
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 30th May 2019 at 8.10p.m. at Hollinswood Neighbourhood Centre.

Present: Councillor H Unwin
Councillor S Unwin
Councillor S Snell
Councillor C Turley
Councillor L Ricketts

In Attendance: Katrina Baker, Clerk

FA19/525 Welcome

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

FA19/526 Apologies

Councillor S Vaughan-Hodkinson holiday accepted

RESOLVED to accept the apologies of Councillor Vaughan-Hodkinson.

FA19/527 Election of Chairman

It was proposed by Councillor Turley and seconded by Councillor Snell, all were in favour and thus it was

RESOLVED that Councillor H Unwin be re-elected as Chairman of the Finance & Audit Committee for 2019/2020.

FA19/528 Declaration of Acceptance of Office

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

FA19/529 Election of Vice Chairman

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

RESOLVED that Councillor S Snell be re-elected as Vice Chairman of the Finance & Audit Committee for 2019/2020.

FA19/530 Declaration of Acceptance of Office

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

FA19/531 Terms of Reference

It was proposed by Councillor H Unwin and seconded by Councillor S Snell that the revised Terms of Reference be adopted. All were in favour and thus it was

RESOLVED that the Terms of Reference be adopted for 2019/2023.

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FA19/532 Declarations of Interest

Councillor S Unwin	RCC and FoHRV,
Councillor H Unwin	Rockets, FoHRV
Councillor C Turley	FoHRV

FA19/533 Minutes of the meeting held on 4th March 2019

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

RESOLVED that the Minutes of the meeting held on 4th March 2019 be signed as a true record.

FA19/534 Matters Arising from the Minutes

None

FA19/535 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.

- The Clerk presented the Explanation of Variances, which members received and will be provided for Internal Audit and the AGAR.
- Members completed the Section 1, Annual Governance Statement 2018 /19 confirming that all elements have been carried out throughout the year. Section 2, the Accounting Statements 2018/19 are all accurate in accordance with the Accounting and Audit Regulations. These are to be signed by the Chairman at Full Council.
- The dates for the Public Rights and Publication will be amended to 18th June 2019 until 17th July 2019.

It was proposed by Councillor H Unwin and seconded by Councillor S Snell, that the Accounts be adopted, all were in favour and thus it was

RECOMMENDED that the End of Year Accounts, Annual Governance Statement and Accounting Report (AGAR) for 2018/19 be completed in preparation for the Audit.

FA19/536 2019/20 Budget

A copy of the revised budget, as input into the Accounting System, was available.

FA19/537 Financial Reports

The Finance Manager had presented the reports as at the end of April 2019, this included details of all payments, the bank balance and the income & expenditure report for April.

FA19/538 CCLA

The Clerk reported that £189.48 interest had been received on the investment during last year with £18.89 being received in April 2019. It was proposed by Councillor H Unwin and seconded by Councillor S Unwin that a further £20,000 be transferred to this investment account. All were in favour.

RESOLVED that a further £20,000 be transferred to the CCLA Account.

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FA19/539 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 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.

FA19/540 Special Needs Activity Centre

The Clerk updated Members on the work of SNAC and in particular the new bank account. It is important that the original funds are transferred from the redundant account and it is hoped that this will be done as soon as possible.

FA19/541 Grant Application

Members gave initial consideration to an application received for a grant towards a celebration event for 40 years of Randlay Luncheon Club. It was proposed by Councillor S Unwin and seconded by Councillor S Snell that £200 be allocated. Randlay Community Centre has offered the use of a room for the event, as an additional contribution. All were in favour and thus it was

RECOMMENDED that £200 be available to the Luncheon Club and that a polite suggestion is also made that a similar request extends to neighbouring Parish Councils.
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FA19/542 Date of the next meeting

11 th June 2019	HNC	7pm	Finance & Audit Committee
22 nd July 2019	HNC	7pm	

There being no further business, the Chairman closed the meeting at 8.55pm.

Signed Date