
Hollinswood and Randlay Parish Council

Chairman of the Committee: Cllr H Unwin Clerk: Katrina Baker MBE MILCM

FINANCE & AUDIT COMMITTEE

Minutes of the meeting held on Monday 1st October 2018 at 7.00p.m. at Hollinswood Neighbourhood Centre.

Present: Councillor H Unwin
Councillor S Unwin
Councillor S Snell
Councillor S Vaughan-Hodkinson

In Attendance: Katrina Baker, Clerk=

FA18/464 Welcome

Councillor H Unwin, welcomed members to the meeting and thanked them for attending.

FA18/465 Apologies

Councillor C Turley	Holiday	Accepted
Councillor L Aubrey	Work commitments	Accepted

RESOLVED to accept the apologies as listed.

FA18/466 Declarations of Interest

Councillor S Unwin	RCC, PRS and FoHRV,
Councillor H Unwin	Rockets, RPS and FoHRV
Councillor S Vaughan-Hodkinson	FoHRV and FoTTP,

FA18/467 Minutes of the meeting held on 4th June 2018

It was proposed by Cllr S Unwin and seconded by Cllr S Snell, and all were in favour and thus it was

RESOLVED that the Minutes of the meeting held on 4th June 2018 be signed as a true record.

FA18/467 Matters Arising from the Minutes

None

FA18/468 Internal Audit and Financial Controls

Councillor S Unwin reported on the findings from an Internal Audit Review on GDPR and confirmed that the Parish Council is now compliant with the regulations.

Further internal audits would take place on 29th October by Councillor S Unwin and Councillor S Vaughan-Hodkinson. A list of audit areas will be prepared before the meeting.

FA18/469 Annual Governance and Accountability Return (AGAR)

PHK Littlejohns had requested some brief information since submission, but the Finance Manager had pointed out the information was included in the Pack, albeit in a different format. Since this query, we had heard no more and as at 30th September, no final completion letter or document had been received.

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The Shropshire Association of Local Councils had confirmed that if this was the case, then the Parish Council needed to upload a statement onto the website in order to be compliant with the regulations regarding the Audit. A form of words will be agreed.

FA18/470 Grant Applications

The Clerk had provided a report of grant applications over the past three years along with details of the applications for this meeting.

Councillors S & H Unwin declared an interest in the Randlay Primary School Application and left the meeting, taking no part in the consideration

Councillor S Vaughan-Hodkinson declared an interest in Friends of Telford Town Park

Hollinswood Primary School	Contribution towards residential visit	800.00	Prop by SU Sec by S VH
Randlay Primary School	Purchase of waterproof all in one outdoor weather suites	358.00	Prop by S VH Sec by SS
The Samaritans	Improving acoustics in open plan area	Not at this time – due to balance in their account	Prop by SU Sec by HU
Angelbel Foundation	Hire of Hall for rehearsals and performance	In Kind	All in Favour
Friends of Telford Town Park	Printing Explore Newsletters	200.00	1 abstention Prop by SS Sec by SU

All were in favour and thus it was

RESOLVED that the grants, as listed above, be recommended for approval at Full Council.

FA18/471 Financial Reports

Copies of the Aged Analysis had been circulated. There remains concern over the same three outstanding amounts. Work continues to try to obtain payment.

Members had received a copy of the Payments Against Budget – there were no areas for concern to be highlighted.

The balance as the end of August was available, the September balance which would include the 2nd Precept Payment would be available in the near future.

In order to comply with the requirements of the Transparency Code, lists of all payments over 100.00 need to be identified and recorded on the Council's website. The Clerk is preparing these schedules which will be circulated prior to adding to the website.

FA18/472 Strategy Day

Members were reminded that this event takes place from 10am on Saturday, 6th October 2018 at Hollinswood Neighbourhood Centre. Lunch will be provided.

Members were asked to ensure that their questionnaires are returned to the Chairman before the weekend. Areas for consideration at the Strategy Day, include:

- Events Programme – Sports Day?
- PET / Environmental Maintenance

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.

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Drainage at the Allotments
Floors at Randlay CC
Windows at Hollinswood
Employment of an Outreach Worker
Electric chargers
Grants to schools

FA18/473 Budget 2019/20 – Initial Discussions

Members were reminded of the need to consider the budget in view of the rising costs of utilities in particular.

Also keeping in mind the projects in hand:

The Muddy
Salary increases / changes to contracts
Doors at Randlay Community Centre
Other suggestions as listed above

FA18/474 Other Urgent Business

Randlay Local Centre Car Park area and access concerns

A recent meeting brought together TWC, HRPC, RPS and the contractor to discuss the options for the area. The supply and installation of bollards and boulders would be an advantage to control the drop off points and parking in and around the school and community centre. The quotation would be in two parts, the first being the safety around the school and centre and the cost would be shared between the Parish Council and School. The second would be the updates, one way and no parking areas of the car park. This would be funded by TWC, although accepted it would be re-charged to the Parish Council, School, Pub, Shops & Developer.

The option to use redundant boulders from Homer Lake will be investigated.

It was proposed by Councillor S Vaughan-Hodkinson and seconded by Councillor Unwin that the Parish Council increases the amount already set aside towards the project in order to cover 50% of the cost of 1173.31. All were in favour and thus it is

RECOMMENDED that 586.65 be made available to cover 50% of the cost of the work outside of the school and community centre.

FA18/475 Date of the next meeting

29th October 2018 HNC 8pm Finance & Audit Committee

There being no further business, the Chairman closed the meeting at 7.50pm.

Signed Date