



Penrith Town Council

Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR

Tel: 01768 899 773 Email: office@penrithtowncouncil.co.uk

Draft Minutes of the meeting of

FINANCE COMMITTEE

Held on **09 March 2020**, at 6.00 p.m. Board Room, Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR.

PRESENT

| | | | |
|---------------|---------------|----------------|------------|
| Cllr. Bowen | Pategill Ward | Cllr. Jackson | North Ward |
| Cllr. Burgin | South Ward | Cllr. Kenyon | North Ward |
| Cllr. Hawkins | East Ward | Cllr. Shepherd | East Ward |

Responsible Finance Officer
Services and Contracts Manager

DRAFT MINUTES OF THE
FINANCE COMMITTEE
09 MARCH 2020

PART I

FIN19/65 APOLOGIES FOR ABSENCE

There were no apologies for absence.

FIN19/66 MINUTES

Members made an amendment to minute reference FIN19/56 Proposed Budget 2020/21, 'which meant a reduction in Contingency Budget from £5,000 to £4,500'. Members approved the amendment to the minute and authorised the Chair to sign, as a correct record, the minutes of the meeting of the Finance Committee held on Monday 13 January 2020.

FIN19/67 PUBLIC PARTICPATION

Members noted that there were no questions or representations that had been received from members of the public prior to the meeting.

FIN19/68 DECLARATION OF INTERESTS AND REQUESTS FOR DISPENSATIONS

Members noted that no declarations of interests or requests for dispensations by Members in respect of items on the agenda were received prior to the meeting.

Cllr Hawkins joined the meeting at 18:10 hours.

FIN19/69 EXCLUDED ITEM: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Members confirmed that no matters should be considered without the presence of the press and public.

FIN19/70 BUDGETARY CONTROL STATEMENT 2019/20: 31 JANUARY 2020

Members considered the Budgetary Control Statement 2019 Expenditure to month end 30 January 2020.

RESOLVED THAT

The Budgetary Control Statement of expenditure to 31 January 2020 be approved and go forward for final ratification by Full Council.

FIN19/71 PAYMENTS FOR APPROVAL

Members noted that Cllr Jackson and Cllr Shepherd 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 December 2019 and January 2020.

FIN19/71 PAYMENTS FOR APPROVAL CONTINUED

RESOLVED THAT

- i. The monthly report of payments be approved.
- ii. Cllr Shepherd and Cllr Kenyon check the EBS and the Monthly Report of Payments for the meeting of the Finance Committee on the 27 April 2020.

FIN19/72 BANK RECONCILIATION

Members considered the Bank Reconciliations for the HSBC Bank for the periods ending 31 December 2019 and 31 January 2020.

RESOLVED THAT

The Bank Reconciliations for the periods ending 31 December 2019 and 31 January 2020 be approved and signed by Cllr Burgin and Cllr Bowen.

FIN19/73 LOWTHER STREET BENCH

Members considered the report setting out the responses from the resident consultation exercise to determine whether to install a new bench on Lowther Street.

RESOLVED THAT

The Council liaises with Cumbria Police to confirm whether there are any reported issues of anti-social behaviour in the proposed location of the bench and bring the matter back to the next meeting.

FIN19/74 ANNUAL REVIEW OF FEES AND CHARGES

Members considered the report setting out the Fees and Charges for the financial year 2020-21.

RESOLVED THAT

The Fees and Charges for the 2020-21 financial year be approved and go forward for final ratification by Full Council with an amendment that Boardroom and Meeting Room hire for registered charities with a branch within the Parish of Penrith be made free of charge.

FIN19/75 DELEGATED DECISIONS

Members considered the delegated decision reports for emergency works undertaken to Musgrave Monument and to update the Council's website for compliance with legislation.

RESOLVED THAT

- i. The delegated decision report for emergency works undertaken to the ladder system at Musgrave Monument be approved.
- ii. The delegated decision report to update the Council's website for compliance with legislation be approved.

FIN19/76 INTERNAL AUDIT REPORT

Members considered the Internal Auditors Interim Audit Report for the period 01 April to 31 December 2019.

FIN19/76 INTERNAL AUDIT REPORT CONTINUED

RESOLVED THAT

The Internal Auditors Interim Audit Report for the period 01 April to 31 December 2019 be approved and go forward for final ratification by Full Council.

FIN19/77 REVIEW OF SYSTEM OF INTERNAL CONTROL 2019/20

Members considered the report setting out a review of the Council's System of Internal control for the current financial year.

RESOLVED THAT

The review of the Council's System of Internal Control for the current financial year be approved and go forward for final ratification by Full Council.

FIN19/78 REQUEST FOR A NEW BENCH ON NORFOLK ROAD

Members considered the report requesting that a new bench be installed on Norfolk Road.

RESOLVED THAT

- i. The residents views on the Council's intentions be sought and include the option to place a bench adjacent to the bus stop on Norfolk Road or at the top of Musgrave Street.
- ii. Residents consultation feedback be brought back to the Finance Committee for further consideration.
- iii. Cumbria Police be contacted to enquire whether there are any reported issues of anti-social behaviour in the proposed locations of the bench.

FIN19/79 NEXT MEETING

Members noted the next meeting was scheduled for Monday 27 April 2020 at 6.00pm, Board Room, Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR.

CHAIR:

DATE:

**FOR THE INFORMATION OF ALL MEMBERS OF
THE FINANCE COMMITTEE
AND FOR INFORMATION FOR ALL REMAINING MEMBERS OF THE TOWN COUNCIL**