



Penrith Town Council

Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR
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DRAFT Meeting Minutes: Finance Committee

Date: Monday 14 September 2026 at 17:15 to 18:25

Place: The Board Room, Unit 1, 19-24 Friargate, Penrith, Cumbria, CA11 7XR

Present: Chair: Cllr. Shepherd, Cllr. Burgin, Cllr. D. Jayson, Cllr. Kenyon, Cllr Jackson.

Officers: Business Services Manager, Responsible Finance Officer

Public: 0

Meeting opened at:

FIN26/14 Apologies

Apologies for absence were received from Cllrs Lawson and Rudhall.

FIN26/15 Confirmation of the Minutes

Members authorised the Chair to sign the Minutes of the Meeting of the Finance Committee held on Monday 22 June 2026.

FIN26/16 Declarations of Interest

No Declarations of interest were received.

FIN26/17 Public Participation

There were no representations from the public.

FIN26/18 Excluded Item: Public Bodies (Admissions 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.

FIN26/18 Excluded Item: Public Bodies (Admissions to Meetings) Act 1960, continued

RESOLVED THAT:

Item 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 the financial and personal affairs of a particular person, in this instance members of staff.

FIN26/19 Payments for Approval

Members noted that Cllr. D. Jayson and Cllr. Kenyon accessed the banking system and reconciled the weekly report of all payments made and confirmed that each payment aligned with the invoices.

RESOLVED THAT:

- i. Councillors Burgin and Jackson undertake the payments for approval reconciliation for the meeting of Finance Committee on 09th November 2026.
- ii. The monthly report of payments for June, July and August 2026 be approved.

FIN26/20 Bank Reconciliation

Members reviewed the bank reconciliations.

RESOLVED THAT:

The bank reconciliations as of 30 June, 31 July and 31 August 2026 be approved and signed as a correct record.

FIN26/21 Budgetary Control Statement

Members reviewed the Budgetary Control Statement for the period 31 August 2026.

RESOLVED THAT:

The Budgetary Control Statement for the period 31 August 2026 be approved and go forward to be ratified by Full Council.

FIN26/22 Resolutions Report

Members noted the report.

FIN26/23 Risk Assessments

Members considered the corporate risk assessments for:

- i. Allotments
- ii. Bandstand
- iii. Business Continuity
- iv. Fairhill
- v. Finance
- vi. Fire

FIN26/23 Risk Assessments, continued

- vii. GDPR
- viii. Governance
- ix. IT & Website
- x. Lone Working
- xi. Musgrave Monument
- xii. Office
- xiii. Street Furniture
- xiv. Thacka Beck Field
- xv. War Memorial (St Andrews)

RESOLVED THAT:

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

FIN26/24 Internal Audit Plan 2026-27

Members considered the scope of Internal Audit coverage for 2026-27.

RESOLVED THAT:

The scope of Internal Audit coverage for 2026-27 be approved and go forward for ratification by Full Council.

FIN26/25 External Audit

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 2026 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 and resolved that the External Audit report go forward for ratification by Full Council.

FIN26/26 Budget Process 2027-28

Members considered the process for preparing the 2027-28 budget.

RESOLVED THAT:

The process and the budget timetable for preparing and agreeing the 2027-28 budget be approved.

FIN26/27 Allotments

Members considered the Allotments report.

RESOLVED THAT:

- i. The Solicitor and Business Services Manager commence the preparation of a new Allotment Lease between the Council and the Penrith Allotment Association and bring a copy of the draft lease to a future meeting of the Finance Committee for approval.
- ii. The Council approves the commissioning of a pest control contract, traffic control at Brackenber allotments, hedge and tree pruning works and repairs to the access track at Salkeld Road allotments and a gate repair at Folly Lane

FIN26/28 Banking

Members noted that £200,000 was withdrawn from the CCLA Public Sector Deposit Fund on the 09 July 2026 and deposited in the HSBC account.

FIN26/29 Staff Training

Members noted that the Town Clerk and Responsible Finance Officer have completed the Principles of Internal Auditing Local Councils (PIALC) qualification, and the Community Services Manager passed the RPII Routine Play Area Inspection training course.

FIN26/30 Local Government Services Pay Agreement 2026-27

Members noted that The Local Government Association, acting on behalf of the National Joint Council for Local Government Services (NJC) have reached an agreement on rates of pay applicable from 1 April 2026 to 31 March 2027. The settlement provides for a 3.3% increase in pay rates and allowances with effect from 01 April 2026. The new rates of pay and backdated increases would be paid to Council staff at the end of October. Members noted that the 2026-27 approved budget provides fully for the new rates of pay and this go forward for ratification by Full Council.

FIN26/31 Employment Contract Review

Members considered the inclusion of the extra content from the NALC new Model Employment Contract.

RESOLVED THAT:

The extra content from the NALC New Model Contract dated the 3 July 2026 be included into the Councils approved employee's contract of employment template and this go forward to Full council for ratification.

FIN26/32 Next Meeting

Members noted the next meeting of the Finance Committee was scheduled for 09 November 2026 at 5.15pm at the Board Room, 19-24 Friargate, Penrith, Cumbria, CA11 7XR.

PART II PRIVATE SECTION

The following is exempt information as item 20 Staffing Report 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.

FIN25/33 Staffing Report

Members considered the Staffing Report.

RESOLVED THAT:

The recommendations set out in the report be approved.

CHAIR SIGN:

DATE:

General Power of Competence

The Town Council resolved from 15 May 2023, until the next relevant Annual Meeting of the Council, that 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.

FOR THE ATTENTION OF ALL MEMBERS OF THE FINANCE COMMITTEE & FOR INFORMATION FOR TOWN COUNCIL MEMBERS

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:

<https://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 via:

office@penrithtowncouncil.gov.uk