



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 11 November 2019 6.00pm – 7.00pm Board Room, Penrith Town Council Office, Unit 1, Church House, 19-24 Friargate.

PRESENT:

Cllr. Burgin

Cllr. Bowen

Cllr. Jackson

Cllr. Kenyon

Cllr. Shepherd

Services & Contracts Manager

Responsible Finance Officer

**PENRITH TOWN COUNCIL
MINUTES
FINANCE COMMITTEE
11 NOVEMBER 2019**

FIN.COM.19/36 Apologies for Absence

There were no apologies for absence. Cllr Hawkins was absent.

FIN.COM.19/37 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.19/38 Minutes of the Previous Meeting

Members authorised the Chair to sign the Minutes of the Meeting of the Finance Committee held on Monday 9 September 2019.

FIN.COM.19/39 Public Participation

Members noted that no members of the public had requested in writing to speak prior to the meeting.

FIN.COM.19/40 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. None identified.

**FIN.COM.19/41 Budgetary Control Statement 2019/20:
Expenditure to 30 September 2019**

Members considered the Budgetary Control Statement 2019 Expenditure to month end 30 September 2019.

RESOLVED THAT:

The Budgetary Control Statement, of expenditure to 30 September 2019 be approved.

FIN.COM.19/42 Payments for Approval

Members noted that Cllr Bowen 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.

Members considered the Monthly Report of Payments for August and September 2019.

FIN.COM.19/42 Payments for Approval Continued

RESOLVED THAT:

- I. The monthly reports of payments be approved.
- II. Cllr Hawkins and Cllr Bowen check the EBS and the Monthly Report of Payments for the meeting of the Finance Committee on the 13 January 2020.

FIN.COM.19/43 Bank Reconciliation

Members considered the Bank Reconciliations for the HSBC Bank for the periods ending 31 August and 30 September 2019.

RESOLVED THAT:

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

FIN.COM.19/44 Request for a new bench on Lowther Street

Members considered the report requesting that a new bench be installed on Lowther Street.

RESOLVED THAT:

- I. A notice be placed in the proposed location of the seat for a period of 28 days advising the public of the Council's intentions.
- II. The residents in the adjoining properties be written too advising them of the Council's intentions.
- III. Any objections to the Council's intentions would be brought back to the Finance Committee for further consideration.
- IV. Where there are no objections received, a new bench be purchased and installed on Lowther Street, funded from the Seats and Benches Budget, providing that Cumbria County Council grants permission for the Council to install a bench in this location.

FIN.COM.19/45 Staff Appraisal

Members noted that staff appraisals have been successfully completed and that pay recommendations would be taken to the Budget Working Group.

FIN.COM.19/46 Inhouse Solicitor

Members noted that the inhouse Solicitor commenced employment with the Council on the 28 October 2019 on the terms as resolved..

Members considered the following item of business as an urgent late item to allow the Fairhill Signature Project to continue its project timescale.

FIN.COM.19/47 Fairhill Signature Projects Fund

Members received an oral report on the Fairhill Signature Projects Fund and approval was sought for two Councillors to consider and agree the award of Contract for the Fairhill Signature Projects Fund, Play Area Extension following the evaluation of tenders.

RESOLVED THAT:

Councillors Bowen and Burgin be authorised to agree the award of contract for the Fairhill Signature Projects Fund, Play Area Extension.

Chair:

Date: