Dunnington Parish Council

Minutes of the Finance, Strategy, and Audit committee meeting held on Monday 2nd November 2026 in The Tower Room, St Nicholas Church, Dunnington starting at 7pm.

Present: Cllrs Dykes (Chair), Anderson, and Major.
In attendance: Georgina Berry – Parish Clerk, Sophie Durham – outgoing Parish Clerk

Public Participation: There were no members of the public in attendance.

PRELIMINARIES

20/26. Cllr Dykes welcomed everyone to the meeting and the committee approved **apologies** from Cllr Jackson.

21/26. There were no **declarations of Pecuniary and Non-Pecuniary Interests** pertaining to agenda items for this meeting.

22/26. There were no requests received before the meeting for a **dispensation.**

23/26. **Exclusion of the Press and Public**
The committee required the exclusion of the Public for item numbers 26/26 and 34/26 (budget).

PREVIOUS MEETING & MATTERS ARISING

24/26. **Previous Meeting Minutes:** Minutes of the Finance, Strategy and Audit Committee meeting held on Monday 7th October 2026. ***RESOLVED:*** *The minutes of the meeting were formally approved by the council and were signed by the Chair as a correct record.*

25/26. **Matters arising:**

a. **Unity Bank Authorisations** – The committee noted that Georgina Berry has been added to the bank. The committee approved the removal of Sophie Durham from the accounts.
b. **Bank Statements** - Council noted that the clerk has moved to online statements only until a permanent address for the council is decided upon.
c. **Bank card restrictions** – The committee to put any some restrictions on the bank card usage, including zero cash withdrawals, a £500 daily spend limit, and blocking MCG categories 13, 25, and 26.
d. **Previous financial approvals** – Full council approved £360 to Elkerlodge services ltd for the annual audit (*see minute PC/26/4/14.1*). This may not be enough. ***RESOLVED:*** *Council approved an additional £160.00 if required*.
e. **Cemetery bench** – Committee noted that the previously approved cemetery bench has been ordered at a cost of £785.00 (Ex. VAT) (*see minute PC 26/4/9.1*) ***ACTION:*** *The clerk will call Cllr Dykes to update on delivery date*

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PAYMENTS

26/26. **Payments under £500:** Councillors **noted the payments** *totalling £3,274.45 (ex.VAT)*
Payments over £500 and under £5,000 *RESOLVED:* *the committee approved the payments totalling £1,200.00 (Ex. VAT)*

Authority	Payee	Description	Net	VAT	Gross
		Payments under £500.00			
	G Berry	Stationery	£18.58	£3.72	£22.30
	S Durham	Microsoft subscription - October	£8.74	£1.75	£10.49
	M Ruston	Postage	£1.80	£0.00	£1.80
	St Nicholas Church	Room Hirex2 - November	£50.00	£0.00	£50.00
	SLCC	iLCA qualification	£140.00	£28.00	£168.00
	Boswells skip hire	Skip Hire	£180.00	£36.00	£216.00
		Payments over £501.00 and under £5,000.00			
	Dalbys Nurseries Limited	Winter planting	£600.00	£120.00	£720.00
	G Berry	October salary			
	S Durham	October salary			

The following payments were deferred until the full council meeting on the 9th November 2026.

	TB Johnson	Cemetery & Hassacarr Gate works	£600.00	£120.00	£720.00
	One of a Kind	Letterbox (provisional on FC approval)	£45.62	£8.33	£53.95

The mobile phone top up was unnecessary as the contract mobile phone was approved.

	S Durham	Mobile phone top up – ONLY IF 33/26 is refused or referred	£8.00	£2.00	£10.00

27/26. **Direct debits and standing orders:** The committee noted the following payments were paid with prior approval ***totalling £230.02 (Ex VAT)***

Authority	Payee	Description	Net	VAT	Gross
		Direct debits and standing orders			
	CYC	Garage rent	£74.62	£0.00	£74.62
	Nest	Pension contributions - October	£112.67	£0.00	£112.67
	CYC	Waste collection	£33.63	£0.00	£33.63
	Unity bank	Service Charge	£9.10	£0.00	£9.10?

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REVIEWS

28/26. **Budget reviews:** The committee reviewed the Summary of Receipts and payments to date.

29/26. **Internal controls:** The clerk and committee discussed the internal controls. ***RESOLVED:*** *The clerk and the Chair will discuss and bring a plan of action for the internal controls to the next meeting.*

30/26. **Bank Reconciliations:** The committee noted the bank reconciliations.
Bank balances as at 31/10/2026 were:

Unity current account	£79,211.00
Unity savings account	£0.00
Skipton savings account	£72,375.82

2027/28 BUDGET

31/26. **The Play Area Group** didn't have a proposal ready, but the committee had a significant discussion around the play area needs.
ACTION: *Clerk will request a play area inspection from Playscheme before the next finance committee meeting up to a cost of £500.00. The clerk will provide the recent ROSPA report and ask for any gaps to be checked and also request an estimate of longevity of the play area as a whole and individual pieces.*

32/26. **Mobile Phone Contract:** ***RESOLVED:*** *The committee approved a 36-month mobile phone contract for the clerk at a cost of £14 (ex VAT) per month and an £8.33 upfront cost which includes a Samsung Galaxy A37.*

33/26. **Payroll provision:** ***RESOLVED:*** *The committee agreed to move payroll provider to Director Payroll at a cost of £240.00 a year (£20 p/m).* Cllr Dykes will remain as the primary contact for the payroll.

34/26. **Draft 2027/28 budget:** Committee deferred this agenda point to the next meeting when we will have a proposal from the play area.

35/26. **Date of next finance committee meeting**: Monday 7th December 2026 – 7:00pm – The Tower Room, St Nicholas Church.

With no further business the meeting closed at 20:22

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