



# 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: 17 April 2024**

**NOTICE IS HEREBY GIVEN** that an **ORDINARY MEETING** of **THE FINANCE COMMITTEE** will be held on **Monday 22 April 2024**, at **4.00pm** 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 22 APRIL 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 18 March 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. D. Jayson and Cllr. Shepherd accessed the Banking System to reconcile the report of all payments made for the relevant period and would be able to recommend that each payment aligned with the invoices.
- b) Agree two Members to undertake the Payments for Approval reconciliation for the meeting of Finance Committee on the 24 June 2024.
- c) Approve the monthly report of payments for March 2024.

## **8. Bank Reconciliation**

Approve and sign the bank reconciliation as of 31 March 2024 as a correct record.

## **9. Governance and Accountability for Smaller Authorities**

Note the publication of the Practitioners Guide 2024 which is mandatory for 2024-25 and to consider adopting the provisions for 2023-24.

## **10. Asset Register 2023-24**

- a) Review and approve the Asset Register at 31 March 2024. The statement shows the full asset register and a reconciliation of transactions in 2023-24. For accounting purposes, assets have been valued in accordance with the Council's Valuation Policy and total £172,003.60; this figure is summarised in the AGAR Accounting Statements. The insurance value for the same assets is £750,328.
- b) Forward the approved Asset Register to Full Council for ratification.

## **11. Finance Outturn Report – Year Ended 31 March 2024**

Review the final outturn report for the financial year ended 31 March 2024 and recommend the report go forward for ratification by Full Council.

## **12. Internal Audit 2023-24 and 2024-25**

- a) Receive and note the Annual Internal Audit Report 2023-24 prior to it going forward to Full Council.
- b) Consider the review of effectiveness of internal audit provision during 2023-24 and recommend this go forward for approval by Full Council.
- c) Consider the re-appointment of the Internal Auditor for 2024-25 and recommend this go forward to Full Council for ratification.

## **13. Review of the System of Internal Control and Annual Governance Statement 2023/24 (Section 1 of the Annual Governance and Accountability Return (AGAR))**

- a) Note that the Town Council must carry out an annual review of the effectiveness of the system of internal control prior to the completion of the Annual Governance Statement. A full review was carried out by this Committee on the 18 March 2024 and ratified by Council on the 25 March 2024. The review confirmed that the Council's system of internal control is effective; the review of the effectiveness of internal audit provides further support for that assessment.
- b) Review the Annual Governance Statement for 2023/24 prior to its approval by Full Council.

## **14. Annual Governance and Accountability Return (AGAR) 2023-24 Accounting Statements**

Review the Accounting Statements 2023-24 (Section 2 of the AGAR) prior to being considered for approval by Full Council.

## **15. Work Plan**

Note the progress on the Finance Committee Work Plan for the period 01 April 2023 to 31 March 2024.

## **16. Next Meeting**

Note the next meeting is scheduled for **Monday 24 June 2024, 6.00pm** 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)



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**DRAFT** Minutes of the meeting of the

## **FINANCE COMMITTEE**

Held on Monday 18 March 2024, at 6.00 p.m.

### **PRESENT**

Cllr. Jackson            North Ward  
Cllr. D. Jayson        North Ward

Cllr. Rudhall            East 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  
18 MARCH 2024**

**FIN23/66 Apologies for Absence**

Apologies for absence were received from Cllrs. Burgin, Kenyon and Lawson.

**FIN23/67 Confirmation of the Minutes**

Members authorised the Chair to sign the Minutes of the Meeting of the Finance Committee held on Monday 15 January 2024.

**FIN23/68 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.

**FIN23/69 Public Participation**

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

**FIN23/70 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:**

No items should be considered without the presence of the press and public.

**FIN23/71 Resolutions Report**

Members noted the Resolutions Report.

**FIN23/72 Payments for Approval**

- a) Members noted that prior to the meeting Cllrs. Jackson and Rudhall verified and confirmed that the banking transaction history for January and February 2024 reconciled and agreed with the transactions circulated with the meeting documents.
- b) Members were asked to agree the two Councillors to undertake the payments for approval checking for the next meeting of the Finance Committee to be held on the 22 April 2024.



## **FIN23/72 Payments for Approval, continued**

### **RESOLVED THAT:**

Cllr D. Jayson and Cllr Shepherd check the payments for approval prior to the meeting of the Finance Committee on the 22 April 2024.

- c) Members considered the Monthly Report of Payments for January and February 2024.

### **RESOLVED THAT:**

The Monthly Report of Payments for January and February 2024 be approved.

## **FIN23/73 Bank Reconciliation**

Members considered the Bank Reconciliation for the HSBC Bank account for the period ending 31 January and 29 February 2024.

### **RESOLVED THAT:**

The Bank Reconciliation for the HSBC Bank account for the period ending 31 January and 29 February 2024 be approved and signed by the Chair.

## **FIN23/74 Budgetary Control Statement 2023/2024: 29 February 2024**

Members considered the Budgetary Control Statement 2023/24 Expenditure for the period to 29 February 2024.

### **RESOLVED THAT:**

The Budgetary Control Statement 2023/24 expenditure for the period to 29 February 2024 be approved and go forward for ratification by Full Council.

## **FIN23/75 Internal Audit Report**

Members considered the Internal Audit Report for the period 01 April 2023 to 31 December 2023.

### **RESOLVED THAT:**

- i. The Internal Audit report for the period 01 April 2023 to 31 December 2023 concluded that 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 and the report be approved and go forward for ratification by Full Council.
- ii. The officers be thanked for their work in receiving a positive audit.

## **FIN23/76 Proposed Fees and Charges 2024/25**

Members considered the proposed Fees and Charges for the financial year 2024/25.

### **RESOLVED THAT:**

The proposed Fees and Charges for the 2024/25 financial year be approved and go forward for ratification by Full Council.

### **FIN23/77 Banking**

Members noted that £100,000 had been withdrawn from the CCLA account to supplement the HSBC bank balance.

### **FIN23/78 Review of the System of Internal Control 2023/24**

Members considered the report setting out the review of the Council's System of Internal Control for the current financial year 2023/24.

#### **RESOLVED THAT:**

- i. The review of the Council's System of Internal Control for the current financial year 2023/24 be approved and go forward for ratification by Full Council.
- ii. The Council tests its cyber system protection arrangements.

### **FIN23/79 Policy Review**

Members considered the reviewed Grants Scheme, Scheme of Delegation and Asset Valuation Policy.

#### **RESOLVED THAT:**

The following reviewed policies with amendments be approved and go forward for ratification by Full Council.

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

### **FIN23/80 Provisional Meeting Dates 2024/25**

Members considered the provisional meeting dates for Finance Committee 2024/25.

#### **RESOLVED THAT:**

The following proposed meeting dates be approved, and the dates go forward for ratification by Full Council.

24 June 2024 at 6pm  
16 September 2024  
11 November 2024  
13 January 2025  
17 March 2025  
21 April 2025

### **FIN23/81 Cornmarket Area**

Members considered 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 considered the charging arrangements.

#### **RESOLVED THAT:**

- i. The Board and Elbow be granted consent to use the Cornmarket area for outdoor hospitality between the dates of 01 April and 30 September 2024.

## **FIN23/81 Cornmarket Area, continued**

- ii. The Services and Contracts Manager be given delegated authority to confirm the usage arrangements in line with those set out in the report.
- iii. A fee of £865 be charged for use of the Cornmarket area in 2024, which is a RPI (January 2024) increase of 4.9% on the previous year's fee, and this go forward for ratification by Full Council.
- iv. The Cornmarket area be designated to the Penrith Lions Club for the May Day Carnival on Monday 06 May 2024 and the Board and Elbow be informed in writing that they are not permitted to use the area for outdoor hospitality on this date.

## **FIN23/82 Work Plan**

Members noted the Finance Committee work plan progress for the period to 29 February 2024.

## **FIN23/83 Thacka Beck Field Footpath**

Motion by Councillor Shepherd.

Seconded by Councillor Jackson.

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 southeast 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.

### **RESOLVED THAT:**

- i. The Council 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; and
- ii. Prepares a further report to Finance Committee.

## **FIN23/84Next Meeting**

Members noted that the next meeting of the Finance Committee was scheduled for **Monday 22 April 2024** at **4.00pm**, Penrith Town Council Office, Board Room, Unit 1, Church House.

## **PART II PRIVATE SECTION**

There were no further items in this part of the agenda.

**CHAIR:**

**DATE:**

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

### **Access to Information**

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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		Faculty Application 25/04/2024
FIN23/63	Proposed Budget 2024/25: Staff Salaries to Full Council		
FIN23/64ii	Grounds Maintenance Contractor Appointed		
FIN23/64iii	Staffing Matter		
<b>18 March 2024</b>			
FIN23/74	Budgetary Control Statement: 29 February 2024 to Full Council		
FIN23/75	Interim Internal Audit to 31 December 2023 to Full Council		
FIN23/76	Proposed Fees and Charges 24/25 to Full Council		
FIN23/78	Review of System of Internal Control to 2023/24 to Full Council		
FIN23/79	Policy Review (Grants, Asset Valuation, Scheme of Delegation) to Full Council		
FIN23/80	Provisional Meeting Dates 2024/25 to Full Council in May		
FIN23/81	Cornmarket Board and Elbow Consent Letter sent out. Fee to Full Council		
FIN23/83	Thacka Beck Footpath develop scheme with Westmorland and Furness Council		

Payments Schedule  
March 2024

Date	Ref	Details	Net £	VAT £	Total £	Budget
04/03/2024	CCR23-74	B&Q - Soil	7.50	-	7.50	Fairhill Park
04/03/2024	CCR23-75	B&Q - Soil	4.00	-	4.00	Fairhill Park
04/03/2024	CCR23-76	Timponson - Keys	36.00	-	36.00	Thacka Beck
06/03/2024	23-224	2nd Penrith Scout Group	2,090.00	-	2,090.00	Large Grants
06/03/2024	23-225	Gale Little - Cleaning Services -Feb 24	80.00	-	80.00	Service Charges
06/03/2024	23-226	Heatons Group - Stationery	24.77	4.95	29.72	Printing, Postage & Stationery
06/03/2024	23-227	Turnstone HR Ltd - HR Services	125.00	25.00	150.00	Legal & Professional Fees
06/03/2024	23-228	KTD Ltd - Managed Print Use 29/12/23 - 29/02/24	327.75	65.55	393.30	Printing, Postage & Stationery
06/03/2024	23-229	KTD Ltd - Cloud Support Services	882.50	176.50	1,059.00	IT
06/03/2024	23-230	Kompan - replacement parts and repairs Fairhill play area	763.00	152.60	915.60	Fairhill Park
06/03/2024	CCR23-77	Marks and Spencer - Supplies	15.00	-	15.00	Printing, Postage & Stationery
06/03/2024	CCR23-78	Canva	10.83	2.16	12.99	Community Engagement
10/03/2024	CHG	Bank Charges to 17 Feb 2024	8.00	-	8.00	Bank Charges & Interest
11/03/2024	CCR23-79	Post Office Ltd - Post	10.80	-	10.80	Printing, Postage & Stationery
11/03/2024	CCR23-83	Amazon - Tripod & SDXC card	59.22	11.84	71.06	Community Engagement
12/03/2024	CCR23-80	Post Office Ltd - Post	2.70	-	2.70	Printing, Postage & Stationery
12/03/2024	CCR23-81	Canon Store	301.23	60.25	361.48	Community Engagement
13/03/2024	CCR23-82	Start Safety	103.86	20.77	124.63	Town Projects
13/03/2024	23-231	Urbaser Ltd - Community Caretaker Feb 2024	712.72	142.54	855.26	Community Caretaker
13/03/2024	23-232	Urbaser Ltd - Grounds Maintenance Feb 2024	306.75	61.35	368.10	Fairhill Park
13/03/2024	23-233	Urbaser Ltd - Grounds Maintenance Feb 2024	57.00	11.40	68.40	Thacka Beck
13/03/2024	23-234	Urbaser Ltd - Adhoc work refurbish bus shelter	927.36	185.47	1,112.83	Bus Shelters
13/03/2024	23-235	Urbaser Ltd - Adhoc work infill potholes	180.87	36.17	217.04	Allotments
13/03/2024	23-236	Urbaser Ltd - Adhoc Work cleaning SIDS and graffiti	154.96	30.99	185.95	Signage, Etc
13/03/2024	23-237	Walton Goodland - fire safety, lift & WC maintenance	98.46	19.69	118.15	Service Charges
13/03/2024	23-238	Walton Goodland - water charges 02/12/23-03/02/24	61.02	-	61.02	Heat, Light & Water
13/03/2024	23-239	Walton Goodland - electricity and gas to Jan 2024	724.97	36.26	761.23	Heat, Light & Water
13/03/2024	23-240	Lowther Forestry Group Ltd - Fairhill Tree Works	624.00	124.80	748.80	Fairhill Park
13/03/2024	23-241	Signs of Cheshire Ltd - Noticeboard Parts	23.00	4.60	27.60	Signage, Etc
18/03/2024	BP	Cumbria Local Gov - Pension Feb 24	5,565.32	-	5,565.32	Staffing - Salaries
19/03/2024	DD	BrightHR	43.20	8.64	51.84	IT
20/03/2024	CCR23-84	Post Office Ltd - Post	46.20	-	46.20	Printing, Postage & Stationery
20/03/2024	23-239	Eden Talking Newspaper Association - February recording	25.00	-	25.00	Community Engagement
20/03/2024	23-240	Carlisle DBF - Room Hire	64.00	12.80	76.80	Room Hire/Meetings
20/03/2024	23-241	YAM Architects Ltd - War Memorial, St Andrews	1,290.00	-	1,290.00	War Memorial
20/03/2024	23-242	KTD Ltd - IT System Support	859.25	171.85	1,031.10	IT
20/03/2024	BP	HMRC PAYE/NIC Feb 2024	5,971.15	-	5,971.15	Staffing - Salaries
22/03/2024	DD	British Gas	13.67	0.68	14.35	Bandstand
26/03/2024	CCR23-85	Adobe Software Licence	101.10	20.22	121.32	Licences
27/03/2024	CCR23-86	Post Office Ltd - Post	24.00	-	24.00	Printing, Postage & Stationery
27/03/2024	23-243	KTD Ltd - IT System Support	56.25	11.25	67.50	IT
27/03/2024	23-244	KTD Ltd - IT Services Managed Cloud Backup	29.00	5.80	34.80	IT
27/03/2024	23-245	KTD Ltd - IT Services	118.80	23.76	142.56	IT
27/03/2024	23-246	PTSG Premier Technical Services Group - Monument Inspection	214.00	42.80	256.80	Musgrave Monument
27/03/2024	23-247	Lowther Forestry Group Ltd - Tree Removal	798.00	159.60	957.60	Allotments
27/03/2024	23-248	Lawson Design Ltd - Brand Concepts Strategy 2 of 2	2,200.00	-	2,200.00	Marketing Penrith
27/03/2024	23-249	Gale Little - Cleaning Services - Mar 24	60.00	-	60.00	Service Charges
27/03/2024	23-250	KTD Ltd - Managed Print Use 29/02 - 27/03/24	147.10	29.42	176.52	Printing, Postage & Stationery
28/03/2024	DD	New Star Networks	392.37	78.47	470.84	IT
28/03/2024	BP	Net Pay Mar 2024	14,418.75	-	14,418.75	Staffing - Salaries
29/03/2024	BP	HMRC PAYE/NIC Mar 2024	5,970.95	-	5,970.95	Staffing - Salaries
29/03/2024	BP	Cumbria Local Gov Pension March 2024	5,565.32	-	5,565.32	Staffing - Salaries
Total			52,696.70	1,738.18	54,434.88	

INTENTIONALLY BLANK



Bank Ref:	1205	Date To:	31/03/2024
Bank Name:	HSBC	Statement Ref:	1205 2024-03-11 01
Currency:	Pound Sterling		

Balance as per cash book at 31/03/2024:

54,140.44

Add: Unpresented Payments

Tran No	Date	Ref	Details	£
				0.00

Less: Outstanding Receipts

Tran No	Date	Ref	Details	£
				0.00

Reconciled balance :

54,140.44

Balance as per statement :

54,140.44

Difference :

0.00

**3 March to 2 April 2024**

## Your Statement

**Account Name**  
Penrith Town Council

**Sortcode** **Account Number** **Sheet Number**  
[REDACTED] 227

### Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
	<b>BALANCE BROUGHT FORWARD</b>			<b>84,015.24</b>
	BP [REDACTED]			
	BP [REDACTED]			
	BP [REDACTED]			
	BP [REDACTED]			
	BP [REDACTED]			
	BP [REDACTED]			
	))) POST OFFICE COUNT			
	PENRITH	24.00		69,572.49
29 Mar 24	BP HMRC PAYE/NIC CUMB			
	475PK00871578	5,970.95		
	BP CUMBRIA LOCAL GOVT			
	PENRITH TOWN COUNC	5,565.32		
	BP KTD			
	K157435/6/7	244.86		
	BP Lowther Forestry G			
	PEN13 33376	957.60		
	BP Lawson Design			
	3993-B	2,200.00		
	BP KTD			
	K157550	176.52		
	BP Gail Little			
	Penrith Town Counc	60.00		
	BP PTSG Premier Tech			
	PEN003 CSV219095	256.80		54,140.44
02 Apr 24	<b>BALANCE CARRIED FORWARD</b>			<b>54,140.44</b>

### 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](http://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/](http://hsbc.co.uk/fscs/)).

# FINANCE COMMITTEE

**Date: 22 April 2024**

## **Public Report**

**Matter: Governance and Accountability for Local Councils**

**Item no: 09**

**Author:** Responsible Finance Officer

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

### **Purpose of Report:**

To adopt the latest statutory governance and accountancy guidance.

### **Recommendations:**

The Committee is recommended to:

- i. Note the publication of the Practitioners Guide 2024 which is mandatory for the financial year 2024/25.
- ii. Consider adopting the provisions of the Practitioners Guide for the financial year 2023/24 and recommend this go forward 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.

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

### **1. Report Details**

- 1.1 The Practitioner's Guide is issued by the relevant local government associations, usually in the form of annual updates. The 2024 edition of the Practitioners Guide applies to Annual Governance and Accountability Returns (AGAR) regarding financial years commencing on or after 01 April 2024. The latest version can be viewed using the underlined link below:

[file \(nalc.gov.uk\)](https://www.nalc.gov.uk)

- 1.2 There are only limited changes to the 2023 statutory guidance, with the most notable changes to the guide this year being set out below, of which the Town Council already complies:

- i. Stronger encouragement for local town councils to use gov.uk domains for websites and emails.
- ii. Recommendation that local councils publish their full internal audit on their website alongside the AGAR.

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

### **a) Risk**

Noncompliance with statutory guidance.

### **b) Consequence**

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

### **c) Controls Required**

Maintenance of strong internal controls, and internal audit, and adherence to the correct principles for the recording and reporting of the Council's transactions.

## **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 (JPAG to be circulated at the meeting and available via the link at para 1.1)

## **Background Papers**

Joint Practitioners Advisory Group Guide Changes 2024 (NALC)

PENRITH TOWN COUNCIL  
ASSET REGISTER 31 MARCH 2024

Total of assets held as at 31 March 2024

Category	ASSET	Custodian	Location	Date acquired	Transfer from	Value £	Asset Transfer Value £	Insurance Value £p	Insurance Value 2023-24 £
Allotments	Folly Lane allotment: 1.50 hectare	Clerk	Folly Lane	23/08/2016	EDC	-	1.00	0.00	0
Allotments	Eden Treescapes - Tree planting & Fencing	Services & Contracts Manag	Folly Lane	01/06/2018		732.35	-	0.00	0
Allotments	James Street allotment: 0.27 hectare	Clerk	James Street	23/08/2016	EDC	-	1.00	0.00	0
Allotments	Castletown allotment: 2.80 hectare	Clerk	Musgrave Street	23/08/2016	EDC	-	1.00	0.00	0
Allotments	Salkeld Road allotment: 0.78 hectare	Clerk	Salkeld Road	23/08/2016	EDC	-	1.00	0.00	0
Allotments	Brackenber Allotments - Drainage Improvements	Services & Contracts Manag	Brackenber	30/11/2021		9,600.00	-	9,600.00	0
Allotments Total						10,322.35	4.00	9,600.00	0
Bus Shelters	Bus Shelter	Services & Contracts Manag	Bridge Lane East	19/10/2018	EDC	-	1.00	15,000.00	16,200
Bus Shelters	Bus Shelter	Services & Contracts Manag	Bridge Lane West	19/10/2018	EDC	-	1.00	13,000.00	14,040
Bus Shelters	Bus Shelter - Replacement panes, Bridge Lane	Services & Contracts Manag	Bridge Lane	12/01/2022		279.17	-	279.17	301
Bus Shelters	Bus Shelter	Services & Contracts Manag	Clifford Road	19/10/2018	EDC	-	1.00	2,400.00	2,592
Bus Shelters	Bus Shelter	Services & Contracts Manag	Newton Road	19/10/2018	EDC	-	1.00	2,400.00	2,592
Bus Shelters	Bus Shelter	Services & Contracts Manag	Opposite Penny Hill Park, Scotland Road	19/10/2018	EDC	-	1.00	2,400.00	2,592
Bus Shelters	Bus Shelter	Services & Contracts Manag	Pategill/Sim Court	19/10/2018	EDC	-	1.00	2,400.00	2,592
Bus Shelters	Bus Shelter B & C Shelter, Tara Hill	Services & Contracts Manag	Scotland Road, Tara Hill	29/06/2018		2,744.00	-	2,744.00	2,964
Bus Shelters	Bus Shelter - AST Signs - Signage	Services & Contracts Manag	Various	01/03/2019		862.72	-	862.72	932
Bus Shelters	Bus Shelter (replacement) - Ace Shelters	Services & Contract Manag	Scotland Road, East	04/05/2022		2,967.50	-	2,967.50	2,968
Bus Shelters Total						6,853.39	6.00	44,453.39	47,773
Civic Functions	Barnard & Westwood - Condolence Book	Clerk	Council Office	31/03/2020		299.87	-	299.87	324
Civic Functions Total						299.87	0.00	299.87	324
Civic Regalia	Regalia	Deputy Mayors Consort	Deputy Mayor	16/12/2016		80.42	-	80.42	91
Civic Regalia	Regalia	Deputy Mayor	Deputy Mayor	16/12/2016		362.27	-	362.27	410
Civic Regalia	Mayoral Chain	Mayor	Mayor	18/05/2015		-	1.00	5,000.00	5,670
Civic Regalia	Regalia	Mayors consort	Mayor	16/12/2016		47.23	-	47.23	53
Civic Regalia	Vaughtons - Penrith TC press with embossed seal	Clerk	Council Office	26/05/2021		485.10	-	485.10	550
Civic Regalia Total						485.80		485.80	486
Community Asset	Bandstand	Services & Contracts Manag	Cornmarket	29/03/2018	EDC	-	1.00	6,460.82	7,260
Community Asset	Musgrave Monument	Services & Contracts Manag	Middlegate	01/02/2019	EDC	-	1.00	68,100.00	80,086
Community Asset	WWW1 Plaque	Services & Contracts Manag	St Andrew's Church	28/09/2017	EDC	-	1.00	340,700.00	400,663
Community Asset	WWW2 Plaque	Services & Contracts Manag	St Andrew's Church	28/09/2017	EDC	-	1.00	0.00	0
Community Asset	War Memorial - Obelisk	Services & Contracts Manag	St Andrew's Churchyard	28/09/2017	EDC	-	1.00	0.00	0
Community Asset Total						-	1.00	11,000.00	12,474
Equipment	Parish Noticeboard Co - Noticeboard	Clerk	Adjacent to Bakewells electronics	22/04/2020		0.00	5.00	419,800	493,223
Equipment	Therebutnothere - 2 Steel Tommies	Services & Contracts Manag	Council Office	22/10/2018		1,000.00	-	1,000.00	1,080
Equipment	Hampshire Flag Company - Bunting	Deputy Clerk	Council Office	31/03/2020		1,552.61	-	1,552.61	1,677
Equipment	Hampshire Flag Co - Bunting	Services & Contract Manag	Council Office	12/04/2023		725.55	-	725.55	784
Equipment Total						241.00		241.00	241
IT Equipment	Ipad mini 32gb	Council Office	Council Office	17/02/2017		3,519.16	0.00	3,519.16	3,782
IT Equipment	VIGOR 2760N ROUTER/FIREWALL	Council Office	Council Office	25/09/2017		239.00	-	239.00	258
IT Equipment	ZYXEL PRES 660R-D1 ADSL2+ ROUT	Council Office	Council Office	25/09/2017		79.00	-	79.00	85
IT Equipment	ZYXEL AMG1302 MODEM/ROUTER	Council Office	Council Office	25/09/2017		99.00	-	99.00	107
IT Equipment	CAT 6 UTP MODULE	Council Office	Council Office	25/09/2017		99.00	-	99.00	107
IT Equipment	ASSINIA 24 PORT PATCH PANEL CAT6	Council Office	Council Office	25/09/2017		116.00	-	116.00	125
IT Equipment	UBIQUITI UNIFI AC LR AP	Council Office	Council Office	25/09/2017		136.00	-	136.00	147
IT Equipment	UBIQUITI UNIFI AC LR AP	Council Office	Council Office	25/09/2017		179.00	-	179.00	193
IT Equipment	UBIQUITI UNIFT AC LR AP	Council Office	Council Office	25/09/2017		179.00	-	179.00	193
IT Equipment	TP-LINK 24 PORT GIG POE SWITCH	Council Office	Council Office	25/09/2017		299.00	-	299.00	323
IT Equipment	PATCH 29 PORTS TO PATCH PANEL	Council Office	Council Office	25/09/2017		495.00	-	495.00	535
IT Equipment	INTEL I5 3330 3.00/4G/1TB/DVD1	Council Office	Council Office	25/09/2017		549.00	-	549.00	593
IT Equipment	BROTHER MFC-J6930DW MULTIFUNCTION - COPIER	Council Office	Council Office	01/02/2018		299.00	-	299.00	323
IT Equipment	KTD - Lenovo Laptop & Hams-G Monitor	Clerk	Council Office	11/06/2018		619.00	-	619.00	669
IT Equipment	KTD - Portable Hard Drives	Clerk	Council Office	30/06/2018		475.00	-	475.00	513
IT Equipment	KTD - Ubiquito G3 Dome CCTV Camera	Clerk	Council Office	24/06/2019		159.00	-	159.00	172
IT Equipment	KTD - Ubiquito Unifi CCTV Video Recorder	Clerk	Council Office	24/06/2019		395.00	-	395.00	427
IT Equipment	IT Equipment ex Grenke Leasing: Virtual Server	Clerk	Council Office	17/10/2019		1,293.54	-	1,293.54	1,398

Category	ASSET	Custodian	Location	Date acquired	Transfer from	Value £	Asset Transfer Value £	Insurance Value £p	Insurance Value 2023-24 £
IT Equipment	KTD - HP 250 G7 Laptop for Solicitor	Clerk	Council Office	31/10/2019		599.00	-	599.00	647
IT Equipment	KTD - Conference Room Phone Polycom Sound Station 2 IP7000	Clerk	Council Office	09/01/2020		399.00	-	399.00	431
IT Equipment	KTD - HP 250 G7 Laptop	Clerk	Council Office	08/04/2020		729.00	-	729.00	787
IT Equipment	KTD - 5 x Polycom mains power supply units and telephones	Clerk	Council Office	22/04/2020		280.00	-	280.00	302
IT Equipment	IT equipment, hardware, software, etc	Clerk	Council Office/Clerk's residence	27/05/2015		3,084.20	-	3,084.20	3,331
IT Equipment	KTD - Kycera Taskalfa 3253ci multi-function printer/photocopier	Clerk	Council Office	23/03/2021		3,759.00		3,759.00	4,060
IT Equipment	KTD - HP G7-15 Laptop	Clerk	Council Office	23/03/2021		689.00		689.00	744
IT Equipment	HP 250 G8 15-1035G1 8GB 256GB SSD Laptop	Clerk	Council Office	12/09/2022		565.00		565.00	565
IT Equipment	HP 250 G8 15-1035G1 8GB 256GB SSD Laptop	Clerk	Council Office	12/09/2022		565.00		565.00	565
IT Equipment	Hanns-G HP247HJV 23.6 HD LED LCD Monitor	Clerk	Council Office	12/09/2022		169.00		169.00	169
IT Equipment	Hanns-G HP247HJV 23.6 HD LED LCD Monitor	Clerk	Council Office	12/09/2022		169.00		169.00	169
IT Equipment	Hannsree 24 LCD HC240PFB Monitor	Clerk	Council Office	12/09/2022		149.00		149.00	149
IT Equipment	Jabra Evolve 65 Mono Headset x 7	Clerk	Council Office	21/12/2022		1,113.00		1,113.00	1,113
IT Equipment	Jabra Evolve 65 Mono Headset x 1	Clerk	Council Office	27/01/2023		159.00		159.00	159
IT Equipment	Hanns Monitor	Clerk	Council Office	22/02/2023		139.00		139.00	139
IT Equipment	KTD Ltd - Ubiquiti Unfi Cloud key Gen 2	Council Office	Council Office	29/11/2023		215.00		215.00	215
IT Equipment	KTD Ltd - cabinet, castors and shelf	Council Office	Council Office	29/12/2023		576.00		576.00	576
IT Equipment	Canon PowerShot V10	CSO	Council Office	12/03/2024		301.53		302.00	302
<b>IT Equipment Total</b>						<b>19,369.27</b>	<b>0.00</b>	<b>19,369.74</b>	<b>20,589.92</b>
Office Equipment	Legal reference books	Clerk	Council Office	28/04/2015		243.28	-	243.28	262
Office Equipment	Staff welfare - Fridge & microwave	Clerk	Council Office	29/04/2015		141.67		141.67	153
Office Equipment	Puridea mini projector	Council Office	Council Office	25/01/2017		148.43		148.23	160
Office Equipment	XL display boards x 8	Council Office	Council Office	06/02/2017		574.00		574.00	620
Office Equipment	Gazebo	Council Office	Council Office	06/02/2017		1,176.84		1,176.84	1,271
Office Equipment	Office Blinds	Council Office	Council Office	09/09/2017		506.21		506.21	546
Office Equipment	2 - ALBA CHROME COAT STAND CHROME/BLACK PMCLASS	Council Office	Council Office	11/09/2017		215.70		215.70	233
Office Equipment	3 - ACRYLIC PLAQUES, 1 - ACRYLIC DOOR SIGN & DOOR VINYL	Council Office	Council Office	20/09/2017		1,034.00		1,034.00	1,117
Office Equipment	1 - 4 DRAWER FILING CABINET	Council Office	Council Office	16/10/2017		115.00		115.00	124
Office Equipment	1 - RANGER FIRE RESISTANT HIGH STEEL STORAGE WITH KEY	Council Office	Council Office	31/10/2017		1,075.00		1,075.00	1,161
Office Equipment	1 - NOBO DARK BLUE BARRACUDA MOBILE FLIPCHART/DRYWI	Council Office	Council Office	13/11/2017		186.84		186.84	202
Office Equipment	Argos - Vacuum Cleaner	Clerk	Council Office	08/06/2018		141.64		141.64	153
Office Equipment	SLCC Enterprises Ltd - Local Council Administration Law Book	Clerk	Council Office	08/10/2018		103.99		103.99	112
Office Equipment	Heatons Office Solutions - Steel cupboard	Clerk	Council Office	29/03/2019		136.67		136.67	148
Office Equipment	Heatons Office Solutions - Fire Ranger Fireproof Safe	Clerk	Council Office	30/11/2021		855.56		855.56	924
Office Equipment	Heatons Group - Two Fellowes AeraMax DX55 Air Purifiers 9393	Clerk	Council Office	23/03/2022		370.00		370.00	400
Office Equipment	Fire Resistant key safe	Clerk	Council Office	23/05/2002		101.43		101.43	101
<b>Office Equipment Total</b>						<b>7,126.26</b>	<b>0.00</b>	<b>7,126.06</b>	<b>7,588</b>
Office Furniture	1- Tubby 2 Seater Sofa, Navy Product code: SOFTUBY51BLU-UJ	Council Office	Council Office	11/07/2017		179.00		179.00	193
Office Furniture	1 - RADIAL END EXTENSION BOARDROOM TABLE WITH SILVER	Council Office	Council Office	29/09/2017		183.60		183.60	199
Office Furniture	3 - MAESTRO 25 C LEG STRAIGHT DESK SILVER LEG 1600 OAK	Council Office	Council Office	29/09/2017		327.00		327.00	353
Office Furniture	12 - ORION CHROME FRAME STACKABLE CHAIR - BLUE FABRIC	Council Office	Council Office	29/09/2017		332.28		332.28	359
Office Furniture	1 - RECTANGULAR 2000MM WIDE BOARDROOM TABLE WITH SILVER	Council Office	Council Office	29/09/2017		345.00		345.00	373
Office Furniture	4 - TALL, DEEP MOBILE PEDESTAL WITH TWO SHALLOW DRAWERS	Council Office	Council Office	29/09/2017		416.00		416.00	449
Office Furniture	2 - QUATTRO EXTRA HIGH BACK POSTURE CHAIR IN COBALT	Council Office	Council Office	29/09/2017		550.00		550.00	594
Office Furniture	1 - PISA RECTANGULAR MEETING/LEISURE TABLE	Council Office	Council Office	09/10/2017		270.20		270.20	292
Office Furniture	Office Furniture - various	Council Office	Council Office	April - Dec 15		2,574.46		2,503.24	2,703
Office Furniture	Heatons - Two Quattro Extra high back office chairs	Council Office	Council Office	05/01/2022		562.24		562.24	607
<b>Office Furniture Total</b>						<b>5,739.78</b>	<b>0.00</b>	<b>5,668.56</b>	<b>6,121</b>
Play Equipment	Fairhill Play Equipment	Services & Contracts Manag	Fairhill Park	03/04/2018	EDC	-	1.00	39,000.00	44,226
Play Equipment	Kompan - EA Playground Sign	Services & Contracts Manag	Fairhill Park	19/08/2020		388.00		388.00	440
Play Equipment	Kompan - FAHR Panel Games	Services & Contracts Manag	Fairhill Park	19/08/2020		1,122.00		1,122.00	1,272
Play Equipment	Kompan - Swing Frame	Services & Contracts Manag	Fairhill Park	19/08/2020		2,710.00		3,520.00	3,992
Play Equipment	Kompan - Home Multi Seesaw	Services & Contracts Manag	Fairhill Park	19/08/2020		2,816.00		3,755.00	4,258
Play Equipment	Kompan - Supernova	Services & Contracts Manag	Fairhill Park	19/08/2020		3,236.00		4,370.00	4,956
Play Equipment	Kompan - Saturn Carousel	Services & Contracts Manag	Fairhill Park	19/08/2020		3,533.00		4,763.00	5,401
Play Equipment	Kompan - PCM112401 Custom Tower	Services & Contracts Manag	Fairhill Park	19/08/2020		5,696.00		7,583.00	8,599
Play Equipment	Kompan - EPDM Wetpour Safer Surfacing	Services & Contracts Manag	Fairhill Park	19/08/2020		13,137.00		13,137.00	14,898
<b>Play Equipment Total</b>						<b>32,638.00</b>	<b>1.00</b>	<b>77,638.00</b>	<b>88,042</b>
Playing Fields	Fairhill Playing Fields	Services & Contracts Manag	Fairhill Park	03/04/2018	EDC	-	1.00	0.00	0
Playing Fields	Mark Harrod 9v9 Goals - Fairhill Playing Fields	Services & Contracts Manag	Fairhill Park	30/06/2018		570.00		570.00	647
Playing Fields	HH Reeds - Supply & Install Signs At Fairhill	Services & Contracts Manag	Fairhill Park	06/08/2018		824.00		824.00	934

Category	ASSET	Custodian	Location	Date acquired	Transfer from	Value £	Asset Transfer Value £	Insurance Value £p	Insurance Value 2023-24 £
Playing Fields	Glasdon UK - 2 Clifton picnic tables	Services & Contracts Manag	Fairhill Park	01/07/2020		1,448.52	-	1,448.52	1,643
Playing Fields	Kompan - IAE Single Leaf Prosafe Gate	Services & Contracts Manag	Fairhill Park	19/08/2020		981.18		981.18	1,112
Playing Fields	Kompan - IAE Playspec Bow Top Fence	Services & Contracts Manag	Fairhill Park	19/08/2020		5,009.16		5,009.16	5,680
Playing Fields	Glasdon UK - Keyless lockable bin	Services & Contracts Manag	Fairhill Park	09/09/2020		176.52		176.52	201
Playing Fields	Ian Cannon - Paths, etc	Services & Contracts Manag	Fairhill Park	16/09/2020		17,380.00		0.00	0
Playing Fields	Ian Cannon - Gates, fencing	Services & Contracts Manag	Fairhill Park	26/09/2020		2,000.00		2,000.00	2,268
Playing Fields	Ian Cannon - Steel Gates and Timber Bollards	Services & Contracts Manag	Fairhill Park	26/10/2022		2,500.00		2,500.00	2,500
Playing Fields Total						30,889.38	1.00	13,509.38	12,485
Recreational Land	Cumbria CC - Land Transfer Thacka Beck Field	Services & Contracts Manag	Thacka Beck	01/11/2020	CCC	1.00	1.00	0.00	0
Recreational Land	Ian Cannon - Fencing & Gates, Thacka Beck	Services & Contracts Manag	Thacka Beck	30/03/2022		4,985.00		4,985.00	5,384
Recreational Land	H H Reeds - Signage, Thacka Beck	Services & Contracts Manag	Thacka Beck	31/03/2022		1,389.00	-	1,389.00	1,500
Recreational Land	Glasdon - Keyless lockable litter bin	Services & Contract Manage	Thacka Beck	08/06/2022		195.47		195.00	195
Recreational Land	Ian Cannon - Self Binding Gravel Path	Services & Contracts Manag	Thacka Beck	23/11/2022		14,375.00		0.00	0
Recreational Land Total						20,944.47	1.00	6,569.00	7,079
Seats & Benches	Seats and Benches (30 No)	Services & Contracts Manag	Various	19/10/2018	EDC	-	30.00	15,660.00	17,758
Seats & Benches	Seat - Glasdon - 1 No Lowther Seat Penrith Remembers	Services & Contracts Manag	Various	22/03/2019		470.31	-	470.31	534
Seats & Benches	Seats - Glasdon - 1 No Lowther Seat Memorial	Services & Contracts Manag	Various	22/03/2019		546.13	-	546.13	619
Seats & Benches	Seats - Glasdon - 6 No Lowther Seat Penrith Remembers	Services & Contracts Manag	Various	22/03/2019		3,276.78	-	3,276.78	3,716
Seats & Benches	Seats - Glasdon - 5 Lowther seats & plaques	Services & Contracts Manag	Various	01/07/2019		2,958.14	-	2,958.14	3,354
Seats & Benches	Seats - Glasdon - 2 Lowther seats & plaques	Services & Contracts Manag	Various	12/09/2019		1,168.09	-	1,168.09	1,324
Seats & Benches	Seats - Glasdon - 2 Lowther seats & plaques	Services & Contracts Manag	Various	29/02/2020		940.60	-	940.60	1,067
Seats & Benches	Seats - Glasdon UK - 1 Lowther seat & plaque	Services & Contracts Manag	Various	19/08/2020		575.75	-	575.75	653
Seats & Benches	Seats - Glasdon - Lowther seat	Services & Contracts Manag	Various	04/11/2020		519.69	-	519.69	590
Seats & Benches	Seats - Glasdon - Fusion bench	Services & Contracts Manag	Various	04/11/2020		326.03	-	326.03	369
Seats & Benches	Seats - Glasdon - Lowther seat	Services & Contracts Manag	Various	13/01/2021		575.75	-	575.75	653
Seats & Benches	Seats - Glasdon & Ian Cannon - Lowther seat and plinth	Services & Contracts Manag	Fairhill Park	23/03/2021		850.75	-	850.75	966
Seats & Benches	Seats - Ian Cannon - Two concrete plinths for benches, Fairhill	Services & Contracts Manag	Fairhill Park	05/10/2021		550.00	-	550.00	624
Seats & Benches	Seats - Glasdon - Lowther seat	Services & Contracts Manag	Fairhill Park	20/10/2021		629.28	-	629.28	713
Seats & Benches	Seats - Glasdon - Fusion Seat (from Fairhill Community Group)	Services & Contracts Manag	Fairhill Park	16/03/2022		609.79	-	609.79	692
Seats & Benches	Seats - Glasdon - Lowther Seat, Beacon Edge	Services & Contracts Manag	Beacon Edge	23/03/2022		629.28	-	629.28	679
Seats & Benches	Seats - Glasdon - Lowther Seat, Rimington Way	Services & Contracts Manag	Rimington Way	23/03/2022		638.65	-	638.65	690
Seats & Benches	Seats - Glasdon Ltd - Bench	Services & Contracts Manag	Thacka Beck	05/12/2022		846.77		846.77	847
Seats & Benches	Seats - Glasdon Ltd - 2 Lowther Bench	Services & Contracts Manag	Thacka Beck	17/01/2023		1,607.20		1,607.20	1,607
Seats & Benches	Seats - Glasdon Uk Ltd - Lowther seat	Services & Contract Manage	Beacon Edge	01/11/2023		803.60		803.60	804
Seats & Benches	Seats - Glasdon Uk Ltd - Lowther seat	Services & Contract Manage	Southend Road	29/11/2023		803.60		803.60	804
Seats & Benches Total						19,326.19	30.00	34,986.19	39,062
Street Furniture	Street Furniture Direct - 2 Cycle stands	Services & Contracts Manag	Storage	25/06/2020		110.00	-	110.00	119
Street Furniture	21CC Group Ltd - 3 Platinum Jubilee Beacons	Economic Development Offi	Various	23/02/2022		1,470.00	-	1,470.00	1,470
Recreational Land	H & H Reeds - Sign Thacka Beck	Services & Contract Manage	Thacka Beck	05/07/2023		225.00		225.00	225
Street Furniture Total						1,805.00	0.00	1,805.00	1,814
Speed Indicator Devices	TWM Traffic Control Systems - Three Dual Colour Digit Large D	Deputy Town Clerk	Various	30/03/2022		11,650.66	-	11,650.66	12,583
Speed Indicator Devices Total						11,650.66	0.00	11,650.66	12,583
Grand Total						171,954.60	49.00	662,455.83	750,328
						Total Value	172,003.60		

**PENRITH TOWN COUNCIL**  
**ASSET REGISTER 2023-24: RECONCILIATION**

Category	Asset	Custodian	Location	Date acquired	Cost £	Transfer Value £	Invoice Ref
<b>Asset Value: 31 March 2023</b>							
					181,870.13	49.00	
<b>Purchased in 2023-24:</b>							
Civic Regalia	Vaughtons - Mayoral Medals	Clerk	Council Office	21/06/2023	485.80	-	23-59
Recreational Land	H & H Reeds - Sign Thacka Beck	Services & Contract Manager	Thacka Beck	05/07/2023	225.00	-	23-67
Equipment	Hampshire Flag Co - Bunting	Services & Contract Manager	Council Office	12/04/2023	241.00	-	23-13
Seats & Benches	Glasdon Uk Ltd - Lowther seat	Services & Contract Manager	Beacon Edge	01/11/2023	803.60		23-148
	Glasdon Uk Ltd - Lowther seat	Services & Contract Manager	Southend Road	29/11/2023	803.60		23-161
IT Equipment	KTD Ltd - Ubiquiti Unfi Cloud key Gen 2	Council Office	Council Office	29/11/2023	215.00		23-163
IT Equipment	KTD Ltd - cabinet, castors and shelf	Council Office	Council Office	29/12/2023	576.00		23-190
IT Equipment	Canon PowerShot V10	CSO	Council Office	12/03/2024	301.53		CCR23-81
<b>Disposed of in 2023-24:</b>							
IT Equipment	FIXED CAB SHELF 100KG 600MM	Council Office	Council Office	25/09/2017	-53.00		
IT Equipment	CABINET CASTOR SET (X4)	Council Office	Council Office	25/09/2017	-59.00		
IT Equipment	CABINET 27U 600X1000X1322	Council Office	Council Office	25/09/2017	-689.00		
IT Equipment	STARTECH 1M PATCH LEAD RED	Council Office	Council Office	25/09/2017	-6.72		
IT Equipment	1U LETTERBOX BRUSH STRIP	Council Office	Council Office	25/09/2017	-25.00		
IT Equipment	FIXED SHELF 600MM - 50KG LOAD	Council Office	Council Office	25/09/2017	-29.00		
IT Equipment	VARIOUS	Council Office	Council Office	25/09/2017	-32.26		
IT Equipment	NSN PANASONIC VX310 HOSTED PHONE	Council Office	Council Office	25/09/2017	-85.00		
IT Equipment	NSN PANASONIC VX310 HOSTED PHONE	Council Office	Council Office	25/09/2017	-85.00		
IT Equipment	NSN PANASONIC VX310 HOSTED PHONE	Council Office	Council Office	25/09/2017	-85.00		
IT Equipment	NSN PANASONIC VX310 HOSTED PHONE	Council Office	Council Office	25/09/2017	-85.00		
IT Equipment	NSN PANASONIC VX310 HOSTED PHONE	Council Office	Council Office	25/09/2017	-179.00		
IT Equipment	Website	KTD	KTD Server	22/05/2015	-2,800.00		
Playing Fields	Kompan - Excavation, disposal of old equipment, fit turf, MOT Type 1, preliminaries	Services & Contracts Manager	Fairhill Park	19/08/2020	-9,354.08		
<b>Total of assets held as at 31 March 2024:</b>					<b>171,954.60</b>	<b>49.00</b>	
<b>Total Value</b>						<b>172,003.60</b>	



# FINANCE COMMITTEE

**Date: 22 April 2024**

## **Public Report**

**Matter: Finance Outturn Report: Year Ended 31 March 2024**

**Item no: 11**

**Author:** Responsible Finance Officer

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

### **Purpose of Report:**

To consider the final outturn report for the financial year 31 March 2024.

### **Recommendations:**

The Committee is recommended to review the outturn report for the financial year ended 31 March 2024 and recommend its acceptance to 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.

The Local Government Act 1972 requires the Council to have sound financial management. The Accounts and Audit Regulations 2015, supplemented by statutory guidance on proper practice, prescribe an accounting regime for local councils.

## **1. Report Details**

### **A. 2023-24 Outturn Statement: Income and Expenditure Account (Appendix A)**

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

- The actual outturn figures for the preceding financial year 2022-23, for reference only.
- The full year's Approved Budget for 2023-24, which was ratified by Council on 23 January 2023.
- Actual outturn income and expenditure for 2023-24, based on the matching principle, which means taking account of all income and expenditure which relates to the year, irrespective of when it is received/paid.
- The variance between the actual outturn income and expenditure and the Approved Budget for the year. Variances are expressed as favourable (positive) where there

was an underspending or increased income, and as adverse (negative and bracketed) where there was an overspending or reduced income.

- The position and transactions on the Council's reserves: its General, Devolution and Election Reserves.

## **B. Commentary**

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

### **B.1 Total Income £20,366**

Total income of £512,063 was above the £491,697 Budget, a variance of £20,366.

- The annual precept of £468,295 was received from Westmorland and Furness Council in line with budget.
- The Budget assumed investment interest of £15,700. This actual figure of £36,126 was much higher due to higher rates of interest.

### **B.2 Planning Committee +£14,976**

Expenditure of £3,324 is shown against the Approved Budget of £18,300, an underspending of £14,976.

- The Planning budget of £10,000 was set as a block allocation to cover all its expenditure on this service; at outturn, this was underspent by £9,676.
- The remainder of the underspend was within the climate change budget.

### **B.3 Communities Committee +£46,045**

Net spend of £60,955 is shown against the budget of £107,000, an underspending of £46,046.

The main area of underspend was within Town Projects which had a budget of £47,000 and actual expenditure £20,259, this underspend was due to the budget including costs for Christmas lights which was not needed once the BID was re-elected.

Expenditure on grants increased from £20,283 in 2022/23 to £27,818 in 2023/24 but is still £7,182 below the budget of £35,000.

### **B.4 Finance Committee +£7,926**

Net outturn expenditure of £434,439 is shown against the Approved Budget of £442,365, an underspending of £7,926.

The main area of underspend was in the budget of £5,000 for Local Government re-organisation, none of which was used. Generally, the finance committee spend was close to budget.

Heat, Light and water were £3,009 (£3,109 actual 2022/23), which has levelled off after the large increase last year.

IT and website spend was £22,375 which combined was £225 over budget, again this has levelled off after the costs of equipment for new members of staff last year.

## **B.5 Contingency Provision**

- The contingency provision of £3,000 is shown as fully underspent as costs have been allocated to the correct budget heading.

## **B.6 Transfer to the Election Reserve**

- As previously decided £5,000 was transferred to the election reserve.

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

- The Budget expected that £83,968 would be used from the General Reserve in 2023-24. Because of outturn underspendings, income exceeded expenditure by £8,345 so this amount has been transferred to the General Reserve rather than the reserve being needed to meet expenditure. As described within this report, the resulting variance of £92,313 arose from the following variations from budget:

Income	20,366
Planning Committee	14,976
Communities Committee	46,045
Finance Committee	7,926
Contingency	3,000
Total Underspending	<u>92,313</u>

- During the 2024-25 Budget process, a Forecast Outturn was produced for 2023-24, which anticipated that the Approved Budget would be overspent by some £19,000; the actual outturn underspending of £8,000 means that an extra £27,000 has been transferred to the General Reserve, compared to the budget assumptions made in January this year.

## **B.8 Reserves**

Overall, reserves at 31 March 2024 are at a much higher level than anticipated, this can be seen clearly in the following comparison:-

Balance at 31 March 2024	2023/24 Budget	Forecast Outturn	Actual Outturn
Reserve:	£	£	£
General	398,637	479,530	507,231
Devolution	183,413	175,288	174,405
Elections	35,000	35,000	35,000
Total Reserves	<u>617,050</u>	<u>689,818</u>	<u>716,636</u>

- The Council's Reserves Policy sets a target to accumulate a balance equivalent to 35% of net revenue expenditure by 31 March 2025 reducing to 30% of expenditure from 01 April 2026 onwards. The 2024-25 Budget provides for £177,000 over the next five years to fund new initiatives. The outturn underspendings will not only help to secure this programme of expenditure but provide additional funds should the Council wish to invest further in services.

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

Appendix B shows the Council's balance sheet as at 31 March 2024. The following points may be noted:

- Investments with two organisations total £668,353, with the majority being held in the CCLA Public Sector Deposit Fund.
- The VAT Debtor of £1,474 represents March's transactions and has been reclaimed from HMRC.
- Prepayments of £4,419 include adjustments for office rent £1,875, IT support agreements £648, and licences and subscriptions £649.
- The Cash at Bank balance of £54,140 is held at HSBC.
- Accruals of £9,919 comprise of goods and services received by 31 March, but unpaid at that date.
- The Receipts in Advance figure of £1,742 is the remaining income received from United Utilities for planting maintenance at Fairhill Park.

The outturn statement highlights a £72,000 underspending of the approved 2023-24 Budget, when taking in to account additional income received from investments the statements highlight an underspending of £92,000. The underspendings have resulted in the General Reserve balance being £27,000 higher than anticipated when setting the 2023-24 Budget. This will provide an opportunity to consider aspirations beyond those already identified in the medium-term financial plan. Members are reminded that, although 2023-24 budgets were significantly underspent, Financial Regulations prevent such unspent budgets being carried forward to a subsequent year.

Finally, the Council's balance sheet at 31 March 2024 shows it to be in a healthy financial position, with minimal debtors and creditors, its reserves invested in a range of organisations and a bank balance adequate to fund cash flow requirements.

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

### **a) Risk**

Inadequate financial monitoring. Inaccurate or non-compliant accounts.

### **b) Consequence**

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

Reputational damage.

Adverse criticism of over or underspending.

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

**c) Controls Required**

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

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

**3. Financial and Resource Implications**

This report is concerned solely with financial accounting and 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.

**Appendices**

Appendix A - 2023-24 Outturn Statement: Income and Expenditure Account.

Appendix B – 2023-24 Outturn Statement: Balance Sheet as at 31 March 2024.

**Background Papers**

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



# Penrith Town Council

## 2023/24 OUTTURN STATEMENT INCOME AND EXPENDITURE ACCOUNT

ACTUAL OUTTURN 2022/23		APPROVED BUDGET 2023/24	HEADING	ACTUAL OUTTURN 2023/24	Favourable/ (Adverse) Variance to budget
£		£		£	£
			<b>INCOME</b>		
			<b>Precept:</b>		
455,209		468,295	Council Tax	468,295	0
7,388		7,642	<b>EDC - CTRS Grant</b>	7,642	0
			<b>Other Income:</b>		
13,577		15,750	Investment Interest	36,126	20,376
0		10	Miscellaneous Income	0	(10)
<b>476,174</b>		<b>491,697</b>	<b>TOTAL INCOME</b>	<b>512,063</b>	<b>20,366</b>
			<b>EXPENDITURE</b>		
			<b>PLANNING COMMITTEE:</b>		
			<b>Planning Services:</b>		
2,118		10,000	Planning Consultancy	324	9,676
2,118		10,000		324	9,676
			<b>Climate Change:</b>		
2,910		8,300	Climate Efficiency	3,000	5,300
2,910		8,300		3,000	5,300
<b>5,028</b>		<b>18,300</b>	<b>Planning Committee Total</b>	<b>3,324</b>	<b>14,976</b>
			<b>COMMUNITIES COMMITTEE:</b>		
			<b>Town Projects:</b>		
4,688		47,000	Town Projects	20,259	26,741
0			Marketing Penrith	0	0
4,688		47,000		20,259	26,741
21,474		10,000	<b>Arts &amp; Entertainment:</b>	4,327	5,673
21,474		10,000	Arts & Culture Development	4,327	5,673
			<b>Grants:</b>		
20,283		15,000	Grants	12,853	2,147
0		20,000	Signature Grants	14,965	5,035
20,283		35,000		27,818	7,182
			<b>Corporate Communications:</b>		
4,839		15,000	Communications	8,551	6,449
4,839		15,000		8,551	6,449
<b>51,284</b>		<b>107,000</b>	<b>Communities Committee Total</b>	<b>60,955</b>	<b>46,045</b>

ACTUAL OUTTURN 2022/23	APPROVED BUDGET 2023/24	HEADING	ACTUAL OUTTURN 2023/24	Favourable/ (Adverse) Variance to budget
£	£		£	£
		<b>FINANCE COMMITTEE:</b>		
		<b>Staffing:</b>		
194,747	247,200	Salaries	250,733	(3,533)
19,268	23,780	National Insurance	24,583	(803)
42,230	53,150	Superannuation	52,474	676
3,029	500	Recruitment Expenses	567	(67)
1,282	600	Staff Training	735	(135)
0	500	Conferences	0	500
238	500	Staff Expenses	64	436
260,794	326,230		329,156	(2,926)
		<b>Accommodation:</b>		
7,500	7,500	Rent	7,500	0
3,104	4,000	Heat, Light & Water	3,009	991
2,331	1,020	Service Charges	2,232	(1,212)
1,782	1,730	Room Hire & Meetings	1,415	315
390	380	Insurances	390	(10)
0	0	Letting Income	0	0
15,107	14,630		14,546	84
		<b>Civic Functions:</b>		
76	400	Civic Functions	20	380
700	700	Mayoral Expenses	700	0
300	300	Deputy Mayor's Expenses	300	0
102	100	Civic Regalia	486	(386)
1,178	1,500		1,506	(6)
		<b>Cost of Democracy:</b>		
225	200	Annual Meeting	30	170
	5,000	Elections	0	5,000
160	1,000	Members' Training	536	464
0	200	Members' Expenses	0	200
0	1,200	Notice/Honours Board	102	1,098
385	7,600		668	6,932
26,800	20,000	<b>IT</b>	22,375	(2,375)
340	2,050	<b>Website</b>	0	2,050
		<b>Devolved Services:</b>		
(450)	800	Allotments	2,577	(1,777)
0	400	War Memorial	1,290	(890)
0	1,500	Benches	2,968	(1,468)
3,330	3,000	Bus Shelters	1,161	1,839
1,021	1,750	Bandstand	884	866
653	800	Musgrave Monument	434	366
7,426	5,500	Fairhill Park	8,425	(2,925)
27	300	Signage, etc	178	122
19,407	3,700	Thacka Beck	1,914	1,786
7,991	10,000	Community Caretaker	8,902	1,098
6,939	18,594	Contribution to Devolution Reserve	17,611	983
46,344	46,344		46,344	0
0	5,000	<b>Local Government Re-organisation</b>	0	5,000
		<b>Other Overheads:</b>		
3,614	3,000	Printing, Postage & Stationery	3,169	(169)
1,166	1,450	Audit Fees	1,781	(331)
3,241	4,180	Insurance	3,418	762
123	130	Bank Charges & Interest	285	(155)
2,205	2,900	Accountancy Fees	4,310	(1,410)
1,898	1,650	Legal Fees	2,116	(466)
827	500	Licences	1,488	(988)
3,354	3,201	Subscriptions	3,171	30
16,428	17,011		19,738	(2,727)
1,690	2,000	<b>Repairs &amp; Renewals</b>	106	1,894
<b>369,066</b>	<b>442,365</b>	<b>Finance Committee Total</b>	<b>434,439</b>	<b>7,926</b>

ACTUAL OUTTURN 2022/23		APPROVED BUDGET 2023/24	HEADING	ACTUAL OUTTURN 2023/24	Favourable/ (Adverse) Variance to budget
£		£		£	£
0		3,000	Contingency	0	3,000
(50,000)		0	Transfer to/(from) Acquisitions Reserve	0	0
30,000		5,000	Transfer to Election Reserve	5,000	0
405,378		575,665	TOTAL EXPENDITURE	503,718	71,947
70,796		(83,968)	INCREASE/(DECR) IN GENERAL RESERVE	8,345	92,313
			RESERVES:		
			General Reserve:		
428,090		482,605	Balance brought forward 1 April	498,886	16,281
70,796		(83,968)	Increase/(decrease) in year	8,345	92,313
498,886		398,637	Balance carried forward 31 March	507,231	108,594
			Devolution Reserve:		
149,855		164,819	Balance brought forward 1 April	156,794	(8,025)
6,939		18,594	Contribution from Budget	17,611	(983)
156,794		183,413	Balance carried forward 31 March	174,405	(9,008)
			Election Reserve:		
0		30,000	Balance brought forward 1 April	30,000	0
30,000		5,000	Contribution from Budget	5,000	0
30,000		35,000	Balance carried forward 31 March	35,000	0
685,680		617,050	TOTAL RESERVES 31 MARCH	716,636	99,586





## Penrith Town Council

### 2023/24 OUTTURN STATEMENT BALANCE SHEET AS AT 31 MARCH 2024

31 MARCH 2023		31 MARCH 2024	
£	£	£	£
<b>Investments</b>			
530,000.00		CCLA Public Sector Deposit Fund	580,000.00
<u>86,625.63</u>		Penrith Building Society	<u>88,353.05</u>
	616,625.63		668,353.05
<b>Current Assets</b>			
2,169.14		Debtors	3,010.32
1,339.51		Debtor - VAT	1,473.58
3,795.50		Prepayments	4,419.07
<u>80,597.74</u>		Cash at bank: HSBC	<u>54,140.44</u>
87,901.89			63,043.41
<b>Current Liabilities</b>			
5,000.00		Creditors	3,100.00
11,718.88		Accruals	9,918.62
0.00		Payroll Control	0.00
<u>2,129.25</u>		Receipts in Advance	<u>1,741.75</u>
18,848.13			14,760.37
	69,053.76	<b>Net Current Assets</b>	48,283.04
	<u><b>685,679.39</b></u>		<u><b>716,636.09</b></u>
<b>Represented by:</b>			
<b>Reserves</b>			
498,885.70		General Reserve	507,231.21
156,793.69		Devolution Reserve	174,404.88
30,000.00		Election Cost Reserve	35,000.00
	<u><b>685,679.39</b></u>		<u><b>716,636.09</b></u>

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# FINANCE COMMITTEE

**Date: 22 April 2024**

## **Public Report**

**Matter: Internal Audit 2023/24 and 2024/25**

**Item no: 12**

**Author:** Responsible Finance Officer

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

### **Purpose of Report:**

To receive the Annual Internal Audit Report 2023/24, review the effectiveness of the Council's Internal Audit provision during 2023/24 and to seek re-appointment of the Internal Auditor for the financial year 2024/25.

### **Recommendations:**

The Committee is recommended to:

- i. Receive and note the final Annual Internal Audit Report for the financial year ending 31 March 2024 prior to it going forward to Full Council.
- ii. Consider the review of internal audit provision and confirm that the function has operated effectively during 2023/24 and recommend this go forward for approval by Full Council; and
- iii. Approve the appointment of Mrs Jean Airey as the Town Council's Internal Auditor for 2024/25 and recommend this decision 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.

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

Internal Auditors are required to follow the provisions of the JPAG Guide to Governance and Accountability, which represents statutory best practice.

## **1. Report Details**

- 1.1 The internal audit for 2023/24 has been carried out by Mrs Jean Airey. Her interim report was reported to the last meeting of this Committee and subsequently ratified by Council on 25 March 2024. She has since submitted her final Annual Internal Audit Report for the financial year ending 31 March 2024 (period 01 April 2023 to 31 March 2024), attached at Appendix A. Her final report and statutory audit opinion, which forms part of the AGAR, will further be submitted to Full Council in May.
- 1.2 Appendix B to this report presents a review of the effectiveness of Internal Audit. There are two aspects to the review: meeting standards and characteristics of effectiveness. The RFO's assessment of the performance of Mrs Airey against relevant criteria is set out in Appendix B, where it can be seen that her performance is totally satisfactory in all respects.
- 1.3 The Council meeting on the 25 March 2024 also reviewed the Council's system of internal control for 2023/24, part of which acknowledged that its internal audit arrangements were effective. This more detailed review confirms that opinion and provides the evidence and justification for the re-appointment of the current Internal Auditor. The Committee is recommended to appoint Mrs Airey as its Internal Auditor for 2024/25.

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

### **a) Risk**

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

### **b) Consequence**

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

### **c) Controls Required**

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

## **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 – Final Report by the Internal Auditor year ending 31 March 2024.

Appendix B – Review of the Effectiveness of Internal Audit Provision 2023/24

## **Background Papers**

- Account and Audit Regulations 2015
- JPAG Guide to Governance and Accountability 2023 & 2024 editions

**FINAL REPORT BY THE INTERNAL AUDITOR TO PENRITH TOWN COUNCIL**  
**1<sup>ST</sup> APRIL 2023- 31<sup>ST</sup> MARCH 2024**  
**FINANCIAL YEAR ENDING 31<sup>ST</sup> MARCH 2024**

**Introduction**

This final report for the financial year 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024 covers elements required by the Account and Audit Regulations (England) 2015, which were not covered in the interim report for the period 1<sup>st</sup> April 2023 – 30<sup>th</sup> December 2023.

I confirm I have on the 15th April 2024 undertaken a final audit which covers the period 1<sup>st</sup> January 2024 to 31<sup>st</sup> March 2024 in accordance with the Account and Audit Regulations (England) 2015 as outlined in the schedule previously circulated and approved by Council and incorporating any new requirements as outlined in “Governance and Accountability for Smaller Authorities in England” March 2024

**Appropriate accounting records have been kept throughout the year.**

The completed 2024 Annual Governance and Accountability Return (AGAR) confirms that the closing balance on 31<sup>st</sup> March 2023 has been correctly carried forward to 1<sup>st</sup> April 2024 to commence the financial year.

The bank reconciliation on 31<sup>st</sup> March 2024 correctly reflects the balances on all bank accounts.

The Council having reserve cash funds in excess of £100,000 has identified the need for an investment strategy with clear aims and objectives, namely, to consider security, liquidity, and yield, here listed in order of priority.

The Council has a comprehensive investment policy, and strategy for reserves, which were adopted – Meeting 29<sup>th</sup> January 2024 – Minute No. PTC23/107. b.c.

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

The rigorous tendering process for goods and services was evidenced by the documentation made available. All tenders and quotes adhere to the up-to-date Financial Regulations. A selection of financial transactions was reviewed in excess of £2000.00 all were supported by a clear audit trail.

Vat reclaims are prepared on a monthly basis. Evidence was available to confirm the reclaims for January, February and March. – Sage Reconciliation, Sage Transactions and HMRC verification.

The claim for the final month of the financial year 31<sup>st</sup> March 2024 had been reconciled and submitted to HMRC - £1473.58.

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

All aspects of this section were covered in the interim report. Further financial and other risks are identified throughout the year. Required controls are documented in any reports to review the outturn report for the financial year 31<sup>st</sup> March 2024 and recommend its acceptance to Full Council

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

The Responsible Financial Officer (RFO), with full explanations of the recommendations, prepared a budget report and it was presented to the Finance Committee for approval and development, prior to recommendations being made to Council. The Council approved the submission of the precept demand to the County Council – Meeting 29<sup>th</sup> January 2024 – Minute No. PTC23/107c(ii) - £487,735.00.

Penrith Town Council has total reserves as of 31<sup>st</sup> March of £716639.09 as correctly recorded in box 7 of the AGAR. The sum comprises £507231.21 General Reserve; Earmarked Reserves – Devolution Reserve £174404.88; Election Cost Reserve £35000.

**External Audit advises – as per Practitioners’ Guide Page 38/39 – 5.33 – 5-39, that General Reserves of an “authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve”**

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

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

A review of fees and charges approved – Meeting 25<sup>th</sup> March 2024 – Minute No. PTC23/123.c.

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

**Petty Cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for. Sct 137 requirement.**

**The use of the .gov.uk domain name.**

The Council does not operate a Petty Cash account. Sums incurred on Debit Cards are fully supported by invoices/receipts. VAT is identified and purchases are allocated to the appropriate budget headings.

Penrith Town Council is a General Power of Competence Council and complies with all statutory obligations to record eligibility at the relevant time. Sct. 137 is not applicable.

Penrith Town Council has for some time now responded to the strong encouragement to adopt the .gov.uk domain name. All councillors use the domain for all council business.

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

All payments reflect salary scales approved by Council. Returns to HMRC are processed by the external accountant. The record with all deductions for staff was properly prepared and available for inspection.

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

The Asset Register for the current financial year has been completed with a reconciliation to outline all acquisitions and disposals. The document is reviewed annually, to a scheduled timetable, ensuring accuracy for completion of the 2023- 2024 AGAR. – Assets Recorded - £172003.60.

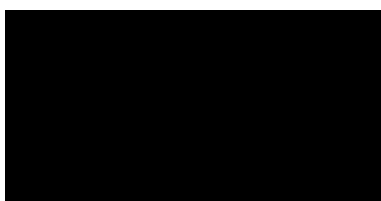
All investments adhere to the Investment Strategy. The Council does not have long term invested cash assets.

**Accounting statements prepared during the year were prepared on the correct accounting basis – income and expenditure , all schedules, etc agreed and were supported by an adequate audit trail from the core Sage accounts. Debtors and Creditors were properly recorded. The Council has published on the website all documentation required under relevant legislation.**

The Council accounts are prepared on an Income and Expenditure basis as required by the Accounts and Audit regulations being an authority with income/ expenditure in excess of £200,000. The Sage Accounts clearly identifies Debtors, Creditors, Receipts in Advance, and Accruals. It is confirmed that the Council is fully compliant with requirements to publish on the website information in line with relevant legislation.

The External and Internal Audit reports confirm that Penrith Town Council has fulfilled its statutory obligations, and all finance and governance comply with legislation. The comprehensive website ensures the electorate is fully aware of the use of all public funds.

I wish to express my appreciation to the Responsible Financial Officer for the of preparation all relevant financial documents and reports, for the assistance of the Acting Town Clerk and all Officers for comprehensive governance documents and the completeness of information on the website which facilitated the audit.



Georgina D Airey - Internal Auditor – 15<sup>th</sup> April 2024.

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# Annual Internal Audit Report 2023/24

Penrith Town Council

www.penrithtowncouncil.gov.uk

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

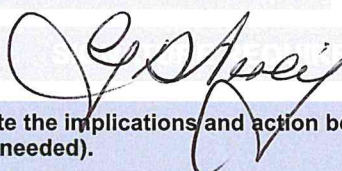
06/02/2024

15/04/2024

Name of person who carried out the internal audit

G. D. Airey

Signature of person who carried out the internal audit



Date

15/04/2024

**\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

**\*\*Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

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<b>Standard</b>	<b>Evidence of achievement</b>
1. Scope of internal audit	<p>The appointment of Mrs Jean Airey as Internal Auditor for the financial year 2023-24 was confirmed by Council in May 2023.</p> <p>The terms of her engagement are formally agreed and documented.</p> <p>The Internal Auditor follows proper practice and meets national auditing standards.</p> <p>Internal audit work considers both the council's risk assessment and wider internal control arrangements.</p> <p>Internal audit work considers the Council's anti-fraud and corruption arrangements.</p> <p>The Internal Auditor has unfettered access to all areas of the Council's activities.</p>
2. Independence	<p>The Internal Auditor is independent from the Council and is not involved in its financial controls, procedures or decision making.</p> <p>Internal audit has direct access to those charged with governance and can seek information or explanations from any officer or Member of the Council.</p> <p>Reports are made in the Auditor's own name to management.</p>
3. Competence	<p>Mrs Airey has substantial experience in auditing and knowledge of auditing standards, having been an internal auditor to local councils in Cumbria for many years. She was Town Clerk to Keswick Town Council for 25 years and has delivered training on behalf of CALC.</p> <p>There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity.</p>
4. Relationships	<p>The Clerk and RFO are consulted on the internal audit plan and coverage.</p> <p>Respective responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters.</p> <p>The responsibilities of Council members are understood, in particular the Finance Committee; training of Members is available as required.</p>
5. Audit Planning and Reporting	<p>The annual internal audit plan properly takes account of all the risks facing the Council.</p> <p>Mrs Airey provided her interim report promptly after completion of her fieldwork and plans to submit her final report and opinion promptly.</p>

## Area 2: Characteristics of Effectiveness

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



## Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

Penrith Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

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

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

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

[www.penrithtowncouncil.gov.uk](http://www.penrithtowncouncil.gov.uk)

ONLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

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# FINANCE COMMITTEE

**Date: 22 April 2024**

## **Public Report**

**Matter: Accounting Statements 2023-24 (AGAR Section 2)**

**Item no: 14**

**Author:** Responsible Finance Officer

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

### **Purpose of Report:**

To review the Accounting Statements 2023-24 (Section 2 of the AGAR), and the period for the Exercise of Public Rights prior to being considered for approval by Full Council.

### **Recommendations:**

The Committee is recommended to review the Accounting Statements 2023-24 and the proposed period for the Exercise for Public Rights being Monday 03 June to Friday 12 July 2024 and recommend there approval 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.

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

## **1. The Accounting Statements**

- 1.1 The Accounting Statements prepared in accordance with the Practitioners Guide represent a highly summarised version of the Council's transactions for the year. They are also, in a sense, incomplete, as they do not record the Council's full balance sheet, only the cash and reserves figure at year end.
- 1.2 The Practitioners Guide recommends that Members have access to a reconciliation between the financial ledger (cash book) and the Accounting Statements. Appendix A provides that reconciliation, showing not only how Sage ledger balances are analysed in AGAR format but also how those balances correspond to the formal outturn statement. The Guide does not require Councils to account separately for fixed assets but to keep a memorandum summary in their asset register. The asset value shown in the Accounting

Statement is therefore derived directly from the Council's asset register, as reported elsewhere on this agenda.

- 1.3 Section 2 of the AGAR (Appendix B) has been signed by the RFO as required by the guidance. Members are requested to review the AGAR and the supporting reconciliation and recommend to Full Council that the Accounting Statement 2023/24 be approved and signed by the Chair of the Council at its meeting in May.

### **Exercise of Public Rights and Audit of the AGAR**

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

- Approval of the Accounting Statements must take place after approval of the Annual Governance Statement (AGS). (Full Council May)
- Legislation provides for the accounting records of the Council to be open for inspection for a fixed period prior to review by the External Auditor. This is known as the exercise of public rights and must be a period of 30 working days which includes the first 10 working days of July. To comply with this requirement, the RFO plans to specify the period from Monday 03 June to Friday 12 July 2024; during this time, members of the public can examine the accounts and supporting documentation. To meet this timescale, the unaudited Accounts and AGS must be published on the Council's website by Sunday 02 June 2024.
- The AGAR comprises the AGS, the Accounting Statements and the Internal Auditor's report. The full AGAR must be submitted, with supporting information, to the External Auditors, Moore UK, before the 01 July 2024. After their sign-off, the full audited Return must be published on the Council's website by 30 September 2024.

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

### **a) Risk**

Transactions are recorded incorrectly or inconsistently in statutory returns.

### **b) Consequence**

Criticism from auditors and reputational damage.

### **c) Controls Required**

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

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

This report is concerned solely financial transparency and accountability.

## **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 – Reconciliation between Sage financial ledger and AGAR Section 2

Appendix B – AGAR Section 2 Accounting Statements 2023/24

## **Background Papers**

- Transaction and trial balance reports from the Sage accountancy system
- 2023-24 outturn working papers.
- JPAG Practitioners' Guide 2024 Edition

AGAR Reconciliation to Accounting System 2023/24				Sage Nominal Code	Sage Trial Balance 31 March 24	Line 1	Line 2	Line 3	Line 4	Line 6	Line 7	Line 8	Balance Sheet Items not returned on AGAR
N/C	Summary Heading	Total	Detailed Account			Balances b/fwd	Annual Precept	Other Income	Staff Costs excls mileage	Other Expenditure	Balances c/fwd	Cash & Short term Balances	
		£			£	£	£	£	£	£	£	£	£
1100	Debtors	3,010.32	Debtors Control Account	1100	0.00								0.00
1101			Sundry Debtors	1101	0.00								0.00
1105			Other Debtors	1102	3,010.32								3,010.32
1110			Deposits Paid	1110	0.00								0.00
1115	Prepayments	4,419.07	Prepayments	1115	4,419.07								4,419.07
1200	Cash at Bank	54,140.44	Unity Trust	1200	0.00							0.00	
1205			HSBC	1205	54,140.44							54,140.44	
1216	Investments	0.00	Cumberland Building Society	1216	0.00							0.00	
1217		580,000.00	CCLA Public Sector Deposit Fund	1217	580,000.00							580,000.00	
1218		88,353.05	Penrith Building Society	1218	88,353.05							88,353.05	
2100	Creditors	(3,100.00)	Creditors Control Account	2100	0.00								0.00
2101			Sundry Creditors	2105	(3,100.00)								(3,100.00)
2110	Accruals	(9,918.62)	Accruals	2110	(9,918.62)								(9,918.62)
2115	Receipts in Advance	(1,741.75)	Receipts in Advance	2115	(1,741.75)								(1,741.75)
2200	Debtor - VAT	1,473.58	V.A.T. Sales Control Account	2200	0.00								0.00
2201			V.A.T. Purchase Control Account	2201	0.00								0.00
2202			VAT Liability	2202	1,473.58								1,473.58
2210	Creditor - Payroll Control	0.00	Payroll Control	2210	0.00								0.00
3000	Reserves	(498,885.70)	General Reserve	3000	(498,885.70)	(498,885.70)					(498,885.70)		
3010		(174,404.88)	Devolution Reserve	3010	(174,404.88)	(174,404.88)					(174,404.88)		
3015		0.00	Acquisitions Reserve	3015	0.00						0.00		
3020		(35,000.00)	Election Reserve	3020	(35,000.00)	(35,000.00)					(35,000.00)		
3200		0.00	Profit and Loss Account	3200	0.00						(30,956.70)		
4000	Precept	(468,295.00)	Precept	4000	(468,295.00)		(468,295.00)			0.00			
4010	CTRS Grant	(7,642.00)	CTRS Grant	4010	(7,642.00)			(7,642.00)		0.00			
4100	Investment Income	(36,125.93)	Investment Income	4100	(36,125.93)			(36,125.93)		0.00			
4200	Miscellaneous Income	0.00	Miscellaneous Income	4200	0.00			0.00		0.00			
5000	Officer Support - Planning	0.00	Officer Support	5000	0.00					0.00			
5100	Planning Consultancy	323.87	Planning Consultancy	5100	323.87			0.00		323.87			
5500	Carbon Literacy Training	3,000.00	Community Consultation	5530	3,000.00					3,000.00			
6000	Town Projects	20,258.72	Town Projects	6000	20,258.72			0.00		20,258.72			
6001			Covid-19 Response	6001	0.00					0.00			
6002			Marketing Penrith	6002	0.00					0.00			
6100	Arts and Entertainment	4,326.50	Officer Support	6100	0.00					0.00			
6101			Arts & Cultural Strategy	6101	0.00					0.00			
6105			Arts & Culture Development	6105	4,326.50					4,326.50			
6110			Events Grants	6110	0.00					0.00			
6200	Environment	0.00	Greening	6200	0.00					0.00			
6600	Grants	27,817.94	Small Grants	6600	0.00					0.00			
6620			Grants	6610	12,852.94					12,852.94			
6630			Signature Grants	6620	14,965.00					14,965.00			
7520	Corporate Communications	8,551.48	Community Engagement	7520	8,551.48					8,551.48			
7530			Press Support	7530	0.00					0.00			
7000	Staffing	329,155.01	Salaries	7000	250,732.79				250732.79	0.00			
7010			National Insurance	7010	24,582.60					24582.6			
7020			Superannuation	7020	52,474.27				52474.27	0.00			
7025			Recruitment Expenses	7025	566.50					566.50			
7030			Staff Training	7030	735.00					735.00			
7040			Conferences	7040	0.00					0.00			
7050			Staff Expenses	7050	63.85					63.85			
7100	Accommodation	14,545.68	Rent	7100	7,500.00					7,500.00			
7110			Heat, Light & Water	7110	3,008.60					3,008.60			
7120			Service Charges	7120	2,232.24					2,232.24			
7130			Room Hire	7130	1,414.84					1,414.84			
7140			Insurances	7140	390.00					390.00			
7190	Civic Functions	1,505.78	Letting Income	7190	0.00					0.00			
7200			Civic Functions	7200	19.98					19.98			
7210			Mayoral Expenses	7210	700.00					700.00			
7211			Deputy Mayor's Expenses	7211	300.00					300.00			
7220	Cost of Democracy	667.69	Civic Regalia	7220	485.80					485.80			
7300			Annual Meeting	7300	29.55					29.55			
7340			Members' Training	7340	536.14					536.14			
7320			Members' Expenses	7320	0.00					0.00			
7330	IT	22,374.88	Notice/Honours Board	7330	102.00					102.00			
7400			IT	7400	22,374.88					22,374.88			
7510	Devolved services	46,344.00	Website	7510	0.00					0.00			
7600			Bring Site	7600	0.00					0.00			
7605			Allotments	7605	2,577.21			(450.00)		3,027.21			
7610			War Memorial	7610	1,290.00					1,290.00			
7615			Benches	7615	2,967.87					2,967.87			
7620			Bus Shelters	7620	1,160.56					1,160.56			
7625			Bandstand	7625	883.72			(885.00)		1,768.72			
7630			Musgrave Monument	7630	434.00					434.00			
7635			Fairhill Park	7635	8,424.56					8,424.56			
7645			Play Areas	7645	0.00					0.00			
7540			Signage, Etc	7540	177.96					177.96			
7665			Thacka Beck	7665	1,913.89					1,913.89			
7680			Community Caretaker	7680	8,903.04					8,903.04			
7685			Local Government Re-organisation:Action Plan	7685	0.00					0.00			
7690			Contribution To Devolution Reserve	7690	17,611.19	17,611.19					17,611.19		
7800	Other Overheads	19,740.25	Printing, Postage & Stationery	7800	3,171.57					3,171.57			
7820			Audit Fees	7820	1,781.20					1,781.20			
7830			Insurance	7830	3,417.51					3,417.51			
7840			Bank Charges & Interest	7840	285.09					285.09			
7850			Accountancy Fees	7850	4,310.00					4,310.00			
7855			Legal Fees	7855	2,116.33					2,116.33			
7860			Licences	7860	1,487.93					1,487.93			
7870			Subscriptions	7870	3,170.62					3,170.62			
7900			Repairs & Renewals	7900	105.62					105.62			
8000	Contribution to/from		Contribution from General Reserve	8000	0.00					0.00			
8010	General Reserves		Contribution to Acquisitions Reserve	8010	0.00	0.00					0.00		
8020	Acquistuon/Election Res.	5,000.00	Contribution to Election Reserve	8020	5,000.00	5,000.00					5,000.00		
8050	Contingency		Contingency	8050	0.00					0.00			
9998	Suspense Account		Suspense Account	9998	0.00					0.00			
		(0.00)			(0.00)	(685,679.39)	(468,295.00)	(45,102.93)	327,789.66	154,651.57	(716,636.09)	722,493.49	(5,857.40)
AGAR: Rounded Return						(685,679)	(468,295)	(45,103)	327,790	154,651	(716,636)	722,493	n/a

## Section 2 – Accounting Statements 2023/24 for

### EN Penrith Town Council

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	627,945	685,679	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	455,209	468,295	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	22,165	45,103	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	260,395	327,790	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	159,245	154,651	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	685,679	716,636	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).

8. Total value of cash and short term investments	697,223	722,493	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	181,919	172,004	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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



Date

15/04/2024

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

INTENTIONALLY BLANK

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.		Ensure effective arrangements for internal audit.	Prepare Internal Audit Outline Plan  Internal Audit Interim Report to 31/12/24  Final Internal Audit Report to 31/03/24  Review of Effectiveness of Internal Audit and Appointment of Internal Auditor 24/25	Sept 23  Mar 24  Apr 24  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
			Review the effectiveness of Internal Control Provision	Mar 24
Annual Return	Ian / John / Viv	Annual Return AGAR	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
Item				
Payments Schedule / Bank Rec		Completed		
Budget Monitoring		Completed		
Management of Internal Audit		On schedule		
Risk Assessments		Completed		
Insurance review		Started to be in place for May		
Review and update Asset Register		Completed		
Banking		Ongoing –signatories ongoing,		
Annual Budget and Precept 2024-25		Completed		
Practitioners Guide / Internal Control		Completed		
Annual Return		Started process		
Policy Review		Completed		
Grounds Maintenance		Completed for year		
Allotments		Completed for year		
Community Caretaker Contract		Completed for year		
Carleton Village Hall		Behind schedule		
Service Schedule		Completed for year		
Assets		St Andrews commenced / Bus shelter commenced		