



Penrith Town Council

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

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

DATE: 20 June 2022

NOTICE IS HEREBY GIVEN that an **ORDINARY MEETING** of **THE FINANCE COMMITTEE** will be held on **27 June 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 **Board Room, 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 24 June 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. Knaggs	West Ward
Cllr. Davies	West Ward	Cllr. Lawson	Carleton Ward
Cllr. Jackson	North Ward	Cllr. Shepherd	East Ward
Cllr. Kenyon	North 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 27 JUNE 2022

PART I

Members are asked to:

1. Apologies

Receive apologies from Members.

2. Appointment of Vice Chair

To appoint a Vice-Chair of the Finance Committee for the remainder of the 2022-23 municipal year.

3. Declarations of Interest and Requests for Dispensations

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

ADVICE NOTE:

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

4. Public Participation

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

ADVICE NOTE:

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

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

Determine whether item 15 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 Davies and Cllr Kenyon 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 19 September 2022.
- c) Approve the monthly report of payments for April and May 2022.

7. Bank Reconciliation

Approve and sign the bank reconciliations as of 30 April and 31 May 2022 as a correct record.

8. Budgetary Control Statement 2022/23: 31 May 2022

Review and approve the Budgetary Control Statement for the period 31 May 2022.

9. Revised Budget 2022-23 & Medium-Term Financial Plan

To consider revisions to the current years Approved Budget and the Medium-Term Financial Plan and forward them with any comments to Council for approval.

10. Donation to Penrith Lions Club

Note the Record of Decision Taken under Delegated Powers to provide a donation of £1,000 to Penrith Lions Club in recognition of the volunteering commitment for three recent events including bunting installation, 1940's weekend and Jubilee Beacon's lighting

11. Investment of Funds with CCLA

The Council currently has £378,860 invested with CCLA, representing both long-term reserves and temporary cash flow surpluses. The HSBC bank balance on 20 June was £471,698, which includes the full years precept income from Eden DC. Some of this money should be invested with CCLA until needed for cash flow purposes; an amount of £250,000 is suggested plus £1,140 to tidy the CCLA balance to £630,000. The Committee is therefore recommended to invest a further £251,140 into CCLA until required to meet payments later in the year.

12. Project Initiation Report: Going Paperless

Consider whether to support a pilot project to move to going paperless.

13. Review of Council Led Events 2022

Receive a report setting out a review of Council led events in 2022 and to consider the recommendations contained within the report.

14. Next Meeting

Note that the next meeting is scheduled for **19 September 2022, 6.00pm** at **Board Room, 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.

15. Staffing Matters

To receive a report on Staffing Matters.

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

Access to Information

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

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

Background Papers

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

Item 6ci



Payments Schedule
April 2022

Date	Ref	Details	Net £	VAT £	Total £	Budget
01/04/2022	22-01	J A Coburn - Arts & Culture consultancy	250.00	-	250.00	Arts and Entertainment - Arts & Cultural Development
11/04/2022	22-02	Edge Entertainment - Hire of Stalls, 1940s Event	1,750.00	350.00	2,100.00	Arts and Entertainment - Arts & Cultural Development
11/04/2022	22-03	Eden DC - NNDR, Bandstand	109.78	-	109.78	Devolved Services - Bandstand
11/04/2022	22-04	Beacon Fire Protection - Extinguisher service	31.10	6.22	37.32	Accommodation - Service Charges
11/04/2022	22-05	V Tunnadine - Reimbursement, Framed prints Mayor	83.95	-	83.95	Civic Functions - Civic Regalia
11/04/2022	22-06	Eden DC - BID Levy	91.00	-	91.00	Town Projects
11/04/2022	22-07	Border Group Ltd - Hire of toilets, 1940s Event	611.00	122.20	733.20	Arts and Entertainment - Arts & Cultural Development
11/04/2022	22-08	Weddings by Annabel - Jubilee Event planning	500.00	-	500.00	Arts and Entertainment - Arts & Cultural Development
11/04/2022	22-09	Carlisle Diocesan Board - Room hire	168.00	33.60	201.60	Accommodation - Room Hire & Meetings
11/04/2022	22-10	Penrith Posters - Annual Report	225.00	-	225.00	Cost of Democracy - Annual Meeting
11/04/2022	22-11	Cumbria Assocn Local Councils - Subscription	1,407.71	-	1,407.71	Other Overheads - Subscriptions
18/04/2022	22-12	Mr & Mrs Denerley - Entertainment, 1940s Event	200.00	-	200.00	Arts and Entertainment - Arts & Cultural Development
18/04/2022	22-13	KTD - Domain services	23.75	4.75	28.50	IT
18/04/2022	22-14	Cumbria Local Publications - Eden Local	255.00	-	255.00	Corporate Communications - Press Support
25/04/2022	22-15	Cumbria Local Publications - 1940s Event	200.00	-	200.00	Arts and Entertainment - Arts & Cultural Development
25/04/2022	22-16	Jean Airey - Internal Audit fee, 2021-22	200.00	-	200.00	Other Overheads - Audit Fees
25/04/2022	22-17	Paxton Medical Group - Report	49.00	-	49.00	Staffing - Staff Expenses
25/04/2022	22-18	Barrnon Media - Job advert, RFO	117.60	23.52	141.12	Staffing - Recruitment Expenses
25/04/2022	22-19	I Parker - Mileage expenses	24.75	-	24.75	Staffing - Staff Expenses
25/04/2022	22-20	Cumbria Classic Coaches - Coach hire, 1940s Event	275.00	-	275.00	Arts and Entertainment - Arts & Cultural Development
25/04/2022	22-21	KTD - Managed print service to 26 April	90.99	18.20	109.19	Other Overheads - Printing, Postage & Stationery
25/04/2022	22-22	Printed4you - Jubilee coins and wallets	1,600.00	320.00	1,920.00	Arts and Entertainment - Arts & Cultural Development
07/04/2022	CCR22-**	Vimeo - Vimeo Pro software	189.00	37.80	226.80	Corporate Communications - Community Engagement
04/04/2022	CCR22-01	Zoom - Subscription	83.93	16.79	100.72	IT
05/04/2022	CCR22-02	Post Office - Postage	6.85	-	6.85	Other Overheads - Printing, Postage & Stationery
19/04/2022	CCR22-03	Post Office - Postage	17.60	-	17.60	Other Overheads - Printing, Postage & Stationery
25/04/2022	CCR22-04	Cumbria Safe & Locks - Lock	95.00	-	95.00	Repairs and Renewals
26/04/2022	CCR22-05	Timpson - Key cutting	13.50	-	13.50	Devolved Services - Bandstand
27/04/2022	CCR22-06	Purple Guide - Events website	25.00	5.00	30.00	Other Overheads - Subscriptions
08/04/2022	BP	HSBC - Bank charges	8.00	-	8.00	Other Overheads - Bank Charges & Interest
28/04/2022	BP	Net Pay - April 2022	10,085.70	-	10,085.70	Staffing - Salaries
22/04/2022	DD	British Gas - Electricity, Bandstand	7.44	0.37	7.81	Devolved Services - Bandstand
27/04/2022	DD	New Star Networks - Broadband	224.83	44.97	269.80	IT
28/04/2022	DD	Adobe - Adobe Acropro subscription	63.20	12.64	75.84	IT
Total			19,083.68	996.06	20,079.74	



Payments Schedule May 2022

Date	Ref	Details	Net £	VAT £	Total £	Budget
04/05/2022	22-23	Cumbria Action for Sustainability - Carbon Literacy Training	1,545.00	-	1,545.00	Climate Change - Carbon Literacy Training
04/05/2022	22-24	Ace Shelters - Scotland Road Bus Shelter	2,967.50	593.50	3,561.00	Devolved Services - Bus Shelters
04/05/2022	22-25	Kentdale First Aid Events Ltd - 1940's Event First Aid	625.00	-	625.00	Arts and Entertainment - Arts & Culture Development
04/05/2022	22-26	V Tunnadine - Reimbursement , Hi-vis jackets	489.60	-	489.60	Repairs and Renewals - Repairs & Renewals
04/05/2022	22-27	KTD - Mapped Drive	79.00	15.80	94.80	IT
11/05/2022	22-28	KTD - System Support to 11 Sept 22	369.75	73.95	443.70	IT
11/05/2022	22-29	Urbaser - Community Caretaker March 22	761.30	152.26	913.56	Devolved Services - Community Caretaker
11/05/2022	22-30	Urbaser - Grounds Maintenance March 22	297.74	59.55	357.29	Devolved Services - Fairhill Park
11/05/2022	22-30	Urbaser - Grounds Maintenance March 22	56.00	11.20	67.20	Devolved Services - Thacka Beck
11/05/2022	22-31	KONE - Office front door repair	294.56	58.91	353.47	Repairs and Renewals - Repairs & Renewals
11/05/2022	22-32	Cumbria DJ Store - Equipment hire, 1940s Event	650.00	130.00	780.00	Arts and Entertainment - Arts & Culture Development
11/05/2022	22-33	KTD - IT contract to 14 Sept 22	171.00	34.20	205.20	IT
11/05/2022	22-34	Rachel Mercer - Entertainment, 1940s Event	100.00	-	100.00	Arts and Entertainment - Arts & Culture Development
11/05/2022	22-35	Anthony Kenny - Entertainment, 1940s Event	82.50	-	82.50	Arts and Entertainment - Arts & Culture Development
11/05/2022	22-36	Mr A M Stephenson - Entertainment, 1940s Event	100.00	-	100.00	Arts and Entertainment - Arts & Culture Development
11/05/2022	22-37	PPL/PRS - Music licence	316.80	63.36	380.16	Other Overheads - Licences
11/05/2022	22-38	Carlisle Diocesan Board of Finance - Room hire	192.00	38.40	230.40	Accommodation - Room Hire/Meetings
11/05/2022	22-39	KTD - Anti Spam service to June 23	349.00	69.80	418.80	IT
11/05/2022	22-40	Ceri Hamer - Entertainment, 1940s Event	100.00	-	100.00	Arts and Entertainment - Arts & Culture Development
25/05/2022	22-41	Kentdale First Aid Events - Jubilee Event	625.00	-	625.00	Arts and Entertainment - Arts & Culture Development
25/05/2022	22-42	Weddings by Annabel - Jubilee event planning	250.00	-	250.00	Arts and Entertainment - Arts & Culture Development
25/05/2022	22-43	H & H Reeds - Thacka Beck signage	1,389.00	277.80	1,666.80	Devolved Services - Thacka Beck
25/05/2022	22-44	Heatons Group - Stationery	209.23	41.85	251.08	Other Overheads - Printing, Postage & Stationery
25/05/2022	22-45	Walton Goodland - Office rent to Sept 22	1,875.00	-	1,875.00	Accommodation - Rent
25/05/2022	22-46	Penrith Posters - Jubilee booklets	140.00	-	140.00	Arts and Entertainment - Arts & Culture Development
25/05/2022	22-47	AJGIBL GBP Client NST Acc - Insurance premium	3,233.92	-	3,233.92	Other Overheads - Insurance
25/05/2022	22-48	Lamont Pridmore - Payroll & Accountancy Fees	510.00	102.00	612.00	Other Overheads - Accountancy Fees
25/05/2022	22-49	KTD - Website updates	79.00	15.80	94.80	Website
30/05/2022	22-50	Local iQ (Newsquest) - Job advert, RFO & CSO	1,592.00	318.40	1,910.40	Staffing - Recruitment expenses
03/05/2022	CCR22-07	Zoom - Subscription	83.93	16.79	100.72	IT
03/05/2022	CCR22-08	Post Office - Postage	12.30	-	12.30	Other Overheads - Printing, Postage & Stationery
05/05/2022	CCR22-09	Pretty Wild Seeds - Seeds, Jubilee Event	22.99	-	22.99	Arts and Entertainment - Arts & Culture Development
07/05/2022	CCR22-10	B&M - Cable ties, duct tape, Jubilee Event	10.48	-	10.48	Arts and Entertainment - Arts & Culture Development
09/05/2022	CCR22-11	Post Office - Postage	4.95	-	4.95	Other Overheads - Printing, Postage & Stationery
18/05/2022	CCR22-12	Post Office - Postage	23.65	-	23.65	Other Overheads - Printing, Postage & Stationery
25/05/2022	CCR22-13	Screwfix - Gloves, tools, torch, tape, Jubilee Event	135.90	27.18	163.08	Arts and Entertainment - Arts & Culture Development
30/05/2022	CCR22-14	Premier Barriers - Materials, Jubilee Event	19.53	3.90	23.43	Arts and Entertainment - Arts & Culture Development
26/05/2022	CCR22-15	B&Q - Building sand for beacons, Jubilee Event	12.10	2.42	14.52	Arts and Entertainment - Arts & Culture Development
27/05/2022	CCR22-16	Home Bargains - Materials, Jubilee Event	2.97	-	2.97	Arts and Entertainment - Arts & Culture Development
27/05/2022	CCR22-17	Halfords - Materials, Jubilee Event	5.70	-	5.70	Arts and Entertainment - Arts & Culture Development
27/05/2022	CCR22-18	Post Office - Postage	13.20	-	13.20	Other Overheads - Printing, Postage & Stationery
30/05/2022	CCR22-19	B&Q - Storage box	69.00	-	69.00	Other Overheads - Printing, Postage & Stationery
30/05/2022	CCR22-20	Marks & Spencer - Sundries	4.65	-	4.65	Repairs and Renewals - Repairs & Renewals
24/05/2022	CCR22-23	Amazon - Litter picker 1	29.95	-	29.95	Arts and Entertainment - Arts & Culture Development
24/05/2022	CCR22-24	Amazon - Litter picker 2	29.95	-	29.95	Arts and Entertainment - Arts & Culture Development
24/05/2022	CCR22-25	Amazon - Litter picker 3	29.95	-	29.95	Arts and Entertainment - Arts & Culture Development
25/05/2022	CCR22-26	Amazon - Water, beacons	17.55	-	17.55	Arts and Entertainment - Arts & Culture Development
25/05/2022	CCR22-27	Amazon - Gas leak detector, beacons	59.98	-	59.98	Arts and Entertainment - Arts & Culture Development
24/05/2022	CCR22-28	Amazon - First aid supplies, beacons	89.97	-	89.97	Arts and Entertainment - Arts & Culture Development
27/05/2022	CCR22-29	Amazon - Tools, beacons	30.99	-	30.99	Arts and Entertainment - Arts & Culture Development
09/05/2022	BP	HSBC - Bank charges	10.00	-	10.00	Other Overheads - Bank Charges & Interest
19/05/2022	BP	HMRC - Tax & NI, April 2022	4,343.24	-	4,343.24	Staffing - Salaries
19/05/2022	BP	Cumbria Pension Fund - Superannuation, April 2022	4,097.32	-	4,097.32	Staffing - Salaries
27/05/2022	BP	Net Pay - May 2022	9,692.71	-	9,692.71	Staffing - Salaries
23/05/2022	DD	British Gas - Electricity, Bandstand	7.22	0.36	7.58	Devolved Services - Bandstand
25/05/2022	DD	New Star Networks - Broadband	219.65	43.93	263.58	IT
27/05/2022	DD	Adobe Acropro - Subscription	63.20	12.64	75.84	IT
Total			38,592.93	2,164.00	40,756.93	

Bank Ref:	1205	Date To:	30/04/2022
Bank Name:	HSBC	Statement Ref:	1205 2022-05-03 02
Currency:	Pound Sterling		

Balance as per cash book at 30/04/2022: 527,311.75

Add: Unpresented Payments

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

Less: Outstanding Receipts

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

Reconciled balance : 527,311.75

Balance as per statement : 527,311.75

Difference : 0.00

3 April to 2 May 2022

Your Statement

Account Name
Penrith Town Council

Sortcode Account Number Sheet Number
154

Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			530,030.81
BP	Jean Airey			
	Penrith	200.00		
BP	Paxton Medical Gro			
	INV-6811	49.00		
BP	Barron Medai Ltd			
	PTC INV 19288	141.12		
BP	IAN PARKER			
	PENRITH TOWN COUNC	24.75		
BP	Cumbria Classic Co			
	Prith Counc C19146	275.00		
BP	KTD			
	K141697	109.19		
BP	Printed4you Ltd			
	Inv i023433	1,920.00		
02 May 22	BALANCE CARRIED FORWARD			527,311.75

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](https://www.fscs.org.uk), call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website ([hsbc.co.uk/fscs/](https://www.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		

Date: 09/06/2022
Time: 12:04:48

Penrith Town Council
Bank Reconciliation

Page: 1

Bank Ref: 1205	Date To: 31/05/2022
Bank Name: HSBC	Statement Ref: 1205 2022-06-09 04
Currency: Pound Sterling	

Balance as per cash book at 31/05/2022: 486,992.24

Add: Unpresented Payments

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

Less: Outstanding Receipts

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

Reconciled balance : 486,992.24

Balance as per statement : 486,992.24

Difference : 0.00

3 May to 2 June 2022

Your Statement

Account Name
Penrith Town Council

Sortcode Account Number Sheet Number
158

Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
))) BALANCE BROUGHT FORWARD			488,979.26
	HOME BARGAINS			
	PENRITH	2.97		488,976.29
31 May 22	OBP Newsquest			
	CAR2428785	1,910.40		
))) MARKS&SPENCER PLC			
	PENRITH	4.65		
))) B & Q 1316			
	PENRITH	69.00		486,992.24
02 Jun 22	BALANCE CARRIED FORWARD			486,992.24

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Debit Interest Rates	balance	EAR variable
Debit interest		21.34%

Credit Interest Rates	balance	AER variable
Credit interest is not applied		

FINANCE COMMITTEE

27 June 2022

COUNCIL

11 July 2022

**Matter: Budgetary Control Statement 2022-23:
Expenditure to 31 May 2022**

Purpose of Report:

To consider the budgetary control statement for the two-month period to 31 May 2022.

Item no: 08

Author: Jack Jones, RFO

Supporting Member: Cllr Dave Knaggs, Finance Committee Chair

This is a public report

Recommendations

Finance Committee is recommended to review the budgetary control statement and forward it, with any comments, to Council for approval.

Council is recommended to receive and approve the report.

Law and legal implications

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

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

Link to Council Priorities

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

1. Report Details

A. Budgetary Control Statement (Appendix A)

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

- The full year's Approved Budget for 2022-23, which was ratified by Council on 24 January 2022.

- The Latest Budget for the full year; the agreed changes from the Approved Budget include the allocation of funds from the Devolution Reserve to meet the costs of the replacement bus shelter at Scotland Road and an initial contribution to the Stage 2 development work at Thacka Beck. Council on 23 May made some further changes to the budget to accommodate staff establishment changes; as these are subject to review elsewhere on this agenda, they are not included in the Latest Budget figures.
- The budget to date, based on the latest budget for the year. This proportion is the anticipated budget for the first two months of the year, based on a forecast of the expected pattern of income and expenditure, known as the budget profile. For most headings, this profile will be a simple pro-rata of the annual budget (ie 2/12ths for the current period), however more detailed profiles have been used for several budget headings (eg Greening expenditure is weighted towards the first half of the year).
- Actual income and expenditure to 31 May, based on the matching principle, which means taking account of all income and expenditure which relates to the period, irrespective of when it is paid/received. An exception to the general matching rule is that grants approved but not yet paid at the end of the period are included as expenditure, on the basis that this gives a truer view of expenditure against budget.
- The variance between the actual income and expenditure and the profiled latest budget for the period. Variances are expressed as favourable (positive) where there is an underspending or increased income, and as adverse (negative and bracketed) where there is an overspending or reduced income.
- The position on the Council's three reserves: its General Reserve, Devolution and Acquisitions Reserves, at the end of May. To give a truer view of the General Reserve, it is assumed that contributions to the Devolution Reserve are made during the year at each month-end.

B. Commentary

The statement shows underspendings on most budget headings, which is to be expected at this early stage in the year. The following comments concentrate on unusual or unexpected variances.

B.1 Income

Overall income of £77,596 exceeds the profiled budget of £77,144 by £452.

- The approved budget set a very modest amount for investment income; returns have improved since then and the budgeted income has already been exceeded

B.2 Planning Committee

Expenditure of £1,628 is shown against the profiled budget of £4,716, an underspending of £3,088.

- The only notable expenditure is on Climate Change, where £1,545 has been spent against the full annual budget of £1,000. The excess can be offset against underspendings elsewhere in the Climate Change budget.

B.3 CCEG Committee

Net spend of £6,049 is shown against the profiled budget of £24,084, an underspending of £18,035.

- The Arts & Culture Development budget is currently underspent by £1,161, however the timing of the events means that further expenditure will be made in June.

B.4 Finance Committee

Net expenditure of £53,398 is shown against the budget to date of £63,862, an underspending of £10,464. The main variances are as follows:

- The Staffing budget is currently underspent by £6,443. This is due to reduced establishment costs resulting from a vacant post and a long term sickness absence, offset by the cost of the April 2021 pay award and recruitment expenses exceeding the annual budget. A revision to the Staffing headings is proposed in the accompanying report on the budget.
- The £25,000 contribution to the Thacka Beck development scheme is expected to be spent in the second half of the year so does not appear in the profiled budget to date.
- Repairs and Renewals show an overspending of £384 to date; this is mainly due to door repairs to the Council Office costing £490.

B.5 Total Expenditure & Increase/Decrease in General Reserve

- The individual variances result in an underspending of £33,587 against the profiled total expenditure budget of £94,662. As there is £452 more income, there is a net variation of £34,039 on the profiled amount transferrable to the General Reserve.

B.6 Reserves

- The Actual to date column includes the General Reserve balance at 1 April 2022 of £428,090 which was £69,332 higher than forecast in the Approved Budget because of underspendings in 2021-22. This amount has been committed to funding changes to the staff establishment.

The profiled budget assumes that the Reserve should decrease by £17,518 in the period, resulting in a balance of £341,240 at 31 May. The actual balance on the reserve at the month end is £444,611, which is £103,371 higher than expected.

- The Devolution Reserve opened the year with a balance of £149,855 which was £2,453 higher than the Approved Budget. As noted above, the actual amount of £2,503 transferrable into the Devolution Reserve is £1,896 higher than profile, resulting in a total of an additional £4,349 in the Reserve.

C. Balance Sheet (Appendix B)

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

- The total invested of £549,909 includes £378,860 placed with CCLA, pending the recommended investment from HSBC.
- The main debtor balances are £3,119 VAT reclaimed from HMRC in respect of April and May transactions and a £2,613 grant from Eden DC.
- Prepayments of £11,938 include adjustments for insurance, office rental, licences, subscriptions and maintenance agreements.
- The HSBC Bank balance stands at £486,992, largely due to the early receipt of the full year's precept from Eden DC; a separate item on this agenda recommends transferring part of this balance to CCLA.
- Accruals of £7,342 represent goods and services received before 31 May, where the payment was not made by that date. Individual items include staff time, grounds maintenance, caretaking and audit and accountancy fees.
- The Payroll Control balance of £7,980 relates to deductions calculated in the May payroll; the total is due to HMRC for income tax and national insurance and to the Cumbria Pension Fund for superannuation.
- The Receipts in Advance figure represents income for the period 1 June 2022 to March 2023, already received from Eden DC as precept and grants, together with monies from United Utilities for planting maintenance.

D. Conclusion

The budgetary control statement shows that net spending to 31 May was around £34,000 below the Latest Budget for the period. The proposed budget review will address some of the variances, however the current staffing position may restrict progress in spending on programmed budgets for some time.

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

2. Options Analysis including risk assessment

Risk & Consequences

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

Adverse criticism of over or underspending.

Controls Required

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

3. Financial and Resource Implications

This report is concerned solely with financial management.

Appendices

- Appendices - Income & Expenditure and Balance Sheet statements

Background Papers

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



Penrith Town Council

BUDGETARY CONTROL STATEMENT: TWO MONTHS ENDED 31 MAY 2022

Approved Budget 2022-23	Latest Budget 2022-23	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£	£		£	£	£
		INCOME			
		Precept:			
455,209	455,209	Council Tax	75,868	75,868	0
7,390	7,390	CTRS Grant	1,232	1,232	0
		Other Income:			
250	250	Investment Income	42	496	454
10	10	Miscellaneous Income	2	0	(2)
462,859	462,859	TOTAL INCOME	77,144	77,596	452
		EXPENDITURE			
		PLANNING COMMITTEE:			
		Planning:			
}	}	Officer Support	0	0	}
10,000	10,000	Planning Consultancy	1,667	83	1,584
}	}	Consultation	0	0	}
10,000	10,000		1,667	83	1,584
		Climate Change:			
5,000	5,000	Community Consultation	833	0	833
2,000	2,000	Internal Business Plan	333	0	333
1,000	1,000	Carbon Footprinting: High level baseline	167	0	167
500	500	Carbon Footprinting: Calculator licence	83	0	83
3,000	3,000	BIG STEP	500	0	500
800	800	Staff Development/Exceptional Expenses	133	0	133
1,000	1,000	Carbon Literacy Training	1,000	1,545	(545)
13,300	13,300		3,049	1,545	1,504
23,300	23,300	Planning Committee Total	4,716	1,628	3,088
		CCEG COMMITTEE:			
		Town Projects:			
10,000	10,000	Town Projects	1,667	97	1,570
5,000	5,000	Marketing Penrith	833	0	833
15,000	15,000		2,500	97	2,403
		Arts & Entertainment:			
7,500	7,500	Officer Support	1,250	2	1,248
10,000	10,000	Arts & Culture Development	6,667	5,506	1,161
17,500	17,500		7,917	5,508	2,409
		Environment:			
5,000	5,000	Greening	833	0	833
		Grants:			
15,000	15,000	Small Grants	2,500	0	2,500
15,500	15,500	Grow Nature Grants	2,583	0	2,583
26,500	26,500	Large Grants	4,417	0	4,417
57,000	57,000		9,500	0	9,500
		Corporate Communications:			
7,500	7,500	Community Engagement	1,250	189	1,061
2,500	2,500	Press Support	417	255	162
10,000	10,000		1,667	444	1,223
		Participatory Budgeting			
10,000	10,000		1,667	0	1,667
114,500	114,500	CCEG Committee Total	24,084	6,049	18,035

Approved Budget 2022-23	Latest Budget 2022-23	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£	£		£	£	£
		FINANCE COMMITTEE:			
		Staffing:			
196,850	196,850	Salaries	32,808	26,690	6,118
19,960	19,960	National Insurance	3,327	2,648	679
39,170	39,170	Superannuation	6,528	6,006	522
500	500	Recruitment Expenses	500	1,710	(1,210)
950	950	Staff Training	158	0	158
1,000	1,000	Conferences	167	0	167
500	500	Staff Expenses	83	74	9
258,930	258,930		43,571	37,128	6,443
		Accommodation:			
7,500	7,500	Rent	1,250	1,250	0
1,800	1,800	Heat, Light & Water	300	235	65
920	920	Service Charges	153	151	2
1,730	1,730	Room Hire & Meetings	288	192	96
380	380	Insurances	63	65	(2)
(10)	(10)	Letting Income	(2)	0	(2)
12,320	12,320		2,052	1,893	159
		Civic Functions:			
400	400	Civic Functions	67	0	67
700	700	Mayoral Expenses	117	0	117
300	300	Deputy Mayor's Expenses	50	0	50
100	100	Civic Regalia	17	84	(67)
1,500	1,500		251	84	167
		Cost of Democracy:			
200	200	Annual Meeting	200	225	(25)
1,000	1,000	Members' Training	167	0	167
200	200	Members' Expenses	33	0	33
200	200	Notice/Honours Board	33	0	33
1,600	1,600		433	225	208
20,000	20,000	IT	3,333	2,586	747
2,050	2,050	Website	342	79	263
		Devolved Services:			
800	800	Allotments	(242)	(450)	208
400	400	War Memorial	67	0	67
1,500	1,500	Benches	250	0	250
5,780	8,750	Bus Shelters	3,933	2,968	965
1,750	1,750	Bandstand	292	46	246
800	800	Musgrave Monument	133	0	133
3,300	3,300	Fairhill Park	550	595	(45)
	0	Fairhill United Utilities Planting Maintenance	0	0	0
3,700	28,700	Thacka Beck	617	317	300
300	300	Signage, etc	50	0	50
8,800	8,800	Community Caretaker	1,467	1,745	(278)
19,214	(8,756)	Contribution to/(from) Devolution Reserve	607	2,503	(1,896)
46,344	46,344		7,724	7,724	0
15,000	15,000	Local Government Re-organisation	2,500	0	2,500
3,000	3,000	Council Projects: Officer Support	500	0	500
		Other Overheads:			
1,800	1,800	Printing, Postage & Stationery	300	450	(150)
1,450	1,450	Audit Fees	242	367	(125)
3,800	3,800	Insurance	633	546	87
130	130	Bank Charges & Interest	22	18	4
2,600	2,600	Accountancy Fees	433	350	83
1,500	1,500	Legal Fees	250	51	199
500	500	Licences	83	393	(310)
4,160	4,160	Subscriptions	693	620	73
15,940	15,940		2,656	2,795	(139)
3,000	3,000	Repairs & Renewals	500	884	(384)
379,684	379,684	Finance Committee Total	63,862	53,398	10,464

Approved Budget 2022-23	Latest Budget 2022-23	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£ 12,000	£ 12,000	Contingency	£ 2,000	£ 0	£ 2,000
0	0	Transfer to/(from) Acquisitions Reserve	0	0	0
529,484	529,484	TOTAL EXPENDITURE	94,662	61,075	33,587
(66,625)	(66,625)	INCREASE/(DECR) IN GENERAL RESERVE	(17,518)	16,521	34,039
		RESERVES:			
		General Reserve:			
358,758	358,758	Balance brought forward 1 April 2022	358,758	428,090	69,332
(66,625)	(66,625)	Increase/(decrease) in year	(17,518)	16,521	34,039
292,133	292,133	Balance carried forward	341,240	444,611	103,371
		Devolution Reserve:			
147,402	147,402	Balance brought forward 1 April 2022	147,402	149,855	2,453
19,214	(8,756)	Contribution from/(to) 2022-23 Budget	607	2,503	1,896
166,616	138,646	Balance carried forward	148,009	152,358	4,349
		Acquisitions Reserve:			
50,000	50,000	Balance brought forward 1 April 2022	50,000	50,000	0
0	0	Contribution from/(to) 2022-23 Budget	0	0	0
50,000	50,000	Balance carried forward	50,000	50,000	0
508,749	480,779	TOTAL RESERVES	539,249	646,969	107,720



Penrith Town Council

BALANCE SHEET AS AT 31 MAY 2022

	£	£
Investments		
Penrith Building Society	86,113	
Cumberland Building Society	84,936	
CCLA Public Sector Deposit Account	<u>378,860</u>	
		549,909
Current Assets		
Debtors	2,959	
Debtor - VAT	3,119	
Prepayments	11,938	
HSBC Bank Account	<u>486,992</u>	
	505,008	
Current Liabilities		
Creditors	0	
Accruals	7,342	
Payroll Control	7,980	
Receipts in Advance	<u>392,626</u>	
	407,948	
Net Current Assets		97,060
		<u>646,969</u>
Represented by:		
Reserves		
General Reserve		444,612
Devolution Reserve		152,357
Acquisitions Reserve		50,000
		<u>646,969</u>

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FINANCE COMMITTEE

27 June 2022

COUNCIL

11 July 2022

Matter: Revised Budget 2022-23 & Medium Term Financial Plan

Purpose of Report:

To consider revisions to the current year's Approved Budget and the Medium Term Financial Plan.

Item no: 9

Author: Jack Jones, RFO

Supporting Member: Cllr Dave Knaggs, Finance Committee Chair

This is a public report

Recommendations

Finance Committee is recommended to consider the proposed revisions to the Approved Budget 2022-23 and the resulting Medium Term Financial Plan and forward them, with any comments, to Council for approval.

Council is recommended to receive and approve the draft Revised Budget and Medium Term Financial Plan.

Law and legal implications

The Town Council resolved from 20 May 2019, until the next relevant Annual Meeting of the Council, who 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.

This report identifies resources to deliver the Council's priorities within a sustainable budget framework.

1. Report Details

a) Finance Committee on 25 April considered the additional short- and medium-term costs of two changes to the Council's staff establishment:

- The increase in hours from 8 to 16 per week for the RFO post
- The creation of a full time Community Services Officer (CSO) post to replace the vacant Community Engagement Officer (CEO) post.

The Committee proposed the following package of measures to fund these items:

- Use of the underspending from 2021-22, which was added to the General Reserve at the end of that year
- Re-allocation of the balance in the Acquisitions Reserve
- Forego the allowance for new financial growth in the Medium-Term Financial Plan
- Reduction in 2026-27 Staffing budget at the end of the Sustainability Officer's fixed term contract.

The package was subsequently approved by Council on 23 May 2022.

b) These measures were formulated in a broad brush approach and the details need to be incorporated in the normal budget format to facilitate budget monitoring and to prove the Medium Term Plan projections. This report provides that detailed information; in addition to the package of measures summarised above, the opportunity has been taken to address some minor changes to the current year's budget.

c) **Appendix A** shows the detailed Approved Budget and the proposed changes, with a short description of the reason for each, resulting in a draft Revised Budget. For clarity, the changes comprise:

- An increase in the expected returns on investments as the approved income budget has already been exceeded.
- Allocation of the cost of the April 2021 pay award from the Contingency provision to Staffing budgets.
- Increase in the hours for the RFO post and creation of the CSO post by deletion of the CEO post; these are now assumed to take effect from 1 August, although this date is looking optimistic.
- Recognition of the Sustainability Officer's sickness absence by removing the post's salary from 1 April to 31 July.
- Increase in the Recruitment Expenses budget to reflect actual expenditure.
- Use of the Devolution Reserve to fund the Scotland Road replacement bus shelter and the initial contribution to the Thacka Beck Stage 2 development.
- Transferring the balance in the Acquisitions Reserve to the General Reserve.
- Introduction of the actual reserve balances brought forward on 1 April 2022.

d) One further issue arose as these changes were being quantified. The Arts & Culture Development budget for the current year is £10,000. To date, the costs of four events are being charged against the budget:

- Bunting installation
- 1940's weekend – town centre only
- Beacon lighting
- Jubilee jamboree.

Expenditure on these items is expected to total around £19,000, including £2,000 for the bunting, ie a potential overspending of £9,000. The local Lions supported the Council in the installation and removal of the bunting and it is proposed to donate £1,000 to the organisation in recognition of their efforts, which would take the overspend to £10,000.

Officers have discussed the overspending and will present a full report to Members on the reasons and the lessons learned. In the meantime, they suggest that the overspend is accommodated by charging the £2,000 direct costs of the bunting and the proposed £1,000 donation to the Town Projects budget and transferring £7,000 from the Large Grants budget to the Arts & Culture Development budget to meet the remaining direct costs. The £7,000 transfer has been included in the Revised Budget at Appendix A.

- e) These changes were incorporated into the detailed Medium Term Financial Plan (MTFP) model, together with the removal of the allowance for future growth and the adjustment for the Sustainability Officer's five year contract. Unfortunately, at this stage a problem was identified as the MTFP did not balance as expected. The reason was traced to an error in the January MTFP as the calculation of the cost of the 2021 pay award was included for 2022-23 only and not carried forward into future years.
- f) In order to retrieve the situation, it is proposed that one of the underlying parameters of the MTFP is changed. Currently the Plan's forecast is based on achieving a target for the General Reserve balance of 35% of expenditure by 31 March 2025 and maintaining this thereafter. Over the life of the Plan, the Devolution Reserve is forecast to increase by around £23,000 each year and will reach a considerable amount by the final year of the Plan, 2026-27. On this basis, it would be both reasonable and prudent to reduce the General Reserve target from 35% to 30% from 1 April 2026 onwards ie for the final year of the Plan. The remaining Plan parameters are unchanged and **Appendix B** provides a balanced medium term forecast incorporating this proposal.

2. Options Analysis including risk assessment

Risk & Consequences

The Council may fail to recognise the ongoing costs of staff changes over the medium term, leading to unsustainable budgets or unpalatable financing decisions.

Controls Required

A robust medium term planning process to ensure budgets are viable.

3. Financial and Resource Implications

This report is concerned solely with financial management.

Appendices

- Draft Revised Budget 2022-23
- Draft Medium Term Financial Plan

Background Papers

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



REVISED BUDGET 2022-23

APPROVED BUDGET 2022-23		BUDGET HEADING	PROPOSED VARIATION	REVISED BUDGET 2022-23		PROPOSED CHANGE
£	£		£	£	£	
		INCOME				
	455,209	Precept: Council Tax			455,209	
	7,390	CTRS Grant			7,390	
	250	Other Income: Investment Income	1,750		2,000	Improved investment returns
	10	Miscellaneous Income			10	
	462,859	TOTAL INCOME	1,750		464,609	
		EXPENDITURE				
		PLANNING COMMITTEE:				
		Planning:				
0		Officer Support		0		
10,000		Planning Consultancy		10,000		
0		Consultation		0		
	10,000				10,000	
		Climate Change:				
5,000		Community Consultation		5,000		
2,000		Internal Business Plan		2,000		
1,000		Carbon Footprinting: High level baseline		1,000		
500		Carbon Footprinting: Calculator licence		500		
3,000		BIG STEP		3,000		
800		Staff Development/Exceptional Expenses		800		
1,000		Carbon Literacy Training		1,000		
0		Unallocated Project budget		0		
	13,300				13,300	
	23,300	Planning Committee Total	0		23,300	

APPROVED BUDGET 2022-23		BUDGET HEADING	PROPOSED VARIATION	REVISED BUDGET 2022-23		PROPOSED CHANGE
£	£		£	£	£	
		CCEG COMMITTEE:				
		Town Projects:				
10,000		Town Projects		10,000		
5,000		Marketing Penrith		5,000		
	15,000				15,000	
		Environment:				
	5,000	Greening			5,000	
		Arts & Entertainment:				
7,500		Officer Support		7,500		
10,000		Arts & Cultural Development	7,000	17,000		Events expenditure: transfer from Large Grants
	17,500				24,500	
		Grants:				
15,000		Small Grants		15,000		
15,500		Grow Nature Grants		15,500		
26,500		Large Grants	(7,000)	19,500		Events expenditure: transfer to Arts & Cultural Development
	57,000				50,000	
		Corporate Communications:				
7,500		Community Engagement		7,500		
2,500		Press Support		2,500		
	10,000				10,000	
	10,000	Participatory Budgeting			10,000	
	114,500	CCEG Committee Total	0		114,500	
		FINANCE COMMITTEE:				
		Staffing:				
196,850		Salaries	8,000	204,850		} April 2021 Pay Award from Contingency £4,480
19,960		National Insurance	1,510	21,470		} RFO post: Increased hours £7,010
39,170		Superannuation	3,030	42,200		} CSO post: Increased cost £9,030
500		Recruitment Expenses		1,750		} Sustainability Officer post absence (£7,980)
950		Staff Training		950		} Recruitment costs to reflect actual
1,000		Conferences		1,000		
500		Staff Expenses		500		
	258,930				272,720	
		Accommodation:				
7,500		Rent		7,500		
1,800		Heat, Light & Water		1,800		
920		Service Charges		920		
1,730		Room Hire/Meetings		1,730		
380		Insurances		380		
(10)		Letting Income		(10)		
	12,320				12,320	

APPROVED BUDGET 2022-23		BUDGET HEADING	PROPOSED VARIATION	REVISED BUDGET 2022-23		PROPOSED CHANGE
£	£	Civic Functions: Civic Functions Mayoral Expenses Deputy Mayor's Expenses Civic Regalia	£	£	£	
400	1,500			400	1,500	
700				700		
300				300		
100				100		
	1,600	Cost of Democracy: Annual Meeting Elections Members' Training Members' Expenses Notice/Honours Board		200 0 1,000 200 200	1,600	
200				200		
0				0		
1,000				1,000		
200				200		
200				200		
	20,000	IT			20,000	Scotland Road Bus Shelter
	2,050	Website			2,050	
	46,344	Devolved Services: Allotments War Memorial Benches Bus Shelters Bandstand Musgrave Monument Fairhill Park Fairhill United Utilities Planting Maintce Thacka Beck Signage Community Caretaker Contribution to/(from) Devolution Reserve	2,970	800 400 1,500 8,750 1,750 800 3,300 0 28,700 300 8,800 (8,756)	46,344	
800				800	Thacka Beck Stage 2 Development Plan: Initial Contribution	
400				400		
1,500				1,500		
5,780				8,750		
1,750				1,750		
800				800		
3,300				3,300		
0				0		
3,700			25,000	28,700		
300			300			
8,800			8,800			
19,214		(27,970)	(8,756)		Use of Reserve to fund expenditure	
	15,000	Local Government Re-organisation			15,000	
	3,000	Council Projects: Officer Support			3,000	
	15,940	Other Overheads: Printing, Postage & Stationery Audit Fees Insurance Bank Charges & Interest Accountancy Fees Legal Fees Licences Subscriptions		1,800 1,450 3,800 130 2,600 1,500 500 4,160	15,940	
1,800				1,800		
1,450				1,450		
3,800				3,800		
130				130		
2,600				2,600		
1,500				1,500		
500				500		
4,160			4,160			
	3,000	Repairs & Renewals			3,000	
	379,684	Finance Committee Total	12,540		393,474	

APPROVED BUDGET 2022-23		BUDGET HEADING	PROPOSED VARIATION		REVISED BUDGET 2022-23		PROPOSED CHANGE
£	£		£		£	£	
	12,000	Contingency	(4,200)			7,800	April 2021 Pay Award (£4,480); April 2022 Award £350
	0	Transfer to/(from) Acquisitions Reserve	(50,000)			(50,000)	Agreed use to fund future cost of staffing changes
	529,484	TOTAL EXPENDITURE	(41,660)			489,074	
	(66,625)	INCREASE/(DECREASE) IN GENERAL RESERVE	43,410			(24,465)	
		RESERVES:					
		General Reserve:					
	358,758	Balance brought forward 1 April	69,332			428,090	Update to 1 April 2022 Actual
	(66,625)	Increase/(decrease) in year	43,410			(24,465)	Variation brought down
	292,133	Balance carried forward 31 March	112,742			403,625	
		Devolution Reserve:					
	147,402	Balance brought forward 1 April	2,453			149,855	Update to 1 April 2022 Actual
	19,214	Contribution from/(to) Annual Budget	(27,970)			(8,756)	Variation brought down
	166,616	Balance carried forward 31 March	(25,517)			141,099	
		Acquisitions Reserve:					
	50,000	Balance brought forward 1 April	0			50,000	
	0	Increase/(decrease) in year	(50,000)			(50,000)	Agreed use to fund future cost of staffing changes
	50,000	Balance carried forward 31 March	(50,000)			0	
	508,749	TOTAL RESERVES AT 31 MARCH 2023	37,225			544,724	



Penrith Town Council

REVISED MEDIUM TERM FINANCIAL PLAN 2022-23 TO 2026-27

BUDGET HEADING	2022-23	2023-24	2024-25	2025-26	2026-27
	£	£	£	£	£
INCOME					
Council Tax	455,209	471,268	487,932	505,161	522,972
All Other Income	9,400	9,200	8,900	8,600	8,300
TOTAL INCOME	464,609	480,468	496,832	513,761	531,272
EXPENDITURE					
Staff Costs	279,520	307,110	309,720	311,620	290,370
All Other Expenditure	268,310	229,790	218,260	218,415	218,415
Inflation: Staff Costs: 2.0% pa	0	6,140	12,390	18,700	23,230
Inflation: Other Expenditure: Average 0.5% pa	0	1,070	2,080	3,130	4,170
Contribution to Devolution Reserve	(8,756)	23,464	22,994	22,839	22,839
Transfer to/(from) Acquisitions Reserve	(50,000)	0	0	0	0
Allowance for Growth Items (Illustrative)	0	0	0	0	0
TOTAL EXPENDITURE	489,074	567,574	565,444	574,704	559,024
INCREASE/(DECR) IN GENERAL RESERVE	(24,465)	(87,106)	(68,612)	(60,943)	(27,752)

RESERVES:	2022-23	2023-24	2024-25	2025-26	2026-27
	£	£	£	£	£
General Reserve:					
Balance brought forward 1 April	428,090	403,625	316,519	247,907	186,964
Increase/(decrease) in year	(24,465)	(87,106)	(68,612)	(60,943)	(27,752)
Balance carried forward 31 March	403,625	316,519	247,907	186,964	159,212
<i>Target General Reserve: 35%/30% of Expenditure</i>			186,700	190,100	158,400
Devolution Reserve:					
Balance brought forward 1 April	149,855	141,099	164,563	187,557	210,396
Contribution from Annual Budget	(8,756)	23,464	22,994	22,839	22,839
Balance carried forward 31 March	141,099	164,563	187,557	210,396	233,235
Acquisitions Reserve:					
Balance brought forward 1 April	50,000	0	0	0	0
Contribution from Annual Budget	(50,000)	0	0	0	0
Balance carried forward 31 March	0	0	0	0	0
TOTAL RESERVES AT 31 MARCH	544,724	481,082	435,464	397,360	392,447

COUNCIL TAX:	2022-23	2023-24	2024-25	2025-26	2026-27
Precept	£455,209	£471,268	£487,932	£505,161	£522,972
Taxbase (Band D properties)	5,478.50	5,560.68	5,644.09	5,728.75	5,814.68
Council Tax (2021/22 £83.09)	£83.09	£84.75	£86.45	£88.18	£89.94
Increase (%)	0.00%	2.00%	2.00%	2.00%	2.00%



Penrith Town Council

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

1.	Date of decision	15 June 2022	Item 10
2.	Name of officer making decision	V. Tunnadine, Town Clerk	
3.	Details of decision	£1,000 donation to Penrith Lions	
4.	Scheme of Delegation reference¹	The Town Clerk shall have delegated management authority for the following Services: services, assets, resources, personnel, property, and finance.	
5.	Legal powers²	GPC	
6.	Consultation undertaken (state dates)³	15 June 2022 – discussion with officers, Council Chair and Vice Chair.	
7.	Matters considered⁴	<p>Donating £1,000 to Penrith Lions in recognition of the volunteering commitment provided for three events:</p> <ul style="list-style-type: none"> • Bunting installation • 1940's weekend • Jubilee beacon lighting <p>These volunteers made a significant contribution, in unpaid hours as follows:</p> <ul style="list-style-type: none"> • Bunting - providing 18 hours x 6 volunteers • 1940's weekend – providing 6 hours x 6 volunteers • Beacon lighting – providing 2 hours x 9 volunteers 	
8.	Alternative options considered and rejected	<p>The Lions help is not acknowledged – reputation management issue.</p> <p>The Lions complete a grant application.</p> <p>These options was felt to be inappropriate as the gesture of providing a donation acknowledges the Lions support and enables their organisation to give support to other worthwhile community projects.</p>	

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

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

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

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

9.	Reason for decision⁵	The Lions generously offering their support to these events enabled the activities to be delivered economically and in a timely manner.
10.	Financial/budgetary implications	Provide £1,000 from the arts and culture development fund.

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

Signed:

Position: Town Clerk

Date: 15 June 202



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

NOTE: copy to meeting & finance

Name/ Committee	Finance Committee
Date:	27 June 2022
Project Name Which service area/s or Committee/T&F Group does this project come under?	Paperless Council Finance and Governance
Name of project research lead	Town Clerk
Estimated date for initial assessment to be completed:	27 June 2022 for consideration of this report. If Councillors are minded to support this project proposal, the work to support the project implementation will be gathered by the end of September to inform the budget review process.
1. Description of project	
That from May 2023 the Council's meeting processes are paperless.	
2. Project Aims What do you want the project to achieve? How does it support the Council's Business Plan?	
<p>2.2 Penrith Town Council declared a Climate Change emergency in May 2019.</p> <p>2.3 The Council has an approved Climate Change Strategy that records that the Council should be exemplar in tackling Climate Change.</p> <p>2.4 Climate Change is a Council Business Plan priority.</p> <p>2.5 In 2020 Cllr. Davies proposed the Council consider a move to paperless committees. The matter was deferred until the Council resumed live public meetings.</p>	

3. Recommendations

- 3.1 That a pilot scheme is set up without using a platform via the Planning Committee to enable Councillors to get used to not having paper agenda packs.
- 3.2 That the Town Clerk and Services and Contracts Manager cost out the purchase of tablets.
- 3.3 That the preferred platform option Modern Gov., which is based in Hereford, UK, be researched as the other portals are not designed specifically for Councils, are not UK based and appear to have reliability issues.
- 3.4 That the Town Clerk and Services and Contracts Manager contact Modern. Gov. for a demonstration and a quotation.

4 Background

Current Position

- 4.1 Currently Penrith Town Council holds a minimum of 40 formal meetings per year, with unscheduled extraordinary meetings, informal briefings and Task and Finish Group meetings.
- 4.2 The Council uses recycled paper, and we recycle toner cartridges, but we are not able to easily identify the carbon footprint of both office consumables.
- 4.3 For Full Council we would print 20 agenda packs with spares for the public.
- 4.4 The documents are sent in envelopes by post to councillors unless a councillor can collect them or opts out of receiving paper documents. The transport of documents by post all be it locally will have its own carbon footprint.
- 4.5 The Council currently spends £75 per month for Adobe to convert word documents into a PDF agenda pack for each meeting.
- 4.6 Officers prepare an agenda from a template, which is transferred into a PDF format whilst combining all supporting documents via Adobe. This takes time and all documents are produced in a pack which is in Agenda order. Developing a summons, agenda, reports, collating, proofing, and printing takes at least 7 clear working days depending on the type of meeting and the number of officers involved in writing reports and third part contributions.
- 4.7 The agenda pack is uploaded to the PTC website. If an amendment is required, this means adjusting the pack or Agenda or both. The pack is also sent out via email to all Councillors and interested parties.
- 4.8 When physical meetings take place, this information is printed off for each councillor with a few spares for the public and press.
- 4.9 Occasionally there is a confidential items pack which is prepared separately for councillors only.

4.10 The time spent on preparing agendas and correlating paperwork for each Committee meeting includes:

- a) Preparing the agenda.
- b) Checking previous minutes for resolutions, recommendations, deferred items.
- c) Writing, correlating, and adding reports.
- d) Assembling Councillor packs.
- e) Reviewing, amending, and formatting.
- f) Ensuring all is GDPR compliant.
- g) Uploading to website.
- h) Emailing to Councillors, press and public
- i) Circulating confidential information separately.

4.11 There are several working groups, task and finish group meetings and officer/supplier meetings which also require planning and preparation.

5. Legal implications

- 5.1 Consideration has been given to the Local Government Act 1972 – (specifically those sections relating to Access to Information), the Local Government Act 2000.
- 5.2 The Local Government (Electronic Communications) (England) Order 2015 permits delivery of an electronic summons to Councillors for a Committee meeting subject to the consent of the Councillor. Paperless committee meetings were brought into light as part of the then Secretary of State’s #AskPickles sessions. As a result, new legislation was introduced meaning that Councils are now be able to hold entirely paperless committee meetings, lawfully.
- 5.3 The security settings within the meeting platforms to allow for all common types of information to be published securely, safeguarding sensitive documents, and applying where necessary the exemption criteria relevant to access to information legislation.

6. Equalities implications

- 6.1 The Council recognises that Councillors with hidden disabilities, such as dyslexia or visual impairment, may require additional support and all appropriate measures will be put in place.
- 6.2 Electronic documents will comply with the Accessibility Regulations and will facilitate engagement with individuals with hearing, language, or vision difficulties.

7. Climate change and environmental implications

- 7.1 The Council declared a Climate Change and Ecological Emergency May 2019.
- 7.2 The primary benefit of paperless meetings is the reduction of the Council's carbon footprint, highlighting the authority as being environmentally responsible.
- 7.3 Paper and stationery usage is reduced, less energy is used to produce printed papers and less transport is involved.

Project Delivery

8. Core Project Principles

- 8.1 To ensure a paperless Council is successfully implemented, the following principles would be applied:
 - a) Councillors who have an accessibility issue will be provided with a copy of papers.
 - b) Tablets will be provided to Councillors.
 - c) Officers will use a meeting administration platform to produce all reports in a form that can be used on a tablet device.
 - d) Councillors and Officers will participate in appropriate training.
 - e) Councillors who are IT confident provide peer to peer support.
 - f) As part of the Councils regular reporting process, climate change and environmental implications along with equalities will be considered within every officer's report.
 - g) Councillors with hidden disabilities, such as dyslexia or visual impairment, will require additional support and all appropriate supportive measures will be put in place.
 - h) The Council is required to comply with Accessibility Regulations to ensure that all the electronic documents are accessible to individuals with screens readers for hidden disabilities, such as dyslexia, or visual impairment.

- i) Procure ethically for this process.
- j) Committee Chair will have a paper agenda and reports
- k) A paper copy of the agenda and respective minutes will be produced as part of the Council's Records Management System.
- l) Paperless meetings is a cultural change that will have a much better chance of success with both political and officer leadership engaged and championing the cause.

Project delivery

9. Approach

- 9.1 Some Councils have gone for a strict implementation of paperless meetings with an instant move to paperless on a set date. This approach has worked in some areas but may not work for all.
- 9.2 For Penrith Town Council we are proposing a gradual, staged approach with full implementation from May 2023 when a new Council will be in place.
- 9.3 Paperless committee meetings will be piloted via the Planning Committee from September 2022 running a pilot and will be reviewed after three meetings.
- 9.4 The Planning Committee Chair and Clerk will "dual run" allowing them to have a paper copy of the agenda pack alongside their electronic copy to build confidence.
- 9.5 If successful, the Council would purchase tablets for all councillors and meeting administration platform to support the process.
- 9.6 It is important to recognise that some Councillors will travel quicker than others on the journey, therefore the level of support that we provide them is vital.
- 9.7 Training and support for Councillors and officers is a key element of success. Although using the meeting administration apps is not complicated, a small investment of time with early in the process, either on an individual or group drop-in basis is a sound investment of our time.
- 9.8 Some Councillors will need more support than others and ongoing drop-in sessions prior to key meetings are a good way to deliver high quality support for Councillors. However, for most Councillors once they have been shown the app they will be up and running with little support needed.
- 9.9 It may help to identify key Councillors who are IT savvy to help support and encourage their colleagues.
- 9.10 An additional by-product of the move to paperless is the upskilling of some Councillors' IT skills. Going paperless gives them a reason to use new technologies and at a time when most Councils are adopting a
- 9.11 Additional spare tablets will be available to cover repairs, loss, or damage.
- 9.12 Extension leads will be available for when someone forgets to charge their device.

- 9.13 Spare chargers will be available.
- 9.14 Spare hard copies of the agenda for when someone forgets their device will be available or a spare tablet for them to use.
- 9.15 The meeting administration platform will be used for all meetings and resolution tracking to monitor progress.

Platforms

- 9.16 A meeting portal is a platform on which all Agendas and supporting documents can be uploaded and viewed, before, during and after meetings, by all users, including councillors, officers and the public and enables hybrid meetings. It brings everything together in one place, can be used during physical, video and telephone meetings. It enables officers to record decisions and minutes as the meeting is happening as well as providing a data base of decisions and actions for the record and for future reference.
- 9.17 **Modern Gov** was established almost eighteen years ago, working to support methods of paperless communication within the Local Authority sector and have been helping Councils hold paperless meetings for over 5 years through modern.gov apps with reported annual savings more than £50,000.
- 9.18 Modern.gov is a secure portal which enables meetings to be set up, diarised, packs to be produced to a professional consistent standard with a considerable saving on time, cost, paper, and stress. It is used by 85% of primary councils in England and Wales, and by at least 15 Town and Parish Councils. It was originally designed for larger councils, but the costs have been reduced to accommodate the needs of smaller councils.
- 9.19 The most significant asset of this platform is that it complies with local government governance, tracks decisions and actions and ensures transparency.
- 9.20 The app ensures that you always have the latest meeting papers for the committees you are interested in and allows you to highlight sections of the pack and make annotations just as you would with a paper copy.
- 9.21 Document navigation is made quick and simple via bookmarking and intuitive controls. Site wide licensing means you can roll the app out throughout the Council with no additional cost.
- 9.22 The meetings calendar shows public meetings to everyone. Private meetings are only visible in the calendar for Councillors or other authorised attendees. The meeting papers can be accessed directly from the calendar making it simple to locate the required papers for any meeting.
- 9.23 The platform allows for voting and manages meeting attendance.
- 9.24 Town and Parish Council have suggested that they have reduced their meeting administration time by 60%

Features and Benefits of the Modern.gov app

- 9.25 Template Agenda are prepared on Day 1 and used and used for each meeting providing consistent corporate branding.
- 9.26 All reports are loaded and automatically converted into a PDF format with the relevant meeting.
- 9.27 All or part of a pack can be printed, the user can Zoom in to document text and make larger or have the text read out.
- 9.28 Councillors are sent notification of the meeting and can view the agenda and documents in one place on the app and make notes and annotations.
- 9.29 Uploaded automatically to PTC website with all documents in one place.
- 9.30 Public can subscribe to notifications and be kept informed when the agenda pack is uploaded or changed.
- 9.31 Private and confidential reports with agenda pack are uploaded but labelled as private and can only viewed by councillors.
- 9.32 Reports can be rearranged on the screen.
- 9.33 The documents can be viewed anywhere at any time and even offline.
- 9.34 Can be used with council owned tablets or on any personal device
- 9.35 Deadline reminders are set up to ensure that no meetings are missed and anyone presenting an item is fully prepared.
- 9.36 Actions allocated, identified, and can be tracked.
- 9.37 Approval of minutes and any other documents that require approval is recorded with an audit trail providing the governance required.
- 9.38 Records and tracks all Councillors attendance, declarations, and registers of interest.
- 9.39 Minutes written and available on the App – Saves time and makes easier for research for audit and payments or other purposes.
- 9.40 The App and webpages are WCAG compliant to give as much accessibility as possible.
- 9.41 Bi – lingual is an option at extra cost but each document uploaded would have to be translated first in house.
- 9.42 The application is hosted by Citrix.
- 9.43 One of the most beneficial functions is the search function to explore minutes, agenda, reports, and resolutions.
- 9.44 Alternative options have been considered including IBabs, Adobe, and OnBoard were considered during the research as alternative platform for local authorities/public sector organisations. They are cheaper than Modern.Gov. The main consideration for not taking these forward however is that Modern. Gov is based in the UK and has a proven track record.

10. Target Communities

What communities are targeted and what benefits will the project bring to them?

- 10.1 A paperless council will provide an important means of communication with the public and the media.
- 10.2 Copies of all meeting documents are sent to Penrith Library which will allow residents who do not have access to IT to review the documents.
- 10.3 The Council will continue to provide these on request for a small charge.
- 10.4 This approach will enhance the Councils transparency around decision making and spending public money.

11. Evidence of need

How do you know the project is needed?

- 11.1 PTC officers have been stretched to the limit over the last few months, partly due to reduced staff compliment but also because of the cumbersome meeting systems and manual procedures.
- 11.2 Almost every day there is a requirement to look through past minutes, to chase actions, review past decisions, monitor councillor attendance and more. For every payment made, the authority for that payment must be recorded which means researching historic minutes and documentation as the auditors require documents or proof of the decisions made to support the expenditure. Currently the office creates a supplier payments list, but this is not linked to a resolution. The resolution tracking system within Modern.Gov would simplify this.
- 11.3 A meeting administration portal will free up existing administrative support to assist with the training of the new staff, and the changes that we anticipate due to local government reorganization.
- 11.4 With Modern.gov Councillors would have one portal to access and view all documents relating to that meeting and the packs for reference.
- 11.5 Modern.gov and going paperless application will enable PTC to function as economically and efficiently as possible and would future proof PTC for staff and Councillor changes as all agendas, minutes and supporting documents would be automatically cloud archived.
- 11.6 Any legal changes will automatically be updated at no extra cost into the portal which ensures PTC will continue in its approach to quality governance as it will ensure that we are compliant and up to date with statutory changes.

- 11.7 Modern.gov is expensive, but it is designed to meet Council protocol, controls, and procedures. Any changes required in legislation will be administered within the system, whereas the use of a cheaper corporate board portal will be just that – it will do roughly the same, but without the extras needed to accommodate that will need adjusting to accommodate the council's needs, which would ultimately have time and functionality implications.
- 11.8 It will take a little time to embed, train and get used to a meeting portal but once in situ the time spent on administering the meetings and subsequent documents will be greatly reduced, as well as contributing to the Council's commitment to Climate Change by reducing the amount of paper and consumables produced and make it easier for Councillors and the public.

12. Cost of Project

Please detail all cost areas associated with this project. Please include actual costs if known. Please include revenue & capital and include estimate of Officer hrs if you can.

To be confirmed:

- 12.1 15 tablets
- 12.2 2 spare tablets
- 12.3 17 protective cases and screen protectors
- 12.4 2 spare chargers
- 12.5 Modern. Gov monthly fees which were circa £600 pm
- 12.6 Training

13. Benefits

Please details all benefits including cost savings, efficiency savings

- 13.1 In the UK the public sector has direct responsibility for 2% of Greenhouse Gas Emission for UK Greenhouse Gas emissions and 40% for indirect Public Sector responsibility. Public administration contributes 2% of Cumbria's industry emissions of 13.2 million tonnes CO₂e.
- 13.2 As an action going paperless is within the Council's current scope of influence and is achievable.
- 13.3 Moving to paperless provides councillors with an opportunity to lead by example and demonstrate that we are prepared to embrace new forms of technology to deliver savings, embrace more efficient working practices and reduce the Council's carbon footprint.

- 13.4 The primary benefit of paperless meetings is the reduction of the Council's carbon footprint, demonstrating that the Council as being environmentally responsible as paper and stationery usage would be reduced, less energy would be used to produce printed papers and less transport would be involved.
- 13.5 The co-benefits of holding paperless meetings to bring the Council into the digital age:
- a) Improved access to data and meeting papers at any time, and anywhere to suit Councillors personal commitments.
 - b) Decision tracking monitoring.
 - c) Reduced stationery costs.
 - d) Improved security as confidential or restricted (Exempt Information) papers would be sent securely to Councillors, ensuring that only the people who should see the papers have access to them as currently these documents are posted on pink paper to indicate that the content is restricted.
 - e) The removal of the need to print, envelope and process hard-copy agenda papers for postage will result in efficiencies in meeting administration time and resources.
 - f) Upskilling of some councillors' IT skills as going paperless provides an incentive to embrace new technologies.
 - g) Helps with GDPR compliance.
 - h) Up to date governance compliance

14. Who? Officer /Councillor

Do you have any suggestions for who might be part of the project team? And what role do you think they should take on?

14.1 Officers:

- a) Town Clerk
- b) Services and Contracts Manager
- c) Deputy Town Clerk

14.2 Updates and information sharing with:

- a) Cllr Shepherd as Council Chair
- b) Cllr. Knaggs as Chair of Finance
- c) Cllr. Davies as original proposer
- d) Cllrs. Lawson as original climate change lead

15. Other Organisational Support

Who do you think we need to work with or take advice from?

Contact another Council of a similar size who has gone through the process successfully.

16. Timeline

What is the length of the project work and when will the benefits be realised? Are there any time constraints?

16.1 Initial project considerations	27/06/22
16.2 Planning Committee pilot	September, October & November 22
16.3 Finance Committee budget review with costings	December 22
16.4 Precept consideration	January 2023
16.5 Tablet & equipment purchase	April 2023
16.6 Platform purchase	April 2023

17. Risks

Are there any risk associated with this project e.g., reputational risks for the Council or possible local sensitivities?

- 17.1 Financial– cost is initially high, loss, damage of equipment
- 17.2 Reputation – officer and councillor – buy in and reluctance for change may impact on success.

18. Is the project a quick win?

Does the project meet all the following criteria?

- a. Will cost less than £1,000
 - b. All expenditure can be met from an existing budget
 - c. Will take less than 5 hours of officer time in total (including assessment, planning, working with partners, tendering/quotes etc)
 - d. Has the support of a Councillor?
 - e. Does not pose any significant reputational or other risk to the Council or partners
- 18.1 This is not a quick win project but has long term benefit for the Council and costs will exceed £1,000.
 - 18.2 The project is supported by Cllr. Davies who initiated the proposal and Cllr. Lawson who led the Climate Change Strategy.
 - 18.3 It is being brought now to Finance Committee to enable the project to be considered diligently and the appropriate funds allocated as part of the budget review process for 23-24.
 - 18.4 If successfully implemented this project will enhance the Councils reputation as the outturn will be a more efficient Council, mitigating climate change using a transparent and democratic process.

19. Other information

Is there any other information which you feel would help with the project assessment?
Please include links to any best practise or similar projects.

Easy app for public to use:

<https://tunbridgewells.gov.uk/council/councillors-and-meetings/the-mod.gov-app>

https://www.plymouth.gov.uk/sites/default/files/modgov_app_tips_for_windows_10.pdf

Testimonials from other councils are who have decided to go paperless:

<https://www.civica.com/en-in/product-pages/agenda-and-meeting-management-software/>

FINANCE COMMITTEE

27 June 2022

Matter: Review of Council Led Events 2022

Purpose of Report:

To receive a report setting out a review of the Council led events held in 2022 and to:

- a) Note the observations from officers who delivered the events.
- b) Note that event organisers/Council need to start planning events and committing to expenditure for 2023-24 to ensure that any events are well managed and successful.
- c) Note that event planning within the parish may become complicated after vesting day until the new unitary authority is staffed and fully operational.
- d) Note the budget implications and the need for budget planning.

Item no: 13

Author: Town Clerk

Supporting Member: Cllr. Knaggs, Chair of Finance Committee

Recommendations

- i. Planning for Town Dressing commence this autumn, if members are minded to support this event, with all processes completed by the end of the year.
- ii. That during the autumn budget review process Town Dressing is considered within the members deliberations.
- iii. That the work to develop an Arts and Culture Framework Stakeholder Group continue with the aim of developing a comprehensive, collaborative approach to event planning with partners across the public, private, voluntary, community and faith sectors to maximise participation, encourage inclusivity, pool resources to enhance town centre vitality.

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.

1. Report Details

Background

- 1.1 In 2022 the Council facilitated the delivery of or delivered four events:
 1. Bunting Installation
 2. 1940's weekend – town centre only
 3. Beacon Lighting
 4. Jubilee Jamboree
- 1.2 The Town Clerk would like to acknowledge and thank the officers of the Council for all their hard work and time that they gave to delivering these successful events and for Councillors who supported these activities.
- 1.3 This experience has provided officers with a useful insight into organising and managing events in Penrith which will be beneficial for the arts and cultural stakeholder group when they are able to start delivery work.

Observations

- 1.4 Penrith doesn't have a central, accessible focal point to host a large town centre event. Penrith Town Council doesn't own a town centre asset to host an event. Therefore, a plethora of consents and permissions were required from principal authorities, public bodies, commercial organisations, and property agents. This was logistically complex and time consuming. Each organisation required a letter seeking permission, a completed application form, method statement, risk assessment, public liability certification from the Council, as well as public liability and risk assessment of suppliers.
- 1.5 Officer expertise from other organisations was for various reasons, not reliable nor provided in a timely manner. This raises a concern for events in 2023. The Council have been informed that Penrith Lions will be organising May Day 2023. Officers would strongly recommend that for any event being planned this side of vesting day that the organiser should endeavour to have all associated works completed by February 2023 at the very latest and seek to ensure a point of contact as soon as possible within the new authority.
- 1.6 Adaptability was required when written consents weren't forthcoming following verbal confirmation that events could go ahead. The aspiration for the locations of the event were advertised prior to receiving full written permission as events had to be promoted to encourage footfall. Subsequently last minute changes had to be made because consents were not forthcoming or were not lawful.
- 1.7 Business owners informed officers that road closures for events had a negative impact upon their footfall.
- 1.8 Booking suppliers and ensuring that they attend was difficult. Paying an upfront deposit does not deter a cancellation.
- 1.9 Suppliers who are small community groups or hobbyists are unlikely to have Public Liability insurance which may impact on their ability to join the event.

- 1.10 Use of assets that have a power source such as electricity required that all suppliers provide evidence that their equipment was PAT tested. This is again not likely to have been carried out by small community groups or hobbyists who are keen to join in but do not have the funds for governance or safety matters.
- 1.11 For the delivery of large scale, town centre-based events, the current officer team is not resourced nor qualified to run this type of activity. Specialist experienced events contractors should be employed with a proven track record of delivering large scale events for local authorities, for large events in Penrith.
- 1.12 Town dressing needs to be considered as part of event planning as these activities require the same level of consents and preparation as delivering a large town centre event. It is recommended that the following activities are discussed as part of the autumn budget review process. These activities are:

Bunting installation and bunting take down.

Overview:

- a. Prior to installation and take down of the bunting, permission must be sought from highways via a completed application form supported by a risk assessment, method statement, plan for emergency bunting collapse and insurance.
 - b. Urbaser needs to have the dates for the installation to allow for the booking of the telehandler for the installation and the take down of the bunting and to provide a qualified technician.
 - c. The Lions of Penrith and the Town Council have bunting.
 - d. The Lions have tied bunting stored on drums that are unrolled along the footpath during the installation process.
 - e. The Lions provided support to the technician.
 - f. The technician and volunteers took 18 hours to install the bunting.
 - g. If the Lions are not available next year to support the process, additional staff will need to support the technician.
-
- 1.13 Two other activities may have to be considered should the Business Improvement District revote be unsuccessful. These activities are:

Town Greening

Sourcing plants for beehives, hanging baskets, flower beds, highway pedestrian railings baskets and planters, water, and maintenance throughout the year. All baskets and beehive placing require storage, maintenance agreements and consents, insurance, method statements and risk assessments.

Christmas Lighting

Requires the specialist providers to install, maintain, take down, repair, and secure the lighting. All the installations and power source require consents, method statements, risk assessments and insurance.

2. Risk Assessment

- 2.1 There are no risks associated with this report, however as set out in the report each event will require its own risk assessment.

3. Financial Implications

- 3.1 The Town Dressing schemes each require a budget and plan. The Council currently funds a range of events in several different ways and to varying levels.
- 3.2 Monitoring Council funded or organised events is considered necessary to ensure that the council aligns its funding in accordance with its business plan priorities.
- 3.3 The Council's objectives in funding and organising events are to:
- Support the achievement of the Council's strategic priorities
 - Increase visitor experience during the period of the event to boost the towns economy.
 - Raise the profile of Penrith as a visitor destination to encourage residents and non-residents who may not have considered Penrith as a place to visit.
 - Add to the vitality of the town centre cultural and community sense of identity and cohesion of Penrith and its residents.
- 3.4 This report recommends that during the autumn budget review process Town Dressing is considered within the members deliberations in order that suitable budget provision can be allowed for within the Council's budgets.
- 3.5 Members shall note as set out in the Revised Budget 2022-23 & Medium-Term Financial Plan report that the events delivered in 2022 have exceeded the approved budget requiring a transfer in funds to meet the additional costs. This further supports the recommendation during the autumn budget review process to consider Town Dressing budget implications for the upcoming financial year.

4. Legal Implications

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

Appendices

None

Background Papers

None.