Sedbergh Parish Council, Finance Committee

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

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

1. **Apologies**
   Apologies were received from Cllr Brooks.

2. **Declaration of Interests**
   There were no declarations of interest made.

3. **Minutes of the Last Meeting held Monday 9 June 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 June 2025 had been circulated, along with the Bank reconciliation. The Bank Reconciliations for June 2025 were checked and found to be correct and were signed by Cllrs Lancaster and Capstick, including bank statements/summary of receipts/payments along with the list of online payments for approval. The PSDF statement for June had also been received. Members noted that here were some changes (increased charges) to the PSDF account. Also, EasyPark Group's recent acquisition of Flowbird (car park ticket machines), company name and registration remain unchanged. Finally, Members noted that a car parking charges/method of payment review was required later this year.

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 July 2025 (attached)** Members resolved to approve all payments requested, including parking permits and pay and display tickets. Initial authorisation will be completed as soon as practical, with dual authorisation to follow Full Council. Members also noted Quarter One VAT, to be circulated, and submitted following Full Council.
   ii) **Website and email migration – any update/s** Members recommend Parish Online for the gov.uk migration, and the Clerk will liaise further. Members agreed that they would also consider cloud/shared storage potential in the future.

6. **To consider Scheme of Delegation to the Clerk**
   Members had considered the draft Scheme of Delegation to the Clerk, at the meeting in June, and the recommended amendments had now been made (to reflect the Financial Regulations/Committee Delegation Scheme). The policy was, therefore, approved.

7. **Progress on Planet Merchant Services (including contract)**
   Members resolved to approve the contract and delegated the Clerk to sign on behalf of the Council. Cllr Arnold and the Clerk additionally signed the direct debit form, as required.

8. **Date of next meeting – Monday 11 August 2025 at 6.15pm. Members resolved to meet in the Parish Council Office, 72 Main Street, Sedbergh.**

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