

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

## **FA21/736                    Matters Arising**

### **Internal Audits**

Councillor C Turley and Councillor S Unwin had visited the office and had completed an internal audit regarding the Financial Controls and had observed the system for ordering, supplies, invoicing, followed by the application to the financial package which results in the logging of income and expenditure, reports, VAT claims and budget monitoring. Members also took the opportunity to audit the payroll system checking timesheets and understanding the new IT system provided by DM Payroll Services.

Councillor H Unwin and V Holt had received all the information and evidence regarding the Risk Assessment policy and procedures.

## **FA21/737                    Financial Reports**

### **External Audit Report**

The completion of the Audit by PKF Littlejohn LLP had been received late in September and forwarded to all Members, for their information.

There were no matters raised and no recommendations for action. Thanks were extended to all staff for their work to achieve this outcome.

### **Notice of Conclusion of Audit**

A copy of the completed Conclusion is available on the website and displayed in the Centres. Anyone requesting a hard copy of the accounts will be asked to pay £1.00.

### **Current Financial Position**

The Current Accounts has a balance of £291,958.17. The investment account remains at £50,000. The interest from the Investment Account is received into the Current Account monthly, although this is particularly low at this time.

### **Revised Budget Considerations**

Members recalled that three revised budgets had been agreed throughout 2020/21 in order to ensure that the Parish Council was able to continue its work throughout Covid with the reduction in income which was as a result of the community buildings being out of action.

Whilst this has continued to some extent into 2021/22, Members had previously agreed to look at the budget once again following completion of the Audit.

Members had given consideration to a number of the projects and which are now either completed or nearing completion, including:

Emergency Lighting upgrade to LED at RCC

Replacement Doors and windows, with new entry system at HNC

School Grants

It was proposed by Councillor H Unwin and seconded by Councillor Snell that £82,000 be re-allocated from Reserves to Projects, which will include:

Provision of a dishwasher, via lease agreement at RCC	£1200
Theatre Experience at schools	£1400
The Muddy – drainage	£18000
Football pitch, posts and associated works	£2000
Disabled access and replacement steps	£2500
Pavilion Field – football pitch and posts	£2000
SIDs	£2000
Randlay Outdoor Gym	£8200
Youth Provision Partnership – support worker	£12000
Holiday Clubs	£1500

FoHRV	£1500
Partnership Working	£10000
Continuation of project to provide benches, bins and planters	£1700
Additional Community Events	£2500
Contribution to the provision of electric car charging point(s)	£2000
Contribution towards Solar Panel project	£5000
Set up and deposit for the lease of an electric parish vehicle	£3500
Randlay CC Play Experience	£5000

All were in favour and thus it is

**RECOMMENDED that earmarked reserves be created, to the value of £82,000, from Reserves, as per the list included above.**

## **FA21/738 Governance Report**

### **Accident Book and Near Miss Register**

There were no accidents or near misses recorded in the Parish registers. However, Cllr S Unwin informed members of an incident at Rockets, involving the push bar of the exit door which resulted in bruising to the arm of a staff member. It was agreed that should be investigated and a report be available at the next meeting.

### **GDPR Updated Policy Documents and Councillor Email Addresses**

Following a recent training session and updated advice and guidance from NALC and the ICO, the GDPR policy documents have been updated and the Privacy Notice appears on the home page of the website.

Copies of the advice note and information will be circulated to all Members.

Whilst Members agreed that all Councillors should have a dedicated email address for Parish Council correspondence, the quotation from our current provider (£974 set up fee and first year plus £554 annually) was questioned and the Clerk was asked to investigate other options before bringing a recommendation back to the next meeting.

### **Code of Conduct**

TWC has adopted the revised Code of Conduct and have requested that all Parish & Town Councils adopt this updated version. Copies had been circulated to Members.

The Chairman had read the document and proposed that it be adopted, this was seconded by Councillor S Unwin, all were in favour and thus it is

**RECOMMENDED that Hollinswood & Randlay Parish Council adopts the revised and updated version of the Code of Conduct as produced by NALC.**

The document is 17 pages in length. A two-page summary had been prepared by the Clerk which can be used as an easy-to-read reference document. Copies are available and will appear on the website.

## **FA21/739 Waste Removal Contract**

In accordance with the Council's Procurement Process, the tender had been advertised. We had received 5 expressions of interest which resulted in 4 quotations. The Chairman was disappointed by the format of the quotations received by most of the companies, however, the information available in a supporting document was helpful to bring forward the relevant information for consideration.

It is vitally important that the Parish Council has confidence in the successful company. Members also considered the use of land fill, the environmental impact and the use of local companies.

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

**FA21/740                      Other Matters**

**Security Contract**

Following a recent incident, it was important that Members had the opportunity to consider the relevant aspects of this contract in relation to the security of our premises.  
After a full discussion it was agreed that the current specification of the contract is sufficient and it is accepted that there is a daily charge for key-holding.  
It was agreed, however, that this will continue to be monitored. If there is a further incident, worthy of a report and discussion, Members will reserve the right to re-consider the contract with immediate effect.

**Youth Shelter, Downemead**

Members took the opportunity to discuss the proposal to remove the back from the Youth Shelter in order to ensure that activities within it can be observed from outside and be captured on the camera. There are two stages to the project. The first is to remove the back and make safe. This will reveal a metal grid. The Parish Council will refurbish the entire shelter using the anti-graffiti paint and non-drying paint on the roof.  
  
It was proposed by Councillor H Unwin and seconded by Councillor C Turley that the second phase, to install 6mm scratch-resistant Perspex, should take place as soon as possible.  
  
Councillor Turley informed Members that it may be possible for a contribution to the cost to be made available from his Councillor’s Pride Fund, but this is to be confirmed following confirmation of the criteria for the funding.

**FA21/741                      Date of the next meeting**

**1<sup>st</sup> November 2021    8pm.    Hollinswood Neighbourhood Centre**

**Signed .....Date .....**