

## **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 February 2026

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

**1. Apologies**

All Members were present at the meeting.

**2. Declaration of Interests**

There were no declarations of interest made at the meeting.

**3. Minutes of the Last Meeting held Monday 12 January 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 January 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. All relevant papers were signed by Cllrs Brooks 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. Members noted additional (advance) details in respect of Clerk training (£99.00), Parking Tariff change with effect April 2026 (£307.00).

- i) **Requests for payments February 2026 (attached)** Members resolved to approve all payments requested, including agreeing reimbursement to Cllr Thomson for purchases in relation to Queen's Garden – noting that purchases should, in future, come via the Clerk. A further payment of £234.00 was approved for Westmorland and Furness Council, that related to playground inspection in 2025 (invoice, previously not received). It was also noted that Eon (EV chargers) had incorrectly forwarded £784.21 to Sedbergh Parish Council, in February, and the Clerk has prepared reimbursement for authorisation. Cllrs Arnold and Lancaster will complete the dual authorisation of all online payments.

**6. Public Conveniences Capital Investment (WFC grant application)**

Members noted that Westmorland and Furness Council had recently sent information regarding a potential public toilet investment/improvement fund. The Clerk will complete an application for the fund, focussed on the desire to install automatic open/close doors. Members note that, currently, the need to physically open/close is proving prohibitive when attempting to recruit a new contractor for the daily open/close, maintenance and cleaning of the toilets.

**7. Draft Volunteer Policy/Risk Assessment and Application**

Members noted reference to the current Volunteer Policy (agreed 2025) and the outstanding task to complete a general volunteer application form. Members additionally discussed the requirement for appropriate relevant risk assessments for tasks. For example, the Parish Council's current aspiration to attract new volunteers to support the maintenance of the town's flower beds (following the retirement of Sedbergh in Bloom volunteer group). Following discussion, Members resolved to delegate finalising these draft documents (with minor amendments) to the Chair and the Clerk.

**8. Date of next meeting – Monday 9 March 2026 at 6.15pm. Members resolved to meet in the Parish Council Office, 72 Main Street, Sedbergh.**