

AGENDA



To: Cllr S Terry (Chairman) Cllr P Godwin (Vice-Chairman)
Cllr C Blackmore Cllr E MacTiernan
Cllr E Phennah Cllr K Poole
Cllr J Roberts Cllr G Shelton

cc: Mrs Laura Stewart, Clerk's Assistant

Date: 18th January 2024

NOTICE OF MEETING

You are summoned to a meeting of the Finance Committee that will be held on **WEDNESDAY, 24th January 2024** 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 biodiversity, in line with its policies. Members should do what they can to reduce the Council's carbon footprint and environmental impact, 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

FINANCE AGENDA

WEDNESDAY, 24th JANUARY 2024 At 7.00 P.M.

1. **Apologies for absence.**

2. **Declarations of Interest:**

Pursuant to the adoption by the Council on 12th April 2023, of the Northway Parish Council Code of Conduct, Minute Reference C/85/23, 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 meetings:**

25th October 2023 (Copy circulated to Members with November 2023 Full Council Agenda): For approval and signature.

17th January 2024 (Copy circulated to Members): For approval and signature.

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

FIN/74/23 Utilities – The Council has entered a three year fixed rate agreement for gas supply to the Community Hub, Changing Rooms and Village Hall some of which renew in March 2024 and others in September 2024.

FIN/75/23 Direct Debits / Standing Orders – Following approval to set up a direct debit to Trade UK, Trade UK were unable to do this as they can not provide a paper mandate which would allow for three signatories.

FIN/77/23 Northway Community Hub & Parish Office, Trade Waste – Smiths are now contracted to undertake weekly collections from the Hub. A Duty of Care has been signed and a direct debit set up.

FIN/78/23 Changing Rooms Facility – The repairs have been completed and the new flooring is installed. Section 106 funds covered the cost of the flooring and the dehumidifiers.

FIN/80/23 Northway Pantry – A letter of thanks was sent to Bolt Electrical for undertaking the installation of the electricity supply to the Garden Building at no cost.

FIN/82/83 Boxing Clever – This group has been granted permission to undertake a litter pick as long as it was covered by the group's public liability insurance.

5. **Parish Council's Accounts up to 31st December 2023**

- a. To review the Council's Bank Statements up to 31st December 2023 (invoices and original statements) as part of the Council's Risk Management Programme.
- b. To receive the Accounts to 30th December 2023; Bank Reconciliation (Blue Sheet) and Balance Sheet (yellow sheet) (to be tabled at the meeting) for consideration and approval. (Copy circulated to Members).

FINANCE AGENDA

WEDNESDAY, 24th JANUARY 2024 At 7.00 P.M.

5. **Parish Council's Accounts up to 31st December 2023 (Cont/....)**
 - c. To receive the Budget Statement (Detailed Income & Expenditure) (to be tabled at the meeting) for consideration and approval. (Copy circulated to Members).
 - d. To review projected over / under-spends and determine if any virements need to be authorised.
6. **Review of Effectiveness of Internal Audit** – To undertake annual review and consider any necessary changes. (Copy circulated to Members).
7. **Review of Risk Assessment** – To undertake annual review and consider any necessary changes. (Copy circulated to Members) for recommendation at Full Council February meeting.
8. **Northway Community Hub:**
 - a. **Shutters** – The shutters have now been serviced and the report shows no faults.
 - b. **Landlord Gas Safety Record** – To receive the completed record for the Community Hub.
 - c. **Water Tank Leak** – The water tank in the loft developed a leak and has subsequently been turned off. Two new parts are required and will be installed when in stock. To ratify action taken.
 - d. **Portable Electrical Equipment Testing (PAT)** – All accessible equipment had now been inspected and tested. To receive report from Tester and determine any necessary action.
 - e. **Braided over door seal** – To ratify expenditure to purchase a replacement seal for the oven at a cost of £43.00. To approve.
9. **Changing Room Facility:**
 - a. **Outside Tap** – To consider installing an outside tap and cover on the building (Min Ref GP/157/23 refers. To receive information if available and determine.
10. **Correspondence for Information:**
 - a. **Pitney Bowes** – Details of interest rate and transaction fee increases.
 - b. **Gloucestershire Association of Parish and Town Councils (GAPTC)** – Details of changes to fee structure where all courses will be set at a standard £45.00 for member Councils (from April 2024).
 - c. **Rialtas** – Details of 2024/2025 annual support and maintenance costs.
 - d. **DCK Accounting Solutions Year End Financial Report 31st March 2024** - Following approval by Full Council (Min Ref C/299/23 refers) End of Year Close Down and Accounts have been arranged. To further received details of changes to fes effective from 1st April 2024.
11. **Correspondence received after 18th January 2024.**