

## **NORTHWAY PARISH COUNCIL**

Minutes of a meeting of the Finance Committee held on Wednesday 24<sup>th</sup> January 2024, commencing at 7.00 p.m. held in the Ray Shill Room at Northway Community Hub.

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

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

FIN/05/24    **Apologies for Absence**

No apologies for absence were received.

FIN/06/24    **Declarations of Interest**

No declarations of interest, as required by the Code of Conduct adopted by the Parish Council on 12<sup>th</sup> April 2023 (Minute Ref C/85/23), were made.

FIN/07/24    **Minutes of the Previous Meetings**

**25<sup>th</sup> October 2023** - Cllr Blackmore PROPOSED approval of the Minutes of the Meeting that took place on 25<sup>th</sup> October 2023. Cllr Godwin SECONDED.

FOR:                            Cllr Blackmore                            Cllr Godwin  
   Cllr MacTiernan                           Cllr Roberts  
   Cllr Shelton                                Cllr Terry

ABSTENSIONS:            Cllr Poole

**17<sup>th</sup> January 2024** - Cllr Shelton PROPOSED approval of the Minutes of the Meeting that took place on 17<sup>th</sup> January 2024. Cllr MacTiernan SECONDED.

FOR:                            Cllr Shelton                                Cllr MacTiernan  
   Cllr Blackmore                            Cllr Godwin  
   Cllr Roberts

ABSTENTIONS:            Cllr Poole                                    Cllr Terry

FIN/08/24    **Matters Arising from the Previous Minutes**

**FIN/74/23 Utilities** – *The Council had entered a three-year fixed rate agreement for gas supply to the Community Hub, Changing Rooms and Village Hall with Smartest Energy - the start dates were from March 2024 and September 2024 respectively.*

**FIN/75/23 Direct Debits / Standing Orders** – *The Clerk had tried to set up a direct debit to Trade UK (Screwfix), but they were unable to provide a paper mandate and therefore could not accept three signatories.*

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

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### FIN/08/24 Matters Arising from the Previous Minutes (Continued)

*FIN/78/23 Changing Rooms Facility – The repairs, as agreed, had now been completed and the new flooring installed. Section 106 funds covered the cost of the flooring and dehumidifiers.*

*FIN/80/23 Garden Room (Northway Pantry) – A letter of thanks had been forwarded to Bolt Electrical for undertaking the installation of an electricity supply, at no cost to the Council.*

*FIN/82/83 Boxing Clever – Permission had been granted to this group to undertake a litter pick if they wished as long as it was covered by the group's public liability insurance.*

### FIN/09/24 Parish Council's Accounts up to 31<sup>st</sup> December 2023

a. **Review of Statements** - Cllr Roberts undertook a review of the statements and invoices to ensure there were no discrepancies as part of the Council's Risk Management Programme and confirmed all was in order.

b. **Bank Reconciliation and Balance Sheet** – It was noted that the Bank Reconciliation reconciled to the Bank Statement.

No queries were raised, and they were APPROVED.

c. **Budget Statement** – Members reviewed the Budget Statement which for the third quarter should be sat around the 75% figure. Attention was drawn to some overspends: -

❖ **1116 ADM-ERS NI C/T** – The Clerk explained that this was due to the Caretaker being moved to the NALC/LGA pay scales.

❖ **1128 ADM-OFFICE EQUIPMENT** – A new shredder had been purchased..

❖ **1635 CHR-MAINTENANCE** – The Clerk reminded Members that all the works to the Changing Rooms had been allocated to this budget although, on 1190 S106 GRANTS, a sum of £3304 had been received from Section 106 monies.

Cllr MacTiernan PROPOSED approval of the Budget Statement. Cllr Shelton SECONDED.

FOR: UNANIMOUS

d. **Projected over / under-spends** – Members considered whether they wished to vire any funds between budgets, it was AGREED not to make any changes so as to provide a better picture of the budgets and expenditure.

### FIN/10/24 Review of Effectiveness of Internal Audit

Members went through the Audit, which had been attached to the agenda, to consider whether any changes were required. Cllr Terry PROPOSED that it was recommended to Full Council for approval.

FOR: UNANIMOUS

### FIN/11/24 Review of Risk Assessment

Members reviewed the Risk Assessment, attached to Agenda, and some amendments were made. Cllr Blackmore suggested that 1.1 Assets should be low risk, that 1.3 Assets should be medium risk. Furthermore, she felt there should be some additions to the document as follows: -

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FIN/11/24 **Review of Risk Assessment** (Continued)

- ❖ **Precept Adequacy** – More clarity of the process of setting the precept was required and the proposed risk should be graded as low risk. Cllr Terry PROPOSED.

FOR: UNANIMOUS

- ❖ **Failure to Appoint Competent Contractors** – It was noted that dealing with contracts was covered under the Financial Regulations but should be noted in the Risk Assessment and the proposed risk should be graded as low risk. Cllr Shelton PROPOSED inclusion. Cllr Roberts SECONDED.

FOR: UNANIMOUS

- ❖ **Trees** – To ensure that the details of control of risk were listed i.e checks and responses to changes in any trees with the risk being graded as low. Cllr Roberts PROPOSED this was included. Cllr Godwin SECONDED.

FOR: UNANIMOUS

FIN/12/24 **Northway Community Hub & Parish Office**

- a. **Shutters** – The Clerk confirmed that the shutters had been serviced and no issues found.
- b. **Landlord Gas Safety Record** – The Clerk confirmed that the boiler service had taken place, no issues were found, and a certificate had been awarded.
- c. **Water Tank Leak** – A leak had been found in the water tank situated in the loft. This had been inspected by a plumber who had to order two replacement parts. Until this was repaired the immersion heater would be required for hot water in the kitchen and toilets. Cllr Terry PROPOSED ratification of the work undertaken to date.

FOR: UNANIMOUS

- d. **Portable Electrical Equipment Testing (PAT)** - All accessible equipment had now been inspected and tested and a report provided. No further action was required at this time.
- e. **Braided Oven Door Seal** – A replacement seal had been installed following complaints from the Luncheon Club about the amount of steam coming through the door. Cllr MacTiernan PROPOSED ratification of this replacement seal. Cllr Godwin SECONDED.

FOR: UNANIMOUS

FIN/13/24 **Changing Room Facility**

- a. **Outside Tap** – Finance Committee received a request from General Purposes Committee that the Council installed an outside tap at the Changing Rooms, this would require a strong, lockable cover (Min GP/157/23 refers). The benefits and disadvantages of this were discussed. It was also noted that the Football Club were very generous when the Council had contractors requiring access to water and this could save them having to go in the building but Cllr Kelly suggested that an isolating valve should be included on the inside of the building so it could be turned off when not in use. If this wasn't in place and the tap was vandalised it could lead to a large amount of water being lost. The Clerk tabled details of a locked cabinet that would sit over the tap and had received a verbal quotation of between £100 and £150 for the installation of a tap, she also mentioned that there may be Section 106 monies available for this.

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FIN/13/24 **Changing Room Facility** (Continued)

Cllr MacTieman PROPOSED that the Council installed a tap, cover and isolation valve with Section 106 monies. Cllr Shelton SECONDED.

FOR: UNANIMOUS

FIN/14/24 **Correspondence for Information**

- a. **Pitney Bowes** – Members received details of interest rate and transaction fee increases.
- b. **Gloucestershire Association of Parish & Town Councils (GAPTC)** – Members received 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** - Members received details of 2024/2025 annual support and maintenance costs.
- d. **DCK Accounting Solutions Year End Financial Report 31<sup>st</sup> March 2024** – Following approval by Full Council (Min Ref C/299/23 refers) End of Year close Down and Accounts had been arranged. To further receive details of changes to fees effective from 1<sup>st</sup> April 2024.

FIN/15/24 **Correspondence received after 18<sup>th</sup> January 2024**

- a. **United Kingdom Debt Management** (Public Work Loan Board) – Loan Statement and details of next repayment date.

As there was no other business the meeting concluded at 8.50pm.