



# Penrith Town Council

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Minutes of the meeting of the

## **FINANCE COMMITTEE**

Held on Monday 21 March 2022, at 6.00 p.m.

### **PRESENT**

Cllr. Burgin

South Ward

Cllr. Shepherd

East Ward

Cllr. Jackson

North Ward

Town Clerk

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.

# **MINUTES FOR THE MEETING OF FINANCE COMMITTEE 21 March 2022**

## **PART I**

### **FIN21/67 Apologies for Absence**

Apologies for absence were received from Cllr. Davies and Cllr. Kenyon  
Councillor Hawkins was absent without apologies.

### **FIN21/68 Confirmation of the Minutes of the Previous Meeting**

Members considered the minutes of the meeting held on Monday 10 January 2022.

#### **RESOLVED THAT**

The Chair sign the minutes of the meeting of the Finance Committee held on Monday 10 January 2022 as a true and accurate record.

### **FIN21/69 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.

There were no declarations of interest and requests for dispensations.

### **FIN21/70 Public Participation**

#### **Public Representations**

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

### **FIN21/71 Excluded Item: Public Bodies (Admission to Meetings) Act 1960**

Members considered whether item 21 should be considered without the press and public, pursuant to Section 1 (2) of the Public Bodies (Admissions to Meetings) Act, 1960.

#### **RESOLVED THAT:**

Matter 21 should be considered in Part Two, private session without the presence of the press and public as this item of business related to the financial and personal affairs of a particular person, in this instance members of staff.

## **FIN21/72 Budgetary Control Statement 2021/22: 8 February 2022**

Members considered the Budgetary Control Statement 2021/22 Expenditure for the period to 28 February 2022.

### **RESOLVED THAT:**

The Budgetary Control Statement 2021/22 expenditure for the period to 28 February 2022 be approved and go forward for final ratification by Full Council.

## **FIN21/73 Payments for Approval**

- a) Members noted that prior to the meeting, Cllr. Davies and Cllr. Jackson 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 for the next meeting of the Finance Committee.

### **RESOLVED THAT:**

Cllr Burgin and Cllr Shepherd check the payments for approval prior to the meeting of the Finance Committee on the 25 April 2022.

- c) Members considered the Monthly Report of Payments for December 2021, January and February 2022

### **RESOLVED THAT:**

The Monthly Report of Payments for December 2021, January 2022 and February 2022 be approved.

## **FIN21/74 Bank Reconciliation**

Members considered the Bank Reconciliation for the HSBC Bank account for the period ending 31 December 2021, 31 January 2022 and 28 February 2022.

### **RESOLVED THAT:**

The Bank Reconciliation for the HSBC Bank account for the period ending 31 December 2021, 31 January 2022 and 28 February 2022 be approved and signed by Cllr Burgin.

## **FIN21/75 Internal Audit Report**

Members considered the Interim Internal Audit Report for the period 01 April 2021 to 31 December 2021.

### **RESOLVED THAT:**

The Interim Internal Audit Report for the period 01 April 2021 to 31 December 2021 be approved and go forward for ratification by Full Council.

### **FIN21/76 Review of Internal Control 2021/22**

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 2021/22 be approved and go forward for final ratification by Full Council.

### **FIN21/77 Annual Review of Fees and Charges**

Members considered the report setting out the Fees and Charges for the financial year 2022/23.

#### **RESOLVED THAT:**

The Fees and Charges for the 2021/22 financial year be approved and go forward for final ratification by Full Council.

### **FIN21/78 Finance Committee Meeting Dates 2022/23**

Members considered the report setting out the proposed meeting dates for the 2022/23 year.

#### **RESOLVED THAT:**

The proposed meeting dates be approved and the dates go forward for ratification at the Annual Meeting of the Town Council.

### **FIN21/79 Finance Committee Work Plan**

Members noted the Finance Committee Work Plan progress as at 21 March 2022.

### **FIN21/80 Park Play Fairhill Playing Field**

Members considered the report setting out a request from Park Play Ltd to be granted consent to use Fairhill Playing Field for the delivery of the Park Play community play project.

#### **RESOLVED THAT:**

- i. The Council grants consent to Park Play Ltd to use Fairhill Playing Field on Saturday mornings for the delivery of the Park Play project.
- ii. No fee be charged to Park Play as the project is a community project that is free of charge to participants.
- iii. The consent is reviewed 12 months from the project commencing or sooner should the Council be required to do so.

### **FIN21/81 Bus Shelter on Scotland Road**

Members noted the Record of Decision taken under Delegated Powers for the purchase and installation of a new replacement bus shelter on Scotland Road.

Members considered that the cost of the replacement bus shelter be met from the Devolution Reserve.

#### **RESOLVED THAT:**

The purchase and installation costs of the bus shelter on Scotland Road be met from the Devolution Reserve and this go forward for ratification by Full Council.

### **FIN21/82 Community Caretaker Contract**

Members noted that a review of the Community Caretaker Contract was undertaken and that competitive quotations are being invited and sought.

### **FIN21/83 CCLA Public Sector Deposit Fund**

Members noted that:

- i. The Council currently had £453,860 invested with CCLA, representing both long-term reserves and temporary cash flow surpluses.
- ii. The opening HSBC bank balance at 7 March 2022 was £72,462, which was considered insufficient to cover payments until receipt of the 2022-23 Precept, which could be as late as the beginning of May.

The Committee considered a withdrawal £75,000 from CCLA to supplement the HSBC bank balance.

#### **RESOLVED THAT:**

The Council withdraw £75,000 from the CCLA to be deposited in the HSBC account.

### **FIN21/84 2021-22 National Salary Award**

Members noted:

- i. That the National Association of Local Councils (NALC) had informed Councils of the new rates of pay applicable from 1 April 2021 which was a 1.75% increase.
- ii. The new rates of pay and backdated increases would be paid to Council staff in March 2022.
- iii. That the 2021-22 and 2022-23 Budgets provide fully for the new rates of pay.

### **FIN21/85 Absence Management Procedure**

Members considered the Absence Management Procedure.

#### **RESOLVED THAT:**

The Absence Management Procedure be approved and go forward for final ratification by Full Council.

## **FIN21/86 Next Meeting**

Members noted that the next meeting of the Finance Committee is scheduled for **Monday 25 April 2022 at 6.00pm at Unit 2, Church House.**

## **Private Session**

### **Part II**

Members agreed that there was one item 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.

## **FIN21/87 Staffing Matters**

Members considered a confidential report on staffing matters.

### **RESOLVED THAT:**

- i. The position of the Responsible Finance Officer be noted and the recommendation approved.
- ii. Staffing recruitment matters be deferred and further reports are brought to the April meeting of Finance Committee.
- iii. The Council appoint an external Occupational Health Service Provider.
- iv. Members noted an update regarding the Council's Sustainability Officer's position.

## **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).