

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 October 2022

NOTICE OF MEETING

You are summoned to a meeting of the Finance Committee that will be held on **WEDNESDAY, 26th October 2022** at 7.00 p.m. in the Ray Shill Room.

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 Council's 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.

C M Woodward

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Clerk of the Council

FINANCE AGENDA

WEDNESDAY, 26TH OCTOBER 2022 At 7.00 P.M.

1. **Apologies for absence.**

2. **Declarations of Interest:**

Pursuant to the adoption by the Council on 11 July 2012, 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 meeting: 27th July 2022** (Copy circulated to Members with September Full Council Agenda): For approval and signature.

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

***FIN/48/22 Internal Auditor** - Auditing Solutions Ltd have been appointed as Internal Auditors for the 2022-2023 financial year*

***FIN/49/22 VAT Partial Exemption Calculations 2021/22** - DCK Accounting Solutions have undertaken a VAT partial exemption on behalf of the Council and have reported that the Parish Council did not breach the VAT Partial Exemption de-minimis limit of £7,500 for 2021/22.*

***FIN/51/22 – Northway Community Hub & Parish Office** - An additional children's table and chairs have been purchased (although receipt of order is delayed until November)*

***FIN/51/22 – Northway Community Hub & Parish Office** - Bluetooth has successfully been installed in the building.*

***FIN/55/22 Web Page** – The Council has contracted a web page provider called 'Fortitude' to look after its web page following the cessation of trading by Utopia.*

***FIN/56/22 Defibrillator** – The new light has now been installed in the Defibrillator outside Pets Only.*

***FIN/57/22 Donation Request** – A letter of thanks was received from Sycamore Chapel for the £100 youth provision funding provided by the Council to assist with arts and crafts at a recent Breakfast Club.*

5. **Parish Council's Accounts up to 30th September 2022**

- a. To review the Council's Bank Statements up to 30th September 2022 (invoices and original statements) as part of the Council's Risk Management Programme.
- b. To receive the Accounts to 30th September 2022; 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. [\(Copy circulated to Members\)](#)

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6. **Annual Governance & Accountability Return for the year ended 31st March 2022** – To receive the Audited Return (already received by Full Council so just for information).

7. **Financial Requirements for the Year 2023 / 2024:**

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. [\(Copies circulated to Members\)](#)

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).

8. **Northway Community Hub:**

a. **Tablet / Device** - To receive recommendation from the Staffing Committee (Meeting held on 19th October 2022) that a tablet / device be purchased for the use of the Bookings Clerk. To determine.

b. **Service for Heating and Cooling System** – To receive Maintenance Report from SK Refrigeration Heating & Cooling following their service in September. To determine any necessary actions

c. **Free hire** – To consider allowing a free hire for a Young Lives V's Cancer Fundraiser. To determine.

9. **Changing Room Facility:**

a. **Risk Assessment** - To receive the Mower Risk Assessment forwarded by Tewkesbury Town Football Club. [\(Copy circulated to Members\)](#)

b. **Mower** - To consider ongoing maintenance and ownership of the mower. To determine action.

c. **Other Matters** - To consider other matters relating to the facility including receipt of any quotations for works (i.e. insulation, shower panelling, shower flooring) to determine action.

d. **Water Charges** - To review Waterplus charges for the Changing Room, to consider whether the Council should fund part of these in view of possible misuse by contractors.

e. **Fire Extinguishers** – To receive the Certificate of Inspection.

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10. **Northway Village Hall:**

- a. **Electrical Installation Certificate** - To receive the Electrical Installation Condition Report and consider whether any action is necessary. To determine. [\(Copy circulated to Members\)](#).
- b. **Fire Extinguishers** – To receive the Certificate of Inspection

11. **New / Revised Policy** – To receive a recommendation from the Staffing Committee that a new policy is created (or existing one modified) regarding treatment of staff by Members of the Public (S/27/22 refers). (There is already a policy for unreasonable persistent complaints and unreasonable behaviour) [\(Copy circulated to Members\)](#).

12. **Correspondence for Information:**

- a. **Royal Mail** – Leaflet advising that old style stamps need to be used by 31st January 2023.
- b. **Rialtas Computer Software** – Letter advising that Rialtas has been sold to N. Harris Computer Corporation. Harris is a subsidiary of Constellation Software Inc.
- c. **Tewkesbury Borough Council** – To receive confirmation that the second half of the precept has been paid directly into the Council's bank account.
- d. **United Kingdom Debt Management Office** – Details of loan repayment taken on 16th August 2022.
- e. **DCK Accounting Solutions** – Details of changes to fees effective 1st April 2023.
- f. **Auditing Solutions Ltd** – Recommendation that Councils stay with SAASA appointed External Auditor (Already agreed by Full Council on 5th October 2022).
- g. **The Pensions Regulator** – Re-enrolment and re-declaration. This declaration has to be made by 31st March 2023.
- h. **Precept** – To receive confirmation that the second half of the precept was received in September 2022.

13. **Correspondence received after 20th October 2022.**