



# Penrith Town Council

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

Minutes of the meeting of

## **PENRITH TOWN COUNCIL**

Held on Monday **23 March 2020**, at 6.00 p.m. Unit 1 Board Room, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR.

### **PRESENT**

Cllr. S. Clarke	Carleton Ward
Cllr. Fallows	East Ward
Cllr. Jackson	North Ward
Cllr. Lawson	Carleton Ward
Cllr. Shepherd	East Ward

Town Clerk  
Services and Contracts Manager

# MINUTES FOR THE MEETING OF

## FULL COUNCIL

23 MARCH 2020

### **PART I Measures were in place for the protection of attendees**

#### **PTC 19/119 MATTERS DEFERRED**

##### **RESOLVED THAT:**

Due to the Covid 19 pandemic the following matters be deferred:

- 4: Reports from Penrith Councillors from Other Authorities
- 7: Chairs Report
- 8: Reports from Members
- 10: Parking and Movement Study Report

#### **PTC19/120 MATTERS MOVED AND APPROVED**

##### **RESOLVED THAT:**

- I. An additional late matter be considered in part II
- II. That the following matters be agreed and approved.

#### **PTC19/121 APOLOGIES FOR ABSENCE**

Apologies were received from the following members:

Cllrs. Bowen, Burgin, Clark, Davies, Donald, Hawkins, Kenyon, Knaggs, M. Shepherd and Snell.

#### **PTC19/122 MINUTES**

##### **RESOLVED THAT:**

The minutes of the meeting of the Council held on 27 January 2020, be approved.

#### **PTC19/123 DECLARATION OF INTERESTS AND REQUESTS FOR DISPENSATIONS**

Members noted that there were no declarations by Members of interests in respect of items on this agenda.

#### **PTC19/124 EXCLUDED ITEMS: Public Bodies (Admission To Meetings) Act 1960**

##### **RESOLVED THAT:**

Members agreed that Items 16 and 17 should be considered without the presence of the press and public, pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960, as publicity relating to that (any of those) matter/s may be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for the other special reasons noted in relation to that matter on the agenda.

#### **PTC19/125 RESOLUTIONS REPORT**

##### **RESOLVED THAT:**

The report be noted.

#### **PTC19/126 VE DAY REPORT**

Members noted that unfortunately all activities associated with the VE Day event, had been cancelled including the civic parade and church service along with all community projects.

## **PTC19/128 MATTERS FROM FINANCE COMMITTEE**

### **a) Bank Reconciliation**

#### **RESOLVED THAT:**

The bank reconciliations as at 31 December 2019 and 31 January 2020, be ratified.

### **b) Budgetary Control Statement 2019/20: 31 January 2020**

#### **RESOLVED THAT:**

The budgetary control statement for the period to 31 January 2020, be ratified.

### **c) Delegated Decisions**

#### **RESOLVED THAT:**

- i. The delegated decision report for emergency works undertaken to the ladder system at Musgrave Monument, be ratified.
- ii. The delegated decision report to update the Council's website for compliance with legislation, be ratified.

### **d) Annual Review of the Fees and Charges**

#### **RESOLVED THAT:**

The fees and charges for 2020/21, be ratified.

### **e) Internal Audit Report**

#### **RESOLVED THAT:**

The Internal Auditors Interim Audit Report for the period 01 April to 31 December 2019, be ratified.

### **f) Review of System of Internal Control 2019/20**

#### **RESOLVED THAT:**

The review of the Council's system of internal control for the current financial year and recommend the report go forward for ratification by Full Council be ratified.

## **PTC19/129 BUSINESS CONTINUITY – COVID 19**

#### **RESOLVED THAT:**

- i. The report and risk assessment be approved with the caveat that procedures would change as new guidance is issued from HM government.
- ii. That the appended infectious disease policy be approved.

## **PTC19/130 DECLARATION OF A CLIMATE AND ECOLOGICAL EMERGENCY REPORT**

### **RESOLVED THAT:**

The report and recommendations contained within be approved as follows:

- i. That the Council has developed a series of strategic proposals to help with 'Climate Change' issues at a local level: to improve the Town Councils own practices and that of the community, recognising that as a local authority the Council has an important role in delivering carbon emission reductions in Penrith.
- ii. That the Council approve in principle, the proposals contained within the strategic plan as circulated to Members.
- iii. That the proposals for 2020 are scoped and costed by the Council's Services and Contracts Manager and Responsible Finance Officer.
- iv. That a report be taken forward for the consideration of the Council's Finance Committee.
- v. That when the scoping for the scheme is completed, the original resolution for this matter be reviewed to ensure it remains realistic and relevant.
- vi. That the Finance Committee make recommendations to Full Council.
- vii. That the Council become a member of the Cumbria Zero Carbon Partnership and offer match funding of up to £5,000.
- viii. That Members note that progress on this scheme may be delayed due the Covid 19 pandemic, but every effort will be made to progress this important work.

## **PTC19/131 NEXT MEETING**

Members noted that the next meeting is scheduled for 18 May 2020 at 6.00pm, Unit 2, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR but as public meetings are suspended this is subject to change and may have to take place digitally if permitted to do so.

## **PART II PRIVATE SECTION**

### **PTC19/132 LCAS REVIEW**

#### **RESOLVED THAT:**

The report and recommendations contained within be approved .

### **PTC19/133 PROTOCOL**

#### **RESOLVED THAT:**

That the protocol be approved.

#### **CHAIR:**

#### **DATE:**

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

#### **ACCESS TO INFORMATION**

Copies of the agenda, draft and approved minutes are available for members of the public to inspect prior to the meeting. Copies will also be available at the meeting. The agenda and Part I reports are also available on the Town Council website [www.penrithtowncouncil.co.uk](http://www.penrithtowncouncil.co.uk)



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## HIGH CONSEQUENCE INFECTIOUS DISEASE POLICY

### APPROACH AND DELEGATIONS

- 1.1 Penrith Town Council actively seeks to protect the Councillors, volunteers and staff working for and on behalf of the council and its activities.
- 1.2 The following policy applies to any High Consequence Infectious Disease (HCID) as defined on [www.gov.uk](http://www.gov.uk).
- 1.3 This policy sets out the delegations and approach that the Council will follow in respect of and infectious disease outbreak in the United Kingdom with an imminent threat of infection in Penrith.
- 1.4 This policy is activated when:
  - a) There is an active outbreak of a HCID in the United Kingdom with an imminent threat of infection in Penrith **and**
  - b) At least 3 councillors have requested its activation to the Chairman, and subsequently notified the clerk, or the Chairman plus 2 councillors have requested its activation to the Clerk, or its activation is resolved in a meeting of the Council.

**OR**

  - c) The government of the United Kingdom suspends all public meetings
- 1.5 The Council's approved Scheme of Delegation allows:

"7.1 Matters of urgency, as determined by the Town Clerk (or in his/her absence another Officer) shall be delegated to the relevant officer in consultation with the Chairman and Vice-Chairman of the appropriate Committee subject to a report being made to the next meeting of the appropriate Committee."

- 1.6 This policy is considered to be deactivated, when:
- a) When the imminent threat of infection has passed and
  - b) A minimum of 4 councillors have requested public meetings be recommenced and
  - c) The government of the United Kingdom has reinstated all public meetings.
- 1.7 It is anticipated that meetings might be cancelled and replaced with alternatives as advised by the National Association of Local Councils to ensure public safety and compliance with guidance from principal authorities.
- 1.8 In the event that it is deemed safe to convene a meeting is held, the quorum of Members for all meetings during such an emergency period will be fixed at **three**.
- 1.9 A meeting will only be convened if required in law or to address core business such as the annual return and only if permitted.
- 1.10 It is a requirement of the Local Government Act 1972, that council business shall be conducted at public meetings. Councillors and press and public can choose to not attend public meetings. The press and public will be asked to consider not attending to protect the health of all attendees, and to note that public meetings may be suspended.
- 1.11 If the government allows Councils to provide video conferencing this platform will be used to support the decision-making process.
- 1.12 If the government suspends all public meetings, all meetings of the Council will be cancelled to protect the health of all attendees, until the policy is deactivated
- 1.13 To allow the council to operate a delegation of executive authority will be provided to the Town Clerk and Services and Contracts Manager, Responsible Finance Officer and Council Solicitor. The authority will enable executive officers to take action in consultation with the Chair and Deputy Chair of the Council, (in the absence of either the Chair or Vice Chair of the Council, a chair or vice chair of a Council Committee), on matters arising, urgent matters and any new guidance which impacts on service deliverability, subject to a report being made to the next meeting of the Full Council.
- 1.14 Decisions under this delegation may be made digitally/remotely.
- 1.15 Provision is also made for executive officers to take urgent decisions in the event of the Town Clerk being indisposed.

- 1.16 The approved Planning Protocol allows the Deputy Town Clerk to submit responses to EDC if the application is not controversial and not a large development. During the activation of this policy, if a controversial or large development application is received, the Deputy Town Clerk will seek an extension.
- 1.17 The Deputy Town Clerk will email out the details of any applications on a Monday and a Wednesday to members of the Planning Committee. Members are required to look at the applications and respond to the Deputy Town Clerk by the required deadline. The Deputy Town Clerk will submit her decision to EDC.
- 1.18 All Payments listed as line items on the budget will be paid by the Council at the appropriate time to prevent any late charges.
- 1.19 All payments will be formally authorised by the council at the next available meeting.
- 1.20 Where this policy is activated over the end of the financial year, the RFO will prepare the end of year accounts in accordance with normal procedures and circulate to all of the councillors.
- 1.21 On the acceptance of a minimum of 3 councillors (preferably Chair and Vice Chair to the Council, Chair/Vice Chair of the Finance Committee), they will be signed by the RFO, Clerk and Chair as applicable for submission to the external and internal auditors. The accounts will be accepted by resolution at the next full council meeting.
- 1.22 In the event of a HCID outbreak the National Joint Council for local government services (NJC) will issue guidance for employers which the Council will follow.
- 1.23 The Town Clerk and Services and Contracts Manager will each take responsibility for assessing and managing the potential impact of a HCID (and the steps put in place by relevant Governments and authorities to deal with it).
- 1.24 The Council's business continuity plan provides for flexible home working arrangements and establishes and maintains clear internal and external protocols for regular and emergency communication with employees and other key stakeholders.
- 1.25 The Council will comply with health and safety duties and broader duties of care generally and home working regarding from the impact and implications of a HCID.
- 1.26 The Council will monitor Governmental and World Health Organisation advice and notify/remind staff of recommendations not to travel to particular areas and of measures to help prevent the spread of a HCID.

- 1.27 The Council will support policies/guidance on the self-isolation of staff (whether mandated by law, imposed by the Council or requested by individual staff members).
- 1.28 Staff will report if they feel unwell or are absent, and to report possible infection or exposure to the virus, including following private travel to high-risk areas or concerns involving others they have been in contact with at work.
- 1.29 Staff will be provided with the right equipment for disinfecting hands and (if official advice recommends), and with any additional health and safety training or support that they might need.
- 1.30 Resourcing strategies will be considered including the re-allocation of staff to work off site, the rotation of in-office/home-working arrangements, to minimise the risks of disruption if members of staff, or key staff, are absent.
- 1.31 Staff and Councillors who have underlying health conditions and who are more vulnerable may consider and decide to limit their attendance and exposure to public meetings, contact with the public and staff. Any employee or Councillors who decides to reduce this type of contact will be supported by the Council in this decision
- 1.32 Voluntary absences, requests for staff absence where a family member has the infections or is self-isolating (or if schools are closed or childcare arrangements impacted), self-isolation and sickness absence will qualify as paid leave.
- 1.33 The Council will comply with discrimination and privacy legislation in relation to staff who may contract the virus and ensure proper protection for those from high-risk areas against bullying, discrimination or harassment.
- 1.34 The Council will ensure compliance with relevant data protection legislation. Data concerning health is subject to enhanced protection under the GDPR as special category data.
- 1.35 The Council will consider and continually review wider operational impacts, in relation to:
  - a) Ensuring the Council meets its statutory obligations the Council will consider if formal meetings should be limited to a quorum of 3 members.
  - b) Managing the implications of halting "business as usual" activities
  - c) Holding or attending physical meetings and events (for example annual town council, committee meetings)
  - d) Minimum staffing levels required to maintain operations.
  - e) IT disruption (for example where this is outsourced) and the ability to continue financial and operational activities dependent on IT systems, whether on site or remotely.
  - f) Attendance at site visits, tests and inspections.



- g) An inability to obtain signatures, for instance in relation to documents requiring physical signature..
- h) Providing timely information required by regulatory or legal authorities, for example where relevant staff or access may be unavailable.

1.36 The Council will be kept up to date with the evolving situation and will comply with current legal obligations and medical guidance.

1.37 The Council will identify and respond appropriately to changes to relevant legal obligations or guidance and will liaise with Government and professional bodies where necessary on the extent and impact of any controls that may be required or imposed.