

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

**RESOLVED that Councillor Snell be elected as the Vice Chairman of the Finance & Audit Committee for 2023/24.**

**FA23/006**

**Declaration of Acceptance of Office**

Councillor Snell read and signed the Declaration of Acceptance of Office which was witnessed by the Clerk.

**FA23/007**

**Declarations of Interest**

There were no other Declarations of Interest from Members, over and above the registered list.

Katrina Baker

Hollinswood Primary School (Governor)

**FA23/008**

**Terms of Reference**

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

**RESOLVED that the Terms of Reference, as circulated, be adopted for 2023-24.**

**FA23/009**

**Minutes of the meeting held on 27<sup>th</sup> February 2023**

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

**RESOLVED that the Minutes of the meeting held on 27<sup>th</sup> February 2023 are a true record and they were signed by the Chairman.**

**FA23/010**

**Matters Arising**

**Link Councillors**

The Link Councillors for 2023/24 would be completed and an up to date list will be circulated.

**FA23/011**

**Financial Reports**

**a) Current Balances and Investments**

The balances at the end of May 2023 have been circulated following the reconciliation for the end of the month. There remains £100,000 in the investment account. The current account balance is £190,553.12. A full list of income and expenditure have been circulated, for information.

**b) End of Year Accounts**

The Clerk confirmed that the AGAR for 2022/23 had been submitted to PKF Littlejohn and had been acknowledged on 24<sup>th</sup> May 2023.

**FA23/012**

**Governance Reports**

**a) Internal Audits**

Health & Safety

Councillor S Unwin

Councillor Vaughan-Hodkinson

HR and Salaries

Councillor S Snell

Councillor S Unwin

Finance and Administration

Councillor H Unwin

Councillor J Johnson

Dates and times will be confirmed during the Summer / Autumn. This will allow an opportunity for a second audit, if required.

**b) Risk Management**

A copy of the Risk Management Policy had been circulated, for information. This will be reviewed at the next meeting.

**c) Accidents and Near Misses**

Whilst there were no reports in the accident or near miss books, Members were made aware of an incident at Randlay Community Centre which resulted in a broken barrier near the main door of the centre. This was involving a person working at a private event. There was no injury, but the circumstances leading to the damaged barrier would be recorded as a near miss, for the records.

The Parish Council immediately made the barrier safe and highlighted the issue with relevant tape and Members have authorised the replacement for installation as soon as possible.

The hirer of the hall at the time, will be asked to contribute to the damage.

**FA23/013**

**Other Matters**

Although not related to this meeting or this Parish, a report will be issued regarding the lack of grass cutting on the verge at Halesfield to Stirchley Avenue as our local residents are finding the lack of visibility to be unacceptable.

**FA23/014**

**Date of the next meeting**

3<sup>rd</sup> July 2023

8pm.

Council Chamber

**The Chairman thanked Members for their contributions and closed the meeting at 8.35pm.**

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