



Penrith Town Council

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

Tel: 01768 899 773 Email: office@penrithtowncouncil.gov.uk

Minutes of the meeting of the

FINANCE COMMITTEE

Held on Monday 28 April 2025, at 5.15pm.

PRESENT

Cllr. D. Jayson	North Ward	Cllr. Rudhall	East Ward
Cllr. Kenyon	North Ward	Cllr. Shepherd	East Ward
Cllr. Lawson	Carleton Ward		

Responsible Finance Officer
Services and Contracts Manager

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 28 APRIL 2025

FIN24/85 Apologies for Absence

Apologies for absence were received from Cllrs Burgin and Jackson.

FIN24/86 Confirmation of the Minutes

Members authorised the Chair to sign the Minutes of the Meeting of the Finance Committee held on Monday 17 March 2025.

FIN24/87 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.

FIN24/88 Public Participation

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

FIN24/89 Excluded Item: Public Bodies (Admission to Meetings) Act 1960

Members considered whether items 19 and 20 should be considered without the press and public, pursuant to Section 1 (2) of the Public Bodies (Admissions to Meetings) Act, 1960.

RESOLVED THAT:

Items 19 Banking and 20 Staffing Report be considered in Part Two, private session without the presence of the press and public as this item of business related to sensitive financial affairs of the authority.

FIN24/90 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 March 2025 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 23 June 2025.

FIN24/90 Payments for Approval Continued:

RESOLVED THAT:

Cllr Lawson and Cllr Rudhall check the payments for approval prior to the meeting of the Finance Committee on the 23 June 2025.

c) Members considered the Monthly Report of Payments for March 2025.

RESOLVED THAT:

The Monthly Report of Payments for March 2025 be approved.

d) Members noted the Record of Decision report relating to the May Day event and requested that notes relating to single source purchases be added to the May Day file.

FIN24/91 Bank Reconciliation

Members considered the Bank Reconciliation for the HSBC Bank account for the period ending 31 March 2025.

RESOLVED THAT:

The Bank Reconciliation for the HSBC Bank account for the period ending 31 March 2025 be approved and signed by Cllr Shepherd.

FIN24/92 Finance Outturn Report – Year Ended 31 March 2025

Members considered the Finance Outturn Report for the financial year ending the 31 March 2025.

RESOLVED THAT:

The Finance Outturn Report for the financial year ending the 31 March 2025 be approved and go forward to Full Council where it be recommended to be accepted and ratified.

FIN24/93 Resolutions Report

Members received and noted the Resolutions Report.

FIN24/94 Governance and Accountability for Smaller Authorities

Members received the publication of the Smaller Authorities Proper Practices Panel Practitioners Guide 2025 which is mandatory for 2025/26 and considered adopting the provisions for 2023/24.

RESOLVED THAT:

Members recommend to Full Council that it adopts the Smaller Authorities Proper Practices Panel Practitioners Guide 2025 which is mandatory for 2025/26 and adopt its provisions for 2024/25.

FIN24/95 Asset Register

Members reviewed the Asset Register at 31 March 2025 noting that the statement shows the full asset register and a reconciliation of transactions in 2024-25. For accounting purposes, assets have been valued in accordance with the Council's Valuation Policy and total £182,543.12; this figure is summarised in the AGAR Accounting Statements. The insurance value for the same assets is £917,175.

RESOLVED THAT:

The Asset Register as of 31 March 2025 be approved and go forward to Full Council for ratification.

FIN24/96 Internal Audit 2024-25 and 2025-26

a) Members received the final report by the Internal Auditor for the financial year ending 31 March 2025.

RESOLVED THAT:

The Internal Auditors Final Report for the year ending 31 March 2025 go forward to Full Council where it be recommended to be received and approved.

b) Members considered the review of effectiveness of internal audit provision during 2024/25.

RESOLVED THAT:

The review of the effectiveness of internal audit provision during 2024/25 be approved as it was confirmed that the function had operated effectively during 2024/25 and this go forward to Full Council for ratification.

c) Members considered the reappointment of the Internal Auditor for 2025/26.

RESOLVED THAT:

Mrs G. Airey be reappointed as the Internal Auditor to the Council for 2025/26 and this go forward to Full Council for ratification.

FIN24/97 Review of the System of Internal Control and Annual Governance Statement 2023/24 (Section 1 of the Annual Governance and Accountability Return (AGAR))

a) Members noted that the Town Council must carry out an annual review of the effectiveness of the system of internal control prior to the completion of the Annual Governance Statement. A full review was carried out by this Committee on the 17 March 2025 and ratified by Council on the 24 March 2025. The review confirmed that the Council's system of internal control is effective; the review of the effectiveness of internal audit provides further support for that assessment.

FIN24/97 Review of the System of Internal Control and Annual Governance Statement 2023/24 (Section 1 of the Annual Governance and Accountability Return (AGAR)), continued

- b) Members reviewed the Annual Governance Statement for 2024/25 prior to its approval by Full Council.

RESOLVED THAT:

The Annual Governance Statement Section 1 of the Annual Governance and Accountability Return (AGAR) go forward to Full Council for approval.

FIN24/98 Annual Governance and Accountability Return (AGAR) 2024-25 Accounting Statements

Members reviewed the Accounting Statements 2024-25 (Section 2 of the AGAR) prior to approval by Full Council.

RESOLVED THAT:

- i. The Accounting Statements 2024/25 (Section 2 of the AGAR) be recommended to go forward to Full Council for approval.
- ii. The proposed period for the Exercise of Public Rights be from Tuesday 03 June 2025 to Monday 14 July 2025 and this go forward to Full Council for approval.

FIN24/99 Work Plan

Members noted the Finance Committee work plan progress for the period 01 April 2024 to the 31 March 2025.

FIN24/100 Policy Update

Members considered the NALC amendments to the model Financial Regulations and Procurement Policy.

RESOLVED THAT:

The amendments to the Financial Regulations and the Procurement Policy be approved and go forward for ratification by Full Council.

FIN24/101 Seat

Members considered a request for the seat on Nicholson Lane to be replaced with a new seat.

RESOLVED THAT:

- i. The installation of a new seat on Nicholson Lane be approved and funded from the seats budget subject to receiving consent from Westmorland and Furness Council.
- ii. The existing seat be offered to the Penrith Allotment Association and should they not require the seat it be disposed of.
- iii. The Council to place a notice on the seat informing the public of the intention to replace the seat.

FIN24/102 Next Meeting

Members noted that the next meeting of the Finance Committee was scheduled for **Monday 23 June 2025, 5.15pm** (subject to confirmation at the Annual Town Council meeting) at Penrith Town Council Office, Board Room, Unit 1, Church House, with the time to be approved at the Annual Town Council Meeting.

PART II PRIVATE SECTION

The following matters are exempt information as the item related to sensitive financial affairs of the authority.

FIN24/103 Banking

Members considered the Banking report and approved the recommendation to Council that a second current account be opened at the HSBC and the supporting recommendations for the management of the account.

FIN24/104 Staffing Report

Members considered the Staffing report and approved the recommendations contained within, albeit with an amendment to recommendation b) that the amount be set for 2025/26 financial year at £65.00.

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.