

AGENDA



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

cc: Mrs Laura Stewart, Clerk's Assistant

Date: 21st January 2021

NOTICE OF MEETING

You are summoned to a meeting of the Finance Committee that will be held on **WEDNESDAY, 27th January 2021** at approximately 7.30 p.m. directly following an Extraordinary Council Meeting.

Following the passing of the Coronavirus Act 2020 (c.7), Council are unable to meet in person during the COVID emergency. This meeting will, therefore, be held online via the Zoom video conferencing system. To view the meeting from a computer, tablet or smartphone either click on the link or go to the Zoom Website (zoom us), click 'join a meeting and enter the Meeting ID:

<https://us02web.zoom.us/j/85705042316?pwd=YXJUQTBKSUXFSHc5enpoN1RmT2M5Zz09>

Meeting ID: 857 0504 2316

Passcode: 473321

Mobile - 0203 901 7895 - 0131 460 1196 - 0203 051 2874 - 0203 481 5237 - 0203 481 5240

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.

C M Woodward

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Clerk of the Council

AGENDA
NORTHWAY PARISH COUNCIL
FINANCE COMMITTEE MEETING
WEDNESDAY, 27th JANUARY 2021
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 meeting:** that took place on 11th January 2021 ([Copy circulated to Members with Planning/GP Agenda](#)): For approval and signature.

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

***FIN/05/21 Internal Audit** – Auditing Solutions have been contracted to undertake the Internal Audit.*

***FIN/07/21 Financial Requirements for the Year 2021/2022** – The precept request has been forwarded to Tewkesbury Borough Council and an acknowledgement received.*

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

a. To consider nominating a Councillor to attend the office to review the Council's Bank Statements up to 31st December 2020 (invoices and original statements would normally be tabled at the meeting but due to Covid-19 this is not practical) as part of the Council's Risk Management Programme.

b. To receive the Accounts to 31st December 2020; 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](#)).

7. **Review of Risk Assessment** – To undertake annual review and consider any necessary changes. ([Copy circulated to Members](#)) for recommendation for Full Council February meeting.

8. **Review of Direct Debit Policy** – To review adopted policy. ([Copy circulated to Members](#)) to include list of Direct Debits and Standing Orders ([Copy circulated to Members](#)).

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9. **Website** – Following acceptance of Cllr Treacy’s offer to amend the opening page relating to the Hub (Min Ref FIN/11/21 refers) to receive recommendations and consider/approve ([Copy circulated to Members](#)).
10. **Health and Safety** – Following recommendation of the Staffing Committee that Health and Safety requirements should be outsourced to consultants (Min Ref S/51/20 refers) and further recommendation from the Finance Committee (Min ref FIN/62/20 refers) that the quotations were considered on a comparison basis. (Details to be forwarded or tabled if available). To determine action.
11. **Banking and Investments:**
 - i. **Internet Banking** – To receive response from HSBC regarding triple authority internet banking and receive information relating to Unity Bank (Min ref FIN/48/20 refers). To consider information and consider any actions required relating to the possible progression of internet banking. To determine.
 - ii. **Investment Strategy** – To consider whether Northway Parish Council should have an Investment Strategy ([Sample circulated to Members](#)). To receive associated information and determine any action.
12. **Covid-19:**
 - i. **Business Interruption** – To receive response from Zurich Insurance regarding whether Covid-19 would allow for a Business Interruption payment. To determine any further action.
 - ii. **General** – To consider any further actions that may be necessary as a result of Covid-19 and the National Lockdown. To determine.
13. **Northway Community Hub**
 - i. **Shutter Servicing** – To consider servicing of the electric shutters in the Community Hub. To determine action.
 - ii. **Heating & Cooling** – Following the Committee’s request that the contractors provide a quotation for the recommended works to be carried out (Min Ref FIN/08/21 refers) to receive an update from the contractor. To determine action.
 - iii. **Replacement Bollards** – To review quotation if received and determine action.
14. **Changing Room Lease** – To receive an update relating to the lease and determine any necessary action.
15. **Northway Village Hall** – To received amended Business Rates invoice from Tewkesbury Borough Council confirming that no payment is required by the Parish Council.

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16. CCTV

- i. To receive and review the Data Protection Impaction Assessment and approve. (Copy circulated to Members).
- ii. To receive an update relating to the CCTV signage and determine any further action if necessary.
- iii. To receive an update from BT regarding installation of broadband in the store room at the Playing Field and consider any necessary actions.
- iv. To consider any other information relating to the CCTV system and consider actions.

17. Correspondence for Information:

- i. **United Kingdom Debt Management Office** (previously PWLC) - To receive details of payment due on 16th February 2021.
- ii. **Fire Extinguisher Servicing:** -
 - a) To receive confirmation that Edgefire has been contracted to continue annual services of the fire extinguishers at the Community Hub, Village Hall and Changing Room (Min Ref FIN/12/21 refers).
 - b) During the process of seeking quotations for servicing to receive information that the Parish Council was impersonated to obtain information by a third party.

18. Correspondence received after 21st January 2021.