

## NORTHWAY PARISH COUNCIL

Minutes of a meeting of the Finance Committee held on Wednesday 26<sup>th</sup> April 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 P Godwin Cllr E MacTiernan  
Cllr G Shelton Cllr S Ward

In Attendance: Mrs C Woodward, Clerk of the Council

### FIN/27/23 Apologies for Absence

There were no apologies for absence.

### FIN/28/23 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/29/23 Minutes of the Previous Meetings

**1<sup>st</sup> February 2023** - Cllr Godwin PROPOSED approval of the Minutes of the Meeting that took place on 1<sup>st</sup> February 2023. Cllr Roberts SECONDED.

FOR: Cllr Godwin Cllr Roberts  
Cllr MacTiernan Cllr Terry

ABSTENSIONS: Cllr Shelton Cllr Ward

**15<sup>th</sup> March 2023** - Cllr Godwin PROPOSED approval of the Minutes of the Meeting that took place on 15<sup>th</sup> March 2023. Cllr MacTiernan SECONDED.

FOR: Cllr Godwin Cllr MacTiernan  
Cllr Shelton Cllr Terry  
Cllr Ward

ABSTENTIONS: Cllr Roberts

### FIN/30/23 Matters Arising from the Previous Minutes

**FIN/67/22 Hire Charges** – Regular hirers had all been informed of the increased hire charges from 1<sup>st</sup> April 2023.

**FIN/16/23 Self Closing Back Door** – The closure on the back door at the Community Hub had been replaced. Cllr Ward pointed out that it may be wise to keep a spare at the building as it took a long time to receive the replacement, especially as this was the second closure that had been required. It was agreed that this should be put on the next agenda.

### FIN/31/23 Parish Council's Accounts up to 31<sup>st</sup> March 2023

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

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### FIN/31/23 Parish Council's Accounts up to 31<sup>st</sup> March 2023 (Continued)

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

Members went through the Balance Sheet and no issues were raised. Cllr Roberts pointed out that there was still a figure of £10,000 for Legal Fees and queried whether this should now be put elsewhere. The Clerk said that no invoice had been received for the latest legal costs relating to the 'Ashchurch Bridge over Rail' and she was unsure whether one would come or whether it would be deducted from the monies that were being returned. It was AGREED to review this at the next meeting. Cllr Shelton PROPOSED approval of the Bank Reconciliation and Balance Sheet. Cllr Roberts SECONDED.

FOR: UNANIMOUS

- c. **Budget Statement** – Members had been circulated a copy of the Budget Statement (detailed income and expenditure). Cllr MacTiernan PROPOSED approval. Cllr Roberts SECONDED.

FOR: UNANIMOUS

### FIN/32/23 The Public Sector Deposit Fund

The Clerk tabled the Purchase Contract Note in the sum of £100,000.00 as evidence that the shares had been purchased in the Council's name.

### FIN/33/23 Insurance Renewal

- a. Cllr Terry PROPOSED ratification of the additional items that had been added to the insurance policy (Jubilee bench, Woodstock kissing gate, bridge and path to Joan's Field).
- b. Asset Register (Insurance) – Members went through the list of assets and could not see any discrepancies. It was noted that the new wooden tree guards were not included and perhaps should be. Cllr Terry PROPOSED the tree guards were added. Cllr Shelton SECONDED.

FOR: UNANIMOUS

- c. Members reviewed the renewal documentation and Cllr Roberts PROPOSED the policy was recommended to Full Council. Cllr Shelton SECONDED.

FOR: UNANIMOUS

### FIN/34/23 Asset Register

Members reviewed the Asset Register which would be attached to the end of year Accounts, the values were different because they were recorded at as close as possible to original purchase price. Cllr MacTiernan pointed out that the Scout Hut should be changed to Northway Village Hall, with this amendment the register was APPROVED.

### FIN/35/23 Annual Governance and Accountability Return 2022/23 (AGAR)

- a-e As the Accounts had not yet been received it was agreed to defer and call an Extraordinary Finance Meeting when the reports were available.

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FIN/35/23 **Annual Governance and Accountability Return 2022/23 (AGAR)** (Continued)

- f. **Internal Auditor's Report** – Members received the report and went through it. No issues or significant issues were raised.

Cllr MacTiernan PROPOSED that the report was recommended to Full Council. Cllr Ward SECONDED.

FOR: UNANIMOUS

Cllr Godwin thanked the Clerk for her work relating to this.

- g. **Further Items** - There were no further items.

FIN/36/23 **Precept**

The Clerk reported that she had received one complaint relating to the increase in the precept from a resident to which she had replied giving details of why the precept increase was necessary, explaining the budget setting process and providing a breakdown of the budget. She also informed the person that there were vacancies on the Parish Council if they wanted to be part of the budget setting process in the future.

FIN/37/23 **Northway Community Hub & Parish Office**

- a. **Heating & Cooling Maintenance** – The Clerk reported that SK Heating & Cooling had attended the Hub to undertake a service the previous week. Although the report was still awaited, they had confirmed verbally that everything was in order.

- b. **Laser Alarms** – The Clerk tabled a report from Laser Alarms which showed that there was fault on six emergency lights. Despite this, the Hub had still passed the service and lighting requirements. Cllr Ward explained that when the test is undertaken the lights are tested to see how long they would stay lit in the event of a fire – which could be at least 4 hours, they had failed because they no longer had this capacity but would still light for a shorter time. The Clerk tabled a quotation to get them replaced and this came in at £520.00. Cllr Ward PROPOSED the lights were changed. Cllr Roberts SECONDED.

FOR: UNANIMOUS

- c. **Kitchenware Audit** – Members received an up-to-date audit of kitchenware, and it was noted that there were quite a few items missing, especially teaspoons. Cllr MacTiernan PROPOSED that replacements were purchased to bring the quantities back up to the 2017 numbers. Cllr Roberts SECONDED.

FOR: UNANIMOUS

- d. **Total Energies** – The Clerk reminded Members that they had agreed to enter a one-year contract for gas with British Gas Lite (Min Ref FIN/25/23 refers). When responding to the quote the Clerk had struggled to get hold of the people selling the contract and it was further suggested that she investigated Trust Pilot reviews. The reviews were very poor, at the same time Total Energies got in touch and managed to find a deal that was better than the British Gas Lite one (an additional £280 a year saving). The Clerk had accepted this and requested the change of contract was ratified. Cllr Roberts PROPOSED ratification. Cllr Ward SECONDED.

FOR: UNANIMOUS

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FIN/37/23 **Northway Community Hub & Parish Office** (Continued)

- e. **Shutters** – The Clerk reminded members of the information received from a Shutter Servicing firm that the shutters did not conform to current legislation (Min FIN/16/23 refers). She had contacted several firms, without response, to try and get an independent assessment. Universal Safety Solutions had also been contacted, this was the firm that did the original risk assessment when the Community Hub opened, but it was shortly due to be closed due to retirement. The Clerk would continue her endeavours to find a firm to look at the shutters.
- f. **Tewkesbury Borough Council / Waster Transfer Note** – The Clerk had completed and returned the Note.

FIN/38/23 **IT**

- a. **Antivirus** – The Clerk confirmed that the Antivirus had been updated.
- b. **PC Rescue** – The Clerk tabled details relating to the proposed price increases going forward. Cllr Terry PROPOSED acceptance of them. Cllr Roberts SECONDED.

FOR: UNANIMOUS

FIN/39/23 **Changing Room Facility**

- a. **Insulation** - The Clerk informed Members that she had still not received a re-quote from Boniface for the insulation. No further action could be taken until this was received.
- b. **Legionella** – The Clerk said the time of year had come when she should be asking the Football Club to attend to Legionella checks. The Clerk confirmed that this was, in fact, the Landlord's responsibility and she ran through what may be required i.e. sending a sample away for analysis once a year as well as keeping records of monthly checks. Also, the shower heads needed cleaning. Cllr Roberts PROPOSED that the Clerk should look externally for quotes, also the Council should bear in mind budgeting for it next year. Cllr MacTiernan SECONDED.

FOR: UNANIMOUS

- c. **Mower** – The Clerk reminded Members they had asked for the Football Club to take on responsibility for the mower to include its servicing. It had now been checked on the Football Club lease, which was renewed last year, which stated that the mower was in the Council's ownership, but the Football Club could make use of it. (Min Ref C/187/22 and FIN/69/22 refers). It was AGREED that there was nothing the Council could do at this time, but it should be reviewed when the current lease expired.
- d. **Water Charges** – (Min Ref FIN/17/23 refers) – Following on from the installation of the wheelchair swing by Blueberry, and the misuse of the changing room by their subcontractors, the Clerk had now managed to access the legal advice provided by Zurich Insurance through DAS Legal. Once they had all the information, they reviewed the case to see if there would be any merit in pursuing a claim but stated that as the Council could not, categorically, prove no-one else had used the Changing Room during the period in question, there was no case to be made. Cllr Ward PROPOSED that the Council should take no further action and inform the Football Club that the Council would fund the water bills in question (amounting to £769.27). Cllr MacTiernan SECONDED.

FOR: UNANIMOUS

**NORTHWAY PARISH COUNCIL**

FIN/40/23 **Northway Village Hall**

The Clerk tabled the guarantee received from L & L Installations for the two new toilet windows.

FIN/41/23 **Correspondence for Action**

None received.

FIN/42/23 **Correspondence for Information**

None received.

FIN/43/23 **Correspondence received after 20<sup>th</sup> April 2023**

**Tewkesbury Town Council** – An invitation had been received to the Tewkesbury Town Council annual Mayor Making ceremony on May 22<sup>nd</sup> at 6:00 p.m. at the Watson Hall. Cllr Terry may attend.

As there was no other business the meeting concluded at 7.54pm.