

# AGENDA



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

cc: Mrs Laura Stewart, Clerk's Assistant

Date: 23<sup>rd</sup> January 2020

## NOTICE OF MEETING

You are summoned to a meeting of the Finance Committee that will be held on **WEDNESDAY, 29<sup>th</sup> January 2020** in the **Ray Shill Room, Northway Community Hub, Northway**, 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

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, 29<sup>th</sup> JANUARY 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 Previous Finance Committee meeting:** that took place on 13<sup>th</sup> January 2020 ([Copy circulated to Members](#)): For approval and signature.

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

**FIN/08/20 Northway Village Hall** – *The Trustees were informed they could remove the electric heaters so long as it was done at their cost by an appropriate, qualified person.*

**FIN/08/20 Northway Village Hall** – *An email has been forwarded to the Trustees regarding their regular hirer and the implications of incurring business rates.*

**FIN/09/20 Chair Cleaning** - *A cleaning machine has been organised for cleaning the chairs (Caretaker will do within her hours)*

**FIN/09/20 Hire Timings** - *A letter has been sent to Guides asking if they can start their session 15 minutes later.*

**FIN/09/20 Unpaid Invoice** - *A letter has been sent to hirer regarding unpaid invoice advising that it will influence future hires.*

**FIN/09/20 Tables** - *Two round tables have been ordered at a cost of £68.00 each. Four table cloths have been ordered.*

**FIN/09/20 Flasks** - *Four push pad water flasks have been purchased*

**FIN/09/20 Telephone** - *A Sipgate telephone has been ordered for installation.*

**FIN/13/20 Accounts Package** - *RBS Rialtas have been instructed to install an additional user license on the Clerk's Assistant's computer.*

**FIN/72/19 Village Hall Lighting** – *New lights have now been installed on the exterior of the Village Hall.*

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5. **Parish Council's Accounts up to 31<sup>st</sup> December 2019.**
  - a. To review the Council's Bank Statements up to 31<sup>st</sup> December 2019 (invoices and original statements to be tabled at the meeting) as part of the Council's Risk Management Programme.
  - b. To approve continued method to check the powers used for expenditure with the help of the Local Council Administration Book (Charles Arnold Baker) to ensure all expenditure is legal (as agreed under Minute Reference FIN/56/06) currently done at the monthly Council Meeting under 'Accounts to Council'.
  - c. To receive the Accounts to 31<sup>st</sup> December 2019; Bank Reconciliation (Blue Sheet) and Balance Sheet (yellow sheet) (to be tabled at the meeting) for consideration and approval.
  - d. To receive the Budget Statement (Detailed Income & Expenditure) (to be tabled at the meeting) for consideration and approval.
  - e. To review projected over / under-spends and determine if any virements need to be authorised
6. **Review of Effectiveness of Internal Audit** – To undertake annual review and consider any necessary changes. [\(Copy circulated to Members\)](#).
7. **Review of Risk Assessment** – To undertake annual review and consider any necessary changes. [\(Copy circulated to Members\)](#). This will then be further reviewed / approved at the February Full Council Meeting.
8. **Review of Direct Debit Policy** – To review adopted policy. [\(Copy circulated to Members\)](#)
9. **Standing Orders** – To approve cancellation of the Clerk's Assistant's- salary standing order (to be paid by cheque from March). To determine.
10. **Northway Community Hub**
  - i. **Solar Panels** - To receive an update relating to the Solar Panels, and determine action if necessary.
  - ii. **Guides** - To receive feedback from the Guides regarding change of time. To consider further if necessary.
  - iii. **Guides** -To receive feedback form the Guides regarding attendance and review charges as agreed (Min Ref FIN/70/19 refers). To determine.
  - iv. **Trade Waste** – to receive details of charges for trade wastes and consider any necessary actions.
  - v. **BT**- To receive information relating to new contract, if available, and determine action.

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11. **Changing Room** – The three-year lease ends this year. To review and consider actions.
12. **Ubico** – Duty of Care – To receive Controlled Waste Transfer Note (SIC code was incorrect on previous copy).
13. **Public Works Loan Board** – To receive details of payment due on 17<sup>th</sup> February 2020.
14. **Correspondence received after 23<sup>rd</sup> January 2019.**