

## Minutes of the Meeting of Sedbergh Parish Council Finance Committee

Held in the Parish Room at 72a Main Street at 7.30pm on Monday 5<sup>th</sup> August 2019

### **Present:**

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

#### **1. Apologies**

There were no apologies.

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

There were no declarations of interest made.

#### **3. Minutes of the Last Meeting held Monday 8<sup>th</sup> July 2019**

The minutes were agreed and signed by the Chair, Cllr Lancaster.

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

The Financial Summary was presented to the meeting and payments were agreed (attached). Cllr Longlands to clarify what ground work (weeds) had been completed at the playing field. In addition, invoices were received for car parking pay and display tickets £317.68 and legal expenses £633.00 (tennis court sub lease) and were recommended for payment

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

#### **5. Income and Expenditure 2019-2020**

Members received the attached summary for the year for income and expenditure. It was noted that car park income was lower than equivalent months last year, however, income was higher last year largely due to contractor permits and good weather in the early months. Members additionally considered the Market SLA due for review at Full Council (Market income attached) and asked the Clerk to seek some information from Sedbergh CIC in further preparation, including current costs of market pitch fees and current breakdown of expenditure relating specifically to the Wednesday market.

- i) Budget Review for 2019/2020 – the amended Budget (attached) was discussed. The budget had been reviewed in consideration of expenditure completed in 2018/2019, additionally a virement of £2000 was recommended from Main Street toilet donation Reserves to the Amenities Committee budget in consideration of planned works and urgent plumbing repairs required.
- ii) CCTV proposals/estimated costs – Members discussed the recent approach by Police and Crime Commissioner (PCC) in regard to the provision of Police monitored CCTV for the town following previous information received. It was understood that funds may be available to heavily subsidise the cost of Police monitored CCTV and that SLDC may additionally subsidise costs. The residual balance would be borne by Sedbergh Parish Council and Members, therefore, wish to seek feedback/views from residents to allow Members to consider their recommendations. Points to consider would be positioning and number of cameras. It is understood, however, that if pursued, this would ultimately be the decision of Cumbria Police. A draft feedback questionnaire (attached) would be added to the Lookaround for September (and be available in the town), with a deadline of 9<sup>th</sup> September for returns. Feedback forms would be considered at the September Council meeting (12<sup>th</sup> September 2019) with applications to PCC, for funding, to be completed prior to 30<sup>th</sup> September 2019.

#### **6. Grant Applications**

An approach had been made to SPC in regard to their thoughts on supporting a Marketing plan for the town. The development of the plan was being led by a sub committee of the Sedbergh Economic Partnership and was to employ professional PR. It is understood that SLDC have contributed to the fund and that others have pledged funding. Members welcomed the proposal to develop PR to promote Sedbergh for current residents/businesses and to attract new residents and visitors to the town.

Members initially feel that further details (including delivery and accountability) are required to consider further and, therefore, asked the Clerk to seek clarification for the proposal prior to Full Council on 8<sup>th</sup> August 2019.

**7. SLDC Annual Report for Joss Lane car park**

The Clerk circulated the attached annual report for SLDC. The annual summary would be forwarded to SLDC as part of the lease agreement for Joss Lane car park. Members noted the balance available towards projects in the town was £11933.43 (post expenditures) and that these monies continue to be utilised in the form of Grants and improvements to the town. For example – the rebuild of the retaining wall at The Bowling Green, resurfacing works at the Tennis Courts, contribution to Maryfell play area and culvert improvement work at Guldrey. Additionally, Grants had been awarded to St Andrew's Church for access improvements, B4RN and Sedbergh in Bloom within the financial year. Funds were also being accumulated for necessary improvement works to Joss Lane car park in the future (including resurfacing and white lining) – this fund currently stands at £50,000.

**8. Consider Internal Audit provision**

Members discussed the consideration of appointing a new Internal Auditor in the future as it was noted to be good practice to change Auditors from time to time. The Clerk was instructed to seek alternatives for the future and report in due course.

**9. VAT Changes – update**

The Clerk continues to seek guidance from CALC/NALC in regard to Making Tax Digital, but there are currently no further updates. The Clerk intends to seek clarity from an Accountant when practicable.

**10. Date of next meeting** Monday 9th September 2019 at 5.00pm, Parish Council Office at 72 Main Street, Sedbergh.