

NORTHWAY PARISH COUNCIL

Minutes of a meeting of the Finance Committee held on Wednesday 27th July 2022, commencing at 7.00 p.m., held in the Ray Skill Room at Northway Community Hub.

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| Present: | Cllr S Terry (Chairman) | Cllr J Roberts (Vice-Chairman) |
| | Cllr P Godwin | Cllr E MacTiernan |
| | Cllr G Shelton | Cllr S Ward |

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| In Attendance: | Mrs C Woodward, Clerk of the Council |
| | Mrs L Stewart, Clerk's Assistant |

FIN/41/22 **Election of the Committee Chairman for the forthcoming Municipal Year**

Cllr Roberts PROPOSED that Cllr Terry be elected as the Finance Committee Chairman for the forthcoming Municipal Year. No further proposals were received. Cllr Terry accepted the nomination. Cllr Godwin SECONDED.

FOR: UNANIMOUS

FIN/42/22 **Election of the Committee Vice-Chairman for the forthcoming Municipal Year**

Cllr Terry PROPOSED that Cllr Roberts be elected as the Finance Committee Vice-Chairman for the forthcoming Municipal Year. No further proposals were received. Cllr Roberts accepted the nomination. Cllr Shelton SECONDED.

FOR: UNANIMOUS

FIN/43/22 **Apologies for Absence**

No apologies for absence had been received.

FIN/44/22 **Declarations of Interest**

No declarations of interest, as required by the Code of Conduct adopted by the Parish Council on 1st July 2012 (Minute Ref C/159/12), including paragraph 12(2), were made.

FIN/45/22 **Minutes of the Previous Meetings**

Cllr Roberts PROPOSED approval of the Minutes of the Meeting that took place on 4th May 2022. Cllr MacTiernan SECONDED.

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| FOR: | Cllr Roberts | Cllr MacTiernan |
| | Cllr Godwin | Cllr Terry |
| | Cllr Ward | |

ABSTENSIONS: Cllr Shelton

FOR: UNANIMOUS

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FIN/46/22 **Matters Arising from the Previous Minutes**

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

FIN/31/22 Changing Room Facility (Legionella) – A diary noted had been created to ensure an annual reminder was sent to the Football Club to ensure that they had adhered to the recommendations in the Legionella report.

FIN/33/22 Broadband Supply – A static IP address had been provided by BT but this had turned out to be incorrect, new information was being awaited.

FIN/35/22 Direct Debit – A direct debit had been set up for Total Energies for payment of gas supply account.

FIN/47/22 **Parish Council's Accounts up to 30th June 2022**

- a. Cllr Ward undertook a review of the Council's bank statements and invoices to ensure there were no discrepancies as part of the Council's Risk Management Programme and he confirmed that all was in order.
- b. Members reviewed the bank reconciliation which reconciled to the bank statement. Cllr Roberts PROPOSED approval. Cllr Godwin SECONDED.

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| FOR: | Cllr Roberts | Cllr Godwin |
| | Cllr MacTiernan | Cllr Terry |
| | Cllr Ward | |

ABSTENSIONS: Cllr Shelton

Members reviewed the balance sheet and raised no queries. Cllr Ward PROPOSED approval. Cllr Roberts SECONDED.

FOR: UNANIMOUS

- c. Members received the budget statement (detailed income & expenditure). Cllr Ward PROPOSED approval. Cllr MacTiernan SECONDED.

FOR: UNANIMOUS

FIN/48/22 **Internal Auditor**

The Clerk confirmed that the existing internal auditor (Auditing Solutions Ltd) had provided a very reliable service throughout the year. Cllr Roberts PROPOSED that as the auditors were independent and met the criteria of the audit regime they were reappointed for the current financial year. Cllr MacTiernan SECONDED.

FOR: UNANIMOUS

FIN/49/22 **VAT Partial Exemption Calculations 2021-22**

As the Council confirm that that this calculation had been done as part of the annual audit Cllr Ward PROPOSED that DCK Accounting Solutions was contracted to undertake a VAT partial exemption

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FIN/49/22 **VAT Partial Exemption Calculations 2021-22** (Continued/...)

exemption calculation on behalf of the Council at a cost of £205. Cllr MacTiernan SECONDED.

FOR: UNANIMOUS

FIN/50/22 **Direct Debits/Standing Orders**

Members reviewed the Direct Debit/Standing Order Policy and the schedule of direct debits and standing orders. Cllr MacTiernan PROPOSED approval. Cllr Terry SECONDED.

FOR: UNANIMOUS

FIN/51/22 **Northway Community Hub & Parish Office**

i. **Children's Table and Chairs** – The Caretaker had reported that there was a shortage of children's tables and chairs for many of the party hirings. Cllr MacTiernan PROPOSED purchase of an additional children's table and some children's chairs. Cllr Shelton SECONDED.

FOR: UNANIMOUS

ii. **Bluetooth** – It was noted that quite a few hirers requested access to Bluetooth speakers in the main hall. Cllr MacTiernan PROPOSED that the Clerk should arrange for Bluetooth facility to be put in place. Cllr Ward SECONDED.

FOR: UNANIMOUS

FIN/52/22 **Changing Room Facility**

i. **Annual Inspection** – The Chairman and the Clerk had undertaken an annual inspection of the Changing Room Facility during which the following issues had been raised:

- *The nozzle on the hosepipe should not be left to drop on the floor.* The Football Club had confirmed that this would be added to the match day official check list.
- *The line marker would be better kept in the side store than the disabled toilet.* The Football Club confirmed that they would investigate whether there was enough storage in the side store to allow this.
- *As a matter of urgency, mouldy gel in the toilet hand dispenser should be removed, the dispenser cleaned and re-filled with new.* The Football Club confirmed this would be done before next use of the building.
- *Flooring was coming up in the showers.* The Clerk pointed out that this would need to be addressed by the Council at some point. (Shower panels were also still being investigated).
- *Drawer front in kitchen requires reattaching.* The Football Club confirmed that they would bring tools to repair this on their next visit.
- *The side area where posts are kept is overgrown with debris on the concrete.* The Football Club confirmed that they would strim and tidy this area in the summer.
- *Out of date signs required removing.* The Football Club confirmed that these would be removed.

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FIN/52/22 Changing Room Facility (Continued)

Cllr Ward PROPOSED that a further check should take place when the Clerk had scheduled a meeting with contractors about the shower panels (which was in the process of being arranged). Cllr Roberts SECONDED.

FOR: UNANIMOUS

- ii. **Other Matters** – The Clerk had confirmed that quotations were being sought for shower panels and insulation, as previously agreed.

FIN/53/22 Northway Village Hall

- i. **Toilet Windows** – The Clerk tabled a quotation for installation of replacement toilet windows amounting to £832, however, further prices were still being awaited.

Cllr Ward PROPOSED that the Council should await further quotations and once received, accept the lowest of these. Cllr Shelton SECONDED.

FOR: UNANIMOUS

- ii. **Other Matters** – The Clerk reminded Members that Young Gloucestershire would be using the Village Hall for a HAF Club throughout August. They would be collecting the keys on Thursday 28th July and the Clerk had created a disclaimer form for them to sign.

Ahead of use of the Hall, Young Gloucestershire had requested copies of a fire risk assessment, which the Clerk had provided, and an electrical inspection certificate. The electrical inspection was out of date so the Clerk had authorised the undertaking of one as a matter of urgency and would forward the certificate to Young Gloucestershire once it had been received.

FIN/54/22 Energy Suppliers

- i. **Energy Contracts** – The Clerk had been in correspondence with a number of energy traders regarding the possibility of fixed, longer-term contracts for the Community Hub, Changing Rooms and Village Hall. Unfortunately, figures would be unavailable for a few more days, although discussions were had regarding the price cap changes due to be implemented in October and January which would impact the Council significantly.

Cllr MacTiernan PROPOSED that no action was taken by the Council but that the situation should be reviewed again in March 2023. Cllr Shelton SECONDED.

FOR: UNANIMOUS

- ii. **Solar Panels** – The Clerk confirmed that she had sought advice regarding installation of further solar panels at the Community Hub (FIN/34/22 refers). The company that had installed the existing panels confirmed that more could be fitted but could not be linked to the existing system and would also not fall within the FIT scheme, as well as this the Council would need to get its architect on board to advise further. Cllr Roberts PROPOSED that this was not progressed. Cllr MacTiernan SECONDED.

FOR: UNANIMOUS

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FIN/55/22 **Web Page**

The Clerk explained that Utopia, who ran the Parish Council's web page, would be ceasing to trade at the end of the month. Many of Utopia's clients would be transferring to Fortitude who had offered to price match at £50 a month for 3 months, 12 months or possibly longer although the cost would normally be £70.00 for two uploads a month). Due to the lack of time to go out to for further quotations Cllr Terry PROPOSED that the Council accepted Fortitude's offer for a 12-month price match and their service should be monitored and reported to the Committee if necessary.

FOR: UNANIMOUS

FIN/56/22 **Defibrillator**

Cllr Shelton had reported that the light strip was missing from the Northway Centre defibrillator and so the Clerk confirmed that a replacement had been ordered.

Cllr MacTiernan PROPOSED that this expenditure of £30 was ratified. Cllr Ward SECONDED.

FOR: UNANIMOUS

FIN/57/22 **Donation Request**

Members received a request from Sycamore Chapel for a donation towards running of a breakfast club throughout the summer holidays. The money would go towards art supplies to help keep children entertained. It was noted that there would be no religious aspects involved in the breakfast club. It was noted that the Parish Council currently had a policy of no donations but as the request was for funds for craft materials for young people during the holidays it was agreed that any funds could be taken from the Youth Provision budget heading.

Cllr MacTiernan PROPOSED that the Council donated £100 to Sycamore Chapel from the Youth Provision budget. Cllr Ward SECONDED.

FOR: UNANIMOUS

FIN/58/22 **Warm Places**

Members considered the 'warm places' scheme which some Council's planned to run in the winter months, it would involve offering use of the building to residents unable to afford to keep their homes heated.

Cllr MacTiernan PROPOSED that the Council did not adopt a 'warm places' scheme which would potentially see limited or no take up and an empty building being heated. Instead, people should be encouraged to come and use the space when the building was already being used (i.e. coffee morning and luncheon club days). Cllr Ward SECONDED.

FOR: UNANIMOUS

FIN/59/22 **Food Larder**

The Clerk reminded Members that Cllr Mackenzie had offered to look into the possibility of getting a cheap shipping/storage container for use as a community food larder, unfortunately he had been unsuccessful in doing this. It also appeared that placement of a container in the parish for this purpose would require planning permission.

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FIN/59/22 **Food Larder** (Continued)

The Clerk had been made aware of a grant from Gloucestershire County Council (GCC) that was becoming available, and the Council could email and express its interest, should it wish to apply. This was being delivered by Tewkesbury Borough Council (TBC).

Cllr MacTiernan PROPOSED that the Council should email an expression of interest to TBC and further investigate costings of a container. Cllr Shelton SECONDED.

FOR: UNANIMOUS

FIN/60/22 **Correspondence received after 21st July 2022**

- a. **Virgin Media** – A community representative had attended the office to offer their assistance with any community work that the Council may need help with. This was a service they offered when they moved into an area to undertake work. The representative advised that said he would come back with more information.

As there was no further business the meeting concluded at 7.45 p.m.