



# Penrith Town Council

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Minutes of the meeting of the:

## **FINANCE COMMITTEE**

Held on:

Monday 12 November 2018 2.00 pm – 4.00 pm Board Room,  
Penrith Town Council Office, Unit 1, Church House, 19-24  
Friargate.

### **PRESENT:**

Cllr. Baker

Cllr. Burgin

Cllr. Bowen

Cllr. Jackson

Services & Contracts Manager

Responsible Finance Officer

**PENRITH TOWN COUNCIL  
MINUTES  
FINANCE COMMITTEE 12 NOVEMBER 2018**

**FIN.COM.18/34 Apologies for Absence**

Apologies for absence were received from Councillor. Kenyon

**FIN.COM.18/35 Declaration of Interests and Dispensations**

Members were asked to disclose their interests in matters to be discussed and to decide requests for dispensations. There were no declarations of interest made at the meeting.

**FIN.COM.18/36 Minutes of the Previous Meeting**

Members authorised the Chairman to sign the Minutes of the Meeting of the Finance Committee held on Monday 10 September 2018 as a true record.

**FIN.COM.18/37 Public Participation**

No members of the public had requested in writing to speak prior to the meeting.

**FIN.COM.18/38 Public Bodies (Admission to Meetings) Act 1960**

It was agreed that Item 16. Potential Acquisition of Land Holdings be considered without the presence of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960 Section 2.

**FIN.COM. 18/39 Payments for Approval**

A. Members noted that:

All members received prior to the meeting, a copy of the monthly report of all payments made, with electronic copies of each invoice paid, an electronic copy of the bank statements for the relevant period and that all members had therefore verified that each payment aligned with the invoices.

Members confirmed that:

- i. The Banking transaction history runs concurrently from the last meeting and follows the payments schedule for the same period and agrees with the transactions circulated with the meeting documents.

B. Members considered the payments schedule.

**RESOLVED THAT:**

The payments schedule be approved.

C. Members considered the introduction of a rota for the authorisation of the Payments for Approval.

**RESOLVED THAT:**

Two Members review the information and report to Committee their recommendation. Cllr. Baker and Cllr Bowen, then Cllr. Baker and Cllr. Jackson were agreed as the rota for the forthcoming meetings.

## **FIN.COM.18/40 Annual Governance and Accountability Return 2017/18.**

A. Members received a copy of the External Auditor Report and Certificate, 2017/18.

Members noted that:

The external auditors have concluded the audit for the financial year 2017/18 and are satisfied that the Town Council's accounts and supporting information supplied are in accordance with proper practices and that relevant legislation and regulatory requirements have been met. Members noted that annual return is posted on the Council's noticeboard and the Council's website.

### **RESOLVED THAT**

The external auditors report be approved and recommended that the report go forward for final ratification by Full Council.

B. Councillor Jackson wished to record his thanks to the officers for their efforts in the preparation of the Annual Return.

## **FIN.COM.18/41 Internal Audit Report**

Members considered the Internal Audit Report.

### **RESOLVED THAT:**

The Internal Audit Report be approved and recommended that the report go forward for final ratification by Full Council.

## **FIN.COM.18/42 Budgetary Control Statement: Quarter 2 2018/19**

The Committee agreed to defer the matter and agreed for a Special Meeting to be arranged for the 20 November 2018.

## **FIN.COM.18/43 Memorial Seats Policy**

Members considered the Memorial Seats Policy report.

### **RESOLVED THAT:**

The Memorial Seats Policy be approved and recommended that the report go forward for final ratification by Full Council.

## **FIN.COM.18/44 Banner and Advertisement Policy**

Members considered the Banner and Advertisement Policy report.

### **RESOLVED THAT:**

The Banner and Advertisement Policy be approved and recommended that the report go forward for final ratification by Full Council.

## **FIN.COM.18/45 Approved Contractor Policy**

Members considered the Approved Contractor Policy report.

### **RESOLVED THAT:**

The Approved Contractor Policy be approved and recommended that the report go forward for final ratification by Full Council.

## **FIN.COM.18/46 Staff Sub Committee Recommendations.**

Members considered the Staff Sub Committee Recommendation report.

### **RESOLVED THAT:**

- I. The Officer and Member Protocol be approved and recommended that the report go forward for final ratification by Full Council.
- II. The Staff Pay recommendations be approved and go forward for final ratification by Full Council.
- III. The Service and Contracts Manager registers for CiLCA; and the decision for the Town Clerk to undertake the CMI Level 7, Senior Leadership Programme be deferred pending further information.

## **FIN.COM.18/47 Work for Kirkby Stephen Town Council**

The Committee noted that in response to request from Kirkby Stephen Town Council, the Responsible Finance Officer has reviewed their asset records and produced a report recommending an approach to ensure that they comply with proper accounting practices. The cost of the work is to be recharged to Kirkby Stephen Town Council.

## **FIN.COM.18/48 Services and Contracts Work Plan**

The Committee noted the progress of the Services and Contracts Work Plan as at 30 September 2018.

## **PART II – Members of the Press and Public were excluded.**

## **FIN.COM.18/49 Potential Acquisition of Land Holdings**

Members considered the report on the potential acquisition of land holdings.

### **RESOLVED THAT:**

- I. The Committee approved the draft Acquisition of Property Policy and associated delegation of authority and recommended that the report go forward for final ratification by Full Council.
- II. The Committee approved the recommendations as set out in Section 12 of the report including:
  - a) The Council agree a strategic approach to land and property acquisitions. The requirement to invest in land and property should be identified as part of the Council's development of its Financial Plans and Capital Programme.
  - b) Officers continue to monitor the open market for investment and service growth opportunities.
  - c) No further activities take place regarding acquiring the lease for Unit 2.
  - d) The Committee agreed for officers to develop a project that would include the transfer of the Two Lions from Eden District Council and the freehold purchase of the White Horse.

**Chairman:**

**Date:**

**For the Attention:** All members of the Penrith Town Council Finance Committee:

Cllr. Kenyon                    **Chairman**

Cllr. Burgin.                **Vice Chairman**

Cllr. Baker

Cllr. Bowen

Cllr. Jackson

**For Information only:** All other members of the Penrith Town Council

**Councillors**

Cllr. Briggs

Cllr. Clark

Cllr. Donald

Cllr. Lawson

Cllr. Monk

Cllr. Whipp

Cllr. Thorley