

Minutes of the Meeting of Sedbergh Parish Council Policy & Resource Committee

Held in the Parish Room at 72a Main Street at 10.00 am on Tuesday 10th May 2016

Present:

Cllrs Atkins, Allan, Macpherson and the Clerk Miss Hassam

1. Apologies

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

2. Declaration of Interests

There were no declarations of interest.

3. Minutes of the Last Meeting

The minutes of the meeting of 12th April 2016 were agreed as a true record.

4. Matters Arising from the Minutes

It was noted that Item 9 – Bank Mandate, should have read NS&I, not NCIS. The signing mandate has now been amended and Cllrs Atkins, Lancaster, Allan and Mary Macpherson are the new signatories on this account. A bank statement has also been received.

5. Financial Summary and Bank Reconciliation

The Financial Summary was presented to the meeting and payments were agreed. It was noted that Scottish Power had issued a refund for the overpayment of electricity at Loftus Hill toilets. Also noted were the payments to United Utilities in connection with the Wastewater on the car parks, and that Sedbergh PC should be mindful of this when considering the resurfacing of Joss Lane car park in the future.

The Bank Reconciliation for April was checked and found to be correct.

6. Income and Expenditure 2016-2017

Income and expenditures were reviewed for April, as it is the first finance month of the tax year, there were no other observations at this time.

- a) To receive the Annual Return for 2015-2016 - the draft Annual Accounts 2015-2016 and the Annual Return were considered by the meeting. The Internal Auditor is currently in the process of inspecting the Annual Accounts and it was, therefore, agreed to work through the Annual Governance Statement only this month. Members agreed that all necessary steps were being met and, therefore, recommended the Annual Governance for approval on 12th May 2016. The approval of the Accounting Statement would be considered in June following annual review by the Internal Auditor.

7. Grant Applications –

There were no Grant Applications received this month.

8. Annual Meeting of the Parish Council

The attached list of amendments/recommendations was discussed by Members and recommended for approval at the Annual Meeting of the Parish Council on 12th May 2016.

9. Risk Assessment/Policy Document Review

See also Item 8 (above) in connection with proposed amendments to current Policy and potential new Policies to be considered. The current Risk Assessment Document was also reviewed (attached).

10. Council Insurance

The Clerk has received several quotes in connection with the current Insurance arrangements and it was agreed to recommend the quote received by Hiscox Insurance for approval, commencing on the 1st June 2016.

11. Date for next meeting

Tuesday 7th June 2016 at 10.00 am in the Parish Council Office at 72a Main Street, Sedbergh.