

Sedbergh Parish Council, Finance Committee

Minutes of Sedbergh Parish Council Finance Committee meeting, held Parish Council office, 72 Main Street, Sedbergh on Tuesday 9 July 2024 at 6.15pm

Present: Cllrs Arnold (Chair), Capstick, Lancaster, 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.

3. Minutes of the Last Meeting held Tuesday 11 June 2024

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 June 2024, along with the Bank reconciliation, had been circulated to Members. The Clerk confirmed receipt of the final outstanding grant for the electric vehicle chargers £5462.50 (ORCS/OZEV) along with £750 from Westmorland and Furness Council (WFC) for the feasibility study at New Bridge (coach parking project). The outstanding funding £9487 (Sustainable Development Fund, Yorkshire Dales National Park) in respect of the street lighting project had also recently been received, post reconciliation for June. The Bank Reconciliation for June 2024 was checked and found to be correct, and signed by Cllrs Brooks and Capstick along with bank statements/summary of receipts and payments.

5. Receipts and Payments 2024 – 2025

The up-to-date financial report for 2024/2025 was circulated, for information, to all Members. The Clerk noted that a credit note for £724.00 had been received from Eon in respect of the EV installation, so the first month of their Operating and Maintenance (O&M) fees £281.25 will be deducted from this. It is hoped that a summary of data collected for EV, by Eon, including usage/rebate figures for Quarter 1 and Quarter 2 will be available soon. This information is additionally required, by the Clerk, for regular reporting to (ORCS/OZEV).

- i) **Requests for payments 2024-2025 (attached) including consideration of contribution to Recycling Amenity at Spar.** It was resolved that all requests for payments (attached) were recommended for online payment. In addition, VAT for Quarter 1 was noted £3071.39, with the Clerk to complete online submission to HMRC. Also noted, was a small additional direct debit for electricity consumption for Loftus Hill EV chargers £32.92. **In respect of the recycling amenity at Spar,** the Council had recently been asked to a) significantly reduce the number of containers and b) pay an invoice £2842, retrospectively, for repairs carried out at the facility in May and to commit to cover 100% of any future maintenance costs relating to the recycling area. Members resolved to recommend the following to Full Council, in relation to point a) seek advice/response from WFC regarding the facility at Spar and, in relation to point b) query why no approach had been made to the Council in advance of the repairs being completed, this would have allowed the Council an opportunity to follow its own Financial Regulations. And, finally, request clarity on future maintenance costs/ongoing obligations. Once the Clerk has received a response from WFC, in respect of their feedback on the facility at Spar, an appropriate response will be issued directly to the Board of Directors at James Hall & Co Ltd. For clarity, it was noted that the recycling area at Spar has been created in 2015 following an informal agreement between SPC and James Hall & Co.
- ii) **Receipts – review donations, playing field (general) and football pitch.** Members resolved to suggest a donation increase to £550 for Sedbergh and Dent United's continued use of the pitch area and the Clerk should request receipt of the donation prior to use for the forthcoming season. The small increase followed the Bank of England inflation calculator (2022 to date). Members further discussed the notion to proportionally link future donations to the cost of maintenance. In addition, asking the Clerk to seek comparisons from other Councils for future reference. General donations for casual use were not discussed, and would be a future agenda item.

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6. Policy Reviews

- i) Data Protection Policy, Privacy Policy/Notice and Public Participation (as recommended by Internal Audit).** Drafts had been prepared and circulated by the Clerk; Members deferred to a future meeting.
- ii) Consider general Volunteer Policy and RA/MS (New Bridge picnic area).** Drafts had been prepared and circulated by the Clerk; Members deferred to a future meeting.

7. Car park ticket machines – update on upgrade

Following the June meeting, Members noted that relevant parts had now been received for the 4G upgrade, along with removal of chip and pin (contactless payment only) and the improvements would be completed imminently. The new Maintenance contract had also been received, and Members agreed the Purchase Order for the first year £1142.00.

8. Members to consider general future IP structure/gov.uk

The Clerk is due to attend an online meeting on cloud storage solutions later this month, and is seeking further information on the potential to switch to gov.uk website and emails. The latter giving an increased level of security and separation.

9. Date of next meeting – Tuesday 6 August 2024 at 6.15pm. Members resolved to meet in the Parish Council Office, 72 Main Street, Sedbergh.