



Penrith Town Council

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

Minutes of the meeting of the:

FINANCE COMMITTEE

Held on: 12 March 2018

PRESENT:

Cllr. Baker

Cllr. Burgin

Cllr. Kenyon

Cllr. Whipp

Town Clerk

PENRITH TOWN COUNCIL

MINUTES FINANCE COMMITTEE 5 MARCH 2018

FIN.COM.17/75 Apologies for Absence

Apologies were received from: Cllr. Connelly and Cllr. Jackson

FIN.COM.17/76 Apologies

Apologies were received from Cllrs Connelly and Jackson

FIN.COM.17/77 Declaration of Interests and Dispensations

- i.** Members were asked to receive any declarations of interest of any disclosable pecuniary or other registrable interests relating to any items on the agenda for the meeting – none received.
- ii.** Members were asked to apply for a dispensation, if councillor had a pecuniary interest in an item on this agenda, who wish to remain, speak and/or vote during consideration of that item. – none received.

FIN.COM.17/78 Minutes of the Previous Meeting

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

FIN.COM.17/79 Public Participation

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

FIN.COM.17/80 Public Bodies (admission to meetings) act 1960

Members considered whether item 12 should be considered without the presence of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960 Section 2 as the item would include several tender documents which would be commercially sensitive.

RESOLVED THAT:

The item be considered without the presence of the press and public.

FIN.COM.17/81 Payments for Orders, Goods and Services

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

RESOLVED THAT:

The EBS payments aligned with the invoices and were approved with an opening balance of £70,000 and the transaction history balance ending at £47,439.26.

FIN.COM.17/81 Payments for Orders, Goods and Services Continued

Members noted that the Lloyds corporate card reconciliations were circulated to members in advance of the meeting.

RESOLVED THAT:

The reconciliations be approved.

FIN.COM.17/82 Payments for Orders, Goods and Services continued

Members noted:

- i. That prior to the meeting the Chairman and Vice-Chairman were unable to access the live EBS transition history and that this would take place retrospectively when the Clerk received the access equipment. This review would be reported to the April meeting.
- ii. The report for expenditure regarding decisions taken pursuant to delegated powers – Allotments - felling of trees and tree and hedge trimming.

Members considered that the Switch to transfer accounts from Unity Trust Bank to HSBC had been delayed and were requested 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.

RESOLVED THAT:

The internal transfer of funds from Unity to HSBC of £40,000 from the Council's Unity account to HSBC.

FIN.COM.17/83 Finance Report and Bank Reconciliation

- i. Members considered the three-quarter budget report (as appended).

RESOLVED THAT:

The report be approved.

- ii. Members considered the bank reconciliations for the period.

RESOLVED THAT:

The reconciliations be approved.

FIN.COM.17/84 Data Protection - GDPR

Members noted that each member of the committee received a copy of the NALC Data Protection Toolkit, to provide an overview of the Council's responsibilities as a Data Controller and Data processor as it moves towards compliancy in May 2018.

Members considered two quotations the provision of an outsourced Data Protection Officer service.

RESOLVED THAT:

The contract be awarded to the Local Council Public Advisory Service for £300pa.

FIN.COM.17/85 Responsible Finance Officer Recruitment

Members noted the recruitment pack.

FIN.COM.17/86 Insurance Renewal

Members considered convening a meeting of the Finance Committee on 16 April to solely review insurance quotations and to consider the agreement terms.

RESOLVED THAT:

That the meeting be approved.

FIN.COM.17/87 2018-19 Meeting Dates

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

RESOLVED THAT:

That the dates for the municipal year 2018-19 be approved and that the meetings would start at 16.00hrs.

PART TWO – CONSIDERED WITHOUT THE PRESS & PUBLIC

FIN.COM.17/88 Grounds Maintenance Fairhill

Members considered the tenders to appoint to a supplier.

RESOLVED THAT:

The Council accept the tender offer from Lowther Forestry Group Ltd as contained within their tender document dated 2 March 2018, pending receipt of satisfactory references. The tender complied with the Council's approved Procurement Policy which states that:

"The Council will purchase locally wherever possible and where best value can be satisfied. The Council will primarily make purchases within the parish of Penrith and the district of Eden."

Appendices attached to these minutes

- Appendix A - EBS payments list
- Appendix B - 9 Month budget report

CHAIRMAN:

DATE:

APPENDIX A



Penrith Town Council

HSBC WEEKLY PAYMENTS SCHEDULE - SUMMARY 15-01-18 TO 28-02-2018

DATE: W/C 15/01/18

Inv. No	VERIFIED	REFERENCE INVOICE	SUPPLIER/PAYEE	NET	VAT	GROSS	CODE	BUDGET
115	YES	K105796	KTD	160.01	32.00	192.01	7550	IT

DATE: W/C 22/01/18

Inv. No	VERIFIED	REFERENCE INVOICE	SUPPLIER/PAYEE	NET	VAT	GROSS	CODE	BUDGET
116	YES	K106312	KTD	135.95	27.19	163.14	7550	IT

DATE: W/C 29/01/18

Inv. No	VERIFIED	REFERENCE INVOICE	SUPPLIER/PAYEE	NET	VAT	GROSS	CODE	BUDGET
117	YES	K106523	KTD	231.10	46.22	277.32	7550	IT
118	YES	21052	CUMBRIA MAILING SERVICE	124.96	24.99	149.95	NEW	DEVOLVED SERVICES
119	YES	K106639	KTD	394.50	78.90	473.40	7550	IT

DATE: W/C 05/02/18

Inv. No	VERIFIED	REFERENCE INVOICE	SUPPLIER/PAYEE	NET	VAT	GROSS	CODE	BUDGET
120	YES	3070420	CUMBRIAN NEWSPAPERS LTD	401.00	80.20	481.20	6201	ADVERTISING
121	YES	SINV10270679	HEATONS	100.32	20.06	120.38	7500	STATIONERY
122	YES	17/PTC/2188	PENRITH PARISH CENTRE	0.00	0.00	28.00	7100	ROOM HIRE
123	YES	K106717	KTD	156.00	31.20	187.20	7550	IT

DATE: W/C 12/02/17

Inv. No	VERIFIED	REFERENCE INVOICE	SUPPLIER/PAYEE	NET	VAT	GROSS	CODE	BUDGET
124	YES	SINV10272132	HEATONS	93.84	18.77	112.61	7800	REPAIRS & RENEWALS
125	YES	SI-2524	COLOURMEDIA	40.00	8.00	48.00	NEW	SUB- PENRITH IN BLOOM

DATE: W/C 19/02/17

Inv. No	VERIFIED	REFERENCE INVOICE	SUPPLIER/PAYEE	NET	VAT	GROSS	CODE	BUDGET
126	YES	NA	C. GREY EXPENSES	13.96	0.00	13.96	7500	1.96 STATIONERY
							5014	12.00 PENRITH IN BLOOM
				TOTAL 13.96				

APPENDIX B

PENRITH TOWN COUNCIL

FINANCE COMMITTEE 12 MARCH 2018

BUDGET MONITORING REPORT: 1 APRIL TO 31 DECEMBER 2017

AUTHOR: D. RAWSTHORN/V.TUNNADINE

ITEM NUMBER:7

RECOMMENDATIONS

That the report be approved.

LAW

The Audit Commission Act 1998 and subsequent regulations govern the accounting and audit practises and financial management of the Council.

1 Introduction

1.1 This report monitors the Council's actual spend against its agreed budget for the first nine months of the year. The budget shown is the revised budget for 2017-18 as agreed by council on 26 February 2018.

1.2 The report refers in several places to the possible roll forward of certain budgets for specified reasons. Any such roll forwards will be reported to Council on 21 May for consideration.

2 Monitoring statements

2.1 The monitoring statements are appended to this covering report. The format of the statement follows the same format as that used when the budget was considered by the Council. There are the following statements (in order);

- Budget summary
- Planning committee
- CCEG committee
- CCEG committee: detail
- Finance committee
- Finance committee: detail

2.2 The monitoring statement breaks down to the lowest level of budget detail.

NB there is no detail for the planning committee as there are only a few budgets for this committee.

2.3 In general, the budget to date figures are shown on a pro rata basis i.e. nine months of the budget (i.e. 75% of the annual budget). In a few cases the budgets are profiled so that the budget to date reflects when expenditure or income is expected to arise. So, for example, the budget to date for the precept is 100% of the total budget as this is expected to be received in April each year. Similarly, the data protection budget to date is 0% of the total budget as this is expected to be incurred in March.

2.4 The statements are drawn from, and reconcile to, the trial balance produced by the Council's external accountancy provider.

2.5 The statements do not include commitments.

2.6 The statements do not include any forecast of net spend for the rest of the year. However, the commentary section below does make some reference to the remainder of the year.

3 Commentary on statements

3.1 Planning Committee

a. Net spend of £13,010 is shown against the budget to date of £18,750.

b. The timing of spend is determined by the work cycle of the Neighbourhood Plan. It is unlikely that there will be substantial additional expenditure in the final quarter of the year leading to an increased underspend by the year-end. This will reflect the fact that the timescale for the Plan has been later than originally anticipated. Obviously, the planned work will still need to be done and funded. It is likely that there will be a future request to roll forward part of any unspent budget as at 31 March 2018.

3.2 CCEG committee

a. Net spend of £49,768 is shown against the budget to date of £89,875.

b. In considering this underspend against the budget to date it should be noted;

- The £15,000 budget to contribute to the Castle Park development group will not be spent in 2017/18 due to the need to re-submit the lottery bid. It is likely that there will be a request to Council to roll forward this unspent budget as at 31 March 2018.
- The CCEG meeting on 13 March is considering a range of events and sponsorship grants which would be payable before the year-end. If these are all agreed, then these will total just over £24,000
- In agreeing its budget at its February meeting, the council agreed that the CCEG committee could carry forward any underspend in 2017/18 in to 2018/19, up to a maximum of £20,000. This was agreed to help offset the reduction in the CCEG's budget for 2018/19. This will be reported to Council on 21 May along with other proposals for budget carry forwards.

3.3 Finance committee

- a. Net spend of £163,610 is shown against the budget to date of £173,820.
- b. There are no significant areas of underspend.

3.4 Budget summary

The overall summary shows actual net expenditure of £219,357 compared to budgeted net income of £275,414. This is a variance of £56,057 and is largely explained by the underspend of £40,107 on the CCEG committee (see comments above)

4 Appendices

- Budget Monitoring Summary
- Planning Committee
- CCEG Committee
- CCEG Committee detail
- Finance Committee
- Finance Committee detail.

Budget monitoring statement: Summary

1 April to **31**
December

		Revised	To 31 Dec 17		
		Budget	&	<i>Budget</i>	
		2017/18	Income	<i>Note 1</i>	Variance
Planning committee		25000	13010	18750	5740
CCEG committee		123500	49768	89875	40107
Finance committee		218388	163610	173820	10210
CTRS grant	Note 2	-7031	-7031	-7031	0
Net Expenditure		359857	219357	275414	56057
Precept	Note 2	-372145	-372145	-372145	0
Contribution (-)to general reserves		-12289	-152788	-96731	56057

Notes

- 1) Unless stated otherwise the budget is profiled on a pro rata time basis i.e. 9m of 12m budget
- 2) Profiled to be all month 1

Budget monitoring: planning committee

1 April to

31December

	Revised	To 31 Dec 17		
	Budget	Expend	Budget	
	2017/18	& Income	Note 1	Variance
Officer support	6000	4731	4500	-231
Planning consultancy	7000	7420	5250	-2170
Specialist consultancy fees		72	0	-72
Consultation events	7000	312	5250	4938
Printing stationery	5000	475	3750	3275
Net cost	25000	13010	18750	5740

Notes

1) All budgets profiled on a pro rata basis

Budget monitoring statement: CCEG committee

1 April to 31 December

	Budget 2017/18	To 31 Dec17		Variance
		Expend & Income	Budget Note 1	
Sports and recreation	20000	5000	16250	11250
Arts and entertainment	34000	10490	19500	9010
Environment	18200	8163	15650	7487
Tourism	23800	11588	17850	6262
Grants	27500	14527	20625	6098
Net expenditure	123500	49768	89875	40107

Note

- All budgets profiled on a pro rata basis, except for allotment, EDC event funding and bring site income which is profiled as 100% in Q1

CCEG committee:		Revised Budget 2017/18	To 31 Dec 17		Variance
DETAIL			Expend & Income	Budget Note 1	
2	Sports and recreation				
	Castle Park Dev Group	15000	0	11250	11250
	Fairhill play equipment grant	5000	5000	5000	0
	Total	20000	5000	16250	11250
3	Arts and entertainment				
	Events: officer support	5000	3490	3750	260
	Events: spend	48000	31000	36000	5000
	Events: EDC funding	-24000	-24000	-24000	0
	Cultural strategy	5000	0	3750	3750
	Total	34000	10490	19500	9010
4	Environment				
	Penrith in bloom	8000	8000	8000	0
	Britain in Bloom	10000	0	7500	7500
	Community greening	200	163	150	-13
	Total	18200	8163	15650	7487
5	Tourism				
	Christmas lights/ events	13800	10000	10350	350
	Promoting Penrith/lnw invt	10000	1588	7500	5912
	Total	23800	11588	17850	6262
6	Grants	27500	14527	20625	6098

Budget monitoring: finance committee

1 April to	31 December	Budget 2017/18	To 31 Dec 17		Variance	Detail
			Expend & Income	Budget Note 1		
Civic functions		3300	735	2550	1815	Note 2
Cost of democracy		1704	1525	1654	129	Note 3
Staffing		131464	101556	98598	-2958	Note 4
Staff costs recharged		0	-8221	0	8221	Note 5
Accommodation		31971.5	28391	31617	3225	Note 6
IT		14728	10799	11046	247	Note 7
Communications		4200	2384	3150	766	Note 8
Services		-1068	2432	-1176	-3608	Note 9
Data Protection		2000	0	0	0	Note 10
Other overheads		17427	10681	13720	3039	Note 11
Repairs and Renewals		12661	13328	12661	-667	Note 12
Net expenditure		218388	163610	173820	10210	

Notes

- 1 All budgets profiled on a pro rata basis

Finance committee:**DETAIL**

	Budget	To 31 Dec 17	Budget	
	2017/18	Expend	Note 1	Variance
		&		
		Income		
Civic function				
Civic functions	1500	278	1125	847
Mayoral expenses	1000	24	750	726
Civic regalia	300	318	300	-18
Dep Mayor Exp	500	115	375	260
Total	3300	735	2550	1815
Cost of Democracy				
Annual meeting	200	187	200	13
Members				
expenses	200	34	150	116
Honours boards	1304	1304	1304	0
Total	1704	1525	1654	129
Staffing				
Gross wages	101328	77350	75996	-1354
NI	22062	6904	16547	9643
Super	6074	16020	4556	-11464
Training	2000	1282	1500	218
Total	131464	101556	98598	-2958
Staff costs recharged				
To planning	0	-4731		4731
To				
CCEG	0	-3490		3490
Total	0	-8221	0	8221
Accommodation				
Move	25540	23220	25540	2320
Rent	5011.5	4889	5012	123
Heat, light and water	900	198	675	477
Service charges	400	84	300	216
Room hire	120		90	90
Total	31971.5	28391	31617	3225
IT				
Telecoms/ IT	14728	10799	11046	247
Total	14728	10799	11046	247
Communications				
Advertising	1000		750	750
Website	1000	876	750	-126
Community engagement	500		375	375
Signage, etc	1700	1508	1275	-233
Total	4200	2384	3150	766

DETAIL		Budget 2017/18	Expend & Income	Budget Note1	Variance
Services	General	4000	2870	3000	130
	Bring Site	-1400	-1400	-1400	0
	Allotments	1152	1062	864	-198
	War memorials	-100	-100	-100	0
	Benches	-1500		-1125	-1125
	Bus shelters	-780		-585	-585
	Bandstand	-2230		-1673	-1673
	Monument	-810		-608	-608
	Fairhill	600		450	450
	Total	-1068	2432	-1176	-3608
Data Protection		2000		0	0
Other overheads					
	Printing and stationery	1200	985	900	-85
	Postage	600	512	450	-62
	Audit fees: internal	500	443	375	-68
	Audit fees: external	600	600	600	0
	Insurance	2000	1606	2000	394
	Bank charges	167	72	125	53
	Accountancy	7700	5088	5775	687
	Legal Fees	3000		2250	2250
	Licences	250		188	188
	Subscriptions	1410	1375	1058	-318
	Total	17427	10681	13720	3039
Repairs and renewals					
	R & R	12661	13328	12661	-667

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