



Penrith Town Council

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

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

DATE: 10 February 2021

NOTICE IS HEREBY GIVEN that an **ORDINARY MEETING** of **THE COMMUNITY, CULTURE & ECONOMIC GROWTH COMMITTEE** will be held on 15 February 2021, at 2.00pm and you are hereby **SUMMONED** to attend to transact the business as specified in the agenda and reports hereunder.

Due to the current Government Covid-19 restrictions, this meeting will be a virtual meeting via video conferencing and will not take place in a physical location. The meeting link is available on the Town Council website.

To assist in the speedy and efficient dispatch of business', Members should read the agenda and reports in advance of the meeting. Members wishing to obtain factual information on items included on the Agenda are asked to enquire of the relevant officer **PRIOR** to 9.00am on the day of the meeting.

Members are asked to indicate if they wish to speak on an item **PRIOR** to the meeting (by 1.00pm on the day of the meeting at the latest) by emailing office@penrithtowncouncil.co.uk

COMMITTEE MEMBERSHIP

Cllr. Davies	West Ward	Cllr. Knaggs	West Ward
Cllr. Donald	North Ward	Cllr. Snell	West Ward
Cllr. Jackson	North Ward		

Mrs V. Tunnadine, Town Clerk

Members of the public are welcome to attend. Details about how to attend the meeting remotely, and how to comment on an agenda item are available on the Town Council Website.

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 FOR THE MEETING OF COMMUNITY, CULTURE & ECONOMIC GROWTH COMMITTEE 15 FEBRUARY 2021

WELCOME

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

Cllr. Burgin	<input type="checkbox"/>	Cllr. Fallows	<input type="checkbox"/>	Cllr. Shepherd	<input type="checkbox"/>
Cllr. Clark	<input type="checkbox"/>	Cllr. Hawkins	<input type="checkbox"/>	Cllr. M. Shepherd	<input type="checkbox"/>
Cllr. S. Clarke	<input type="checkbox"/>	Cllr. Jackson	<input type="checkbox"/>	Cllr. Snell	<input type="checkbox"/>
Cllr. Davies	<input type="checkbox"/>	Cllr. Kenyon	<input type="checkbox"/>		
Cllr. Donald	<input type="checkbox"/>	Cllr. Knaggs	<input type="checkbox"/>		

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

PART I

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

Cllr. Davies	West Ward	Cllr. Knaggs	West Ward
Cllr. Donald	North Ward	Cllr. Snell	West Ward
Cllr. Jackson	North Ward		

2. Minutes

Authorise the Chair to sign, as a correct record, the minutes of the meeting of the Committee held on Monday 14 December 2021 and agree they be signed as such, when permissible.

- The Chair will propose that Members approve the minutes for CCEG Committee held on 14 December 2021 as a true and accurate record and agree they be signed as such, when permissible.
- The Chair will ask a fellow councillor to second the motion.
- The Chair will seek to move the motion that the minutes of the meetings be approved and adopted, asking each Member in turn by name to vote orally registering "For", "Against" or "Abstain":

Cllr. Davies	West Ward	Cllr. Knaggs	West Ward
Cllr. Donald	North Ward	Cllr. Snell	West Ward
Cllr. Jackson	North Ward		

3. Declarations of Interest and Requests for Dispensations

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

- 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.
- The Chair will ask each Member in turn if they have any interests or dispensations:

Cllr. Davies	West Ward	Cllr. Knaggs	West Ward
Cllr. Donald	North Ward	Cllr. Snell	West Ward
Cllr. Jackson	North Ward		

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 Monitoring Officer at least 24 hours in advance of the meeting.

4. Public Participation

Receive any questions or representations which have been received from members of the public. A period of up to 15 minutes for members of the public to ask questions or submit comments.

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

ADVICE NOTE:

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

5. EXCLUDED ITEM: Public Bodies (Admissions To Meetings) Act 1960

Determine whether item 14 should be considered without the presence of the press and public, pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960, as publicity relating to that (any of those) matter/s may be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for the other special reasons noted in relation to that matter on the agenda.

- 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	West Ward	Cllr. Knaggs	West Ward
Cllr. Donald	North Ward	Cllr. Snell	West Ward
Cllr. Jackson	North Ward		

- 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. Meeting Dates for 21-22

Consider and approves the proposed meeting dates for 2021-22 as follows which will go forward for ratification to the Annual Town Council Meeting in May:

Dates in 21-22

- 19 July 2021
- 11 October 2021
- 13 December 2021
- 28 February 2022
- 16 May 202

10. Budget Statement Report

Note the Committee Budget Control Statement for the period.

11. Grant Scheme

- a) Consider and approve the reviewed Grant Scheme that will come into effect 1 April 2021.
- b) Approve the reallocation of budgets to support the implementation of the scheme.
- c) Agree that the scheme and reallocation of budgets go forward to Full Council for ratification.
- d) Agree that the scheme be reviewed in 12 months.

12. Motion from Cllr. Davies

Consider the following motion from Cllr. Davies:

This motion is put forward to call on Cumbria County Council to gift the property of Greengarth to Penrith, in order that a community space can be developed utilising the building and property following the announced plans to demolish the building, as the building is surplus to the councils needs at this time.

The decision to demolish the building to save building maintenance costs of the county council, on a building they have no future need for, shows the building to be surplus and no longer required, and is reason for the county council to look at and consider best value options given demolition and removal of the structure will have a financial implication to the County council.

The option to gift to Penrith the building and property of Greengarth would deliver best value option for the County council and council tax payers.

Penrith Town Council calls on Cumbria County council to gift the building to Penrith as an asset the town can develop into a community hub for Penrith, that could serve all in the community and also be used as a space to evolve a youth Hub for Penrith as part of the community space.

13. Next Meeting

Note the next meeting is scheduled for 19 April 2021 at 2.00pm, Board Room, Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR or that the meeting may be convened on this date via video conferencing.

PART II PRIVATE SECTION

There are further items in this part of the Agenda:

14. Arts & Culture Strategy

Consider the written report for the Arts and Culture Strategy - external contractual changes.

FOR THE ATTENTION OF ALL MEMBERS OF THE CCEG COMMITTEE AND FOR INFORMATION TO ALL REMAINING 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

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



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Draft Minutes of the video conferencing meeting of the

COMMUNITY, CULTURE & ECONOMIC GROWTH COMMITTEE

Held on **Monday 14 December 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

Economic Development Officer
Community Engagement Officer
Town Clerk

DRAFT MINUTES
COMMUNITY, CULTURE &
ECONOMIC GROWTH COMMITTEEMEETING

MONDAY 14 December 2020

Part I

CCEG20/31 Apologies for Absence

Members noted that no apologies had been received.

CCEG 20/32 Confirmation of Minutes of Previous Meetings
RESOLVED THAT:

The Chair sign, as a correct record, the minutes of the meeting of the Committee held on Monday 12 October 2020 when able to do so.

CCEG 20/33 Public Participation and Representations

Members noted that no questions, petitions, or statements had been received in advance of the meeting.

CCEG20/34 Declaration of Interests and Requests for Dispensations

Members noted 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.

CCEG20/35 Excluded: Public Bodies (Admission to Meetings) Act 1960

Members were asked to consider whether agenda item 14 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:

Agenda item 14 be considered in private session without the press and public.

CCEG20/36 Resolutions Report

Members noted the report.

CCEG20/37 Work Plan Report – Economic Development Report

Members noted the report.

CCEG20/38 Work Plan Report – Community Engagement

Members noted the report.

CCEG20/39 In Bloom

Members noted the oral report: Cumbria in Bloom 2021 confirmed as postponed until 2022 but work will continue with stakeholders to support local projects.

CCEG20/40 2021/22 Budget Statement Report

Members noted the Budget Control Statement.

CCEG20/41 Arts and Cultural Strategy

Members noted the oral report: The first Focus Group had taken place with key stakeholders, Local Enterprise Partnership, Cumbria County Council, Eden District Council, EVAN, Penrith Players and Lancaster University.

Workshops took place to consider and discuss the current landscape, a future vision for arts and culture in Penrith and opportunities and barriers to deliver the vision.

Community consultation was discussed and how wider community engagement of Penrith can be developed to foster inclusivity. It was agreed that young people should be encouraged to be involved in the development of the strategy along with people with learning disabilities and mental health needs.

CCEG20/42 Penrith 1940's Weekend

Members considered the report and recommendations contained within.

RESOLVED THAT:

Substantive motion amended, and seconded, to defer the event to 2022 and:

- i. Members agreed a budget of £10,000 to hold a themed event in Penrith in 2022.
- ii. Officers be given delegated authority to organise a free family event.

CCEG20/43 Next Meeting

Members noted the next meeting was scheduled for 15 February 2021 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 II

Members agreed that there was one item in this part of the Agenda, was considered in private as 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).

CCEG20/44 Grant Applications

Members noted the written report and consider the recommendations contained within.

RESOLVED THAT:

That a grant is not awarded at this time as the grant appeared to be for reoccurring costs and for wider Cumbrian/Eden projects rather than Penrith specific projects.

CHAIR:

DATE:

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

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COMMUNITIES, CULTURE & ECONOMIC GROWTH COMMITTEE

MATTER: RESOLUTIONS REPORT

Note the report

ITEM NO: 6

AUTHOR: ECONOMIC DEVELOPMENT OFFICER

MINUTE REF	RESOLUTION	PROGRESS
CCEG20/16	EVAN Penrith Arts Festival	
	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	Additional information sought and received – grant to be awarded.
	ii. Event 2, Winter Wanderland, that an in principal grant award be made of £1,200, after further information and clarification is sought.	Event to begin 5 th December 2020
	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	278 residents engaged 40 windows decorated Momentum continues to grow to be continued into February

ITEM 7. Work Plan Report – Economic Development Report

Health & Wellbeing			
Strategic Priority Support and contribute to the social fabric of the town, enhancing community facilities and supporting arts and culture	Delivery Work	Progress at 15 th February 2021	Reason for any underperformance and revised date when target will be met
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"> • EVAN Penrith Arts Festival – funding agreed and have submitted an amended programme for approval July 2020 • Online Workshops held for Penrith Arts Festival. • Penrith Lions Tea in Castle Park 2020 cancelled • VE Day 2020 - VE Day 2020 cancelled Sub Committee keen to develop an event for 2021 To be considered Autumn 2020 • Winterwonderland – 278 people took part in December Activities; 40 windows were created using packs provided. This project continues to gain momentum and will form part of the Winter Wonderland Eden wide project. 	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"> • Summary of grants 19-20 available on Council website • Grants wards for events 20/21 impacted by pandemic. • Grant Scheme reviewed awaiting members approval 	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"> • Contract awarded and will commence towards the end of September. • Initial Zoom meeting held 2nd October • First Focus Group Meeting held 3rd December. • Survey online • 1 to 1 interviews undertaken 	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

Health & Wellbeing

Strategic Priority	Delivery Work	Progress at 15th February 2021	Reason for any underperformance and revised date when target will be met
Exploring and developing international cultural and art exchanges			COVID 19

Health & Wellbeing

Strategic Priority Increase the Town's attractiveness as a place to visit for both the local community and visitors:	Delivery Work	Progress at 15th February 2021	Reason for any underperformance and revised date when target will be met
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 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	Parking and Movement Study 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"> • Tender awarded. • Surveys carried out November 2019 • Officer workshops held bimonthly • First stakeholder workshop held January 2020, second due to be held March 2020 was cancelled and stakeholder engagement carried out online. • Stage 1 and 2 of the study complete • Member briefing to be held September 2020, final report presented to the Planning Committee 7th September and to Full Council on the 28th September • Weekly Catch-up calls conducted with Consultants, EDC and CCC • Final Report now complete. Members considered the report at the Full Council Meeting on the 28th 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 • Implementation Group established delivery leads identified for each package. • LCWIP to lead on Walking and Cycling improvements awaiting first meeting. • EDC creating a management plan for off street car parking. 	

Health & Wellbeing

Strategic Priority	Delivery Work	Progress at 15th February 2021	Reason for any underperformance and revised date when target will be met
Increase the Town's attractiveness as a place to visit for both the local community and visitors:			
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	Streetscape/Public Realm	<ul style="list-style-type: none">• Negotiating the repositioning of planters• Planters planted for winter	

Health & Wellbeing

Strategic Priority Increase the Town's attractiveness as a place to visit for both the local community and visitors:	Delivery Work	Progress at 15th February 2021	Reason for any underperformance and revised date when target will be met
<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>Cumbria/Britain in Bloom</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"> • Cumbria and Britain in Bloom Postponed for 2020 • Large flower displays hanging baskets and barrier baskets will be displayed for summer 2020 • Grant for £7718 awarded to Penrith Bid for Greening has been reclaimed back to PTC. • Support for Community Gardeners has continued as lockdown has been lifted, with the appropriate measures in place. • Work sheets commissioned from Forest School during lock down for families to complete during their daily exercise. • Penrith in Bloom Facebook used throughout lock down highlighting success of the past and celebrating the community. • 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 • Filming now complete, promoted on Radio, Newspapers, Facebook and included in the RHS Newsletter. • Penrith Town Council Britain in Bloom RHSS Certificate of Recognition 2020 • Penrith Community Gardeners RHSS Certificate of Recognition 2020 • Penrith Community Gardeners RHSS Certificate for Inspiring Others 2020 • Friends of Penrith Railway Station RHSS Certificate of Recognition • Penrith Community Gardeners RHSS Certificate for Sharing Your Know How 2020 • Penrith Community Gardeners RHSS Certificate for Feeding Your Community 2020 • Britain in bloom 2021 cancelled. • Town Council to co-ordinate Penrith's Community entry into C in B and B in B 2021 	

Economic Development

Strategic Priority Support and contribute to the economic growth and prosperity of the Town through encouraging inward investment, sustainable employment, tourism and provision of devolved services:	Delivery Work	Progress at 15th February 2021	Reason for any underperformance and revised date when target will be met
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 centred 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"> 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 Working with partners to establish a Marketing/Communications plan for 2021 	
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	<ul style="list-style-type: none"> EDC are offering initiatives to stall holders to encourage participation. 	
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 meet the needs of all groups and sections of the community and that the Town can reasonably be 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 Public and Community Transport Schemes	Delivery Work	Progress at 15th February 2021	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	Study completed Implementation Group established delivery leads identified for each package	
Providing grants for community bus services	Manage grants scheme	Grant applications brought for review Grant awarded to 106 Partnership	

Transport			
Strategic Priority Connectivity	Delivery Work Parking and Movement Study/ Climate Change Strategy	Progress at 15th February 2021	Reason for any underperformance and revised date when target will be met
Maintaining footpaths and bridleways	Parking and Movement Study		
Improving all pedestrian, cycle, wheelchair, electric buggy infrastructure into the Town	Parking and Movement Study		

Strategic Priority Safety	Delivery Work	Progress at 15th February 2021	Reason for any underperformance and revised date when target will be met
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		

Strategic Priority Signage and Information	Delivery Work	Progress at 15th February 2021	Reason for any underperformance and revised date when target will be met
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		

Transport

Strategic Priority Traffic Flow and Car Parking	Delivery Work	Progress at 15th February 2021	Reason for any underperformance and revised date when target will be met
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			

ITEM 8. Work Plan Report – Community Engagement Officer

Increase the community's access to information and improve transparency and accountability

Strategic Priority	Delivery Work	Progress at 15 th February 2021	Revisions, reason for any under- performance, revised date when target will be met
<p>Inform the community about the different roles of the Town Council, Eden District Council and Cumbria County 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"> • Core Community Engagement Values • Community Engagement Spectrum <p>Community Engagement Handbook 'Guidance on Methods'</p>	<p>Completed and updated when required</p> <p>Available on Request</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 to be distributed to media organisations on a regular basis</p>	<p>Press releases written as appropriate and sent to media organisations.</p> <p>Monthly articles written for publication in the Eden Local Magazine.</p>	
<p>Produce Newsletters</p>	<p>Write content for quarterly newsletters</p>	<p>Content related to work of the Council added to quarterly Newsletters.</p> <p>Newsletter/End of Year Review currently in progress</p>	
<p>Produce Annual Report</p>	<p>Liase with colleagues, collate information and edit content for Annual Report</p>	<p>In progress. Deadline end March 2021. To be included in April Edition of Eden Local</p>	

Increase the community's access to information and improve transparency and accountability

Strategic Priority	Delivery Work	Progress at 15 th February 2021	Revisions, reason for any under- performance, revised date when target will be met
Engage the community	Interaction with groups and organisations in Penrith (as appropriate).	Community groups are contacted by telephone, social media and/or email to find out what they are doing and share information regarding what the Town Council are doing, for example, relating to live engagement exercises.	Face to face interaction curtailed due to COVID-19
Create a Facebook page for Penrith in Bloom to provide information online.	Facebook page created and updated regularly	<p>Appropriate information is gathered and shared on the Facebook page.</p> <p>Regular interaction with the Community Gardeners /volunteers is ongoing. Photos and information supplied by the Penrith Community Gardeners and others in town are used to populate the Penrith in Bloom Facebook page, illustrating how they are enhancing the town and buiding community spirit</p>	Face-to-face interaction curtailed due to COVID-19. However, photos and updates are supplied by the Community Gardeners and others in the community via email
Create summaries of Town Council progress; add information to the website, edit videos and illustrate how the Council is "Making a Difference"	<p>Revise/update information on the Town Council website</p> <p>Publish press articles on Town Council website</p> <p>Add 'Good News' information to the Council website (and include in press articles and monthly Eden Local magazine).</p>	<p>The Town Council website is updated when appropriate with news information.</p> <p>Videos of Town Council's virtual meetings have been edited, uploaded to Vimeo and link inserted in the 'Podcasts and Videos' page on Town Council Website. Press Article links are published on the website & 'Good News' information is inserted in the 'Making a Difference' Section on Council website.</p>	Updates slightly curtailed for short period while website is updated to meet Accessibility Regulations 2020.

Increase the community's access to information and improve transparency and accountability			
Strategic Priority	Delivery Work	Progress at 15th February 2021	Revisions, reason for any under- performance, revised date when target will be met
Use hard and online versions of leaflets & posters to provide information.	Produce posters, infographics and images as required	Produced as appropriate for Town Council website.	
Produce a Youth Engagement Strategy	Youth Advisory Panel to help develop a strategy	Interaction with the group continues on WhatsApp and via email.	Long term aim which requires input from the Youth Advisory Panel.
Develop effective relationships with local schools, colleges, sports clubs, churches, youth groups and youth councils	Liaise and share information with schools via members of the Penrith Youth Advisory Panel, also Cumbria County Council Youth Support Worker, who organises Eden and Carlisle Youth Councils and the Member of the Youth Parliament	Information regarding Penrith Town Council's Arts & Culture survey has been circulated to QEGS and UCC via the Youth Advisory Panel (YAP) and shared with the Member of the UK Parliament MYP for Carlisle & Eden and with Eden and Carlisle Youth Councils with invitation to participate and complete the survey. Information regarding 'Making Penrith Carbon Neutral by 2030' was circulated to the Youth Advisory Panel, Town Council Members, the Climate Stakeholder group and Community Groups in Penrith.	Face to face activities curtailed due to COVID-19

Increase Pride in Penrith			
Strategic Priority	Delivery Work	Progress at 15th February 2021	Revisions, reason for any under- performance, revised date when target will be met
Develop a Youth Advisory Role and encourage more youth involvement in the work of the Town Council	YAP to initiate and circulate a youth survey in February/March 2020.	An in-depth analysis of the survey has been completed and shared with the Members from CCEG supporting the Panel; also shared with Penrith Leisure Centre, Cumbria County Council Youth	Face to face activities curtailed due to COVID-19. When possible, outcomes of the YAP survey to be discussed by

Increase Pride in Penrith			
Strategic Priority	Delivery Work	Progress at 15th February 2021	Revisions, reason for any under- performance, revised date when target will be met
		<p>Support Officers and the Town Council's Arts & Culture Consultants so they can note youth views on Penrith gathered immediately prior to COVID-19 shutdown.</p> <p>Interaction is ongoing with the Panel via WhatsApp and Email.</p> <p>Potential for participating in the Town Council's Arts and Culture and Making Penrith Climate Neutral groups was shared via email with members of the Youth Advisory Panel. Subsequently, a member of the Panel, who attends QEGS, agreed to sit on the Arts & Culture Group. When appropriate, possibilities exist to get involved in helping develop the Town Council's Climate Strategy</p>	Members of the Youth Advisory Panel and Members of the CCEG group who volunteered to support YAP.

Increase Pride in Penrith			
Strategic Priority	Delivery Work	Progress at 15th February 2021	Revisions, reason for any under- performance, revised date when target will be met
Organise face to face opportunities for young people to express their views and identify priorities, e.g. an annual	Organise an Annual Event or Forum	A Kahoots event was held in February, 2021 when the group used the online platform to discuss issues they liked and felt were important.	Face-to-face progress on hold due to COVID-19

Increase Pride in Penrith			
Strategic Priority	Delivery Work	Progress at 15th February 2021	Revisions, reason for any under- performance, revised date when target will be met
event, an Open Day/Youth Forum		The group have indicated a wish to run an online Kahoot event using a video conferencing service such as Zoom.	On-line Kahoot event to be organised in dur course
Engage with local people and encourage use of different techniques to document local history and culture	<p>Generate deeper understanding of Penrith's past to increase pride in the town and its rich heritage</p> <p>Generate interest in Penrith's physical and cultural assets</p>	<p>A Community Memories Section has been set up on the website</p> <p>As below a WW2 Memories page with mixed media content has been created on the Town Council website.</p> <p>Possibilities exist for memories of other events, heritage and cultural developments in Penrith's history to be developed.</p>	Liaison with the Arts and Culture Group may, in time, provide opportunities to highlight aspects of Penrith's heritage including the town's physical and cultural assets.
Develop 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	WW2/VE Day activities	Engaged with members of the community to create booklets, photos and videos relating to Penrith during the War Years. Videos of interviews edited and uploaded to the Town Council's Vimeo Platform, links inserted on the Town Council's WW2 webpage. Stories and cuttings from the War Years, provided by members of the Community, have been uploaded to ISSUU and placed on the 'Community Memories' webpage. After being requested, interviews have been burned on Town Council branded DVDs and posted to two interviewees.	
Engage with local people and encourage use of different techniques to	Generate deeper understanding of Penrith's past to increase pride in the town and its rich heritage	A Community Memories Section has been set up on the website	Liaison with the Arts and Culture Group may, in time, provide opportunities to highlight aspects of Penrith's heritage including the

Increase Pride in Penrith			
Strategic Priority	Delivery Work	Progress at 15th February 2021	Revisions, reason for any under- performance, revised date when target will be met
document local history and culture	Generate interest in Penrith's physical and cultural assets	<p>As below a WW2 Memories page with mixed media content has been created on the Town Council website.</p> <p>Possibilities exist for memories of other events, heritage and cultural developments in Penrith's history to be developed.</p>	town's physical and cultural assets.
Develop 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	WW2/VE Day activities	<p>Engaged with members of the community to create booklets, photos and videos relating to Penrith during the War Years. Videos of interviews have been edited and uploaded to the Town Council's branded Vimeo Platform and links inserted on the Town Council's WW2 webpage. Stories and newspaper cuttings from the War Years, generously provided by members of the Penrith Community, have been uploaded to ISSUU and placed on the Council's 'Community Memories' webpage</p> <p>After being requested, interviews have been burned on Town Council branded DVDs and posted to two interviewees.</p>	

Increase Pride in Penrith

Strategic Priority	Delivery Work	Progress at 15th February 2021	Revisions, reason for any under- performance, revised date when target will be met
Support 'Penrith in Bloom' and help build community spirit and pride in the town.	<p>Engage and encourage community involvement and illustrate how the Town council is supporting volunteers.</p> <p>Highlight what volunteers and others in the community are doing to enhance the town.</p> <p>Regularly update Penrith in Bloom Facebook page with news, images, slideshows and short videos.</p>	<p>Interaction with volunteers continues to provide information and images, which are subsequently shared on the Penrith in Bloom Facebook Page, e.g. work of the Community Gardeners and new Bluejam & UCC Community Gardens.</p> <p>In 2021, with ongoing concerns about COVID, the RHS Community Awards has replaced the usual Britain in Bloom Competition. The award programme will take the form of a digital programme. Penrith groups will be invited to submit evidence of their work in a range of categories from wildlife and the environment to food growing and sharing their skills with the wider community. A variety of Information, including the 5 categories Nourishing Your Community; Planting with Purpose; Nature Friendly Gardening; Green Solution and Cultivating your Community, has been posted on Facebook to encourage involvement.</p> <p>Crossing over with the Council's Climate Strategy, examples elsewhere are shared on the Penrith in Bloom Facebook page along with suggestions to develop small garden and green spaces as wildlife areas, which could be combined to form a 'Penrith Community Nature Reserve', which could be brought together in digital format.</p>	

Increase Pride in Penrith			
Strategic Priority	Delivery Work	Progress at 15th February 2021	Revisions, reason for any under- performance, revised date when target will be met
Develop a local media page on the Community Section of the Council website	Media page to be developed on the Council website	Media page set up and content is added when possible to the 'Podcasts and Videos' page Previous recordings of full Town Council meetings have been edited and uploaded to the Town Council's Vimeo Platform and links inserted on the Podcasts and Videos page .	The website is currently under review to meet new Accessibility Regulations
Develop opportunities for Citizen Journalism (which is the collection, dissemination, and analysis of news and information by the general public by means of the Internet)	Work with local people and schools to encourage Citizen Journalism	No progress.	Suspended due to COVID-19 and lack of officer time (part-time post)

Recognising the local community as experts on local life, needs and priorities

Strategic Priority	Delivery Work	Progress at 15 th February 2021	Revisions, reason for any under- performance, revised date when target will be met
Identify local organisations and community groups noting their goals. Create a community assets map, illustrating where community groups in Penrith are based and outlining community projects helping to address community needs.	Create an assets map and online database providing information about local community organisations who support the community in Penrith.	A 'Community Assets' Page has been set up on the Council's website explaining the concept and inviting involvement.	Local partners and businesses are needed to buy into the idea. Assets could be listed on a web-based database and/or a Town App. However, financial resources would be essential to ensure content is added and updated over time. Limitations on progress due to COVID19
Engage 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	Resource kit "Working together to make a Difference to the Place you live" has been created and is now on the Town Council website. A variety of 'How to guides' to support use of the Resource Kit still to be written, made accessible to all and added.	Ongoing The hope is to update and launch the Resource kit during 2021 with support from local Ward Councillors who agree to be involved

Recognising the local community as experts on local life, needs and priorities

Strategic Priority	Delivery Work	Progress at 15th February 2021	Revisions, reason for any under- performance, revised date when target will be met
Create appropriate spaces to engage and provide the local community with information and encourage interaction	Information added to Town Council social media pages as appropriate Penrith in Bloom Facebook Page regularly updated Add content to Town Council Website Pages and content added	Information added to social media sites as required/appropriate.	The Town Council's website is being updated to meet Accessibility Requirements

Recognising the local community as experts on local life, needs and priorities

Strategic Priority	Delivery Work	Progress at 15 th February 2021	Revisions, reason for any under- performance, revised date when target will be met
	<p>Involve communities directly on and offline; and with Members where possible, support information sharing and community participation in order to give local people a range of opportunities to build assets and promote positive change in their immediate area</p>	<p>The Council's 'Dialogue' site has been set up</p> <ul style="list-style-type: none"> • The Town Council or a community member can set up a 'challenge or starter idea and others in the local community can add their own ideas. New ideas can emerge from 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 provided after the exercise is finished and ideas considered. • This approach falls into the category of 'direct community engagement' and goes beyond formal conversation and surveys. Dialogue can operate independently or alongside an online survey using 'Citizenspace' and other creative engagement methods that can be synchronised. Different approaches used at the same time often provide more opportunities for more members of the local community to participate at a time suitable to themselves. • The Dialogue Platform has been used to engage the community on aspects of the Council's 'Making Penrith Carbon Neutral by 2030' strategy. • Outcomes relating to the aforementioned Challenge and ideas have been produced and evaluation of use is in progress. • Dialogue has been promoted online using social media and emails 	<p>The Town Council website is currently undergoing review to ensure compliance with new accessibility criteria therefore social media and email were used to promote the Dialogue and will be used to share the outcomes.</p>

Recognising the local community as experts on local life, needs and priorities

Strategic Priority	Delivery Work	Progress at 15 th February 2021	Revisions, reason for any under- performance, revised date when target will be met
Organise 'engagement spaces' online and via radio and face-to-face in local venues, for local people to gain information about what the Council is doing.	Build relationships with media organisations and feed information about what the Council is doing into their programming	<p>Over time, a relationship has been built with Radio Cumbria, Eden FM and Cumbria Crack as well as traditional press organisations covering Penrith.</p> <p>Information and links to the Arts & Culture Survey has been shared with media organisations, Town Council Members, the Arts & Culture Core Group and young people, to encourage participation. Information has also been included on the Town Council website and social media platforms. The Economic Development Officer has also shared information with local groups and stakeholders.</p>	
Interact and provide information to the Penrith Climate Change Action Network Meeting (PECCAN)	<p>Collate information related to the Town Council's Climate agenda and Carbon Neutral Strategy and send email/newsletter updates weekly</p> <p>Organise meetings</p>	<p>Updates/information about current developments sent to the Group weekly.</p> <p>Attended an online meeting to gather information about a Carbon Footprint Tool being developed for use at local level.</p> <p>PECCAN Zoom Meeting 2/02/21 organised.</p>	



ITEM 10

Penrith Town Council

CCEG COMMITTEE

BUDGETARY CONTROL STATEMENT: TEN MONTHS ENDED 31 JANUARY 2021

Approved Budget 2020/21	Revised Budget 2020/21	Heading	Actual to Date	Commitments	Total to Date	Budget Remaining
£	£		£	£	£	£
		CCEG COMMITTEE:				
		Town Projects:				
30,000	15,000	Town Projects	5,500	166	5,666	9,334
0	25,000	Covid-19 Response	16,673		16,673	8,327
30,000	40,000		22,173	166	22,339	17,661
		Arts & Entertainment:				
5,000	2,500	Officer Support	194	400	594	1,906
7,500	10,000	Arts & Cultural Strategy	2,484	7,500	9,984	16
30,000	10,000	Events	2,430	2,700	5,130	4,870
42,500	22,500		5,108	10,600	15,708	6,792
		Environment:				
15,500	9,200	Greening	(3,070)		(3,070)	12,270
15,500	9,200		(3,070)	0	(3,070)	12,270
32,000	10,000	Community Grants	71		71	9,929
		Corporate Communications:				
15,000	6,000	Community Engagement			0	6,000
1,830	1,830	Press Support	1,467		1,467	363
0	0	Youth Advisory Panel	3		3	(3)
16,830	7,830		1,470	0	1,470	6,360
0	6,500	Climate Change	1,505	67	1,572	4,928
136,830	96,030	CCEG Committee Total	27,257	10,833	38,090	57,940

Notes:

The Revised Budget agreed by Council on 28 September introduced 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.



COMMUNITY, CULTURE & ECONOMIC GROWTH COMMITTEE

18 February 2021

MATTER: Grant Scheme

ITEM NO: 11

SUPPORTING Cllr Jackson
MEMBER: Chair

RECOMMENDATIONS

- i. Consider and approve the reviewed Grant Scheme that will come into effect 1 April 2021.
- ii. Agree the reallocation of existing budgets to support the implementation of the scheme.
- iii. Agree that the scheme and the re-allocation of budgets go forward to Full Council for ratification.
- iv. Agree that the scheme be reviewed in 12 months.

1. Report Details

- 1.1 Since the Council was constituted in May 2015, the Council has provided grants to the community of Penrith and each year, the Town Council makes a significant number of grants to organisations whose activities are of direct benefit to the residents of Penrith. Historically, three types of assistance were offered: Community Grants, Events Grants and Greening.
- 1.2 Community grants were available for charities and not for profit organisations, such as clubs and associations. No grants were made to individuals, political organisations, religious bodies, local schools or parent/teacher organisations. The Council welcomed applications to fund projects and expected the organisation to raise significant funds itself.
- 1.3 A wide range of organisations have benefited from our funding including the Triple A Project, Eden Mencap, NWS Cardiac Smart Project, Penrith Pre Nursery, Penrith Credit Union, Penrith Remembers, Penrith Chamber of Trade, Fairhill Group, Carlton Park Group and Penrith Beekeepers among others.
- 1.4 Events Grants supported existing key festivals throughout the year, and helped deliver new events that were enjoyed by the community. The Event Grant Fund was established to encourage and support a diverse range of high quality, innovative and ambitious events that engage local residents and visitors to Penrith. Groups and organisations had to demonstrate how their project or event would deliver public benefit, contribute to the sustainability, vitality and well – being of Penrith. Examples of Events funded include Winter Droving, Christmas Lights, and May Day.

- 1.5 The Greening budget supported activities around In Bloom. In 2016, Penrith was invited to take part in the Cumbria in Bloom Competition. After receiving a number of awards in 2016 and 2017, Penrith was chosen as a finalist in the highly respected 2018 Royal Horticultural Society's Britain in Bloom Competition. Penrith received a number of awards from both Cumbria and Britain in Bloom in 2018, including an overall Silver Gilt Award from RHS Britain in Bloom. Penrith Town Council formed the 'Penrith in Bloom' Group in early 2018. Local participants include the Penrith Community Gardeners, gardening volunteers, volunteers who had mental health or learning disabilities from 4Eden, various environmental groups Eden District Council, Penrith Business Improvement District and other local businesses, all of whom work towards helping the environment and/or enhancing the town. The Town Council provided a greening grant and/or Officer support to individuals and groups.
- 1.6 Successful grant applicants as a condition of the grant award are invited to the Mayors Annual Town Meeting to make a presentation about how they have used the grant, the difference that it has made and their plans for the future. This has enhanced the value of the meeting and the grants process as community groups and organisations meet annually to network, share information, progress and innovation.
- 1.7 In 2020, Members requested that the grants provided be reviewed and a new grants scheme has been developed that will commence on 1 April 2021.
- 1.8 The existing grants will be amalgamated and rebranded as :
- Small Grants – for grants between £1,000 to £1,000
 - Large Grants – for grants between £1,000 to £5,000
 - Grow Nature Fund – for grants up to £1,000
 - Greening – non grant budget for greening budgets led by EDO -£5,000
- 1.9 At section 2, Members are asked to review and agree the reallocation of budgets to support the new scheme.
- 1.10 The Grants Scheme provides the policy supporting the new grants, the delegations, criteria, weighting and process as appended.
- 1.11 Members also requested that the application forms be formatted as editable PDF documents or similar and this work is ongoing.
- 1.12 Applicants will be asked to provide feedback regarding the procedure and application forms to support a twelve-month review.
- 1.13 Once the scheme is approved, all community groups and organisations in Penrith will be contacted via email and will be informed about the new scheme, where they can access the documentation.

Further changes and considerations suggested by Members:

- 1.14 Cllr. Shepherd sought a change which was made to **4.2 c** which now reads that if the committee do not accept that an applicant have a RELEVANT level of governance/HSE they cannot have a grant regardless of the other things.
- 1.15 Cllr. Shepherd asked about a method of making donations to (very) small "groups" who don't meet all the requirements and are not constituted especially in the Greening areas where maybe 2/3 people get together to do a one-off small planting etc. The Economic Development Officer has delegated authority for expenditure related to greening and both the Chair and Vice Chair have an annual allowance that they have used to provide donations for such activities. In this instance, Penrith Town Council purchases the resources to enable the activities to take place rather than hand over a grant or cash donation. This is not a formal process.
- 1.16 Cllr. Knaggs identified typos and made the following suggested changes which have been made:

2.12 e) Projects from organisations based outside Penrith **nor whereby the main benefits are not to Penrith nor Penrith's residents.**

3.17 Where equipment has been purchased using grant funding **and** is going to be disposed of, the Council **should** **must** be given the opportunity to have the items returned to them so that they may be offered to other eligible organisations.

Changed to and inserted into final version instead:

Equipment purchased using grant funding which is going to be disposed of, must be offered to the Council to enable other eligible organisations an opportunity to use the equipment if the item remains in good and safe order.

2. Finance Implications

Introduction of the new grant schemes will require a re-allocation of the 2021/22 budgets approved by Council in January, as follows:

	Approved Budget £	Revised Budget £
Arts & Entertainment:		
- Officer Support	5,000	7,500
- Events Grants	29,000	
Greening	14,500	5,000
Community Grants	31,000	
New Grants Scheme:		
- Small Grants		15,000
- Grow Nature Grants		15,500
- Large Grants		36,500
Totals	79,500	79,500

3. Risk Assessment

Areas of Risk	Consequence	Controls Required
Financial	Inadequate funds	Budget control, service level agreements, budget statement reports
Reputation Management	Funds provided lawfully	Diligent procedures Finance officers opinion will be taken into account regarding the provided audited accounts
Recognition	Poor uptake of grants Applicants applying regularly	After approval, all organisations and groups in Penrith will be contacted about the scheme.

4. Supporting Documents

Existing Grant Policy

Drafts of the revised Grant Scheme

GRANT SCHEME



Penrith Town Council

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

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1. Policy Statement

- 1.1 This document sets out the procedure for grant applications to Penrith Town Council.
- 1.2 The Council is committed to support a range of causes, projects, and events each year within a limited budget. It is therefore imperative that the Town Council has in place an established method of scrutinising grant applications to ensure it uses its budget to the best possible effect.
- 1.3 The Council makes an annual budget provision for grants to help meet its aims. Grants come from the Council's council tax income and a key principle of this Scheme is to ensure that grant expenditure is open and transparent.
- 1.4 Small grant/Grow Nature Fund applications will be considered providing sufficient funds remain in the budget i.e., the budget will be allocated on a "first come, first served" basis. Large Grant Applications received by the closure time will be considered equally.
- 1.5 The 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.
- 1.6 The Small Grants Scheme is for grants of a value up to £1,000. Applications for this scheme are considered and decided throughout the year by Council officers, and reported to the Community, Culture and Economic Growth Committee meeting, (CCEG). There is an annual budget of £15,000.
- 1.7 The Penrith Grow Nature Fund encourages and supports local green projects, and its value represents £1 for each person in Penrith, approximately £15,500. Each applicant can apply for a grant up to £1,000. Applications for this scheme are considered and decided throughout the year by Council officers, and reported to the Community, Culture and Economic Growth Committee meeting.
- 1.8 The Large Grants Scheme is for grants of a value more than £1000; normally grant awards will be limited to a maximum of £5,000. Applications for this scheme are considered by the Community, Culture and Economic Growth Committee. The annual budget is £36,500.
- 1.9 All the Council work is within the GDPR 2018 framework and respects the confidentiality of individuals, personal data, and sensitive personal data.
- 1.10 On receipt of an application it will be scrutinised by the Economic Development Officer and the Responsible Finance Officer using the criteria within this Scheme. Applications are then submitted to the Community, Culture and Economic Growth Committee, where councillors reach their decisions and make the awards.
- 1.11 Applicants may be invited to attend the meeting to provide clarification for their application. Any points of clarification will be duly recorded and if appropriate, further documentation from the applicant will be sought and secured with the grant application.

2. Application Principles

- 2.1 Applications must be fully completed using the appropriate PDF editable application form (as attached) and submitted with the required supporting documentation, otherwise there may be a delay to the application being considered.
- 2.2 Applicants are recommended to also apply for alternative sources of funding in addition to the Council's grants schemes.
- 2.3 Applications should be from registered charities or not-for-profit organisations who have a bank account and a constitution.
- 2.4 If an application is refused there is no right of an appeal.
- 2.5 The Council will give preference to grant requests towards specific projects but may consider supporting ongoing running costs if an applicant can provide evidence that lack of funds will have an adverse effect on the Town and its residents.
- 2.6 Each application will be assessed against the following outcomes:
 - a) The furtherance of the well-being of the community, either generally, or for a specific purpose which is not directly controlled or administered by Penrith Town Council.
 - b) Creates opportunities and supports initiatives for the residents of Penrith that are not, as a matter of course, funded by Penrith Town Council.
 - c) Provides a new or improves an existing asset or service which will benefit Penrith.
 - d) Enhances the profile and/or reputation of Penrith.
 - e) Encourages tourism.
 - f) Improves the Town's prosperity providing entertainment, recreational, art, and cultural opportunities.
 - g) Supports and encourages equality, diversity and inclusivity.
 - h) Protects and improves the Town, the environment, leisure and recreational community facilities, services and assets that contribute to our quality of life and its attractiveness as a place to visit.
 - i) Protects and conserves historic and notable buildings, and the heritage and character of Penrith.
 - j) Supports public and community transport schemes.
 - k) Protects local amenity, green spaces, and the environment.
 - l) Fulfilment of an inescapable legal or health and safety responsibility.
 - m) For the Grow Nature Fund, evidence of their approach to Biodiversity and sustainability.
- 2.7 An organisation can only apply for an annual grant up to a maximum of three times in a Council four-year term. Each application should be for a new project on each occasion.
- 2.8 For the Larger Grant Scheme, it is the responsibility of the applicant to ensure that the application is submitted within the agreed deadlines.

Restrictions on re-applications

- 2.9 Applications that have been refused will be closed.
- 2.10 Applicants may not re-apply for a grant for the same or similar scheme.

Successful applications

2.11 Successful applicants will be advised in writing. Funds must be used for in the year for which they are approved. If the applicant wishes to extend this period, the request should be made in writing. Any conditions placed on the funding will have to be met before funds are released.

Ineligibility

2.12 The Town Council will not consider applications for or from the following:

- a) Statutory services.
- b) Expeditions or trips.
- c) Replacement for statutory funding.
- d) Bursaries or scholarships.
- e) Projects from organisations based outside Penrith nor whereby the main benefits are not to Penrith nor Penrith's residents.
- f) Individuals.
- g) Hospitality.
- h) National Charities operating overseas.
- i) Salaries or routine administration costs.
- j) "Upward funders"- local groups who send fundraising to central headquarters for redistribution.
- k) Private organisations operating as a business to generate a profit or surplus, including limited companies.
- l) Projects with party political links or which discriminate on any grounds or whose membership is closed and not open to all, apart from groups established to meet a specific need such as but limited to youth group's single sex groups, and groups for individuals with learning difficulties, mental health, or sensory needs.
- m) Buildings that are uninsured.
- n) A project that competes or conflicts with any service, project or event being supported, organised, or funded by the Town Council and Penrith Stakeholders.
- o) If the income and resources of an applicant meets the amount applied for and provide sufficient funds for the organisation to operate after the project, the application will not be considered.
- p) Applications will not be considered from national organisations or local groups/branches with access to funds from national "umbrella" or "parent" organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
- q) General appeals, sponsorship, or other fundraising activities.
- r) Retrospective funding.

Monitoring

2.13 In order to ensure value for money and good use of funding, successful applicants will be subject to a monitoring regime. This will involve the submission of an annual report detailing the use of the grant money, the expenditure outcome, and compliance with any conditions, copies of quotations and/or invoices an outrun report and other qualitative results. A specific monitoring mechanism may be decided and for Large Grants will be recorded in a Service Level Agreement.

3. Limitations

- 3.1 If an organisation (or a subgroup of the same organisation) is successful in obtaining a grant in one financial year, they will not receive another grant in the same financial year.
- 3.2 The Council may attach conditions to a grant, which must be met and where appropriate, before any payment can be made.
- 3.3 The Council may provide a grant using stage payments where appropriate.
- 3.4 Grants are subject to Council Officers being satisfied with the accounts and/or financial status of the applicant.
- 3.5 The awarding of a grant in one year does not set a precedent for another year.
- 3.6 Applications from schools, colleges, FE evening, classes health, education, or social services will be considered where there are benefits to the wider community and the project is in addition to statutory service.
- 3.7 The Council may request a copy of receipts, invoices, and other documentation as evidence that the expenditure has been properly incurred. It will therefore be beneficial if quotations could be included as part of your supporting documentation.
- 3.8 For grants more than £1,000, all organisations are required to complete and sign a service level agreement (SLA) and provide an outturn report to demonstrate how the grant was spent. The report will need to be submitted to the Council within 12 months of the award date.
- 3.9 The Council may request any further information that it deems necessary to assist the decision-making process. Account will be taken of the amount and frequency of previous awards and of the extent to which funding has been sought or secured from other sources or other fundraising activities.
- 3.10 In the case of the grant awarded for projects for which additional match funding is to be sought to enable the project to proceed, the funds approved will only be available to the organisation when all other funding is in place/secured, subject to a time limit of 12 months from date of approval. After this 12-month period, the applicant should submit in writing a full update, reasons for the delay and a request to extend the period of the grant.
- 3.11 Organisations seeking funds for buildings must demonstrate clear ownership of the relevant property.
- 3.12 The size of any grant awarded is at the discretion of the Council.
- 3.13 Grants must be spent within one year and restricted to the purpose for which they were given.

- 3.14 The Council will require reimbursement of a grant if the organisation to which it has been awarded is dissolved, in the event of the grant not being used for the purpose specified on the application form and will seek reimbursement of the money paid in the event of any breach of conditions of the grant.
- 3.15 A grant must only be used for the purpose for which it was awarded. Written approval must be obtained from the Town Council in advance for a change in use of grant money.
- 3.16 Any underspent portion of the grant must be returned to Penrith Town Council within 12 months of the award.
- 3.17 Equipment purchased using grant funding which is going to be disposed of, must be offered to the Council to enable other eligible organisations an opportunity to use the equipment if the item remains in good and safe order.

4. Grant refusal

- 4.1 The Council will refuse any application considered inappropriate or not meeting the objectives of the Council.
- 4.2 Paragraph 2.15 describes the organisations and projects that will not be supported. This section provides details of further possible reasons for refusing an application. It is not an exhaustive list and attempts to provide clarity over some of the topics which are considered:
 - a) Application does not meet the eligibility criteria.
 - b) Application is not complete.
 - c) Inadequate governance and H&S mitigation.
 - d) Further information requested on an application has not been received in good time and no-communication has been achieved with the applicant.
 - e) Standard mandatory requirements are not in place/being met.
 - f) Does not fit in with the key priorities of the Council.
 - g) The project is considered too high risk for public funds to be contributed to it.
 - h) The business case is considered flawed or unsustainable.
 - i) The Council does not hold any more funding for grants.
 - j) Any other relevant reason(s), which are considered important enough to warrant refusal to safeguard the Council and the local public funds.

5. Following a successful application

- 5.1 Organisations will be notified of the outcome of their application as soon as possible after the meeting by letter.
- 5.2 If conditions are applied to a grant, the applicant must confirm acceptance of the grant and its conditions.
- 5.3 Organisations will be required to acknowledge receipt of the grant.
- 5.4 As a condition of receiving a grant, organisations will be required to acknowledge Penrith Town Council's support in their publicity material, documentation, webpages, or project signage and are expected to positively promote the Council.
- 5.5 For our own publicity material, the Council may require photos with agreement from participants and may use the name of the organisation and project.
- 5.6 All organisations if requested are required to attend the Annual Town Meeting to make a presentation to the town on how their group has benefitted from the grant.

6. Small Grant Up to £1,000

- Small grant applications will be considered throughout the year by Council Officers who will report their decision to the CCEG Committee. The budget available is £15,000.
- Applications will be scored as follows:

Criterion	Score	Definition
Achieves outcomes. 2.6 a) to m)	Up to 24	A high score indicates that the application meets at least two outcomes fully. A very high score here will indicate meeting three or more outcomes fully. 6 points will be allocated per outcome as detailed in the guidance attached 2.6.
Value for money	Up to 15	A high score indicates that: <ul style="list-style-type: none"> • The application provides a cost-effective use of Council funds. • The outcomes and outputs of the project are satisfactory and reasonable in terms of the level of finance requested. • There is evidence of partnership funding/in kind support Up to 5 points 'value for money' per requirement
Strong governance	Up to 13	A high score indicates that the applicant has good control structures within its organisation, and experienced individuals leading the project. Strong dependence on just one or two individuals is not good. If relevant, insurance arrangements must be in place. Applicant supplies the following: Strong, transparent constitution clearly identifying responsibilities and equality of opportunity (4) Robust Finances (4) Examples of previous projects undertaken (3) Relevant Policies (2)
Fits well with Town Council Business Plan	Up to 18	A high score indicates a good fit with the stated <u>corporate aims of Penrith Town Council</u> <u>3 points will be allocated against each aim.</u>

- An application must score at least 6 points on governance and achieve an overall score of at least 24 to be awarded a grant.
- Subject to these provisions, and to budget being available, the Council will award grants to those applications which achieve the highest score in the current round of funding.

7. Penrith Grow Nature Fund up to £1,000

- The purpose of the Grow Nature Fund is to encourage and support local green projects and its value represents £1 for each person in Penrith, approximately £15,500.
- The Council can make grants to greening and In Bloom projects from this fund.
- Funded projects must deliver a clear and demonstrable benefit to the natural environment. Here are some examples:
 - Conversion or restoration of community greenspace to wildlife habitat: community orchards, ponds, wildflower meadows/verges, native hedges, street trees or woodlands
 - Environmental improvements to a community area, town centre greening, installation of bee bricks, bug hotels, swift boxes, nest boxes, tree planting
 - Initiatives to reduce single use plastics.
 - Local wildlife training and monitoring schemes.
 - Schemes to reduce invasive species, litter, noise, or light pollution in the environment.
 - Environmental aspects of a heritage restoration scheme
 - Initiatives to help local people to connect with their environment.
 - Activities which encourage people to grow nature and increase the public understanding and enjoyment of wildlife and heritage.
- Priority will be given to schemes, which result in tangible examples of environmental growth, for example new habitats or an increase in the health of native wildlife.
- Any locally constituted and recognised 'not for profit' organisation which seeks to serve the people of Penrith is eligible to apply.
- Grant applications will be considered throughout year by Council Officers who will report their decision to the CCEG Committee and Penrith Climate Change Action Network (PECCAN)

Applications will be scored as follows:

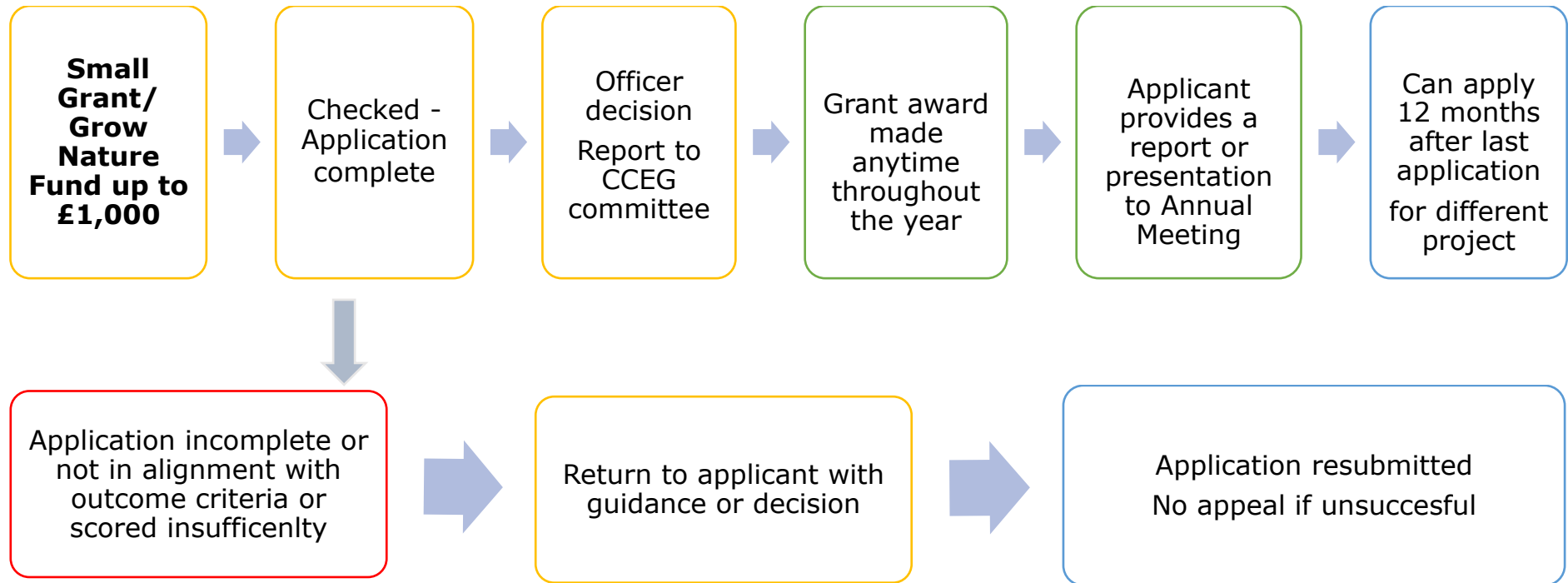
Criterion	Score	Definition
Achieves outcomes. 2.6 a) to m)	Up to 20	<p>A high score indicates that the application meets at least two outcomes fully and provides a legacy of benefits to the community.</p> <p>A very high score here will indicate meeting three or more outcomes fully.</p> <p>4 points will be allocated per outcome identified as a to l with 8 points for m as detailed in the guidance attached.</p>
Value for money	Up to 15	<p>A high score indicates that:</p> <ul style="list-style-type: none"> The application provides a cost-effective use of Council funds. The outcomes and outputs of the project are satisfactory and reasonable in terms of the level of finance requested. There is evidence of partnership funding/in kind support <p>Up to 5 points awarded per requirement</p>
Strong governance	Up to 13	<p>A high score indicates that the applicant has good control structures within its organisation, and experienced individuals leading the project. Strong dependence on just one or two individuals is not good. If relevant, insurance arrangements must be in place.</p> <p>Applicant supplies the following:</p> <p>Strong, transparent constitution clearly identifying responsibilities and equality opportunity(4)</p> <p>Robust Finances (4)</p> <p>Examples of previous projects undertaken (3)</p> <p>Relevant Policies (2)</p>
Fits well with Town Council strategic aims	Up to 22	<p>A high score indicates a good fit with the stated <u>corporate aims of Penrith Town Council</u>:</p> <p>1 point will be allocated against each aim up to 6 points.</p> <p>and <u>Climate Change Strategy</u>:</p> <p>4 points will be allocated against each priority up to 16 points</p>

- An application must score at least 6 points on governance and achieve an overall score of at least 24 to be awarded a grant.
- Subject to these provisions and to budget being available, the Council will award grants to those applications which achieve the highest score in the current round of funding.

The award will be reported to the Community, Culture and Economic Growth Committee meeting.

Any funds unallocated by 1st January of any year may be declared available for redistribution by the Council to the Mayor's charity.

8. Small Grant & Penrith Grow Nature Fund application process flow chart.



9. Large Grant Scheme- £1,000 to £5,000

All the following **mandatory requirements** must be met by applicants:

Application Form: All the questions must be answered comprehensively.

Provide copies of:

- a) The organisation's most recent audited/independently examined accounts and/or bank statements.
- b) A current Public Liability Certificate
- c) Specific events or projects Insurance Certificates and risk assessment*
- d) If staff will be involved Employee Liability Insurance Certificates. *
- e) Buildings insurance if an application relates to funding towards this purpose.
- f) Full contact details for the applicant as well as any registered address for the organisation must be supplied.
- g) A copy of the constitution for the organisation.
- h) Equal Opportunities and Diversity Policy
- i) Safeguarding Policy
- j) Health and Safety Policy
- k) Biodiversity Policy*
- l) Child Protection or Vulnerable adults Policy*
- m) Climate Change Policy/Statement

***Whichever are most appropriate to the application.**

Provide information or evidence of:

- n) **Match funding/Supplemented Funding** - the applicant must demonstrate that this is in the process of being sought or is already committed up to the value of 20% of the project.
- o) It is a condition of any grant application that the group or project must bring direct benefit to the residents of Penrith. All applications must clearly demonstrate how this will be achieved by meeting four as a minimum of the outcomes listed in 2.6.
- p) Local suppliers being used where possible. If local suppliers are expensive than suppliers from other areas, evidence should be supplied with the application.

The deadline for applications to be considered for this scheme shall be set by the Responsible Finance Officer to correspond with the Council's budget setting cycle. The deadline date shall be published as soon as practicable.

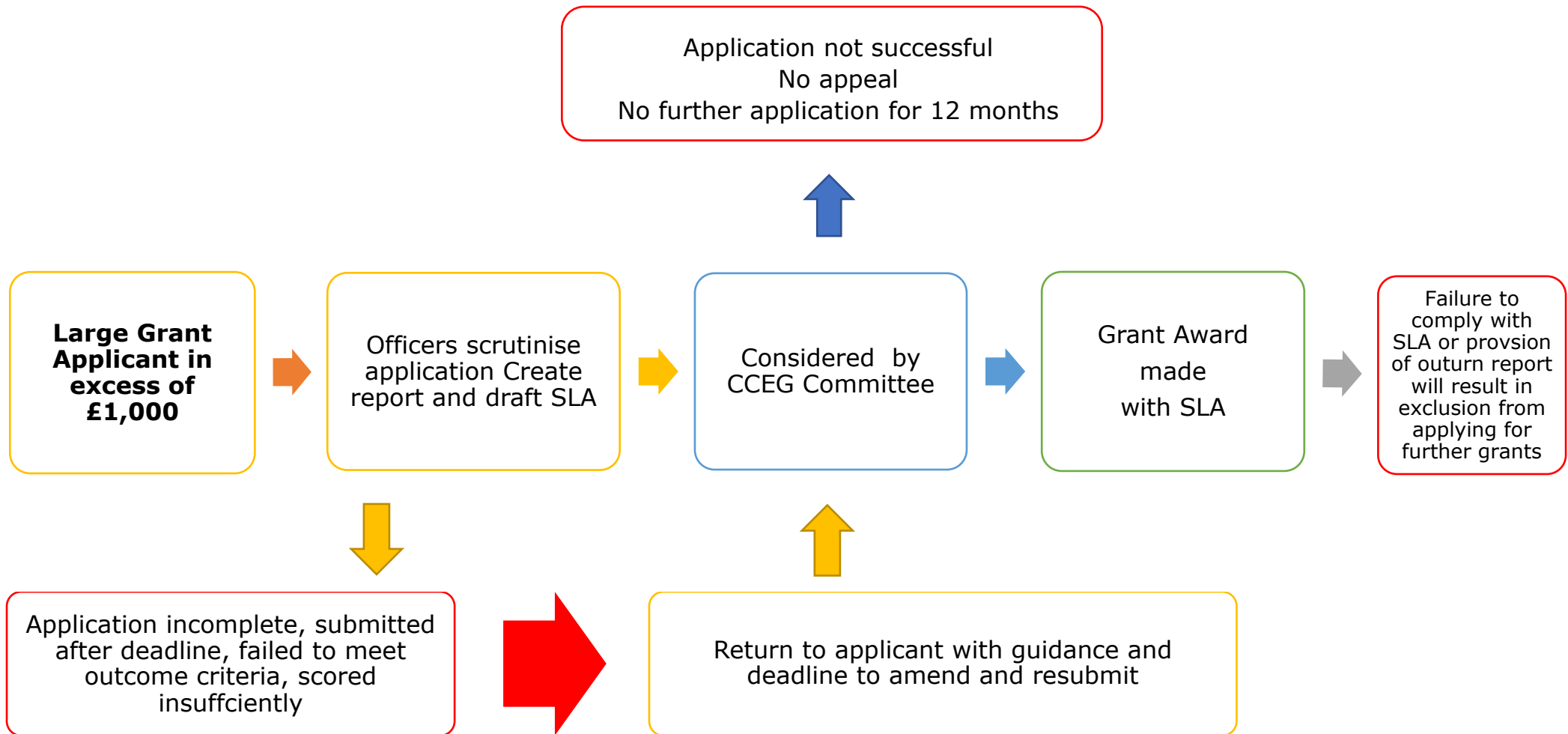
Applications will be scored as follows:

Criterion	Score	Definition
Achieves outcomes. 2.6 a) to m)	Up to 24	A high score indicates that the application meets at least four outcomes fully and provides a legacy of benefits to the community. A very high score here will indicate meeting five or more outcomes fully. 6 points will be allocated per outcome as detailed in the guidance attached 2.6.
Mandatory Requirements a) to m)	Up to 26	A high score indicates that the application complies fully with the mandatory requirements for a large grant application. Applications scoring 18 and above will go forward for Members consideration as * items may not be relevant. 2 points per requirement
Value for money	Up to 8	A high score indicates: (2 points per requirement) <ul style="list-style-type: none"> • Matched or Supplemented by other funding sources. • The outcomes and outputs of the project are satisfactory and reasonable in terms of the level of finance requested. • Quality and quantity measures are included to provide an indication of what will be achieved. • Provide a cost-effective use of Council funds with evidence that the best prices have been obtained to deliver the proposed activity.
Strong governance	Up to 14	A high score indicates: <ul style="list-style-type: none"> • Strong, transparent constitution clearly identifying responsibilities and equality. • The applicant has good control structures within its organisation • Robust Finances • Robust risk assessment process is in place. • Insurance arrangements are in place. • A Proven track record – delivering projects/events/activities. • That individuals involved/members in the organisation exceed 5

Criterion	Score	Definition
Fits well with Town Council strategic aims and policies	Up to 18	<p>A high score indicates a good fit with the stated <u>corporate aims of Penrith Town Council</u>:</p> <p>up to 10 points 2 points against each corporate aim</p> <p>and <u>Climate Change Strategy</u>:</p> <p>up to 4 points 1 point against each aim</p> <p>and <u>Procurement Policy Local Rules</u>: 2 points</p> <p>and <u>Equality and Diversity Statement</u>: 2 points</p>
Meets an identified need	Up to 10	<p>A high score indicates that the applicant has identified a clear community need with evidence that the majority of those benefiting residents of Penrith.</p>

- An application must score at least 6 points on governance and achieve an overall score of at least 50 to be awarded a grant.
- Subject to these provisions, and to budget being available, the Council will award grants, which achieve the highest score.

10. Large grant application process flow chart



11. Contact us:

This scheme is issued by the Community, Culture and Economic Growth Committee of Penrith Town Council.

The scheme is managed by the Town Clerk and the day-to-day administration of the process is delegated to the Economic Development Officer.

If you need assistance completing the application form, please contact us.

Contact Details

Contact the Economic Development Officer on:

01768 425 853

Email:

economicdevelopmentofficer@penrithtowncouncil.co.uk

Post:

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

This policy and application forms can be found on the Council's website:

www.penrithtowncouncil.co.uk