

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: Cllr V Hawker
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, 28th October 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 Council's 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, 28th OCTOBER 2026 At 7.00 P.M.

1. **Apologies for absence.**
2. **Declarations of Interest:** Following adoption of the Northway Parish Council Code of Conduct on 12th April 2023, 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.
3. **Minutes of the Previous Finance Committee Meetings:**

3rd June 2026: For approval and signature (copy circulated with July 2026 Council Agenda) (the meeting was previously not quorate).

22nd July 2026: For approval and signature (copy circulated with September Council Agenda).
4. **Matters arising from the previous Minutes**

***FIN/60/26 Internal Auditor** – Auditing Solutions Ltd have been contracted to undertake the Internal Audit for the 2026-2027 financial year. They have also sent a copy of their conditions.*

***FIN/63/26 Blinds in Main Hall** – A letter of thanks has been send to M5Nine church for the new blinds in the main hall.*
5. **Parish Council's Accounts up to 30th September 2026**
 - a. To review the Council's Bank Statements up to 30th September 2026 (invoices and original statements) as part of the Council's Risk Management Programme.
 - b. To receive the Accounts to 30th September 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).
6. **Annual Governance Accountability Return (AGAR):**
 - a. To receive the completed audit back from PKF Littlejohn LLP and review response and recommend to Full Council for approval. To determine action.
 - b. As of next year, the AGAR will be fully digital. The Clerk has attended some initial training. (This will be mandatory by 2029)
7. **Financial Requirements for the Year 2027 / 2028:**
 - a) To review the Northway Community Hub and Ray Shill Room fees and charges – (As agreed under Min Ref FIN/21/08, to review the month before the annual Budget meeting), as well as office facility charges ([Copy circulated to Members](#)).
 - b) **Exclusion of the Public and Press under the Public Bodies (Admissions to Meetings Act) 1960 s1 ss.2 Viz** – Staff costs will be discussed under exclusion.

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7. **Financial Requirements for the Year 2026 / 2027:** (Continued)

That in view of the special / confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press are temporarily excluded, and they are instructed to withdraw.

- c) Following Exclusion, to continue to set the draft financial requirements for the Finance Committee Budgets: Administration, Civic & Democratic, Northway Community Hub, Northway Village Hall and Changing Rooms Cost Centres to be incorporated into the Council's Precept (To be tabled). To approve.
- d) Budget Setting Assistance – BC&A (formerly DCK) have been contracted for their assistance, if required, to assess the budgets and recommend any necessary changes (Provisionally 11th December 2026).

8. **VAT Partial Exemption Calculation 2025/2026** (Min Ref FIN/61/26 refers) – This review has now been undertaken by BC&A Accounting and confirmation received that the Parish Council does not have any issues with partial exemptions for 2025-2026 as the input VAT attributable to exempt activities was under the De-Minimis limit.

9. **CCLA:**

- a. To receive a copy of the Sell shares form dated 17th August 2026.
- b. To receive statement of account.
- c. To receive Subscription Contract Note.

10. **Legionella Testing**

- a. To receive up to date reports for all sites. To consider any necessary action.
- b. To receive a quotation for the continuance of Legionella checks after the changing rooms showers will no longer be in use. To determine action.

11. **Northway Community Hub:**

- a. **Automatic door replacement** – To receive job sheet for the new door part and ratify payment for the work.
- b. **Reliance Firetech Ltd** – To receive the Certificate of Inspection. To consider any action.
- c. **Painting** – To receive quotations for the painting of Northway Community Hub. To consider and approve.
- d. **BDR** – The Council is currently in contract with BDR for its IT, phone etc. The Clerk had a meeting with the account manager and a refund is expected.
- e. **External Post Box** – To consider installation. To determine.

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11. **Northway Community Hub:** (Continued)

- f. **Carpark Drainage Grills** – To consider getting cleared. To determine.
- g. **Shutter Service** – To receive report following shutter servicing and determine whether any action is required.
- h. **Kitchen and Cupboard Audit** – Following an audit in September 2026 to ratify replacements purchased at a cost of £64.31.
- i. **CW Hygiene** – To ratify renewal of the rental of 2 hygiene units and 12 services per annum at a cost of £290.00.
- j. **Intruder Alarm** – Following the installation of the door alert alarm to consider either the Council wish to consider upgrading this to a full intruder alarm. To determine.
- k. **Citizens Advice** – To receive an enquiry regarding the availability of a room for a CAB Advisory (fortnightly on pantry days). To receive additional information (if available) and determine action.

12. **Changing Room Facility:**

- a. **Reliance Firetech Ltd** – To receive the Certificate of Inspection. To consider any action.
- b. **HMRC Valuation Office** – A form had to be completed and returned relating to lease and rent details at the building.
- c. **Lease / License Working Party**
 - i. To receive updates relating to the Northway Pantry and determine action.
 - ii. To receive updates relating to Tewkesbury Town Football Club and their use of the facilities at Northway.
 - iii. To consider date for Lease / Licence Working Party. To determine.

13. **Northway Village Hall:**

- a. **Reliance Firetech Ltd** – To receive the Certificate of Inspection. To consider any action.
- b. **Business Rates** – The Parish Council is not entitled to Small Business Rate Relief (Min Ref FIN/65/26 refers) as the Community Hub already receives this. The backdated invoice has now been paid.
- c. **Smart Meter** – A new Smart Meter has been installed at the Changing Room Facility. (For information)

14. **Direct Debits:** To receive confirmation that direct debits have now been set up:

- i. **Waterplus** - for the Community Hub and Northway Village Hall.
- ii. **HM Revenue & Customs** - for PAYE.

15. **Policies:** To review current policies and make any necessary amendments. To determine. ([Copies circulated to Members](#))

16. **Correspondence for Action:**

- i. **Security** - To receive offer from a local security firm for use of their services. To consider and determine whether there is any requirement.
- ii. **Smartest Energy Business** – Information relating to the transition to half hourly settlement (MHHS) This started on the 19th October 2026.
- iii. **Information Commissioner's Office** – To ratify payment made for the renewal to the Information Commissioner's Office.

17. **Correspondence for Information**

- i. **Rialtas** – Newsletter and introduction to new Customer Success Contact.

18. **Correspondence received after 22nd October 2026**