

NORTHWAY PARISH COUNCIL

Minutes of a meeting of the Finance Committee held on Wednesday 22nd April 2026, commencing at 7:00 p.m. in the Ray Shill Room at Northway Community Hub.

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

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

FIN/24/26 **Apologies for Absence**

Cllrs Shelton and Poole had tendered apologies. No further apologies were received.

FIN/25/26 **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/26/26 **Minutes of the Previous Finance Committee Meetings**

Cllr Roberts PROPOSED that the Minutes of the Meeting that took place on 28th January 2026 should be approved as a true and accurate record. Cllr Godwin SECONDED.

FOR: UNANIMOUS

FIN/27/26 **Matters Arising from the Previous Minutes**

There were no matters arising.

FIN/28/26 **Parish Council's Accounts up to 31st March 2026**

- a. **Review of Statements** – Cllr Ward undertook a review of the statements and invoices to ensure there were no discrepancies. This formed part of the Council's Risk Management Programme, Cllr Ward confirmed that no discrepancies were founds.
- b. **Bank Reconciliation and Balance Sheet** – Members reviewed the Bank Reconciliation and Balance Sheet up to 31st March 2026. The Bank Statement and Accounts reconciled and there were no queries relating to the Balance Sheet. Cllr Ward PROPOSED approval. Cllr Godwin SECONDED.

FOR: UNANIMOUS

- c. **Budget Statement** – Members reviewed the Budget Statement (detailed income and expenditure) which should be sitting roughly at 100%. Overspends had been noted at previous meetings. There were no causes for concern.

Cllr Ward PROPOSED approval of the Budget Statement. Cllr Roberts SECONDED.

FOR: UNANIMOUS

- d. **Under and Over Spends** – Members AGREED not to vire any funds between budgets.

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FIN/29/26 **CCLA**

Members received the end of year Statement of Account with a balance of £114,456.80 showing £14,456.80 interest since the beginning of the investment.

FIN/30/26 **Public Work Loan**

Members receiving an up-to-date statement showing a balance of £154,000.00.

FIN/31/26 **Annual Governance and Accountability Return 2025-2026**

It was AGREED to defer items 9a to 9f as the Accounting Statements had not yet been completed. It was likely that an additional meeting would be required to go through these items.

FIN/32/26 **Asset Register**

This was not yet available, so it was AGREED to defer.

FIN/33/26 **Legionella Testing**

The Clerk tabled the latest reports. A couple of issues were raised relating to faulty equipment which would come under a later agenda item. A culture test report had been receiving following checks on the showers and had come back clear.

FIN/34/26 **Northway Community Hub**

- a. **Leaking Roof** – The Clerk informed Members that some works to the roof were undertaken, although she was unsure what had been done. The water-marked ceiling tiles had been replaced so, until there was heavy rain, it may not be clear whether the work had been successful. Also, work to the roof on the Ray Shill side of the building was due to be undertaken closer to the summer, a formal date had not been received.
- b. **Shutters** – The Clerk had made twelve attempts to get the kitchen shutters serviced and, finally, this was done on Friday 17th April. Although the shutters had been deemed compliant under 'grandfather rights' and a certificate had been received, they were out of date with current fire regulations. Shutters usually had a life span of 10 years so an upgrade would need to be budgeted for in the near future.

The larger of the two shutters had been failing slightly in that, when opened, it would drop a bit after being turned off. This has been dealt with when serviced and had had to be 'debugged'.

The Shutters need to be serviced six monthly, although the Council already knew this and had tried to comply the firm were difficult to 'tie down'. They had agreed to put the servicing on their calendar, but the work would need doing when they were carrying out other work locally. It was noted that this could impact hirers.

If or when replacing the shutters, the Council needed to be sure that the stud walling was 60-minute fire retardant (FD60), so this needed to be investigated further.

Cllr Roberts PROPOSED that no further action was taken at this time as they were compliant, but consideration should be given when budgeting. Cllr Ward SECONDED.

FOR:

UNANIMOUS

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FIN/34/26

Northway Community Hub (Continued)

- c. **Fire / Lighting / CCTV Servicing** – The servicing had taken place and there were some fails and recommendations. The quote for the work had not yet been received but Cllr Ward PROPOSED that, as the work was necessary, it should be completed. Cllr Godwin SECONDED.

FOR: UNANIMOUS

- d. **CCTV** – A problem had been encountered with the CCTV so an engineer had to attend the site and rectify. Cllr Ward PROPOSED ratification of payment for this work. Cllr Godwin SECONDED.

FOR: UNANIMOUS

- e. **Heating & Cooling System** – Following the recent service, it was found that the prefilters in the VAM units were showing signs of wear and would soon fail so to protect the internal components these needed to be replaced. A quotation in the sum of £495.71 had been received for the works. Cllr Roberts PROPOSED that this work should be done. Cllr Ward SECONDED.

FOR: UNANIMOUS

- f. **PAT Testing** – A report was tabled for the PAT testing undertaken stating that all the equipment listed on the schedule had been inspected and tested. A small number of items needed minor repairs to comply but no major faults were found. It was noted that all hirers should be reminded that any electrical items brought in must have had a current test / inspection to comply with the Parish Council Health and Safety Policy.

- g. **BDR Group** – Information was tabled advising of an annual price increase. The Clerk had been in touch with the firm as, when the contract was set up, there was an agreement that there would be no increases during the lifespan of the contract. The Clerk was still awaiting a response.

- h. **Smiths (Gloucester) Ltd** – A price increase of £1.03 per week had been notified. Cllr Terry PROPOSED ratification.

FOR: UNANIMOUS

- i. **Gloucestershire Fire and Rescue Service (GF&RS)** – GF&RS had telephoned and led a Fire Safety Audit, this had been completed successfully.

- j. **Staff WC** – The water heater had failed also causing a fail on the legionella testing. This had been replaced at a cost of £160.00. Cllr Terry PROPOSED ratification of this purchase.

FOR: UNANIMOUS

FIN/35/26

Changing Room Facility

- a. **Inspection** – The latest inspection had raised concerns which had been forwarded to the Football Club for them to address. They had responded that they were working through the list and also drew attention to the swelling doors which made them impossible to close, with one having now been broken. At the informal meeting with the Club earlier that evening the following had been clarified: -

Boiler Room – ML confirmed that this had been cleared.

Hallway – ML confirmed that items had been removed.

Whole Building – ML confirmed that these were cleaned but not necessarily on match days as the mud had to be dry to clean up properly.

Men's Toilet – Broken holder – not address.

Disabled Toilet – This had been cleared.

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FIN/35/26 Changing Room Facility (Continued)

Mower Store – This had not yet been addressed but it was confirmed that they would be happy to put the items in the outside store.

PAT Testing – ML confirmed he had asked an electrician to do the work and LH said that the Colts had an electrician on the team so he would ask him to undertake PAT testing.

- b. **Lease Working Party** – Cllr Roberts provided feedback following the informal meeting of the Lease Working Party and the senior and junior football club representatives. This was to gauge what their expectations were relating to the new lease and whether the Council could meet those expectations. It was made clear that the suggestion of £1,500 for a new lease was not reasonable or affordable. They explained their current set up and informed Members that the seniors would be moving to the new site at Walton Cardiff when it was completed, hopefully by September. The Colts would be the ones using the Northway facilities and they would not require the whole building just the toilet and kitchen.

After a lengthy discussion, Members felt that the best way forward would be to revert to Pay to Play. It was appreciated that this may generate additional work for the office but was probably more viable. Concerns were raised about grass cutting, line marking and cleaning the building as these things would normally be done by the land/property owner. Cllr Roberts wondered about the possibility of a licence rather than a lease as was done with the Pantry. Consideration was also given to shutting off the parts of the building that would be unused. The Clerk was asked to obtain a quotation for the cost of line marking.

The Clerk was asked to contact the Football Club to get more clarity about the number of times the pitch would be used each year and whether they would do the line marking. Also, whether they would do extra grass cutting if required.

- c. **Shower Mixing Valve** – Following legionella testing, it had been ascertained that the shower mixing valve was not working correctly and a couple of quotations had been received for replacement. It was AGREED to defer until there was more information relating to what was going to happen to the lease.
- d. **Fire Alarm and CCTV maintenance** – A problem was encountered and it was noted that the Council did not have an annual maintenance contract. Cllr Roberts ratification of entering into such a contract at the cost of £200.00 per annum. Cllr Barnes SECONDED.

FOR: UNANIMOUS

FIN/36/26 Northway Village Hall

- a. **Gas Service Record** – A completed Landlord Check and Certificate for the Village Hall was tabled.

FIN/37/26 Policies

The Clerk tabled a Scheme of Delegation. Most of it was already covered with Standing Orders and Financial Regulations but it was recommended that a specific policy was adopted. Members went through the document and Cllr Barnes PROPOSED that it should be adopted. Cllr Godwin SECONDED.

FOR: UNANIMOUS

FIN/38/26 Zurich Insurance

The renewal documents were tabled. The Council were still in contract with Zurich so would not be going out to tender this year. The Clerk had arranged for some recent additions and, although it was not going to affect the premium this time, Zurich had advised that the Council should expect at £70 increase in premium when it was next up for renewal.

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FIN/38/26 **Zurich Insurance** (continued)

Cllr Roberts enquired whether the premium was a similar amount to last year, the Clerk had not got the figure to hand but would ensure this was checked. Cllr Roberts PROPOSED it was recommended to Full Council for approval (dependant on there being a big difference with the premium). Cllr Ward SECONDED.

FOR: UNANIMOUS

FIN/39/26 **Utilities**

The Clerk reminded Members that they had extended utility contracts with Smartest until 2029 due to the changes in the standing charge. The Changing Rooms had not been in contract so this has now been brought in line with all the other facilities. Furthermore, 3-year contracts had been set up with WaterPlus and for all sites this would deliver a slight decrease in charges (based on current usage). Cllr Roberts PROPOSED ratification of actions taken. Cllr Barnes SECONDED.

FOR: UNANIMOUS

FIN/40/26 **Annual Governance**

- a. **Assertion 10** – The Clerk confirmed that most councillors had undergone training with only a couple left to do it. This would hopefully be addressed shortly.
- b. **Microsoft Licences** – Due to the need for having an individual email for each councillor, licences had been purchased. Cllr Barnes PROPOSED ratification of this expenditure (by Direct Debit). Cllr Roberts SECONDED.

FOR: UNANIMOUS

FIN/41/26 **Defibrillators**

The Clerk tabled an urgent Field Safety Notice from Zoll, the manufacturer to the G5 AED Powerheart Defibrillator. Some of the AEDS had displayed an Error Code 501. If this code was seen, Zoll must be contacted. It also mentioned the need for storing the devices in areas with appropriate humidity. The Clerk pointed out that the Councillors who undertook the weekly checks on the machines were quick to notify her if something unusual appeared.

FIN/42/26 **Correspondence for Information**

- a. **Fusion for Business and Smartest Energy** – Details of price changes to energy accounts with TNUOs charges.
- b. **The Pensions Regulator** – Confirmation of redeclaration of compliance had been received.
- c. **DCK Accounting Solutions** – The Clerk informed Members that DCK Accounting Solutions had now merged with BC & A Chartered Accountants. The Council had been told that this would not impact on the way things currently worked and the same people would be in place.

FIN/43/26 **Correspondence received after 16th April 2026**

No further correspondence had been received.

As there was no other business the meeting concluded at 8.10 pm.