

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

Held in the Parish Room at 72a Main Street at 5pm on Monday 9th October 2017

Present:

Cllrs Atkins, Allan, Capstick 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 made.

3. Minutes of the Last Meeting

The minutes of the meeting held on Monday 11th September 2017 were agreed as a true record.

4. Matters Arising from the Minutes

Item 5 – Guldrey Inspection chamber – A grant application for the sum of £1000 has been submitted to CCF, this will be considered in November. The Clerk has been in liaison with CCC over progress and further updates are still awaited in regard to project dates being set.

5. Financial Summary and Bank Reconciliation

The Financial Summary was presented to the meeting and payments were agreed. Payment to Sedbergh & District CIC was noted, being a duplicate for a previously mislaid cheque. Also noted were payments to JP Mitchell for the handyperson role/Queen's garden role, payment to SLDC for the installation of bins (monies to be invoiced to Sedbergh School circa £1065 in reimbursement) and the final payment to MK Conversions for the completion of works at the People's Hall car park and boundary improvements.

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

6. Income and Expenditure 2017-2018

Income and expenditures were noted, including the transfer of £5000 from free reserve to the STP budget. However, Members agreed to recommend that a further £7,500 should now be transferred from the STP reserve to cover anticipated expenditure, this financial year, including the planned resurfacing works at St Andrew's Church parking area. This would leave the sum of £7,500 in the STP reserve.

- i) Budget 2018-2019 – Members discussed the forthcoming budget planning for 2018-2019, in particular noting the anticipated expenditure required for repair of the wall at the Bowling Green, Queen's Garden. Committees will be invited to consider their future expenditure and report to Clerk by 2nd November 2017 to allow provision of a draft budget in November/December.

7. Current Financial Constraints (Financial Regulations and Standing Orders)

Following recent misinterpretation of current Financial Regulations and Standing Orders the Clerk was able to confirm the following. In regard to Committee expenditure, single item spend limits are £5000, which should be evidenced by a minute preceding the expenditure. All members and the Clerk are responsible for obtaining value for money at all times. The Clerk, when issuing an official order, shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotes/estimates. The consideration of online banking and credit card payments is complex and would need further detailed consideration in the future if it was thought necessary following clarification of spending limits and the procedure for authorising the procurement of goods and services.

8. Grant Applications

The Management Committee of the People's Hall – a grant application for the sum of £500 has been received toward planting and bark chippings etc for the new entrance/boundary at the car park. Members agreed to refer the application to full Council, also noting that Members should be aware of the Parish Council guidelines for grant applications in relation to monies already spent.

9. Date of next meeting

Monday 6th November 2017 at 5pm - Parish Council Office at 72 Main Street, Sedbergh.