



# Penrith Town Council

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

**DATE: 5 October 2020**

You are summoned to attend a video conference meeting of

## **COMMUNITY, CULTURE & ECONOMIC GROWTH COMMITTEE**

To be held on **Monday 12<sup>th</sup> October 2020** and to be held virtually via video conference on at 2.00 p.m.

### **COMMITTEE MEMBERSHIP**

Cllr. Davies	West Ward	Cllr. Knaggs	West Ward
Cllr. Donald	North Ward	Cllr. C. Shepherd	East Ward
Cllr. Jackson	North Ward	Cllr. Snell	West Ward

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.

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

# AGENDA

## VIRTUAL CCEG MEETING

**MONDAY 12th October 2020**

### WELCOME

The Chair will welcome everyone to the meeting before introducing himself and then taking a roll call of attendees. Each person in turn will be invited by name to confirm they are in attendance and if they have to leave the meeting early:

Cllr. Davies	<input type="checkbox"/>
Cllr. Donald	<input type="checkbox"/>
Cllr. Jackson	<input type="checkbox"/>
Cllr. Knaggs	<input type="checkbox"/>
Cllr. C. Shepherd	<input type="checkbox"/>
Cllr. Snell	<input type="checkbox"/>

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 Teams 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.
- Respond to the Chair when their name is called.
- Be aware that some attendees may join by telephone.

The Chair will advise 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.

## 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 and by midday on the day of the meeting at the latest to [office@penrithtowncouncil.co.uk](mailto:office@penrithtowncouncil.co.uk)

The Chair will ask each Member in turn if they accept Members apologies

Cllr. Davies  
Cllr. Donald  
Cllr. Jackson  
Cllr. Knaggs  
Cllr. C. Shepherd  
Cllr. Snell


## 2. Confirmation of Minutes of Previous Meetings

Authorise the Chair to sign, as a correct record, the minutes of the meeting of the Committee held on Monday 27 July 2020 and Monday 3 August 2020.

## 3. Public Participation and Representations

Receive public representations

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

### ADVICE NOTE:

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

## 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**

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](mailto: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.

The Chair will ask each Member in turn if they have any declarations of interests in respect of items on this agenda and if they need to apply for a dispensation to remain, speak, and/or vote during consideration of that item.

Cllr. Davies  
Cllr. Donald  
Cllr. Jackson  
Cllr. Knaggs  
Cllr. C. Shepherd  
Cllr. Snell


## **ADVICE NOTE:**

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

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

Consider whether agenda item 114 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 propose that Members approve that item 14 be considered in private session.

The Chair will ask a fellow councillor to second the motion that item be considered in private session.

The Chair will seek to move the motion asking each Member in turn by name to vote orally registering "For", "Against" or "Abstain".

Cllr. Davies	<input type="checkbox"/>
Cllr. Donald	<input type="checkbox"/>
Cllr. Jackson	<input type="checkbox"/>
Cllr. Knaggs	<input type="checkbox"/>
Cllr. C. Shepherd	<input type="checkbox"/>
Cllr. Snell	<input type="checkbox"/>

The Chair will announce the result of the vote.

## **6. Resolutions Report**

Receive and note the written report

## **7. Work Plan Report – Economic Development Report**

Receive and note the written report for the Committee Work Plan from the Economic Development Officer.

## **8. Work Plan Report – Community Engagement**

Receive and note the written report for the Committee Work Plan from the Community Engagement Officer.

## **9. In Bloom**

Receive and note the oral report from the Council Officers.

## 10. 2021/22 Budget: Process and Proposals

Consider the process for the development of the 2021-22 Budget.

The Chair will propose Report

- The Chair will ask a fellow councillor to second the motion.
- 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.

Cllr. Davies	<input type="checkbox"/>
Cllr. Donald	<input type="checkbox"/>
Cllr. Jackson	<input type="checkbox"/>
Cllr. Knaggs	<input type="checkbox"/>
Cllr. C. Shepherd	<input type="checkbox"/>
Cllr. Snell	<input type="checkbox"/>

- The Chair will seek to move the motion asking each Member in turn by name to vote orally registering "For", "Against or "Abstain":

Cllr. Davies	<input type="checkbox"/>
Cllr. Donald	<input type="checkbox"/>
Cllr. Jackson	<input type="checkbox"/>
Cllr. Knaggs	<input type="checkbox"/>
Cllr. C. Shepherd	<input type="checkbox"/>
Cllr. Snell	<input type="checkbox"/>

- The Chair will announce the result of the vote.

## 11. 106 Partnership – Community Transport Meeting

Receive and note the oral report from the Council Lead Members.

## 12. Penrith 1940s Weekend 2021

Consider the report and recommendations contained within.

- The Chair will ask a fellow councillor to second the motion.
- 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.

Cllr. Davies	<input type="checkbox"/>
Cllr. Donald	<input type="checkbox"/>
Cllr. Jackson	<input type="checkbox"/>
Cllr. Knaggs	<input type="checkbox"/>
Cllr. C. Shepherd	<input type="checkbox"/>
Cllr. Snell	<input type="checkbox"/>

- The Chair will seek to move the motion asking each Member in turn by name to vote orally registering "For", "Against or "Abstain":

Cllr. Davies	<input type="checkbox"/>
Cllr. Donald	<input type="checkbox"/>
Cllr. Jackson	<input type="checkbox"/>
Cllr. Knaggs	<input type="checkbox"/>
Cllr. C. Shepherd	<input type="checkbox"/>
Cllr. Snell	<input type="checkbox"/>

## 13. Arts and Cultural Strategy

Receive and note the oral report from the Council Officers.

## 14. Next Meeting

The Chair will ask that Members note the next meeting is scheduled for 14 December 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 will inform the public and press that the meeting will convene in private and that connections to the meeting will be severed.**

## Private Session

**There are the following items in this Part of the Agenda**

### Part Two

There is one item in this part of the Agenda, which should be considered in private. The reason that the item is likely to be considered in private is that it will 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).

## 15. Grant Applications

Note the written report and consider the recommendations contained within.

- The Chair will ask a fellow councillor to second the motion.
- 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.

Cllr. Davies	<input type="checkbox"/>
Cllr. Donald	<input type="checkbox"/>
Cllr. Jackson	<input type="checkbox"/>
Cllr. Knaggs	<input type="checkbox"/>
Cllr. C. Shepherd	<input type="checkbox"/>
Cllr. Snell	<input type="checkbox"/>

- The Chair will seek to move the motion asking each Member in turn by name to vote orally registering "For", "Against" or "Abstain":

Cllr. Davies	<input type="checkbox"/>
Cllr. Donald	<input type="checkbox"/>
Cllr. Jackson	<input type="checkbox"/>
Cllr. Knaggs	<input type="checkbox"/>
Cllr. C. Shepherd	<input type="checkbox"/>
Cllr. Snell	<input type="checkbox"/>

### MEMBERS PLEASE NOTE

**After the meeting has closed there will be an informal meeting to discuss the revised grants scheme.**

**FOR THE ATTENTION OF ALL MEMBERS OF THE CCEG COMMITTEE AND FOR  
INFORMATION FOR 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:

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**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](mailto:office@penrithtowncouncil.co.uk)



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## ITEM 2

**Draft** Minutes of the video conference meeting of

### **COMMUNITY, CULTURE & ECONOMIC GROWTH COMMITTEE**

Held on **Monday 27 July 2020**

#### **PRESENT**

Cllr. Davies	West Ward	Cllr. Knaggs	West Ward
Cllr. Donald	North Ward	Cllr. C. Shepherd	East Ward
Cllr. Jackson	North Ward	Cllr. Snell	West Ward

Town Clerk

Economic Development Officer

Community Engagement Officer



# **DRAFT MINUTES VIRTUAL CCEG MEETING**

**MONDAY 27 JULY 2020**

Due to the current restrictions in place, this meeting was a virtual meeting and therefore would not take place in a physical location. Therefore, this was 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") came into 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 2021

The Regulations apply to local council meetings, committees, and sub-committees.

## **CCEG20/01 Apologies for Absence**

**Members were asked to note that:**

- a) No apologies had been received.
- b) As Standing Deputy, Cllr. C. Shepherd attended the meeting as a full member of the committee to cover the resignation of Cllr. Bowen.

## **CCEG20/02 Public Participation and Representations**

**Members were asked to note that:**

No questions, petitions or statements had been received in advance of the meeting.

## **CCEG20/03 Declaration of Interests and Requests for Dispensations**

**Members were asked to note that:**

No declarations of interest of any disclosable pecuniary or other registrable interests relating to any items on the agenda for this meeting had been received in advance of the meeting.

## **CCEG20/04 Excluded: Public Bodies (Admission to Meetings) Act 1960**

Members were asked to consider whether agenda item 11 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:**

Matter 11 be considered in private session without the press and public.

## **CCEG20/05 Resolutions Report**

**Members were asked to note:**

The Resolution Report.

## **CCEG20/06 Work Plan Report – Economic Development Report**

### **Members were asked to note:**

The written report for the Committee Work Plan from the Economic Development Officer.

## **CCEG20/07 Work Plan Report – Community Engagement**

### **A) Members were asked to note:**

The written report for the Committee Work Plan from the Community Engagement Officer.

**B)** Members considered the recommendations contained within part b) regarding community engagement website changes and community toolkit

### **RESOLVED THAT:**

The recommendations be approved.

## **CCEG20/08 In Bloom**

Members received an oral report from the Council Officers.

## **CCEG20/09 Budget Statement Report**

Members considered the Budget Statement Report.

### **RESOLVED THAT:**

The Budget Statement to 30 June 2020 be approved.

## **CCEG20/10 Next Meeting**

### **Members noted that:**

The next meeting was scheduled for 12<sup>th</sup> October 2020 at 2.00pm, 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**

### **Part Two**

#### **Members noted that:**

There was one item in this part of the Agenda, which should be considered in private. The reason that the item is likely to be considered in private is that it will 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).

## **CCEG 20/11 Grant Applications**

### **11a) EDEN ARTS - Winter Droving 2020**

#### **RESOLVED THAT:**

No funds be awarded, a letter be sent to Eden Arts outlining the reasons behind the decision:

- i. Public safety during Covid19
- ii. Activities appear not benefit the local business or creative community.
- iii. Insufficient detail given for the Trail element of the event and as such this was considered expensive.
- iv. There was little evidence that the annual event, or elements of it, were becoming more sustainable and independent of external funders
- v. No evidence of inclusion of Ethnic Minorities or provision for individuals with disabilities
- vi. There appeared to be a lack of local marketing the event in the Eden Valley.

### **11b) EVAN Penrith Arts Festival**

#### **RESOLVED THAT:**

EVAN, having had to withdraw their previous application due to Covid 19, resubmit an application for a reimagined event that would be considered at an extra ordinary meeting of the committee that would be held at the earliest opportunity.

### **11c) 106 Partnership**

#### **RESOLVED THAT:**

- i. £1500 be awarded.
- ii. That the Council participate in with the106 Partnership and all Parishes along the route to discuss the future of the service.

It was requested that member's votes be recorded:

#### **FOR**

Cllr. Jackson  
Cllr. Donald  
Cllr. C. Shepherd

#### **Casting Vote**

Cllr. Jackson - Chair

#### **AGAINST**

Cllr. Davies  
Cllr. Knaggs  
Cllr. Snell

#### **CHAIR**

#### **DATE:**

**FOR THE ATTENTION OF ALL MEMBERS OF THE CCEG COMMITTEE AND FOR  
INFORMATION FOR MEMBERS OF THE TOWN COUNCIL**

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# Penrith Town Council

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

**ITEM 2** Tel: 01768 899 773 Email: [office@penrithtowncouncil.co.uk](mailto:office@penrithtowncouncil.co.uk)

**Draft** Minutes of the video conference extra ordinary meeting of

## **COMMUNITY, CULTURE & ECONOMIC GROWTH COMMITTEE**

Held on **Monday 3 August 2020**

### **PRESENT**

Cllr. Davies	West Ward	Cllr. Knaggs	West Ward
Cllr. Donald	North Ward	Cllr. C. Shepherd	East Ward
Cllr. Jackson	North Ward	Cllr. Snell	West Ward

Town Clerk  
Economic Development Officer

# **DRAFT MINUTES VIRTUAL CCEG MEETING EXTRA ORDINARY**

**MONDAY 3 AUGUST 2020**

Due to the current restrictions in place, this meeting was a virtual meeting and therefore would not take place in a physical location. Therefore, this was 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.

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## **CCEG 20/12 Apologies for Absence**

**Members were asked to note that:**

No apologies had been received.

## **CCEG 20/13 Public Participation and Representations**

**Members were asked to note that:**

No questions, petitions or statements had been received in advance of the meeting.

## **CCEG20/14 Declaration of Interests and Requests for Dispensations**

**Members were asked to note that:**

No declarations of interest of any disclosable pecuniary or other registrable interests relating to any items on the agenda for this meeting had been received in advance of the meeting.

## **CCEG20/15 Excluded: Public Bodies (Admission to Meetings) Act 1960**

Members were asked to consider whether agenda item 5 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:**

Matter 5 be considered in private session without the press and public.

## **Private Session**

**There is one item in this Part of the Agenda**

### **Part Two**

There is one item in this part of the Agenda, which should be considered in private. The reason that the item is likely to be considered in private is that it will 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).

## **CCEG20/16 Grant Application**

Members considered the grant application from EVAN.

## **RESOLVED THAT:**

- i. Event 1 Penrith Arts Festival be supported, and a grant award be made of £1,200 pending confirmation that the Penrith Arts Festival had free admission and that the cost of £15.00 for the Picturing Penrith Competition as advertised on the website, is clarified
- ii. Event 2, Winter Wonderland, that an in principal grant award be made of £1,200, after further information and clarification is sought.
- iii. Event 3, Musicians in Penrith, be rejected at this moment time, with the caveat that the event could be re-considered at a later date, due to health and safety issues as the event would need to be Covid 19 conscious.

## **CHAIR:**

## **DATE:**

**FOR THE ATTENTION OF ALL MEMBERS OF THE CCEG COMMITTEE AND FOR  
INFORMATION FOR MEMBERS OF THE TOWN COUNCIL**

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### **Background Papers**

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# COMMUNITIES, CULTURE AND ECONOMIC GROWTH COMMITTEE

12 October 2020

**MATTER:** RESOLUTIONS REPORT

To note the report from the resolutions of the meeting held on 27/07/2020 and the EO Meeting held on the 3/08/20

**ITEM NO:** 6

**AUTHOR:** ECONOMIC DEVELOPMENT OFFICER

MINUTE REF	RESOLUTION	PROGRESS
CCEG20/11	<b>a) EDEN ARTS - Winter Droving 2020</b> No funds be awarded, a letter be sent to Eden Arts outlining the reasons behind the decision	Complete
	<b>b) EVAN Penrith Arts Festival</b> EVAN, having had to withdraw their previous application due to Covid 19, resubmit an application for a reimagined event that would be considered at an extra ordinary meeting of the committee.	EO Meeting held 3/08/20
	<b>c) 106 Partnership</b> i. £1500 be awarded. ii. That the Council participate in with the 106 Partnership and all Parishes along the route to discuss the future of the service.	Complete  Agenda item
CCEG20/16	<b>EVAN Penrith Arts Festival</b> i. Event 1 Penrith Arts Festival be supported, and a grant award be made of £1,200 pending confirmation that the Penrith Arts Festival had free admission and that the cost of £15.00 for the Picturing Penrith Competition as advertised on the website, is clarified ii. Event 2, Winter Wanderland, that an in principal grant award be made of £1,200, after further information and clarification is sought. iii. Event 3, Musicians in Penrith, be rejected at this moment time, with the caveat that the event could be re-considered at a later date, due to health and safety issues as the event would need to be Covid 19 conscious	Additional information sought and received – grant to be awarded.



## 7. Work Plan Report – Economic Development Report

Receive and note the written report for the Committee Work Plan from the Economic Development Officer.

Health & Wellbeing			
Strategic Priority	Delivery Work	Progress at 12th October 2020	Reason for any underperformance and revised date when target will be met
<b>Support and contribute to the social fabric of the town, enhancing community facilities and supporting arts and culture</b>			
Securing external funding, where possible, to develop and improve amenities, leisure, art and cultural facilities. Fund new and existing events and provide match funding support to sports, recreational, culture and arts and work to improve their funding base	Develop, assist and deliver Events Programme	<ul style="list-style-type: none"> <li>• EVAN <b>Penrith Arts Festival</b> – funding agreed and have submitted an amended programme for approval July 2020</li> <li>• Online Workshops held for Penrith Arts Festival.</li> <li>• Penrith <b>Lions Tea in Castle Park</b> 2020 cancelled</li> <li>• <b>VE Day 2020</b> - VE Day 2020 cancelled Sub Committee keen to develop an event for 2021 To be considered Autumn 2020</li> </ul>	COVID 19
Providing funds to support initiatives that raise the profile of Penrith nationally and for marketing activities that support and encourage tourism	Manage Community Grants and Events Grants	<ul style="list-style-type: none"> <li>• Summary of grants 19-20 available on Council website: <a href="https://www.penrithtowncouncil.co.uk/wp-content/uploads/2020/07/200331-2019-20-Community-Grants-Register.pdf">https://www.penrithtowncouncil.co.uk/wp-content/uploads/2020/07/200331-2019-20-Community-Grants-Register.pdf</a></li> <li>• Grants wards for events 20/21 impacted by pandemic</li> </ul>	COVID 19
Securing external funding, where possible, to develop the existing offer for sports, recreation, arts, entertainment and culture	Arts and Cultural Strategy	<ul style="list-style-type: none"> <li>• Contract awarded and will commence towards the end of September</li> <li>• Working group will oversee the development of the Strategy and monitoring TBA</li> <li>• Initial Zoom meeting held 2<sup>nd</sup></li> </ul>	COVID 19
Encouraging local retailers and restaurants to use, and publicise their use of local products in order to encourage a reputation with residents and visitors of Penrith as a "Food Town"	Arts and Cultural Strategy		COVID 19

<b>Health &amp; Wellbeing</b>			
<b>Strategic Priority Support and contribute to the social fabric of the town, enhancing community facilities and supporting arts and culture:</b>	<b>Delivery Work</b>	<b>Progress at 12<sup>th</sup> October 2020</b>	<b>Reason for any underperformance and revised date when target will be met</b>
Exploring and developing international cultural and art exchanges			COVID 19

<b>Health &amp; Wellbeing</b>			
<b>Strategic Priority</b>	<b>Delivery Work</b>	<b>Progress at 12<sup>th</sup> October 2020</b>	<b>Reason for any underperformance and revised date when target will be met</b>
<b>Increase the Town's attractiveness as a place to visit for both the local community and visitors:</b>			
Developing action plans to manage/operate/support the Towns heritage – for example The Two Lions, Museum, Great Dockray, Town Hall	Arts and Cultural Strategy	•	Arts and Cultural Strategy
Encouraging improvements to the gateways A6, A66 and M6 using signage, greening and maintained verges	<b>Parking and Movement Study</b>  To work with CCC, EDC and other stakeholders to tender and oversee the completion of the Parking and Movement Study	<ul style="list-style-type: none"> <li>• Tender awarded.</li> <li>• Surveys carried out November 2019</li> <li>• Officer workshops held bimonthly</li> <li>• First stakeholder workshop held January 2020, second due to be held March 2020 was cancelled and stakeholder engagement carried out online.</li> <li>• Stage 1 and 2 of the study complete</li> <li>• Member briefing to be held September 2020, final report presented to the Planning Committee 7<sup>th</sup> September and to Full Council on the 28<sup>th</sup> September</li> <li>• Weekly Catch up calls conducted with Consultants, EDC and CCC</li> <li>• Final Report now complete. Members considered the report at the Full Council Meeting on the 28<sup>th</sup> September when they noted the report, endorsed the principle of the proposed interventions, agreed to work with stakeholders to explore opportunities for funding and agreed to the establishment of an Implementation Group</li> </ul>	
Considering and encouraging improvements to the Town Centre, Middlegate, Burrowgate, Devonshire Street, Great Dockray, The Narrows, London Road, King Street, Sandgate Bus Station, Bridge Lane (Gateway) Portland Place and Wordsworth Street for signage, greening, verge maintenance, shopfront improvements, parking, public realm and the pedestrian experience.			
Developing Penrith as an accessible and friendly Town			

<b>Health &amp; Wellbeing</b>			
<b>Strategic Priority</b>	<b>Delivery Work</b>	<b>Progress at 12<sup>th</sup> October 2020</b>	<b>Reason for any underperformance and revised date when target will be met</b>
<p><b>Increase the Town's attractiveness as a place to visit for both the local community and visitors:</b></p> <p>Developing a sense of "Penrith Self", consistency of approach and a town identity by developing guidelines on future street furniture, signage, soft and hard landscaping, lighting and their maintenance in the town centre</p>	<p><b>Streetscape/Public Realm</b></p>	<ul style="list-style-type: none"> <li>Negotiating the repositioning of planters</li> </ul>	
<p>Supporting Keep Penrith Tidy Campaign and Plastic Clever Penrith, Conservation volunteering events, community gardening and in-bloom greening events. Work with community groups and stakeholders to participate in these and similar campaigns, acting as the lead organisation for the Town when required. Facilitate Penrith in Bloom/Cumbria in Bloom/Britain in Bloom, encouraging vibrant and sustainable planting throughout the year.</p>	<p><b>Cumbria/Britain in Bloom</b></p> <p>Stakeholders: Community Gardeners, Penrith Bid, Eden Mencap, Beekeepers, Allotments, Avanti, Forest School, Thacka Beck Nature Reserve, Richardson's, Salvation Army, Great Dockray Residents</p>	<ul style="list-style-type: none"> <li>Cumbria and Britain in Bloom Postponed for 2020</li> <li>Large flower displays hanging baskets and barrier baskets will be displayed for summer 2020</li> <li>Grant for £7718 awarded to Penrith Bid for Greening has been reclaimed back to PTC.</li> <li>Support for Community Gardeners has continued as lockdown has been lifted, with the appropriate measures in place.</li> <li>Work sheets commissioned from Forest School during lock down for families to complete during their daily exercise.</li> <li>Penrith in Bloom Facebook used throughout lock down highlighting success of the past and celebrating the community.</li> <li>Filming, when allowed has continued to archive what has been achieved during difficult times. This will also be included in B in B 2021 portfolio</li> <li>Filming now complete, promoted on Radio, Newspapers, facebook and included in the RHS Newsletter.</li> </ul>	

## Economic Development

<b>Strategic Priority</b>  <b>Support and contribute to the economic growth and prosperity of the Town through encouraging inward investment, sustainable employment, tourism and provision of devolved services:</b>	<b>Delivery Work</b>	<b>Progress at 12<sup>th</sup> October 2020</b>	<b>Reason for any underperformance and revised date when target will be met</b>
Working with stakeholders to develop effective strategies such as rate reductions/set up grants/marketing assistance/rent free period offers and shopfront improvements			
Identifying support packages to encourage a mix of retail premises in Middlegate, Devonshire Street, King Street, Corn Market, Great Dockray and the pedestrianised area centered on Angel Lane			
Exploring with the owners the impediments to the letting of the empty retail units in New Squares and to explore the option of using open space in this area for events and functions			
Reviewing tourism product/marketing/heritage/interpretation offer and develop a strategy for tourism and marketing	Tourism Strategy	<ul style="list-style-type: none"> <li>Marketing group established with members of EDC, CCC, Penrith Bid, Industrial Bid and Chamber of Trade are working on the Comms Plan as part of the Recover od Penrith from Covid 19</li> </ul>	
Developing a thriving monthly market/farmers'/themed market and exploring the potential transfer of the Town's Market Charter to the Town Council	Tourism Strategy		
Working with EDC and other stakeholders to rekindle interest in improvements to Castle Park and developing the park as a major tourist attraction	Tourism Strategy		

## Transport

### Penrith Neighbourhood Development Plan

#### Plan Policy 11 Walking and Cycling

Requires that new development should include walking and cycling infrastructure that is of high-quality design and accessible to all. The policy outlines a set of principles that would be used to ensure that, where appropriate, new development improves the environment for all so that Penrith becomes a walking and cycle friendly Town.

#### Policy 4 Accessibility and Social Inclusion

Requires that all developments meets the needs of all groups and sections of the community and that the Town can reasonably accessed by walking, cycling, those with mobility aids, public transport and motor vehicles.

#### Resolved Climate Change Strategy Actions

- We would lobby for **better public transport services** and infrastructure including electric car charging ports and electric charging sharing schemes.
- We would provide automatic annual funds to **community transport schemes** of a value of £3,000 per community transport scheme every April.
- We endorse and support **Walk to School Challenge** which encourages families to leave their cars at home and where safe to do so, would challenge students across all the schools and colleges to walk, scoot, jog and cycle to school, as travelling to school in an active and sustainable fashion is kind to the environment and has huge health benefits.
- We would provide people with better travel options, working with our partner authorities to improve cycle and pedestrian connectivity and working with local cycle suppliers, we would encourage **electric cycle hire**, throughout Penrith.
- We would encourage the use of **greener car share** schemes and would promote and support car hire schemes such as Co-Wheels which is a pay-as-you-go car hire scheme, with vehicles available to hire in convenient locations across the UK providing electric, hybrid & low emission vehicles

Strategic Priority <b>Public and Community Transport Schemes</b>	Delivery Work	Progress at 12 <sup>th</sup> October 2020	Reason for any underperformance and revised date when target will be met
Working with partners to secure and encourage improvements in public transport services, look for real alternatives to public transport, promote community transport schemes and workable schemes for lift and car share	Parking and Movement Study		
Providing grants for community bus services	Manage grants scheme	Grant applications brought for review Grant awarded to 106 Partnership	

<b>Transport</b>			
<b>Strategic Priority Connectivity</b>	<b>Delivery Work Parking and Movement Study/ Climate Change Strategy</b>	<b>Progress at 12<sup>th</sup> October 2020</b>	<b>Reason for any underperformance and revised date when target will be met</b>
Maintaining footpaths and bridleways	Parking and Movement Study		
Improving all pedestrian, cycle, wheelchair, electric buggy infrastructure into the Town	Parking and Movement Study		
<b>Strategic Priority Safety</b>	<b>Delivery Work</b>	<b>Progress at 12<sup>th</sup> October2020</b>	<b>Reason for any underperformance and revised date when target will be met</b>
Providing traffic signs and other objects or devices warning of danger	Parking and Movement Study		
Contributing financially to traffic calming schemes	Parking and Movement Study		
Facilitating community speed watch schemes	Parking and Movement Study		
<b>Strategic Priority Signage and Information</b>	<b>Delivery Work</b>	<b>Progress at 12<sup>th</sup> October2020</b>	<b>Reason for any underperformance and revised date when target will be met</b>
Securing the delivery of new signage of high-quality design appropriate to the local context and suitable for directing users to key locations and buildings.	Parking and Movement Study		

<b>Transport</b>			
<b>Strategic Priority</b> <b>Traffic Flow and Car Parking</b>	<b>Delivery Work</b>	<b>Progress at 12<sup>th</sup> October 2020</b>	<b>Reason for any underperformance and revised date when target will be met</b>
Working with partners to improve highways infrastructure in and around Penrith, reviewing the town centre traffic flow to allow for full or partial pedestrianisation, improve/reduce traffic congestion and reduce carbon emissions. Identify infrastructure shortfall by contributing to a joint Parking and Movement Survey which will be instrumental for the Town Centre improvements and implementing the recommendations from the survey with stakeholders and partner authorities	Parking and Movement Study		
Supporting the provision of electric charging points in public car parks. Encouraging developers to include electric vehicle charging points for sustainable lifestyles			
Reducing on-street parking by providing modern car parking infrastructure appropriate to the size and role of Penrith			
Exploring opportunities to improve car parking for Town residents and provide low cost long-stay car parking (for example: £1 a day for vehicles parked before 9.00am) for those commuting into the Town in connection with employment.			
Supporting the provision of affordable long-stay car parking for visitors and additional disabled car parking facilities			



**8. Receive and note the written report for the Committee Work Plan from the Community Engagement Officer.**

Strategic Priority	Delivery Work	Progress at 2 <sup>nd</sup> October, 2020	Revisions, reason for any under- performance, revised date when target will be met
<b>Increase the community's access to information and improve transparency and accountability</b>			
<p>Inform the community about the different roles of the Town, Council, Eden District Council and Cumbria Cunty Council.</p> <p>Support an ethical approach to community engagement</p>	<p>Information explaining different roles is available on the Town Council website</p> <p>The following documents support ethical community engagement</p> <ul style="list-style-type: none"> <li>• Core Community Engagement Values</li> <li>• Community Engagement Spectrum</li> <li>• Community Engagement Handbook 'Guidance on Methods'</li> </ul>	<p>Completed and updated when required</p>	
<p>Issue 'Good News' Press Releases describing what the Town Council is doing and how it is 'making a difference.</p>	<p>Press releases which are added to website</p>	<p>Completed and updated when required</p>	
<p>Develop new Community and Events Pages on Council Website</p>	<p>Populating Engaging Our Community,' 'Media and Communication,' 'Upcoming Meetings and Events' and 'Community Links' Sections on Council Website.</p>		<p>This page has been removed from website since other organisations provide this information. Moreover, locating and entering events data on the Council's website proved very time-consuming.</p>

Strategic Priority	Delivery Work	Progress at 2 <sup>nd</sup> October, 2020	Revisions, reason for any under- performance, revised date when target will be met
<b>Increase the community's access to information and improve transparency and accountability</b>			
Helping to populate regular newsletters and post on the Council website	Quarterly newsletters	Feed information into regular Newsletters	
Engage the community  Create a Facebook page for Penrith in Bloom to provide information online.	<ul style="list-style-type: none"> <li>• Interaction with groups and organisations in Penrith (as appropriate).</li> <li>• Update the Penrith in Bloom Facebook and populate the Council's Penrith in Bloom webpage with information, photos and videos illustrating how the community gardeners and other volunteers are enhancing the town and building community spirit</li> </ul>	Completed and updated when required	

Strategic Priority	Delivery Work	Progress at 2 <sup>nd</sup> October, 2020	Revisions, reason for any under- performance, revised date when target will be met
<b>Increase the community's access to information and improve transparency and accountability</b>			
Create summaries of Town Council progress; add information to the website, edit videos and illustrate how the Council is "Making a Difference"	<ul style="list-style-type: none"> <li>• Set up and add information to the Council's 'information' 'Interaction' and 'Communication' Sections on the website</li> <li>• Edit videos of Town Council's virtual meetings as appropriate, upload to Vimeo and insert link in the 'Podcasts and Videos' page on Town Council Website</li> <li>• Publish "Have we made a Difference" news summaries and videos on' the 'Have made a difference page on Council website</li> </ul>	Completed and updated when required	
Use hard and online versions of leaflets & posters to provide information.	Produced as and when appropriate, ensuring the community is informed about what has been done as a result of their involvement and participation	Updated when required	
Producing a Youth Engagement Strategy	YAP established	Ongoing. Suspended due to COVID	Activities curtailed due to Covid 19
Developing effective relationships with local schools, colleges, sports clubs, churches, youth groups and youth councils	Network developed	Completed and ongoing	Ongoing activities curtailed due to Covid 19

Strategic Priority	Delivery Work	Progress at 2 <sup>nd</sup> October, 2020	Revisions, reason for any under- performance, revised date when target will be met
<b>Increase the community's access to information and improve transparency and accountability</b>			
Developing a Youth Advisory Role and encourage more youth involvement in the work of the Town Council	YAP initiated youth survey	<ul style="list-style-type: none"> <li>• Compiled by the Panel in collaboration with the Leisure Centre and Cumbria County Council was available online and in hard copy until 27th March, closing after COVID-19 Lockdown.</li> <li>• Analysis completed and available on Youth Advisory Panel webpage at: <a href="https://www.penrithtowncouncil.co.uk/youth-advisory-panel/">https://www.penrithtowncouncil.co.uk/youth-advisory-panel/</a></li> <li>• The Analysis was also shared with Penrith Leisure Centre and the Community Development Officer at Cumbria County Council since they partnered the Youth Panel in devising questions. It was subsequently discussed at a meeting of the Children and Young Peoples Working Group on 9th July. In addition, the Analysis has been shared with Professor Ian Convery, University of Cumbria and Prof Ian Ford Lancaster University (at their request) for use as Secondary Data in their small-scale survey of Year 6 and Years 9-11 children in Penrith, with a focus on connections to place and outdoor activity. They will share results of their survey with the Town Council and the Youth Advisory panel.</li> <li>• Information including a link to the Analysis has been included in the Town Council's Youth Advisory Panel webpage at <a href="https://www.penrithtowncouncil.co.uk/youth-advisory-panel/">https://www.penrithtowncouncil.co.uk/youth-advisory-panel/</a> .</li> </ul>	Ongoing activities curtailed due to Covid 19

Strategic Work	Delivery Work	Progress at 27 <sup>th</sup> July 2020	Revisions, reason for any under-performance, revised date when target will be met
<b>Increase opportunities for engagement with hard to reach individuals and groups</b>			
Organising face to face opportunities for young people to express their views and identify priorities, e.g. an annual event, an Open Day/Youth Forum		Completed and ongoing	Ongoing activities curtailed due to Covid 19
Developing partnerships with other agencies		Completed and ongoing	Ongoing activities curtailed due to Covid 19

Strategic Work	Delivery Work	Progress at 2 <sup>nd</sup> October 2020	Revisions, reason for any under-performance, revised date when target will be met
<b>Increase Pride in Penrith</b>			
Engaging with and encouraging local people to use different offline techniques to document local history and culture:	WW2/VE Day activities	Information about Penrith during the War Years is continually updated on the Council's webpage 'Community Memories.'	Aim is to add more information about Penrith's heritage to the website over the coming year, referring to aspects of the town's physical and cultural assets
Generate deeper understanding of Penrith's past to increase pride in the town and its rich heritage			
Generate interest in Penrith's physical and cultural assets			

Strategic Work	Delivery Work	Progress at 2 <sup>nd</sup> October 2020	Revisions, reason for any under-performance, revised date when target will be met
<b>Increase Pride in Penrith</b>			
Developing a 'Community Memories' Section on the Community pages of the Council website to capture Penrith's rich history using digital approaches and mixed media e.g. audio recordings, written stories, photos and videos		WW2 Community Memories' page on the Council website is updated with new information as appropriate.	
Support 'Penrith in Bloom'	<p>Enable media development to illustrate how the Town council is supporting volunteers and to also highlight what volunteers and others in the community are doing to enhance the town and build community spirit and pride in the town.</p> <p>Update Penrith in Bloom Facebook page with news, images, slideshows and short videos.</p>	A short film, which was commissioned, funded and arranged by the Town Council to illustrate how Penrith has maintained its award-winning standards during the pandemic was widely promoted, and has been viewed thousands of times on social media. A link to the film was included in the Council's website and social media platform. It was subsequently shared thousands of time on social media. The link also appeared on the Cumbria in Bloom website and in the RHS Britain in Bloom Magazine which has a UK wide circulation.	
Developing a local media page on the Community Section of the Council website		New content has been added regularly to the 'Podcasts and Videos' page on the Council website	

Strategic Work	Delivery Work	Progress at 2 <sup>nd</sup> October 2020	Revisions, reason for any under-performance, revised date when target will be met
<b>Recognising the local community as experts on local life, needs and priorities</b>			
Developing opportunities and checks and balances for Citizen Journalism which is the collection, dissemination, and analysis of news and information by the general public by means of the Internet			Suspended because of COVID
Identifying local organisations and community groups, noting their goals and creating a community assets map, illustrating where community groups are based and where community projects are taking place to help in addressing community needs and projects		'Community Assets' Page now set up	Ongoing. Content to be added over time



Strategic Work	Delivery Work	Progress at 2 <sup>nd</sup> October 2020	Revisions, reason for any under-performance, revised date when target will be met
<b>Recognising the local community as experts on local life, needs and priorities</b>			
Engaging with the community to identify existing strengths, build community assets; identifying Community Connectors who can work with neighbours to make positive changes in the local area.	Build a Resource kit "Working together to make a Difference to the Place you live" and encourage local people to build the social and cultural assets on their own street	Completed and available on the Town Council website at <a href="https://www.penrithtowncouncil.co.uk/local-interaction/community-resource-kit-make-a-difference-to-the-place-you-live/">https://www.penrithtowncouncil.co.uk/local-interaction/community-resource-kit-make-a-difference-to-the-place-you-live/</a>	

Strategic Work	Delivery Work	Progress at 2 <sup>nd</sup> October 2020	Revisions, reason for any under-performance, revised date when target will be met
<b>Recognising the local community as experts on local life, needs and priorities</b>			
<p>Creating appropriate spaces to provide the local community with information and also illustrate how the Town Council communicates and interacts with the Town Council.</p>	<p>Update content on Council Social Media &amp; Website</p> <ul style="list-style-type: none"> <li>• Our Town</li> <li>• Parish Ward information</li> <li>• Podcasts and Videos</li> <li>• Press Releases</li> <li>• Your Say includes Satisfaction surveys</li> <li>• 'Dialogue' Ideas Tool</li> <li>• 'Making a Difference' Resource Kit</li> <li>• Youth Advisory Panel</li> <li>• Community Memories</li> <li>• Penrith in Bloom</li> </ul>	<p>The Town Council's Website and social media platforms have been updated regularly to provide information and engage/interact with people online.</p> <p>Analysis of the Youth Advisory Panel Survey, which gathered young people views on Penrith, is available on the Youth Advisory Panel page of the Council website. Along with news items of interest to young people</p> <p>The Council's 'Dialogue' site has been set up at <a href="https://yourideas.penrithtowncouncil.co.uk/">https://yourideas.penrithtowncouncil.co.uk/</a></p> <ul style="list-style-type: none"> <li>• Users must register and set a username and password.</li> <li>• The Town Council or a community member can the set up a 'challenge or starter idea and others in the local community can add their own ideas. Ideas are rated and those that show highest interaction are pushed to the top of the page becoming more visible to new users. New ideas can emerge from constructive conversations. Users are encouraged to interact respectfully and the system has stringent policies including Terms of Use and a Moderation Policy to ensure interaction is constructive. Feedback can be</li> </ul>	<p>Ongoing</p>

		<p>provided after the exercise is finished and ideas considered.</p> <ul style="list-style-type: none"> <li>• This approach goes beyond formal conversation – though it can also fit in with formal engagement approaches. It can operate independently or alongside an online survey tool called ‘Citizenspace’ and other creative engagement methods. Different approaches used synchronously often provide more opportunities for more members of the local community to participate at a time suitable to them.</li> <li>• Next step is in process to use the Dialogue system for specific engagement exercises.</li> </ul>	
	<p>Involve communities directly on and offline; and with Members support information sharing and community participation in order to give local people a range of ideas to build assets in their immediate area</p>	<p>The ‘Working Together to Make a Difference to the Place you Live’ Kit has been produced to provide new opportunities for the Town Council and Members to interact with people in their local Wards</p>	

Strategic Work	Delivery Work	Progress at 2 <sup>nd</sup> October 2020	Revisions, reason for any under-performance, revised date when target will be met
<b>Recognising the local community as experts on local life, needs and priorities</b>			
<p>Organising 'engagement spaces' online via radio and face-to-face in local venues, for local people to gain information about what the Council is doing.</p>	<p>Generate relationships with media organisations and feed information about what the Council is doing into their programming</p>	<p>Information about the Penrith in Bloom short film, which was commissioned, funded and arranged by the Town Council, was broadcast on Radio Cumbria and on Eden FM. Arrangements were made for a statement by the Deputy Mayor to be read out on air and for one of the Community Gardeners to talk on Radio Cumbria about the volunteer gardening work which continued throughout the Spring and Summer despite the pandemic.</p>	



# CCEG COMMITTEE

12 OCTOBER 2020

- MATTER:** 2021/22 Budget: Process and Proposals  
Consider the process for the development of the 2021-22 Budget.
- AUTHOR:** Jack Jones - RFO
- SUPPORTING MEMBER:** Cllr Roger Burgin -  
Chair of Finance Committee
- ITEM NO:** 10

## RECOMMENDATIONS:

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

- a) any further revision is needed to the reduced budget of £96,030 for the current financial year;
- b) the indicative total budget of £99,330 currently shown in the Medium Term Financial Forecast is appropriate for 2021/22, with the addition of a reasonable allocation for Covid-19 Response;
- c) any of the reductions made in the current year can be re-instated in 2021/22; and
- d) to identify any service development proposals (eg Climate Change) to be submitted as growth bids in the 2021/22 budget process.

### 1. LAW

Sections 41 and 50 of the Local Government Finance Act 1992 require the Council to calculate its annual budget requirement and its resulting precept by 28 February.

### 2. LINKS TO COUNCIL PRIORITIES

The annual budget should reflect the Council's priorities for the financial year ahead.

### **3. REPORT DETAILS**

#### **a) Introduction**

The Finance Committee has agreed guidelines for the preparation of the Council's budget for 2021/22 and has adopted the following parameters, which are similar to those for last year:

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

In advance of the work in preparing the draft budget for 2021/22, the Finance Committee has reviewed the current year's budget to reflect the effects of the Coronavirus pandemic on services. The review was approved by Council on 28 September and reduces the Committee's 2020/21 Budget by £40,800 to £96,030. Although there will be additional spending in a few areas, notably the response to Covid-19, many of the larger budgets have been reduced to their probable/feasible levels:

- The existing £11,000 supplementary budget for Covid-19 Response has been increased to £25,000.
- Realistic spending levels have been set for Town Projects £15,000, Officer Support to Arts £2,500, Arts & Cultural Strategy £10,000, Events £10,000, Community Grants £10,000 and Community Engagement £6,000.
- The Greening budget has been reduced by £6,300 solely because of the return of a grant from Penrith BID; the full original allocation of £15,500 will be available this year.
- In recognition of the expected growth bids for resources in 2021/22, a £6,500 budget has been created for Climate Change initiatives. The changes already made to the Council's website, costing £1,500, will be charged to the new budget.

It is important to note that the revised budgets are not set in stone but are capable of change should circumstances dictate, particularly if opportunities arise to spend up to the original planned level.

## b) Timescale

Key dates in the budget process are as follows:

5 October 2020 12 October	Planning & CCEG Committees to consider growth proposals, redirection or reduction in resources
By 31 October	Individual Councillors to consider budget proposals
16 November	Budget Working Group to consider draft budget prospects
7 December	Budget Working Group to consider initial draft detailed budget
7 December 14 December	Planning & CCEG Committees to reconsider their estimates in the light of corporate budgets  (if required)
11 January 2021	Finance Committee to consider draft budget
25 January	Council to approve budget and determine precept

The remainder of this report deals with the first step in the process, mainly for the Committee to consider whether it wishes to make any changes in its budget for next year. The Committee's recommendations will be forwarded to the meeting of Budget Working Party on 16 November.

## c) Base Budget

The Base Budget is a continuation budget which identifies and provides for the current committed level of service to be maintained. This involves the current year's budget being adjusted to remove any one-off items in the 2020/21 budget (eg the allocations for Town Projects and the Arts & Cultural Strategy) and to include the estimated costs of contractually committed changes to expenditure or income. The approved revisions to the current year's budget should also be assessed to see if they will affect the 2021/22 budget.

The statement at **Appendix A** shows the Committee's 2020/21 Approved and Revised Budgets and its section of the indicative Medium Term Financial Forecast (MTFF). Members should note that the MTFF has not been revised since the current year's budget was agreed in January 2020; the next revision will be during the coming budget round.

For 2021/22, the key issues affecting current services appear to be:

- creating an appropriate budget for the continuing response to Covid-19;
- whether the Committee will be able to achieve the indicative spending levels in the MTFF; and
- whether any of the 2020/21 reductions made in the revised budget exercise should be re-instated in 2021/22 (as an increase to the MTFF allocations).

#### **d) Service Development Proposals (Growth Items)**

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

Growth items (bids) will not be included in the Base Budget but will be scheduled separately for consideration by the Finance Committee and Council. In all cases, proposals should be assessed by reference to the budget priorities, which are:

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

The Committee is asked to consider whether it wishes to propose any service development proposals to be progressed as growth bids in the budget process. At present, Officers expect that Members will wish to formulate budget proposals for Climate Change initiatives.



#### **4. FINANCE IMPLICATIONS**

A robust budget process is essential for sound financial management. This report identifies the relevant issues relating to the Committee's budget.

#### **5. RISK MANAGEMENT**

<b>RISK</b>	<b>CONSEQUENCE</b>	<b>CONTROLS REQUIRED</b>
An inadequate budget process which fails to recognise financial responsibilities.	Overspendings leading to unwelcome curtailment of other spending programmes; possible unpalatable council tax increase; potential reputational damage.	A sound budget process will address these risks.

#### **6. APPENDICES ATTACHED TO THIS REPORT**

- Medium Term Financial Forecast

#### **7. BACKGROUND PAPERS**

- Revised Budget 2020/21 working papers
- Budgetary control working papers 2020/21
- Budget process 2021/22 working papers



ITEM 10

## Penrith Town Council

### CCEG COMMITTEE

#### BUDGETARY CONTROL STATEMENT: FIVE MONTHS ENDED 31 AUGUST 2020

Approved Budget 2020/21	Revised Budget 2020/21	Heading	Actual to Date	Commitments	Total to Date	Budget Remaining
£	£		£	£	£	£
		<b>CCEG COMMITTEE:</b>				
		<b>Town Projects</b>				
30,000	15,000	Town Projects	5,220		5,220	9,780
0	25,000	Covid-19 Response	13,080	221	13,301	11,699
30,000	40,000		18,300	221	18,521	21,479
		<b>Arts &amp; Entertainment:</b>				
5,000	2,500	Officer Support	0		0	2,500
7,500	10,000	Arts & Cultural Strategy	0		0	10,000
30,000	10,000	Events	30	2,400	2,430	7,570
42,500	22,500		30	2,400	2,430	20,070
		<b>Environment:</b>				
15,500	9,200	Greening	(5,469)	1,607	(3,862)	13,062
15,500	9,200		(5,469)	1,607	(3,862)	13,062
32,000	10,000	<b>Community Grants</b>	(1,429)	1,500	71	9,929
		<b>Corporate Communications:</b>				
15,000	6,000	Community Engagement			0	6,000
1,830	1,830	Press Support	265		265	1,565
0	0	Youth Advisory Panel	3		3	(3)
16,830	7,830		268	0	268	7,562
0	6,500				0	6,500
<b>136,830</b>	<b>96,030</b>	<b>CCEG Committee Total</b>	<b>11,700</b>	<b>5,728</b>	<b>17,428</b>	<b>78,602</b>

**Notes:**

The Revised Budget agreed by Council on 28 September introduces allocations for the expenditure on Covid-19 Response and Climate Change.

The £6,500 budget for Climate Change includes £1,500 already spent on website changes and £5,000 for new initiatives.

Other budgets have been reduced to achievable spending levels.



## Penrith Town Council

### MEDIUM TERM FINANCIAL FORECAST 2020/21 TO 2024/25

APPROVED BUDGET 2020/21	VARIATION	REVISED BUDGET 2020/21	Heading	2021/22	2022/23	2023/24	2024/25
£	£	£		£	£	£	£
			<b>EXPENDITURE</b>				
			<b>CCEG COMMITTEE:</b>				
			<b>Town Projects</b>				
30,000	(15,000)	15,000	Town Projects	0	0	0	0
0	25,000	25,000	Covid-19 Response	0	0	0	0
<b>30,000</b>	<b>10,000</b>	<b>40,000</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
			<b>Arts &amp; Entertainment:</b>				
5,000	(2,500)	2,500	Officer Support	5,000	5,000	5,000	5,000
7,500	2,500	10,000	Arts & Cultural Strategy	0	0	0	0
30,000	(20,000)	10,000	Events	30,000	30,000	30,000	30,000
<b>42,500</b>	<b>(20,000)</b>	<b>22,500</b>		<b>35,000</b>	<b>35,000</b>	<b>35,000</b>	<b>35,000</b>
			<b>Environment:</b>				
15,500	(6,300)	9,200	Greening	15,500	15,500	15,500	15,500
15,500	(6,300)	9,200		15,500	15,500	15,500	15,500
<b>32,000</b>	<b>(22,000)</b>	<b>10,000</b>	<b>Community Grants</b>	<b>32,000</b>	<b>32,000</b>	<b>32,000</b>	<b>32,000</b>
			<b>Corporate Communications:</b>				
15,000	(9,000)	6,000	Community Engagement	15,000	15,000	15,000	15,000
1,830	0	1,830	Press Support	1,830	1,830	1,830	1,830
0	0	0	Youth Advisory Panel	0	0	0	0
<b>16,830</b>	<b>(9,000)</b>	<b>7,830</b>		<b>16,830</b>	<b>16,830</b>	<b>16,830</b>	<b>16,830</b>
0	6,500	6,500		0	0	0	0
<b>136,830</b>	<b>(40,800)</b>	<b>96,030</b>	<b>CCEG Committee Total</b>	<b>99,330</b>	<b>99,330</b>	<b>99,330</b>	<b>99,330</b>



## COMMUNITIES, CULTURE AND ECONOMIC GROWTH COMMITTEE

**12 OCTOBER 2020**

**MATTER:**

**Penrith 1940s Weekend**

**To consider organising an 1940's event  
in Penrith to coincide with Brougham  
Hall Wartime Weekend in May 2021**

**ITEM NO:**

**12**

**AUTHOR:**

**Rosalyn Richardson Carol Grey  
Deputy Town Clerk Economic  
Development Officer**

**SUPPORTING  
MEMBER:**

**Cllr Scott Jackson  
Chair CCEG Committee**

### LINK TO COUNCIL PLAN PRIORITIES

This report meets the corporate priorities of Health and Wellbeing and Economic Development. Such an event would support arts and culture, promote Penrith nationally through the 1940s Weekend groups and attract tourists from across the country that follow these weekends providing trade for local hospitality providers and retailers.

### RECOMMENDATIONS

That officers be given delegated authority to work with the same group who involved in the VE Day 75 event to organise a free family event on Saturday 8<sup>th</sup> May 2021 to coincide with Brougham Hall 1940s Wartime Weekend

#### 1. BACKGROUND

- 1.1 Penrith Town Council, along with other town and parish councils across the country, were invited to mark VE Day 75 on 8 May 2020 by the Queen's Pageant Master.
- 1.2 Town Council Officers made contact with Brougham Hall Wartime Weekend who were due to hold their event over the same weekend. This event falls at the same time every year in a very packed 1940's Weekend programme across the country.

- 1.3 A group was formed to look at organising a free family friendly event in the town centre to mark VE Day. The group included Councillors Jackson, Davies and Knaggs and representatives of Brougham Hall Wartime Weekend, Penrith Lions, Penrith Rotary, Penrith BID and Eden District Council.
- 1.4 A basic programme was agreed that would be co-ordinated by the Town Council on a non-commercial basis. Other individuals were invited to the meeting as appropriate to share their specific projects that would run alongside the official events.
- 1.5 1940's period entertainment was booked early to work between the town centre and Brougham Hall, along with period funfair stalls for the town centre which would be free all day, and a free vintage bus service which was scheduled to transfer people between the town centre and Brougham Hall throughout the day.
- 1.6 Grant applications were submitted to assist with funding the event. Cumbria County Council, Eden District Council and Penrith BID all approved grant applications to cover various aspects of the costs.
- 1.7 COVID-19 meant that the event scheduled to be held on Friday 8<sup>th</sup> May and the church service on 10<sup>th</sup> May had to be cancelled as well as the bookings for entertainment, transport.
- 1.8 It was felt important to mark VE Day, and the occasion was marked on the Council's social media channels using the official elements set out by the Pageant Master. Penrith Town Band encouraged all their buglers and brass players to play The Last Post and Reveille from their gardens, doorsteps or windows at 2.55pm on 8th May. It was suggested that it would be wonderful if this could happen across the country. Contact was made with the Pageant Master who embraced the suggestion and changed the website accordingly to allow individual brass players to register. The Town Council and Town Band sent press releases both to local and national press and the Town Band contacted other bands to encourage them to take part. The piper that the Council had booked supplied the Town Council with a film of himself playing Battles O'er and VE 75 to be posted on-line. The prose, 'Cry for Peace', was split and allocated to people representing groups on the organising committee and to individuals who were going to be attending the church service. The clips were edited together to form the Cry for Peace and was posted on social media.
- 1.9 The Pageant Master issued an informative to Town and parish Councils advising that he wished to mark VJ Day on 15 August virtually due to the on-going COVID-19 situation.
- 1.10 The Pageant Master has stated that VE Day will not be marked in 2021.

## 2. PROPOSAL

- 2.1 Throughout the country there are a number of successful 1940's weekends that attract large numbers of visitors, Lytham, Barnard Castle and Whitby to name just a few. There is an extensive calendar of these events running throughout the year.
- 2.2 The Military Vehicle Trust and Brougham Hall Wartime Weekend have been thinking for some time how they could incorporate Penrith into their already successful annual weekend.
- 2.3 There is the opportunity, all being well, to hold an event in the Town Centre Saturday or Sunday the 8<sup>th</sup> or 9<sup>th</sup> May 2021 to host a 1940's day with entertainment, period stalls etc. The Council understands that Penrith Lions may be considering moving the May Day celebrations to join the two events together.

## 3. FINANCIAL IMPLICATIONS

- 3.1 A Budget of £10,000 was agreed for VE Day 2019.
- 3.2 Grants were successfully applied for from CCC £1,000, EDC £4500 and Penrith Bid £4500, due to COVID 19 these grant offers were withdrawn as the event did not proceed.
- 3.3 This process will be repeated if agreed.
- 3.4 Some expenditure was incurred such as the cost for the Event Coordinator, several deposits for entertainment activities, bunting and advertising materials.
- 3.5 The deposits for the entertainers have been transferred to 2020 if the event goes ahead.
- 3.6 The unspent budget of £4,616 has gone into general reserves.
- 3.7 The revised Events Grants for 2020/21 is £10,000, commitment against this budget is £2400.
- 3.8 A detailed Budget will be presented at the December CCEG Meeting.

## 4. RISK ASSESSMENT

Areas of Risk	Consequence	Controls Required
<b>Financial</b>	Loss of financial commitment already incurred	Continue to work with organisers too transfer commitments from 2019 to 2020 event.
<b>Members and Staff Capacity</b>	Staff time is limited to contracted hours	The majority of the work has already been undertaken staff hours will be regulated accordingly.
<b>Reputation Management</b>	The 1940'event is not delivered in town.  May Day Event is not coordinated with the 1940' Event	Stakeholder relationships will continue to be developed
<b>Recognition</b>	PTC have been seen to be the lead in the VE Day Event	Stakeholder engagement will continue, and press releases and marketing will continue to be prepared.

## SUPPORTING DOCUMENTS

Examples of 1940s weekends can be found at

<https://www.youtube.com/watch?v=Nrlnza6TCGM> and

<https://www.youtube.com/watch?v=U5WcGt1-Qrk>