



# Penrith Town Council

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**DRAFT** Minutes of the meeting of the

## **FINANCE COMMITTEE**

Held at Penrith Town Council Office, Church House on **Monday 10 January 2022**, at 6.00 p.m.

### **PRESENT**

Cllr. Burgin

South Ward

Cllr. Kenyon

North Ward

Cllr. Davies

West Ward

Cllr. Shepherd

East Ward

Services and Contracts Manager  
Town Clerk

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**

**10 January 2022**

**PART I**

**FIN21/51 Apologies for Absence**

There were no apologies for absence.

Councillor Hawkins was absent without apologies.

**FIN21/52 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 15 November 2021 as a true and accurate record.

**FIN21/53 Declarations of Interest and Requests for Dispensations**

Members were asked to disclose their interests in matters to be discussed whether disclosable pecuniary or other registrable interest, and to decide requests for dispensations.

Councillor Shepherd reported that he was a member of the Penrith Rotary Club and declared an interest in agenda item 11. Tree Planting.

**FIN21/54 Public Participation**

**Public Representations**

Members noted that there were no questions or representations from members of the public.

**FIN21/55 Excluded Item: Public Bodies (Admission to Meetings) Act 1960**

Members considered whether items 15 and 16, should be considered without the press and public, pursuant to Section 1 (2) of the Public Bodies (Admissions to Meetings) Act, 1960.

**RESOLVED THAT:**

Matters 15 and 16 should be considered in Part Two, private session without the presence of the press and public as these items of business related to the financial and personal affairs of a particular person, in this instance members of staff.

## **FIN21/56 Budgetary Control Statement 2021/22: 30 November 2021**

Members considered the Budgetary Control Statement 2021/22 Expenditure for the period to 30 November 2021.

### **RESOLVED THAT:**

The Budgetary Control Statement 2021/22 Expenditure for the period to 30 November 2021 be approved and go forward for final ratification by Full Council.

## **FIN21/57 Payments for Approval**

- a) Members noted that Cllr. Burgin and Cllr. Shepherd 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.

### **RESOLVED THAT:**

Cllr Davies and Cllr Jackson check the Payments for Approval for the meeting of the Finance Committee on the 21 March 2022.

- c) Members considered the Monthly Report of Payments for November 2021.

### **RESOLVED THAT:**

The Monthly Report of Payments for November 2021 be approved.

## **FIN21/58 Bank Reconciliation**

Members considered the Bank Reconciliation for the HSBC Bank account for the period ending 30 November 2021.

### **RESOLVED THAT:**

The Bank Reconciliation for the HSBC Bank account for the period ending 30 November 2021 be approved and signed by Cllr Burgin.

## **FIN21/59 Proposed Budget 2022/23**

Members considered the report setting out the proposed budget for 2022/23.

### **RESOLVED THAT:**

The proposed budget for 2022/23 be approved and recommend the following budget proposals go forward for ratification by Full Council:

- i. The Forecast Outturn expenditure for 2021/22 of £439,504 be noted.
- ii. The Proposed Budget 2022/23 which would, based on the estimated Council Taxbase, provisionally require a precept of £454,570 resulting from a nil increase in Council Tax;

## **FIN21/59 Proposed Budget 2022/23, continued**

- iii. The salaries payable to Council staff in 2022/23, as detailed in the supporting confidential report;
- iv. The allocation of the amount of £25,000 available for financial growth in 2022/23 to the two service development proposals;
- v. The proposed level of financial reserves;
- vi. The parameters and forecasts in the Proposed Medium Term Financial Plan.

## **FIN21/60 Draft Financial Policies**

Members considered the revised Reserves Policy and Investments Strategy for 2022/23, having noted that these policies are reviewed annually as part of the budget consideration.

### **RESOLVED THAT:**

The revised Reserves Policy and Investment Strategy for 2022/23 be approved and go forward for ratification by Full Council.

## **FIN21/61 Tree Planting**

Members considered a request from Penrith Rotary Club for permission to plant trees at Fairhill Playing Field and Thacka Beck Field, to support 'The Queens Green Canopy' project to mark Her Majesty's Platinum Jubilee in 2022.

### **RESOLVED THAT:**

- i. Consent be approved for the planting of trees at Fairhill Playing Field and Thacka Beck Field to support 'The Queens Green Canopy' project to mark Her Majesty's Platinum Jubilee in 2022.
- ii. The Services and Contracts Manager be given delegated authority to progress the scheme which should give consideration to resident consultation and the effect on any nearby structures prior to the commencement of tree planting.

## **FIN21/62 Thacka Beck Field**

Members considered a request to approve an additional budget towards the costs of boundary improvement works at Thacka Beck Field.

### **RESOLVED THAT:**

£3,000 from the Devolution Reserve, be allocated to the Thacka Beck Field Budget for boundary improvement works, and go forward for final ratification by Full Council.

## **FIN21/63 Fairhill Playing Field**

Members considered a request to accept a financial donation from the Fairhill Community Group to install a new seat at the Fairhill Playing Field.

## **FIN21/63 Fairhill Playing Field, continued**

### **RESOLVED THAT:**

- i. The Council accepts a financial donation of £100-£150 from the Fairhill Community Group for the provision of a new seat at the Fairhill Playing Field.
- ii. Additional costs for the supply and installation of the seat be met from the Benches budget.
- iii. The Services and Contracts Manager be given delegated authority to determine the style, type and location for the seat.
- iv. The Fairhill Community Group are thanked for their work supporting the improvements to the Fairhill Playing Field.

Cllr Jackson left the meeting.

## **FIN21/64 Next Meeting**

Members noted that the next meeting of the Finance Committee is scheduled for Monday 21 March 2022 at 6.00pm at Unit 2, Church House.

## **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.

## **FIN21/65 Proposed Budget 2022/23: Staff Salaries**

Members considered the salaries report for 2022/23

### **RESOLVED THAT:**

The salaries payable to Council staff in 2022/23 be recommended and go forward to Full Council for approval as part of the Council's consideration of the 2022-23 budget and precept decision.

## **FIN21/66 Staffing Matters**

Members considered a report on staffing matters.

### **RESOLVED THAT:**

Authority be given for the Town Clerk to consider, create and recruit staff within the 2022/23 budget, based on the needs of the Council and the staffing situation at the time to deliver the Council's refreshed Business Plan.

**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).