



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 15 September 2025, at 5.15pm.

PRESENT

Cllr. Burgin	South Ward	Cllr. Lawson	Carleton Ward
Cllr. Jackson	North Ward	Cllr. Shepherd	East Ward
Cllr. D. Jayson	North 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.

DRAFT MINUTES FOR THE MEETING OF FINANCE COMMITTEE 15 SEPTEMBER 2025

FIN25/16 Apologies for Absence

Apologies for absence were received from Cllrs Kenyon and Rudhall.

FIN25/17 Confirmation of the Minutes

Members authorised the Chair to sign the Minutes of the Meeting of the Finance Committee held on Monday 23 June 2025.

FIN25/18 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.

FIN25/19 Public Participation

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

FIN25/20 Excluded Item: Public Bodies (Admission to Meetings) Act 1960

Members considered whether items 20 and 21 should be considered without the press and public, pursuant to Section 1 (2) of the Public Bodies (Admissions to Meetings) Act, 1960.

RESOLVED THAT:

Item 20 Signage and Wayfinding be considered without the presence of the press and public as the item included information relating to the terms of a tender and a legally binding grant funding agreement; and

Item 21 Banking Security and Operations be considered without the presence of the press and public as the item included information relating to the financial and business affairs of the authority.

FIN25/21 Payments for Approval

- a) Members noted that prior to the meeting, Cllr. Jackson and Cllr. Shepherd verified and confirmed that the banking transaction history for June, July and August 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 10 November 2025.

FIN25/21 Payments for Approval, continued

RESOLVED THAT:

Cllr Burgin and Cllr Lawson check the payments for approval prior to the meeting of the Finance Committee on the 10 November 2025.

- c) Members considered the Monthly Report of Payments for June, July and August 2025.

RESOLVED THAT:

The Monthly Report of Payments for June, July and August 2025 be approved.

FIN25/22 Bank Reconciliation

Members considered the Bank Reconciliation for the HSBC Bank account for the period ending 30 June, 31 July and 31 August 2025.

RESOLVED THAT:

The Bank Reconciliation for the HSBC Bank account for the period ending 30 June, 31 July and 31 August 2025 be approved and signed by Cllr. Shepherd.

FIN25/23 Budgetary Control Statement 2025/26: 31 August 2025

Members considered the Budgetary Control Statement 2025/26 Expenditure for the period to 31 August 2025.

RESOLVED THAT:

The Budgetary Control Statement 2025/26 expenditure for the period to 31 August 2025 be approved and go forward for ratification by Full Council.

FIN25/24 Resolutions Report

Members received and noted the Resolutions Report.

FIN25/25 Risk Assessments

Members considered the corporate risk assessments for:

- i. Allotments
- ii. Bandstand
- iii. Bus Shelters
- iv. Business Continuity
- v. Fairhill
- vi. Finance
- vii. Fire
- viii. Governance
- ix. IT and 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)

FIN25/25 Risk Assessments, continued

RESOLVED THAT:

The corporate risk assessments be approved and go forward for ratification by Full Council.

FIN25/26 Internal Audit Plan 2025-26

Members considered the scope of Internal Audit coverage for 2025-26.

RESOLVED THAT:

The scope of Internal Audit coverage for 2025-26 be approved and go forward for ratification by Full Council.

FIN25/27 External Audit

- a) Members received the external auditors report (AGAR Section 3) noting that the Council's external auditors, Moore UK, had signed off the accounts ending 31 March 2025 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 had come to their attention giving cause for concern.
- b) Members noted the external auditor had stated under other matters not affecting their opinion that the Return had required to be amended at Box 5 of Section 2 – Accounting Statements. This was originally left blank and resubmitted with a '0' inserted. The original return advertised to the public was therefore technically incorrect, but the External Auditor considered there to be no significant impact from this omission and recommended that the Council should in future ensure that all boxes are fully completed in accordance with paragraph 2.5 of the JPAG Practitioners Guide.

RESOLVED THAT:

- i. The Audit Certificate (AGAR Section 3) go forward to Full Council for approval together with Sections 1 and 2 of the 2024/25 Annual Return.
- ii. Officers be thanked for their work.

FIN25/28 Budget Process 2026-27

Members considered the process for preparing the 2026-27 Budget.

RESOLVED THAT:

The process and the budget timetable for preparing and agreeing the 2026-27 Budget be approved.

FIN25/29 Penrith Industrial BID Benches

Members considered a request from the Penrith Industrial BID to accept the responsibility for the future ownership and maintenance of new benches.

RESOLVED THAT:

The Council accepts the responsibility for the ownership, maintenance and insurance of up to five seats to be installed by the Penrith Industrial Bid on the Gilwilly Industrial Estate and agrees to enter into a Memorandum of Agreement with Westmorland and Furness Council as the seats will be located on land they own.

FIN25/30 Seats and Shelters

Members considered options to commit the Seats and Shelters budget in 2025/26.

RESOLVED THAT:

- i. A new bus shelter at Sainsbury's be approved subject to receiving landowner approval and all necessary consents from Westmorland and Furness Council.
- ii. Officers email Councillors requesting that they bring forward proposals for new seats or shelters in their wards for consideration.

FIN25/31 Local Government Services Pay Agreement 2025-26

Members noted that NALC had informed Member Councils of the new rates of pay. With effect from the 01 April 2025 an increase of 3.20% would be paid as a permanent addition on NJC pay points 2 to 43, and an increase of 3.20% would be applied to all pay points above pay point 43. The new rates of pay and backdated increases would be paid to Council staff at the end of September. Members noted that the 2025-26 approved budget provides fully for the new rates of pay.

FIN25/32 Staff Recruitment

Members received an oral report and noted that the Council has successfully appointed to the positions of Events Officer and Solicitor, with both new members of staff scheduled to commence their duties in October 2025.

FIN25/33 Thacka Beck Field

Members received an oral report in respect of National Highways notice of temporary possession and use of parcels of land at Thacka Beck Field to facilitate for the A66 Northern Trans-pennine road improvement scheme.

RESOLVED THAT:

A meeting with National Highways and involving the Council's appointed Land Agent to be arranged.

FIN25/34 Next Meeting

Members noted that the next meeting of the Finance Committee was scheduled for **Monday 10 November 2025, 5.15pm** at Penrith Town Council Office, Board Room, Unit 1, Church House.

PART II PRIVATE SECTION

The following items are exempt information as item 20 Signage and Wayfinding included information relating to the terms of a tender and a legally binding grant funding agreement; and Item 21 Banking Security and Operations included information relating to the financial and business affairs of the authority.

FIN25/35 Signage and Wayfinding

Members considered the Signage and Wayfinding report.

RESOLVED THAT:

- i. The final version of the Grant Funding Agreement between Northumberland County Council and Penrith Town Council be recommended for approval by Full Council and to be signed by the Council Chair.
- ii. The Finance Committee recommends to Full Council a transfer of £196,116 from the General Reserve to a new budget line to fund the supply and installation of the Signage and Wayfinding contract, noting that the Council would be reimbursed retrospectively and in full by Northumberland County Council.
- iii. The finance risk assessment be approved.
- iv. Amendments be made to the wording in the draft Signage and Wayfinding Services Tender document and recommend the tender document go forward to Full Council to be approved and advertised from 30 September 2025 on the Find a Tender portal and the Councils website.
- v. Cllrs Shepherd and Lawson attend the Signage and Wayfinding Services Tender opening with the Town Clerk, Services and Contracts Manager and Economic Development Officer.
- vi. A peer review group be established involving the Chair of the Finance and Planning Committee with relevant officers for the duration of the contract.

Cllr Burgin left the meeting at 18:55.

FIN25/36 Banking Security and Operations

Members considered the Banking Security and Operations report.

RESOLVED THAT:

- i. The opening of a second HSBC account no longer proceeds.
- ii. Changes to the banking procedures and permissions be approved.
- iii. The HSBC account Primary User be removed and replaced by the Town Clerk.
- iv. Invoice payments are made inhouse from the week of the 29 September 2025 and in accordance with the procedure as set out in the report.
- v. The payment arrangements be reviewed throughout October and November and shall the procedures be considered to be effective these be written in to the Council's Financial Regulations and Internal Control Framework to be brought to Finance Committee in December 2025.

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.