

AGENDA



To: Cllr S Terry (Chairman) Cllr P Godwin (Vice-Chairman)
Cllr M Barnes (ex officio) Cllr E MacTiernan
Cllr K Poole Cllr J Roberts
Cllr G Shelton

cc: Mrs Laura Stewart, Clerk's Assistant

Date: 16th January 2025

NOTICE OF MEETING

You are summoned to a meeting of the Finance Committee that will be held on **WEDNESDAY, 22nd January 2025** at 7.00 p.m. in the Ray Shill Room.

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

Consideration should be given to the impact of Council decisions on climate change and biodiversity, in line with its policies. Members should do what they can to reduce the Councils carbon footprint and environmental impact, where reasonably possible.

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

FINANCE AGENDA

WEDNESDAY, 22nd JANUARY 2025 At 7.00 P.M.

1. **Apologies for absence.**

2. **Declarations of Interest:**

Pursuant to the adoption by the Council on 12th April 2023, of the Northway Parish Council Code of Conduct, Minute Reference C/85/23, 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 the Previous Finance Committee meetings:**

- **Finance Committee Meeting of the 27th November 2024** - For approval and signature. (Copy circulated with December Full Council).
- **Finance Committee Meeting of the 8th January 2025** – For approval and signature. [\(Copy circulated to Members\)](#).

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

FIN/83/24 Northway Community Hub – Office Chair – A new office chair has been purchased for the Clerk's Assistant.

FIN/83/24 – Total Energies – Two sums of compensation have now been received from Total Energies following the transfer of gas supply.

FIN/85/24 – Tewkesbury Borough Council's UK Shared Prosperity Fund and Rural England Prosperity Fund – The window installers have now completed their surveys at Northway Village Hall and will be providing an installation date shortly.

FIN/85/24 – Heating – A new boiler has been installed at Northway Village Hall.

FIN/85/24 – Hiring – A response has been received from the Trustees of Northway Youth Club regarding the hire charges for Northway Village Hall.

FIN/03/05 Financial Requirements for the Year 2025-26 – The recommendations from the Finance Committee relating to the Draft Council Budget and Precept for 2025/26 was approved by Full Council and the Precept requirement forwarded to Tewkesbury Borough Council.

5. **Parish Council's Accounts up to 31st December 2024**

- a. To review the Council's Bank Statements up to 31st December 2024 (invoices and original statements) as part of the Council's Risk Management Programme.
- b. To receive the Accounts to 31st December 2024; Bank Reconciliation (Blue Sheet) and Balance Sheet (yellow sheet) for consideration and approval. [\(Copy circulated to Members\)](#).
- c. To receive the Budget Statement (Detailed Income & Expenditure) for consideration and approval. [\(Copy circulated to Members\)](#).

FINANCE AGENDA

WEDNESDAY, 22nd JANUARY 2025 At 7.00 P.M.

6. **CCLA Investment** – To receive the latest Statement of Account.
7. **Review of Effectiveness of Internal Audit** – To undertake annual review and consider any necessary changes. (Copy circulated to Members).
8. **Review of Risk Assessment** – To undertake annual review and consider any necessary changes. (Copy circulated to Members) for recommendation at Full Council February meeting.
9. **Year End Closedown and Financial Report to 31st March 2025** - To ratify booking for these services from DCK Accounting Solutions.
10. **Northway Community Hub:**
 - a. **Roof Maintenance** – To receive update relating to leaks, repairs and maintenance of the Hub roof. To determine action.
 - b. **Cupboards (Min Ref C283/24 refers)** – To receive updates/ quotes for installation of cupboard area in the hallway out the Clerk's Office.
 - c. **Legionella Report** – To receive report and approve any necessary action.
 - d. **Laser Alarm** – To receive report following works.
11. **Changing Room Facility:**
 - a. **Legionella Report** – To receive report and approve any necessary action.
 - b. **Bleed Control Kit** – The installation of this kit has now been registered with Turtle Defibrillators (although not with South West Ambulance).
 - c. **Inspection** – To receive information relating to the most recent inspection and consider action. To determine.
12. **Northway Village Hall:**
 - a. **Radiator Covers** – To receive more information following the installation of the new boiler.
 - b. **Legionella Report** – To receive report and approve any necessary action.
13. **Correspondence for Information:**
 - a. **Smartest Energy** – To receive notification of a new government-mandated charge, known as the EII Support Levy which will shortly appear on energy bills.
 - b. **National Association of Local Councils** – To receive an update relating to Martyn's Law and its relevance to the Community Hub.
14. **Correspondence received after 16th January 2025.**