

NORTHWAY PARISH COUNCIL

Minutes of a meeting of the Finance Committee held on Wednesday 22nd January 2025, commencing at 7.00 p.m. held in the Ray Shill Room at Northway Community Hub.

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

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

FIN/05/25 **Apologies for Absence**

Apologies for absence had been received from Cllr Barnes and MacTiernan.

FIN/06/25 **Declarations of Interest**

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

FIN/07/25 **Minutes of the Previous Finance Committee Meetings**

27th November 2024 - Cllr Shelton PROPOSED approval of the Minutes of the Finance Committee Meeting that took place on 27th November 2024. Cllr Roberts SECONDED.

FOR: Cllr Shelton Cllr Roberts
 Cllr Godwin Cllr Terry

ABSTENTIONS: Cllr Poole

8th January 2025 – Cllr Shelton PROPOSED approval of the Minutes of the Finance Committee Meeting that took place on 8th January 2025. Cllr Roberts SECONDED.

FOR: Cllr Shelton Cllr Roberts
 Cllr Godwin Cllr Terry

ABSTENTIONS: Cllr Poole

FIN/08/25 **Matters Arising from the Previous Minutes**

FIN/83/24 Northway Community Hub/Office Chair – A new office chair had been purchased for the Clerk's Assistant.

FIN/83/24 Total Energies – Two sums of compensation had been paid into the bank account following Total Energies errors during the transfer of the gas supply.

FIN/85/24 Heating – A new boiler had been installed in the Village Hall.

FIN/85/24 Hiring – A response had been received from the Trustees of Northway Youth Club regarding the hire charges for the Village Hall.

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FIN/08/25 **Matters Arising from the Previous Minutes** (Continued)

FIN/03/25 Financial Requirements for the Year 2025-2026 – The recommendations of the Finance Committee had been accepted by Full Council and the Precept requirement had been forwarded to Tewkesbury Borough Council.

FIN/09/24 **Parish Council's Accounts up to 31st December 2024**

a. **Review of Statements** – Cllr Godwin 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 that all was in order.

b. **Bank Reconciliation and Balance Sheet** – Members reviewed the Bank Reconciliation and Balance Sheet up to 31st December 2024. Cllr Poole PROPOSED approval. Cllr Godwin SECONDED.

FOR: UNANIMOUS

c. **Budget Statement** – Members reviewed the Budget Statement (detailed income and expenditure) and no concerns were raised. Cllr Poole PROPOSED approval of the Budget Statement. Cllr Shelton SECONDED.

FOR: UNANIMOUS

FIN/10/25 **CCLA Investment**

It was confirmed that the total interest accumulated from the Council's initial £100,000 investment currently stood at £8,590.90.

FIN/11/25 **Review of Effectiveness of Internal Audit**

Members reviewed the Effectiveness of Internal Audit, Cllr Poole suggested that on the 'Expected Standard' rather than it say, 'Be forward looking' it may be better to change to 'Be Proactive'. With this amendment, in place Cllr Roberts PROPOSED approval. Cllr Shelton SECONDED.

FOR: UNANIMOUS

Members considered their current Internal Audit arrangements with Auditing Solutions. The Auditor was suitably qualified, completely independent having no involvement in the day-to-day administration and there were no conflicts of interest. Cllr Godwin, therefore, PROPOSED that Auditing Solutions were contracted to undertake the Internal Audit for the 2025-2026 financial year aligning their audit to what was necessary for the Annual Governance Return including reviewing the content from the Internal Audit policy. Cllr Roberts SECONDED.

FOR: UNANIMOUS

FIN/12/25 **Review of Risk Assessment**

Members reviewed the Risk Assessment, and some minor amendments were made.

- 1.1 Management/Control of Risk – Minor spelling mistake
- 1.2 Management / Control of Risk – Inclusion of the Garden Building (Northway Pantry) and changes relating to Northway Village Hall no longer being leased.
- 1.3 Description – Inclusion of Skate Park

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FIN/12/25 **Review of Risk Assessment** (Continued)

- 2.5 Management / Control of Risk – Inclusion of payroll outsourcing.
- 3.3 Risk Identified – Minor spelling mistake
- 3.5 Management / Control of Risk – Inclusion of payroll outsourcing.
- 5.1 Management / Control of Risk – Changes to reflect new IT contractors and backs-ups.

With these amendments in place, Cllr Roberts PROPOSED that the Risk Assessment should be recommended to Full Council for approval. Cllr Shelton SECONDED.

FOR: UNANIMOUS

FIN/13/25 **Year End Closedown and Financial Report to 31st March 2025**

Booking of DCK Accounting Solutions to undertake the Year End Closedown and Financial Reports was required by the 3rd January 2025, the Clerk had, therefore, progressed with this. Cllr Terry PROPOSED ratification.

FOR: UNANIMOUS

FIN/14/25 **Northway Community Hub**

- a. **Roof Maintenance** – The Clerk informed Members that the firm who had originally installed the roof had visited the Hub four times to investigate several leaks. On the first visit, the roof had been assessed, the next two times the roof had been too frosty for them to be able to undertake any repairs. They had returned a fourth time during the week of the 20th January to undertake some works. The Clerk was unsure what these works had been but was told that she would be forwarded a report giving more information.
- b. **Cupboards** (Min Ref C/283/25 refers) – A quotation for the installation of a cupboard area in the hallway outside the Clerk's office had not yet been received so it was AGREED to defer.
- c. **Legionella Report** – Members received this report, and it showed that the water temperature had been too low, with a recommendation a higher temperature was reinstated. This had been as a result of the boiler cutting out and had since been rectified.
- d. **Laser Alarms** – Two reports had been received from Laser Alarms following work undertaken. Firstly, they had installed a new camera in the Community Hub car park and secondly, they were still unable to restore the connection between the cameras at the Playing field and the office. The office could view the playing field footage live but were unable to use the 'playback' feature. This issue had arisen since BDR took on the IT and phone systems. Laser Alarms believed it was probably the modem in the mower store that was causing a block, but BDR could not find an issue. In the meantime, to ensure that the Council had the ability of playing back footage, it had been set up on the Clerk's mobile phone.

FIN/15/25 **Changing Room Facility**

- a. **Legionella Report** – The report was received and there was nothing of concern noted.
- b. **Bleed Control Kit** – This installation of this kit had now been registered with Turtle Defibrillators. As mentioned previously, South West Ambulance did not have the facility to register Bleed Control Kits, although, they were being petitioned by The Daniel Baird Foundation to start doing this as most other ambulance services do.

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FIN/15/25 Changing Room Facility (Continued)

c. **Inspection** – Following the last inspection undertaken by Cllr Roberts and the Clerk, a series of photos were screened. It was noted that the cleanliness of the building was not for the Council to deal with and a number of other items shown on the photos had already been dealt with by the Club, however, there were some outstanding issues that needed to be addressed: -

- **Blocked toilet** – The same toilet had caused problems for several years and was a health and safety issue.
- **Flooring between the hallway and the boiler room** – This needed to be stuck down as it was currently lifted and could be a trip hazard.
- **Broken and blocked guttering** – The guttering was broken at the back of the buildings probably from goal posts be leant against it.

After discussion, Cllr Roberts PROPOSED that the Council get the toilet checked out by a firm including the use of a camera, if necessary, and also get the flooring stuck down and the guttering repaired. Cllr Shelton SECONDED.

FOR: UNANIMOUS

FIN/16/25 Northway Village Hall

a. **Radiator Covers** – Now that a new boiler had been installed, the temperature had been turned down at source, so the radiators no longer got quite so hot and were deemed safe. The Clerk also mentioned that Cllr Fancourt had kindly donated some foil to be used behind the radiators to aid efficiency but, unfortunately, due to the shelf at the top of the radiators the Caretaker had been unable to install them. Cllr Roberts PROPOSED that, as the risk had now been mitigated, no further investigations into radiator covers was necessary. Cllr Shelton SECONDED.

FOR: UNANIMOUS

b. **Legionella Report** – The report was received and there was nothing of concern noted.

FIN/17/25 Correspondence for Information

- a. **Smartest Energy** – Members received information relating to a new government mandated charge, known as the EII Support Levy, which would shortly appear on all energy bills.
- b. **National Association of Local Councils** – The Clerk provided an update relating to Martyn's Law and its relevance to the Community Hub.

FIN/18/25 Correspondence received after 16th January 2025

- a. **Gloucestershire Association of Parish & Town Councils (GAPTC)** – Information relating to Audit services provided by GAPTC was tabled.
- b. **UK Debt Management (Public Work Loan)** – A notice of the February payment had been received, for information.

As there was no other business the meeting concluded at 8.05 pm..