

MATTERDALE PARISH COUNCIL

Parish Clerk: Nick Phillips, 14 Twickenham Court, Carlisle CA1 3TW

Tel: 0750 800 1602 Email: MatterdaleParishClerk@gmail.com

www.matterdaleparishcouncil.org

Friday, 24 February 2023

Dear Councillor

You are summoned to attend the **PARISH COUNCIL MEETING** that will be held at Matterdale Church Room on **Monday 6 March 2023** at 7.00pm. The Public and Press are invited to attend.



Clerk

AGENDA

34. APOLOGIES FOR ABSENCE

To receive apologies and approve reasons for absence

35. MINUTES OF THE COUNCIL MEETING held on 9 January 2023

To authorise the chair to sign, as a correct record, the minutes of the meeting held on 9 January 2023 (attached).

a. Matters arising not covered elsewhere:

i. Grazing land at Troutbeck – Court claim issued

36. DECLARATIONS OF INTEREST

Members are invited to declare any personal and/or prejudicial interests relating to items on the agenda.

37. PUBLIC PARTICIPATION

PUBLIC PARTICIPATION (20 MINUTES ALLOWED) - this agenda item enables Parish Councillors to hear the views, comments and/or complaints from the public. The Parish Councillors can respond. However (unless the items are already on the agenda) no council decisions can be taken at this meeting but, if appropriate, the matters can be put onto a future agenda for decision.

38. DISTRICT COUNCILLOR AND COUNTY COUNCILLOR REPORTS – to receive items for information (items raised for decision will appear on the agenda for the next meeting subject to agreement by the council.)

39. POLICE MATTERS – to resolve

whether to submit any matters to the Local Focus Hub.

40. PLANNING APPLICATIONS - You may view the details on the Lake District National Park Authority website (Lakedistrict.gov.uk) where parishioners can submit their own observations directly

a. To resolve whether to submit any observations on the following application

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7/2023/3020	Finkle Laithe, Matterdale End, Penrith, CA11 OLF	Amendment to condition 2 (plans) on planning permission 7/2021/3212 - Extension to create additional living space, alterations and extension to existing garage block to provide guest suite and fitness room
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- b. To note the following applications that were delegated to the relevant planning committee for decision and the comments below made online.

7/2023/3014	Gillsrow House, Troutbeck, Penrith, CA11 OST	Proposed alterations and extensions to the house and existing annexe (resubmission of 7/2022/3106)	No objections
7/2022/3168	Denton Hill, Lowthwaite, Matterdale, Penrith, CA11 OLE	Continuation of the reinstatement of the dwellinghouse with annexe including conversion of existing hayloft, and domestic curtilage with poly tunnel and terracing	No objections

- c. To Note the following applications were granted approval

7/2022/3136	Aira Farmhouse, Dowthwaite Head, Dockray, CA11 OLG	Internal and external alterations, full renovation, addition of attached barn
7/2022/3131	Aira Farmhouse, Dowthwaite Head, Dockray, CA11 OLG	Renovation of existing house extended into attached barn
7/2022/3133	Tast Barn, Lowthwaite, Matterdale, Penriddock, CA11 OSA	Application for a Lawful Development Certificate for the proposed conversion of existing stone barn into a single dwelling and construction of a new stand-alone garage with linking structure, together with boundary dry stone walls and landscaping works and associated land which together form the application site

- d. To Note that the following application(s) have been withdrawn

7/2022/3155	Wreay Farmhouse, Watermillock, Penrith, CA11 OLT	Refurbishment and extension of existing property with new detached garage
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- e. To note the following applications have been received for information only

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7/2023/3018	West Lodge, Watermillock, Penrith, CA11 0JS	Approval of details reserved by condition no 4 (winter hibernation survey) on approval ref 7/2021/3209 for alterations and renovations
7/2023/3015	The Boathouse, Watermillock, Penrith, CA11 0JJ	Continued residential use of the boathouse (Certificate of Lawful Use)
7/2022/3162	West Lodge, Watermillock, Penrith, CA11 0JS	Approval of details reserved by condition no 3 (Construction Environmental Method Statement) on planning approval ref 7/2021/3209 for alterations and renovations

34. Dockray Village Green:

- a. To resolve whether to contest or pay the bill from D Trelease re cutting of grass last year.
- b. To resolve whether the green should be mown this year. For information from responding residents 37 were in favour of regular mowing, 7 in favour of not mowing and one suggested that half the green be mown and half not.
- c. Fencing – to resolve what action to take, if any, to rectify the fencing of the green.

35. FINANCE

- a. **Payments- to authorise** schedule of payments totalling £1742.25 (VN 45-55)

VN	Inv. Date	PAYEE	CHQ. NO/ Ref no	Purpose of Expenditure	AMOUNT £	VAT INCLUDED £	TOTAL AMOUNT £
VN45	05/09/2022	MATTERDALE PCC	101200	Room hire September	20.00	-	20.00
VN46	05/01/2023	Watermillock Village Hall	101219	Room Hire January	16.00	-	16.00
VN47	10/01/2023	Emma Bray	101220	Website hosting for SITU	86.25	-	86.25
VN48	10/01/2023	Parochial Church Council of Matterdale Together Account	101221	Advert for grazing land	20.00	-	20.00
VN49	10/01/2023	Joe Faulkner	101222	Work on SITU event	1,206.00	-	1,206.00
VN50	14/02/2023	Cumbria Payroll Services Ltd	101223	Payroll Services for Feb & March 2023	24.00	4.80	28.80
VN51	06/03/2023	Matterdale PCC	101224	Room hire March	20.00	-	20.00
VN52	06/03/2023	N Phillips	101225	Expenses March	110.00	-	110.00
VN53	31/03/2023	N Phillips	101226	Salary March	150.00	-	150.00

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VN54	31/03/2023	D Brown	101227	Salary claim	72	-	72
VN55	31/03/2023	HMRC	101228	PAYE D Brown	18	-	18

- b. **Payments- to authorise** schedule of payments totalling £.358.80 (VN 1-2) (NB 2023-24 financial year)

VN	Inv. Date	PAYEE	CHQ. NO/ Ref no	Purpose of Expenditure	AMOUNT £	VAT INCLUDED £	TOTAL AMOUNT £
VN01	1/4/2023	Cumbria Payroll Services Ltd	101229	Annual Payroll	174.00	34.80	208.80
VN02	28/4/2023	N Phillips	101230	Salary April	150	-	150

- c. **Monthly reconciliation (February 2023) – to receive and note** the reconciliation and balances to be authorised by Cllr Firth, Internal Finance Auditor.
- d. **Monthly budget update- to receive and note**
- e. **Current Bank Balances.**
- f. **To resolve** whether to create budget header for the Open Road grant of £4150.95 comprised of the funding received to date (£6100) less expenditure to date (£1949.05)
36. **HIGHWAY MATTERS:** To receive, for information, any items relating to the highway and **Resolve** which to ask the Clerk to report to the Highways Authority.
37. Grazing land
- To resolve whether to register the grazing land on the Basic Payment Scheme and potentially receive payments for alternative uses. See attachement
 - To resolve whether to accept the offers to let the Troutbeck Land for £400 with the proviso that the repairs to the fencing would be carried out by the lease holder, [REDACTED]
 - To resolve whether to let the Rushmire land for £50 to [REDACTED]
 - To note that [REDACTED] has requested that the fencing around the recreation field is repaired, awaiting costs.
38. Finance Policy –
- To resolve whether to adopt the finance policy – attached.
 - To resolve how many members should sit on the Finance Committee and agree membership and chair.
39. Ullswater Valley Hopper Bus – to resolve whether to support the scheme and, if so, at what level of commitment. Paper attached
40. Assets of Community Value – to resolve whether to apply for listing for The Royal Hotel in Matterdale as an Asset of Community Value, if advice from EDC legal team permits.
- 41. Councillors’ reports and items for future agenda**
- Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future

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agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.

42. **Election May 2023** – to Note, for information, that the Clerk will undertake training on 16 March 2023 and councillors should be mindful that they will need to decide in due course whether they wish to stand as councillors at any election.

43. **Date of next meeting**

The next meeting of the Parish Council will be the Annual Parish Meeting and Annual Parish Council meeting and will take place on Monday 15 May 2023 in Watermillock Village Hall at 7pm.

Agenda items to be submitted to the Clerk by 12 noon on Thursday 4 May 2023.

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Minutes of the Matterdale Parish Council meeting which took place at 7.00pm on Monday 9 January 2023 in Watermillock Village Hall.

Present: Cllrs V Gore (Chair), C Beaumont, E Bray, R Dobinson, M Firth, D Harrison, D Holder, R Lloyd, W McAlpine, B Shaw, J Wilson

In attendance: N Phillips (Clerk). J Derbyshire (Westmorland and Furness shadow), D Brown

20. APOLOGIES FOR ABSENCE

Received apologies and approved reasons for absence from Cllr Holder (prior engagement)

21. MINUTES OF THE COUNCIL MEETING held on 14 November 2022

Authorised the chair to sign, as a correct record, the minutes of the meeting held on 14 November 2022.

a. Matters arising:

- i. Grazing land at Troutbeck (pre action letter has been sent). Clerk to follow up
- ii. Election costs will be paid by new authority
- iii. Bank update – HSBC now want a different mandate, Building Society complete.

22. DECLARATIONS OF INTEREST

J Derbyshire member of LDNPA

23. PUBLIC PARTICIPATION

PUBLIC PARTICIPATION (20 MINUTES ALLOWED) - emails regarding Wreay Farmhouse and Dockray Village Green were received ahead of the meeting and circulated to councillors. 4 members of the public attended who were mainly opposed to planning application 7/2022/3155 and two representatives from the architects. Councillors heard arguments against the development including that the extension was in fact a new build which was not for local occupancy. There was a concern that the parking proposals provided did not provide adequate spaces and that the proposal did not meet some of the local planning policy requirements. The owner's representatives answered some of the concerns regarding planning policies, that the property would be used as a second home rather than as holiday lets, the extension was part of the house and not designed to be a separate dwelling. One member of the public spoke in support of allowing Dockray Village to be unmown again this summer with paths for access cut regularly another member of the public was also in attendance for this item.

24. DISTRICT COUNCILLOR AND COUNTY COUNCILLOR REPORTS – received the following items for information: J Derbyshire (Westmorland and Furness shadow) work being carried out on budgets currently. There are precedents to have wildlife areas and

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places where grass is not cut. Cost of living – not many people from rural areas asking for help, councillors encouraged to speak to local people to publicise that help is available.

25. POLICE MATTERS – nothing to report

26. PLANNING APPLICATIONS

a. resolved to submit the observations on the following application as detailed

7/2022/3155	Wreay Farmhouse, Watermillock, Penrith, CA11 0LT	Refurbishment and extension of existing property with new detached garage
The Parish Council has no objections but would like to recommend that the application be considered by the full planning committee.		

b. noted the following applications that were delegated to the relevant planning committee for decision and the comments below made online.

7/2022/3146	The Hill, Matterdale, Penrith, CA11 0LE	Single storey extension to kitchen with pitched roof up to existing eaves/gutter line. Built in traditional style and materials	No objections
7/2022/3152	Highgate Close, Troutbeck, Penrith, CA11 0SU	Refurbishment of existing barn and pig sty to form a new dwelling, including change of use from agricultural to residential	No objections

c. noted the following applications were granted approval

7/2022/3127	High House, Thackthwaite, Cumbria, CA11 0ND	Two storey and single storey extension to rear
7/2021/3209	West Lodge, Watermillock, Penrith, CA11 0JS	Alterations and renovations
7/2022/3133	Tast Barn, Lowthwaite, Matterdale, Penriddock, CA11 0SA	Application for a Lawful Development Certificate for the proposed conversion of existing stone barn into a single dwelling and construction of a new stand- alone garage with linking structure, together with boundary dry stone walls and landscaping works and associated land which together form the application site
7/2022/3139	Lake Brow, Watermillock, CA11 0JP	Proposed alterations and extension
7/2022/3126	Gill Head Farm, Troutbeck, Penrith, CA11 0ST	Extensions & alterations

d. noted that the following applications had been sent for information only

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7/2022/3157	Pencil Mill, Watermillock, Penrith, CA11 0JR	Approval of details reserved by condition no 4 (programme of archaeological work) on planning permission ref 7/2021/3182 for the proposed extension of the north and south gables, a proposed garden room, porch, and loggia. Extension to the existing outbuilding to allow for ground source heat pump plant
7/2022/3162	West Lodge, Watermillock, Penrith, CA11 0JS	Approval of details reserved by condition no 3 (Construction Environmental Method Statement) on planning approval ref 7/2021/3209 for alterations and renovations

27. FINANCE

a. Payments- authorised schedule of payments totalling £459.22 (VN 36-42)

VN	Inv. Date	PAYEE	CHQ. NO/ Ref no	Purpose of Expenditure	AMOUNT £	VAT INCLUDED £	NET AMOUNT £
VN36	02/12/2022	HSBC	0	Account charges	6.20	-	6.20
VN37	28/11/2022	Gordon Consultancy Ltd	101213	Payroll reports for 8 months	80.00	16.00	96.00
VN38	23/11/2022	CALC	101214	New Chair Course	30.00	-	30.00
VN39	31/01/2023	N Phillips	101215	Salary January	150.00	-	150.00
VN40	28/02/2023	N Phillips	101216	Salary February	150.00	-	150.00
VN41	01/01/2023	Cumbria Payroll Services Ltd	101217	Payroll	12.00	2.40	14.40
VN42	22/11/2022	WaterPlus	101218	Water fee for field	12.62	-	12.62

b. Monthly budget update- received and noted

c. Current Bank Balances. Building Society £66767.86, HSBC £5857.05

28. **HIGHWAY MATTERS:** received, for information, items relating to the highway and **Resolved to** ask the Chair to re-report the pothole by the Royal Hotel, a new pothole near Goose Green. Councillors were encouraged to report any problems online and check grit piles.
29. Budget and Precept 2023-24 resolved to set a precept of £5000 for the financial year 2023-24.
30. Grazing lets – resolved that the council land would be offered to let as follows: Rushmire advertise for let in excess of £50, Troutbeck advertise for let in excess of £700, Recreation ground continue to let to S Wilson for the coming year at £50 per year. Written agreements to be signed with payment plans before commencement of any grazing.
31. Grass cutting – resolved that a question should be placed in Ullswater Together asking for comments being made to the clerk.

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32. Councillors' reports and items for future agenda

Ullswater Valley Hopper Bus (proposal to be discussed at next meeting)

Road closure on A592 for 26 March for event (information)

Fencing of Dockray Village Green(to be discussed at next meeting)

33. Date of next meeting

The next meeting of the Parish Council will take place on Monday 6 March 2023 in Matterdale Church Room at 7pm.

Agenda items to be submitted to the Clerk by 12 noon on Thursday 23 February 2023.



**Lake District
National Park**

Mr Nick Phillips,
Clerk, Matterdale Parish Council
14 Twickenham Court
Carlisle
CA1 3TW

14-Feb-2023

Dear Sir

What is the formal view of your council on this application?

Reference: 7/2023/3020
Location: Finkle Laithe, Matterdale End, Penrith, CA11 0LF
Proposal: Amendment to condition 2 (plans) on planning permission 7/2021/3212 - Extension to create additional living space, alterations and extension to existing garage block to provide guest suite and fitness room
Reply by: 14 March 2023
Reply to: planning@lakedistrict.gov.uk

We invite the formal view of your council. Please [click on this link](#) to view the application forms and documents.

Alternatively you can visit www.lakedistrict.gov.uk/planningsearch and enter 7/2023/3020 into the reference search field.

If your council supports or objects, please give us their planning reasons. A neutral view such as no objections is equally acceptable.

We hope you find our online planning guide for town and parish councils and parish meetings useful. You can see it on our website by clicking on:
www.lakedistrict.gov.uk/parishplanningadvice

For further information about how we publicise planning applications and to read our policy and procedure for public speaking at meetings, please see our practice guidance at
<https://www.lakedistrict.gov.uk/planning/gettingplanningadvice/planningguides>. If the application is to be reported to committee and your council would wish to speak at the meeting please register this intent with the formal views.

When made, the decision will be published on our website.

Yours faithfully

Development Management Support Team

You can help us by telling us if your email changes – thank you

From the Booking Clerk of Watermillock Village Hall- Charity Number 520377

Date: 5th January 2023

Matterdale Parish Council Clerk

INVOICE

Invoice number	WVH 374 (please reference this number when paying)
To	Nick Phillips
The sum of	£16
For the hire of	Evening hire of Reading Room at local rate
On	9 th January 2023

You must carry out your own risk assessment and adhere to the Hall's Safeguarding Policy, which is displayed on the Hall's website and any Covid 19 regulations still in force.

Playing music or other activity outside the hall is not allowed after 11pm and before 9am.

Bank transfers should be made to the account of Watermillock Village Hall: sort code [REDACTED]
Account number [REDACTED], quoting the invoice number. Cheques should be made payable to 'Watermillock Village Hall' and sent to our treasurer, Richard Lloyd at Gowbarrow Old Hall, Watermillock, Penrith CA11 0JP. **Please inform me by email when the transfer has been made or the cheque put in the post.**

Please leave hall etc as found; that means taking away all your recyclables and rubbish as you leave.

Access to the Hall is via the back door which leads into the kitchen. The key for this door is stored in the key safe to the right of the door. The key is released by entering the code, pushing down the black knob and the front panel drops down.


Heating times are pre-set but radiators can be adjusted as you wish.

THE KEY CODE IS [REDACTED]. Please return the key to this safe on your exit.

It is a condition of the fire regulations of the Hall that when the premises are occupied the other doors at the front of the Hall must be unbolted, although it is not necessary to leave them open. These doors are fire doors and must be easily opened from the inside, in the case of an emergency. One person in the party should be the designated fire officer, responsible for ensuring all people have left the building and taking a roll call, in the event of an evacuation.

123 Reg invoice number: **123-060491703**
Payment reference number: **79142551**
Tax point date: **2023/01/10**

Print >

Invoiced to:
Emma Bray
Emma Bray

CA11 0SA

Please note that this invoice has been paid. Please do not post a cheque.

DESCRIPTION	VAT	PRICE (EX VAT)
Domain Renewal (1 year) : situcumbria.org.uk	£2.40	£11.99
Net total		£11.99
VAT total (@ 20%)		£2.40
Order total		£14.39
To pay		£14.39

You can opt out of receiving offers and information relating to products or services you've purchased in your [Contact Preferences](#).

The payment details used for this purchase have been stored on your 123 Reg account. To ensure continuous service for your 123 Reg product we will use these card details to automatically renew all 123 Reg services associated with this account in the future unless cancelled in line with 123 Reg's cancellation procedure.

The "ULLSWATER TOGETHER" magazine

Organised by local churches and community groups for distribution in
**Hartsop, Patterdale, Matterdale, Watermillock, Troutbeck, Dacre, Newbiggin, Stainton,
Pooley Bridge, Barton and Martindale**

Advertising Secretary:

Jane Newport

East View

Dockray

Penrith

CA110JY

VN48

017684 82367 / 07876456097

E mail: janenewport7@gmail.com

10th January 2023

Matterdale Parish Council
c/o Nick Phillips
Clerk to Matterdale Parish Council
14 Twickenham Court
Carlisle, CA1 3TW

INVOICE

To advertising in the "Ullswater Together magazine for a single issue
February/March 2023
– quarter of a page approx 9cm x 6.3cm
@£20per issue

Total £20.00

**Please make cheques payable to
Parochial Church Council of Matterdale Together Account**

Or payment via BACS as follows

**Account Name: Parochial Church Council of Matterdale Together Account
(or Matterdale Together)**

Reference: (Your name please)

Sort code: 2 





INVOICE

Fell Foot, Askham, Penrith, CA10 2PG www.nav4.co.uk.co.uk Phone 01931 712174 / 07749 364 248	INVOICE No: 230110 DATE: 10th Jan 2023
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SITU - % Matterdale Parish Council	For: Michael Firth
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DESCRIPTION	AMOUNT
Ullswater Closed Road Cycle Event	
- Planning and admin prep throughout 2022	£500:00
- Mileage n/a	
- Payment to Highways	£706:00
- Expenses - n/a	
- Deposit paid n/a	
Amount Due	£ 1206:00

Payment by Bank Transfer to the following account:

Co-op Bank – Sort Code: [REDACTED]

Account Name: Joe Faulkner

Account Number: [REDACTED]

If you have any questions concerning this invoice, please contact me to discuss.

THANK YOU FOR YOUR BUSINESS!

Cumbria Payroll Services Ltd

54 Warwick Road
Carlisle, Cumbria, CA1 1DR
United Kingdom

Website www.cumbriapayroll.co.uk
Telephone: 01228 402010
Email mail@cumbriapayroll.co.uk

**Invoice To:**

Nick Phillips
Matterdale Parish Council
14 Twickenham Court
Carlisle
Cumbria
CA1 3TW

Invoice Date

14/02/2023

Due Date

16/03/2023

Invoice Number

SI-9382

SALES INVOICE

Code	Description	Qty/Hrs	Price/Rate	VAT %	Net
CALC01	Payroll monthly - email service Feb & March 2023	2.00	12.00	20.00	24.00

VAT Rate	Net	VAT	Total Net	24.00
Standard 20.00% (20.00%)	£24.00	£4.80	Total VAT	4.80
			TOTAL	£28.80

Pay Now

We accept online payments. It's a fast, secure and very easy way to pay.
Simply click the "Pay Now" button to pay this invoice using your credit or debit card.

Notes:

Bank Details:
Bank: Barclays PLC
Sort Code: 20-18-47
Account No: 70317624

If you do not already use our Direct Debit service and wish to do so, please contact us and we will email a quick and simple set up link.
mail@cumbriapayroll.co.uk



MATTERDALE CHURCH

Church Warden Fiona Nixon, The Old Vicarage, Matterdale, Penrith. CA11 OLD, 017684 82170, fionagnixon@gmail.com
Secretary David Harrison, The Old Chapel, Matterdale, Penrith. CA11 OLE, david.ulcatrow@gmail.com
Treasurer Mark Nixon, The Old Vicarage, Matterdale, Penrith CA11 OLD. 017684 82170, matterdaleman@gmail.com

INVOICE

To: Nick Phillips
 Clerk to Matterdale Parish Council

Date: 6th March 2023


Charge for hire of Matterdale Church Meeting Room:


On 6th March 2023

£20.00

Please make cheques payable to Matterdale PCC

BACS payments: A/c name: **PCC of Matterdale**

Sort code: 

A/c number: 

Postage		VAT	Total
ICO registration			£ 40.00
Court Fee for claim			£ 70.00
Travel	Miles	@per mile	
Totals		£ - £ 110.00	£ 110.00

From: Information Commissioner's Office Payment Receipt dpfee_payment_receipt@ico.org.uk
Subject: ICO - receipt of payment ICO:00012599222
Date: 23 February 2023 at 10:35
To: D L BROWN david.brownhesley10@btinternet.com



Organisation name: **MATTERDALE PARISH COUNCIL**
Reference: **Z2496512**

Dear D L BROWN

We've received your payment

We confirm receipt of a card payment for £40.00 (VAT: nil) on 22/02/2023 for the organisation detailed above.

You will shortly receive confirmation of the details we hold and your certificate.

Yours sincerely,

Paul Arnold
Deputy Chief Executive Officer
Information Commissioner's Office

From: GOV.UK Pay gov.uk.pay@notifications.service.gov.uk
Subject: Your payment of £70.00 to Civil Money Claims was successful
Date: 24 February 2023 at 11:29
To: matterdaleparishclerk@gmail.com

GP

**GOV.UK**

Your payment of £70.00 to Civil Money Claims was successful

Payment for: Money Claims fees

Reference: RC-1677-2381-0407-7207

Date of payment: 24 February 2023 – 11:28:24

This email address is not monitored. If you have any questions about your payment, contact the service you made the payment to directly.

Payment Summary (Part 1) Portrait

Tax Month : 12

Week : 52

Payment Frequency: Monthly

E'ee Ref	Employee Name	Total Gross	Taxable Gross	Other Payments	Student/ Postgrad Loan	PAYE	Employee NIC	Employer NIC	Employee Pension*	Statutory Payments	Other Deductions	Net Pay
1	NM Phillips	150.00	150.00	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00
2	DL Brown	900.00	900.00	900.00	0.00	180.00	0.00	19.60	0.00	0.00	0.00	720.00
<u>2</u>	<u>Employees</u>	<u>1050.00</u>	<u>1050.00</u>	<u>1050.00</u>	<u>0.00</u>	<u>180.00</u>	<u>0.00</u>	<u>19.60</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>870.00</u>

VN55 and VN01

*Please note this value does not include any contribution made to a salary sacrifice pension scheme.

Cumbria Payroll Services Ltd

54 Warwick Road
Carlisle, Cumbria, CA1 1DR
United Kingdom

Website www.cumbriapayroll.co.uk
Telephone: 01228 402010
Email mail@cumbriapayroll.co.uk

**Invoice To:**

Nick Phillips
Matterdale Parish Council
14 Twickenham Court
Carlisle
Cumbria
CA1 3TW

Invoice Date

24/02/2023

Due Date

26/03/2023

Invoice Number

SI-9422

SALES INVOICE

Code	Description	Qty/Hrs	Price/Rate	VAT %	Net
CALC01	Payroll monthly - email service Yearly Invoice April 2023	12.00	14.50	20.00	174.00

VAT Rate	Net	VAT	Total Net	174.00
Standard 20.00% (20.00%)	£174.00	£34.80	Total VAT	34.80
			TOTAL	£208.80

Pay Now

We accept online payments. It's a fast, secure and very easy way to pay.
Simply click the "Pay Now" button to pay this invoice using your credit or debit card.

Notes:

Bank Details:
Bank: Barclays PLC
Sort Code: 20-18-47
Account No: 70317624

If you do not already use our Direct Debit service and wish to do so, please contact us and we will email a quick and simple set up link.
mail@cumbriapayroll.co.uk

Payments	Units	Rate	Amount
Hours	10.00	15.0000	150.00

Deductions	Amount
PAYE Tax	0.00
National Insurance	0.00

Matterdale Parish Council		This Period		Year To date	
Tax Period:	12	Total Gross Pay	150.00	Total Gross Pay TD	1050.00
Tax Code:	180M	Gross for Tax	150.00	Gross for Tax TD	1050.00
Department:		Earnings for NI	0.00	Tax paid TD	0.00
Payment Method:	Cheque	Employer NI	0.00	Earnings For NI TD	600.00
Payment Period:	Monthly			National Insurance TD	0.00
				Employer NI TD	0.00
				Net Pay	150.00

MATTERDALE PARISH COUNCIL

Bank Reconciliation as at 23 February 2023

Opening Balance at 1/4/22	74,949.45
----------------------------------	------------------

From Accounts spreadsheet						
	Previous Month	Current	This month	In year surplus/deficit		
Receipts	£ 4,139.00	£ 4,544.00	£ 405.00			
Payments	£ 6,240.59	£ 7,360.58	£ 1,119.99	2,816.58		72,132.87

Balance - All Bank Accounts					
	<i>Building society</i>	<i>Charity</i>			
Previous balance (last month)	£ 66,396.04	£ 6,667.82			
Payments out	£ -	£ 969.99	£ 969.99		
Payment in	£ 405.00	£ -	£ 405.00		
Calculated Balance	£ 66,801.04	£ 5,697.83			
Actual balance	£ 66,801.04	£ 5,697.83			
					Total at Bank
					£ 72,498.87

Deduct unpresented cheques	Cheque No	Amount £
VN39 Salary January	101215	£ 150.00
VN26 PAYE	101203	£ 216.00

Total unpresented cheques	£366.00
Bank Balance - Unpresented cheques	72,132.87

Actual Balance	72,132.87
Variance	0.00
Closing Balance	

J21D2400CP1MBA0000001587001003 318 000

Mr D L Brown
Hesleyside
Watermillock
Penrith
Cumbria
CA11 0JH



Your Statement

Account Summary

Opening Balance	6,007.05
Payments In	0.00
Payments Out	309.22
Closing Balance	5,697.83

International Bank Account Number

GB57HBUK40361070559024

Branch Identifier Code

HBUKGB4148T

4 January to 3 February 2023

Account Name

Matterdale Parish Council

Sortcode Account Number Sheet Number

Your Charitable Bank Account details

Date	Payment type and details	Paid out	Paid in	Balance
03 Jan 23	BALANCE BROUGHT FORWARD			6,007.05
04 Jan 23	CHQ 101210 VN33	150.00		5,857.05
17 Jan 23	CHQ 101217 VN41	14.40		
	CHQ 101218 VN42	12.62		5,830.03
18 Jan 23	CHQ 101213 VN37	96.00		5,734.03
24 Jan 23	DR TOTAL CHARGES VN43 TO 02JAN2023	6.20		5,727.83
30 Jan 23	CHQ 101214 VN38	30.00		5,697.83
03 Feb 23	BALANCE CARRIED FORWARD			5,697.83

Information about the Financial Services Compensation Scheme

Most deposits made by HSBC Business customers are eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at fscs.org.uk, call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website (hsbc.co.uk/fscs/).

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

Your Statement

Mr D L Brown
Hesleyside
Watermillock
Penrith
Cumbria
CA11 0JH



3 January 2023 to 2 February 2023

Account Name
Matterdale Parish Council

Sortcode **Account Number**

Sheet Number
1 of 2

Summary of your Charitable Bank Accountcharges and interest


In accordance with your agreement, the Base Rate is the Bank of England base rate (as published from time-to-time). Where your agreement with us contains a Base Rate floor (this limits the amount that the Base Rate in your agreement can reduce to), the Base Rate will not be less than zero even if the Bank of England base rate is a negative number.

To find out what the current Bank of England base rate is, please visit our website at:
[hsbc.co.uk/help/bank-of-england-base-rate](https://www.hsbc.co.uk/help/bank-of-england-base-rate)

This summary details charges incurred for banking services for the charging period 3 January 2023 to 2 February 2023 which will be deducted from your account on 24 February 2023.

Description	Amount(GBP)
Total of activity charges	2.00
Fee for maintaining the account	5.00

Total charges	7.00
----------------------	-------------

 *Charges which have already been deducted from your account during this charging period will not appear on this statement.*

Please note this is an advice only and not a VAT invoice.

Key to abbreviations used.
GBP Pounds Sterling C Credit

J21D1400C5UMBA0000001414001003 318 000

Mr D L Brown
Hesleyside
Watermillock
Penrith
Cumbria
CA11 0JH



Your Statement

Account Summary

Opening Balance	6,329.91
Payments In	0.00
Payments Out	322.86
Closing Balance	6,007.05

4 December 2022 to 3 January 2023

International Bank Account Number

GB57HBUK40361070559024

Branch Identifier Code

HBUKGB4148T

Account Name

Matterdale Parish Council

Statement Number Sheet Number

457

Your Charitable Bank Account details

Date	Payment type and details	Paid out	Paid in	Balance
03 Dec 22	BALANCE BROUGHT FORWARD			6,329.91
05 Dec 22	CHQ 101209 VN32	150.00		6,149.91
	CHQ 101211 VN34	30.00		6,013.25
09 Dec 22	CHQ 101208 VN31	136.66		6,007.05
24 Dec 22	DR TOTAL CHARGES TO 02DEC2022 VN36	6.20		6,007.05
03 Jan 23	BALANCE CARRIED FORWARD			6,007.05

Information about the Financial Services Compensation Scheme

Most deposits made by HSBC Business customers are eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at fscs.org.uk, call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website (hsbc.co.uk/fscs/).

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

Your Statement

Mr D L Brown
Hesleyside
Watermillock
Penrith
Cumbria
CA11 0JH



3 December 2022 to 2 January 2023

Account Name
Matterdale Parish Council

Sortcode **Account Number**

Sheet Number
1 of 2

Summary of your Charitable Bank Account charges and interest


In accordance with your agreement, the Base Rate is the Bank of England base rate (as published from time-to-time). Where your agreement with us contains a Base Rate floor (this limits the amount that the Base Rate in your agreement can reduce to), the Base Rate will not be less than zero even if the Bank of England base rate is a negative number.

To find out what the current Bank of England base rate is, please visit our website at:
[hsbc.co.uk/help/bank-of-england-base-rate](https://www.hsbc.co.uk/help/bank-of-england-base-rate)

This summary details charges incurred for banking services for the charging period 3 December 2022 to 2 January 2023 which will be deducted from your account on 24 January 2023.

Description	Amount(GBP)
Total of activity charges	1.20
Fee for maintaining the account	5.00

Total charges	6.20
----------------------	-------------

 *Charges which have already been deducted from your account during this charging period will not appear on this statement.*

Please note this is an advice only and not a VAT invoice.

Key to abbreviations used.
GBP Pounds Sterling C Credit

3 December 2022 to 2 January 2023

Your Statement

Account Name
Matterdale Parish Council



Sheet Number
2 of 2

Itemised activity charges

The following charges for the period 3 December 2022 to 2 January 2023 will be deducted from your account on 24 January 2023.



Debit Items			
<i>Description</i>	<i>No of items</i>	<i>Rate(GBP)</i>	<i>Amount(GBP)</i>
Cheques Paid	3	0.4000	1.20
Subtotal			1.20
Total of activity charges			1.20

 Please note this is an advice only and not a VAT invoice.

Key to abbreviations used.

Br Branch **BTB** Business Telephone Banking **Chqs** Cheques **Coll** Collected
Cr Credit **Ctr** Counter **Dr** Debit

J21CC4008ISMBA0000001428001003 318 000

Mr D L Brown
Hesleyside
Watermillock
Penrith
Cumbria
CA11 0JH



Your Statement

Account Summary

Opening Balance	6,641.62
Payments In	0.00
Payments Out	311.71
Closing Balance	6,329.91

4 November to 3 December 2022

International Bank Account Number

GB57HBUK40361070559024

Branch Identifier Code

HBUKGB4148T

Account Name

Matterdale Parish Council

Account Number Sheet Number
456

Your Charitable Bank Account details

Date	Payment type and details	Paid out	Paid in	Balance
03 Nov 22	BALANCE BROUGHT FORWARD			6,641.62
16 Nov 22	CHQ 101206 VN29	150.00		
	CHQ 101207 VN30	130.51		6,361.11
24 Nov 22	CHQ 101212 VN35	25.00		
	DR TOTAL CHARGES VN44			
	TO 02NOV2022	6.20		6,329.91
03 Dec 22	BALANCE CARRIED FORWARD			6,329.91

Information about the Financial Services Compensation Scheme

Most deposits made by HSBC Business customers are eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at fscs.org.uk, call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website (hsbc.co.uk/fscs/).

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

Mr D L Brown
Hesleyside
Watermillock
Penrith
Cumbria
CA11 0JH



3 November 2022 to 2 December 2022

Account Name
Matterdale Parish Council



Number

Sheet Number
1 of 2

Summary of your Charitable Bank Account charges and interest


In accordance with your agreement, the Base Rate is the Bank of England base rate (as published from time-to-time). Where your agreement with us contains a Base Rate floor (this limits the amount that the Base Rate in your agreement can reduce to), the Base Rate will not be less than zero even if the Bank of England base rate is a negative number.

To find out what the current Bank of England base rate is, please visit our website at:
[hsbc.co.uk/help/bank-of-england-base-rate](https://www.hsbc.co.uk/help/bank-of-england-base-rate)

This summary details charges incurred for banking services for the charging period 3 November 2022 to 2 December 2022 which will be deducted from your account on 24 December 2022.

Description	Amount(GBP)
Total of activity charges	1.20
Fee for maintaining the account	5.00

Total charges	6.20
----------------------	-------------

 *Charges which have already been deducted from your account during this charging period will not appear on this statement.*

Please note this is an advice only and not a VAT invoice.

Key to abbreviations used.

GBP Pounds Sterling **C** Credit

3 November 2022 to 2 December 2022

Your Statement

Account Name
Matterdale Parish Council

Sortcode **Account Number**

Sheet Number
2 of 2

Itemised activity charges

The following charges for the period 3 November 2022 to 2 December 2022 will be deducted from your account on 24 December 2022.

Debit Items

Description	No of items	Rate(GBP)	Amount(GBP)
Cheques Paid	3	0.4000	1.20
Subtotal			1.20

Total of activity charges

1.20

 Please note this is an advice only and not a VAT invoice.

Key to abbreviations used.

Br Branch **BTB** Business Telephone Banking **Chqs** Cheques **Coll** Collected
Cr Credit **Ctr** Counter **Dr** Debit

MATTERDALE PARISH COUNCIL

Parish Clerk: Nick Phillips, 14 Twickenham Court, Carlisle CA1 3TW

Tel: 0750 800 1602 Email: MatterdaleParishClerk@gmail.com

www.matterdaleparishcouncil.org

Claire Beaumont emailed me to suggest that the Council could consider application for grants for the land it owns and therefore potentially claim grants that may provide greater income than grazing lets and offset against nutrient neutrality.

The Parish Council can choose to register the land it owns for the Rural Payments Service. The registration is free and allows users to view digital maps of the land and make online applications and claims for rural grants and payments.

Claire's email is below:

I have had a thought regarding the plots of land we are currently advertising for rent and was thinking we might be able to kill 2 birds with one stone, but wanted to check a couple of things with you before I make any suggestions.

Do you know what the current status of the fields are with regards to Basic Payment Scheme or any environmental stewardships? Is the land registered for any payments?

My current line of thought is that if the land were to be legible for any environmental stewardship, we might be able to get more income to start with, but if it is the right sort of scheme, it could be used as an offset for the nutrient neutrality issue the council currently has with the planning permission for the affordable houses. For example, if the land were eligible for the making space for water payment, I think this has a payment rate of over £700 per hectare for 20 years and building something like a pond or wetland, might be considered a mitigant for nutrient neutrality.

I am not an expert and we might struggle to get any sort of payment with just one field, but it is something potentially worth exploring.

The first step would be to register the land for payment followed by an exploration of the types of grant that could be suitable. To use the land to offset the nutrient neutrality issue there would need to be a transfer (sale) of the land to MSF and the cost of the land would, I presume, be linked to the potential for grazing income. In this way the land at Rushmire would have a lower value and might benefit the council/MSF more being land designated as making pace for water.

[Recommendation](#)

The clerk to register the Rushmire and Troutbeck land and explore what the options are for different payments in the future.

MODEL for consideration by Council. Values are to be set by the Council when adopting Financial Regulations (other than the Statutory Procurement thresholds shown in Regulation 11)

**MATTERDALE PARISH COUNCIL
FINANCIAL REGULATIONS [ENGLAND]**

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These Financial Regulations were adopted by the Council at its Meeting held on 6 March 2023

1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders¹ and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.
- 1.9. The RFO;

¹ Model standing orders for councils are available in Local Councils Explained © 2013 National Association of Local Councils

- acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the council up to date in accordance with proper practices;
 - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the council; and
 - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the

approval of the RFO and that the approvals are shown in the accounting records; and

- measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors,

shall be a matter for the full council only.

1.14. In addition the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of [£5,000]; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
 - be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the council;
 - initiate or approve accounting transactions; or

- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. The Council shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of November each year including any proposals for revising the forecast.
- 3.2. The RFO must each year, by no later than November, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the council.
- 3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £5,000;
- a duly delegated committee of the council (Finance Committee) for items over £500; or
- the Clerk, in conjunction with ~~Chairman of Council~~ or Chairman of the Finance committee, for any items below £500.

Such authority is to be evidenced by a minute or by an authorisation slip duly produced signed by the Clerk, and where necessary also approved electronically by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually in November for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

- 4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose “material” shall be in excess of £100 or 15% of the budget.
- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency. ~~[The council shall seek credit references in respect of members or employees who act as signatories.]~~
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council or finance committee. The council / committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council or finance committee. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council or Finance Committee meeting.
- 5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such

payments shall be submitted to the next appropriate meeting of council [or finance committee];

- b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee]; or
- c) fund transfers within the councils banking arrangements up to the sum of [£10,000], provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee].

- 5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council.
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed either electronically or on each cheque by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

- 6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council or duly delegated committee.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council or Finance Committee at the next convenient meeting.
- 6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
- 6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.
- 6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall

be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

- 6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.15. Where internet banking arrangements are made with any bank, the Clerk [RFO] shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk [or RFO] (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.

- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a) by any councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff the council must consider a full business case.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.4. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

- 8.5. All investments of money under the control of the council shall be in the name of the council.
- 8.6. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.7. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority)

will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. CONTRACTS

- 11.1. Procedures as to contracts are laid down as follows:
 - a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and

- vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations².
- c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.
- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Orders[], ⁴ [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below [£3,000] and above [£100] the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

² The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

³ Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£164,176)
- b. For public works contracts 5,225,000 Euros (£4,104,394)

⁴ Based on NALC's model standing order 18d in Local Councils Explained © 2013 National Association of Local Councils

- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

12. ASSETS, PROPERTIES AND ESTATES

- 12.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 12.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 12.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 12.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 12.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 12.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in

the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

13. INSURANCE

- 13.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers.
- 13.2. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 13.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 13.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the council, or duly delegated committee.

14. CHARITIES

- 14.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

15. RISK MANAGEMENT

- 15.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 15.2. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

16. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 16.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.
- 16.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

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Ullswater Valley Hopper Bus

Objectives

- To improve public transport in the valley for residents, visitors and businesses
- To encourage visitors arriving by car to leave their car at their accommodation
- To encourage a reduction in private vehicle traffic in the valley
- To help meet the Lake District's and Cumbria's net zero targets

The idea

The existing 508 service runs along the A592, the northern shore of the lake, from Pooley Bridge to Glenridding and Patterdale. Many of the main centres of holiday accommodation in the valley are on the southern shore of the lake along the Howtown road (e.g. Hillcroft, Park Foot, Waterside and the Howtown Hotel), or to the north but away from the A592 (e.g. The Quiet Site, Cove Park, Ullswater Holiday Park).

The idea is to provide a hopper bus service that improves connections between where people are and where they wish to be within the valley. It should complement existing services provided by Stagecoach and Ullswater Steamers, and simplify public transport to destinations such as Aira Force, the Steamer piers, and Rheged.

The Plan

The plan is to run a 16-seater minibus, using Pooley Bridge as a "hub". It will run in the summer season on four routes, namely:

- Pooley Bridge – Howtown – Hallin Fell – Pooley Bridge
- Pooley Bridge – Tirril – Lowther Castle – Pooley Bridge
- Pooley Bridge – Watermillock – Bennethead – Leeming House – Pooley Bridge
- Pooley Bridge – Dalemmain – Rheged – Pooley Bridge

Stagecoach and Ullswater Steamers are supportive, and have agreed to offer **combined tickets** covering all three of the hopper bus, Stagecoach services, and Steamer services

One minibus can cover each of the routes twice a day, essentially a morning run and an afternoon run. The hopper bus services will, as far as possible, be **timetabled to connect** with existing 508 services.

Funding

Stagecoach is willing to run the service provided it receives a guaranteed revenue of £315 per day. To run the service from Easter to the end of the October half-term school holiday would therefore require a guarantee totalling about £65k.

Any fare revenue would offset the guarantee, £ for £. So, if the service earned more than £315 per day in fares (taken over the whole season) the guarantee would not be called upon.

We are therefore looking for grants and donations to help meet this guarantee. We should emphasise that, while we need to have the guarantee in place, it will only be called upon to the extent fares do not meet an average of £315 a day over the season.

Contact

For further details please contact:

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For SITU (Sustainable and Integrated Transport for Ullswater)