

# 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 Steward, Clerk's Assistant

Date: 24<sup>th</sup> October 2019

## NOTICE OF MEETING

You are summoned to a meeting of the Finance Committee that will be held on **WEDNESDAY, 30<sup>th</sup> OCTOBER 2019** 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, 30<sup>th</sup> OCTOBER 2019**  
**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 31<sup>st</sup> July 2019 ([circulated with September Full Council Agenda](#)): For approval and signature.

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

**FIN/55/19 Insurance** – Zurich Insurance have been notified that the Council holds two zero hour contracts for 'fill in' caretakers.

**FIN/56/19 Banking** – Confirmation that direct debits have been set up for Pitney Bowes, PC Rescue, ICO, Staff, Rainbow Digital Media, Rates have been arranged.

**FIN/57/19 Section 106 Monies** – The Council has been successful in securing funding for Pitch tufts, aerator, benches, picnic benches, fascia on Changing Room and concreting around the building.

**FIN/60/19 Northway Community Hub – Blinds** – Electric blinds are now fitted in the top windows in the main hall.

5. **Parish Council's Accounts up to 30 September 2019.**

a. To review the Council's Bank Statements up to 30 September 2019 (invoices and original statements to be tabled at the meeting) as part of the Council's Risk Management Programme.

b. To undertake a spot check of 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).

c. To receive the Accounts to 30 September 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.

6. **Annual Governance & Accountability Return for the year ended 31<sup>st</sup> March 2019** – To receive Annual Return and consider any actions necessary (already received by Full Council).

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**7. Financial Requirements for the Year 2020 / 2021:**

- 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 data protection staff costs will be discussed under exclusion including conclusion of Caretaker's probationary period).

*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).

**8. Changing Room:-**

- i. **Legionnaires** (FIN/58/19 refers). Following an assessment that took place with the assistance of a qualified plumber it was felt that this was very low risk and two recommendations to mitigate any risk to the Football Club were that they run the water before using each time they are in the building and to disinfect and Viakal the shower heads. This information has been passed on to the Football Club.
- ii. **Painting of Changing Room** – To receive information relating to an offer to paint the Changing Room. (Unsure at this stage who would provide paint). To determine.

**9. Village Hall**

- i. **Legionnaires** – To consider whether any action is necessary. To determine.
- ii. **Security** – To consider issues being encountered at the Hall and consider any assistance the Parish Council can offer. To determine.

**10. Northway Community Hub & Parish Office:-**

- a. **Evaluations** – To receive further Hirer Evaluations and consider whether any action is necessary.
- b. **Health & Safety Assessment** – To receive report and consider any necessary action.
- c. **Cleaning Equipment** – To consider taking out a service plan for the iMop. To determine.
- d. **Broadband / Phone Line** – The contract needs renewing. To consider options including provision of a phone line for use by Citizens Advice. To determine any necessary action.

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10. **Northway Community Hub & Parish Office:-** (Continued)
- e. **Renewal of Feminine Hygiene Units** – This contract has been renewed for one year at a cost of £170.00. To ratify.
  - f. **Parking** - To receive complaint from resident regarding parking. To consider any action.
  - g. **Damages (Table/Soap)** – To receive information relating to damages and action taken. To consider any further action.
  - h. **Laser Alarms Ltd** – To receive Maintenance Report following service on 19<sup>th</sup> September 2019
  - i. **Sculpture / Flagpole** – To consider further the possibility of installing these items at the Hub. To determine.
  - j. **Hirer** – To consider request from hirer for additional services to be provided by the Parish Council for a hire in January (and possibly future hires). To determine action.
11. **Precept** – To receive confirmation that the second half of the precept was received on September 2019.
12. **Annual Systems Audit / Internal Sub-Audit:** To agree items / issues for review and appointment of Contractor as well as considering their qualifications.
13. **Accounting Solutions from DCK Beavers** – Although it was agreed (Min Ref FIN/61/19 refers) to contract this firm to undertake the VAT Partial Exemption Calculations 2018/19 the firm advised that it was unlikely that there was a breach in 2018/19 so this work was not done.
14. **Portable Appliance Testing** – To receive report following testing and consider any necessary action.
15. **Lunch Club** – To consider purchase of flowers when the leader of the Club retires. To determine.
16. **The Public Sectors Bodies (Websites and Mobile Applications) (No2) Accessibility Regulations 2018.** – To further consider this legislation and what steps the Parish Council need to make to make sure it is compliant. (IT Working Party to consider further if necessary). To determine action.
17. **Correspondence for Information:**
- a. **Information Commissioner's Office (ICO)** – Newsletter
  - b. **IAC Audit & Consultancy** – Letter of introduction.
  - c. **The Pensions Regulator** - Third anniversary of staging date is 1<sup>st</sup> November 2019. A re-declaration is required to be completed (awaiting further information).
18. **Correspondence received after 24<sup>th</sup> October 2019.**