

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

Held in the Parish Room at 72a Main Street at 5pm on Monday 6th August 2018

Present:

Cllrs Lancaster, Capstick, McPherson and the Clerk, Miss Hassam

Part I

1. Apologies

Apologies were received from Cllr Brooks and Sedgwick and accepted by the meeting.

2. Declaration of Interests

There were no declarations of interest made.

3. Minutes of the Last Meeting

The previous meeting had not taken place and matters were discussed at Full Council.

4. Matters Arising from the Minutes

There were no matters arising.

5. Financial Summary and Bank Reconciliation

The Financial Summary was presented to the meeting and payments were agreed. Payments in regard to Sedbergh Ladies Netball were noted, now that Bank details were available and a constitution complete. A £2,000 donation from Sedbergh Wanderers FC in relation to the playing field was also noted.

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

- i) SLDC Project Statement – Joss Lane car park – the attached draft Project Statement in relation to income generated by the car park was considered by Members and recommended for approval at Full Council. It was noted that a draft of this report had been submitted to SLDC for their reference.

6. Income and Expenditure 2018-2019

Income and expenditures were noted and all appeared in order for this point in the year. It was noted that Cllrs Lancaster, McPherson and the Clerk were due to meet with Sedbergh School again this week to discuss the lease at Loftus Hill car park – due to expire 31.8.18. Members also noted the proposed extended Maintenance Contract (attached) for the parking ticket machines at both car parks and agreed to recommend the ongoing contract for approval. In addition, it was agreed that a text alert would be set up for any parking ticket machine errors.

7. Grant Applications

- i) Sedbergh Playgroup – Members noted the application submitted in July that was deferred pending further information. Cllr Arnold had now had the opportunity to meet with The Playgroup and discuss their requirements further. The additional input received from Cllr Arnold in regard to maintenance works led to a reduced application of £600, that would cover the cost of materials to repair the equipment and, in addition, rescue a playhouse that was destined for recycling. It was noted that Cllr Arnold (along with a colleague) were happy to complete these works – on a voluntary basis – to assist the playgroup. Members agreed to recommend the sum of £600, which would allow all the necessary materials to complete the works and wished to thank Cllr Arnold for his additional input and assistance with the Playgroup so far.

8. Scheme of Delegation – review of Powers

Members noted that Cllr Arnold and Lancaster had not yet met to discuss the current Scheme of Delegation and it was agreed to defer to a future meeting.

9. GDPR – Parking Permit records/applications

Following a review of current procedures carried out in relation to the application and retention of records for parking permits (Cllr Arnold) – it was noted that The Clerk was due to meet with Sedbergh CIC later this month to discuss ongoing procedures.

10. Date of next meeting Monday 10th September 2018 at 5pm - Parish Council Office at 72 Main Street, Sedbergh.

Part II

11. Clerks Remuneration

Members discussed the review of the Clerks salary and hours. Members agreed to recommend that The Clerk's salary scale should be uplifted to NJC34, with an increase in hours to 24 (weekly). In addition, Membership to the SLCC should be sought for the Clerk and enquiries made in regard to CiLCA. Members were aware that this would lead to an increase in budget requirements (including consideration of increased NI and potential Pension implications) and a virement from reserves would be required. A review of the current job description would also be completed, with consideration to holiday entitlement etc. It was additionally agreed that the uplift should be effective from 1st April 2018.