

AGENDA



To: Cllr P Godwin
Cllr J Roberts
Cllr S Terry

Cllr E MacTiernan
Cllr G Shelton
Cllr S Ward

cc: Mrs Laura Stewart, Clerk's Assistant

Date: 21st July 2022

NOTICE OF MEETING

You are summoned to a meeting of the Finance Committee that will be held on **WEDNESDAY, 27th July 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 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, 27th JULY 2022
COMMENCING AT 7.00 p.m.

1. **Election of the Committee Chairman for the forthcoming Municipal Year.**
2. **Election of the Committee Vice-Chairman for the forthcoming Municipal Year.**
3. **Apologies for absence.**
4. **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.

5. **Minutes of the Previous Finance Committee meeting: 4th May 2022** (Copy circulated to Members with May Full Council Agenda): For approval and signature.
6. **Matters arising from the previous Minutes**

FIN/29/22 Annual Governance and Accountability Return – *The completed Return was submitted 22nd May 2022 and receipt of it has been acknowledged.*

FIN/31/22 Changing Room Facility (Legionella) – *A diary note has been created to ensure an annual reminder is sent to the Football Club to ensure they have adhered to the recommendations of the Legionella report.*

FIN/33/22 Broadband Supply – *A static IP address has been provided by BT but it is incorrect and awaiting new information.*

FIN/35/22 Direct Debits – *A direct debit had now been set up for Total Energies for gas supply*

7. **Parish Council's Accounts up to 30th June 2022**
 - a) To review the Council's Bank Statements up to 30th June 2022 (invoices and original statements) as part of the Council's Risk Management Programme.
 - b) To receive the Accounts to 30th June 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. [\(Copy circulated to Members\)](#)
8. **Internal Auditor** – To review and approve contract for the current year. To determine.

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9. **VAT Partial Exemption Calculations 2021-22** – To consider contracting DCK Accounting Solutions to do this calculation on behalf of the Council. To determine.
10. **Direct Debits / Standing Orders:** To review Direct Debit/Standing Order Policy and schedule of direct debits and standing orders. To approve. ([Circulated to Members](#))
11. **Northway Community Hub & Parish Office:**
 - i. To consider purchasing an additional children's table and set of chairs. To determine
 - ii. To consider installing a Bluetooth facility to the PA system at Hub. To determine.
12. **Changing Room Facility:**
 - i. Following the annual inspection of the Changing Rooms some issues were raised, to receive response and how matters will be addressed.
 - ii. To consider other matters relating to the facility including receiving any quotations for works (if available) to consider and determine action.
13. **Northway Village Hall:**
 - i. To receive quotes for replacing the two toilet windows. To determine action.
 - ii. To consider any other matters relating to the Village Hall its works, usage etc and determine any necessary action.
14. **Energy Suppliers:**
 - i. To receive recommendations and costings for entering into longer term energy contracts for Northway Community Hub, Village Hall and Changing Rooms, if received. To determine actions.
 - ii. To receive any responses relating to increasing the number of solar panels on the Community Hub roof and determine any necessary action.
15. **Web Page** – To receive notice from Utopia, the Parish Council's current web provider. To consider necessary action to ensure the smooth transition of the web-based services to another provider. To determine.
16. **Defibrillator** – To approve replacement LED light for the defibrillator at the Northway Centre.
17. **Donation Request** – To receive a request from Sycamore Chapel for a donation to help with their Breakfast Club taking place in Northway over the summer holidays. The money is requested to purchase art materials for use at the breakfast club to help keep children entertained. To determine action.

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18. **Warm Places** – To consider whether the Council could set up a ‘warm place’ scheme at the Hub to offer use of the building to residents if they cannot afford to keep themselves warm in the winter. To consider whether to investigate further and determine action.
19. **Food Larder** – In the event there is feedback from residents regarding the need for a Food Larder / Pantry in Northway to determine how the Parish Council can help with this venture and consider applying for funding to assist.
20. **Correspondence for Information:**
 - a) **United Kingdom Debt Management Office** – Loan repayment date due 16th August 2022 in the sum of £8,400 (Capital and interest).
 - b) **Tewkesbury Borough Council** – Notice that the first instalment of the precept has been received from Tewkesbury Borough Council in the sum of £98,475.00.
21. **Correspondence received after 27th April 2022.**