

NORTHWAY PARISH COUNCIL

Minutes of a meeting of the Finance Committee held on Wednesday 3rd June 2026, commencing at 7:00 p.m. in the Ray Shill Room at Northway Community Hub.

Present: Cllr S Terry (Chair) Cllr J Roberts (Vice-Chair)
Cllr S Ward

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

FIN/44/26 **Election of the Committee Chairman for the forthcoming Municipal Year**

Cllr Ward PROPOSED that Cllr Terry be elected as Committee Chair for the forthcoming Municipal Year. Cllr Terry accepted the nomination. No further nominations were made. Cllr Roberts SECONDED.

FOR: UNANIMOUS

FIN/45/26 **Apologies for Absence**

Cllr Barnes had tendered his apologies. No further apologies were received.

FIN/46/26 **Election of the Committee Vice-Chairman for the forthcoming Municipal Year**

Cllr Terry PROPOSED that Cllr Roberts be elected as Vice Chair for the forthcoming Municipal Year. Cllr Roberts accepted the nomination. No further nominations were made. Cllr Ward SECONDED.

FOR: UNANIMOUS

FIN/47/26 **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/48/26 **Minutes of the Previous Finance Committee Meetings**

Cllr Roberts PROPOSED that the Minutes of the Meeting that took place on 22nd April 2026 should be approved as a true and accurate record. Cllr Ward SECONDED.

FOR: UNANIMOUS

FIN/49/26 **Matters Arising from the Previous Minutes**

FIN/34/26 Northway Community Hub Leaking Roof – Work to install an additional membrane was underway.

FIN/25/26 Northway Community Hub Fire / Lighting / CCTV – The quotation for repair had been accepted with completion of the work awaited.

FIN/35/26 Northway Community Hub Heating & Cooling System – A quotation for replacement filters had been accepted and completion of work was awaited.

FIN/25/26 BDR Group – BDR confirmed that the annual increase would not be applied to Northway Parish Council and a refund was awaited.

NORTHWAY PARISH COUNCIL

FIN/50/26

Annual Governance and Accountability Return 2025/26 (AGAR)

- a. **AGAR Submission** – The Clerk reported that the date for submission was by 1st July 2026.
- b. **Annual Governance Statement (Section 1)**

	Agreed- Yes / No	‘Yes’ Means that the council:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	Yes	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Yes	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	Yes	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of elector’s rights in accordance with the requirements of the Accounts and Audit Regulations.	Yes	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Yes	<i>considered and documented the financial and other risks it faces and dealt with them properly</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	Yes	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	Yes	<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	Yes	<i>disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity, as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	N/A	<i>has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.</i>
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review	Yes	<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

Cllr Terry PROPOSED the above responses should be recommended to Full Council.

FOR: UNANIMOUS

NORTHWAY PARISH COUNCIL

FIN/50/26

Annual Governance and Accountability Return 2025/26 (Continued)

- c. **Accounting Statements** – Members received a copy of the Accounting Statements and raised no queries. Cllr Ward PROPOSED that these were recommended to Full Council for approval. Cllr Roberts SECONDED

FOR: UNANIMOUS

- d. **Accounts / Financial Statements for the Year ended 31 March 2026** – Members went through the statements page by page, and Cllr Ward PROPOSED that the Accounts / Financial Statements were recommended to Full Council for approval. Cllr Roberts SECONDED.

FOR: UNANIMOUS

- e. **Public Rights Notice** – The Clerk said that the period for the Exercise of Electors Rights was from Thursday, 11th June 2026 until 22nd July 2026. The notice would be placed on noticeboards as well as on the web page.

- f. **Asset Register** – Members reviewed the Asset Register and Cllr Terry PROPOSED approval.

FOR: UNANIMOUS

- g. **Further Items** – It was noted that there were some discrepancies with the Asset Register and Insurances assets. Cllr Roberts offered to take a look at them with the Clerk. Cllr Terry PROPOSED that the offer was accepted.

FOR: UNANIMOUS

FIN/51/26

Northway Community Hub

The Clerk informed members that there was a large amount of waste that needing disposing of i.e. broken items in the loft and outdoor store as well as a number of pallets. Cllr Ward PROPOSED that a 6 or 8 yard skip was ordered. Cllr Terry SECONDED.

FOR: UNANIMOUS

FIN/52/26

Correspondence received after 28th May 2026

The Clerk informed members that the automatic doors were not working correctly. They could not be turned to the 'off' setting without first turning off the electricity supply, this was a problem for evening hirers. Laser Alarms had been and inspected the door but were not able to fix it. Also, Joedan who installed the doors had been contacted but they never responded. Geze, the manufacturers of the automated system were contacted and visited the next day. A repair / replacement was required but not quotation had yet been received.

As there was no other business the meeting concluded at 7.25 pm.