



**Minutes of the Finance and Policy Committee Meeting held on Monday 12th June 2023 in
 Huntington Community Centre at 7.00 pm**

PRESENT:	Councillor Y, Safder (YS) - Vice Chair, Councillor D Jobling (DJ), Councillor S Jobling (SJ), Councillor N. Watkins (NW) and Lorraine Frankland (LF) – Parish Clerk/RFO
APOLOGIES:	Councillor D Smith (DS), Councillor D Geogheghan-Breen (DB) and Councillor K Orrell (KO)
CIRCULATION:	To attendees, apologies and other all members of the Parish Council
MINUTES PREPARED BY:	Lorraine Frankland
DATE (Draft):	14/06/2023
DATE TO BE APPROVED:	21/06/2023

ITEM	ACTION
<p>1. <u>To Elect Chair and Vice Chair</u></p> <p>DS was nominated in their absence for the position of Chair by JS and seconded by NW there were no other nominations, and the nomination was approved unanimously.</p> <p>YS was nominated for the position of Vice Chair by JS and seconded by NW there were no other nominations, and the nomination was approved unanimously.</p>	
<p>2. <u>To Note Apologies for Absence</u></p> <p>Councillor D Smith (DS), Councillor D Geogheghan-Breen (DB); absent due to illness Councillor K Orrell (KO); absent due to training</p> <p><u>It was resolved to</u> approve all apologies and reasons for absence.</p>	
<p>3. <u>To Note Declarations of Interest:</u></p> <p><u>To Receive Declarations of Personal, Prejudicial or Disclosable Pecuniary Interests (not previously declared) on any Items of Business</u> Restated – SJ and DJ declared an interest by virtue of the fact that they are related to an HPC employee.</p>	
<p>4. <u>To Consider the committees Terms of Reference</u></p> <p>The committee considered the proposed terms of reference it was agreed to Recommend that; these be Approved and added to the Scheme of Delegation at the next Full Council Meeting</p> <p>It was Resolved that; NW would investigate developing a staff appraisal scheme form template</p>	NW
<p>5. <u>To Consider the document retention policy</u></p> <p>The committee considered the document retention policy it was agreed to Recommend that; these be Adopted at the next Full Council Meeting.</p>	
<p>6. <u>To Consider the draft grant application form and to develop some eligibility criteria around application status</u></p> <p>The committee considered the grant application form it was agreed to Recommend that; this be Adopted at the next Full Council Meeting.</p> <p>It was Resolved that; YS would develop a supporting guidance pack/note to accompany the application form</p>	YS

7. **To Develop a Scheme of Delegation incorporating Committee Terms of Reference**
The committee considered the Scheme of Delegation it was agreed to **Recommend** that; this be **Adopted** at the next Full Council Meeting.
8. **To Evaluate draft policies and delegate responsibilities for development of draft policies to committee members**
It was agreed to Consider a strategy for prioritising the implementation of policies based on the information supplied by YLCA and this should be brought to the July Meeting of the Full Parish to prioritise and delegate responsibility.
NW and YS agreed to work on an Action Tracker
NW agreed to work on Social Media Policy
It was agreed LF would work on a Grievance Policy
9. **To Discuss PAYE, VAT, Accounting Software and Bank Account status**
The committee noted the status with PAYE, VAT and the Bank Account, LF informed the meeting that; she had ordered the Scribe software
10. **To Confirm Date, Time and Venue for Next Finance and Policy Committee Meeting**
Next Finance and Policy Committee Meeting to be held on Monday 11th September 2023 at 7:00pm at Huntington Community Centre, 26 Strensall Road, Huntington, York YO32 9RG
Meeting closed at 8:58pm

NW &
YS

NW
LF