

## **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 11 May 2026

**Present:** Cllrs Arnold (Chair), Capstick, Brooks, Lancaster 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 at the meeting.

**3. Minutes of the Last Meeting held Monday 13 April 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 2026 – 2027**

The Financial Summary for April 2026 had been circulated, along with the bank reconciliations for each account, bank statements, summary of receipts (which included funds from the retiring Sedbergh in Bloom £371.89, Sedbergh Tennis Club £551.00 (contribution to recent maintenance works) along with confirmation of payments completed in April.

- i) **Requests for payments May 2026 (attached)** The list was checked and found to be correct; this included the donation to Northwest Air Ambulance discussed in April. Cllrs Arnold and Lancaster will complete the dual authorisation of all online payments following Full Council. In addition to the list, the Clerk also noted imminent annual insurance renewal. Due to the time constraints (and ongoing discussions with Zurich Insurance in respect of potential claim and amendment to sum insured (street lighting asset transfer) Members resolved to recommend the annual premium £1826.94, allowing for review during 26/27. The Clerk will confirm with the insurers as soon as practicable to ensure no break in cover. In addition, the Council's Solicitor had advised that Westmorland and Furness Council had indicated a consent fee of £181.00 for the Tennis Club underlease. Members resolved that this fee would be taken from the Tennis Club reserve to allow progress of the new underlease.

**5. Receipts and Payments Summary against Budget 2026 – 2027**

The up-to-date Receipts and Payments report for 2026/2027 had been circulated to all Members for their ongoing information/reference. Members noted that an interim review of the Budget would be required, to reflect minor changes. Such as, increase in Section 137 Grants to reflect the Northwest Air Ambulance donation (£150.00) and reduction in Grants by the equivalent value. All relevant papers, including full list of payments, bank reconciliation, statements and online payments were reviewed and signed by Cllrs Brooks and Capstick.

**6. Annual Governance and Accounting Review (AGAR) 2025-2026**

- i) **Members to receive draft AGAR, including Internal Audit report** The Clerk had circulated all relevant draft information, including explanation of variances, the requirement for a detailed list of income (due to income exceeding £100,000) along with the Internal Auditors report. This will now be referred to the Annual Meeting of the Parish Council – 14 May 2026

**7. Policy Review**

- i) **Document Management (Retention Policy)** The clerk will circulate the policy for review at Full Council.
- ii) **Biodiversity Policy** Following correspondence from Westmorland and Furness Council (April Full Council Item 12i) the Clerk will circulate a draft policy for review.

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

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### 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

#### **9. Contractor Review/Clerk Review**

- i) **Main Street toilet cleaning/maintenance contract.** The Clerk confirmed that the recent application for funding from Westmorland and Furness Council's Public Convenience Capital Investment Fund Grant, toward installation of timed doors for Main Street toilets (ladies and gents), had been successful (£8,000). Remaining funds would come from Main Street toilet donations received. Yorkshire Dales National Park had also now confirmed that the replacement doors would be within permitted development. The Clerk has additionally followed up, with Westmorland and Furness Council, in respect of their outstanding consent. This is required, for the general works/improvements, under the lease agreement. Members resolved that once consent had been granted, and a refreshed price received from the contractor, work should be requested to proceed as soon as possible. Members agreed that it was not practical (in time/effort) to seek an alternative quote, as this had proved fruitless when gathering estimates for the grant application process. Members noted that this was inevitably due to the specialist nature of the works, also noting that any other quote was unlikely to derive a materially different quote. Finally, in respect of the maintenance/cleaning contract readvertisement – Members resolved to defer until a timeline could be established for the improvement works.
- ii) **Clerk Review** (The Clerk left the room for this Item). Upon return, and following Member's discussion, it was resolved that the Committee would like to take their recommendations to Full Council to consider on 14 May 2026.