



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 18 September 2023, at 6.00 p.m.

PRESENT

Cllr. Burgin

South Ward

Cllr. Rudhall

East Ward

Cllr. Kenyon

North Ward

Cllr. Shepherd

East Ward

Services and Contracts Manager
Responsible Finance Officer

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
18 SEPTEMBER 2023**

FIN23/16 Apologies for Absence

Apologies for absence were received from Cllrs. Jackson and Lawson.

Cllr D. Jayson was absent without apologies.

FIN23/17 Confirmation of the Minutes

Members authorised the Chair to sign the Minutes of the Meeting of the Finance Committee held on Monday 26 June 2023.

**FIN23/18 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.

FIN23/19 Public Participation

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

**FIN23/20 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.

FIN23/21 Resolutions Report

Members noted the Resolutions Report.

FIN23/22 Payments for Approval

- a) Members noted that prior to the meeting, Cllr. Rudhall and Cllr. Shepherd verified and confirmed that the banking transaction history for June, July and August 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 13 November 2023.

RESOLVED THAT:

Cllr D. Jayson and Cllr Jackson check the payments for approval prior to the meeting of the Finance Committee on the 13 November 2023.

- c) Members considered the Monthly Report of Payments for June, July and August 2023.

RESOLVED THAT:

The Monthly Report of Payments for June, July and August 2023 be approved.

FIN23/23 Bank Reconciliation

Members considered the Bank Reconciliation for the HSBC Bank account for the period ending 30 June, 31 July and 31 August 2023.

RESOLVED THAT:

The Bank Reconciliation for the HSBC Bank account for the period ending 30 June, 31 July and 31 August 2023 be approved and signed by the Chair.

FIN23/24 Budgetary Control Statement 2023/2024: 31 August 2023

Members considered the Budgetary Control Statement 2022/23 Expenditure for the period to 31 August 2023.

RESOLVED THAT:

The Budgetary Control Statement 2023/24 expenditure for the period to 31 August 2023 be approved and go forward for ratification by Full Council.

FIN23/25 Risk Assessments

Members considered the corporate Risk Assessments for:

- i. Allotments
- ii. Bandstand
- iii. Business Continuity
- iv. Bus Shelters
- v. Fairhill Playing Field
- vi. Finance
- vii. Fire
- viii. Governance
- ix. IT & Website

FIN23/25 Risk Assessments, continued

- x. Lone Working
- xi. Musgrave Monument
- xii. Office
- xiii. Remembrance Day Parade and Service
- xiv. Seats
- xv. Thacka Beck Field
- xvi. War Memorial (St Andrews)

RESOLVED THAT:

The corporate Risk Assessments be approved and go forward for ratification by Full Council.

FIN23/26 Internal Audit 2023-24

Members considered the scope of Internal Audit coverage for 2023-24.

RESOLVED THAT:

The scope of Internal Audit for 2023-24 be approved and go forward for ratification by Full Council.

FIN23/27 Policy Review

Members reviewed the Procurement Policy, Bandstand Hire Policy and Risk Management Policy.

RESOLVED THAT:

- i. The Procurement Policy be approved with amendments and go forward for ratification by Full Council.
- ii. The Bandstand Hire Policy be approved and go forward for ratification by Full Council.
- iii. The Risk Management Policy be approved and go forward for ratification by Full Council.

FIN23/28 Banking and Account Signatories

Members received a written report on the Council's banking arrangements and were asked to approve the bank account signatories for the term of this Council.

RESOLVED THAT:

The following recommendations were approved and go forward to Full Council for ratification:

- i. The account with Lloyds Bank be closed and the account with the HSBC Bank be retained.
- ii. The Services and Contracts Manager be added as a new account administrator on the HSBC account.

FIN23/28 Banking and Account Signatories, continued

- iii. A Business Debit Card application be made for the Services and Contracts Manager on the HSBC Account.
- iv. Cllrs Burgin, Jackson, Kenyon, Shepherd be approved as authorised signatories on the Councils accounts at the HSBC, Penrith Building Society and the CCLA Public Sector Deposit Fund for the term of this Council.
- v. The Town Clerk, Deputy Town Clerk, Responsible Finance Officer and Services and Contracts Manager be approved as the authorised signatories on the Councils accounts at the HSBC, Penrith Building Society and the CCLA Public Sector Deposit Fund.
- vi. The resolution from Finance Committee 20 September 2021 (Minute FIN20/25) to increase the daily payment limit on the HSBC account from £10,000 per day to £20,000 is noted and that this is implemented as soon as practicable.

FIN23/29 External Audit

- a) Members received the External Auditors report (AGAR Section 3) noting that the external auditor, Moore, had signed off the accounts ending 31 March 2023 with no qualifications.
- b) Members noted that to comply with The Accounts and Audit Regulations 2015 the Council had published on its website, Sections 1 and 2 of the 2022/23 Annual Return (the Annual Governance Statement and the Summary Accounts), together with the Audit Certificate AGAR Section 3.

RESOLVED THAT:

- i. The Audit Certificate (AGAR Section 3) go forward to Full Council for approval together with Sections 1 and 2 of the 2022/23 Annual Return (the Annual Governance Statement and the Summary Accounts).
- ii. Officers be thanked for all their work leading to the positive audit report.

FIN23/30 Budget Process 2024-25

Members considered the process for preparing the 2024-25 Budget.

RESOLVED THAT:

- i. The process and the budget timetable for preparing and agreeing the 2024-25 budget be approved.
- ii. The December meeting of the Budget Working Group be held on the 04 December 2023.

FIN23/31 New Seat Southend Road

Members considered a request for the installation of a new seat on Southend Road.

RESOLVED THAT:

A new seat of the corporate style be purchased and installed at Southend Road.

FIN23/32 Next Meeting

Members noted that the next meeting of the Finance Committee was scheduled **for Monday 13 November 2023 at 5pm, Penrith Town Council Office, Board Room, Unit 1, Church House.**

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

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.