

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

Held in the Parish Room at 72a Main Street at 5.00pm on Monday 9<sup>th</sup> September 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 5<sup>th</sup> August 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). The Amenities Committee would be asked to confirm payment for the Main Street toilet repairs (predominantly Gents toilets), being mindful of planned refurbishment works due to commence in the coming weeks on the Ladies toilets. It was noted that a virement had been agreed at the last meeting, in anticipation of the increased expenditure. Additionally, it was noted that the External Audit was complete. Members noted the comments from the External Auditor in regard to the incorrect box being ticked in the previous year in respect of the Exercise of public rights. The Notice of conclusion of audit would now be published, along with Sections 1, 2 and 3 of the Annual Governance and Accountability Return.

The Bank Reconciliation for August was checked and found to be correct and signed by Cllrs Brooks and Capstick.

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

Members received the attached summary for the year for income and expenditure, noting that it was almost the half way point of the finance year.

- i) CCTV proposals – Members noted that the closing date for questionnaires was today and that the Clerk would have a full summary available for Members at Full Council on Thursday 12<sup>th</sup> September 2019. An initial snap shot would indicate in excess of 60 responses. The Clerk additionally noted that, if, Members decide to progress matters a Grant application to the PCC would need to be completed prior to the closing date of 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 in August. The Clerk was able to advise that a Marketing sub-committee meeting of the Economic Partnership had taken place earlier that day and that Cllr Saunders had been present. Members noted, therefore, that discussion about any future contribution could be discussed further at Full Council, with Cllr Saunders present. It was also noted that the sub committee hoped to invite potential PR specialists to present their proposals/strategies to a small panel from the sub-committee by the end of September.

#### **7. Sedbergh CIC – Market Service Level Agreement – update**

Cllrs Lancaster and McPherson had met with representation of Sedbergh CIC to discuss the Service Level Agreement. Both parties agreed that there was merit into separating some responsibilities, for example – administrative tasks (CIC) and physicality (SPC). It was also noted that the Wednesday Market was the priority for Sedbergh Parish Council and that the Artisan Markets should be considered separately by the CIC.

**8. NALC – New Model Financial Regulations**

Members noted that new Model Financial Regulations had been circulated by NALC and the Clerk would update the current Regulations and circulate to Members for their consideration at a future meeting.

**9. Consider Internal Audit provision**

The Clerk will seek alternatives for the future and report in due course.

**10. VAT Changes – update**

The Clerk has spoken to an Accountant to scope solutions to the new Making Tax Digital Guidelines and is currently awaiting contact with their team working on compliance.

**11. Date of next meeting** Monday 7<sup>th</sup> October 2019 at 5.00pm, Parish Council Office at 72 Main Street, Sedbergh.