



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 15 January 2024, at 6.00 p.m.

PRESENT

Cllr. Burgin	South Ward	Cllr. Kenyon	North Ward
Cllr. Jackson	North Ward	Cllr. Rudhall	East Ward
Cllr. D. Jayson	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
15 JANUARY 2024**

FIN23/50 Apologies for Absence

Apologies for absence were received from Cllr. Lawson.

FIN23/51 Confirmation of the Minutes

Members authorised the Chair to sign the Minutes of the Meeting of the Finance Committee held on Monday 13 November 2023.

FIN23/52 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.

FIN23/53 Public Participation

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

FIN23/54 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:

The following items be considered in Part Two, private session without the presence of the press and public:

- i. Agenda item 14 Proposed Budget 2024/25: Staff Salaries as this item of business related to financial and personal affairs of a particular person, in this instance members of staff.
- ii. Agenda item 15 Tender: Grounds Maintenance Contract as this item of business related to the submission of a tender.
- iii. Agenda item 16 Staffing Matter as this item of business related to financial and personal affairs of a particular person, in this instance a member of staff.

FIN23/55 Resolutions Report

Members noted the Resolutions Report.

FIN23/56 Payments for Approval

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

RESOLVED THAT:

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

Cllr Jackson joined the meeting at 17:20.

- 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 18 March 2024.

RESOLVED THAT:

Cllr Jackson and Cllr Rudhall check the payments for approval prior to the meeting of the Finance Committee on the 18 March 2024.

- d) Members considered the Monthly Report of Payments for November and December 2023.

RESOLVED THAT:

The Monthly Report of Payments for November and December 2023 be approved.

FIN23/57 Bank Reconciliation

Members considered the Bank Reconciliation for the HSBC Bank account for the period ending 30 November and 31 December 2023.

RESOLVED THAT:

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

FIN23/58 Budgetary Control Statement 2023/2024: 31 December 2023

Members considered the Budgetary Control Statement 2023/24 Expenditure for the period to 31 December 2023.

RESOLVED THAT:

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

FIN23/59 Proposed Budget 2024/25

Members considered the report setting out the proposed budget for 2024/25.

RESOLVED THAT:

- i) The Forecast Outturn expenditure for 2023/24 of £522,292 be noted.
- ii) The proposed budget for 2024/25 be agreed.
- iii) The Proposed Budget 2024/25 with a total expenditure of £581,932 which would, require a precept of £487,735, resulting from a 1% increase in Council Tax go forward for consideration and approval by Full Council on 29 January 2024 which allows for and includes:
 - a) Salaries payable to staff in 2024/25, as detailed in the supporting confidential report (Minute FIN23/63)
 - b) Service development proposals totalling £36,700.
 - c) The proposed level of financial reserves.
 - d) The parameters and forecasts in the Proposed Medium Term Financial Plan.

FIN23/60 Policy Review

Members considered the revised Reserves Policy and Investment Strategy for 2024/25, having noted that these policies are reviewed annually as part of the budget consideration.

RESOLVED THAT:

- i. The Reserves Policy for 2024/25 be approved go forward for ratification by Full Council.
- ii. The Investment Strategy for 2024/25 be approved and go forward for ratification by Full Council.

FIN23/61 St Andrews War Memorial

Members considered the budgetary and procurement implications to install a new sandstone plinth at the St Andrews War Memorial.

RESOLVED THAT:

- i. The costs to install a new sandstone plinth at the St Andrews War Memorial be met from the Devolution Reserve budget.
- ii. The costs to obtain the necessary consents be met from the Devolution Reserve budget.
- iii. A single source justification in accordance with the Council's Procurement Policy to use a local stonemason to undertake the works be approved.

FIN23/62 Next Meeting

Members noted that the next meeting of the Finance Committee was scheduled for **Monday 18 March 2024** at 6.00pm, Penrith Town Council Office, Board Room, Unit 1, Church House.

PART II PRIVATE SECTION

Members agreed that there was three items in this part of the agenda to be considered in private.

FIN23/63 Proposed Budget 2024/25: Staff Salaries

Members considered the salaries report for 2024/25.

RESOLVED THAT:

The salaries payable to Council staff in 2024/25 be recommended to go forward to Full Council for approval as part of the Council's consideration of the proposed budget 2024/25.

FIN23/64 Tender Grounds Maintenance Contract

Members considered the tender submissions for the Grounds Maintenance Contract.

RESOLVED THAT:

Lowther Forestry Ltd be awarded the Grounds Maintenance Contract commencing on 01 March 2024 and concluding on the 28 February 2027; and paid annually the cost submitted on the Form of Tender.

FIN23/65 Staffing Matter

Members approved the recommendation in the written report.

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.