



Penrith Town Council

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

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

DATE: 29 June 2020

You are summoned to attend a video conference live event of

FINANCE COMMITTEE

to be virtually via Microsoft Teams video conference on

Monday 29 June 2020, 2.15pm

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

A handwritten signature in black ink, appearing to read 'V. Tunnadine'.

Mrs V. Tunnadine, Town Clerk

The Town Council resolved from 20 May 2020, 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.

AGENDA FOR THE MEETING OF FINANCE COMMITTEE

29 JUNE 2020

PART I

1. Apologies for Absence

Receive apologies from members.

2. 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.

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

Consider whether any matters 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.

5. Budgetary Control Statement 2020/21: 31 May 2020

Review and approve the budgetary control statement for the period to 31 May 2020.

6. Payments for Approval

- a) Note that prior to the meeting Cllr Kenyon 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 May 2020.

7. Bank Reconciliation

Approve and sign the bank reconciliation as at 31 May 2020.

8. Investments CCLA

Note that a transfer of £300,000 has been made from the HSBC account to the CCLA Investment Fund.

9. Next Meeting

Note the next meeting will take place on Monday 21 September 2020 at 6.00pm, Virtual, Board Room, Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR.

**Next Meeting
PART II**

Private Section

There are no further 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**

ACCESS TO INFORMATION

Copies of the agenda are available for members of the public to inspect prior to the meeting. Agenda and Part I reports are 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 via office@penrithtowncouncil.co.uk.



FINANCE COMMITTEE

29 JUNE 2020

- MATTER:** **Budgetary Control Statement 2020/21:
Expenditure to 31 May 2020**
To consider the budgetary control statement for
the two-month period to 31 May 2020
- AUTHOR:** Jack Jones - RFO
- SUPPORTING MEMBER:** Cllr Roger Burgin -
Chair of Finance Committee
- ITEM NO:** 05

RECOMMENDATIONS:

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

1. LAW

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

2. LINKS TO COUNCIL PRIORITIES

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

3. REPORT DETAILS

A. Budgetary Control Statement (Appendix A)

The attached budgetary control statement follows the format adopted for 2019/20, showing the following information, analysed over the most detailed budget headings:

- The full year's Approved Budget for 2020/21, which was ratified by Council on 27 January 2020.
- The Latest Budget for the full year; at present this column simply repeats the Approved Budget as no amendments have yet been made to the Approved Budget.
- The budget to date, based on the latest budget for the year. This proportion is the anticipated budget for the first two months of the year, based on a forecast of the expected pattern of income and expenditure, known as the budget profile. For most headings, this profile will be a simple pro-rata of the annual budget (ie 2/12ths for the current period), however more detailed profiles have been used for several budget headings (eg Planning and Arts & Cultural Strategy expenditure is weighted towards the second half of the year).
- Actual income and expenditure to 31 May, based on the matching principle, which means taking account of all income and expenditure which relates to the period, irrespective of when it is paid/received. 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 latest budget for the period. Variances are expressed as favourable (positive) where there is an underspending or increased income, and as adverse (negative and bracketed) where there is an overspending or reduced income.
- The position on the Council's three reserves: its General Reserve, Devolution and Acquisitions Reserves, at the end of May. It is assumed that contributions to or from the annual budget to the two earmarked reserves will take place on 31 March 2021 as part of the closure of the year's accounts.

B. Commentary

Most budget headings show little expenditure or spending in line with the budget to date. This is quite normal at this stage in the year, however there has been significant, currently unfinanced, expenditure in response to the Coronavirus pandemic. There will also be slippage from last financial year, although none has yet impacted on the budgetary control statement.

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 £136, while this is welcome, it is unlikely to signify an ongoing trend.

B.2 Planning Committee

Expenditure of £352 is shown against the profiled budget of £1,000, a variance of £648.

- The budget profile assumes that most of the expenditure will be incurred towards the end of the year, in connection with the Neighbourhood Plan.

B.3 CCEG Committee

Net spend of £15,326 is shown against the profiled budget of £20,521, an underspending of £5,195.

- There is no budget for the Council spending of £6,024 on its response to the Covid-19 pandemic, which has been charged against the Town Projects budget pending a review of the implications for the overall budget. A grant of £3,000 has been made to the Salvation Army for the Penrith Food Bank, while expenditure of £4,874 on craft bag items has been offset by the receipt of a £3,000 grant from the Cumbria Community Foundation.
- The Events Grants budget is underspent by £1,391. Expenditure includes the £3,600 grant approved to Eden Valley Arts Network for the Penrith Arts Festival, which will be released when officers are sure that the event can go ahead safely. The approved £3,875 grant to Penrith Lions will not be progressed as the event has been cancelled.
- No expenditure has been recorded against the Community Grants budget, which shows an underspend of £5,333 against its profiled budget.
- The Community Engagement budget, which includes the Youth Advisory Panel, is currently underspent by £2,462 as there has been minimal expenditure to date.

B.4 Finance Committee

Net expenditure of £45,245 is shown against the budget to date of £43,792, an overspending of £1,453. There are only a few variances of any size, as follows:

- Expenditure of £3,080 on the Council's Website exceeds both the profile of £342 and the full year's budget of £2,050. A Climate Change section has been created at a cost of £1,485, which should eventually be charged to a new, dedicated budget, while £1,595 has been spent on amendments relating to cookie consents.
- The site improvements at Fairhill record an overspend of £2,630; at present this appears to be a profiling variance as the scheme expenditure and income are both on track.

- A replacement Council noticeboard has been purchased at a cost of £1,000, which overspends the full year Signage budget of £300.
- There has been little spend against the Legal Fees and Repairs and Renewals profiled budgets, which are underspent by £511 and £500 respectively.

B.5 Contingency

- The profiled portion of the contingency provision, £750, is shown as fully underspent as any unforeseen expenditure (for example, the new noticeboard) is allocated to the correct budget heading.

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

- The individual variances result in an underspending of £5,140 against the profiled total expenditure budget of £66,063. As there is £134 additional income, there is a net variation of £5,274 on the profiled amount transferrable to the General Reserve.

B.7 Reserves

- The Actual to date column includes the actual General Reserve balance at 1 April 2020 of £236,149 which was £51,979 higher than forecast in the Approved Budget because of underspendings in 2019/20. It is interesting to note that this opening balance for 2020/21 closely matches the medium-term forecast of the amount required in 2023/24 to meet the Council's target of 50% of that year's expenditure, however the extra £52,000 will be used in the current year to fund slippage and new demands.
- The profiled budget assumes that the Reserve should increase by £11,033 in the period, resulting in a balance of £195,203 at 31 May. The actual balance on the reserve at the month end is £252,456, which is £57,253 higher than expected.
- The actual Devolution Reserve balance at 1 April 2020 was £101,059, which is £780 higher than the Approved Budget forecast. The Budget provides for an annual contribution of £11,074 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 2020/21, although this money will be available if an opportunity arises during the year.

C. Balance Sheet (Appendix B)

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

- The investment balances are currently unchanged from the 1 April figures.
- The main debtor balance is £5,254 VAT which was recovered from HMRC in June.
- Prepayments of £6,730 include adjustments for insurance, office rental, licences, subscriptions and maintenance agreements.
- The HSBC Bank balance stands at £464,601, largely because of the full year's income from Eden DC being received in April. An amount of £300,000 is to be invested in the CCLA Public Sector Deposit Account once some practical difficulties are overcome.
- Accruals of £13,016 represent goods and services received before 31 May, where the payment was not made by that date. Individual items include £3,120 craft box items, £2,314 audit and accountancy fees, £1,404 on devolved assets, £874 payroll and £653 accommodation costs. The approved EVAN grant of £3,600, which has not yet been paid, is also included here.
- The Payroll Control balance of £7,222 relates to deductions calculated in the May payroll; the total is due to HMRC for income tax and national insurance and to Cumbria Pension Fund for superannuation.
- The Receipts in Advance figure comprises £394,003 income for the period from 1 June to 31 March 2021, already received from Eden DC as precept or devolved services grants, together with £2,774 from United Utilities for planting maintenance.

D. Conclusion

The budgetary control statement shows that overall spending to the end of May has been contained within the profiled budget; expenditure for the period has been relatively low and there was a net underspending of £5,274. Within this net figure, initiatives such as Climate Change and the response to Covid-19 have created individual overspendings; full allowance for these, together with slippage from 2019/20, will need to be assessed and introduced into the budget over the summer months. This is not expected to be a problem for the 2020/21 Budget as the Council has the buffer of the £52,000 underspending brought forward from 2019/20.

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

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: TWO MONTHS ENDED 31 MAY 2020

Approved Budget 2020/21	Latest Budget 2020/21	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£	£		£	£	£
		INCOME			
		Precept:			
454,233	454,233	Council Tax	75,706	75,706	0
7,829	7,829	EDC - CTRS Grant	1,305	1,305	0
		Other Income:			
500	500	Investment Income	83	219	136
10	10	Miscellaneous Income	2	0	(2)
462,572	462,572	TOTAL INCOME	77,096	77,230	134
		EXPENDITURE			
		PLANNING COMMITTEE:			
0	0	Officer Support	0	273	(273)
15,000	15,000	Planning Consultancy	1,000	0	1,000
0	0	Consultation	0	79	(79)
15,000	15,000	Planning Committee Total	1,000	352	648
		CCEG COMMITTEE:			
		Town Projects:			
30,000	30,000	Town Projects	5,000	5,052	(52)
0	0	Covid-19 Response	0	6,024	(6,024)
30,000	30,000		5,000	11,076	(6,076)
		Arts & Entertainment:			
5,000	5,000	Officer Support	833	0	833
7,500	7,500	Arts & Cultural Strategy	0	0	0
30,000	30,000	Events Grants	5,000	3,609	1,391
42,500	42,500		5,833	3,609	2,224
		Environment:			
15,500	15,500	Greening	1,550	603	947
32,000	32,000	Community Grants	5,333	0	5,333
		Corporate Communications:			
15,000	15,000	Community Engagement	2,500	38	2,462
1,830	1,830	Press Support	305	0	305
0	0	Youth Advisory Panel	0	0	0
16,830	16,830		2,805	38	2,767
136,830	136,830	CCEG Committee Total	20,521	15,326	5,195
		FINANCE COMMITTEE:			
		Staffing:			
174,900	174,900	Salaries	28,029	28,025	4
15,420	15,420	National Insurance	2,471	2,453	18
30,980	30,980	Superannuation	4,964	4,967	(3)
950	950	Staff Training	158	190	(32)
3,000	3,000	Conferences	500	0	500
700	700	Staff Expenses	117	51	66
225,950	225,950		36,239	35,686	553

Approved Budget 2020/21	Latest Budget 2020/21	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£	£		£	£	£
		Accommodation:			
8,250	8,250	Rent	1,375	1,250	125
1,900	1,900	Heat, Light & Water	317	240	77
670	670	Service Charges	112	109	3
230	230	Room Hire	38	0	38
380	380	Insurances	63	70	(7)
(50)	(50)	Letting Income	(8)	0	(8)
11,380	11,380		1,897	1,669	228
		Civic Functions:			
400	400	Civic Functions	67	0	67
700	700	Mayoral Expenses	117	0	117
300	300	Deputy Mayor's Expenses	50	0	50
100	100	Civic Regalia	17	51	(34)
1,500	1,500		251	51	200
		Cost of Democracy:			
2,020	2,020	Members' Training	337	0	337
200	200	Members' Expenses	33	0	33
200	200	Notice/Honours Board	33	0	33
2,420	2,420		403	0	403
20,000	20,000	IT	3,333	3,382	(49)
2,050	2,050	Website	342	3,080	(2,738)
		Devolved Services:			
(1,400)	(1,400)	Bring Site	(233)	(233)	0
1,550	1,550	Allotments	258	(75)	333
975	975	War Memorial	163	87	76
1,080	1,080	Benches	180	(70)	250
8,550	8,550	Bus Shelters	8	(122)	130
300	300	Bandstand	50	192	(142)
250	250	Musgrave Monument	42	(58)	100
(2,110)	(2,110)	Fairhill Park	(352)	(249)	(103)
1,200	1,200	Toilets	200	0	200
1,500	1,500	Play Areas	250	0	250
1,175	1,175	Coronation Gardens	195	0	195
0	0	Fairhill United Utilities Planting Maintenance	0	0	0
9,500	9,500	Fairhill Site Improvements	(4,799)	(2,169)	(2,630)
4,000	4,000	Thacka Glen	667	0	667
300	300	Signage, etc	50	1,000	(950)
8,400	8,400	Community Caretaker	1,400	991	409
11,074	11,074	Contribution to/(from) Devolution Reserve	0	0	0
46,344	46,344		(1,921)	(706)	(1,215)
		Other Overheads:			
2,350	2,350	Printing, Postage & Stationery	392	300	92
1,700	1,700	Audit Fees	283	215	68
3,700	3,700	Insurance	617	611	6
100	100	Bank Charges & Interest	17	7	10
3,500	3,500	Accountancy Fees	417	400	17
3,400	3,400	Legal Fees	567	56	511
730	730	Licences	122	0	122
2,000	2,000	Subscriptions	333	494	(161)
17,480	17,480		2,748	2,083	665
8,000	8,000	Repairs & Renewals	500	0	500
335,124	335,124	Finance Committee Total	43,792	45,245	(1,453)
4,500	4,500	Contingency	750	0	750
0	0	Transfer to/(from) Acquisitions Reserve	0	0	0
491,454	491,454	TOTAL EXPENDITURE	66,063	60,923	5,140
(28,882)	(28,882)	INCREASE/(DECR) IN GENERAL RESERVE	11,033	16,307	5,274

Approved Budget 2020/21	Latest Budget 2020/21	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£	£		£	£	£
		RESERVES:			
		General Reserve:			
184,170	184,170	Balance brought forward 1 April 2020	184,170	236,149	51,979
(28,882)	(28,882)	Increase/(decrease) in year	11,033	16,307	5,274
155,288	155,288	Balance carried forward	195,203	252,456	57,253
		Devolution Reserve:			
100,279	100,279	Balance brought forward 1 April 2020	100,279	101,059	780
11,074	11,074	Contribution from/(to) 2020/21 Budget	0	0	0
111,353	111,353	Balance carried forward	100,279	101,059	780
		Acquisitions Reserve:			
50,000	50,000	Balance brought forward 1 April 2020	50,000	50,000	0
0	0	Contribution from/(to) 2020/21 Budget	0	0	0
50,000	50,000	Balance carried forward	50,000	50,000	0
316,641	316,641	TOTAL RESERVES	345,482	403,515	58,033



Penrith Town Council

BALANCE SHEET AS AT 31 MAY 2020

	£	£
Investments		
Penrith Building Society	85,673	
Cumberland Building Society	84,999	
CCLA Public Sector Deposit Account	<u>173,860</u>	
		344,532
Current Assets		
Debtors	413	
Debtor - VAT	5,254	
Prepayments	6,730	
HSBC Bank Account	<u>464,601</u>	
	476,998	
Current Liabilities		
Creditors	1,000	
Accruals	13,016	
Payroll Control	7,222	
Receipts in Advance	<u>396,777</u>	
	418,015	
Net Current Assets		58,983
		<u>403,515</u>
Represented by:		
Reserves		
General Reserve		252,456
Devolution Reserve		101,059
Acquisitions Reserve		50,000
		<u>403,515</u>



Penrith Town Council

Payments Schedule May 2020

Date	Ref	Details	Net £	VAT £	Total £	Budget
06/05/2020	20-16	Came & Company - Insurance May 20 - June 21	3,685.50	-	3,685.50	Other Overheads - Insurance
06/05/2020	20-17	KTD - Website amendments - Climate Change	1,485.00	297.00	1,782.00	Website
06/05/2020	20-18	KTD - Website amendments - Cookies consent	1,595.00	319.00	1,914.00	Website
06/05/2020	20-19	KTD - Domain services 27/5/20 - 26/8/20	48.75	9.75	58.50	IT
06/05/2020	20-20	KTD - Anti-spam services 27/5/20 - 26/8/20	87.25	17.45	104.70	IT
06/05/2020	20-21	KTD - Wireless keyboard and mouse	44.00	8.80	52.80	IT
06/05/2020	20-22	Amey - Community Caretaker duties April 2020	391.15	78.23	469.38	Devolved Services - Community Caretaker
13/05/2020	20-23	BIDBI Ltd - Craft bags	353.00	70.60	423.60	Town Projects - Covid-19 Response
13/05/2020	20-24	Lowther Forestry Group - Fell larch tree	345.00	69.00	414.00	Devolved Services - Fairhill Park
13/05/2020	20-25	Heatons - Supplies for craft boxes	1,258.52	251.70	1,510.22	Town Projects - Covid-19 Response
13/05/2020	20-26	KTD - ADSL services	156.00	31.20	187.20	IT
20/05/2020	20-27	Cumbria Assocn Local Councils - Review Subscription 2020/21	17.00	-	17.00	Other Overheads - Subscriptions
20/05/2020	20-28	Rural Services Partnership - Rural Market Towns Membership	150.00	30.00	180.00	Other Overheads - Subscriptions
20/05/2020	20-29	British Bids - Training Tool Kit	100.00	20.00	120.00	Staffing - Training
20/05/2020	20-30	Amey - Bandstand Pressure Wash & Sand	200.00	40.00	240.00	Bandstand
05/05/2020	CCR20-03	Bizay - Craft bag items	131.89	26.38	158.27	Town Projects - Covid-19 Response
19/05/2020	DD/STO	HMRC - Tax & NI, May 2020	4,141.54	-	4,141.54	Staffing - Salaries
19/05/2020	DD/STO	Cumbria CC - Superannuation - May 2020	3,461.23	-	3,461.23	Staffing - Salaries
28/05/2020	DD/STO	Net Pay - May 2020	10,501.18	-	10,501.18	Staffing - Salaries
09/05/2020	DD/STO	Bizay - Craft bag items	10.40	-	10.40	Town Projects - Covid-19 Response
22/05/2020	DD/STO	Adobe Acropro - Subscription	12.64	2.53	15.17	IT
26/05/2020	DD/STO	New Star Networks - Broadband	174.21	34.84	209.05	IT
15/05/2020	DD/STO	British Gas - Electricity, Bandstand	9.30	0.46	9.76	Devolved Services - Bandstand
Total			28,358.56	1,306.94	29,665.50	

Date: 02/06/2020
Time: 13:26:15

Penrith Town Council
Bank Reconciliation

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Bank Ref: 1205	Date To: 31/05/2020
Bank Name: HSBC	Statement Ref: 1205 2020-06-02 01
Currency: Pound Sterling	

Balance as per cash book at 31/05/2020: 464,600.86

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 : 464,600.86

Balance as per statement : 464,600.86

Difference : 0.00