



Penrith Town Council

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

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Minutes of the ORDINARY MEETING of PENRITH TOWN COUNCIL
held on **Monday 26 September 2022**, at 6.00pm held at **Unit 2,**
Church House, Friargate, Penrith.

PRESENT:

Cllr. Burgin	South Ward
Cllr. Davies	West Ward
Cllr. Knaggs	West Ward
Cllr. Lawson	Carleton Ward
Cllr. C Shepherd	East Ward
Cllr. Snell	West Ward

Town Clerk

Services and Contracts Manager

MINUTES
FOR THE ORDINARY MEETING OF
FULL COUNCIL
26 September 2022

PART I

Members observed a one minutes silence in memory of her late Majesty Queen Elizabeth II.

PTC22/39 Apologies for Absence

Apologies for absence were received from Councillors Bowen, Clark, Donald, Kenyon and M. Shepherd. The Town Clerk informed the meeting that Cllr. Scott Jackson had resigned from Penrith North Ward to pursue a career change and that Eden District Council had been informed. Members noted that Cllrs Holden and Rudhall would be invited to attend the next scheduled Full Council meeting. Cllr. Hawkins was absent.

PTC 22/40 Minutes

a) Committee Minutes

Members noted that the minutes from committees had been circulated and published on the Council website since the previous ordinary meeting.

b) Confirmation of Full Council Minutes

Members considered authorising the Chair to sign, as a correct record, the minutes of the meeting of Town Council held on Monday 18 July 2022 and agree they be signed as such by the Chair.

RESOLVED THAT:

The Chair be authorised to sign, as a correct record, the minutes of the meeting of the Town Council held on Monday 18 July 2022 and the Chair sign them as such.

PTC22/41 Declarations of Interest and Requests for Dispensations

Members were invited to provide declarations 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. None were received.

PTC22/42 Public Participation

Members noted that no questions or representations had been received from members of the public, district or county councillors. County Councillors Bell and Carrick had sent their apologies prior to the meeting.

PTC22/43 Excluded Item: Public Bodies (Admissions to Meetings) Act 1960

Members were asked to 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. Members agreed that there were no items to be considered in private session.

PTC22/44 Appointment of Responsible Finance Officer (RFO)

- i. Members noted that Mr John Kemp had been appointed as the RFO to Penrith Town Council after the retirement of Jack Jones. Mr Kemp commenced in post on 12 September 2022. Governance & Accountability for Smaller Authorities in England Practitioners Guide states in paragraph 5.10, "All authorities, other than parish meetings where there is no parish council, need to appoint an officer, the RFO, to be responsible for the financial administration of the authority in accordance with section 151 of the Local Government Act 1972."

The Town Councils Financial Regulations (1.8) states that, The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. And at 1.9, The RFO and external accountants:

- a) act under the policy direction of the Council;
- b) administer the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
- c) determine on behalf of the Council its accounting records and accounting control systems;
- d) ensure the accounting control systems are observed;
- e) maintain the accounting records of the Council up to date in accordance with proper practices;
- f) assist the Council to secure economy, efficiency and effectiveness in the use of its resources; and
- g) produce financial management information as required by the Council.

PTC22/44 Appointment of Responsible Finance Officer (RFO) Continued

- ii. Members were asked to confirm and approve the appointment of Mr John Kemp as Responsible Finance Officer to Penrith Town Council.

RESOLVED THAT:

That Mr John Kemp be confirmed and approved as Responsible Finance Officer to Penrith Town Council.

PTC22/45 Matters from Finance Committee – Approval of External Audit for year-end 31 March 2022

Members were asked to approve recommendations from the Council's Finance Committee from their meeting held on Monday 26 September 2022, prior to Full Council for External Audit.

Members received and considered the external auditors report noting that the Council's external auditors, PKF Littlejohn LLP, had signed off the accounts ending 31 March 2022 with no qualifications.

RESOLVED THAT:

That the external auditors, PKF Littlejohn LLP, report be approved for the accounts ending 31 March 2022.

Members noted that to comply with The Accounts and Audit Regulations 2015 the Council had 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.

PTC22/46 Next Meeting

Members noted that the next ordinary meeting of the Town Council was scheduled for 10 October 2022, 6.00pm at Unit 2, Church House, Friargate, Penrith.

CHAIR:

DATE:

FOR THE ATTENTION OF ALL 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 between the hours of 9.00 am and 3.00 pm, Monday to Wednesday via office@penrithtowncouncil.gov.uk