

NORTHWAY PARISH COUNCIL

Minutes of a meeting of the Finance Committee held on Wednesday 1st February 2023, commencing at 7.00 p.m. held in the Ray Shill Room at Northway Community Hub.

Present: Cllr S Terry (Chairman) Cllr J Roberts (Vice Chairman)
Cllr P Godwin Cllr E MacTiernan

In Attendance: Mrs C Woodward, Clerk of the Council

FIN/06/23 **Apologies for Absence**

Apologies for absence had been received from Cllrs Shelton and Ward.

FIN/07/23 **Declarations of Interest**

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

FIN/08/23 **Minutes of the Previous Meetings**

26th October 2022 - Cllr Roberts PROPOSED approval of the Minutes of the Meeting that took place on 26th October 2022. Cllr MacTiernan SECONDED.

FOR: UNANIMOUS

9th January 2023 - Cllr MacTiernan PROPOSED approval of the Minutes of the Meeting that took place on 9th January 2023. Cllr Godwin SECONDED.

FOR: Cllr MacTiernan Cllr Godwin
Cllr Terry

ABSTENTIONS: Cllr Roberts

FIN/09/23 **Matters Arising from the Previous Minutes**

FIN/53/22 Northway Village Hall – Two new toilet windows had been installed.

FIN/68/22 Northway Community Hub – Tablet/Device – Although approval was given to investigate costs of laptops and tablets, the Clerk reported that the current shared use of computers was working so it was not necessary to progress at this time, although this may need revisiting in the future.

FIN/69/22 Changing Room Facility – Tewkesbury Town Football Club had been requested to make a minor alteration to their risk assessment confirming the petrol cabinet was locked. They had requested a hook be installed close by to hang the key from.

FIN/69/22 Changing Room Facility Other Matters – The Clerk had informed A G Boniface that the Council wished to accept their quotation for insulating the Village Hall and Changing Room although they responded that due to the time delay, they would need to requote. The Clerk had also obtained confirmation from Tewkesbury Borough Council that Section 106 funds could be used for the Changing Room Part.

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FIN/09/23 Matters Arising from the Previous Minutes (Cont/....)

FIN/71/22 New/Revised Policy – Unreasonable Persistent Complaints and Behaviour – The Clerk confirmed this policy had been updated to include additional wording as agreed.

FIN/03/23(a) Financial Requirement for the Years 2023 / 2024 – Full Council had approved Finance Committees' recommendations.

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

FIN/10/23 Parish Council's Accounts up to 31st December 2022

- a. **Review of Statements** - Cllr Godwin undertook a review of the statements and invoices to ensure there were no discrepancies as part of the Council's Risk Management Programme. Cllr Godwin confirmed all was in order.
- b. **Bank Reconciliation and Balance Sheet** – It was noted that the Bank Reconciliation reconciled to the Bank Statement. Cllr MacTiernan PROPOSED approval. Cllr Roberts SECONDED.

FOR: UNANIMOUS

Members went through the Balance Sheet and no issues were raised. Cllr Roberts PROPOSED approval. Cllr MacTiernan SECONDED.

FOR: UNANIMOUS

- c. **Budget Statement** – Members had been circulated a copy of the Budget Statement (detailed income and expenditure). It was noted that most budgets were approximately where they should be for the time of the year. Cllr MacTiernan PROPOSED approval. Cllr Roberts SECONDED.

FOR: UNANIMOUS

- d. **Projected Over/Under-Spends** – The Clerk explained the projected over/under-spends for the year. No virements were necessary at this time.

FIN/11/23 External Audit

Members received notice that the Council had been appointed PFK Littlejohn LLP as External Auditor for a further five years by the Smaller Authorities Audit Appointments (SAAA).

FIN/12/23 Review of Effectiveness of Internal Audit

Members went through the review and could not see that any changes were required. Cllr Terry PROPOSED that the Finance Committee recommend the Effectiveness of Internal Audit for approval at Full Council.

FOR: UNANIMOUS

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FIN/13/23 **Review of Risk Assessment**

Cllr Terry led Members through the document and, following a few minor amendments, Cllr Terry PROPOSED approval of the Risk Assessment.

FOR: UNANIMOUS

FIN/14/23 **Internal Audit**

Members received the Interim Internal Audit Report prepared by Auditing Solutions Ltd. None of the conclusions expressed any concern but some of the items could not be fully completed until the final review after year end. Cllr Terry PROPOSED acceptance of the Report and that no action was necessary at this time except to recommend it to Full Council.

FOR: UNANIMOUS

FIN/15/23 **The Pensions Regulator**

An acknowledgement had been received from the Pensions Regulator confirming that the Parish Council had completed a re-declaration of compliance with the Pensions Regulatory under the Pensions Act 2008.

FIN/16/23 **Northway Community Hub**

- a. **Hirers** – The Clerk informed Members that the Council had received a request for a Christmas day hire of the Hub. There was little information available except that it was for a family reunion. The Clerk was asked if she recognised the names as a previous hirer, but she didn't. It was also noted that the proposed hirer intended coming to the Full Council Meeting in February. Members felt they had too little information to decide at that point and that any decision should be deferred until the February meeting.
- b. **Shutters** – An inspection had been made of the shutters in the atrium and main hall at a charge of £195.00. Cllr Roberts PROPOSED the cost was ratified. Cllr Terry SECONDED.

FOR: UNANIMOUS

The Clerk reminded Members of the history with the blinds in that the installers had not been reliable in coming back to service them so, upon finding another firm, they reported that the shutters did not conform to regulations. The latest service from yet another firm has also confirmed the same and stated that the regulations were in place at the time the shutters were installed. The Clerk contacted the Architect (Mungo Park) who advised that it was the contractor's liability for latent defects which would extend for six years if the contract was signed 'under hand' rather than 'under seal'. He recommended writing to the contractor advising them of these latent defects and to get an independent fire safety consultant to provide impartial advice.

Cllr Roberts PROPOSED that a letter was sent to the contractor notifying them of the latent defect and that independent advice would be sought. Cllr Godwin SECONDED.

FOR: UNANIMOUS

- c. **Self-Closing Back Door** – The closure on the back door was broken and the Clerk had ordered a replacement. Cllr Roberts PROPOSED ratification of the £407.21 expenditure required. Cllr MacTiernan SECONDED.

FOR: UNANIMOUS

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FIN/16/23 Northway Community Hub (Cont/...)

- d. **Landlord Gas Safety Record** – The Clerk tabled a completed record for the Community Hub.
- e. **Sanitising Station** – The Clerk informed Members that one of the free-standing hand sanitisers no longer worked and enquired whether Members wished a replacement purchased at a cost of £207.00. Cllr MacTiernan PROPOSED that the Council did not purchase a replacement but instead used bottles of sanitiser in the atrium. Cllr Godwin SECONDED.

FOR: UNANIMOUS

- f. **Laser Alarms** – Members received the latest report following the annual maintenance. A replacement camera was required at a cost of £168.00. Cllr MacTiernan PROPOSED ratification of the expenditure. Cllr Roberts SECONDED.

FOR: UNANIMOUS

- g. **Total Energies** – The Clerk tabled information from its Energy Supplier confirming that the Parish Council was not eligible for the Energy Bill Relief Scheme.

FIN/17/23 Changing Room Facility

- a. **Mower** – The Clerk had written to Tewkesbury Town Football Club (TTFC) regarding them taking on ownership of the mower. This was still waiting to go to their committee for consideration.
- b. **Water Charges** – Members were reminded of the problems when Blueberry were installing the wheelchair swing last year when their sub-contractors had been given permission (by TTFC) to use water from the Changing Room Facility. On the 21st March the football club had entered the Changing Rooms to not only find the contractors equipment in the building, but a hosepipe running at full force into the showers. There was no way of telling how long this had been running for. Looking back over the previous years it was noted that there was a clear spike in costs of water over this period (confirmed by WaterPlus) and the Council did not believe that Tewkesbury Town Football Club, who are always very agreeable in letting the Council use the facility when needed, should have to cover the costs of this. The Clerk had also reported the issue to the Council's insurers but their response was that if a claim was to be made it would have to come from the Council and not the Football Club as it was the Parish Council who were directly invoiced by WaterPlus. After some debate, Cllr Roberts PROPOSED that the Council write to Blueberry and request details of their insurers to start the process of making a claim. Cllr MacTiernan SECONDED.

FOR: UNANIMOUS

FIN/18/23 Northway Village Hall TV Licensing

A standard form was responded to on behalf of the Trustees of Northway Youth Club confirming that a TV License was not required at the Hall. This was after speaking to the Chairman of the Trustees who confirmed that a license was not required.

FIN/19/23 Health & Safety

An offer of services from Envesca was considered for health and safety purposes, this was currently covered by National Farmers Union (NFU) (Cllr Roberts declared an interest).

