

AGENDA



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

cc: Mrs Laura Stewart, Clerk's Assistant

Date: 18th October 2023

NOTICE OF MEETING

You are summoned to a meeting of the Finance Committee that will be held on **WEDNESDAY, 25th October 2023** at 7.00 p.m.

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 Councils 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.

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Clerk of the Council

AGENDA
FINANCE COMMITTEE MEETING
WEDNESDAY, 25th OCTOBER 2023
COMMENCING AT 7.00 p.m.

1. **Apologies for absence.**

2. **Declarations of Interest:**

Pursuant to the adoption by the Council on 12th April 2023, 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: 20th July 2023** (Copy circulated to Members with September Full Council Agenda): For approval and signature.

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

FIN/55/23 Financial Regulations – *Financial Regulations have been amended to allow for an increase in petty cash up to a sum of £250.00.*

FIN/55/23 Financial Regulations – *An Amazon Business account has now been set up that allows for cheque payment.*

FIN/59/23 Benches – *The two benches at the front of the building have now been moved to their new positions to allow for the Food Pantry. The other two benches have been removed.*

FIN/59/23 – Commercial Oven – *The oven has now been professionally cleaned.*

FIN/61/23 Northway Village Hall – *The Trustees of Northway Youth Club were informed that their request to alter the placement of the metal gates had been turned down by the Council due to the impact this change would have on disability access.*

5. **Parish Council's Accounts up to 30th September 2023**

a) To review the Council's Bank Statements up to 30th September 2023 (invoices and original statements) as part of the Council's Risk Management Programme.

b) To receive the Accounts to 30th September 2023; 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. [\(Copy circulated to Members\)](#)

6. **Financial Requirements for the Year 2024 / 2025:**

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), as well as office facility charges. [\(Copies circulated to Members\)](#)

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6. **Financial Requirements for the Year 2024 / 2025:** (Continued)
- b) **Exclusion of the Public and Press under the Public Bodies (Admissions to Meetings Act) 1960 s.1 ss.2 Viz:-:** Staff costs will be discussed under exclusion.
- 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 into the Council's Precept, (To be tabled).
7. **Internal Auditor** – Auditing Solutions have been appointed as Internal Auditor for the current financial year (Min Ref FIN/57/23 refers). To receive an update and report if available. To determine any necessary action.
8. **Insurance**
- a) **End of Policy** - The current insurance policy comes to the end of its 4 year term in May 2024. To consider whether the Council wish to go out to tender. To determine action.
- b) **Garden Building** - To ratify the additional cost of £56.00 for insuring the new garden building.
9. **Utilities**
- a) To consider entering a fixed rate agreement for utilities that come up for renewal in 2024:
- Gas for Hub/CHR/NVH. To determine action.
 - Electricity for the Community Hub. To determine action.
- b) Telephone / Broadband for Community Hub and CHR Storeroom. To determine action.
- c) SSE Feed in Tariff has now moved to OVO Energy.
- 10 **Direct Debit** – To consider setting up a direct debit for Screwfix. To determine action.
11. **VAT Partial Exemption** – To receive The Parish Council's VAT Partial Exemption Calculation showing that the Council did not breach the VAT Partial Exemption de-minimis for 2022/23.
- 12 **Northway Community Hub & Parish Office:**
- a) **Shutters** – To receive further update relating to the advice that the shutters may not conform to current legislation (FIN/59/23h refers) and consider further actions including their service. To determine.

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12 **Northway Community Hub & Parish Office:** (Continued)

- b) **Extractor Fan in Disabled Toilet** – To ratify replacement fan after it had failed.
- c) **Legionella Checks** – To receive an update following checks (Min Ref FIN/60/23 refers) and consider any necessary action.
- d) **Hygiene Service** – To ratify the renewal of the hygiene service offered by CW Group.
- e) **Fire Alarm System** – To receive report from Laser Alarms Ltd following their visit to service the alarms on 24th August 2023.
- f) **Trade Waste** – To receive available quotations for Trade Waste Service following notice that UBICO would be ceasing to offer this service. To determine action.

13. **Changing Room Facility:**

- a) **Repairs to Changing Room** – To ratify repairs undertaken: -
 - i. New holder for shower head in Ref's room
 - ii. Repair to damaged benches
- b) **Legionella Testing** – To receive an update of progress to date (Min Ref FIN/60/23 refers) and consider any further action.
- d) **Shower Room Surfacing** – To receive an update and determine any necessary action.

14. **Northway Village Hall:**

- a) **Legionella Checks** – To receive an update following checks (Min Ref FIN/60/23 refers) and consider any necessary action.
- b) **Holiday Activity Fund** - To receive a request from Young Gloucestershire for use of the Village Hall on 3rd, 4th & 5th January 2024 as part of the HAF (Holiday Activities and Food) programme. This will just be to have breakfast as they will be going on trips and a base when they return. To approve payment.

15 **Northway Pantry:**

- a) To receive any updates relating to the License and determine a required action.
- b) To consider any other matters relating to the Pantry that may need addressing before the next meeting including installation of electricity supply and additional costs that may be incurred. To determine action.

- 16 **Web Provider** - Following the transfer of this provision to a new provider to review the current set up and consider any necessary changes. Due to the contractual nature of this to discuss under exclusion if necessary.

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17. **Correspondence for Action:**

- a) **Boxing Clever** – To receive request from this organisation for young people to be allowed to undertake a voluntary litter pick in the Parish. To consider and receive any associated correspondence. To determine action.

18. **Correspondence for Information:**

- a) **Gloucestershire Association of Parish & Town Councils** – To receive offer of internal auditor appointment.
- b) **Valuation Office Agency** – The Council were requested to provide information relating to ownership details of the Ray Shill Building. This was forwarded on 7th August 2023.

19. **Correspondence received after 18th October 2023.**