



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 17 June 2019 6.00pm – 8.00pm Board Room,
Penrith Town Council Office, Unit 1, Church House, 19-24
Friargate.

PRESENT:

Cllr. Burgin

Cllr. Bowen

Cllr. Hawkins

Cllr. Jackson

Services & Contracts Manager

Responsible Finance Officer

**PENRITH TOWN COUNCIL
MINUTES
FINANCE COMMITTEE 17 JUNE 2019**

FIN.COM.19/01 Apologies for Absence

Apologies for absence were received from Councillor Shepherd and Councillor Kenyon.

FIN.COM.19/02 Appointment of Vice Chairman

Members considered and voted for the appointment of the Vice Chairman of the Finance Committee.

Moved, seconded and **RESOLVED THAT:**

Councillor Bowen be appointed Vice Chairman for the municipal year 2019-20.

FIN.COM.19/03 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.19/04 Public Participation

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

FIN.COM.19/05 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 16,17,18 be considered without the presence of the press and public as all three 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.19/06 Finance Committee Terms of Reference

Members noted the Finance Committee Terms of Reference and made the following suggestions:

- I. Membership to include for Two Standing Deputies
- II. Deletion of the word 'and resources' under Responsibilities, Staffing Sub Committee.

FIN.COM.19/07 Finance Committee Meeting Arrangements

Members considered the timings of the 2019-20 Finance Committee meetings.

RESOLVED THAT:

The start time for Finance Committee meetings would be 18:00 hours for the 2019-20 municipal year.

FIN.COM.19/08 Finance Committee Work Plan

Members considered the Finance Committee Work plan for the municipal year 2019-20.

RESOLVED THAT:

The Finance Committee Work Plan for 2019-20 be approved.

FIN.COM.19/09 Budgetary Control Statement 2019/20: Expenditure to 31 May 2019

Members considered the Budgetary Control Statement 2019 Expenditure to month end 31 May 2019 report. Members considered whether future budgetary Control Statement reports would monitor expenditure against the latest rather than the approved budget.

RESOLVED THAT:

- I. The Budgetary Control Statement, of expenditure to 31 May 2019 be approved.
- II. Future Budgetary Control Statement reports will monitor expenditure against the latest rather than the approved budget.

FIN.COM.19/10 Payments for Approval

a) Members noted that Cllr Burgin and Cllr Jackson 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.

FIN.COM.19/10 Payments for Approval, continued

b) Members considered the Monthly Report of Payments for April and May 2019.

RESOLVED THAT:

- I. The monthly reports 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 09 September 2019.
- III. 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.19/11 Bank Reconciliation

Members considered the Bank Reconciliations for the HSBC Bank for the periods ending 30 April and 31 May 2019.

RESOLVED THAT:

The Bank Reconciliations for the periods to 30 April and 31 May 2019 be approved and signed by Cllr Burgin and Cllr Bowen.

FIN.COM.19/12 Town Council Investments.

Members considered the report setting out the arrangements for the operation of the Council's new CCLA Public Sector Deposit Fund account and to review its range of investments. Members noted that following the investment transactions this would leave approximately £237,000 in the HSBC account, which would be required to meet operational expenditure in the coming months.

RESOLVED THAT:

- I. The proposed arrangements for the operation of the CCLA Public Sector Deposit Fund account be approved and that the following Members be approved as Directors for the account:

Cllr Burgin
Cllr Bowen
Cllr Jackson
Cllr Hawkins
- II. Withdraw funds from Penrith Building Society account to reduce its balance to £85,000.
- III. Invest £85,000 into the Cumberland Building Society account.
- IV. Invest £300,000 in to the CCLA Public Sector Deposit Fund account.

FIN.COM.19/13 Bench Disposal Policy

Members considered the Bench Disposal Policy report.

RESOLVED THAT:

The Bench Disposal Policy be approved and recommended to go forward for final ratification by Full Council with the following amendments:

“Paragraph 4.2 XIV be amended to read:

Where no persons submitted a bid for an advertised bench the Council will:

- Advertise the bench on a Freegle website or similar
- Make available the bench to residents in locality areas
- Dispose of the bench at its discretion”.

FIN.COM.19/14 Officer Training Request

Members considered a request for staff training.

RESOLVED THAT:

The training request for the Town Clerk to attend the SLCC Training Seminar be approved.

PART TWO – EXCLUSION OF PRESS AND PUBLIC

FIN.COM.19/15 Legal Support

Members received a verbal report to consider additional legal support required to deliver the aims and objectives of the Town Council and Devolution of assets and services.

RESOLVED THAT:

Members approved for the Town Clerk to open a dialogue with persons who may be able to provide additional legal support for the Council.

FIN.COM.19/16 External Accountancy Service

Members considered the report setting out the revised responsibilities for routine finance functions and the proposal to enter into discussions with Lamont Pridmore regarding their contract and associated fees.

FIN.COM.19/16 External Accountancy Service, continued

RESOLVED THAT:

- I) The accounting work which has been taken over by the Council from Lamont Pridmore was approved.
- II) Officers be authorised to commence discussions with Lamont Pridmore with a view to revising the Council's contract to reflect current responsibilities and to agree an appropriate fee for the work involved.

FIN.COM.19/17 Land Transfer at Thacka Beck

Members considered the report setting out the latest position with regards to the land transfer at Thacka Beck and considered which legal option it wants to instruct the Council's Solicitor to follow:

RESOLVED THAT:

The Council instructs its Solicitors to request that Cumbria County Council approach Highways England for a formal right of access before the Town Council proceeds.

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