



# Penrith Town Council

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**DRAFT** Minutes of the meeting of the

## **FINANCE COMMITTEE**

Held on Monday 18 March 2024, at 6.00 p.m.

### **PRESENT**

Cllr. Jackson	North Ward	Cllr. Rudhall	East Ward
Cllr. D. Jayson	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.

**DRAFT MINUTES FOR THE MEETING OF  
FINANCE COMMITTEE  
18 MARCH 2024**

**FIN23/66 Apologies for Absence**

Apologies for absence were received from Cllrs. Burgin, Kenyon and Lawson.

**FIN23/67 Confirmation of the Minutes**

Members authorised the Chair to sign the Minutes of the Meeting of the Finance Committee held on Monday 15 January 2024.

**FIN23/68 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.

**FIN23/69 Public Participation**

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

**FIN23/70 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:**

No items should be considered without the presence of the press and public.

**FIN23/71 Resolutions Report**

Members noted the Resolutions Report.

**FIN23/72 Payments for Approval**

- a) Members noted that prior to the meeting Cllrs. Jackson and Rudhall verified and confirmed that the banking transaction history for January and February 2024 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 22 April 2024.

## **FIN23/72 Payments for Approval, continued**

### **RESOLVED THAT:**

Cllr D. Jayson and Cllr Shepherd check the payments for approval prior to the meeting of the Finance Committee on the 22 April 2024.

- c) Members considered the Monthly Report of Payments for January and February 2024.

### **RESOLVED THAT:**

The Monthly Report of Payments for January and February 2024 be approved.

## **FIN23/73 Bank Reconciliation**

Members considered the Bank Reconciliation for the HSBC Bank account for the period ending 31 January and 29 February 2024.

### **RESOLVED THAT:**

The Bank Reconciliation for the HSBC Bank account for the period ending 31 January and 29 February 2024 be approved and signed by the Chair.

## **FIN23/74 Budgetary Control Statement 2023/2024: 29 February 2024**

Members considered the Budgetary Control Statement 2023/24 Expenditure for the period to 29 February 2024.

### **RESOLVED THAT:**

The Budgetary Control Statement 2023/24 expenditure for the period to 29 February 2024 be approved and go forward for ratification by Full Council.

## **FIN23/75 Internal Audit Report**

Members considered the Internal Audit Report for the period 01 April 2023 to 31 December 2023.

### **RESOLVED THAT:**

- i. The Internal Audit report for the period 01 April 2023 to 31 December 2023 concluded that the Council's control systems are efficient and effective and give the appropriate level of confidence, that the financial statements and reports reflect a true and accurate account of the Council's finance and governance records and the report be approved and go forward for ratification by Full Council.
- ii. The officers be thanked for their work in receiving a positive audit.

## **FIN23/76 Proposed Fees and Charges 2024/25**

Members considered the proposed Fees and Charges for the financial year 2024/25.

### **RESOLVED THAT:**

The proposed Fees and Charges for the 2024/25 financial year be approved and go forward for ratification by Full Council.

### **FIN23/77 Banking**

Members noted that £100,000 had been withdrawn from the CCLA account to supplement the HSBC bank balance.

### **FIN23/78 Review of the System of Internal Control 2023/24**

Members considered the report setting out the review of the Council's System of Internal Control for the current financial year 2023/24.

#### **RESOLVED THAT:**

- i. The review of the Council's System of Internal Control for the current financial year 2023/24 be approved and go forward for ratification by Full Council.
- ii. The Council tests its cyber system protection arrangements.

### **FIN23/79 Policy Review**

Members considered the reviewed Grants Scheme, Scheme of Delegation and Asset Valuation Policy.

#### **RESOLVED THAT:**

The following reviewed policies with amendments be approved and go forward for ratification by Full Council.

- i. Grants Scheme
- ii. Scheme of Delegation
- iii. Asset Valuation policy.

### **FIN23/80 Provisional Meeting Dates 2024/25**

Members considered the provisional meeting dates for Finance Committee 2024/25.

#### **RESOLVED THAT:**

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

24 June 2024 at 6pm  
16 September 2024  
11 November 2024  
13 January 2025  
17 March 2025  
21 April 2025

### **FIN23/81 Cornmarket Area**

Members considered a request from the Board and Elbow Public House to be granted permission for use of the Cornmarket area for outdoor hospitality in 2024 and considered the charging arrangements.

#### **RESOLVED THAT:**

- i. The Board and Elbow be granted consent to use the Cornmarket area for outdoor hospitality between the dates of 01 April and 30 September 2024.

## **FIN23/81 Cornmarket Area, continued**

- 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 £865 be charged for use of the Cornmarket area in 2024, which is a RPI (January 2024) increase of 4.9% on the previous year's fee, and this go forward for ratification by Full Council.
- iv. The Cornmarket area be designated to the Penrith Lions Club for the May Day Carnival on Monday 06 May 2024 and the Board and Elbow be informed in writing that they are not permitted to use the area for outdoor hospitality on this date.

## **FIN23/82 Work Plan**

Members noted the Finance Committee work plan progress for the period to 29 February 2024.

## **FIN23/83 Thacka Beck Field Footpath**

Motion by Councillor Shepherd.

Seconded by Councillor Jackson.

Currently there is a footpath that runs adjacent to the boundary of Thacka Beck Field. The path has number of 75mm to 100mm steps which impedes the use of push chairs and similar for persons exiting the field at Thacka Beck.

The path is owned by Westmorland and Furness and does not appear on Ordinance Survey maps as a public right of way.

This route is the safest and most pleasant way from the southeast end of Pategill and Carleton estates as well as the new developments around the Cross Keys pub to both UCC and QEGS, the health centre, New Squares and King Street. I would expect a lot of school children, students as well as adults will use this upgraded route. The alternative uses more of the A686 and then past Kemplay roundabout and back along Bridge Lane. All of these are heavily trafficked and during the A66 work the area around Kemplay roundabout will be very noisy, dusty and generally unpleasant.

It appears to be perfectly possible to regrade the path between the houses to maintain same gradient currently between the steps from Tynefield Drive to the existing bend. Then create a new path at a suitable gradient to connect with the existing main Thacka Beck field path.

### **RESOLVED THAT:**

- i. The Council liaise with Westmorland and Furness Council about the feasibility to regrade the footpath at Tynefield Drive and access at Thacka Beck Field to create a step free access; and
- ii. Prepares a further report to Finance Committee.

## **FIN23/84Next Meeting**

Members noted that the next meeting of the Finance Committee was scheduled for **Monday 22 April 2024** at **4.00pm**, Penrith Town Council Office, Board Room, Unit 1, Church House.

## **PART II PRIVATE SECTION**

There were no further items in this part of the agenda.

**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).