

AGENDA



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

cc: Mrs Laura Stewart, Clerk's Assistant

Date: 25th January 2023

NOTICE OF MEETING

You are summoned to a meeting of the Finance Committee that will be held on **WEDNESDAY, 1st February 2023** at 7.00 p.m. in the Ray Shill Room.

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

Consideration should be given to the impact of Council decisions on climate change and, in line with its policy, Members should do what they can to reduce the Council's carbon footprint, where reasonably possible.

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.

C M Woodward

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Clerk of the Council

FINANCE AGENDA

WEDNESDAY, 1st FEBRUARY 2023 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 meetings:**

26th October 2022 (Copy circulated to Members with November 2022 Full Council Agenda): For approval and signature.

9th January 2023 (Copy circulated to Members with January 2023 Full Council Agenda): For approval and signature.

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

FIN/53/22 Northway Village Hall – *Two new toilet windows have now been installed.*

FIN/68/22 Northway Community Hub – *Tablet/Device* – *Although approval was given to investigate costs of laptops and tablets, this has not been necessary due to the current system working efficiently at this time.*

FIN/69/22 Changing Room Facility – *Tewkesbury Town Football Club have been requested to make a minor alteration to their risk assessment.*

FIN/69/22 Changing Room Other Matters – *The quotation for insulation in the Village Hall and Changing Room has been accepted. Section 106 funding has been approved for part of this work. The quotation for multiboard has been declined.*

FIN/71/22 New/Revised Policy – *Unreasonable Persistent Complaints and Behaviour* – *This policy has been amended to include additional wording as agreed.*

FIN/03/23(a) Financial Requirement for the Year 2023/2024 – *Full Council approved recommendations of the Finance Committee.*

FIN/03/23 Precept 2023/2024 – *Full Council approved recommendations of the Finance Committee and a precept request of £211,430.00 has been made to Tewkesbury Borough Council, including a breakdown of the figures.*

5. **Parish Council's Accounts up to 31st December 2022**

- a. To review the Council's Bank Statements up to 31st December 2022 (invoices and original statements) as part of the Council's Risk Management Programme.

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5. **Parish Council's Accounts up to 31st December 2022 (Cont/....)**
 - b. To receive the Accounts to 30th December 2022; Bank Reconciliation (Blue Sheet) and Balance Sheet (yellow sheet) (to be tabled at the meeting) for consideration and approval. (Copy circulated to Members).
 - c. To receive the Budget Statement (Detailed Income & Expenditure) (to be tabled at the meeting) for consideration and approval. (Copy circulated to Members).
 - d. To review projected over / under-spends and determine if any virements need to be authorised.
6. **External Audit** – To receive notification that Northway Parish Council has been appointed PKF Littlejohn LLP for a further five years by the Smaller Authorities Audit Appointments (SAAA) as its external auditor.
7. **Review of Effectiveness of Internal Audit** – To undertake annual review and consider any necessary changes. (Copy circulated to Members).
8. **Review of Risk Assessment** – To undertake annual review and consider any necessary changes. (Copy circulated to Members) for recommendation at Full Council February meeting.
9. **Internal Audit** – To receive the Internal Audit Report and consider its contents and determine any necessary action.
10. **The Pensions Regulator** – A letter of acknowledgement has been received from The Pensions Regulator confirming that Northway Parish Council has completed a re-declaration of compliance with the Pensions Regulator under the Pensions Act 2008.
11. **Northway Community Hub:**
 - a. **Hirers** - To consider a request to hire the Hub on Christmas Day for recommendation to Full Council. To determine.
 - b. **Shutters** – Following service of shutters to ratify expenditure of £195.00 and receive further information relating to the shutters including a quotation for works and associated correspondence. To determine action.
 - c. **Self-Closing Back Door** – Due to the closure on the back door not working a replacement has been ordered. To ratify expenditure of £407.21.
 - d. **Landlord Gas Safety Record** – To receive the completed record for the Community Hub.
 - e. **Sanitising Station** – To consider purchase of a replacement sanitising station. To determine.
 - f. **Laser Alarms** – To receive report following annual maintenance and ratify cost of replacement camera £168.00.
 - g. **Total Energies** – To receive confirmation that the Parish Council is not eligible for the Energy Bill Relief Scheme.

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12. **Changing Room Facility:**

- a. **Mower** - To receive feedback from Tewkesbury Town Football Club relating to them taking on responsibility for the mower (Min Ref FIN/69/22 refers). To consider any further action.
- b. **Water Charges** - To review Waterplus charges for the Changing Room, to consider whether the Council should fund part of these in view of possible misuse by contractors including receipt of information from the Council's insurers. To determine necessary action.

13. **Northway Village Hall TV Licensing** – A standard form was responded to on behalf of the Trustees of Northway Youth Club (having spoken to the Chairman) confirming that a TV License was not required at the Hall.

14. **Health & Safety** – To receive information from Envesca and consider whether any of its services are required or whether to continue with the current Health & Safety provider (NFU). To determine.

15. **Laptop** – To consider purchase of a bigger/faster SSD due to improve the speed of the machine. To determine.

16. **Correspondence for Information:**

- a. **SSE Energy Solutions** – Details relating to the Energy Bill Relief Scheme – Non eligible supplies
- b. **Gloucestershire Hospitals NHS Foundation Trust** – Helping to prevent mandate fraud.
- c. **HSBC** – Information on product bundling rules.
- d. **DCK Accounting Solutions Year End Financial Report 31st March 2023** - Following approval by Full Council (Min Ref C/263/22 refers) End of Year Close Down and Accounts have been arranged.
- e. **Gloucestershire Association of Parish and Town Councils** – The GAPTC Executive Committee agreed their subscriptions for 2023/24 to £24.74 pence per electorate an increase of 1 pence per electorate.
- f. **DCK Accounting Solutions** – To receive details of changes to fees effective from 1st April 2023.
- g. **Rialtas** – To be advised that Rialtas have sold to N Harris Computer Corporation which is a subsidiary of Constellation Software Inc.

17. **Correspondence received after 25th January 2023.**