



Penrith Town Council

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

DATE: 18 November 2019

You are summoned to attend a meeting of

PENRITH TOWN COUNCIL

to be held on **Monday 25 November 2019**, at 6.00 p.m. Unit 2, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR.

FULL COUNCIL MEMBERSHIP

Cllr. Bowen	Pategill Ward	Cllr. Kenyon	North Ward
Cllr. Burgin	South Ward	Cllr. Knaggs	West Ward
Cllr. Clark	South Ward	Cllr. Lawson	Carleton Ward
Cllr. Davies	West Ward	Cllr. Shepherd	East Ward
Cllr. Donald	North Ward	Cllr. Snell	West Ward
Cllr. Fallows	East Ward	Cllr. Clarke	Carleton Ward
Cllr. Hawkins	East Ward		
Cllr. Jackson	North Ward		

A handwritten signature in black ink, appearing to read 'V. Tunnadine'.

Mrs V. Tunnadine, Town Clerk

Where Members will be asked to:

AGENDA FOR THE MEETING OF

FULL COUNCIL 25 NOVEMBER 2019

PART I

1.	Apologies for Absence	PAGES
----	-----------------------	-------

Receive apologies from members.

2.	Minutes	1-8
----	---------	-----

Authorise the Chairman to sign, as a correct record, the minutes of the meeting of the Council held on Monday 23 September 2019.

3.	Public Participation
----	----------------------

Receive any questions or representations which have been received from members of the public.

ADVICE NOTE:

Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. The public must make a request in writing to the Town Clerk **PRIOR** to the meeting, when possible. A member of the public can speak for up to three minutes. A question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.

4.	Receive Representations From:
----	-------------------------------

- District Councillors
- County Councillors

5.	Declaration of Interests and Requests for Dispensations
----	---

Receive declarations by Members of interests in respect of items on this agenda and apply for a dispensation to remain, speak and/or vote during consideration of that item.

ADVICE NOTE:

Members are reminded that, in accordance with the revised Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting.) Members may, however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already declared in the Register, as well as any other registrable or other interests. If a Member requires advice on any item involving a possible declaration of interest which could affect his/her ability to speak and/or vote, he/she is advised to contact the Interim Monitoring Officer at least 24 hours in advance of the meeting.

6.	EXCLUDED ITEM: Public Bodies (Admission To Meetings) Act 1960 – REVIEW OF CO-OPTION APPLICATIONS
----	--

Confirm that matter 10 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 matter involved exempt information of a legal context.

7. Resolutions Report	9-12
Note the written report.	
8. Chairs Report	
Note the oral report.	
9. Members Reports	
Receive oral reports from Councillors regarding meetings they have attended as representatives of the Town Council.	
ADVICE NOTE:	
Members are asked to note that if there is agreement that there are matters arising from the information shared, that these items will be scheduled on to the agenda of the next most appropriate Council agenda.	
10. Co-option Policy	13-17
Consider the Co-option Policy.	
11. Co-option to North Ward	PINK
Consider the applications for co-option to Penrith North Ward.	
12. Devolution	18-25
Note the progress of devolution and consider and approve the recommendations contained within.	
13. Parking and Movement Study	
Receive an oral report form Cllr. Jackson.	
14. Office Lease Renewal	26-28
Consider the written report and approve the recommendations contained within.	
15. Motion from Cllr. Kenyon - Penrith Alleyways	29-36
Consider the motion and approve the recommendations contained within the supporting report.	
16. Motion from Cllr. Donald -	
Consider the motion – To follow	
17. Council Business Plan	SEPARATE
Consider the written report and approve the recommendations contained within.	
18. Matters from Community, Culture and Economic Growth Committee	37-43
Consider the written report and approve the recommendations contained within	

19. Matters from Finance Committee**44-55**

- a) Ratify the Budgetary Control Statement 2019 Expenditure to month end 30 September 2019. Six-month balance report as approved by Finance Committee
- b) Fairhill Signature Projects Fund Ratify delegated authority as approved by Finance Committee for Councillors Bowen and Burgin to agree the award of contract for the Fairhill Signature Projects Fund, Play Area Extension.

20. Rural Market Towns Group**56-65**

Consider the correspondence from the Rural Services Network to join the Rural Market Towns Group.

21. Next Meeting

Note the next meeting is scheduled for 27 January 2020 at 6.00pm, Unit 2, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR.

PART II Private Section

There are no further items in this Part of the Agenda.

**FOR THE ATTENTION OF ALL MEMBERS OF
THE TOWN COUNCIL**



FULL COUNCIL

25/11/19

ITEM NO: 2

Authorise the Chairman to sign, as a correct record, the following minutes of the meeting of the Council:

Draft Minutes of the:

MEETING OF THE TOWN COUNCIL

Held on Monday 23 September 2019 at 6.00 pm Room 2, Parish Centre, St Andrews Place, Penrith

PRESENT:

Cllr. Burgin	North Ward	Cllr. Knaggs	West Ward
Cllr. Clark	South Ward	Cllr. Lawson	Carleton Ward
Cllr. Clarke	Carleton Ward	Cllr. Shepherd	East Ward
Cllr. Davies	West Ward	Cllr. Snell	West Ward
Cllr. Fallows	East Ward		
Cllr. Jackson	North Ward		
Town Clerk			

Deputy Town Clerk

Services & Contracts Manager

**DRAFT MINUTES OF THE MEETING OF
PENRITH TOWN COUNCIL
23 SEPTEMBER 2019**

PTC19/52 Apologies for Absence

Apologies for absence were received from Councillors Bowen, Donald, Hawkins, and Kenyon.

PTC19/53 Public Bodies (Admission to Meetings) Act 1960

Members were asked to consider if agenda items 24, 25, 26 should be considered without the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960 Section 2.

RESOLVED THAT:

Items 24, 25, 26 be considered without the press and public.

PTC19/54 Declaration of Interests

Members were asked to receive any declaration of interests of any disclosable pecuniary or other registrable interests relating to any items on the agenda for the meeting.

Cllr. Clark declared in relation to item 9, Neighbourhood Plan that she was an elected Member for Eden District Council.

PTC19/55 Requests for Dispensations

Members were asked to apply for a dispensation, if a Councillor had a pecuniary interest in an item on the agenda and who wished to remain, speak and/or vote during consideration of that item. None received.

PTC19/56 Confirmation of the Minutes of the Previous Meeting

Members were asked to authorise the Chair to sign the Minutes of the Council Meeting held on the 15 July 2019 and the Management Meeting held on 07 August 2019 as a true and accurate record.

RESOLVED THAT:

The Minutes of the Council Meeting held on the 15 July 2019 and the Management Meeting held on 07 August 2019 be approved and signed by the Chair.

PTC19/57 Public Participation

a) Members noted that no requests from members of the public had been received, to speak prior to the meeting.

PTC19/57 Public Participation, continued

b) Members received representations from:

Town Councillors: There were no representations made by Town Councillors.

District Councillors:

District Cllr. Holden had passed her apologies for absence.

District Cllr. Clark informed the meeting that yellow lines had been installed on Wetheriggs Rise.

District Cllr. Taylor reported that Eden District Council were consulting on their Council Plan 2019-23 and were holding a consultation event at Rheged on the 1 October 2019.

District Cllr. Ross reported some references to Climate Change Act are misrepresented within the Neighbourhood Plan document.

County Councillors

County Cllr. Bell raised concern about the omission of green spaces from the Neighbourhood Plan and expressed concern about some of the wording in the Council Business Plan relating to Penrith Beacon. She reported that CCC are working with EDC to re-establish the Eden Access Forum and suggested that members of the Town Council and the County Council could meet to discuss closer working relationships.

c) Mayors Report

The Mayor reported that he had met with Rev Dr James Tebbutt, new Cumbria District Chair. He has attended the Penrith Food Bank and reported that they are doing a fantastic job yet need further support.

PTC19/58 Members Briefing

Members received oral reports from meetings and briefings attended:

Cllr. Fallows reported that he had attended the Scaws Residents Association meeting. The main item for discussion was the omission of green spaces from the Neighbourhood Plan, and the request for an update on the Car Parking and Movement Study. Cllr. Fallows reported that the Association was having an anniversary tea and invited other Members to attend the event.

Cllr. Davies reported that a meeting of the Omega Proteins Liaison Group had yet to be agreed.

PTC19/59 Resolutions Report

Members noted the resolutions report for the Full Council Meeting held on Monday 15 July 2019.

PTC19/60 Neighbourhood Plan

Members considered the draft Penrith Neighbourhood Development Plan and were asked to agree its submission to Eden District Council to enable statutory Regulation 16 consultation to take place.

District Cllr. Eyles and County Cllr. Bell made representation to the meeting that all green spaces be reinstated into the plan.

RESOLVED THAT:

- i.** The following green spaces be reinserted into the Neighbourhood Plan:
 - PE8 land between Brentfield Way and Meadowcroft
 - PN17 Open area at the top of Croft Terrace against Beacon Edge
 - PW52 Recreation area between Musgrave Street Allotments/Newton Road
 - PS53 Wetheriggs Country Park
 - PP67 Pategill Back Field

- ii.** The following Sport, Leisure, Recreation Facilities be reinserted into Policy 9 of the Neighbourhood Plan:
 - C1 Carleton Heights Play Area
 - C2 Penrith RUFC field between the pitches and the houses on Carleton Road.
 - C5 Frenchfield Sports Centre incorporating Penrith Football Club
 - PE7 Scaws Play Area
 - PE10 Friars Bowling Club
 - PN19 Penrith Golf Course
 - PN21 Fairhill Playing Field
 - PN41 Bowscar Play Area
 - PW51 Castletown Recreation Area
 - PS54 The Crescent Playing Fields
 - PS55 Ullswater CC field between Cricket Club and Bridge Lane
 - PS56 Penrith Cricket Ground
 - PS57 Playing field at southern gateway to town between A66 and Clifford Road.
 - PS58 Clifford Road Play Area
 - PS64 Castle Park
 - PP68 Pategill Play Area and recreation ground.

- iii.** The draft Penrith Neighbourhood Plan with the aforementioned items reinserted be approved for submission to Eden District Council to enable the statutory Regulation 16 consultation to take place.

PTC19/61 EDC Council Plan Consultation 2019-23

Members considered the EDC Council Plan Consultation 2019-23 document.

RESOLVED THAT:

The response be approved and submitted to Eden District Council.

PTC19/62 Cumbria Constabulary CCTV Cameras

Members considered a letter from Cumbria Constabulary regarding the purchase of CCTV Cameras noting the deadline for grants was the 30 September 2019.

RESOLVED THAT:

- i. The Council does not apply to Cumbria Constabulary for a grant towards the purchase of CCTV cameras.
- ii. The Council writes to the Constabulary requesting data as there was no information regarding crime statistics in Penrith to support an application.

PTC19/63 Climate Change Action Plan

Members noted that the draft Climate Change Action Plan had been deferred to the next meeting of the Council.

PTC19/64 Devolution

Members noted an oral report from Cllr Jackson.

PTC19/65 Policy Review

Members considered the reviewed and amended Co-option Policy and new CCTV Policy:

a) Co-option Policy

Members considered the highlighted additional matters 2.10 to 2.17

RESOLVED THAT:

- i. That matters 2.10 to 2.17 be reworded and brought to Full Council in November for Members consideration.

Members considered matter 3.7 relating to voting on co-options.

Cllr. Davies requested that the voting for matter 3.7 be recorded in the minutes.

RESOLVED THAT:

- ii. The Policy include at 3.7, 'Councillors shall vote by paper ballot.'

Those in favour: Cllrs Snell, Burgin, Shepherd, Clarke, Knaggs, Jackson, Lawson, Clark.

Those against: Cllr Davies.

Abstentions: Cllr Fallows

b) CCTV Policy

Members considered the new CCTV Policy.

RESOLVED THAT:

The CCTV policy be approved.

PTC19/66 Meeting Venue for Full Council

Members considered the report setting out the change of venue for Full Council meetings.

RESOLVED THAT:

- i. All future meetings of the Full Council be held in Unit 2, Friargate, Penrith.
- ii. The Parish Centre are thanked and acknowledged for hosting the Council meetings for the last four years.

PTC19/67 Council Business Plan Consultation

Members noted that the analysis of the comments received from the Council Business Plan consultation was deferred to the next meeting of the Council.

PTC19/68 Direct Elections to the CALC Executive

Members considered nominees for the direct elections to the CALC Executive Committee.

RESOLVED THAT:

Cllr. Davies be put forward as nominee.

PTC19/69 Councillor Vacancy

RESOLVED THAT it be noted that Councillor Whitby had resigned from North Ward and the notices of vacancy had been published.

PTC19/70 Finance Committee Risk Assessment Review

Members were requested to ratify the corporate risk assessments for 2019/20 as approved and recommended by the Council's Finance Committee for

- Business Continuity
- Finance
- Governance IT and Website
- Allotments
- War Memorials
- Cornmarket Bandstand
- Fairhill Playing Field
- Fire Risk Assessment
- Lone Working
- Recycling Bring Site
- Office
- Bus Shelters
- Seats
- Musgrave Monument

RESOLVED THAT:

The corporate risk assessments for 2019/20 be ratified.

PTC19/71 Finance Committee Policy Review

Members were asked to ratify the following policies as approved and recommended by the Council's Finance Committee:

- I.** Risk Management Policy
- II.** Procurement Policy
- III.** Financial Regulations

RESOLVED THAT:

The policies be ratified as proposed.

PTC19/72 Finance Committee External Audit Annual Return 31 March 2019

Members noted that the external auditors had concluded the audit for the financial year ending 31 March 2019 and were satisfied that the Town Council's accounts were in accordance with proper practices, and that relevant legislation and regulatory requirements had been met.

RESOLVED THAT:

The external auditor report be approved.

PTC19/73 Finance Committee Fairhill Signature Projects Fund

Members received a report on the progress of the Signature Projects Fund project at Fairhill and were asked to authorise officers to proceed to tender and the receipt of competitive prices.

RESOLVED THAT:

Officers be authorised to proceed to tender and the receipt of competitive prices.

PTC19/74 Funding for Cultural Strategy and VE Day 75 Event

Members were asked to ratify the recommendation from Finance Committee that funding for the Cultural Strategy and VE Day 75 is approved on the basis that £5,000 for the Cultural Strategy is met from the Officer support budget (£4,500 in 2019/20 and £500 in 2020/21) and £10,000 for the VE Day 75 Event is met from the Events Grants budget in 2019/20.

RESOLVED THAT:

The funding for the Cultural Strategy and VE Day 75 event be ratified.

PART TWO

In accordance with the Public Bodies (Admission to Meetings) Act 1960 Section 2, members of the public (including the press) were excluded from the meeting during discussion of the following three items of business on the grounds that they involve the likely disclosure of exempt information.

PTC19/75 Renewal of Office Lease

Members were asked to authorise for Officers to prepare heads of terms for the renewal of the office lease at Unit 1 Friargate with the Council's landlord or its representative.

RESOLVED THAT:

Officers be authorised to prepare heads of terms for the renewal of the office lease at Unit 1 Friargate.

PTC19/76 Land Transfer Thacka Beck (Pategill)

Members received an oral update on the transfer of land at Thacka Beck (Pategill).

RESOLVED THAT:

The Council confirmed it is content to proceed with the land transfer.

PTC19/77 Legal Support Services

Members were asked to ratify the recommendation of the Council's Finance Committee.

RESOLVED THAT:

- i. The appointment of an in-house solicitor be approved on a two-year fixed term contract.
- ii. The costs of the post are met from the General Reserve in 2019/20.

PTC19/78 Next Meeting

Members noted that the next meeting of the Full Council would take place on Monday 25 November 2019, 6.00pm, Unit 2, Church House, Friargate, Penrith.

CHAIRMAN:

DATE:

FOR THE ATTENTION OF THE MEMBERS OF PENRITH TOWN COUNCIL



FULL COUNCIL

25/11/19

MATTER: RESOLUTIONS REPORT

ITEM: 7

Members are asked to **NOTE:**

Minute Ref	Matter Title	Progress
PTC19/60	Neighbourhood Plan	The draft Neighbourhood Plan has had the green spaces, and sport leisure recreation facilities reinserted and has been submitted to Eden District Council to enable the statutory Regulation 16 consultation to take place.

Minute Ref	Matter Title	Progress
PTC19/61	EDC Council Plan Consultation 2019-23	The letter prepared by the Town Council has been submitted to Eden District Council as appended. Completed.

Minute Ref	Matter Title	Progress
PTC19/62	Cumbria Constabulary CCTV Cameras	The Council has written to Cumbria Constabulary requesting data on crime statistics. No reply received to date. Completed.

Minute Ref	Matter Title	Progress
PTC19/63	Climate Change Action Plan	Feedback has not yet been received on the working draft document. The draft plan will be taken to the next available meeting once the document has been reviewed.

Minute Ref	Matter Title	Progress
PTC19/65	Co-option Policy	Items 2.10-2.17 have been reworded and the policy is on the Full Council agenda for consideration on 25 November 2019.

Minute Ref	Matter Title	Progress
PTC19/66	Meeting venue for Full Council	All future meetings have been booked in Unit 2, Friargate and confirmed. The Parish Centre has been sent a letter of thanks. Completed.

Minute Ref	Matter Title	Progress
PTC19/68	Direct Elections to CALC Executive	CALC were contacted to confirm Cllr. Davies as a nominee to CALC Executive. At the CALC AGM on 9 November 2019 Cllr. Davies was voted on to the CALC Executive.

Completed.

Minute Ref	Matter Title	Progress
PTC19/73	Fairhill Signature Projects Fund	Delegation of authority have been presented to the Council for 25 November 2019 agenda for ratification.

Minute Ref	Matter Title	Progress
PTC19/75	Renewal of Office Lease	A Heads of Terms for the renewal of the office lease have been presented to the Council for approval at Full Council on 25 November 2019.

Minute Ref	Matter Title	Progress
PTC19/76	Land Transfer Thacka Beck (Pategill)	The Council has instructed its Solicitor to proceed with the transfer of Thacka Beck.

Minute Ref	Matter Title	Progress
PTC19/77	Legal Support Services	The Council has appointed an inhouse Solicitor on a 2-year Fixed Term Contract which commenced on 28 October 2019.

PTC19/61 Appended letter

EDC Council Plan Consultation 2019-2023

Cllr Virginia Taylor
Leader
Eden District Council
Town Hall
Penrith
CA11 7QF

23 September 2019

Dear Councillor Taylor,

EDEN DISTRICT COUNCIL, COUNCIL PLAN CONSULTATION FINAL DRAFT 2019-2023

Penrith Town Council welcomes the opportunity to provide feedback to the Eden District Council Plan Consultation. This letter sets out the views of the Town Council as a corporate body.

A Council Plan should improve communication with the community that it serves and enhance local decision making.

The Council Plan as presented, provides no statistical evidence, baseline data or analysis to inform any of the priorities and key actions. There are no links or signposting opportunities to allow the reader to appreciate how such priorities and actions are arrived at.

An absence of such data and context provides no confidence that the priorities and actions as set out, are designed to meet the needs of the local community and as such it is not possible to determine whether the priorities for Eden are the correct ones or not.

The actions are not Specific, Measurable, Achievable, Relevant and Time based (SMART) and there are no key performance indicators stated or any detailed milestones. The priorities do not state how they will be monitored against the Council's own governance and portfolio system.

The Town Council having considered all of the priorities and key actions considers many of these to be complex and it is difficult to appreciate what the desired outcome is. The actions and goals appear 'muddled' as they are not sufficiently related to clear/ distinct priorities and make no reference to partners or stakeholders that EDC intends to work with. The language used within the plan is confusing and neither clear nor concise.

The plan shows no costings or how the Council budget will be aligned against its new set of priorities and actions. It would be considered essential to provide at the very least some headline budget information to enable EDC to demonstrate to the electorate how the District Council provides value for money services.

Town and Parish Councils have a key role to play in the delivery of local democracy and the delivery of local services at the grassroots level. The reference to work in “co-production” with parish and town councils, provides no explanation of this activity nor any suggestions of how this would be achieved. Co-production, if this means working together in partnership and collaboration, could have occurred in the development stage of this document.

In recent years the Town Council has actively worked in partnership with EDC over several joint initiatives and priorities: the delivery of the Devolution of Assets, events, housing needs survey, car parking and movement study, Penrith Town Working Group, Castle Park, and Neighbourhood Planning. There is no clear indication in the Council Plan that the district is seeking to continue to work with the Town Council in a similar way.

Had there been earlier consultation, the Council Plan may have avoided duplication of effort, reflected more directly the needs of Eden, supported the aspiration to work more closely with communities and may have avoided the following omissions:

- Informing and supporting the communities for whom English is their second language, as there are currently at least 28 different languages being spoken in Eden.
- Supporting health and well-being initiatives such as Community Integrated Care Services, Social Prescribing and providing care and support for hospital leavers.
- Reducing the number of families who are working in poverty, experiencing fuel poverty, homeless and relying on the clothes and foodbank.
- Improving transport connectivity and social connectivity: reducing inequalities, improving physical and social accessibility for wheelchair users, and individuals with hidden disabilities.
- Reducing social isolation, loneliness, domestic violence, racial abuse, alcohol related crime and anti-social behaviour.
- Encouraging and securing inward investment, enabling growth of businesses and tourism, and understanding the needs of business
- Devolving services and assets to organisations and authorities who are keen to assume responsibility.
- Encouraging graduate retention, providing dynamic and innovative town centre management that uses empty retail premises creatively, providing support to new start-ups.
- Supporting communities to embrace and use technology and develop their own village, parish or town centre as they see fit.
- Improving leisure provision/facilities for children and young people especially during holiday periods.

Penrith Town Council are keen to work in partnership with Eden District Council for the betterment of the Town and hope this this partnership will thrive and continue to be successful.



FULL COUNCIL

25/11/19

MATTER:	Co-option Policy Consider the Co-option Policy
AUTHOR:	V.Tunnadine Town Clerk
SUPPORTING MEMBER:	Cllr. Lawson
MEMBER:	Council Chair
ITEM NO:	10

LINK TO COUNCIL PLAN PRIORITIES

This report addresses the Council Business strategic priority and meets the aim to ensure that the Council is run in a lawful and business-like manner.

RECOMMENDATIONS

That the policy be approved.

CO-OPTION POLICY

This policy sets out the procedure to ensure there is compliance with legislation and continuity of procedures in the co-option of members to Penrith Town Council. The co-option procedure is entirely managed by the Town Council, and this policy will ensure that a fair and equitable process is carried out. There are no statutory rules regarding filling a vacancy by co-option. The Council is composed of six wards:

Penrith East

Penrith West

Penrith North

Penrith South

Penrith Pategill

Penrith Carleton

1. INTRODUCTION

- 1.1 To ensure that a fair and transparent procedure is undertaken this policy sets out the process to be followed by Penrith Town Council when co-option is under consideration.
- 1.2 There are two circumstances under which the Electoral Officer of Eden District Council will notify Penrith Town Council that it may, if it so wishes, proceed to fill a casual vacancy by co-option:
 - a) **ORDINARY VACANCY** - when a ward seat has been left vacant because no eligible candidate stood for election at the full elections for a new council (currently at four-yearly intervals). In this instance the Town Clerk would be notified of vacancies by Eden District Council and that efforts must be made to fill the vacancies by co-option. The Council will decide if they wish to proceed to Stage 2.
 - b) **CASUAL VACANCY** - during the life of a council when a ward seat has fallen vacant (because of a resignation, death, disqualification or ineligibility).

The Town Clerk will immediately notify the Electoral Officer and the vacancy will be advertised. If the required 10 electors of the ward have not called for a poll (by-election) within the legally specified time period (currently 14 days) following publication of the Notice of Vacancy, the Town Clerk would be notified by Eden District Council and that the vacancies can be filled by co-option. The Council will be notified, and they will decide if they wish to proceed to Co-option within 28 days or wait a period of 6 months before proceeding.

- 1.3 The Town Council is not obliged to co-opt to fill any vacancy.
- 1.4 Even if the Council invites applications for co-option, it is not obliged to select anyone from the candidates who apply.
- 1.5 It is not desirable that electors in a ward be left partially or fully unrepresented for a significant length of time. Neither does it contribute to effective and efficient working of the Council if there are insufficient councillors to share the workload equitably; to provide a broad cross-section of skills and interests; or to achieve meeting quorums without difficulty, given that some absence is unavoidable at times.
- 1.6 The electoral area of Penrith Town Council is divided into wards. At a full election a candidate may only stand for election in one ward. This may result in some wards having more candidates standing for election than there are seats available, while other wards may have insufficient candidates standing for election to fill the available number of seats. Under these circumstances, the Town Council will be notified by the Electoral Authority after the election that it may proceed to fill any remaining vacancies by co-option.
- 1.7 Councillors elected by co-option are FULL members of the Council.

2. APPLICATION PROCESS

- 2.1 On receipt, of written notification, from the Electoral Officer at Eden District Council, that a casual vacancy may be filled by means of co-option:
- a) The Town Clerk will announce the vacancy or vacancies to be filled by co-option within 21 days of receipt of the written notification by means of displaying a Notice on the Council Noticeboard and website. A copy of the Notice will also be sent to the local press.
 - b) The co-option Notice will include the closing date for acceptance of requests for consideration (between 14 and 30 days after the date of the display) and the number of vacancies.
 - c) The Town Clerk will advise the council when the Co-option Policy has been instigated, by sending a memorandum to all councillors.
- 2.2 Members may point out the vacancies and the process to any qualifying candidate(s).
- 2.3 Candidates found to be offering inducements of any kind will be disqualified.
- 2.4 The Statutory requirements to be co-opted as a Councillor are the same as standing for election to the Town Council.
- 2.5 The applicant needs to be proposed and seconded by two residents on the electoral register for the appropriate Town Council ward.
- 2.6 The applicant must meet at least one of the following qualifications:
- a) Is on the electoral register anywhere in the parish.
 - b) Has lived in or within 3 miles of the parish boundary for the previous 12 months.
 - c) Owns, rents, occupies or otherwise has right of occupation of land in the parish.
 - d) Works in the parish.
- 2.7 Although **there is no statutory requirement to do so**, applicants for co-option will be asked to:
- a) submit information about themselves, by completing an application form
 - b) confirm their eligibility for the position of Councillor within the statutory rules

- 2.8 Copies of the applicant's application forms will be circulated to all councillors by the Town Clerk at least seven days prior to the meeting of the full Council, when the co-option will be considered. All documents will be treated by the Clerk and all councillors in confidence and in accordance with the GDPR 2018.
- 2.9 Candidates will be sent an invitation to attend the meeting at which their appointment application will be considered and a full agenda of the meeting.
- 2.10 Applicants can withdraw not later than 24 hours prior to the meeting where the co-options are to be considered.
- 2.11 Candidates will be informed that they **may** wish to speak for up to 3 minutes about their application at the Council meeting, but this is at their discretion and not obligatory.
- 2.12 If Members wish to raise a question to the candidate, the press and public will be asked to leave the Council meeting.
- 2.13 Members written questions should be received by noon of the Thursday prior to the meeting.
- 2.14 The questions will be circulated to all the candidates in advance of the meeting.
- 2.15 In the interest of fairness and equality, each candidate will be asked to consider and respond orally to the questions at the Council meeting.
- 2.16 Candidates are not obliged to reply/respond.
- 2.17 If Members wish to discuss the candidate's application forms the press and public will be asked to leave the Council meeting, for the applications to be considered. If there is no discussion requested the Chair can commence the voting procedure.

RECOMMENDED CHANGE TO HIGHLIGHTED SECTION:

- 2.10 Candidates will be informed that they **may** wish to speak for up to 3 minutes about their application at the Council meeting, but this is at their discretion and not obligatory.
- 2.11 If Members wish to raise a question to the candidate, the press and public will be asked to leave the Council meeting.
- 2.12 If Members wish to discuss the candidate's application forms the press and public will be asked to leave the Council meeting, for the applications to be considered. If there is no discussion requested the Chair can commence the voting procedure.

3. VOTING PROCEDURE

- 3.1 If consideration of the application has taken place without the press and public being present, the Chair will reconvene the meeting and it will be reopened to the public and press and voting takes place.
- 3.2 Voting will be according to the statutory requirements, in that, a successful candidate must have received an absolute majority vote of those present and voting.
- 3.3 If there are more than two candidates for one vacancy and no one of them at the first count receives a majority over the aggregate votes given to the rest, the candidate with the least number of votes will be removed from consideration and the remainder will then be put to the vote again
- 3.4 This process will, if necessary, be repeated until a majority is obtained.
- 3.5 This process will be followed separately for each individual vacancy for which co-option is under consideration
- 3.6 If no candidate secures an absolute majority of votes cast for an individual vacancy, then that vacancy remains unfilled (e.g. 18 councillors are present and 10 abstain from voting then there is no absolute majority).
- 3.7 In the case of an equality of votes, the Chair of the meeting has a second or casting vote.
- 3.8 After the vote has been concluded, the Chair will declare the successful candidate duly elected and after signing their declaration of acceptance of Office may take their seat immediately.
- 3.9 The Council is not obliged to provide feedback on the application process to unsuccessful candidates.

4. ACCEPTANCE OF OFFICE

- 4.1 The successful candidate(s) must sign their declaration of acceptance of office before they can act as a councillor. The Register of Interest must be completed within 28 days and the Town Clerk will forward a copy to the Monitoring Officer.
- 4.2 The Clerk will advise the Elections Officer of Eden District Council of the names of anyone co-opted to the Council.
- 4.3 The Town Clerk is responsible for providing each new councillor with an induction, a new councillors pack and should ensure that all new councillors have read and understood the Code of Conduct and the Constitution adopted by the Council.

5. REVIEW

This policy will be reviewed every year (or earlier if required by changes to legislation or additional documentation) and amended as necessary based on good practice or evidence taken forward.

LEFT BLANK



FULL COUNCIL

25/11/19

MATTER:

Devolution

Note the progress of Devolution
Consider the report and approve the
recommendations contained within.

AUTHOR:

Ian Parker -Services and Contracts Manager

SUPPORTING

Cllr. Jackson, Council Deputy Chair, Lead

MEMBER:

Member for Devolution

ITEM NO:

12

LINK TO COUNCIL PLAN PRIORITIES

At its meeting on the 27 November 2017 the Council agreed its Devolution Plan for 2017-22 and devolution remains an overarching theme within the Council's Business Plan.

RECOMMENDATIONS

- i. Approve in principle that grass cutting be transferred to the Council from 01 April 2022, with the caveat that the outcome of Eden District Council's desk top research exercise is complete in 2020.
- ii. Approve a budget of £1500 from the Devolved Services budget for independent Play Area Inspection reports which will be commissioned by Eden District Council in 2020.
- iii. Approve that the play area at Bowskar to be transferred to the Council along with the other play areas contained within this report.
- iv. Approve a budget of £1200 from the Devolved Services budget to meet the shared costs of the installation of step counters and accompanying software at Blue Bell and Sandgate toilets for a period of 3 months, which will be commissioned by Eden District Council in 2020.
- v. Note that the Council is discussing with Eden District Council what its plans are for the development of Castle Park.
- vi. Approve in principle that flower beds be transferred to the Council.

REPORT DETAILS

BACKGROUND

1. Since its creation the Council has sought to have local services transferred from other Council's mainly Eden District Council.
2. As, and when, proposals for the transfer of individual assets and services are agreed by Eden District Council and Town Council officers they are brought to the respective councils for formal consideration.
3. So far assets referred to as Tranche 1 have successfully transferred from Eden District Council to the Town Council and comprise of:
 - War Memorial
 - Fairhill Playing Field
 - Cornmarket Bandstand
 - Musgrave Monument
 - Bus Shelters
 - Seats
 - Allotments (transferred as an act of law)
4. As part of a previous report considered on the Devolution of Assets (Council, 20 March 2017, Minute PTC16/121), the Council noted that Eden District Council had agreed to explore the potential to transfer a second tranche of assets and services to the Council comprising of:
 - Coronation Gardens
 - Play Areas (including associated recreations areas/open space)
 - Public Toilets
5. The Council resolved at its meeting of Council, 26 February 2018, Minute PTC17/87 (extract below), the following with regards to each of the assets set out in d):

Coronation Gardens

- "The Council takes over full operational and financial responsibility for the Coronation Gardens from the date when ownership is transferred.
- Ownership is transferred once Eden District Council has completed the repairs identified by a joint inspection to ensure the gardens are in a reasonable condition.
- Eden District Council provides four-year grant funding on a tapering basis from 1 April 2018, subject to that funding being paid for a period no shorter than three and a half years.

Play Areas and Associated Recreation Areas

- The Council takes over full operational and financial responsibility for six play areas at:
 - Carleton
 - CastleTown
 - Milton St
 - Pategill
 - Scaws
 - Wetheriggs

And

- The five associated recreation areas adjacent to the Carleton, Milton St, Pategill, Scaws and Wetheriggs play areas, from the date when ownership is transferred.
- The Bowscar play area is not transferred.
- Ownership is transferred once Eden District Council has completed any repairs identified by an independent inspection to ensure the play areas are in a reasonable condition.
- Eden District Council provides four-year grant funding on a tapering basis from 1 April 2018 as set out in section 8 of the report, subject to that funding being paid for a period no shorter than three and a half years.

Public Toilets

- The public toilets in Penrith are not transferred.
- The Council engages with Eden District Council and other stakeholders to determine the best way of providing public access to high quality toilets in Penrith.”

CURRENT POSITION

6. The Council's Services and Contracts Manager with the Lead Member for Devolution meets on a routine basis with Eden District Council officers and members to progress the Devolution of Assets and Services agenda in line with approved resolutions.
7. A series of meetings have been held with Eden District Council up to and since the new administration came into office in May 2019.
8. It is appropriate to note that the progress of devolution has been slow and whilst the Town Council has made its own resolutions, it has been the case that matters have not always progressed as planned. Set out below is the current position relating to each asset:

a) Coronation Gardens

- I. The Council have held due diligence meetings with Eden District Council officers, where defects have been identified, which in line with the devolution methodology shall be made good prior to any transfer. Such meetings were held in early 2019.
- II. The Council attends the Friends of Coronation Gardens meetings and provides the Committee members with the latest known position of the transfer.
- III. Latterly the Council has been informed that the transfer of Coronation Gardens is likely to be delayed as Eden District Council gives consideration to their overall Town Hall site, and with the Coronation Garden being adjacent to the Town Hall, they are not wanting to make any decisions until a clear picture of their plans for the Town Hall estate are better known.
- IV. The Council has outlined to Eden District Council that they will await the outcome of any plans for the Town Hall site going forward yet remain committed to the transfer.
- V. Members should note that whilst a resolution is in place to have the asset transferred, and the Council has stated that it remains committed to the transfer, albeit with a likely delay, there is a possibility that the asset does not in the end transfer to the Council.

b) Play Areas and Associated Public Open Space

- I. When the Council resolved to explore the transfer of play areas in Penrith, it became apparent that in all cases (except CastleTown Recreation Field, which is managed via the EDC Leisure Management Contract) the play areas are situated within a wider area of informal recreation land, owned and maintained by Eden District Council and that there was in the main no clear delineation between the play area and the surrounding open space.
- II. It was agreed therefore that the play areas be transferred on the basis of the associated area of open space transferring at the same time.
- III. As discussions have continued with Eden District Council it has become apparent that within their own contract arrangements, the costs of maintaining the larger areas of open space offset the costs to maintain smaller areas such as verges etc. As a result, Eden District Council have stated that it is not cost effective to remove these areas from their existing works contract which is scheduled to run until the 31 March 2022.
- IV. In response to this, the Town Council has asked Eden District Council to propose that all areas of public open space that are contained within their existing Grounds Maintenance Contract, (with some exclusions Castle Park, Cemetery, Church Yards), are considered for transfer to the Council from 01 April 2022. This proposal has been positively received by Eden District Council.
- V. Currently Eden District Council are undertaking a desk-based exercise to 'map' the areas that they maintain via the Grounds Maintenance Contract and set out ownership of the green spaces contained within the contract. It is appreciated that this will be a time-consuming exercise, yet Eden District Council has set themselves 6 months effective from 31 October 2019 to complete this initial piece of work. This will set the baseline for the devolution of green space to commence and the due diligence to continue.
- VI. With regards to play areas it has been proposed that inspections of the play areas are undertaken in 2020 to document any defects in readiness for any transfer effective from 01 April 2022.
- VII. It has been proposed that the inspections shall be undertaken by an independent play area inspection company, who specialises in play area safety and maintenance standards. It has been discussed that the costs to commission such an inspection report shall be met equally by the Council and Eden District Council.
- VIII. This report requests that a budget is approved to meet the costs of the Play Area Inspection report. It is estimated that the Council budgets £1,500 from the Devolved Services budget.

- IX. The Council had previously resolved (Council, 26 February 2018, Minute PTC17/87) that the play area at Bowscar was not transferred as the level of usage was not known.
- X. It is recommended that the Council gives this resolution reconsideration and that the Council resolves that the Bowscar play area and associated open space be transferred to the Town Council. The main reason being that the play space is a recreational facility used by the community, and should the Council be responsible for all other play areas within the Penrith Parish, then it is sensible to include Bowscar so that all play areas have a sustainable and managed future owned by one authority.

c) Public Toilets

- I. Eden District Council at its meeting of the Executive, 05 March 2019, Report TES1/19 resolved that toilet provision at Blue Bell Lane and Sandgate in Penrith are subject to discussions with the Town Council. The Council similarly resolved to engage with Eden District Council and has initiated such meetings in recent months.
- II. So far, the meetings which involve the Services and Contracts Manager and the lead Member for Devolution have sought to explore proposals for future toilet provision in the Town. This is seen as the start of longer process.
- III. To enable both Council's to begin the exploration of options a presentation has been delivered by a national toilet facility provider. Detailed usage data is essential in order to understand current use of toilets and determine future provision required for the Town.
- IV. A step counter software package is required provide foot fall data. It is proposed to include step counters at both the Sandgate and Blue Bell toilets for a period of three months to obtain the baseline information. It has been agreed that the costs to install step counters shall be met equally by the Town Council and Eden District Council.
- V. This report requests that a budget allocation of £1,200 from the Devolved Services budget is approved to meet the costs of the installation of the step counters and accompanying software.

d) Castle Park

- I. Members are asked to note that the Council is also discussing with Eden District Council what the Districts plans are for the development of Castle Park as Eden District Council Plan 2019-23 states that a key action for them in 2019/20 is to “initiate the co-production of a plan for the future of Castle Park”.
- II. The Town Council had previously allocated a budget of £30,000 to support Eden District Councils, Heritage Lottery application for the development of the park. The districts bid was unsuccessful, however the Town Council remains committed to working in partnership with Eden District Council to explore options for the park’s development, as an important leisure and heritage asset for the Town.
- III. The matter of devolution of the Castle Park is not being discussed with Eden District Council at present, yet Members may in the future seek to explore such an option.

e) Flower beds

- I. The Council at its latest Devolution meeting, having received the Cumbria In Bloom judging feedback, proposed to Eden District Council that the matter of raised flower beds be considered for transfer to the Town Council. Eden District Council responded favourably and will present further information on annual costs to the Council in the near future.
- II. The idea of the flower beds transferring to the Town Council was strengthened following the recent results from the In-Bloom awards and the established links the Council has with the Penrith BID and Community Gardeners who may be able to assist the Council in the design, planting and maintenance of the beds going forward.
- III. This report requests that the Council agrees in principle to the transfer of raised flower beds in the near future. A further report will be brought to Council once the costs and maintenance implications are better known.

FINANCE IMPLICATIONS

Members are being asked to approve a budget of £1,500 from the Devolved Services budget to meet the equal costs of an independent Play Area Inspection report which will be commissioned by Eden District Council in 2020.

Members are being asked to approve a budget of £1,200 from the Devolved Services budget to meet the shared costs of the installation of step counters and accompanying software at Blue Bell and Sandgate toilets for a period of 3 months, which will be commissioned by Eden District Council in 2020.

RISK MANAGEMENT

RISK	CONSEQUENCE	CONTROLS REQUIRED
Financial	To not commit budgets as recommended may affect the gathering of data and due diligence for the devolution of assets.	Approve recommendations of this report.
Reputation	To not progress Devolution in a positive manner may affect reputation of the Council	Participate in Devolution process. Approve recommendations of this report.
Policy	Failure to agree resolutions may prevent Council achieving its devolution plans.	Approve recommendations of this report.

BACKGROUND PAPERS

- Devolution Reports
- Notes of Meetings, Devolution
- Full Council Budget Report, 28 January 2019



FULL COUNCIL

25/11/19

MATTER:

Office Lease Renewal

AUTHOR:

Ian Parker - Services & Contracts Manager

SUPPORTING

Cllr. Lawson

MEMBER:

Council Chair

ITEM NO:

14

LINK TO COUNCIL PLAN PRIORITIES

This report addresses the Council Business strategic priority, that the Council is run in a lawful and business-like manner.

RECOMMENDATIONS

- i. That the Town Clerk be given delegated authority to agree the renewed terms for the lease on the following basis:
 - a) A 5,7 or 10 year lease is offered
 - b) A break clause/s is included
 - c) The annual rent does not exceed 10% of that currently paid
 - d) The remaining terms of the lease are unchanged
- ii. That the Chair and/or Deputy Chair be authorised to sign the new lease on behalf of the Council.
- iii. That the Council's in-house solicitor will have oversight throughout the process to ensure that it is legally compliant.

REPORT DETAILS

1. Council resolved on 28 September 2019, minute reference PTC19/75, for officers to liaise with the Council's landlord or its representative to discuss renewal of the office lease at Unit 1, Friargate and to prepare heads of terms.
2. A meeting has been held with the landlord's representative which concluded that the landlord was in favour of a renewal of the lease.
3. It was indicated that the terms of the lease will largely stay the same as the existing arrangement, and that the suggestion of a longer lease with suitable break clauses would be acceptable to the landlord.
4. The landlord's representative following the meeting held on the 28 September has since outlined to the Council that the landlord would accept a 7-year lease with a break review clause at 4 years; but would also propose a 10-year lease with break and review at 4 and 7 years.
5. Annual Rent reviews would be in line with RPI at the review dates. The proposal is without prejudice and subject to contract and a such may be amended.
6. This report recommends, the Town Clerk be given delegated authority to agree the terms of the lease and instruct a new lease to be prepared for signature should the contract be presented within the parameters as stated in recommendation i.
7. The Town Clerk will consult with the Council's inhouse Solicitor throughout the process. The Council Chair and/or Deputy will be the authorised signatory to complete the lease.

FINANCIAL IMPLICATIONS

Should the proposed annual rent exceed 10% of that currently paid, a further report will be brought to Council.

RISK MANAGEMENT

RISK	CONSEQUENCE	CONTROLS REQUIRED
Financial	Renewed lease is too expensive affecting Council budgeting and finances.	Should cost increase in excess of 10% of that currently paid, a further report be brought to Council.
Time	Failure to agree a new lease leaves the Council at risk of having to identify new premises	Early discussions with the landlord or its representative.
Adverse lease terms	May present increased costs, liabilities.	Seek lease terms on the basis of the existing, with inclusions as set out in the recommendations.

LEFT BLANK



FULL COUNCIL

25/11/19

MATTER: Penrith Alleyways

MOTION AND REPORT Cllr. Kenyon

ITEM NO: 15

LINK TO COUNCIL PLAN PRIORITIES

HEALTH & WELLBEING

Protect and improve the Town, the environment, leisure and recreational community facilities, services and assets that contribute to our quality of life and the attractiveness of Penrith as a place to visit

RECOMMENDATIONS

- i. Insert in the Council's Business Plan at priority 21:

"Work with other partners and authorities to improve, and maintain access alleyways in the Town Centre",

so as to enable this priority to go forward with other similar schemes of work in the Council Business Plan, to the Town Working Group.

- ii. Allocate £5,000 via a virement from underspending in Town Projects, to research the ownership and condition of the alleyways and report to the Town Working Group or CCEG Committee any recommendations regarding the feasibility to carry out remedial work, long-term maintenance and ownership of the alleyways, noting that this scheme of work may have to be contracted out to specialist contractor.

THE ALLEYWAYS OF PENRITH

1. There are many little alleyways around Penrith – not on the scale of the Snickleways of York but are a feature of the Town. Many of these are very attractive and looked after by the people and businesses around there such as with White Hart Lane and Fallowfield Court. There are however some which are not looked after, but with a small amount of work would be much improved.
2. There is a cost with these, which will deter owners.
3. some of the alleyways do not have clear owners and may in fact not have a registered owner.
4. It would be good to improve the appearance of the Town with some time and effort put into these alleyways. In the central of Penrith there are a number of prominent alleyways which could do with improving.
5. I am proposing that the Town Council should investigate the situation with regards these alleyways and subsequent improvement by the following ways –
 - a) Look to work with other partners in the Town – e.g. Penrith BID; Chamber of Trade and EDC
 - b) Encourage the owners of the alleyways here (and elsewhere in the Town) to keep them tidy, painted and clean
 - c) Look to provide grants towards costs of painting of alleyways
 - d) Look to taking over any alleyways where there is no owner identified

Appendix:

1: Comments for each alleyway

2: Attached are photos of the alleyways identified which run off Middlegate and Little Dockray.

A Alleyway opposite Alhambra from Middlegate to Blue Bell Lane Car

- This is currently not painted but has graffiti on the walls.
- It is a useful and popular access to the Blue Bell Lane Car park
- Could look at sandblasting the brickwork wall and painting over the rendered wall

B Alleyway between B&M and Well Being Chemists

- Rather a narrow and underused alleyway
- Interesting headstone dating from 1644
- Lot of graffiti about the place as well as some weeds.
- Look to sandblasting the brickwork to remove the graffiti and painting of the paintwork
- Look at removal of weeds and filling in gaps in paving with cement

C Sutton Yard

- Short alleyway to Sutton Yard
- Has been painted but could do with washing down or repainting
- Would be nice to remove the painted NO PARKING wording and either have nothing or have in better script.

D Three Crown Yards

- A little jewel of a place – to base another alleyway on
- Help as is needed

E Alleyway from Little Dockray to Blue Bell Lane

- The Penrith Partnership arranged for a mural to be painted on the wall by pupils of Ullswater Community College
- Not sure who is responsible for the wall – believe is EDC
- Need to check what is being done to look after it

F Alleyway between Devonshire Street and Little Dockray

- The Penrith Partnership organised and raised funding for the improvements and painting the alleyway a few years ago.
- The alleyway does not appear to belong to anyone – the Penrith Partnership took out insurance to cover the possibility of someone turning up, as owner, and objecting.
- There is a lighting system which is movement sensitive – the key for this is with Penrith Partnership (Ron Kenyon)
- The Penrith Partnership is currently dormant and would look to PTC taking over responsibility of the alleyway.
- There is currently some graffiti on the wall – but this happened some years ago and nothing since then.
- Wall rather dusty and could do with a wash down

There are other alleyways which would benefit from work and improvements – e.g. next to Conservative Club through to New Squares – but look at the above ones first.



FULL COUNCIL

25/11/19

MATTER:

CCEG MATTERS REPORT

- a. Allocation from reserves of a budget of £9,500 to support community and youth engagement in this financial year. (Minute Ref: CCEG/19/21)
- b. Further to Full Council resolution PTC19/74, 23 September 2019, to increase the 2019/20 budget for the arts and cultural strategy by an additional £5,000 to £10,000 as approved by CCEG Committee 11 November 2019. This amount to be provided within the Committee's 2019/20 budget by virement (transfer of estimates) from the Greening budget.

Members are asked to RATIFY the budget recommendations from the CCEG Committee

ITEM:

18

AUTHOR:

**COLLATED BY V.TUNNADINE TOWN CLERK
WITH REPORT EXTRACTS AUTHORED BY C.GREY
AND A. MALINA FROM CCEG COMMITTEE
REPORTS**

SUPPORTING CLLR. JACKSON,

MEMBER: CHAIR CCEG

LINK TO COUNCIL PLAN PRIORITIES

Priority 1 Health and Wellbeing and Priority 5 Community Engagement

RECOMMENDATIONS

- i. An allocation of £9,5000 from reserves to support community and youth engagement for the remainder of this financial year.
- ii. Delegated authority to the Community Engagement Officer for expenditure for works associated with community engagement up to a value of £10,000.
- iii. The 2019/20 budgetary allocation for the arts and culture strategy be increased by £5,000 to £10,000 by virement from the Greening budget, as recommended by the Council's RFO.
- iv. Delegated authority to the Economic Development Officer for expenditure for works associated with the arts and culture strategy up to a value of £10,000.

a. Allocation from reserves of a budget of £10,000 to support community and youth engagement commencing in this fiscal period. (Minute Ref: CCEG/19/21)

REPORT

1. Recognising that young people are the future of the Town, a proposal was written by the Community Engagement Officer to set up a Youth Panel in 2018 and has been incorporated within the Councils priorities and CCEG Committee Work Plan.
2. The main aims were:
 - to engage with young people and develop a Youth Forum or Panel for young people to voice their views on matters important to them.
 - facilitate an 'engagement space' for Members to involve young people and develop close interaction between youth in Penrith and the Town Council.
 - bring about greater benefits to the Council's decision-making.
3. After the 2019 elections and research was completed by the Community Engagement Officer, several Members indicated they would like to be involved and progress the project.
4. The Community Culture and Economic Development Committee approved proposals and requested that a budget of £10,000 be provided in the current financial year, for community engagement and for setting up a youth team, t, and themed projects identified by the young people.
5. For the remainder of this year, the budget will be used for the November open event, facilitation, officer time, resources including Dialogue (as appended – A, for members information) publicity and engagement.
6. An ongoing community engagement budget will be used to maintain the group and support its aspirations, projects and activities and to secure the infrastructure that is required to maintain the group for the longer term.
7. The RFO comments that this request for funding is being made during the process of developing the 2020/21 Budget and that its approval would reduce resources which would otherwise be available during that process to fund other initiatives identified by Members.

RISK ASSESSMENT

Areas of Risk	Consequence	Controls Required
Financial	<p>Unsuccessful project delivery</p> <p>The Youth Team may not achieve its full potential and may even fail</p>	<p>Budget allocation of £10,000 resolved.</p> <p>Regular financial reporting.</p>
Members and Staff Capacity	<p>Limited Councillor and Staff capacity to lead the project</p>	<p>Close liaison and clarification of the roles of staff, Members elected to sit on the Youth Team, the CCEG and Full Council.</p> <p>Working together, staff and members will prepare an Action Plan and detailed programmes for a First Open Meeting and a formal Launch Event/Forum .</p>
Reputation Management	<p>Negative press or inappropriate behaviour or practices</p>	<p>Manage to the Council's reputation and the reputation of young people.</p> <p>DBS Checks for all Staff and Members.</p> <p>Use of relevant policies.</p> <p>Ensure young people are supported by staff and Members who listen to their views and facilitate rather than dictate.</p> <p>Close liaison and clarification of the roles of staff, Members elected to sit on the Youth Team, the CCEG and Full Council.</p> <p>Work together, to prepare an Action Plan and detailed programmes for a First Open Meeting and a formal Launch Event/Forum.</p> <p>All aspects of the development of the Youth Team will be regularly evaluated and assessed, particularly in the early stages, and appropriate changes made to promote long term success.</p>
Recognition	<p>Neither the young people nor the Council receive credit for the work they are doing.</p>	<p>A marketing and publicity plan will need to be prepared to ensure recognition is given to everyone involved, while also highlighting different roles, the vision for the Youth Team, as well as benefits and all achievements.</p>

Dialogue

'Dialogue' is provided by a company called Delib - <https://delib.zendesk.com/hc/en-us>. It is an inclusive and collaborative community engagement digital tool for use in identifying and prioritising the best and most important areas for users to focus on, specifically:

- crowdsourcing new and innovative ideas from all stakeholders
- supporting close interaction between the Council and the local community about things stakeholders feel affect Penrith,
- tackling simple as well as highly structured or complex topics
- identifying how specific problems can be alleviated, for example, how a specific area might be improved, how to tackle climate change or spend a specific fund

'Dialogue' can be used when there is a need to seek initial ideas and opinions of interested parties, to support early stage consultation in a simple, open and transparent way, for example during the early stages of policy formation. 'Dialogue' can also give stakeholders a say in how budgets are spent on projects that affect them.

This engagement tool is used by local authorities elsewhere to involve their communities in generating or comparing spending plans, allowing participants to rate and comment on their relative quality. Members of the community can also suggest ideas and start a dialogue about their aspirations.

Links to related files, videos and the Council's Social Media platform can be embedded in the information provided during each engagement exercise. This innovative tool will support the Council's community engagement priorities. The use of this tool will be reviewed regularly and will be discussed with stakeholders who may benefit from using its applications.

Stakeholder Access and Participation

Those members of the community who do not have access to computers or smart phones can participate using public access computers available in the local library and via other local organisations who supply public access, for example, the Rural Foyer. The Council could also provide those members of the community who do not have the necessary internet connection with access to a lap-top or computer at the Council office, specifically to participate in specific community engagement exercises that use online tools such as Citizen Space or Dialogue – or even Survey Monkey if that's used. This could be done via dedicated public access sessions with people who want to participate.

In-depth Explanatory Information

All 'Dialogue' Guides can be found at: <https://delib.zendesk.com/hc/en-us/categories/200322229-Dialogue>. A number of in-depth mini guides have been split under the following headings:

- 'Setting up Dialogue' - <https://delib.zendesk.com/hc/en-us/sections/200816159-Setting-up-Dialogue>
- Managing Challenging - <https://delib.zendesk.com/hc/en-us/sections/200816179-Managing-challenges>
- Dialogue Day to Day Administration <https://delib.zendesk.com/hc/en-us/sections/200816249-Dialogue-day-to-day-administration>
- Managing images, videos, logos, and rich media in Dialogue - <https://delib.zendesk.com/hc/en-us/sections/200816279-Managing-images-videos-logos-and-rich-media-in-Dialogue>
- Moderation – keep challenges on track - <https://delib.zendesk.com/hc/en-us/sections/200816239-Moderation-keep-challenges-on-track>
- Reporting and getting your data out - <https://delib.zendesk.com/hc/en-us/sections/200816269-Reporting-and-getting-your-data-out>
- General Information <https://delib.zendesk.com/hc/en-us/sections/200816209-General-information>

Annual Cost

The annual cost for 'Dialogue' is £4,999.

Hosting, Upgrades and Support

Hosting, infrastructure, upgrades and general support is included in the annual cost.

See Release Notes for information at - <https://delib.zendesk.com/hc/en-us/sections/200816189-Release-notes>

b) Further to Full Council resolution PTC19/74, 23 September 2019, increase the budget for the arts and cultural strategy by an additional £5,000 to £10,000 as approved by CCEG Committee 11 November.

REPORT

1. At the CCEG Meeting held on the 9th September 2019 it was resolved that existing budgets be used to fund an Arts and Cultural Strategy for Penrith expected to cost £5,000.
2. The Specification to Quote for the development of Arts and Cultural Strategy was agreed and invitations to quote were circulated.
3. Only one application was received from this process.
4. The Universities of Lancaster and Northumbria have both expressed an interest in involvement in this project though not in undertaking the commissioned quote. Unfortunately, the received application did not outline sufficient experience in undertaking this type of project despite this requirement being clearly outlined within the specification.
5. Having undertaken the process it is clear that the specification needs to be further developed to ensure that it reflects a broader vision for the strategy and fulfils the aspirations of the CCEG Committee: the current specification may not have been sufficiently explicit in outlining this broader scope.
6. It is therefore proposed that the specification is further developed and the re-advertised with previous applicants being invited to resubmit should they so wish.
7. It was resolved by the CCEG Committee that the budget for the quote be increased following the development of the Quote Specification with Full Council approval.

RISK MANAGEMENT

RISK	CONSEQUENCE	CONTROLS REQUIRED
Financial	Insufficient fund allocation to attract candidates	Agree a budget
Reputation Management	No Strategy is developed	Agree a new specification, and advertise

SUPPORTING DOCUMENTS

- CCEG September 2019 – agenda, reports and minutes
- CCEG November 2019 – agenda, reports and draft minutes
- Finance Committee September 2019 – agenda, reports and minutes
- Full Council September 2019 – agenda and minutes

LEFT BLANK



FULL COUNCIL

25/11/19

MATTER:

**BUDGETARY CONTROL STATEMENT 2019/20:
EXPENDITURE TO 30 SEPTEMBER 2019**

EXTRACTED FROM REPORT TO FINANCE COMMITTEE

AUTHOR: Jack Jones - RFO

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

ITEM NUMBER: 19a

To **RATIFY** the budgetary control statement for the six-month period to 30 September 2019.

1. LAW

The Local Government Act 1972 requires the Council to have sound financial management.

2. LINKS TO COUNCIL PRIORITIES

Robust budgetary control supports the Council in its delivery of priorities within the approved budget framework.

3. REPORT DETAILS

A. Budgetary Control Statement (Appendix A)

The attached budgetary control statement shows the following information, analysed over the most detailed budget headings:

- The full year's original Approved Budget for 2019/20, which was ratified by Council on 27 January 2019.

- The Latest Budget for the full year, incorporating the following agreed amendments to the original budget:
 - Planning Committee has been allowed to carry forward £23,715 unspent budgetary provision from 2018/19 into 2019/20.
 - A transfer of £5,000 from the Devolution Reserve as the Council's initial contribution to the project assisted by the Fairhill EDC Signature Projects Fund.
 - An estimated £5,625 has been allocated from the General Reserve for the implementation of the Website Accessibility Regulations.
 - Provision of £5,670 for the part-year costs of the new In-house Solicitor post, again met from the General Reserve.
 - The opening reserve balances have been amended to their 1 April 2019 actuals.
- The budget to date, based on the latest budget for the year. This proportion is the anticipated budget for the first six months of the year, based on a forecast of the expected pattern of income and expenditure, known as the budget profile. For most headings, this profile will be a simple pro-rata of the annual budget (ie 6/12ths for the current period), however more detailed profiles have been used for several budget headings (e.g. Greening expenditure is weighted towards the first half of the year).
- Actual income and expenditure to 30 September, based on the matching principle, which means taking account of all income and expenditure which relates to the period, irrespective of when it is paid/received.
- The variance between the actual income and expenditure and the profiled budget for the period. Variances are expressed as favourable (positive) where there is an underspending or increased income, and as adverse (negative and bracketed) where there is an overspending or reduced income.
- The position on the Council's three reserves: its General Reserve, Devolution and Acquisitions Reserves, at the end of September. It is assumed that the contributions to or from the annual budget to the two earmarked reserves will take place on 31 March 2020 as part of the closure of the year's accounts.

B. Commentary

Many budget headings show transactions broadly in line with the budget to date, however there are substantial net underspendings against the profiled budget in several areas. These are highlighted in the following paragraphs.

B.1 Income

- The full year's precept and CTRS grant income has been received from Eden DC; the appropriate proportion has been allocated to this period.
- Investment income currently exceeds the profiled budget by £332; the budget was set at a very prudent level.

B.2 Planning Committee

Expenditure of £2,587 is shown against the profiled budget of £12,000, a variance of £9,413.

- The Committee's original budget of £20,000 was set as a block allocation to cover all its expenditure. The agreed carry forward of £23,715 has been added to this amount and profiled to be mainly spent in the latter part of the year.

B.3 CCEG Committee

Net spend of £30,573 is shown against the profiled budget of £53,805, an underspending of £23,232.

- There has been no expenditure on Events Grants, so the £15,000 profiled budget is fully underspent. There are, however, plans to fully utilise this budget in the coming months. Similarly the Officer Support to Arts and Entertainment budget is expected to be fully spent, so the current £2,158 underspending is unlikely to continue.
- The Greening budget records an underspending of £9,334, suggesting that there could be an underspend at year-end.
- The General Grants budget shows an overspend of £4,000 against its profile. This is not a concern as this budget is monitored closely and is expected to be fully spent by year-end.

B.4 Finance Committee

Net expenditure of £134,245 is shown against the budget to date of £141,406, an underspending of £7,161.

- The Elections budget is underspent by £3,247. The budget was set on the basis of all seats being contested, so the actual cost invoiced by Eden DC was significantly lower than budgeted. Several costs associated with Councillors' induction have been charged against the underspending to avoid pressure on other budgets.
- The IT budget shows a small underspend of £77, however there are increasing pressures for expenditure; this budget will need to be reviewed in the budget round to ensure that it is adequate to meet increasing demands.
- The overall underspending on Devolved Services is £1,279, largely due to grant income received from Eden DC exceeding the expenditure to date. Overspendings on Fairhill Park and the Community Caretaker are expected to reduce over the winter months.
- To date, £3,981 has been spent on the Website Accessibility Regulations against the profiled budget of £2,813. Being a new requirement, expenditure will need to be monitored closely, although there has been no movement in the last two months and there is no indication at present that the full year's budget of £5,625 will be inadequate.
- Although the Insurance budget shows a modest overspend of £267, this masks a trend which will become more apparent in the second half of the year. The annual charge is £3,643 which exceeds the full year's budget of £2,300, largely due to the transfer or acquisition of assets. Next year's budget will have to be increased to reflect the true cost of the cover.
- The Legal Fees budget is currently overspent by £303; the £1,578 expenditure relating to the land at Thacka Beck is gradually being absorbed by the budget profile.

B.5 Contingency

- The profiled portion of the contingency provision, £2,500, is shown as fully underspent as any unforeseen expenditure (for example, insurance) is allocated to the correct budget heading.

B.6 Total Expenditure & Increase/Decrease in General Reserve

- The individual variances result in an underspending of £42,306 against the profiled total expenditure budget of £209,711. As there is £328 additional income, there is a net variation of £42,634 on the profiled amount transferrable to the General Reserve.

B.7 Reserves

- The Latest Budget includes the actual General Reserve balance at 1 April 2019 of £181,256, which was £77,182 higher than forecast in the Original Budget. The profiled budget assumes that the Reserve should increase by £13,186 in the period, resulting in a balance of £194,442 at 30 September. The actual balance on the reserve at the month end is £237,076, which is £42,634 higher than expected.
- The Devolution Reserve balance at 1 April 2019 was £55,815, again included in the Latest Budget. Although this was £1,365 lower than originally forecast, this will not create a funding problem. The Latest Budget provides for a contribution of £31,719 to be made to the Reserve; the profile assumes that the transfer will be made in March next year.
- The Approved Budget assumes that no use will be made of the £50,000 held in the Acquisitions Reserve during 2019/20, although this money will be available if an opportunity arises.

C. Balance Sheet (Appendix B)

Appendix B shows the Council's balance sheet as at 30 September 2019. The following points may be noted:

- The investment of £138,860 is with the Penrith Building Society.
- The main debtor balance is £1,785 VAT which will be recovered from HMRC.
- Prepayments of £10,645 include adjustments for insurance, office rental, licences, subscriptions and maintenance agreements.
- The Cash at Bank figure of £452,456 is relatively high because it includes precept and devolved services grant income for the full financial year and the effect of the higher General Reserve balance. The CCLA account has now been set up, so investment transfers will be arranged in the next few weeks.

- Accruals of £8,601 represent goods and services received before 30 September, where the payment was not made by that date. Individual items include £1,630 audit and accountancy fees, £4,342 payroll costs and £1,152 for the Community Caretaker.
- The Payroll Control balance of £6,481 relates to deductions calculated in the September payroll; the total is due to HMRC for income tax and national insurance and to Cumbria Pension Fund for superannuation.
- The Receipts in Advance figure comprises £226,149 income for the period from 1 October 2019 to 31 March 2020, already received from Eden DC as precept or devolved services grants, together with £3,359 from United Utilities for planting maintenance. Grants of £3,000 from Cumbria CC and £9,037 from the National Lottery have been received for the improvement project at Fairhill.

D. Conclusion

The budgetary control statement shows that overall spending to the end of September has been contained within the profiled budget; the substantial underspendings are expected to level out as the year progresses. There are no significant concerns about overspendings and no issues arising from the Council's balance sheet at 30 September.

4. FINANCE IMPLICATIONS

This report is concerned solely with financial management.

5. RISK MANAGEMENT

RISK	CONSEQUENCE	CONTROLS REQUIRED
Income and expenditure are not monitored regularly.	The Council may fail to receive expected income or may incur unexpected overspending, potentially leading to the curtailment of planned expenditure.	A sound budgetary control system with regular reporting and identification of issues.

6. APPENDICES ATTACHED TO THIS REPORT

- Income & Expenditure and Balance Sheet statements

7. BACKGROUND PAPERS

- Transaction and trial balance reports from the Sage accountancy system
- Budgetary control working papers

LEFT BLANK



Penrith Town Council

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

BALANCE SHEET AS AT 30 SEPTEMBER 2019

	£	£
Investments		138,860
Current Assets		
Debtors	729	
Debtor - VAT	1,785	
Prepayments	10,645	
Cash at bank	452,456	
	<u>465,615</u>	
Current Liabilities		
Creditors	0	
Accruals	8,601	
Payroll	6,481	
Control	246,502	
Receipts in Advance	<u>261,584</u>	
Net Current Assets		204,031
		<u>342,891</u>
Represented by:		
Reserves		
General Reserve		237,076
Devolution Reserve		55,815
Acquisitions Reserve		50,000
		<u>342,891</u>

BUDGETARY CONTROL STATEMENT: SIX MONTHS ENDED 30 SEPTEMBER 2019

Approved Budget 2019/20	Latest Budget 2019/20	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£	£		£	£	£
		INCOME			
		Precept:			
437,813	437,813	Council Tax	218,907	218,907	0
7,940	7,940	EDC - CTRS Grant	3,970	3,970	0
		Other Income:			
30	30	Investment Interest	15	347	332
10	10	Miscellaneous Income	5	1	(4)
445,793	445,793	TOTAL INCOME	222,897	223,225	328
		EXPENDITURE			
		PLANNING COMMITTEE:			
0	0	Officer Support	0	1,423	(1,423)
0	0	Planning Consultancy	0	1,144	(1,144)
20,000	43,715	Consultation	12,000	20	11,980
20,000	43,715	Planning Committee Total	12,000	2,587	9,413
		CCEG COMMITTEE:			
30,000	30,000	Town Projects	1,000	780	220
		Arts & Entertainment:			
5,000	5,000	Officer Support	2,500	342	2,158
30,000	30,000	Events Grants	15,000	0	15,000
35,000	35,000		17,500	342	17,158
		Environment:			
21,000	21,000	Greening	17,000	7,666	9,334
500	500	Community Gardeners/Greening	250	0	250
21,500	21,500		17,250	7,666	9,584
32,000	32,000	Grants	16,000	20,000	(4,000)
		Corporate Communications:			
770	770	Advertising	385	260	125
1,020	1,020	Website	510	260	250
1,780	1,780	Community Engagement	640	1,265	(625)
1,040	1,040	Press Support	520	0	520
4,610	4,610		2,055	1,785	270
123,110	123,110	CCEG Committee Total	53,805	30,573	23,232

BUDGETARY CONTROL STATEMENT: SIX MONTHS ENDED 30 SEPTEMBER 2019

Approved Budget 2019/20	Latest Budget 2019/20	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£	£		£	£	£
		FINANCE COMMITTEE:			
		Staffing:			
156,010	159,855	Salaries	78,005	78,005	0
14,450	15,120	National Insurance	7,225	7,194	31
27,260	27,345	Superannuation	13,630	13,631	(1)
3,300	3,300	Training & Expenses	1,000	705	295
201,020	205,620		99,860	99,535	325
		Accommodation:			
7,700	7,700	Rent	3,850	3,750	100
1,850	1,850	Heat, Light & Water	925	681	244
650	650	Service Charges	325	424	(99)
220	220	Room Hire	110	89	21
330	330	Insurances	165	185	(20)
(100)	(100)	Letting Income	(50)	(24)	(26)
10,650	10,650		5,325	5,105	220
		Civic Functions:			
1,550	1,550	Civic Functions	775	0	775
1,000	1,000	Mayoral Expenses	500	0	500
500	500	Deputy Mayor's Expenses	250	0	250
400	400	Civic Regalia	200	67	133
3,450	3,450		1,725	67	1,658
		Cost of Democracy:			
300	300	Annual Meeting	300	188	112
5,420	5,420	Elections	5,420	2,173	3,247
200	200	Members' Expenses	100	573	(473)
500	500	Notice/Honours Board	250	0	250
6,420	6,420		6,070	2,934	3,136
15,280	16,350	IT	8,175	8,098	77
		Devolved Services:			
(1,400)	(1,400)	Bring Site	(700)	(700)	0
0	0	Allotments	0	(225)	225
650	650	War Memorial	325	(25)	350
870	870	Benches	435	853	(418)
(310)	(310)	Bus Shelters	(155)	(547)	392
(170)	(170)	Bandstand	(85)	(468)	383
290	290	Musgrave Monument	145	(246)	391
(6,340)	(6,340)	Fairhill Park	(3,170)	(2,479)	(691)
0	0	Toilets	0	0	0
1,100	1,100	Play Areas	550	0	550
1,175	1,175	Coronation Gardens	588	0	588
310	310	Fairhill United Utilities	155	0	155
4,500	9,500	Planting Maintenance	0	0	0
750	750	Fairhill Site Improvements	0	0	0
8,200	8,200	Signage, etc	375	0	375
36,719	31,719	Community Caretaker	4,100	5,121	(1,021)
		Contribution to/(from)	0	0	0
		Devolution Reserve	0	0	0
46,344	46,344		2,563	1,284	1,279

**BUDGETARY CONTROL STATEMENT: SIX MONTHS ENDED 30 SEPTEMBER
2019**

Approved Budget 2019/20	Latest Budget 2019/20	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£	£		£	£	£
		Devolved Services:			
(1,400)	(1,400)	Bring Site	(700)	(700)	0
0	0	Allotments	0	(225)	225
650	650	War Memorial	325	(25)	350
870	870	Benches	435	853	(418)
(310)	(310)	Bus Shelters	(155)	(547)	392
(170)	(170)	Bandstand	(85)	(468)	383
290	290	Musgrave Monument	145	(246)	391
(6,340)	(6,340)	Fairhill Park	(3,170)	(2,479)	(691)
0	0	Toilets	0	0	0
1,100	1,100	Play Areas	550	0	550
1,175	1,175	Coronation Gardens	588	0	588
310	310	Fairhill United Utilities Planting Maintenance	155	0	155
4,500	9,500	Fairhill Site Improvements	0	0	0
750	750	Signage, etc	375	0	375
8,200	8,200	Community Caretaker	4,100	5,121	(1,021)
36,719	31,719	Contribution to/(from) Devolution Reserve	0	0	0
46,344	46,344		2,563	1,284	1,279
0	5,625	Website Accessibility Regulations	2,813	3,981	(1,168)
		Other Overheads:			
2,300	2,300	Printing, Postage & Stationery	1,150	1,083	67
1,600	1,600	Audit Fees	800	730	70
2,300	2,300	Insurance	1,150	1,417	(267)
100	100	Bank Charges & Interest	50	51	(1)
7,800	7,800	Accountancy Fees	3,400	3,000	400
3,200	3,200	Legal Fees	2,200	2,503	(303)
250	250	Licences	125	258	(133)
2,000	2,000	Subscriptions	1,000	1,229	(229)
19,550	19,550		9,875	10,271	(396)
10,000	10,000	Repairs & Renewals	5,000	2,970	2,030
312,714	324,009	Finance Committee Total	141,406	134,245	7,161
5,000	5,000	Contingency	2,500	0	2,500
0	0	Transfer to/(from) Acquisitions Reserve	0	0	0
460,824	495,834	TOTAL EXPENDITURE	209,711	167,405	42,306

**BUDGETARY CONTROL STATEMENT: SIX MONTHS ENDED 30 SEPTEMBER
2019**

Approved Budget 2019/20	Latest Budget 2019/20	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£	£		£	£	£
(15,031)	(50,041)	INCREASE/(DECR) IN GENERAL RESERVE	13,186	55,820	42,634
		RESERVES:			
		General Reserve:			
104,074	181,256	Balance brought forward 1 April 2019	181,256	181,256	0
(15,031)	(50,041)	Increase/(decrease) in year	13,186	55,820	42,634
89,043	131,215	Balance carried forward	194,442	237,076	42,634
		Devolution Reserve:			
57,180	55,815	Balance brought forward 1 April 2019	55,815	55,815	0
36,719	31,719	Contribution from/(to) 2019/20 Budget	0	0	0
93,899	87,534	Balance carried forward	55,815	55,815	0
		Acquisitions Reserve:			
50,000	50,000	Balance brought forward 1 April 2019	50,000	50,000	0
0	0	Contribution from/(to) 2019/20 Budget	0	0	0
50,000	50,000	Balance carried forward	50,000	50,000	0
232,942	268,749	TOTAL RESERVES	300,257	342,891	42,634

LEFT BLANK

FULL COUNCIL

25 NOVEMBER 2019

ITEM 20



Dear Penrith Town Clerk and Town Councillors,

Rural Services Network (RSN) is seeking to establish a Rural/Market Towns Grouping to sit within its network. The towns approached we feel all serve as the centre or market place for the rural area surrounding them. We are approaching over 200 centres in seemingly diverse rural locations across England with the intention of setting up both a more comprehensive national rural network and a separate grouping.

All councils approached we hope are acting as key service and employment centres for their surrounding rural hinterland. The town (or large village in some cases) will have a population itself of between 3,000 and 30,000. *(The vagaries of whether or not the Councils approached have adopted s245 of the Local Government Act and put the name Town in their Council's title or whether they remain under the title 'Parish' is not important from our perspective.)* If you are one of the 200 rural centres we have selected we very much wish to work with you.

RSN is an organisation seeking to establish and present the rural view as well as evidencing and sharing best practice. We are concerned that, whilst treating other home countries differently, Government is often tempted to consider English issues through an urban looking glass and too frequently consider urban facing situations without giving any particular consideration to rural areas. We would like to change that and we think the right operational networks, such as the one proposed here, will very much assist. We attach diagrams showing how the new group would work as part of our extensive and growing network.

We feel at a time of material change, there needs to be some special consideration of rural matters and therefore our current call on Government is for a Rural Strategy
<https://www.rsnonline.org.uk/time-for-a-rural-strategy>

We also feel that Government needs to return to giving special attention to rural/ market towns as shopping habits change. It is absolutely vital to the national economy that 'market' towns remain buoyant and lively places and support their wider rural hinterlands.

We wish therefore to establish as part of our development as a Network, and as part of our current Call for a Rural Strategy from Government, a Rural/Market Towns Grouping that is representative of rural and towns and markets across the many rural areas of England. These are of course spread across very many diverse areas and are also spread across 200 Local Authorities. That statistic of 200 authorities has given us our starting point for this search so that a local council representing a town or large village in each of those authorities rural area is being approached. To establish successfully a Rural/Towns Group involving a rurally based centre serving each of those 200 differing hinterlands would constitute a really forceful message that rural areas are working together at a difficult time. This is why we are sending out this invitation at this time.

As you are acting as a council at the centre of one of those 200 rural areas we have selected, we wish to work with you. We hope to progress to an even wider ring of Rural/Market Towns over time however you are getting the first opportunity to be an inaugural member..... It is time for the local councils serving as centres of rural hinterlands to once again be properly acknowledged by government for the role they play nationally.

We have to charge a small fee as that is the only way we can operate as a Network but we hope this is low enough for it not to be too much of an issue. The fee will reflect your population size.



Towns with over 10,000 population - £150 per annum



Towns with over 5,000 population but with less than 10,000 people - £ 130 per annum



Towns with less than 5,000 population - £110 per annum

(All subs incur VAT)

The important question is can you make a difference by joining? We think that you can. Collectively we are sure we can get rural centres across England and their challenges given considerably more recognition.

At a time of material change we think it is vital that rural areas in England are provided with a national profile. As said we are calling on the Government to undertake and fund a Rural Strategy. There has been no exercise focusing on the rural aspects of England for many decades and given the current situation relating to rural areas it is really important a strategic approach is taken. We think the establishment of this Rural /Market Towns grouping is an important element in this national call. We attach our initial report in relation to this 'Call', 'Time for a Rural Strategy' which sets out why we think Government should develop a Rural Strategy which we hope your members will find helpful.

It is intended there will be 2 Meetings of the Group each year but we also seek to work remotely so attendance is not necessary to successful inputting. As we move forward it will be for the member local councils to set the agenda and the direction. The rural agenda and emphasis here is a very different one to other membership groups currently covering town and parish matters.

We need to know where we stand by the end of November on the approaches being made. Please could you let us know whether it's a yes or a no by responding to us before that date? To assist we will send this invitation by e mail and through the post.

We very much look forward to hearing from you.

Kindest Regards

David

A handwritten signature in blue ink, appearing to read 'David Inman', with a horizontal line underneath.

David Inman
Director
Rural Services Network
www.rsnonline.org.uk
01822 851370

FULL COUNCIL

25 NOVEMBER 2019

ITEM 19

LOCAL COUNCILS WHO HAVE BEEN APPROACHED

We wish to ensure that every ceremonial county across England is covered by this initiative through a selection of its rural/market towns being involved. We have also spread the invitation across differing rural locations in those counties to ensure the new group has both geographic and community variance. We ask for your cooperation so that the new group can go forward with this important mix having been established.

Bedfordshire: - Amptill, Bromham, , Sandy, Stokenchurch.

Berkshire: – Datchet, Hungerford, Spencers Wood.

Buckinghamshire: – Buckingham Town Council, Chalfont St Giles, Iver, Olney, Windlesham.

Cambridgeshire: –Chatteris, City of Ely, Cottenham, Eye, St Ives.

Cheshire :– Culcheth, Frodsham, Knutsford, Petersfield.

Cornwall: – Launceston, Penzance, Truro.

County Durham: – Barnard Castle, Middleton St George, Shildon.

Cumbria: – Brampton, Cleator Moor, Cockermouth, Dalton in Furness, Penrith, Windermere.

Derbyshire: – Belper, Clowne, Whaley Bridge, Ashbourne, Hatton, Shirland and Higham.

Devon: – Seaton, Crediton, South Molton, Kingsbridge, Ashburton, Brixham, Great Torrington, Tavistock.

Dorset: – Verwood, Blandford Forum, Swanage, Sherborne, Portland.

East Sussex: – Rye, Uckfield, Ringmer.

Essex: – Aveley, Aylesham, Burnham-on-Crouch, Chipping Ongar, Great Wakering, Ingatestone, Manningtree, Saffron Walden, West Mersea, Writtle.

Gloucestershire: – Cirencester, Lydney, Thornbury, Winchcombe, Wotton-under-Edge.

Hampshire: – Bishop’s Waltham, Hartley Wintney, Lymington, Midhurst, Netley, North Baddesley, Petersfield, Whitchurch, Winchester.

Herefordshire: – Leominster, Ledbury.

Hertfordshire: – Aldenham, Buntingford, Knebworth, Northaw and Cuffley, Royston, Tring, Wheathampstead.

Isle of Wight: – Ryde.

Kent: – Coxheath, Cuxton, Dymchurch, Faversham, Ightham, Kings Hill, Meopham, Minster, Pembury, Sandwich, South Darenth, Sturry, Swale, Tenterden, Westerham.

Lancashire: – Barnoldswick, Billinge, Burscough, Carnforth, Chorley, Clitheroe, Coppull, Freckleton, Garstang, Haigh, Longridge

Leicestershire: – Ashby de la Zouth, Anstey, Clawson Hose and Harby, Earl Shilton, Kirton, Lutterworth, Stoney Stanton.

Lincolnshire: – Bottesford, Bourne, Holbeach, Laceby, Mablethorpe, Nettleham, Nettleton, Sleaford.

Gateshead, Newcastle, North Tyne: –Camperdown, Rowlands Gill, Wideopen.

Northants: –Daventry, Finedon, Oundle, Rothwell, Towcester.

Norfolk: – Aylsham, Belton, Downham Market, Fakenham, Thetford, Wymondham.

Northumberland: – Alnwick, Hexham.

Nottinghamshire: – Harworth and Bircotes, Keyworth, Rainworth, Ravenshead, Warsop.

Oxfordshire: – Chipping Norton, Wallingford, Wantage.

Redcar and Cleveland: –Marske and New Marske, Saltburn, Skelton and Brotton.

Rutland: – Uppingham.

Shropshire: –Ludlow, Market Drayton, Newport.

Somerset: –Burnham on Sea, Chard, Midsomer Norton, Nailsea, Wellington, Wells, West Clandown.

Staffordshire: – Armitage, Keele, Leek, Penkridge, Rugeley, Stone, Uttoxeter.

Suffolk: – Hadleigh, Haverhill, Newmarket, Saxmundham, Stowmarket.

Surrey: – Cranleigh, Holmwood, Lingfield, West Clandon, Windlesham.

Warwickshire: –Alcester, Atherstone, Balsall, Long Lawford.

West Sussex: – Arundel, Cuckfield, West Chiltington,

Wiltshire :- Amesbury, Marlborough, Wroughton.

Worcestershire: – Alvechurch, Bewdley, Pershore, Tenbury Wells.

Yorkshire: – Ackworth Moor Top, Cawthorne, Haxby, Hebden Bridge, Ilkley, Kirkburton, Market Weighton, Northallerton, Pickering, Pocklington, Richmond, Ripon, Skipton, Stocksbridge, Strensall with Towthorpe, Tadcaster ,Thorne, Thurcroft, Wales, Wetherby, Whitby.

LEFT BLANK

RURAL SERVICES NETWORK



SPARSE RURAL
Part of the Rural Services Network
FAIRER & FUNDING & PERFORMANCE



RURAL ASSEMBLY
Part of the Rural Services Network
RURAL POLICY



RURAL SERVICES PARTNERSHIP LTD
Part of the Rural Services Network
NON LOCAL GOVERNMENT



RURAL MARKET TOWNS GROUP
Part of the Rural Services Network
RURAL TOWNS



PARLIAMENTARY




RURAL VULNERABILITY GROUP OF MPs



Rural Fair Share Campaign



APPG ON RURAL SERVICES



HOUSE OF LORDS RURAL PANEL



COMMUNITY GROUP



PARTNER



RHCA
THE RURAL HEALTH & CARE ALLIANCE



RURAL ENGLAND
NETWORKING / RESEARCH / LEARNING



Rural Housing Alliance

THE **RURAL COALITION**



NRCN
National Rural Crime Network

PARTNER

LEFT BLANK

The Rural/Market Towns Group



RURAL/MARKET
TOWNS GROUP

A RURAL/MARKET TOWNS GROUP- A FORMAL INVITE

We are a Special Interest Group of The Local Government Association representing Rural Areas across England. Our mission is to be the national champion for rural services, ensuring that people in rural areas have a strong voice. We have 127 Principle Authority members from across England. We also have a grouping of some 170 non- local authority service providers (the RSP) and we issue a Rural Bulletin weekly to around 23,000 rural contacts across England. We also issue a monthly Funding Digest of rural grant opportunities and Government consultations. The following links show our inter connection with Parliament and how we bring our members together. We show how a Rural Market Town Grouping could fit well into our network. Our website is www.rsnonline.org.uk

What we do:

We aim to ensure rural issues are given a high profile, unfortunately we now find ourselves as the only organisation in England currently undertaking this vital work. Our network is the countries' largest rural network. We ourselves deliberately don't work from a grant or government funding base but from member subscription. We provide value for money to our members. This has allowed growth and continuity of operation together with the ability to make the rural case honestly and from within ourselves without fear of upsetting any external funding stream on which we may be dependent.

What we have achieved to date:

-  The first general rural parliamentary groups in history
-  Better finance settlements for rural authorities
-  Continual Pressure on Government in relation to issues ranging from broadband to rural housing and vulnerability
-  The creation of Rural Crime, Rural Health and Rural Research organisations

The facts:

There are many rural areas in England spun across 200 different local authorities. Only by working together can we present a cohesive approach to an urban facing government. It is easy for urban areas to gather support but more difficult for dispersed rural areas. We have to get rural messages across and backed if they are to properly be heard and acted upon.

What we want from you:

The wider our membership the stronger the rural voice- it's a simple fact. We want to establish a Rural/Market Towns Group to allow towns a conduit into our services and policies and operation. We wish to see Rural Towns given the opportunity to establish the commonalities of their case and to be able to argue for it. We charge an annual subscription which is low and affordable but it's what it can give back that we wish to be judged upon.

What we can give you back:



Formation of a dedicated Rural/Market Towns Group, offering some peer-to-peer networking and discussion opportunities (either face-to-face or online) and input into the national rural agenda. (Representation on this Group can be by Council Clerk or Member)



Development of a representational role, for example responding to selected public policy consultations or meeting with interested Parliamentarians. There is no rural or market or small towns APPG



Development of good practice and learning material related to the key policy areas and delivery challenges and opportunities for rural/market towns



Provision of a dedicated quarterly newsletter highlighting relevant latest policy developments, showcasing interesting member practice and flagging relevant initiatives or funding opportunities (perhaps drawn from the Rural Funding Digest)



Where made possible by published material - provision of some benchmark statistics about rural/market towns



Management of occasional online surveys of the member rural/market towns, to gather comparative information about topics of particular interest to this grouping and to the RSN as a whole



Free RSN community membership for your local organisations



Entry onto a bulletin calendar of the major local rural/market town events



The ability to establish and present the collective voice of rural/market towns



The ability to say what your council think about English rural issues which affect their area as and when they arise



An expectation that those views will be taken forward



Full entitlement to attend, free of charge, any of the seven regional seminars and meetings based around specialist topics held around the country annually



Involvement in the English Rural Sounding Board system



Discounted rates at the National Rural Conference every September

If you don't receive these currently you will also get:



The weekly Rural Bulletin



The monthly RSN Funding Digest

Summary:

Our target is to form a Rural Market Towns Group of approximately 125 towns in 2019 and harness the argument of these rural areas. Both the town councils, people in the towns, and their surrounding hinterlands will be better placed to put their arguments across and contribute to the rural voice. We hope you can help us grow from the start!

As we exit the EU we are currently calling on government to produce a 'Rural Strategy' giving both direction and promise to rural areas. Our wish is that Rural and Market Towns should be given clear opportunities in such a Strategy. To date government has received this call somewhat negatively. It is only by working together and by establishing and pursuing common goals that your town can input into the national picture. Please back us to back your town and your area.

LET'S BRING & ARGUE THE RURAL CASE TOGETHER

If you would like further information about the Rural/Market Towns Group please contact us:

Rural Services Network
Kilworthy Park,
Tavistock, Devon
PL19 0BZ
01822 851370
www.rsnonline.org.uk
david.inman@sparse.gov.uk
twitter: @rsnonline



**RURAL/MARKET
TOWNS GROUP**