



# Penrith Town Council

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

Tel: 01768 899 773 Email: [office@penrithtowncouncil.co.uk](mailto:office@penrithtowncouncil.co.uk)

**DATE: 9 November 2020**

You are summoned to attend a meeting of the

## **FINANCE COMMITTEE**

to be held virtually via Zoom video conference on

**Monday 16 November 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](mailto: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		

A handwritten signature in black ink, appearing to read 'V. Tunnadine'. The signature is fluid and cursive, with a long horizontal stroke at the end.

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 16 NOVEMBER 2020**

## **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 21 September 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. Budgetary Control Statement 2020 / 21: 31 October 2020**

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

### **7. Payments for Approval**

- a) Note that Cllr Jackson 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 September, October 2020.

### **8. Bank Reconciliation**

Approve and sign the bank reconciliation as of 30 September, 31 October 2020.

### **9. Photocopier**

Consider the purchase of a new office photocopier.

## **10. Cornmarket Bandstand**

- a) Consider the fee chargeable for use of the Cornmarket Bandstand area by the Board and Elbow for the summer of 2020.
- b) Agree delegated authority for the Services and Contracts Manager to approve permission for use of the Cornmarket area for the remainder of 2020 and through 2021.

## **11. Footway Lighting Bowscar**

Note that Electricity North Wests plans to undertake works affecting footway lighting in Bowscar are in abeyance.

## **12. Next Meeting**

Note the next meeting is scheduled for **11 January 2021** 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](http://www.penrithtowncouncil.co.uk)

#### **Background Papers**

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**Draft** Minutes of the video conference event

## FINANCE COMMITTEE

Held virtually via 'Zoom' video conference on

Monday **21 September 2020** at 6.00pm

### PRESENT

Cllr. Burgin	South Ward	Cllr. Kenyon	North Ward
Cllr. Jackson	North Ward		

Responsible Finance Officer  
Services and Contracts Manager

# **MINUTES OF THE FINANCE COMMITTEE 21 SEPTEMBER 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**

### **FIN20/10 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Shepherd. Councillor Hawkins was absent without apologies.

### **FIN20/11 CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING**

Members authorised the Chair to sign the Minutes of the Meeting of the Finance Committee held on Monday 29 June 2020 as a true and accurate record.

### **FIN20/12 PUBLIC PARTICIPATION AND REPRESENTATIONS**

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

### **FIN20/13 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.

### **FIN20/14 EXCLUDED ITEM: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

### **FIN20/15 APPOINTMENT OF VICE CHAIR**

Members considered and voted for the appointment of the Vice Chair of the Finance Committee.

### **RESOLVED THAT:**

Councillor Shepherd be appointed Vice Chair for the municipal year 2020-21.

## **FIN20/16 BUDGETARY CONTROL STATEMENT 2020/21:31 AUGUST 2020**

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

### **RESOLVED THAT:**

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

## **FIN20/17 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 June, July, August 2020.

### **RESOLVED THAT:**

- i. The monthly report of payments be approved.
- ii. Cllr Shepherd and Cllr Jackson check the EBS and the Monthly Report of Payments for the meeting of the Finance Committee on the 16 November 2020.

## **FIN20/18 BANK RECONCILIATION**

Members considered the Bank Reconciliation for the HSBC Bank account for the period ending 30 June, 31 July, 31 August 2020.

### **RESOLVED THAT:**

The Bank Reconciliation for the HSBC Bank account for the period ending 30 June, 31 July, 31 August be approved and signed by Cllr Burgin.

## **FIN20/19 LOWTHER STREET BENCH**

Members considered the report to install a new bench on Lowther Street having taken in to account the consultation responses and the views of Cumbria Police.

### **RESOLVED THAT:**

A new bench be installed on Lowther Street with the option to remove the bench in the future should the Council agree to do so.

## **FIN20/20 NORFOLK ROAD BENCH**

Members considered the report determining whether to install a new bench on Norfolk Road.

### **RESOLVED THAT:**

- i. A new bench be installed on Norfolk Road adjacent to the bus stop.
- ii. Officers be given delegated authority to determine the style of the bench.

## **FIN20/21 MOTION FROM CLLR. FALLOWS BUS SHELTER BRENTFIELD WAY**

Members considered a motion from Cllr. Fallows requesting that a new bus shelter be installed on Brentfield Way.

### **RESOLVED THAT:**

- i. Approval be given to work with stakeholders including the Scaws Tenants and Residents Association, Eden District Council and Cumbria County Council to provide a new bus shelter at Brentfield Way.
- ii. A budget of £4,500 be approved from the Bus Shelter budget for the supply and installation of the bus shelter.
- iii. The Council be responsible for ownership and all ongoing revenue costs associated with the bus shelter.

## **FIN20/22 CORPORATE RISK ASSESSMENTS**

Members considered the report and Corporate Risk Assessments for 2020/21 for:

- Allotments
- Bus Shelters
- Business Continuity
- Cornmarket Bandstand
- Fairhill Playing Field
- Finance
- Fire
- Governance
- GDPR
- Information Technology and website
- Lone Working
- Musgrave Monument
- Office
- Recycling Bring Site
- Seats
- St Andrews War Memorial

### **RESOLVED THAT:**

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

## **FIN20/23 MOTION FROM CLLR. SHEPHERD CORONATION GARDEN ASSET OF COMMUNITY VALUE**

Members considered a motion from Cllr. Shepherd requesting that Coronation Garden be registered with Eden District Council as an Asset of Community Value.

### **RESOLVED THAT:**

The Council registers with Eden District Council a request that Coronation Garden be registered as an Asset of Community Value.

## **FIN20/24 POLICY REVIEW**

Members reviewed the Procurement Policy and the Financial Regulations Policy.

### **RESOLVED THAT:**

- i. The Procurement Policy be approved and go forward for final ratification by Full Council.
- ii. The Financial Regulations Policy be approved and go forward for final ratification by Full Council.

## **FIN20/25 BANK AND INVESTMENT ACCOUNTS**

### **a) Authorised Signatories CCLA Account**

Members were asked to approve a fourth signatory for the CCLA account and as a late urgent matter the transfer of £50,000 from the CCLA account to be deposited into the HSBC current account to ensure that there were sufficient funds in the HSBC account.

### **RESOLVED THAT:**

- i. Councillor Shepherd be approved as the fourth signatory for the CCLA account.
- ii. £50,000 be withdrawn from the CCLA account and deposited in the HSBC account.

### **b) Authorised Signatories Other Accounts**

Members were asked to nominate four of its Members as signatories to the Council's accounts.

### **RESOLVED THAT:**

All members of the Finance Committee be approved as signatories to the Council's accounts where permitted; if signatories are limited, they should be those authorised for the CCLA account. The Responsible Finance Officer to bring a future report back to the Committee.

### **c) HSBC Daily Payment Limit**

Members were asked to approve the increase in the daily limit for electronic payments from the HSBC account from £10,000 to £30,000.

### **RESOLVED THAT:**

The daily limit for electronic payments from the HSBC account be approved at £20,000.

## **FIN20/26 INTERNAL AUDIT PLAN**

Members considered the outline Internal Audit Plan for 2020-21.

### **RESOLVED THAT:**

The outline Internal Audit Plan for 2020-21 be approved and go forward for final ratification by Full Council.

## **FIN20/27 BUDGET REVIEW 2020-21**

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

### **RESOLVED THAT:**

- i. The proposed revisions to the 2020-21 budget be approved and go forward for final ratification by Full Council.
- ii. All Budgetary Control reports for the remainder of the year are based on the revised budget.

## **FIN20/28 BUDGET PROCESS 2021-22**

Members considered a report setting out the process for the development of the 2021-22 budget.

### **RESOLVED THAT:**

The process for the development of the 2021-22 budget be approved.

## **FIN20/29 LOCAL GOVERNMENT PAY AWARD**

Members noted that the staff pay award is 2.75% backdated to the 01 April 2020.

## **FIN20/30 FINANCE COMMITTEE WORK PLAN**

Members noted the Finance Committee Work Plan progress as of 31 August 2020.

## **FIN20/31 EXTERNAL AUDIT REPORT 31 MARCH 2020**

Members noted that the external auditors, PKF Littlejohn, have concluded the statutory audit for the financial year-ending 31 March 2020 and were satisfied that the Town Council's accounts were in accordance with proper practices, and that relevant legislation and regulatory requirements had been met. Councillor Jackson passed his thanks on to the officers for their work.

## **FIN20/32 FOOTWAY LIGHTING BOWSCAR**

Members considered the report outlining Electricity North West's plans to alter the footway lighting provision in Bowscar.

### **RESOLVED THAT:**

- i. The following matters be noted:
  - a) Electricity North West's plans to alter footway lighting provision in Bowscar.
  - b) Eden District Council who own the current footway lights will not be installing any further footway lights in Bowscar.
  - c) The Town Council made a previous resolution on this matter, Full Council 18 January 2016 resolving not to replace the lights in Bowscar.
- ii. A meeting be convened with Eden District Council to discuss the matter of the proposed streetlight removal in Bowscar and a further report be brought to Council for consideration.

## **FIN20/33 NEXT MEETING**

Members noted the next meeting was scheduled for Monday 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 by video conferencing.

**CHAIR:**

**DATE:**

### **FOR THE INFORMATION OF ALL MEMBERS OF THE PLANNING COMMITTEE AND FOR INFORMATION TO ALL REMAINING MEMBERS OF THE TOWN COUNCIL**

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# FINANCE COMMITTEE

16 NOVEMBER 2020

- MATTER:** **Budgetary Control Statement 2020/21:  
Expenditure to 31 October 2020**  
To consider the budgetary control statement for  
the seven-month period to 31 October 2020
- AUTHOR:** Jack Jones - RFO
- SUPPORTING MEMBER:** Cllr Roger Burgin -  
Chair of Finance Committee
- ITEM NO:** 06

## RECOMMENDATIONS:

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

### 1. LAW

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

### 2. LINKS TO COUNCIL PRIORITIES

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

### 3. REPORT DETAILS

#### A. Budgetary Control Statement (Appendix A)

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

- The full year's Approved Budget for 2020/21, which was ratified by Council on 27 January 2020.
- The Latest Budget for the full year; following the budget review considered at the Committee's last meeting, Full Council approved a Revised Budget, which represents the latest figures. The revision reduced annual budgets by around £50,000 and introduced the actual General Reserve balance at 1 April 2020, so that the reserve balance at year-end is forecast to be £102,000 higher than originally estimated.
- The budget to date, based on the latest budget for the year. This proportion is the anticipated budget for the first seven 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 7/12ths 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 October, 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 October. 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**

Some budget headings show spending broadly in line with the budget to date, however expenditure is generally lower than profiled, even following the recent downwards revision, and many budgets are substantially underspent.

### **B.1 Income**

Overall income of £270,230 is just below the profiled budget of £270,242.

- The full year's precept and CTRS grant income has been received from Eden DC; the appropriate proportion has been allocated to this period.

## **B.2 Planning Committee**

Expenditure of £3,289 is shown against the profiled budget of £2,708, an overspending of £581.

- 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 £25,663 is shown against the profiled budget of £47,542, an underspending of £21,879.

- The only significant expenditure on Town Projects is the £5,000 contribution to the Parking and Movement Study, reflected in the £3,478 underspending against budget.
- Spending of £16,194 on the Council's response to the Covid-19 pandemic 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, £2,000 to Penrith BID for a Directory and £8,266 of additional staff hours.
- There has only been £193 officer time charged to Arts and Entertainment as attention has been focused elsewhere. As a result the budget is underspent by £1,265, however further expenditure is expected as the Arts and Cultural Strategy progresses.
- The Events Grants budget is underspent by £703. Expenditure includes the approved grants of £3,600 to Eden Valley Arts Network for the Penrith Arts Festival and £1,500 to Carlton Recreation Group.
- Spending to date on Greening totals £2,572, while a 2019/20 grant of £6,289 has been returned from Penrith BID, so that the profiled budget shows an underspending of £5,787.
- Net expenditure of £71 on Community Grants reflects a payment of 1,500 to the 106 Partnership, offset by the similar return of a £1,429 grant from Penrith BID and the profiled budget is underspent by £5,167.
- The Community Engagement budget, which includes the Youth Advisory Panel, is currently underspent by £3,533 as there has been little expenditure to date.
- The new Climate Change budget is underspend by £2,307; the only expenditure is £1,485 for changes to the Council's website.

## **B.4 Finance Committee**

Net expenditure of £181,041 is shown against the budget to date of £191,115, an underspending of £10,074. The main variances are as follows:

- The IT budget is underspent by £6,344, suggesting that expenditure on the service may have stabilised. The full year's budget includes £3,500 to cover a possible purchase of mobile phones.
- Expenditure of £3,198 on the Council's Website exceeds both the profile of £1,750 and the full year's budget of £3,000.
- The site improvements at Fairhill record a small underspending of £2,450; all grant income has now been received or claimed.
- There has been no expenditure on Thacka Glen as the transfer is due to take place in mid-November.
- The profiled budget assumes a contribution of £8,137 to the Devolution Reserve, based on the individual asset budgets. The actual contribution is calculated as £15,941; although the arithmetic in the statement suggests an overspending of £7,804, this amount is simply offset in the earmarked reserve.
- There has been little spend against the Legal Fees profiled budget, which is underspent by £1,786; this will reduce substantially when the legal costs of the Thacka Beck transfer are finalised.
- Repairs and Renewals show an underspending of £1,041 to date.

## **B.5 Contingency**

- The profiled portion of the contingency provision, £417, is shown as fully underspent as any unforeseen expenditure is allocated to the correct budget heading.

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

- The individual variances result in an underspending of £31,789 against the profiled total expenditure budget of £241,782. As there is £12 less income, there is a net variation of £31,777 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.

- The profiled budget assumes that the Reserve should increase by £28,460 in the period, resulting in a balance of £264,609 at 31 October. The actual balance on the reserve at the month end is £296,386, which is £31,777 higher than expected.
- As noted above, the actual transfer into the Devolution Reserve of £15,941 is £7,804 higher than profile.
- The revised 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 later in the year.

### **C. Balance Sheet (Appendix B)**

Appendix B shows the Council's balance sheet as at 31 October 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 balance is £11,000 grant due from Cumbria Waste Management Environment Trust for the Fairhill improvements. October's VAT of £235 is unusually low and will be reclaimed from HMRC.
- Prepayments of £7,173 include adjustments for insurance, office rental, licences, subscriptions and maintenance agreements.
- The HSBC Bank balance stands at £71,882, following receipt of grants for Fairhill and a transfer from the CCLA Public Sector Deposit Account.
- Accruals of £13,435 represent goods and services received before 31 October, where the payment was not made by that date. Individual items include £2,757 staff time, £2,216 audit and accountancy fees, and a bench at £846. Approved grants of £5,100, which have not yet been paid, are also included here.
- The Payroll Control balance of £7,468 relates to deductions calculated in the October 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 £197,351 income for the period from 1 November 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 October was around £32,000 below the Revised Budget for the period. While some of this amount may be due to profiling differences, it is likely that the individual revised budgets still do not reflect the realistic level of spending for the year. This is a theme that will be emphasised to Officers as the preparation of detailed estimates for next year progresses.

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

## **4. FINANCE IMPLICATIONS**

This report is concerned solely with financial management.

## **5. RISK MANAGEMENT**

<b>RISK</b>	<b>CONSEQUENCE</b>	<b>CONTROLS REQUIRED</b>
Income and expenditure are not monitored regularly.	The Council may fail to receive expected income or may incur unexpected overspending, potentially leading to the curtailment of planned expenditure.	A sound budgetary control system with regular reporting and identification of issues.

## **6. APPENDICES ATTACHED TO THIS REPORT**

- Income & Expenditure and Balance Sheet statements

## **7. BACKGROUND PAPERS**

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



## Penrith Town Council

### BUDGETARY CONTROL STATEMENT: SEVEN MONTHS ENDED 31 OCTOBER 2020

Approved Budget 2020/21	Latest (Revised) Budget 2020/21	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£	£		£	£	£
		<b>INCOME</b>			
		<b>Precept:</b>			
454,233	454,233	Council Tax	264,969	264,969	0
7,829	7,829	<b>EDC - CTRS Grant</b>	4,567	4,567	0
		<b>Other Income:</b>			
500	1,200	Investment Income	700	694	(6)
10	10	Miscellaneous Income	6	0	(6)
<b>462,572</b>	<b>463,272</b>	<b>TOTAL INCOME</b>	<b>270,242</b>	<b>270,230</b>	<b>(12)</b>
		<b>EXPENDITURE</b>			
		<b>PLANNING COMMITTEE:</b>			
0	0	Officer Support	0	0	0
15,000	10,000	Planning Consultancy	2,708	0	2,708
0	0	Consultation	0	3,289	(3,289)
<b>15,000</b>	<b>10,000</b>	<b>Planning Committee Total</b>	<b>2,708</b>	<b>3,289</b>	<b>(581)</b>
		<b>CCEG COMMITTEE:</b>			
		<b>Town Projects:</b>			
30,000	15,000	Town Projects	8,750	5,272	3,478
0	25,000	Covid-19 Response	15,833	16,194	(361)
30,000	40,000		24,583	21,466	3,117
		<b>Arts &amp; Entertainment:</b>			
5,000	2,500	Officer Support	1,458	193	1,265
7,500	10,000	Arts & Cultural Strategy	0	0	0
30,000	10,000	Events Grants	5,833	5,130	703
42,500	22,500		7,291	5,323	1,968
		<b>Environment:</b>			
15,500	9,200	Greening	2,070	(3,717)	5,787
32,000	10,000	<b>Community Grants</b>	5,238	71	5,167
		<b>Corporate Communications:</b>			
15,000	6,000	Community Engagement	3,500	1,032	2,468
1,830	1,830	Press Support	1,068	0	1,068
0	0	Youth Advisory Panel	0	3	(3)
16,830	7,830		4,568	1,035	3,533
0	6,500	<b>Climate Change</b>	3,792	1,485	2,307
<b>136,830</b>	<b>96,030</b>	<b>CCEG Committee Total</b>	<b>47,542</b>	<b>25,663</b>	<b>21,879</b>
		<b>FINANCE COMMITTEE:</b>			
		<b>Staffing:</b>			
174,900	172,780	Salaries	100,788	100,790	(2)
15,420	15,210	National Insurance	8,873	8,961	(88)
30,980	30,620	Superannuation	17,862	17,861	1
950	500	Staff Training	292	521	(229)
3,000	1,500	Conferences	875	0	875
700	350	Staff Expenses	204	188	16
225,950	220,960		128,894	128,321	573

Approved Budget 2020/21	Latest (Revised) Budget 2020/21	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£	£		£	£	£
		<b>Accommodation:</b>			
8,250	8,250	Rent	4,813	4,375	438
1,900	1,900	Heat, Light & Water	1,108	510	598
670	670	Service Charges	391	519	(128)
230	230	Room Hire	134	0	134
380	380	Insurances	222	214	8
(50)	(50)	Letting Income	(29)	0	(29)
11,380	11,380		6,639	5,618	1,021
		<b>Civic Functions:</b>			
400	400	Civic Functions	233	23	210
700	700	Mayoral Expenses	408	0	408
300	300	Deputy Mayor's Expenses	175	0	175
100	100	Civic Regalia	58	51	7
1,500	1,500		874	74	800
		<b>Cost of Democracy:</b>			
2,020	1,000	Members' Training	583	65	518
200	200	Members' Expenses	117	0	117
200	200	Notice/Honours Board	117	0	117
2,420	1,400		817	65	752
20,000	23,500	<b>IT</b>	13,708	7,364	6,344
2,050	3,000	<b>Website</b>	1,750	3,198	(1,448)
		<b>Devolved Services:</b>			
(1,400)	(1,400)	Bring Site	(817)	(817)	0
1,550	1,550	Allotments	904	1,368	(464)
975	975	War Memorial	568	76	492
1,080	1,080	Benches	630	(245)	875
8,550	8,550	Bus Shelters	29	(309)	338
300	300	Bandstand	175	171	4
250	250	Musgrave Monument	146	33	113
(2,110)	(1,610)	Fairhill Park	(939)	(1,580)	641
1,200	0	Toilets	0	0	0
1,500	1,500	Play Areas	875	0	875
1,175	0	Coronation Gardens	0	0	0
0	0	Fairhill United Utilities Planting Maintenance	0	0	0
9,500	9,500	Fairhill Site Improvements	9,500	7,050	2,450
4,000	2,000	Thacka Glen	1,167	0	1,167
300	1,300	Signage, etc	758	1,000	(242)
8,400	8,400	Community Caretaker	4,900	4,346	554
11,074	13,949	Contribution to/(from) Devolution Reserve	8,137	15,941	(7,804)
46,344	46,344		26,033	27,034	(1,001)
		<b>Other Overheads:</b>			
2,350	1,800	Printing, Postage & Stationery	1,050	713	337
1,700	1,700	Audit Fees	992	815	177
3,700	4,000	Insurance	2,333	2,164	169
100	100	Bank Charges & Interest	58	74	(16)
3,500	2,600	Accountancy Fees	1,225	1,608	(383)
3,400	3,400	Legal Fees	1,983	197	1,786
730	730	Licences	426	80	346
2,000	3,000	Subscriptions	1,750	2,174	(424)
17,480	17,330		9,817	7,825	1,992
8,000	8,000	<b>Repairs &amp; Renewals</b>	2,583	1,542	1,041
<b>335,124</b>	<b>333,414</b>	<b>Finance Committee Total</b>	<b>191,115</b>	<b>181,041</b>	<b>10,074</b>
<b>4,500</b>	<b>2,500</b>	<b>Contingency</b>	<b>417</b>	<b>0</b>	<b>417</b>
<b>0</b>	<b>0</b>	<b>Transfer to/(from) Acquisitions Reserve</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>491,454</b>	<b>441,944</b>	<b>TOTAL EXPENDITURE</b>	<b>241,782</b>	<b>209,993</b>	<b>31,789</b>
<b>(28,882)</b>	<b>21,328</b>	<b>INCREASE/(DECR) IN GENERAL RESERVE</b>	<b>28,460</b>	<b>60,237</b>	<b>31,777</b>

Approved Budget 2020/21	Latest (Revised) Budget 2020/21	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£	£		£	£	£
		<b>RESERVES:</b>			
		<b>General Reserve:</b>			
184,170	236,149	Balance brought forward 1 April 2020	236,149	236,149	0
(28,882)	21,328	Increase/(decrease) in year	28,460	60,237	31,777
<b>155,288</b>	<b>257,477</b>	<b>Balance carried forward</b>	<b>264,609</b>	<b>296,386</b>	<b>31,777</b>
		<b>Devolution Reserve:</b>			
100,279	101,059	Balance brought forward 1 April 2020	101,059	101,059	0
11,074	13,949	Contribution from/(to) 2020/21 Budget	8,137	15,941	7,804
<b>111,353</b>	<b>115,008</b>	<b>Balance carried forward</b>	<b>109,196</b>	<b>117,000</b>	<b>7,804</b>
		<b>Acquisitions Reserve:</b>			
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
<b>50,000</b>	<b>50,000</b>	<b>Balance carried forward</b>	<b>50,000</b>	<b>50,000</b>	<b>0</b>
<b>316,641</b>	<b>422,485</b>	<b>TOTAL RESERVES</b>	<b>423,805</b>	<b>463,386</b>	<b>39,581</b>

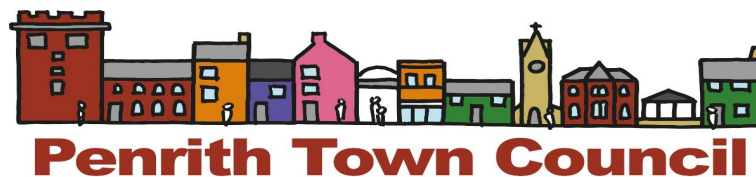


## Penrith Town Council

### BALANCE SHEET AS AT 31 OCTOBER 2020

	£	£
<b>Investments</b>		
Penrith Building Society	85,673	
Cumberland Building Society	84,999	
CCLA Public Sector Deposit Account	<u>423,860</u>	
		594,532
<b>Current Assets</b>		
Debtors	11,592	
Debtor - VAT	235	
Prepayments	7,173	
HSBC Bank Account	<u>71,882</u>	
	90,882	
<b>Current Liabilities</b>		
Creditors	1,000	
Accruals	13,435	
Payroll Control	7,468	
Receipts in Advance	<u>200,125</u>	
	222,028	
<b>Net Current Assets</b>		(131,146 )
		<u><u><b>463,386</b></u></u>
<b>Represented by:</b>		
<b>Reserves</b>		
General Reserve		296,386
Devolution Reserve		117,000
Acquisitions Reserve		50,000
		<u><u><b>463,386</b></u></u>

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## Payments Schedule September 2020

ITEM 7B

Date	Ref	Details	Net £	VAT £	Total £	Budget
02/09/2020	20-74	Eden DC - Street Trading, Bandstand	155.00	-	155.00	Town Projects
02/09/2020	20-75	R Richardson - Eye test	20.00	-	20.00	Staffing - Expenses
02/09/2020	20-76	Assured Environmental - Rodent control	1,200.00	240.00	1,440.00	Devolved Services - Allotments
09/09/2020	20-77	PKF Littlejohn - External Audit 2019-20	1,000.00	200.00	1,200.00	Other Overheads - Audit Fees
09/09/2020	20-78	I Parker - Mileage expenses	42.75	-	42.75	Staffing - Expenses
09/09/2020	20-79	Walton Goodland - Rent to 24/12/20	1,875.00	-	1,875.00	Accommodation - Rent
09/09/2020	20-80	KTD - Website improvements	1,485.00	297.00	1,782.00	Corporate Communications - Website
09/09/2020	20-81	Glasdon UK Ltd - Litter bin	176.52	35.31	211.83	Devolved Services - Fairhill Park Improvements
09/09/2020	20-82	106 Partnership - Grant	1,500.00	-	1,500.00	Grants - GPC
09/09/2020	20-83	SLCC - Booklet	123.80	-	123.80	Other Overheads - Subscriptions
09/09/2020	20-84	Ian Cannon - Fairhill paths, entrances, gates	19,380.00	3,876.00	23,256.00	Devolved Services - Fairhill Park Improvements
16/09/2020	20-85	Fairhill Community Group - Cumbria Waste Grant	1,100.00	-	1,100.00	Devolved Services - Fairhill Park Improvements
16/09/2020	20-86	Living Wage Foundation - Accreditation	60.00	12.00	72.00	Other Overheads - Licences
16/09/2020	20-87	Rachael de la Mare - Penrith in Bloom film 2020	1,600.00	-	1,600.00	Environment - Greening
16/09/2020	20-88	Amey - Community Caretaker August 20	674.48	134.90	809.38	Devolved Services - Community Caretaker
16/09/2020	20-89	V Tunnadine - Reimburse Zoom licence	302.16	-	302.16	Covid-19 Response
16/09/2020	20-90	Penrith BID - Design and print business directory	2,000.00	-	2,000.00	Covid-19 Response
16/09/2020	20-91	KTD - Wordpress backup and update	69.00	13.80	82.80	IT
16/09/2020	20-92	Walton Goodland - Electricity to 26/8/20	132.92	26.58	159.50	Accommodation - Heat, Light & Water
16/09/2020	20-92	Walton Goodland - Gas to 31/7/20	132.27	6.61	138.88	Accommodation - Heat, Light & Water
16/09/2020	20-92	Walton Goodland - Cleaning to 31/7/20	71.11	-	71.11	Accommodation - Service Charges
16/09/2020	20-92	Walton Goodland - Door repairs	30.98	6.20	37.18	Accommodation - Service Charges
16/09/2020	20-93	The Pot Place - Town centre planting beds	129.99	25.93	155.92	Environment - Greening
23/09/2020	20-94	North Lakes Glazing and Glass Ltd - Bus Shelter Repair	116.67	23.33	140.00	Devolved Services - Bus Shelters
23/09/2020	20-95	PACT Ltd - Reimbursement for Penrith Posters Greening	15.00	-	15.00	Environment - Greening
30/09/2020	20-96	Lowther Forestry Group Ltd - Grass cutting to 29 Sept 20	749.00	149.80	898.80	Devolved Services - Fairhill Park
30/09/2020	20-97	The Cumbria Clock Company Ltd - Service, Musgrave Monument	220.00	44.00	264.00	Devolved Services - Monument
17/09/2020	CC	DD Hammocks - Tarp	120.00	-	120.00	Covid-19 Response
07/09/2020	CCR20-20	Post Office - Postage	10.83	-	10.83	Other Overheads - Printing, Postage & Stationery
14/09/2020	CCR20-21	Marks & Spencer - Sundries	3.50	-	3.50	Repairs and Renewals - Repairs & Renewals
14/09/2020	CCR20-22	Post Office - Postage	4.28	-	4.28	Other Overheads - Printing, Postage & Stationery
14/09/2020	CCR20-23	Hidden Disabilities - Starter pack	109.50	21.90	131.40	Corporate Communications - Community Engagement
15/09/2020	CCR20-24	Amazon Marketplace - Headphones	30.83	6.16	36.99	IT
22/09/2020	CCR20-25	Penrith Posters - Printing Council agenda	101.85	-	101.85	Other Overheads - Printing, Postage & Stationery
22/09/2020	CCR20-26	Post Office - Postage	25.62	-	25.62	Other Overheads - Printing, Postage & Stationery
22/09/2020	CCR20-27	Safety Buyer - A4 Fire log book	10.94	2.19	13.13	Other Overheads - Printing, Postage & Stationery
30/09/2020	CCR20-28	J&J Graham - Provisions	6.30	-	6.30	Civic Functions - Civic Functions
26/09/2020	CCR20-29	Amazon - Faceshield	28.14	-	28.14	Covid-19 Response
08/09/2020	DD/STO	HSBC - Bank charges	6.50	-	6.50	Other Overheads - Bank Charges & Interest
18/09/2020	DD/STO	HMRC - Tax & NI, August 2020	5,053.63	-	5,053.63	Staffing - Salaries
18/09/2020	DD/STO	Cumbria Pension Fund - Superannuation, August 2020	3,720.41	-	3,720.41	Staffing - Salaries
22/09/2020	DD/STO	Adobe Acropro - Subscription	12.64	2.53	15.17	IT
22/09/2020	DD/STO	British Gas - Electricity, Musgrave Monument	5.68	0.28	5.96	Devolved Services - Monument
25/09/2020	DD/STO	New Star Networks - Printing	172.41	34.48	206.89	IT
28/09/2020	DD/STO	Net Pay - September 2020	12,480.48	-	12,480.48	Staffing - Salaries
<b>Total</b>			<b>56,265.19</b>	<b>5,159.00</b>	<b>61,424.19</b>	



### Payments Schedule October 2020

Date	Ref	Details	Net £	VAT £	Total £	Budget
14/10/2020	20-98	The National Allotment Society - Membership fee	55.00	11.00	66.00	Devolved Services - Allotments
14/10/2020	20-99	KTD - System Care 11/10/20 - 10/1/21	445.50	89.10	534.60	IT
21/10/2020	20-100	SLCC Enterprises - London Bridge training RR	35.00	7.00	42.00	Staffing - Training
21/10/2020	20-101	SLCC Enterprises - Accessible Word & PDF training VT	30.00	6.00	36.00	Staffing - Training
21/10/2020	20-102	SLCC Enterprises - Accessible Word & PDF training RR	35.00	7.00	42.00	Staffing - Training
21/10/2020	20-103	KTD - Spamstore services	87.25	17.45	104.70	IT
21/10/2020	20-104	KTD - Domain services	48.75	9.75	58.50	IT
21/10/2020	20-105	Cumbria Local Publications - September 20 issue	170.00	-	170.00	Corporate Communications - Community Engagement
21/10/2020	20-106	Cumbria Local Publications - October 20 issue	170.00	-	170.00	Corporate Communications - Community Engagement
21/10/2020	20-107	Cumbria Local Publications - November 20 issue	170.00	-	170.00	Corporate Communications - Community Engagement
01/10/2020	CCR20-34	Sage - Software licence Oct 20 - Sept 21	243.93	48.78	292.71	Other Overheads - Licences
02/10/2020	CCR20-30	Amazon - Correx sheets A4	7.34	-	7.34	Other Overheads - Printing, Postage & Stationery
05/10/2020	CCR20-31	Zoom - Subscription	100.72	-	100.72	Town Projects - Covid-19 Response
05/10/2020	CCR20-32	Doodle - Doodle poll	65.45	-	65.45	IT
06/10/2020	CCR20-33	Post Office - Postage	1.15	-	1.15	Other Overheads - Printing, Postage & Stationery
06/10/2020	CCR20-35	Post Office - Postage	1.64	-	1.64	Other Overheads - Printing, Postage & Stationery
08/10/2020	CCR20-36	Post Office - Postage	2.14	-	2.14	Other Overheads - Printing, Postage & Stationery
13/10/2020	CCR20-37	Royal British Legion - Remembrance wreathes	17.00	-	17.00	Civic Functions - Civic Functions
20/10/2020	CCR20-39	Post Office - Postage	2.80	-	2.80	Other Overheads - Printing, Postage & Stationery
09/10/2020	100008	Land Registry - Search fees	1.00	-	1.00	Other Overheads - Printing, Postage & Stationery
14/10/2020	100009	Land Registry - Search fees	40.00	-	40.00	Other Overheads - Printing, Postage & Stationery
06/10/2020	DD/STO	HSBC - Currency fee, Doodle payment	1.79	-	1.79	Other Overheads - Bank Charges & Interest
09/10/2020	DD/STO	HSBC - Bank charges	6.50	-	6.50	Other Overheads - Bank Charges & Interest
19/10/2020	DD/STO	HMRC - Tax & NI, September 20	5,051.64	-	5,051.64	Staffing - Salaries
19/10/2020	DD/STO	Cumbria CC - Superannuation, September 2020	4,058.50	-	4,058.50	Staffing - Salaries
22/10/2020	DD/STO	Adobe Acropro - Subscription	12.64	2.53	15.17	IT
22/10/2020	DD/STO	British Gas - Electricity, Musgrave Monument	11.57	0.58	12.15	Devolved Services - Monument
27/10/2020	DD/STO	New Star Networks - Broadband	181.11	36.22	217.33	IT
28/10/2020	DD/STO	Net Pay - October 2020	10,763.69	-	10,763.69	Staffing - Salaries
<b>Total</b>			<b>21,817.11</b>	<b>235.41</b>	<b>22,052.52</b>	

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**ITEM 8**

Date: 09/10/2020  
Time: 15:33:35

Penrith Town Council  
Bank Reconciliation

Page: 1

Bank Ref: 1205	Date To: 30/09/2020
Bank Name: HSBC	Statement Ref: 1205 2020-10-09 02
Currency: Pound Sterling	

Balance as per cash book at 30/09/2020: 80,286.28

Add: Unpresented Payments

Tran No	Date	Ref	Details	£
3379	30/09/2020	CCR20-2	J&J Graham - Provisions	6.30
3393	30/09/2020	20-96	Lowther Forestry Group Ltd -	898.80
3394	30/09/2020	20-97	The Cumbria Clock Company	264.00
				<u>1,169.10</u>

Less: Outstanding Receipts

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

Reconciled balance : 81,455.38

Balance as per statement : 81,455.38

Difference : 0.00

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**3 September to 2 October 2020**

## Your Statement

**Account Name**  
Penrith Town Council

**Sortcode** **Account Number** **Sheet Number**  
4 [REDACTED] 97

<b>Your Business Current Account details</b>				
<i>Date</i>	<i>Payment type and details</i>		<i>Paid out</i>	<i>Paid in</i>
				<b>Balance</b>
24 Sep 20	BP	<b>BALANCE BROUGHT FORWARD</b>		<b>18,326.02</b>
		NORTH LAKES GLASS		
		ZZRET001	140.00	
	VIS	SAFETYBUYER UK		
		WWW.SAFETYBUY	13.13	18,172.89
25 Sep 20	CR	EDC GENERAL		26,013.00
	DD	NEW STAR NETWORKS	206.89	
	BP	IAN PARKER		
		PENRITH TOWN COUNC		
	CR	ADVICE CONFIRMS		
		RBC25090EAONCHSI		
		CCLA		50,000.00
28 Sep 20	BP	VIVIEN TUNNADINE		91,157.90
		PENRITH TOWN COUNC		
	BP	CAROL GREY		
		PENRITH TOWN COUNC		
	BP	ROSALYN RICHARDSON		
		PENRITH TOWN COUN		
	BP	ANNA MALINA		
		PENITH TOWN COUNCI		
	BP	P FOOTE		
		PENRITH TOWN COUNC		
	BP	JOHN JONES		
		PENRITH TOWN COUNC		
	VIS	AMZNMKTPLACE AMAZO		
		AMAZON.CO.UK	28.14	81,470.38
29 Sep 20	BP	PACT LTD		
		PENRITH TOWN COUNC	15.00	81,455.38
01 Oct 20	BP	LOWTHER FORESTRY		
		PEN13 26975	898.80	
	BP	THE CUMBRIA CLOCK		
		14149	264.00	
	)))	J & J GRAHAM LTD		
		PENRITH	6.30	80,286.28
02 Oct 20	CR	PUBLIC SECTOR DEPO		51.89
02 Oct 20		<b>BALANCE CARRIED FORWARD</b>		<b>80,338.17</b>

### 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](http://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](http://www.hsbc.co.uk)).

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Bank Ref:	1205	Date To:	31/10/2020
Bank Name:	HSBC	Statement Ref:	1205 2020-10-22 03
Currency:	Pound Sterling		

Balance as per cash book at 31/10/2020:

71,882.15

Add: Unpresented Payments

Tran No	Date	Ref	Details	£
				0.00

Less: Outstanding Receipts

Tran No	Date	Ref	Details	£
				0.00

Reconciled balance :

71,882.15

Balance as per statement :

71,882.15

Difference :

0.00

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3 October to 2 November 2020

## Your Statement

**Account Name**  
Penrith Town Council

**Sortcode** 40-36-10 **Account Number** 21582240 **Sheet Number** 101

### Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BP <b>BALANCE BROUGHT FORWARD</b>			72,489.05
	PENRITH TOWN COUNC	606.90		71,882.15
02 Nov 20	DD TV LICENCE DDA	157.50		71,724.65
02 Nov 20	<b>BALANCE CARRIED FORWARD</b>			71,724.65

### 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](http://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](http://www.hsbc.co.uk)).

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

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## FINANCE COMMITTEE

16 NOVEMBER 2020

### MATTER:

#### Photocopier

To approve the purchase of a new photocopier.

### AUTHOR:

Ian Parker – Services & Contracts Manager

### SUPPORTING MEMBER:

Cllr Burgin

### ITEM NO:

9

### RECOMMENDATIONS:

That Members approve the purchase of a new office photocopier with a recommendation that the machine that prints 32ppm be the preferred option.

### 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 report addresses the Council Business priority and ensures that the Council is run in a business-like manner.

#### 1. REPORT DETAILS

- 1.1 The Council purchased a photocopier in 2015, that has recently malfunctioned and is beyond repair. The photocopier was capable of printing 25 pages per minute, scanning, stapling and finishing. Currently the Council has a replacement photocopier on loan from its IT service provider.

- 1.2 Quotations has been sought for the purchase of a new photocopier. The new machines are faster, having newer technology hard drives including more RAM memory than the previous machine yet undertake all of the previous machine's functions. The previous machine if anything was slow when only capable of printing 25 pages per minute. The quotations received are:

32ppm Multi-Function Printer, Scan, Copier      £3759

40ppm Multi-Function Printer, Scan, Copier      £5595

50ppm Multi-Function Printer, Scan, Copier      £6489

- 1.3 It is recommended that the Council purchases a new 32ppm Multi-Function Printer, Scan, Copier at the quoted price of £3759. The improved performance and speed of this photocopier will allow the Council to meet its business requirements.
- 1.4 The old photocopier albeit damaged beyond repair may have a small resale value to offset the costs of the new machine.

## **2. FINANCE IMPLICATIONS**

- 2.1 Members are asked to determine whether to purchase a new photocopier and to select their preferred machine from the options set out in paragraph 1.2. Should Members opt for the recommended model printing 32ppm the cost will be £3759. The costs will be met from the IT budget.
- 2.2 The old machine may have a small resale value to offset the cost of the new machine.

## **3.0 RISK MANAGEMENT**

<b>Risk</b>	<b>Consequence</b>	<b>Controls Required</b>
Business Continuity	Failure to provide a print, scan, copier in the office will affect office performance and the production of documents.	Procure new photocopier.



# FINANCE COMMITTEE

16 NOVEMBER 2020

## MATTER:

### **Cornmarket Bandstand**

To consider the fee chargeable for the use of Bandstand area by the Board and Elbow in 2020, and to consider giving delegated authority to the Services and Contracts Manager for future uses.

## AUTHOR:

Ian Parker – Services & Contracts Manager

## SUPPORTING MEMBER:

**Cllr Jackson**

## ITEM NO:

10

## RECOMMENDATIONS:

- I. That Members consider and agree a fee chargeable for use of the Cornmarket Bandstand area by the Board and Elbow for the summer of 2020.
- II. Delegated authority be given to the Services and Contracts Manager to approve the permission for use of the Cornmarket Bandstand area for the remainder of 2020 and through 2021 and for the fees until March 2021 when the Committee will finalise the fees and charges for the site.

## 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 report addresses the Health and Wellbeing strategic priority and meets the aim to support and contribute to the social fabric of the town, by enhancing community facilities and supporting arts and culture.

## **1. REPORT DETAILS**

- 1.1 A request to use the Cornmarket area was submitted by the Board and Elbow Public House in 2018 for the purpose of providing an outside eating and drinking area. Finance Committee 11 June 2018 resolved that permission be granted on a pilot basis and that a fee of £500 be levied (Minute FIN.COM.18/21). The pilot did not proceed in 2018 due to inclement weather.
- 1.2 Similarly in 2019 Finance Committee approved permission for the Board and Elbow Public House to use the Bandstand area on the same terms as had been previously agreed. (Finance Committee 14 January 2019, minute FIN.COM.18/65). The Board and Elbow did not utilise the area due to inclement weather and logistical arrangements.
- 1.3 During 2020, the Covid 19 pandemic meant that public houses along with the rest of business and community was put into lockdown. As lockdown measures eased and the focus on economic recovery was more prevalent, the Government encouraged greater use of outdoor space for dining and drinking with Covid secure measures in place.
- 1.4 The Board and Elbow Public House were able to utilise the Cornmarket area on a more regular basis than previous and were fortunate with the improved weather conditions this summer. The Services and Contracts Manager has maintained a liaison with the licensee and so far, there has been no reported problems. The pub has complied with parameters set by the Council. The permission given for the use of the Cornmarket area expired on the 30 September 2020. This date having been previously agreed with the licensee.
- 1.5 This report seeks confirmation of the fee which should be charged to the Board and Elbow. The previous resolutions agreed a fee of £500 to be charged, however Members may wish to take into consideration the Covid 19 pandemic and the detrimental economic effect on local business.
- 1.6 This report further seeks that delegated authority be given to the Services and Contracts Manager to approve permission for use of the Cornmarket Bandstand area during the remainder of 2020 and through 2021. Any uses which will command a fee, and which are not set out in the approved fees and charges be determined by the Services and Contracts Manager until the fees and charges are reviewed formally by the Committee in Spring 2021.

## 2. FINANCE IMPLICATIONS

- 2.1 Members are asked to determine the fee to be charged to the Board and Elbow for use of the Cornmarket area in 2020. The fee previously agreed by Finance Committee was £500.

### 3.0 RISK MANAGEMENT

Risk	Consequence	Controls Required
Financial	A charge may be considered as unhelpful during the covid 19 pandemic.  Income will offset costs to manage the bandstand area.	Determine fee to be charged.
Reputation	A charge may be considered as unhelpful during the covid 19 pandemic.	Determine fee to be charged.