

Sedbergh Parish Council, Finance Committee

Minutes of Sedbergh Parish Council Finance Committee meeting, held Parish Council office, 72 Main Street, Sedbergh on Monday 12 May 6.15pm

Part I

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 7 April 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) 2025 - 2026

The Financial Summary for April 2025 had been circulated, along with the Bank reconciliation. The Bank Reconciliations for April 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 April had been received, The Clerk made general reference to their current card merchant (car park tickets), and the current review/update required by the existing merchant. Members discussed the consideration of researching a new UK based company. The Clerk will liaise further with the ticket machine contractor to establish logistics of any future update/amendment and report further at a future meeting.

5. Receipts and Payments 2025 – 2026

The up-to-date Receipts and Payments report for 2025/2026 had been circulated to all Members. In addition, the final draft Receipts and Payments summary for 2024-2025 had been shared. It was acknowledged, following the meeting in April, that income had been greater than anticipated and Members may consider further transfers to earmarked reserves from free reserve at a future meeting/and review current Budget as required.

- i) **Requests for payments May 2025 (attached)** Members resolved to approve all payments requested. Initial authorisation will be completed now, with dual authorisation following Full Council. Members noted the invoice for the tree works (now completed) and Internal Audit (now completed). In addition, the Clerk noted the annual maintenance contract renewal for the ticket machines at Joss Lane and Loftus Hill car parks, and Members resolved to approve the required Purchase Order for payment in June.

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

- i) **To review draft AGAR – including Internal Audit report.** The Clerk circulated the draft AGAR for reference/review by Members, including various additional information required for the enhanced Intermediate Review. Members resolved to recommend the report to Full Council (15 May 2025). The Internal Audit has raised some queries around website transparency, and Members hope that these will be resolved further when the Council switches to gov.uk website and emails (as resolved April 2025).

7. Members to consider ongoing review of current insurance

The Clerk confirmed that various information had been shared with the Insurers in connection with potential changes discussed in April, and an update is awaited. These include removal of the Parish Lights (when asset transfer proceeds with WFC) and addition of the boundary wall (north) at Queen's Garden and Jubilee Drinking Fountain.

8. Date of next meeting – Monday 9 June 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

Members noted that the Handyperson/gardener contract and Main Street toilet/general maintenance contract were due for review. It was resolved that the Chairman would make initial contact with the current contractor and report back at a future meeting. Members additionally discussed potential future consideration for automatic opening/locking system for Main Street toilets.