



Penrith Town Council

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

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

DATE: 4 June 2018

Dear Councillor

You are hereby summoned to attend a meeting of the:

FINANCE COMMITTEE

to be held on:

Monday 11 June 2018 4.00 pm – 6.00 pm Board Room, Penrith Town Council Office, Unit 1, Church House, 19-24 Friargate.

A handwritten signature in black ink that reads "V. Tunnadine".

Mrs V. Tunnadine

TOWN CLERK

(Please Note: Under the Openness of Local Government Bodies Regulations 2014 this meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public)

When it is proposed to consider the following business: -

PENRITH TOWN COUNCIL

AGENDA FINANCE COMMITTEE 11 JUNE 2018

1. CHAIRMAN

To elect a chairman.

2. VICE CHAIRMAN

To elect a vice-chairman.

3. APOLOGIES FOR ABSENCE

To receive apologies from members.

4. MINUTES OF THE PREVIOUS MEETING

To authorise the Chairman to sign the Minutes of the Meeting of the Finance Committee held on Monday 16 April 2018 as a true record.

5. DECLARATION OF INTERESTS AND DISPENSATIONS

Members will be asked to disclose their interests in matters to be discussed and to decide requests for dispensations.

6. PUBLIC PARTICIPATION

Members of the public who have requested in writing to speak prior to the meeting, are invited to speak on matters related to the agenda for up to three minutes.

7. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

To consider whether any items should be considered without the presence of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960 Section 2.

8. PAYMENTS FOR APPROVAL

- a)** To note that all members received prior to the meeting, a copy of the payments schedule for the payment period, every invoice, a copy of the electronic banking system (EBS) transaction history/statement and that all members had therefore verified that each payment aligned with the invoices.
- b)** To note that prior to the meeting the Chairman and Vice-Chairman would access the EBS and would verify and confirm that:
 - i** The banking transactions history runs concurrently from the last meeting and follows the payments schedule for the same period and agrees with the transactions circulated with the meeting documents.
 - ii** The above would be noted and recorded in the minutes, recording the period covered by the bank transaction history and the number, amount of payments made and the period balance.
- c)** To approve the report related to expenditure for which there is no designated budget – Folly Lane Allotments fencing repairs.

9. BANKING

- I.** To receive an oral report on the progress from switching from Unity to HSBC.
- II.** Further to resolutions by Full Council in September 2017 regarding electronic banking and cash management, the Council has resolved to open an account with the Cumberland Building Society.

Members are asked to:

- a. Choose between option 1 or option 2 for the Councils account.
 - b. Resolve that the Services and Contracts Manager open the account on behalf of the RFO.
- III.** Agree the signatories to the account.
- IV.** Members are asked for their approval for HSBC Business bank cards to be applied for, for the following officers:
- a. RFO
 - b. Services & Contracts Manager
 - c. Community Engagement Officer

10. BUDGET MONITORING REPORT YEAR END 31 MARCH 2018 REPORT

To consider and approve the year-end Budget Monitoring report to the 31 March 2018.

11. BANK RECONCILIATION

To approve and sign the Bank Reconciliation for year-end 31 March 2018.

12. INTERNAL AUDIT REPORT

To consider and approve the internal audit report for year-end 31 March 2018.

13. ANNUAL RETURN 31 MARCH 2017

To consider and approve the Annual Governance and Accounts Return (AGAR) 31 March 2018 for final ratification by Full council on Monday 25 June 2018:

Members are asked to:

- I.** Note that the Town Council must carry out a review of the effectiveness of the system of internal control within the fiscal year and that the review was carried out in September 2017 by this Committee and approved by Full Council 27 November 2017.
- II.** Approve the Annual Governance Statement by resolution **in advance** of approving the Accounting Statements.
- III.** Consider the Accounting Statements and approve the Accounting Statements by **resolution**; and
- IV.** Recommend the AGAR goes forward to Full Council for final ratification June 25 2018.

14. INTERNAL AUDIT

To consider the report and the recommendations for the appointment of the internal auditor for fiscal year 2018-19.

15. FINANCE ROLES

- I.** To confirm Cllr. Whipp continue as lead Member for Devolution as Cllr. Whipp no longer holds a mayoral role after the Annual Meeting of the Town Council elections.
- II.** To confirm that from 2 July 2018 Mr J. Jones will act as the Council's Responsible Finance Officer in accordance with the Local government Act 1972 Section 151.
- III.** To confirm that from 2 July 2018 in the absence of Mr J. Jones, Mr I. Parker will act as the Council's Deputy Responsible Finance Officer in accordance with the Local government Act 1972 Section 151.
- IV.** To confirm that from 2 July 2018 in the absence of Mr Parker, Mrs V. Tunnadine will act as the Council's Deputy Responsible Finance Officer in accordance with the Local government Act 1972 Section 151.

16. WW1 CENTENARY PROJECT FUND

- I.** To consider this report and the recommendations contained within.
- II.** To create a Mayors Fund for projects for the centenary of WW1 in November 2018.

17. FAIRHILL FOOTBALL GOALS INSTALLATION

To consider the report and the request for the installation of a pair of football goals at Fairhill Playing Field.

18. WORK PLAN

- I.** To review and note the progress made against the outcomes and priorities as set out within the Council Plan up to the end of the Mayoral year.
- II.** To consider the new work plan for the Finance Committee.
- III.** To consider the refreshed Council Plan.

19. APPOINTMENT OF THE COMMUNITY CARETAKER CONTRACT

To approve the appointment of the Community Caretaker Contract.

20. PAYMENTS DUE

To consider the position with regards to payments due to the Council.

21. PERMISSION FOR USE OF CORNMARKE T BANDSTAND

To consider a request to grant permission for the use of the Cornmarket Bandstand area for the Board and Elbow Public House.

22. DATE OF NEXT MEETING

To note that the next meeting is 10 September 2018.



Penrith Town Council

Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR
Tel: 01768 899773 Email: townclerk@penrithtowncouncil.co.uk

Draft minutes of the meeting of the:

FINANCE COMMITTEE

Held on:

Monday 16 April 2018 2.00 pm – 3.00 pm Board Room, Penrith
Town Council Office, Unit 1, Church House, 19-24 Friargate.

PRESENT:

Cllr. Baker

Cllr. Burgin

Cllr. Jackson

Cllr. Whipp

Town Clerk

Services & Contracts Manager

PENRITH TOWN COUNCIL

DRAFT MINUTES

FINANCE COMMITTEE 16 APRIL 2018

FIN.COM.17/89 Apologies for Absence

Apologies were received from Cllr. Connelly and Cllr. Kenyon

FIN.COM.17/90 Declaration of Interests and Dispensations

Members were asked to:

Receive any declarations of interest of any disclosable pecuniary or other registrable interests relating to any items on the agenda for the meeting and to apply for a dispensation, if councillor has a pecuniary interest in an item on the agenda – none received.

FIN.COM.17/91 Minutes of the Previous Meeting

Members authorised the Chairman to sign the Minutes of the Meeting of the Finance Committee held on Monday 12 March 2018 as a true record.

FIN.COM.17/92 Public Participation

No members of the public had requested in writing to speak prior to the meeting.

FIN.COM.17/93 Public Bodies (admission to meetings) act 1960

Members noted that there were no items that should be considered without the presence of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960 Section 2 and that the quotation values for insurance renewal were not in the public domain.

FIN.COM.17/94 Payments for Orders, Goods and Services

Members noted that:

- i. All members received prior to the meeting, a copy of the payments schedule for the payment period, every invoice, a copy of the electronic banking system (EBS) transaction history and that all members had therefore verified that each payment aligned with the invoices.
- ii. Vice Chairman, Cllr. Burgin on 26 March 2018, viewed the banking transactions history, from commencement to 28 February 2018 and verified that the payments schedule aligned with the documents that members considered at the March meeting.
- iii. Prior to the meeting Cllr. Burgin viewed the online transactions history from 29 February 2018 to 11 April.

- iv. Cllr. Burgin was able to verify payments for invoices 127-139 inclusive and verified that the on-line history agreed with the transactions circulated with the meeting documents for invoices 127-139.

FIN.COM.17/94 Payments for Orders, Goods and Services continued

- v. Members noted that the transaction history recorded a credit of £40,000 which was the internal transfer made from Unity Trust Bank and that the closing balance was therefore, £76,746.46.
- vi. The remaining transactions for period 2 (140 -157 inclusive), would be verified when HSBC have uploaded the transaction information and will be reported to the committee at the next scheduled meeting.

FIN.COM. 17/95 Insurance renewal

Members considered the insurance renewal quotations contained within the report to members.

RESOLVED THAT:

- i. The Council accepts the Inspire quotation and enters in to a 3-year Long Term Agreement (LTA) with Inspire, reducing the annual premium by 5%, giving LTA premium of £2,112.85 including insurance premium tax (IPT) plus administration fee of £50.00, giving a total LTA premium of £2162.85.
- ii. The increase in IPT announced by UK Government of a further increase of 2% with effect from the 1st June 2017 has been applied to the above premium.
- iii. That as each asset is transferred and when any changes within the Council occur, Came & Co are notified, and their advice sought in relation to asset valuations for insurance purposes, management and training.

FIN.COM.17/96 CORNMARKE T BANDSTAND

Members were asked to consider a late emergency meeting that would enable the Cornmarket Bandstand to be used for May Day celebrations which are organised by the Lions. Members were informed that the next scheduled meeting would receive a detailed report outlining the operations related to the bandstand and the delegated authorities required to operate the bandstand effectively.

RESOLVED THAT:

- i. The Council approves for the Cornmarket Bandstand to be used by the Penrith Lions Club to host the May Day Carnival.

Penrith Town Council

RECORD OF DECISION TAKEN PURSUANT TO DELEGATED POWERS AND PUBLISHED IN ACCORDANCE WITH THE OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014		
1.	Date of decision	2 May 2018
2.	Name of officer making decision	Viv Tunnadine
3.	Details of decision	Expenditure for repairs to the allotments at Folly Lane
4.	Scheme of Delegation reference¹	PROPERTY 9.20 The Town Clerk is given authority to manage the land and property of the Council
5.	Legal powers²	Power to provide allotments duty to provide allotment gardens if demand exist Smallholdings and Allotments Act 1908, subsections 23, 26 and 42
6.	Consultation undertaken (state dates)³	The Deputy Town Clerk discussed the matter with the Town Clerk who gave permission for the work to commence.
7.	Matters considered⁴	After hedge trimming gaps appeared between the pavement and border around the allotments. It was considered that the gaps potentially may cause injury – the hedges acted as a border preventing pedestrians falling into the allotments. The hedges secured the site and prevented unauthorised access. People had started to climb over the remaining wire fence to access the allotments
8.	Alternative options considered and rejected	The matter was a health & safety issue and required a swift response.
9.	Reason for decision⁵	Go ahead given on the basis of Quote 1 and Quote 2. High stock fencing in Quote 2 with a wooden rail on

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

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

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

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

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

		<p>top and planted Leylandii to match existing fencing along the allotments.</p> <p>Fencing will stop litter blowing through the site, prevent falls and will be less inviting to climb over as a short cut.</p>
<p>10.</p>	<p>Financial/budgetary implications</p>	<p>For 2018-19 the public domain maintenance budget has been broken down into cost centres for the devolved assets and services. The allotments has been overlooked as a cost centre in its own right and this will be amended as part of the budget development by the new RFO.</p>

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

NOTE: copy to meeting & finance



Unit 3 The Construction Yard,
Lowther Newtown, Penrith, Cumbria
CA10 2HH
Phone: 01931 589019
Mob: Adam: 07710 790852 Sam: 07889 009899
Email: enquiries@edentreescapescapes.co.uk
www.edentreescapescapes.co.uk

Penrith Town Council
Penrith
Cumbria.

FAO Rosalyn Richardson.

Ref: Folly Lane Hedge – Replant

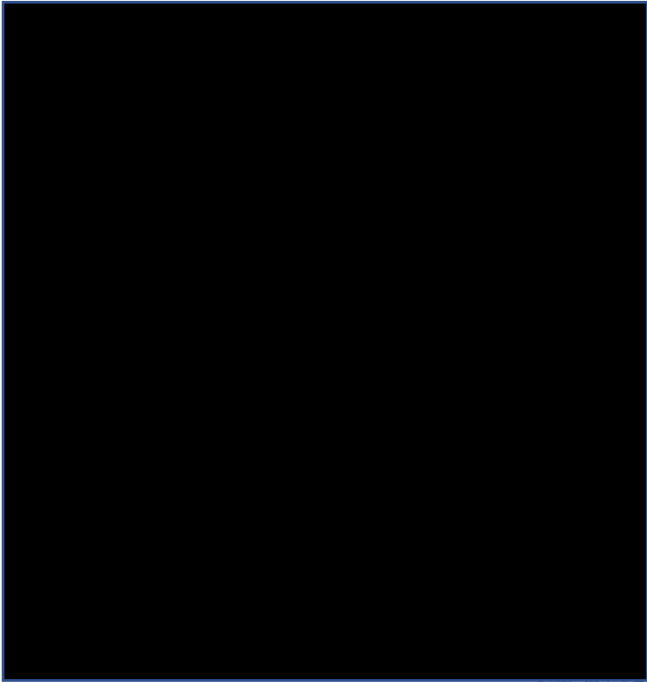
6th of March 2018.

Dear Rosalyn,

Thank you for asking us to undertake the Elm and dead hedge removal on Folly Lane. Further to your request, and the removal works that have been undertaken, please see below for our quotation for the replanting of the hedge and replacement of the fence. Quotes 2 & 3 are offered as fencing options.

Quote 1 Trees and planting -

Plants & Sundries -



Eden Treescapes Ltd. Company No. 7209482
VAT Reg No 992 2197 89





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Lowther Newtown, Penrith, Cumbria
CA10 2HH
Phone: 01931 589019
Mob: Adam: 07710 790852 Sam: 07889 009899
Email: enquiries@edentreescapescap.co.uk
www.edentreescapescap.co.uk

All quotes/prices will be subject to VAT at the appropriate rate.

For your information all work would be carried out to BS 3998 recommendations for tree work. All operators are fully certified and insured. Eden Treescapes Ltd is compliant with current industry regulations & legislation.

Should you wish to go ahead with the works quoted above or you have any queries, please do not hesitate to contact me.

Kind regards,

Adam Hulme. HND For
Director.
Eden Treescapes Ltd.

Eden Treescapes Ltd. Company No. 7209482
VAT Reg No 992 2197 89





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Terms and Conditions of Service for Eden Treescapes Ltd

The Contractor – the person or business undertaking the works & The Client – the person or business instructing the works (and in so doing, and accepting the quote, agrees to / accepts the following terms and conditions.)

- 1) 'Notice of the Right to Cancel' – the client has a min. 14 days to cancel the contract (in writing) from acceptance date.
- 2) This quotation/estimate is valid for 30 days and takes into account any 'value', monetary or otherwise, the arisings may have unless stated otherwise.
- 3) All works will be in accordance with the current British Standard 3898 'Tree Work Recommendations' where possible unless specified otherwise. Dimensions specified are approximate and, wherever possible, will be to the nearest appropriate pruning point.
- 4) In the event of a variation to the quotation as a result of:
 - a. Amendments to works required prior to arriving on site, or b. Changes in site / ground conditions since the original visit, or c. Additional works requested / required whilst on sitethe quotation will be revised accordingly, either electronically in advance or in a hand written on the day of work, with agreed amendments signed by the contractor and the client.
- 5) Stump-grinding will be to a depth of 150mm below the immediately adjacent ground level and will include the removal of the stump and buttress roots but will not include lateral roots unless otherwise specified. The client will advise the contractor of any underground services in the vicinity of the stump prior to starting the job.
- 6) All arisings (inc. twigs / branches / woodchips / logs / trunks / foliage etc) will be removed from site and become the property of the contractor unless specifically stated otherwise in the quotation.
- 7) On completion of the works, an invoice will be raised and payment is required within 14 days OR payment is required in full on completion of the quoted works (unsatisfactory completed jobs MUST be immediately notified, in writing / by email, to the contractor or within a minimum period of 48 hours.)
- 8) Following written/verbal instructions from the client, the contractor will check with the Local Planning Authority (LPA):
 - a. Whether the tree(s) are the subject of a Tree Preservation Order
 - b. Whether the trees are located within a Conservation AreaThe contractor will also consider whether a Felling Licence is required from the Forestry Commission (FC) or if any other permissions / consultations are required, i.e. Natural England / Environment Agency. NB Please note, if the contractor undertakes the necessary LPA application / notification an appropriate administrative charge of £30 per hour will / may be incurred. Similarly a charge may be incurred for obtainment of a FC felling licence.
- 9) Where works are proposed to third party trees, i.e. 'neighbours trees', the contractor will require written confirmation from the tree owner ('the neighbours') that the works are agreed and where necessary, that access is permitted. If works only apply to overhanging branches that can be pruned from within the client's property then permission is not required but the neighbour should be advised where practicable (please also see 7. above as this may also apply.)
- 10) The contractor has £5million Public Liability Insurance and a copy of the certificate is available on request. The contractor will operate in accordance with good industry practice, their Health & Safety Policy and Procedures and undertake Site Specific Risk Assessments (the outcomes of which may place constraints on the site whilst works are in progress, i.e. the client can't access their shed without prior agreement from ground staff.)
- 11) The site will be left generally 'clean, tidy and safe' but because of the very nature of the works including the production of wood dust, chainsaw / wood chippings / twigs / leaves and needles etc. and the traversing of site personnel it will not be as it was prior to commencement of works.
- 12) If the works spread over multiple days, the site will be left appropriately and safe and as agreed with the client beforehand
- 13) The contractor will undertake the works as scheduled but is aware of / may be constrained by ecological and wildlife legislation including:
 - a. Wildlife and Countryside Act 1981
 - b. Countryside and Rights of Way Act 2000
 - c. Conservation of Habitats and Species Regs. 2012 (amendment)This legislation requires the contractor to assess the impact of the works which may result in works being delayed as a result of nesting birds, roosting bats or similar being present.

Eden Treescapes Ltd. Company No. 7209482
VAT Reg No 992 2197 89



JOB SHEET AND SITE-SPECIFIC RISK ASSESSMENT

CLIENT NAME & CONTACT NO			ENQUIRY DATE / REFERENCE			
Rosalya Richardson			APRIL 18			
SITE ADDRESS (inc. postcode):			INSPECTED BY:	AH		
Folly Lane Allotments, Penrith			DATE	NO OF MAN DAYS		
			24/05/18	2		
JOB DESCRIPTION			SITE PLAN ATTACHED?			
			Yes	No		
TREE No:	SPECIES	WORK REQUIRED: -				
X 10	Rayfordii	Plant, stake, tie; compost.				
9ms	_____	Stock fence with top rail				
			JOB DESCRIPTION CONTINUED? attached sheet/quote			
			Yes	No		
TPO / CONSERVATION AREA?			Yes	No		
WILDLIFE ASSESSMENT			Is wildlife, such as bats or nesting birds present or suspected?			
			Yes	No		
If yes, list Wildlife identified, how this affects your work and what control measures are required?						

WAH ASSESSMENT			JUSTIFICATION:			
			Refer to ICOP - Tree work at height for Guidance			
Work from Ground Level			_____			
Temporary Access Platform						
Work Positioning						
BIOSECURITY RISK ASSESSMENT			Is a concerning P&D present or suspected on or adjacent to the site?			
			Yes	No		
If yes, how does this effect your work and what biosecurity control measures are required?						
Refer to FC guidance and if a Statutory Plant Health Notice is in place. Always undertake routine biosecurity control measures.						
DISPOSAL OF ARISINGS / SPECIFIC REQUIREMENTS:						

EXTRA EQUIPMENT REQUIRED - IN ADDITION TO STANDARD ISSUE:						
Large Saws		Winch				
Brushcutter/Clearing saws		Traffic Control (Specify below)				
Specialist Lowering Kit		Stump Grinder				
Chipper		Hedge Trimmer/Pole Saw				
Chemicals		(Chemical data sheets available?)		Yes	No	
OTHER EQUIPMENT						
Fencing tools, planting tools.						
OPERATIVES COMPETENT TO USE EQUIPMENT ISSUED/CARRY OUT OPERATION SPECIFIED?					Yes	No

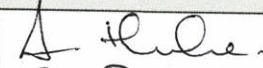

EMERGENCY CONTINGENCIES

Mobile Phone Signal Strength		Nearest A&E (inc. postcode)		Site postcode / Grid Reference	
1	2	3	4	5	
					Penrith / Carlisle
Site Access (4x4/helicopter)		Designated Rescuer		Name: A. Hulme	
/		Rescue Plan		Write down a logical sequence of actions to rescue with individual responsibilities and equipment required.	
		Attend to casualty, send for emergency services, make site safe.			

SITE-SPECIFIC RISK ASSESSMENT

(REFER TO GENERIC RISK ASSESSMENT FOR COMMERCIAL ARBORICULTURE: REF 1-5)

Generic Assessment	Ref	Relevant? (Tick)	Additional or Specific Hazards and Action Required	Validated (Date and initials)
EMERGENCY CONTINGENCIES	1.0			
STAFF INJURY	1.1	✓	<i>Caution when digging for utilities.</i>	A# 24/05/18
FIRE/EXPLOSION	1.2			
POWERLINE CONTACT	1.3			
EMERGENCY CALL OUT	1.4			
LONE WORKING	1.5			
DRUGS & ALCOHOL	1.6			
SITE CONSIDERATIONS	2.0			
WORK SITE – COMMON FACTORS: a - i	2.0		<i>Sign & guard to inform members of public.</i>	A# 24/05/18
POWER LINES	2.2			
OTHER WAY LEAVES	2.3			
BUILDINGS/OBSTRUCTIONS	2.4			
ROADS/FOOTPATHS/PUBLIC AREAS	2.5	✓		
RISK OF SPILLAGE/POLLUTION	2.6			
ENVIRONMENTAL CONSIDERATIONS				
WATERCOURSE			/	
PROTECTED SPECIES / HABITAT				
NOISE / DUST				
OPERATIONS	3.0			
CHAIN SAWS - Common Factors: a - f	3.1	✓	<i>Controlled ops. Certified operators. PPE</i>	A# 24/05/18
TREE CLIMBING - Common Factors: a - e	3.2			
CHAIN SAW IN TREE - Common Factors: a - c	3.3			
BRANCH REMOVAL	3.4			
LOWERING EQUIPMENT	3.5			
TREE FELLING	3.61			
DELIMBING AND CROSS-CUTTING	3.62			
STORM DAMAGE	3.7			
CHEMICAL APPLICATION	3.8			
BRUSHCUTTERS/CLEARING SAWS	3.9			
HEDGE TRIMMERS/POLE SAWS	3.9			
OTHER (eg Bracing, Fencing, Planting, etc)				
MACHINERY	4.0			
BRUSHWOOD CHIPPER	4.1		/	
STUMP GRINDER	4.2			
WINCH – HAND/MECHANICAL	4.3			
QUAD BIKE	4.4			
MEWP	4.5			
CRANE	4.6			
HYDRAULIC SPLITTERS	4.7			
SELF-LOADING TRAILER	4.8			
TRACTOR	4.9			
PRESSURE WASHER	4.10			
COMPRESSOR	4.11			
JUMP START	4.12			
BIO SECURITY	5.0			
WORK SITE	5.1			
ESTABLISHMENT/NEW PLANTING	5.2			

Risk Assessment Completed by: (Signed by Site Safety Co-ordinator)		Adam Hulme		Date:		24/5/18	
Operators on site briefed				Signatures: to confirm briefing			
A. Hulme S. Banes.				 			
Amendments/Additional Information:				I.e. Changes in weather/conditions Different methods of operation/new constraints			
Maintain fluids - hot weather							
Staff Attendance record - Name. Please print below, initial below date.		Date	Date	Date	Date	Date	Date
AH/SB		24/05/18					
		✓					



Penrith Town Council

FINANCE COMMITTEE 11 JUNE 2018

ITEM 9 II To open a savings account with the Cumberland Building Society.

RECOMMENDATIONS:

Members are asked to:

- A. Choose between option 1 or option 2 for the Councils account.
- B. Resolve that the Services and Contracts Manager open the account on behalf of the RFO.
- C. Agree the signatories to the account.

CUMBERLAND ACCOUNT DETAILS

OPTION 1

40 Days Notice Account (Issue 1)

KEY PRODUCT INFORMATION SUMMARY BOX

Minimum balance	What is the interest rate? (Variable Gross Interest¹/AER²)
£10,000	0.75%
£5,000	0.55%
£500	0.45%
Interest paid	Interest is calculated on a daily basis, and is paid gross (without deduction of tax) annually on 31 March.

Can Cumberland Building Society change the interest rate?	<p>Yes. The rate of interest paid on money in your account is variable and may be changed by us. Where we do so, we will give you reasonable notice in advance of the change.</p> <p>Examples of when changes may happen include a change in the Bank of England base rate, or market condition changes such as, general interest rates changes on similar accounts offered by other savings account providers.</p> <p>For further details, please read clause 8.7-8.9 in our Savings & Current Account Terms & Conditions leaflet.</p>
What would the estimated balance be after 12 months based on a £500 deposit?	If £500 was deposited in the account on opening on 1 April, assuming no further deposits or withdrawals are made, on 31 March the account balance, including interest would be £502.25.

<p>What would the estimated balance be after 12 months based on a £5,000 deposit?</p>	<p>If £5,000 was deposited in the account on opening on 1 April, assuming no further deposits or withdrawals are made, on 31 March the account balance, including interest would be £5,027.50.</p>
<p>What would the estimated balance be after 12 months based on a £10,000 deposit?</p>	<p>If £10,000 was deposited in the account on opening on 1 April, assuming no further deposits or withdrawals are made, on 31 March the account balance, including interest would be £10,075.</p>

<p>These figures are for illustrative purposes only.</p>	
<p>How do I open and manage my account?</p>	<p>This account is available to open at any Cumberland branch, for customers who live in our operating area.</p> <p>The account must have a minimum opening balance of £500.</p> <p>A minimum balance of £500 must be maintained in the account. If the account balance falls below this at any time, the account will be closed.</p> <p>You can manage your account by:</p> <p>Visiting any Cumberland branch; Calling our Customer Service Team on 01228 403141. Using the Cumberland Internet Banking service or the Cumberland Mobile Banking App.</p>

<p>Can I withdraw money?</p>	<p>Yes. 40 days notice is required, or on demand, subject to 40 days loss of interest on the amount withdrawn.</p> <p>Subject to withdrawal arrangements, you can withdraw up to £500 each day in cash and up to £99,999.99 by crossed cheque. Cheques for larger amounts are normally available the following day.</p> <p>Withdrawals not permitted by direct debit, standing order, regular internal transfer or faster payments.</p>
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ACCOUNT DETAILS

OPTION 2

Instant Savings Account (Issue 5)

eSavings Account (Issue 2)

KEY PRODUCT INFORMATION SUMMARY BOX

Minimum balance	What is the interest rate? (Variable Gross Interest¹/AER²)
£1	1.25%
Interest paid	Interest is calculated on a daily basis, and is paid gross (without deduction of tax) annually on 31 March.
Can Cumberland Building Society change the interest rate?	<p>Yes. The rate of interest paid on money in your account is variable and may be changed by us. Where we do so, we will give you reasonable notice in advance of the change.</p> <p>Examples of when changes may happen include a change in the Bank of England base rate, or market condition changes such as, general interest rates changes on similar accounts offered by other savings account providers.</p> <p>For further details, please read clause 8.7-8.9 in our Savings & Current Account Terms & Conditions leaflet.</p>
What would the estimated balance be after 12 months based on a £1,000 deposit?	If £1,000 was deposited in the account on opening on 1 April, assuming no further deposits or withdrawals are made, on 31 March the account balance, including interest would be £1,012.50.

<p>How do I open and manage my account?</p>	<p>This account is available to open for internet enabled, Cumberland Plus current account customers only who live in our operating area.</p> <p>The account can be opened at any Cumberland branch or online.</p> <p>The account must have a minimum opening balance of £1.</p> <p>Only one sole account or one joint account per customer.</p> <p>The account has a maximum balance of £25,000 for a sole account and £50,000 for a joint account.</p> <p>You can manage your account by using the Cumberland Internet Banking service or the Cumberland Mobile Banking App.</p>
<p>Can I withdraw money?</p>	<p>Yes. Instant access withdrawals via online transfer to your Cumberland current account.</p> <p>Withdrawals not permitted by direct debit, standing order, regular internal transfer or faster payments.</p>

<p>Additional Information</p>	<p>If you close or de-register your internet banking Cumberland Plus current account, your eSavings account will, in the absence of any alternative instructions be closed.</p> <p>No bonus payment applies to this account.</p>
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Penrith Town Council

FINANCE COMMITTEE 11 June 2018

BUDGET MONITORING REPORT: 1 APRIL TO 31 MARCH 2018

AUTHOR: D. RAWSTHORN/V.TUNNADINE

ITEM NUMBER:10

RECOMMENDATIONS

That the report be approved.

LAW

The Audit Commission Act 1998 and subsequent regulations govern the accounting and audit practices and financial management of the Council.

1 Introduction

1.1 This report monitors the Council's actual spend against its agreed budget for the 12 months to 31 March 2018. The budget shown is the revised budget for 2017-18 as agreed by council on 26 February 2018.

1.2 The report refers in several places to the roll forward of certain budgets for specified reasons. These roll forwards were agreed by Council on 21 May .

2 Monitoring statements

2.1 The monitoring statements are appended to this covering report. The format of the statement follows the same format as that used when the budget was considered by the Council. There are the following statements (in order);

- Budget summary
- Planning committee
- CCEG committee
- CCEG committee: detail
- Finance committee
- Finance committee: detail

2.2 The monitoring statement breaks down to the lowest level of budget detail.

NB there is no detail for the planning committee as there are only a few budgets for this committee.

2.3 The statements are drawn from, and reconcile to, the final trial balance produced by the Council's external accountancy provider. They also reconcile to the Annual Return as follows (there is a £1 rounding difference);

Annual Return-Receipts and payments lines	£
Box 2- Precept	-372,145
Box 3- total other receipts	-33,595
Box 4- staff costs	135,266
Box 6- all other payments	191,980
Surplus per Annual Return	-78,494
Surplus as per budget monitoring report	-78,495

3 Commentary on statements

3.1 Planning Committee

- a. Net spend of £14,614 is shown against the 12 month budget of £25,000.
- b. The timing of spend is determined by the work cycle of the Neighbourhood Plan. In the last monitoring report it was stated, *'It is unlikely that there will be substantial additional expenditure in the final quarter of the year leading to an increased underspend by the year-end. This will reflect the fact that the timescale for the Plan has been later than originally anticipated. Obviously, the planned work will still need to be done and funded. It is likely that there will be a future request to roll forward part of any unspent budget as at 31 March 2018'*. Council on 21 May approved a roll forward of £11,000 of the budget.

3.2 CCEG committee

- a. Net spend of £74,013 is shown against the 12 month budget to date of £123,500.
- b. In considering this underspend against the budget to date it should be noted;
 - The £15,000 budget to contribute to the Castle Park development group will not be spent in 2017/18 due to the need to re-submit the lottery bid. Council on 21 May agreed to roll forward this unspent budget.
 - The £10,000 budget for supporting Britain in bloom was not spent as the actual project timeline for expenditure is later than originally anticipated. Council on 21 May agreed to roll forward this unspent budget.
 - In agreeing its budget at its February meeting, the council agreed that the CCEG committee could carry forward any underspend in 2017/18 in to 2018/19, up to a maximum of £20,000. This was agreed to help offset the reduction in the CCEG's budget for 2018/19. Council on 21 May agreed to carry forward £20,000.

3.3 Finance committee

- a. Net spend of £212,055 is shown against the 12 month budget of £218,388
- b. There are no significant budget variances.

3.4 Budget summary

The overall summary shows actual net expenditure of £293,650 compared to budgeted net expenditure of £359,857. This is a variance of £66,206. Of this, Council has agreed to carry forward £56,000 as additional budget in to 2018/19. After adjusting for this budget carry forward the net underspend would be £10,026, which is less than 3% of net expenditure.

4 Appendices

- Budget Monitoring Summary
- Planning Committee
- CCEG Committee
- CCEG Committee detail
- Finance Committee
- Finance Committee detail.

Officer contact Details

Asset transfer support offer- David Rawsthorn

Tel – 01768 452852

Email – assetofficer@penrithtowncouncil.co.uk

Budget monitoring statement: Summary

1 April to 31 March 2018

	Revised Budget 2017/18	Expend & Income	Variance
Planning committee	25000	14614	10386
CCEG committee	123500	74013	49487
Finance committee	218388	212055	6333
CTRS grant	-7031	-7031	0
Net Expenditure	359857	293650	66206
Precept	-372145	-372145	0
Contribution (-)to general reserves	-12289	-78495	66206

Budget monitoring: planning committee

1 April to 31 March
18

	Revised Budget 2017/18	Expend & Income	Variance
Officer support	6000	6335	-335
Planning consultancy	7000	7420	-420
Specialist consultancy fees		72	-72
Consultation events	7000	312	6688
Printing stationery	5000	475	4525
Net cost	25000	14614	10386

Budget monitoring statement: CCEG committee

1 April to 31 March

	Revised Budget 2017/18	To 31 March 18 Expend & Income	Variance	Detail
Sports and recreation	20000	5000	15000	Note 2
Arts and entertainment	34000	16285	17715	Note 3
Environment	18200	8491	9709	Note 4
Tourism	23800	12987	10813	Note 5
Grants	27500	31250	-3750	Note 6
Net expenditure	123500	74013	49487	

CCEG committee:**DETAIL**

		Revised	To 31 March 18	
		Budget	Expend	
		2017/18	&	
			Income	Variance
2	Sports and recreation			
	Castle Park Dev Group	15000	0	15000
	Fairhill play equipment grant	5000	5000	0
	Total	20000	5000	15000
3	Arts and entertainment			
	Events: officer support	5000	5785	-785
	Events: spend	48000	34500	13500
	Events: EDC			
	funding	-24000	-24000	0
	Cultural strategy	5000	0	5000
	Total	34000	16285	17715
4	Environment			
	Penrith in bloom	8000	8328	-328
	Britain in Bloom	10000	0	10000
	Community greening	200	163	37
	Total	18200	8491	9709
5	Tourism			
	Christmas lights/ events	13800	10000	3800
	Promoting Penrith/Inw invt	10000	2987	7013
	Total	23800	12987	10813
6	Grants			
	Inc sponsorship	27500	31250	-3750

Budget monitoring: finance committee

1 April to 31 March 18

	Budget 2017/18	Expend & Income	Variance	
Civic functions	3300	2253	1047	Note 2
Cost of democracy	1704	1545	159	Note 3
Staffing	131464	136688	-5224	Note 4
Staff costs recharged	0	-12120	12120	Note 5
Accommodation	31971.5	30794	1178	Note 6
IT	14728	15413	-685	Note 7
Communications	4200	5337	-1137	Note 8
Services	-1068	4167	-5235	Note 9
Data Protection	2000	1595	405	Note 10
Other overheads	17427	12692	4735	Note 11
Repairs and Renewals	12661	13692	-1031	Note 12
Net expenditure	218388	212055	6333	

Note 9 - Transfers of services and therefore grants receivable delayed.

Finance committee:

DETAIL		Budget 2017/18	Expend & Income	Variance
2	Civic function			
	Civic functions	1500	1746	-246
	Mayoral expenses	1000	74	926
	Civic regalia	300	318	-18
	Dep Mayor Exp	500	115	385
	Total	3300	2253	1047
3	Cost of Democracy			
	Annual meeting Members expenses	200	187	13
	Honours boards	1304	1304	0
	Total	1704	1545	159
4	Staffing			
	Gross wages	101328	105257	-3929
	Super	22062	20620	1442
	NI	6074	9390	-3316
	Training	2000	1422	578
	Total	131464	136688	-5224
5	Staff costs recharged			
	To planning	0	-6335	6335
	To CCEG	0	-5785	5785
	Total	0	-12120	12120
6	Accommodation			
	Move	25540	23220	2320
	Rent	5011.5	7076	-2065
	Heat, light and water	900	198	702
	Service charges	400	300	100
	Room hire	120		120
	Total	31971.5	30794	1178
7	IT			
	Telecoms/ IT	14728	15413	-685
	Total	14728	15413	-685
8	Communications			
	Advertising	1000	2974	-1974
	Website	1000	876	124
	Community engagement	500		500
	Signage, etc	1700	1486	214
	Total	4200	5337	-1137
9	Services			
	General	4000	3280	720
	Bring Site	-1400	-1400	0
	Allotments	1152	2387	-1235
	War memorials	-100	-100	0

	Benches	-1500		-1500
	Bus shelters	-780		-780
	Bandstand	-2230		-2230
	Monument	-810		-810
	Fairhill	600		600
	Total	-1068	4167	-5235
10	Data Protection	2000	1595	405
11	Other overheads			
	Printing and stationery	1200	1635	-435
	Postage	600	582	18
	Audit fees: internal	500	443	57
	Audit fees: external	600	600	0
	Insurance	2000	1606	394
	Bank charges/ interest	167	-320	487
	Accountancy	7700	6588	1112
	Legal Fees	3000		3000
	Licences	250		250
	Subscriptions	1410	1557	-147
	Total	17427	12692	4735
12	Repairs and renewals			
	R & R	12661	13692	-1031

BANK RECONCILIATIONS AVAILABLE TO MEMBERS ONLY AS THE STATEMENTS CONTAIN PERSONAL DATA AND ACCOUNT DETAILS

**YEAR END REPORT BY THE INTERNAL AUDITOR – PENRITH TOWN COUNCIL
FINANCIAL YEAR ENDING 31 MARCH 2018**

I confirm I have, on the 23rd May 2018 undertaken an internal audit for the period 1st October 2017 - 31st March 2018 in accordance with the Account and Audit Regulations (England) 2015 as outlined in the Audit Plan approved by Council and incorporating any new requirements as outlined in “Governance and Accountability for Local Councils” A Practitioners’ Guide (England) March 2018

This report supplements the information reported in the first half -year audit.

1. Proper Bookkeeping

A clear audit trail exists from all primary accounts, which are produced on the Sage accounting package. The manual transitions provide a clear audit trail to fulfil the format required by the Account and Audit Regulations. All are balanced monthly and are accurate. Robust backup procedures exist to safeguard computer records.

2. Standing Orders/Financial Regulations/Transparency Legislation

The Council has documents tailored to the operation of Penrith Town Council. A methodical routine for the annual review and adoption of all governance documents ensures the Council has continuous compliance with Account and Audit Regulations.

The website sets a benchmark for local councils. It ensures the Transparency Code achieves the objective of fully informing the elector of the prudent spend of public monies, by the publishing of all required data.

3. Invoice procedure

A random check was made of invoices paid in the period. All comply with Financial Regulations and adheres to the principle of Best Value.

4. VAT

Vat has been recorded and the correct sum of £2832.37 has been identified for the final quarter of the financial year. 1st January 2018 – 31st March 2018.

5. Sct 137 Payments

Penrith Town Council is a General Power of Competence Council and Sct 137 spend is now not relevant.

6. Risk Management

The risk assessment documents were reviewed and adopted as noted in the first half-year report.

7. Internal Financial Controls

The financial management system recommended by the Town Clerk and subsequently adopted and approved by Council, is extremely risk adverse and fulfils all reporting requirements. There is a clear audit

trail enabling verification of the accuracy of all documents produced by the External Accountant and the in-house team.

8. Register of Interest

Copies of all documentation are retained on file and members fulfil their obligation to advise and declare as appropriate and update their personal register.

9. Budgetary Control

A correct budget process is in place and the budget is monitored.

The accounting method enables immediate identification of monthly and cumulative spends to each budget heading. The financial reports presented by the Town Clerk enable the council to readily address any budget under/overspends and if necessary make the relevant virements

10. Cash Balances at the Bank

The balances at the bank as at the 31st March 2018 are considered adequate to enable the Council to fulfil budgeted expenditure, deliver planned projects and retain an adequate cash flow.

11. Income Controls

All income is promptly banked upon receipt.

12. Petty Cash/Clerk's Expenses/Corporate Credit Card

The Council does not operate a Petty Cash Account. Officers' spend is undertaken via a credit card which is settled in full as demanded on the payment date.

A reconciled account is notified to the members at each meeting.

Sums drawn are allocated to the appropriate budget head and VAT is identified and claimed.

13. Payroll Controls

PAYE/NIC records are undertaken externally and are properly operated and up to date.

All statutory payments to HMRC and Pension provider have been made. The accuracy of the deductions and payments is confirmed.

14. Asset Control

The Asset Register was reviewed and adopted and correctly documents acquisitions and disposals. The sum of £24793.61 at the 31st March 2018 is verified and documented in the Annual Governance and Accountability Return (AGAR) . All assets are adequately covered by insurance.

15. Bank Reconciliation

The core cash accounts are reconciled to the bank statements monthly and accurately state the financial cash position of the council. A member validates the information by a signature on the relevant bank statement/s.

16. Year End Accounts

Penrith Town Council produces accounts on an Income and Expenditure basis as required by the Accounts and Audit Regulations

Conclusion.

It is confirmed that Penrith Town Council is fully compliant with all Account and Audit Regulations, Transparency Legislation and all other statutory requirements.

In concluding the Internal Audit for the financial year 2017-18 I thank the Clerk for the provision of meticulous records. I would also commend the assistance of the Accountant for his thorough understanding of the requirements to convert the Sage records into the format required to comply with the local authority Account and Audit Regulations.

Georgina D. Airey – Internal Auditor. 24th May 2018.

Annual Internal Audit Report 2017/18

ENTER NAME OF AUTHORITY

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2018.

The internal audit for 2017/18 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	Agreed? Please choose one of the following		
	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 and year-end bank account reconciliations were properly carried out.	✓		
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. (For local councils only)			
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

23/05/2018

Name of person who carried out the internal audit

GEORGINA D. AIREY

Signature of person who carried out the internal audit



Date

23/05/2018

*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).

Section 2 – Accounting Statements 2017/18 for

PENRITH TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	48,217	113,246	<i>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.</i>
2. (+) Precept or Rates and Levies	230,078	372,145	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	41,451	33,595	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	109,387	135,266	<i>Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	97,113	191,980	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	113,246	191,740	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	123,016	214,895	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	15,329	24,794	<i>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.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
		✓	<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

SIGNATURE REQUIRED

Date

25/06/2018

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

25/06/2018

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where approval of the Accounting Statements is given

SIGNATURE REQUIRED



Penrith Town Council

FINANCE COMMITTEE 11 JUNE 2018

ITEM 14: TO CONSIDER THE APPOINTMENT OF THE INTERNAL AUDITOR.

RECOMMENDATIONS

To appoint Mrs Airey as the Councils Internal Auditor for the internal audit 18-19

OVERVIEW

The introduction of the amendments to the Accounts and Audit Regulations (SI 2006 No. 564), required all local Councils to review the effectiveness of the system of internal audit.

Local Councils have a duty to 'maintain an adequate and effective system of internal audit of its accounting records and of its system of internal control in accordance with the proper practices in relation to internal control'.

The internal audit's function is to test and report to them on whether the Council's system of financial control and governance is adequate and working satisfactorily. The internal audit assists the Council in fulfilling its responsibility to have and maintain proper internal control arrangements for the prevention and detection of fraud, errors or mistakes.

There are two key principles, which all local Councils must follow in setting up their internal audit function, regardless of how procured: independence and competence.

Independence means that whoever carries out the internal audit role does not have any involvement in the financial decision making, management or control of the Council, or with the Council's financial controls and procedures.

It would not be appropriate for any individual or firm appointed by the Council to assist with the Council's accounting records, preparation of financial statements or the annual return, to be also appointed as internal audit. Care should be taken to avoid conflicts of interest in cases where an external provider of accounting software or services to the Council, also offers internal audit services through an associate company, firm or individual.

Those charged with carrying out internal audit must not be asked to provide or to offer consultancy or advice on the Council's financial decisions, controls or processes. For them to do so would prejudice their ability to give an objective and independent view on whether these meet the needs of the Council.

There is no requirement for a person providing the internal audit role to be professionally qualified, but essential competencies to be sought from any internal audit service should include:

- understanding of basic accounting processes;
- understanding of local council governance;
- understanding of the role of internal audit in reviewing systems rather than undertaking detailed checks that are more appropriately the responsibility of management;
- awareness of risk management issues; and
- understanding of accounting requirements of the legal framework and powers of local Councils.

INTERNAL AUDITOR

Mrs Airey has been an Internal Auditor to local councils in Cumbria for many years. Mrs Airey is an experienced Town Clerk. She was clerk to Keswick Town Council for 25 years and is training Facilitator for the Cumbria Association of Local Councils and meets the essential requirements competencies being sought by this Council.

Mrs Airey is the current Internal Auditor.

Her appointment will be reviewed annually.

Mrs Airey is not employed by this Council in any other capacity.



Penrith Town Council

FINANCE COMMITTEE 11 JUNE 2018

WW1 CENTENARY PROJECT FUND

AUTHOR:

V.TUNNADINE, TOWNCLERK

**C. GREY, ECONOMIC
DEVELOPMENT OFFICER**

SUPPORTING MEMBER:

CLLR. JACKSON

ITEM NUMBER: 16

- I.** To consider this report and the recommendations contained within.
- II.** To create a Mayors Fund for projects for the centenary of WW1 in November 2018.

RECOMMENDATIONS

- a. To note the progress on resolution PTC17/31. This resolution falls under the remit of the Council's Community, Culture and Economic Growth Committee who have the lead for this matter.
- b. To decide if the consideration of the grant application for the tree clearance at the Beacon be considered at Full Council on 26 June as an item in its own right and separate from activities/projects associated with the centenary of the Armistice.
- c. **ALTERNATIVELY**, if members agree that the project supports/enhances the Battles over Beacon lighting project, consider £1000 be awarded from the proposed Mayors WW1 fund to Penrith Partnership.
- d. That the Year-End 31 March 2018 surplus, circa £10,000 be ear marked for projects associated with the centenary of WW1.
- e. That the Mayor, Deputy Mayor, and Economic Development Officer be given delegated authority for the fund.
- f. That the expenditure includes but is not limited to:
 - £1000 towards the cost of clearing the beacon, if members agree that this matter supports the centenary activities/projects.
 - Costs associated with the lighting of the beacon as resolved PTC17/31 III if this project has the go ahead from the various bodies involved.
 - Purchase and installation of a six "Tommie's" around Penrith representing the six Penrith parish wards.
 - Purchase and installation of "Tommie's" around Penrith that already remember the fallen – such as the Councils memorial in St. Andrews Churchyard, Castle Park.

1. LAW: POWERS & FUNCTIONS

Free Resource	Power to incur expenditure not otherwise authorised on anything which in the council's opinion is in the interests of the area or part of it or all or some of the inhabitants	LGA 1972, section 137
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2. LINKS TO COUNCIL PRIORITIES

Provide funds to support initiatives that raise the profile of Penrith nationally.

3. OVERVIEW

3.1 On 11 November 2018, there will be a unique series of events to mark the centenary of the Armistice, remembering the sacrifice of millions of men and women, involving organisations and communities the length and breadth of the nation and in many countries abroad are being organised. This will include a commemorative service at St Symphorien Cemetery near Mons, Belgium, where the war began in 1914 and where the first and last casualties of the battle lie.

3.2 During the day, church and other bells will ring out as they did at the end of the First World War, and government funding is supporting the Central Council of Church Bell Ringers to recruit 1,400 ringers – the number lost during the war.

3.3 The day will end with a service at Westminster Abbey, London, along with others in Glasgow, Cardiff and Belfast, to give thanks for peace and those who returned.

3.4 The United Kingdom and its friends overseas will mark the day 100 years ago when the guns fell silent at the end of the First World War.

3.5 The Battles Over Campaign encourages local communities to participate in:

- Battle's Over - Sleep in peace, now the battle's over
- Battle's Over - The Last Post
- Battle's Over - WWI Beacons of Light
- Battle's Over - Ringing out for Peace
- Battle's Over - Cry for Peace Around the World

3.6 7.00pm Battle's Over - WWI Beacons of Light

The Town Council has resolved to act as the lead authority to arrange the lighting of a beacon as part of the Battles Over project when more than 1,000 Beacons of Light will be lit throughout the United Kingdom, Channel Islands, Isle of Man and UK Overseas Territories.

4. BACKGROUND

4.1 Full Council on 26 June 2017 considered a report - BATTLES OVER – A NATIONS TRIBUTE

4.2 June 26 2017 Full Council Resolution

PROGRESS

PTC17/31 Battle's Over 2018

RESOLVED THAT:

I. That the Town Council lead on the project under Section 137 (LGA ACT 1972) and confirmed involvement by registering with the Pageant Master.	PTC has completed registration.
II. That the Town Council act as responsible body working in partnership with representatives from Lowther Estate / Lonsdale Trust together and Churches Together to organise a commemorative beacon on the top of the beacon at Beacons Edge.	Cllr. Kenyon is the lead councillor.
III. That the proposal and costs be limited to having a gas brazier on the summit of the Beacon.	Awaiting information.
IV. That if the event were to be extended to include a light show or permanent illumination or anything else then appropriate resolution would be sought from the Council's CCEG Committee.	Eden Valley Artists Network application to the CCEG Committee. Further details to CCEG Committee.
V. Dependent on the enthusiasm and scale of the proposed project, sponsorship be sought to support any expenditure associated with the project.	No plan developed to date.

4.3 Members are asked to note the resolution and progress made to date as the Council's CCEG Committee and Cllr. Kenyon has delegated responsibility for the resolutions pertaining for the beacon lighting event.

4.4 26 February 2018 Full Council considered a grant application from Penrith Partnership for £1000 to clear trees around Beacon Pike.

PTC17/90 RESOLVED THAT: The matter be deferred to enable the applicant to seek further information.

4.5 Members are asked to decide if the consideration of the grant application for the tree clearance at the Beacon be considered at Full Council on 26 June as an item in its own right and separate from activities/projects associated with the centenary of the Armistice. Alternatively, if members agree that the project supports/enhances the Battles Over Beacon lighting project that £1000 from the proposed mayoral WW1 fund be awarded to Penrith Partnership.

4.6 Members are asked to consider the following report from Cllr. Kenyon:

PENRITH TOWN COUNCIL

Application for funding towards clearance of trees on the Penrith Beacon, by Penrith Partnership.

At the last full Town Council, consideration was given to application, by the Penrith Partnership, for a grant of £1000.00 towards the clearance of the trees around the summit of the Beacon. After due consideration it was agreed to leave decision until the next full Council, when a full report of the clearance would be made.

Background information

The Beacon Hill overlooks Penrith and is owned by two Trusts of the Lowther Family. The area around the summit is owned by the Lonsdale Settled Trust, linked to Hugh Lowther. The view from the summit had for many years been a fine vantage point over the town. There is a viewing plaque near the summit, which was put there in 1993, by the Penrith Lions.

Overtime the trees had grown up around the summit, which impeded the view, especially during the summer, with leaves on trees. Less people went up because of this with "that view" having been lost, though walking on and around the Beacon has very popular.

There was no statutory or contractual arrangement for the owners (Lonsdale Settled Trust) to clear the tree however they were keen that this be done and following communications this was arranged. The work was contracted to Eden Treescapes Ltd and there was a cost to the clearance and the Trust via Ron Kenyon and Richard Utting approached various local organisations in the town to help towards the funding of the clearance.

The total cost of the clearance was -	£4100.00
Contributions made towards the cost of the clearance –	
Eden District Council	£1000.00
Penrith Old Codgers	£300.00
Penrith Chamber of Trade	£500.00
Penrith Rotary Club	£300.00
Penrith Partnership	£500.00
Total	<u>£2600.00</u>

Effect of the tree clearance

The tree clearance was organised and done in February and its effect was immediate, with the return of the view over Penrith towards the Lake District.

The amount of trees cleared was governed by agreement with the authorities but has been substantial –

- Now giving a view stretching from M6 (south) to the Northern Fells.
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 - o It is impractical to extend this sideways with the land being less steep and well covered by trees.
 - o It is similarly impractical to extend down the hill side with more trees beyond.
 - o The amount cleared was dictated by the clearance agreement gained.
- Now cleared it is agreed to have ongoing maintenance to contain the tree growth.

5. PROPOSAL

5.1 The development of a fund for legacy installations and special projects to enable the Town Council to mark the centenary of the Armistice. The Council may earmark the year-end 31 March 2018 surplus as a Mayors fund for the centenary of WW1. The Mayor, Deputy Mayor, and Economic Development Officer would be awarded delegated authority for the fund.

5.2 The Mayor has identified an appropriate legacy project: "There but Not there" is a national installation for the Fallen.



As seen around the UK at Giant's Causeway, Hearts FC, The Big Pit in Wales and The Tower of London, this 6ft version of the There but Not There Logo "Tommy" is a poignant and affecting image, which embodies the There but Not There message. It also includes a small hole to attach a Poppy as in the beautiful image to the left.

Weighing just 11kg and only 6mm thick, the hollow outline is cut out of lightweight aluminium giving it strength and durability and stands on a 500mm x 500mm base plate with four holes to allow it to be bolted or pegged into the ground. This will be shipped in a commemorative Tommy box and can be installed at any time, but especially during the Armistice 2018 period. The sculpture can be used year after year or it can be installed permanently to remember the Fallen. There but Not There will be the defining centenary commemoration of the end of the 1914-1918 war, installed where the men and women came from across the country, back in the communities they left behind.

The Tommie's and their commemorative packaging are made by the Royal British Legion Industries, appropriately, by ex-Service Veterans employed by RBLI and funds raised will support

- The Royal Foundation – Changing the national conversation on mental health and wellbeing
- The Commonwealth War Graves Foundation – highlighting the work of the Commonwealth War Graves Commission, funding education and activities to capture the public imagination and commemorating the sacrifices made
- Walking With The Wounded – Supporting a pathway for vulnerable veterans to re-integrate back into society and sustain their independence. The heart of this journey is employment and mental well-being.
- Combat Stress – treating Veterans suffering from PTSD (Post Traumatic Stress Disorder) Depression and Anxiety
- Help for Heroes – Supporting those affected by their time in the Armed Forces and their loved ones, to help them reach their potential and live fulfilling lives
- Project Equinox: Housing Veterans and Medical Students – Plymouth University project to create sheltered housing for 40 single veterans.

6. FINANCE IMPLICATIONS

Earmarked fund circa £10,000 from year-end surplus to support projects related to marking the centenary of the Armistice including but not limited to:

The purchase of Tommie sculptures (6-foot aluminium) price £750.00 (incl. VAT)

7. RISK ASSESSMENT

Risk	Consequence	Controls Required
Public awareness/reputation	<p>These projects will assist in raising the awareness of the Town Council and the centenary of the Armistice.</p> <p>Failure to deliver the projects would create negative criticism of the Town Council.</p>	<p>A resolution is in place that records that Town Council would act as a lead authority for the Battels Over Project.</p> <p>The Mayor, Deputy Mayor and CCEG Committee would monitor the activities related to the successful delivery of the projects.</p>
Storage and Security - Sculptures	The sculptures can be placed temporarily or permanently and would be affixed and secured to prevent theft.	<p>If the sculptures were to be temporary installations suitable, storage would have to be found.</p> <p>The Community Caretaker would be asked to check the condition of each of the sculptures.</p>
Storage and Security - Gas beacon	The beacon would be installed by a designated authority.	Suitable storage would have to be found.
Promotion/Education	The sculptures could be loaned to schools to support activities related to the National curriculum	The third party would agree to terms and conditions of borrowing the sculpture. No fees would be associated with the hire of the sculpture.

8. BACKGROUND PAPERS

COUNCIL 26 JUNE 2017 – Report to Council - BATTLES OVER – A NATIONS TRIBUTE



Penrith Town Council

FINANCE COMMITTEE 11 JUNE 2018

WW1 CENTENARY PROJECT FUND

AUTHOR:

V.TUNNADINE, TOWN CLERK

**C. GREY, ECONOMIC
DEVELOPMENT OFFICER**

SUPPORTING MEMBER:

CLLR. JACKSON

ITEM NUMBER: 16

- I. To consider this report and the recommendations contained within.
- II. To create a Mayors Fund for projects for the centenary of WW1 in November 2018.

RECOMMENDATIONS

- a. To note the progress on resolution PTC17/31. This resolution falls under the remit of the Council's Community, Culture and Economic Growth Committee who have the lead for this matter.
- b. To decide if the consideration of the grant application for the tree clearance at the Beacon be considered at Full Council on 26 June as an item in its own right and separate from activities/projects associated with the centenary of the Armistice.
- c. **ALTERNATIVELY**, if members agree that the project supports/enhances the Battles over Beacon lighting project, consider £1000 be awarded from the proposed Mayors WW1 fund to Penrith Partnership.
- d. That the Year-End 31 March 2018 surplus, circa £10,000 be ear marked for projects associated with the centenary of WW1.
- e. That the Mayor, Deputy Mayor, and Economic Development Officer be given delegated authority for the fund.
- f. That the expenditure includes but is not limited to:
 - £1000 towards the cost of clearing the beacon, if members agree that this matter supports the centenary activities/projects.
 - Costs associated with the lighting of the beacon as resolved PTC17/31 III if this project has the go ahead from the various bodies involved.
 - Purchase and installation of a six "Tommie's" around Penrith representing the six Penrith parish wards.
 - Purchase and installation of "Tommie's" around Penrith that already remember the fallen – such as the Councils memorial in St. Andrews Churchyard, Castle Park.

1. LAW: POWERS & FUNCTIONS

Free Resource	Power to incur expenditure not otherwise authorised on anything which in the council's opinion is in the interests of the area or part of it or all or some of the inhabitants	LGA 1972, section 137
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2. LINKS TO COUNCIL PRIORITIES

Provide funds to support initiatives that raise the profile of Penrith nationally.

3. OVERVIEW

3.1 On 11 November 2018, there will be a unique series of events to mark the centenary of the Armistice, remembering the sacrifice of millions of men and women, involving organisations and communities the length and breadth of the nation and in many countries abroad are being organised. This will include a commemorative service at St Symphorien Cemetery near Mons, Belgium, where the war began in 1914 and where the first and last casualties of the battle lie.

3.2 During the day, church and other bells will ring out as they did at the end of the First World War, and government funding is supporting the Central Council of Church Bell Ringers to recruit 1,400 ringers – the number lost during the war.

3.3 The day will end with a service at Westminster Abbey, London, along with others in Glasgow, Cardiff and Belfast, to give thanks for peace and those who returned.

3.4 The United Kingdom and its friends overseas will mark the day 100 years ago when the guns fell silent at the end of the First World War.

3.5 The Battles Over Campaign encourages local communities to participate in:

- Battle's Over - Sleep in peace, now the battle's over
- Battle's Over - The Last Post
- Battle's Over - WWI Beacons of Light
- Battle's Over - Ringing out for Peace
- Battle's Over - Cry for Peace Around the World

3.6 7.00pm Battle's Over - WWI Beacons of Light

The Town Council has resolved to act as the lead authority to arrange the lighting of a beacon as part of the Battles Over project when more than 1,000 Beacons of Light will be lit throughout the United Kingdom, Channel Islands, Isle of Man and UK Overseas Territories.

4. BACKGROUND

4.1 Full Council on 26 June 2017 considered a report - BATTLES OVER – A NATIONS TRIBUTE

4.2 June 26 2017 Full Council Resolution

PROGRESS

PTC17/31 Battle's Over 2018

RESOLVED THAT:

<p>III. That the Town Council lead on the project under Section 137 (LGA ACT 1972) and confirmed involvement by registering with the Pageant Master.</p>	<p>PTC has completed registration.</p>
<p>IV. That the Town Council act as responsible body working in partnership with representatives from Lowther Estate / Lonsdale Trust together and Churches Together to organise a commemorative beacon on the top of the beacon at Beacons Edge.</p>	<p>Cllr. Kenyon is the lead councillor.</p>
<p>V. That the proposal and costs be limited to having a gas brazier on the summit of the Beacon.</p>	<p>Awaiting information.</p>
<p>VI. That if the event were to be extended to include a light show or permanent illumination or anything else then appropriate resolution would be sought from the Council's CCEG Committee.</p>	<p>Eden Valley Artists Network application to the CCEG Committee. Further details to CCEG Committee.</p>
<p>VII. Dependent on the enthusiasm and scale of the proposed project, sponsorship be sought to support any expenditure associated with the project.</p>	<p>No plan developed to date.</p>

4.3 Members are asked to note the resolution and progress made to date as the Council's CCEG Committee and Cllr. Kenyon has delegated responsibility for the resolutions pertaining for the beacon lighting event.

4.4 26 February 2018 Full Council considered a grant application from Penrith Partnership for £1000 to clear trees around Beacon Pike.

PTC17/90 RESOLVED THAT: The matter be deferred to enable the applicant to seek further information.

4.5 Members are asked to decide if the consideration of the grant application for the tree clearance at the Beacon be considered at Full Council on 26 June as an item in its own right and separate from activities/projects associated with the centenary of the Armistice. Alternatively, if members agree that the project supports/enhances the Battles Over Beacon lighting project that £1000 from the proposed mayoral WW1 fund be awarded to Penrith Partnership.

4.6 Members are asked to consider the following report from Cllr. Kenyon:

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5. PROPOSAL

5.1 The development of a fund for legacy installations and special projects to enable the Town Council to mark the centenary of the Armistice. The Council may earmark the year-end 31 March 2018 surplus as a Mayors fund for the centenary of WW1. The Mayor, Deputy Mayor, and Economic Development Officer would be awarded delegated authority for the fund.

5.2 The Mayor has identified an appropriate legacy project: "There but Not there" is a national installation for the Fallen.



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6. FINANCE IMPLICATIONS

Earmarked fund circa £10,000 from year-end surplus to support projects related to marking the centenary of the Armistice including but not limited to:

The purchase of Tommie sculptures (6-foot aluminium) price £750.00 (incl. VAT)

7. RISK ASSESSMENT

Risk	Consequence	Controls Required
Public awareness/reputation	<p>These projects will assist in raising the awareness of the Town Council and the centenary of the Armistice.</p> <p>Failure to deliver the projects would create negative criticism of the Town Council.</p>	<p>A resolution is in place that records that Town Council would act as a lead authority for the Battels Over Project.</p> <p>The Mayor, Deputy Mayor and CCEG Committee would monitor the activities related to the successful delivery of the projects.</p>
Storage and Security - Sculptures	The sculptures can be placed temporarily or permanently and would be affixed and secured to prevent theft.	<p>If the sculptures were to be temporary installations suitable, storage would have to be found.</p> <p>The Community Caretaker would be asked to check the condition of each of the sculptures.</p>
Storage and Security - Gas beacon	The beacon would be installed by a designated authority.	Suitable storage would have to be found.
Promotion/Education	The sculptures could be loaned to schools to support activities related to the National curriculum	The third party would agree to terms and conditions of borrowing the sculpture. No fees would be associated with the hire of the sculpture.

8. BACKGROUND PAPERS

COUNCIL 26 JUNE 2017 – Report to Council - BATTLES OVER – A NATIONS TRIBUTE

COUNCIL WORK PLAN REVIEW AND REFRESHED WORK PLANS ARE WORKING DOCUMENTS AND WILL GO TO FULL COUNCIL 25 JUNE FOR APPROVAL



Penrith Town Council

FINANCE COMMITTEE 11 June 2018

INSTALLATION OF FOOTBALL GOALS AT FAIRHILL

AUTHOR: Ian Parker – Services and Contracts Manager

ITEM NUMBER: 17

RECOMMENDATIONS

- I.** That the Finance Committee approves for the purchase and installation of a pair of football goals at Fairhill Playing Field.
- II.** That the Finance Committee approves for the Council to meet the costs of the installation of the goals.

1. LAW: LINK TO COUNCIL

Subject	Power	Legislation
Open Space	Power to acquire and maintain open spaces	Public Health Act 1875 Open Spaces Act 1906
Recreation	Power to provide a wide range of recreational facilities	Open Spaces Act 1906 Local Government Act 1976

2. LINKS TO COUNCIL PRIORITIES

This report addresses the Health and Wellbeing strategic priority and meets the aim to support and contribute to the social fabric of the town, enhancing community facilities.

3. BACKGROUND

- 3.1** The Council has supported the Fairhill Community Group (FCG) since it was initially brought together and constituted in March 2016. The overarching aim of the FCG is to improve the amenity of Fairhill Playing Field for the purposes of leisure and recreation.
- 3.2** The FCG set out as its first priority to install improved play facilities on the field. This project was completed in November 2017 when a new children's play area was installed to the value of £28,000.
- 3.3** The FCG is now seeking to make further improvements to the playing field and in response to public consultation the FCG are requesting permissions for the installation of a pair of football goals which will be used for recreational purposes.
- 3.4** The Council is the freehold owner of the Fairhill Playing Field following the transfer of the asset from Eden District Council on the 03 April 2018. It is now the responsibility for the Council to provide the relevant permissions for further improvements to be made to the playing field.
- 3.5** This report requests for the Finance Committee to approve for the purchase and installation of a pair of football goals on the Fairhill Playing Field.
- 3.6** To enable this project to proceed the Council will work in partnership with the FCG to agree the final location of the football goals. The Council will approve the specification of the football goals to be purchased ensuring that they are supplied by a reputable manufacturer and that they comply with British Standard BSEN748.
- 3.7** The football goals will be installed in ground mounted steel sockets which will be concreted in to the ground ensuring durability and safety. The football goals will be installed by a third-party contractor in accordance with the manufacturers recommendations.
- 3.8** The cost of the purchase of the football goals will be met by the FCG. It is though recommended that the Town Council funds the installation of the goals. In doing so the Town Council is demonstrating its support to the FCG and the improvement to one of its new assets. The order for the purchase and installation of the goals will be undertaken by the Council, and the works overseen by the Council.
- 3.9** The Council will be responsible for the ongoing maintenance of the goals, which will include the painting of the posts as required. There may be some adhoc grounds maintenance works to be undertaken as required to renovate the goals

mouths should excessive wear be evident. The costs of meeting such works will be met from the Fairhill budget.

4. FINANCE IMPLICATIONS

4.1 The cost of the purchase and installation of the football goals is:

Item	Cost (£) Ex VAT
Football Goals	£510.00
Installation	£190.00
Total	£700.00

4.2 The cost of the football goals will be met by the FCG.

4.3 The installation costs are recommended to be met by the Town Council and paid for from the Fairhill, Services budget. There are sufficient available balances to meet the costs of these works.

5. RISK ASSESSMENT

Risk	Consequence	Controls Required
Poor quality equipment	Risk of injuries and ongoing maintenance and cost liabilities	Goals will be sourced from a reputable company. The goals will be steel or aluminium offering safety and durability. The goals will confirm to BSEN748
Poor quality installation	Risk of injuries and ongoing maintenance and cost liabilities	Goals to be installed in accordance with manufacturers recommendations.



Penrith Town Council

FINANCE COMMITTEE 11 June 2018

Community Caretaker Contract

AUTHOR: Ian Parker – Services and Contracts Manager

ITEM NUMBER: 19

RECOMMENDATIONS

- III.** That the Finance Committee approves for the appointment of the Community Caretaker Contract.

6. LAW: LINK TO COUNCIL

Subject	Power	Legislation
Devolution of Services and Assets	Power to acquire land by agreement, to appropriate land, and to dispose of land.	LGA 1972 subsections 124, 126, 127
	Power to accept gifts of land	LGA 1972, section 139

7. LINKS TO COUNCIL PRIORITIES

The devolution of services and assets to the Town Council supports the 'health and wellbeing' priority. One element of this priority is 'to assume responsibility for devolved assets and services that contribute to the quality of life for residents.' The appointment of a community caretaker addresses this priority.

8. BACKGROUND

- 8.1** The Council has approved its devolution of services plan and has already received assets from Eden District Council. The new assets for the Council require management, inspection and maintenance to ensure that they are in a usable state for members of the public. The appointment of a Community Caretaker contract is integral to ensuring the Town Council can meet its objectives.
- 8.2** The Staff Sub Committee, November 2017 recommended that a Community Caretaker role would form a new external contract post. Within the report a salary point 22, Scale 2 for 10 hours per week was agreed providing 520 hours per annum.
- 8.3** The Finance Committee, 13 November 2017 resolved that the Services and Contracts Manager will lead on the tender for the Community Caretaker Contract. The planned date for commencement of the contract was the 01 April 2018 however this deadline was not met as the Services and Contracts Manager was not in post.
- 8.4** The Community Caretaker Contract was advertised on the 24 April 2018 and the deadline for applications was the 10 May 2018.
- 8.5** Within the application pack applicants were made aware of the role, the proposed schedule of works, the contract fee, the person specification and the job description. Applicants were further made aware that the role was a contract for services. Within the application pack was the evaluation criteria.

The Role of the Community Caretaker

- 8.6** The principle role of the Community Caretaker is to inspect, maintain and repair the Council's assets which are being transferred to the Council through the devolution agenda.
- 8.7** As the contract is a new contract and the assets are new the roles within the Contract may adjust and change in response to review of the contract and as new assets are devolved to the Council.

8.8 The proposed schedule of works for the Community Caretaker include:

Asset	Task (minimum standards)
Cornmarket Bandstand	Annual Gutter clean Cleaning / washing of seats within bandstand weekly
Musgrave Monument	To maintain in a neat tidy condition via a weekly check. Weekly visual check that the clock faces are telling the correct time.
Fairhill Playing Field	Weekly play area visual check for litter and vandalism. (equipment is checked by others) Weekly check of vehicle gate
War Memorial	Annual clean in advance of the Remembrance Sunday service. Weekly check for litter, graffiti, damage
Seats and Benches	Weekly inspection Clean as required as part of inspection Repair as required as part of inspection Remove for safety or repair as required Programme of painting / staining
Bus Shelters	Daily Inspection Clean as required as part of inspection Repair as required as part of inspection Clean windows weekly
Allotments	No routine works; may be adhoc requirements
Bring Site (Morrisons)	Twice weekly inspection Clean / sweep as required Report fly tipping as required
Signage	Weekly Inspection Weekly clean of all PTC corporate signs and noticeboards

8.9 The evaluation criteria was set and published with the application pack. The criteria were scored as follows:

Criteria	Maximum score
Previous experience in the inspection, maintenance and upkeep of assets.	30
Capacity to deliver the Schedule of Works over the contract term of 52 weeks.	20
Access to an insured vehicle	10
Demonstrated an awareness of Health and Safety	10
Ability to monitor, record and report works undertaken (administration)	5
Insurances	5
References	5
Supplier local to Penrith, Eden, Cumbria	5
Meeting the outcomes of the Person Specification	5
Performance at Interview	5
Total	100

8.10 The interviews were held on Monday 21 May. Three contractors were shortlisted to attend interview. The final scores for each applicant were:

Applicant A - 80

Applicant B – 76.25

Applicant C – 53.75

8.11 Applicant A is proposed to be appointed as the Community Caretaker. Applicant A had significant experience in the management of public assets, demonstrated capacity to cover the contract term requirements, had access to an insured vehicle, showed high regard for health and safety, demonstrated an awareness of monitoring and reporting, held relevant insurances, provided references, had a base in Penrith, met the evaluation criteria and performed well at interview.

8.12 The Contract is for a period of 12 months with the option to extend the contract by a further two, one-year extensions. The decision to extend the contract will be determined by the Town Council.

9. FINANCE IMPLICATIONS

- 9.1** The contract fee is £15 per hour for 10 hours per week, for a period of 52 weeks per annum. The costs of contract will be met from the Devolution budget.
- 9.2** The contractor will be paid £0.45 per mile whilst undertaking Town Council business.
- 9.3** The Council will meet the costs of providing Town Council branded Personal Protective Equipment (PPE).
- 9.4** There may be additional costs to provide essential tools and equipment that the contractor does not have. Any equipment will be added to an inventory and be returned to the Council at the end of the contract period.
- 9.5** Additional works that are outside of the scope of the agreed hours may result in additional costs. The Council in delivering this contract will seek to enhance the profile and visibility of the Town Council and the work it undertakes within the locality. The Council will continue to monitor the contract which may broaden and evolve as additional assets are devolved. The contract may be able to offer flexibility and present the opportunity to work in partnership with other organisations within the community. Any additional works will be agreed in advance by the Council.

10. RISK ASSESSMENT

Risk	Consequence	Controls Required
Not appointing a Contractor	Assets are not maintained and cleaned, resulting in higher risk of damage and not appealing to the public. Increase in public complaints and dissatisfaction. No ability to respond to incidents, maintenance issues.	Appoint Contractor as proposed.
Appointing an alternative contractor	Time delays resulting in assets remaining at risk of damage, lack of cleanliness. No ability to respond to incidents, maintenance issues.	Appoint Contractor as proposed.
Equity	Not appointing the highest scored contractor risks being deemed unfair.	Appoint Contractor as proposed.



Penrith Town Council

FINANCE COMMITTEE 11 June 2018

PAYMENTS DUE

AUTHOR: Ian Parker – Services and Contracts Manager

ITEM NUMBER: 20

RECOMMENDATIONS

IV. That the Finance Committee notes the grant payments due to the Council.

11. LAW: LINK TO COUNCIL

Subject	Power	Legislation
Devolution of Services and Assets	Power to acquire to land by agreement, to appropriate land, and to dispose of land. Power to accept gifts of land	LGA 1972 subsections 124, 126, 127. LGA 1972, section 139

12. LINKS TO COUNCIL PRIORITIES

The devolution of services and assets to the Town Council supports the 'health and wellbeing' priority. One element of this priority is to assume responsibility for devolved assets and services that contribute to the quality of life for residents.

13. TRANCHE 1 ASSETS

13.1 The Council has approved its devolution of services plan and has already begun to receive assets from Eden District Council. The assets to be transferred in Tranche 1 include:

- War Memorial (St Andrews Churchyard)
- Fairhill Playing Field
- Cornmarket Bandstand
- Bus Shelters
- Benches
- Musgrave Monument

13.2 So far, the following assets have successfully transferred:

- War Memorial (St Andrews Churchyard)
- Fairhill Playing Field
- Cornmarket Bandstand

13.3 As part of the devolution protocol the Town Council is to receive an annual grant payment from Eden District Council, which reduces over a four-year period. The following table sets out the monies due to the Council for each asset and the date income is due in the current financial year:

Year	War Memorial	Fairhill Playing Field	Cornmarket Bandstand
2017/18	£75	£13,218	£3196
	Received 05/04/18	Received £3304.50 23/05/18	Due 23/05/18 Not received

13.4 To date the income for the War Memorial is the only payment received in full.

13.5 Fairhill was officially transferred on the 03 April 2018. The income due for Fairhill has been part received, yet the Council were expecting the payment to be made in full. Eden District Council has reported that the delay and part payment is because of an issue with its works contractor. The Council is awaiting a response from Eden District Council as to why the monies have not been paid and when they will be paid to the Town Council.

13.6 The Cornmarket Bandstand was officially transferred on the 29 March 2018. The income for the Cornmarket Bandstand for 2018/19 was due on the 23 May in full, yet to date no income has been received.

13.7 The outstanding assets due to be transferred as part of Tranche 1 are Bus Shelters, Benches and Musgrave Monument. When these assets are transferred

the Council will expect to receive the payments due as set out within the legal documents together with the agreed timescales. The position with regards to each asset is:

Bus Shelters – a joint inspection was undertaken with the District Council and the Town Council confirmed that the assets were found to be in good order and were ready for transfer on the 20 April 2018. No transfer document has been received by the Council for signature.

Benches – a joint inspection with the District Council and the Town Council confirmed the assets were found to be in good order and were ready for transfer on the 10 May 2018. No transfer document has been received by the Council for signature.

Musgrave Monument – following a joint inspection with the District Council there remains for the District Council to paint the high-level finials. The work was delayed to accommodate for the Easter Holidays, and now the bunting is restricting access which is delaying the work further.

- 13.8** The Council held a meeting with Eden District Council on the 28 March 2018, at which it was agreed that EDC would prepare a report to its Council on the 19 April to agree the Town Council's requests for Tranche 2 asset transfers. This included the Coronation Garden, Play Areas and associated public open space.
- 13.9** Eden District Council withdrew its report for the 19 April prior to the meeting therefore there are no official resolutions in place at the District Council to commence Tranche 2 work. The report was withdrawn due to the District Council having an issue with its works contractor following the termination of their service once the assets transferred to the Town Council. The Town Council should not be disenfranchised by issues affecting the District Council and its Contractor, hence agreed payments are expected to be received.
- 13.10** The Town Council has reminded the district Council of the current resolution in place for the three and a half year funding approval and the deadline of 30 September for transfer of Tranche 2 assets as approved on the 26 February 2018, Minute PTC17/87.
- 13.11** The Council are further awaiting the receipt of £23,000 of income due from Eden District Council relating to the devolved events grants. The monies were expected at the start of the fiscal year, yet to date no income has been received. Further to continued communication and reminders the District Council has now outlined that the delay in making the payments is because of them awaiting the submission of an exit report for the Penrith Goes Orange event.

14. FINANCE IMPLICATIONS

- 14.1** The income due to the Council for the War Memorial has been received in full for the 2018/19 year.
- 14.2** The income due for Fairhill has been received in part with £3304.50 income to date. The Council has requested demand for full payment as set out in the legal transfer document, therefore an overdue balance of £9913.50 is due to Penrith Town Council.
- 14.3** The income due for Cornmarket Bandstand is £3196 which is now overdue.
- 14.4** The income due for the devolved Events Grants is £23,000. The District Council are now seeking an exit report for the Penrith Goes Orange event before the monies are released.
- 14.5** Continued efforts are being made to ensure that the income is received from Eden District Council.

15. RISK ASSESSMENT

Risk	Consequence	Controls Required
Not receiving income	No available budget to pay for maintenance and upkeep of the assets. No available income to pay events grants in advance.	Request for full payment. Consideration for issuing statements. Provide exit report for Penrith Goes Orange
Default on previous agreements.	No available budget to pay for maintenance and upkeep of the assets. Conflict situation with partners.	Request for full payment. Ongoing liaison with Council legal support.
Delay in finalising transfer in assets.	Effect on the reputation of the Council. Effect on Community Caretaker contract schedule of works	Agree final deadline for transfer of assets. Tranche 1 – ASAP Tranche 2 – 30 September 2018



Penrith Town Council

FINANCE COMMITTEE 11 June 2018

PERMISSION FOR USE OF THE CORNMARKE BANDSTAND

AUTHOR: Ian Parker – Services and Contracts Manager

ITEM NUMBER: 21

RECOMMENDATIONS

- V.** That the Finance Committee resolves whether to grant permission or not for the use of the Cornmarket Bandstand to the Board and Elbow Public House for the purposes as set out in the report.
- VI.** Should the Finance Committee resolve to grant permission they agree whether a fee is levied for use of the area and set what the fee will be.
- VII.** The Finance Committee should it grant permission for use may wish to set some parameters for use.

16. LAW: LINK TO COUNCIL

Subject	Power	Legislation
Entertainment and the Arts	Provision of entertainment and support for the arts including festivals and celebrations.	Local Government Act 1972

17. LINKS TO COUNCIL PRIORITIES

This report addresses the Health and Wellbeing strategic priority and meets the aim to support and contribute to the social fabric of the town, by enhancing community facilities and supporting arts and culture.

18. BACKGROUND

- 18.1** The Council became responsible for the Cornmarket Bandstand on the 29 March 2018 following the asset transferring from Eden District Council. The ownership results in the Town Council being responsible for the hire of and use of the Cornmarket Bandstand by other organisations. The Council subsequently approved the Cornmarket Bandstand Terms of Use at the Annual Meeting of the Town Council, 21 May 2018.
- 18.2** Members are advised that the issuing of Street Trading Consents remains the responsibility of Eden District Council to issue for the Cornmarket Bandstand, and so far, one market trader is using the Cornmarket area under such a consent. This consent is permitted for trading Monday to Friday, 8am to 5pm.

REQUEST FOR PERMISSION FOR USE

- 18.3** A request to use the Cornmarket Bandstand area has been submitted by the Board and Elbow Public House, which is considered to fall outside of the approved Terms of Use.
- 18.4** The Board and Elbow Public House has made a request for permission to be granted by the Town Council for an area of 6m x 5m within the Cornmarket Bandstand area for providing seating and tables to accommodate the pubs customers. The area is shown in Appendix A.
- 18.5** The applicant states that the request for permission would be for Friday's to Sundays when the weather is favourable. The applicant proposes to set out barriers in a rectangular shape, so that tables and chairs be placed within the enclosure. The applicant aims to provide a continental feeling within the town.
- 18.6** The applicant states that they would be using hardened plastic glasses and the pub would employ a person to keep an eye on this area ensuring it is kept clean and clear.
- 18.7** The applicant is aware of the existing street trader and feels that they could work side by side with them.

CONSIDERATIONS

- 18.8** This report requests that Members consider whether permission for such use of the Cornmarket Bandstand is to be approved or not.
- 18.9** Should permission be granted, this would then allow the applicant to apply to Eden District Council for a liquor licence to trade in this area. There is no guarantee that such an application to Eden District Council would be approved or not.

18.10 In deciding Members may wish to note the following considerations:

- The effects on other members of the public using the area
- Access to the bandstand steps/arena and public seating in the area
- Litter, noise, nuisance, times of use.
- Control of the area in terms of containing customers within the permitted area
- The effects on other Bandstand users
- The risk of damage, vandalism to Town Council owned assets
- The effect on other Hires and use of the area
- The benefits to the town by creating a continental feeling
- The benefits arising from further use of the Cornmarket Bandstand
- Fees for use

HIRE FEE

18.11 Members agreed a scale of fees and charges with the Terms of Use, approved on the 21 May. In consideration of this request for use, Members may wish to also consider a fee for the use of the Cornmarket Bandstand area.

19. FINANCE IMPLICATIONS

19.1 Members are asked to consider is a fee would be levied should the request for permission be granted.

19.2 The established Fees and Charges for use of the Cornmarket Bandstand are:

Group	Cost (£)
Community Organisations, Charities, Constituted Groups.	Free of Charge
Commercial Events.	£12.00 per hour; or £30.00 per morning (3 hours) or £42.00 for the afternoon
Private Business use for Promotional purposes.	£12.00 per hour; or £30.00 per morning (3 hours) or £42.00 for the afternoon

20. RISK ASSESSMENT

Risk	Consequence	Controls Required
Litter, noise, nuisance	Increased cost to the Council from street cleaning	Applicant required to clean the area after use and be continually monitored.
Conflict with other users	Complaints being made to the Council arising from conflict over the use of the space. Members of the public may not feel able to use the area and surrounding seating	Council to confirm permission and any stipulations for use.
Damage to Town Council Asset	Cost to the Town Council for repair of the asset.	Council to confirm permission and any stipulations for use including recharge for damage to the asset.
Reputation of the Council	Providing an area for consumption of liquor may invite criticism. Similarly, refusal of the application may result in criticism from the applicant.	Council to consider requesting Permission for Use.

Appendix A – Proposed Area for Use



For the attention of the members of the Council's Finance Committee:

Cllr. Baker
Cllr. Bowen
Cllr. Burgin
Cllr. Connelly
Cllr. Jackson
Cllr. Kenyon

For information for members of Penrith Town Council:

Cllr. Briggs
Cllr. Clark
Cllr. Donald
Cllr. Lawson
Cllr. Monk
Cllr. Thompson
Cllr. Whipp