

# 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: 21<sup>st</sup> October 2021

## NOTICE OF MEETING

You are summoned to a meeting of the Finance Committee that will be held on **WEDNESDAY, 27<sup>th</sup> October 2021** at 7.00 p.m.

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**

## **FINANCE COMMITTEE MEETING AGENDA**

**WEDNESDAY, 27<sup>th</sup> OCTOBER 2021**

**COMMENCING AT 7.00 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 meetings:** Minutes of the Finance Committee Meeting that took place on 28<sup>th</sup> July 2021 ([Copy circulated to Members with September Council Agenda](#)): For approval and signature.

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

***FIN/68/21 Northway Community Hub & Parish Office** – A letter of thanks was forwarded to the contractor who assisted with locating the water meter, as agreed.*

***FIN/69/21 Changing Room** – Lighting and locks have been replaced/installed at the changing room (to be funded by Section 106 funds).*

***FIN/68/21 Changing Room** - A lockable outdoor socket has now been installed at the Changing Room Facility (agreed to pay up to £250) at a cost of £59.00.*

***FIN/72/21 – Northway Village Hall / Youth Provision in Parish** - It was agreed to call a meeting with the Trustees of the Youth Club – this has been agreed and superseded by actions taken by Full Council.*

5. **Parish Council's Accounts up to 30<sup>th</sup> September 2021**

a. To review the Council's Bank Statements up to 30<sup>th</sup> September 2021 (invoices and original statements to be tabled at the meeting) as part of the Council's Risk Management Programme.

b. To receive the Accounts to 30<sup>th</sup> September 2021: Bank Reconciliation (Blue Sheet) and Balance Sheet (yellow sheet) for consideration and approval. (To be tabled).

c. To receive the Budget Statement (Detailed Income & Expenditure) to 30<sup>th</sup> September 2021 for consideration and approval. (To be tabled).

6. **Annual Governance & Accountability Return for the year ended 31<sup>st</sup> March 2021** – To receive the Audited Return (already received by Full Council so just for reference).

7. **VAT Partial Exemption Calculation 2021-21** – To receive the VAT Partial Exemption Calculations undertaken by DCK Accounting Solutions (Min Ref FIN/66/21 refers) - no actions necessary.

## FINANCE COMMITTEE MEETING AGENDA

WEDNESDAY, 27<sup>th</sup> OCTOBER 2021

COMMENCING AT 7.00 p.m.

### 8 **Financial Requirements for the Year 2022 / 2023:**

- a. To review the Northway Community Hub and Ray Shill Room fees and charges – (As agreed under Min ref FIN/21/08 to review the month before the annual Budget meeting).
- b. **Exclusion of the Public and Press under the Public Bodies (Admissions to Meetings Act) 1960 s.1 ss.2 Viz:-:** Staff costs will be discussed under exclusion.

*That in view of the special / confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press are temporarily excluded, and they are instructed to withdraw.*

**Exclusion Items attached separately – COUNCILLORS ONLY.**

- c. Following Exclusion to continue to set the draft financial requirements for the Finance Committee Budgets: Administration, Civic & Democratic, Northway Community Hub, Northway Village Hall and Changing Rooms Cost Centres to be incorporated into the Council's Precept, (To be tabled).
9. **Precept** – To receive confirmation that the second half of the precept was received in September 2021.

### 10. **Banking:**

- a. **Direct Debits / Standing Orders:** To consider/approve paying Total Energies (gas supply) by direct debit (this would be for Changing Room and Hub).
- b. **Changes to Community Accounts** – Community Accounts are to be disbanded and the Council's bank account will be converted to a 'Small Business Banking Account. To receive details and consider any necessary action.

### 11. **Northway Community Hub**

- a. **SK Heating & Cooling Ltd** – To receive Maintenance Report – no action necessary.
- b. **Laser Alarms** – To ratify costs associated to engineer callout to investigate two emergency lights (£80.00).
- c. **Hiring and use of Building** – To consider whether any action is necessary, or she be prepared for in light of the rise of Covid-19 infections. (Including return of Community and Place Development Officer). To determine.
- d. **CW Hygiene** – To ratify renewal of contract for 2 x feminine hygiene units (£185.00 pa).
- e. **Cardiac Science Defibrillator Training** – This event has now been rescheduled for Saturday 22<sup>nd</sup> January 2021 at 10.30 p.m.
- f. **Utilities** – To consider whether any utilities should be fixed in advance of contracts ending (Gas) March 2023. To determine.

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**WEDNESDAY, 27<sup>th</sup> OCTOBER 2021**

**COMMENCING AT 7.00 p.m.**

11. **Northway Community Hub** (Continued)
  - g. **Fire Extinguisher Servicing (Edgefire)** – A service took place on 30<sup>th</sup> July 2021 with no replacements necessary.
  - h. **Dinner Plates** – To consider purchase of additional large dinner plates. To determine
12. **Changing Room**
  - a. **Flammable liquid store** – to ratify purchase of new store for petrol (£162.49).
  - b. **Boiler Repairs** – To ratify costs for recent repairs to boiler.
  - c. **Mower Service** – To receive update relating to mower service and ratify expenditure of £483.48
  - d. **Legionnaire's check** – To consider whether any actions are required at this time.
  - e. **Energy Suppliers** – To consider whether any changes are necessary (currently out of contract with electricity and Gas contract ceases March 2023). To determine
  - f. **Fire Extinguisher Service** – the service took place on 30<sup>th</sup> July 2021 with a requirement for a new fire blanket and a 6Kg powder service exchange (£119.20).
13. **Northway Village Hall: Fire Extinguisher Service** – the service took place on 30<sup>th</sup> July 2021 with a requirement for a 6 litre AFFF Service Exchange and signage (£95.85). To ratify.
14. **CCTV / Broadband** - To receive any updates, if available, relating to the possibility of installing Broadband for the CCTV system at Northway Playing Field. To determine any necessary action.
15. **Internal Audit:**
  - a. **Auditing Solutions Ltd** – Confirmation of reappointment received (Min Ref FIN/65/21 refers)
  - b. **IAC** – An introductory letter from IAC Audit and Consultancy Ltd (already contracted out for the current year).
16. **Correspondence for Information:**
  - a. **DCK Payroll Solutions** – The Payroll outsourcing has been moved from DCK Accounting Solutions to DCK Payroll Solutions.
  - b. **HM Treasury** – Updated Guidance has been received relating to applications for PWLB lending.
  - c. **Information Commissioner's Office** – Confirmation that they have taken the annual payment and provided a Certificate
17. **Correspondence received after 21<sup>st</sup> October 2021:**