
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, 6th December 2021 at 8.00pm at Hollinswood Neighbourhood Centre.

Present: Councillor H Unwin
Councillor S Unwin
Councillor J Johnson
Councillor S Vaughan-Hodkinson
Councillor V Holt

In Attendance: Katrina Baker, Clerk

FA21/752 Welcome

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

FA21/753 Apologies

Councillor Ricketts	Work Commitments
Councillor Turley	Personal Circumstances
Councillor S Snell	Family Commitments

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

RESOLVED that the apologies, as listed be accepted.

FA21/754 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

FA21/755 Minutes of the meeting held on 1st November 2021

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

RESOLVED that the Minutes of the meeting held on 6th December 2021 are a true record and they will be signed by the Chairman.

FA21/757**Financial Reports****Current Balances and Investments**

The Current Accounts has a balance of £263,871.33 at the end of November. The investment account remains at £50,000. A previous decision to transfer a further £30,000 to the investment account will be confirmed at the December Full Council Meeting.

Revised Budget

The revised budget for 2021/22 has now been updated and the accounts software amended accordingly. These revised figures have assisted with the work to create an initial Draft Budget for 2022/23.

Draft Budget 2022/23

A draft budget had been prepared and shared with Members of the Committee. A copy will be circulated to all members for consideration before appearing on the Full Council agenda in December.

Each budget heading has been analysed and has taken into consideration the current earmarked reserves. It was agreed that all aspects of the Parish Strategy have been included and it is pleasing that the budget of £423410 is achievable with no increase in Precept for 2022/23.

Members would like the opportunity to consider gifts for all children for the Queen's Jubilee, this will be on a future agenda.

FA21/758**Governance Report****Accident Book and Near Miss Register**

There were no accidents recorded in the Parish registers.

There has been one near-miss. This has involved a user group, whose members had not re-positioned the chairs in the store cupboard in a safe manner. This had been made worse by the positioning of an electric vacuum cleaner near to the water tap and resulted in a near miss.

Actions taken:

- Removed the vacuum cleaner from use immediately
- Discussed the matter and implications with the user group
- Added additional / clearer signage to the cupboard.

Risk Assessments

The Parish Council has updated its risk assessments in accordance with Government Guidance and will continue to monitor the use of the buildings taking into consideration the restrictions and use of masks in public buildings.

The Parish Council will keep in touch with user groups.

Contract Hall Hirers

It is with sadness that the Parish Council was informed that Roundabouts were closing in November. Randlay Roundabouts have been a partner at the Randlay Centre for many years and moved to the new building from the Barn in 2013.

Unfortunately, the decision was taken by the Management due to low numbers and staff shortages. The Parish Council had thanked the staff for their support over the years.

This has left a vacancy for a morning session as Hall Two will be available daily until 3pm. There have been some initial enquiries.

Mark Taylor Support has moved to its new home at Sutton Hill and this will leave the Pavilion available for daytime use in accordance with our SNAC activities. There is a need for some minor repairs, maintenance and redecoration which will be undertaken in the New Year.

FA21/759 Publicity and Promotion

a) Island Sponsorship Opportunity

The contract will commence in January 2022.

Draft signage has been provided by TWC and Members supported the options available to include two signs for HARPC, one for FoHRV and one for SNAC. These will include the website address, in order that viewers can visit to find out more information and other contact details.

b) Corporate Identity

As we work towards the 2022 events, a corporate identity for posters, flyers, newsletter, tickets etc. will be introduced.

Thanks were extended to Cllr Wust for his offer of help.

c) Website Accessibility and Usage

The Parish Council has now added Google Analytics to the website which has been available since Mid November and will start to produce useful information regarding access and usage of the site.

FA21/760 Climate Change

Councillor Vaughan-Hodkinson, Chairman of the Climate Change Working Group, gave a short verbal report of the previous meeting.

Members considered the purchase of a Henry Eco-Cleaner for use at Randlay CC. This is an Energy Class A and would best suit our needs as it would be more mobile and could result in less damage to the centre. There would be a need for two batteries, which would be charged up in the office. The cost would be around £199.

FA21/761 Special Needs Activity Centre

The Clerk confirmed the funding available for the employment of a Youth Provision Worker with special responsibility for SNAC activities, the post will be advertised for the New Year.

Funding is also available for SNAC activities, to take place at any of the Parish Centres and will enable the part time employment of an Activity Co-Ordinator.

The proposed activity calendar of events will include arts and crafts, music, fitness and exercise, martial arts, drama and dance – the Parish Council will be looking for a suitable name, such as Creative Hearts.

FA21/762 Other Matters

Senior Citizens Christmas Lunch – Vouchers

The Parish Council has received three applications from couples unable to attend the events, due to ill health. It was proposed by Councillor Vaughan-Hodkinson and seconded by Councillor Johnson that £10 vouchers be provided for each in lieu of their lunch ticket. All were in favour and thus it was

RESOLVED that six x £10 vouchers be purchased and delivered to the applicants before Christmas.
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FA21/751 Date of the next meeting

24th January 2022

8pm.

Hollinswood Neighbourhood Centre

The Chairman may call an additional meeting, if further discussions are required relating to the budget for 2022/23 and the Parish Council's Precept request.

SignedDate