



# 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 13 November 2023, at 5.00 p.m.

### **PRESENT**

Cllr. Burgin	South Ward	Cllr. Lawson	Carleton Ward
Cllr. Jackson	North Ward	Cllr. Shepherd	East Ward
Cllr Kenyon	North 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  
13 NOVEMBER 2023**

**FIN23/33 Apologies for Absence**

Apologies for absence were received from Cllrs. D. Jayson and Rudhall.

**FIN23/34 Confirmation of the Minutes**

Members authorised the Chair to sign the Minutes of the Meeting of the Finance Committee held on Monday 18 September 2023.

**FIN23/35 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.

**FIN23/36 Public Participation**

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

**FIN23/37 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.

**FIN23/38 Resolutions Report**

Members noted the Resolutions Report.

**FIN23/39 Payments for Approval**

- a) Members noted that prior to the meeting Cllr. Jackson verified and confirmed that the banking transaction history for September and October 2023 reconciled and agreed with the transactions circulated with the meeting documents.
- b) Members noted that Cllr D. Jayson had not been able to access the Banking System prior to the meeting to reconcile the banking transaction history for September and October 2023 and considered an alternative arrangement to ensure that a second Member had reconciled the banking transactions.

## **FIN23/39 Payments for Approval, continued**

### **RESOLVED THAT:**

Cllr Shepherd check the payments for approval for the period September and October 2023, and should he confirm the transactions reconcile that he signs the bank statements for the period.

- c) 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 15 January 2024.

### **RESOLVED THAT:**

Cllr Burgin and Cllr Lawson check the payments for approval prior to the meeting of the Finance Committee on the 15 January 2024.

- d) Members considered the Monthly Report of Payments for September and October 2023.

### **RESOLVED THAT:**

The Monthly Report of Payments for September and October 2023 be approved.

## **FIN23/40 Bank Reconciliation**

Members considered the Bank Reconciliation for the HSBC Bank account for the period ending 30 September and 31 October 2023.

### **RESOLVED THAT:**

The Bank Reconciliation for the HSBC Bank account for the period ending 30 September and 31 October 2023 be approved and signed by the Chair.

Cllr Jackson joined the meeting at 17:20.

## **FIN23/41 Budgetary Control Statement 2023/2024: 31 October 2023**

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

### **RESOLVED THAT:**

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

## **FIN23/42 CCLA Public Sector Deposit Fund**

Members noted that £150,000 has been withdrawn from the CCLA Public Sector Deposit Fund and deposited in the HSBC account and that the balance in the CCLA account is £680,000.

## **FIN23/43 Work Plan**

Members noted the Finance Committee work plan progress for the period to 31 October 2023.

## **FIN23/44 Staff Training Request**

Members considered a training request from the Community Services Officer to undertake the Certificate in Local Council Administration (CILCA).

### **RESOLVED THAT:**

- i. The training request for the Community Services Officer to undertake Certificate in Local Council Administration (CILCA) be approved and signed by the Chair.
- ii. The cost of £450 for the Community Services Officer to undertake the Certificate in Local Council Administration (CILCA) be met from the Staff Training budget.

## **FIN23/45 Policy Review**

Members reviewed the following policies:

- a) Social Media Protocol for Councillors
- b) Social Media Employees Policy
- c) Use of Social Media Press and Public
- d) Information Protection Policy
- e) Information Security Incident Policy
- f) Removable Media Policy
- g) Passwords Policy
- h) Data Protection Policy
- i) Record Management and Retention Policy
- j) Privacy Policy

### **RESOLVED THAT:**

- i. The following reviewed policies be approved and go forward for ratification by Full Council:
  - a) Social Media Protocol for Councillors
  - b) Social Media Employees Policy
  - c) Use of Social Media Press and Public
  - d) Information Protection Policy
  - e) Information Security Incident Policy
  - f) Removable Media Policy
  - g) Passwords Policy
  - h) Data Protection Policy
  - i) Record Management and Retention Policy
  - j) Privacy Policy

## **FIN23/45 Policy Review, continued**

- ii. Members noted that the Subject Access Request policy had been reviewed and that the policy is not necessary as the Council has to comply with legislation by law and that the Council has an approved internal procedure to deal with such requests.

## **FIN23/46 New Seat Oak Road**

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

### **RESOLVED THAT:**

- i. A new seat of the corporate style be installed on Oak Road subject to receiving the approved consent from Westmorland and Furness Council including from the Highway and the Bus Services departments.
- ii. The cost of the seat be met from the 2024/25 financial year Benches budget.

## **FIN23/47 2023-24 Salary Award**

Members noted that NALC had informed the Council of the new rates of pay applicable from the 01 April 2023 and that the new rates of pay and backdated increases would be paid to staff in December.

## **FIN23/48 IT Service Schedule**

Members noted that the Council has renewed its IT Managed Support, Maintenance and Security Licensing schedule for the period 27 October 2023 to 26 October 2024 and that the annual cost is £3,437.

## **FIN23/49 Next Meeting**

Members noted that the next meeting of the Finance Committee was scheduled **for Monday 15 January 2024** at 5.30pm, Penrith Town Council Office, Board Room, Unit 1, Church House.

## **PART II PRIVATE SECTION**

There were 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).