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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, 3<sup>rd</sup> July 2023 at 8.00pm at Hollinswood Neighbourhood Centre.**

**Present:** Councillor H Unwin  
Councillor S Vaughan-Hodkinson  
Councillor S Unwin  
Councillor J Johnson  
Councillor S Snell  
Councillor J Creed  
Councillor C Turley

**In Attendance:** Katrina Baker, Clerk

**FA23/015                      Welcome**  
The Chairman welcomed everyone to the meeting.

**FA23/016                      Apologies**  
Councillor T Wood                      Work Commitments

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

**RESOLVED that the apologies be accepted.**

**FA23/017                      Declarations of Interest**  
There were no other Declarations of Interest from Members, over and above the registered list.  
Councillor J Johnson                      Volunteer Contract

**FA23/018                      Minutes of the meeting held on 5<sup>th</sup> June 2023**  
It was proposed by Councillor Johnson and seconded by Councillor Snell, all were in favour and thus it was

**RESOLVED that the Minutes of the meeting held on 5<sup>th</sup> June 2023 are a true record and they were signed by the Chairman.**

**FA23/019                      Matters Arising**  
None

**FA23/020**

**Financial Reports**

**a) Current Balances and Investments**

The balances at the end of June 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 £165,512.83. A full list of income and expenditure have been circulated, for information.

**b) Payments**

In accordance with the Transparency Code, a list of payments (over £500) appears on the website.

**c) VAT**

The VAT (June 2023) has been reclaimed.

**FA23/021**

**Governance Reports**

**a) Accidents and Near Misses**

There had been a recorded accident at the end of Fun Day (2<sup>nd</sup> July) on a nearby path. It was a volunteer who suffered open wounds and bruises whilst clearing away signs at the end of the event. First Aid was administered.

The trip hazard has been reported to the authorities.

**FA23/022**

**Volunteer Policy and Contracts**

A copy of the Parish Council's Policy and Model Contract will be circulated for information. We have a list of registered volunteers (for insurance purposes). New contracts will be signed and filed.

The Parish Council welcomes expressions of interest for volunteer positions, particularly to work with FoHRV, Wizards, Street Champions and SNAC. However, no remuneration is available and tasks are limited by suitability.

**FA23/023**

**Other Matters**

**a) Island Sponsorship**

Members considered the advertising boards currently on the International Centre island. These promote the Parish Council, FoHRV and SNAC and appear to have been worthwhile and appreciated by the local community. There has been an increase in the use of the community buildings by local residents.

The funding had been included in the budget for 2023/24.

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

<b>RECOMMENDED that the Parish Council continues this initiative and discusses with TWC the cost and length of contract.</b>
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Prior to Full Council, the Clerk will establish if the other organisations have any funds available to part-fund the annual fees.

**FA23/024**

**Date of the next meeting**

2<sup>nd</sup> October 2023

8pm.

Council Chamber

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

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

