



Penrith Town Council

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

Minutes of the meeting of the:

FINANCE COMMITTEE

Held on:

Monday 11 June 2018 4.00 pm – 6.00 pm Board Room, Penrith
Town Council Office, Unit 1, Church House, 19-24 Friargate.

PRESENT:

Cllr. Baker

Cllr. Burgin

Cllr. Bowen

Cllr. Jackson

Cllr. Kenyon

Town Clerk

Services & Contracts Manager

Responsible Finance Officer

**PENRITH TOWN COUNCIL
DRAFT MINUTES
FINANCE COMMITTEE 11 JUNE 2018**

FIN.COM.18/01 Chairman

Members elected Cllr. Kenyon as Chairman.

FIN.COM.18/02 Vice Chairman

Members elected Cllr. Burgin as Vice Chairman.

FIN.COM.18/03 Apologies for Absence

Apologies were received from Cllr. Connelly.

FIN.COM.18/04 Minutes of the Previous Meeting

Members authorised the Chairman to sign the Minutes of the Meeting of the Finance Committee held on Monday 16 April as a true record.

FIN.COM.18/05 Declaration of Interests and Dispensations

Members were asked to disclose their interests in matters to be discussed and to decide requests for dispensations. Cllr Jackson disclosed an interest in relation to Agenda Item 17, 'Fairhill Football Goals Installation', as he is the Secretary of the Fairhill Community Group.

FIN.COM.18/06 Public Participation

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

FIN.COM.18/07 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. None identified.

FIN.COM. 18/08 Payments for Approval

Members noted that:

- a) All members received prior to the meeting, a copy of the supplier payments schedule for the payment period, every invoice, a copy of the electronic banking system (EBS) transaction history/statement and that all members had therefore verified that each payment aligned with the invoices.
- b) Chairman Cllr Kenyon accessed the EBS and verified and confirmed that:
 - i. The Banking transaction history runs concurrently from the last meeting and follows the payments schedule for the same period and agrees with the transactions circulated with the meeting documents, other than
 - ii. Members noted payment reference 25, £227.00, 2018-19 financial year, which is not showing on the latest HSBC bank statement.

RESOLVED THAT:

- a) The payments schedule be approved.
- Members considered the Decision Report

RESOLVED THAT:

- b) expenditure be allocated for repairs to the Folly Lane Allotment fencing repairs.

FIN.COM.18/09 Banking

- i. Members received an oral report on the progress from switching from Unity to HSBC,

RESOLVED THAT

The account held at Unity be closed, and the balance be transferred to open a new current account at the Cumberland Building Society.

- ii. Members considered a report to open a savings account with the Cumberland Building Society.

RESOLVED THAT:

a) Officers are delegated authority to open a account at the Cumberland Building Society and that monies be moved from the Penrith Building Society to this new account, so that £85,000 remains invested with the Penrith Building Society.

b) The Services and Contracts Manager opens the account on behalf of the RFO.

RESOLVED THAT

c) All Finance Committee members present at the meeting be named as signatories to the new account and two signatories from the Committee are required to authorise a transaction.

- iii. Members considered a report for HSBC Business bank cards be applied for

RESOLVED THAT

That the Services and Contracts Manager be allocated a card.

FIN.COM.18/10 Budget Monitoring Report Year End 31 March 2018 Report

Members considered year-end Budget Monitoring report to the 31 March.

RESOLVED THAT:

The year-end Budget Monitoring report to the 31 March be approved and go forward to Full Council on 25 June 2018 for final ratification.

FIN.COM.18/11 Bank Reconciliation

Members considered the Bank Reconciliation for year end 31 March 2018.

RESOLVED THAT:

The Bank Reconciliation for the year end 31 March 2018 be approved and signed by Cllr. Kenyon and Cllr. Burgin, and go forward to Full Council on 25 June 2018 for final ratification.

FIN.COM.18/12 Internal Audit Report

Members considered the Internal Audit Report for year end 31 March 2018.

RESOLVED THAT:

The Internal Audit Report for year end 31 March 2018 be approved and go forward to Full Council on 25 June 2018 for final ratification.

Cllr. Jackson wished to put on record his thanks to all those involved in the preparation and contribution to the audit findings.

FIN.COM.18/13 Annual Return 31 March 2018

Members considered the Annual Governance and Accounts Return (AGAR) to 31 March 2018.

- i. The Annual Governance Statement be approved.
- ii. The accounting statements be approved.
- iii. The Annual Governance and Accounts Return (AGAR) to 31 March 2018 be approved and go forward to Full Council on 25 June 2018 for final ratification.

FIN.COM.18/14 Internal Audit

Members considered the appointment of the auditor for the fiscal year 2018-19.

RESOLVED THAT:

Mrs G Airey be appointed as the internal auditor for fiscal year 2018-19.

FIN.COM.18/15 Finance Roles

Members received a verbal report outlining the finance roles.

RESOLVED THAT:

- i. Cllr. Whipp continues as the lead member for Devolution.
- ii. From the 02 July 2018 Mr J Jones will act as the Council's Responsible Finance Officer in accordance with the Local Government Act 1972, Section 151.
- iii. From the 02 July 2018 in the absence of Mr J Jones, Mr I Parker will act as the Deputy Responsible Finance Officer in accordance with the Local Government Act 1972, Section 151.
- iv. From the 02 July 2018 in the absence of Mr I Parker, Mrs V Tunnadine will act as the Deputy Responsible Finance Officer in accordance with the Local Government Act 1972, Section 151.
- v. The Chairman of the Council will continue to act as a signatory for all legal documents and attend meetings associated with devolution.

FIN.COM.18/16 WWI Centenary Project Fund

Members considered the report to establish a project fund to support the WWI Centenary.

RESOLVED THAT:

- i. A Mayors Fund of £10,000 be created to support projects for the centenary of WW1 in November 2018, and be spent under delegated authority.

FIN.COM.18/17 Fairhill Football Goals Installation

Members considered the report requesting the installation of a pair of football goals on Fairhill Playing Field.

RESOLVED THAT:

- i. The purchase and installation of a pair of football goals at Fairhill Playing Field be approved.
- ii. The cost of the installation of the football goals be met by the Town Council.

FIN.COM.18/18 Work Plan

Members considered the report and noted the review of the Work Plan for the previous twelve months against the aims set out in the Council Plan 2017-2022.

RESOLVED THAT:

- i. The review of the progress made against the outcomes and priorities as set out in the Council Plan up to the end of the Mayoral year be noted.
- ii. The new Work Plan for the Finance Committee be approved.
- iii. The refreshed Council Plan be approved.

FIN.COM.18/19 Appointment of the Community Caretaker Contract

Members considered the Community Caretaker Contract report.

RESOLVED THAT

The Community Caretaker Contract is appointed to Applicant A as set out in paragraph 8.10 in the body of the report.

FIN.COM.18/20 Payments Due

Members noted the report providing an update on Payments Due to the Council.

FIN.COM.18/21 Permission for Use of the Cornmarket Bandstand

Members considered a request from the Board and Elbow Public House to be granted permission for use of the Cornmarket Bandstand.

RESOLVED THAT:

- i. Permission to use an area 6m x 5m within the Cornmarket Bandstand area be approved for a pilot period up to 30 September 2018 only.
- ii. The area to be agreed on site by officers, ensuring that there are no obstructions of the steps to the bandstand and the public benches.
- iii. The use be restricted to the applicants requested times of Fridays to Sunday's only.
- iv. A fee of £500 will be charged to the Board and Elbow Public House for use of the Cornmarket Bandstand for the period of the pilot up to 30 September 2018.
- v. The Board and Elbow Public House are to provide an evaluation report to the Council following completion of the pilot period by no later than 31 October 2018.
- vi. The Council will be the sole arbiter when determining whether any other hires of the area will take priority and as such the Board and Elbow will be informed to relocate to another agreed area or postpone use during such designated periods.

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

Cllr. Baker

Cllr. Bowen. Cllr. Burgin

Cllr. Connelly

Cllr. Kenyon

Cllr. Jackson

Cllr. Whipp

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

Councillors

Cllr. Briggs

Cllr. Clark

Cllr. Donald

Cllr. Lawson

Cllr. Monk

Cllr. Thompson

Cllr. Whipp