



# Penrith Town Council

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Minutes of the meeting of the

## **FINANCE COMMITTEE**

Held on Monday 25 April 2022, at 6.00 p.m.

### **PRESENT**

Cllr. Davies	West Ward	Cllr. Kenyon	North Ward
Cllr. Hawkins	East Ward	Cllr. Shepherd	North 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 25 April 2022**

In the absence of the Chair the Deputy Chair Councillor Shepherd chaired this meeting.

## **FIN21/88 Apologies for Absence**

Apologies for absence were received from Cllr Burgin.

## **FIN21/89 Confirmation of the Minutes of the Previous Meeting**

Members considered the minutes of the meeting held on Monday 21 March 2022.

### **RESOLVED THAT**

The Chair sign the minutes of the meeting of the Finance Committee held on Monday 21 March 2022 as a true and accurate record.

## **FIN21/90 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.

## **FIN21/91 Public Participation Public Representations**

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

## **FIN21/92 Excluded Item: Public Bodies (Admission to Meetings) Act 1960**

Members considered whether item 20 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 20 Staffing Matters 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.

### **FIN21/93 Payments for Approval**

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

#### **RESOLVED THAT:**

Cllr Davies and Cllr Kenyon check the payments for approval prior to the meeting of the Finance Committee on the 27 June 2022.

- c) Members considered the Monthly Report of Payments for March 2022.

#### **RESOLVED THAT:**

The Monthly Report of Payments for March 2022 be approved.

### **FIN21/94 Bank Reconciliation**

Members considered the Bank Reconciliation for the HSBC Bank account for the period ending 31 March 2022.

#### **RESOLVED THAT:**

The Bank Reconciliation for the HSBC Bank account for the period ending 31 March 2022 be approved and signed by Cllr Shepherd.

### **FIN21/95 Governance and Accountability for Smaller Authorities**

Members noted the publication of the Practitioners Guide 2022.

#### **RESOLVED THAT:**

Members recommended to Full Council that it adopts the Practitioners Guide 2022 which is mandatory for 2022-23 and adopt its provisions for 2021-22.

### **FIN21/96 Asset Register 2021/22**

Members reviewed the Asset Register as of 31 March 2022 noting that the statement shows the full asset register and a reconciliation of transactions in 2021-22. For accounting purposes, assets have been valued in accordance with the Council's Valuation Policy and total £156,298.76; this figure is summarised in the AGAR Accounting Statements. The insurance value for the same assets is £680,828.

#### **RESOLVED THAT:**

The Asset Register be approved and go forward to Full Council for ratification.

## **FIN21/97 Finance Outturn Report – Year ended 31 March 2022**

Members reviewed the final outturn report for the financial year ended 31 March 2022.

### **RESOLVED THAT:**

The final outturn report for the financial year ended 31 March 2022 go forward to Full Council where it be recommended to be accepted and approved.

## **FIN21/98 Internal Audit 2021/22 & 2022/23**

- a) Members noted that the Council's Internal Auditors final report for 2021-22 and her formal opinion would be submitted to the May meeting of Full Council.
- b) Members noted an oral update that the Internal Auditor has presented a final audit report with no findings.
- c) Members considered the review of effectiveness of Internal Audit provision during 2021-22 and it was confirmed that the function had operated effectively during 2021-22.
- d) Members considered the re-appointment of the Internal Auditor for 2022-23.

### **RESOLVED THAT:**

- i. The review of Internal Audit provision be approved.
- ii. Mrs G. Airey be reappointed as the Internal Auditor to the Council for 2022-23.

## **FIN21/99 Review of the System of Internal Control and Annual Governance Statement 2021/22 (Section 1 of the Annual Governance and Accountability Return (AGAR))**

Members noted the Town Council must carry out an annual review of the effectiveness of the system of internal control prior to the completion of the Annual Governance Statement. A full review was carried out by this Committee and ratified by Full Council on the 28 March 2022. The review confirmed that the Council's system of internal controls was effective; the review of the effectiveness of internal audit provides further support for that assessment.

Members reviewed the Annual Governance Statement for 2022/23 prior to its approval by Full Council.

### **RESOLVED THAT:**

The Annual Governance Statement Section 1 of the Annual Governance and Accountability Return go forward to Full Council for approval.

## **FIN21/100 Annual Governance and Accountability Return (AGAR) 2021-22: Accounting Statements**

Members considered the Accounting Statements 2021-22 (Section 2 of the AGAR) prior to approval by Full Council.

### **RESOLVED THAT:**

The Accounting Statements 2021-22 (Section 2 of the AGAR) go forward to Full Council for approval.

## **FIN21/101 Investment Strategy**

Members considered changes to the planned 2022-23 investment activities for the management of the Council's financial investments.

### **RESOLVED THAT:**

- i. Members recommended to Full Council that the use of the Penrith Building Society be retained and the account held at the Cumberland Building Society be discontinued at a convenient time during 2022-23 and the investments held there are deposited with the CCLA Public Sector Deposit Fund.
- ii. Officers be authorised to investigate other banking institutions and report back to a future meeting of the Finance Committee with any recommendations.

## **FIN21/102 Community Caretaker Contract**

Members considered to approve the award of the Community Caretaker Contract.

### **RESOLVED THAT:**

Contractor A be appointed as the Community Caretaker Contractor for a period of 5 years commencing on the 25 June 2022.

## **FIN21/103 Thacka Beck Field**

- a) Members noted the progress made against the resolutions from the meeting of the Finance Committee 28 June 2021.
- b) Members considered a plan for the further enhancement of Thacka Beck Field known as the Stage 2 Development Plan.
- c) Members considered the allocation of a budget to contribute towards the enhancement of Thacka Beck Field met from the Devolution Reserve.
- d) Members were asked to authorise for the Services and Contracts Manager to investigate external grant funds and to apply to eligible grant funds on behalf of the Council.

### **RESOLVED THAT:**

- i. The Stage 2 Development Plan for the further enhancement of Thacka Beck field be approved.

## **FIN21/103 Thacka Beck Field, continued**

- ii. Members recommend to Full Council that an initial budget allocation of £25,500 be earmarked from the Devolution Reserve to contribute towards the delivery of the Stage 2 Development Plan.
- iii. The Services and Contracts Manager be authorised to investigate external grant funds and to apply to eligible grant funds on behalf of the Council to support the delivery of the Stage 2 Development Plan.

Councillor Jackson left the meeting.

## **FIN21/104 Penrith BID**

At this point in the meeting Cllr. Shepherd declared an interest as he is a Director of the Penrith BID.

Members received and noted a verbal update from the Town Clerk on matters associated with the Penrith Business Improvement District.

## **FIN21/105 Jubilee Coin**

Members considered the choice and budget for the purchase of Jubilee Coins.

### **RESOLVED THAT:**

- i. The Council purchase 1300 Jubilee Coins with wallets and distributes them to nursery, infant and primary school pupils in Penrith to mark the Queens Platinum Jubilee.
- ii. A budget of £1,560 for the purchase of the Jubilee Coins and wallets be approved from the Arts and Cultural Development Budget.

## **FIN21/106 Next Meeting**

Members noted that the next meeting of the Finance Committee is scheduled for **Monday 27 June 2022** at **Unit 2, Church House** with a time to be agreed.

## **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.

## **FIN21/107 Staffing Matters**

Members considered a confidential report on staffing matters.

### **RESOLVED THAT:**

- i. Members noted an update for the recruitment for the Responsible Finance Officer post.
- ii. Members noted an update regarding the Council's Sustainability Officer's position.
- iii. Members approved the principle for the recruitment of a full-time Community Services Officer scp 33-41 to replace the (vacant) part-time Community Engagement Officer and requested for the Responsible Finance Officer to prepare a funding profile to ensure that the post is affordable over the term of the Medium-Term Financial Plan and report to Full Council for approval.

### **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 via [office@penrithtowncouncil.gov.uk](mailto:office@penrithtowncouncil.gov.uk).