



Penrith Town Council

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Minutes of the:

ANNUAL MEETING OF THE TOWN COUNCIL

Held on:

Monday 21 May 2018 at 7.15 pm Room 2, Parish Centre,
St Andrews Place.

PRESENT:

Cllr. Baker	Penrith Pategill Ward
Cllr. Bowen	Penrith East Ward
Cllr. Briggs	Penrith East Ward
Cllr. Burgin	Penrith South Ward
Cllr. Clark	Penrith South Ward
Cllr. Connelly	Penrith West Ward
Cllr. Donald	Penrith North Ward
Cllr. Jackson	Penrith North Ward
Cllr. Lawson	Penrith Carleton Ward
Cllr. Monk	Penrith West Ward
Cllr. Thompson	Penrith West Ward
Cllr. Whipp	Penrith North Ward

**MINUTES OF THE ANNUAL MEETING
OF THE TOWN COUNCIL
21 MAY 2018**

PTC18/01 Election of a Chairman

Members considered and voted for the election the Chairman of the Council.

Moved, seconded and **RESOLVED THAT:**

Councillor Jackson be elected Chairman for the 2018-2019 municipal year. Cllr. Jackson assumed the Chair and Town Mayor roles and made a declaration of acceptance of office in the prescribed form.

PTC18/02 Appointment of a Vice Chairman

Members considered and voted for the appointment of the Vice Chairman of the Council.

Moved, seconded and **RESOLVED THAT:**

Councillor Baker be appointed Vice-Chairman for the 2018-2019 municipal year. Cllr. Baker assumed the Deputy Chair and Deputy Town Mayor roles and made a declaration of acceptance of office in the prescribed form.

PTC18/03 Apologies

Members received apologies for absence from Cllr. Kenyon.

PTC18/04 Minutes Approval

Members considered the minutes of the meeting held on 26 February 2018.

RESOLVED THAT:

The Chairman be authorised to sign the minutes of the meeting held on 26 February 2018 as a true and accurate record.

PTC18/05 Interests & Dispensations

Members were asked to disclose their interests in matters to be discussed and to decide requests for dispensations. Members were reminded to review their Register of Interests to ensure their register was up to date. Cllr. Lawson informed the meeting that he was related to an applicant for co-option and Cllr. Jackson reported that he was a friend of an applicant for co-option.

PTC18/06 Community Governance Review & Co-Option

- I.** Members were asked to consider and resolve a response to the District Council which would provide an explanation of why the Council submitted a request to reduce the number of councillors from 19 to 15 as part of the District Council's Community Governance Review.

RESOLVED THAT:

The following response be submitted:

Penrith Town Council respectively request that the number of parish councillors be reduced by four.

On 1 November 2016 the Council contacted Eden District Council and formally requested a review of the electoral arrangements of the parish of Penrith, to reduce the number of councillors because since the general election in May 2015, the parish had operated with vacancies despite concerted efforts to recruit co-optees.

According to the Guidance on Community Governance Reviews produced by the Local Government Boundary Commission for England and Communities and Local Government, the 1972 Act, as amended, each parish council must have at least five councillors and there is no maximum number of councillors. The guidance records that there are no rules relating to the allocation of councillors between parish wards, but each parish ward must have at least one parish councillor.

The Town Council could therefore operate with as few as six councillors.

The Council understands that most parish councils with a population of between 10,001 and 20,000 have between 13 and 27 councillors and that the National Association of Local Councils Circular 1126 suggests that the minimum number of councillors for any parish should be seven and the maximum 25.

Throughout the district and county, numerous parish and town councils have councillor vacancies as it is very difficult to recruit to a demanding voluntary role.

In 2019, the Town Council will apply for the General Power of Competence and the Local Council Gold Award Scheme. The eligibility criteria for both activities require an electoral mandate of at least two thirds of the members of the Council holding office as a result of being declared elected. To achieve these important priorities, the Council requires a reduction in membership.

PTC18/06 Community Governance Review & Co-Option continued

- II.** Members were asked to consider, the co-option of members to Council. The press and public were asked to leave the room to enable the co-option applications to be considered. The press and public returned to the room to allow for voting to take place.

RESOLVED THAT:

The following applicants be co-opted to Penrith Town Council:

- a) Mr Bowen – Penrith East Ward
- b) Mr Briggs – Penrith East Ward
- c) Mr Donald – Penrith North Ward

Co-optees completed a declaration of acceptance of office form in the prescribed form and assumed their place in the meeting.

PTC18/07 Policies & Procedures Review

Members considered the review of the Council's Policies and Procedures and agreed the recommendations within the report:

RESOLVED THAT:

I. Delegation Scheme

The amendments to appendix B - the records the financial delegation to officers be approved as follows:

- a. Services and Contracts Manager: £5000 delegated authority for expenditure related to the Council's assets and services. This level of delegation would enable the Services and Contracts Manager to respond promptly to emergency repairs, and renewals related to the Council's assets.
- b. Responsible Finance Officer: Delegated authorities remain as recorded in the Council's Financial Regulations.
- c. Delegated authority for expenditure up to £300 cash per day via business card for each staff member.
- d. Delegated authority for expenditure up to £1000 per day via invoice for each staff member.
- e. To remove from appendix B the records the financial delegation to staff: Lloyds Card delegation as the card is no longer in use.

II. Internal Control

Members noted that this policy is reviewed annually with the Council's risk assessments, in September, by the Council's Finance Committee, part of the Council's compliance with the Audit and Financial Regulations.

PTC18/07 Policies & Procedures Review Continued

III. Existing Data Policies

Members noted that these policies had been superseded due to changes in the law, effective from 25 May 2018.

New/Amended Data Policies

- a. Members noted that these policies had been amended or developed to ensure that the Council continues to protect personal data lawfully and to ensure the Council's compliance with the new General Data Protection Regulations.
- b. Members noted that these amendments and new policies have been recommended by the Council's Data Protection Officer, IT contractor, the National Association of Local Councils and the Town Clerk.
- c. The overarching principles of data protection contained within the adoption notices for the listed policies were adopted and members authorised the Chairman to sign the adoption notices.

IV. Standing Orders Amendments

The revised Standing Orders which have been produced by the National Association of Local Councils replacing the 2013 orders which were adopted by the Council in May 2015, be approved.

V. Consultation Policy

The Consultation Policy be approved.

PTC18/08 Committee Membership

Members considered the appointment of the members and deputies to serve on the under mentioned Committees:

I. Planning:

Cllr. Baker
Cllr. Bowen
Cllr. Burgin standing deputy
Cllr. Jackson
Cllr. Kenyon

PTC18/08 Committee Membership Continued

II. Finance:

Cllr. Baker

Cllr. Bowen

Cllr. Burgin

Cllr. Jackson

Cllr. Kenyon

Plus, new chair of CCEG Committee – to be confirmed

III. Communities, Culture & Economic Growth:

Cllr. Baker

Cllr. Briggs

Cllr. Burgin

Cllr. Connelly

Cllr. Donald

Cllr. Jackson

Cllr. Kenyon

Cllr. Lawson

PTC18/09 Appointments to External Bodies

Members considered the appointment of the representatives on the under mentioned bodies:

RESOLVED THAT:

- a. Eden Local Association of Local Councils – Cllr. Lawson and in his absence an officer will attend
- b. Omega Proteins – Officer
- c. Friends of Coronation Gardens – Cllr. Burgin
- d. Friends of Eden Valley Public Transport – Cllr. Jackson and Cllr. Briggs

PTC18/10 Insurance

Members noted that the Council insurance policy had been renewed by approval of the Finance Committee and commences 18 May 2018 for a three-year term.

PTC18/11 Meetings

Members considered the dates and times of ordinary meetings of the Council and Committees for the ensuing year.

RESOLVED THAT:

The dates and times of ordinary meetings of the Council and Committees were approved as follows:

2018 TO 2019	FULL COUNCIL	FINANCE	PLANNING	CCEG
VENUE	ST. ANDREWS	BOARD ROOM	BOARD ROOM	BOARD ROOM
TIME	6:00 – 8:00 PM	4:00 – 6:00 PM	2:00 – 3:00 PM	4:00 - 5.30 PM
MAY	21			22
JUNE	25	11	4	
JULY			2	24
SEPTEMBER	24	10	3	25
OCTOBER		15 BUDGET	1	
NOVEMBER	26	12	5	
DECEMBER		3 BUDGET	3	4
JANUARY 2019	28	14	7	22
FEBRUARY			4	
MARCH	25	11	4	19
APRIL	29 TOWN		1	
MAY	20 ANNUAL	13		

PTC18/12 Meeting Room hire Fees

Members considered the Meeting Room hire report, the draft booking form and the recommendations within the report to fix the fees for meeting room hire.

RESOLVED THAT:

- I.** The following fees for the hire of the Boardroom and Meeting Room for meetings at the following hourly rates for 2018-19:
 - a) Businesses, large organisations, non-political organisations, other authorities:
 - Boardroom - £12.00ph
£30.00 for a morning (3 hours) and £42.00 for the afternoon (4 hours)
 - Meeting Room:
£6.00ph
£15.00 for a morning (3 hours) and £21.00 for the afternoon (4 hours)
 - For combined usage:
£15.00ph
£37.00 for a morning and £52.00 for the afternoon (4 hours)
 - b) Registered charities: Discounted charge rate 20% of hourly rate.
 - c) Local groups affiliated to the Town Council: No charge
 - Penrith Community Gardeners
 - Fairhill Community Group
 - Penrith Allotment Association
 - Penrith in Bloom
- II.** The decision regarding the rate to charge the hirer is delegated to the officers of the Council.
- III.** The booking form be approved.
- IV.** That the matter be reviewed by the Finance Committee in October.

PTC18/13 Resolutions Report

Members considered and noted the Resolutions Report.

PTC18/14 Budget Carry Forwards

Members considered the Report and the recommendations contained within.

RESOLVED THAT:

- I.** Budgets of £56,000, as set out in section 4 of the report, are carried forward from 2017/18 to 2018/19, this being funded by off-setting underspend in 2017/18.
- II.** If the final financial outturn differs significantly from that on which this report is based, then the Responsible Financial Officer reports back to Council.

PTC18/15 War Memorials

Members considered the Report and the recommendations contained within.

RESOLVED THAT:

- I.** The Town Council accepts ownership of the war memorial obelisk in St Andrew's churchyard in exchange for the St Andrew's Parochial Church Council (PCC) accepting ownership of the two war memorial plaques within the church.
- II.** The Town Council confirms the ownership as per recommendation I. with the PCC.

PTC18/16 Train Service Reduction

Members considered the reduction in train services to Penrith. Members were informed that from 21 May 2018 the revised timetable was in operation. The original Transpennine proposal was to remove northbound journeys at 07:53, 09:20, 15:55 and 16:31. The Council has been advised on the day of this meeting that the journeys that impacted on local schools had been saved, these being 15:55 and 16:31. There are no longer trains at 07:53 and 09:20. There are northbound commuting trains at 06:53, 07:34 and 08:54.

PTC18/17 Neighbourhood Plan

Members received an oral progress report from Cllr. Baker. The draft proposals would go to the June Full Council for members approval prior to the public consultation that would run for approximately four weeks. The Neighbourhood Plan Steering Group would review the consultation results and make any required amendments. The intention is that once the Neighbourhood Plan has been considered by the Inspector, it will go to public referendum in May 2019.

Cllr, Baker invited the members to attend an informal meeting to discuss the draft on the 7 June 4:00pm, Town Council Board Room.

PTC 18/18 Motion from Cllr. Whipp

Members considered the following motion from Cllr. Whipp:

To investigate the potential for the Town Council to provide a van to undertake works duties.

The associated report sets out to Members options and background information and seeks to assist Members to determine the Town Council's position on the provision of a vehicle to be used for Council work purposes.

RESOLVED THAT:

The matter to be deferred until September to allow for further research.

PTC18/19 Cornmarket Bandstand

Members considered the report and recommendations contained within.

RESOLVED THAT:

- I.** The Cornmarket Bandstand be made available for hire by third party organisations.
- II.** Permission to be granted to those persons and organisations in receipt of a Street Trading Consent to use the Cornmarket Bandstand as set out in paragraph 3.11 of the report.
- III.** The Booking Form and Terms and Conditions of hire be approved as referred to in paragraph 3.14, Appendix A and B of the report.
- IV.** Authority to grant permission or otherwise following receipt of an event application form is delegated to council officers as set out paragraph 3.15 of the report.

PTC18/19 Cornmarket Bandstand Continued:

- V.** The fees and charges for use of the Cornmarket Bandstand be approved as set out in paragraph 3.16 of the report:

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

PTC18/20 Membership of Professional Bodies

Members considered continuing the Council's subscription to the Cumbria Association of Local Councils and the Society of Local Council Clerks.

RESOLVED THAT:

- I.** The Council continues membership of the Cumbria Association of Local Councils (CALC) and the Society of Local Council Clerks (SLCC).
- II.** Membership of CALC £1,072.00.
- III.** Membership of SLCC £308.

PTC18/21 Closure of A66 for repairs

Members considered Highways England's proposal to close the A66 from junction 40 to Appleby for seven weekends over September and October 2018, after receiving an oral report from Cllr. Whipp.

RESOLVED THAT:

The Deputy Town Clerk contact Highways England for information about their consultation and proposals and invited the organisation to attend Full Council in June.

PTC18/22 Next Meeting

Members noted the next meeting was scheduled for 25 June 2018.

CHAIRMAN:

DATE:

For the attention of:

Cllr. Baker	Penrith Pategill Ward
Cllr. Bowen	Penrith East Ward
Cllr. Briggs	Penrith East Ward
Cllr. Burgin	Penrith South Ward
Cllr. Clark	Penrith South Ward
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