
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, 26th February 2024 at 8.20pm at Randlay Community Centre.

Present: Councillor H Unwin
Councillor S Unwin
Councillor S Snell
Councillor J Creed
Councillor C Turley
Councillor Vaughan-Hodkinson

In Attendance: Katrina Baker, Clerk

FA24/057 Welcome

The Chairman welcomed everyone to the meeting and apologised for the late start, due to the previous meeting having a full agenda which meant that it was late finishing.

FA24/058 Apologies

Councillor J Johnson Work Commitments

It was proposed by Councillor Snell, seconded by Councillor Turley and all were in favour and thus it was

RESOLVED that the apologies be accepted.

FA24/059 Declarations of Interest

Declarations of Interest were as per the registered list.

FA24/060 Minutes of the meeting held on 15th January 2024

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

RESOLVED that the Minutes of the meeting held on 15th January 2024 are a true record and they were signed by the Chairman.

FA24/061 Matters Arising, for information

a) Budget and Precept

The figures have been submitted to TWC and accepted. Payments will be received, 50% on 1st April and 50% on 1st October 2024.

b) Online 3D Video Productions

Due to the scaffolding, this has been postponed until 25th March 2024.

c) Resilience & Emergency Planning

Whilst the staff will make a start on the process to collect the relevant information, it was agreed that a small working group, including Councillors, should be set up. Councillor S Unwin volunteered to join the Group.

d) Insurance Renewal

Alternative companies had been approached to offer a renewal proposal. However, the offer from our current provider Clear (formerly BHIB) continues to offer relevant and adequate cover, at the best cost. A three year deal has been secured.

FA24/062

Financial Reports

a) Current Balances and Investments

The balances at the end of January 2024 had been circulated following the reconciliation for the end of the month. There remains £100,000 in the investment account. The current account balance is £142,938.37. A full list of income and expenditure had been circulated, for information.

VAT for January has been reclaimed (£1464.91).

The balances in the Barclays accounts, as at 25th February, however is £78,089.55 – in part due to the payment for the solar panel system at Randlay Community Centre.

The balance will remain in the CCLA account for the time-being, especially as the interest rate is good.

b) Budget Comparisons

A budget comparison had been run from the Edge IT Finance System and it was pleasing to see the income generated from hall hire at our three community buildings. The income has exceeded the budget figures, which is positive. However, the Chairman reminded members that the budget for 2024/25 is tight so this will assist when we enter the new financial year.

There has been an overspend on PAYE / Pension payments – due to the higher than expected increase, however, the overall payroll total remains within budget so no vire of funds is required.

Members also took the opportunity to look at the other budget headings which confirmed that the Administration Budget is underspent. There remains £1000 available in the Grants Budget and there will be earmarked reserves identified at the end of the financial year for Projects.

Income received towards some of our events offset the final balance, a re-charge to Friends of Hollinswood & Randlay Valley has been included in the income, along with the holiday club grant.

It was therefore confirmed that no Vire of Funds will be required for the end of the financial year.

FA24/063

Governance Reports

a) Accidents and Near Misses

There had been no accidents or near misses.

b) Risk Management

Members had considered the Risk Management Policy which remains current, for the needs of the Parish Council at this time.

The Clerk undertakes a risk management assessment, and includes details of possible accidents, in order that the Health & Safety Policy is tested.

c) Internal Audits

The Internal Audits had been completed by Members of the Council and a report on each had been submitted to Full Council recently.

The Chairman confirmed that adequate checks had been undertaken and that he, and colleagues, had not found anything which would cause concern. There had been some suggestions where alternative systems may be beneficial – these will be investigated.

d) Microsoft 365

Due to the end of support for Windows 10, the Parish Council systems are being upgraded by our contract engineers, Midland Computers. This has resulted in some delays with email receipts and may take a few days to update the new system.

FA24/064

Other Matters

None

FA24/065

Date of the next meeting

29th April 2024

8pm.

Council Chamber

The Chairman thanked Members for their contributions and closed the meeting at 8.45pm.

SignedDate