
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, 2nd October 2023 at 8.15pm at Hollinswood Neighbourhood Centre.

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

In Attendance: Katrina Baker, Clerk
Councillor Farrar

FA23/025 Welcome
The Chairman welcomed everyone to the meeting.

FA23/026 Apologies
Councillor C Turley Holiday

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.

FA23/027 Vacancy
Following the recent resignation, there is now a vacancy on the Finance & Audit Committee. However, Members agreed that the Chairman would become a full member, rather than an Ex Officio Member. This may be reconsidered following the upcoming co-option.

FA23/028 Declarations of Interest
Declarations of Interest were as per the registered list.
Councillor H Unwin Randlay Primary School
Councillor S Unwin Randlay Primary School

FA23/029 Minutes of the meeting held on 3rd July 2023
It was proposed by Councillor Vaughan-Hodkinson and seconded by Councillor Johnson, all were in favour and thus it was

RESOLVED that the Minutes of the meeting held on 3rd July 2023 are a true record and they were signed by the Chairman.

Financial Reports**a) Current Balances and Investments**

The balances at the end of September 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 £227,793. A full list of income and expenditure has been circulated, for information. Members noted that the 2nd precept figure had been received in September.

b) Payments

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

c) VAT

The VAT (September 2023) has been reclaimed.

d) Vire & Transfer of Funds

Following on from the Asset & Property Committee, earlier in the evening, the Chairman proposed that £39,000 be vired from Reserves into the Solar Panel Budget and that £1700 be vired into the Pavilion budget for the sound system.

It was further recommended that £381 be transferred within the Hollinswood Neighbourhood Centre funding for the purchase of two soft chairs and a low table. This was seconded by Councillor Snell, all were in favour and thus it was

RESOLVED that £39,000 be vired from Reserves to the Solar Panel budget, £1700 be vired to the Pavilion and £381 be transferred to enable the members to consider recommendations from the Asset & Property Committee at Full Council.

e) Budget Considerations

Members were asked to forward details of any new projects for consideration within the budget for 2024/25 – especially if further information and quotations are required.

Grants

Councillors H Unwin and S Unwin declared interests and left the meeting for this agenda item

a) Randlay Primary School – visit to the Pantomime

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

AGREED that the funding allocated for the Pantomime within the 2023/24 budget be provided to Randlay Primary School for 50 tickets for Year 6 to visit Oakengates Theatre.

b) Grant Application

Members considered a grant application from Randlay Primary School toward bicycles (for use on the new outdoor track on the school field). It was proposed by Councillor Snell, seconded by Councillor Vaughan-Hodkinson, all were in favour and thus it is

RECOMMENDED that £500 be allocated for the provision of bicycles at Randlay Primary School under Section 137 of the LGA 1972.

FA23/033

Aluminium Bottles

As agreed with the Chairman and Vice Chairman of the Events Committee, 250 aluminium reusable bottles have been ordered, with the Parish Council logo in black on a silver bottle. These will be available for sale at We Love to be Green Day (for £3) and also used as the gift for guests at the senior citizens Christmas Dinner. These will be part-funded by Green Day and part from the Christmas budget.

FA23/034

Strategy Day and Five-Year Plan

a) Strategy Meeting with the Staff

This event proved successful with all members having an opportunity to hear from the team about their roles and responsibilities within the Parish Council.

The format had been appropriate and the informal opportunity for discussion was appreciated by the staff and councillors.

Any points that Members wish to raise with members of staff should be raised with the Clerk.

Members had found the information gathered useful in their Strategy Meeting.

It is intended to do this again for next year and hopefully, all Members will be available to attend.

The Clerk will undertake staff reviews during October and any recommendations will be put forward to Human Resources for consideration.

b) Strategy Day

Members gave a verbal report on the meeting which was very successful. The Chairman thanked Members for attending and hoped that they found it useful. The Pavilion is the best venue for the event which will be 10am until 4pm next year. The discussions were inclusive, lunch was appreciated and it was good to have an opportunity to use the outdoor gym for a bootcamp session before the event.

The survey will be reviewed for 2024.

The Chairman will meet with the Clerk and a final draft document will be available prior to the next Full Council meeting, for consideration.

FA23/035

Governance Reports

a) Accidents and Near Misses

None

b) Fire Marshall Report

A series of evacuation procedures will be undertaken with user groups during October and this will note the evacuation times and form part of a full report, including an analysis of fire alarm and carbon dioxide alarm reports for the Councillor's Audit.

Details of training of the Evac Chair and Lift (for when there is no electricity) will be made available, along with instructions on how to use the ladder for emergency escape.

FA23/036

Other Matters

a) Internal Audits

Dates and times for the Councillors' Internal Audits will be agreed.

FA23/037

Date of the next meeting

27th November 2023

8pm.

Council Chamber

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

SignedDate