

## NORTHWAY PARISH COUNCIL

Minutes of a meeting of the Finance Committee held on Wednesday 24<sup>th</sup> May 2023, commencing at 7.00 p.m. held in the Ray Shill Room at Northway Community Hub.

Present: Cllr S Terry (Chairman) Cllr P Godwin (Vice Chairman)  
Cllr C Blackmore Cllr E Phennah (E-O) (from Min Ref: FIN/44/23)  
Cllr G Shelton Cllr S Terry

In Attendance: Mrs C Woodward, Clerk of the Council  
Mrs L Stewart, Clerk's Assistant

### FIN/44/23 Election of Committee Chairman

Cllr Godwin PROPOSED Cllr Terry for Chairman of the Finance Committee for the municipal year. Cllr Terry accepted the nomination. Cllr Shelton SECONDED. There were no other proposals.

FOR: UNANIMOUS

7.02pm – Cllr Phennah joined the meeting.

### FIN/45/23 Apologies for Absence

Apologies for absence had been received from Cllrs MacTiernan and Roberts. No further apologies for absence.

### FIN/46/23 Election of Committee Vice-Chairman

Cllr Terry PROPOSED Cllr Godwin for Vice Chairman of the Finance Committee for the municipal year. Cllr Godwin accepted the nomination. Cllr Shelton SECONDED. There were no other proposals.

FOR: UNANIMOUS

### FIN/47/23 Declarations of Interest

No declarations of interest, as required by the Code of Conduct adopted by the Parish Council on 12<sup>th</sup> April 2023 (Minute Ref C/85/23), were made.

### FIN/48/23 Annual Governance and Accountability \Return 2022/23 (AGAR)

- a) **AGAR Submission** – The Clerk reported that the AGAR was due for submission by Monday 3rd July 2023.
- b) **Annual Governance Statement** – This document had been attached to members agendas for consideration. The Clerk tabled the explanations from the Joint Panel on Accountability and Governance, so Members were aware of what they were agreeing or disagreeing to. Cllr Terry ran through every section individually. After completing this exercise Cllr Blackmore PROPOSED that the responses to the Statement (as detailed overleaf) were recommended to Full Council for approval. Cllr Godwin SECONDED.

FOR: UNANIMOUS

**NORTHWAY PARISH COUNCIL**

FIN/48/23

**Annual Governance and Accountability \ Return 2022/23 (AGAR)** (continued)

	<b>Agreed- Yes / No</b>	<b>'Yes' Means that the council:</b>
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<b>Yes</b>	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<b>Yes</b>	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<b>Yes</b>	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of elector's rights in accordance with the requirements of the Accounts and Audit Regulations.	<b>Yes</b>	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risk, including the introduction of internal controls and/or external insurance cover where required.	<b>Yes</b>	<i>Considered and documented the financial and other risks it faces and dealt with them properly</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<b>Yes</b>	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	<b>Yes</b>	<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	<b>Yes</b>	<i>disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity, as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	<b>N/A</b>	<i>has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.</i>

- c. **Accounting Statements** (Section 2) – Members went through the Statements and no issues were raised. Cllr Terry PROPOSED the Accounting Statement was recommended to Full Council for approval.

FOR: UNANIMOUS

**NORTHWAY PARISH COUNCIL**

FIN/48/23 **Annual Governance and Accountability Return 2022/23 (AGAR)** (continued)

- d. **Accounts / Financial Statements for the Year ended 31 March 2023** – The Financial Statements were attached to members agendas. The Clerk reported that she had already requested a couple of amendments relating to changes in Councillors as well as the agency work grant and payment made by Tewkesbury Borough Council. With these changes in place, Cllr Shelton PROPOSED that they should be recommended to Full Council for approval. Cllr Godwin SECONDED.

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- e. **Public Rights** – The Clerk informed Members that the period for Public Rights to be displayed in noticeboards and on the web site was from 5<sup>th</sup> June to 14<sup>th</sup> July 2023.
- f. **Annual Internal Audit Report 2022/23** – The Annual Internal Audit Report 2022/23 was tabled and no issues were raised. The Full Internal Audit Report had previously been received and no issues were raised.
- g. **Further Items** – There were no other items raised relating to the Annual Governance and Accountability Return 2022/23.

FIN/49/23 **Correspondence received after 18<sup>th</sup> May 2023**

No items had been received.

As there was no other business the meeting concluded at 7.18 pm.