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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, 28<sup>th</sup> February 2022 at 8.00pm at Hollinswood Neighbourhood Centre.**

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

**In Attendance:** Katrina Baker, Clerk

#### **FA22/764            Welcome**

Councillor Vaughan-Hodkinson welcomed members to the meeting and thanked them for attending.

#### **FA22/765            Apologies**

Councillor Ricketts	Work Commitments
Councillor H Unwin	Unwell

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.**

#### **FA22/766            Declarations of Interest**

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

#### **FA22/767            Minutes of the meeting held on 6<sup>th</sup> December 2021**

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

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

## **FA22/768                    Matters Arising**

### **a) Island Signage**

The Clerk reported that the four signs are in place, and a photograph was available to show the three designs. There have been lots of favourable comments from local residents and visitors to the area.

### **b) Corporate Identity Update**

Thanks were extended to the Members who have been involved in the work to create a corporate identity and to Stuart for his work to ensure that the colours and font are appropriate and in line with the website design.

## **FA22/769                    Financial Reports**

### **a) Current Balances and Investments**

The Current Accounts has a balance of £219,293.09 at the end of January 2022.

The investment account has increased to £80,000 and remains with CCLA – the interest rate has increased slightly in recent weeks and returned £18.62 interest at the end of February.

The current Barclays Bank Balances (at 28.02.22) total £207,071.27.

### **b) Payments**

A full list of payments has been provided to Members, as part of the Internal Audit process. Non-contract payments, confirmed by resolution of Council, have been highlighted for Members' information.

### **c) Payments Against Budget**

The Clerk had circulated a written report, for members' information.

The Clerk discussed the full document with Members, identifying areas where journal transfers will be appropriate. This has been possible by the confirmation from Edge IT (the software providers) that it is possible to create new budget headings throughout a financial year and to allocate the necessary income and expenditure.

### **d) Revised Budget**

Following completion of the end of year accounts, a slightly revised budget will be available to take into consideration the numerous on-going projects where grants and precept income have been identified.

## **FA22/770                    Governance Report**

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

i) All accidents and Near Misses have been reported to appropriate committees and full council, and have been recorded in the relevant accident books.

ii) Actions taken, as a result, have included enhanced risk assessments, first aid training (volunteer days) and health and safety training has been booked.

### **b) Parish Council Policies**

A number of policies are due for review. Revised policies will be shared with members of this Committee prior to appearing on a Full Council Agenda for ratification.

### **c) Risk Management**

The AGAR requires all Councils to maintain an effective programme of risk management and ensure that all policies and procedures are in place. Box 5 of the AGAR refers to the process.

Members received and assessed the Council's Risk Management Strategy and Assessment documents and confirmed that they were confident that they continued to meet the needs of the Council. Members had been made aware throughout the year that the risk assessment relating to Covid 19 had been updated in accordance with Government guidelines.

### **d) Asset Register**

A copy of the Asset Register had been circulated to all Members, for information. Members considered the Asset Register and identified items that should be removed as they have been disposed of and replaced. An up to date Asset

Register was confirmed and would be circulated to Members for information and will be available for the end of year audit.

## **FA22/771 Grant Applications**

### **a) Policy and Application form (2022/23)**

A new application form for 2022/23, and the policy, are now available and will appear on the website.

### **b) Hollinswood Primary School**

*Cllr Johnson declared an interest*

Members were pleased to confirm that the 2022/23 budget includes for £800 to be available to both Primary Schools in the Parish for provision of outings or residential trips, to support the school in enabling all children to have an opportunity to attend.

## **FA22/772 Climate Change**

### **a) Eco Henry**

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

**RECOMMENDED that the Parish Council purchases an Eco Henry Rechargeable Cordless Vacuum Cleaner, with two batteries.**

It will be important that the charger is situated in the office and only available to staff members. A fully charged battery will be left available with the cleaner for use by the user groups when appropriate.

### **b) Ego Power Tools**

Taking into consideration the recommendation from our Service Company, the Parish Council is to consider the purchase of Ego Power Tools. The Council wishes to consider the purchase of a rechargeable trimmer, blower and hedge cutter for the LMT.

Details of the makes and models used by Idverde will be established and a quotation for the three items from Ego, and two alternative manufacturers will be considered when all the information is available.

## **FA22/773 Other Matters**

### **a) Outdoor Gym Equipment for Randlay**

It was proposed by Councillor Vaughan-Hodkinson and seconded by Councillor S Unwin that the six pieces of Outdoor Gym Equipment, and installation, be ordered for installation as soon as possible, as per the recommendation from the Asset & Property Committee, taking into consideration that the Chairman's Charity has raised funds towards this project. All were in favour and thus it was

**RECOMMENDED that the Parish Council allocates the necessary funding to provide the Outdoor Gym Equipment at Randlay.**

### **b) Speed Indicator Device**

*Councillor C Turley and S Vaughan-Hodkinson declared an interest as Members of SBPC*

It was proposed by Councillor Snell and seconded by Councillor Holt, with all Members in favour, it was

**RECOMMENDED that up to £2500 be allocated to provide a second SID for the partnership with SBPC. The actual expenditure will depend on the outcome of considerations by SBPC.**

**c) Jubilee Coins**

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

**RECOMMENDED that £1800 be allocated to provide a commemorative coin for all Primary School Children for the Platinum Jubilee in June 2022.**

**FA22/774**

**Date of the next meeting**

**28<sup>th</sup> March 2022**

**7pm.**

**Hollinswood Neighbourhood Centre**

**The Chairman thanked Members for their contributions and closed the meeting at 8.45pm.**

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