
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 4th March 2019 at 8.15p.m. at Hollinswood Neighbourhood Centre.

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

In Attendance: Katrina Baker, Clerk

FA19/514 Welcome

The Chairman thanked members for attending the meeting which had followed the Charity fund-raising event.

FA19/515 Apologies

Councillor S Snell Holiday

RESOLVED that the apologies should be accepted.

FA19/516 Declarations of Interest

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

FA19/517 Minutes of the meetings held on 7th and 15th January 2019

The Minutes of the meetings held on 7th and 15th January 2019 were received. It was proposed by Councillor Turley and seconded by Councillor S Unwin, all were in favour and thus it was

RESOLVED that the Minutes of the two budget meetings, held in January, be signed as a true record.

FA19/518 Matters Arising from the Minutes

Special Needs Activity Centre

Members were aware of the work required to the back room of the Pavilion and the opportunity that had come forward for this work to be undertaken as part of the provision for SNAC @ HARP. The Clerk confirmed that the organization now has its own email address for correspondence and that funding will be available for this project, as soon as the bank account has been opened.

FA19/519 Financial Reports

a) Aged Analysis

A copy of the latest aged analysis has been shared with members and the three debtors have been given an opportunity to settle, by agreement before the end of March.

User groups have been requested to settle their current bills as soon as possible due to year end accounting.

b) Payment Lists

Hollinswood Neighbourhood Centre, 7 Downmead, Hollinswood, Telford TF3 2EW Tel: 01952 567961
E-mail:- enquiries@harpc.org.uk Website:- www.hollinswoodandrandlaypc.org.uk

Hollinswood & Randlay Parish Council and Telford & Wrekin Council have signed up to a Parish Charter –
A commitment by all to work together for the benefit of the wider community.

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The January payment list has been circulated for information and a copy will appear on the website within the terms of the Transparency Code.

c) Balances

The balance at the end of January 2019 is £142, 217.36.

d) Holidays and In Lieu Time available

Members received up to date information on hours available to staff, to be taken before the end of March 2019.

e) Earmarked Reserves

Members were asked to give consideration to any projects where funding is to be earmarked, for inclusion in the end of year accounts.

FA19/520 Accounts Package and Bookings Software

Members had previously considered a change to the bookings software to be used for invoicing purposes. By using Edge Designs the amount of work would significantly reduce and there would be no duplication as there is with the current system. It is also anticipated that there would be a greater degree of accuracy when producing the invoices as the information would be gathered direct from the diary management system. This would reduce the requirement for credit notes and reconciliation of accounts.

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

<p>RECOMMENDED that the Parish Council purchases the required software, through Edge Designs, at a cost of £395.00 and confirms its requirements for the annual license of £110 per year, which will be due in accordance with our existing contract for the Finance Package.</p>
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FA19/521 Budget Considerations

Members were aware of the changes in recent weeks with regards to some of the projects included in the budget for 2019/20. There has also been a significant increase in the annual cost of water provision which needs to be considered. A Committee meeting will be arranged to discuss this in more detail.

It was suggested that the Parish Council investigates re-cycling water initiatives that are available to schools.

FA19/522 Health & Safety – Accidents and Near Miss reports

Members received information regarding recent incidents, the actions taken and any further actions that may be necessary. The introduction of the Inclement Weather Policy was confirmed.

It was also noted, as a near miss, that the high winds had recently removed a plastic soffit from RCC and the external waste bins had blown over.

FA19/523 Other Matters for information

Policy Updates

It was agreed that the Chairman and Vice Chairman of the Committees would be available to confirm any policy updates that may be necessary before the Annual General Meeting.

Insurance

The Policy is now in place, with Zurich and a copy of the Employer's and Public Liability is on display in the community buildings.

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Chairman's Charity

The total is currently £1384.22 with additional funds raised tonight. This is in addition to the donation from Councillor Turley's Pride Fund towards the provision of the 24 hour defibrillators at the Community Buildings. Signs will be erected at each location in recognition of this support.

FA19/524 Date of the next meeting

As per the schedule to be agreed at the Annual General Meeting.

There being no further business, the Chairman closed the meeting at 9.00pm.

SignedDate

