

AGENDA



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

cc: Mrs Laura Stewart, Clerk's Assistant

Date: 16th July 2026

NOTICE OF MEETING

You are summoned to a meeting of the Finance Committee that will be held on **WEDNESDAY, 22nd July 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, 22nd JULY 2026 At 7.00 P.M.

1. **Apologies for absence.**

2. **Declarations of Interest:**

Pursuant to the adoption by the Council on 12th 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 3rd June 2026:** For approval and signature (copy circulated with June Council Agenda).

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

FIN/49/26 & FIN/34/26 Northway Community Hub Leaking Roof – The repair is now completed.

FIN/50/26 Annual Governance and Accountability Return 2025/26 (AGAR) – This has now been forwarded to PJ Littlejohn and the Public Rights Notices are displayed.

FIN/51/26 Northway Community Hub – A skip was ordered and waste disposed of.

FIN/52/26 Correspondence received after 28th May 2026 – A date has been set for the repair of the automatic arm on the front door.

5. **Parish Council's Accounts up to 30th June 2026**

- a. To review the Council's Bank Statements up to 30th June 2026 (invoices and original statements) as part of the Council's Risk Management Programme.
- b. To receive the Accounts to 30th June 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:**

- a. To receive statement of account.
- b. To receive Subscription Contract Note.

7. **Direct Debits –** To ratify set up of direct debit for Employers' PAYE.

8. **Internal Auditor –** To appoint Internal Auditor for the 2026-2027 financial year. To determine.

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9. **BC & A Swindon** – To ratify agreement for the annual VAT partial exemption calculations undertaken by the accountants and lodged with HM Revenue & Customs, if necessary.
10. **Legionella Testing**
 - a. To receive up to date reports for all sites. To consider any necessary action.
 - b. To receive recommendation for testing following the emptying of the Andrews Water Tank in the Changing Room. To determine action.
11. **Northway Community Hub:**
 - a. **Garden Hose** - To consider purchase of a new garden hose. To determine.
 - b. **Blinds in Main Hall** – To receive information relating to damage of these blinds and ratify action taken.
 - c. **Painting** – To receive quotations, if available, for the painting of Northway Community Hub. To consider and approve.
12. **Changing Room Facility:**
 - a. **Inspection** – To receive report following Cllrs Roberts and Wards inspection. To determine action
 - b. **Lease Working Party**
 - i. To receive the Notes of the Lease Working Party meeting that took place on the 8th July 2026 (sent with Full Council Agenda).
 - ii. To consider any necessary actions that need to take place to bring the lease with Tewkesbury Town Football Club to an end and begin the new lease with Tewkesbury Town Colts. To determine.
13. **Northway Village Hall**
 - a. **Business Rates** – To receive backdated invoices for business rates for Northway Village Hall. The Clerk has applied for Small Business Rate relief and is awaiting details. To determine any necessary action.
14. **Correspondence for Information**
 - a. **Royal Mail** – Information relating to deliveries.
15. **Correspondence received after 16th July 2026:**