



# 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: 16 June 2025**

**NOTICE IS HEREBY GIVEN** that an **ORDINARY MEETING** of **THE FINANCE COMMITTEE** will be held on **Monday 23 June 2025**, at **5.15pm** 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		

Mrs V. Tunnadine, Town Clerk, PSLCC

## **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 23 JUNE 2025**

## **PART I**

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

Receive apologies from Members.

### **2. Appointment of Vice Chair**

To appoint a Vice-Chair of the Finance Committee for the remainder of the 2025-26 municipal year.

### **3. Declarations of Interest and Requests for Dispensations**

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

#### **ADVICE NOTE:**

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

- a) Note that Cllr. Lawson and Cllr. Rudhall accessed the Banking System to reconcile the report of all payments made for the relevant period and would be able to recommend that each payment aligned with the invoices.
- b) Agree two Members to undertake the Payments for Approval reconciliation for the meeting of Finance Committee on the 15 September 2025.
- c) Approve the monthly report of payments for April and May 2025.

## **7. Bank Reconciliation**

Approve and sign the bank reconciliation as of 30 April and 31 May 2025 as a correct record.

## **8. Budgetary Control Statement 2025/26: 31 May 2025**

Review and approve the Budgetary Control Statement for the period 31 May 2025 and recommend the statement be ratified by Full Council.

## **9. Resolutions Report**

Note the written report.

## **10. Insurance Renewal**

Note the Council's insurance policy was renewed on a three-year agreement effective from the 18 May 2024. The renewal premium for the 12-month period effective from 18 May 2025 is £5,063.08 including Insurance Premium Tax. The renewal premium includes a 5% RPI increase on the sums insured, inclusion of event insurance and the increase in insurance valuation of some of the Council's assets. The Council's insurer is Zurich Municipal. The premium has been paid in full.

## **11. Banking**

Note the Council has received this year's precept in full from Westmorland and Furness Council and that £350,000 of the precept has been invested with the CCLA Public Sector Deposit Fund.

## **12. Play Area Earmarked Reserve**

Approve the proposed list of schemes to commit the Play Area earmarked reserve during this term of Council.

## **13. Allotments**

Approve the proposed list of schemes to commit the Allotment Service Development budget.

## **14. Tree at Fairhill**

Consider a request from a member of the public to donate and install a tree at Fairhill Playing Field.

## **15. Next Meeting**

Note the next meeting is scheduled for **Monday 15 September 2025, with a time to be agreed** at the 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**

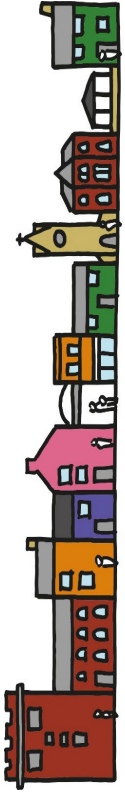
#### **Access To Information**

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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# Penrith Town Council

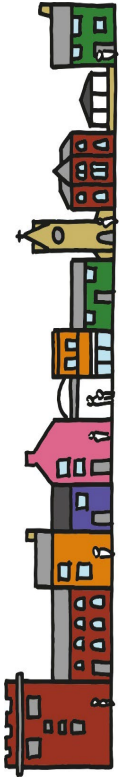
Item 6ci

## Payments Schedule April 2025

Date	Ref	Details	Net £	VAT £	Total £	Budget
01/04/2025	CCR25-01	The Purple Guide	30.00	-	30.00	Subscriptions
02/04/2025	CCR25-02	Facebook	49.95	-	49.95	Community Engagement
03/04/2025	25-01	Westmorland and Furness Council - NNDR Bandstand	109.78	-	109.78	Bandstand
03/04/2025	25-02	Turnstone HR - HR Services	125.00	25.00	150.00	Legal & Professional Fees
03/04/2025	25-03	KTD Ltd - CSP Renewal	2,593.80	518.76	3,112.56	IT
03/04/2025	25-04	Gale Little - Cleaning Services	80.00	-	80.00	Service Charges
03/04/2025	25-05	KTD Ltd - Managed Print Use 28/02/25 - 31/03/25	17.86	3.58	21.44	Printing, Postage & Stationery
03/04/2025	25-06	KTD Ltd - Sogea to Replace FTTC	488.00	97.60	585.60	IT
03/04/2025	25-07	Penrith BID Ltd - Marmalade Festival	2,000.00	-	2,000.00	Town Projects
03/04/2025	25-08	Penrith Pumas WRC C.I.C - Grant	166.00	-	166.00	Large Grants
03/04/2025	25-09	Barron Media Ltd - Publication Herald	380.00	76.00	456.00	Community Engagement
03/04/2025	25-10	Reeds (Cumbria) Ltd - Honours Board Lettering	102.00	20.40	122.40	Signage, Etc
04/04/2025	CCR25-03	Post Office Ltd	5.00	-	5.00	Printing, Postage & Stationery
07/04/2025	CCR25-04	Post Office Ltd	41.12	-	41.12	Printing, Postage & Stationery
08/04/2025	CHG	Bank Charges to 17 Mar	8.00	-	8.00	Bank Charges & Interest
14/04/2025	CCR25-06	Poppy Shop Uk	20.41	4.08	24.49	Town Projects
15/04/2025	CCR25-05	Post Office Ltd	12.18	-	12.18	Printing, Postage & Stationery
22/04/2025	CCR25-07	Post Office Ltd	14.00	-	14.00	Printing, Postage & Stationery
22/04/2025	DD	British Gas - Apr 25	14.79	0.74	15.53	Bandstand
23/04/2025	25-11	KTD Ltd - Internet Services	79.00	15.80	94.80	IT
23/04/2025	25-12	KTD Ltd - Anti Spam Services	460.00	92.00	552.00	IT
23/04/2025	25-13	KTD Ltd - CE Plus Renewal	1,995.00	399.00	2,394.00	IT
23/04/2025	25-14	KTD Ltd - Kycocera Staples	45.00	9.00	54.00	IT
23/04/2025	25-15	KTD Ltd - Domain Services	195.00	39.00	234.00	IT
23/04/2025	25-16	KTD Ltd - FTTP Internet Service	79.00	15.80	94.80	IT
23/04/2025	25-17	KTD Ltd - Domain Services	23.75	4.75	28.50	IT
23/04/2025	25-18	Norton Rosettes - May Day	83.25	16.65	99.90	May Day
23/04/2025	25-19	Lamont Pridmore - Accountancy Services six months - March 25	2,475.00	495.00	2,970.00	Accountancy Fees
23/04/2025	25-20	Penrith Posters Ltd - May Day Programme	955.00	-	955.00	May Day
23/04/2025	25-21	Rural Services Partnership Ltd - Membership	143.85	28.77	172.62	Subscriptions
23/04/2025	25-22	FCC Recycling (UK) Ltd - Community Caretaker March 25	735.53	147.11	882.64	Community Caretaker
23/04/2025	25-23	Carlisle DBF - Room Hire	64.00	12.80	76.80	Room Hire/Meetings
23/04/2025	25-23	Carlisle DBF - Communal Cleaning	91.20	-	91.20	Service Charges
23/04/2025	25-24	PPL PRS Ltd - Music Licence	398.28	79.66	477.94	Licences
23/04/2025	25-25	Ullswater Community College - May Day	200.00	40.00	240.00	May Day
23/04/2025	25-26	Premier Traffic Management Ltd - May Day	3,535.25	707.05	4,242.30	May Day
23/04/2025	25-27	Eden District Talking Newspaper - March 2025	25.00	-	25.00	Community Engagement
23/04/2025	25-28	Cumbrian Local Publications Ltd - May 2025 Edition	310.00	-	310.00	Community Engagement
23/04/2025	25-29	Cumbria Association of Local Councils - Subscription	1,697.45	-	1,697.45	Subscriptions
23/04/2025	25-30	Penrith Parish Centre Ltd - Storage	40.00	-	40.00	Room Hire/Meetings
23/04/2025	DD	BrightHR - Apr 25	43.20	8.64	51.84	IT
24/04/2025	DD	New Star Networks - Apr 2025	408.30	81.66	489.96	IT
24/04/2025	CCR25-08	Amazon - Law Book	46.99	-	46.99	Allotments
25/04/2025	CCR25-09	Amazon - May Day Items	94.97	-	94.97	May Day
25/04/2025	CCR25-10	Trotec - Sound Monitor	129.08	25.82	154.90	May Day
28/04/2025	BP	Net Pay - April 2025	13,529.47	-	13,529.47	Staffing - Salaries
29/04/2025	CCR25-11	Adobe	101.10	20.22	121.32	Licences
29/04/2025	CCR25-12	Post Office Ltd	8.75	-	8.75	Printing, Postage & Stationery
Total			34,250.31	2,984.89	37,235.20	

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# Penrith Town Council

## Payments Schedule May 2025

Date	Ref	Details	Net £	VAT £	Total £	Budget
01/05/2025	CCR25-13	Aldi - Supplies Stewards	7.16	1.43	8.59	May Day
02/05/2025	CCR25-14	Post Office Ltd	2.00	-	2.00	Printing, Postage & Stationery
07/05/2025	25-31	KTD Ltd - System Support Renewal	56.15	11.23	67.38	IT
07/05/2025	25-32	KTD Ltd - IT Services	29.00	5.80	34.80	IT
07/05/2025	25-33	KTD Ltd - IT Services	120.00	24.00	144.00	IT
07/05/2025	25-34	KTD Ltd - Managed Print Service 31/03 - 30/04/25	329.28	65.86	395.14	Printing, Postage & Stationery
07/05/2025	25-35	YAM Architects Ltd - RIBA Work Stage 2 Feasibility	3,250.00	650.00	3,900.00	Town Projects
07/05/2025	25-36	Barron Media - Advert May Day	500.00	100.00	600.00	May Day
07/05/2025	25-37	Turnstone HR Ltd - HR Services	125.00	25.00	150.00	Legal & Professional Fees
07/05/2025	25-38	Georgina Airey - Internal Audit Fees	216.20	-	216.20	Audit Fees
07/05/2025	25-39	Eden Rivers Trust - Access to Eden	500.00	-	500.00	Community Consultation
07/05/2025	25-40	Viv Tunnadine (Staff) - Reimbursement items for annual meeti	33.90	-	33.90	Civic Functions
07/05/2025	25-41	Kompan - Fairhill Play Equipment Repairs	1,282.65	256.53	1,539.18	Fairhill Park
07/05/2025	25-42	Penrith Parish Centre Ltd - Storage	40.00	-	40.00	Room Hire/Meetings
07/05/2025	25-43	Laurence Warburton - TA Land Train Hire Nationwide - May Day	670.00	134.00	804.00	May Day
07/05/2025	25-44	Gale Little - Cleaning Services	60.00	-	60.00	Service Charges
07/05/2025	25-45	The Society of Local Council Clerks - Membership	420.00	-	420.00	Subscriptions
07/05/2025	25-46	Granicus - Communications System	5,152.05	1,030.41	6,182.46	Community Engagement
07/05/2025	25-47	Walton Goodland - Insurance (Rent) 01/04/25 - 31/03/26	480.66	-	480.66	Premises Insurance
07/05/2025	25-48	Barron Media - Insert Programme	500.00	100.00	600.00	May Day
07/05/2025	25-49	Cumbria Event Solutions - Production Services and PA	750.00	150.00	900.00	May Day
07/05/2025	25-50	The Bread and Butter Theatre Company - Entertainment	700.00	140.00	840.00	May Day
09/05/2025	CHG	Bank Charges	8.00	-	8.00	Bank Charges & Interest
12/05/2025	CCR25-15	Post Office Ltd	8.75	-	8.75	Printing, Postage & Stationery
14/05/2025	CCR25-16	Post Office Ltd	21.60	-	21.60	Printing, Postage & Stationery
14/05/2025	25-51	Barron Media Ltd - Advert	55.00	11.00	66.00	Community Engagement
14/05/2025	25-52	Bags for stewards	31.26	-	31.26	May Day
14/05/2025	25-52	Travel - VE day flag collection	20.70	-	20.70	Civic Functions
14/05/2025	25-53	Carlisle DBF Ltd - Hire of Meeting Room	32.00	6.40	38.40	Room Hire/Meetings
14/05/2025	CHQ	Transfer to CCLA	350,000.00	-	350,000.00	Town Projects
15/05/2025	25-54	Ast Signs Limited - PVC Banners	3,169.20	-	3,169.20	May Day
15/05/2025	25-55	Ast Signs Limited - Sign	336.00	-	336.00	May Day
15/05/2025	25-56	Stomping Ground - Outdoor Event May Day	790.00	-	790.00	May Day
15/05/2025	25-57	Penrith Rotary Club - Donation Stewarding May Day	350.00	-	350.00	May Day
16/05/2025	BP	HMRC PAYE/NI Apr 25	5,479.57	-	5,479.57	Staffing - Salaries
16/05/2025	BP	Cumbria Pension Apr 2025	5,038.13	-	5,038.13	Staffing - Salaries
20/05/2025	DD	BrightHR	43.20	8.64	51.84	IT
21/05/2025	DD	British Gas	14.50	0.72	15.22	Bandstand
21/05/2025	CCR25-21	Yorkshire Trading	4.99	-	4.99	Fairhill Park
22/05/2025	25-59	Mrs Elizabeth Ball - Lakeland Larks VE Day 80	200.00	-	200.00	Civic Functions
22/05/2025	25-60	Zurich Town and Parish Insurer Trust Account - Insurance	5,063.08	-	5,063.08	Insurance
22/05/2025	25-61	St John Ambulance - First Aid Services	514.80	102.96	617.76	May Day
22/05/2025	25-62	Eden Valley Artistic Network - May Day Performers	880.00	-	880.00	May Day
22/05/2025	25-63	Eden Valley Artistic Network - May Day Activity and Stage	1,050.00	-	1,050.00	May Day
22/05/2025	25-64	BlueJam Arts CIC - May Day Performances	500.00	-	500.00	May Day
22/05/2025	25-65	Westmorland and Furness Council - Carleton MUGA	15,000.00	-	15,000.00	Play Area Development
22/05/2025	25-66	Beacon Fire Protection Ltd - Fire Extinguisher Service	114.88	22.98	137.86	Service Charges
22/05/2025	25-67	Premier Technical Services Group Ltd - Replacement Lanyard	118.45	23.69	142.14	Musgrave Monument
22/05/2025	25-69	Walton Goodland - Rent 24/06/25 - 28/09/25	2,062.50	-	2,062.50	Rent
22/05/2025	25-68	Lowther Forestry Group Ltd - Grounds Maintenance Contract	856.00	171.20	1,027.20	Fairhill Park
22/05/2025	25-68	Lowther Forestry Group Ltd - Grounds Maintenance Contract	404.00	80.80	484.80	Thacka Beck Field
27/05/2025	DD	SCG Cloud	393.75	78.75	472.50	IT
28/05/2025	BP	Net Pay May 2025	15,780.94	-	15,780.94	Staffing - Salaries
28/05/2025	CCR25-22	Adobe	101.10	20.22	121.32	Licences
Total					426,888.07	

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Bank Ref:	1205	Date To:	30/04/2025
Bank Name:	HSBC	Statement Ref:	1205 2025-04-08 01
Currency:	Pound Sterling		

Balance as per cash book at 30/04/2025:

558,718.63

Add: Unpresented Payments

Tran No	Date	Ref	Details	£
				0.00

Less: Outstanding Receipts

Tran No	Date	Ref	Details	£
				0.00

Reconciled balance :

558,718.63

Balance as per statement :

558,718.63

Difference :

0.00

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Bank Ref:	1205	Date To:	31/05/2025
Bank Name:	HSBC	Statement Ref:	1205 2025-06-03 01
Currency:	Pound Sterling		

Balance as per cash book at 31/05/2025:

136,989.70

Add: Unpresented Payments

Tran No	Date	Ref	Details	£
				0.00

Less: Outstanding Receipts

Tran No	Date	Ref	Details	£
				0.00

Reconciled balance :

136,989.70

Balance as per statement :

136,989.70

Difference :

0.00

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# FINANCE COMMITTEE

**Date: 23 June 2025**

## **Public Report**

**Matter: Budgetary Control Statement 2025-26, Expenditure to 31 May 2025**

**Item no: 08**

**Author:** Responsible Finance Officer

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

### **Purpose of Report:**

To consider the budgetary control statement for the two-month period to 31 May 2025.

### **Recommendations:**

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

### **Law and Legal Implications**

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

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

## **1. Report Details**

### **A. 2024-25 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 2024-25, for reference only.
- The full year's Approved Budget for 2025-26, which was ratified by Council on 13 January 2025.
- Actual outturn income and expenditure to 31 May 2025, based on the matching principle, which means taking account of all income and expenditure which relates to the period, irrespective of when it is received/paid.

- The variance between the actual outturn income and expenditure and the profiled latest budget for the period. 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, Election and Playground Development.

## **B. Commentary**

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

### **B.1 Income**

Overall income of £90,534 exceeds the profiled budget of £89,457 by £1,077.

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

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

Planning Committee expenditure has been on budget so far this year.

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

Net spend of £16,076 is shown against the budget of £30,834, an underspending of £14,758.

This underspend should reduce later in the year due to anticipated increases in expenditure for items such as branding, marketing and grants.

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

Net expenditure of £88,330 is shown against the budget of £91,170, an underspending of £2,840.

This underspend is expected to be reduced as the year progresses.

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

- The individual variances result in an underspending of £18,098 against the profiled total expenditure budget of £110,837. As there is £1,077 more income, there is a net variation of £19,175 on the profiled amount transferrable to the General Reserve.

### **B.6 Reserves**

- The General Reserve is profiled to decrease by £21,380 in the period, it has actually decreased by £2,205.
- The Devolution Reserve opened the year with a balance of £189,091, the amount of £2,875 transferrable into the Devolution Reserve is £695 higher than profile.



- The Election Reserve opened the year with a balance of £40,000, an amount of £5,000 is budgeted to be added at the end of the financial year.
- The Play Area Reserve opened the year with a balance of £82,000, £15,000 of which has been spent so far this year.

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

Appendix B shows the Council's balance sheet as at 31 May 2025. The following points may be noted:

- Investments with two organisations total £1,020,992, with the majority being held in the CCLA Public Sector Deposit Fund. An amount of £350,000 was transferred from the HSBC account to the CCLA account after the receipt of the annual precept in April.
- The VAT Debtor of £3,222 represents May's transactions and has been reclaimed from HMRC.
- Prepayments of £16,615 include adjustments for insurance, office rent, IT support agreements, and licences and subscriptions.
- The Cash at Bank balance of £136,990 is held at HSBC.
- Accruals of £18,174 comprise of goods and services received by 31 May, but unpaid at that date.
- The Receipts in Advance figure represents income for the period 1 June 2025 to 31 March 2026 already received from Westmorland and Furness Council as precept and grants, together with monies from United Utilities for planting maintenance.

## **D. Conclusion**

The budgetary control statement shows that net spending to 31 May 2025 was around £18,000 below the Latest Budget for the period. It is often the case to see an underspend at this early stage in the year, and it is too soon to predict any trends for future months.

Finally, there are no issues arising from the Council's balance sheet at 31 May 2025.

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

### **Risk & Consequences**

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

Adverse criticism of over or underspending.

### **Controls Required**

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

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

This report is concerned solely with financial management.

### **4. Equalities Implications**

There are no equalities implications associated with this report.

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

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

### **6. Legal Implications**

There are no legal implications arising from this report.

## **Appendices**

Appendix A – Budgetary Control Statement Two Months Ended 31 May 2025.

Appendix B – Balance Sheet as at 31 May 2025.

## **Background Papers**

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



## Penrith Town Council

### BUDGETARY CONTROL STATEMENT TWO MONTHS ENDED 31 MAY 2025

Actual 2024-25	Approved Budget 2025-26	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£	£		£	£	£
		<b>INCOME</b>			
		<b>Precept:</b>			
487,735	514,740	Council Tax	85,790	85,790	0
7,642	0	<b>CTRS Grant</b>	0	0	0
		<b>Other Income:</b>			
39,269	22,000	Investment Income	3,667	4,744	1,077
<b>534,646</b>	<b>536,740</b>	<b>TOTAL INCOME</b>	<b>89,457</b>	<b>90,534</b>	<b>1,077</b>
		<b>EXPENDITURE</b>			
		<b>PLANNING COMMITTEE:</b>			
		<b>Planning:</b>			
7,285	20,000	Planning	3,333	3,333	0
7,285	20,000		3,333	3,333	0
<b>7,285</b>	<b>20,000</b>	<b>Planning Committee Total</b>	<b>3,333</b>	<b>3,333</b>	<b>0</b>
		<b>COMMUNITIES COMMITTEE:</b>			
		<b>Climate Change:</b>			
9,459	15,000	Climate Efficiency	2,500	500	2,000
9,459	15,000		2,500	500	2,000
		<b>Town Projects:</b>			
37,807	20,000	Town Projects	3,333	20	3,313
	15,000	May Day	15,000	13,877	1,123
37,807	35,000		18,333	13,897	4,436
		<b>Arts &amp; Entertainment:</b>			
4,135	10,000	Arts & Culture Development	1,667	0	1,667
4,135	10,000		1,667	0	1,667
		<b>Grants:</b>			
30,000	30,000	Grants	5,000	0	5,000
10,000	10,000	Signature Grants	1,667	0	1,667
40,000	40,000		6,667	0	6,667
		<b>Corporate Communications:</b>			
16,000	10,000	Communications	1,667	1,679	(12)
16,000	10,000		1,667	1,679	(12)
<b>107,401</b>	<b>110,000</b>	<b>Communities Committee Total</b>	<b>30,834</b>	<b>16,076</b>	<b>14,758</b>

Actual 2024-25	Approved Budget 2025-26	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£	£		£	£	£
		<b>FINANCE COMMITTEE:</b>			
		<b>Staffing:</b>			
231,646	245,720	Salaries	40,953	40,370	583
23,201	30,850	National Insurance	5,142	5,281	(139)
52,923	52,815	LG Pension Scheme	8,803	8,681	122
0	500	Recruitment Expenses	83	0	83
255	600	Staff Training	100	0	100
0	200	Conferences	33	0	33
16	300	Staff Expenses	50	0	50
308,041	330,985		55,164	54,332	832
		<b>Accommodation:</b>			
7,984	8,250	Rent	1,375	1,375	0
2,313	3,900	Heat, Light & Water	650	300	350
1,780	2,520	Service Charges	420	346	74
1,416	1,900	Room Hire & Meetings	317	226	91
390	390	Insurances	65	481	(416)
13,883	16,960		2,827	2,728	99
		<b>Civic Functions:</b>			
416	400	Civic Functions	67	255	(188)
700	700	Mayoral Expenses	117	0	117
300	300	Deputy Mayor's Expenses	50	0	50
0	200	Civic Regalia	33	0	33
1,416	1,600		267	255	12
		<b>Cost of Democracy:</b>			
65	100	Annual Meeting	100	0	100
0	0	Elections	0	0	0
377	1,000	Members' Training	167	0	167
0	100	Members' Expenses	17	0	17
0	200	Notice/Honours Board	33	0	33
442	1,400		317	0	317
22,930	22,000	<b>IT</b>	3,667	4,901	(1,234)
		<b>Devolved Services:</b>			
(195)	10,200	Allotments	1,325	(474)	1,799
4,911	160	War Memorial	27	0	27
2,361	2,000	Benches	333	0	333
1,322	1,500	Bus Shelters	250	0	250
3,193	2,500	Bandstand	417	139	278
2,659	800	Musgrave Monument	133	118	15
4,666	5,500	Fairhill Park	917	2,786	(1,869)
3,896	2,500	Thacka Beck Field	417	707	(290)
86	150	Signage, etc	25	102	(77)
8,759	10,200	Community Caretaker	1,700	1,471	229
14,686	10,834	Contribution to/(from) Devolution Reserve	2,180	2,875	(695)
46,344	46,344		7,724	7,724	0
	37,000	Play Area Development	15,000	15,000	0
	12,500	Benches and Bus Shelters	2,083	0	2,083
		<b>Other Overheads:</b>			
2,795	3,300	Printing, Postage & Stationery	550	511	39
1,789	1,850	Audit Fees	308	297	11
4,092	4,400	Insurance	733	760	(27)
9	180	Bank Charges & Interest	30	16	14
6,196	5,200	Accountancy Fees	867	391	476
2,347	2,500	Legal & Professional Fees	417	250	167
1,850	1,800	Licences	300	701	(401)
2,926	3,500	Subscriptions	583	464	119
87	2,000	Repairs & Renewals	333	0	333
22,091	24,730		4,121	3,390	731
<b>415,147</b>	<b>493,519</b>	<b>Finance Committee Total</b>	<b>91,170</b>	<b>88,330</b>	<b>2,840</b>

Actual 2024-25	Approved Budget 2025-26	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£ 2,953	£ 3,000	Contingency	£ 500	£ 0	£ 500
5,000	5,000	Transfer to/(from) Election Reserve	0	0	0
82,000	(37,000)	Transfer to/(from) Play Area Reserve	(15,000)	(15,000)	0
619,786	594,519	TOTAL EXPENDITURE	110,837	92,739	18,098
(85,140)	(57,779)	INCREASE/(DECR) IN GENERAL RESERVE	(21,380)	(2,205)	19,175
		RESERVES:			
		General Reserve:			
507,231	387,084	Balance brought forward 1 April 2025	387,084	422,090	35,006
(85,140)	(57,779)	Increase/(decrease) in year	(21,380)	(2,205)	19,175
422,091	329,305	Balance carried forward	365,704	419,885	54,181
		Devolution Reserve:			
174,405	187,749	Balance brought forward 1 April 2025	187,749	189,091	1,342
14,686	10,834	Contribution from/(to) 2024-25 Budget	2,180	2,875	695
189,091	198,583	Balance carried forward	189,929	191,966	2,037
		Election Reserve:			
35,000	40,000	Balance brought forward 1 April 2025	40,000	40,000	0
5,000	5,000	Contribution from/(to) 2024-25 Budget	0	0	0
40,000	45,000	Balance carried forward	40,000	40,000	0
		Play Area Reserve:			
0	82,000	Balance brought forward 1 April 2025	82,000	82,000	0
82,000	(37,000)	Contribution from/(to) 2024-25 Budget	(15,000)	(15,000)	0
82,000	45,000	Balance carried forward	67,000	67,000	0
733,182	617,888	TOTAL RESERVES	662,633	718,851	56,218



## Penrith Town Council

### BALANCE SHEET AS AT 31 MAY 2025

	£	£
<b>Investments</b>		
Penrith Building Society	90,992	
CCLA Public Sector Deposit Account	<u>930,000</u>	
		1,020,992
<b>Current Assets</b>		
Debtors	2,950	
Debtor - VAT	3,222	
Prepayments	16,615	
HSBC Bank Account	<u>136,990</u>	
	159,777	
<b>Current Liabilities</b>		
Creditors	0	
Accruals	18,174	
Payroll Control	13,052	
Receipts in Advance	<u>430,692</u>	
	461,918	
<b>Net Current Assets</b>		(302,141 )
		<u><b>718,851</b></u>
<b>Represented by:</b>		
<b>Reserves</b>		
General Reserve		419,885
Devolution Reserve		191,966
Election Reserve		40,000
Play Area Reserve		67,000
		<u><b>718,851</b></u>

**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>Brought Forward from Previous Year</b>			
FIN24/28	Bus Shelter Scaws enquiries with relevant landowners		Letter sent to landowner
FIN24/50	Noticeboard Upgrade and removal at Brentfield Way		Brentfield Way Removed
FIN24/84a	Legal Services Position to be advertised		Advertised in July

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# FINANCE COMMITTEE

**Date: 23 June 2025**

## **Public Report**

**Matter: Play Area Earmarked Reserve**

**Item no: 12**

**Author: Services and Contracts Manager**

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

### **Purpose of Report:**

To consider and approve the proposed list of schemes to commit the Play Area earmarked reserve during the term of this Council.

### **Recommendations:**

Approve the proposed list of schemes to commit the Play Area earmarked reserve during the term of this Council.

### **Law and Legal Implications**

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

### **1. Background**

- 1.1 The Council approved the creation of a Play Area Earmarked Reserve of £90,000 (£67,000 Full Council 18 November 2024, Minute 24/67d and £23,000 Full Council 24 March 2024, Minute 24/107e).
- 1.2 The Play Area Earmarked Reserve was approved for the purpose of investment in play areas or multi-use games areas. The reserve allocates £15,000 per ward and the funding is to be committed during the term of this Council, to May 2027.
- 1.3 Members are minded noting that support for two community projects in Penrith, those being Carleton Multi Use Games Area £15,000 and Pategill Play Area £8,000 have previously been approved from the reserve. The scheme at Carleton is scheduled to commence during 2025. The scheme at Pategill has recently been completed.
- 1.4 This report asks Members to approve the proposed list of schemes to commit the remainder of the Play Area Earmarked Reserve as set out in Appendix A.
- 1.5 Members are advised to note that the current play areas are owned and maintained by Westmorland and Furness Council and as such it is essential to liaise with them on each proposed scheme.

### **2. Risk assessment & Mitigation**

#### **a) Risk**

The preferred list of schemes does not progress.

#### **b) Consequence**

The Play Area Earmarked Reserve is not full committed as planned.

**c) Controls Required**

Approve a list of preferred schemes to be progressed and receive regular progress updates.

Liaise with Westmorland and Furness Council who own and maintain the existing play spaces in Penrith, other than Fairhill Play Area.

**3. Financial Implications**

By nature of the report being considered by the Council's Finance Committee, the financial and resource implications are considered within the body of the report.

The Council has approved a Play Area Earmarked Reserve of £90,000, equating to £15,000 per ward, to be committed during the term of this Council to May 2027.

**4. Legal Implications**

By adopting the recommendations contained in this report, the Council is acting within its legal powers.

There are no legal issues arising directly from this report.

**5. Equalities Implications**

There are no equalities implications associated with this report.

**6. Environmental Implications**

There are no environments implications associated with this report.

**Appendices:** Appendix A – Proposed list of Schemes

**Background Documents:**

Previous Reports

## Appendix A – Proposed List of Schemes – Play Area Earmarked Reserve.

Ward	Budget (£)	Proposed Scheme
Penrith North	15,000	<p>The Council owns the Fairhill Play Area, which has been developed over recent years. Milton Street play area was extended in recent years.</p> <p>There is a small play space on land at Bowscar, and it is proposed to liaise with Westmorland and Furness Council initially. It may be that local resident consultation is undertaken and subject to the consultation findings the £15k be allocated to this area.</p>
Penrith South	15,000	<p>Westmorland and Furness Council has recently published a plan for improvements to the Wetheriggs Country Park, which includes provision for an extended children's play area. The plan is based on resident and councillor feedback. There are no designated funds to deliver the overall plan.</p> <p>The play area element meets the aims of this funding, and it is proposed that the £15,000 be allocated to the enhancement of the children's play area. It would be recommended that discussions with Westmorland and Furness Council be had regards the intentions for the funding of and delivery of the plan for Wetheriggs Country Park.</p>
Penrith East	15,000	<p>The Scaws Recreation Group has been established and are aiming to focus on improving the play area on Brentfield Way. The scheme aligns with our aims. It is understood that Westmorland and Furness Council have given their approval for the enhancement of the Scaws Play Area.</p> <p>It is proposed that Brentfield Way Play Area project be allocated the full £15k.</p>
Penrith West	15,000	<p>Castletown Recreation Field Play Area is the main play area provision in the ward. There is space within the footprint of the existing play area to install additional items of equipment.</p> <p>It is proposed to liaise with Westmorland and Furness Council but recommend that the Castletown Recreation Field Play Area be allocated the full £15k.</p>
Pategill	7,000	<p>It is proposed that further engagement be had with the Ward Councillor and Westmorland and Furness Council to establish whether the £7,000 remaining budget could be used for any further enhancements to the Pategill Play Area.</p>

### Note

Carleton Ward has received an allocation of £15,000 towards the Multi Use Games Area which is scheduled to commence during 2025.

Pategill Ward has received an allocation of £8,000 towards the Pategill Play area project which was refurbished in June 2025.

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# FINANCE COMMITTEE

**Date: 23 June 2025**

## **Public Report**

**Matter: Allotments**

**Item no: 13**

**Author: Services and Contracts Manager**

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

### **Purpose of Report:**

To consider and approve the proposed list of schemes to commit the Allotment budget in 2025/26.

### **Recommendations:**

Approve the proposed list of schemes to commit the Allotment Service Development budget.

### **Law and Legal Implications**

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

#### **1. Background**

- 1.1 The Council approved as part of the 2025/26 budget £10,000 for Allotment improvements. There is an allowance for an additional £10,000 for allotment improvements in 2026/27.
- 1.2 The allotment sites at Salkeld Road, Folly Lane, Brackenber and James Street are owned by the Council and leased to and managed by the Penrith Allotment Association (PAA).
- 1.3 The Council has engaged with the PAA Committee who have been giving consideration to schemes of work to commit the budget for the betterment of the allotment sites, and in doing so they have been engaging with their site representatives and tenants.
- 1.4 Given that the Council are the landowners this report asks the Council to approve the proposed list of schemes of work to commit the Allotments budget in 2025/26. It is anticipated that some of the schemes may 'rollover' into the budget allocation of £10,000 proposed for 2026/27 year.
- 1.5 Delivery of the schemes will require an ongoing liaison between the Council and the PAA, whereby it will be most likely that some of the schemes are delivered by the Council, and others directly by the PAA themselves. The delivery of the schemes will be scheduled with the PAA taking into consideration priorities, the seasonal use of the sites, available resources.

Site	Proposed Schemes
Folly Lane	Stone wall repairs
	Interior hedge to be trimmed back and tree/shrub removal.
	Reinstate levels on main pathway
	Installation of pavers from access gate to tool shed.
	New Noticeboard
James Street	Railings repainted
	Repair of loose stones on boundary wall
	Replace timber fence and install new gate (rear of site)
Salkeld Road	Supply and installation of new storage shed and base.
	One off removal of site debris.
Brackenber	Investigate any drainage concerns (develop any scheme accordingly)
	Repair potholes present on the access track
	Upgrade the existing car parking area
	One off removal of site debris (Agreed Plots)
	Investigate any speed control issue (develop any scheme accordingly)
All Sites	Improved signage

## 2. Risk assessment & Mitigation

### a) Risk

The list of schemes does not progress.

### b) Consequence

The Allotment budget is not committed.

### c) Controls Required

Approve the list of proposed schemes to be progressed by the Council and the PAA during the current financial year and receive regular progress updates. Deliver schemes in accordance with the Council's Procurement Policy.

## 3. Financial Implications

By nature of the report being considered by the Council's Finance Committee, the financial and resource implications are considered within the body of the report.

The Council has approved a budget of £10,000 for 2025/26.

## 4. Legal Implications

By adopting the recommendations contained in this report, the Council is acting within its legal powers.

There are no legal issues arising directly from this report.

## 5. Equalities Implications

There are no equalities implications associated with this report.

## 6. Environmental Implications

There are no environments implications associated with this report.

**Appendices:** None

**Background Documents:**

Proposed Budget 2025-26, Full Council, 13 January 2025

# FINANCE COMMITTEE

**Date: 23 June 2025**

## **Public Report**

**Matter: Tree at Fairhill Playing Field**

**Item no: 14**

**Author: Services and Contracts Manager**

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

### **Purpose of Report:**

Consider a request from a member of the public to donate and install a tree at Fairhill Playing Field.

### **Recommendations:**

Approve for the installation of a Horse Chestnut tree at Fairhill Playing Field including the provision of a tree guard.

### **Law and Legal Implications**

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

### **1. Report Details**

- 1.1 A member of the public has enquired whether the Council would consider the granting of consent for the planting of a 4-foot Horse Chestnut Tree at Fairhill Playing Field.
- 1.2 The resident would provide the tree and undertake the planting in a location to be approved by the Council. In preliminary discussion with the resident the preferred location would be adjacent to two existing mature trees on the field as shown on the plan at Appendix A.
- 1.3 Should members wish to approve this request it would be recommended that the tree be planted with an accompanying tree guard to ensure its ongoing protection.

### **2. Risk assessment & Mitigation**

#### **Risk**

Reputational risk given the enquiry has come from a resident.

Risk of damage from collision with grounds machinery.

#### **Mitigation**

Consider the granting of consent, and to ensure the protection of the tree to install a suitable tree guard.

### 3. Financial and Resource Implications

The resident will provide and install the tree. A tree guard may cost in the region of £50 - £100 and can be met from the Fairhill budget.

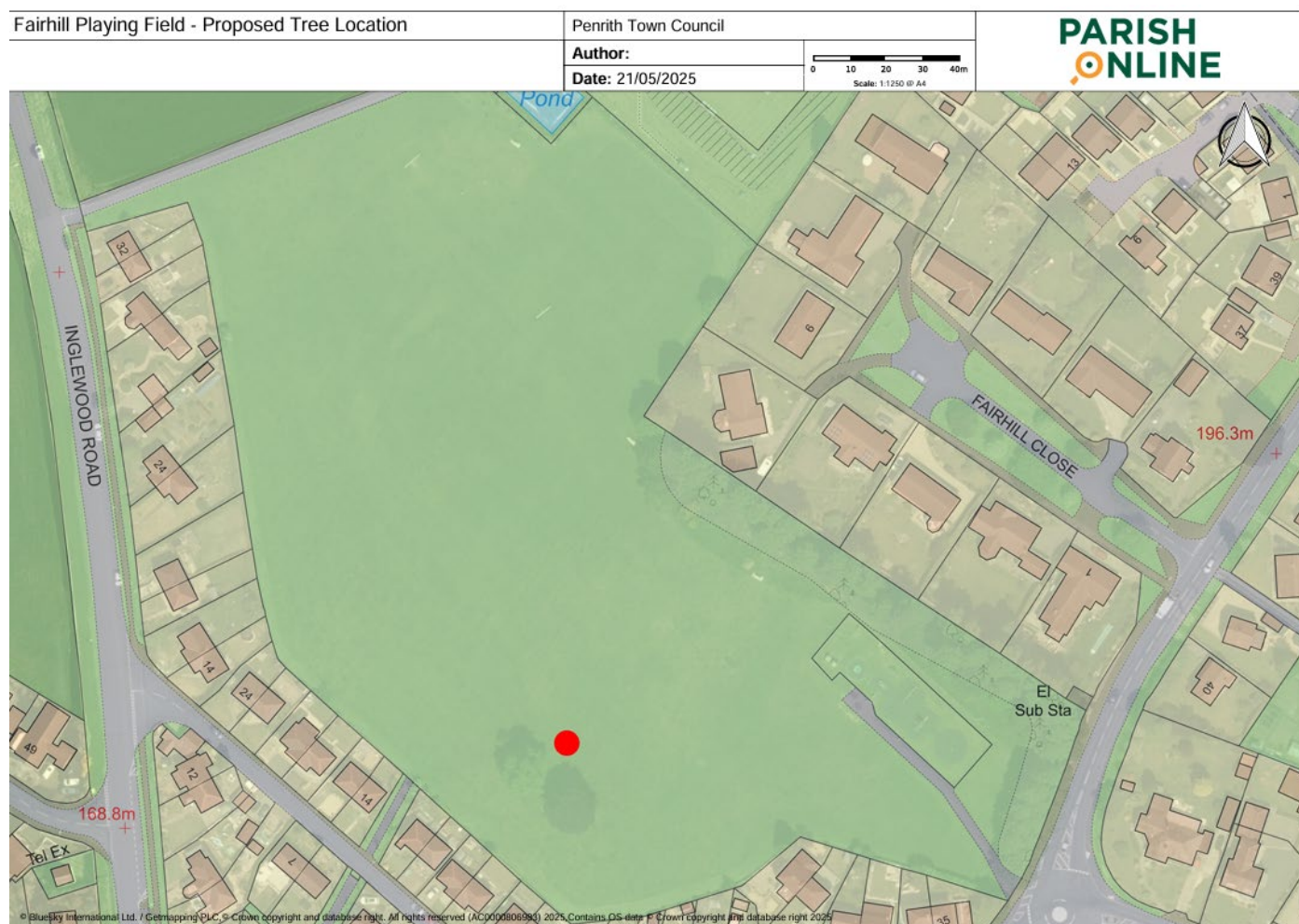
### 4. Equalities Implications

There are no equalities implications associated with this report.

### 5. Climate Change and Environmental Implications

The planting of trees contributes to the Council's Climate Strategy aims and promotes biodiversity.

## Appendix A



## Background Documents:

None