
Hollinswood and Randlay Parish Council

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

FINANCE & AUDIT COMMITTEE

Minutes of the meeting held on Monday, 1st November 2021 at 7.40pm at Hollinswood Neighbourhood Centre.

Present: Councillor H Unwin
Councillor S Unwin
Councillor C Turley
Councillor J Johnson
Councillor S Vaughan-Hodkinson

In Attendance: Katrina Baker, Clerk

FA21/742 Welcome

Councillor H Unwin welcomed members to the meeting and thanked them for attending.

FA21/743 Apologies

Councillor Ricketts	Work Commitments
Councillor V Holt	Heath Matters
Councillor S Snell	Health Matters

It was proposed by Councillor Turley and seconded by Councillor Johnson, all were in favour and thus it was

RESOLVED that the apologies, as listed be accepted.

FA21/744 Declarations of Interest

Councillor H Unwin	Matters relating to Randlay Community Centre, RPS and FoHRV
Councillor S Unwin	Matters relating to RCC and Randlay Rockets, RPS and FoHRV
Councillor C Turley	Matters relating to FoHRV
Councillor S Vaughan-Hodkinson	Matters relating to FoHRV
Councillor J Johnson	Matters relating to Human Resources and HPS

FA21/745 Minutes of the meeting held on 4th October 2021

It was proposed by Cllr Turley and seconded by Cllr Johnson, all were in favour and thus it was

RESOLVED that the Minutes of the meeting held on 4th October 2021 are a true record and they will be signed by the Chairman.

FA21/746 Matters Arising

Members Code of Conduct

Hollinswood & Randlay Parish Council has adopted the revised Code of Conduct, a copy is available on the website along with a summary produced for quick reference.

Waste Contract

The new contract will commence on 4th January 2022. Members were made aware that this will mean the removal of the old and provision of the new bins during the holiday period, staff will monitor this transition carefully to ensure no lack of service.

FA21/747 Financial Reports

Current Financial Position

The Current Accounts has a balance of £291,958.17 at the end of September. 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

Full Council had ratified the recommendation to revise the budget by including the earmarked reserves as recommended by this Committee. Following the completion of October month end, the new figures will be input into the Finance Programme.

Draft Budget 2022/23

Members will consider a draft budget at its next meeting. At this time, there is a wish to retain the precept at its current level and to work towards no increase, if this is possible.

FA21/748 Governance Report

Accident Book and Near Miss Register

There were no accidents or near misses recorded in the Parish registers.

A reminder has been forwarded to all contract user groups to ensure that the process is in place for all accidents and near misses to be appropriately reported.

Details of the procedure has been included in the Hall Hire agreements.

Hollinswood & Randlay Parish Strategy and Five-Year Plan

The Chairman thanked all Members for attending the sessions, where possible, and for their contributions to the process which has resulted in the draft document which had been circulated for consideration. Members agreed that the document accurately reflects the discussions. It was proposed by Councillor H Unwin and seconded by Councillor Vaughan-Hodkinson, all were in favour and it is

RECOMMENDED that the Parish Strategy and Five Year Plan, as circulated, be adopted.

FA21/749 Publicity and Promotion

a) Sponsorship Opportunity

Following the previous consideration of sponsorship of the island near to I54, Stafford Park, this opportunity had been taken by a local company. However, there is an opportunity for the Parish Council to sponsor the island between Hollinswood & Randlay, opposite The Holiday Inn and International Centre entrance.

TWC has offered the sponsorship to the Parish Council which will include the provision of four signs.

Members considered the benefits of this promotion opportunity, considering the fact that we could use it as an opportunity to promote SNAC, Youth Provision Partnership and FoHRV – using their logos and website on each sign.

There is a further opportunity to enhance the island with our own planting scheme.

It is also possible to consider other sources of funding towards this project.

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

RECOMMENDED that Hollinswood & Randlay Parish Council takes up the opportunity of sponsoring the island for a period of 18 months to be paid over the various financial years. This will provide four advertising signs to incorporate the Youth Provision Partnership, SNAC and FoHRV. Designs will be obtained for consideration.

b) Corporate Identity

Members had discussed at the Strategy Events, the importance of a Corporate Identity in order that local residents are more aware of our work and can more easily recognise when projects and events are led by Hollinswood & Randlay Parish Council.

It is already noted that a standard format of promotional signs has been established and the use of our logo is good. This is also clear on the uniforms.

The Parish Council will continue to use Calibri for emails, correspondence and the newsletter / other publications. A colour scheme and design for posters and notices will be established that will complement the logo. It was proposed by Councillor H Unwin and seconded by Councillor Vaughan-Hodkinson, all were in favour and thus it is

RECOMMENDED that a Corporate Identity is introduced for all communications, posters and notices as soon as possible. The colour scheme will complement the Parish Council Logo.

FA21/750

Other Matters

None

FA21/751

Date of the next meeting

10th December 2021

8pm.

Hollinswood Neighbourhood Centre

Signed**Date**