

AGENDA



To: Cllr J Roberts (Chairman)
Cllr Mrs E MacTiernan
Cllr G Shelton
Cllr S Ward

Cllr Mrs P Godwin (Vice Chairman)
Cllr E Phennah
Cllr Mrs S Terry

Date: 23rd July 2020

NOTICE OF MEETING

You are summoned to a meeting of the Finance Committee that will be held on **WEDNESDAY, 29th July 2020 via Zoom**, 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:

ID: 817 8714 4181 Password: 682912

Link: <https://us02web.zoom.us/j/81787144181?pwd=Yy9jZHdiTk1Uczd1SjVPOWxLNHh2dz09>

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
WEDNESDAY, 29th JULY 2020
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 the Finance Committee meeting that took place on 27th May 2020:** (circulated with June 2020 Full Council Agenda): For approval and signature.

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

FIN/36/20 Annual Governance and Accountability Return (AGAR) – *The AGAR has been sent to the External Auditors P F K Littlejohn and the Exercise of Electors Rights will be running until 16th August 2020.*

FIN/36/20ii AGAR – *The Internal Auditor asked that the Year End Bank Reconciliation was signed as soon as possible with a copy being forwarded to them. This has now been done.*

FIN/37/20 Webpage – *A new provider 'Utopia' has now been agreed and the transition to make the website comply with the Website Accessibility Regulations has begun.*

5. **Parish Council's Accounts up to 30th June 2020.**

- a. The normal review of the Council's Bank Statements up to 30th June 2020 is to be deferred but has been checked by DCK Accounting Services as well as the Clerk. To consider whether a Councillor should be invited to the Hub to undertake this. To determine.
- b. To receive the Accounts to 30th June 2020; Bank Reconciliation (Blue Sheet) and Balance Sheet (yellow sheet) (circulated to Members) for consideration and approval.
- c. To receive the Budget Statement (Detailed Income & Expenditure) (Circulated to Members) for consideration and approval.

6. **Internet Banking** – It was agreed (C/104/20 refers) that the Finance Committee consider moving to internet banking considering risks. To receive update and determine.

7. **Village Hall** – To receive a Non-Domestic Rate Reminder Notice from Tewkesbury Borough Council with a sum outstanding of £234.96 and receive any updates if available and consider any further action, if necessary.

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8. **Changing Room Lease:**
 - i. To receive response from Tewkesbury Town Football Club regarding the extension of the lease (with a break clause).
 - ii. To receive an update from 'One Legal' regarding progress relating to the renewal and consider any further action.
9. **DCK Accounting Solutions** – VAT Partial Exemption Calculations 2019/20 – To consider contracting DCK Accounting Solutions to undertake this calculation. To determine.
10. **Direct Debits / Standing Orders:** To review Direct Debit/Standing Order Policy and schedule of direct debits and standing orders. To approve. (circulated to Members)
11. **Northway Community Hub & Parish Office:**
 - i. **Web Cams** - To ratify expenditure for the purchase to two web cams £33.32 each. To approve.
 - ii. **Solar Panels** – To receive update relating to the Feed in Tariff and determine any action.
 - ii. **General** - To consider any matters relating to the Hub particularly in relation to the re-opening in September. To determine any necessary action.
12. **Correspondence for Action:**
 - i. **PC Rescue** – To ratify expenditure relating to the continued IT maintenance Plan. To approve.
13. **Correspondence for Information:**
 - i. **Information Commissioner's Office (ICO)** – Newsletter July 2020.
 - ii. **Cascade** - Agreement Update (portal used for payment of Microsoft).
 - iii. **Tewkesbury Borough Council** – Confirmation that Section 106 funds in the sum of £8751.50 have been paid into the bank to repay the costs of benches, picnic benches, concreting around Changing Room, Facia Boards, Guttering, Grass markers, aerator and pressure washer.
 - iv. **Zoom** – Notification that from July 19th Zoom requires that all meetings have a Passcode, or a Waiting Room enabled.
 - v. **Rialtas** – Customer Connection Newsletter June 2020.
 - vi. **HSBC** – To receive notice that the Councils' Safeguard review is now complete.
 - vii. **Total Gas & Power** – To receive a number of communications relating to business supply and Coronavirus.
14. **Correspondence received after 23rd July 2020**