

Sedbergh Parish Council, Finance Committee

Minutes of Sedbergh Parish Council Finance Committee meeting, held Parish Council office, 72 Main Street, Sedbergh 6.15pm on Monday 6 October 2025

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

Part I

1. Apologies

Apologies were received from Cllr Lancaster, and accepted by the meeting.

2. Declaration of Interests

There were no declarations of interest made.

3. Minutes of the Last Meeting held Monday 8 September 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 September 2025 had been circulated, along with the Bank reconciliation. The Bank Reconciliations for September 2025 were checked and found to be correct and signed by Cllrs Brooks and Capstick, including bank statements/summary of receipts/payments along with the list of online payments for approval (see Item 5). PSDF statement for September had been received late, and will be included in the bank reconciliation for October. The Clerk had prepared the VAT for Quarter 2, which had been circulated, and will be submitted to HMRC £3586.29

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 October 2025 (attached)** Members resolved to approve all payments requested, including grass cutting contract and the proforma invoice for the poppy projection for Remembrance.
- ii) **Electric Vehicle Charging – Members to consider future rates** Following the review of the energy fixed rate (agreed at the September meeting) Members resolved to increase the current user supply rate from 0.66p to 0.72p. Members additionally agreed to create an Electric Vehicle charger reserve from surplus income going forward, to aid future proofing any future installations/works. The current amount to be transferred from free reserve, to the new EV Reserve, was agreed at £3,000.

6. Member annual review of car parking charges (pay and display)

Members resolved to recommend the following increase in pay and display fees, Members noting that the last increase was in 2024, and this increase would take effect from April 2026. The variance, therefore, reflected the increased costs over a 2-year cycle. Updated fees/and permit prices (agreed in August) to be reported in the Lookaround.

1 hour	£1.70 (currently £1.50)
2 hour	£3.00 (currently £2.70)
3 hour	£4.40 (currently £3.90)
5 hour	£5.60 (currently £5.00)
All day	£7.90 (currently £7.00)

7. Date of next meeting – Monday 10 November 2025 at 6.15pm. Members resolved to meet in the Parish Council Office, 72 Main Street, Sedbergh.

Sedbergh Parish Council, Finance Committee

Minutes of Sedbergh Parish Council Finance Committee meeting, held Parish Council office, 72 Main Street, Sedbergh 6.15pm on Monday 6 October 2025

Part II

In accordance with Standing Orders, it was proposed and resolved that the public should be excluded from the meeting, by reason of the confidential nature to be discussed, in relation to the following item:

8. Annual contractor/staff review

Main Street toilets contract – Following review, Members recommended to increase the hourly rate to £19.00 per hour for the new contract. This would be on the same self-employed basis, as existing, opening/locking and cleaning all year round.

Parish Handy person contract – Following review, Members recommended to increase the hourly rate to £25.00 per hour for the new contract. This would be on the same self-employed basis, as existing, 240 hours per annum (seasonal).

Grass cutting contract – Members noted that the grass cutting contract was also now due for review, and would be an Agenda item in November – in preparation for the 2026 season.