

# HUNTINGTON PARISH COUNCIL

c/o Huntington Community Centre  
26 Strensall Road, Huntington, York YO32 9RG  
[www.huntingtonparishcouncil.co.uk](http://www.huntingtonparishcouncil.co.uk)

## Minutes of the Finance and Policy Committee Meeting held on Monday 10<sup>th</sup> December 2018 at 7.00pm at Huntington Community Centre

**PRESENT:** Councillor I Panter - Chair, Councillor D Jobling,  
Councillor C Hillman, Councillor D Neal,  
Gill Chivers (RFO)

**APOLOGIES:** Councillor K Deadman (family commitment), Councillor D Geoghegan-Breen (non-receipt of Agenda). None received from Councillor D Smith, Councillor M Sutton-Croft.

**CIRCULATION:** To all attendees and all other Parish Councillors.

**MINUTES PREPARED BY:** Gill Chivers

**DATE (Draft):** 18/12/2018

**DATE TO BE APPROVED:** 19/12/2018

**2. To Approve Dispensation Requests and Note Any Declarations of Disclosable Pecuniary Interests in any Items on the Agenda:** No Dispensation Requests made. Declarations of Interest from Councillor D Jobling regarding employee of Orchard Park and all Councillors involved with Allotments, Village Halls, and other Parish funded items, including Huntington Sports Club.

### **3. Adoption of:**

- a) Records Management Policy: Circulated, agreed and approved. The document retention timescales were discussed and further information regarding Freedom of Information requests, planning and routine correspondence to be added.
- b) Data Security Incident Policy – to be further discussed at next F & P Meeting.

### **4. Citizens Advice Bureau Annual Review:**

Annual review for 2017/18 received.

### **5. Employee Matters:**

Clerk and RFO appraisals. Clerk appraisal carried out in November – paperwork still to be completed by Chair of HPC. RFO appraisal to be carried out in January. Chair of F & P to put together improved blank documents for appraisals.

### **6. Budget and Precept 2019/20:**

Further budget figures circulated for discussion. Since the last F & P meeting, a NALC document received regarding a pay increase from 1 April 2019 for the Clerk and RFO. **RECOMMENDATION** for approval at next full Parish meeting that the Street Cleaner and Parish Gardeners be given a pay increase from £9 per hour to £10 per hour from 1 April 2019. CH queried the amount paid for the cleaning of the bus shelters and notice boards and the length of agreed contract with Stoneplan. As no figures had been received for work on the All Saints' Church portastor, this would

have to be included in the budget figures given. RFO confirmed that no information had still not been received regarding double taxation amounts from CYC.

**RECOMMENDATION** for approval at next full Parish meeting that the Precept should be increased by 3% for 2019/2020 to £119552.

**7. Chainsaw Course and Request for Further Funding:**

RFO had spoken to Chair of Huntington Riverside Environmental Park following his attendance on the Course, which had been very useful covering maintenance, use, health and safety, risk assessment and general training. However, it had been suggested that protective clothing was required at a cost of £151 plus VAT, plus the possible inclusion of a visor. **RECOMMENDED** for approval at next full Parish Meeting that this equipment be purchased. It had also been noted that Askham Bryan College would be interested in using some of the woodland in the Environmental Park for training purposes at no cost to HPC.

**8. Date of Next Meeting:** To be arranged in the New Year.

The meeting closed at 8.15pm