

# **DUNNINGTON PARISH COUNCIL**

## **Finance, Strategy and Audit Committee**

Chairman: Cllr A 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, Dunnington on Monday 25<sup>th</sup> October 2021 at 10:30**

**Present:** Cllrs Dykes (chairman), Cllr Turnbull, Cllr Shaw and the Clerk

#### **1 FORMALITIES**

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

The Committee received apologies from Cllr Jackson and Cllr Brooks

##### **1.2 The committee to consider the approval of reasons for absence**

The Committee approved the reasons for absence

##### **1.3 Previous meeting minutes to be approved**

The Committee agreed that the minutes required the addition of specific cost figures for point 6 before approval.

##### **1.4 Declarations of Interest**

No declarations of interest were noted.

#### **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.

#### **3 PUBLIC PARTICIPATION**

No Parishioners' questions or participation were received.

#### **4 AUDITORS REPORT**

##### **4.1 The Committee to agree to the actions taken by the Committee in response to the internal auditors' report.**

The Committee agreed to accept the internal auditors' report and use it as a working document for 2021/22.

#### **5 BANKING**

##### **5.1 The Committee to consider and agree to changing our bank provider from Barclays to Unity Trust Bank.**

Following consideration, the Committee agreed to look into banking options in greater detail and present the options to the Parish Council for their review.

## **6 NEW SOFTWARE**

### **6.1 The Committee to consider and agree to purchasing Scribe Software for Town and Parish Councils.**

Following consideration, it was resolved to implement the new Scribe software up to a maximum of £35.00 per month.

## **7 APPRAISAL POLICY**

### **7.1 The Committee to consider and agree to adopt the Appraisal Policy.**

Following consideration, it was resolved to take the policy forward to the Parish Council's November meeting recommending approval.

## **8 POLICY LIST**

### **8.1 The Committee to review the YLCA Policy List and agree which ones need to be actioned.**

Following review, the Committee confirmed which policies had already been signed off by the Parish Council. Committee members were allocated policies still requiring action to review. It was agreed that the Parish Clerk would maintain a record of all Policies and their action/review status.

## **9 AOB**

It was resolved that all Finance, Strategy and Audit Meeting Minutes will be kept within their own annual minute book and be signed by the Chairman.

It was discussed that the Parish Clerk needs an allocated line manager. It was agreed to take the matter forward to the Parish Council Meeting for a decision.

Next Meeting 29<sup>th</sup> November 2021 at 10:30 at The Tower Room, St. Nicholas Church, Dunnington