



PENRITH TOWN COUNCIL

Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR
Tel: 01768 899 773 Email: office@penrithtowncouncil.co.uk

Minutes of the meeting of the:

FINANCE COMMITTEE

Held on:

Monday 22 January 2017 2.00 pm – 3.00 pm Board Room, Penrith Town Council Office.

PRESENT:

Cllr. Kenyon

Chairman

Cllr. Burgin

Vice Chairman

Cllr, Baker

Cllr. Jackson

Cllr. Whipp

Asset Transfer Support Officer

Town Clerk

PENRITH TOWN COUNCIL

MINUTES FINANCE COMMITTEE 22 JANUARY 2018

2.00 PM – 3.00 PM BOARD ROOM, PENRITH TOWN COUNCIL OFFICE

FIN.COM. 17/63 Apologies for absence

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

FIN.COM. 17/64 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. 17/65 Minutes of meetings

Members authorised the Chairman to sign the Minutes of the Meeting of the Finance Committee held on Monday 5 December 2016 as a true record.

FIN.COM. 17/66 Public participation

No members of the public, had requested in writing to speak prior to the meeting, are invited to speak on matters related to the agenda for up to three minutes.

FIN.COM. 17/67 Public bodies (admission to meetings) act 1960

There were no items should be considered without the presence of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960 Section 2.

FIN.COM. 17/68 Banking

a) Members received an oral update from the RFO regarding the transfer of accounts and the commencement of electronic banking:

i. HSBC

Members were informed that the electronic banking was set up with HSBC. All suppliers had submitted the necessary information to pay their invoices electronically. An invoice to a supplier had been successfully made. The HSBC Business Manager had been contacted requesting that the outstanding actions required by the September 2017 Full Council resolution PTC17/46 be implemented.

ii. NatWest

Members were informed that as the switch from Unity to NatWest had not been completed an internal transfer of £70,000 from NatWest to HSBC had been made. Full Council resolved in September 2017 PTC17/47 to reduce the number of the Council's current accounts from two to one.

Since sending the agenda to members the RFO had received a bank statement from the NatWest that recorded an unauthorised a withdrawal of £375 made by a local company. The local company was contacted, and it transpired that the withdrawal was an internal branch error and the company made an immediate refund. The NatWest Fraud Team were informed. The RFO requested that members sign an account closure notice.

RESOLVED THAT:

The account closure notice be signed and submitted.

FIN.COM. 17/68 Banking Continued

b) Members were asked to approve the addition of Cllr. Kenyon to the signatory mandate for the HSBC account.

RESOLVED THAT:

Cllr. Kenyon become a signatory to the Council's HSBC account.

FIN.COM. 17/69 Payments for approval

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 therefore verified that each payment aligned with the invoices and that two signatories would authorise payments after the meeting.

RESOLVED THAT:

The payments schedule be approved.

FIN.COM. 17/70 Bring Site

Members received an oral update from the RFO regarding the correspondence from EDC and the request for a site visit.

FIN.COM. 17/71 Data Protection

Members received an oral update from the RFO. Members were given a copy of the advice from the legal team at the National Association of Local Councils which confirmed the research presented to the committee on 11 December 2017 that neither the Town Clerk or Deputy could act as a DPO.

The Clerk had met with the Council's IT provider KTD who was accredited to IASME who is one of five companies appointed as Accreditation Bodies for assessing and certifying against the Government's Cyber Essentials Scheme and as a local government office, it was essential that the Council undergo a Cyber Essentials PLUS audit which involved a technical audit. This includes: a business systems review, an internal and external penetration test of the network, compilation of an asset list a representative set of user devices, all internet gateways and all servers with services accessible to unauthenticated internet users. An assessor from KTD would test a suitable random sample of these systems (typically around 10 %) and then decide whether further testing is required.

The test results would be submitted to IASME who would provide an action plan. Once the action plan is carried IASME would issue a pass and the Council would be accredited. As resolved by this committee FIN.COM. 17/60, the audit had been requested.

FIN.COM. 17/72 Budget

Members considered the draft budget go forward to the next scheduled meeting of Full Council for approval.

RESOLVED THAT:

The draft budget go forward to Full Council for approval.

FIN.COM. 17/73 Next meeting

To note that the next Finance Committee Meeting will be held Monday 12 March 2018, Board Room, Penrith Town Council office.

CHAIRMAN:

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