

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 Scouts and
Guides Building, Garden Flats Lane, Dunnington on Monday 5
September 2022 at 7.00pm**

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

1 FORMALITIES

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

Apologies were received from the Parish Clerk.

1.2 The committee to consider the approval of reasons for absence

The committee resolved to approve the reason for absence

1.3 To receive and approve the Minutes of the Committee meeting held on the 1st August 2022

It was resolved to approve the minutes of the meeting held on the 1st August 2022

1.4 To receive any declarations of interest

Cllr Shaw declared an interest in item 6 on the Agenda.

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

4 PARISH CLERK TIMESHEET

4.1 To consider the Parish Clerks timesheet and hours worked

It was resolved that the wording circulated to members of the Committee by email on 2 August 2022 regarding the Parish Clerks working hours arrangements be adopted and that an Addendum to Contract of Employment document to this effect be prepared and signed by the Parish Clerk and the PC Chairman and placed on the members area of the PC website for future reference.

5 GOVERNANCE

5.1 To consider the action plan and any governance issues

The following items were resolved:

To retain the services of the government appointed external auditor.

To prepare and enter into a signed formal Volunteer Agreement with each In Bloom and Hassacarr volunteer. The Parish Clerk to action.

To prepare and enter into a signed Honararium Agreement with Terry Weston at Hassacarr and any replacement for Richard Tatham at the Cemetery. The Parish Clerk to action.

To investigate the matter of responsibility for insuring the Play Park.

To arrange for risk assessments to be undertaken for In Bloom and Hassacarr.

6 H31/s106

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

Cllr Dykes apologised that a letter was not sent to the York Press regarding the allocation and distribution of s106 funds without Parish Council consultation. It was agreed that it was too late to take this course of action.

7 UNITY BANK

7.1 To consider the unity bank application

No update was available.

8 FINANCIAL APPROVALS/AUTHORISATION

8.1 To receive and consider any quotes for work/services

It was resolved to approve a spend of £200.00 to purchase a secure tools/equipment container for the Cemetery.

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 subject to clarification on items 114 and 116.

If possible it was resolved to offset the outstanding tree invoice of £288.00 plus vat against the outstanding balance of a £1k reserves payment to the PFA.

9 AOB

Discussion took place around the need to clarify the arrangements/liability regarding the relationship between the PC and the PFA.

Next Meeting: 3 October 2022 at 10.00am at the Scouts and Guides Building, Garden Flats Lane, Dunnington.

