



Penrith Town Council

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

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

DATE: 14 March 2022

NOTICE IS HEREBY GIVEN that an ORDINARY MEETING of THE FINANCE COMMITTEE will be held on 21 March 2022, 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 Unit 2, Church House, Friargate, Penrith.

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 18 March 2022.

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

COMMITTEE MEMBERSHIP

Cllr. Burgin

South Ward

Cllr. Jackson

North Ward

Cllr. Davies

West Ward

Cllr. Kenyon

North Ward

Cllr. Hawkins

East Ward

Cllr. Shepherd

East Ward

Mr I Parker, Services and Contracts Manager

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 21 MARCH 2022

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 10 January 2022.

3. Declarations of Interest and Requests for Dispensations

Receive declarations by Members of interests in respect of items on this agenda and apply for a dispensation to remain, speak and/or vote during consideration of that item.

ADVICE NOTE:

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

4. Public Participation

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

ADVICE NOTE:

Members of the public may make representations, answer questions, and give evidence at a meeting, which they are entitled to attend in respect of the business on the agenda. The public must make a request in writing to the Town Clerk PRIOR to the meeting, when possible. A member of the public can speak for up to three minutes. A question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given

5. Excluded Item: Public Bodies (Admissions to Meetings) Act 1960

Determine whether any items should be considered without the presence of the press and public, pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960, as publicity relating to that (any of those) matter/s may be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for the other special reasons noted in relation to that matter on the agenda.

6. Budgetary Control Statement 2021/22: 28 February 2022

Review and approve the budgetary Control Statement for the period to 28 February 2022 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 25 April 2022.
- c) Approve the monthly report of payments for December 2021, January and February 2022.

8. Bank Reconciliation

Approve and sign the bank reconciliations as of 31 December 2021, 31 January 2022 and 28 February 2022 as a correct record.

9. Internal Audit Report

Receive and approve the Internal Auditors Report for the period 01 April 2021 to 31 December 2021 and recommend the report go forward for ratification by Full Council.

10. Review of Internal Control 2021/22

Consider a review of the Council's system of Internal Control and recommend that the report go forward for ratification by Full Council.

11. Annual Review of Fees and Charges

Approve the fees and charges for 2022/23 financial year and recommend these go forward for ratification by Full Council.

12. Finance Committee Meeting Dates 2022/23

Consider and approve the proposed Finance Committee Meeting dates for 2022/23 and recommend these go forward for ratification by Full Council.

13. Finance Committee Work Plan

To note the Finance Committee Work Plan progress.

14. Park Play Fairhill Playing Field

Consider a request from Park Play Ltd to be granted consent to use Fairhill Playing Field for the delivery of a new community play project.

15. Bus Shelter on Scotland Road

Note the Record of Decision taken under Delegated Powers for the purchase and installation of a replacement bus shelter on Scotland Road and approve the costs of the bus shelter to be met from the Devolution Reserve and this decision go forward for ratification by Full Council.

16. Community Caretaker Contract

Note that a review of the Community Caretaker Contract is being undertaken and that competitive quotations are being invited.

17. CCLA Public Sector Deposit Fund

The Council currently has £453,860 invested with CCLA, representing both long-term reserves and temporary cash flow surpluses. The opening HSBC bank balance at 7 March 2022 was £72,462, which is considered insufficient to cover payments until receipt of the 2022-23 precept, which could be as late as the beginning of May. The Committee is therefore recommended to withdraw £75,000 from CCLA to supplement the bank balance.

18. 2021-22 National Salary Award

NALC has informed member Councils of the new rates of pay applicable from 1 April 2021. The Committee will recall that there were protracted **negotiations during 2021, resulting in the employers' final offer of a 1.75% increase in pay.** Members of GMB and Unison did not support strike action in pursuit of an improved offer and the unions have now agreed the 1.75% increase. The new rates of pay and backdated increases will be paid to Council staff this month. The 2021-22 and 2022-23 Budgets provide fully for the new rates of pay.

19. Absence Management Policy

To approve the Absence Management Policy and recommend the policy go forward for ratification by Full Council.

20. Next Meeting

Note that the next meeting is scheduled for 25 April 2022 at 6.00pm, at Unit 2, Church House, Friargate, Penrith.

PART II – PRIVATE SECTION

The following 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.

21. Staffing Matters

To receive a report on staffing matters.

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

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Penrith Town Council

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

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

DRAFT Minutes of the meeting of the

FINANCE COMMITTEE

Held at Penrith Town Council Office, Church House on Monday 10 January 2022, at 6.00 p.m.

PRESENT

Cllr. Burgin
Cllr. Davies

South Ward
West Ward

Cllr. Kenyon
Cllr. Shepherd

North Ward
East Ward

Services and Contracts Manager
Town Clerk

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

DRAFT

MINUTES FOR THE MEETING OF
FINANCE COMMITTEE

10 January 2022

PART I

FIN21/51 Apologies for Absence

There were no apologies for absence.

Councillor Hawkins was absent without apologies.

FIN21/52 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 15 November 2021 as a true and accurate record.

FIN21/53 Declarations of Interest and Requests for Dispensations

Members were asked to disclose their interests in matters to be discussed whether disclosable pecuniary or other registrable interest, and to decide requests for dispensations.

Councillor Shepherd reported that he was a member of the Penrith Rotary Club and declared an interest in agenda item 11. Tree Planting.

FIN21/54 Public Participation

Public Representations

Members noted that there were no questions or representations from members of the public.

FIN21/55 Excluded Item: Public Bodies (Admission to Meetings) Act 1960

Members considered whether items 15 and 16, should be considered without the press and public, pursuant to Section 1 (2) of the Public Bodies (Admissions to Meetings) Act, 1960.

RESOLVED THAT:

Matters 15 and 16 should be considered in Part Two, private session without the presence of the press and public as these items of business related to the financial and personal affairs of a particular person, in this instance members of staff.

FIN21/56 Budgetary Control Statement 2021/22: 30

November 2021

Members considered the Budgetary Control Statement 2021/22 Expenditure for the period to 30 November 2021.

RESOLVED THAT:

The Budgetary Control Statement 2021/22 Expenditure for the period to 30 November 2021 be approved and go forward for final ratification by Full Council.

FIN21/57 Payments for Approval

- a) Members noted that Cllr. Burgin and Cllr. Shepherd 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.

RESOLVED THAT:

Cllr Davies and Cllr Jackson check the Payments for Approval for the meeting of the Finance Committee on the 21 March 2022.

- c) Members considered the Monthly Report of Payments for November 2021.

RESOLVED THAT:

The Monthly Report of Payments for November 2021 be approved.

FIN21/58 Bank Reconciliation

Members considered the Bank Reconciliation for the HSBC Bank account for the period ending 30 November 2021.

RESOLVED THAT:

The Bank Reconciliation for the HSBC Bank account for the period ending 30 November 2021 be approved and signed by Cllr Burgin.

FIN21/59 Proposed Budget 2022/23

Members considered the report setting out the proposed budget for 2022/23.

RESOLVED THAT:

The proposed budget for 2022/23 be approved and recommend the following budget proposals go forward for ratification by Full Council:

- i. The Forecast Outturn expenditure for 2021/22 of £439,504 be noted.
- ii. The Proposed Budget 2022/23 which would, based on the estimated Council Taxbase, provisionally require a precept of £454,570 resulting from a nil increase in Council Tax;

FIN21/59 Proposed Budget 2022/23, continued

- iii. The salaries payable to Council staff in 2022/23, as detailed in the supporting confidential report;
- iv. The allocation of the amount of £25,000 available for financial growth in 2022/23 to the two service development proposals;
- v. The proposed level of financial reserves;
- vi. The parameters and forecasts in the Proposed Medium Term Financial Plan.

FIN21/60 Draft Financial Policies

Members considered the revised Reserves Policy and Investments Strategy for 2022/23, having noted that these policies are reviewed annually as part of the budget consideration.

RESOLVED THAT:

The revised Reserves Policy and Investment Strategy for 2022/23 be approved and go forward for ratification by Full Council.

FIN21/61 Tree Planting

Members considered a request from Penrith Rotary Club for permission to plant trees at Fairhill Playing Field and Thacka Beck Field, **to support 'The Queens Green Canopy' project to mark Her Majesty's Platinum Jubilee in 2022.**

RESOLVED THAT:

- i. Consent be approved for the planting of trees at Fairhill Playing Field and **Thacka Beck Field to support 'The Queens Green Canopy' project to mark Her Majesty's Platinum Jubilee in 2022.**
- ii. The Services and Contracts Manager be given delegated authority to progress the scheme which should give consideration to resident consultation and the effect on any nearby structures prior to the commencement of tree planting.

FIN21/62 Thacka Beck Field

Members considered a request to approve an additional budget towards the costs of boundary improvement works at Thacka Beck Field.

RESOLVED THAT:

£3,000 from the Devolution Reserve, be allocated to the Thacka Beck Field Budget for boundary improvement works, and go forward for final ratification by Full Council.

FIN21/63 Fairhill Playing Field

Members considered a request to accept a financial donation from the Fairhill Community Group to install a new seat at the Fairhill Playing Field.

FIN21/63 Fairhill Playing Field, continued

RESOLVED THAT:

- i. The Council accepts a financial donation of £100-£150 from the Fairhill Community Group for the provision of a new seat at the Fairhill Playing Field.
- ii. Additional costs for the supply and installation of the seat be met from the Benches budget.
- iii. The Services and Contracts Manager be given delegated authority to determine the style, type and location for the seat.
- iv. The Fairhill Community Group are thanked for their work supporting the improvements to the Fairhill Playing Field.

Cllr Jackson left the meeting.

FIN21/64 Next Meeting

Members noted that the next meeting of the Finance Committee is scheduled for Monday 21 March 2022 at 6.00pm at Unit 2, Church House.

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.

FIN21/65 Proposed Budget 2022/23: Staff Salaries

Members considered the salaries report for 2022/23

RESOLVED THAT:

The salaries payable to Council staff in 2022/23 be recommended and go forward **to Full Council for approval as part of the Council's consideration of the 2022-23 budget and precept decision.**

FIN21/66 Staffing Matters

Members considered a report on staffing matters.

RESOLVED THAT:

Authority be given for the Town Clerk to consider, create and recruit staff within the 2022/23 budget, based on the needs of the Council and the staffing **situation at the time to deliver the Council's refreshed Business Plan.**

CHAIR:

DATE:

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

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FINANCE COMMITTEE

21 March 2022

Matter: Budgetary Control Statement 2021/22:
Expenditure to 28 February 2022

Purpose of Report:

To consider the budgetary control statement for the eleven-month period to 28 February 2022.

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 include the transfer of budgets to allocate resources for the implementation of the new Grants scheme and the Arts & Culture Development budgets, together with the use of the Devolution Reserve to fund drainage improvements at Brackenber Allotments and additional works at Thacka Beck.

- The budget to date, based on the latest budget for the year. This proportion is the anticipated budget for the first eleven 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 11/12ths 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 28 February, 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 February.** 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 most 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 £419,934 is just below the profiled budget of £420,244.

- **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.
- Although there has been an upturn recently, overall investment returns remain poor and will fail to meet the budget target.

B.2 Planning Committee

Expenditure of £6,150 is shown against the profiled budget of £20,989, an underspending of £14,839.

- £3,017 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 actual spend includes the net cost of speed indicator devices as these have now been ordered.
- 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 £11,822 to 28 February. There has been no spend against this amount, for reasons which are known to the Committee.

B.3 CCEG Committee

Net spend of £33,476 is shown against the profiled budget of £101,430, an underspending of £67,954.

- The Town Projects budget currently shows an overspend of £2,217. Individual items charged to this heading are to be reviewed to check whether some should be allocated to the new Arts & Culture development budget.
- The Covid-19 Response budget, created as a contingency, is underspent by £3,585.
- Overall, Arts & Entertainment shows an underspending of £15,546. This includes £11,110 for the Development budget, which is expected to reduce by year-end.
- The Grants scheme was approved on 24 May 2021 so the budget has been profiled over the final three quarters of the year. There has been limited expenditure to date and the overall budget is underspent by £44,722.
- The Corporate Communications budget, which includes Community Engagement, is currently underspent by £6,162, due in part to a vacant staff post.

B.4 Finance Committee

Net expenditure of £297,760 is shown against the budget to date of £337,635, an underspending of £39,875. 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 £18,745. Within this figure, direct staff costs are currently underspent by £15,905; to date, underspendings from the vacant Community Engagement Officer post and sickness absence have been partially offset by untaken annual leave, the allowance paid to the Acting Town Clerk and additional staff cover for the **Town Clerk's absence**.

The expenditure figure includes the effect of the agreed April 2021 pay award of 1.75%. The budget allowed 1.0% for an expected settlement; the excess costs are netted off against salary underspends.

- Civic Regalia continues to show an overspend, now £692, due to the purchase of a press and seal **and past Mayors' brooches**; this can be set against administrative cost underspendings **elsewhere in the Committee's budget**. Arrangements are in **place for the Mayoral and Deputy Mayor's Expenses to be spent by 31 March**.
- The IT budget is currently underspent by £6,605; it appears that the underlying underspend will continue to outturn.
- Devolved Services budgets are underspent by £14,202 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 £2,241, **after meeting the surveyor's costs** for Salkeld Road and the budgeted drainage works at Brackenber.
- Benches are underspent by £922; new benches are being ordered, to be charged here or against the Repairs & Renewals budget.
- The Bus Shelters budget shows an underspend of £2,869; no planned replacement has been made but the monies will be used to replace the storm damaged shelter at Scotland Road.
- The single main reason for the underspend of £1,325 on the Bandstand is the £500 income from the Board and Elbow.
- The Approved Budget provided £1,500 for Play Area inspection costs; as the assets are not to transfer from Eden DC, this heading is currently underspent by £1,375.
- To date there is an underspending of £4,296 on Thacka Beck; it is hoped that fencing works can be completed by 31 March to spend this balance.
- 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 £8,000 budget for Council Projects is shown as fully spent as Council has agreed a contribution to Castle Park and an additional speed indicator device has been ordered. There has, however, been no call on the associated Officer Support budget.
- Expenditure on Other Overheads is £3,478 below the profiled budget, the largest variances being £2,241 on Legal Fees and £1,049 on Accountancy Fees.
- Repairs and Renewals show an underspending of £5,916 to date; this should reduce by year-end as there are plans to replace several benches.

B.5 Contingency

- The profiled portion of the contingency provision, £917, 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 £123,585 against the profiled total expenditure budget of £460,971. As there is £310 less income, there is a net variation of £123,275 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 £40,727 in the period, resulting in a balance of £235,760 at 28 February. The actual balance on the reserve at the month end is £422,980, which is £187,220 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 £19,986 transferrable into the Devolution Reserve is £14,202 higher than profile, resulting in a total of an additional £28,272 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 remains available.

C. Balance Sheet (Appendix B)

Appendix B shows the Council's balance sheet as at 28 February 2022. The following points may be noted:

- The total invested of £624,945 includes £453,860 placed with CCLA, pending the recommended withdrawal of £75,000 to cover cash flow for the coming months.
- The main debtor balance is £2,677 VAT reclaimed from HMRC in respect of January and February transactions; the January income was received on 1 March.
- Prepayments of £7,064 include adjustments for insurance, office rental, licences, subscriptions and maintenance agreements.
- The HSBC Bank balance stands at £70,920, which needs to be supplemented by the withdrawal from CCLA.
- Accruals of £23,785 represent goods and services received before 28 February, where the payment was not made by that date. Individual items include £1,269 staff time, £3,661 for the backdated pay award, £2,083 for the Marketing Plan, £12,000 for Castle Park and speed indicator devices, £950 Community Caretaker costs and £1,433 audit and accountancy fees.
- The Payroll Control balance of £8,228 relates to deductions calculated in the February 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 £38,694 income for March 2022, already received from Eden DC as precept or devolved services grants, together with a £4,000 grant from Cumbria CC and £2,129 from United Utilities for planting maintenance.

D. Conclusion

The budgetary control statement shows that overall spending to 28 February was around £123,000 below the Latest Budget for the period. At the last meeting, it appeared that the trend for increasing underspends might be slowing down, however this is clearly not the case and there has been no significant expenditure in the first few days of March. It is clear that there will be a substantial underspend at year-end; the marker now is the 2021/22 forecast outturn calculated for the 2022/23 Approved Budget, which assumed a £75,000 underspend, a figure that is certain to be exceeded.

Finally, there are no issues arising from the Council's balance sheet at 28 February.

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: ELEVEN MONTHS ENDED 28 FEBRUARY 2022

Approved Budget 2021/22	Latest Budget 2021/22	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£	£		£	£	£
		INCOME			
450,069	450,069	Precept: Council Tax	412,563	412,563	0
7,700	7,700	EDC - CTRS Grant	7,058	6,922	(136)
670	670	Other Income:			
10	10	Investment Income	614	449	(165)
		Miscellaneous Income	9	0	(9)
458,449	458,449	TOTAL INCOME	420,244	419,934	(310)
		EXPENDITURE			
		PLANNING COMMITTEE:			
		Planning:			
}	}	Officer Support	0	1,692	}
10,000	10,000	Planning Consultancy	9,167	458	3,017
}	}	Consultation	0	4,000	}
10,000	10,000		9,167	6,150	3,017
		Climate Change:			
5,000	5,000	Community Consultation	4,444	0	4,444
2,000	2,000	Internal Business Plan	1,778	0	1,778
1,000	1,000	Carbon Footprinting: High level baseline	889	0	889
500	500	Carbon Footprinting: Calculator licence	444	0	444
3,000	3,000	BIG STEP	2,667	0	2,667
800	800	Staff Development/Exceptional Expenses	711	0	711
1,000	1,000	Carbon Literacy Training	889	0	889
13,300	13,300		11,822	0	11,822
23,300	23,300	Planning Committee Total	20,989	6,150	14,839
		CCEG COMMITTEE:			
		Town Projects:			
15,000	1,800	Town Projects	1,650	3,867	(2,217)
5,000	5,000	Covid-19 Response	4,583	998	3,585
20,000	6,800		6,233	4,865	1,368
		Arts & Entertainment:			
5,000	7,500	Officer Support	6,875	1,553	5,322
7,500	1,200	Arts & Cultural Strategy	1,100	1,986	(886)
0	22,500	Arts & Culture Development	11,250	140	11,110
29,000	0	Events Grants	0	0	0
41,500	31,200		19,225	3,679	15,546
		Environment:			
14,500	8,000	Greening	8,000	7,844	156
31,000	0	Community Grants	0	0	0
		Grants:			
	15,000	Small Grants	13,333	2,000	11,333
	12,500	Grow Nature Grants	11,111	0	11,111
	33,500	Large Grants	29,778	7,500	22,278
0	61,000		54,222	9,500	44,722
		Corporate Communications:			
12,500	12,500	Community Engagement	11,458	4,848	6,610
2,500	2,500	Press Support	2,292	2,740	(448)
15,000	15,000		13,750	7,588	6,162
122,000	122,000	CCEG Committee Total	101,430	33,476	67,954

Approved Budget 2021/22	Latest Budget 2021/22	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£	£		£	£	£
		FINANCE COMMITTEE:			
		Staffing:			
195,170	195,170	Salaries	178,445	161,707	16,738
16,910	16,910	National Insurance	15,475	14,646	829
34,120	34,120	Superannuation	31,208	32,870	(1,662)
1,000	1,000	Recruitment Expenses	917	58	859
950	950	Staff Training	871	348	523
1,500	1,500	Conferences	1,375	420	955
700	700	Staff Expenses	642	139	503
250,350	250,350		228,933	210,188	18,745
		Accommodation:			
7,500	7,500	Rent	6,875	6,875	0
1,700	1,700	Heat, Light & Water	1,558	1,327	231
920	920	Service Charges	843	843	0
230	230	Room Hire & Meetings	211	595	(384)
380	380	Insurances	348	325	23
(10)	(10)	Letting Income	(9)	0	(9)
10,720	10,720		9,826	9,965	(139)
		Civic Functions:			
400	400	Civic Functions	367	68	299
700	700	Mayoral Expenses	642	0	642
300	300	Deputy Mayor's Expenses	275	0	275
100	100	Civic Regalia	92	784	(692)
1,500	1,500		1,376	852	524
		Cost of Democracy:			
200	200	Annual Meeting	200	302	(102)
1,000	1,000	Members' Training	917	0	917
200	200	Members' Expenses	183	84	99
200	200	Notice/Honours Board	183	197	(14)
1,600	1,600		1,483	583	900
21,000	21,000	IT	19,250	12,645	6,605
2,050	2,050	Website	1,879	533	1,346
		Devolved Services:			
(1,400)	(1,400)	Bring Site	(1,283)	(1,283)	0
1,550	11,550	Allotments	11,421	9,180	2,241
400	400	War Memorial	367	838	(471)
790	790	Benches	724	(198)	922
5,410	5,410	Bus Shelters	4,126	1,257	2,869
1,700	1,700	Bandstand	1,558	233	1,325
420	420	Musgrave Monument	385	87	298
1,200	1,200	Fairhill Park	1,100	1,787	(687)
1,500	1,500	Play Areas	1,375	0	1,375
0	0	Fairhill United Utilities Planting Maintenance	0	0	0
3,000	8,000	Thacka Beck	6,083	1,787	4,296
300	300	Signage, etc	275	0	275
8,800	8,800	Community Caretaker	8,067	8,808	(741)
3,000	3,000	Local Government Re-organisation: Action Plan	2,500	0	2,500
19,674	4,674	Contribution to/(from) Devolution Reserve	5,784	19,986	(14,202)
46,344	46,344		42,482	42,482	0
		Council Projects:			
3,000	3,000	Officer Support	2,500	0	2,500
8,000	8,000	Project Budget	8,000	8,000	0
11,000	11,000		10,500	8,000	2,500
		Other Overheads:			
1,800	1,800	Printing, Postage & Stationery	1,650	1,207	443
1,700	1,700	Audit Fees	1,558	1,570	(12)
4,000	4,000	Insurance	3,667	3,090	577
100	100	Bank Charges & Interest	92	93	(1)
2,800	2,800	Accountancy Fees	2,567	1,518	1,049
2,500	2,500	Legal Fees	2,292	51	2,241
450	450	Licences	413	392	21
3,000	3,000	Subscriptions	2,750	3,590	(840)
16,350	16,350		14,989	11,511	3,478
8,000	8,000	Repairs & Renewals	6,917	1,001	5,916
368,914	368,914	Finance Committee Total	337,635	297,760	39,875

Approved Budget 2021/22	Latest Budget 2021/22	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£ 1,000	£ 1,000	Contingency	£ 917	£ 0	£ 917
0	0	Transfer to/(from) Acquisitions Reserve	0	0	0
515,214	515,214	TOTAL EXPENDITURE	460,971	337,386	123,585
(56,765)	(56,765)	INCREASE/(DECR) IN GENERAL RESERVE	(40,727)	82,548	123,275
		RESERVES:			
		General Reserve:			
276,487	276,487	Balance brought forward 1 April 2021	276,487	340,432	63,945
(56,765)	(56,765)	Increase/(decrease) in year	(40,727)	82,548	123,275
219,722	219,722	Balance carried forward	235,760	422,980	187,220
		Devolution Reserve:			
121,878	121,878	Balance brought forward 1 April 2021	121,878	135,948	14,070
19,674	4,674	Contribution from/(to) 2021/22 Budget	5,784	19,986	14,202
141,552	126,552	Balance carried forward	127,662	155,934	28,272
		Acquisitions Reserve:			
50,000	50,000	Balance brought forward 1 April 2021	50,000	50,000	0
0	0	Contribution from/(to) 2021/22 Budget	0	0	0
50,000	50,000	Balance carried forward	50,000	50,000	0
411,274	396,274	TOTAL RESERVES	413,422	628,914	215,492



Penrith Town Council

BALANCE SHEET AS AT 28 FEBRUARY 2022

	£	£
Investments		
Penrith Building Society	86,113	
Cumberland Building Society	84,972	
CCLA Public Sector Deposit Account	<u>453,860</u>	
		624,945
Current Assets		
Debtors	144	
Debtor - VAT	2,677	
Prepayments	7,064	
HSBC Bank Account	<u>70,920</u>	
	80,805	
Current Liabilities		
Creditors	0	
Accruals	23,785	
Payroll Control	8,228	
Receipts in Advance	<u>44,823</u>	
	76,836	
Net Current Assets		3,969
		<u>628,914</u>
Represented by:		
Reserves		
General Reserve		422,980
Devolution Reserve		155,934
Acquisitions Reserve		50,000
		<u>628,914</u>



Payments Schedule
December 2021

Date	Ref	Details	Net £	VAT £	Total £	Budget
08/12/2021	21-129	Heatons - New fireproof safe	980.56	196.11	1,176.67	Repairs and Renewals
08/12/2021	21-130	Parish Online- Subscription Dec 21 - Dec 22	500.00	100.00	600.00	Planning Services - Planning Consultancy
08/12/2021	21-131	Penny Gledhill - Christmas Gnome display (part payment)	1,060.00	-	1,060.00	Town Projects
08/12/2021	21-132	C Grey - Reimburse postage	9.15	-	9.15	Other Overheads - Printing, Postage & Stationery
15/12/2021	21-133	Walton Goodland - Electricity to 30 Sept 21	168.77	33.75	202.52	Accommodation - Heat, Light & Water
15/12/2021	21-133	Walton Goodland - Water to 15 Nov 21	32.10	-	32.10	Accommodation - Heat, Light & Water
15/12/2021	21-133	Walton Goodland - Fire safety to Sept 21	24.28	4.86	29.14	Accommodation - Service Charges
15/12/2021	21-133	Walton Goodland - Cleaning to Oct 22	148.20	29.64	177.84	Accommodation - Service Charges
15/12/2021	21-134	I Parker - Mileage expenses	30.60	-	30.60	Staffing - Staff expenses
15/12/2021	21-135	John Richardson - Timber slats	120.00	24.00	144.00	Devolved Services - Benches
15/12/2021	21-136	KTD - System support renewal Nov 21 to Jan 22	863.37	172.67	1,036.04	IT
09/12/2021	BP	HSBC - Bank charges	6.50	-	6.50	Other Overheads - Bank Charges & Interest
17/12/2021	BP	HMRC - Tax & NI, November 21	3,971.76	-	3,971.76	Staffing - Salaries
17/12/2021	BP	Cumbria Pension Fund - Superannuation, November 21	4,002.20	-	4,002.20	Staffing - Salaries
23/12/2021	BP	Net Pay - December 2021	10,539.43	-	10,539.43	Staffing - Salaries
03/12/2021	CCR21-43	Zoom - Subscription	83.93	16.79	100.72	Town Projects - Covid 19 Recovery
13/12/2021	CCR21-44	CFG Finishes - Stain Seats	35.98	-	35.98	Devolved Services - Benches
22/12/2021	DD/STO	Adobe Acropro - Subscription	12.64	2.53	15.17	IT
22/12/2021	DD/STO	British Gas - Electricity, Bandstand	15.91	0.80	16.71	Devolved Services - Bandstand
31/12/2021	DD/STO	New Star Networks - Broadband	208.89	41.78	250.67	IT
Total			<u>22,814.27</u>	<u>622.93</u>	<u>23,437.20</u>	



Payments Schedule
January 2022

Date	Ref	Details	Net £	VAT £	Total £	Budget
05/01/2022	21-137	KTD - SSD Drive, quad rank & installation	198.00	39.60	237.60	IT
05/01/2022	21-138	KTD - SSD drives & installation	636.00	127.20	763.20	IT
05/01/2022	21-139	Cumbria CC - Contribution to restoration of signpost	1,000.00	-	1,000.00	Town Projects
05/01/2022	21-140	Tyne & Wear Play Ltd - Playground inspection, Fairhill	275.00	-	275.00	Devolved Services - Fairhill Park
05/01/2022	21-141	Penrith Parish Centre - Meeting room hire	36.00	-	36.00	Accommodation - Room Hire and Meetings
05/01/2022	21-142	Urbaser - Grounds Maintenance Nov 21	297.66	59.53	357.19	Devolved Services - Fairhill Park
05/01/2022	21-142	Urbaser - Grounds Maintenance Nov 21	56.00	11.20	67.20	Devolved Services - Thacka Beck
05/01/2022	21-143	Urbaser - Community Caretaker, Nov 21	696.78	139.36	836.14	Devolved Services - Community Caretaker
05/01/2022	21-144	KTD - System support renewal Feb 22 to April 22	863.37	172.67	1,036.04	IT
05/01/2022	21-145	Heatons - Two Office chairs	562.24	112.45	674.69	Other Overheads - Printing, Postage & Stationery
05/01/2022	21-146	Heatons - Paper	80.85	16.17	97.02	Other Overheads - Printing, Postage & Stationery
05/01/2022	21-147	KTD - Website updates	79.00	15.80	94.80	Website
05/01/2022	21-148	KTD - Sage update	69.00	13.80	82.80	IT
05/01/2022	21-149	Penny Gledhill - Christmas Gnome display (part payment)	1,060.00	-	1,060.00	Town Projects
12/01/2022	21-150	Lamont Pridmore - Accountancy Fees to Dec 21	500.00	100.00	600.00	Other Overheads - Accountancy Fees
12/01/2022	21-151	Glasdon UK Ltd - Replacement seat lats	120.49	24.10	144.59	Devolved Services - Benches
19/01/2022	21-152	North Lakes Glass & Glazing - Replacement panes, Bridge Lane	279.17	55.83	335.00	Devolved Services - Bus Shelters
19/01/2022	21-153	Acorn Marketing - Strategic Marketing Plan, Penrith	2,083.00	416.60	2,499.60	Town Projects
19/01/2022	21-154	Urbaser - Community Caretaker, Dec 21	983.22	196.64	1,179.86	Devolved Services - Community Caretaker
19/01/2022	21-155	Urbaser - Play Area Inspections	250.00	50.00	300.00	Devolved Services - Fairhill Park
19/01/2022	21-156	Urbaser - Grounds Maintenance Dec 21	297.66	59.53	357.19	Devolved Services - Fairhill Park
19/01/2022	21-156	Urbaser - Grounds Maintenance Dec 21	56.00	11.20	67.20	Devolved Services - Thacka Beck
31/01/2022	21-157	KTD - Domain Services	48.75	9.75	58.50	IT
31/01/2022	21-158	Eden Arts Ltd - Grant, Winter Droving	3,000.00	-	3,000.00	Grants - Large Grants
31/01/2022	21-159	Cumberland Beekeepers Assocn Penrith Branch - Grant	1,000.00	-	1,000.00	Grants - Small Grants
31/01/2022	21-160	Bluejam Cumbria - Grant	1,000.00	-	1,000.00	Grants - Small Grants
31/01/2022	21-161	Penrith Parish Centre Ltd - Room hire	34.00	-	34.00	Accommodation - Room Hire and Meetings
31/01/2022	21-162	KTD - System Support March - May 22	369.75	73.95	443.70	IT
04/01/2022	CCR21-45	Zoom - Subscription	83.93	16.79	100.72	Town Projects - Covid 19
04/01/2022	CCR21-46	Post Office - Postage	16.57	-	16.57	Other Overheads - Printing, Postage & Stationery
06/01/2022	CCR21-47	Post Office - Postage	30.81	-	30.81	Other Overheads - Printing, Postage & Stationery
10/01/2022	CCR21-48	Amazon - Stationery	23.28	4.66	27.94	Other Overheads - Printing, Postage & Stationery
11/01/2022	CCR21-49	Information Commissioner's Office - Registration fee	35.00	-	35.00	Other Overheads - Subscriptions
18/01/2022	CCR21-50	Post Office - Postage	35.85	-	35.85	Other Overheads - Printing, Postage & Stationery
21/01/2022	CCR21-51	Post Office - Postage	6.85	-	6.85	Other Overheads - Printing, Postage & Stationery
12/01/2022	CCR21-52	Post Office - Postage	1.53	-	1.53	Other Overheads - Printing, Postage & Stationery
31/01/2022	CCR21-53	Post Office - Postage	10.98	-	10.98	Other Overheads - Printing, Postage & Stationery
28/01/2022	CCR21-55	Survey Hero - Subscription	39.00	-	39.00	Other Overheads - Subscriptions
28/01/2022	CCR21-57	Adobe - Acropro licences (net)	53.50	10.70	64.20	IT
05/01/2022	CCR21-58/59	Adobe - Acropro licences (net)	34.88	6.97	41.85	IT
08/01/2022	BP	HSBC - Bank charges	8.00	-	8.00	Other Overheads - Bank Charges & Interest
19/01/2022	BP	HMRC - Tax & NI, December 2021	4,137.05	-	4,137.05	Staffing
19/01/2022	BP	Cumbria Pension Fund - Superannuation, December 2021	4,090.97	-	4,090.97	Staffing
28/01/2022	BP	Net Pay - January 2022	10,111.24	-	10,111.24	Staffing
24/01/2022	DD/STO	British Gas - Electricity, Bandstand	23.48	1.17	24.65	Devolved Services - Bandstand
26/01/2022	DD/STO	New Star Networks - Broadband	209.51	41.90	251.41	IT
Total			<u>34,884.37</u>	<u>1,787.57</u>	<u>36,671.94</u>	



Payments Schedule
February 2022

Date	Ref	Details	Net £	VAT £	Total £	Budget
09/02/2022	21-163	KTD - IT Services to May 22	171.00	34.20	205.20	IT
09/02/2022	21-164	Acorn Guest House - Events	140.00	-	140.00	Arts and Entertainment - Arts & Cultural Development
16/02/2022	21-165	John Richardson and Son - Timber Bench Lats	68.43	13.69	82.12	Devolved Services - Benches
16/02/2022	21-166	Paxton Medical Group - Medical Report	49.00	-	49.00	Staffing - Expenses
23/02/2022	21-167	Kompan Scotland - Replacement part	40.00	8.00	48.00	Devolved Services - Fairhill Park
23/02/2022	21-168	Chagos Consulting - Parish Online training RR	10.00	-	10.00	Staffing - Training
23/02/2022	21-169	Jean Airey - Internal Audit fee 21-22	200.00	-	200.00	Other Overheads - Audit Fees
23/02/2022	21-170	Cumbrian Publications - Eden Local	540.00	-	540.00	Corporate Communications - Press Support
23/02/2022	21-171	Ullswater Community College - Hire of car park	200.00	40.00	240.00	Arts and Entertainment - Arts & Cultural Strategy
23/02/2022	21-172	Walton Goodland - Office Rent to June 22	1,875.00	-	1,875.00	Accommodation - Rent
23/02/2022	21-173	21CC Group Ltd - 3 Jubilee Beacons	1,470.00	294.00	1,764.00	Arts and Entertainment - Arts & Cultural Strategy
28/02/2022	21-174	Carlisle DBF Ltd - Room hire, Unit 2	56.00	11.20	67.20	Accommodation - Room hire & meetings
28/02/2022	21-175	KTD - Website Updates	79.00	15.80	94.80	Corporate Communications - Website
28/02/2022	21-176	Urbaser - Community Caretaker Jan 22	1,056.80	211.36	1,268.16	Devolved Services - Community Caretaker
28/02/2022	21-177	Urbaser - Grounds maintenance Jan 22	297.66	59.53	357.19	Devolved Services - Fairhill Park
28/02/2022	21-177	Urbaser - Grounds maintenance Jan 22	56.00	11.20	67.20	Devolved Services - Thacka Beck
28/02/2022	21-178	Urbaser - Window Cleaning October 21	207.15	41.43	248.58	Devolved Services - Bus Shelters
28/02/2022	21-179	Urbaser - Window Cleaning December 21	207.15	41.43	248.58	Devolved Services - Bus Shelters
28/02/2022	21-180	Professional Development Group - Tourism Conference	289.00	57.80	346.80	Staffing - Staff Conferences
28/02/2022	21-181	I Parker - Mileage	22.95	-	22.95	Staffing - Expenses
28/02/2022	21-181	I Parker - Reimburse postage	1.53	-	1.53	Other Overheads - Printing, Postage & Stationery
28/02/2022	21-182	H H Reeds - Honours Board lettering	102.00	20.40	122.40	Cost of Democracy - Notice/Honours Board
08/02/2022	BP	HSBC - Bank charges	8.00	-	8.00	Other Overheads - Bank Charges & Interest
18/02/2022	BP	HMRC - Tax & NI, January 22	3,766.23	-	3,766.23	Staffing - Salaries
18/02/2022	BP	Cumbria Pension Fund - Superannuation, January 22	3,877.86	-	3,877.86	Staffing - Salaries
28/02/2022	BP	Net Pay - February 2022	10,539.63	-	10,539.63	Staffing - Salaries
12/01/2022	CCR21-52	Cancelled payment to Post Office- reimbursed via expense claim 21-181	(1.53)	-	(1.53)	Other Overheads - Printing, Postage & Stationery
03/02/2022	CCR21-54	Zoom - Subscription	83.93	16.79	100.72	Town Projects - Covid 19 Recovery
07/02/2022	CCR21-60	Post Office - Postage	2.69	-	2.69	Other Overheads - Printing, Postage & Stationery
14/02/2022	CCR21-61	Post Office - Postage	21.42	-	21.42	Other Overheads - Printing, Postage & Stationery
22/02/2022	CCR21-62	Post Office - Postage	2.58	-	2.58	Other Overheads - Printing, Postage & Stationery
22/02/2022	DD/STO	British Gas - Electricity, Bandstand	8.94	0.45	9.39	Devolved Services - Bandstand
28/02/2022	DD/STO	Adobe Acropro - Subscription	63.20	12.64	75.84	IT
Total			<u>25,511.62</u>	<u>889.92</u>	<u>26,401.54</u>	

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Date: 10/01/2022
Time: 11:07:27

Penrith Town Council
Bank Reconciliation

Page: 1

Bank Ref: 1205	Date To: 31/12/2021
Bank Name: HSBC	Statement Ref: 1205 2022-01-10 02
Currency: Pound Sterling	

Balance as per cash book at 31/12/2021: 133,078.85

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 : 133,078.85

Balance as per statement : 133,078.85

Difference : 0.00

17 December 2021 to 16 January 2022

Your Statement

Account Name

Penrith Town Council

Sortcode Account Number Sheet Number

141

Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			136,824.47
	BP [REDACTED] PENRITH TOWN COUNC	3,109.55		
	BP [REDACTED] PENRITH TOWN COUNC	385.40		133,329.52
31 Dec 21	DD NEW STAR NETWORKS	250.67		133,078.85
04 Jan 22	VIS INT'L 0016341426 ZOOM.US 888-799-96 WWW.ZOOM.US	100.72		132,978.13
05 Jan 22	CR PUBLIC SECTOR DEPO))) POST OFFICE COUNT PENRITH	16.57	34.61	
	VIS INT'L 0027859919 ADOBE ACROPRO SUBS ADOBE.COM		8.09	
	VIS INT'L 0027859918 Adobe			
07 Jan 22	ADOBE.LY/BILL KTD	49.94		132,954.32
	BP K138854	237.60		
	BP KTD K138855	763.20		
	BP Cumbria County Cou 0352857	1,000.00		
	BP TYNE & WEAR PLAY L PTC/161221	275.00		
	BP Penrith Parish Cen PTC INV 3051	36.00		
	BP Urbaser Ltd PTC INV 5127	424.39		
	BP Urbaser Ltd PTC INV 5126	836.14		
	BP KTD K126344	1,036.04		
	BP HEATONS OFFICE SOL PENRITH TOWN COUNC	674.69		
	BP HEATONS OFFICE SOL PENRITH TOWN COUNC	97.02		
	BP KTD K138380	94.80		
	BP KTD K138446	82.80		
	BP Penny Gledhill Penrith Town Council	1,060.00		
	BALANCE CARRIED FORWARD			126,336.64

Date: 14/02/2022
Time: 12:02:31

Penrith Town Council
Bank Reconciliation

Page: 1

Bank Ref: 1205	Date To: 31/01/2022
Bank Name: HSBC	Statement Ref: 1205 2022-02-14 08
Currency: Pound Sterling	

Balance as per cash book at 31/01/2022: 97,257.90

Add: Unpresented Payments

Tran No	Date	Ref	Details	£
4533	12/01/2022	CCR21-5	Post Office - Postage	1.53
4534	31/01/2022	CCR21-5	Post Office - Postage	10.98
4536	31/01/2022	21-157	KTD - Domain Services	58.50
4537	31/01/2022	21-158	Eden Arts Ltd - Grant, Winter	3,000.00
4538	31/01/2022	21-159	Cumberland Beekeepers	1,000.00
4539	31/01/2022	21-160	Bluejam Cumbria - Grant	1,000.00
4540	31/01/2022	21-161	Penrith Parish Centre Ltd -	34.00
4541	31/01/2022	21-162	KTD - System Support March	443.70
				<u>5,548.71</u>

Less: Outstanding Receipts

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

Reconciled balance : 102,806.61

Balance as per statement : 102,806.61

Difference : 0.00

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

17 January to 2 February 2022

Your Statement

Account Name
Penrith Town Council

Sortcode Account Number Sheet Number
144

Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
28 Jan 22	BP BALANCE BROUGHT FORWARD			112,376.99
	BP [REDACTED]			
	BP [REDACTED]			
	BP [REDACTED]			
	BP [REDACTED]			
	BP [REDACTED]			
	BP [REDACTED]			
	BP [REDACTED]			
	VIS INT'L 0064855241			
	ADOBE CREATIVE CLO			
	ADOBE.COM		11.65	
	VIS INT'L 0064855242			
	STK*Shutterstock			
	866-6633954		34.80	
	VIS INT'L 0064855240			
	SURVEYHERO.COM			
	PFAFFIKON SZ	39.00		
	VIS INT'L 0064855239			
	Acrobat Pro Subs			
	ADOBE.LY/BILL	75.85		102,806.61
01 Feb 22))) POST OFFICE COUNT			
	PENRITH	10.98		102,795.63
02 Feb 22	CR PUBLIC SECTOR DEPO		63.76	102,859.39
02 Feb 22	BALANCE CARRIED FORWARD			102,859.39

Information about the Financial Services Compensation Scheme

Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk, call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website (www.hsbc.co.uk).

Credit Interest Rates	balance	AER variable	Debit Interest Rates	balance	EER variable
Credit interest is not applied			Debit interest		21.34%

Penrith Town Council
Bank Reconciliation

Bank Ref: 1205	Date To: 28/02/2022
Bank Name: HSBC	Statement Ref: 1205 2022-03-07 02
Currency: Pound Sterling	

Balance as per cash book at 28/02/2022: 70,920.12

Add: Unpresented Payments

Tran No	Date	Ref	Details	£
4582	28/02/2022	21-174	Carlisle DBF Ltd - Room hire,	67.20
4583	28/02/2022	21-175	KTD - Website Updates	94.80
4584	28/02/2022	21-176	Urbaser - Community	1,268.16
4585	28/02/2022	21-177	Urbaser - Grounds	424.39
4587	28/02/2022	21-178	Urbaser - Window Cleaning	248.58
4588	28/02/2022	21-179	Urbaser - Window Cleaning	248.58
4589	28/02/2022	21-180	Professional Development	346.80
4590	28/02/2022	21-181	I Parker - Mileage	24.48
4592	28/02/2022	21-182	H H Reeds - Honours Board	122.40
4593	22/02/2022	CCR21-6	Post Office - Postage	2.58
				<u>2,847.97</u>

Less: Outstanding Receipts

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

Reconciled balance : 73,768.09

Balance as per statement : 73,768.09

Difference : 0.00

3 February to 2 March 2022

Your Statement

Account Name
Penrith Town Council

Sortcode **Account Number** **Sheet Number**
[REDACTED] [REDACTED] 146

Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			93,078.93
	BP CUMBRIA LOCAL GOVT			
	PENRITH TOWN COUNC	3,877.86		
	BP John Richardson an			
	PTC INV 519819	82.12		
	BP Paxton Medical Gro			
	INV-6718	49.00		89,069.95
22 Feb 22	DD BRITISH GAS TRADIN			
	FIRST PAYMENT	9.39		89,060.56
25 Feb 22	BP JOHN JONES			
	PENRITH TOWN COUNC	609.06		
	BP KOMPAN			
	PTC INV 208341	48.00		
	BP CUMBRIAN LOCAL PUB			
	EL 2169	540.00		
	BP WALTON GOODLAND			
	PE01 24856	1,875.00		
	BP Ullswater Communit			
	UCC21000108	240.00		
	BP Chagos Consulting			
	Inv 000112	10.00		
	BP 21CC Group Ltd			
	INV-413592	1,764.00		
	BP JEAN AIREY			
	PENRITH TOWN COUNC	200.00		83,774.50
28 Feb 22	BP [REDACTED]			
	BP [REDACTED]			
	BP [REDACTED]			
	BP [REDACTED]			
	BP [REDACTED]			
	BP [REDACTED]			
	VIS INT'L 0066898365			
	ADOBE ACROPRO SUBS			
	ADOBE.LY/BILL	75.84		73,768.09
01 Mar 22	CR HMRC VTR		1,787.57	
	DD NEW STAR NETWORKS	255.56		75,300.10
02 Mar 22	CR PUBLIC SECTOR DEPO		114.70	75,414.80
02 Mar 22	BALANCE CARRIED FORWARD			75,414.80

**INTERIM AUDIT REPORT BY THE INTERNAL AUDITOR TO PENRITH TOWN COUNCIL
1ST APRIL 2021- 31ST DECEMBER 2021
FINANCIAL YEAR ENDING 31ST MARCH 2022**

Introduction

The Town Council has a statutory responsibility to provide an adequate and effective Internal Audit by engaging an Internal Auditor. The role of the Internal Auditor is to provide independent assurance that the Council's risk management, governance and internal control processes are operating effectively, spending public funds for intended purposes and complying with laws and regulations.

The Finance Committee reviewed the effectiveness of Internal Audit and Internal Controls. The Council at the meeting held on 24th May 2021 ratified the decisions and the Internal Auditor was appointed for the period 2020-21 & 2021-22

The Finance Committee approved the Internal Audit Plan for 2021-22 – Minute FIN 21/25.

I confirm I have, on the 9th February 2022 undertaken an internal audit for the period 1st April – 2021 -31st December 2021 in accordance with the Account and Audit Regulations (England) 2015 as outlined in the schedule previously circulated and approved by Council and incorporating any new requirements as outlined in "Governance and Accountability for Smaller Authorities in England" March 2021

To comply with Government guidance and social distancing regulations during the Covid 19 pandemic, the Audit was conducted by examining documents sent by e-mail by the Responsible Financial Officer, information displayed on the Council website, and the provision of additional information for clarification, in response to queries.

All meeting papers had been forwarded throughout the year for inspection and the Council website was regularly monitored to ensure compliance with the Local Government Transparency Code 2015

Appropriate accounting records have been kept throughout the year.

The Council operates a commercial accounting package – Sage, which is comprehensive and fulfils the requirements needed to complete all monthly and cumulative Income and Expenditure accounts as required by the Regulations. All payments and receipts are coded to the Council's budgeted headings, allowing immediate identification of spending in each budget sector and enables quarterly management accounts to be prepared. There is the additional security of an internal checking system to monitor the accuracy of the data input into the computerised accounts. Daily backup procedures are undertaken by means of external hard drives, which are stored off the premises in secure conditions. Additionally the hardware provider operates separate security.

The authority complied with its financial regulations, invoices supported payments, all expenditure was approved and VAT was accounted for.

The schedule of payments for each month are distributed with the agenda of the Finance Committee, as is the bank reconciliation and relevant bank statements, ensuring compliance with the system outlined in the Financial Regulations.

It is confirmed that the bank balance on the corresponding bank statements verifies the final balance on bank reconciliations where a variation existed, 30th June 2021 a full explanation was given and the subsequent adjustment ensured accurate reporting.

A random sample of payments in excess of £2000.00 was checked for each month of the financial year until 31st December 2021.

There was a detailed audit trail for each of the following transactions:-

			Gross
21/01	KTD	Printer/Photocopier etc.	£4510.80
21/13	KTD	MS Office Licences etc.	£2990.54
21/31	Came & Company	Annual Insurance	£3318. 51
21/45	Penrith BID	Summer Floral Displays	£4467.78
21/80	J Richardson & Son	Monument Planters	£3436.80
21/128	Ian Cannon Ltd	Allotment Drainage	£11520.00

Sample invoices were provided which verified invoices are checked for accuracy and endorsed by the signature of an officer prior to passing to the External Accountant for subsequent payment. The Finance Committee approves all payments.

Vat reclaims are prepared on a monthly basis. The following documents were forwarded as evidence of accuracy – Sage Reconciliation, Sage Transactions and HMRC verification.

All expenditure on bank cards is regularly reported and allocated to budget heads with VAT Identified. The bank account is debited with the expenditure within a few working days. Security measures are in place to ensure appropriate use by permitted officers.

Invitations to tender or quotations for goods, services and contracts are operated as outlined in Financial Regulations. Documented evidence was provided which confirmed that a detailed specification is forwarded to interested parties, which outlines precisely the procedure to be followed if a price is to be submitted.

The authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

A full report outlining the Council's comprehensive Risk Assessments for all Council activities is compiled, received and approved by the Finance Committee for ratification of the Council. The current year review was undertaken 20th. September 2021. Minute FIN21/23 i. – xviii. i. The Procurement Policy i. and Financial Regulations ii. Were also reviewed. All were ratified by Council 27th. September 2021. Minute PTC/67 b. c.

Checks confirmed renewal of Insurance Policies with Came & Company - 24thMay 2020
Minute PTC 21/10

The Precept requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored and reserves are appropriate.

The Responsible Financial Officer (RFO) with full explanations of the recommendations prepares a budget report and it is presented to the Finance Committee for approval and development prior to recommendations being made to Council. The Council subsequently approves the budget and notes in the Minutes the precept to be requested – 25 January 2020 Minute PTC20/110.

The budget is set in time to comply with the District Council's timetable.

Full budget comparison reports are prepared by the RFO which, (if appropriate) highlight any variances to set budgets. This ensures openness and transparency in the management of public money and enabling the Council to make the necessary virements, which are recorded in the minutes.

Expected income was fully received based on correct prices, properly recorded and promptly banked and VAT appropriately accounted for.

The Council has minimal income from sources other than the Precept. Where received, it is properly recorded and promptly banked. No cash income.

The Council has 200 allotment plots allocated over 4 sites. Penrith Allotment Association operates the sites on the Council behalf.

Petty Cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.

The Council does not operate a Petty Cash account.

Salaries to employees and allowances to members were paid in accordance with the authority's approvals and PAYE and NI requirements were properly applied

All payments reflect salary scales approved by Council. Returns to HMRC are processed by the external accountant. All records will be fully checked at the

conclusion of the financial year 31st March 2022.

Assets and investments register were completed and accurate and properly maintained.

The Asset Register for the financial year 2020/21, was adopted 24th May 2021 Minute PTC 21/08 ii. It will be further reviewed in the current financial year to reflect any acquisitions and disposals and ensuring accuracy for the completion of the 2021/22. AGAR.

The authority has, during the previous year, correctly provided for the period for the exercise of public rights as required by the Accounts and Audit regulations.

AGAR 2020-21

Regulation 15(2) Accounts and Audit Regulations 2015 requires the Responsible Financial Officer (RFO) to publish a Notice of Public Rights of inspection of accounts for a period of thirty days which must include the first 10 working days in July.

A copy of the notice was made available for inspection, which confirmed the date the notice was posted being 1st June 2021 with inspection period 7th June 2021– 16th July 2021.

The authority complied with the publication requirements of the prior year AGAR

The Local Audit and Accountability Act 2014 Sct 20(2) & 25 and The Accounts and Audit (England) Regulations 2015 (S1 2015/234) requires a Council to publish, as soon as reasonably practicable, after the conclusion of the audit, a statement on the Council website advising that the 2020-21 Audit has been completed.

The Clerk/RFO has undertaken the requirement and the Annual Governance and Accountability Return, (AGAR) with all attendant information was publicly displayed upon receipt from the External Auditor – 28th September 2021, on the Council website – www.penrithtowncouncil.gov.uk ensuring compliance with all aspects of the Regulations.

The Council received an unqualified audit report from the External Audit. It is confirmed the Accounts and all governance documents fulfilled the requirements of the Account and Audit Regulations.

I wish to express my appreciation to the Officers for their assistance with supplying information and for the completeness of information on the website which facilitated the audit.



Internal Auditor – 9th February 2022

FINANCE COMMITTEE

21 March 2022

Matter: Review of the System of Internal Control 2021-22

Purpose of Report:

To consider a review of the Town Council's system of internal control for the current financial year.

Item no: 10

Author: Jack Jones, RFO

Supporting Member: Cllr Burgin, Committee Chair

This is a public report

Recommendations

The Committee is recommended to:

- a) **approve the review of the Council's internal control framework, which concludes** that the adopted controls are adequate, appropriate and effective and that they have operated consistently throughout the financial year; and
- b) forward the report to full Council for ratification.

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 Accounts and Audit Regulations 2015 further require the Council to maintain a sound system of internal control, which includes its full range of governance arrangements.

Link to Council Priorities

Strong governance arrangements and sound internal controls underpin all **the Council's** activities and support the delivery of its priorities.

1. Report Details

Governance Requirements

a) Under the Accounts and Audit Regulations 2015, the Town Council must ensure that it has a sound system of internal control which:

- facilitates the effective exercise of its functions and the achievement of its aims and objectives;
- ensures that the financial and operational management of the authority is effective; and
- includes effective arrangements for the management of risk.

Additionally, each financial year, the Council must conduct a review of the effectiveness of its system of internal control and prepare an annual governance statement, in accordance with proper practices. This report provides that review.

Internal Audit

b) The Regulations also state that the Council must undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance. The Council last reviewed its internal audit arrangements in May 2021, when it concluded that those arrangements were effective for the financial year 2020/21. The same arrangements apply to the current year, so it is reasonable to assume that they continue to be effective; this opinion will be reviewed formally in May this year.

Internal Control Framework

c) The attached diagram summarises the key governance controls operating within the Council. The list of items is not exhaustive, while the headings are included for convenience only. The diagram demonstrates that the Council has all the appropriate elements in place to form a sound framework of internal control.

Review of Effectiveness

d) During the year 2021/22, the Council has maintained all its policies and procedures, updating them where appropriate. It has complied fully with all the controls identified within the framework and has responded appropriately to new responsibilities. For example, during the year to date, the Council has:

- Maintained the General Power of Competence
- Introduced a Code of Corporate Governance
- Created new Equality and Diversity and Anonymous Communications Policies
- Refreshed its Business Plan

- Continued to adapt its meeting protocols and operational activities to maintain services during the Coronavirus pandemic
- Progressed its Neighbourhood Plan
- Reviewed all risk assessments
- Planned for the development of Thacka Beck
- Maintained effective internal control and audit arrangements, confirming that internal audit complies with new requirements
- Begun planning for local government reorganisation
- Monitored key governance requirements on a quarterly basis.

e) The agenda for this meeting includes the separate interim report from the **Council's Internal Auditor, which** confirms that the Council's arrangements are satisfactory in all areas examined. This independent opinion contributes to **Officers' own opinion that the controls identified in the framework are adequate,** appropriate and effective and that they have operated consistently throughout the 2021/22 financial year to date.

Annual Governance Statement (AGS)

f) The AGS cannot be prepared until after the end of the financial year, prior to approval of the annual accounts, and will be based on the assurance gained from this review of the internal control framework and the final internal audit report.

2. Options Analysis including Risk Assessment

2.1 Risk

Failure to maintain a sound internal control framework.

2.2 Consequence

Potential vulnerability to loss or irregularity across a range of governance areas.

Criticism from internal/external audit; reputational damage.

2.3 Controls Required

Sound internal controls that are applied consistently and subject to periodic internal and independent reviews of their effectiveness.

3. Financial Implications

This report has no direct financial implications.

4. Legal Implications

The review complies with the relevant legislation.

Appendices

- Internal Control Framework

Background Papers

- Accounts and Audit Regulations 2015
- Interim Internal Audit Report 2021/22

INTERNAL CONTROL FRAMEWORK 2021/22

Statutory & Constitutional	Financial Management	Audit	Risk Management	Employees
<ul style="list-style-type: none"> • Legislation: <ul style="list-style-type: none"> ◦ Local Government ◦ Health & Safety ◦ Equalities ◦ Information Technology ◦ Freedom of Information • Councillors: <ul style="list-style-type: none"> ◦ Standing Orders ◦ Acceptance of Office ◦ Code of Conduct ◦ Register of Interests ◦ Declaration of Interests ◦ Annual Town Meeting • Code of Corporate Governance • Annual Report • Business Plan • Neighbourhood Plan • Community Engagement • Qualified & experienced Town Clerk • Qualified & experienced In House Solicitor 	<ul style="list-style-type: none"> • Financial Regulations • Financial Procedures • Proper Accounting Practices • Procurement Rules • Approval of Expenditure • Approved Budget • Medium Term Forecast • Budgetary Control • Reserves Policy • Investment Policy • Transparency reports • Asset Register • Qualified & Experienced RFO 	<ul style="list-style-type: none"> • Internal Audit • Government and Accountability for Smaller Authorities • Review of Internal Audit Effectiveness • NAO Code of Audit Practice • External Audit • Public Right of Inspection 	<ul style="list-style-type: none"> • Risk Assessments • Health & Safety advice • Legal advice • IT Security • Business Continuity arrangements • Security of Assets • Insurance cover • Due diligence re asset transfers 	<ul style="list-style-type: none"> • Approved establishment • Contracts of employment • Job Descriptions • Staff Policies & Procedures • Staff Handbook • Performance Appraisals

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FINANCE COMMITTEE

21 March 2022

Matter: Annual Review of Fees and Charges

Purpose of Report:

To consider the Fees and Charges for 2022/23.

Item no: 11

Author: Services and Contracts Manager

Supporting Member: Cllr. Burgin, Chair of Finance Committee.

Recommendations

To approve the Fees and Charges for 2022/23 and recommend 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, which having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence.

Link to Council Priorities

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

1. Report Details

- 1.1 The Council approved its current scale of Fees and Charges for the year 2021/22 at the meeting of the Finance Committee held on the 22 March 2021, Minute Fin20/70, and ratified by Full Council on 29 March 2021, Minute PTC20/127.
- 1.2 This report sets out the proposed Fees and Charges for the 2022/23 municipal years. The proposed Fees and Charges are shown in Appendix A.
- 1.3 It is proposed that the scale of Fees and Charges remain the same as the previous year, particularly given the nil increase in Council Tax and the **Council's positive financial position. There is one addition to the Fees and Charges** from the previous year which is the inclusion of proposed fees for the use of Fairhill and Thacka Beck Fields.

2. Risk Assessment

- 2.1 The risk to the Council is financial should there be no established fees and charges. This may lead to a lack of consistency in charging and as such a scale of Fees and Charges should be approved.

- 2.2 The risk to the Council may be reputational should fees be unaffordable or too high, leading to criticism from the public and other stakeholders. The Council should review the affordability of its charges and approve its fees annually.

3. Financial Implications

- 3.1 This report sets out the fees and charges for 2022/23.

4. Legal Implications

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

Appendices

Appendix A – Proposed Fees and Charges 2022/23

Background Papers

Previous years Fees and Charges reports.

Appendix A – Proposed Fees and Charges 2022/23

Asset	Group	Cost (£)
Cornmarket Bandstand	Community Organisations, Charities, Constituted Groups	Free of Charge
	Commercial Events	£12.00 per hour; or £30.00 per morning (3 hours) or £42.00 for the afternoon (4 hours) £60.00 Full Day
	Private Business Use for Promotional purposes	£12.00 per hour; or £30.00 per morning (3 hours) or £42.00 for the afternoon (4 hours) £60.00 Full Day
	Market or Street Traders	£15.00 per day
Boardroom	Businesses, large organisations, non-political organisations, other authorities	£12.00 per hour; or £30.00 per morning (3 hours) or £42.00 for the afternoon (4 hours)
Meeting Room	Businesses, large organisations, non-political organisations, other authorities	£6.00 per hour; or £15.00 per morning (3 hours) or £21.00 for the afternoon (4 hours)
Boardroom and Meeting Room combined use	Businesses, large organisations, non-political organisations, other authorities	£15.00 per hour; or £37.00 per morning (3 hours) or £52.00 for the afternoon (4 hours)
Boardroom and Meeting Room	Registered Charities with a branch within the parish of Penrith.	No charge
Boardroom and Meeting Room	Local groups affiliated to the Town Council: Penrith Community Gardeners & In Bloom Penrith Allotment Association PECCAN Group	No Charge
Seats	New bench with plaque including 10 years maintenance.	£1,000
	Plaque fixed to existing new style bench including 10 years maintenance.	£200
	Renewal of seat/plaque including maintenance for further 10 years.	£200
Fairhill Playing Field, and Thacka Beck Field	Registered Charities, schools, and Community Groups delivering community activity, play events, fetes, holiday activity schemes.	No Charge
	Private business organisations, commercial events.	£12.00 per hour; or £30.00 per morning (3 hours) or £42.00 for the afternoon (4 hours) £60.00 Full Day
	FunFairs and Circuses	To be determined on a case by case basis by the Finance Committee.

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FINANCE COMMITTEE

21 March 2022

Matter: Draft Finance Committee Meeting Dates 2022/23

Purpose of Report:

To consider the dates for the meeting of the Finance Committee in 2022/23.

Item no: 12

Author: Services and Contracts Manager

Supporting Member: Cllr. Burgin, Chair of Finance Committee.

Recommendations

That the proposed Finance Committee meeting dates for 2022/23 as set out in paragraph 1.2 be approved and recommend 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, which 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 provides good governance.

1. Report Details

- 1.1 The Council is required to approve the Finance Committee meeting dates for the 2022/23 municipal year, in order that they can be published in the annual committee meeting calendar.
- 1.2 This report sets out the proposed meeting dates for 2022/23. The dates as set out in the table below, follow closely as possible the dates for the current year. The schedule of meetings allows the Finance Committee to operate effectively and report key decisions at the appropriate times throughout the year.

Dates 2021/22	Proposed Date 2022/23
28 June 2021	27 June 2022
20 September 2021	19 September 2022
15 November 2021	14 November 2022
10 January 2022	16 January 2023
21 March 2022	20 March 2023
25 April 2022	24 April 2023

2. Risk Assessment

2.1 There are no risks associated with this report.

3. Financial Implications

3.1 There are no financial implications associated with this report.

4. Legal Implications

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

Appendices

There are no appendices to this report.

Background Papers

There are no background papers to this report.

ITEM 13 Work Plan, Finance Committee, 21 March 2022

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 21 March 2022	Reason for any underperformance and revised date when target will be met
Support and contribute to the social fabric of the town, enhancing community facilities and supporting arts and culture			
Securing external funding, where possible, to develop and improve amenities, leisure, art, and cultural facilities. Fund new and existing events and provide match funding support to sports, recreational, culture and arts and work to improve their funding base	To prepare a plan for the enhancement of Thacka Beck field and to seek and explore funding opportunities to support the delivery of any improvements.	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 ordered pending commencement. Finance Committee, 10 January 2022 approved Tree planting scheme for Fairhill and Thacka Beck Field.	NGN have delayed completion. Scheduled for Autumn 2022.
Developing Penrith as an accessible and friendly Town	Thacka Beck Field 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 and sought further clarification in Jan and Feb 2022. Nomination of Town Hall, Coronation Garden and Robinson School accepted. Internal Stakeholder Group has commenced meetings.	Awaiting EDC policy position on Devolution of Assets.
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. Agreement ceasing as of 31 March 2022 as approved by Finance Committee on 15 November 2021.	

Health & Wellbeing			
Strategic Priority	Delivery Work	Progress at 21 March 2022	Reason for any underperformance and revised date when target will be met
Support and contribute to the social fabric of the town, enhancing community facilities and supporting arts and culture			
Monitoring the Grounds Maintenance Contract for the Fairhill Playing Field and Thacka Beck field ensuring the outcomes of the specification are met	Contract Monitoring Facility Inspections Management of planting area transferred from United Utilities at Fairhill	Contract monitoring meetings held with contractor. Facility inspections undertaken by SCM. All works for 2021/22 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	Council approved contribution of £5,500 towards EDC improvement scheme on 26/11/22. AGM, November 2021 determined group to dissolve. 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.

Economic Development			
Support and contribute to the economic growth and prosperity of the Town through encouraging inward investment, sustainable employment, tourism, and provision of devolved services by:			
Strategic Priority	Delivery Work	Progress at 21 March 2022	Reason for any underperformance and revised date when target will be met
Installing Town Council branded signage to Council managed sites, assets, street furniture, and facilities	<p>Responding to requests for Memorial Seats.</p> <p>Monitoring condition and repair of asset and street furniture.</p> <p>Develop plan for enhancement of land at Thacka Beck field.</p> <p>Brentfield Way Bus Shelter in abeyance</p>	<p>Three 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>	Signage ordered but not installed due to NGN not complete.
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> <p>Council approved contribution of £5,500 towards EDC improvement scheme on 26/11/22.</p>	

Growth			
Protect local amenity, green spaces, and the environment			
Strategic Priority	Delivery Work	Progress at 21 March 2022	Reason for any underperformance and revised date when target will be met
Pursue the freehold transfer of green open spaces and play areas with the relevant authority.	Engage in the Transfer of Assets project with Eden District Council. With regard to: Open spaces Play Areas	The Council wrote to EDC on a number of occasions expressing an interest in being engaged in the new Devolution Policy.	Awaiting Policy position from EDC
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.	Attended a meeting with EDC 10 Nov 2021 to discuss the plans for enhancement of the Park and Council authorised £5500 contribution from the 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. Work complete.	

Council Business			
Ensure the Council is run in lawful and business-like manner, give confidence in decision making and provide good governance that provides clear and effective decision making.			
Strategic Priority	Delivery Work	Progress at 30 September 2021	Reason for any underperformance and revised date when target will be met
Provide good governance that provides clear and effective decision making	Review policies during the municipal year including: Procurement Policy Financial Regulations Reserves Policy Investment Policy	Approved Finance Committee, 20/09/21 Approved Finance Committee, 20/09/21 Approved Finance Committee 10/01/22 Approved Finance Committee 10/01/22	
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 Committees Approved Finance Committees Internal Audit undertaken in February 2022. Noted Council 27/09/21 – no qualifications Budget Working Group met and Council approved 24/01/22 Ongoing Insurance renewal commenced May 21 (3yr agree)	Finance Committee March 2022 Finance Committee 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. Inspection and Report submitted in December 2021	

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FINANCE COMMITTEE

21 March 2022

Matter: Park Play at Fairhill Playing Field

Purpose of Report:

To consider a request from Park Play Ltd to be granted consent to use Fairhill Playing Field for the delivery of a community play activity project.

Item no: 14

Author: Services and Contracts Manager

Supporting Member: Cllr. Jackson, Lead Member for Assets

Recommendations

To Committee is recommended to:

- i. Grant consent to Park Play to use Fairhill Playing Field on Saturday mornings for the delivery of the Park Play Project.
- ii. Charge no fee to Park Play as it is a new community play project which is free of charge to the participants.
- iii. Review the consent after 12 months of the project being delivered.

Law and legal implications

The Town Council resolved from 20 May 2019, until the next relevant Annual Meeting of the Council, which 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 Park Play is a new initiative that is being rolled out nationally. It is a scheme that offers weekly play and physical activity opportunities to local communities.
- 1.2 Active Cumbria are working with Park Play to establish new sites in Cumbria. Penrith has been identified as a location for the delivery of Park Play and Fairhill Playing Field is an area the scheme coordinators would wish to use.
- 1.3 Park Play operates every Saturday morning throughout the year at an agreed time. The activity is free of charge for participants, is inclusive and is delivered by a trained activator. Sessions follow a similar theme including a warmup followed by a range of games such as dodgeball, Frisbee, Kwik Cricket, Scavenger hunts and many more.

- 1.4 Park Play Ltd is responsible for all aspects of the event delivery. This includes employing and training the activator, insurance, risk assessment, marketing and communication, delivery and planning of the sessions.
- 1.5 Park Play Ltd are requesting consent from the Council to use Fairhill Playing Field for the delivery of the project. So far there is no defined start date for the project in Penrith, but it is hoped to be commenced prior to the summer in 2022.
- 1.6 Members will be aware that Fairhill Playing Field is owned by the Council. The site offers the flexibility of space to meet the requirements of Park Play whilst still allowing members of the public to use the field at the same time. Park Play will provide play and physical activity opportunities for the local community and enhance the use of the playing field. It is therefore recommended that the Council grants consent for Park Play Ltd to use Fairhill Playing Field on Saturday mornings for an initial period of 12 months from an agreed start date. As the activity is free of charge to the participant, promotes community health and physical wellbeing opportunities and the effect on the land is expected to be negligible in terms of wear and tear it is recommended that there is no fee charged for the use of Fairhill.

2. Risk Assessment

- 2.1 Park Play Ltd are responsible for all aspects of risk management associated with the activity. An initial risk assessment is enclosed at Appendix A.
- 2.2 Park Play Ltd are fully insured and a copy of the Insurance Schedule is enclosed as Appendix B.
- 2.3 Park Play Ltd are responsible for all aspects of the delivery of the activity. A copy of the Emergency Procedure Plan is enclosed as Appendix C.
- 2.4 There is a reputational risk to the Council should it not give consent to the activity particularly given that Park Play is a national initiative, has community aims and seeks to improve physical wellbeing for the local community.
- 2.5 As the activity would be new and thus the demand and impact on the wider area unknown it is recommended that the consent for the use of the land is reviewed by the Finance Committee after an initial 12 months of the project being delivered. Park Play Ltd have been advised that the site offers no toilets or shelter in the case of inclement weather and toilets which they are aware of and content with.

3. Financial Implications

- 3.1 There are no financial implications for the Council in granting consent for Park Play Ltd to access the Fairhill Playing Field. As Park Play is free of charge to the user it is recommended that the consent to use the land be granted free of charge.

4. Legal Implications

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

Appendices

Appendix A – Park Play Risk Assessment

Appendix B – Park Play Insurance Schedule

Appendix C – Park Play Emergency Procedure Plan

Background Papers

None.

Appendix A – Risk Assessment

Number	Category	Risk	Likelihood	Impact	Mitigation
1	Participants	Conflict with other park users / dog walkers	Low	Medium	ParkPlay to stay within designated area as much as possible. Participants to be reminded that they are sharing the space with others and do not have priority should the situation require it. PlayLeader and volunteers to avoid any confrontation and move or cancel event if any risk to themselves, participant or member of the public.
2	Participants	General risks to child welfare and safeguarding	Low	High	Event teams to comply with child safeguarding procedures. This will include a reminder in pre-event briefing that all children must be accompanied by parent / guardian.
3	Participants	Participant has sudden serious health problem (e.g. heart attack, stroke, asthma attack)	Low	High	Event team to ensure that emergency services called with clear information as soon as possible. Park authorities to be alerted as soon as possible. Request for specialist help can be made to other participants.
4	Participants	Participant sustains minor injury (e.g. sprain, cut)	Medium	High	PlayLeader to attend to person, ensure they are safe and warm, and agree course of action. First aid kit available at every park. All incidents to be reported in accordance with policy.
5	Obstacles	Motor vehicles in area cause danger (e.g. park vehicles)	Low	High	PlayLeader to move ParkPlay to appropriate and safe part of designated area and advise participants during briefing.
6	Obstacles	Debris, holes in ground or other items in area (e.g. branches)	Medium	Medium	PlayLeader to recce area to be used prior to ParkPlay each week. Warn participants during briefing about known risks.
7	Obstacles	Area or entry points blocked (e.g. by maintenance work, events)	Medium	Medium	PlayLeader to consult with Park team and use an approved alternative area or cancel event.
8	Weather	Lightning causing danger	Low	High	PlayLeader to cancel the event in consultation with Park at earliest possible time - forecast or occurring.
9	Weather	Other very extreme weather conditions, e.g. hot or cold	Low	Medium	PlayLeader to postpone or cancel the event in consultation with Park. If ParkPlay proceeds, warn participants beforehand to take appropriate measures (e.g. clothing, hydration) and at start remind participants to be careful and that they take part at their own risk.
10	Weather	Snow/icy conditions underfoot	Low	High	PlayLeader to postpone or cancel the event in consultation with Park. If ParkPlay proceeds, at start remind participants to be careful of conditions and that they take part at their own risk.
11	Weather	High wind causing possible falling branches/trees	Medium	Medium	PlayLeader to cancel the event in consultation with Park. If ParkPlay proceeds, at start remind participants to be careful of fallen/blown objects and that they take part at their own risk.
12	Other	Fire or other emergency in park	Low	High	PlayLeader to make participants aware of meeting point at start of each session and direct to there in case of emergency; all participants signed in on app and can be counted if necessary; PlayLeader to call or respond to direction of emergency services.
13	Participants	Theft or loss of personal belongings	Medium	Low	Participants to be warned in briefing that they should not leave any valuables in the park; all incidents to be reported as per policy; known theft to be reported to police
14	Other	Theft or loss of equipment	Medium	Low	All incidents to be reported as per policy; known theft to be reported to police
15	Participants	Participant enters water and gets into trouble	Low	High	ParkPlay will always be positioned well away from the water areas, the risk referenced in pre event briefing and anybody venturing towards the water warned not to do so. Should anybody enter the water Park and emergency services will be called immediately, and aid rendered.

Combined Liability Schedule

Broker	Howden	Date of Issue	20/10/2021
Policy Number	BP07385-2101		
Policyholder	ParkPlay Ltd		
Registered Address	25 Eve Road, Isleworth, TW7 7HS		
Business	Organisers of free activities for families in the local parks		
Transaction Type	Original Policy		
Effective Date	09 October 2021		
Period of Insurance	09 October 2021 to 08 October 2022		(both days inclusive)
Line Size	100%		
Premium	GBP 4,860.00	Annual Premium	GBP 4,860.00
Insurance Premium Tax	GBP 583.20	Payable as a	100% Minimum & Deposit
Transaction Fee	GBP 100.00		
Total amount payable	GBP 5,543.20		
Wording applicable	BW LP 04/21		
Unique Market Reference	B0775UEB29919		

Employers' Liability

Limit of Liability

Bodily Injury	Any one occurrence	GBP 10,000,000
Asbestos	Any one occurrence	GBP 5,000,000
Terrorism	Any one occurrence	GBP 5,000,000

Minimum Premium The insurance provided by this Section is subject to a 100% minimum and deposit premium

Endorsements Applicable

L003f - Bona Fide Subcontractors Condition

Public and Products Liability

Limit of Liability

Public Liability	Any one occurrence	GBP 10,000,000
Products Liability	Any one occurrence and in the aggregate in the Period of Insurance	GBP 10,000,000
Pollution	Any one occurrence and in the aggregate in the Period of Insurance	GBP 2,000,000
Terrorism	Any one occurrence and in the aggregate in the Period of Insurance	GBP 2,000,000

Deductible/Excess

1 Public Liability - TPPD	GBP 500	Excess
2 Public Liability - TPI	GBP -	Excess
3 Products Liability	GBP 500	Excess

Minimum Premium The insurance provided by this Section is subject to a 100% minimum and deposit premium unless specified above

Endorsements Applicable

L003f - Bona Fide Subcontractors Condition, L019 - Participant to Participant Exclusion, L113 - EU Contract Continuity Clause, L132 - Virus, Disease and Pandemic (applicable to Public & Products Liability Section)

Sections	Operative	Adjustable
Employers' Liability	Yes	Yes
Public Liability	Yes	Yes
Products Liability	Yes	Yes

Reason for issue Original Policy

About Us and Your Insurer

- Burns & Wilcox Limited is a coverholder of, and is underwriting on behalf of, QIC Europe Limited (100%). Burns & Wilcox Ltd is authorised and regulated by the Financial Conduct Authority. Registered in England No. 6185834 at One Minster Court, Mincing Lane, London EC3R 7AA
- QIC Europe Limited, registered in Malta under ref C67694 at address: Pendergardens Business Centre, Level 1, Office 11/12, St. Andrews Road, St Julian's STJ 1901, Malta, and authorised and regulated by the Maltese Financial Services Authority

Several Liability Notice

The subscribing insurers' obligations under contracts of insurance to which they subscribe are several and not joint and are limited solely to the extent of their individual subscriptions. The subscribing insurers are not responsible for the subscription of any co-subscribing insurer who for any reason does not satisfy all or part of its obligations.

Data Protection

Your personal data may be processed and held by us in our capacity as data controllers in order for us to write and administer your policy and to assist in the claims handling process in accordance with applicable data protection laws. To read our data privacy policy in full, for more information about your data protection rights, and for links to the above Insurers' own privacy policies please visit our website at: <https://www.burnsandwilcox.co.uk/cookies-privacy-policy/>

Dated

20/10/2021

Signed





Emergency Procedure Plan

ParkPlay Site:	- Fairhill, CA118RD
Named Responsible Persons:	<p>Rick Jenner, CEO c/o ParkPlay central team E: Rick@park-play.com, T: 07881 621 452</p> <p>1. , ParkPlay local Coordinator : Laura Leigh E: laura@park-play.com, T: 07745151641</p> <p>2. PlayLeader - TBC</p>
Site Map:	[INSERT SITE MAP - SEE SITE MAP TEMPLATE]

Closest Hospital with A&E services:

Urgent Treatment Centre, Penrith Hospital, Bridge Lane, Penrith, CA118HX (approx 7 MINS drive)

The below plan outlines the action to be taken by PlayLeaders and ParkPlay in a range of emergency scenarios.

Emergency Scenario	Action	Responsibilities
Emergency Evacuation	<ul style="list-style-type: none"> • ParkPlay staff and volunteers to lead evacuation from Park where necessary • Each site to have a predetermined rendezvous point – detailed either by land owner or by PlayLeader during ParkPlay set up • PlayLeader Resources to outline details of evacuation procedures including rendezvous point for each Park they work at • If evacuation is required, PlayLeader to lead all participants, staff and volunteers to the rendezvous point, quickly and calmly. A member of staff must check any nearby facilities (e.g. toilets) for ParkPlay attendees, if it is safe for them to do so • Once at rendezvous point, PlayLeader to take register to ensure all those involved in session are present and accounted for • PlayLeader to ensure emergency services have been contacted and to follow any further advice issued • All to remain at rendezvous point until PlayLeader states it is either safe to return to the session or that participants should return home (decision should be guided by local emergency services advice) • PlayLeader to inform ParkPlay central team at the earliest opportunity and assist with follow up actions 	<p>PlayLeader – leading emergency evacuations at site</p> <p>ParkPlay – outlining emergency evacuation details for each location, ensuring staff are informed of procedure and confident to deliver, completing review and follow up actions where necessary</p>
Medical Provision	<ul style="list-style-type: none"> • Participants should seek advice from a GP prior to engaging with physical activity if they have medical conditions that could affect their ability to participate 	<p>Participants – seeking participation consent, informing ParkPlay and ParkLeader of any</p>

	<ul style="list-style-type: none"> • Participants are responsible for ensuring they include any relevant medical details during registration and for informing the PlayLeader of any changes in their medical details prior to an event starting • PlayLeaders prompt disclosures by asking if there are any illnesses/injuries they should be aware of prior to starting activity • Participants are responsible for bringing and looking after any medication required during participation (e.g. asthmas) and should self-administer wherever possible • PlayLeaders to assist with administering of emergency medication where they are trained and confident to do so, and only if the participant is unable to self-administer 	<p>relevant medical conditions, self-administering medication</p> <p>PlayLeader – prompting disclosures of changes in medical details prior to starting activity, assisting with administration of emergency medication if they are trained and confident in doing so</p> <p>ParkPlay – ensuring staff are informed of procedures, regularly reviewing procedures</p>
Emergency First Aid	<ul style="list-style-type: none"> • All PlayLeaders trained to ensure safe delivery of activities • First aid kit present at all sites • PlayLeader to have fully charge mobile phone on person at all times and to have full address of site, including entrance/access point to park • Medical information and emergency contacts for participants taken at registration. PlayLeader has access to details if required • ParkPlay in consultation with local PlayLeaders to ensure suitable access/egress to site being used for emergency vehicles, and to ensure all staff know where these are • PlayLeader to follow accident/incident reporting procedures and to assist ParkPlay with follow up actions 	<p>Play Leader – ensuring first aid kit present at all events, contacting emergency services and assisting with access/egress to site</p> <p>Trained first aiders responsible for delivery of any first aid required if present</p> <p>ParkPlay – outlining emergency first aid details for each location, ensuring staff are informed of procedure and confident to deliver, completing reviews and follow up actions where necessary</p>

Missing Child	<ul style="list-style-type: none"> • All PlayLeaders trained to ensure safe delivery of activities • All PlayLeaders receive ParkPlay Safeguarding Policies & Procedures, which outline action to take if a child/person is missing: • Full details of missing person taken • Area searched by staff for 15mins • Local/police contacted while staff continue search, following any further advice from police • Inform all search parties when child/person is found • PlayLeader to inform ParkPlay central team at earliest possible opportunity and to assist with follow up actions 	<p>PlayLeader – ensuring safe delivery of activities to minimise the risk of missing persons, enacting missing persons procedures if required, including coordinating search, contacting emergency services and informing ParkPlay</p> <p>ParkPlay – outlining missing person procedure, ensuring staff are informed and confident to deliver, completing review and follow up actions where necessary</p>
Unaccompanied Children	<ul style="list-style-type: none"> • All PlayLeaders trained to ensure safe delivery of activities • ParkPlay is a family activity. All children under 16yrs of age to be accompanied by parent/carer at all times. • T&C's made clear upon registration and upon arrival at a ParkPlay event • Further action will be taken if unaccompanied children are regularly requesting access to an event, in line with guidance from ParkPlay central team. • All PlayLeaders receive ParkPlay Safeguarding Policies & Procedures, which outline action to take if a child becomes separated from their parent during an event: • Search of immediate area undertaken. If parent not located, PlayLeader to call the participants emergency contact and should keep calling every few mins until the call is answered 	<p>PlayLeader responsible for ensuring safe registration and delivery of activities to minimise the risk of unaccompanied children, and for enacting procedures if children and parents become separated</p> <p>ParkPlay central team responsible for outlining procedure, ensuring staff are informed and confident to deliver if required, and completing any reviews and follow up action where required</p>

	<ul style="list-style-type: none">• If no contact has been made after 15 mins the PlayLeader should call the local/police and follow any further advice issued• PlayLeader should inform the ParkPlay central team at earliest opportunity and assist with follow up actions	
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Penrith Town Council

RECORD OF DECISION TAKEN PURSUANT TO DELEGATED POWERS AND PUBLISHED IN ACCORDANCE WITH THE OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014

1.	Date of decision	21/02/2022
2.	Name of officer making decision	Viv Tunnadine, Town Clerk
3.	Details of decision	Purchase and installation of replacement bus shelter.
4.	Scheme of Delegation reference ¹	Appendix B - £10,000 delegation
5.	Legal powers ²	GPC
6.	Consultation undertaken (state dates) ³	Not required – replacing an existing asset.
7.	Matters considered ⁴	The shelter was damaged in the recent storms and was removed for health and safety reasons and not in a state of repair to be reinstated.
8.	Alternative options considered and rejected	Only option is to replace the shelter.
9.	Reason for decision ⁵	The shelter is a significant part of the towns' transport infrastructure and must be replaced immediately. This approach demonstrates that the Council can respond swiftly and effectively especially during a period of inclement weather when passengers will need shelter. The replacement shelter will be identical to the Councils most recently

¹ Paragraph of the Council's Scheme of Delegation delegating decision to Clerk or other officer

² Specify what statutory power enables the Council to make this decision.

³ Specify what consultation has been undertaken, for example, with service users, the public, representative groups and with councillors.

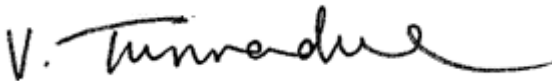
⁴ Where relevant you should include reference to matters the law requires the decision maker to have regard to.

⁵ Delegated decisions may be challenged by judicial review, and reasons should therefore be given as to why the decision was taken.

NOTE: copy to meeting & finance

		purchased bus shelter that is situated on the same route. This choice supports a corporate approach to public domain street furniture.
10.	Financial/budgetary implications	To be allocated from the Devolution Reserve budget. Costing £2,967 ex VAT for the supply and installation.

I confirm that the power to make this decision has been delegated to me pursuant to **the Council's Scheme of Delegation made under it, and that I have taken all relevant** matters into account in making this decision.

Signed: 

Position: Town Clerk

Date: 24/02/22