

# 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 12<sup>th</sup> July 2016

## **Present:**

Cllrs Atkins, Allan, Macpherson, Lancaster and the Clerk Miss Hassam

### **1. Apologies**

There were no apologies received.

### **2. Declaration of Interests**

There were no declarations of interest.

### **3. Minutes of the Last Meeting**

The minutes of the meeting of 7<sup>th</sup> June 2016 were agreed as a true record.

### **4. Matters Arising from the Minutes**

Item 6 i) Queen's Garden Tender, following the award of Tender in June, the work has now been completed.

### **5. Financial Summary and Bank Reconciliation**

The Financial Summary was presented to the meeting and payments were agreed. It was noted that there still remains a cheque outstanding (three months) £250 to SLDC for the proposed Economic Study, the Clerk has requested SLDC confirm the current status as soon as possible.

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

### **6. Income and Expenditure 2016-2017**

Income and expenditures were reviewed for June and it was noted that the Budget and accounts look healthy. Further discussed was the ongoing works at The Jubilee Fountain and the proposed works at The People's Hall boundary and how the costs of these would likely exceed the current year's budget for the Sedbergh Townscape Project. However, there is a further £20,000 marked in the ongoing Budget for STP works and a virement in the Budget could be considered at a future meeting if required.

### **7. Grant Applications**

i) Queen's Garden Music Festival – it was noted that a Grant Application for £500 had been received, however, it was agreed to defer this item for consideration by Full Council pending updates from the Queen's Garden Committee and report.

### **8. Local Council Award Scheme**

Following SPC's meeting in June it had been agreed to consider outstanding issues relating to registering for Foundation Stage of the Local Council Award Scheme (LCAS). Many of the required policies and procedures had now been completed; however, the Clerk was able to report she had recently attended a local Clerk's Forum Meeting which had discussed the minimal participation in the scheme within the County. It is understood that CALC were due to liaise with NALC in relation to the appropriateness of the scheme to smaller rural councils. CALC are seeking clarification on measured benefits as well as the current requirement for the Clerk to meet minimum criteria of continuing professional development points on an ongoing annual basis. It was agreed, therefore, to recommend withholding the LCAS from the Agenda of the full Council meetings until further clarification was received from CALC. It was further agreed that ongoing Member training should be considered alongside this item in the future.

### **9. Arrangements for toilet donation money box**

It was agreed discuss this in further at the full council meeting where the Minutes of the recent Amenities Committee meeting would be available. However, it was noted that there were two initial points to consider. Firstly, who would pay in/record monies received and secondly what were the monies to be used for in the short/long term. Cllr Allan volunteered to take responsibility for counting and banking the monies already received and would continue to do this on a regular basis. It was further understood that the Amenities Committee would be looking at installing more permanent collection boxes/tins and more appropriate signs in the short term. Longer term plans might include a redesign/refurbishment of the toilets. Donations received for the toilets would have to be identified separately in the Budget and SLDC would need to be advised.

### **10. Consider Policy reviews highlighted at Annual Meeting of SPC**

i) A draft Public Participation Policy was considered and it was agreed to recommend the attached for approval. This included moving Public Participation at meetings to the beginning of the Agenda. The Publication Scheme Policy, attached, was also recommended for approval at Full Council

### **11. Date of next meeting**

Tuesday 9<sup>th</sup> August 2016 at 10.00 am in the Parish Council Office at 72 Main Street, Sedbergh.