



Penrith Town Council

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

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

DATE: 19 April 2022

NOTICE IS HEREBY GIVEN that an **ORDINARY MEETING** of **THE FINANCE COMMITTEE** will be held on **25 April 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 22 April 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 25 APRIL 2022

PART I

Members are asked to:

1. Apologies

Receive apologies from Members.

2. Confirmation of the Minutes of the Previous Meeting

Authorise the Chair to sign, as a correct record, the minutes of the Committee held on Monday 21 March 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 item 20 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. Payments for Approval

- a) Note that Cllr Burgin and Cllr Shepherd accessed the Banking System to reconcile the 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 27 June 2022.
- c) Approve the monthly report of payments for March 2022

7. Bank Reconciliation

Approve and sign the bank reconciliations as of 31 March 2022 as a correct record.

8. Governance and Accountability for Smaller Authorities

Note the publication of the Practitioners Guide 2022 which is mandatory for 2022-23 and to consider adopting its provisions for 2021-22.

9. Asset Register 2021/22

- a) Review and approve the Asset Register as at 31 March 2022; the statement shows the full asset register and a reconciliation of transactions in 2021-22. For accounting purposes, assets have been valued in accordance with the Council's Valuation Policy and total £156,298.76; this figure is summarised in the AGAR Accounting Statements. The insurance value for the same assets is £680,828.
- b) Forward the approved Asset Register to Full Council for ratification.

10. Finance Outturn Report – Year ended 31 March 2022

Review the final outturn report for the financial year ended 31 March 2022 and recommend the report go forward to Full Council for ratification.

11. Internal Audit 2021/22 & 2022/23

- a) Note that the Council's Internal Auditor will submit her final report for 2021-22 and her formal opinion to the May meeting of Full Council. It is expected that a verbal update on significant findings will be available for the Committee.
- b) Consider the review of effectiveness of Internal Audit provision during 2021-22.
- c) Consider the re-appointment of the Internal Auditor for 2022-23.

12. Review of the System of Internal Control and Annual Governance Statement 2021/22 (Section 1 of the Annual Governance and Accountability Return (AGAR))

- a) Note that the Town Council must carry out an annual review of the effectiveness of the system of internal control prior to the completion of the Annual Governance Statement. A full review was carried out by this Committee and ratified by Council on the 28 March 2022. The review confirmed that the Council's system of internal controls is effective; the review of the effectiveness of internal audit provides further support for that assessment.
- b) Review the Annual Governance Statement for 2022/23 prior to its approval by Full Council.

13. Annual Governance and Accountability Return (AGAR) 2021-22: Accounting Statements.

Review the Accounting Statements 2021-22 (Section 2 of the AGAR) prior to approval by Full Council.

14. Investment Strategy 2022-23

Consider a change to the planned 2022-23 investment activities.

15. Community Caretaker Contract

To approve the award of the Community Caretaker Contract. (Report to follow).

16. Thacka Beck Field

To consider a report setting out the progress on work undertaken and to endorse a plan for the next phase of the enhancement of Thacka Beck Field.

17. Penrith BID

To receive a verbal update from the Economic Development Officer on matters associated with the Penrith Business Improvement District.

18. Jubilee Coin

Approve the choice and budget for the Jubilee Coin.

19. Next Meeting

Note that the next meeting is scheduled for **27 June 2022 time to be agreed**, 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.

20. Staffing Matters

To receive a report on Staffing Matters (Report to Follow)

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 on Monday 21 March 2022, at 6.00 p.m.

PRESENT

Cllr. Burgin

South Ward

Cllr. Shepherd

East Ward

Cllr. Jackson

North Ward

Town Clerk

Services and Contracts Manager

Responsible Finance Officer

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

DRAFT
**MINUTES FOR THE MEETING OF
FINANCE COMMITTEE
21 March 2022**

PART I

FIN21/67 Apologies for Absence

Apologies for absence were received from Cllr. Davies and Cllr. Kenyon
Councillor Hawkins was absent without apologies.

FIN21/68 Confirmation of the Minutes of the Previous Meeting

Members considered the minutes of the meeting held on Monday 10 January 2022.

RESOLVED THAT

The Chair sign the minutes of the meeting of the Finance Committee held on Monday 10 January 2022 as a true and accurate record.

FIN21/69 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.

There were no declarations of interest and requests for dispensations.

**FIN21/70 Public Participation
Public Representations**

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

FIN21/71 Excluded Item: Public Bodies (Admission to Meetings) Act 1960

Members considered whether item 21 should be considered without the press and public, pursuant to Section 1 (2) of the Public Bodies (Admissions to Meetings) Act, 1960.

RESOLVED THAT:

Matter 21 should be considered in Part Two, private session without the presence of the press and public as this item of business related to the financial and personal affairs of a particular person, in this instance members of staff.

FIN21/72 Budgetary Control Statement 2021/22: 8 February 2022

Members considered the Budgetary Control Statement 2021/22 Expenditure for the period to 28 February 2022.

RESOLVED THAT:

The Budgetary Control Statement 2021/22 expenditure for the period to 28 February 2022 be approved and go forward for final ratification by Full Council.

FIN21/73 Payments for Approval

- a) Members noted that prior to the meeting, Cllr. Davies and Cllr. Jackson 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 for the next meeting of the Finance Committee.

RESOLVED THAT:

Cllr Burgin and Cllr Shepherd check the payments for approval prior to the meeting of the Finance Committee on the 25 April 2022.

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

RESOLVED THAT:

The Monthly Report of Payments for December 2021, January 2022 and February 2022 be approved.

FIN21/74 Bank Reconciliation

Members considered the Bank Reconciliation for the HSBC Bank account for the period ending 31 December 2021, 31 January 2022 and 28 February 2022.

RESOLVED THAT:

The Bank Reconciliation for the HSBC Bank account for the period ending 31 December 2021, 31 January 2022 and 28 February 2022 be approved and signed by Cllr Burgin.

FIN21/75 Internal Audit Report

Members considered the Interim Internal Audit Report for the period 01 April 2021 to 31 December 2021.

RESOLVED THAT:

The Interim Internal Audit Report for the period 01 April 2021 to 31 December 2021 be approved and go forward for ratification by Full Council.

FIN21/76 Review of Internal Control 2021/22

Members considered the report setting out a review of the Council's System of Internal control for the current financial year.

RESOLVED THAT:

The review of the Council's System of Internal Control for the current financial year 2021/22 be approved and go forward for final ratification by Full Council.

FIN21/77 Annual Review of Fees and Charges

Members considered the report setting out the Fees and Charges for the financial year 2022/23.

RESOLVED THAT:

The Fees and Charges for the 2021/22 financial year be approved and go forward for final ratification by Full Council.

FIN21/78 Finance Committee Meeting Dates 2022/23

Members considered the report setting out the proposed meeting dates for the 2022/23 year.

RESOLVED THAT:

The proposed meeting dates be approved and the dates go forward for ratification at the Annual Meeting of the Town Council.

FIN21/79 Finance Committee Work Plan

Members noted the Finance Committee Work Plan progress as at 21 March 2022.

FIN21/80 Park Play Fairhill Playing Field

Members considered the report setting out a request from Park Play Ltd to be granted consent to use Fairhill Playing Field for the delivery of the Park Play community play project.

RESOLVED THAT:

- i. The Council grants consent to Park Play Ltd to use Fairhill Playing Field on Saturday mornings for the delivery of the Park Play project.
- ii. No fee be charged to Park Play as the project is a community project that is free of charge to participants.
- iii. The consent is reviewed 12 months from the project commencing or sooner should the Council be required to do so.

FIN21/81 Bus Shelter on Scotland Road

Members noted the Record of Decision taken under Delegated Powers for the purchase and installation of a new replacement bus shelter on Scotland Road.

Members considered that the cost of the replacement bus shelter be met from the Devolution Reserve.

RESOLVED THAT:

The purchase and installation costs of the bus shelter on Scotland Road be met from the Devolution Reserve and this go forward for ratification by Full Council.

FIN21/82 Community Caretaker Contract

Members noted that a review of the Community Caretaker Contract was undertaken and that competitive quotations are being invited and sought.

FIN21/83 CCLA Public Sector Deposit Fund

Members noted that:

- i. The Council currently had £453,860 invested with CCLA, representing both long-term reserves and temporary cash flow surpluses.
- ii. The opening HSBC bank balance at 7 March 2022 was £72,462, which was considered insufficient to cover payments until receipt of the 2022-23 Precept, which could be as late as the beginning of May.

The Committee considered a withdrawal £75,000 from CCLA to supplement the HSBC bank balance.

RESOLVED THAT:

The Council withdraw £75,000 from the CCLA to be deposited in the HSBC account.

FIN21/84 2021-22 National Salary Award

Members noted:

- i. That the National Association of Local Councils (NALC) had informed Councils of the new rates of pay applicable from 1 April 2021 which was a 1.75% increase.
- ii. The new rates of pay and backdated increases would be paid to Council staff in March 2022.
- iii. That the 2021-22 and 2022-23 Budgets provide fully for the new rates of pay.

FIN21/85 Absence Management Procedure

Members considered the Absence Management Procedure.

RESOLVED THAT:

The Absence Management Procedure be approved and go forward for final ratification by Full Council.

FIN21/86 Next Meeting

Members noted that the next meeting of the Finance Committee is scheduled for **Monday 25 April 2022 at 6.00pm at Unit 2, Church House.**

Private Session

Part II

Members agreed that there was one item 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.

FIN21/87 Staffing Matters

Members considered a confidential report on staffing matters.

RESOLVED THAT:

- i. The position of the Responsible Finance Officer be noted and the recommendation approved.
- ii. Staffing recruitment matters be deferred and further reports are brought to the April meeting of Finance Committee.
- iii. The Council appoint an external Occupational Health Service Provider.
- iv. Members noted an update regarding the Council's Sustainability Officer's position.

CHAIR:

DATE:

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

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Penrith Town Council

Payments Schedule March 2022

Date	Ref	Details	Net £	VAT £	Total £	Budget
09/03/2022	21-183	J Jones - CIPFA membership fees	343.50	-	343.50	Other Overheads - Subscriptions
09/03/2022	21-184	Carlisle DBF Ltd - Room hire, Unit 2	160.00	32.00	192.00	Accommodation - Room Hire and Meetings
09/03/2022	21-185	Triple A - Deputy Mayor's Donation	300.00	-	300.00	Civic Functions - Deputy Mayor'S Expenses
09/03/2022	21-186	Premier Technical Group - Annual inspection, Monument latch	206.00	41.20	247.20	Devolved Services - Monument
09/03/2022	21-187	Penrith Pumas RFC - Mayoral Donation	350.00	-	350.00	Civic Functions - Mayoral Expenses
09/03/2022	21-188	Acorn Marketing - Penrith Marketing Plan	2,083.00	416.60	2,499.60	Town Projects
16/03/2022	21-189	Beep Doctors (Basics) Cumbria - Mayoral Donation	350.00	-	350.00	Civic Functions - Mayoral Expenses
16/03/2022	21-190	Walton Goodland - Gas	83.57	16.71	100.28	Accommodation - Heat, Light & Water
16/03/2022	21-190	Walton Goodland - Electricity apportionment	26.32	5.26	31.58	Accommodation - Heat, Light & Water
16/03/2022	21-190	Walton Goodland - Electricity to Feb 22	135.92	27.18	163.10	Accommodation - Heat, Light & Water
16/03/2022	21-190	Walton Goodland - Water charges to Jan 22	30.28	-	30.28	Accommodation - Heat, Light & Water
16/03/2022	21-190	Walton Goodland - Cleaning to Jan 22	136.80	27.36	164.16	Accommodation - Service Charges
16/03/2022	21-190	Walton Goodland - Lift maintenance	82.01	16.40	98.41	Accommodation - Service Charges
16/03/2022	21-190	Walton Goodland - Fire safety	24.28	4.86	29.14	Accommodation - Service Charges
16/03/2022	21-190	Walton Goodland - Annual gutter clean	53.13	10.63	63.76	Accommodation - Service Charges
16/03/2022	21-190	Walton Goodland - Annual lift inspection	37.71	7.54	45.25	Accommodation - Service Charges
16/03/2022	21-190	Walton Goodland - WC and heating repairs	119.60	23.92	143.52	Accommodation - Service Charges
16/03/2022	21-191	Glasdon UK - Fusion Seat, Fairhill Group	609.79	121.96	731.75	Devolved Services - Benches
16/03/2022	21-192	Urbaser - Community Caretaker Feb 22	915.59	183.12	1,098.71	Devolved Services - Community Caretaker
16/03/2022	21-193	Urbaser - Grounds maintenance Feb 22	297.66	59.53	357.19	Devolved Services - Fairhill Park
16/03/2022	21-193	Urbaser - Grounds maintenance Feb 22	56.00	11.20	67.20	Devolved Services - Thacka Beck
16/03/2022	21-194	Urbaser - Tree works, Fairhill Park	1,500.00	300.00	1,800.00	Devolved Services - Fairhill Park
23/03/2022	21-195	Heatons Group - Two air purifiers	370.00	74.00	444.00	Repairs and Renewals
23/03/2022	21-196	Cumbrian Local Publications - Eden Local	1,020.00	-	1,020.00	Corporate Communications - Press Support
23/03/2022	21-197	KTD - System support renewal to July 22	863.37	172.67	1,036.04	IT
23/03/2022	21-198	KTD - Cyber security work	895.00	179.00	1,074.00	IT
23/03/2022	21-199	KTD - Hardware maintenance	39.00	7.80	46.80	IT
23/03/2022	21-200	Glasdon UK - Lowther seat, Beacon Edge	629.28	125.86	755.14	Repairs and Renewals
23/03/2022	21-201	Glasdon UK - Lowther seat, Rimington Way	638.65	127.73	766.38	Repairs and Renewals
23/03/2022	21-202	KTD - Sage update	69.00	13.80	82.80	IT
30/03/2022	21-203	Eden DC - Contribution to Castle Park project	5,500.00	-	5,500.00	Council Projects
30/03/2022	21-204	KTD - Managed print use to 24 March 22	1,061.54	212.31	1,273.85	Other Overheads - Printing, Postage & Stationery
30/03/2022	21-205	C Grey - Reimbursement for postage	2.58	-	2.58	Other Overheads - Printing, Postage & Stationery
30/03/2022	21-206	Ian Cannon - Concrete base for seat, Fairhill play area	250.00	50.00	300.00	Devolved Services - Fairhill Park
30/03/2022	21-207	Ian Cannon - Boundary gates & fences, Thacka Beck	4,985.00	997.00	5,982.00	Devolved Services - Thacka Beck
30/03/2022	21-208	KTD - MS Office 4 May 22 to 3 May 23	2,697.80	539.56	3,237.36	IT
30/03/2022	21-209a	TWM Traffic Control Systems - Three Speed Indicator Devices }	5,625.00	1,125.00	6,750.00	Planning Services
30/03/2022	21-209a	TWM Traffic Control Systems - Three Speed Indicator Devices }	2,500.00	500.00	3,000.00	Council Projects
30/03/2022	21-209b	TWM Traffic Control Systems - Three Speed Indicator Devices }	3,525.66	705.13	4,230.79	Planning Services
11/03/2022	BP	HSBC - Bank Charges	10.00	-	10.00	Other Overheads - Bank Charges & Interest
18/03/2022	BP	HMRC - Tax & NI, February 2022	4,136.85	-	4,136.85	Staffing - Salaries
18/03/2022	BP	Cumbria Pension Fund - Superannuation, February 2022	4,090.97	-	4,090.97	Staffing - Salaries
28/03/2022	BP	Net Pay - March 2022	12,482.08	-	12,482.08	Staffing - Salaries
30/03/2022	BP	Cumbria Pension Fund - Superannuation, March 2022	4,899.67	-	4,899.67	Staffing - Salaries
31/03/2022	BP	HMRC - Tax & NI, March 2022	5,371.38	-	5,371.38	Staffing - Salaries
22/02/2022	CCR21-62	Cancelled payment to Post Office - paid on personal bank card (see 21-205)	(2.58)	-	(2.58)	Other Overheads - Printing, Postage & Stationery
02/03/2022	CCR21-63	Post Office - Postage	6.85	-	6.85	Other Overheads - Printing, Postage & Stationery
03/03/2022	CCR21-64	Zoom - Subscription	83.93	16.79	100.72	Covid 19 Response
08/03/2022	CCR21-65	United Utilities - Search, Thacka Beck field	68.96	13.80	82.76	Devolved Services - Thacka Beck
08/03/2022	CCR21-66	United Utilities - Search, Fairhill Park	68.96	13.80	82.76	Devolved Services - Fairhill Park
14/03/2022	CCR21-67	Post Office - Postage	17.58	-	17.58	Other Overheads - Printing, Postage & Stationery

Date	Ref	Details	Net £	VAT £	Total £	Budget
17/03/2022	CCR21-67a	EMAP - LGC Subscription	356.00	-	356.00	Other Overheads - Subscriptions
22/03/2022	CCR21-68	Post Office - Postage	26.29	-	26.29	Other Overheads - Printing, Postage & Stationery
23/03/2022	CCR21-69	Post Office - Postage	6.85	-	6.85	Other Overheads - Printing, Postage & Stationery
25/03/2022	CCR21-70	Lock Shop Direct - Lock, Thacka Beck Field	32.16	6.43	38.59	Devolved Services - Thacka Beck
22/03/2022	CCR21-71	Amazon Marketplace - Time Capsules	74.98	15.00	89.98	Arts & Culture Development
01/03/2022	DD/STO	New Star Networks - Broadband, January 22	212.97	42.59	255.56	IT
22/03/2022	DD/STO	British Gas - Electricity, Bandstand	6.79	0.34	7.13	Devolved Services - Bandstand
28/03/2022	DD/STO	New Star Networks - Broadband, February 22	209.47	41.89	251.36	IT
28/03/2022	DD/STO	Adobe Acropro - Subscription	63.20	12.64	75.84	IT
Total			<u>70,796.40</u>	<u>6,298.61</u>	<u>77,095.01</u>	

Date: 04/04/2022
Time: 12:19:50

Penrith Town Council
Bank Reconciliation

Item 7 Page: 1

Bank Ref: 1205	Date To: 31/03/2022
Bank Name: HSBC	Statement Ref: 1205 2022-04-04 05
Currency: Pound Sterling	

Balance as per cash book at 31/03/2022: 76,617.30

Add: Unpresented Payments

Tran No	Date	Ref	Details	£
4725	30/03/2022	21-209a	TWM Traffic Control Systems	9,750.00
4727	30/03/2022	21-209b	TWM Traffic Control Systems	4,230.79
				<u>13,980.79</u>

Less: Outstanding Receipts

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

Reconciled balance : 90,598.09

Balance as per statement : 90,598.09

Difference : 0.00

3 March to 2 April 2022

Your Statement

Account Name

Penrith Town Council

Sortcode

■■■■■

Account Number

■■■■■

Sheet Number

151

Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			32,164.93
	CR ADVICE CONFIRMS RBC29032HS83EGAO CCLA		75,000.00	107,164.93
30 Mar 22	BP CUMBRIA LOCAL GOVT PENRITH TOWN COUNC	4,899.67		
	BP Ian Cannon Ltd PTC inv 1872	1,482.00		
	BP KTD K141058	3,237.36		97,545.90
31 Mar 22	BP HMRC PAYE/NIC CUMB 475PK00871578	5,371.38		
	BP KTD K141006	1,273.85		
	BP CAROL GREY PENRITH TOWN COUNC	2.58		
	BP Ian Cannon Ltd PTC inv 2008	300.00		90,598.09
01 Apr 22	BP Mr J A Coburn PTC Invoice 21	250.00		
	BP TWM Traffic Contro PENR01	9,750.00		80,598.09
02 Apr 22	BALANCE CARRIED FORWARD			80,598.09

Information about the Financial Services Compensation Scheme

Most deposits made by HSBC Business customers are 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 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 (hsbc.co.uk/fscs/).

Debit Interest Rates	balance	EAR variable
Debit interest		21.34%

Credit Interest Rates	balance	AER variable
Credit interest is not applied		

FINANCE COMMITTEE

25 April 2022

FULL COUNCIL

23 May 2022

Matter: Governance and Accountability for Local Councils

Purpose of Report:

To consider the report and adopt the latest statutory governance and accountancy guidance for the financial year ended 31 March 2022.

Item no: 08

Author: Jack Jones, RFO

Supporting Member: Cllr Burgin, Finance Committee Chair

This is a public report

Recommendations

The Finance Committee and Council are recommended to:

- i. Note the publication of the Practitioners' Guide 2022 which is mandatory for the financial year 2022/23; and
- ii. Consider adopting the provisions of the Practitioners' Guide for the financial year 2021/22.

Law and Legal Implications

The Council is required to follow the governance and accounting regime set out in the Accounts and Audit Regulations 2015. Statutory proper practice issued under these Regulations has been issued in the Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide, published by NALC. This document is, in effect, the mandatory guide to both completion of the statutory Annual Governance and Accountability Return (AGAR), describing how accounting transactions are to be treated and reported, and appropriate governance arrangements for local councils.

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

Link to Council Priorities

This report aligns with the strategic priority for core Council business. Adherence to proper governance and accounting practice avoids adverse comments from Auditors, which could lead to reputational damage.

1. Report Details

The Practitioners' Guide is issued by the relevant local government associations, usually in the form of annual updates. The latest version is dated March 2022 and can be opened using the underlined link below:

[Practitioners-guide-2022.pdf \(pkf-l.com\)](#) .

The guidance represents statutory proper practice and is mandatory for all 'smaller authorities', ie where the higher of the authority's gross income for the year and its gross expenditure for the year does not exceed £6.5 million.

The 2022 edition of the Guide applies for financial years commencing on or after 1 April 2022. There are only minor changes to the 2021 statutory guidance, concerning asset valuations, accounting for refunds and reimbursements and the treatment of credit card balances. The new Guide also includes an expanded section on non-statutory practical guidance for Council staff. Councils are invited to adopt its provisions for the 2021/22 financial year; as the changes do not affect this Council, Members are recommended to approve its early adoption.

2. Options Analysis including risk assessment

There are no alternative options to consider for 2022/23 as this is a statutory obligation; as there are only minor changes to existing guidance, it can be readily adopted for 2021/22.

2.1 Risk

Non-compliance with legal requirements or statutory guidance.

2.2 Consequence

Transactions are recorded incorrectly or inconsistently in statutory returns, leading to adverse criticism.

2.3 Controls Required

Maintenance of strong internal controls.

Adherence to the correct principles for the recording and reporting of the Council's transactions.

3. Financial Implications

None

4. Legal Implications

Compliance with the Practitioners Guide meets legislative requirements.

Appendices

None

Background Papers

JPAG Practitioners' Guide 2022, published by NALC in March 2022

**PENRITH TOWN COUNCIL
ASSET REGISTER 31 MARCH 2022**

Item 9

Total of assets held at 31 March 2022

Category	ASSET	Custodian	Location	Date acquired	Transfer from	Value £	Asset Transfer Value £	Insurance Value 2022-23 £
Allotments	Folly Lane allotment: 1.50 hectare	Clerk	Folly Lane	23/08/2016	EDC	-	1.00	0
Allotments	Eden Treescapes - Tree planting & Fencing	Services & Contracts Manager	Folly Lane	01/06/2018		732.35	-	0
Allotments	James Street allotment: 0.27 hectare	Clerk	James Street	23/08/2016	EDC	-	1.00	0
Allotments	Castletown allotment: 2.80 hectare	Clerk	Musgrave Street	23/08/2016	EDC	-	1.00	0
Allotments	Salkeld Road allotment: 0.78 hectare	Clerk	Salkeld Road	23/08/2016	EDC	-	1.00	0
Allotments	Brackenber Allotments - Drainage Improvements	Services & Contracts Manager	Brackenber	30/11/2021		9,600.00	-	9,600
Allotments Total						10,332.35	4.00	9,600
Bus Shelters	Bus Shelter	Services & Contracts Manager	Bridge Lane East	19/10/2018	EDC	-	1.00	15,000
Bus Shelters	Bus Shelter	Services & Contracts Manager	Bridge Lane West	19/10/2018	EDC	-	1.00	13,000
Bus Shelters	Replacement panes, Bridge Lane shelter	Services & Contracts Manager	Bridge Lane	12/01/2022		279.17	-	279
Bus Shelters	Bus Shelter	Services & Contracts Manager	Clifford Road	19/10/2018	EDC	-	1.00	2,400
Bus Shelters	Bus Shelter	Services & Contracts Manager	Newton Road	19/10/2018	EDC	-	1.00	2,400
Bus Shelters	Bus Shelter	Services & Contracts Manager	Opposite Penny Hill Park, Scotland Road	19/10/2018	EDC	-	1.00	2,400
Bus Shelters	Bus Shelter	Services & Contracts Manager	Pategill/Sim Court	19/10/2018	EDC	-	1.00	2,400
Bus Shelters	Bus Shelter	Services & Contracts Manager	Scotland Road East	19/10/2018	EDC	-	1.00	2,400
Bus Shelters	B & C Shelter Bus Shelter, Tara Hill	Services & Contracts Manager	Scotland Road, Tara Hill	29/06/2018		2,744.00	-	2,744
Bus Shelters	AST Signs - Signage, bus shelters	Services & Contracts Manager	Various	01/03/2019		862.72	-	863
Bus Shelters Total						3,885.89	7.00	43,886
Civic Functions	Barnard & Westwood - Condolence Book	Clerk	Council Office	31/03/2020		299.87	-	300
Civic Functions Total						299.87	0.00	300
Civic Regalia	Regalia	Deputy Mayors Consort	Deputy Mayor	16/12/2016		80.42	-	84
Civic Regalia	Regalia	Deputy Mayor	Deputy Mayor	16/12/2016		362.27	-	380
Civic Regalia	Mayoral Chain	Mayor	Mayor	18/05/2015		-	1.00	5,250
Civic Regalia	Regalia	Mayors consort	Mayor	16/12/2016		47.23	-	49
Civic Regalia	Vaughtons - Penrith TC press with embossed seal	Clerk	Council Office	26/05/2021		485.10	-	509
Civic Regalia Total						975.02	1.00	6,272
Community Asset	Bandstand	Services & Contracts Manager	Cornmarket	29/03/2018	EDC	-	1.00	71,505
Community Asset	Musgrave Monument	Services & Contracts Manager	Middlegate	01/02/2019	EDC	-	1.00	357,735
Community Asset	WWW1 Plaque	Services & Contracts Manager	St Andrew's Church	28/09/2017	EDC	-	1.00	0
Community Asset	WWW2 Plaque	Services & Contracts Manager	St Andrew's Church	28/09/2017	EDC	-	1.00	0
Community Asset	War Memorial - Obelisk	Services & Contracts Manager	St Andrew's Churchyard	28/09/2017	EDC	-	1.00	11,000
Community Asset Total						0.00	5.00	440,240
Equipment	Parish Noticeboard Co - Noticeboard	Clerk	Adjacent to Bakewells electronics	22/04/2020		1,000.00	-	1,000
Equipment	Therebutnoththere - 2 Steel Tommies	Services & Contracts Manager	Council Office	22/10/2018		1,552.61	-	1,553
Equipment	Hampshire Flag Company - Bunting	Deputy Clerk	Council Office	31/03/2020		725.55	-	726
Equipment Total						3,278.16	0.00	3,279
IT Equipment	Ipad mini 32gb	Council Office	Council Office	17/02/2017		239.00	-	239
IT Equipment	STARTECH 1M PATCH LEAD RED	Council Office	Council Office	25/09/2017		6.72	-	7
IT Equipment	1U LETTERBOX BRUSH STRIP	Council Office	Council Office	25/09/2017		25.00	-	25
IT Equipment	FIXED SHELF 600MM - 50KG LOAD	Council Office	Council Office	25/09/2017		29.00	-	29
IT Equipment	VARIOUS	Council Office	Council Office	25/09/2017		32.26	-	32
IT Equipment	FIXED CAB SHELF 100KG 600MM	Council Office	Council Office	25/09/2017		53.00	-	53
IT Equipment	CABINET CASTOR SET (X4)	Council Office	Council Office	25/09/2017		59.00	-	59
IT Equipment	VIGOR 2760N ROUTER/FIREWALL	Council Office	Council Office	25/09/2017		79.00	-	79
IT Equipment	NSN PANASONIC VVX310 HOSTED PHONE	Council Office	Council Office	25/09/2017		85.00	-	85
IT Equipment	NSN PANASONIC VVX310 HOSTED PHONE	Council Office	Council Office	25/09/2017		85.00	-	85
IT Equipment	NSN PANASONIC VVX310 HOSTED PHONE	Council Office	Council Office	25/09/2017		85.00	-	85
IT Equipment	NSN PANASONIC VVX310 HOSTED PHONE	Council Office	Council Office	25/09/2017		85.00	-	85
IT Equipment	ZYXEL PRES 660R-D1 ADSL2+ ROUT	Council Office	Council Office	25/09/2017		99.00	-	99
IT Equipment	ZYXEL AMG1302 MODEM/ROUTER	Council Office	Council Office	25/09/2017		99.00	-	99
IT Equipment	CAT 6 UTP MODULE	Council Office	Council Office	25/09/2017		116.00	-	116
IT Equipment	ASSINIA 24 PORT PATCH PANEL CAT6	Council Office	Council Office	25/09/2017		136.00	-	136
IT Equipment	UBIQUITI UNIFI AC LR AP	Council Office	Council Office	25/09/2017		179.00	-	179
IT Equipment	UBIQUITI UNIFI AC LR AP	Council Office	Council Office	25/09/2017		179.00	-	179
IT Equipment	NSN PANASONIC VVX310 HOSTED PHONE	Council Office	Council Office	25/09/2017		179.00	-	179
IT Equipment	TP-LINK 24 PORT GIG POE SWITCH	Council Office	Council Office	25/09/2017		299.00	-	299
IT Equipment	PATCH 29 PORTS TO PATCH PANEL	Council Office	Council Office	25/09/2017		495.00	-	495
IT Equipment	INTEL I5 3330 3.00/4G/1TB/DVD1	Council Office	Council Office	25/09/2017		549.00	-	549
IT Equipment	CABINET 27U 600X1000X1322	Council Office	Council Office	25/09/2017		689.00	-	689

Category	ASSET	Custodian	Location	Date acquired	Transfer from	Value £	Asset Transfer Value £	Insurance Value 2022-23 £
IT Equipment	BROTHER MFC-J6930DW MULTIFUNCTION -COPIER	Council Office	Council Office	01/02/2018		299.00	-	299
IT Equipment	KTD - Lenovo Laptop & Hanns-G Monitor	Clerk	Council Office	11/06/2018		619.00	-	619
IT Equipment	KTD - Portable Hard Drives	Clerk	Council Office	30/06/2018		475.00	-	475
IT Equipment	KTD - Ubiquito G3 Dome CCTV Camera	Clerk	Council Office	24/06/2019		159.00	-	159
IT Equipment	KTD - Ubiquito Unifi CCTV Video Recorder	Clerk	Council Office	24/06/2019		395.00	-	395
IT Equipment	IT Equipment ex Grenke Leasing: Virtual Server	Clerk	Council Office	17/10/2019		1,293.54	-	1,294
IT Equipment	KTD - HP 250 G7 Laptop for Solicitor	Clerk	Council Office	31/10/2019		599.00	-	599
IT Equipment	KTD - Conference Room Phone Polycom Sound Station 2 IP7000	Clerk	Council Office	09/01/2020		399.00	-	399
IT Equipment	KTD - HP 250 G7 Laptop	Clerk	Council Office	08/04/2020		729.00	-	729
IT Equipment	KTD - Polycom mains power supply units for telephones	Clerk	Council Office	22/04/2020		280.00	-	280
IT Equipment	IT equipment, hardware, software, etc	Clerk	Council Office/Clerk's residence	27/05/2015		3,084.20	-	3,084
IT Equipment	Website	KTD	KTD Server	22/05/2015		2,800.00	-	2,800
IT Equipment	KTD - Kyocera Taskalfa 3253ci multi-function printer/photocopier	Clerk	Council Office	23/03/2021		3,759.00		3,759
IT Equipment	KTD - HP 250 G7-15 Laptop	Clerk	Council Office	23/03/2021		689.00		689
IT Equipment Total						19,461.72	0.00	19,462
Office Equipment	Legal reference books	Clerk	Council Office	28/04/2015		243.28	-	243
Office Equipment	Staff welfare - Fridge & microwave	Clerk	Council Office	29/04/2015		141.67	-	142
Office Equipment	Puridea mini projector	Council Office	Council Office	25/01/2017		148.43	-	148
Office Equipment	XL display boards x 8	Council Office	Council Office	06/02/2017		574.00	-	574
Office Equipment	Gazebo	Council Office	Council Office	06/02/2017		1,176.84	-	1,177
Office Equipment	Office Blinds	Council Office	Council Office	09/09/2017		506.21	-	506
Office Equipment	2 - ALBA CHROME COAT STAND CHROME/BLACK PMCLASS	Council Office	Council Office	11/09/2017		215.70	-	216
Office Equipment	3 - ACRYLIC PLAQUES, 1 - ACRYLIC DOOR SIGN & DOOR VINYL	Council Office	Council Office	20/09/2017		1,034.00	-	1,034
Office Equipment	1 - 4 DRAWER FILING CABINET	Council Office	Council Office	16/10/2017		115.00	-	115
Office Equipment	1 - RANGER FIRE RESISTANT HIGH STEEL STORAGE WITH KEY LOCK W930 X 610	Council Office	Council Office	31/10/2017		1,075.00	-	1,075
Office Equipment	1- NOBO DARK BLUE BARRACUDA MOBILE FLIPCHART/DRYWIPE EASEL 19023	Council Office	Council Office	13/11/2017		186.84	-	187
Office Equipment	Argos - Vacuum Cleaner	Clerk	Council Office	08/06/2018		141.64	-	142
Office Equipment	SLCC Enterprises Ltd - Local Council Administration Law Book	Clerk	Council Office	08/10/2018		103.99	-	104
Office Equipment	Heatons Office Solutions - Steel cupboard	Clerk	Council Office	29/03/2019		136.67	-	137
Office Equipment	Heatons Office Solutions - Fire Ranger Fireproof Safe	Clerk	Council Office	30/11/2021		855.56	-	856
Office Equipment	Heatons Group - Two Fellowes AeraMax DX55 Air Purifiers 9393001	Clerk	Council Office	23/03/2022		370.00	-	370
Office Equipment Total						7,024.83	0.00	7,026
Office Furniture	1- Tubby 2 Seater Sofa, Navy Product code: SOFTUBY51BLU-UK	Council Office	Council Office	11/07/2017		179.00	-	179
Office Furniture	1 - RADIAL END EXTENSION BOARDROOM TABLE WITH SILVER TRUMPET BASE	Council Office	Council Office	29/09/2017		183.60	-	184
Office Furniture	3 - MAESTRO 25 C LEG STRAIGHT DESK SILVER LEG 1600 OAK	Council Office	Council Office	29/09/2017		327.00	-	327
Office Furniture	12 - ORION CHROME FRAME STACKABLE CHAIR - BLUE FABRIC	Council Office	Council Office	29/09/2017		332.28	-	332
Office Furniture	1 - RECTANGULAR 2000MM WIDE BOARDROOM TABLE WITH SILVER TRUMPET	Council Office	Council Office	29/09/2017		345.00	-	345
Office Furniture	4 - TALL, DEEP MOBILE PEDESTAL WITH TWO SHALLOW DRAWERS AND ONE O	Council Office	Council Office	29/09/2017		416.00	-	416
Office Furniture	2 - QUATTRO EXTRA HIGH BACK POSTURE CHAIR IN COBALT AD004	Council Office	Council Office	29/09/2017		550.00	-	550
Office Furniture	1 - PISA RECTANGULAR MEETING/LEISURE TABLE	Council Office	Council Office	09/10/2017		270.20	-	270
Office Furniture	Office Furniture - various	Council Office	Council Office	April - Dec 15		2,574.46	-	2,503
Office Furniture	Heatons - Two Quattro Extra high back office chairs	Council Office	Council Office	05/01/2022		562.24	-	562
Office Furniture Total						5,739.78	0.00	5,668
Play Equipment	Fairhill Play Equipment	Services & Contracts Manager	Fairhill Park	03/04/2018	EDC	-	1.00	40,950
Play Equipment	Kompan - EA Playground Sign	Services & Contracts Manager	Fairhill Park	19/08/2020		388.00		407
Play Equipment	Kompan - FAHR Panel Games	Services & Contracts Manager	Fairhill Park	19/08/2020		1,122.00		1,178
Play Equipment	Kompan - Swing Frame	Services & Contracts Manager	Fairhill Park	19/08/2020		2,710.00		3,696
Play Equipment	Kompan - Home Multi Seesaw	Services & Contracts Manager	Fairhill Park	19/08/2020		2,816.00		3,943
Play Equipment	Kompan - Supernova	Services & Contracts Manager	Fairhill Park	19/08/2020		3,236.00		4,589
Play Equipment	Kompan - Saturn Carousel	Services & Contracts Manager	Fairhill Park	19/08/2020		3,533.00		5,001
Play Equipment	Kompan - PCM112401 Custom Tower	Services & Contracts Manager	Fairhill Park	19/08/2020		5,696.00		7,962
Play Equipment	Kompan - EPDM Wetpour Safer Surfacing	Services & Contracts Manager	Fairhill Park	19/08/2020		13,137.00		13,794
Play Equipment Total						32,638.00	1.00	81,520
Playing Fields	Fairhill Playing Fields	Services & Contracts Manager	Fairhill Park	03/04/2018	EDC	-	1.00	0
Playing Fields	Mark Harrod 9V9 Goals - Fairhill Playing Fields	Services & Contracts Manager	Fairhill Park	30/06/2018		570.00	-	599
Playing Fields	HH Reeds - Supply & Install Signs At Fairhill	Services & Contracts Manager	Fairhill Park	06/08/2018		824.00	-	865
Playing Fields	Glasdon UK - 2 Clifton picnic tables	Services & Contracts Manager	Fairhill Park	01/07/2020		1,448.52	-	1,521
Playing Fields	Kompan - Excavation, disposal of old equipment, fit turf, MOT Type 1, preliminary	Services & Contracts Manager	Fairhill Park	19/08/2020		9,354.08		0
Playing Fields	Kompan - IAE Single Leaf Prosafe Gate	Services & Contracts Manager	Fairhill Park	19/08/2020		981.18		1,030
Playing Fields	Kompan - IAE Playspec Bow Top Fence	Services & Contracts Manager	Fairhill Park	19/08/2020		5,009.16		5,259
Playing Fields	Glasdon UK - Keyless lockable bin	Services & Contracts Manager	Fairhill Park	09/09/2020		176.52		186
Playing Fields	Ian Cannon - Paths, etc	Services & Contracts Manager	Fairhill Park	16/09/2020		17,380.00		0
Playing Fields	Ian Cannon - Gates, fencing	Services & Contracts Manager	Fairhill Park	16/09/2020		2,000.00		2,100
Playing Fields Total						37,743.46	1.00	11,560

Category	ASSET	Custodian	Location	Date acquired	Transfer from	Value £	Asset Transfer Value £	Insurance Value 2022-23 £
Recreational Land	Cumbria CC - Land Transfer	Services & Contracts Manager	Thacka Beck	01/11/2020	CCC		1.00	0
Recreational Land	Ian Cannon - Fencing & Gates, Thacka Beck	Services & Contracts Manager	Thacka Beck	30/03/2022		4,985.00	-	4,985
Recreational Land	H H Reeds - Signage, Thacka Beck	Services & Contracts Manager	Thacka Beck	31/03/2022		1,389.00	-	1,389
Recreational Land Total						6,374.00	1.00	6,374
Seats & Benches	Seats and Benches (30 No)	Services & Contracts Manager	Various	19/10/2018	EDC	-	30.00	16,443
Seats & Benches	Glasdon - 1 No Lowther Seat Penrith Remembers	Services & Contracts Manager	Various	22/03/2019		470.31	-	494
Seats & Benches	Glasdon - 1 No Lowther Seat Memorial	Services & Contracts Manager	Various	22/03/2019		546.13	-	573
Seats & Benches	Glasdon - 6 No Lowther Seat Penrith Remembers	Services & Contracts Manager	Various	22/03/2019		3,276.78	-	3,441
Seats & Benches	Glasdon - 5 Lowther seats & plaques	Services & Contracts Manager	Various	01/07/2019		2,958.14	-	3,106
Seats & Benches	Glasdon - 2 Lowther seats & plaques	Services & Contracts Manager	Various	12/09/2019		1,168.09	-	1,226
Seats & Benches	Glasdon - 2 Lowther seats & plaques	Services & Contracts Manager	Various	29/02/2020		940.60	-	988
Seats & Benches	Glasdon UK - 1 Lowther seat & plaque	Services & Contracts Manager	Various	19/08/2020		575.75	-	605
Seats & Benches	Glasdon - Lowther seat	Services & Contracts Manager	Various	04/11/2020		519.69	-	546
Seats & Benches	Glasdon - Fusion bench	Services & Contracts Manager	Various	04/11/2020		326.03	-	342
Seats & Benches	Glasdon - Lowther seat	Services & Contracts Manager	Various	13/01/2021		575.75	-	605
Seats & Benches	Glasdon & Ian Cannon - Lowther seat and plinth	Services & Contracts Manager	Fairhill Park	23/03/2021		850.75	-	894
Seats & Benches	Ian Cannon - Two concrete plinths for benches, Fairhill Park	Services & Contracts Manager	Fairhill Park	05/10/2021		550.00	-	578
Seats & Benches	Glasdon - Lowther seat	Services & Contracts Manager	Fairhill Park	20/10/2021		629.28	-	660
Seats & Benches	Glasdon - Fusion Seat (from Fairhill Community Group)	Services & Contracts Manager	Fairhill Park	16/03/2022		609.79	-	641
Seats & Benches	Glasdon - Lowther Seat, Beacon Edge	Services & Contracts Manager	Beacon Edge	23/03/2022		629.28	-	629
Seats & Benches	Glasdon - Lowther Seat, Rimington Way	Services & Contracts Manager	Rimington Way	23/03/2022		638.65	-	639
Seats & Benches Total						15,265.02	30.00	32,410
Street Furniture	Street Furniture Direct - 2 Cycle stands	Services & Contracts Manager	Storage	25/06/2020		110.00	-	110
Street Furniture	21CC Group Ltd - 3 Platinum Jubilee Beacons	Economic Development Officer	Various	23/02/2022		1,470.00	-	1,470
Street Furniture Total						1,580.00	0.00	1,580
Speed Indicator Devices	TWM Traffic Control Systems - Three Dual Colour Digit Large DSDs	Deputy Town Clerk	Various	30/03/2022		11,650.66	-	11,651
						11,650.66	0.00	11,651
Grand Total						156,248.76	50.00	680,828
						Total Value	156,298.76	

**PENRITH TOWN COUNCIL
ASSET REGISTER 2021-22: RECONCILIATION**

2021-22 Transactions

Category	Asset	Custodian	Location	Date acquired	Cost £	Transfer Value £
Asset Value: 31 March 2021					124,313.28	50.00
Purchased in 2021/22:						
Seats & Benches	Adjustment to Lowther Seat & Plinth accrued 31 March 2021 - Estimate £925, actual £850.75	Services & Contracts Manager	Fairhill Park	31/03/2021	(74.25)	
Civic Regalia	Vaughton - Penrith TC press with embossed seal	Clerk	Council Office	26/05/2021	485.10	
Seats & Benches	Ian Cannon - Two concrete plinths for benches, Fairhill Park	Services & Contracts Manager	Fairhill Park	05/10/2021	550.00	
Seats & Benches	Glasdon - Lowther seat	Services & Contracts Manager	Fairhill Park	20/10/2021	629.28	
Allotments	Ian Cannon Ltd - Drainage Improvements, Brackenber Allotments	Services & Contracts Manager	Brackenber	30/11/2021	9,600.00	
Office Equipment	Heatons - Fire Ranger Fireproof Safe	Clerk	Council Office	30/11/2021	855.56	
Office Furniture	Heatons - Two Quattro Extra high back office chairs	Clerk	Council Office	05/01/2022	562.24	
Bus Shelters	North Lakes Glass & Glazing - Replacement panes (substantially increase life of shelter)	Services & Contracts Manager	Bridge Lane	12/01/2022	279.17	
Street Furniture	21CC Group Ltd - 3 Platinum Jubilee Beacons	Economic Development Officer	Various	23/02/2022	1,470.00	
Seats & Benches	Glasdon - Fusion Seat (from Fairhill Community Group)	Services & Contracts Manager	Fairhill Park	16/03/2022	609.79	
Speed Indicator Devices	TWM Traffic Control Systems - Three Dual Colour Digit Large DSDs	Deputy Town Clerk	Various	30/03/2022	11,650.66	
Recreational Land	Ian Cannon - Fencing & Gates, Thacka Beck	Services & Contracts Manager	Thacka Beck	30/03/2022	4,985.00	
Office Equipment	Heatons Group - Two Fellowes AeraMax DX55 Air Purifiers 9393001	Clerk	Council Office	23/03/2022	370.00	
Seats & Benches	Glasdon - Lowther Seat, Beacon Edge	Services & Contracts Manager	Beacon Edge	23/03/2022	629.28	
Seats & Benches	Glasdon - Lowther Seat, Rimington Way	Services & Contracts Manager	Rimington Way	23/03/2022	638.65	
Recreational Land	H H Reeds - Signage, Thacka Beck	Services & Contracts Manager	Thacka Beck	31/03/2022	1,389.00	
Disposed of in 2021/22:						
IT Equipment	Samsung CLX-9 Multipurpose Printer (part of £5,778.20 IT Equipment)	Clerk	Council Office/Clerk's residence	27/05/2015	(2,694.00)	
Total of assets held as at 31 March 2022:					156,248.76	50.00
					Total Value	156,298.76

FINANCE COMMITTEE

25 April 2022

FULL COUNCIL

23 May 2022

Matter: Finance Outturn Report: Year ended 31 March 2022

Purpose of Report:

To consider the final outturn report for the financial year ended 31 March 2022.

Item no: 10

Author: Jack Jones, RFO

Supporting Member: Cllr Burgin, Finance Committee Chair

This is a public report

Recommendations

Finance Committee is recommended to review the outturn report and recommend its acceptance to Full Council.

Council is recommended to approve:

- a) the outturn report for the financial year ended 31 March 2022; and
- b) the transfers to the General and Devolution Reserves, as shown in the outturn 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. The Accounts and Audit Regulations 2015, supplemented by statutory guidance on proper practice, prescribe an accounting regime for local councils.

Link to Council Priorities

Robust budgetary control supports the Council in its delivery of priorities within the approved budget framework. Accurate accounting and reporting enable the Council to make informed decisions on its finances.

1. Report Details

A. 2021-22 Outturn Statement: Income and Expenditure Account (Appendix A)

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

- The actual outturn figures for the preceding financial year 2020-21, for reference only.
- The full year's Latest Budget for 2021-22, based on the Original Budget approved by Council on 25 January 2021; the approved changes 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 several schemes.
- Actual outturn income and expenditure for 2021-22, based on the matching principle, which means taking account of all income and expenditure which relates to the year, irrespective of when it is received/paid.
- The variance between the actual outturn income and expenditure and the Latest Budget for the year. Variances are expressed as favourable (positive) where there was an underspending or increased income, and as adverse (negative and bracketed) where there was an overspending or reduced income.
- The position and transactions on the Council's three reserves: its General, Devolution and Acquisitions Reserves.

B. Commentary

There was a significant overall underspend of the Latest Budget, with almost all major headings recording underspendings. Individual variances are detailed below.

B.1 Total Income -£188

Total income of £458,261 was slightly below the £458,449 Budget, a variance of £188.

- The annual precept of £450,069 was received from Eden DC in line with budget. The actual CTRS of £7,551 was notified too late to include in the budget and was £149 lower than anticipated.

- The Budget assumed investment interest of £670. This figure looked over-optimistic for most of the year, however a good return in March contributed to an outturn of £641.

B.2 Planning Committee +£15,820

Expenditure of £7,480 is shown against the Latest Budget of £23,300, an underspending of £15,820.

- The Planning budget of £10,000 was set as a block allocation to cover all its expenditure on this service; at outturn, this was underspent by £2,520. However the Council was able to claim grant funding of £3,863 towards the purchase of three speed indicator devices.
- In January 2021 the Council approved a five year programme to deliver its Climate Change Strategy, allocating £13,300 for the first year's activities. Unfortunately staff sickness has prevented any progress being made on the initiative.

B.3 CCEG Committee +£86,085

Net spend of £35,915 is shown against the budget of £122,000, an underspending of £86,085.

During the year, the Committee re-allocated resources within its budget to create a new Grants scheme, meet an overspending on Greening and move monies from Town Projects and the Arts & Cultural Strategy to create an Arts & Culture Development budget.

- The Town Projects budget was reduced to £1,800 as part of the re-allocation exercise. Although £7,990 grant income was received, staff time charged here rather than to Arts and Entertainment resulted in outturn expenditure of £4,458, an overspending of £2,658.
- A precautionary budget of £5,000 was allocated to cover the additional direct costs arising from the Covid-19 pandemic. Most of the expenditure was for Zoom subscriptions and the outturn recorded an underspend of £3,919.
- Officer Support to Arts & Entertainment was underspent by £5,693; as noted above, officer time was allocated to Town Projects, while there was an inability to progress some initiatives.
- The Arts & Cultural Strategy could not be delivered in the year so the majority of the original budget of £7,500 was re-allocated to a new Arts & Culture Development budget, however expenditure on deliverable projects exceeded the reduced budget by £786.
- Only £215 was spent against the resulting budget of £22,500 for the Arts & Culture Development budget, an underspend of £22,285.

- The new Grants scheme was approved in May 2021 with an annual budget of £61,000. By year-end, only five grants totalling £9,500 had been paid, an underspending of £51,500.
- The Corporate Communications budget, which includes Community Engagement, underspent by £5,976 in total. Additional Press Support costs were offset against a reduced involvement in Community Engagement, due in part to a vacant staff post.

B.4 Finance Committee +£41,706

Net outturn expenditure of £327,208 is shown against the Latest Budget of £368,914, an underspending of £41,706.

The Approved Budget was amended to address drainage problems at Brackenber Allotments and fund extra works at Thacka Beck. The associated costs were contained within the Devolved Services budget by allocating monies from the Devolution Reserve.

- The variances on Staffing £19,928, National Insurance £928 and Superannuation (£1,704) total to an underspending of £19,152. The reasons for these variances are:
 - The April 2021 pay award of 1.75% exceeded the 1.0% allowed for in the budget, with an additional cost of £1,672.
 - Underspendings of £16,722 from the vacant Community Engagement Officer post and £10,523 from the sickness absence of the Sustainability Officer.
 - Acting up allowance and staff cover for sickness absences, £5,618.
 - An incorrect and understated estimate of superannuation costs, £803.
- The planned recruitment during the year was £942 less expensive than anticipated. There were also underspends on Training £602, Conferences £1,080 and Expenses £561, due mainly to a combination of reduced staff levels and an inability to physically attend events because of the pandemic.
- A £261 overspending on Office Service Charges was offset against an underspend of £467 on Heat, Light & Water. The Room Hire and Meetings budget overspent by £693, largely due to Committee meetings being held in alternative venues as a result of the pandemic.
- Civic Regalia overspent by £684 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.
- Similar to Officers' expenditure, Members' Training and Expenses underspent by £916 and £200 respectively, due to fewer and less expensive courses being attended.
- The IT budget included £1,000 for a new laptop for the Sustainability Officer, which was not used. Overall, demand for the service, including equipment repairs and replacement, was lower than expected and there was a total underspend of £6,474 against the £21,000 budget.

- Following significant expenditure in the previous year, the 2021-22 Website budget of £2,050 was underspent by £1,517.
- The various Devolved Services budgets underspent by £9,233, with variations against most budgets. This is to be expected: although tapering grant income was received in line with the budget, much of the routine expenditure on management and maintenance of the devolved assets fluctuates with demand.
 - The Allotments budget was increased by £10,000 to fund major drainage problems at the Brackenber site, however routine costs generally fell below expectations resulting in an underspend of £2,408 at outturn.
 - As the Council was unable to progress the budgeted £4,000 for a Bus Shelter at Scaws, the funds were reserved for the replacement of a storm damaged shelter at Scotland Road. This could not be completed by 31 March so will be carried forward to 2022-23.
 - The Bandstand underspent by £1,413; in addition to maintenance being less expensive than expected, the Council benefited from £500 income for use of the site.
 - The majority of routine expenditure at Fairhill Park was in line with budget, however £754 for the removal of epicormic growth and £1,500 tree works contributed to an overspend of £2,428.
 - The Budget provided £1,500 for Play Area inspection costs; as the assets are not to be transferred from Eden DC, the full budget was unused.
 - There was no expenditure on planting maintenance at Fairhill, which would have been met from deferred income received from United Utilities.
 - The Original Budget of £3,000 for Thacka Beck was increased by £5,000 for improvement works, including fencing and signage; the outturn recorded a small overspend of £319.
 - The Community Caretaker budget was overspent by £923; the service is currently being tendered and some adjustment may be needed to the 2022-23 Budget.
 - A budget of £3,000 was provided for initial planning work on Local Government Re-organisation. Although plans are progressing, there has been no need to use this budget.

In accordance with Council policy, a contribution equal to the difference between the cost of these services and a “marker” figure of £46,344 has been transferred to the Devolution Reserve. The contribution totals £13,907, which includes the £9,233 underspend on the services.

- The Council Projects budget of £8,000 was fully spent, on contributions towards an Eden DC improvement scheme at Castle Park and the purchase of speed indicator devices. The accompanying budget for Officer Support for projects was not used.
- Accountancy and Legal Fees showed underspendings of £1,115 and £2,423, due to a combination of reduced demand and work carried out in-house.

- The Subscriptions budget overspent by £978; the 2022-23 Budget has been increased to reflect the higher level of spending.
- The Repairs and Renewals budget of £8,000 comprised £5,000 for replacement seats and £3,000 for general repairs/renewals. Outturn expenditure was £1,268 on seats and £1,370 on other items.

B.5 Contingency Provision

- The contingency provision of £1,000 is shown as fully underspent as costs have been allocated to the correct budget heading.

B.6 Transfer to/(from) Acquisitions Reserve

- No contributions were made to or from the Acquisitions Reserve in the year.

B.7 Total Expenditure & Increase/(Decrease) in General Reserve

- The Latest Budget expected that £56,765 would be used from the General Reserve in 2021-22. Because of outturn underspendings, income exceeded expenditure by £87,658 so this amount has been transferred to the General Reserve rather than the reserve being needed to meet expenditure. As described above, the resulting variance of £144,423 arose from the following variations from budget:

	£
Income	(188)
Planning Committee	15,820
CCEG Committee	86,085
Finance Committee	41,706
Contingency	1,000
Total Underspending	<u>144,423</u>

- During the 2022-23 Budget process, a Forecast Outturn was produced for 2021-22, which anticipated that the Latest Budget would be underspent by some £75,000; the actual outturn underspending of £144,000 means that an extra £69,000 has been transferred to the General Reserve, compared to the budget assumptions made in January this year.

B.8 Reserves

Overall, reserves at 31 March 2022 are at a much higher level than anticipated in the Latest Budget. In addition to the 2021-22 underspending of £144,000, the General Reserve balance at the start of the year was £64,000 higher than budgeted. Also, the Devolution Reserve opened the year with an additional £14,000 and an extra £9,000 was added during the year.

As noted above, a more up to date comparison can be made with the 2021-22 Forecast Outturn which was used in compiling the 2022-23 Approved Budget. The two comparisons show the following:

Balance at 31 March 2022	Latest Budget	Forecast Outturn	Actual Outturn
Reserve:	£	£	£
General	219,722	358,758	428,090
Devolution	126,552	147,402	149,855
Acquisitions	50,000	50,000	50,000
Total Reserves	396,274	556,160	627,945

- The Council's Reserves Policy sets a target for the General Reserve of 35% of net expenditure, to be met in the medium term, currently estimated as £184,000. The 2022-23 Budget provides for £100,000 over the next five years to fund new initiatives. The outturn underspendings will not only help to secure this programme of expenditure but provide additional funds should the Council wish to invest further in services.

C. Balance Sheet (Appendix B)

Appendix B shows the Council's balance sheet as at 31 March 2022. The following points may be noted:

- Investments with three organisations total £549,908, with the majority being held in the CCLA Public Sector Deposit Fund.
- The main items in the Debtors balance are £3,863 of grants to part fund the purchase of three speed indicator devices.
- The VAT Debtor of £6,299 represents March's transactions and has been reclaimed from HMRC.
- Prepayments of £8,787 include adjustments for office rent £1,875, IT support agreements £4,746, and licences and subscriptions £1,889.
- The Cash at Bank balance of £76,617 is held at HSBC.
- Creditors of £9,000 represent unused grants from Cumbria CC and Eden CC which would be repayable if not spent in 2022-23.
- Accruals of £6,621 comprise £5,775 of invoices for goods and services received by 31 March, but unpaid at that date, plus £846 of staff hours worked by 31 March, to be paid in 2022-23.
- The Receipts in Advance figure of £2,129 is the remaining income received from United Utilities for planting maintenance at Fairhill Park.

D. Conclusion

The outturn statement highlights a £144,000 underspending of the 2021-22 Budget. A significant underspend had been expected from regular budget monitoring and preparation of the estimates for 2022-23. Several factors contribute to the underspending, including:

- staff absences resulting in both reduced salaries spend and an inability to progress new initiatives;
- the creation of a new Grants scheme part way through the year, meaning a shortened timescale to consider and approve applications;
- the establishment of an Arts & Culture Development budget in late January 2022, leaving only two months to commit expenditure; and
- the continuing effects of the pandemic, with public confidence in many areas being low.

Although these factors relate specifically to 2021-22, the Council has a recent history of large outturn underspendings, suggesting that its underlying expenditure is below expectation or, more basically, that it is over-budgeting. At present, there is no indication that this trend will not continue into the new financial year, suggesting that allocations should be reviewed carefully in preparing the 2023-24 Budget.

On a more positive note, the underspendings have resulted in the General Reserve balance being £69,000 higher than anticipated when setting the 2022-23 Budget. This will provide an opportunity to consider aspirations beyond those already identified in the medium term financial plan. Members are reminded that, although 2021-22 budgets were significantly underspent, Financial Regulations prevent such unspent budgets being carried forward to a subsequent year.

Finally, the Council's balance sheet at 31 March 2022 shows it to be in a healthy financial position, with minimal debtors and creditors, its reserves invested in a range of organisations and a bank balance adequate to fund cash flow requirements.

2. Options Analysis including Risk Assessment

2.1 Risk

Inadequate financial monitoring

Inaccurate or non-compliant accounts.

2.2 Consequence

Unexpected overspending, potentially leading to the curtailment of planned expenditure.

Reputational damage.

Adverse criticism of over or underspending.

Adverse criticism of inaccurate accounts, from Auditors or the general public.

2.3 Controls Required

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

An understanding of, and compliance with statutory guidance, standard and sector specific accounting principles.

3. Financial Implications

This report is concerned solely with financial accounting and management.

4. Legal Implications

There are no legal implications arising from this report.

Appendices

Income & Expenditure and Balance Sheet statements

Background Papers

- Transaction and trial balance reports from the Sage accountancy system
- Budget, Budgetary Control and Outturn working papers.



Penrith Town Council

2021/22 OUTTURN STATEMENT INCOME AND EXPENDITURE ACCOUNT

ACTUAL OUTTURN 2020/21		LATEST BUDGET 2021/22	HEADING	ACTUAL OUTTURN 2021/22	Favourable/ (Adverse) Variance
£		£		£	£
			INCOME		
			Precept:		
454,233		450,069	Council Tax	450,069	0
7,829		7,700	EDC - CTRS Grant	7,551	(149)
			Other Income:		
515		670	Investment Interest	641	(29)
0		10	Miscellaneous Income	0	(10)
462,577		458,449	TOTAL INCOME	458,261	(188)
			EXPENDITURE		
			PLANNING COMMITTEE:		
			Planning Services:		
4,739	{		Officer Support	1,692	}
1,367	10,000		Planning Consultancy	5,788	2,520
503	{		Consultation	0	}
6,609	10,000			7,480	2,520
			Climate Change:		
2,038	0		Website & Initial Costs	0	0
-	5,000		Community Consultation	0	5,000
-	2,000		Internal Business Plan	0	2,000
-	1,000		Carbon Footprinting: High level baseline	0	1,000
-	500		Carbon Footprinting: Calculator licence	0	500
-	3,000		BIG STEP	0	3,000
-	800		Staff Development/Exceptional Expenses	0	800
-	1,000		Carbon Literacy Training	0	1,000
2,038	13,300			0	13,300
8,647	23,300		Planning Committee Total	7,480	15,820
			CCEG COMMITTEE:		
			Town Projects:		
4,377	1,800		Town Projects	4,458	(2,658)
17,314	5,000		Covid-19 Response	1,081	3,919
21,691	6,800			5,539	1,261
			Arts & Entertainment:		
928	7,500		Officer Support	1,807	5,693
2,484	1,200		Arts & Cultural Strategy	1,986	(786)
-	22,500		Arts & Culture Development	215	22,285
1,430	0		Events Grants	0	0
4,842	31,200			4,008	27,192
			Environment:		
1,600	8,000		Greening	7,844	156
1,571	0		Community Grants	0	0
			Grants:		
-	15,000		Small Grants	2,000	13,000
-	12,500		Grow Nature Grants	0	12,500
-	33,500		Large Grants	7,500	26,000
0	61,000			9,500	51,500
			Corporate Communications:		
450	12,500		Community Engagement	5,264	7,236
1,440	2,500		Press Support	3,760	(1,260)
1,890	15,000			9,024	5,976
31,594	122,000		CCEG Committee Total	35,915	86,085

ACTUAL OUTTURN 2020/21	LATEST BUDGET 2021/22	HEADING	ACTUAL OUTTURN 2021/22	Favourable/ (Adverse) Variance
£	£		£	£
		FINANCE COMMITTEE:		
		Staffing:		
172,871	195,170	Salaries	175,242	19,928
15,378	16,910	National Insurance	15,982	928
30,636	34,120	Superannuation	35,824	(1,704)
-	1,000	Recruitment Expenses	58	942
893	950	Staff Training	348	602
289	1,500	Conferences	420	1,080
325	700	Staff Expenses	139	561
220,392	250,350		228,013	22,337
		Accommodation:		
7,500	7,500	Rent	7,500	0
1,383	1,700	Heat, Light & Water	1,233	467
765	920	Service Charges	1,181	(261)
-	230	Room Hire & Meetings	923	(693)
367	380	Insurances	390	(10)
-	(10)	Letting Income	0	(10)
10,015	10,720		11,227	(507)
		Civic Functions:		
143	400	Civic Functions	68	332
567	700	Mayoral Expenses	700	0
267	300	Deputy Mayor's Expenses	300	0
51	100	Civic Regalia	784	(684)
1,028	1,500		1,852	(352)
		Cost of Democracy:		
-	200	Annual Meeting	302	(102)
85	1,000	Members' Training	84	916
80	200	Members' Expenses	0	200
-	200	Notice/Honours Board	197	3
165	1,600		583	1,017
17,995	21,000	IT	14,526	6,474
3,901	2,050	Website	533	1,517
		Devolved Services:		
(1,400)	(1,400)	Bring Site	(1,400)	0
2,530	11,550	Allotments	9,142	2,408
418	400	War Memorial	838	(438)
(420)	790	Benches	395	395
(98)	5,410	Bus Shelters	1,227	4,183
625	1,700	Bandstand	287	1,413
719	420	Musgrave Monument	278	142
(3,515)	1,200	Fairhill Park	3,628	(2,428)
-	1,500	Play Areas	0	1,500
-	0	Fairhill United Utilities Planting Maintenance	0	0
7,050	0	Fairhill Site Improvements	0	0
1,150	300	Signage, etc	0	300
(4,221)	8,000	Thacka Beck	8,319	(319)
8,617	8,800	Community Caretaker	9,723	(923)
-	3,000	Local Government Re-organisation: Action Plan	0	3,000
34,889	4,674	Contribution to Devolution Reserve	13,907	(9,233)
46,344	46,344		46,344	0
		Council Projects:		
-	3,000	Officer Support	0	3,000
-	8,000	Project Budget	8,000	0
0	11,000		8,000	3,000
		Other Overheads:		
1,119	1,800	Printing, Postage & Stationery	1,827	(27)
1,405	1,700	Audit Fees	1,990	(290)
3,786	4,000	Insurance	3,366	634
135	100	Bank Charges & Interest	139	(39)
3,322	2,800	Accountancy Fees	1,685	1,115
3,204	2,500	Legal Fees	77	2,423
283	450	Licences	430	20
2,841	3,000	Subscriptions	3,978	(978)
16,095	16,350		13,492	2,858
2,118	8,000	Repairs & Renewals	2,638	5,362
318,053	368,914	Finance Committee Total	327,208	41,706

ACTUAL OUTTURN 2020/21		LATEST BUDGET 2021/22	HEADING	ACTUAL OUTTURN 2021/22	Favourable/ (Adverse) Variance
£		£		£	£
0		1,000	Contingency	0	1,000
0		0	Transfer to/(from) Acquisitions Reserve	0	0
358,294		515,214	TOTAL EXPENDITURE	370,603	144,611
104,283		(56,765)	INCREASE/(DECR) IN GENERAL RESERVE	87,658	144,423
			RESERVES:		
			General Reserve:		
236,149		276,487	Balance brought forward 1 April	340,432	63,945
104,283		(56,765)	Increase/(decrease) in year	87,658	144,423
340,432		219,722	Balance carried forward 31 March	428,090	208,368
			Devolution Reserve:		
101,059		121,878	Balance brought forward 1 April	135,948	14,070
34,889		4,674	Contribution from Budget	13,907	9,233
135,948		126,552	Balance carried forward 31 March	149,855	23,303
			Acquisitions Reserve:		
50,000		50,000	Balance brought forward 1 April	50,000	0
0		0	Contribution from Budget	0	0
50,000		50,000	Balance carried forward 31 March	50,000	0
526,380		396,274	TOTAL RESERVES 31 MARCH	627,945	231,671



Penrith Town Council

2021/22 OUTTURN STATEMENT BALANCE SHEET AS AT 31 MARCH 2022

31 MARCH 2021		31 MARCH 2022	
£	£	£	£
Investments			
84,971.50		Cumberland Building Society	84,935.50
273,860.00		CCLA Public Sector Deposit Fund	378,860.00
<u>85,941.08</u>		Penrith Building Society	<u>86,112.96</u>
	444,772.58		549,908.46
Current Assets			
53.65		Debtors	4,084.21
2,296.69		Debtor - VAT	6,298.61
10,838.17		Prepayments	8,786.92
<u>82,455.87</u>		Cash at bank: HSBC	<u>76,617.30</u>
95,644.38			95,787.04
Current Liabilities			
0.00		Creditors	9,000.00
11,908.02		Accruals	6,621.36
0.00		Payroll Control	0.00
<u>2,129.25</u>		Receipts in Advance	<u>2,129.25</u>
14,037.27			17,750.61
	81,607.11	Net Current Assets	78,036.43
	<u>526,379.69</u>		<u>627,944.89</u>
Represented by:			
Reserves			
340,431.68		General Reserve	428,090.15
135,948.01		Devolution Reserve	149,854.74
50,000.00		Acquisitions Reserve	50,000.00
	<u>526,379.69</u>		<u>627,944.89</u>

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FINANCE COMMITTEE

25 April 2022

Matter: Internal Audit 2021/22 & 2022/23

Purpose of Report:

To review the effectiveness of the Council's Internal Audit provision during 2021/22 and to seek re-appointment of the Internal Auditor for the current financial year.

Item no: 11

Author: Jack Jones, RFO

Supporting Member: Cllr Burgin, Finance Committee Chair

This is a public report

Recommendations

The Committee is recommended to:

- a) consider the review of internal audit provision and confirm that the function has operated effectively during 2021/22; and
- b) approve the appointment of Mrs Jean Airey as the Town Council's Internal Auditor for 2022/23.

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 Council is required to follow the governance and accounting regime set out in the Accounts and Audit Regulations 2015. This requires the Council to undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, considering public sector internal auditing standards or guidance.

Previous versions of the Regulations required higher tiers of local government to annually review the effectiveness of their internal audit arrangements. Although this has now been subsumed within the annual

review of the effectiveness of internal control arrangements, it remains good practice for all authorities.

Internal Auditors are required to follow the provisions of the JPAG Guide to Governance and Accountability, which represents statutory best practice. The 2021 edition of the Guide introduced new standards for Internal Auditors to follow, including specifying audit tests to be performed.

Link to Council Priorities

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

1. Report Details

The internal audit for 2021/22 has been carried out by Mrs Jean Airey. Her interim report was reported to the last meeting of the Committee and subsequently ratified by Council on 28 March 2022. She is currently working on the second stage of her audit and a verbal update should be available for Members at this meeting. Her final report and statutory audit opinion, which forms part of the AGAR, will be submitted to Full Council in May.

The appendix to this report presents a review of the effectiveness of Internal Audit. There are two aspects to the review: meeting standards and characteristics of effectiveness. The RFO's assessment of the performance of Mrs Airey against relevant criteria is set out below, where it can be seen that her performance is totally satisfactory in all respects. In particular, it should be noted that she has responded to the publication of the 2021 edition of the JPAG Guide to Governance and Accountability, which introduced more prescriptive best practice in internal audit.

The March 2022 Council meeting also reviewed the Council's system of internal control for 2021/22, part of which acknowledged that its internal audit arrangements were effective. This more detailed review confirms that opinion and provides the evidence and justification for the re-appointment of the current Internal Auditor. If the Committee agrees with this assessment, it should re-appoint Mrs Airey as its Internal Auditor for 2022/23.

2. Options Analysis including Risk Assessment

2.1 Risk

Lack of a robust audit regime resulting in irregularities not being detected.

2.2 Consequence

Loss or waste of resources, criticism from external audit and reputational damage.

2.3 Controls Required

Appointment of an independent and competent internal auditor, working to an appropriate internal audit plan.

3. Financial Implications

There are no direct financial implications arising from this report.

4. Legal Implications

An effective internal audit function meets the requirements of the relevant legislation.

Appendices

- Review of Effectiveness of Internal Audit 2021-22

Background Papers

- Accounts and Audit Regulations 2015
- JPAG Guide to Governance & Accountability 2021 & 2022 Editions

Area 1: Meeting Standards

Standard	Evidence of achievement
1. Scope of internal audit	<p>The appointment of Mrs Jean Airey as Internal Auditor for the financial year 2021-22 was confirmed by Council in May 2021.</p> <p>The terms of her engagement are formally agreed and documented.</p> <p>The Internal Auditor follows proper practice and meets national auditing standards.</p> <p>Internal audit work considers both the council's risk assessment and wider internal control arrangements.</p> <p>Internal audit work considers the Council's anti-fraud and corruption arrangements.</p> <p>The Internal Auditor has unfettered access to all areas of the Council's activities.</p>
2. Independence	<p>The Internal Auditor is independent from the Council and is not involved in its financial controls, procedures or decision making.</p> <p>Internal audit has direct access to those charged with governance and can seek information or explanations from any officer or Member of the Council.</p> <p>Reports are made in the Auditor's own name to management.</p>
3. Competence	<p>Mrs Airey has substantial experience in auditing and knowledge of auditing standards, having been an internal auditor to local councils in Cumbria for many years. She was Town Clerk to Keswick Town Council for 25 years and has delivered training on behalf of CALC.</p> <p>There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity.</p>
4. Relationships	<p>The Clerk and RFO are consulted on the internal audit plan and coverage.</p> <p>Respective responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters.</p> <p>The responsibilities of Council members are understood, in particular the Finance Committee; training of Members is available as required.</p>
5. Audit Planning and Reporting	<p>The annual internal audit plan properly takes account of all the risks facing the Council.</p> <p>Mrs Airey provided her interim report promptly after completion of her fieldwork and plans to submit her final report and opinion promptly.</p>

Area 2: Characteristics of Effectiveness

Characteristic	Evidence of achievement
1. Internal audit work is planned	Planned internal audit work is based on the assessment of risk and is designed to meet the Council's needs and national auditing standards. Mrs Airey has amended her audit plan to take account of new requirements and has been proactive in contributing to a recent review by JPAG of its Guide.
2. Understanding the whole organisation, its needs and objectives	The annual audit demonstrates how audit work provides assurance for the council's Annual Governance Statement.
3. Be seen as a catalyst for change	Internal audit supports the Council's work in delivering improved services to the community.
4. Add value and assist the organisation in achieving its objectives	The Council makes positive responses to internal audit's recommendations and follows up with action where this is called for.
5. Be forward looking	In formulating the annual audit coverage, national agenda changes are considered. Internal audit maintains awareness of new developments in the services, risk management and corporate governance.
6. Be challenging	Internal audit focuses on the risks facing the Council. Internal Audit encourages managers/Members to develop their own responses to risk, rather than relying solely on audit recommendations.
7. Ensure the right resources are available	Adequate resource is made available for internal audit to complete its work; the auditor has the freedom to request additional fee work if she considers it necessary. Internal Audit understands the Council and the legal and corporate framework in which it operates. Mrs Airey has undertaken this role (and similar roles) for several years; this continuity results in a good understanding of the Council, its internal control environment and the issues facing it.

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Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

PENRITH TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

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

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

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

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.penrithtowncouncil.gov.uk

ONLINE AVAILABLE WEBSITE/WEBPAGE ADDRESS

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FINANCE COMMITTEE

25 April 2022

COUNCIL

23 May 2022

**Matter: Accounting Statements 2021-22
(AGAR Section 2)**

Purpose of Report:

To consider and approve the Accounting Statements 2021-22.

Item no: 13

Author: Jack Jones, RFO

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

This is a public report

Recommendations

The Finance Committee is recommended to:

- a) consider the Accounting Statements 2021-22 and recommend their approval by Full Council.

Council is recommended to:

- a) approve the Accounting Statements 2021-22 (Section 2 of the AGAR);
- b) authorise the Chair of the meeting to sign the Statements on behalf of the Council; and
- c) confirm the period for the exercise of public rights as 13 June to 22 July 2022.

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 Council is required to follow the governance and accounting regime set out in the Accounts and Audit Regulations 2015. Statutory proper practice issued under these Regulations has been published in the JPAG publication "Governance and Accountability for Smaller Authorities in England". This document is the mandatory guide to completion of the statutory Annual Governance and Accountability Return (AGAR) and it describes how accounting transactions are to be treated and reported.

Link to Council Priorities

The Council is required to have sound financial administration and report its accounts in accordance with proper practice.

1. Report Details

1.1 The Accounting Statements

The Accounting Statements prepared in accordance with the Practitioners' Guide represent a highly summarised version of the Council's transactions for the year. They are also, in a sense, incomplete, as they do not record the Council's full balance sheet, only the cash and reserves figures at year end.

The Practitioners' Guide recommends that Members have access to a reconciliation between the financial ledger (cash book) and the Accounting Statements. The appendix provides that reconciliation, showing not only how Sage ledger balances are analysed into the AGAR format but also how those balances correspond to the formal outturn statement. The Guide does not require Councils to account separately for fixed assets but to keep a memorandum summary in their asset register. The asset value shown in the Accounting Statement is therefore derived directly from the Council's register, as reported elsewhere on this agenda.

Section 2 of the AGAR has been signed by the RFO as required by the guidance. Members are requested to review the AGAR and the supporting reconciliation and recommend that the Chair of the Council meeting signs the Statements on its behalf.

1.2 Exercise of Public Rights and Audit of the AGAR

The process for the approval and audit of the AGAR is as follows:

- Approval of the Accounting Statements must take place after approval of the Annual Governance Statement (AGS).
- Legislation provides for the accounting records of the Council to be open for inspection for a fixed period prior to review by the External Auditor. This is known as the exercise of public rights and must be a period of 30 working days which includes the first 10 working days of

July. To comply with this requirement, the RFO plans to specify the period from 13 June to 22 July; during this time, members of the public can examine the accounts and supporting documentation. To meet this timescale, the unaudited Accounts and AGS must be published on the Council's website by Friday 10 June.

- The AGAR comprises the AGS, the Accounting Statements and the Internal Auditor's report. The full AGAR must be submitted, with supporting information, to the External Auditors, PKF Littlejohn, by Friday 1 July. After their sign-off, the full audited Return must be published on the Council's website by 30 September.

2. Options Analysis including Risk Assessment

2.1 Risk

Transactions are recorded incorrectly or inconsistently in statutory returns.

2.2 Consequence

Criticism from Auditors.

Reputational damage.

2.3 Controls Required

Adherence to the correct principles for the recording and reporting of the Council's transactions.

3. Financial Implications

This report is concerned solely with financial transparency and accountability.

4. Legal Implications

The Council must comply with statutory guidance, which is quite prescriptive in its requirements.

Appendices

- Reconciliation between Sage financial ledger and AGAR Section 2
- Draft AGAR Section 2

Background Papers

- Transaction and trial balance reports from the Sage accountancy system
- 2021-22 outturn working papers
- JPAG Practitioners' Guide 2022 Edition

AGAR Reconciliation to Accounting System 2021-22													Balance Sheet Items not returned on AGAR
Code	Summary Heading	Summary Total	Detailed Account	Sage Nominal Code	Sage Trial Balance 31 March 21	Line 1 Balances b/fwd	Line 2 Annual Precept	Line 3 Other Income	Line 4 Staff Costs	Line 6 Other Expenditure	Line 7 Balances c/fwd	Line 8 Cash & Short term Balances	Balance Sheet Items not returned on AGAR
		£			£	£	£	£	£	£	£	£	£
1100	Debtors	4,084.21	Debtors Control Account	1100	0.00								0.00
1101			Sundry Debtors	1101	4,084.21								4,084.21
1105			Other Debtors	1102	0.00								0.00
1110			Deposits Paid	1110	0.00								0.00
1115	Prepayments	8,786.92	Prepayments	1115	8,786.92								8,786.92
1200	Cash at Bank	76,617.30	Unity Trust	1200	0.00							0.00	
1205			HSBC	1205	76,617.30							76,617.30	
1216	Investments	84,935.50	Cumberland Building Society	1216	84,935.50							84,935.50	
1217		378,860.00	CCLA Public Sector Deposit Fund	1217	378,860.00							378,860.00	
1218		86,112.96	Penrith Building Society	1218	86,112.96							86,112.96	
2100	Creditors	(9,000.00)	Creditors Control Account	2100	0.00								0.00
2101			Sundry Creditors	2105	(9,000.00)								(9,000.00)
2110	Accruals	(6,621.36)	Accruals	2110	(6,621.36)								(6,621.36)
2115	Receipts in Advance	(2,129.25)	Receipts in Advance	2115	(2,129.25)								(2,129.25)
2200	Debtor - VAT	6,298.61	V.A.T. Sales Control Account	2200	0.00								0.00
2201			V.A.T. Purchase Control Account	2201	0.00								0.00
2202			VAT Liability	2202	6,298.61								6,298.61
2210	Creditor - Payroll Control	0.00	Payroll Control	2210	0.00								0.00
3000	Reserves	(340,431.68)	General Reserve	3000	(340,431.68)	(340,431.68)					(340,431.68)		
3010		(149,854.74)	Devolution Reserve	3010	(149,854.74)	(149,854.74)					(149,854.74)		
3015		(50,000.00)	Acquisitions Reserve	3015	(50,000.00)	(50,000.00)					(50,000.00)		
3200		0.00	Profit and Loss Account	3200	0.00	0.00					(101,565.20)		
4000	Precept	(450,069.00)	Precept	4000	(450,069.00)		(450,069.00)			0.00			
4010	CTRS Grant	(7,551.00)	CTRS Grant	4010	(7,551.00)			(7,551.00)		0.00			
4100	Investment Income	(641.53)	Investment Income	4100	(641.53)			(641.53)		0.00			
4200	Miscellaneous Income	0.00	Miscellaneous Income	4200	0.00			0.00		0.00			
5000	Officer Support - Planning	1,691.87	Officer Support	5000	1,691.87				1,691.87	0.00			
5100	Planning Consultancy	5,788.03	Planning Consultancy	5100	5,788.03			(3,862.63)		9,650.66			
5200	Consultation Events	0.00	Consultation	5200	0.00					0.00			
5300	Block Allocation	0.00	Block Allocation	5300	0.00					0.00			
6500	Climate Change - Website & Initial Costs	0.00	Climate Change - Website & Initial Costs	6500	0.00					0.00			
5500	Community Consultation	0.00	Community Consultation	5500	0.00					0.00			
5505	Internal Business Plan	0.00	Internal Business Plan	5505	0.00					0.00			
5510	Carbon Footprinting: High level baseline	0.00	Carbon Footprinting: High level baseline	5510	0.00					0.00			
5515	Carbon Footprinting: Calculator licence	0.00	Carbon Footprinting: Calculator licence	5515	0.00					0.00			
5520	BIG STEP	0.00	BIG STEP	5520	0.00					0.00			
5525	Staff Development/Exceptional Expenses	0.00	Staff Development/Exceptional Expenses	5525	0.00					0.00			
5530	Carbon Literacy Training	0.00	Carbon Literacy Training	5530	0.00					0.00			
6000	Town Projects	5,540.03	Town Projects	6000	4,458.52			(7,990.00)	2,851.52	9,597.00			
6001			Covid-19 Response	6001	1,081.51					1,081.51			
6100	Arts and Entertainment	4,007.64	Officer Support	6100	1,806.66				1,806.66	0.00			
6101			Arts & Cultural Strategy	6101	1,986.00					1,986.00			
6105			Arts & Culture Development	6105	214.98					214.98			
6110	Environment	7,844.00	Events Grants	6110	0.00					0.00			
6200			Greening	6200	7,844.00				1,112.15	6,731.85			
6400	Community Grants	0.00	Local Govt Act 1972 Section 137 Grants	6400	0.00					0.00			
6401			Local Govt Act 1972 Section 144 Grants	6401	0.00					0.00			
6402			Local Govt Act 1972 Section 145 Grants	6402	0.00					0.00			
6403			Transport Act 1985 Section 106A Grants	6403	0.00					0.00			
6404			Open Spaces Act 1906 Grants	6404	0.00					0.00			
6405			Local Govt & Rating Act 1997, Section 26-29	6405	0.00					0.00			
6406			Public Health Act 1936 Section 234	6406	0.00					0.00			
6407			Local Govt (Misc Provisions) Act 1976 Section 19	6407	0.00					0.00			
6600	Grants	9,500.00	Small Grants	6600	2,000.00					2,000.00			
6610			Grow Nature Grants	6610	0.00					0.00			
6620			Large Grants	6620	48,500.00					7,500.00			
7520	Corporate Communications	9,074.00	Community Engagement	7520	5,264.00					5,264.00			

AGAR Reconciliation to Accounting System 2021-22				Sage Nominal Code	Sage Trial Balance 31 March 21	Line 1	Line 2	Line 3	Line 4	Line 6	Line 7	Line 8	Balance
Code	Summary Heading	Summary Total	Detailed Account			Balances b/fwd	Annual Precept	Other Income	Staff Costs	Other Expenditure	Balances c/fwd	Cash & Short term Balances	Sheet Items not returned on AGAR
		£			£	£	£	£	£	£	£	£	£
7530	Corporate Communications	3,760.00	Press Support	7530	3,760.00					3,760.00			
7000	Staffing	228,013.40	Salaries	7000	175,242.52				175,242.52	0.00			
7010			National Insurance	7010	15,981.85				15,981.85	0.00			
7020			Superannuation	7020	35,824.51				35,824.51	0.00			
7025			Recruitment Expenses	7025	57.51					57.51			
7030			Staff Training	7030	347.87				200.43	147.44			
7040			Conferences	7040	420.44					420.44			
7050			Staff Expenses	7050	138.70					138.70			
7100			Accommodation	11,227.16	Rent	7100	7,500.00				7,500.00		
7110	Heat, Light & Water	7110			1,232.65				1,232.65				
7120	Service Charges	7120			1,181.51				1,181.51				
7130	Room Hire	7130			923.00				923.00				
7140	Insurances	7140			390.00				390.00				
7190	Letting Income	7190			0.00				0.00				
7200	Civic Functions	1,851.11	Civic Functions	7200	67.50				67.50				
7210			Mayoral Expenses	7210	700.00				700.00				
7211			Deputy Mayor's Expenses	7211	300.00				300.00				
7220	Cost of Democracy	582.43	Civic Regalia	7220	783.61				783.61				
7300			Annual Meeting	7300	301.50				301.50				
7340			Members' Training	7340	83.93				83.93				
7320			Members' Expenses	7320	0.00				0.00				
7330			Notice/Honours Board	7330	197.00				197.00				
7400	IT	14,526.26	IT	7400	14,526.26				14,526.26				
7510	Website	533.00	Website	7510	533.00				533.00				
7600	Devolved services	46,344.00	Bring Site	7600	(1,400.00)			(1,400.00)	0.00				
7605			Allotments	7605	9,142.50			(450.00)	9,592.50				
7610			War Memorial	7610	837.69				837.69				
7615			Benches	7615	394.60			(2,368.65)	2,763.25				
7620			Bus Shelters	7620	1,226.90			(364.00)	1,590.90				
7625			Bandstand	7625	287.46			(1,299.00)	1,586.46				
7630			Musgrave Monument	7630	278.15			(175.00)	453.15				
7635			Fairhill Park	7635	3,628.03			(3,305.00)	6,933.03				
7645			Play Areas	7645	0.00				0.00				
7660			Fairhill United Utilities Planting Maintenance	7660	0.00				0.00				
7661			Fairhill Site Improvements (UU)	7661	0.00				0.00				
7540			Signage, Etc	7540	0.00				0.00				
7665			Thacka Beck	7665	8,318.51				8,318.51				
7680			Community Caretaker	7680	9,723.43				9,723.43				
7685			Local Government Re-organisation:Action Plan	7685	0.00				0.00				
7690			Contribution To Devolution Reserve	7690	13,906.73	13,906.73					13,906.73		
7750	Council Projects	8,000.00	Officer Support	7750	0.00			0.00					
7755			Project Budget	7755	8,000.00				8,000.00				
7800	Other Overheads	13,491.65	Printing, Postage & Stationery	7800	1,826.54				1,826.54				
7820			Audit Fees	7820	1,990.00				1,990.00				
7830			Insurance	7830	3,366.46				3,366.46				
7840			Bank Charges & Interest	7840	139.33				139.33				
7850			Accountancy Fees	7850	1,685.00				1,685.00				
7855			Legal Fees	7855	76.50				76.50				
7860			Licences	7860	430.10				430.10				
7870			Subscriptions	7870	3,977.72				3,977.72				
7900	Repairs and Renewals	2,638.48	Repairs & Renewals	7900	2,638.48				2,638.48				
8000	Contribution to/from General Reserves		Contribution from General Reserve	8000	0.00				0.00				
8010			Contribution to Acquisitions Reserve	8010	0.00				0.00	0.00			
8050	Contingency		Contingency	8050	0.00				0.00				
9998	Suspense Account		Suspense Account	9998	0.00				0.00				
		(0.00)			40 (0.00)	(526,379.69)	(450,069.00)	(29,406.81)	234,711.51	143,199.10	(627,944.89)	626,525.76	1,419.13

Section 2 – Accounting Statements 2021/22 for

PENRITH TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	387,208	526,380	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	454,233	450,069	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	104,796	29,407	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	235,145	234,712	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	184,712	143,199	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	526,380	627,945	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	527,228	626,526	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	124,363	156,299	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			✓
			The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

Jack Jones

Date

13/04/2022

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

Chairman

as recorded in minute reference:

Minute Reference

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

Signature Required

FINANCE COMMITTEE

25 April 2022

FULL COUNCIL

23 May 2022

Matter: Revised Investment Strategy 2022-23

Purpose of Report:

To consider a change to the planned 2022-23 activities for the management of the Council's financial investments.

Item no: 14

Author: Jack Jones, RFO

Supporting Member: Cllr Burgin, Finance Committee Chair

This is a public report

Recommendations

Finance Committee is recommended to:

- a) consider discontinuing the use of Penrith and Cumberland Building Societies during 2022-23 in order to place all investments with the CCLA Public Sector Deposit Fund; and
- b) to make an appropriate recommendation to Full Council.
- c) to authorise officers to investigate other banking institutions.

Subject to comments from Finance Committee, Council is recommended to revise its Investment Strategy so that all investments are placed with the CCLA Public Sector Deposit Fund, to take effect at a convenient time during 2022-23.

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 Council has the power to invest for any purpose relevant to its functions under any enactment, or for the purposes of the prudent management of its financial affairs (section 12 of the Local Government Act 2003, the '2003 Act').

Statutory Guidance on Local Government Investments (3rd Edition) issued under section 15(1)(a) of the Local Government Act 2003 is effective from 1 April 2018 and provides guidance on investments. The Guidance has statutory force and is mandatory where the investments of a town council exceed or are expected to exceed £100,000 at any point in a financial year. Town councils where investments are expected to exceed £10,000 are encouraged to adopt the principles in the Guidance. Where the Guidance is mandatory, or where a council has adopted the principles in the Guidance, the Council must, at a Full Council meeting, adopt an investment strategy for each financial year. Where a material change is proposed during the year, a revised strategy must be approved before the change is implemented.

The Guidance encourages transparency and local accountability in investment management.

Two codes of practice issued by the Chartered Institute of Public Finance and Accountancy (CIPFA) contain investment guidance which complements the Government guidance. These publications are:

- Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes
- The Prudential Code for Capital Finance in Local Authorities.

Link to Council Priorities

Proper investment of reserves and working balances ensures that these monies are secure and available when required to fund expenditure to deliver the Council's priorities as resolved in the Council Plan.

1. Report Details

1.1 Background

Full Council approved an Investment Strategy for 2022-23 at its meeting on 24 January 2022. The Strategy sets out those organisations with which the Council is prepared to invest monies which are not needed in the short term, principally its reserves and working capital, e.g. the annual precept. No change is proposed to those counterparties.

The Strategy contains a section on the planned activities for 2022-23, which is that its existing investments with the Penrith and Cumberland Building Societies are maintained, with any additional monies being placed with CCLA pending their use. Officers' recent experience with both Building Societies has shown them to be very difficult to deal with, particularly when seeking to change authorised signatories. In contrast, CCLA are efficient with more streamlined practices e.g. straightforward changes in signatures and same day electronic withdrawal of funds. Officers therefore believe that the Council should discontinue the use of the two Societies and place all monies with CCLA. This change is already covered by the current strategy, however it would mean a lesser spread of investments.

In all cases, investment decisions must be based on three factors, in this order:

- **Security** – protecting the capital sum invested from loss;
- **Liquidity** – ensuring the funds are available when needed;
- **Yield** – the return or interest earned on the investment.

Taking each in turn, the Cumberland is a large Society which will fulfil all measures of security. The Penrith is the smallest Society in the country and only qualifies as a counterparty because it is a local organisation, otherwise the Strategy would preclude its use. The CCLA Public Sector Fund currently has a value of around £1,800 million, invested in a range of high quality institutions, and itself has the highest credit rating for a money market fund. By investing in the Fund, an authority has the benefit of buying into a share of that pool, typically of about 40 institutions, with a consequent spread of investment and reduction in risk. It is therefore considered a secure investment.

Both two building societies operate a traditional passbook investment, with all of the restrictions that entails. Further, as noted above, we have experienced difficulties when authorised signatories change, which can be quite regularly. Additionally, the societies do not discuss investments with Officers, meaning that they have to refer to Councillors over quite simple transactions. This is all both frustrating and can lead to liquidity problems if withdrawals are delayed. In contrast, as noted above, CCLA's procedures are streamlined and they accept Officers as contacts (although they are not allowed to make investment decisions).

Finally, and least importantly, yields should be considered. In this context, Members should note that the Council is not in any way dependent on investment income, emphasising the importance of the other two factors. The Penrith Society has offered a reasonable rate of interest, while the Cumberland does not pay interest and charges the Council a modest amount for the use of the account. The yield on the CCLA account varies from month to month, reflecting market trends, so should respond quickly to changes in returns. Overall, a change to using only CCLA should not materially affect the Council's income.

The change to investment practice would not contravene the principles of the Strategy but the section on planned activities during 2022-23 would need to be amended. The proposed amendment is attached for Members' consideration. It is suggested that the monies are withdrawn from the two Societies and invested with CCLA at a convenient time.

2. Options Analysis including Risk Assessment

2.1 Risk

Failure of an investment counterparty leading to the loss of Council funds.

Non-compliance with legal requirements or statutory guidance.

2.2 Consequence

Unwelcome curtailment of spending programmes; possible unpalatable council tax increase; potential reputational damage.

Criticism from internal/external audit; reputational damage.

2.3 Controls Required

Adherence to a robust and prudent investment strategy.

The strategy should incorporate the safeguards in the Government's guidance.

3. Financial Implications

The Council's reserves and surplus working capital are invested pending their use and therefore need to be protected against loss. The income earned from investment is of secondary importance.

4. Legal Implications

The Strategy is compliant with the relevant legislation.

Appendices

Revised Investment Strategy 2022-23

Background Papers

- Building Societies Association factsheet
- CCLA website

REVISED INVESTMENT STRATEGY 2022-23

PURPOSE

The Town Council invests reserves and surplus funds which are not immediately required to meet expenditure.

This strategy provides a framework for the secure and prudent investment of those monies and adopts the relevant principles of statutory guidance issued under the Local Government Act 2003 and of CIPFA codes of practice.

INVESTMENT OBJECTIVES

The Council invests monies for treasury management purposes.

Its priorities in investing surplus funds are:

- **Security** (protecting the investment from loss);
- **Liquidity** (ensuring the money is available for expenditure when needed); and, providing the above objectives have been met,
- Obtaining the best **Yield**.

Investment opportunities are assessed in terms of these objectives; the Council aims to obtain the best possible return commensurate with proper levels of security and liquidity.

TYPES OF INVESTMENT

The Council will not invest in non-financial assets such as commercial property.

The Council will only place funds in specified investments, as defined by the Secretary of State, which offer high security and high liquidity. These investments are made in the Council's name and are:

- made in sterling;
- have a maturity of no more than one year; and
- with a counterparty which is the UK Government, a local authority or a body of high credit quality.

For the 2022-23 financial year, the Council does not intend to use non-specified investments (ie those which do not meet these criteria) as these are generally considered to be of higher risk and would require specialist advice.

RISK ASSESSMENT

The Council's investments no longer qualify for the Financial Services Compensation Scheme up to £85,000; however, this is considered to be an acceptable limit for investments in organisations of good credit quality. Larger amounts can be invested with organisations of high credit quality.

The Council does not employ external treasury advisors or subscribe to a credit rating agency. It bases its assessment of the risk attaching to potential investments with counterparties on their publicly available information, organisational structure and asset size.

The Council will also have regard to the amount of funds placed with a single institution.

APPROVED COUNTERPARTIES

The following counterparties are approved for the investment of surplus funds by the Council, with a duration of no longer than twelve months:

- HM Government and its agencies
- Local Authorities
- UK Clearing Banks
- Building Societies with an asset base in excess of £1,000 million or smaller societies where there are strategic or local considerations, limited to a principal investment of £85,000 with a single society
- UK FCA regulated qualifying money market funds with an AAA rating (Fitch credit rating).

TREASURY MANAGEMENT RESPONSIBILITIES

All investments are made in the name of the Town Council and will be approved by Full Council, having taken advice from the Responsible Financial Officer, who has knowledge and experience of the CIPFA codes of practice.

The Finance Committee oversees investment activities and the drafting of changes to this strategy.

Members of the Committee are suitably experienced and understand the nature of investment risks. Where necessary, their knowledge will be supplemented by formal or informal training.

ACTIVITIES FOR 2022-23

As the Council receives its full annual precept income early in the financial year, it will have surplus funds for most of the year. These funds, together with the Council's reserves, are available for investment. Traditionally, the Council has invested with the Penrith and Cumberland Building Societies and the CCLA Public Sector Deposit Fund. Having considered the potential risk, the Council plans to discontinue its investments in the Penrith and Cumberland Building Societies and invest those funds in the CCLA Public Sector Deposit Fund, the change being made at a convenient time during 2022-23. The Council's funds would then be placed solely with CCLA, justified by its spread of quality investments. As the Council does not have a long history of managing its cash flow actively, it will adopt a cautious approach to investing surplus monies to ensure that its bank account balance is always sufficient to meet short-term requirements.

REVIEW

This strategy will be subject to annual review in advance of each financial year.

APPROVED:

REVIEW: ANNUAL

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FINANCE COMMITTEE

25 April 2022

Matter: Thacka Beck Field

Purpose of Report:

To note progress on work undertaken to date and to endorse a plan for the next phase of the enhancement of Thacka Beck Field.

Item no: 16

Author: Services and Contracts Manager

Supporting Member: Cllr. Shepherd, Chair of Council

Recommendations

To Committee is recommended to:

- i. Note the progress made against the resolutions following the meeting of the 28 June 2021.
- ii. Endorse a plan for the further enhancement of Thacka Beck Field known as the Stage 2 Development Plan.
- iii. Consider the allocation of a budget to contribute towards the enhancement of Thacka Beck Field met from the Devolution Reserve.
- iv. Authorise for the Services and Contracts Manager to investigate external grant funds and to apply to eligible grant funds on behalf of the 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 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 The Finance Committee considered a report regarding Thacka Beck Field on the 28 June 2021 and approved a broad range of options for the enhancement of the field.
- 1.2 Members will be aware that Northern Gas Networks have been working on the field and as such any enhancement works could not commence until this work was complete. Northern Gas Networks completed their work and vacated the field in March 2022. In what was referred to as Stage 1, the Council agreed to

undertake the following tasks, which the Council has been able to progress as follows:

Area	Task	Position
Survey Work	Tree Survey Biodiversity Survey	Complete Complete
Entrance (Carleton Hall)	New field and pedestrian gate. Shrub Clearance	Complete Complete
Signage	New Entrance signage	Ordered awaiting installation
Fencing and Boundaries	Fence Repairs (Carleton Hall) Removal of fence (Tynefield Drive) New gate in to Pategill Wood	Complete Complete Complete
Bridge	Install balustrades	Complete

- 1.3 The Finance Committee (10 January 2022, FIN21/61) approved a scheme for tree planting at Thacka Beck Field to support the Queens Green Canopy project to mark Her Majesty's Platinum Jubilee. The Council are undertaking utility searches and all being well plan to undertake the planting in the Autumn of 2022 in partnership with local community groups.
- 1.4 The Finance Committee, 28 June 2021 further considered possible enhancements to the field be known as Stage 2. The proposed list of enhancements is set out below and are further explained in the attached Thacka Beck Field Stage Two Development Plan (Appendix A), which Members are being asked to endorse. The options align with the intentions as set out in the initial business case prior to the field being acquired and include:
- Paths connecting Tynefield Drive with Carleton Hall
 - Play trail or Play Area
 - Seating and Litter Bins
 - Tree Planting / Community Orchard
 - Improved Biodiversity

2. Risk Assessment

- 2.1 Members approved a site risk assessment at the meeting of the Finance Committee on the 28 June 2021.
- 2.2 There are no risks associated with this report as the approval of a Thacka Beck Field Plan is an outline document and any schemes of work will require further approval prior to proceeding.

3. Financial Implications

- 3.1 The Council has budgeted £3,700 in the 2022/23 budget for Thacka Beck Field. This budget will cover expenses such as the Grounds Maintenance contract works leaving a small budget for other expenses. The budget will not be sufficient to fund many of the proposed Stage 2 enhancements.
- 3.2 Members are asked to consider recommending approval of a budget to contribute towards the enhancement of Thacka Beck Field met from the Devolution Reserve. An indication of costs for budgeting purposes includes:

Scheme	Budget Cost (£)
Tree Planting	£2,000
Biodiversity Measure	£2,000
Play & Recreation	£60,000
Seating	£3,000
Footpaths	£17,500
Other items bins, nest boxes	£1,000
	£85,500

- 3.3 Members are asked to give authorisation to the Services and Contracts Manager to investigate external grant funds and to apply to eligible grant funds on behalf of the Council. Any external grants awarded will reduce the direct cost to the Council.

4. Legal Implications

- 4.1 There are no direct legal implications associated with this report.
- 4.2 Members are reminded to note that there are various easements associated with utility infrastructure beneath the field, and that these may have an effect on plans for enhancement. Enhancement works depending upon what they are, and the proposed location may require consent from the utility companies.
- 4.3 The terms of the acquisition of the land covenants that Thacka Beck Field can only be used for agricultural use, for public open space or for leisure, recreation and community uses.

Appendices

Appendix A – Thacka Beck Field Stage 2 Development Plan

Background Papers

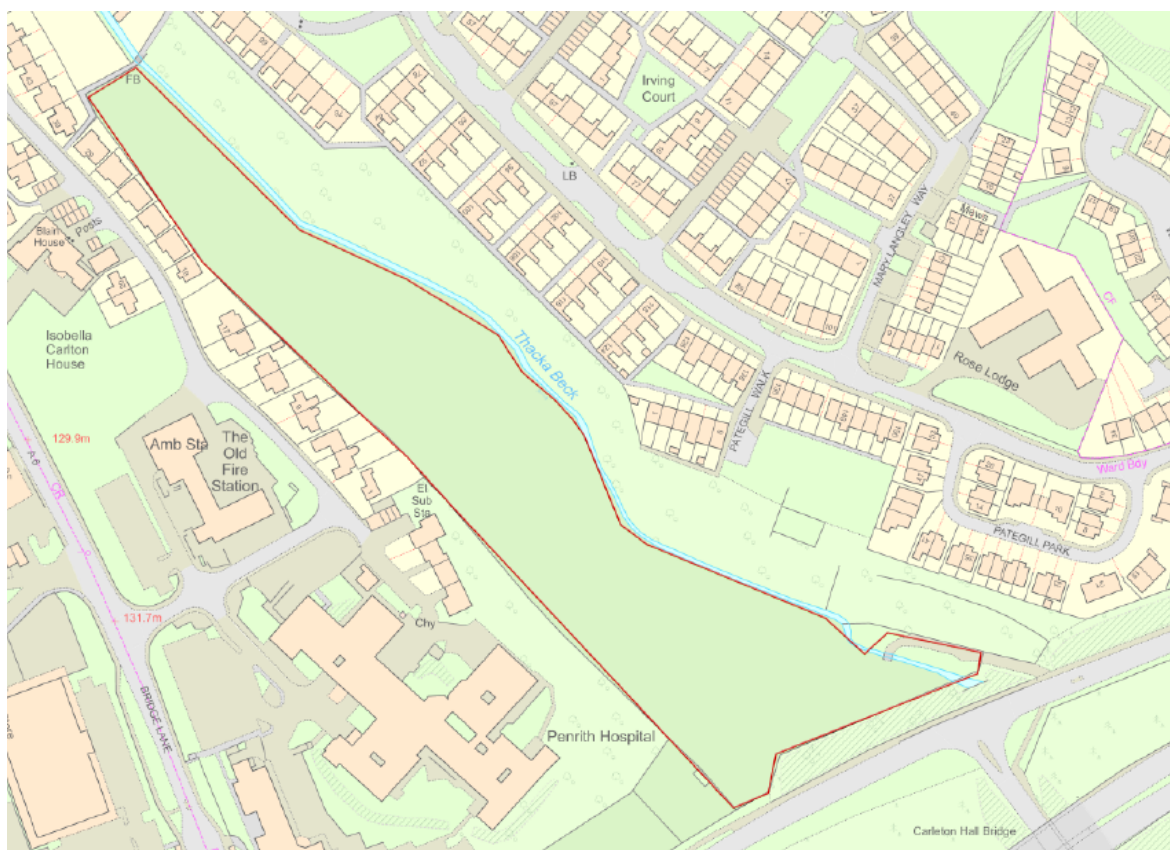
Finance Committee Report, 28 June 2021

Finance Committee Report, 20 September 2021

THACKA BECK FIELD

STAGE 2 DEVELOPMENT PLAN

Location



Power and Function

The Council has the following powers in relation to the management of Thacka Beck Field

Function	Powers & Duties	Statutory Provisions
Land	Power to acquire by agreement, to appropriate, to dispose of Power to accept gifts of land	Local Government Act 1972, ss.124, 126, 127 Local Government Act 1972, s.139
Open spaces	Power to acquire land and maintain	Public Health Act 1875, s.164 Open Spaces Act 1906, ss.9 and 10
Recreation	Power to provide a wide range of recreational facilities	Open Spaces Act 1906 s.9-10, Local Government Act 1976 s.19

Site Description

Thacka Beck Field is located off both Tynefield Drive to the North and the A686 to the South, the field covers an area of 2.35ha (5.8acres).

The site is an open field which is used for informal recreation and walking.

Site Boundaries

The site is bordered from the Tynefield Drive side by residential properties and Penrith hospital. There is a mix of residential boundary fences.

The fence adjacent to the footpath connecting Tynefield Drive and Carleton Road has recently been removed by the council to enable easier pedestrian access.

There is a post and wire mesh fence that runs alongside Thacka Beck. The fence is the responsibility of the Council.

At the entrance to the A686 Carleton Hall side of the field the Council has recently installed new boundary post and rail fencing, a pedestrian access gate, vehicle field gate and a pedestrian gate into the adjacent woodland which is owned by Eden District Council. The bridge over Thacka Beck has recently had timber balustrades installed.

A post and rail fence are installed alongside the A686 boundary and post and wire fencing alongside the fields adjacent to the hospital.

Site Utilities

Thacka Beck Field has a various utility infrastructure present below ground. This includes Electricity cables, United Utilities Water and Gas pipes. There are various easements associated with the utility infrastructure and these may influence any enhancement plans. Enhancement works affecting the areas of the easements will require consent from the utility companies.

Northern Gas Networks has undertaken recent installation of new gas pipes during 2021 and early 2022.

Associated Contracts

The Council currently maintains the grass area via its Grounds Maintenance Contract. The current schedule includes:

Main Field Grass Cutting

There are to 3 grass cuts of the 'flat areas' of the site. (The sloping banks are to be left fallow). Grass cuttings to be dispersed evenly over the site.

Main Field Footpaths

There are to be a minimum of 15 grass cuts providing a connecting mown grass path from the entrance at Tynefield Drive to the pedestrian entrance and field gate at the A686 end of the site.

The first cut being in late March early April then fortnightly thereafter with the final cut in early October, according to seasonal growth patterns.

As plans to enhance the field develop it may require that the Schedule of Works is amended.

Surveys

Phase 1 Habitat Survey

The Council commissioned a Phase 1 Habitat Survey in 2021. The report sets out that most of the site was of relatively low ecological value, with the main value lying within the trees, scrub, woodland, and hedgerow on the site boundaries. Suitable habitat for badger, otter, red squirrels, bats, nesting bird and polecat exists but no evidence of these were recorded on site. Giant hogweed was located, and this is recommended for removal. Any new landscape planting should be native plant species.

Tree Survey

The Council commissioned a Tree Hazard Survey in 2021. The report sets out that there are no trees recorded as an immediate or high priority or present an unacceptable level of risk. The trees are classed as low risk on the risk assessment. The survey recommends two trees to be felled but class this as low priority, and to proactively fell some young ash trees adjacent to the entrance at the A686 side of the site which are showing signs of ash dieback. Overall, the trees stock is in good health with no significant visual defects. Any future planting schemes should consider native species which can tolerate climate change.

Stage 1 Works Undertaken to Date

The Council in June 2021 approved some initial works to the field known as Stage 1. These works included:

Area	Task	Position
Survey Work	Tree Survey	Complete
	Biodiversity Survey	Complete
Entrance (Carleton Hall)	New field and pedestrian gate.	Complete
	Shrub Clearance	Complete
Signage	New Entrance signage	Ordered awaiting installation
Fencing and Boundaries	Fence Repairs (Carleton Hall)	Complete
	Removal of fence (Tynefield Drive)	Complete
	New gate in to Pategill Wood	Complete
Bridge	Install balustrades	Complete

Other Resolutions

The Council has approved a scheme for tree planting at Thacka Beck Field to support the Queens Green Canopy project to mark Her Majesty's Platinum Jubilee. The Council are undertaking utility searches and all being well plan to undertake the planting in the Autumn of 2022 in partnership with local community groups.

Stage 2 – Enhancement Options

The Council in its original Business Case prior to the acquisition of the land had considered a range of possible enhancements. These included ideas such as a community orchard, a children's play area, more extensive footpaths.

Having acquired the land the Council in June 2021 considered possible enhancements known as Stage 2 which included planting of trees and plants, biodiversity measures, recreation such as a play area or trail, seating, and footpaths. The possible enhancements again largely matched those set out in the original business case.

Consultation

The Council sent all 700 households in the Pategill Ward a consultation leaflet prior to the acquisition of the field. 78 households responded with 100% in favour of the acquisition of the field.

The Town Council engaged with the Pategill Tenants and Residents Association at pre acquisition stage and has resolved to attend further meetings of the Association in respect of any future Stage 2 Enhancements.

The Council has recently put a post out on its social media page asking the public to comment on any future enhancements they would wish to see. The public comments included the following items which closely match with the initial business case and the Council's thoughts of June 2021.

Wild Meadow	Benches	Wildflowers	Nest Boxes	Swings / Play
Pathway	Bins	Plant Trees	Picnic Benches	

It would be prudent to consult all 700 households in the Pategill Ward ahead of any future Stage 2 enhancements and include residents on the Tynefield Drive side of the field and the surrounding area.

Financial

The Council has budgeted £3,700 in the 2022/23 budget for Thacka Beck Field. The budget covers the expense of the Grounds Maintenance Contract, leaving a balance for adhoc works. The Council also has a Devolution Reserve budget which may be a potential source of funding for any enhancements at Stage 2. The Council's general overall financial strength may be able to meet some of the costs of the Stage 2 enhancements, although the Council may be eligible for grant funding to implement certain aspects of this plan and as such efforts should be made to identify eligible funds. An indication of costs for budgeting purposes at this stage includes:

Scheme	Budget Cost (£)
Tree Planting	£2,000
Biodiversity Measures	£2,000
Play & Recreation	£60,000
Seating	£3,000
Footpaths	£17,500
Other items bins, nest boxes	£1,000
	£85,500

The improvement of the field will likely result in an increase in the base budget for the ongoing maintenance of the field and the ongoing revenue cost should be considered in relation to each aspect of work.

Aspirations and Opportunities

SWOT Analysis

Strengths	Weaknesses	Opportunities	Threats
<p>Large area of well used public open space.</p> <p>Established Residents Association whom the Council can work with.</p> <p>Grounds Maintenance schedule in place for the site.</p>	<p>There are no paths within the field to assist with inclusivity, mobility or deal with adverse weather.</p> <p>Evidence of utility infrastructure below ground and easements in place.</p> <p>Flood zone.</p>	<p>Enhancements will add value for the community.</p> <p>To liaise with the Residents Group and local population.</p> <p>Opportunity to review the maintenance to promote biodiversity.</p> <p>Available budget or eligible for grants.</p>	<p>Cost pressures to fund enhancements.</p> <p>Enhancements will require consent from Utility companies.</p> <p>Whilst in the flood zone, the impact is unknown.</p>

Options Appraisal - Objective: To enhance Thacka Beck Field for the benefit of the community, improving sustainability, community use and enhancing community wellbeing.

Option	Description
a) Do nothing (Do not assume responsibility for the asset)	<ul style="list-style-type: none"> Continue maintenance and management as is now.
b) No new activity	<ul style="list-style-type: none"> Maintain the site. Retain existing contracts. No improvements.
c) Improve and Enhance	<ul style="list-style-type: none"> Improve the site and procure new contracts after review of management Make improvements for the benefit of the community.

Preferred Option – C) Improve and Enhance



Fig1. Open Field

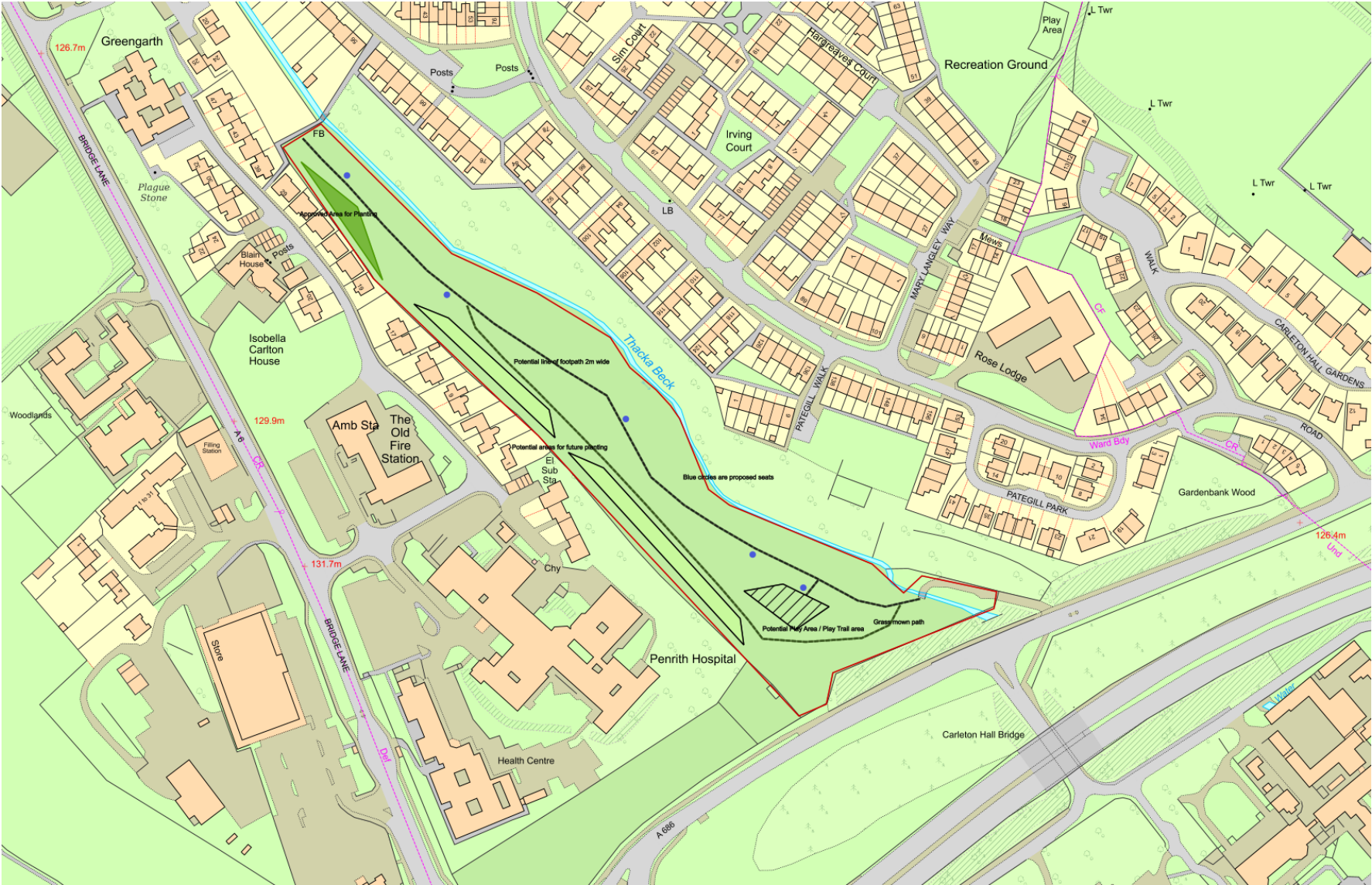


Fig 2. Bridge Area

Fig 3. Potential Planting Area



Fig 4. Entrance Area (A686)



Plan showing potential Stage 2 Enhancements.

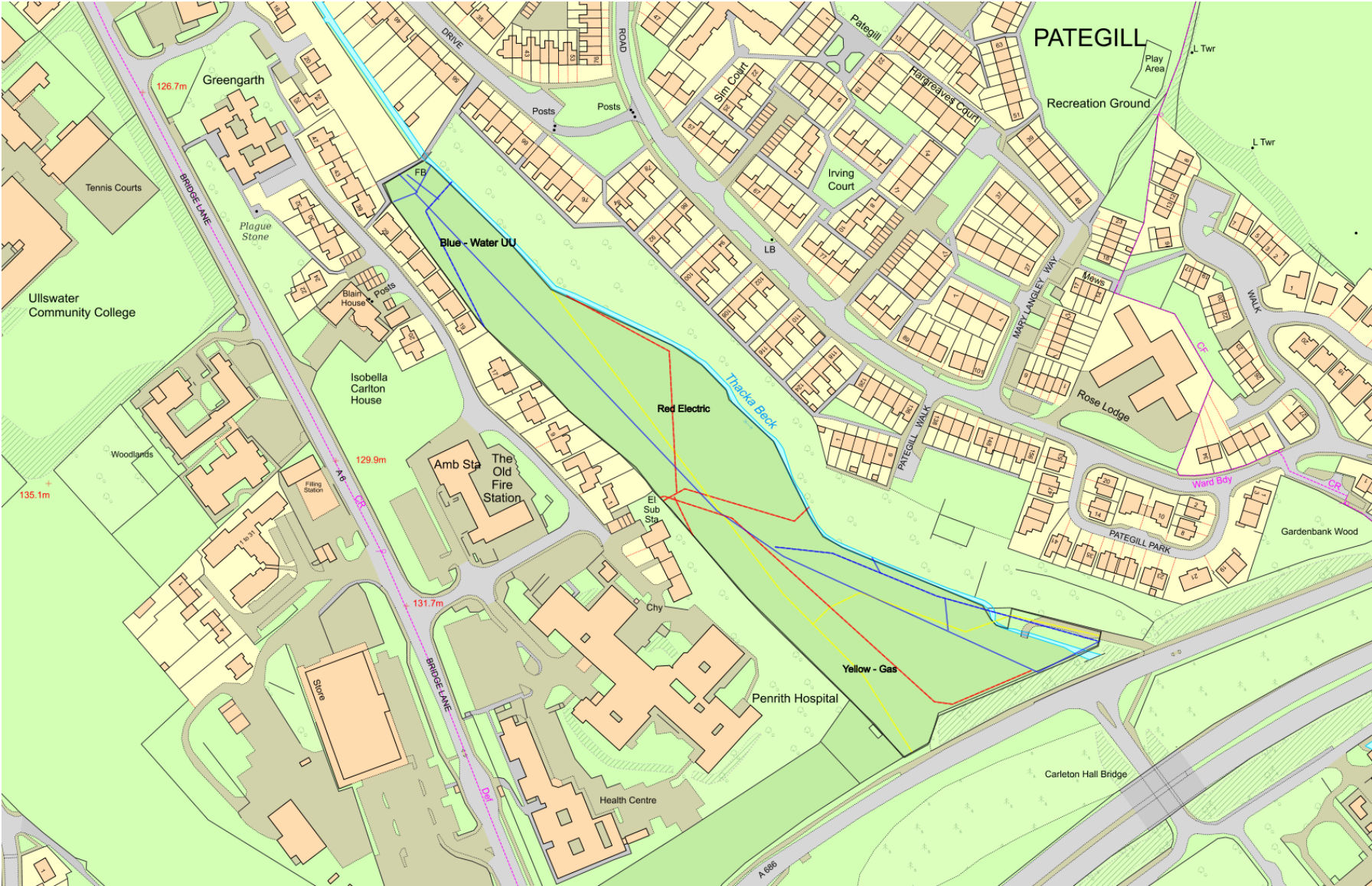




Fig 5. Council Style Seat and picnic bench image



Fig 6. Path images (hardcore 150mm, 20-30mm gravel dusting, 2metre wide)



Fig 7. Potential timber play item ideas

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FINANCE COMMITTEE

25 April 2022

Matter: Jubilee Coin

Purpose of Report:

To approve the choice and budget for the Jubilee Coin.

Item no: 18

Author: Services and Contracts Manager

Supporting Member: Cllr. Burgin, Chair of Finance Committee

Recommendations

Approve the purchase of 1,300 coins as pictured and a wallet for each at a total project cost of £1,560.

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 Full Council, 28 March 2022 considered a report on the Penrith Events for 2022 including The Queens Platinum Jubilee. Members considered if a memento for the Jubilee be given to junior, infant and nursery school children. Full Council resolved (Minute PTC21/131) that the Council purchase a jubilee coin for the Queens Platinum Jubilee for Penrith junior, infant and nursery school children with a budget of £1,000.
- 1.2 Members are advised to note that there are 1249 children within nursery, infant and primary schools within Penrith and to purchase 1300 coins with wallets will cost £1560. This includes £1300 for the coins and £260 for the wallets.
- 1.3 As the quotation exceeds the budget approved by Council the matter needs to be reconsidered to approve the choice and budget for the Jubilee coin. An Extra Meeting of Council was scheduled for the 05 April 2022 to consider this matter, but did not proceed as the meeting was not quorate. Hence the matter has been brought to Finance Committee.

1.4 The Coin design is set out below:



2. Financial Implications

2.1 The costs for the purchase of 1300 coins is £1560. This includes £1300 for the coins and £260 for the wallets. The cost would be met from the approved event budget.

3. Legal Implications

3.1 There are no legal implications associated with this report.

Appendices

None

Background Papers

Report Full Council, 28 March 2022.