

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

Held in the Parish Room at 72a Main Street at 5pm on Monday 10<sup>th</sup> April 2017

## **Present:**

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

### **1. Apologies**

There were no apologies.

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

Item 7 iii) Grants – Cllr Atkins

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

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

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

Item 4 – Gray Water System, Main Street Toilets – Clerk to again request the contractor to repair the system as soon as possible.

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

The Financial Summary was presented to the meeting and payments were agreed. It was noted that the invoice had now been received for the works recently completed by Hilary Taylor Associates in connection with the Queen's Garden Conservation Report.

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

### **6. Income and Expenditure 2016-2017 and 2017-2018**

Final year Income and expenditures were reviewed for 2016/2017. Under spends on Amenities/Grants and Queen's Garden were noted. This was partly attributed to some items expected for payment in 2016/2017 not being received. These included Hilary Taylor Associates (QG) and Trevor Gardner (Main Street Toilets), also a reduced number of requests for Grants being received. The expenditure for 2017/2018 was noted.

- i) Automatic Enrolment, Pensions Regulator – it was noted that the Clerk had registered and that the Council's first duty had been completed by the required date of 1<sup>st</sup> April 2017 (registration of contact information and confirmation that Sedbergh Parish Council does not have anyone to put into a Pension Scheme at this time). The Declaration of Compliance must be completed before 31<sup>st</sup> August 2017. It was recommended to approve NEST as the Pension provider for Sedbergh Parish Council if/when required in the future. It was further noted that Councillors should be mindful of an increased Budget in future years for the Clerk should a pension be required.
- ii) Donation request, YDNPA – Fisherman's Bridge – Members discussed the request for a donation toward a replacement bridge at Firbank and being considerate of the donation made to Birk's Bridge last year, agreed to recommend the sum of £500.00 for approval.

### **7. Grant Applications**

The following Grant applications were considered

- i) Sedbergh in Bloom – an application for the sum of £250 was recommended for approval.
- ii) Cumbria Children's Dyslexia Project – Members wished to defer a decision until further information received. It was also noted that the project was not yet registered as a Charity.
- iii) Community Orchard Group (Cllr Atkins left the room for this application) – an application for the sum of £1400 had been received. This was for an interpretation panel £750 and seat/concrete footings £650. Members recommended that this application be considered at the Full Council Meeting on 13<sup>th</sup> April 2017.
- iv) Sedbergh Food & Drink (Chamber of Trade) – an application for the sum of £300 was recommended for approval.
- v) Sedbergh Cycling Festival (Sedbergh Walking/Cycling Group) – an application for the sum of £200 was recommended for approval. It was noted that Sedbergh Cycling Festival had received a Grant in 2016 and that the Group should be advised that the Council's policy is to not normally extend grant assistance to festivals beyond the first two years.

**8. Joss Lane Car Park – update**

Refurbishment works – it was noted that following a request for expressions of interest for the planned works at Joss Lane car park several practices had now responded and would, therefore, be included in any future tendering exercise. This item would be progressed with the Amenities Committee in due course. Early discussions with SLDC regarding possible changes to the recycling area would also be helpful, as this will be a significant factor in any re-design of the car park.

In regard to the replacement ticket machines, it was noted that Metric had sent some information for consideration and Parkeon are due to give a demonstration of their machines to Councillors later this week.

**9. Annual Review – Risk Assessment/Policies/Procedures**

The Risk Assessment for Sedbergh Parish Council was reviewed and there were no amendments required this year. The Asset Register was reviewed in full and consideration was given to reduced values/depreciation, leading to a full update (attached).

**10. Annual Audit/Annual Meeting**

The Annual Return from BDO has now been received for the year ending 31<sup>st</sup> March 2017 and Members agreed to complete Section 1 – Annual Governance Statement 2016/2017 at the Full Council meeting on 13<sup>th</sup> April 2017. Draft Receipts and Payments for 2016/2017 were noted (attached) and the Internal Audit would follow in due course. Final Approval of the Accounting Statements would be scheduled for the May meeting.

**11. Date of next meeting**

Monday 8<sup>th</sup> May 2017 at 5pm - Parish Council Office at 72 Main Street, Sedbergh.