



# Penrith Town Council

Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR

Tel: 01768 899 773 Email: [office@penrithtowncouncil.gov.uk](mailto:office@penrithtowncouncil.gov.uk)

**DATE: 20 September 2022**

**NOTICE IS HEREBY GIVEN** that an **ORDINARY MEETING** of **THE FINANCE COMMITTEE** will be held on **26 September 2022, at 4.00pm** and you are hereby **SUMMONED** to attend to transact the business as specified in the agenda and reports hereunder.

The Meeting will be held at **Board Room, Church House, Friargate, Penrith.**

To assist in the speedy and efficient dispatch of business, Members should read the agenda and reports in advance of the meeting. Members wishing to obtain factual information on items included on the agenda are asked to enquire of the relevant officer **PRIOR** to 9.00am on Friday 23 September 2022.

Members are asked to indicate if they wish to speak on an item **PRIOR** to the meeting (by 1.00pm on the day of the meeting at the latest) by emailing [office@penrithtowncouncil.gov.uk](mailto:office@penrithtowncouncil.gov.uk)

## **COMMITTEE MEMBERSHIP**

Cllr. Burgin  
Cllr. Kenyon  
Cllr. Knaggs

South Ward  
North Ward  
West Ward

Cllr. Lawson  
Cllr. Shepherd

Carleton Ward  
East Ward

Mrs V. Tunnadine, Town Clerk, PSLCC

# **AGENDA FOR THE ORDINARY MEETING OF THE FINANCE COMMITTEE MONDAY 26 SEPTEMBER 2022**

## **PART I**

Members are asked to:

### **1. Apologies**

Receive apologies from Members.

### **2. Confirmation of the Minutes of the Previous Meeting**

Authorise the Chair to sign, as a correct record, the minutes of the Committee held on Monday 27 June 2022.

### **3. Declarations of Interest and Requests for Dispensations**

Receive declarations by Members of interests in respect of items on this agenda and apply for a dispensation to remain, speak and/or vote during consideration of that item.

#### **ADVICE NOTE:**

Members are reminded that, in accordance with the revised Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting.) Members may, however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already declared in the Register, as well as any other registrable or other interests. If a Member requires advice on any item involving a possible declaration of interest which could affect his/her ability to speak and/or vote, he/she is advised to contact the Monitoring Officer at least 24 hours in advance of the meeting

### **4. Public Participation**

Receive any questions or representations, which have been received from members of the public. There is a period of up to 15 minutes in total for members of the public to ask questions or submit comments.

#### **ADVICE NOTE:**

Members of the public may make representations, answer questions, and give evidence at a meeting, which they are entitled to attend in respect of the business on the agenda. The public must make a request in writing to the Town Clerk **PRIOR** to the meeting, when possible. A member of the public can speak for up to three minutes. A question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.

## **5. Excluded Item: Public Bodies (Admissions to Meetings) Act 1960**

Determine whether any items should be considered without the presence of the press and public, pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960, as publicity relating to that (any of those) matter/s may be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for the other special reasons noted in relation to that matter on the agenda.

## **6. Payments for Approval**

- a) Note that Cllr. Burgin and Cllr. C. Shepherd accessed the Banking System to reconcile the report of all payments made for the relevant period and would be able to recommend that each payment aligned with the invoices.
- b) Agree two Members to undertake the Payments for Approval reconciliation for the meeting of Finance Committee on the 14 November 2022.
- c) Approve the monthly report of payments for June, July and August 2022.

## **7. Bank Reconciliation**

Approve and sign the bank reconciliations as of 30 June, 31 July and 31 August 2022 as a correct record.

## **8. Budgetary Control Statement 2022/23: 31 July 2022**

Review and approve the Budgetary Control Statement for the period 31 July 2022 and recommend the statement be ratified by Full Council.

## **9. Risk Assessments**

Consider and approve the corporate risk assessments and agree that these go forward to Full Council for ratification.

## **10. Policy Review**

Consider the following reviewed policies and recommended amendments and agree that these go forward to Full Council for ratification:

- a) Financial Regulations
- b) Procurement Policy

## **11. Signature Events Grants Fund**

Consider the draft Signature Events Grant Fund policy and if approved, agree that the policy go forward to Full Council for ratification.

## **12. Internal Audit 2022-23**

Consider the scope of Internal Audit for 2022-23 and if approved, agree that the scope go forward to Full Council for ratification.

### **13. External Audit**

- a) Receive the external auditors report noting that the Council's external auditors, PKF Littlejohn LLP, has signed off the accounts ending 31 March 2022 with no qualifications and agree that the report go forward to Full Council for ratification.
- b) Note to comply with The Accounts and Audit Regulations 2015 the Council has published on its website, Sections 1 and 2 of the 2021/22 Annual Return (the Annual Governance Statement and the Summary Accounts), together with the Audit Certificate Section 3.

### **14. Fairhill Playing Field**

Note the Record of Decision taken under Delegated Powers to progress a scheme to restrict unauthorised vehicular access on to Fairhill Playing Field and recommend that Council approves the costs of the work be met from the Devolution Reserve.

### **15. Bank Accounts**

Receive a verbal report giving the position on the balances in the Council's accounts.

### **16. Budget Process 2023-24**

Consider the process to be adopted for the 2023-24 Budget.

### **17. Park Play Fairhill**

Note that Park Play has informed the Council that due to the charity launching more than 20 Park Plays by the end of the year they do not have the available resources to launch the Park Play planned for Fairhill during this financial year.

### **18. Thacka Beck Field**

Consider and approve the installation of two benches at Thacka Beck Field which have been upcycled as part of a young people's National Citizen Service Summer Programme.

### **19. Social Media Account**

Consider a quotation received from a local digital marketing company to enter in to a 6-month agreement to set up, secure and manage the Council's social media accounts including Facebook, Instagram and Twitter.

### **20. Next Meeting**

Note that the next meeting is scheduled for **14 November 2022, 6.00pm** at the **Board Room, Church House, Friargate, Penrith.**

## **PART II – PRIVATE SECTION**

The following is exempt information as it relates to the financial or business affairs of any particular person (including the authority holding that information) and personal sensitive information relating to members of staff.

### **21. Staffing Matters**

Receive a verbal report on Staffing Matters.

### **FOR THE ATTENTION OF ALL MEMBERS OF THE FINANCE COMMITTEE AND FOR INFORMATION TO ALL REMAINING MEMBERS OF 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:

<https://www.penrithtowncouncil.gov.uk/>

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