

Sedbergh Parish Council, Finance Committee

Minutes of Sedbergh Parish Council Finance Committee meeting, held Parish Council office, 72 Main Street, Sedbergh on Tuesday 9 April 2024 at 6.15pm

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

1. Apologies

All Members were present at the meeting.

2. Declaration of Interests

There were no declarations of interest.

3. Minutes of the Last Meeting held Tuesday 12 March 2024

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

4. Financial Summary and Bank Reconciliation 2023 - 2024

The Financial Summary for March 2024 had been circulated to Members and it was resolved that all payments (attached) were recommended for online payment. It was noted that the installation fee for the EV chargers (£30516.00 inc VAT) was included, along with the additional bay marking/refresh required following the relocation of bays (£1200.00 inc VAT). The Clerk confirmed that all outstanding funds had now been requested from funders in respect of the EV chargers. A further £16452.58, with £21228 previously received, total £37680.58. The total (net) cost of the chargers, including connections had been £40334.00, with the Parish Council contingency ultimately being £2653. Income generated from the chargers, in due course, will cover ongoing costs/maintenance, with the hope that eventual surplus will help future proof the EV chargers and/or be used for environmental improvement projects. A full PR report will be completed in due course, giving thanks to all those funders that made the project possible. It was noted that the chargers had been used circa 20 times since being operational. The Bank Reconciliation, for March 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 Members in preparation of the Annual Report for 2023 – 2024 (attached). Quarter Four VAT details were also agreed, with a total £1154.10 to be reported, the Clerk will submit online to HMRC as soon as practicable.

- i) **Requests for payments 2024-2025** (as resolved, Item 4, all payments were recommended for payment). The Clerk will commence the new finance year on the accounting package, as soon as the current year is finalised, with all payments to be added/updated as required. It was noted that whilst anticipated expenditure totalled >£48000 this month, with a current account bank balance of £67779.92, the Annual Precept was anticipated to be paid in April. Finally it was noted that due to the annual increment previously agreed for the Clerk, and recent changes to National Insurance, instructions were signed to confirm the new monthly standing order.

6. Receive Draft Annual Governance and Accountability Return (AGAR) in preparation for Internal Audit review

The attached draft AGAR report was circulated, including general notes on significant variances/reserves, with all relevant paperwork/accounts to be shared with the IA ahead of the Annual Meetings in May.

7. Date of next meeting – Tuesday 14 May 2024 at 6.15pm. Members resolved to meet in the Parish Council Office, 72 Main Street, Sedbergh.