

# 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 10<sup>th</sup> November 2015

## **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**

None

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

The minutes of the meeting of 6<sup>th</sup> October 2015 were agreed as a true record.

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

Item 6 – Annual Project Statement to SLDC for Joss Lane car park, further communication had been received in regard to distribution of surplus funds and SLDC advised that these funds were allocated to the future resurfacing Budget for the Car park.

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

The Financial Summary was presented to the meeting and payments were agreed. It was noted that there had been a small increase in the payment in relation to the garden enhancement project and that this related to the requirement of additional top soil. Also noted, a £50 donation for the RBL wreath which was agreed.

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

### **6. Income and Expenditure 2015-2016**

Income and expenditures were reviewed and it was noted that Parking Permit income had increased from previous years.

- i) **Market, Service Level Agreement** – it was noted that it had previously been agreed to pay an annual SLA of £4500, but that clarity should now be sought with Sedbergh CIC to confirm ongoing details, such as payment periods/length of agreement and any periodic review. This would also give the opportunity to clarify responsibilities in relation to the running of the market and the future consideration, perhaps, to increase pitch fees. Further discussion to be deferred until a meeting with Sedbergh CIC had been agreed.

### **7. Budget – consider draft budget and expenditure requirements**

A draft Budget for 2016-2017 was presented to the meeting and preliminary discussions took place. It was agreed that further consideration was needed over some budget headings and general presentation and should be discussed further at the December meeting in preparation for the Precept. It was agreed that, in order to undertake the level of expenditure planned, the Council will be recommended to increase by approximately 2.5.% above that for 2015/2016. However, figures and guidelines were not yet available from SLDC.

- i) **Section 137 Grants** - The clerk should seek further clarity on the definition of Section 137 Grants from CALC.

### **8. Grant Applications**

- i) **Request from The People's Hall Committee** – a Grant application for £1000 had been received. It was noted that the P&R Committee had some reservations in relation to the request as SPC had previously agreed in January 2014 that no further grants would be awarded in relation to any shortfalls in building redevelopment costs. It was therefore agreed not to make a recommendation, but that some further information in regard to the relationship between the Gym and the People's Hall should be sought prior to SPC's meeting on 12<sup>th</sup> November 2015 when the application would be considered further.
- ii) **Request for donation toward the cost of replacing the brown 'Western Dales' signs** – Following this item being deferred from SPC Meeting 8<sup>th</sup> October 2015, it was agreed that now a decision on the National Park boundary had been announced, this item should be referred back to full council for their consideration.
- iii) **Town Twinning – Student Trip** – An application for £1500 had been received in relation to the planned Student Trip in February 2016 and it was agreed to support this request.

**9) Financial Regulations**

- i) **Delegation to Clerk (expenditure limit without tendering)** In relation to Item 4.1 of the Financial Regulations, the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate Committee, should be authorised to spend up to £500 on any revenue items.
- ii) **Protocol for identifying contractors in minutes** – it was agreed that whilst minutes might refer to approaches to local contractors, specific identities should not be stated (details of contracts eventually awarded would, of course, be minuted).

**10) Date for next meeting**

Tuesday 8<sup>th</sup> December 2015 at 10.00 am in the Parish Council Office at 72 Main Street, Sedbergh.