
Hollinswood and Randlay Parish Council

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

FINANCE & AUDIT COMMITTEE

Minutes of the meeting held on Monday, 25th November 2024 at 8.00pm at Hollinswood Neighbourhood Centre.

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

In Attendance: Katrina Baker, Clerk
S Fisher
Councillor P Krajewski

FA24/047 Welcome
Councillor H Unwin welcomed everyone to the meeting and thanked them for attending.

FA24/048 Apologies

FA24/049 Declarations of Interest

FA24/050 Minutes of the meeting held on 28th October 2024
It was proposed by Councillor S Unwin, seconded by Councillor Vaughan-Hodkinson, all were in favour and thus it was

RESOLVED that the Minutes of the meeting held on 28th October 2024 are a true record and they were signed by the Chairman.
--

FA24/051 Matters Arising, for information
TWC/PTC Agreement
This is to be an agenda item at Wrekin Area Committee which will be followed by a meeting with TWC and the Chairman / Vice Chairman of Wrekin Area Committee.

FA24/052 Financial Reports
a) Balances and Investments
The balances at the end of October had been circulated previously.
The total balance, in all accounts, totalled £263,418.

Members were reminded that it is a requirement of the Marches Energy Grant to fund the invoices and then claim back the grant. This should be kept in mind, as it may be necessary to use some of the investment funds, short term.

b) Budget Considerations

The Clerk had produced a (confidential) draft budget for consideration. The current comparisons from the finance system had been used to monitor the expenditure by budget heading in order to create the initial draft budget.

Overall, it is pleasing that most areas of our work are within budget and our income is on target to exceed our estimated income.

The draft budget will be in the region of £480,000, so significant use of balances and earmarked reserves will be required.

The Chairman reminded Members that, over the years, effective use of balances has assisted in keeping the precept lower – at some point, this will no longer be possible and this should be kept in mind this year.

Work still needs to be completed to assess the effects of the changes to personnel salaries, and in particular the NI contributions and pension percentages.

It had been confirmed by TWC that the estimated Council Tax Base for next year (based on current information) is 1541.60. Last year was 1509.2. this increase is as a result of additional housing in the Parish. Consequently, the Parish Council would receive £269,502 ([1541.6@174.82](#)) if there was no increase on last year's council tax.

However, members were asked to consider the projects in accordance with their Parish Strategy in order that further consideration can take place which may result in a proposed increase. For information, by adding 20p per week (£10.40 per year), the Parish Council could raise £285,504.

Anyone with questions can contact the Clerk to discuss prior to the next meeting.

FA24/053

Governance Reports

a) Accidents and Near Misses

There had been no accidents or near misses.

b) Risk Management

The Clerk confirmed that an assessment of risk had been undertaken and there were no amendments needed for the Parish Council and the insurance remains appropriate and adequate. Comparisons are taking place with regards to the insurance renewal in 2025.

c) Parish Councillor Email Addresses

Further to a discussion at the Parish Strategy Day, and previous considerations, the recommendation from NALC is that Parish Councils should provide dedicated email addresses (via a .gov.uk domain) for security. This also provides a professional image for the local council which is easily identifiable. Stuart explained that we are in a position to use our harpc.gov.uk domain to allow use of emails via IMAP at a cost of £10 per year per address. Our website provider can set this up on our behalf and Members would be able to access their emails via the website or set up their ipads and mobile phones for access.

Members questioned the ability to easily access their mail on their devices and this will be confirmed prior to any order being place.

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

RECOMMENDED that Hollinswood & Randlay Parish Council provides .gov.uk email addresses for all Parish Councillors, following confirmation that they can be accessed on mobile devices, if required.

FA24/054

Internet provision at Randlay Community Centre

Members were reminded that this item had been deferred from Full Council for further consideration and that delegated authority had been provided to this Committee in order to make a decision.

Stuart presented the proposal, for clarification, and a lengthy discussion followed with questions relating to the system being recommended by TWC. It was explained that our previous connection was via Randlay Primary School and that the reliability was often compromised. TWC is offering to provide a Dark Fibre Connection via Virgin as part of its improved infrastructure. Details of proposed contract were available to Members.

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

RECOMMENDED that the parish Council enters into a 10 year contract, at a fixed cost to provide a speed of connection at 1Gb.

FA24/055

Toilet Upgrades and Repairs at Randlay Community Centre

Members referred to Appendix C from Full Council, which had also been considered at the previous Asset & Property Committee.

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

RESOLVED that £1260.00 be transferred to the Randlay Community Centre budget to enable the completion of the necessary toilet upgrades and repairs, as recommended by the Asset & Property Committee following the referral from Full Council.

FA24/056

Other Matters

None

FA24/057

Date of the next meeting

6th January 2025

8.00pm.

Council Chamber

The Chairman thanked Members for their contributions and closed the meeting at 9.15pm.

Signed**Date**