



PENRITH TOWN COUNCIL

Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR
Tel: 01768 899773 Email: townclerk@penrithtowncouncil.co.uk

DATE: 5 March 2018

Dear Councillor

You are hereby summoned to attend a meeting of the:

FINANCE COMMITTEE

to be held on:

Monday 12 March 2018 2.00 pm – 3.00 pm Board Room, Penrith
Town Council Office, Unit 1, Church House, 19-24 Friargate.

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: -

PENRITH TOWN COUNCIL

AGENDA FINANCE COMMITTEE 5 MARCH 2018

2.00 PM – 3.00 pm Board Room, Penrith Town Council Office, Unit 1, Church House, 19-24 Friargate.

1. Apologies for Absence

To receive apologies from members.

2. Declaration of Interests and Dispensations

- a) 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 an 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

- b) 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.

3. Minutes of the Previous Meeting

To authorise the Chairman to sign the Minutes of the Meeting of the Finance Committee held on Monday 15 January 2018 as a true record.

4. Public Participation

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.

5. Public Bodies (admission to meetings) act 1960

To consider 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.

6. Payments for Orders, Goods and Services

- a) To note that all members received prior to the meeting, a copy of the payments schedule for the payment period, every invoice, a copy of the electronic banking system (EBS) transaction history and that all members had therefore verified that each payment aligned with the invoices.

- b)** To note that prior to each meeting the Chairman and Vice-Chairman would access the EBS and would confirm that:
 - i** The banking transactions history - from commencement to 28 February 2018 - follows the payments schedule for the same period.
 - ii** That the on-line history agrees with the transactions circulated with the meeting documents.
 - iii** The above would be noted and recoded in the minutes, recording the period covered by the bank transaction history and the number and amount of payments made.

NOTE: As this is the first occasion that the committee are considering the payments since the Council transferred to electronic banking, the relevant extract from the Council's Financial Regulations is appended to this agenda.

- c)** To receive reports for expenditure regarding decisions taken pursuant to delegated powers – Allotments - felling of trees and tree and hedge trimming.
- d)** To note that the Switch to transfer accounts from Unity Trust Bank to HSBC had been delayed and to approve an internal transfer of funds from Unity to HSBC of £40,000 that would leave balance of £8,659.78 in the Council's Unity account

7. Finance Report and Bank Reconciliation

- a)** To consider and approve the three-quarter budget report – to be circulated
- b)** To consider and approve the bank reconciliations for the period.

8. Data Protection

- a)** To receive an oral update.
- b)** To note that each member of the committee received with the meeting papers a copy of the NALC Data Protection Toolkit.
- c)** To consider the two quotations received for the provision of an outsourced DPO service.

9. Responsible Finance Officer Recruitment

- a)** To receive an oral update.
- b)** To note the recruitment pack.

10. Insurance Renewal

To agree to convene a meeting of the Finance Committee on 16 April to solely review insurance quotations and to consider the agreement terms.

11. 2018-19 Meeting Dates

To agree the date and times of the meetings for the forthcoming municipal year that will be considered by the Annual Town Council Meeting in May.



PENRITH TOWN COUNCIL

Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR
Tel: 01768 899 773 Email: office@penrithtowncouncil.co.uk

DRAFT Minutes of the meeting of the:

FINANCE COMMITTEE

Held on:

Monday 22 January 2017 2.00 pm – 3.00 pm Board Room, Penrith Town Council Office.

PRESENT:

Cllr. Kenyon

Chairman

Cllr. Burgin

Vice Chairman

Cllr, Baker

Cllr. Jackson

Cllr. Whipp

Asset Transfer Support Officer

Town Clerk

PENRITH TOWN COUNCIL

DRAFT MINUTES FINANCE COMMITTEE 22 JANUARY 2018

2.00 PM – 3.00 PM BOARD ROOM, PENRITH TOWN COUNCIL OFFICE

FIN.COM. 17/63 Apologies for absence

Apologies were received from the following members: Cllr. Connelly.

FIN.COM. 17/64 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.

FIN.COM. 17/65 Minutes of meetings

Members authorised the Chairman to sign the Minutes of the Meeting of the Finance Committee held on Monday 5 December 2016 as a true record.

FIN.COM. 17/66 Public participation

No members of the public, had requested in writing to speak prior to the meeting, are invited to speak on matters related to the agenda for up to three minutes.

FIN.COM. 17/67 Public bodies (admission to meetings) act 1960

There were no items should be considered without the presence of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960 Section 2.

FIN.COM. 17/68 Banking

a) Members received an oral update from the RFO regarding the transfer of accounts and the commencement of electronic banking:

i. HSBC

Members were informed that the electronic banking was set up with HSBC. All suppliers had submitted the necessary information to pay their invoices electronically. An invoice to a supplier had been successfully made. The HSBC Business Manager had been contacted requesting that the outstanding actions required by the September 2017 Full Council resolution PTC17/46 be implemented.

ii. NatWest

Members were informed that as the switch from Unity to NatWest had not been completed an internal transfer of £70,000 from NatWest to HSBC had been made. Full Council resolved in September 2017 PTC17/47 to reduce the number of the Council's current accounts from two to one. Since sending the agenda to members the RFO had received a bank statement from the NatWest that recorded an unauthorised a withdrawal of £375 made by a local company. The local company was contacted, and it transpired that the withdrawal was an internal branch error and the company made an immediate refund. The NatWest Fraud Team were informed. The RFO requested that members sign an account closure notice.

RESOLVED THAT:

The account closure notice be signed and submitted.

FIN.COM. 17/68 Banking Continued

- b) Members were asked to approve the addition of Cllr. Kenyon to the signatory mandate for the HSBC account.

RESOLVED THAT:

Cllr. Kenyon become a signatory to the Council's HSBC account.

FIN.COM. 17/69 Payments for approval

Members noted that all members received prior to the meeting, a copy of the payments schedule for the payment period, every invoice and that all members had therefore verified that each payment aligned with the invoices and that two signatories would authorise payments after the meeting.

RESOLVED THAT:

The payments schedule be approved.

FIN.COM. 17/70 Bring Site

Members received an oral update from the RFO regarding the correspondence from EDC and the request for a site visit.

FIN.COM. 17/71 Data Protection

Members received an oral update from the RFO. Members were given a copy of the advice from the legal team at the National Association of Local Councils which confirmed the research presented to the committee on 11 December 2017 that neither the Town Clerk or Deputy could act as a DPO.

The Clerk had met with the Council's IT provider KTD who was accredited to IASME who is one of five companies appointed as Accreditation Bodies for assessing and certifying against the Government's Cyber Essentials Scheme and as a local government office, it was essential that the Council undergo a Cyber Essentials PLUS audit which involved a technical audit. This includes: a business systems review, an internal and external penetration test of the network, compilation of an asset list a representative set of user devices, all internet gateways and all servers with services accessible to unauthenticated internet users. An assessor from KTD would test a suitable random sample of these systems (typically around 10 %) and then decide whether further testing is required.

The test results would be submitted to IASME who would provide an action plan. Once the action plan is carried IASME would issue a pass and the Council would be accredited. As resolved by this committee FIN.COM. 17/60, the audit had been requested.

FIN.COM. 17/72 Budget

Members considered the draft budget go forward to the next scheduled meeting of Full Council for approval.

RESOLVED THAT:

The draft budget go forward to Full Council for approval.

FIN.COM. 17/73 Next meeting

To note that the next Finance Committee Meeting will be held Monday 12 March 2018, Board Room, Penrith Town Council office.

CHAIRMAN:

DATE:

PENRITH TOWN COUNCIL

FINANCE COMMITTEE 12 MARCH 2018

MAINTENANCE OF ALLOTMENT BOUNDARIES

AUTHOR: Rosalyn Richardson
Deputy Town Clerk

SUPPORTING MEMBER:

ITEM NUMBER: 6C

The purpose of his report is to note the work that was required to be undertaken as a matter of urgency on the boundary of the Folly Lane Allotments.

RECOMMENDATIONS

1. To note the spending approved to remove 2 large multi stemmed self-set Elm Coppice; and
2. To note the spending approved to maintain approximately 100-120 metres of hedge along the rear boundary of the allotments along Folly Lane including target pruning of the encroaching Leylandii and the felling to ground level of self-set tree and shrub species including sycamore and hawthorn. The work will prevent regrowth of the coppice stumps.

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

4.1 It was brought to our attention by Penrith Allotment Association's Annual General Meeting that the boundary hedge at Folly Lane required work as the Leylandii hedge and some self-set trees and shrubs on the allotment side were encroaching onto the allotments. There were also two large multi stemmed self-set Elm coppice that were starting to affect the boundary hedge and wall and were causing difficulties for those allotment holders nearby.

4.2 Quotes were requested for the two pieces of work. Separately, the quotes fell within the £1000 that Officers were allowed to approve under delegated powers however, together they came just above the threshold.

4.3 As the work was time critical and was required to be carried out before March due to the start of the bird nesting season, and as birds were already showing an interest in the trees in question, the Town Clerk was consulted and approval to carry out the work was given.

4.4 The contract for the work was awarded to Eden Treescapes, an experienced local company who have previously done work for the Town Council and who commenced work on site week beginning 5 March 2018.

5. FINANCE IMPLICATIONS & RISK ASSESSMENT

5.1 There is a budget for public domain maintenance which would be used to cover the cost of this essential work.

5.3 If the work was not carried out there was a danger that someone could be injured should any tree branches come down and the Town Council, as the land owner, sued under Health and Safety Law.

5.4 Eden Treescapes provide full risk assessments for the work that they carry out.

6. APPENDICES ATTACHED TO THIS REPORT

Appendix A – Quotes from Eden Treescapes

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.

PLEASE NOTES THAT THE FOLLOWING DOCUMENTS HAVE NOT BEEN INCLUDED IN THE PUBLIC AGENDA:

Allotment and DPO quotations - In accordance with the Public Bodies (Admission to Meetings) Act 1960 section 1(2) that the quotations be confidential and not made available to press and public because of the confidential nature of the business to be considered – commercially sensitive.

GDPR Toolkit 2018 – an extensive document which is available via NALC on line.

RFO Advert & Written Particulars – These documents are subject to change.

FINANCE COMMITTEE ITEM 11 Draft Meetings Calendar 2018/19

2019

Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
1 Su	1 Tu	1 Fr	1 Su	1 We	1 Sa	1 Mo PL	1 Th	1 Sa	1 Tu <small>New Year's Day</small>	1 Fr	1 Fr	1 Mo PL	1 We
2 Mo <small>Easter Monday</small>	2 We	2 Sa	2 Mo PL	2 Th	2 Su	2 Tu	2 Fr	2 Su	2 We	2 Sa	2 Sa	2 Tu	2 Th
3 Tu	3 Th	3 Su	3 Tu	3 Fr	3 Mo PL	3 We	3 Sa	3 Mo PL	3 Th	3 Su	3 Su	3 We	3 Fr
4 We	4 Fr	4 Mo PL	4 We MM	4 Sa	4 Tu	4 Th	4 Su	4 Tu	4 Fr	4 Mo PL	4 Mo PL	4 Th	4 Sa
5 Th	5 Sa	5 Tu	5 Th	5 Su	5 We MM	5 Fr	5 Mo PL	5 We	5 Sa	5 Tu	5 Tu	5 Fr	5 Su
6 Fr	6 Su	6 We	6 Fr	6 Mo	6 Th	6 Sa	6 Tu	6 Th	6 Su	6 We	6 We	6 Sa	6 Mo <small>Early May Bank Hol.</small>
7 Sa	7 Mo <small>Early May Bank Hol.</small>	7 Th	7 Sa	7 Tu	7 Fr	7 Su	7 We	7 Fr	7 Mo PL	7 Th	7 Th	7 Su	7 Tu PL
8 Su	8 Tu	8 Fr	8 Su	8 We	8 Sa	8 Mo SSC	8 Th	8 Sa	8 Tu	8 Fr	8 Fr	8 Mo	8 We
9 Mo PL	9 We	9 Sa	9 Mo	9 Th	9 Su	9 Tu	9 Fr	9 Su	9 We	9 Sa	9 Sa	9 Tu MM	9 Th
10 Tu	10 Th	10 Su	10 Tu	10 Fr	10 Mo FC	10 We	10 Sa	10 Mo BTG	10 Th	10 Su	10 Su	10 We	10 Fr
11 We	11 Fr	11 Mo FC	11 We	11 Sa	11 Tu	11 Th	11 Su	11 Tu	11 Fr	11 Mo SSC	11 Mo FC	11 Th	11 Sa
12 Th	12 Sa	12 Tu	12 Th	12 Su	12 We	12 Fr	12 Mo FC	12 We	12 Sa	12 Tu	12 Tu	12 Fr	12 Su
13 Fr	13 Su	13 We	13 Fr	13 Mo	13 Th	13 Sa	13 Tu	13 Th	13 Su	13 We	13 We	13 Sa	13 Mo FC
14 Sa	14 Mo PL	14 Th	14 Sa	14 Tu	14 Fr	14 Su	14 We	14 Fr	14 Mo FC	14 Th	14 Th	14 Su	14 Tu
15 Su	15 Tu	15 Fr	15 Su	15 We	15 Sa	15 Mo BTG	15 Th	15 Sa	15 Tu	15 Fr	15 Fr	15 Mo	15 We
16 Mo FC+	16 We	16 Sa	16 Mo PTC	16 Th	16 Su	16 Tu	16 Fr	16 Su	16 We	16 Sa	16 Sa	16 Tu	16 Th
17 Tu	17 Th	17 Su	17 Tu	17 Fr	17 Mo	17 We	17 Sa	17 Mo MM	17 Th	17 Su	17 Su	17 We	17 Fr
18 We	18 Fr	18 Mo	18 We	18 Sa	18 Tu	18 Th	18 Su	18 Tu	18 Fr	18 Mo	18 Mo	18 Th	18 Sa
19 Th	19 Sa	19 Tu	19 Th	19 Su	19 We	19 Fr	19 Mo	19 We	19 Sa	19 Tu	19 Tu	19 Fr <small>Good Friday</small>	19 Su
20 Fr	20 Su	20 We	20 Fr	20 Mo	20 Th	20 Sa	20 Tu	20 Th	20 Su	20 We	20 We	20 Sa	20 Mo APTC
21 Sa	21 Mo APTC	21 Th	21 Sa	21 Tu	21 Fr	21 Su	21 We	21 Fr	21 Mo	21 Th	21 Th	21 Su	21 Tu
22 Su	22 Tu	22 Fr	22 Su	22 We	22 Sa	22 Mo	22 Th	22 Sa	22 Tu	22 Fr	22 Fr	22 Mo <small>Easter Monday</small>	22 We
23 Mo ATM	23 We AUDIT	23 Sa	23 Mo	23 Th	23 Su	23 Tu MM	23 Fr	23 Su	23 We	23 Sa	23 Sa	23 Tu	23 Th
24 Tu	24 Th	24 Su	24 Tu	24 Fr	24 Mo PTC	24 We	24 Sa	24 Mo	24 Th	24 Su	24 Su	24 We	24 Fr
25 We	25 Fr	25 Mo SSC	25 We	25 Sa	25 Tu	25 Th	25 Su	25 Tu <small>Christmas Day</small>	25 Fr	25 Mo MM	25 Mo PTC	25 Th	25 Sa
26 Th	26 Sa	26 Tu	26 Th	26 Su	26 We	26 Fr	26 Mo PTC	26 We <small>Boxing Day</small>	26 Sa	26 Tu	26 Tu	26 Fr	26 Su
27 Fr	27 Su	27 We	27 Fr	27 Mo <small>August Bank Hol.</small>	27 Th	27 Sa	27 Tu	27 Th	27 Su	27 We	27 We	27 Sa	27 Mo <small>Spring Bank Hol.</small>
28 Sa	28 Mo <small>Spring Bank Hol.</small>	28 Th	28 Sa	28 Tu	28 Fr	28 Su	28 We	28 Fr	28 Mo PTC	28 Th	28 Th	28 Su	28 Tu
29 Su	29 Tu	29 Fr	29 Su	29 We	29 Sa	29 Mo	29 Th	29 Sa	29 Tu		29 Fr	29 Mo ATM	29 We
30 Mo	30 We MM	30 Sa	30 Mo	30 Th	30 Su	30 Tu	30 Fr	30 Su	30 We		30 Sa	30 Tu	30 Th
	31 Th		31 Tu	31 Fr		31 We		31 Mo	31 Th		31 Su		

FC+ = EXTRA MEETING FOR INSURANCE QUOTATION REV

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

Cllr. Baker

Cllr. Burgin

Cllr. Connelly

Cllr. Kenyon

Cllr. Jackson

Cllr. Whipp

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

Councillors

Cllr. Clark

Cllr. Lawson

Cllr. Monk

Cllr. Thompson