
Hollinswood and Randlay Parish Council

Clerk: Katrina Baker MBE MILCM

29th May 2018

Chairman of Council
Vice Chairman of Council
Councillor C Turley

Chairman of Personnel & Events (i.e Councillor S Snell)
Councillor L Aubrey
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, 4th June 2018** at **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 elect the Chairman for 2018/19
4. Declaration of Acceptance of Office
5. To elect the Vice Chairman for 2018/19
6. Declaration of Acceptance of Office
7. To confirm the Terms of Reference
8. To record Declarations of Interest related to any matters on the Agenda
9. To confirm the Minutes of the meeting held on 29th January 2018
10. To receive information relating to any Matters Arising from the Minutes (not otherwise included on the Agenda)
11. Confirmation of Internal Audit and Financial Controls
12. End of Year accounts for the 2017/2018 financial year.
 - a) Explanation of Variances
 - b) Confirmation of Accounting Statements and Annual Return
 - c) Notice of Public Rights and Publication dates
13. Update on Insurance Policy and cover for volunteers, including Councillors.
14. Any Other Urgent Business (at the discretion of the Chairman)
15. Date of the next meeting
1st October 2018 7pm Hollinswood Neighbourhood Centre

Hollinswood Neighbourhood Centre, 7 Downmead, Hollinswood, Telford TF3 2EW Tel: 01952 567961
E-mail:- enquiries@harpc.org.uk Website:- 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.