

## Sedbergh Parish Council, Finance Committee

Minutes of Sedbergh Parish Council Finance Committee meeting, held Parish Council office, 72 Main Street, Sedbergh on Monday 2 September 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 6 August 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 2024 - 2025

The Financial Summary for August 2024 had been circulated, along with the Bank reconciliation. The Bank Reconciliation for August 2024 was checked and found to be correct, and signed by Cllrs Brooks and Capstick, along with bank statements/summary of receipts/payments and prepared online payments. In addition to payments noted, the Clerk advised that the External Audit Report had now been received, and would be formally noted at Full Council 12 September 2024. Members noted that the PSDF statement had not yet been received, due to the early date set for this meeting, and the Clerk will update at the next meeting.

### 5. Receipts and Payments 2024 – 2025

The up-to-date Receipts and Payments report for 2024/2025 had been circulated, for information, to all Members. The Clerk noted that income from EV for Loftus Hill car park had been received, however, income for Joss Lane car park remained outstanding. The Clerk also confirmed receipt of a donation from Sedbergh and Dent United Football Club, however, it was for the incorrect amount and a further contact had been made to receive the small outstanding sum of £50.00.

i) **Requests for payments 2024-2025 (attached)** It was resolved that all requests for payments were recommended for online payment and, in addition, the invoice for the Audit (£504.00) was also recommended for payment. Any further late payments would be considered at Full Council.

ii) **Request from Sedbergh CIC (Information Centre) to review donation for resident parking permit sales.** Members discussed the request for an uplift in the Council's donation for the administration completed by the Information Centre for the resident parking permit scheme. Members acknowledged that card sales were now more common, and that their commission on these sales did seem high, however, that was out of the control of the Parish Council and they should not be expected to subsidise these costs. Members also noted that the Information Centre would have previously had bank charges for cash and cheques received for permit sales. The Information Centre had originally agreed to complete the administration of the permit sales to help footfall into the shop, particularly by those that live and/or work in the community. The Clerk advised that the Council's donation had increased by circa 35% in recent years, due to the increased permit price generally. For example, 20/21 £1061 and 23/24 £1434. It was additionally noted that permit prices had increased again for 2024/2025, which would reflect a further increase for the current year, when settled in the new finance year. Members recommended therefore, to Full Council, to decline the CIC request for any uplift.

### 6. Policy Review/Risk Assessment Reviews

i) **Remembrance Day – consider potential responsibility for event and associated Risk Assessment.** Members noted that Cllr Longlands had received some updated information from Westmorland and Furness Council (WFC) regarding the Town and Police Clauses Act 1847 and that WFC may now remove their associated administration fee, regarding closures, for Remembrance Day parades.

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The Clerk was, therefore, asked to seek written confirmation from WFC regarding traffic management implications, the Risk Assessment and additional signage/advertisement that might be required. All of which had previously been a barrier to considering taking a lead for the event (Full Council, Item 9 14 March 2024)

- ii) **Consider Risk Assessment/Method Statement (New Bridge picnic area).** Cllr Arnold hopes to produce a draft document, for consideration, at a future meeting.

**7. Members to consider general future IT structure/gov.uk**

The Clerk had recently obtained some further information on Gov.uk hosting/management. Members resolved that future consideration needs to be given generally to a) Gov.uk emails b) Gov.uk web hosting and c) streamlined cloud storage solutions. In relation to the latter, which would allow remote access to files, the Clerk was hoping to gain some further advice.

- 8. Date of next meeting – Monday 7 October 2024 at 6.15pm. Members resolved to amend the monthly meeting day, now 2nd Monday monthly, in the Parish Council Office, 72 Main Street, Sedbergh.**