

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 9 March 2026

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

Part I

1. Apologies

Members noted apologies from Cllr Brooks.

2. Declaration of Interests

There were no declarations of interest made at the meeting.

3. Minutes of the Last Meeting held Monday 9 February 2026

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 February 2026 had been circulated, along with the bank reconciliations for each account. Bank statements and summary of receipts and payments, along with a list of payments requested/known were also all checked and found to be correct. Members noted the Financial Summary, particularly, Handyman, Clerk, Main Street toilets, Parish projects, and EV – which all showed small deficits against budget. Members were aware of these, noting that these were largely down to amendments acknowledged throughout the year. All relevant papers were signed by Cllrs Lancaster and Capstick.

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 February 2026 (attached)** Members resolved to approve all payments requested, Cllrs Arnold and Lancaster will complete the dual authorisation of all online payments following Full Council.
- ii) **Early authorisation of payments due April 2026** WaterPlus (car park surface water) Joss Lane £5446.86 and Loftus Hill £2634.72 (both due prior to the next meeting). Also noting Sports Surfacing Solutions ongoing maintenance for the tennis courts £918.86. Finally, PAYE for quarter four was noted £2252.96, due for collection in April. The Clerk will add WaterPlus to Bankline, for payment in early April.

6. Draft Volunteer Policy/Risk Assessment and Application

- i) **Any update(s) following drafts circulated February 2026** Members resolved to approve the draft documents, following the minor amendments discussed in February.

Members took this opportunity to discuss a set up budget for the flower bed volunteer group (say £1,000), with future additional consideration of annual running costs for plants etc.

7. Grant Applications

- i) **Sedbergh Community Trust – application for funding toward temporary Pump Track event (Easter) - £1500** Following discussion Members were unable to come to a definitive figure; however, did all agree they were minded to consider a sum in the region of £600-£800. It was noted, for reference, that the Council had not awarded a single grant over the sum of £1,000 in the past five years. Members also noted that if Full Council did agree a grant, and the event was unable to go ahead as planned, the funds should be returned. The Community Trust would, of course, be welcome to apply again in the future.

8. Annual Governance and Accounting Review 2025-2026

- i) **Review of Risk Assessment, Asset Register, and appointment of Internal Auditor.** Members recommended the Risk Assessment following review, but asked the Clerk to clarify if there ought to be a purchase threshold on the Asset Register.

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Members resolved to appoint Lakes Auditing Services for Internal Audit for 2025/2026.

- ii) **Members to consider/review current insurance ahead of renewal**
Members noted that a valuation for the Queen's Garden wall remains outstanding. No other matters were noted.

- 9. **Date of next meeting – Monday 13 April 2026 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 information to be discussed in relation to the following item

10. Contractor Reviews

- i) **Main Street toilet cleaning/maintenance contract.** The Clerk advised Members that there had been no applicants. Members noted that the Council does currently have a grant application submitted to Westmorland and Furness Council for automatic doors which, if successful, would allow the Council to reconsider/readvertise the contract on an amended basis. Including, for example, consideration to the hourly rate and number of opening days.
- ii) **Grass cutting contract (playing field/pitch and Ghyllas).** The Clerk advised members that three invitations had been issued, which had resulted in two quotes for the three-year grass cutting contract. Quotes had been anonymised and shared with Members. Quote 1 - £6060.00 with the addition of the Parish Council arranging purchase a delivery of sand (estimated at approximate additional cost of £2000-£2600 + delivery) – total therefore circa £8060-£8660. This quote also indicated 'overseeding' for grass seed. Quote 2 - £9010.25 – inclusive of sand. This quote indicated disc seed/drill for grass seed. Following discussion, Members resolved to recommend Quote 2, based on reduced administrative burden for the council and unknown potential increases in delivery costs due to fuel volatility. Total costs £27030.75 over three years.