

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

Held in the Parish Room at 72a Main Street at 11.00 am on 7th April 2015

Present:

Cllrs Hodge (Chair), Atkins, Allan and the Clerk Miss Hassam

1. Apologies

Apologies were received from Cllr Lancaster

2. Declaration of Interests

Cllr Atkins declared an interest in Item 7b – Flower and Produce Show

Cllr Hodge declared an interest in Item 8 – Market SLA – Sedbergh & District CIC

Cllr Allan declared an interest in Item 10 – Contractors Payment Review

3. Minutes of the Last Meeting

The minutes of the meeting of 10th March 2015 were agreed as a true record.

4. Matters Arising from the Minutes

Item 6 – A letter was issued to the Contractor in relation to the Rain Water Harvesting contract 25 March 2015.

5. Financial Summary and Bank Reconciliation

The Financial Summary was presented to the meeting and payments were agreed. It was noted that the Grant monies from SLDC have now been received in relation to the Sedbergh Entry Signs.

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

6. Income and Expenditure 2014-2015

Income and expenditures were reviewed. It was noted that the Annual Audit papers have now been received and the submission date is 27th July 2015, it is proposed that the Final Accounts for 2014/2015 will be recommended to Full PC on 11th June 2015.

7. Grant Application

i) Sedbergh Community First Responders – An application was received for the sum of £888 to fund four pagers and was recommended for approval. It was noted this was to aid the initial start up and not on a recurring basis. Any subsequent application would be considered at the time.

ii) Sedbergh Flower and Produce Show – An application for the sum of £200 was recommended for approval in support of the event. Cllr Atkins took no part in the decision.

8. Market Service Agreement Proposal

An application has been received from Sedbergh & District CIC in relation to the current arrangements for running the market on behalf of the PC. A breakdown of current expenses was considered and it was agreed that the annual amount requested for 2015/16 be approved - £4500. The percentage of the Parking Permit fees will be paid in the normal way upon invoice. There will be no separate annual grant application by the CIC this financial year as the Information Centre has managed to break even. Cllr Hodge took no part in the decision.

9. Code of Conduct, Complaints Procedure, Disciplinary & Grievance Policies and Draft Tender Invite

Proposed draft procedures and policies were considered and it was agreed to adopt the Code of Conduct and (with a minor amendment) the Complaints Procedure. Disciplinary & Grievance draft policies need minor alteration to reflect the size of the Policy & Resource Committee resulting in the requirement for any Disciplinary/Grievance actions to be considered by full PC. These will be referred back for a future meeting for final approval. The draft Tender Invitation requires a small addendum to reflect the necessity for all tenders to be opened at the same time and will be referred to a future meeting for final approval.

10. Employee and Contractors payment review

It was agreed to approve an increase to the next Salary Point for the Clerk, wef 1/1/15. It was agreed to defer the Contractors payment review until all P&R Members were present at a future meeting. Cllr Allan took no part in discussions relating to Contractor payments.

11. Financial Regulations Review

A concluding draft will be circulated to Members prior to the next meeting for final approval following the recent ongoing review.

12. Date for next meeting

Tuesday 12th May 2015 at 11.00 am in the Parish Council Office at 72 Main Street, Sedbergh