

AGENDA



To: Cllr S Terry (Chairman) Cllr J Roberts (Vice Chairman)
Cllr C Blackmore Cllr P Godwin
Cllr E MacTiernan Cllr G Shelton
Cllr T Treacy Cllr S Ward

cc: Mrs Laura Stewart, Clerk's Assistant

Date: 20th January 2022

NOTICE OF MEETING

You are summoned to a meeting of the Finance Committee that will be held on **WEDNESDAY, 26th January 2022** at approximately 7.30 p.m. directly following an Extraordinary Council Meeting.

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, in line with its policy, Members should do what they can to reduce the Council's carbon footprint, 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

AGENDA
NORTHWAY PARISH COUNCIL
FINANCE COMMITTEE MEETING
WEDNESDAY, 26th JANUARY 2022
COMMENCING AT approx. 7.30 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 meetings:**

- 28th October 2021 ([Copy circulated to Members with November Full Council Agenda](#)): For approval and signature.
- 10th January 2022 ([Copy tabled at January 2022 Full Council Meeting](#)): For approval and signature.

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

FIN/03/22 Financial Requirements for the Year 2022 / 2023 – *The Precept request has now been forwarded to Tewkesbury Borough Council.*

FIN/85/21 Dinner Plates – *An additional 24 large dinner plates were ordered and delivered.*

FIN/69/21 & FIN/78/21 Section 106 - *Funds have been requested from Tewkesbury Borough Council to cover costs of the electrical work, Hazard cabinet and football sockets that have taken place at the Changing Rooms.*

5. **Parish Council's Accounts up to 31st December 2021**

- a. To review the Council's Bank Statements up to 31st December 2021 (invoices and original statements) as part of the Council's Risk Management Programme.
- b. To receive the Accounts to 31st December 2021; Bank Reconciliation (Blue Sheet) and Balance Sheet (yellow sheet) (to be tabled at the meeting) for consideration and approval. ([Copy circulated to Members](#)).
- c. To receive the Budget Statement (Detailed Income & Expenditure) (to be tabled at the meeting) for consideration and approval. ([Copy circulated to Members](#)).
- d. To review projected over / under-spends and determine if any virements need to be authorised

6. **Review of Effectiveness of Internal Audit** – To undertake annual review and consider any necessary changes. ([Copy circulated to Members](#)).

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7. **Review of Risk Assessment** – To undertake annual review and consider any necessary changes. [\(Copy circulated to Members\)](#) for recommendation at Full Council February meeting.
8. **End of Year Accounts and Closedown** – DCK Accounting Solutions have been contracted to undertake this task. To ratify.
9. **Banking:-**
 - i. **General Changes to HSBC banking** – To receive details relating to banking procedures and charges. To determine any further action.
 - ii. **Internet Banking** – To receive any new information relating to change of banks to allow for internet banking. To determine.
 - iii. **Card Machine** – To receive information relating to card machines and consider the suitability of this for the Parish Council. To determine action.
10. **DCK Payroll Solutions** – To approve increase to Payroll processing costs for the forthcoming financial year.
11. **Tewkesbury Borough Council:**
 - i. To receive price list for UBICO Trade Waste for the forthcoming financial year. To determine action.
 - ii. To consider / agree completing the Controlled Waste Transfer Note 2022.
12. **Legionella Report** – To receive the Legionella Report relating to Northway Village Hall and the Changing Rooms. To consider / determine any necessary action.
13. **Changing Room Facility:**
 - i. To receive an email from Tewkesbury Town Football Club (TTFC) with requests relating to a washing machine, showers, light in the store cupboard and a boot cleaner. To determine action.
 - ii. TTFC now source and pay directly for their own electricity supply (for information).
14. **PC Support** – PC Rescue are increasing their costs as of June 2022 to £57.50 per hour. To approve suggestion that level of support is reduced slightly. To determine.
15. **Northway Community Hub / Boiler Servicing** – To receive a copy of the Landlord Gas Safety Record following the service that took place on 15th November 2021. (For information).
17. **CCTV & Broadband at NVH/CHR**
 - i. To receive any available updates relating to the installation of broadband. To determine any action.

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17. **CCTV & Broadband at NVH/CHR** (Continued)

- ii. To review current CCTV (It was suggested at General Purposes Committee that a Working Party was set up to review this Min Ref GP/169/21 refers). To determine.
- iii. To contract Laser Alarms for an annual service at the Changing Rooms/ Village Hall.

18. **Correspondence received after 20th January 2022.**