

AGENDA



To: Cllr J Roberts (Chairman)
Cllr Mrs E MacTiernan
Cllr G Shelton
Cllr S Ward

Cllr Mrs P Godwin (Vice Chairman)
Cllr E Phennah
Cllr Mrs S Terry

Date: 20th May 2020

NOTICE OF MEETING

You are summoned to a meeting of the Finance Committee that will be held on **WEDNESDAY, 27th May 2020 via Zoom**, at approximately

8.00 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 go to the Zoom Website (zoom.us), click 'join a meeting' and enter the Meeting ID:

ID: 846 1605 7752 Password: 065110

Link <https://us02web.zoom.us/j/84616057752?pwd=djVSVHVIZU5hcjdHenF6NzhnOGR6UT09>

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.

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Clerk of the Council

AGENDA
NORTHWAY PARISH COUNCIL
FINANCE COMMITTEE MEETING
WEDNESDAY, 27th MAY 2020
COMMENCING AT approx. 8.00 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 29th January 2020 (circulated with February 2019 Full Council Agenda): For approval and signature.

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

***FIN/25/20 Northway Community Hub** – The trade waste bin has been exchanged for a smaller one and recycling is now taking place.*

***FIN/29/20 Damaged Table** – A new table had been purchased as agreed (to replace damaged children's table)*

5. **Parish Council's Accounts up to 31st March 2020.**

- a. The normal review of the Council's Bank Statements up to 31st March 2020 is to be deferred but has been checked by DCK Accounting Services as well as the Clerk.
- b. To receive the Accounts to 31st March 2020; Bank Reconciliation (Blue Sheet) and Balance Sheet (yellow sheet) ([circulated to Members](#)) for consideration and approval.
- c. To receive the Budget Statement (Detailed Income & Expenditure) ([Circulated to Members](#)) for consideration and approval.

6. **Asset Register** - To review and approve Asset Register for current financial year to 31st March 2021 (if available).

7. **Annual Governance and Accountability Return 2019/20 (AGAR)**

- i. **AGAR and Covid-19-** To receive information relating to the time scale for submitting the Return.
- ii. **Annual Governance Statement** (Section 1) - To consider the Statements marking Yes/No/N/A. To agree to recommend responses to Full Council for their approval ([copy circulated to Members](#)).
- iii. **Accounting Statements** (Section 2) – To review the Accounting Statements and, if agreed, recommend to Full Council for approval. To determine. ([copy circulated to Members](#))

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NORTHWAY PARISH COUNCIL
FINANCE COMMITTEE MEETING
WEDNESDAY, 27th MAY 2020
COMMENCING AT approx. 8.00 p.m.

7. **Annual Governance and Accountability Return 2019/20 (AGAR)** (Continued)
 - iv. **Accounts / Financial Statements for the Year ended 31 March 2020** – To review and consider the Accounts and if accepted to recommend to Full Council for approval. To determine ([copy circulated to Members](#)).
 - v. **Public Rights Notice** – For information
 - vi. **Internal Auditor's Report** – To receive the second report of the Independent Internal Auditor (IAC) and consider contents and determine if there is any further action required (if received).
 - vii. **Further Items** – To consider any other matters relating to the End of Year requirements.
8. **Webpage** - In spite of the current Pandemic no allowances have been made for extending the deadline for upgrading the webpage to ensure it conforms to the Website Accessibility Regulations (a legal obligation required to be in place by August 2020). To give delegated approval for the Clerk to action this together with the IT Working Party and spend the necessary funds). To approve.
9. **Internet Banking** – To receive request from Full Council (May 2020) that the Finance Committee investigate moving to internet banking including a full risk assessment and how this would fit in with the Council's Financial Regulations for three signatories. To consider and determine any necessary actions.
10. **Changing Room Lease** – The lease is due for renewal in August 2020. Tewkesbury Town Football Club have confirmed that they wish to go forward with this. To consider instructing the Solicitor to progress this to include any agreed amendments. To determine.
11. **Northway Community Hub & Parish Office** - Laser Alarms – Service sheets from service that took place on 25th February 2020. All was found to be in order.
12. **Correspondence for Information:**
 - i. **Tewkesbury Borough Council (TBC)** - Confirmation of the first half of the precept received at the end of April.
 - ii. **Public Work Loan Board** – To receive the latest statement showing a balance outstanding at 31st March 2020 of £220,000.00.
 - iii. **HSBC** – Changes to terms and conditions
13. **Correspondence received after 20th May 2020**