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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 Tuesday, 11<sup>th</sup> June 2019 at 7.00p.m. at Hollinswood Neighbourhood Centre.

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

**In Attendance:** Katrina Baker, Clerk

#### **FA19/543 Welcome**

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

#### **FA19/544 Apologies**

Councillor C Turley                      Attending a TWC meeting                      Accepted

<b>RESOLVED to accept the apologies of Councillor C Turley.</b>
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#### **FA19/545 Declarations of Interest**

Councillor S Unwin	RCC, SNAC and FoHRV,
Councillor H Unwin	Rockets and FoHRV
Councillor S Vaughan-Hodkinson	FoHRV and SNAC
Councillor S Snell	SNAC
Councillor L Ricketts	SNAC

#### **FA19/546 Confirmation of Membership of the Committee**

Chairman of the Council	Councillor S Unwin
Chairman of A & P Committee	Councillor H Unwin
Chairman of Personnel Committee	Councillor S Snell
Chairman of Events Committee	Councillor S Vaughan-Hodkinson
Chairman of YPP	Councillor L Ricketts
	Councillor C Turley
	Councillor V Holt

These appointments were proposed by Councillor H Unwin and seconded by Councillor S Vaughan-Hodkinson and all were in favour and thus they were RESOLVED.

#### **FA19/547 Minutes of the meeting held on 30<sup>th</sup> May 2019**

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

<b>RESOLVED that the Minutes of the meeting held on 30<sup>th</sup> May 2019 be signed as a true record.</b>
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### **FA19/548 Matters Arising from the Minutes**

SNAC @ HARP Funds

The original funding has been transferred from the old account to the new account which now has a balance of £20,816.91. The direct payments for the storage container and twincl lottery are to be moved to the new account. The funds for the refurbishment of the Pavilion will be transferred on completion of the project.

### **FA19/549 Financial Reports**

The Finance Manager had presented the reports as at the end of May 2019, this included details of all payments, the bank balance and the income & expenditure report for May which will appear on the website.

### **FA19/550 Budget Headings**

A copy of the full list of budget headings, used in conjunction with the Edge Finance Package has been provided to all Members and to the cheque signatories, for audit purposes.

### **FA19/551 Internal Audit**

The Internal Auditor, Edward Davies FILCM, will be in the office on 12<sup>th</sup> June to undertake the internal audit as required by the Auditors in line with the AGAR regulations. A copy of his report will be circulated to Members, for information and any action required will be added to a future meeting.

### **FA19/551 Councillor Internal Checks**

19 <sup>th</sup> July	Health & Safety	Councillor H Unwin, Councillor L Ricketts
24 <sup>th</sup> , 25 <sup>th</sup> July	Timesheets and Salaries	Councillor S Unwin, Councillor S Vaughan-Hodkinson
14 <sup>th</sup> – 16 <sup>th</sup> Aug	Invoicing and Payments	Councillor S Snell, Councillor C Turley

### **FA19/552 CCLA**

A further £20,000 has been transferred to the savings account, the total is now £50,000. Members were reminded that payments can only be transferred between the Current Account and the CCLA Investment Account and that they cannot be withdrawn without resolution of the Council, from the Current Account. Funds can be transferred back to the Current Account by giving 24 hours written notice, but obviously this would have an effect on the interest paid for the period of investment.

### **FA19/553 Date of the next meeting**

22<sup>nd</sup> July 2019                      HNC                                      7pm

There being no further business, the Chairman closed the meeting at 7.35pm.

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