
Hollinswood and Randlay Parish Council

Finance & Audit Committee

Chairman: Councillor H Unwin

Clerk: Katrina Baker MBE CILCA

19th November 2025

Councillor S Unwin

Councillor J Johnson

Councillor Vaughan-Hodkinson

Councillor P Farrar

Councillor H Unwin

Councillor S Snell

Councillor J Creed

Councillor P Cranfield

To: All Members of the Finance and Audit Committee

You are invited to the next meeting of the Finance and Audit Committee Meeting for 2025/26 which will take place at **Hollinswood Neighbourhood Centre** on **Monday, 24th November 2025** at **8.00pm**.

Katrina Baker
Clerk to the Council

AGENDA

1. Welcome
2. Apologies for absence and to consider the necessary approval
3. To record any Declarations of Interest, over and above the registered list
4. To confirm the Minutes of the meeting held on 27th October 2025
5. Matters Arising, for information, not already included on the Agenda
6. Financial Reports
 - a) Financial position as at the end of October 2025, previously circulated
 - b) VAT reclaimed
 - c) Up to date Account Balances
 - d) To sign the Payment Authorisations
 - e) Grant Applications
 - i. Boy's Brigade
 - ii. Freestyle Martial Arts Academy

Hollinswood Neighbourhood Centre, 7 Downemead, Hollinswood, Telford TF3 2EW Tel: 01952 567961

E-mail:- enquiries@harpc.org.uk Website:- www.hollinswoodandrandlaypc.org.uk

Hollinswood & Randlay Parish Council and Telford & Wrekin Council have signed up to a Parish Charter –
A commitment by all to work together for the benefit of the wider community.

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f) Budget Considerations 2026/27

7. Governance Reports

- a) To receive any accidents or near miss reports
- b) To agree the Risk Management Policy
- c) Policy Updates
 - i. Code of Conduct
 - ii. Complaints
 - iii. Member / Officer Protocol
 - iv. Health & Safety Policy
 - v. Privacy Notice
 - vi. Whistleblowing Policy
 - vii. Investment Policy
 - viii. Crisis Management Policy
 - ix. Environment & Bio-Diversity Policy

d) Internal Audit Reports

- i. Finance – Councillor Johnson and Councillor Vaughan-Hodgkinson

8. Other urgent matters (at the discretion of the Chairman)

9. To confirm the date of the next meeting

5th January 2026

8.00pm

Hollinswood Neighbourhood Centre

It may be necessary to hold another meeting to consider the 2026/27 budget and precept request.