



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 27 April 2026, at 5.15pm.

PRESENT

Cllr. Burgin	South Ward	Cllr. Kenyon	North Ward
Cllr. Jackson	North Ward	Cllr. Rudhall	East Ward
Cllr. D. Jayson	North Ward	Cllr. Shepherd	East 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 27 APRIL 2026

FIN25/90 Apologies for Absence

Apologies for absence were received from Cllr Lawson.

FIN25/91 Confirmation of the Minutes

Members authorised the Chair to sign the Minutes of the Meeting of the Finance Committee held on Monday 23 February 2026.

FIN25/92 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.

FIN25/93 Public Participation

Members received one oral question from a member of the public:

'When are we going to stop growing/paying staff for a small return on our town council tax and get value for our money?'

The member of the public was informed that a written response (as appended) would be provided after the meeting.

FIN25/94 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 22 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.

Item 23 Asset Transfer Carleton Park be considered in Part Two, private session without the presence of the press and public as this item of business related to policy or the internal business of the Council which are for discussion with Westmorland and Furness Council and involves negotiations relating to land or acquisition of land.

FIN25/95 Resolutions Report

Members received and noted the Resolutions Report.

FIN25/96 Payments for Approval

- a) Members noted that prior to the meeting, Cllr. Burgin and Cllr. D. Jayson verified and confirmed that the banking transaction history for February and March 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 22 June 2026.

RESOLVED THAT:

Cllr Jackson and Cllr Shepherd check the payments for approval prior to the meeting of the Finance Committee on the 22 June 2026.

- c) Members considered the Monthly Report of Payments for February and March 2026.

RESOLVED THAT:

The Monthly Report of Payments for February and March 2026 be approved.

FIN25/97 Bank Reconciliation

Members considered the Bank Reconciliation for the HSBC Bank account for the period ending 28 February and 31 March 2026.

RESOLVED THAT:

The Bank Reconciliation for the HSBC Bank account for the period ending 28 February and 31 March 2026 be approved and signed by Cllr. Shepherd.

FIN25/98 Finance Outturn Report – Year Ended 31 March 2026

Members considered the Finance Outturn Report for the financial year ending 31 March 2026.

RESOLVED THAT:

The Finance Outturn Report for the financial year ending the 31 March 2026 be approved and go forward to Full Council where it be recommended to be accepted and ratified.

FIN25/99 Governance and Accountability for Smaller Authorities

Members noted the publication of the Smaller Authorities Proper Practices Panel Practitioners Guide 2026 which is mandatory for 2026/27.

FIN25/100 Asset Register 2025/26

Members reviewed the Asset Register at 31 March 2026 noting that the statements show the full asset register and a reconciliation of transactions in 2025-26. For accounting purposes, assets have been valued in accordance with the Council's Valuation Policy and total £197,230.84; this figure is summarised in the AGAR Accounting Statements. The insurance value for the same assets is £974,014.

FIN25/100 Asset Register 2025/26, continued

RESOLVED THAT:

The Asset Register as of 31 March 2026 be approved and go forward to Full Council for ratification.

FIN25/101 Internal Audit 2025/26 and 2026/27

a) Members received the final report by the Internal Auditor for the financial year ending 31 March 2026.

RESOLVED THAT:

- i. The Internal Auditors Final Report for the year ending 31 March 2026 go forward to Full Council where it be received and noted.
- ii. Officers be thanked for their work in preparation for the audit.

b) Members considered the review of effectiveness of internal audit provision during 2025/26.

RESOLVED THAT:

The review of effectiveness of internal audit provision during 2025/26 be approved and it was confirmed that the function had operated effectively during 2025/26 and this go forward for approval by Full Council.

c) Members considered the reappointment of the of the Internal Auditor for 2026/27.

RESOLVED THAT:

Mrs G. Airey be reappointed as the Internal Auditor to the Council for 2026/27 and this go forward to Full Council for ratification.

FIN25/102 Review of the System of Internal Control

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 23 February 2026 and ratified by Council on the 16 March 2026. 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.

FIN25/103 Annual Governance Statement 2025/26 (Section 1 of the Annual Governance and Accountability Return

Members reviewed the Annual Governance Statement 2025/26 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.

FIN25/104 Annual Governance and Accountability Return (AGAR) 2025/26 Accounting Statements

Members reviewed the Accounting Statements 2025/26 (Section 2 of the AGAR) and considered the proposed period for the Exercise of Public Rights.

RESOLVED THAT:

- i. The Accounting Statements 2025/26 (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 Wednesday 10 June 2026 to Tuesday 21 July 2026 and this go forward to Full Council for approval.

FIN25/105 Work Plan

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

FIN25/106 Policy Review

Members reviewed the Disciplinary Policy, Amended Written Particulars and Expenses Policies.

RESOLVED THAT:

The following policies be approved with suggested amendments and go forward to Full Council for ratification:

- i. The Disciplinary Policy
- ii. Amended Written Particulars
- iii. Expenses Policy (Employees)
- iv. Expenses Policy (Members)

FIN25/107 New Seat Request

Members considered a request from a member of the public for the installation of a new seat on Friargate.

RESOLVED THAT:

The purchase and installation of a new seat on Friargate be approved and funded from the seats budget subject to receiving consent from Westmorland and Furness Council.

FIN25/108 Training

Members noted that the Town Clerk has successfully completed the SLCC's training for internal auditing, Principle of Internal Auditing Local Councils and requested that their congratulations be recorded.

FIN25/109 Fairhill Play Area

Members received and noted a Single Source Procurement justification for the installation of health and safety improvements at Fairhill Play Area.

FIN25/110 Next Meeting

Members noted that the next meeting of the Finance Committee was scheduled for **Monday 22 June 2026, 5.15pm** [which will be confirmed at the Annual Town Council Meeting on 18 May 2026] at Penrith Town Council Office, Board Room, Unit 1, Church House.

PART II PRIVATE SECTION

The following matters were approved as exempt information.

FIN25/110 Staffing Report

Members considered the Staffing Report.

RESOLVED THAT:

The Meetings and Events Attendance Allowance Policy be approved.

FIN25/111 Asset Transfer Carleton Park

Members considered the report.

RESOLVED THAT:

A letter be sent to Westmorland and Furness Council stating the Council's preferences for progressing the asset transfer of Carleton Park.

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.

Appendix A – Public Participation Council Response

Further to your question which was raised at a meeting of the Council's Finance Committee on 27 April 2026 I herein provide the Council's reply.

The staff establishment has all been approved by Council. Employees are employed under the National Joint Council (NJC) contract of employment, and the Council has adopted the pay scales set by the National Joint Council for Government Services.

Employees may receive an annual salary increase following confirmation of the nationally agreed pay agreement.

Council has resolved at a meeting held on the 16 March 2026 to progress with the recruitment of a Council Support Officer. This new role has been created following the resignation of two employees as of the 31 March 2026.

In respect of Value for Money the Council has an approved policy which I have attached for your attention and supports the Council's approach to Procurement which I have also attached for your information.

The Council's Finance Committee has specific responsibilities for financial management, policy and control and has an approved and published budget process.

The Council delivers the priorities that are identified in the Business Plan (<https://www.penrithtowncouncil.gov.uk/key-documents/>). Work plan reporting and resolution reports inform Council of the progression of their decisions.

Should you have any further questions or wish to discuss any matter relating to the Council please make an appointment to call in and see the officers