

Sedbergh Parish Council, Finance Committee

Minutes of Sedbergh Parish Council Finance Committee meeting, held Parish Council office, 72 Main Street, Sedbergh on Monday 11 August 6.15pm

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

1. Apologies

All Members were present at the meeting.

2. Declaration of Interests

There were no declarations of interest made.

3. Minutes of the Last Meeting held Monday 7 July 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 2025 - 2026

The Financial Summary for July 2025 had been circulated, along with the Bank reconciliation. The Bank Reconciliations for July 2025 were checked and found to be correct and were signed by Cllrs Brooks and Capstick, including bank statements/summary of receipts/payments along with the list of online payments for approval. The PSDF statement for July had also been received.

5. Receipts and Payments 2025 – 2026

The up-to-date Receipts and Payments report for 2025/2026 had been circulated to all Members for their ongoing information/reference.

- i) **Requests for payments August 2025 (attached)** Members resolved to approve all payments requested, including forthcoming VAT £3297.21, along with pro-forma invoice for destruction of confidential waste and the annual invoice for the new website/email hosting. Members also noted the recently agreed National Joint Council pay agreement (3.2%), which should be backdated to April 2025. Initial authorisation of online payments will be completed as soon as practical, with dual authorisation to follow Full Council.
- ii) **Website and email migration – any update/s** Members noted that the new website and emails were now pending. The Clerk hopes to begin use of these over the course of the next few weeks whilst completing relevant training for the new systems. With further thoughts to consider cloud/shared storage potential to be considered, in the future, as noted at the July meeting.

6. Conclusion of External Audit 2024-2025

The Clerk confirmed that the External Audit had concluded (no issues), and relevant certificate and notices published online.

7. Progress on Planet Merchant Services (including contract)

Members noted that the migration had now taken place. There will be a short overlap with the exiting contractor while the clerk completes training, along with back-office administration requirements. The former contract will cease when all running satisfactorily.

8. Date of next meeting – Monday 8 September 2025 at 6.15pm. Members resolved to meet in the Parish Council Office, 72 Main Street, Sedbergh.