
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, 27th April 2026 at 8.00pm at Hollinswood Neighbourhood Centre.

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

In Attendance: Katrina Baker, Clerk
Stuart Fisher, Assistant Clerk
David Tooley, Press

FA26/158 Welcome
Councillor H Unwin welcomed everyone to the meeting and thanked them for attending.

FA26/159 Apologies
Councillor Cranfield Holiday
Councillor Farrar Health

It was proposed by Councillor Johnson, seconded by Councillor Creed, all were in favour and thus it was

RESOLV ED that the apologies be accepted.
--

FA26/160 Declarations of Interest
Details as per the registered list.
Cllr Johnson Hollinswood Primary School

FA26/161 Minutes of the meeting held on 23rd February 2026
It was proposed by Councillor Snell, seconded by Councillor S Unwin, with one abstention, all were in favour and thus it was

RESOLVED that the Minutes of the meeting held on 23rd February 2026 are a true record and they were signed by the Chairman.

Matters Arising, for information**TWC – Council Tax Bills – Special Fund enquiry**

The response from TWC had been circulated to all members of the finance & audit committee. It relates to the Borough's street lighting.

Where the PTC don't have financial responsibility for street lights in their parish, TWC charge a special fund, included in the council tax bill and they keep the funds for street light maintenance and energy costs.

A piece of work will take place throughout the year to assess the cost of providing street lights. The members can then consider an option to take on the responsibility. This will mean an addition charge within our budget, but the residents would not have to pay the special fund.

Financial Reports**a) Balances and Investments**

The reconciled accounts for March 26 had been circulated to all Members. Expenditure of £500 and over is available on the website.

The total balance at the end of March 2026, is £138,972.

The balance with CCLA is £85,000 and interest is received monthly. A VAT repayment of £1646.11 had been received into the current account.

b) End of Year Accounts

The year end has been finalised and a copy of the draft AGAR was available to the Members. Other information available included Earmarked Reserves, Free Reserve, Explanation Variances along with the Creditors and Debtors and Section 137 expenditure.

c) Appointment of Internal Auditor

The Internal Auditor for 2025/26 will be Edward Davies Fellow ILCM, Clerk to St Martin's Parish Council. All information will be available to the internal auditor in the coming days.

d) Payment Authorisations

Copies of the March / April payment authorisations were available for members to observe and were signed by Councillor Johnson. This is following confirmation by Councillors S Unwin, J Johnson and S Snell before payments are made.

e) Grant Applications**Hollinswood Primary School & Nursery**

Councillor Johnson declared a non-pecuniary interest.

The application had been circulated to Members for consideration. The application was to reduce the cost to parents for young people to attend an educational visit. The total cost is £2950. The parish council has £1000 in its budget and the request was for £800. Members wanted to enable consideration of any other application which may be received during the year and it was therefore proposed by Councillor Vaughan-Hodkinson, seconded by Councillor Snell. With one abstention, all were in favour and thus it was

RECOMMENDED that a grant of £500 be awarded to Hollinswood Primary School & Nursery.

FA26/165

Governance Reports

a) Risk Management Policy & Plan

The updated policy & plan had been circulated and appears on the website. Members raised no questions and the Clerk confirmed that there was no action required. A copy of the Policy and Plan had been shared with the Insurance company – which showed that the council has considered all ways in which risk can be reduced.

b) Accidents and Near Misses

There were none in relation to the work of the Parish Council.

FA26/166

Other Urgent Matters

Non-Domestic Rates – Randlay Valley Car Park

Members were aware that the NDR bill for 2026/27 had increased significantly due to the removal of discretionary and mandatory relief from the bill. This has resulted in an increase from £9500 (25/26) to £15552 (26/27). An additional charge of £360 has also been added as a Transitional Relief Supplement (TRS).

In the last financial year, we submitted an appeal and challenge to VOA against the rateable value of £36,000. This was following investigations into the charges on other similar car parks in TW. The description also includes 'premises' where there is none.

Despite a number of emails to TWC, no response had been received when we asked for them to reconsider the discretionary and mandatory relief. It has also been necessary to inform two regular users of the Randlay Valley Car Park, as charges may have to increase based on the outcome of the challenge.

A discussion continued which confirmed that the area is loose-stoned and is not open to anyone throughout the day. There are no lined spaces and charges are not applied. The Car Park is also used by TWC for events and the DVLA and Police for vehicle checks – there is no income from their use.

Members supported adding a second challenge to VOA and requesting a meeting with TWC to discuss the car park and related charges.

Parish Projects

£2000 is available for local projects, suggested by local residents. Anyone living in Hollinswood & Randlay Parish Boundary can put forward an idea for a local project. Ideas will be costed and an item included on the September Agenda for members to select the successful ideas.

Posters will be available and details included in a newsletter, also available at the Summer Fayre. Other ideas received may be included in the Parish Strategy for following years.

The closing date for applications will be 1st September 2026.

FA26/167

Date of the next meeting

As per the meeting schedule which will be agreed at the Annual Meeting in May.

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

Signed**Date**