

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 on Monday 3rd April 2023 at 7.00pm

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

1 FORMALITIES

- a. To receive apologies for absence given in advance of the meeting and consider the approval of reasons given for absence**

Apologies were received from Councillor Brooks due to being on holiday.

It was **RESOLVED** to approve the reasons given for absence.

- b. To approve the Minutes of the Committee meetings held on the 5th January 2023, 6th February 2023 and 6th March 2023.**

It was **RESOLVED** to approve the Minutes of the Committee meetings held on the 5th January 2023, 6th February 2023 and 6th March 2023.

- c. To receive any declarations of interest and approve any dispensation requests**
It is a requirement in law, Localism Act (2011, s31) that Council members declare any Disclosable Pecuniary Interest

Cllr Jackson expressed a non-pecuniary interest in item 7 as a trustee of the PFA and would not take part in discussions or voting.

2 EXCLUSION OF PRESS AND PUBLIC

To consider whether any agenda item requires the exclusion of the 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.

The committee **RESOLVED** to exclude the press and public from items 8, 9 and 12c.

3 PUBLIC PARTICIPATION

No members of the public participated.

4 FINANCIAL RISK ASSESSMENT/INTERNAL CONTROLS ASSESSMENT

To consider the current assessment methods and any required changes

It was **RESOLVED** to take the Risk Management Review into use as a working document.

It was **RESOLVED** that the four areas rated as a high level of risk will be targeted first.

It was **RESOLVED** to delegate the updating of the Standing Orders to the Parish Clerk for presentation at a future meeting.

It was **RESOLVED** to use cloud storage for Parish Council documents.

It was **RESOLVED** to defer the annual internal controls assessment to the May meeting.

It was **RESOLVED** that due to GDPR and names will be removed from In Bloom accounting statements prior to distribution.

Action: Parish Clerk to give sealed passwords to Cllr Shaw and Cllr Dykes

- 5 ASSET REGISTER**
To consider the asset register and any required changes
It was **RESOLVED** to approve the asset register with the addition of grit bins x 11, Microfiche viewer, metal tree holder and some name amendments for benches and signs.
- 6 RESERVES LETTERS**
To consider the wording for letters to organisations regarding reserves contributions
It was **RESOLVED** to approve the letter wording with the addition of details of the original agreement and a copy of the document.
- Cllr Jackson did not take part in discussions or vote on item 7.*
- 7 PLAYPARK**
To consider circulating the proposal to the PFA and to consider our solicitors costs for preparing a legal document.
Cllr Dykes provided an update that the document had been considered and amended by the PFA. The proposal will be included on the Parish Council meeting agenda. A quote for solicitor's costs was not available at the time of the meeting.
- 8 CLERKS TIMESHEET**
To consider the Clerks timesheet
It was **RESOLVED** to pay an additional 27.93 hours worked.
It was **RESOLVED** to add one extra days leave to the Clerks contract as detailed within the NJC 2022/23 pay award.
- 9 LEGAL SERVICES**
To consider a quote for legal services and decide what recommendations to provide to the Parish Council
It was **RESOLVED** to present the quote to the Parish Council with a recommendation that it is accepted and that the 23/24 double taxation monies are used.
- 10 DONATIONS**
To consider donations to the coronation street party event
It was **RESOLVED** to seek local business sponsorship.
It was **RESOLVED** to allocate the £1000 general contingency budget to the event budget.

Action: Coronation working group to provide up to date spend details
- 11 UNITY BANK**
To consider the unity bank application and signatories
It was **RESOLVED** to complete the application with Cllr Dykes, Cllr Shaw and Cllr Jackson as signatories and consider additional following the upcoming election.
- 12 FINANCIAL APPROVALS/AUTHORISATION**
- a. To receive and consider regular payments for 2023/24**
Following a discussion, it was **RESOLVED** that the Clerk will amend the details for consideration at the May meeting.
- b. To receive an update regarding the quarter 3 VAT claim**

It was noted that the quarter 3 VAT claim was approved by the Parish Council at £959.86. The amount actually claimable and submitted to HMRC was £959.36. This was due to an error inputted by the Clerk.

It was noted that Quarter 4 claim has been submitted for £533.59.

c. To receive and consider any quotes for work/services

It was **RESOLVED** to approve a spend of £79.00 plus vat to replace a dog poo bag dispenser which has come to the end of its useful life on Eastfield Lane. (Litter Act 1983, ss5-6)

It was **RESOLVED** to move £200 previously approved for cemetery storage into a reserve until the items are sourced.

d. To note the receipts presented and consider the payments presented for authorisation

No receipts were presented.

It was **RESOLVED** to approve the payments presented for authorisation which included a payment for £1.88 for an addition error made by the Clerk on the March Parish Council payment authorisations. (Appendix 1)

13 AOB

It was noted that a bus stop maintenance and tree maintenance reserve need to be considered for the 24/25 financial year. The tree maintenance reserve needs to be in the region of £6000.00 with £2000.00 added each year from 24/25 until the total is reached.

It was noted that a tree audit/inspection needs to be complete every two years for high use areas and three years for other areas.

Next Meeting - 2nd May 2023 at 12.30pm at The Tower Room

Appendix 1

PAYMENTS (AWAITING AUTHORISATION) LIST

Signed by

Voucher	Code	Date	Minute	Cheque No	Description	VAT Type			Net	VAT	Total
2	Allotment - Grass Cutting	03/04/2023		103786	Petrol		S	14.58	2.91	17.49	
1	Office Expenses - Stationery and Postage	03/04/2023		103785	Stamps		X	9.92		9.92	
4	Subscriptions	03/04/2023	FSAC April 12d	103788	Subscription		X	786.00		786.00	
3	Allotment - Maintenance & Improvements	03/04/2023	23-46a	103787	Lawnmower Servicing		X	81.87		81.87	
3	In Bloom Expenditure	03/04/2023	23-46a	103787	Lawnmower Servicing		X	654.96		654.96	

1,547.33 2.91 1,550.24

Dunnington Parish Council

PAYMENTS (AWAITING AUTHORISATION) LIST

Signed By

Voucher	Code	Date	Cheque No	Description	VAT Type			Net	VAT	Total
236	Office Expenses - Telephone	31/03/2023	103784	Mobile Phone		X	1.88		1.88	
							1.88		1.88	