



Penrith Town Council

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

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

DATE: 14 September 2020

You are summoned to attend a meeting of the

FINANCE COMMITTEE

to be held virtually via Zoom video conference on

Monday 21 September 2020, at 6.00 p.m.

Members are asked to indicate if they wish to speak on an item PRIOR to the meeting (by 1pm on the day of the meeting at the latest) by emailing office@penrithtowncouncil.co.uk

COMMITTEE MEMBERSHIP

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

Mrs V. Tunnadine, Town Clerk

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

AGENDA FOR THE MEETING OF

FINANCE COMMITTEE

21 SEPTEMBER 2020

WELCOME

The Chair will introduce himself and welcome everyone to the Finance Committee Meeting being held on Monday 21 September He will state that:

The Chair will take a roll call of attendees. Each person in turn will be invited by name to confirm they are in attendance and if they have to leave the meeting early.

Cllr. Jackson

Cllr Kenyon

Cllr Hawkins

Cllr Shepherd

The Chair will advise which officers are in attendance.

The Chair will ask attendees to:

- To have their microphones on mute.
- To adhere to the Councils Code of Conduct, General Standing Orders and the Meeting Etiquette Guidance to support the chair as he or she manages the meeting.
- Only unmute when you have been invited in to speak.
- Speak clearly and look into the camera.
- Turn phones to silent.
- Be aware of time lags and allow time for participants to respond.
- The Chair will ask officers if any members wish to speak on each item. Officers will introduce each member who wishes to speak
- Introduce themselves when raising a point.
- Respond to the Chair when their name is called.

PART I

1. Apologies for Absence

Receive apologies from Members.

2. Confirmation of the Minutes of Previous Meetings

Authorise the Chair to sign, as a correct record, the minutes of the meeting of the Committee held on Monday 29 June 2020.

3. Public Participation and Representations

The Chair will read out any questions, petitions or statements received in advance of the meeting.

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 chair of the meeting may direct that a written or oral response be given.

4. Declarations of Interest 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.

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

Determine whether item/s 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. Appointment of Vice Chair

Elect a Vice Chair to serve on the Finance Committee for the remainder of the 2020-21 municipal year. The Chair will inform Members that due to the resignation of Cllr. Bowen the Committee is required to appoint a new Vice-Chair. The Chair will seek nominations for the role. Should only one nomination come forward the Chair will ask Members in turn to approve the nomination. If there is more than one nomination, then a vote will be held.

7. Budgetary Control Statement 2020/21: 31 August 2020

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

8. Payments for Approval

a) Note that Cllr Kenyon and Cllr Shepherd accessed the Electronic Banking System to reconcile the monthly report of all payments made for the relevant period and would be able to recommend that each payment aligned with the invoices.

b) Approve the monthly report of payments for June, July, August 2020.

9. Bank Reconciliation

Approve and sign the bank reconciliation as of 30 June 2020, 31 July 2020, and 31 August 2020.

10. Lowther Street Bench

Consider the report and to determine whether to install a new bench on Lowther Street.

11. Norfolk Road Bench

Consider the report and to determine whether to install a new bench on Norfolk Road.

12. Motion from Cllr. Fallows Bus Shelter Brentfield Way

Consider the motion from Cllr Fallows to install a new bus shelter on Brentfield Way.

13. Risk Assessments

Consider the corporate risk assessments and recommend that these are ratified by Full Council.

14. Motion from Cllr. Shepherd Coronation Garden Asset of Community Value

Consider the motion from Cllr. Shepherd to register Coronation Garden as an Asset of Community Value.

15. Policy Review

Review of policies and recommend that these are ratified by Full Council:

- a) Procurement Policy
- b) Financial Regulations

16. Bank and Investment Accounts

a) Authorised Signatories CCLA Account

Approval of the draft Financial Regulations would authorise all elected members of the Finance Committee to act as bank and investment account signatories. In practice, financial organisations frequently limit the number of signatories to a lower number, for example four signatories are required for a CCLA account. The current signatories for CCLA are Cllrs Burgin, Hawkins, and Jackson.) fourth signatory is required for the CCLA account. The fourth signatory will be either Cllr Kenyon or Cllr Shepherd..

b) Authorised Signatories Other Accounts

The Committee is also asked to nominate four of its members as signatories to the Council's accounts with similar limitations.

c) HSBC Daily Payment Limit

The current HSBC bank account mandate limits the total electronic payments for a single day to £10,000. This causes problems as Lamont Pridmore, the sole operators of the EBC, have to phase payments over several days to keep within the limit. The Committee is recommended to approve the increase in the daily limit to £30,000.

17. Internal Audit Plan

Consider the outline Internal Audit Plan for 2020-21.

18. Budget Review 2020-21

Review the current year's budget to reflect the 2019-20 outturn and the effects of the Coronavirus pandemic on services.

19. Budget Process 2021-22

Consider the process for the development of the 2021-22 Budget.

20. Local Government Pay Award 2020-21

Note the staff pay award 2.75% backdated 1 April 2020

21. Finance Committee Work Plan

Note the Finance Committee Work Plan the progress as at the 31 August 2020.

22. External Audit Report 31 March 2020

Receive the External Audit Report 31 March 2020.

23. Footway Lighting Bowscar

Removal of footway lighting provision in Bowscar.

Note that Electricity North Wests plans to remove footway lighting provision in Bowscar.

24. Next Meeting

Note the next meeting is scheduled for **16 November 2020** at 6.00pm, Board Room, Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR or that the meeting may be convened on this date via video conferencing.

PART II PRIVATE SECTION

There **are no** further items in this part of the Agenda

FOR THE INFORMATION OF ALL MEMBERS OF THE 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 or, in the case of planning applications, the link to applications on the Eden District Council Website can be found above:

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



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ITEM 2

DRAFT Minutes of the video conference live event

FINANCE COMMITTEE

Held virtually via 'Zoom' video conference on

Monday **29 June 2020** at 2.15pm

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
29 JUNE 2020**

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations") come into force on 4 April 2020.

Section 78 of the 2020 Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May next year. The Regulations apply to local council meetings, committees, and sub-committees.

PART I

FIN20/01 APOLOGIES FOR ABSENCE

There were no apologies for absence.

FIN20/02 DECLARATIONS OF INTEREST 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.

FIN20/03 PUBLIC PARTICIPATION

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

FIN20/04 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.

FIN20/05 BUDGETARY CONTROL STATEMENT 2020/21

31 MAY 2020

Members considered the Budgetary Control Statement 2020/21 Expenditure to month end 31 May 2020.

RESOLVED THAT

The Budgetary Control Statement of expenditure to 31 May 2020 be approved and go forward for final ratification by Full Council.

FIN20/06 PAYMENTS FOR APPROVAL

Members noted that Cllr Kenyon and Cllr Shepherd 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 May 2020.

RESOLVED THAT

- i. The monthly report of payments be approved.
- ii. Cllr Jackson and Cllr Kenyon check the EBS and the Monthly Report of Payments for the meeting of the Finance Committee on the 21 September 2020.

FIN20/07 BANK RECONCILIATION

Members considered the Bank Reconciliation for the HSBC Bank account for the period ending 31 May 2020.

RESOLVED THAT

The Bank Reconciliation for the HSBC Bank account for the period ending 31 May 2020 be approved and signed by Cllr Burgin and Cllr Bowen.

FIN20/08 INVESTMENTS CCLA

Members noted that a transfer of £300,000 had been made from the HSBC account to the CCLA Investment Fund.

FIN20/09 NEXT MEETING

Members noted the next meeting was scheduled for Monday 21 September 2020 at 6.00pm, Board Room, Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR or that the meeting may be convened by video conferencing.

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

21 SEPTEMBER 2020

MATTER: Budgetary Control Statement 2020/21:
Expenditure to 31 August 2020

Consider the budgetary control statement to 31
August 2020

AUTHOR: Jack Jones - RFO

SUPPORTING MEMBER: Cllr Roger Burgin -
Chair of Finance Committee

ITEM NO: 7

RECOMMENDATIONS:

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

LAW

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

LINKS TO COUNCIL PRIORITIES

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

1. REPORT DETAILS

A. Budgetary Control Statement (Appendix A)

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

- The full year's Approved Budget for 2020/21, which was ratified by Council on 27 January 2020.
- The Latest Budget for the full year, including the following approved amendments:
 - The transfer of £1,000 from the Town projects budget to the Covid-19 Response budget to fund a Marketing Plan (Minute PTC20/11).
 - An additional £10,000 estimate from the General Reserve to the Covid-19 Response budget to fund a Town Recovery Plan for urgent schemes of work.
- The budget to date, based on the latest budget for the year. This proportion is the anticipated budget for the first five 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 5/12ths 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 August, 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 August. To give a truer view of the General Reserve, it is assumed that contributions to the Devolution Reserve are made during the year at each month-end.

B. Commentary

Many budget headings show spending broadly in line with the budget to date, however the effect of the Coronavirus pandemic has been to slow planned expenditure, most noticeably on the larger budgets. The resulting underspendings have more than compensated for the expenditure in response to the pandemic, which currently exceeds the approved additional estimate.

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 £325; while this is welcome, returns are expected to reduce in the coming months.

B.2 Planning Committee

Expenditure of £1,446 is shown against the profiled budget of £2,500, a variance of £1,054.

- 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 £15,528 is shown against the profiled budget of £61,332, an underspending of £45,804.

- The only significant expenditure on Town Projects is the £5,000 contribution to the Parking and Movement Study, reflected in the £6,863 underspending against budget.
- Spending of £13,301 on the Council's response to the Covid-19 pandemic exceeds the profiled budget by £5,801. The expenditure includes a grant of £3,000 to the Salvation Army for the Penrith Food Bank, £4,874 on craft bag items offset by a £3,000 grant from the Cumbria Community Foundation, and £8,243 of additional staff hours.
- There has been no officer time charged to Arts and Entertainment as attention has been focused elsewhere, as a result the budget is underspent by £2,083.
- The Events Grants budget is underspent by £8,870. 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.

- In a normal year, a substantial proportion of the Greening budget would have been spent by 31 August and the profile assumes expenditure of £6,820. Spending to date totals only £827, while a 2019/20 grant of £6,289 has been returned from Penrith BID, so that the budget shows an underspending of £12,282.
- The only transaction on Community Grants is the similar return of grant from Penrith BID and the profiled budget is underspent by £14,762.
- The Community Engagement budget, which includes the Youth Advisory Panel, is currently underspent by £6,745 as there has been minimal expenditure to date.

B.4 Finance Committee

Net expenditure of £156,961 is shown against the budget to date of £164,170, an underspending of £7,209. The main variances are as follows:

- The actual expenditure on the three Salary headings includes the 2.75% pay award applicable from 1 April. As the budget allowed for a 4.0% increase, there is an underspend of £1,155 in total.
- Staff training and conferences record a total underspending of £1,640; planned activities have not progressed or have been provided at lower cost by virtual participation.
- The IT budget is underspent by £2,656, suggesting that expenditure on the service may have stabilised.
- Expenditure of £3,198 on the Council's Website exceeds both the profile of £854 and the full year's budget of £2,050. A Climate Change section has been created at a cost of £1,485, which should be transferred to a new, dedicated budget, while £1,595 has been spent on amendments relating to cookie consents.
- The site improvements at Fairhill record an underspend of £10,156; 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.
- The profiled budget assumes a contribution of £31,231 to the Devolution Reserve, based on the individual asset budgets. The actual contribution is £45,183; although the arithmetic in the statement suggests an overspending of £13,952, this amount is simply offset in the earmarked reserve.
- There has been little spend against the Legal Fees profiled budgets, which is underspent by £1,276; however the Subscriptions budget is overspent by £927.

B.5 Contingency

- The profiled portion of the contingency provision, £1,875, 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 £55,942 against the profiled total expenditure budget of £229,877. As there is £321 additional income, there is a net variation of £56,263 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. Coincidentally 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.
- The profiled budget assumes that the Reserve should decrease by £37,139 in the period, resulting in a balance of £147,031 at 31 August. The actual balance on the reserve at the month end is £255,273, which is £ higher than expected.
- The actual Devolution Reserve balance at 1 April 2020 was £101,059, which is £780 higher than the Approved Budget forecast. As noted above, the actual transfer into the reserve at 31 August of £45,183 is £13,952 higher than profile.
- 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 August 2020. The following points may be noted:

- The investment balances are comparatively high as they include the unused portion of the annual council tax income.
- The main debtor balances are £33,500 grant due from Eden DC for the Fairhill improvements and £6,713 VAT which has been reclaimed from HMRC.

- Prepayments of £8,002 include adjustments for insurance, office rental, licences, subscriptions and maintenance agreements.
- The HSBC Bank balance stands at £58,829. Receipt of the £40,213 income referred to in the note on debtors will replenish the balance, but a transfer from the CCLA Public Sector Deposit Account will be needed in the coming months to maintain cash flow.
- Accruals of £12,457 represent goods and services received before 31 August, where the payment was not made by that date. Individual items include £2,708 accrued pay award, £2,100 audit and accountancy fees, £2,240 on devolved assets, £874 payroll and £909 accommodation costs. The approved EVAN grant of £3,600, which has not yet been paid, is also included here.
- The Payroll Control balance of £8,774 relates to deductions calculated in the August 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 £275,592 income for the period from 1 September 2020 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 August has been contained within the profiled budget; expenditure for the period has been relatively low and there was a net underspending of £56,263. 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 anticipated underspending of other budgets, is being assessed and will form the basis of a proposed revision to the budget.

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

2. FINANCE IMPLICATIONS

This report is concerned solely with financial management.

3. 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.

4. APPENDICES ATTACHED TO THIS REPORT

- Income & Expenditure and Balance Sheet statements

5. BACKGROUND PAPERS

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



Penrith Town Council

BUDGETARY CONTROL STATEMENT: FIVE MONTHS ENDED 31 AUGUST 2020

Approved Budget 2020/21	Latest Budget 2020/21	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£	£		£	£	£
		INCOME			
454,233	454,233	Precept: Council Tax	189,264	189,264	0
7,829	7,829	EDC - CTRS Grant	3,262	3,262	0
500	500	Other Income: Investment Income	208	533	325
10	10	Miscellaneous Income	4	0	(4)
462,572	462,572	TOTAL INCOME	192,738	193,059	321
		EXPENDITURE			
		PLANNING COMMITTEE:			
0	0	Officer Support	0	0	0
15,000	15,000	Planning Consultancy	2,500	0	2,500
0	0	Consultation	0	1,446	(1,446)
15,000	15,000	Planning Committee Total	2,500	1,446	1,054
		CCEG COMMITTEE:			
		Town Projects:			
30,000	29,000	Town Projects	12,083	5,220	6,863
0	11,000	Covid-19 Response	7,500	13,301	(5,801)
30,000	40,000		19,583	18,521	1,062
		Arts & Entertainment:			
5,000	5,000	Officer Support	2,083	0	2,083
7,500	7,500	Arts & Cultural Strategy	0	0	0
30,000	30,000	Events Grants	12,500	3,630	8,870
42,500	42,500		14,583	3,630	10,953
		Environment:			
15,500	15,500	Greening	6,820	(5,462)	12,282
32,000	32,000	Community Grants	13,333	(1,429)	14,762
		Corporate Communications:			
15,000	15,000	Community Engagement	6,250	265	5,985
1,830	1,830	Press Support	763	0	763
0	0	Youth Advisory Panel	0	3	(3)
16,830	16,830		7,013	268	6,745
136,830	146,830	CCEG Committee Total	61,332	15,528	45,804
		FINANCE COMMITTEE:			
		Staffing:			
174,900	174,900	Salaries	72,875	71,994	881
15,420	15,420	National Insurance	6,425	6,302	123
30,980	30,980	Superannuation	12,908	12,758	150
950	950	Staff Training	396	173	223
3,000	3,000	Conferences	1,250	0	1,250
700	700	Staff Expenses	292	125	167
225,950	225,950		94,146	91,352	2,794

Approved Budget 2020/21	Latest Budget 2020/21	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£	£		£	£	£
		Accommodation:			
8,250	8,250	Rent	3,438	3,125	313
1,900	1,900	Heat, Light & Water	792	690	102
670	670	Service Charges	279	501	(222)
230	230	Room Hire	96	0	96
380	380	Insurances	158	153	5
(50)	(50)	Letting Income	(21)	0	(21)
11,380	11,380		4,742	4,469	273
		Civic Functions:			
400	400	Civic Functions	167	0	167
700	700	Mayoral Expenses	292	0	292
300	300	Deputy Mayor's Expenses	125	0	125
100	100	Civic Regalia	42	51	(9)
1,500	1,500		626	51	575
		Cost of Democracy:			
2,020	2,020	Members' Training	842	65	777
200	200	Members' Expenses	83	0	83
200	200	Notice/Honours Board	83	0	83
2,420	2,420		1,008	65	943
20,000	20,000	IT	8,333	5,677	2,656
2,050	2,050	Website	854	3,198	(2,344)
		Devolved Services:			
(1,400)	(1,400)	Bring Site	(583)	(583)	0
1,550	1,550	Allotments	645	1,388	(743)
975	975	War Memorial	407	81	326
1,080	1,080	Benches	450	(175)	625
8,550	8,550	Bus Shelters	21	(304)	325
300	300	Bandstand	125	197	(72)
250	250	Musgrave Monument	104	(146)	250
(2,110)	(2,110)	Fairhill Park	(879)	(1,133)	254
1,200	1,200	Toilets	500	0	500
1,500	1,500	Play Areas	625	0	625
1,175	1,175	Coronation Gardens	489	0	489
0	0	Fairhill United Utilities Planting Maintenance	0	0	0
9,500	9,500	Fairhill Site Improvements	7,917	(2,239)	10,156
4,000	4,000	Thacka Glen	1,667	0	1,667
300	300	Signage, etc	125	1,000	(875)
8,400	8,400	Community Caretaker	3,500	3,075	425
11,074	11,074	Contribution to/(from) Devolution Reserve	31,231	45,183	(13,952)
46,344	46,344		46,344	46,344	0
		Other Overheads:			
2,350	2,350	Printing, Postage & Stationery	979	423	556
1,700	1,700	Audit Fees	708	575	133
3,700	3,700	Insurance	1,542	1,532	10
100	100	Bank Charges & Interest	42	59	(17)
3,500	3,500	Accountancy Fees	1,042	739	303
3,400	3,400	Legal Fees	1,417	141	1,276
730	730	Licences	304	0	304
2,000	2,000	Subscriptions	833	1,760	(927)
17,480	17,480		6,867	5,229	1,638
8,000	8,000	Repairs & Renewals	1,250	576	674
335,124	335,124	Finance Committee Total	164,170	156,961	7,209
4,500	4,500	Contingency	1,875	0	1,875
0	0	Transfer to/(from) Acquisitions Reserve	0	0	0
491,454	501,454	TOTAL EXPENDITURE	229,877	173,935	55,942
(28,882)	(38,882)	INCREASE/(DECR) IN GENERAL RESERVE	(37,139)	19,124	56,263

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)	(38,882)	Increase/(decrease) in year	(37,139)	19,124	56,263
155,288	145,288	Balance carried forward	147,031	255,273	108,242
		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	31,231	45,183	13,952
111,353	111,353	Balance carried forward	131,510	146,242	14,732
		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	306,641	TOTAL RESERVES	328,541	451,515	122,974



Penrith Town Council

BALANCE SHEET AS AT 31 AUGUST 2020

	£	£
Investments		
Penrith Building Society	85,673	
Cumberland Building Society	84,999	
CCLA Public Sector Deposit Account	<u>473,860</u>	
		644,532
Current Assets		
Debtors	34,036	
Debtor - VAT	6,713	
Prepayments	8,002	
HSBC Bank Account	<u>58,829</u>	
	107,580	
Current Liabilities		
Creditors	1,000	
Accruals	12,457	
Payroll Control	8,774	
Receipts in Advance	<u>278,366</u>	
	300,597	
Net Current Assets		(193,017)
		<u><u>451,515</u></u>
Represented by:		
Reserves		
General Reserve		255,273
Devolution Reserve		146,242
Acquisitions Reserve		50,000
		<u><u>451,515</u></u>



ITEM 8 PAYMENTS FOR APPROVAL

Payments Schedule June 2020

Date	Ref	Details	Net £	VAT £	Total £	Budget
03/06/2020	20-31	Eden DC - BID Levy	91.00	-	91.00	Town Projects
03/06/2020	20-32	V Tunnadine - Mileage Expenses	50.85	-	50.85	Staffing - Staff Expenses
03/06/2020	20-33	Heatons - Supplies for craft boxes	1,440.00	288.00	1,728.00	Town Projects - Covid-19 Response
03/06/2020	20-34	Heatons - Supplies for craft boxes	1,680.00	336.00	2,016.00	Town Projects - Covid-19 Response
03/06/2020	20-35	KTD - Adjustment to MS licence charges	49.12	9.82	58.94	IT
10/06/2020	20-36	Lowther Forestry Group Ltd - Grass Cut Fairhill April/May	508.00	101.60	609.60	Devolved Services - Fairhill Park
10/06/2020	20-37	I Parker - Mileage Expenses	47.25	-	47.25	Staffing - Staff Expenses
10/06/2020	20-37	I Parker - Plants for War Memorial	90.94	-	90.94	Devolved Services - War Memorial
17/06/2020	20-38	Penrith Posters Ltd - Covid 19 Social Distance Posters	183.75	-	183.75	Town Projects - Covid-19 Response
17/06/2020	20-39	R Richardson - Screwfix, cable ties	7.24	1.44	8.68	Town Projects - Covid-19 Response
17/06/2020	20-40	A Malina - Vimeo Pro software	226.80	-	226.80	Corporate Communications - Community Engagement
24/06/2020	20-41	KTD - MS Office 365 to 18/5/21	2,613.00	522.60	3,135.60	IT
24/06/2020	20-42	AST Signs Ltd - Covid-19 banner	355.10	71.02	426.12	Town Projects - Covid-19 Response
16/06/2020	CCR 20-05	Stress Free Print - Social Distance banners	38.86	-	38.86	Town Projects - Covid-19 Response
02/06/2020	CCR20-04	Marks & Spencer - Supplies	34.50	-	34.50	Town Projects - Covid-19 Response
22/06/2020	CCR20-08	Post Office - Postage	3.28	-	3.28	Other Overheads - Printing, Postage & Stationery
18/06/2020	CCR20-09	Lucid Software Ltd - Licence	464.52	-	464.52	Other Overheads - Subscriptions
25/06/2020	CCR20-10	Street Furniture Direct - Two cycle stands	116.95	23.39	140.34	Devolved Services - Fairhill Park Improvements
08/06/2020	DD/STO	HSBC - Bank charges	6.50	-	6.50	Other Overheads - Bank Charges & Interest
15/06/2020	DD/STO	British Gas - Electricity, Bandstand	10.07	0.50	10.57	Devolved Services - Bandstand
19/06/2020	DD/STO	CCLA Public Sector Deposit Fund - Investment	300,000.00	-	300,000.00	Balance Sheet - Investments
19/06/2020	DD/STO	HMRC - Tax & NI, May 2020	3,864.77	-	3,864.77	Staffing - Salaries
19/06/2020	DD/STO	Cumbria CC - Superannuation - May 2020	3,357.56	-	3,357.56	Staffing - Salaries
19/06/2020	DD/STO	HSBC - Transfer charge, CCLA investment	20.00	-	20.00	Other Overheads - Bank Charges & Interest
19/06/2020	DD/STO	HSBC - Non-sterling fee, Lucid payment	12.77	-	12.77	Other Overheads - Bank Charges & Interest
22/06/2020	DD/STO	Adobe Acropo - Subscription	12.64	2.53	15.17	IT
24/06/2020	DD/STO	New Star Networks - Broadband	174.62	34.92	209.54	IT
26/06/2020	DD/STO	Net Pay - June 2020	10,501.38	-	10,501.38	Staffing - Salaries
Total			<u>325,961.47</u>	<u>1,391.82</u>	<u>327,353.29</u>	



Payments Schedule July 2020

Date	Ref	Details	Net £	VAT £	Total £	Budget
01/07/2020	20-43	Walton Goodland - Electricity to 18/5/20	264.90	52.98	317.88	Accommodation - Heat, Light & Water
01/07/2020	20-43	Walton Goodland - Fire safety Jan/Feb 20	16.19	3.24	19.43	Accommodation - Service Charges
01/07/2020	20-43	Walton Goodland - Sanitary disposal to 15/6/21	37.07	7.41	44.48	Accommodation - Service Charges
01/07/2020	20-43	Walton Goodland - Waste water charges 1/10/18 to 14/2/20	267.50	-	267.50	Accommodation - Service Charges
01/07/2020	20-44	KTD - System support renewal to 10/10/20	409.50	81.90	491.40	IT
01/07/2020	20-45	Walton Goodland - Insurance 2020-21	367.35	-	367.35	Accommodation - Insurances
01/07/2020	20-46	SLCC - Membership VT	423.00	-	423.00	Other Overheads - Subscriptions
01/07/2020	20-47	KTD - Managed print usage 30/3/20 to 19/6/20	134.56	26.91	161.47	Other Overheads - Printing, Postage & Stationery
01/07/2020	20-48	Glasdon UK - Two Clifton picnic benches	1,448.52	289.70	1,738.22	Devolved Services - Fairhill Play Area Improvements
01/07/2020	20-49	J Jones - Reimburse CIPFA membership fees	332.00	-	332.00	Other Overheads - Accountancy Fees
01/07/2020	20-50	Walton Goodland - Office rent to 28/9/20	1,875.00	-	1,875.00	Accommodation - Rent
01/07/2020	20-51	Amey - Window cleaning	220.00	44.00	264.00	Devolved Services - Community Caretaker
01/07/2020	20-52	Amey - Community caretaker June 20	342.74	68.55	411.29	Devolved Services - Community Caretaker
01/07/2020	20-53	Amey - Community caretaker May 20	321.99	64.40	386.39	Devolved Services - Community Caretaker
08/07/2020	20-54	Stomping Ground CIC - Online resources, Penrith in Bloom	330.00	-	330.00	Environment - Greening
15/07/2020	20-55	V Tunnadine - Mileage expenses	27.00	-	27.00	Staffing - Expenses
15/07/2020	20-56	Lamont Pridmore - Accountancy fees (balance)	910.00	182.00	1,092.00	Other Overheads - Accountancy Fees
22/07/2020	20-57	Newby Building & Construction - Rebuild Allotment wall	375.00	-	375.00	Devolved Services - Allotments
22/07/2020	20-58	Eden DC - Street Cleaning, Bandstand	1,266.51	253.30	1,519.81	Devolved Services - Bandstand
22/07/2020	20-59	Lowther Forestry - Grass cutting, June & July 20	508.00	101.60	609.60	Devolved Services - Fairhill Park
29/07/2020	20-60	KTD - Anti-spam services	87.25	17.45	104.70	IT
29/07/2020	20-61	KTD - Domain services	48.75	9.75	58.50	Website
29/07/2020	20-62	KTD - Website page changes	69.00	13.80	82.80	Website
29/07/2020	20-63	Jane Warner - Plants for War Memorial	220.00	-	220.00	Environment - Greening
29/07/2020	20-64	Cumbrian Local Publications Ltd - Eden Local Advert	170.00	-	170.00	Corporate Communications - Community Engagement
29/07/2020	20-65	Tyne and Wear Play Ltd - Fairhill Post Installation Inspecti	250.00	-	250.00	Devolved Services - Fairhill Play Area Improvements
02/07/2020	CCR20-11	Zoom Video Comms - Licences July 20	100.72	-	100.72	Covid 19 Response
17/07/2020	CCR20-12	ISSUU - Subscription	348.57	-	348.57	Other Overheads - Subscriptions
20/07/2020	CCR20-13	Post Office Ltd - Postage	1.64	-	1.64	Other Overheads - Printing, Postage & Stationery
29/07/2020	CCR20-14	Eventbrite - Building Back Stronger Communities	32.44	6.49	38.93	Cost of Democracy - Member's Training
29/07/2020	CCR20-15	Eventbrite - Rebuilding Sustainable Communities	32.44	6.49	38.93	Cost of Democracy - Member's Training
13/07/2020	CCR20-16	Amazon Marketplace - Tally counters	14.30	2.86	17.16	Covid 19 Response
09/07/2020	DD/STO	HSBC - Bank charges	6.50	-	6.50	Other Overheads - Bank Charges & Interest
17/07/2020	DD/STO	HMRC - Tax & NI, June 2020	3,864.57	-	3,864.57	Staffing - Salaries
17/07/2020	DD/STO	Cumbria Pension Fund - Superannuation, June 2020	3,357.56	-	3,357.56	Staffing - Salaries
22/07/2020	DD/STO	Adobe Acropo - Subscription	12.64	2.53	15.17	IT
22/07/2020	DD/STO	British Gas - Electricity, Bandstand	12.41	0.62	13.03	Devolved Services - Bandstand
27/07/2020	DD/STO	Net Pay - July 2020	12,964.69	-	12,964.69	Staffing - Salaries
28/07/2020	DD/STO	New Star Networks - Broadband	175.06	35.01	210.07	IT
Total			31,645.37	1,270.99	32,916.36	



**Payments Schedule
August 2020**

Date	Ref	Details	Net £	VAT £	Total £	Budget
19/08/2020	20-66	Kompan Scotland Ltd - Fairhill Play Area	29,763.96	5,952.79	35,716.75	Fairhill Park - Site improvements
19/08/2020	20-67	Kompan Scotland Ltd - Fairhill Play Area	1,850.00	370.00	2,220.00	Fairhill Park - Site improvements
19/08/2020	20-68	Penrith Posters Ltd - Covid stickers	30.00	-	30.00	Town Projects - Covid-19 Response
19/08/2020	20-69	KTD - ADSL service	156.00	31.20	187.20	IT
19/08/2020	20-70	KTD - Hardware maintenance	9.50	1.90	11.40	IT
19/08/2020	20-71	Glasdon UK Ltd - Lowther seat	575.75	115.15	690.90	Repairs and Renewals - Repairs & Renewals
19/08/2020	20-72	Amey - Window cleaning, offices and bus shelters	256.96	51.39	308.35	Devolved Services - Community Caretaker
19/08/2020	20-73	Amey - Community caretaker, July 2020	762.93	152.59	915.52	Devolved Services - Community Caretaker
01/08/2020	CCR20-17	SLCC Training - National Conference VT	30.00	-	30.00	Staffing - Staff Training
10/08/2020	CCR20-19	Post Office - Postage	4.70	-	4.70	Other Overheads - Printing, Postage & Stationery
11/08/2020	CCR20-18	Post Office Ltd - Postage	8.95	-	8.95	Other Overheads - Printing, Postage & Stationery
08/08/2020	DD/STO	HSBC - Bank charges	6.50	-	6.50	Other Overheads - Bank Charges & Interest
19/08/2020	DD/STO	Cumbria Pension Fund - Superannuation, July 2020	4,356.72	-	4,356.72	Staffing - Superannuation
19/08/2020	DD/STO	HMRC - Tax & NI, July 2020	5,600.06	-	5,600.06	Staffing - Tax & NI
24/08/2020	DD/STO	New Star Networks - Broadband	175.46	35.09	210.55	IT
24/08/2020	DD/STO	Adobe Acropo - Subscription	12.64	2.53	15.17	IT
24/08/2020	DD/STO	British Gas - Electricity, Bandstand	16.25	0.81	17.06	Devolved Services - Bandstand
28/08/2020	DD/STO	Net Pay - August 2020	12,717.43	-	12,717.43	Staffing - Salaries
Total			56,333.81	6,713.45	63,047.26	

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Bank Ref:	1205	Date To:	30/06/2020
Bank Name:	HSBC	Statement Ref:	1205 2020-07-09 02
Currency:	Pound Sterling		

Balance as per cash book at 30/06/2020:

150,269.39

Add: Unpresented Payments

Tran No	Date	Ref	Details	£
				0.00

Less: Outstanding Receipts

Tran No	Date	Ref	Details	£
				0.00

Reconciled balance :

150,269.39

Balance as per statement :

150,269.39

Difference :

0.00

ITEM 9

Bank Ref:	1205	Date To:	31/07/2020
Bank Name:	HSBC	Statement Ref:	1205 2020-08-04 01
Currency:	Pound Sterling		

Balance as per cash book at 31/07/2020:

120,307.48

Add: Unpresented Payments

Tran No	Date	Ref	Details	£
3230	02/07/2020	CCR20-1	Zoom Video Comms -	100.72
				100.72

Less: Outstanding Receipts

Tran No	Date	Ref	Details	£
				0.00

Reconciled balance :120,408.20

Balance as per statement :120,408.20

Difference :0.00

Date: 02/09/2020
Time: 11:34:06

Penrith Town Council
Bank Reconciliation

Page: 1

Bank Ref: 1205	Date To: 31/08/2020
Bank Name: HSBC	Statement Ref: 1205 2020-09-02 01
Currency: Pound Sterling	

Balance as per cash book at 31/08/2020: 58,829.48

Add: Unpresented Payments

Tran No	Date	Ref	Details	£
3230	02/07/2020	CCR20-1	Zoom Video Comms -	100.72
				<u>100.72</u>

Less: Outstanding Receipts

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

Reconciled balance : 58,930.20

Balance as per statement : 58,930.20

Difference : 0.00

3 June to 2 July 2020

Your Statement

Account Name

Penrith Town Council

Sortcode

■■■■■

Account Number

■■■■■

Sheet Number

89

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			143,284.60
	BP P FOOTE			
	PENRITH TOWN COUNC	■■■■■		
	VIS WWW.STREETFURNITUR			
	WWW	140.34		142,551.39
30 Jun 20	CR PENRITH BID LTD			
	GREENING BID		7,718.00	150,269.39
02 Jul 20	CR PUBLIC SECTOR DEPO		62.63	
	BP WALTON GOODLAND			
	PE01 22016	649.29		
	BP KTD			
	K126839	491.40		
	BP WALTON GOODLAND			
	PE01 22100	367.35		
	BP SLCC			
	MEM230059	423.00		
	BP KTD			
	K126997	161.47		
	BP GLASDON			
	SI797278	1,738.22		
	BP WALTON GOODLAND			
	PE01 21893	1,875.00		
	BP JOHN JONES			
	PENRITH TOWN COUNC	■■■■■		
	BP AMEY			
	90793556	264.00		
	BP AMEY			
	907933555	411.29		
	BP AMEY			
	90790249	386.39		143,232.61
02 Jul 20	BALANCE CARRIED FORWARD			143,232.61

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%

3 July to 2 August 2020

Account Name
Penrith Town Council

Your Statement

Sortcode Account Number Sheet Number
[REDACTED] 91

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			135,171.59
	BP LOWTHER FORESTRY			
	PEN13 26671	609.60		
	VIS INT'L 0089556288			
	ADOBE ACROPRO SUBS			
	ADOBE.LY/BILL	15.17		134,546.82
27 Jul 20	BP IAN PARKER			
	PENRITH TOWN COUNC			
	BP JOHN JONES			
	PENRITH TOWN COUNC			131,491.43
28 Jul 20	DD NEW STAR NETWORKS			
	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 P FOOTE			
	PENRITH TOWN COUNC			121,372.06
30 Jul 20	BP KTD			
	K127662	104.70		
	BP KTD			
	K127663	58.50		
	BP KTD			
	K127705	82.80		
	BP CUMBRIAN LOCAL PUB			
	EL 2036	170.00		
	BP Jane Warner			
	PENRITH TOWN COUNC	220.00		
	BP TYNE & WEAR PLAY L			
	PTC/220720	250.00		
	VIS INT'L 0038681053			
	EB *LEADERS TALK B			
	801-413-7200	38.93		
	VIS INT'L 0038681054			
	EB *LEADERS TALK R			
	801-413-7200	38.93		120,408.20
02 Aug 20	BALANCE CARRIED FORWARD			120,408.20

3 July to 2 August 2020

Account Name
Penrith Town Council

Your Statement

Sortcode **Account Number** **Sheet Number**
[REDACTED] 91

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			135,171.59
	BP LOWTHER FORESTRY			
	PEN13 26671	609.60		
	VIS INT'L 0089556288			
	ADOBE ACROPRO SUBS			
	ADOBE.LY/BILL	15.17		134,546.82
27 Jul 20	BP IAN PARKER			
	PENRITH TOWN COUNC			
	BP JOHN JONES			
	PENRITH TOWN COUNC			131,491.43
28 Jul 20	DD NEW STAR NETWORKS			
	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 P FOOTE			
	PENRITH TOWN COUNC			121,372.06
30 Jul 20	BP KTD			
	K127662	104.70		
	BP KTD			
	K127663	58.50		
	BP KTD			
	K127705	82.80		
	BP CUMBRIAN LOCAL PUB			
	EL 2036	170.00		
	BP Jane Warner			
	PENRITH TOWN COUNC	220.00		
	BP TYNE & WEAR PLAY L			
	PTC/220720	250.00		
	VIS INT'L 0038681053			
	EB *LEADERS TALK B			
	801-413-7200	38.93		
	VIS INT'L 0038681054			
	EB *LEADERS TALK R			
	801-413-7200	38.93		120,408.20
02 Aug 20	BALANCE CARRIED FORWARD			120,408.20

3 August to 2 September 2020

Your Statement

Account Name
Penrith Town Council

Sortcode Account Number Sheet Number
[REDACTED] 94

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BP BALANCE BROUGHT FORWARD			106,115.17
	KOMPAN			
	PTC INV 207038	5,716.75		100,398.42
21 Aug 20	BP KOMPAN			
	PTC INV 207038	10,000.00		90,398.42
24 Aug 20	DD BRITISH GAS TRADIN	17.06		
	VIS INT'L 0086725973			
	ADOBE ACROPRO SUBS			
	ADOBE.LY/BILL	15.17		90,366.19
26 Aug 20	CR HMRC VTR		1,491.99	
	DD NEW STAR NETWORKS	210.55		
	BP KOMPAN			
	PTC INV 207038	10,000.00		81,647.63
27 Aug 20	BP VIVIEN TUNNADINE			
	PENRITH TOWN COUNC			78,709.33
28 Aug 20	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			
	BP P FOOTE			
	PENRITH TOWN COUNC			68,930.20
31 Aug 20	BP KOMPAN			
	PTC INV 207038	10,000.00		58,930.20
02 Sep 20	CR PUBLIC SECTOR DEPO		53.82	58,984.02
02 Sep 20	BALANCE CARRIED FORWARD			58,984.02

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

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FINANCE COMMITTEE

21 SEPTEMBER 2020

MATTER: **Lowther Street Bench**
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: 10

RECOMMENDATIONS:

For Members to decide whether or not to install a new bench on Lowther Street having taken in to account the consultation responses and the views of Cumbria Police.

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's 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 were received by the Council. One in favour and one against the proposal to install a bench on Lowther Seat.
- 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 Finance Committee on 09 March 2020 considered the consultation responses and resolved that the Council liaise with Cumbria Police to confirm whether there are any reported anti-social behaviour issues in the proposed location (Minute Fin.Com19/73). Cumbria Police has responded to the Council outlining that they are not aware of any complaints from residents about anti-social behaviour and the Police has not witnessed groups congregating in the area.

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>	<p>Council considers resident opinion.</p> <p>Contact Cumbria Police and consider their response.</p>
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.

6. BACKGROUND PAPERS

- Finance Committee, 11 November 2019, Minute Fin.Com.19/44
- Finance Committee, 09 March 2020, Minute Fin.Com.19/73



FINANCE COMMITTEE

21 SEPTEMBER 2020

MATTER: **NORFOLK ROAD BENCH**
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: 11

RECOMMENDATIONS:

- I. Determine whether to install a new bench and confirm the location.
- II. 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 The Finance Committee considered a report on the 09 March 2020, setting out a request from a Member of the public to install a new bench on Norfolk Road. The principle reason for the request was to provide a resting place for residents waiting for the bus.
- 1.2 The Finance Committee resolved (Minute Fin.Com 19/78) that the residents views on the Council's intentions be sought and in doing so the option to place a new bench on Norfolk Road or the top of Musgrave Street was proposed. It was further resolved to contact Cumbria Police to ascertain whether there were any reported anti-social behaviour issues in the locality.
- 1.3 The Council wrote to nearby residents on the 19 March 2020 setting out the Council's proposals including the two proposed locations. The deadline for the receipt of comments was Friday 17 April 2020. No consultation responses were received by the Council.
- 1.4 Cumbria Police were contacted, and they have reported that there are no current reported issues of anti-social behaviour in this location.
- 1.5 Members are advised to note that Cumbria County Council would need to give consent to provide a new bench on the highway.
- 1.6 Members are asked to determine whether they wish to proceed to install a bench and if in favour to confirm the preferred location, with the options being Norfolk Road adjacent to the bus stop or at the top of Musgrave Street. They are further asked to give officers delegated authority to determine the style of bench.

2. FINANCE IMPLICATIONS

The estimated cost to purchase and install a seat in this location would be £550. The cost of the bench will be met from the Repairs and Renewals budget.

3. RISK MANAGEMENT

RISK	CONSEQUENCE	CONTROLS REQUIRED
Financial	Cost to install the bench is 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 in that it is not supporting a legitimate request for street furniture to be provided as a place to rest.	Council considers resident opinion. Obtain views of Cumbria Police
Poor Quality	Maintenance liability and increase 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, yet have stated that the design does need to take in to consideration the narrow footway at Norfolk Road.

4. BACKGROUND PAPERS

Finance Committee Report 09 March 2020, Minute FIN.COM 19/78



FINANCE COMMITTEE

21 SEPTEMBER 2020

MATTER:

Motion Cllr Fallows Proposed Bus Shelter, Brentfield Way, Penrith

Consider a request to install a new bus shelter on Brentfield Way.

AUTHOR:

Ian Parker – Services & Contracts Manager

SUPPORTING MEMBER:

Cllr Fallows

ITEM NO:

12

RECOMMENDATIONS:

- I. Provide approval to work with stakeholders including Scaws Tenants and Residents Association, Eden District Council and Cumbria County Council to provide a new bus shelter at Brentfield Way.
- II. Agree and approve funding the supply and installation of a new bus shelter at Brentfield Way, funded from the Bus Shelter budget at an estimated cost of £4,500.
- III. Agree and approve that the Council be responsible for ownership and all future revenue costs including insurance, day to day maintenance and repair following installation of the bus shelter.

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 - MOTION

- 1.1 Bus services are a significant benefit to our community; in particular, they are of benefit to many elderly residents who may have limited income, and for whom the service provides a means for them to continue to enjoy independence and enables them to carry out daily errands and leisure activities. Bus shelters, particularly in exposed locations, provide a real and long-lasting service to those residents, and encourage the use of public transport.
- 1.2 The existing shelters are a credit to the town council, in addition to providing their valuable function, they promote the presence and activity of the town council in the community we serve. Penrith East is notable as a ward in the town that does not currently have a bus shelter on any of its routes.
- 1.3 Members of the Scaws Tenants and Residents Association (STRA) raised the issue that there was formerly a bus shelter on Brentfield Way (close to the junction with Meadow Croft/Oak Road), which was removed at some point in the past (possibly prior to the reintroduction of the 646 Town Bus service in 2000). I am informed that the location is a popular location for residents in the estate and surrounding streets to catch the 646 into town. The members of the Association would like Penrith Town Council to replace the shelter at that location and have passed a motion to that effect.
- 1.4 The motion to reinstate the bus shelter has the support of County Councillor Patricia Bell, and Eden District Councillors Mike Eyles and John Lynch (all councillors for Penrith East), in addition to the members of the STRA themselves. County Councillor Patricia Bell has leafletted the surrounding area of the proposed site on the issue of replacing the bus shelter to invite any comments and views. There have been no negative responses; 2 residents who have contacted to confirm if the shelter is indeed intended to replace the former shelter, as they consider that to be the preferred location in Scaws.
- 1.5 The bus driver of the Town Bus Service confirmed that the proposed site does see usage, generally 2-4 people during the day (mostly older residents), up to 8 in the evening (mostly parents with children returning home from Beaconside School).
- 1.6 Agreement-in-principle has been sought from EDC for the shelter to be built on the site.
- 1.7 The likely cost of providing a new shelter, based on previous work, would be in the region of £3000 for the shelter and £1500 for groundwork. Members of the STRA have asked me to highlight that there are concrete foundations remaining beneath the surface soil at the former location and consider that this may reduce the cost of groundwork.

- 1.8 It is therefore proposed that the Town Council support a motion to provide a new bus shelter in Scaws, by preference on the site of the former shelter (East side of Brentfield Way near Junction with Meadow Croft/Oak Rd, as shown in Appendix A).

2. FURTHER INFORMATION

- 2.1 Should this motion be approved, then the Council will need to liaise with Cumbria County Council, Highways and Public Transport team to discuss the proposal and agree the most appropriate location for the Bus Shelter.
- 2.2 Whilst as set out in paragraph 1.6 the proposal has the agreement in principal from Eden District Council, who are the landowner, a further formalised consent will be required prior to any works proceeding.

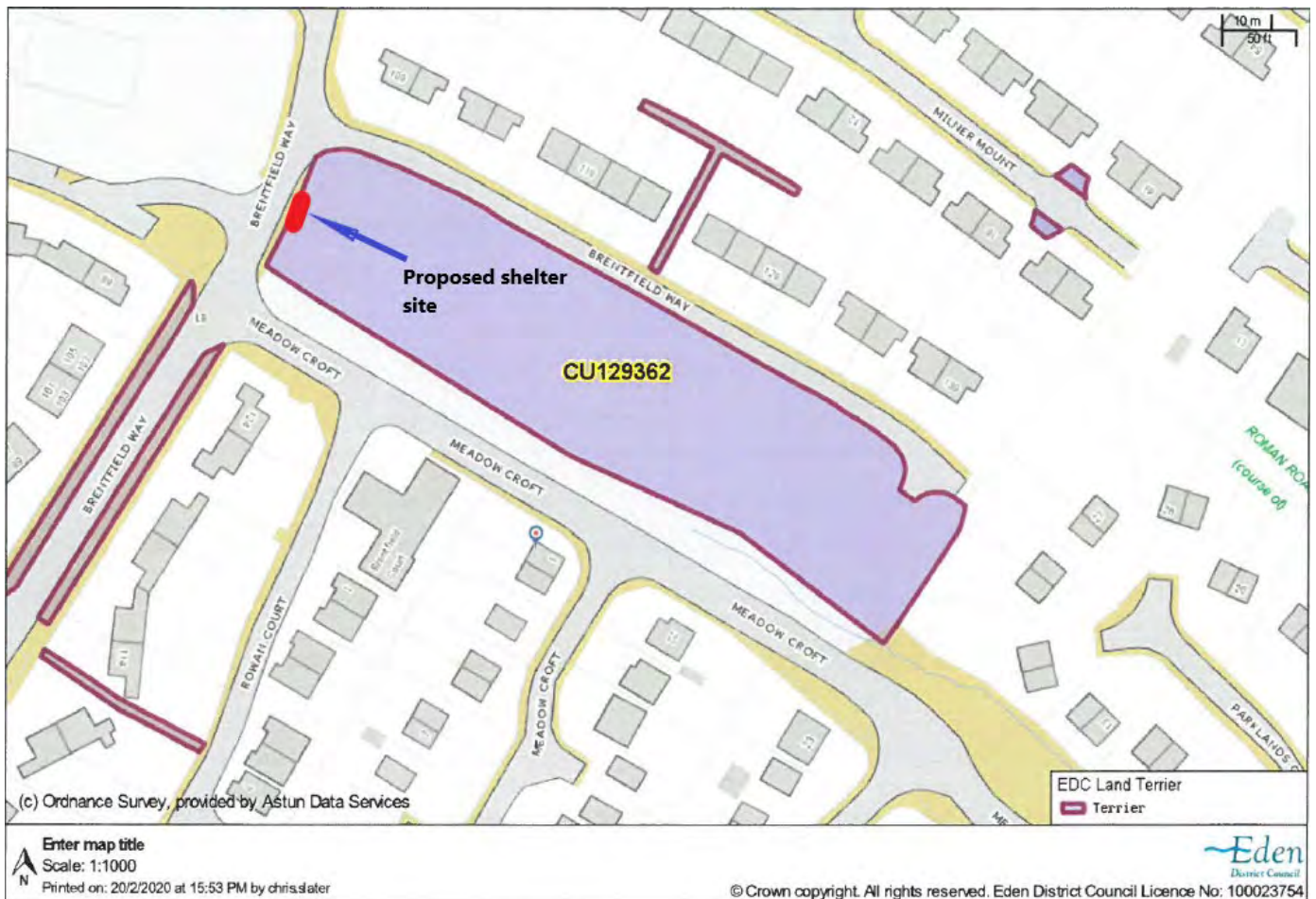
3. FINANCE IMPLICATIONS

- 3.1 The cost to supply and install a new bus shelter with new a new concrete base is estimated to cost in the region of £4,500. Should the previous concrete base be suitable this will reduce the cost to approximately £3,000. This to be funded from the Bus Shelter budget. The bus shelter budget was increased to support the replacement of the bus shelter at Scotland Road and installation a new arrangement at Sandgate. Neither of these latter two schemes have progressed so far, therefore it is proposed that the Brentfield Way installation would replace one of these two, on the basis of greater community support.
- 3.2 There will be a small ongoing cost for maintenance and cleaning and a marginal increase to the Council's insurance premium.
- 3.3 There may be minor legal costs involved in confirming the land consents with Eden District Council. Any legal work will be undertaken via the Council's Solicitor.

4. RISK MANAGEMENT

RISK	CONSEQUENCE	CONTROLS REQUIRED
Financial	Cost to install the bus shelter is higher than budget available.	Obtain quotations prior to order.
Reputation	Not providing a bus shelter in this location may have a negative impact on the Council	Council considers resident opinion. Obtain views of Cumbria County Council Highways and Bus Infrastructure Officer. Obtain views of Scaws Tenants and Residents Association
Poor Quality	Maintenance liability and increase cost	Bus shelter to be purchased from reputable supplier.
Consents	Refusal of consent from will not allow this matter to proceed	Liaison with Cumbria County Council Highways and Bus Infrastructure Officer. Liaison with Eden District Council as current landowner to obtain consent to proceed.

Proposed Location for Bus Shelter





FINANCE COMMITTEE

21 September 2020

MATTER: Corporate Risk Assessments
Consider and approve the Corporate Risk Assessments

AUTHOR: Ian Parker – Services & Contracts Manager

SUPPORTING MEMBER: Cllr Roger Burgin

ITEM NO: 13

RECOMMENDATIONS:

That the Corporate Risk Assessments are approved and go forward for ratification at Full Council.

LAW

As an employer and duty holder the Town Council are legally obliged under the Management of Health and Safety at Work Regulations 1999 to carry out a risk assessment of the significant risks in the workplace. The Council has a duty to comply with the Health and Safety at Work Act 1974.

LINKS TO COUNCIL PRIORITIES

This report addresses the Council Business strategic priority and meets the aim to ensure that the Council is run in a lawful and business like manner.

1. REPORT DETAILS

- 1.1 Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Town Council to identify all potential inherent risks. The Town Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practicably possible.
- 1.2 The risk assessment documents have been produced to enable the Council to assess the risks that it faces and satisfy itself that it is taking adequate steps to consider and minimise these risks.
- 1.3 The management of risk is further included in each report presented to Council/Committees to assist Councillors in their decision making.
- 1.4 The risks are assessed annually unless there are material changes to the law or circumstances that require an immediate review. The Council's Services and Contracts Manager will monitor and record progress against the actions throughout the year.
- 1.5 As services grow and policies are adopted this schedule will expand. Its purpose is designed to give Councillors confidence that the management of risk is pragmatic and proactive.
- 1.6 The Risk Assessments are set out in accordance with the Health and Safety Executive published format. Risk Assessments are prepared as follows:
 - Allotments
 - Bus Shelters
 - Business Continuity
 - Cornmarket Bandstand
 - Fairhill Playing Field
 - Finance
 - Fire
 - Governance
 - Information Technology and Website
 - Lone Working
 - Musgrave Monument
 - Office
 - Recycling Bring Site
 - Seats
 - St Andrews War Memorial
- 1.7 The table below sets out the key actions arising from each individual risk assessment, for the forthcoming period 21 September 2020 to 21 September 2021.

Risk Assessment	Action Required
Allotments	inspect and instruct hedges to be cut, which are not internal facing.
Bus Shelters	Liaise with Community Contractor prior to gutter cleaning works to ensure safe working methods.
Business Continuity	<p>Quarterly meetings to be scheduled with Lamont Pridmore (Accountants).</p> <p>IT Service provision review.</p>
Cornmarket Bandstand	<p>Ensure electricity cupboards are locked.</p> <p>Obtain method statement and risk assessment from Penrith Lions prior to the tree being erected.</p> <p>Obtain Method Statement and risk assessment for the installation of the Xmas lights from Penrith BID</p> <p>Obtain completion certificates confirming the lights are fit for purpose and in working order.</p> <p>Monitor that the Street Traders are operating within their defined area</p>
Fairhill	<p>Undertake repairs as required arising from Play Area Inspection Reports.</p> <p>Ongoing monitoring of the Grounds Maintenance contract.</p> <p>Tree Liability Survey for low/medium risk trees to be commissioned.</p> <p>Inspect football goals for their integrity / any hazards.</p> <p>Monitor entrances</p>
Finance	<p>Revise 2020/21 budgets in light of 2019/20 outturn and Coronavirus pandemic.</p> <p>All reports/proposals for additional spending to be referred to RFO for review before approval.</p> <p>Review authorised account signatories and implement revisions</p>

Risk Assessment	Action Required
Fire	<p>Service the fire extinguishers on an annual basis. Next due April 2021.</p> <p>Portable Appliance Testing (PAT) is next due in March 2021.</p> <p>Monitor office premises and complete recorded weekly fire check.</p>
Governance	<p>Monitor NALC guidance and IT based Council meetings.</p> <p>Ensure fireproof cabinet is locked overnight to protect legal and important documents.</p>
IT & Website	<p>Undertake DSE Assessments for staff</p> <p>Ensure daily backup server tape is changed and others locked in fireproof safe.</p> <p>Review IT costs at budget setting period and in line with IT service review.</p> <p>Continue to monitor website content for accuracy, accessibility</p> <p>Monitor NALC guidance and IT based Council meetings.</p>
Lone Working	<p>Identify First Aid training for further staff</p>
Musgrave Monument	<p>Ensure access door is locked at all times</p> <p>Annual maintenance inspection of the Ladder and latch way system, including harness is due in February 2021.</p> <p>Obtain Method Statement and risk assessment for the installation of the Xmas lights. (BID)</p> <p>Obtain completion certificates confirming the lights are fit for purpose and in working order.</p>

Risk Assessment	Action Required
Office	<p>Undertake DSE Assessments for staff and office workstation set up. (Monitor Covid 19 safe workplace guidance)</p> <p>Portable Appliance Testing (PAT) is next due in March 2021.</p> <p>Complete recorded weekly fire check.</p> <p>Service the fire extinguishers on an annual basis. Next due April 2021.</p>
Seats	Monitor seats and remove any seats considered to present a danger to the public.
St Andrews Memorial	Regular asset monitoring.
Morrisons Bring Site	<p>Reconfirm to Community Caretaker not to continue own duties when recycling trucks are carrying out bin emptying.</p> <p>Personal protective equipment (PPE) for staff visiting bring site.</p> <p>All Fly tipping and defective bins reported to EDC.</p>

2. FINANCE IMPLICATIONS

There are no financial implications associated with this report. Any expenditure arising from the risk assessment actions is allocated against the specific budget or asset code.

3. RISK MANAGEMENT

The Council is responsible for ensuring that adequate risk assessments are carried out where applicable and ensuring that identified risks are managed appropriately. Risk Assessments are required to be reviewed annually or when circumstances or legislation changes.

4. BACKGROUND PAPERS

Service Area Risk Assessments
Penrith Town Council Health and Safety Policy



Penrith Town Council

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

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

MOTION FOR FINANCE COMMITTEE 21 SEPTEMBER 2020

NAME: Councillor Charlie Shepherd

DATE: 19/08/20

CONTACT
DETAILS cllr.Shepherd@penrithtowncouncil.co.uk

Matter 14: TO CONSIDER REGISTERING CORONATION GARDENS AS AN ASSET OF COMMUNITY VALUE

BACKGROUND INFORMATION -

Coronation garden was created as a community garden in 1938, to celebrate the Coronation of King George VI. The land used for the garden was originally a tennis court and gardens to two houses which were converted into the Town Hall. The gardens are on Portland Place and cover an area of approximately 40 meters by 30 meters.

In 2012 the garden was redesigned and renewed by Penrith Rotary Club and Eden District Council working in partnership to celebrate the centenary of Rotary International. The redevelopment of the garden was largely funded by a Heritage Lottery Fund grant.

The gardens are now more accessible as the original sandstone paths are wider, steps have been removed and slopes have been kept to a minimum, to allow easier access for wheelchairs and prams. Tapping rails have been installed throughout to aid the visually impaired.

Coronation garden benefit the whole community and helps to explain part of Penrith's historical past. Part of the garden is laid in the shape of St Andrew's Cross on which the Penrith coat of arms is based, this is in recognition of Penrith's close links with Scotland. The timeline circular path depicts the history of Penrith from pre-historic to modern times. Whilst the 16 information panels, four artwork sculptures and eight flagpole banners describe and illustrate Penrith's history in more detail.

Coronation Garden has real community significance and as such this motion proposes that in order to protect the asset for future generations the Council

should resolve to register with Eden District Council, Coronation Garden as an Asset of Community Value.

BACKGROUND DOCUMENTS

- Eden District Council, Overview Assets of Community Value
- Eden District Council, Community Right to Bid Guidance Note
- Eden District Council, Community Right to Bid Nomination Form

COSTS

Nil cost other than officer time



Penrith Town Council

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

ITEM 15 a

PROCUREMENT POLICY

BACKGROUND

CURRENT EU PROCUREMENT THRESHOLDS

These thresholds are valid from 01 January 2020 and are normally subject to change every two years. They apply to high value procurements which will rarely, if ever, be made by the Town Council:

Public Works contracts £ 4,733,252

Public Service & Supply contracts £ 189,330

The Council is also obliged to follow some basic principles.

For supplies and services over these thresholds, a tender notice must be placed in the Official Journal of the European Union (OJEU) to give all providers within the EU an opportunity to tender.

Tenders must be invited in accordance with one of the prescribed procedures either Open, Restricted, Competitive with Negotiation, Competitive Dialogue, Innovation Partnership or Light Touch Regime. Each of these procedures imposes minimum time scales covering the tender activities to ensure that reasonable time is given to interested parties to respond to advertisements and prepare submissions.

NATIONAL RULES

Whilst there is no prescription on local authorities to tender out specific services all councils have a duty under best value legislation as laid down by Part 1 of the Local Government Act 1999 to fundamentally review their services and make arrangements to ensure continuous improvement, having regard to economy, efficiency and effectiveness.

All contracts opportunities and contract awards of £25,000 in value and above in accordance with The Public Contracts Regulations 2015 must be advertised openly on the Contracts Finder portal.

LOCAL RULES

The Council will strive to attain best value for all goods, materials and services which it purchases.

“Best Value” will be defined as a balance of price, quality of product and supplier services.

The Council will operate a transparent procurement process in accordance with its Financial Regulations and Standing Orders for Contracts.

1. The Council will purchase locally wherever possible and where best value can be satisfied. The Council will primarily make purchases within the parish of Penrith and the district of Eden.

2. In evaluating “best value”, the past record of the supplier will be taken into account.

3. For goods, materials or services over £4,000, a service level agreement incorporating an evaluation report will be agreed.

4. The Council will purchase Fair Trade and recycled and sustainable goods where possible.

5. The Council will purchase re-cycled goods or less environmentally damaging materials where they meet the required functional standard and will have regard to protect and sustain the environment.

6. Procurement activities will comply with the Council's Financial Regulations and the Procurement Regulations 2015 and reflect the practices as recorded in the NALC Procurement Toolkit.

7. Tender opportunities will be promoted on the Council's website to encourage tenders from local community and voluntary organisations and the local SME sector.

8. The Council will show favour to organisations that pay the Living Wage as set by the Living Wage Foundation.

THRESHOLDS & PROCEDURES

Procedures as recorded in the Financial Regulations apply. Procurements should not be disaggregated solely to avoid the need to meet a more rigorous procedure.

Estimated contract value (net of VAT)	Contract requirements
Up to £15,000	<p>A purchase can be made from the source that offers the best value for money to the Council.</p> <p>This should be demonstrated by the obtaining of 3 written quotes, where this is possible.</p> <p>Contracts shall be by written instruction.</p>
£15,001 to £25,000	<p>Shall be advertised on the website of the Council (and/or other public advertisement as determined by the relevant Committee) unless, in consultation with the Responsible Financial Officer, it is agreed to approach suppliers on an ad hoc basis inviting expressions of interest (in which case 3 written quotes shall be sought).</p>
£25,001 to £50,000	<p>Procurement opportunities over £25,000 in value shall be openly advertised on the Council's website and shall also be advertised on Contract Finder within 24 hours of that advert appearing together with unrestricted and full direct internet access to relevant contract documents.</p> <p>A formal written contract approved by a solicitor must be utilised. A purchase order referring to the contract will also be utilised where required. Following award of the contract, relevant details must be published on Contract Finder.</p>
£50,001 to EU procurement threshold	<p>Shall be advertised on the website of the Authority and on Contract Finder (within 24 hours of any other adverts appearing; and /or other public advertisement as determined by the authorised officer) together with unrestricted and full direct access to relevant contract documents.</p> <p>Pre-Qualification Questionnaires (PQQ's) can be used in procurements above the lower EU threshold for supplies and services for tender opportunities for works contracts. A formal written contract prepared/approved by the Council's Solicitor must be utilised. A covering purchase order referring to the contract will also be utilised where required.</p> <p>Following award of the contract, relevant details must be published on Contract Finder.</p>

Estimated contract value (net of VAT)	Contract requirements
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EU procurement threshold and above	<p>Shall be advertised in the Official Journal of the European Journal (OJEU), on the Council's website and on Contract Finder (within 3 days of the receipt of OJEU notice at publications office or within 24 hours of the OJEU notice being published; and/or other public advertisement as determined by the Authorised Officer).</p> <p>Pre-Qualification Questionnaires (PQQ's) can be used in procurements above the lower EU threshold for supplies and services for tender opportunities for supplies, services and works.</p> <p>The Council's Solicitor shall advise on the most appropriate EU procurement procedure to be used for the relevant supplies. Services and/or works to be procured. The two most common procedures are:</p> <p>Open Procedure - anyone can submit a tender</p> <p>Restricted Procedure - following receipt of expressions of interest a pre-qualification questionnaire (PQQ) is used to shortlist candidates who are then invited to submit a tender.</p>
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APPROVED:

September 2019

REVIEWED:

September 2020

APPROVED:

Reviewed annually



Penrith Town Council

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

ITEM 15 b Tel: 01768 899 773 Email: office@penrithtowncouncil.co.uk

FINANCIAL REGULATIONS

1. GENERAL

- 1.1 These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's three governing policy documents providing procedural guidance for Councillors and officers. Financial regulations must be observed in conjunction with the Council's standing orders and any individual financial regulations relating to contracts.
- 1.2 The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- 1.3 The Council's accounting control systems must include measures:
 - a) for the timely production of accounts;
 - b) that provide for the safe and efficient safeguarding of public money;
 - c) to prevent and detect inaccuracy and fraud; and
 - d) identifying the duties of officers.
- 1.4 These financial regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.5 At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

- 1.7. Councillors are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. The Council employs external accountants who are responsible for processing payroll and making all payments for the Council, together with hosting the Council's accounting software. These Regulations shall apply equally to the accountants.
- 1.9 The RFO and external accountants:
- a) act under the policy direction of the Council;
 - b) administer the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - c) determine on behalf of the Council its accounting records and accounting control systems;
 - d) ensure the accounting control systems are observed;
 - e) maintain the accounting records of the Council up to date in accordance with proper practices;
 - f) assist the Council to secure economy, efficiency and effectiveness in the use of its resources; and
 - g) produce financial management information as required by the Council.
- 1.10 The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable him to prepare all required financial information in accordance with the Accounts and Audit Regulations and proper practice.
- 1.11 The accounting records shall, in particular, contain:
- a) entries from day to day of all sums of money received and expended by the Council and the details relating to those transactions;
 - b) a record of the assets and liabilities of the Council; and
 - c) wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12 The accounting control systems determined by the RFO shall include:
- a) procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - b) procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - c) identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions (separation of duties);

- d) procedures to ensure that uncollectable amounts, including any bad debts, are only submitted to the Council for approval to be written off with the opinion of the RFO and that the approvals are shown in the accounting records; and
- e) measures to ensure that risk is properly managed.

1.13 The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular, any decision regarding:

- a) setting the final budget or the precept (Council Tax Requirement);
- b) approving accounting statements;
- c) approving an annual governance statement;
- d) borrowing;
- e) writing off bad debts;
- f) declaring eligibility for the General Power of Competence; and
- g) addressing recommendations in any report from the internal or external auditors

shall be a matter for the Full Council only.

1.14 In addition, the Council must:

- a) determine and keep under regular review the bank mandate for all Council bank accounts;
- b) approve any grant or a single commitment in excess of £20,001 and
- c) in respect of the annual salary for any employee, have regard to recommendations about annual salaries of employees made by the relevant Committee in accordance with its terms of reference

1.15 In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force unless otherwise specified.

In these Financial Regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in Governance and Accountability for Local Councils– a Practitioners' Guide (England) issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1 All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate Guidance and proper practices.
- 2.2 Satisfactory monthly bank reconciliations shall be produced promptly by the RFO. At each meeting of the Finance Committee, the most recent monthly bank reconciliation(s), supported by the appropriate bank statement, shall be reviewed by the Committee and both documents signed by the Committee Chair. The approval of the reconciliations shall be recorded in the minutes of the meeting.
- 2.3 The RFO shall complete the annual income and expenditure account, Annual Governance and Accountability Return, and any related documents required with the Return (as specified in proper practices) as soon as practicable after the end of the financial year and, having certified the accounts, shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.
- 2.4 The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records and of its system of internal control, in accordance with proper practices. Any officer or Councillor shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, external accountants, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
- 2.5 The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.
- 2.6 The internal auditor shall:
 - a) be competent and independent of the financial operations of the Council;
 - b) report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - c) demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family or professional relationships; and
 - d) have no involvement in the financial decision making, management or control of the Council.

2.7 Internal or external auditors may not under any circumstances:

- a) perform any operational duties for the Council;
- b) initiate or approve accounting transactions; or
- c) direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the auditor.

2.8 Where the internal auditor identifies any issue or irregularity which cannot be explained satisfactorily, he/she shall have direct access to the Chair of the Council in order to raise and discuss the matter.

2.9 For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.10 The RFO shall arrange for the exercise of electors' rights in relation to the annual accounts, including the opportunity to inspect the accounts, books and vouchers, and display or publish any notices and statements of account required by the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations or any superseding legislation.

2.11 The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from the internal or external auditors.

3. ANNUAL BUDGET AND FORWARD FINANCIAL PLANNING

3.1 Each Committee shall review its medium-term financial forecast of income and expenditure. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Council not later than the end of November each year, including any proposals for revising the forecast.

3.2 The RFO shall, each year, by no later than the end of January, prepare detailed estimates of all expenditure and income, including the use of reserves, and all sources of funding for the following financial year in the form of a budget to be considered by the Finance Committee and Council.

3.3 The salary budgets are to be reviewed during the annual budget process and such review shall be evidenced by a resolution of the Finance Committee. The RFO will inform Committees of any changes impacting on their budget requirement for the coming year in good time.

3.4 The Council shall consider annual budget proposals in the context of the Council's medium-term financial forecast, including recommendations for the use of reserves and sources of funding, and update the forecast accordingly.

- 3.5 As part of the budget process, the Council shall approve a Reserves Policy which sets out the purpose and financial limits for each of its financial reserves.
- 3.6 The Council shall set its annual budget and fix the precept (Council tax requirement) and the resulting relevant basic amount of Council tax to be levied for the ensuing financial year not later than by the end of February each year.
In setting the budget, the Council shall have regard to the opinion of the RFO concerning the robustness of estimates and the adequacy of reserves. The RFO shall issue the precept to the billing authority and shall supply each Councillor with a copy of the approved annual budget.
- 3.7 The approved annual budget shall form the basis of financial control for the ensuing year, subject to any amendments authorised by Council.

4. BUDGETARY CONTROL AND AUTHORITY TO INCUR EXPENDITURE

- 4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
- a) the Council for all items over £20,001;
 - b) a duly delegated committee of the Council for items over £1,000; or
 - c) the Clerk, in conjunction with Chair of Council or Chair of the appropriate committee, for any items below £1,000

Such authority is to be evidenced by the schedule of payments for approval at the next available meeting. Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2 No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council; ~~or Finance Committee~~. Any report or proposal to a Committee or Council that would result in expenditure exceeding the appropriate budget shall not be considered until it has been reviewed by the RFO and his comments taken into account in making the decision on the proposal.
- 4.3 During the budget year and ~~with subject to~~ the approval of Council, having considered fully the implications ~~for public services~~, a supplementary estimate may be allocated from reserves or unspent and available ~~amounts~~ budgets may be transferred to other budget headings or to an earmarked reserve as appropriate ('virement'); ~~however no virement shall be permitted from salaries budgets~~.

- 4.4 Unspent ~~budget~~ provisions ~~in the revenue or capital budgets~~ at the end of a financial year shall be retained in general reserves and shall not be carried forward to a subsequent year.
- 4.5 In cases of extreme risk to the delivery of Council services, the Town Clerk may authorise revenue expenditure on behalf of the Council which, in the Clerk's judgement, it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000.
The Town Clerk shall record such expenditure within the payments schedule and, where there is no budgetary provision for the expenditure, report the expenditure and its purpose in writing to the Council as soon as practicable thereafter.
- 4.6 No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and any necessary borrowing approval has been obtained.
- 4.7 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.
- 4.8 The RFO shall regularly provide the Council and Committees with a statement of expenditure and income for the financial year to date against each head of the budget, comparing actual expenditure to the appropriate date against the expected proportion of the budget. These statements are to be prepared at least quarterly and shall show explanations of material variances from budget.
- 4.9 Transfers to and from earmarked reserves shall be approved by Council in accordance with its Reserves Policy.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1 The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council. Banking arrangements may not be delegated to a Committee. The arrangements shall be regularly reviewed for security and efficiency.
- 5.2 All bank signatories must be **Elected** Councillors. In order to promote business continuity and reduce the risk of fraud, all members of the Finance Committee shall be bank signatories. **If the bank's mandate arrangements limit the number of authorised signatories, the Finance Committee shall nominate the appropriate number of its Members to fulfil the role.**

6. MAKING AND APPROVAL OF PAYMENTS

Method of Payment

- 6.1 Payments by direct debit will be used where the council is committed to regular payments, principally for utilities and payments under lease arrangements.
- 6.2 All other payments shall be made through the electronic banking system (EBS) provided by the council's current account provider, except that payment can be made by cheque when:
 - a) The electronic banking system is not functioning
 - b) The RFO determines that there are valid reasons to make such a payment
- 6.3 Only the Council's appointed external accountants shall have the ability to make electronic payments on the Council's behalf. In setting up access to the current account provider's EBS, the Council's bank signatories will direct that the Council's external accountants shall:
 - a) be the system administrator for the council's use of the EBS.
 - b) be the only holder of the current account provider's device, which is required to make an electronic payment.
 - c) be the only user capable of setting up a new payee.
 - d) set the RFO, and whoever the RFO directs, with access to the EBS except that no member of staff shall have the ability to make a payment or create a new payee.

Certification of Payments

- 6.4 All invoices for payment shall be examined, verified and certified manually by an appropriate combination of the Town Clerk/Services & Contracts Manager/ Deputy Town Clerk/RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council. This includes any amounts paid by direct debit.
- 6.5 The Services & Contracts Manager/Town Clerk/RFO shall examine invoices for arithmetical accuracy and appropriateness and allocate the expenditure to the appropriate budget heading.
- 6.6 The Services & Contracts Manager /Town Clerk/RFO shall ensure that there is budget provision for payment. Where there is no budget provision, the Finance Committee shall determine how funds should be made available to pay the amount due.
- 6.7 The Services & Contracts Manager /Town Clerk/RFO shall then arrange for payment (see sections 6.9 to 6.11 below) and report payments made to the next available Finance Committee (see sections 6.12 to 6.13 below).

Setting up new Payees

- 6.8 The RFO will instruct the external accountants to set up any new payees in the EBS and keep a record of any such instructions.

Making Payments

Direct Debits

- 6.9 The RFO will instruct the external accountants to set up, or cancel, any required direct debits. The RFO will keep a record of any such instructions and report any newly created direct debits to the next Finance Committee.

Electronic payments

- 6.10 When the Services & Contracts Manager/Town Clerk/Deputy Town Clerk/ has properly certified payment of an invoice, the external accountants will be instructed to make a payment to the payee. This will be by providing the accountants with a weekly payments schedule and copies of the associated invoices.

The external accountants shall have the authority to challenge any proposed payment which they consider could be fraudulent, unlawful, **unauthorised**, or inappropriate and raise the issue with the appropriate officer, Chair of the Council or the Police as they think fit.

Ad hoc payments can be requested where the RFO determines that a payment is urgent. The Services & Contracts Manager/RFO will keep a record of all weekly payment schedules and any ad hoc payments.

Cheque payments

- 6.11 Any cheque payments must be requested by the RFO and signed by two signatories, who shall also countersign the cheque stub. The requirement for two signatories must be part of the bank mandate. The RFO will keep a record of all cheque payments.

Reporting and Approving Payments

- 6.12 Following production of a satisfactory bank reconciliation, the RFO shall prepare a report of payments made each month, as part of the agenda for each Finance Committee meeting. The report will be produced from the Council's accounting system. All payments on the report shall be supported by appropriate documentation, ie invoices etc., which will be provided separately to all Councillors in advance of the Committee meeting.
- 6.13 Prior to the Finance Committee meeting, the report of payments shall be reviewed by two members of the Committee, selected on a rota basis, who shall confirm the

accuracy and appropriateness of those payments and recommend their acceptance and approval by the Committee.

- 6.14 The minutes of the Committee shall note its approval of the number and amount of payments made and refer to the report of payments.
- 6.15 Details of all payments shall be placed on the Council's website, once confirmed by the Finance Committee.

Personal Payments

- 6.16 Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

Corporate Credit/ Debit Cards

- 6.17 Any corporate credit or debit card account opened by the Council will be specifically restricted and shall be subject to automatic payment in full by no later than each month-end. Personal credit or debit cards belonging to members or staff shall not be used under any circumstances.
- 6.18 The RFO shall determine procedures for the recording, reconciliation and reporting to Councillors, of all payments made by means of the corporate debit/credit card.

Cash

- 6.19 The Council shall not maintain any form of cash float. Any payments made in cash by staff (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

7. PAYMENT OF SALARIES

- 7.1 As an employer, the Council shall arrange to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. All salaries shall be calculated in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or duly delegated committee.
- 7.2 The Council's external accountants shall, on instructions from the Town Clerk, calculate, record and pay all salaries and related costs for Council officers. The accountants shall deal with all relevant correspondence and complete all required forms relating to the Council's payroll and pensions.
- 7.3 Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory

or discretionary deductions shall be made in accordance with the payroll records and on the appropriate dates, stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.

- 7.4 No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Council.
- 7.5 Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a) by any Councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under the Local Audit and Accountability Act 2014 or any superseding legislation.
- 7.6 The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.7 An effective system of personal performance management should be maintained for the senior officers.
- 7.8 Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.
- 7.9 Before employing interim staff, the Council must consider a full business case.

8. LOANS AND INVESTMENTS

- 8.1 All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for Borrowing Approval, and subsequent arrangements for the Loan shall only be approved by full Council.
- 8.2 Any financial arrangement which does not require formal Borrowing Approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.
- 8.3 ~~The Council will arrange with the Council's Banks and Investment providers for the sending of a copy of each statement of account to the Chair of the Council at the same~~

~~time as one is issued to the RFO. Delete as this is not current practice; bank statements are reviewed monthly and investment statements are available on request.~~

- 8.4 All loans and investments shall be negotiated and recorded in the name of the Council and shall be for a set period in accordance with Council policy. ~~Authorised signatories for the management of investment accounts shall be determined in the same manner as those for the Council's bank accounts.~~
- 8.5 During the annual budget process, the Council shall approve an Investment Policy which shall be in accordance with relevant regulations, proper practices and guidance.
- 8.6 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.7 Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 6 (Authorisation and making of payments).

9. INCOME

- 9.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO, who shall be responsible for the collection of all accounts due to the Council.
- 9.3 The Council will review all fees and charges at least annually, following a report of the RFO.
- 9.4 Any sums found to be irrecoverable and any bad debts shall be reported to the Council, accompanied by an opinion from the RFO, and shall be written off in the year.
- 9.5 All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.6 The origin of each receipt shall be entered on the paying-in slip.
- 9.7 Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8 The RFO shall promptly complete any claim for the refund of VAT that is required. ~~Any Such~~ repayment claims, due in accordance with VAT Act 1994 section 33, shall be made at least ~~quarterly, annually coinciding with including~~ the financial year end.

- 9.9 The Council shall not accept the receipt of sums of cash in excess of £1,000, nor smaller amounts which have been disaggregated to avoid this limit.
- 9.10 Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1 An official written instruction shall be issued for all work, goods and services unless a formal contract is to be prepared. Copies of such instructions shall be retained.
- 10.2 Order books shall be controlled by the RFO.
- 10.3 All Councillors and officers are responsible for obtaining value for money at all times. An officer issuing an official instruction shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11 below.
- 10.4 A Councillor shall not issue an official order or make any contract on behalf of the Council.
- 10.5 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. CONTRACTS

Procedures for contracts are laid down as follows.

- 11.1 Every contract shall comply with these financial regulations and the detailed procedures in the Procurement Policy; no exceptions shall be made otherwise than in an emergency provided that these regulations need not apply to contracts which relate to items i to vi below:
- i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;

- v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the RFO shall act after consultation with the Chair and Vice Chair of Council); and
- vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

11.2 Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the Council shall comply with the relevant requirements of those Regulations.

The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts.

11.3 The full requirements of the 2015 Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time).

11.4 When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a resolution of the Council.

11.5 Such invitation to tender shall state the nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. Where appropriate, tenderers shall be required to obtain a performance bond to protect the Council against a failure to deliver the contract.

11.6 All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one Councillor.

11.7 If less than three tenders are received for contracts above £15,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.

11.8 Any invitation to tender issued under this regulation shall be subject to Standing Order 18 and shall refer to the terms of the Bribery Act 2010.

11.9 When it is proposed to enter into a contract of £25,000 or less in value for the supply of goods or materials or for the execution of works or specialist services other than

such goods, materials, works or specialist services as are excepted as set out in regulation 11.1:

- a) where the supply is valued at £15,000 or below, the purchase should be made from the source which offers the best value for money, demonstrated by three written quotes where possible;
- b) where the value is estimated at between £15,001 and £25,000, the opportunity to tender for the supply shall be advertised on the Council's website and/or, if appropriate, by public notice, unless the RFO agrees to approach suppliers on an ad hoc basis inviting expressions of interest (in which case three written quotes shall be sought).

11.10 The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

11.11 Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to the retention of any percentage withheld as may be agreed in the particular contract).

12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.

12.3 Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

13. ASSETS, PROPERTIES AND ESTATES

13.1 The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

- 13.2 No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £500.
- 13.3 No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, in each case a Report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 13.4 No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a Report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 13.5 Subject only to the limit set in Reg. 12.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full Council. In each case a Report in writing shall be provided to Council with a full business case.
- 13.6 The Town Clerk/Services & Contracts Manager/RFO shall ensure that all assets for which they are responsible are protected against loss or damaged, maintained appropriately and subject to periodic safety inspections.
- 13.7 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. Assets shall be valued in accordance with proper practice and any policy adopted by the Council. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

14. INSURANCE

- 14.1 Following the annual risk assessment required by Financial Regulation 16, the RFO shall be responsible for effecting all appropriate insurances and shall negotiate all claims on the Council's insurers.
- 14.2 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it. He shall also be informed promptly of any new risk, activity or asset for which insurance cover is required.
- 14.3 The RFO shall be notified of any loss, liability or damage, or of any event likely to lead to a claim and shall report these to Council at the next available meeting.

- 14.4 All appropriate Councillors and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the Council, following advice from the RFO.

15. CHARITIES

- 15.1 Where the Council is sole managing trustee of a charitable body, the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

16. RISK MANAGEMENT

- 16.1 The Council is responsible for putting in place arrangements for the management of risk. The Clerk/Services & Contracts Manager/RFO shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.
- 16.2 When considering any new activity, the Clerk/Services & Contracts Manager/RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

17. REVISION & SUSPENSION OF FINANCIAL REGULATIONS

- 17.1 It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these Financial Regulations.
- 17.2 The Council may, by formal proposal of a resolution, duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all Councillors.

APPROVED:

May 2019

REVIEWED AND AMENDED:

September 2020

Reviewed annually



FINANCE COMMITTEE

21 SEPTEMBER 2020

MATTER: Internal Audit Plan 2020/21
Consider the scope of Internal Audit coverage for 2020/21

AUTHOR: Jack Jones - RFO

SUPPORTING MEMBER: Cllr Roger Burgin -
Chair of Finance Committee

ITEM NO: 17

RECOMMENDATIONS:

The Committee is recommended to approve the outline Internal Audit Plan for 2020/21.

LAW

The Accounts and Audit Regulations 2015 require the Council to 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.

Under the same Regulations, the Council must conduct an annual review of the effectiveness of its system of internal control. The independent internal audit opinion is a key element of that review.

LINKS TO COUNCIL PRIORITIES

Effective internal audit provides assurance that the Council is acting appropriately within a robust internal control environment.

1. REPORT DETAILS

Following a satisfactory review of the Council's internal audit arrangements for 2019/20, Mrs Jean Airey was re-appointed as its auditor for the current financial year (Minute PTC20/09 f).

The attached outline plan describes the scope of Mrs Airey's planned coverage for the year. She has made only minor changes to last year's plan. As in previous years, she intends to carry out the work in two stages. The first of these is scheduled for February/March 2020 to fit in with the Council's review of its internal control environment late in 2019/20, so it is able to consider whether internal controls have operated effectively throughout the financial year. The timing of the second, financial audit, stage would be in April, to enable her to review the year-end accounts.

2. FINANCE IMPLICATIONS

This report is concerned solely with financial management.

3. RISK MANAGEMENT

RISK	CONSEQUENCE	CONTROLS REQUIRED
The Council does not have a robust internal audit regime.	<ul style="list-style-type: none">• Irregularities are not detected leading to loss or waste of resources.• Criticism from external audit.• Reputational damage.	<ul style="list-style-type: none">• Appointment of an independent and competent internal auditor.• Agreement of an appropriate internal audit plan.

4. APPENDICES ATTACHED TO THIS REPORT

- Outline Internal Audit Plan 2020/21

5. BACKGROUND PAPERS

- Accounts and Audit Regulations 2015

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OUTLINE INTERNAL AUDIT PLAN 2020/21

ACTIVITY	AUDIT
Previous Internal Audit Report	Do the minutes record that Council has considered the Internal Audit Report for the previous year and the matters arising addressed?
Proper bookkeeping	Are the core accounts maintained and up to date?
	Are the core accounts arithmetically correct?
	Are the core accounts regularly balanced?
Standing Orders and Financial Regulations	Has the Council formally adopted Standing Orders and Financial Regulations?
	Has a Responsible Financial Officer been appointed?
	Have items or services above the de minimis amount been competitively purchased?
	Are payments in the core accounts supported by invoices and have they been authorised and minuted?
	Has VAT on payments been identified, recorded and reclaimed?
Risk Management Arrangements	Is Section 137 expenditure separately recorded and within statutory limits?
	Does a scan of the minutes identify any unusual activity?
	Do the minutes record the Council carrying out an annual risk assessment?
	Is insurance cover appropriate and adequate?
	Are internal financial controls documented and regularly reviewed?

ACTIVITY	AUDIT
	Is the Council registered with the ICO?
	Has the Council complied with the General Data Protection Regulations 2018?
Budgetary Control	Has the Council prepared an annual budget in support of its precept?
	Is actual expenditure against the budget regularly reported to Council?
	Are there any significant unexplained variances from budget?
Income Controls	Is income properly recorded and promptly banked?
	Does the precept recorded in the core accounts agree to the District Council's notification?
	Are security controls over cash adequate and effective?
Petty Cash/Cash Card Procedures	Is all petty cash spent recorded and supported by VAT invoices/receipts?
	Is petty cash expenditure reported to Council?
	Is petty cash reimbursement carried out regularly?
	Do salaries paid agree with those approved by Council?

ACTIVITY	AUDIT
Payroll Controls	Are other payments/reimbursements to Officers reasonable and approved by Council?
	Has PAYE/NIC and LGPS been properly operated by the Council as an employer?
Assets Controls	Does the Council keep an Asset Register of all material assets owned?
	Is the Register up to date?
	Do asset insurance valuations agree with those in the Register?
Bank Reconciliation	Is there a bank reconciliation for each bank account?
	Is the bank reconciliation carried out regularly on the receipt of statements?
	Are there any unexplained balancing entries in any reconciliation?
Year-End Procedures	Are year-end accounts prepared on the correct accounting basis?
	Do the final accounts agree with the core accounts?
	Is there an audit trail from underlying financial records to the accounts?
	Where appropriate, have debtors and creditors been properly recorded?
Open Government Transparency Code	Is the Council complying with the Code and publishing public data in the public domain?

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FINANCE COMMITTEE

21 SEPTEMBER 2020

- MATTER:** **Budget Review 2020/21**
To review the current year's budget to reflect the 2019-20 outturn and the effects of the Coronavirus pandemic on services.
- AUTHOR:** Jack Jones - RFO
- SUPPORTING MEMBER:** Cllr Roger Burgin -
Chair of Finance Committee
- ITEM NO:** 18

RECOMMENDATIONS:

The Committee is recommended to:

- a) consider the proposed revisions to the 2020/21 Budget;
- b) forward them, with any amendments, to Full Council for approval; and
- c) base budgetary control reports for the remainder of the year on the revised budget.

1. LAW

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

2. LINKS TO COUNCIL PRIORITIES

The review of the budget identifies resources which cannot be utilised because of the pandemic alongside additional spending needs, primarily to deal with the Council's response. It seeks to establish revised estimates to provide a framework for meaningful budgetary control for the remainder of the financial year.

3. REPORT DETAILS

A. Review Process

This report describes the exercise to review the current year's budget provision, mainly to see whether individual budgets are our best estimate of the likely/feasible expenditure to 31 March 2021. Given that the Council regularly underspends its annual budgets, it is expected that the Coronavirus pandemic will mean that we will be unable to spend up to this year's allocation on many headings. The exercise is an opportunity to have a reality check and revise budgets to achievable levels in order to release monies for other uses (primarily Covid-19 response), provide meaningful budgetary control and to avoid the problems associated with explaining and justifying large variances at year end.

The individual steps taken to review and revise the budget are as follows:

- Introduce actual opening reserve balances as at 1 April 2020
- For all larger budgets:
 - Identify any significant under/overspends from 2019/20 Outturn
 - Identify unspent budgets from 2019/20 which need to be carried forward into this year because of unavoidable commitments
 - Identify trends for over/underspends from April-August spend this year
 - Reality check the probable/feasible spend for the full year with budget holders
- Confirm that all spend to date on the response to the Covid-19 pandemic is correct and that there are no items elsewhere (eg IT) that should be charged to Covid-19
- Propose budgets for new priorities without prejudicing the 2021/22 budget process.

It should be noted that all budget provisions will be revisited in detail during the 2021/22 budget round when a firmer forecast of the current year's expenditure will be produced.

B. Proposed Budget Revisions

Appendix A

The attached appendix shows 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 proposed full-year variations to the Budget.

- The resulting draft revised budget for the full year.
- Commentary on the proposed changes to the budget.

The commentary should be self-explanatory, detailing the reasons for proposing changes to the budget, but further detail on selected headings may be helpful:

- Planning Committee is considering a review of its budget on 7 September, after the preparation of this report.
- To date, the Council has approved supplementary estimates to create a £11,000 budget for expenditure on Covid-19 Response. This has already been exceeded by some £4,000 and Officers believe that a realistic full year budget will be £25,000.
- Officers are aware of proposals for Climate Change initiatives that will require substantial financial support. It will be appropriate to consider these alongside other priorities during the forthcoming budget round, however a new £5,000 budget is proposed to enable some “quick wins” to be achieved in the current year. The proposed revision also provides for the £1,485 already spent on adding a Climate Change section to the website.
- Budgetary control statements to date suggest that the IT budget is adequate, however Officers have identified a need for improved connectivity via the acquisition of mobile phones, so it is proposed to allocate a further £3,500 to allow their purchase if subsequently approved by Members.

The creation of new budgets for Covid-19 Response and Climate Change can be more than offset by net reductions in budgets elsewhere, mainly within CCEG Committee. Overall, the proposed variations reduce 2020/21 budgets by around £50,000. This amount is shown as being retained in the General Reserve; an additional £52,000 is already in the Reserve following finalisation of the 2019/20 Accounts. The revisions result in the closing General and Devolution Reserves forecast to be higher by around £102,000 and £3,700 respectively than estimated in the Approved Budget.

C. Conclusion

The proposed variations should result in a revised budget which will better reflect realistic and achievable spending patterns for the year, however the Committee will know that the situation is volatile and further changes may well be necessary. The revised budgets should, therefore, not be set in stone, but be capable of change should circumstances dictate. The normal budget rules apply, however: supplementary estimates, virement or expenditure which would exceed the budgetary provision are all still subject to the approval of Full Council.

FINANCE IMPLICATIONS

This report is concerned solely with financial management.

4. RISK MANAGEMENT

RISK	CONSEQUENCE	CONTROLS REQUIRED
Activities requiring additional expenditure are not identified and/or curtailed activities are not recognised, so that the Council does not know its ongoing financial position.	Unexpected overspending could occur, potentially leading to the curtailment of planned expenditure, or surplus resources are not available for re-distribution.	Revised estimates which reflect current assumptions and expectations of realistic and achievable expenditure for the financial year.
Expenditure is not monitored regularly against realistic budgets.	The Council may incur unexpected overspending, potentially leading to the curtailment of planned expenditure.	A sound budgetary control system, based on up to date estimates, with regular reporting and identification of issues.

5. APPENDICES ATTACHED TO THIS REPORT

- Budget Review 2020/21 – Proposed Variations

6. BACKGROUND PAPERS

- Transaction and trial balance reports from the Sage accountancy system
- Budget and budgetary control working papers



BUDGET REVIEW 2020/21

APPROVED BUDGET 2020/21		BUDGET HEADING	PROPOSED VARIATION 2020/21	REVISED BUDGET 2020/21		PROPOSED CHANGE
£	£		£	£	£	
		INCOME				
	454,233	Precept: Council Tax	0		454,233	
	7,829	EDC - CTRS Grant	0		7,829	
	500	Other Income: Investment Income	700		1,200	Higher level of investment, although at lower rates
	10	Miscellaneous Income	0		10	
	462,572	TOTAL INCOME	700		463,272	
		EXPENDITURE				
		PLANNING COMMITTEE:				
	0	Officer Support			0	
	15,000	Planning Consultancy	(5,000)		10,000	Support to Parking Study & NDP public examination
	0	Consultation			0	
	15,000	Planning Committee Total	(5,000)		10,000	
		CCEG COMMITTEE:				
		Town Projects:				
30,000		Town Projects	(15,000)	15,000		Achievable target, includes contribution to Parking Study Spend to date £14,800
0		Covid-19 Response	25,000	25,000		
	30,000		10,000		40,000	
		Arts & Entertainment:				
5,000		Officer Support	(2,500)	2,500		Reduced involvement due to Covid-19 Slippage from 2019/20 Only £3,600 allocated to date
7,500		Arts & Cultural Strategy	2,500	10,000		
30,000		Events Grants	(20,000)	10,000		
	42,500		(20,000)		22,500	
		Environment:				
	15,500	Greening	(6,300)		9,200	£6,300 grant returned from BID; assume BiB in 2021
	32,000	Community Grants	(22,000)		10,000	Reduced demand for grants; includes £1,430 from BID

APPROVED BUDGET 2020/21		BUDGET HEADING	PROPOSED VARIATION 2020/21	REVISED BUDGET 2020/21		PROPOSED CHANGE
£	£		£	£	£	
0		Corporate Communications:		0		
15,000		Advertising	(9,000)	6,000		Dialogue software plus initiatives
1,830		Community Engagement		1,830		
0		Press Support		0		
		Youth Advisory Panel				
	16,830		(9,000)		7,830	
	0	Climate Change	6,500		6,500	New budget includes £1,500 paid for website changes
	136,830	CCEG Committee Total	(40,800)		96,030	
		FINANCE COMMITTEE:				
		Staffing:				
174,900		Salaries	(2,120)	172,780		}
15,420		National Insurance	(210)	15,210		} Adjustment for April 2020 pay award
30,980		Superannuation	(360)	30,620		}
950		Staff Training	(450)	500		Virtual training less expensive
3,000		Conferences	(1,500)	1,500		Virtual events less expensive
700		Staff Expenses	(350)	350		Reduced activity
	225,950	Sub-Total	(4,990)		220,960	
		Accommodation:				
8,250		Rent		8,250		
1,900		Heat, Light & Water		1,900		
670		Service Charges		670		
230		Room Hire		230		
380		Insurances		380		
(50)		Letting Income		(50)		
	11,380	Sub-Total	0		11,380	
		Civic Functions:				
400		Civic Functions		400		
700		Mayoral Expenses		700		
300		Deputy Mayor's Expenses		300		
100		Civic Regalia		100		
	1,500	Sub-Total	0		1,500	
		Cost of Democracy:				
0		Annual Meeting		0		
0		Elections		0		
2,020		Members' Training	(1,020)	1,000		Virtual training less expensive
200		Members' Expenses		200		
200		Notice/Honours Board		200		
	2,420	Sub-Total	(1,020)		1,400	
	20,000	IT	3,500		23,500	Provision for new phones if approved
	2,050	Website	950		3,000	Increase to cover costs of cookie consent changes

APPROVED BUDGET 2020/21		BUDGET HEADING	PROPOSED VARIATION 2020/21	REVISED BUDGET 2020/21		PROPOSED CHANGE
£	£		£	£	£	
(1,400)		Devolved Services:		(1,400)		
1,550		Bring Site		1,550		
975		Allotments		975		
1,080		War Memorial		1,080		
8,550		Benches		8,550		
300		Bus Shelters		300		
250		Bandstand		250		
(2,110)		Musgrave Monument		(1,610)		
1,200		Fairhill Park	500	0		Revision to include new play area and tree survey
1,500		Toilets	(1,200)	1,500		Expenditure incurred in 2019/20
1,175		Play Areas		0		
0		Coronation Gardens	(1,175)	0		Gardens no longer to transfer (confirmed by Eden DC)
9,500		Fairhill United Utilities Planting Maintce		0		
4,000		Fairhill Site Improvements		9,500		
300		Thacka Glen	(2,000)	2,000		Exchange expected in second half year
8,400		Signage	1,000	1,300		Increase for new noticeboard
11,074		Community Caretaker		8,400		
		Contribution to Devolution Reserve	2,875	13,949		Compensating adjustment
	46,344	Sub-Total	0		46,344	
		Other Overheads:				
2,350		Printing, Postage & Stationery	(550)	1,800		Reduced use of hard copies & mail
1,700		Audit Fees		1,700		
3,700		Insurance	300	4,000		Potential increased costs to cover new assets
100		Bank Charges & Interest		100		
3,500		Accountancy Fees	(900)	2,600		Re-assessment of costs
3,400		Legal Fees		3,400		
730		Licences		730		
2,000		Subscriptions	1,000	3,000		Increased costs
	17,480	Sub-Total	(150)		17,330	
	8,000	Repairs & Renewals	0		8,000	
	335,124	Finance Committee Total	(1,710)		333,414	
	4,500	Contingency	(2,000)		2,500	Part year provision
	0	Transfer to/(from) Acquisitions Reserve	0		0	
	491,454	TOTAL EXPENDITURE	(49,510)		441,944	
	(28,882)	INCREASE/(DECREASE) IN GENERAL RESERVE	50,210		21,328	

APPROVED BUDGET 2020/21		BUDGET HEADING	PROPOSED VARIATION 2020/21		REVISED BUDGET 2020/21		PROPOSED CHANGE
£	£		£		£	£	
		RESERVES:					
		General Reserve:					
	184,170	Balance brought forward 1 April	51,979			236,149	Update to 2019/20 Actuals
	(28,882)	Increase/(decrease) in year	50,210			21,328	Variation brought down
	155,288	Balance carried forward 31 March	102,189			257,477	
		Devolution Reserve:					
	100,279	Balance brought forward 1 April	780			101,059	Update to 2019/20 Actuals
	11,074	Contribution from Annual Budget	2,875			13,949	Variation brought down
	111,353	Balance carried forward 31 March	3,655			115,008	
		Acquisitions Reserve:					
	50,000	Balance brought forward 1 April	0			50,000	Update to 2019/20 Actuals
	0	Increase/(decrease) in year	0			0	
	50,000	Balance carried forward 31 March	0			50,000	
	316,641	TOTAL RESERVES AT 31 MARCH 2021	105,844			422,485	



FINANCE COMMITTEE

21 SEPTEMBER 2020

- MATTER:** **Budget Process 2021/22**
To consider the process for the development of the 2021-22 Budget.
- AUTHOR:** Jack Jones - RFO
- SUPPORTING MEMBER:** Cllr Roger Burgin -
Chair of Finance Committee
- ITEM NO:** 19

RECOMMENDATIONS:

The Committee is recommended to approve the budget process for 2021/22.

1. LAW

Sections 41 and 50 of the Local Government Finance Act 1992 require the Council to calculate its annual budget requirement and its resulting precept by 28 February.

2. LINKS TO COUNCIL PRIORITIES

The annual budget should reflect the Council's priorities for the financial year ahead.

3. REPORT DETAILS

a) Introduction

The process for the preparation of the Council's annual budget adopted for the last two years appears to work well and so should be used for the 2021/22 Budget. The process starts by making a clear distinction between the committed level of budget and proposals to develop services.

Key steps in the process are the production of a Forecast Outturn for 2020/21, detailed estimates for 2021/22 and a Medium Term Financial Forecast.

During the process, members of the Finance Committee will meet in an advisory capacity as a Budget Working Party, without the formality of committee rules, enabling freer discussion and shortened timescales. Although two Working Party meeting dates are planned, additional meetings can be called if necessary.

b) Forecast Outturn 2020/21

This forecast reviews current expenditure and income to identify trends which will have an impact on the current year's budget and, potentially, next year's budget. The production of a revised 2020/21 budget will assist considerably in this part of the process. Budgetary control reports will assist in this part of the process, a key part of which is to forecast the level of reserves at 31 March 2021.

c) Detailed Estimates 2021/22

Production of detailed estimates for each budget heading form the basis of the proposed budget. In particular, as they are the largest single item of expenditure, salaries are estimated in depth, using all known and assumed factors.

Base Budget

The Base Budget should be a continuation budget which identifies and provides for the current committed level of service to be maintained. The current year's budget will need to be adjusted for:

- The removal of any one-off items included in the 2020/21 budget;
- The inclusion of pay and price inflation (suggest only where unavoidable); and
- The inclusion of the estimated costs of contractually committed changes to expenditure or income (eg devolved assets).

Service Development Proposals (Growth Items)

All Members will be given the opportunity to suggest items which would involve increased expenditure but would enable the Council to provide a better level of service to the community. These could be one off items, for a single financial year, or could create an ongoing financial commitment, in which case the implications should be identified clearly. (As resources may be limited, Members should also be asked to suggest reductions to budgets, either to achieve reductions or to redirect monies to a more favoured item.)

Growth items (bids) should not be included in the Base Budget but will be scheduled separately for consideration by the Finance Committee and Council. In all cases, proposals should be assessed by reference to the Council's budget priorities.

Budget Priorities

The Council should identify priorities for its 2021/22 Budget. It is suggested that these should be:

- Delivery of the six priorities stated in the Council's Business Plan;
- Unavoidable legislative changes; and
- Essential work to meet health and safety standards or to ensure business continuity.

Assessment of Growth Proposals

Each growth proposal should be assessed against the budget priorities, in order to ensure that the allocation of available resources is aligned with corporate objectives. Ideally this should be informed by an evaluation using a scoring system, but realistically this would need to be developed over a longer timescale. It is therefore suggested that bids should be assessed on their merits, with preference given to items which deliver a specific outcome stated in the Business Plan.

Level of Precept and Council Tax

The level of precept will need to be considered during the budget round.

The Government did not set referendum principles (which would limit flexibility for council tax increases) for local councils in 2020/21 but stated that it will keep the matter "under active review" for future years. This means that the Council needs to take into account the possibility of it not having a free hand to set an appropriate precept to meet its aspirations for the community.

Reserves

The Council has set a target of achieving a position where it reaches a general reserve equivalent to 50% of its annual net expenditure by 31 March 2024, continuing this level thereafter. This aim should be maintained into the 2021/22 Budget, calculated by reference to the Medium Term Financial Forecast.

The 2020/21 Budget assumed a contribution of £11,074 to the Devolution Reserve, earmarked to meet the costs of Tranche 2 services. The contribution is calculated by reference to a planned overall level of expenditure on devolved services; the reserve should be maintained and contributions made in a similar way for 2021/22.

The Council's Reserves Policy will be revised during the budget process; it is again proposed that, apart from the earmarked Devolution monies, reserves should not be used to meet ongoing revenue expenditure.

Available Resources

Agreement of the continuation Base Budget should be relatively straightforward, so that attention can be focused on the allocation of available resources to competing growth proposals. Those resources would be calculated from the headroom provided by the planned council tax increase and agreed budget reductions.

d) Medium Term Financial Forecast

The Medium Term Forecast projects the proposed budget forward into subsequent years, on a broad basis rather than in detail. It is a demonstration of financial sustainability and the Council's strategy for managing its finances.

Timescale

The outline timescale for the budget process is as follows:

5 October 12 October	Planning & CCEG Committees to consider growth proposals, redirection or reduction in resources
By 31 October 2020	Individual Councillors requested to consider budget proposals
16 November	Budget Working Group to consider draft budget prospects
7 December (Members to confirm)	Budget Working Group to consider initial draft detailed budget
7 December 14 December	Planning & CCEG Committees to consider their estimates in the light of corporate budgets (If required)
11 January 2021	Finance Committee to consider draft budget
25 January	Council to approve budget and determine precept

4. FINANCE IMPLICATIONS

A sound budget process is essential for sound financial management, however there are no direct financial implications arising from this report.

5. RISK MANAGEMENT

RISK	CONSEQUENCE	CONTROLS REQUIRED
An inadequate budget process which fails to recognise financial responsibilities.	Overspendings leading to unwelcome curtailment of other spending programmes; possible unpalatable council tax increase; potential reputational damage.	A sound budget process will address these risks.

6. APPENDICES ATTACHED TO THIS REPORT

- None

7. BACKGROUND PAPERS

- Budget process 2021/22 working papers

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ITEM 21

Health & Wellbeing			
Strategic Priority	Delivery Work	Progress at 31 August 2020	Reason for any underperformance and revised date when target will be met
Support and contribute to the social fabric of the town, enhancing community facilities and supporting arts and culture			
Securing external funding, where possible, to develop and improve amenities, leisure, art and cultural facilities. Fund new and existing events and provide match funding support to sports, recreational, culture and arts and work to improve their funding base	A total of £63,287 external funding has been secured to fund the delivery of improvements to the Fairhill Play Area including new play equipment, entrance improvements and connecting paths.	<p>The play area contract was awarded to Kompan. The play area installation was scheduled to commence on the 06 April 2020. The works were delayed due to Covid 19. Work commenced on 25 June 2020.</p> <p>The path and entrance works are being delivered by local contractor Ian Cannon. Work commenced in early August.</p> <p>The project is now complete.</p>	
Securing external funding, where possible, to develop the Council's existing offer for sports, recreation, arts, entertainment and culture	A total of £4,500 external funding has been secured to fund the provision and supply of Craft Bags to local children in response to the Covid 19 pandemic	The craft bags were procured and supplied to local children. The bags included a range of stationary materials for local children. A total of 400 craft bags were procured. They were distributed by the Fell Runner bus service.	
Developing Penrith as an accessible and friendly Town	The project at Fairhill promotes accessibility via the provision of inclusive play equipment, connecting footpaths and cycle stands.	The improvements at Fairhill have been completed and include accessible play equipment, footpaths to assist those with mobility needs and cycle stands to promote active travel.	

Health & Wellbeing			
Strategic Priority	Delivery Work	Progress at 31 August July 2020	Reason for any underperformance and revised date when target will be met
Support and contribute to the social fabric of the town, enhancing community facilities and supporting arts and culture			
Considering and encouraging improvements to the Town Centre, Middlegate, Burrowgate, Devonshire Street, Great Dockray, The Narrows, London Road, King Street, Sandgate Bus Station, Bridge Lane (Gateway) Portland Place and Wordsworth Street for signage, greening, verge maintenance, shopfront improvements, parking, public realm and the pedestrian experience	Parking disc holders	The Council supplied, installed and insures 2No new parking disc dispensers in Great Dockray. This assists residents and tourists requiring access to a parking disc in a controlled area. The dispensers are refilled by a volunteer on behalf of the Council.	
	War memorial beds	The Council continues to plant the War Memorial flower bed in St Andrews. For the summer 2020 the planting has been done by the Community Gardeners on behalf of the Council.	
	Replacement seating	The Council has continued to install new seating across the town where required and generally in response to old and defective street furniture.	
	Musgrave Monument	The Council has worked with CCC to have the streetlamps surrounding the monument to be repainted and receive new lamp heads.	
Assuming responsibility for devolved assets and services that contribute to the quality of life for residents and the visitor experience of Penrith. Completion of Tranche 2 Devolution of Assets from Eden District Council to include Coronation Gardens, play areas, and recreation spaces	Coronation Garden	The Council has received confirmation from EDC that the Coronation Garden is no longer being offered for devolution, as a result of EDC acquiring Voreda House.	
	Play Areas, Recreation Areas	The Council has approved a budget of £1200 to jointly fund with EDC an independent condition report of each play areas in Penrith. Contractor not commissioned.	
	Toilets	The Council has approved a budget of £1500 to jointly fund with EDC the installation of toilet step counters to then obtain reliable baseline data of use. Installation on hold due to Covid 19.	
	Other Assets	The Council has approved the principle for the transfer of flower beds in 2021, grass cutting with play areas, recreational areas in 2022.	

Health & Wellbeing			
Strategic Priority	Delivery Work	Progress at 31 August July 2020	Reason for any underperformance and revised date when target will be met
Support and contribute to the social fabric of the town, enhancing community facilities and supporting arts and culture			
Working closely with EDC, and its contractors to ensure cleanliness standards are met, investing and maintaining the Council's assets	Bandstand Bus Shelters Bring Site	EDC undertake street cleaning of the bandstand area on behalf of the Town Council on a rechargeable basis. EDC are responsible for street cleaning and as such it is their responsibility to undertake street cleaning of the areas within the bus shelters. The Council liaises with EDC where there are defective bins at the Morrisons Bring Site. The Town Council cleans the area as part of the Management Agreement with EDC but reports all fly tipping to EDC.	
Work with other partners and authorities to improve and maintain access alleyways in the Town Centre.	No Work	No work has been undertaken on this project.	There is considerable desk work to undertake to identify land, property ownership, services available prior to developing improvement plans. This has not commenced due to focus on other work areas and Covid 19. 31 March 2021
Monitoring and reviewing the Grounds Maintenance Contract for the Fairhill Playing Field ensuring the outcomes of the specification are met	Contract Monitoring	The contract is monitored via site inspections and client meetings with the contractor's representative. A revision to the contract has been agreed with the contractor following the installation of the expanded play area and installation of footpaths.	

Agreeing a management plan for the planting area as transferred from United Utilities at Fairhill	Management Plan	An annual maintenance schedule is agreed for the management of the new trees and shrubs planted by United Utilities at Fairhill. In 2020 Lowther Forestry have been instructed to undertake the maintenance works including herbicide spraying, hand weeding, formative pruning, strimming and monitoring of the shrub whips.	
Working in partnership with the Fairhill Community Group to install inclusive play equipment and footpaths	Fairhill Recreation Field	<p>The Council involved the Fairhill Community Group in the proposals and design for the improved play area, entrance works and footpaths at Fairhill.</p> <p>The Fairhill Community Group were consulted on design and assisted the Council in approving the tender submissions.</p> <p>The play area, path and entrance works are now complete.</p>	
Providing opportunities for volunteers to actively get involved with improving Penrith's sports facilities, open spaces, working with community groups to maintain sports, green spaces and recreation facilities.	<p>Fairhill</p> <p>St Andrews</p> <p>Parking discs</p>	<p>The Council involved the Fairhill Community Group in the proposals and design for the improved play area, entrance works and footpaths at Fairhill. The Fairhill Community Group were consulted on design and assisted the Council in approving the tender submissions.</p> <p>The Council provide authorisation for the Fairhill Community Group to sow wildflower plant mix at Fairhill.</p> <p>The St Andrews War Memorial was planted by the Community Gardeners on behalf of the Council in June 2020.</p> <p>The provision of parking disc dispensers in Great Dockray was done in partnership with local residents. The restocking of the disc holders is undertaken by a volunteer.</p>	

Health & Wellbeing			
Strategic Priority	Delivery Work	Progress at 31 August July 2020	Reason for any underperformance and revised date when target will be met
Support and contribute to the social fabric of the town, enhancing community facilities and supporting arts and culture			
Providing support for Castle Park Development Group, Fairhill Community Group and similar groups who support green spaces	Castle Park Development	<p>The Council set up meetings with Eden District Council to begin to discuss development plans that EDC has for Castle Park.</p> <p>The Town Council prepared and submitted a funding application supported by EDC to the ministry of Housing Communities and Local Government Pocket Parks funding programme for the redevelopment of the existing paddling pool into a toddler play space. The application was refused.</p> <p>The Council has offered to EDC that it remains committed to working in partnership when it comes to the development of Castle Park.</p>	
Supporting events to showcase the town's parks & green spaces such as open days with the Allotment Society. Providing grants and on-going support to Penrith Greening Projects, Penrith Community Gardeners, and Penrith in-Bloom	<p>Allotments</p> <p>St Andrews</p>	<p>Undertaken repairs to wall at Folly Lane and James Street allotment. Ongoing liaison with Penrith Allotment Association.</p> <p>Supported the Penrith Allotment Association to manage and address a rat infestation at Brackenboro Allotment.</p> <p>The St Andrews War Memorial was planted by the Community Gardeners on behalf of the Council in June 2020.</p> <p>Working with St Andrews Church Volunteers to look at turfing the St Andrews flower bed at their request</p>	Sept 2020
Ensuring that all green spaces are accessible to all	Fairhill	The improvements at Fairhill have been completed and include accessible play equipment, footpaths to assist those with mobility needs and cycle stands to promote active travel.	

Economic Development

Support and contribute to the economic growth and prosperity of the Town through encouraging inward investment, sustainable employment, tourism and provision of devolved services by:

Strategic Priority	Delivery Work	Progress at 31 August July 2020	Reason for any underperformance and revised date when target will be met
Installing Town Council branded signage to Council managed sites, assets, street furniture, and facilities	Seats and Bus Shelters	All new seats include the Town Council logo. Bus shelters have Town Council branding installed.	
Working with EDC and other stakeholders to rekindle interest in improvements to Castle Park and developing the park as a major tourist attraction	Castle Park Development Group	The Council set up meetings with Eden District Council to begin to discuss development plans that EDC has for Castle Park. The Town Council prepared and submitted a funding application supported by EDC to the ministry of Housing Communities and Local Government Pocket Parks funding programme for the redevelopment of the existing paddling pool into a toddler play space. The application was refused. The Council has offered to EDC that it remains committed to working in partnership when it comes to the development of Castle Park.	

Transport			
Safety			
Strategic Priority	Delivery Work	Progress at 31 August July 2020	Reason for any underperformance and revised date when target will be met
Providing traffic signs and other objects or devices warning of danger	No work	No work	No schemes of work come forward.
Contributing financially to traffic calming schemes	No work	No work	No schemes of work come forward
Facilitating community speed watch schemes	No work	No work	There have been no approaches to the Council to establish community speed watch schemes.
Signage and Information			
Securing the delivery of new signage of high-quality design appropriate to the local context and suitable for directing users to key locations and buildings.	No work	No work	No schemes of work come forward.

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Section 3 – External Auditor Report and Certificate 2019/20

In respect of

Penrith Town Council – CU0267

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

 SIGNATURE REQUIRED

Date

25/08/2020

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)



FINANCE COMMITTEE

21 SEPTEMBER 2020

MATTER:

Footway Lighting Bowscar

To note Electricity North West's plans to alter footway lighting provision in Bowscar.

AUTHOR:

Ian Parker – Services & Contracts Manager

SUPPORTING MEMBER:

Cllr Jackson

ITEM NO:

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RECOMMENDATIONS:

- I. To note Electricity North West's plans to carry out overhead line refurbishment work, and the subsequent removal of two footway lighting units in Bowscar.
- II. To note that Eden District Council who own the current footway lights will not be installing any further footway lights in the district, and
- III. To note the Town Council's previous resolution on this matter, (Full Council 18 January 2016) and to determine whether the Council are content with its previous resolution.

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

The devolution of services and assets to the Town Council supports the 'health and wellbeing' priority. One element of this priority is to assume responsibility for devolved assets and services that contribute to the quality of life for residents.

1. REPORT DETAILS

- 1.1 Electricity North West (ELNW) has notified the Council that it will soon be carrying out overhead line refurbishment work on their electricity poles in Bowscar. The initial notification was sent to the Town Council in error and should have been addressed directly to Eden District Council.
- 1.2 The works planned include the replacement of defective wooden poles; two of which have street lighting apparatus attached to them. The street lighting apparatus is currently owned, maintained and the responsibility of Eden District Council. It is no longer the policy of ELNW to permit the attachment of street lighting apparatus on new or replacement poles and as such ELNW are giving 6 months' notice of their intentions to remove the lighting. The six-month period commenced on 15 May 2020.
- 1.3 Eden District Council updated its Footway Lighting Policy following a change to ELNW Health and Safety Policy, which does not permit any new streetlights to be installed on their poles. Eden District Council assessed each light in the district against a set criterion, including the lights in Bowscar in October 2015. The assessment in 2015 was carried in conjunction with the Town Council.
- 1.4 The Town Council resolved at Full Council, 18 January 2016 that the footway lighting in Bowscar did not meet the established criteria, in that Bowscar did not have any amenities and as such the lights would not be replaced.
- 1.5 The letter dated 15 May 2020 is the standard letter issued by ELNW in order to give the District Council an opportunity to install a new lighting column if a light is to be retained in a specific location. In this instance as the lights were not approved then Eden District Council will not be taking any further action.
- 1.6 Eden District Council has carried out a programme of works across the district over the past five years to replace all approved lights and this work has now concluded. The District Council will not be installing any further footway lights.
- 1.7 This report seeks to bring to the attention of Members that two lighting units will be removed in Bowscar by ELNW at the end of the six-month period. Members are reminded of the current Town Council resolution and the reason why the resolution was made, but are minded to note that a period of time has passed since the Council resolution was made, with the streetlight removal taking effect in the coming months. This report seeks to establish whether the Council is content with its previous resolution.
- 1.8 Members are minded to note that any further works would need to be approved by the Town Council directly and prior to the 15 November 2020. This would

include any resident consultation, liaison with ELNW and meeting the financial implications in full. There is no budget for any of these works.

2. FINANCE IMPLICATIONS

- 2.1 As the Town Council resolved that the lights in Bowscar did not meet the criteria for replacement then Eden District Council has made no provision to replace the lights.
- 2.2 Costs obtained from Eden District Council outline that the average cost to supply and install a new footway lighting column is £2,500 per unit. The cost for budgeting purposes would in this instance be £5,000. There is no Town Council budget provision to meet these costs.
- 2.3 There would be additional electricity and maintenance charges. The Town Council would be liable for repairs. The assets would be added to the Council's insurance register.

3.0 RISK MANAGEMENT

Risk	Consequence	Controls Required
Process / Compliance	There are stringent health and safety requirements set by ELNW should new lighting provision be provided.	Any further works would require detailed liaison with Electricity North West.
Financial	Any costs associated with the replacement of footway lighting would have to be met in full by the Town Council. There would be ongoing revenue costs for the	Full detailed costs would need to be obtained. Council budget approval would be required.

	<p>electricity use and any maintenance and repair</p> <p>There is currently no budget provision.</p>	
Time	ELNW gives 6 months' notice of its intention to remove lighting. The notice was given to EDC on 15 May 2020.	All approvals would need to be determined prior to the expiry of 6 months from 15 May 2020.
Reputation	The removal of street lighting may have a negative reputational effect on the Council.	Due diligence undertaken in October 2015. Matter reported to Members and resolution approved.