



Penrith Town Council

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

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

Minutes of the video conference live event

FINANCE COMMITTEE

Held virtually via 'Zoom' video conference on

Monday **21 September 2020** at 6.00pm

PRESENT

Cllr. Burgin	South Ward	Cllr. Kenyon	North Ward
Cllr. Jackson	North Ward		

Responsible Finance Officer
Services and Contracts Manager

MINUTES OF THE FINANCE COMMITTEE 21 SEPTEMBER 2020

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations") come into force on 4 April 2020.

Section 78 of the 2020 Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May next year. The Regulations apply to local council meetings, committees, and sub-committees.

PART I

FIN20/10 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Shepherd. Councillor Hawkins was absent without apologies.

FIN20/11 CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING

Members authorised the Chair to sign the Minutes of the Meeting of the Finance Committee held on Monday 29 June 2020 as a true record.

FIN20/12 PUBLIC PARTICIPATION AND REPRESENTATIONS

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

FIN20/13 DECLARATIONS OF INTEREST 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.

FIN20/14 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.

FIN20/15 APPOINTMENT OF VICE CHAIR

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

RESOLVED THAT

Councillor Shepherd be appointed Vice Chair for the municipal year 2020-21.

FIN20/16 BUDGETARY CONTROL STATEMENT 2020/21:31 AUGUST 2020

Members considered the Budgetary Control Statement 2020/21 Expenditure to month end 31 August 2020.

RESOLVED THAT:

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

FIN20/17 PAYMENTS FOR APPROVAL

Members noted that Cllr Kenyon 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 June, July, August 2020.

RESOLVED THAT:

- i. The monthly report of payments be approved.
- ii. Cllr Shepherd and Cllr Jackson check the EBS and the Monthly Report of Payments for the meeting of the Finance Committee on the 16 November 2020.

FIN20/18 BANK RECONCILIATION

Members considered the Bank Reconciliation for the HSBC Bank account for the period ending 30 June, 31 July, 31 August 2020.

RESOLVED THAT

The Bank Reconciliation for the HSBC Bank account for the period ending 30 June, 31 July, 31 August be approved and signed by Cllr Burgin.

FIN20/19 LOWTHER STREET BENCH

Members considered the report determining whether to install a new bench on Lowther Street having taken in to account the consultation responses and the views of Cumbria Police.

RESOLVED THAT:

A new bench be installed on Lowther Street with the option to remove the bench in the future should the Council wish to do so.

FIN20/20 NORFOLK ROAD BENCH

Members considered the report determining whether to install a new bench on Norfolk Road.

RESOLVED THAT:

- i. A new bench be installed on Norfolk Road adjacent to the bus stop.
- ii. Officers be given delegated authority to determine the style of the bench.

FIN20/21 MOTION FROM CLLR. FALLOWS BUS SHELTER BRENTFIELD WAY

Members considered a motion from Cllr. Fallows requesting that a new bus shelter be installed on Brentfield Way.

RESOLVED THAT:

- i. Approval be given to work with stakeholders including the Scaws Tenants and Residents Association, Eden District Council and Cumbria County Council to provide a new bus shelter at Brentfield Way.
- ii. A budget of £4,500 be approved from the Bus Shelter budget for the supply and installation of the bus shelter.
- iii. The Council be responsible for ownership and all ongoing revenue costs associated with the bus shelter.

FIN20/22 CORPORATE RISK ASSESSMENTS

Members considered the report and Corporate Risk Assessments for 2020/21 for:

- Allotments
- Bus Shelters
- Business Continuity
- Cornmarket Bandstand
- Fairhill Playing Field
- Finance
- Fire
- Governance
- GDPR
- Information Technology and website
- Lone Working
- Musgrave Monument
- Office
- Recycling Bring Site
- Seats
- St Andrews War Memorial

RESOLVED THAT:

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

FIN20/23 MOTION FROM CLLR. SHEPHERD CORONATION GARDEN ASSET OF COMMUNITY VALUE

Members considered a motion from Cllr. Shepherd requesting that Coronation Garden be registered with Eden District Council as an Asset of Community Value.

RESOLVED THAT:

The Council registers with Eden District Council a request that Coronation Garden be registered as an Asset of Community Value.

FIN20/24 POLICY REVIEW

Members reviewed the Procurement Policy and the Financial Regulations Policy.

RESOLVED THAT:

- i. The Procurement Policy be approved and go forward for final ratification by Full Council.
- ii. The Financial Regulations Policy be approved and go forward for final ratification by Full Council.

FIN20/25 BANK AND INVESTMENT ACCOUNTS

a) Authorised Signatories CCLA Account

Members were asked to approve a fourth signatory for the CCLA account.

b) Authorised Signatories Other Accounts

Members were asked to nominate four of its Members as signatories to the Council's accounts.

c) HSBC Daily Payment Limit

Members were asked to approve the increase in the daily limit for electronic payments from the HSBC account from £10,000 to £30,000.

RESOLVED THAT:

- i. Councillor Shepherd be approved as the fourth signatory for the CCLA account.
- ii. The RFO brought forward an urgent matter that due to the reducing balance on the HSBC account and the effect on cash flow, that £50,000 be withdrawn from the CCLA account and deposited in the HSBC account.
- iii. All members of the Finance Committee be approved as signatories to the Council's accounts where permitted. The Responsible Finance Officer to bring a future report back to the Committee.
- iv. The daily limit for electronic payments from the HSBC account be approved at £20,000.

FIN20/25 INTERNAL AUDIT PLAN

Members considered the outline Internal Audit Plan for 2020-21.

RESOLVED THAT:

The outline Internal Audit Plan for 2020-21 be approved and go forward for final ratification by Full Council.

FIN20/26 BUDGET REVIEW 2020-21

Members reviewed the current years budget to reflect the 2019-20 outturn and the effects of the Coronavirus pandemic on services.

RESOLVED THAT:

- i. The proposed revisions to the 2020-21 budget be approved and go forward for final ratification by Full Council.
- ii. All Budgetary Control reports for the remainder of the year are based on the revised budget.

FIN20/27 BUDGET PROCESS 2021-22

Members considered a report setting out the process for the development of the 2021-22 budget.

RESOLVED THAT:

The process for the development of the 2021-22 budget be approved.

FIN20/28 LOCAL GOVERNMENT PAY AWARD

Members noted that the staff pay award is 2.75% backdated to the 01 April 2020.

FIN20/29 FINANCE COMMITTEE WORK PLAN

Members noted the Finance Committee Work Plan progress as of 31 August 2020.

FIN20/30 EXTERNAL AUDIT REPORT 31 MARCH 2020

Members noted that the external auditors, PKF Littlejohn, have concluded the statutory audit for the financial year-ending 31` March 2020 and are satisfied that the Town Council's accounts are in accordance with proper practices, and that relevant legislation and regulatory requirements have been met. Councillor Jackson passed his thanks on to the officers for their work.

FIN20/31 FOOTWAY LIGHTING BOWSCAR

Members considered the report outlining Electricity North Wests plans to alter the footway lighting provision in Bowscar.

RESOLVED THAT:

The following matters be noted:

- i. Electricity North Wests plans to alter footway lighting provision in Bowscar.
- ii. Eden District Council who own the current footway lights will not be installing any further footway lights in Bowscar.
- iii. The Town Council made a previous resolution on this matter, Full Council 18 January 2016 resolving not to replace the lights in Bowscar.
- iv. A meeting is convened with Eden District Council to discuss the matter of the proposed streetlight removal in Bowscar and a further report be brought to Finance Committee for consideration.

FIN20/32 NEXT MEETING

Members noted the next meeting was scheduled for Monday 16 November 2020 at 6.00pm, Board Room, Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR or that the meeting may be convened by video conferencing.

CHAIR:

DATE:

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

ACCESS TO INFORMATION

Copies of the agenda are available for members of the public to inspect prior to the meeting. Agenda and Part I reports are available on the Town Council website or, in the case of planning applications, the link to applications on the Eden District Council Website can be found above:

www.penrithtowncouncil.co.uk

Background Papers

Requests for the background papers to the Part I reports, excluding those papers that contain exempt information, can be made to the Town Clerk address overleaf between the hours of 9.00 am and 3.00 pm, Monday to Wednesday via office@penrithtowncouncil.co.uk