



# Penrith Town Council

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

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

**DATE: 8 November 2021**

**NOTICE IS HEREBY GIVEN** that an **ORDINARY MEETING** of **THE FINANCE COMMITTEE** will be held on **15 November 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 Friday 12 November 2021.

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.gov.uk](mailto:office@penrithtowncouncil.gov.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. Details about how to attend the meeting, and how to comment on an agenda item are available 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 ORDINARY MEETING OF THE FINANCE COMMITTEE 15 NOVEMBER 2021**

### **PART I**

Members are asked to:

#### **1. Apologies**

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 Committee held on Monday 20 September 2021.

#### **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 items any 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 2021/22: 31 October 2021**

Review and approve the budgetary Control Statement for the period to 31 October and recommend that the statement be ratified by Full Council.

## **7. Payments for Approval**

- a) Note that Cllr Davies and Cllr Jackson 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) Agree two Members to undertake the Payments for Approval reconciliation for the meeting of Finance Committee on the 10 January 2022.
- c) Approve the monthly report of payments for September and October 2021.

## **8. Bank Reconciliation**

Approve and sign the bank reconciliations as of 30 September and 31 October 2021 as a correct record.

## **9. Cornmarket Area**

Approve the charging arrangements for use of the Cornmarket area for the Board and Elbow and these go forward for ratification by Full Council.

## **10. Work Plan**

Note the Finance Committee Work progress plan as of 30 September 2021.

## **11. Bank and Investment Account Signatories**

To consider and approve changes to the signatories on the Council's Bank and Investment Accounts.

## **12. External Audit**

- a) Receive the audit report noting that the Council's external auditors, PKF Littlejohn LLP, had signed off the accounts ending 31 March 2021 with no qualifications.
- b) Note to comply with The Accounts and Audit Regulations 2015 the Council has published on its website, Sections 1 and 2 of the 2020/21 Annual Return (the Annual Governance Statement and the Summary Accounts), together with the Audit Certificate and to go forward for ratification at Full Council.

## **13. Project Budget Allocation**

- a) Consider proposals for use of the Project Budget.

- b) Agree and allocate the budget against specific schemes of work and recommend these go forward for ratification by Full Council.

#### **14. Recycling Centre Adoption Agreement**

Determine whether to renew the Recycling Centre Adoption Agreement (Morrisons) with Eden District Council and recommend the decision goes forward for ratification by Full Council

#### **15. Thacka Beck Field**

Receive and note an update report on matters at Thacka Beck Field.

#### **16. Local Government Review Strategic Planning Group**

Consider the terms of reference for the Local Government Review (LGR) Strategic Planning Group and recommend that these be approved and go forward for ratification by Full Council.

#### **17. Next Meeting**

Note that the next meeting is scheduled for **10 January 2022 at 6.00pm**, at **Penrith Parish Centre, St Andrews**.

### **PART II – Private Section**

The following matter is exempt information as it relates to the financial or business affairs of any particular person (including the authority holding that information) and personal sensitive information relating to members of staff.

#### **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:

<https://www.penrithtowncouncil.gov.uk/>

#### **Background Papers**

Requests for the background papers to the Part I reports, excluding those papers that contain exempt information, can be made to the Town Clerk address overleaf between the hours of 9.00 am and 3.00 pm, Monday to Friday via [office@penrithtowncouncil.gov.uk](mailto:office@penrithtowncouncil.gov.uk)



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**DRAFT** Minutes of the meeting of the

## **FINANCE COMMITTEE**

Held at Penrith Parish Centre St Andrews on **Monday 20 September 2021**,  
at 6.00 p.m.

### **PRESENT**

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

Services and Contracts Manager  
Responsible Finance Officer

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.

**DRAFT**

**MINUTES FOR THE MEETING OF**

**FINANCE COMMITTEE**

**20 September 2021**

**PART I**

**FIN21/15 Apologies for Absence**

There were no apologies for absence.

**FIN21/16 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 28 June 2021.

**FIN21/17 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.

**FIN21/18 Public Participation  
Public Representations**

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

**FIN21/19 Excluded Item: Public Bodies (Admission to Meetings) Act 1960**

Members confirmed that items 19 and 20 should be considered without the presence of the press and public.

**FIN21/20 Budgetary Control Statement 2021/22: 31 August 2021**

Members considered the Budgetary Control Statement 2021/22 Expenditure for the period to 31 August 2021.

**RESOLVED THAT:**

The Budgetary Control Statement 2021/22 Expenditure for the period to 31 August 2021 be approved and go forward for final ratification by Full Council.

## **FIN21/21 Payments for Approval**

- a. Members noted that Cllr Hawkins and Cllr Kenyon verified and confirmed that the banking transaction history reconciled and agreed with the transactions circulated with the meeting documents.
- b. Members were asked to agree the two Councillors to undertake the Payments for Approval checking at the next meeting of the Finance Committee.
- c. Members considered the Monthly Report of Payments for June, July, and August 2021.

### **RESOLVED THAT:**

- i. Cllr Davies and Cllr Jackson check the Payments for Approval for the meeting of the Finance Committee on the 15 November 2021.
- ii. The Monthly Report of Payments for June, July and August 2021 be approved.

## **FIN21/22 Bank Reconciliation**

Members considered the Bank Reconciliation for the HSBC Bank account for the period ending 30 June, 31 July, and 31 August 2021.

### **RESOLVED THAT:**

The Bank Reconciliation for the HSBC Bank account for the period ending 30 June, 31 July and 31 August 2021 be approved and signed by Cllr Burgin.

## **FIN21/23 Risk Assessments**

Members considered the Corporate Risk Assessments for:

- i. Allotments
- ii. Bandstand
- iii. Business Continuity
- iv. Bus Shelter
- v. Fairhill
- vi. Finance
- vii. Fire
- viii. GDPR
- ix. Governance
- x. IT & Website
- xi. Lone Working
- xii. Musgrave Monument
- xiii. Morrisons Recycling Bring Site
- xiv. Office
- xv. Seats
- xvi. Thacka Beck Field
- xvii. War Memorial (St Andrews)
- xviii. Remembrance Day Parade and Service

## **FIN21/23 Risk Assessments, continued**

### **RESOLVED THAT:**

- i. The IT & Website Risk Assessment is revised following confirmation of the arrangements for the backup of the Council website.
- ii. The Corporate Risk Assessments be approved and go forward for final ratification by Full Council.

## **FIN21/24 Policy Review**

Members reviewed the Procurement Policy and 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.

## **FIN21/25 Internal Audit Plan**

Members considered the outline Internal Audit Plan for 2021-22.

### **RESOLVED THAT:**

The outline Internal Audit Plan for 2021-22 be approved.

## **FIN21/26 Budget Process 2022-23**

Members considered the process for preparing the 2022-23 Budget.

### **RESOLVED THAT:**

- i. The process for preparing and agreeing the 2022-23 budget be approved.
- ii. The budget timetable be approved.

## **FIN21/27 Project Budget**

Members received a verbal report from the Responsible Finance Officer asking to give consideration to the commitment of the Project Budget.

### **RESOLVED THAT:**

The Responsible Finance Officer will consult with Planning and CCEG Committee to determine if they have any projects, they may wish for the £8k Project Budget to be allocated against and bring proposals back to Finance Committee to determine.

## **FIN21/28 Annual Accounts 2020/21 – External Audit Opinion**

Members noted that The Accounts and Audit Regulations 2015 require the Council to publish, on its website, Sections 1 and 2 of the 2020/21 Annual Return (the Annual Governance Statement and the Summary Accounts), together with the Audit Certificate, by Thursday 30 September. At the time of the meeting, the Council has not yet received an opinion on its 2020/21



Accounts from the External Auditor, PKF Littlejohn. The opinion will be reported to this Committee and Full Council when available.

### **FIN21/29 Bank Accounts**

Members received and noted the verbal report from the Responsible Finance Officer giving the position on the balances in the Councils Bank Accounts.

#### **RESOLVED THAT:**

The Council withdraws £120,000 from the CCLA to be deposited in the HSBC account.

### **FIN21/30 Thacka Beck Field**

Members considered and noted the report outlining the progress on matters at Thacka Beck Field and considered a request to approve an additional budget to meet the costs of enhancement works.

#### **RESOLVED THAT:**

- i. Finance Committee recommends to Full Council that an additional budget of £2,000 for enhancement works be added to the Thacka Beck Field budget and met from the Devolution Reserve.
- ii. A site visit for Councillors Hawkins, Burgin and Jackson is arranged.

### **FIN21/31 Cornmarket Bandstand**

Members considered a request from the Board and Elbow to be granted consent to use the area to the front of the Cornmarket Bandstand for outdoor hospitality in 2022.

#### **RESOLVED THAT:**

- i. The Board and Elbow be granted consent in principle to use the area to the front of the Cornmarket Bandstand for outdoor hospitality in 2022.
- ii. Delegated Authority be given to the Services and Contracts Manager to confirm the arrangements with the Board and Elbow in line with the arrangements set out in the report.
- iii. The Services and Contracts Manager liaises with the Board and Elbow to discuss charging arrangements reports to the next meeting of Finance Committee.

### **FIN21/32 Next Meeting**

Members noted that the next meeting of the Finance Committee is scheduled for Monday 15 November 2021 at 6.00pm at Penrith Parish Centre, St Andrews.

## **Private Session**

### **Part II**

Members agreed that there were two items in this part of the Agenda to be considered in private as it would involve the disclosure of exempt information under the following category of Part 1 of Schedule 12A of the Local Government Act 1972: Exempt information relating to members of staff.

## **FIN21/33 Staffing Matters Solicitor Post**

Members considered a report on the Solicitor post

### **RESOLVED THAT:**

The recommendation set out in the report be approved.

## **FIN21/34 Staffing Matters Sustainability Officer Post**

Members considered a report on the Sustainability Officer post.

### **RESOLVED THAT:**

The report be noted.

**CHAIR:**

**DATE:**

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

### **Access to Information**

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### **Background Papers**

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# **FINANCE COMMITTEE**

**15 November 2021**

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

**Purpose of Report:**

Consider the budgetary control statement for the seven-month period to 31 October 2021

**Item no: 06**

**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 agreed changes from the Approved Budget relate to the transfer of budgets to allocate resources for the implementation of the new Grants scheme and the use of the Devolution Reserve to fund an extra £2,000 budget at Thacka Beck.

- 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 Greening expenditure is weighted towards the first 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 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 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**

The statement shows underspendings on the majority of budget headings. It is clear that the current staffing situation, coupled with the effects of the pandemic, is adversely affecting key spending programmes.

### **B.1 Income**

Overall income of £267,078 is just below the profiled budget of £267,429.

- 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 particularly optimistic.

### **B.2 Planning Committee**

Expenditure of £846 is shown against the profiled budget of £11,743, an underspending of £10,897.

- £4,987 of the variance relates to Planning services; expenditure is difficult to profile as it is largely dependent on progress with the Neighbourhood Plan, however the Committee plans to use some of the budget to purchase speed indicator devices.
- The Climate Change annual budget of £13,300 excludes the associated staffing costs, which are reported in the Finance Committee. The budget is profiled over the

final three quarters of the year and totals £5,910 to 31 October. There has been no spend against this amount, for reasons which are known to the Committee.

### **B.3 CCEG Committee**

Net spend of £16,132 is shown against the profiled budget of £63,945, an underspending of £47,813.

- There has been little expenditure on Town Projects, while a grant of £3,750 has been received from Cumbria CC towards a marketing plan, leading to a £11,783 underspend.
- The Covid-19 Response budget, created as a contingency, is underspent by £2,255.
- Staff time of £1,175 has been charged to the Arts & Cultural Strategy rather than Officer Support. Overall, Arts & Entertainment shows an underspending of £7,575.
- The Greening budget records expenditure of £7,825 to date, which is an overspend of £2,825 against the full year's budget. This is attributable to the £2,864 purchase of planters for the Monument; these were ordered in January to be met from last year's budget, however they have only recently been supplied.
- As the Grants scheme was only approved on 24 May, expenditure has been profiled over the final three quarters of the year. The only expenditure to date is on two Large Grants and the overall budget is underspent by £25,278.
- The Corporate Communications budget, which includes Community Engagement, is currently underspent by £3,747, a variance which is likely to increase in the next few months.
- In response to several of these variances, the CCEG Committee is requesting Council to approve the following budget amendments:
  - the transfer of £3,000 from Grow Nature Grants to Greening; and
  - the creation of an Arts & Culture Development budget of £22,500 by transferring £6,300 from the Arts & Cultural Strategy budget, £13,200 from Town Projects and £3,000 from the Large Grants budget.

### **B.4 Finance Committee**

Net expenditure of £184,645 is shown against the budget to date of £204,443, an underspending of £19,798. The main variances are as follows:

- The approved Staffing budget allows for the salary of the Sustainability Officer from 1 July, so the profile includes the post's costs from that date. In overall terms, the budget is underspent by £7,078, mainly on costs associated with staffing. Within this figure, direct staff costs are currently underspent by £5,165: to date, underspendings from the vacant Community Engagement Officer post and sickness absence have been offset by untaken annual leave, the allowance paid to the Acting Town Clerk and additional staff cover for the Town Clerk's absence.

The approved budget includes an allowance of 1.0% for the annual inflationary pay award. This was set in January, based on an expectation that public sector pay

might be frozen. Nationally, local government unions have submitted a claim for a 10% pay increase; currently they are consulting their members on industrial action in reply to an offer of 1.75% from the employers' side.

- Civic Regalia shows an overspend of £726 due to the £485 purchase of a press and seal and £221 for past Mayors' brooches; this is currently offset by underspends on other Civic Functions and can be set against administrative cost underspendings in the future.
- The IT budget is currently underspent by £4,574; it is still too early to say if this indicates an ongoing trend.
- Devolved Services budgets are underspent by £5,628 in total, which is mirrored by a similar variance on the amount contributed to the Devolution Reserve. Currently there are variances on several headings:
  - Allotments show an underspending of £1,229, after meeting the surveyor's costs for Salkeld Road.
  - Benches are underspent by £775; two memorial benches have been purchased with income from relatives.
  - The main reason for the underspend of £1,052 on the Bandstand is the £500 income from the Board and Elbow.
  - Fairhill Park is overspent by £825, which appears to be a profiling issue.
  - There has been little spend on Thacka Beck, which is underspent by £1,624.
  - The budget for producing an action plan for Local Government re-organisation has not yet been used, but Officers are now actively progressing the work.
- The £1,833 budget for Council Projects has not been used; a report on the Committee agenda outlines proposals for use of the funds.
- Expenditure on Other Overheads is £2,423 below the profiled budget, the largest variance being £1,458 on Legal Fees, which records nil expenditure, and £742 on Accountancy Fees.
- Repairs and Renewals show an underspending of £2,568 to date as there has been minimal expenditure on the budget.

## **B.5 Contingency**

- The profiled portion of the contingency provision, £583, 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 £79,091 against the profiled total expenditure budget of £280,714. As there is £351 less income, there is a net variation of £78,740 on the profiled amount transferrable to the General Reserve.

## **B.7 Reserves**

- The Actual to date column includes the 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 decrease by £13,285 in the period, resulting in a balance of £263,202 at 31 October. The actual balance on the reserve at the month end is £405,887, which is £142,685 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 amount of £21,272 transferrable into the Devolution Reserve is £5,628 higher than profile, resulting in a total of an additional £19,698 in the Reserve.
- The Approved 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 October 2021. The following points may be noted:

- The total invested of £624,773 includes £180,000 placed with CCLA pending its use to fund expenditure towards the end of the year.
- The main debtor balance is £2,089 VAT reclaimed from HMRC: July and August's VAT of £1,478 was received early in November and £611 is due for October's transactions.
- Prepayments of £9,683 include adjustments for insurance, office rental, licences, subscriptions and maintenance agreements.
- The HSBC Bank balance stands at £184,787, including cover for cash flow requirements in the coming months.
- Accruals of £4,778 represent goods and services received before 31 October, where the payment was not made by that date. Individual items include £600 for accommodation, £820 Community Caretaker costs, £500 for printing and £2,281 audit and accountancy fees.
- The Payroll Control balance of £7,974 relates to deductions calculated in the October payroll; the total is due to HMRC for income tax and national insurance and to the Cumbria Pension Fund for superannuation.
- The Receipts in Advance figure comprises £193,468 income for November 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.

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## **D. Conclusion**

The budgetary control statement shows that overall spending to the end of October was around £79,000 below the Latest Budget for the period, maintaining the trend observed in previous months. The Council is now seven months into the financial year, suggesting that the underlying underspending will continue into the coming months and could, given the current staffing situation, increase as the year progresses. This position may be tempered by several budgeted programmes planned for the second half of the year, however it appears almost certain that there will be a substantial underspend at year-end.

The Committee will know that the forecast outturn for the current year will be a key element in the budget process for next year. Officers are currently formulating detailed estimates and have been requested to be as realistic as possible about the forecast expenditure.

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

## **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: SEVEN MONTHS ENDED 31 OCTOBER 2021

Approved Budget 2021/22	Latest Budget 2021/22	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£	£		£	£	£
		<b>INCOME</b>			
450,069	450,069	<b>Precept:</b> Council Tax	262,540	262,540	0
7,700	7,700	<b>EDC - CTRS Grant</b>	4,492	4,405	(87)
670	670	<b>Other Income:</b> Investment Income	391	133	(258)
10	10	Miscellaneous Income	6	0	(6)
<b>458,449</b>	<b>458,449</b>	<b>TOTAL INCOME</b>	<b>267,429</b>	<b>267,078</b>	<b>(351)</b>
		<b>EXPENDITURE</b>			
		<b>PLANNING COMMITTEE:</b>			
		<b>Planning:</b>			
}	}	Officer Support	0	554	}
10,000	10,000	Planning Consultancy	5,833	292	4,987
}	}	Consultation	0	0	}
10,000	10,000		5,833	846	4,987
		<b>Climate Change:</b>			
5,000	5,000	Community Consultation	2,222	0	2,222
2,000	2,000	Internal Business Plan	889	0	889
1,000	1,000	Carbon Footprinting: High level baseline	444	0	444
500	500	Carbon Footprinting: Calculator licence	222	0	222
3,000	3,000	BIG STEP	1,333	0	1,333
800	800	Staff Development/Exceptional Expenses	356	0	356
1,000	1,000	Carbon Literacy Training	444	0	444
13,300	13,300		5,910	0	5,910
<b>23,300</b>	<b>23,300</b>	<b>Planning Committee Total</b>	<b>11,743</b>	<b>846</b>	<b>10,897</b>
		<b>CCEG COMMITTEE:</b>			
		<b>Town Projects:</b>			
15,000	15,000	Town Projects	8,750	(3,033)	11,783
5,000	5,000	Covid-19 Response	2,917	662	2,255
20,000	20,000		11,667	(2,371)	14,038
		<b>Arts &amp; Entertainment:</b>			
5,000	7,500	Officer Support	4,375	0	4,375
7,500	7,500	Arts & Cultural Strategy	4,375	1,175	3,200
29,000	0	Events Grants	0	0	0
41,500	15,000		8,750	1,175	7,575
		<b>Environment:</b>			
14,500	5,000	Greening	5,000	7,825	(2,825)
31,000	0	<b>Community Grants</b>	0	0	0
		<b>Grants:</b>			
	15,000	Small Grants	6,667	0	6,667
	15,500	Grow Nature Grants	6,889	0	6,889
	36,500	Large Grants	16,222	4,500	11,722
0	67,000		29,778	4,500	25,278
		<b>Corporate Communications:</b>			
12,500	12,500	Community Engagement	7,292	3,183	4,109
2,500	2,500	Press Support	1,458	1,820	(362)
15,000	15,000		8,750	5,003	3,747
<b>122,000</b>	<b>122,000</b>	<b>CCEG Committee Total</b>	<b>63,945</b>	<b>16,132</b>	<b>47,813</b>

Approved Budget 2021/22	Latest Budget 2021/22	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£	£		£	£	£
		<b>FINANCE COMMITTEE:</b>			
		<b>Staffing:</b>			
195,170	195,170	Salaries	110,441	104,370	6,071
16,910	16,910	National Insurance	9,639	9,528	111
34,120	34,120	Superannuation	19,365	20,382	(1,017)
1,000	1,000	Recruitment Expenses	583	58	525
950	950	Staff Training	554	282	272
1,500	1,500	Conferences	875	131	744
700	700	Staff Expenses	408	36	372
250,350	250,350		141,865	134,787	7,078
		<b>Accommodation:</b>			
7,500	7,500	Rent	4,375	4,375	0
1,700	1,700	Heat, Light & Water	992	826	166
920	920	Service Charges	537	576	(39)
230	230	Room Hire	134	394	(260)
380	380	Insurances	222	228	(6)
(10)	(10)	Letting Income	(6)	0	(6)
10,720	10,720		6,254	6,399	(145)
		<b>Civic Functions:</b>			
400	400	Civic Functions	233	0	233
700	700	Mayoral Expenses	408	0	408
300	300	Deputy Mayor's Expenses	175	0	175
100	100	Civic Regalia	58	784	(726)
1,500	1,500		874	784	90
		<b>Cost of Democracy:</b>			
200	200	Annual Meeting	200	302	(102)
1,000	1,000	Members' Training	583	64	519
200	200	Members' Expenses	117	0	117
200	200	Notice/Honours Board	117	95	22
1,600	1,600		1,017	461	556
21,000	21,000	<b>IT</b>	12,250	7,676	4,574
2,050	2,050	<b>Website</b>	1,196	375	821
		<b>Devolved Services:</b>			
(1,400)	(1,400)	Bring Site	(817)	(817)	0
1,550	1,550	Allotments	904	(325)	1,229
400	400	War Memorial	233	48	185
790	790	Benches	461	(314)	775
5,410	5,410	Bus Shelters	239	467	(228)
1,700	1,700	Bandstand	992	(60)	1,052
420	420	Musgrave Monument	245	(75)	320
1,200	1,200	Fairhill Park	700	1,525	(825)
1,500	1,500	Play Areas	875	0	875
0	0	Fairhill United Utilities Planting Maintenance	0	0	0
3,000	5,000	Thacka Beck	1,750	126	1,624
300	300	Signage, etc	175	0	175
8,800	8,800	Community Caretaker	5,133	5,187	(54)
3,000	3,000	Local Government Re-organisation: Action Plan	500	0	500
19,674	17,674	Contribution to/(from) Devolution Reserve	15,644	21,272	(5,628)
46,344	46,344		27,034	27,034	0
		<b>Council Projects:</b>			
3,000	3,000	Officer Support	500	0	500
8,000	8,000	Project Budget	1,333	0	1,333
11,000	11,000		1,833	0	1,833
		<b>Other Overheads:</b>			
1,800	1,800	Printing, Postage & Stationery	1,050	373	677
1,700	1,700	Audit Fees	992	1,110	(118)
4,000	4,000	Insurance	2,333	1,984	349
100	100	Bank Charges & Interest	58	64	(6)
2,800	2,800	Accountancy Fees	1,633	891	742
2,500	2,500	Legal Fees	1,458	0	1,458
450	450	Licences	263	239	24
3,000	3,000	Subscriptions	1,750	2,453	(703)
16,350	16,350		9,537	7,114	2,423
8,000	8,000	<b>Repairs &amp; Renewals</b>	2,583	15	2,568
<b>368,914</b>	<b>368,914</b>	<b>Finance Committee Total</b>	<b>204,443</b>	<b>184,645</b>	<b>19,798</b>

Approved Budget 2021/22	Latest Budget 2021/22	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£	£		£	£	£
1,000	1,000	Contingency	583	0	583
0	0	Transfer to/(from) Acquisitions Reserve	0	0	0
515,214	515,214	<b>TOTAL EXPENDITURE</b>	<b>280,714</b>	<b>201,623</b>	<b>79,091</b>
(56,765)	(56,765)	<b>INCREASE/(DECR) IN GENERAL RESERVE</b>	<b>(13,285)</b>	<b>65,455</b>	<b>78,740</b>
		<b>RESERVES:</b>			
		<b>General Reserve:</b>			
276,487	276,487	Balance brought forward 1 April 2021	276,487	340,432	63,945
(56,765)	(56,765)	Increase/(decrease) in year	(13,285)	65,455	78,740
<b>219,722</b>	<b>219,722</b>	<b>Balance carried forward</b>	<b>263,202</b>	<b>405,887</b>	<b>142,685</b>
		<b>Devolution Reserve:</b>			
121,878	121,878	Balance brought forward 1 April 2021	121,878	135,948	14,070
19,674	17,674	Contribution from/(to) 2021/22 Budget	15,644	21,272	5,628
<b>141,552</b>	<b>139,552</b>	<b>Balance carried forward</b>	<b>137,522</b>	<b>157,220</b>	<b>19,698</b>
		<b>Acquisitions Reserve:</b>			
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
<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>411,274</b>	<b>409,274</b>	<b>TOTAL RESERVES</b>	<b>450,724</b>	<b>613,107</b>	<b>162,383</b>



## Penrith Town Council

### BALANCE SHEET AS AT 31 OCTOBER 2021

	£	£
<b>Investments</b>		
Penrith Building Society	85,941	
Cumberland Building Society	84,972	
CCLA Public Sector Deposit Account	<u>453,860</u>	
		624,773
<b>Current Assets</b>		
Debtors	124	
Debtor - VAT	2,089	
Prepayments	9,683	
HSBC Bank Account	<u>184,787</u>	
	196,683	
<b>Current Liabilities</b>		
Creditors	0	
Accruals	4,778	
Payroll Control	7,974	
Receipts in Advance	<u>195,597</u>	
	208,349	
<b>Net Current Assets</b>		(11,666 )
		<u><b>613,107</b></u>
<b>Represented by:</b>		
<b>Reserves</b>		
General Reserve		405,887
Devolution Reserve		157,220
Acquisitions Reserve		50,000
		<u><b>613,107</b></u>



**Payments Schedule  
September 2021**

Date	Ref	Details	Net £	VAT £	Total £	Budget
01/09/2021	21-82	Penrith Methodist Church - Room hire	87.75	-	87.75	Accommodation - Room Hire
01/09/2021	21-83	Walton Goodland - Office rent to 24 Dec 21	1,875.00	-	1,875.00	Accommodation - Rent
01/09/2021	21-84	Eden Valley Artistic Network - Grant	1,500.00	-	1,500.00	Large Grants
01/09/2021	21-85	Fellrunner Village Bus Ltd - Grant	3,000.00	-	3,000.00	Large Grants
01/09/2021	21-86	KTD - IT Services	171.00	34.20	205.20	IT
01/09/2021	21-87	KTD - Website page changes	316.00	63.20	379.20	Town Projects - Covid 19 Response
08/09/2021	21-88	Cumbria Local Publications - Eden Local	190.00	-	190.00	Corporate Communications - Press Support
15/09/2021	21-89	Urbaser - Community Caretaker duties, August 2021	764.87	152.97	917.84	Devolved Services - Community Caretaker
15/09/2021	21-90	Urbaser - Grounds maintenance, Fairhill, August 2021	353.66	70.73	424.39	Devolved Services - Fairhill Park
15/09/2021	21-91	Urbaser - Window cleaning, Council offices	67.79	13.56	81.35	Accommodation - Service Charges
15/09/2021	21-92	Penrith Action for Community Transition - Daffodil bulbs	100.00	-	100.00	Town Projects
15/09/2021	21-93	Walton Goodland - Electricity to 3 Aug 21	204.89	40.98	245.87	Accommodation - Heat, Light & Water
15/09/2021	21-93	Walton Goodland - Gas to 31 July 21	57.12	11.42	68.54	Accommodation - Heat, Light & Water
15/09/2021	21-93	Walton Goodland - Water charges to 6 June 21	61.24	-	61.24	Accommodation - Heat, Light & Water
15/09/2021	21-93	Walton Goodland - Fire safety to June 21	24.28	4.86	29.14	Accommodation - Service Charges
15/09/2021	21-93	Walton Goodland - Cleaning to July 21	189.24	37.85	227.09	Accommodation - Service Charges
15/09/2021	21-93	Walton Goodland - Repairs to wc	6.41	1.28	7.69	Repairs and Renewals
22/09/2021	21-94	Living Wage Foundation - Subscription	60.00	12.00	72.00	Other Overheads - Subscriptions
22/09/2021	21-95	Cumbria Assocn Local Councils - Training IP	20.00	-	20.00	Staffing - Staff Training
22/09/2021	21-96	Cumbria Assocn Local Councils - Training Cllr Bowen	20.00	-	20.00	Cost of Democracy - Members Training
29/09/2021	21-97	Penrith Parish Centre - Room hire	138.00	-	138.00	Accommodation - Room Hire
29/09/2021	21-98	PKF Littlejohn - External audit fees 2020-21	1,300.00	260.00	1,560.00	Other Overheads - Audit Fees
08/09/2021	BP	HSBC - Bank charges	6.50	-	6.50	Other Overheads - Bank Charges & Interest
17/09/2021	BP	HMRC - Tax & NI, August 2021	4,747.88	-	4,747.88	Staffing - Salaries
17/09/2021	BP	Cumbria CC - Superannuation, August 2021	4,362.07	-	4,362.07	Staffing - Salaries
28/09/2021	BP	Net Pay - September 2021	11,029.69	-	11,029.69	Staffing - Salaries
01/09/2021	CCR21-19	Post Office - Postage	16.14	-	16.14	Other Overheads - Printing, Postage & Stationery
03/09/2021	CCR21-20	Timpson - Sundries, Bandstand	30.00	-	30.00	Devolved Services - Bandstand
03/09/2021	CCR21-22	Zoom - Subscription	100.72	-	100.72	Town Projects - Covid 19 Response
13/09/2021	CCR21-22	Post Office - Postage	15.76	-	15.76	Other Overheads - Printing, Postage & Stationery
14/09/2021	CCR21-23	B&Q - Sundries, Musgrave Monument	16.00	-	16.00	Devolved Services - Monument
17/09/2021	CCR21-24	B&M - Sundries, repairs & renewals	8.58	-	8.58	Repairs and Renewals
21/09/2021	CCR21-25	Post Office - Postage	20.13	-	20.13	Other Overheads - Printing, Postage & Stationery
22/09/2021	DD/STO	Adobe Acropro - Subscription	12.64	2.53	15.17	IT
22/09/2021	DD/STO	British Gas - Electricity, Bandstand	10.74	0.54	11.28	Devolved Services - Bandstand
29/09/2021	DD/STO	New Star Networks - Broadband	209.10	41.82	250.92	IT
<b>Total</b>			<b>31,093.20</b>	<b>747.94</b>	<b>31,841.14</b>	



# Penrith Town Council

## Payments Schedule October 2021

Date	Ref	Details	Net £	VAT £	Total £	Budget
05/10/2021	21-99	Ian Cannon - Two concrete plinthes for benches	550.00	110.00	660.00	Devolved Services - Benches
13/10/2021	21-100	KTD - Domain services	79.00	15.80	94.80	Corporate Communications - Website
13/10/2021	21-101	Stitched Up in Eden - Hi-Viz jackets	80.00	-	80.00	Corporate Communications - Community Engagement
20/10/2021	21-102	Urbaser - Window cleaning, Council Offices	67.79	13.56	81.35	Accommodation - Service Charges
20/10/2021	21-103	Urbaser - Community Caretaker duties, September 2021	816.94	163.39	980.33	Devolved Services - Community Caretaker
20/10/2021	21-104	Urbaser - Grounds maintenance, Fairhill, September 2021	353.66	70.73	424.39	Devolved Services - Fairhill Park
20/10/2021	21-105	Cumbria Local Publications - Eden Local	190.00	-	190.00	Corporate Communications - Press Support
20/10/2021	21-106	Glasdon UK - Lowther memorial seat	629.28	125.86	755.14	Devolved Services - Benches
04/10/2021	CCR21-26	Zoom - Subscription	100.72	-	100.72	Town Projects - Covid-19 Response
05/10/2021	CCR21-27	Doodle - Subscription	71.27	-	71.27	Other Overheads - Subscriptions
08/10/2021	CCR21-28	Post Office - Postage	3.60	-	3.60	Other Overheads - Printing, Postage & Stationery
12/10/2021	CCR21-29	Sage - Software licence	300.00	60.00	360.00	Other Overheads - Licences
12/10/2021	CCR21-30	Post Office - Postage	10.98	-	10.98	Other Overheads - Printing, Postage & Stationery
18/10/2021	CCR21-31	Perspex Sheets - Bus Shelters	35.42	7.08	42.50	Devolved Services - Bus Shelters
21/10/2021	CCR21-32	Post Office - Postage	13.44	-	13.44	Other Overheads - Printing, Postage & Stationery
21/10/2021	CCR21-33	Timpson - Keys, Monument	11.15	-	11.15	Devolved Services - Monument
26/10/2021	CCR21-34	Post Office - Postage	5.49	-	5.49	Other Overheads - Printing, Postage & Stationery
06/10/2021	BP	HSBC - Non-sterling fee, Doodle payment	1.95	-	1.95	Other Overheads - Bank Charges & Interest
09/10/2021	BP	HSBC - Bank charges	6.50	-	6.50	Other Overheads - Bank Charges & Interest
19/10/2021	BP	HMRC - Tax & NI, September 2021	4,481.08	-	4,481.08	Staffing - Salaries
19/10/2021	BP	Cumbria CC - Superannuation, September 2021	4,295.22	-	4,295.22	Staffing - Salaries
28/10/2021	BP	Net Pay - October 2021	10,371.51	-	10,371.51	Staffing - Salaries
22/10/2021	DD/STO	Adobe Acropro - Subscription	12.64	2.53	15.17	IT
22/10/2021	DD/STO	British Gas - Electricity, Bandstand	11.42	0.57	11.99	Devolved Services - Bandstand
27/10/2021	DD/STO	New Star Networks - Broadband	210.16	42.03	252.19	IT
<b>Total</b>			<b>22,709.22</b>	<b>611.55</b>	<b>23,320.77</b>	

Date: 12/10/2021  
Time: 15:58:33

Penrith Town Council  
Bank Reconciliation

Page: 1

Bank Ref: 1205	Date To: 30/09/2021
Bank Name: HSBC	Statement Ref: 1205 2021-10-12 01
Currency: Pound Sterling	

Balance as per cash book at 30/09/2021: 82,399.85

Add: Unpresented Payments

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

Less: Outstanding Receipts

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

Reconciled balance : 82,399.85

Balance as per statement : 82,399.85

Difference : 0.00

**3 September to 2 October 2021**

## Your Statement

**Account Name**  
Penrith Town Council

**Sortcode** **Account Number** **Sheet Number**  
[REDACTED] [REDACTED] 131

<b>Your Business Current Account details</b>					
<i>Date</i>	<i>Payment type and details</i>		<i>Paid out</i>	<i>Paid in</i>	<i>Balance</i>
20 Sep 21	))) <b>BALANCE BROUGHT FORWARD</b>				<b>95,545.62</b>
	B&M 179 - PENRITH				
	PENRITH		8.58		95,537.04
22 Sep 21	DD BRITISH GAS TRADIN		11.28		
	))) POST OFFICE COUNT				
	PENRITH		20.13		
	VIS INT'L 0017118446				
	ADOBE ACROPRO SUBS				
	ADOBE.LY/BILL		15.17		95,490.46
23 Sep 21	BP LIVING WAGE FOUNDA				
	112222		72.00		
	BP CUMBRIA ASSOCIATIO				
	TR2259		20.00		
	BP CUMBRIA ASSOCIATIO				
	TR1869		20.00		95,378.46
27 Sep 21	BP [REDACTED]				
28 Sep 21	BP [REDACTED]				94,049.39
	BP [REDACTED]				
	BP [REDACTED]				
	BP [REDACTED]				
	BP [REDACTED]				
	BP [REDACTED] COUNC				
	BP [REDACTED]				84,348.77
29 Sep 21	DD NEW STAR NETWORKS		250.92		84,097.85
30 Sep 21	BP Penrith Parish Cen				
	PTC INV 3000		138.00		
	BP PKF LITTLEJOHN				
	SB20213298		1,560.00		82,399.85
02 Oct 21	<b>BALANCE CARRIED FORWARD</b>				<b>82,399.85</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)).



Date: 08/11/2021  
Time: 09:57:08

Penrith Town Council  
Bank Reconciliation

Page: 1

Bank Ref: 1205	Date To: 31/10/2021
Bank Name: HSBC	Statement Ref: 1205 2021-11-08 03
Currency: Pound Sterling	

Balance as per cash book at 31/10/2021: 184,787.44

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 : 184,787.44

Balance as per statement : 184,787.44

Difference : 0.00

**3 October to 2 November 2021**

## Your Statement

**Account Name**  
Penrith Town Council


**Sortcode** **Account Number** **Sheet Number**  
[REDACTED] [REDACTED] 135

### Your Business Current Account details

<i>Date</i>	<i>Payment type and details</i>	<i>Paid out</i>	<i>Paid in</i>	<i>Balance</i>
	BP <b>BALANCE BROUGHT FORWARD</b>			<b>185,237.08</b>
	PENRITH TOWN COUNC	449.64		184,787.44
01 Nov 21	DD TV LICENCE DDA	159.00		184,628.44
02 Nov 21	CR PUBLIC SECTOR DEPO		10.37	184,638.81
02 Nov 21	<b>BALANCE CARRIED FORWARD</b>			<b>184,638.81</b>

### Information about the Financial Services Compensation Scheme

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 **HSBC Business Cards are ready for the contactless limit increase to £100.**  
Retailers will be rolling this out from 15 October, find out more at:  
[business.hsbc.uk/contactless](http://business.hsbc.uk/contactless)

<b>Credit Interest Rates</b>	<i>balance</i>	<i>AER variable</i>	<b>Debit Interest Rates</b>	<i>balance</i>	<i>EAR variable</i>
Credit interest is not applied			Debit interest		21.34%

# **FINANCE COMMITTEE**

**15 November 2021**

**Matter: Cornmarket Bandstand**

**Purpose of Report:**

To approve the charging arrangements for the use of the Cornmarket area for the Board and Elbow in 2022.

**Item no:** 09

**Author:** Services and Contracts Manager

**Supporting Member:** Cllr. Jackson, Lead Member for Assets

## **Recommendations**

The Committee is recommended to agree the charging arrangements for the Board and Elbows use of the Cornmarket area in 2022 and that these go forward for ratification by Full Council.

## **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 and its attractiveness as a place to visit.

## **1. Report Details**

- 1.1 Finance Committee, 20 September 2021, considered a report setting out a request from the Board and Elbow to be given consent to use the area to the front of the Bandstand for outdoor hospitality in 2022. The Committee resolved that:
  - i. The Board and Elbow be granted consent in principle to use the area to the front of the Cornmarket Bandstand for outdoor hospitality in 2022.
  - ii. Delegated Authority be given to the Services and Contracts Manager to confirm the arrangements with the Board and Elbow in line with the arrangements set out in the report of 20 September 2021.
  - iii. The Services and Contracts Manager liaises with the Board and Elbow to discuss charging arrangements and reports to the next meeting of Finance Committee.
- 1.2 The Services and Contracts Manager has since liaised with the Board and Elbow to discuss charging arrangements and it is proposed that a fee of £750 be

charged for the use of the area to the front of the bandstand for outdoor hospitality in 2022.

1.3 As set out in the report on the 20 September 2021 the outline usage arrangements would include:

- The period of permission to be from 01 April to 30 September 2022.
- A fee to be charged.
- The Council will be the sole arbiter when determining whether any other hires of the area will take priority and as such the Board and Elbow be informed.
- The Board and Elbow to ensure that the area is cleaned after use including removal of furniture and waste.
- The Board and Elbow to provide a copy of its Public Liability insurance to the Council.
- The Board and Elbow to obtain licensing consent from EDC prior to and as a condition of use.

1.4 Members are advised to note that the period of consent does not necessarily mean that the pub will trade every day. In 2021 use was determined by the weather, staffing available and expected number of customers.

## **2. Risk Assessment**

2.1 The Board and Elbow will be required to provide a copy of their Public Liability insurance and operate in accordance with the parameters set by the Council and the licensing permission and conditions as granted by Eden District Council.

## **3. Financial Implications**

3.1 The letting out of the space will provide an income to the Council.

## **4. Legal Implications**

4.1 There are no direct legal implications associated with this report.

## **Appendices**

None

## **Background Papers**

Report, Finance Committee, 20 September 2021.

# ITEM 10 Work Plan, Finance Committee, 15 November 2021

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
<b>Support and contribute to the social fabric of the town, enhancing community facilities and supporting arts and culture</b>			
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.	A plan for the enhancement of Thacka Beck field has been prepared and approved by Finance Committee on the 28 June 2021 and 20 September 2021.  Initial Phase 1 works are being planned but are delayed due to NGN works on the field which are now not due to be completed until the end of November.	
Developing Penrith as an accessible and friendly Town	Thacka Beck Field Any improvement plans to give consideration to accessibility.	Phase 2 plans for the enhancement of Thacka Beck Field will be subject to consultation in 2022	Works to Phase 1 not progressed due to delay in NGN works.
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	The Council wrote to EDC 28 June expressing an interest in being engaged in the new Devolution Policy.  Nomination of Town Hall, Coronation Garden and Robinson School accepted.  Council 27 September approved to prepare a plan for LGR. Council resubmits expression of interest in asset transfer.	
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)	Community Caretaker contract in place.  Contract monitoring inspections undertaken by SCM, and defects and actions reported/undertaken.	

Health & Wellbeing			
Strategic Priority	Delivery Work	Progress at 30 September 2021	Reason for any underperformance and revised date when target will be met
<b>Support and contribute to the social fabric of the town, enhancing community facilities and supporting arts and culture</b>			
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	Contract monitoring meetings held with contractor.  Facility inspections undertaken by SCM.  All works for 2021 contained within the Grounds Maintenance contract specification have been undertaken.	
Monitoring the Community Caretaker Contract and ensuring the outcomes of the specification are met	Contract Monitoring  Facility Inspections	Facility inspections undertaken by SCM.  Client/Contractor meetings held to monitor Community Caretaker contract and tasks.	
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	No progress  Works now complete. AGM to attend in November 2021.  Liaison has commenced with Pategill TRA and the SCM has requested to attend meetings.	
Ensuring that all green spaces are accessible to all	Thacka Beck field will be the focus for improving access.	Phase 2 plans for the enhancement of Thacka Beck Field will be subject to consultation in 2022 which will look at accessibility and paths.	Works to Phase 1 not progressed due to delay in NGN works.

<b>Economic Development</b>			
<b>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:</b>			
<b>Strategic Priority</b>	<b>Delivery Work</b>	<b>Progress at 30 September 2021</b>	<b>Reason for any underperformance and revised date when target will be met</b>
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>	<p>Two new Memorial Seat installations complete.</p> <p>Inspections undertaken monthly by SCM.</p> <p>A plan for the enhancement of Thacka Beck field has been prepared and approved by Finance Committee on the 28 June 2021 and 20 September 2021</p> <p>No further work.</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.	<p>No invitation to any meetings received by the Council during this year.</p> <p>CCEG (18/10/21) resolved for officers to liaise with EDC about its latest plans for enhancement of the park.</p>	

<b>Growth</b>			
<b>Protect local amenity, green spaces, and the environment</b>			
<b>Strategic Priority</b>	<b>Delivery Work</b>	<b>Progress at 30 September 2021</b>	<b>Reason for any underperformance and revised date when target will be met</b>
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 regard to:  Open spaces Play Areas	The Council wrote to EDC 28 June expressing an interest in being engaged in the new Devolution Policy.  The Council has requested meetings with EDC but have been told that as Scrutiny has not concluded their deliberations on a new policy no meetings are progressing with Town and Parish Councils.	
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.	Attending a meeting with EDC 10 Nov 2021 to discuss the plans for enhancement of the Park and link with proposal for use of Project Budget  A plan for the enhancement of Thacka Beck field has been prepared and approved by Finance Committee on the 28 June 2021 and 20 September 2021.  An order for the work has been raised with a local contractor. Work scheduled to be undertaken prior to Xmas 2021.	



<b>Council Business</b>			
<b>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.</b>			
<b>Strategic Priority</b>	<b>Delivery Work</b>	<b>Progress at 30 September 2021</b>	<b>Reason for any underperformance and revised date when target will be met</b>
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	Approved Finance Committee, 20/09/21 Approved Finance Committee, 20/09/21 To be reviewed Jan 2022 To be reviewed Jan 2022	
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.	Approved Finance Committee 28/06/21 Approved Finance Committee 28/06/21 & 20/09/21 Approved Finance Committee 28/06/21 & 20/09/21  Appointment of Auditor, Council Noted Council 27/09/21 – no qualifications  Ongoing Insurance renewal commenced May 21 (3yr agree)	Budget working Group to meet 15/11/2021 Jan or March 2022 Jan or March 2022
Give Confidence in service delivery and decision making	Review Corporate Risk Assessments  Monitor Contracts: Grounds Maintenance Community Caretaker  Annual Play Area Safety Inspection Report	Approved Finance Committee 20/09/21  Regular Asset and facility inspections. Meetings held with contractor to monitor progress.  Due in December 2021	



# FINANCE COMMITTEE

**15 November 2021**

## **Matter: Bank and Investment Account Signatories**

### **Purpose of Report:**

To approve the changes to the Bank and Investment Account signatories.

**Item no:** 11

**Author:** Services and Contracts Manager

**Supporting Member:** Committee Chair, Cllr. Burgin.

### **Recommendations**

To approve the changes to the Bank and Investment Account Signatories.

### **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 Finance Committee considered and approved the bank and investment account signatories at the meeting held on 28 June 2021, Minute FIN21/12.
- 1.2 Since the meeting Cllr Davies has informed the Acting Town Clerk that he no longer wishes to be an account signatory at the Cumberland Building Society.
- 1.3 Cllr Hawkins has informed the Acting Town Clerk that she would like to be removed as an account signatory on the Council's accounts.
- 1.4 Members are asked to approve the changes to the Bank and Investment Account signatories.
- 1.5 Should the changes be approved, this will mean the following are account signatories on the Council's Bank and Investment Accounts:

<b>HSBC</b>	<b>Cumberland Building Society</b>	<b>Penrith Building Society</b>	<b>CCLA</b>
Cllr Burgin	Cllr Burgin	Cllr Burgin	Cllr Burgin
Cllr Kenyon	Cllr Kenyon	Cllr Kenyon	Cllr Jackson
Cllr Jackson	Cllr C. Shepherd	Cllr Jackson	Cllr C Shepherd
Cllr C Shepherd		Cllr C Shepherd	
Cllr Davies		Cllr Davies	

## **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.

## Section 3 – External Auditor Report and Certificate 2020/21

In respect of

PENRITH TOWN COUNCIL – CU0267

### 1 Respective responsibilities of the body and the auditor

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

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

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

### 2 External auditor report 2020/21

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

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

None

### 3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

24/09/2021

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

## Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

### PENRITH TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

24/05/2021

and recorded as minute reference:

PTC 21/08 b) ✓

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Acting Clerk

*Charles Shepherd*  
*Don Pen*

www.penrithtowncouncil.co.uk

LOCALLY AVAILABLE WEBSITE/WEBPAGE ADDRESS



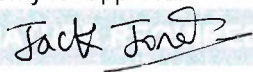
## Section 2 – Accounting Statements 2020/21 for

### PENRITH TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	287,071	387,208	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	437,813	454,233	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	26,349	104,796	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	215,737	235,145	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	148,288	184,712	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	387,208	526,380	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	413,664	527,228	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	46,993	124,363	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

17/04/2021

I confirm that these Accounting Statements were approved by this authority on this date:

24/05/21

as recorded in minute reference:

PTC 21/08 b)vi

Signed by Chairman of the meeting where the Accounting Statements were approved







# **FINANCE COMMITTEE**

**15 November 2021**

**Matter: Project Budget**

**Purpose of Report:**

To consider proposals for use of the Project Budget and to allocate the budget against specific schemes of work.

**Item no:** 13

**Author:** Services and Contracts Manager

**Supporting Member:** Committee Chair, Cllr. Burgin.

## **Recommendations**

To agree and allocate the Project Budget against specific schemes of work and recommend that these go forward for ratification by Full Council.

## **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 and gives confidence in decision making.

## **1. Report Details**

- 1.1 Finance Committee, 20 September 2021 received a report from the Responsible Finance Officer asking to consider the commitment of the Project Budget.
- 1.2 Members resolved for the RFO to consult with Planning and CCEG Committee to determine if they have any projects, they may wish for the £8k Project Budget to be allocated against and bring back proposals to Finance Committee to determine.
- 1.3 Both Planning and CCEG Committees have considered proposals and Councillors have brought forward the following schemes as set out in the table below. The proposals set against the Finance Committee are proposed by officers for consideration. Members of the Finance Committee may wish to bring forward additional proposals for consideration.
- 1.4 The proposals set out below align with the Council Business Plan and or previous Committee resolutions, therefore each meet the strategic objectives of the Council.

<b>Committee</b>	<b>Project Proposal</b>	<b>(£) Requested</b>
<b>Planning</b>	<b>Speed Indicator Device</b> Planning Committee, 07 June 2021 Minute PL21/07 resolved to look at locations for the installation of Speed Indicator Devices (SIDs) to address speeding issues in the town. The Council working in partnership with the Casualty Reduction and Safer Highways (CRASH) Partnership have approved potential locations in Penrith for 3 permanent SIDs and a mobile device. This amount will fund the provision of one device and a pole. Planning Committee will be looking to fund the other two permanent SIDs from their existing budget and are going to look for grant funding for the mobile device.	£2,500
<b>CCEG</b>	The CCEG Committee has no project proposals for consideration.	-
<b>Finance</b>	<b>Castle Park Project</b> CCEG Committee, 18 October 2021, Minute 21/30 considered a report relating to the Castle Park and resolved for officers to discuss development plans with EDC. It is understood that EDC are preparing plans to enhance paths, lighting, disabled access, improvements to the pavilion and the tennis courts. Penrith Tennis Club are involved in the project. The project has an approx. cost in the region of £400k which is to be funded by various funding streams. The Town Council previously budgeted to support EDC's Heritage Lottery Application which was rejected and thus the budget was reallocated. It is proposed that a proportion of the Project Budget could be allocated to support EDC's improvement plans for Castle Park. This project would address the Economic Development aim in the Council Business Plan which sets out to work with EDC and other stakeholders to rekindle interest in improvements to Castle Park. The project once complete would provide community benefit.	£5,500
<b>Total</b>		<b>£8,000</b>

## 2. Risk Assessment

2.1 Any projects will be subject to their own individual risk analysis.

## 3. Financial Implications

3.1 This report aims to commit the £8k Project Budget which is included in the 2021/22 budget and has to be spent by 31 March 2022. The two proposals set out in the table above combined come to £8k.

# **FINANCE COMMITTEE**

**15 November 2021**

## **Matter: Recycling Centre Adoption Agreement**

### **Purpose of Report:**

To determine whether to seek to renew the Recycling Centre Adoption Agreement.

**Item no:** 14

**Author:** Services and Contracts Manager

**Supporting Member:** Cllr. Jackson, Lead Member for Assets

### **Recommendations**

To determine whether the Council is minded to seek to renew the Recycling Centre Adoption Agreement with Eden District Council and the decision goes forward for ratification by Full Council.

### **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 and its attractiveness as a place to visit.

## **1. Report Details**

1.1 The Council in 2016 entered into an adoption agreement with Eden District Council for the Recycling Centre at Morrisons. The Council as the adopter agreed and undertook the following:

- i. To ensure regular inspections of the Centre and the Equipment are carried out at least monthly and to report to Eden Council any issues affecting the quality of service at the Centre, including but not restricted to damage to the Equipment, Equipment becoming full and/or overflowing, incidents of vandalism incidents of fly tipping, damage to the centre boundaries.
- ii. To ensure the Centre, Equipment and immediately surrounding area is kept clean and tidy and to remove any litter.
- iii. To ensure the use of the facility in the local area is promoted through use of newsletter/parish magazines or other methods.
- iv. Not to allow the centre or use of the Centre or Equipment to constitute a nuisance to the Owner or the owners or occupiers of any neighbouring land.

1.2 Eden District Council undertook the following:

- i. To provide the Equipment without charge.
- ii. To maintain and/or replace the Equipment from time to time as considered necessary by the Council for the effective provision of the service, without charge.
- iii. To regularly empty the Equipment and remove the recyclable materials without charge.
- iv. To remove large fly tipped items after receipt of a request from the adopter, in accordance with EDC's usual timescales for such removal, without charge.
- v. To insure the Centre and the Equipment including Public Liability Insurance covering the use of the equipment.
- vi. To keep a record of the quantity of recyclable materials collected at the Centre and to make an annual payment to Penrith Town Council for such material at the Tonnage Rate effective at the time of collection.

1.3 The Council currently complies with the terms as set out in paragraph 1.1 by the following means:

- i. The Services and Contracts Manager undertakes routine inspections and follows up any issues arising from the inspection.
- ii. The Council instructs the Community Caretaker to undertake twice weekly inspections including cleans and sweeps of the surfaces and underneath the bins as required.
- iii. The Council promotes the facility on its website.
- iv. By undertaking routine inspections, instructing the Community Caretaker, and following up issues such as fly tipping or defective equipment with EDC, all reasonable measures are being taken in accordance with the agreement to ensure that the Centre does not constitute a nuisance.

1.4 Members should note that whilst efforts are made to ensure that the Centre does not constitute a nuisance there is evidence to show that the Centre is affected by fly-tipping. Although in accordance with the agreement the removal of any fly tipped materials is the responsibility of EDC, the presence of the waste may have a reputational effect on this Council and is detrimental to the usage of the amenity site. During the 10 monthly inspections recorded by the SCM in 2021 on five occasions fly tipped waste has been present. This has included 'bulky' items such as sofas and appliances.

1.5 The Council receives an income from EDC for the adoption of the recycling centre. This amounts to £1,400 per annum. This income is completely offset by expenditure to undertake the tasks as set out in paragraph 1.3.

1.6 The current adoption agreement period ended on the 30 May 2021. The Council has not been presented with a new agreement by EDC. There have been no discussions with EDC on any renewal of the agreement. The Council has though continued to undertake the service in line with the agreement.

- 1.7 It is appropriate for the Council to consider if it wishes to continue with the agreement and, if so, on what terms, particularly given the Council is not recovering its expenditure in complying with its obligations. The bring site is of use and value to residents and enables the recycling of materials.
- 1.8 Members are asked to determine whether the Council should request the adoption agreement be renewed. Should it resolve to seek to continue with the agreement, officers will make this request to EDC, or should they wish for it not to be renewed the Council shall inform EDC. The agreement states that the service may be determined by either party giving to the other not less than 3 months' notice and this period of notice is appropriate given the service is continuing. Members may wish for Officers to engage with EDC on the payment terms if the agreement is wished to be continued. The potential renewal of the arrangement should be considered in the context of Local Government Reorganisation and the desirability of maintaining the facility in Penrith.

## **2. Risk Assessment**

- 2.1 The Council approved a corporate risk assessment for the Bring Site at Morrisons at Council on 27 September 2021.
- 2.2 There may be a reputational risk should the Council not renew the agreement.

## **3. Financial Implications**

- 3.1 The Council currently receives an income of £1400 from Eden District Council as a recycling credit. This is received in two instalments during the financial year (April, October). This income is offset by the costs to inspect and clean the Recycling Centre via the Community Caretaker Contract, which allocates 2 hours per week to this service. There are time and cost implications for the Services and Contracts Manager.

## **4. Legal Implications**

- 4.1 The current Adoption Agreement is for five years effective from the 01 June 2016. No discussions have taken place about its renewal. In the absence of being presented with a new agreement and any discussions the Council has continued to maintain its level of service. The payments to the Council are being maintained and, in effect, the agreement is continuing.

## **Appendices**

None

## **Background Papers**

Adoption Agreement, Recycling Centre – Morrisons, between EDC and PTC



# **FINANCE COMMITTEE**

**15 November 2021**

**Matter: Thacka Beck Field**

**Purpose of Report:**

To receive an update on progress at Thacka Beck Field.

**Item no:** 15

**Author:** Services and Contracts Manager

**Supporting Member:** Cllr. Jackson, Lead Member for Assets

## **Recommendations**

To note the update on progress at Thacka Beck Field.

## **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**

- 1.1 Councillors considered a report regarding the Thacka Beck Field at Finance Committee on the 28 June and 20 September 2021 and approved a series of recommendations. This report is intended to provide a brief update since the previous meeting.
- 1.2 A further site visit for Members was undertaken on the 08 October 2021 and allowed members to gain an appreciation for the field and to give thought to future enhancements.
- 1.3 The Council has now received the Phase 1 Habitat Survey. The report sets out that the majority of the site was considered to be of relatively low ecological value, with the main value lying within the trees, scrub, woodland and hedgerow on the site boundaries. Suitable habitat for badger, otter, red squirrels, bats, nesting bird and polecat exists but no evidence of these were recorded on site. Giant hogweed was located, and this is recommended for removal. The Council may wish to consider in the future the commissioning of a Landscape and Ecological Management Plan. Any new landscape planting should be native plant species.
- 1.4 The Council has now received the Tree Hazard Survey. The report sets out that there are no trees recorded as an immediate or high priority or present an

unacceptable level of risk. The trees are classed as low risk on the risk assessment. The survey recommends two trees to be felled but class this as low priority, and to proactively fell some young ash trees adjacent to the entrance at the A686 side of the site which are showing signs of ash dieback. Overall, the trees stock is in good health with no significant visual defects. Dieback of ash is to be monitored and any future planting schemes should consider native oak and lime which can tolerate climate change.

- 1.5 The Services and Contracts Manager is intending to attend meetings of the Pategill TRA and aims to attend the November meeting (17<sup>th</sup> Nov).
- 1.6 Northern Gas networks are now scheduled to complete their works by the end of November 2021.
- 1.7 The Council is in receipt of a quotation for the supply and installation of site signage. Quotations for fencing and gates are being obtained.
- 1.8 It is intended to bring future reports to the Finance Committee setting out options for future enhancements.

## **2. Risk Assessment**

- 2.1 Members approved a Thacka Beck Field risk assessment at the meeting of Finance Committee on the 20 September 2021. There are no further risks associated with this report.

## **3. Financial Implications**

- 3.1 The Council had an approved budget of £3,000 for Thacka Beck field in the 2021/22 financial year which was supplemented by a further £2,000 as approved at Full Council on 27 September 2021, Minute PTC21/67.
- 3.2 The Tree Survey and Biodiversity Survey have been commissioned at a cost of £450 and £700 respectively.
- 3.3 The quotation for signage works which includes supply and installation is £1389.
- 3.4 Quotations for boundary gates and fencing works are being obtained.

## **4. Legal Implications**

- 4.1 There are no direct legal implications associated with this report.

## **Appendices**

None

## **Background Papers**

Finance Committee Report, 28 June 2021, 20 September 2021.



# **FINANCE COMMITTEE**

**15 November 2021**

## **Matter: Local Government Review Strategic Planning Group**

### **Purpose of Report:**

To consider the Terms of Reference for a Local Government Review Strategic Planning Group.

**Item no:** 16

**Author:** Town Clerk

### **Recommendation**

The Terms of Reference for a Local Government Review Strategic Planning Group be approved go forward for ratification by Full Council.

## **Local Government Review (LGR) Strategic Planning Group**

### **Terms of Reference**

#### **1. Background**

This informal working Group will have an advisory and strategic planning role, to guide Council during the imminent Local Government Reorganisation.

This matter is supported by the Agenda Report for item 13 Full Council 27 September 2021 which recommended and authorised the Town Clerk to begin preparing a Town Council plan for Local Government Reorganisation minute reference PTC21/66.

#### **2. Purpose**

- a) To proactively plan for local government reorganisation and the devolution of services, resources, and assets so that the services and assets are retained in Penrith and are managed, maintained, and delivered efficiently and effectively.
- b) To provide support, co-ordination, oversight and lead governance, business operations, resource management and internal structural reorganisation reviews to successfully accept LGR devolution.

- c) To working alongside the shadow authorities, stakeholders and partners ensuring that the Group's work for governance and devolution complements and aligns with the shadow authorities' approach.
- d) To keeping Council Members and the community apprised of developments and their implications.
- e) To represent the interest of the Council at formal meetings with the shadow authority and their representatives, to establish a positive and constructive relationship at the earliest stage of its operation.
- f) To monitor the performance of the LGR process.

## **Membership**

- a) The Group will comprise:
  - Town Clerk
  - Services Contracts and Manager
  - Responsible Finance Officer
  - Solicitor
  - Council Chair
  - Devolution Lead Member
  - And three other Council Members
- b) Additional members may be included in the Group as required.
- c) Non council members may be invited to join the Group.
- d) Possible invitees (not exhaustive)
  - An officer from CALC
  - Clerks from other Councils
  - Representatives from other Councils
  - Land and asset specialists

## **Convenor**

Meetings will be convened by the Town Clerk or Services Contracts and Manager.

## **Chair**

The Group will be chaired by the Council Chair, and in his/her absence the lead Member for Devolution.

## **Public Participation**

The Working Group is an informal Group of the Council and is therefore not open to the press and public.

### **Agenda, Minutes and Meeting Papers**

- a) As the Group will be discussing commercially sensitive tenders, contracts, business, and sensitive staffing matters all matters will be discussed in private and be treated as strictly confidential.
- b) The agenda, with attached meeting papers, will be distributed at least five working days prior to the next scheduled meeting.
- c) The minutes of each meeting will be prepared by either the Town Clerk or Services and Contracts Manager.

### **Reporting**

- a) Full copies of the minutes, including attachments, will be provided to the Group membership and will be available to members of the Town Council.
- b) Minutes will be circulated to members no later than five working days following each meeting.
- c) By agreement of the Group, the Group will make recommendations to the Council's Finance Committee in the first instance. If accepted and approved by the Finance Committee, these will then be ratified by Full Council at the earliest opportunity.

### **Meetings**

- a) The frequency of the meeting will be dictated by the progress of the reorganisation which is being led by the larger authorities and by their timeline.
- b) Initially the Group will meet a minimum at least every 8 weeks. The frequency of meeting will increase as the deadline of May 2023 approaches. Additional meetings may be held if 50% of the Group Members agree.
- c) The first meeting of the Group will take place in January 2022 after a desk top research exercise has been completed by officers of the Council. From this exercise a meeting/project timeline will be developed with a scheme of work for each meeting to consider. The Group shall then set meeting dates for the year ahead at the last meeting of the year.
- d) The Group Chair shall have discretion to hold meetings by virtual conferencing instead of in person.

### **Proxies to meetings**

- a) Members will nominate a proxy (deputy) to attend a meeting if they are unable to attend.
- b) The Chair will be informed of the substitution at least two working days prior to the scheduled meeting.

- c) The nominated proxy will provide relevant comments/feedback about the attended meeting to the member they are representing.

### **Quorum requirements**

3 Council members

### **Delegation of authority**

The Lead Officer and another officer, the Councillor lead and the Council Chair have delegated authority to respond swiftly to emerging matters, represent the Council at multi-authority meetings and make decisions that fall within an agreed remit.

The Lead Officer will be responsible for reporting any such decisions to Council and for making financial decisions up to a value of £15,000. A budget allocation will be available for works related to the LGR project for resources, legal and professional advice, consultation and marketing.

### **Activities**

- a) The Group will be supported by senior officers who will undertake desk top research to consider and research each asset, service, and contract. This is necessary to enable the Council to prioritise, develop business cases/options, consider the risks, costs and opportunities related to devolution.
- b) Officers will continue to strive to obtain the information directly from the District Council but based on experience this will not be forthcoming in a timely fashion. With many voluntary redundancies a valuable knowledge base is being lost and Council needs to act swiftly. Where officers are unable to enter a dialogue, the Council will submit Freedom of Information Requests and carry out comprehensive online research.
- c) Officers will also seek advice and guidance from exemplar councils of a similar size who have undergone a similar reorganisation to establish best practise and the impact on core Council business.
- d) The following will be considered during this exercise:
- Litter Bins
  - Sports Pitches
  - Castle Park
  - Sports Facilities
  - Tourist Information Centre
  - Leisure Centre
  - Cemetery
  - Public Toilets
  - Mansion House
  - Voreda House
  - Public Open Space Closed

- Churchyards
- Play Areas
- Museum
- New Squares
- Car Parks
- Town Hall
- Events & Town Centre
- Market
- Flower Beds
- Business Parks
- Artefacts, civic regalia, artwork, archives.
- Other Buildings and land including site at Old London Road owned by EDC
- Other Buildings and land owned by CCC

And will identify:

- Location
- Purpose
- Condition
- Condition improvement cost
- Current cost
- Power and Function
- Associated contracts
- Aspirations and opportunities
- Risks

e) Officers will also consider

- Structural reorganisation
- Resource capacity
- Precept
- Deliverability
- Prioritisation
- Consultation and communication with the electorate
- Partnership working

f) The outturn of the research will be considered by the Group in the form of an options appraisal.

## Timeline

Date	Larger authorities	Town Council	Date
November 2021	Officials at MHCLG will work with the affected councils in the development of the content of the Structural Change Order.	Commence desk top research to complete options analysis for each area.	November to mid-January
		Consider budgetary implications for 21-22 Precept	End of February 2022
		First Group meeting to consider outturn of research and agree a priority approach	
		Regular meetings to review the assets, services, and resources in their priority Groupings	End of March
April 2022	The Order will create 'Shadow Authorities' and 'Shadow Executives' once it is approved by parliament to sit alongside the existing council structures. These shadow arrangements will make decisions on how the new authorities are constituted. The Programme Management arrangements will determine how existing officers will work together to create the new Councils	Commence community consultation and PR	April to October
		Commence information sharing and negotiation with shadow authority	September to December
		Update research for desk top exercise to accommodate new information and emerging matters	
		Include LGR in budget planning process	January 2023
		Commence community consultation and PR in support of precept changes	

March 2023	Town Council election process commences		
1 April 2023	'Vesting Day' is when the new authorities 'go live' and the old councils (predecessor authorities) cease to exist		