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## Hollinswood and Randlay Parish Council

*Chairman of the Committee: Cllr H Unwin    Clerk: Katrina Baker MBE    MILCM*

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### FINANCE & AUDIT COMMITTEE

**Minutes of the meeting held on Monday, 4<sup>th</sup> November 2019 at 7.40p.m. at Hollinswood Neighbourhood Centre.**

**Present:** Councillor H Unwin  
Councillor S Unwin  
Councillor S Snell  
Councillor S Vaughan-Hodkinson  
Councillor C Turley  
Councillor V Holt

**In Attendance:** Katrina Baker, Clerk

#### **FA19/576      Welcome**

Councillor H Unwin welcomed members to the meeting and thanked them for attending and also for allowing the meeting to start early as all were in attendance.

#### **FA19/577      Apologies**

Councillor L Ricketts                      Work Commitments                      Accepted

It was proposed by Cllr Snell and seconded by Cllr S Unwin, all were in favour and thus it was

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| <b>RESOLVED that the apologies, as listed, be accepted.</b> |
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#### **FA19/578      Declarations of Interest**

Councillors S & H Unwin                      Randlay Primary School

#### **FA19/579      Minutes of the meeting held on 30<sup>th</sup> September 2019**

It was proposed by Cllr Vaughan-Hodkinson and seconded by Cllr S Unwin, all were in favour and thus it was

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| <b>RESOLVED that the Minutes of the meeting held on 30<sup>th</sup> September 2019 be signed as a true record.</b> |
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#### **FA19/580      Matters Arising from the Minutes**

None

#### **FA19/581      Financial Reports**

##### **Aged Analysis**

The concern regarding Starlequins has not been resolved. It will be necessary to write off this debt. It was accepted that a significant amount of the debt was due to them not cancelling their bookings, rather than them not paying for hall hire.

Other outstanding hirers have received reminder messages.

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### **FA19/582 Grant Applications**

*Councillors S & H Unwin declared an interest and took no part in the discussion.*

Details of the Randlay Primary School Grant have been received and Members were keen to support the activities that the funding will provide.

A grant application had been received from Rainbows. Members discussed the importance of these local groups and organisations and it was proposed by Councillor Snell and seconded by Councillor Vaughan-Hodkinson that £100 be allocated. All were in favour and thus it is

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| <b>RECOMMENDED that £100 be granted to Rainbows.</b> |
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### **FA19/583 Strategy Day**

The Chairman and Councillor H Unwin thanked Members for attending the Strategy Day and for their important contributions to the production of the revised Strategy for 2020 / 2025. A copy of the draft Strategy will be circulated to all members with a recommendation that it be approved at Full Council in November. The information will be used in the budget process for 2020/21. It was proposed by Councillor H Unwin and seconded by Councillor S Unwin, all were in favour and thus it is

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| <b>RECOMMENDED that the Strategy for 2020/25 be adopted.</b> |
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### **FA19/584 CCLA**

The interest earned since April 2019 is £176.68.

### **FA19/585 20/21 Budget Consideration**

The clerk will produce a draft budget, based on the requirements highlighted in the Strategy. This will be available to the Finance & Audit meeting on 25<sup>th</sup> November 2019.

### **FA19/586 Other Matters**

Dates and times for the outstanding audits and risk assessments audit will be provided and it was reminded that these are essential in terms of our Standing Orders.

The Clerk's Review will take place on 12<sup>th</sup> November at 6.30pm. A set of questions will be provided to Councillors and Staff and confidential responses should be sent to Councillor Sophia Vaughan-Hodkinson and / or Councillor S Unwin. Notes of the Review meeting will be available.

### **FA19/587 Date of the Next Meeting**

25<sup>th</sup> November 2019                      HNC                      8pm  
A draft initial budget will be available.

There being no further business, the Chairman closed the meeting at 8.15pm.

Signed ..... Date .....