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## Hollinswood and Randlay Parish Council

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

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### FINANCE & AUDIT COMMITTEE

Minutes of the meeting held on Monday 4<sup>th</sup> June 2018 at 8.00p.m. at Hollinswood Neighbourhood Centre.

**Present:** Councillor H Unwin  
Councillor S Unwin  
Councillor S Snell  
Councillor L Aubrey  
Councillor S Vaughan-Hodkinson

**In Attendance:** Katrina Baker, Clerk=

#### **FA18/450 Welcome**

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

#### **FA18/451 Apologies**

Councillor C Turley personal circumstances accepted

**RESOLVED to accept the apologies of Councillor C Turley and to send every good wish to him, Judy and their family.**

#### **FA18/452 Election of Chairman**

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

**RESOLVED that Councillor H Unwin be elected as Chairman of the Finance & Audit Committee for 2018/2019.**

#### **FA18/453 Declaration of Acceptance of Office**

Councillor H Unwin read and signed his Declaration of Acceptance of Office, this was witness by the Clerk as the Proper Officer of the Council.

#### **FA18/454 Election of Vice Chairman**

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

**RESOLVED that Councillor S Snell be elected as Vice Chairman of the Finance & Audit Committee for 2018/2019.**

#### **F18/455 Declaration of Acceptance of Office**

Councillor S Snell read and signed by Declaration of Acceptance of Office, this was witnessed by the Clerk as the Proper Officer of the Council.

#### **F18/456 Terms of Reference**

Members confirmed that the Terms of Reference have been updated taking into consideration the GDPR and Audit changes.

#### **F18/457 Declarations of Interest**

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.

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

Councillors who are residents in the Parish have an interest in the Precept.  
All Councillors have an interest in Insurance (as volunteers).

### **FA18/458      Minutes of the meeting held on 29<sup>th</sup> January 2018**

It was proposed by Cllr S Unwin and seconded by Cllr L Aubrey, with one abstention, all were in favour and thus it was

<b>RESOLVED that the Minutes of the meeting held on 29<sup>th</sup> January 2018 be signed as a true record.</b>
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### **FA18/459      Matters Arising from the Minutes**

F18/425                      The first payment of the precept had been received into our account.  
F18/427                      Our insurance policy makes it clear that we cannot include indoor or outdoor fireworks, this has been incorporated into our Terms and Conditions of Hire.  
The revaluation of our buildings is still to take place.

### **F18/460      Internal Audit and Financial Controls**

Members confirmed the Audit Procedure for 2018 / 19 and completed the Annual review of the Effectiveness of Internal Audit. Members of the Finance & Audit Committee will under a series of Internal Audits to cover all aspects of the process.

The payment vouchers are always available and members tasked with undertaking the internal checks of payments, will have access to the order, delivery note, invoice and voucher, when authorizing the payment by BACs or cheque. We do not run a petty cash system.

### **F18/461      End of Year Accounts, Annual Governance and Accounting Report (AGAR)**

Detailed information has been received from Littlejohns LLP, the External Auditors and the AGAR has been completed with information from the Accounting System in order to create the End of Year accounts and accounting statements.

- a) The Clerk presented the Explanation of Variances, which members received and will be provided for Internal Audit and the AGAR.
- b) Members completed the Section 1, Annual Governance Statement 2017 /18 confirming that all 8 elements have been carried out throughout the year. Section 2, the Accounting Statements 2017/18 are all accurate in accordance with the Accounting and Audit Regulations. These are to be signed by the Chairman at Full Council.  
The Chairman, however, enquired about the Consolidated Balance Sheet in respect of the Public Works Loan and this will be checked by the Clerk with the Financial Advisor for the Accounting System prior to the accounts be signed off.
- c) The dates for the Public Rights and Publication will be amended to 12<sup>th</sup> June 2018 until 23<sup>rd</sup> July 2018.

### **FA18/462      Other urgent business**

#### **Insurance**

Confirmation has been received that all Councillors and volunteers are covered for any activities authorized by the Parish Council and when acting upon the instruction of the Parish Council. This covers help received in Randlay

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Valley, on official volunteer days, at events and when carrying out activities such as litter-picks. At all times, risk assessments must be in place and up to date. Appropriate clothing must be worn.

### **FA18/463 Date of the next meeting**

1 <sup>st</sup> October 2018	HNC	7pm	Finance & Audit Committee
29 <sup>th</sup> October 2018	HNC	8pm	Finance & Audit Committee

Members agreed that the Strategy Day should be extended to 10am until 4pm in order that the work can be completed in one day.

It may be necessary to hold a special meeting, at the discretion of the Chairman.

There being no further business, the Chairman closed the meeting at 9.10pm.

Signed ..... Date .....