



# Penrith Town Council

Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR  
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Minutes of the meeting of the:

## **FINANCE COMMITTEE**

Held on Monday 29 April 2019 2.15pm – 4.00pm Board Room,  
Penrith Town Council Office, Unit 1, Church House, 19-24  
Friargate.

### **PRESENT:**

Cllr. Bowen

Cllr. Burgin

Cllr. Jackson

Services & Contracts Manager

Responsible Finance Officer

**PENRITH TOWN COUNCIL  
MINUTES  
FINANCE COMMITTEE 29 APRIL 2019**

**FIN.COM.18/79 Apologies for Absence**

Apologies for absence were received from Councillor Kenyon.

**FIN.COM.18/80 Declaration of Interests and Dispensations**

Members were asked to disclose their interests in matters to be discussed and to decide requests for dispensations.

**FIN.COM.18/81 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 11 March 2019.

**FIN.COM.18/82 Public Participation**

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

**FIN.COM.18/83 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 Penrith Lions Club Grant Application be considered without the press and public being present as the report contains sensitive data of a third party.

**FIN.COM.18/84 Payments for Approval**

- a) Cllr Burgin 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 February and March 2019.

**RESOLVED THAT:**

- I. The monthly report of payments be approved.
- II. Cllr Burgin and Cllr Bowen would check the EBS and the Monthly Report of Payments for the meeting of the Finance Committee on the 11 June 2019.



## **FIN.COM.18/85 Asset Management**

- a) Members considered a report setting out the adoption of an Asset Valuation Policy.
- b) Members reviewed the Asset Register as at 31 March 2019.

### **RESOLVED THAT:**

- I. The Committee approve the Asset Valuation Policy and recommend taking forward to Full Council for final ratification.
- II. The Committee approve the Asset Register as at 31 March 2019 and recommend taking forward to Full Council for final ratification.

## **FIN.COM.18/86 Annual Accounts and Annual Governance & Accountability Return (AGAR) 2018/19**

- a) Members were requested to adopt the Governance and Accountability for Small Councils, March 2019 edition of the Practitioners Guide.
- b) Members considered the Internal Auditors report findings for 2018/19.
- c) i. Members reviewed the System of Internal Control.
  - ii. Members reviewed the Annual Governance Statement 2018/19, AGAR Section 1.
- d) Members considered the Bank Reconciliations for the HSBC Bank, Unity Trust and the Penrith Building Society as at 31 March 2019.
- e) Members considered the Finance Outturn Report, year ended the 31 March 2019, and a request from the Planning Committee for an exception to Finance Regulations to allow it to carry forward unspent budget provision from 2018/19 to 2019/20.
- f) Members reviewed the Accounting Statements 2018/19, AGAR Section 2.

### **RESOLVED THAT:**

- I. The Governance and Accountability for Small Councils, March 2019 edition of the Practitioners Guide be adopted and go forward to Full Council for final ratification.
- II. The Internal Audit Report for year ended 31 March was circulated and approved to go forward to Full Council for final ratification.
- III. The System of Internal Control including Risk Management arrangements have remained effective throughout the fiscal year to 31 March 2019.
- IV. The Annual Governance Statement 2018/19, AGAR Section 1 be approved and go forward to Full Council for final ratification.
- V. The Bank Reconciliations for the HSBC Bank, Unity Trust and the Penrith Building Society by approved and signed.
- VI. The Finance Outturn Report for the year ended 31 March 2019 be approved and go forward to Full Council for final ratification.
- VII. The request from the Planning Committee to carry forward unspent budget provision from 2018/19 to 2019/20 be approved and go forward to Full Council for final ratification.



## **FIN.COM.18/86 Annual Accounts and Annual Governance & Accountability Return (AGAR) 2018/19 Continued**

- VIII. The Accounting Statements for 2018/19, AGAR section 2 be approved and go forward to Full Council for final ratification.
- IX. Cllr Jackson, Bowen, Burgin thanked the officers for their work finalising the accounts and the outcome of the Audit report.

## **FIN.COM.18/87 Internal Audit Appointment**

Members considered the appointment of the internal auditor for the fiscal year 2019-20.

### **RESOLVED THAT:**

The appointment of Mrs G. Airey as the internal auditor for the fiscal year 2019-20 be approved and go forward to Full Council for final ratification.

## **FIN.COM.18/88 Community Caretaker Contract**

Members considered a report setting out the option to extend the Community Caretaker Contract for a further 12 months effective from the 25 June 2019.

Cllr Jackson asked the following questions:

- i) Does the Council benefit from the contractor being prompt in addressing issues and requests for action, including emergency repairs? The officer response was Yes.
- ii) Are there occasions where the Council requires more than one operative to undertake a task or instruction? The officer response was Yes.
- iii) Does the Council have confidence that the contractor is experienced and knowledgeable in the performance of its duties? The officer response was Yes.

### **RESOLVED THAT:**

- i) The committee approve for the Community Caretaker Contract to be extended for a further 12 months, effective from the 25 June 2019, and recommend to take forward to Full Council for final ratification.
- ii) Cllr Jackson requests that the Contractor is written to outlining the Council's thanks for their work performance during the previous 12 months.

## **FIN.COM.18/89 Insurance Renewal**

Members noted that the Council's insurance policy is a 3-year long term agreement effective from 18 May 2018. The renewal premium for the 12-month period has been notified as £3,645.19, which includes insurance premium tax and an administration fee of £50.00. The premium has increased from £2,162.85 due largely to the increase in assets acquired by the Council during the fiscal year.

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

### **FIN.COM.18/90 Penrith Lions Club Grant Application.**

This report was considered exempt under Section 100A (4) of the Local Government Act 1972. Members of the public (including the press) were excluded from the meeting during discussion of the item of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 to Schedule 12A of the Act.

Members considered a grant application from Penrith Lions Club for the proposed Tea in the Castle Park Event.

#### **RESOLVED THAT:**

A grant award of up to £5,000 be awarded to the Penrith Lions Club for the proposed Tea in Castle Park Event, supported from the Council's Events Grant budget, LGA 1972, section 144.

**Chairman:**



**Date:**

20th MAY 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

Chairman: 

Date: 29 April 2019