



# Penrith Town Council

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**DRAFT** Minutes of the meeting of the

## **FINANCE COMMITTEE**

Held on Monday 20 March 2023, at 6.00 p.m.

### **PRESENT**

Cllr. Kenyon

North Ward

Cllr. C. Shepherd

East Ward

Cllr. Knaggs

West Ward

Services and Contracts Manager  
Responsible Finance Officer

The Town Council resolved from 20 May 2019, 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  
20 MARCH 2023**

The Chair proposed a late amendment and addition to Agenda 11 item Banking. This was approved.

**FIN22/88 Apologies for Absence**

Apologies for absence were received from Cllrs. Burgin, Lawson and Rudhall.

**FIN22/89 Confirmation of the Minutes**

Members authorised the Chair to sign the Minutes of the Meeting of the Finance Committee held on Monday 16 January 2023.

**FIN22/90 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.

**FIN22/91 Public Participation**

Members received one representation from a member of the public representing Evolve Penrith who asked the following question:

'At a meeting of Penrith Town Council held on the 13th of March 2023, A member of the public reading a statement disclosed they had received information provided by the council regarding the cost of the meeting that was scheduled to last for 1 hour but in reality, lasted 40 minutes costing the council £500 to hold. Can the chair confirm if this £500 cost of a single 1 hour council meeting is factually correct and if correct what the costs relate to?'

The meeting received the question.

In accordance with standing order 3(h), a question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.

The Chair read out a verbal statement in response to the question which has also been sent by email to the member of the public who submitted the question.

## **FIN22/92 Excluded Item: Public Bodies (Admission to Meetings) Act 1960**

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

### **RESOLVED THAT:**

No items should be considered without the presence of the press and public.

## **FIN22/93 Payments for Approval**

- a) Members noted that prior to the meeting, Cllr. Knaggs and Cllr. Rudhall verified and confirmed that the banking transaction history for January and February 2023 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 24 April 2023.

### **RESOLVED THAT:**

Cllr. C. Shepherd and Cllr. Kenyon check the payments for approval prior to the meeting of the Finance Committee on the 24 April 2023.

- c) Members considered the Monthly Report of Payments for January and February 2023.

### **RESOLVED THAT:**

The Monthly Report of Payments for January and February 2023 be approved.

## **FIN22/94 Bank Reconciliation**

Members considered the Bank Reconciliation for the HSBC Bank account for the period ending 31 January and 28 February 2023.

### **RESOLVED THAT:**

The Bank Reconciliation for the HSBC Bank account for the period ending 31 January and 28 February 2023 be approved and signed by Cllr Knaggs.

## **FIN22/95 Budgetary Control Statement 2022/23: 28 February 2023**

Members considered the Budgetary Control Statement 2022/23 Expenditure for the period to 28 February 2023.

### **RESOLVED THAT:**

The Budgetary Control Statement 2022/23 expenditure for the period to 28 February 2023 be approved and go forward for ratification by Full Council.

## **FIN22/96 Internal Audit Report**

Members considered the Internal Audit report for the period 01 April 2022 to 31 December 2022.

### **RESOLVED THAT:**

- i. The Internal Audit report for the period 01 April 2022 to 31 December 2022 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. The officers be thanked for their work involvement in receiving a positive audit.

## **FIN22/97 Annual Review of Fees and Charges 2023/24**

Members considered the report setting out the Fees and Charges for the financial years 2023/24.

### **RESOLVED THAT:**

The Fees and Charges for 2023/24 financial year be approved and go forward for final ratification by Full Council.

## **FIN22/98 Banking**

- a) Members considered the withdrawal of funds from the CCLA account to supplement the HSBC bank balance to cover payments until the 2023/24 precept is received.
- b) Members considered the withdrawal of funds from the Penrith Building Society to supplement the HSBC bank balance to cover payments until the 2023/24 precept is received.
- c) Members considered the removal of all existing Councillor signatories on the Council's accounts who are not re-elected in May.
- d) Members considered the opening of a current account with Lloyds Bank and the closure of the Council's HSBC account.

### **RESOLVED THAT:**

- i. A sum of £100,000 be transferred from the CCLA account to the HSBC account to cover payments until the 2023/24 precept is received.
- ii. A sum of £50,000 be transferred from the Penrith Building Society account to the HSBC account should logistics prevent the signing of the CCLA forms to cover payments until the 2023/24 precept is received.
- iii. Councillors who are not re-elected in May 2023 be removed as signatories on the Council's bank and investment accounts and this go forward for final ratification by Full Council.
- iv. The Council opens a new current account with the Lloyds Bank and the Council's HSBC account be closed and this go forward for final ratification by Full Council.

## **FIN22/99 Review of the System of Internal Control 2022/23**

Members considered the report setting out a review of the Council's System of Internal Control for the current financial year 2022/23.

### **RESOLVED THAT:**

The review of the Council's System of Internal Control for the current financial year 2022/23 be approved and go forward for final ratification by Full Council.

## **FIN22/100 Policy Review**

Members reviewed the following of the Council's policies:

- a) Code of Conduct
- b) Dispensations Policy
- c) Flexible Working Policy
- d) Financial Regulations with associated policies
- e) Grants Scheme
- f) Partnership Protocol

### **RESOLVED THAT:**

The following policies be approved and go forward for final ratification by Full Council.

- i. Code of Conduct
- ii. Dispensations Policy
- iii. Flexible Working Policy
- iv. Financial Regulations with associated policies
- v. Grants Scheme
- vi. Partnership Protocol

## **FIN22/101 Scheme of Delegation and Communities Committee Draft Terms of Reference**

Members considered the draft Terms of Reference for the Communities Committee and the changes to the Council's Scheme of Delegation.

### **RESOLVED THAT:**

The draft Terms of Reference for the Communities Committee and the Scheme of Delegation be approved and go forward for final ratification by Full Council.

## **FIN22/101 Community Services Officer – ILCA Award**

Members noted that the Council's Community Services Officer has passed The Introduction to Local Council Administration (ILCA) course and noted his pay would increase by one spinal column point backdated to the date of passing the ILCA course.

## **FIN22/102 Next Meeting**

Members noted that the next meeting of the Finance Committee was scheduled for **Monday 24 April 2023** at **Penrith Town Council Office, Board Room, Unit 1, Church House** at **4.00pm**.

## **PART II PRIVATE SECTION**

There are no further items in this part of the agenda.

**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](http://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](mailto:office@penrithtowncouncil.gov.uk).