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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 Thursday 6<sup>th</sup> December 2018 at 7.00p.m. at Hollinswood Neighbourhood Centre.

**Present:** Councillor H Unwin  
Councillor S Unwin  
Councillor S Vaughan-Hodkinson  
Councillor C Turley

**In Attendance:** Katrina Baker, Clerk

#### **FA18/487 Welcome**

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

#### **FA18/488 Apologies**

Councillor S Snell	Work Commitments	Accepted
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**RESOLVED to accept the apologies from Councillor Snell.**

#### **FA18/489 Declarations of Interest**

Councillor S Unwin	RCC, PRS and FoHRV,
Councillor H Unwin	Rockets, RPS and FoHRV
Councillor S Vaughan-Hodkinson	FoHRV and budget discussions
Councillor C Turley	FoHRV and budget discussions

Residents of the Parish who are also Parish Councillors, have a dispensation to speak and vote on matters relating to the budget.

#### **FA18/490 Minutes of the meeting held on 29<sup>th</sup> October 2018**

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

**RESOLVED that the Minutes of the meeting held on 29<sup>th</sup> October 2018 be signed as a true record.**

#### **FA18/491 Matters Arising from the Minutes**

##### **Grants**

Thank you letters have been received from Randlay Primary School and Friends of Telford Town Park.

##### **Randlay Local Centre Car Park and Access**

Randlay Primary School has confirmed that they are in a position to work together with the Parish Council and to part fund the improvement scheme for the benefit of the parents and children.

##### **Chairs**

A full health & safety assessment has been completed and it has been necessary to dispose of around 20 chairs from Randlay Community Centre.

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### **FA18/492 Financial Reports**

The balance at end of November 2018 is £121,151.47 with £30,000 included in the Investment Account.

The Interest received on the investment with CCLA has totaled £114.85 from April until November with November being £19.03, the amounts have risen over the period of the investment. It was confirmed that this account was recommended and is instant access, if required.

An up to date Aged Analysis was circulated and the same three user group concerns remain on the list.

### **FA18/493 Budget 2019/20 – Further Discussions**

An initial draft budget, based on previous discussions and taking into consideration the requirements of the Parish Strategy, was discussed.

A new Salary Pay Scale scheduled had been received, with new Spinal Column Point classifications and the new rates will increase the salary budget by £3500.

Members considered the recommendations regarding GDPR, a three year term has been offered by our existing provider at a cost of £444.30 per year. Members asked that this be included in the budget.

Further details were available on specific areas of expenditure which included an additional mobile telephone, DBS checks for staff and volunteers, Councillors Remuneration and Elections. If funding is not required for remuneration or elections, this can be moved to reserves during the financial year.

Members agreed that the website does not need further enhancement at this time.

Funding will be included for the cleaning contract, but Asset & Property Committee members will be considering a change in provision for this service.

Consideration is needed regarding the Christmas Lunch as two events may be needed in 2019 to accommodate our numbers.

Members also received information regarding the usage of the three community buildings and the associated income.

A revised draft will be circulated to members for further consideration before the next meeting.

### **FA18/494 Accident and Near Miss Registers**

There had been no incidents to report.

### **FA18/495 Other Urgent Business**

None

### **FA18/496 Date of the next meeting**

7<sup>th</sup> January 2019 HNC

8pm

Finance & Audit Committee

There being no further business, the Chairman closed the meeting at 8.15pm.

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