

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: 20th April 2023

NOTICE OF MEETING

You are summoned to a meeting of the Finance Committee that will be held on **WEDNESDAY, 26th April 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
NORTHWAY PARISH COUNCIL
FINANCE COMMITTEE MEETING
WEDNESDAY, 26th APRIL 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:**

1st February 2023 (Copy circulated to Members with February Full Council Agenda): For approval and signature.

15th March 2023 (Copy circulated to Members with April Full Council Agenda): For approval and signature.

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

FIN/67/22 Hire Charges – *Regular hirers have now all been advised of the increased hire charges from 1st April 2023.*

FIN/16/23 Self-Closing Back Door – *The closure on the back door has now been replaced.*

5. **Parish Council's Accounts up to 31st March 2023**

a) To review the Council's Bank Statements up to 31st March 2023 (invoices and original statements) as part of the Council's Risk Management Programme.

b) To receive the Accounts to 31st March 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. **The Public Sector Deposit Fund** – To receive the Purchase Contract Note in the sum of £100,000.00 as evidence that the shares have been purchased in the Council's name.

7. **Insurance Renewal:**

a) To ratify any additions made to insurance policy (Jubilee bench, Woodstock kissing gate, bridge and path to Joan's Field).

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7. **Insurance Renewal:** (Continued)
 - b) To review and approve insured items (Assets) for the 2022-2023 financial year. (copy circulated to Members)
 - b) To receive and review the Insurance renewal (copy circulated to Members), to consider recommending to Full Council to ratify. To determine.
8. **Asset Register:** To review and approve Asset Register for the financial year to 31st March 2023 to be attached to the Accounts. (Copy circulated to Members).
9. **Annual Governance and Accountability Return 2022/23 (AGAR) (If available)**
 - a) **AGAR Submission** – The AGAR is due for submission by Monday 3rd July 2023
 - b) **Annual Governance Statement** (Section 1) – To consider the Statements marking Yes/No/N/A. To agree to recommend responses to Full Council for approval (copy circulated to Members).
 - c) **Accounting Statements** (Section 2) – To review the Accounting Statements and, if agreed, recommend to Full Council for approval. To determine. To be tabled if available
 - d) **Accounts / Financial Statements for the Year ended 31 March 2023** – To review and consider the Accounts and, if accepted, to recommend to Full Council for approval. To determine. To be tabled if available
 - e) **Public Rights Notice** – 5th June to 14th July 2023.
 - f) **Internal Auditor's Report** – To receive the first report of the Independent Internal Auditor (Auditing Solutions) and consider contents and determine if there is any further action required. (If available)
 - g) **Further Items** – To consider any other matters relating to the End of Year requirements.
10. **Precept** – To receive query from resident regarding precept (response has already been sent).
- 11 **Northway Community Hub & Parish Office:**
 - a) **Heating & Cooling Maintenance** – To receive Maintenance Report from SK Refrigeration Heating & Cooling.
 - b) **Laser Alarms** – To receive worksheet for the Emergency Lighting and to receive a quotation for replacement lighting where necessary. To consider and determine.
 - c) **Kitchenware Audit** – To receive an up-to-date audit of kitchen ware items and consider whether replacements should be purchased. (Copy circulated to Members). To determine
 - d) **Total Energies** – To receive circular relating to the Energy Bills Discount Scheme and an update relating to the new gas contract (Min Ref FIN/25/23 refers).

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

- e) **Shutters** – To receive update relating to the advice that the shutters do not conform to current legislation and consider further actions. To determine.
- f) **Tewkesbury Borough Council** / Waste Transfer Note – This has been completed and returned.

12 **IT:**

- a) Antivirus - Confirmation that the Antivirus has been updated.
- b) PC Rescue – Details of April 2023 price increases. To ratify.

13. **Changing Room Facility:**

- a) Insulation – To receive re-quote for insulation to the Changing Room / Village Hall, if available. To determine.
- b) To receive response from Tewkesbury Town Football Club in relation to the annual Legionella Inspection. (Min Ref FIN/16/22 refers). To consider any necessary action.
- c) Mower – To receive update relating to mower ownership and consider any further action.
- d) Water Charges – To receive update of progress to date in trying to reclaim water charges via the Council's insurers from Blueberry. To consider further action.

14. **Northway Village Hall:** L & L Installations – To receive the guarantee for the two new windows.

15. **Correspondence for Action:**

None received.

16. **Correspondence for Information:**

None received at time of sending Agenda.

17. **Correspondence received after 20th April 2023.**