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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, 24<sup>th</sup> May 2021 at 8pm at Hollinswood Neighbourhood Centre.**

**Present:** Councillor H Unwin  
Councillor S Unwin  
Councillor S Vaughan-Hodkinson  
Councillor C Turley  
Councillor L Ricketts  
Councillor S Snell

**In Attendance:** Katrina Baker, Clerk

#### **FA21/707            Welcome**

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

#### **FA21/708            Election of Chairman**

It was proposed by Councillor Turley and seconded by Councillor S Unwin that Councillor H Unwin be elected as Chairman, all were in favour and thus it was

<b>RESOLVED that Councillor H Unwin be elected as Chairman of the Committee for 2021/22.</b>
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#### **FA21/709            Declarations of Acceptance of Office**

Councillor Unwin read and signed the Declaration which was witnessed by the Clerk, as the proper officer of the Council.

#### **FA21/710            Apologies**

None

#### **FA21/711            Election of Vice Chairman**

It was proposed by Councillor S Unwin and seconded by Councillor Turley that Councillor Vaughan-Hodkinson be elected as Vice Chairman, all were in favour and thus it was

<b>RESOLVED that Councillor Vaughan-Hodkinson be elected as Vice Chairman of the Committee for 2021/22.</b>
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#### **FA21/712            Declaration of Acceptance of Office**

Councillor Vaughan-Hodkinson read and signed the Declaration which was witnessed by the Clerk, as the proper officer of the Council.

#### **FA21/713            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

#### **FA21/714                Terms of Reference**

It was proposed by Councillor Turley and seconded by Councillor Ricketts, that the Terms of Reference, as circulated, be accepted and adopted by the Committee. All were in favour.

#### **FA21/715                Minutes of the meeting held on 26<sup>th</sup> April 2021**

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

**RESOLVED that the Minutes of the meeting held on 26<sup>th</sup> April 2021 are a true record and they will be signed by the Chairman.**

#### **FA21/716                Matters Arising**

None.

#### **FA21/717                Financial Reports**

##### **Internal Audit Report**

A copy of the Internal Audit Report prepared by Lightatouch had been circulated. Members congratulated the Staff on an excellent report, which had not recommendations for action and extensive evidence of good practice.

##### **AGAR Pack**

Members considered all sections of the Pack and confirmed that they were satisfied that all aspects of the Governance Statement could be completed favourably. Section Two, the Accounting Statements had been confirmed as part of the Internal Audit Process.

The Council will provide additional information to the External Auditor as required for an Intermediate Audit Review.

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

**RECOMMENDED that Hollinswood & Randlay Parish Council completes the AGAR and forwards the relevant information and supporting documents to PKF Littlejohns, the External Auditor.**

##### **Dates for the Exercise of Public Rights**

The Accounts will be presented to Full Council on 21<sup>st</sup> June. It was therefore agreed that the dates for the Exercise of Public Rights would be Monday 28<sup>th</sup> June to Friday 6<sup>th</sup> August 2021, this will then include the two statutory weeks.

##### **Current Financial Position**

Barclays Bank has a balance of £254,425.04 and there remains £50,000 invested in CCLA.

#### **FA21/718                Governance Report**

##### **Asset Register**

A copy of the current asset register had been distributed to Members, for information.

##### **Risk Assessment**

In accordance with the Risk Management Policy, Members confirmed that they had assessed the relevant risks and that this was taken into consideration when renewing the insurance policy for 2021/22. There had been an increase in asset value and the fidelity insurance had been increased.

#### **FA21/719                Scheme of Delegation**

The Scheme of Delegation which had been circulated and appears on the Council's website remains relevant and appropriate for the Council.

**FA21/720                      Other Matters**

Members were aware that Rose retires on Friday 28<sup>th</sup> May 2021. It was agreed that a special lunch will be arranged when restrictions allow.

It was proposed by Councillor S Unwin and seconded by Councillor S Vaughan-Hodkinson that £50 be allocated from the Chairman's Fund for a 'keepsake'. All were in favour and thus it was

<b>RESOLVED that £50 be allocated from the Chairman's Fund for a retirement gift for Rosemarie David. Rose is leaving the Council after 15 years of dedicated service.</b>
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**FA21/ 721                      Date of the next meeting**

<b>26<sup>th</sup> July 2021</b>	<b>8pm.</b>	<b>Hollinswood Neighbourhood Centre</b>
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**Signed .....****Date .....**