

## **NORTHWAY PARISH COUNCIL**

Minutes of a meeting of the Finance Committee held on Wednesday, 27<sup>th</sup> July 2016, at the Ray Shill Building, Northway, commencing at 7.00 p.m.

Present:                    Cllr Mrs D Bailey (Chairman)                    Cllr Mrs P Godwin (Vice-Chairman)  
                                 Cllr Mrs E MacTiernan                            Cllr J Roberts  
                                 Cllr Mrs S Terry                                    Cllr S Ward  
                                 Cllr A Webber

In Attendance:            Mrs C Woodward, Clerk of the Council

### FIN/44/16    **Election of Committee Chairman for the forthcoming Municipal Year**

Cllr Terry PROPOSED that Cllr Bailey be elected as Committee Chairman for the forthcoming Municipal Year. Cllr Bailey accepted the nomination. Cllr Godwin SECONDED.

### FIN/45/16    **Election of Committee Vice-Chairman for the forthcoming Municipal Year**

Cllr Ward PROPOSED Cllr Godwin be elected Vice-Chairman, Cllr Godwin accepted the nomination and Cllr Roberts SECONDED.

### FIN/46/16    **Apologies for Absence**

Apologies for absence had been received from Cllrs S Cooper and G Shelton.

### FIN/47/16    **Declarations of Interest**

Cllrs Godwin and Bailey declared an interest in any matters relating to the Youth Club. No further declarations of interest, as required by the Code of Conduct adopted by the Parish Council on 11<sup>th</sup> July 2012 (Minute Ref C/159/12), including paragraph 12(2), were made.

### FIN/48/16    **Minutes of the Previous Committee**

Cllr Terry PROPOSED that the Minutes of the Finance Committee Meeting that took place on 27<sup>th</sup> April 2016 be approved as a true and accurate record. Cllr Ward SECONDED.

FOR:                            Cllr Terry    Cllr Ward  
   Cllr Bailey    Cllr Godwin

ABSTENSIONS:            Cllr MacTiernan                                Cllr Roberts  
   Cllr Webber

### FIN/49/16    **Matters Arising from the Previous Minutes**

***FIN/30/16 End of Year Return*** – An acknowledgement of receipt had been received from Grant Thornton, External Auditors.

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FIN/49/16 **Matters Arising from the Previous Minutes** (Continued)

**FIN/58/15 Wages** – These had now been taken over by an independent firm and to date all was working successfully.

**FIN/32/16 Changing Room Facility** – The Clerk had made further claims against Section 106 monies held at Tewkesbury Borough Council for running costs and would be submitting a claim for the new security blind once the invoice had been received.

**FIN/36/16 Pension Regulations** – The responsibility for this had been passed to the Staffing Committee.

**FIN/37/16 IT Review** – Cllr Ward PROPOSED that the review of the IT equipment by Tewkesbury Borough Council was deferred until after the building works. Cllr MacTiernan SECONDED.

FOR: UNANIMOUS

**FIN/41/16 Caretakers Role** – The Caretaker was retiring on the 29<sup>th</sup> July 20126 and the Parish Council had agreed to hold a celebration on Tuesday, 2<sup>nd</sup> August 2016 at the Ray Shill Building.

FIN/50/16 **Parish Council's Accounts up to 30 June 2016**

- **Review of Bank Statements** – Cllr Terry confirmed that the invoices and bank statements were in order.
- **Powers of Expenditure** – It was noted that the powers of expenditure should continue to be received and made available with the Accounts for Payment at Full Council and Members were happy that this currently took place.
- **Accounts** - Members received the Accounts as follows:-
  - **Bank Reconciliation** – Members reviewed the Bank Reconciliation and it was noted that the reconciliation balanced with the bank statement.
  - **Balance Sheet** – Members had no questions regarding the Balance Sheet.
  - **Budget Statement (Detailed Income and Expenditure)** – Members considered the Budget Statement and could not see any obviously discrepancies. The Clerk informed Members that under Cost Centre 201 General Purposes there was already a 50.7% spend on the Playing Field budget (2141). The Clerk explained that during the previous financial year a grant for the graffiti boards had been received into the Bank from Gloucestershire County Council but the spend did not take place until the current financial year. Unfortunately at year end the Clerk had forgotten to roll over the money into the current financial year and as the Accounts were already with the Auditors she was unsure whether this could be changed.

Cllr MacTiernan PROPOSED approval of the Accounts up to 30 June 2016. Cllr Terry SECONDED.

FOR: UNANIMOUS

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FIN/51/16 **Northway Youth Club Management Committee**

Northway Youth Club Management Committee was looking at the possibility of purchasing a shipping container for the use of the Youth Club whilst they were unable to use the Village Hall. They would have to pay VAT on the purchase and were wondering if there was any way the Parish Council could help them offset the costs of the move.. The Clerk wrote to Derek Kemp from DCK Beavers explaining the situation and he responded by saying that he did not see that it would be a problem as the Youth Club were being displaced as a direct result of the Parish Council redevelopment work and should be seen as a legitimate council expense. He suggested that at the end of the period the Youth Club Management Committee could acquire or a make a donation for the container.

Members felt that Mr Kemp had perhaps misunderstood the situation as his suggestion was that the Parish Council purchase the container. Members discussed this and it was viewed as a possibility but no decision could be made until the full facts were available. This matter may need discussing more, possibility at an Extraordinary Meeting.

FIN/52/16 **Ray Shill Building**

Severn Trent Water had sent a letter explaining the introduction of Water Plus.

FIN/53/16 **Changing Room Facility**

- i. The Clerk tabled a request received from the football club for locks to be put on the individual changing rooms due to new requirements from within the FA. It was suggested that to cover the cost of this the Council should increase their charges but it was noted that the cost for pay to play was in line with other facilities. Cllr Ward referred to the very successful Charity Event that had been put on by Tewkesbury Town a couple of weeks ago, suggesting the the Council should not want to lose this source of income. Cllr MacTiernan enquired whether the Parish Council got back all it spent on the Pay to Play, the Clerk said they did not. Members continued to discuss this and Cllr Roberts PROPOSED agreement that the locks could be fitted as long as the Club did it. Cllr MacTiernan SECONDED.

FOR: UNANIMOUS

- ii. Members considered whether it would be a good time to have a Changing Room Facility Working Party Meeting. It was noted that it had been left that Tewkesbury Town Football Club would contact the Council when they were in a position to take on a lease.

Cllr Roberts suggested that the Working Party held a meeting and invited the club to come along. Cllr Ward PROPOSED that Cllr Roberts' suggestion was moved and that such a meeting should be called. Cllr Terry SECONDED.

FOR: UNANIMOUS

- iii. A new electrical security blind had been installed over the kitchen window, the electrics were still to be connected. The Clerk confirmed that once an invoice had been received this would

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FIN/53/16 **Changing Room Facility** (Continued)

be submitted to Tewkesbury Borough Council for payment against some section 106 monies they held.

- iv. Severn Trent Water had sent a letter explaining the introduction of Water Plus.

FIN/54/16 **Northway Village Hall**

- i. Security Blinds – The Clerk confirmed that the security blinds had now been installed on the windows but were still awaiting connection to the electric.
- ii. Severn Trent Water had sent a letter explaining the introduction of Water Plus.

FIN/55/16 **Building Works/Move to Village Hall**

The Clerk gave Members a brief up date and was asked about progress relating to the installation of a telephone line. The Clerk explained that further obstacles had occurred but hopefully things were now progressing. The redirect had been set up for the 8<sup>th</sup> August 2016 until 8<sup>th</sup> August 2017.

The Clerk enquired where Members felt the best place was for Neil to leave the rubbish he picked up off the estate and it was suggested that the entrance to the Playing Field would be the best location as Tewkesbury Borough Council operatives could access it at any time (although they collect on Monday and Fridays). Cllr Ward PROPOSED it was left by the gate. Cllr Roberts SECONDED.

FOR: UNANIMOUS

Cllr Roberts enquired whether there had been any response to the letters sent out by the Parish Council and Cllr Godwin reported that a few people had asked her what she was delivering and when she told them they had been pleased to have been kept informed.

FIN/56/16 **Correspondence for Action**

- i. Football Goals – A request had been received from a local footballer wishing to have one of the sets of goal posts. The Clerk had enquired with the pay to play teams whether or not they needed both sets and they confirmed they did. Cllr Roberts, therefore, PROPOSED that this enquirer was informed that he could not have a set of goal posts. Cllr Ward SECONDED.

FOR: UNANIMOUS

- ii. DCK Beavers – VAT Partial Exemption Calculations 2015/2016 – Due to the Parish Council now being VAT registered Cllr MacTiernan PROPOSED that DCK Beavers should undertake these calculations on behalf of the Council. Cllr Ward SECONDED.

FOR: UNANIMOUS

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**FIN/57/16 Correspondence for Information/Available in the Clerk's Office:**

- i. TV Licensing – As the Parish Council did not have a TV Licence for the Ray Shill Building or Northway Village Hall confirmation had been sent to the TV Licensing explaining that this is still the same.
- ii. Royal Mail – Changes to Terms and Conditions were tabled.
- iii. HSBC – Changes to Business Banking Terms and Conditions were tabled.

**FIN/58/16 Correspondence received after 21<sup>st</sup> July 2016**

None received.