

NORTHWAY PARISH COUNCIL

Minutes of a meeting of the Finance Committee held on Wednesday, 30th May 2018, in the Ray Shill Room at Northway Community Hub, commencing at 7.00 p.m.

Present: Cllr J Roberts (Chairman) Cllr Mrs P Godwin (Vice-Chairman)
 Cllr Mrs E MacTiernan Cllr G Shelton
 Cllr Mrs S Terry Cllr S Ward

In Attendance: Mrs C Woodward, Clerk of the Council

FIN/34/18 Election of the Committee Chairman for the forthcoming Municipal Year

Cllr MacTiernan PROPOSED that Cllr Roberts should be elected as Committee Chairman for the forthcoming Municipal Year. Cllr Roberts accepted the nomination and Cllr Terry SECONDED.

FOR: UNANIMOUS

FIN/35/18 Election of the Committee Vice-Chairman for the forthcoming Municipal Year

Cllr Ward PROPOSED that Cllr Godwin should be elected as Committee Vice-Chairman for the forthcoming Municipal Year. Cllr Godwin accepted the nomination. Cllr MacTiernan SECONDED.

FOR: UNANIMOUS

FIN/36/18 Apologies for Absence

Cllrs Bailey and Webber had tendered their apologies. No further apologies for absence were received.

FIN/37/18 Declarations of Interest

No declarations of interest, as required by the Code of Conduct adopted by the Parish Council on 11th July 2012 (Minute Ref C/159/12), including paragraph 12(2), were made.

FIN/38/18 Minutes of the Previous Committee

Cllr Ward PROPOSED that the Minutes of the Finance Committee Meeting that took place on 25th April 2018 be approved as a true and accurate record. Cllr Terry SECONDED.

FOR: Cllr Ward Cllr Terry
 Cllr Godwin Cllr Roberts
 Cllr Shelton

ABSTENTIONS: Cllr MacTiernan

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FIN/39/18 Matters Arising from the Previous Minutes

FIN/13/18 & FIN/26/18 Direct Debit Policy – BT had confirmed that they forwarded the direct debit instruction to the Bank.

FIN/30/18 Photocopier – The new photocopier had arrived and was installed..

FIN/30/18 Caretaker – The caretaking at the Hub had increased from 16 to 20 hours a week.

FIN/40/18 Internal Audit Report

Mr Selkirk, Internal Auditor had undertaken an Internal Audit on the basis of an assessment of risk and the Report was tabled ([copy circulated to Members](#)). No concerns were raised and Cllr Roberts PROPOSED, that as there were no actions necessary, this should be recommended to Full Council for approval.

FOR: UNANIMOUS

FIN/41/18 Annual Governance Statement

Members received the Annual Governance Statement. Cllr Roberts read each of the nine questions so Members could consider their response as follows:

	Agreed- Yes or 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	prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Yes	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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	during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Yes	considered the financial and other risks it faces and has dealt with them properly.

	Agreed-	'Yes'
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	Yes or No	means that the council:
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	Yes	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.
7. We took appropriate action on all matters raised in reports from internal and external audit.	Yes	responded to matters brought to its attention by internal and external audit.
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	disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
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	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

After consideration of each question Members agreed yes to each question. Cllr Shelton, therefore, PROPOSED that this recommendation of Finance Committee was passed to Full Council for approval. Cllr Terry SECONDED.

FOR: UNANIMOUS

FIN/42/18 Accounts for the Year Ended 31 March 2018

Members had a copy of the Unaudited Financial Statement attached to their Agenda. It was noted on page 3 that the Chairman and Vice-Chairman names needed to be amended. Cllr MacTiernan enquired who the debtors were and was informed these represented a VAT refund and a GAPTC subscription that had been made for the 2018-2019 financial year but paid within the 2017-2018 financial year.

It was also noted that on page 9 under 'Freehold Land and Buildings' the Village Hall was referred to as the Scout Building and this should be amended.

Cllr Roberts PROPOSED that the Unaudited Financial Statements were recommended to Full Council for approval.

FOR: UNANIMOUS

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FIN/43/18 Accounting Statements 2017/2018

There was a copy of the Accounting Statements attached to the Agenda. Members went through the figures and acknowledged that the differences between 2016-2017 and 2017-2018 were significant in places but this was to be expected with the amount of changes made in that period of time. Members felt the figures correctly reflected the year and Cllr Roberts PROPOSED that a recommendation was made to Full Council to accept the figures.

FOR: UNANIMOUS

FIN/44/18 Standing Orders

Members received a recommendation from the Standing Orders & Financial Regulations Working Party to approve the amended Standing Orders 2018 received via the National Association of Local Councils. The Committee reviewed the changes and Cllr Terry PROPOSED they were recommended to Full Council for adoption. Cllr Ward SECONDED.

FOR: UNANIMOUS

Cllr MacTiernan thanked the Members of the Working Party for taking the time to go through the new Orders.

FIN/45/18 Data Protection

Cllr Terry gave the Committee an update as to where the Working Party was at with the new regulations which came into force on 25th May 2018. Cllr Terry had put together a Policy for which Cllr Roberts thanked her. Cllr Roberts had worked on and completed a Privacy Notice which was already up and running on the web page. Other forms were being amended as necessary as it was a continuing work. The Clerk said that there were a significant number of changes that had already been made but still more to do but this was being worked on.

FIN/46/18 Changing Rooms

Members received a request that the Council seek funding from section 106 monies held by Tewkesbury Borough Council to purchase some grass marking tufts. Members had no objections to this but whilst talking about the 106 monies set aside for football in Northway the Clerk said the Club had been in touch to see about the possibility of including an under 10's pitch which was much smaller. This would go lengthways at the end of the first pitch closest to Oak Drive. The Football Club had said it would be good if the pitches could be moved to allow more space. The Clerk was enquiring of the Council whether this was a possibility they wished to consider because it would be at no cost to the Council, there had always been concerns about the open post holes whereas new ones could be installed with cap covers and it was also promoting youth football.

Cllr MacTiernan said that she would object to them being behind her back fence, previously when football training had gone on at that location there had been a lot of bad language. Cllr Ward suggested that this would not be the case with an under 10 team.

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FIN/46/18 **Changing Rooms** (Continued)

Cllr Ward PROPOSED agreement to seeking funding from section 106 monies for tufts but this should be put on hold whilst the Council investigate the possibility of moving the pitches then the claim could be put in for all the work at the same time. Cllr Terry SECONDED.

FOR: UNANIMOUS

FIN/47/18 **Village Hall**

The Clerk reported vandalism to the Village Hall door; there were splats of paint which were unsightly. Cllr Godwin confirmed that she had reported this and it was an eyesore. Cllr Ward said he had some paint that would be suitable for the job but that it was grey; he also offered to do the work. Cllr MacTiernan thanked Cllr Ward for his offer and PROPOSED that the Council accepted it. Cllr Godwin SECONDED.

FOR: UNANIMOUS

FIN/48/18 **Northway Community Hub**

Currently the booking form stated that 'at the discretion of the Parish Council Northway Community Groups could have the first two hours free, beyond this a charge of £6.00 would be applicable'. The Clerk was seeking clarification as to whether this was per booking or per week as some groups may hire more than once in a week. Cllr Roberts PROPOSED that the booking form was amended to state per week.

FOR: UNANIMOUS

FIN/49/18 **Northway Playing Field Car Park**

Members received references for the four contractors who had submitted quotations for resurfacing of the car park at Northway Playing Field. After receiving the references, all of which were good, Members eliminated the highest priced quote, as this was unaffordable to the Council, and the lowest quote was also eliminated because a formal reference had not been received and the one that was referred to block paving more than tarmacing. This left two quotes still very different in price so Members scrutinised both quotes and the higher one clearly was providing more, hence the higher price. Cllr Ward PROPOSED making a recommendation to Full Council that they accept the quotation of Cheltenham Surfacing in the sum of £20,685 for the access drive and £26,885 for the main car park. Cllr Shelton SECONDED.

FOR: UNANIMOUS

The Clerk enquired whether the Council wanted to consider doing anything to the area around the changing room which currently had stones in. Cllr Godwin said that youths regularly threw the stones at the building and onto the roof. It was AGREED that the Clerk should enquire whether Cheltenham Surfacing would do this section too at no additional cost.

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FIN/50/18 Projector

The Clerk informed Members that although they had agreed to purchase a projector (Min Ref FIN/30/18 refers) recommended by 'Projectors.co.uk' she had received an offer of someone from another firm coming on site and making recommendations. They did attend and put together a specification but a further one was still awaited. It was AGREED to defer until all the information was available.

FIN/51/18 IT

The Clerk reminded Members that it was hoped that Tewkesbury Borough Council IT department might undertake an audit of the IT systems used at the Parish Office and make any necessary recommendations. This had not happened due to staff changes. Another firm was approached and undertook a free survey and would make recommendations. These had not yet been received.

The Clerk tabled information received from LS Caine Electronics regarding ways to improve the current system and also costings for upgrading to Office 365 Business. It was AGREED to defer this until all the information was available.

It was noted that the current provider had looked after the Council for a very long time but in light of best practice and transparency the Council should review the current set up against what else was available and it was AGREED to get a third firm to look at the current set up and the Clerk should arrange this.

FIN/52/18 Correspondence for Information/Available in the Clerk's Office

- i. **Severn Trent** – A notice that Severn Trent were intending to formally exit the retail market from 1st July 2018 when Water Plus would become the water retailer.

FIN/53/18 Correspondence received after 23rd May 2018

1. **Royal Mail** – A circular detailing some changes to their overseas services.
2. **Valuation Office** - The Valuation Office would be attending the Community Hub in order to carry out a valuation for Non-domestic rating purposes on Wednesday 6th June 2018.

As there was no further business the meeting concluded at 7.59 p.m.