



# Penrith Town Council

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

## FINANCE COMMITTEE

Held on **13 January 2020**, at 5.15 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

**MINUTES OF THE**  
**FINANCE COMMITTEE**  
**13 JANUARY 2020**

**PART I**

**FIN19/48 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**FIN19/49 MINUTES**

Members authorised the Chair to sign, as a correct record, the minutes of the meeting of the Finance Committee held on Monday 11 November 2019.

**FIN19/50 PUBLIC PARTICIPATION**

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

**FIN19/51 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.

**FIN19/52 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.

**FIN19/53 BUDGETARY CONTROL STATEMENT 2019/20: 30 NOVEMBER 2019**

Members considered the Budgetary Control Statement 2019 Expenditure to month end 30 November 2019 and noted that Members had received an informal summary of the Budgetary Control Statement 2019 Expenditure to month end 31 December 2019 for information only.

**RESOLVED THAT**

The Budgetary Control Statement of expenditure to 30 November 2019 be approved and go forward for final ratification by Full Council.

**FIN19/54 PAYMENTS FOR APPROVAL**

Members noted that Cllr Bowen and Cllr Hawkins 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 October and November 2019.

## **FIN19/54 PAYMENTS FOR APPROVAL CONTINUED**

### **RESOLVED THAT**

- i. The monthly report of payments be approved
- ii. Cllr Hawkins and Cllr Shepherd check the EBS and the Monthly Report of Payments for the meeting of the Finance Committee on the 09 March 2020.

## **FIN19/55 BANK RECONCILIATION**

Members considered the Bank Reconciliations for the HSBC Bank for the periods ending 31 October and 30 November 2019.

### **RESOLVED THAT**

The Bank Reconciliations for the periods ending 31 October and 30 November 2019 be approved and signed by Cllr Burgin and Cllr Bowen.

## **FIN19/56 PROPOSED BUDGET 2020/21**

- a. Members considered the report setting out the proposed budget for 2020/21.

### **RESOLVED THAT**

The proposed budget for 2020/21 be approved and recommended the report go forward for final ratification by Full Council with the following amendment; the Mayoral Expenses budget be increased to £700 and the Deputy Mayoral Expenses budget be increased to £300, which meant a reduction in the contingency budget from £5,000 to £4,500.

- b. Members considered the amended Draft Reserves Policy 2020/21 for the management of the Council's financial reserves.

### **RESOLVED THAT**

The amended Draft Reserves Policy 2020/21 be approved and the policy go forward for final ratification by Full Council.

- c. Members considered the amended Draft Investment Strategy 2020/21 for the management of the Council's financial investments in 2020/21 and were asked to note the investment transactions made in December 2019.

### **RESOLVED THAT**

- i. The amended Draft Investment Strategy 2020/21 be approved and the strategy go forward for final ratification by Full Council.
- ii. The investment transactions made in December 2019 be noted.

## **FIN19/59 GROUNDS MAINTENANCE FAIRHILL**

Members were asked to note that the Grounds Maintenance Contractor for Fairhill has been retained for the 2020/21 financial year as the Contractor had met the requirements of the contract specification in full for the previous two years.

### **RESOLVED THAT**

It be noted that the Grounds Maintenance Contractor for Fairhill had been retained for the 2020/21 financial year.

Cllr. Kenyon left the meeting at 18:05.

### **FIN19/60 GENERAL DATA PROTECTION REGULATIONS RISK ASSESSMENT**

Members considered the General Data Protection Regulations risk assessment.

#### **RESOLVED THAT**

The General Data Protection Regulations risk assessment be approved and the risk assessment go forward for final ratification by Full Council.

### **FIN19/61 SLCC PRACTITIONERS CONFERENCE 2020**

Members considered a training request for the Town Clerk to attend the SLCC Practitioners Conference in February 2020.

#### **RESOLVED THAT**

The training request for the Town Clerk to attend the SLCC Practitioners Conference in February 2020 be approved.

### **FIN19/62 FINANCE COMMITTEE DATES 2020/21**

Members considered the proposed meeting dates for the Finance Committee meetings in the year 2020/21.

#### **RESOLVED THAT**

The dates for the Finance Committee meetings in the municipal year 2020/21 be:

- 29 June 2020
- 21 September 2020
- 16 November 2020
- 11 January 2021
- 26 April 2021

### **FIN19/62 LOCAL GOVERNMENT PENSION SCHEME EMPLOYER DISCRETIONS AND 2019 PENSION FUND CONTRIBUTION**

Members considered a report setting out the draft Pensions Discretions Policy and were informed of the results of the 2019 valuation of the Pension Fund.

#### **RESOLVED THAT**

- i. The draft Local Government Pension Scheme Employer Discretions Statement of Policy be approved and the policy go forward for final ratification by Full Council.
- ii. The results of the 2019 Pension Fund Valuation be noted and accepted.

### **FIN19/63 DISCIPLINARY AND GRIEVANCE ARRANGEMENTS**

Members considered the revised Disciplinary and Grievance Arrangements policy as prescribed and issued by NALC.

#### **RESOLVED THAT**

The Disciplinary and Grievance Arrangements policy be approved and the policy go forward for final ratification by Full Council.

## **FIN19/64 NEXT MEETNG**

Members noted the next meeting was scheduled for Monday 09 March 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**