
Hollinswood and Randlay Parish Council

Finance & Audit Committee

Chairman: Councillor H Unwin

Clerk: Katrina Baker MBE CILCA

24th September 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, 29th September 2025** at 7pm.

Katrina Baker
Clerk to the Council

A G E N D A

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

Councillor S Unwin
Councillor H Unwin

Randlay Primary School
Randlay Primary School

4. To confirm the Minutes of the meeting held on 7th July 2025
5. Matters Arising, for information, not already included on the Agenda
6. Financial Reports
 - a) Financial position as at the end of August 2025
 - b) VAT reclaimed
 - c) Up to date Account Balances
 - d) Payment Authorisations
 - e) External Audit Report & Notice of Completion or AGAR 2024/25
 - f) Budget Considerations

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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- i. To allocate funding for a replacement door and window in the office at RCC
 - ii. To allocate funding for the front shutters
 - iii. To allocate funding for Hollinswood Neighbourhood Centre Floor Ceiling Tiles
- 7. Governance Reports
 - a) To receive any accidents or near miss reports
 - b) Risk Management
 - c) Internal Audit Reports
 - i. Risk Management – Councillors H & S Unwin
 - ii. Finance – Councillor Johnson and Councillor Vaughan-Hodgkinson
 - iii. Salaries & PAYE – Councillor Cranfield and Councillor Farrar
- 8. Grant Applications
 - a) Randlay Primary School
- 9. Parish Strategy and Five Year Plan
 - Verbal report of the Councillor's meeting held on 27th September 2025
- 10. Other urgent matters (at the discretion of the Chairman)
 - a) Climate Change – Councillor P Farrar
- 11. To confirm the date of the next meeting

27th October 2025

7.30pm

Hollinswood Neighbourhood Centre