



Penrith Town Council

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

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

DATE: 16 MARCH 2020

You are summoned to attend a meeting of

PENRITH TOWN COUNCIL

to be held on Monday **23 March 2020**, at 6.00 p.m. Unit 2, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR.

FULL COUNCIL MEMBERSHIP

Cllr. Bowen	Pategill Ward	Cllr. Jackson	North Ward
Cllr. Burgin	South Ward	Cllr. Kenyon	North Ward
Cllr. Clark	South Ward	Cllr. Knaggs	West Ward
Cllr. S. Clarke	Carleton Ward	Cllr. Lawson	Carleton Ward
Cllr. Davies	West Ward	Cllr. M. Shepherd	North Ward
Cllr. Donald	North Ward	Cllr. Shepherd	East Ward
Cllr. Fallows	East Ward	Cllr. Snell	West Ward
Cllr. Hawkins	East Ward		

Mrs V. Tunnadine, Town Clerk

The Town Council resolved from 20 May 2019, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to adopt the General Power of Competence.

Where Members will be asked to:

AGENDA FOR THE MEETING OF

FULL COUNCIL

23 March 2020

PART I

PAGES

1. Apologies for Absence

Receive apologies from members.

2. Minutes

Authorise the Chairman to sign, as a correct record, the minutes of the meeting of the Council held on 27 January 2020.

1-7

3. Public Participation and Representations

Note there were no questions, petitions or statements at the time of despatch of Agenda.

Receive any questions or representations which have been received from members of the public.

ADVICE NOTE:

Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. The public must make a request in writing to the Town Clerk **PRIOR** to the meeting, when possible. A member of the public can speak for up to three minutes. A question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.

4. Receive Reports from Penrith Councillors from Other Authorities

- a) District Councillors
- b) County Councillors

5. Declaration of Interests and Requests for Dispensations

Receive declarations by Members of interests in respect of items on this agenda and apply for a dispensation to remain, speak and/or vote during consideration of that item.

ADVICE NOTE:

Members are reminded that, in accordance with the revised Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting.) Members may, however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already declared in the Register, as well as any other registrable or other interests. If a Member requires advice on any item involving a possible declaration of interest which could affect his/her ability to speak and/or vote, he/she is advised to contact the Interim Monitoring Officer at least 24 hours in advance of the meeting.

6.	EXCLUDED ITEMS: Public Bodies (Admission To Meetings) Act 1960	PAGES
	Determine whether item 16 should be considered without the presence of the press and public, pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960, as publicity relating to that (any of those) matter/s may be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for the other special reasons noted in relation to that matter on the agenda.	
	INFORMATION REPORTS	
7.	Chair's Report	
	Receive and note a report by the Chair.	
8.	Reports from Members	
	Receive and note oral reports from Councillors regarding meetings they have attended as representatives of the Town Council.	
	ADVICE NOTE: Members are asked to note that if there is agreement that there are matters arising from the information shared, that these items will be scheduled on to the agenda of the next most appropriate Council agenda.	
9.	Resolutions Report	
	Receive and note the written report.	
10.	Parking and Movement Study Report	
	Receive and note the oral report from the Lead Member.	
11.	VE Day Report	
	Receive and note the oral report from the Lead Member	
	BUSINESS	
12.	Matters from Finance Committee	
	Consider the following approved reports and recommendations from the Council's Finance Committee:	
	a) Bank Reconciliation	
	Ratify the bank reconciliations as at 31 December 2019 and 31 January 2020.	9-12
	b) Budgetary Control Statement 2019/20: 31 January 2020	
	Ratify the budgetary control statement for the period to 31 January 220 as recommended by the Finance Committee.	13- 22
	c) Delegated Decisions	
	i. Ratify the delegated decision report for emergency works undertaken to the ladder system at Musgrave Monument.	23-30
	ii. Ratify the delegated decision report to update the Council's website for compliance with legislation.	

12 d) Annual Review of the Fees and Charges

Ratify the fees and charges for 2020/21 and recommend these go forward for final ratification by Full Council. **31-33**

e) Internal Audit Report

Ratify the Internal Auditors Interim Audit Report for the period 01 April to 31 December 2019, and recommend the report go forward for ratification by Full Council. **34-39**

f) Review of System of Internal Control 2019/20

Ratify the review of the Council's system of internal control for the current financial year and recommend the report go forward for ratification by Full Council. **40-44**

13. Business Continuity – Covid 19

- a) Consider and approve the report noting that the procedures will change as new guidance is issued from HM government.
- b) Provide delegated authority for both the Town Clerk and Services and Contracts Manager to take action on new guidance if the advice impacts on service deliverability.

14. Declaration of a Climate and Ecological Emergency Report

Consider the report and recommendations contained within.

Draft document to follow 17 March

15. Next Meeting

Note the next meeting is scheduled for 18 May 2020 at 6.00pm, Unit 2, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR.

PART II PRIVATE SECTION**PINK**

There are the following items in this Part of the Agenda.

16. LCAS Review

The reason of the confidential nature of the business to be transacted is that the information is business sensitive.

Consider the report and recommendations contained within.

Draft document to follow 17 March

FOR THE ATTENTION OF ALL MEMBERS OF THE TOWN COUNCIL

ACCESS TO INFORMATION

Copies of the agenda are available for members of the public to inspect prior to the meeting. Copies will also be available at the meeting. The agenda and Part I reports are also available on the Town Council website

www.penrithtowncouncil.co.uk

Background Papers

Requests for the background papers to the Part I reports, excluding those papers that contain exempt information, can be made to the Town Clerk address overleaf between the hours of 9.00 am and 3.00 pm, Monday to Wednesday.



Penrith Town Council

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

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

ITEM 2

DRAFT Minutes of the meeting of

PENRITH TOWN COUNCIL

Held on **Monday 27 January 2020**, at 6.00 p.m. Unit 2, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR.

PRESENT

Cllr. Bowen	Pategill Ward	Cllr. Jackson	North Ward
Cllr. Burgin	South Ward	Cllr. Kenyon	North Ward
Cllr. Clark	South Ward	Cllr. Knaggs	West Ward
Cllr. S. Clarke	Carleton Ward	Cllr. Lawson	Carleton Ward
Cllr. Davies	West Ward	Cllr. M. Shepherd	North Ward
Cllr. Donald	North Ward	Cllr. Shepherd	East Ward
Cllr. Fallows	East Ward	Cllr. Snell	West Ward
Cllr. Hawkins	East Ward		

Town Clerk

Deputy Town Clerk

Solicitor

Responsible Finance Officer

**DRAFT MINUTES FOR THE MEETING OF
FULL COUNCIL
27 JANUARY 2020**

PART I

PTC19/100 APOLOGIES FOR ABSENCE

No apologies were received.

PTC19/101 MINUTES

Members considered the draft minutes for 25 November 2019 prior to authorising the Chair to sign the minutes.

RESOLVED THAT

The Chair sign, as a correct record, the minutes of the meeting of the Council held on Monday 25 November 2019.

PTC19/102 PUBLIC PARTICIPATION

Members noted that there were no questions or representations that had been received from members of the public prior to the meeting.

PTC19/103 REPRESENTATIONS FROM OTHER AUTHORITIES

DISTRICT COUNCILLORS:

Members noted that District Cllr. Holden and Cllr. Taylor had sent apologies.

District Cllr. Clark reported that she had made representation regarding air pollution to the Housing and Communities Board.

COUNTY COUNCILLORS:

County Cllr. Bell informed the meeting that she was impressed with the stakeholder events for the joint parking and movement study which encouraged broad community involvement which reinforced the desire to understand the issues in Penrith. County Cllr. Bell explained that closures at Penrith Hospital's Urgent Treatment Centre were due to staffing shortages.

County Cllr. Whipp informed the meeting the Parking and Movement Study had given a powerful message on three tier Council collaboration. Cllr. Whipp informed Members that the County Council was reviewing its budget with ratification due in February.

Cllr. Jackson read a report from County Cllr. Carrick and reported some progress on two key highways projects in Penrith North. Finance had become available for improvements to be made to the Salkeld Road/Inglewood Road/A6 junction. The work would involve re-designing the junction to improve road safety, reduce the speed of vehicles coming from the A6 onto Salkeld Road and making the junction more pedestrian friendly. As part of the highway design stage, ground investigations were required along with topographical surveys, trial pits and coring. The surveys would have no impact on traffic flow at this location and it was anticipated that work on the trial pits would commence imminently.

PTC19/103 REPRESENTATIONS FROM OTHER AUTHORITIES CONTINUED

Installation of the mini roundabout at the junction of Salkeld Road and Beacon Edge should commence in the next couple of months. This scheme had been designed to address speeding in the vicinity of that junction and road safety at the junction, as well as allowing people to cross the road more easily and safely and support the increased use of the Fairhill Playing Field. It is hoped that this scheme would contribute to an overall reduction in speed in the wider area, while other initiatives are being developed in the slightly longer term to introduce traffic calming measures along Beacon Edge.

PTC19/104 DECLARATION OF INTERESTS AND REQUESTS FOR DISPENSATIONS

Members noted that no declarations of interests or requests for dispensations by Members in respect of items on the agenda were received prior to the meeting.

PTC19/105 EXCLUDED ITEM: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 – REVIEW OF CO-OPTION APPLICATIONS

Members confirmed that matters 15, 16 and 17 should be considered without the presence of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960 Section 2 as the matter involved exempt information of a legal context.

PTC19/106 CHAIRS REPORT

The Chair gave an oral report and read to the meeting a letter from Councillor Ross Fowler OAM Mayor of Penrith City Council, Australia, in response to Cllr. Lawsons letter of support and assistance during the bushfire crisis. Cllr. Lawson informed the meeting that he had attended events with the Royal British Legion, the Fell Runner 40th Anniversary dinner and the Penrith Air Cadets.

PTC19/107 REPORTS FROM MEMBERS

Members received oral reports from Councillors regarding meetings they have attended as representatives of the Town Council:

- Cllr. Bowen attended the Pategill Residents Association meeting.
- Cllr. Donald attended the community soup kitchen event which was at the Salvation Army.
- Cllr. Snell reported that she had attended the Youth Advisory Panel Group.
- Cllr. Fallows attended the Scaws Tenants and Residents Association meeting.

PTC19/108 RESOLUTIONS REPORT

Members noted the Resolutions Report.

PTC19/109 PARKING AND MOVEMENT STUDY REPORT

Members received and noted the oral report from the Lead Member, Cllr. Jackson

PTC19/110 VE DAY REPORT

Members received and noted the oral report from the Lead Member, Cllr. Jackson

PTC19/111 MATTERS FROM FINANCE COMMITTEE

Members considered the following approved reports and recommendations from the Council's Finance Committee:

A) DRAFT BUDGET 2020-21

Members considered budget proposals for 2020/21 and the indicative medium-term Financial Forecast for the period to 2024/25 and staff pay awards for 2020-21.

RESOLVED THAT

The budget be approved.

B) PRECEPT APPLICATION

RESOLVED THAT

The Council request Eden District Council pay the sum of £454,233 to Penrith Town Council as its precept for the year 2020/21.

C) BUDGETARY CONTROL STATEMENT 2019/20 30 NOVEMBER 2019

RESOLVED THAT

The budgetary control statement for the period to 30 November 2019 as recommended by the Finance Committee, be ratified.

D) POLICIES

RESOLVED THAT

The following policies be ratified:

- i. Reserves Policy
- ii. Investments Policy
- iii. Disciplinary and Grievance Arrangements Policies
- iv. Local Government Pension Scheme Employer Discretions Policy

E) GENERAL DATA PROTECTION REGULATIONS (GDPR) RISK ASSESSMENT

RESOLVED THAT

The GDPR risk assessment be ratified.

PTC19/112 DECLARATION OF A CLIMATE AND ECOLOGICAL EMERGENCY REPORT

Members considered the report and recommendations contained within.

RESOLVED THAT

- i. Appendices A, B and C be noted.
- ii. The quotation from Cumbria Action for Sustainability to assess the Council's business operations and assets be approved.
- iii. The Council's participation in SLCC webinar sessions and other relevant training be approved.
- iv. The Town Clerk be approved as Lead Officer and Cllr. Lawson be approved as the Lead Member and report back to Full Council.

PTC19/113 MOTION FROM CLLR. KNAGGS

Members considered a draft letter developed by Cllr. Knaggs in response to a request in the local press from Eden District Councillor Eyles, for comments regarding changes to household waste collections.

RESOLVED THAT

The letter be approved with the additional request for public consultation and submit to the Chief Officer, Leader of the Council and District Cllr. Eyles.

PTC19/114 MOTION FROM CLLR. DAVIES

Members considered a draft letter, notice on motion, developed by Cllr. Davies in response to increased closures of the Urgent Treatment Centre at Penrith Hospital.

The motion was duly seconded, and the motion was debated.

Resolved That

The draft letter be sent to the Chief Executive of NCIC.

An amendment was proposed and duly seconded.

Resolved That

The letter be redrafted, inviting the Chief Executive to a meeting to outline the issues faced by the hospital and confirming that Penrith Town Council wished to work in partnership with the Trust to see what could be done to resolve the issues.

A vote was taken, and the amendment was carried. On becoming the substantive motion a further amendment was proposed and duly seconded.

Resolved That

The original letter be sent without the fifth and final paragraph.

A vote was taken, and the amendment was carried.

RESOLVED THAT

The original letter minus the fifth and final paragraphs be sent,.

PTC19/115 NEXT MEETING

Members noted the next meeting was scheduled for 23 March 2020 at 6.00pm, Unit 2, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR.

PART TWO PRIVATE SECTION

PTC19/116 MEMBERS INTERESTS

Members received the update from the Deputy Town Clerk and Solicitor.

PTC19/117 OFFICE LEASE RENEWAL

Members considered the report and recommendations contained within.

RESOLVED THAT

- i. That the Town Clerk be given delegated authority to agree the renewed terms for the lease on the following basis:
 - a) A 5,7- or 10-year lease is offered
 - b) A break clause/s is included
 - c) The annual rent does not exceed 10% of that currently paid
 - d) The remaining terms of the lease are unchanged
- ii. That the Chair and/or Deputy Chair be authorised to sign the new lease on behalf of the Council.
- iii. That the Council's in-house solicitor will have oversight throughout the process to ensure that it is legally compliant.

PTC19/118 LCAS REVIEW

Members considered the report and recommendations contained within.

RESOLVED THAT

A letter be sent to the Chief Executive Officer of the Cumbria Association of Local Councils.

CHAIR:

DATE:

**FOR THE ATTENTION OF ALL MEMBERS OF
THE TOWN COUNCIL**

CHAIR'S 2020-21 BUDGET STATEMENT

I am very pleased to present this budget report to the Town Council and to propose its recommendations. The budget process involves a good deal of work in preparing and scrutinising detailed estimates and I would like to thank Councillor Burgin, the members of the Finance Committee and Council Committees and officers for their contributions in developing the budget.

The proposed budget for 2020/21 provides the framework for the Council to continue the progress it has made since its inception and enables it to plan for a sustainable financial future. The proposed funding will give the Council the resources and capacity to deliver a range of services that will benefit our residents and visitors.

Following several years' work, 2019 saw the Council produce its draft Neighbourhood Plan and support the Town's successful entries into the Cumbria in Bloom and Britain in Bloom competitions. These activities continue into 2020/21, however a review of their budgets has enabled a portion of their funding to be re-directed to other services. The Council has recently launched three major new projects by organising the Town's VE Day 75 Celebrations, commissioning an Arts and Cultural Strategy, and establishing a Youth Advisory Panel, which will advise Councillors on issues that affect or concern young people. The 2020/21 Budget includes around £36,000 of new finance to further develop these exciting initiatives and to deliver Town Projects, bus shelter replacements and an increased investment in Councillor and Officer training.

Since its inception, the Town Council has taken over several assets and services from Eden District Council. This process will continue into 2020/21, with budget funding to investigate the potential transfer of Play Areas, Coronation Gardens and Toilets.

The proposed precept of £454,233 represents a 1.7% increase in Council Tax. This is the same as the Government's inflationary increase in non-pension benefits and below the 3.9% increase in State pensions. A typical household in Penrith, with a property valued in Band B, will see the Town Council's full Council Tax rise from £63.54 to £64.63, an increase of about 2p per week.

Looking ahead, the budget papers include a sustainable forward plan, based on modest rises in Council Tax, which will grow our services and increase reserves to improve our resilience. This is a prudent approach to mitigate financial risk in the delivery of our increasing responsibilities.

The majority of the overall Council Tax raised in Penrith goes to Cumbria County Council, Cumbria Police and Crime Commissioner and Eden District Council. The Town Council's share of the total Council Tax bill is about 4%, however we can have a far greater impact on the quality of life in Penrith than this would suggest.

This budget enables the Council to continue providing quality services for the Town and for it to plan to develop in the future from a sound financial footing.

COUNCILLOR LAWSON



FULL COUNCIL

23 MARCH 2020

MATTER: FINANCE COMMITTEE MATTERS

SUPPORTING Cllr Roger Burgin -

MEMBER: Chair of Finance Committee

ITEM NO: 12

a) Bank Reconciliation

Ratify the bank reconciliations as at 31 December 2019 and 31 January 2020.

b) Budgetary Control Statement 2019/20: 31 January 2020

Ratify the budgetary control statement for the period to 31 January 2020 as recommended by the Finance Committee.

c) Delegated Decisions

- i. Ratify the delegated decision report for emergency works undertaken to the ladder system at Musgrave Monument.
- ii. Ratify the delegated decision report to update the Council's website for compliance with legislation.

d) Annual Review of the Fees and Charges

Ratify the fees and charges for 2020/21 and recommend these go forward for final ratification by Full Council.

e) Internal Audit Report

Ratify the Internal Auditors Interim Audit Report for the period 01 April to 31 December 2019, and recommend the report go forward for ratification by Full Council.

f) Review of System of Internal Control 2019/20

Ratify a review of the Council's system of internal control for the current financial year and recommend the report go forward for ratification by Full Council.

9 December 2019 to 8 January 2020

Your Statement

Account Name

Penrith Town Council

Sortcode

■■■■■

Account Number

■■■■■

Sheet Number

72

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
24 Dec 19	BP BALANCE BROUGHT FORWARD			171,611.72
	PAUL FOOTE			
	PENRITH TOWN COUNC	■■■■■		170,362.79
27 Dec 19	BP VIVIEN TUNNADINE			
	PENRITH TOWN COUNC	■■■■■		
	BP CAROL GREY			
	PENRITH TOWN COUNC	■■■■■		
	BP ROSALYN RICHARDSON			
	PENRITH TOWN COUN	■■■■■		
	BP ANNA MALINA			
	PENRITH TOWN COUNCI	■■■■■		
	BP IAN PARKER			
	PENRITH TOWN COUNC	■■■■■		
	BP JOHN JONES			
	PENRITH TOWN COUNC	■■■■■		160,630.20
30 Dec 19	DD BRITISH GAS TRADIN	13.01		160,617.19
31 Dec 19	CR TUNNADINE Vivien			
	VT BIB HOTEL		133.35	160,750.54
03 Jan 20	CR PUBLIC SECTOR DEPO		75.42	160,825.96
07 Jan 20))) POST OFFICE COUNT			
	PENRITH	11.82		160,814.14
08 Jan 20	DD GRENKELEASING LIM	1,552.25		
	DR TOTAL CHARGES			
	TO 17DEC2019	5.50		159,256.39
08 Jan 20	BALANCE CARRIED FORWARD			159,256.39

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).

Account Fee

	charge	frequency
Fee for maintaining the account	5.50	Monthly

Credit Interest Rates

Credit interest is not paid

balance

AER
variable

Debit Interest Rates

Debit interest

balance

EAR
variable

21.34%

Date: 06/01/2020
Time: 13:05:35

Penrith Town Council
Bank Reconciliation

Page: 1

Bank Ref: 1205	Date To: 31/12/2019
Bank Name: HSBC	Statement Ref: 1205 2020-01-06 02
Currency: Pound Sterling	

Balance as per cash book at 31/12/2019: 160,750.54

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 : 160,750.54

Balance as per statement : 160,750.54

Difference : 0.00

9 January to 2 February 2020

Your Statement

Account Name

Penrith Town Council

Sortcode Account Number Sheet Number

4 [REDACTED] 75

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			133,896.83
	BP JOHN JONES			
	PENRITH TOWN COUNC	[REDACTED]		
	BP P FOOTE			
	PENRITH TOWN COUNC	[REDACTED]		
30 Jan 20	BP CUMBRIAN LOCAL PUB			132,743.85
	EL 2017	170.00		
	BP WEDDINGS BY ANNABE			
	0389 PTC	300.00		
	BP JOHN JONES			
	PENRITH TOWN COUNC	325.00		131,948.85
02 Feb 20	BALANCE CARRIED FORWARD			131,948.85

Information about the Financial Services Compensation Scheme

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Credit Interest Rates	balance	AER variable	Debit Interest Rates	balance	EAR variable
Credit interest is not paid			Debit interest		21.34%

Date: 06/01/2020
Time: 13:05:35

Penrith Town Council
Bank Reconciliation

Page: 1

Bank Ref: 1205	Date To: 31/12/2019
Bank Name: HSBC	Statement Ref: 1205 2020-01-06 02
Currency: Pound Sterling	

Balance as per cash book at 31/12/2019: 160,750.54

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 : 160,750.54

Balance as per statement : 160,750.54

Difference : 0.00



FULL COUNCIL

23 MARCH 2020

**MATTER: BUDGETARY CONTROL STATEMENT 2019/20:
EXPENDITURE TO 31 JANUARY 2020**

To consider the budgetary control statement for the ten month period to 31 January 2020.

AUTHOR: Jack Jones - RFO

SUPPORTING MEMBER: Cllr Roger Burgin -

Chair of Finance Committee

ITEM NO: 12 b

RECOMMENDATIONS:

To ratify the budgetary control statement.

1. LAW

The Town Council resolved from 20 May 2019, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to **adopt** the General Power of Competence. 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 transfer of £5,000 unspent budget from Greening to Arts and Entertainment, to increase the allocation for the Arts and Cultural Strategy tender.
 - An allocation of £9,500 from the General Reserve to supplement the original budget of £500 for youth engagement.
 - 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 ten 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 10/12ths 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 January, 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. An exception to the matching rule is that grants approved but not yet paid at the end of the period are included as expenditure, on the basis that this gives a truer view of expenditure against budget.
- 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 January. 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 £715; the budget was set at a very prudent level.

B.2 Planning Committee

Expenditure of £9,801 is shown against the profiled budget of £36,429, a variance of £26,628.

- 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. The 2020/21 Approved Budget assumes that this year's outturn expenditure will be £15,000, with £5,000 of budget slipped into next year.

B.3 CCEG Committee

Net spend of £59,061 is shown against the profiled budget of £112,625, an underspending of £53,564.

- Expenditure on Arts and Entertainment totals £19,442, an underspending of £18,891, however both the Cultural Strategy and the VE Day 75 event will close this gap by the end of the year.
- After transferring £5,000 budget to Arts and Entertainment towards the Cultural Strategy, the Greening budget records an underspending of £3,327, suggesting that there could be a small underspend at year-end.
- The Community Grants budget shows an underspend of £11,516 against its full year's budget. An outturn underspending of £10,000 has been taken account of in the 2020/21 Budget.
- The Community Engagement budget, which includes the Youth Advisory Panel, is currently underspent by £5,231; this variance will reduce shortly when the Council commits to the acquisition of Dialogue software.

B.4 Finance Committee

Net expenditure of £225,884 is shown against the budget to date of £234,336, an underspending of £8,452.

- Net overspends of £772 across staffing budgets are compensated by an underspending of £746 on Training and Expenses.
- Civic Functions recorded an underspend of £2,778; the 2020/21 Budget assumes that £1,450 of this figure will continue to year-end.
- The Elections budget 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.
- Expenditure of £18,304 on IT budget represents an overspend of £4,501; the 2020/21 Budget recognises the increasing pressures on expenditure, assuming outturn expenditure of £21,000 for this year and setting a budget of £20,000 next year.
- The overall net underspending on Devolved Services is £3,007, largely due to grant income received from Eden DC exceeding the expenditure to date. The overspending of £1,682 on the Community Caretaker budget has been offset against underspends on other headings.
- To date, £3,981 has been spent on the Website Accessibility Regulations; there has been no movement in the last three months, suggesting that the full year's budget of £5,625 will be adequate.

- The Insurance budget is overspent by £1,018. 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 has been increased to reflect the true cost of the cover.
- Accountancy fees are underspent by £2,091, based on provisional costs pending a fuller review of expenditure.
- Repairs and Renewals currently records an underspend of 2,286; the 2020/21 Budget assumes an outturn underspending of £2,000 at year-end.

B.5 Contingency

- The profiled portion of the contingency provision, £4,167, 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 £92,811 against the profiled total expenditure budget of £387,557. As there is £708 additional income, there is a net variation of £93,519 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 decrease by £16,063 in the period, resulting in a balance of £165,193 at 31 January. The actual balance on the reserve at the month end is £258,712, which is £93,519 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 on 31 March.
- 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 before year-end.

C. Balance Sheet (Appendix B)

Appendix B shows the Council's balance sheet as at 31 January 2020. The following points may be noted:

- The investment balances reflect the changes made to accounts in December 2019.
- The main debtor balance is £4,933 VAT which will be recovered from HMRC.
- Prepayments of £5,773 include adjustments for insurance, office rental, licences, subscriptions and maintenance agreements.
- Although the HSBC Bank figure of £131,949 should be sufficient to meet payments until the 2020/21 precept income is received from Eden DC, the position will be monitored and funds withdrawn from CCLA if necessary to maintain cash flow.
- Accruals of £25,003 represent goods and services received before 31 January, where the payment was not made by that date. Individual items include £3,900 planning consultancy, £2,496 repairs, £1,516 audit and accountancy fees and £1,387 payroll costs. Grants totalling £14,000 have been approved but not yet paid.
- The Payroll Control balance of £6,987 relates to deductions calculated in the January 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 £77,036 income for the period from 1 February 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 net spending to the end of January is some £93,000 below the profiled latest budget, the main variances being £27,000 for Planning Committee and £54,000 for CCEG Committee. This continues the trend for increasing underspendings identified from earlier statements:

31 July	£24,000
30 September	£43,000
30 November	£81,000
31 January	£93,000.

Substantial underspendings were recognised during the budget process as the 2020/21 Approved Budget includes a forecast outturn for the current year which represents a £62,455 underspending of the Latest Budget for 2019/20.

Finally, there are no issues arising from the Council's balance sheet at 31 January.

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

BUDGETARY CONTROL STATEMENT: TEN MONTHS ENDED 31 JANUARY 2020

Approved Budget 2019/20	Latest Budget 2019/20	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£	£		£	£	£
		INCOME			
437,813	437,813	Precept: Council Tax	364,844	364,844	0
7,940	7,940	EDC - CTRS Grant	6,617	6,617	0
30	30	Other Income: Investment Interest	25	740	715
10	10	Miscellaneous Income	8	1	(7)
445,793	445,793	TOTAL INCOME	371,494	372,202	708
		EXPENDITURE			
		PLANNING COMMITTEE:			
0	0	Officer Support	0	2,139	(2,139)
0	0	Planning Consultancy	0	7,544	(7,544)
20,000	43,715	Consultation	36,429	118	36,311
20,000	43,715	Planning Committee Total	36,429	9,801	26,628
		CCEG COMMITTEE:			
30,000	30,000	Town Projects	19,000	5,780	13,220
5,000	10,000	Arts & Entertainment:	8,333	342	7,991
30,000	30,000	Officer Support	30,000	19,100	10,900
35,000	40,000	Events Grants	38,333	19,442	18,891
21,000	16,000	Environment:	13,333	10,423	2,910
500	500	Greening	417	0	417
21,500	16,500	Community Gardeners/Greening	13,750	10,423	3,327
32,000	32,000	Community Grants	32,000	20,484	11,516
770	770	Corporate Communications:	642	515	127
1,020	1,020	Advertising	850	260	590
1,780	11,280	Website	7,183	1,952	5,231
1,040	1,040	Community Engagement	867	205	662
4,610	14,110	Press Support	9,542	2,932	6,610
123,110	132,610	CCEG Committee Total	112,625	59,061	53,564
		FINANCE COMMITTEE:			
156,010	159,855	Staffing:	132,315	132,493	(178)
14,450	15,120	Salaries	12,444	12,036	408
27,260	27,345	National Insurance	22,768	23,770	(1,002)
3,300	3,300	Superannuation	2,100	1,354	746
201,020	205,620	Training & Expenses	169,627	169,653	(26)

Approved Budget 2019/20	Latest Budget 2019/20	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£	£		£	£	£
		Accommodation:			
7,700	7,700	Rent	6,417	6,250	167
1,850	1,850	Heat, Light & Water	1,542	1,454	88
650	650	Service Charges	542	516	26
220	220	Room Hire	183	169	14
330	330	Insurances	275	308	(33)
(100)	(100)	Letting Income	(83)	(24)	(59)
10,650	10,650		8,876	8,673	203
		Civic Functions:			
1,550	1,550	Civic Functions	1,292	30	1,262
1,000	1,000	Mayoral Expenses	833	0	833
500	500	Deputy Mayor's Expenses	417	0	417
400	400	Civic Regalia	333	67	266
3,450	3,450		2,875	97	2,778
		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	167	642	(475)
500	500	Notice/Honours Board	417	0	417
6,420	6,420		6,304	3,003	3,301
15,280	16,350	IT	13,803	18,304	(4,501)
		Devolved Services:			
(1,400)	(1,400)	Bring Site	(1,167)	(1,167)	0
0	0	Allotments	0	(25)	25
650	650	War Memorial	542	(42)	584
870	870	Benches	725	643	82
(310)	(310)	Bus Shelters	(258)	(911)	653
(170)	(170)	Bandstand	(142)	(588)	446
290	290	Musgrave Monument	242	5	237
(6,340)	(6,340)	Fairhill Park	(5,283)	(5,724)	441
0	0	Toilets	0	0	0
1,100	1,100	Play Areas	917	0	917
1,175	1,175	Coronation Gardens	979	0	979
310	310	Fairhill United Utilities Planting Maintenance	258	585	(327)
4,500	9,500	Fairhill Site Improvements	100	73	27
750	750	Signage, etc	625	0	625
8,200	8,200	Community Caretaker	6,833	8,515	(1,682)
36,719	31,719	Contribution to/(from) Devolution Reserve	0	0	0
46,344	46,344		4,371	1,364	3,007
0	5,625	Website Accessibility Regulations	4,688	3,981	707
		Other Overheads:			
2,300	2,300	Printing, Postage & Stationery	1,917	1,975	(58)
1,600	1,600	Audit Fees	1,333	1,216	117
2,300	2,300	Insurance	1,917	2,935	(1,018)
100	100	Bank Charges & Interest	83	73	10
7,800	7,800	Accountancy Fees	5,667	3,576	2,091
3,200	3,200	Legal Fees	2,667	2,560	107
250	250	Licences	208	30	178
2,000	2,000	Subscriptions	1,667	2,397	(730)
19,550	19,550		15,459	14,762	697
10,000	10,000	Repairs & Renewals	8,333	6,047	2,286
312,714	324,009	Finance Committee Total	234,336	225,884	8,452
5,000	5,000	Contingency	4,167	0	4,167
0	0	Transfer to/(from) Acquisitions Reserve	0	0	0
460,824	505,334	TOTAL EXPENDITURE	387,557	294,746	92,811
(15,031)	(59,541)	INCREASE/(DECR) IN GENERAL RESERVE	(16,063)	77,456	93,519

Approved Budget 2019/20	Latest Budget 2019/20	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£	£		£	£	£
		RESERVES:			
		General Reserve:			
104,074	181,256	Balance brought forward 1 April 2019	181,256	181,256	0
(15,031)	(59,541)	Increase/(decrease) in year	(16,063)	77,456	93,519
89,043	121,715	Balance carried forward	165,193	258,712	93,519
		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	259,249	TOTAL RESERVES	271,008	364,527	93,519



FULL COUNCIL

23 MARCH 2020

MATTER: FINANCE COMMITTEE MATTERS

SUPPORTING Cllr Roger Burgin -

MEMBER: Chair of Finance Committee

ITEM NO: 12 c

Delegated Decisions

- i. Ratify the delegated decision report for emergency works undertaken to the ladder system at Musgrave Monument.
- ii. Ratify the delegated decision report to update the Council's website for compliance with legislation.



Penrith Town Council

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

RECORD OF DECISION TAKEN PURSUANT TO DELEGATED POWERS AND PUBLISHED IN ACCORDANCE WITH THE OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014

1. Date of decision

23 January 2020

2. Name of officer making decision

Ian Parker

3. Details of decision

The annual inspection of the mansafe system at Musgrave Monument was undertaken on Monday 20 January 2020 by PTSG, and the system failed its inspection.

The recommendation was that the system was repaired as soon as possible to meet health and safety requirements and the British standards.

No access to the Monument could be granted until the work was undertaken. A quote was received on Wednesday 22 January and the works were instructed on Thursday 23 January 2020 for works to be undertaken as soon as possible.

The cost is £2496 and will be met from the Repairs and Renewals budget.

4. Standing Orders reference¹	18. Financial Controls and Procurement
5. Legal powers²	Power to provide public clocks, Parish Council's Act 1957, S2.
6. Consultation undertaken (state dates)³	Direct liaison with the Town Clerk, on Monday 20 January and Thursday 23 January.
7. Matters considered⁴	Health and Safety at Work Act 1974
8. Alternative options considered and rejected	No other options to consider as the defects needed to be corrected to allow safe use of the monument ladder system.
9. Reason for decision⁵	To comply with health and safety legislation.

¹ Paragraph of the Council's Standing Orders delegating decision to Clerk or other officer

² Specify what statutory power enables the Council to make this decision.

³ Specify what consultation has been undertaken, for example, with service users, the public, representative groups and with councillors.

⁴ Where relevant you should include reference to matters the law requires the decision maker to have regard to.

⁵ Delegated decisions may be challenged by judicial review, and reasons should therefore be given as to why the decision was taken.

10 Conflict(s) of interest declared by Council Member(s) consulted	No (if yes, state date of dispensation granted by council)
11 Financial/budgetary implications	The cost of the repairs will be met from the repairs and renewals budget. £2496

I confirm that the power to make this decision has been delegated to me pursuant to the Council's Standing Orders and any applicable Scheme of Delegation made under it, and that I have taken all relevant matters into account in making this decision.

Signed: Ian Parker

Job title: Services and Contracts Manager

Date: 24 January 2020



Penrith Town Council

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

RECORD OF DECISION TAKEN PURSUANT TO DELEGATED POWERS AND PUBLISHED IN ACCORDANCE WITH THE OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014

1. Date of decision 19/02/2020

2. Name of officer making decision VIV TUNNADINE

3. Details of decision ISSUE: Legislation compliancy – the Council's website does not seek consent for cookies. The site also contains imported tracking cookies.

LAW:
The General Data Protection Regulations 2018 (GDPR) requires websites to disclose the use of cookies and allows users to turn on/off cookies that are not essential and requires websites to get consent from visitors to store or retrieve any information on a computer, smartphone or tablet.

SOLUTION:
The Council's IT provider has confirmed that a visitor to the site should be asked if they consent to cookies before browsing the Council's website and has assessed the site for existing tracking cookies. Most of the cookies are embedded in links and videos that have been inserted on various pages. The IT provider has supplied a quotation for the work to make remedial repairs and to make the compliancy adjustment to the site. This has been accepted as this is a matter of compliancy.

IN SUMMARY: KTD FINDINGS:

The website does use cookies and should ask for consent which it currently doesn't. A lot of it is down to having embedded YouTube and Vimeo videos, which should be blocked until the user accepts the cookies.

The site has a "Cookies Policy" page which gives information about what cookies are but to be GDPR compliant PTC needs to outline what the cookies that are used do and have a settings page to change individual cookies settings.

A short report which indicates some example areas of compliancy weakness is attached along with the quote. This is not exhaustive and is taken from a small sample of pages on the site.

4. Standing Orders reference¹

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

5. Legal powers²

Not applicable

6. Consultation undertaken (state dates)³

Discussion with the RFO regarding meeting the costs associated with the work. As the

7. Matters considered⁴

GDPR Regulations 2018 and the Council's obligations.

8. Alternative options considered and rejected

None

¹ Paragraph of the Council's Standing Orders delegating decision to Clerk or other officer


² Specify what statutory power enables the Council to make this decision.

³ Specify what consultation has been undertaken, for example, with service users, the public, representative groups and with councillors.

⁴ Where relevant you should include reference to matters the law requires the decision maker to have regard to.

9. Reason for decision⁵	Failure to carry out this work would result in the Council operating unlawfully.
10 Conflict(s) of interest declared by Council Member(s) consulted	Yes/no (if yes, state date of dispensation granted by council)
11 Financial/budgetary implications	The RFO has recommended that as the compliancy issues appear to relate to numerous links associated with videos that have been uploaded for community engagement this budget allocation should meet the cost of this scheme of work.

I confirm that the power to make this decision has been delegated to me pursuant to the Council's Standing Orders and any applicable Scheme of Delegation made under it, and that I have taken all relevant matters into account in making this decision.

Signed: 

Job title: Town Clerk

Date: 19/02/2020

Approved May 2015 – Review Annually

⁵ Delegated decisions may be challenged by judicial review, and reasons should therefore be given as to why the decision was taken.

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FULL COUNCIL

23 MARCH 2020

MATTER: ANNUAL REVIEW OF FEES AND CHARGES

The Committee is asked to consider the Fees and Charges for the hire of the Boardroom, Meeting Room and Cornmarket Bandstand.

AUTHOR: Ian Parker – Services & Contracts Manager

SUPPORTING MEMBER: Cllr Roger Burgin -

Chair of Finance Committee

ITEM NO: 12 d

RECOMMENDATIONS:

To ratify the review.

LAW

The Town Council resolved from 20 May 2019, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to **adopt** the General Power of Competence.

LINKS TO COUNCIL PRIORITIES

This report aligns with the strategic priority for Core Council Business to ensure that the Council is led in a lawful and business-like manner.

1. BACKGROUND

- 1.1 The Council approved its current scale of Fees and at the Annual Meeting of the Town Council held on the 20 May 2019, Minute PTC19/16.
- 1.2 This report sets out the proposed scale of Fees and Charges for the 2020-21 municipal year. The Fees and Charges are shown in Appendix A.
- 1.3 It is proposed that the scale of Fees and Charges remains the same as the previous year.

2. FINANCE IMPLICATIONS

- 2.1 The Fees and Charges for the hire and use of the Council's facilities allows the Council to generate an income.

3. RISK ASSESSMENT

Risk	Consequence	Controls Required
Financial risk from having no established fees and charges	Lack of consistency in charging.	Agree scale of Fees and Charges.
Reputation risk whereby the Council must take care not to increase fees and charges by too large an amount.	This may result in criticism from the public and other stakeholders	Officers will monitor usage/affordability.

Officer contact Details

Ian Parker Services and Contracts Manager

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

Appendix A – Proposed Fees and Charges 2020 – 2021

Asset	Group	Cost (£)
Cornmarket Bandstand	Community Organisations, Charities, Constituted Groups	Free of Charge
	Commercial Events	£12.00 per hour; or £30.00 per morning (3 hours) or £42.00 for the afternoon (4 hours) £60.00 Full Day
	Private Business Use for Promotional purposes	£12.00 per hour; or £30.00 per morning (3 hours) or £42.00 for the afternoon (4 hours) £60.00 Full Day
Boardroom	Businesses, large organisations, non-political organisations, other authorities	£12.00 per hour; or £30.00 per morning (3 hours) or £42.00 for the afternoon (4 hours)
Meeting Room	Businesses, large organisations, non-political organisations, other authorities	£6.00 per hour; or £15.00 per morning (3 hours) or £21.00 for the afternoon (4 hours)
Boardroom and Meeting Room combined use	Businesses, large organisations, non-political organisations, other authorities	£15.00 per hour; or £37.00 per morning (3 hours) or £52.00 for the afternoon (4 hours)
Boardroom and Meeting Room	Registered Charities – Branch within Penrith parish.	No Charge
Boardroom and Meeting Room	Local groups affiliated to the Town Council: Penrith Community Gardeners Fairhill Community Group Penrith Allotment Association Penrith in Bloom	No Charge

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FULL COUNCIL

23 MARCH 2020

MATTER: FINANCE COMMITTEE MATTERS

SUPPORTING Cllr Roger Burgin -

MEMBER: Chair of Finance Committee

ITEM NO: 12 e

Internal Audit Report

Ratify the Internal Auditors Interim Audit Report for the period 01 April to 31 December 2019, and recommend the report go forward for ratification by Full Council.

INTERIM AUDIT REPORT BY THE INTERNAL AUDITOR TO PENRITH TOWN COUNCIL
1ST APRIL 2019– 31ST DECEMBER 2019
FINANCIAL YEAR ENDING 31ST MARCH 2020

Introduction

The Parish Council has a statutory responsibility to provide an adequate and effective Internal Audit by engaging an Internal Auditor. The role of the Internal Auditor is to provide an independent review and appraisal of the Council's system of internal control.

Penrith Town Council reviewed and formally approved

- a. the effectiveness of the internal controls at the meeting held on 20th May 2019 – Minute PTC19/17c
- b. the appointment of Internal Auditor – Minute PTC19/18
- c. the Internal Audit Plan 2019/20 at the meeting held on 25th November 2019 – Minute FIN COM 19/29

Sct 26 & 27 of The Local Audit and Accountability Act 2014 and The Accounts and Audit (England) Regulations 2015 requires a Council to publish, as soon as reasonably practicable, after the conclusion of the audit, a statement on the website that the audit has been completed.

The Responsible Financial Officer has undertaken the requirement. The Annual Governance and Accountability Return, (AGAR) with all attendant information was publicly displayed upon receipt from the External Auditor – on the Council website www.penrithtowncouncil.co.uk ensuring compliance with all aspects of the Regulations.

The Council received an unqualified audit report from the External Audit. It is confirmed the Accounts and all governance documents fulfilled the requirements of the Account and Audit Regulations. The receipt of the AGAR was notified to Council at the meeting held on 23rd September 2019. Minute No. PTC19/72

I confirm I have, on the 10th February 2020 undertaken an internal audit for the period 1st April – 2019 -31st December in accordance with the Account and Audit Regulations (England) 2015 as outlined in the schedule previously circulated and approved by Council and incorporating any new requirements as outlined in "Governance and Accountability for Smaller Authorities in England" March 2019

The Clerk, Responsible Financial Officer (RFO) and Services and Contracts Manager, all of who were present and available to answer any queries (if applicable) and provide clarification on the financial and governance processes, made all relevant documents available.

All meeting papers had been forwarded throughout the year for inspection and the Council website was regularly monitored to ensure compliance with the Local Government Transparency Code 2015.

Proper Bookkeeping

The Council operates a commercial accounting package – Sage, which is comprehensive and fulfils the requirements needed to complete all monthly and cumulative Income and Expenditure accounts as required by the Regulations. All payments and receipts are coded to the Council's budgeted headings, allowing immediate identification of spending in each budget sector and enables quarterly management accounts to be prepared. There is the additional security of an internal checking system to monitor the accuracy of the data input into the computerised accounts. Daily backup procedures are undertaken by means of external hard drives, which are stored off the premises in secure conditions. Additionally the hardware provider operates separate security.

Policies and Procedures - Financial Regulations, Standing Orders

A significant review of governance documents is carried out at the Annual Town Council Meeting. 20th May 2019– Minute PTC19/10. The checks undertaken confirmed the adoption of

- a. General Dispensations
- b. Regulations
- c. Asset Valuation Policy
- d. Petitions Policy

The Council reviews and approves required documentation in a systematic way throughout the year, which ensures no policy is omitted and facilitates the accurate completion of the Annual Governance Statement (AGAR) with assurance.

Financial Regulations, to reflect current legislation, were reviewed and adopted, at the meeting held on 23rd September 2020 Minute PTC19/71

Insurance Renewal/Asset Register

Checks confirmed renewal of Insurance Policies, commencing the second Year of the 3 year loyalty agreement approve 18th May 2018. Minute PTC 18/10 The Asset Register for the financial year 2018/19, was adopted 20th May 2019 Minute PTC 19/15. It will be further adopted in the current financial year to reflect any acquisitions and disposals and ensuring accuracy for the completion of the 2019/20 AGAR.

Transparency Code 2015

Penrith Town Council is fully compliant with all Transparency Code requirements. The published information continues to set the benchmark standard for the County.

Invoice Procedure/Internal Financial Controls

Invoices, which exceeded £1000, were checked for each month. The confirming signatures of two Officers and a Member was witnessed, ensuring the authenticity of the documents.

All payments adhered to Financial Regulations.

The electronic payment system which is carried out weekly ensures that local suppliers receive prompt payment of their accounts.

The changes that have been implemented throughout the financial year have greatly aided the production of management accounts. There is also an increased robustness to the internal financial controls by the scrutiny of members and officers of submitted invoices. There is a clear audit trail from invoices, schedule of payments, bank reconciliations and bank statements all of which are included in reports to Finance Committee for approval.

Bank balances are carefully checked prior to the expenditure being incurred.

Competitive Tendering Procedures

Robust systems are encompassed in Financial Regulations to ensure compliance with current legislation and the principle of Best Value.

Contracts awarded which exceed £5000 are published on the website as required by Transparency legislation. The contract awarded to Kompan adhered to Financial Regulation 11.2

VAT

The RFO submits claims quarterly which facilitates the early return of VAT to the Council.

Repayments are made by BACs to the Council's account.

The VAT account was not examined on this visit but will be reconciled at the year end audit.

Sct 137/ General Power of Competence/Grants

The Council is a General Power of Competence Council therefore Sct 137 is not applicable. All grants are correctly recorded with the appropriate spending power.

Minutes

These are correctly numbered and paginated and a master copy kept securely in a secure fireproof cabinet.

Risk Management Documentation/Various Policies

The following policies were reviewed and adopted at the meeting held on 23rd September 2019 Minute PTC19/70 & PTC19/71

Business Continuity

Finance

Governance IT & Website

Allotments

War Memorials

Fairhill Playing Field

Fire Risk Assessment

Lone Working

Recycling Bring Site
Bus Shelters
Seats
Musgrave Monument
Risk Management Policy
Procurement Policy

Budget Control

The budget is set in time to comply with the District Council's timetable. There is bimonthly monitoring of the budget
Officers' comprehensive reports highlight any variances to set budgets ensuring openness and transparency in the management of public money and enabling the Council to make the necessary virements, which are recorded in the minutes.

Cash Reserves/Investment Policy

It is a function of the Internal Audit to give an opinion on whether cash reserves are adequate or excessive as recommended by External Audit (i.e. a working balance of six to twelve months expenditure) Penrith Town Council has taken action to ensure healthy reserves are built up steadily. The Finance Committee at the meeting held on 17th June 2019 received a detailed report outlining recommendations for approval of £300,000 investment in CCLA Public Sector Deposit Fund Account and £85,000 into the Cumberland Building Society account and operational strategy. The recommendations were approved Minute FIN.COM.19/12 iv.

Income Controls

Income from all sources is promptly banked. No cash income.

Bank Cards

All expenditure is debited directly to the Council's bank account and regularly reported and allocated to budget heads with VAT Identified.

Security measures are in place to ensure appropriate use by permitted officers.

Payroll Control, PAYE, HMRC

All payments reflect salary scales approved by Council. Returns to HMRC are processed by the external accountant. All records will be fully checked at the conclusion of the financial year 2019/20.

Bank Reconciliations

The relevant bank statements are signed by members on receipt of bank reconciliations to verify the accuracy of the submitted documents.

The RFO has now implemented the production of monthly bank reconciliations to facilitate greater clarity of the financial position on a more regular basis.

I conclude and report that the Clerk and Responsible Financial Officer (RFO) Service and Contracts Manager and all Officers have maintained a high standard of recordkeeping, which has simplified the audit process. The Council's control systems are efficient and effective and give the appropriate level of confidence, that the financial statements and reports reflect a true and accurate account of the Council's finance and governance records. There are no matters to bring to the attention of the Council for implementation.

I would like to thank the team for their assistance in presenting immaculate records, which provides a clear understandable audit trail.



Mrs G. Airey

Internal Auditor

16th February 2020.



FULL COUNCIL

23 MARCH 2020

MATTER: REVIEW OF THE SYSTEM OF INTERNAL CONTROL 2019/20

To consider a review of the Town Council's system of internal control for the current financial year.

AUTHOR: Ian Parker – Services & Contracts Manager

SUPPORTING MEMBER: Cllr Roger Burgin -

Chair of Finance Committee

ITEM NO: 12 f

RECOMMENDATIONS:

To ratify the review of the Council's internal control framework, which concludes that the adopted controls are adequate, appropriate and effective and that they have operated consistently throughout the financial year and forward the report to full Council for ratification.

LAW

The Town Council resolved from 20 May 2019, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to **adopt** the General Power of Competence. The Accounts and Audit Regulations 2015 further require the Council to maintain a sound system of internal control, which includes its full range of governance arrangements.

LINKS TO COUNCIL PRIORITIES

Strong governance arrangements and sound internal controls underpin all of the Council's activities and support the delivery of its priorities.

1. REPORT DETAILS

Governance Requirements

1. Under the Accounts and Audit Regulations 2015, the Town Council must ensure that it has a sound system of internal control which:
 - facilitates the effective exercise of its functions and the achievement of its aims and objectives;
 - ensures that the financial and operational management of the authority is effective; and
 - includes effective arrangements for the management of risk.

Additionally, each financial year, the Council must conduct a review of the effectiveness of its system of internal control and prepare an annual governance statement, in accordance with proper practices. In previous financial years, the annual review has been carried out in September. This has been rescheduled to March in order to better enable the Council to confirm that internal controls have operated effectively throughout the financial year.

Internal Audit

2. The Regulations also state that the Council must undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance. The Council last reviewed its internal audit arrangements in May 2019, when it concluded that those arrangements were effective for the financial year 2018/19. The same arrangements apply to the current year, so it is reasonable to assume that they continue to be effective; this opinion will be reviewed formally in May this year.

Internal Control Framework

3. The attached diagram summarises the key governance controls operating within the Council. The list of items is not exhaustive, while the headings are included for convenience only. The diagram demonstrates that the Council has all of the appropriate elements in place to form a sound framework of internal control.

Review of Effectiveness

4. During the year 2019/20, the Council has maintained and updated all its policies and procedures. It has complied fully with all of the controls identified within the framework and has responded appropriately to new responsibilities. For example, during the year to date, the Council has:

- Achieved the General Power of Competence
- Refreshed its Business Plan
- Progressed its Neighbourhood Plan
- Confirmed compliance with GDPR and implemented Website Accessibility Regulations
- Established a Youth Advisory Panel
- Appointed an in-house Solicitor
- Improved budgetary control processes
- Maintained effective internal audit arrangements.

5. The agenda for this meeting includes the separate interim report from the Council's Internal Auditor, which concludes that "The Council's control systems are efficient and effective and give the appropriate level of confidence...". This independent opinion contributes to Officers' own opinion that the controls identified in the framework are adequate, appropriate and effective and that they have operated consistently throughout the 2019/20 financial year to date.

Annual Governance Statement (AGS)

6. The AGS cannot be prepared until after the end of the financial year, prior to approval of the annual accounts, and will be based on the assurance gained from this review of the internal control framework and the final internal audit report.

2. FINANCE IMPLICATIONS

This report has no direct financial implications.

3. RISK MANAGEMENT

RISK	CONSEQUENCE	CONTROLS REQUIRED
Failure to maintain a sound internal control framework.	Potential vulnerability to loss or irregularity across a range of governance areas.	Sound internal controls which are applied consistently and subject to periodic internal and independent reviews of their effectiveness.

4. APPENDICES ATTACHED TO THIS REPORT

- Internal Control Framework

5. BACKGROUND PAPERS

- Accounts and Audit Regulations 2015
- Interim Internal Audit Report 2019/20

INTERNAL CONTROL FRAMEWORK 2019/20

Statutory & Constitutional	Financial Management	Audit	Risk Management	Employees
<ul style="list-style-type: none"> • Legislation: <ul style="list-style-type: none"> ◦ Local Government ◦ Health & Safety ◦ Equalities ◦ Information Technology ◦ Freedom of Information • Councillors: <ul style="list-style-type: none"> ◦ Standing Orders ◦ Acceptance of Office ◦ Code of Conduct ◦ Register of Interests ◦ Declaration of Interests ◦ Annual Town Meeting • Annual Report • Business Plan • Neighbourhood Plan • Community Engagement • Qualified & experienced Town Clerk • Qualified & experienced In House Solicitor 	<ul style="list-style-type: none"> • Financial Regulations • Financial Procedures • Proper Accounting Practices • Procurement Rules • Approval of Expenditure • Approved Budget • Medium Term Forecast • Budgetary Control • Reserves Policy • Investment Policy • Transparency reports • Asset Register • Qualified & Experienced RFO 	<ul style="list-style-type: none"> • Internal Audit • Government and Accountability for Smaller Authorities • Review of Internal Audit Effectiveness • NAO Code of Audit Practice • External Audit • Public Right of Inspection 	<ul style="list-style-type: none"> • Risk Assessments • Health & Safety advice • Legal advice • IT Security • Business Continuity arrangements • Security of Assets • Insurance cover • Due diligence re asset transfers 	<ul style="list-style-type: none"> • Approved establishment • Contracts of employment • Job Descriptions • Staff Policies & Procedures • Staff Handbook • Performance Appraisals



FULL COUNCIL

23 March 2020

BUSINESS CONTINUITY

MATTER: **STATEMENT OF APPROACH – COVID 19 (Coronavirus)**

ITEM: **13**

AUTHOR: **I. PARKER, SERVICES & CONTRACTS MANAGER**

SUPPORTING MEMBER: **Cllr. LAWSON**

MEMBER: **CHAIR**

RECOMMENDATIONS

- a) Consider and approve the report noting that the procedures will change as new guidance is issued from HM government.
- b) Provide delegated authority for both the Town Clerk and Services and Contracts Manager to take action on new guidance if the advice impacts on service deliverability.

STATEMENT OF APPROACH

1. The Town Clerk and Services and Contracts Manager will each take responsibility for assessing and managing the potential impact of COVID-19 (and the steps put in place by relevant Governments and authorities to deal with it).
2. The Council's business continuity plan provides for flexible home working arrangements and establishes and maintains clear internal and external protocols for regular and emergency communication with employees and other key stakeholders.
3. The Council comply with health and safety duties and broader duties of care generally and home working arising from the impact and implications of Covid 19.
4. The Council will monitor Governmental and World Health Organisation advice and notify/remind staff of recommendations not to travel to particular areas and of measures to help prevent the spread of COVID-19.
5. The Council will support policies/guidance on the self-isolation of staff (whether mandated by law, imposed by the Council or requested by individual staff members).

6. Staff will report if they feel unwell or are absent, and to report possible infection or exposure to the virus, including following private travel to high-risk areas or concerns involving others they have been in contact with at work.
7. Staff will be provided with the right equipment for disinfecting hands and (if official advice recommends), and with any additional health and safety training or support that they might need.
8. Resourcing strategies have been considered including the re-allocation of staff to work off site, the rotation of in-office/home-working arrangements, to minimise the risks of disruption if members of staff, or key staff, are absent.
9. Employees and Members who have underlying health conditions and are more vulnerable to the virus may consider and decide to limit their attendance and exposure to public meetings, contact with the public and staff. Any employee or Members who decides to reduce this type of contact will be supported by the Council in this decision.
10. Voluntary absences, requests for staff absence where a family member has the virus or is self-isolating (or if schools are closed or childcare arrangements impacted), self-isolation and sickness absence will qualify as paid leave.
11. The Council will comply with discrimination and privacy legislation in relation to staff who may contract the virus and ensure proper protection for those from high-risk areas against bullying, discrimination or harassment. The Council will ensure compliance with relevant data protection legislation. Data concerning health is subject to enhanced protection under the GDPR as special category data.
12. The Council will consider wider operational impacts, for example in relation to:
 - a) ensuring the Council meets its statutory obligations the Council will consider if formal meetings should be limited to a quorum of members.
 - b) managing the implications of halting "business as usual" activities
 - c) holding or attending physical meetings and events (for example annual town council, committee, and informal meetings)
 - d) Minimum staffing levels required to maintain operations.
 - e) IT disruption (for example where this is outsourced) and the ability to continue financial and operational activities dependent on IT systems, whether on site or remotely.
 - f) Attendance at site visits, tests and inspections.
 - g) An inability to obtain signatures, for instance in relation to documents requiring physical signature..
 - h) Providing timely information required by regulatory or legal authorities, for example where relevant staff or access may be unavailable.
13. The Council will be kept up to date with the evolving situation and will comply with current legal obligations and medical guidance
14. The Council will identify and respond appropriately to changes to relevant legal obligations or guidance and will liaise with Government and professional bodies

where necessary on the extent and impact of any controls that may be required or imposed.

APPENDIX A Town Council Key Actions

1. Planning Activities

Not Started	Underway	Complete	Activity
		✓	Assign responsibility for planning and preparedness to a senior officer and a deputy
	✓		Obtain information on COVID-19
	✓		Consult within the Council and staff
✓			Consult with suppliers/contractors on measures they are taking and on potential disruptions to supply
	✓		Assess impact on your business and attach appropriate priority to the planning process
		✓	Develop a business continuity plan

2. Business Issues

Not Started	Underway	Complete	Activity
		✓	Identify critical activities and the employees and inputs required to maintain them
		✓	Consider the possible impact of employee absences
		✓	Examine the likely impact of COVID-19 on your market and on your customers' requirements
		✓	Identify and agree strategic imperatives
		✓	Understand the business need for face-to-face meetings should there be community transmission of COVID-19 with a risk of person to person spread. Consider the potential for remote working.
	✓		Consider the financial management implications due to COVID-19
		✓	Communicate with staff and Members in a manner appropriate to the current state of COVID-19 phase as guided by national recommendations
		✓	Prepare policies on leave due to COVID-19

3. WORKPLACE

Not Started	Underway	Complete	Activity
		✓	Prepare policies on hygienic behaviour for employees and visitors to premises as guided by national recommendations.
		✓	Plan to provide for hand washing, hand hygiene, tissue disposal and other facilities as per national recommendations
		✓	Plan for frequent and effective cleaning of the workplace as per national recommendations
		✓	Prepare policies as per national recommendations to advise those who are infected, or are suspected to be infected with COVID-19
	✓		Plan measures to reduce face-to-face contact with customers / suppliers and between employees from different sites
	✓		Identify work organisation measures that can be taken to reduce potential for employees who are in the workplace to infect each other
		✓	Prepare policies on flexible work locations (e.g. teleworking) and flexible working times
		✓	Provide ICT infrastructure to support teleworking and remote customer interaction
	✓		Staff to provide to the Town Clerk whether they have attended one of the affected areas in the last 14 days.
	✓		Staff to provide to the Town Clerk an updated Medical Questionnaire and any vulnerable risk groups are identified.
	✓		Wash hands on entry to the office as instructed by the landlord, clean surfaces regularly, washing cups and plates daily, soaking cloths in brushes in boiled water for at least 5 minutes and all tissues and waste to be put into bins and bins emptied on a Friday. Clean shared surfaces such as the kitchen, photocopier and other shared apparatus.
	✓		Avoid meetings in the Meeting Room

Workplace continued			
Not Started	Underway	Complete	Activity
	✓		Avoid meetings in the board room where attendees are within 2 metres of each other and ensure that meetings are short in length
	✓		Avoid the use of shared telephone and keyboards.

4. HOME WORKING

Not Started	Underway	Complete	Activity
		✓	It is accepted practice for members of staff to work from home, and this practice shall continue. Home working will be encouraged/instructed by the Town Clerk.
		✓	Additional licenses for home working have been purchased.

5. COUNCILLOR & PUBLIC MEETINGS

Not Started	Underway	Complete	Activity
	✓		It is a legal requirement that all Council and committee meetings must be open to the public (except for discussion of sensitive matters). Therefore either the meeting takes place with members of the public attending if they wish, or it is cancelled.
	✓		NALC advice is that any councillor who does not wish to attend a council meeting due to concerns about their own health or who have underlying health conditions who make them potentially more susceptible to the virus, they can send their apologies to the meeting. If the meeting is therefore going to be inquorate, it will have to be re-scheduled.
	✓		The Town Clerk in liaison with Committee Chairs will seek to ensure meetings are quorate prior to the commencement of where possible in order for the meetings to proceed.
	✓		Councillors should refrain from meetings if they have a cold or a cough.
	✓		Committee meetings will be held in the Council offices in April and May.
	✓		Full Council, the Annual Town Meeting will be held in Unit 2 and where possible the public gallery will be in excess of 2m from the Councillors table.
	✓		All meeting attendees on entry to the building as instructed by the landlord.

6. SERVICES

Not Started	Underway	Complete	Activity
	✓		The Community Caretaker contract shall be largely unaffected as the work is mainly outside. The Services and Contracts Manager will maintain a dialogue with the Contracts Manager at Amey.
	✓		The Grounds Maintenance contract shall be largely unaffected as the work is mainly outside. The Services and Contracts Manager will maintain a dialogue with the Contracts Manager at Lowther.
	✓		Works to improve the play area and paths at Fairhill are scheduled to commence in April and run through until the end of May. The contract shall be largely unaffected as the work is mainly outside. The Services and Contracts Manager will maintain a dialogue with the contractors involved.
	✓		The children's play area will be closed for a period of time whilst the works at Fairhill are ongoing. It may be that depending on the severity of the spread of Covid 19 the play equipment shall be subject to a regular disinfectant and clean. This would be instructed via the Community Caretaker Contract.

There is no obvious risk to finance, legal or IT services where there is resilience in place as the Council has external support available.

7. COUNCIL EVENTS

Not Started	Underway	Complete	Activity
	✓		The Council is coordinating the VE Day event. This event may need to be evaluated should there be confirmed cases in the community, or where the Government instructs that public gatherings shall be cancelled.
	✓		Britain and Cumbria in Bloom are not expected to be affected as the work is mainly outside, and event planning meetings shall be in line with meeting guidance as set out in 'Office' above.

Limitations

The Council cannot control what people do in their personal time and how they choose to respect the guidance issued by Government or take steps or provide instructions to limit their exposure.

The Council's procedures will change according to national guidance.

GENERAL CURRENT INFORMATION AND ADVICE AT TIME OF REPORTING

About Covid 19¹

A coronavirus is a type of virus. As a group, coronaviruses are common across the world. COVID-19 is a new strain of coronavirus first identified in Wuhan City, China in January 2020.

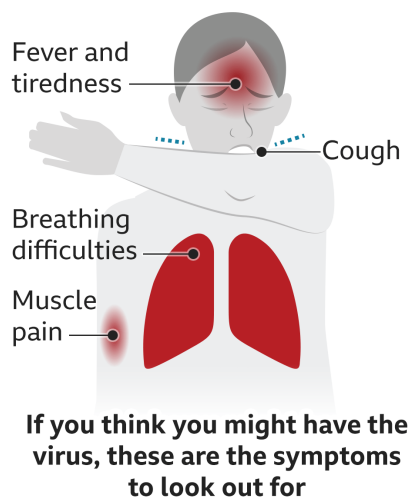
The incubation period of COVID-19 is between 2 to 14 days. This means that if a person remains well 14 days after contact with someone with confirmed coronavirus, they have not been infected.

Signs and Symptoms of Covid 19

The following symptoms may develop in the 14 days after exposure to someone who has COVID-19 infection:

- cough
- difficulty in breathing
- fever

Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.



¹ Source – Gov.uk, Covid 19: Guidance for Employers and Businesses

How Covid 19 is Spread

The spread of COVID-19 is most likely to happen when there is close contact (within 2 metres or less) with an infected person.

It is likely that the risk increases the longer someone has close contact with an infected person.

Respiratory secretions produced when an infected person coughs or sneezes containing the virus are most likely to be the main means of transmission.

There are 2 main routes by which people can spread COVID-19:

- infection can be spread to people who are nearby (within 2 metres) or possibly could be inhaled into the lungs.
- it is also possible that someone may become infected by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching door knob or shaking hands then touching own face)

There is currently little evidence that people who are without symptoms are infectious to others.

Preventing the Spread of Infection

There is currently no vaccine to prevent COVID-19. The best way to prevent infection is to avoid being exposed to the virus.

Public Health England (PHE) recommends that the following general cold and flu precautions are taken to help prevent people from catching and spreading COVID-19:

- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. See [Catch it, Bin it, Kill it](#)
- put used tissues in the bin straight away
- wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available. See [hand washing guidance](#)
- try to avoid close contact with people who are unwell
- clean and disinfect frequently touched objects and surfaces
- do not touch your eyes, nose or mouth if your hands are not clean

If you are worried about symptoms, please call NHS 111. Do not go directly to your GP or other healthcare environment.

What to do if an employee or a member of the public becomes unwell and believe they are at risk or exposed to Covid 19

If the person has not been to specified areas in the last 14 days, then normal practice should continue.

If someone becomes unwell in the workplace and has travelled to China or other affected countries, the unwell person should be removed to an area which is at least 2 metres away from other people. If possible, find a room or area where they can be isolated behind a closed door, such as a staff office. If it is possible to open a window, do so for ventilation.

The individual who is unwell should call NHS 111 from their mobile, or 999 if an emergency (if they are seriously ill or injured or their life is at risk) and explain which country they have returned from in the last 14 days and outline their current symptoms.

Whilst they wait for advice from NHS 111 or an ambulance to arrive, they should remain at least 2 metres from other people. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bag or pocket then throw the tissue in the bin. If they don't have any tissues available, they should cough and sneeze into the crook of their elbow.

If they need to go to the bathroom whilst waiting for medical assistance, they should use a separate bathroom if available.

Returning from travel overseas to affected areas

People who have returned from Hubei Province, including Wuhan, Iran, Daegu or Cheongdo in the Republic of Korea, and any area within Italy under containment measures in the last 14 days should avoid attending work. They should call NHS 111 for advice and self-isolate.

Continue to consult www.gov.uk and refer to this section for updated lists of affected areas.

What to do if a member of staff or the public with suspected Covid 19 has recently been in the workplace

For contacts of a suspected case in the workplace, no restrictions or special control measures are required while laboratory test results for COVID19 are awaited. In particular, there is no need to close the workplace or send other staff home at this point. Most possible cases turn out to be negative. Therefore, until the outcome of test results is known there is no action that the workplace needs to take.

What to do if a member of staff or public with confirmed Covid 19 has recently been in your workplace

Closure of the workplace is not recommended.

The management team of the office or workplace will be contacted by the PHE local Health Protection Team to discuss the case, identify people who have been in contact with them and advise on any actions or precautions that should be taken.

A risk assessment of each setting will be undertaken by the Health Protection Team with the lead responsible person. Advice on the management of staff and members of the public will be based on this assessment.

The Health Protection Team will also be in contact with the case directly to advise on isolation and identifying other contacts and will be in touch with any contacts of the case to provide them with appropriate advice.

Advice on cleaning of communal areas such as offices or toilets will be given by [the Health Protection Team](#).

When individuals in the workplace have had contact with a confirmed case of Covid 19

If a confirmed case is identified in your workplace, the local Health Protection Team will provide the relevant staff with advice. These staff include:

- any employee in close face-to-face or touching contact
- talking with or being coughed on for any length of time while the employee was symptomatic
- anyone who has cleaned up any bodily fluids
- close friendship groups or workgroups
- any employee living in the same household as a confirmed case

Contacts are not considered cases and if they are well, they are very unlikely to have spread the infection to others:

- those who have had close contact will be asked to self-isolate at home for 14 days from the last time they had contact with the confirmed case and follow the [home isolation advice sheet](#)
- they will be actively followed up by the Health Protection Team
- if they develop new symptoms or their existing symptoms worsen within their 14-day observation period they should call NHS 111 for reassessment
- if they become unwell with cough, fever or shortness of breath they will be tested for COVID-19
- if they are unwell at any time within their 14-day observation period and they test positive for COVID-19 they will become a confirmed case and will be treated for the infection

Staff who have not had close contact with the original confirmed case do not need to take any precautions and can continue to attend work.

Certifying absence from work

By law, medical evidence is not required for the first 7 days of sickness. After 7 days, it is for the employer to determine what evidence they require, if any, from the employee. This does not need to be fit note (Med 3 form) issued by a GP or other doctor.

Your employee will be advised to isolate themselves and not to work in contact with other people by NHS 111 or PHE if they are a carrier of, or have been in contact with, an infectious or contagious disease, such as COVID-19.

We strongly suggest that employers use their discretion around the need for medical evidence for a period of absence where an employee is advised to self-isolate due to suspected COVID-19, in accordance with the public health advice being issued by the government.

Advice for staff returning from travel anywhere else in the works within the last 14 days

Currently, there are minimal cases outside the listed areas and therefore the likelihood of an individual coming into contact with a confirmed case is extremely low.

These staff can continue to attend work unless they have been informed that they have had contact with a confirmed case of COVID-19

If individuals are aware that they have had close contact with a confirmed case of COVID-19 they should contact NHS 111 for further advice.

Cleaning offices & public spaces where there are suspected or confirmed cases of Covid 19

Coronavirus symptoms are similar to a flu-like illness and include cough, fever, or shortness of breath. Once symptomatic, all surfaces that the person has come into contact with must be cleaned including:

- all surfaces and objects which are visibly contaminated with body fluids
- all potentially contaminated high-contact areas such as toilets, door handles, telephones

Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with body fluids do not need to be specially cleaned and disinfected.

If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.

Rubbish disposal, including tissues

All waste that has been in contact with the individual, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste.

Should the individual test positive, you will be instructed what to do with the waste.

IF CONCERNED USE THE NHS CORONAVIRUS SERVICE –

DIAL 111

**THIS RISK ASSESSMENT MAY CHANGE DEPENDENT UPON
GOVERNMENT GUIDANCE OR CHANGING CONDITIONS.**

OFFICE ONLY	
Tracking Information	Completed
All sections completed	✓
All required documents received reviewed by officers	✓
Hard copy check	✓
Signed off	Date
Legal	11/03/2020
Services and Contracts Manager	11/03/2020
Town Clerk	11/03/2020
Circulated to Members	
Council	16/03/20
Published	
Website	16/03/2020