



Penrith Town Council

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

DATE: 22 September 2020

You are summoned to attend a video conference meeting of

PENRITH TOWN COUNCIL

to be held virtually via video conference on

Monday **28 September 2020**, at 6.00 p.m.

Members are asked to indicate if they wish to speak on an item PRIOR to the meeting (by 1pm on the day of the meeting at the latest) by emailing office@penrithtowncouncil.co.uk

FULL COUNCIL MEMBERSHIP

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

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

Mrs V. Tunnadine, Town Clerk

The Town Council resolved from 20 May 2019, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to adopt the General Power of Competence.

AGENDA

VIRTUAL FULL COUNCIL MEETING

MONDAY 28 SEPTEMBER 2020

Due to the current restrictions in place this meeting will be a virtual meeting and therefore will not take place in a physical location. The meeting be held virtually via video conferencing. Therefore, this is a meeting in public, not a public meeting. The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations") come in to force on 4 April 2020.

Section 78 of the 2020 Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May next year. The Regulations apply to local council meetings, committees, and sub-committees.

WELCOME

The Chair will welcome everyone to the Full Council meeting being and will take a roll call of attendees. Each person in turn will be invited by name to confirm they are in attendance:

The Chair will advise the meeting which officers are in attendance.

Officers of the Council will provide procedural advice and manage the virtual meeting process. We are unable to guarantee that each participant will remain connected to the meeting.

The Chair will ask attendees to:

- To have their microphones on mute.
- To adhere to the Councils Code of Conduct, General Standing Orders and the Meeting Etiquette Guidance to support the chair as he or she manages the meeting.
- Only unmute when you have been invited in to speak.
- Speak clearly and look into the camera.
- Turn phones to silent.
- Be aware of time lags and allow time for participants to respond.
- Introduce themselves when raising a point.
- The Chair will ask officers if any members wish to speak on each item. Officers will introduce each member who wishes to speak
- Respond to the Chair when their name is called.
- Be aware that some attendees may join by telephone.

1. Apologies For Absence

Receive apologies from members

The Chair will read out any apologies received in advance of the meeting from Members of the Council. Members are asked to send apologies prior to the meeting by midday on the day of the meeting at the latest to office@penrithtowncouncil.co.uk

2. Confirmation of the Minutes of Previous Meetings

Receive and approve minutes of meetings

The Chair will read out and propose that Members approve the minutes for Virtual Full Council held on 13 July 2020 as a true and accurate record and agree they be signed as such, when permissible.

3. Public Participation and Representations

a) Receive public representations

- The Chair will read out any questions, petitions or statements received in advance of the meeting from Members of the Public.

b) Receive reports from District and County Councillors

- The Chair will read out any questions, petitions or statements received in advance of the meeting from District or County Councillors.
- The Chair will invite District and County Councillors present to report to the meeting.

4. Declaration of Interests and Requests for Dispensations

Receive any declarations of interest of any disclosable pecuniary or other registrable interests relating to any items on the agenda for this meeting

a) Dispensations for virtual meetings

- The Chair will ask Members to note that further to resolution PTC20/25 agreed on 13 July, Councillors Burgin, M. Clark, S. Clarke, Fallows and C. Shepherd have applied for a dispensation. These applications have been accepted by the Clerk to the Council who has authority to grant dispensations under section 33(1) of the Localism Act 2011, the basis being set out under section 33(2). The dispensation is valid until 12 January 2021. The individual dispensations will be retained on file. Having accepted these dispensations, the Council would thereafter accept apologies from these Members for failing to attend because of contraction of Covid-19, inadequate equipment, connectivity, or other technical reasons and if their apologies were not received prior to the meeting, their dispensation would prevent their disqualification. Members are asked to note that NALC's legal team have advised the Council that this approach is satisfactory.

b) Declarations of interest of any disclosable pecuniary or other registrable interests

- The Chair will read out any declarations of interests received from Members in respect of items on this agenda and apply for a dispensation to remain, speak, and/or vote during consideration of that item. Members are asked to declare any interests by midday on the day of the meeting to office@penrithtowncouncil.co.uk . If a Member remembers an interest during the meeting they should declare it when asked if they have a question on the agenda item in question.

5. Excluded: Public Bodies (Admission to Meetings) Act 1960

Consider whether any agenda items should be considered without the presence of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960 Section 2 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.

The Chair will inform the meeting that there are no items to be considered in private session.

Routine Business Matters

6. Chair's Report

Receive and note a report by the Chair

7. Reports from Members

Receive and note oral reports from Councillors regarding meetings they have attended as representatives of the Town Council

8. Resolutions Report

Receive and note the written report.

9. Neighbourhood Plan

Receive and note the written report from the Lead Officer

The Chair will ask Members to note the report.

10. Newton Rigg

Receive and note the oral report from the Lead Member

The Chair will invite Cllr. Knaggs to provide an oral report to the meeting.

11. Fairhill Playground

Receive and note the oral report from the Lead Officer

The Chair will invite the lead officer, the Services and Contracts Manager, to provide an oral report to the meeting.

12. Omega Proteins

Receive the oral report from the Lead Member noting the Environment Agency has served an enforcement notice and written to residents.

The Chair will invite Cllr. Davies to provide an oral report to the meeting.

13. Stakeholder Group Recovery Plan

Receive and note the oral report from Officers

The Chair will invite the Lead Officer, to provide an oral report to the meeting.

14. Business Continuity – Covid19

Consider the Report and recommendations contained within

15. Ethical Decision-Making Framework

Consider the report and recommendations contained within

16. Remembrance Day 2020

Consider the risk assessment and recommendations contained within the report.

17. Matters from Finance Committee

Ratify the following matters as approved by Finance Committee

Matters from Finance Committee Continued

a) Bank Reconciliation

Ratify the bank reconciliations as of 30 June 2020, 31 July 2020, and 31 August 2020.

b) Budgetary Control Statement 2020/21 31 August 2020

Ratify the budgetary control statement for the period to 31 May 2020.

c) Motion from Cllr. Fallows Bus Shelter Brentfield Way

Ratify the motion from Cllr Fallows to install a new bus shelter on Brentfield Way.

d) Risk Assessments

Ratify the risk assessments for:

- i. Allotments
- ii. Bus Shelters
- iii. Business Continuity
- iv. Cornmarket Bandstand
- v. Fairhill Playing Field
- vi. Finance
- vii. Fire
- viii. Governance
- ix. General Data Protection Regulations
- x. Information Technology and Website
- xi. Lone Working
- xii. Musgrave Monument
- xiii. Office
- xiv. Recycling Bring Site
- xv. Seats
- xvi. St Andrews War Memorial

e) Motion from Cllr. Shepherd Coronation Garden Asset of Community Value

Ratify the motion from Cllr. Shepherd to register Coronation Garden as an Asset of Community Value.

f) Policy Review

Ratify the approved amendments to the following policies:

- i. Procurement Policy
- ii. Financial Regulations

g) Bank and Investment Accounts

Ratify the approved signatories for the Council's bank and investment accounts:

- i. Authorised Signatories CCLA Account
That Cllr. Shepherd be agreed as signatory. The RFO requested an urgent matter be considered for the maintenance of cashflow levels and requested that £50,000 be transferred back from the CCLA account into the Council's HSBC account .
- ii. Authorised Signatories Other Accounts with similar limitations
That all Councillors are agreed as signatories unless there is a signatory limitation.

Matters from Finance Committee Continued

h) HSBC Daily Payments limit

Ratify the HSBC bank account mandate daily limit from £10,000 to £20,000.

i) Internal Audit Plan

Ratify the outline Internal Audit Plan for 2020-21.

j) Budget Review 2020-21

Ratify the current year's budget to reflect the 2019-20 outturn and the effects of the Coronavirus pandemic on services.

k) Local Government Pay Award 2020-21 of 2.75% backdated 1 April 2020

Note the staff pay award 2.75% backdated 1 April 2020.

l) External Audit Report 31 March 2020

Note that the external auditors, PKF Littlejohn, have concluded the statutory audit for the financial year-ending 31` March 2020 and are satisfied that the Town Council's accounts are in accordance with proper practices, and that relevant legislation and regulatory requirements have been met.

m) Footway Lighting Bowscar .

Note that Electricity North Wests plans to remove footway lighting provision in Bowscar and that additional to the report recommendations that an informal meeting be arranged with EDC to consider this matter and report to Finance Committee.

18. Matters from Planning Committee

- The Chair will propose the following matters a) and to b) be approved.

a) Penrith Parking and Movement Study (Page Nos 15-51)

Consider the recommended response from Planning Committee to the Partners' Joint Committee Report and the Stage 4, Non-Technical Summary of the Penrith Parking and Movement Study.

b) Planning for the Future

Consider the recommended response from Planning Committee to the Government's proposed planning reforms which can be found at

<https://www.gov.uk/government/consultations/planning-for-the-future>

19. Penrith in Bloom

The Chair will express the Council's thanks and appreciation for 2020 Penrith in Bloom projects and the video promoting their work during Covid-19.

NEW BUSINESS

20. Voreda House

Receive an oral report and consider the Council's position.

21. Licensing Act 2003 - Review of Statement of Licensing Policy

Note the Review of Statement of Licensing Policy

The Chair will ask Members to note that EDC are undertaking a 12-week consultation on the contents of a revised draft policy, which has been updated to reflect legislative changes regarding the right to work in the UK and powers for licensing authorities to suspend or revoke a personal licence when the holder has been convicted of a relevant offence. The draft policy is available on the Council's website at

<https://www.eden.gov.uk/business-and-trade/licensing/licensing-act-2003/about-the-licensing-act-2003/>

22. Conversation with the Police and Crime Commissioner

Note that Members are invited to start a conversation with Mr McCall, the Police and Crime Commissioner, in a Teams meeting on Monday 19 October between 3.00pm and 4.00pm as part of a community engagement scheme. Members should inform the Town Clerk if they would like to join the discussion **by 30 September 2020**.

23. National Lottery announcement of grant for Zero Carbon Cumbria

Note that the National Lottery announced their £2.5 million grant for the Zero Carbon Cumbria programme, which is a partnership of 68 member organisations including Penrith Town Council, who are working together to drive down the county's carbon emissions. The purpose of the group is to plan and oversee a radical programme of action that will enable Cumbria to become a carbon neutral county and to mitigate the likely impact of existing climate change. The 68 member organisations include the county's local authorities, businesses, local sustainability groups, schools, the NFU, NHS, police, Cumbria Local Enterprise Partnership (LEP), national parks, Natural England, the Environment Agency, Electricity North West, and United Utilities. Hazel Graham from Cumbria Action for Sustainability co-chairs the group with Colin Cox, the Director of Public Health for Cumbria. The group reports to Cumbria Leaders' Board, Cumbria Chief Executives' Group, Cumbria Local Authority Officers' Group and Cumbria Sustainability Network.

24. Local Government Reorganisation Cumbria

- a) Note the letter from the Cumbria Association of Local Councils dated 13 August 2020.
- b) Consider The Executive Committee's 'Interim Position' statement.

25. Next Meeting

The Chair will ask that Members note the next meeting is scheduled for 30 November 2020 at 6.00pm, Unit 2, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR or that the meeting may be convened on this date via video conferencing.

Private Session

There are the no items in this Part of the Agenda

FOR THE ATTENTION OF ALL MEMBERS OF THE TOWN COUNCIL

ACCESS TO INFORMATION

Copies of the agenda are available for members of the public to inspect prior to the meeting.

Agenda and Part I reports are available on the Town Council website:

www.penrithtowncouncil.co.uk

Background Papers

Requests for the background papers to the Part I reports, excluding those papers that contain exempt information, can be made to the Town Clerk address overleaf between the hours of 9.00 am and 3.00 pm, Monday to Wednesday via office@penrithtowncouncil.co.uk.



Penrith Town Council

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

ITEM 2

Draft Minutes of the video conference meeting of

PENRITH TOWN COUNCIL

Held on Monday **13 July 2020**, at 6.00 p.m.

PRESENT

Cllr. Clark	South Ward	Cllr. Knaggs	West Ward
Cllr. Davies	West Ward	Cllr. M. Shepherd	North Ward
Cllr. Donald	North Ward	Cllr. C. Shepherd	East Ward
Cllr. Jackson	North Ward	Cllr. Snell	West Ward
Cllr. Kenyon	North Ward		

Town Clerk
Deputy Town Clerk
Services and Contracts Manager
Economic Development Officer
Solicitor

The Town Council resolved from 20 May 2019, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to adopt the General Power of Competence.

DRAFT MINUTES
VIRTUAL FULL COUNCIL MEETING
MONDAY 13 JULY 2020

PTC20/21 Apologies for Absence

Members received apologies from Cllr. S. Clark, Cllr. Hawkins and Cllr. Lawson.

The Chair advised Members that the Council Chair had accepted the resignation of Cllr. Bowen, Pategill Ward. Eden District Council's Democratic Services had been informed and the vacancy notice had been published on the Council's website on 13 July 2020.

Cllr. Jackson on behalf of the Council acknowledged Cllr. Bowens positive, and professional contributions to the Council.

PTC20/22 Confirmation of the Minutes of Previous Meetings

Members were asked to receive and approve minutes of meetings as a true and accurate record and agree they be signed as such, when permissible by the Chair of this meeting.:

- a) Virtual Full Council held on 18 May2020
- b) Virtual Extra Ordinary Meeting 8 June 2020
- c) Virtual Extra Ordinary Meeting 22 June 2020

RESOLVED THAT:

- i. The Town Clerk check the attendees for the meeting held on 18 May 2020 which it was reported had been omitted. Any omissions would be added and signed by the Chair when permissible.
- ii. The minutes for the meeting held on 22 June 2020 would be amended to record that Cllr. M. Shepherd represents Penrith North Ward and signed by the Chair when permissible.
- iii. The minutes be approved and signed as a true and accurate record and signed by the Chair when permissible.

PTC20/23 Public Participation and Representations

The Chair informed the meeting that no questions, petitions, or statements were received advance of the meeting from members of the public.

Cumbria County Councillor Carrick submitted a written representation:

Firstly, can I apologise that I am unable to join you in person. I have difficulty joining Zoom meetings when I am unable to use a direct link, but I will make sure that I am able to address this for the next meeting.

In the meantime, I would like to take this opportunity to update you on some developments in Penrith North.

The mini roundabout at the junction of Salkeld Road and Beacon Edge is now installed. It has had some initial teething problems with some of the bollard being damaged and needing to be replaced, but I think these have now been overcome.

You will remember that the scheme has been designed to address speeding in the vicinity of that junction and road safety at the junction, as well as allowing people to cross the road more easily and safely and support the increased use of the Fairhill Playing Field, particularly as the timing of these works coincides with this excellent local facility being developed further.

I hope that this scheme will contribute to an overall reduction in speed in the wider area, while other initiatives are being developed in the slightly longer term to introduce traffic calming measures along Beacon Edge, but I welcome any feedback from councillors.

I have received a number of concerns in respect of the new development at Raiselands Farm. There have been regular reports of health and safety breaches on site, poor communication between the developers, Persimmon, and the adjacent residents about what will be happening on site, questions about whether what is happening on site has actually received planning permission, drainage issues from the main road and difficulties arising from the perimeter fencing blowing onto the main road and becoming a hazard.

This is quite a complex situation with responsibility for the resolution of these issues lying with a number of separate bodies, the developers, the District Council, and the County Council.

In terms of those issues over which the County Council has influence, I can report that we have arranged for the gullies on the A6 to be cleared as a matter of urgency and are working with the developers to clarify the type of fencing they should be using.

Cumbria County Councillor Bell made a representation informing the meeting that she was a passionate supporter of the Town Council and Penrith and would like conversations to facilitate greater partnership working, managing misinformation, tackling negativity, adapting to a changing retail and cultural environment as a result of Covid 19 and positively moving forward making Penrith a destination of choice. Councillor Bell commented that she, County Councillors David Whipp and Hilary Carrick, had been subjected to personal attacks over a decision, concerning public safety in the town centre, in which they themselves were not involved in making.

Councillor Jackson responded that 'discourse in this town has been at times very disappointing' adding that, contrary to rumour, any permanent changes in the town would have to go through a complete and far-reaching consultation process.

PTC20/24 Declaration of Interests and Requests for Dispensations

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

The Chair informed the meeting that Cllr. Davies had informed the Clerk of an interest in item 17, as through his membership of the CALC Executive he had become a member of the Health Protection Board.

PTC20/25 Dispensation for Virtual Meetings

Members considered a motion to provide a dispensation for individual Members who were unable to join virtual meetings due to illness or for technical reasons or where there is a good reason for potential non-attendance for six consecutive months. The dispensation would avoid forfeiture of office. If a Member wished to have a dispensation, he or she would have to give notice to the Clerk and the reason, to take advantage of the dispensation and to provide a formal record.

Members noted that:

Section 85 (1) of the Local Government Act 1972 requires a member of a Local Authority to attend at least one meeting of that Authority within a six-month consecutive period, in order to avoid being disqualified as a Councillor. This requirement can be waived, and the time limit extended if any failure to attend was due to a reason approved by the Authority, in advance of the six-month period expiring.

Section 85 (1) of the Local Government Act 1972 also states that "if a member of a Local Authority fails, throughout a period of six consecutive months from the date of their last attendance, to attend any meeting of the Authority they will, unless the failure was due to some good reason approved by the Authority before the expiry of that period, cease to be a member of the Authority."

PTC20/25 Dispensation for Virtual Meetings continued

A Dispensation Form was appended to the agenda for Members.

Members noted that prior to the commencement of the meeting Cllr. M. Clark and Cllr. S. Clark had submitted dispensations for technical reasons subject to approval by Council.

RESOLVED THAT:

Members who individually applied for dispensation under the terms of the motion would be granted dispensation on completion of a Dispensation Form.

PTC20/26 Excluded: Public Bodies (Admission to Meetings) Act 1960

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

RESOLVED THAT:

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

PTC20/27 Chair's Report

Members noted that there were no civic events attended due to Covid-19.

PTC20/28 Reports from Members

Members received oral reports from Councillors regarding meetings they had attended as representatives of the Town Council

Cllr. Davies reported that along with Cllr. Hawkins and Cllr. C. Shepherd had attended the virtual meeting for Penrith Town Working Group.

Cllr. Davies informed the meeting that a meeting for the Omega Liaison Group was being sought regarding increasing concerns regarding odours from the site.

Cllr. Donald reported that he had been maintaining close contact with the Salvation Army's Penrith Foodbank who, apart from providing and delivering food to the most vulnerable in the community, were also providing three hot meals a week to those who most needed it. Cllr. Donald acknowledged the community benefit of the service and suggested that the Council continue to support the service.

Cllr. C. Shepherd informed the meeting of the sad passing of Mr Fawcett, the Chair of the Coronations Gardens Committee, and reported that the committee would continue. The archives held by Mr Fawcett had been secured to enable the committee to move forward.

PTC20/29 Resolutions Report

Members received and noted the written report.

PTC20/30 Parking and Movement Study Report

Members received and noted the oral report from the Lead Member, Cllr. Jackson.

PTC20/31 Neighbourhood Plan

Cllr. Knaggs informed the meeting that there was nothing to report.

PTC20/32 Devolution

Members received and noted the oral report from the Services and Contracts Manager as the Lead Officer.

PTC20/33 Newton Rigg

Members received and noted the oral report from Cllr. Knaggs who as the Lead Member, reported that the Land-Based Strategy Group (LBSG), which had approximately 20 members, was chaired by Christine Knipe (Chief executive of the Westmorland Agricultural Society).

Members range from various organisations such as the NFU, LEP, University of Cumbria, County Council, Tourism sector, FE sector, Eden District Council.

Mr Banford leads the project. There has been 2 meetings where terms of reference, working groups and a communication plan were agreed. The Further Education Commissioner would undertake a strategic review to evaluate bids from interested parties within the context of the area's educational needs. It would be normal for an organisation (in this case Askham Bryan) to accept the commissioner's recommendation.

Expressions of interest must be made by 22 July and, if successful the bidder would be asked to devise a business plan for consideration in September. Practical support to all interested parties will be provided by the LBSG.

One immediate concern was that students have already started to look elsewhere to complete their studies and next year's intake would be deciding on courses now.

PTC20/34 Fairhill Playground

Members received and noted the oral report from the Services and Contracts Manager as Lead Officer, regarding the most recent site improvements.

Members were asked to approve the risk assessment and signage for the re-opening of the play areas at Fairhill, after the schemes of work related to the installation of play equipment, post installation inspection and pathways have been completed.

RESOLVED THAT:

The risk assessment and signage be approved and that the play area be opened to the public when all schemes of work have been completed to the satisfaction of the Services and Contracts Manager.

PTC20/35 Stakeholder Group Recovery Plan

Members were informed that Council would consider a written report rather than an oral report to enable officer recommendations within the report to be considered.

Members noted that Eden District Council had informed the Council that the required de Minimis threshold was £2,500 and above. Goods and services costing up to £2,499 could be provided with a direct award. In terms of VAT, the project budget should include any VAT which could not be recovered from HMRC.

RESOLVED THAT

- i. The approach as outlined in the Draft Town Recovery Plan Action Plan and Communication Plans document (as appended e),f),and g)) be approved noting that the document is a live and organic document, which is reactive and responsive and therefore subject to change.
- ii. In respect of the RHSS Fund, the Draft Eden District Council (EDC) Service Level Agreement (SLA) Appendix b) be approved and that the Town Clerk be authorised to finalise and sign the SLA on behalf of the Town Council, once finalised by EDC.
- iii. The supporting documentation from EDC (Appendices a), c)and d)) be noted.
- iv. The allocation of a budget of £10,000 from the General Reserve be approved for urgent schemes of work related to the recovery of the town.
- v. The recommendations as listed in 2.14 and 3.10 be approved.

PTC20/36 Covid-19 Support and Help for Penrith Residents

Members considered the report and recommendations contained within.

Cllr. C. Shepherd requested that the Council's appreciation of the support that the Council's Officers provided to the community to ensure that the Council could provide seven days a week emergency plan be minuted.

RESOLVED THAT:

- i. The emergency plan be deactivated on 31 July when the government proposes to pause shielding.
- ii. The plan would be re-activated if there was a significant change in Penrith and residents were asked to re-shield.
- iii. The Fell Runner Community Transport's continuous volunteer support and assistance over the last 4 months be officially acknowledged.

PTC20/37 Cumbria County Council Local COVID-19 Outbreak Control Plan Consultation

Members were asked to consider the report and recommendations contained within

RESOLVED THAT:

- i. The Council responds to Cumbria County Council's consultation on the Local Outbreak Plan within the consultation period.
- ii. Members approve the response to the Consultation as set out in Appendix A. with stronger emphasis on local testing at Penrith Rugby Club rather than Whitehaven.

PTC20/37 Business Continuity – Covid19

Members considered the Report and recommendations contained within

RESOLVED THAT:

- i. The High Consequence Infectious Disease (HCID) Policy be deactivated.
- ii. The Safe Workplace Risk Assessment be approved.
- iii. ongoing delegated authority be provided for both the Town Clerk and Services and Contracts Manager to take action on new Government guidance if the advice impacts on Service Delivery.

PTC20/38 Code of Conduct

Members considered the Local Government Associations review of the Model Code of Conduct report and recommendations contained within.

RESOLVED THAT:

The Council provides a response to the consultation via the Cumbria Association of Local Councils based upon the matters raised in Section 3 of the report:

- a) The draft identifies through nine bullet points some fundamental concepts to which all members should adhere. The draft goes on to state what are minimum requirements which are expressed in terms of commitments by each individual member.
- b) The nine bullet points should be considered minimum requirements.
- c) Expressing the two as separate points and requirements may cause confusion and certainly provides a lack of clarity. Any member should be required to commit to the whole code.
- d) It is not clear in requirements 1 and 2 why these provisions are expressed in relation to treating people with civility. There should be a reference to treating people with respect either in addition to or in substitution of the civility requirement. Respect is a commonly used and understood in relation to standards of behaviour and it is one which has been used previously.
- e) Bullying and harassment is referred to in requirement three. It should be made clear that harassment is not acceptable in any circumstances. I understand the reference to the protected characteristics and that it may be particularly inappropriate with reference to those characteristics. I consider that the simple statement that harassment is not acceptable in any circumstances should be made.
- f) Requirement four refers to the impartiality of officers. It should be made clear that there should be no attempt to attempt to persuade officers. It should make clear that a member should not seek to persuade, instruct, or force an officer to change an opinion. The requirement would benefit from this expansion.
- g) The reference in the notes to requirement 6 to "this basis" is not clear. It should be specifically stated what the basis is on which a member should operate. The expectation and the obligation are not expressed succinctly.
- h) It should be made clear that promoting anyone's private interests should be avoided.
- i) In requirement 10 the purpose of the disclosure should be stated and that a declaration of interests everyone to know what the Members interests are and determine whether a conflict may arise. This is made clearer in the notes.

PTC20/38 Code of Conduct

- j) In requirement and 11 a reference is made to “significant” gifts. The use of the word significant gives rise to the prospect of subjective judgements and does not add anything to the concept.
- k) It should be made clear in relation to the internal resolution procedure that it applies when a person may be in breach the code of conduct
- l) One of the issues with the current code is the inability of authorities to issue what would be effective sanctions in serious cases. It is not considered that an authority could impose a two months’ bar or bar someone from chairing a committee as is stated in the appendix.
- m) It is considered that the code itself should be relatively straightforward and easy to apply and understand.
- n) It may be thought that there should be a specific requirement in the code for members to promote equality and not to discriminate. It should be made clear that members should not use the council’s resources for political purposes. It may well benefit the code to provide a positive requirement for members to support high standards of conduct.
- o) The particular criticisms which there are of the current code which are most often made are the lack of sanctions, the potential imposition of criminal sanctions, the lack of an independent appeal process if matters are being dealt with solely within an authority and the variety of codes which there are across the country although there must be a measure of commonality.

PTC 20/39 Matters from Finance Committee

Members noted that the matters had been considered and approved by the members of the Council’s Finance Committee, and the Committee Chair, Cllr. Burgin had requested that these matters be brought to the Full Council for ratification. Members were asked to ratify the Bank Reconciliation and Budgetary Control Statement 2020/21 up to 31 May 2020.

RESOLVED THAT:

The Bank Reconciliation and Budgetary Control Statement 2020/21 up to 31 May 2020 be ratified.

PTC20/40 Paperless Operations

Members considered the report and recommendations contained within.

Members agreed that implementing a pilot project was difficult at this time, particularly as Members were experiencing difficulties reading documents and attending a video conference simultaneously.

RESOLVED THAT:

The matter be deferred.

PTC20/41 Motion from Councillor Davies

Members considered the following motion from Councillor Davies

“I would like to propose that an informal Task and Finish Group made up of Councillors and non-councillors, supported by the Council’s solicitor, and with terms of reference agreed by Full Council, be established to develop a framework for ethical decision making, its criterion and weighting.

Penrith Town Council’s aims to provide consistent, quality services and strives for continuous improvement for all activities, processes, operations, policies, and decisions.

The Council’s performance is currently measured by:

- Internal and external audit reports
- The General Power of Competence
- Committee Work Planning
- Regular reports to Members on the progress of the Council’s priorities within the Council Business Plan
- Publicly reporting performance via newsletters, periodicals, and annual reports
- Undertaking satisfaction surveys and complaint monitoring
- Staff Appraisal system

To further enhance the Council’s performance, I would like to propose the development of an ethical decision-making framework, which will ensure that Council arrangements are open, accountable, and ethically strong, promoting high standards of conduct that will enhance trust between the Council and communities.

The framework will demonstrate that the Council is delivering value for money and added benefit in a way that delivers the best, open and accountable democracy it can as a Council.

The Council will be able to demonstrate that a decision was:

- Reasonable in the circumstances
- Based on the best evidence available at the time
- Based on ethical principles of procurement, value for money and added value
- Made in accordance with policies and procedures, any legal requirements and relevant government guidance
- Made as collaboratively as possible
- Communicated openly and transparently

I ask Members to support this motion”

RESOLVED THAT:

The motion be approved.

PTC20/42 Next Meeting

The Chair asked that Members note the next meeting was scheduled for 28 September 2020 at 6.00pm, Unit 2, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR or that the meeting may be convened on this date via video conferencing.

The Chair informed the public and press that the meeting would continue in private and that connections to the meeting would be severed.

Private Session

Part Two

Three items in this part of the Agenda were considered in private. The reason that the items were considered in private was that it would involve the disclosure of exempt information under the following category of Part 1 of Schedule 12A of the Local Government Act 1972: Paragraph 3 - Exempt information relating to the financial or business affairs of any particular person (including the authority holding that information).

PTC20/43 Assets

Members considered the report and recommendations contained within.

RESOLVED THAT:

the matter would not be progressed.

PTC20/44 Office Lease Renewal

Members received an oral update from the Lead Officer, the Services and Contracts Manager.

Members were informed that EDC were engaging with other sectors and groups regarding the usage of office space at Voreda House.

RESOLVED THAT:

The Services and Contracts Manager and Cllr. M. Shepherd attend the engagement event.

PTC20/45 LCAS Review

Members considered the correspondence on 1 July 2020

RESOLVED THAT:

In continued pursuit of best practise, the Council write to the National Association of Local Councils requesting a peer review to assist the Council to attain Quality Gold.

CHAIR:

DATE:

FOR THE ATTENTION OF ALL MEMBERS OF THE TOWN COUNCIL

ACCESS TO INFORMATION

Copies of the agenda are available for members of the public to inspect prior to the meeting.

Agenda and Part I reports are available on the Town Council website:

www.penrithtowncouncil.co.uk

BACKGROUND PAPERS

Requests for the background papers to the Part I reports, excluding those papers that contain exempt information, can be made to the Town Clerk address overleaf between the hours of 9.00 am and 3.00 pm, Monday to Wednesday via office@penrithtowncouncil.co.uk.



Penrith Town Council

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

DISPENSATION REQUEST FORM

Please give full details in support of your application for a dispensation. If you need any help completing this form, please contact the Town Clerk. **Please return your completed form to the Town Clerk**

Your Name:	
The business for which you require a dispensation (<i>refer to agenda item number if appropriate</i>):	Unable to join a virtual meeting of the Council due to: <ol style="list-style-type: none"> 1. Contraction of Covid-19 2. Connectivity 3. Inadequate IT equipment 4. Other technical reasons (Please delete if not appropriate)
Date of meeting or time period (<i>up to 4 years</i>) for which dispensation is sought:	<u>Up to 12 January 2021</u>

Without the dispensation the Councillor may become disqualified: For Members who are unable to join a virtual meeting, due to illness or for technical reasons or where there is a good reason for potential non-attendance for six consecutive months, the dispensation will avoid forfeiture of office.

Section 85 (1) of the Local Government Act 1972 requires a member of a Local Authority to attend at least one meeting of that Authority within a six-month consecutive period, in order to avoid being disqualified as a Councillor. This requirement can be waived, and the time limit extended if any failure to attend was due to a reason approved by the Authority, in advance of the six-month period expiring.

Section 85 (1) of the Local Government Act 1972 also states that "if a member of a Local Authority fails, throughout a period of six consecutive months from the date of their last attendance, to attend any meeting of the Authority they will, unless the failure was due to some good reason approved by the Authority before the expiry of that period, cease to be a member of the Authority."

Signed: _____

Dated:



FULL COUNCIL

28 SEPTEMBER 2020

RESOLUTIONS REPORT

MATTER:

Resolutions from Full Council Monday 13 July 2020

ITEM

8

Members are asked to NOTE:

Minute Ref	Matter Title	Progress
PTC20/34	Fairhill Playground	Further update included within the agenda.
PTC20/35	Stakeholder Group	SLA signed 27/07/2020
PTC20/36	Recovery Plan Covid-19 Support and Help for Penrith Residents	<p>CCC informed on 14/07/20 that the Penrith Emergency Plan will be stood down on 1 August and in the event of a significant change, were provided with contact details of the Town Clerk.</p> <p>FellRunner were informed on 14/07/20 and received the Councils appreciation.</p> <p>Appleby and Alston standing down their emergency volunteers at the end of July.</p> <p>CCC Emergency Helpline stood down 1 September.</p> <p>All services can be reactivated.</p>
PTC20/37	Cumbria County Council Local COVID-19 Outbreak Control Plan Consultation	Response submitted on 14/07/2020.
PTC20/38	Code of Conduct	Response submitted to CALC 14/07/20.
PTC20/45	LCAS Review	Request for NALC Peer Review submitted to CALC 14/07/20.



FULL COUNCIL

28 SEPTEMBER 2020

MATTER:

**Penrith Neighbourhood
Development Plan**

Regulation 16 Consultation

ITEM NO:

9

AUTHOR:

**R. Richardson
Deputy Town Clerk**

**SUPPORTING
MEMBER:**

**Cllr. D Knaggs
Chair Neighbourhood
Development Group**

LINK TO COUNCIL PLAN PRIORITIES

Development of a Neighbourhood Plan.

RECOMMENDATIONS

That the report be received and noted.

1.REPORT

- 1.1 Penrith Town Council submitted the Regulation 15 documentation to Eden District Council in December 2019. The documentation comprised of the draft Neighbourhood Development Plan, Basic Conditions Statement, SEA/HRA Screening Document and the Consultation Statement.
- 1.2 Due to the Covid-19 pandemic it has not been possible to progress with the Regulation 16 consultation until now.
- 1.3 Eden District Council must carry out the Regulation 16 consultation on behalf of the Council. The statutory notice was duly posted and placed in local press advertising that the six-week consultation would commence on Wednesday 23rd September and last until Wednesday 4th November. Any comments received are forwarded to the independent inspector for information.
- 1.4 Eden District Council write to the statutory consultees consulted during the Regulation 14 Consultation seeking further views.
- 1.5 Most of the consultation is carried out electronically. Officers of Penrith Town Council are assisting Eden District Council by offering limited appointments on set days to enable those without IT access to view a hard copy in the Town Council Office reception area.
- 1.6 All visitors will be required to follow requirements for Covid-19 track and trace. All viewed documentation will be quarantined as required.
- 1.7 Eden District Council, in partnership with the Town Council's Planning Consultant, appointed Mr J. Slater as the Independent Inspector to consider the plan following the Regulation 16 consultation. Mr Slater has been sent a hard copy of the documentation.

2. RISK ASSESSMENT

Areas of Risk	Consequence	Controls Required
Financial	There are no risks associated with this report	None
Members and Staff Capacity	Staff at PTC may be unable to open the office for appointments to view the consultation documents should a second lockdown be enforced, they become ill or have to self-isolate.	Continual liaison with EDC
Reputation Management	That the plan is seen to have stalled due to delays caused by Covid.	Regular updates are provided to both Planning and Council.
Recognition	That there is confusion between the Neighbourhood Plan and EDCs Local Plan and now cancelled Masterplan	Press release states that the Plan has been developed by Penrith Town Council following three previous and extensive consultation events

3. SUPPORTING DOCUMENTS

- Penrith Neighbourhood Development Plan

ENFORCEMENT NOTICE TO TAKE SPECIFIED STEPS IN RELATION TO A BREACH OF PERMIT CONDITIONS

To: Omega Proteins Limited
Swales Moor Farm
Swales Moor Road
Halifax
West Yorkshire
HX3 6UF
Company Registration Number: 03868711

Environmental permit: EPR/HP3238AF

Regulated facility: Penrith Rendering Facility, Wildriggs, Greystoke Road, Penrith, Cumbria, CA11 0BX

The Environment Agency considers that the following condition of the environmental permit reference **EPR/HP3238AF** is being contravened:

1.1.1 General Management

The Operator shall manage and operate the activities:

a) in accordance with a written management system that identifies and minimises risks of pollution, including those arising from operations, maintenance, accidents, incidents, non-conformances, closure and those drawn to the attention of the operator as a result of complaints;

Management System (Report Reference P137-R10-F2, Dated June 2017) Section 9 (page 19)

“The biofilter media shall be kept moist (i.e. damp to the touch) at all times. Incoming air shall be fully saturated with water before entering the filter media”.

“The moisture content of the biofilter shall be such that in all areas, particularly at the edges and at all depth, the filter is in optimum condition (i.e. damp to the touch). The filter bed to be inspected every shift – at least twice per day”.

because your current biofilter irrigation system does not distribute water evenly across the biofilters, resulting in several large dry patches which were observed in the biofilter media during site inspections on 24/07/2020 and 20/08/2020.

You are required to take the steps set out in Schedule 1 by the date(s) specified in order to remedy the contravention.

Date 28/08/20

Signed

A black rectangular redaction box covering the signature of Simon Tweddle.

Simon Tweddle
Installations Officer

Environment Agency, Ghyll Mount, Gillan Way, Penrith 40 Business Park, Penrith, Cumbria CA11 9BP

Please see over for notes.

Notes:

General

1. Failure to comply with this notice is an offence under Regulation 38(3) of the Environmental Permitting (England and Wales) Regulations 2016 and may result in legal action being taken against you.
2. Without prejudice to the requirements of this notice, failure to comply with a condition of an environmental permit is an offence and may result in legal action being taken against you.
3. You may wish to seek independent legal advice.

Appeal provisions

You are entitled to appeal against this notice under Regulation 31(1)(f) of the Environmental Permitting (England and Wales) Regulations 2016. Notice of appeal must be made within two months of the date of this notice. An appeal does not affect the requirements of this notice.

You must send written notice of the appeal and the documents listed below to:

Secretary of State
The Planning Inspectorate
Room 3A Eagle Wing
Temple Quay House
2 The Square
Bristol
BS1 6PN

At the same time, you must send a copy of the appeal notice and documents to us.

The required documents are:

- a statement of the grounds of appeal;
- a copy of any relevant application;
- a copy of any relevant environmental permit;
- a copy of any relevant correspondence between the appellant and the regulator;
- a copy of any decision or notice which is the subject matter of the appeal; and
- a statement indicating whether you wish the appeal to be in the form of a hearing or dealt with by way of written representations.

You may withdraw an appeal by notifying the Secretary of State in writing and sending a copy of that notification to us.

Further information about making an appeal and the forms that you will need are available from the Planning Inspectorate.

In addition, you can request an independent internal review of our decision to issue this notice. Asking us to review our decision will not affect the time limits within which any statutory appeal must be made. We expect any request to review a regulatory decision to be made promptly, usually within 14 days.

**SCHEDULE 1
STEPS TO BE TAKEN**

Condition number	Steps to be taken	By date
1.1.1 & EMS (P137-R10-F2) Section 9 Page 19	Design and install a system to ensure that biofilters 1, 2 and 3 are suitably irrigated as required to ensure that the biological health and the efficiency of the biofilters are maintained at all times. The system installed shall be sufficiently refined to avoid either water logging of the biofilter media or excessive generation of leachate. The irrigation system installed will evenly distribute water across the surface of the biofilters.	12:00pm on 30/10/20



FULL COUNCIL

28 SEPTEMBER 2020

MATTER:	BUSINESS CONTINUITY Covid19
AUTHOR:	Services and Contracts Manager
SUPPORTING MEMBER:	Chair
ITEM NO:	14

RECOMMENDATIONS

Members are asked to:

- i. Note the amendments and approve the Safe Workplace Risk Assessment.
- ii. Provide ongoing delegated authority for both the Town Clerk and Services and Contracts Manager to take action on new Government guidance if the advice impacts on Service Delivery

1.OVERVIEW

- 1.1 At Full Council 23 March 2020, Full Council approved the Business Continuity Statement of Approach Covid 19 plan and Risk Assessment and enacted the High Consequence Infectious Disease (HCID) Policy that set out the delegations, approach that the Council followed in respect of, and infectious disease outbreak in the United Kingdom with an imminent threat of infection in Penrith. (Minute PTC19/129).

2.STATEMENT OF APPROACH

- 2.1 The Council's business continuity plan provides for flexible home working arrangements. The plan establishes and maintains clear internal and external protocols for regular and emergency communication with employees, Councillors and other key stakeholders.
- 2.2 The Council will carry out regular risk assessments and will continue to:
- a) Comply with health and safety duties and broader duties of care generally and home working regarding from the impact and implications of a HCID.
 - b) 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.
 - c) Support policies/guidance on the self-isolation of staff (whether mandated by law, imposed by the Council or requested by individual staff members).
 - d) Support staff and Councillors who have underlying health conditions and who are more vulnerable in their decision to limit their attendance and exposure to public meetings, contact with the public and staff.
 - e) Support requests for staff absence where a family member has the infections or is self-isolating (or if schools are, closed or childcare arrangements affected), self-isolation and sickness absence will qualify as paid leave.
 - f) 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.
 - g) Ensure compliance with relevant data protection legislation. Data concerning health is subject to enhanced protection under the GDPR as special category data.
- 2.3 Staff will continue to:
- a) 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.
 - b) 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.
 - c) Be offered support for voluntary absences for 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.

3.RISK MANAGEMENT

- 3.1 The Government as part of its easing of the lockdown measures has permitted employees to return to the workplace subject to complying with Government guidance. Staff are more regularly working within the office on a pre agreed rota.
- 3.2 The Council as part of its return to work planning have followed the Governments working safely guidance and the guidance issued for safe working in offices.

- 3.3 A Covid 19 Risk Assessment has been completed on the 21 May 2020 and was reviewed and approved at Council 13 July 2020.
- 3.4 The assessment recommendations/actions were put in to practice immediately under the delegated authority given to the Clerk and the Services and Contracts Manager.
- 3.5 The Safe Workplace Risk Assessment is a live and fluid document that is under constant review as Government guidance is updated: Appendix A.
- 3.6 The principle measures contained within the risk assessment are to ensure safe management of the Council's staff, Councillors, Contractors and Members of the public entering the workplace and to put into place measures to limit the transmission of Covid 19.
- 3.7 The Council continues to monitor wider operational impacts, in relation to:
- a) Ensuring the Council meets its statutory obligations.
 - b) Managing the implications of halting "business as usual" activities.
 - c) Holding or attending physical meetings and events.
 - 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.
 - h) Providing timely information required by regulatory or legal authorities.
 - i) Electronic meetings and decision-making.
- 3.8 The main measures adopted by the Council to minimise the risk of infection include:
- **Carrying out a COVID-19 risk assessment**
 - **Develop cleaning, handwashing and hygiene procedures**
 - **Help people to work from home**
 - **Maintain 1m+ - 2m social distancing, where possible**
 - **Track and Trace procedure in place.**

4. FINANCIAL IMPLICATIONS

- 4.1 There are no financial implications associated with this report.

5. APPENDICES

- Appendix A: The Safe Workplace Risk Assessment is a live and fluid document that is under constant review as Government guidance is updated

6. BACKGROUND PAPERS

- Report to Council 23 March 2020 and 13 July 2020
- Covid19 Risk Assessment
- Minutes Full Council 23 March 2020 and 13 July 2020

Area	Objective	Who might be affected	What further action is necessary?	Additional Instruction
Managing Risk	To reduce risk to the lowest reasonably practicable level by taking preventative measures (in order of priority)	Staff, Councillors, Contractors, Public	<p>Increase the frequency of handwashing and surface cleaning.</p> <p>Enable working from home as the first option. Where this is not possible, implement social distancing measures.</p>	<p>Hand wash on a regular basis and after using the toilets, office apparatus, and kitchen appliances.</p> <p>Clean your desk, computer and telephone at the end of each working day.</p> <p>Last officer to leave the premises to wipe clean the kitchen work top, server door handle, internal door handles, photocopier and any other surfaces where contact has been made.</p> <p>Work from home.</p> <p>Social distancing measures are set out further within the document.</p>
Who should go to work	<p>To ensure a safe workplace for those within the office.</p> <p>Require staff to work from home otherwise.</p>	Staff, Councillors	<p>Ensure staff rota, and social distancing within the office.</p> <p>Monitor the wellbeing of people who are working from home to stay connected with the rest of the workforce.</p>	<p>Where staff plan to work in the office then this shall be communicated in advance.</p> <p>Prepare a rota.</p> <p>Establish regular team meetings by IT Teams.</p>

Area	Objective	Who might be affected	What further action is necessary?	Additional Instruction
Who should go to work	Safe Workplace Ensure safety of staff working from home.	Staff, Councillors	Keeping in touch with staff at home on their working arrangements including the welfare, mental, physical, health and personal security. Providing equipment for people to work at home safely and effectively.	Town Clerk to have regular contact with individual staff by IT Teams. All staff to confirm that they are confident with IT, online meetings, verbal contact arrangements, safe and comfortable working space.
Protecting People who are at higher risk	To protect clinically vulnerable and clinically extremely vulnerable individuals	Staff, Councillors	Providing support for workers around mental health and wellbeing Clinically extremely vulnerable staff to work from home. Clinically vulnerable staff who are at risk of severe illness to help to work from home. If clinically vulnerable staff wish to work in the office, they be offered safe workspace, but 2 metre from other members of staff.	Town Clerk to have regular contact with individual staff, or other staff where necessary. Staff to disclose if they are in this category. Staff to disclose if they are in this category. Staff member to be provided with desk space within the boardroom or meeting room.
People who need to self-isolate.	To make sure individuals who are advised to stay at home do not come to work.	Staff, Councillors	Enable workers to work from home whilst self-isolating.	Instruct to work from home. Reassure staff if need to go on sick leave. Provide staff with latest government guidance for people with symptoms.

Area	Objective	Who might be affected	What further action is necessary?	Additional Instruction
Equality in the workplace	To treat everyone equally in the workplace.	Staff, Councillors, Contractors	Understanding the circumstances of those with different protected characteristics	Treat all staff fairly All staff to be asked whether their needs are met in terms of equality, equipment, access and facilities.
Social Distancing at work	To maintain a 1m+ to 2m social distancing on arrival and departure and ensure handwashing upon arrival	Staff, Councillors, Contractors, Public	Hand wash at entry / exit to building Manage numbers in the office at any one time	Use sanitiser at door entry (Diocese) Prepare a rota and staff to keep updated.
Social Distancing Moving around the office	To maintain social distancing wherever possible while people travel through the workplace	Staff, Councillors, Contractors, Public	Reduce movement in the office Reduce maximum occupancy in the office. Govt. guidance has been amended to allow 1m plus where 2m cannot be achieved. Regulate high traffic areas	Prepare an office-working rota. Undertake meetings via Teams Main office 3 persons max Boardroom 2 persons max Meeting Room 1 person max Reception 1 person max Keep internal doors open Keep door to reception closed and improve ventilation where possible
Social Distancing Workplaces and Workstations	To maintain social distancing between staff when at their workstations.	Staff, Councillors	Avoid sharing workspaces Set up and sit at workstations 1m+ - 2m apart	Work from home No sitting face to face. Sit side-by-side or diagonal.

Area	Objective	Who might be affected	What further action is necessary?	Additional Instruction
Social Distancing Meetings	To reduce transmission due to face to face meetings and maintain social distancing at meetings	Staff, Councillors, Public, Contractors	Use remote working to avoid in person meetings All public interface meetings to be by appointment only.	Meetings using IT Teams/Zoom Council meetings virtual – IT Teams/Zoom Avoid too many people attending face-to-face meetings. Keep any face-to-face meetings to a minimum time. Try to arrange face-to-face meetings outdoors. Social distance 1m+ - 2m. Visitors to the office to wear a face covering until track and trace form/symptom check complete
Social Distancing Common Areas	To maintain social distancing while using common areas	Staff, Councillors, Public, Contractors	Working collaboratively with landlord	Wipe clean toilet door handle after use. Ensure wash hands after using the toilet.
Managing customers, visitors and contractors	To minimise the number of unnecessary visits	Staff, Councillors, Public, Contractors	Limiting the number of visitors to the office and ensuring appointment only from 01 July. Two staff to be present in the office when external customers/public coming in. Contractor visits, meetings, inspections Revising visitor arrangements	Increased use of IT for communication and work rota in place. Contractor liaison done electronically. Meetings on sites to maintain 1M + or 2m Inspections done early hours, off peak times. Notices in reception to 1 person at a time. Provide hand sanitise facility. Keep glass screen closed. Visitors to the office to wear a face covering until track and trace form/symptom check complete
Providing and explaining available guidance	To make sure people understand what they need to do maintain safety.	Staff, Councillors, Public, Contractors	Provide clear guidance on social distancing and hygiene to all.	HM Govt. Posters up in office Team briefings Infectious Disease Policy All staff to receive Risk Assessment

Area	Objective	Who might be affected	What further action is necessary?	Additional Instruction
Cleaning the workplace	To make sure the workplace is cleaned ready to restart	Staff, Councillors, Public, Contractors	Clean office	Clean all surfaces, kitchen and surfaces on regular basis. Open windows whilst in office where practicable.
Keeping the workplace clean	To keep the workplace clean and prevent transmission	Staff, Councillors, Public, Contractors	Clean office	Clean workstation, IT, phone, and photocopier at end of working day. Clean kitchen, door handles and kitchen surfaces at the end of the day. Clean server door after change of server tape Clean surfaces on regular basis.
Personal Hygiene	To help everyone maintain good hygiene	Staff, Councillors, Public, Contractors	Signs and posters to advise of hygiene Provide hand wash facilities Empty Bins	HM Govt. guidance posters in office, toilets Sanitiser at main shared door Hand wash available in office Do not use shower Bins emptied into bin store weekly.
Handling goods and merchandise	To reduce transmission through contact with objects	Staff	Cleaning procedures	Following opening of the mail or deliveries, then wash hands. Reduce frequency of orders. Bulk buy All deliveries to be dropped in reception.

Area	Objective	Who might be affected	What further action is necessary?	Additional Instruction
Workplace Management Work related traffic	To avoid unnecessary work travel	Staff	Minimise non-essential travel Minimise the number of people travelling together	Work from home and promote use of IT Only one person in a vehicle for work related travel
Communications	To make sure all staff are aware of the procedures for safe management of the workplace	Staff,	Provide clear and consistent communication Engage with workers	Posters in office All staff to receive risk assessment Regular team meetings via IT Teams/Zoom Update office noticeboard with essential shared messages or good practice
NHS Track and Trace	To record all visits to the office	Staff, Visitors	From 18 September 2020 it is enforceable by law to Keep a record of all staff contractors entering the premises and keep for 21 days.	All staff to sign in daily All visitors to the office to sign in. People with Covid 19 symptoms not to come to work or be turned away from the office.

Name: Ian Parker, Services and Contracts Manager

Date: 21 May 2020

Reviewed and Updated: 30 June 2020

Council: 13 July 2020 and 28 September 2020

Next Review: Council 23 November 2020



**FULL COUNCIL
29 SEPTEMBER 2020**

MATTER: Ethical Decision Making

AUTHOR: P G Foote
Solicitor

SUPPORTING MEMBER: Cllr. Davies

ITEM NO: 15

**REPORT TO BE/HAS BEEN
CONSIDERED BY** Town Clerk

LINK TO COUNCIL PLAN PRIORITIES:

- Community Engagement in enabling access to information and inclusivity in decision making.
- Council Business in promoting good governance and best practice.

RECOMMENDATIONS

That:

- i. The terms of reference for the Ethical decision-making task and finish group set out in paragraph 1.6 of this report be approved;
- ii. Council appoints the Chair and Vice Chair of the Finance Committee and Councillor Davies to sit on the group;
- iii. Council determines which, if any, non-Councillor should be invited to sit on the group.

1. REPORT DETAILS

- 1.1 At its meeting on 13th July, 2020, Council resolved to establish a task and finish group to develop a framework for ethical decision-making. Council considered and accepted a motion from Councillor Davies on the matter. It now falls upon Council to approve the terms of reference for the group and decide its composition. It is considered that the group should be comprised of 3 Councillors and, if appropriate, and one non- councillor. The group would be supported by the Council's solicitor.
- 1.2 The motion acknowledged that the Council's current performance was measured through audit reports, the general power of competence, committee work planning, regular reports on priorities and the business plan, public reports, the satisfaction survey and complaint monitoring and staff appraisals.
- 1.3 The proposal seeks to ensure that the Council's arrangements are open, accountable and ethically strong, whilst promoting high standards of conduct to ensure trust in the Council and its communities. The ethical framework should show that the Council is delivering value for money. The Council should be able to demonstrate that its decisions are:
 - Reasonable;
 - Based on the best evidence available;
 - Based on ethical principles of procurement, value for money and added value;
 - Made in accordance with existing policies and procedures, legal requirements and government guidance;
 - Made as collaboratively as possible; and
 - Communicated openly and transparently.
- 1.4 The development of an ethical decision-making framework would complement the Council's aspiration to secure Quality Gold status. Any framework should have regard to best practice within the sector and aspire to excellence in governance, community leadership and business planning. The application of the framework could enable innovation, development and improvement opportunities. The application and establishment of the framework on these bases would in accordance with the provisions of the Quality Gold standard.
- 1.5 It is recommended the Chair and vice-Chair of the Finance Committee be appointed to the group together with Councillor Davies as the proposer of the motion. The topic substantially relates to corporate governance and probity. Probity falls within the terms of reference of the Finance Committee. The topic is more clearly related to that committee's functions than any other and on that basis it is considered appropriate for the Chair and Vice Chair to be appointed to the task and finish group.

1.6 A task and finish group can include a non-Councillor where that person's specialist skills or knowledge would be helpful to it. Members may wish to identify such an individual who could assist the group.

1.7 The recommended terms of reference for the task and finish group are:

To consider and make recommendations to Council on a proposed ethical decision-making framework which is relevant and appropriate to the Town Council having regard to

a). the current measures adopted by the Council;

b). the need for the Council's arrangements to be open, accountable, ethically strong and robust, whilst promoting high standards of conduct and seeking to ensure trust in the Council through its communities; and

c). the need to demonstrate that the Council's decisions are reasonable, evidence based, ethical, in accordance with relevant policies and procedures, legislation and guidance, and open and transparent and are made as collaboratively as possible and communicated openly and transparently.

d). good and best practice amongst Town and Parish Councils and any relevant guidance from Government, the National Association of Councils, the Society of Local Council Clerks and any other relevant sources.

The group should seek to report back to Council in January, 2021.

1.7 It is envisaged that there will three or four meetings of the group which may take place virtually. The initial meeting could identify the actions to be taken, the information which would require to be gathered and the group members' own thoughts and proposals. The second meeting could consider the information obtained and identify what should be included in the framework. The third meeting could consider, review and revise the initial draft. If necessary, a fourth meeting could finalise and approve the draft for submission to Council.

2. FINANCIAL IMPLICATIONS

There are none arising directly from the report.

3. RISK MANAGEMENT

RISK	CONSEQUENCE	CONTROLS REQUIRED
Decisions being made which are deficient in some regard	Decisions may be defective, invalid or unsound	Adherence to proper procedures taking account of identified, relevant factors

4. APPENDICES

None

5. BACKGROUND PAPERS

None.



FULL COUNCIL

28 SEPTEMBER 2020

MATTER:	REMEMBRANCE DAY 2020
ITEM NO:	16
AUTHOR:	Rosalyn Richardson Deputy Town Clerk

LINK TO COUNCIL PLAN PRIORITIES

This report links to the Council priority of Community Engagement

RECOMMENDATIONS

Members are asked to consider the recommended approach to commemorate Remembrance Day 2020 in line with Covid-19 Rules. It is recommended, having consulted with partners, that:

- i. The Civic Parade and St. Andrews Church Service be cancelled, in 2020 to avoid people gathering to watch the parade and exceeding the numbers allowed in church.
- ii. St Andrews be asked to ensure that the Church is open to allow people to go in for quiet reflection.
- iii. Invitations be sent to organisations inviting them to lay a wreath, being alert to social distancing, at the War Memorial during the period 10am – 12pm.
- iv. Penrith Town Band be asked to play The Last Post and Reveille at 11am at the War Memorial which may then be live streamed onto social media.
- v. A photographer be engaged to take photos of all those laying wreaths to be uploaded to the Council website and shared on social media.

1. REPORT

- 1.1 The on-going Covid-19 Pandemic has necessitated a review of the commemoration of Remembrance Day in Penrith. Penrith Town Council has always felt it important to commemorate Remembrance Day to remember those who gave their lives for the freedoms we now enjoy. Given the number of people who normally attend the Remembrance Day parade and service in Penrith it would be impossible to comply with the Covid-19 regulations
- 1.2 Discussions have taken place with the Royal British Legion (RBL), partners and other groups who would normally take part in the parade and Civic Service, to determine their position.
- 1.3 At the time of writing the report, Covid-19 regulations prohibit gatherings of more than six people in private homes (including gardens and other outdoor spaces).
- 1.4 Businesses and venues following Covid-19 guidelines can host larger groups provided they comply with the law. Weddings, civil partnerships ceremonies, funerals, religious ceremonies and services are currently limited to no more than 30. The Government have introduced fines for events or activities.
- 1.5 In the two years, that Penrith Town Council has had civic responsibility for Remembrance Day, over 200 people have taken part in each parade with Corney Place, Middlegate and St Andrew's Churchyard lined with people and St Andrew's full to capacity.
- 1.6 The RBL members need to take extra care at this time as many may well have been, or still are, shielding and have advised that RBL will not be taking part under the current circumstances.
- 1.7 Other organisations such as the Air Cadets and Army Cadets are unable to take part in any activities at the present time due to Covid19
- 1.8 It is considered possible for wreath laying at the war memorial to go ahead (at the time of writing this report with the caveat that this is subject to change to comply with a change in the restrictions). It is proposed that organisations who would normally lay a wreath be invited to lay a wreath at a prescribed time to maintain social distance.
- 1.9 It is considered possible for the wreath laying at the war memorial to be photographed (at the time of writing this report with the caveat that this is subject to change to comply with a change in the restrictions). The images from the event would be uploaded to the Council website and shared on social media.

- 1.10 It is considered possible for a bugler from Penrith Town Band be invited to play The last Post and Reveille at 11.00am whilst a short prayer is said (at the time of writing this report with the caveat that this is subject to change to comply with a change in the restrictions).

RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by When?	Done
COVID-19 Transmission	Members of the public and those participating in the parade and service by not following social distancing guidelines. Close proximity and high numbers of people – many older and in the vulnerable category	<ul style="list-style-type: none"> • Contacted organisations who usually take part to determine their organisational guidelines • Discussions with St Andrews and RBL to determine how wreaths can be laid with a basic commemoration 	<p>High Risk</p> <p>Parade will not be arranged in 2020.</p> <p>Continue discussions in order to prepare a plan for wreath laying and service and advise all participants and members of the public.</p>	RR	PTC to resolve 28/09/2020	
Injury from a vehicle	Participants and members of the public	<ul style="list-style-type: none"> ▪ Letter to be sent to Cumbria Police outlining the details of the day to request rolling road closure and support on the day. 	<p>Low Risk</p> <p>Cumbria Police attend the parade to stop traffic and provide a rolling road closure.</p>	RR	Not required 2020	
Slips, trips and falls from uneven surfaces	Participants and members of the public, especially young children, older people and those with disabilities.	<ul style="list-style-type: none"> ▪ Details of route and warnings about surfaces included in letters of invitation to individuals and organisations 	<p>Low Risk</p> <p>None</p>	RR	Not required 2020	
Rain, hail, high winds and typical Cumbrian weather in November	Participants and members of the public	<ul style="list-style-type: none"> ▪ Letters of invitation remind that suitable clothing for the weather should be worn. 	<p>Low Risk</p> <p>None</p>	RR	Not required 2020	

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by When?	Done
Young people getting split up from their group	Young people attending the parade and service	Letter advises that all youth groups e.g. Air Cadets, Army Cadets, Scouts, guides, must be accompanied by a responsible adult.	Low Risk None – all organisations already have their own risk assessments for such events.	RR	Not required 2020	
Someone is taken ill on the parade or during the service	All those attending the parade or service	Organisations are advised to bring appropriate support. Emergency support available.	Low Risk		Not required 2020	
Financial	Penrith Town Council May receive a fine for breaching Covid-19 Regulations should it be unable to ensure the regulations are followed	Seeking a Council resolution to alter the event to align with the most up to date Covid19 regulations.	High Risk If Council determines the parade should go ahead.	RR		

Name: Rosalyn Richardson

Job Title: Deputy Town Clerk

Date: September 2020

Review Date: September 2021

Signature:





FULL COUNCIL

MATTERS FROM FINANCE COMMITTEE

HELD ON MONDAY 21 SEPTEMBER:

ITEM NO:17

Matters a) to m)

These matters have been considered and approved by the members of the Council's Finance Committee, and the Committee Chair, Cllr. Burgin has requested that these matters be brought to the Full Council for ratification. The Chair will propose the following matters a) and to j) be ratified and k) to m) be noted.

a) Bank Reconciliation

Ratify the bank reconciliations as of 30 June 2020, 31 July 2020, and 31 August 2020.

b) Budgetary Control Statement 2020/21 31 August 2020

Ratify the budgetary control statement for the period to 31 May 2020.

- The Chair will ask a fellow councillor to second the motion that the Finance Matters a) to b) be approved.
- The Chair will read out to the meeting, any questions received in advance of the meeting.
- The Chair will ask each Member in turn by name if they have any further questions.

c) Motion from Cllr. Fallows Bus Shelter Brentfield Way

Ratify the motion from Cllr Fallows to install a new bus shelter on Brentfield Way.

d) Risk Assessments

Ratify the risk assessments for:

- i. Allotments
- ii. Bus Shelters
- iii. Business Continuity
- iv. Cornmarket Bandstand
- v. Fairhill Playing Field
- vi. Finance
- vii. Fire
- viii. Governance

- ix. General Data Protection Regulations
- x. Information Technology and Website
- xi. Lone Working
- xii. Musgrave Monument
- xiii. Office
- xiv. Recycling Bring Site
- xv. Seats
- xvi. St Andrews War Memorial

e) Motion from Cllr. Shepherd Coronation Garden Asset of Community Value

Ratify the motion from Cllr. Shepherd to register Coronation Garden as an Asset of Community Value.

f) Policy Review

Ratify the approved amendments to the following policies:

- i. Procurement Policy
- ii. Financial Regulations

g) Bank and Investment Accounts

Ratify the approved signatories for the Council's bank and investment accounts:

- i. Authorised Signatories CCLA Account and CCLA transfer £50,000
- ii. Authorised Signatories Other Accounts with similar limitations

h) HSBC Daily Payments limit

Ratify the HSBC bank account mandate daily limit from £10,000 to £30,000.

i) Internal Audit Plan

Ratify the outline Internal Audit Plan for 2020-21.

j) Budget Review 2020-21

Ratify the current year's budget to reflect the 2019-20 outturn and the effects of the Coronavirus pandemic on services.

k) Local Government Pay Award 2020-21 of 2.75% backdated 1 April 2020

Note the staff pay award 2.75% backdated 1 April 2020.

l) External Audit Report 31 March 2020

Note that the external auditors, PKF Littlejohn, have concluded the statutory audit for the financial year-ending 31 March 2020 and are satisfied that the Town Council's accounts are in accordance with proper practices, and that relevant legislation and regulatory requirements have been met.

m) Footway Lighting Bowscar

Note that Electricity North Wests plans to remove footway lighting provision in Bowscar.



FINANCE COMMITTEE

21 SEPTEMBER 2020

MATTER: Budgetary Control Statement 2020/21:
Expenditure to 31 August 2020

Consider the budgetary control statement to 31
August 2020

AUTHOR: Jack Jones - RFO

SUPPORTING MEMBER: Cllr Roger Burgin -
Chair of Finance Committee

ITEM NO: 7

RECOMMENDATIONS:

The Committee is recommended to review and approve the budgetary control statement.

LAW

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

LINKS TO COUNCIL PRIORITIES

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

1. 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 Approved Budget for 2020/21, which was ratified by Council on 27 January 2020.
- The Latest Budget for the full year, including the following approved amendments:
 - The transfer of £1,000 from the Town projects budget to the Covid-19 Response budget to fund a Marketing Plan (Minute PTC20/11).
 - An additional £10,000 estimate from the General Reserve to the Covid-19 Response budget to fund a Town Recovery Plan for urgent schemes of work.
- The budget to date, based on the latest budget for the year. This proportion is the anticipated budget for the first five 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 5/12ths for the current period), however more detailed profiles have been used for several budget headings (eg Planning and Arts & Cultural Strategy expenditure is weighted towards the second half of the year).
- Actual income and expenditure to 31 August, 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. An exception to the matching rule is that grants approved but not yet paid at the end of the period are included as expenditure, on the basis that this gives a truer view of expenditure against budget.
- The variance between the actual income and expenditure and the profiled latest 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 August. To give a truer view of the General Reserve, it is assumed that contributions to the Devolution Reserve are made during the year at each month-end.

B. Commentary

Many budget headings show spending broadly in line with the budget to date, however the effect of the Coronavirus pandemic has been to slow planned expenditure, most noticeably on the larger budgets. The resulting underspendings have more than compensated for the expenditure in response to the pandemic, which currently exceeds the approved additional estimate.

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 £325; while this is welcome, returns are expected to reduce in the coming months.

B.2 Planning Committee

Expenditure of £1,446 is shown against the profiled budget of £2,500, a variance of £1,054.

- The budget profile assumes that most of the expenditure will be incurred towards the end of the year, in connection with the Neighbourhood Plan.

B.3 CCEG Committee

Net spend of £15,528 is shown against the profiled budget of £61,332, an underspending of £45,804.

- The only significant expenditure on Town Projects is the £5,000 contribution to the Parking and Movement Study, reflected in the £6,863 underspending against budget.
- Spending of £13,301 on the Council's response to the Covid-19 pandemic exceeds the profiled budget by £5,801. The expenditure includes a grant of £3,000 to the Salvation Army for the Penrith Food Bank, £4,874 on craft bag items offset by a £3,000 grant from the Cumbria Community Foundation, and £8,243 of additional staff hours.
- There has been no officer time charged to Arts and Entertainment as attention has been focused elsewhere, as a result the budget is underspent by £2,083.
- The Events Grants budget is underspent by £8,870. Expenditure includes the £3,600 grant approved to Eden Valley Arts Network for the Penrith Arts Festival, which will be released when officers are sure that the event can go ahead safely. The approved £3,875 grant to Penrith Lions will not be progressed as the event has been cancelled.

- In a normal year, a substantial proportion of the Greening budget would have been spent by 31 August and the profile assumes expenditure of £6,820. Spending to date totals only £827, while a 2019/20 grant of £6,289 has been returned from Penrith BID, so that the budget shows an underspending of £12,282.
- The only transaction on Community Grants is the similar return of grant from Penrith BID and the profiled budget is underspent by £14,762.
- The Community Engagement budget, which includes the Youth Advisory Panel, is currently underspent by £6,745 as there has been minimal expenditure to date.

B.4 Finance Committee

Net expenditure of £156,961 is shown against the budget to date of £164,170, an underspending of £7,209. The main variances are as follows:

- The actual expenditure on the three Salary headings includes the 2.75% pay award applicable from 1 April. As the budget allowed for a 4.0% increase, there is an underspend of £1,155 in total.
- Staff training and conferences record a total underspending of £1,640; planned activities have not progressed or have been provided at lower cost by virtual participation.
- The IT budget is underspent by £2,656, suggesting that expenditure on the service may have stabilised.
- Expenditure of £3,198 on the Council's Website exceeds both the profile of £854 and the full year's budget of £2,050. A Climate Change section has been created at a cost of £1,485, which should be transferred to a new, dedicated budget, while £1,595 has been spent on amendments relating to cookie consents.
- The site improvements at Fairhill record an underspend of £10,156; at present this appears to be a profiling variance as the scheme expenditure and income are both on track.
- A replacement Council noticeboard has been purchased at a cost of £1,000, which overspends the full year Signage budget of £300.
- The profiled budget assumes a contribution of £31,231 to the Devolution Reserve, based on the individual asset budgets. The actual contribution is £45,183; although the arithmetic in the statement suggests an overspending of £13,952, this amount is simply offset in the earmarked reserve.
- There has been little spend against the Legal Fees profiled budgets, which is underspent by £1,276; however the Subscriptions budget is overspent by £927.

B.5 Contingency

- The profiled portion of the contingency provision, £1,875, is shown as fully underspent as any unforeseen expenditure (for example, the new noticeboard) is allocated to the correct budget heading.

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

- The individual variances result in an underspending of £55,942 against the profiled total expenditure budget of £229,877. As there is £321 additional income, there is a net variation of £56,263 on the profiled amount transferrable to the General Reserve.

B.7 Reserves

- The Actual to date column includes the actual General Reserve balance at 1 April 2020 of £236,149 which was £51,979 higher than forecast in the Approved Budget because of underspendings in 2019/20. Coincidentally this opening balance for 2020/21 closely matches the medium-term forecast of the amount required in 2023/24 to meet the Council's target of 50% of that year's expenditure.
- The profiled budget assumes that the Reserve should decrease by £37,139 in the period, resulting in a balance of £147,031 at 31 August. The actual balance on the reserve at the month end is £255,273, which is £ higher than expected.
- The actual Devolution Reserve balance at 1 April 2020 was £101,059, which is £780 higher than the Approved Budget forecast. As noted above, the actual transfer into the reserve at 31 August of £45,183 is £13,952 higher than profile.
- The Approved Budget assumes that no use will be made of the £50,000 held in the Acquisitions Reserve during 2020/21, although this money will be available if an opportunity arises during the year.

C. Balance Sheet (Appendix B)

Appendix B shows the Council's balance sheet as at 31 August 2020. The following points may be noted:

- The investment balances are comparatively high as they include the unused portion of the annual council tax income.
- The main debtor balances are £33,500 grant due from Eden DC for the Fairhill improvements and £6,713 VAT which has been reclaimed from HMRC.

- Prepayments of £8,002 include adjustments for insurance, office rental, licences, subscriptions and maintenance agreements.
- The HSBC Bank balance stands at £58,829. Receipt of the £40,213 income referred to in the note on debtors will replenish the balance, but a transfer from the CCLA Public Sector Deposit Account will be needed in the coming months to maintain cash flow.
- Accruals of £12,457 represent goods and services received before 31 August, where the payment was not made by that date. Individual items include £2,708 accrued pay award, £2,100 audit and accountancy fees, £2,240 on devolved assets, £874 payroll and £909 accommodation costs. The approved EVAN grant of £3,600, which has not yet been paid, is also included here.
- The Payroll Control balance of £8,774 relates to deductions calculated in the August 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 £275,592 income for the period from 1 September 2020 to 31 March 2021, already received from Eden DC as precept or devolved services grants, together with £2,774 from United Utilities for planting maintenance.

D. Conclusion

The budgetary control statement shows that overall spending to the end of August has been contained within the profiled budget; expenditure for the period has been relatively low and there was a net underspending of £56,263. Within this net figure, initiatives such as Climate Change and the response to Covid-19 have created individual overspendings; full allowance for these, together with anticipated underspending of other budgets, is being assessed and will form the basis of a proposed revision to the budget.

Finally, there are no issues arising from the Council's balance sheet at 31 August.

2. FINANCE IMPLICATIONS

This report is concerned solely with financial management.

3. 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.

4. APPENDICES ATTACHED TO THIS REPORT

- Income & Expenditure and Balance Sheet statements

5. BACKGROUND PAPERS

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


BUDGETARY CONTROL STATEMENT: FIVE MONTHS ENDED 31 AUGUST 2020

Approved Budget 2020/21	Latest Budget 2020/21	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£	£		£	£	£
		INCOME			
		Precept:			
454,233	454,233	Council Tax	189,264	189,264	0
7,829	7,829	EDC - CTRS Grant	3,262	3,262	0
		Other Income:			
500	500	Investment Income	208	533	325
10	10	Miscellaneous Income	4	0	(4)
462,572	462,572	TOTAL INCOME	192,738	193,059	321
		EXPENDITURE			
		PLANNING COMMITTEE:			
0	0	Officer Support	0	0	0
15,000	15,000	Planning Consultancy	2,500	0	2,500
0	0	Consultation	0	1,446	(1,446)
15,000	15,000	Planning Committee Total	2,500	1,446	1,054
		CCEG COMMITTEE:			
		Town Projects:			
30,000	29,000	Town Projects	12,083	5,220	6,863
0	11,000	Covid-19 Response	7,500	13,301	(5,801)
30,000	40,000		19,583	18,521	1,062
		Arts & Entertainment:			
5,000	5,000	Officer Support	2,083	0	2,083
7,500	7,500	Arts & Cultural Strategy	0	0	0
30,000	30,000	Events Grants	12,500	3,630	8,870
42,500	42,500		14,583	3,630	10,953
		Environment:			
15,500	15,500	Greening	6,820	(5,462)	12,282
32,000	32,000	Community Grants	13,333	(1,429)	14,762
		Corporate Communications:			
15,000	15,000	Community Engagement	6,250	265	5,985
1,830	1,830	Press Support	763	0	763
0	0	Youth Advisory Panel	0	3	(3)
16,830	16,830		7,013	268	6,745
136,830	146,830	CCEG Committee Total	61,332	15,528	45,804
		FINANCE COMMITTEE:			
		Staffing:			
174,900	174,900	Salaries	72,875	71,994	881
15,420	15,420	National Insurance	6,425	6,302	123
30,980	30,980	Superannuation	12,908	12,758	150
950	950	Staff Training	396	173	223
3,000	3,000	Conferences	1,250	0	1,250
700	700	Staff Expenses	292	125	167
225,950	225,950		94,146	91,352	2,794

Approved Budget 2020/21	Latest Budget 2020/21	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£	£		£	£	£
		Accommodation:			
8,250	8,250	Rent	3,438	3,125	313
1,900	1,900	Heat, Light & Water	792	690	102
670	670	Service Charges	279	501	(222)
230	230	Room Hire	96	0	96
380	380	Insurances	158	153	5
(50)	(50)	Letting Income	(21)	0	(21)
11,380	11,380		4,742	4,469	273
		Civic Functions:			
400	400	Civic Functions	167	0	167
700	700	Mayoral Expenses	292	0	292
300	300	Deputy Mayor's Expenses	125	0	125
100	100	Civic Regalia	42	51	(9)
1,500	1,500		626	51	575
		Cost of Democracy:			
2,020	2,020	Members' Training	842	65	777
200	200	Members' Expenses	83	0	83
200	200	Notice/Honours Board	83	0	83
2,420	2,420		1,008	65	943
20,000	20,000	IT	8,333	5,677	2,656
2,050	2,050	Website	854	3,198	(2,344)
		Devolved Services:			
(1,400)	(1,400)	Bring Site	(583)	(583)	0
1,550	1,550	Allotments	645	1,388	(743)
975	975	War Memorial	407	81	326
1,080	1,080	Benches	450	(175)	625
8,550	8,550	Bus Shelters	21	(304)	325
300	300	Bandstand	125	197	(72)
250	250	Musgrave Monument	104	(146)	250
(2,110)	(2,110)	Fairhill Park	(879)	(1,133)	254
1,200	1,200	Toilets	500	0	500
1,500	1,500	Play Areas	625	0	625
1,175	1,175	Coronation Gardens	489	0	489
0	0	Fairhill United Utilities Planting Maintenance	0	0	0
9,500	9,500	Fairhill Site Improvements	7,917	(2,239)	10,156
4,000	4,000	Thacka Glen	1,667	0	1,667
300	300	Signage, etc	125	1,000	(875)
8,400	8,400	Community Caretaker	3,500	3,075	425
11,074	11,074	Contribution to/(from) Devolution Reserve	31,231	45,183	(13,952)
46,344	46,344		46,344	46,344	0
		Other Overheads:			
2,350	2,350	Printing, Postage & Stationery	979	423	556
1,700	1,700	Audit Fees	708	575	133
3,700	3,700	Insurance	1,542	1,532	10
100	100	Bank Charges & Interest	42	59	(17)
3,500	3,500	Accountancy Fees	1,042	739	303
3,400	3,400	Legal Fees	1,417	141	1,276
730	730	Licences	304	0	304
2,000	2,000	Subscriptions	833	1,760	(927)
17,480	17,480		6,867	5,229	1,638
8,000	8,000	Repairs & Renewals	1,250	576	674
335,124	335,124	Finance Committee Total	164,170	156,961	7,209
4,500	4,500	Contingency	1,875	0	1,875
0	0	Transfer to/(from) Acquisitions Reserve	0	0	0
491,454	501,454	TOTAL EXPENDITURE	229,877	173,935	55,942
(28,882)	(38,882)	INCREASE/(DECR) IN GENERAL RESERVE	(37,139)	19,124	56,263

Approved Budget 2020/21	Latest Budget 2020/21	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£	£		£	£	£
		RESERVES:			
		General Reserve:			
184,170	184,170	Balance brought forward 1 April 2020	184,170	236,149	51,979
(28,882)	(38,882)	Increase/(decrease) in year	(37,139)	19,124	56,263
155,288	145,288	Balance carried forward	147,031	255,273	108,242
		Devolution Reserve:			
100,279	100,279	Balance brought forward 1 April 2020	100,279	101,059	780
11,074	11,074	Contribution from/(to) 2020/21 Budget	31,231	45,183	13,952
111,353	111,353	Balance carried forward	131,510	146,242	14,732
		Acquisitions Reserve:			
50,000	50,000	Balance brought forward 1 April 2020	50,000	50,000	0
0	0	Contribution from/(to) 2020/21 Budget	0	0	0
50,000	50,000	Balance carried forward	50,000	50,000	0
316,641	306,641	TOTAL RESERVES	328,541	451,515	122,974



Penrith Town Council

BALANCE SHEET AS AT 31 AUGUST 2020

	£	£
Investments		
Penrith Building Society	85,673	
Cumberland Building Society	84,999	
CCLA Public Sector Deposit Account	<u>473,860</u>	
		644,532
Current Assets		
Debtors	34,036	
Debtor - VAT	6,713	
Prepayments	8,002	
HSBC Bank Account	<u>58,829</u>	
	107,580	
Current Liabilities		
Creditors	1,000	
Accruals	12,457	
Payroll Control	8,774	
Receipts in Advance	<u>278,366</u>	
	300,597	
Net Current Assets		(193,017)
		<u><u>451,515</u></u>
Represented by:		
Reserves		
General Reserve		255,273
Devolution Reserve		146,242
Acquisitions Reserve		50,000
		<u><u>451,515</u></u>



**Payments Schedule
June 2020**

Date	Ref	Details	Net £	VAT £	Total £	Budget
03/06/2020	20-31	Eden DC - BID Levy	91.00	-	91.00	Town Projects
03/06/2020	20-32	V Tunnadine - Mileage Expenses	50.85	-	50.85	Staffing - Staff Expenses
03/06/2020	20-33	Heatons - Supplies for craft boxes	1,440.00	288.00	1,728.00	Town Projects - Covid-19 Response
03/06/2020	20-34	Heatons - Supplies for craft boxes	1,680.00	336.00	2,016.00	Town Projects - Covid-19 Response
03/06/2020	20-35	KTD - Adjustment to MS licence charges	49.12	9.82	58.94	IT
10/06/2020	20-36	Lowther Forestry Group Ltd - Grass Cut Fairhill April/May	508.00	101.60	609.60	Devolved Services - Fairhill Park
10/06/2020	20-37	I Parker - Mileage Expenses	47.25	-	47.25	Staffing - Staff Expenses
10/06/2020	20-37	I Parker - Plants for War Memorial	90.94	-	90.94	Devolved Services - War Memorial
17/06/2020	20-38	Penrith Posters Ltd - Covid 19 Social Distance Posters	183.75	-	183.75	Town Projects - Covid-19 Response
17/06/2020	20-39	R Richardson - Screwfix, cable ties	7.24	1.44	8.68	Town Projects - Covid-19 Response
17/06/2020	20-40	A Malina - Vimeo Pro software	226.80	-	226.80	Corporate Communications - Community Engagement
24/06/2020	20-41	KTD - MS Office 365 to 18/5/21	2,613.00	522.60	3,135.60	IT
24/06/2020	20-42	AST Signs Ltd - Covid-19 banner	355.10	71.02	426.12	Town Projects - Covid-19 Response
16/06/2020	CCR 20-05	Stress Free Print - Social Distance banners	38.86	-	38.86	Town Projects - Covid-19 Response
02/06/2020	CCR20-04	Marks & Spencer - Supplies	34.50	-	34.50	Town Projects - Covid-19 Response
22/06/2020	CCR20-08	Post Office - Postage	3.28	-	3.28	Other Overheads - Printing, Postage & Stationery
18/06/2020	CCR20-09	Lucid Software Ltd - Licence	464.52	-	464.52	Other Overheads - Subscriptions
25/06/2020	CCR20-10	Street Furniture Direct - Two cycle stands	116.95	23.39	140.34	Devolved Services - Fairhill Park Improvements
08/06/2020	DD/STO	HSBC - Bank charges	6.50	-	6.50	Other Overheads - Bank Charges & Interest
15/06/2020	DD/STO	British Gas - Electricity, Bandstand	10.07	0.50	10.57	Devolved Services - Bandstand
19/06/2020	DD/STO	CCLA Public Sector Deposit Fund - Investment	300,000.00	-	300,000.00	Balance Sheet - Investments
19/06/2020	DD/STO	HMRC - Tax & NI, May 2020	3,864.77	-	3,864.77	Staffing - Salaries
19/06/2020	DD/STO	Cumbria CC - Superannuation - May 2020	3,357.56	-	3,357.56	Staffing - Salaries
19/06/2020	DD/STO	HSBC - Transfer charge, CCLA investment	20.00	-	20.00	Other Overheads - Bank Charges & Interest
19/06/2020	DD/STO	HSBC - Non-sterling fee, Lucid payment	12.77	-	12.77	Other Overheads - Bank Charges & Interest
22/06/2020	DD/STO	Adobe Acropo - Subscription	12.64	2.53	15.17	IT
24/06/2020	DD/STO	New Star Networks - Broadband	174.62	34.92	209.54	IT
26/06/2020	DD/STO	Net Pay - June 2020	10,501.38	-	10,501.38	Staffing - Salaries
Total			<u>325,961.47</u>	<u>1,391.82</u>	<u>327,353.29</u>	



**Payments Schedule
July 2020**

Date	Ref	Details	Net £	VAT £	Total £	Budget
01/07/2020	20-43	Walton Goodland - Electricity to 18/5/20	264.90	52.98	317.88	Accommodation - Heat, Light & Water
01/07/2020	20-43	Walton Goodland - Fire safety Jan/Feb 20	16.19	3.24	19.43	Accommodation - Service Charges
01/07/2020	20-43	Walton Goodland - Sanitary disposal to 15/6/21	37.07	7.41	44.48	Accommodation - Service Charges
01/07/2020	20-43	Walton Goodland - Waste water charges 1/10/18 to 14/2/20	267.50	-	267.50	Accommodation - Service Charges
01/07/2020	20-44	KTD - System support renewal to 10/10/20	409.50	81.90	491.40	IT
01/07/2020	20-45	Walton Goodland - Insurance 2020-21	367.35	-	367.35	Accommodation - Insurances
01/07/2020	20-46	SLCC - Membership VT	423.00	-	423.00	Other Overheads - Subscriptions
01/07/2020	20-47	KTD - Managed print usage 30/3/20 to 19/6/20	134.56	26.91	161.47	Other Overheads - Printing, Postage & Stationery
01/07/2020	20-48	Glasdon UK - Two Clifton picnic benches	1,448.52	289.70	1,738.22	Devolved Services - Fairhill Play Area Improvements
01/07/2020	20-49	J Jones - Reimburse CIPFA membership fees	332.00	-	332.00	Other Overheads - Accountancy Fees
01/07/2020	20-50	Walton Goodland - Office rent to 28/9/20	1,875.00	-	1,875.00	Accommodation - Rent
01/07/2020	20-51	Amey - Window cleaning	220.00	44.00	264.00	Devolved Services - Community Caretaker
01/07/2020	20-52	Amey - Community caretaker June 20	342.74	68.55	411.29	Devolved Services - Community Caretaker
01/07/2020	20-53	Amey - Community caretaker May 20	321.99	64.40	386.39	Devolved Services - Community Caretaker
08/07/2020	20-54	Stomping Ground CIC - Online resources, Penrith in Bloom	330.00	-	330.00	Environment - Greening
15/07/2020	20-55	V Tunnadine - Mileage expenses	27.00	-	27.00	Staffing - Expenses
15/07/2020	20-56	Lamont Pridmore - Accountancy fees (balance)	910.00	182.00	1,092.00	Other Overheads - Accountancy Fees
22/07/2020	20-57	Newby Building & Construction - Rebuild Allotment wall	375.00	-	375.00	Devolved Services - Allotments
22/07/2020	20-58	Eden DC - Street Cleaning, Bandstand	1,266.51	253.30	1,519.81	Devolved Services - Bandstand
22/07/2020	20-59	Lowther Forestry - Grass cutting, June & July 20	508.00	101.60	609.60	Devolved Services - Fairhill Park
29/07/2020	20-60	KTD - Anti-spam services	87.25	17.45	104.70	IT
29/07/2020	20-61	KTD - Domain services	48.75	9.75	58.50	Website
29/07/2020	20-62	KTD - Website page changes	69.00	13.80	82.80	Website
29/07/2020	20-63	Jane Warner - Plants for War Memorial	220.00	-	220.00	Environment - Greening
29/07/2020	20-64	Cumbrian Local Publications Ltd - Eden Local Advert	170.00	-	170.00	Corporate Communications - Community Engagement
29/07/2020	20-65	Tyne and Wear Play Ltd - Fairhill Post Installation Inspecti	250.00	-	250.00	Devolved Services - Fairhill Play Area Improvements
02/07/2020	CCR20-11	Zoom Video Comms - Licences July 20	100.72	-	100.72	Covid 19 Response
17/07/2020	CCR20-12	ISSUU - Subscription	348.57	-	348.57	Other Overheads - Subscriptions
20/07/2020	CCR20-13	Post Office Ltd - Postage	1.64	-	1.64	Other Overheads - Printing, Postage & Stationery
29/07/2020	CCR20-14	Eventbrite - Building Back Stronger Communities	32.44	6.49	38.93	Cost of Democracy - Member's Training
29/07/2020	CCR20-15	Eventbrite - Rebuilding Sustainable Communities	32.44	6.49	38.93	Cost of Democracy - Member's Training
13/07/2020	CCR20-16	Amazon Marketplace - Tally counters	14.30	2.86	17.16	Covid 19 Response
09/07/2020	DD/STO	HSBC - Bank charges	6.50	-	6.50	Other Overheads - Bank Charges & Interest
17/07/2020	DD/STO	HMRC - Tax & NI, June 2020	3,864.57	-	3,864.57	Staffing - Salaries
17/07/2020	DD/STO	Cumbria Pension Fund - Superannuation, June 2020	3,357.56	-	3,357.56	Staffing - Salaries
22/07/2020	DD/STO	Adobe Acropo - Subscription	12.64	2.53	15.17	IT
22/07/2020	DD/STO	British Gas - Electricity, Bandstand	12.41	0.62	13.03	Devolved Services - Bandstand
27/07/2020	DD/STO	Net Pay - July 2020	12,964.69	-	12,964.69	Staffing - Salaries
28/07/2020	DD/STO	New Star Networks - Broadband	175.06	35.01	210.07	IT
Total			31,645.37	1,270.99	32,916.36	



**Payments Schedule
August 2020**

Date	Ref	Details	Net £	VAT £	Total £	Budget
19/08/2020	20-66	Kompan Scotland Ltd - Fairhill Play Area	29,763.96	5,952.79	35,716.75	Fairhill Park - Site improvements
19/08/2020	20-67	Kompan Scotland Ltd - Fairhill Play Area	1,850.00	370.00	2,220.00	Fairhill Park - Site improvements
19/08/2020	20-68	Penrith Posters Ltd - Covid stickers	30.00	-	30.00	Town Projects - Covid-19 Response
19/08/2020	20-69	KTD - ADSL service	156.00	31.20	187.20	IT
19/08/2020	20-70	KTD - Hardware maintenance	9.50	1.90	11.40	IT
19/08/2020	20-71	Glasdon UK Ltd - Lowther seat	575.75	115.15	690.90	Repairs and Renewals - Repairs & Renewals
19/08/2020	20-72	Amey - Window cleaning, offices and bus shelters	256.96	51.39	308.35	Devolved Services - Community Caretaker
19/08/2020	20-73	Amey - Community caretaker, July 2020	762.93	152.59	915.52	Devolved Services - Community Caretaker
01/08/2020	CCR20-17	SLCC Training - National Conference VT	30.00	-	30.00	Staffing - Staff Training
10/08/2020	CCR20-19	Post Office - Postage	4.70	-	4.70	Other Overheads - Printing, Postage & Stationery
11/08/2020	CCR20-18	Post Office Ltd - Postage	8.95	-	8.95	Other Overheads - Printing, Postage & Stationery
08/08/2020	DD/STO	HSBC - Bank charges	6.50	-	6.50	Other Overheads - Bank Charges & Interest
19/08/2020	DD/STO	Cumbria Pension Fund - Superannuation, July 2020	4,356.72	-	4,356.72	Staffing - Superannuation
19/08/2020	DD/STO	HMRC - Tax & NI, July 2020	5,600.06	-	5,600.06	Staffing - Tax & NI
24/08/2020	DD/STO	New Star Networks - Broadband	175.46	35.09	210.55	IT
24/08/2020	DD/STO	Adobe Acropo - Subscription	12.64	2.53	15.17	IT
24/08/2020	DD/STO	British Gas - Electricity, Bandstand	16.25	0.81	17.06	Devolved Services - Bandstand
28/08/2020	DD/STO	Net Pay - August 2020	12,717.43	-	12,717.43	Staffing - Salaries
Total			<u>56,333.81</u>	<u>6,713.45</u>	<u>63,047.26</u>	

Bank Ref: 1205	Date To: 30/06/2020
Bank Name: HSBC	Statement Ref: 1205 2020-07-09 02
Currency: Pound Sterling	

Balance as per cash book at 30/06/2020: 150,269.39

Add: Unpresented Payments

Tran No	Date	Ref	Details	£
<hr/>				<u>0.00</u>

Less: Outstanding Receipts

Tran No	Date	Ref	Details	£
<hr/>				<u>0.00</u>

Reconciled balance : 150,269.39

Balance as per statement : 150,269.39

Difference : 0.00

Bank Ref: 1205	Date To: 31/07/2020
Bank Name: HSBC	Statement Ref: 1205 2020-08-04 01
Currency: Pound Sterling	

Balance as per cash book at 31/07/2020: 120,307.48

Add: Unpresented Payments

Tran No	Date	Ref	Details	£
3230	02/07/2020	CCR20-1	Zoom Video Comms -	100.72
				<u>100.72</u>

Less: Outstanding Receipts

Tran No	Date	Ref	Details	£
				<u>0.00</u>

Reconciled balance : 120,408.20

Balance as per statement : 120,408.20

Difference : 0.00

Penrith Town Council
Bank Reconciliation

Bank Ref: 1205	Date To: 31/08/2020
Bank Name: HSBC	Statement Ref: 1205 2020-09-02 01
Currency: Pound Sterling	

Balance as per cash book at 31/08/2020: 58,829.48

Add: Unpresented Payments

Tran No	Date	Ref	Details	£
3230	02/07/2020	CCR20-1	Zoom Video Comms -	100.72
				<u>100.72</u>

Less: Outstanding Receipts

Tran No	Date	Ref	Details	£
				<u>0.00</u>

Reconciled balance : 58,930.20

Balance as per statement : 58,930.20

Difference : 0.00

3 June to 2 July 2020

Your Statement

Account Name
 Penrith Town Council

Sortcode **Account Number** **Sheet Number**
 [REDACTED] [REDACTED] 89

Your Business Current Account details

<i>Date</i>	<i>Payment type and details</i>	<i>Paid out</i>	<i>Paid in</i>	<i>Balance</i>
	BALANCE BROUGHT FORWARD			143,284.60
	BP P FOOTE			
	PENRITH TOWN COUNC	[REDACTED]		
	VIS WWW.STREETFURNITUR			
	WWW	140.34		142,551.39
30 Jun 20	CR PENRITH BID LTD			
	GREENING BID		7,718.00	150,269.39
02 Jul 20	CR PUBLIC SECTOR DEPO		62.63	
	BP WALTON GOODLAND			
	PE01 22016	649.29		
	BP KTD			
	K126839	491.40		
	BP WALTON GOODLAND			
	PE01 22100	367.35		
	BP SLCC			
	MEM230059	423.00		
	BP KTD			
	K126997	161.47		
	BP GLASDON			
	SI797278	1,738.22		
	BP WALTON GOODLAND			
	PE01 21893	1,875.00		
	BP JOHN JONES			
	PENRITH TOWN COUNC	[REDACTED]		
	BP AMEY			
	90793556	264.00		
	BP AMEY			
	907933555	411.29		
	BP AMEY			
	90790249	386.39		143,232.61
02 Jul 20	BALANCE CARRIED FORWARD			143,232.61

Information about the Financial Services Compensation Scheme

Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk, call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website (www.hsbc.co.uk).

Credit Interest Rates	<i>balance</i>	<i>AER</i> <i>variable</i>	Debit Interest Rates	<i>balance</i>	<i>EAR</i> <i>variable</i>
Credit interest is not paid			Debit interest		21.34%

3 July to 2 August 2020

Your Statement

Account Name
 Penrith Town Council

Sortcode Account Number Sheet Number
 [REDACTED] 91

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			135,171.59
	BP LOWTHER FORESTRY PEN13 26671	609.60		
	VIS INT'L 0089556288 ADOBE ACROPRO SUBS ADOBE.LY/BILL	15.17		134,546.82
27 Jul 20	BP IAN PARKER PENRITH TOWN COUNC	[REDACTED]		
	BP JOHN JONES PENRITH TOWN COUNC	[REDACTED]		131,491.43
28 Jul 20	DD NEW STAR NETWORKS	[REDACTED]		
	BP VIVIEN TUNNADINE PENRITH TOWN COUNC	[REDACTED]		
	BP CAROL GREY PENRITH TOWN COUNC	[REDACTED]		
	BP ROSALYN RICHARDSON PENRITH TOWN COUN	[REDACTED]		
	BP ANNA MALINA PENRITH TOWN COUNC	[REDACTED]		
	BP P FOOTE PENRITH TOWN COUNC	[REDACTED]		121,372.06
30 Jul 20	BP KTD K127662	104.70		
	BP KTD K127663	58.50		
	BP KTD K127705	82.80		
	BP CUMBRIAN LOCAL PUB EL 2036	170.00		
	BP Jane Warner PENRITH TOWN COUNC	220.00		
	BP TYNE & WEAR PLAY L PTC/220720	250.00		
	VIS INT'L 0038681053 EB *LEADERS TALK B 801-413-7200	38.93		
	VIS INT'L 0038681054 EB *LEADERS TALK R 801-413-7200	38.93		120,408.20
02 Aug 20	BALANCE CARRIED FORWARD			120,408.20



049867_215 3/ 4 00001 10327 2436 31800

3 August to 2 September 2020

Your Statement

Account Name
 Penrith Town Council

Sortcode Account Number Sheet Number

 94

Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			106,115.17
	BP KOMPAN			
	PTC INV 207038	5,716.75		100,398.42
21 Aug 20	BP KOMPAN			
	PTC INV 207038	10,000.00		90,398.42
24 Aug 20	DD BRITISH GAS TRADIN	17.06		
	VIS INT'L 0086725973			
	ADOBE ACROPRO SUBS			
	ADOBE.LY/BILL	15.17		90,366.19
26 Aug 20	CR HMRC VTR		1,491.99	
	DD NEW STAR NETWORKS	210.55		
	BP KOMPAN			
	PTC INV 207038	10,000.00		81,647.63
27 Aug 20	BP VIVIEN TUNNADINE			
	PENRITH TOWN COUNC			
28 Aug 20	BP CAROL GREY			78,709.33
	PENRITH TOWN COUNC			
	BP ROSALYN RICHARDSON			
	PENRITH TOWN COUN			
	BP ANNA MALINA			
	PENRITH TOWN COUNCI			
	BP IAN PARKER			
	PENRITH TOWN COUNC			
	BP JOHN JONES			
	PENRITH TOWN COUNC			
	BP P FOOTE			
	PENRITH TOWN COUNC			68,930.20
31 Aug 20	BP KOMPAN			
	PTC INV 207038	10,000.00		58,930.20
02 Sep 20	CR PUBLIC SECTOR DEPO		53.82	58,984.02
02 Sep 20	BALANCE CARRIED FORWARD			58,984.02

Information about the Financial Services Compensation Scheme

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Credit Interest Rates	balance	AER variable	Debit Interest Rates	balance	EAR variable
Credit interest is not paid			Debit interest		21.34%



FINANCE COMMITTEE

21 SEPTEMBER 2020

MATTER:	Lowther Street Bench Consider a request for a new Bench on Lowther Street
AUTHOR:	Ian Parker – Services and Contracts Manager
SUPPORTING MEMBER:	Cllr Scott Jackson - Lead Member Devolution
ITEM NO:	9

RECOMMENDATIONS:

For Members to decide whether or not to install a new bench on Lowther Street having taken in to account the consultation responses and the views of Cumbria Police.

1. LAW

The Town Council resolved from 20 May 2019, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to **adopt** the General Power of Competence. The Parish Council Act 1957 provides Town Council's with the power to provide roadside seats.

2. LINKS TO COUNCIL PRIORITIES

This report addresses the Health and Wellbeing strategic priority and meets the aim to support and contribute to the social fabric of the town, enhancing community facilities.

3. REPORT DETAILS

- 3.1 Members considered a report setting out a request for a new bench on Lowther Street at its meeting of the Finance Committee on 11 November 2019. The proposal being that a bench be reinstalled to enable pedestrians to have a resting point on a street which has a steep gradient. A previous bench had been removed by Eden District Council, but the reason and the date of removal are unknown.
- 3.2 It was agreed that the Council would consult with residents in the neighbouring properties advising them of the Council's intentions, and should any objections be forthcoming the matter would be brought back to the Finance Committee for further consideration (Minute Fin.Com.19/44).
- 3.3 Residents living in properties within the vicinity of the proposed location of the bench were written to on the 13 January 2020 and were asked to submit their views by Friday 14 February 2020. Letters were hand delivered by Cllr Jackson.
- 3.3 Two responses were received by the Council. One in favour and one against the proposal to install a bench on Lowther Seat.
- 3.4 The respondent in favour outlines that the provision of a bench would provide people with a place to rest.
- 3.5 The respondent objecting to the bench states that the recess where the bench is proposed has been a place for groups of people to gather creating noise, littering and spitting. The respondent outlines that a bench installed may add to the risk of attracting people to 'hang out', creating a nuisance for residents. The respondent highlights that the bench would be in close proximity to the adjacent properties creating the potential for noise disturbance.
- 3.6 Finance Committee on 09 March 2020 considered the consultation responses and resolved that the Council liaise with Cumbria Police to confirm whether there are any reported anti-social behaviour issues in the proposed location (Minute Fin.Com19/73). Cumbria Police has responded to the Council outlining that they are not aware of any complaints from residents about anti-social behaviour and the Police has not witnessed groups congregating in the area.

4. FINANCE IMPLICATIONS

The estimated cost to purchase and install a seat in this location would be £550. This can be funded from the Repairs and Renewals budget.

5. RISK MANAGEMENT

RISK	CONSEQUENCE	CONTROLS REQUIRED
Reputation	<p>Not providing a bench in this location may have a negative impact on the Council in that it is not supporting a legitimate request for street furniture to be provided as a place to rest.</p> <p>On the other hand, providing a bench may contribute towards anti-social behaviour which will be to the detriment of local residents.</p>	<p>Council considers resident opinion.</p> <p>Contact Cumbria Police and consider their response.</p>
Poor Quality	Maintenance liability and increased cost	Seat to be purchased from reputable supplier.
Consents	Refusal of consent from CCC will not allow this matter to proceed	Cumbria County Council have no objection to the principle of providing a seat in this location.

6. BACKGROUND PAPERS

- Finance Committee, 11 November 2019, Minute Fin.Com.19/44
- Finance Committee, 09 March 2020, Minute Fin.Com.19/73



FINANCE COMMITTEE

21 SEPTEMBER 2020

MATTER: **NORFOLK ROAD BENCH**
Consider a request to install a new bench on Norfolk Road, Penrith

AUTHOR: Ian Parker – Services & Contracts Manager

SUPPORTING MEMBER: Cllr Scott Jackson -
Lead Member Devolution

ITEM NO: 10

RECOMMENDATIONS:

- I. Determine whether to install a new bench and confirm the location.
- II. Provide officers with delegated authority to determine the style of bench.

LAW

The Town Council resolved from 20 May 2019, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to **adopt** the General Power of Competence.

LINKS TO COUNCIL PRIORITIES

This report addresses the Health and Wellbeing strategic priority and meets the aim to support and contribute to the social fabric of the town, enhancing community facilities.

1. REPORT DETAILS

- 1.1 The Finance Committee considered a report on the 09 March 2020, setting out a request from a Member of the public to install a new bench on Norfolk Road. The principle reason for the request was to provide a resting place for residents waiting for the bus.
- 1.2 The Finance Committee resolved (Minute Fin.Com 19/78) that the residents views on the Council's intentions be sought and in doing so the option to place a new bench on Norfolk Road or the top of Musgrave Street was proposed. It was further resolved to contact Cumbria Police to ascertain whether there were any reported anti-social behaviour issues in the locality.
- 1.3 The Council wrote to nearby residents on the 19 March 2020 setting out the Council's proposals including the two proposed locations. The deadline for the receipt of comments was Friday 17 April 2020. No consultation responses were received by the Council.
- 1.4 Cumbria Police were contacted, and they have reported that there are no current reported issues of anti-social behaviour in this location.
- 1.5 Members are advised to note that Cumbria County Council would need to give consent to provide a new bench on the highway.
- 1.6 Members are asked to determine whether they wish to proceed to install a bench and if in favour to confirm the preferred location, with the options being Norfolk Road adjacent to the bus stop or at the top of Musgrave Street. They are further asked to give officers delegated authority to determine the style of bench.

2. FINANCE IMPLICATIONS

The estimated cost to purchase and install a seat in this location would be £550. The cost of the bench will be met from the Repairs and Renewals budget.

3. RISK MANAGEMENT

RISK	CONSEQUENCE	CONTROLS REQUIRED
Financial	Cost to install the bench is higher than budget available.	Obtain quotations prior to order.
Reputation	Not providing a bench in this location may have a negative impact on the Council in that it is not supporting a legitimate request for street furniture to be provided as a place to rest.	Council considers resident opinion. Obtain views of Cumbria Police
Poor Quality	Maintenance liability and increase cost	Seat to be purchased from reputable supplier.
Consents	Refusal of consent from CCC will not allow this matter to proceed	Cumbria County Council have no objection to the principle of providing a seat in this location, yet have stated that the design does need to take in to consideration the narrow footway at Norfolk Road.

4. BACKGROUND PAPERS

Finance Committee Report 09 March 2020, Minute FIN.COM 19/78



FINANCE COMMITTEE

21 SEPTEMBER 2020

MATTER:

Motion Cllr Fallows Proposed Bus Shelter, Brentfield Way, Penrith

Consider a request to install a new bus shelter on Brentfield Way.

AUTHOR:

Ian Parker – Services & Contracts Manager

SUPPORTING MEMBER:

Cllr Fallows

ITEM NO:

11

RECOMMENDATIONS:

- I. Provide approval to work with stakeholders including Scaws Tenants and Residents Association, Eden District Council and Cumbria County Council to provide a new bus shelter at Brentfield Way.
- II. Agree and approve funding the supply and installation of a new bus shelter at Brentfield Way, funded from the Bus Shelter budget at an estimated cost of £4,500.
- III. Agree and approve that the Council be responsible for ownership and all future revenue costs including insurance, day to day maintenance and repair following installation of the bus shelter.

LAW

The Town Council resolved from 20 May 2019, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to **adopt** the General Power of Competence.

LINKS TO COUNCIL PRIORITIES

This report addresses the Health and Wellbeing strategic priority and meets the aim to support and contribute to the social fabric of the town, enhancing community facilities.

1. REPORT DETAILS - MOTION

- 1.1 Bus services are a significant benefit to our community; in particular, they are of benefit to many elderly residents who may have limited income, and for whom the service provides a means for them to continue to enjoy independence and enables them to carry out daily errands and leisure activities. Bus shelters, particularly in exposed locations, provide a real and long-lasting service to those residents, and encourage the use of public transport.
- 1.2 The existing shelters are a credit to the town council, in addition to providing their valuable function, they promote the presence and activity of the town council in the community we serve. Penrith East is notable as a ward in the town that does not currently have a bus shelter on any of its routes.
- 1.3 Members of the Scaws Tenants and Residents Association (STRA) raised the issue that there was formerly a bus shelter on Brentfield Way (close to the junction with Meadow Croft/Oak Road), which was removed at some point in the past (possibly prior to the reintroduction of the 646 Town Bus service in 2000). I am informed that the location is a popular location for residents in the estate and surrounding streets to catch the 646 into town. The members of the Association would like Penrith Town Council to replace the shelter at that location and have passed a motion to that effect.
- 1.4 The motion to reinstate the bus shelter has the support of County Councillor Patricia Bell, and Eden District Councillors Mike Eyles and John Lynch (all councillors for Penrith East), in addition to the members of the STRA themselves. County Councillor Patricia Bell has leafletted the surrounding area of the proposed site on the issue of replacing the bus shelter to invite any comments and views. There have been no negative responses; 2 residents who have contacted to confirm if the shelter is indeed intended to replace the former shelter, as they consider that to be the preferred location in Scaws.
- 1.5 The bus driver of the Town Bus Service confirmed that the proposed site does see usage, generally 2-4 people during the day (mostly older residents), up to 8 in the evening (mostly parents with children returning home from Beaconside School).
- 1.6 Agreement-in-principal has been sought from EDC for the shelter to be built on the site.
- 1.7 The likely cost of providing a new shelter, based on previous work, would be in the region of £3000 for the shelter and £1500 for groundwork. Members of the STRA have asked me to highlight that there are concrete foundations remaining beneath the surface soil at the former location and consider that this may reduce the cost of groundwork.

- 1.8 It is therefore proposed that the Town Council support a motion to provide a new bus shelter in Scaws, by preference on the site of the former shelter (East side of Brentfield Way near Junction with Meadow Croft/Oak Rd, as shown in Appendix A).

2. FURTHER INFORMATION

- 2.1 Should this motion be approved, then the Council will need to liaise with Cumbria County Council, Highways and Public Transport team to discuss the proposal and agree the most appropriate location for the Bus Shelter.
- 2.2 Whilst as set out in paragraph 1.6 the proposal has the agreement in principal from Eden District Council, who are the landowner, a further formalised consent will be required prior to any works proceeding.

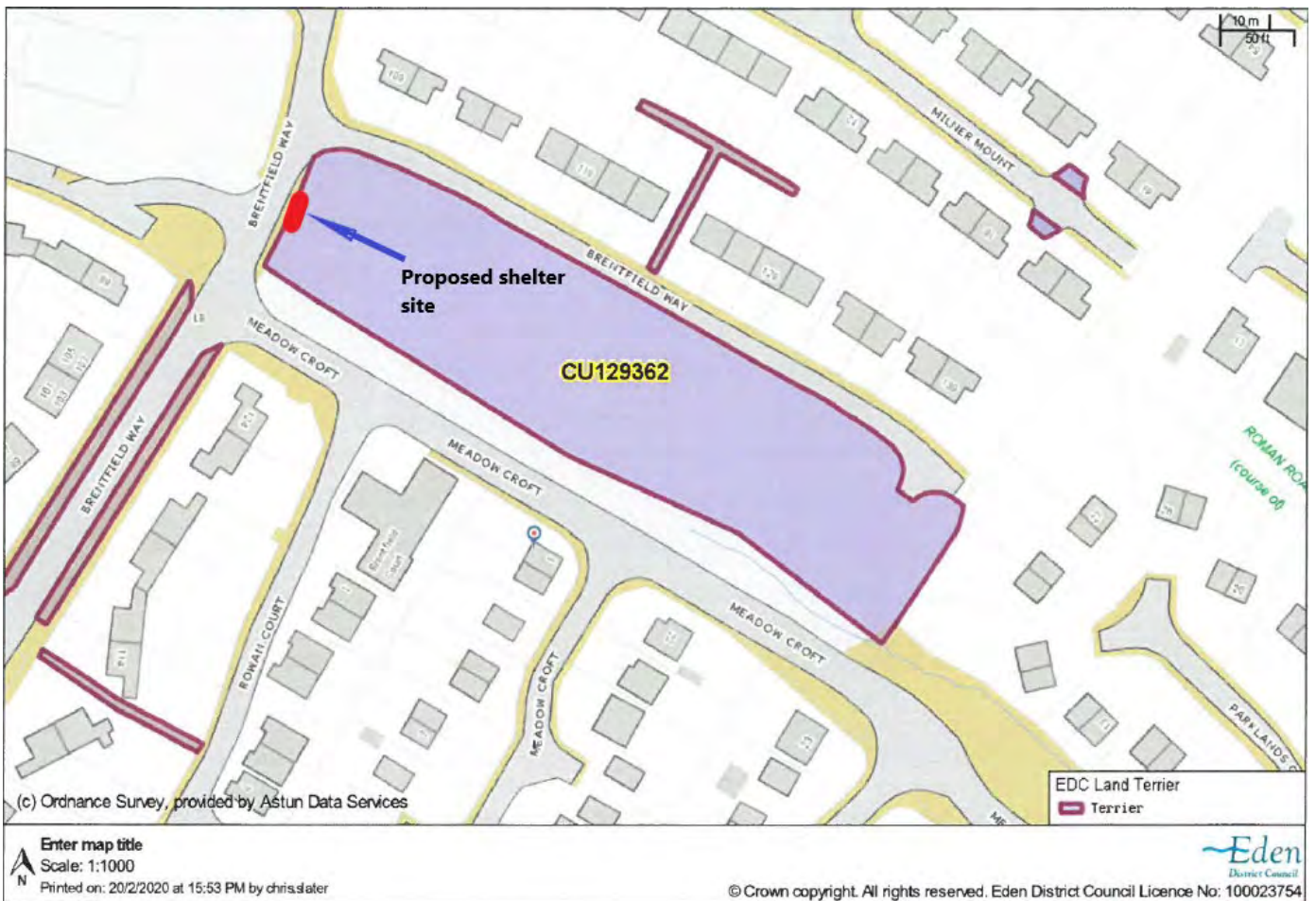
3. FINANCE IMPLICATIONS

- 3.1 The cost to supply and install a new bus shelter with new a new concrete base is estimated to cost in the region of £4,500. Should the previous concrete base be suitable this will reduce the cost to approximately £3,000. This to be funded from the Bus Shelter budget. The bus shelter budget was increased to support the replacement of the bus shelter at Scotland Road and installation a new arrangement at Sandgate. Neither of these latter two schemes have progressed so far, therefore it is proposed that the Brentfield Way installation would replace one of these two, on the basis of greater community support.
- 3.2 There will be a small ongoing cost for maintenance and cleaning and a marginal increase to the Council's insurance premium.
- 3.3 There may be minor legal costs involved in confirming the land consents with Eden District Council. Any legal work will be undertaken via the Council's Solicitor.

4. RISK MANAGEMENT

RISK	CONSEQUENCE	CONTROLS REQUIRED
Financial	Cost to install the bus shelter is higher than budget available.	Obtain quotations prior to order.
Reputation	Not providing a bus shelter in this location may have a negative impact on the Council	<p>Council considers resident opinion.</p> <p>Obtain views of Cumbria County Council Highways and Bus Infrastructure Officer.</p> <p>Obtain views of Scaws Tenants and Residents Association</p>
Poor Quality	Maintenance liability and increase cost	Bus shelter to be purchased from reputable supplier.
Consents	Refusal of consent from will not allow this matter to proceed	<p>Liaison with Cumbria County Council Highways and Bus Infrastructure Officer.</p> <p>Liaison with Eden District Council as current landowner to obtain consent to proceed.</p>

Proposed Location for Bus Shelter





FINANCE COMMITTEE

21 September 2020

- MATTER:** Corporate Risk Assessments
Consider and approve the Corporate Risk Assessments
- AUTHOR:** Ian Parker – Services & Contracts Manager
- SUPPORTING MEMBER:** Cllr Roger Burgin
- ITEM NO:** 13

RECOMMENDATIONS:

That the Corporate Risk Assessments are approved and go forward for ratification at Full Council.

LAW

As an employer and duty holder the Town Council are legally obliged under the Management of Health and Safety at Work Regulations 1999 to carry out a risk assessment of the significant risks in the workplace. The Council has a duty to comply with the Health and Safety at Work Act 1974.

LINKS TO COUNCIL 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.

1. REPORT DETAILS

- 1.1 Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Town Council to identify all potential inherent risks. The Town Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practicably possible.
- 1.2 The risk assessment documents have been produced to enable the Council to assess the risks that it faces and satisfy itself that it is taking adequate steps to consider and minimise these risks.
- 1.3 The management of risk is further included in each report presented to Council/Committees to assist Councillors in their decision making.
- 1.4 The risks are assessed annually unless there are material changes to the law or circumstances that require an immediate review. The Council's Services and Contracts Manager will monitor and record progress against the actions throughout the year.
- 1.5 As services grow and policies are adopted this schedule will expand. Its purpose is designed to give Councillors confidence that the management of risk is pragmatic and proactive.
- 1.6 The Risk Assessments are set out in accordance with the Health and Safety Executive published format. Risk Assessments are prepared as follows:
- Allotments
 - Bus Shelters
 - Business Continuity
 - Cornmarket Bandstand
 - Fairhill Playing Field
 - Finance
 - Fire
 - Governance
 - Information Technology and Website
 - Lone Working
 - Musgrave Monument
 - Office
 - Recycling Bring Site
 - Seats
 - St Andrews War Memorial
- 1.7 The table below sets out the key actions arising from each individual risk assessment, for the forthcoming period 21 September 2020 to 21 September 2021.

Risk Assessment	Action Required
Allotments	inspect and instruct hedges to be cut, which are not internal facing.
Bus Shelters	Liaise with Community Contractor prior to gutter cleaning works to ensure safe working methods.
Business Continuity	<p>Quarterly meetings to be scheduled with Lamont Pridmore (Accountants).</p> <p>IT Service provision review.</p>
Cornmarket Bandstand	<p>Ensure electricity cupboards are locked.</p> <p>Obtain method statement and risk assessment from Penrith Lions prior to the tree being erected.</p> <p>Obtain Method Statement and risk assessment for the installation of the Xmas lights from Penrith BID</p> <p>Obtain completion certificates confirming the lights are fit for purpose and in working order.</p> <p>Monitor that the Street Traders are operating within their defined area</p>
Fairhill	<p>Undertake repairs as required arising from Play Area Inspection Reports.</p> <p>Ongoing monitoring of the Grounds Maintenance contract.</p> <p>Tree Liability Survey for low/medium risk trees to be commissioned.</p> <p>Inspect football goals for their integrity / any hazards.</p> <p>Monitor entrances</p>
Finance	<p>Revise 2020/21 budgets in light of 2019/20 outturn and Coronavirus pandemic.</p> <p>All reports/proposals for additional spending to be referred to RFO for review before approval.</p> <p>Review authorised account signatories and implement revisions</p>

Risk Assessment	Action Required
Fire	<p>Service the fire extinguishers on an annual basis. Next due April 2021.</p> <p>Portable Appliance Testing (PAT) is next due in March 2021.</p> <p>Monitor office premises and complete recorded weekly fire check.</p>
Governance	<p>Monitor NALC guidance and IT based Council meetings.</p> <p>Ensure fireproof cabinet is locked overnight to protect legal and important documents.</p>
IT & Website	<p>Undertake DSE Assessments for staff</p> <p>Ensure daily backup server tape is changed and others locked in fireproof safe.</p> <p>Review IT costs at budget setting period and in line with IT service review.</p> <p>Continue to monitor website content for accuracy, accessibility</p> <p>Monitor NALC guidance and IT based Council meetings.</p>
Lone Working	<p>Identify First Aid training for further staff</p>
Musgrave Monument	<p>Ensure access door is locked at all times</p> <p>Annual maintenance inspection of the Ladder and latch way system, including harness is due in February 2021.</p> <p>Obtain Method Statement and risk assessment for the installation of the Xmas lights. (BID)</p> <p>Obtain completion certificates confirming the lights are fit for purpose and in working order.</p>

Risk Assessment	Action Required
Office	<p>Undertake DSE Assessments for staff and office workstation set up. (Monitor Covid 19 safe workplace guidance)</p> <p>Portable Appliance Testing (PAT) is next due in March 2021.</p> <p>Complete recorded weekly fire check.</p> <p>Service the fire extinguishers on an annual basis. Next due April 2021.</p>
Seats	Monitor seats and remove any seats considered to present a danger to the public.
St Andrews Memorial	Regular asset monitoring.
Morrisons Bring Site	<p>Reconfirm to Community Caretaker not to continue own duties when recycling trucks are carrying out bin emptying.</p> <p>Personal protective equipment (PPE) for staff visiting bring site.</p> <p>All Fly tipping and defective bins reported to EDC.</p>

2. FINANCE IMPLICATIONS

There are no financial implications associated with this report. Any expenditure arising from the risk assessment actions is allocated against the specific budget or asset code.

3. RISK MANAGEMENT

The Council is responsible for ensuring that adequate risk assessments are carried out where applicable and ensuring that identified risks are managed appropriately. Risk Assessments are required to be reviewed annually or when circumstances or legislation changes.

4. BACKGROUND PAPERS

Service Area Risk Assessments
 Penrith Town Council Health and Safety Policy



Penrith Town Council

Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR

Tel: 01768 899 773 Email: office@penrithtowncouncil.co.uk

MOTION FOR FINANCE COMMITTEE 21 SEPTEMBER 2020

NAME: Councillor Charlie Shepherd

DATE: 19/08/20

CONTACT
DETAILS cllr.Shepherd@penrithtowncouncil.co.uk

Matter 14: TO CONSIDER REGISTERING CORONATION GARDENS AS AN ASSET OF COMMUNITY VALUE

BACKGROUND INFORMATION -

Coronation garden was created as a community garden in 1938, to celebrate the Coronation of King George VI. The land used for the garden was originally a tennis court and gardens to two houses which were converted into the Town Hall. The gardens are on Portland Place and cover an area of approximately 40 meters by 30 meters.

In 2012 the garden was redesigned and renewed by Penrith Rotary Club and Eden District Council working in partnership to celebrate the centenary of Rotary International. The redevelopment of the garden was largely funded by a Heritage Lottery Fund grant.

The gardens are now more accessible as the original sandstone paths are wider, steps have been removed and slopes have been kept to a minimum, to allow easier access for wheelchairs and prams. Tapping rails have been installed throughout to aid the visually impaired.

Coronation garden benefit the whole community and helps to explain part of Penrith's historical past. Part of the garden is laid in the shape of St Andrew's Cross on which the Penrith coat of arms is based, this is in recognition of Penrith's close links with Scotland. The timeline circular path depicts the history of Penrith from pre-historic to modern times. Whilst the 16 information panels, four artwork sculptures and eight flagpole banners describe and illustrate Penrith's history in more detail.

Coronation Garden has real community significance and as such this motion proposes that in order to protect the asset for future generations the Council

should resolve to register with Eden District Council, Coronation Garden as an Asset of Community Value.

BACKGROUND DOCUMENTS

- Eden District Council, Overview Assets of Community Value
- Eden District Council, Community Right to Bid Guidance Note
- Eden District Council, Community Right to Bid Nomination Form

COSTS

Nil cost other than officer time



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PROCUREMENT POLICY

BACKGROUND

CURRENT EU PROCUREMENT THRESHOLDS

These thresholds are valid from 01 January 2020 and are normally subject to change every two years. They apply to high value procurements which will rarely, if ever, be made by the Town Council:

Public Works contracts	£ 4,733,252
Public Service & Supply contracts	£ 189,330

The Council is also obliged to follow some basic principles.

For supplies and services over these thresholds, a tender notice must be placed in the Official Journal of the European Union (OJEU) to give all providers within the EU an opportunity to tender.

Tenders must be invited in accordance with one of the prescribed procedures either Open, Restricted, Competitive with Negotiation, Competitive Dialogue, Innovation Partnership or Light Touch Regime. Each of these procedures imposes minimum time scales covering the tender activities to ensure that reasonable time is given to interested parties to respond to advertisements and prepare submissions.

NATIONAL RULES

Whilst there is no prescription on local authorities to tender out specific services all councils have a duty under best value legislation as laid down by Part 1 of the Local Government Act 1999 to fundamentally review their services and make arrangements to ensure continuous improvement, having regard to economy, efficiency and effectiveness.

All contracts opportunities and contract awards of £25,000 in value and above in accordance with The Public Contracts Regulations 2015 must be advertised openly on the Contracts Finder portal.

LOCAL RULES

The Council will strive to attain best value for all goods, materials and services which it purchases.

“Best Value” will be defined as a balance of price, quality of product and supplier services.

The Council will operate a transparent procurement process in accordance with its Financial Regulations and Standing Orders for Contracts.

1. The Council will purchase locally wherever possible and where best value can be satisfied. The Council will primarily make purchases within the parish of Penrith and the district of Eden.

2. In evaluating “best value”, the past record of the supplier will be taken into account.

3. For goods, materials or services over £4,000, a service level agreement incorporating an evaluation report will be agreed.

4. The Council will purchase Fair Trade and recycled and sustainable goods where possible.

5. The Council will purchase re-cycled goods or less environmentally damaging materials where they meet the required functional standard and will have regard to protect and sustain the environment.

6. Procurement activities will comply with the Council's Financial Regulations and the Procurement Regulations 2015 and reflect the practices as recorded in the NALC Procurement Toolkit.

7. Tender opportunities will be promoted on the Council's website to encourage tenders from local community and voluntary organisations and the local SME sector.

8. The Council will show favour to organisations that pay the Living Wage as set by the Living Wage Foundation.

THRESHOLDS & PROCEDURES

Procedures as recorded in the Financial Regulations apply. Procurements should not be disaggregated solely to avoid the need to meet a more rigorous procedure.

Estimated contract value (net of VAT)	Contract requirements
Up to £15,000	<p>A purchase can be made from the source that offers the best value for money to the Council.</p> <p>This should be demonstrated by the obtaining of 3 written quotes, where this is possible.</p> <p>Contracts shall be by written instruction.</p>
£15,001 to £25,000	<p>Shall be advertised on the website of the Council (and/or other public advertisement as determined by the relevant Committee) unless, in consultation with the Responsible Financial Officer, it is agreed to approach suppliers on an ad hoc basis inviting expressions of interest (in which case 3 written quotes shall be sought).</p>
£25,001 to £50,000	<p>Procurement opportunities over £25,000 in value shall be openly advertised on the Council's website and shall also be advertised on Contract Finder within 24 hours of that advert appearing together with unrestricted and full direct internet access to relevant contract documents.</p> <p>A formal written contract approved by a solicitor must be utilised. A purchase order referring to the contract will also be utilised where required. Following award of the contract, relevant details must be published on Contract Finder.</p>
£50,001 to EU procurement threshold	<p>Shall be advertised on the website of the Authority and on Contract Finder (within 24 hours of any other adverts appearing; and /or other public advertisement as determined by the authorised officer) together with unrestricted and full direct access to relevant contract documents.</p> <p>Pre-Qualification Questionnaires (PQQ's) can be used in procurements above the lower EU threshold for supplies and services for tender opportunities for works contracts. A formal written contract prepared/approved by the Council's Solicitor must be utilised. A covering purchase order referring to the contract will also be utilised where required.</p> <p>Following award of the contract, relevant details must be published on Contract Finder.</p>

Estimated contract value (net of VAT)	Contract requirements
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EU procurement threshold and above	<p>Shall be advertised in the Official Journal of the European Journal (OJEU), on the Council's website and on Contract Finder (within 3 days of the receipt of OJEU notice at publications office or within 24 hours of the OJEU notice being published; and/or other public advertisement as determined by the Authorised Officer).</p> <p>Pre-Qualification Questionnaires (PQQ's) can be used in procurements above the lower EU threshold for supplies and services for tender opportunities for supplies, services and works.</p> <p>The Council's Solicitor shall advise on the most appropriate EU procurement procedure to be used for the relevant supplies. Services and/or works to be procured. The two most common procedures are:</p> <p>Open Procedure - anyone can submit a tender</p> <p>Restricted Procedure - following receipt of expressions of interest a pre-qualification questionnaire (PQQ) is used to shortlist candidates who are then invited to submit a tender.</p>
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APPROVED:

September 2019

REVIEWED:

September 2020

APPROVED:

Reviewed annually



Penrith Town Council

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Tel: 01768 899 773 Email: office@penrithtowncouncil.co.uk

FINANCIAL REGULATIONS

1. GENERAL

- 1.1 These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's three governing policy documents providing procedural guidance for Councillors and officers. Financial regulations must be observed in conjunction with the Council's standing orders and any individual financial regulations relating to contracts.
- 1.2 The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- 1.3 The Council's accounting control systems must include measures:
 - a) for the timely production of accounts;
 - b) that provide for the safe and efficient safeguarding of public money;
 - c) to prevent and detect inaccuracy and fraud; and
 - d) identifying the duties of officers.
- 1.4 These financial regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.5 At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

- 1.7. Councillors are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. The Council employs external accountants who are responsible for processing payroll and making all payments for the Council, together with hosting the Council's accounting software. These Regulations shall apply equally to the accountants.
- 1.9 The RFO and external accountants:
- a) act under the policy direction of the Council;
 - b) administer the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - c) determine on behalf of the Council its accounting records and accounting control systems;
 - d) ensure the accounting control systems are observed;
 - e) maintain the accounting records of the Council up to date in accordance with proper practices;
 - f) assist the Council to secure economy, efficiency and effectiveness in the use of its resources; and
 - g) produce financial management information as required by the Council.
- 1.10 The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable him to prepare all required financial information in accordance with the Accounts and Audit Regulations and proper practice.
- 1.11 The accounting records shall, in particular, contain:
- a) entries from day to day of all sums of money received and expended by the Council and the details relating to those transactions;
 - b) a record of the assets and liabilities of the Council; and
 - c) wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12 The accounting control systems determined by the RFO shall include:
- a) procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - b) procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - c) identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions (separation of duties);

- d) procedures to ensure that uncollectable amounts, including any bad debts, are only submitted to the Council for approval to be written off with the opinion of the RFO and that the approvals are shown in the accounting records; and
- e) measures to ensure that risk is properly managed.

1.13 The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular, any decision regarding:

- a) setting the final budget or the precept (Council Tax Requirement);
- b) approving accounting statements;
- c) approving an annual governance statement;
- d) borrowing;
- e) writing off bad debts;
- f) declaring eligibility for the General Power of Competence; and
- g) addressing recommendations in any report from the internal or external auditors

shall be a matter for the Full Council only.

1.14 In addition, the Council must:

- a) determine and keep under regular review the bank mandate for all Council bank accounts;
- b) approve any grant or a single commitment in excess of £20,001 and
- c) in respect of the annual salary for any employee, have regard to recommendations about annual salaries of employees made by the relevant Committee in accordance with its terms of reference

1.15 In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force unless otherwise specified.

In these Financial Regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in Governance and Accountability for Local Councils– a Practitioners' Guide (England) issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1 All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate Guidance and proper practices.
- 2.2 Satisfactory monthly bank reconciliations shall be produced promptly by the RFO. At each meeting of the Finance Committee, the most recent monthly bank reconciliation(s), supported by the appropriate bank statement, shall be reviewed by the Committee and both documents signed by the Committee Chair. The approval of the reconciliations shall be recorded in the minutes of the meeting.
- 2.3 The RFO shall complete the annual income and expenditure account, Annual Governance and Accountability Return, and any related documents required with the Return (as specified in proper practices) as soon as practicable after the end of the financial year and, having certified the accounts, shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.
- 2.4 The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records and of its system of internal control, in accordance with proper practices. Any officer or Councillor shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, external accountants, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
- 2.5 The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.
- 2.6 The internal auditor shall:
 - a) be competent and independent of the financial operations of the Council;
 - b) report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - c) demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family or professional relationships; and
 - d) have no involvement in the financial decision making, management or control of the Council.

- 2.7 Internal or external auditors may not under any circumstances:
- a) perform any operational duties for the Council;
 - b) initiate or approve accounting transactions; or
 - c) direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the auditor.
- 2.8 Where the internal auditor identifies any issue or irregularity which cannot be explained satisfactorily, he/she shall have direct access to the Chair of the Council in order to raise and discuss the matter.
- 2.9 For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.10 The RFO shall arrange for the exercise of electors' rights in relation to the annual accounts, including the opportunity to inspect the accounts, books and vouchers, and display or publish any notices and statements of account required by the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations or any superseding legislation.
- 2.11 The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from the internal or external auditors.

3. ANNUAL BUDGET AND FORWARD FINANCIAL PLANNING

- 3.1 Each Committee shall review its medium-term financial forecast of income and expenditure. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Council not later than the end of November each year, including any proposals for revising the forecast.
- 3.2 The RFO shall, each year, by no later than the end of January, prepare detailed estimates of all expenditure and income, including the use of reserves, and all sources of funding for the following financial year in the form of a budget to be considered by the Finance Committee and Council.
- 3.3 The salary budgets are to be reviewed during the annual budget process and such review shall be evidenced by a resolution of the Finance Committee. The RFO will inform Committees of any changes impacting on their budget requirement for the coming year in good time.
- 3.4 The Council shall consider annual budget proposals in the context of the Council's medium-term financial forecast, including recommendations for the use of reserves and sources of funding, and update the forecast accordingly.

- 3.5 As part of the budget process, the Council shall approve a Reserves Policy which sets out the purpose and financial limits for each of its financial reserves.
- 3.6 The Council shall set its annual budget and fix the precept (Council tax requirement) and the resulting relevant basic amount of Council tax to be levied for the ensuing financial year not later than by the end of February each year.
In setting the budget, the Council shall have regard to the opinion of the RFO concerning the robustness of estimates and the adequacy of reserves. The RFO shall issue the precept to the billing authority and shall supply each Councillor with a copy of the approved annual budget.
- 3.7 The approved annual budget shall form the basis of financial control for the ensuing year, subject to any amendments authorised by Council.

4. BUDGETARY CONTROL AND AUTHORITY TO INCUR EXPENDITURE

- 4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
- a) the Council for all items over £20,001;
 - b) a duly delegated committee of the Council for items over £1,000; or
 - c) the Clerk, in conjunction with Chair of Council or Chair of the appropriate committee, for any items below £1,000

Such authority is to be evidenced by the schedule of payments for approval at the next available meeting. Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2 No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council; ~~or Finance Committee~~. Any report or proposal to a Committee or Council that would result in expenditure exceeding the appropriate budget shall not be considered until it has been reviewed by the RFO and his comments taken into account in making the decision on the proposal.
- 4.3 During the budget year and ~~with subject to~~ the approval of Council, having considered fully the implications ~~for public services~~, a supplementary estimate may be allocated from reserves or unspent and available amounts budgets may be transferred to other budget headings or to an earmarked reserve as appropriate ('virement'); however no virement shall be permitted from salaries budgets.

- 4.4 Unspent **budget** provisions ~~in the revenue or capital budgets~~ at the end of a financial year shall be retained in general reserves and shall not be carried forward to a subsequent year.
- 4.5 In cases of extreme risk to the delivery of Council services, the Town Clerk may authorise revenue expenditure on behalf of the Council which, in the Clerk's judgement, it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000.
The Town Clerk shall record such expenditure within the payments schedule and, where there is no budgetary provision for the expenditure, report the expenditure and its purpose in writing to the Council as soon as practicable thereafter.
- 4.6 No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and any necessary borrowing approval has been obtained.
- 4.7 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.
- 4.8 The RFO shall regularly provide the Council and Committees with a statement of expenditure and income for the financial year to date against each head of the budget, comparing actual expenditure to the appropriate date against the expected proportion of the budget. These statements are to be prepared at least quarterly and shall show explanations of material variances from budget.
- 4.9 Transfers to and from earmarked reserves shall be approved by Council in accordance with its Reserves Policy.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1 The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council. Banking arrangements may not be delegated to a Committee. The arrangements shall be regularly reviewed for security and efficiency.
- 5.2 All bank signatories must be Councillors. In order to promote business continuity and reduce the risk of fraud, all members of the Finance Committee shall be bank signatories. **If the bank's mandate arrangements limit the number of authorised signatories, the Finance Committee shall nominate the appropriate number of its Members to fulfil the role.**

6. MAKING AND APPROVAL OF PAYMENTS

Method of Payment

- 6.1 Payments by direct debit will be used where the council is committed to regular payments, principally for utilities and payments under lease arrangements.
- 6.2 All other payments shall be made through the electronic banking system (EBS) provided by the council's current account provider, except that payment can be made by cheque when:
 - a) The electronic banking system is not functioning
 - b) The RFO determines that there are valid reasons to make such a payment
- 6.3 Only the Council's appointed external accountants shall have the ability to make electronic payments on the Council's behalf. In setting up access to the current account provider's EBS, the Council's bank signatories will direct that the Council's external accountants shall:
 - a) be the system administrator for the council's use of the EBS.
 - b) be the only holder of the current account provider's device, which is required to make an electronic payment.
 - c) be the only user capable of setting up a new payee.
 - d) set the RFO, and whoever the RFO directs, with access to the EBS except that no member of staff shall have the ability to make a payment or create a new payee.

Certification of Payments

- 6.4 All invoices for payment shall be examined, verified and certified manually by an appropriate combination of the Town Clerk/Services & Contracts Manager/ Deputy Town Clerk/RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council. This includes any amounts paid by direct debit.
- 6.5 The Services & Contracts Manager/Town Clerk/RFO shall examine invoices for arithmetical accuracy and appropriateness and allocate the expenditure to the appropriate budget heading.
- 6.6 The Services & Contracts Manager /Town Clerk/RFO shall ensure that there is budget provision for payment. Where there is no budget provision, the Finance Committee shall determine how funds should be made available to pay the amount due.
- 6.7 The Services & Contracts Manager /Town Clerk/RFO shall then arrange for payment (see sections 6.9 to 6.11 below) and report payments made to the next available Finance Committee (see sections 6.12 to 6.13 below).

Setting up new Payees

- 6.8 The RFO will instruct the external accountants to set up any new payees in the EBS and keep a record of any such instructions.

Making Payments

Direct Debits

- 6.9 The RFO will instruct the external accountants to set up, or cancel, any required direct debits. The RFO will keep a record of any such instructions and report any newly created direct debits to the next Finance Committee.

Electronic payments

- 6.10 When the Services & Contracts Manager/Town Clerk/Deputy Town Clerk/ has properly certified payment of an invoice, the external accountants will be instructed to make a payment to the payee. This will be by providing the accountants with a weekly payments schedule and copies of the associated invoices.

The external accountants shall have the authority to challenge any proposed payment which they consider could be fraudulent, unlawful, **unauthorised**, or inappropriate and raise the issue with the appropriate officer, Chair of the Council or the Police as they think fit.

Ad hoc payments can be requested where the RFO determines that a payment is urgent. The Services & Contracts Manager/RFO will keep a record of all weekly payment schedules and any ad hoc payments.

Cheque payments

- 6.11 Any cheque payments must be requested by the RFO and signed by two signatories, who shall also countersign the cheque stub. The requirement for two signatories must be part of the bank mandate. The RFO will keep a record of all cheque payments.

Reporting and Approving Payments

- 6.12 Following production of a satisfactory bank reconciliation, the RFO shall prepare a report of payments made each month, as part of the agenda for each Finance Committee meeting. The report will be produced from the Council's accounting system. All payments on the report shall be supported by appropriate documentation, ie invoices etc., which will be provided separately to all Councillors in advance of the Committee meeting.
- 6.13 Prior to the Finance Committee meeting, the report of payments shall be reviewed by two members of the Committee, selected on a rota basis, who shall confirm the

accuracy and appropriateness of those payments and recommend their acceptance and approval by the Committee.

- 6.14 The minutes of the Committee shall note its approval of the number and amount of payments made and refer to the report of payments.
- 6.15 Details of all payments shall be placed on the Council's website, once confirmed by the Finance Committee.

Personal Payments

- 6.16 Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

Corporate Credit/ Debit Cards

- 6.17 Any corporate credit or debit card account opened by the Council will be specifically restricted and shall be subject to automatic payment in full by no later than each month-end. Personal credit or debit cards belonging to members or staff shall not be used under any circumstances.
- 6.18 The RFO shall determine procedures for the recording, reconciliation and reporting to Councillors, of all payments made by means of the corporate debit/credit card.

Cash

- 6.19 The Council shall not maintain any form of cash float. Any payments made in cash by staff (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

7. PAYMENT OF SALARIES

- 7.1 As an employer, the Council shall arrange to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. All salaries shall be calculated in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or duly delegated committee.
- 7.2 The Council's external accountants shall, on instructions from the Town Clerk, calculate, record and pay all salaries and related costs for Council officers. The accountants shall deal with all relevant correspondence and complete all required forms relating to the Council's payroll and pensions.
- 7.3 Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory

or discretionary deductions shall be made in accordance with the payroll records and on the appropriate dates, stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.

- 7.4 No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Council.
- 7.5 Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
 - a) by any Councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under the Local Audit and Accountability Act 2014 or any superseding legislation.
- 7.6 The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.7 An effective system of personal performance management should be maintained for the senior officers.
- 7.8 Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.
- 7.9 Before employing interim staff, the Council must consider a full business case.

8. LOANS AND INVESTMENTS

- 8.1 All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for Borrowing Approval, and subsequent arrangements for the Loan shall only be approved by full Council.
- 8.2 Any financial arrangement which does not require formal Borrowing Approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.
- 8.3 ~~The Council will arrange with the Council's Banks and Investment providers for the sending of a copy of each statement of account to the Chair of the Council at the same~~

~~time as one is issued to the RFO.~~ Delete as this is not current practice; bank statements are reviewed monthly and investment statements are available on request.

- 8.4 All loans and investments shall be negotiated and recorded in the name of the Council and shall be for a set period in accordance with Council policy. **Authorised signatories for the management of investment accounts shall be determined in the same manner as those for the Council's bank accounts.**
- 8.5 During the annual budget process, the Council shall approve an Investment Policy which shall be in accordance with relevant regulations, proper practices and guidance.
- 8.6 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.7 Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 6 (Authorisation and making of payments).

9. INCOME

- 9.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO, who shall be responsible for the collection of all accounts due to the Council.
- 9.3 The Council will review all fees and charges at least annually, following a report of the RFO.
- 9.4 Any sums found to be irrecoverable and any bad debts shall be reported to the Council, accompanied by an opinion from the RFO, and shall be written off in the year.
- 9.5 All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.6 The origin of each receipt shall be entered on the paying-in slip.
- 9.7 Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8 The RFO shall promptly complete any claim for the refund of VAT that is required. **Any Such** repayment claims, due in accordance with VAT Act 1994 section 33, shall be made at least **quarterly, annually coinciding with including** the financial year end.

- 9.9 The Council shall not accept the receipt of sums of cash in excess of £1,000, nor smaller amounts which have been disaggregated to avoid this limit.
- 9.10 Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1 An official written instruction shall be issued for all work, goods and services unless a formal contract is to be prepared. Copies of such instructions shall be retained.
- 10.2 Order books shall be controlled by the RFO.
- 10.3 All Councillors and officers are responsible for obtaining value for money at all times. An officer issuing an official instruction shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11 below.
- 10.4 A Councillor shall not issue an official order or make any contract on behalf of the Council.
- 10.5 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. CONTRACTS

Procedures for contracts are laid down as follows.

- 11.1 Every contract shall comply with these financial regulations and the detailed procedures in the Procurement Policy; no exceptions shall be made otherwise than in an emergency provided that these regulations need not apply to contracts which relate to items i to vi below:
- i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;

- v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the RFO shall act after consultation with the Chair and Vice Chair of Council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- 11.2 Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the Council shall comply with the relevant requirements of those Regulations.
The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts.
- 11.3 The full requirements of the 2015 Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time).
- 11.4 When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a resolution of the Council.
- 11.5 Such invitation to tender shall state the nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. Where appropriate, tenderers shall be required to obtain a performance bond to protect the Council against a failure to deliver the contract.
- 11.6 All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one Councillor.
- 11.7 If less than three tenders are received for contracts above £15,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- 11.8 Any invitation to tender issued under this regulation shall be subject to Standing Order 18 and shall refer to the terms of the Bribery Act 2010.
- 11.9 When it is proposed to enter into a contract of £25,000 or less in value for the supply of goods or materials or for the execution of works or specialist services other than

such goods, materials, works or specialist services as are excepted as set out in regulation 11.1:

- a) where the supply is valued at £15,000 or below, the purchase should be made from the source which offers the best value for money, demonstrated by three written quotes where possible;
- b) where the value is estimated at between £15,001 and £25,000, the opportunity to tender for the supply shall be advertised on the Council's website and/or, if appropriate, by public notice, unless the RFO agrees to approach suppliers on an ad hoc basis inviting expressions of interest (in which case three written quotes shall be sought).

11.10 The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

11.11 Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to the retention of any percentage withheld as may be agreed in the particular contract).

12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.

12.3 Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

13. ASSETS, PROPERTIES AND ESTATES

13.1 The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

- 13.2 No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £500.
- 13.3 No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, in each case a Report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 13.4 No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a Report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 13.5 Subject only to the limit set in Reg. 12.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full Council. In each case a Report in writing shall be provided to Council with a full business case.
- 13.6 The Town Clerk/Services & Contracts Manager/RFO shall ensure that all assets for which they are responsible are protected against loss or damaged, maintained appropriately and subject to periodic safety inspections.
- 13.7 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. Assets shall be valued in accordance with proper practice and any policy adopted by the Council. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

14. INSURANCE

- 14.1 Following the annual risk assessment required by Financial Regulation 16, the RFO shall be responsible for effecting all appropriate insurances and shall negotiate all claims on the Council's insurers.
- 14.2 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it. He shall also be informed promptly of any new risk, activity or asset for which insurance cover is required.
- 14.3 The RFO shall be notified of any loss, liability or damage, or of any event likely to lead to a claim and shall report these to Council at the next available meeting.

- 14.4 All appropriate Councillors and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the Council, following advice from the RFO.

15. CHARITIES

- 15.1 Where the Council is sole managing trustee of a charitable body, the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

16. RISK MANAGEMENT

- 16.1 The Council is responsible for putting in place arrangements for the management of risk. The Clerk/Services & Contracts Manager/RFO shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.
- 16.2 When considering any new activity, the Clerk/Services & Contracts Manager/RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

17. REVISION & SUSPENSION OF FINANCIAL REGULATIONS

- 17.1 It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these Financial Regulations.
- 17.2 The Council may, by formal proposal of a resolution, duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all Councillors.

APPROVED:

May 2019

REVIEWED AND AMENDED:

September 2020

Reviewed annually



FINANCE COMMITTEE

21 SEPTEMBER 2020

- MATTER:** **Internal Audit Plan 2020/21**
Consider the scope of Internal Audit coverage for 2020/21
- AUTHOR:** Jack Jones - RFO
- SUPPORTING MEMBER:** Cllr Roger Burgin -
Chair of Finance Committee
- ITEM NO:** **17**

RECOMMENDATIONS:

The Committee is recommended to approve the outline Internal Audit Plan for 2020/21.

LAW

The Accounts and Audit Regulations 2015 require the Council to undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.

Under the same Regulations, the Council must conduct an annual review of the effectiveness of its system of internal control. The independent internal audit opinion is a key element of that review.

LINKS TO COUNCIL PRIORITIES

Effective internal audit provides assurance that the Council is acting appropriately within a robust internal control environment.

1. REPORT DETAILS

Following a satisfactory review of the Council's internal audit arrangements for 2019/20, Mrs Jean Airey was re-appointed as its auditor for the current financial year (Minute PTC20/09 f).

The attached outline plan describes the scope of Mrs Airey's planned coverage for the year. She has made only minor changes to last year's plan. As in previous years, she intends to carry out the work in two stages. The first of these is scheduled for February/March 2020 to fit in with the Council's review of its internal control environment late in 2019/20, so it is able to consider whether internal controls have operated effectively throughout the financial year. The timing of the second, financial audit, stage would be in April, to enable her to review the year-end accounts.

2. FINANCE IMPLICATIONS

This report is concerned solely with financial management.

3. RISK MANAGEMENT

RISK	CONSEQUENCE	CONTROLS REQUIRED
The Council does not have a robust internal audit regime.	<ul style="list-style-type: none"> • Irregularities are not detected leading to loss or waste of resources. • Criticism from external audit. • Reputational damage. 	<ul style="list-style-type: none"> • Appointment of an independent and competent internal auditor. • Agreement of an appropriate internal audit plan.

4. APPENDICES ATTACHED TO THIS REPORT

- Outline Internal Audit Plan 2020/21

5. BACKGROUND PAPERS

- Accounts and Audit Regulations 2015

OUTLINE INTERNAL AUDIT PLAN 2020/21

ACTIVITY	AUDIT
Previous Internal Audit Report	Do the minutes record that Council has considered the Internal Audit Report for the previous year and the matters arising addressed?
Proper bookkeeping	Are the core accounts maintained and up to date?
	Are the core accounts arithmetically correct?
	Are the core accounts regularly balanced?
Standing Orders and Financial Regulations	Has the Council formally adopted Standing Orders and Financial Regulations?
	Has a Responsible Financial Officer been appointed?
	Have items or services above the de minimis amount been competitively purchased?
	Are payments in the core accounts supported by invoices and have they been authorised and minuted?
	Has VAT on payments been identified, recorded and reclaimed?
Risk Management Arrangements	Does a scan of the minutes identify any unusual activity?
	Do the minutes record the Council carrying out an annual risk assessment?
	Is insurance cover appropriate and adequate?
	Are internal financial controls documented and regularly reviewed?

ACTIVITY	AUDIT
	Is the Council registered with the ICO?
	Has the Council complied with the General Data Protection Regulations 2018?
Budgetary Control	Has the Council prepared an annual budget in support of its precept?
	Is actual expenditure against the budget regularly reported to Council?
	Are there any significant unexplained variances from budget?
Income Controls	Is income properly recorded and promptly banked?
	Does the precept recorded in the core accounts agree to the District Council's notification?
	Are security controls over cash adequate and effective?
Petty Cash/Cash Card Procedures	Is all petty cash spent recorded and supported by VAT invoices/receipts?
	Is petty cash expenditure reported to Council?
	Is petty cash reimbursement carried out regularly?
	Do salaries paid agree with those approved by Council?

ACTIVITY	AUDIT
Payroll Controls	Are other payments/reimbursements to Officers reasonable and approved by Council?
	Has PAYE/NIC and LGPS been properly operated by the Council as an employer?
Assets Controls	Does the Council keep an Asset Register of all material assets owned?
	Is the Register up to date?
	Do asset insurance valuations agree with those in the Register?
Bank Reconciliation	Is there a bank reconciliation for each bank account?
	Is the bank reconciliation carried out regularly on the receipt of statements?
	Are there any unexplained balancing entries in any reconciliation?
Year-End Procedures	Are year-end accounts prepared on the correct accounting basis?
	Do the final accounts agree with the core accounts?
	Is there an audit trail from underlying financial records to the accounts?
	Where appropriate, have debtors and creditors been properly recorded?
Open Government Transparency Code	Is the Council complying with the Code and publishing public data in the public domain?



BUDGET REVIEW 2020/21

APPROVED BUDGET 2020/21		BUDGET HEADING	PROPOSED VARIATION 2020/21	REVISED BUDGET 2020/21		PROPOSED CHANGE
£	£		£	£	£	
		INCOME				
	454,233	Precept: Council Tax	0		454,233	
	7,829	EDC - CTRS Grant	0		7,829	
	500	Other Income: Investment Income	700		1,200	Higher level of investment, although at lower rates
	10	Miscellaneous Income	0		10	
	462,572	TOTAL INCOME	700		463,272	
		EXPENDITURE				
		PLANNING COMMITTEE:				
	0	Officer Support			0	Support to Parking Study & NDP public examination
	15,000	Planning Consultancy	(5,000)		10,000	
	0	Consultation			0	
	15,000	Planning Committee Total	(5,000)		10,000	
		CCEG COMMITTEE:				
		Town Projects:				
30,000		Town Projects	(15,000)	15,000		Achievable target, includes contribution to Parking Study Spend to date £14,800
0		Covid-19 Response	25,000	25,000		
	30,000		10,000		40,000	
		Arts & Entertainment:				
5,000		Officer Support	(2,500)	2,500		Reduced involvement due to Covid-19 Slippage from 2019/20 Only £3,600 allocated to date
7,500		Arts & Cultural Strategy	2,500	10,000		
30,000		Events Grants	(20,000)	10,000		
	42,500		(20,000)		22,500	
		Environment:				
	15,500	Greening	(6,300)		9,200	£6,300 grant returned from BID; assume BiB in 2021
	32,000	Community Grants	(22,000)		10,000	Reduced demand for grants; includes £1,430 from BID

APPROVED BUDGET 2020/21		BUDGET HEADING	PROPOSED VARIATION 2020/21	REVISED BUDGET 2020/21		PROPOSED CHANGE
£	£		£	£	£	
0		Corporate Communications:				
15,000		Advertising		0		
1,830		Community Engagement	(9,000)	6,000		Dialogue software plus initiatives
0		Press Support		1,830		
		Youth Advisory Panel		0		
	16,830		(9,000)		7,830	
	0	Climate Change	6,500		6,500	New budget includes £1,500 paid for website changes
	136,830	CCEG Committee Total	(40,800)		96,030	
		FINANCE COMMITTEE:				
		Staffing:				
174,900		Salaries	(2,120)	172,780		}
15,420		National Insurance	(210)	15,210		} Adjustment for April 2020 pay award
30,980		Superannuation	(360)	30,620		}
950		Staff Training	(450)	500		Virtual training less expensive
3,000		Conferences	(1,500)	1,500		Virtual events less expensive
700		Staff Expenses	(350)	350		Reduced activity
	225,950	Sub-Total	(4,990)		220,960	
		Accommodation:				
8,250		Rent		8,250		
1,900		Heat, Light & Water		1,900		
670		Service Charges		670		
230		Room Hire		230		
380		Insurances		380		
(50)		Letting Income		(50)		
	11,380	Sub-Total	0		11,380	
		Civic Functions:				
400		Civic Functions		400		
700		Mayoral Expenses		700		
300		Deputy Mayor's Expenses		300		
100		Civic Regalia		100		
	1,500	Sub-Total	0		1,500	
		Cost of Democracy:				
0		Annual Meeting		0		
0		Elections		0		
2,020		Members' Training	(1,020)	1,000		Virtual training less expensive
200		Members' Expenses		200		
200		Notice/Honours Board		200		
	2,420	Sub-Total	(1,020)		1,400	
	20,000	IT	3,500		23,500	Provision for new phones if approved
	2,050	Website	950		3,000	Increase to cover costs of cookie consent changes

APPROVED BUDGET 2020/21		BUDGET HEADING	PROPOSED VARIATION 2020/21	REVISED BUDGET 2020/21		PROPOSED CHANGE
£	£		£	£	£	
(1,400)		Devolved Services:				
1,550		Bring Site		(1,400)		
975		Allotments		1,550		
1,080		War Memorial		975		
8,550		Benches		1,080		
300		Bus Shelters		8,550		
250		Bandstand		300		
(2,110)		Musgrave Monument		250		
1,200		Fairhill Park	500	(1,610)		Revision to include new play area and tree survey
1,500		Toilets	(1,200)	0		Expenditure incurred in 2019/20
1,175		Play Areas		1,500		
0		Coronation Gardens	(1,175)	0		Gardens no longer to transfer (confirmed by Eden DC)
9,500		Fairhill United Utilities Planting Maintce		0		
4,000		Fairhill Site Improvements		9,500		
300		Thacka Glen	(2,000)	2,000		Exchange expected in second half year
8,400		Signage	1,000	1,300		Increase for new noticeboard
11,074		Community Caretaker		8,400		
		Contribution to Devolution Reserve	2,875	13,949		Compensating adjustment
	46,344	Sub-Total	0		46,344	
		Other Overheads:				
2,350		Printing, Postage & Stationery	(550)	1,800		Reduced use of hard copies & mail
1,700		Audit Fees		1,700		
3,700		Insurance	300	4,000		Potential increased costs to cover new assets
100		Bank Charges & Interest		100		
3,500		Accountancy Fees	(900)	2,600		Re-assessment of costs
3,400		Legal Fees		3,400		
730		Licences		730		
2,000		Subscriptions	1,000	3,000		Increased costs
	17,480	Sub-Total	(150)		17,330	
	8,000	Repairs & Renewals	0		8,000	
	335,124	Finance Committee Total	(1,710)		333,414	
	4,500	Contingency	(2,000)		2,500	Part year provision
	0	Transfer to/(from) Acquisitions Reserve	0		0	
	491,454	TOTAL EXPENDITURE	(49,510)		441,944	
	(28,882)	INCREASE/(DECREASE) IN GENERAL RESERVE	50,210		21,328	

APPROVED BUDGET 2020/21		BUDGET HEADING	PROPOSED VARIATION 2020/21	REVISED BUDGET 2020/21		PROPOSED CHANGE
£	£		£	£	£	
		RESERVES:				
		General Reserve:				
	184,170	Balance brought forward 1 April	51,979	236,149		Update to 2019/20 Actuals
	(28,882)	Increase/(decrease) in year	50,210	21,328		Variation brought down
	155,288	Balance carried forward 31 March	102,189	257,477		
		Devolution Reserve:				
	100,279	Balance brought forward 1 April	780	101,059		Update to 2019/20 Actuals
	11,074	Contribution from Annual Budget	2,875	13,949		Variation brought down
	111,353	Balance carried forward 31 March	3,655	115,008		
		Acquisitions Reserve:				
	50,000	Balance brought forward 1 April	0	50,000		Update to 2019/20 Actuals
	0	Increase/(decrease) in year	0	0		
	50,000	Balance carried forward 31 March	0	50,000		
	316,641	TOTAL RESERVES AT 31 MARCH 2021	105,844	422,485		



FINANCE COMMITTEE

21 SEPTEMBER 2020

- MATTER:** **Budget Review 2020/21**
To review the current year's budget to reflect the 2019-20 outturn and the effects of the Coronavirus pandemic on services.
- AUTHOR:** Jack Jones - RFO
- SUPPORTING MEMBER:** Cllr Roger Burgin -
Chair of Finance Committee
- ITEM NO:** **18**

RECOMMENDATIONS:

The Committee is recommended to:

- a) consider the proposed revisions to the 2020/21 Budget;
- b) forward them, with any amendments, to Full Council for approval; and
- c) base budgetary control reports for the remainder of the year on the revised budget.

1. LAW

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

2. LINKS TO COUNCIL PRIORITIES

The review of the budget identifies resources which cannot be utilised because of the pandemic alongside additional spending needs, primarily to deal with the Council's response. It seeks to establish revised estimates to provide a framework for meaningful budgetary control for the remainder of the financial year.

3. REPORT DETAILS

A. Review Process

This report describes the exercise to review the current year's budget provision, mainly to see whether individual budgets are our best estimate of the likely/feasible expenditure to 31 March 2021. Given that the Council regularly underspends its annual budgets, it is expected that the Coronavirus pandemic will mean that we will be unable to spend up to this year's allocation on many headings. The exercise is an opportunity to have a reality check and revise budgets to achievable levels in order to release monies for other uses (primarily Covid-19 response), provide meaningful budgetary control and to avoid the problems associated with explaining and justifying large variances at year end.

The individual steps taken to review and revise the budget are as follows:

- Introduce actual opening reserve balances as at 1 April 2020
- For all larger budgets:
 - Identify any significant under/overspends from 2019/20 Outturn
 - Identify unspent budgets from 2019/20 which need to be carried forward into this year because of unavoidable commitments
 - Identify trends for over/underspends from April-August spend this year
 - Reality check the probable/feasible spend for the full year with budget holders
- Confirm that all spend to date on the response to the Covid-19 pandemic is correct and that there are no items elsewhere (eg IT) that should be charged to Covid-19
- Propose budgets for new priorities without prejudicing the 2021/22 budget process.

It should be noted that all budget provisions will be revisited in detail during the 2021/22 budget round when a firmer forecast of the current year's expenditure will be produced.

B. Proposed Budget Revisions

Appendix A

The attached appendix shows the following information, analysed over the most detailed budget headings:

- The full year's Approved Budget for 2020/21, which was ratified by Council on 27 January 2020.
- The proposed full-year variations to the Budget.

- The resulting draft revised budget for the full year.
- Commentary on the proposed changes to the budget.

The commentary should be self-explanatory, detailing the reasons for proposing changes to the budget, but further detail on selected headings may be helpful:

- Planning Committee is considering a review of its budget on 7 September, after the preparation of this report.
- To date, the Council has approved supplementary estimates to create a £11,000 budget for expenditure on Covid-19 Response. This has already been exceeded by some £4,000 and Officers believe that a realistic full year budget will be £25,000.
- Officers are aware of proposals for Climate Change initiatives that will require substantial financial support. It will be appropriate to consider these alongside other priorities during the forthcoming budget round, however a new £5,000 budget is proposed to enable some “quick wins” to be achieved in the current year. The proposed revision also provides for the £1,485 already spent on adding a Climate Change section to the website.
- Budgetary control statements to date suggest that the IT budget is adequate, however Officers have identified a need for improved connectivity via the acquisition of mobile phones, so it is proposed to allocate a further £3,500 to allow their purchase if subsequently approved by Members.

The creation of new budgets for Covid-19 Response and Climate Change can be more than offset by net reductions in budgets elsewhere, mainly within CCEG Committee. Overall, the proposed variations reduce 2020/21 budgets by around £50,000. This amount is shown as being retained in the General Reserve; an additional £52,000 is already in the Reserve following finalisation of the 2019/20 Accounts. The revisions result in the closing General and Devolution Reserves forecast to be higher by around £102,000 and £3,700 respectively than estimated in the Approved Budget.

C. Conclusion

The proposed variations should result in a revised budget which will better reflect realistic and achievable spending patterns for the year, however the Committee will know that the situation is volatile and further changes may well be necessary. The revised budgets should, therefore, not be set in stone, but be capable of change should circumstances dictate. The normal budget rules apply, however: supplementary estimates, virement or expenditure which would exceed the budgetary provision are all still subject to the approval of Full Council.

FINANCE IMPLICATIONS

This report is concerned solely with financial management.

4. RISK MANAGEMENT

RISK	CONSEQUENCE	CONTROLS REQUIRED
Activities requiring additional expenditure are not identified and/or curtailed activities are not recognised, so that the Council does not know its ongoing financial position.	Unexpected overspending could occur, potentially leading to the curtailment of planned expenditure, or surplus resources are not available for re-distribution.	Revised estimates which reflect current assumptions and expectations of realistic and achievable expenditure for the financial year.
Expenditure is not monitored regularly against realistic budgets.	The Council may incur unexpected overspending, potentially leading to the curtailment of planned expenditure.	A sound budgetary control system, based on up to date estimates, with regular reporting and identification of issues.

5. APPENDICES ATTACHED TO THIS REPORT

- Budget Review 2020/21 – Proposed Variations

6. BACKGROUND PAPERS

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

Section 3 – External Auditor Report and Certificate 2019/20

In respect of **Penrith Town Council – CU0267**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

[Handwritten Signature] SIGNATURE REQUIRED

Date

25/08/2020

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)



FINANCE COMMITTEE

21 SEPTEMBER 2020

MATTER:

Footway Lighting Bowscar

To note Electricity North West's plans to alter footway lighting provision in Bowscar.

AUTHOR:

Ian Parker – Services & Contracts Manager

SUPPORTING MEMBER:

Cllr Jackson

ITEM NO:

23

RECOMMENDATIONS:

- I. To note Electricity North West's plans to carry out overhead line refurbishment work, and the subsequent removal of two footway lighting units in Bowscar.
- II. To note that Eden District Council who own the current footway lights will not be installing any further footway lights in the district, and
- III. To note the Town Council's previous resolution on this matter, (Full Council 18 January 2016) and to determine whether the Council are content with its previous resolution.

LAW

The Town Council resolved from 20 May 2019, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to **adopt** the General Power of Competence.

LINKS TO COUNCIL PRIORITIES

The devolution of services and assets to the Town Council supports the 'health and wellbeing' priority. One element of this priority is to assume responsibility for devolved assets and services that contribute to the quality of life for residents.

1. REPORT DETAILS

- 1.1 Electricity North West (ELNW) has notified the Council that it will soon be carrying out overhead line refurbishment work on their electricity poles in Bowscar. The initial notification was sent to the Town Council in error and should have been addressed directly to Eden District Council.
- 1.2 The works planned include the replacement of defective wooden poles; two of which have street lighting apparatus attached to them. The street lighting apparatus is currently owned, maintained and the responsibility of Eden District Council. It is no longer the policy of ELNW to permit the attachment of street lighting apparatus on new or replacement poles and as such ELNW are giving 6 months' notice of their intentions to remove the lighting. The six-month period commenced on 15 May 2020.
- 1.3 Eden District Council updated its Footway Lighting Policy following a change to ELNW Health and Safety Policy, which does not permit any new streetlights to be installed on their poles. Eden District Council assessed each light in the district against a set criterion, including the lights in Bowscar in October 2015. The assessment in 2015 was carried in conjunction with the Town Council.
- 1.4 The Town Council resolved at Full Council, 18 January 2016 that the footway lighting in Bowscar did not meet the established criteria, in that Bowscar did not have any amenities and as such the lights would not be replaced.
- 1.5 The letter dated 15 May 2020 is the standard letter issued by ELNW in order to give the District Council an opportunity to install a new lighting column if a light is to be retained in a specific location. In this instance as the lights were not approved then Eden District Council will not be taking any further action.
- 1.6 Eden District Council has carried out a programme of works across the district over the past five years to replace all approved lights and this work has now concluded. The District Council will not be installing any further footway lights.
- 1.7 This report seeks to bring to the attention of Members that two lighting units will be removed in Bowscar by ELNW at the end of the six-month period. Members are reminded of the current Town Council resolution and the reason why the resolution was made, but are minded to note that a period of time has passed since the Council resolution was made, with the streetlight removal taking effect in the coming months. This report seeks to establish whether the Council is content with its previous resolution.
- 1.8 Members are minded to note that any further works would need to be approved by the Town Council directly and prior to the 15 November 2020. This would

include any resident consultation, liaison with ELNW and meeting the financial implications in full. There is no budget for any of these works.

2. FINANCE IMPLICATIONS

- 2.1 As the Town Council resolved that the lights in Bowscar did not meet the criteria for replacement then Eden District Council has made no provision to replace the lights.
- 2.2 Costs obtained from Eden District Council outline that the average cost to supply and install a new footway lighting column is £2,500 per unit. The cost for budgeting purposes would in this instance be £5,000. There is no Town Council budget provision to meet these costs.
- 2.3 There would be additional electricity and maintenance charges. The Town Council would be liable for repairs. The assets would be added to the Council's insurance register.

3.0 RISK MANAGEMENT

Risk	Consequence	Controls Required
Process / Compliance	There are stringent health and safety requirements set by ELNW should new lighting provision be provided.	Any further works would require detailed liaison with Electricity North West.
Financial	Any costs associated with the replacement of footway lighting would have to be met in full by the Town Council. There would be ongoing revenue costs for the	Full detailed costs would need to be obtained. Council budget approval would be required.

	<p>electricity use and any maintenance and repair</p> <p>There is currently no budget provision.</p>	
Time	<p>ELNW gives 6 months' notice of its intention to remove lighting. The notice was given to EDC on 15 May 2020.</p>	<p>All approvals would need to be determined prior to the expiry of 6 months from 15 May 2020.</p>
Reputation	<p>The removal of street lighting may have a negative reputational effect on the Council.</p>	<p>Due diligence undertaken in October 2015. Matter reported to Members and resolution approved.</p>



FULL COUNCIL

28 SEPTEMBER 2020

MATTER: Penrith Parking and Movement Study

ITEM NO: 18 A

AUTHOR: Rosalyn Richardson Carol Grey
Deputy Town Clerk Economic Development
Officer

SUPPORTING MEMBER: Cllr Jackson
Chair of Planning Committee

LINK TO COUNCIL PLAN PRIORITIES

Community Engagement and Growth

RECOMMENDATIONS

Consider the Partner's Joint Committee Report and the Stage 4 Non-Technical Summary of the Penrith Parking and Movement Study and:

- i. Note that this report is a study which suggests courses of action that could be taken. An Implementation Group will ensure that work is progressed and that additional consultation on options is undertaken as appropriate made up of representatives from all Stakeholder organisations and will sit under the Town Working Group.
- ii. Endorse the strategy and principle of the proposed interventions, which make up the packages of improvements (as summarised in the Penrith Parking and Movement Study Non-Technical Summary – Appendix B) and note the delivery leads (and delivery partners) for each proposed intervention.
- iii. Agree to work together to explore the opportunities for funding to deliver agreed interventions, which make up the packages of improvements through internal and external funding sources, and to agree how these should be prioritised.
- iv. Agree to the establishment of an Implementation Group to ensure the co-ordinated delivery of any agreed interventions which make up the packages of improvements and the further consultation required for each intervention.

1. REPORT

- 1.1 The Penrith Parking and Movement Study (PPMS) is a jointly funded project between Cumbria County Council, Eden District Council and Penrith Town Council. WSP, a multi-disciplinary company with specialisms in Transport Planning, were commissioned to prepare the study. Project Management was undertaken by Cumbria County Council, whilst a Project Delivery Board and Project Delivery Group ensured robust governance.
- 1.2 It is important to note that this report is a study which suggests courses of action that could be taken. An Implementation Group will ensure that work is progressed and that additional consultation on options is undertaken as appropriate. It will be a Project Delivery Group made up of representatives from all Stakeholder organisations and will sit under the Town Working Group.
- 1.3 Regular updates have been provided to the Planning Committee and to Full Council to ensure that Members were kept up to date and officers noted any comments which were taken back to the Project Delivery Group.
- 1.4 Four Members of Penrith Town Council were nominated to attend the Stakeholder Group Workshops. As this project falls under the Planning Committee, Councillors Jackson, Kenyon, Knaggs and C. Shepherd were appointed to the stakeholder group at a meeting of the Planning Committee on 7 October 2019.
- 1.5 Monthly meetings of the Delivery Board and Delivery Group have taken place, as well as weekly short catch up meetings which all switched to remote meetings during the pandemic. The Deputy Town Clerk and Economic Development Officer were nominated to attend the meetings and have attended all the meetings.
- 1.6 The work for the Parking and Movement Study has been intense with officers dedicating time to meetings as well as undertaking work between meetings to check reports and provide information as required.
- 1.7 A Partners Joint Committee Report has been prepared which Planning Committee considered on 7 September, making the recommendation now before Council. A copy of the report is attached at **Appendix A** whilst the Penrith Parking and Movement Study Non-Technical Summary is attached at **Appendix B**.

2.RISK ASSESSMENT

Areas of Risk	Consequence	Controls Required
Financial	No funding is available to deliver agreed interventions	The Project group will ensure that all available funding opportunities are explored.
Members and Staff Capacity	Members and PT Staff do not have the appropriate technical knowledge to deliver agreed interventions. Staff time is limited to contracted hours.	Technical officers will be available from all stakeholder organisations to input into the agreed projects when required. Staff time will need to be allocated and taken into account for per project to ensure it does not impact on the day to day business of the Council with additional time being approved and paid as appropriate.
Reputation Management	The study becomes a desk top exercise without benefiting the town.	The Implementation Project Group working under the Town Working Group will ensure that work is moved forward
Recognition	That PTC is not seen as a partner in this work.	Joint press releases have been prepared and will continue to be prepared. Membership of the Implementation Group will ensure PTCs continued involvement in developing schemes.

3.SUPPORTING DOCUMENTS

- Planning Committee 7 September – Minutes



APPENDIX A

Penrith Parking and Movement Study Partners' Joint Committee Report

1.0 Executive Summary

- 1.1 Cumbria County Council, Eden District Council and Penrith Town Council have jointly funded a project to develop a coherent and comprehensive parking and movement study for Penrith. The main aims of the Penrith Parking and Movement Study are to understand how parking provision in Penrith can be improved, whilst seeking to enhance walking and cycling connectivity between car parking areas and the town centre, key employment sites and the bus and railway station. The Penrith Parking and Movement Study was commissioned in October 2019 and its preparation is now complete.
- 1.2 This Partners' Joint Committee Report is being used by each of the partner organisations to provide a consistent overview of the Penrith Parking and Movement Study. It provides an outline of the individual interventions which form the eight packages of improvements and the next steps to support their delivery.
- 1.3 The individual interventions, which form the eight packages of improvements presented in the Penrith Parking and Movement Study, have been developed with the co-operation of all partners. The delivery of the individual interventions which make up the packages of improvements is subject to funding being secured. It was recognised from the outset of the Study that funding was not currently available but that the Study would provide highly valuable information to enable the partner organisations to bid for and secure funding should it become available.
- 1.4 The Penrith Parking and Movement Study provides the evidence (based on a robust assessment and defined methodology) and justification to support the partner organisations in seeking to secure funding from internal and external funding sources. It is recognised that further scheme development will be required for some of the interventions which make up the packages of improvements and, at that stage, further stakeholder engagement/public consultation will be undertaken.

2.0 Recommendations

- 2.1 That the partner organisations; Cumbria County Council (Eden Local Committee) Eden District Council and Penrith Town Council:
 1. Endorse the principle of the interventions which make up the packages of improvements (as summarised in the Penrith Parking and Movement Study Non-Technical Summary – Appendix B) and note the delivery leads for each intervention;
 2. Agree to work together to explore the opportunities for funding to deliver the interventions which make up the packages of improvements through internal and external funding sources, and to agree how these should be prioritised; and
 3. Agree to the establishment of an Implementation Group to ensure the co-ordinated delivery of the interventions which make up the packages of improvements.

3.0 Background

- 3.1 Cumbria County Council (Eden Local Committee), Eden District Council and Penrith Town Council have jointly funded a project to develop a coherent and comprehensive parking and movement study for Penrith.
- 3.2 The overarching aims of the study were to understand how existing parking provision in Penrith could be enhanced, whilst maximising connectivity between car parks, for cyclists and walkers within the town centre, key employment areas and the bus and railway station.
- 3.3 To ensure the preparation of the study was kept on track, robust governance arrangements were put in place. A project team (made up of officers from each partner organisation) was established to ensure that technical advice and local knowledge was embedded within the Study. Consultants WSP – a multi-disciplinary company with specialisms in Transport Planning – were commissioned to prepare the study. This helped to bring an impartial evaluation of the issues to the project and allowed the Study to be informed on how other towns had approached improvements to the parking and movement issues within their areas.
- 3.4 A Communications and Engagement Strategy was developed as part of the study. This set out the process of identifying stakeholders, the approach taken to stakeholder engagement and the timing of engagement at different stages of the study. It also outlined the approach adopted in relation to the stakeholder, employer and employee surveys, and the stakeholder workshops. Four elected members from each of the partner organisations were identified to provide input into the preparation of the study.
- 3.5 The Study was prepared in four stages (as detailed below). The staged approach to the preparation of the Study ensured that there were appropriate checkpoints at the end of each key activity of work.
- *Stage 1: Baseline Review and Assessment* - This stage involved reviewing relevant policy, guidance and previous studies as well as collecting information to confirm the usage of off-street car parks and an assessment of on-street parking provision. In addition, face-to-face surveys from a sample of car park users were undertaken and businesses contacted to find out their opinions on parking in the local area. Stakeholders' general views on existing issues were also captured via an online survey (November 2019). A workshop was held (January 2020) with key stakeholders to gain more in-depth feedback on the main issues in Penrith and to capture thoughts on potential solutions to these issues.
 - *Stage 2: Identify Options for Interventions* - Using the information from the baseline assessment, a long list of interventions were identified, as well as a number of interventions which have been developed separately as part of the EDC's Local Plan - Infrastructure Delivery Plan (IDP).

To determine which of these interventions should be progressed and developed further, they were assessed using a sifting methodology. This involved appraising each intervention on how well it performed against the study's objectives and a set of performance criteria contained in the Department for Transport's Early Assessment and Sifting Tool (EAST). This resulted in a short list of 39 interventions being identified.

Of the 39 interventions that made the shortlist, 5 were discounted as part of further development however, in isolation, and in the context of other discrete local issues, these schemes could be developed independently.

As part of Stage 2, it was originally proposed to undertake a further stakeholder workshop to gain feedback on the potential interventions. In response to the restrictions imposed by COVID-19, the stakeholder engagement was undertaken remotely.

- *Stage 3: Develop Interventions* - The short list of interventions were then grouped into eight packages and conceptual designs and strategies were developed together with indicative costs, potential sources of funding together with delivery leads. IDP interventions being developed through separate work-streams are included in the PPMS due to their alignment against the objectives of the study and to and further strengthen the case for investment and funding.
- *Stage 4: Prepare Strategy* - Brings together the previous three stages to prepare the Penrith Parking and Movement Final Report and the Non-Technical Summary.

3.6 The preparation of the Study has been based on a defined methodology and robust assessment of options. The delivery of any of the interventions which make up the packages of improvements identified in the study are subject to funding being secured. But by ensuring that the appraisal and selection of interventions is based on a robust approach, the study will help to provide the evidence and justification to support the partner organisations in seeking to secure funding.

4.0 Package of Improvements

4.1 Following the sifting of the longlist, a total of 39 interventions were identified in the shortlist. These interventions were then grouped thematically into packages. The eight packages are:

- **Package 1** Additional Parking Capacity
- **Package 2** Long Stay Parking in Penrith
- **Package 3** Town Centre Parking
- **Package 4** On-street Parking (Residential)
- **Package 5** Penrith Town Centre Improvements
- **Package 6** Nuisance Parking
- **Package 7** Cycling and Walking Connectivity Improvements
- **Package 8** Travel Demand and Technology Improvements

4.2 Conceptual designs and strategies for each of the eight packages were developed and used to:

- understand the impacts of the interventions and assess their feasibility;
- make a recommendation on whether to pursue each intervention;
- develop indicative intervention costs, which will be subject to refinement as they are developed further; and
- identify potential sources of funding
- identify delivery leads
- identify delivery risks and outline delivery programmes based on the assumption that funding and political and public support is secured.

4.3 These are presented in the Non – Technical Summary attached as Appendix B. A summary of interventions which make up the eight improvement packages is provided below.

Package 1 - Additional Capacity

- 4.4 The baseline assessment illustrated that there are areas associated with a shortage of affordable long stay parking. This package of interventions is aimed at improving the parking offer at strategic locations to reduce on street parking that occurs along strategic routes in the town. The interventions include:
- Increased off street car parking capacity in areas around the station
 - Utilise parking at retail area in the vicinity of the railway station
 - Park and ride service using existing bus services (only to be pursued if long stay capacity becomes a significant issue)

Package 2 - Long Stay Parking

- 4.5 This packages of interventions aims to improve the existing provision of long stay parking for visitors, businesses and residents through alternative car park management regimes at supermarkets and a review of season ticket allocations, parking tariffs and permit distribution, to manage overall parking distribution across the town. In addition, the package seeks to improve information signs for drivers to improve the management of car parking space within the town. The interventions include:
- Provide Long Stay Parking Capacity at Supermarkets
 - Review season ticket scheme allocation and tariffs
 - Review car-parking tariffs
 - Implement 'Pay on departure' in car parks
 - Review off street permit provision
 - Implement a signage strategy to better direct drivers to underutilised car parks
 - Provide parking and movement information

Package 3 - Town Centre Parking

- 4.6 This package of interventions aims to improve on street parking use in town through a review of existing parking policy, restrictions, disc use and parking zones. The level of use of Temporary and Permanent Residents' Parking Permits in town centre streets is seen by many to be detrimental to the vitality of the town's commercial premises. In particular in the streets fronting commercial premises, the on-street parking bays are considered prime space for enabling customers to access those premises. The interventions include:
- Develop a new on-street parking policy
 - Review the maximum stay permitted using discs throughout the town
 - Review requirement to extend controlled parking zones

Package 4 - On-street Parking (Residential)

- 4.7 These interventions improve on street parking for residents. Householders who receive and rely upon regular and frequent visitors are constrained by the policy limit applied to streets that do not permit hour disc parking. By reviewing the existing residential on street policy and permit provision this could potentially provide a fairer basis by which to allocate permits. The interventions include:
- Review the number of Visitor Permits for residents. Introduce limited daytime disc parking in all residential permit areas to facilitate regular/frequent visitors
 - Limit the issuing of on-street permits so that they are relative to kerb side capacity
 - Rationalise residential parking exemptions in commercial streets in the town centre
 - Review parking permit provision for new residential developments

Package 5 - Penrith Town Centre Improvements

- 4.8 This package of interventions aims to improve parking provision within the town centre to ensure it is utilised efficiently. The interventions include:
- Reduce parking at Corn Market/Great Dockray (IDP scheme)
 - Make improvements to the parking area around Lloyds Banks
 - Reconfigure Market Square (IDP scheme)

Package 6 - Nuisance Parking

- 4.9 This package looks at addressing instances of nuisance parking around Penrith which adds pressure to car parking areas on the network, as well as causing issues for local residents. The interventions include:
- Develop a strategy to enforce overnight parking restrictions in Castletown (in and around Gilwilly Lane and Industrial Estate Business Park)
 - Implement road safety improvements to reduce parking in the Wetheriggs Lane area.

Package 7 - Cycling and Walking Connectivity Improvements

- 4.10 This package aims to improve accessibility around the town, promote physical activity for residents and commuters, reduce car journeys by transferring trips to active modes and lastly improve the connectivity between the key car parks across Penrith to make it easier for pedestrians to navigate the town. Several of the interventions are derived from the Eden Local Plan Infrastructure Delivery Plan, their inclusion in the PPMS further strengthen the needs for investment. The interventions include:
- Improvements to walking and cycling connectivity between the town centre and bus and train stations
 - Improve the underpass at Mallard Close (IDP scheme)
 - Provide facilities for pedestrians at side road crossing points in Penrith town (IDP Scheme)
 - Improvements to junctions with Brunswick Square/Watson Terrace and Stricklandgate (IDP Scheme)
 - Provide facilities for pedestrians at roundabouts along the A592 with Cromwell Road and B5288 Norfolk Road (IDP Scheme)
 - Increase cycle storage across the town
 - Provide cycle facilities along the eastern side of the A6 past the hospital (IDP Scheme)
 - Upgrade the Stricklandgate/Portland Place junction (IDP Scheme)
 - Reconfigure the layout of Corney Place (IDP Scheme)
- 4.11 It is envisaged that a Local Cycling and Walking Infrastructure Plan (LCWIP) will be developed for Penrith. This will build on the work undertaken as part of the PPMS specifically, those interventions highlighted above and provide a more coherent plan for active mode infrastructure in the town as a whole.

Package 8 - Travel Demand and Technology Improvements

- 4.12 The package aims to reduce traffic through softer measures and ensure that the town is future proofed through the implementation of measures which address an increase in the uptake of Electric Vehicle and sustainable modes of transport. The interventions include:
- Raise awareness of sharing road space with cyclists.
 - Electric vehicle charging infrastructure strategy.
 - Travel demand management measures.

5.0 Delivery of the Packages of Improvements

- 5.1 The intervention which make up packages of improvements presented in the Penrith Parking and Movement Study Report have been developed jointly with the co-operation of all funding partners.
- 5.2 The delivery of the interventions is subject to funding being secured. The study provides the evidence (based on a robust assessment and defined methodology) to support the partner organisations in seeking to secure funding from internal and external funding sources. Further approval from the partner organisations' committees will be needed to confirm the allocation of funding.
- 5.3 It is recognised that further scheme development will be required for some of the interventions identified in the packages of improvements and at that stage, further stakeholder engagement/ public consultation will be undertaken.
- 5.4 To ensure momentum and to support the delivery of the interventions identified in the packages of improvements, an Implementation Group will be established to co-ordinate and monitor progress. The implementation group will be a sub-group of the Penrith Town Working Group and will include officers from each of the partner organisations. The Implementation Group will meet bi-monthly to monitor progress and co-ordinate requests for funding (and seek the relevant approvals) to secure the delivery of the interventions. Updates on progress of the delivery of the interventions will be reported through the partner organisations' committee structures when appropriate.

6.0 Conclusion

- 6.1 The Penrith Parking and Movement Study presents a coherent programme of measures to improve parking provision in Penrith whilst seeking to enhance walking and cycling connectivity between car parks and the town centre, key employment areas and the bus and railway station. It has been jointly developed by the partner organisations with significant engagement out with a broad range of stakeholders who have made an essential contribution to shaping the Study. Whilst the delivery of the interventions identified in the packages of improvements is subject to funding being secured, the Penrith Parking and Movement Study provides critical evidence to support the partner organisations in securing funding from internal and external sources. The establishment of an Implementation Group will help to maintain the momentum and support the partners in working together to deliver the interventions identified in the package of improvements.

END

1. Introduction

APPENDIX B

The Penrith Parking and Movement Study (PPMS) was jointly commissioned by Cumbria County Council (CCC), Eden District Council (EDC) and Penrith Town Council (PTC). The overarching aims of the study are to understand how existing parking provision in Penrith can be enhanced, whilst maximising connectivity between car parks, for cyclists and walkers within the town centre, key employment areas and the bus and railway station.

Figure 1 Study Area



The study area (Figure 1) has been defined to include the urban core of the town, and the inclusion of key car parks. Additionally, the study area is considered to be where higher volumes of non-motorised trips (walking and cycling) take place between the bus and railway stations, car parks and local amenities. Whilst this plan covers the main focus of the study, consideration has been given to areas outside of the study boundary, for example around the New Streets and Gilwilly Industrial Estate. The study area also includes the Penrith Conservation Area, and the New Streets Conservation Area.

The primary objective of the PPMS was to provide a robust parking and movement strategy, which responds to the requirements of residents, businesses, commuters and visitors, and identifies interventions which:

- ⇒ Provides a suitable parking offer to support the functionality, attractiveness and viability of Penrith, that addresses current issues and supports anticipated future parking needs; and
- ⇒ Improves walking and cycling connectivity within Penrith, focusing on walking route connections from existing car parking areas to:
 - The town centre;
 - Key employment areas; and
 - The rail and bus stations.
- ⇒ Provide cycle route connections from existing (or proposed) cycle routes to:
 - The town centre;
 - Key employment areas; and
 - The rail and bus stations.

The study was completed in four stages:

- ⇒ **Stage 1:** Baseline Information and Assessment;
- ⇒ **Stage 2:** Identify Interventions;
- ⇒ **Stage 3:** Develop Interventions; and
- ⇒ **Stage 4:** Produce the Penrith Parking and Movement Study Report (and Non-Technical Summary).

The staged approach to preparation of the study ensured that there were appropriate checkpoints at the end of each key activity of work. The study was based on a defined methodology and assessment of interventions to ensure that it would present the most robust evidence to explain the need for the interventions and justification necessary to support the partner organisations in seeking to secure funding from internal and external funding sources.

The delivery of interventions which make up the packages improvements identified through the PPMS is subject to funding being secured. It was recognised from the onset of the study that funding for the improvements was not currently available but that the study would provide highly valuable information to enable the partner organisations to bid for and secure funding should it become available.

To ensure the preparation of the study was kept on track, robust governance arrangements were put in place. A project team (made up of officers from each of the partner organisations) was established to ensure that technical advice and local knowledge was embedded in the study.

2. Stage 1 - Baseline Information and Assessment

This stage involved reviewing relevant policy and guidance and previous as well as collecting information to confirm the usage of off street car parks and an assessment of on street parking provision to assess existing parking issues, and walking and cycling network to fully understand the issues and constraints. Several issues were highlighted, and these are outlined below.

Off-Street Parking Offer

- ⇒ Available and affordable long-stay car parking is a prevailing issue within the Penrith;
- ⇒ Long and medium stay car parking, which supports leisure industries is lacking in the centre of town. The current tariffs and restrictions curtail stays in town and are counter-productive to economic growth in the town and maintaining high street viability; and
- ⇒ There is a lack of Electric Vehicle Charging Bays across the town.

On-Street Parking Offer

- ⇒ The level of use of temporary and permanent residents parking permits in town centre streets is seen by many to be detrimental to the vitality of the town's commercial premises;
- ⇒ While small in absolute number, parking on the edge of the Controlled Parking Zone (CPZ) by some workers is creating localised pressure and loss of amenity for local residents;
- ⇒ Some residents living in areas that operate resident permit parking only are finding that the allocation of sixty temporary residents permits is insufficient;
- ⇒ Insufficient allocation of temporary resident permits, adversely affecting some residents as a result of the policy;
- ⇒ Some residential areas have restrictions which mean there is substantial available kerb space throughout the day, which could be utilised for short/medium stay parking during working hours;
- ⇒ The policy to manage on-street parking permits for residents is potentially under-exercised and it is considered that further development of policies (to ensure good street space governance), would be beneficial; and

- ⇒ Issues arise when parking generated by the new developments is not, or cannot be, adequately controlled.

Movements around Penrith

- ⇒ A large proportion of Penrith is characterised by narrow streets, making it difficult for safe and direct travel by pedestrians and cyclists;
- ⇒ There are sections of the road and footway network which have a challenging topography that acts as a barrier to cycling;
- ⇒ Cromwell Road suffers particular severance issues for cyclists and pedestrians in Penrith, which makes access to the town centre and bus station difficult from the railway station;
- ⇒ There is a lack of dedicated cycling infrastructure across the town, something that is particularly evident on narrow sections of the road network. This results in potential conflicts between vehicles and cyclists, and perceptions of safety issues that together are likely resulting in low levels of cycling across the town.

3. Stakeholder Engagement

Stakeholder input and feedback is critical to the development of a robust and comprehensive evidence base from which to identify potential interventions.

Several methods were employed in engaging with stakeholders, as summarised below:

- ⇒ **Stakeholders and Employer/Employee** were invited to complete online questionnaires (between 14th November and 6th December 2020) relating to parking and movements within Penrith, aimed at understanding the needs of the local population.

- ⇒ Car park and user behaviour surveys were conducted in Penrith car parks between 14th – 16th November 2019 to identify parking demand, and also the views of those people using the car parks.
- ⇒ **Technical Workshop**: a workshop session was held on 9th December 2019 to gather local knowledge and input from technical officers; and
- ⇒ **Stakeholder Workshop 1**: a workshop session was held on 7th January 2020, with stakeholders from a range of statutory and non-statutory groups (such as elected members (from each of the partner organisations), transport bodies, access groups, car park operators; walking and cycling groups, business and tourist organisations);

The workshop session comprised two facilitated exercises, in which stakeholders were asked to focus on identifying issues and opportunities within Penrith under two themes:

- ⇒ Parking; and
- ⇒ Active Travel (walking and cycling)

This information was used to compile evidence as part of Stage 1.

As part of Stage 2, additional stakeholder engagement was also undertaken. This session was originally intended to be a face-to-face workshop on 18th March 2020, with representatives from Stakeholder Workshop 1, however, due to COVID-19, this engagement was undertaken remotely (during May 2020). This remote engagement offered the relevant stakeholders an opportunity to provide feedback on the identified interventions that were being shortlisted for further development, and provided the opportunity to put forward any additional interventions for consideration.

4. Stage 2 - Identify Interventions

Reflecting the issues identified from the assessment undertaken in Stage 1. A long list of interventions was developed through:

- ⇒ Consultation and engagement with the project team - CCC, EDC and PTC;
- ⇒ Technical and stakeholder workshops;
- ⇒ A review of pre-existing interventions within the study area that have not yet been delivered; and
- ⇒ Feedback provided during the consultation of the Penrith Strategic Masterplan and the Draft Penrith Neighbourhood Development Plan.

A total of 61 interventions were identified as part of the intervention generation process. The interventions comprised interventions developed as part of the PPMS, as well as a number of interventions which have been developed separately as part of the EDC's Local Plan - Infrastructure Delivery Plan (IDP).

Interventions in the list fell into one of the following six categories:

- ⇒ Off-Street Parking;
- ⇒ On-Street Parking;
- ⇒ Walking;
- ⇒ Cycling;
- ⇒ Highway; and
- ⇒ Other.

The interventions developed as part of the long list ranged from small-scale interventions, such as policy changes, to larger scale interventions, such as new footway and cycleway provision between the railway station and the town centre.

The interventions were then sifted using a clearly defined methodology developed in line with the UK's Department of

Transport's (DfT) Transport Analysis Guidance (TAG). This ensured that the study would be based upon robust evidence whilst also providing the necessary justification to support the partner organisations in seeking to secure funding from internal and external sources.

The basis of the methodology was the DfT's Early Assessment and Sifting Tool (EAST). EAST is a decision support tool that has been developed to summarise and present evidence on interventions in a clear and consistent format. It provides decision makers with relevant, high level information to help them form an early view of how interventions perform and compare.

The Transport Analysis Guidance (TAG) therefore recommends that specific criteria or thresholds are assessed against a range of key criteria in alignment with the respective study objectives, to prioritise interventions for further development.

To determine which interventions were progressed to a more detailed assessment in the study, scoring and sifting of the longlist was undertaken. The process is outlined in Figure 2.

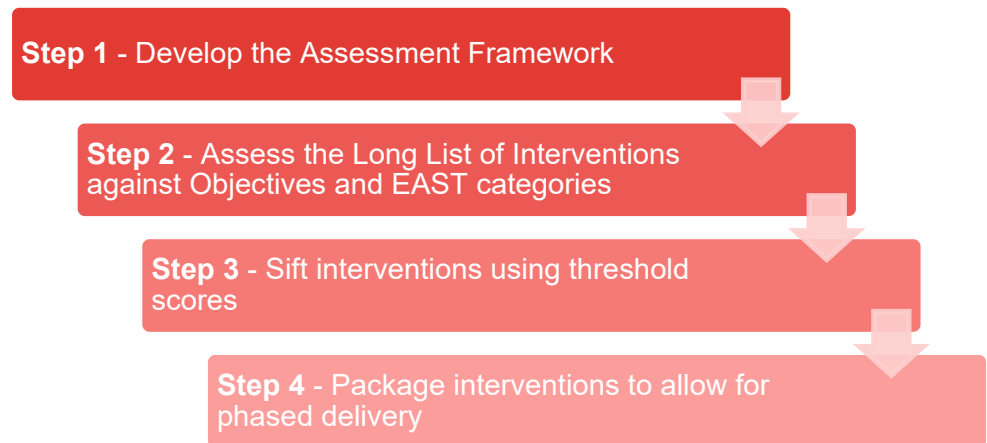


Figure 2 Approach to sifting the long list into packages

The sifting process comprised two stages; the first considered the interventions in relation to the objectives of the study, and the second assessed each of the interventions against the UK Government's Green Book five case criteria which includes Strategic, Economic, Managerial, Financial and Commercial considerations.

Thresholds were subsequently specified, and interventions assigned scores, to establish a range of transport solutions reflecting the main objectives of the study and to ensure that a sensible number of distinct and feasible interventions were shortlisted. Any intervention which did not meet the sifting criteria was discounted, and not taken forward to the shortlist of the interventions in the PPMS.

Following the sifting of the longlist, a total of 39 interventions made the shortlist. These interventions were then grouped thematically into packages. The eight packages were:

- ⇒ **Package 1** Additional Parking Capacity;
- ⇒ **Package 2** Long Stay Parking in Penrith;
- ⇒ **Package 3** Town Centre Parking;
- ⇒ **Package 4** On-street Parking (Residential);
- ⇒ **Package 5** Penrith Town Centre Improvements;
- ⇒ **Package 6** Nuisance Parking;
- ⇒ **Package 7** Cycling and Walking Connectivity Improvements;
and
- ⇒ **Package 8** Travel Demand and Technology Improvements.

Of the 39 interventions that made the shortlist, 5 were discounted as part of further development however, in isolation, and in the context of other discrete local issues, these interventions could be developed independently. In total, 34 interventions were recommended as part of the PPMS, of which 9 are contained in EDC's Local Plan IDP.

5. Stage 3 - Develop Interventions

Conceptual designs and strategies for the interventions which make up each of the eight packages were developed and used to:

- ⇒ Understand the impacts of the interventions and assess their feasibility;
- ⇒ Make a recommendation on whether to pursue an intervention;
- ⇒ Develop indicative intervention costs, which will be subject to refinement as they are developed further;
- ⇒ Identify Delivery Leads (and Delivery Partners);
- ⇒ Identify potential funding sources; and
- ⇒ Outline delivery programmes, based on the assumption that funding, political and public support is secured.

EDC's Local Plan IDP interventions are being developed through separate workstreams and are included due to their alignment against the objectives of the PPMS. IDP interventions are included in Package 5 and Package 7 and further strengthen the case for the need for investment and funding for those interventions. The PPMS highlights their importance in supporting the parking offer, whilst improving active travel through Penrith.

It is envisaged that a Local Cycling and Walking Infrastructure Plan (LCWIP) will be developed for Penrith (Autumn 2020). This will build on the work undertaken as part of the PPMS (specifically, in Package 7), and provide a more coherent plan for active mode infrastructure in the town as a whole.

An overview of the interventions which make up the eight packages of improvements is provided in the tables below. They outline the issues addressed, expected benefits, potential dis-benefits and the interventions within the package. Each intervention is then described, identifying the delivery lead, delivery partners, the dependencies on other interventions, the potential funding sources, timescales for delivery and outline costs.

The outline costs were developed with the Project Delivery Team. Where interventions are primarily changes to policy, an estimate cost is provided to undertake the administration of the policy change and any additional annual costs associated with the policy. Where new works are proposed (e.g new layouts, footway/cycleways, costs have been estimated from appropriate quantities using Spon's Civil Engineering and Highway Works Price Book and experience from similar interventions which are at construction stage. Additions have been added to include; legal costs (e.g. Traffic Regulation Orders), land purchase costs based on Cumbria average industrial land values, consultant fees, risk, optimism bias and inflation based on indicative delivery programmes.

The timescales include further design and development of the intervention, which includes refinement of the design/policy, improved cost estimates, consultation with relevant communities and stakeholders, and identification and securing final funding for construction / delivery of the package.

PACKAGE 1 – Additional Parking Capacity (*Package Overview*)

Issue Addressed	<ul style="list-style-type: none"> ⇒ Caters for future increases in parking demand near the railway station; ⇒ Addresses a shortage of affordable long-stay parking around Penrith Railway Station; and ⇒ Alleviates capacity constraints to serve users of the existing railway station car park.
Benefits	<ul style="list-style-type: none"> ⇒ Additional capacity at the railway station; ⇒ Facilitation of business growth by further supporting access to railway services; and ⇒ Reduction in on-street car parking on Ullswater Road and Skirsgill Gardens.
Dis-benefits	<ul style="list-style-type: none"> ⇒ An increase in vehicular traffic into Penrith which may result in further pressure on the road network and to the detriment to the local of environment, which can be mitigated through the implementation of a signage strategy (ID55).
	<ul style="list-style-type: none"> ⇒ ID1 - Identify additional sites for increasing capacity (short and long stay) in Penrith ⇒ ID6 - Increased car parking capacity (short and long stay) in areas around railway station ⇒ ID7 - Increase off-street parking (short and long stay) at the railway station through additional decks on the existing multi-storey facility ⇒ ID60 - Provide a Park and Ride service using the existing Penrith to Carlisle commercial bus route (104)

PACKAGE 1 – Additional Parking Capacity (*Intervention Detail*)

ID	Description	Delivery Lead	Delivery Partners	Dependencies	Potential Funding Sources	Cost Range	Delivery Programme
1 Identify additional sites for increasing capacity (short and long stay) in Penrith	Not Recommended as there is no requirement to increase physical permanent capacity in the town as a whole.						
6- Increased car parking capacity (short and long stay) in areas around railway station (Car Park near the Rail Station)	Create additional capacity at the railway station. This would reduce overspill parking in areas such as Ullswater Road and Skirsgill Gardens. Subject to increasing demand in the future, delivery of a site may require negotiations with landowners and would be led by either private sector investment (i.e. car park operators) or EDC through acquisition of any land and construction of an off-street car park.	EDC	CCC, PTC, Network Rail	Long term growth in demand at the rail station	Private sector (if it is private sector led) or EDC budget to purchase, construct and operate, with potential for parking revenue to pay back over intervention lifetime.	Capital costs of £750,000 to £960,000	3 Years

PACKAGE 1 – Additional Parking Capacity (Intervention Detail)

ID	Description	Delivery Lead	Delivery Partners	Dependencies	Potential Funding Sources	Cost Range	Delivery Programme
6 (Castle Retail Negotiations)	A second option would be to utilise parking at the retail areas to the south of the railway station. Agreement would be required between EDC and Castle Retail Park landlords and tenants. A intervention would need to be agreed and advertised to rail users.	EDC	Castle Retail Park and Tenants, Network Rail	Growth in demand at the rail station and amendments to the castle retail park lease terms and conditions	EDC staff time	An allocation of staff resource required. Estimated cost to deliver externally using third party consultant £1,500 to £2,200	6 months
7- Increase off-street parking (short and long stay) at the railway station through additional decks on the existing multi-storey facility	Not Recommended due to the historic nature of the surrounding built environment and potential to negatively impact existing views of Penrith Castle.						
60 Explore a Park and Ride Service	Improve the parking offer for commuters to Penrith through the provision of increased capacity outside of the town by means of a park and ride. Should the longer-term needs of the town result in increased requirement for more long stay parking, the provision of additional long stay car park capacity in the form of a park and ride outside of the town centre would be a viable option. This would require discussions with Stagecoach, Cumbria County Council and any private car park owners.	CCC Eden Local Committee	Stagecoach, CCC, PTC	Only to be pursued if long stay overcapacity in Penrith becomes a significant issue.	Private sector / CCC Eden Local Committee / Central Government grants currently unavailable, but potentially available in the future.	Capital costs of £12,800 to £18,500 Revenue costs of £1500 in year one and £1000 per annum ongoing	6 months

PACKAGE 2 – Long Stay Parking in Penrith (*Package Overview*)

Issue Addressed	<ul style="list-style-type: none"> ⇒ Disparities in car parking capacity in Penrith; ⇒ Parking on the edge of the Controlled Parking Zone (CPZ); ⇒ Restrictive methods of payment on some car parks around the town; and ⇒ Excess demand at certain car parks within the town, whilst others remain below capacity.
Benefits	<ul style="list-style-type: none"> ⇒ Better parking offer for commuters who currently park at inappropriate locations across the town; ⇒ Encourages greater lengths of stays for visitors to the town; and ⇒ Additional signage improves the efficiency of drivers searching for parking spaces, thus reducing the level of traffic within the town.
Dis-benefits	<ul style="list-style-type: none"> ⇒ Public opposition to interventions which impact on their own parking choices, for example, existing season tickets holders would incur higher parking charges.
Shortlisted Interventions	<ul style="list-style-type: none"> ⇒ ID10 – Provide Long Stay Parking Capacity at Supermarkets ⇒ ID13 – Review season ticket intervention allocation and tariffs ⇒ ID14 – Review car-parking tariffs ⇒ ID16 – Implement ‘Pay on departure’ in car parks ⇒ ID18 – Review off street permit provision ⇒ ID55 – Implement a signage strategy to better direct drivers to underutilised car parks ⇒ ID62 – Provide parking and movement information

PACKAGE 2 – Long Stay Parking in Penrith (*Intervention Detail*)

ID	Description	Delivery Lead	Delivery Partners	Dependencies	Potential Funding Sources	Cost Range	Delivery Programme
10 Provide long stay parking capacity at supermarkets	<p>By using existing spare parking capacity at the supermarkets in Penrith, this intervention would improve the offer of long-stay parking in Penrith. This would reduce the extent and quantity of workers parking on-street in locations beyond the Controlled Parking Zone.</p> <p>The delivery of this intervention is dependent on the development of a leasing strategy between EDC as the planning authority and the supermarkets within Penrith.</p>	EDC	Supermarkets	None	EDC staff time	<p>An allocation of staff resource required.</p> <p>Estimated alternative cost to deliver externally using third party consultant £1,500 to £2,200</p>	1 Year

PACKAGE 2 – Long Stay Parking in Penrith (Intervention Detail)

ID	Description	Delivery Lead	Delivery Partners	Dependencies	Potential Funding Sources	Cost Range	Delivery Programme
<p align="center">13</p> <p>Review of season ticket intervention allocation and tariffs</p>	<p>Delivery of this intervention would provide additional season tickets for long stay users who request one. This will reduce long stay on-street parking beyond the Controlled Parking Zone.</p> <p>EDC to review existing season ticket allocations and tariffs and prepare revisions to the number of season tickets allocated.</p>	<p align="center">EDC</p>	<p align="center">CCC, PTC</p>	<p align="center">Linked to ID10</p>	<p align="center">EDC/CCC/PTC staff time</p>	<p>An allocation of staff resource required + £1,000 for publicity and communications support</p> <p>Estimated alternative cost to deliver externally using third party consultant £3,000 to £4,500</p>	<p align="center">2 Years</p>
<p>14 Review of car parking tariffs</p>	<p>Review of existing parking tariffs charged for visitor parking in Penrith. Whilst having an impact on net revenue for EDC, this intervention would make parking in the town more desirable for visitors, potentially increasing public spending in Penrith.</p> <p>EDC would be required to assess the impact on revenues and propose a new tariff for implementation.</p>	<p align="center">EDC</p>	<p align="center">CCC, PTC</p>	<p align="center">Linked to ID10</p>	<p align="center">EDC/CCC/PTC staff time</p>	<p>An allocation of staff resource required + £3,000 for signage and communications support.</p> <p>Estimated alternative cost to deliver externally using third party consultant £5,000 to £6,500</p> <p>Estimated cost associated with loss of annual revenue generation from a reduction in tariffs could be in the region of £5,000 -£10,000 p/a</p>	<p align="center">2 Years</p>

PACKAGE 2 – Long Stay Parking in Penrith (Intervention Detail)

ID	Description	Delivery Lead	Delivery Partners	Dependencies	Potential Funding Sources	Cost Range	Delivery Programme
16 implement 'Pay on departure' in car parks	<p>Increase the range of payment methods available at some car parks in Penrith, which would in turn, likely increase the length of stay in the town centre. Through implementation of 'pay on exit' or 'tap-in tap-out' measures, this would encourage people to stay longer in the town, by removing the feeling that they are time-capped by their parking.</p> <p>EDC would need to seek advice and prepare a business case for options to the convert current payment machines to accept pay on departure.</p>	EDC	CCC, PTC	None	Private sector (if private sector led) or EDC budget to purchase, construct and operate, with potential for parking revenue to pay back over intervention lifetime.	Capital costs of £10,500 to £15,500	2 Years
18 Review off street permit provision	<p>A review of existing permit allocation to ensure that permits are allocated more effectively, and that they benefit those in the community who need them most. This would require EDC to review previous provision and application data and develop a revised strategy for future allocation. This should be monitored to ensure the new strategy is effective when delivered.</p>	EDC	NA	None	EDC staff time	<p>An allocation of staff resource required.</p> <p>Estimated alternative cost to deliver externally using third party consultant £4,500 to £6,500</p>	6 Months
55 Implement a signage strategy to better direct drivers to car parks	<p>Improvements to signage to car parks in Penrith would ensure visitors can better navigate around the town in search for a suitable car park, making use of under-utilised car parks.</p> <p>Improvements to static signage in the medium term, with an aim to install electronic signage in the long-term based on the monitoring of car park use.</p>	CCC	EDC, PTC	None	CCC Eden Local Committee / private sector match funding	Capital costs of £15,600 to £23,000	1-2 Years

PACKAGE 2 – Long Stay Parking in Penrith (Intervention Detail)

ID	Description	Delivery Lead	Delivery Partners	Dependencies	Potential Funding Sources	Cost Range	Delivery Programme
62 Provide Parking and Movement Information	Information, mainly intended for visitors, on the provision of parking information, so that they know where to park for long or short stays in the town.	EDC	PTC	To incorporate all other parking policies	EDC staff time	An allocation of staff resource required. Estimated alternative cost to deliver externally using third party consultant £6,000 to £9,000	6 Months

PACKAGE 3 – Town Centre Parking (Package Overview)

Issue Addressed	<ul style="list-style-type: none"> ⇒ Discrepancies in existing on-street parking policy; and ⇒ Improved management of the on-street environment.
Benefits	<ul style="list-style-type: none"> ⇒ Improvements in the parking offer for visitors/shoppers to the town centre; ⇒ Potential economic benefits as a result of increased footfall in the town centre; ⇒ Reduction in the amount of circulating traffic around the town, through a review of short-stay parking areas; and ⇒ Increased use of leisure areas such as Castle Park.
Dis-benefits	<ul style="list-style-type: none"> ⇒ Public opposition to interventions which impact on their own parking choices.
Shortlisted Interventions	<ul style="list-style-type: none"> ⇒ ID17 – Develop a new on-street parking policy ⇒ ID19 – Review the maximum stay permitted using discs throughout the town ⇒ ID20 – Review requirement to extend controlled parking zones ⇒ ID24 – Remove parking restrictions from Victoria Road

PACKAGE 3 – Town Centre Parking (Intervention Detail)

ID	Description	Delivery Lead	Delivery Partners	Dependencies	Potential Funding Sources	Cost Range	Delivery Programme
17 Develop a new on street parking policy	A review, and subsequent adjustment to the existing on-street parking policy to ensure that on-street parking is better utilised across Penrith. Development of a pilot intervention for adoption in Penrith, with associated consultation with the public and key stakeholders.	CCC Eden Local Committee	EDC, PTC	Linked to ID19, 20	CCC Eden Local Committee / match funding	An allocation of staff resource required Estimated alternative cost to deliver externally using third party consultant £3,500 to £5,000	6 Months
19 review the maximum parking duration programme using discs through the town	Reduce the maximum on-street stay in the town centre, which would facilitate provision for on-street visitor parking for single use shopping/business trips. The development of this intervention would require CCC to revise the existing orders in line with the Traffic Regulation Order (TRO) process.	CCC Eden Local Committee	EDC, PTC	Linked to ID17	CCC Eden Local Committee / match funding	An allocation of staff resource required + 1 advertisement and capital costs £13,000-£20,500 Estimated alternative cost to deliver externally using third party consultant £21,000 to £30,500	2 Years
20 (extend CPZ) Review the extent of the controlled parking zone	Not recommended as this would be mitigated through other interventions associated with on-street parking.						
20 (Ullswater Road) Review the extent of the controlled parking zones	Controlled parking for Castle Park and Ullswater Road is recommended and is aimed at improving the parking offer for leisure users throughout the day. Delivered via revisions to the existing orders in line with the TRO process.	CCC Eden Local Committee	EDC, PTC	Linked to ID17	CCC Eden Local Committee / match funding	An allocation of staff resource required + advertisement and capital costs £3,000-£4,500 Estimated alternative cost to deliver externally using third party consultant £5,000 to £7,200	2 Years

PACKAGE 3 – Town Centre Parking (*Intervention Detail*)

ID	Description	Delivery Lead	Delivery Partners	Dependencies	Potential Funding Sources	Cost Range	Delivery Programme
24 Remove Victoria Road parking restrictions	Not recommended on the grounds that this location serves as short-term loading for Guest Houses (and other residences).						

PACKAGE 4 – On-Street Parking (Residential) (*Package Overview*)

Issue Addressed	<ul style="list-style-type: none"> ⇒ Use of spare daytime on-street parking capacity on residential streets; ⇒ Excess pressure on certain zones within the Controlled Parking Zones (CPZ); and ⇒ Excess allocation of permits for new developments, causing issues for existing developments.
Benefits	<ul style="list-style-type: none"> ⇒ Improved parking capacity throughout the day; ⇒ Improved kerbside parking management; ⇒ Control over the potential impact of additional parking generated by new developments in the town; and ⇒ Support local businesses by ensuring short-term visitor spaces are provided.
Dis-benefits	<ul style="list-style-type: none"> ⇒ Public opposition to interventions which impact on their own parking choices
Shortlisted Interventions	<ul style="list-style-type: none"> ⇒ ID21 – Review the number of Visitor Permits for residents. Introduce limited daytime disc parking in all residential permit areas to facilitate regular/frequent visitors ⇒ ID22 – Limit the issuing of on-street permits so that they are relative to kerb side capacity ⇒ ID23 – Rationalise residential parking exemptions in commercial streets in the town centre ⇒ ID31 – Review parking permit provision for new residential developments

PACKAGE 4 – On-Street Parking (Residential) (Intervention Detail)

ID	Description	Delivery Lead	Delivery Partners	Dependencies	Potential Funding Sources	Cost Range	Delivery Programme
21 Review the number of visitor permits	Facilitate more regular visits for those who may be reliant on carers. This would allow visitors to park, uncharged with the use of a disc. Consultation with the public and stakeholders prior to a revision to the existing TRO. This intervention would also require updates to existing signage.	CCC Eden Local Committee	EDC, PTC	Linked to ID17	CCC Eden Local Committee / match funding	An allocation of staff resource required +advertisement and capital costs £10,000-£15,000 Estimated alternative cost to deliver externally using third party consultant £27,500 to £40,000	2 Years
22 Provide on-street permit supply relative to kerb side capacity	Reduce pressure on high demand parking zones in Penrith through a revision to parking permit policy. Implementation of this intervention would require consultation with residents and stakeholders, and regular monitoring of on-street permit occupancy.	CCC Eden Local Committee	EDC, PTC	Linked to ID17	CCC Eden Local Committee / match funding	An allocation of staff resource required Estimated alternative cost to deliver externally using third party consultant £7,500 to £11,000	1 Year
23 Rationalise residential parking exemptions in commercial streets in the town centre	Ensure local businesses are served by 2-3 short-term visitors' spaces. This would likely encourage more spending in local shops, boosting the local economy. Consultation and revision of existing TRO would be required prior to implementation of changes.	CCC Eden Local Committee	EDC, PTC	Linked to ID17	CCC Eden Local Committee / match funding	An allocation of staff resource required + advertisement and capital costs £6,500 to £9,500 Estimated alternative cost to deliver externally using third party consultant £20,500 to £30,000	2 Years

PACKAGE 4 – On-Street Parking (Residential) (Intervention Detail)

ID	Description	Delivery Lead	Delivery Partners	Dependencies	Potential Funding Sources	Cost Range	Delivery Programme
31 review parking permit provision for new residential developments	Review of parking permit provision for any new development within Penrith. The policy is aimed at reducing pressure on existing parking capacity, whilst also promoting a reduced reliance on car travel for residents within the town. Revision of guidance, and EDC should aim to integrate the intervention into planning policies.	CCC / EDC	PTC	Linked to ID17	CCC Eden Local Committee EDC	An allocation of staff resource required Estimated alternative cost to deliver externally using third party consultant £5,000 to £7,500	6 Months
Issue Addressed	<ul style="list-style-type: none"> ⇒ Addresses conflict between motorised vehicles and pedestrians at Great Dockray; and ⇒ Addresses safety issues associated with the area around Lloyds bank, accommodating the needs of both pedestrians and motorised vehicles. 						
Benefits	<ul style="list-style-type: none"> ⇒ Improved urban realm; ⇒ Improvements to environmental factors such as reduced noise and improved air quality; and ⇒ Improved parking capacity at Lloyds Bank. 						
Dis-benefits	<ul style="list-style-type: none"> ⇒ Rationalisation of parking may result in loss of parking space at Great Dockray, reallocated to pedestrians. 						
Shortlisted Interventions	<ul style="list-style-type: none"> ⇒ ID25 – Consider the appropriateness of parking in Middlegate ⇒ ID26 – Develop a greenspace community at Great Dockray ⇒ ID27 – Reduce parking at Corn Market/Great Dockray (IDP) ⇒ ID36 – Make improvements to the parking area around Lloyds Banks ⇒ ID54 – Reconfigure Market Square (IDP) 						

PACKAGE 5 – Penrith Town Centre Improvements (*Intervention Detail*)

ID	Description	Delivery Lead	Delivery Partners	Dependencies	Potential Funding Sources	Cost Range	Delivery Programme
25 Review parking provision in Middlegate	Not recommended on the grounds that the existing parking in this area facilitates business operations around Middlegate.						
26 Develop a greenspace community area at Great Dockray (Part of EDC's LP's IDP)	These interventions are aimed at rationalising the existing layout at Great Dockray one of which builds upon EDC Local Plan ID27-reduce parking at Great Dockray implementation of ID26 (greenspace community) is dependent on the effectiveness of the IDP intervention.	CCC	EDC / PTC	Synergies with ID27	S106 contributions; Borderland Place Shaping Programme - part of the Borderlands Deal / match funding	£554,000* *Cost identified through IDP scheme costs	Scope not defined so programme not defined
27 Reduce parking at Corn Market/ Great Dockray		CCC	EDC / PTC	None	Section 106 contributions Borderland Place Shaping Programme - part of the Borderlands Deal / match funding		Being progressed as part of the delivery of IDP. But aligned with PPMS further strengthen the case for the need for investment
36 Parking improvements around Lloyds Bank	Provide an improved pedestrian area whilst increasing the number of available parking bays. Any further development would require public consultation prior to implementation.	CCC Eden Local Committee	EDC / PTC	None	Section 106 contributions / Borderland Place Shaping Programme - part of the Borderlands Deal / match funding	Capital costs of £350,000 to £450,000	3 Years

PACKAGE 5 – Penrith Town Centre Improvements (*Intervention Detail*)

ID	Description	Delivery Lead	Delivery Partners	Dependencies	Potential Funding Sources	Cost Range	Delivery Programme
54 Reconfigure Market Square (Part of EDC's LP's IDP)	Developed as part of the EDC's IDP, in order to support the development of the Local Plan. This would facilitate safer pedestrian movements, whilst also making the parking offer more effective. Develop outline designs and subsequent detailed designs. Any further development would require public consultation prior to implementation.	CCC	EDC / PTC	None	Section 106 contributions agreements / Borderland Place Shaping Programme - part of the Borderlands Deal / match funding	£142,000* *Cost identified through IDP scheme costs	Being progressed as part of the delivery of IDP. But aligned with PPMS further strengthens the case for the need for investment

PACKAGE 6 – Nuisance Parking (*Package Overview*)

Issue Addressed	⇒ Address issues caused by illegal parking of HGVs in Castletown, such as littering, by more adequately enforcing restrictions; and ⇒ Address parking and safety concerns along Wetheriggs Lane.
Benefits	⇒ Reduction in noise and littering caused by HGVs around Castletown; ⇒ Improved local environment for local residents; and ⇒ Restrictions on Wetheriggs Lane would provide safety benefits to allow improved traffic flow during the school day.
Dis-benefits	⇒ The intervention may result in a relocation of lorries to other areas of Penrith; and ⇒ Potential loss of parking space on Wetheriggs Lane for residents.
Shortlisted Interventions	⇒ ID29 – Develop a strategy to enforce overnight parking restrictions in Castletown (in and around Gilwilly Lane and Business Park) ⇒ ID30 – Implement road safety improvements to reduce parking in the Wetheriggs Lane area.

PACKAGE 6 – Nuisance Parking (Intervention Detail)

ID	Description	Delivery Lead	Delivery Partners	Dependencies	Potential Funding Sources	Cost Range	Programme
29 Develop parking restrictions in areas of Castletown (in and around Gilwilly Lane)	Help address issues caused by illegal parking of HGVs in Castletown and the wider area, such as littering, by more adequately enforcing restrictions. Need to increase the number of patrols and ensure violating HGV companies are contacted.	CCC	PTC / Lorry Parking Organisations	None	CCC Parking Enforcement / CCC Eden Local Committee / match funding	An allocation of staff resource required Estimated alternative cost to deliver externally using third party consultant £12,000 to £17,500	6 Months
30 Identify improvements around the Wetheriggs Lane area	Reduce the volume of parking around the Wetheriggs Lane area, to improve the operational safety of the highway. Revisions to the existing orders in line with the TRO process.	CCC	EDC	None	CCC Eden Local Committee / match funding	Capital costs of £11,000 to £13,500	1 Year

PACKAGE 7 – Cycling and Walking Connectivity Improvements (*Package Overview*)

Issue Addressed	<ul style="list-style-type: none"> ⇒ Gaps in the existing walking and cycling network; ⇒ Areas of severance around Penrith; and ⇒ Poor connectivity between the bus and train stations and the town centre, as well as between car parks.
Benefits	<ul style="list-style-type: none"> ⇒ Improves accessibility around the town, whilst promoting physical activity for residents and commuters; ⇒ Reduction in car journeys by transferring trips to active modes will also result in environmental benefits, such as improved air quality and reduced noise; and ⇒ Improvements to connectivity between the key car parks across Penrith will make it easier for pedestrians to navigate the town.
Dis-benefits	<ul style="list-style-type: none"> ⇒ Improvements that take away road space from vehicles, as well as signalised crossings, can result in increased delays, which could increase congestion in Penrith; ⇒ Some sections of the network are already constrained for space, so on-carriageway improvements (such as cycle lanes) may increase the risk to cyclists; and ⇒ Potential of increased conflict between cyclists and motorised road users.
Shortlisted Interventions	<ul style="list-style-type: none"> ⇒ ID32 – Create Walking and cycling connectivity improvements ⇒ ID37 – Improve the underpass at Mallard Close (part of Eden Local Plan’s Infrastructure Delivery Plan (IDP)) ⇒ ID38 – Provide facilities for pedestrians at side road crossing points in Penrith town centre (part of Eden Local Plan’s Infrastructure Delivery Plan (IDP)) ⇒ ID39 – Create improvements to junctions with Brunswick Square/Watson Terrace and Stricklandgate (part of Eden Local Plan’s Infrastructure Delivery Plan (IDP)) ⇒ ID40 – Provide facilities for pedestrians at roundabouts along the A592 with Cromwell Road and B5288 Norfolk Road (part of Eden Local Plan’s Infrastructure Delivery Plan (IDP)) ⇒ ID41 – Create connectivity improvements between the bus station and train station ⇒ ID45 – Increase cycle storage across the town ⇒ ID46 – Provide cycle facilities along the eastern side of the A6 past the hospital (part of Eden Local Plan’s Infrastructure Delivery Plan (IDP)) ⇒ ID47 – Provide cycle infrastructure to the North of the town centre (part of Eden Local Plan’s Infrastructure Delivery Plan (IDP)) ⇒ ID52 – Upgrade the Stricklandgate/Portland Place junction (part of Eden Local Plan’s Infrastructure Delivery Plan (IDP)) ⇒ ID53 – Reconfigure the layout of Corney Place (part of Eden Local Plan’s Infrastructure Development Plan (IDP))

PACKAGE 7 – Cycling and Walking Connectivity Improvements (Intervention Detail)

ID	Description	Delivery Lead	Delivery Partners	Dependencies	Potential Funding Sources	Cost Range	Programme
32 Walking and Cycling connectivity improvements & 41 Connectivity improvements between the bus and railway station	<p>Improve connectivity for walkers and cyclists between the railway station, the town centre and car parks around Penrith. This complements proposed IDP interventions as it aims to provide infrastructure in areas which there are future gaps in the network. Additionally, the development of this intervention will be used as part of the LCWIP for the whole town, set to commence in autumn 2020.</p> <p>Has an interdependency with ID40 which is identified as part of EDC's Local Plan IDP. The design team needs to be aware of the overlap of these improvements to ensure that the first phase of the design does not inhibit further design phases in the future.</p>	CCC	EDC / PTC	ID40, ID53	Section 106 contributions / Borderland Place Shaping Programme, part of the Borderlands Deal/ CCC Eden Local Committee / match funding	Capital costs of £1,100,000 to £1,400,000	3 Years
37 Improve the Underpass at Mallard Close	<p>Allow for better connectivity between the east and west of the railway line via an improved underpass. This would facilitate active mode trips. Need to develop outline and detailed design, as well as carrying out public and stakeholder consultation.</p>	CCC	PTC	None	Section 106 contributions / Borderland Place Shaping Programme, part of the Borderlands Deal	£35,573* *Cost identified through IDP scheme costs	Being progressed as part of the delivery of EDC' Local Plan IDP.
38 Provide Facilities for pedestrians at side crossing points in Penrith Town Centre	<p>Deliver improved infrastructure for pedestrians at Pennyhill Park, Foster Street, Robinson street and Lark Lane. These improvements would improve the safety for pedestrians navigating around these routes. Outline Design was complete in March 2020 – further development of detailed design is required, as well as public and stakeholder consultation.</p>	CCC	EDC / PTC	None	Section 106 contributions, public funding/ grants –	£41,266* *Cost identified through IDP scheme costs	But aligned with PPMS further strengthens the case for the need for investment

PACKAGE 7 – Cycling and Walking Connectivity Improvements (Intervention Detail)

ID	Description	Delivery Lead	Delivery Partners	Dependencies	Potential Funding Sources	Cost Range	Programme
39 Improvements to junction with Brunswick Square/ Watson Terrace and Stricklandgate	Deliver an improved layout to the existing Brunswick Square / Watson Terrace and Stricklandgate area of Penrith. Additionally, this intervention facilitates safer movement between car parks around the town. Further developments of designs, as well as carrying out public and stakeholder consultation.	CCC	EDC / PTC	None	Section 106 contributions / Borderland Place Shaping Programme, part of the Borderlands Deal	£55,414* *Cost identified through IDP scheme costs	
40 Provide facilities for pedestrians at roundabouts along the A592 with Cromwell Road and B5288 Norfolk Road	The Cromwell Road roundabout arrangement is a significant point of severance for pedestrians and cyclists travelling between the railway station and the town centre/bus station. This intervention would therefore deliver improved accessibility between the rail and bus stations, as well as between car parking areas in the town centre. This intervention has an interdependency with ID32/ID41. The design team needs to be aware of the overlap of these improvements to ensure that the first phase of the design does not inhibit further design phases in the future.	CCC	EDC / PTC	None	Section 106 contributions / Borderland Place Shaping Programme, part of the Borderlands Deal	£20,830* *Cost identified through IDP scheme costs	
45 Increase cycle storage across the town	Deliver an increase in cycle parking at strategic locations around the town to encourage cycling for people travelling to and from the town. The delivery of this intervention should be considered as part of the Penrith LCWIP, which will be progressed as of autumn 2020.	EDC	EDC / PTC	None	EDC Internal Budget / Potential Match Funding / Private Sector	Capital costs of £10,000 to £14,500	6 Months

PACKAGE 7 – Cycling and Walking Connectivity Improvements (Intervention Detail)

ID	Description	Delivery Lead	Delivery Partners	Dependencies	Potential Funding Sources	Cost Range	Programme
46 Provide cycle facilities along the eastern side of the A6 past the hospital	Provides a cycle route linking the existing National Cycle Route through the centre of the town. Need to develop outline and detailed design, as well as carrying out public and stakeholder consultation.	CCC	EDC / PTC	None	Section 106 contributions / Borderland Place Shaping Programme, part of the Borderlands Deal / Match Funding	£8,679* *Cost identified through IDP scheme costs	Being progressed as part of EDC's LP IDP But aligned with PPMS further strengthens the case for the need for investment
47 Provide cycle infrastructure to the North of the town centre	Not recommended as the intervention is currently on hold as part of the IDP intervention development.						
52 Upgrade the Stricklandgate/Portland Place junction	Comprises the removal of on-street parking, aiming to provide additional space for pedestrians. This intervention has recently been developed to detailed design and would require further consultation prior to implementation.	CCC	EDC / PTC	None	Section 106 contributions / Borderland Place Shaping Programme, part of the Borderlands Deal	£25,650* *Cost identified through IDP scheme costs	Being progressed as part of EDC's LP the IDP But aligned with PPMS
53 Reconfigure the layout of Corney Place	Deliver improved accessibility within the town centre for pedestrians travelling via Stricklandgate / Portland Place. Outline Design was complete in March 2020 further development of detailed design is required, as well as public and stakeholder consultation.	CCC	EDC / PTC	None	Section 106 contributions / Borderland Place Shaping Programme, part of the Borderlands Deal	£28,136* *Cost identified through IDP scheme costs	further strengthens the case for the need for investment

PACKAGE 8 – Travel Demand and Technology Improvements (*Package Overview*)

Issue Addressed	<ul style="list-style-type: none"> ⇒ Cycle safety; ⇒ Lack of EV charging infrastructure in Penrith; and ⇒ Encouraging modal shift to active modes.
Benefits	<ul style="list-style-type: none"> ⇒ Improved cyclist safety; ⇒ Future proofing Penrith for increased uptake of EVs; ⇒ Reduction in pollutants through increase in EV uptake; and ⇒ Increased modal share of walking and cycling.
Dis-benefits	⇒ Additional stress on local electricity demand, which may constrain roll out of large numbers of EV charging bays.
Shortlisted Interventions	<ul style="list-style-type: none"> ⇒ ID43 – Raise awareness of sharing road space with cyclists. ⇒ ID56 – Electric vehicle charging infrastructure strategy. ⇒ ID63 – Travel demand management measures

PACKAGE 8 – Travel Demand and Technology Improvements (*Intervention Detail*)

ID	Description	Delivery Lead	Delivery Partners	Dependencies	Potential Funding Sources	Cost Range	Programme
43 Raise awareness of sharing road space with cyclists	Deliver improved safety for cyclists along key routes into, and through, Penrith. As part of local or national advertising campaigns, implement a campaign to raise awareness of cyclists.	CCC	EDC and PTC	None	Section 106 contributions / Borderland Place Shaping Programme, part of the Borderlands Deal	Capital costs of £25,000 to £36,000	6 Months
56 Electric vehicle charging infrastructure strategy	Increase the infrastructure provision of electric vehicle charging points for residents, businesses and visitors in Penrith. As part of the strategy, strategic opportunities to implement EV charging points would be identified to future proof Penrith.	EDC	CCC and PTC	Uptake in electric cars	EDC Budgets/ Workplace Charging Intervention grant	Capital costs of £20,000 to £28,800	6 Months
63 Travel demand management measures	Changing people's behaviour by reducing the number of single occupancy car trips that are made by residents, employees and visitors within Penrith. EDC are required to undertake a best practice review and identify measures which would benefit Penrith the most.	EDC	CCC and PTC	None	Central Government Active Travel Funds / match funding	High level strategy – not costed at this stage	Scope not defined - typical programmes run for one to two years

6. Next steps for delivery

The PPMS presents a coherent and comprehensive package of interventions which are aimed at improving parking and active travel within Penrith. The interventions have been developed in cooperation with the partner organisations – CCC, EDC and PTC.

The delivery of the interventions is subject to funding being secured. Although no funding is currently in place to deliver the improvements, the PPMS presents an evidence base to support the delivery leads in securing funding from internal and external sources. Potential funding types include:

- ⇒ S106 Contributions;
- ⇒ Borderland Place Shaping Programme – part of the Borderlands Deal;
- ⇒ Central Government Grants (such as Access Fund or Workplace Charging Intervention grant);
- ⇒ Matched Funding – financial support from multiple organisations to deliver an intervention that provides benefits to all contributors;
- ⇒ Eden District Council Budgets;
- ⇒ Penrith Town Council Budget;
- ⇒ CCC Eden Local Committee Budgets;
- ⇒ Workplace Charging Intervention grant;
- ⇒ Private Sector Investment – through private companies constructing car parks / car parking charging systems in order to make profit.

The PPMS provides interventions developed to concept design stage. Further development will be required before they are delivered. This will include the need for stakeholder and public engagement.

Interdependencies

There are a number of interdependencies between the packages and these are presented in Figure 3 below.

Figure 3 Interdependent and Complimentary Package Matrix

	PACKAGE INTERDEPENDENCIES MATRIX							
	Package 1	Package 2	Package 3	Package 4	Package 5	Package 6	Package 7	Package 8
	Additional Parking Capacity	Long Stay Parking in Penrith	Town Centre Parking	On-street Parking (Residential)	Penrith Town Centre Improvements	Nuisance Parking	Cycling and Walking Connectivity Improvements	Travel Demand and Technology Improvements
Package 1 Additional Parking Capacity								
Package 2 Long Stay Parking in Penrith								
Package 3 Town Centre Parking								
Package 4 On-street Parking (Residential)								
Package 5 Penrith Town Centre Improvements								
Package 6 Nuisance Parking								
Package 7 Cycling and Walking Connectivity Improvements								
Package 8 Travel Demand and Technology Improvements								
Key	Package is strongly Interdependent	Package has few direct synergies						

Given the interdependencies, it will be critical that the PPMS funding partners work together to ensure that the interventions are prioritised, designed in a coherent manner and ensure that the benefits, are achieved in a logical way.

Intervention Prioritisation

To maximise the benefits of the delivery of the interventions developed as part of the PPMS, schemes were prioritised based on their scale of impact (1 denoting a low impact scheme, and 5 a high impact scheme) and the delivery timescales.

Interventions which are to be delivered first are those which can be delivered in the short-term (<2 years). Of the interventions which can be delivered in the short term, the order of this delivery should be such that the interventions with the highest scale of impact are delivered initially - this is presented in the Figure 4.

Alongside the delivery of the prioritised interventions identified in Figure 4, medium to long term interventions should be considered – the prioritisation of interventions with medium and long term timescales is presented in Figure 5 below. The delivery of the interventions in this order would likely maximise the benefits of the interventions, by ensuring those schemes with the biggest impact are delivered first.



Figure 4 Prioritisation of Interventions – Short Term

Package	ID	Recommended Interventions	Scale of Impact (1 Low to 5 High)	Short (< 2years)	Medium (2 to 5 years)	Long 5+
2	10	Provide long stay parking capacity at supermarkets	5	Y		
2	13	Review of season ticket scheme allocation and tariffs.	5	Y		
2	16	Implement 'Pay on departure' in car parks	4	Y		
3	17	Develop a new on-street parking policy	4	Y		
3	19	Review the maximum parking duration permitted using discs throughout the town	4	Y		
2	14	Review car-parking tariffs	3	Y		
2	18	Review off street permit provision	3	Y		
4	21	Review the number of Visitor Permits & Residents Only Streets	3	Y		
4	22	Provide on-street permit supply relative to kerb side capacity	3	Y		
4	23	Rationalise residential parking exemptions in commercial streets in the town centre	3	Y		
8	43	Raise awareness of sharing road space with cyclists. This includes Scotland Road	3	Y		
8	56	Electric Vehicle Charging Infrastructure Strategy.	3	Y		
3	20	Controlled Parking for Castle Park & Ullswater Road & Skirsgill Gardens	3	Y		
6	30	Identify improvements along Wetheriggs Lane and adjacent Streets	3	Y		
4	31	Review parking permit provision for new residential developments	2	Y		
6	29	Develop parking restrictions in areas of Castletown (in and around Gilwilly Lane)	2	Y		
7	45	Increase cycle storage across the town	2	Y		
2	62	Provide Parking and Movement Information	2	Y		

Figure 5 Prioritisation of Interventions – Medium and Long Term

Package	ID	Recommended Interventions	Scale of Impact (1 Low to 5 High)	Short (< 2years)	Medium (2 to 5 years)	Long 5+
1	6	Provide additional car parking adjacent to Penrith Railway Station	5			Y
7	32/41	Walking and Cycling connectivity Improvements / Connectivity improvements between the bus station and train station	4		Y	
2	55	Implement a signage strategy to better direct drivers to underutilised car parks	3		Y	
5	26	Develop a greenspace community area at Great Dockray	2		Y	
5	36	Parking area improvements around Lloyds Bank	2			Y
1	60	Explore a Park and Ride service	2			Y

Implementation Group

To ensure momentum and to support the delivery of the interventions identified in the packages of improvements, an Implementation Group will be established to co-ordinate and monitor progress. The Implementation Group will co-ordinate requests for funding (and seek the relevant approvals) to secure the delivery of the interventions identified in the packages of improvements. Updates on progress of the delivery of the interventions identified in the packages of improvements will be reported through the partner organisations' committee structures when appropriate.

7. Summary

- ⇒ The PPMS has presented the evidence base for a comprehensive package of interventions to improve parking and movement within Penrith.
- ⇒ An extensive range of relevant stakeholders were engaged to identify issues and opportunities within the town.
- ⇒ 39 interventions were shortlisted, and 34 are recommended as part of the PPMS. These interventions were grouped into eight thematic packages.
- ⇒ The PPMS aligns interventions being progressed as part of EDC's LP the IDP. Their inclusion highlights their alignment with the objectives of the PPMS and a need for funding to be secured, and ensure that a holistic approach is taken in developing active mode and parking infrastructure within the town.
- ⇒ The packages have been developed to understand their impacts, including benefits and dis-benefits.
- ⇒ An outline delivery programme and an indicative cost estimate ranges have been developed for each intervention.

- ⇒ Interdependencies have been highlighted to demonstrate the importance of working collaboratively across packages to achieve greater benefits.
- ⇒ The next steps for delivery have been set out, including identifying the delivery leads to take each intervention forward. The co-ordination of delivering the package of improvements will be overseen by the Implementation Group.
- ⇒ It is envisaged that a Local Cycling and Walking Infrastructure Plan (LCWIP) will be developed for Penrith. This will build on the work undertaken as part of the PPMS (specifically, in Package 7), and provide a more coherent plan for active mode infrastructure in the town as a whole.





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FULL COUNCIL

28 SEPTEMBER 2020

MATTER:	Government White Paper 'Planning for the Future'
ITEM NO:	18 b
AUTHOR:	R. Richardson Deputy Town Clerk
SUPPORTING MEMBER:	Cllr Scott Jackson Chair of Planning Committee

LINK TO COUNCIL PLAN PRIORITIES

This report and its recommendations links to the corporate priorities and is important to ensure that the Town Council responds to an important Government proposal relating to planning.

RECOMMENDATIONS

That:

- i. Council accepts the recommendations of the Planning Committee and approve the response.
- ii. The letter and associated Appendices setting out the concerns and comments be submitted to the Ministry of Housing, Communities & Local Government.
- iii. A copy of the response be forwarded to NALC.

1. REPORT

1.1 The Ministry of Housing, Communities & Local Government has produced a white paper 'Planning for the Future' which seeks views of the proposals to reform the planning system in England. It aims to streamline and modernise the planning process, improve outcomes on design and sustainability, reform developer contributions and ensure more land is available for development where it is needed. The consultation commenced on 6th August 2020 and lasts for 12 weeks.

1.2 The White Paper, can be found at:

<https://www.gov.uk/government/consultations/planning-for-the-future>

and was considered at a meeting of the Planning Committee on 7 September 2020. Members provided comments and approved delegated authority to the Deputy Town Clerk, Chair of Planning and Chair of the Neighbourhood Plan Group to draft a response.

1.3 The draft response was considered further at a special meeting of the Planning Committee on 14 September to enable a recommendation to be made to Council for 28 September 2020:
Appendix A

2. RISK ASSESSMENT

Areas of Risk	Consequence	Controls Required
Financial	There are no financial implications	None
Members and Staff Capacity	There are no issues relating to this report. Should changes be made to the planning process, its consequences will need to be considered at the time	None
Reputation Management	Penrith Town Council is seen as not representing the best interests of the town.	Penrith Town Council should make a response to the draft White Paper
Recognition	There are no implications relating to this report	None

APPENDICES

A: Draft letter to The Rt. Hon Robert Jenrick MP, Ministry of Housing, Communities and Local Government

B: Comments on the Government White Paper 'Planning for the Future'

SUPPORTING DOCUMENTS

- Government White paper – Planning for the Future
- Planning Committee 7 September – agenda and minutes



Penrith Town Council

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APPENDIX A

2020

The Rt. Hon. Robert Jenrick MP
Ministry of Housing, Communities and Local Government
Fry Building
2 Marsham Street
London
SW1P 4DF

Dear Sir

RESPONSE TO THE PLANNING FOR THE FUTURE WHITE PAPER

Penrith Town Council has considered the Government paper 'Planning for the Future' as it is a statutory consultee in the planning process. The Town Council is concerned that although there are some positive ideas in the paper, the paper is weak on details and how the proposals made are to be achieved. It is unclear whether the changes will be through legislation in which case they will have huge impacts or whether there is scope for amendments to policies which could factor in material considerations.

Although we support the building of desperately needed houses, we feel that the proposals will lead to a planning free-for-all as a result of an over-eager bid to de-regulate, reduce 'red tape' and cut bureaucracy.

Please find appended to this letter the views agreed by the Planning Committee and Council.

Yours faithfully

Councillor Doug Lawson
Mayor of Penrith and
of the
Chairman of the Council

Councillor Scott Jackson
Deputy Mayor and Chairman
Planning Committee



Penrith Town Council

APPENDIX B

Comments on the Government White Paper 'Planning for the Future'

1. Planning for Development

Local Plans and Zoning

- 1.1 The proposal is that a Local Plan will identify and classify land into three zones: Growth (for substantial development), Renewal (where planning permission 'in principle' will be given) and Protection (such as the green belt, conservation areas and national parks). The system seems to overwhelmingly favour development and landowner interests over local communities with the land in growth and renewal areas being given automatic permission in principle.
- 1.2 Allocation of land in a zone requires local authorities to take on the responsibility and ensure that they have the right infrastructure or access to advice on planning, architectural and surveying skills so that land can be effectively and accurately categorised. There is a significant resource issue with taking on this role and an injection of resources will be necessary to properly fund planning departments to ensure there is capacity.
- 1.3 Although there is merit in speeding up the production of Local Plans, it is more important that these important documents are produced correctly, especially if, as is proposed, this will be where the main consultation takes place on the zoning and allocation of land. Given the importance being placed on this, one 6-week consultation period with the public and stakeholders is not long enough as quality plans take time to consider. It should be mandatory for LPAs not just to consult but to work in partnership with parishes when developing a Local Plan.
- 1.4 Local Plans may include more design detail than they currently do however we would have strong concerns that if developers follow the details there is a greater likelihood they will get approval to build. Local Plans may largely no longer include development management policies or, if they do, they may be restricted to site or area specific requirements including broad height limits, scale and/or density limits for land included in growth or renewal areas.
- 1.5 Even where permission in principle has been granted by the 'zoning', consideration still needs to be given to all the material considerations ie residential amenity, environmental impact etc. The paper seems to provide for far less community involvement, at least in individual applications. We have strong concerns that the opportunity for public involvement at the planning application stage, when applications for development on specific sites is put forward, will be largely removed with participation taking place mainly at the plan development stage.

- 1.6 Automatic permission would undermine the ability of local communities and councils to manage development and shape how their area develops in the future. It is unclear within the white paper how much of the development management policies may be removed.
- 1.7 There is little brownfield land availability in our area and this is coupled with high land prices and a rural area. De-regulated approval of brownfield sites could lead to uncontrollable urban sprawl with few restrictions or controls. The proposals seem to be urban centric. There has to be sympathetic small-scale development within our villages and National Park to allow locals to have affordable housing in the areas in which they have family support. As part of this it would be good to designate disused farm buildings as brownfield to enable sympathetic conversion/small scale development.
- 1.8 Under the proposed zoning we have concerns that development will be developer led with Penrith less able to mitigate or control development, particularly on these brownfield sites. The proposals state that decisions on the Green Belt will remain with local authorities as they prepare their plans so that these areas can be protected and enhanced for generations to come. This places the most difficult and controversial decisions with local planning authorities, particularly in areas such as ours with little brownfield sites.
- 1.9 Permission in principle is likely to mean that more greenfield sites will come forward with more limited opportunities to influence the development and, outside designated rural areas on sites of 40-50 dwellings, there would be no affordable housing provisions (see below) and the potential to avoid important environmental assessments.
- 1.10 The quantity of development required should be based on local indicators and not done nationally, the proposals take no account of second home ownership or those retiring to desirable areas therefore pushing up prices and making houses less affordable (which is a very real problem in our area). The quantity of development should be decided locally by the LPA in consultation with parish/town councils through the Local Plan process.
- 1.11 To assist this we strongly feel that Housing Needs Surveys should be undertaken every 5 years to gauge the requirements of communities in relation to type, tenure etc and that they should form the basis of all planning applications. At the present time the indication within Penrith is that there is a need for more affordable housing and smaller bungalows to enable downsizing, but they aren't adequately included in developments because they are not as profitable as larger houses.

Digitalisation of the Planning System

- 1.12 At the present time we receive weekly planning lists of all applications submitted together with email notification of specific applications within the parish boundary with a link to the documents on the LPA website and clear notification of the end of the consultation period. The weekly planning lists are on the LPA website and are publicly accessible. This system ensure that we never miss an application and all plans are easy to find.

1.13 It would be good to revolutionise the integration of digital technology and data into the planning system however within our area we have a super aging population and poor broadband connectivity. Not all the public have access to IT, social media or local press therefore, however archaic it may seem, planning notices on gates are sometimes the only indication that the community see that a development is proposed and that they can comment on.

1.14 Interactive web-based mapping looks to be a good idea on the face of it but the software can be expensive to install, manage and keep up to date. It is important that members of the public without access to IT or who are not IT literate are still able to see a file.

Often submitted plans, especially for large developments, are on such a scale that it is virtually impossible to look at them on a screen. Large development applications are essential in hard copy to be able to see clearly what is proposed.

1.15 We do not believe that LPAs, Parish and Town Councils have the capacity or funding for extensive digitalisation platforms, 3d visualisation etc without some form of Government funding.

Community Involvement in Planning

1.16 Penrith Town Council is concerned about the level of Community Involvement in the proposed planning process.

1.17 The paper does not give enough detail on community engagement within the process. We have concerns that the LPA would not carry out comprehensive engagement with the public and stakeholders (eg parish and town councils) to determine zoning as the proposal to have local plans in place within 30 months, albeit a good target, allocates only 6 weeks for this very important consultation and participation in the public examination would be by invitation only (see also 1.3).

1.18 We have concerns that detailed matters may be approved by a planning officer rather than a democratically elected planning committee as 'detailed matters for consideration should be principally a matter for professional judgement'.

We see regularly that professional judgment varies between planning officers. The scope for public participation and community influence look to be significantly reduced under the proposed new system which we believe is a retrograde step.

1.19 The proposals take away involvement in the planning process with the onus on the public and stakeholders to 'find' applications and comment upon them. There is a strong potential for the public to be more suspicious of the planning process than they are now.

1.20 Some decisions rightly take longer if they are major or sensitive. Town and Parish Councils may not be able to meet within the timescales to consider an application as decision making is by corporate body and not by individuals.

We would have major concerns if a development was deemed to have received permission if the deadline for responding had been missed. It is unlikely that a developer will agree to a longer timescale for consultation (which can happen at the current time) if they receive automatic permission when the timescale has been passed.

1.21 At the present time only a developer can appeal if permission is not granted, under any system there should be the facility for objectors or stakeholders (such as Parish and Town Councils) to appeal a decision.

Neighbourhood Planning

1.23 It is essential that the Neighbourhood Planning process is retained with no reduction in what they can influence or achieve. NDPs are essential for a community to have a chance to influence how it develops and what form the development takes. Already they must be in general conformity with the NPPF and Local Plans.

1.24 The proposal is that design codes would form part of the zoning regulations and assume massive importance, not just guiding but significantly dictating what can be built. Although time consuming and costly, Neighbourhood Planning, which should be influenced from the start by the community it serves, could incorporate design coding to suit the NDP area. There needs to be some flexibility as house styles vary in different parts of England and even within a county or town reflecting the areas development and growth.

1.25 It is not clear in the proposals if Neighbourhood Development Plans can include development management policies ie policies that planning officers normally take into account when deciding on planning applications eg policies that seek to protect the vitality of the high street. Neighbourhood Plans could include management development policies on design and design parameters. Not only should NDPs be retained but the scope of them should be explicit

2. Planning for Beautiful and Sustainable Homes

2.1 Penrith Town Council has a significant concern about the term 'beautiful homes' as it is very subjective. There is a clear emphasis on 'beautiful homes' within the concept of design codes within the proposed white paper as one of the principal considerations for planning applications. 'Beauty' is a subjective judgement as is the concept of 'good design'. A design which could be popular in one setting may be totally inappropriate in another within a small distance. For example, within Eden district, the traditional form and layout of houses changes both within the boundaries of the towns/parishes and between each village.

- 2.2 By looking for a good design which is beautiful, there is no guarantee of sustainability or quality build, especially if design is not context specific and is not subject to the views and wishes of residents and local communities. Good design is about achieving high quality build with integrated sustainable features to ensure that houses run as cheaply and cleanly as possible, and that they meet the three pillars of sustainable development ie economic, social and environmental. The White paper appears to fail to make a distinction between 'beauty', 'good design' and 'quality'.
- 2.3 We do not believe the premise that planning permission takes years to achieve. It is true that within our area a few major applications take longer however they are generally major applications that have a huge effect on a community and require extensive consultation and background reports such as EIAs, archaeological surveys, ecological appraisals etc.
- 2.4 The planning system just delivers permission; it is for developers to build out. It is understood that there are approximately 1m permissions that have been given in the last decade that have still to be built out with the land currently 'land banked'. Consideration should be given to reducing the time for development to commence to one year and the definition of the development 'starting' should be tightened up so that it isn't just basic groundwork that commences. Developments that aren't built out within a realistic timeframe set independently should be subject to sanction for example – the land could be required to be put up for sale at the current market value as assessed by independent valuers or the land could be subject to a compulsory purchase order and sold on to prevent land banking.

Affordable Housing and First Homes

- 2.5 Penrith Town Council has strong concerns that these proposals are to the detriment of affordable housing. Although the principles are generally helpful, the detailed requirements are problematic.
- 2.6 The overwhelming need in rural areas such as ours is for affordable rented housing. Requiring developers to provide 25% of affordable housing contributions as First Homes will squeeze out affordable rented housing which will be squeezed even further by the Government's preferred option for the tenure mix of the remaining 75%. First Homes could end the development of all social and affordable housing.
- 2.7 Given the high house prices and low locally earned incomes within Penrith and Eden as a whole, the national price and income caps will make First Homes unaffordable to many rural residents. Offering a discount of at least 30% subsidy on a house that will never be affordable to many people
- 2.8 The proposal that First Homes will be exempt from CIL is a concern as this will further reduce affordable rented housing. If First Homes are to be truly affordable there will be the need for a cross subsidy from market led housing. We believe that viability arguments will mean a high percentage of market homes or make it difficult to make a case for departing from the national price and income caps.

- 2.9 A price cap of £250,000 is not affordable within our area where we have a high number of lower paid, part time and seasonal jobs. Although LPS will be able to set a lower price cap for the first three months that a First Home is marketed, this is only where it can be evidenced. This may well have the effect of inflating land values further, yet again benefitting developers.
- 2.10 First Home exception sites are those designated under S157 of the 1985 Housing Act. At the present time 70% of parishes are not covered by this designation. Given that First Homes command a higher land value it is extremely likely that the supply of rural exception sites will fall.
- 2.11 PTC strongly object to the site threshold triggering affordable housing being raised to 40-50 dwellings, except on designated rural areas which are exempt and where the LPA can set a threshold of 5 dwellings or fewer. This change would mean that the affordable housing contribution would be nil on sites with fewer than 40 dwellings. Development sites are likely to be smaller (or split up) meaning no affordable housing would be delivered.
- 2.12 The proposals may make it harder for local SME builders to operate and compete to buy sites thereby reducing choice and competition.

Environmental Targets

- 2.13 Environmental Impact Assessments (EIAs) and Strategic Environmental Assessments (SEAs) are key tools for environmental protection. An appetite is emerging among the wider public for doing things differently with people noticing more wildlife, cleaner air and a greater sense of community in lockdown. There is a risk that under the proposed reforms a key stage of the planning process would be lost or watered down in an effort to speed up planning and key tools, such as the EIA, would make it harder to achieve these things.
- 2.14 The requirement that all new homes be carbon neutral by 2050 is a very unambitious target, the Royal Institute of British Architects is already determined to meet this target by 2030 as are we. Many towns and cities, including ourselves, have declared a Climate Emergency. If the longer target is set within planning legislation, this will override any local policy arrangements which in turn undermines local democracy and the power and influence of local councils, residents and communities.

Housing Requirements

- 2.15 We do not agree that the Government should set out nationally determined, binding housing requirements which LAs will receive and simply designate land zones. The new measures reduce the crucial role that councils play in the planning system and in safeguarding the community's long-term interests. This is the opposite of what the Localism Act was designed to achieve, reducing power, responsibility and the authority to intervene. The proposals create an unwelcome imbalance of power which is already weighted towards large developers over local communities.
- 2.16 National targets may not reflect the local context and will further reduce the scope of local scrutiny and local rights thus making the process less democratically accountable.

3. Planning for Infrastructure and Connected Places

- 3.1 There is not enough detail on how a new overarching infrastructure levy, as part of the zonal planning system, will work or be determined. Removing planning obligations currently enforced through S106 Agreements will take significant powers away from local Councils and eliminate negotiations between the LPA and developers to provide towards the costs of new infrastructure requirements in the area.
- 3.2 S106 planning agreements ensure developers deliver affordable homes in exchange for permission to build and are the biggest contribution to affordable housing in our area. The removal of locally agreed agreements, along with the other proposals (see 2.5-2.12 above) would have a very detrimental impact on our area.
- 3.3 The proposed new infrastructure levy will be a fixed portion of the value of the development above a set threshold. The actual rate will be set nationally but this will be a non-negotiable land tax based on the perceived value of the development. It is essential that any levy is applied to the whole development including First Homes and that the money generated is distributed locally and that the local councils (including parish and town councils) determine how it is to be used.