

AGENDA



To: Cllr J Roberts (Chairman) Cllr Mrs D Bailey (Vice-Chairman)
Cllr Mrs P Godwin Cllr Mrs E MacTiernan
Cllr G Shelton Cllr Mrs S Terry
Cllr S Ward Cllr A Webber

cc: Mrs Laura Stewart, Clerk's Assistant

Date: 17th January 2019

NOTICE OF MEETING

You are summoned to a meeting of the Finance Committee that will be held on **WEDNESDAY, 23rd January 2019** in the **Ray Shill Room, Northway Community Hub, Northway**, at 7.00 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
WEDNESDAY, 23rd JANUARY 2019
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 Previous Finance Committee meeting:** that took place on 24th October 2018 ([circulated with November 2018 Full Council Agenda](#)): For approval and signature.

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

FIN/76/18 Northway Community Hub & Parish Office – Items left in storage – These were removed.

FIN/76/18 Northway Community Hub & Parish Office – Cleaning – A trolley has now been purchased to help with caretaking of the building

FIN/79/18 Accounting Solutions from DCK Beavers – As agreed the Clerk used the services of DCK Beavers for additional assistance with the budgeting process.

FIN/74/18 b Community Hub Cleaning/Caretaking- To receive confirmation from GAB Waste that they are agreeable to the new terms and hours beginning April 2019.

5. **Parish Council's Accounts up to 31st December 2018.**

- a. To review the Council's Bank Statements up to 31st December 2018 (invoices and original statements to be tabled at the meeting) as part of the Council's Risk Management Programme.
- b. To undertake a spot check of the powers used for expenditure with the help of the Local Council Administration Book (Charles Arnold Baker) to ensure all expenditure is legal (as agreed under Minute Reference FIN/56/06).
- c. To receive the Accounts to 31st December 2018; Bank Reconciliation (Blue Sheet) and Balance Sheet (yellow sheet) (to be tabled at the meeting) for consideration and approval.
- d. To receive the Budget Statement (Detailed Income & Expenditure) (to be tabled at the meeting) for consideration and approval.
- e. To review projected over / under-spends and determine if any virements need to be authorised

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6. **Review of Effectiveness of Internal Audit** – To undertake annual review and consider any necessary changes. *(Copy circulated to Members)*.
7. **Review of Risk Assessment** – To undertake annual review and consider any necessary changes. *(Copy circulated to Members)*.
8. **Review of Direct Debit Policy** – To review adopted policy. *(Copy circulated to Members)*
9. **IT:-**
 - i. To receive the Notes from the meeting of the IT Working Party that took place on Monday, 7th January 2018.
 - ii. To receive recommendation from the Working Party in relation to the ongoing provision of IT and web services. To determine action.
10. **Capital Projects Working Party:-**
 - i. To receive Notes from the Meeting of the Capital Projects Working Party that took place on Wednesday, 9th January 2019.
 - ii. To consider recommendations made by the Working Party and consider whether any projects should be added/removed.
 - iii. To consider possible timescale for any of the projects and how they should be prioritised, including recommendation for a Projector to be the highest priority. To determine.
 - iv. To consider recommendation from Capital Projects Working Party that the Council fund the remainder of the cost of a new defibrillator for the phone box. To determine.
11. **Draft Council Budget and Precept 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 and Precept. *NB This will go the Extraordinary Council Meeting on Wednesday, directly following this meeting.*
12. **Changing Room:-** Landlord Gas Safety Record – To receive this record following inspection on 20th November 2018.
13. **Northway Village Hall** -Landlord Gas Safety Record – To receive this record following inspection on 20th November 2018.

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14. Northway Community Hub & Parish Office:-

- i) **Painting** - To receive quotations for decoration to parts of the Community Hub. To consider progressing this in the new financial year and approve closure of the Hub for a weekend if necessary (Min Ref FIN/74/18 refers). To determine action.
- ii) **Heating and Cooling System** – To receive Maintenance Report Sheet from SK Refrigeration Heating & Cooling following six monthly maintenance.
- iii) **Shutter Door** – To receive report from Alliance Industrial Doors following final ‘snagging’ that took place. To consider contents and approve the servicing of the rollers on a six monthly basis.
- iv) **Energy Performance Certificate** – To receive final Certificate which includes the solar panels.
- v) **Gas Maintenance Service** – To receive service details.
- vi) **Solar Panel** – To receive update following request to SSE to begin ‘feed in tariff’.

15. Audit:

Annual Systems Audit / Internal Sub-Audit: To agree items / issues for review and appointment of Contractor as well as considering their qualifications. Previously deferred (Fin/78/18 refers)

Internal Auditor –To receive quotations and determine who to contract for the 2018/2019 Internal Audit.

16. Fraud Attempt:-

- i) To receive details relating to the attempted fraudulent withdrawal of funds (via cheque) and consider ways to make financial transactions more secure. To consider any necessary action.
- ii) To receive response from Royal Mail and the Police regarding these attempts

17. Correspondence for Action:-

- i) **Tewkesbury Borough Council** – Duty of Care Controlled Waste Transfer – To ratify completed form.

18. Correspondence for Information:

- i) **Nest (National Employment Savings Trust)** – To receive confirmation that the contribution rates to the Nest Pension will be increasing from 1st April 2019 from 2% to 3% for employers and from 3% to 5% for workers.

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18. **Correspondence for Information:** (Continued)

- ii) **Waterplus** – To receive correspondence from Waterplus and further associated correspondence, that the 'Ray Shill Building' is not registered for water and that a business account should be set up.
- iii) **Information Commissioner** - Newsletter

19. **Correspondence received after 17th January 2019.**