



Penrith Town Council

Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR
Tel: 01768 899 773 Email: office@penrithtowncouncil.co.uk

DATE: 4 November 2019

Dear Councillor

You are hereby summoned to attend a meeting of the:

COMMUNITY, CULTURE & ECONOMIC GROWTH COMMITTEE

to be held on:

Monday 11 November 2019 4.00 pm – 6.00 pm Board Room, Church
House, 19-24 Friargate, Penrith

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 FOR THE COMMUNITY, CULTURE & ECONOMIC GROWTH COMMITTEE

11 NOVEMBER 2019

4.00PM – 6.00 PM Board Room, Church House, 19-24 Friargate, Penrith

1. Apologies for Absence

To receive apologies from members.

2. Minutes of the Previous Meeting

To authorise the Chair to sign the Minutes of the Meeting of the Community, Culture & Economic Growth Committee held on the 9th September 2019 as a true and accurate record.

3. Declaration of Interests and Dispensations

To receive any declarations of interest by elected or co-opted Members of any disclosable pecuniary or other registrable interests relating to any items on the agenda for this meeting and to decide requests for dispensations.

Members are reminded to make any declarations at any stage during the meeting if it becomes apparent that this may be required when an item or issue is considered. If councillor has a pecuniary interest in an item on this agenda, who wish to remain, speak and/or vote during consideration of that item, they may apply for a dispensation in writing to the Town Clerk prior to the meeting. Applications may also be considered at the meeting itself should the nature of the interest become apparent to a Councillor at the time of the meeting. **Note:** If a Member requires advice on any item involving a possible declaration of interest or requiring a dispensation which could affect his/her ability to speak and/or vote, he/she is advised to contact the clerk in advance of the meeting.

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 – Excluded Item

To consider whether item 12 should be considered without the presence of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960 Section 2.

To disclose decisions would be a breach of the Council's obligations under the Data Protection Act 1998 and is considered exempt under Section 100A(4) of the Local Government Act 1972, members of the public (including the press) should be excluded from the meeting during discussion of the of items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1 to Schedule 12A of the Act, information relating to the financial or business affairs of any particular person (including the authority holding that information). Members are also advised that the reports may also include personal sensitive data from applicants and is therefore also exempt under GDPR 2018.

6. Resolutions Report

To note the Resolutions Report from the 9th September 2019.

7. Committee Work Plan

To note progress for the Committee Work Plan and appended report from Penrith Arts Festival 2019.

8. Community Engagement

To note the progress for the Committee Work Plan for Community Engagement.

9. Penrith in Bloom

To receive an oral report from the Economic Development Officer.

To note the report from Penrith Business Improvement District,

10. CCEG Budget Expenditure

a) To consider the six-month expenditure report: BUDGETARY CONTROL STATEMENT: SIX MONTHS ENDED 30 SEPTEMBER 2019

b) To consider the Budget Proposals 2020/21 Report and statement from the Responsible Finance Officer regarding the CCEG Budget Expenditure to 30th September 2019.

11. Plastic Clever Penrith

To receive a verbal report

PART TWO – WITHOUT PRESS AND PUBLIC

12. Arts and Cultural Strategy

To consider the applications to quote for the development of Arts and Cultural Strategy.

13. VE Day Event Coordinator Appointment

To note the appointment of the VE Day 75 Events Coordinator.

14. Grant Requests

a) To consider a Grant Application from Cumbria Alcohol and Drug Advisory Service (CADAS).

b) To consider a Grant Request from Askham and Hackthorpe area First Responders.

15. Next Meeting

To note that the next meeting of the Communities, Culture and Economic Growth Committee will be held 20th January 2020, the Board Room, Council Offices, 19-24 Friargate, Penrith,

For the attention of:

Cllr. Bowen
Cllr. Davies
Cllr. Donald
Cllr. Jackson – Chair
Cllr. Knaggs
Cllr. Snell
Cllr. Burgin – Standing Deputy
Cllr. Shepherd – Standing Deputy

For Information: Remaining members of the Town Council



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DRAFT Minutes of the meeting of the:

COMMUNITY, CULTURE & ECONOMIC GROWTH COMMITTEE

Held on 9th September 2019 Monday at 4.10 pm – 6.05 pm.

PRESENT:

Cllr. Davies
Cllr. Jackson – Chairman
Cllr. Knaggs
Cllr. Snell
Cllr Donald
Cllr Shepherd – Standing Deputy

Economic Development Officer

Community Engagement Officer

**DRAFT MINUTES FOR THE
COMMUNITY, CULTURE & ECONOMIC GROWTH
COMMITTEE
9 SEPTEMBER 2019**

The Committee agreed to consider as a late item, a funding application from Penrith Lions for a Christmas Lights Switch on Event.

CCEG/19/15 Apologies for Absence

Apologies were received from Cllr. Bowen.

CCEG/19/16 Minutes of the Previous Meeting

The Chair was authorised to sign the minutes of the Community, Culture & Economic Growth Committee held on the 17th June.

CCEG/19/17 Declaration of Interests and Dispensations

Members were asked to receive any declarations of interest by elected or co-opted Members of any disclosable pecuniary or other registrable interests relating to any items on the agenda for the meeting and to decide requests for dispensations.

Cllr Shepherd declared a Registrable interest as a member of the Penrith Bid Board.

Cllr Davies declared a Registerable interest as a member of Clifton parish Council who had already discussed the 106 partnership. Cllr Davies had also attended the 106 partnership AGM.

CCEG/19/18 public Participation

Members noted that no members of the public had requested in writing to speak prior to the meeting.

CCEG/19/19 Public Bodies (Admission to Meetings) Act 1960 – Excluded Items

Members considered whether items 14 and the late agenda item from the Lions 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:

Matters 14 and the late agenda item should be considered without the presence of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960 Section 2.

CCEG/19/20 Resolutions Report

Members noted the resolutions report from the 17th June 2019.

CCEG/19/21 Committee Work Plan

Members noted the work plan of the Economic Development Officer.

CCEG/19/21 Community Engagement

Members noted the Work Plan of the Community Engagement officer and considered the terms for the Youth Advisory Panel.

RESOLVED THAT

- i. The creation of a Penrith Town Council Youth Team was agreed.
- ii. Cllrs. Davies, Jackson and Snell were elected to sit on the Youth Team.
- iii. A budget of £10,000 was agreed to support the Youth Team.

CCEG/19/22. Britain in Bloom

Members received a verbal report from the Economic Development Officer who advised the Committee that a total of ten awards were won at the Cumbria in Bloom award ceremony held on the 5th September and the Britain in Bloom awards ceremony will take place in London on the 25th October 2019.

CCEG/19/23 VE Day

Members considered the VE Day report.

RESOLVED THAT

- i. Funding from existing budgets be used to fund the Cultural Strategy and the VE Day 75 Event.
- ii. The specification to quote for the development of Arts and Cultural Strategy be approved.
- iii. The specification to quote for a VE Day 75 Events Coordinator be approved..

CCEG/19/24 CCEG Budget Expenditure

Members noted the statement from the Responsible Finance Officer regarding the CCEG Budget Expenditure to 31st July 2019.

CCEG/19/25 Plastic Clever Penrith

Members received an oral update from the Economic Development Officer.

PART TWO –

CONSIDERED IN THE ABSENCE OF THE PRESS AND PUBLIC

CCEG/19/26 Community Sponsorship Grant

This report was considered exempt under Section 100A (4) of the Local Government Act 1972. Members of the public (including the press) were excluded from the meeting during discussion of the of items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 to Schedule 12A of the Act.

Members considered the Community Sponsorship Grant application 106 Partnership:

RESOLVED THAT:

Funding would not be awarded.

CCEG/19/27 Event Grant

This report was considered exempt under Section 100A (4) of the Local Government Act 1972. Members of the public (including the press) were excluded from the meeting during discussion of the of items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 to Schedule 12A of the Act.

Members considered the event grant application from Penrith Lions for A Christmas Lights Switch on Event.

RESOLVED THAT:

That a grant award of £3000 be awarded.

CCEG/19/14 Close of Meeting

Members noted that the next meeting date would be 11 November 2019, the Board Room, Council Offices, 19-24 Friargate, Penrith.

CHAIRMAN:

DATE:



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CCEG COMMITTEE 11 NOVEMBER 2019
ITEM: 6
RESOLUTIONS REPORT 9 SEPTEMBER 2019

MINUTE REF:	RESOLUTION	ACTION
CCEG/19/08	Arts and Cultural Strategy	
	To create an Arts and Cultural Strategy	Specification to tender agreed circulated
CCEG/19/22	VE Day 75 Events Co-ordinator	
	Specification approved	Co-ordinator engaged first meeting with VE Day sub committee to be held on the 6 th November
CCEG/19/27	Penrith Lions Christmas Switch on Event	
	Grant awarded for £3000	SLA Signed

ITEM 7 CCEG COMMITTEE MEETING 11 NOVEMBER 2019

To note progress for the Committee Work Plan and appended report from Penrith Arts Festival 2019

Health & Wellbeing			
Strategic Priority	Delivery Work	Progress at 4 th November 2019	Reason for any under performance and revised date when target will be met
Environment	<p>Cumbria/Britain in Bloom</p> <p>Stakeholders: Community Gardeners, Penrith Bid, Eden Mencap, Beekeepers, Allotments, Virgin Trains, Forest School, Thacka Beck Nature Reserve, Richardson's, Salvation Army, Great Dockray residents</p> <p>Penrith in Bloom Facebook and Photo library created.</p> <p>Projects: Gateways Streetscape/Public Realm</p> <p>Plastic Clever Penrith</p>	<p>Cumbria/Britain in Bloom</p> <p>Cumbria in Bloom Judging held 9th July</p> <p>Numerous awards won including Best Large Town</p> <p>Britain in Bloom Judging 2nd August</p> <p>Gold awarded in Large Town Category and "Growing Communities Award" a discretionary award by the Britain in Bloom Judges.</p> <p>Funding awarded for tree maintenance at Community Poly Tunnel</p> <p>Funding awarded towards cost of installing raised beds for growing vegetables for the St Catherine's after school gardening club.</p> <p>Great Dockary residents working with Richard 111 society on Heritage themed project.</p> <p>Interested parties for Sponsorship of Gateway Sites being sought:</p> <p>Salkeld Road site identified, and sponsors agreed, permissions refused for proposed project.</p> <p>Multi agency group established</p>	

Economic Development			
Strategic Priority	Delivery Work	Progress at 4th November 2019	Reason for any under performance and revised date when target will be met
Economic Development Increase the aspirations of our young people	Provide the opportunity for "pop up" areas to "test the market"	Street Trading License applied for to EDC for the Bandstand. – Awaiting outcome. License awarded	
Parking and Movement Survey	To work with CCC, EDC and other stakeholders to tender and oversee the completion of a Parking and Movement Survey	Tender awarded. Surveys to be carried out in November	
Tourism	Develop a Tourism Strategy	Discussions on going with BID re joint marketing initiatives Tourism projects being developed with Great Dockray to include Richard 111 activities and the provision of Parking Disk holders	
Entertainment and the Arts	Develop, assist and deliver Events Programme	EVAN Penrith Arts Festival - Funding agreed. Event Held evaluation report attached. Winter Droving 2019 – funding agreed Event Held Penrith Lions 2019 - Funding Agreed Events held Penrith Lions 2019 – Tea in Castle Park, July successful event held Penrith Lions Christmas Lights Switch on – funding agreed.	
VE DAY 2020	Subcommittee created	Subcommittee first meeting held 10 th July Stakeholder meeting to be held 4 th September Invitation to tender for Event organiser produced, tender awarded. Stakeholder meeting to be held the 6 th November	

Economic Development

Strategic Priority	Delivery Work	Progress at 4 th November 2019	Reason for any under performance and revised date when target will be met
Arts and Cultural Strategy		Invitation to tender for the creation of an Arts and Culture Strategy produced Tender now closed.	

Transport

Strategic Priority	Delivery Work	Progress at 4 th November 2019	Reason for any under performance and revised date when target will be met
Transport	Provide support for community transport initiatives		

Health & Wellbeing

Strategic Priority	Delivery Work	Progress at 4 th November 2019	Reason for any under performance and revised date when target will be met
Lifesaving appliances	Provide awards for Life Saving appliances	Funding application received - Agenda Item 14 B 11/11/2019	

Grants

Strategic Priority	Delivery Work	Progress at 4th November 2019	Reason for any under performance and revised date when target will be met
	To support community or voluntary groups and charities operating within the town with one-off community grants.	Grant applications are considered by the CCEG Committee as and when they are submitted as part of the agenda of the scheduled committee meeting. Committee to review budget expenditure for six months to 30 September 2019 at the committee meeting scheduled for 11/11/19.	



Penrith Town Council

COMMUNITY, CULTURE & ECONOMIC GROWTH

COMMITTEE MEETING: 11 NOVEMBER 2019

BRIEFING REPORT TITLE: COMMUNITY ENGAGEMENT

AUTHOR: ANNA MALINA

SUPPORTING MEMBERS

CLLR. DOUG LAWSON

ITEM NUMBER: 8

RECOMMENDATIONS

- I. To note this report.
- II. To note the revised Work Plan of the Community Engagement Officer (Appendix A)
- III. To note arrangements for holding an Open Event to launch the Youth Panel. (Appendix B)

1. LINKS TO COUNCIL PRIORITIES

This report addresses strategic priority 5, to engage with the community, members of the public and partners.

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

2.BACKGROUND

2.1. COMMUNITY ENGAGEMENT

A number of suggestions and proposals are included in the Community Engagement Officer's Work Plan.

2.2. MAIN DEVELOPMENTS RELATED TO THE WORK PLAN

Progress on strategic priorities to 1st November 2019 is outlined in the Work Plan.

3. FINANCE IMPLICATIONS

None

4. COMMUNITY ENGAGEMENT RISK ASSESSMENT

Areas of Risk	Level of Risk	Management of Risk
Lack of Shared understanding and awareness of Community Engagement	High	<ul style="list-style-type: none">Continued awareness of relevant policies and proceduresDevelopment of Community Engagement Toolkit
The Council perceiving Community Engagement as an additional requirement rather than central to high quality community participation and consultation techniques	Medium	<ul style="list-style-type: none">Structured opportunities for trainingInclusion of policies related to Community Engagement and the Community Engagement Handbook in Councillors' Induction pack
Limited access to funds for specific Community Engagement Exercises	Medium	<ul style="list-style-type: none">Formal inclusion of specific projects in Budget
Failure to maximise Community Engagement in ensuring the Council's identity, role, goals and progress are highlighted locally	High	<ul style="list-style-type: none">Ensure online and offline community engagement exercises are run regularly and concurrentlyEnsure learning from working with the local community, including diverse and disadvantaged groups, to inform the Council's strategic directions.Fostering and supporting partnerships related to aspects of the council's work plan

Areas of Risk	Level of Risk	Management of Risk
Partnerships not contributing to mutual benefits	Medium	<ul style="list-style-type: none"> • Monitor partnership working and outcomes
Lack of attention to sustainability of Community Engagement Initiatives	Medium	<ul style="list-style-type: none"> • Emphasise the importance of high-quality community engagement procedures, policy priorities and development of regular participatory exercises • Communicate with the community and other stakeholders using face-to-face, offline and on-line methods of communication • Monitor Community Engagement outcomes, staying flexible and learning from practice • Learn from practices elsewhere
Damage to the Council's reputation by inappropriate communication/engagement practices by Officers and Members	Low	<ul style="list-style-type: none"> • Ensure relevant material is included in Council Policies, Core Values related to Community Engagement and in the Community Engagement Handbook. • Ensure Officers and Members are informed of policies and procedures •

5. BACKGROUND PAPERS ATTACHED TO THIS REPORT

- Appendix **A**. Community Engagement officer's Work Plan, updated to 1 November 2019
- Appendix **B**. Arrangements for the Youth Panel Open Event due to be held on 30 November 2019 - **INTERNAL REPORT**

Appendix A: Community Engagement Officer Work Plan 2018-2019

Clarity and Consistency				
Strategic Work	Delivery Work	Target/Measure	Progress at 4th November 2019	Revisions, reason for any under- performance, revised date when target will be met
Incorporate information based on a review of international best practice to the Council's existing policy framework for engaging with and consulting the local community	Guidance to help the Town Council inform, engage, consult, involve and empower the community using ethical approaches and methods appropriate to each different context.	Core Values Community Engagement Spectrum Community Engagement Handbook Social Media Handbook and Guidance on Methods	Produced Produced In Progress In Progress	 Completion by December 2019 Completion by December 2019

Information, Communication and Feedback

Strategic Work	Delivery Work	Target/Measure	Progress at 4th November 2019	Revisions, reason for any under- performance, revised date when target will be met
<p>Increase the community's access to information and improve transparency and accountability</p>	<p>Increase the community's access to information and improve transparency and accountability</p>	<p>Using different communication channels, distribute information about the different roles of the Town, District and County Councils</p> <p>Issue 'Good News' Press Releases describing what the Town Council is doing and how it is 'making a difference.</p> <p>Develop new Community and Events Pages on Council Website</p>	<p>Information about different roles are included in town Council website and are also included in the Town Council Newsletter dated November 2018. See 'Newsletters' Page on Council Website.</p> <p>Regular articles written monthly for 'Eden Local,' plus regular press releases sent to local press. All Press releases are available to view on Town Council website. See 'Press Releases and Local news' on Council Website.</p> <p>Completed. See the 'Engaging Our Community,' 'Media and Communication,' 'Upcoming Meetings and Events' and 'Community Links' Sections on Council Website.</p>	

Information, Communication and Feedback

Strategic Work	Delivery Work	Target/Measure	Progress at 4th November 2019	Revisions, reason for any under- performance, revised date when target will be met
		<p>Create a quarterly newsletter and post on council website Use new media combined with innovative visual tools .e.g. 'infographics,' to communicate information succinctly and in a visually pleasing way</p> <p>Use hard and on-line versions of leaflets & posters to provide information.</p>	<p>Ongoing. All Newsletters are available in the 'Newsletters' Section on Town Council Website Ongoing. Produced as and when appropriate, e.g. Annual Report 2018-2019, published on and off-line.</p> <p>Ongoing. Produced as appropriate. Designed/produced posters for YAP Open Event on 30th November</p>	

Information, Communication and Feedback

Strategic Work	Delivery Work	Target/Measure	Progress at 4th November 2019	Revisions, reason for any under- performance, revised date when target will be met
	Ensure the community is informed about what has been done as a result of their involvement and participation	Use a variety of feedback channels, for example, via face-to-face interaction, local press, radio, website, Community Pages, social media, posters, leaflets	<p>Regular updates/feedback using a variety of communication channels, e.g. local press; That's TV; Eden FM; Eden Local; Council's Social Media platform; and the community pages of Town Council Website, e.g. 'Podcasts and Videos' Page on Town Council Website</p> <p>Website updated and checked in preparation for Gold Award Assessment</p>	

Engagement, Participation, Interaction and Empowerment

Strategic Work	Delivery Work	Target/Measure	Progress at 4th November 2019	Revisions, reason for any under- performance, revised date when target will be met
<p>Listen to the community</p> <p>Increase opportunities for engagement, participation and interaction with the local community, empowering community groups and individuals, including those who are sometimes left out, to have a voice</p>	<p>Support opportunities for young people to outline their thoughts and opinions and inform the council about issues they feel are important</p>	<p>Produce a Youth Engagement Strategy</p> <p>Develop effective relationships with local schools, colleges, sports clubs, youth groups and youth councils.</p> <p>Develop a 'Youth Participation Role' and encourage more youth involvement in the work of the council as well as local community life</p>	<p>In progress. Interaction with QEGS UCC and youth groups in Penrith to discuss the Town Council's Youth Advisory Panel and invite students to Youth Panel Open Event on 30th November 2019</p> <p>In progress. Youth Advisory Panel See Report</p>	<p>To be written after consultation with young people</p>

Engagement, Participation, Interaction and Empowerment

Strategic Work	Delivery Work	Target/Measure	Progress at 4th November 2019	Revisions, reason for any under- performance, revised date when target will be met
		<p>Develop partnership working with Cumbria Police Commission to facilitate youth involvement</p> <p>Organise face to face opportunities e.g. an annual event or an open Day/Youth Forum for young people to express their views and identify their priorities.</p>	<p>Engaged with 'Young Cumbria' group, - updated on Police Commission Youth Project, now continuing with new Community Engagement Office .</p>	<p>Emails sent to new Community Engagement Officer with invitation to liaise regarding Penrith Town Council's Youth Advisory Panel (YAP)</p>
	<p>Generate deeper understanding of Penrith's past to increase pride in the town and its rich heritage</p>		<p>'Community Memories' Page now set up on Council Website.</p> <p>Currently arranging interviews with evacuees who were sent to Penrith during WW2 – will be recorded and included in the 'Community Memories' Section to celebrate VE Day 75 on 8th May 2020. Will include photos if available and as appropriate</p>	

Engagement, Participation, Interaction and Empowerment

Strategic Work	Delivery Work	Target/Measure	Progress at 4th November 2019	Revisions, reason for any under- performance, revised date when target will be met
	<p>Generate interest in Penrith's physical and cultural assets, and increase local pride</p>	<p>Develop a 'Community Memories' Section on the Council website, to capture Penrith's rich history using online and mixed media, e.g. spoken word audio recordings, written stories, heritage photos and/or videos</p> <p>Develop a local photos page on the Community Section of the Council website and invite members of the public to submit recent photos along with descriptions/stories.</p> <p>Engage with local volunteers, and highlight local projects, showcasing what local volunteers are doing</p>	<p>As above.</p> <p>'Penrith in Bloom' Page set up on Council website. Information, photos and animated image clips, gathered on a weekly basis have been added, along with a Portfolio compiled for judges, to highlight developments and projects in Penrith related to horticulture, the environment and community participation.</p> <p>Penrith in Bloom page now updated with information about Penrith awards at Cumbria in Bloom and Britain in Bloom</p> <p>In particular, the Portfolio now completed using text and images to illustrate how local projects meet RHS Britain in Bloom judging criteria. It also matches judging criteria to the projects.</p>	

Engagement, Participation, Interaction and Empowerment

Strategic Work	Delivery Work	Target/Measure	Progress at 4th November 2019	Revisions, reason for any under- performance, revised date when target will be met
	<p>Generate interest in Penrith's physical and cultural assets, and increase local pride</p>		<p>The web page also features a short video (by Rachel de La Mare), including interviews and explanations of projects. The video was shown to judges before their tour of the town. To ensure consistency, the video uses the same criteria outlined in the Portfolio to illustrate how judging criteria has been met.</p> <p>A Photo Gallery containing selected images taken over time has also been set up on the Council 'O' Drive. If/when appropriate, some photos may be included in a 'Photos' Section of Council website.</p> <p>The 'Penrith in Bloom Facebook page' set up in 2018, is updated regularly with progress information, photos and short animated clips.</p> <p>A series of 'Pop-ups' were created to showcase local volunteer projects and provide information about 'Green Spaces,' The pop-ups have been on display in a shop premises along with 2019 Cumbria in Bloom Awards</p>	

Engagement, Participation, Interaction and Empowerment

Strategic Work	Delivery Work	Target/Measure	Progress at 4th November 2019	Revisions, reason for any under- performance, revised date when target will be met
	Recognise and value the local community as experts on local life, needs and priorities	Develop opportunities for Citizen Journalism.	Ongoing.	Aim is to engage with local schools and community groups and encourage citizen journalism with different age groups.
	Provide opportunities for people to get involved in the work of the council, provide insights and identify local priorities	Use innovative face-to-face, broadcast and online methods to engage the community, clearly explain what the Council is doing, collect information about local needs and involve the community in discussions about local issues and priorities	<p>The Town Council's Website and social media platforms have been updated regularly to provide information and engage/interact with people online.</p> <p>Two online surveys have been set up (on 'Citizen Space' - Cumbria's electronic Consultation and Community Engagement Database) to</p> <p>a) collect information about the extent to which local people would like to engage with the Town Council and what engagement/consultation methods they would prefer; and b) collect feedback from the community to learn about things local people feel the Town Council gets right as well as wrong. Links to these surveys are included in the 'Your Say' page on the Town Council's Website</p>	

Engagement, Participation, Interaction and Empowerment

Strategic Work	Delivery Work	Target/Measure	Progress at 4th November 2019	Revisions, reason for any under- performance, revised date when target will be met
	Using an 'asset based' approach, create a database that a) builds pride in the community, 2) increases awareness of local community strengths and c) shapes a participatory local culture	Encourage local people to use peer and personal networks to help the Town Council gather information about important assets, for example, skills, knowledge, ability, resources, experience or enthusiasm already in the community	2018 onwards 'Community Assets' Page now set up	Needs to be populated with appropriate information.
	Compile and share information about the local community's abilities and skills, to help improve community life, support partnership working and engagement with the Town Council.	Identify local organisations and community groups, note their goals and create a community assets map, illustrating where community groups are based and where community projects are taking place to help in addressing community needs and projects.	Ongoing. 2018 onwards	Note: Long-term - a well-designed, easily searchable 'Community Assets Database' compiled in partnership with other groups in the community could prove to be very useful. May be costly to set up and would need buy in from other organisations. In addition, it would need to be regularly updated.

Engagement, Participation, Interaction and Empowerment

Strategic Work	Delivery Work	Target/Measure	Progress at 4th November 2019	Revisions, reason for any under- performance, revised date when target will be met
	<p>Help support and equip the community to work together and increase community capacity.</p>	<p>Based on knowledge of community assets, identify individuals known as 'Community Connectors,' who can help open doors to the involvement of other individuals and groups some of whom may currently be excluded from community life and the work of the council, for example, those with mental health issues, disabled individuals, carers, homeless people, immigrants, refugees etc.</p>	<p>2018 onwards.</p>	<p>Need to work with partners and Members to progress</p>

Engagement, Participation, Interaction and Empowerment

Strategic Work	Delivery Work	Target/Measure	Progress at 4th November 2019	Revisions, reason for any under- performance, revised date when target will be met
	Involve communities directly on and offline and through elected members to enhance reputation, support information giving encourage interaction with partners, and discuss ideas, local issues and priorities	Organise 'engagement spaces' using Council website and Community Pages, local radio and face-to-face interaction in local venues used regularly by the community	Ongoing.	Work with Members over time to develop a range of engagement projects. The proposed Youth Team is one opportunity. See Appendix 1 which accompanies the Work Plan.



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CCEG COMMITTEE 11 NOVEMBER 2019

BUDGET PROPOSALS 2020/21

AUTHOR: Jack Jones - RFO

**SUPPORTING MEMBER: Cllr Roger Burgin -
 Chair of Finance Committee**

ITEM NUMBER: 10 a

To consider the six-month expenditure report:

BUDGETARY CONTROL STATEMENT: SIX MONTHS ENDED 30 SEPTEMBER 2019						
Approved Budget 2019/20	Latest Budget 2019/20	Heading	Actual to Date	Commitments	Total to Date	Budget Remaining
£	£		£	£	£	£
		CCEG COMMITTEE:				
30,000	30,000	Town Projects	780	0	780	29,220
		Arts & Entertainment:				
5,000	5,000	Officer Support	342		342	4,658
30,000	30,000	Events Grants			0	30,000
35,000	35,000		342	0	342	34,658
		Environment:				
21,000	21,000	Greening	7,269	397	7,666	13,334
500	500	Community Gardeners/Greening			0	500
21,500	21,500		7,269	397	7,666	13,834
32,000	32,000	Grants	20,000		20,000	12,000
		Corporate Communications:				
770	770	Advertising	280		280	490
1,020	1,020	Website	260		260	760
1,780	1,780	Community Engagement	811	454	1,265	515
1,040	1,040	Press Support			0	1,040
4,610	4,610		1,351	454	1,805	2,805
123,110	123,110	CCEG Committee Total	29,742	851	30,593	92,517



Penrith Town Council

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CCEG COMMITTEE

11 NOVEMBER 2019

BUDGET PROPOSALS 2020/21

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**SUPPORTING MEMBER: Cllr Roger Burgin -
Chair of Finance Committee**

ITEM NUMBER: 10 b

To consider proposals for the development of the Committee's 2020/21 Budget.

RECOMMENDATION

The Committee is requested to consider this report and indicate whether it wishes:

- a) to reduce its base budget or to redirect any resources within that budget, with specific reference to the Environment budget; and/or
- b) to identify any service development proposals to be submitted as growth bids in the 2020/21 budget process.

1. LAW

Sections 41 and 50 of the Local Government Finance Act 1992 require the Council to calculate its annual budget requirement and its resulting precept by 28 February. The annual budget should reflect the Council's priorities for the financial year ahead.

2. REPORT DETAILS

a) Introduction

The Finance Committee has agreed guidelines for the preparation of the Council's budget for 2020/21 and has adopted the following parameters, which are similar to those for last year:

- There should be a clear distinction between the committed level of service (the base budget) and proposals to develop services (growth items).
- All Councillors are to be given the opportunity to suggest growth items to improve the Council's services.
- Growth proposals should be scheduled separately from the base budget and assessed by reference to the Council's budget priorities, ie the six Council Plan priorities plus unavoidable legislative or health and safety/business continuity work.
- Existing targets for the General and Devolution Reserves should be maintained.

b) Timescale

Key dates in the budget process are as follows:

4 November	Planning & CCEG Committees to consider growth proposals, redirection or reduction in resources
11 November	Budget Working Group to consider draft budget prospects
11 November	Budget Working Group to consider initial draft budget
2 December	CCEG & Planning Committees to reconsider their estimates in the light of corporate budgets (there are currently no scheduled meetings which would fit this timescale)
If required	Finance Committee to consider draft budget
13 January	Council to approve budget and determine precept
27 January	

The remainder of this report deals with the first step in the process, which is for the Committee to consider whether it wishes to make any changes in its budget for next year. The Committee's recommendations will be forwarded to the meeting of Budget Working Party on 11 November (the same day as this meeting).

c) Base Budget

The Base Budget is a continuation budget which identifies and provides for the current committed level of service to be maintained. This involves the current year's budget being adjusted to remove any one-off items in the 2019/20 budget and to include the estimated costs of contractually committed changes to expenditure or income.

The statement at **Appendix A** shows the Committee's 2019/20 Approved Budget and its section of the current Medium Term Financial Forecast. The budget includes one-off provisions of £30,000 for Town Projects and £500 for a Youth Forum event. These budgets will be removed in the 2020/21 base budget.

The budgetary control statement reported elsewhere on this agenda shows £30,593 expenditure to date against the current year's total budget of £123,110. Within these totals, there has only been expenditure of £7,666 against the Environment budget of £21,500, suggesting that there may be an underspending at year-end. (Last year, the same heading showed an underspend of £9,400, although this was against an enhanced budget of £34,000.) The Committee is therefore asked to consider whether the Environment budget correctly reflects the activity on this service.

The Medium Term Financial Plan at Appendix A shows that the Committee's base budget for 2020/21, after adjustments for the Town Projects Youth Forum event, totals £92,610, as shown in the 2020/21 column. This budget remains static throughout the current medium term forecast.

d) Service Development Proposals (Growth Items)

Committees and individual Members are being given the opportunity to suggest items which would involve increased expenditure but would enable the Council to provide a better level of service to the community. These could be one off items, for a single financial year, or could create an ongoing financial commitment, in which case the implications should be identified clearly.

Growth items (bids) will not be included in the Base Budget but will be scheduled separately for consideration by the Finance Committee and

Council. In all cases, proposals should be assessed by reference to the budget priorities, which are:

- Health & Wellbeing;
- Economic Development;
- Transport;
- Growth;
- Community Engagement;
- Core Council Business;
- Unavoidable legislative changes; and
- Essential work to meet health and safety standards or to ensure business continuity.

The Committee is asked to consider whether it wishes to propose any service development proposals to be progressed as growth bids in the budget process. If Members support the continuation of the Youth Forum budget, the Committee should submit a bid to Finance Committee.

3. RISK MANAGEMENT

RISK	CONSEQUENCE	CONTROLS REQUIRED
Inadequate budget process which fails to recognise financial responsibilities or does not reflect corporate priorities.	Overspendings leading to unwelcome curtailment of other spending programmes; possible unpalatable council tax increase; potential reputational damage	A sound budget process will address these risks

4. APPENDICES ATTACHED TO THIS REPORT

A: Committee 2019/20 Budget and Medium Term Financial Forecast

5. BACKGROUND PAPERS

- Budget process 2020/21 working papers

APPENDIX A

MEDIUM TERM FINANCIAL FORECAST 2019/20 TO 2023/4

APPROVED BUDGET 2019/20	APPROVED CARRY FORWARD	AMENDED BUDGET 2019/20	Heading	2020/21	2021/22	2022/23	2023/24
£	£	£		£	£	£	£
			EXPENDITURE				
			CCEG COMMITTEE:				
30,000		30,000	Town Projects	0	0	0	0
			Arts & Entertainment:				
5,000		5,000	Officer Support	5,000	5,000	5,000	5,000
30,000		30,000	Events Grants	30,000	30,000	30,000	30,000
35,000	0	35,000		35,000	35,000	35,000	35,000
			Environment:				
21,000		21,000	Greening	21,000	21,000	21,000	21,000
500		500	Community Gardeners/Greening	500	500	500	500
21,500	0	21,500		21,500	21,500	21,500	21,500
32,000	0	32,000	Grants	32,000	32,000	32,000	32,000
			Corporate Communications:				
770		770	Advertising	770	770	770	770
1,020		1,020	Website	1,020	1,020	1,020	1,020
1,780		1,780	Community Engagement	1,280	1,280	1,280	1,280
1,040		1,040	Press Support	1,040	1,040	1,040	1,040
4,610	0	4,610		4,110	4,110	4,110	4,110
123,110	0	123,110	CCEG Committee Total	92,610	92,610	92,610	92,610

