

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 17th
October 2022 at 7.00pm**

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

1 FORMALITIES

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

No apologies were received

1.2 The committee to consider the approval of reasons for absence

N/A

1.3 To receive and approve the Minutes of the Committee meeting held on the 5th September 2022 and 3rd October 2022

It was resolved to approve the minutes of the meetings held on the 5th September and 3rd October

1.4 To receive any declarations of interest

No declarations of interest were received

1.5 To consider any written dispensation requests received by the Proper Officer

No written dispensations 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

It was resolved not to exclude the press and public from any item

3 PUBLIC PARTICIPATION

Any member of the Parish may speak for up to 5 minutes on any matter on the agenda with the session lasting no more than 20 minutes

No members of the public were present

4 PLAYPARK AGREEMENT

To consider an update from Cllr Maggs on current processes and consider any required changes

Following a discussion that included insurance, inspections, accounts, compliance, the role of the Friends of the Playpark group and the role of the PFA. It was resolved to:

- Obtain an up-to-date copy of the PFA insurance
- Ask Cllr Maggs to confirm his role and duties at the Playpark and whether undertaken as a Councillor or Member of the FOPP
- Cllr Dykes will arrange a meeting with Cllr Maggs at the playpark to look at the recent ROSPA inspection findings and consider whether any temporary closure is required.
- The Clerk will add details of any closure to the website
- Cllr Dykes will look to draft a letter regarding the playpark agreement
- The Clerk will action annual insurance checks on all Council involved buildings. E.g., Scouts building, PFA

5 BUDGET MONITORING

To receive the biannual budgetary details and consider any required budget amendments

The report did not include forecasting figures due to a software issue
It was resolved that there were no specific concerns, but that tree maintenance spend will be reassessed at November's meeting

It was resolved that:

- £2300.57 will be moved from Double taxation to In Bloom cost codes
- Voucher 86, payment for windows and doors, to be moved from cost code 9002 to 203.
- Voucher 76, payment for wildflower meadows, to be moved from cost code 203 to 2012.
- The Clerk will follow up with double taxation about the filling of salt bins and establish their locations/responsible owner
- The Clerk can appoint the contractor to return the refilled salt bins

6 GOVERNANCE

To consider an update on the action plan and any governance issues

A discussion took place around policies and procedures that still need to be put in place

It was resolved that Cllr Dykes will attend the next In Bloom meeting to talk about the budget and double taxation process.

Following a discussion, it was noted that the Committee needs to be mindful of payments, estimates and contracts and working within the financial regulations adopted by the Parish Council. The In Bloom team will also be made aware of it.

7 PARISH CLERK

To consider the Clerks timesheet

The Clerks timesheet was noted.

8 UNITY BANK

To receive an update on the unity bank application

It was resolved to set the account up with the signatory details that have already been provided

9 EXTERNAL AUDIT

To consider the recent external audit return and any required actions

The auditors' comment *'In the completion of the Annual Internal Audit Report, and their detailed report, the internal auditor has drawn attention to weaknesses in relation to Internal Control Objectives B and D. The smaller authority must ensure that action is taken to address these areas of weakness in a timely manner'* was noted as it has already been considered and actions taken through governance (item 6)

10 FINANCIAL APPROVALS/AUTHORISATION

10.1 To receive and consider any quotes for work/services

It was resolved to approve the appointment of the contractor to return the refilled salt bins within the Parish

It was resolved to approve the electric works quote for the Scouts Hut which will be paid from a ward grant that is already in place

10.2 To note the receipts presented and consider the payments presented for authorisation

The receipts presented were noted

It was resolved to approve the payments presented and to include an additional invoice for £321.60 for tree works.

10.3 To consider a tree maintenance invoice

It was resolved that the Parish Council will pay the invoice for works to a tree on the Sports Club land. The amount will be deducted from the Parish Council 23/24 PFA contribution.

11 AOB

Next Meeting: 9th November 2022 at 1.00pm at the Scouts and Guides Building, Garden Flats Lane, Dunnington.

