

**DUNNINGTON PARISH COUNCIL**  
**FINANCE, STRATEGY AND AUDIT COMMITTEE**

Chairman: Cllr Andrew Dykes Clerk: Jessica Bedford Tel: 07562 333508  
Email: [parish.clerk@dunningtonparishcouncil.gov.uk](mailto:parish.clerk@dunningtonparishcouncil.gov.uk)

**Minutes of the Meeting of the Committee held at the Tower Room, St Nicholas  
Church on Monday 3<sup>rd</sup> July 2023 at 10.00am**

**Present:** Cllrs Dykes (chairman), Cllr Shaw, Cllr Jackson, Cllr Anderson 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**

No apologies were given.

- b. To approve the Minutes of the Committee meeting held on the 3<sup>rd</sup> April 2023**

It was **RESOLVED** to approve the Minutes of the Committee meetings held on the 3<sup>rd</sup> April 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*

No declarations of interest or dispensations were received.

**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 item 9.

**3 PUBLIC PARTICIPATION**

No members of the public participated.

**4 INTERNAL CONTROLS ASSESSMENT**

**To consider the current annual internal control assessment**

It was **RESOLVED** that reserves, salary and pensions will be added to the annual internal control checklist.

**5 SALTbins**

**To consider regular dates for the installation and removal of saltbins**

It was **RESOLVED** that Cllr Dykes will talk to the current supplier.

It was **RESOLVED** that the Clerk will chase City of York Council again about the bins under their ownership and potential double taxation.

It was **RESOLVED** to authorise the Clerk to arrange the placement and removal of the bins annually, allowing for current weather conditions.

**6 AUDIT**

**To consider the internal audit report and any necessary elements of the external audit**

It was **RESOLVED** that the communications group will look at the layout and content of the website.

It was **RESOLVED** that the Clerk will look at investment/savings account options.

It was **RESOLVED** that the Clerk will move the recent playpark surfacing invoice amount from the playpark reserve to the general fund.

## **7 PLAYPARK**

### **To consider any updates to the existing lease.**

The committee received an update that further lease details have not yet been received from the legal team.

It was **RESOLVED** that Councillor Dykes will chase the matter.

## **8 CLERKS TIMESHEET**

### **To consider the Clerks timesheet**

It was **RESOLVED** to pay an additional 7.87 hours as the quarter end balance.

Councillor Dykes will notify the payroll company.

## **9 HONORARIUM**

### **To consider current honorariums**

It was **RESOLVED** to pay the Hassacarr honorarium under section 137 of the Local Government Act 1972.

## **10 POLICY AND PROCEDURES**

### **To consider the addition of the most recent NALC update to the financial regulations**

It was **RESOLVED** that the committee will recommend that the Parish Council will adopt the updated NALC financial regulations.

It was **RESOLVED** that the committee will assess the Standing orders at the August meeting with a view to making a recommendation to the Parish Council in September.

It was **RESOLVED** that the Clerk will look at reviewing all policies and procedures in conjunction with FSAC.

It was **RESOLVED** that the emergency contact officer will review the emergency plan.

It was **RESOLVED** that Councillor Dykes will amend the current cemetery charges to include details of the CFF fund.

## **11 NEIGHBOURHOOD PLAN**

### **To consider costs for the Neighbourhood plan**

The committee received an update that the current reserves may not be enough to cover the remainder of the works. The shortfall would be in the region of £2000. There are grant options that may be available but at the present time the application process is closed.

## **12 UNITY BANK**

### **To consider the unity bank application and signatories**

It was **RESOLVED** to approve Keith Anderson as a signatory

It was **RESOLVED** that the Clerk will complete the process during August

## **13 FINANCIAL APPROVALS/AUTHORISATION**

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

It was **RESOLVED** that the Clerk will obtain prices for beacon or tommy options.

- b. To consider the payments presented for authorisation**  
It was **RESOLVED** to approve the payments presented for authorisation.

**14 AOB**

Next Meeting: 21<sup>st</sup> August 2023 at 10.00am in Tower Room, St Nicholas Church.

DRAFT

**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	
							<b>1.88</b>		<b>1.88</b>	