
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 March 2021 at 7pm. via Zoom

Present: Councillor H Unwin
Councillor S Unwin
Councillor S Vaughan-Hodkinson
Councillor C Turley (arrived FA21/693)
Councillor L Ricketts
Councillor V Holt
Councillor S Snell

In Attendance: Katrina Baker, Clerk

FA21/688 Welcome

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

FA21/689 Apologies

Councillor C Turley Arrived minute FA21/693

FA21/690 Declarations of Interest

Councillor H Unwin Matters relating to Randlay Community Centre, RPS and FoHRV
Councillor S Unwin Matters relating to RCC and Randlay Rockets, RPS and FoHRV
Councillor C Turley Matters relating to FoHRV
Councillor S Vaughan-Hodkinson Matters relating to FoHRV

FA21/691 Minutes of the meeting held on 22nd February 2021

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

RESOLVED that the Minutes of the meeting held on 22nd February 2021 are a true record and they will be signed by the Chairman.
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FA21/692 Matters Arising from the Minutes, not otherwise on the Agenda

FA21/684 The amount to be included in the budget for the digital screens will be £2500

FA21/693 Financial Reports

a) Current Financial Position

A copy of the Bank Account report from Edge IT as at the end of February 2021 had been circulated for information and showed the Current Account Balance at £196,602.11

b) Payments Against Budget

A copy of the Financial Budget Comparison for the period ending 28 February 2021 had been circulated to all members.

The Clerk offered explanations for some variances to the budget, which were accepted by the Members.

Although the income at both main centres had been severely reduced due to current restrictions, the miscellaneous income, including grants, had compensated and therefore there was a balance on the income budget.

All budgets had maintained an overall positive balance which was pleasing, in the circumstances.

There were no areas of concern and notes to the accounts will explain all overspends, some of which are as a result of not having a budget heading (such as the breakfast packs) consequently included in the miscellaneous headings.

c) Revised Budget for 2021/22

Members had received a copy of a new budget for 2021/22 based on the agreed precept and proposed carry forward balances. During the financial year, significant other income had been received and allocated to specific projects.

It was agreed that the payroll budget would remain the same, although it is accepted that changes will take place during the year.

The proposed income and grant income has been taken into consideration for both Hollinswood Neighbourhood Centre and Randlay Community Centre.

The Parish Council, through its Strategy, has identified a number of projects and funds have now been allocated to bring these forward throughout the year.

Due to the pandemic, a number of Council events had not been possible and funding previously allocated to them will be brought forward.

Members were pleased to be able to include funding to progress with the partnerships in relation to the YPP employment of a Support Worker and the Community Action Team.

FA21/694 Governance Reports

a) Risk Assessments and Monitoring

A copy of the Risk Assessment Policy for the Council had been circulated and Members considered this alongside the Monitoring Report which had also been sent out to Members. Members confirmed the risk assessment and received the monitoring report with details of the risk assessments taken with regards to the community buildings. A copy of the risk assessment, and health & safety policy will be circulated and added to the agenda for the Asset & Property Committee.

b) Standing Orders and Financial Regulations

A copy of the updated versions had been circulated to members before the meeting. There were no further questions and these will be included on the Annual Meeting Agenda for confirmation.

FA21/695 Projects

a) Dunsheath Woods

Continued upkeep and maintenance, working with the community. Installed the Friendship bench, a compost bin and working towards creating a path, with membrane and stone added to the circle, added more bulbs and wild flowers, bird boxes and working towards the formation of Friends of Dunsheath Woods.

b) The Muddy

Created the sensory walk, regularly strimmed. Planned the three planters, one for each of touch, smell and listening. Installed the Friendship bench. Awaiting quotations for the drainage scheme (and options), replacing the steps and adding a disabled path. Had considered relocating the old MUGA from Randlay but this was too expensive.

c) The Pavilion Field

four pieces of outdoor gym to be provided in the corner of the field under the trees and adjacent to the car parks. Working towards adding a disabled ramp from the car parks to the field, using the stepped area under the trees. A plan is in place to re-stain the steps, handrails and furniture outside of the Pavilion. New stone will be added. New goal posts are included, in order to promote the field to local teams.

d) Planters

The Parish Council continues its work to provide community planters in both Hollinswood & Randlay. Those at HNC will include vegetables as well as flowers, including the famous sun flowers as admired last year. Letters have been delivered to local properties encouraging residents to help with maintenance and to enjoy the crops and herbs.

e) Healthy Reasons to be Outdoors

This project will bring back to life the redundant play spaces within the estates in Hollinswood & Randlay. Phase one, in Hollinswood, has received £1000 from Veolia and will see the inclusion of benches, planters, new play surfaces and street art including alphabet snakes, hop scotch grids etc.

f) Friendship Benches

The first six benches have been installed and are much appreciated and already well used. These were funded by the Chairman's Charity with donations from Parish Councillors. A flower bed is under consideration at Randlay and the possibility of adding a litter bin is under consideration.

g) Trim Track

The Parish Council and TWC are considering the installation of trim track items along the main route through Randlay. Items such as a balancing beam, stepping pods etc may be included.

h) Randlay Blitz

This event will take place on 13th and 14th April around Randlay. Partners are coming together (socially distanced) to clear the area of fly-tipping and litter, to cut back shrubs and open up areas to create nature walks and remove dark areas where possible. This will be the start of a major re-vamp of the area, showing residents how much we care and encouraging them to take part in the event but to continue the good work in weeks to follow.

i) Randlay Green

A new MUGA will be installed before the old one is removed. The site of the existing MUGA will become a grassed area, with perch seating. Work to remove unnecessary bollards and shrubs to create open planting areas will also take place. There will be an opportunity for the Parish Council to provide outdoor gym equipment (6 pieces) to be added on the site of the MUGA at some point in the future.

j) Speed Indicator Devices

The posts will be installed early in April and the SID should be available to start the project by the end of April.

k) CAT / CCTV Project

The scheme will go live on 1st April. There will be an opportunity to meet the PC staff and a monthly meeting will commence at the end of April.

The Team will work for us 2 days per week, flexible hours to accommodate the need for evening or weekend work.

l) School Councils

It is hoped that the Parish Councils' Work will continue with the school council at Hollinswood, and at Randlay sometime soon, when restrictions allow school visits.

m) Randlay Valley

The Parish Council continues to support the work taking place in Randlay Valley, in line with the Management Plan and in accordance with the Lease.

Members were impressed with the work undertaken and the projects that are in place currently. Keeping in mind other planned projects, Members were concerned at the capacity of the team. The Clerk explained that the team is undergoing a restructure, giving all members more responsibility and enabling them to take on additional tasks as and when required. The staff reviews will be arranged in September and a Parish Councillor is welcome to join the Clerk for each review.

FA21/695 Youth Provision Partnership

Further to the agreement that the Parish Council will include funds into the budget for a part time project officer, to work with the young people of the Parish and SNCA, matched funding has now been sourced.

A draft job description and person specification will be available and Councillors Ricketts, Holt and S Unwin will join with TWC to arrange the advert, shortlisting and recruitment process with a view to starting as soon as practically possible.

FA21/696 Date of the next meeting

26th April 2021

8pm.

Via Zoom

SignedDate