



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 16 January 2023, at 6.00 p.m.

PRESENT

| | | | |
|--------------|------------|----------------|---------------|
| Cllr. Burgin | South Ward | Cllr. Lawson | Carleton Ward |
| Cllr. Kenyon | North Ward | Cllr. Rudhall | East Ward |
| Cllr. Knaggs | West 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
16 JANUARY 2023**

FIN22/53 Apologies for Absence

There were no apologies for absence.

FIN22/54 Confirmation of the Minutes

Members authorised the Chair to sign the Minutes of the Meeting of the Finance Committee held on Monday 14 November 2022.

**FIN22/55 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.

Item 9: Proposed Budget 2023/24: Cllr. Shepherd declared that he was a Board Member on the Penrith Business Improvement District.

Councillor Lawson joined the meeting.

FIN22/56 Public Participation

Members received one representation from a member of the public representing Evolve Penrith who asked the following question:

'Does the town council believe they are delivering with the budget setting and spending, best value for the people of Penrith and the council tax precept they pay?'

The meeting received the question.

In accordance with standing order 3(h), 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.

The Chair confirmed that a written response to the question would be provided.

FIN22/57 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:

Agenda item 14 Proposed Budget 2023/24: Staff Salaries 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.

FIN22/58 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 November and December 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 20 March 2023.

RESOLVED THAT:

Cllr. Knaggs and Cllr. Rudhall check the payments for approval prior to the meeting of the Finance Committee on the 20 March 2023.

- c) Members considered the Monthly Report of Payments for November and December 2022.

RESOLVED THAT:

The Monthly Report of Payments for November and December 2022 be approved.

FIN22/59 Bank Reconciliation

Members considered the Bank Reconciliation for the HSBC Bank account for the period ending 30 November and 31 December 2022.

RESOLVED THAT:

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

FIN22/60 Budgetary Control Statement 2022/23: 31 December 2022

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

RESOLVED THAT:

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

FIN22/61 Proposed Budget 2023/24

Members considered the report setting out the proposed budget for 2023/24.

RESOLVED THAT:

- i. The forecast Outturn expenditure for 2022/23 of £417,092 be noted.
- ii. The proposed budget for 2023/24 be agreed.
- iii. The proposed budget 2023/24 with a total expenditure of £575,665 which would require a precept of £468,295 resulting in a nil increase in Council Tax go forward for consideration and approval by Full Council on Monday 23 January 2023 which allows for/includes:
 - a) Salaries payable to Council staff in 2023/24, as detailed in the supporting confidential report (Minute FIN22/66).
 - b) The inclusion of Christmas lighting, Town Greening and Town Dressing into the schedule of work for 2023/24 and that the costs be met from the Town Projects budget.
 - c) The creation of an Elections Reserve of £30,000 to be met from underspending from the current years budget and thereafter a contribution of £5,000 per annum is made over the full term of the Medium-Term Financial Plan.
 - d) The maximum grant for the Signature Events Grant Fund be £5,000 per event per annum and the Policy be updated accordingly with an annual budget of £20,000 to be established for 2023/24.
 - e) The proposed level of financial reserves.
 - f) The parameters and forecasts in the Proposed Medium Term Financial Plan.

FIN22/62 Draft Financial Policies

Members considered the revised Reserves Policy and Investment Strategy for 2023/24, having noted that these policies are reviewed annually as part of the budget consideration.

RESOLVED THAT:

- i. The Reserves Policy for 2023/24 be approved noting the deletion of the Acquisition Reserve and the proposal for a new Elections Reserve and the policy go forward for ratification by Full Council.
- ii. The Investment Strategy be approved and go forward for ratification by Full Council.

FIN22/63 Responsible Finance Officer – FILCA Award

Members noted that the Council's Responsible Finance Officer has passed The Financial Introduction to Local Council Administration (FILCA) course and noted his pay would increase by one spinal column point backdated to the date of passing the FILCA course.

FIN22/64 Draft Social Media and Training Policy

Members considered the reviewed Social Media and Training Policy.

RESOLVED THAT:

- i. The Social Media and Training Policies be recommended to go to Full Council for approval with amendments as proposed.
- ii. Members with additional questions on any of the policies should contact the Town Clerk by close of business on Thursday 19 January 2023.
- iii. The Town Clerk would provide a response if possible, at the meeting of Full Council on Monday 23 January 2023 if appropriate.

FIN22/65 Next Meeting

Members noted that the next meeting of the Finance Committee was scheduled for **Monday 20 March 2023** at **Penrith Town Council Office, 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.

FIN22/66 Proposed Budget 2023/24: Staff Salaries

Members considered the salaries report for 2023/24.

RESOLVED THAT:

The salaries payable to Council staff in 2023/24 be recommended to go forward to Full Council for approval as part of the Council's consideration of the Proposed Budget 2023/24.

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.