

## **Sedbergh Parish Council, Finance Committee**

Minutes of Sedbergh Parish Council Finance Committee meeting, held Parish Council office, 72 Main Street, Sedbergh on Monday 3<sup>rd</sup> July 2023 at 5.30pm

### **Present:**

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

#### **1. Apologies**

All Members were present at the meeting (Cllr Arnold arrived Item 8)

#### **2. Declaration of Interests**

There were no declarations of interest for the meeting.

#### **3. Minutes of the Last Meeting held Monday 5<sup>th</sup> June 2023**

The minutes were agreed and signed, as a true record, by Cllr Lancaster, in the absence of Cllr Arnold.

#### **4. Financial Summary and Bank Reconciliation 2023/2024**

The Financial Summary for June 2023 had been circulated to Members and it was resolved that all payments (attached) were recommended for payment. In addition, the following payments were approved, new IT maintenance/support (rolling standing order) £25.00 monthly and a direct debit for the Information Commissioners Office (Data Protection Act 2018), £35.00 annually (previously paid by cheque). £964.93 VAT was noted, and the Clerk will submit the HMRC return for Quarter One. Finally, it was noted that Sedbergh Wanderers Junior Football Club had given a £150 donation for use of the playing field. The Bank Reconciliation, for June 2023, was checked and found to be correct and signed by Cllrs Lancaster and Capstick.

#### **5. Receipts and Payments 2023 – 2024**

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 following approval at the Full Council meeting in May 2023. Members were asked to complete the relevant pages of the application form, prior to formal request to CCLA. It was additionally resolved that all interest would be added back into the savings account. As previously suggested, the Clerk will endeavour to align any future balance transfer to reflect earmarked reserves (including earmarked legacy monies). Cllr Arnold, Lancaster, and Brooks to complete the signing mandate, along with the Clerk.
- ii) **Maintenance Contract renewal – car park ticket machines.** The Clerk had received notification of the proposed annual fee for 2023/2023 - £1744.74 (an increase of >13%). Members resolved to progress a Purchase Order, noting that ongoing maintenance/support (including call out) for the car parking ticket machines was necessary for Joss Lane and Loftus Hill car parks.

#### **6. Grant Applications**

There were no Grant applications received in June.

#### **7. Projects – consider progression/scope funding in respect of improvement proposals at Joss Lane car park and playground**

Following the Sedbergh Economic Partnership meeting, Cllr Arnold hopes to meet/discuss potential options with Westmorland and Furness Council, and update at a future meeting. Any improvements to parking spaces/facilities at Joss Lane and/or the playing field would additionally help with the Council's plans to improve parking via the ongoing Parking Strategy.

#### **8. Online Banking**

- i) Bankline for Communities (NatWest) – Cllr Lancaster completed a new registration form, and the Clerk will submit to NatWest. Once complete, Cllrs Arnold and Brooks will additionally be added to Online banking (Bankline) for future electronic payments (dual authorisation remains).

#### **9. Date of next meeting – Monday 7<sup>th</sup> August 2023 at 5.30pm. Members resolved to meet in the Parish Council Office, 72 Main Street, Sedbergh**