



PENRITH TOWN COUNCIL

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

DATE: 6 November 2017

Dear Councillor

You are hereby summoned to attend a meeting of the:

FINANCE COMMITTEE

to be held on:

Monday 13 November 2017 2.00 pm – 3.00 pm, Board Room, Penrith Town Council Office, Church House.

Budget Review and 17-18 Budget Preparation - The Budget Task and Finish Group will meet informally after the meeting.

Mrs V. Tunnadine

TOWN CLERK

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

When it is proposed to consider the following business: -

AGENDA FINANCE COMMITTEE 13 NOVEMBER 2017

1. Apologies for absence

To receive apologies from members.

2. Declaration of interests and dispensations

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

3. Minutes of the previous meeting

To authorise the Chairman to sign the Minutes of the Meeting of the Finance Committee held on Monday 9 October 2017 as a true record.

4. Public participation

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

5. Public bodies (admission to meetings) act 1960

To consider whether item 8 should be considered without the presence of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960 Section 2 as the discussions related to this matter will consider the terms of a contract.

6. Payments for approval

- a) To note that all members received prior to the meeting, a copy of the payments schedule for the payment period, every invoice and that all members have verified that each payment aligns with the invoices.
- b) To consider the record of decisions taken pursuant to delegated powers report and recommendation contained within.
- c) To note that two signatories will authorise payments after the meeting

7. Second Quarter Report and Bank Reconciliation

To consider and approve the second quarter finance report and bank reconciliation.

8. Council Plan – Six Month Review

To note the six- month review of the Council Plan.

9. Bring Site

To consider the report and correspondence from Eden District Council and the original agreement.

10. Next meeting

To close the meeting and to note that the next Finance Committee Meeting will be held Monday 11 December 2017 in the Board Room, Penrith Town Council Office, Church House. To note that after the payments schedule has been approved, the meeting will close and become an informal meeting closed to the public to develop the budget proposals.



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DRAFT Minutes of the meeting of the:

FINANCE COMMITTEE

Held on:

Monday 9 October 2017 2.00 pm – 3.00 pm Board Room, Penrith Town Council Office, Church House.

PRESENT:

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

Cllr. Kenyon	Chairman
Cllr. Burgin	Vice Chairman
Cllr. Baker	
Cllr. Whipp	
Town Clerk	
Asset Transfer Officer	

PENRITH TOWN COUNCIL

DRAFT MINUTES FINANCE COMMITTEE 9 OCTOBER 2017

FIN.COM. 17/28 Apologies for absence

Members received apologies from:

- Cllr. Connelly
- Cllr. Jackson

FIN.COM. 17/29 Declaration of interests and dispensations

Members were asked to disclose their interests in matters to be discussed and to decide requests for dispensations. None received.

FIN.COM.17/30 Minutes of the previous meeting

Members authorised the Chairman to sign the Minutes of the Meeting of the Finance Committee held on Monday 10 July 2017 as a true record.

FIN.COM. 17/31 Public participation

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

FIN.COM. 17/32 Public bodies (admission to meetings) act 1960

Members noted that there were no items that should be considered without the presence of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960 Section 2.

FIN.COM. 17/33 Payments for approval

d) Members noted that:

- I.** All members received prior to the meeting, a copy of the payments schedule for the payment period, every invoice and that all members had therefore verified that each payment aligns with the invoices.
- II.** Invoice 74 had been disputed and two subsequent invoices had credit notes raised against them.
- III.** The cheque for HMRC was cancelled due to a series of overpayments made by Unity Trust Bank. The overpayments are being claimed and Unity Trust are investigating.
- IV.** That a series of payment errors had been using PayPal resulting in a refund to council.
- V.** That two signatories would authorise payments after the meeting.

RESOLVED THAT:

The payments schedules for August 2017 and September 2017 and for this payment period be approved.

FIN.COM. 17/33 Continued

- e) Members considered the record of decisions taken pursuant to delegated powers report and recommendation contained within.

RESOLVED THAT:

The decisions made using delegated authority be approved.

FIN.COM. 17/34 Electronic Banking Set-Up Work Plan

Members noted the activities required to set-up electronic banking and the members obligations to assist in the implementation of electronic banking. Members agreed that the opening of the HSBC account was the priority.

RESOLVED THAT:

That the Town Clerk contact HSBC to start the application and obtain the application papers for the signatories.

FIN.COM. 17/35 Risk Assessments

Members considered the report and reviewed risk assessments for 2017-18 for:

- Business Continuity
- Finance
- Governance
- IT & Website
- Allotments
- War Memorials

RESOLVED THAT:

- I. The Committee approve and take forward to recommend to Council for final ratification the risk assessments for:

- Business Continuity
- Finance
- Governance
- IT & Website
- Allotments
- War Memorials

II. The areas for action from the assessments be taken forward to recommend to Council for final ratification:

Allotments Development of devolution earmarked reserves for allotments and other assets for on-going asset maintenance costs (as resolved by Full Council September 2017)

As and when required, consider the provision of a grant to the Penrith Allotment Association for major repairs that fall under the Town Councils remit as landlord.

Business Continuity External Accountancy Service contract is due for review November 2017.

The Finance Committee would recommend that this is deferred for twelve months to allow for the electronic banking and salaries payment systems to have been established.

This would then allow for a review of the electronic banking system to take place and for a tender document to be populated that reflects the service required by the Council.

Finance Asset Register development to continue with transfer of assets.

Insurance stock development with transfer of assets.

War Memorial Employ specialist and qualified inspector to carry out inspections every 5 years. Due 2022.

FIN.COM. 17/36 Review of Internal Control, Internal Audit and Internal Audit Plan

Members considered the report and recommendations contained within.

RESOLVED THAT:

- I. The Committee approve and take forward to recommend to Council for final ratification:
 - The review of internal control and internal audit arrangements.
 - The Internal Audit Plan.

FIN.COM. 17/36 Continued

II. The areas for development from the review of internal control be taken forward to recommend to Council for final ratification:

Governance Framework

Dispensations to be prepared for precept consideration – November 2017.

Section 151 Officer

18-19 Segregate role of RFO from Town Clerk.

Regular maintenance arrangements for physical assets

18-19 development of devolution reserve for routine maintenance of physical assets.

Insurance arrangement checked

3-year term finished May 2018.

Seek quotes from February 2018.

FIN.COM. 17/37 Annual Return

Members noted:

- a) That the external auditors, BDO LLP have concluded the audit for the financial year 2016/17 and are satisfied that the Town Council's accounts and supporting information supplied are in accordance with proper practices and that relevant legislation and regulatory requirements have been met.
- b) That the annual return is posted on the Councils noticeboard and the Councils website.

RESOLVED THAT:

The external auditors report be approved and recommended that the report go forward for final ratification by Full Council.

FIN.COM. 17/38 Living Wage

Members noted that Penrith Town Council had renewed its accreditation as an accredited Living Wage Employer.

FIN.COM. 17/39 Budget Review & Budget Preparation

Members noted that the approval of the first quarter report and bank reconciliation had been deferred to the next scheduled meeting to allow members to then consider the second quarter report and bank reconciliations in the revised format.

Members noted that the Budget Task and Finish Group would meet informally after the next scheduled meeting to develop the budget planning process and to consider the finance reports.

FIN.COM 17/40 Next meeting

Members noted that the next Finance Committee Meeting would be held Monday 13 November 2017 Board Room, Penrith Town Council Office, Church House. 2.00 pm

PENRITH TOWN COUNCIL

FINANCE COMMITTEE 13 NOVEMBER 2017

RECORDS OF DECISION TAKEN PURSUANT TO DELEGATED POWERS

AUTHOR: V.TUNNADINE, RFO

ITEM NUMBER: 6B

To consider the record of decision taken pursuant to delegated powers report and recommendation contained within.

RECOMMENDATIONS

That the Council's insignia budget is increased by £62.50 funded by a virement from civic expenses.

1. LAW

The Openness of Local Government Bodies Regulations 2014

2. BACKGROUND

From time to time there is a requirement to commit expenditure where no budget exists. All such payments are published on the Council's website in accordance with The Openness of Local Government Bodies Regulations 2014 and is reported to members.

3. FINANCE IMPLICATIONS

Amount		Purchase	Purpose	Detail
	24/07/2017	Civic insignia	Penrith medals for civic dignitaries and royal visitors	Appendix 1
Total	£312.50			

4. APPENDICES ATTACHED TO THIS REPORT

APPENDIX 1 - RECORD OF DECISION

**RECORD OF DECISION TAKEN PURSUANT
TO DELEGATED POWERS
AND PUBLISHED IN ACCORDANCE WITH THE OPENNESS OF LOCAL
GOVERNMENT BODIES REGULATIONS 2014**

1. Date of decision	24/07/2017
2. Name of officer making decision	V.Tunnadine, Town Clerk
3. Details of decision	Purchase of: Medals
4. Scheme of Delegation reference¹	9. DELEGATION TO OFFICERS 9.1 The Town Clerk is designated and authorised to act as Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a Proper Officer. Appendix B – Expenditure up to £1,000
5. Legal powers²	Purchase of insignia may be made using section 137 of the Local Government Act 1972 which allows a local authority to “incur expenditure which in their opinion is in the interests of their area or part or all or some of its inhabitants...” and which is not enforced by any other enactment.
6. Consultation undertaken (state dates)³	From February 2017 Council Chairman project under civic duties.
7. Matters considered⁴	17-18 Budget provided a £250.00 budget for regalia. Order value - £312.50
8. Alternative options considered and rejected	Vaughtons were chosen as the quotation was competitive and the company had been used by the Council before. Vaughtons designed the original regalia on which the medal was based.

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

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

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

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

9.	Reason for decision⁵	<p>Project initiated by Mayor who requested that civic dignitaries, and royal visitor would be presented with a Penrith medal at civic events. The design of the Penrith insignia is based upon the current Mayoral chain of office, civic insignia and the Penrith seal and the flag of Penrith</p> <p>The quotation was accepted as the company provided a quotation that was close to the annual resolved budget.</p>
10.	Financial/budgetary implications	<p>That the committee approve the expenditure and £62.50 overspend that may be funded by a virement from civic expenses.</p>

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

Signed:

Job title: Town Clerk

Date: 24/07/2017

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

NOTE: copy to meeting & finance

FINANCE COMMITTEE 13 NOVEMBER 2017

BUDGET MONITORING REPORT: 1 APRIL TO 30 SEPTEMBER 2017

AUTHOR: D. RAWSTHORN/V.TUNNADINE

ITEM NUMBER: 7

RECOMMENDATIONS

That the report be approved.

LAW

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

1 Introduction

This report monitors the Council's actual spend against its agreed budget for the first six months of the year.

2 Monitoring statements

The monitoring statements are appended to this covering report. The format of the statement follows the same format as the 2017-18 budget considered and agreed by the Council. There are the following statements (in order);

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

The monitoring statement breaks down to the lowest level of budget detail *NB there is no detail for the planning committee as there are only a few budgets for this committee.*

In general, the budget to date figures are shown on a pro rata basis i.e. six months of the budget (i.e. 50% of the annual budget). In a few cases (noted on the statements where relevant) the budgets are profiled so that the budget to date is shown as 100%: these relate to a number of income budgets, principally the precept.

The statements are drawn from, and reconcile to, the trial balance produced by the Council's external accountancy provider.

The statements do not include commitments.

The statements do not include any forecast of net spend for the rest of the year. This will be picked up through the budget process when each committee will determine its revised budget for 2017/18. However, the commentary section below does make some reference to the remainder of the year.

3 Commentary on statements

3.1 Planning Committee

Net spend of £2,695 is shown against the budget to date of £15,000.

In general, the timing of spend is determined by the work cycle of the Neighbourhood Plan. So, for example, the draft Executive Summary will shortly be produced which has to be sent to all Penrith households. This will use up most of the consultation and printing budgets.

In addition, the Council's planning consultant has not submitted any invoices since March: an invoice for £5,400 covering the stage 2 work is expected shortly.

3.2 CCEG committee

Net spend of £10,033 is shown against the budget to date of £53,775.

There are a number of significant commitments against the budget the largest being;

- Winter droving- £14,000: cheque issued
- Castle Park Development Group- £15,000: invoice awaited

A considerable proportion of the committee's budget is tied to committee approval of third party applications for grants and/or event funding: £8,899 has been agreed but not yet paid out. In addition, over £14,000 of applications will be considered at the next meeting. However, it is likely that the budget will not be fully spent by the end of the year and this will be reflected in the revised budgets that will be put forward for committee consideration.

3.3 Finance committee

Net spend of £99,007 is shown against the budget to date of £93,063.

The overspend can be explained by the variance of £10,160 on the repairs and renewals budget. This is because the office relocation (see section 4 below) was part funded (£12,000) from the repairs and renewals fund. This charge was to be spread over several years. However, as the costs were only incurred in 2017/18 this contribution has been fully charged in this year.

There is a variance of £2,233 on the IT budget. This is partly explained by the unbudgeted expenditure of £926 on audio equipment as reported to the Finance Committee.

3.4 Budget summary

The overall summary shows actual net income of £267,441 compared to budgeted net income of £214,747. This is a variance of £52,695 and is largely explained by the underspend of £43,742 on the CCEG committee (see comments above)

4 Office Relocation

The budget monitoring statements do not include the office relocation as this was primarily to be funded from reserves. However, as all the costs have now been agreed the summary out-turn can be reported as follows;

	£
Agreed Budget	36,645
Spend	35,437

The net spend is funded, as agreed when the budget was approved, from a £12,000 contribution from the repairs and renewals fund (reflected in the budget monitoring statement) with the balance of £23,437 being a charge to reserves.

5 Appendices

- **Budget Monitoring Summary – 1/04/17 – 30/09/17**
- **Planning Committee**
- **CCEG Committee**
- **CCEG Committee detail**
- **Finance Committee**
- **Finance Committee detail.**

Budget monitoring statement: Summary

1 April to 30 September

		To Sept 17		
	Budget	Expend &	Budget	Variance
	2017/18	Income	Note 1	
Planning committee	30000	2695	15000	12305
CCEG committee	133500	10033	53775	43742
Finance committee	186126	99007	93063	-5944
Contingency	5183	0	2592	2592
CTRS grant	Note 2 -7031	-7031	-7031	0
Net Expenditure	347778	104704	157399	52695
Precept	Note 2 -372145	-372145	-372145	0
Contribution (-)to general reserves	-24367	-267441	-214747	52695

Notes

- 1) Unless stated otherwise the budget is profiled on a pro rata time basis i.e. 6m of 12m budget
- 2) Profiled to be all month 1

Budget monitoring: planning committee

1 April to 30 September

		To Sept 17		
	Budget	Expend &	Budget	Variance
	2017/18	Income	Note 1	
Officer support	6000	1311.00	3000	1689.00
Planning consultancy	7000	1000.00	3500	2500.00
Specialist consultancy fees	5000	72.09	2500	2427.91
Consultation events	7000	311.66	3500	3188.34
Printing stationery	5000		2500	2500.00
Net cost	30000	2694.75	15000	12305.25

Notes

- 1) All budgets profiled on a pro rata basis

Budget monitoring statement: CCEG committee

1 April to 30 September

	Budget 2017/18	Expend & Income	To Sept 17 Budget Note 1	Variance
Sports and recreation	17500	0	8750	8750
Arts and entertainment	39000	-15500	7500	23000
Environment	15000	9452.75	6525	-2927.75
Tourism	30000	11338.25	15000	3661.75
Grants	32000	4742	16000	11258
Net expenditure	133500	10033	53775	43742

Note

- 1 All budgets profiled on a pro rata basis, except for allotment, EDC event funding and bring site income which is profiled as 100% in Q1

CCEG committee:

DETAIL

	Budget 2017/18	Expend & Income	To Sept 17 Budget Note 1	Variance
Sports and recreation				
Castle Park Dev Group	15000	0.00	7500	7500
Fairhill play equipment grant	2500	0.00	1250	1250
Total	17500	0	8750	8750
Arts and entertainment				
Events: officer support	5000		2500	2500
Events: spend	48000	8500.00	24000	15500
Events: EDC funding	-24000	-24000.00	-24000	0
Cultural strategy	10000		5000	5000
Total	39000	-15500	7500	23000
Environment				
Penrith in bloom	8000	8000.00	4000	-4000
Community greening	4000	162.75	2000	1837.25
Public domain maintenance	4950	3330.00	2475	-855
Bring site	-1400	-1400.00	-1400	0
Allotments	-550	-640.00	-550	90
Total	15000	9452.75	6525	-2927.75
Tourism				
Christmas lights/ events	10000	10000.00	5000	-5000
Promoting Penrith/Inw invt	20000	1338.25	10000	8661.75
Total	30000	11338.25	15000	3661.75
Grants	32000	4742	16000	11258

Budget monitoring: finance committee

1 April to 30 September

		To Sept 17		
	Budget	Expend &	Budget	
	2017/18	Income	Note 1	Variance
Civic functions	6250	393.06	3125	2731.94
Cost of democracy	3000	1491.3	1500	8.7
Staffing	136416	65486.28	68208	2721.72
Staff costs recharged	0	-1311	0	1311
Accommodation	6810	4429.14	3405	-1024.14
IT	8000	6233.55	4000	-2233.55
Communications	3000	1536.31	1500	-36.31
Other overheads	17650	8087.31	8825	737.69
Repairs and Renewals	5000	12660.85	2500	-10160.9
Net expenditure	186126	99006.8	93063	-5943.8

Notes

- 1 All budgets profiled on a pro rata basis

Finance committee:
DETAIL

	Budget	To Sept 17		
	2017/18	Expend & Income	Budget Note 1	Variance
Civic function				
Civic functions	3000	278.06	1500	1221.94
Mayoral expenses	2000		1000	1000
Civic regalia	250		125	125
Dep Mayor Exp	1000	115.00	500	385
Total	6250	393.06	3125	2731.94
Cost of Democracy				
Annual meeting	1000	187.30	500	312.7
Members expenses	1000		500	500
Honours boards	1000	1304.00	500	-804
Total	3000	1491.3	1500	8.7
Staffing				
Gross wages	99203	48539.79	49601.5	1061.71
NI	5952		2976	2976
Super	29761	15731.03	14880.5	-850.53
Training	1500	1215.46	750	-465.46
Total	136416	65486.28	68208.00	2721.72
Staff costs recharged				
To planning	0	-1311.00		1311.00
To CCEG	0			0.00
Total	0	-1311.00	0.00	1311.00
Accommodation				
Accomm/ meeting rooms		4429.14	0	-4429.14
Rent	6562.5		3281.25	3281.25
Heat, light and water	1860		930	930
Service charges	787.5		393.75	393.75
Room sublet	-2400		-1200	-1200
Total	6810	4429.14	3405	-1024.14
IT				
Telecoms/ IT	8000	6233.55	4000	-2233.55
Other			0	0
Total	8000	6233.55	4000	-2233.55
Communications				
Advertising	1000		500	500
Website	1000	540.00	500	-40
Signage, etc	1000	996.31	500	-496.31
Total	3000	1536.31	1500	-36.31
Other overheads				
Printing and stationery	1500	605.16	750	144.84
Postage	300		150	150
Audit fees: internal	500	827.00	250	-577
Audit fees: external	2000		1000	1000
Insurance	2300	1605.93	1150	-455.93
Bank charges	50	85.80	25	-60.8
Accountancy	6000	3588.00	3000	-588
Legal Fees	3000		1500	1500
Licences	500		250	250
Subscriptions	1500	1375.42	750	-625.42
Total	17650	8087.31	8825	737.69
Repairs and renewals				
R & R	5000	660.85	2500	1839.15
Office accommodation		12000		-12000
Total	5000	12660.85	2500	-10160.9

PENRITH TOWN COUNCIL

FINANCE COMMITTEE 13 NOVEMBER 2017

MATTER: COUNCIL PLAN MONITORING

AUTHOR: V. TUNNADINE - TOWN CLERK

ITEM NO: 8

1. Purpose of Report

Members are asked to review the Work Plan noting that the supporting document. The review provides an overview of the last six months progress of the Council Plan.

2. Recommendation

- That the Work Plan be approved noting that a report of the progress of devolution will be made for Full Council 27 November 2017.
- That members note that the financial implications for Devolution will be considered by Full Council.

3. Report Details

The Work Plan takes from the Council Plan 2016 -2021, the priorities which are relevant to the Finance Committee. The Work Plan is how the Councils priorities, objectives and strategic activities as recorded in the Council Plan are delivered.

4. Policy Framework

The Council has six priorities which are:

Health & Wellbeing:

- To assume responsibility for devolved assets and services that contributes to the quality of life for residents and the visitor experience of Penrith.
- To preserve and enhance the nature of the town.
- To support and contribute to the social fabric of the Town, enhancing community facilities and supporting arts and culture.

Economic Development:

- To support and contribute to the economic growth and prosperity of the town through encouraging inward investment, sustainable employment, tourism and provision of devolved services.
- To support employment initiatives that deliver better paid employment, apprenticeships and encourage skills development.

Transport:

- To value the role of public transport and community transport schemes in influencing the vitality of the Towns economy
- To provide pedestrian and cycling opportunities that are safe, reliable and enhance the visitor experience.
- To support and contribute to sustainable transport.
- To support and lead on actions identified within the Community Led Plan.

Growth:

- To support sustainable appropriate development, where this meets local planning criteria.
- To develop a Neighbourhood Plan for Penrith.
- To protect and preserve local amenity.

Community Engagement:

- To encourage and facilitate community engagement ensuring those members of the community with the smallest voice are heard.
- To value the community's contributions and give them, due consideration.

Core Council Business:

- To ensure that the Council is run in a lawful and business-like manner.
- To give confidence in the new model of service delivery and decision-making.
- To provide good governance that provides:
 - Clear and effective decision-making.
 - Clarity about lines of responsibility.
 - Accountability for the different levels of decision-making.

5. Implications

Legal

There are no legal implications arising from this report.

Financial

Any decision to reduce or increase resources must be made within the context of the Council's resolved priorities. The Council's Finance Committee has delegated authority to manage funds related to the Council's Core Business activities and at the Full Council Meeting January 2017 the following budget was approved:

	Original Budget 2016- 17	Revised Budget 2016-17	Budget 2017-18	Notes
	£	£	£	
Budget Heading				
Civic costs	8,500	8,500	6,250	
Cost of democracy	11,000	3,000	3,000	1
Staff costs	96,500	109,724	136,416	2
Accommodation	6,000	16,878	6810	3
IT	8,000	12,600	8,000	4
Communications	3,000	3,000	3,000	
Other overheads	17,900	17,400	17,650	5
Repairs and renewals	5,000	5,000	5,000	
Total net expenditure	<u>155,900</u>	<u>176,102</u>	<u>186,126</u>	

6. Risk Management

Risk Management is a process whereby attempts are made to identify, actively control and reduce risk to protect the council. This covers not only the traditional areas of insurable risk but also the organisational risk that the council faces in undertaking all its activities.

The objectives in the Council's Plan take account of the responsibilities of the Council and the risks associated with them.

7. Background Papers

- January 2017 – Approved Council Plan
- January 2017 – Approved Budget
- For consideration at the meeting – six-month financial reports

Work Plan 2016-2021

Full Council

Priority 1 Health & Wellbeing

Year 2016-2018

Lead Member Cllr. Whipp

Lead Officer Asset Transfer Support Officer

This Work Plan is a summary of key activities and priorities for 2016-18.

External Partners

Eden District Council, local community groups, Burnetts solicitors and specialist contractors

Key Policies

- Standing Orders
- Financial Regulations
- Procurement Policy
- Community Engagement Policy

Background Information

FULL COUNCIL 20 March 2017 DEVOLUTION PLAN 2016-21: Progress Update

16-21/PTC-01

OBJECTIVE - To assume responsibility for devolved assets and services that contributes to the quality of life for residents and the visitor experience of Penrith

MONITORING – At regular intervals as determined by the lead officer and via a written report to Full Council. Next report due for Full Council 27 November 2017.

DEVOLUTION PROJECT PLAN 2016-21		
2016-17		
ASSET	Agree basis of transfer with EDC	Complete transfer
Fair Hill playing field	October 2016	February 2017
Town Clock	October 2016	March 2017
Bus shelters	December 2016	March 2017
War memorials	December 2016	March 2017
Benches and seats	December 2016	March 2017
Cornmarket bandstand	December 2016	March 2017
2017-21		
Litter bins		
Closed churchyards		
Sports pitches		
Castle Park		
Play areas		
Tourist Information Centre		
Museum		
Leisure Centre		
New Squares		
Cemetery		
Car parks		
Public toilets		
Town Hall		
Mansion House		

Work Plan 2016-2021

Full Council

Priority 5 Community Engagement

Year 2016-2021

Lead Member Cllr. Jackson

Lead Officer All

This Work Plan is a summary of key activities and priorities for 2016-21.

External Partners

Eden District Council and Cumbria County Council members, local community, media.

Key Policies

- Standing Orders
- Community Engagement Policy
- Communication Policy
- Media Policy
- Social Media Policy

16-21/PTC-02**Objective - Communication**

Delivery Work	Target/measure	Progress at 30 October 2017	Outturn - progress at 31 March 2017	Reason for any under performance and revised date when target will be met	Responsibility
Improve flow of information to and from PTC	The website will be reviewed, monitored and updated regularly	On-going. The site had a six-month review and changes have been made to improve the site. This cost is covered within the budget. Viewing STATS requested quarterly. Under T&F Gp review			Officers

Delivery Work	Target/measure	Progress at 30 October 2017	Outturn - progress at 31 March 2017	Reason for any under performance and revised date when target will be met	Responsibility
	Social media platforms will be reviewed, monitored and updated regularly	On-going. Under T&F Gp review - templates and costs being sought. WIKI toolkit being developed.			Officers
	Branding and corporate guidelines will be defined and used in all communications	On-going.			Officers

It is anticipated that the Task and Finish Group will make a series of recommendations/proposals associated with communications and community engagement.

16-21/PTC-02

Objective - Communication

Delivery Work	Target/measure	Progress at 30 October 2017	Outturn - progress at 31 March 2017	Reason for any under performance and revised date when target will be met	Responsibility
Increase access to information for residents at a street level	Extra noticeboards will be installed	Under T&F Gp review			Officers
	A bi annual online newsletter will be published	Under T&F Gp review – templates and costs being sought			Officers
	A bi annual paper newsletter will be published and circulated throughout Penrith	Under T&F Gp review – templates and costs being sought			Officers

16-21/PTC-02

Objective - Communication

Delivery Work	Target/measure	Progress at 30 October 2017	Outturn - progress at 31 March 2017	Reason for any under performance and revised date when target will be met	Responsibility
Increase access to information for residents at a street level	An information flyer promoting the activities of the Council and its location will be published and available for members to disseminate	Under T&F Gp review - templates and costs being sought.			Members/officers
	Information will be published in different formats to reflect the diversity of the Penrith community	Under T&F Gp review			Officers
	Quarterly cross-ward Town Council surgeries will be held.	Under T&F Gp review – toolkit developed. Venue identified. Proposals to be developed with T&F Group.			Members

16-21/PTC-03**Objective - Support**

Delivery Work	Target/measure	Progress at 30 October 2017	Outturn - progress at 31 March 2017	Reason for any under performance and revised date when target will be met	Responsibility
Increase the number of young people actively involved and in decision making	Social Media will be used to engage young people	Under T&F Gp review – series of proposals being developed			Officers
	Relationships with schools, colleges, and sports clubs and youth groups will be developed	Under T&F Gp review - – series of proposals being developed			All

Work Plan 2016-2021

Full Council

Priority 6 Core Council Business

Year 2016-2021

Lead Member Cllrs. Jackson & Whipp

Lead Officer All

This Work Plan is a summary of key activities and priorities for 2016-21.

External Partners

Eden District Council and Cumbria County Council members, local community, media, venue hosts

Key Policies

- Standing Orders
- Community Engagement Policy
- Communication Policy

16-21/PTC-04

Objective - To experiment with Council meetings to improve public participation and engagement

Delivery Work	Target/measure	Progress at 30 October 2017	Outturn - progress at 31 March 2017	Reason for any under performance and revised date when target will be met	Responsibility
Experiment with different room layouts	Seating arrangements will be provided that are suitable to the type of meeting.	On-going – PTC responds to feedback from participants			All
	Prior to the meeting consideration will be given to the level of interaction to be generated and the meeting goals.	On-going			All
	The meeting will be visually accessible with an arrangement to promote equality and interaction	On-going			All
	Openness of the arrangement will give each participant a sense of freedom that encourages wider participation	On-going			All

16-21/PTC-05

Objective - To experiment with Council meetings to improve public participation and engagement

Delivery Work	Target/measure	Progress at 30 October 2017	Outturn - progress at 31 March 2017	Reason for any under performance and revised date when target will be met	Responsibility
Supporting individuals with hearing loss/Amplification	The Council will be aware that a hard of hearing person often finds it difficult and exhausting to participate in meetings with several people	On-going			All
	Participants and public will be invited to inform the meeting of their hearing problem before the meeting begins	On-going			All
	A written agenda will be available to make it easier to follow the meeting	On-going			Officers

16-21/PTC-05

Objective - To experiment with Council meetings to improve public participation and engagement

Delivery Work	Target/measure	Progress at 30 October 2017	Outturn - progress at 31 March 2017	Reason for any under performance and revised date when target will be met	Responsibility
Supporting individuals with hearing loss/Amplification	Chairman will ensure that the participants follow the agenda and refrain from speaking simultaneously and to quietly	On-going			Chairmen
	Participants and the public will be permitted to ask questions if they do not understand what was being said	On-going			Chairmen
	For larger meetings table microphone which amplifies the sounds and makes it easier to hear what is being said will be offered and used if required.	On-going			Officers
	The installation of a hearing loop and/or use of venues with a hearing loop will be considered	Purchased – portable system COMPLETED			All

16-21/PTC-05

Objective - To experiment with Council meetings to improve public participation and engagement

Delivery Work	Target/measure	Progress at 30 October 2017	Outturn - progress at 31 March 20117	Reason for any under performance and revised date when target will be met	Responsibility
Improved promotion for meetings, information and council activities	The agenda for meetings will be displayed on the Councils noticeboard.	On-going			Officers
	The agenda & minutes will be available on the Town Councils website.	On-going			Officers
	The website will be maintained regularly to ensure that it is up to date.	On-going			Officers

16-21/PTC-05

Objective - To experiment with Council meetings to improve public participation and engagement

Delivery Work	Target/measure	Progress at 30 October 2017	Outturn - progress at 31 March 20117	Reason for any under performance and revised date when target will be met	Responsibility
Improved promotion for meetings, information and council activities	Social media will be used to share news, information, promote events and engage with the community for consultations	Under T&F Gp review			Officers
	The agenda & minutes will be sent to Penrith Library, press, public, district and county councillors.	On-going			Officers

16-21/PTC-05

Objective - To experiment with Council meetings to improve public participation and engagement

Delivery Work	Target/measure	Progress at 30 October 2017	Outturn - progress at 31 March 20117	Reason for any under performance and revised date when target will be met	Responsibility
Use informal meetings to increase accessibility	Consideration will be given to the goal of the meeting and who the appropriate attendees are	On-going			All
	Formal officer servicing is required for informal meetings, working groups, steering groups or ad-hoc groups or project teams. If an officer is asked by the Chair of such a group for support, they are advised to discuss with the Town Clerk the nature of servicing required	On-going			Officers

16-21/PTC-05**Objective - To experiment with Council meetings to improve public participation and engagement**

Delivery Work	Target/measure	Progress at 30 October 2017	Outturn - progress at 31 March 20117	Reason for any under performance and revised date when target will be met	Responsibility
Use informal meetings to increase accessibility	<p>Informal Agenda template will be used for meetings to focus discussion</p> <p>Informal notes record template will be produced as an aide memoir</p>	On-going			Officers
	Basic terms of reference should be drawn up which set out the purpose of the group, along with the membership	On-going			Officers
	No decisions or resolutions will be made at informal meetings	On-going			

16-21/PTC-05

Objective - To experiment with Council meetings to improve public participation and engagement

Delivery Work	Target/measure	Progress at 30 October 2017	Outturn - progress at 31 March 20117	Reason for any under performance and revised date when target will be met	Responsibility
Use informal meetings to increase accessibility	Recommendations must be reported back to the relevant committee	On-going			Officers
	All meetings however informal are required to provide progress reports back to Full Council or the relevant committee	On-going			Members

16-21/PTC-05

Objective - To experiment with Council meetings to improve public participation and engagement

Delivery Work	Target/measure	Progress at 30 October 2017	Outturn - progress at 31 March 20117	Reason for any under performance and revised date when target will be met	Responsibility
Use different methods of engagement	Specialist services for consultations will be employed to ensure effective engagement	Employment of a community engagement officer from Sept 2017 who will review all associated policies and procedures taking recommendations to the relevant T&F Group			Officers
	Engagement tools and methods will be varied to meet the goals of the consultation and/or engagement project	On-going			Officers

16-21/PTC-05**Objective - To experiment with Council meetings to improve public participation and engagement**

Delivery Work	Target/measure	Progress at 30 October 2017	Outturn - progress at 31 March 20117	Reason for any under performance and revised date when target will be met	Responsibility
Use different methods of engagement	Social Media/media will be utilised as and when appropriate.	On-going. Development of consultant journalist role to create press releases.			Officers

16-21/PTC-06**Objective – Partnership Working**

Delivery Work	Target/measure	Progress at 30 October 2017	Outturn - progress at 31 March 20117	Reason for any under performance and revised date when target will be met	Responsibility
Partnership Working	If a partnership is identified as being beneficial to the Council or community, the Partnership Protocol will be utilised to share information, agree terms and manage communication and expectations.	On-going			Officers

16-21/PTC-06

Objective - Partnership working

Delivery Work	Target/measure	Progress at 30 October 2017	Outturn - progress at 31 March 2017	Reason for any under performance and revised date when target will be met	Responsibility
Work with other tiers of local government	Penrith councillors from the three tiers of local government will meet to explore joint priorities formally at council meetings.	On-going			All
	Penrith councillors from three tiers of local government will meet informally to explore joint priorities	On-going			All
	Council Chairmen from Eden largest councils will meet informally to explore joint priorities.	Not progressed		Not progressed due to office relocation	Chairman
	Local parish councils will be encouraged and invited to meet informally to share priorities and issues	Not progressed		Not progressed due to office relocation	All

16-21/PTC-06

Objective - Partnership working

Delivery Work	Target/measure	Progress at 30 October 2017	Outturn - progress at 31 March 2017	Reason for any under performance and revised date when target will be met	Responsibility
Local groups & organisations	Local groups and organisations will be encouraged and invited to meet informally to share priorities and issues	On-going. Development of a stakeholder data base will be considered by T&F Group			All
Reporting Back	The lead member who attended a meeting to establish a partnership relationship will report back to officers to identify the appropriate committee to progress the partnership.	On-going			Members

16-21/PTC-07**Objective – Core Council Business**

Delivery Work	Target/measure	Progress at 30 October 2017	Outturn - progress at 31 March 2017	Reason for any under performance and revised date when target will be met	Responsibility
Civic Duties	There will be an increase in the number of events attended by the Mayor / Deputy Mayor to raise the profile of the Town Council	On-going. Role under review with T & F Gp			Mayor, Deputy Mayor and Deputy Town Clerk
Correct Governance	The Council will ensure that: 1. Agenda for all meetings are published within the correct legal times scales. 2. Meetings are run according to the Council's standing orders. 3. Minutes properly and accurately reflect the decisions made at the meetings. 4. All statutory requirements are adhered to.	Achieved – evidenced by internal and external audit reports			Officers

16-21/PTC-07**Objective – Core Council Business**

Delivery Work	Target/measure	Progress at 30 October 2017	Outturn - progress at 31 March 2017	Reason for any under performance and revised date when target will be met	Responsibility
Business Continuity	The Council will: 1. Review staffing profiles 2. Review internal infrastructure to ensure business continuity in the event of personnel changes and systems failures	under review with structure T & F Gp. Recommendations Will be taken to Finance Committee			Finance Committee Staff-sub Committee
Manage Risk	Maintain internal controls and risk assessments	Achieved – evidenced by internal and external audit reports			Finance Committee