



# 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 24 April 2023, at 4.00 p.m.

### **PRESENT**

Cllr. Burgin	South Ward	Cllr. Rudhall	East Ward
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  
24 APRIL 2023**

The Chair proposed a late amendment and addition to Agenda 11 item Internal Audit 2022/23 and 2023/24. This was approved.

**FIN22/103 Apologies for Absence**

There were no apologies for absence.

Cllr. Lawson was absent without apologies.

**FIN22/104 Confirmation of the Minutes**

Members authorised the Chair to sign the Minutes of the Meeting of the Finance Committee held on Monday 20 March 2023.

**FIN22/105 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.

**FIN22/106 Public Participation**

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

**FIN22/107 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.

**FIN22/108 Payments for Approval**

- a) Members noted that prior to the meeting, Cllr. Kenyon and Cllr. C. Shepherd verified and confirmed that the banking transaction history for March 2023 reconciled and agreed with the transactions circulated with the meeting documents.

## **FIN22/108 Payments for Approval, continued**

b) Members considered the Monthly Report of Payments for March 2023.

### **RESOLVED THAT:**

The Monthly Report of Payments for March 2023 be approved.

## **FIN22/109 Bank Reconciliation**

Members considered the Bank Reconciliation for the HSBC Bank account for the period ending 31 March 2023.

### **RESOLVED THAT:**

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

## **FIN22/110 Governance and Accountability for Smaller Authorities**

Members noted the publication of the Practitioners Guide 2023.

### **RESOLVED THAT:**

Members recommended to Full Council that it adopts the Practitioners Guide 2023 which is mandatory for 2023/24 and adopt its provisions for 2022/23.

## **FIN22/111 Asset Register**

Members reviewed the Asset Register as of 31 March 2023 noting that the statement shows the full asset register and a reconciliation of transactions in 2022/23. For accounting purposes, assets have been valued in accordance with the Council's Valuation Policy and total £181,919.13; this figure is summarised in the AGAR Accounting Statements. The insurance value for the same assets is £689,674.

### **RESOLVED THAT:**

The Asset Register be approved and go forward to Full Council for ratification.

## **FIN22/112 Finance Outturn Report – Year Ended 31 March 2023**

Members reviewed the final outturn report for the financial year ended 31 March 2023.

### **RESOLVED THAT:**

The final outturn report for the financial year ended 31 March 2023 go forward to Full Council where it be recommended to be accepted and approved.

## **FIN22/113 Internal Audit 2022/23 and 2023/24**

a) Members reviewed the Internal Audit Final Report for the year ending 31 March 2023.

## **FIN22/113 Internal Audit 2022/23 and 2023/24, continued**

- b) Members considered the review of effectiveness of internal audit provision during 2022/23.
- c) Members considered the reappointment of the Internal Auditor for 2023/24.

### **RESOLVED THAT:**

- i. The Internal Audit Final Report for the year ending 31 March 2023 go forward to Full Council where it be recommended to be accepted and approved.
- ii. The officers be thanked for their work and involvement in receiving a positive audit.
- iii. The review of the effectiveness of internal audit provision during 2022/23 be approved as it was confirmed that the function had operated effectively during 2022/23.
- iv. Mrs G. Airey be reappointed as the Internal Auditor to the Council for 2023/24 and this go forward to Full Council for ratification.

## **FIN22/114 Review of the System of Internal Control and Annual Governance Statement 2022/23 (Section 1 of the Annual Governance and Accountability Return (AGAR))**

- a) 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 20 March 2023 and ratified by Full Council on the 27 March 2023. The review confirmed that the Council's system of internal controls was effective; the review of the effectiveness of internal audit provides further support for that assessment.
- b) Members reviewed the Annual Governance Statement for 2023/24 prior to its approval by Full Council

### **RESOLVED THAT:**

The Annual Governance Statement Section 1 of the Annual Governance and Accountability Return go forward to Full Council for approval.

## **FIN22/115 Annual Governance and Accountability Return (AGA) 2022/23: Accounting Statements**

Members reviewed the Accounting Statements 2022/23 (Section 2 of the AGAR) prior to approval by Full Council.

### **RESOLVED THAT:**

The Accounting Statements 2022/23 (Section 2 of the AGAR) be recommended to go forward to Full Council for approval.

## **FIN22/116 Next Meeting**

Members noted that the next meeting of the Finance Committee was scheduled for **Monday 26 June 2023** at **Penrith Town Council Office, Board Room, Unit 1, Church House** at a time to be confirmed.

## **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).