

Sedbergh Parish Council, Finance Committee

Minutes of Sedbergh Parish Council Finance Committee meeting, held Parish Council office, 72 Main Street, Sedbergh on Tuesday 14 May 2024 at 6.15pm

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

1. Apologies

Apologies were received from Cllr Brooks and accepted by the meeting.

2. Declaration of Interests

There were no declarations of interest.

3. Minutes of the Last Meeting held Tuesday 9 April 2024

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

4. Financial Summary and Bank Reconciliation 2023 - 2024

The Financial Summary for April 2024, along with the Bank reconciliation had been circulated to Members. The Clerk awaits receipt of outstanding grants for the electric vehicle chargers, with £8,000 due to be received imminently. For the remaining 25% of the On-Street Residential Chargepoint Scheme (ORCS) contribution, £5453, various additional data is required to complete/finalise the claim form. The Clerk also hopes to receive the final invoice for the parish lighting project, so that the final claim can be made for the related outstanding funding £9487 for that project. Full press release summaries on these projects will be published in the Sedbergh and District Lookaround. The Bank Reconciliation for April 2024 was checked and found to be correct, and signed by Cllrs Lancaster 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 Members.

- i) **Requests for payments 2024-2025** it was resolved that all payments (attached) were recommended for online payment. It was additionally noted that £5000 was being returned to The Community Trust (monies previously held in reserve for the stone steps at Queen's Garden). Electricity costs for the EV chargers were not yet available for April, however, the Clerk is following this up with the supplier and finally Main Street toilet hygiene quarterly direct debit, £501.60, was noted.

6. Annual Governance and Accountability Return (AGAR) including Internal Audit review

The attached draft AGAR report was circulated, including general notes on significant variances/reserves/balances with all relevant paperwork/accounts. All information had now also been shared with the Internal Auditor and their review had been received. They recommended review of three policies, and noted a rounding £1 difference on the report. However, in conclusion, the Internal Auditor had commented on a tidy, meticulous, and well-managed Annual Governance and Accountability Return. (Thanks were noted for the Clerk).

7. Annual Insurance (documents attached)

The annual renewal had been received £1405.82, as part of the ongoing 3-year contract, and was recommended for continuation at the Annual Meeting of the Parish Council. With renewal due 1 June 2024. It was noted at this item, that some general risk assessments required review in 2024, including consideration of RoSPA as appropriate.

8. Car park ticket machines – consider actions relating to missing transactions, Joss Lane car park

Members noted a recent issue at Joss Lane car park which had ultimately highlighted a previously undetected hardware problem with the car park ticket machine. Whilst income for Joss Lane car park had been noted to be lower than usual during some of this time, it was largely attributed to poor weather and was, in most cases, comparable with previous fluctuating years. The hardware error had resulted in circa £2500 value of tickets issued but ultimately not paid for by the consumer, over a period of some seven months. The error had been undetectable by the council due to its nature. Members resolved, therefore, that legal advice should be sought in respect of the lost income, not least due to their moral obligation as a public body.

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The Clerk was, therefore, asked to write to them with a note of all evidence gathered, and a summary of events that had led to the loss to garner their feedback and thoughts to consider any next steps. In addition, Members resolved that, in the interim, an enhanced software package should be commenced as soon as practicable (at an extra £18.00 per month). And any decisions over the current maintenance contract renewal (due in August) and/or upgrades now suggested by the contractor, should be deferred to the June meeting.

- 9. Date of next meeting – Tuesday 11 June 2024 at 6.15pm. Members resolved to meet in the Parish Council Office, 72 Main Street, Sedbergh.**