



# Penrith Town Council

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

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

**DATE: 11 March 2024**

**NOTICE IS HEREBY GIVEN** that an **ORDINARY MEETING** of **THE FINANCE COMMITTEE** will be held on **Monday 18 March 2024**, 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 the Penrith Town Council Office, Boardroom, Unit 1, Church House, 19-24 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 the day of the meeting.

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

## COMMITTEE MEMBERSHIP

Cllr. Burgin	South Ward	Cllr. Lawson	Carleton Ward
Cllr. Jackson	North Ward	Cllr. Rudhall	East Ward
Cllr. D. Jayson	North Ward	Cllr. Shepherd	East Ward
Cllr. Kenyon	North Ward		

Mr I. Parker, Acting Town Clerk

## **Public Participation**

Members of the public are welcome to attend. Details about how to comment on an agenda item are available on the Town Council Website.

## **Filming**

**Please note that this meeting may be filmed for live or subsequent broadcast via the internet or social media.**

**Please be advised that the Town Council does not record or live stream meetings.**

Penrith Town Council fully supports the principle of openness and transparency and has no objection to filming and reporting at its Full Council, and Committee meetings that are open to the public. It also welcomes the use of social networking websites, such as Twitter and Facebook, to communicate with people about what is happening, as it happens. Filming will only commence at the beginning of a meeting when the Chair opens the meeting with apologies and will finish when the meeting is closed or when the public may be excluded from an exempt item. The Council, members of the public and the press may record/film/photograph or broadcast this meeting when the public and the press are not lawfully excluded.

## **General Power of Competence**

The Town Council resolved from 15 May 2023, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to adopt the General Power of Competence.

# **AGENDA FOR THE MEETING OF FINANCE COMMITTEE MONDAY 18 MARCH 2024**

## **PART I**

### **1. Apologies for Absence**

Receive apologies from Members.

### **2. Minutes**

Authorise the Chair to sign, as a correct record, the minutes of the meeting of the Finance Committee held on Monday 15 January 2024.

### **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. A period of up to 15 minutes for members of the public to ask questions or submit comments.

#### **ADVICE NOTE:**

Members of the public may make representations, ask questions, and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. It is helpful if a member of the public who wishes to speak at a meeting makes a request to speak in writing to the Town Clerk **PRIOR** to the meeting. 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. Where the Council is unable to provide a response to the question at the meeting, they will do so in writing within seven days and the response will be attached to the minutes as an appendix.

## **5. EXCLUDED ITEM: Public Bodies (Admissions to Meetings) Act 1960**

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

## **6. Resolutions Report**

To receive and note the written report.

## **7. Payments for Approval**

- a) Note that Cllr. Jackson and Cllr. Rudhall 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 22 April 2024.
- c) Approve the monthly report of payments for January and February 2024.

## **8. Bank Reconciliation**

Approve and sign the bank reconciliation as of 31 January and 29 February 2024 as a correct record.

## **9. Budgetary Control Statement: 29 February 2024**

Consider and approve the budgetary control statement for the eleven-month period to 29 February 2024 and recommend the statement be ratified by Full Council.

## **10. Internal Audit Report**

Receive and approve the Internal Auditors Report for the period 01 April 2023 to 31 December 2023 and recommend the report go forward for ratification by Full Council.

## **11. Proposed Fees and Charges 2024/25**

Consider and approve the proposed Fees and Charges for 2024/25 financial year and recommend these go forward for ratification by Full Council.

## **12. Banking**

Note that £100,000 has been withdrawn from the CCLA account to supplement the HSBC bank balance.

## **13. Review of the System of Internal Control 2023/24**

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

## **14. Policy Review**

Consider the following reviewed policies and recommended amendments and agree that these go forward to Full Council for ratification.

- a) Grants Scheme
- b) Scheme of Delegation
- c) Asset Valuation

## **15. Provisional Meeting Dates 2024/25**

Consider and approve the proposed Finance Committee meeting dates for 2024/25.

## **16. Cornmarket Area**

Consider a request from the Board and Elbow Public House to be granted permission for use of the Cornmarket Area for outdoor hospitality in 2024 and to agree the charging arrangements and recommend these go forward for ratification by Full Council.

## **17. Work Plan**

Note the progress on the Finance Committee work plan for the period 01 April 2023 to 29 February 2024.

## **18. Motion on Notice – Thacka Beck Field Footpath**

To consider the Motion on Notice from Councillor Shepherd.

## **19. Next Meeting**

Note the next meeting is scheduled for **Monday 22 April 2024, 4.00pm** at Board Room, Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR.

## **PART II PRIVATE SECTION**

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

## **FOR THE ATTENTION OF ALL MEMBERS OF THE FINANCE COMMITTEE AND FOR ATTENTION 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 at

<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 Acting Town Clerk address overleaf between the hours of 9.00 am and 4.00 pm, Monday to Friday via [office@penrithtowncouncil.gov.uk](mailto:office@penrithtowncouncil.gov.uk)



# Penrith Town Council

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

**DRAFT** Minutes of the meeting of the

## **FINANCE COMMITTEE**

Held on Monday 15 January 2024, at 6.00 p.m.

### **PRESENT**

Cllr. Burgin	South Ward	Cllr. Kenyon	North Ward
Cllr. Jackson	North Ward	Cllr. Rudhall	East Ward
Cllr. D. Jayson	North Ward	Cllr. Shepherd	East Ward

Services and Contracts Manager  
Responsible Finance Officer

The Town Council resolved from 15 May 2023, 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.

**DRAFT MINUTES FOR THE MEETING OF  
FINANCE COMMITTEE  
15 JANUARY 2024**

**FIN23/50 Apologies for Absence**

Apologies for absence were received from Cllr. Lawson.

**FIN23/51 Confirmation of the Minutes**

Members authorised the Chair to sign the Minutes of the Meeting of the Finance Committee held on Monday 13 November 2023.

**FIN23/52 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.

**FIN23/53 Public Participation**

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

**FIN23/54 Excluded Item: Public Bodies (Admission to Meetings) Act 1960**

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

**RESOLVED THAT:**

The following items be considered in Part Two, private session without the presence of the press and public:

- i. Agenda item 14 Proposed Budget 2024/25: Staff Salaries as this item of business related to financial and personal affairs of a particular person, in this instance members of staff.
- ii. Agenda item 15 Tender: Grounds Maintenance Contract as this item of business related to the submission of a tender.
- iii. Agenda item 16 Staffing Matter as this item of business related to financial and personal affairs of a particular person, in this instance a member of staff.



## **FIN23/55 Resolutions Report**

Members noted the Resolutions Report.

## **FIN23/56 Payments for Approval**

- a) Members noted that prior to the meeting Cllr. Burgin verified and confirmed that the banking transaction history for November and December 2023 reconciled and agreed with the transactions circulated with the meeting documents.
- b) Members noted that Cllr Lawson had not been able to access the Banking System prior to the meeting to reconcile the banking transaction history for November and December 2023 and considered an alternative arrangement to ensure that a second Member had reconciled the banking transactions.

### **RESOLVED THAT:**

Cllr Shepherd check the payments for approval for the period November and December 2023, and should he confirm the transactions reconcile that he signs the bank statements for the period.

Cllr Jackson joined the meeting at 18:20.

- c) Members were asked to agree the two Councillors to undertake the payments for approval checking for the next meeting of the Finance Committee to be held on the 18 March 2024.

### **RESOLVED THAT:**

Cllr Jackson and Cllr Rudhall check the payments for approval prior to the meeting of the Finance Committee on the 18 March 2024.

- d) Members considered the Monthly Report of Payments for November and December 2023.

### **RESOLVED THAT:**

The Monthly Report of Payments for November and December 2023 be approved.

## **FIN23/57 Bank Reconciliation**

Members considered the Bank Reconciliation for the HSBC Bank account for the period ending 30 November and 31 December 2023.

### **RESOLVED THAT:**

The Bank Reconciliation for the HSBC Bank account for the period ending 30 November and 31 December 2023 be approved and signed by the Chair.

## **FIN23/58 Budgetary Control Statement 2023/2024: 31 December 2023**

Members considered the Budgetary Control Statement 2023/24 Expenditure for the period to 31 December 2023.

### **RESOLVED THAT:**

The Budgetary Control Statement 2023/24 expenditure for the period to 31 December 2023 be approved and go forward for ratification by Full Council.

## **FIN23/59 Proposed Budget 2024/25**

Members considered the report setting out the proposed budget for 2024/25.

### **RESOLVED THAT:**

- i) The Forecast Outturn expenditure for 2023/24 of £522,292 be noted.
- ii) The proposed budget for 2024/25 be agreed.
- iii) The Proposed Budget 2024/25 with a total expenditure of £581,932 which would, require a precept of £487,735, resulting from a 1% increase in Council Tax go forward for consideration and approval by Full Council on 29 January 2024 which allows for and includes:
  - a) Salaries payable to staff in 2024/25, as detailed in the supporting confidential report (Minute FIN23/63)
  - b) Service development proposals totalling £36,700.
  - c) The proposed level of financial reserves.
  - d) The parameters and forecasts in the Proposed Medium Term Financial Plan.

## **FIN23/60 Policy Review**

Members considered the revised Reserves Policy and Investment Strategy for 2024/25, having noted that these policies are reviewed annually as part of the budget consideration.

### **RESOLVED THAT:**

- i. The Reserves Policy for 2024/25 be approved go forward for ratification by Full Council.
- ii. The Investment Strategy for 2024/25 be approved and go forward for ratification by Full Council.

## **FIN23/61 St Andrews War Memorial**

Members considered the budgetary and procurement implications to install a new sandstone plinth at the St Andrews War Memorial.

### **RESOLVED THAT:**

- i. The costs to install a new sandstone plinth at the St Andrews War Memorial be met from the Devolution Reserve budget.
- ii. The costs to obtain the necessary consents be met from the Devolution Reserve budget.
- iii. A single source justification in accordance with the Council's Procurement Policy to use a local stonemason to undertake the works be approved.

## **FIN23/62 Next Meeting**

Members noted that the next meeting of the Finance Committee was scheduled for **Monday 18 March 2024** at 6.00pm, Penrith Town Council Office, Board Room, Unit 1, Church House.

## **PART II PRIVATE SECTION**

Members agreed that there was three items in this part of the agenda to be considered in private.

## **FIN23/63 Proposed Budget 2024/25: Staff Salaries**

Members considered the salaries report for 2024/25.

### **RESOLVED THAT:**

The salaries payable to Council staff in 2024/25 be recommended to go forward to Full Council for approval as part of the Council's consideration of the proposed budget 2024/25.

## **FIN23/64 Tender Grounds Maintenance Contract**

Members considered the tender submissions for the Grounds Maintenance Contract.

### **RESOLVED THAT:**

Lowther Forestry Ltd be awarded the Grounds Maintenance Contract commencing on 01 March 2024 and concluding on the 28 February 2027; and paid annually the cost submitted on the Form of Tender.

## **FIN23/65 Staffing Matter**

Members approved the recommendation in the written report.

**CHAIR:**

**DATE:**

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

**Access to Information**

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**Background Papers**

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**RESOLUTIONS REPORT**

This report shows the progress made against resolutions from the Council's Finance Committee this municipal year.

**STATUS KEY:**

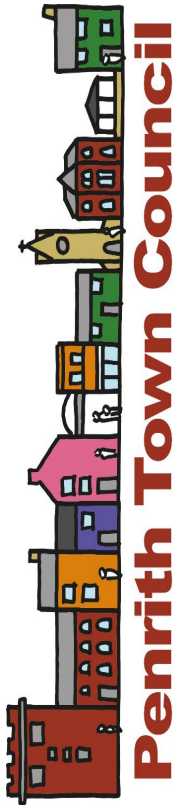
On hold - Not commenced

Completed

In progress - Started and ongoing

Reference	Activity	Status	Notes
<b>26 June 2023</b>			
FIN23/04	Respond to Public Participation question		
FIN23/08	Budgetary Control Statement: 31 May 2023 to Full Council		
FIN23/15	Christmas Lights Tender Actions		
<b>18 September 2023</b>			
FIN23/24	Budgetary Control Statement: 31 August 2023 to Full Council		
FIN23/25	Risk Assessments to Full Council		
FIN23/26	Scope of Internal Audit 2023-24 to Full Council		
FIN23/27	Procurement, Bandstand & Risk Management Policy to Full Council		
FIN23/28	Banking and Account Signatories		Process commenced
FIN23/29	External Audit Certificate (AGAR Section 3) to Full Council		
FIN23/30	Budget Process		
FIN23/31	New Seat Southend Road		
<b>13 November 2023</b>			
FIN23/41	Budgetary Control Statement: 31 October 2023 to Full Council		
FIN23/44	Community Services Officer enrolled for Cilca Qualification		
FIN23/45	Policies: Social Media, Data and GDPR to Full Council		
FIN23/46	New Seat Oak Road		Consents approved. Order new financial year.
FIN23/47	2023-24 Salary Award: paid to staff		

Reference	Activity	Status	Notes
<b>15 January 2024</b>			
FIN23/58	Budgetary Control Statement: 31 December 2023 to Full Council		
FIN23/59	Proposed Budget 2024/25 to Full Council		
FIN23/60	Policy review (Reserves and Investment Strategy) to Full Council		
FIN23/61	St Andrews War Memorial Consents		Diocese Faculty Application
FIN23/63	Proposed Budget 2024/25: Staff Salaries to Full Council		
FIN23/64ii	Grounds Maintenance Contractor Appointed		
FIN2364iii	Staffing Matter		

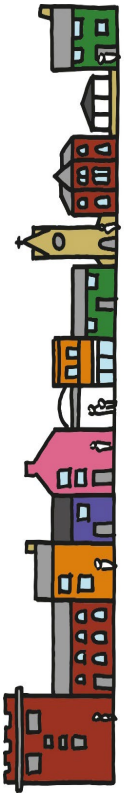


Payments Schedule  
January 2024

Date	Ref	Details	Net £	VAT £	Total £	Budget
03/01/2024	23-184	Carlisle DBF - Meeting Room Hire	64.00	12.80	76.80	Room Hire/Meetings
03/01/2024	23-185	KTD Ltd - System Support	859.25	171.85	1,031.10	IT
03/01/2024	23-186	Turnstone HR Ltd - HR Services	125.00	25.00	150.00	Legal & Professional Fees
03/01/2024	23-187	KTD Ltd - Managed Print Use 30/11 - 29/12/23	85.59	17.12	102.71	Printing, Postage & Stationery
03/01/2024	23-188	KTD Ltd - IT Services	147.80	29.56	177.36	IT
03/01/2024	23-189	Heatons Group - Stationery	16.93	3.39	20.32	Printing, Postage & Stationery
05/01/2024	CCR23-63	Canva	10.83	2.16	12.99	Community Engagement
08/01/2024	CHG	Bank Charges to 17 Dec	8.00	-	8.00	Bank Charges & Interest
09/01/2024	CCR23-64	Post Office Ltd - Post	25.50	-	25.50	Printing, Postage & Stationery
09/01/2024	CCR23-65	Marks and Spencer	11.50	-	11.50	Repairs & Renewals
10/01/2024	CCR23-66	Post Office Ltd - Post	32.20	-	32.20	Printing, Postage & Stationery
10/01/2024	23-190	KTD Ltd - Hardware, Cabinet and Server works	871.00	174.20	1,045.20	IT
10/01/2024	23-191	The Society of Local Council Clerks - Qualification (Staff)	450.00	-	450.00	Staff Training
10/01/2024	23-192	Carlisle DBF Ltd - Room Hire	40.00	8.00	48.00	Room Hire/Meetings
10/01/2024	23-193	Carlisle DBF Ltd - Room Hire	72.00	14.40	86.40	Room Hire/Meetings
10/01/2024	23-193	Carlisle DBF - Communal Cleaning	93.48	-	93.48	Service Charges
10/01/2024	23-194	Urbaser Ltd - Grounds Maintenance Contract December 2023	57.00	11.40	68.40	Thacka Beck
10/01/2024	23-194	Urbaser Ltd - Grounds Maintenance Contract December 2023	306.75	61.35	368.10	Fairhill Park
10/01/2024	23-195	Urbaser Ltd - Community Caretaker Adhoc Works	52.49	10.50	62.99	Community Caretaker
10/01/2024	23-196	Urbaser Ltd - Community Caretaker Contract Dec 2023	712.72	142.54	855.26	Community Caretaker
10/01/2024	23-197	Barron Media Ltd - C&W Herald Advert	380.00	76.00	456.00	Community Engagement
10/01/2024	23-198	John Kemp (Staff) - ICAEW Membership	225.00	-	225.00	Subscriptions
10/01/2024	23-199	The Cumbria Clock Company - Musgrave Monument Clock Service	220.00	44.00	264.00	Musgrave Monument
11/01/2024	DD	ICO - 2024	35.00	-	35.00	Licences
15/01/2024	CCR23-67	Post Office Ltd - Post	4.65	-	4.65	Printing, Postage & Stationery
18/01/2024	DD	BrightHR	43.20	-	43.20	IT
18/01/2024	BP	Cumbria Local Gov - Pensions Dec 23	7,403.77	8.64	7,403.77	Staffing - Salaries
18/01/2024	BP	HMRG PAYE/NIC Dec 23	9,357.40	-	9,357.40	Staffing - Salaries
22/01/2024	DD	British Gas	42.33	2.12	44.45	Bandstand
22/01/2024	CCR23-68	Post Office Ltd - Post	38.55	-	38.55	Printing, Postage & Stationery
24/01/2024	23-200	Penrith Cricket Sports and Social Club - Room Hire (Council)	25.00	-	25.00	Room Hire/Meetings
24/01/2024	23-201	KTD Ltd - IT Domain Services	195.00	39.00	234.00	IT
24/01/2024	23-202	KTD Ltd - IT Domain Services	23.75	4.75	28.50	IT
24/01/2024	23-203	Tyne and Wear Play Ltd - Annual Playground Inspection	275.00	-	275.00	Fairhill Park
24/01/2024	23-204	KTD Ltd - IT Services	118.80	23.76	142.56	IT
24/01/2024	23-205	Stomping Ground - Grant	1,300.00	-	1,300.00	Large Grants
26/01/2024	CCR23-69	Adobe Software Licence	101.10	20.22	121.32	Licences
26/01/2024	BP	Net Pay Jan 2024	14,584.59	-	14,584.59	Staffing - Salaries
29/01/2024	DD	New Star Networks	336.78	67.36	404.14	IT
30/01/2024	CCR23-70	Post Office Ltd - Post	8.10	-	8.10	Printing, Postage & Stationery
Total			38,760.06	970.12	39,730.18	

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# Penrith Town Council

Item 7cii

## Payments Schedule February 2024

Date	Ref	Details	Net £	VAT £	Total £	Budget
07/02/2024	23-206	KTD Ltd - IT Services Cloud Backup Services	29.00	5.80	34.80	IT
07/02/2024	23-207	Turnstone HR Ltd - HR services January	125.00	25.00	150.00	Legal & Professional Fees
07/02/2024	23-208	Penrith Lions Club (CIO) - Signature Grant May Day 2024	5,000.00	-	5,000.00	Signature Grants
07/02/2024	23-209	Carlisle DBF Ltd - Room Hire	72.00	14.40	86.40	Room Hire/Meetings
07/02/2024	23-209	Carlisle DBF Ltd - Communal Cleaning	70.68	14.14	84.82	Service Charges
07/02/2024	23-210	Gale Little - Cleaning Services	60.00	-	60.00	Service Charges
07/02/2024	CCR23-72	Canva	10.83	2.16	12.99	Community Engagement
08/02/2024	CHG	Bank Charges to 17 Jan 2024	9.00	-	9.00	Bank Charges & Interest
18/02/2024	BP	Cumbria Local Gov - Pension Jan 24	5,634.70	-	5,634.70	Staffing - Salaries
19/02/2024	BP	HMRC PAYE Jan 24	6,079.61	-	6,079.61	Staffing - Salaries
19/02/2024	DD	BrightHR	43.20	8.64	51.84	IT
21/02/2024	23-211	KTD Ltd - Aindale Premium	171.00	34.20	205.20	IT
21/02/2024	23-112	Fellrunner Village Bus Service - Transport	3,000.00	-	3,000.00	Climate Efficiency
21/02/2024	23-113	Jean Airey - Internal Audit to 31 December 2023	216.20	-	216.20	Audit Fees
21/02/2024	23-114	Heatons Group - Stationery	14.72	2.94	17.66	Printing, Postage & Stationery
21/02/2024	23-115	Cumbria Association of Local Councils - Member Training	115.00	-	115.00	Members' Training
21/02/2024	23-116	Walton Goodland - Rent 25/03/24-23/06/24	1,875.00	-	1,875.00	Rent
21/02/2024	23-117	Urbaser Ltd - Community Caretaker January 2024	712.72	142.54	855.26	Community Caretaker
21/02/2024	23-118	Urbaser Ltd - Grounds Maintenance Contract	57.00	11.40	68.40	Thacka Beck
21/02/2024	23-118	Urbaser Ltd - Grounds Maintenance Contract	306.75	61.35	368.10	Fairhill Park
21/02/2024	23-119	Urbaser Ltd - Seat Repairs / Graffiti Removal	182.92	36.58	219.50	Benches
22/02/2024	CCR23-71	Post Office Ltd - Post	13.50	-	13.50	Printing, Postage & Stationery
22/02/2024	DD	British Gas	16.52	0.83	17.35	Bandstand
27/02/2024	CCR23-73	Adobe Software Licence	101.10	20.22	121.32	Licences
27/02/2024	DD	New Star Networks	337.94	67.59	405.53	IT
27/02/2024	BP	Net Pay Feb 2024	14,418.55	-	14,418.55	Staffing - Salaries
28/02/2024	23-220	KTD Ltd - IT Support Services	118.80	23.76	142.56	IT
28/02/2024	23-221	KTD Ltd - IT Cloud Backup	29.00	5.80	34.80	IT
28/02/2024	23-222	Eden Talking Newspaper - January Recording	25.00	-	25.00	Community Engagement
28/02/2024	23-223	Carlisle DBF Ltd - Meeting Room Hire	104.00	20.80	124.80	Room Hire/Meetings
Total			38,949.74	498.15	39,447.89	

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Bank Ref:	1205	Date To:	31/01/2024
Bank Name:	HSBC	Statement Ref:	1205 2024-01-09 01
Currency:	Pound Sterling		

Balance as per cash book at 31/01/2024:

38,547.43

Add: Unpresented Payments

Tran No	Date	Ref	Details	£
				0.00

Less: Outstanding Receipts

Tran No	Date	Ref	Details	£
				0.00

Reconciled balance :

38,547.43

Balance as per statement :

38,547.43

Difference :

0.00

3 January to 2 February 2024

## Your Statement

Account Name  
Penrith Town Council

Sortcode Account Number Sheet Number  
221

### Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
	BP <b>BALANCE BROUGHT FORWARD</b>			39,355.99
	Tyne & Wear Play L			
	PTC/170124	275.00		39,080.99
29 Jan 24	DD NEW STAR NETWORKS	404.14		
	VIS INT'L 0044409233			
	ADOBE SYSTEMS SOFT			
	ADOBE.LY/BILL	121.32		38,555.53
31 Jan 24	))) POST OFFICE COUNT			
	PENRITH	8.10		38,547.43
02 Feb 24	CR CCLA Investment Ma			
	PS3078714, PENRITH		3,043.05	41,590.48
02 Feb 24	<b>BALANCE CARRIED FORWARD</b>			41,590.48

### 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://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://hsbc.co.uk/fscs/)).

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

Bank Ref:	1205	Date To:	29/02/2024
Bank Name:	HSBC	Statement Ref:	1205 2024-02-20 01
Currency:	Pound Sterling		

Balance as per cash book at 29/02/2024:

103,172.71

Add: Unpresented Payments

Tran No	Date	Ref	Details	£
				0.00

Less: Outstanding Receipts

Tran No	Date	Ref	Details	£
				0.00

Reconciled balance :

103,172.71

Balance as per statement :

103,172.71

Difference :

0.00

**3 February to 2 March 2024**

## Your Statement

Account Name

[REDACTED]

Sort Code Account Number Sheet Number

[REDACTED]

223

### Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
23 Feb 24	BP <b>BALANCE BROUGHT FORWARD</b> KTD			125,399.09
	K156267	205.20		
	BP Fellrunner Village Penrith Town Counc	3,000.00		
	BP Jean Airey Penrith	216.20		
	BP HEATONS OFFICE SOL 10622363	17.66		
	BP CALC Invoice TR2981	115.00		
	BP WALTON GOODLAND PE01 28578	1,875.00		
	BP Urbaser Ltd PTC 8721&8722&8723	1,511.26		
	))) POST OFFICE COUNT PENRITH	13.50		118,445.27
27 Feb 24	DD NEW STAR NETWORKS	405.53		
	BP [REDACTED]	1,491.46		
	BP [REDACTED]	3,486.98		
	BP [REDACTED]	1,491.66		
	BP [REDACTED]	3,287.60		
	VIS INT'L 0065794483 ADOBE SYSTEMS SOFT ADOBE.LY/BILL	121.32		108,160.72
28 Feb 24	BP P FOOTE PENRITH TOWN COUNC	674.31		
	BP [REDACTED]	1,427.03		
	BP [REDACTED]	2,559.51		103,499.87
29 Feb 24	BP Eden Dist Talking Inv no. 14	25.00		
	BP Carlisle DBF Ltd ZP108 Inv 8866	124.80		
	BP KTD K156568	142.56		
	BP KTD K156770	34.80		103,172.71
01 Mar 24	CR NATIONAL HIGHWAYS		1,587.60	104,760.31
02 Mar 24	<b>BALANCE CARRIED FORWARD</b>			<b>104,760.31</b>

# FINANCE COMMITTEE

**Date: 18 March 2024**

## **Public Report**

**Matter: Budget Control Statement 2023-24 Expenditure to 29 February 2024**

**Item no: 09**

**Author:** Responsible Finance Officer

**Supporting Member:** Cllr. Shepherd, Chair of Finance Committee

### **Purpose of Report:**

To consider the budgetary control statement for the eleven-month period to 29 February 2024.

### **Recommendations:**

The committee is recommended to approve the budgetary control statement and forward it, with any comments, to Council for ratification.

### **Law and Legal Implications**

The Town Council resolved from 15 May 2023, 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.

## **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 2023-24, which was ratified by Council on 23 January 2023.
- The budget to date, based on the latest budget for the year. For most headings, this budget to date will be a simple pro-rata of the annual budget (i.e. 11/12ths for the current period).
- Actual income and expenditure to 29 February, based on the matching principle, which means taking account of all income and expenditure which relates to the period, irrespective of when it is paid/received. An exception to the general matching rule is that grants approved but not yet paid at the end of the period are

included as expenditure, on the basis that this gives a truer view of expenditure against budget.

- The variance between the actual income and expenditure and the profiled latest budget for the period. Variances are expressed as favourable (positive) where there is an underspending or increased income, and as adverse (negative and bracketed) where there is an overspending or reduced income.
- The position on the Council's three reserves: its General Reserve, Devolution and Election Reserves, at the end of February. To give a truer view of the General Reserve, it is assumed that contributions to the Devolution Reserve are made during the year at each month-end.

## **B. Commentary**

The statement shows overall underspending from the anticipated position at this time in the year. The following comments concentrate on unusual or unexpected variances.

### **B.1 Income**

Overall income of £469,679 exceeds the profiled budget of £450,722 by £18,957.

- The investment income returns are higher than expected due to the higher than budgeted rates of interest.

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

There has been very little expenditure in the year.

### **B.3 Communities Committee**

Net spend of £61,080 is shown against the profiled budget of £98,083, an underspending of £37,003.

- The Town Projects budget is currently underspent by £22,928. This underspend is mainly due to the reduced Council expenditure on Christmas lights.

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

Net expenditure of £398,627 is shown against the budget to date of £400,933, an underspend of £2,306. This small underspend indicates this budget is being spent as planned.

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

- The individual variances result in an underspending of £55,552 against the profiled total expenditure budget of £518,541. As there is £18,957 more income, there is a net variation of £74,509 on the profiled amount transferrable to the General Reserve.

### **B.6 Reserves**

- The General Reserve is profiled to decrease by £67,819 in the period, it has actually increased by £6,690 to £505,576.



- The Devolution Reserve opened the year with a balance of £156,794, the amount of £19,942 transferrable into the Devolution Reserve is £2,861 higher than profile.
- The Election Reserve opened the year with a balance of £30,000, an amount of £5,000 is budgeted to be added at the end of the financial year.

### **C. Balance Sheet (Appendix B)**

Appendix B shows the Council's balance sheet as at 29 February 2024. The following points may be noted:

- The total invested of £668,353 includes £580,000 placed with CCLA, this will be managed through the year to allow a reasonable return while maintaining a sufficient bank balance to make required payments. In the month £100,000 was transferred to the HSBC bank account for this purpose.
- The VAT debtor of £498 is VAT reclaimed from HMRC in respect of February transactions.
- Prepayments of £6,938 include adjustments for insurance, office rental, licences, subscriptions and maintenance agreements.
- Accruals of £10,800 represent goods and services received before 29 February, where the payment was not made by that date. Individual items include grounds maintenance, caretaking and audit and accountancy fees.
- The Payroll Control balance of £11,536 relates to deductions calculated in the February payroll; the total is due to HMRC for income tax and national insurance and to the Cumbria Pension Fund for employee pensions.
- The Receipts in Advance figure represents income for the period 1 March 2024 to 31 March 2024 already received from Westmorland and Furness Council as precept and grants, together with monies from United Utilities for planting maintenance.

### **D. Conclusion**

The budgetary control statement shows that net spending to 29 February was around £56,000 below the Latest Budget for the period.

Finally, there are no issues arising from the Council's balance sheet at 29 February.

## **2. Options Analysis including risk assessment**

### **Risk & Consequences**

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

Adverse criticism of over or underspending.

### **Controls Required**

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

### **3. Financial and Resource Implications**

This report is concerned solely with financial management.

### **4. Equalities Implications**

There are no equalities implications associated with this report.

### **5. Climate Change and Environmental Implications**

There are no climate and environmental implications associated with this report.

### **6. Legal Implications**

There are no legal implications arising from this report.

### **Appendices**

Appendix A – Budgetary Control Statement Eleven Months Ended 29 February 2024

Appendix B – Balance Sheet as at 29 February 2024

### **Background Papers**

- Transaction and trial balance reports from the Sage accountancy system
- Budgetary Control Working papers.



## Penrith Town Council

### BUDGETARY CONTROL STATEMENT: ELEVEN MONTHS ENDED 29 FEBRUARY 2024

Actual 2022-23	Approved Budget 2023-24	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£	£		£	£	£
		<b>INCOME</b>			
		<b>Precept:</b>			
455,209	468,295	Council Tax	429,270	429,270	0
7,388	7,642	<b>CTRS Grant</b>	7,005	7,005	0
		<b>Other Income:</b>			
13,577	15,750	Investment Income	14,438	33,404	18,966
0	10	Miscellaneous Income	9	0	(9)
<b>476,174</b>	<b>491,697</b>	<b>TOTAL INCOME</b>	<b>450,722</b>	<b>469,679</b>	<b>18,957</b>
		<b>EXPENDITURE</b>			
		<b>PLANNING COMMITTEE:</b>			
		<b>Planning:</b>			
2,118	10,000	Planning Consultancy	9,167	282	8,885
2,118	10,000		9,167	282	8,885
		<b>Climate Change:</b>			
2,910	8,300	Climate Efficiency	7,608	3,000	4,608
2,910	8,300		7,608	3,000	4,608
<b>5,028</b>	<b>18,300</b>	<b>Planning Committee Total</b>	<b>16,775</b>	<b>3,282</b>	<b>13,493</b>
		<b>COMMUNITIES COMMITTEE:</b>			
		<b>Town Projects:</b>			
4,689	47,000	Town Projects	43,083	20,155	22,928
4,689	47,000		43,083	20,155	22,928
		<b>Arts &amp; Entertainment:</b>			
21,474	10,000	Arts & Culture Development	9,167	4,327	4,840
21,474	10,000		9,167	4,327	4,840
		<b>Grants:</b>			
20,283	15,000	Grants	13,750	13,853	(103)
0	20,000	Signature Grants	18,333	14,965	3,368
20,283	35,000		32,083	28,818	3,265
		<b>Corporate Communications:</b>			
4,839	15,000	Communications	13,750	7,780	5,970
4,839	15,000		13,750	7,780	5,970
<b>51,285</b>	<b>107,000</b>	<b>Communities Committee Total</b>	<b>98,083</b>	<b>61,080</b>	<b>37,003</b>

Actual 2022-23	Approved Budget 2023-24	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£	£		£	£	£
		<b>FINANCE COMMITTEE:</b>			
		<b>Staffing:</b>			
194,747	247,200	Salaries	226,600	230,858	(4,258)
19,268	23,780	National Insurance	21,798	22,593	(795)
42,230	53,150	LG Pension Scheme	48,721	48,234	487
3,029	500	Recruitment Expenses	458	567	(109)
1,282	600	Staff Training	550	735	(185)
0	500	Conferences	458	0	458
238	500	Staff Expenses	458	64	394
260,794	326,230		299,043	303,051	(4,008)
		<b>Accommodation:</b>			
7,500	7,500	Rent	6,875	6,875	0
3,104	4,000	Heat, Light & Water	3,667	2,673	994
2,331	1,020	Service Charges	935	2,024	(1,089)
1,782	1,730	Room Hire & Meetings	1,586	1,649	(63)
390	380	Insurances	348	358	(10)
0	0	Letting Income	0	0	0
15,107	14,630		13,411	13,579	(168)
		<b>Civic Functions:</b>			
76	400	Civic Functions	367	20	347
700	700	Mayoral Expenses	642	700	(58)
300	300	Deputy Mayor's Expenses	275	300	(25)
102	100	Civic Regalia	92	486	(394)
1,178	1,500		1,376	1,506	(130)
		<b>Cost of Democracy:</b>			
225	200	Annual Meeting	200	30	170
	5,000	Elections	0	0	0
160	1,000	Members' Training	917	536	381
0	200	Members' Expenses	183	0	183
0	1,200	Notice/Honours Board	1,100	102	998
385	7,600		2,400	668	1,732
26,800	20,000	<b>IT</b>	18,333	17,686	647
340	2,050	<b>Website</b>	1,879	0	1,879
		<b>Devolved Services:</b>			
(450)	800	Allotments	696	1,598	(902)
0	400	War Memorial	367	0	367
0	1,500	Benches	1,375	2,968	(1,593)
3,330	3,000	Bus Shelters	2,750	233	2,517
1,021	1,750	Bandstand	1,604	737	867
653	800	Musgrave Monument	733	220	513
7,426	5,500	Fairhill Park	5,042	6,877	(1,835)
19,407	3,700	Thacka Beck Field	3,392	1,716	1,676
27	300	Signage, etc	275	0	275
7,991	10,000	Community Caretaker	9,167	8,191	976
6,939	18,594	Contribution to/(from) Devolution Reserve	17,081	19,942	(2,861)
46,344	46,344		42,482	42,482	0
0	5,000	<b>Local Government Re-organisation</b>	4,583	0	4,583
		<b>Other Overheads:</b>			
3,614	3,000	Printing, Postage & Stationery	2,750	2,659	91
1,166	1,450	Audit Fees	1,329	1,342	(13)
3,241	4,180	Insurance	3,832	3,130	702
123	130	Bank Charges & Interest	119	277	(158)
2,205	2,900	Accountancy Fees	2,658	3,960	(1,302)
1,898	1,650	Legal & Professional Fees	1,513	3,989	(2,476)
827	500	Licences	458	1,344	(886)
3,354	3,201	Subscriptions	2,934	2,848	86
16,428	17,011		15,593	19,549	(3,956)
1,690	2,000	<b>Repairs &amp; Renewals</b>	1,833	106	1,727
<b>369,066</b>	<b>442,365</b>	<b>Finance Committee Total</b>	<b>400,933</b>	<b>398,627</b>	<b>2,306</b>

Actual 2022-23	Approved Budget 2023-24	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£ 0	£ 3,000	Contingency	£ 2,750	£ 0	£ 2,750
(20,000)	5,000	Transfer to/(from) Election Reserve		0	0
405,379	575,665	<b>TOTAL EXPENDITURE</b>	<b>518,541</b>	<b>462,989</b>	<b>55,552</b>
70,795	(83,968)	<b>INCREASE/(DECR) IN GENERAL RESERVE</b>	<b>(67,819)</b>	<b>6,690</b>	<b>74,509</b>
		<b>RESERVES:</b>			
		<b>General Reserve:</b>			
428,090	482,605	Balance brought forward 1 April 2023	482,605	498,886	16,281
70,795	(83,968)	Increase/(decrease) in year	(67,819)	6,690	74,509
498,885	398,637	<b>Balance carried forward</b>	<b>414,786</b>	<b>505,576</b>	<b>90,790</b>
		<b>Devolution Reserve:</b>			
149,855	164,819	Balance brought forward 1 April 2023	164,819	156,794	(8,025)
6,939	18,594	Contribution from/(to) 2023-24 Budget	17,081	19,942	2,861
156,794	183,413	<b>Balance carried forward</b>	<b>181,900</b>	<b>176,736</b>	<b>(5,164)</b>
		<b>Election Reserve:</b>			
0	30,000	Balance brought forward 1 April 2023	30,000	30,000	0
30,000	5,000	Contribution from/(to) 2023-24 Budget	0	0	0
30,000	35,000	<b>Balance carried forward</b>	<b>30,000</b>	<b>30,000</b>	<b>0</b>
685,679	617,050	<b>TOTAL RESERVES</b>	<b>626,686</b>	<b>712,312</b>	<b>85,626</b>



## Penrith Town Council

### BALANCE SHEET AS AT 29 FEBRUARY 2024

	£	£
<b>Investments</b>		
Penrith Building Society	88,353	
CCLA Public Sector Deposit Account	<u>580,000</u>	
		668,353
<b>Current Assets</b>		
Debtors	2,777	
Debtor - VAT	498	
Prepayments	6,938	
HSBC Bank Account	<u>103,173</u>	
	113,386	
<b>Current Liabilities</b>		
Creditors	0	
Accruals	10,800	
Payroll Control	11,536	
Receipts in Advance	<u>47,091</u>	
	69,427	
<b>Net Current Assets</b>		43,959
		<u><b>712,312</b></u>
<b>Represented by:</b>		
<b>Reserves</b>		
General Reserve		505,576
Devolution Reserve		176,736
Election Reserve		30,000
		<u><b>712,312</b></u>

**INTERIM REPORT BY THE INTERNAL AUDITOR TO  
PENRITH TOWN COUNCIL  
PERIOD 1<sup>ST</sup> APRIL 2023 – 31<sup>ST</sup> DECEMBER 2023.  
FINANCIAL YEAR ENDING 31 MARCH 2024**

I confirm I have, on the 6th February 2023 undertaken an interim audit for the period 1<sup>st</sup> April 2023 – 31<sup>st</sup> December 2023 in accordance with the Account and Audit Regulations (England) 2015 and incorporating any new requirements as outlined in “Governance and Accountability for Smaller Authorities in England” March 2023

The following areas have been inspected to verify the internal financial procedures and governance documents are appropriate and relevant, to ensure compliance with all statutory and outlined criteria.

**A. Appropriate accounting records have been accurately kept throughout the financial year.**

**Periodic bank account reconciliations were properly carried out during the year.**

The Council operates a commercial accounting package – Sage, which is comprehensive and fulfils the requirements needed to complete all monthly and cumulative Income and Expenditure accounts as required by the Regulations. All expenditure and income are coded to the Council’s budgeted headings, allowing immediate identification of spending in each budget sector and enables monthly management accounts to be prepared. There is the additional security by an internal checking system to monitor the accuracy of the data input into the computerised accounts. Backup procedures are undertaken to the Cloud, and Sage to an external hard drive and the system provides a robust procedure to safeguard computer records.

Bank reconciliations are prepared monthly and the signature of a Member on this document and the corresponding bank statement verifies the accuracy of the information.

The council has an Investment Policy, which deals with all cash reserves in excess £100,000. The earmarked sums are clearly designated to specific

commitments; e.g. Election/By-election expenses. A sum of £5000 is allocated annually.

**B. The authority complied with its Financial Regulations; invoices supported payments, and VAT was appropriately accounted for.**

There is a well-documented process for the awarding of tenders and acquisition of goods and services. All procedures adhere to Financial Regulations.

The record verifies the internal financial controls in the Minutes and signatures on the relevant documents. There is clear segregation from the approval of members of the schedule of payments and the release of funds. Vat is reconciled in the Sage accounts and the reclaims are made monthly. Repayments are made to the Council's bank account and agree with the monthly claims.

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

The Clerk/RFO has a robust process for ensuring that all documents are reviewed at the Annual Council Meeting or scheduled for a set review later in the financial year.

Additionally, reviewed annually are the comprehensive Policies and Procedures

**D. The precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored. Reserves are appropriate.**

There is clear documented evidence of the budget process with a comprehensive RFO report with accompanying explanations of all budget figures. Outcomes are clearly specified enabling the Council to make informed decisions on the appropriate precept level to fulfil all documented service delivery plans.

Submission is made to Westmorland and Furness Council within the required deadline. The budget is regularly monitored. Earmarked reserves in cash balances are clearly documented.

The General Reserve is appropriate to enable the Council to meet budgeted expenditure.



**E. Expected income was fully received based on correct prices, properly recorded and promptly banked. Vat was appropriately recorded**

Income other than the precept is minimal and closely monitored and documented. Services charges provided by the Council are reviewed annually.

An Allotment Association with the fee of £450 being paid annually operates allotments.

Other income arises from the hiring of the Band Stand .

**F. Petty Cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT accounted and reclaimed**

Not relevant. The Council operates Debit Cards held by three officers.

A receipt for the acquisition of the goods and/or services verifies all expenditure.

VAT is identified and allocated to the appropriate budget heading.

All expenditure is included in the schedule of payments presented to Council.

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

All staff has a formal contract of employment. Members do not claim allowances.

Salaries paid to staff are documented and subsequent payments are as authorised by the Council. All PAYE, NI, Pension calculations are operated externally. All payments to HMRC and the Pension provider are up to date.

**H. Asset and investment registers were complete and accurate and properly maintained.**

There is a formal asset register with all substantial and material assets included.

The register is monitored and all acquisitions and disposals are amended as required.

There is formal review and adoption prior to the conclusion of the appropriate year Annual Governance and Accountability Return (AGAR).

All assets are adequately covered by insurance and all are index linked, renewal being May annually with the provider- Hiscox.

**J. Accounting Statement.**

Correct preparation of the accounts for the AGAR will be confirmed at the final audit for the 2023-2024 financial year.

**K. Exemption Authorities.**

Not applicable

**L. The authority publishes information on a website, up to date at the time of the internal audit in accordance with the relevant transparency code requirements.**

The Clerk/RFO has displayed on the website comprehensive information which is in the interests of best practice and provides for the electorate of Penrith Town Council open and transparent detail of the financial and other activity of the Council.

**M. The authority has, during the previous year, correctly provided for the exercise of public rights as required by the Account and Audit Regulations.**

Regulation 12(3) Accounts and Audit Regulations 2015 requires the Responsible Financial Officer (RFO) to publish a Notice of Public Rights of inspection of accounts for a period of thirty days which must include the first 10 working days in July.

Inspection of document confirms that the RFO has undertaken the obligation. The date the notice was posted being 4th June 2023 with inspection period 5th June 2023 - 14th July 2023.

The publication of the notice notified to Council 9th. May 2023. - Minute No PTC/23/17 B iii.

## **N. The authority complied with the publication requirements of the prior year AGAR**

The Local Audit and Accountability Act 2014 Sct 20(2) & 25 and The Accounts and Audit (England) Regulations 2015 (S1 2015/234) requires a Council to publish, as soon as reasonably practicable, after the conclusion of the audit, a statement on the website advising that the 2022-23 Audit has been completed.

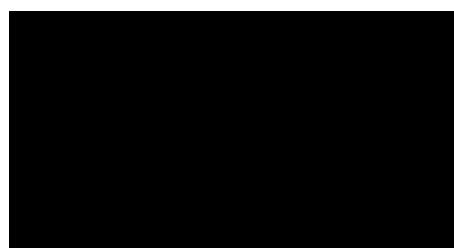
The Clerk/RFO has undertaken the requirement and the Notice of Conclusion of Audit was published on the website 7th September 2023. The conclusion of audit was notified to Council 28th September 2023. - Minute No. PTC23/57.

The 2022-2023 AGAR received no comments from the External Auditor or matters arising, confirming that Penrith Town Council was fully compliant with all statutory obligations under the Accounts and Audit Regulations.

## **CONCLUSION**

The Council's control systems are efficient and effective and give the appropriate level of confidence, that the financial statements and reports reflect a true and accurate account of the Council's finance and governance records.

I express my appreciation to the Officers of the Council for their assistance in facilitating the audit with help and very comprehensive preparation of all required documentation.



**Georgina D Airey – Internal Auditor 6th February 2024**

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# FINANCE COMMITTEE

**Date: 18 March 2024**

## **Public Report**

**Matter: Fees and Charges 2024/25**

**Item no: 11**

**Author:** Services and Contracts Manager

**Supporting Member:** Cllr. Shepherd, Chair of Finance Committee

### **Purpose of Report:**

To consider the proposed Fees and Charges 2024/25.

### **Recommendations:**

The Committee is recommended to approve the Fees and Charges 2024/25 and recommend these go forward for ratification by Full Council.

### **Law and Legal Implications**

The Town Council resolved from 15 May 2023, 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.

## **1. Report Details**

- 1.1 The Council approved its current scale of Fees and Charges for the year 2023/24 at the meeting of the Finance Committee held on the 20 March 2023, Minute Fin22/97, and ratified by Full Council on 27 March 2023, Minute PTC22/120c.
- 1.2 This report sets out the proposed Fees and Charges for the 2024/25 year which are shown in Appendix A.
- 1.3 It is proposed that the scale of Fees and Charges remain the same as the previous year given the Council's positive financial position.

## **2. Options Analysis including risk assessment**

### **a) Risk**

Financial and reputational risk arising from a lack of clarity and consistency in charging.

### **b) Consequence**

No established Fees and Charges may lead to a lack of consistency in charging for use of the Council's assets and services resulting in potential reputational damage.

### **c) Controls Required**

Approve a scale of Fees and Charges.

### **3. Financial and Resource Implications**

This report sets out the proposed Fees and Charges for 2024/25. By approving the Fees and Charges provides a consistent charging arrangement for use of the Councils assets and services and provides the Council with an income.

### **4. Equalities Implications**

There are no equalities implications associated with this report.

### **5. Climate Change and Environmental Implications**

There are no climate and environmental implications associated with this report.

### **Appendices**

Appendix A – Proposed Fees and Charges 2024/25

### **Background Papers**

Previous years Fees and Charges reports.

## Appendix A – Proposed Fees and Charges 2024/25

Asset	Group	Cost (£)
Cornmarket Bandstand	Community Organisations, Charities, Constituted Groups	Free of Charge
	Commercial Events	£12.00 per hour; or £30.00 per morning (3 hours) or £42.00 for the afternoon (4 hours) £60.00 Full Day
	Private Business Use for Promotional purposes	£12.00 per hour; or £30.00 per morning (3 hours) or £42.00 for the afternoon (4 hours) £60.00 Full Day
	Market or Street Traders	£15.00 per day
Seats	New bench with plaque including 10 years maintenance.	£1,000
	Plaque fixed to existing new style bench including 10 years maintenance.	£200
	Renewal of seat/plaque including maintenance for further 10 years.	£200
Fairhill Playing Field, and Thacka Beck Field	Registered Charities, schools, and Community Groups delivering community activity, play events, fetes, holiday activity schemes.	No Charge
	Private business organisations, commercial events.	£12.00 per hour; or £30.00 per morning (3 hours) or £42.00 for the afternoon (4 hours) £60.00 Full Day
	Fun Fairs and Circuses	To be determined on a case-by-case basis by the Finance Committee.

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# **FINANCE COMMITTEE**

**Date: 18 March 2024**

## **Public Report**

**Matter: Review of the System of Internal Control 2023-24**

**Item no: 13**

**Author:** Responsible Finance Officer

**Supporting Member:** Cllr. Shepherd, Chair of Finance Committee

### **Purpose of Report:**

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

### **Recommendations:**

The Committee is recommended to:

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

### **Law and Legal Implications**

The Town Council resolved from 15 May 2023, 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.

## **1. Report Details**

### **Governance Arrangements**

- a) Under the Accounts and Audit Regulations 2015, the Town Council must ensure that it has a sound system of internal control which:
  - Facilitates the effective exercise of its functions and the achievement of its aims and objectives.
  - Ensures that the financial and operational management of the authority is effective.
  - Includes effective arrangements for the management of risk.

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

## **Internal Audit**

- b) The Regulations also state that the Council must undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance. The Council last reviewed its internal audit arrangements in May 2023, when it concluded that those arrangements were effective for the financial year 2022/23. The same arrangements apply to the current year, so it is reasonable to assume that they continue to be effective. This opinion will be reviewed formally in May this year.

## **Internal Control Framework**

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

## **Review of Effectiveness**

- d) During the year 2023/24, the Council has maintained all its policies and procedures, updating them where appropriate. It has complied fully with all the controls identified within the framework and has responded appropriately to new responsibilities. For example, during the year to date, the Council has:
- Maintained the General Power of Competence.
  - Integrated newly elected Councillors.
  - Implemented a new Grants Scheme and Signature Events Grant Policy.
  - Continued to progress its Neighbourhood Plan.
  - Reviewed all risk assessments.
  - Maintained effective internal control and audit arrangements, confirming that internal audit complies with requirements.
  - Monitored key governance requirements.
- e) The agenda for this meeting includes the separate interim report from the Council's Internal Auditor, which confirms that the Council's arrangements are satisfactory in all areas examined. This independent opinion contributes to Officers' own opinion that the controls identified in the framework are adequate, appropriate and effective and that they have operated consistently throughout the 2023/24 financial year to date.

## **Annual Governance Statement (AGS)**

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

## **2. Options Analysis including risk assessment**

### **a) Risk**

Failure to maintain a sound internal control framework.

### **b) Consequence**

Potential vulnerability to loss or irregularity across a range of governance areas. Criticism from internal/external audit; reputational damage.

### **c) Controls Required**

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

## **3. Financial and Resource Implications**

There are no financial implications associated with this report.

## **4. Equalities Implications**

There are no equalities implications associated with this report.

## **5. Climate Change and Environmental Implications**

There are no climate and environmental implications associated with this report.

## **Appendices**

Appendix A – Internal Control Framework.

## **Background Papers**

- Accounts and Audit Regulations 2015
- Interim Internal Audit Report to 2023/24 (01 April – 31 December 2023)

**INTERNAL CONTROL FRAMEWORK 2023/24**

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

# FINANCE COMMITTEE

**Date: 18 March 2024**

## **Public Report**

**Matter: Policy Review**

**Item no: 14**

**Author:** Acting Town Clerk

**Supporting Member:** Cllr. Shepherd, Chair of Finance Committee

### **Purpose of Report:**

To consider the reviewed policies and recommended amendments.

### **Recommendations:**

That the following reviewed policies and recommended amendments be approved and that these go forward to Full Council for ratification:

- i. Grants Scheme
- ii. Asset Valuation Policy
- iii. Scheme of Delegation

### **Law and Legal Implications**

The Town Council resolved from 15 May 2023, 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.

### **1. Report Details**

- 1.1 The Council has a timetable for the review of its policies. This report includes the review of the Council's Grant Scheme, Asset Valuation Policy and the Scheme of Delegation.

#### **Grants Scheme**

**(Appendix A)**

- 1.2 The Council approved its latest Grant Scheme at Full Council, 27 March 2023, Minute PTC22/122, whereby it was reported that the process be in place for the financial year 2023/24 after which there will be a review. The current grant scheme includes the following parameters:
- a. The scheme guidance has been simplified using plain language. (from the previous version)
  - b. Clearer plain language prompts are provided with word count guidance within the application form.
  - c. The subsequent focus of the application form and guidance is organisation set up, the project detail, community benefit, financial and equality and diversity.

- d. Any previous Council grants have been merged in to one application form, other than signature events.
  - e. Applicants are eligible to apply for up to £5,000.
  - f. A grant over £1,000 requires a service level agreement.
  - g. Officers are responsible for receiving, reviewing, and awarding all grants; officers of the Council have authority for expenditure and should decide on applications without approval of a committee or Full Council assuming that there is no conflict of interest.
  - h. Grants are awarded in full on application.
  - i. A report goes to Council on a regular basis summarising grants awarded.
  - j. Signature Event grants are determined by Officers and ratified by Council and applicants can apply for up to £5,000 for the same event over the term of a Council.
  - k. Officers use a grant progress tracker to expedite grants.
  - l. Two officers act as leads to oversee the grant process to provide cover in the absence of their colleague, track the application to completion, providing progress updates to the applicant, raising the payment via a remittance and sending the decision letter. Four officers in total review the applications and the lead officer either the RFO or the Economic Development Officer will make the final decision.
  - m. Officers strive to promote grants to ensure that the budget is spent. Publish regular articles in the press and social media about the successful applicants and the impact their projects have had locally and published on the website.
- 1.3 The Acting Town Clerk, Economic Development Officer, Responsible Finance Officer and the Community Services Officer have met and reviewed the first 12 months of the new Grant Scheme. All agreed that the scheme has been an improvement as can be evidenced by the uptake in grant applications received and grants awarded.
- 1.4 It was felt however that some minor amendments are required to the Grant Scheme Guidance and the Application Form. These amendments being intended to provide greater clarity to applicants in some areas. From the officers own experience and in particular when reviewing the grant submissions the Application Form has been amended so that it is set out in a more logical order and provides greater clarity to applicants. There are no changes to the Grants Scheme parameters as set out in paragraph 1.2.
- 1.5 There are no proposed amendments to the Signature Events Grants scheme.

### **Asset Valuation Policy**

**(Appendix B)**

- 1.6 There are no recommended changes or amendments to this policy.

### **Scheme of Delegation**

**(Appendix C)**

- 1.7 The Council's Scheme of Delegation authorises the proper officer and Council officers, committees, subcommittees and task and finish groups of the Council to act with delegated authority in the specific circumstances detailed within the

scheme (Appendix C). The Council's Scheme of Delegation is reviewed annually and there are minor highlighted changes in the document for Members attention.

## **2. Options Analysis including risk assessment**

### **a) Risk**

Policies are not up to date, correct and relevant.

### **b) Consequence**

Council implementation of policy may not be in keeping with legislation and best practice.

### **c) Controls Required**

Approve revised policies.

## **3. Financial and Resource Implications**

There are no financial implications associated with this report.

## **4. Equalities Implications**

There are no equalities implications associated with this report.

## **5. Climate Change and Environmental Implications**

There are no climate and environmental implications associated with this report.

## **Appendices**

Appendix A - Grant Scheme Guidance and Application Form (amended)

Appendix B – Asset Valuation Policy

Appendix C – Scheme of Delegation (amended)

## **Background Papers**

None

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# **Penrith Town Council**

## Grant Scheme

## Contents

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## Grant Scheme Guidance

We fund projects based or delivered in Penrith which aim to:

- 1. Improve resources, opportunities, places, and spaces.**
- 2. Start, rejuvenate or enhance projects that matter to local communities.**
- 3. Support people, communities and organisations that are facing increased demands and challenges.**

### What Groups are the grants suitable for?

- ✓ Voluntary and community organisation
- ✓ Constituted group or club.
- ✓ Registered charity
- ✓ Charitable incorporated organisation (CIO)
- ✓ Not-for-profit company
- ✓ Community interest company (CIC)
- ✓ School (if your project benefits and involves the communities around the school)
- ✓ Community benefit society

### Who we cannot accept applications from?

- ✗ Anyone under 18 years.
- ✗ Individuals.
- ✗ Sole traders.
- ✗ Organisations based outside Penrith unless the project is delivered in Penrith.
- ✗ One organisation applying on behalf of another.
- ✗ Companies that can pay profits to directors, shareholders or members (including Companies Limited by Shares).
- ✗ Organisations applying more than once in a financial year.
- ✗ Religious or political groups.

If your project works with children, young people or vulnerable adults you need to have a policy in place that explains how they will be safe. And we might ask to see this policy, if we decide to give you funding. If you do not have a governing body but think you need this type of policy **we can help you** develop one.

Your project may need insurance, qualifications or affiliations to a governing body. Depending on what you want to do, your project might need:

- Public liability insurance
- Leaders or instructors with special qualifications
- An affiliation to a governing body.

**We will assume that you are required to have these in place. If you do not have these in place you must not apply and should seek advice from your governing body.**

**If you are unsure, we can help you.**

### **Important Facts**

- ✓ You can apply for funding to deliver a new or existing activity or to support your organisation to change and adapt to new and future challenges.
- ✓ You can apply for funding for up to £5,000 for up to one year.
- ✓ Applications are ongoing and there is no deadline.
- ✓ We recommend that you apply at least 12 weeks before you want to start the activities or spend any of the money. Before then you cannot spend any of the money or run the activities you need funding for.
- ✓ However, if your grant request is in response to a local emergency, we will endeavour to deal with these grants quickly.
- ✓ We assess applications in the order that they are submitted.
- ✓ We have a limited budget and when the budget has been allocated it will not be topped up until the next financial year.
- ✓ Do not leave any response boxes empty. If a response is not relevant mark, it not applicable.
- ✓ Your application will be viewed more favourably if you have applied to other grant providers to help develop your project.
- ✓ Please send a bank statement/building society or e-statement in the name of your organisation/group no older than 3 months.
- ✓ Do not send any unrequested additional documents.
- ✓ We acknowledge all the applications we receive within two weeks of receipt.
- ✓ If you submit an application and have not heard from us by email after two weeks, please contact us to check whether your application has arrived
- ✓ Successful applicants will be advised in writing or by email.
- ✓ The grant must be used in the year for which it was awarded and for the project you applied for.
- ✓ For grants over £1000 any conditions placed on the funding will have to be met before funds are released and a report to demonstrate how the grant was spent will need to be submitted to the Council within 12 months of the award date.
- ✓ Applicants who are unsuccessful are required to wait a minimum of 12 months from the date of notification before re-applying **for the same project**.
- ✓ **If the project has changed please contact us and we will discuss the possibility of reapplying.**

## Your application will be rejected as incomplete

- ☒ If you have not filled in **all** the response boxes.
- ☒ If your organisation/group does not have a bank/building society or electronic account in the name of your organisation or group.
- ☒ If you are unable to provide a bank/ building society statement or e-statement.
- ☒ If your project does not fit in with the key priorities of the Council 1-3.
- ☒ If the project is considered too high risk for public funds to be contributed to it.
- ☒ If the Council does not hold any more funding for grants.
- ☒ If there are any other relevant reason(s), which are considered important enough to warrant refusal to safeguard the Council and the local public funds.

## We cannot fund

- ☒ Alcohol
- ☒ Contingency costs, loans, endowments, or interest.
- ☒ Profit-making or fundraising activities.
- ☒ VAT you can reclaim.
- ☒ Religious activities
- ☒ Statutory activities.
- ☒ Activities that improve educational attainment (PHSE, STEM, English, Maths).
- ☒ Overseas travel or projects that take place outside of the UK.
- ☒ Activities that make profits for private gain.
- ☒ Cash that will be given directly to individuals.

## The kinds of school projects we do not fund:

- ☒ Projects to improve school facilities or equipment.
- ☒ Projects to help with staff training.
- ☒ Projects that are part of the school curriculum.
- ☒ Projects that involve activities the school should already be providing (like a Project teaching literacy.)
- ☒ Projects that take place during teaching times.

Whilst we can support applications that involve schools, it will be by exception and only if there is wider community benefit. This means it should benefit, and involve, more than just teachers, pupils, and parents of pupils. Projects without significant involvement or benefit to the wider community as the primary focus are unlikely to be prioritised for funding.

We **would** support projects that would be seen as extras to the school's normal curriculum activities and involves and benefits the wider community.

## What information you need to provide?

1. All information that you provide should be accurate, up-to-date, and consistent with other information you have given us or information which is in the public domain (e.g., regulatory bodies, your own website, your social media pages or other internet searches).
2. The address of your organisation in your application form and in any other documentation must be your organisation's current registered address. We will accept the home address of a trustee or main contact if your organisation does not have a registered office.
3. It is important that your organisation or group have at least three people on their board, group or committee who are not related. These two people cannot be:

- ☒ Related by blood.
- ☒ Married to each other.
- ☒ In a civil partnership with each other.
- ☒ In a long-term relationship with each other.
- ☒ Living together at the same address.

4. Your governing documents (such as constitutions and memorandum and articles of association) must be up to date. **If you are not constituted we can help you.**
5. We will review how your organisation has managed any previous grants from us and also any previous applications that we have received.
6. We will check the information in your bank/building society/e-statement to ensure that it is consistent with other details you have given us. We may also look at your accounts that are accessible through regulatory bodies such as the Charities Commission.
7. The people named as contacts and signatories on the application form should be aware of the application and the project. Their full legal names as shown on identification documentation should be included (such as passports, immigration documents, driving licences) not alternate names that they may be known by.
8. We ask for the contact details, and home addresses of your signatories. Both contacts need to have different email addresses
9. One person should be someone we can talk to if we have any questions about your project. The other should be a senior member of your organisation, who will be legally responsible for the funding. Both need to live in the UK.

Make sure these are up to date and match up with any information you provide. For example, your bank or building account name must match your organisation or groups name unless you have another recognised accountable body providing this for you.

We need evidence that your organisation/group have:

- A bank/building society/online bank account that requires two signatures.
- A bank building society/online bank statement that meets our needs.

We ask for one bank /building society/online banking account statement dated within the last three months so we can check the account you want us to pay the grant into.

We will not be able to assess your application if you do not have a bank account and bank statement/e-statement that meet the requirements below:

- The bank logo
- Your organisation's legal name
- The address the statements are sent to.
- Your bank's name.
- The account number and sort code
- If all these details are on one page, just send us that page.

### **What else we would accept?**

If you have a new account opened within the last three months, we can accept a bank welcome letter or email instead of a statement. The letter must confirm the date the account was opened and all the account details.

If you are unable to provide a bank/building society/online bank statement, we can accept transaction listings, if they include everything, we'd expect to see on a bank statement:

- The bank logo
- Your organisation's legal name
- The address your bank uses for correspondence.
- Your bank's name.
- The account number and sort code
- Dated transactions listing the most recent three months of expenditure.

## What are our grant conditions?

We ask that your organisation:

- ✓ Holds the grant in a UK-based bank/building society account.
- ✓ Have an account is in the legal name of your organisation.
- ✓ That the account is managed by at least two unrelated and authorised individuals in your organisation.
- ✓ No single individual, nor two or more related people, have sole responsibility for any single transaction from authorisation to review and completion.
- ✓ Provide, if we ask for them, evidence of expenditure of the grant, such as original paper or electronic receipts, invoices and bank statements.
- ✓ That the bank/building society or e-account in which you hold our grant funds is regulated either by the Prudential Regulation Authority (PRA) or by the Financial Conduct Authority (FCA) and that it is safeguarded by the Financial Services Compensation Scheme (FSCS).
- ✓ Where you use an e-money account, you need to ensure that the account is safeguarded by The Electronic Money Regulations 2011.

## What happens if we identify concerns?

If we have any concerns, we may contact you to try and resolve them but if we reject your application based on these checks, our decision letter will set out our concerns.

### Please be aware that:

- We will give you as much information as we can with our decision.
- We will not change our decision if it is based on information you gave us or is in the public domain.
- If you feel that our feedback is incorrect, you may ask us to reconsider our position.
- You may not appeal simply because you disagree with our decision.
- We will tell you our concerns and advise you how to address them.

### Please contact the named person in the decision letter.

## Can you reapply?

You can, though you should consider our reasons for not accepting your application on this occasion.

Applicants who are unsuccessful are required to wait a minimum of 12 months from the date of notification before re-applying for the same project.

You can apply during this twelve month period for an alternative project or scheme, and we encourage you to contact us to discuss the possibility of reapplying.



## What happens after you apply?

1. You send us your application and we will review your application and may seek further information within 2 weeks of receipt.
2. We will get back to you with a decision in less than 6 weeks.
3. We might give you a call or email you within those 6 weeks, to talk a little more about your idea or ask for more information.
4. If your application is successful and your grant award is less than £1,000, we will send you an email with the good news. We will put the funding in your bank account within 14 days (or sooner, if possible).
5. All grants over £1000 are subject to terms and conditions which we call a service level agreement. This document records how you will use the grant, the time frame, how you will promote the Council's contribution and how you should evidence how you have spent the money. The Council may provide all the grant upfront or in part payments.
6. **You can commence your project and spend the funding in accordance with your grant application and or within the terms set out in the service level agreement.**
7. We might check in from time to time to see how things are going.
8. Organisations will be required to acknowledge Penrith Town Council's support in their publicity material, documentation, webpages, or project signage and are expected to positively promote the Council.
9. For our own publicity material, the Council may require photos with agreement from participants and may use the name of the organisation and project.
10. Share your story and let people know about your grant and the amazing work you're doing in your community.



The Grant Scheme is managed by the Town Clerk and Council Officers.

If you need assistance completing the application form,

please contact us:

01768 899 773

[office@penrithtowncouncil.gov.uk](mailto:office@penrithtowncouncil.gov.uk)



# Grant Application Form

This application form is designed in Microsoft Word. The document is unprotected, allowing you to add rows to tables if necessary. Please do not alter the format or the content as this may void your application. This form is for an application for a grant of **up to £5,000**. Please read the guidance that supports the application form before your start filling it in. If you have any queries or require assistance with this form, please contact us before you submit the form. If you need any assistance with completion of this form, we are happy to help you, please contact by email to [office@penrithtowncouncil.gov.uk](mailto:office@penrithtowncouncil.gov.uk) or call: 01768 899773.

## Section 1 – Your organisation

This helps us understand the type of organisation you are.

### Contact Information

Please provide details for two senior contacts. This person will be legally responsible for the funding. They cannot be married to, in a civil partnership with, in a long-term relationship with, living with, or related to the main contact. Please enter below the details of the best person to contact to discuss this application.

		PTC only	
<b>Organisation Name:</b> This must be as shown on your governing document.		1.	
<b>Full Name of Main Contact:</b>		2.	
<b>Position in the Organisation:</b>		3.	
<b>Email:</b> We will use this email address to contact you throughout the assessment process. <b>Telephone:</b> This is the telephone number we will use if we have any questions regarding your application.		4.	
<b>Address:</b> We will use this address for all correspondence.		5.	
<b>Full Name of second contact:</b>		6.	
<b>Position in the Organisation:</b>		7.	
<b>Email:</b>		8.	
<b>Address:</b>		9.	

		PTC only	
<b>Organisation E-mail Address:</b> Please enter the general email address for your organisation. Unless necessary, this will not be the email address we will use to contact you about your application.		10.	
<b>Website Address if applicable:</b>	<b>www.</b>	11.	
<b>If your organisation uses a different name in its day-to-day work please state here?</b> This is how you might be known if you are not just known by your legal name (the legal name is on your governing document:		12.	
<b>When was your organisation set up?</b> This is the date your organisation took on its current legal status. It should be on your governing document. If you do not know the exact date, it can be an approximate date.		13.	
<b>Base of operations if different from postal address:</b>		14.	

PTC only

**Please indicate with a tick if you are a**



Penrith Community Group - Unregistered voluntary or constituted community organisation		15.	
Not-for-profit company		16.	
Registered charity (unincorporated)		17.	
Charitable Incorporated Organisation (CIO or SCIO)		18.	
Community Interest Company (CIC)		19.	
School		20.	
Other (please state)		21.	
<b>Companies House number:</b>		22.	
<b>Charity registration number:</b>		23.	
<b>VAT registration number (if applicable):</b>		24.	

Note – if you are applying on behalf of a national organisation the activity which you seek financial assistance must be delivered fully within the Parish of Penrith.

## Organisation Governance

**Do you have a constitution or similar governing document?**



YES	
NO	

PTC only	
25.	

**Give a brief description of your organisation.**

Briefly describe the range of services your organisation provides and what you do on a daily basis - **300 words**.

PTC only	
	26.

**How is your organisation managed and what governance have you in place?**

Describe the frequency of your meetings, how you record your meetings, who attends meetings, who decides your activities, how you promote your group, share its achievements and monitor finances - **300 words**.

PTC only	
	27.

## What is the purpose or charitable objectives of your organisation?

## Who is your work designed to support and what are their needs?

Describe the circumstances or protected characteristics of the people you are supporting and the issues and challenges they face. **-200 words**

	PTC only	
	28.	

## Please describe the membership of your organisation.

This must include the number of either/and officers, trustees, directors, staff, volunteers, membership breakdown for instance juniors, seniors and the geographical area your membership is drawn from. – **200 words**

	PTC only	
	29.	

## Section 2 Your Project

### What would you like to do?

Please describe your project. This should explain the objectives of the project and benefits to the Penrith community. Here are some ideas of what to tell us about your project:

- What difference your project will make?
- Who will benefit from it?
- How long you expect to run it for. This can be an estimate.
- How you will make sure people know about it
- Is it something new, or are you continuing something that has worked well previously? We fund both types of projects.

You can write up to **500 words** for this section.

	PTC only
	30.

### How does your project meet our funding priorities?

**We fund projects and organisations based on delivered in Penrith which aim to:**

**(Please indicate which of these aims your project will address by ticking the box alongside each aim)**

- ☐ Improve resources, opportunities, places, and spaces.
- ☐ Start, rejuvenate, or enhance projects that matter to local communities.
- ☐ Support people, communities and organisations that are facing increased demands and challenges.
- ☐ Addresses climate change mitigation in accordance with the Council's Climate Strategy.

**Please explain how your project will meet these funding priorities and bring direct benefit to the residents of Penrith?**

You can write between **up to 350 words** for this section.

	PTC only	
	31.	

Section 3 Community Benefit

Please explain how your project involves your community?

What do we mean by community?

- People living in the same area.
- People who have similar interests or life experiences but might not live in the same area.
- Even though schools can be at the heart of a community, we will only fund schools that also benefit the wider communities.

Tell us how your community came up with the idea for your project. We want to know how many people you’ve spoken to, and how they’ll be involved in the development and delivery of the project.

Here are some examples of how you could be involving your community:

- Having regular chats with community members, in person or on social media
- Local community membership of your organisation
- Regular surveys
- Running events

You can write between **up to 300 words** for this section.

	PTC only
	32.



**What changes do you expect to see because of this funding?**

What changes or benefits will there be to the lives of people you help as a result of your services? Why do you believe your work makes a difference? -**300 words**

	PTC only	
	33.	

**If the Council were unable to fund your project, what would the impact be? -300 words** for example, would your service not be able to reach all your beneficiaries?

	PTC only	
	34.	

## Section 4 Grant Request

### List the costs you would like us to fund:

For grants of more than £1,000 you need to demonstrate that you have sought match funding which means that you have applied to other organisations for grants. You need to tell us that this is in the process of being sought or is already committed. Where these requirements are not met, a clear reason should be given in writing with the application.

		PTC only	
<b>A. Total project cost:</b> This is the cost of everything related to your project, even things you are not asking us to fund.	£	35.	
<b>B. Confirmed financial contributions from other sources.</b>	£	36.	
<b>C. Unconfirmed financial contributions from other sources.</b>	£	37.	
<b>D. Grant amount requested from Penrith Town Council.</b>	£	38.	
<b>When will you spend the money</b> You have 12 months from grant award to spend the money	<b>Date:</b>	39.	

<b>Provide information of confirmed financial contributions from other sources:</b> List the organisations you have applied to and for how much they have approved. Include any financial contribution from your own organisation. The total figure should match that in (B.) above		PTC only	
<b>Name of grant awarding body:</b>	<b>Amount (£)</b>	40.	
	£		
	£		
	£		
	£		
<b>TOTAL</b>	£	41.	

<b>Provide information of unconfirmed financial contributions from other sources:</b> List the organisations you have applied to and for how much and are awaiting a decision. The total figure should match that in (C.) above.		PTC only	
<b>Name of grant awarding body:</b>	<b>Amount (£)</b>	42.	
	£		
	£		
	£		
	£		
<b>TOTAL</b>	£	43.	

<b>Provide information on any in-kind contributions.</b> An in-kind contribution is a contribution of a good or service other than money. Some examples include volunteer labour, donated goods or donated professional advice. Please list any in-kind contributions. Volunteer labour can be shown at £15 per hour, professional labour at £50 per hour and donated goods at the price you would ordinarily pay for them. (Example 5 hours x £50 =£250 – Architect professional labour)		PTC only	
<b>In-kind Contribution description</b>	<b>Amount</b>	44.	
<b>Volunteer Labour</b>	£		
<b>Professional Labour</b>	£		
<b>Donated Goods</b>	£		
<b>TOTAL</b>	£	45.	

### List the costs you would like us to fund.

You should use budget headings, rather than a detailed list of items. For example, if you are applying for pens, pencils, paper, and envelopes, using 'office supplies' is fine. Please enter whole numbers only without VAT and with VAT Please be as detailed as possible. The sum of the items should match the amount requested from the Town Council. The total should match that in (D) above.

				PTC only	
				46.	
ITEM	SUPPLIER	BEFORE VAT	VAT	TOTAL WITH VAT	
<b>TOTAL</b>					

## Section 5 Bank details

**Please provide your bank details. Before you submit your application, you will need to attach a copy of a bank statement that is less than three months old.**

**Is your bank account in the name of your organisation?**

**Please tick the statement below which applies to your project:**

		<input checked="" type="checkbox"/>			PTC only	
YES					47.	
NO					48.	

**Does it require at least two signatories?**

Please tick the statement below which applies:

		<input checked="" type="checkbox"/>			PTC only	
YES					49.	
NO					50.	
<b>Account Name:</b>					51.	
<b>Sort Code:</b>					52.	
<b>Account Number:</b>					53.	
<b>Bank/Building Society Name:</b>					54.	
<b>Confirm you have provided a copy of your account statement that meets our criteria</b>	YES	NO			55.	

Please note that grants are paid electronically into your organisations account, and it is essential that this information is accurate and that you provide a copy of a recent bank statement or e-statement with this application.

## Section 6 Equality, Diversity, and Inclusion

We want to hear more about the people who will benefit from your project.

**Is your project aimed at a specific group of people or is it open to everyone?** If at least 75% of the people you support share characteristics, then your project is for a specific group.

Your specific group may share one or more characteristics. For example, if 80% of the people you work with are female refugees, this means you support a specific group of people. In this example, they share two characteristics — women and refugees.

We know this can only be an estimate. We understand that this may be difficult to work out exactly, especially if this is a new project.

**Please tick or cross the statement below which applies to your project:**

	✓	PTC only	
My project is aimed at a specific group of people.		56.	
My project is open to everyone.		57.	

## Who is your project for?

If 75% or more of the people supported or benefitting from your project come from one specific group, tell us who they are. If you select an option, we will ask you to tell us more about that group.

**Please tick the statement below which applies to your project:**

	☑	PTC only	
Communities experiencing ethnic or racial inequity, discrimination, or inequality.		58.	
People with disabilities or challenges		59.	
Older people (65 and over)		60.	
Younger people (under 25)		61.	
Women and girls		62.	
LGBTQ+ people		63.	
People who are educationally or economically disadvantaged		64.	
Specific groups that are not included already:		65.	

## Section 7 Terms and Conditions

**In order to submit your application, you will need to agree to our terms and conditions.**

- ❖ You have been authorised by the governing body of your organisation (the board or committee that runs your organisation) to submit this application and accept the Terms and Conditions on their behalf.
- ❖ All the information you have provided in your application is accurate and complete; and you will notify us of any changes.
- ❖ You understand that we will use any personal information you have provided for the purposes described under our Data Protection and Privacy notice.
- ❖ You accept that if information about this application is requested under the Freedom of Information Act, we **will release it in line with our Freedom of Information policy.**

		PTC only	
<b>Full Name of person completing this form:</b>		66.	
<b>Position in organisation:</b>		67.	

### Declaration

When the application form has been completed, the authorised Trustee or Official of the applicant organisation must sign the declaration below.

**I (BLOCK CAPITALS)** \_\_\_\_\_

am an authorised representative of and to the best of my knowledge the information provided by my organisation and within this application is correct. If Penrith Town Council agrees to make a grant, this will be used exclusively for the purposes described in this application.

		PTC only	
<b>Signature:</b>		68.	
<b>Date:</b>		69.	

All applications must be marked "**GRANT APPLICATION**" and sent to:  
Penrith Town Council, Unit One, Church House, 19-24 Friargate, Penrith Cumbria, CA11 7XR **Or by Email:** [office@penrithtowncouncil.gov.uk](mailto:office@penrithtowncouncil.gov.uk)

### Data Protection and GDPR

The information you have provided in the application will be used only for the purposes of considering, determining and processing the application and in connection with any grant that is approved. The information will be retained for 6 years with the Town Council's financial records. All personal data will be held securely and will not be shared with a third party. The lawful bases which the Town Council will rely on to process any personal information are your consent and that the Council has a legitimate interest in processing it and requires to do so to perform a public task.

**How did you hear about our grants scheme?**

Please tick any that apply:



Facebook	
Instagram	
Town Council website	
Town Council Newsletter	
Poster	
Press article	
Friend or family/word of mouth	
Other	

### **Checklist**

Check all the questions have been answered comprehensively.

#### **Provide:**

- Copy of a recent bank statements/building society or e-statement – no older than the last three months
- Full contact details for the applicant as well as any registered address for the organisation should be supplied.
- If you are not a registered charity, a copy of the constitution for the organisation if available.

#### **Next Steps:**

- Your submitted application will be acknowledged by email once received by the Council.
- Your application will be reviewed by officers.
- If your application is either incomplete insufficient in detail or not eligible we will write to you within 14 working days of acknowledging receipt of your application.
- Your application will be assessed by a panel of officers.
- You will receive a decision on the outcome of your application in writing.

INTENTIONALLY BLANK





# **Penrith Town Council**

## **SCHEME OF DELEGATION**

## 1. Purpose

This Scheme of Delegation authorises the Proper Officer and Council Officers, committees, subcommittees and task and finish groups of the Council to act with delegated authority in the specific circumstances detailed within this scheme.

Where consultation with others is a requirement of the ability to act, it is clearly set out with whom that consultation should take place.

Any deviation from this scheme should be reported to Council at the earliest opportunity with an explanation of the circumstances in which the breach occurred.

Section 101 of the Local Government Act 1972 provides:

- a That a council may delegate its powers (except those incapable of delegation) to a committee, or an officer.
- b A committee may delegate its powers to an officer.
- c The delegating body may exercise powers that have been delegated.

## 2. Overview

- a) Members deal with all matters through their collective Council membership and there are no circumstances where an individual Member can issue an instruction to the Clerk or a Contractor. A Member must never act "on behalf of the Council" in the organisation of any function or service, **or at any external meetings**, without written delegated authority to do so.
- b) Mutual respect between the officers and Members is essential for the Council to function effectively. Personal/professional/verbal/written attacks on the officers must be avoided (and would be contrary to the Code of Conduct), as, under the convention of Local Government, Officers are unable to defend themselves from such comments in public. Both Members and the officers must work within the law.
- c) The day-to-day management of Council services, assets and **Council services staff** is the responsibility of the Town Clerk.
- d) Council officers are responsible for advising Members on the making of Council policy and for ensuring that such policy is carried out. Many matters are delegated to the officers, who can make decisions on them working within established Council policies.
- e) The Council's terms of reference for Committees determines which Committee deals with matters, and at which level decisions are taken.
- f) To validate membership of a committee each member should participate in appropriate training within twelve weeks of their appointment to that committee.

- g) The Town Clerk may nominate another named Officer or professional to carry out any powers and duties, which have been delegated to that Officer. Where officers are contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they should also consult the Town Clerk, and must ensure that they obtain appropriate advice from the Council's legal, financial, and other specialist personnel before action is taken.
- h) A record of the decision taken pursuant to delegated powers must be published in accordance with the Openness of Local Government Bodies Regulations 2014, Appendix a, if the scope of the decision extends beyond an agreed budget or if there is no budget and the matter is urgent in nature.
- i) Budgetary delegations are as approved and recorded in Appendix b.

### **3. Safeguards**

The Council may, at any time without prejudice to action taken already, revoke any power delegated to a committee or Officer.

### **4. Delegation to Officers**

- a) The Town Clerk is designated and authorised to act as Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a Proper Officer.
- b) Any delegation to the Proper Officer and Officers of the Council shall be exercised in compliance with the Council's Standing Orders, policies or any conditions imposed by the Council and within law.
- c) Subject to those matters that are reserved for Committee all members of staff shall be responsible and shall have delegated authority for the day-to-day operation and management of his/her/their department and of the services and land for which he/she/they are responsible.
- d) Any matter not reserved for Committee shall be regarded as falling within the day-to-day operation and management of the relevant department and shall be delegated to the appropriate member of staff and shall be exercised in accordance with the principles of delegation.
- e) The Town Clerk shall have authority to issue instructions to individual officers in the performance of their statutory or other duties.
- f) The Town Clerk shall have delegated management authority for the following Services: services, assets, resources, personnel, property, and finance.
- g) The Town Clerk shall be responsible for signing all the Council's Official Notices and for sealing Council documents and is authorised to sign on behalf of the Council any document necessary to give effect to any decision of the Council.
- h) The Town Clerk shall be the Proper Officer for any function of the Council in the absence of any other appointment as specified within this Delegation Scheme.

- i) The Responsible Finance Officer has authorisation to take any proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the Council.
- j) The Town Clerk is given delegated powers to recruit, appoint and manage the Council staff in accordance with the Council's policies, procedures, and budget.

**The Town Clerk has authority to:**

- k) Manage staff performance and discipline and performance, including the power of suspension and dismissal, in accordance with the policies set and as approved by Council.
- l) Pay staff expenses and allowances.
- m) Provide guidance to the Finance Committee on recommendations for employees' salary reviews, in accordance with the Council's staff appraisal system or similar.

**The Town Clerk has authority to manage the land and property of the Council including:**

- n) Agreeing the terms of any lease, licence, conveyance, or transfer approved by the Council's solicitors and Finance Committee.
- o) Granting or refusal of the Council's consent under the terms of any lease.
- p) Varying restrictive covenants of a routine nature.
- q) Recommending to Council on the granting of easements, wayleaves, and licenses over Council land.
- r) Initiating legal action or proceedings against unauthorised encampments on Council land.

**Officers have authority to:**

- s) Incur expenditure up to an approved maximum on any item for which provision is made in an appropriate budget provided that any action taken complies with any legislative provisions.
- t) Use the repairs budget for the maintenance, replacement or repair of existing property or equipment.
- u) Recommend to the relevant Council/committee quotations or tenders for work supplies or services (where tenders are required by the Council's Financial Regulations and Procurement Policy), subject to:
  - i. The cost not exceeding the amount of the approved budget.
  - ii. The quote/tender being the lowest or the one showing best added value to the Council according to the criteria set out in the tender documentation.
  - iii. All the requirements of the Council's Financial Regulations and Procurement Policy being complied with.
- v) Compile, approve, vary, and employ approved contractors subject to the requirements of the Council's Financial Regulations and Procurement Policy.
- w) Recommend to the relevant Council/committee on investing monies held by the Council with a view to obtaining the optimum financial return.

## **5. Urgent Items**

- a) Matters of urgency, as determined by the Town Clerk (or in his/her/their absence the Services and Contracts Manager) shall be delegated to the relevant officer in consultation with the Chair and Vice-Chair of the appropriate Committee subject to a report being made to the next meeting of the appropriate Committee. (Appendix a)
- b) Consultation may be by virtual meeting, email or by telephone.

## **6. Emergency Matters**

- a) In an emergency, the Town Clerk is empowered to carry out any function of the Council.
- b) Matters of emergency, as determined by the Town Clerk or Council Chair, shall be delegated to the Town Clerk (or in his/her/their absence the Services and Contracts Manager). The Town Clerk who will consult (consultation may be by virtual meeting, email or by telephone), with the Council Chair, Vice Council Chair and Chair of each Committees (a minimum of three Members) who may convene without public notice as an Emergency Management Committee. The Chair is required to report to Council at the earliest opportunity.
- c) In an emergency the Town Clerk is empowered to carry out any function of the Council other matters limited to Council and has delegated authority to spend up to £25,000 per transaction where the Council has an approved budget.
- d) An emergency is defined as:
  - i. A matter with significant financial implications greater than £25,000.
  - ii. A matter with significant legal implications
  - iii. A matter related to the conduct of a Councillor or an employee that would potentially amount to gross misconduct or bringing the Council into disrepute.
- e) An emergency as defined in the Council's Emergency Plan:
  - i. Flooding
  - ii. Loss of electricity
  - iii. Pandemic
  - iv. Emerging infectious disease
  - v. Multiple emergencies – e.g., Flooding resulting in a loss of power

## **7. Matters to be Resolved only by Council**

- a) Approve and adopt the budget.
- b) Appoint the Council Chair and Mayor.
- c) Appoint the Council Vice Chair and Deputy Mayor.
- d) Appoint Committee Chair.
- e) Agree and/or amend the terms of reference for committees, deciding on their composition and making appointments to them.
- f) Adopt the schedule of meetings for the ensuing year.
- g) Consider the recommendations of the Finance Committee and adopt the level of expenses that can be claimed by Members of the Council in respect of authorised or approved duties.
- h) Make any decisions which would be contrary to the policy framework.
- i) Determine matters involving expenditure for which budget provision is not made or is exceeded.
- j) Determine matters which do not fall within the remit of any Committee.
- k) Determine matters affecting or likely to affect, another Committee or where consultation with or approval of that other Committee is required.
- l) Set the Precept.
- m) Borrow money.
- n) Receive statutory reports from the Town Clerk.
- o) Consider any matter required by law to be considered by Council.

## **8. Delegation to Committees**

- a) In liaison with the Town Clerk, the Committee Chair have the authority to cancel or postpone a meeting owing to lack of business or in an emergency.
- b) Committee Chair have no other authority other than to chair a meeting of their committee.
- c) Each Committee has delegated authority to decide matters within their terms of reference.
- d) Subject to urgent items, the following matters shall be referred to the relevant Committee or Full Council, where appropriate. Any matter which:
  - Requires a new policy.
  - Requires an alteration to an existing policy (other than a minor amendment).
  - Would be contrary to the policy framework.
  - Involves expenditure, or a reduction in income, for which there is no sufficient budgetary provision.
  - In the opinion of the Town Clerk, cannot in law or in accordance with the Standing Orders be decided by an Officer.
  - Upon which a Committee has requested a report.
  - A Member has requested an item to be put on an agenda.
  - In the opinion of the officer concerned, should be determined by a committee.

## **9. Sub-Committees**

- a) Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the parent committee.
- b) The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.
- c) Members of committees and sub-committees who are not members of Council shall not have a vote.
- d) The Council may appoint standing sub-committees or other committees as may be necessary, and:
  - Shall determine their terms of reference.
  - Shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full Council.
  - Shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings.
  - Shall, subject to standing orders, appoint and determine the terms of office of members of such a committee.
  - Shall determine the place, notice requirements and quorum for a meeting of the sub-committee which shall be no less than three.
  - Shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee.
  - Shall determine if the public may participate at a meeting of a subcommittee that they are permitted to attend.
  - Shall permit delegated areas of responsibility to sub committees including delegated financial powers within the approved budget.
  - May dissolve a committee.

## **10. Task & Finish Groups**

- a) A Task and Finish Group must follow the direction set for it by the Committee or Sub-Committee of the Council or Full Council and for which it was convened. There is to be no transfer of delegated powers from the Committee which has authorized its establishment, otherwise the Council will be acting unlawfully. (LGA 1972s.101)
- b) If urgent expenditure is necessary to enable a Task and Finish Group to achieve its objectives, then this can only be sanctioned through the emergency powers of the Town Clerk.
- c) The Task and Finish Group shall not issue instructions to any officer if, in the opinion of the officer, it is likely to incur expenses or use excessive time without prior authority of the Committee.

- d) Membership of the Task and Finish Group is to be decided at the creation of the group, when the need is identified by a committee or by the Full Council for such an action.
- e) Membership of a Task and Finish Group need not be confined to Members of the Council and can be drawn from the wider community, where specialist skills or knowledge would be helpful to the Task and Finish Group in its work.
- f) The quorum for a meeting of a Task and Finish Group is to be not less than two Councillors.
- g) A Task and Finish Group will be convened solely to meet objectives defined by the appropriate Committee, or Full Council, for the specific task of undertaking a project or detailed study.
- h) The Task and Finish Group shall advise and make recommendations to full Council or to the Committee from which it was formed.
- i) The Chair of a Task and Finish Group will be appointed by the Committee from which it was formed.
- j) The Task and Finish Group shall be convened by its Chair.
- k) Meeting Notes and Reports from Task and Finish Groups shall be sent to the Town Clerk and Chair within two weeks of a meeting taking place.
- l) The Task and Finish Group shall report to the Council or Committee on a regular basis, depending on the length of time set for the Group to conclude its work.
- m) A Task and Finish Group may meet without the need to give public notice and so be able to exclude the public and press without the formality of giving adequate reasons.
- n) A Task & Finish Group may not necessarily have officer support but may seek advice from officers as and when required.

## **11. Review**

This scheme of delegation forms part of the Council's constitution and will be reviewed at least annually or earlier if required.

Those with delegated responsibility are referred to by job title or name, therefore any changes in job titles will trigger a review of this scheme.

**Approved 2015: Reviewed annually**

**Last review and approval: March 2024**



## **12. Appendices**

- A. Record of Decision
- B. Summary of responsibilities
- C. Terms of Reference for the Planning Committee
- D. Terms of Reference for Communities Committee
- E. Terms of Reference for the Finance Committee
- F. Terms of Reference for the Staff Sub-Committee
- G. Terms of Reference Emergency Management Committee
- H. Informal Members Briefing Forum

## APPENDIX A

# 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	
2.	Name of officer making decision	
3.	Details of decision	
4.	Scheme of Delegation reference <sup>1</sup>	
5.	Legal powers <sup>2</sup>	
6.	Consultation undertaken (state dates) <sup>3</sup>	
7.	Matters considered <sup>4</sup>	
8.	Alternative options considered and rejected.	
9.	Reason for decision <sup>5</sup>	
10.	Financial/budgetary implications	

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:

---

<sup>1</sup> Paragraph of the Council's Scheme of Delegation delegating decision to Clerk or another officer

<sup>2</sup> Specify what statutory power enables the Council to make this decision.

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

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

<sup>5</sup> 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, and publish

## APPENDIX B

### Summary of Responsibilities for Council & Committees

Not exhaustive

#### FULL COUNCIL

- GPC and statutory obligations
- Local Government Reorganisation and Devolution – negotiations, planning, infrastructure, and resources development, TUPE etc.
- GDPR compliancy
- Transparency compliancy
- Corporate Governance Framework
- Legal services
- Elections, co-options, and Member's support
- Member training and development
- Freedom of information
- Complaints
- 4 Members to act as signatories to the Council's accounts and investments.
- Policy and performance
- Code of Conduct
- Register of attendance
- Declarations of Interest
- Emergency Planning
- Parking & Movement
- LCWIP
- Borderlands
- Civic pride/activities/ Mayoralty
- Grants
- Regeneration & development projects
- Marketing, tourism, and visitor economy
- Town centre

#### PLANNING COMMITTEE

- Housing and Planning
- Conservation and heritage
- Street naming
- Footpaths and rights of way
- Highway and traffic regulations
- Traffic calming
- Tree preservation
- Planning policy
- Town Centre
- Parking & Movement
- Regeneration & development projects
- Borderlands
- Highways
- Transport
- Connectivity
- Climate Change mitigation for planning applications
- Recycling
- Community Partnerships
- Green spaces
- Parking & Movement
- Regeneration & development projects
- LCWIP

## COMMUNITIES COMMITTEE

- Mental health
- Promotion and support of the voluntary sector
- Young people
- Older people
- Refugees
- Climate change and sustainability
- Arts & culture
- Business
- Sport, leisure, and play
- Health and well-being
- Physical health
- Community Engagement and liaison with community groups

## FINANCE COMMITTEE

- Risk management
- Payroll
- Internal and external audit
- Procurement
- Property, estates, and management of assets
- Allotments
- IT and Data security
- Policy
- HR and recruitment, retention, training, and performance monitoring
- Staff sub-committee
- Health and Safety
- Budget and payments management
- Investments
- Precept recommendation
- Contract management
- Public domain maintenance, street cleaning and litter
- Lease, license, and fees management
- Debt monitoring
- Policy development and monitoring
- Town Dressing – greening, in Bloom, bunting, Christmas lights

## STAFF SUB COMMITTEE

- Disciplinary and Grievance arrangements
- **Complaints**

## **APPENDIX C**

### **Planning Committee Terms of Reference**

**MEMBERSHIP:** Up to **Eight** Members of Penrith Town Council.

**QUORUM:** **THREE** Members of the Committee.

#### **Terms:**

- a) The Council's Standing Orders apply to all meetings of the Committee.
- b) The Committee shall be appointed on an annual basis at the Annual Meeting of the Town Council when the Committee Chair will be appointed.
- c) The first order of business of the first meeting of the Committee after its annual appointment will be to elect a Vice-Chair.
- d) Unless the Council directs otherwise, the Committee may arrange to devolve any of its functions to a Sub-Committee or to Officers of the Council.
- e) The Committee will meet monthly.
- f) Meetings shall be open to the public unless the Committee feels it appropriate to exclude the press and public for specific items.
- g) Members of the Committee will receive an agenda and supporting papers in accordance with the Councils Standing Orders.
- h) All Members of the Council will receive an agenda only, sent via email.
- i) Notice of meetings will be published in accordance with the Councils Standing Orders.

#### **Limitations**

- a) Only Members of the Committee may vote on agenda items.
- b) Non-Members of the Committee may attend in their capacity as a Councillor and will be allowed to speak on an agenda item with the agreement of the Chair.
- c) Non-Members of the Committee are subject to the same rules as Committee Members regarding confidentiality and the requirements of the Code of Conduct.
- d) Non-Members of the Committee have no more rights at Committee meetings than members of the public.

#### **Responsibilities**

- a) Consider and provide responses to planning applications made to Westmorland and Furness Council for planning permission.
- b) Consider and provide responses to any proposals by the Local Planning Authority to make Tree Preservation Orders.
- c) Consider consultation responses to the Government's Planning Inspectorate and other appropriate bodies.
- d) Consider and provide responses with respect to the stopping up, diversion, maintenance, or creation of public rights of way.

- e) Consider and provide responses with respect to footpath/bridleway creation orders, highway adoption orders and other highway notices.
- f) Consider and recommend responses to any proposals with respect to street naming.
- g) Consider and provide responses to proposals with respect to highway and traffic regulation issues and orders.
- h) Develop and implement a Neighbourhood Plan for Penrith.
- i) Delegate areas of responsibility to either a sub-committee or to an office.
- j) Formulate budget recommendation.
- k) Develop policy.

### **Delegated Powers**

The committee has delegated authority:

- a) Respond to all planning matters referring contentious and significant applications to full Council for consideration.
- b) Design, develop and approve policy relevant to the Neighbourhood Plan.  
~~and Climate Change Strategy.~~
- c) Financial powers within the approved budget for expenditure related to the Neighbourhood Plan budget.

## **APPENDIX D**

### **Communities Committee Terms of Reference**

**MEMBERSHIP:** Up to **SIX** Members of Penrith Town Council.

**QUORUM:** **THREE** Members of the Committee.

#### **Terms:**

- j) The Council's Standing Orders apply to all meetings of the Committee.
- k) The Committee shall be appointed on an annual basis at the Annual Meeting of the Town Council when the Committee Chair will be appointed.
- l) The first order of business of the first meeting of the Committee after its annual appointment will be to elect a Vice-Chair.
- m) Unless the Council directs otherwise, the Committee may arrange to devolve any of its functions to a Sub-Committee or to Officers of the Council.
- n) The Committee will meet ~~monthly~~ **up to six times per year**.
- o) Meetings shall be open to the public unless the Committee feels it appropriate to exclude the press and public for specific items.
- p) Members of the Committee will receive an agenda and supporting papers in accordance with the Councils Standing Orders.
- q) All Members of the Council will receive an agenda only, sent via email.
- r) Notice of meetings will be published in accordance with the Councils Standing Orders.

#### **Limitations**

- e) Only Members of the Committee may vote on agenda items.
- f) Non-Members of the Committee may attend in their capacity as a Councillor and will be allowed to speak on an agenda item with the agreement of the Chair.
- g) Non-Members of the Committee are subject to the same rules as Committee Members regarding confidentiality and the requirements of the Code of Conduct.
- h) Non-Members of the Committee have no more rights at Committee meetings than members of the public.

#### **Responsibilities**

- l) Responsible for the development and implementation of strategies, policies, and projects aimed at improving life at a local level in the context of the priorities identified by the community, the Council Plan, and other corporate strategies.
- m) Support and empower the community in Penrith to bring about social change, improve the quality of life in the local area and shape their own futures.

- n) Responsible for the delivery of Council Communications including forms of engagement which may be virtual, digital, printed or face to face.
- o) Responsible for the implementation, monitoring and review of the Council's Climate Strategy.
- p) The Committee has advisory responsibility for co-ordinating the Council's approach to equalities, democratic engagement, arts, culture, heritage, sustainability, health and well-being.
- q) The Committee meets up to six times a year.
- r) The Committee consists of 6 members, but it may invite representatives from community groups and others to attend with speaking rights.
- s) Members of the Council with an interest or experience in a priority may join the committee on a short-term basis.
- t) Delegated financial powers within the approved budget for expenditure related to all activities of the committee.
- u) Officers of the Council will report to the committee regarding progress on work plans and expenditure.
- v) The committee and officers have authority to respond to urgent emerging matters that impact upon service delivery or the community of Penrith.



## **APPENDIX E**

### **Finance Committee Terms of Reference**

**MEMBERSHIP:** No less than **SIX** Members of Penrith Town Council.

**QUORUM:** **THREE** Members of the Committee.

#### **Terms:**

- a The Council's Standing Orders apply to all meetings of the Committee.
- b The Committee shall be appointed on a Council term basis.
- c The Committee Chair will be appointed on an annual basis at the Annual Meeting of the Town Council.
- d The first order of business of the first meeting of the Committee after its annual appointment will be to elect a Vice-Chair.
- e Unless the Council directs otherwise, the Committee may arrange to devolve any of its functions to a Sub-Committee or to Officers of the Council.
- f The Committee will meet bi-monthly.
- g Meetings shall be open to the public unless the Committee feels it appropriate to exclude the press and public for specific items.
- h Members of the Committee will receive an agenda and supporting papers in accordance with the Councils Standing Orders.
- i All Members of the Council will receive an agenda only, sent via email.
- j Notice of meetings will be published in accordance with the Councils Standing Orders.

#### **Limitations**

- a) Only Members of the Committee may vote on agenda items.
- b) Non-Members of the Committee may attend in their capacity as a Councillor and will be allowed to speak on an agenda item with the agreement of the Chair.
- c) Non-Members of the Committee are subject to the same rules as Committee Members regarding confidentiality and the requirements of the Code of Conduct.
- d) Non-Members of the Committee have no more rights at Committee meetings than members of the public.

#### **Responsibilities**

- a) Ensure the preservation of probity and good financial practices within the Council and annually review the financial practises of the Council.
- b) Provide guidance to Committees and Council on overall levels of income and expenditure.
- c) Consider the annual draft budget and recommend the draft precept to Full Council.

- d) Authorise all income and expenditure.
- e) Receive financial reports and monitor and report to Full Council.
- f) Review the Council's Investment Strategy and monitor compliance.
- g) Manage the Council's reserves and the arrangements for investments making recommendations to Council where appropriate.
- h) Consider and award contracts for work.
- i) Ensure that lawful procurement procedures followed including the publication and results of tenders.
- j) Implement the procurement/tender procedures for contracts more than £25,000.
- k) Review all policies and procedures ensuring that all policies and procedures are compliant with statutory requirements.
- l) Review the Council's Asset Register.
- m) Monitor financial risk and ensure that adequate financial risk management is in place.
- n) Review the Council's insurance on an annual basis and ensure that the Council's property is adequately insured.
- o) Consider use, upkeep, leases, licences rents and fees for any facilities / buildings, **land and assets**.
- p) Responsible for the efficient and effective management **and development** of the Council's **buildings, land and assets**.
- q) Debt monitoring and recovery to be the responsibility of the Committee (above a de minimis level of £7,000).
- r) Consider the Internal Audit and External Audit reports, and report findings and recommendations to Full Council and implement any required audit actions.
- s) Ensure that PAYE, NI, and pension payments are appropriately deducted from employees' salaries and paid as required by law.
- t) Make recommendations to Full Council on matters related to pay and pensions for the Town Clerk.
- u) Resolve pay, pensions & conditions for all other Council staff as required.
- v) Recruitment of all staff except the appointment of the Town Clerk, which, by recommendation of this Committee, must be approved by Full Council.
- w) Delegate areas of responsibility to either a sub-committee, or an officer.
- x) Consider the recommendations of the Staffing Sub-Committee a standing subcommittee of the Finance **and Resources** Committee.

## **Delegated Powers**

The committee has delegated authority:

- a) Review and monitor the income and expenditure of the Council as a whole.
- b) Delegated financial powers within the approved budget.
- c) Authority to oversee insurance of the Council's property.
- d) Recover debts on behalf of the Council.
- e) Award contracts.
- f) Recruit staff.

## APPENDIX F

### Staff Sub-Committee Terms of Reference

**MEMBERSHIP:** ~~SIX~~ **SEVEN** Members of Penrith Town Council.

**QUORUM:** **THREE** Members of the Committee.

#### Terms:

- a) The Council's Standing Orders apply to all meetings of the Committee.
- b) The Committee shall ~~be appointed on an annual basis at the Annual Meeting of the Town Council when the Committee Chair will be appointed~~ **be made up of those Members who have been appointed to the Council's Finance Committee.**
- c) **The Committee Chair will be the same Member who is the approved Chair of the Finance Committee.**
- d) The first order of business of the first meeting of the Committee after its annual appointment will be to elect a Vice-Chair.
- e) Unless the Council directs otherwise, the Committee may arrange to devolve any of its functions to a Sub-Committee or to Officers of the Council.
- f) The Committee will meet ~~bi-monthly~~ **as required.**
- g) Meetings shall be open to the public unless the Committee feels it appropriate to exclude the press and public for specific items.
- h) Members of the Committee will receive an agenda and supporting papers in accordance with the Council's Standing Orders.
- i) All Members of the Council will receive an agenda only, sent via email.
- j) Notice of meetings will be published in accordance with the Council's Standing Orders.

#### Limitations

- a) Only Members of the Committee may vote on agenda items.
- b) Non-Members of the Committee may attend in their capacity as a Councillor and will be allowed to speak on an agenda item with the agreement of the Chair.
- c) Non-Members of the Committee are subject to the same rules as Committee Members regarding confidentiality and the requirements of the Code of Conduct.
- d) Non-Members of the Committee have no more rights at Committee meetings than members of the public.

#### The committee may not consider:

- a) Complaints by one Council employee against another Council employee or between a Council employee and the Council as employer. These matters are dealt with under the Council's disciplinary and grievance procedures.
- b) Complaints against Councillors. Complaints against Councillors are covered by the Code of Conduct for members adopted by the Council. Complaints

will be referred to ~~the District Councils Standards Committee~~ **Westmorland and Furness Council, Monitoring Officer.**

- c) Termination of employment of staff which is to be reserved for a Council decision.

## **Responsibilities**

- a) Investigate complaints about Council administration and procedures.
- b) Investigate complaints about Council employees.
- c) Delegate responsibilities and receive recommendations.
- d) Convene a panel for Grievance and Disciplinary arrangements and appeal.

## **Delegated Powers**

The committee has delegated authority:

- a) Resolve the outcome of a formal complaint.
- b) Refer a complaint to Full Council if necessary.
- c) Resolve the outcome of a complaint via Grievance and Disciplinary Panel.
- d) Approve and make recommendations to the Full Council via the Finance Committee.

## **Grievance and Disciplinary Panel Arrangements**

- a) The Panel shall entirely consist of Councillors.
- b) Members are appointed to the Grievance and Disciplinary Panel from the Staffing Sub-Committee when required with a pool of deputies also appointed in event of conflict of interests from members of the Finance Committee and remaining members of the Staff Sub-Committee.
- c) Meetings will be called on an ad-hoc basis as required, called by the Town Clerk and with notice given to the relevant employee.
- d) A minute taker will be present throughout the proceedings.
- e) The Panel will follow the procedure set out in the ACAS Grievance and Disciplinary Procedures.
- f) The Panel has no delegated financial powers.

## **Appeals Panel Arrangements**

- a) Any Member who has been involved in the original Grievance or Disciplinary Panel shall not form part of the Appeals Panel.
- b) The Appeals Panel will be appointed when any appeals against dismissal, grading, disciplinary proceedings, and grievances by employees of the Council are made.
- c) The Town Clerk will call the meeting and notice will be given to the employee.
- d) A minute taker will be present throughout the proceedings.

- e) The Panel will follow the procedures set out in the Disciplinary Procedure.
- f) The Panel has no delegated financial powers.

## **APPENDIX G**

### **Emergency Management Committee Terms of Reference**

- a) The Committee will be summonsed to consider matters of emergency, as determined by the Town Clerk (or in his/her absence another Officer).
- b) The Membership shall be the Council Chair and Vice Chair and Chair of all Committees.
- c) Quorum is THREE.
- d) The Committee may have to convene without public notice as an Emergency Management Committee, depending on the timing and nature of the emergency.
- e) The meeting will be minuted.
- f) The Council Chair is required to report to Council at the earliest opportunity.
- g) An emergency is defined as:
  - i. A matter with significant financial implications greater than £10,000.
  - ii. A matter with significant legal implications.
  - iii. A matter related to the conduct of a Councillor or an employee that would potentially amounts to gross misconduct or bringing the Council into disrepute.

## **APPENDIX H**

### **Informal Members Briefing Forum**

- a) The Council's Members will meet informally.
- b) There will be no public notice of the meeting and no agenda.
- c) These meetings are not open to the public.
- d) The Forum has no powers to make conclusions or decisions on the events/items themselves nor can any preconceived policy line be determined.

#### **Purpose:**

- a) To brief Members on forthcoming events.
- b) To improve communication.
- c) To provide an opportunity to voice ideas, concerns, suggestions.
- d) To provide an opportunity to develop skills & knowledge.
- e) To enhance a greater understanding of how Town Council operates.

### **Records of Group Meetings**

The briefing is an informal meeting which does not require a public notice nor agenda and the proceedings are not minuted formally in the style of the **Council**.





# Penrith Town Council

Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR  
Tel: 01768 899 773 Email: [office@penrithtowncouncil.gov.uk](mailto:office@penrithtowncouncil.gov.uk)

## ASSET VALUATION POLICY

This policy has been formulated by the Town Council to meet the requirements of statutory proper practice as issued under the Accounts and Audit Regulations 2015. The Council maintains an up to date register of its fixed assets and long-term investments. The register includes a description of each asset, date of acquisition, purchase price or proxy value and insurance value. The register provides the basis for the asset values reported in statutory returns.

Small value assets up to a value of £100 are considered de minimis and not included in the register. IT software is an intangible asset and is not treated as a fixed asset. A newly acquired asset is added to the register at the date of acquisition. It is assigned to a particular category which both groups similar assets and determines the basis of their valuation:

- a. The following categories of asset have a nominal proxy value of £1:
  - i. Community Assets, i.e. assets that do not have a functional purpose or any intrinsic resale value;
  - ii. Gifted assets; and
  - iii. Assets transferred from other authorities, eg under a devolution scheme.
- b. Leased assets are included in the register for management purposes only, with no value attached.
- c. All other categories of asset are valued at their actual purchase cost, unless this is not known, in which case a proxy cost is applied. This proxy value is taken to be the insurance value of the asset at the date of acquisition.

Where the acquisition date of an asset is not known, it is included in the asset register at the earliest opportunity, recording the date of its recognition. The value of an asset is not altered unless, in the case of assets recorded at actual purchase cost or at a proxy insurance value, there has been subsequent expenditure which materially enhances the asset or substantially increases its life. On the disposal of an asset, its register value is reduced to nil at the date of the disposal.

**Approved: 20 May 2019**

**Review: Annual**

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# FINANCE COMMITTEE

**Date: 18 March 2024**

## **Public Report**

**Matter: Provisional Finance Committee Meeting Dates 2024/25**

**Item no: 15**

**Author:** Acting Town Clerk

**Supporting Member:** Cllr. Shepherd, Chair of Finance Committee

### **Purpose of Report:**

To consider the dates for the meetings of Finance Committee 2024/25.

### **Recommendations:**

That the proposed Finance Committee meeting dates for 2024/25 be approved.

### **Law and Legal Implications**

The Town Council resolved from 15 May 2023, 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.

#### **1. Report Details**

- 1.1 The Council is required to approve the Finance Committee meeting dates for the 2024/25 municipal year, in order that they can be published in the annual committee meeting calendar.
- 1.2 This report sets out the proposed meeting dates for 2024/25. The dates as set out in the table below, follow as closely as possible the dates for the current year. The schedule of meetings allows the Finance Committee to operate effectively and report key decisions at the appropriate times throughout the year.
- 1.3 Note that the timing of meetings is agreed at the Annual Meeting of Penrith Town Council at its meeting in May other than the first meeting of the year which is proposed to commence at 6pm as it does now.

<b>Dates in 2023/24</b>	<b>Proposed Date 2024/25</b>
26 June 2023	24 June 2024 @ 6pm
25 September 2023	16 September 2024
13 November 2023	11 November 2024
15 January 2024	13 January 2025
18 March 2024	17 March 2025
22 April 2024	21 April 2025

## **2. Options Analysis including risk assessment**

### **a) Risk**

Meetings are not scheduled.

### **b) Consequence**

Council finance matters not managed, monitored and reported effectively.

### **c) Controls Required**

Agree meeting dates.

## **3. Financial and Resource Implications**

There are no financial implications associated with this report.

## **4. Equalities Implications**

There are no equalities implications associated with this report.

## **5. Climate Change and Environmental Implications**

There are no climate and environmental implications associated with this report.

## **Appendices**

None

## **Background Papers**

None

# FINANCE COMMITTEE

**Date: 18 March 2024**

## **Public Report**

**Matter: Cornmarket Area request for consent for use**

**Item no: 16**

**Author:** Services and Contracts Manager

**Supporting Member:** Cllr. Shepherd, Chair of Finance Committee

### **Purpose of Report:**

To consider a request from the Board and Elbow to be granted consent to use the area to the front of the Bandstand for outdoor hospitality in 2024.

### **Recommendations:**

The Committee is recommended to:

- i. Approve consent for the Board and Elbow Public House to use the area to the front of the Bandstand for outdoor hospitality in 2024.
- ii. Give delegated authority to the Services and Contracts Manager to confirm the arrangements with the Board and Elbow in line with those arrangements as set out in paragraph 1.3.
- iii. Agree a fee to be charged to the Board and Elbow for the use of the area in 2024 and this go forward for ratification by Full Council.
- iv. Approve that the Cornmarket area be designated to the Penrith Lions Club on the day of the May Day Carnival 2024 and agree that the Board and Elbow be informed in writing.

## **Law and Legal Implications**

The Town Council resolved from 15 May 2023, 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.

### **1. Report Details**

- 1.1 In 2021, 2022 and 2023 the Council has granted consent for the Board and Elbow Public House to use the area to the front of the Cornmarket Bandstand for the provision of outdoor hospitality. The Services and Contracts Manager under delegated authority has liaised with the landlord of the Board and Elbow to manage and monitor the consent. This has also included liaison with Westmorland and Furness Council Licensing Department.
- 1.2 The provision of the outdoor hospitality area has proven successful with many people using the space with no reported incidents of disorder, anti-social behaviour or vandalism. The provision of the outdoor hospitality area has introduced vibrancy to the area which otherwise largely goes unused.

- 1.3 The Board and Elbow has requested that the Council consider giving consent for use of the area in 2024 for the provision of outdoor hospitality. The outline arrangements would be based on previous years and would include:
- Permission to use the same area (footprint) as in 2023 which is confirmed with both the landlord and Westmorland and Furness Council licensing officers.
  - The period of permission to be from 01 April to 30 September 2024.
  - A fee be charged and agreed by the Council.
  - The Council will be the sole arbiter when determining whether any other hires of the area will take priority and as such the Board and Elbow be informed.
  - The Board and Elbow to ensure that the area is cleaned after use including removal of furniture, waste and any litter.
  - The Board and Elbow to provide a copy of its Public Liability insurance to the Council.
  - The Board and Elbow to obtain licensing consent from Westmorland and Furness Council prior to the 01 April 2024 as a condition of the Council's permission.
- 1.4 Members are advised to note that the period of consent, 01 April to 30 September does not necessarily mean that the pub will trade every day. In previous years use trading has been determined by the weather, staffing availability and the anticipated number of customers.
- 1.5 The terms of use include that the Council will be the sole arbiter when determining whether any other hires of the area will take priority and as such the Board and Elbow be informed. Members are advised to note that the May Day Carnival which is scheduled for Monday 06 May will fall within the period of consent.
- 1.6 The May Day event uses the Bandstand for a programme of entertainment throughout the day and the space to the front of the bandstand is used as a spectator viewing area which is attended by families and young children. It is recommended that Members approve that the area is designated to the Penrith Lions Club as a viewing area to observe the entertainment in the Bandstand on May Day and the Board and Elbow be informed.

## **2. Options Analysis including risk assessment**

### **a) Risk**

Unauthorised use of the area or breach of permission agreement.

### **b) Consequence**

Reputational damage to the Council, liability issues arising from any unauthorised use.

### **c) Controls Required**

Consent granted by the Council setting out permissions and arrangements.

## **3. Financial and Resource Implications**

The Board and Elbow have been charged £825 in 2023 for use of the Cornmarket Area. The granting of consent for use of the area provides an income to the Council. Members are asked to agree a fee to be charged to the Board and Elbow for the use of the area in 2024.

#### **4. Equalities Implications**

There are no equalities implications associated with this report.

#### **5. Climate Change and Environmental Implications**

There are no climate and environmental implications associated with this report.

#### **Appendices**

Appendix A – Plan of Area to be included in the consent.

#### **Background Papers**

Previous years reports.

## Appendix A – Plan of Area





Budgetary Management and Control				
ACTIVITY & PARTNERS	PTC Colleague	DETAILS	TARGETS	Date Due
Payments Schedule and Bank Reconciliation.	Ian / John	Prepare Payments for Approval information for two nominated Members prior to each Committee.  Prepare Payments Report for each month.  Prepare Monthly Bank Reconciliation	To give members and the wider public greater awareness of the Financial controls within the Council.	Finance Committee  June 23 Sept 23 Nov 23 Jan 24 Mar 24 Apr 24
Budget Monitoring Statement.		Prepare Budget Monitoring Statement for each Committee.	To give members and the wider public greater awareness of the Financial management and up to date position within the Council.	Finance Committee  June 23 Sept 23 Nov 23 Jan 24 Mar 24 Apr 24
Management of Internal Audit.	Ian / John / Jean	Ensure effective arrangements for internal audit.	Prepare Internal Audit Outline Plan	Sept 23
			Internal Audit Interim Report to 31/12/24	Mar 24
			Final Internal Audit Report to 31/03/24	Apr 24
			Review of Effectiveness of Internal Audit and Appointment of Internal Auditor 24/25	Apr 24

Risk Management, Insurance and Banking				
ACTIVITY & PARTNERS	PTC Colleague	DETAILS	TARGETS	Date Due
Risk Assessments	Ian / John	Review Corporate Risk Assessments	Review Corporate Risk Assessments and record actions arising from each one.  Put actions in to place and implement as required.	Sept 23  Ongoing
Insurance Review	Ian / John	Review Annual Insurance Policy	Review items and values insured  Seek quotations for new 3 yr Insurance cover agreement and report to Committee.  Insurance renewed	Jan 24  Apr 24  May 24
Review and Update Asset Register	Ian / Jon	Maintain asset register	Maintain an up-to-date Asset Register	Ongoing
Banking	Ian / John / Viv / Ros	Ensure suitable arrangements are in place for Banking and Investments	Update account signatories at Penrith Building Society, Lloyds, CCLA.  Ensure effective set up of the new Bank Account with Lloyds (from HSBC)  Monitor investments with the CCLA and ensuring sufficient funds available in current account.	Sept 23  Account closed  Ongoing

Annual Budget Preparation, Precept and Annual Return				
ACTIVITY & PARTNERS	PTC Colleague	DETAILS	TARGETS	Date Due
Prepare 2024-25 Annual Budget and Precept	Ian / John Viv, Carol, Ros, Lewis, Paul, Kerry	To follow a process to agree a Budget for 2024-25 and Precept	Set out budget process in a report to Finance Committee.	Sept 23
			Invite Growth Items.	Oct 23
			Budget Prospects and input from Finance Working Group.	Nov 23
			Prepare Draft Budget for Finance WG.	Dec 23
			Staff Salaries 24-25 to Committee.	Jan 24
			Final Draft Proposed Budget 24/25 to Finance Committee.	Jan 24
			Proposed Budget to Full Council 24/25.	Jan 24
Practitioners Guide	Ian / John	Review of documents to support the Annual Return	Precept Request submitted to W&F	Feb 24
			Review and adopt the provisions in the Practitioners Guide for 2023/24	Apr 24
Annual Return	Ian / John / Viv	Annual Return AGAR	Review the effectiveness of Internal Control Provision	Mar 24
			Finance Outturn 31 March 24	Apr 24
			AGAR Forms and Accounting Statements	Apr 24
			Documents for AGAR, External Audit	May 24

Review of Council Policy				
ACTIVITY & PARTNERS	PTC Colleague	DETAILS	TARGETS	Date Due
To review Council Policy Documents	Ian / John / Viv	To review Council Policy Documents at Finance Committee	Bandstand Hire Policy	Sept 23
			Risk Management Policy	Sept 23
			Procurement Policy	Sept 23
			Record Management and Retention	Nov 23
			Social Media	Nov 23
			Information Protection	Nov 23
			Information Security	Nov 23
			Removable Media	Nov 23
			Data Protection / Privacy	Nov 23
			Subject Access Requests	Nov 23
			Passwords	Nov 23
			Reserves Policy	Jan 24
			Investment Policy	Jan 24
			Code of Conduct – Taken to Council	Nov 23
			Asset Valuation Policy	Mar 24
			Delegation Scheme	Mar 24
			Grants Scheme	Mar 24

Assets				
ACTIVITY & PARTNERS	PTC Colleague	DETAILS	TARGETS	Date Due
Grounds Maintenance Contract	Ian	Monitoring of Contract	Monitoring of Contract	Ongoing
			Regular meetings with Lowther Forestry	To Start
			Retender Grounds Maintenance Contract	Autumn 23
Allotments	Ian	Maintaining a relationship with PAA.	Attend meetings with PAA as required.	Ongoing
			Undertake asset inspections for areas of Council responsibility.	Ongoing
			Receive income (lease)	Apr 23
Community Caretaker Contract	Ian / John	Maintain asset register	Monitoring of Contract	Ongoing
			Regular meetings with Urbaser	Ongoing
Carleton Village Hall	Ian / John / Lewis / Paul	Business Case	Develop Business Case / Implement resolutions of Council May 23.	Jul 23
Service Schedule	Ian / Viv / John	Maintenance and Upkeep of Council Assets	Office PAT Test	Jun 23
			Tree Liability Survey (Fairhill)	Aug 23
			Review IT service provision	Oct 23
			Clock Service (Musgrave Monument)	Oct 23
			Annual Play Inspection Report (Fairhill)	Jan 24
			Ladder / Latchway Safety Inspection (Musgrave Monument)	Feb 24
			Fire Extinguisher Service	31 Mar 24

Assets				
ACTIVITY & PARTNERS	PTC Colleague	DETAILS	TARGETS	Date Due
Assets	Ian	Projects	St Andrews War Memorial Plinth	Ongoing
			Bus Shelter (Scaws Estate)	Ongoing

Progress Report	Record Progress using the following		
	Not Complete / Started	Started and Underway	Completed
<b>Item</b>			
Payments Schedule / Bank Rec	On schedule		
Budget Monitoring	On schedule		
Management of Internal Audit	On schedule		
Risk Assessments	On schedule		
Insurance review	Later in the year		
Review and update Asset Register	On schedule		
Banking	Ongoing – Lloyds bank closed, signatories ongoing,		
Annual Budget and Precept 2024-25	Completed		
Practitioners Guide / Internal Control	Later in the year		
Annual Return	Later in the year		
Policy Review	On schedule		
Grounds Maintenance	Completed		
Allotments	On schedule		
Community Caretaker Contract	On schedule		
Carleton Village Hall	Behind schedule		
Service Schedule	On schedule		
Assets	St Andrews commenced / Bus shelter commenced		

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# **FINANCE COMMITTEE**

**Date: 18 March 2024**

## **Public Report**

**Matter: Motion on Notice – Footpath Thacka Beck Field**

**Item no: 18**

**Author:** Cllr Shepherd / Acting Town Clerk

**Supporting Member:** Cllr. Shepherd

### **Purpose of Report:**

To consider the motion on notice from Cllr. Shepherd that Penrith Town Council resolves to agree to prepare a scheme for the creation of a "Step Free" route from Thacka Beck field to Tynefield Drive and then source funding to execute the scheme.

### **Summary**

Currently there is a footpath that runs adjacent to the boundary of Thacka Beck Field. The path has number of 75mm to 100mm steps which impedes the use of push chairs and similar for persons exiting the field at Thacka Beck.

The path is owned by Westmorland and Furness and does not appear on Ordinance Survey maps as a public right of way.

This route is the safest and most pleasant way from the south east end of Pategill and Carleton estates as well as the new developments around the Cross Keys pub to both UCC and QEGS, the health centre, New Squares and King Street. I would expect a lot of school children, students as well as adults will use this upgraded route. The alternative uses more of the A686 and then past Kemplay roundabout and back along Bridge Lane. All of these are heavily trafficked and during the A66 work the area around Kemplay roundabout will be very noisy, dusty and generally unpleasant.

It appears to be perfectly possible to regrade the path between the houses to maintain same gradient currently between the steps from Tynefield Drive to the existing bend. Then create a new path at a suitable gradient to connect with the existing main Thacka Beck field path.

### **Penrith Town Council resolves:**

- i. To liaise with Westmorland and Furness Council about the feasibility to regrade the footpath at Tynefield Drive and access at Thacka Beck Field to create a step free access.
- ii. And prepare a further report to the finance committee.

### **Appendices**

None

### **Background Papers**

None.