

## **NORTHWAY PARISH COUNCIL**

Minutes of a meeting of the Finance Committee held on Wednesday 26<sup>th</sup> January 2022, commencing at 7.50 p.m., held in the Main Hall at Northway Community Hub.

Present: Cllr S Terry (Chairman) Cllr J Roberts (Vice-Chairman)  
Cllr P Godwin Cllr E MacTiernan  
Cllr G Shelton Cllr T Treacy

In Attendance: Mrs C Woodward, Clerk of the Council

### FIN/05/22 **Apologies for Absence**

Apologies for Absence had been received by Cllrs Ward and Blackmore. No further apologies for absence had been received.

### FIN/06/22 **Declarations of Interest**

No declarations of interest, as required by the Code of Conduct adopted by the Parish Council on 1<sup>st</sup> July 2012 (Minute Ref C/159/12), including paragraph 12(2), were made.

### FIN/07/22 **Minutes of the Previous Meetings**

Cllr Shelton PROPOSED approval of the Minutes of the Meeting that took place on 27<sup>th</sup> October 2021.  
Cllr Roberts SECONDED.

FOR: UNANIMOUS

Cllr Shelton PROPOSED approval of the Minutes of the Meeting that took place on 10<sup>th</sup> January 2022.  
Cllr Godwin SECONDED.

FOR: Cllr Shelton Cllr Godwin  
Cllr Roberts Cllr Terry  
Cllr Treacy

ABSTENTIONS: Cllr MacTiernan

### FIN/08/22 **Matters Arising from the Previous Minutes**

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

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

***FIN/69/21 & FIN/78/21 Section 106*** – Funds had been received from Tewkesbury Borough Council to cover the cost of electrical work, hazard cabinet and football sockets at the Changing Rooms.

### FIN/09/22 **Parish Council's Accounts up to 31<sup>st</sup> December 2021**

- a. Cllr Treacy undertook a review of the statements and invoices to ensure there were no discrepancies as part of the Council's Risk Management Programme. He was unable to correlate a payment to an invoice and the Clerk agreed to look into this, except for this everything else appeared to be in order. (post meeting the Clerk provided the necessary information).

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FIN/09/22 **Parish Council's Accounts up to 31<sup>st</sup> December 2021** (continued)

- b. **Bank Reconciliation and Balance Sheet** – Members had been provided with copies of the bank reconciliation and balance sheet with their agendas. The Clerk went through the reconciliation showing how the balance reconciled to the bank statement. Cllr Roberts PROPOSED approval. Cllr Shelton SECONDED.

FOR: UNANIMOUS

- c. **Budget Statement** – Members had been circulated a copy of the Budget Statement (detailed income and expenditure). Cllr Roberts PROPOSED approval. Cllr Shelton SECONDED.

FOR: UNANIMOUS

- d. **Projected Over/Under-Spends** – The Clerk explained the projected over/under-spends for the year. No virements were considered to be necessary.

FIN/10/22 **Review of Effectiveness of Internal Audit**

Members had been circulated a copy of the 'Review of Effectiveness of Internal Audit' document. Cllr MacTiernan PROPOSED that no changes were necessary. Cllr Roberts SECONDED.

FOR: UNANIMOUS

FIN/11/22 **Review of Risk Assessment**

Members had been circulated an updated copy of the Council's Risk Assessment. Cllr Terry led the Council through this item by item as some amendments had been made. Cllr MacTiernan PROPOSED this document was recommended for approval by Full Council. Cllr Treacy SECONDED.

FOR: UNANIMOUS

FIN/12/22 **End of Year Accounts and Closedown**

The Clerk confirmed that DCK Accounting had been contracted to undertake year-end closedown and accounts preparation. Cllr Terry PROPOSED ratification of this.

FOR: UNANIMOUS

FIN/13/22 **Banking**

- i. **General Charges to HSBC Banking** - The Clerk explained that HSBC had replaced the Council's community account with a small business account. As a result of this, the Council was incurring monthly fees and charges, to date between £35.00 and £35.00. Although this was not dissimilar to other bank accounts.
- ii. **Internet Banking** – The Clerk had made further investigations into opening of a Lloyds Bank or Unity bank account (FIN/26/21 refers), which seemed to be the highest recommended banks for Parish Councils. Lloyds were currently not accepting new customers and Unity was on and off accepting customers, but this changed from day to day, this was because they wanted to ensure that they could maintain a good level of service to their clients and not overstretch themselves. The Clerk

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### FIN/13/22 Banking (continued)

provided details of the different accounts that each bank offered and the charges that would apply. It was also pointed out that they both offered the necessary controls for online banking.

Since the Tewkesbury branch of HSBC had closed the Clerk had made enquires with the Post office as to whether she could pay cash in there but was told only cheques could be deposited so the only remaining option was to travel to Cheltenham.

Cllr Roberts PROPOSED that, due to HSBC's increased charges and the need to adapt to online banking, the Council should move to Unity bank. Cllr MacTiernan SECONDED.

FOR: UNANIMOUS

- iii. **Card Machine** – The Clerk provided details and prices for recommended card machines. Cllr MacTiernan asked how many people wanted to pay by card. The Clerk felt that around 2-3 users of the Hub would ask monthly about paying by card but most used BACS.

Cllr Terry PROPOSED that a card machine was not purchased at this time but reconsidered at a later date, if necessary.

FOR: UNANIMOUS

### FIN/14/22 DCK Payroll Solutions

The Clerk reported that DCK Payroll Solutions were increasing their processing costs from £25 to £30 for the forthcoming year. Cllr MacTiernan PROPOSED acceptance of this increase. Cllr Shelton SECONDED.

FOR: UNANIMOUS

### FIN/15/22 Tewkesbury Borough Council

- i. **Trade Waste** – A price list for UBICO trade waste disposal had been received. Cllr Terry PROPOSED no changes and acceptance of these prices.

FOR: UNANIMOUS

- ii. **Controlled Waste Transfer Notice** – Cllr MacTiernan PROPOSED that the Clerk was authorised to complete and return this form. Cllr Roberts SECONDED.

FOR: UNANIMOUS

### FIN/16/22 Legionella Report

Cllr Roberts explained that NFU, as part of the Council's Health and Safety package, had provided a legionella assessment of Northway Village Hall and the Changing Rooms, a copy of which had been provided to Members, and he declared an interest in upcoming discussions.

Assessment of the Village Hall deemed that the legionella risk was low and further measures were not deemed necessary.

The Changing Rooms were considered medium risk of legionella and production of a written scheme for preventing or controlling legionella risk was recommended. NFU recommended several tasks were

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### FIN/16/22 Legionella Report (continued)

included on the scheme and members went through the list. (Members were unsure what 'water calorifiers' were and Cllr Roberts offered to find out).

Cllr MacTiernan felt that it would be unreasonable to ask the Football Club to undertake these tasks and keep a record of them. Cllr Terry suggested forwarding a copy of the report to the Club and asking if they would be willing to have further discussions about undertaking of the recommended tasks.

Cllr MacTiernan PROPOSED that the Council should ask the Football Club whether they would prefer to undertake the tasks and provide proof of completion or have the Council arrange for them to be done and re-imbursed accordingly. Cllr Roberts SECONDED.

FOR: UNANIMOUS

### FIN/17/22 Changing Room Facility

i. **Requests** – The Clerk passed on requests from the Football Club for the following:

1. Permission to create a water point for a washing machine.
2. Installation of easy clean boards for the shower rooms.
3. Permission to repair wiring in store cupboard light. The Clerk confirmed that she had already authorised for this to be done.
4. Purchase of a boot cleaner for outside the Changing Rooms. Concerns were raised that this might be vandalised.

Cllr Roberts PROPOSED that the Council agreed to these requests provided S106 funds could be obtained to cover the costs. It should also be specified that existing tiles in the shower rooms be properly removed (by a professional) before retiling or boarding and comparative quotations obtained for the work. Cllr Godwin SECONDED.

FOR: UNANIMOUS

ii. **Electricity** – It was confirmed that Tewkesbury Town Football Club (TTFC) now sourced and paid directly for their own electricity supply.

### FIN/18/22 PC Support

It was noted that PC Rescue were increasing their costs for the forthcoming year, however, the Parish Council did not require so many hours of support. Cllr MacTiernan PROPOSED that the amount of hours was reduced. Cllr Shelton SECONDED.

FOR: UNANIMOUS

### FIN/19/22 Northway Community Hub / Boiler Servicing

A copy of the Landlord Gas Safety Record had been received following the service that took place on 15<sup>th</sup> November 2021.

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FIN/20/22 **CCTV & Broadband at NVH/CHR**

- i. **Broadband** – The Clerk confirmed that she had met with a BT contractor before Christmas and things were in hand to install broadband at the Village Hall / Changing Rooms.
- ii. **CCTV** – It had previously been agreed that the quality of the CCTV at the Playing Field should be reviewed.

Cllr Terry PROPOSED that this was deferred until broadband was in place and the footage could be viewed from the Office.

FOR: UNANIMOUS

- iii. **Service** – Cllr Terry PROPOSED that annual servicing of the CCTV at the Playing Field, at a cost of £45.00, should be approved.

FOR: UNANIMOUS

FIN/21/22 **Correspondence received after 20<sup>th</sup> January 2022**

- i. **Public Work Loan Board** – Statement.

As there was no further business the meeting ended at 8.55 p.m.