



# Penrith Town Council

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**DRAFT** Minutes of the meeting of the

## **FINANCE COMMITTEE**

Held at Penrith Parish Centre St Andrews on **Monday 20 September 2021**,  
at 6.00 p.m.

### **PRESENT**

Cllr. Burgin	South Ward	Cllr. Jackson	North Ward
Cllr. Davies	West Ward	Cllr. Kenyon	North Ward
Cllr. Hawkins	North Ward	Cllr. Shepherd	East Ward

Services and Contracts Manager  
Responsible Finance Officer

The Town Council resolved from 20 May 2019, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence.

**DRAFT**

**MINUTES FOR THE MEETING OF**

**FINANCE COMMITTEE**

**20 September 2021**

**PART I**

**FIN21/15 Apologies for Absence**

There were no apologies for absence.

**FIN21/16 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 28 June 2021.

**FIN21/17 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.

**FIN21/18 Public Participation  
Public Representations**

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

**FIN21/19 Excluded Item: Public Bodies (Admission to Meetings) Act 1960**

Members confirmed that items 19 and 20 should be considered without the presence of the press and public.

**FIN21/20 Budgetary Control Statement 2021/22: 31 August 2021**

Members considered the Budgetary Control Statement 2021/22 Expenditure for the period to 31 August 2021.

**RESOLVED THAT:**

The Budgetary Control Statement 2021/22 Expenditure for the period to 31 August 2021 be approved and go forward for final ratification by Full Council.

## **FIN21/21 Payments for Approval**

- a. Members noted that Cllr Hawkins and Cllr Kenyon verified and confirmed that the banking transaction history reconciled and agreed with the transactions circulated with the meeting documents.
- b. Members were asked to agree the two Councillors to undertake the Payments for Approval checking at the next meeting of the Finance Committee.
- c. Members considered the Monthly Report of Payments for June, July, and August 2021.

### **RESOLVED THAT:**

- i. Cllr Davies and Cllr Jackson check the Payments for Approval for the meeting of the Finance Committee on the 15 November 2021.
- ii. The Monthly Report of Payments for June, July and August 2021 be approved.

## **FIN21/22 Bank Reconciliation**

Members considered the Bank Reconciliation for the HSBC Bank account for the period ending 30 June, 31 July, and 31 August 2021.

### **RESOLVED THAT:**

The Bank Reconciliation for the HSBC Bank account for the period ending 30 June, 31 July and 31 August 2021 be approved and signed by Cllr Burgin.

## **FIN21/23 Risk Assessments**

Members considered the Corporate Risk Assessments for:

- i. Allotments
- ii. Bandstand
- iii. Business Continuity
- iv. Bus Shelter
- v. Fairhill
- vi. Finance
- vii. Fire
- viii. GDPR
- ix. Governance
- x. IT & Website
- xi. Lone Working
- xii. Musgrave Monument
- xiii. Morrisons Recycling Bring Site
- xiv. Office
- xv. Seats
- xvi. Thacka Beck Field
- xvii. War Memorial (St Andrews)
- xviii. Remembrance Day Parade and Service

## **FIN21/23 Risk Assessments, continued**

### **RESOLVED THAT:**

- i. The IT & Website Risk Assessment is revised following confirmation of the arrangements for the backup of the Council website.
- ii. The Corporate Risk Assessments be approved and go forward for final ratification by Full Council.

## **FIN21/24 Policy Review**

Members reviewed the Procurement Policy and 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.

## **FIN21/25 Internal Audit Plan**

Members considered the outline Internal Audit Plan for 2021-22.

### **RESOLVED THAT:**

The outline Internal Audit Plan for 2021-22 be approved.

## **FIN21/26 Budget Process 2022-23**

Members considered the process for preparing the 2022-23 Budget.

### **RESOLVED THAT:**

- i. The process for preparing and agreeing the 2022-23 budget be approved.
- ii. The budget timetable be approved.

## **FIN21/27 Project Budget**

Members received a verbal report from the Responsible Finance Officer asking to give consideration to the commitment of the Project Budget.

### **RESOLVED THAT:**

The Responsible Finance Officer will consult with Planning and CCEG Committee to determine if they have any projects, they may wish for the £8k Project Budget to be allocated against and bring proposals back to Finance Committee to determine.

## **FIN21/28 Annual Accounts 2020/21 – External Audit Opinion**

Members noted that The Accounts and Audit Regulations 2015 require the Council to publish, on its website, Sections 1 and 2 of the 2020/21 Annual Return (the Annual Governance Statement and the Summary Accounts), together with the Audit Certificate, by Thursday 30 September. At the time of the meeting, the Council has not yet received an opinion on its 2020/21

Accounts from the External Auditor, PKF Littlejohn. The opinion will be reported to this Committee and Full Council when available.

### **FIN21/29 Bank Accounts**

Members received and noted the verbal report from the Responsible Finance Officer giving the position on the balances in the Councils Bank Accounts.

#### **RESOLVED THAT:**

The Council withdraws £120,000 from the CCLA to be deposited in the HSBC account.

### **FIN21/30 Thacka Beck Field**

Members considered and noted the report outlining the progress on matters at Thacka Beck Field and considered a request to approve an additional budget to meet the costs of enhancement works.

#### **RESOLVED THAT:**

- i. Finance Committee recommends to Full Council that an additional budget of £2,000 for enhancement works be added to the Thacka Beck Field budget and met from the Devolution Reserve.
- ii. A site visit for Councillors Hawkins, Burgin and Jackson is arranged.

### **FIN21/31 Cornmarket Bandstand**

Members considered a request from the Board and Elbow to be granted consent to use the area to the front of the Cornmarket Bandstand for outdoor hospitality in 2022.

#### **RESOLVED THAT:**

- i. The Board and Elbow be granted consent in principle to use the area to the front of the Cornmarket Bandstand for outdoor hospitality in 2022.
- ii. Delegated Authority be given to the Services and Contracts Manager to confirm the arrangements with the Board and Elbow in line with the arrangements set out in the report.
- iii. The Services and Contracts Manager liaises with the Board and Elbow to discuss charging arrangements reports to the next meeting of Finance Committee.

### **FIN21/32 Next Meeting**

Members noted that the next meeting of the Finance Committee is scheduled for Monday 15 November 2021 at 6.00pm at Penrith Parish Centre, St Andrews.

## **Private Session**

### **Part II**

Members agreed that there were two items in this part of the Agenda to be considered in private as it would involve the disclosure of exempt information under the following category of Part 1 of Schedule 12A of the Local Government Act 1972: Exempt information relating to members of staff.

## **FIN21/33 Staffing Matters Solicitor Post**

Members considered a report on the Solicitor post

### **RESOLVED THAT:**

The recommendation set out in the report be approved.

## **FIN21/34 Staffing Matters Sustainability Officer Post**

Members considered a report on the Sustainability Officer post.

### **RESOLVED THAT:**

The report be noted.

**CHAIR:**

**DATE:**

## **FOR ATTENTION FOR ALL MEMBERS OF FINANCE COMMITTEE AND FOR INFORMATION TO 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.

### **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 between the hours of 9.00 am and 3.00 pm, Monday to Wednesday via [office@penrithtowncouncil.co.uk](mailto:office@penrithtowncouncil.co.uk).