



PENRITH TOWN COUNCIL

Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR
Tel: 01768 899773 Email: office@penrithtowncouncil.co.uk

Minutes of the meeting of the:

FINANCE COMMITTEE

Held on:

Monday 11 December 2017 2.00 pm – 3.00 pm, Board Room, Penrith Town Council Office, Church House.

PRESENT:

Cllr. Burgin **Vice Chairman**

Cllr, Baker

Cllr. Jackson

Cllr. Whipp

Town Clerk

Asset Transfer Support Officer

PENRITH TOWN COUNCIL

FINANCE COMMITTEE

Monday 11 December 2017 2.00 pm – 3.00 pm,
Board Room,
Penrith Town Council Office, Church House.

FIN.COM. 17/52 Apologies for absence

Apologies were received from the following members:
Cllr. Connelly and Cllr. Kenyon.

FIN.COM. 17/53 Declaration of interests and dispensations

Members were asked to disclose their interests in matters to be discussed and to decide requests for dispensations. None received.

FIN.COM. 17/54 Minutes of the previous meeting

- a) Members authorised the Chairman to sign the Minutes of the Meeting of the Finance Committee held on Monday 13 November 2017 as a true record.
- b) Members noted the draft minutes of the Staffing Sub-Committee held on 7 November 2017.

FIN.COM. 17/55 Public participation

No members of the public had requested in writing to speak prior to the meeting

FIN.COM. 17/56 Public bodies (admission to meetings) act 1960

Members considered whether any items should be considered without the presence of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960 Section 2 as the discussions related to this matter will consider the terms of a contract.

FIN.COM. 17/57 Payments for approval

- a) Members noted that all members received prior to the meeting, a copy of the payments schedule for the payment period, every invoice and that all members had verified that each payment aligns with the invoices.

RESOLVED THAT:

The payments schedule be approved and be authorised and signed by two signatories after the meeting.

- b) Members considered the Lloyds Bank reconciliations for two payment period as recorded on the payments schedule.

RESOLVED THAT:

The reconciliations be approved.

FIN.COM. 17/58 HSBC Bank account

Members received an oral update on the progress of opening a bank account with Penrith branch of HSBC and electronic banking. It is anticipated that payments would be made electronically from February 2018 after the Council's existing bank accounts have successfully switched over. The RFO would commence updating the suppliers lists to send to Lamont Pridmore who would be required to set up all the supplier details. Cllr. Kenyon would be added to the account as an additional signatory in January 2018.

FIN.COM. 17/59 External Auditor Appointment and Fees

Members noted the correspondence received from the Smaller Authorities' Audit Appointments Limited.

FIN.COM. 17/60 Data Protection

Members considered the report and the recommendations contained within, regarding the appointment of a Data Protection Officer and the requirement to carry out a cyber security audit.

RESOLVED THAT:

- I. That a sum of £2,000 for the 2018/19 financial year be approved to fund the post of an outsourced Data Protection Officer; and,
- II. That the on-going revenue commitment for the Data Protection Officer post thereafter be provided as part of the budget setting process for future financial years.
- III. That a cyber security audit is ordered via the Councils IT providers to take place in January 2018 and that the on-going revenue commitment for cyber security be provided as part of the budget setting process for future financial years.

FIN.COM. 17/61 Bring Site

Members considered correspondence from Eden District Council and noted that no reply had been received to the Council's letter dated 27 November 2017. Members agreed that in the absence of a response from the district council, that this matter could not be considered diligently, and that the information would have assisted the Council in its continued compliancy with the agreement.

RESOLVED THAT:

A site visit be arranged in the New Year to discuss the issues directly with an EDC Officer.

FIN.COM. 17/62 Next meeting

Members noted that the next Finance Committee Meeting would be held Monday 22 January 2018 at 2.00pm in the Board Room, Penrith Town Council Office, Church House.

CHAIR:**DATE:**

For the Attention: All members of the Penrith Town Council Finance Committee:

Cllr. Kenyon **Chairman**

Cllr. Burgin **Vice Chairman**

Cllr, Baker

Cllr. Connelly

Cllr. Jackson

Cllr. Whipp

For Information only: All other members of the Penrith Town Council

Councillors

Cllr. Clark

Cllr. Graham

Cllr. Lawson

Cllr. Monk

Cllr. Thompson