

Sedbergh Parish Council, Finance Committee

Minutes of Sedbergh Parish Council Finance Committee meeting, held Parish Council office, 72 Main Street, Sedbergh on Monday 2nd May 2022 at 5.30pm

Present:

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

1. Apologies

All Members were present at the meeting.

2. Declaration of Interests

There were no Declarations of Interest for this meeting.

3. Minutes of the Last Meeting held Monday 11th April 2022

The minutes were agreed and signed as a true record, by the Chairman Cllr Lancaster

4. Financial Summary and Bank Reconciliation

The Financial Summary for April 2022 had been circulated to Members and it was resolved that all payments (attached) were approved for payment, including the revised Clerk salary. It was further noted that, to accommodate the payroll/pension move to an accountant, each Member of the Council will be required to provide ID and Address verification, the Clerk will circulate this information to Members. Members also resolved that the Contractor review would be an agenda item for June. Finally, Npower had still not been able to confirm the supply for the unidentified MPAN number and that Parish Lighting invoices (unmetered supply), remained outstanding since January 2022. The Bank Reconciliation, for April 2022, was checked and found to be correct and signed by Cllrs Brooks and Capstick

5. Receipts and Payments 2022 - 2023

The up-to-date financial report for 2022/2023 was circulated for information. It was noted, that the Clerk would carry over the updated Budget information on the summary in due course.

i) Annual Governance and Accountability Return (AGAR) 2021/2022 and Internal Audit (provisional preparations/confirmation of Instructions from PKF Littlejohn for Annual Audi).

PKF Littlejohn continue to be the External Auditor for Parish Councils, with a final submission required prior to 1st July 2022, the AGAR would be prepared for approval at the Annual Meeting of the Parish Council (12th May 2022), it was currently with the Internal Auditor. The Exercise of Public Rights would be set for 13th June to 22nd July, in line suggested dates from the External Auditor.

6. Grant Applications

There were no Grant Applications, however, it was still noted that Sedbergh Economic Partnership (SEP) would be making a request for a contribution to the Sedbergh Economic Advisor role – details were awaited. The Clerk was asked to confirm, in advance, with the SEP that any application for funding should be supported with a Job Description of the Advisor role, along with plans for the ongoing and future line management. The Council would not be able to allocate public money without this information. Finally, it was recommended that any funding considered by Members in the future, should also include an element to support Sedbergh Town Twinning administration/development.

7. Playing field path – update on potential pathway project, Howgill Lane

Tenders has been received and shared with Cumbria County Council. The Council had selected from those available and now await further update, from Cumbria County Council on the project, before they are able to progress further. Contractors/tenders had been advised.

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- 8. Online Banking – future provision of banking arrangements**
 - i) Registration for Bankline (NatWest) was now complete. However, some final administrative tasks were now required to complete the updated authorised signatories. Once complete, all payments will remain as dual authorisation in line with Standing Orders/Financial Regulations.

- 9. Date of next meeting – Monday 13th June at 5.30pm Members resolved to meet in the Parish Council Office, 72 Main Street, Sedbergh (meeting delayed one week, to accommodate the Queen’s Platinum Jubilee).**