



# Penrith Town Council

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Draft Minutes of the meeting of the:

## **FINANCE COMMITTEE**

Held on Monday 09 September 2019 6.00pm – 8.00pm Board Room, Penrith Town Council Office, Unit 1, Church House, 19-24 Friargate.

### **PRESENT:**

Cllr. Burgin

Cllr. Hawkins

Cllr. Jackson

Cllr. Kenyon

Cllr. Shepherd

Services & Contracts Manager

Responsible Finance Officer

**PENRITH TOWN COUNCIL  
MINUTES  
FINANCE COMMITTEE 09 SEPTEMBER 2019**

The Chairman informed Councillors that an urgent late item has been brought to the meeting and will be considered at the end of Part One.

**FIN.COM.19/18 Apologies for Absence**

Apologies for absence were received from Cllr. Bowen.

**FIN.COM.19/19 Declaration of Interests and Dispensations**

Members were asked to disclose their interests in matters to be discussed and to decide requests for dispensations. None recorded.

**FIN.COM.19/20 Minutes of the Previous Meeting**

Members authorised the Chairman to sign the Minutes of the Meeting of the Finance Committee held on Monday 17 June 2019 as a true record.

**FIN.COM.19/21 Public Participation**

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

**FIN.COM.19/22 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:**

Items 16,17 be considered without the presence of the press and public as both matters involve the disclosure of exempt information as defined in paragraph 3 of Part 1 to Schedule 12A of the Local Government Act 1972, containing information relating to the financial or business affairs of any particular person.

**FIN.COM.19/23 Budgetary Control Statement 2019/20:  
Expenditure to 31 July 2019**

Members considered the Budgetary Control Statement 2019 Expenditure to month end 31 July 2019.

**RESOLVED THAT:**

The Budgetary Control Statement, of expenditure to 31 July 2019 be approved.

## **FIN.COM.19/24 Payments for Approval**

a) Members noted that Cllr Burgin and Cllr Kenyon accessed the Electronic Banking System and verified and confirmed that the banking transaction history ran concurrently from the last meeting and agreed with the transactions circulated with the meeting documents.

b) Members considered the Monthly Report of Payments for June and July 2019.

### **RESOLVED THAT:**

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

## **FIN.COM.19/25 Bank Reconciliation**

Members considered the Bank Reconciliations for the HSBC Bank for the periods ending 30 June and 31 July 2019.

### **RESOLVED THAT:**

The Bank Reconciliations for the periods to 30 June and 31 July 2019 be approved and signed by Cllr Burgin and Cllr Kenyon.

## **FIN.COM.19/26 Risk Assessments**

Members considered the report and reviewed the risk assessments for 2019-20 for:

- Business Continuity
- Finance
- Governance
- IT and Website
- Allotments
- War Memorials
- Cornmarket Bandstand
- Fairhill Playing Field
- Fire Risk Assessment
- Lone Working
- Recycling Bring Site
- Office
- Bus Shelters
- Seats
- Musgrave Monument

### **RESOLVED THAT:**

The risk assessments be approved and recommended to go forward for final ratification by Full Council.

## **FIN.COM.19/27 Policy Review**

Members considered the following policies:

- Risk Management Policy
- Procurement Policy
- Financial Regulations

### **RESOLVED THAT:**

- I. The Risk Management Policy and Financial Regulations Policy be approved and recommended to go forward for final ratification by Full Council.
- II. The RFO adds a further paragraph in to the Procurement Policy setting out the criteria for evaluating tenders which included locality and recommend the policy to go forward for final ratification by Full Council.

## **FIN.COM.19/28 Review of Internal Control Environment**

Members received an oral report from the Responsible Finance Officer and noted that the Council's annual review of effectiveness of its system of internal control will be carried out in March 2020 as this will better enable the Council to assert in its Annual Governance Statement that internal controls have operated effectively throughout the financial year 2019/20.

## **FIN.COM.19/29 Internal Audit Plan 2019/20**

Members considered the report setting out the outline Internal Audit Plan for 2019/20.

### **RESOLVED THAT:**

The outline Internal Audit Plan for 2019/20 be approved.

## **FIN.COM.19/30 Budget Process 2020/21**

Members considered the report setting out process for the production of the 2020/21 Budget.

### **RESOLVED THAT:**

The Budget process for 2020/21 be approved as set out in the report, albeit the Budget Working Group will not meet on the 14 October 2019.

## **FIN.COM.19/31 Signature Projects Fund**

Members received an oral report from the Services and Contracts Manager and noted the progress of the Signature Projects fund scheme at Fairhill.

## **FIN.COM.19/32 Funding for Cultural Strategy and VE Day 75 Event.**

Members considered the report to consider funding from existing budgets for the Cultural Strategy and VE Day 75 event.

### **RESOLVED THAT:**

The request for funding for the Cultural Strategy and VE Day 75 be approved, and recommended to go forward for final ratification by Full Council on the basis that £5,000 for the Cultural Strategy is met from the Officer Support budget (£4,500 in 2019/20 and £500 in 2020/21) and £10,000 for the VE Day 75 Event is met from the Events Grants budget in 2019/20.

## **The Following item was considered as a matter of urgent business.**

## **FIN.COM.19/33 External Auditor Report and Certificate 2018/19**

Members were asked to accept the External Auditor Report and Certificate for 2018/19.

### **RESOLVED THAT:**

Members accepted the External Auditor Report and Certificate for 2018/19 and recommended to go forward for final ratification by Full Council.

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

## **FIN.COM.19/34 External Accountancy Service**

Members considered the report setting out the outcomes of discussions with the external accountancy provider regarding their contract and associated fees.

### **RESOLVED THAT:**

The service specification and fee arrangement for the work carried out by the external accountancy provider be approved.

## **FIN.COM.19/35 Appointment of Inhouse Solicitor**

Members considered the report setting out the appointment of an inhouse solicitor.

## **FIN.COM.19/35 Appointment of Inhouse Solicitor, continued**

### **RESOLVED THAT:**

- I. Officers undertake further work to set out the duties of the role and how these duties equate to 8 hours per week.
- II. Officers undertake a comparison against the costs paid to the current external solicitor service.
- III. The appointment of an inhouse Solicitor be considered by Full Council on 23 September 2019.
- IV. The costs of the post are met from the General Reserve in 2019/20 should the position be approved.

**Chair:**

**Date:**

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

Cllr. Burgin.                      **Chairman**

Cllr. Bowen                        **Vice Chairman**

Cllr. Hawkins

Cllr. Jackson

Cllr. Kenyon

Cllr. Shepherd

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

Cllr. Clark

Cllr. Clarke

Cllr. Davies

Cllr. Donald

Cllr. Fallows

Cllr. Knaggs

Cllr. Lawson

Cllr. Snell