

NORTHWAY PARISH COUNCIL

Minutes of a meeting of the Finance Committee held on Wednesday 4th May 2022, commencing at 7.00 p.m., held in the Main Hall at Northway Community Hub.

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

In Attendance: Mrs C Woodward, Clerk of the Council

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

Apologies for Absence had been received from Cllr Shelton. No further apologies for absence had been received.

FIN/23/22 **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/24/22 **Minutes of the Previous Meetings**

Cllr Godwin PROPOSED approval of the Minutes of the Meeting that took place on 26th January 2022.
Cllr MacTiernan SECONDED.

FOR: Cllr Godwin Cllr MacTiernan
Cllr Roberts Cllr Terry

ABSTENSIONS: Cllr Ward

FOR: UNANIMOUS

FIN/25/22 **Matters Arising from the Previous Minutes**

FIN/20/22 CCTV & Broadband at NVH/CHR – It was reported that the BT line to allow for broadband was now in place in the store room, Northway Playing Fields and was just awaiting a fixed IP address to enable the cameras to be view from the office. The equipment had also had its first annual service.

FIN/26/22 **Parish Council's Accounts up to 31st March 2022**

- a. Cllr Ward undertook a review of the 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. Members also 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). Any overspends had already been addressed at previous meetings and Members were happy that the statement showed

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FIN/26/22 **Parish Council's Accounts up to 31st March 2022** (Continued)

expenditure as it should be in the fourth quarter. Cllr Godwin PROPOSED approval. Cllr Roberts SECONDED.

FOR: UNANIMOUS

FIN/27/22 **Insurance Renewal**

a. Members had a copy of the Asset Register attached to their Agenda for the purposes of insurance. Cllr Terry PROPOSED approval of it.

FOR: UNANIMOUS

b. Members reviewed the Insurance Renewal, it was noted that the Council were in a three year contract so the cost would remain set, except for additional items that had been added such as the wheelchair swing and gym equipment. Cllr Roberts PROPOSED that the Insurance Renewal was recommended to Full Council for approval.

FIN/28/22 **Asset Register**

Members reviewed the Register that would be attached to the Statement of Accounts. No issues were raised and Cllr Roberts PROPOSED that this was recommended to Full Council for approval. Cllr Godwin SECONDED.

FOR: UNANIMOUS

FIN/29/22 **Annual Governance and Accountability Return (AGAR) 2021/22**

a. **AGAR Submission** - It was noted that the AGAR had to be submitted by Friday 1st July 2022.

b. **Annual Governance Statement** (Section 1) – Members went through each statement individually.

| | Agreed- Yes or No | 'Yes' Means that the council: |
|---|------------------------------|--|
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. | Yes | <i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i> |
| 2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. | Yes | <i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i> |
| 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. | Yes | <i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i> |
| 4. We provided proper opportunity during the year for the exercise of elector's rights in accordance with the requirements of the Accounts and Audit Regulations. | Yes | <i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i> |

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Annual Governance and Accountability Return (AGAR) 2021/22 (continued)

| | Agreed- Yes or No | 'Yes' means that the council: |
|--|------------------------------|--|
| 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risk, including the introduction of internal controls and/or external insurance cover where required. | Yes | <i>Considered and documented the financial and other risks it faces and dealt with them properly</i> |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. | Yes | <i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i> |
| 7. We took appropriate action on all matters raised in reports from internal and external audit. | Yes | <i>responded to matters brought to its attention by internal and external audit.</i> |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements. | Yes | <i>disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.</i> |
| 9. (For local councils only) Trust funds including charitable. In our capacity, as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. | N/A | <i>has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.</i> |

Cllr Ward PROPOSED approval of the responses to the Statement. Cllr MacTiernan SECONDED.

FOR: UNANIMOUS

- c. **Accounting Statements** (Section 2) – Members went through the Statements and no issues were raised. Cllr MacTiernan PROPOSED the Accounting Statement was recommended to Full Council for approval. Cllr Ward SECONDED.

FOR: UNANIMOUS

- d. **Accounts / Financial Statements for the Year ended 31 March 2022** – The Financial Statements were attached to Members Agendas. The Clerk reported that a couple of items had been missed off i.e. the annual cost of the newsletter and the cost of running the web page. This had now been rectified and, with this addition, Cllr Godwin PROPOSED that they should be recommended to Full Council for approval. Cllr MacTiernan SECONDED.

- e. **Public Rights Notice** – The Clerk informed Members that the Public Rights Notice would be displayed from 13th June 2022 to 22nd July 2022.

- f. **Internal Auditors Report** – The Annual Internal Audit Report 2021/2022 was tabled and no issues were raised. The Full Internal Audit Report was also received and again no issues were raised except for a reminder that the Clerk should ensure the petty cash is checked periodically by a Councillor

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FIN/29/22 **Annual Governance and Accountability Return (AGAR) 2021/22** (Continued)

which was already being done. Cllr MacTiernan PROPOSED recommendation was made to Full Council for approval. Cllr Godwin SECONDED.

FOR: UNANIMOUS

- g. There were no other items raised relating to the Annual Governance and Accountability Return 2021/22.

FIN/30/22 **Northway Community Hub & Parish Office**

- a. **Heating & Cooling Maintenance** – Members received the Report from SKI Refrigeration Heating & Cooling following the recent planned maintenance. No issues were raised.
- b. **Portable Electrical Equipment (PAT Test)** – This report was received by Members which confirmed all items found were duly inspected and tested with any repairs attended to. The report did also mention a number of items that appeared to be duplicates and some unused items and a comprehensive appliance revision was advised. Also new and disposed of items should be documented on the list.

FIN/31/22 **Changing Room Facility**

- a. **Legionella** - The Clerk read a report received from Tewkesbury Town Football Club following receipt of the Legionella Report that the Clerk had been asked to send to them. They felt that the main thing was to run the water off fully between seasons. Generally, through the season the showers were used every weekend and a 2 week gap was they most they had after starting in August – so they did not feel there was much else that was necessary.

Cllr Roberts PROPOSED that the Club were written to yearly to ask if they had undertaken the relevant checks. Cllr MacTiernan SECONDED.

FOR: UNANIMOUS

- b. **Serving Hatch** – The Club had enquired whether they would be able to paint the serving hatch yellow, a similar colour to the existing doors. Cllr MacTiernan PROPOSED no objections. Cllr Roberts SECONDED.

FOR: UNANIMOUS

Cllr Ward did point out that the Council may have some of the yellow paint left and it probably needed using up so could be offered to them for this purpose.

FIN/32/22 **Northway Village Hall**

One of the Trustees of the Youth Club had written asking if there could be an agreement put in place regarding use of the toilets at the Village Hall. The suggestions made were that if young people (i.e. Play Rangers) use the toilet then the key is entrusted to a leader who would be expected to escort the young person to unlock and lock after each visit (current practice). In the case of a large-scale event someone should be responsible for regularly checking the facilities and if any damage was caused to rectify and pay for repairs.

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FIN/33/22 Broadband Supply

The Clerk had to apply for a static IP address for the broadband at the Storeroom in the Playing Field as without this it would be impossible to view images from the cameras. This was £5.80 per month (on top of the BT broadband charges). Cllr MacTiernan PROPOSED that this was ratified. Cllr Ward SECONDED.

FOR: UNANIMOUS

FIN/34/22 Energy Suppliers

The Clerk had been contacted by a number of Energy Traders wanting to get the Council to fix rates on gas and electricity (gas contract ending March 2023 and electricity in September 2024). Cllr Ward pointed out that there was going to be a further cap in October and nationally where the supply was obtained would be different so it would be risky to set new contracts at the higher price when they may fall later in the year.

As the traders had not forwarded the Clerk the promised figures there was nothing to discuss but it was raised that it may be worth putting more solar panels on the roof, although there was uncertainty as to whether this could be connected to the existing.

FIN/35/22 Direct Debits

Cllr MacTiernan PROPOSED that a direct debit should be set up to Total Energies for gas supply. Cllr Ward SECONDED. Cllrs Terry and Ward signed the relevant documentation.

FOR: UNANIMOUS

FIN/36/22 Wheelchair Swing

The General Purposes Committee had delegated powers to the Finance Committee to deal with issues relating to the new Wheelchair Swing following receipt of the RoSPA report and a site visit with Blueberry, the makers of the equipment.

Cllr Roberts reported to Members that himself and the Clerk had met with Blueberry that morning and gone through each of the RoSPA items individually. Blueberry felt confident that they could get most matters corrected.

It was left that Blueberry, who were affiliated to RoSPA, would contact them directly to discuss the modifications and a detailed description of these would be forwarded to the Council so they could present them to RoSPA to ensure they met the criteria before any money was spent out on correcting something that still might not pass the inspection.

Cllr Roberts pointed out that he had confidence in the firm to do their best to put things right. No further actions were required at this time and it would be considered further by the General Purposes Committee Meeting in May.

FIN/37/22 Exclusion of the Public and Press

Cllr Terry PROPOSED that, in view of the special / confidential nature of the business about to be transacted relating to staffing matters, it was advisable in the public interest that the public and press were temporarily excluded, they were instructed to withdraw.

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FIN/38/22 Exclusion of the Public and Press (Continued)

EXCLUSION ITEMS – Members agreed to extend the job role of the Litter Picker to provide additional holiday / sickness cover for the Caretaker as and when necessary, there would be no additional cost implications relating to this.

Furthermore, it was agreed to extend the Caretaker's role to include bookings, and this should be implemented as soon as possible, once the IT providers had been contacted to see about setting up a user profile for this, a diary system (possibly an App). This should be for two hours a week and the additional cost should come from General Reserves. The Clerk would still be responsible for the invoicing.

FIN/39/22 Correspondence for Information

- a. **United Kingdom Debt Management Office** – Details of outstanding PWLB load.
- b. **Tewkesbury Borough Council** – Notice that the first instalment of the precept had been received from Tewkesbury Borough Council in the sum of £98,475.00.

FIN/40/22 Correspondence received after 27th April 2022

- a. **Tewkesbury Library** – Invitation to complete a survey relating to the future of the library.

As there was no further business the meeting concluded at 8.05 p.m.