



Penrith Town Council

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DRAFT Minutes of the meeting of the

FINANCE COMMITTEE

Held on Monday 26 September 2022, at 4.00 p.m.

PRESENT

Cllr. Burgin	South Ward	Cllr. Knaggs	West Ward
Cllr. Kenyon	North Ward	Cllr. Shepherd	East 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
26 SEPTEMBER 2022**

FIN22/16 Apologies for Absence

Apologies for absence were received from Cllr Lawson.

FIN22/17 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 27 June 2022.

FIN22/18 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.

**FIN22/19 Public Participation
Public Representations**

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

FIN22/20 Excluded Item: Public Bodies (Admission to Meetings) Act 1960

Members considered whether any items 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 Staffing Matters 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

FIN22/21 Payments for Approval

- a) Members noted that prior to the meeting, Cllr. Burgin and Cllr. Shepherd verified and confirmed that the banking transaction history for June, July and August 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 14 November 2022.

FIN22/21 Payments for Approval, continued

RESOLVED THAT:

Cllr Kenyon and Cllr Shepherd check the payments for approval prior to the meeting of the Finance Committee on the 14 November 2022.

c) Members considered the Monthly Report of Payments for June, July, and August 2022.

RESOLVED THAT:

- i. The difference of £10.95 on the August Payments report be written off.
- ii. The Monthly Report of Payments for June, July and August 2022 be approved.

FIN22/22 Bank Reconciliation

Members considered the Bank Reconciliation for the HSBC Bank account for the period ending 30 June, 31 July, and 31 August 2022.

RESOLVED THAT:

The Bank Reconciliation for the HSBC Bank account for the period ending 30 June, 31 July and 31 August 2022 be approved and signed by Cllr Knaggs.

FIN22/23 Budgetary Control Statement 2022/23: 31 July 2022

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

RESOLVED THAT:

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

FIN22/24 Risk Assessments

Members considered the Corporate Risk Assessments for:

- i. Allotments
- ii. Bandstand
- iii. Business Continuity
- iv. Bus Shelter
- v. Fairhill
- vi. Finance
- vii. Fire
- viii. Governance
- ix. IT & Website
- x. Lone Working
- xi. Musgrave Monument
- xii. Office
- xiii. Remembrance Day Parade and Service
- xiv. Seats

FIN22/24 Risk Assessments, continued

- xv. Thacka Beck Field
- xvi. War Memorial (St Andrews)

RESOLVED THAT:

The Corporate Risk Assessments be approved and go forward for ratification by Full Council.

FIN22/25 Policy Review

Members reviewed the Financial Regulations and Procurement Policy.

RESOLVED THAT:

- i. The Financial Regulations be approved and go forward for ratification by Full Council.
- ii. The Procurement Policy be approved and go forward for ratification by Full Council.

FIN22/26 Signature Events Grant Fund

Members considered the draft Signature Events Grant Fund Policy.

RESOLVED THAT:

- i. The draft Signature Events Grant Fund Policy be approved with the following recommended amendments and go forward for ratification by Full Council:
 - The list of current events be removed.
 - Paragraph 3.b be amended to read 'Assist established events and or event organisations who can evidence a previous track record in delivering events with a demonstrable economic impact to Penrith.'
 - The proposed maximum grant award be removed and be considered as part of the annual budget process.
- ii. The budget for the Signature Events Grant Fund policy be considered as part of the budget setting process and be included in the Proposed Budget for 2023/24 brought to Full Council in January 2023.

FIN22/27 Internal Audit 2022-23

Members considered the scope of the Internal Audit coverage for 2022/23.

RESOLVED THAT:

The scope of Internal Audit coverage for 2022/23 be approved and go forward for ratification by Full Council.

FIN22/28 External Audit

- a) Members received that the External Auditors, PKF Littlejohn LLP, had signed off the accounts ending 31 March 2022 with no qualifications.
- b) Members noted that 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.

FIN22/28 External Audit, continued

RESOLVED THAT:

- i. 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 go forward to Full Council for ratification.
- ii. Jack Jones, RFO be thanked for all his work leading to the positive audit report.

FIN22/29 Fairhill Playing Field

- a) Members noted the Record of Decision taken under Delegated Powers to progress a scheme to restrict unauthorised vehicular access on to Fairhill Playing Field.
- b) Members considered that the cost of the scheme be met from the Devolution Reserve.

RESOLVED THAT:

The cost of £2,500 to install timber bollards and a service access gate to restrict unauthorised vehicular access on to Fairhill Playing Field be approved and met from the Devolution Reserve and this go forward for ratification by Full Council.

FIN22/30 Bank Accounts

Members received a verbal report from the Services and Contracts Manager giving the position on the balances in the Councils Bank Accounts and noted that the Cumberland Building Society account is now closed.

FIN22/31 Budget Process 2023/24

Members considered the process for preparing the 2023/24 Budget.

RESOLVED THAT:

- i. The process for preparing and agreeing the 2023/24 budget be approved.
- ii. The budget timetable be approved.

FIN22/32 Park Play Fairhill

Members noted that 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.

FIN22/33 Thacka Beck Field

Members considered a request to install two benches at Thacka Beck Field which have been refurbished as part of the National Citizen Service Summer Programme organised by Inspira.

FIN22/33 Thacka Beck Field, continued

RESOLVED THAT:

- i. Two benches refurbished by the students participating in the National Citizen Service Summer Programme be installed at Thacka Beck Field as part of any future path enhancement scheme.
- ii. The Services and Contracts Manager inspects the condition of the seats once installed, and should they become dangerous or defective the seats be removed at the Council's discretion.

FIN22/34 Social Media Account

Members considered a quotation from a local digital marketing company to enter in to a 6-month agreement to manage the Council's social media accounts.

RESOLVED THAT:

The Council accepts the quotation received from a local digital marketing company to enter in to a 6-month contract to set up, secure and manage the Council's social media accounts including Facebook, Instagram and Twitter and the cost is met from the IT budget.

FIN22/35 Next Meeting

Members noted that the next meeting of the Finance Committee is scheduled for **Monday 14 November 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.

FIN22/36 Staffing Matters

Members considered a confidential verbal report on staffing matters.

RESOLVED THAT:

The report be noted.

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.