

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 25th September 2023 at 10.00am**

Present: Cllrs Dykes (Chairman), Cllr Shaw, 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

Apologies were received from Councillor Jackson due to holidays.

It was RESOLVED to approve the reasons for absence.

b. To approve the Minutes of the Committee meeting held on the 21st August 2023

It was RESOLVED to approve the minutes of the meeting held on the 21st August 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 dispensation requests 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

It was RESOLVED to exclude the press and public from items 12a.

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

None

4 VOLUNTEERS

To consider the volunteer agreement and policy

It was RESOLVED that the Clerk will write to all voluntary groups to obtain a list of duties, which will include a cut of date. The item will be included on the October agenda.

5 BUDGET

To consider the current spend for 23/24 and budgetary requirements for 24/25

It was RESOLVED that:

- the Clerk will report the budget including reserves for 24/25 planning along with differing budget options.
- the Clerk will obtain a rough cost estimate for a public works loan of £50,000 to fund additions within the cemetery.
- The Clerk will obtain a lengthsman job description and include costs within the budget.

- Cllr Dykes will speak with local farmers about the possibility of wildflower planting on the cemetery back field.

6 AUDIT

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

It was RESOLVED that the audit be included on an agenda for the PC to note.

7 STANDING ORDERS

To consider the draft amended Standing Orders

It was RESOLVED that Cllr Dykes will look further at the appraisal section and advise if the item needs to be on October's agenda.

8 INTERNAL CONTROLS

To consider the internal controls for 23/24

The committee noted that the internal controls for the first and second quarter have not yet been completed.

9 POLICY AND PROCEDURES

To consider the Councils current policies and procedures

It was RESOLVED that the Clerk will add a review date column to the monitoring document and add it to the members area of the website.

10 INVESTMENTS

To consider investment accounts

It was RESOLVED that the Clerk will look at additional Yorkshire based options and report back to the committee at the next meeting.

11 UNITY BANK

To consider the unity bank application and signatories

The Clerk provided an update that the application was awaiting additional signatory details. It was RESOLVED to submit the application with 4 signatories details.

12 FINANCIAL APPROVALS/AUTHORISATION

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

It was RESOLVED to ask YLCA for any preferrable grass contractors including those with cemetery experience.

b. To consider the payments presented for authorisation

It was RESOLVED to approve the payments for authorisation. (Appendix 1)

13 AOB

Cllr Dykes will provide a PROW update for the website.

Cllr Shaw has prepared new forms for the cemetery which will be on the October Parish Council meeting agenda.

Next Meeting 6th November 2023 at 10.00am

Appendix 1

**Dunnington Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST**

Voucher	Code	Date	Description	VAT Type	Net	VAT	Total
87	Dog Facilities	25/09/2023	Dog Dispenser Refill	S	134.25	26.85	161.10
88	Audit	25/09/2023	External Audit	S	420.00	84.00	504.00
89	Playpark Annual Inspection & RoSPA	25/09/2023	ROSPA Inspection	S	106.50	21.30	127.80
91	General Contingency	25/09/2023	Donation	X	100.00		100.00
90	Office Expenses - Stationery and Postage	25/09/2023	Stamps	E	6.00		6.00
					766.75	132.15	898.90