

## **NORTHWAY PARISH COUNCIL**

Minutes of a meeting of the Finance Committee held on Wednesday 26<sup>th</sup> November 2025, commencing at 7:00 p.m. in the Ray Skill Room at Northway Community Hub.

Present:                    Cllr S Terry (Chairman                    Cllr P Godwin (Vice-Chairman)  
                                 Cllr M Barnes                                Cllr J Roberts  
                                 Cllr G Shelton                                Cllr S Ward

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

### FIN/67/25    **Apologies for Absence**

No apologies were received.

### FIN/68/25    **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/69/25    **Minutes of the Previous Finance Committee Meeting**

Cllr Godwin PROPOSED that the Minutes of the Meeting held on 30<sup>th</sup> July 2025 be approved as a true and accurate record. Cllr Barnes SECONDED.

FOR:                        Cllr Godwin                                Cllr Barnes  
                                 Cllr Terry

ABSTENSIONS:        Cllr Roberts                                Cllr Shelton  
                                 Cllr Ward

Cllr Roberts PROPOSED that the Minutes of the Meeting held on 29<sup>th</sup> October 2025 be approved as a true and accurate record. Cllr Ward SECONDED.

FOR:                        Cllr Roberts                                Cllr Ward  
                                 Cllr Godwin

ABSTENSIONS:        Cllr Barnes                                Cllr Shelton  
                                 Cllr Terry

### FIN/70/25    **Matters Arising from the Previous Minutes**

***FIN/58/25 Northway Community Hub Pantry Licence*** – A copy of the new Licence had been forwarded to Northway Pantry, and this was going to be considered at their meeting on the 27<sup>th</sup> November 2025.

***FIN/59/25 Changing Room Facility*** – The Football Club had been contacted regarding some issues with the Changing Rooms; they had responded that they would be put to the Committee at its next meeting.

***FIN/64/25 Ashchurch Gardens*** – The Clerk said that the Solicitor had now been contracted to undertake initial investigations in the Council's claim on some land in Northway.

### FIN/71/25    **Financial Requirements for the Year 2026 / 2027**

Members reviewed the budgets now that all Committees had put in their bids. These were still in draft form

## **NORTHWAY PARISH COUNCIL**

FIN/71/25 **Financial Requirements for the Year 2026 / 2027** (Continued)

as the Tax Base information had not yet been received from Tewkesbury Borough Council. Also, the Accountant was due to attend in early December to review the figures so he may make some recommendations. Cllr Ward PROPOSED no changes to the draft at this time. Cllr Barnes SECONDED.

FOR: UNANIMOUS

FIN/72/25 **Northway Community Hub**

The Clerk informed Members that, following a few visits from the company that installed the roof on the Community Hub, and countless ceiling tiles being replaced, the roof was still leaking in the far corner of the main hall and above the front doors under the canopy. An independent contractor who had inspected the roof believed he could do a repair but was very conscious that this would invalidate any guarantee (15 year). Members felt that the building needed to be maintained adequately. Cllr Roberts PROPOSED that quotes from more than one contractor should be sought and that the Council's insurers were contacted to check on the legal cover held and brought back to the next meeting. Cllr Ward SECONDED.

FOR: UNANIMOUS

FIN/73/25 **Changing Room Facility**

Members considered the upcoming lease renewal for the Changing Room and agreed that, due to the much higher expenditure over income the lease needed reviewing. This would possibly be in the form of an initial increase then increments throughout the course of the lease. The Clerk tabled some information from other Parish Councils who were in similar situations and leased property to tenants. Cllr Roberts PROPOSED that the Committee would need to engage with the Club prior to making any final changes. Cllr Ward SECONDED.

FOR: UNANIMOUS

FIN/74/25 **CCTV**

- a. **Additional Hard Drive** – The Clerk said that she had been advised by Laser Alarms that an additional drive should be installed at the Changing Room as the capacity of the existing one had been limited due to installation of the new cameras overlooking the skatepark. The Clerk was awaiting a quotation.
- b. **CCTV Footage** – The police had required some CCTV footage, but this had not been easy to convert into a format suitable for the police website. A Laser engineer had attended the office to help with this, and a report was tabled.

FIN/75/25 **Cyber Insurance**

The Clerk table some documentation relating to Cyber-attacks and Cyber insurance one from WordPress Websites – 'The Cyber Security Tool Kit', one from another Council relating to Cyber Security, 'Councillors Emails and Tablets' and some AI provided information. The Council's insurers (Zurich) did not provide this insurance, but a quotation could be sought elsewhere. The Clerk also pointed out that she was shortly to attend a seminar. It was AGREED that this matter should be placed on a future agenda to discuss more.

FIN/76/25 **Correspondence received after 20<sup>th</sup> November 2025**

None received.

As there was no other business the meeting concluded at 7.45 pm.