

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

Held online via Zoom @ 5.00pm Monday 8<sup>th</sup> March 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 8<sup>th</sup> February 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)

There was no update on The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020. Currently, these regulations are still due to expire on 7<sup>th</sup> May 2021. In regard of the planned 'roadmap' out of Lockdown, it was noted that with effect from 12<sup>th</sup> April 2021 (at the earliest), non-essential retail would be allowed to trade, therefore, market stalls that fall into this bracket would be permitted back at the weekly Market.

#### 5. Financial Summary and Bank Reconciliation

The Financial Summary for February 2021 had been circulated to Members and all payments were recommended (attached) for approval at Full Council. In addition, a payment for Parish Lighting had been received £165.25 and was also recommended. Members noted that the Council still require an audit of the Parish lighting. Also, two WaterPlus (wastewater) invoices were received for the next financial year and recommended for payment, £1844.53 (Loftus Hill car park) and £3,858.08 (Joss Lane car park). All cheques approved for payment, will be signed following the Full Council online meeting on 11<sup>th</sup> March 2021, with the latter WaterPlus cheques being attributed to the next financial year as appropriate. The Bank Reconciliation for February was checked and found to be correct and included a further Discretionary Grant from SLDC for £3,000.00 in respect of significantly reduced car park income during Lockdown periods.

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

The Income and Expenditure report for 2020/2021 was circulated for information. The Clerk noted that the income and expenditure remained almost equal at this point in the year, notwithstanding the additional sums received over and above general income (these were SLDC Grants, for lost car park income and the legacy from Mr N Lord). Car park income was showing a reduction of some £26,000 in comparison to the previous financial year, however, the £13,000 grants received from SLDC would reduce the deficit by half and would assist the Council with future budgeting/reviews.

#### 7. Grant Applications

There were no Grant applications for February 2021.

#### 8. Electric Vehicle Charging

- i) **proposed lease at Joss Lane car park - Charge My Street (CMS).** Members noted that consent was still required from SLDC for the EV points at Joss Lane car park (in recognition of the lease) and the Clerk continues to pursue. It was acknowledged that there had been a significant delay with their agents. It was agreed, therefore, that when following up with SLDC the Clerk should also copy in Councillor Giles Archibald (Leader) for reference. The Clerk has advised Charge My Street of the delay.

**9. Annual contractor and employee review**

Members agreed to defer until later in the year, coinciding with the Biennial appraisal of the Clerk.

**10. Consider End of Year Finance arrangements/Internal Audit**

The Clerk will consider items required for the next Finance Meeting in line with the Annual Governance and Accountability Return (AGAR). Members also discussed the Internal Audit and the ongoing need to consider an alternative Auditor in the future, as recommended in good practice. However, given the timescales and the current priorities of the Council, the Clerk should make a request to the current auditor to complete the Internal Audit for 2020/2021. Members might consider alternatives for the future, including the possibility of outsourcing commercially.

**11. Date of next meeting – Monday 5<sup>th</sup> April 2021 at 5pm, Members resolved to continue the Finance Committee meetings via Zoom at this time.**