

NORTHWAY PARISH COUNCIL

Minutes of the Finance Committee held on Wednesday 27th November 2024, 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 J Roberts Cllr G Shelton

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

FIN/76/24 **Apologies for Absence**

Apologies for absence had been received from Cllrs Barnes, MacTiernan and Poole.

FIN/77/24 **Declarations of Interest**

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

FIN/78/24 **Minutes of the Previous Committee Meeting of 30th October 2024**

Cllr P Godwin PROPOSED approved of the Minutes of the Finance Committee Meeting that took place on 30th October 2024. Cllr Roberts SECONDED.

FOR: UNANIMOUS

FIN/79/24 **Matters Arising from the Previous Minutes**

FIN/54/25 & FIN/63/24 Bleed Kit – A public access bleed control kit had now been delivered and was awaiting installation.

FIN/70/24 IMOP – A quotation for a replacement motor had been accepted and the work undertaken.

FIN/70/24 Northway Community Hub Camera – Laser Alarms had been asked to replace the camera in the car park which was only partially operational.

FIN/236/24 Northway Pantry Licence – The amended Licence had now been signed by a representative of Northway Pantry and Cllr Terry signed it on behalf of the Council as Finance Chairman.

FIN/80/24 **Financial Requirements for the Year 2025 / 2026**

Members reviewed an updated copy of the Financial Requirements following input from all Committees. The Clerk reminded Members that the Tax Base information had not yet been received from Tewkesbury Borough Council so that would impact the figures as well as the forthcoming visit from Derek Kemp of DCK Accounting Solutions who would review and check the budgets and may recommend some amendments. Cllr Roberts PROPOSED no other changes, but that approval was deferred until after these things had taken place. Cllr Godwin SECONDED.

FOR: UNANIMOUS

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FIN/81/24 **Internal Audit Report 2024 -2025**

The Internal Audit Report had been circulated to Members who reviewed it and noted that some of the items on it could not be completed until year-end, otherwise, there were no concerning items raised by the Auditor. This would later be received by Full Council.

FIN/82/24 **Staff**

- a) **Cost of Living Increase** – The Clerk informed Members that the cost-of-living increase had now been received and, in-line with the 'Green Book' contract and Council Policy (Min Ref FIN/26/08), it had been implemented. Cllr Terry PROPOSED ratification.

FOR: UNANIMOUS

- b) **NALC Newsletter** – The Clerk tabled a newsletter relating to the recent increase in NI payments following the Autumn budget. There were exemptions, however, NALC had advised that these did not apply to Parish Councils.

FIN/83/24 **Northway Community Hub**

- a) **Roof Maintenance** – The Clerk provided an update relating to the three leaks in the Community Hub roof. The details of the firm that had installed the roofing had been located and she had contacted them and was awaiting a further response. Baldwin Developments Ltd were no longer in operation and so had little interest in rectifying the problem. The Clerk had also contacted Mungo Park, the Architect, who was now retired, he had offered to come and meet a builder on site and inspect the roof which may involve the hire of a 'cherry picker', or similar type of machinery.

Cllr Roberts PROPOSED that the Council contacted it's insurers to advise them of the situation and enquire whether they believed this was the right course of action. Cllr Shelton SECONDED.

FOR: UNANIMOUS

- b) **Office Chair** – The Clerk's Assistant's chair was damaged and an arm had fallen off. Cllr Roberts PROPOSED that a replacement chair was purchased. Cllr Godwin SECONDED.

FOR: UNANIMOUS

- c) **Total Energies** – The Council's previous utility suppliers had offered compensation as goodwill gesture of £80.00 due to an error during the transfer of the gas supply. Forms had been completed to accept this compensation.

FIN/84/24 **Changing Room Facility**

Total Energies – The Council's previous utility suppliers had offered compensation as a goodwill gesture of £80.00 due to an error during the transfer of the gas supply. Forms had been completed to accept this compensation.

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FIN/85/24 **Northway Village Hall**

- a) **Radiator Covers** – Members discussed the radiator covers and felt that the safety of the hirers of the hall was more important than the appearance of the covers, however, more information was required before making any decisions.
- b) **Tewkesbury Borough Council’s UK Shared Prosperity Fund and Rural England Prosperity Fund** – The grant agreement had now been received, signed and returned. The Parish Council were required to undertake the expenditure for the replacement windows and door and then reclaim the funds afterwards. The Clerk reminded Members of the three quotations and what they were for i.e. replacement windows and a new half-glazed door. Cllr Roberts PROPOSED that the quotation from L&L was accepted, although not the cheapest the aftercare was of a high standard. Cllr Shelton SECONDED.

FOR: UNANIMOUS

- c) **Heating System** – Due to regular faults with the existing boiler it was necessary to consider options for a new system as a matter of urgency. The Clerk had previously been asked to start investigating ‘greener’ options for heating and had obtained a couple of quotations including one for air source heating and also a ‘like for like’ boiler replacement which was more efficient and where parts would be more readily available. The Clerk had also had a meeting with another plumbing firm that afternoon who made various recommendations including incorporating the Changing Room and Village Hall into one more efficient system. He said that replacing the existing boiler ‘like for like’ would not be a waste of money with a new system as it would still be part of a new system.

Members were aware that, if the heating failed during the winter, it could impact hirers and there may be a level of liability. As no formal quotation had been received Members felt that, due to the urgency, they should go with the quotation already received. The plumber was known to the Council and was always found to be very reliable. Cllr Roberts PROPOSED that the Council accept the quotation from ME Hooper & Sons for a new Ideal Mini C24 gas combination boiler with a 5-year warranty. Cllr Shelton SECONDED.

FOR: Cllr Roberts Cllr Shelton
Cllr Terry

ABSTENSIONS: Cllr P Godwin

- d) **Hiring** – Cllr P Godwin declared an interest and left the room after Cllr Roberts had enquired whether the new Youth Providers charged a lower rate than the previous ones. Cllr Godwin responded that for the current year they were not any less money but from next year they would be cheaper.

7.45 p.m. - Cllr Godwin left the meeting.

Cllr Terry PROPOSED that in view of the special / confidential nature of the business to be transacted that under Standing Order No 10 s xi Viz, that the public and press should be excluded allow for contractual hiring costs with a group hirer to be discussed.

Exclusion of the Public and Press under the Public Bodies (Admissions to Meetings Act) 1960 s.1 ss.2 Viz:

Under exclusion Members agreed a reduced hire charge for the Trustees of Northway Youth Club for Northway Village Hall.

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FIN/86/24 **Correspondence received after 21st November 2024**

- a) **Tewkesbury School** – Invitation to various events over the Christmas period.
- b) **Tewkesbury Borough Council** – Warm Space grant offer letter requiring a signature.
- c) **Smiths Waste and Recycling** – A copy of the signed 'Duty of Care' was tabled.
- d) **CCLA** – Update on terms and conditions.
- e) **SSE** – Following a mistake made to the Change of Tenancy for Northway Village Hall, this had now been amended and a letter received confirming this.
- f) **Screwfix** – Details of new Trade Portal system.

As there was no further business the meeting concluded at 8.01 p.m.