

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: 23rd October 2024

NOTICE OF MEETING

You are summoned to a meeting of the Finance Committee that will be held on **WEDNESDAY, 30th October 2024** 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, 30th OCTOBER 2024 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 meeting of 24th July 2024:** For approval and signature. (Copy circulated with September Full Council).

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

FIN/47/24 VAT Partial Exemption Calculations 2023-24 – This shows the Parish Council did not breach the VAT Partial Exemption de-minimis limit.

FIN/50/24 Internal Auditor – Auditing Solutions have been appointed for a further year as Auditor.

FIN/51/24 Canva – This online graphic design tool has been purchased for £100.00 per annum.

FIN/52/24 Franking Machine – A new franking machine has been purchased, and confirmation of a new direct debit has been received.

FIN/54/24 Franking Machine – A Public Access Bleed Control Ki has been ordered.

FIN/56/24 Section 106 – Remaining Section 106 funds have been applied for to cover some of the cost of weed killing on the Football Pitch subsidised by the Parish Council and Tewkesbury Town Football Club.

FIN/57/24 Northway Village Hall – Replacement CCTV cameras have now been installed at the Playing Field.

FIN/55/ Northway Community Hub – The Northway Pantry have been advised that they can use the Ray Shill Room for additional training for volunteers and members of the Pantry.

5. **Parish Council's Accounts up to 30th September 2024**

a. To review the Council's Bank Statements up to 30th September 2024 (invoices and original statements) as part of the Council's Risk Management Programme.

b. To receive the Accounts to 30th September 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).

6. **Photocopier** – To receive update relating to the current photocopier and consider whether to purchase/lease a new one. To determine.

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7. **Financial Requirements for the Year 2025 / 2026:**

a) To review the Northway Community Hub and Ray Shill Room fees and charges – (As agreed under Min Ref FIN/21/08, to review the month before the annual Budget meeting), as well as office facility charges. [\(Copies circulated to Members\)](#)

b) **Exclusion of the Public and Press under the Public Bodies (Admissions to Meetings Act) 1960 s.1 ss.2 Viz:-:** Staff costs will be discussed under exclusion.

That in view of the special / confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press are temporarily excluded, and they are instructed to withdraw.

Exclusion Items attached separately – COUNCILLORS ONLY.

c) Following Exclusion, to continue to set the draft financial requirements for the Finance Committee Budgets: Administration, Civic & Democratic, Northway Community Hub, Northway Village Hall and Changing Rooms Cost Centres to be incorporated into the Council's Precept, (To be tabled).

8. **CCLA Investment** – To receive the latest Statement of Account.

9. **Phone Lines / IT / BDR Group** – To receive an update relating to the Council contracts with BDR for the phone and IT, as well as receiving notice of first direct debit payment. To determine any necessary action.

10. **Utilities** – To receive confirmation that the first direct debit payment has been debited by Smartest Energy Business.

11. **Northway Community Hub:**

a. **Heating & Plumbing** - To receive quotation from SK Heating & Cooling following their service earlier this year for further works. To determine action.

b. **CW Group** – To receive signed Rental Agreement for hygiene units and Waste Transfer Notes.

c. **SK Refrigeration Heating & Cooling** – To receive Maintenance Report and consider any necessary action.

d. **Laser Alarms:**

i. To consider obtaining / receiving quotation for replacement camera at the Community Hub. To determine action.

ii. To receive report for planned maintenance of the fire alarm system.

iii. To ratify installation of replaced HDD in DVR.

e. **iMOP** – To ratify necessary repairs to the iMOP including receipt of a quotation for a new one. To consider and determine action.

f. **Roof Maintenance** – To receive update relating to leaks, repairs and maintenance of the Hub roof. To determine action.

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11. **Northway Community Hub:** (Continued)

- g. **CDI Facilities** – To receive risk assessment of the domestic hot and cold water services at the Community Hub. To consider and determine any necessary action.
- h. **Laser Alarms** – To ratify installation of replaced HDD in DVR at the Community Hub - To approve.
- i. **Edgefire** – To receive report following servicing of fire equipment. To determine any necessary action.

12. **Changing Room Facility:**

- a. **Laser Alarms** – To receive report from Laser Alarms and commissioning for new cameras.
- b. **Football Matches** – Complaints received regarding language at matches. A letter was forwarded to the Club.
- c. **Edgefire** – To receive report following servicing of fire equipment. To determine any necessary action.

13. **Northway Village Hall:**

- a. **Radiator Covers** – To receive any more information if available and consider action.
- b. **SSE Energy Solutions** – Change of Tenancy has now taken place, and the Electricity Account has reverted to the Council. To consider whether to look for other options.
- c. **Heating/Cooling** – To receive any information relating to costings for alternative heating solutions. To determine action.
- d. **Minor Repairs** – To receive information relating to minor repairs undertaken by the Caretaker.
- e. **Insurance** – To receive response from insurers regarding users of the village hall. To determine any necessary action.
- f. **Edgefire** – To receive report following servicing of fire equipment. To determine any necessary action.

14. **Correspondence for Information:**

- a. **Trade UK** – To receive update relating to the Trade UK account portal.
- b. **DCK Accounting Solutions** – To receive details of changes to fees effective from 1st April 2025.

15. **Correspondence received after 23rd October 2024.**