

Minutes of the Meeting of Sedbergh Parish Council Finance Committee

Held online @ 7.00pm on Tuesday 5th May 2020

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.

3. Minutes of the Last Meeting held Monday 9th March 2020

The minutes were received and agreed. And confirmed by the Chair – Cllr Lancaster.

4. Urgent Business

The Chair asked Members to raise any urgent matters to consider, following the suspension of meetings throughout April, due to Coronavirus. Members raised concern over Main Street toilets, and the impact of opening them (as and when allowed) and recommended that this should be discussed further at Full Council. It was further noted, that Members had been in communication throughout the crisis, albeit via email.

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

The Clerk advised Members of the need to review the Budget for 2020/2021, in recognition of the decreased car park income that was inevitable due to Coronavirus. Whilst the car parks currently remain closed (with an income loss of approximately £4,000-£5,000 in April), there is an ongoing likelihood that income from car parks will be significantly lower during 2020/2021. The Clerk will seek information on any grants that may be available, and also pursue any reduction in business rates from SLDC. The Clerk was additionally asked to contact CALC for further advice on what other Parish Councils were doing to combat lost revenue from car parks. The Clerk also advised, following confirmation that Sedbergh Parish Council had taken back responsibility of the Wednesday Market, that there would no longer be an income from the Market, however, there would no longer be the Service Level Agreement with Sedbergh CIC – giving an overall uplift of approx. £2,000.

6. Financial Summary and Bank Reconciliation

The Financial Summary for April was presented to the meeting and payments were recommended (attached) for approval at Full Council. Payments required in April had been circulated to all Members for virtual approval in the absence of a meeting. The Bank Reconciliation for April was also checked and found to be correct and Cllrs Brooks and Capstick will confirm by email. Signatures will be obtained as and when required in the future. The Chair and the Clerk will sign cheques following the Full Council online meeting on 14th May 2020.

7. Income and Expenditure 2019-2020

The Income and Expenditure report for 2020/2021 was circulated for information. Final income and expenditure for 2019-2020 was now complete and relevant reports/information given to the Internal Auditor, for review, prior to full circulation to Members. It was anticipated that all papers for the Annual Audit (including receipts/payments, end of year Bank Reconciliation and significant variances) would be available for Members to approve at the Full Council meeting on 14th May 2020. Including i) Annual Governance Statement and ii) Annual Accounting Statement.

8. Grant Applications

- i) Sedbergh in Bloom – A grant application had been received in April for £750.00. The Clerk was asked to contact Sedbergh in Bloom to confirm their application (following any amendments due to lockdown) and the matter was, therefore, deferred to the June meeting.

9. Contractor/Employment annual review

- i) **Consider impact of crisis on current working arrangements.** Members noted the current changes to working arrangements for the Clerk and contractors and agreed that matters would continue to be reviewed on an ongoing basis.

10. Food Pantry for Sedbergh?

Members had recently received information in respect of a potential Food Pantry for Sedbergh and the Clerk was able to update Members with recent developments. (The Clerk and Cllr Welti being on the Covid 19 Support Group). It was noted that since the initial notion had been raised, the Covid 19 Support Group had proceeded to install 'Food Cupboards' in town. These were allowing residents to give what they want and for people to take what they need. If it was deemed appropriate to upscale this, there was the potential for the Group to do so in the future. Members also wished to note that Sedbergh School and The Community Trust had given generously to Sedbergh United Charities, to help support anyone in the community that was in financial hardship.

11. Date of next meeting – Monday 8th June 2020 – details to be confirmed.