

Minutes of the Meeting of Sedbergh Parish Council Finance Committee

Held online via Zoom @ 5.00pm Monday 10th August 2020

Present:

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

Part I

1. Apologies

There were no apologies.

2. Declaration of Interests

There were no Declarations of Interest.

3. Minutes of the Last Meeting held Monday 6th July 2020

The minutes were received and agreed and confirmed by the Chair – Cllr Lancaster (signing of the minutes will be processed when reasonable).

4. Urgent Business

Queen's Garden stone steps – Members of QG committee raised some concern over the condition/safety of the stone steps leading up to the cross. Members will discuss further at Full Council, including consideration of repair work that may be required/recommended. In the interim it was resolved to request the Clerk to ask former Chairman Mr N (Jim) Atkins, to see if he would be able to assist writing a tender document that may be required to progress works in the future.

5. Coronavirus – Impact on Income/Budget 2020/2021

The Clerk confirmed that, as anticipated, expenditure is currently greater than income due to loss of car park income in quarter one. Members are aware there will be ongoing cost implications for this financial year, with an overspend expected in the current budget. All Members must be mindful of the reduced income and any ongoing expenditure. The Clerk awaits any update from SLDC in regard to recompense from Government (by way of grant funding etc.) for lost car park income.

6. Financial Summary and Bank Reconciliation

The Financial Summary for July had been circulated to Members and payments were recommended £258.66 Food Cupboard Covid Project, £480.00 External Audit, £810.00 Handyman, £33.41 ticket machines, £24,70 Amenities for approval at Full Council, in addition the parish lighting invoice was anticipated for Full Council. The Bank Reconciliation for July was checked and found to be correct (noting that one cheque remained outstanding from the previous financial year) and Cllrs Brooks and Capstick will confirm by email. Signatures will be obtained as and when appropriate in the future. The Chair and the Clerk will sign cheques following the Full Council online meeting on 13th August 2020.

7. Income and Expenditure 2020-2021

The Income and Expenditure report for 2020/2021 was circulated for information. Additionally, it was noted that the External Audit was complete and that Section 1 and 2 information was in accordance with proper practices. The Notice of conclusion of audit would now be published, along with Sections 1, 2 and 3 of the Annual Governance and Accountability Return.

8. Grant Applications

There were no grant applications received this month.

9. Loftus Hill car park lease – Sedbergh School

Members discussed the ongoing lease arrangements following correspondence from the Parish Council solicitors. It emerged that two items were still incorrectly being noted on the lease, specifically in relation to fixed bays for SS use and additional 'special days'. Members confirmed that the clause relating to 'exclusive use on any day' should be capped to 'three' days per annum (extra to the previously named days, such as Wilson Run, Speech day etc). In addition, it had previously been verbally agreed that 10 bays would not be permanently reserved for use by SS, but that parking permits would be provided (as currently). The Clerk was asked to clarify these points and will report further at a future meeting.

10. Date of next meeting – Monday 7th September 2020 at 5pm, Members resolved to continue the Finance Committee meetings via Zoom at this time.

Part II

It was resolved and agreed that the public should be excluded from the meeting for reason of the confidential nature of the financial information to be discussed.

- 11. Contractor Review –** Following correspondence received directly, Members reviewed the hourly rate for the ticket machine/car park contractor. Members additionally heard that the annual review had been delayed earlier this year, due to Covid19. Members noted that there had been no increase in rate since 2017 (following an uplift at that time) and resolved to recommend an increase of 7.53% per hour, to Full Council. In addition, the Clerk was asked to confirm various points with the contractor, including clarification of their self-employed status and the provision of their own PPE etc.