
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, 7th July 2025 at 8.00pm at Hollinswood Neighbourhood Centre.

Present: Councillor H Unwin
Councillor S Unwin
Councillor Creed
Councillor Vaughan-Hodkinson
Councillor P Farrar
Councillor P Cranfield

In Attendance: Katrina Baker, Clerk
S Fisher

FA25/100 Welcome
Councillor H Unwin welcomed everyone to the meeting and thanked them for attending.

FA25/101 Apologies
Councillor Johnson Work Commitments
Councillor Snell Family Commitments

RESOLVED that the apologies be accepted.

Members wished to send their best wishes to Graham.

FA25/102 Declarations of Interest
Details as per the registered list.

FA25/103 Minutes of the meeting held on 9th June 2025
It was proposed by Councillor Farrar, seconded by Councillor Vaughan-Hoskinson, all were in favour and thus it was

RESOLVED that the Minutes of the meeting held on 9th June 2025 are a true record and they were signed by the Chairman.
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FA25/104 Matters Arising, for information
None

Financial Reports**a) Balances and Investments**

The balances at the end of June had been circulated previously. The balance was £210,034.97.

- b) The VAT for June (£1765.52) had been reclaimed.
- c) The balance at 7th July 3035 was £193,310.49
- d) The payment authorisations were signed by two Members and relate to the email acceptance of payments throughout the month.

Governance Reports**a) Accidents and Near Misses**

There were none in relation to the work of the Parish Council. There were three minor issues reported to the First Aid team at Fun Day. Two were horsefly bites, the third was a small graze from the use of a bouncy castle. Ice packs were applied.

b) Risk Management

Members were in receipt of an updated Risk Management Policy, incorporating the changes in the Practitioner's Guide 2025.

The Clerk gave a short presentation:

There are five types of risk:

- 1, Strategic – lack of vision, strategy or policies
- 2, Operational – unsafe play equipment
- 3, Financial – fraud, poor budget monitoring (eg)
4. Compliance – failing to be GPR (eg)
5. Reputational – social media, behaviour

Why is this important – it is a legal obligation through the AGAR
It is good governance and transparency
Protection of Assets & reputation

A Risk Management Policy requires a Statement
Strategy
Action Plan

This embeds itself into every aspect of our council business:

- Annual review of Policies, Risk Register - AGAR Process
- Ongoing agenda item
- Clerk's role
- Councillor's role
- Training and Awareness
- Regularly referred to in Internal Control checklists

c) Policy Review Calendar

The Clerk introduced a 2 year Policy Review Calendar. This will spread the work out across the year and reduce the amount of policies reviewed at the end of any municipal year.

d) Internal Audit Control Checks

Health / Safety	SU	HU
Purchases / Financial Management	SVH	JJ
Salaries / PAYE	PF	PC

Dates in the Summer Holidays will be agreed.

FA25/107

Grant Applicationn

Empowering Women to Health

Members had taken the opportunity to read the application and associated paperwork. This Group meets at Randlay Community Centre and welcomes local residents to join and take part in activities as well as sharing the social interaction.

Councillor Vaughan-Hodkinson proposed £100 – no seconder

Councillor Farra proposed £750 – no seconder

Councillor H Unwin proposed £250.00, seconded by Councillor Creed, all were in favour and thus it is

RECOMMENDED that a grant of £250 be made available to assist with the cost of room hire for their weekly meetings.

FA25/108

Other Matters

Climate Change Action Plan

This will be a regular agenda item of Committees and Full Council in order to embed this priority in our strategy into our work programme.

Active Travel Project

Members received information about a project at Hollinswood Primary School regarding walking / cycling / scootering to school. This is part of the well-being priority and will help to address the parking issues and high emissions outside of the school gate.

AGREED that the £500, previously allocated to the Walking Bus Project, can be used to match fund the Active Travel Project which is due to commence in September.

Human Resources Support

The Clerk had received information from TWC regarding the support packages that are available to PTCs in the Borough and the related costs.

Having looked at the proposals, there appeared to be some conflict of interest and an approach had been made to BRIGHT HR and Peninsular for details of their offers.

Members agreed that a support package is likely to be required and that a one-year subscription may be all that is required.

Further information will be shared with the Committee, and Human Resources Committee, in order that a proposal can be brought forward to a future meeting.

FA25/099

Date of the next meeting

29th September 2025

7.30pm.

Council Chamber

The Chairman thanked Members for their contributions and closed the meeting at 7.40pm.

Signed**Date**