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 October 2026 at 7.30pm at Hollinswood Neighbourhood Centre.

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

In Attendance: Katrina Baker, Clerk
S Fisher

FA26/031 **Welcome**
Councillor H Unwin welcomed everyone to the meeting and thanked them for attending.

FA26/032 **Apologies**
Councillor Johnson Holiday

It was proposed by Councillor Creed, seconded by Councillor Snell, with one abstention, all were in favour and thus it was

RESOLV ED that the apologies be accepted.

FA26/033 **Declarations of Interest**
Details as per the registered list.

FA26/034 **Minutes of the meeting held on 28th September 2026**
It was proposed by Councillor S Unwin, seconded by Councillor Snell, with one abstention, all were in favour and thus it was

RESOLVED that the Minutes of the meeting held on 28th September 2026 are a true record and they were signed by the Chairman.

FA26/035 **Matters Arising, for information**
None

FA26/036 **Financial Reports**

a) Balances and Investments

The balances at the end of September had been presented to Full Council having been circulated previously. The balance in Barclays accounts was £247,866 as the second precept payment has now been received.

The VAT for September (£1412.33) had been reclaimed.

A copy of all income and expenditure for the month had been circulated to members, for their information.

b) Credit Control

A copy of the credit control report (from Edge Facilities) shared information with members regarding some of the contract user groups which are showing as 60+ days. There is one Pavilion user which had fallen behind due to the Treasurer being in hospital and the group had not met during the summer months. However, a payment plan has been agreed and the outstanding £302 will be received before the end of October.

We are aware that TWC, SC, NHS etc take the maximum days, but we are confident that the payment will be made.

It was necessary to bring 'Alter of Worship Youths' to the attention of the Committee as they continue to owe £64 despite reminders.

It has been necessary to write-off an amount owed by a Mini First Aid Franchise, although we are continuing to pursue this with the organisation.

Finally, it was confirmed that the option to take payments in advance would be used if any enquiries caused concern.

FA26/037 **Governance Reports**

a) Accidents and Near Misses

There were no reports since the report to Full Council.

b) Risk Management Plan

The Plan has been updated with all new review dates included. A copy will appear on the website.

c) Gifts & Hospitality

Members were reminded that all gifts and hospitality, offered or received, over £25.00 must be declared.

d) Internal Audits

Arrangements will be made for internal audits to take place after Christmas 2027.

FA26/038 **Parish Strategy**

Councillor H Unwin had circulated a draft strategy to all members for their comments. This had been produced following two strategy meetings and included the Council's Vision and Priorities as discussed at the meetings and included information gathered from the residents through the consultation process.

It was recommended by Councillor H Unwin, seconded by Councillor Creed, all were in favour and thus it was

RECOMMENDED that the Strategy, as circulated, be adopted for 2027/28.

A revised version had been produced using AI. This reduced the document to two pages and included Five-Year Delivery Roadmap.
Members discussed the advantages / disadvantages of using AI. It was agreed, however, that this version may be easier to use and understand by the residents and this would be added to the website, once agreed at Full Council.
The full document will continue to be used for monitoring and budget purposes.

FA26/039 **Date of the next meeting**

23rd November 2026 8.00pm Council Chamber

The Chairman thanked Members for their contributions and closed the meeting at 8.00pm.

Signed …….Date ……