

## NORTHWAY PARISH COUNCIL

Minutes of a meeting of the Finance Committee held on Wednesday, 28<sup>th</sup> April 2021, commencing at 7.53p.m., following an Extraordinary Council Meeting.

*Following the passing of the Coronavirus Act 2020 (c.7) Councils were unable to meet in person during the COVID emergency. This meeting was, therefore, held via a Zoom link, with Councillors connecting remotely.*

Present:                    Cllr J Roberts (Chairman)                    Cllr P Godwin (Vice-Chairman)  
                                 Cllr C Blackmore                                Cllr E MacTiernan (Until Min FIN/45/21vii. c.\*)  
                                 Cllr E Phennah                                    Cllr G Shelton  
                                 Cllr S Terry                                        Cllr T Treacy  
                                 Cllr S Ward (Until Min FIN/38/21)

In Attendance:           Mrs C Woodward, Clerk of the Council  
                                 Mrs L Stewart, Clerk's Assistant

### FIN/34/21    **Apologies for Absence**

Cllr Ward advised that he may have to leave the meeting early. No further apologies for absence were received.

### FIN/35/21    **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/36/21    **Minutes of the Previous Meetings**

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

FOR:                                Cllr Shelton                                Cllr Terry  
   Cllr Blackmore                            Cllr Godwin  
   Cllr Phennah                                Cllr Terry  
   Cllr Treacy                                    Cllr Ward

ABSTENSIONS:                Cllr MacTiernan

### FIN/37/21    **Matters Arising from the Previous Minutes**

***FIN/26/21 Banking and Investments*** – *The Clerk had been unable to find out any more information at this time relating to internet banking and would place it on a later agenda. Cllr Roberts reported that there was so little to gain from investing funds at this time it was not worth pursuing.*

***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 had been contracted to replace the damaged bollards at The Hub as well as installing a meter for the CCTV at the Storeroom at the Playing Fields.*

***FIN/31/21 CCTV Signage*** – *The new signage had now been installed.*

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FIN/37/21 **Matters Arising from the Previous Minutes** (Continued)

*FIN/29/21 Changing Room Lease – The Lease for the Changing Room had now been finalised and a signed copy received, the Club had been informed for its first annual instalment.*

FIN/38/21 **Parish Council's Accounts up to 31<sup>st</sup> March 2021**

- a. **Review of Statements/Invoices** – Cllr Ward had that date attended the Parish Office to undertake a review of the statements and invoices to ensure there were no discrepancies as part of the Council's Risk Management Programme, he confirmed that all was in order. On this basis, Cllr Roberts PROPOSED approval.

FOR: UNANIMOUS

7.53 p.m. – Cllr Ward left the meeting.

- b. **Bank Reconciliation and Balance Sheet** – Members had been circulated copies of the bank reconciliation and balance sheet; no queries were raised. Cllr Roberts PROPOSED approval.

FOR: UNANIMOUS

- c. **Budget Statement** – Members had been circulated a copy of the Budget Statement (detailed income and expenditure). The Clerk explained that, in the final quarter, it would be expected that budget expenditure would be at approximately 100%, however, there were a few variations which had been discussed at the previous meeting. Cllr Roberts felt that, all in all, the Council had done quite well in a difficult year and PROPOSED approval.

FOR: UNANIMOUS

FIN/39/21 **Asset Register**

The Clerk explained that the Accounts had not yet been received so the accompanying Asset Register was not available (this is the Register that remains at cost price or as close to). She did, however, table the Insurance Asset Register (in which the value increases each year). Members reviewed it and Cllr Roberts PROPOSED approval of it.

FOR: UNANIMOUS

FIN/40/21 **Annual Governance and Accountability Return 2019/20 (AGAR)**

- i. **AGAR and Covid-19** – The Clerk informed Members that the AGAR needed to be approved by 30<sup>th</sup> June 2021 at the very latest and had to be submitted to the External Auditor for the 2<sup>nd</sup> July 2021.

- ii. **Annual Governance Statement (Section 1)** – Although the Accounts and AGAR were not yet available this section could still be addressed, however, Cllr Roberts PROPOSED it was deferred and all done at the same time.

FOR: UNANIMOUS

- iii. **Accounting Statements** – Not yet available.

- iv. **Accounts / Financial Statements for the Year ended 31 March 2021** – Not yet available.

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FIN/40/21 **Annual Governance and Accountability Return 2019/20 (AGAR)** (Continued)

- v. **Public Rights Notice** – The Clerk explained to Members that this period had to include the first ten working days of July so the date she recommended was 1<sup>st</sup> July 2021 until 11<sup>th</sup> August 2021. AGREED.
- vi. **Internal Auditor's Report** – Auditing Solutions had provided the first part of their annual internal audit. Members went through all the headings and conclusions. It was noted that under the heading of Petty Cash Account it stated 'no matters arise warranting formal comment or recommendation. We would, however, for good housekeeping consider that the Clerk has the petty cash independently checked by an appointed member of the Council.' The Clerk pointed out that Cllr Roberts had attended the office and undertaken this task and Cllr Terry PROPOSED that, if Cllr Roberts was happy to do so, he should periodically undertake this check and it should be added to the Risk Register. She also thanked the Clerk for her hard work. Cllr Godwin SECONDED.

FOR: UNANIMOUS

- vii. **Further Items** – There were no other matters for discussion at this time.

FIN/41/21 **Insurance**

Members had a copy of the existing insurers renewal costs as well as a quotation from BHIB. Unfortunately, the Clerk had not been successful in obtaining any other quotations as Came & Co advised that, based on three years ago, they would not be able to provide a competitive quotation. NFU were then asked but the time allowed was not enough. Members reviewed both quotations and, on the basis of what had been allowed for in the budget, best value and a good past experience, Cllr Roberts PROPOSED that it should be recommended to Full Council that the Council stay with Zurich at a cost of £3507.50 for a three-year period (£3849.05 for one year) .

FOR: UNANIMOUS

FIN/42/21 **Health and Safety**

The Clerk informed Members that she had received the first visit from the NFU representative and had spent most of a day going through the operations of the Council. A report was being awaited and a second visit to be scheduled.

FIN/43/21 **Broadband Installation**

The Clerk had notified British Telecommunications (BT) that the Council would like to know whether the installation of a telegraph pole would assist in the installation of broadband. No response had been received. The Clerk chased this up earlier in the week.

FIN/44/21 **Staff Wages**

There was already an agreement in place that allowed for staff wages to be paid by standing order but the one for the Clerk's Assistant had been cancelled when she took maternity leave. Also, changes were necessary to the other existing standing orders to allow for pay increases. Cllr Roberts PROPOSED this was approved.

FOR: UNANIMOUS

## NORTHWAY PARISH COUNCIL

### FIN/45/21 Northway Community Hub

- i. **ESET NOD32 Antivirus** – The annual renewal of this antivirus had taken place and Cllr Terry PROPOSED ratification. Cllr Godwin SECONDED.

FOR: UNANIMOUS

- ii. **Electricity Supply** – It had been agreed that Members would review Electricity Suppliers at this meeting as the existing contract would end on 30<sup>th</sup> September 2021. Members looked at the various options tabled, which included three SSE offers and three from Green Octopus. Cllr Roberts PROPOSED that the Council accept the SSE Green Protect at 17.827p per kWh with a FIT per kWh of 0.671p. This included a quarterly charge of 32.340p and was a thirty-six-month contract.

FOR: UNANIMOUS

- iii. **Waste Disposal** – Cllr Roberts PROPOSED ratification of the new direct debit to cover payments for waste disposal at a cost of £27.56 over ten months.

FOR: UNANIMOUS

- iv. **Laser Alarms** – The Clerk informed Members that, at a recent service of the CCTV and emergency lighting, it was found that the main strip light and loft strip light both failed. Cllr Terry PROPOSED approval of the replacement at a cost of £70.00. Cllr Shelton SECONDED.

FOR: UNANIMOUS

- v. **Kitchen Equipment Audit** – The Clerk tabled an audit that had been undertaken by the Caretaker in January 2021. There were some reduced items, especially teaspoons (which may have been amongst Luncheon Club equipment). It was agreed that the losses were not, at this time, going to impact hirers going forward and Cllr Terry PROPOSED no action was taken. Cllr Phennah SECONDED.

FOR: UNANIMOUS

- vi. **Covid 19**

- a) Covid-19 Business Restart Grant Scheme – The Clerk informed Members that she had applied for this grant on the Councils behalf. Cllr Roberts PROPOSED ratification of this.

FOR: UNANIMOUS

- b) Staying COVID-secure – The Clerk advised Members that the compliance poster had now been amended to include an additional statement 'We have taken all reasonable steps to provide adequate ventilation in enclosed spaces.' Cllr Roberts PROPOSED acceptance of this on the understanding that the Council did comply.

FOR: UNANIMOUS

- c) Hirers

1. **Hirers Current/Proposed** - The Clerk listed the current hirers and those who were planning on coming back shortly (as long as was permitted under the current lockdown and a suitable risk assessment was provided). These included AA, Social Services, Home Start, Brownies, Yoga, Ex Vets, Book Club, Lunch Club, Slimming World, M5Nine, etc.

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FIN/45/21 Northway Community Hub (Continued)

Slimming World was looking for a new leader in Northway as the previous one had recently stepped down from the role. In the interim, one of the Managers would run the Club. A request had been made that they receive the same charges as the previous hirer which had been very favourable. The Clerk reminded Members it was the most income productive hire the Council had as it ran for 52 weeks a year. It had previously been charged at £8.34 per hour amounting to £10.00 when VAT was added on. Normally a hirer who was not from Northway would pay £15.00 without VAT and £18 with VAT included. Members considered this and Cllr Phennah PROPOSED that they were charged £10.00 plus VAT going forward (£12.00 an hour). Cllr Terry SECONDED.

FOR: UNANIMOUS

The Brownies group had also enquired whether there was a possibility of a reduction. This was due to the fact that because only 15 were allowed in the room they were having to split their class in two and have them over two weeks which meant their income was reduced by half. Members were concerned that they did not wish to set a precedent, so Cllr Terry PROPOSED that they were given a reduction to £10.00 per hour including VAT until September term. Cllr Blackmore SECONDED.

FOR: UNANIMOUS

8.37 p.m \* Cllr MacTiernan left the meeting.

2. **Kitchen** - The Clerk said she had received a request for use of the kitchen by the Retired Veterans group so they could provide bacon butties. Members considered usage of the kitchen and safety to staff Members and, after a debate, Cllr Terry suggested that the kitchen should remain closed until at least the 21<sup>st</sup> June 2021 when the country was supposed to be opened up. Cllr Terry PROPOSED that this should be reviewed in June prior to 21<sup>st</sup> June 2021. Cllr Treacy SECONDED.

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

AGAINST: Cllr Phennah

The Clerk went on to say that she had also received a request for use of the kitchen by the Youth Club for some cooking workshops. Members agreed that this could also be reviewed at the June meeting.

3. **Risk Assessments** – Members AGREED that risk assessments should continue to be presented and approved by Cllrs Roberts, Terry and Ward.

viii. **Face to Face Council Meetings** – It had now been confirmed that, from 7<sup>th</sup> May 2021, face to face meetings would be reinstated and it was agreed that a Risk Assessment should be created for this. The Clerk asked if Cllr Blackmore would be happy to assist to which she agreed.

FIN/46/21 Changing Room

- i. **Annual Inspection** – Cllr Ward and the Clerk attended the Changing Room on 30<sup>th</sup> March to undertake the annual inspection. The results were as follows:-

- An F2 fault was noted on the boiler (Get plumber to check)

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### FIN/46/21 Changing Room (Continued)

- The showers had low pressure when all in use (Plumber reported this was normal)
  - Lights over outside door not working (Need to get checked)
  - One tap not working (Need to get checked)
  - Hose missing from Refs shower (TTFC confirmed this was being replaced)
  - Vents dusty and could do with a clean (Advised TTFC)
- ii. **Accessibility and Safety** – It was noted that the Football Club were always very helpful when a toilet was required to allow a youth provider to undertake youth work in the playing field and that, whilst the inspection was being undertaken, the Treasurer from the Football Club turned up. Cllr Ward had previously stated that it might be a good idea to have some sort of lockable barrier / gate installed to allow the disabled toilet to be used but provide safe keeping for the rest of the building. The Treasurer of TTFC wondered whether the Council would be happy to provide keypad locks on the internal doors which would make things much safer.

The Clerk pointed out that this might be something that Tewkesbury Borough Council would approve for use of the remaining Section 106 money allocated for Northway. Cllr Roberts PROPOSED that a quotation should be obtained for the locks and fitting costs. If this work could be done using Section 106 monies this should proceed, otherwise it should come back to a meeting.

FOR: UNANIMOUS

- iii. **Other Matters** - The Treasurer enquired whether it would be possible to have motion sensor light switches in the toilets and changing rooms. Cllr Roberts PROPOSED obtaining quotes for this work, as this too may fall within the remit of the Section 106 monies.

FOR: UNANIMOUS

The Clerk added that the Health and Safety Officer (NFU) had suggested that the water tanks should be emptied at the Changing Rooms prior to first use after sitting idle for so long.

### FIN/47/21 Northway Village Hall

- i. **SSE** – The Clerk confirmed that the Youth Club were now responsible for the paying of the electricity charges at the Village Hall so that the Clerk did not have to re-charge these every time.
- ii. **Toilet Roll Holders** – Cllr Roberts PROPOSED approval of the Youth Club installing toilet roll holders as shown on the information provided.

FOR: UNANIMOUS

- iii. **Non Domestic Rates** – The Clerk tabled a copy of the latest Domestic Rates Bill which was in the name of the Trustees of Northway Youth Club and showed a nil balance.
- iv. **Annual Inspection** – Cllr Ward and the Clerk attended the Village Hall on 30<sup>th</sup> March 2021 with Cllr Godwin (representing the Trustees) to undertake the annual inspection. The results were as follows:-
- Everything was tidy and appeared to be in working order.

## **NORTHWAY PARISH COUNCIL**

### FIN/47/21 **Northway Village Hall** (Continued)

- There was a crack on the wall where the old wall heaters had been removed but this could be filled.
  - The outside light on the side of the building had been pushed to one side inside the cage.
  - It had been reported that youths had been climbing on the roof and whilst doing so they had damaged the window frame. Cllr Ward had put some anti climb paint in the areas that would most benefit.
- vi. **General Hiring of Village Hall** – The Clerk informed Members that she had been contacted by a Bulgarian Dance Group wishing to use the Village Hall to hold classes. The Clerk explained that the Village Hall could only be used in the event that the Community Hub could not accommodate them. She also contacted the Trustees just to let them know that group may be in touch and that it would need Council approval if it was to progress.
- vii. **Other Matters** – The Clerk had been approached by a current user of the Village Hall to see if the Council would have any objection to them serving refreshments (ice creams, drinks etc) on the green at the front of the Village Hall during the summer. They would also store some items in the Village Hall.

Cllr Roberts said that the idea sounded appealing and mentioned the Café at Pittville, but it was noted that a Food Hygiene certificate would need to be held by them if this was to progress. Members felt that, as long as it met with regulations and requirements (i.e. certificates/license), this was a good idea. Cllr Blackmore said that a condition should be that they clear up their rubbish.

Cllr Roberts PROPOSED that, in principle, the Council had no objections subject to further information being forthcoming, including evidence that the Trustees were happy for the Village Hall to be used for storage.

FOR: UNANIMOUS

### FIN/48/21 **Correspondence for Information**

- i. **United Kingdom Debt Management Office** (previously PWLC) – The statement date 31<sup>st</sup> March 2021 detailing the payment due in February was tabled for information.
- ii. **Information Commissioner** – March 2021 Newsletter.
- iii. **BT Business Mobile** – Details of a 3% increase on the mobile charge which was part of the contract was tabled.
- iv. **HSBC** – Standard Issue of changes to Service, including price list and banking terms and conditions.

### FIN/49/21 **Correspondence received after 22<sup>nd</sup> April 2021**

- i. **Birch Utilities** had been in touch on behalf of Western Power regarding the need to do some maintenance work to a pole situated on the south end of The Park. They were seeking confirmation that this was acceptable to the Council. Members agreed that this work was necessary so permission should be given.
- ii. **United Kingdom Debt Management Office (PWLb)** – An Annual statement was tabled.

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FIN/49/21 **Correspondence received after 22<sup>nd</sup> April 2021** (Continued)

- iii. **MJs Gym** – A letter seeking permission to run a boot camp from the Playing Field had been received. It was agreed to put this to Full Council.
- iv. **Tewkesbury Borough Council** – Details that the first half of the precept, in the sum of £93,850.00 had been paid into the Parish Councils Bank Account.
- v. **HSBC** – Details of the closure of the Tewkesbury Branch.

As there was no further business the meeting ended at 9.15 p.m.