

Minutes of the Meeting of Sedbergh Parish Council Finance Committee

Held in the Parish Room at 72a Main Street at 5.00pm on Monday 11th November 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 7th October 2019

The minutes were agreed and signed by the Chair, Cllr Lancaster. As a matter of urgent business, it was noted that there had been a request for Sedbergh Parish Council to consider additional parking space for the Western Dales Bus. This would be an Agenda item at the December meeting, with representation being made in person - various locations were currently being considered.

4. Financial Summary and Bank Reconciliation

The Financial Summary was presented to the meeting and payments were agreed. The Bank Reconciliation for October was also checked and found to be correct and signed by Cllrs Brooks and Capstick. Members noted the invoices relating to the works at the playing field and the picnic area at Ghyllass lay-by, as well as legal expenses relating to the playing field boundary.

5. Income and Expenditure 2019-2020

Members received the attached summary for the year so far. Noting that car park income was considerably lower than 2018/2019, potentially due to the contractor permits for the large number of vehicles utilising the car park, but also aware of general weather differences.

- i) The Clerk circulated the draft Budget for 2020/2021, adding that further additions need to be made for the playground reserve at the playing field, Howgill Lane, and potential funds for works at Queen's Garden in the future, including wall rebuilding. The Clerk asked all Members to consider extraordinary expenditure again, so that the Budget could be finalised in December, with the Precept request being made in January. The draft Budget, would assume a 2% increase on the Precept for 2020/2021.

6. Grant Applications

- i) Chamber of Trade – Late Night Opening. Members agreed to recommended the sum of £400 for approval at Full Council. Members of the committee, were also minded to advise the Chamber of Trade that it would be supportive of investing in festive lights, in the future, as discussed at the Full Council in October (SPC Full Council October 2019, Item 11, Grants).
- ii) Marketing/PR Strategy for Sedbergh – Members discussed the request for a financial contribution toward the PR Strategic Plan being developed by GunDog PR on behalf of the Sedbergh Economic Partnership (Marketing Sub Committee). It was agreed to recommend a sum of £500 for discussion further at Full Council.

7. Consider Internal Audit provision

The Clerk/Chairman will continue to seek an alternate Internal Auditor for 2020.

8. VAT Changes – update

The Clerk has prepared a pro forma invoice for the appropriate software and it is included in the monthly summary. Once the information is received, the Clerk will pursue support for implementation.

9. Market Service Level Agreement – amendments to consider

An updated draft SLA was circulated for information only. Members felt that there was a particular dilemma over the detail of this agreement at this time, due to potential changes of personnel in the future.

10. Date of next meeting - Thursday 5th December 2019 at 7.30pm (the Finance meeting will form part of the normal monthly meeting)