



# Penrith Town Council

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Minutes of the meeting of the:

## **FINANCE COMMITTEE**

Held on Monday 11 March 2019 2.30pm – 4.00pm Board Room,  
Penrith Town Council Office, Unit 1, Church House, 19-24  
Friargate.

### **PRESENT:**

Cllr. Bowen

Cllr. Burgin

Cllr. Jackson

Cllr. Kenyon

Services & Contracts Manager

Responsible Finance Officer

**PENRITH TOWN COUNCIL  
DRAFT MINUTES  
FINANCE COMMITTEE 11 MARCH 2019**

**FIN.COM.18/66 Apologies for Absence**

There were no apologies for absence.

**FIN.COM.18/67 Declaration of Interests and Dispensations**

Members were asked to disclose their interests in matters to be discussed and to decide requests for dispensations. Councillor Jackson who is a member of the Fairhill Community Group, declared a registrable interest in item Fin.Com.18/75 on the agenda.

**FIN.COM.18/68 Minutes of the Previous Meeting**

**RESOLVED THAT** the Chairman be authorised to sign the Minutes of the Meeting of the Finance Committee held on Monday 14 January 2019.

**FIN.COM.18/69 Public Participation**

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

**FIN.COM.18/70 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.

**RESOLVED THAT:**

The late item, The Public Sector Bodies (Websites and Mobile Applications) (No2) Accessibility Report be considered without the press and public being present as the report contains commercially sensitive information.

**FIN.COM. 18/71 Budgetary Control Statement 2018/19:  
31 January 2019**

Members considered the Budgetary Control Statement 2018/19 Expenditure to month end 31 January 2019 report.

**RESOLVED THAT:**

- i. The Budgetary Control Statement 2018/19, expenditure to 31 January 2019 be approved.
- ii. The balance of the Armistice Fund budget be donated to the Armed Forces Covenant project which is led by Eden District Councillor Cllr. Temple, on the condition that the funding is spent within the Parish of Penrith only.



### **FIN.COM.18/72 Payments for Approval**

- a) Cllr Bowen and Cllr Jackson accessed the Electronic Banking System and verified and confirmed that 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.
- b) Members considered the Monthly Report of Payments for December 2018 and January 2019.

#### **RESOLVED THAT:**

- I. The monthly report of payments be approved.
- II. Cllr Burgin and Cllr Jackson would check the EBS and the Monthly Report of Payments for the meeting of the Finance Committee on the 29 April 2019.

### **FIN.COM.18/73 Bank Reconciliation**

Members considered the Bank Reconciliations for the HSBC Bank and Unity Trust for the period 31 January 2019.

#### **RESOLVED THAT:**

The Bank Reconciliations for the period 31 January 2019 be approved and signed.

### **FIN.COM.18/74 Finance Committee Dates 2019-20**

Members considered the proposed dates for the meetings of the Finance Committee in the 2019-2020 municipal year.

#### **RESOLVED THAT:**

- I. The following dates for Finance Committee meetings be recommended to Full Council for approval: 17 June 2019, 09 September 2019, 14 October 2019, 11 November 2019, 02 December 2019, 09 March 2020, 27 April 2020.
- II. The timings for the meetings be approved by Full Council at the Annual Town Council meeting.

### **FIN.COM.18/75 Eden District Council Signature Projects Fund**

Members considered a report setting out the offer of grant from the Eden District Council Signature Projects Fund, and the process for taking forward the improvements to Fairhill Playing Field.

Members noted that the application to the Eden District Council Signature Projects Fund submitted in partnership with Penrith Football Club was refused

#### **RESOLVED THAT:**

- I. The offer of grant of £33,750 from the Eden District Council Signature Projects Fund be accepted.
- II. Officers be authorised to work with the Fairhill Community Group to seek to secure further external funding to meet the project cost shortfall.

## **FIN.COM.18/75 Eden District Council Signature Projects Fund Continued**

- III. The amount of £4,500 received from Eden District Council following the sale of land to United Utilities be committed to this project.
- IV. A budget of £5,000 from the Devolution Reserve be committed to this project, subject to ratification by Full Council.
- V. Officers be approved to request that Eden District Council considers a revision to the scheme at Fairhill should the Council's efforts to secure external funding be unsuccessful by 31 August 2019.
- VI. Officers report to the Finance Committee if there remains a shortfall of £5,000 or less in meeting the funding target at 31 August 2019.

## **FIN.COM.18/76 Annual Review of Fees and Charges**

Members considered the report setting out the Fees and Charges for the hire of the Boardroom, Meeting Room and Cornmarket Bandstand for the 2019-20 municipal year.

### **RESOLVED THAT:**

The Fees and Charges for 2019-20 municipal year be approved and go forward for final ratification by Full Council.

## **FIN.COM.18/77 Investments**

Members considered the Town Council Investments report and reviewed the Council's investments in accordance with the approved Investment Strategy.

### **RESOLVED THAT:**

- I. The establishment of a new investment account with the CCLA Public Sector Deposit Fund be approved; and for the arrangements for the operation of the account be delegated to the Responsible Finance Officer, who will consult with the Chairman of the Finance Committee.
- II. The account held with the Unity Trust Bank be closed, and its balance be transferred to the HSBC.
- III. Monies invested with the Penrith Building Society be withdrawn and reinvested into other accounts, at an opportune time following the closure of the 2018/19 accounts.

## **PART TWO – EXCLUSION OF PRESS AND PUBLIC**

Members considered the following item of business as an urgent late item as an emerging matter arising from website issues and national guidance requirements.



## **FIN.COM.18/78 The Public Sector Bodies (Websites and Mobile Applications) (No2) Accessibility**

Members considered the Public Sector Bodies Accessibility Regulations 2018 report.

### **RESOLVED THAT:**

The recommendations contained within the report be agreed.

### **Chairman:**

**Date:** 29 April 2019

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

Cllr. Kenyon

**Chairman**

Cllr. Burgin.

**Vice Chairman**



Cllr. Bowen

Cllr. Jackson

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

### **Councillors**

Cllr. Clark

Cllr. Donald

Cllr. Lawson

Cllr. Whipp