

Sedbergh Parish Council, Finance Committee

Minutes of Sedbergh Parish Council Finance Committee meeting, held Parish Council office, 72 Main Street, Sedbergh on Tuesday 12 March 2024 at 6.15pm

Present: Cllrs Arnold (Chair), Welti, Capstick, Brooks and the Clerk, Miss Hassam

Part I

1. Apologies

Apologies continued to be received from Cllr Lancaster during his planned absence, and accepted by the meeting. All other Members present.

2. Declaration of Interests

Item 9 – Cllr Brooks

3. Minutes of the Last Meeting held Tuesday 6 February 2024

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

4. Financial Summary and Bank Reconciliation 2023 - 2024

The Financial Summary for February 2024 had been circulated to Members and it was resolved that all payments (attached) were recommended for online payment. In addition, payments for the annual waste water charges (car parks) were recommended for payment as soon as practicable at the commencement of the new financial year £1978.65 Loftus Hill and £4078.86 Joss Lane (circa 9% increase for both car parks). The Bank Reconciliation, for February 2024, was checked and found to be correct and signed by Cllrs Brooks and Capstick, along with bank statements/summary of receipts and payments.

5. Receipts and Payments 2023 – 2024

The up-to-date financial report for 2023/2024 was circulated for information to all Members. It was noted that the car park income was again low in February, however, partially attributed to the timing of receipts into the bank. In addition, the Clerk noted that the budget (2024/2025) required some minor amendments due to delayed receipt of invoices for projects.

- i) **Electric vehicle chargers – general operation/pricing structure and, consideration of variation for installation (damaged duct) –** Members discussed the recent variation received in respect of the damaged ducting at Loftus Hill. However, following the Clerks discussion with both parties, it was resolved that Sedbergh Parish Council do not accept the variation fee proposed. The Clerk will write to the installer and request that they liaise directly with the Distribution Network Operator (DNO) on the matter. Members discussed a second variation received, anticipated for the disabled user parking bays. Members resolved that the price was higher than anticipated and asked the Clerk to decline the variation at this stage. An alternative price will be sought for comparison as soon as possible. The general and practical operation/receipt of income for the charges will be administered by the installer with funds paid quarterly to the Parish Council. VAT @ 20% will be payable on all income from the chargers – as clarified under HMRC guidance Business Brief 7 (2021). Members resolved to commence the new variable direct debit for electricity consumption for the chargers at both car parks. Finally, following receipt of Cllr Arnolds paper on the proposed pricing structure for the EV chargers, Members resolved to recommend the charges at 0.66p per unit, with a review proposed in six months' time. This would allow Members to consider actual use/consumption.

6. Consider archiving/future storage of Parish Council papers

The Clerk highlighted the need to consider disposal of some historic paperwork in the office, and it was resolved that this should be completed in accordance with regulations. In addition, Members discussed the future electronic storage of documents more generally, and this will be reviewed in the coming months. This would potentially allow easier access to papers for meetings, but also a future proof archive of mandatory papers with the possibility of access via the website.

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7. Annual review – Asset Register, Risk Register, Standing Orders and Financial Regulations, including Legal Topic Note 87 update – Procurement (attached)

Members resolved to recommend all documents for approval at Full Council, noting the addition of the EV chargers £2436.00 and Parish Lighting £9267.18 onto the register – giving a new Asset Register total of £49520.67. It was noted, more generally, that the Asset Register may require some adjustments in the future, including any relevant disposals.

8. Date of next meeting – Tuesday 9 April 2024 at 6.15pm. Members resolved to meet in the Parish Council Office, 72 Main Street, Sedbergh.

Part II

In accordance with Standing Orders, it was proposed and resolved that the public should be excluded from the meeting, by reason of the confidential financial nature to be discussed, in relation to the following item:

9. Receive indicative quotes for replacement doors, Main Street toilets, confirm grass cutting two year contract and tennis court five-year maintenance contract

Members considered the indicative quotes received for the proposed replacement doors at Main Street toilets, resolving to recommend Quote B - £3623 to Full Council. The Clerk was asked to confirm a start date as soon as practicable with the contractor once agreed.

Members also noted confirmation of the new two-year formal contract for grass cutting (playing field and Ghyllas) - £2925 annually and resolved to recommend to Full Council.

Finally, following previous support for a new five-year maintenance contract for the tennis courts at Guldrey – Members resolved to recommend to accept the renewed agreement - £918.86 (per visit) three visits over the period, with Sedbergh Tennis Club contributing 50% of the cost at each invoice.