

Sedbergh Parish Council, Finance Committee

Minutes of Sedbergh Parish Council Finance Committee meeting, held Parish Council office, 72 Main Street, Sedbergh on Monday 15th May 2023 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

Cllr Lancaster for Item 6.ii) Parish Council Laptop and Item 8 Grants.

3. Minutes of the Last Meeting held Monday 10th April 2023

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

4. Financial Summary and Bank Reconciliation 2022/2023

The Financial Summary for April 2023 had been circulated to Members and it was resolved that all payments (attached) were recommended for payment. In addition, the following payments were also recommended £117.50 parish lighting monthly charge, £150 internal audit honorarium, £180 external payroll services and £113.38 stamps and stationery. The Bank Reconciliation, for April 2023, was checked and found to be correct and signed by Cllrs Brooks and Capstick.

5. Internal Audit and Annual Governance and Accountability Return process for 2023 – 2024

- i) **Draft Return (attached)**, the draft report was circulated for information, including recent Internal Audit Report, in preparation for the Annual Meeting of the Parish Council on Thursday 18th May 2023
- ii) **Review Financial Regulations and Standing Orders (attached)**. Members resolved to recommend the updated Financial Regulations and Standing Orders, noting the new procurement thresholds. In addition, Members resolved to consider any other individual limits that may need increasing in the future.
- iii) **Additional information required for the Intermediate Review (exceeding £200,000 income and/or expenditure – Local Government Transparency Code 2015)**. The Clerk circulated the additional information requested as part of the Annual Governance and Accountability Return. It was further noted that all transactions over £500 were published on the website as required.

6. Receipts and Payments 2023 – 2024 (summary)

The up-to-date financial report for 2023/2024 was circulated for information.

- i) **Savings account process**. The Clerk had circulated the information for CCLA (Public Sector Deposit Fund) in relation to opening the new savings account, and it was resolved to recommend to Full Council for approval. As previously suggested, the Clerk will endeavour to align any future balance transfer to reflect earmarked reserves (including earmarked legacy monies).
- ii) **Consider Parish Council laptop upgrade/ongoing maintenance and support**. Members resolved to obtain a further comparative quote for consideration at a future meeting.

7. Grant Applications

Sedbergh and District History Society – an application for £2,000 had been received as a contribution toward the Society's hopes to create a new website/information point for Society events and the history of the Sedbergh area (total project cost estimate £14500). Members resolved to recommend £1,000 to Full Council. Whilst it was acknowledged that the request was for £2,000, Members noted that the Society could apply again in future years for additional ongoing support, with an update and evidence of how the project was progressing/breakdown of expenditure etc. It was noted that any application in the future was not guaranteed to be approved, however, and would be considered in parallel to any other Grant application in that year. Cllr Lancaster left the meeting for this item.

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8. Online Banking

- i) Bankline for Communities (NatWest) – Cllr Lancaster hopes to complete the Bank's administration duties when practical.

9. Date of next meeting – Monday 5th June 2023 at 5.30pm. Members resolved to meet in the Parish Council Office, 72 Main Street, Sedbergh