

AGENDA



To: Cllr S Terry (Chairman) Cllr J Roberts (Vice Chairman)
Cllr C Blackmore Cllr P Godwin
Cllr E MacTiernan Cllr G Shelton
Cllr S Ward

cc: Mrs Laura Stewart, Clerk's Assistant

Date: 27th April 2022

NOTICE OF MEETING

You are summoned to a meeting of the Finance Committee that will be held on **WEDNESDAY, 4th May 2022** at approximately 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 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.

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Clerk of the Council

AGENDA
NORTHWAY PARISH COUNCIL
FINANCE COMMITTEE MEETING
WEDNESDAY, 4th MAY 2022
COMMENCING 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: 26th January 2022** (Copy circulated to Members with February Full Council Agenda): For approval and signature.

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

FIN/20/22 CCTV & Broadband at NVH/CHR - The BT line to allow for broadband is in place, the Council is now awaiting a fixed IP address to enable to cameras to be viewed from the office. The equipment has received its first annual service.

5. **Parish Council's Accounts up to 31st March 2022**

a) To review the Council's Bank Statements up to 31st March 2022 (invoices and original statements) as part of the Council's Risk Management Programme.

b) To receive the Accounts to 31st March 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)

6. **Insurance Renewal:**

a) To review and approve insured items (Assets). (copy circulated to Members)

b) To receive and review the Insurance renewal (copy circulated to Members), to consider recommending to Full Council to ratify. To determine.

7. **Asset Register:** To review and approve Asset Register for the financial year to 31st March 2022 to be attached to the Accounts.(Copy circulated to Members).

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8. **Annual Governance and Accountability Return 2021/22 (AGAR) (If available)**

- a) **AGAR Submission** – The AGAR is due for submission by Friday 1st July 2022
- b) **Annual Governance Statement** (Section 1) – To consider the Statements marking Yes/No/N/A. To agree to recommend responses to Full Council for approval ([copy circulated to Members](#)).
- c) **Accounting Statements** (Section 2) – To review the Accounting Statements and, if agreed, recommend to Full Council for approval. To determine. ([Copy circulated to Members](#))
- d) **Accounts / Financial Statements for the Year ended 31 March 2022** – To review and consider the Accounts and, if accepted, to recommend to Full Council for approval. To determine ([Copy circulated to Members](#))
- e) **Public Rights Notice** – 13th June 2022 to 22nd July 2022.
- f) **Internal Auditor's Report** – To receive the first report of the Independent Internal Auditor (Auditing Solutions) and consider contents and determine if there is any further action required. (If available)
- g) **Further Items** – To consider any other matters relating to the End of Year requirements.

9. **Northway Community Hub & Parish Office:**

- a) **Heating & Cooling Maintenance** – To receive Maintenance Report from SK Refrigeration Heating & Cooling.
- b) **Portable Electrical Equipment (PAT Test)** – To receive report following recent PAT Test. To determine any necessary action.

10. **Changing Room Facility:**

- a) To receive response from Tewkesbury Town Football Club in relation to the Legionella Report (Min Ref FIN/16/22 refers). To consider any necessary action.
- b) To receive request for consideration that the serving hatch at the Changing Room is painted yellow. To determine.

11. **Northway Village Hall** – To consider formal agreement for usage of toilets (for Parish Council purposes). To determine.

12. **Broadband supply** – To ratify monthly payment for static IP address to enable cameras to be viewed from Parish Office.

13. **Energy Suppliers** – To receive recommendations and costings for entering into longer term energy contracts for Northway Community Hub, Village Hall and Changing Rooms. To determine actions.

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14. **Direct Debit** – To approve the setting up of a direct debit for gas payments to Total Energies (supplies to NCH, CHR & NVH).
15. **Wheelchair Swing** – The General Purposes Committee has delegated powers to the Finance Committee to deal with any actions required relating to the Wheelchair Swing following RoSPA's post-installation inspection report. (Grant payment for the swing has now been received from Tewkesbury Borough Council). To determine action.
16. **Exclusion of the Public and Press under the Public Bodies (Admissions to Meetings Act) 1960 s.1 ss.2 Viz:-** Staff roles and changes 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.

17. **Correspondence for Information:**
 - a) United Kingdom Debt Management Office – Details of outstanding PWLB loan.
 - 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.
18. **Correspondence received after 27th April 2022.**