



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 September 2024, at 5.15 p.m.

PRESENT

Cllr. Burgin	South Ward	Cllr. Lawson	Carleton Ward
Cllr. Jackson	North Ward	Cllr. Rudhall	East Ward
Cllr. D. Jayson	North Ward	Cllr. Shepherd	East Ward
Cllr. Kenyon	North 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
16 SEPTEMBER 2024**

FIN24/14 Apologies for Absence

There were no apologies for absence.

FIN24/15 Confirmation of the Minutes

Members authorised the Chair to sign the Minutes of the Meeting of the Finance Committee held on Monday 24 June 2024.

**FIN24/16 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.

Cllr Jackson declared a registrable interest in item 15 Scaws Bus Shelter as he has a family member that lives opposite the proposed site for the shelter.

FIN24/17 Public Participation

Members received one representation from a member of the public who spoke in favour of the installation of a new seat in St Andrews.

**FIN24/18 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.

FIN24/19 New Seat St Andrews

Members considered a request for the installation of a new seat in St Andrews.

RESOLVED THAT:

The installation of two new seats in St Andrews be approved and funded from the seats budget subject to receiving consent from Westmorland and Furness Council.

FIN24/20 Payments for Approval

- a) Members noted that prior to the meeting, Cllr. Shepherd and Cllr. Lawson verified and confirmed that the banking transaction history for June, July and August 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 11 November 2024.

RESOLVED THAT:

Cllr Rudhall and Cllr Jackson check the payments for approval prior to the meeting of the Finance Committee on the 11 November 2024.

- c) Members considered the Monthly Report of Payments for June, July and August 2024.

RESOLVED THAT:

The Monthly Report of Payments for June, July and August 2024 be approved.

FIN24/21 Bank Reconciliation

Members considered the Bank Reconciliation for the HSBC Bank account for the period ending 30 June, 31 July and 31 August 2024.

RESOLVED THAT:

The Bank Reconciliation for the HSBC Bank account for the period ending 30 June, 31 July and 31 August 2024 be approved and signed by Cllr Shepherd.

FIN24/22 Budgetary Control Statement 2024/25: 31 August 2024

Members considered the Budgetary Control Statement 2024/25 Expenditure for the period to 31 August 2024.

RESOLVED THAT:

The Budgetary Control Statement 2024/25 expenditure for the period to 31 August 2024 be approved and go forward for ratification by Full Council.

FIN24/23 Risk Assessments

Members considered the corporate Risk Assessments for:

- i. Allotments
- ii. Bandstand
- iii. Bus Shelter
- iv. Business Continuity
- v. Fairhill
- vi. Finance
- vii. Fire
- viii. Governance

- ix. IT & Website
- x. Lone Working
- xi. Musgrave Monument
- xii. Office
- xiii. Remembrance Day Parade and Service
- xiv. Seats
- xv. Thacka Beck Field
- xvi. War Memorial (St Andrews)

RESOLVED THAT:

The corporate Risk Assessments with some amendments be approved and go forward for ratification by Full Council.

FIN24/24 Internal Audit 2024-25

Members considered the scope of Internal Audit coverage for 2024-25.

RESOLVED THAT:

The scope of Internal Audit coverage for 2024-25 be approved and go forward for ratification by Full Council.

FIN24/25 Policy Review

Members considered the reviewed Procurement and Risk Management Policy.

RESOLVED THAT:

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

- i. Procurement Policy
- ii. Risk Management Policy

FIN24/26 External Audit

- a) Members received the external auditors report (AGAR Section 3) noting that the Council's external auditors, Moore UK, has signed off the accounts ending 31 March 2024 with no qualifications stating that the information in Sections 1 and 2 of the Annual Governance and Accountability return is in accordance with the proper practices and that no other matters have come to their attention giving cause for concern.
- b) Members noted that the external auditor has stated other matters not affecting their opinion which they draw to the attention of the Council, is that on review, the level of general reserves are higher than the generally accepted level for smaller authorities.

FIN24/26 External Audit, continued

RESOLVED THAT:

- i. The Audit Certificate (AGAR Section 3) go forward to Full Council for approval together with Sections 1 and 2 of the 2023/24 Annual Return (the Annual Governance Statement and the Summary Accounts).
- ii. Finance Committee recommends to Full Council that a Councillor Budget Workshop be organised to consider schemes of work which may be funded from the General Reserve

FIN24/27 Budget Process 2025-26

Members considered the process for preparing the 2025-26 Budget.

RESOLVED THAT:

- i. The process and the budget timetable for preparing and agreeing the 2025-26 budget be approved.
- ii. The December meeting of the Budget Working Group be held on the 03 December 2024 at 5.15pm.

FIN24/28 Bus Shelter

Members received an update on the proposed Bus Shelter on the Scaws Estate.

RESOLVED THAT:

The Council makes enquiries with all relevant landowners concerning land ownerships and the potential location of a bus shelter with any interested parties; and that any response is reported to a future meeting of the Finance Committee for consideration.

FIN24/29 Next Meeting

Members noted that the next meeting of the Finance Committee was scheduled for **Monday 11 November 2024 at 5.15pm**, 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

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.