



Penrith Town Council

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

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

DATE: 21 June 2021

NOTICE IS HEREBY GIVEN that an **ORDINARY MEETING** of **THE FINANCE COMMITTEE** will be held on **28 June 2021, at 6.00pm** and you are hereby **SUMMONED** to attend to transact the business as specified in the agenda and reports hereunder.

The Meeting will be held at **Penrith Parish Centre, St Andrews**

To assist in the speedy and efficient dispatch of business', Members should read the agenda and reports in advance of the meeting. Members wishing to obtain factual information on items included on the Agenda are asked to enquire of the relevant officer **PRIOR** to 9.00am on the day of the meeting.

Members are asked to indicate if they wish to speak on an item **PRIOR** to the meeting (by 1.00pm on the day of the meeting at the latest) by emailing office@penrithtowncouncil.co.uk

COMMITTEE MEMBERSHIP

| | | | |
|---------------|------------|----------------|------------|
| Cllr. Burgin | South Ward | Cllr. Jackson | North Ward |
| Cllr. Davies | West Ward | Cllr. Kenyon | North Ward |
| Cllr. Hawkins | North Ward | Cllr. Shepherd | East Ward |

Mr I Parker, Acting Town Clerk

Members of the public are welcome to attend. Due to Covid Guidelines, details about how to attend the meeting and how to comment on an agenda item are available on the appropriate committee page on the Town Council Website.

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 28 JUNE 2021

PART I

1. Apologies for Absence

Receive apologies from Members.

2. Appointment of Vice Chair

To appoint a Vice-Chair of the Finance Committee for the remainder of the 2021-2022 municipal year.

3. 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.

ADVICE NOTE:

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

4. Public Participation

Receive any questions or representations which have been received from members of the public. There is a period of up to 15 minutes in total for members of the public to ask questions or submit comments.

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

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

Determine whether any items 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. Salkeld Road Allotment Boundary

To update Members on the boundary at Salkeld Road Allotment.

7. Thacka Beck Field

To agree the approach for the enhancement of Thacka Beck Field.

8. Payments for Approval

- a) Note that Cllr Burgin 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) To agree two Members to undertake the Payments for Approval reconciliation for the meeting of Finance Committee on the 20 September 2021.
- c) Approve the monthly report of payments for April and May 2021.

9. Bank Reconciliation

Approve and sign the bank reconciliation as of 30 April 2021 and the 31 May 2021 as a correct record.

10. Budgetary Control Statement 2021/22: 31 May 2021

Review and approve the budgetary control statement for the period 31 May 2021.

11. Investment of Funds with CCLA

The Council has received the full year's precept and grant income from Eden District Council and its HSBC bank balance stood at £485,000 at 10 June 2021. In accordance with the Investment Strategy, it is recommended that some of these funds are invested with the CCLA Public Deposit Sector Fund as they will not be needed to meet expenditure until later in the year. It would be appropriate to invest an amount of £300,000 and review the position at the Committee's September meeting.

12. Bank and Investment Account Signatories

To review and approve the bank and investment account signatories for the Council's accounts.

13. Finance Committee Work Plan 2021/22

To receive and note the Finance Committee Work Plan for 2021/22 which is aligned with the Council Business Plan.

14. Next meeting

Note that the next meeting is scheduled for **20 September 2021 at 6.00pm**, at a venue to be determined.

PART II

PRIVATE SECTION

There are no further items in this part of the agenda.

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

Access to Information

Copies of the agenda are available for members of the public to inspect prior to the meeting. Agenda and Part I reports are available on the Town Council website

Background Papers

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

FINANCE COMMITTEE

28 June 2021

Matter: Salkeld Road Allotment Boundary

Purpose of Report:

To update Members on the boundary matter at the Salkeld Road Allotment

Item no: 06

Author: Services and Contracts Manager

Supporting Member: Cllr. Jackson, Lead Member for Assets

Recommendations

The Committee is recommended to:

- i. Note the surveyors report and the findings contained within; and
- ii. Note that the interested parties have accepted the line of the boundary in accordance with the surveyor's findings.

Law and legal implications

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.

Link to Council Priorities

This report aligns with the strategic priority for Health and Wellbeing to protect and improve the environment, leisure and recreational community facilities, services and assets.

1. Report Details

- 1.1 Members considered a report on the Salkeld Road Allotment boundary at Finance Committee 22 March 2021 and approved for the Services and Contracts Manager and Solicitor to resolve the matter in accordance with the surveyor's findings and to inform all interested parties (Minute FIN20/82).
- 1.2 Members will recall that the matter of the Salkeld Road Allotment boundary arose when the Council was contacted by a resident setting out the intention to replace the boundary fence yet stated that the existing fence was not in the correct location. Members will recall that the Council had commissioned an external surveyor to determine the correct boundary line.
- 1.3 The Council is in receipt of the surveyor's final report which is enclosed as Appendix A. (The personal information relating to individuals and their properties names has been redacted from the report.)
- 1.4 The Council has written to the resident setting out the surveyor's findings and the resident was asked to agree with the findings and confirm this with the Council. The resident has confirmed in writing the boundary line and the surveyor's findings are agreed.

- 1.5 A further meeting was held on the 16 June 2021 with the surveyor and the resident to again string the boundary line allowing the resident to commence replacement of their fence.
- 1.6 Members are minded to note that the timber straps that have been installed to support the existing fence are on allotment land and that these will be removed.
- 1.7 The Penrith Allotment Association have been made aware of the surveyor's findings and that the resident has accepted the line of the boundary. The Association has been asked to liaise with the allotment holders in the vicinity of the works and seek to accommodate any disruption where possible.

2. Options Analysis including Risk Assessment

2.1 Risk

Reputational risk should the process to agree the boundary line not be undertaken correctly.

2.2 Consequence

Loss of allotment land should the boundary line not be determined correctly.

2.3 Controls Required

Act in accordance with the independent external surveyors' report.

3. Financial Implications

- 3.1 The cost for the commissioning of the external surveyor is expected to be £500 and will be met from existing budgets.
- 3.2 There are no other financial implications for the Council.

Appendices

Appendix A – Surveyors Report

Background Papers

Finance Committee Report, 22 March 2021, Minute (FIN20/82)

9 June 2021

Our ref: PLD/2947/p
Email: peter@waltongoodland.com

FAO Ian Parker
Penrith Town Council
Unit 1
19-24 Friargate
Penrith
CA11 7XR

By email only to: scmanager@penrithtowncouncil.co.uk

Dear Ian

Re: Salkeld Road Allotments [REDACTED]

I am writing to summarise my findings and recommendations and actions with regard to the "southern" boundary of the allotments, and particularly [REDACTED]..

We carried out an initial site inspection on the 10 February 2021, together with Paul Foote.

Review of Title Deeds and plans

- Title CU297047 is for the Penrith TC land, being the allotments, less one parcel that abuts [REDACTED]
- Title CU293877 is for the parcel that abuts [REDACTED], and possibly may originally have been part of [REDACTED], (according to the plan for [REDACTED])
- Title CU [REDACTED]
- Title CU [REDACTED]
- Title CU [REDACTED]
- Title CU [REDACTED]
- Drawing 120-102-02H by [REDACTED] is the planning application drawing for the proposed house in the rear of the [REDACTED] plot.

The various Title Plans have all been produced at different times, but are all based on the OS mapping. Of note, subject to the vagaries of reproduction, all the plans show a common boundary between the properties (and including [REDACTED]) that is effectively a straight line.

It should be noted, and in accordance with Land Registry guidance, that the accuracy of such plans is limited, and can have a margin of error of up to 600mm. In practice, anything within 150mm is normally acceptable.

Directors:

Deborah Goodland BSc (Hons) FRICS IRRV
Stephen Sewell MA (Hons) MRICS
Michael Walton FRICS MCIArb MEWI

Walton Goodland Ltd., Registered in England No. 5228095
Registered Office: 10 Lowther Street, Carlisle CA3 8DA

Regulated by RICS

Boundaries on site

The issue that has been raised is the position of the existing fence line to the rear of [REDACTED].

As stated above, the boundary is a straight line, and therefore one needs to look at any reference points that can be determined.

A key reference point is the old dwarf stone wall which is the base of the rear boundary to [REDACTED]. The [REDACTED] fence starts in line with the fence that sits on top of this wall, and this is therefore a good fixed reference point. The fence then runs easterly across the rear of [REDACTED], except for the last two panels that are stepped back in. The line of the remainder of the fence projects along the southern side of the hedgerow to [REDACTED], and indeed there is an old fence post on the southern side of this hedgerow within [REDACTED], behind the shed.

This southern face of the hedge and the fence post, most of the fence to [REDACTED], and the stone wall and fence to [REDACTED] all align and, to all intents and purposes form a straight line.

In my opinion, therefore, the fence to [REDACTED] (excluding the last two panels) sits more or less on the boundary line, as shown on the Title Plans. I would note that the supports that have been provided to the fence on the allotment side actually project onto the allotment land. The two end panels are therefore within the [REDACTED] land.

Marking the Boundary

I understand it is proposed to replace the [REDACTED] fence.

I suggested that the best way forward is to agree with the owner of [REDACTED] the line of the boundary and mark this out to both ends, and then the fencing contractor can provide a string line between the points. The best way to do this will be to meet with the owner and his fencing contractor and agree this on site. Once the work has commenced this should then be checked to ensure that the new fence is being erected in the right place.

Follow up

Following my report on the above we arranged a meeting with [REDACTED] on the 8 April, which Paul Foote also attended

I explained to [REDACTED] the determinant points that I had used in coming to my view of the boundary, namely

- the old dwarf stone wall which is the base of the rear boundary to [REDACTED]
- the old fence post on the southern side of the hedgerow within [REDACTED]
- that the southern face of the hedge and the fence post, most of the fence to Wilderswood, and the stone wall and fence to [REDACTED] all align and, to all intents and purposes, form a straight line.

I restated that in my opinion, therefore, that the fence to [REDACTED] (excluding the last two panels) sits more or less on the boundary line, as shown on the Title Plans. I also noted that the supports that have been provided to the fence on the allotment side actually project onto the allotment land.

████████ suggested that there was an old cobble wall that was the original boundary to the allotments, and that he had set his fence inside it. I accordingly asked if we could expose this cobbled wall, and he exposed the top of this in the recess where the two panels at the eastern end of the fence. As you can see from the photograph below the edge of the cobble wall was well within the actual fence line.



████████ accepted this and agreed to my suggestion as to where the end of the fence line should be; and we marked the end of the fence line on the eastern fence; and ██████ then fixed a staple in the agreed position on the eastern fence as per the photograph below.



I trust that this confirms the substance of our meetings with regard to the [REDACTED] boundary, but if I can be of any further assistance then please do not hesitate to contact me.

Kind regards

Yours sincerely

Handwritten signature of Peter Deeks.

Peter Deeks BSc FRICS FCABE C.Build E
Chartered Building Surveyor & Chartered Building Engineer
For and on behalf of Walton Goodland Ltd

FINANCE COMMITTEE

28 June 2021

Matter: Thacka Beck Field

Purpose of Report:

To agree the approach for the enhancement of Thacka Beck Field.

Item no: 07

Author: Services and Contracts Manager

Supporting Member: Cllr. Jackson, Lead Member for Assets

Recommendations

The Committee is recommended to:

- i. Approve the broad range of options for the enhancement of Thacka Beck Field as set out in Appendix A, Stage 1 and 2.
- ii. Approve for the Services and Contracts Manager to progress elements of the minor enhancements as set out in paragraph 1.6 and Appendix A, Stage 1.
- iii. Agree to commission a Tree Survey.
- iv. Agree to commission a Biodiversity Survey.
- v. Organise a site visit for members of the Finance Committee and the local ward councillor.
- vi. Approve for the Services and Contracts Manager to enquire with the Pategill Tenants and Residents Association to establish if they are willing to support the Council with local consultation ahead of any Stage 2 enhancements.
- vii. Approve the risk assessment for Thacka Beck Field.
- viii. Approve for the Services and Contracts Manager to explore and develop the options and report back to the Finance Committee at regular intervals.

Law and legal implications

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.

Link to Council Priorities

This report aligns with the strategic priority for Health and Wellbeing to protect and improve the environment, leisure and recreational community facilities, services and assets that contribute to our quality of life.

1. Report Details

Background & Current Position

- 1.1 The land at Thacka Beck Field was acquired by the Council on the 05 November 2020 following a Community Asset Transfer from Cumbria County Council.

- 1.2 Since the transfer of the land the Council has not progressed any improvements. This is in part due to planned works being scheduled by Northern Gas Networks to undertake gas main works. These works have only recently commenced with a new temporary roadway and bridge installed between the 15 and 17 June, and gas main installation works planned to commence on the 30 June for a period of 16 days.
- 1.3 The Council has included the grass cutting of the field in its Grounds Maintenance Contract which commenced in March 2021. The current schedule of grass cutting includes mown paths cut between March and October and the cutting of the full field on a minimum of three occasions during the cutting season.
- 1.4 During the spring of 2021 consultants acting on behalf of Highways England have been undertaking various wildlife surveys as part of the work involved with the proposed upgrading of the A66. Surveys include mammals, bats, red squirrel, breeding birds, otters and voles.

Proposals

- 1.5 Within the Council's initial Business Case and Expression of Interest submitted to Cumbria County Council it set out its intentions to enhance the field which included:
- Stage 1 would be to operate the field very much as it is now i.e. for informal exercise, in particular, dog walking: signage would make clear that these were permissible activities. This could include minor enhancements, e.g. new gate entrances, bins at each end, signage, trimming back hedges by footways.
 - Stage 2 will include consultation with residents to scope future development. This stage might incorporate a range of major enhancements such as a community orchard, a children's play area, more extensive footpaths. A key focus of the consultation on proposals would be to identify if such support existed.
- 1.6 In keeping with the aims as set out in Stage 1 of the original business case it is recommended that the Services and Contracts Manager progresses elements of the minor enhancements following conclusion of the gas main works. In particular attention is given to signage and fencing and boundary improvements at the Carleton Hall side of the field.
- 1.7 Set out in Appendix A is a broad range of options for the possible enhancement of Thacka Beck Field, referred to as Stage 2. These options align with the Council's intentions as set out in the initial business case. It is requested that Members consider and approve the broad range of options and give delegated authority for the Services and Contracts Manager to explore and develop the options and report back to the Finance Committee.
- 1.8 It is recommended that the Council proceeds to commission a Tree Survey. The Tree Survey will map and record the species and condition of the trees on the site and include a risk analysis and remedial works action plan. Such a report will enable the Council to meet its health and safety obligations and inform future management and maintenance of the trees on site.

- 1.9 It is further recommended that the Council proceeds to commission a biodiversity survey. This will provide the Council with a baseline overview of the field including plant and wildlife species and an accompanying action plan that will set out options for future flora and fauna management.
- 1.10 It is considered important that elected Members are given the opportunity to propose and influence any planned enhancements to the field and therefore it is recommended that a site visit for Finance Committee members is arranged, together with an invite being extended to the local ward councillor. This visit should be undertaken prior to any of the minor enhancements as set out in paragraph 1.6 progressing.

Consultation

- 1.11 As set out in the original business case the Council stated that consultation would be undertaken with residents to scope future development at Stage 2.
- 1.12 Consultation will be important so that the public can inform future improvements, but also to be aware of the Council's intentions and ambitions. Consultation will be further important to support future funding applications particularly to grant giving bodies.
- 1.13 The Council are aware that there is an established Pategill Tenants and Residents Association which the Council has liaised with prior to the land transfer. It is recommended that the Services and Contracts Manager is given delegated authority to enquire with the Pategill Tenants and Residents Association to establish if they are willing to support the Council with local consultation.
- 1.14 It is acknowledged that not all residents will be engaged with the Pategill Tenants and Residents Association, particularly residents living on the hospital side of the field and as such the Council should always include the provision for separate arrangements to engage with these residents.

2. Risk Assessment

- 2.1 A risk assessment has been prepared for Thacka Beck field based on its current condition and enclosed as Appendix B. Members are asked to approve the risk assessment.
- 2.2 The risk assessment will be next reviewed in September when the annual review of the corporate risk assessments are considered, or if there are any material changes to the law or circumstances that require immediate review.

3. Financial Implications

- 3.1 The Council has approved a budget of £3,000 for Thacka Beck field in the 2021/22 financial year. The progression of the minor enhancements referred to as Stage 1 and set out in paragraph 1.6 would be expected to be affordable and funded from the approved budget.
- 3.2 The commissioning of the Tree Survey and Biodiversity Survey would be expected to be funded from the approved budget.
- 3.3 As the Council develops further plans and proposals particularly for Stage 2 enhancements then all aspects will need to be fully costed and reports brought

back to the Finance Committee for consideration. It is therefore anticipated that the Council will in the future be asked to consider approving budget provision to meet future improvement costs. The Council will most likely be required to investigate and apply to external funding and grant bodies.

4. Legal Implications

- 4.1 There are no direct legal implications associated with this report.
- 4.2 Members are reminded to note that there are various easements associated with utility infrastructure beneath the field, and that these may have an effect on plans for enhancement. It is therefore intended to aim to prepare an overarching plan that shows the easements on one document, along with a paper setting out any restrictions that the Council must take account of. It is intended that this paper will be reported to Members at a future meeting.
- 4.3 The terms of the acquisition of the land covenants that the Thacka Beck Field can only be used for agricultural use, for public open space or for leisure, recreation and community uses.

Appendices

Appendix A – Thacka Beck Field Enhancement Options

Appendix B – Thacka Beck Field Risk Assessment

Background Papers

None

Appendix A - Thacka Beck Field Enhancement Options

| Stage 1 | |
|---------------------------------|--|
| Area | Position / Proposal |
| Survey Work | <p>Consultants acting on behalf of Highways England are undertaking various wildlife surveys as part of the work involved with the proposed upgrading of the A66. Surveys include mammals, bats, red squirrel, breeding birds, otters and voles.</p> <p>Proposal for a Tree Survey and Hazard Assessment to be commissioned by Penrith Town Council.</p> <p>Proposal for a Biodiversity Survey and Action Plan to be commissioned by Penrith Town Council.</p> |
| Signage | Installation of new signage at both entrances |
| Entrance (Carleton Hall) | <p>New field and pedestrian gate</p> <p>Fencing repairs</p> <p>Shrub clearance</p> |
| Fencing and Boundaries | <p>Removal of barbed wire</p> <p>Fence repairs Carleton Hall entrance area</p> <p>Installation of new fence alongside beck at Carleton Hall entrance.</p> <p>Installation of new gate to Pategill Wood.</p> |
| Bridge | <p>Reinstall field gate</p> <p>Install safety rails</p> |

| Stage 2 | |
|-------------------|---|
| Area | Proposal / Option |
| Paths | <p>Path connecting Tynefield Drive entrance with Carleton Hall entrance.</p> <p>Consideration for accessible footpath at the Tynefield Drive side of the field.</p> |
| Recreation | <p>Play Trail or Play Area</p> <p>Outdoor learning area</p> |
| Furniture | Seating and litter bins |
| Planting | <p>Planting of new trees / plants. Recommendations arising from Biodiversity survey.</p> <p>Tree improvement/maintenance works arising from Tree survey.</p> <p>Meadow planting or similar. Recommendations arising from Biodiversity survey.</p> |

Appendix B – Risk Assessment Thacka Beck Field

| What are the hazards? | Who might be harmed and how? | What are you doing already? | What further action is necessary? | Action by whom? | Action by When? | Done |
|------------------------------|---|---|---|-----------------|--------------------------|------|
| Slips and trips | Members of the public and contractors falling on uneven surfaces. | ▪ Regular monthly contract monitoring inspection | Undertake repairs as required | PTC | Ongoing | |
| Water course | Members of the public, contractors, staff by falling in to water. | ▪ Regular monthly contract monitoring inspection. | Consideration of protection of the water course at the bridge. Checking boundary fencing. Signage to provide warning. | PTC | Ongoing Sept 2021 | |
| Entrance Road | Members of the public arising from collision with moving vehicles. | No current measures | Consideration of new fence and entry gate. | PTC | Sept 2021 | |
| Contamination and littering | Members of the public and contractors from needles, dog and food waste, broken glass. | ▪ Regular monthly contract monitoring inspection | Consideration for litter bins. | PTC | Sept 2021 | |
| Grounds Maintenance Contract | Members of the public and contractors colliding with moving machinery. | ▪ Grounds Maintenance contractor appointed from March 2021. | Client, Contractor meetings to identify and act on any risks or hazards. | PTC | March – Oct 2021 | |

| What are the hazards? | Who might be harmed and how? | What are you doing already? | What further action is necessary? | Action by whom? | Action by When? | Done |
|--------------------------|---|-----------------------------|---|-----------------|-----------------|------|
| Trees | Members of the public and contractors in the event of falling branches, falling trees | ▪ No current measures. | Tree Liability survey to be commissioned. | PTC | Sept 2021 | |
| Signage | Members of the public, contractors should signage become defective or fall | ▪ No signage in place | New signage to be erected to inform permitted uses of the land and advise of any hazards. | PTC | Sept 2021 | |
| Entrances and Exits | Members of the public, contractors arising from unprotected entrances or worn surfaces. | ▪ No current measures | Develop a scheme of actions to ensure safe entrance and exits, including gates, fences, signage, and surfaces at entrances. | PTC | Sept 2021 | |
| Boundaries (Barbed wire) | Members of the public, contractors arising from contact with sharp barbed wire | ▪ No current measures | Consider removal alongside pedestrian footway (north end) Consider removal alongside beck. | PTC | Sept 2021 | |

Does any of the following apply to this risk assessment. If so, then you may wish to refer to the HSE supplementary guidance:

| Area | YES | NO | Guidance |
|-------------------|-----|----|--|
| Safety Signs | ✓ | | HSE – Safety Signs and Signals |
| Electricity | | ✓ | HSE – Maintaining Portable Electrical Equipment HSE – Electrical Safety and You |
| Fire | | ✓ | - |
| Working at Height | | ✓ | HSE – Safe use of Ladders and Stepladders HSE – Working at Height |
| PPE | ✓ | | HSE – A Short Guide to PPE at Work |
| Manual Handling | | ✓ | HSE – Manual Handling at Work |

| | | | |
|--------------------------|--|---|---|
| Hazardous Substances | | ✓ | HSE – Working with Substances Hazardous to Health COSHH |
| Display Screen Equipment | | ✓ | HSE – Working with Display Screen Equipment |
| Vibration | | ✓ | HSE – Control Body Pain from Vibration |

THACKA BECK FIELD – MANAGEMENT OVERVIEW

The following provides guidance on how the Thacka Beck Field should be managed to ensure a high standard of maintenance.

The obligation to maintain the Thacka Beck Field in a safe condition is to be done so to adhere with Health and Safety at Work Act 1974.

The Council will undertake a range of methods to ensure that the Thacka Beck Field is maintained to a safe standard including:

The Council's Services and Contracts Manager will undertake routine site visits to inspect the full site including, the surfaces, any street furniture, boundaries and gates, signage with a view to identify any defects which require remedial work. A visual check of the trees for loose branches will also be undertaken. The inspections will be undertaken monthly as a minimum.

The Council shall commission a tree liability survey and risk assessment and use the findings of the survey to manage any trees considered to be medium and high risk.

The Council having only acquired the field in November 2020, will in 2021 begin to prepare a plan of improvements for the future. In the short term consideration should be given to boundaries, gates and entrances and consider what measures if any are required to ensure safety around the open water course. A longer term plan of improvements will shall be prepared and give consideration to paths, seating, planting and recreational improvements. The Council shall commission a biodiversity survey.

The Council has appointed a grounds maintenance contractor. The contractor will undertake Grounds Maintenance Services including grass cutting and litter clearance. The Council and Contractor will liaise throughout the cutting season and address and respond to any hazards or operational concerns.

The Council will seek to liaise with the local community to discuss, plan and work together to bring forward future enhancements to the field. A Risk Assessment will be maintained for the Thacka Beck Field and updated annually or as required.

Name: Ian Parker **Job Title:** Services and Contracts Manager

Date: 14 June 2021

Review: September 2021

INTENTIONALLY BLANK

**Penrith Town Council Payments Schedule
April 2021**

| Date | Ref | Details | Net £ | VAT £ | Total £ | Budget |
|--------------|----------|--|------------------|-----------------|------------------|--|
| 07/04/2021 | 21-01 | KTD - Kyocera Printer/Photocopier | 3,759.00 | 751.80 | 4,510.80 | IT |
| 07/04/2021 | 21-02 | Cllr H Snell - Reimbursement, NALC training course | 38.93 | - | 38.93 | Cost of Democracy - Members' Training |
| 07/04/2021 | 21-03 | KTD - Website accessibility checks | 79.00 | 15.80 | 94.80 | Website |
| 07/04/2021 | 21-04 | KTD - Website development | 595.00 | 119.00 | 714.00 | Website |
| 07/04/2021 | 21-05 | Eden DC - NNDR, Bandstand | 109.78 | - | 109.78 | Devolved Services - Bandstand |
| 07/04/2021 | 21-06 | Urbaser Ltd - Community Caretaker, March 21 | 697.10 | 139.42 | 836.52 | Devolved Services - Community Caretaker |
| 21/04/2021 | 21-07 | Eden DC - Penrith BID levy | 91.00 | - | 91.00 | Town Projects - Town Projects |
| 21/04/2021 | 21-08 | Lowther Forestry - Tree survey, Fairhill Park | 400.00 | 80.00 | 480.00 | Devolved Services - Fairhill Park |
| 21/04/2021 | 21-09 | Cumbria Local Publications - Eden Local, annual report | 760.00 | - | 760.00 | Corporate Communications - Press Support |
| 21/04/2021 | 21-10 | Beacon Fire Protection - Fire extinguisher service | 30.10 | 6.02 | 36.12 | Accommodation - Service Charges |
| 21/04/2021 | 21-11 | Cumbria Assocn Local Councils - Annual subscription, 2021-22 | 1,362.58 | - | 1,362.58 | Other Overheads - Subscriptions |
| 21/04/2021 | 21-12 | NALC - Leaders Talk Training, CG | 32.44 | 6.49 | 38.93 | Staffing - Conferences |
| 28/04/2021 | 21-13 | KTD - MS Office services & licences | 2,492.12 | 498.42 | 2,990.54 | IT |
| 28/04/2021 | 21-14 | KTD - Anti spam services | 87.25 | 17.45 | 104.70 | IT |
| 28/04/2021 | 21-15 | KTD - Domain services | 48.75 | 9.75 | 58.50 | IT |
| 28/04/2021 | 21-16 | KTD - Web development | 138.00 | 27.60 | 165.60 | Website |
| 28/04/2021 | 21-17 | Glasdon - Lowther memorial seat | 575.75 | 115.15 | 690.90 | Devolved Services - Fairhill Park |
| 28/04/2021 | 21-18 | Ian Cannon - Investigative works, Allotments | 745.00 | 149.00 | 894.00 | Devolved Services - Allotments |
| 28/04/2021 | 21-18 | Ian Cannon - Concrete plinth for seat | 275.00 | 55.00 | 330.00 | Devolved Services - Fairhill Park |
| 28/04/2021 | 21-19 | Jean Airey - Internal Audit fee | 200.00 | - | 200.00 | Other Overheads - Audit Fees |
| 28/04/2021 | 21-20 | H&H Reeds Printers - Add names to Honours Boards | 95.00 | 19.00 | 114.00 | Cost of Democracy - Notice/Honours Board |
| 06/04/2021 | CCR21-01 | Indeed - Community Sustainability Advert | 81.92 | - | 81.92 | Climate Change - General |
| 06/04/2021 | CCR21-02 | Zoom - Subscription | 83.93 | 16.79 | 100.72 | Town Projects - Covid-19 Recovery |
| 20/04/2021 | CCR21-03 | Post Office - Postage | 6.58 | - | 6.58 | Other Overheads - Printing, Postage & Stationery |
| 22/04/2021 | CCR21-04 | Hello Canvas - Civic regalia | 66.21 | 13.24 | 79.45 | Civic Functions - Civic Regalia |
| 22/04/2021 | CCR21-05 | Post Office - Postage | 2.68 | - | 2.68 | Other Overheads - Printing, Postage & Stationery |
| 08/04/2021 | BP | HSBC - Bank charges | 8.00 | - | 8.00 | Other Overheads - Bank Charges & Interest |
| 27/04/2021 | BP | Net Pay - April 2021 | 11,276.76 | - | 11,276.76 | Staffing - Salaries |
| 08/04/2021 | DD/STO | Vimeo - Vimeo Pro software | 189.00 | 37.80 | 226.80 | Corporate Communications - Community Engagement |
| 22/04/2021 | DD/STO | Adobe - Adobe Acropro subscription | 12.64 | 2.53 | 15.17 | IT |
| 22/04/2021 | DD/STO | British Gas - Electricity, Bandstand | 11.34 | 0.57 | 11.91 | Devolved Services - Bandstand |
| 27/04/2021 | DD/STO | New Star Networks - Broadband | 206.20 | 41.24 | 247.44 | IT |
| Total | | | 24,557.06 | 2,122.07 | 26,679.13 | |

Item 8c

**Penrith Town Council Payments Schedule
May 2021**

| Date | Ref | Details | Net £ | VAT £ | Total £ | Budget |
|--------------|----------|---|------------------|---------------|------------------|--|
| 12/05/2021 | 21-21 | R Richardson - Re-imbursement, thermometer | 23.98 | - | 23.98 | Town Projects - Covid-19 Response |
| 12/05/2021 | 21-22 | Professional Development Group - Arts & Culture Event | 99.00 | 19.80 | 118.80 | Staffing - Conferences |
| 12/05/2021 | 21-23 | Cumbrian Local Publications - Eden Local, April 21 | 190.00 | - | 190.00 | Corporate Communications - Press Support |
| 12/05/2021 | 21-24 | Urbaser Ltd - Community Caretaker, April 21 | 697.10 | 139.42 | 836.52 | Devolved Services - Community Caretaker |
| 12/05/2021 | 21-25 | Urbaser Ltd - Window cleaning, Bus Shelters | 256.96 | 51.39 | 308.35 | Devolved Services - Bus Shelters |
| 12/05/2021 | 21-26 | KTD - IT services & IP address | 156.00 | 31.20 | 187.20 | IT |
| 12/05/2021 | 21-27 | Urbaser Ltd - Grounds Maintenance Contract, April 21 | 353.66 | 70.73 | 424.39 | Devolved Services - Fairhill Park |
| 12/05/2021 | 21-28 | Cumbria Assocn Local Councils - LCR subscription, 2021-22 | 17.00 | - | 17.00 | Other Overheads - Subscriptions |
| 19/05/2021 | 21-29 | Heatons Group - Stationery | 23.15 | 4.63 | 27.78 | Other Overheads - Printing, Postage & Stationery |
| 19/05/2021 | 21-30 | Rural Market Towns Group - Membership April to March | 150.00 | 30.00 | 180.00 | Other Overheads - Subscriptions |
| 19/05/2021 | 21-31 | Came & Company - Annual Insurance to 17 May 22 | 3,318.51 | - | 3,318.51 | Other Overheads - Insurance |
| 26/05/2021 | 21-32 | Vaughtons - Penrith press with seal | 485.10 | 97.02 | 582.12 | Civic Functions - Civic Regalia |
| 26/05/2021 | 21-32 | Vaughtons - Delivery charge for press | 11.00 | 2.20 | 13.20 | Civic Functions - Civic Regalia |
| 26/05/2021 | 21-33 | KTD - Website updates | 79.00 | 15.80 | 94.80 | Website |
| 26/05/2021 | 21-34 | Cumbria Assocn Local Councils - Village Green course RR | 20.00 | - | 20.00 | Staffing - Staff Training |
| 26/05/2021 | 21-35 | KTD - System Support 27 June - 26 Sept 21 | 904.09 | 180.82 | 1,084.91 | IT |
| 26/05/2021 | 21-36 | Walton Goodland - Office rent 24 June to 28 Sept 21 | 1,875.00 | - | 1,875.00 | Accommodation - Rent |
| 26/05/2021 | 21-37 | R Richardson - Flowers for presentation | 15.00 | - | 15.00 | Staffing - Staff Expenses |
| 04/05/2021 | BP | Indeed - Recruitment advertising | 57.51 | - | 57.51 | Climate Change - Staffing |
| 09/05/2021 | BP | HSBC - Bank charges | 8.00 | - | 8.00 | Other Overheads - Bank Charges & Interest |
| 19/05/2021 | BP | HMRC - Tax & NI, April 21 | 4,304.70 | - | 4,304.70 | Staffing - Salaries |
| 19/05/2021 | BP | Cumbria CC - Superannuation, May 21 | 3,636.90 | - | 3,636.90 | Staffing - Salaries |
| 27/05/2021 | BP | Net Pay - May 2021 | 12,661.49 | - | 12,661.49 | Staffing - Salaries |
| 07/05/2021 | CCR21-06 | Post Office - Postage | 5.98 | - | 5.98 | Other Overheads - Printing, Postage & Stationery |
| 04/05/2021 | DD/STO | Zoom - Subscription | 83.93 | 16.79 | 100.72 | Town Projects - Covid-19 Response |
| 24/05/2021 | DD/STO | Adobe - Adobe Acropro subscription | 12.64 | 2.53 | 15.17 | IT |
| 24/05/2021 | DD/STO | British Gas - Electricity, Bandstand | 10.07 | 0.50 | 10.57 | Devolved Services - Bandstand |
| 28/05/2021 | DD/STO | New Star Networks - Broadband | 206.13 | 41.23 | 247.36 | IT |
| Total | | | 29,661.90 | 704.06 | 30,365.96 | |

Penrith Town Council
Bank Reconciliation

| | | | |
|------------|----------------|----------------|--------------------|
| Bank Ref: | 1205 | Date To: | 30/04/2021 |
| Bank Name: | HSBC | Statement Ref: | 1205 2021-05-14 02 |
| Currency: | Pound Sterling | | |

Balance as per cash book at 30/04/2021: 521,707.08

Add: Unpresented Payments

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

Less: Outstanding Receipts

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

Reconciled balance : 521,707.08

Balance as per statement : 521,707.08

Difference : 0.00

Contact tel 03457 60 60 60
see reverse for call times
Text phone 03457 125 563
used by deaf or speech impaired customers
www.hsbc.co.uk

3 April to 2 May 2021

Your Statement

Account Name

Penrith Town Council

Sortcode **Account Number** **Sheet Number**

■■■■■ ■■■■■■■■■■ 118

Your Business Current Account details

| Date | Payment type and details | Paid out | Paid in | Balance |
|------------------|--------------------------------|----------|---------|-------------------|
| | BALANCE BROUGHT FORWARD | | | 524,160.08 |
| BP | KTD | | | |
| | K133396 | 58.50 | | |
| BP | KTD | | | |
| | K133577 | 165.60 | | |
| BP | GLASDON | | | |
| | SI814530 | 690.90 | | |
| BP | Ian Cannon Ltd | | | |
| | PTC inv 1923 | 1,224.00 | | |
| BP | Jean Airey | | | |
| | Penrith | 200.00 | | |
| BP | H&H REEDS | | | |
| | PTC INV NO 188609 | 114.00 | | 521,707.08 |
| 02 May 21 | BALANCE CARRIED FORWARD | | | 521,707.08 |

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 % |

Penrith Town Council
Bank Reconciliation

| | | | |
|------------|----------------|----------------|--------------------|
| Bank Ref: | 1205 | Date To: | 31/05/2021 |
| Bank Name: | HSBC | Statement Ref: | 1205 2021-06-08 04 |
| Currency: | Pound Sterling | | |

Balance as per cash book at 31/05/2021: 491,348.45

Add: Unpresented Payments

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

Less: Outstanding Receipts

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

Reconciled balance : 491,348.45

Balance as per statement : 491,348.45

Difference : 0.00

Contact tel 03457 60 60 60
see reverse for call times
Text phone 03457 125 563
used by deaf or speech impaired customers
www.hsbc.co.uk

3 May to 2 June 2021

Your Statement

Account Name
Penrith Town Council

Sortcode **Account Number** **Sheet Number**
[REDACTED] [REDACTED] 120

Your Business Current Account details

| Date | Payment type and details | Paid out | Paid in | Balance |
|-----------|--|----------|---------|------------|
| 19 May 21 | BP BALANCE BROUGHT FORWARD HMRC PAYE/NIC CUMB 475PK00871578 | | | 519,435.96 |
| | BP CUMBRIA LOCAL GOVT PENRITH TOWN COUNC | 4,304.70 | | |
| 20 May 21 | BP CAME & COMPANY 15165541 | 3,636.90 | | 511,494.36 |
| | BP RURAL SERVICES PAR RMTG/21/049 | 3,318.51 | | |
| | BP HEATONS OFFICE SOL PENRITH TOWN COUNC | 180.00 | | |
| 24 May 21 | DD BRITISH GAS TRADIN VIS INT'L 0046693357 | 27.78 | | 507,968.07 |
| | ADOBE ACROPRO SUBS ADOBE.LY/BILL | 10.57 | | |
| 27 May 21 | BP [REDACTED] | 15.17 | | 507,942.33 |
| | BP KTD K134208 | | | |
| | BP CUMBRIA ASSOCIATIO TR2127 | 94.80 | | |
| | BP KTD K134055 | 20.00 | | |
| | BP WALTON GOODLAND PE01 23522 | 1,084.91 | | |
| | BP ROSALYN RICHARDSON PENRITH TOWN COUN | 1,875.00 | | |
| | BP Vaughtons P173 59561 | 15.00 | | |
| 28 May 21 | DD NEW STAR NETWORKS | 595.32 | | 501,242.27 |
| | BP [REDACTED] | 247.36 | | |
| | [REDACTED] | | | |
| | [REDACTED] | | | |
| | [REDACTED] | | | |
| | [REDACTED] | | | |
| | [REDACTED] | | | |
| | [REDACTED] | | | |
| | [REDACTED] | | | |
| | [REDACTED] | | | |
| 02 Jun 21 | CR PUBLIC SECTOR DEPO | | 5.85 | 491,348.45 |
| 02 Jun 21 | BALANCE CARRIED FORWARD | | | 491,354.30 |
| | | | | 491,354.30 |

FINANCE COMMITTEE

28 June 2021

**Matter: Budgetary Control Statement 2021/22:
Expenditure to 31 May 2021**

Purpose of Report:

Consider the budgetary control statement for the two-month period to 31 May 2021

Item no: 10

Author: Jack Jones, RFO

Supporting Member: Cllr Roger Burgin, Committee Chair

This is a public report

Recommendations

The Committee is recommended to:

- i. Review and approve the budgetary control statement.

Law and legal implications

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

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

Link 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 2021/22, which was ratified by Council on 25 January 2021.
- The Latest Budget for the full year; the only changes made from the Approved Budget relate to the transfer of budgets agreed by Council on 24 May 2021 to allocate resources for the implementation of the new Grants scheme.
- The budget to date, based on the latest budget for the year. This proportion is the anticipated budget for the first two months of the year, based on a forecast of the expected pattern of income and expenditure, known as the budget profile. For most

headings, this profile will be a simple pro-rata of the annual budget (ie 2/12ths for the current period), however more detailed profiles have been used for several budget headings (eg Greening expenditure is weighted towards the first half of the year).

- Actual income and expenditure to 31 May, based on the matching principle, which means taking account of all income and expenditure which relates to the period, irrespective of when it is paid/received. An exception to the general matching rule is that grants approved but not yet paid at the end of the period are included as expenditure, on the basis that this gives a truer view of expenditure against budget.
- The variance between the actual income and expenditure and the profiled latest budget for the period. Variances are expressed as favourable (positive) where there is an underspending or increased income, and as adverse (negative and bracketed) where there is an overspending or reduced income.
- The position on the Council's three reserves: its General Reserve, Devolution and Acquisitions Reserves, at the end of May. 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 overall expenditure is lower than profiled. This is usual at this stage in a financial year, while the current staffing situation will mean that several spending programmes are not progressing as quickly as planned.

B.1 Income

Overall income of £76,311 is just below the profiled budget of £76,409.

- The full year's precept and CTRS grant income has been received from Eden DC; the appropriate proportion of each has been allocated to this period.
- It is already clear that lower investment returns will fail to meet the budget target, which now looks quite optimistic.

B.2 Planning Committee

Expenditure of £83 is shown against the profiled budget of £1,667, an underspending of £1,584.

- The £1,584 variance arises solely from Planning services, expenditure on which is difficult to profile.
- The Climate Change annual budget of £13,300 excludes the staffing costs, which are reported in the Finance Committee. The profiled budget is shown as nil as it assumes there will be no expenditure in the first quarter of the year, prior to the Sustainability Officer taking up post.

B.3 CCEG Committee

Net spend of £7,071 is shown against the profiled budget of £10,000, an underspending of £2,929.

- There has been little expenditure on Town Projects, including Covid-19 Response, reflected in the £2,912 underspending against budget.
- Staff time of £749 has been charged to the Arts & Cultural Strategy rather than Officer Support; this could be re-allocated if the Strategy budget is under pressure. Overall, Arts & Entertainment shows an underspending of £1,751.
- The Greening budget is currently overspent by £2,262, the main item of expenditure being £3,723 on summer planting. It is expected that this overspend will reduce as the year progresses.
- All Grants budgets are profiled as nil for the period, and there has been no expenditure, because the new grant scheme only took effect from 24 May.
- The Corporate Communications budget, which includes Community Engagement, is currently underspent by £528; this is likely to increase in the next few months.

B.4 Finance Committee

Net expenditure of £53,804 is shown against the budget to date of £55,280, an underspending of £1,476. The main variances are as follows:

- The approved Staffing budget allows for the salary of the Sustainability Officer from 1 July, so the profile currently excludes the associated costs. There are two main reasons for the overspend of £1,309 on Staffing: the allowance being paid to the Acting Town Clerk and untaken annual leave paid to the Community Engagement Officer on her leaving. These variances from budget will reduce over the course of the year.
- Civic Regalia shows an overspend of £545 due to the £485 purchase of a press and seal, while the Annual meeting overspent by £102; these can be offset against administrative cost underspendings.
- The IT budget is currently underspent by £1,113; it is too early to say if this indicates an ongoing trend.
- Devolved Services budgets are underspent by £2,824 in total, which is mirrored by a similar variance on the amount contributed to the Devolution Reserve.
- Expenditure on Other Overheads is £1,254 below the profiled budget, due mainly to Accountancy Fees for the final quarter of 2020/21 being lower than expected and there being no spend on Legal Fees.
- Repairs and Renewals show an underspending of £500 to date as there has been no call on the budget.

B.5 Contingency

- The profiled portion of the contingency provision, £167, 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 £6,156 against the profiled total expenditure budget of £67,114. As there is £98 less income, there is a net variation of £6,058 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 2021 of £340,432 which was £63,945 higher than forecast in the Approved Budget because of underspendings in 2020/21.
- The profiled budget assumes that the Reserve should increase by £9,295 in the period, resulting in a balance of £285,782 at 31 May. The actual balance on the reserve at the month end is £355,785, which is £70,003 higher than expected.
- The Devolution Reserve opened the year with a balance of £135,948, which was £14,070 higher than the Approved Budget. As noted above, the actual transfer into the Devolution Reserve of £6,935 is £2,824 higher than profile, resulting in a total of an additional £16,894 in the Reserve.
- The Revised Budget assumes that no use will be made of the £50,000 held in the Acquisitions Reserve during 2021/22, although this money will be available if required.

C. Balance Sheet (Appendix B)

Appendix B shows the Council's balance sheet as at 31 May 2021. The following points may be noted:

- The investment balances are unchanged from 2020/21.
- The main debtor balance is May's VAT of £2,826 which has been reclaimed from HMRC.
- Prepayments of £15,968 include adjustments for insurance, office rental, licences, subscriptions and maintenance agreements.
- The HSBC Bank balance stands at £491,348, largely as a result of Eden DC paying the full annual precept and grants in April; it is proposed to transfer surplus funds to the CCLA account following this meeting.
- Accruals of £9,087 represent goods and services received before 31 May, where the payment was not made by that date. Individual items include £3,723 Greening, £775 for accommodation, £700 Community Caretaker invoices, £460 for printing and £2,340 audit and accountancy fees.

- The Payroll Control balance of £8,872 relates to deductions calculated in the May payroll; the total is due to HMRC for income tax and national insurance and to Cumbria Pension Fund for superannuation.
- The Receipts in Advance figure comprises £386,236 income for June 2021 to March 2022, already received from Eden DC as precept or devolved services grants, together with £2,129 from United Utilities for planting maintenance.

D. Conclusion

The budgetary control statement shows that overall spending to the end of May was around £6,000 below the Latest Budget for the period. It is normal to see an underspend at this early stage in the year and it is too soon to predict any trends for future months, although the current position on staffing suggests that some spending programmes may not progress as quickly as intended.

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

2. Options Analysis including risk assessment

Risk & Consequences

The Council may fail to receive expected income or may incur unexpected overspending, potentially leading to the curtailment of planned expenditure.

Adverse criticism of over or underspending.

Controls Required

A sound budgetary control system with regular reporting and identification of issues.

3. Financial and Resource Implications

This report is concerned solely with financial management.

Appendices

- Appendices - Income & Expenditure and Balance Sheet statements

Background Papers

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



Penrith Town Council

BUDGETARY CONTROL STATEMENT: TWO MONTHS ENDED 31 MAY 2021

| Approved Budget 2021/22 | Latest Budget 2021/22 | Heading | Budget to Date | Actual to Date | Favourable/ (Adverse) Variance |
|----------------------------|--------------------------|---|----------------|----------------|--------------------------------------|
| £ | £ | | £ | £ | £ |
| | | INCOME | | | |
| 450,069 | 450,069 | Precept: Council Tax | 75,012 | 75,012 | 0 |
| 7,700 | 7,700 | EDC - CTRS Grant | 1,283 | 1,258 | (25) |
| 670 | 670 | Other Income: Investment Income | 112 | 41 | (71) |
| 10 | 10 | Miscellaneous Income | 2 | 0 | (2) |
| 458,449 | 458,449 | TOTAL INCOME | 76,409 | 76,311 | (98) |
| | | EXPENDITURE | | | |
| | | PLANNING COMMITTEE: | | | |
| | | Planning: | | | |
| } | } | Officer Support | | 0 | } |
| 10,000 | 10,000 | Planning Consultancy | 1,667 | 83 | 1,584 |
| } | } | Consultation | | 0 | } |
| 10,000 | 10,000 | | 1,667 | 83 | 1,584 |
| | | Climate Change: | | | |
| 5,000 | 5,000 | Community Consultation | 0 | 0 | 0 |
| 2,000 | 2,000 | Internal Business Plan | 0 | 0 | 0 |
| 1,000 | 1,000 | Carbon Footprinting: High level baseline | 0 | 0 | 0 |
| 500 | 500 | Carbon Footprinting: Calculator licence | 0 | 0 | 0 |
| 3,000 | 3,000 | BIG STEP | 0 | 0 | 0 |
| 800 | 800 | Staff Development/Exceptional Expenses | 0 | 0 | 0 |
| 1,000 | 1,000 | Carbon Literacy Training | 0 | 0 | 0 |
| 13,300 | 13,300 | | 0 | 0 | 0 |
| 23,300 | 23,300 | Planning Committee Total | 1,667 | 83 | 1,584 |
| | | CCEG COMMITTEE: | | | |
| | | Town Projects: | | | |
| 15,000 | 15,000 | Town Projects | 2,500 | 229 | 2,271 |
| 5,000 | 5,000 | Covid-19 Response | 833 | 192 | 641 |
| 20,000 | 20,000 | | 3,333 | 421 | 2,912 |
| | | Arts & Entertainment: | | | |
| 5,000 | 7,500 | Officer Support | 1,250 | 0 | 1,250 |
| 7,500 | 7,500 | Arts & Cultural Strategy | 1,250 | 749 | 501 |
| 29,000 | 0 | Events Grants | 0 | 0 | 0 |
| 41,500 | 15,000 | | 2,500 | 749 | 1,751 |
| | | Environment: | | | |
| 14,500 | 5,000 | Greening | 1,667 | 3,929 | (2,262) |
| 31,000 | 0 | Community Grants | 0 | 0 | 0 |
| | | Grants: | | | |
| | 15,000 | Small Grants | 0 | 0 | 0 |
| | 15,500 | Grow Nature Grants | 0 | 0 | 0 |
| | 36,500 | Large Grants | 0 | 0 | 0 |
| 0 | 67,000 | | 0 | 0 | 0 |
| | | Corporate Communications: | | | |
| 12,500 | 12,500 | Community Engagement | 2,083 | 1,022 | 1,061 |
| 2,500 | 2,500 | Press Support | 417 | 950 | (533) |
| 15,000 | 15,000 | | 2,500 | 1,972 | 528 |
| 122,000 | 122,000 | CCEG Committee Total | 10,000 | 7,071 | 2,929 |

| Approved Budget 2021/22 | Latest Budget 2021/22 | Heading | Budget to Date | Actual to Date | Favourable/ (Adverse) Variance |
|----------------------------|--------------------------|--|----------------|----------------|--------------------------------------|
| £ | £ | | £ | £ | £ |
| | | FINANCE COMMITTEE: | | | |
| | | Staffing: | | | |
| 195,170 | 195,170 | Salaries | 29,469 | 30,741 | (1,272) |
| 16,910 | 16,910 | National Insurance | 2,637 | 2,835 | (198) |
| 34,120 | 34,120 | Superannuation | 5,221 | 5,334 | (113) |
| 1,000 | 1,000 | Recruitment Expenses | 167 | 58 | 109 |
| 950 | 950 | Staff Training | 158 | 214 | (56) |
| 1,500 | 1,500 | Conferences | 250 | 131 | 119 |
| 700 | 700 | Staff Expenses | 117 | 15 | 102 |
| 250,350 | 250,350 | | 38,019 | 39,328 | (1,309) |
| | | Accommodation: | | | |
| 7,500 | 7,500 | Rent | 1,250 | 1,250 | 0 |
| 1,700 | 1,700 | Heat, Light & Water | 283 | 250 | 33 |
| 920 | 920 | Service Charges | 153 | 130 | 23 |
| 230 | 230 | Room Hire | 38 | 0 | 38 |
| 380 | 380 | Insurances | 63 | (31) | 94 |
| (10) | (10) | Letting Income | (2) | 0 | (2) |
| 10,720 | 10,720 | | 1,785 | 1,599 | 186 |
| | | Civic Functions: | | | |
| 400 | 400 | Civic Functions | 67 | 0 | 67 |
| 700 | 700 | Mayoral Expenses | 117 | 0 | 117 |
| 300 | 300 | Deputy Mayor's Expenses | 50 | 0 | 50 |
| 100 | 100 | Civic Regalia | 17 | 562 | (545) |
| 1,500 | 1,500 | | 251 | 562 | (311) |
| | | Cost of Democracy: | | | |
| 200 | 200 | Annual Meeting | 200 | 302 | (102) |
| 1,000 | 1,000 | Members' Training | 167 | 39 | 128 |
| 200 | 200 | Members' Expenses | 33 | 0 | 33 |
| 200 | 200 | Notice/Honours Board | 33 | 95 | (62) |
| 1,600 | 1,600 | | 433 | 436 | (3) |
| 21,000 | 21,000 | IT | 3,500 | 2,387 | 1,113 |
| 2,050 | 2,050 | Website | 342 | 296 | 46 |
| | | Devolved Services: | | | |
| (1,400) | (1,400) | Bring Site | (233) | (233) | 0 |
| 1,550 | 1,550 | Allotments | 258 | (680) | 938 |
| 400 | 400 | War Memorial | 67 | 0 | 67 |
| 790 | 790 | Benches | 132 | (35) | 167 |
| 5,410 | 5,410 | Bus Shelters | 68 | 390 | (322) |
| 1,700 | 1,700 | Bandstand | 284 | (103) | 387 |
| 420 | 420 | Musgrave Monument | 70 | (29) | 99 |
| 1,200 | 1,200 | Fairhill Park | 200 | 82 | 118 |
| 1,500 | 1,500 | Play Areas | 250 | 0 | 250 |
| 0 | 0 | Fairhill United Utilities Planting Maintenance | 0 | 0 | 0 |
| 3,000 | 3,000 | Thacka Beck | 500 | 0 | 500 |
| 300 | 300 | Signage, etc | 50 | 0 | 50 |
| 8,800 | 8,800 | Community Caretaker | 1,467 | 1,397 | 70 |
| 3,000 | 3,000 | Local Government Re-organisation: Action Plan | 500 | 0 | 500 |
| 19,674 | 19,674 | Contribution to/(from) Devolution Reserve | 4,111 | 6,935 | (2,824) |
| 46,344 | 46,344 | | 7,724 | 7,724 | 0 |
| | | Council Projects: | | | |
| 3,000 | 3,000 | Officer Support | 0 | 0 | 0 |
| 8,000 | 8,000 | Project Budget | 0 | 0 | 0 |
| 11,000 | 11,000 | | 0 | 0 | 0 |
| | | Other Overheads: | | | |
| 1,800 | 1,800 | Printing, Postage & Stationery | 300 | 38 | 262 |
| 1,700 | 1,700 | Audit Fees | 283 | 210 | 73 |
| 4,000 | 4,000 | Insurance | 667 | 601 | 66 |
| 100 | 100 | Bank Charges & Interest | 17 | 16 | 1 |
| 2,800 | 2,800 | Accountancy Fees | 467 | (100) | 567 |
| 2,500 | 2,500 | Legal Fees | 417 | 0 | 417 |
| 450 | 450 | Licences | 75 | 67 | 8 |
| 3,000 | 3,000 | Subscriptions | 500 | 640 | (140) |
| 16,350 | 16,350 | | 2,726 | 1,472 | 1,254 |
| 8,000 | 8,000 | Repairs & Renewals | 500 | 0 | 500 |
| 368,914 | 368,914 | Finance Committee Total | 55,280 | 53,804 | 1,476 |

| Approved Budget 2021/22 | Latest Budget 2021/22 | Heading | Budget to Date | Actual to Date | Favourable/ (Adverse) Variance |
|----------------------------|--------------------------|---|----------------|----------------|--------------------------------------|
| £ | £ | | £ | £ | £ |
| 1,000 | 1,000 | Contingency | 167 | 0 | 167 |
| 0 | 0 | Transfer to/(from) Acquisitions Reserve | 0 | 0 | 0 |
| 515,214 | 515,214 | TOTAL EXPENDITURE | 67,114 | 60,958 | 6,156 |
| (56,765) | (56,765) | INCREASE/(DECR) IN GENERAL RESERVE | 9,295 | 15,353 | 6,058 |
| | | RESERVES: | | | |
| | | General Reserve: | | | |
| 276,487 | 276,487 | Balance brought forward 1 April 2021 | 276,487 | 340,432 | 63,945 |
| (56,765) | (56,765) | Increase/(decrease) in year | 9,295 | 15,353 | 6,058 |
| 219,722 | 219,722 | Balance carried forward | 285,782 | 355,785 | 70,003 |
| | | Devolution Reserve: | | | |
| 121,878 | 121,878 | Balance brought forward 1 April 2021 | 121,878 | 135,948 | 14,070 |
| 19,674 | 19,674 | Contribution from/(to) 2021/22 Budget | 4,111 | 6,935 | 2,824 |
| 141,552 | 141,552 | Balance carried forward | 125,989 | 142,883 | 16,894 |
| | | Acquisitions Reserve: | | | |
| 50,000 | 50,000 | Balance brought forward 1 April 2021 | 50,000 | 50,000 | 0 |
| 0 | 0 | Contribution from/(to) 2021/22 Budget | 0 | 0 | 0 |
| 50,000 | 50,000 | Balance carried forward | 50,000 | 50,000 | 0 |
| 411,274 | 411,274 | TOTAL RESERVES | 461,771 | 548,668 | 86,897 |
| | | | | | |



Penrith Town Council

BALANCE SHEET AS AT 31 MAY 2021

| | £ | £ |
|------------------------------------|----------------|-----------------------|
| Investments | | |
| Penrith Building Society | 85,941 | |
| Cumberland Building Society | 84,972 | |
| CCLA Public Sector Deposit Account | <u>273,860</u> | |
| | | 444,773 |
| Current Assets | | |
| Debtors | 77 | |
| Debtor - VAT | 2,826 | |
| Prepayments | 15,968 | |
| HSBC Bank Account | <u>491,348</u> | |
| | 510,219 | |
| Current Liabilities | | |
| Creditors | 0 | |
| Accruals | 9,087 | |
| Payroll Control | 8,872 | |
| Receipts in Advance | <u>388,365</u> | |
| | 406,324 | |
| Net Current Assets | | 103,895 |
| | | <u>548,668</u> |
| Represented by: | | |
| Reserves | | |
| General Reserve | | 355,785 |
| Devolution Reserve | | 142,883 |
| Acquisitions Reserve | | 50,000 |
| | | <u>548,668</u> |

FINANCE COMMITTEE

28 June 2021

Matter: Bank and Investment Account Signatories

Purpose of Report:

To review and approve the bank account signatories for the Council's bank and investment accounts.

Item no: 12

Author: Services and Contracts Manager

Supporting Member: Committee Chair, Cllr. Burgin.

Recommendations

The Committee is recommended to:

- i. Agree the signatories for the Council's bank and investment accounts and authorise the Responsible Finance Officer and Services and Contracts Manager to confirm any changes with the individual institutions.

Law and legal implications

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.

Link to Council Priorities

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

1. Report Details

- 1.1 The Council has bank and investment accounts held at the HSBC bank, Cumberland Building Society, Penrith Building Society and the CCLA Public Sector Deposit Fund. This report is intended to review and agree the signatories for each account to ensure that the Council can manage its accounts effectively.
- 1.2 Finance Committee last considered Bank and Investment account signatories at its meeting held on the 21 September 2020 and resolved that:
 - i. Councillor Shepherd be approved as the fourth signatory for the CCLA account and;
 - ii. 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.
- 1.3 At the meeting held on the 21 September 2020 it was agreed that a further report would be brought back to committee in respect of account signatories.

This is pertinent now in that there are new Members elected to the Finance Committee for the 2021/22 municipal year and it is evident that some signatories are no longer Town Councillors or are no longer on the Finance Committee.

- 1.4 The following table sets out the current signatories for each of the Council's accounts:

| HSBC | Cumberland Building Society | Penrith Building Society | CCLA Public Sector Deposit Fund |
|---------------|------------------------------------|---------------------------------|--|
| Cllr. Burgin | Cllr. Burgin | Cllr. Burgin | Cllr. Burgin |
| Cllr. Kenyon | Cllr. Kenyon | Cllr. Kenyon | Cllr. Hawkins |
| Cllr. Jackson | Cllr. Baker | Cllr. Jackson | Cllr. Jackson |
| | Cllr. G. Bowen | | Cllr. Shepherd |

- 1.5 It was resolved at Finance Committee, 22 March 2021, Minute FIN20/72 that Cllrs. Baker and G. Bowen be removed as signatories from the Cumberland Building Society account as they are no longer Town Councillors.
- 1.6 Cllr. Bowen was removed as an account signatory on the CCLA Public Sector Deposit Fund as he was no longer a Town Councillor, and Finance Committee approved that Cllr. C. Shepherd be the fourth signatory to this account, Minute FIN20/25.
- 1.7 Finance committee, 21 September 2021, minute FIN20/25 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.
- 1.8 The table below sets out the proposed signatories for each account. Members are asked to agree the signatories for each account as set out below, yet should the establishment have a limited number of permitted signatories it will be those authorised for the CCLA account:

| HSBC | Cumberland Building Society | Penrith Building Society | CCLA Public Sector Deposit Fund |
|----------------|------------------------------------|---------------------------------|--|
| Cllr. Burgin | Cllr. Burgin | Cllr. Burgin | Cllr. Burgin |
| Cllr. Kenyon | Cllr. Kenyon | Cllr. Kenyon | Cllr. Hawkins |
| Cllr. Jackson | Cllr. Hawkins | Cllr. Jackson | Cllr. Jackson |
| Cllr. Hawkins | Cllr. Shepherd | Cllr. Hawkins | Cllr. Shepherd |
| Cllr. Shepherd | Cllr. Davies | Cllr. Shepherd | |
| Cllr. Davies | | Cllr. Davies | |

Note – when the Cumberland Building Society account was first set up Cllr. Jackson had asked not to be a signatory.

2. Risk Assessment

- 2.1 Authorising bank and investment account signatories allows the Council to function in a business-like manner and ensures that control measures are in place to manage the Council's accounts.

3. Financial Implications

- 3.1 There are no financial implications associated directly with this report.

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ITEM 13 Work Plan Report Finance Committee 2021/22

Receive and note the written report for the Finance Committee Work Plan for 2021/22 from the Services and Contracts Manager.

| Health & Wellbeing | | | |
|--|---|-------------------------------|--|
| Strategic Priority | Delivery Work | Progress at 30 September 2021 | 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 | To prepare a plan for the enhancement of Thacka Beck field and to seek and explore funding opportunities to support the delivery of any improvements. | | |
| Developing Penrith as an accessible and friendly Town | Thacka Beck Field Any improvement plans to give consideration to accessibility. | | |
| Assuming responsibility for devolved assets and services that contribute to the quality of life for residents and the visitor experience of Penrith. | Engage in the Transfer of Assets project with EDC Assets of Community Value nominations. Local Government Reform | | |
| 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 (Morrison's) | | |

| Health & Wellbeing | | | |
|---|--|-------------------------------|--|
| Strategic Priority | Delivery Work | Progress at 30 September 2021 | 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 | | | |
| Monitoring the Grounds Maintenance Contract for the Fairhill Playing Field and Thacka Beck field ensuring the outcomes of the specification are met | Contract Monitoring Facility Inspections Management of planting area transferred from United Utilities at Fairhill | | |
| Monitoring the Community Caretaker Contract and ensuring the outcomes of the specification are met | Contract Monitoring Facility Inspections | | |
| Providing support for Castle Park Development Group, Fairhill Community Group and similar groups who support green spaces | Castle Park (EDC) Fairhill Community Group respond to group meetings Thacka Beck Field | | |
| Ensuring that all green spaces are accessible to all | Thacka Beck field will be the focus for improving access. | | |

| 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 30 September 2021 | 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 | <p>Responding to requests for Memorial Seats.</p> <p>Monitoring condition and repair of asset and street furniture.</p> <p>Develop plan for enhancement of land at Thacka Beck field.</p> <p>Brentfield Way Bus Shelter in abeyance</p> | | |
| 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 and awaiting any meetings to be convened by Eden District Council. | | |

| Growth | | | |
|---|---|--------------------------------------|---|
| Protect local amenity, green spaces and the environment | | | |
| Strategic Priority | Delivery Work | Progress at 30 September 2021 | Reason for any underperformance and revised date when target will be met |
| Pursue the freehold transfer of green open spaces and play areas with the relevant authority. | Engage in the Transfer of Assets project with Eden District Council. With particular regard to: Open spaces Play Areas | | |
| Work in partnership with stakeholders, community and resident's groups to develop management and improvement plans for open spaces. | Awaiting invitations from EDC to Castle Park meetings Develop plan for enhancement of land at Thacka Beck field. Installation of drainage scheme at Brackenber Allotment. | | |

| Council Business | | | |
|--|--|--------------------------------------|---|
| Ensure the Council is run in lawful and business-like manner, give confidence in decision making and provide good governance that provides clear and effective decision making. | | | |
| Strategic Priority | Delivery Work | Progress at 30 September 2021 | Reason for any underperformance and revised date when target will be met |
| Provide good governance that provides clear and effective decision making | Review policies during the municipal year including: Procurement Policy Financial Regulations Reserves Policy Investment Policy | | |
| Ensure that the Council is run in a lawful and business-like manner. | Undertake key functions across the year including: Review Bank Signatories. Maintain accounting records Produce regular budgetary control statements. Arrange Internal Audit. Facilitate External Audit. Prepare Annual Budget and Medium Term Financial Plan. Review Fees and Charges. Review of Internal Control. Maintain Asset Register. Maintain Insurance Cover. | | |
| Give Confidence in service delivery and decision making | Review Corporate Risk Assessments Monitor Contracts: Grounds Maintenance Community Caretaker Annual Play Area Safety Inspection Report | | |