

AGENDA



To: Cllr J Roberts (Chairman) Cllr Mrs P Godwin (Vice Chairman)
Cllr Mrs E MacTiernan Cllr E Phennah
Cllr G Shelton Cllr Mrs S Terry
Cllr S Ward

cc: Mrs Laura Steward, Clerk's Assistant

Date: 7th January 2020

NOTICE OF MEETING

You are summoned to a meeting of the Finance Committee that will be held on **MONDAY, 13th January 2020** in the **Main Hall, Northway Community Hub, Northway**, at 7.15 p.m.

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, 13th JANUARY 2020
COMMENCING AT 7.15 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 30th October 2019 ([circulated with November Full Council Agenda](#)):
For approval and signature.

Meeting that took place on 11th December 2019 ([circulated with January Full Council Agenda](#)):
For approval and signature.

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

FIN/73/19 Northway Community Hub & Parish Office – To receive confirmation that a Flagpole has now been purchased and installed. Two flags have been purchased. (Union Jack and Parish Council LOGO)

FIN/84/19 DCK Accounting Services – To receive confirmation that DCK Accounting Services have been contracted to undertake the End of Year Close Down and produce Annual Accounts.

5. **Financial Requirements for the Year 2020 / 2021:**

a. **Draft Council Budget for 2019 / 2020:** 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 This will go the Extraordinary Council Meeting on 15th January 2020 directly following a meeting of the General Purposes Committee.*

b. **Precept 2020 / 2021:** To receive final recommendations for consideration when agreeing the Precept for 2020 / 2021. *NB This will go to an Extraordinary Council Meeting on Wednesday 15th January 2020 directly following a meeting of the General Purposes Committee.*

6. **Internal Audit** – Following visit of Mr Rose from IAC, to receive Internal Audit Engagement Letter and Report, if available, and determine actions.

7. **Changing Room:-**

a. **Inspection** – To receive report from the Clerk/Chairman following the annual inspection of the Hall.

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7. **Changing Room (Continued)**

- b. **Legionnaires Inspection** – Following advice given to the Football Club i.e. to run taps before use – to receive confirmation from the TTFC Secretary that they run the taps before use.

8. **Northway Village Hall**

- a. **Inspection** - To receive report from the Clerk/Chairman following the annual inspection of the Hall.
- b. **Terms of Use** – To consider current usage and any implications relating to this and determine any necessary action (to discuss under confidentiality if necessary).
- c. **Improvements** – To receive update relating to the possible installation of internal doors and information from Cllr Godwin regarding prices for new double-glazed doors at the entrance (Min ref Fin/72/19 refers). To determine any necessary action.
- d. **Mis-use of Toilets by non-hirers** – To receive confirmation from the Football Club that all players and supporters are informed they can only use Changing Room Toilets.
- e. **Gas Service** – To receive confirmation of service and Landlord’s Certificate.

9. **Changing Room Facility: -**

- a. **Inspection** - To receive update following inspection and determine any necessary action.
- b. **Gas Service** – To receive confirmation of service and Landlord’s Certificate.

10. **Northway Community Hub & Parish Office:-**

- a. **Hire of Cleaning Machine** – To consider hire of Rug Doctor or something similar to clean a significant number of stained chairs. To determine.
- b. **Hirers:-**
 - i. To receive request from a regular hirer that the hirer following them is requested to start 15 minutes late on safeguarding grounds. To consider and determine action.
 - ii. To receive information relating to unpaid invoice and determine action.
 - iii. To receive details of continuing and new community hiring’s.
- c. **Tables** – To consider purchase of two further round banqueting tables from Trent Furniture. To determine.

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10. **Northway Community Hub & Parish Office:-** (Continued)
- d. **Trade Waste:-**
 - i. To receive information relating to other methods of waste disposal and consider options (Min Ref FIN/68/19 refers).
 - ii. To ratify completed and returned Duty of Care: Controlled Waste Transfer Note 2020.
 - e. **CCTV** – To receive details of broken system and ratify cost of repairs (undertaken on 23.12.19). To determine
 - f. **Push-pad water Flasks** – To receive prices for various forms of flasks and consider purchase.
 - g. **Telephone System** – To receive update and approve any necessary actions (Min Ref FIN/85/19 refers).
 - h. **CW Group** – To receive Record of Transfer of Controlled Waste.
 - i. **SK Refrigeration Heating & Cooling** – To receive Maintenance Report Sheet.
 - j. **Signage for Woodward Close Car Park** – To receive quote for smalls signs for the car park. To consider and determine action.
 - k. **Shutter Servicing** – To receive update relating to legislation and shutter service – to receive recommendations and determine whether to progress.
 - l. **Evaluation** – To receive Evaluations from Hirers.
 - m. **Gas Service** – To receive confirmation of service and Landlords Certificate.
11. **Pension Scheme** – To receive confirmation that Northway Parish Council has completed a re-declaration of compliance with the Pension Regulatory under the Pensions Act 2008 on 1st November 2019.
12. **General Data Protection Regulations** – To receive response from Insurance Company regarding Cyber Cover. To consider any further action.
13. **Lunch Club** – To receive response from the Parish Insurers regarding possible options for continuing this service in the Parish. To determine any action.
14. **Correspondence for Action:**
- a. **Public Sector Deposit Fund Local Authorities Property Fund** – To receive information from this firm regarding services they provide. To consider any action.

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COMMENCING AT 7.15 p.m.

14. **Correspondence for Action:** (Continued)

- b. **C and J Fire Protection** – To receive information relating to this firm who provide a fire protection service. To consider action.
- c. **RBS Rialtas:-**
 - i) To receive details of Fees and Charges for forthcoming year.
 - ii) To receive quotation for setting up an additional user for the Accounts Package on the Clerk's Assistant's Computer. To determine

15. **Correspondence for Information:**

- a. **Gloucestershire Association of Parish & Town Councils (GAPTC)** – To receive confirmation that the subscription per electorate is rising from 32.49p to 33.2p per electorate for the forthcoming financial year (an increase of 1.9%).
- b. **Information Commissioners Office** – Newsletter.
- c. **The Utility Supplier** – To receive offer of assistance to help manage electricity/gas prices.

16. **Correspondence received after 7th January 2020.**