



Penrith Town Council

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

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DRAFT Minutes of the meeting of the

FINANCE COMMITTEE

Held on Monday 14 September 2022, at 6.00 p.m.

PRESENT

Cllr. Burgin	South Ward	Cllr. Rudhall	East Ward
Cllr. Kenyon	North Ward	Cllr. Shepherd	East 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
14 November 2022**

FIN22/37 Apologies for Absence

Apologies for absence were received from Cllr Lawson.

FIN22/38 Confirmation of the Minutes

Members authorised the Chair to sign the Minutes of the Meeting of the Finance Committee held on Monday 26 September 2022.

FIN22/39 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.

FIN22/40 Public Participation

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

FIN22/41 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 16 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.

FIN22/42 Payments for Approval

- a) Members noted that prior to the meeting, Cllr. Kenyon and Cllr. Shepherd verified and confirmed that the banking transaction history for September and October 2022 reconciled and agreed with the transactions circulated with the meeting documents.
- b) Members were asked to agree the two Councillors undertake the payments for approval checking for the next meeting of the Finance Committee to be held on the 14 November 2022.

RESOLVED THAT:

Cllr Kenyon and Cllr Shepherd check the payments for approval prior to the meeting of the Finance Committee on the 16 January 2023.

FIN22/42 Payments for Approval, continued

c) Members considered the Monthly Report of Payments for September and October 2022.

RESOLVED THAT:

The Monthly Report of Payments for September and October 2022 be approved.

FIN22/43 Bank Reconciliation

Members considered the Bank Reconciliation for the HSBC Bank account for the period ending 30 September and 31 October 2022.

RESOLVED THAT:

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

FIN22/44 Budgetary Control Statement 2022/23: 31 October 2022

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

RESOLVED THAT:

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

FIN22/45 Cornmarket Area

Members considered a request from the Board and Elbow Public House to be granted permission for use of the Cornmarket area for the outdoor hospitality in 2023 and considered the charging arrangements.

RESOLVED THAT:

- i. The Board and Elbow be granted consent to use the Cornmarket area for the outdoor hospitality in 2023 between the dates of 01 April and 30 September.
- ii. The Services and Contracts Manager be given delegated authority to confirm the usage arrangements in line with those set out in the report.
- iii. A fee of £825 be charged for use of the Cornmarket area in 2023 and this go forward for ratification by Full Council.

FIN22/46 Finance Committee Meeting Dates

Members considered the report setting out the proposed meeting dates for the 2023/24 year.

RESOLVED THAT:

The proposed meeting dates be approved, and the dates go forward for ratification by Full Council.

FIN22/47 Thacka Beck Field

- a) Members noted the progress on the tree planting scheme in support of the Queens Platinum Jubilee Green Canopy project and the installation of a new path at Thacka Beck Field.
- b) Members considered a request to purchase a Queens Platinum Jubilee Bench.

RESOLVED THAT:

A Queens Platinum Jubilee Bench in the Council corporate style is purchased and installed at Thacka Beck Field.

FIN22/48 IT Service Schedule

Members noted that the Council had renewed its IT Service Schedule for the period 27 October 2022 to 26 October 2023.

Councillor Rudhall joined the meeting

FIN22/49 UK GDPR Review

Members considered a report setting out a review of the UKGDPR policy.

RESOLVED THAT:

- a) The Social Media Policy review be deferred and an informal meeting be arranged with the Town Clerk to discuss the draft policy and agree the appropriate meeting to report the Draft Policy to.
- b) The Training Policy review be deferred and an informal meeting be arranged with the Town Clerk to discuss the draft policy and agree the appropriate meeting to report the Draft Policy to.
- c) Members noted the data and audit risk assessment.
- d) Members noted that the following policies had typographical errors and dates amended and that the overall content was unchanged, and that UK GDPR was referenced rather than EU GDPR:
 - i. Privacy Policy
 - ii. Information Security Incident Policy
 - iii. Information Protection Policy
 - iv. SAR Requests
 - v. Data Protection Policy
 - vi. Subject Access Request Policy
 - vii. Removable Media Policy
- e) Members noted that the Council's GDPR policies would be consolidated when the anticipated GDPR legislative changes are enacted.
- f) Members noted that the Information Security Policy and Password Policy to comply with Cyber Essentials was being reviewed by the Council's IT contractor.

FIN22/50 2022-23 National Salary Award

Members noted that NALC had informed the Council of the new rates of pay applicable from the 01 April 2022 and that the new rates of pay and backdated increases would be paid to staff in December. Members considered that the cost of the scheme be met from the Devolution Reserve.

FIN22/51 Next Meeting

Members noted that the next meeting of the Finance Committee was scheduled for **Monday 16 January 2023** at **Board Room, Unit 1, 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.

FIN22/52 Staffing Matters

Members considered a confidential oral report on staffing matters.

RESOLVED THAT:

The oral 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: 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 via office@penrithtowncouncil.gov.uk.