
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, 28th September 2026 at 7.00pm at Hollinswood Neighbourhood Centre.

Present: Councillor H Unwin
Councillor S Unwin
Councillor Creed
Councillor Vaughan-Hodkinson
Councillor P Cranfield (arrived at FA26/28d)
Councillor R Tyrrell
Councillor S Snell

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

FA26/022 Welcome
Councillor H Unwin welcomed everyone to the meeting and thanked them for attending.

It was agreed to bring item 6 b forward to discuss the completion of the solar project at RCC whilst Stuart is available on Teams.

FA26/023 Apologies
Councillor Farrar Holiday
Councillor Johnson Work

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

RESOLV ED that the apologies be accepted.
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Councillor Cranfield Arrived at FA26/28d

FA26/024 Declarations of Interest
Details as per the registered list.

FA26/025

Minutes of the meeting held on 6th July 2026

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

RESOLVED that the Minutes of the meeting held on 6th July 2026 are a true record and they were signed by the Chairman.

FA26/026

Matters Arising, for information

None

FA26/027

Financial Reports

a) Balances and Investments

The balances at the end of August had been circulated previously. The balance was £182,053.37.

The VAT for August (£1406.45) had been reclaimed.

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

b) Payments Against Budget

Details of income and expenditure for the year to date (5 months) was available. The budget comparison was showing favourable balances throughout and in particular Members were pleased to receive the information regarding income received, particularly from the hire of the community buildings. Other significant income included £917.52 from the Randlay Solar Panels and an estimated annual interest of £4000 from Barclays and CCLA. The clerk explained details of the occasional heading identifying as overspent which could be included in the Notes To The Accounts at the end of the financial year. Copies of the Comparison and Explanations will be sent to the Finance & Audit Committee.

c) Completion of the Solar Energy Scheme at RCC

In order to complete the project and to gain maximum benefit for the parish, Members had previously considered the installation of batteries. The warranty is 10ys for batteries & 12yrs for the inverter, there would be some degradation after this point, but this may not be noticeable for some time after the warranty. The cost has reduced in recent months and around £20,000 will now be required to provide and install the equipment and to allow for any remedial work (such as decoration) if needed.

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

RECOMMENDED that £20,000 be allocated from Reserves to the RCC budget to enable the purchase and installation of the batteries for power storage.

An up to date Distribution Network Operator's Letter (DNO) will be requested in order that the figures can be confirmed to provide at least 40kw battery draw down storage at install.

d) Secure Store – Randlay Allotments

It has become clear that equipment is needed for the allotment site, for use by staff and the volunteers who are assisting in keeping the paths tidy and plots accessible. A 3m secure store will be considered. It was proposed by Councillor H Unwin, seconded by Councillor Vaughan-Hodkinson, all were in favour and thus it was

RECOMMENDED that an additional £1000 should be allocated from Reserves to the Allotment Budget to enable further consideration at the Asset & Property Committee meeting on 5th October 2026.

A link to the website will be provided before the meeting.

FA26/028

Governance Reports

a) Accidents and Near Misses

There were no reports.

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. These will be reviewed at the next meeting.

c) Gifts & Hospitality

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

Councillor Cranfield arrived

d) Scheme of Delegation and Financial Regulations

As agreed at Full Council, Members took the opportunity to consider the Council's Financial Regulations with particular emphasis on section 6.9 regarding a proposed increase in the amount included in the Clerk's Delegated Authority for payments.

Following a detailed discussion, it was proposed by Councillor Tyrrell, seconded by Councillor Vaughan-Hodkinson, all were in favour and thus it was

RECOMMENDED that Section 6.9, points i. and ii. should be amended to

The Clerk / RFO shall have delegated authority to authorise payments only in the following circumstances:

- i. Any payments up to £1000 excluding VAT, within an agreed budget**
- ii. Payments of up to £5000 excluding VAT, in cases of serious risk to the delivery of council services or to public safety on council premises**

The above recommendation would not affect the requirement to share information with the Chairman and Vice Chairman of the Finance & Audit Committee when necessary. Wherever possible, items will continue to be added to an agenda for consideration.

It was confirmed that this would be monitored prior to the Standing Orders and Financial Regulations appearing on the Annual Meeting agenda for resolution.

FA26/029

Parish Strategy

The strategy meetings took place on 12th September and 25th September. Notes of the meetings will be circulated to all members with a draft strategy. This will then be passed to the Clerk before being presented to Full Council for adoption. A five-year action plan will be created and the document then used as we work towards setting the budget for 2027/28.

FA26/030

Date of the next meeting

26th October 2026

7.30pm

Council Chamber

The Chairman thanked Members for their contributions and closed the meeting at 7.45pm.

Signed**Date**