

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

cc: Mrs Laura Stewart, Clerk's Assistant

Date: 16th April 2019

NOTICE OF MEETING

You are summoned to a meeting of the Finance Committee that will be held on **WEDNESDAY, 24th April 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, 24th APRIL 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 23rd January 2019 ([circulated with February 2019 Full Council Agenda](#)): For approval and signature.

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

FIN/14/19 Heating & Cooling System – *SK Refrigeration Heating & Cooling could not complete their service previously due to the incorrect scaffolding being provided. To receive confirmation that the firm have returned to the building and undertaken the work.*

FIN/14/19 Solar Panels – *To receive an update relating to when the feed in tariff is expected to start and whether it will be backdated.*

FIN/18/19 WaterPlus – *Further correspondence has been received relating to water rates at the Hub which have not been paid for a period of time. To receive update.*

5. **Parish Council's Accounts up to 31st March 2019.**

a. To review the Council's Bank Statements up to 31st March 2019 (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 March 2019; 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.

6. **End of Year Accounts** – To receive and review End of Year Accounts if available and make any necessary amendments. To recommend approval to Full Council.

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7. Asset Register:

- i) To review and approve Asset Register for current financial year to be attached to the Accounts (to be tabled).
- ii) To review and approve the Asset Register used for the purposes of insurance (to be tabled).

8. Insurance – To receive and review the insurance documents received from Zurich and consider whether any changes are necessary ([copy circulated to Members](#)). To consider recommending approval of policy and payment to Full Council.

9. IT:-

- i. To receive update relating to new IT system.
- ii. To consider installing new or existing projector in the Ray Shill Room, to receive costings, if available. To determine any necessary action.
- iii. Following clearance of hard drives on old computers to consider what to do with them i.e. sell, give away, keep as backups, keep for CAB or other training purposes. To determine.
- iv. To consider purchase of new lap top. To determine.
- v. Web Page – To receive information relating to the continuing running of the web page and receive associated costings. To ratify.

10. Audit:

Annual Systems Audit / Internal Sub-Audit: To receive Internal Sub Audit prepared by Mr Holloway. To determine any necessary action.

Internal Auditor – (Min Ref FIN/15/19 refers). Mr Selkirk has been contracted to undertake the Internal Audit for the 2018/2019 financial year but the firm IAC have been contracted to undertake future work which includes two visits a year.

11. Northway Community Hub & Parish Office: -

- i) **Painting** – Following agreement to paint internally this year at The Community Hub to receive quotations, including additions for extra tough paint and determine contractor as well as possible timing.
- ii) **Solar Panel** – To receive update following request to SSE to begin 'feed in tariff'.

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11. **Northway Community Hub & Parish Office:** (Continued)

- iii) **Exclusion of the Public and Press under Standing Order No. 10a xi, Viz:** (Due to confidential discussions relating to contractual matters)

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.

- iv) **Bookings** - Following confidential discussions to review the proposed deposit booking system. To consider any changes if necessary, to also consider asking for feedback following a hire.
- v) **Wheelchair Use at the Hub** – To approve use of donated wheelchair. To determine.
- vi) **Carer Community Building** – To receive information that this group is no longer able to use the building due to loss of funding. To consider any action i.e. letter.
- vii) **Laser Alarms Ltd** – To receive confirmation that the alarm, CCTV and access systems were all serviced on 25th March 2019. To receive report.

12. **Northway Village Hall** – To consider any repairs/re-painting that may be necessary. To determine.

13. **Good Councillor's Guide** – To consider purchasing some these Guides. To determine.

14. **Banking/Direct.** – Tewkesbury Borough Council are requesting payments to be made by direct debit or by attending a bank or post office. To approve the use of direct debits where believed safe and practical and other methods of payment. To determine any necessary action.

15. **Correspondence for Action:**

- i. **The Roses** – To receive letter asking for financial support and also an offer of a visit to inform the Parish of what they do. To determine.
- ii. **Air Ambulance** – To receive letter requesting financial assistance. To determine.

16. **Correspondence for Information:**

- i. **Public Works Loans Board** – Annual Statement of balance outstanding as at 31st March 2019.
- ii. **Information Commissioner's Office** – Newsletter April 2019.
- iii. **Royal Mail** – To receive confirmation of price increases that came into effect on 25th March 2019.

17. **Correspondence received after 16th April 2019.**