

NORTHWAY PARISH COUNCIL

Minutes of a meeting of the Finance Committee held on Wednesday, 31st July 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 Mrs S Terry Cllr S Ward

In Attendance: Mrs C Woodward, Clerk of the Council

FIN/50/19 Apologies for Absence

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

FIN/51/19 Declarations of Interest

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

FIN/52/19 Minutes of the Previous Committee

Cllr Terry PROPOSED that the Minutes of the Finance Committee Meeting that took place on 29th May 2019 be approved as a true and accurate record. Cllr Godwin SECONDED.

FOR: UNANIMOUS

FIN/53/19 Matters Arising from the Previous Minutes

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

FIN/48/19 IT – A letter of thanks was forwarded 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 Annual Governance Return and made a request for further information as the Council is due an intermediate Audit. (Further information has now been submitted).

FIN/54/19 Parish Council's Accounts up to 31st March 2019

- a) **Review of Statements/Invoices** – Cllr Ward undertook a review of the statements and invoices to ensure there were no discrepancies. He confirmed that everything was in order.
- 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 which balanced. The Clerk tabled full details of the trade creditors shown on the Balance Sheet.

NORTHWAY PARISH COUNCIL

FIN/54/19 **Parish Council's Accounts up to 31st March 2019** (Continued)

Cllr Ward PROPOSED approval of the Bank Reconciliation and Balance Sheet. Cllr Terry SECONDED.

FOR: UNANIMOUS

- d) **Budget Statement (Detailed Income & Expenditure)** – Members went through the statement. It was noted that expenditure should be approximately 25% at this stage with a few exceptions i.e. subscriptions and insurance. Cllr Roberts was pleased to see the income for the Hub to date. No further queries were raised. Cllr Terry PROPOSED approval of the Budget Statement. Cllr Shelton SECONDED.

FOR: UNANIMOUS

FIN/55/19 **Insurance**

- a) The Clerk confirmed that an additional member of staff had been included on the insurance policy following termination of the contract with GAB Waste and employment of a new caretaker from 1st August 2019.

FOR: UNANIMOUS

- b) The Clerk tabled an updated copy of the insurance policy which included the solar panels in the building sum insured at Northway Community Hub.

FIN/56/19 **Banking**

- a) The Clerk tabled a letter from SLCC regarding the importance of putting the correct names on cheques as they had found that Banks would not accept a payee's name if it was not completely correct.
- b) Cllr Ward PROPOSED ratification of two direct debits that had been set up, one to Pitney Bowes 'Postage by Phone' for franking machine top ups and the other to the Information Commissioners Office – annual subscription. Cllr Godwin SECONDED.

FOR: UNANIMOUS

- c) Members considered other organisations to pay invoices by direct debit and these could include Business Rates, wages, LS Caine/Rainbow Digital Media and PC Rescue. Cllr MacTiernan PROPOSED that direct debits were set up for these. Cllr Ward SECONDED.

FOR: UNANIMOUS

FIN/57/19 **Section 106 Monies**

The Clerk confirmed that after payment to Cheltenham Surfacing of £3,150 and Newitts Pitch

NORTHWAY PARISH COUNCIL

FIN/57/19 **Section 106 Monies** (continued)

Tufts in the sum of £65.16 there would be £16,559.61 remaining of the Section 106 monies held by Tewkesbury Borough Council for the provision of sports.

The Clerk tabled a list of possible items that had already been referred to previously i.e. benches, picnic benches, improvements to the outside area of the Changing Room, an Agri Fab Aerator, pressure washer and improvements to the changing Rooms with fascia boards and new guttering.

Members discussed the type of benches that might be suitable (including war memorial benches), so the Clerk could look at further possibilities and price. It was also AGREED to apply for funds for concrete rather than block paving at the Changing Room, this would make the area safer for the players with fewer tripping hazards. It was also pointed out that replacement of the windows at the Village Hall would be beneficial in light of the fact that the Football Club were interested in using the facility as a Club House. Cllr MacTiernan PROPOSED that the Clerk should continue to compile the list and obtain more quotes and then submit it to Tewkesbury Borough Council. Cllr Shelton SECONDED.

FOR: UNANIMOUS

FIN/58/19 **Changing Room**

a) The Clerk informed Members that a request had been received from Tewkesbury Town Football Club (TTFC) that they be allowed to make modifications to the kitchen at the Changing Room to allow them to use the hatch. At the moment the kitchen units made it difficult to get proper access to the hatch. Cllr Ward PROPOSED no objections as long as a tidy job was done at the Club's own expense. Cllr Shelton SECONDED.

FOR: UNANIMOUS

b) The Clerk informed Members that the Cub Cadet Mower had now received its annual service. This was at a cost of £365.07. Cllr Ward asked if it was able to be done more locally now but the Clerk explained that she had tried a number of other garden machinery suppliers and none were Kawasaki Agents which was a condition to maintain the warranty. Ron Smith who undertook the service was such an agent. Cllr Roberts PROPOSED ratification of the expenditure.

FOR: UNANIMOUS

c) The Clerk tabled a satisfactory Certificate of Inspection of Fire Equipment.

d) Members considered whether, as Landlords, they had a duty to undertake Legionnaires testing at the Changing Room. Cllr Roberts had managed to obtain some information as well as an assessment questionnaire. The areas of concern would be the Andrews Water Tank holding water and then being used to shower in. Cllr Ward said that Amazon sold a self check kit for £64.00 which could be considered. It was AGREED in the first place that Cllr Roberts and the Clerk look at the Assessment and consider whether further action was necessary.

NORTHWAY PARISH COUNCIL

FIN/59/19 **Northway Village Hall**

- a) Members received the Certificate of Inspection of Fire Equipment. A couple of extinguishers required replacement as they had expired.
- b) Members AGREED consideration should be given to the Village Hall as well as the Changing Room Facility with the assessment agreed for the Changing Rooms (Min Ref FIN/58/19 refers).

FOR: UNANIMOUS

FIN/60/19 **Northway Community Hub**

- a. **Letter of Thanks** - The Clerk tabled a letter received from a Hirer who had been very pleased with the Hall as well as the Caretaker (GAB Waste).
- b. **Evaluations** – The Clerk reminded Members they had asked for an Evaluation Form to be handed to hirers. To date three positive ones had been returned which also raised the following points:-
 - i. Outside seating would be useful
 - ii. More round tables
 - iii. Finding the new deposit and cheque system inconvenient.
 - iv. Use of cellotape.
- c. **First Aid Training** - The Clerk tabled a letter from Gloucestershire County Council (Adult Education) regarding the possibility of running some basic first aid courses in Northway. This would be offered free of charge to the Community. Cllr Roberts PROPOSED that the group be allowed to use the building free of charge.

FOR: UNANIMOUS

- d. **Certificate of Inspection** - Members received the Certificate of Inspection of Fire Equipment, no concerns were raised, and no replacements were necessary at this time.
- e. **Air Conditioning Maintenance** – The Clerk tabled the SK Refrigeration Heating & Cooling Maintenance Report Sheet. Following the service, the Clerk reported that something was operating in the main hall when it was not occupied. They had since come back to investigate this and reported that it was a sensor not working and would forward a quotation for the work. This had not yet been received.
- f. **Electric Roller Shutters** – The Clerk explained the situation that Alliance Shutters, who had installed the two shutters in the kitchen advised that there was a legal requirement to service the shutters twice a year. The Council had agreed to comply with this but the firm rarely responded to emails and turned up once when the kitchen was in use (because they had not prearranged the service). The Clerk had, therefore, obtained a quotation from another firm for this work. The cost for a one year contract was £215 per visit or for a 2-3 year contract was £195 per visit. Cllr Roberts PROPOSED that the Council enter a one year contract with Pro-Door for this service.

NORTHWAY PARISH COUNCIL

FIN/60/19 **Northway Community Hub** (continued)

There was no vote at this point and Cllr MacTiernan PROPOSED an amendment that the Council should go with the one year contract only once the Clerk had confirmed that this was a legal requirement and not just manufacturers guidelines. Cllr Roberts accepted the amendment. Cllr Shelton SECONDED the amendment.

FOR: UNANIMOUS

- g. **Southern Electric** – Further information had been requested and forwarded to Southern Electric regarding the registration of the solar panels. They required evidence that the solar panels had been purchased.
- h. **Health & Safety** – This assessment was supposed to happen six-monthly but had not been undertaken by GAB Waste for a while, although when the building was first occupied a full assessment was undertaken by a contracted company. This assessment was supposed to be a more visual, basic safety check i.e. trip hazards on the floor. It was suggested that the Clerk's Assistant could be tasked to undertake this role but the Clerk pointed out that the work load in the office was too great at the moment. Cllr MacTiernan suggested that this should be done by the new caretaker. Cllr Roberts PROPOSED that the caretaker included this within their role.

FOR: UNANIMOUS

- i. **Cleaning Equipment** – The floor in the atrium had proved to be difficult to maintain with the current cleaning equipment. A photograph was tabled of a child's feet after removing their shoes, this was only two days after the floor had been buffed. It was also pointed out that a demonstration of a new buffer/scrubber had been requested from a local firm, Clemas. This machine had two separate tanks one for clean water and one for dirty. After trialling the equipment over a small amount of flooring the dirty water was emptied, this too was tabled. Members agreed that, due to health and safety, an improvement was necessary and Cllr MacTiernan PROPOSED that a new machine at a cost of £3,199.00 was purchased as soon as possible (other firms had been checked on line which confirmed this price was the same as elsewhere). Cllr Shelton SECONDED.

FOR: UNANIMOUS

- j. **Blinds** – Following on from the Emergency Plan Meeting that was held in the main hall it was noted that the sun coming in through the two high windows affected the visibility of the presentation but also was a problem to the presenter who kept getting the sun in their eyes. The installation of blinds had previously been considered (Min Ref CFC/57/18 refers).

Tewkesbury Blinds had quoted £400 for roller blinds which would mean there was string attached to the walls and Granley had previously quoted £1,230 plus VAT for electric roller blinds. A further quotation had been received from newblinds in Cheltenham at a cost of £1,312.50 for duette blinds which would provide better coverage of the windows. Cllr Ward PROPOSED purchasing the duette blinds from newblinds. Cllr Terry SECONDED.

FOR: UNANIMOUS

NORTHWAY PARISH COUNCIL

FIN/61/19 **Correspondence for Action**

- a) **Charity Scope** – There was a request from Charity Scope for advice on positioning a textile recycling bank in Northway. Members considered this but, because areas the Council were responsible for would be locked at certain times it was not practical to pursue. It was also noted that when a textile recycling bank had previously been placed at the Co-op there was a lot of textiles dumped outside of the bank. Cllr MacTiernan PROPOSED that the Council responded that it was unable to help. Cllr Ward SECONDED.

FOR: UNANIMOUS

- b) **DCK Accounting Solutions** – Members considered whether to contract DCK Accounting Solutions to undertake VAT Partial Exemption Calculations 2018/19. Cllr Roberts PROPOSED that they were contracted for this work.

FOR: UNANIMOUS

- c) **Tewkesbury RFC Under 12's Rugby Pitch** – Members considered a request for assistance towards this project. As there was a policy in place to not give out any grants at this time, Cllr MacTiernan PROPOSED that a response should be sent stating such. Cllr Terry SECONDED.

FOR: UNANIMOUS

- d) **Consultiv Utilities** – Information that Utilitywise had gone into administration and that Consultiv were happy to offer support if requested.

No action was necessary at this time.

FIN/62/19 **Correspondence for Information**

- a) **Information Commissioner** – Newsletter
- b) **Public Works Loan Board** – Members received details regarding the next direct debit payment due on 16th 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.

FIN/63/19 **Correspondence received after 25th July 2019**

A letter had been received from an individual asking to be considered for work in the parish. It was AGREED to pass this information to General Purposes.

As there was no further business the meeting concluded at 8.25 p.m.