

NORTHWAY PARISH COUNCIL

FIN/26/24 **Franking Machine** (continued)

cartridges a year) or rented for £76 per quarter. It was noted that the Council currently spent £100-£150 on ink for the current machine.

Cllr MacTiernan PROPOSED that the Council should continue with the existing machine while it was still working effectively. Cllr Poole SECONDED.

FOR: UNANIMOUS

FIN/27/24 **IT Support**

The Clerk reminded Members that PC Rescue had been contracted to offer IT Support in 2019 and, since then, had provided excellent service. The current price for this was £112 per month which included the contract for the Sipgate phone (Min Ref: FIN/09/20 refers), however, they had advised that the price would be increasing to £166.42 per month.

Charlton Networks and BDR Group had both quoted approximately £60-70 for provision of a similar service.

Cllr Poole pointed out that Charlton Networks was a more local firm so would likely offer a more personal service whereas BDR Group had over 4,000 customers. The Clerk mentioned that, despite being more local, Charlton Networks only offered remote support whereas BDR Group would undertake site visits, if necessary.

Cllr Roberts PROPOSED that the Clerk should have further conversations with both Charlton Networks and BDR Group to allow a fuller consideration of each option at the next Finance Committee meeting. Cllr MacTiernan SECONDED.

FOR: UNANIMOUS

FIN/28/24 **Insurance Renewal**

The Clerk provided three quotations for insurance cover, as follows:

Zurich (current provider at a cost of £4,452) quoted £4,567 for a one-year contract or £4,159 for a three-year contract. The Clerk added that they had always received a good service and quick response times from Zurich.

Clear Councils (in assoc. with Aviva) had quoted £4,235 for a one-year contract or £4,087 for a three-year contract.

Hiscox had quoted £7,075 for a one-year or three-year contract.

It was noted that although Clear Councils (Aviva) were very slightly cheaper, Zurich had provided an excellent service to date so, on the grounds of best value, Cllr MacTiernan PROPOSED that the Council should renew its contact with Zurich on a three-year basis. Cllr Roberts SECONDED.

FOR: UNANIMOUS

FIN/29/24 **Policies**

Members reviewed the policies relating to the Finance Committee, which included:

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FIN/29/24 **Policies** (Continued)

- Annual Maintenance Checks
- CCTV
- Code of Practice for Handling Complaints
- Cost of Living Pay Rises
- Direct Debit Payments
- Free Community Hires of the Northway Hub
- Northway Parish Council Charges
- Fire Evacuation (NVH)
- Fire Evacuation (NCH)
- Reserves
- Council Storage
- Unreasonably Persistent Complaints and Unreasonable Behaviour
- Works Experience Candidates
- Donation Requests (suspended policy)

Cllr Terry PROPOSED that the Donation Requests Policy was put on a future agenda to allow consideration of whether or not it should remain suspended.

FOR: UNANIMOUS

Cllr MacTiernan PROPOSED approval of the policies, subject to minor amendments. Cllr Poole SECONDED.

FOR: UNANIMOUS

FIN/30/24 **Northway Community Hub**

- a. **Plumbing Works** – The Clerk advised that emergency work had been undertaken to the boiler and heating system (which included investigations, replacement of leaking valve, new cylinder thermostat and corrosion inhibitor, Drayton programmer and replacement broken tap) at a cost of £815.00. Cllr MacTiernan PROPOSED that these expenditures should be ratified. Cllr Godwin SECONDED.

FOR: UNANIMOUS

- b. **Legionella Inspections** – It was confirmed that, in addition to the quarterly inspections which were now taking place, the Clerk's Assistant had started the required monthly checks. It was noted that the disabled toilet required installation of a Thermal Mixer Valve (TMV) for which two quotations had been received – one for £185 and another for £150. Cllr MacTiernan PROPOSED acceptance of the cheapest quotation for this work. Cllr Poole SECONDED.

FOR: UNANIMOUS

- c. **Photo of King Charles** – A framed portrait of King Charles III had been provided by the UK Government at no cost to the Council. Members considered where this should be placed. Cllr MacTiernan PROPOSED installation on the wall (between the two windows) in the Ray Shill Room at Northway Community Hub. Cllr Roberts SECONDED.

FOR: UNANIMOUS

- d. **Laser Alarms** – Laser Alarms had undertaken servicing of the lighting, access system, CCTV system and fire alarm system at Northway Community Hub. No issues had been raised.

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FIN/30/24 Northway Community Hub (continued)

- e. **Table** – It was confirmed that a new table had been ordered to replace one which had been damaged (cost of £270.00). Cllr MacTiernan PROPOSED that this expense should be ratified. Cllr Godwin SECONDED.

FOR: UNANIMOUS

- f. **Smiths Trade Waste** – Smiths Trade Waste had advised that there would be an increase of 65p per visit for emptying of the bin at Northway Community Hub. Cllr Terry PROPOSED acceptance of this.

FOR: UNANIMOUS

- g. **Memorial Bench** – The Clerk mentioned that the memorial bench at the front of the building had started to look very weathered and several comments had been made by visitors to the Community Hub regarding this. The Clerk had investigated treatment which would cost £35 per bottle, which the Caretaker had confirmed she would be happy to apply. Cllr Terry PROPOSED purchase of a bottle of teak protector.

FOR: UNANIMOUS

- h. **Fence Paint** – Members were shown photographs of the wooden fence around the car park at the Community Hub which required repainting. The Caretaker had painted a section using leftover paint from the store room, however, if the Council wanted the rest of the fence to be repainted it would cost approximately £80 - £100 to purchase more paint as well as sandpaper. Cllr Roberts PROPOSED approval of purchase of paint and equipment required to complete this job. Cllr MacTiernan SECONDED.

FOR: UNANIMOUS

FIN/31/24 Changing Rooms Facility

- a. **Legionella inspections** – It was noted that a TMV was also required in a tap at the Changing Rooms Facility. Cllr Shelton PROPOSED approval of this (at a cost of £150 (Min Ref: FIN/30/24 (a) refers). Cllr MacTiernan SECONDED.

FOR: UNANIMOUS

- b. **Landlord Gas Safety Record** – It was noted that no issues had been raised in this documentation.

- c. **Annual Inspection** – The Clerk confirmed that she and the Chairman had undertaken an inspection of the Changing Rooms (it was pointed out that general messiness could not really be commented on by the Council). Photographs of the building which had been taken during the inspection were circulated. The Clerk had emailed the Football Club to request that the boiler room was de-cluttered as well as the storage area at the back. They were also asked to remove black bags from the car park and to not park the mower at an angle as this restricted access to the CCTV equipment (it was also noted that there was damage to the storeroom wall where the mower had been driven into it). It was confirmed that this email had been acknowledged and its contents were being addressed by the Club.

Cllr MacTiernan PROPOSED that a further inspection take place in the near future to review the issues raised and, if required, the Council should write and request the outside storage area be cleaned within a reasonable timeframe, otherwise it would instruct a contractor to clean it and the Club would be charged accordingly for this. Cllr Roberts SECONDED.

FOR: UNANIMOUS

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FIN/32/24 Northway Village Hall

- a. **Boiler** – A plumber had been called out several times to investigate issues with the boiler at the Village Hall and to install replacement parts, the total cost had amounted to £245.00. Cllr Terry PROPOSED that this expenditure should be ratified.

FOR: UNANIMOUS

- b. **Legionella Inspections** – It was confirmed that quarterly and monthly legionella inspections were being undertaken. No issues were raised.
- c. **Landlord Gas Safety Record** – It was noted that no issues had been raised in this documentation.
- d. **Annual Inspections** – The Clerk and the Chairman had undertaken an annual inspection of the Village Hall and it was noted that the building was clean and the storeroom well organised. No issues were raised.
- e. **Tewkesbury Borough Council Capital Grant Scheme** – Members considered whether the Council should apply for a grant (of up to £25,000) to improve energy efficiency at the Village Hall. The application required that an energy report be undertaken, however, it was noted that the Council contracted a company to provide a report in 2021 and this might be acceptable. The Council would also be required to obtain three quotations and contribute 15% towards the total cost of the works. Members went through the suggestions raised in the report.

Cllr MacTiernan PROPOSED that the Council should obtain quotations for new doors, windows, roof insulation and piping insulation (as recommended in the energy report) and apply for funding towards these improvements. Cllr Roberts SECONDED.

FOR: UNANIMOUS

It was AGREED that if it was not possible to obtain quotations for all the works before the 24th May deadline, the Council should apply for those items for which quotes had been received.

Cllr Terry PROPOSED that the Council used Rolling Capital Earmarked Reserves to cover 15% of the total cost of the works, should the application for funding be successful.

FOR: UNANIMOUS

It was noted that these PROPOSALS were based on the assumption that the funders were agreeable to submission of the 2021 energy efficiency report with the application.

FIN/33/24 Correspondence for Information

- a. **Tewkesbury Borough Council** – Information relating to a new ‘No purchase order, no pay’ policy.

FIN/34/24 Correspondence received after 18th April 2024

- a. **Exclusion of the Public and Press under the Public Bodies (Admissions to Meetings Act) 1960 s.1 ss.2 Viz:** Cllr Roberts PROPOSED that, in view of the special/confidential nature of the business to be transacted, under Standing Order No 10s xi, Viz, the public and press should be excluded to allow for discussion of a confidential matter.

FOR: UNANIMOUS

NORTHWAY PARISH COUNCIL

FIN/34/24 **Correspondence received after 18th April 2024 (Confidential)**

Under confidential cover, an update was provided in relation to an application for funding from the National Lottery which had been approved. The Lottery had requested that this news must remain confidential until after the elections on 2nd May 2024.

As there was no other business the meeting concluded at 8.10pm.