

# AGENDA



To: Cllr J Roberts (Chairman) Cllr Mrs P Godwin (Vice Chairman)  
Cllr C Blackmore Cllr E MacTiernan  
Cllr E Phennah Cllr G Shelton  
Cllr S Terry Cllr S Ward

Date: 29<sup>th</sup> October 2020

## NOTICE OF MEETING

You are summoned to a meeting of the Finance Committee that will be held on **WEDNESDAY, 4<sup>th</sup> November 2020**, at approximately 7.30 p.m.

*Following the passing of the Coronavirus Act 2020 (c.7), Council are unable to meet in person during the COVID emergency. This meeting will, therefore, be held online via the Zoom video conferencing system. To view the meeting from a computer, tablet or smartphone go to the Zoom Website (zoom.us), click 'join a meeting' and enter the Meeting ID:*

<https://us02web.zoom.us/j/83275610521?pwd=MHo4THExSGNRbVRRbWZOdHhYMENkZz09>

Meeting ID: 832 7561 0521  
Passcode: 682912

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, 4<sup>th</sup> NOVEMBER 2020**  
**COMMENCING AT APPROX 7.30 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 Finance Committee meeting that took place on 29<sup>th</sup> July 2020:** (circulated with June 2020 Full Council Agenda): For approval and signature.

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

5. **Parish Council's Accounts up to 30<sup>th</sup> September 2020.**

a. The normal review of the Council's Bank Statements up to 30<sup>th</sup> September 2020 has been deferred but is been checked monthly by DCK Accounting Services as well as the Clerk. It was agreed under Min Ref FIN/47/20 that this should not recommence until the Council was meeting physically.

b. To receive the Accounts to 30<sup>th</sup> September 2020; Bank Reconciliation (Blue Sheet) and Balance Sheet (yellow sheet) ([circulated to Members](#)) for consideration and approval.

c. To receive the Budget Statement (Detailed Income & Expenditure) ([Circulated to Members](#)) for consideration and approval.

6. **Annual Governance & Accountability Return for the year ended 31<sup>st</sup> March 2020** – To receive the Audited Return and consider any actions necessary.

7. **Health and Safety** – Following a recommendation from the Staffing Committee Meeting (Min Ref S/51/20 refers) to receive information relating to services offered in this area and consider outsourcing. To determine action.

8 **Financial Requirements for the Year 2021 / 2022:**

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

8 **Financial Requirements for the Year 2021 / 2022:** (Continued)

*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).
9. **Precept** – To receive confirmation that the second half of the precept was received in September 2020.

11. **Banking:**

- a) **HSBC** – Details of Changes to Services (for information).
- b) **Internet Banking** – It was agreed (C/104/20 refers and FIN/48/20) that the Finance Committee consider moving to internet banking considering risks. To receive any more information and determine any action.

12. **Village Hall:-**

- c) **Edgefire Ltd** – To receive Certificate of Inspection for the fire extinguishers.

13. **Changing Room:**

- d) **Edgefire Ltd** – To receive Certificate of Inspection for the fire extinguishers.

f) **Mower:-i.** The annual service has taken place at a cost of £346.65. To ratify.

14. **Northway Community Hub & Parish Office:**

- a) **Laser service**
- b) **SK Heating & Cooling** – To receive details of the recent maintenance that took place on the system and receive a quotation for a replacement part. To determine action.
- d) **Renewal of feminine hygiene units** – To ratify renewal that has taken place at a cost of £175.00 per annum.

- f) **Edgefire Ltd** – To receive Certificate of Inspection for the fire extinguishers.
- g) **Covid -19** – To consider any action that the Parish Council need to take relating to the pandemic including to receive details regarding the latest hirers. To determine any necessary action.

16. **Correspondence for Action:**

17. **Correspondence for Information:**

18. **Correspondence received after 21<sup>st</sup> October 2021**