

# AGENDA



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

cc: Mrs Laura Stewart, Clerk's Assistant

Date: 16<sup>th</sup> April 2026

## NOTICE OF MEETING

You are summoned to a meeting of the Finance Committee that will be held on **WEDNESDAY, 22<sup>nd</sup> April 2026** 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.

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**Clerk of the Council**

## FINANCE AGENDA

WEDNESDAY, 22<sup>nd</sup> APRIL 2026 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 Meeting that took place on 28<sup>th</sup> January 2026:** For approval and signature (copy circulated with February Council Agenda).

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

5. **Parish Council's Accounts up to 31<sup>st</sup> March 2026**

a. To review the Council's Bank Statements up to 31<sup>st</sup> March 2026 (invoices and original statements) as part of the Council's Risk Management Programme.

b. To receive the Accounts to 31<sup>st</sup> March 2026; Bank Reconciliation (Blue Sheet) and Balance Sheet (yellow sheet) for consideration and approval. (To be tabled)

c. To receive the Budget Statement (Detailed Income & Expenditure) for consideration and approval. (To be tabled).

d. To review any under and overspends and determine any necessary action.

6. **CCLA** – To receive statement of account.

7. **PWLB** – To receive statement of account.

8. **Annual Governance and Accountability Return 2025/26 (AGAR) (If available)**

a. **AGAR Submission** – The AGAR is due for submission by (to be confirmed).

b. **Annual Governance Statement** (Section 1) – To consider the Statements marking Yes/No/N/A. To agree to recommend responses to Full Council for approval. (To be tabled if available).

c. **Accounting Statements** (Section 2) – To review the Accounting Statements and, if agreed, recommend to Full Council for approval. To determine. (To be tabled if available).

d. **Accounts / Financial Statements for the Year ended 31 March 2026** – To review and consider the Accounts and, if accepted, to recommend to Full Council for approval. (To be tabled if available)

e. **Public Rights Notice** – (To be confirmed).

f. **Further Items** – To consider any other matters relating to the End of Year requirements.

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9. **Asset Register** – To approve Asset Register (if available).
- 10 **Legionella Testing** - To receive up to date reports for all sites.
11. **Northway Community Hub:**
  - a. **Leaking Roof** – To receive any updates that may be available and determine action.
  - b. **Shutters** – To receive update relating to the recent service of the shutters and consider action.
  - c. **Fire / Lighting / CCT Servicing** – To receive report following servicing and quotation for any necessary improvements. To determine action.
  - d. **CCTV** – To receive update regarding issues with the Hub CCTV where a call out was necessary. To ratify works and expenditure.
  - e. **Heating & Cooling System** – Following the latest service to receive report and quotation for repairs. To determine.
  - f. **PAT Testing** – To receive report for the PAT testing undertaken this year.
  - g. **BDR Group** – To receive information relating to price increases and action taken in response. To consider any further action.
  - h. **Smiths (Gloucester) Ltd** – To ratify price increase of £1.03 per weekly collection of 360 litre waste.
  - i. **Gloucestershire Fire and Rescue Service** – To receive confirmation that the Fire Safety Audit has been completed.
  - j. **Staff Toilet** - To ratify expenditure for a new water heater for £160.00
12. **Changing Room Facility:**
  - a. **Inspection** – To receive report following a third inspection at the Changing Room and determine any necessary action.
  - b. **Lease Working Party** – To receive the Notes of the Lease Working Party. To consider date for meeting with the Football Club (if it has not taken place). To consider any necessary actions as a result. To determine.
  - c. **Shower Mixing Valve** – Following a number of legionella checks resulting in an unsatisfactory water temperature to approve the installation of a new Sirius Mixing Valve for the shower supply to help it reach approved temperatures. To determine.
  - d. **Fire Alarm and CCTV maintenance** – To ratify cost of annual maintenance at a cost of £200.00 To determine.
13. **Northway Village Hall**
  - a. **Gas Service Record** – To receive a copy of the completed Landlord Checks and certificate.

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14. **Policies** – Scheme of Delegation to review draft and consider adoption.
15. **Zurich Insurance** – To receive renewal documentation and review contents. To approve.
16. **Utilities** – To receive information relating to new utility contracts. To ratify actions taken.
17. **Annual Governance**
  - a. **Assertion 10** – To received updates relating to actions taken so far in ensuring the Council are compliant. To determine necessary action.
  - b. **Microsoft Licences** - To ratify expenditure for additional Microsoft licences as well as an Azure p1 license.
18. **Defibrillators** – To receive a Field Safety Notice for Power heart G5 semi-automatic AEDS. To determine any necessary action.
19. **Correspondence for Information**
  - a. **Fusion for Business and Smartest Energy** – Details of price changes to energy accounts with TNUOs charges.
  - b. **The Pensions Regulator** – To receive Confirmation of re-declaration of compliance. Northway Parish Council has completed this re-declaration as required by law.
  - c. **DCK Accounting Solutions** – To receive notice that DCK Accounting Solutions has merged with BC&A Chartered Accountants.
20. **Correspondence received after 16<sup>th</sup> April 2026:**