
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, 10th October 2022 at 7.00pm at Hollinswood Neighbourhood Centre.

Present: Councillor H Unwin
Councillor S Vaughan-Hodkinson (arrived FA22/813)
Councillor S Unwin
Councillor L Ricketts

In Attendance: Katrina Baker, Clerk
Councillor S Snell

FA22/808

Welcome

Councillor H Unwin welcomed members to the meeting and thanked them for attending, especially as the date had been re-arranged.

FA22/809

Apologies

Councillor Johnson	Work Commitments
Councillor Turley	Attending an alternative meeting
Councillor Vaughan-Hodkinson	Will arrive later
Councillor Snell	Attending via zoom
Councillor Holt	Received after the meeting, for personal reasons

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

RESOLVED that the apologies, as listed, be accepted.

FA22/810

Declarations of Interest

Councillor S Unwin	Matters relating to RCC and Randlay Rockets, RPS and FoHRV
Councillor S Vaughan-Hodkinson	Matters relating to FoHRV, SBPC and FoTTP
Councillor H Unwin	Matters relating to RCC, Randlay Rockets, RPS, FoHRV and SBPC
Katrina Baker	Hollinswood Primary School (Governor)

FA22/811

Minutes of the meeting held on 25th July 2022

It was proposed by Cllr H Unwin and seconded by Cllr Ricketts, all were in favour and thus it was

RESOLVED that the Minutes of the meeting held on 25th July 2022 are a true record and they will be signed by the Chairman.
--

FA22/812

Matters Arising

None

FA22/813

Financial Reports

a) Current Balances and Investments

The balances at the end of September 2022 have been circulated. There remains £80,000 in the investment account. The current account balance is £270,134.85 – this included the 2nd precept payment from Telford & Wrekin Council.

The most recent statement from CCLA, for the investment, had shown an increase in the interest paid and it was therefore proposed by Councillor H Unwin and seconded by Councillor Ricketts, all were in favour and thus it is

RECOMMENDED that an additional £20,000 be transferred from the Current Account.
--

b) Payments

A full list of all payments in September had been circulated to Members. Members were asked to contact the Clerk if they had any questions.

Councillor Vaughan-Hodkinson arrived.

c) Payments Against Budget

Details, as at the end of the second quarter, are available. The Clerk clarified some of the budget headings and explained where the income had been received for some project expenditure.

A copy of the journals was shared with Members, it was useful to see the transactions, which had been mentioned in the Internal Audit Report from Councillor S Unwin and Councillor Turley.

FA22/814

Governance Report

a) Risk Management

A recent health & safety internal audit had taken place and Members had reported the findings to Full Council. There were no matters of concern.

b) Accidents and Near Misses

There were no accidents or near misses recorded. However, a reminder would be sent to all user groups that all accidents and near misses should be recorded in their own records, and the information shared with the Parish Council or the incident entered into our accident records.

c) Viv-Up

Details have been shared with Members. Members are fully supportive of the Staff and believe that this scheme will be one way of showing such support in these difficult times. Access to the Viv-Up Platform is free and it was proposed by Councillor S Unwin, seconded by Councillor Vaughan-Hodkinson, all were in favour and thus it is

RECOMMENDED that the Parish Council signs up to the Viv- Up Platform as soon as possible.
--

There is an opportunity for the Parish Council to offer additional support, advice and guidance to members of staff, through an EAP agreement. A quotation has been received for £1000 per annum for a three-year agreement – members will consider this as part of the budget considerations for the next financial year.

FA22/815

Parish Vehicle

a) Update on the sale of the redundant vehicle

Arrangements are in hand to have all the writing removed from the vehicle. The vehicle will then be advertised for sale.

b) Current Parish Vehicle requirements

Members understood that there is still a need for a vehicle for the LMT from November to March 2023. However, we are not in a position to consider a new / electric vehicle at this time. Enquiries had been made and there is no reduced rate for a smaller vehicle, although it may use a little less fuel. It would not be cost-effective to come out of contract on occasions when a van is not needed, so it was proposed by Councillor H Unwin and seconded by Councillor Ricketts, all were in favour and thus it is

RECOMMENDED that we hire the van for a further period of November to March 2023 at the same rate as currently agreed.

However, it was further agreed that an enquiry should be made to see if a reduced cost could be possible if the period of hire was extended further.

FA22/816

Parish Strategy & Five Year Action Plan

A draft document has been circulated, this would appear on the Full Council agenda for adoption.

FA22/817

Solar Panel Project

The Parish Council has been consulting various providers, and working with the TW Climate Change Partnership, to consider a solar panel project for Randlay Community Centre. It is anticipated that a scheme, including battery storage, for the entire roof of RCC, could cost in the region of £35,000. The Parish Council has applied for a grant from TWC towards the cost of the project. The energy savings, even taking into consideration the need to change from a gas boiler, would be sufficient to payback the expenditure within 10 years, on current rates.

RESOLVED that a solar panel project for Randlay Community Centre will be considered as part of the budget process for 2023/24.

FA22/818

Other Matters

Energy Ratings

Members requested an up to date energy rating for each of our three buildings.

FA22/819

Date of the next meeting

7th November 2022

7pm.

Council Chamber

The Chairman thanked Members for their contributions and closed the meeting at 7.40pm.

Signed**Date**