

Sedbergh Parish Council, Finance Committee

Minutes of Sedbergh Parish Council Finance Committee meeting, held Parish Council office, 72 Main Street, Sedbergh on Monday 8 September 6.15pm

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

Part I

1. Apologies

All Members were present at the meeting.

2. Declaration of Interests

There were no declarations of interest made.

3. Minutes of the Last Meeting held Monday 11 August 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 August 2025 had been circulated, along with the Bank reconciliation. The Bank Reconciliations for August 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 August had also been received.

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 September 2025 (attached)** Members resolved to approve payments requested, including annual parish council room rental £1872.00. Members noted one item had been duplicated, in error, on the accounting software system (only) and this will be corrected by the Clerk (£847.12 Loftus Hill rental). Initial authorisation of online payments will be completed as soon as practical, with dual authorisation to follow Full Council. Members also discussed a fixed rate review for the EV chargers, and recommended a 2-year fixed rate.32.00p per kWh, daily standing £0.30p (vs default rate 65.00p per kWh, daily standing £1.00. Members agreed that a review of EV charging rates would now be required, and will be included on a future Agenda.
- ii) **Website and email migration – update on Assertion 10, Practitioners Guide, and consideration of IT Policy** Members noted that the new website was now in operation and email migration continues. The Clerk will review current email data stored on the existing email address and reduce where possible to allow a smooth transfer to the new account. Members are reminded to sign in to their new gov.uk email addresses as soon as practicable and begin use prior to the Parish Council meeting 9 October 2025. The IT Policy (attached) was recommended to Full Council (with one small addendum to Item 13, Training and Awareness).
- iii) **Donation request – Sedbergh Bowling Club –** Members noted a recent request for pledges toward the Bowling Club's future project to develop the club house/toilet block located south of Queen's Garden. Members had previously considered 'sinking fund' monies for the club as part of the reserve for Queen's Garden. However, discussed generating a potential new 'sinking fund' specifically for the Bowling Club. This could mirror current reserves for Queen's Garden and the tennis court sinking funds. It was, therefore, proposed to move £5000, in equal measure, from the Queen's Garden fund, the tennis court fund and free reserve, to create a new reserve/sinking fund for the bowling club (£15,000). It was suggested that Members may then consider donating a sum from this fund, in the future, when the Club was able to progress (say up to £10,000). Funds would then be added to annually (as other reserves) to build funds for future general maintenance etc. Members also noted that any future improvements made at the bowling club, that might impact the Parish Council storage shed, should include an appropriate replacement. If/when the old storage shed was removed (along with the old toilet block) it may facilitate a slightly larger car parking area for the club.

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6. Member annual review of car parking charges/methods of payment (permits and pay and display)

Members recommended to increase annual resident parking permits to £80 per annum, with holiday accommodation/business to £140.00 per annum in 2026/2027. Payment methods at the ticket machines, should continue to be cash/card and Members will continue to consider switching permit applications, online, in the future. Members will additionally consider current pay & display tariffs at the next meeting, so any amendments can be reported to Westmorland and Furness Council for their annual parking order review.

7. Date of next meeting – Monday 6 October 2025 at 6.15pm. Members resolved to meet in the Parish Council Office, 72 Main Street, Sedbergh.

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

Members noted that the Clerk continues to pursue indicative costs for potential auto opening options for Main Street toilet doors. This might assist Members when considering a review of the contract for cleaning/attending the toilets at Main Street.