

## Sedbergh Parish Council, Finance Committee

Minutes of Sedbergh Parish Council Finance Committee meeting, held Parish Council office, 72 Main Street, Sedbergh on Monday 7 April at 6.15pm

**Present:** Cllrs Arnold (Chair), Lancaster, Brooks, Capstick and the Clerk, Miss Hassam

**1. Apologies**

All Members were present at the meeting.

**2. Declaration of Interests**

There were no declarations of interest.

**3. Minutes of the Last Meeting held Monday 10 March 2025**

The minutes were agreed by those present and were signed, as a true record, by the Chairman Cllr Arnold.

**4. Financial Summary and Bank Reconciliation 2024 - 2025**

The Financial Summary for March 2025 had been circulated, along with the Bank reconciliation. The Bank Reconciliations for March 2025 were checked and found to be correct and were signed by Cllrs Brooks and Capstick, including bank statements/summary of receipts/payments and list of online payments for approval. The PSDF statement for March had been received, Members noted the slightly lower interest rate currently being received. The Clerk highlighted receipts and payments totals, and reminded Members of the additional requirements required for transparency due to income exceeding £200,000 (see Item 7i).

**5. Fire – Main Street**

Members had been saddened to hear of the small fire at a business on Main Street, but thankful that damage had been contained. The Parish Council have signposted on community resources that may be able to assist, including referral to Westmorland and Furness Council.

**6. Receipts and Payments 2024 – 2025**

The up-to-date Receipts and Payments report for 2024/2025 had been circulated to all Members. In addition, the final draft Receipts and Payments summary for 2024-2025 had been shared. This confirms a total Cash in Bank of £320,789.92, though Members noted that a significant sum remains reserved for future earmarked projects. It was acknowledged, however, that income had been greater than anticipated when originally completing the Budget, which would now allow an allocation of some additional funds for projects/reserves.

i) **Requests for payments 2024-2025 (attached)** Members resolved to approve all payments requested. Initial authorisation will be completed now, with dual authorisation following Full Council. PAYE also due of £1846.16 and VAT £2532.18 were noted and due to be collected by Direct Debit. New direct debits were also noted for business rates at Joss Lane and Loftus Hill car parks.

**7. Annual Governance and Accounting Review (AGAR) 2024-2025**

i) **Consider transparency Code 2015 –** Members noted the additional governance required, including publication of all payments >£500.00

ii) **Members to also consider review of insurance –** the Clerk advised that the review remained ongoing, as the Asset Register would, potentially, require another review after the Parish Council meeting (10 April 2025). This was due to recent correspondence from Westmorland and Furness Council regarding parish owned street lighting. Members were also mindful to review various insurance totals on the current insurance policy including, for example, the addition of the northern boundary wall at Queen's Garden and Jubilee Fountain.

**8. Policies/Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide**

i) **NALC Model Financial Regulations – minor amendments to reflect Procurement Act 2023 and The Procurement Regulations 2024 (as noted in March 2025).** Members resolved to adopt the amendments to the model Financial Regulations.

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- ii) **Joint Panel on Accountability and Governance (JPAG) 2025 – updates to apply to AGAR 2025-2026.** The Clerk advised Members that the JPAG has been rebranded to The Smaller Authorities Proper Practices Panel (SAPPP), and this includes some updates to digital and data practices, including using gov.uk website and email, prevention of Chair acting as Clerk/Responsible Financial Officer, language used etc. Members resolved that the Clerk progress with establishing an up to date price for switching to gov.uk website and emails, after previous investigations were put on hold in 2024.

- 9. **Date of next meeting – Monday 12 May 2025 at 6.15pm. Members resolved to meet in the Parish Council Office, 72 Main Street, Sedbergh.**