



Penrith Town Council

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

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

DATE: 02 MARCH 2020

You are summoned to attend a meeting of the

FINANCE COMMITTEE

to be held on **Monday 09 MARCH 2020**, at 6.00 p.m. Board Room,
Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR.

COMMITTEE MEMBERSHIP

Cllr. Bowen	Pategill Ward	Cllr. Jackson	North Ward
Cllr. Burgin	South Ward	Cllr. Kenyon	North Ward
Cllr. Hawkins	East Ward	Cllr. Shepherd	East Ward

Mrs V. Tunnadine, Town Clerk

Where Members will be asked to:

AGENDA FOR THE MEETING OF

FINANCE COMMITTEE

09 March 2020

PART I

1. Apologies for Absence

Receive apologies from members.

1-5

2. Minutes

Authorise the Chair to sign, as a correct record, the minutes of the meeting of the Committee held on Monday 13 January 2020.

3. Public Participation

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. 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.

5. EXCLUDED ITEM: Public Bodies (Admission to Meetings) Act 1960

Note that there are no matters that 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.

6.	Budgetary Control Statement 2019/20: 31 January 2020	
	Review and approve the budgetary control statement for the period to 31 January 2020.	6-15
7.	Payments for Approval	
	a) Note that prior to the meeting Cllr Hawkins and Cllr Shepherd 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.	16-18
	b) Approve and record the monthly report of payments for December 2019 and January 2020.	
8.	Bank Reconciliation	
	Approve and sign the bank reconciliations as at 31 December 2019 and 31 January 2020.	19-23
9.	Lowther Street Bench	
	Consider responses from the resident consultation exercise and to determine the installation of a bench at Lowther Street.	24-26
10.	Annual Review of the Fees and Charges	
	Consider the fees and charges for 2020/21 and recommend these go forward for final ratification by Full Council.	27-29
11.	Delegated Decisions	
	a) Approve the delegated decision report for emergency works undertaken to the ladder system at Musgrave Monument.	
	b) Approve the delegated decision report to update the Council's website for compliance with legislation.	30-37
12.	Internal Audit Report	
	Approve 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.	38-43
13.	Review of System of Internal Control 2019/20	
	Consider 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.	44-48
14.	Request for a New Bench on Norfolk Road	
	Consider a request for a new bench on Norfolk Road.	49-52
15.	Next Meeting	
	Note the next meeting will take place on Monday 27 April at 6.00pm, Board Room, Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR	
PART II	Private Section	
	There are no items in this part of the Agenda.	

**FOR THE ATTENTION OF ALL MEMBERS OF
THE FINANCE COMMITTEE
AND FOR INFORMATION TO ALL REMAINING MEMBERS
OF THE TOWN COUNCIL**



Penrith Town Council

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

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

Draft Minutes of the meeting of

FINANCE COMMITTEE

Held on **13 January 2020**, at 5.15 p.m. Board Room, Unit 1, 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. Hawkins	East Ward	Cllr. Shepherd	East Ward

Responsible Finance Officer
Services and Contracts Manager

DRAFT MINUTES OF THE
FINANCE COMMITTEE
13 JANUARY 2020

PART I

FIN19/48 APOLOGIES FOR ABSENCE

There were no apologies for absence.

FIN19/49 MINUTES

Members authorised the Chair to sign, as a correct record, the minutes of the meeting of the Finance Committee held on Monday 11 November 2019.

FIN19/50 PUBLIC PARTICIPATION

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

FIN19/51 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.

FIN19/52 EXCLUDED ITEM: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Members confirmed that no matters should be considered without the presence of the press and public.

FIN19/53 BUDGETARY CONTROL STATEMENT 2019/20: 30 NOVEMBER 2019

Members considered the Budgetary Control Statement 2019 Expenditure to month end 30 November 2019 and noted that Members had received an informal summary of the Budgetary Control Statement 2019 Expenditure to month end 31 December 2019 for information only.

RESOLVED THAT

The Budgetary Control Statement of expenditure to 30 November 2019 be approved and go forward for final ratification by Full Council.

FIN19/54 PAYMENTS FOR APPROVAL

Members noted that Cllr Bowen and Cllr Hawkins 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 October and November 2019.

FIN19/54 PAYMENTS FOR APPROVAL CONTINUED

RESOLVED THAT

- i. The monthly report of payments be approved
- ii. Cllr Hawkins and Cllr Shepherd check the EBS and the Monthly Report of Payments for the meeting of the Finance Committee on the 09 March 2020.

FIN19/55 BANK RECONCILIATION

Members considered the Bank Reconciliations for the HSBC Bank for the periods ending 31 October and 30 November 2019.

RESOLVED THAT

The Bank Reconciliations for the periods ending 31 October and 30 November 2019 be approved and signed by Cllr Burgin and Cllr Bowen.

FIN19/56 PROPOSED BUDGET 2020/21

- a. Members considered the report setting out the proposed budget for 2020/21.

RESOLVED THAT

The proposed budget for 2020/21 be approved and recommended the report go forward for final ratification by Full Council with the following amendment; the Mayoral Expenses budget be increased to £700 and the Deputy Mayoral Expenses budget be increased to £300.

- b. Members considered the amended Draft Reserves Policy 2020/21 for the management of the Council's financial reserves.

RESOLVED THAT

The amended Draft Reserves Policy 2020/21 be approved and the policy go forward for final ratification by Full Council.

- c. Members considered the amended Draft Investment Strategy 2020/21 for the management of the Council's financial investments in 2020/21 and were asked to note the investment transactions made in December 2019.

RESOLVED THAT

- i. The amended Draft Investment Strategy 2020/21 be approved and the strategy go forward for final ratification by Full Council.
- ii. The investment transactions made in December 2019 be noted.

FIN19/59 GROUNDS MAINTENANCE FAIRHILL

Members were asked to note that the Grounds Maintenance Contractor for Fairhill has been retained for the 2020/21 financial year as the Contractor had met the requirements of the contract specification in full for the previous two years.

RESOLVED THAT

It be noted that the Grounds Maintenance Contractor for Fairhill had been retained for the 2020/21 financial year.

Cllr. Kenyon left the meeting at 18:05.

FIN19/60 GENERAL DATA PROTECTION REGULATIONS RISK ASSESSMENT

Members considered the General Data Protection Regulations risk assessment.

RESOLVED THAT

The General Data Protection Regulations risk assessment be approved and the risk assessment go forward for final ratification by Full Council.

FIN19/61 SLCC PRACTITIONERS CONFERENCE 2020

Members considered a training request for the Town Clerk to attend the SLCC Practitioners Conference in February 2020.

RESOLVED THAT

The training request for the Town Clerk to attend the SLCC Practitioners Conference in February 2020 be approved.

FIN19/62 FINANCE COMMITTEE DATES 2020/21

Members considered the proposed meeting dates for the Finance Committee meetings in the year 2020/21.

RESOLVED THAT

The dates for the Finance Committee meetings in the municipal year 2020/21 be:

- 29 June 2020
- 21 September 2020
- 16 November 2020
- 11 January 2021
- 26 April 2021

FIN19/62 LOCAL GOVERNMENT PENSION SCHEME EMPLOYER DISCRETIONS AND 2019 PENSION FUND CONTRIBUTION

Members considered a report setting out the draft Pensions Discretions Policy and were informed of the results of the 2019 valuation of the Pension Fund.

RESOLVED THAT

- i. The draft Local Government Pension Scheme Employer Discretions Statement of Policy be approved and the policy go forward for final ratification by Full Council.
- ii. The results of the 2019 Pension Fund Valuation be noted and accepted.

FIN19/63 DISCIPLINARY AND GRIEVANCE ARRANGEMENTS

Members considered the revised Disciplinary and Grievance Arrangements policy as prescribed and issued by NALC.

RESOLVED THAT

The Disciplinary and Grievance Arrangements policy be approved and the policy go forward for final ratification by Full Council.

FIN19/64 NEXT MEETNG

Members noted the next meeting was scheduled for Monday 09 March 2020 at 6.00pm, Board Room, Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR.

CHAIR:

DATE:

**FOR THE INFORMATION OF ALL MEMBERS OF
THE FINANCE COMMITTEE**

AND FOR INFORMATION FOR ALL REMAINING MEMBERS OF THE TOWN COUNCIL

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FINANCE COMMITTEE

9 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 Cllr Roger Burgin -

MEMBER: Chair of Finance Committee

ITEM NO: 6

RECOMMENDATIONS:

The Committee is recommended to review and approve 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



FINANCE COMMITTEE

9 MARCH 2020

MATTER: PAYMENTS FOR APPROVAL

SUPPORTING MEMBER: Cllr Roger Burgin -
Chair of Finance Committee

ITEM NO: 7

- a) Note that prior to the meeting Cllr Hawkins and Cllr Shepherd 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) Approve and record the monthly report of payments for December 2019 and January 2020.



Penrith Town Council

Payments Schedule December 2019

Date	Ref	Details	Net £	VAT £	Total £	Budget
03/12/2019	100003	HCLA Public Sector Deposit Fund - Investment	120,000.00	-	120,000.00	Investments
03/12/2019	100005	Cumberland Building Society - Investment	85,000.00	-	85,000.00	Investments
05/12/2019	150	KTD Ltd - Managed Print Use 30/10/19 - 28/11/19	122.00	24.40	146.40	Other Overheads - Printing, Postage & Stationery
05/12/2019	151	Weddings by Annabel - VE Day 75 Organisation	300.00	-	300.00	Arts and Entertainment - Devolved Events
05/12/2019	152	Cumbria Association of Local Councils - Cilca Training Course	40.00	-	40.00	Staffing - Training & Expenses
05/12/2019	153	Ian Parker - Expenses	26.55	-	26.55	Staffing - Training & Expenses
05/12/2019	154	Parish Online - Annual Subscription to December 2020	500.00	100.00	600.00	Other Overheads - Subscriptions
05/12/2019	155	Cumbrian Local Publications - October Eden Local	130.00	-	130.00	Corporate Communications - Advertising
05/12/2019	156	Amey - Community Caretaker November 2019	847.94	169.59	1,017.53	Devolved Services - Community Caretaker
05/12/2019	157	KTD Ltd - System Support Renewal	409.50	81.90	491.40	IT
12/12/2019	158	Walton Goodland - Rent 25/12/19 to 24/03/20	1,875.00	-	1,875.00	Accommodation - Rent
12/12/2019	159	Walton Goodland - Gas, Electricity, Fire Safety, Cleaning	424.73	38.07	462.80	Accommodation - Heat, Light & Water
18/12/2019	160	Andrew Briscoe Cleaning - Carpet Clean	225.00	45.00	270.00	Repairs and Renewals - Repairs & Renewals
18/12/2019	161	Ian Parker - Expenses	17.55	-	17.55	Staffing - Training & Expenses
05/12/2019	CC73	Marks and Spencer - Consumables	40.50	-	40.50	Staffing - Training & Expenses
05/12/2019	CC74	Post Office Ltd - Postage	6.60	-	6.60	Other Overheads - Printing, Postage & Stationery
12/12/2019	CC75	The Photo ID Card People - ID cards	68.79	13.76	82.55	Cost of Democracy - Member Expenses
12/12/2019	CC76	W H Smith - Stationery	24.93	-	24.93	Other Overheads - Printing, Postage & Stationery
23/12/2019	CC77	B & Q - Cable clips	1.50	-	1.50	Repairs and Renewals - Repairs & Renewals
09/12/2019	DD/STO	HSBC - Bank charges	5.50	-	5.50	Other Overheads - Bank Charges & Interest
19/12/2019	DD/STO	HMRC - Tax & NI, November 19	5,236.97	-	5,236.97	Staffing - Salaries
19/12/2019	DD/STO	Cumbria Pension Fund - Superannuation, November 19	3,612.55	-	3,612.55	Staffing - Salaries
23/12/2019	DD/STO	New Star Networks - Broadband	171.58	34.32	205.90	IT
23/12/2019	DD/STO	Adobe Acropro - Subscription	12.64	2.53	15.17	IT
27/12/2019	DD/STO	Net Pay, December 19	10,981.52	-	10,981.52	Staffing - Salaries
30/12/2019	DD/STO	British Gas - Electricity, Bandstand	12.39	0.62	13.01	Devolved Services - Bandstand
Total			230,093.74	510.19	230,603.93	



Payments Schedule January 2020

Date	Ref	Details	Net £	VAT £	Total £	Budget
17/01/2020	DD/STO	HMRC - Tax & NI, December 19	3,135.40	-	3,135.40	Staffing - Salaries
17/01/2020	DD/STO	Cumbria Pension Fund - Superannuation, December 19	3,007.25	-	3,007.25	Staffing - Salaries
28/01/2020	DD/STO	Net Pay January 2020	10,704.94	-	10,704.94	Staffing - Salaries
09/01/2020	Inv168	AM - Expenses VE Day 75	70.15	14.03	84.18	Arts and Entertainment - Devolved Events Grants
09/01/2020	Inv168	AM - Expenses VE Day 75	160.20	-	160.20	Arts and Entertainment - Devolved Events Grants
30/01/2020	Inv180	Weddings by Annabel - VE Day Consultancy	300.00	-	300.00	Arts and Entertainment - Devolved Events Grants
09/01/2020	Inv165	Askham and Hackthorpe Area First Responders	3,984.00	-	3,984.00	Grants - Local Govt Act 1972 Section 137 Grants
16/01/2020	172	Cumbria Association of Local Councils - Green Spaces Course	45.00	-	45.00	Staffing - Training & Expenses
16/01/2020	173	Cumbria Association of Local Councils - Planning Course	45.00	-	45.00	Staffing - Training & Expenses
09/01/2020	Inv 163	Carlisle Diocesan Board of Finance - Board Room Hire	80.00	16.00	96.00	Accommodation - Room Hire
09/01/2020	Inv162	KTD - Conference Room Phone	488.00	97.60	585.60	IT
10/01/2020	DD/STO	Information Commissioners Office - Registration	35.00	-	35.00	IT
16/01/2020	171	KTD Ltd - System Support	844.75	168.95	1,013.70	IT
22/01/2020	DD/STO	Adobe Acropro - Subscription	12.64	2.53	15.17	IT
23/01/2020	Inv177	LKTD Ltd - Anti Spam Services	87.25	17.45	104.70	IT
23/01/2020	Inv178	Ktd Ltd - Domain Services	48.75	9.75	58.50	IT
27/01/2020	DD/STO	New Star Networks - Broadband	184.48	36.90	221.38	IT
30/01/2020	Inv179	Cumbrian Local Publications - February Issue	170.00	-	170.00	Corporate Communications - Advertising
23/01/2020	Inv176	Newby Building & Construction - James Street Sandstone	350.00	-	350.00	Devolved Services - Allotments
15/01/2020	DD/STO	British Gas - Electricity, Bandstand	51.59	2.58	54.17	Devolved Services - Bandstand
16/01/2020	CCR80	JT Atkinson Builder Merchant	27.81	5.56	33.37	Devolved Services - Bandstand
09/01/2020	Inv169	Lowther Forestry Group Ltd - Tree Hazard Survey	105.00	21.00	126.00	Devolved Services - Fairhill Park
09/01/2020	CCR79	The Joint Contracts Tribunal - Contract documents	72.67	14.53	87.20	Devolved Services - Fairhill Park Improvements
09/01/2020	Inv164	Lowther Forestry Group Ltd - Maintenance of UU Planting Area	585.00	117.00	702.00	Devolved Services - Fairhill United Utilities Planting Maintce
16/01/2020	174	Enterprise Managed Services - Community Caretaker December	683.52	136.70	820.22	Devolved Services - Community Caretaker
06/01/2020	CCR78	Post Office - Postage	11.82	-	11.82	Other Overheads - Printing, Postage & Stationery
09/01/2020	Inv166	Royal Mail Licence Fee	99.50	19.90	119.40	Other Overheads - Printing, Postage & Stationery
09/01/2020	Inv167	KTD - Managed Print Use 28/11-23/12/19	49.35	9.87	59.22	Other Overheads - Printing, Postage & Stationery
14/01/2020	CC	Post Office - Postage	1.50	-	1.50	Other Overheads - Printing, Postage & Stationery
16/01/2020	175	Heatons - Stationery	74.45	14.89	89.34	Other Overheads - Printing, Postage & Stationery
17/01/2020	CCR84	Post Office - Postage	13.36	-	13.36	Other Overheads - Printing, Postage & Stationery
23/01/2020	CCR83	Post Office - Postage	8.70	-	8.70	Other Overheads - Printing, Postage & Stationery
08/01/2020	DD/STO	HSBC - Bank charges	5.50	-	5.50	Other Overheads - Bank Charges & Interest
09/01/2020	Inv170	PF - Law Society Fees	338.00	-	338.00	Other Overheads - Legal Fees
30/01/2020	Inv181	JJ - CIPFA Membership Fees	325.00	-	325.00	Other Overheads - Subscriptions
16/01/2020	CCR81	Howdens Joinery - Office Repairs	297.95	59.59	357.54	Repairs and Renewals - Repairs & Renewals
23/01/2020	CCR82	Howdens Joinery - Office Repairs	47.08	9.42	56.50	Repairs and Renewals - Repairs & Renewals
08/01/2020	DD/STO	Grenke Leasing - Incorrectly claimed Direct Debit	1,552.25	-	1,552.25	Suspense Account
Total			28,102.86	774.25	28,877.11	

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FINANCE COMMITTEE

9 MARCH 2020

MATTER: **BANK RECONCILIATIONS**

SUPPORTING Cllr Roger Burgin -

MEMBER: Chair of Finance Committee

ITEM NO: 7

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

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

Date: 10/02/2020
Time: 11:19:16

Penrith Town Council
Bank Reconciliation

Page: 1

Bank Ref: 1205	Date To: 31/01/2020
Bank Name: HSBC	Statement Ref: 1205 2020-02-10 02
Currency: Pound Sterling	

Balance as per cash book at 31/01/2020: 131,948.85

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 : 131,948.85

Balance as per statement : 131,948.85

Difference : 0.00

9 January to 2 February 2020

Your Statement

Account Name

Penrith Town Council

Sortcode Account Number Sheet Number

[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

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).

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

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FINANCE COMMITTEE

9 MARCH 2020

MATTER: BENCH INSTALLATION

To consider a request for a new Bench on Lowther Street

AUTHOR: Ian Parker – Services and Contracts Manager

SUPPORTING MEMBER: Cllr Scott Jackson -
Lead Member Devolution

ITEM NO: 9

RECOMMENDATIONS:

To consider whether or not to install a new bench on Lowther Street having taken in to account the consultation responses.

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

2. LINKS TO COUNCIL PRIORITIES

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 Members considered a report setting out a request for a new bench on Lowther Street at its meeting of the Finance Committee on 11 November 2019. The proposal being that a bench be reinstalled to enable pedestrians to have a resting point on a street which has a steep gradient. A previous bench had been removed by Eden District Council, but the reason and the date of removal are unknown.
- 3.2 It was agreed that the Council would consult with residents in the neighbouring properties advising them of the Council' intentions, and should any objections be forthcoming the matter would be brought back to the Finance Committee for further consideration (Minute Fin.Com.19/44).
- 3.3 Residents living in properties within the vicinity of the proposed location of the bench were written to on the 13 January 2020 and were asked to submit their views by Friday 14 February 2020. Letters were hand delivered by Cllr Jackson.
- 3.3 Two responses have been received by the Council. One in favour and one against the proposal to install a bench on Lowther Street.
- 3.4 The respondent in favour outlines that the provision of a bench would provide people with a place to rest.
- 3.5 The respondent objecting to the bench states that the recess where the bench is proposed has been a place for groups of people to gather creating noise, littering and spitting. The respondent outlines that a bench installed may add to the risk of attracting people to 'hang out', creating a nuisance for residents. The respondent highlights that the bench would be in close proximity to the adjacent properties creating the potential for noise disturbance.
- 3.6 The Council has further liaised with Cumbria County Council who are required to give consent for the installation of street furniture on the highway. Cumbria County Council have stated that they see no reason to object to the installation of new bench in this location assuming that there are no objections from residents.
- 3.7 Following the consultation Members are asked to determine whether or not the Council resolves to install a new bench on Lowther Street.

4. FINANCE IMPLICATIONS

The estimated cost to purchase and install a seat in this location would be £550. This can be funded from the Repairs and Renewals budget.

5. RISK MANAGEMENT

RISK	CONSEQUENCE	CONTROLS REQUIRED
Reputation	<p>Not providing a bench in this location may have a negative impact on the Council in that it is not supporting a legitimate request for street furniture to be provided as a place to rest.</p> <p>On the other hand, providing a bench may contribute towards anti-social behaviour which will be to the detriment of local residents.</p>	Council considers resident opinion.
Poor Quality	Maintenance liability and increased cost	Seat to be purchased from reputable supplier.
Consents	Refusal of consent from CCC will not allow this matter to proceed	Cumbria County Council have no objection to the principle of providing a seat in this location assuming there are no objections from residents.

6. BACKGROUND PAPERS

- Finance Committee, 11 November 2019, Minute Fin.Com.19/44

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FINANCE COMMITTEE

9 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: 10

RECOMMENDATIONS:

To approve the review and recommend that the fees and charges go forward for final ratification to Full Council.

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	Discounted charge - 20% off agreed rate
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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FINANCE COMMITTEE

9 MARCH 2020

MATTER: **DELEGATED DECISION REPORTS**

AUTHOR: Ian Parker – Services & Contracts Manager
Viv Tunnadine – Town Clerk

SUPPORTING MEMBER: Cllr Roger Burgin -
Chair of Finance Committee

ITEM NO: 11

Approve the delegated decision report for emergency works undertaken to the ladder system at Musgrave Monument as follows.

Approve the delegated decision report to update the Council's website for compliance with legislation as follows.



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.

Our ref: PenrithT515364
K17046

17 February 2020

T: 01539 733288 F: 01539 733213
W: www.ktdonline.com E: sales@ktdonline.com
KTD House, Dowkers Lane, Kendal, Cumbria, LA9 4DN

BY EMAIL

Penrith Town Council
Penrith Town Council
Unit 1
Church House
19-24 Friargate
Penrith
Cumbria

FOR THE ATTENTION OF MRS VIV TUNNADINE

Dear Viv

Quotation Number: 2020515364

Further to our emails regarding changes to the website in relation to cookie consent, I am pleased to be able to submit the following quotation for your consideration.

Penrithtowncouncil.co.uk

- Cookie consent

	£1595.00
TOTAL	£1595.00

All prices quoted exclude VAT at the standard rate and our payment terms would be on account unless otherwise agreed. This quotation remains valid until 29 March 2020, however, prices may vary without prior notice, please confirm prices and availability when placing your order. If you require any further information or would like to proceed with the above, please feel free to contact me here at the office.

Yours sincerely



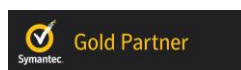
Vicki Smith
Software Support Manager

E-Mail: vsmith@aindale.co.uk



Microsoft

A Division of Aindale Business Management Services Ltd
Registered Office Address 31-33 Chapel Hill, Huddersfield, West Yorkshire HD1 3ED.





FINANCE COMMITTEE

9 MARCH 2020

MATTER: INTERNAL AUDIT REPORT

SUPPORTING Cllr Roger Burgin -

MEMBER: Chair of Finance Committee

ITEM NO: 12

Approve 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.

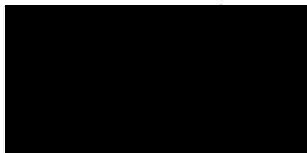
Bank Reconciliations

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.



Internal Auditor
16th February 2020.



FINANCE COMMITTEE

9 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 Cllr Roger Burgin -

MEMBER: Chair of Finance Committee

ITEM NO: 13

RECOMMENDATIONS:

The Committee is recommended to approve 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

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FINANCE COMMITTEE

9 MARCH 2020

MATTER: NEW BENCH INSTALLATION

Consider a request to install a new bench on Norfolk Road, Penrith

AUTHOR: Ian Parker – Services & Contracts Manager

SUPPORTING MEMBER: Cllr Scott Jackson -
Lead Member Devolution

ITEM NO: 14

RECOMMENDATIONS:

The Committee is requested to:

- I. Approve to install a new seat on Norfolk Road with the caveat that the residents in the adjoining properties be advised of the Council's intentions, and if any objections to the Council's intentions be received, the matter be brought back to the Finance Committee for further consideration.
- II. Note that consent from Cumbria County Council would be required to install a seat in this location.
- III. Provide officers with delegated authority to determine the style of bench.

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 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.

1. REPORT DETAILS

- 1.1 Penrith Town Council received 45 benches from Eden District Council via an asset transfer on the 19 October 2018.
- 1.2 The Council has since approved a Memorial Benches Policy on 12 November 2018 and a Bench Disposal Policy on the 15 July 2019.
- 1.3 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.
- 1.4 A letter on behalf of the residents of the 21 properties located at the Hanover/Anchor Apartments on Musgrave Street has been sent to Councillor Snell requesting that a new bench be provided adjacent to the bus stop on Norfolk Road. The letter on behalf of the residents is included in Appendix A. The letter states that residents use the public bus to visit local services, and with some of the residents having mobility issues and the suggestion that the bus may arrive at unpredictable times, then a seat would allow those waiting for the bus with a place to rest.
- 1.5 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, and as such this request is outside of current policy.
- 1.6 Members are asked to note that the provision of a bench would be subject to the consent of Cumbria County Council as they are the highway authority.
- 1.7 The location on Norfolk Road adjacent to the bus stop is 1.45m wide. The preferred bench that the Council has been installing is 584mm deep which may have an affect on the ability to allow safe passing for pedestrians, wheelchairs and pushchairs. A simple bench seat may be a preferred option measuring 310mm deep, yet will have no backrest. The provision of a smaller bench seat is preferred by Cumbria County Council who have outlined that 1.2m of free width should be allowed for passing wheelchairs, yet they would permit a smaller bench in this location should the dimensions set out in this paragraph be provided.
- 1.8 Members are reminded to note that a recent request for a new bench on Lowther Street was subject to consultation with residents in the nearby properties and it is recommended the same methodology be followed on this occasion prior to any formal decisions being made.

2. FINANCE IMPLICATIONS

4.1 The estimated cost to purchase and install a seat in this location would be £500.

3. 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.

4. BACKGROUND PAPERS

- Memorial Benches Policy
- Bench Disposal Policy
- Resident letter

Request for consideration

As a Committee member I am making a request on behalf of the BC/MS Residents Association for a seat to be available at the bus stop on Greystoke Road at the top end of Musgrave Street.

There are 21 Hanover/Anchor apartments at the end of Musgrave Street, Castletown, Penrith occupied by tenants who must be over the age of 55 years; however, the average age is 70 plus. Two of the residents are 100 and several are in their 80s. Some are active and have their own transport, a significant number have to rely on either the taxi service or the local bus to get into town to shop or go to the GP surgery which stops on the main road adjacent to the services there. The cost of a taxi to the Health Centre is £10 return. The bus is regularly used, is cost effective and the service is greatly appreciated.

Several of the residents have limited mobility and are unable to walk any distance easily or stand for a length of time. The arrival of the bus can be unpredictable, this can mean a wait of ten minutes or more and is a real problem for some. Most residents have a bus pass and try to use the bus service often. Not only is it important they have the opportunity to maintain independence it is cost effective for them to use local transport. For some it provides an opportunity to socialise and reduce their social isolation.

Other elderly people on Musgrave Street and residents of Greystoke Park use the bus service from time to time. It is also possible a seat would be welcomed by any one walking up the road just out for a stroll or on their way into town.

Lack of available seats on the high street is also of some concern to older residents when shopping or waiting for the bus in town.

Treasurer

OFFICE ONLY	
Tracking Information	Completed
All sections completed	✓
All required documents received reviewed by officers	✓
Hard copy check	✓
Signed off	Date
RFO	24/02/2020
Services & Contracts Manager	28/02/2020
Town Clerk	01/03/2020
Circulated to Members	
Council	02/03/20
Published	
Website	02/032020