
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 29th October 2018 at 8.00p.m. at Hollinswood Neighbourhood Centre.

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

In Attendance: Katrina Baker, Clerk

FA18/475 Welcome

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

FA18/476 Apologies

Councillor C Turley	TWC Meeting	Accepted
Councillor S Snell	Health problems	Accepted

RESOLVED to accept the apologies as listed.

FA18/477 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

FA18/478 Minutes of the meeting held on 1st 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 1st October 2018 be signed as a true record.

FA18/479 Matters Arising from the Minutes

Grants

The successful applicants will be invited to the next Full Council meeting to receive their grants.

Randlay Local Centre Car Park and Access

The Parish Council is awaiting a response from Randlay Primary School.

FA18/480 Internal Audit and Financial Controls

Councillor S Unwin and Councillor S Vaughan-Hodkinson reported on the findings from an Internal Audit Review on Administration, financial administration, salaries and purchases. It was concluded that there are adequate processes in place to secure the finances of the Parish Council.

Further internal audits will be required on Health & Safety, Risk Assessments and Business Continuation.

Hollinswood and Randlay Parish Council

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

FA18/481 Annual Governance and Accountability Return (AGAR)

PHK Littlejohns had eventually responded to 2018 AGAR and confirmed that no action is required. No additional charges had been added to the invoice.

Copies of the completed Audit Regime are published on the Website.

FA18/482 Financial Reports

Copies of the Aged Analysis had been circulated, along with the September Balance Sheet and a copy of the current 'Payment Against Budget'.

There are no new areas of concern within the Aged Analysis, but the previous outstanding debtors have been reminded.

A copy of the current balances showed 209,181.63 at the end of September 2018. 30,000.00 is invested in the CCLA.

A copy of the September income and expenditure was received, for information. The 2nd precept payment of 96,989.00 had been received.

FA18/483 Budget 2019/20 – Initial Discussions

Members worked through the current budget and discussed options for change, additions and deletions. A draft budget will be prepared and circulated for consideration.

FA18/484 Accident and Near Miss Registers

Copies of the Registers were made available.

Members shared the Clerk's concerns regarding the chairs at Randlay. It was agreed that staff should check every foldable chair individually and discard those that were showing signs of being unsafe to use. Members would consider the purchase of additional sold chairs.

FA18/485 Other Urgent Business

None

FA18/486 Date of the next meeting

3rd December 2018 HNC 7pm Finance & Audit Committee

There being no further business, the Chairman closed the meeting at 7.45pm.

SignedDate