



# 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)

Minutes of the meeting of the

## **FINANCE COMMITTEE**

Held on Monday 26 June 2023, at 4.00 p.m.

### **PRESENT**

Cllr. Burgin	South Ward	Cllr. Lawson	Carleton Ward
Cllr. Jackson	North Ward	Cllr. Rudhall	East Ward
Cllr. Kenyon	North Ward	Cllr. Shepherd	East Ward

Services and Contracts Manager  
Responsible Finance Officer

The Town Council resolved from 15 May 2023, 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.

# **MINUTES FOR THE MEETING OF FINANCE COMMITTEE 26 JUNE 2023**

## **FIN23/01 Apologies for Absence**

Apologies for absence were received from Cllr. D. Jayson.

## **FIN23/02 Appointment of Vice Chair**

Councillor Kenyon be appointed as Vice Chair of the Finance Committee for the remainder of the 2023-24 municipal year.

## **FIN23/03 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 15: Tender Christmas Lights in Penrith 2023: Cllr. Shepherd declared that he was a Board Member on the Penrith Business Improvement District.

Cllr Jackson joined the meeting.

## **FIN23/04 Public Participation**

Members received written representation from Evolve Penrith submitted by email from Jonathan Davies:

"In light of recent information made public in the agenda of this meeting, I would like to seek clarification on a matter concerning the expenditure of £7,560 by Penrith Town Council in April.

On the 26th of April 2023 two separate payments were made to a supplier for an email marketing system by the name of gov Delivery, without apparent approval from any Penrith Town Council committee within the past 12 months.

Considering the availability of numerous options for email marketing systems on the open market, some priced as low as £15 per month, and the presence of many free open-source platforms, Evolve Penrith are keen to understand how this expenditure by Penrith Town Council of £7,560 on an email marketing system can be justified by a parish council.

Could you please explain how this spending by the council represents a justifiable use of the public purse and how it demonstrates the best value for public money?

Could the council also confirm if this expenditure is an annual subscription or a

## **FIN23/04 Public Participation, continued**

single expenditure that results in the council owning actual software platform on its own internal system.”

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

## **FIN23/05 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 15 Tender Christmas Lights in Penrith 2023 be considered in Part Two, private session without the presence of the press and public as this item of business related to the submission of a tender.

## **FIN23/06 Payments for Approval**

- a) Members noted that prior to the meeting, Cllr. Burgin and Cllr. Jackson verified and confirmed that the banking transaction history for April and May 2023 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 18 September 2023.

### **RESOLVED THAT:**

Cllr Rudhall and Cllr Shepherd check the payments for approval prior to the meeting of the Finance Committee on the 18 September 2023.

- c) Members considered the Monthly Report of Payments for April and May 2023.

### **RESOLVED THAT:**

The Monthly Report of Payments for April and May 2023 be approved.

## **FIN23/07 Bank Reconciliation**

Members considered the Bank Reconciliation for the HSBC Bank account for the period ending 30 April and 31 May 2023.

### **RESOLVED THAT:**

The Bank Reconciliation for the HSBC Bank account for the period ending 30 April and 31 May 2023 be approved and signed by Cllr Shepherd.

## **FIN23/08 Budgetary Control Statement 2023/224: 31 May 2023**

Members considered the Budgetary Control Statement 2022/23 Expenditure for the period to 31 May 2023.

### **RESOLVED THAT:**

The Budgetary Control Statement 2023/24 expenditure for the period to 31 May 2023 be approved and go forward for ratification by Full Council.

## **FIN23/09 Insurance Renewal**

Members noted that the Council's insurance policy is entering the final year of a 3-year Long Term Agreement, and that the renewal premium for the twelve-month period effective from 18 May 2023 is £3,450.98 which includes Insurance Premium Tax. The premium has been paid in full and has increased from £3,233.92 paid in 2022.

## **FIN23/10 Banking**

- a) Members noted that the Council has received the full years precept income from Westmorland and Furness Council.
- b) Members noted in accordance with its Investment Strategy the Council has invested £300,000 with the CCLA Public Sector Deposit Fund and has £830,000 invested with the CCLA representing both long-term reserves and temporary cash flow surpluses.

## **FIN23/11 Work Plan**

Members noted the Finance Committee work plan for the period 01 April 2023 to 31 March 2024.

## **FIN23/12 Lead Member for Devolution**

Members were asked to receive nominations from the Finance Committee to be lead and deputy lead for Devolution and Transfer of Assets.

### **RESOLVED THAT:**

- i. Cllr Jackson be the lead for Devolution Transfer of Assets.
- ii. Cllr Shepherd be the deputy lead for Devolution Transfer of Assets.

## **FIN23/13 Carleton Village Hall Task and Finish Group – Terms of Reference**

Members were asked to approve the Terms of Reference for the Carleton Village Hall Task and Finish Group.

### **RESOLVED THAT:**

The Terms of Reference for the Carleton Village Hall Task and Finish Group be approved with amendments including that Cllr Danny Smith be added to the Membership and the Quorum be two Council Members.

## **FIN23/14 Next Meeting**

Members noted that the next meeting of the Finance Committee was scheduled **for Monday 18 September 2023 at 6pm, Penrith Town Council Office, Board Room, Unit 1, Church House.**

Cllr Burgin left the meeting.

## **PART II PRIVATE SECTION**

Members agreed that there was one item in this part of the agenda to be considered in private as the item of business related to the submission of a tender.

## **FIN23/15 Tender - Christmas Lights in Penrith 2023**

Members considered a confidential report on the tender for Christmas Lights in Penrith in 2023.

### **RESOLVED THAT:**

The recommendations contained within the report be approved.

## **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](http://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](mailto:office@penrithtowncouncil.gov.uk).