

## NORTHWAY PARISH COUNCIL

Minutes of a meeting of the Finance Committee held on Wednesday, 30<sup>th</sup> October 2019, 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 G Shelton  
Cllr S Ward

In Attendance: Mrs C Woodward, Clerk of the Council

### FIN/64/19 Apologies for Absence

Cllr Terry tendered her apologies. No further apologies for absence were received.

### FIN/65/19 Declarations of Interest

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

### FIN/66/19 Minutes of the Previous Committee

Cllr Ward PROPOSED that the Minutes of the Finance Committee Meeting that took place on 31<sup>st</sup> July 2019 be approved as a true and accurate record. Cllr Shelton SECONDED.

FOR: UNANIMOUS

### FIN/67/19 Matters Arising from the Previous Minutes

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

**FIN/57/19 Banking** – Confirmation that direct debits had been set up for Pitney Bowes, PC Rescue, ICO, Staff, Rainbow Digital Media as well as Business Rates.

**FIN/57/19 Section 106 Monies** – The Council had 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 were now fitted in the top windows in the Main Hall.

### FIN/68/19 Parish Council's Accounts up to 30 September 2019

a) **Review of Statements/Invoices** – Cllr Ward undertook a review of the statements and invoices to ensure there were no discrepancies and confirmed that all appeared to be in order.

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FIN/68/19 **Parish Council's Accounts up to 30 September 2019** (Continued)

- b) **Spot check of Powers** – This was done on a monthly basis where the powers used for expenditure were shown on the 'Accounts to Council'.
- c) **Bank Reconciliation and Balance Sheet** – Members went through the Reconciliation and Balance Sheet and were satisfied that it was in order. Cllr Shelton PROPOSED approval of it. Cllr Godwin SECONDED.

FOR: UNANIMOUS

- d) **Budget Statement (Detailed Income & Expenditure)** – Members went through the statement. Cllr Ward commented on the Trade Waste Heading and enquired whether there were any other firms that could be used beside UBICO so that the Parish Council could use recycling services (which UBICO does not offer on the current trade waste contract). It was AGREED that the Clerk should investigate this. Cllr MacTiernan PROPOSED approval of the Budget Statement. Cllr Shelton SECONDED.

FOR: UNANIMOUS

FIN/69/19 **Annual Governance & Accountability Return for the year ended 31<sup>st</sup> March 2019**

Members received the Annual Return following audit by Pinkertons. No matters were raised for attention but there was 'Other matters not affecting our opinion which we draw to the attention of the authority' raised which was *'The smaller authority has not provided evidence of consideration of risk management arrangements by the whole authority during 2018/19. This was requested as part of our intermediate review procedures. We have seen evidence of review by the Finance Committee.'* The Clerk believed this was because Finance had always approved the reviews and they had not normally gone to Full Council but this now needed to be addressed.

FIN/70/19 **Financial Requirements for the Year 2020/2021**

- a) **Northway Community Hub & Parish Office Fees and Charges:** Members considered the hire charges for the Community Hub.

**Main Hall** - Cllr Roberts PROPOSED that the hire fee for the main hall was charged at £12.50 (an increase of £0.50) making the total £15.00 with VAT for residents.

FOR: UNANIMOUS

Cllr Ward PROPOSED that no increase was made for non-residents for the main hall. Cllr Shelton SECONDED.

FOR: UNANIMOUS

**Ray Shill Room** - Cllr Roberts PROPOSED that the Ray Shill Room was charged at £8.33 (an increase of £0.33) making the total £10.00 and no changes were made for non-residents.

FOR: UNANIMOUS

**NORTHWAY PARISH COUNCIL**

FIN/70/19 **Financial Requirements for the Year 2020/2021** (Continued)

**Whole Building** – Cllr MacTiernan PROPOSED that no changes were made to the charges for the whole building hire i.e. £20.00 for residents and £25.00 for non-residents (excluding VAT).

Members considered various groups and it was AGREED to make no changes to Slimming World charges for the next financial year. Cllr Roberts PROPOSED that Guides' charges were reviewed in three months' time.

FOR: UNANIMOUS

Members then went on to consider the regular free hires they allow and it was noted that the terms and conditions stated '*At the discretion of the Parish Council Northway Community Groups can have the first two hours free, beyond this the normal charge (including VAT) will be applied*'

There were 'ad hoc' hires the main users are St Nicholas Church coffee morning, St Nicholas craft group, M5Nine church, Bingo, Book Club, Luncheon Club, Retired Military coffee morning, Carers coffee morning, CAB, Mothers in Mind and other individual requests that took place from time to time. It was noted that for the current financial year it was anticipated that approximately £4,500 worth of free hires were being donated to community use.

Members AGREED the following policy: -

At the discretion of the Parish Council, Northway Community Groups, or those groups for the benefit of Northway can have the first two hours free, beyond this the normal charge (including VAT) would be applied. This is on the basis that there is no charge (with the exception of the Luncheon Club) made to the attenders, and if any excess funds are raised these should either be fed back into charitable/community work in Northway or used to offset the Hub charges.

It was AGREED that a letter should be sent to the free groups reminding them of the free-hire conditions.

**Office Charges -**

Cllr Ward PROPOSED the following charges for office facilities: -

	<u>Net</u>	<u>VAT</u>	<u>Gross</u>
<b>A4</b>	0.10	0.02	0.12
<b>A3</b>	0.21	0.04	0.25
<b>Laminating A4</b>	0.83	0.17	1.00
<b>Laminating A3</b>	0.92	0.18	1.10

Cllr Shelton SECONDED.

FOR: UNANIMOUS

**NORTHWAY PARISH COUNCIL**

FIN/70/19 **Financial Requirements for the Year 2020/2021** (Continued)

b) **Committee: FINANCE**

**Cost Centre: ADMINISTRATION**

Cllr Roberts PROPOSED that in view of the special / confidential nature of the business about to be transacted, it was advisable in the public interest that the public and press were temporarily excluded, and they are instructed to withdraw.

FOR: UNANIMOUS

**Exclusion Items – Councillors Only**

Under exclusion staff budgets were discussed as well as the three-month probationary period for the Caretaker.

c) **Finance Committee Budgets**

**1107 ADM-CLERK'S TRAINING** – It was AGREED to maintain the budget for the Clerk's /Assistants' Training at £350.00.

**1108 ADM-CLERK'S EXPENSES** – It was AGREED to maintain this budget at £50.00

**1111 ADM-PAYE OUTSOURCING** – It was AGREED to increase this due to forthcoming staff fluctuations to £420.00.

**1121 ADM-TELEPHONE/BROADBAND** – Members AGREED to increase this to £950.00.

**1122 ADM-POSTAGE** – It was AGREED to reduce to £600.00.

**1123 ADM-GENERAL** – It was AGREED to increase to £800.00.

**1124 ADM-SUBSCRIPTIONS** – It was AGREED to maintain this at £1,800.00.

**1125 ADM-INSURANCES** – It was AGREED to maintain this at £3,500.00 which may allow the Council to consider 'cyber insurance'.

**1128 ADM-OFFICE EQUIPMENT** – This was set at £500.00.

**1130 ADM-STATIONERY/PRINTING** – It appeared there may be an overspend on this budget for the current financial year and it was, therefore, AGREED to increase this budget to £1,400.00.

**1131 ADM-WEB HOSTING/SUPPORT** – A figure of £2400.00 was AGREED.

**1132 ADM-MISC STAFF COSTS** – Members AGREED to keep this budget at £100.00.

**1157 ADM-AUDIT FEES** – A budget of £1,500.00 was AGREED for Audit Purposes. AGREED.

**NORTHWAY PARISH COUNCIL**

FIN/70/19 **Financial Requirements for the Year 2020/2021** (Continued)

c) **Finance Committee Budgets**

**Cost Centre: ADMINISTRATION**

**1158 ADM-OTHER PROFESSIONAL FEES** – It was AGREED to maintain this budget at £6,500.00.

**1163 ADM-YOUTH WORK** – A figure of £3,000.00 was allocated for this budget.

**1164 ADM-RISK ASSESSMENT** – It was AGREED to maintain this budget at £80.00.

**1165 ADM-ADVERTISING** – Currently this budget had a nil spend but normally the advertising was for the Parish Assembly in March of each year. AGREED £120.00.

**1166 ADM-DEFBRILLATOR** – It was AGREED to maintain this budget at £300.00.

**Cost Centre: ADMINISTRATION**

The next Cost Centre was 101 Income but these figures could not be determined at this stage, so Members moved on to:

**Cost Centre: 102 CIVIC & DEMOCRATIC**

**1209 CIV-CLLRS EXPENSES** – It was AGREED to retain a sum of £50.00 in the budget.

**1210 CIV-CLLRS TRAINING** – This budget was reduced to £300.00 as most of the new Councillors would be expected to undertake some training in the current financial year.

**1235 CIV-CHAIRMAN'S ALLOWANCE** – It was AGREED to maintain this budget at £600.00.

**1236 CIV-REGALIA** – A budget of £50.00 was set to allow for any engraving required on the Chain of Office.

**1237 CIV-COMMUNITY EVENTS** – The Council had expressed an interest in increasing community events and it was AGREED to start a budget for these and £500.00 was AGREED.

**Cost Centre: 103 NORTHWAY COMMUNITY HUB**

Members felt that they could not accurately project what the budgets would be for the extended building at this stage.

**1311 NCH-RATES** – It was AGREED to retain this figure at £9,100.00.

**1312 NCH-WATER RATES / SEW** – It was AGREED to retain at £300.00.

**1314 NCH-ELECTRICITY** – The electricity charges so far for the current year seemed very low especially compared to the previous year. It was, therefore, AGREED to retain this budget at £2,100.00.

**NORTHWAY PARISH COUNCIL**

FIN/70/19 **Financial Requirements for the Year 2020/2021** (Continued)

c) **Finance Committee Budgets**

**Cost Centre: 103 NORTHWAY COMMUNITY HUB**

**1315 NCH-GAS** – It was AGREED to set this budget at £550.00.

**1316 NCH-WASTE DISPOSAL** – It was AGREED to keep this heading at £450.00.

**1336 RSB-MAINTENANCE** – It looked like not all the current year's budget would be used so it was AGREED to reduce slightly to £6000.00.

**Cost Centre: 105 NORTHWAY VILLAGE HALL**

**1511 NVH-RATES** – A NIL budget was set as the building was leased.

**1512 NVH-WATER RATES** – A NIL budget was set as the building was leased.

**1514 NVH-ELECTRICITY** – A NIL budget was set as the building was leased.

**1536 NVH - MAINTENANCE** – It was AGREED to reduce this figure to £1,000.00.

**1537 NVH - GAS** – As this building was leased no gas charges should be payable by the Council so a NIL budget was set.

**Cost Centre: 106 CHANGING ROOM FACILITY**

**1635 CHR – EQUIPMENT MAINTENANCE** – It was AGREED to retain a budget of £1,000.00 for maintenance.

**1636 CHR – MAINTENANCE** – It was AGREED to increase this budget to £1,200.00.

**1637 CHR - GAS** – As this building was leased no gas charges should be payable by the Council so a NIL budget was set.

**1638 CHR-PAY TO PLAY** – It was AGREED to set this at NIL.

**1639 ELECTRICITY** – As this building was leased no electricity charges should be payable by the Council so a NIL budget was set.

**1640 CHR - WATER RATES** – As this building was leased no water rates should be payable by the Council so a NIL budget was set.

Cost Centre 101 was significantly increased due to allowing a wage for a temporary Clerk's Assistant and the Caretaker was now salaried rather than contracted. Cost Centre 103 was lower which also reflected this change. Cllr Ward PROPOSED approval of the Budgets for these Cost Centres. Cllr MacTiernan SECONDED.

FOR: UNANIMOUS

**NORTHWAY PARISH COUNCIL**

FIN/71/19 **Changing Room**

**Legionnaires** – The Clerk met with a qualified plumber at the Changing Rooms and ran through a template questionnaire of legionnaires risks. The building was deemed as very low risk and the only things that were necessary to mitigate any risk was that the leaseholders were told to run the water for a bit before using it, and to clean and disinfect the shower heads with something like Viakal. This information had been passed on to the Football Club. Members were confident in the measures that had been taken.

**Painting of Changing Room** – The Clerk said she had been approached by a Member of NCV who had informed the Football Club that he would be happy to paint the Changing Room at no charge as long as paint was provided. He wanted to ensure the Council were happy for this to be done. Cllr MacTiernan PROPOSED that the Council had no objections provided there were no cost implications to them. Cllr Roberts SECONDED.

FOR: UNANIMOUS

FIN/72/19 **Northway Village Hall**

**Legionnaires** – It was believed that there was virtually no risk to this building as there was no water holding tank. Cllr MacTiernan PROPOSED no action. Cllr Ward SECONDED.

FOR: UNANIMOUS

**Security** – The Clerk informed Members that she had been informed of some issues at the Village Hall. Youths were entering the Hall during the dance lessons, this has now been raised with the Police. The dance teacher wanted permission to install a coded lock onto the door which would stop them from coming in but still allow immediate safe exit to the people in the building.

It was also noted that football supporters were entering the building during Saturday matches and this information had been forwarded to the Changing Room leaseholders.

Cllr MacTiernan PROPOSED that the Council had no problem with the lock being fitted as long as it was at no cost to the Council. Cllr Ward SECONDED.

FOR: UNANIMOUS

8.30pm Cllr MacTiernan left the meeting

The Clerk also raised a suggestion that the current external doors were moved into the entrance of the Hall, installing a new set of doors where the existing ones were (as well as retaining the metal gates) this would then allow use of the toilets by groups such as Play Rangers without creating a security risk to the rest of the Hall and the items contained therein.

Cllr Godwin advised that she was meeting someone the following Saturday to give a price for new double glazed doors at the entrance. It was AGREED that this figure should be passed on to the Council to see if they could help or even match fund.

**NORTHWAY PARISH COUNCIL**

FIN/73/19 **Northway Community Hub & Parish Office**

8.35pm Cllr MacTiernan re-joined the meeting.

- i. **Evaluation** – The Clerk tabled a further Evaluation received from the Zumba group which was very positive but did mention that it would be helpful to have an ‘in house music system in main hall’. The Clerk did go back to them and advise that there was one so they may try it the next time they were in the building.
- ii. **Health & Safety/Risk Assessment** – The Clerk confirmed that the Caretaker had undertaken a Risk Assessment. The only items raised were the step into the storeroom which she has rectified with striped tape as a warning and the key in the emergency electric power off in the kitchen stating that the key should be removed. This was because if there was an emergency and the power needed turning of it may need an expert to assess before putting back on and this could not be done by a hirer.
- iii. **Cleaning Equipment** – Members considered the necessity for taking out a maintenance contract for the new floor cleaner, this would cover various checks and manual inspections. Alternatively, the Council could arrange for services at a cost of £125.00 plus VAT for each service, two per annum would be recommended.

It was noted that the machine would be under warranty during the first year and any breakages could be dealt with as they happened. Cllr Roberts PROPOSED that no arrangement was made for the time being but that this was re-assessed at the end of the first year.

FOR: UNANIMOUS

- iv. **Broadband / Phoneline** – The Clerk informed Members that the Broadband contract was up for renewal and wanted the Council to consider the options. BT had suggested having a Fibre phone and activating a new system called BT Cloud Phone which would allow for a phone for Citizens Advice to use. They gave prices of wired phones for £340 for three handsets or £81 for handheld or £110 for wired desk phones (VWX250 handset).

The Clerk contacted PC Rescue who looked after the Councils’ IT. They had advised that there was no immediate rush as the broadband would continue after the renewal date and wanted to make sure the Council did not feel pressurised into signing up to something before fully investigating it. He did suggest that the Council could go for a fibre only broadband package and move the phones over to Sipgate which will allow for more incoming lines, flexibility and inexpensive packages.

The Committee agreed that this was a complicated matter and it might be better if PC Rescue came to the office to run through the options, Cllr Ward agreed to be present if available. AGREED.

- v. **Renewal of Feminine Hygiene Units** – Cllr Roberts PROPOSED ratification of the renewal of the units at a cost of £170.00 for the year.

FOR: UNANIMOUS



**NORTHWAY PARISH COUNCIL**

FIN/73/19 **Northway Community Hub & Parish Office** (Continued)

- vi. **Parking** – The Clerk tabled a complaint from a resident regarding a user of the hub parking in Woodward Close who warned that, if this happened again, they would block them in. The Members felt that the Council had done as much as they could to stop this from happening and believed that the complainer was within their rights to block cars in. It was suggested that signs were hung on the fences with the house numbers to make it a little clear. It was AGREED that the Council should contact the resident and offer a laminated house number sign.
- vii. **Damages (Table/Soap)** – The Clerk tabled details of damages incurred. The first was when the toilets had the hand soap smeared all over the mirror and counter (using two new bottles). Members were told that the hirer had acted promptly in dealing with the possible perpetrators and they had been removed from the classes.

The second issue was a damage to a table which was believed to have occurred during the Friday night hires. Neither hirers had any no idea of how the damage happened and Cllr Ward had done his best to repair it and make the table useable.

It was AGREED that nothing further could be done at this time.

- viii. **Laser Alarms Ltd** – The Clerk tabled the Maintenance Report following the service on 19<sup>th</sup> September 2019. No issues were raised.
- ix. **Sculpture / Flagpole** – It had been agreed to bring these items to a meeting. For the time being Members did not know what would be suitable for a sculpture, if at all, but believed there was good reason to consider a flagpole. Cllr Ward PROPOSED that a flagpole was purchased and installed at a maximum cost of £1,000.00. Cllr Shelton SECONDED.

FOR: UNANIMOUS

- x. **Hirer** – A hirer that was booked for January had requested additional services as part of their hire to include projector, screen, flipchart stand, pad, pen and tea and coffee on arrival. The Clerk explained that the existing flipchart had broken and so a replacement had been ordered. Cllr MacTiernan suggested that a round of drinks should be charged at £25.00 a time. The Council had no objections to this so Cllr Ward PROPOSED ratification of the purchase of the flipchart and that as long as the Caretaker was happy to do this within her hours and a charge of £25.00 per round of tea and coffee was made this service could be offered. Cllr MacTiernan SECONDED.

FOR: UNANIMOUS

It was further AGREED that prices for push-pad water flasks were obtained to bring back to the next meeting.

FIN/74/19 **Precept**

The Clerk confirmed that the second half of the precept had now been received.

**NORTHWAY PARISH COUNCIL**

FIN/75/19 **Accounting Solutions from DCK Beavers**

The Clerk had made enquiries with Accounting Solutions from DCK Beavers following their letter about the VAT partial exemption calculation. DCK had confirmed that whilst technically the VAT rules required that a calculation was carried out every year, the 2017/18 results were such that a breach in 2018/19 was extremely unlikely. As a result of this Members AGREED to take no further action.

FIN/76/19 **Portable Appliance Testing**

The Clerk tabled the PAT certificate and report *'All items found were duly inspection and tested, any repairs attended to then labelled with the initials KGF on this date. Any items not in current use or on long term storage were not tested but duly quarantined and labelled and requires being tested before being put back in service. There are items which come in the classification of static or fixed equipment even though they plug into a standard outlet which will require test/inspection at an extended interval or when they are moved. Items which are new do not require test until they are over one year old.'*

It was AGREED that no further action was required.

FIN/77/19 **Lunch Club**

Cllr Ward felt that if the current Luncheon Club leader retired it be would important that her role was acknowledged by the Council. He suggested flowers. Cllr MacTiernan felt that this was not enough but could not think of anything the leader would like instead, she agreed to investigate further. Cllr Roberts PROPOSED that the Council should buy flowers or another gift in the event of the leader retiring.

FOR: UNANIMOUS

FIN/78/19 **The Public Sectors Bodies (Websites and Mobile Applications) (No2) Accessibility Regulations 2018**

The Clerk reminded Members that it had already been agreed that the IT Working Party would look at this further. She had been in touch with the website manager who was looking into this on behalf of the Council but felt that the website already complied with most of the new regulations. The Clerk added that herself and her Assistant were attending a conference the following week where this subject was to be covered.

This matter would be considered further by the IT Working Party when more information was available.

FIN/79/19 **Correspondence for Information**

- i. **Information Commissioner's Office (ICO) – Newsletter**

**NORTHWAY PARISH COUNCIL**

FIN/79/19 **Correspondence for Information** (continued)

- ii. **IAC Audit & Consultancy** – Letter of Introduction. The Clerk reminded Members that this was the firm that had been contracted to undertake Internal Audits for the Council.
- iii. **The Pensions Regulator** – It was now the third anniversary of the Stating Date (1<sup>st</sup> November 2019). A redeclaration is required to be completed but more information was awaited from the Payroll support at Accounting Solutions.

FIN/80/19 **Correspondence received after 24<sup>th</sup> October 2019**

- i. **Local Government Authority (LGA)** – Details relating to Climate Change.
- ii. **Rialtas** – Details of fees and charges for 2020-2021.

As there was no further business the meeting concluded at 9.20 p.m.