

# AGENDA



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

cc: Mrs Laura Stewart, Clerk's Assistant

Date: 25<sup>th</sup> July 2019

## NOTICE OF MEETING

You are summoned to a meeting of the Finance Committee that will be held on **WEDNESDAY, 31<sup>st</sup> July 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**

**FINANCE COMMITTEE MEETING**

**WEDNESDAY, 31<sup>st</sup> JULY 2019 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 dated 29<sup>th</sup> May 2019:** For approval and signature. [\(Copy circulated with June Full Council Agenda\)](#).

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

***FIN/48/19 IT** - The Projector, screen and speakers have now been installed in the Ray Shill Room.*

***FIN/48/19 IT** – A letter of thanks was sent to LS Caine Electronics to thank them for their help and co-operation during the change around with IT supplier.*

***FIN/19/19 – Annual Governance** – To receive confirmation from PKF Littlejohn that they have received the by Annual Governance Return and made a request for further information as the Council is due an Intermediate Audit. (Further information has now been submitted).*

5. **Parish Council's Accounts up to 30<sup>th</sup> June 2019.**

- a. To review the Council's Bank Statements up to 30<sup>th</sup> June 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<sup>th</sup> June 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. **Insurance:**

- a. To receive confirmation that an additional member of staff has been included on the insurance policy following termination of the contract with GAB Waste and employment of new caretaker from 1<sup>st</sup> August 2019.
- b. To receive confirmation that the solar panels are included in the building sum insured at Northway Community Hub & Parish Office (and receive updated copy of policy)

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**7. Banking:**

- a. To receive letter from SLCC regarding the importance of putting the correct names on cheques.
- b. To ratify direct debits that have been set up:
  - i. Pitney Bowes 'Postage by Phone' for franking machine top ups.
  - ii. Information Commissioners Office – annual subscription.
- c. To consider setting up direct debits/standing orders including to pay staff wages. To determine.

**8. Section 106 Monies** – To receive a list of items for consideration to be submitted to Tewkesbury Borough Council. To approve.

**9. Changing Room**

- a. To receive request from Tewkesbury Town Football Club that they make some modifications to the kitchen to allow for easier access to the hatch. To determine.
- b. To receive details that the Cub Cadet Mower has now received its annual service – this was at a cost of £365.07. To approve.
- c. To receive Certificate of Inspection of Fire Equipment.
- d. To consider whether the Parish Council should be undertaking Legionnaires testing at the Changing Room Facility. To determine.

**10. Northway Village Hall:**

- a. To receive Certificate of Inspection of Fire Equipment and details of replacements necessary.
- b. To consider the Parish Council should be undertaking Legionnaires testing at the Village Hall. To determine.

**11. Northway Community Hub:**

- a. To receive letter of thanks for use of Hub.
- b. To receive Evaluation Form response.
- c. To consider whether the Council would like to see free First Aid Courses provided in Northway and if so approve the use of the Hub.
- d. To receive Certificate of Inspection of Fire Equipment.
- e. To receive Maintenance Report Sheets of servicing undertaking to the air conditioning system by SK Refrigeration Heating & Cooling. A repair is necessary to one of the sensors.
- f. To receive quotation for service of electric roller shutters – To date the Council has been let down by two firms. To determine action.
- g. Southern Electric – A request for further information relating to the registration of the solar panels. This information has been forwarded to SSE.

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**11. Northway Community Hub: (Continued)**

- h. Health & Safety Risk Assessment – This role is currently undertaken by GAB Waste to consider options going forward and determine action.
- i. Cleaning Equipment – To receive recommendation from Staffing Committee that cleaning equipment including the buffer is reviewed/renewed. To consider information to be tabled and determine.
- j. Blinds – To receive a further quotation for 2 x electric blinds for the main hall. To consider and determine action.

**12. Correspondence for Action:**

- a. **Charity Scope** - To receive requests from Charity Scope regarding the possible positioning of a textile recycling bank. To determine action.
- b. **DCK Accounting Solutions** – VAT Partial Exemption Calculations 2018/19 – to consider contracting DCK to undertake these calculations for the Parish Council at a cost of £195.00. To determine
- c. **Tewkesbury RFC Under 12's Rugby Pitch** – To receive request for assistance towards this project. To consider and determine.
- d. **Consultiv Utilities** – Information that Utilitywise went into administration recently. To receive offer from Consultiv Utilities for their support. To determine.

**13. Correspondence for Information:**

- a. **Information Commissioner** – Newsletter.
- b. **Public Works Loan Board** – To receive details of the next direct debit payment due on 16<sup>th</sup> August 2019 in the sum of £8,884.15.
- c. **BT Broadband** – Details of a new business broadband.
- d. **HSBC UK** – Business Banking Notice of Variation.
- e. **RBS Rialtas** – Customer Connection Newsletter – June 2019.

**14. Correspondence received after 25<sup>th</sup> July 2019.**