

## **NORTHWAY PARISH COUNCIL**

Minutes of a meeting of the Finance Committee held on Wednesday, 29<sup>th</sup> May 2019, in the Ray Shill Room at Northway Community Hub, commencing at 7.45 p.m. directly following a meeting of the Community Event Working Party.

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

In Attendance:            Mrs C Woodward, Clerk of the Council

### FIN/37/19    **Election of the Committee Chairman**

Cllr MacTiernan PROPOSED that Cllr Roberts be elected as Chairman for the forthcoming municipal year. Cllr Roberts accepted the nomination. There were no further nominations. Cllr Ward SECONDED.

FOR:                                    UNANIMOUS

### FIN/38/19    **Election of the Committee Vice Chairman**

Cllr Roberts PROPOSED that Cllr Godwin be elected as Vice Chairman for the forthcoming municipal year. Cllr Godwin accepted the nomination. There were no further nominations.

FOR:                                    UNANIMOUS

### FIN/39/19    **Apologies for Absence**

Cllr Mrs D Bailey had tendered her apologies. No further apologies for absence were received.

### FIN/40/19    **Declarations of Interest**

No declarations of interest, as required by the Code of Conduct adopted by the Parish Council on 11<sup>th</sup> July 2012 (Minute Ref C/159/12), including paragraph 12(2), were made.

### FIN/41/19    **Minutes of the Previous Committee**

Cllr Terry PROPOSED that the Minutes of the Finance Committee Meeting that took place on 24<sup>th</sup> April 2019 be approved as a true and accurate record. Cllr Godwin SECONDED.

FOR:                                    UNANIMOUS

**NORTHWAY PARISH COUNCIL**

FIN/42/19 **Matters Arising from the Previous Minutes**

**FIN/27/19 Insurance** - The Clerk confirmed that the insurance policy was approved by Full Council and payment made during May for commencement on the 1<sup>st</sup> June 2019.

**FIN/28/19 IT Laptop** – This had now been purchased and was awaiting installation.

**FIN/30/19 Decoration** – The approved contractor had been contracted to paint the Hub.

FIN/43/19 **Internal Audit Report**

Members went through the Internal Audit Report from the audit that took place on 28<sup>th</sup> May 2019 and noted that there were no issues raised. Cllr MacTiernan PROPOSED no action. Cllr Shelton SECONDED.

FOR: UNANIMOUS

It was noted that Mr Selkirk, Auditor, had completed the relevant part of the Annual Governance and Accountability Return.

FIN/44/19 **Annual Governance Statement**

Members received the Annual Governance Statement. Cllr Roberts read each of the nine questions so Members could consider their response as follows:

	<b>Agreed- Yes or No</b>	<b>'Yes' means that the council:</b>
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<b>Yes</b>	prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<b>Yes</b>	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances	<b>Yes</b>	has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4 We provided proper opportunity during the year for the exercise of elector's rights in accordance with the requirements of the Accounts and Audit Regulations.	<b>Yes</b>	during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.

**NORTHWAY PARISH COUNCIL**

FIN/44/19 **Annual Governance Statement** Continued

	<b>Agreed- Yes or No</b>	<b>'Yes' means that the council:</b>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<b>Yes</b>	arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	<b>Yes</b>	responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	<b>Yes</b>	disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity, as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	<b>N/A</b>	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

Members reviewed their responses and Cllr Roberts PROPOSED the responses were recommended to Full Council for approval.

FOR: UNANIMOUS

FIN/45/19 **Accounts for the Year Ended 31 March 2019**

Members received the un-audited Financial Statements and went through the figures page by page. The Clerk pointed out that names would be changed on the Council Information (page3) due to the changes in Councillors following election and co-option.

On the Income and Expenditure members were happy with the figures and it was noted that income for the Community Hub showed the Hub was getting well used.

It was noted on the 'Notes to the Accounts' that The Gould Field should be changed to Northway Playing Field.

Cllr Terry PROPOSED that the Accounts were recommended to Full Council for approval. Cllr Ward SECONDED.

FOR: UNANIMOUS

**NORTHWAY PARISH COUNCIL**

FIN/46/19 **Accounting Statements 2018/2019**

Members went through the statements and compared the previous year's figures with the current ones. Cllr Terry PROPOSED recommendation to Full Council to approve. Cllr Ward SECONDED.

FOR: UNANIMOUS

FIN/47/19 **Asset Register**

Members reviewed the asset register that was attached to accounts as well as the insurance one. An enquiry was made as to whether the solar panels were covered on the insurance policy and the Clerk agreed to check this.

Cllr Ward PROPOSED acceptance of both registers. Cllr Shelton SECONDED.

FOR: UNANIMOUS

FIN/48/19 **IT**

i. The Clerk tabled a quotation for a projector in the Ray Shill Room (using existing or replacement) (FIN/28/19 refers).

- Option 1 would include ceiling mount kit with 1m pole, 10m cabling set and installation costs to use existing projector at a cost of £458.00. Members discussed this option and the Clerk pointed out that the firm who assessed the existing projector said that, although it was old, it had not been used for an excessive amount of hours and may last a while longer although there was no guarantee of this. The lumens were not very high, and it had no ability for HDMI connection.
- Option 2 was for in wall amp and wall mount speakers, manual pull screen, Epson wide screen projector and installation at a cost of £1,304.00.

Cllr MacTiernan wondered how much benefit or income this would bring to the Council. Cllr Terry pointed out that it was not just the money but there was a safety implication. She referred to an event that was held in the Ray Shill Room for sufferers of dementia where, because, of the current set up, cables were draped all over the floor causing a significant trip hazard. Members considered both options and it was noted that only one quotation was sought. Cllr Ward pointed out that this was the firm that had already been working with the Parish Council in installing the projector and screen in the main room (having gone through a full quotation process) and they were aware of the needs of the Council so in this case it was best value to go with the existing firm. Cllr Ward PROPOSED that the Council go with option 2 including the speakers and screen. Cllr Terry SECONDED.

FOR: UNANIMOUS

**NORTHWAY PARISH COUNCIL**

FIN/48/19 **IT** (continued)

- ii. **Windows 365** - The Clerk had arranged for a direct debit for this operating system as the trial period was due to expire and the office staff would have been unable to use the computers. confirmed that the IT installation had now taken place with very few hiccups and was made easier by the co-operation of the previous IT supplier. The emails were changed over during the Easter bank holiday weekend so the impact on the office was minimal. Cllr Terry suggested that LS Caine Electronics were thanked for all their help and co-operation. Cllr Ward pointed out that they would still be maintaining the web page. Cllr Roberts PROPOSED a letter of thanks was sent.

FOR: UNANIMOUS

- iii. **PC Rescue Support Package** – Members were informed that PC Rescue recommended that the support package (as agreed by Council) started in June (Min Ref FIN/09/19 refers). Cllr Roberts PROPOSED approval.

FOR: UNANIMOUS

- iv. **Web Page** – Cllr Roberts PROPOSED that, if LS Caine Electronics wished to be paid by direct debit for their web page support at £50.00 per month, this should be approved.

FOR: UNANIMOUS

FIN/49/19 **Correspondence received after 23<sup>rd</sup> May 2019**

- i. **Royal Mail** - Information relating to business delivery service.
- ii. **Village Hall** - The Clerk informed Members that she had received an enquiry regarding the possibility of use of the Hub for dance for children. Unfortunately, the Hub were unable to accommodate the group due to other bookings and the Clerk had suggested the enquirer contact the Trustees of the Youth Club. Since then they had met, and this may have been going forward which would generate a bit of income for the Youth Club.

As there was no further business the meeting concluded at 8.40 p.m.