

HUNTINGTON PARISH COUNCIL

c/o Huntington Community Centre
26 Strensall Road, Huntington, York YO32 9RG
www.huntingtonparishcouncil.co.uk

Minutes of the Finance and Policy Committee Meeting held on Thursday 8th November 2018 at 7.00pm at Huntington Community Centre

PRESENT: Councillor I Panter, Councillor D Jobling,
Councillor D Smith, Councillor K Deadman,
Councillor D Geogheghan-Breen, Councillor C Hillman,
Councillor D Neal, Gill Chivers (RFO)

APOLOGIES: Councillor M Sutton Croft (work commitment)

CIRCULATION: To all attendees and all other Parish Councillors.

MINUTES PREPARED BY: Gill Chivers

DATE (Draft): 18/11/2018

DATE TO BE APPROVED: 21/11/2018

2. To Elect A Chair for the Finance & Policy Committee: Councillor Ian Panter elected.

3. 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.

4. Review of:

- a) Finance & Policy Committee Terms of Reference Sept 2017: This had been circulated in advance and was agreed for a further period.
- b) Standing Orders Sept 2017: These had been circulated in advance – amendments as per recommendations from NALC to be made regarding Data protection and Public Contracts and then recirculated. Clerk to be asked to put updated copy on website.
- c) Code of Conduct (as per HPC website strategic documents): To be brought to the attention of all Councillors.

5. Citizens Advice Bureau Analysis:

Breakdown given for January to September appointments.

6. Employee Matters:

- a) Clerk and RFO: Appraisals to be carried out with Chair of F & P and Chair of full Parish. All previous paperwork in this connection to be passed to F & P Chair. RFO pointed out that Clerk was, on occasions, working more than the 25 hours per week in her contract.
- b) Parish Gardeners: Two gardeners employed by HPC, with additional work carried out by sub-contractor. Pay due for review before April 2019 when work begins again.
- c) Street Cleaner: Also due for pay review. Cart to be moved to shed at Orchard Park. DJ to pass on relevant keys. Flagstones may need to be put in place. Old lawnmower in the shed to be sold.

d) Orchard Park Caretakers: Discussion regarding hours worked.

7. Request for Funding:

RFO had spoken to Chair of Huntington Riverside Environmental Park regarding the chainsaw and the need for course certification. **RECOMMENDED** for approval at next full Parish Meeting that a course should be attended as soon as possible at Askham Bryan College at a cost of £440. CH to carry out a Risk Assessment. RFO to check with Insurers that correct cover is in place.

8. Annual Accounts:

- a) Huntington Community Centre: Annual audited accounts presented in good order.
- b) Huntington Memorial Hall: Annual audited accounts presented in good order.
- c) Orchard Park: Last accounts presented were to November 2016. Up to date accounts requested.

9. Consideration of Precept for 2019/20:

Preliminary figures presented for discussion. Further figures to be prepared for December meeting with 3% Precept increase and with no increase. Funding of the Gardening Scheme by the Ward Committee to be further discussed.

10. Auditor Reports 2017/18 – Internal and External:

Internal Auditor confirmed that all required objectives had been achieved, but required to see both the Annual Report on the website and updated strategic documents. External Auditor yet to complete their report.

11. Adoption of Records Management Policy: Draft document to be presented at next F & P meeting.

12. Electronic Banking: To be further investigated by RFO.

13. All Saints' Churchyard: DB had met with Juliet Wright regarding works to be carried out in the Churchyard, particularly the compost bays and tree work. Further details to be submitted by the Church Wardens.

14. Date of Next Meeting: To be arranged before December full Parish.

The meeting closed at 9.00pm

