



Penrith Town Council

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

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

DRAFT Minutes of the meeting of the

FINANCE COMMITTEE

Held on Monday 23 February 2026, 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
23 FEBRUARY 2026**

FIN25/69 Apologies for Absence

Apologies for absence were received from Cllr Rudhall.

Cllr Kenyon was absent without apologies.

FIN25/70 Confirmation of the Minutes

Members authorised the Chair to sign the Minutes of the Meeting of the Finance Committee held on Monday 08 December 2025.

FIN25/71 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 Shepherd declared a registrable interest in item 19 Assets of Community Value as he is the Chair of the Friends of Coronation Garden.

FIN25/72 Public Participation

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

FIN25/73 Excluded Item: Public Bodies (Admission to Meetings) Act 1960

Members considered whether any items on the agenda should be considered without the press and public, pursuant to Section 1 (2) of the Public Bodies (Admissions to Meetings) Act, 1960 and agreed that there were no items to be considered without the press or public.

RESOLVED THAT:

Item 21 Staffing Report be considered in Part Two, private session without the presence of the press and public as this item of business related to the financial and personal affairs of a particular person, in this instance members of staff.

FIN25/74 Resolutions Report

Members received and noted the Resolutions Report.

FIN25/75 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 December 2025 and January 2026 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 27 April 2026.

RESOLVED THAT:

Cllr Burgin and Cllr D. Jayson check the payments for approval prior to the meeting of the Finance Committee on the 27 April 2026.

- c) Members considered the Monthly Report of Payments for December 2025 and January 2026.

RESOLVED THAT:

The Monthly Report of Payments for December 2025 and January 2026 be approved.

FIN25/76 Bank Reconciliation

Members considered the Bank Reconciliation for the HSBC Bank account for the period ending 31 December 2025 and 31 January 2026.

RESOLVED THAT:

The Bank Reconciliation for the HSBC Bank account for the period ending 31 December 2025 and 31 January 2026 be approved and signed by Cllr. Shepherd.

FIN25/77 Budgetary Control Statement 2025/26: 31 January 2026

Members considered the Budgetary Control Statement 2025/26 Expenditure for the period to 31 January 2026.

RESOLVED THAT:

- i. The Budgetary Control Statement 2025/26 expenditure for the period to 31 January 2026 be approved and go forward for ratification by Full Council.
- ii. The following budget virements be approved:
 - £2,440 from the Planning budget to Civic Regalia.
 - £2,000 from the Planning budget to Printing, Postage, Stationery.
 - £2,000 from the Planning budget to Legal.
 - £4,000 from the Climate budget to IT.
 - £5,000 from the Town Projects budget to IT.
 - £3,000 from the Events Development budget to IT.

FIN25/78 Assertion 10 Digital and Data Compliance

- a) Members received and noted the Assertion 10 Digital and Data Compliance Statement for the 2025/26 Annual Governance and Accountability Return (AGAR) 1.
- b) Members received and noted the Town Council Data Register 2025/26.
- c) Members considered the GDPR Risk Assessment.

RESOLVED THAT:

The GDPR Risk Assessment be approved and go forward for ratification by Full Council.

FIN25/79 Finance Committee Meeting Dates 2026/27

Members considered the provisional meeting dates for Finance Committee 2026/27.

RESOLVED THAT:

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

- 22 June 2026
- 14 September 2026
- 09 November 2026
- 14 December 2026
- 22 February 2027
- 26 April 2027

FIN25/80 Internal Audit Report

Members considered the Interim Report by the Internal Auditor for the period 01 April 2025 to 31 December 2025.

RESOLVED THAT:

- i. The Interim Report by the Internal Auditor for the period 01 April 2025 to 31 December 2025 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. Officers be commended for their work.

FIN25/81 Proposed Fees and Charges 2026/27

Members considered the proposed Fees and Charges for the financial year 2026/27.

RESOLVED THAT:

The proposed Fees and Charges for the 2026/27 financial year be approved and go forward for ratification by Full Council.

FIN25/82 Banking Operations

Members approved the withdrawal of £150,000 from the CCLA Public Sector Deposit Fund to be deposited in the HSBC account and noted that the balance in the CCLA account after the withdrawal will be £480,000.

FIN25/83 Review of the System of Internal Control 2025/26

Members considered the report setting out the review of the Council's System of Internal Control for the current financial year 2025/26.

RESOLVED THAT:

The review of the Council's System of Internal Control for the current financial year 2025/26 be approved and go forward for ratification by Full Council.

FIN25/84 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 2026 and considered the charging arrangements.

RESOLVED THAT:

- i. The Board and Elbow Public House be granted consent to use the Cornmarket area for outdoor hospitality between the dates of 01 April and 30 September 2026.
- ii. The Services and Contracts Manager be given delegated authority to confirm the arrangements in line with those set out in the report.
- iii. A fee of £900 be charged for use of the Cornmarket area in 2026, and this go forward for ratification by Full Council.
- iv. The Cornmarket area be designated for the May Day event on Monday 04 May 2026 and that Board and Elbow be informed in writing that they are not permitted to use the area for outdoor hospitality on this date.

Members noted that the Cornmarket area is scheduled to be used as the contractors' compound for the Signage and Wayfinding Services project and may not be available to any third parties during the period of the signage installation.

FIN25/85 Work Plan

Members noted the Finance Committee work plan progress for the period 01 April 2025 to 31 January 2026.

FIN25/86 Health and Safety Specialist Support

Members considered whether to enter into a subscription contract with Bright HR for Health and Safety support for all business operations.

RESOLVED THAT:

The Council enters into a contract with Bright HR for the BrightProtect 36-month health and safety package.

FIN25/87 Assets of Community Value

Members considered whether to nominate Assets of Community Value with Westmorland and Furness Council.

RESOLVED THAT:

- i. The Council nominates Coronation Garden, Town Hall and Robinson School (Penrith TIC) as Assets of Community Value with Westmorland and Furness Council.
- ii. Officers be given authority to proceed with the nominations.

FIN25/88 Next Meeting

Members noted that the next meeting of the Finance Committee was scheduled for **Monday 27 April 2026, 5.15pm** at Penrith Town Council Office, Board Room, Unit 1, Church House.

PART II PRIVATE SECTION

The following is exempt information as items 21 relates to the financial or business affairs of any particular person (including the authority holding that information) and personal sensitive information relating to members of staff.

FIN25/89 Staffing Report

Members considered the Staffing Report.

RESOLVED THAT:

The agreed recommendations within the staffing report go forward to Full Council for ratification.

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.