
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, 8th June 2026 at 8.30pm at Hollinswood Neighbourhood Centre.

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

In Attendance: Katrina Baker, Clerk
S Fisher
Councillor P Farrar (on Teams)

FA26/001 Welcome
Councillor H Unwin welcomed everyone to the meeting and thanked them for attending.

FA26/002 Election of Chairman
It was proposed by Councillor Vaughan-Hodkinson, seconded by Councillor Creed, all were in favour and thus it was

RESOLVED that Councillor H Unwin be re-elected as Chairman for 2026/27.
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FA26/003 Declaration of Acceptance of Office
Councillor H Unwin read and signed the Declaration of Acceptance of Office, this was witnessed by the Clerk.

FA26/004 Election of Vice Chairman
It was proposed by Councillor S Unwin, seconded by Councillor Vaughan-Hodkinson, all were in favour and thus it was

RESOLVED that Councillor Snell be re-elected as Vice Chairman for 2026/27.

FA26/005 Declaration of Acceptance of Office
This will be done at the start of the next meeting.

FA26/006

Apologies

Councillor Snell
Councillor Farrar

Family Commitments
On Teams

RESOLVED that the apologies be accepted.

FA26/007

Declarations of Interest

Details as per the registered list.

FA26/008

Minutes of the meeting held on 27th April 2026

It was proposed by Councillor S Unwin, seconded by Councillor Johnson, with two abstentions, all were in favour and thus it was

RESOLVED that the Minutes of the meeting held on 27th April 2026 are a true record and they were signed by the Chairman.

FA26/009

Matters Arising, for information

Randlay Valley Car Park

It was pleasing to know that the 'Challenge' against the VOA has been successful and the Rateable Value of Randlay Valley Car Park will be reduced. This will take effect from 2023 and revised bills will be forwarded to us from TWC when they receive the written outcome. Thanks were recorded to everyone for their work on this, and this included the press and TWC.

FA26/010

Financial Reports

a) Balances and Investments

The balances at the end of May had been circulated previously. The balance was £241,025. The VAT for May (£1613.29) had been reclaimed.

The payment authorisations were signed by two Members and relate to the email acceptance of payments throughout the month.

b) Internal Audit Reports

Copies of the Internal Audit Report and accompanying letter had been circulated to Members, for their perusal. Members were pleased that this is a very positive report and thanks were extended to the Clerk for her work on the end of year accounts.

c) AGAR

Sections One and Two

Members considered the ten assertions included in the Accounting Statements and the End of Year Accounts.

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

RECOMMENDED that the AGAR Sections One and Two be agreed at Full Council and signed by the Chairman.

d) Exercise of Public Rights

Members confirmed the dates as 17th June until 28th July 2026.

e) The Muddy – Drainage Scheme

Members were keen to continue the work on this parish asset. However, details of the funding required remain vague. Members recalled that a grant of £2000 had been provided by TWC to undertake the necessary percolation tests and other assessments in order that accurate quotations can be sought. A specialist drainage company has been identified for this work at a cost of £2500.

Members confirmed that this is essential so that a fixed quotation can be obtained rather than estimates as these will be needed for any grant applications that may be necessary to identify the additional funding needed.

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

RECOMMENDED that £2500 be used (from the grant and funds) to enable the specialist drainage engineers to undertake the necessary ground tests.

f) Parish Projects

Members were asked to consider the vire of funds from general reserves to enable parish projects to be completed.

i) Community Building Lights £2200.00

Proposed by Councillor H Unwin, seconded by Councillor Johnson, 5 in favour and 1 against

ii) Replacement cookers and removal of gas connection £5500.00

Proposed by Councillor Vaughan-Hodkinson, seconded by Councillor Creed, all in favour

iii) Allocation of funds for the RCC batteries (solar panels) £20,000.00

Proposed by Councillor Farrar, seconded by Councillor Creed, all in favour

RECOMMENDED that £27,700.00 be vired from general reserves to be allocated to the budgets to enable the above parish projects.

FA26/011

Governance Reports

a) Accidents and Near Misses

Members discussed the importance of recording all accidents and near misses in the Accident Books so that they can be recorded and brought to the attention of the Committee.

b) Risk Management

As included in the Internal Audit report, the Risk Management Policy and Procedures are adequate and appropriate for the work of the council.

FA26/012

Date of the next meeting

6th July 2026

7.00pm

Council Chamber

The Chairman thanked Members for their contributions and closed the meeting at 8.40pm.

Signed **Date**