
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, 6th July 2026 at 7.00pm at Hollinswood Neighbourhood Centre.

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

In Attendance: Katrina Baker, Clerk
S Fisher

FA26/013 Welcome
Councillor H Unwin welcomed everyone to the meeting and thanked them for attending.

FA26/014 Apologies
Councillor Snell Holiday
Councillor Johnson Work

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

RESOLV ED that the apologies be accepted.
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FA26/015 Declarations of Interest
Details as per the registered list.

FA26/016 Minutes of the meeting held on 8th June 2026
It was proposed by Councillor Farrar, 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 8th June 2026 are a true record and they were signed by the Chairman.
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FA26/017 Matters Arising, for information
The Muddy – drainage

The ground tests have been completed and we are awaiting the written report of the findings. In the meantime, the contractors have confirmed that the ground is clay and this contributes to the flooding issue at the field.

It appears that there is an old drainage system in place but this is insufficient for the extent of the issue.

There is a large chamber, but it is not possible to confirm the direction that the drains leave the chamber – it is necessary to investigate the Randlay Valley Drain Plan.

We are awaiting the detailed report which will enable a tender process to be considered and to invite detailed specification quotations. This will assist in the establishment of realistic budget requirements.

FA26/018

Financial Reports

a) External Audit

The Parish Council is subject to an Intermediate Level Review. PKF Littlejohn LLP have requested additional information including minute references and details relating to the completed 2025/26 Audit.

All of the information was readily available and has been submitted. The Auditor has acknowledged receipt.

b) Balances and Investments

The balances at the end of June had been circulated previously. The balance was £220,919. The VAT for June (£2622.27) had been reclaimed.

The payment authorisations were signed by two Members and relate to the email acceptance of payments throughout the month.

c) Current Financial Position

The current position is £204,557.04.

A copy of the payments against budget are available for the first 3 months of this financial year and there are no budgets that are currently overspent.

d) VOA Challenge

The challenge against the Valuation Office Agency has been completed on the Randlay Valley Car Park. This has resulted in a reduction in the rateable value and consequently the total of business rates payable by the Parish Council.

As a previous challenge also remained outstanding, this had also resulted in the revised rates being backdated to 2023.

Taking into consideration, the credits provided on previous years, the total due for 2026/27 is now £1780.06 and was paid on 1st July 2026.

FA26/019

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.

c) Gifts & Hospitality

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

FA26/020

Parish Strategy

The strategy day for 2027/28 will take place on 12th September. In order to prepare for this meeting, a newsletter will be distributed to all households to engage with the community regarding the Council's vision and priorities.

It may be necessary to have an additional session and members will consider an open day, inviting local residents to come and discuss what they like about our Parish.

FA26/021

Date of the next meeting

28t September 2026

7.00pm

Council Chamber

Cllr Farrar send apologies

The Chairman thanked Members for their contributions and closed the meeting at 7.50pm.

Signed**Date**