



PENRITH TOWN COUNCIL

Penrith Town Council, Council Office, First Floor, Parish Rooms,
St. Andrew's Place,
Penrith, Cumbria, CA11 7XX
Tel: 01768 899773 Email: townclerk@penrithtowncouncil.co.uk

DATE: 5 September 2017

Dear Councillor

You are hereby summoned to attend a meeting of the:

FULL COUNCIL

to be held on:

Monday 25 September 2017, 6.00 pm - 8.00 pm, Rm.2 Parish Centre,
St Andrews Place

A handwritten signature in black ink that reads "V. Tunnadine".

Mrs V. Tunnadine
TOWN CLERK

(Please Note: Under the Openness of Local Government Bodies Regulations 2014 this meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public)

When it is proposed to consider the following business: -

AGENDA FOR FULL COUNCIL MONDAY 25 SEPTEMBER 2017

Council are requested to:

6.00pm PRESENTATION

Receive a presentation from Mr Chris Kolek on behalf of Penrith Business Improvement District – overview of the BID re-vote.

1. Apologies

Receive apologies from members.

2. Confirmation of Council Minutes

Confirm the minutes of the Town Council Meeting held on 26 July 2017 and to authorise the Chairman to sign the Minutes of the Meeting as a true record.

3. Declaration of Interests

Receive any declarations of interest of any disclosable pecuniary or other registrable interests relating to any items on the agenda for this meeting. Members are reminded to make any declarations at any stage during the meeting if it becomes apparent that this may be required when a particular item or issue is considered

Note: *If a Member requires advice on any item involving a possible declaration of interest which could affect his/her ability to speak and/or vote, he/she is advised to contact the clerk in advance of the meeting*

4. Requests for Dispensations

Apply for a dispensation, if councillor has a pecuniary interest in an item on this agenda, who wish to remain, speak and/or vote during consideration of that item, they may apply for a dispensation in writing to the Town Clerk prior to the meeting.

Applications may also be considered at the meeting itself should the nature of the interest become apparent to a Councillor at the time of the meeting.

5. Public Participation

- a) Receive representations from the public. Members of the public, who have requested in writing to speak prior to the meeting, are invited to speak on matters related to the agenda for up to three minutes.
- b) Receive representations from:
 - Town Councillors
 - District Councillors
 - County Councillors
- c) Receive a report from the Mayor.

6. Public Bodies (Admission to Meetings) Act 1960 – Excluded Item

Consider whether any agenda item should be considered without the presence of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960 Section 2.

7. Matters from previous meeting

Give further consideration on matters considered at Full Council 26 June 2017:

a. Omega Liaison Group

Consider a request from District Councillor Howse, that a Town Councillor should attend the groups meetings noting that to date no nomination had been received - Minute ref: PTC17/23b.

b. Letter to Cumbria Constabulary

- I.** Note the letter sent by the Chairman of the Council to Superintendent O’Conner - Minute ref: PTC17/25.
- II.** Note the response from Superintendent O’Conner.

c. Funding for Penrith Schools

Consider the draft letter proposed by Cllr. Lawson - Minute ref: PTC17/29.

d. Battle’s Over 2018

Receive an oral update from Cllr. Kenyon - Minute ref: PTC17/31.

e. EDC Vision & Opportunities

Note that there has been no further communication from EDC regarding this - Minute ref: PTC17/33.

8. Councillor Vacancy

- I.** Note that the chairman has received Cllr. Johnson, Penrith North’s resignation.
- II.** Note that the vacancy notice was published on 21 August 2017.
- III.** Note that the Council have 19 members and the parish is divided into 6 wards and that the Town Council currently has 5 vacant seats:
 - 1 Penrith East
 - 1 Pategill
 - 2 Penrith North
 - 1 Carleton Ward

9. The Friends of Penrith's Coronation Garden

Consider the membership invitation from the Secretary of the Friends of Penrith's Coronation Garden.

10. Electronic Banking Report

Consider the report and the recommendations contained within.

11. Cash Management Report

Consider the report and the recommendations contained within.

12. Allotments Report

Consider the report and the recommendations contained within.

13. Abolition of Special Expenses and Funding Devolved Services

Consider the report and the recommendations contained within.

14. Updates from members

Receive oral reports from meetings and briefings attended by Councillors since the last Full Council meeting.

15. EDC Chairman of the Council's Dinner 2018

- I.** Note the letter received from Cllr. Robinson, Chairman of Eden District Council, dated 16 June 2017.
- II.** Members are asked to send a nomination to the Town Clerk which should include a reason and the individuals contact details by 25 October 2017. Members are asked to note:
 - Cllr. Robinson has confirmed that she will accept more than one nomination
 - If numerous nominations are received a ballot will be held to put forward three nominations.

16. Office Relocation - Report

Receive an oral Office report from the Town Clerk.

17. Task & Finish Groups

- I.** Consider the draft terms of reference for the following Task and finish groups:
 - Budget Review
 - Council structure
- II.** Note that the terms of reference for the communications and community engagement T&F Group will be considered at the next meeting of the Full Council in November.

18. Office of the Police and Crime Commissioner, and Cumbria Constabulary joint annual public consultation survey

- I.** Note that a joint consultation survey was launched over the summer with a closing date of 31/08/17
- II.** Note that an extension has been agreed -30/09/17

Paper surveys were circulated with the agenda for members to complete if they are minded to do so.

Members are cordially requested to return completed surveys to the Town Clerk on 25 September 2017.

19. CALC

- I.** Note that the Cumbria Association of Local Councils AGM will be held at the Carlisle Race Course on Saturday 18th November 2017.
- II.** Note that the Police and Crime Commissioner Peter McCall is the guest speaker and invitations and further details will be distributed nearer the date of the meeting.
- III.** Consider who should represent the Council at the CALC AGM.

20. Closure & Next Meeting

Closure of proceedings and note that the next meeting is the Ordinary Council Meeting scheduled for 27 November 2017, at 6.00 pm Room 2 Parish Centre, St Andrews Place.

For the Attention: All members of the Penrith Town Council:

Cllr. Ayers	Penrith West Ward
Cllr. Baker	Penrith Pategill Ward
Cllr. Burgin	Penrith South Ward
Cllr. Clark	Penrith South Ward
Cllr. Connelly	Penrith West Ward
Cllr. Graham	Penrith East Ward
Cllr. Jackson	Penrith North Ward
Cllr. Kenyon	Penrith North Ward
Cllr. Lawson	Penrith Carleton Ward
Cllr. Lynch	Penrith East Ward
Cllr. Monk	Penrith West Ward
Cllr. Quinn	Penrith South Ward
Cllr. Thompson	Penrith West Ward
Cllr. Whipp	Penrith North Ward



PENRITH TOWN COUNCIL

**Council Office, First Floor, The Parish Centre, St. Andrew's Place,
Penrith, Cumbria, CA11 7XX**

Tel: 01768 899773 Email: townclerk@penrithtowncouncil.co.uk

DRAFT Minutes of the:

TOWN COUNCIL MEETING

Held on:

Monday 26 June 2017 at 6.00 pm Room 2, Parish Centre, St Andrews Place.

PRESENT:

Cllr. Baker	Penrith Pategill Ward
Cllr. Burgin	Penrith South Ward
Cllr. Clark	Penrith South Ward
Cllr. Connelly	Penrith West Ward
Cllr. Graham	Penrith East Ward
Cllr. Jackson	Penrith North Ward
Cllr. Johnson	Penrith North Ward
Cllr. Kenyon	Penrith North Ward
Cllr. Lawson	Penrith Carleton Ward
Cllr. Lynch	Penrith East Ward
Cllr. Quinn	Penrith South Ward
Cllr. Whipp	Penrith North Ward
Town Clerk	

DRAFT MINUTES FOR THE TOWN COUNCIL MEETING MONDAY 26 JUNE 2017

PTC 17/20 Apologies for absence

Members received apologies from:

Cllr. Monk & Cllr. Thompson

Cllr. Ayres was absent.

PTC17/21 Minutes of the previous meeting

Members authorised the Chairman to sign the Minutes of the Annual Town Council Meeting held on Monday 15 May 2017 as a true record.

PTC17/22 Declaration of interests and dispensations

Members were asked to disclose their interests in matters to be discussed and to decide requests for dispensations. None received. Members were reminded to review their Register of Interests to ensure their register was up to date.

PTC17/23 Public participation

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

Members received reports from:

a. Cumbria County Councillors Bell and Carrick sent their apologies.

b. Eden District Councillors:

District Councillor Howse reported that the Environment Agency is the regulatory body for Omega Proteins and until their licence is activated there appears to be a reporting gap for odour issues.

Cllr. Howse recommended that a member of the Town Council participate in the Omega Liaison group and members were asked to inform the Town Clerk if they would like to represent the Town Council on the group.

c. The Mayor:

Cllr. Jackson reported that he had met with the leader of Eden District Council and several representatives from local groups. Cllr. Jackson had taken great pleasure in awarding prizes from the Town Council to pupils at local schools who had submitted entries for the Council's Neighbourhood Plan art competition.

PTC17/24 Public bodies (admission to meetings) act 1960

Members considered whether any items should be considered without the presence of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960 Section 2. None identified.

PTC17/25 Policies and Procedures

a. SCHEME OF DELEGATION

RESOLVED THAT:

- I. The proposed amendments as resolved at the Annual Town Council Meeting May 2017 be approved.
- II. The proposed new inclusions to support the delivery of the Council Plan be approved

b. COUNCIL PLAN

RESOLVED THAT:

- I. The format of the work plan be approved
- II. The establishment of Task & Finish Groups as noted within the report be approved.
- III. The establishment of Sub-Committees as noted within the report be approved.

c. CRIME & DISORDER STATEMENT

RESOLVED THAT:

- I. The statement be approved with the following amendment:

“. Circulate the Police Newsletter and when Police matters are raised by members at a Council meeting these will be brought to the attention of the Police.”
- II. That a letter be sent to Superintendent O’Conner recording the Councils understanding but disappointment regarding the non-attendance of the Police at Full Council meetings.

PTC17/26 Councillor Vacancies

Members noted that the vacancy notices were published on 16 May 2017 and there had been no call for by-elections and the vacancies may be co-opted.

PTC17/27 Updates from members

Members received oral reports from meetings and briefings attended by Councillors.

- I. Cllr. Johnson – Eden Youth Council and Penrith Dementia Awareness Alliance.
- II. Cllr. Graham – Eden Tri-partite meeting
- III. Cllr. Lawson – Penrith Community Gardeners presentation
- IV. Cllr. Connelly – Penrith in Bloom and EDC Communities Officer
- V. Cllr. Quinn – Penrith Business Improvement District

PTC17/28 Recruitment

Members noted that the recruitment for the role of Administration and Community Engagement Officer, had been completed.

PTC17/29 Funding for Penrith Schools

Members noted that Cllr. Lawson had deferred drafting a letter in opposition to reduced school budgets and suggested that the situation be reviewed after the Queens speech. Cllr. Lawson informed members that a meeting with the Association of Head Teachers was being arranged and Churches Together had met to discuss how they might support schools.

PTC17/30 Year-end Internal Report, Accounts and Annual Return 31 March 2017

RESOLVED THAT:

- I. Year-end Internal Audit Report for the Financial Year 2016-17 to 31st March 2017 be approved.
- II. The audited year-end reports including bank reconciliations to 31 March 2017 as approved by the Council's internal auditor be approved.
- III. The Mayor and Town Clerk, as the Council's Responsible Finance Officer, be authorised to sign the declarations on behalf of Penrith Town Council for the Annual Return for the financial year ended 31 March 2017 for:

(a)Section 1 – Annual Governance Statement

And

(b)Section 2 – Statement of Accounts)

PTC17/31 Battle's Over 2018

Members considered the report and the recommendations contained within the report.

RESOLVED THAT:

- I. That the Town Council lead on the project under Section 137 (LGA ACT 1972) and confirmed involvement by registering with the Pageant Master.
- II. That the Town Council act as responsible body working in partnership with representatives from Lowther Estate / Lonsdale Trust together and Churches Together to organise a commemorative beacon on the top of the beacon at Beacons Edge.
- III. That the proposal and costs be limited to having a gas brazier on the summit of the Beacon.
- IV. That if the event were to be extended to include a light show or permanent illumination or anything else then appropriate resolution would be sought from the Council's CCEG Committee.
- V. Dependent on the enthusiasm and scale of the proposed project, sponsorship be sought to support any expenditure associated with the project.

PTC17/32 Office Relocation

Members considered the report and the recommendations contained within the report.

RESOLVED THAT:

- I. The current position as set out in this report be noted.
- II. The budget in 2016-17 for the one-off costs of office relocation (£28,600) be rolled forward in to 2017-18.
- III. The budget for the office relocation be increased by £7,865, this being funded via a virement and a reduction in the staff salaries budget by £7,865.

PTC17/33 EDC Vision & Opportunities

Members considered the report and the recommendations contained within the report.

RESOLVED THAT:

- I. The appendix be approved as amended.
- II. Members review the final documentation which EDC wish to publish, incorporating the changes in emphasis that PTC members requested at the meeting on 9 May 2017.
- III. Members requested that they be given the opportunity to publish a joint press release, along with the other Town/Parish Councils before the final agreed document is released.

PTC17/34 NALC Good Councillor Guide

Members noted that NALC had revised and published The Good Councillor Guide 2017 which had been circulated to members.

PTC17/35 Next Meeting

Members noted that the next meeting would be held on:

25 September 2017

PENRITH TOWN COUNCIL

FULL COUNCIL 25 SEPTEMBER 2017

SUPPORTING DOCUMENT

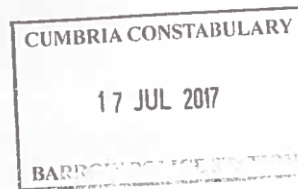
ITEM: 7bi

MATTER: Letter to Cumbria Constabulary



PENRITH TOWN COUNCIL

Superintendent Rob O'Connor
Territorial Policing Command
Police Headquarters
Carleton Hall
Penrith
Cumbria
CA10 2AU



12 July 2017

Dear Superintendent O'Connor

Penrith Town Council met on 26 June 2017 and discussed your proposed method of liaising with parish and town councils as recorded in your letter dated 15 May 2017. We would first and foremost like to thank you for taking the time to write to the Council to explain your position.

After a lively discussion, the Council did accept that the pressures Cumbria Constabulary faces makes it difficult to spare the man-hours necessary to visit all of the parish and town councils in the county. We must, however, express our disappointment that this has not proven possible. The Town Council feels that a close partnership between councillors and police officers can be of great benefit in imparting additional local information and knowledge.

To that end we would like to offer, in response to your regular reports, updates that our councillors bring to our meetings regarding any crime and disorder issues they have encountered.

We have established contact with a local PCSO who has expressed an interest in attending an informal meeting that would be for a number of partners and local groups that are proposing events/projects in Penrith and we believe that this will be a positive opportunity for collaborative work.



Penrith Town Council, Council Office, First Floor, St. Andrew's Place, Penrith, Cumbria, CA11 7XX
Tel: 01768 899773 Email: townclerk@penrithtowncouncil.co.uk

The Town Council will provide you with an open invitation to attend a Town Council meeting should you need to address the Council at anytime.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'S. Jackson', written in a cursive style.

Councillor Scott Jackson, Council Chairman and Mayor of Penrith.

PENRITH TOWN COUNCIL

FULL COUNCIL 25 SEPTEMBER 2017

SUPPORTING DOCUMENT

ITEM:7bii

MATTER: Reply from Cumbria Constabulary

FAO Councillor Scott Jackson

Dear Scott

Thank you very much for your letter of 12 July, which I have attached a copy of.

Please accept my apologies for the delay in responding, I have been on annual leave and today is my first day back.

As I covered in my letter of 15 May, having to try and be present at over 250 Parish and Town Council meetings across the County is not achievable given our current financial position.

However, what I was proposing was a minimum standard as to what those councils can expect. I note that your council, as with many others, already have established and excellent working relationships with many of our PCSOs and problem-solving teams.

I do not want to stifle that ongoing or future contact, and I am more than happy for that to continue and would actively encourage it if those teams can maintain that contact.

I will forward a copy of this e mail and letter to Inspector Kim Brennand who has geographical responsibility for the Penrith area.

Kind regards

Rob O'Connor
Superintendent
South Cumbria
Territorial Policing Command

T: 101, Option 2, 41539
Direct Dial - 0300 124 0113 at prompt 41539
M: 07967009420
E: robert.oconnor@cumbria.pnn.police.uk

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Twitter: www.twitter.com/cumbriapolice

Barrow Police Station, Andrews Way, Barrow-in-Furness, Cumbria, LA14 2UE

Cumbria Constabulary

PENRITH TOWN COUNCIL

FULL COUNCIL 25 SEPTEMBER 2017

SUPPORTING DOCUMENT

ITEM: 7c

MATTER: Funding for Penrith Schools



PENRITH TOWN COUNCIL

**Penrith Town Council, Council Office, First Floor, St. Andrew's Place,
Penrith, Cumbria, CA11 7XX**

Tel: 01768 899773 Email: cllr.lawson@penrithtowncouncil.co.uk

Rt Hon Justine Greening MP
House of Commons
London
SW1A 0AA

DATE 2017

Dear Secretary of State

I am writing on behalf of Penrith Town Council to express concerns about the funding situation facing schools in Penrith.

Since 2015, serious cuts have been made to school budgets. The National Audit Office (NAO) report of December 2016 states that:

"The Department's overall schools budget is protected in real terms but does not provide for funding per pupil to increase in line with inflation. Funding per pupil will, on average, rise only from £5,447 in 2015-16 to £5,519 in 2019-20, a real-terms reduction once inflation is taken into account".

This was confirmed by Jonathan Slater, Permanent Secretary at the Department for Education who told the Public Accounts Committee in January 2017 that “the Government has protected the funding of schools overall in real terms, but not per pupil”.

The NAO says the combination of flat funding and increasing costs equates to an 8 per cent real terms reduction in school spending power – the biggest cuts since the 1990s.

We understand that the government intends to introduce a new National Funding Formula in 2018 to address gaps in school funding between different geographical areas by using a new method to allocate money to schools.

This is a welcome move toward transparency and equality, as was £4 billion extra funding proposed in the Conservative Election Manifesto.

Unfortunately, the latest announcement on school funding does not appear to mention any new money, but only the reallocation of £1.3bn of savings within the existing budget. The Institute for Fiscal Studies (IFS) calculated that even £4bn extra was a real term budget cut from 2015-2022, of 6.5%, with no additional funding, the situation can only be worse.

Increasing staff costs, the introduction of the National Living Wage, higher contributions to National Insurance and the teacher pension scheme, non-pay inflation, the Apprenticeship Levy and the loss of subsidy through the Education Services Grant mean significant additional costs for schools. It is clear that a larger sum of money needs to be found; Penrith schools are already under tremendous pressure and cannot afford further cuts to their budget, without serious impact to breadth of curriculum or staffing. In addition, schools such as Ullswater Community College, which are already funded well below the National median, actually end up doing far worse, rather than better under the new proposals. Any formula will need to be sufficiently flexible in its application to prevent schools in unusual Local Authorities being seriously compromised.

As the Secretary of State for Education we urge you to ensure that your government meets its election promise to parents and puts the right investment into our schools so that:

- Cuts since 2015 will be reversed
- Per pupil funding will be protected in real terms over the lifetime of this parliament, in line with previous Conservative manifesto commitments

- The National Funding Formula will be funded in a way that ensures no school in any part of the country loses any funding as a direct result of the proposed changes.

Yours sincerely

Cllr. Lawson Carleton Ward, Penrith Town Council

PENRITH TOWN COUNCIL

FULL COUNCIL 25 SEPTEMBER 2017

SUPPORTING DOCUMENT

ITEM: 7d

MATTER: EDC Vision & Opportunities

EDC were informed by email that:

PTC are kept fully involved in the production of this Master Plan which obviously has implications for the town and for the production of our Neighbourhood Plan which is being undertaken following the initial consultation undertaken with stakeholders and residents in the town, including any further meetings that take place with other external interested parties. Our appendix was approved by our Council in June but Councillors would wish to see the full completed document including the comments made by the other Town Council's **PRIOR** to its publication.

We would wish to issue a joint press release so when you have drafted what you are intending to send out if you could forward it to me so we can include our section it would be appreciated.

PENRITH TOWN COUNCIL

FULL COUNCIL 25 SEPTEMBER 2017

SUPPORTING DOCUMENT

ITEM: 9

MATTER: Friends of Penrith's Coronation Garden

30-08-2017

Dear Town Clerk

I am the Secretary of the Friends of Penrith's Coronation Garden. We are a small group of 8 persons and meet, normally at Mansion House, on a Tuesday afternoon and normally no more than 3 times a year. I attach a copy of our Constitution. EDC are represented in the group by Neil Buck, EDC's Contract Manager. My group has asked me to contact the Town Council to see whether one of your members would kindly join the group and particularly in view of your Council's wish to take over the garden from EDC.

Jeff Fawcett

PLEASE NOTE THAT THE CONSTITUTION DOCUMENT IS NOT ATTACHED.

FULL COUNCIL 25 September 2017

Electronic Banking

AUTHOR: D. Rawsthorn

LEAD MEMBER: Cllr. Kenyon

ITEM NUMBER: 10

Purpose:

The main reason for wanting to move to electronic banking is to avoid the difficulty of always needing to find two councillor signatories who are willing and able to come in to the council office to sign cheques.

However, there are a number of other advantages of moving to electronic banking. These are;

- Time efficiency- writing cheques out and getting them signed is slow and cumbersome
- Better information- electronic banking will give immediate access to bank statements. These can also be imported in to spreadsheets for financial management purposes. Where payments are made electronically the payee name will appear on the bank statement
- Cash management- the cash balance can be seen at any time. If cheques are minimised this will be close to the available cash. Knowing the cash amount will allow any excess cash to be transferred on a regular basis to an interest earning deposit account (there will be a separate briefing note on cash management).
- Speedier payment- those being paid get their money paid directly in to their account. For small businesses, this can be a welcome help to their cash flow
- Image- making most payments by cheque appears archaic to many people who conduct most of their banking electronically, usually directly from their phones: certainly, few people under 30 years old write cheques. Using cheques does not project the image of a modern council.

- Many suppliers don't like cheque payments. This can be for several reasons e.g. the cost of depositing a cheque, the lack of ready access to a bank etc.

If electronic banking were adopted then the council would still have the option to make cheque payments. However, the intention would be only to use them when electronic payments could not be made.

Most principal authorities (districts, counties, unitaries) seek to make no cheque payments. For example, in 2016/17 Eden DC only made one cheque payment. A number of the larger local councils now use electronic banking to make the great majority of their payments e.g. Kendal Town Council, Hexham Town Council, Salisbury City Council

RECOMMENDATIONS

- i. The council's Unity Trust bank current account is switched to a HSBC current account.
- ii. Once the HSBC current account is operative, the council's Nat West current account is closed as soon as an additional deposit account is operative.
- iii. All members of the finance committee are named as signatories on the HSBC bank mandate
- iv. The council adopts electronic banking using the system set out at option A in section 4.5 below and in so doing only make cheque payments as an exception
- v. The Lloyds Corporate Card is replaced by an HSBC equivalent
- vi. Sections 4 to 5 of the Council's Financial Regulations are amended as per appendix 1

1. LAW

The Accounts and Audit Regulations 2015

Accounting records and control systems

4.— (1) Subject to paragraphs (3) and (4), and, in so far as they are not in conflict with those paragraphs, to any instructions given by a relevant authority to its responsible financial officer, that officer must determine, on behalf of the authority—

- (a) the form of its accounting records and supporting records; and
- (b) its financial control systems.

(2) The responsible financial officer for a relevant authority must ensure on behalf of that authority that the financial control systems determined by that officer in accordance with sub-paragraph (1)(b) are observed and that the accounting records of the authority are kept up to date.

(3) The accounting records must contain—

- (a) entries from day to day of all sums of money received and expended by the authority and the matters to which its income and expenditure or receipts and payments relate; and
- (b) a record of the assets and liabilities of the authority.

(4) The financial control systems determined in accordance with paragraph (1)(b) must include—

(a) measures—

- (i) to ensure that the financial transactions of the authority are recorded as soon as, and as accurately as, reasonably practicable;
- (ii) to enable the prevention and the detection of inaccuracies and fraud, and the reconstitution of any lost records; and
- (iii) to ensure that risk is appropriately managed;

(b) identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers.

2. LINK TO COUNCIL FUNCTIONS

- Section 112 of the Local Government Act (LGA) 1972, a parish or town (local) council shall appoint such officers as necessary for the proper discharge of their functions.
- Section 151 of the LGA 1972, a local council must: "Make arrangements for their proper administration of their financial affairs and shall secure that one of their officers has responsibility for the administration of those affairs."

Section 101 of the LGA 1972, a local council may delegate its functions to the clerk.

3. LINKS TO COUNCIL PRIORITIES

6. Core Council Business:

- a. To ensure that the Council is run in a lawful and business-like manner.
- b. To give confidence in the new model of service delivery and decision making.
- c. To provide good governance that provides:
 - Clear and effective decision-making.
 - Clarity about lines of responsibility.
 - Accountability for the different levels of decision-making.

4. BACKGROUND

4.1 Overview

The Council's Town Clerk is also the Council's Responsible Finance Officer (RFO).

The Council currently has three 'bank' accounts. Two of these are current accounts and one a deposit account with Penrith Building Society.

The two current accounts are with the Unity Trust Bank and Nat West (Community Organisation Account). Both are principally cheque operated current accounts. The latter is used for the payment of grants and the former is used for all other payments. Whilst most payments from the Unity bank are made by cheque, payments are also made electronically.

- by standing orders: for salaries (to individuals, pension fund and HMRC) and on-account payments to the Council’s accountancy support firm. These were made on the basis of written instructions from two authorised councillor signatories. Unity Bank then phoned the RFO for oral verification of each standing order. However, these were replaced by cheque payments in June due to a number of problems with the service provided by the bank (see later in this section).
- by direct debit: to pay off the credit card balance and to make regular payments to the IT leasing and telecoms providers. The latter are agreed by councillors annually in advance.

In addition, the council has a Lloyds Corporate card. This is a credit card. The balance on the card is paid off automatically by direct debit from the Unity current account every month. The maximum daily expenditure is £3,000 (increased from £1,000 at the Finance committee on 10 July to accommodate payments to HMRC: as Standing Order payments now not used). The maximum total limit on the card is £3,000. There is a monthly fee of £3

The council has no petty cash float and makes no cash payments.

Based on the last 12 months (July 16 to June 17) numbers of transactions on the two current accounts are as follows;

	Unity	Nat West	Total
	No.	No.	No.
Cheques*	130	25	155
Standing Orders	80	0	80
Direct debits	21	0	21
Total	231	25	256

The value of transactions for the same period was;

	Unity	Nat West	Total
	£	£	£
Cheques*	48,947	74,034	122,981
Standing Orders	128,649	0	128,649
Direct debits	7,923	0	7,923
Total	185,519	74034	259,553

*Unity excludes two cheques transferring £107,725 to the Nat West and Penrith Building Society accounts

With the increase in precept from 2016/17 to 2017/18 the total value of annual transactions is likely to increase by a similar percentage (62 %)

Bank charges in the last twelve months were;

- Unity Bank £ 123
- Nat West £ 0

As required by the council's financial regulations all cheques are drawn up by a council officer and signed by two councillors (from those recorded on the bank mandate)

Due to a number of problems experienced the Town Clerk wishes to move the Unity current account to another bank. The main ones have been;

- overpayments to HMRC and the pension fund: took considerable work to correct
- the requirement for standing orders to be orally confirmed by the RFO is not efficient and puts business continuity at risk (i.e. reliance on one person to confirm payments)

As part of this the Town Clerk wishes to consider having access to an electronic banking system to enable individual electronic payments to be made directly to suppliers, staff, HMRC etc.

Any changes to the council's bank and, in particular, any move to electronic banking would be changes that need consideration and decision by the Council: Financial Regulations 4.1. This paper, and any subsequent report for decision, form the due diligence for the proposed changes.

This report was sent as a draft to both the council's external accountancy provider and to the council's internal auditor. Neither had any objections to the proposals in this report.

4.2 Previous Relevant Reports

Two recent reports to the Finance committee are relevant to this report.

The first report to the Finance Committee on 16th January 2017 (entitled 'banking arrangements') resolved to open up a Nat West Business Account. As the council's existing account is a community organisation account it was not possible to set up the Business Account. In recommending a new current account provider this report ensures that the proposed provider is able to provide an electronic business banking system.

The second report to the Finance Committee on 6th March 2017 (entitled 'finance operations review'), agreed in principle to introduce electronic payments for 'invoices, salaries, HMRC and pensions'. It also agreed that the council's external accountancy provider would action all electronic payments to ensure an appropriate division of duties. In addition, it resolved to review financial regulations 'to allow for changes to financial operations.' This report sets out the detail of the proposed procedure for electronic payments and sets out proposed changes in Financial Regulations to put this in to effect.

4.3 Moving to a new bank

As noted above, several operational difficulties have been experienced with the Unity bank. It is therefore proposed to switch banks to one of main high street retail banks.

The Town Clerk decided the key requirements of any new bank were;

- A good reputation for service
- A presence in Penrith
- Direct access to bank staff based locally
- Clear and reasonable bank charges
- Provision of electronic banking

The Town Clerk has reviewed the offer from the main high street retail banks in Penrith and is proposing that the Unity Trust current account is closed and a current account is opened with HSBC.

It should be noted that buying banking services is a procurement like any other buying of goods and services. Given the estimated annual cost the approach taken to the change of bank is in line with the council's agreed procurement procedures.

As the NatWest current account is not used a great deal it is proposed that this is closed leaving the only current account as the HSBC one. One advantage of the Nat West current account is that it does provide an additional account covered by the government's deposit protection scheme which gives protection up to £85,000. Therefore, the account will only be closed once an additional deposit account is opened (a review of cash management is currently underway): however, it will no longer be used for cheque payment purposes.

In changing to HSBC, it would make sense to close the Lloyds Corporate Card and take out a HSBC equivalent.

4.4 Required controls on payments by local councils

It is acknowledged that how payments are made is a key risk management issue for local councils. Traditionally local councils make payments using cheques drawn up by the Responsible Financial Officer (RFO) and signed by two councillors. Indeed, this requirement is incorporated in to the NALC model financial regulations and has been copied in to the council's own financial regulations.

This is for two key reasons;

- Security- having three people involved in any payment minimises the risk of collusion to make fraudulent payments
- Transparency and scrutiny- two councillors have the opportunity to challenge any payments that appear, prima facie, odd before they are made.

In thinking through the appropriate controls in any system of payments it is worth starting from first principles. So, what are the legal requirements? These are set out for all councils i.e. principal authorities and local councils (town and parish councils) in the Accounts and Audit Regulations 2015. Whilst some parts of the regulations affect local councils differently from principal councils (mainly Part 3 dealing with the annual accounts) the other provisions apply to all councils.

Section 4 of Part 2 of the regulations deals with 'accounting records and control systems'. A council's responsible financial officer (RFO), '*must determine on behalf of that authority.... its financial control systems. The RFO.... must ensure on behalf of that authority that the financial control systems.... are observed. The financial control systems must include;*

- *Measures-*
 - *To ensure that the financial transactions of the authority are recorded as soon as, and as accurately as, reasonably practicable*
 - *To enable the prevention and the detection of inaccuracies and fraud, and the reconstitution of any lost records*
 - *To ensure that risk is appropriately managed*
- *Identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers'*

The above makes it clear that there is no requirement for payments to be made by cheque and no requirement for councillors to be part of the payment of the payment approval process (be that by cheque or electronic means). However, it is clear that many local councils see payments by cheque signed by two councillors as the key part of their financial control systems, especially in relation to fraud. For all but the larger local councils this is probably the most efficient and effective process to adopt. For the larger councils, the higher volume of transactions means that such a process has a number of disadvantages (see 'purpose' section above).

So, the RFO has the power to determine the financial control systems which includes how payments are made. Section 4.5 includes the RFO's proposals for consideration by the council.

4.5: Proposal

It is the RFO's view that the current payment mechanism is slow, cumbersome and inefficient. However, the council may decide that notwithstanding that view they wish to retain the current system as it provides a very high level of protection against fraud. Any decision that members take should bear in mind that a considerable proportion of current payments are not cheque payments and are only reported to members after they have been made viz credit card payments, standing orders and direct debits. These are for a considerable amount, totalling £136,000 in the period July 2016 to June 2017. In addition, the total credit card limit is £3,000.

It appears that normal electronic business banking systems are very similar to personal banking. This has one particular control issue which is that payments can be made by one authoriser alone. It should be noted that at least two of the town councils that use electronic banking only action payments with two councillors present. However, this just replicates the requirement for to have two members to authorise payments: indeed, it makes it more onerous as there is a requirement for both councillors to be present at the same time. In addition, the RFO would still have the ability to make payments on his/ her own if he/she chose to ignore the internal requirement only to action payments with the two councillors present.

Two proposed options are set out below;

- Option A- based on HSBC's normal business banking system
- Option B- based on a specific HSBC payments module which integrates with the normal business banking system

It should also be noted that under both options the reporting of all payments to the finance committee will remain in place, though it will be reporting payments already made: as noted above some of the payments currently presented to finance committee are only seen after they have been made (i.e. standing order, direct debit and credit card payments).

This section has been informed by discussions with the RFOs at a number of larger local councils.

Option A- Payments authorised by the council's accountancy services provider (Lamont Pridmore)

The HSBC business system requires that any payment authoriser must have a specific HSBC issued device (the 'device') to be able to authorise payments.

No member of staff, including the RFO, would have a device (the administrator can obtain devices: however, the administrator would be instructed by the bank mandate signatories on setting up the system that devices cannot be issued to either staff or councillors). Therefore, no officer could authorise a payment.

Lamont Pridmore (LP) would be the system administrator and hold the only device for making payments. LP would set up the RFO with all system permissions except;

- the ability to change the administrator (this would require a letter signed by two bank mandate signatories: these are all councillors)
- the ability to set up a new payee
- the RFO (or any other member of staff) is not permitted to have a payment device

LP would also give the chairman and vice-chairman of the finance committee 'read only' access to the electronic banking system.

The payment process would then be;

- invoices etc., validated in normal way by RFO
- RFO sends a weekly spreadsheet of payments to LP for input and payment: ad hoc payment requests will only be sent where there is a clear need for urgency
- Each finance committee agrees payments retrospectively by review of a transactions print from the electronic banking system: this would show the names of the payees for electronic payments (no, or very few cheque payments, are assumed). The print would follow from the one reported to the last committee i.e. there would be an unbroken sequence of transactions reported to the committee. The usual supporting information would be provided.
- Prior to each finance committee the chairman and vice-chairman will access the electronic banking system (can be done remotely) and confirm that;
 - the banking transactions print follows on without a break from the print presented to the previous committee
 - the transactions presented to the committee agree with the transactions recorded in the electronic banking system

The above will be verbally noted at the finance committee and recorded in the minutes.

The HSBC business customer tariffs have introductory offers for new customers. Based on predicted volumes (taking in to account the increased 2017/18 precept) and a 1 October start date, bank charges with electronic banking

- First 12 months- free
- Second 12 months- £ 66
- Annually thereafter-£ 66 (assumes no cheques: these would be charged at 68p each)

This compares to estimated bank charges if the council were to remain with Unity and Nat West of £ 123.

Option B- Payments authorised remotely by two councillors

HSBC provides a payments module (HSBC.net) that integrates with its business banking system. This enables more than one authoriser to electronically approve a payment. This is currently used by Salisbury City Council one of the largest, if not the largest, local councils.

The payment process would then be;

- Payments agreed by Finance committee as currently
- RFO prepares an electronic file of who is to be paid and the amounts
- The file is approved by two councillors using the HSBC devices. This can be done remotely by accessing the system via the internet

The bank charges for using the system are expected to be £250 per annum plus a one-off £350 implementation fee. The cost is relatively high because there are additional charges for using HSBC net.

In considering the options A and B the RFO's strong preference would be for Option A. Whilst Option B would have some of the preferred advantages over the existing process (e.g. direct payment in to supplier bank accounts) it would still retain the main disadvantage of the current process i.e. the need for two councillor signatories makes the process too cumbersome: this would become an increasing problem as the council grows in size. The RFO believes that the additional cost that Lamont Pridmore will charge (budgeted for) is worth the increased efficiency of the Council's payments process.

4.6 Amendment of Financial Regulations

Appendix 2 sets out sections 4 and 5 in the current financial regulations which deal with banking arrangements and making payments. The proposed amendments to sections 4 and 5 are shown at appendix 1. These incorporate changes consequent on the proposed use of electronic payments. The opportunity has also been taken to streamline these sections of the financial regulations.

5. FINANCE IMPLICATIONS

As noted in the operations review to the March finance committee, the cost of this work by the Council's accountancy service provider, Lamont Pridmore is included within the existing budget. Lamont Pridmore perform a similar service for other clients.

6. RISK ASSESSMENT

The draft papers and proposals have been submitted to the external accountancy service and the Council's internal auditor who support the initiative. The inclusion of the expanded role of the accountancy service increases the Council's internal controls. As a major regional accountancy firm Lamont Pridmore will have extensive control arrangements to detect and prevent fraud. In the very unlikely event of any fraud by their staff the Council would be protected by Lamont

Pridmore' s insurance.

Providing "view" access to the bank accounts provides increased internal control.

7. APPENDICES ATTACHED TO THIS REPORT

Appendix 1 Proposed Financial Regulations (sections 4 and 5)

Appendix 2 Current Financial Regulations (Sections 4 and 5)

Background Papers

- E-mails with HSBC
- E-mails with other local councils re their banking arrangements
- E-mails with internal auditor and external accountancy provider
- Accounts and Audit Regulations 2015
- Governance and accountability for smaller authorities in England-
- guidance from JPAG (joint panel on accounting guidance)

Officer contact Details Officer

Asset Transfer Support Officer- David Rawsthorn

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E-mail- assetofficer@penrithtowncouncil.co.uk

Proposed Financial Regulations (sections 4 and 5)

4 BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

4.1 The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council. Banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.

4.2 All bank signatories must be councillors. All members of the finance committee shall be bank signatories.

5 Authorisation and Making of Payments

Method of Payment

5.1 Payments by direct debit will be used where the council is committed to regular payments principally for utilities and payments under lease arrangements.

5.2 All other payments shall be made through the electronic banking system (EBS) provided by the council's current account provider, except that payment can be made by cheque when;

- The electronic banking system is not functioning
- The RFO determines that there are valid reasons to make such a payment

5.3 Only the Council's appointed provider of external accountancy services (the accountancy provider) shall have the ability to make electronic payments on the council's behalf. In setting up access to the current account provider's EBS the Council's bank signatories will direct that the Council's appointed provider of external accountancy services shall;

- Be the system administrator for the council's use of the EBS
- Be the only holder of the current account provider's device, which is required to make an electronic payment
- Be the only user capable of setting up a new payee

- Set the RFO, and whoever the RFO directs, with access to the EBS except that no member of staff shall have the ability to make a payment or create a new payee
- Set up the finance committee chairman and vice chairman with 'read only' access to the EBS

Authorisation of Payments

5.4 All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council. This includes any amounts paid by direct debit

5.5 The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading.

5.6 The RFO shall ensure that there is budget provision for payment. Where there is no budget provision the finance committee shall determine how funds should be made available to pay the amount due.

5.7 The RFO shall then arrange for payment (see sections 5.9 to 5.11 below) and report payments made to the next available finance committee (see sections 5.12 to 5.13 below)

Setting up new Payees

5.8 The RFO will instruct the accountancy provider to set up any new payees in the EBS. The RFO will keep a record of any such instructions and report them to the next finance committee.

Making Payments

Direct Debits

5.9 The RFO will instruct the accountancy provider to set up, or cancel, any required direct debits. The RFO will keep a record of any such instructions and report any newly created direct debits to the next finance committee.

Electronic payments

5.10 When the RFO has duly authorised a payment the RFO will instruct the accountancy provider to make a payment to the payee. This will be by means of a weekly payments list. Ad hoc payments can be requested where the RFO determines that a payment is urgent. The RFO will keep a record of all weekly payment lists and any ad hoc payments.

Cheque payments

5.11 Any cheque payments must be requested by the RFO and signed by two signatories. The requirement for two signatories must be part of the bank mandate. The RFO will keep a record of all cheque payments.

Reporting Payments

5.12 The RFO shall prepare a schedule of payments made, as part of the agenda for each finance committee meeting. The schedule will be a print of transactions from the EBS. This will follow on without a break from the transactions presented to the previous committee. All payments on the schedule shall be supported by appropriate documentation, i.e. invoices etc., which will be provided separately to all committee members in advance of the committee meeting.

5.13 Prior to each finance committee the chairman and vice-chairman will access the electronic banking system and confirm that;

- the banking transactions print follows on without a break from the print presented to the previous committee
- agrees with the transactions recorded therein

The above will be verbally noted at the finance committee and recoded in the minutes.

5.14 The minutes of the committee shall note;

- The period covered by the bank statement
- the number and amount of payments made

and have the schedule of payments appended thereto.

5.15 Details of all payments will be placed on the council's website, once confirmed by the finance committee.

Personal Payments

5.16 Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

Corporate Credit/ Debit Cards

5.17 Any corporate credit card opened by the Council will be specifically restricted and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

Cash

5.18 The Council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by staff (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

Current Financial Regulations (Sections 4 and 5)

4 BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

4.1 The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.

4.2 The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Finance Committee Meeting.

The Finance Committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Committee. The approved schedule shall be initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

4.3 All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.

4.4 The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available meeting.

4.5 The RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of finance committee
- b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of finance committee.

c) fund transfers within the Councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of Council.

4.6 For each financial year the RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which Council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Council.

4.7 A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

4.8 In respect of grants a duly authorised committee shall approve expenditure within any limits set by Council and in accordance with any Policy statement approved by Council. Any Revenue or Capital Grant in excess of £20,000 shall before payment, be subject to ratification by resolution of the Council.

4.9 Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

4.10 The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

4.11 Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

5 INSTRUCTIONS FOR THE MAKING OF PAYMENTS

5.1 The Council will make safe and efficient arrangements for the making of its payments.

5.2 Following authorisation under Financial Regulation 5 above, the Council, a duly delegated committee or, if so delegated, the RFO shall give instruction that a payment shall be made.

5.3 All payments shall be effected by cheque or other instructions to the Council's bankers, or otherwise, in accordance with a resolution of Council.

5.4 Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to Council or committee shall be signed by two members of Council in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

5.5 To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

5.6 Cheques or orders for payment shall not normally be presented for signature other than at a Council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the Council at the next convenient meeting.

5.7 If thought appropriate by the Finance Committee, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to Council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the Council at least every two years.

5.8 If thought appropriate by the Finance Committee, payment for certain items (principally Salaries) may be made by Banker's Standing Order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to Council as made. The approval of the use of a Banker's Standing Order shall be renewed by resolution of the Council at least every two years.

5.9 If thought appropriate by the Finance Committee the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported to Council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Finance committee at least every two years.

5.10 If thought appropriate by the Council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

5.11 Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other Councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the Council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

5.12 No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.

5.13 Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

5.14 The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.

5.15 Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The Bank Mandate approved by the Council shall identify a number of Councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

5.16 Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

5.17 Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the RFO. A programme of regular checks of standing data with suppliers will be followed.

5.18 Any Debit Card issued for use will be specifically restricted and will also be restricted to a single transaction maximum value of £1,000 unless authorised by Council in writing before any order is placed.

5.19 A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Council. Transactions and purchases made will be reported to the Council and authority for topping-up shall be at the discretion of the Council.

5.20 Any corporate credit card or trade card account opened by the Council will be specifically restricted and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

5.21 The Council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

FULL COUNCIL 25 September 2017

Cash Management Policy

AUTHOR: D. Rawsthorn

LEAD MEMBER: Cllr. Kenyon

ITEM NUMBER: 11

This report looks at how the council can best manage its cash to maximise the interest return thereon, whilst minimising the risk of any loss.

This report is a companion to another report on future banking arrangements, which is earlier on the agenda. That report recommends that the council only has one current account, (it currently has two), and electronic banking is introduced.

It is proposed that the Council agrees a cash management policy to determine how it uses and protects the money that it holds.

RECOMMENDATIONS

- i. The Council maintains deposit accounts with both the Penrith Building Society and the Cumberland Building Society
- ii. The Responsible Financial Officer is given delegated authority to open and close specific deposit accounts at the Penrith Building Society and the Cumberland Building Society, subject to councillors being the designated signatories
- iii. The Responsible Financial Officer has the authority to move cash between any of the council's bank or building society accounts
- iv. The desirability of investing in the CCLA Property Fund is reviewed again in a year's time
- v. The appended cash management policy is agreed

1. LAW

Governance & Accountability for Smaller Authority's

A Practitioners' Guide to proper Practices to be applied in the preparation of statutory annual accounts and governance statements

March 2016

1.11 Investments.

"Arrangements need to be in place to ensure that the authority's funds are managed properly and that any amounts surplus to requirements are invested appropriately, in accordance with an approved strategy which needs to have regard to DCLGs statutory Guidance on local government investments. If total investments are to exceed £500,000 at any time during a financial year an authority needs to produce and approve an annual Investment Strategy in accordance with the DCLG guidance."

Whilst the council's investments are unlikely to exceed £500,000 in the short-term, this report meets the requirements of the DCLG's guidance. In particular, an investment strategy (here called a 'cash management policy') is being presented for consideration of full council. The draft policy covers all the key areas set out in the guidance with explicit consideration of security, liquidity and return.

2. LINK TO COUNCIL FUNCTIONS

- Section 112 of the Local Government Act (LGA) 1972, a parish or town (local) council shall appoint such officers as necessary for the proper discharge of their functions.
- Section 151 of the LGA 1972, a local council must: "Make arrangements for their proper administration of their financial affairs and shall secure that one of their officers has responsibility for the administration of those affairs."
- Section 101 of the LGA 1972, a local council may delegate its functions to the clerk.

3. LINKS TO COUNCIL PRIORITIES

6. Core Council Business:

- a. To ensure that the Council is run in a lawful and business-like manner.
- b. To give confidence in the new model of service delivery and decision making.
- c. To provide good governance that provides:

To Clear and effective decision-making.

To Clarity about lines of responsibility.

Accountability for the different levels of decision-making.

4. BACKGROUND

The table below shows changes in the cash position over the last year;

	31 July 2017	31 March 2017	31 July 2016
	£	£	£
Unity Bank (current account)	220,242	65,924	196,950
Nat West (current account)	71,906	19,346	58,900
Penrith building Society (instant access savings account)	137,745	37,745	0
Total	429,893	113,246	138,050

With the increase in the Council's 2017/18 precept the level of cash balances has increased. Comparing the end of June 2017 to end of June 2016 the increase is 236%.

The cash balance is expected to reduce over the course of the financial year as the major income source which accounts for the over 90% of total income (the annual precept) has been already received. It is difficult to forecast expected spend given that a substantial amount relates to grants where the cash spend is dependent on third parties.

For the sake of this report a rough year-end cash balance has been assumed of £200,000. With this level of year-end cash, average cash holding in the year is likely to be about £300,000.

4.1 Aims of Cash Management

Whilst interest rates are very low at present it is still important that cash is deposited to secure as high a return as is consistent with security and liquidity (i.e. how easily the cash can be accessed).

In managing its cash any local authority must always be aware that this is public money. As such the security of any cash must be paramount. However, this does not mean that risk should, or indeed can, be avoided entirely. It is a question of balancing risk against return both for individual cash deposits and for overall deposits.

The three aims are;

- Security- for the Town Council it is proposed that it will always be depositing in either a high street bank or a building society. Where a local council has an annual budget (it is assumed the council's annual precept would be used as a proxy for 'annual budget') of less than €500,000 (the council's precept for 2017/18 is about €410,000, at current exchange rates) with an authorised bank or building society it is covered by the Financial Services Compensation Scheme. This protects deposits up to £85,000. However, the council may want to invest more than £85,000 with one institution. In that case it will want to ensure the financial soundness of that organisation
- Return- with cash deposits the main determinant of the level of interest will be the length of deposit (see liquidity below). In addition, some institutions, principally the smaller building societies tend to give better rates than others e.g. high street banks
- Liquidity- as noted above cash deposits tend to earn more interest the longer they can be deposited for. However, the council needs to ensure that it has enough ready cash to meet its commitments. To ensure that the council achieves an appropriate balance of deposit lengths it is important that it forecasts its cash flow on a regular basis and uses this to place its cash in accounts of varying access periods.

4.2 Current Position

The Council currently has two current accounts which bear no interest. As of 31st July 2017, one had a balance of £220,000 and the other £72,000.

If Council agrees the recommendations in the report on banking arrangements then the council will only have one current account, though it will then open up at least one further deposit account.

The account with the Penrith Building Society (as at 31st July balance is £138,000) is an Instant Access Share account which pays interest of 0.50%.

So how does the current position compare to the three aims of cash management set out above in section 3?

- Security- the council's monies in each of the three accounts is protected by the FSCS up to lower of £85,000 or the actual balance. This means that at 31 July £242,000 of the total council cash of £429,000 was protected: these could have been increased to £255,000 if the monies held with Nat West had been at least £85,000.
- Return- of the total cash at 31 July of £429,000, £138,000 was in an interest-bearing deposit account with the rest in non-interest bearing current accounts. As noted above the interest on the Penrith Building Society account is only 0.50%, giving annual interest of £690 (if that balance was maintained throughout the year)
- Liquidity- all the cash is instantly accessible.

4.3 Possible changes to current approach

A: From a security perspective

If the council wanted 100% security for all its cash it would need to deposit cash with enough separate institutions (up to a maximum of £85,000 with each) to cover its total cash holding. Based on the maximum cash holding to date of about £450,000 this would require deposits with six separate institutions. It should be noted that as soon as the annual precept exceeded €500,000 this protection would cease entirely. As the council is looking to take on additional services it is not unlikely that over the next few years the annual precept will increase beyond this €500,000: this would only be a precept increase of just over 20%.

To open six accounts would be quite cumbersome- to date opening new bank accounts has proved quite time consuming. A better approach might be to consider the risk of depositing with specific institutions. Clearly there is risk as shown by the collapses, and near collapses, of banks and building societies that occurred in 2008. However, the council may be comfortable in depositing more than the £85,000 limit where it is happy with the financial strength of individual financial institutions.

As noted below the best returns tend to be given by building societies rather than high street banks. Building societies have a specific regulatory framework and insolvency regime. In the unlikely event of a building society liquidation the council's deposits would be paid out in preference to retail depositors.

B: From a return perspective

As noted above, only a quarter of the council's cash is currently earning interest and then only at 0.5%. However, it should be noted that in these days of ultra-low interest rates this is not an unreasonable rate, especially for an instant access account.

In seeking to earn more interest the first step is to minimise the amount of cash held in non-interest earning accounts. The council should be able to forecast its short-term cash needs fairly accurately: this will be made easier if it moves to electronic banking. As long as it has enough cash in instant, or short notice, access savings accounts it will be able to readily transfer cash from interest earning accounts to its non-interest earning current account when needed for payment purposes.

Secondly, assuming the council wishes to only deposit with high street banks and building societies then the best savings offers are generally given by building societies. A recent review of interest rates showed local building societies offering savings products with rates of 0.5% to 0.8%. In contrast, high street banks were offering no more than 0.05% (sic).

One different option would be to place some cash in a property fund which has been specifically designed for local authorities. This option is looked at in detail at section 5 below.

C: From a liquidity perspective

Whilst the council should aim to minimise the amount of cash it holds in its non-interest bearing current account it is obviously important there is enough cash to meet payment commitments.

Therefore, if the Council makes any deposits in notice accounts it should ensure that cash is readily accessible through instant access accounts.

The Council should actively manage its cash so it proactively maintains as much of its cash as possible in interest bearing accounts and only moves it out of such accounts when needed for payment purposes.

4.4: Investing in CCLA?

The CCLA (this stands for churches, charities and local authorities) was established by the Local Government Association over 50 years ago to provide investment options for local authorities. Its most attractive investment opportunity is its property fund. Under this, local authorities invest cash to buy shares of the CCLA property portfolio (a bit like a unit trust). This has proved very attractive in recent years with net returns (in the form of rental share) in excess of 4%: this compares to cash deposit returns of less than 0.5%. At 1st August, there were 188 authorities (71 Parish and Town Councils) investing in a property fund of £809m. In Cumbria Eden DC, Carlisle City Council and Workington Town Council are all investors.

Whilst there are very good returns there are two factors that need to be borne in mind;

- The value of the investment can go down if property prices fall: this did happen in the 2008 financial crisis
- There is a significant cost of buying in to, and exiting, from the fund of about 8%

The above two factors mean that a council should only consider investing if it sees this as a longer-term investment, probably of at least five years.

It is felt that as this council is still evolving, it is a little too early to consider such a long-term investment. However, it may be worth revisiting this again next year once the revised approach to cash management set out in this paper has been in operation for a year.

4.5: Proposed Approach

The recommendations in this report are that the council maintains deposit accounts with both the Penrith and Cumberland building societies and the Responsible Finance Officer has the authority to open whatever savings accounts at those building societies that she considers are appropriate.

The Penrith and Cumberland building societies are recommended on several counts;

- As noted above building societies give better interest returns than retail banks
- They are both locally based building societies and it considered appropriate for a local council to deposit with building societies used personally by many local residents
- Both building societies appear to prudently managed and soundly based. All building societies are required by the Prudential Regulation Authority to produce an annual assessment of their capital reserves. This is the 'Pillar 3' disclosure. The most recent disclosures for both societies are available on their websites and show a sound position. Since this it is considered that depositing cash in both building societies is secure.

Based on currently available products the proposed approach will be as follows;

- Cash flow is managed so as to minimise the cash held in the non-interest bearing current account
- All other cash is either held in a Penrith Society Deposit Account (interest 0.8%: maximum deposit amount is £150,000) or a Cumberland Building Society 40-day Notice Account (interest 0.5%: maximum deposit account is £500,000)

- As far as possible, cash transfers in to the current account are met from the lower interest-bearing deposit account
- If total cash is greater than £170,000 at least £85,000 is kept in each building society account (this maximises FSCS protection)

By adopting the above approach about £2,000 interest will be earned, compared to the current approach which earns about £700.

5. RISK ASSESSMENT

Agreeing a Cash Management Policy

The proposed approach has been incorporated in to the appended Cash Management Policy. It is intended that this is reviewed on an annual basis or when there is a specific proposal to change it.

The annual review of the policy will be undertaken by the Finance Committee with any recommended changes to the policy being taken to council for approval.

6. APPENDICES ATTACHED TO THIS REPORT

Draft Cash Management Policy

Background Papers

- Governance and accountability for smaller authorities in England- guidance from JPAG (joint panel on accounting guidance)
- Investment strategies of some other local councils

Department for Communities and Local Government guidance on local government investments March 2010

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DRAFT Cash Management Policy**Background**

At any one time, the council's cash will be represented by the council's reserves and any unspent element of its annual precept. As the annual precept is received at the start of the financial year, cash balances can be relatively high in relation to its annual budget.

The Council holds its cash as the public's custodian. As such it must be able to demonstrate the basis on which it has managed that cash and the appropriate due diligence has been undertaken in determining that basis.

Aim of Policy

The policy provides a framework for the secure and prudent investment of the council's cash and adopts the relevant principles of statutory guidance issued under the Local Government Act 2003 and of Chartered Institute of Public Finance and Accountancy codes of practice.

The primary aim is to ensure that the council does not lose any cash deposited with a financial institution.

The secondary aim is to ensure that the council has sufficient cash at hand (i.e. liquidity) to be able to meet its financial commitments when they fall due

The third aim is to maximise interest returns as long as this is consistent with the first two aims.

The policy must be simple and understandable to put in to operational practice.

Cash Flow forecasting

The RFO will regularly forecast future cash needs so that cash balances in the current account (non-interest bearing) are minimised and cash balances in deposit accounts (interest bearing) can be maximised

Permitted accounts for cash deposits

- Current account of agreed banking provider
- Any Penrith Building Society interest bearing deposit account
- Any Cumberland Building Society interest bearing deposit account

Building Society deposits

The Responsible Finance Officer will determine which interest-bearing deposit accounts to open: this will change over time. In so doing the RFO will be mindful of liquidity requirements.

The RFO will split cash deposits between the open deposit accounts to maximise interest returns. The one proviso is that if total cash is greater than £170,000 at least £85,000 is kept in each building society account (this maximises FSCS protection)

COUNCIL 26 SEPTEMBER 2017

MAINTENANCE OF ALLOTMENT BOUNDARIES

AUTHOR: Rosalyn Richardson
Deputy Town Clerk

SUPPORTING MEMBER:

ITEM NUMBER: 12

The purpose of his report is to note the work that is required to be undertaken to maintain the boundaries of the allotments at Musgrave Street and Folly Lane

RECOMMENDATIONS

- I. To note the spending under delegated powers to maintain and trim the hedge next to the public footpath at the Folly Lane allotments at a cost of £555; and
- II. To agree the expenditure required to repair the wall at the Musgrave Street Allotments and accept the Quote from Company A to carry out the work.

1. LAW

Penrith Town Council became the landowner of the allotments when they were devolved from Eden District Council in 2016. Allotments are provided under the Smallholdings and Allotments Act 1908, subsections 23, 26 and 42.

It is important that the Council, as landowner, ensures that the allotment boundaries are maintained and safe, both for the allotment holders and public, so that the boundaries do not cause injury to those passing by or using the site.

2. LINK TO COUNCIL FUNCTIONS

SUBJECT	POWER	LEGISLATION
Maintenance of the Allotment boundary walls	Power to provide allotments and duty to provide allotment gardens if demand exists.	Smallholdings and Allotments Act 1908, subsections 23, 26 and 42

3. LINKS TO COUNCIL PRIORITIES

The provision and maintenance of allotments accords to the Council's strategic priority of Health and Wellbeing.

4. OVERVIEW

Boundary Hedge – Folly Lane

4.1 It was brought to our attention that the boundary hedge and some briars from the allotments on Folly Lane had started to encroach over the public footpath making it difficult for people to pass without catching themselves on branches. The work needed to be carried out as soon as possible after the bird nesting season and at a time when the trees were not compromised.

4.2 Quotes were requested from four local companies experienced in providing this sort of work to include: trimming the hedge, raising the crowns, providing a safe and secure working area with signage for passers-by and removal of the cuttings. Only one company responded with a quote. As the quote for the work was under £1000, the contract for the work was agreed under delegated powers and awarded to Eden Treescapes, an experienced local company, who carried out the work on 21-22 August 2017.

Boundary Wall – Musgrave Street

4.3 The Boundary Wall between the public footpath and the Musgrave Street Allotments was inspected by the Deputy Town Clerk on her tour of the allotments and discussed with Penrith Allotment Association at the meeting with them on 27 June 2017.

4.4 Parts of the boundary wall have obviously been repaired in the past in a variety of ways, some dry stone and some concreted together. It is now obvious that approximately 8m of the boundary wall nearest to Musgrave Street which hasn't been repaired, and is still dry stone, is now leaning considerably and in danger of collapse. It is important to rectify this so that an allotment holder, or a general member of the public or child, who may lean on the wall isn't injured if it collapses. In consultation with the Allotment Association it has been agreed that this work should be carried out as soon as possible in October.

4.5 Given that it is an old dry stone wall, quotes were obtained from specialist wallers rather than general builders. Three local companies were invited to tender for the work and quotes were obtained from two of them to make the repairs with mortar to strengthen it but to keep a dry stone appearance.

4.6 The quotes are attached as an appendix to this report and is excluded from press and public because of the confidential nature of the business quotations.

5. FINANCE IMPLICATIONS & RISK ASSESSMENT

5.1 The proposal is to carry out repairs to the boundary wall at Musgrave Street Allotments at a cost to the Council of £1152.

5.2 There is a budget of £4,950 in 2017/18 for public domain maintenance which will be used to cover the cost of maintenance to the wall.

5.3 If the work is not carried out there is a danger that someone could be injured should the wall collapse and the Town Council, as the land owner, sued under Health and Safety Law.

APPENDICES ATTACHED TO THIS REPORT

Appendix A – Recommended quote from Company A

Appendix B – Quote from Company B

It should be noted that in accordance with the Public Bodies (Admission to Meetings) Act 1960 section 1(2) that the appendices to this report be confidential and not made available to press and public because of the confidential nature of the business to be considered.

Council 25 September 2017

Abolition of Special Expenses and Funding Devolved Services

AUTHOR: David Rawsthorn
Asset Transfer Support Officer

SUPPORTING MEMBER: Councillor David Whipp

ITEM NUMBER:13

This report sets out a proposal that Eden District Council's decision to end Special Expenses with effect from 1 April 2018 gives the Town Council an opportunity to take on a number of services currently funded by Eden DC with no net impact on the overall Council Tax bill in Penrith.

RECOMMENDATIONS

- i. The council agrees in principle to increase its 2018/19 precept by £45,594, in addition to any changes proposed through the normal budgeting process
- ii. Subject to recommendation (i) above being confirmed by council in its 2018/19 budget, the Council uses this additional precept income to contribute to the full on-going revenue costs of additional devolved services, known as 'tranche 2'
- iii. Where this council agrees to take on any additional services devolved from Eden DC, the four-year funding offer must start at the date of transfer not from 1 April 2018
- iv. To the extent that this increase of £45,594 is greater, in any one year, than the net cost of all devolved services the difference is put in to a 'devolution reserve' and used to support devolved services in the future
- v. The Council agrees in principle not to take on any further services not funded by the additional precept income noted in (i), unless the on-going revenue cost is offset by an accompanying income source.

1. LAW

This report deals with two particular areas. The first, is devolved services which might be transferred to the Council, primarily from Eden District Council. Taking on any particular service will require a further report to Council. This will set out any legal issues including the powers under which a service would be provided. The second area relates to the annual precept. As noted in the report, at this stage the Council is only agreeing its approach in principle as it cannot commit to the proposal until considered as part of the setting of the 2018/19 budget. As noted later in the report there is a possibility that the government might seek to enact regulations which restrict increases in local council precepts. This would impact on the proposals in this report.

2. LINK TO COUNCIL FUNCTIONS

SUBJECT	POWER	LEGISLATION
Setting an annual precept	A local council may set an annual precept after considering its budget requirement	Section 41 Local Government Finance Act 1992

3. LINKS TO COUNCIL PRIORITIES

1. Health & Wellbeing:

To assume responsibility for devolved assets and services that contributes to the quality of life for residents and the visitor experience of Penrith.

The Council's approach to devolution is set out in its devolution policy. This was agreed at its September 2016 meeting and updated at its March 2017 meeting. The policy will be revisited at the Full Council meeting in November. This report considers how the proposals set out herein match up to the principles set out in the devolution policy

4. Background

At its meeting on 20 March 2017 this council agreed to take on a range of services from Eden DC. These were;

- Bus shelters
- War memorials
- Cornmarket bandstand
- Musgrave Monument
- Seats and benches
- Fairhill recreation ground

The first five services above are collectively referred to as tranche 1.

In the same report as agreeing to transfer the above services to the Council, Eden DC (Council 9 March 2017) proposed that the transfer of the following services to the Council be explored further;

- Coronation Gardens
- Play areas
- Public toilets

The above services are collectively referred to as tranche 2.

In addition, the Council has committed to taking over the ownership and running of the Fairhill recreation ground (Council 15 May 2017).

Members may be interested to note that, per the Cumberland and Westmorland Herald (24 June 2017) Appleby Town Council have agreed in principle to adopt a similar approach to that being proposed in this report.

In setting its 2017/18 budget Eden DC (16 February 2017) resolved that, '*the application of Special Expenses be ceased with effect from 1 April 2018*'.

A draft version of this report was considered by the Council's Management Team on 17 July 2017.

5. Funding of devolved services: funding positions of Penrith Town Council and Eden District Council

5.1 Town Council requirement

The Council's agreed Devolution Plan includes a protocol setting out the key requirements when a service is taken on by the Council. It includes the following;

'Revenue Impact- there should be no impact on the Band D amount relating to the PTC precept

How will this be achieved? All the transferring assets and services will have a revenue impact. In most cases there will be a cost to maintain the asset or provide the services. If services are not to impact on the Band D precept amount, then a grant will be required from EDC.'

It should be noted that when the Council agreed to take on tranche 1 and Fairhill the above aim was not achieved. Whilst it was something to aim for, the need to conclude negotiations meant it was not fully achieved. The proposals set out in this report do not achieve this either. However, it does achieve the devolution of additional services at no increase in the overall Council Tax bill in Penrith (attributable to this council and Eden DC)

5.2 EDC Offer

Tranche 1 Services and Fairhill

It has been agreed with Eden DC that it will support each of the tranche 1 and Fairhill transfers with a grant for a 48-month period. Following discussions, it was agreed that the 48-month period would run from the date of transfer of each service, not from 1 April 2017, as originally proposed by Eden DC. For the first 12 months, the grant will be based on 100% of the current Eden DC budget for direct expenditure; for the second 12 months, the grant would be 75% and so on. The cost to this council will therefore be the actual cost less any grant received from Eden DC

After 48 months Eden DC will pay no grant and this council will therefore fully bear the annual cost of providing those services i.e. £18,420 (based on current Eden DC costs).

Tranche 2 and beyond

At a council meeting on 13 July 2017 Eden DC agreed to explore devolved more services to local councils throughout the district. This covered the services included in tranche 2.

As part of the above Eden DC agreed a similar sliding scale of revenue funding except it will start on 1 April 2018. Whilst the general approach is considered reasonable a pre-set start date is not. If there is a pre-set start date and the transfer happens at a later date the amount of grant would be reduced. This is not reasonable as any delay may well be due to Eden DC's slow administrative processes, as has been the case to date (especially legal whose speed has been glacial at best). As part of the tranche 1 negotiations this point was conceded by Eden DC and it is proposed that tranche 2 does not proceed unless the same provisions are applied i.e. the 48-month grant period starts from the date each service is transferred

6. Town Council's devolved service budget position

6.1 Current (2017-18) budget

The budget included some provision for the additional cost of devolved services. However, at the time the budget was set there was uncertainty about Eden DC's offer and the year 1 offer was included as 75% (now agreed as 100%). The total budget is shown as;

	£
2017/18	4,950
2018/19	5,950
2019/20	6,950
2020/21	7,950
2021/22	8,950
2022/23	8,950

It should be remembered that the precept is only set one year a time and any financial years beyond the current one are only indicative.

6.2 Next year's (2018-19) budget

Based on the actual grant payable and the cost of running the devolved service being the same as Eden DC's (hopefully there will be savings) the net cost may be something like (depends on actual date of transfer) the following;

	£
2017/18	0
2018/19	1,365
2019/20	5,960
2020/21	10,565
2021/22	15,170
2022/23	18,420

It should also be noted that when the Council agreed to take over tranche1 (Council 20 March 2017) and Fairhill (Council 15 May 2017) there was a recognition that whilst this was the best grant deal obtainable it did mean that as the grant reduced there would be an increasing impact on the Town Council's precept.

7. Impact of Abolition of Special Expenses on Council Tax bill in Penrith

The appendix gives additional background to how Special Expenses works. It also shows that using the data for 2017-18, the abolition of Special Expenses would have reduced the Band D Council Tax amount collected by Eden DC in 2017-18 by £8.90. This is the best guide to the impact of abolishing Special Expenses from 1 April 2018 (as resolved by Eden DC).

8. Reduction in EDC's Council Tax 'take'

The proposal in this report is that the reduction in Council Tax in 2018-19, consequent upon abolishing Special Expenses, could be a means of offsetting the impact on the Penrith Town Council precept of taking on a number of devolved services.

The reduction in total Council Tax collected by EDC from Penrith taxpayers would be £45,594 (i.e. taxbase of 5,122.95 multiplied by the reduction of £ 8.90).

Other services currently being considered for transfer are those in tranche 2, i.e.;

Service	Direct annual cost
	£
Coronation Gardens	1,100
Public toilets	4,400
Play areas	36,400
	41,900

Cllr. Whipp (the Town Council's lead on devolution of services) has told the EDC portfolio holder responsible for devolution that the Town Council may be prepared (would require a report/ reports to council) to consider that the reduction in EDC Council Tax 'take' in Penrith is used to 'fund' taking on additional services. Cllr. Whipp made it clear that commitment to this would require consideration by Full Council i.e. this report.

Furthermore, he made it clear that it is very unlikely that the Town Council would agree to take on any further services where the on-going revenue costs are not accompanied by some counterbalancing funding: a recommendation to this effect is included in this report. An example of the latter might be that the Town Council could consider taking on Castle Park if car parking and the associated income was transferred at the same time.

9. Some Complications

There are a number of factors that mean the impact of any proposal is not straightforward. These are;

- **Impact of Eden DC grant-** as Eden DC have committed to a revenue grant which reduces from 100% of cost to nil over five years then the full cost of each transferred service will only be incurred by the Town Council once Eden DC's grant is fully worked out. This is shown as follows.

	Total cost	EDC grant	Net cost to PTC
	£	£	£
2017/18	5,420	5,420	0
2018/19	60,320*	58,955	1,365
2019/20	60,320*	43,885	16,435
2020/21	60,320*	28,805	31,515
2021/22	60,320*	13,725	46,595
2022/23	60,320*	0	60,320

* the full cost is made up of Tranche 1 (£5,420), Fairhill (£13,000) and Tranche 2 (£41,900)

- **Some of the costs are committed to already-** the Town Council has formally committed to tranche 1 and Fairhill: the total cost and grant will be built in to the 2018/19 budget and reflected in the medium term financial plan
- **Local council precepts could be capped in 2018/19-** this possibility will still exist, as it has done for several years. Any cap would probably be at 2% and mean it would not be possible to increase the Town Council's precept by the same amount (12%) as Eden DC's reduction. However, this is thought unlikely as, despite rumblings from the government over several years, no local councils have been capped. It is also thought that if capping were to be introduced it would, at least initially, only apply to the largest local councils
- **Additional operational costs-** in proposing the transfer of tranche 1 and Fairhill it was noted that the services could be run with no additional staff costs. However, it was also noted that this would probably not be the case if further services were taken on. It is likely that taking on tranche 2 would require additional staff costs
- **All services devolved/ to be devolved aren't in Special Expenses-** some of the services already agreed for transfer (e.g. the bandstand) and some proposed for transfer (e.g. public toilets) aren't Special Expenses. Similarly, Eden DC is not proposing to transfer some services which are in Special Expenses (e.g. sports pitches)

10. Proposals

Due to the reducing grant from Eden DC it is not possible to fit everything neatly together. Whilst the abolition of Special Expenses reduces Eden DC's Council Tax demand on Penrith taxpayers in 2018/19 Eden DC's grant only ends completely in 2022/23. This means that it will only be by that year that the full cost is borne by the Town Council. This is dealt with in the following proposals;

- The Town Council agrees in principle to take on the services included in tranche 2 of devolved services and increases its precept by £45,594 **over and above** any 'normal' increase agreed by Council for its 2018/19 budget (the budget will not be set until January 2018). To the extent that this increase of £45,594 is greater than the net cost of all services transferred from EDC the difference is put in to a 'devolution reserve': this would be done every year until Eden DC's grant ended. This reserve could be used to enhance the devolved services or facilitate the transfer of additional services (e.g. land at Thacka Beck) outwith the devolution process with Eden DC. The impact of increasing the precept by £45,594 would be;

- On Band D 2018/19 Council Tax bill in Penrith;

For illustrative purposes, it is assumed that the only changes to Council Tax arise from the abolition of Special Expenses and the consequent increase in the PTC precept.

	2017/18	Change	2018/19
	£	£	£
EDC	199.65	-8.9	190.75
Town/ parish precept	72.64	+8.9	81.54
County services	1281.02		1281.02
Police services	220.77		220.77
Total Band D bill	1,774.08	0	1,774.08

- On 2018/19 PTC budget;

	£
Additional precept income	45,594
Used to;	
contribute to devolution reserve	44,229
Fund net cost of devolved services	1,365
	45,594

The Town Council's precept would increase from £372,145 to £417,739 (a 12% increase)

- The transfer of Tranche 2 services is subject to Eden DC's four-year funding offer starting at the date of transfer of each service, not from 1 April 2018
- The Council agrees not to take on any further services beyond those in tranche 2 from Eden DC unless the on-going revenue cost is offset by an income source.

11. FINANCIAL IMPLICATIONS

The financial implications are set out in sections 6 to 10 above

12. RISK ASSESSMENT

The key risks are;

If proposals in this report are agreed;

- In looking at their 2018/19 council tax bills taxpayers may focus on the rise in the Town Council's precept increase and not associate it with the offsetting decrease in the Eden DC element of the bill. To mitigate this, it would be important for the Council to explain the increase especially after setting its precept
- There will be a need to ensure that the additional precept increase is used to fund devolved services and not for other purposes. The proposal to set up a devolution reserve is intended to mitigate this risk

If proposals in this report are rejected

- The services put forward for devolution by Eden DC may cease if not taken on by the Town Council. Whilst this may be the case for some services it is unlikely to be the case for all services. The make-up of central government funding for district councils has changed, and reduced to some degree. However, Eden DC still continues to receive substantial central government funding through business rates and New Homes Bonus meaning it will still be able to fund some discretionary services.
- If Eden DC retains the services put forward for devolution the level of service may decline as it seeks to make savings. This would impact on the standard of service experienced by Penrith residents and visitors.

13. APPENDICES ATTACHED TO THIS REPORT

Appendix 1- Special Expenses: How it works

Background Papers

Town Council reports;

- Devolution plan- progress update: Council 20 March 2017
- Devolution of services- tranche 1: Council 20 March 2017
- Devolution- Fairhill recreation ground: Council 15 May 2017

Eden DC reports

- Budget setting 2017-8: Council 16 February 2017
- Devolution of various services: Council 9 March 2017
- Devolution of services: Council 13 July 2017

Cumberland and Westmorland Herald 24 June- Appleby Town Council and devolved services

Notes of meetings on devolution between the Town Council (Cllr. Whipp and Asset Transfer Support Officer) and Eden DC (Cllr. Todd and Assistant Director of Technical Services)

Officer contact Details

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Special Expenses: How it works

What are 'Special Expenses'

Council Tax regulations give Billing Authorities (i.e. those councils that collect Council Tax, like EDC) the ability to apply Special Expenses if they choose. Any such decision must be made by full council.

EDC first applied Special Expenses in 1995 when it was one of the first, if not the first, to do so. EDC has made minor changes to how it applies Special Expenses over the years (any change must also be agreed by full council). The current scheme was agreed by EDC's council in April 2014.

What does Special Expenses do?

If a category of expenditure (as defined in a council's scheme) is a Special Expense then the cost is charged to the Council Tax payers in the local council area(s) (e.g. Penrith, Appleby etc.,) where the Special Expenses apply. Special Expenses do not impact on the total amount of Council Tax a Billing Authority budgets to collect but it does change the amount of Council Tax billed in each local council area.

To be a Special Expense a category of expenditure must pass two tests;

1. Expenditure must be for the demonstrable benefit of residents in the local council area to which the Special Expense is applied. This is not a black and white decision and involves EDC's council exercising its judgement.
2. The expenditure must be borne by the district council in at least one local council area and be borne by a local council in at least one other local council area.

This is demonstrated by the following examples of services in Penrith taken from Eden's scheme;

Expenditure on	Demonstrably local benefit*	Paid for by EDC in one area and by parish in another	Both tests passed?	Special Expense?
Town Clock	√	√	√	√
Swimming pool	X	√	X	X

*as noted above this is a matter of judgement

Which Expenditure categories are a Special Expense in Eden?

For 2017-18 the special expense categories are;

Service	£
Sports Pitches	24,818
Castle Park Sports Facilities	5,038
Play Areas	6,882
Maintenance of Public Open Spaces	70,269
Seats	869
Christmas Tree	500
Town Clock	760
Bus Shelters	1,760
Total	110,894

Special Expenses by local area in 2017-18

Out of Eden's 72 local council areas Special Expenses are applied in 25 of them. The overwhelming amount is applied in Penrith and Appleby as follows;

Local council	Special expenses- £
Penrith	73,809
Appleby	26,456
23 others (in total)	10,723
Total	110,894

Special Expenses charged to Penrith in 2017-18

Special Expenses of £73,809 are charged to Penrith Council Tax payers in 2017-18 as follows;

Service	£
Sports Pitches	15,775
Castle Park Sports Facilities	5,036
Play Areas	1,860
Maintenance of Public Open Spaces	47,624
Seats	494
Christmas Tree	500
Town Clock	760
Bus Shelters	1760
Total	73,809

How Special Expenses impact on Council Tax

In 2017-18 Eden's own Council Tax (excluding what it collects on behalf of the police, the County and local councils) was £3,837,861.

The number of properties paying Council Tax is expressed as a 'tax base' of Band D (this is used because it is one of the middle Council Tax bands) properties. For Eden, the taxbase was 20,119.85 in 2017-18. The average Band D Council Tax in the district (for EDC services only) is the total Council Tax EDC budgets to collect (£3,837,861) divided by the total district taxbase (20,119.85). This is £190.75. This would be what every Council Tax payer in a Band D property would pay for services provided by EDC in the absence of Special Expenses.

Special Expenses is dealt and Eden DC's Council Tax is calculated as follows.

1. An average Band D Council Tax less the cost of Special Expenses is calculated as follows;

EDC Council Tax income	£3,837,861
Less: Special Expenses	£110,894
EDC Council Tax ex Sp Exp	£3,726,967
Divided by district taxbase- Band D	20,119.85
Council Tax ex Special Expenses per Band D	185.24

Any Band D tax payer in a parish area without Special Expenses will pay the above amount in relation to EDC's own services.

2. Where Special Expenses apply the amount is calculated as follows using Penrith as an example;

Penrith Special Expense cost	£73,809
Penrith Tax Base	5,122.95
Penrith Special Expenses per Band D property	£14.41
Council Tax ex Sp Exp (as above)	£185.24
Council Tax charged by EDC in Penrith for its services- Band D property	£199.65

The Total Council Bill collected By EDC in 2017-18

A- With Special Expenses in Place

The total Band D bill is made up as follows. I have used;

- Penrith- both Special Expenses and a precept charged
- Long Marton- no Special Expenses but precept charged
- Helbeck- neither Special Expenses nor precept charged

	Penrith	Long Marton	Helbeck	Note
	£	£	£	
EDC				
- <i>Ex Sp Exp</i>	185.24	185.24	185.24	1
- <i>Sp Exp</i>	14.41	0	0	1
Total EDC services	199.65	185.24	185.24	
Town/ parish precept	72.64	17.70	0	2
County services	1281.02	1281.02	1281.02	3
Police services	220.77	220.77	220.77	3
Total Band D bill	1,774.08	1,704.73	1687.03	

Notes

1 See above

2 Precept divided by taxbase. For Penrith £372,145 divided by 5,122.95

3 Each band pays the same amount in every local area

The Total Council Bill collected By EDC in 2017-18

B- With Special Expenses Abolished

Using the three parishes from the above example the total Band D bill is made up as follows.

	Penrith	Long Marton	Helbeck	Note
	£	£	£	
EDC				
- <i>Ex Sp Exp</i>	190.75	190.75	190.75	1
- <i>Sp Exp: abolished</i>	0	0	0	2
Total EDC services	190.75	190.75	190.75	
Town/ parish precept	72.64	17.70	0	3
County services	1281.02	1281.02	1281.02	3
Police services	220.77	220.77	220.77	3
Total Band D bill	1,765.18	1,710.24	1692.54	

Notes

1 Total EDC expenditure divided by total EDC taxbase

2 Nil as abolished

3 Unaffected by Special Expenses abolition

The change in Band D amount due in 2017/18 would have been as follows if Special Expenses had been abolished

	Penrith	Long Marton	Helbeck
	£	£	£
Special Expenses: not abolished	1,774.08	1,704.73	1687.03
Special Expenses: abolished	1,765.18	1,710.24	1692.54
Change	Reduction £8.90	Increase £5.51	Increase £5.51

The change for every parish is the net impact of the reduction in cost arising from the removal of the Special Expenses from that parish and the increase in cost with the cost previously charged as Special Expenses (£110,894) being charged over the enter tax base (20,119.85) i.e. £5.51

The changes in Band D Council Tax bills can therefore be explained as follows;

	Penrith	Long Marton	Helbeck
	£	£	£
Special Expenses: abolished	Reduction £14.41	0- as not currently charged	0- as not currently charged
Special Expenses costs charged over whole district	Increase £5.51	Increase £5.51	Increase £5.51
Net Change	Reduction £8.90	Increase £5.51	Increase £5.51

PENRITH TOWN COUNCIL

FULL COUNCIL 25 SEPTEMBER 2017

SUPPORTING DOCUMENT

ITEM: 15

**MATTER: EDC Chairman of the
Council's Dinner 2018**

Your Reference:

Our Reference: MR/LHF

Enquiries to: Councillor Mrs M Robinson

Direct Dial: (01768) 817817

Email: chairman@eden.gov.uk

Date: 16 June 2017



District Council

Town Hall, Penrith, Cumbria CA1 7QF
Tel: 01768 817817

Mrs V Tunnadine
Clerk to Penrith Town Council
Council Office, First Floor
Parish Centre
St Andrew's Place
PENRITH CA11 7XX

Dear Mrs Tunnadine

As Chairman of Eden District Council for the current municipal year, I am keen to recognise the contributions from individuals within their communities. Year in year out these people volunteer for a multitude of activities and generally go unrewarded for their efforts.

I would ask you as a Town Council to put forward someone from your community who you feel should be recognised for all their hard work. I would be grateful if you could submit your nomination in writing stating the reason along with contact details of the nominee no later than 31 December 2017.

I will be hosting a Chairman's Dinner in May 2018 where all those nominated will be recognised.

Yours sincerely

Councillor Mrs Mary Robinson, Chairman of the Council

PENRITH TOWN COUNCIL

ITEM NUMBER:17a

TASK & FINISH GROUP: Budget 2018/19 and medium term financial projection 2018-2023

PARENT COMMITTEE: Finance

TERMS OF REFERENCE

Purpose:

To work with officers to produce a draft Budget for 2018-19 and a medium term financial projection 2018-2023 for consideration by the finance committee (15 January 2018) and then for final approval by council (29 January 2018)

MEMBERSHIP	THREE Members of the Finance Committee PLUS other members of the Town Council and/or co-opted members from other groups outside the Council if required.
QUORUM	TWO Members of the Finance Committee
POWER TERMS	Local Government Act 1972, Sections 101 and 102. The Council's Standing Orders apply to all meetings convened by the Town Council. The Task & Finish Group should elect a Chairman who should normally be from the parent committee. The Chairman of the Task & Finish Group will convene meetings as and when required. Meetings of the Task & Finish Group will meet virtually where possible and face to face as necessary. Meetings of Task & Finish Groups will meet without the need to give public notice and will be able to be held without the press and public being present. Task & Finish Groups cannot make decisions only provide advice and recommendations to the parent committee or Full Council. Administrative support for and advice to Task & Finish Groups may be provided by officers. The Task & Finish Group will be responsible for keeping a record of their activities. This record will be in the form of short notes, usually in bullet point format and will be produced

on the template provided. The record will NOT constitute minutes but it should be noted that they could form part of a response to a request for information made under the Freedom of Information Act.

Regular updates should be provided to the parent committee and the Chairman will be responsible for producing and presenting the final report on the approved template to the parent committee or Full Council.

The notes of EVERY meeting should be sent to the appropriate Council officer immediately for comment and verification PRIOR to circulation to the group.

TASK & FINISH GROUP: Budget 2018/19 and medium term financial projection 2018-2023

Aims:

- 1 To ensure there is sufficient member challenge to the initial budget proposals drawn up by officers**

- 2 To ensure that the as many members of the finance committee as possible can input in the draft budget at an early stage. This should mean that formal consideration of the budget by the finance committee at its January meeting is more informed**

- 3 To ensure the longer term financial projections are in line with members' understanding and aspirations for the council.**

Scope:

- 1 The group will review the draft budgets drawn up by the service committees. Where appropriate the committees will be asked to re-consider their budgets**

- 2 Once the overall budget is compiled the group will review and challenge it before the RFO finalises it for submission to the January Finance committee**

Priority Weighting:

Each Task & Finish Group review should be weighted to consider the nature of the review and time required:

Year	Weighting	Scale
2017	x	2
2018		
2019		
2020		
2021		

Weighting – Please indicate the year in which the work will be undertaken

Scale – Please indicate the scale of the review by putting:

- 1** to indicate in depth Review (6 months or 10 meetings approximately)
- 2** to indicate Medium Review (2-3 months or 5 meetings approximately)
- 3** to indicate Focussed Reviews (1-2 months or 1 meeting approximately)

Review Topic Name	Budget, reserves and investments review
Parent Committee:	Finance
Membership:	Cllr. Burgin, Cllr. Kenyon and Cllr. Jackson plus others as co-opted
Lead Member (Chair/Spokesperson)	Cllr. Kenyon
Officer Support	RFO and Asset Transfer Support Officer
Projected Start Date:	Sept 2017
Projected Completion Date:	Dec 2017
Suggested Meeting frequency	To be agreed at first meeting of group
Resource Requirements (Person days and expenditure)	Lead officer – up to 16 hours initially Members – equivalent of 1 day or 8 hours each Expenditure minimal
Rationale: (Key issues and/or reason for doing the review)	<ul style="list-style-type: none"> To input into and review the draft 2018-19 budget To input into and review the draft medium term financial projection 2018 to 2023
Purpose of Review / Objective (exactly what the Review should achieve)	To develop an effective budget going forward both in the short and medium terms
Indicators of success (what factors would tell you what a good review should look like)	Development of specific recommendations to help policy implementation in this area
Methodology / approach (What types of enquiry will be used to gather evidence and why)	<p>Could include:</p> <ul style="list-style-type: none"> • desk research on existing approaches • round table meetings with key officers/members • research on good practice nationally
Who to involve – specify witnesses / experts	<p>Suggest</p> <ul style="list-style-type: none"> • appropriate officers • members • partners/key experts

Evidence Sources for documents (Which to look at)	Existing Budget Plan 17-21 Council Plan Financial Regulations Statements Existing Reserves Strategy
Site Visits (Where and when if appropriate)	NA
Evidence sources for views of stakeholders (consultation/workshops/focus groups/public meetings)	Not required
Publicity requirements (flyers, leaflets, radio broadcasts, press releases etc)	Not required
Barriers / dangers / risks Identify any weaknesses and potential pitfalls	<ul style="list-style-type: none"> • Failure to conclude within time limits set • No agreed outcome • Recommendations not workable/feasible
When to evaluate impact and response	After budget set
Methods for tracking / evaluation	To hold a de-brief meeting of the group to decide if the group improved the budget process and quality

PENRITH TOWN COUNCIL

ITEM NUMBER 17b

TASK & FINISH GROUP: COUNCIL STRUCTURE

PARENT COMMITTEE: FULL COUNCIL

TERMS OF REFERENCE

PURPOSE: To develop recommendations for the long-term structure of the Council

MEMBERSHIP	Members of the Management Committee PLUS other members of the Town Council and/or co-opted members from other groups outside the Council if required.
QUORUM	TWO Members of the Management Committee
POWER TERMS	<p>Local Government Act 1972, Sections 101 and 102.</p> <p>The Council's Standing Orders apply to all meetings convened by the Town Council.</p> <p>The Task & Finish Group should elect a Chairman who should normally be from the parent committee.</p> <p>The Chairman of the Task & Finish Group will convene meetings as and when required.</p> <p>Meetings of the Task & Finish Group will meet virtually where possible and face to face as necessary.</p> <p>Meetings of Task & Finish Groups will meet without the need to give public notice and will be able to be held without the press and public being present.</p> <p>Task & Finish Groups cannot make decisions only provide advice and recommendations to the parent committee or Full Council.</p> <p>Administrative support for and advice to Task & Finish Groups may be provided by officers.</p> <p>The Task & Finish Group will be responsible for keeping a record of their activities. This record will be in the form of short notes, usually in bullet point format and will be produced on the template provided. The record will NOT constitute minutes but it should be noted that they could form part of a response to a request for information made under the Freedom of Information Act.</p>

Regular updates should be provided to the parent committee and the Chairman will be responsible for producing and presenting the final report on the approved template to the parent committee or Full Council.

The notes of EVERY meeting should be sent to the appropriate Council officer immediately for comment and verification PRIOR to circulation to the group .

TASK & FINISH GROUP: COUNCIL STRUCTURE

Aims:

1. To recommend ways in which the existing arrangements could be improved;
2. To identify areas of best practice; and
3. To make recommendations to Full Council on how PTC can be structured for the short and longer term to ensure that the Town Council can effectively deliver services

Scope:

1. Committee
2. Delegation
3. Staff
4. Members
5. Office base

Priority Weighting:

Each Task & Finish Group review should be weighted to consider the nature of the review and time required:

Year	Weighting	Scale
2017	x	2
2018		
2019		
2020		
2021		

Weighting – Please indicate the year in which the work will be undertaken

Scale – Please indicate the scale of the review by putting:

- 1** to indicate In depth Review (6 months or 10 meetings approximately)
- 2** to indicate Medium Review (2-3 months or 5 meetings approximately)
- 3** to indicate Focussed Reviews (1-2 months or 1 meeting approximately)

Review Topic Name	COUNCIL STRUCTURE
Parent Committee:	FULL COUNCIL
Membership:	Members of the Management Committee PLUS other members of the Town Council and/or co-opted members from other groups outside the Council if required.
Lead Member (Chair/Spokesperson)	Cllr. Whipp
Officer Support	Town Clerk and ATSO
Projected Start Date:	26/09/2017
Projected Completion Date:	To align with the budget review process
Suggested Meeting frequency	Monthly
Resource Requirements (Person days and expenditure)	Lead officer – up to 16 hours initially Members – equivalent of 1 day or 8 hours each Expenditure minimal
Rationale: (Key issues and/or reason for doing the review)	<ul style="list-style-type: none"> • To ensure that the council is structured effectively and therefore resourced efficiently • To input into and review the draft 2018-19 budget • To input into and review the draft medium term financial projection 2018 to 2023
Purpose of Review / Objective (exactly what the Review should achieve)	To develop an effective budget going forward both in the short and medium terms that allows for structural growth.
Indicators of success (what factors would tell you what a good review should look like)	Development of specific recommendations to help policy implementation in this area
Methodology / approach (What types of enquiry will be used to gather evidence and why)	<p>Could include:</p> <ul style="list-style-type: none"> •desk research on existing approaches •round table meetings with key officers/members •research on good practice nationally

Who to involve – specify witnesses / experts	Suggest <ul style="list-style-type: none"> • appropriate officers • members • partners/key experts
Evidence Sources for documents (Which to look at)	Existing Budget Plan 17-21 Council Plan Scheme of Delegation
Site Visits (Where and when if appropriate)	NA
Evidence sources for views of stakeholders (consultation/workshops/focus groups/public meetings)	Not required
Publicity requirements (flyers, leaflets, radio broadcasts, press releases etc)	Not required
Barriers / dangers / risks Identify any weaknesses and potential pitfalls	<ul style="list-style-type: none"> • Failure to conclude within time limits set • No agreed outcome • Recommendations not workable/feasible
When to evaluate impact and response	After budget set
Methods for tracking / evaluation	TBA

PENRITH TOWN COUNCIL

FULL COUNCIL 25 SEPTEMBER 2017

SUPPORTING DOCUMENT

ITEM: 18

MATTER: Police and Crime Commissioner, and Cumbria Constabulary joint annual public consultation survey

EMAIL CORRESPONDENCE

Dear Colleague

Further to my email below regarding the extension date for completion of the attached survey. I am writing to let you know that Cumbria Constabulary have now agreed to let any parish council that will be holding its next parish meeting after the electronic deadline of 10th September to complete a paper copy and send it in to them by the end of September. The paper surveys will then be manually added to the electronic data collected.

If you would like a paper copy, please let me know and I will arrange for one to be sent out to you.

Best regards

Sonia

Sonia Hutchinson
Cumbria Association of Local Councils

Our contact details:

Sam - Monday to Wednesday, Sonia - Thursday & Friday

Postal address: Fire and Rescue Service Headquarters, Carleton Avenue, Penrith, Cumbria, CA10 2FA

Email address: office@calc.org.uk

Telephone: 01768 812663

Web: www.calc.org.uk

Paper survey - Copy circulated to members with agenda

Dear Sir / Madam

The Office of the Police and Crime Commissioner, and Cumbria Constabulary have launched a joint annual public consultation survey which offers people across the county an opportunity to let us know what is important to them, to help us improve the services we provide.

We should be really grateful if you would complete the survey, and encourage others to do the same.

The survey should take no longer than 10 minutes to complete. It will tell us:

- How safe you generally feel.
- What you think the main policing issues in your neighbourhood are.
- How confident you are in Cumbria Constabulary.
- How you would like to engage with Cumbria Constabulary
- If you have contacted the Constabulary in the past 12 months, how satisfied you were with the service you received.
- Your overall views of policing.
- What you know about the Office of the Police and Crime Commissioner.

Your response will help to inform future policing in the county. All responses are treated in strict confidence and are completely anonymous.

If you would like to take part, then please click on the attached link to access the survey via our website www.cumbria.police.uk.

The survey closes on the 31st August 2017.

Thank you for your help.

With kind regards,

Performance Consultant

Strategic Development, Corporate Improvement

W: www.cumbria.police.uk

Facebook: www.facebook.com/cumbriapolice

Twitter: www.twitter.com/cumbriapolice