

AGENDA



To: Cllr J Roberts (Chairman) Cllr P Godwin (Vice Chairman)
Cllr C Blackmore Cllr E MacTiernan
Cllr E Phennah Cllr G Shelton
Cllr S Terry Cllr T Treacy
Cllr S Ward

Date: 5th January 2021

NOTICE OF MEETING

You are summoned to a meeting of the Finance Committee that will be held on **MONDAY, 11th January 2021**, at 7.00 p.m.

Following the passing of the Coronavirus Act 2020 (c.7), Council are unable to meet in person during the COVID emergency. This meeting will, therefore, be held online via the Zoom video conferencing system. To view the meeting from a computer, tablet or smartphone go to the Zoom Website (zoom.us), click 'join a meeting' and enter the Meeting ID:

<https://us02web.zoom.us/j/83342731341?pwd=ZWJoQXIRN2lVSnRvaE9xUUtsVk1lQT09>

Meeting ID: 833 4273 1341

Passcode: 173115

Phone: **0203 901 7895** / 0131 460 1196 / **0203 051 2874** / 0203 481 5237 / **0203 481 5240**

Members are reminded that the Council has a general duty to consider the following matters in the exercise of its functions; Equal Opportunity (age, race, gender, sexual orientation, faith, marital status and any disability), Crime & Disorder (Section 17), Health & Safety and Human Rights

Members are also reminded to be aware that **photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is now permitted under the Openness of Local Government Bodies Regulations 2014.**

The records of these meetings are available to view, by written request to the Clerk

The meeting Agenda follows over the page for your information.

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Clerk of the Council

AGENDA
NORTHWAY PARISH COUNCIL
FINANCE COMMITTEE MEETING
MONDAY, 11th JANUARY 2021
COMMENCING AT 7.00 p.m.

1. **Apologies for absence.**

2. **Declarations of Interest:**

Pursuant to the adoption by the Council on 11 July 2012, of the Northway Parish Council Code of Conduct, Members are invited to declare any interest they may have in the business set on the Agenda to which the approved Code of Practice applies.

Members are reminded that they should, at all times, observe the Code in carrying out their duties and that they signed such an undertaking in their Declaration of Acceptance of Office.

In addition, Members are reminded to declare any new Interests or notify the Monitoring Officer of any changes to their existing Register of Interests.

3. **Minutes of Previous Finance Committee meetings: Meeting that took place on 4th November 2020** (circulated with November Full Council Agenda): For approval and signature.

4. **Matters arising from the previous Minutes.**

FIN/65/20 The Public Sectors Bodies (Websites and Mobile Applications) (No2) Accessibility Regs 2018 – An online review was given for Utopia who developed the new web page.

FIN/67/68/69/20 Smart Meters – The offer of smart meters was accepted for the Village Hall, Changing Room and Community Hub. To receive any further information.

FIN/68/20 Changing Room – Galvanised protection covers have now been purchased and installed (by Cllr Ward).

5. **Internal Audit** – To consider quotations for an Internal Audit for the 2020/2021 Financial Year and determine action.

6. **Reserves Policy** – To receive draft Reserves Policy and consider/approve adoption. (Copy circulated to Members).

7. **Financial Requirements for the Year 2021/2022:**

a. **Draft Council Budget for 2021/2022:** To receive final recommendations for consideration when drawing together the bids for funding from each of the Council's Committees in order to agree a total **draft** Budget. *NB If approved this will go the Full Council Meeting on 13th January 2021.*

b. **Tewkesbury Borough Council** – To receive the Council Tax Base Notification 2021/22. (Parish Council Precept Fact Sheet for information) (Copy circulated to Members)

c. **Precept 2021/2022:** To receive final recommendations for consideration when agreeing the Precept for 2021/2022. *NB This will go to the Full Council Meeting scheduled for the 13th January 2021.*

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8. **Northway Community Hub & Parish Office:**
- i. **SK Heating and Cooling** – To receive an update relating to agreed works and receive further recommendations from this firm. To determine any further action.
 - ii. **Defibrillator** – To ratify purchase of new defibrillator pads. (Cardiac Science who normally provide spares have now been taken over by Oakley Services who are a preferred business party for ZOLL).
 - iii. **Replacement Bollards** – To receive quotation, if available, and determine action.
 - iv. **Duty of Care – Controlled Waste Transfer Note 2021** – This form has been completed and returned. To ratify.
9. **CCTV:-**
- i. To receive an update of actions taken to date relating to the CCTV at Northway Playing Field.
 - ii. To receive an update from BT regarding the possible installation of Broadband to the store room. To consider any necessary action.
 - iii. The Working Party previously sat under the General Purposes Committee but is now the responsibility of the Finance Committee (agreed by the GP Committee, December 2020). To consider date for a Working Party meeting (previously ST, SW, MB, EP, JR & SW). To determine.
10. **Changing Room Lease Renewal** – To receive details of progress to date and consider/determine any action that may be necessary.
11. **Web Page:**
- i. To receive offer from Cllr Treacy to re-write the opening page of website. To consider offer and, if agreed, review draft at the next meeting.
 - ii. To consider promoting 'what3words' to residents using the web page.
12. **Fire Extinguisher Servicing** – It was agreed to obtain a quotation for fire extinguisher servicing from a firm offering its services (Min Ref FIN/71/20 refers). To receive feedback from them as well as others and determine any action.
13. **Correspondence for Action:**
- i. **Gloucestershire Association of Parish and Town Councils (GAPTC)** - To receive details of subscription fee for 2021/2022. To approve.
 - ii. **DCK Accounting Solutions** – To receive details of fee structure for 2021/2022. To approve.

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13. **Correspondence for Action:** (Continued)
- iii. **RBS Rialtas:**
- a) To receive/approve details of fees and charges for 2021/2022.
- b) To receive a quotation for Facilities Booking Software, to consider whether this should be investigated further or deferred until the Hall is in full use again. To determine.
14. **Correspondence for Information:**
- i. **Royal Mail** – Price changes effective from 1st January 2021.
- ii. **SSE Business Energy** – Details of a temporary increase to non-commodity charges.
15. **Correspondence Received after 5th January 2020**