

NORTHWAY PARISH COUNCIL

Minutes of a meeting of the Finance Committee held on Wednesday, 29th January 2020, in the Ray Shill Room at Northway Community Hub, commencing at 7.00 p.m.

Present: Cllr J Roberts (Chairman) Cllr Mrs P Godwin (Vice-Chairman)
Cllr Mrs E MacTiernan Cllr E Phennah
Cllr S Ward

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

FIN/16/20 Apologies for Absence

Cllrs Terry and Shelton had tendered their apologies. No further apologies for absence were received.

FIN/17/20 Declarations of Interest

No declarations of interest, as required by the Code of Conduct adopted by the Parish Council on 1st July 2012 (Minute Ref C/159/12), including paragraph 12(2), were made.

FIN/18/20 Minutes of the Previous Committee

Cllr Ward PROPOSED that the Minutes of the Finance Committee Meeting that took place on 13th January 2020 be approved as a true and accurate record. Cllr Godwin SECONDED.

FOR: Cllr Ward Cllr Godwin
Cllr Phennah Cllr Roberts

ABSTENSIONS: Cllr MacTiernan

FIN/19/20 Matters Arising from the Previous Minutes

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

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

FIN/09/20 Chair Cleaning – *A cleaning machine had been organised for cleaning the chairs (Caretaker would do within her hours)*

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

FIN/09/20 Flasks – *Four push pad waters flasks had been purchased and were being well used already.*

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FIN/19/20 **Matters Arising from the Previous Minutes** (Continued)

FIN/09/20 Telephone – A sipgate telephone had been ordered for installation.,

FIN13/20 Accounts Package – RBS Rialtas had now installed an additional user license on the Clerk's Assistant's computer.

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

FIN/09/20 Community Hub Servicing of Shutters – The Clerk apologised to Members as when she had been undertaking various actions agreed at the meeting held on 13th January 2020 she had mis-read the vote following a proposal relating to servicing the shutters. Cllr Roberts had proposed the shutters were serviced and when it came to the vote two were 'For' and four were 'Against'. The Clerk arranged service at a cost of £215.00. Cllr Roberts explained that the Clerk had contacted him immediately when she was aware of the mistake to apologise and offer to pay the cost. Members accepted the apology and did not expect the Clerk to fund this work. Cllr Roberts PROPOSED ratification of the cost.

FOR: UNANIMOUS

FIN/20/20 **Parish Council's Accounts up to 31st December 2020**

- a) **Review of Statements/Invoices** – Cllr Godwin undertook a review of the statements and invoices to ensure there were no discrepancies for the last quarter and confirmed that all appeared to be in order.
- b) **Spot check of Powers** – Cllr Roberts PROPOSED that the powers used for expenditure should continue to be shown on the Accounts to Council (tabled at the Full Council meeting monthly).

FOR: UNANIMOUS

- c) **Bank Reconciliation and Balance Sheet** – Members went through the Reconciliation and it was noticed that it reconciled to the bank statement. Cllr Ward PROPOSED approval of it. Cllr Roberts SECONDED.

FOR: UNANIMOUS

Cllr Roberts signed the bank reconciliation.

Members reviewed the balance sheet and Cllrs Ward, MacTiernan and Phennah reviewed the Trade Creditor list - no queries were raised. Cllr Roberts PROPOSED approval of it.

FOR: UNANIMOUS

Cllr Roberts signed the Balance Sheet

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FIN/20/20 **Parish Council's Accounts up to 31st December 2020**

- d) **Budget Statement** – Members received the Budget Statement (Detailed Income & Expenditure) and Balance Sheet. It was noted that it was three quarters of the way through the year so the percentage expenditure should be roughly 75%. Cllr Ward enquired why there was an overspend on Costs Centre 101 1124 ADM-Subscriptions. The Clerk explained that no more funds would be taken from this budget before year end as most subscriptions were paid for earlier in the year. The reason the cost had gone up was that the Parish Council had subscribed to a mapping system.

It was also noted that there was an overspend on Cost Centre 102 1235 ADM-Chairman's Allowance. The Clerk explained that this was due to the events that the Council had put on during the year. For the forthcoming financial year there would be a new Events Budget Heading. Again, it was noted that Cost Centre 401 4162 CAP-GP Playing Field had a large overspend. This was due to the security barrier installed at the Playing Field which had been an unexpected expenditure.

Cllr Godwin PROPOSED approved of the Budget Statement. Cllr MacTiernan SECONDED.

FOR: UNANIMOUS

- e) **Projected Over/Underspends** – Members reviewed the projected over and underspends and considered whether any virements were necessary. Cllr Roberts PROPOSED to leave things as they were.

FOR: UNANIMOUS

FIN/21/20 **Review of Effectiveness of Internal Audit**

Members went through the document and noted the amendments made by the Clerk i.e. name change of internal auditor. Members felt the Review was fit for purpose and no other changes were necessary. Cllr Ward PROPOSED approval of the changes and the document. Cllr Phennah SECONDED.

FOR: UNANIMOUS

FIN/22/20 **Review of Risk Assessment**

Members considered the Risk Assessment and whether any changes or additions were necessary. After reviewing it, Cllr Ward PROPOSED the document was recommended to Full Council for approval. Cllr MacTiernan SECONDED.

FOR: UNANIMOUS

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FIN/23/20 **Review of Direct Debit Policy**

Members reviewed the adopted Direct Debit Policy and no amendments were felt necessary. Cllr Godwin PROPOSED approval. Cllr MacTiernan SECONDED.

FOR: UNANIMOUS

FIN/24/20 **Bank Standing Orders**

Due to the Clerk's Assistant shortly beginning Maternity leave, Cllr Ward PROPOSED that the existing standing order was cancelled and that, for the period of leave, she was paid by cheque as the monthly figures would vary. Cllr Roberts SECONDED.

FOR: UNANIMOUS

FIN/25/20 **Northway Community Hub**

- i. **Solar Panels** – The Clerk informed Members that she had contacted SSE regarding payment relating to the solar panels. They said that they would investigate why payments had not yet started but re-confirmed that they would be backdated.
- ii. **Guides** – To date no response had been received from the Guides regarding numbers.
- iii. **Guides** – To date no response had been received from the Guides regarding change of time.
- iv. **Trade Waste** – Members received some quotes from Cheaperwaste and Suez. Suez was a little bit more expensive than the current contract. Members still felt disappointed that there was no option for recycling. It was RESOLVED that a smaller waste bin would be arranged, and Members could assist in recycling items that were recyclable.
- v. **BT** – Members considered what to do about the finished contract. It was AGREED to stay with BT for now on the existing set up at the best possible price.

FIN/26/20 **Changing Room**

The Clerk reminded Members that the Changing Room lease would be due for renewal later in the year. Cllr Roberts PROPOSED that the Clerk make enquiries as to whether TTFC wished to continue and begin the process of renewal.

FOR: UNANIMOUS

FIN/27/20 **Ubico**

The Clerk informed Members that she had completed and returned a further 'Duty of Care' as Tewkesbury Borough Council had missed some details off the previous one.

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FIN/28/20 **Public Works Loan Board**

The Clerk confirmed that the next payment due on the Public Works Loan was 17th February 2020.

FIN/29/20 **Correspondence received after 23rd January 2019**

- i. **Hub Wi-Fi** – The Clerk explained that a regular hirer was struggling to use a card machine when connected to the public wi-fi. The hirer had been in touch with the firm that supplied the machine who suggested that the router was turned off before their hire each week. The router was at ceiling height and so this would involve the use of a step ladder. The Clerk had contacted the Parish Council's IT support and they looked at the activity of the guest hub and found that, although it was used, it still had plenty of capacity and a strong connectivity. They advised that it would not be a suitable or useful option to turn the router off each week.
- ii. **Microsoft** – The Clerk had been advised that, as of 31st January 2020, the Microsoft Cloud Agreement for office 365 was to be superseded by the Microsoft Customer Agreement (MCA). As a result, the Clerk had to provide written consent on behalf of the Council to accept this change. It involved no cost. Cllr Roberts PROPOSED ratification of the Clerk's action.

FOR|: UNANIMOUS

- iii. **Damaged Table** – The Clerk informed Members that the Caretaker had an accident and dropped one of the children's tables, bending and breaking a leg off it. Cllr Ward had undertaken a repair but, due to the severity of damage, this was not going to be suitable. The tables were well used and were booked, along with the two others, for three parties the following weekend. The Clerk reminded Members that she had delegated power to authorise such a purchase and believed it was an urgent requirement. Cllr MacTiernan PROPOSED that a new table was purchased. Cllr Phennah SECONDED.

FOR: UNANIMOUS

As there was no further business the meeting concluded at 8.45 p.m.