
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, 8th June 2020 at 7.00p.m. via Zoom.

Present: Councillor H Unwin
Councillor S Unwin
Councillor S Vaughan-Hodkinson
Councillor C Turley
Councillor L Ricketts
Councillor S Snell
Councillor V Holt

In Attendance: Katrina Baker, Clerk

FA20/615 Welcome

Councillor H Unwin welcomed members to the meeting and thanked them for attending. Members were introduced to the format for this Zoom meeting.

FA20/616 Apologies

None

FA20/617 Declarations of Interest

Councillor H Unwin Matters relating to Randlay Community Centre, FoHRV
Councillor S Unwin Matters relating to Randlay Community Centre, FoHRV
Councillor C Turley Friends of Hollinswood & Randlay Valley

FA20/618 Minutes of the meeting held on 24th February 2020

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

<p>RESOLVED that the Minutes of the meeting held on 24th February 2020 are a true record and they will be signed at the next meeting.</p>

FA20/619 Matters Arising from the Minutes

ESF Grant Application

Due to the current situation, the process has been delayed. It is anticipated that this may be submitted in July 2020.

FA20/620 Finance & Audit Matters

- a. The Scheme of Delegation has enabled the Parish Council to continue to function. The Chairman and Vice Chairman have been kept up to date on day to day matters. The

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- risk management plan and emergency plan have been in place and these have provided a structure for our continued work in the community and for the community.
- b. The community support scheme has been successful and much appreciated by those who have used it. The What's APP has enabled us to keep in touch with some of the more vulnerable residents and each other. We received a number of referrals from TWC, most of which required prescriptions or shopping. We also have a few on the books who appreciate a phone call to ensure that they are ok. Loneliness has been a problem for some.
- Thanks must go to Glyn and Stuart who have undertaken some collections and also to Sheenagh, Harvey, Leigh and Sophia We have received lots of thank-yous. Liam and Kieren collect and deliver boxes for the community food bank one morning per week. The Chairman added his personal thanks to everyone who has come together to support members of our community at this difficult time.
- c. The current financial position has been taken into consideration with the amended (Coronavirus) budget (previously circulated). It was disappointing to be informed that our application for business rate relief on HNC and RCC had been refused – we have appealed.
- Members had received a copy of the financial reports for the period of April / May 2020. The recent financial reports circulated are a true reflection of our situation, which considering we have had no income since March for hall hire, is acceptable. When we closed RCC and HNC, most of our contracts were 'paused', thankfully the companies were understanding and this has made a significant difference to our situation. The contracts will be extended to take into consideration the period of the 'pause'.
- d. The current aged analysis was disappointing as a number of our contract user groups had not paid since March, even though they owe January and February – reminders have now been sent out and hopefully, we will bring this up to date before we re-open the centres. However, the amounts involved are not high.
- e. Edward Davies wrote to us in March to inform us of his illness and the fact that he cannot conduct our internal audit this year. This was not a good time to receive such information and despite trying a number of local internal auditors, we were unable to find someone available until last week. As a number of companies were starting to come out of lock-down, there were conversations possible.
- I have had a discussion with Tim from LighterTouchAuditCompany and he has a vacancy in July. He is very competent and comes recommended by Littlejohn's. Both Rose and I have been very impressed by his thorough approach so far. The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) Regulations 2020 No 392 has enabled remote meetings, extensions for final audit reports and the ability for internal auditors to inspect the documentation remotely.

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Edge Designs (our Accounts Package provider) can enable remote access to the accounts. We can use email to provide minutes, bank statements, policies and a sample of requested documents.

The quotation for the Audit is £250.00 to include a full written report and completion of the AGAR. A provisional date of 8th – 10th July has been pencilled in.

It was proposed by Councillor H Unwin and seconded by Councillor S Vaughan-Hodkinson that the Parish Council employs the services of LighterTouchAuditCompany for 2019/20, all were in favour and thus it is

RECOMMENDED that HRPC employs the services of LighterTouchAuditCompany for the audit of the accounts for 2019/20.

- f. Rose has completed the End of Year Accounts, with all balancing accurately. A copy has been circulated along with all associated documents. The only variation for the AGAR will be the increase in the precept, which can be explained by way of enhanced services. Members wished to record their thanks to Rose for her efficient production of the End of Year Accounts and associated information. It was proposed by Councillor H Unwin and seconded by Councillor C Turley that the accounts be adopted, all were in favour and thus it is

RECOMMENDED that the End of Year Accounts for 2019/20 be confirmed and adopted and can progress through the AGAR process.

- g. A copy of the Governance Statement for 2019/2020 was shared on the screen and Members considered each of the eight statements. It was confirmed that members acknowledge their responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of Accounting Statements. It was proposed by Councillor H Unwin and seconded by Councillor S Unwin, that each of the eight qualifying statements can be confirmed. All were in favour and thus it is

RECOMMENDED that Section 1 of the AGAR, Annual Governance Statement 2019/20, be completed and signed by the Chairman, on behalf of the Hollinswood and Randlay Parish Council.

FA20/621 Asset & Property Committee Update

- a. RCC and HNC have been closed since 23rd March 2020. Despite not receiving rate relief, the paused contracts have assisted in ensuring that our financial situation is currently 'stable and acceptable' in the situation.

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Following changes in the government guidelines, RCC will re-open for pre-school childcare on 15th June. In order to keep our costs to a minimum, the staff will be responsible for locking and securing the building. The user group will be responsible for the day to day cleaning. We will manage the personal hygiene bins, in accordance with the Pavilion contract.

Glyn will undertake the full cleans and be responsible for disinfectant and deep cleaning as and when necessary. A one-way system is to be introduced for drop off and pick up. Only halls 2 and 3 will be in use, with access through the play area, with all equipment out of use.

- b. The Pavilion has been used throughout the period since March 23rd, on a hire basis by Mark Taylor Support providing specialist one-to-one provision for special needs respite. This has been appreciated by TWC and the families. It has also provided much needed income and will mean that we have been able to ensure that all the outgoings for the Pavilion have been met by the income during this period.
- c. The arrangement to redecorate RCC at Easter was not possible due to the closedown of paint suppliers – this has been rescheduled for 21st June until 30th June and the decorator has confirmed the programme of works to enable the pre-school to continue to meet.
- d. We have received many requests for allotments, there is now a long waiting list. We have been clear in that they have to sign up for a minimum of two years as we were concerned that after lock-down they might walk away. We have encouraged attendance by those able to, and have offered support with wipes, gloves etc. and everyone has kept the 2m rule. Staff have attended to assist with plots where the tenants have not been able to visit the site and work on the paths etc. has continued. The corner plots are being tended in line with our agreement.
- e. Randlay Valley Car Park – the Valuations Office are insisting on back-charging to 2017 for business rates, I have challenged but there has been no assessment as yet. TWC is continuing to press for payment. Despite being told by a TWC officer that we don't have to pay if 'empty', we are having to appeal their demands for payment. They have, however, accepted that it has been closed since February (we have been able to send dated photographs) so there is no current liability. We cannot prove the same for 2017 – 2019. I have contacted TIC to inform them that we may have to 'charge' part of the bills to them.
- f. We have been asked to consider a community project to the rear of Dunsheath. Whilst it is a 'nice' project to consider, TWC have concerns, especially if it is led by the community. They would prefer it to be a Parish Council project. If it is to be led by the

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Community, they would require a Friends of Group to be set up which put off local residents.

Members agreed to consider this further, with TWC and FoHRV before any decision is taken.

It was agreed that the Parish Council could see the benefits of the project and would want to see it happen, if at all possible.

- g. We have started some work on a plan to come out of lock-down. This includes ways we can support our groups and members of said groups remotely in the first instance, even though they cannot yet attend events in the centres. We are also discussing with TWC (job box) various training and online courses that we may be able to encourage and offer.

FA20/622 Matters relating to the Personnel Committee

- a. The Parish Council has one member of staff on furlough, we are receiving 80% of the salary – the PC is paying the remaining 20%. Two re-payments have been received in our bank. This will continue until the end of August, when it will be reviewed.
- b. All staff are on core hours only, flexible and home working has been essential, but has resulted in no overtime payments and limited mileage claims. The Landscape Management Team is continuing on all outdoor tasks and has made a significant improvement in many areas of the parish. Glyn assists when Centre work is not required. Stuart has continued with administrative tasks and has completed setting up the new invoice system, in preparation for when the centres re-open. All is going well.
- c. The apprentice has settled in well and is working with the LMT on a variety of tasks. We His mentor is very pleased and he is doing well with college work.

FA20/623 Matters relating to the Events Committee

- a. Fun Day has been cancelled for 2020, but we still hope to arrange something in September (along the lines of a SNAC activity day). Social distancing rules will dictate what we can achieve.
- b. We have an opportunity to recognise VJ Day in August, especially following the success of the VE Day displays. This will be discussed further in July so that arrangements can be put into place.
- c. Hopefully, we will be able to hold suitable Remembrance Day events in November, although we may still be subject to social distancing. The Parish Council will investigate and consider a 'live' broadcast of the service.

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- d. It is still our intention to hold Christmas events, although we are in discussions with the Holiday Inn regarding the Senior Citizens Lunch events and the possibility of a 'take-away / delivered option'. A decision regarding Christmas will be included on an agenda in September.
- e. Friends of Hollinswood & Randlay Valley has some exciting plans, working with TWC and The Greenwood Trust and Telford Woods – these are still achievable. There is a water leak, just off the bridleway, STW were on site recently.

FA20/624 Youth Provision Partnership

- a. We have created the 'Sensory Walk' around the area which used to be the track. More work is required, but it is taking shape well. We will be creating sensory areas and hope to install planters and possibly perches, so that visitors can appreciate the wildlife, fauna and flora.
- b. We will soon need to make a decision about re-opening SNAC and hold some 'celebration' events – the Pavilion Field and Muddy will be ideal outdoor locations.
- c. Youth provision and training – as mentioned in 7g, we are working with TWC and other training providers and the young people, especially those NEETS and with SEN, as they will need support in the coming months.

It was agreed to host a uniform sale before September, offering the ability to purchase or swap school uniform. More information will be available from Cllr Holt.

FA20/625 Other Matters

None

FA20/626 Date of the Next Meeting

Monday, 15th June 2020

Full Council

7pm

Via Zoom

There being no further business, the Chairman closed the meeting at 8.00pm.

Signed Date