

AGENDA



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

cc: Mrs Laura Stewart, Clerk's Assistant

Date: 22nd July 2021

NOTICE OF MEETING

You are summoned to a meeting of the Finance Committee that will be held on **WEDNESDAY, 28th July 2021** at approximately 7.20 p.m. directly following an Extraordinary Council Meeting.

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, 28th JULY 2021

COMMENCING AT Approx. 7.20 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 28th April 2021 ([Copy circulated to Members with May Council Agenda](#)): For approval and signature.
- Minutes of the Finance Committee Meeting that took place on 2nd June 2021 ([Copy circulated to Members with June Council Agenda](#)): For approval and signature.

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

***FIN/54/21 – FIN/58/21 Annual Governance and Accountability** – Finance Committee recommendations were passed to Full Council for approval and subsequently forwarded to external Auditor.*

***FIN/41/21 Insurance** – The insurance policy has been renewed with Zurich.*

***FIN/42/21 Health & Safety** – The initial work has been undertaken (to be reviewed by the Staffing Committee)*

***FIN/44/21 Staff Wages** – New and amended Standing Orders have been set up.*

***FIN/45/21 Electricity Supply** – The new supply for the Hub has been set up with SSE Green Protect from 30th September 2021.*

5. **Parish Council's Accounts up to 30th June 2021**

- To review the Council's Bank Statements up to 30th June 2021 (invoices and original statements to be tabled at the meeting) as part of the Council's Risk Management Programme.
- To receive the Accounts to 30th June 2021: Bank Reconciliation (Blue Sheet) and Balance Sheet (yellow sheet) for consideration and approval. ([Copy circulated to Members](#)).
- To receive the Budget Statement (Detailed Income & Expenditure) to 30th June 2021 for consideration and approval. ([Copy circulated to Members](#)).

6. **Internal Auditor** – To review and approve contract for the current year. To determine.

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7. **VAT Partial Exemption Calculation 2021-21** – To consider / approve contracting this service to DCK Accounting Solutions.
8. **Direct Debits / Standing Orders:**
 - i. To ratify implementation of two direct debits: Pitney Bowes Purchase Power and the new SSE electricity contract.
 - ii. To review Direct Debit/Standing Order Policy and schedule of direct debits and standing orders. To approve. (Circulated to Members)
9. **Northway Community Hub**
 - i. **Car Park and Entrance** – To consider how to manage the use of the car park by children and how best to keep them and users of the hub safe. To determine action.
 - ii. **Electrical Work** (Min Ref FIN/28/21 and FIN/37/21 refers) – The fan has now been replaced in the toilet as well as one outside lamp (awaiting installation of a further one). To receive further update and consider any necessary action.
 - iii. **Hirings** – To receive updates and consider any action.
 - iv. **Waterplus** – To receive any updates relating to the 'lost' water meter if available and determine action.
 - v. **IT Maintenance Support Plan Renewal** (annual) – To ratify.
10. **Changing Room**
 - i. **Lighting/Locks** To receive an update relating to quotations for works to the Changing Room and confirmation that, subject to receipt of quotations and costings that Tewkesbury Borough Council (TBC) were agreeable for these works to be funded by way of Section 106 monies. To consider any further action.
 - ii. **Health & Safety** – To receive confirmation that the football club are emptying and refilling large water tank prior to use.
 - iii. **Gloucestershire Target 2030 Severn Wye** – Following visit to the Changing Room to receive initial feedback.
 - iv. **Outside Plug Socket** – To consider installing an outside plug in safe box. To determine.
 - v. **Petrol can** – To ratify purchase of two new petrol cans for use by the Football Club for the lawn mower following a leak. (These are stored in the metal cabinet provided in the Store Room).

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11. Defibrillator

- i. **National Defibrillator sites** - To receive an update relating to storage of information relating to the locations of defibrillators on various sites. To consider whether any changes are necessary.
- ii. **The Circuit** – To receive details that the defibrillator at the Northway was deployed in May 2021. (This was checked following the report).

12. CCTV

- i. 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.
- ii. To consider any other matters relating to the CCTV system. To consider action.

13. Northway Village Hall:

- i. **Gloucestershire Target 2030 Severn Wye** – Following visit to the Village Hall to receive initial feedback.
- ii. **Attempted break in** – To receive information relating to an attempted break in at
- iii. **Use of Toilets by youth organisations** – To receive response from the Trustees of Northway Youth Club regarding Young Gloucestershire using the Village Hall for toilets during the summer holidays and determine any necessary action.
- iv. **Youth Provision in the Parish** – To consider ways the Council can encourage additional youth provision in the parish to include a review the current lease to ensure the current usage fits within its terms. (To discuss under confidential cover if necessary).
- v. **Donation of Tables / Trolley** - It was agreed (Min Ref GP/97/21 refers) that the Finance Committee should consider whether to make any donations towards the purchase of new tables and a trolley for youth work at the Village Hall. To determine.

14. Correspondence for Information:

- i. **United Kingdom Debt Management Office** (previously PWLC) - To receive details of next Loan repayment that is due on 16th August 2021.
- ii. **Information Commissioner** – Advice that direct debit payment will be taken on or before 6th August 2021 (Data Protection fee).
- iii. **British Telecommunications** – Information relating to the UK's PSTN network switch off in 2025 when all phones will be fully digital.
- iv. **Clemas & Co Ltd** – Advertising of industrial cleaning equipment.

15. Correspondence received after 22nd July 2021: