
Hollinswood and Randlay Parish Council

Chairman of the Committee: Cllr H Unwin Clerk: Katrina Baker MBE MILCM

FINANCE & AUDIT COMMITTEE

Minutes of the meeting held on Monday, 27th November 2023 at 7.30pm at Hollinswood Neighbourhood Centre.

Present: Councillor S Unwin
Councillor J Johnson
Councillor S Snell
Councillor J Creed
Councillor C Turley

In Attendance: Katrina Baker, Clerk
Councillor Farrar

FA23/038 Welcome

The Vice Chairman welcomed everyone to the meeting and thanked them for making arrangements for the meeting to start at 7.30pm

FA23/039 Apologies

Councillor H Unwin Work Commitments
Councillor S Vaughan-Hodkinson Health

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

RESOLVED that the apologies be accepted.

FA23/040 Declarations of Interest

Declarations of Interest were as per the registered list.

FA23/041 Minutes of the meeting held on 2nd October 2023

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

RESOLVED that the Minutes of the meeting held on 2nd October 2023 are a true record and they were signed by the Chairman.

FA23/042 Matters Arising

None

FA23/043 Financial Reports

a) Current Balances and Investments

The balances at the end of October 2023 have been circulated following the reconciliation for the end of the month. There remains £100,000 in the investment account. The current account balance is £214,598.45. A full list of income and expenditure had been circulated, for information.

b) Budget Considerations

The Clerk had been working on the draft budget for 2024/25, keeping in mind the requirements of the Parish Strategy and projects already identified by the Councillors in recent weeks.

Councillors were reminded that in 2022/23, the final payment of the funds for Randlay Community Centre regeneration had been paid, this would mean there is no longer a requirement to include the £12,000 in the budget. Members were also reminded of the current earmarked reserves which will appear in the budget, which will include the Ash Dieback funding – however, this will be renamed for Randlay Valley and offer an opportunity to fund other associated projects in the Valley.

The salaries reflect the recent decisions from the HR Committee.

Members also recalled recent reports in that the income for the Hall Hire at both Randlay Community Centre and Hollinswood Neighbourhood Centre have both shown an increase and this will be taken into consideration alongside their expenditure budgets.

The draft budget (£439030) is currently slightly under that of this year and this should result in consideration that there needs to be no increase in the precept for 2024/25.

Members thanked the Clerk for her work on both the budget and throughout the year, as this is good news for the community.

A full budget will be circulated to Members for further consideration when some of the quotations have been confirmed.

FA23/044

2022/23 Parish Strategy Update

The Clerk gave an update of the Parish Strategy for each of our priority areas and highlighted work achieved and some of the work-in-progress.

Members thanked the Clerk for the information and congratulated the Team on the achievements so far.

A list of Councillor Areas had been circulated – these will be used for distribution of the calendars and newsletters and also gives areas of focus for future surveys.

FA23/045

Governance Reports

a) Accidents and Near Misses

There had been no accidents or near misses.

However, a report had been logged, and reported to the police, following a possible incident outside of HNC on Saturday 25th November at the time of the Christmas Fayre. This involved a suspicious male. However, staff monitored the situation and eventually watched him leave the area with no incident occurring.

b) Fire Marshall Report

A copy of the Fire Marshall's Report was available, showing the Evacuation Tests with user groups of our community buildings.

Regular alarm tests take place and are recorded for all three buildings.

c) Policies

Telford & Wrekin Council had provided a useful document regarding the Policies required by Local Councils and offered to provide model documents for PTCs to personalise and adopt. The Parish Council has all their policies in place, except a Whistleblowing Policy, which has now been created. However, TWC has quoted £495 for the Governance Pack. All the documents are available from NACL, SALC, SLCC, ACAS etc. at no charge. Members declined the offer to purchase the pack from TWC and thanked the Clerk for the confirmation that we have all our policies in place.

A standard format has been created and all the updated documents will be added to the website.

FA23/046

Other Matters

None

FA23/047

Date of the next meeting

15th January 2024

7pm.

Council Chamber

The Chairman thanked Members for their contributions and closed the meeting at 8.35pm.

SignedDate