



PENRITH TOWN COUNCIL ANNUAL REPORT 2016 -17

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Your Council

Mayor's Report

It has been an honour to represent Penrith as Town Mayor over the last year. A year that has seen the role of the Mayor grow as residents and groups recognise the role and the opportunities it creates. I have attended 47 official engagements. When I am not available Cllr. Scott Jackson, the Deputy Mayor attends events in my absence and I thank him for his support. I have continued to make myself available to community groups and have encouraged support for these groups as a focus of this year.

I have attended many meetings in support of activities in the town centre with groups delivering events as diverse as Penrith Goes Orange to the Winter Drovers. I congratulate all the groups involved in the organisation and delivery of events which make the town so vibrant. The feedback has in every case been positive and residents report that they value these events.

There have been three notable achievements during the year; the completion of the Heritage Lottery Fund bid for Castle Park, from which we now look forward to the result being published in July 2017; the Business Improvement District entry into Cumbria in Bloom resulting in the town award for "best improved town" in Cumbria, and the judges nominating Penrith Business Improvement District into Britain in Bloom for 2018 and 4 allotment sites transferred to the Town Council. These provide a much-loved amenity for nearly 200 keen gardeners. The allotments continue to be run on a day-to-day basis by the Penrith Allotment Association.

As Mayor of Penrith, I am also the Chairman of Penrith Town Council. This year has been our second since the residents of Penrith voted for a Town Council.

I am proud of the work done by the town councillors, particularly as we have developed our committee structure, started developing a Neighbourhood Plan for Penrith, planned for a move to a larger office, and started to take on responsibility for assets and services devolved from both the County and District Councils.

The councillors have taken some difficult decisions through the year but have done so in full recognition of wanting the best results possible for the residents they represent. Councillors have been ably supported by our competent staff, who have worked above and beyond to deliver an excellent, knowledge based, service.



Cllr David Whipp, Mayor of Penrith & Council Chairman

Your Council

Reports from Council Committees

Finance Committee

Finance Committee has met every month except August and has always been quorate. Its main purpose is to record and monitor receipts and payments into the various Town Council bank accounts at each meeting and ensure they are properly approved. Although this committee has the largest spending budget it is largely an administrative activity and is responsible for overhead expenses.

The annual highlight is the preparation in conjunction with the other Committees of the coming year's budget and with it, the setting of the precept for the forthcoming year.

Equally important is the regular review of the current year spending against that budget and keeping Full Council informed of progress during the year.

The work of this Committee will change as the Town Council takes on more assets and responsibilities with less emphasis on the routine payments and more on developing longer term investments, budget monitoring and ensuring a strategic approach to reserves to ensure that the Town Council is financially resilient going forward.



Cllr. Roger Burgin, Chairman Finance Committee

Our Future

Planning Committee

Planning at a parish level, on the face of it, seems very similar to Planning at district level. Both benefit from access to detailed documents regarding an application; both can receive submissions from applicants and affected parties; and both must reach a decision to either support or object and then with or without conditions. There are two key differences however. First, Penrith Town Council is a statutory consultee so must be consulted and is then permitted to make comments, recommendations or objections. The final decision, however, rests with the Planning Committee of the District Council. Secondly, the officer expertise available to District Councillors is far greater than that available to Town or Parish Councillors.

This places the Town Council in the role of champion rather than referee. After hearing the arguments of all parties, it is our duty to give an opinion. This may not necessarily be the same as the views and priorities of the District Council. We aim to represent, as best we can, the position held by the local community. Over the past year or so, for example, this has included objecting to the use of existing residential roads for construction traffic; advocating for the retention of greenspace and woodland; highlighting issues with speed and road safety; and arguing against development allocations of unsuitable land.

I for one find this very rewarding. To be able to advocate for the local community and its interests as a priority over the competing but no less valid requirements of developers and housing quotas is a very important part of the function of a parish or town council. Whereas the District may have to take greater consideration of the wider constraints of planning laws and national government policies, a parish council's first concern is its residents.

This is not to say, of course, that our work is divorced from planning rules. Our decisions are rooted firmly in planning law and our submissions to Eden District Council must always be framed in a legal and justifiable context, just as if our decision was the final one and the consequences of appeal left firmly with us. We represent our residents only if our positions are listened to and they are listened to only if they can be legally backed up.

The second major difference between the two levels of local authority is the expertise that is available to inform our opinion. The Town Council has no specialist planning officer, as we are not the planning authority we

don't really need one. Our Deputy Town Clerk does a magnificent job in our Planning meetings and very ably keeps us on track as to what is required of us. Nevertheless, the limitations of our work must be appreciated without dedicated planning officers.

That being said, I have never felt disadvantaged in my role as a committee member or indeed Chairman compared to my district counterparts, precisely because of the skill and breadth of knowledge, not to mention dedication and hard work of our officers. I therefore want to take this opportunity to thank by name, Ros Richardson, for her work in and between our meetings.

The year ahead promises to be an exciting one. More applications for larger developments are expected which we will need to comment on. Our agendas are published on our website and displayed in the notice board in Angel Lane and the public are welcome to attend meetings of the Planning Committee.

This year the Planning Committee members have considered a total of 287 planning applications in Penrith of various types and sizes. Of these 103 have been considered more complex and discussed at committee with the Town Council objecting to 12 of the applications. We have also considered four requests for street naming, two consultations for registrations of town or village greens, one consultation for a footpath diversion, a consultation for a highway improvement and made a request for an additional pedestrian crossing in the town.



Councillor Scott Jackson, Deputy Mayor and Vice Chairman of the Council & Chair of the Planning Committee

Your Community

Community, Culture and Economic Growth Committee (CCEG)

Promoting the town

We are proud to have supported Penrith's entry to Cumbria in Bloom 2016, and delighted that the town received the trophy for Most Improved Town, and a Silver-Gilt medal for the town centre displays. Feedback from visitors and townspeople has been excellent, and we look forward to seeing the town build on its success.

We have spent a significant amount of time developing in partnership Eden District Council's bid for Heritage Lottery funding to improve Castle Park – the outcome of the bid is now awaited. We have dedicated £30,000 to the project, and if the bid is unsuccessful we will use this sum as a basis to draw in other funding to meet the community's priorities for the park. If successful we will continue to work closely with EDC to ensure the development of the park meets your expectations.

We are supporting the Chamber of Trade with its scheme to enable businesses to improve the attractiveness of trading areas of the town.

The Christmas lights and market made the town sparkle, and our sponsorship support to the Penrith Business Improvement District's "Sparkle" project extended the number of lighted trees and decorations.



Your Community



Penrith CC

Eden^{107.5}
fm



EDEN RURAL FOYER



Penrith Partnership



**Upper Eden Community
First Responders Team**

Supporting the voluntary, community and charitable sectors

We are delighted to have committed funding to the Fairhill Community Group towards a new play area on the Fairhill Playing Field, and thank the Group for their incredible commitment to this big project. We have helped fund a range of other projects including play equipment for Carleton Group; two defibrillators; roving microphone equipment for Eden FM; health programme for Eden Foyer residents; EdenVentures holiday scheme for vulnerable children; Here and Now mental health support group; Eden Mencap; Penrith Remembers; and the Penrith Partnership's improvements to the alleyway in Little Dockray housing the entrance to the public toilets, for which they worked wonderfully with students from Ullswater Community College to create such an attractive mural.

Your Community

Supporting a vibrant arts and cultural sector

Supported by a grant from Eden District Council, we have been able to help fund a range of events. Events support the economy of the town, but just as importantly it's great to see the town enjoying a fun day out.

November's massively successful Winter Droving event is a credit to Eden Arts, delivers a significant economic boost and raises the profile of the town. We have also been pleased to support the Eden Food and Farming Festival, Penrith Goes Orange, and the forthcoming May Day Festivals – all of which are well-loved features of the town's calendar.

Your Community

Thanks

I'd like to thank the people and organisations who have talked to us about their aspirations and asked for support. I also thank sincerely the many organisations and partners in the town who work so hard to make Penrith the great place it is. The Business Improvement District, Penrith Community Gardeners, Castle Park Development Group, Chamber of Trade, Eden Arts, the Lions, Penrith Partnership, the Rotary Club – along with many other groups too numerous to mention - all make an immeasurable contribution to the vibrancy and attractiveness of our home town. Finally, my thanks to CCEG Committee members and our Economic Development Officer for their dedication and commitment to Penrith.



Councillor Fiona Johnson, Chair of the Community, Culture and Economic Growth Committee

Our Future

Neighbourhood Plan Working Group (NPWG)

The Neighbourhood Plan will be a landmark statutory document for the town, enabling the community to have a strong voice in planning decisions affecting Penrith for the next 15 years. The Working Group consists of members of the Council's Planning Committee, plus a range of local people bringing a focus on: community, culture, education, environmental sustainability, health, inclusion, inward investment and youth.

We are in the earliest stages of developing Penrith's Plan – and it is important to emphasise that it is the town's plan, not the Town Council's plan. We are consulting widely about your views and aspirations for the town. We have had drop-in events at Penrith Goes Orange, the St Andrews Parish Rooms and the Library, a stakeholder event, and we have promoted the consultation widely on social media, and produced an online or written survey. The consultation film we produced has been praised as an innovative and positive way of reaching out to people. The plan will be developed according to the views put forward by you, as well as an evidence base to justify its proposals, so it is too early to say what it will contain. Once we have drafted the Plan, we will come back out to the community and say: "Here's what we drew up on the basis of the evidence and what you told us. Have we got it right?" Our Neighbourhood Plan cannot contradict Eden District Council's Local Plan – but once it is agreed, EDC must take account of the Neighbourhood Plan in making planning decisions. This is why it is so important, and if you have not yet given us your views, I encourage you to make contact.

My thanks go to everyone who has responded to our consultation, the members of the NPWG for their time and dedication, and Deputy Town Clerk for her deep commitment to this project.



Councillor Fiona Johnson, Chair Neighbourhood Plan Working Group

Your Council

PENRITH NORTH WARD



Councillor Whipp
Council Chairman
and Town Mayor

PENRITH NORTH WARD



Councillor Jackson
Vice Chairman
and Deputy Mayor

NORTH WARD



Councillor Kenyon

NORTH WARD



Councillor Johnson

**CARLETON
WARD**



Councillor Shorrock

**CARLETON
WARD**



Councillor Lawson

**PENRITH EAST
WARD**



Councillor Lynch

**PENRITH EAST
WARD**



Councillor Graham

**PATEGILL
WARD**



Councillor Baker

**PENRITH SOUTH
WARD**



Councillor Burgin

**PENRITH SOUTH
WARD**



Councillor Clark

**PENRITH SOUTH
WARD**



Councillor Quinn

**PENRITH WEST
WARD**



Councillor Ayres

**PENRITH WEST
WARD**



Councillor Connelly

**PENRITH WEST
WARD**



Councillor Monk

**PENRITH WEST
WARD**



Councillor
Thompson

Your Council

Overall Attendance for Full Year

	Total No of Meetings	Total No Attended	%age Attended
Cllr Ayres	43	20	47%
Cllr Burgin	27	24	89%
Cllr Clark	7	7	100%
Cllr Kenyon	27	21	78%
Cllr Jackson	43	29	67%
Cllr Johnson	32	22	69%
Cllr Lynch	18	10	56%
Cllr Shaw	32	6	19%
Cllr Thompson	7	3	43%
Cllr Tompkins	18	3	17%
Cllr Whipp	7	5	71%
Cllr Graham	2	1	50%
Cllr Connelly	2	1	50%
Cllr Monk	2	1	50%
Cllr Lawson	2	1	50%
Cllr Quinn	2	1	50%
Cllr Baker	2	1	50%

Council Finance

YEAR END REPORT BY THE INTERNAL AUDITOR FINANCIAL YEAR ENDING 31 MARCH 2017

Internal Auditor's Certification to Penrith Town Council

I confirm I have, on the 23rd May 2017 undertaken an internal audit for the period 1st October 2016 - 31st March 2017 in accordance with the Account and Audit Regulations (England) 2015 as outlined in the Audit Plan approved by Council and incorporating any new requirements as outlined in "Governance and Accountability for Local Councils" A Practitioners' Guide (England) March 2016

This report supplements the information reported in the first half -year audit and confirms that the Council is compliant with the Account and Audit Regulations in all the following areas.

1. Proper Bookkeeping

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

2. Standing Orders/Financial Regulations/Transparency Legislation

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

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

3. Invoice procedure

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

4. VAT

Vat has been recorded and the correct sum of £2311.72 has been claimed for the final quarter of the financial year. 1st January 2017 – 31st March 2017.

5. Sct 137 Payments

All grants made under this Power are correctly identified and noted and are well within the limit for Penrith Town Council.

6. Risk Management

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

7. Internal Financial Controls

There is clear evidence by checks, dates and signatures on relevant documents e.g. invoices, financial statements, schedule of payments, bank reconciliations and chequebook stubs that the Council is in control of the use of public monies.

8. Register of Interest

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

9. Budgetary Control

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

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

10. Cash Balances at the Bank

The balances at the bank as at the 31st March 2017 are considered adequate to enable the Council to fulfil budgeted expenditure, deliver planned projects and retain an adequate cash flow.

11. Income Controls

All income is promptly banked upon receipt. Allotment rents are demanded in a timely manner and meticulous records ensure monitored payments and overdue amounts.

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

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

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

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

13. Payroll Controls

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

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

14. Asset Control

The Asset Register was reviewed and adopted and correctly documents acquisitions. Minute No. PTC 16/124. All assets are adequately covered by insurance.

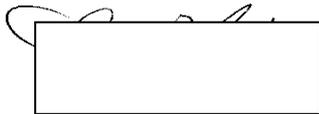
15. Bank Reconciliation

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

16. Year End Accounts

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

In concluding the Internal Audit for the financial year 2016-17 I thank the Clerk/RFO for the provision of meticulous records. I would also commend the assistance of the Accountant for his thorough understanding of the requirements to convert the Sage records into the format required to comply with the local authority Account and Audit Regulations.

A handwritten signature in cursive script, appearing to read 'Georgina D. Airey', is written above a rectangular box. The box is empty and serves as a placeholder for a printed name or stamp.

Georgina D. Airey – Internal Auditor. 25th. May 2017.

YEAR-END REPORT 31 MARCH 2017**Penrith Town Council****Profit & Loss (Budget and Variance)****Period****12 Months to March 2017**

	Actual	Budget to date	Variance	% Budget against YTDI Budget	Budget 16/17	% Budget against Annual Budget
Income						
Precept	230,078.00	230,078.00	-	100%	230,078.00	100%
Council Tax Reduction	5,422.00	5,422.00	-	100%	5,422.00	100%
EDC Events Grant	25,000.00	25,000.00	-	100%	25,000.00	100%
Allotments	400.00	400.00	-	100%	400.00	100%
Bring site	1,400.00	1,400.00	-	100%	1,400.00	100%
Bank Interest	79.14	-	- 79.14		-	
Other Grants Received	9,150.00	-	- 9,150.00		-	
	271,529.14	262,300.00	- 9,229.14		262,300.00	

	Actual	Budget to date	Variance	% Budget against YTDI Budget	Budget 16/17	% Budget against Annual Budget
Non-Recurring						
Grants - Small	3,300.00	1,500.00	- 1,800.00	220%	1,500.00	220%
Grants - Revenue	1,306.77	1,000.00	- 306.77	131%	1,000.00	131%
Grants - Section 137	763.00	3,800.00	3,037.00		3,800.00	
Sponsorship	1,262.50	5,100.00	3,837.50	25%	5,100.00	25%
Grants - Shop Fronts	1,000.00	4,000.00	3,000.00	25%	4,000.00	25%
Festival Grants	3,500.00	3,500.00	-	100%	3,500.00	100%
Schools' festival/awards	-	2,000.00	2,000.00	0%	2,000.00	0%
Youth engagement with Sport	1,560.00	3,000.00	1,440.00	52%	3,000.00	52%
Heritage Institutions/organisations	2,500.00	2,500.00	-	100%	2,500.00	100%
Christmas Lights	2,000.00	2,000.00	-	100%	2,000.00	100%
Christmas Festival/Market	5,000.00	5,000.00	-	100%	5,000.00	100%
Promoting Penrith	4,061.59	5,000.00	938.41	81%	5,000.00	81%
Remembrance & commemoration	400.00	400.00	-	100%	400.00	100%
Public domain maintenance	1,634.00	8,000.00	6,366.00	20%	8,000.00	20%
Bloom Grants	4,000.00	4,000.00	-	100%	4,000.00	100%
Community Plan	5,000.00	5,000.00	-	100%	5,000.00	100%

	Actual	Budget to date	Variance	% Budget against YTDI Budget	Budget 16/17	% Budget against Annual Budget
Non-Recurring Continued						
Neighbourhood Plan	9,248.73	15,000.00	5,751.27	62%	15,000.00	62%
EDC Devolved Event Grants	25,000.00	25,000.00	-	100%	25,000.00	100%
					-	
	71,536.59	95,800.00	24,263.41	75%	95,800.00	75%

	Actual	Budget to date	Variance	% Budget against YTDI Budget	Budget 16/17	% Budget against Annual Budget
Recurring						
Advertising civic/employment	120.00	1,000.00	880.00	12%	1,000.00	12%
Salaries	80,162.75	80,000.00	- 162.75	100%	80,000.00	100%
NI & Pensions and staff on costs	29,224.07	28,223.00	- 1,001.07	104%	28,223.00	104%
Staff Training	198.46	1,500.00	1,301.54	13%	1,500.00	13%
Accommodation office rent/meetings	3,499.00	19,478.00	15,979.00	18%	19,478.00	18%
Rates	-	2,000.00	2,000.00	0%	2,000.00	0%
Printing & stationery	1,446.61	1,800.00	353.39	80%	1,800.00	80%
Telecoms, IT, copier, broadband, software, equipment	6,785.18	8,000.00	1,214.82	85%	8,000.00	85%
Website	410.00	1,000.00	590.00	41%	1,000.00	41%
Comms - printing, signage, promotion	-	1,000.00	1,000.00	0%	1,000.00	0%
Legal fees	1,003.00	3,000.00	1,997.00	33%	3,000.00	33%
Audit fees	843.80	2,500.00	1,656.20	34%	2,500.00	34%

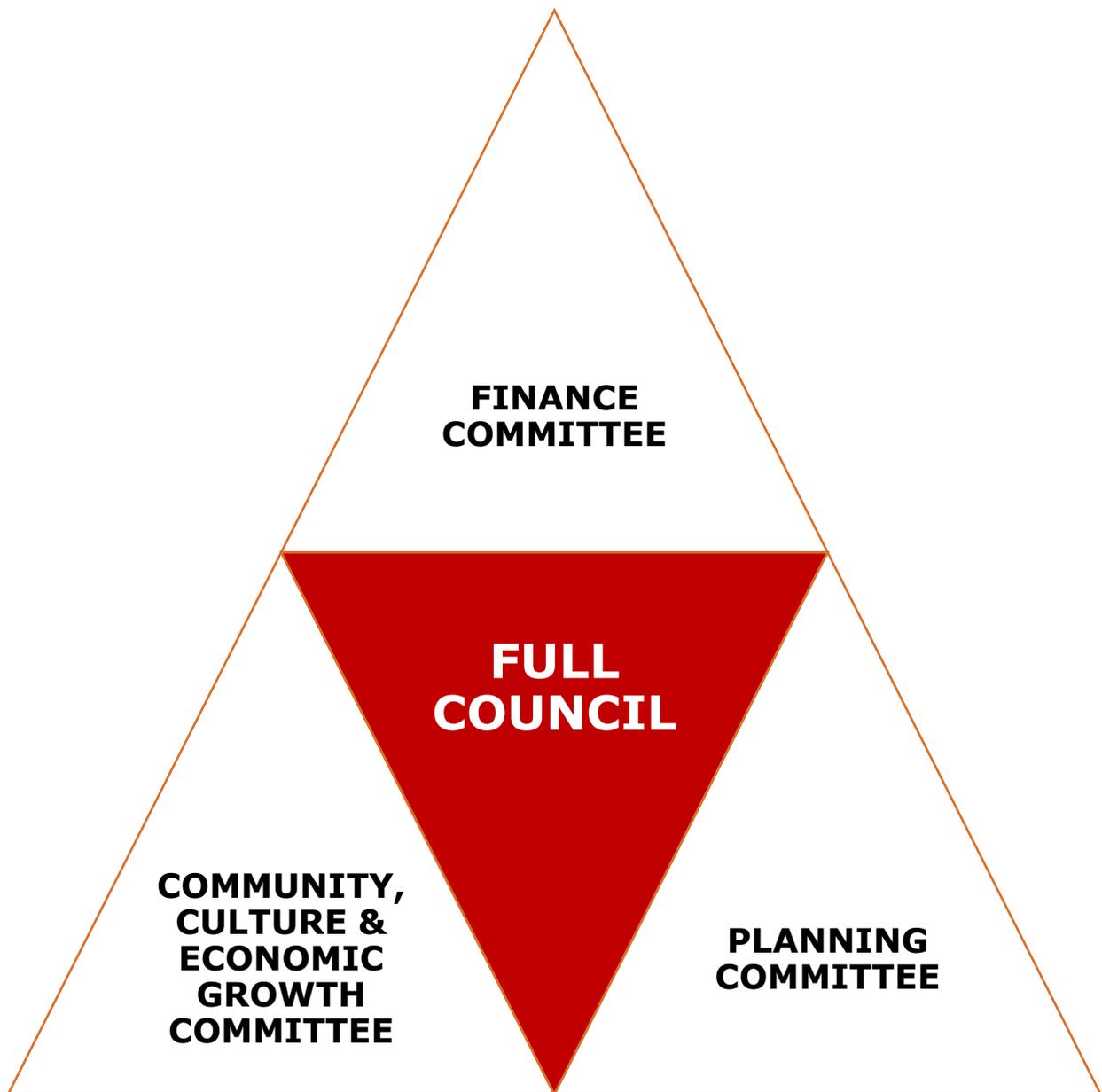
	Actual	Budget to date	Variance	% Budget against YTDI Budget	Budget 16/17	% Budget against Annual Budget
Recurring						
Accountancy fees	3,940.00	6,000.00	2,060.00	66%	6,000.00	66%
Civic Functions	343.33	3,000.00	2,656.67	11%	3,000.00	11%
Mayoral Expenses	1,490.79	3,000.00	1,509.21	50%	3,000.00	50%

	Actual	Budget to date	Variance	% Budget against YTDI Budget	Budget 16/17	% Budget against Annual Budget
Recurring Continued						
Civic Regalia	498.45	501.00	2.55	99%	501.00	99%
Deputy Mayor Expenses	-	1,000.00	1,000.00	0%	1,000.00	0%
Annual Meeting	410.80	1,000.00	589.20	41%	1,000.00	41%
Member Development/expenses	221.20	500.00	278.80	44%	500.00	44%
Noticeboards/honours board	29.17	2,000.00	1,970.83	1%	2,000.00	1%
Licenses	-	1,000.00	1,000.00	0%	1,000.00	0%
Repairs & renewals	1,721.24	5,000.00	3,278.76	34%	5,000.00	34%
Bank charges	97.20	100.00	2.80	97%	100.00	97%
Subscriptions	1,390.00	1,500.00	110.00	93%	1,500.00	93%
Insurance	1,127.92	2,000.00	872.08	56%	2,000.00	56%
	134,962.97	176,102.00	41,139.03	77%	176,102.00	77%

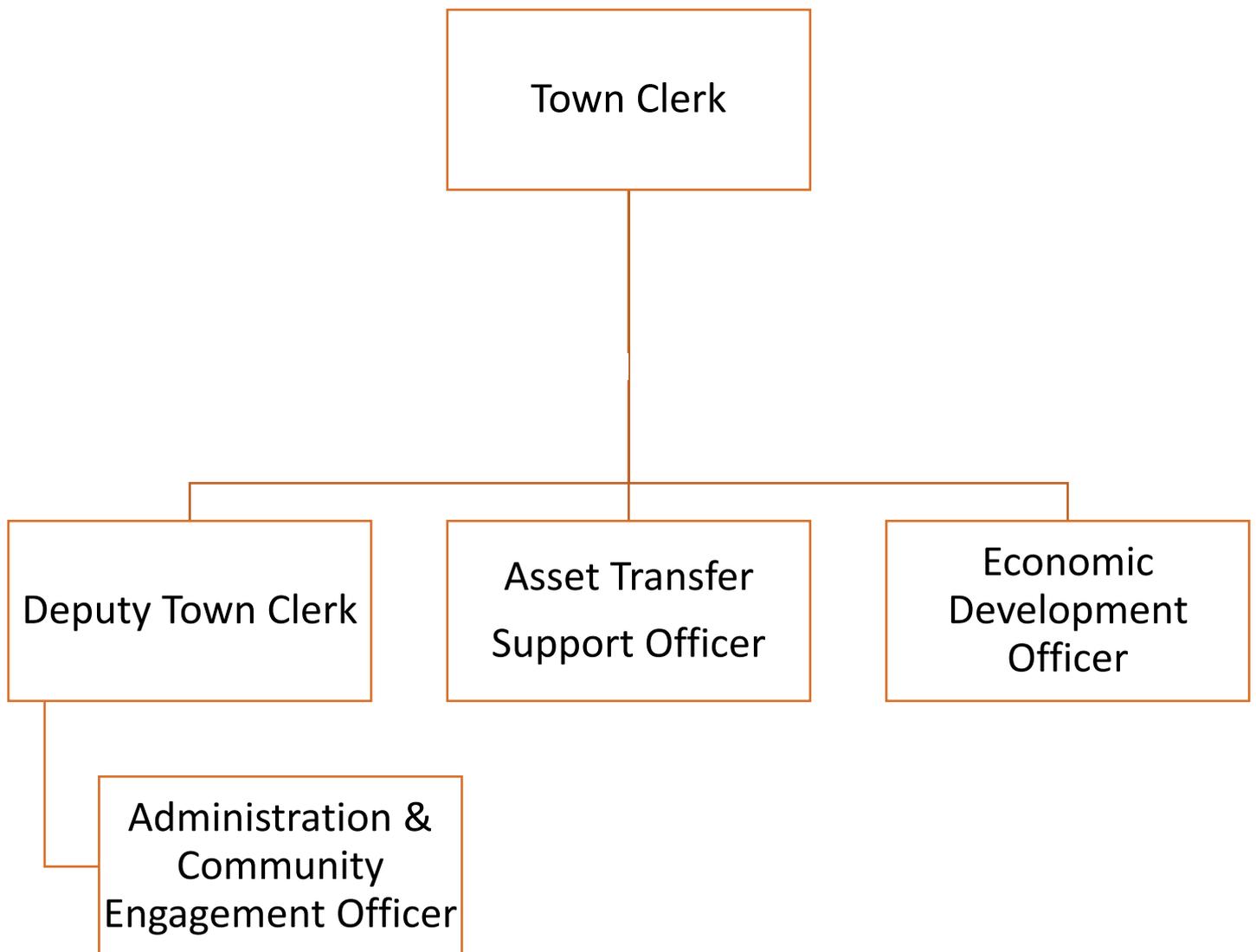
Net Surplus/(Deficit)	65,029.58	- 9,602.00	- 74,631.58		- 9,602.00	
	48,217.00					

1. Additional income – devolved reducing 3-year budget
2. Additional income
3. Additional income - locality Grant £9,000 and ACT grant £150 for Neighbourhood Plan expenditure
4. 15-16 earmarked grant reserves £6,400 covers variance
5. Used for grants & expenditure for which the council has no power
6. Budget contingency of £12,000 used to cover extra staff and pension costs
7. Variance because of 30% Interim pension employer contribution rate as determined by actuary reduced for 17-18

Your Council Structure



Your Council Officer Structure





IF YOU DO NOT HAVE ACCESS TO THE WEBSITE PLEASE CONTACT:

Penrith Town Council
Council Office
First Floor
St. Andrew's Place
Penrith
Cumbria
CA11 7XX

Tel: 01768 899773

TOWN COUNCIL STAFF

Who to contact:

- The Town Clerk can provide guidance on matters relating to council governance and with all matters concerning the business of the Council:

Email: townclerk@penrithtowncouncil.co.uk

- The Deputy Town Clerk deals with matters related to Planning, civic duties of the Mayor and manages the contracts associated with the Council's assets:

Email: deputytownclerk@penrithtowncouncil.co.uk

- The Economic Development Officer is the "face" of the Council and engages with the community, businesses and visitors, manages the council's grants awards and community projects:

Email: economicdevelopmentofficer@penrithtowncouncil.co.uk

- The Asset Transfer Support Officer facilitates the transfer of assets and supports the Town Clerk with regard to financial responsibilities:

Email: assetofficer@penrithtowncouncil.co.uk