

AGENDA



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

cc: Mrs Laura Stewart, Clerk's Assistant

Date: 18th April 2024

NOTICE OF MEETING

You are summoned to a meeting of the Finance Committee that will be held on **WEDNESDAY, 24th April 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 Council's 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, 24TH APRIL 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 January 2024:** For approval and signature. (Copy circulated with February Full Council).

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

***FIN/11/24 Review of Risk Assessment** – Following amendments recommended to Full Council this was approved at the February Council meeting.*

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

- a. To review the Council's Bank Statements up to 31st March 2024 (invoices and original statements) as part of the Council's Risk Management Programme.
- b. To receive the Accounts to 31st March 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. **Asset Register:**

- a. To review and approve the Asset Register. [\(Copy circulated to Members\)](#).
- b. To review and approve Asset Register for the financial year to 31st March 2024 to be attached to the Accounts. (To be tabled if available).

7. **Annual Governance and Accountability Return 2023/24 (AGAR)**

- a. **AGAR Submission** – The AGAR is due for submission by Monday 1st July 2024.
- b. **Annual Governance Statement** (Section 1) – To consider the Statements marking Yes/No/N/A. To agree to recommend responses to Full Council for approval. (To be tabled if available).
- c. **Accounting Statements** (Section 2) – To review the Accounting Statements and, if agreed, recommend to Full Council for approval. To determine. (To be tabled if available).

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7. **Annual Governance and Accountability Return 2022/23 (AGAR)** (Continued)
 - d. **Accounts / Financial Statements for the Year ended 31 March 2024** – To review and consider the Accounts and, if accepted, to recommend to Full Council for approval. (To be tabled if available)
 - e. **Public Rights Notice** – Monday 3rd June to Friday 12th July 2024.
 - f. **Further Items** – To consider any other matters relating to the End of Year requirements.
8. **CCLA Investment** – To receive the latest Statement of Account.
9. **United Kingdom Debt Management Office** – To receive the latest Statement detailing the balance outstanding for the Public Work Loan.
10. **Broadband and Telephone line** – To receive quotations for contracts. To determine action.
11. **Franking Machine** – The franking machine is outside of its 5-year warranty, to consider whether to continue with existing or rent / purchase a new machine. To determine.
12. **IT Support, PC Rescue** – Details of changes to Plan and security. To determine action if necessary.
13. **Insurance Renewal** – To receive quotations and consider three options for the insurance renewal in June. To determine.
14. **Polices** – To review current Finance Policies and consider / approve any necessary changes.
(Copies circulated to Members)
15. **Northway Community Hub:**
 - a. **Plumbing Works** - To ratify emergency works undertaken to boiler and heating system to include investigations, replacement of leaking valve, requirement for new cylinder thermostat and corrosion inhibitor, drayton programmer and replace broken tap in toilet at a cost of £815.00.
 - b. **Legionella Inspections** – To receive reports from recent Legionella inspections and determine any necessary action, to include receiving quotations for TMVs that are required to ensure the taps operate at a safe temperature. To determine.
 - c. **Photo of King Charles** – The gift of a portrait of King Charles has now been received. To consider where / if to locate the portrait. To determine.
 - d. **Laser Alarms** – To receive reports relating to emergency lighting, access system, cctv system and fire alarm system. To determine action if necessary.
 - e. **Table** – To ratify purchase of replacement table following damage.
 - f. **Smiths Trade Waste** – To approve price increase from 1st April 2024.
 - g. **Memorial Bench** – To approve purchase of specialist restorers and treatment for the Memorial Bench in the Hub grounds.

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15 **Northway Community Hub** (Continued)

- h. **Fence Paint** – Existing paint will be used to refresh fence in hub grounds, to approve purchase of additional paint to complete the job. To determine.

16. **Changing Room Facility:**

- a. **Legionella Inspections** – To receive reports from recent Legionella inspections and determine any necessary action, to include receiving quotations for TMVs that are required to ensure the taps operate at a safe temperature. To determine.
- b. **Landlord Gas Safety Record** – To receive completed documentation.
- c. **Annual Inspection** – To receive information relating to the annual inspection and approve any necessary actions (undertaken in line with current lease).

17. **Northway Village Hall:**

- a. **Boiler** – To ratify costs for several investigative call outs and the supply of a new spark generator and ignition electrode (£245.00).
- b. **Legionella Inspections** – To receive reports from recent Legionella inspections and determine any necessary action.
- c. **Landlord Gas Safety Record** – To receive completed documentation.
- d. **Annual Inspection** – To receive information relating to the annual inspection and consider any necessary actions (undertaken in line with current lease).
- e. **Tewkesbury Borough Council Capital Grant Scheme** – Energy Efficiency for Community Buildings – To consider whether to apply for a grant to improve energy efficiency, ensuring the criteria is met and what improvements would be beneficial to the Village Hall. To determine.

18. **Correspondence for Information:**

- a. **Tewkesbury Borough Council** – To receive information relating to a new 'No Purchase Order, No Pay' policy at Tewkesbury Borough Council.

19. **Correspondence received after 18th April 2024.**