



PENRITH TOWN COUNCIL

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

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Minutes of the meeting of the:

FULL COUNCIL

Held on:

Monday 25 September 2017, 6.00 pm - 8.00 pm, Rm.2 Parish Centre,
St Andrews Place

PRESENT:

Cllr. Baker	Penrith Pategill Ward
Cllr. Burgin	Penrith South Ward
Cllr. Clark	Penrith South Ward
Cllr. Connelly	Penrith West Ward
Cllr. Graham	Penrith East Ward
Cllr. Jackson	Penrith North Ward
Cllr. Lawson	Penrith Carleton Ward
Cllr. Monk	Penrith West Ward
Cllr. Quinn	Penrith South Ward
Cllr. Whipp	Penrith North Ward
Town Clerk	
Asset Transfer Officer	

MINUTES FOR FULL COUNCIL MONDAY 25 SEPTEMBER 2017

Members received a presentation from Mr Chris Kolek on behalf of Penrith Business Improvement District – overview of the BID re-vote.

PTC17/36 Apologies

No apologies were received from members.

Cllr. Thompson was absent. It was noted that after the meeting Cllr. Kenyon had submitted his apologies by email.

PTC17/37 Confirmation of Council Minutes

Members confirmed the minutes of the Town Council Meeting held on 26 July 2017 and authorised the Chairman to sign the Minutes of the Meeting as a true record.

PTC17/38 Declaration of Interests

The meeting was requested to receive any declarations of interest of any disclosable pecuniary or other registrable interests relating to any items on the agenda for the meeting. None received

PTC17/39 Requests for Dispensations

None received.

The Chairman requested that agenda item 13 be considered at this point of the meeting as Cllr. Whipp needed to leave the meeting early. Members agreed to the Chairman's request

PTC17/40 Abolition of Special Expenses and Funding Devolved Services

Members considered the report and the recommendations contained within.

Members noted that although it was recommended to increase the precept by £45,594, the corresponding amount would come from the District Councils part of the Council Tax and subsequently residents, would see no overall change in the amount being paid.

PTC17/40 continued
RESOLVED THAT:

- I.** The Council agree in principle to increase its 2018/19 precept by £45,594, in addition to any changes proposed through the normal budgeting process.
- II.** Subject to recommendation (i) above being confirmed by the Council in its 2018/19 budget, the Council uses this additional precept income to contribute to the full on-going revenue costs of additional devolved services, known as 'tranche 2'.
- III.** Where this Council agrees to take on any additional services devolved from Eden District Council, the four-year funding offer must start at the date of transfer not from 1 April 2018.
- IV.** To the extent that this increase of £45,594 is greater, in any one year, than the net cost of all devolved services in the difference be put in to a 'devolution reserve' and used to support devolved services in the future.
- V.** The Council agrees in principle not to take on any further services not funded by the additional precept income noted in (i), unless the on-going revenue cost is offset by an accompanying income source.

PTC17/41 Public Participation

a) No members of the public had requested to speak.

b) Receive representations from:

i. Town Councillors

Town Cllr. Whipp

Cllr. Whipp informed the meeting that Penrith Business Improvement District and Penrith Town Council collaboration and partnership had brought about many benefits to the Town and that both organisations were receiving acknowledgement of their success within their own fields of expertise.

The Town Council had been approached by other Town Councils for advice, support and guidance demonstrating that the Town Council operated correctly and properly.

The Project Manager for the Penrith Business Improvement District had been showing representatives from newer BIDs around Penrith and sharing the BIDs knowledge and skills.

Penrith Remembers – Centenary of the Great War 2014-2018 – A programme of events had been published by Penrith Remembers and distributed to all members. Cllr. Whipp asked for members to support the centenary events.

Town Cllr. Quinn

Wetheriggs Country Park – Cllr. Quinn informed members of repeated incidents sewage flooding in the park and human waste being thrown into the park from HGV's parking in the adjacent layby.

Cllr. Quinn had met with District Cllr. Todd to discuss the sewage problem and a letter had been sent to the Member of Parliament. Cllr. Quinn would ensure that the Council received regular updates.

Wetheriggs Car Parking – Cllr. Quinn informed the meeting that parking in Wetheriggs estate was worsening and the situation was becoming dangerous whilst there was no enforcement. Cllr. Quinn reported that cars were even being parked on resident's private drives.

Town Cllr. Clark

Wetheriggs Country Park – Cllr. Clark informed members that she had been advised by United Utilities that they were not responsible for flooding issues in the park.

Sewage Issues – Cllr. Clark informed the meeting that she had contacted Eden District Council about sewage leaking from a sump hole next to Queen Elizabeth Grammar School.

Cllr. Clark had noted from a Cumbria County Council (CCC) bulletin that a grant had been awarded to Salkeld Road playground facilities and suggested that CCC could be approached for financial support for Wetheriggs Park.

ii. District Councillors

Apologies were noted from District Councillors Holden and Taylor

iii. County Councillors

County Cllr. Bell

Cllr. Bell spoke to the meeting about parking on behalf of residents at Carleton, Pategill and Scaws. Cllr. Bell had explored parking issues with town councillors and Cllr. Bell acknowledged their involvement. Cllr. Bell said that parking was a town wide problem that required a collaborative and imaginative approach and progress was being made. Cllr. Bell asked that the communication between the authorities be enhanced to ensure that all necessary works are carried out in good time for Cumbria in Bloom. **County Cllr. Carrick**

Cllr. Carrick endorsed the partnership approach to parking issues that had commenced in Penrith. Cllr. Carrick informed members that all three Penrith County Councillors were meeting with the Chairman of the Local Area Committee to discuss the priorities for Penrith and close surrounding areas. Cllr. Carrick informed members that the County Councillor's participation at Town Council meetings were an essential component of local collaboration.

CCC budget consultation - Members were also advised that the CCC budget consultation would be launched in November and Cllr. Carrick suggested that the Town Council respond to the consultation.

iv. Mayors Report

The Mayor informed members that he had attended several functions since the last Full Council Meeting:

- **Opening of footbridge** – Between Castletown and the town centre.
- **Eden Mencap Sensory Room opening** – A facility for the benefit of the town.
- **Penrith Allotments Association Show** – The show was a clear demonstration of a nurturing horticultural town and a clear sense of pride was felt by the Mayor.
- **Penrith Remembers** – Centenary celebrations launch of the Great War.
- **Kendal Torchlight Parade** – A live demonstration of effective partnership and value of cooperation working throughout Kendal.

PTC17/42 Public Bodies (Admission to Meetings) Act 1960 – Excluded Item

Members considered whether agenda item 12 appended quotations containing commercially sensitive information circulated to members confidentially, should be considered without the presence of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960 Section 2.

RESOLVED THAT:

The commercially sensitive information contained within the circulated appended pink paper remain confidential.

PTC17/43 Matters from previous meeting

Members gave further consideration on matters considered at Full Council 26 June 2017:

a. Omega Liaison Group

Members considered a request from District Councillor Howse, that a Town Councillor should attend the groups meetings noting that to date no nomination had been received - Minute ref: PTC17/23b.

RESOLVED THAT:

Members would contact the Town Clerk to express an interest in the membership of the Omega Liaison group.

b. Letter to Cumbria Constabulary

Members noted:

- I.** The letter sent by the Chairman of the Council to Superintendent O'Conner - Minute ref: PTC17/25.
- II.** The response from Superintendent O'Conner.

c. Funding for Penrith Schools

Members considered the draft letter proposed by Cllr. Lawson - Minute ref: PTC17/29.

RESOLVED THAT:

The letter be approved and sent by Cllr. Lawson.

d. Battle's Over 2018

As Cllr. Kenyon was not at the meeting it was agreed that the matter be deferred to the next scheduled Full Council meeting.

e. EDC Vision & Opportunities

Members noted that since the agenda had been distributed there had been an Eden District Council press release which was circulated for information rather than approval -Minute ref: PTC17/33.

PTC17/44 Councillor Vacancy

Members noted:

- I.** That there had been three resignations since the last Full Council meeting which had been accepted from Cllrs. Ayres, Johnson and Lynch.
- II.** That the resignations were not linked nor related to the Town Council.
- III.** The vacancy notices were published and in due course after the period of notice had expired, the District Council will inform the Town council if a By-Election has been called or if the vacancies can be co-opted to.
- IV.** That the Town Council currently had 7 vacant seats.

PTC17/45 The Friends of Penrith's Coronation Garden

Members considered the membership invitation from the Secretary of the Friends of Penrith's Coronation Garden.

RESOLVED THAT:

Cllr. Connelly would discuss the matter with the secretary of the Friends of Penrith Coronation Garden.

PTC17/46 Electronic Banking Report

Members considered the report and the recommendations contained within.

RESOLVED THAT:

- I.** The council's Unity Trust bank current account be switched to an HSBC current account.
- II.** Once the HSBC current account was operative, the council's NatWest current account be closed as soon as an additional deposit account is operative.
- III.** All members of the finance committee be named as signatories on the HSBC bank mandate.
- IV.** The Council adopts electronic banking using the system set out at option A in section 4.5 (Appendix A) of the report and in so doing only make cheque payments as an exception.
- V.** The Lloyds Corporate Card be replaced by an HSBC equivalent.
- VI.** Sections 4 to 5 of the Council's Financial Regulations be amended as per appendix 1 to the report.

PTC17/47 Cash Management Report

Members considered the report and the recommendations contained within.

RESOLVED THAT:

- I.** The Council maintain deposit accounts with the Penrith Building Society and the Cumberland Building Society.
- II.** The Responsible Financial Officer be given delegated authority to open and close specific deposit accounts at the Penrith Building Society and the Cumberland Building Society, subject to councillors being the designated signatories.
- III.** The Responsible Financial Officer be given the authority to move cash between any of the council's bank or building society accounts.
- IV.** The desirability of investing in the CCLA Property Fund be reviewed again in a year's time.
- V.** The Cash Management Policy be agreed.

PTC17/48 Allotments Report

Members considered the report and the recommendations contained within.

RESOLVED THAT:

- I.** The spending approved under delegated powers to maintain and trim the hedge next to the public footpath at the Folly Lane allotments at a cost of £555 be noted.
- II.** The expenditure required to repair the wall at the Musgrave Street Allotments be noted and the Quote from Company A to carry out the work be approved.

PTC17/49 Updates from members

Members received oral reports from meetings and briefings attended by Councillors since the last Full Council meeting:

Cllr. Baker

Informed the meeting that he along with the Deputy Town Clerk had met with Eden District Council (EDC) Housing Officers. There had been an offer to conduct a housing needs survey that would be funded from the Community Housing Fund provided by EDC, that would assist in the delivery of the Neighbourhood Plan.

Cllr. Connelly

Castletown Residents Association had approached Cllr. Connelly to attend their meetings and he would provide feedback to the Town Council.

The Community, Culture and Economic Growth Committee had agreed the terms of reference for sub-committees.

Cumbria in Bloom – Cllr. Connelly had represented the Penrith in Bloom management committee, his place of work at the Cumbria in Bloom awards ceremony in Silloth and was pleased to represent the town to accept the numerous awards that the town had won. Cllr. Connelly acknowledged the hard work and active participation of the proactive volunteers from Eden Mencap who helped “green” Penrith as they participate in numerous community projects throughout Penrith.

Eden Valley Artists Network had asked Cllr. Connelly to judge the Artists in Penrith Competition on 30 September.

PTC17/50 EDC Chairman of the Council’s Dinner 2018

Members noted:

- I.** The letter received from Cllr. Robinson, Chairman of Eden District Council, dated 16 June 2017.
- II.** Cllr. Robinson confirmed that she would accept more than one nomination
- III.** If numerous nominations were received a ballot would be held to put forward three nominations.

RESOLVED THAT:

Members send any nominations to the Town Clerk which would include a reason and the individuals contact details by 25 October 2017.

PTC17/51 Office Relocation - Report

Members received an oral Office report from the Town Clerk.

PTC17/52 Task & Finish Groups

Members noted that the terms of reference for the communications and community engagement T&F Group will be considered at the next meeting of the Full Council in November. Members considered the draft terms of reference for the following Budget Review and Council Structure Task and finish groups:

RESOLVED THAT:

The terms of references for both Task and Finish groups be approved.

PTC17/53 Office of the Police and Crime Commissioner, and Cumbria Constabulary joint annual public consultation survey

Members noted:

- I.** That a joint consultation survey was launched over the summer with a closing date of 31/08/17
- II.** That an extension had been agreed -30/09/17

RESOLVED THAT:

Members would make individual submissions to the consultation.

PTC17/54 CALC

Members noted:

- I.** That the Cumbria Association of Local Councils AGM would be held at the Carlisle Race Course on Saturday 18th November 2017.
- II.** That the Police and Crime Commissioner Peter McCall was the guest speaker and invitations and further details will be distributed nearer the date of the meeting.

RESOLVED THAT:

The Town Clerk would represent the Council at the CALC AGM on 18 November 2017.

PTC17/55 Closure & Next Meeting

Closure of proceedings.

Members noted that the next meeting was the Ordinary Council Meeting scheduled for 27 November 2017, at 6.00 pm Room 2 Parish Centre, St Andrews Place.

APPENDIX A

Option A in section 4.5

The HSBC business system requires that any payment authoriser must have a specific HSBC issued device (the 'device') to be able to authorise payments.

No member of staff, including the RFO, would have a device (the administrator can obtain devices: however, the administrator would be instructed by the bank mandate signatories on setting up the system that devices cannot be issued to either staff or councillors). Therefore, no officer could authorise a payment.

Lamont Pridmore (LP) would be the system administrator and hold the only device for making payments. LP would set up the RFO with all system permissions except;

- the ability to change the administrator (this would require a letter signed by two bank mandate signatories: these are all councillors)
- the ability to set up a new payee
- the RFO (or any other member of staff) is not permitted to have a payment device

LP would also give the chairman and vice-chairman of the finance committee 'read only' access to the electronic banking system.

The payment process would then be;

- invoices etc., validated in normal way by RFO
- RFO sends a weekly spreadsheet of payments to LP for input and payment: ad hoc payment requests will only be sent where there is a clear need for urgency
- Each finance committee agrees payments retrospectively by review of a transactions print from the electronic banking system: this would show the names of the payees for electronic payments (no, or very few cheque payments, are assumed). The print would follow from the one reported to the last committee i.e. there would be an unbroken sequence of transactions reported to the committee. The usual supporting information would be provided.
- Prior to each finance committee the chairman and vice-chairman will access the electronic banking system (can be done remotely) and confirm that;
 - the banking transactions print follows on without a break from the print presented to the previous committee
 - the transactions presented to the committee agree with the transactions recorded in the electronic banking system

The above will be verbally noted at the finance committee and recorded in the minutes.

For the Attention: All members of the Penrith Town Council:

Cllr. Baker	Penrith Pategill Ward
Cllr. Burgin	Penrith South Ward
Cllr. Clark	Penrith South Ward
Cllr. Connelly	Penrith West Ward
Cllr. Graham	Penrith East Ward
Cllr. Jackson	Penrith North Ward
Cllr. Kenyon	Penrith North Ward
Cllr. Lawson	Penrith Carleton Ward
Cllr. Monk	Penrith West Ward
Cllr. Thompson	Penrith West Ward
Cllr. Whipp	Penrith North Ward