



Penrith Town Council

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

Draft minutes of the meeting of the:

FINANCE COMMITTEE

Held on:

Monday 12 November 2018 2.00 pm – 4.00 pm Board
Room, Penrith Town Council Office, Unit 1, Church
House, 19-24 Friargate.

PRESENT:

Cllr. Baker

Cllr. Burgin

Cllr. Bowen

Cllr. Jackson

Services & Contracts Manager

Responsible Finance Officer

PENRITH TOWN COUNCIL
DRAFT MINUTES
FINANCE COMMITTEE 12 NOVEMBER 2018

FIN.COM.18/34 Apologies for Absence

Apologies for absence were received from Councillor. Kenyon.

FIN.COM.18/35 Declaration of Interests and Dispensations

There were no declarations of interest made at the meeting.

FIN.COM.18/36 Minutes of the Previous Meeting

Members authorised the Chairman to sign the Minutes of the Meeting of the Finance Committee held on Monday 10 September 2018 as a true record.

FIN.COM.18/37 Public Participation

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

FIN.COM.18/38 Public Bodies (Admission to Meetings) Act 1960

RESOLVED THAT: Item 16 Potential Acquisition of Land Holdings be considered without the presence of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960 Section 2 as the item includes commercially sensitive information and council business.

FIN.COM. 18/39 Payments for Approval

a. Members noted that:

All members received prior to the meeting, a copy of the monthly report of all payments made, with electronic copies of each invoice paid, an electronic copy of the bank statements for the relevant period and all members had therefore verified that each payment aligned with the invoices.

RESOLVED THAT:

The Banking transaction history ran concurrently from the last meeting and followed the payments schedule for the same period and agreed with the transactions circulated with the meeting documents.

FIN.COM. 18/39 Payments for Approval Continued

b. Members considered the payments schedule.

RESOLVED THAT:

The payments schedule be approved.

c. Members considered the introduction of a rota for the authorisation of the Payments for Approval.

RESOLVED THAT:

Two Members would review the information prior to the meeting and provide Committee with their recommendation. Cllr. Baker and Cllr Bowen, then Cllr. Baker and Cllr. Jackson were agreed as the rota for the forthcoming meetings

FIN.COM.18/40 Annual Governance and Accountability Return 2017/18.

Members received a copy of the External Auditor Report and Certificate, 2017/18.

Members noted that:

The external auditors have concluded the audit for the financial year 2017/18 and are satisfied that the Town Council's accounts and supporting information supplied are in accordance with proper practices and that relevant legislation and regulatory requirements have been met. Members noted that annual return is posted on the Council's noticeboard and the Council's website.

RESOLVED THAT:

The external auditors report be approved and recommended that the report go forward for final ratification by Full Council.

Councillor Jackson wished to record his thanks to the officers for their efforts in the preparation of the Annual Return.

FIN.COM.18/41 Internal Audit Report

Members considered the Internal Audit Report.

RESOLVED THAT:

The Internal Audit Report be approved and recommended that the report go forward for final ratification by Full Council.

FIN.COM.18/42 Budgetary Control Statement: Quarter 2 2018/19

The Committee agreed to defer the matter and agreed for a Special Meeting to be arranged for the 20 November 2018.

FIN.COM.18/43 Memorial Seats Policy

Members considered the Memorial Seats Policy report.

RESOLVED THAT:

The Memorial Seats Policy be approved and recommended that the report go forward for final ratification by Full Council.

FIN.COM.18/44 Banner and Advertisement Policy

Members considered the Banner and Advertisement Policy report.

RESOLVED THAT:

The Banner and Advertisement Policy be approved and recommended that the report go forward for final ratification by Full Council.

FIN.COM.18/45 Approved Contractor Policy

Members considered the Approved Contractor Policy report.

RESOLVED THAT:

The Approved Contractor Policy be approved and recommended that the report go forward for final ratification by Full Council.

FIN.COM.18/46 Staff Sub Committee Recommendations.

Members considered the Staff Sub Committee Recommendation report.

RESOLVED THAT:

- I. The Officer and Member Protocol be approved and recommended that the report go forward for final ratification by Full Council.
- II. The Staff Pay recommendations be approved and go forward for final ratification by Full Council at the Precept and Budget meeting, January 2019.
- III. The Service and Contracts Manager register for CiLCA
- IV. The decision for the Town Clerk to undertake the CMI Level 7, Senior Leadership Programme be deferred pending further information.

FIN.COM.18/47 Work for Kirkby Stephen Town Council

The Committee noted that in response to request from Kirkby Stephen Town Council, the Responsible Finance Officer had reviewed their asset records and produced a report recommending an approach to ensure that they comply with proper accounting practices. The cost of the work was to be recharged to Kirkby Stephen Town Council.

FIN.COM.18/48 Services and Contracts Work Plan

The Committee noted the progress of the Services and Contracts Work Plan as at 30 September 2018.

PART II – Members of the Press and Public were excluded.

FIN.COM.18/49 Potential Acquisition of Land Holdings

Members considered the report on the potential acquisition of land holdings.

RESOLVED THAT:

- I. The recommendations be approved.
- II. That an updated report go forward for consideration to Full Council.

Chairman:

Date:

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

Cllr. Kenyon **Chairman**

Cllr. Burgin. **Vice Chairman**

Cllr. Baker

Cllr. Bowen

Cllr. Jackson

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

Councillors

Cllr. Briggs

Cllr. Clark

Cllr. Donald

Cllr. Lawson

Cllr. Monk

Cllr. Whipp

Cllr. Thorley