



**Minutes of the Finance and Policy Committee Meeting held on Monday 18<sup>th</sup> September 2023 in  
 Huntington Community Centre at 7.00 pm**

<b>PRESENT:</b>	Councillor D Smith (DS) - Chair, Councillor Y, Safder (YS), Councillor D Jobling (DJ), Councillor S Jobling (SJ), and Lorraine Frankland (LF) – Parish Clerk/RFO
<b>APOLOGIES:</b>	Councillor N. Watkins (NW), Councillor D Geogheghan-Breen (DB) and Councillor K Orrell (KO)
<b>CIRCULATION:</b>	To attendees, apologies and other all members of the Parish Council
<b>MINUTES PREPARED BY:</b>	Lorraine Frankland
<b>DATE (Draft):</b>	19/09/2023
<b>DATE TO BE APPROVED:</b>	20/09/2023

ITEM	ACTION
<p><b>10. <u>To Note Apologies for Absence</u></b>            Councillor N. Watkins (NW); absent due to private commitments            Councillor D Geogheghan-Breen (DB), Councillor K Orrell (KO); absent due to AL  <u><b>It was resolved to</b></u> approve all apologies and reasons for absence.</p>	
<p><b>11. <u>To Note Declarations of Interest:</u></b>  <u>To Receive Declarations of Personal, Prejudicial or Disclosable Pecuniary Interests (not previously declared) on any Items of Business</u>            Non declared.</p>	
<p><b>12. <u>To review the Scheme of Delegation incorporating Committee Terms of Reference in regards to the Cemetery</u></b>            The <b>Recommend</b> that; the Terms of Reference for the Cemetery Committee be added to the Scheme of Delegation and <b>Approved</b> at the next Full Council Meeting in October</p>	NF, MD
<p><b>13. <u>To review the TUPE situation in regards to the Burial/Cemetery Clerk</u></b>            The committee <b>Recommend</b> that; the HR subcommittee write to NF giving her a copy of her proposed contract and the 28 days' notice period.</p>	DS, MD
<p><b>14. <u>To Evaluate draft policies and delegate responsibilities for development of draft policies to committee members</u></b>            It was <b>Resolved</b> that; YS create an Action Tracker            It was <b>Resolved</b> that; YS would develop a supporting guidance pack/note to accompany the application form            It was <b>Resolved</b> to prioritising the implementation of policies based on the information supplied by YLCA and shown in red on the spreadsheet circulated to Councillors in July            It was <b>Recommend</b> that; all three community buildings be contacted for a copy of their Asbestos Risk Register</p>	YS YS All Cllrs
<p><b>15. <u>To consider the grant application received from St Andrews</u></b>            The committee considered the application it was agreed that at this time the Parish Council has insufficient to consider this application it was agreed to <b>Recommend</b> that; the applicant consider re-applying in January 2024, YS to prepare a list of supporting documents which should be supplied with this re-submission.</p>	YS

16. **To consider options in regards to developing a Parish Office**

It was **Agreed** that; the parish council needs to begin planning for a permanent office as a point of contact for parishioners, to cope with the extra workload that has been created and will continue to develop as new housing is built within the parish, and as a better location for the parish administration.

Locations discussed where:

- The Library
- The Memorial Hall
- Huntington Community Centre
- The new Development on ST8
- Orchard Park
- New Lane Cemetery

The consensus of those at the meeting was that; Orchard Park was the preferred option although the ultimate decision would fall to the Full Parish Council.

The committee **Recommend** that; at the Full Parish Council meeting a prioritised list of possible locations be generated and consent be given to investigate the possibilities of going ahead with the development and the likely costs so that a formal decision can be made.

17. **To Discuss VAT, Accounting Software and NEST pension status**

LF gave the committee an update on the situation with the VAT and accounting software. It was also noted that; there is a discrepancy with the NEST scheme, which is long standing, it was **Agreed** to look to see if this can be resolved in the future

LF

18. **To Discuss email addresses in regards to the new website**

A discussion was held about the creation of .gov.uk emails and the merits of different approaches in an attempt to cut costs, however it was **Resolved** that; the most practical solution was to allocate one to each Parish Councillor, the Clerk/RFO and Burial Clerk

19. **To Confirm Date, Time and Venue for Next Finance and Policy Committee Meeting**

Next Finance and Policy Committee Meeting to be held on Monday 4<sup>th</sup> December 2023 at 7:00pm at Huntington Community Centre, 26 Strensall Road, Huntington, York YO32 9RG  
***Meeting closed at 8:45pm***