

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: 22nd April 2021

NOTICE OF MEETING

You are summoned to a meeting of the Finance Committee that will be held on **WEDNESDAY, 28th April** 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/81021180941?pwd=ZkNoeTNBcWFnQk4zblF2RXdVVmthQT09>

Meeting ID: 810 2118 0941

Passcode: 463761

Mobile: 03300885830, 01314601196

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

FINANCE COMMITTEE MEETING AGENDA

WEDNESDAY, 28th APRIL 2021

COMMENCING AT approx. 7.30 p.m

directly following an Extraordinary Council Meeting

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 27th January 2021 ([Copy circulated to Members with February Council Agenda](#)): For approval and signature.

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

FIN/26/21 Banking and Investments – *The Clerk has been unable to find out any more information at this time relating to internet banking and will arrange for it to be placed on a later agenda. The Investment Strategy is still being investigated.*

FIN/27/21 Covid-19 Business Interruption – *It was agreed that the Youth Club Trustees and the Football Club were asked to ensure they undertook regular checks of the Village Hall and Changing Room. Confirmation was received that this was being done.*

FIN/28/21 – Bollards and Meter - *An electrician has been contracted to replace damaged bollards at The Hub as well as installing a meter for the CCTV.*

FIN/31/21 CCTV signage – *The new signage has now been erected.*

FIN/29/21 – Changing Room Lease - *The Lease for the Changing Room has now been finalised, a signed copy received and an invoice for their annual charge passed on to the Club.*

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

- a. To receive confirmation that a Councillor has attended the office to review the Council's Bank Statements up to 31st March 2021 (Min Ref FIN/20/21 refers) (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 March 2021; Bank Reconciliation (Blue Sheet) and Balance Sheet (yellow sheet) for consideration and approval. ([Copy circulated to Members](#)).
- c. To receive the Budget Statement (Detailed Income & Expenditure) for consideration and approval. ([Copy circulated to Members](#)).

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6. **Asset Register** - To review and approve Asset Register for current financial year to 31st March 2021 to be attached to the Accounts.
7. **Annual Governance and Accountability Return 2019/20 (AGAR) (If available)**
 - 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 (if available).
 - iii. **Accounting Statements** (Section 2) – To review the Accounting Statements and, if agreed, recommend to Full Council for approval. To determine.
 - 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
 - v. **Public Rights Notice** – For information
 - vi. **Internal Auditor's Report** – To receive the first report of the Independent Internal Auditor (Auditing Solutions) and consider contents and determine if there is any further action required. (Copy circulated to Members)
 - vii. **Further Items** – To consider any other matters relating to the End of Year requirements.
8. **Insurance** – To receive an update relating to quotations received for the forthcoming insurance renewal. (One proposal circulated to Members). To consider proposals and make recommendations to Full Council for final decision. To determine
9. **Health and Safety**
 - i. Following approval of contracting an outside Health and Safety Consultant, to receive confirmation that the first meeting took place on Tuesday, 20th April 2021. To receive any feedback and approve any actions if necessary.
 - ii. The two unsuccessful firms (Envesca and Ellis Whittam) were informed that they had not been awarded the contract.
10. **Broadband Installation** – 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.
11. **Staff Wages** – To approve amendments to standing orders for staff wages and to approve setting up a new standing order for the Clerk's Assistant. To determine.
12. **Northway Community Hub**
 - i. **ESET NOD32 Antivirus** – The subscription has been renewed. To ratify.
 - ii. **Electricity Supply** - To receive options for electricity supply renewal due 1st October 2021. To consider and determine.

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12. Northway Community Hub (Continued)

- iii. **Waste Disposal** – To approve direct debit payments for the forthcoming financial year for waste disposal (Green bin). Total cost of £275.60 paid by direct debits over 10 months in the sum of £27.56.
- iv. **Laser Alarms** – At the recent service of the CCTV and emergency lighting it was found that the main strip light and loft strip light both fail. To approve replacement at a cost of £80.00.
- v. **Kitchen Equipment Audit** – An audit was undertaken in January 2021. To consider whether any action is required.

vii. Covid-19

- a) **Covid-19 Business Restart Grant scheme** – The Clerk has recently applied for this grant on behalf of the Council.
- b) **Staying COVID-secure** – The Covid Secure compliance poster has now been amended to including an additional statement 'We have taken all reasonable steps to provide adequate ventilation in enclosed spaces'. To confirm the Council are happy it has complied with this. To determine.
- c) **Hirers:-**
 - 1. To receive an update relating to current hirers and those wishing to return. To determine whether any changes to hire charges should be considered in relation to a returning hirer.
 - 2. To consider how to handle requests for use of the kitchen and consider when it may be opened for some hirers. To determine action.
 - 3. To consider what risk assessments may be necessary during the various stages of opening up.
 - 4. To consider any other actions that may relate to the Hub during covid and actions that may be necessary.
- viii. **Face to Face Council Meetings** – To consider whether any further mitigation should be put in place if face to face meetings commence from 7th May 2021. To determine action.

13. Changing Room

- i. **Annual Inspection** - To receive a report from Cllr Ward / Clerk following the annual inspection of the Changing Room. To consider any action.
- ii. **Accessibility and Safety** - To consider purchasing locks for the internal doors in the Changing Room to allow it to be more safely used for toilets by other groups/organisations or / and the possibility of making the disabled toilet safely accessible without allowing access to the rest of the building. To consider the idea and look at various options and consider getting quotations. To determine.

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13. Changing Room (Continued)

- iii. To give consideration to any other matters relating to the Changing Room and any action that may be required.

14. Northway Village Hall:

- i. **SSE** - To receive confirmation that the Electricity Charges are now going to be forwarded directly to the Trustees of Northway Youth Club rather than being re-charged by the Council.
- ii. **Toilet Roll Holders** – To receive an email detailing new toilet roll dispensers that have been installed by the Trustees of the Youth Club.
- iii. **Non Domestic Rates** – To receive a copy of the latest rates demand showing that the account is now held in the name of the Trustees and there is a nil balance.
- iv. **Annual Inspection** - To receive a report from Cllr Ward / Clerk following the annual inspection of the Village Hall. To consider any necessary action.
- v. **Hiring of village hall to others not the leaseholders** – To consider hiring in line with the lease and consider any actions required (to include additional dance group and a request for refreshment sales in front of the Hall). To determine action.
- vi. To consider any other matters that may need to be considered relating to the Village Hall and consider action.

15. Correspondence for Information:

- i. **United Kingdom Debt Management Office** (previously PWLC) - To receive statement as of 31st March 2021. details of payment due on 16th February 2021.
- ii. **Information Commissioner** – March 2021 Newsletter.
- iii. **BT Business Mobile** – As part of the Hub contract the mobile charge has been increased from the 1st April 2021 by 3%.
- iv. **HSBC** – Standard issue of Changes to services, including price list and banking terms and conditions.

16. Correspondence received after 22nd April 2021.