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## Hollinswood and Randlay Parish Council

Chairman of the Committee: Councillor H Unwin

Clerk: Katrina Baker MBE MILCM

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**28<sup>th</sup> February 2019**

Chairman of Council  
Vice Chairman of Council  
Councillor C Turley

Chairman of Personnel & Events (i.e Councillor S Snell)  
Councillor S Vaughan-Hodkinson

**To: All Members of the Finance and Audit Committee**

You are invited to the next Finance and Audit Committee Meeting which will take place at **Hollinswood Neighbourhood Centre** on **Monday, 4<sup>th</sup> March 2019** at approximately **8.00p.m** for the business listed in the Agenda which follows.

Katrina Baker  
Clerk to the Council

### **A G E N D A**

1. Welcome
2. Apologies for absence and to consider the necessary approval
3. To record Declarations of Interest related to any matters on the Agenda
4. To confirm the Minutes of the meeting held on 7<sup>th</sup> January 2019
5. To receive information relating to any Matters Arising from the Minutes (not otherwise included on the Agenda)
6. Financial Reports
  - a) Aged Analysis
  - b) Monthly list of payments
  - c) Balance
  - d) Holidays and Time in Lieu reports
  - e) Earmarked Reserves
7. Edge Designs, Accounts package, and Bookings  
To consider the way forward for invoicing.
8. 2019/2020 Further Budget Considerations
9. Health & Safety Report – Accidents and Near Misses – if any  
Inclement Weather Policy
10. Any Other Urgent Business (at the discretion of the Chairman)
11. Date of the next meeting  
As per the schedule to be agreed at the Annual General Meeting

Hollinswood Neighbourhood Centre, 7 Downmead, Hollinswood, Telford TF3 2EW Tel: 01952 567961  
E-mail:- [enquiries@harpc.org.uk](mailto:enquiries@harpc.org.uk) Website:- [www.hollinswoodandrandlaypc.org.uk](http://www.hollinswoodandrandlaypc.org.uk)

Hollinswood & Randlay Parish Council and Telford & Wrekin Council have signed up to a Parish Charter –  
A commitment by all to work together for the benefit of the wider community.