

Minutes of the Meeting of Sedbergh Parish Council Finance Committee

Held online via Zoom @ 5.00pm Monday 5th April 2021

Present:

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

1. Apologies

All Members of the Finance Committee were present.

2. Declaration of Interests

There were no Declarations of Interest.

3. Minutes of the Last Meeting held Monday 8th March 2021

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

4. Urgent Business (Lockdown roadmap)

Currently, The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 are due to expire on 7th May 2021. Members discussed options available in respect of the return to face-to-face meetings (which were still limited, with public halls only permitted to open from w/c 17th May 2021, with strict restrictions) and recommended that delegated authority, for the authorization of payments, be given to the Finance Committee for May (and June) – allowing the Finance Committee to authorise payments. The Annual Meeting of the Parish, the Annual Meeting of the Parish Council and the normal monthly meeting for May would all be scheduled together on the same evening – 27th May 2021 commencing at 7pm, at the People's Hall. Normal monthly Full Council meetings would then resume on 8th July 2021. Members additionally noted that non-essential market traders were permitted back at the weekly market from the week commencing 12th April 2021.

5. Financial Summary and Bank Reconciliation

The Financial Summary for March 2021 had been circulated to Members and all payments were recommended (attached) for approval at Full Council. All cheques approved for payment, will be signed following the Full Council online meeting on 8th April 2021. The Bank Reconciliation for March was checked and found to be correct. The Clerk is currently completing the end of year processes in preparation for the Annual Governance and Accountability Return (AGAR) and will make arrangements for the Internal Audit to be completed prior to the meetings scheduled for May.

6. Income and Expenditure 2020-2021 and 2021-2022

The Income and Expenditure report for 2020/2021 was circulated for information. The Clerk noted that the draft reports completed in preparation for the AGAR. The draft significant variation report (2020-2021), for example, highlighted the proportionately lower-than-expected expenditure required during the year due to the reduced car park income. Whilst total income appeared similar to the previous year, the totals included i) Discretionary Grants received from South Lakeland District Council £13,000 and ii) legacy monies £16,300. (Without these funds, income would have appeared at just £44,171.37). The Discretionary Grant (£13,000) had allowed a more positive overall outcome for the year. Income and expenditure for 2021-2022 would hopefully see a return to previous years, notably from car park income. The first payment of the Precept was expected from South Lakeland District Council in April.

7. Grant Applications

There were no Grant applications for March 2021.

8. Electric Vehicle Charging

- i) **proposed lease at Joss Lane car park - Charge My Street (CMS).** Members noted that South Lakeland District Council (SLDC) had now been in contact about their formal consent for CMS to install EV Charging points at Joss Lane car park. This had followed further communication with SLDC Cllrs Archibald, Brook and Pye. The final formal consent letter was now awaited. Once in receipt of the letter, Cllr McPherson will progress the project with CMS. The Clerk advised that a complaint had been escalated at SLDC in respect of the length of time being taken to give consent, however, noted that Sedbergh Parish Council was not aware of who had instigated this complaint procedure at SLDC.

9. End of Year Finance arrangements in regard to virtual meeting legislation and Annual Governance and Accountability Return (AGAR)

See also, Item 4 (above). The Finance Committee will continue to authorise payments and monitor finance for the Council, if agreed at the Full Council meeting on 8th April 2021, throughout May and June. Annual Accounting information will be prepared for approval at the proposed 27th May 2021 meetings. Allowing sufficient time to meet the exercise of public rights and declaration of accounting statements requirements as prescribed (1st July 2021).

- i) Annual Risk Assessment and Asset Register Review – the attached updated reports were circulated by the Clerk and recommended for adoption.

10. Date of next meeting – Tuesday 4th May 2021 at 5pm, Members resolved to continue the Finance Committee meetings via Zoom (see Item 4)