

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 7th February 2022 at 10.30am

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

1 FORMALITIES

- 1.1 No apologies for absence were received
- 1.2 Not applicable
- 1.3 It was resolved to approve the previous meeting minutes from the 18th December 2021 and the 6th January 2022
- 1.4 No declarations of Interest 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

3 PUBLIC PARTICIPATION

No members of the public were present

4 SUBSCRIPTIONS

- 4.1 It was resolved to discontinue the subscription to Council and Clerks Direct Magazine.
It was resolved that the Parish Clerk would look further into membership options and the benefits to the Parish Council of joining the SLCC (Society for Local Council Professionals) as some of the information may already be available from bodies already subscribed to.

5 SCRIBE SOFTWARE

- 5.1 The committee received a positive update from the Parish Clerk on a recent demonstration of the accounting and cemetery software.

6 UNITY BANK

- 6.1 The committee received an update on Councillor Dykes initial contact with Unity Bank. The application form will be passed to the Parish Clerk for submission.

7 PARISH CLERK HOURS OF WORK

- 7.1 The committee received an update about the Parish Clerks hours of work. A review of hours will be completed on the 31st March 2022. It was noted that the Parish Clerk had undertaken some additional hours, due to areas such as training, which are outside of the normal hours of work within the contract. It was agreed that these will be monitored. The Parish Clerk will forward timesheet details to the Finance Committee periodically which detail these hours.

8 PAYMENT OF INVOICES

- 8.1 No receipts were presented for approval and authorisation

9 QUOTES FOR WORK/SERVICES

- 9.1 The committee resolved to approve a quote for oak trees planting for the Diamond Jubilee of £428.00 plus VAT. It was resolved that a picture will be taken at the time of the tree planting.
The committee reviewed a quote from Scribe software (previously approved at item 6 on the 25/10/21). It was resolved to approve the higher quotation of £750.00 plus VAT for the first year, which includes a one off set up fee.

10 FINANCIAL REGULATIONS

- 10.1 It was resolved that Cllr Dykes will look at wording for inclusion within item 5 of the regulations. The Parish Clerk will contact the County Association and other Parishes to seek out any template wording.
- 10.2 It was resolved that 'up to maximum of three years' will be added into Item 11 of the regulations in relation to contract periods.

11 RESERVES

- 11.1 It was resolved that the Parish Clerk will send details of current outstanding ward grants to the committee for clarification and discussion at the March committee meeting.
It was resolved that a breakdown of full Parish Council reserves will be presented to the Parish Council at the March meeting for approval.

12 AOB

Next Meeting 7th March 2022 at 10:30 in The Tower Room, St. Nicholas Church, Dunnington