



Penrith Town Council

Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR
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Draft Minutes of the video conference event

FINANCE COMMITTEE

Held virtually via 'Zoom' video conference on
Monday **11 January 2021** at 6.00pm

PRESENT

| | | | |
|---------------|------------|----------------|-----------|
| Cllr. Burgin | South Ward | Cllr. Shepherd | East Ward |
| Cllr. Jackson | North Ward | Cllr. Hawkins | East Ward |
| Cllr. Kenyon | North Ward | | |

Responsible Finance Officer
Services and Contracts Manager

MINUTES OF THE FINANCE COMMITTEE 11 JANUARY 2021

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations") come into force on 4 April 2020.

Section 78 of the 2020 Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May next year. The Regulations apply to local council meetings, committees, and sub-committees.

PART I

FIN20/46 APOLOGIES FOR ABSENCE

There were no apologies for absence.

Councillor Kenyon joined the meeting at 18:50.

Councillor Hawkins left the meeting at 19.30.

FIN20/47 CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING

Members authorised the Chair to sign the Minutes of the Meeting of the Finance Committee held on Monday 16 November 2020 as a true and accurate record.

FIN20/48 PUBLIC PARTICIPATION AND REPRESENTATIONS

Members noted that there were no questions or representations that had been received from members of the public prior to the meeting.

FIN20/49 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

Members noted that no declarations of interests or requests for dispensations by Members in respect of items on the agenda were received prior to the meeting.

FIN20/50 EXCLUDED ITEM: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Members confirmed that there were no matters that should be considered without the presence of the press and public.

FIN20/51 BUDGETARY CONTROL STATEMENT 2020/21: NOVEMBER 2020

Members considered the Budgetary Control Statement 2020/21 Expenditure to month end 30 November 2020.

RESOLVED THAT:

The Budgetary Control Statement of Expenditure to 30 November 2020 be approved and go forward for final ratification by Full Council.

FIN20/52 PAYMENTS FOR APPROVAL

Members noted that Cllr Jackson and Cllr Burgin accessed the Electronic Banking System and verified and confirmed that the banking transaction history ran concurrently from the last meeting and agreed with the transactions circulated with the meeting documents. Members considered the Monthly Report of Payments for November 2020.

RESOLVED THAT:

- i. The monthly report of payments be approved.
- ii. Cllr Burgin and Cllr Shepherd check the EBS and the Monthly Report of Payments for the meeting of the Finance Committee on the 22 March 2021.

FIN20/53 BANK RECONCILIATION

Members considered the Bank Reconciliation for the HSBC Bank account for the period ending 30 November 2020.

RESOLVED THAT:

The Bank Reconciliation for the HSBC Bank account for the period ending 30 November 2020 be approved and signed by Cllr Burgin.

FIN20/54 PROPOSED BUDGET 2021/22

Members considered the report setting out the proposed budget for 2021/22. Several amendments were made to the detailed estimates as a result of information recently received from EDC. The amended proposals included:

- i. The forecast outturn expenditure for 2020/21 of £422,574 be noted.
- ii. The proposed budget 2021/22 which would provisionally require a precept of £450,069 resulting from a nil increase in Council Tax.
- iii. The allocation of the amount of £53,800 available for financial growth as set out in the report.
- iv. The proposed appointment of a part time officer on scale SCP3 at 21 hours per week on a five-year fixed term starting as early as possible in 2021/22.
- v. The proposed level of reserves.
- vi. The Medium-Term Financial Plan.
- vii. Staff salary payments for 2021-22.

RESOLVED THAT:

The budget for 2021/22 be approved and recommended the report and the recommendations i to vii go forward for approval by Full Council.

FIN20/55 MOTION FROM CLLR. DAVIES TOWN HALL AND ROBINSON SCHOOL ASSET OF COMMUNITY VALUE

Members considered a motion from Cllr. Davies requesting that the Town Hall and Robinson School be nominated as Assets of Community Value.

RESOLVED THAT:

The motion to nominate with Eden District Council the Town Hall and Robinson School as Assets of Community Value, be approved and go forward for final ratification by Full Council.

FIN20/56 GROUNDS MAINTENANCE CONTRACT

Members considered the tender evaluation report for the Grounds Maintenance Contract at Fairhill and Thacka Beck.

RESOLVED THAT:

Amey (Contractor A) be awarded the Grounds Maintenance Contract at Fairhill and Thacka Beck for a period of three years commencing on 01 April 2021 and concluding on the 31 March 2024; and paid annually the cost submitted on the Form of Tender.

FIN20/57 BRENTFIELD WAY BUS SHELTER

Members were asked to consider and approve that the proposed installation of a new bus shelter on Brentfield Way be put in abeyance.

RESOLVED THAT:

The proposed installation of a new bus shelter on Brentfield Way be put in abeyance and that the Council continues to liaise with Cumbria County Council about future bus shelter provision in the area of Brentfield Way.

FIN20/58 DRAFT FINANCIAL POLICIES

Members considered the revised Reserves and Investment Policies for 2021/22.

RESOLVED THAT:

The revised Reserves Policy and Investment Strategy for 2021/22 be approved and go forward for final ratification by Full Council.

FIN20/59 WITHDRAWAL OF MONIES

Members considered the withdrawal of £150,000 from the CCLA Public Sector Deposit Fund to provide cash flow in the Council's HSBC account pending receipt of the 2021/22 precept from Eden District Council.

RESOLVED THAT:

A sum of £150,000 be withdrawn from the CCLA Public Sector Deposit Fund to provide cash flow in the Council's HSBC account.

FIN20/60 NEXT MEETING

Members noted the next meeting was scheduled for Monday 22 March 2021 at 6.00pm, Board Room, Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR or that the meeting may be convened by video conferencing.

CHAIR:

DATE:

**FOR THE INFORMATION OF ALL MEMBERS OF
THE PLANNING COMMITTEE
AND FOR INFORMATION TO ALL REMAINING MEMBERS OF 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 or, in the case of planning applications, the link to applications on the Eden District Council Website can be found above:

www.penrithtowncouncil.co.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 address overleaf between the hours of 9.00 am and 3.00 pm, Monday to Wednesday via office@penrithtowncouncil.co.uk