

AGENDA



To: Cllr J Roberts (Chairman) Cllr Mrs P Godwin (Vice Chairman)
Cllr C Blackmore Cllr E MacTiernan
Cllr E Phennah Cllr G Shelton
Cllr S Terry Cllr S Ward

Date: 22nd October 2020

NOTICE OF MEETING

You are summoned to a meeting of the Finance Committee that will be held on **WEDNESDAY, 28th October 2020**, at 7.00 p.m.

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:

Link : <https://us02web.zoom.us/j/86746568220?pwd=MDE3R2J2VCswamxpend2T3V6RDk3Zz09>

Meeting ID: 867 4656 8220 Passcode: 682912

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, 28th OCTOBER 2020
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 Finance Committee meeting that took place on 29th July 2020:** (circulated with June 2020 Full Council Agenda): For approval and signature.

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

5. **Parish Council's Accounts up to 30th September 2020.**

a. The normal review of the Council's Bank Statements up to 30th September 2020 has been deferred but is been checked monthly by DCK Accounting Services as well as the Clerk. It was agreed under Min Ref FIN/47/20 that this should not recommence until the Council was meeting physically.

b. To receive the Accounts to 30th September 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. **Annual Governance & Accountability Return for the year ended 31st March 2020** – To receive the Audited Return and consider any actions necessary.

7. **Health and Safety** – Following a recommendation from the Staffing Committee Meeting (Min Ref S/51/20 refers) to receive information relating to services offered in this area and consider outsourcing. To determine action.

8 **Financial Requirements for the Year 2021 / 2022:**

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 Standing Order No. 10a xi, Viz:** (Due to GDPR staff costs will be discussed under exclusion including conclusion of Caretaker's probationary period).

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8 **Financial Requirements for the Year 2021 / 2022:** (Continued)

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 in to the Council's Precept, (To be tabled).
9. **Precept** – To receive confirmation that the second half of the precept was received in September 2020.
10. **The Public Sectors Bodies (Websites and Mobile Applications) (No2) Accessibility Regulations 2018** – Following completion of web page:-
- a) To consider request for a review of the web page. To determine.
 - b) To ratify monthly direct debit set up in the sum of £50.00 to Utopia
 - c) Confirm cancellation of existing standing order to the previous website provider.
 - d) A letter of thanks has been forwarded to the previous website provider and had supplied this service for approximately 17 years.
 - e) To ratify cancellation of cheque to Utopia (as it was never received, a replacement was issued). A bank charge of £10.00 was made.
11. **Banking:**
- a) **HSBC** – Details of Changes to Services (for information).
 - b) **Internet Banking** – It was agreed (C/104/20 refers and FIN/48/20) that the Finance Committee consider moving to internet banking considering risks. To receive any more information and determine any action.
12. **Village Hall:-**
- a) **Track and Trace** - To receive information relating to QR code necessary for track and trace at the Village Hall.
 - b) **SSE Business Energy** – To consider upgrading energy meter. To determine.
 - c) **Edgefire Ltd** – To receive Certificate of Inspection for the fire extinguishers.

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13 **Changing Room:**

- a) **Pipes** - To receive costings for galvanised rainwater downpipe for the changing room pipes to protect them from vandalism, to consider and determine action.
- b) **Lease** - To receive an update from 'One Legal' regarding progress relating to the renewal and consider any further action, associated correspondence includes a copy of the adverts place in the Gloucestershire Echo.
- c) **SSE Business Energy** – To consider upgrading energy meter. To determine.
- d) **Edgefire Ltd** – To receive Certificate of Inspection for the fire extinguishers.
- e) **Showers** – To consider asking the plumber to investigate reported problems with the showers/pump when he undertakes his annual gas service during November. Dependant on the problem to consider whether it would be feasible to apply for Section 106 monies in the event that replacements are necessary. To determine.
- f) **Mower:-**
 - i. The annual service has taken place at a cost of £346.65. To ratify.
 - ii. The mower is now out of warranty period, to approve the use of more local service providers next year.

14. **Northway Community Hub & Parish Office:**

- a) **Total Gas & Power** – To receive offer of free upgrade to a smart meter. To consider and determine action.
- b) **SK Heating & Cooling** – To receive details of the recent maintenance that took place on the system and receive a quotation for a replacement part. To determine action.
- c) **SSE Business Energy** – To consider upgrading energy meter. To determine.
- d) **Renewal of feminine hygiene units** – To ratify renewal that has taken place at a cost of £175.00 per annum.
- e) **BT** – To ratify the new phone / broadband contract, which has reduced the monthly cost.
- f) **Edgefire Ltd** – To receive Certificate of Inspection for the fire extinguishers.
- g) **Covid -19** – To consider any action that the Parish Council need to take relating to the pandemic including to receive details regarding the latest hirers. To determine any necessary action.
- h) **Signage** - A new sign was erected on the gate of the Community Hub as residents kept blocking it. To ratify expenditure at a cost of £70.00

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14. **Northway Community Hub & Parish Office:** (Continued)

- xi **EDF** – A billing error occurred leaving a credit of £12.00 on the account. A claim has been made for this to be repaid.
- xii **Rialtas** – To receive information relating to a booking package and consider whether to investigate booking software providers more fully. To determine.

15. **Electricity Suppliers** – To receive various offers of assistance to set up new contracts for the electricity supply for the Community Hub, Village Hall and Changing Rooms. To consider any information available and determine action.

16. **Correspondence for Action:**

- i. **C and J Fire Protection** – to receive an email offering servicing of fire extinguishers and fire signage. To consider whether the Council wish to investigate further. To determine.

17. **Correspondence for Information:**

- i. **Rialtas** – To receive information regarding a new support solution called Freshdesk the firm have launched.
- ii. **Information Commissioner's Office** – Newsletter September 2020 and October 2020.

18. **Correspondence received after 22nd October 2020**