

# AGENDA



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

cc: Mrs Laura Stewart, Clerk's Assistant

Date: 17<sup>th</sup> July 2024

## NOTICE OF MEETING

You are summoned to a meeting of the Finance Committee that will be held on **WEDNESDAY, 24<sup>th</sup> July 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 Councils 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.

.....  
**Clerk of the Council**

## FINANCE AGENDA

WEDNESDAY, 24<sup>TH</sup> JULY 2024 At 7.00 P.M.

1. **Apologies for absence.**

2. **Declarations of Interest:**

Pursuant to the adoption by the Council on 12<sup>th</sup> 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:**

**24<sup>th</sup> April 2024:** For approval and signature. (Copy circulated with May Full Council Agenda).

**22<sup>nd</sup> May 2024:** For approval and signature (Copy circulated with June Full Council Agenda)

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

**FIN/24/24 Broadband and Telephone Line** – *The transfer of service from BDR Group is nearly complete.*

**FIN/28/24 Insurance Renewal** – *The Council has entered into a three-year contract with Zurich.*

**FIN/39/24 Annual Governance and Accountability Return 2023/24 (AGAR)** – *This has been forwarded to the Auditors and the date for completion of the public rights for inspection is 25<sup>th</sup> July 2024.*

**FIN/27/24 and FIN/40/24 IT Support** – *BDR have now been contracted to undertake IT support.*

5. **Parish Council's Accounts up to 31<sup>st</sup> June 2024**

a. To review the Council's Bank Statements up to 30<sup>th</sup> June 2024 (invoices and original statements) as part of the Council's Risk Management Programme.

b. To receive the Accounts to 30<sup>th</sup> June 2024; Bank Reconciliation (Blue Sheet) and Balance Sheet (yellow sheet) for consideration and approval. [\(Copy circulated to Members\)](#).

c. To receive the Budget Statement (Detailed Income & Expenditure) for consideration and approval. [\(Copy circulated to Members\)](#).

6. **VAT Partial Exemption Calculations 2023-24** – To approve contracting DCK Accounting Solutions to undertake this calculation as part of the Councils Governance.

7. **Direct Debits / Standing Orders:** To review schedule of direct debits and standing orders. To approve.

8. **CCLA Investment** – To receive the latest Statement of Account.

9. **Internal Auditor** – To review and approve contract for 2024-2025. To determine.

## FINANCE AGENDA

WEDNESDAY, 24<sup>TH</sup> JULY 2024 At 7.00 P.M.

10. **Canva** – To consider subscribing to this online graphic design tool. To determine.
11. **Franking Machine** – Following agreement to not purchase a new machine (Min Ref FIN/26/24 refers) to receive an update relating to battery issues with the machine and receive information from Pitney Bowes regarding ways of dealing with this. To consider and approve action.
12. **Chain of Office** – There are no more available links for the inscription of Chairman on the chain of office – To consider / approve the purchase of further links.
13. **Public Access Bleed Control Kit Pro** – To receive request for blood control kits to be included the defibrillator boxes. To consider and determine.
14. **Northway Community Hub:**
  - a. **Heating & Plumbing** - To receive quotation from SK Heating & Cooling following their service earlier this year for further works. To determine action.
  - b. **Legionella Inspections** – To receive reports from recent Legionella inspections and determine any necessary action.
  - c. **Use of Ray Shill Room** – To receive a request from the Northway Pantry for free use of the Ray Shill Room for training of staff and volunteers and access to skills and wellbeing for members of the pantry. To determine.
  - d. **Charity Sweets** – To consider allowing a box of snacks and sweets to be available in the building to benefit Teenage Cancer Trust. To determine.
  - e. **Licence** – To approve applying for a licence to ensure the Community Hub is covered for all events.
15. **Changing Room Facility:**
  - a. **Legionella Inspections** – To receive reports from recent Legionella inspections and determine any necessary action.
  - b. **Section 106** – The football club have reported that the battery is failing on the mower and a replacement one will cost £50-£60. They also need to get the field treated with a selected weed treatment for plantain which is approximately £375.00 per pitch. To consider asking Tewkesbury Borough Council if the last of the section 106 monies could be put towards this and to consider other ways to cover the shortfall. To determine.
16. **Northway Village Hall:**
  - a. **CCTV** – To review quality of cameras on the Village Hall / Changing Rooms and determine whether any should be changed / upgraded and to receive costs if available. To determine.
  - b. **Legionella Inspections** – To receive reports from recent Legionella inspections and determine any necessary action.

**FINANCE AGENDA**

**WEDNESDAY, 24<sup>TH</sup> JULY 2024 At 7.00 P.M.**

17. **Correspondence for Information:**
  - a. **APM Fire and Security** – Advert for their services.
18. **Correspondence received after 18<sup>th</sup> July 2024.**