



Penrith Town Council

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

AGENDA PACK FOR THE MEETING OF THE: FINANCE COMMITTEE

To be held on:

Monday 11 November 2019 6.00 pm – 7.00 pm

Board Room, Penrith Town Council Office,
Unit 1, Church House,
Penrith, CA11 7XR

PAGE MATTER

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| 1. | Agenda |
| 4. | Minutes of the previous meeting |
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| 23. | Payments for Approval |
| 28. | Bank Reconciliation |
| 33. | Request for a New Bench on Lowther Street |



Penrith Town Council

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

Date: 04 November 2019

Dear Councillor

You are hereby summoned to attend a meeting of the:

FINANCE COMMITTEE

to be held on:

Monday 11 November 2019 6.00 pm – 7.00 pm Board Room, Penrith
Town Council Office, Church House.

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

Mrs V. Tunnadine

TOWN CLERK

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

When it is proposed to consider the following business: -

PENRITH TOWN COUNCIL

AGENDA FINANCE COMMITTEE 11 NOVEMBER 2019

6.00 PM – 7.00 PM Board Room, Penrith Town Council Office

1. Apologies for absence

To receive apologies from members.

2. Declaration of interests and dispensations

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

3. Minutes of the previous meeting

To authorise the Chair to sign the Minutes of the Meeting of the Finance Committee held on Monday 09 September 2019.

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.

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. The matter involves 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. Budgetary Control Statement 2019/20: 30 September 2019

To review and approve the budgetary control statement for the period to 30 September 2019.

7. Payments for Approval

- a) To note that prior to the meeting Cllr. Hawkins and Cllr Bowen 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 August and September 2019.

8. Bank Reconciliation

To approve and sign the bank reconciliations as at 31 August 2019 and 30 September 2019.

9. Request for a New Bench on Lowther Street

To consider a request for a new bench on Lowther Street.

10. Staff Appraisal

To note that staff appraisals have been successfully completed and that pay recommendations will be taken to the Budget Working Group.

11. Inhouse Solicitor

To note that the inhouse Solicitor commenced their employment with the Council on week commencing 28 October 2019 on the terms as resolved by Council.

12. Next meeting

To note that the next Finance Committee Meeting will be held on Monday 13 January 2020 in the Board Room, Penrith Town Council Office, Church House.



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Draft Minutes of the meeting of the:

FINANCE COMMITTEE

Held on Monday 09 September 2019 6.00pm – 8.00pm Board Room, Penrith Town Council Office, Unit 1, Church House, 19-24 Friargate.

PRESENT:

Cllr. Burgin

Cllr. Hawkins

Cllr. Jackson

Cllr. Kenyon

Cllr. Shepherd

Services & Contracts Manager

Responsible Finance Officer

PENRITH TOWN COUNCIL
DRAFT MINUTES
FINANCE COMMITTEE 09 SEPTEMBER 2019

The Chair informed Councillors that an urgent late item had been brought to the meeting and with members approval would be considered at the end of Part One.

FIN.COM.19/18 Apologies for Absence

Apologies for absence were received from Cllr. Bowen.

FIN.COM.19/19 Declaration of Interests and Dispensations

Members were asked to disclose their interests in matters to be discussed and to decide requests for dispensations. None recorded.

FIN.COM.19/20 Minutes of the Previous Meeting

Members authorised the Chair to sign the Minutes of the Meeting of the Finance Committee held on Monday 17 June 2019 as a true record.

FIN.COM.19/21 Public Participation

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

FIN.COM.19/22 Public Bodies (Admission to Meetings) Act 1960

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

RESOLVED THAT:

Items 16,17 be considered without the presence of the press and public as both matters involved the disclosure of exempt information as defined in paragraph 3 of Part 1 to Schedule 12A of the Local Government Act 1972, containing information relating to the financial or business affairs of any particular person.

**FIN.COM.19/23 Budgetary Control Statement 2019/20:
Expenditure to 31 July 2019**

Members considered the Budgetary Control Statement 2019 Expenditure to month end 31 July 2019.

RESOLVED THAT:

The Budgetary Control Statement, of expenditure to 31 July 2019 be approved.

FIN.COM.19/24 Payments for Approval

Members noted that Cllr Burgin and Cllr Kenyon accessed the Electronic Banking System and verified and confirmed that the banking transaction history ran concurrently from the last meeting and agreed with the transactions circulated with the meeting documents.

Members considered the Monthly Report of Payments for June and July 2019.

RESOLVED THAT:

- I. The monthly reports of payments be approved.
- II. Cllr Bowen and Cllr Hawkins would check the EBS and the Monthly Report of Payments for the meeting of the Finance Committee on the 11 November 2019.

FIN.COM.19/25 Bank Reconciliation

Members considered the Bank Reconciliations for the HSBC Bank for the periods ending 30 June and 31 July 2019.

RESOLVED THAT:

The Bank Reconciliations for the periods to 30 June and 31 July 2019 be approved and signed by Cllr Burgin and Cllr Kenyon.

FIN.COM.19/26 Risk Assessments

Members considered the report and reviewed the risk assessments for 2019-20 for:

- Business Continuity
- Finance
- Governance
- IT and Website
- Allotments
- War Memorials
- Cornmarket Bandstand
- Fairhill Playing Field
- Fire Risk Assessment
- Lone Working
- Recycling Bring Site
- Office
- Bus Shelters
- Seats
- Musgrave Monument

RESOLVED THAT:

The risk assessments be approved and recommended to go forward for final ratification by Full Council.

FIN.COM.19/27 Policy Review

Members considered the following policies:

- Risk Management Policy
- Procurement Policy
- Financial Regulations

RESOLVED THAT:

- i. The Risk Management Policy and Financial Regulations be approved and recommended to go forward for final ratification by Full Council.
- ii. The RFO adds a further paragraph in to the Procurement Policy setting out the criteria for evaluating tenders which included locality and recommend the policy to go forward for final ratification by Full Council.

FIN.COM.19/28 Review of Internal Control Environment

Members received an oral report from the Responsible Finance Officer and noted that the Council's annual review of effectiveness of its system of internal control will be carried out in March 2020 as this will better enable the Council to assert in its Annual Governance Statement that internal controls have operated effectively throughout the financial year 2019/20.

FIN.COM.19/29 Internal Audit Plan 2019/20

Members considered the report setting out the outline Internal Audit Plan for 2019/20.

RESOLVED THAT:

The outline Internal Audit Plan for 2019/20 be approved.

FIN.COM.19/30 Budget Process 2020/21

Members considered the report setting out process for the production of the 2020/21 Budget.

RESOLVED THAT:

The Budget process for 2020/21 be approved as set out in the report, with a change of date for the Budget Working Group from 14 October 2019 to 11 November 2019.

FIN.COM.19/31 Signature Projects Fund

Members received an oral report from the Services and Contracts Manager and noted the progress of the Signature Projects fund scheme at Fairhill.

FIN.COM.19/32 Funding for Cultural Strategy and VE Day 75 Event.

Members considered the report to consider funding from existing budgets for the Cultural Strategy and VE Day 75 event.

RESOLVED THAT:

The request for funding for the Cultural Strategy and VE Day 75 be approved, and recommended to go forward for final ratification by Full Council on the basis that £5,000 for the Cultural Strategy is met from the Officer Support budget (£4,500 in 2019/20 and £500 in 2020/21) and £10,000 for the VE Day 75 Event is met from the Events Grants budget initially in 2019/20.

The Following item was considered as a matter of urgent business.

FIN.COM.19/33 External Auditor Report and Certificate 2018/19

Members were asked to accept the External Auditor Report and Certificate for 2018/19.

RESOLVED THAT:

Members accepted the External Auditor Report and Certificate for 2018/19 and recommended it to go forward for final ratification by Full Council.

PART TWO – EXCLUSION OF PRESS AND PUBLIC

FIN.COM.19/34 External Accountancy Service

Members considered the report setting out the outcomes of discussions with the external accountancy provider regarding their contract and associated fees.

RESOLVED THAT:

The service specification and fee arrangement for the work carried out by the external accountancy provider be approved.

FIN.COM.19/35 Appointment of Inhouse Solicitor

Members considered the review and report of legal support services.

RESOLVED THAT:

- I. Officers undertake further work to set out the duties of the role of an internal solicitor.
- II. Officers undertake a comparison against the costs paid to the current external solicitor service.
- III. The appointment of an inhouse Solicitor be considered by Full Council on 23 September 2019.
- IV. Full Council be recommended to approve that the costs of the post are met from the General Reserve in 2019/20 should the position be approved.

Chair:

Date:



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FINANCE COMMITTEE 11 NOVEMBER 2019

BUDGETARY CONTROL STATEMENT 2019/20: EXPENDITURE TO 30 SEPTEMBER 2019

AUTHOR: Jack Jones - RFO

SUPPORTING MEMBER: Cllr Roger Burgin -
Chairman of Finance Committee

ITEM NUMBER: 6

To consider the budgetary control statement for the six-month period to 30 September 2019.

RECOMMENDATIONS

The Committee is recommended to review and approve the budgetary control statement.

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 original Approved Budget for 2019/20, which was ratified by Council on 27 January 2019.
- The Latest Budget for the full year, incorporating the following agreed amendments to the original budget:
 - Planning Committee has been allowed to carry forward £23,715 unspent budgetary provision from 2018/19 into 2019/20.
 - A transfer of £5,000 from the Devolution Reserve as the Council's initial contribution to the 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.
 - Provision of £5,670 for the part-year costs of the new In-house Solicitor post, again met from the General Reserve.
 - The opening reserve balances have been amended to their 1 April 2019 actuals.
- The budget to date, based on the latest budget for the year. This proportion is the anticipated budget for the first six 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 6/12ths for the current period), however more detailed profiles have been used for several budget headings (e.g. Greening expenditure is weighted towards the first half of the year).
- Actual income and expenditure to 30 September, 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 September. 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

Many budget headings show transactions broadly in line with the budget to date, however there are substantial net underspendings against the profiled budget in several areas. These are highlighted in the following paragraphs.

B.1 Income

- The full year's precept and CTRS grant income has been received from Eden DC; the appropriate proportion has been allocated to this period.
- Investment income currently exceeds the profiled budget by £332; the budget was set at a very prudent level.

B.2 Planning Committee

Expenditure of £2,587 is shown against the profiled budget of £12,000, a variance of £9,413.

- The Committee's original budget of £20,000 was set as a block allocation to cover all its expenditure. The agreed carry forward of £23,715 has been added to this amount and profiled to be mainly spent in the latter part of the year.

B.3 CCEG Committee

Net spend of £30,573 is shown against the profiled budget of £53,805, an underspending of £23,232.

- There has been no expenditure on Events Grants, so the £15,000 profiled budget is fully underspent. There are, however, plans to fully utilise this budget in the coming months. Similarly the Officer Support to Arts and Entertainment budget is expected to be fully spent, so the current £2,158 underspending is unlikely to continue.
- The Greening budget records an underspending of £9,334, suggesting that there could be an underspend at year-end.
- The General Grants budget shows an overspend of £4,000 against its profile. This is not a concern as this budget is monitored closely and is expected to be fully spent by year-end.

B.4 Finance Committee

Net expenditure of £134,245 is shown against the budget to date of £141,406, an underspending of £7,161.

- The Elections budget is underspent by £3,247. The budget was set on the basis of all seats being contested, so the actual cost invoiced by Eden DC was significantly lower than budgeted. Several costs associated with Councillors' induction have been charged against the underspending to avoid pressure on other budgets.
- The IT budget shows a small underspend of £77, however there are increasing pressures for expenditure; this budget will need to be reviewed in the budget round to ensure that it is adequate to meet increasing demands.
- The overall underspending on Devolved Services is £1,279, largely due to grant income received from Eden DC exceeding the expenditure to date. Overspendings on Fairhill Park and the Community Caretaker are expected to reduce over the winter months.
- To date, £3,981 has been spent on the Website Accessibility Regulations against the profiled budget of £2,813. Being a new requirement, expenditure will need to be monitored closely, although there has been no movement in the last two months and there is no indication at present that the full year's budget of £5,625 will be inadequate.
- Although the Insurance budget shows a modest overspend of £267, this masks a trend which will become more apparent in the second half of the year. The annual charge is £3,643 which exceeds the full year's budget of £2,300, largely due to the transfer or acquisition of assets. Next year's budget will have to be increased to reflect the true cost of the cover.
- The Legal Fees budget is currently overspent by £303; the £1,578 expenditure relating to the land at Thacka Beck is gradually being absorbed by the budget profile.

B.5 Contingency

- The profiled portion of the contingency provision, £2,500, is shown as fully underspent as any unforeseen expenditure (for example, insurance) is allocated to the correct budget heading.

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

- The individual variances result in an underspending of £42,306 against the profiled total expenditure budget of £209,711. As there is £328 additional income, there is a net variation of £42,634 on the profiled amount transferrable to the General Reserve.

B.7 Reserves

- The Latest Budget includes the actual General Reserve balance at 1 April 2019 of £181,256, which was £77,182 higher than forecast in the Original Budget. The profiled budget assumes that the Reserve should increase by £13,186 in the period, resulting in a balance of £194,442 at 30 September. The actual balance on the reserve at the month end is £237,076, which is £42,634 higher than expected.
- The Devolution Reserve balance at 1 April 2019 was £55,815, again included in the Latest Budget. Although this was £1,365 lower than originally forecast, this will not create a funding problem. The Latest Budget provides for a contribution of £31,719 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 30 September 2019. The following points may be noted:

- The investment of £138,860 is with the Penrith Building Society.
- The main debtor balance is £1,785 VAT which will be recovered from HMRC.
- Prepayments of £10,645 include adjustments for insurance, office rental, licences, subscriptions and maintenance agreements.
- The Cash at Bank figure of £452,456 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. The CCLA account has now been set up, so investment transfers will be arranged in the next few weeks.

- Accruals of £8,601 represent goods and services received before 30 September, where the payment was not made by that date. Individual items include £1,630 audit and accountancy fees, £4,342 payroll costs and £1,152 for the Community Caretaker.
- The Payroll Control balance of £6,481 relates to deductions calculated in the September 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 £226,149 income for the period from 1 October 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. Grants of £3,000 from Cumbria CC and £9,037 from the National Lottery have been received for the improvement project at Fairhill.

D. Conclusion

The budgetary control statement shows that overall spending to the end of September has been contained within the profiled budget; the substantial underspendings are expected to level out as the year progresses. There are no significant concerns about overspendings and no issues arising from the Council's balance sheet at 30 September.

4. FINANCE IMPLICATIONS

This report is concerned solely with financial management.

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 papers



Penrith Town Council

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

FINANCE COMMITTEE: 11 November 2019

ITEM: 6

AUTHOR: J. Jones, Responsible Finance Officer

Budgetary Control Statement 2019/20: 30 September 2019

To review and approve the budgetary control statement for the period to 30 September 2019.

APPENDIX A AND B TO REPORT

BUDGETARY CONTROL STATEMENT: SIX MONTHS ENDED 30 SEPTEMBER 2019

Approved Budget 2019/20	Latest Budget 2019/20	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£	£		£	£	£
		INCOME			
		Precept:			
437,813	437,813	Council Tax	218,907	218,907	0
7,940	7,940	EDC - CTRS Grant	3,970	3,970	0
		Other Income:			
30	30	Investment Interest	15	347	332
10	10	Miscellaneous Income	5	1	(4)
445,793	445,793	TOTAL INCOME	222,897	223,225	328
		EXPENDITURE			
		PLANNING COMMITTEE:			
0	0	Officer Support	0	1,423	(1,423)
0	0	Planning Consultancy	0	1,144	(1,144)
20,000	43,715	Consultation	12,000	20	11,980
20,000	43,715	Planning Committee Total	12,000	2,587	9,413
		CCEG COMMITTEE:			
30,000	30,000	Town Projects	1,000	780	220
		Arts & Entertainment:			
5,000	5,000	Officer Support	2,500	342	2,158
30,000	30,000	Events Grants	15,000	0	15,000
35,000	35,000		17,500	342	17,158
		Environment:			
21,000	21,000	Greening	17,000	7,666	9,334
500	500	Community Gardeners/Greening	250	0	250
21,500	21,500		17,250	7,666	9,584
32,000	32,000	Grants	16,000	20,000	(4,000)
		Corporate Communications:			
770	770	Advertising	385	260	125
1,020	1,020	Website	510	260	250
1,780	1,780	Community Engagement	640	1,265	(625)
1,040	1,040	Press Support	520	0	520
4,610	4,610		2,055	1,785	270
123,110	123,110	CCEG Committee Total	53,805	30,573	23,232

BUDGETARY CONTROL STATEMENT: SIX MONTHS ENDED 30 SEPTEMBER 2019

Approved Budget 2019/20	Latest Budget 2019/20	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£	£		£	£	£
		FINANCE COMMITTEE:			
		Staffing:			
156,010	159,855	Salaries	78,005	78,005	0
14,450	15,120	National Insurance	7,225	7,194	31
27,260	27,345	Superannuation	13,630	13,631	(1)
3,300	3,300	Training & Expenses	1,000	705	295
201,020	205,620		99,860	99,535	325
		Accommodation:			
7,700	7,700	Rent	3,850	3,750	100
1,850	1,850	Heat, Light & Water	925	681	244
650	650	Service Charges	325	424	(99)
220	220	Room Hire	110	89	21
330	330	Insurances	165	185	(20)
(100)	(100)	Letting Income	(50)	(24)	(26)
10,650	10,650		5,325	5,105	220
		Civic Functions:			
1,550	1,550	Civic Functions	775	0	775
1,000	1,000	Mayoral Expenses	500	0	500
500	500	Deputy Mayor's Expenses	250	0	250
400	400	Civic Regalia	200	67	133
3,450	3,450		1,725	67	1,658
		Cost of Democracy:			
300	300	Annual Meeting	300	188	112
5,420	5,420	Elections	5,420	2,173	3,247
200	200	Members' Expenses	100	573	(473)
500	500	Notice/Honours Board	250	0	250
6,420	6,420		6,070	2,934	3,136
15,280	16,350	IT	8,175	8,098	77
		Devolved Services:			
(1,400)	(1,400)	Bring Site	(700)	(700)	0
0	0	Allotments	0	(225)	225
650	650	War Memorial	325	(25)	350
870	870	Benches	435	853	(418)
(310)	(310)	Bus Shelters	(155)	(547)	392
(170)	(170)	Bandstand	(85)	(468)	383
290	290	Musgrave Monument	145	(246)	391
(6,340)	(6,340)	Fairhill Park	(3,170)	(2,479)	(691)
0	0	Toilets	0	0	0
1,100	1,100	Play Areas	550	0	550
1,175	1,175	Coronation Gardens	588	0	588
310	310	Fairhill United Utilities	155	0	155
4,500	9,500	Planting Maintenance	0	0	0
750	750	Fairhill Site Improvements	0	0	0
8,200	8,200	Signage, etc	375	0	375
36,719	31,719	Community Caretaker	4,100	5,121	(1,021)
		Contribution to/(from)	0	0	0
		Devolution Reserve	0	0	0
46,344	46,344		2,563	1,284	1,279

**BUDGETARY CONTROL STATEMENT: SIX MONTHS ENDED 30 SEPTEMBER
2019**

Approved Budget 2019/20	Latest Budget 2019/20	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£	£		£	£	£
		Devolved Services:			
(1,400)	(1,400)	Bring Site	(700)	(700)	0
0	0	Allotments	0	(225)	225
650	650	War Memorial	325	(25)	350
870	870	Benches	435	853	(418)
(310)	(310)	Bus Shelters	(155)	(547)	392
(170)	(170)	Bandstand	(85)	(468)	383
290	290	Musgrave Monument	145	(246)	391
(6,340)	(6,340)	Fairhill Park	(3,170)	(2,479)	(691)
0	0	Toilets	0	0	0
1,100	1,100	Play Areas	550	0	550
1,175	1,175	Coronation Gardens	588	0	588
310	310	Fairhill United Utilities Planting Maintenance	155	0	155
4,500	9,500	Fairhill Site Improvements	0	0	0
750	750	Signage, etc	375	0	375
8,200	8,200	Community Caretaker	4,100	5,121	(1,021)
36,719	31,719	Contribution to/(from) Devolution Reserve	0	0	0
46,344	46,344		2,563	1,284	1,279
0	5,625	Website Accessibility Regulations	2,813	3,981	(1,168)
		Other Overheads:			
2,300	2,300	Printing, Postage & Stationery	1,150	1,083	67
1,600	1,600	Audit Fees	800	730	70
2,300	2,300	Insurance	1,150	1,417	(267)
100	100	Bank Charges & Interest	50	51	(1)
7,800	7,800	Accountancy Fees	3,400	3,000	400
3,200	3,200	Legal Fees	2,200	2,503	(303)
250	250	Licences	125	258	(133)
2,000	2,000	Subscriptions	1,000	1,229	(229)
19,550	19,550		9,875	10,271	(396)
10,000	10,000	Repairs & Renewals	5,000	2,970	2,030
312,714	324,009	Finance Committee Total	141,406	134,245	7,161
5,000	5,000	Contingency	2,500	0	2,500
0	0	Transfer to/(from) Acquisitions Reserve	0	0	0
460,824	495,834	TOTAL EXPENDITURE	209,711	167,405	42,306

**BUDGETARY CONTROL STATEMENT: SIX MONTHS ENDED 30 SEPTEMBER
2019**

Approved Budget 2019/20	Latest Budget 2019/20	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£	£		£	£	£
(15,031)	(50,041)	INCREASE/(DECR) IN GENERAL RESERVE	13,186	55,820	42,634
		RESERVES:			
		General Reserve:			
104,074	181,256	Balance brought forward 1 April 2019	181,256	181,256	0
(15,031)	(50,041)	Increase/(decrease) in year	13,186	55,820	42,634
89,043	131,215	Balance carried forward	194,442	237,076	42,634
		Devolution Reserve:			
57,180	55,815	Balance brought forward 1 April 2019	55,815	55,815	0
36,719	31,719	Contribution from/(to) 2019/20 Budget	0	0	0
93,899	87,534	Balance carried forward	55,815	55,815	0
		Acquisitions Reserve:			
50,000	50,000	Balance brought forward 1 April 2019	50,000	50,000	0
0	0	Contribution from/(to) 2019/20 Budget	0	0	0
50,000	50,000	Balance carried forward	50,000	50,000	0
232,942	268,749	TOTAL RESERVES	300,257	342,891	42,634



Penrith Town Council

Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR

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

BALANCE SHEET AS AT 30 SEPTEMBER 2019

	£	£
Investments		138,860
Current Assets		
Debtors	729	
Debtor - VAT	1,785	
Prepayments	10,645	
Cash at bank	452,456	
	<u>465,615</u>	
Current Liabilities		
Creditors	0	
Accruals	8,601	
Payroll	6,481	
Control	246,502	
Receipts in Advance	<u>261,584</u>	
Net Current Assets		204,031
		<u>342,891</u>
Represented by:		
Reserves		
General Reserve		237,076
Devolution Reserve		55,815
Acquisitions Reserve		50,000
		<u>342,891</u>



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FINANCE COMMITTEE 11 NOVEMBER 2019

7. Payments for Approval

- a) To note that prior to the meeting Cllr. Burgin and Cllr Bowen 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:

August 2019

September 2019

PAYMENTS SCHEDULE FOR AUGUST AND SEPTEMBER 2019 AS FOLLOWS:

**Payments Schedule
August 2019**

N/C	Date	Ref	Details	Net	VAT	Total	Budget
				£	£	£	
7310	05/08/2019	68	Eden DC - May 2019 Elections	1,009.50	-	1,009.50	Cost of democracy - Elections
6200	05/08/2019	69	Penrith Posters - Cumbria in Bloom printing	206.40	-	206.40	Environment - Greening
6401	05/08/2019	74	Eden Valley Artistic Network - Grant	4,500.00	-	4,500.00	Grants - Local Govt Act 1972 Section 144 Grants
7030	05/08/2019	75	CALC - Councillor training	90.00	-	90.00	Staffing - Training & Expenses
7680	05/08/2019	76	Amey - Community Caretaker duties July 19	1,142.09	228.42	1,370.51	Devolved Services - Community Caretaker
7030	05/08/2019	77	I Parker - Mileage expenses	41.70	-	41.70	Staffing - Training & Expenses
6200	12/08/2019	79	Penrith Posters - Banners	300.00	-	300.00	Environment - Greening
7030	12/08/2019	80	V Tunnadine - Mileage expenses	52.20	-	52.20	Staffing - Training & Expenses
7030	12/08/2019	80	V Tunnadine - Conference expenses	10.00	-	10.00	Staffing - Training & Expenses
7030	12/08/2019	80	V Tunnadine - Conference expenses	111.75	22.35	134.10	Staffing - Training & Expenses
6000	12/08/2019	81	Eden DC - Street trading consent fee, Bandstand	155.00	-	155.00	Town Projects - Town Projects
7870	19/08/2019	82	CALC - Magazine subscription	17.00	-	17.00	Other overheads - Subscriptions
7320	19/08/2019	83	Cumbria CC - DBS checks	80.00	-	80.00	Cost of democracy - Member Expenses
7130	19/08/2019	84	Penrith Parish Centre - Room hire 20 May 19	30.00	-	30.00	Accommodation - Room Hire
7130	19/08/2019	85	Penrith Parish Centre - Room hire 15 July 19	30.00	-	30.00	Accommodation - Room Hire
7800	05/08/2019	70	KTD - Managed print use July 19	106.96	21.40	128.36	Other overheads - Printing, Postage & Stationery
9998	05/08/2019	71 (dup 67)	KTD - Anti-Spam service Aug - Nov 19	104.70	-	104.70	Suspense Account - Awaiting recovery
9998	05/08/2019	72 (dup 66)	KTD - Domain services Aug - Nov 19	58.50	-	58.50	Suspense Account - Awaiting recovery
9998	05/08/2019	73 (dup 65)	Heatons - Duplicate payment	43.68	-	43.68	Suspense Account - Awaiting recovery
7510	12/08/2019	78	KTD - Website support Sept - Dec 19	156.00	31.20	187.20	Corporate communications - Website
6200	02/08/2019	Cash card 38	Morrisons - Refreshments	27.00	-	27.00	Environment - Greening
7800	27/08/2019	Cash card 39	Post Office - Postage	13.79	-	13.79	Other overheads - Printing, Postage & Stationery

**Payments Schedule
August 2019**

N/C	Date	Ref	Details	Net	VAT	Total	Budget
				£	£	£	
7840	08/08/2019	DD/STO	HSBC - Bank charges July 19	5.50	-	5.50	Other overheads - Bank Charges & Interest
7625	15/08/2019	DD/STO	British Gas - Electricity, Bandstand	9.23	1.84	11.07	Devolved services - Bandstand
2210	19/08/2019	DD/STO	HMRC - Tax & NI, July 2019	4,062.00	-	4,062.00	Staffing - Salaries
2210	19/08/2019	DD/STO	Cumbria CC - Superannuation, July 2019	3,026.29	-	3,026.29	Staffing - Salaries
7400	21/08/2019	DD/STO	New Star Networks - Broadband	160.17	32.03	192.20	IT
2210	27/08/2019	DD/STO	Net Pay - August 2019	11,347.40	-	11,347.40	Staffing - Salaries
7870	09/08/2019	Visa	Amazon Prime - Subscription to be refunded	7.99	-	7.99	Other overheads - Subscriptions
7400	22/08/2019	Visa	Adobe Systems - Adobe Acro pro	12.64	2.53	15.17	IT

Total

26,917.49 339.77 27,257.26

**Payments Schedule
September 2019**

N/C	Date	Ref	Details	Net	VAT	Total	Budget
				£	£	£	
7800	02/09/2019	Cash card 40	Post Office - Postage	13.50	-	13.50	Other overheads - Printing, Postage & Stationery
2101	04/09/2019	DD/STO	Salaries - Payment of over-deducted advances	130.00	-	130.00	Staffing - Salaries
7100	05/09/2019	86	Walton Goodland - Office rent 29 Sept - 24 Dec 2019	1,875.00	-	1,875.00	Accommodation - Rent
6200	05/09/2019	87	John Cook Signs - Pop up banner, Greening	70.00	14.00	84.00	Environment - Greening
6400	05/09/2019	88	Cumbria Youth Alliance - Grant CCEG 19/13	2,500.00	-	2,500.00	Grants - Local Govt Act 1972 Section 137 Grants
7625	05/09/2019	89	Eden DC - Street cleaning, Bandstand	1,228.27	245.65	1,473.92	Devolved services - Bandstand
7840	08/09/2019	DD/STO	HSBC - Bank charges August 19	5.50	-	5.50	Other overheads - Bank Charges & Interest
7870	09/09/2019	DD/SO	Amazon Prime - Subscription to be refunded	7.99	-	7.99	Other overheads - Subscriptions
7400	12/09/2019	90	KTD - Mains power supply	19.00	3.80	22.80	IT
7400	12/09/2019	91	KTD - Systemcare 27 Sept - 26 Dec 19	844.75	168.95	1,013.70	IT
7615	12/09/2019	92	Glasdon - Lowther bench & plaque	1,168.09	233.62	1,401.71	Devolved services - Benches
7820	12/09/2019	93	PKF Littlejohn - External audit fee 2018/19	1,000.00	200.00	1,200.00	Other overheads - Audit Fees
7870	12/09/2019	94	Living Wage Foundation - Employer accreditation 2019	60.00	12.00	72.00	Other overheads - Subscriptions
7500	12/09/2019	95	Cumbria Local Publications Ltd - Eden Local advert	65.00	-	65.00	Corporate communications - Advertising
7625	12/09/2019	Cash card 41	Poppins - Floor paint, Bandstand	13.33	2.67	16.00	Devolved services - Bandstand
7030	12/09/2019	Cash card 42	Sainsbury's - Refreshments	50.90	-	50.90	Staffing - Training & Expenses
7800	13/09/2019	Cash card 43	Post Office - Postage	20.64	-	20.64	Other overheads - Printing, Postage & Stationery
7800	13/09/2019	Cash card 44	Post Office - Postage	27.58	-	27.58	Other overheads - Printing, Postage & Stationery
7625	16/09/2019	DD/STO	British Gas - Electricity, Bandstand	8.08	1.62	9.70	Devolved services - Bandstand
7800	17/09/2019	Cash card 45	Post Office - Postage	2.70	-	2.70	Other overheads - Printing, Postage & Stationery
7800	18/09/2019	Cash card 46	Post Office - Postage	131.00	-	131.00	Other overheads - Printing, Postage & Stationery
7320	18/09/2019	Cash card 47/52	The Photo ID Card People - Cardholder & lanyard	20.34	4.07	24.41	Cost of democracy - Member Expenses

**Payments Schedule
September 2019**

N/C	Date	Ref	Details	Net	VAT	Total	Budget
7635	19/09/2019	100	Lowther Forestry Group - Grass cutting, Fairhill	889.00	177.80	1,066.80	Devolved services - Fairhill Park
6000	19/09/2019	101	Small Fab - Manufacture 3 parking disc dispensers	300.00	-	300.00	Town Projects - Town Projects
6000	19/09/2019	102	Cumbria Classic Coaches - Deposit, VE Day Event	325.00	-	325.00	Town Projects - Town Projects
6401	19/09/2019	103	Penrith Lions Club - Grant, Christmas Lights	3,000.00	-	3,000.00	Grants - Local Govt Act 1972 Section 144 Grants
7030	19/09/2019	104	Cumbria Assoc Local Councils - Training, Neighbourhood Plan	45.00	-	45.00	Staffing - Training & Expenses
7400	19/09/2019	105	KTD - SSL cover 25/7/19 to 24/7/20	451.00	90.20	541.20	IT
7110	19/09/2019	96	Walton Goodland - Energy charges to July 19	255.61	51.12	306.73	Accommodation - Heat, Light & Water
7110	19/09/2019	96	Walton Goodland - Water charges annual to July 19	20.46	4.09	24.55	Accommodation - Heat, Light & Water
7120	19/09/2019	96	Walton Goodland - Cleaning charges to August 19	87.92	17.58	105.50	Accommodation - Service Charges
7120	19/09/2019	96	Walton Goodland - Fire safety management to June 19	24.28	4.86	29.14	Accommodation - Service Charges
7120	19/09/2019	96	Walton Goodland - Sanitary disposal annual to June 20	35.42	7.08	42.50	Accommodation - Service Charges
7800	19/09/2019	97	Royal Mail - Postage	0.44	0.09	0.53	Other overheads - Printing, Postage & Stationery
7400	19/09/2019	98	KTD - System care 11/10/19 - 10/1/20	409.50	81.90	491.40	IT
7680	19/09/2019	99	Amey - Community Caretaker August 19	614.15	122.83	736.98	Devolved services - Community Caretaker
2210	19/09/2019	DD/STO	HMRC - Tax & NI, August 2019	4,579.19	-	4,579.19	Staffing - Salaries
2210	19/09/2019	DD/STO	Cumbria Pension Fund - Superannuation, August 2019	3,074.79	-	3,074.79	Staffing - Salaries
7800	23/09/2019	Cash card 48	YTC Penrith - Batteries	1.66	0.33	1.99	Other overheads - Printing, Postage & Stationery
7400	23/09/2019	DD/STO	Adobe - Adobe Acro po subscription	12.64	2.53	15.17	IT
7800	24/09/2019	Cash card 49	Post Office - Postage	10.88	-	10.88	Other overheads - Printing, Postage & Stationery
7400	24/09/2019	DD/STO	NSN Aindale - Broadband charges	159.41	31.88	191.29	IT
5100	26/09/2019	106	Penrith Posters - A4 photocopies, Neighbourhood Plan	260.00	-	260.00	Planning - Planning Consultancy
7320	26/09/2019	107	Councillor D Lawson - Member expenses	17.00	-	17.00	Cost of democracy - Member Expenses
7320	26/09/2019	108	Councillor H Snell - Member expenses	16.70	-	16.70	Cost of democracy - Member Expenses



Penrith Town Council

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

FINANCE COMMITTEE

Monday 11 November 2019

8. Bank Reconciliation

To approve and sign the bank reconciliations as at **31 August 2019** and **30 September 2019**.

Date: 02/09/2019
Time: 15:38:43

Penrith Town Council
Bank Reconciliation

Bank Ref: 1205	Date To: 31/08/2019
Bank Name: HSBC	Statement Ref: 1205 2019-09-02 04
Currency: Pound Sterling	

Balance as per cash book at 31/08/2019: 486,436.10

Add: Unpresented Payments

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

Less: Outstanding Receipts

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

Reconciled balance : 486,436.10

Balance as per statement : 486,436.10

Difference : 0.00

Date: 08/10/2019
Time: 13:25:50

Penrith Town Council
Bank Reconciliation

Page: 1

Bank Ref: 1205	Date To: 30/09/2019
Bank Name: HSBC	Statement Ref: 1205 2019-10-08 05
Currency: Pound Sterling	

Balance as per cash book at 30/09/2019: 452,455.73

Add: Unpresented Payments

Tran No	Date	Ref	Details	£
2489	30/09/2019	Cash	Timpson - Keys cut,	16.75
2506	30/09/2019	Cash	The Photo ID Card People -	24.41
				<u>41.16</u>

Less: Outstanding Receipts

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

Reconciled balance : 452,496.89

Balance as per statement : 452,496.89

Difference : 0.00

Contact tel 03457 60 60 60
see reverse for call times
Text phone 03457 125 563
used by deaf or speech impaired customers
www.hsbc.co.uk

9 August to 8 September 2019

Your Statement

Account Name
Penrith Town Council

Sortcode Account Number Sheet Number
40-36-10 21582240 57

Your Business Current Account details

<i>Date</i>	<i>Payment type and details</i>	<i>Paid out</i>	<i>Paid in</i>	<i>Balance</i>
	BALANCE BROUGHT FORWARD			497,812.46
	VIS INT'L 0083077865			
	ADOBE ACROPRO SUB			
	ADOBE.LY/BILL	15.17		497,797.29
27 Aug 19	BP CAROL GREY			
	PENRITH TOWN COUNC			
	BP JOHN JONES			
	PENRITH TOWN COUNC			
28 Aug 19	BP VIVIEN TUNNADINE			495,970.40
	PENRITH TOWN COUNC			
	BP ROSALYN RICHARDSON			
	PENRITH TOWN COUN			
	BP ANNA MALINA			
	PENITH TOWN COUNCI			
	BP IAN PARKER			
	PENRITH TOWN COUNC			
	VIS POST OFFICE COUNT			
	PENRITH	13.79		486,436.10
03 Sep 19))) POST OFFICE COUNT			
	PENRITH	13.50		486,422.60
04 Sep 19	BP CAROL GREY			
	PENRITH TOWN COUNC	44.00		
	BP ANNA MALINA			
	PENITH TOWN COUNCI	86.00		486,292.60
05 Sep 19	BP WALTON GOODLAND			
	PE01 20640	1,875.00		
	BP JOHN COOK SIGNS			
	22396	84.00		
	BP CUMBRIA YOUTH ALLI			
	PENRITH TOWN COUNC	2,500.00		
	BP EDEN DSTRT CNCL			
	PTC STC BANDSTAND	1,473.92		480,359.68
06 Sep 19	VIS INT'L 0082465853			
	HSBC 1 percent cas			
	Visa Offers		0.02	
	VIS INT'L 0082465854			
	HSBC 1 percent cas			
	Visa Offers		0.14	480,359.84
08 Sep 19	DR TOTAL CHARGES			
	TO 17AUG2019	5.50		480,354.34
08 Sep 19	BALANCE CARRIED FORWARD			480,354.34



Contact tel 03457 60 60 60
see reverse for call times
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9 September to 8 October 2019

Your Statement

Account Name
Penrith Town Council

Sortcode Account Number Sheet Number
40-36-10 21582240 62

Your Business Current Account details				
<i>Date</i>	<i>Payment type and details</i>	<i>Paid out</i>	<i>Paid in</i>	<i>Balance</i>
	VIS BALANCE BROUGHT FORWARD			454,288.89
	POPPINS			
	PENRITH	16.00		454,272.89
30 Sep 19	CR CHQ IN AT 403610		24.00	
	SO LAMONT PRIDMORE			
	PENRITH TOWN COUN	1,800.00		452,496.89
01 Oct 19	VIS PAYPAL *PHOTOIDCAR			
	35314369001	24.41		
))) TIMPSON LTD			
	PENRITH	16.75		452,455.73
03 Oct 19	DD GRENKELEASING LIM	1,552.25		
	BP AMEY			
	90759187	1,383.00		
	BP KTD			
	K121350	203.72		
	BP KTD			
	K121388	552.00		
	BP IAN PARKER			
	PENRITH TOWN COUN	21.60		
	BP KTD			
	K121462	114.00		
	BP PENRITH PARISH CEN			
	PENRITH TOWN COUN	28.80		
	BP HEATONS OFFICE SOL			
	PENRITH TOWN COUN	95.00		
	BP SLCC			
	PENRITH TOWN COUN	52.30		
	BP BURNETTS			
	SSC/PEN148/1	40.00		
))) POST OFFICE COUNT			
	PENRITH	10.50		448,402.56
08 Oct 19	BALANCE CARRIED FORWARD			448,402.56

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).



Penrith Town Council

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

FINANCE COMMITTEE 11 NOVEMBER 2019

Request for a new Bench on Lowther Street

AUTHOR: Ian Parker – Services and Contracts Manager

SUPPORTING MEMBER: Cllr Scott Jackson -
Lead Member Devolution

ITEM NUMBER: 9

To consider a request to install a new bench on Lowther Street, Penrith

RECOMMENDATIONS

The Committee is recommended to approve the purchase and installation of a new bench on Lowther Street, funded from the Seats and Benches budget on the basis that Cumbria County Council grants permission for the Council to install a bench in this location.

1. LAW

1.1 The Parish Council's Act 1957 provides Town Council's with the power to provide roadside seats.

2. LINKS TO COUNCIL PRIORITIES

2.1 This report addresses the Health and Wellbeing strategic priority and meets the aim to support and contribute to the social fabric of the town, enhancing community facilities.

3. REPORT DETAILS

- 3.1 Penrith Town Council received 45 benches from Eden District Council via an asset transfer on the 19 October 2018.
- 3.2 The Council has since approved a Memorial Benches Policy on 12 November 2018, and a Bench Disposal Policy on the 15 July 2019.
- 3.3 The Council approved a growth budget to commence in 2019/20 to undertake a phased replacement of some of the benches that the Council had received via the asset transfer. The principle reasons to undertake a phased replacement of the benches was to provide a consistency of design and appearance and to secure their maintenance for the future; as the Council had inherited a range of styles, age and condition of seats.
- 3.3 When the seats were devolved to the Council there was no inclusion of a bench on Lowther Street, yet it is understood from local residents that there was a bench previously located on Lowther Street which had been removed and not replaced.
- 3.4 A member of the public has since approached the Council enquiring whether a bench could be reinstalled on Lowther Street to enable pedestrians to have a resting point. Lowther Street has a steep gradient and any resting point will most likely assist pedestrians using the street.
- 3.5 The Memorial Benches Policy does state that the Council will only provide new benches in existing locations and will not increase the number of sites and locations. However, in this case the Council had been unaware that there had been a seat previously in this location and had it still been in situ, it would have transferred to the Council as part of the asset transfer.
- 3.6 On this basis and having taken into consideration the gradient of Lowther Street and the benefits to pedestrians a seat would provide it is considered that the provision of a new seat would be beneficial.
- 3.7 The location on Lowther Street is set back off the pedestrian footway, where there is a recess suitable to accommodate a seat measuring 1.65 x 0.70m. The size of the recess does not allow the Council's to install its chosen style of bench, therefore an alternative bench would be installed.
- 3.8 The estimated cost to purchase and install a bench in this location would be £500. This can be funded from existing budgets, from the Bench Replacement Budget.

- 3.9 The highway which the seat will be placed is owned by Cumbria County Council and they would need to give formal approval for the seat to be reinstalled at this location and issue a legal agreement to formalise such consent.

4. FINANCE IMPLICATIONS

- 4.1 The estimated cost to purchase and install a seat in this location would be £500. This can be funded from the Bench Replacement budget.

5. RISK MANAGEMENT

RISK	CONSEQUENCE	CONTROLS REQUIRED
Financial	Cost to install the bench are higher than budget available.	Obtain quotations prior to order.
Reputation	Not providing a bench in this location may have a negative impact on the Council	Council considers resident opinion.
Poor Quality	Maintenance liability and increase cost	Quotations and seat to be purchased from reputable supplier.
Consents	Refusal of consent from CCC will not allow this matter to proceed	Liaison with Cumbria County Council.

6. BACKGROUND PAPERS

- Memorial Benches Policy
- Bench Disposal Policy
- Full Council Budget Report, 28 January 2019

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. Clarke

Cllr. Davies

Cllr. Donald

Cllr. Fallows

Cllr. Knaggs

Cllr. Lawson

Cllr. Snell