

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

Held in the Parish Room at 72a Main Street at 5.00pm on Monday 7<sup>th</sup> October 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 9<sup>th</sup> September 2019**

The minutes were agreed and signed by the Chair, Cllr Lancaster. As a matter of urgent business, it was noted that communication had been received from The Pensions Regulator. It was approaching the three-year anniversary of Sedbergh Parish Council's initial staging date and it would, therefore, be necessary to complete a re-declaration. The Clerk confirmed that she would like to remain out of the scheme. It was agreed, therefore, that delegated authority be given to the chairman and clerk to progress the matter as necessary.

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

The Financial Summary was presented to the meeting and payments were agreed. The Bank Reconciliation for September was also checked and found to be correct and signed by Cllrs Brooks and Capstick. Member also noted that Cllr Lancaster and the Clerk had recently completed the previous quarters VAT - £3648.13.

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

Members received the attached summary for the year so far, for income and expenditure, noting it was the half way point for this financial year. The Clerk advised that a Budget for 2020/2021 would be drafted for the November meeting. The Clerk asked Members to consider extraordinary expenditure, in particular, an update on matters relating to Joss Lane car park from Cllr Arnold.

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

Chamber of Trade – Late Night Opening. Members understood that, subsequent to the recent grant application, some additional information in regard to insurance had emerged – as well as the potential additional purchase of lights/trees. As such, it was thought prudent to await further information from the Chamber of Trade prior to any final decision on the application. It was believed that additional information would be available for Full Council.

#### **7. NALC – New Model Financial Regulations**

Members noted that new Model Financial Regulations had been updated and were recommended for adoption at Full Council on Thursday 10<sup>th</sup> October 2019. A full copy would be available at the Parish Council offices and online.

#### **8. Consider Internal Audit provision**

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

#### **9. VAT Changes – update**

The Clerk has spoken to an Accountant to scope solutions to the new Making Tax Digital Guidelines and has researched further on a software package that would work alongside the current excel spreadsheet for compliance. The Clerk was requested to order the software as soon as practicable.

#### **10. Date of next meeting** Monday 11<sup>th</sup> November 2019 at 5.00pm, Parish Council Office at 72 Main Street, Sedbergh.