



Penrith Town Council

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

Date: 10 June 2019

Dear Councillor

You are hereby summoned to attend a meeting of the:

FINANCE COMMITTEE

to be held on:

Monday 17 June 2019 6.00 pm – 8.00 pm Board Room, Penrith Town Council Office, Church House.

A handwritten signature in black ink, appearing to read '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: -

PENRITH TOWN COUNCIL

AGENDA FINANCE COMMITTEE 17 JUNE 2019

6.00 PM – 8.00 PM Board Room, Penrith Town Council Office, Church House.

1. Apologies for absence

To receive apologies from members.

2. Appointment of Vice Chairman

To appoint a Vice Chairman.

3. Declaration of interests and dispensations

Members will be asked to disclose their interests in matters to be discussed and to decide requests for dispensations.

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 items 16, 17, 18 should be considered without the presence of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960 Section 2.

Members are reminded to note that to disclose decisions would be a breach of the Council's obligations under the Data Protection Act 1998 and these matters are considered exempt under Section 100A(4) of the Local Government Act 1972, and members of the public (including the press) should be excluded from the meeting during discussion of the of items of business. All three matters involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1 to Schedule 12A of the Act, information relating to the financial or business affairs of any particular person (including the authority holding that information).

6. Finance Committee Terms of Reference

Members are asked to note the Finance Committee Terms of Reference.

7. Finance Committee Meeting Arrangements

To consider the timings of the 2019-20 Finance Committee meetings.

8. Finance Committee Work Plan

Members to consider the Finance Committee Work Plan for the municipal year 2019/20.

9. Budgetary Control Statement 2019/20: 31 May 2019

To review and approve the budgetary control statement for the period to 31 May 2019.

10. Payments for Approval

- a) To note that prior to the meeting Cllr. Burgin and Cllr Jackson will access the Electronic Banking System to reconcile the monthly report of all payments made for the relevant period and will then recommend for approval that each payment aligned with the invoices.
- b) To approve and record the monthly report of payments for April and May 2019.

11. Bank Reconciliation

To approve and sign the bank reconciliation as at 30 April 2019 and 31 May 2019.

12. Town Council Investments

To agree arrangements for the operation of the Council's new CCLA Public Sector Deposit Fund account and to review its range of investments.

13. Bench Disposal Policy

To consider and approve the draft bench disposal policy.

14. Officer Training Request

To consider for approval a request for staff training.

15. Next meeting

To note that the next Finance Committee Meeting will be held on Monday 09 September 2019 in the Board Room, Penrith Town Council Office, Church House.

PART TWO ITEMS

16. Legal Support

To consider the legal support required to deliver the aims and objectives of the Town Council and devolution of assets and services.

17. External Accountancy Service

To note the revised responsibilities for routine finance functions and the commencement of discussions with the external accountancy provider regarding their fees.

18. Land Transfer Thacka Beck (Pategill)

To consider access issues with the land at Thacka Beck (Pategill)

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

Cllr. Burgin

Chairman

Cllr. Bowen

Cllr. Hawkins

Cllr. Jackson

Cllr. Kenyon

Cllr. Shepherd

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

Councillors

Cllr. Clark

Cllr. Davies

Cllr. Donald

Cllr. Fallows

Cllr. Knaggs

Cllr. Lawson

Cllr. Snell

Cllr. Whitby

ITEM 6 FINANCE COMMITTEE TERMS OF REFERENCE

KEY MATTERS:

Finance, staffing, property, communications, devolution, and resource management and monitoring.

TERMS OF REFERENCE

MEMBERSHIP	SIX Members of Penrith Town Council.
QUORUM	THREE Members of the Committee.
POWER	Local Government Act 1972, Sections 101 and 102.
TERMS	<p>The Council's Standing Orders apply to all meetings of the Committee.</p> <p>The Committee shall be appointed on an annual basis at the Annual Meeting of the Town Council when the Committee Chairman will be appointed.</p> <p>The first order of business of the first meeting of the Committee after its annual appointment will be to elect a Vice-Chairman.</p> <p>Unless the Council directs otherwise, the Committee may arrange to devolve any of its functions to a Sub-Committee or to Officers of the Council.</p> <p>The Committee will meet bi-monthly.</p> <p>Meetings shall be open to the public unless the Committee feels it appropriate to exclude the press and public for specific items.</p> <p>Members of the Committee will receive an agenda and supporting papers in accordance with the Councils Standing Orders.</p> <p>All Members of the Council will receive an agenda only, sent via email.</p> <p>Notice of meetings will be published in accordance with the Councils Standing Orders.</p>
LIMITATIONS	<p>Only Members of the Committee may vote on agenda items.</p> <p>Non-Members of the Committee may attend in their capacity as a Councillor and will be allowed to speak on an agenda item with the agreement of the Chairman.</p> <p>Non-Members of the Committee are subject to the same rules as Committee Members regarding confidentiality and the requirements of the Code of Conduct.</p> <p>Non-Members of the Committee have no more rights at Committee meetings than members of the public.</p>

FINANCE COMMITTEE

RESPONSIBILITIES	DELEGATED POWERS The committee has delegated authority:
To provide guidance to Committees and Council on overall levels of income and expenditure	To review and monitor the income and expenditure of the Council as a whole.
To consider the annual draft budget	None
To recommend the draft precept to Full Council	None
To authorise all income and expenditure	To authorise all payments.
To receive financial reports and monitor and Report to Full Council.	To monitor income and expenditure.
Management of Investments	To review the Council's Investment Strategy and monitor compliance. To manage the arrangements for investments and to make recommendations to Council where appropriate.
To consider and award contracts for work	To consider and award contracts for work up to the value of £24,999
To implement the procurement/tender procedures for contracts in excess of £25,000	To ensure that lawful procurement procedures followed including the publication and results of tenders
To review all policies and procedures related to financial matters	To ensure that all policies and procedures are compliant with statutory requirements
To review the Council's Asset Register To review the Council's insurance on an annual basis and ensure that the Council's property is adequately insured	Delegated authority to oversee insurance of the Council's property.
To consider use, upkeep, leases, licences rents and fees for any facilities / buildings.	To review and be responsible for the efficient and effective management of the Council's assets.
To ensure the preservation of probity and good financial practices within the Council.	To annually review the Financial practises of the Council.

Debt monitoring and recovery to be the responsibility of the Committee (above a de minimis level of £7,000).	To recover debts on behalf of the Council.
To consider the Internal Audit and External Audit reports, and report findings and recommendations to Full Council.	To review the Internal Audit and External Audit Reports implement any required actions.
Delegated financial powers within the approved budget	
To ensure that PAYE, NI and pension payments are appropriately deducted from employees' salaries and paid as required by law	To ensure that the Council complies with the employment law requirements.
To appoint staff as required	To resolve the recruitment of all staff except the appointment of the Town Clerk, which, by recommendation of this Committee, must be approved by Full Council.
To monitor financial risk and ensure that adequate financial risk management is in place.	To appoint an internal auditor, to approve the internal audit plan, to review the risk assessment related to finance, and to review internal systems of control to ensure adequate financial risk management. To monitor regular financial reports and bank reconciliations from the external accountancy service.
To monitor risk management and ensure that adequate risk management is in place.	To receive and review all the Councils risk assessments annually.
To oversee the management of all the Council's property and assets.	To ensure that the Council's property is managed properly.
To manage the Councils reserves.	To annually review the reserves policy.
To delegate areas of responsibility to either a sub-committee, or an officer.	Power to delegate.
To consider the recommendations of the Staffing Sub-Committee a standing subcommittee of the Finance and Resources Committee.	To consider all recommendations related to staff To make recommendations to Full Council on matters related to pay and pensions for the Town Clerk. To resolve pay, pensions & conditions for all other Council staff

APPROVED FULL COUNCIL 20 MAY 2019

ITEM 8 WORK PLAN



Penrith Town Council

FINANCE COMMITTEE WORK PLAN 2017-2023



Strategic Priority: Health and Wellbeing Finance Committee

Priority	Target/Measure	Timescales	Progress at 30 September 2019	Outturn - progress at 31 March 2020	Reason for any under performance and revised date when target will be met
<p>To assume the responsibility for devolved assets and services that contributes to the quality of life for residents and the visitor experience of Penrith</p>	<p>Furtherance of Tranche 2 Devolution of Assets from EDC to include: Coronation Gardens, Play Areas, Grass Cutting</p> <p>Completion of the sale of land to the rear of Penrith Hospital, known as Thacka Glen from CCC.</p> <p>To raise with EDC the Council's wish to discuss public toilet provision.</p> <p>To finalise the lease with the Penrith Allotment Association</p>	<p>30/10/19 TBC TBC</p> <p>30 September 2018</p> <p>30/07/19</p> <p>30/08/19</p>			

Strategic Priority: Health and Wellbeing Finance Committee

Priority	Target/Measure	Timescales	Progress at 30 September 2019	Outturn - progress at 31 March 2020	Reason for any under performance and revised date when target will be met
To assume the responsibility for devolved assets and services that contributes to the quality of life for residents and the visitor experience of Penrith	To establish service contracts where required to ensure that devolved assets are maintained to meet legislation and best practice standards.	Ongoing			
	To monitor and review the Grounds Maintenance Contract for the Fairhill Playing Field ensuring the outcomes of the specification are met.	30 October 2019			
	To agree arrangements for Play Area Inspections at Fairhill beyond 30 September 2019	30 September 2019			

Strategic Priority: Health and Wellbeing Finance Committee

Priority	Target/Measure	Timescales	Progress at 30 September 2019	Outturn - progress at 31 March 2020	Reason for any under performance and revised date when target will be met
To preserve and enhance the nature of the town.	To re-appoint the Community Caretaker Contract and to meet the service standards as set out within the job role.	25 June 2019			
	To continue the phased replacement of seats and benches in the town with the installation of 9 new benches this municipal year.	31 March 2020			
To support and contribute to the social fabric of the town, enhancing community facilities and supporting arts and culture.	To secure funds of £75k to enable the Fairhill improvement project to progress	30 September 2019			

Strategic Priority: Health and Wellbeing Finance Committee

Priority	Target/Measure	Timescales	Progress at 30 September 2019	Outturn - progress at 31 March 2020	Reason for any under performance and revised date when target will be met
To support and contribute to the social fabric of the town, enhancing community facilities and supporting arts and culture.	To agree a specification and seek tender prices for the Fairhill improvement project.	28 February 2020			
	To process Bandstand Hire Applications in accordance with the approved policy.	Ongoing			
	To repaint the steps at Cornmarket Bandstand	30 October 2019			
	Subject to the successful transfer of Thacka Glen, to then work with stakeholders to consider future improvements to the site.	31 March 2020.			



Penrith Town Council

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Tel: 01768 899 773 Email: office@penrithtowncouncil.co.uk

FINANCE COMMITTEE 17 JUNE 2019

BUDGETARY CONTROL STATEMENT 2019/20: EXPENDITURE TO 31 MAY 2019

AUTHOR: Jack Jones - RFO

**SUPPORTING MEMBER: Cllr Roger Burgin -
Chairman of Finance
Committee**

ITEM NUMBER: 09

To review and approve the budgetary control statement for the two month period to 31 May 2019.

RECOMMENDATIONS

The Committee is recommended to:

- a) review and approve the budgetary control statement; and
- b) consider whether it would prefer future budgetary control statements to monitor expenditure against the latest rather than the approved budget.

1. LAW

The Local Government Act 1972 requires the Council to have sound financial management.

2. LINKS TO COUNCIL PRIORITIES

Robust budgetary control supports the Council in its delivery of priorities within the approved budget framework.

3. REPORT DETAILS

A. Budgetary Control Statement (Appendix A)

The attached budgetary control statement shows the following information, analysed over the most detailed budget headings:

- The full year's Approved Budget for 2019/20, which was ratified by Council on 27 January 2019. The Committee will note that, since that meeting, the following amendments to the budget have been agreed:
 - Planning Committee has been allowed to carry forward £23,715 unspent budgetary provision from 2018/19 into 2019/20.
 - A contribution of £5,000 from the Devolution Reserve will fund the Council's initial contribution to project assisted by the Fairhill EDC Signature Projects Fund.
 - An estimated £5,625 has been allocated from the General Reserve for the implementation of the Website Accessibility Regulations.
- The budget to date, which is the anticipated budget for the first two months of the year, based on a forecast of the expected pattern of income and expenditure, known as the budget profile. For most headings, this profile will be a simple pro-rata of the annual budget (ie 2/12ths for the current period), however more detailed profiles have been used for several budget headings (eg Greening expenditure is weighted towards the first half of the year).
- Actual income and expenditure to 31 May, based on the matching principle, which means taking account of all income and expenditure which relates to the period, irrespective of when it is paid/received.
- The variance between the actual income and expenditure and the profiled budget for the period. Variances are expressed as favourable (positive) where there is an underspending or increased income, and as adverse (negative and bracketed) where there is an overspending or reduced income.
- The position on the Council's three reserves: its General Reserve, Devolution and Acquisitions Reserves, at the end of May. It is assumed that the contributions to or from the annual budget to the two earmarked reserves will take place on 31 March 2020 as part of the closure of the year's accounts.

B. Commentary

Most budget headings show little expenditure or spending in line with the budget to date. This is to be expected as activity in April and May has been focused on elections and induction for new Councillors, with expenditure mainly on routine items.

B.1 Planning Committee

- The budget profile assumes that the lump sum provision of £20,000 will be spent evenly throughout the year. There has been minimal expenditure to date, so a £3,250 underspending is shown in the statement.

B.2 CCEG Committee

Net spend of £2,218 is shown against the profiled budget of £13,933, a variance of £11,715.

- There has been no expenditure against two of the Committee's budgets, Events Grants and General Grants. As the budgets are profiled evenly, there are underspendings of £5,000 and £5,333 respectively.

B.3 Finance Committee

Net expenditure of £45,816 is shown against the budget to date of £50,380, an underspending of £4,564.

- The Elections budget is underspent by £3,637. The budget was set on the basis of all seats being contested, so the estimated costs are significantly lower than budgeted. Several costs associated with Councillors' induction have been charged against the underspending to avoid pressure on other budgets.
- To date, £3,981 has been spent on the Website Accessibility Regulations; although the budget has been amended to £5,625, the heading shows an overspending as the Approved Budget was nil.
- There has been no spending against the profiled budget of £1,667 for Repairs and Renewals.

B.5 Contingency

- The profiled portion of the contingency provision, £833, is shown as fully underspent as any unforeseen costs are allocated to the correct budget heading.

B.6 Total Expenditure & Increase/Decrease in General Reserve

- The individual budget variations result in an underspending of £20,362 against the profiled budget of £68,479. As there is a £13 variance on income, there is a variation of £20,375 on the profiled amount transferred to the General Reserve.

B.7 Reserves

- The approved budget forecast that the General Reserve balance would be £104,074 at 1 April 2019. Closure of the 2018/19 Accounts confirmed that the Reserve opened the current year at £181,256, which was £77,182 higher than forecast. The profiled budget assumes that the Reserve would increase by £5,820 in the period, resulting in a balance of £109,894 at 31 May. The actual balance at the month end is £207,451, which is £97,557 higher than expected.
- The Devolution Reserve balance at 1 April 2019 was £55,815; this was £1,365 lower than forecast, however this will not create a funding problem. The Approved Budget provides for a contribution of £36,719 to be made to the Reserve; the profile assumes that the transfer will be made in March next year.
- The Approved Budget assumes that no use will be made of the £50,000 held in the Acquisitions Reserve during 2019/20, although this money will be available if an opportunity arises.

C. Balance Sheet (Appendix B)

Appendix B shows the Council's balance sheet as at 31 May 2019. The following points may be noted:

- The investment of £138,860 is with the Penrith Building Society.
- The main debtor balance is £1,393 VAT which will be recovered from HMRC.
- Prepayments of £10,572 include adjustments for insurance, office rental, licences, subscriptions and maintenance agreements.
- The Cash at Bank figure of £567,815 is relatively high because it includes precept and devolved services grant income for the full financial year and the effect of the higher General Reserve balance.
- Accruals of £10,597 represent goods and services received before 31 May, where the payment was not made by that date. The main items are £3,067 audit and accountancy fees, £2,772 payroll costs and £1,124 for Cumbria in Bloom signs.

- The Payroll Control balance of £7,135 relates to the May payroll; the total is due to HMRC for income tax and national insurance and to Cumbria Pension Fund for superannuation.
- The Receipts in Advance figure comprises £384,477 income for the period from 1 June 2019 to 31 March 2020, already received from Eden DC as precept or devolved services grants, together with £3,359 from United Utilities for planting maintenance at Fairhill.

D. Conclusion

The budgetary control statement shows that overall spending to the end of May has been contained within the profiled budget as expenditure for the period has been relatively low and there are no problems about overspends. Similarly, there are no concerns arising from the Council's balance sheet at 31 May.

The Committee is asked to consider whether future budgetary control comparisons should be made with the latest budget (including the amendments referred to at section 3A above) rather than the Approved Budget as this would tend to reduce the number of under/overspendings which have already been recognised and action taken.

4. FINANCE IMPLICATIONS

This report is concerned solely with financial management.

- Income & Expenditure and Balance Sheet statement.

5. RISK MANAGEMENT

RISK	CONSEQUENCE	CONTROLS REQUIRED
Income and expenditure are not monitored regularly.	The Council may fail to receive expected income or may incur unexpected overspending, potentially leading to the curtailment of planned expenditure.	A sound budgetary control system with regular reporting and identification of issues.

6. APPENDICES ATTACHED TO THIS REPORT

- Income & Expenditure and Balance Sheet statements

7. BACKGROUND PAPERS

- Transaction and trial balance reports from the Sage accountancy system
- Budgetary control working paper



Penrith Town Council

BUDGETARY CONTROL STATEMENT: TWO MONTHS ENDED 31 MAY 2019

Approved Budget 2019/20	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£		£	£	£
	INCOME			
437,813	Precept: Council Tax	72,969	72,969	0
7,940	EDC - CTRS Grant	1,323	1,323	0
	Other Income:			
30	Investment Interest	5	20	15
10	Miscellaneous Income	2	0	(2)
445,793	TOTAL INCOME	74,299	74,312	13
	EXPENDITURE			
	PLANNING COMMITTEE:			
0	Officer Support	0	0	0
0	Planning Consultancy	0	83	(83)
20,000	Consultation	3,333	0	3,333
20,000	Planning Committee Total	3,333	83	3,250
	CCEG COMMITTEE:			
30,000	Town Projects	0	0	0
	Arts & Entertainment:			
5,000	Officer Support	833	284	549
30,000	Events Grants	5,000	0	5,000
35,000		5,833	284	5,549
	Environment:			
21,000	Greening	2,000	1,670	330
500	Community Gardeners/Greening	83	0	83
21,500		2,083	1,670	413
32,000	Grants	5,333	0	5,333
	Corporate Communications:			
770	Advertising	128	115	13
1,020	Website	170	0	170
1,780	Community Engagement	213	149	64
1,040	Press Support	173	0	173
4,610		684	264	420
123,110	CCEG Committee Total	13,933	2,218	11,715
	FINANCE COMMITTEE:			
	Staffing:			
156,010	Salaries	26,002	26,002	0
14,450	National Insurance	2,408	2,398	10
27,260	Superannuation	4,543	4,544	(1)
3,300	Training & Expenses	333	230	103
201,020		33,286	33,174	112

Approved Budget 2019/20	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£		£	£	£
	Accommodation:			
7,700	Rent	1,283	1,250	33
1,850	Heat, Light & Water	308	305	3
650	Service Charges	108	187	(79)
220	Room Hire	37	30	7
330	Insurances	55	53	2
(100)	Letting Income	(17)	(24)	7
10,650		1,774	1,801	(27)
	Civic Functions:			
1,550	Civic Functions	258	0	258
1,000	Mayoral Expenses	167	0	167
500	Deputy Mayor's Expenses	83	0	83
400	Civic Regalia	67	67	0
3,450		575	67	508
	Cost of Democracy:			
300	Annual Meeting	300	188	112
5,420	Elections	5,420	1,783	3,637
200	Members' Expenses	33	225	(192)
500	Notice/Honours Board	83	0	83
6,420		5,836	2,196	3,640
15,280	IT	2,547	2,266	281
	Devolved Services:			
(1,400)	Bring Site	(233)	(233)	0
0	Allotments	0	(75)	75
650	War Memorial	108	(8)	116
870	Benches	145	(105)	250
(310)	Bus Shelters	(52)	(182)	130
(170)	Bandstand	(28)	(70)	42
290	Musgrave Monument	48	(88)	136
(6,340)	Fairhill Park	(1,057)	(1,110)	53
0	Toilets	0	0	0
1,100	Play Areas	183	0	183
1,175	Coronation Gardens	196	0	196
310	Fairhill United Utilities Planting Maintenance	52	0	52
4,500	Fairhill Site Improvements	750	0	750
750	Signage, etc	125	0	125
8,200	Community Caretaker	1,367	1,842	(475)
36,719	Contribution to/(from) Devolution Reserve	0	0	0
46,344		1,604	(29)	1,633
0	Website Accessibility Regulations	0	3,981	(3,981)
	Other Overheads:			
2,300	Printing, Postage & Stationery	383	204	179
1,600	Audit Fees	267	244	23
2,300	Insurance	383	506	(123)
100	Bank Charges & Interest	17	11	6
7,800	Accountancy Fees	1,133	1,000	133
3,200	Legal Fees	533	0	533
250	Licences	42	86	(44)
2,000	Subscriptions	333	309	24
19,550		3,091	2,360	731
10,000	Repairs & Renewals	1,667	0	1,667
312,714	Finance Committee Total	50,380	45,816	4,564
5,000	Contingency	833	0	833
0	Transfer to/(from) Acquisitions Reserve	0	0	0
460,824	TOTAL EXPENDITURE	68,479	48,117	20,362
(15,031)	INCREASE/(DECR) IN GENERAL RESERVE	5,820	26,195	20,375

Approved Budget 2019/20	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£		£	£	£
	RESERVES:			
	General Reserve:			
104,074	Balance brought forward 1 April 2019	104,074	181,256	77,182
(15,031)	Increase/(decrease) in year	5,820	26,195	20,375
89,043	Balance carried forward	109,894	207,451	97,557
	Devolution Reserve:			
57,180	Balance brought forward 1 April 2019	57,180	55,815	(1,365)
36,719	Contribution from/(to) 2019/20 Budget	0	0	0
93,899	Balance carried forward	57,180	55,815	(1,365)
	Acquisitions Reserve:			
50,000	Balance brought forward 1 April 2019	50,000	50,000	0
0	Contribution from/(to) 2019/20 Budget	0	0	0
50,000	Balance carried forward	50,000	50,000	0
232,942	TOTAL RESERVES	217,074	313,266	96,192



Penrith Town Council

BALANCE SHEET AS AT 31 MAY 2019

	£	£
Investments		138,860.35
Current Assets		
Debtors	194.00	
Debtor - VAT	1,393.00	
Prepayments	10,571.72	
Cash at bank	567,815.41	
	579,974.13	
Current Liabilities		
Creditors	0.00	
Accruals	10,597.11	
Payroll Control	7,135.33	
Receipts in Advance	387,835.93	
	405,568.37	
Net Current Assets		174,405.76
		313,266.11
Represented by:		
Reserves		
General Reserve		207,451.45
Devolution Reserve		55,814.66
Acquisitions Reserve		50,000.00
		313,266.11



ITEM 10b

Payments Schedule
April 2019

Date	Ref	Details	Net £	VAT £	Total £	Budget
03/04/2019	DD	Grenke Leasing Ltd - IT equipment	1,293.54	258.71	1,552.25	IT
04/04/2019	Cash Card 1	Sainsbury - Consumables	8.25	-	8.25	Staffing - Training & Expenses
05/04/2019	3	Eden Ventures - CCEG/18/95 Greening	357.50	-	357.50	Environment - Greening
05/04/2019	Cash Card 2	Facebook - Town Council Advert	10.00	-	10.00	Corporate Communications - Advertising
05/04/2019	1	Eden District Council - NND& 2019/20, Cornmarket Bandstand	378.70	-	378.70	Devolved Services - Bandstand
05/04/2019	2	Amey - Community Caretaker Contract, March 2019	509.85	101.97	611.82	Devolved Services - Community Caretaker
08/04/2019		Bank charges	5.50	-	5.50	Other Overheads - Bank Charges & Interest
11/04/2019		British Gas Trading	14.36	0.72	15.08	Devolved Services - Bandstand
18/04/2019		HMRC - Tax & NI, March 2019	3,473.15	-	3,473.15	Staffing - Salaries
18/04/2019	5	Wicksteed Leisure Ltd - Replacement Parts, Fairhill Play Area	34.19	6.84	41.03	Devolved Services - Fairhill Park
18/04/2019	4	AST Signs Limited - Vinyl Logos	121.21	24.25	145.46	Devolved Services - Community Caretaker
18/04/2019	6	Cumbria Association Local Councils - Annual Subscription 2019	1,250.82	-	1,250.82	Other Overheads - Subscriptions
23/04/2019		Adobe Acropro Subscription	12.64	2.53	15.17	IT
24/04/2019		Cumbria Pension Fund - Superannuation, March 2019	2,705.33	-	2,705.33	Staffing - Salaries
24/04/2019		New Star Networks - Broadband & line rental	164.85	32.97	197.82	IT
24/04/2019	Cash Card 3	Post Office Ltd - Postage	6.00	-	6.00	Other Overheads - Printing, Postage & Stationery
25/04/2019	7	KTD - IT Services, Office 365 Subscription	2,484.00	496.80	2,980.80	IT
25/04/2019	8	KTD - IT Services, Anti Spam Services	87.25	17.45	104.70	IT
25/04/2019	9	KTD - IT Services, Domain Services	48.75	9.75	58.50	IT
26/04/2019		Net Pay - April 2019	9,733.59	-	9,733.59	Staffing - Salaries
30/04/2019	10	Ian Parker - Mileage expenses	44.60	-	44.60	Staffing - Training & Expenses
30/04/2019	14	Beacon Fire Protection Ltd - Fire Extinguisher Annual Service	30.20	6.04	36.24	Accommodation - Service Charges
30/04/2019	11	Penrith Parish Centre - Annual Meeting, Room hire	116.00	-	116.00	Cost of Democracy - Annual Meeting
30/04/2019	Cash Card 4	Sainsbury - Annual Town Meeting Supplies	54.05	-	54.05	Cost of Democracy - Annual Meeting
30/04/2019	Cash Card 5	Marks and Spencer - Annual Town Meeting Supplies	17.75	-	17.75	Cost of Democracy - Annual Meeting
30/04/2019	12	Cumbrian Local Publications Ltd - May Placement Advert	65.00	-	65.00	Corporate Communications - Advertising
30/04/2019	17	KTD - Website Development	79.00	15.80	94.80	Corporate Communications - Website
30/04/2019	18	KTD - Development to move website to KTD hosting platform	79.00	15.80	94.80	Corporate Communications - Website
30/04/2019	15	Amey - Community Caretaker Contract, April 2019	870.86	174.17	1,045.03	Devolved Services - Community Caretaker
30/04/2019	16	KTD - Managed Print Use 26 March to 26 April 2019	73.98	14.79	88.77	Other Overheads - Printing, Postage & Stationery
30/04/2019	13	Jean Airey - Internal Audit Second Half Year 2018/19	227.00	-	227.00	Other Overheads - Audit Fees
Total			24,356.92	1,178.59	25,535.51	



Penrith Town Council

ITEM 10 b

Payments Schedule May 2019

Date	Ref	Details	Net £	VAT £	Total £	Budget
02/05/2019	Cash Card 6	Post Office Ltd - Postage	1.97	-	1.97	Other overheads - Printing, Postage & Stationery
06/05/2019	19	Came & Company - Annual Insurance	3,643.27	-	3,643.27	Other overheads - Insurance
06/05/2019	21	Royal Mail - Postage for Neighbourhood Plan	23.32	4.66	27.98	Planning consultancy - Planning Consultancy
06/05/2019	23	The Meeting Place (Penrith) Ltc - Room hire, Neighbourhood Plan	60.00	-	60.00	Planning consultancy - Planning Consultancy
06/05/2019	22	Cumbria in Bloom - Entry 2019	80.00	-	80.00	Environment - Greening
06/05/2019	20	Cumbria Association Local Councils - Member Booklets	180.00	-	180.00	Cost of democracy - Member Expenses
09/05/2019	Cash Card 7	Asda - Refreshments for Training session	54.96	-	54.96	Staffing - Training & Expenses
09/05/2019	Cash Card 7	Asda - Consumables for Training session	26.67	5.33	32.00	Staffing - Training & Expenses
09/05/2019	DD/SO	Bank charges to 17 April 2019	5.50	-	5.50	Other overheads - Bank Charges & Interest
13/05/2019	26	Vaughtons - Mayor's Consort Medal	66.50	13.30	79.80	Civic functions - Civic Regalia
13/05/2019	27	Cumbria Association of Local Councils - New Chair Training	45.00	-	45.00	Cost of democracy - Member Expenses
13/05/2019	24	KTD - Hardware Maintenance	103.50	20.70	124.20	IT
13/05/2019	25	KTD - Aindale ADSL Unlimited	156.00	31.20	187.20	IT
17/05/2019	DD/SO	HMRC - Tax & NI, April 2019	3,651.84	-	3,651.84	Staffing - Salaries
17/05/2019	DD/SO	Cumbria Pension Fund - Superannuation, April 2019	2,828.05	-	2,828.05	Staffing - Salaries
20/05/2019	29	Walton Goodland - Office rental to 28 Sept 19	1,875.00	-	1,875.00	Accommodation - Rent
20/05/2019	28	KTD - Website accessibility	3,665.00	733.00	4,398.00	Corporate communications - Website
21/05/2019	Cash Card	SLCC - Training Seminar VT	96.00	-	96.00	Staffing - Training & Expenses
21/05/2019	Cash Card 8	Post Office Ltd - Postage	1.50	-	1.50	Other overheads - Printing, Postage & Stationery
22/05/2019	DD/STO	Adobe Acropopro - Subscriptions	12.64	2.53	15.17	IT
23/05/2019	DD/STO	New Star Networks - Broadband	159.25	31.85	191.10	IT
27/05/2019	30	Cumbrian Local Publications - Advert in Eden Local	615.00	-	615.00	Corporate communications - Advertising
28/05/2019		Net Pay - May 2019	10,344.47	-	10,344.47	Staffing - Salaries
Total			27,695.44	842.57	28,538.01	

ITEM 11 BANK RECONCILIATIONS

Date: 02/05/2019
Time: 14:47:48

Penrith Town Council
Bank Reconciliation

Page: 1

Bank Ref: 1205	Date To: 30/04/2019
Bank Name: HSBC	Statement Ref: 30-04-2019
Currency: Pound Sterling	

Balance as per cash book at 30/04/2019: 595,653.42

Add: Unpresented Payments

Tran No	Date	Ref	Details	£
2113	30/04/2019	10	Ian Parker - mileage expenses	44.60
2114	30/04/2019	11	Penrith Parish Centre - room	116.00
2115	30/04/2019	12	Cumbrian Local Publications	65.00
2116	30/04/2019	13	Jean Airey - Internal Audit	227.00
2117	30/04/2019	14	Beacon Fire Protection Ltd -	36.24
2118	30/04/2019	15	Enterprise Managed Services	1,045.03
2119	30/04/2019	16	KTD - Managed Print Use 26	88.77
2120	30/04/2019	17	KTD - Website Development	94.80
2121	30/04/2019	18	KTD - Website Development	94.80
				<u>1,812.24</u>

Less: Outstanding Receipts

Tran No	Date	Ref	Details	£
				<u>0.00</u>

Reconciled balance : 597,465.66

Balance as per statement : 597,465.66

Difference : 0.00

Your Statement

Mrs V M Tunnadine
 Penrith Town Council
 Unit 1
 Church House
 19-24 Friargate
 Penrith, Cumbria
 CA11 7XR



Account Summary	
Opening Balance	151,734.71
Payments In	467,230.20
Payments Out	22,613.46
Closing Balance	596,351.45

9 April to 8 May 2019

Account Name
 Penrith Town Council

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
08 Apr 19	BALANCE BROUGHT FORWARD			151,734.71
11 Apr 19	DD BRITISH GAS TRADIN	15.08		151,719.63
12 Apr 19	CR EDC GENERAL		14,609.00	166,328.63
15 Apr 19	CR GLASDON UK LTD CREDIT REFUND		1,167.84	167,496.47
18 Apr 19	BP HMRC PAYE/NIC CUMB 475PK00871578	3,473.15		
	BP AST SIGNS PEN065	145.46		
	BP WICKSTEED LEISURE PENR15	41.03		
	BP CUMBRIA ASSOCIATIO PENRITH TC	1,250.82		
23 Apr 19	CR CHQ IN AT 403610 VIS INT'L 0084441526 ADOBE ACROPRO SUB ADOBE.LY/BILL	15.17	450.00	162,586.01
24 Apr 19	CR HMRC VTR DD NEW STAR NETWORKS FIRST PAYMENT	197.82	3,898.20	163,020.84
	BP CLGPS PENRITH TOWN COUNC	2,705.33		
	VIS POST OFFICE COUNT PENRITH	6.00		
25 Apr 19	BP KTD K17046	3,144.00		164,009.89
26 Apr 19	CR EDC GENERAL		445,777.00	160,865.89
	BALANCE CARRIED FORWARD			606,642.89

Market Square Penrith Cumbria CA11 7SN

9 April to 8 May 2019

Your Statement

Account Name
 Penrith Town Council

Sheet Number
 [REDACTED] 4

Your Business Current Account details				
Date	Payment type and details	Paid out	Paid in	Balance
	BP BALANCE BROUGHT FORWARD VIVIEN TUNNADINE PENRITH TOWN COUNC			606,642.89
	BP CAROL GREY PENRITH TOWN COUNC	[REDACTED]		
	BP ROSALYN RICHARDSON PENRITH TOWN COUN	[REDACTED]		
	BP ANNA MALINA PENRITH TOWN COUNCI	[REDACTED]		
	BP IAN PARKER PENRITH TOWN COUNC	[REDACTED]		
	BP JOHN JONES PENRITH TOWN COUNC	[REDACTED]		596,909.30
29 Apr 19	CR HMRC VTR		628.16	597,537.46
30 Apr 19	VIS SAINSBURYS S/MKTS PENRITH	54.05		
))) MARKS&SPENCER PLC PENRITH	17.75		597,465.66
02 May 19	BP IAN PARKER PENRITH TOWN COUNC	44.60		
	BP PENRITH PARISH CEN PENRITH TOWN COUNC	116.00		
	BP CUMBRIAN LOCAL PUB 1926 1931	65.00		
	BP JEAN AIREY PENRITH TOWN COUNC	227.00		
	BP BEACON FIRE PENRITH TOWN COUNC	36.24		
	BP AMEY 90739503	1,045.03		
	BP KTD K17046	278.37		595,653.42
03 May 19	CR EDC GENERAL		700.00	
))) POST OFFICE COUNT PENRITH	1.97		596,351.45
08 May 19	BP BALANCE CARRIED FORWARD			596,351.45

Information about the Financial Services Compensation Scheme

Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk, call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website (www.hsbc.co.uk).

Model Statement Penrith Cumbria CA11 7SN

Date: 05/06/2019
Time: 11:12:34

Penrith Town Council
Bank Reconciliation

Page: 1

Bank Ref: 1205	Date To: 31/05/2019
Bank Name: HSBC	Statement Ref: 1205 2019-06-05 01
Currency: Pound Sterling	

Balance as per cash book at 31/05/2019: 567,815.41

Add: Unpresented Payments

<u>Tran No</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>£</u>
				<u>0.00</u>

Less: Outstanding Receipts

<u>Tran No</u>	<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>£</u>
				<u>0.00</u>

Reconciled balance : 567,815.41

Balance as per statement : 567,815.41

Difference : 0.00



Recent Transactions

[Select a Different Account](#) [Help](#) [Print](#)

Transaction list			
From account:	PENRITH TOW	Sort code:	
Account type:	BUSINESS AC	Account number:	

Using this enquiry you can view all transactions applied to your account since your last statement was issued. To view further transactions, enter the date range below or select **View Previous Statements**.

Please note: Items posted may still be reversed, returned or recalled. With effect from 9th June 2010, credits which contain both cash and cheques will show as two entries. For more information, please select the **'Help'** button above.

As at 05 Jun 2019 12:37:49

Date	Type	Description	Paid out (£)	Paid in (£)	Balance (£)
31 May 2019		balance carried forward			567815.41
31 May 2019	BP	CUMBRIAN LOCAL PUB EL 1945	615.00		567815.41
28 May 2019		balance brought forward			568430.41
Date	Type	Description	Paid out (£)	Paid in (£)	Balance (£)

[Back to Top](#)

Enter a new date range for transactions

The earliest date for which you can view transactions is 09 May 2019

From (DD MM YYYY): To (DD MM YYYY): [Display](#)

If you wish to download the above transactions to a financial software package please select an option from the menu and click **'Download'**.

Select file format: Select to download as a 'zip' file [Download](#)

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Penrith Town Council

Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR
Tel: 01768 899 773 Email: office@penrithtowncouncil.co.uk

FINANCE COMMITTEE 17 JUNE 2019

TOWN COUNCIL INVESTMENTS

AUTHOR: Jack Jones - RFO

**SUPPORTING MEMBER: Cllr Roger Burgin -
Chairman of Finance Committee**

ITEM NUMBER: 12

To agree the arrangements for the operation of the Council's new CCLA Public Sector Deposit Fund account and to review its range of investments.

RECOMMENDATIONS

The Committee is recommended to:

- a) consider the proposed arrangements for the operation of the new CCLA Public Sector Deposit Fund investment account;
- b) approve the following investment transactions:
 - i) withdraw funds from the Penrith Building Society account to reduce its balance to £85,000;
 - ii) invest £85,000 into the Cumberland Building Society account; and
 - iii) invest £300,000 into the CCLA Public Sector Deposit Fund account; and
- c) note that this will leave approximately £237,000 in the HSBC current account, which will be required to meet operational expenditure in the coming months.

8. LAW

The Council has the power to invest for any purpose relevant to its functions under any enactment, or for the purposes of the prudent management of its financial affairs (Section 12 of the Local Government Act 2003, the '2003 Act').

Statutory Guidance on Local Government Investments (3rd Edition) has been issued under section 15(1)(a) of the 2003 Act; the provisions of the Investment Strategy and the proposals in this report are consistent with that guidance.

9. LINKS TO COUNCIL PRIORITIES

Proper investment of reserves and working balances ensures that these monies are secure and available when required to fund expenditure to deliver the Council's priorities as resolved in the Council Plan.

10. REPORT DETAILS

E. Background

In March this year, the Committee agreed to:

- establish a new investment account with the CCLA Public Sector Deposit Fund;
- close the Council's Unity Trust bank account and transfer its balance to HSBC; and
- withdraw monies from the Penrith Building Society and re-invest into other accounts, at an opportune time following the closure of the 2018/19 Accounts. This is consistent with the Investment Strategy, which proposes spreading investments with secure counterparties.

The Unity Trust account was closed during March; the remaining actions are the subject of this report.

The Council's main day to day funds are held in the HSBC current account; it has investment accounts with the Penrith and Cumberland Building Societies, both of which qualify for the FSCS compensation scheme up to £85,000.

F. CCLA Public Sector Deposit Fund

The Investment Strategy proposed investigating the use of the CCLA Public Sector Deposit Fund in order to further spread the Council's investments with secure counterparties. The Strategy explained that this is a pooled investment available to local authorities. The Fund currently has a value of £440 million, invested in a range of high quality institutions. By investing in the Fund (with a minimum of £25,000), an authority has the benefit of buying into a share of that pool, with a consequent reduction in risk; the Fund is not covered by FSCS compensation, but risk is mitigated by the quality of its counterparties.

Arrangements for the operation of the new CCLA account were delegated to the RFO, in consultation with the Chairman of this Committee. The precious Chairman was broadly in agreement with the RFO's suggestions but asked that the details be reported to the full Committee so that all its Members could agree the arrangements. These concern the authority to give instructions (ie to invest or withdraw funds), correspondence and method of contact.

The account set up forms from CCLA require the Council to nominate signatories in several areas, listed below with Officers' recommendations:

Options	Recommendation
Up to four "Directors" can have authority to give instructions to CCLA	Four Members of Finance Committee should be authorised as "Directors"
Either one or two Directors can authorise signatories	Two Directors should be required to authorise signatories
Directors can be authorised signatories	All four Directors should be authorised signatories
Further signatories can be authorised, one of which can be the main contact	The Town Clerk be authorised to deal with all correspondence (ie not to authorise investment transactions)
Instructions can be made by email, providing an indemnity is signed	Emailed instructions should be allowed, the safeguard being that properly authorised documents will be attached to the emails

G. Spreading Investments

Since closing the 2018/19 accounts, the Council has received several full year amounts of income from Eden District Council, including the annual precept, Council Tax Reduction Scheme and devolved asset grants. These items total approximately £461,000. The result is that the bank and investment balances are currently particularly high, although a substantial proportion will be needed to pay for expenditure later in the year. Current balances are as follows:

Account	Balance at 31 May 2019
HSBC	567,815
Penrith BS	138,860
Total	706,675

In spreading risk, the main aim should be to reduce the Penrith Building Society balance to £85,000 and to also invest £85,000 in the Cumberland Building Society.

A substantial investment can be made into the new CCLA Fund, however as the Council is not used to moving investments around regularly, a cautious approach should be adopted to ensure that its bank balance is always sufficient to meet demands.

This will involve an HSBC balance above the compensation limit, which is considered acceptable and an improvement on current practice of holding the majority of funds in that bank.

It is therefore recommended that, in addition to the two above changes, £300,000 is invested in the CCLA account, which would leave £236,675 in HSBC for operational expenditure from 1 June onwards (equivalent to six months' typical payments).

The bank balance will need to be monitored more closely than in the past as investments will need to be withdrawn later in the year to "top up" the HSBC bank account.

The proposed investments would then be as follows:

Account	Balance £
HSBC	236,675
Penrith BS	85,000
Cumberland BS	85,000
CCLA Public Sector Deposit Fund	300,000
Total	706,675

11. FINANCE IMPLICATIONS

The Council's reserves and surplus working capital are invested pending their use and therefore need to be protected against loss. The income earned from investment is of secondary importance.

12. RISK MANAGEMENT

RISK	CONSEQUENCE	CONTROLS REQUIRED
<ul style="list-style-type: none"> • Failure of an investment counterparty leading to the loss of Council funds. • Non-compliance with statutory guidance. 	<ul style="list-style-type: none"> • Unwelcome curtailment of spending programmes; possible unpalatable council tax increase; potential reputational damage. • Criticism from internal/external audit; reputational damage. 	<ul style="list-style-type: none"> • Adherence to a robust and prudent investment strategy. • Safeguards in the strategy and Government guidance. • Spreading investments to minimise risk.

13. APPENDICES ATTACHED TO THIS REPORT

None

14. BACKGROUND PAPERS

Investment Strategy 2019/20

Statutory Guidance on Local Government Investments (3rd Edition)

CCLA Website and correspondence



Penrith Town Council

Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR
Tel: 01768 899 773 Email: scmanager@penrithtowncouncil.co.uk

BENCH DISPOSAL POLICY

1. BACKGROUND

- 1.1 Penrith Town Council approved a Memorial Benches Policy, 12 November 2018, attached at Appendix A. When the policy was approved there was no inclusion for the disposal of the existing benches once they had been removed. This policy sets out the steps that the Council shall consider when benches and benches are being removed.
- 1.2 This policy relates to the administrative area covered by Penrith Town Council only and shall be included within the approved Memorial Benches Policy.

2. OBJECTIVES

- 2.1 To set out a framework for the disposal of benches that are no longer functional, are beyond repair and may be disposed of to avoid expensive maintenance costs and safety concerns.
- 2.2 To set out a framework for the disposal of benches which may be available for reuse, sale or for donation to a third party community group.

3. BACKGROUND

- 3.1 Penrith Town Council received 45 benches from Eden District Council via an asset transfer on the 19 October 2018. The benches vary in style, age and condition.

- 3.2 The Council approved a Memorial Bench Policy in November 2018, and further resolved to undertake a phased replacement of the benches over a three-year period, commencing in the 2019/20 financial year.
- 3.3 The Council approved a bench design which allowed for consistency of appearance and reduced maintenance costs.
- 3.4 The Council resolved to not increase the number of sites and locations for benches, but instead to seek to replace benches in the existing locations.

4. CONDITIONS

4.1 Disposal of benches that are no longer functional, are beyond repair and may be disposed of to avoid expensive maintenance costs and safety concerns.

- a) Should the Council, its contractor or a member of the public report a bench which is identified to be defective or present a safety hazard to the public, then this bench must be inspected by the Services and Contracts Manager.
- b) Where it is considered that the bench presents a hazard to the public this bench shall be removed from its public place or fenced off to restrict use.
- c) Should the bench be a memorial bench showing an inscription or has been donated by a local organisation; the Council shall make attempts to contact those persons/organisations to inform them of the state of the bench. It is important to note that the Council received no information from the previous bench owners as to who may have donated benches prior to the 19 October 2018.
- d) The Council will determine whether the bench can be repaired at a reasonable and affordable rate, with the Council being the sole arbiter on what constitutes 'reasonable' cost. Should the bench be considered affordable for repair the Council may undertake the repair and reinstall the bench. The costs will be met by the Council.
- e) Where the bench is identified to be defective and cannot be repaired at a reasonable cost, the bench will be made available for sale or donation to the public or a third-party community group. (See 4.2) Where a community group/organisation has been identified as the original donor, they will be given first opportunity to have the bench donated at nil cost.
- f) Where the bench is identified to be in a severe state of damage or disrepair, the Council at its discretion may dispose of the bench and will instruct its contractor to remove the bench and send it to the most appropriate recycling facility.

4.2 Disposal of benches which may be available for reuse, sale or donated to third party community group.

- a) Where a bench is removed and is identified as defective and cannot be repaired at a reasonable cost, the bench will be made available for sale or donation to the public or a third-party community group. Where a community group/organisation has been identified as the original donor, they will be given first opportunity to have the bench donated at nil cost.
- b) Where a bench is removed as part of the Council's planned phased replacement of benches, then the Council will:
 - I. Consider whether the bench shall be installed at an alternative location in the Council's ownership.
 - II. Consider whether the bench would be better replacing an existing bench in an alternative location.
- c) Should the bench not be associated with a Community group/organisation, or they are not interested in receiving the bench; and (bi) and (bii) are not applicable, then the Council shall make available the removed bench to the public or community groups on the following basis:
 - I. The bench shall be removed by the Council and put into storage.
 - II. The Council will photograph the bench which will be advertised as sold as seen.
 - III. The Council will advertise the bench for a period of 28 days.
 - IV. The Council will accept closed bids, with the interested party submitting their name, contact details and bid amount.
 - V. The Council will open the received bids at a preset time in the presence of the Town Clerk, Services and Contracts Manager and one elected member from the Finance Committee.
 - VI. The Council will accept the highest bid.
 - VII. The Council will notify applicants in writing of the outcome.
 - VIII. Successful applicants will have 7 days to pay their accepted bid amount by cheque or electronic banking.
 - IX. Should the successful applicant fail to pay their bid amount after 7 days then the next highest bidder will be offered the bench.
 - X. Successful applicants will be responsible for the collection and installation of the bench within 14 days of receiving their confirmation of acceptance of bid.
 - XI. The Council may be able to arrange delivery for an additional fee. The fee being agreed on an individual basis.
 - XII. The income from the sale of benches received will be donated to the Mayors Charity.

- XIII. Upon collection, the bench will become the new owners responsibility. The Council cannot be held liable for any defects or personal injury arising from the condition of the bench following the exchange of ownership.
- XIV. Where no persons submitted a bid for an advertised bench the Council may at its discretion dispose of the bench.

APPENDIX A

MEMORIAL BENCHES POLICY

INTRODUCTION

Penrith Town Council has adopted this policy to facilitate members of the public if they wish to donate towards:

- a. A new bench with accompanying plaque in memory of a deceased person
- b. A plaque on its own to be fixed to an existing bench of a new style

This policy relates to the administrative area covered by Penrith Town Council only.

OBJECTIVES

To respond to requests by relatives and friends of a deceased person to provide some lasting memory of that person;

To contribute to the overall amenity of the town by providing benches and securing their maintenance for the future.

BACKGROUND

Penrith Town Council received 45 benches from Eden District Council via an asset transfer on the 19 October 2018. The benches vary in style, age and condition.

The Council in addition to approving a Memorial Bench Policy, has been asked to take in to consideration a phased replacement of many of the 45 benches to provide the town with consistency of design and appearance.

With the Town Council only recently being responsible for benches then it is considered appropriate at this stage to not increase the number of sites and locations for benches, but instead to seek to replace benches in the existing locations.

The Town Council are working with Eden District Council and Cumbria County Council to receive further areas of Public Open Space which will offer the potential for new sites for benches to become available in the future.

Once these additional sites are devolved to the Town Council, the policy will be reviewed, and a list of new locations and the number of available bench sites will be made available.

For this policy any application for a memorial bench will be received to provide a replacement bench in an existing location, thus enabling the phased replacement of the old benches, and where there is no current memorial dedication.

CONDITIONS

All requests for either new benches with plaques or for plaques to be fixed to existing benches of the new style must be made on the relevant form, signed and submitted to the Services and Contracts Manager.

New benches will be of a type, design and colour approved by the Council to ensure some consistency with existing ones in place throughout the Penrith Parish.

The purchase of each bench and/or plaque and their installation will be carried out by the Council.

Once installed the bench and plaque will become the property of the Council. It will be maintained for an initial period of 10 years.

After the period of 10 years the Council will endeavor to contact the donor and seek a further agreement for continued maintenance of the plaque and bench. This agreement will likely be subject to a further fee being charged. If the donor cannot be contacted for any reason, the Council may at its discretion remove the plaque and allow the bench to be available to new donors.

Where an existing memorial plaque is in place, and should that bench be replaced, the memorial plaque will be replaced with the same detail for a period of 10 years from the date of replacement.

The Council will maintain a database of applicants, including the expiry date of 10 years, and any waiting lists that may develop.

The Council will not permit the provision of benches and plaques other than as supplied by or through the Council.

LOCATION

For this policy at this stage:

The provision of new benches where there is an existing memorial plaque displayed will require that the existing memorial plaque be replaced with like for like wording for a period of 10 years from the date of installation.

The provision of new benches will be in existing locations and will replace one of the old-style benches that does not currently display a memorial plaque.

Where the Council has provided a new style bench as part of its phased replacement and does not display a memorial plaque, then donors can choose to have a plaque installed at this location.

As and when the Council have further public open space devolved to it, only at that point will the Council approve new sites and locations.

The Council cannot install benches on private land or other areas of public land that it has no control over.

BENCH DESIGN

New benches will be of a type, design and colour approved by the Council to ensure some consistency. The chosen bench is:

Lowther Bench, with brown slats,
supplied by Glasdon UK.



Where space prevents the preferred bench from being installed, then the Council will select an alternative bench design of its choice.

PLAQUES / INSCRIPTIONS

Only one memorial plaque measuring 150mm x 40mm is permitted per bench and this will be ordered at the same time as the bench. Where only a plaque is being ordered the same dimensions apply. There is no maximum number of characters permitted, however it should be noted that the more wording required the smaller the font will be to accommodate the plaque size.

All wording to be printed on to the plaques must be approved by the Council prior to the order being placed. The Council may determine a consistent font to be used on all plaques.

MAINTENANCE

Penrith Town Council will inspect the benches and plaques on a regular basis. Where there are any defects with the benches the Council will instruct its Community Caretaker to undertake any repairs.

Benches may be removed by the Council if they become unsafe or are beyond reasonable repair. The Council cannot replace stolen benches.

Penrith Town Council cannot guarantee the long-term safety or security of the bench.

END OF 10 YEAR TERM

At the end of 10 years where no renewal fee is paid, the plaque will be returned to donor. Where the Council is unable to contact the donor, the Council will keep the plaque for 12 months. When vacated plaque space becomes available the bench will be available to a new applicant or the next person on the waiting list.

CHARGES

Description	(£)
New bench with plaque, including 10 years maintenance fee	£1000
Plaque fixed to existing new style bench, including 10 years maintenance fee. See Note 1	£200
Renewal of bench/plaque, including maintenance fee after initial 10 years expires. Price is for a further 10 years. See Note 2	£200

Note 1 - No new plaques can be fixed to any of the old-style benches

Note 2 - Cost for additional 10 years or when bench/plaque reaches the end of its meaningful life, or whichever is soonest.

The charges will be reviewed by the Council annually to be effective from the 01 April each year. Once the location of the bench and wording for the plaque has been agreed and any necessary consents are approved, the Council will raise an invoice to the donor. Once payment has been received in full the Council will arrange for the order and installation to proceed.

EXCLUSIONS

Penrith Town Council cannot be held responsible or liable for any decisions or amendments made to any of the benches prior to the 19 October 2018, which was the date that the benches were devolved to Penrith Town Council.

ITEM 14




Penrith Town Council

Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR
 Tel: 01768 899 773 Email: office@penrithtowncouncil.co.uk


TRAINING REQUEST FORM

*** All fields must be completed for any training requests to be approved**

Name of Employee:	Viv Tunnadine	
Position:	Town Clerk	
Name of Event/ Course/ Programme / Qualification	SLCC Training Seminar	
Method of Study (e.g. distance, classroom etc)		
Continuous Professional Development (CPD) Conference/ Seminar/ Exhibition External Training course <input checked="" type="checkbox"/> Qualification/ Vocational Training Other (please specify)		
Will you require any additional days off? e.g. for exams or study leave	Yes / No* Delete as appropriate If yes, please specify the additional time required (and frequency where appropriate) 30 July - 7.40 hours - take as flexi time	
Training Provider:	Society of Local Council Clerks	
Venue details if known:	The Majestic Hotel, Harrogate, North Yorkshire on Wednesday	
Start Date:	31st July 2019	
Date of Completion:	31st July 2019	
Length of Programme	1 day - arriving 30 July 2019	

PART ONE – To be completed by applicant	
Business Case	
Is this learning activity part of your Personal Development Plan (PDP) as agreed at your appraisal meeting?	
No	
What is the training/development need if not part of your PDP?	
Responding to emerging statutory obligations.	
How does this link with the business of the Council and your responsibilities?	
Compliance with statutory obligations.	
What are you expecting to learn on this course (your objectives)?	
Try to express this in terms of three key learning objectives:	
<ol style="list-style-type: none"> 1. To understand the new website accessibility regulations - manual and automated website testing, ongoing compliance and publishing an accessibility statement 2. Understand the latest legal advice and information. 3. Improve, and manage change, share good practice with colleagues and learn from their experiences and knowledge. 	
Do you require any assistance in attending the course, including access, language, reading, writing or other? If the answer is YES, please provide details below	Delete as appropriate YES/ NO
Any other relevant information	
Signed (employee)*: 	Date: 31 May 2019

PART TWO FINANCIAL IMPLICATIONS	
Detail – excl. VAT	£
Course Fee:	80.00
Total cost of travel to/from place of learning activity (or anticipated costs) NB: where applicable, any travel costs should be standard class or economy	
Travel @ 45p per mile by car – over and above normal commute of 98 miles = 48	£21.60
Travel Public transport	
Car Parking	
Total cost of any accommodation needs for period of learning activity (or anticipated costs)	£119.00
Total cost of any learning materials in support of the learning activity (i.e. books, training equipment or similar)	
Any other (anticipated) costs not mentioned above?	Included
Meals	0.00
Out of pocket expenses	
Bursary/ Employee contribution	Cost of room upgrade
	£220.60
TOTAL excl. VAT	

PART THREE – Approval to attend this learning activity is supported by:			
APPROVAL	Name (please print)	Signature	Date
INFORMAL APPROVAL Town Clerk (for total cost of less than £350) For training for Town Clerk: Council Chairman approves	Dou C LAWSON CLLR. LAWSON	 Chairman	4 th Jew 2019
FORMAL APPROVAL Finance Committee (for costs between £350 and £2,000)		Chairman	
Full Council (for costs in excess of £2,001)		Chairman	

Please retain a copy for your records and submit your application to the Town Clerk/Council Chairman.

PART FOUR - Office Use ONLY			
Action	Delete as appropriate	Signature	Date
Received by TC	Yes / No	Yes / No	
Approved by	Yes / No	Yes / No	
Learning Agreement required:	Yes / No		
Learning Agreement Issued:	Yes / No		Date issued
Learning Agreement returned:	Yes / No		Date returned
Cost/Budget code for learning activity			
Cost/budget code for travel and accommodation:			
Details entered onto	Delete as appropriate: CPD Register Yes / No* Training Register Yes / No* SAGE Yes / No*		Date
Any other information:			

ITEMS 16, 17 AND 18: CONFIDENTIAL ITEMS