



# Penrith Town Council

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**DRAFT** Minutes of the meeting of the

## **FINANCE COMMITTEE**

Held on Monday 27 June 2022, at 6.00 p.m.

### **PRESENT**

Cllr. Davies	West Ward	Cllr. Kenyon	North Ward
Cllr. Jackson	North Ward	Cllr. Knaggs	West 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, which 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  
27 June 2022**

**FIN22/01 Apologies for Absence**

Apologies for absence were received from Cllrs C. Shepherd, Lawson and Burgin.

Cllr Knaggs thanked Councillor Burgin and Councillor Shepherd for their work on the Finance Committee in their capacity as Chair and Vice Chair.

**FIN22/02 Appointment of Vice Chair**

Councillor Burgin be appointed as Vice Chair of the Finance Committee for the remainder of the 2022-23 municipal year.

**FIN22/03 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.

**FIN22/04 Public Participation**

**Public Representations**

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

Cllr Davies made a statement to the meeting and resigned from the Finance Committee with immediate effect.

Cllr Davies left the meeting.

**FIN22/05 Excluded Item: Public Bodies (Admission to Meetings) Act 1960**

Members considered whether item 15 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 15 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.

## **FIN22/06 Payments for Approval**

- a) Members noted that prior to the meeting, Cllr. Davies and Cllr. Kenyon verified and confirmed that the banking transaction history for April and May 2022 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 to be held on the 19 September 2022.

### **RESOLVED THAT:**

Cllr Jackson and Cllr Shepherd check the payments for approval prior to the meeting of the Finance Committee on the 19 September 2022.

- c) Members considered the Monthly Report of Payments for April and May 2022.

### **RESOLVED THAT:**

The Monthly Report of Payments for April and May 2022 be approved.

## **FIN22/07 Bank Reconciliation**

Members considered the Bank Reconciliation for the HSBC Bank account for the period ending 30 April and 31 May 2022.

### **RESOLVED THAT:**

The Bank Reconciliation for the HSBC Bank account for the period ending 30 April and 31 May 2022 be approved and signed by Cllr Knaggs.

## **FIN22/08 Budgetary Control Statement 2022/23: 31 May 2022**

Members considered the Budgetary Control Statement 2022/23 Expenditure for the period to 31 May 2022.

### **RESOLVED THAT:**

The Budgetary Control Statement 2022/23 expenditure for the period to 31 May 2022 be approved and go forward for ratification by Full Council.

## **FIN22/09 Revised Budget 2022/23 & Medium-Term Financial Plan**

Members considered revisions to the current years Approved Budget and Medium-Term Financial Plan.

### **RESOLVED THAT:**

The revisions to the current year's Approved Budget and Medium-Term Financial Plan be recommended in full for approval by Full Council including the recommendation to reduce the General Reserve target from 35% to 30% from 01 April 2026 onwards.

### **FIN22/10 Donation to Penrith Lions**

Members noted the Record of Decision Taken Under Delegated Powers to provide a donation of £1,000 to Penrith Lions Club in recognition of the volunteering commitment for three recent events including bunting installation, 1940's weekend and Jubilee Beacon lighting.

### **FIN22/11 Investment of Funds with CCLA**

Members noted that the Council has received the full years precept and grant income from Eden District Council and that its HSBC bank balance stood at £471,698 on the 20 June 2022. In accordance with the Investment Strategy Members considered whether some of these funds be invested with the CCLA Public Sector Deposit Fund and it was recommended that an amount of £250,000 plus £1,140 be transferred to tidy the balance to £630,000.

#### **RESOLVED THAT:**

A sum of £251,140 be withdrawn from the HSBC account and deposited in the CCLA Public Sector Deposit Fund; and that the position on the Council's current account be considered later in the year.

### **FIN22/12 Project Initiation Report: Going Paperless**

Members considered a pilot project to move to going paperless.

#### **RESOLVED THAT:**

A pilot scheme to move to going paperless be approved and:

- i. The scheme be set up without using a platform via the Planning Committee commencing in September 2022, to be reviewed after three meetings.
- ii. The Town Clerk and Services and Contracts Manager cost out the purchase of tablets and other associated costs.
- iii. The preferred platform option Modem.Gov be researched and that they be contacted for a demonstration and quotation.

### **FIN22/13 Review of Council Led Events 2022**

Members considered a report setting out a review of Council led events held in 2022.

#### **RESOLVED THAT:**

- i. Members noted the observations from officers who delivered the events in 2022.
- ii. Planning for Town Dressing commence this autumn with all processes completed by the end of the year.
- iii. Town Dressing be considered as part of the autumn budget review process.

## **FIN22/13 Review of Council Led Events 2022, continued**

- iv. Work to develop an Arts and Culture Framework Stakeholder Group continue with the aim of developing a comprehensive, collaborative approach to event planning with partners across the public, private, voluntary, community and faith sectors to maximise participation, encourage inclusivity, pool resources to enhance town centre vitality.

## **FIN22/14 Next Meeting**

Members noted that the next meeting of the Finance Committee is scheduled for **Monday 19 September 2022** at **Unit 2, Church House** at **6.00pm**.

## **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.

## **FIN22/15 Staffing Matters**

Members considered a confidential report on staffing matters.

### **RESOLVED THAT:**

- i. Members noted the process undertaken for the recruitment of the Responsible Finance Officer and the Community Services Officer Post.
- ii. Members approved the interim measures set out in the report should the Council be unable to recruit to the RFO post.
- iii. Members noted an update regarding the Council's Sustainability Officer's post.

## **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).