

## **Sedbergh Parish Council, Finance Committee**

Minutes of Sedbergh Parish Council Finance Committee meeting, held Parish Council office, 72 Main Street, Sedbergh on Monday 9 June 6.15pm

### **Part I**

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

**1. Elect a Chair**

Cllr Arnold was nominated by Cllr Brooks, seconded by Cllr Capstick and duly elected.

**2. Apologies**

Apologies were received from Cllr Lancaster.

**3. Declaration of Interests**

Item 6 – Requests for payment (Cllr Arnold)

**4. Minutes of the Last Meeting held Monday 12 May 2025**

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

**5. Financial Summary and Bank Reconciliation 2025 - 2026**

The Financial Summary for May 2025 had been circulated, along with the Bank reconciliation. The Bank Reconciliations for May 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 May had also been received.

**6. 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 June 2025 (attached)** Members resolved to approve all payments requested. Initial authorisation will be completed as soon as practical, with dual authorisation to follow Full Council – to ensure swift payment to Council Insurers.
- ii) **Update on insurance renewal** Following ongoing communication, Members resolved to renew insurance (as current policy) at this time. Members generally considered Jubilee Fountain, though noted that this is not currently included on the Asset Register, with ultimate responsibility for the boundary/fountain at Finkle Street unclear in historical records. Whilst Members acknowledge that the Parish Council have completed maintenance on the fountain, in the past, to assist preservation – ultimate ownership is unknown (see also Full Council July 2024, Item 15). Members will highlight this with St Andrew's Church for their ongoing reference too. In respect of the northern boundary stone wall at Queen's Garden, a general valuation will be considered by the Queen's Garden committee in due course. Members may then consider adding the Queen's Garden boundary wall to their insurance schedule. Possibly, this could be considered when street lights are asset transferred to Westmorland and Furness Council.

**7. To consider/review current delegation arrangements**

Members recommended to continue with the current Committee and Delegation Scheme (attached). In addition, Members considered a general draft Scheme of Delegation to the Clerk. Members note that some minor amendments are required and this will, therefore, be deferred to a future meeting. This will allow all information to be aligned to the current Financial Regulations and Committee and Delegation Scheme.

**8. Date of next meeting – Monday 7 July 2025 at 6.15pm. Members resolved to meet in the Parish Council Office, 72 Main Street, Sedbergh.**

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### **Part II**

It was resolved and agreed that the public should be excluded from the meeting for reason of the confidential nature of the matters to be discussed.

#### **9. Contractor Review**

Following the meeting in May, the Chairman had now had the opportunity to speak with the current contractor for the Handyperson/Gardener and Main Street toilet contractor. Members noted that the current contractor would like to continue with the role of Handyperson/Gardener. Members, therefore, resolved to recommend that the Handyperson/Gardener contract be extended for a further period of three years. A full review and advertisement would then be required. In respect of Main Street toilets, Members noted that the contractor was ready to step down. The Main Street toilet contract would, therefore, require general review and advertisement. This would be completed when further investigations had been made around auto opening/locking of the doors. The current contractor had indicated that they were content to continue, in the short term, until a new contractor is sought.

- 10. Merchant Services – car park ticket machines.** Following the meeting in May, and discussion with the ticket machine contractor, the Clerk had now researched alternative merchants to facilitate card payments. This followed notice that the current merchant was changing their administration. After discussion, Members recommended a switch to Planet, with a reduced percentage fee per transaction, a UK contact, and compatible with the current ticket machine administration. The savings on transactions would also cover initial administrative set up fees with the ticket machine contractor (to be completed remotely). The Clerk and the Chair will complete necessary paperwork/ID verification as required.