

## NORTHWAY PARISH COUNCIL

Minutes of a meeting of the Finance Committee held on Wednesday 25<sup>th</sup> October 2023, commencing at 7.00 p.m. held in the Ray Skill Room at Northway Community Hub.

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

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

### FIN/66/23 Apologies for Absence

No apologies for absence had been received.

### FIN/67/23 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/68/23 Minutes of the Previous Meetings

Cllr Godwin PROPOSED approval of the Minutes of the Meeting that took place on 26<sup>th</sup> July 2023. Cllr Blackmore SECONDED.

FOR: Cllr Godwin Cllr Blackmore  
Cllr MacTiernan Cllr Roberts  
Cllr Terry Cllr Shelton

ABSTENSIONS: Cllr Phennah

### FIN/69/23 Matters Arising from the Previous Minutes

**FIN/55/23 Financial Regulations** – *The Financial Regulations had 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 had been set up.*

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

**FIN/59/23 – Commercial Oven** – *The oven had 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.*

### FIN/70/23 Parish Council's Accounts up to 30<sup>th</sup> September 2023

- a. **Review of Statements** – Cllr Roberts undertook a review of the statements and invoices to ensure there were no discrepancies as part of the Council's Risk Management Programme and confirmed all was in order.

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### FIN/70/23 Parish Council's Accounts up to 30<sup>th</sup> September 2023

- b. **Bank Reconciliation and Balance Sheet** – It was noted that the Bank Reconciliation reconciled to the Bank Statement.

Cllr Blackmore PROPOSED approval. Cllr MacTiernan SECONDED.

FOR: UNANIMOUS

- c. **Budget Statement** – Members reviewed the Budget Statement. Cllr Shelton PROPOSED approval. Cllr MacTiernan SECONDED.

FOR: UNANIMOUS

### FIN/71/23 Financial Regulations for the Year 2024/2025

- a. **Northway Community Hub and Ray Shill Room Fees and Charges** – Members considered the fees and charges relating to hire of the Community Hub. Cllr Terry PROPOSED that the charges should remain as they were for the 2024/25 financial year (Main Hall - £18.00p/h for Northway residents and £22.00p/h for non-residents. Ray Shill Room - £12.00p/h for Northway residents and £15.00p/h for non-residents. Whole building £35.00p/h for Northway residents and £45.00p/h for non-residents. (Prices inclusive of VAT))

FOR: UNANIMOUS

Members considered the charge for photocopying, laminating and aerial photographs. The Clerk had very quickly put together some suggested figures but felt they may need some slight amendments. The overall consensus was that the prices should be increased. ([Copy circulated to Members](#))

Cllr Roberts PROPOSED approval of these increases. Cllr Shelton SECONDED.

FOR: UNANIMOUS

- b. **Exclusion of the Public and Press under the Public Bodies (Admissions to Meetings Act) 1960 s.1 ss.2 Viz:** Cllr Terry PROPOSED that, in view of the special / confidential nature of the business to be transacted that under Standing Order No 10s xi, Viz, that the public and press should be excluded to allow for staffing budgets to be discussed.

FOR: UNANIMOUS

Under confidential cover Members reviewed the information provided by the Staffing Committee and approved their recommendations for the forthcoming year (Min Ref S/18/23).

- c. **Cost Centre: ADMINISTRATION**

Members were reminded that the figures tabled were just starting points and this was a first draft for the Finance Committee so changes could be made at a later date.

**1107 ADM-CLERK'S TRAINING** – It was AGREED to retain this budget at £200.00.

**1108 ADM-CLERK'S EXPENSES** – It was AGREED to retain this budget at £50.00

**1111 ADM-PAYE OUTSOURCING** – It was AGREED to retain this budget at £500.00.

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FIN/71/23 **Financial Regulations for the Year 2024/2025** (continued)

**1121 ADM-TELEPHONE/BROADBAND** – It was AGREED to increase this budget to £2,250.00.

The Clerk confirmed that she was investigating prices of changing contract due to British Telecom's charges being excessive.

**1122 ADM-POSTAGE** – It was noted that additional postage would be required once the auto speed watch camera was installed so it was AGREED to increase this budget to £1,250.00.

Members expressed concern about the delivery delays being experienced through Royal Mail as well as the increase in costs. The Clerk was asked to put this on a future agenda for discussion.

**1123 ADM-GENERAL** – It was AGREED to increase this budget to £300.00.

**1124 ADM-SUBSCRIPTIONS** – Costs would increase with the addition of an ANPR Licence, it was, therefore, AGREED to increase this budget to £2,200.00.

**1125 ADM-INSURANCES** –. It was AGREED to increase this budget to £5,000.00.

**1128 ADM-OFFICE EQUIPMENT** – It was AGREED to increase this budget to £150.00.

**1130 ADM-STATIONERY/PRINTING** – It was AGREED to increase this budget to £1,900.00.

**1131 ADM-WEB HOSTING/SUPPORT** – Consideration may need to be given to the provision of individual email addresses for all Councillors so it was AGREED to increase this budget to £2,830.00.

**1132 ADM-MISC STAFF COSTS** – Members AGREED to retain this budget at £120.00.

**1157 ADM-AUDIT FEES** – It was AGREED to increase this budget to £1,700.00.

**1158 ADM-OTHER PROFESSIONAL FEES** – It was AGREED to increase this budget to £6,825.00.

**1163 ADM-YOUTH WORK** – It was AGREED to increase this budget to £3,500.00.

**1164 ADM-RISK ASSESSMENT** – It was AGREED to increase this budget to £880.00.

**1165 ADM-ADVERTISING** – It was AGREED to retain this budget at £100.00.

**1166 ADM-DEFBRILLATOR** – It was AGREED to increase this budget to £600.00.

**Cost Centre: 102 CIVIC & DEMOCRATIC**

**1209 CIV-CLLRS EXPENSES** – It was AGREED to retain a figure of £50.00 in the budget.

**1210 CIV-CLLRS TRAINING** – It was AGREED to reduce this budget to £250.00.

**1235 CIV-CHAIRMAN'S ALLOWANCE** – It was AGREED to retain this budget at £600.00.

**1236 CIV-REGALIA** – It was AGREED to retain this budget at £50.00.

**1237 CIV-COMMUNITY EVENTS** – It was AGREED to reduce this budget to £1,200.00.

**Cost Centre: 103 NORTHWAY COMMUNITY HUB**

**1311 NCH-RATES** – It was AGREED to increase this budget to £10,530.

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FIN/71/23 **Financial Regulations for the Year 2024/2025** (continued)

**1312 NCH-WATER RATES / SEW** – It was AGREED to reduce this budget to £1,035.00.

**1314 NCH-ELECTRICITY** – It was AGREED to increase this budget to £2,000.00.

**1315 NCH-GAS** – It was AGREED to reduce this budget to £1,600.00.

**1316 NCH-WASTE DISPOSAL** – It was AGREED to increase this budget to £800.00.

**1336 NCH-MAINTENANCE/CONTRACTS** – It was AGREED to increase this budget at £8,000.00 to allow for re-painting of the building.

### **Cost Centre: 105 NORTHWAY VILLAGE HALL**

**1512 NVH-WATER RATES** – It was AGREED to set this budget at £250.00.

**1536 NVH - MAINTENANCE** – It was AGREED to reduce this budget to £1,000.00.

**1537 NVH - GAS** – It was AGREED to reduce this budget to £1,000.00.

### **Cost Centre: 106 CHANGING ROOM FACILITY**

**1635 CHR – EQUIPMENT MAINTENANCE** – It was AGREED to reduce this budget to £500.00.

**1636 CHR – MAINTENANCE** – It was AGREED to retain this budget at £2,500.00.

**1637 CHR - GAS** – It was AGREED to retain this budget at £600.00.

**1639 ELECTRICITY** – It was AGREED to reduce this budget to £150.00.

**1640 CHR - WATER RATES** – It was AGREED to increase this budget to £1,000.00.

Cllr Roberts PROPOSED approval of the above budgets ([copy of breakdown attached for Members](#)).  
Cllr MacTiernan SECONDED.

FOR: UNANIMOUS

FIN/72/23 **Internal Auditor**

It was noted that Auditing Solutions had been appointed as Internal Auditor for the current financial year (Min Ref: FIN/57/23 refers). Members were provided with a copy of the Internal Audit report. Cllr Roberts PROPOSED approval. Cllr Godwin SECONDED.

FOR: UNANIMOUS

Members thanked the Clerk for her contributions towards this.

FIN/73/23 **Insurance**

a. It was noted that the Council's current insurance policy would come to the end of its four-year term in May 2024. Cllr MacTiernan PROPOSED that the Council should go out to tender on this contract so that it could ensure it was getting best value. Cllr Roberts SECONDED.

FOR: UNANIMOUS

**NORTHWAY PARISH COUNCIL**

FIN/73/23 **Insurance** (continued)

- b. It was confirmed that the Garden Building had been added to the Council's insurance schedule.

Members considered whether the contents of the Garden Building needed to be included in the Council's insurance policy as they were being purchased using a grant awarded to the Parish Council and so would remain in its ownership.

Cllr Shelton PROPOSED approval of the additional cost of £56.00 for insuring the Garden Building.  
Cllr MacTiernan SECONDED.

FOR:	Cllr Shelton Cllr Phennah	Cllr MacTiernan Cllr Terry
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ABSTENTIONS:	Cllr Blackmore Cllr Roberts	Cllr Godwin
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It was AGREED that approval of contents insurance relating to the Garden Building should be put to the Full Council for approval.

FIN/74/23 **Utilities**

- a. Members considered entering a fixed rate agreement for gas relating to the Community Hub, Changing Rooms and Village Hall and electricity relating to the Community Hub as existing contracts were up for renewal in 2024. The Clerk tabled various prices and options.

After review, Cllr Roberts PROPOSED that the Council should sign up to a three-year contract with SmartestEnergy for both gas and electricity relating to the Community Hub and gas relating to the Changing Rooms and Village Hall as this was the lowest quotation. Cllr Blackmore SECONDED.

FOR: UNANIMOUS

- b. The Clerk explained that she had been investigating telephone and broadband options for the Community Hub and Changing Rooms Storeroom, however, landlines were being phased out requiring the use of VOIP phones. As well as this the Council had struggled to get the fixed IP address working for the cameras at the playing field and all new contracts would require the modem being reset meaning that the IP address would need to be reinstalled.

Cllr Terry PROPOSED that this was reconsidered in six months' time (or as necessary) allowing the Clerk more time to investigate options and prices.

FOR: UNANIMOUS

- c. It was reported that SSE Feed in Tariff had moved to OVO Energy. The Clerk explained that OVO Energy had not yet been successful in finding any information relating to the Parish Council's account, but it was hoped that this would soon be resolved.

FIN/75/23 **Direct Debits / Standing Orders**

Cllr Roberts PROPOSED approval of setting up a Direct Debit for Screwfix. Cllr Blackmore SECONDED.

FOR: UNANIMOUS

## NORTHWAY PARISH COUNCIL

### FIN/76/23 VAT Partial Exemption

Members received the Parish Council's VAT Partial Exemption Calculation which showed that the Council did not breach the VAT Partial Exemption de-minimis for 2022/23

### FIN/77/23 Northway Community Hub & Parish Office

- a. **Shutters** – The Clerk reported that the suppliers of the shutters in the kitchen had confirmed that they were 'fully compliant', only if people were walking under the shutters (i.e. as a door) would they require safety brakes. As the shutters were due to be serviced, Cllr Blackmore PROPOSED that this should be arranged. Cllr Shelton SECONDED.

FOR: UNANIMOUS

- b. **Extractor Fan in Disabled Toilet** – The Clerk reported that she had arranged for the extractor fan in the disabled toilet at Northway Community Hub to be replaced after it failed. Cllr Terry PROPOSED ratification of this expense.

FOR: UNANIMOUS

- c. **Legionella Checks** – It was noted that when NFU undertook the risk assessment for the Community Hub they had not considered legionella checks to be necessary, however, it had since been discovered that there was a water tank in the loft, so it had been included in the checks along with the Changing Rooms and Village Hall which CDI Facilities are undertaking. Cllr MacTiernan PROPOSED approval of this. Cllr Roberts SECONDED.

FOR: UNANIMOUS

The checks had highlighted the need for a TVR on a tap at the Community Hub and the Village Hall, approval of this work had already been approved (Min Ref: C/211/23 refers). A quotation of £150 had been received. Cllr Roberts PROPOSED that a further quotation was sought, and the cheapest price accepted.

FOR: UNANIMOUS

The Clerk went through the report with Members, it was noted that the showers at the Changing Rooms and the hose pipe at the Hub required running before use. Also, the Council would be required to undertake monthly checks at the three buildings, the Staffing Committee had AGREED that the Clerk's Assistant should take these on (Min Ref: S/19/23 refers).

- d. **Hygiene Service** – Cllr MacTiernan PROPOSED that the Council's contract with CW Group for hygiene services should be renewed. Cllr Roberts SECONDED.

FOR: UNANIMOUS

- e. **Fire Alarm System** – It was confirmed that Laser Alarms Ltd had undertaken the annual service of the fire alarm system at Northway Community Hub. No issues had been raised in the report.

- f. **Trade Waste** – Quotations had been sought for trade waste services following notice that Ubico would be ceasing to provide this. Cllr MacTiernan PROPOSED that the Council should contract Smiths to undertake weekly collections for the Parish Council for a period of one year. Cllr Roberts SECONDED.

FOR: UNANIMOUS

## NORTHWAY PARISH COUNCIL

FIN/78/23

### Changing Rooms Facility

- a. **Repairs to the Changing Rooms** – The Clerk reported that a new holder had been required for the shower head in the Ref's room and the broken benches in the changing rooms had been repaired, this repair had required the removal of them from the building and taken away to be rewelded and painted. Cllr MacTiernan PROPOSED ratification. Cllr Shelton SECONDED.

FOR: UNANIMOUS

- b. **Legionella Testing** – Already covered (above).
- c. **Shower Room Surfacing** – The Clerk reported that the old shower room surfacing had been taken up at the Changing Rooms, dehumidifiers had been left running for just over two weeks to make sure the floor was dried out and work had started to lay the new surfacing. The Clerk had needed to call on a contractor to assist with removal of the drains which had been fused also an electrician had been required to come and fix the light so that it did not keep switching off whilst there was no movement beneath the sensor.

The Clerk added that she had taken a photo of the electricity meter before the dehumidifiers were plugged in at the building and would take another after they were collected.

FIN/79/23

### Northway Village Hall

- a. **Legionella Checks** – Already covered (above).
- b. **Holiday Activities and Food Programme** – A request had been received from Young Gloucestershire for permission to use the Village Hall on 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> January 2024 as part of the HAF programme. This would be to serve breakfast as they would be going on trips and as a base for pick up afterwards. The Youth Club Trustees had confirmed a hire charge of £10 a day for this.

Cllr Terry PROPOSED that the Council should cover the £10 a day charge for this to allow Young Gloucestershire to use the Village Hall.

FOR: UNANIMOUS

FIN/80/23

### Northway Pantry

- a. The Council was still waiting on an updated Licence from the solicitor relating to use of the Garden Building by Northway Pantry. A floor plan had been requested and so Johnson's had been asked to provide this.
- b. It was confirmed that Bolt Electrical had been to look at the electrical work required to the Garden Building and had agreed to do this free of charge. It was AGREED that a letter of thanks should be sent.

Cllr Blackmore mentioned that she had received food donations which she would like to give to some of the families on her list of people who required support from the Food Pantry once it was up and running. She asked if it would be possible to open the Garden Building for them to come and collect food from ahead of the License being in place, this would mean that she would not have insurance cover. Members expressed concern about this arrangement.

Cllr MacTiernan asked whether Cllr Blackmore could phone the families and ask what food they wanted and then she could deliver it to them. Cllr Blackmore said that she would think about whether this would be possible.

**NORTHWAY PARISH COUNCIL**

FIN/81/23 **Web Provider**

**Exclusion of the Public and Press under the Public Bodies (Admissions to Meetings Act) 1960 s.1**

**ss.2 Viz:** Cllr Terry PROPOSED that, in view of the special / confidential nature of the business to be transacted that under Standing Order No 10s xi, Viz, that the public and press should be excluded to allow for discussion of contracts.

FOR: UNANIMOUS

Under confidential cover, it was unanimously agreed that a meeting of the IT Working Group should be scheduled to further discuss matters relating to website hosting.

FIN/82/23 **Correspondence for Action**

- a. **Boxing Clever** – Boxing Clever had enquired as to whether its students would be able to undertake a voluntary litter pick. The Clerk had enquired with the Council's insurers who confirmed that this should be covered by the group's public liability insurance.

Cllr MacTiernan PROPOSED that permission should be given. Cllr Shelton SECONDED.

FOR: UNANIMOUS

FIN/83/23 **Correspondence for Information**

- a. **Gloucestershire Association of Parish and Town Councils** - Offer of internal auditor appointment.
- b. **Valuation Office Agency** – Confirmation that details relating to ownership have been provided.

FIN/84/23 **Correspondence received after 18<sup>th</sup> October 2023**

None received.