerk will separate the meetings/training/banking column on the timesheet

*The Clerk returned to the meeting*

## **5 GOVERNANCE**

### **5.1 To consider the action plan and any governance issues**

It resolved that:

- To review the PFA relationship at the time of the 23/24 budget preparation
- Cllr Dykes will distribute the Scouts, PFA and Reading Room agreements to all committee members
- The Clerk will make enquiries with the Parish Council insurers in regard to volunteers and the Playpark cover
- Cllr Dykes and Cllr Turnbull will attend the next In Bloom meeting
- A risk assessment group will be considered to cover things like Hassacarr, volunteers, cemetery etc
- The Clerk will ask the PFA for a copy of the playparks risk assessment
- The Clerk will look into the options for incorporating a petty cash amount to cover Honorariums
- The Clerk will look further at a financial risk assessment
- Cllr Maggs will be invited to the next committee meeting

*Cllr Jackson declared an interest in relation to the PFA during discussions within item 5*

## **6 PARISH RESERVES**

### **6.1 To consider the Parish Reserves and any actions required**

It was resolved that:

- the Hassacarr reserve maintenance budget, £350.00, will be moved into the Hassacarr reserve
- That the Clerk will transfer £1000 from general fund to the PFA reserves.

## **7 UNITY BANK**

### **7.1 To consider the unity bank application**

The Clerk updated the committee that no actions have yet been processed

## **8 BUDGET MONITORING**

### **8.1 To consider the budget monitoring reports**

It was resolved that:

- The Chairmans allowance (previously approved by the Parish Council) of £200.00 will be implemented within the budget with funds drawn from the genency
- That the Clerk will look further into how the double taxation receipt should be moved across to the In Bloom, Playpark and Saltbin budgets

## **9 FINANCIAL APPROVALS/AUTHORISATION**

### **9.1 To note the receipts presented and consider the payments presented for authorisation**

See appendix 1

It was resolved to approve the payments presented for authorisation

### **9.2 To receive and consider any quotes for work/services**

It was resolved to approve the quotation of £108.00 for the domain renewal

*Local Government Act 1972, s142*

## **10 AOB**

### **Next Meeting**

1<sup>st</sup> August 2022, 10am at the Tower Room



## Appendix 1

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

Signed By

Voucher	Code	Date	Minute	Description	VAT Type	Net	VAT	Total		
60	Queens Platinum Jubilee Event	04/07/2022		Hire Services	S	56.30	11.26	67.56		
76	Ward Grant Expenditure - previous years funding	04/07/2022		Wildflower Planting	S	571.00	114.20	685.20		
77	Ward Grant Expenditure - previous years funding	04/07/2022	On three year contract	Wildflower Planting	S	877.00	175.40	1,052.40		
78	Queens Platinum Jubilee Event	04/07/2022		Napkins	S	19.13	3.84	22.97		
79	IT - Support and Services	04/07/2022		Domain renewal	S	90.00	18.00	108.00		
80	Cemetery - Phase 2 Development	04/07/2022	FSAC 06 06 22 5.2	Plans	S	200.00	40.00	240.00		
81	Allotment - Waste	04/07/2022		Skip Hire	S	270.00	54.00	324.00		
83	IT - Communications	04/07/2022		Zoom	S	11.99	2.40	14.39		
86	Allotment - Maintenance & Improvements	04/07/2022		New Door and Window	S	933.33	186.67	1,120.00		
84	In Bloom Expenditure	04/07/2022		Garage Rent	X	492.44		492.44		
						<b>3,521.19</b>	<b>605.77</b>	<b>4,126.96</b>		





## Appendix 1

5 June 2022 (2022 - 2023)

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

<b>Voucher</b>	<b>Code</b>	<b>Date</b>	<b>Cheque No</b>	<b>Description</b>	<b>Supplier</b>	<b>VAT Type</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
54	In Bloom Expenditure	06/06/2022	103660	Lawnmowers	Mower Magic Ltd	S	898.34	179.67	1,078.01
55	Allotment - Grass/Hedge Cutting	06/06/2022	103661	Petrol	Richard Tatham	S	20.62	4.12	24.74
<b>Total</b>							<b>918.96</b>	<b>183.79</b>	<b>1,102.75</b>