

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: 20th July 2023

NOTICE OF MEETING

You are summoned to a meeting of the Finance Committee that will be held on **WEDNESDAY, 26th July** 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, 26th JULY 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:**

26th April 2023 (Copy circulated to Members with May Full Council Agenda): For approval and signature.

24th May 2023 (Copy circulated to Members with June Full Council Agenda): For approval and signature.

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

FIN/37/23 Northway Community Hub & Parish Office – Laser Alarms have replaced three batteries for emergency lights and have ordered three more for the remaining lights.

FIN/37/23 Northway Community Hub & Parish Office:- Kitchenware Audit – Crockery and cutlery has been purchased to replace losses (still awaiting mugs).

FIN/39/23 Changing Room Facility – Tewkesbury Town Football Club have been advised that there is no further action required from them regarding the outstanding water bills and that the Council has covered these costs.

FIN/48/23 Annual Governance and Accountability Return 2023/23 (AGAR) – The AGAR was submitted prior to the 3rd July 2023 and an acknowledgement has been received from PKF Littlejohn LLP.

FIN/48/23 Annual Governance and Accountability Return 2022/23 (AGAR) – The Public Rights Notice was displayed online and on several noticeboards throughout the parish between 5th June and 14th July 2023.

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

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

b) To receive the Accounts to 30th June 2023; Bank Reconciliation (Blue Sheet) and Balance Sheet (yellow sheet) (to be tabled at the meeting) for consideration and approval. (Copy circulated to Members).

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

- 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 Regulations:**

- a) To consider increasing funds held in petty cash from £75.00 to £250.00. To determine and include change in the Financial Regulations if necessary.
- b) To consider the use of a pre-paid debit card to enable more efficient purchasing. To determine and, if approved, to consider the limit.

7. **EMR Legal Fees:**

- a) To consider the future of this budget heading in the Ear Marked Reserves and whether it should remain / be reduced or whether it should be reappropriated elsewhere. To determine.
- b) To consider placement of funds being reimbursed by Tewkesbury Borough Council via Ashchurch Rural Parish Council, following the Judicial Review Appeal, and where they should be placed. To determine.

8. **Internal Auditor** – To review and approve contract for the current year. To determine.

9. **Direct Debits / Standing Orders:** To review Direct Debit/Standing Order Policy [\(copy circulated to Members\)](#) and schedule of direct debits and standing orders. To approve.

10 **Northway Community Hub & Parish Office:**

- a) **Coronation Art Work:** To receive an update from Cllr Terry following her meeting with a local artist. To consider information and determine action to include costs.
- b) **Benches:**
 - i. **Remembrance Bench** -To determine new location for Remembrance Bench ready for the installation of the garden building for the Food Pantry.
 - ii. **Wooden Bench** – To consider whether the wooden bench at the front of the building needs relocating or putting 'out of action'. To determine
- c) **Fire Extinguisher Servicing:** To receive Certificate of Inspection for Northway Community Hub.
- d) **Self Closer for Back Door:** It was recommended that the Finance Committee consider the purchase of a 'spare' back door closure (Min Ref FIN30/23 refers) due to the length of time the previous one took to replaced and the dangers that potentially caused to users of the building. To determine.
- e) **Commercial Oven** – To consider contracting a firm to undertake a full clean of the oven. To determine

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

- f) **CCTV Monitor** – To ratify emergency action taken in replacing the CCTV following its malfunction.
- g) **SK Refrigeration Heating & Cooling** – To receive a copy of the Maintenance Report – no issues were raised.
- h) **Shutters** – To receive further update relating to the advice that the shutters do not conform to current legislation and consider further actions. To determine.

11. **Changing Room Facility:**

- a) **Insulation** – To receive re-quote for insulation to the Changing Room / Village Hall, if available. To determine.
- b) **Legionella Testing** – To receive an update of progress to date and consider any further action.
- c) **Fire Extinguisher Servicing** – To receive Certificate of Inspection for the Changing Rooms and Mower Shed and details of necessary replacements.
- d) **Shower Room Surfacing** – To receive quotes for the replacement of the flooring including consideration of whether Section 106 monies could be re-directed if felt necessary. To determine.
- e) **Changing Room Generally** – To receive an email from the Secretary of the Football Club relating to items in the Changing Room that need attention. To receive input from Cllr Roberts following a recent visit. To determine action.

12. **Northway Village Hall:**

- a) **Fire Extinguisher Servicing:** To receive Certificate of Inspection for Northway Village Hall.
- b) **Entrance Gates to Village Hall:** To receive a request from the Trustees of Northway Youth Club that the placement of the metal gates is changed as well as alternatives to the interior doors. To consider and determine.

13 **Northway Pantry:** Lease / License – To receive legal advice regarding what options may be most suitable for a Lease / License for the use of the outbuilding (when installed). To determine action including other matters relating to the Pantry.

14. **Correspondence for Action:**

- a) **My Business Claim** – To receive information supplied by this firm relating to an energy broker previously used by the Parish Council who may have mis sold a contract and where rebates may be available. To consider whether this is worth pursuing. To determine.

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14 **Correspondence for Action:** (Continued)

- b) **VAT Partial Exemption Calculations 2022-23:** To approve contracting DCK Accounting Solutions to undertake the VAT partial exemption calculations for 2022 – 2023 as required as part of the Council audit.

15. **Correspondence for Information:**

- a) **United Kingdom Debt Management Office** – To receive details of the next public work loan repayment due on the 16th August 2023.
- b) **SSE Energy Solutions** – To receive information relating to proposed improvements to customer service and a new Customer Management System as well as a different display name on bank statements.
- c) **PC Rescue** – A copy of the 2023-2024 IT Maintenance Support Plan Agreement has been received for Council records.
- d) **The Public Sector Deposit Fund:**
 - i. To receive statements for 30th April, 31st May (dividend of £195.83 reinvested) and 30th June (dividend of 395.33 reinvested).
 - ii. To receive details of changes to accounts held with CCLA Investment Management Ltd including a change of transfer agent, account numbers, contact details etc.
- e) **Information Commissioners Office:** To receive details regarding the data protection renewal fee which is due by direct debit on the 6th August 2023.
- f) **ESET NOD32 Antivirus** – The antivirus for the office computers has been renewed.
- g) **Boxing Clever** – To receive two communications from parents regarding the benefits their children have received from attending the Boxing Clever session's (part funded by the Parish Council).

16. **Correspondence received after 20th July 2023.**