



# 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: 17 May 2021**

**NOTICE IS HEREBY GIVEN** that the **ANNUAL MEETING** of **PENRITH TOWN COUNCIL** will be held on **24 MAY 2021, at 6.00pm** and you are hereby **SUMMONED** to attend to transact the business as specified in the agenda and reports hereunder.

The meeting will be held at **Penrith Leisure Centre Sports Hall**.

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

## **FULL COUNCIL MEMBERSHIP**

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

Mr Ian Parker, Acting Town Clerk

Members of the public are welcome to attend. Details about how to attend the meeting 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 ANNUAL MEETING OF FULL COUNCIL 24 MAY 2021**

### **PART I**

#### **1. Election of Chair**

To elect the Chair of the Council. The newly elected Chair will make a Declaration of Acceptance of Office in the prescribed form and will assume the role of Chair and Town Mayor.

#### **2. Appointment of Vice Chair**

To appoint the Vice Chair. The newly appointed Vice Chair will make a Declaration of Acceptance of Office in the prescribed form and will assume the Deputy Chair and Deputy Mayor role.

#### **3. New Elected Member for Pategill Ward**

To note the Declaration of Acceptance of Office from the new elected Member for Pategill Ward has been signed and received by the Proper Officer of the Council.

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

#### **5. Minutes Approval**

##### **a) Confirmation of Committee Minutes**

For outgoing Committee Members to consider and approve the year-end minutes from the following committees and authorise the Chair to sign the minutes, as a correct record:

- i. Culture, Community and Economic Growth Committee: 26 April 2021
- ii. Finance Committee: 26 April 2021
- iii. Planning Committee: 5 May 2021

**b) Confirmation of Full Council Minutes**

Approve the minutes from the following Full Council and authorise the Chair to sign the minutes, as a correct record:

- i. 8 February 2021
- ii. 29 March 2021

**6. 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.

**ADVICE:** 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 that 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 that 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.

**7. EXCLUDED ITEM: Public Bodies (Admissions to Meetings) Act 1960**

Note that there are no items that 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.

**8. Consideration of the recommendations made by a committee; Ratify for recommended approved matters from committees**

**a) CCEG Committee**

To ratify the revised grants scheme and the reallocation of budgets as approved at the CCEG Committee meeting held on 15 February 2021, Minute CCEG21/55.

**b) Finance Committee**

**i. Governance and Accountability for Smaller Authorities**

To note the publication of the Practitioners' Guide 2021, which is mandatory for 2021/22, and to adopt its provisions for the financial year 2020/21.

**ii. Asset Register 2020/21**

To approve the Asset Register as of 31 March 2021, which has been reviewed by Finance Committee. The statement shows the full asset register and a reconciliation of transactions during 2020/21. For accounting purposes, assets have been valued in accordance with the Council's Valuation Policy and total £124,363.28; this figure is summarised in the

AGAR Accounting Statements. The insurance value for the same assets is £622,238.

**iii. Finance Outturn Report – Year ended 31 March 2021**

To approve the Final Outturn report for the year ended 31 March 2021, which has been reviewed by Finance Committee, and the transfers to the General and Devolution Reserves.

**iv. Internal Audit 2020/21 & 2021/22**

- a) To receive the Council's Internal Auditor's final narrative report for 2020/21 and her formal opinion as stated in Page 3 of the Annual Governance & Accountability Return.
- b) To note that Finance Committee, having reviewed the effectiveness of the Internal Audit provision during 2020/21 and concluded that it has operated effectively, has re-appointed the Mrs Jean Airey as Internal Auditor for 2021/22.

**v. Review of the System of Internal Control and Annual Governance Statement 2020/21 (Section 1 of the Annual Governance and Accountability Return (AGAR))**

- a) To note that the Town Council must carry out an annual review of the effectiveness of the system of internal control prior to the completion of the Annual Governance Statement. A full review was carried out by Finance Committee and ratified by Council on 29 March 2021. The review confirmed that the Council's system of internal controls operating during 2020/21 is effective; the review of the effectiveness of internal audit provides further support for that assessment.
- b) To approve the Annual Governance Statement for 2020/21 and to authorise the Chair of the meeting and the Acting Town Clerk to sign it on behalf of the Council.

**vi. Annual Governance and Accountability Return (AGAR) 2020/21: Accounting Statements**

To approve the Accounting Statements 2020/21 (Section 2 of the AGAR) and authorise the Chair of the meeting to sign them on behalf of the Council.

**vii. Bank Reconciliation**

To ratify the Bank Reconciliation for the HSBC Bank account for the period ending 31 March 2021.

**viii. Banner and Advertisement Policy**

To ratify the approved amendments to the Banner and Advertisement Policy.

## **ix. Fees and Charges**

To ratify the approved amendments to the Fees and Charges for 2021/22.

## **9. Financial Regulations**

Note that the Financial Regulations were reviewed by Finance Committee on the 21 September 2020 and ratified by Full Council on 28 September 2020 Minute Ref: PTC20/69.

## **10. Insurance**

Note that the Council's Finance Committee reviewed the insurance arrangement for the council at its meeting on 26 April 2021 and resolved that the Council accepts the insurance policy provided by Came and Company and enter into a three-year binding agreement with Hiscox, Minute FIN20/99.

## **11. Grants in 2020/21**

Note the grants approved in 2020/21.

## **12. Scheme of Delegation**

Consider and adopt the reviewed Scheme of Delegation and the terms of reference to committees, sub-committees, staff and other local authorities.

## **13. Committee Membership**

Appointment of members to existing committees as follows:

- a) Planning: 6 Members and 2 standing deputies
- b) Finance: 6 Members and 2 standing deputies
- c) Communities, Culture & Economic Growth: 6 Members and 2 standing deputies

## **14. Election of Committee Chair**

Elect Chair to serve on the under mentioned Standing Committees:

- a) Planning
- b) Finance
- c) Communities, Culture & Economic Growth

## **15. Meetings**

- a) To determine the date and time of ordinary meetings of the Council up to and including the next annual meeting of the Council.

### **Full Council 6:00pm**

- 12 July 2021
- 27 September 2021
- 29 November 2021
- 24 January 2022 - Precept
- 28 March 2022
- 11 April 2022 Annual Town Meeting

- 23 May 2022 - Annual Meeting of the Town Council
- b) Ratify the time and place of committee meetings of the Council up to and including the next annual meeting of the Council noting that the proposed dates have been agreed by the respective committees:

### **CCEG Committee 2:00pm**

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

### **Planning Committee 1:00pm**

- 7 June 2021
- 5 July 2021
- 6 September 2021
- 4 October 2021
- 11 November 2021
- 6 December 2021
- 10 January 2022
- 7 February 2022
- 7 March 2022
- 4 April 2022
- 9 May 2022

### **Finance Committee 6:00pm**

- 28 June 2021
- 20 September 2021
- 15 November 2021
- 10 January 2022
- 21 March 2022
- 25 April 2022

## **16. Standing Orders**

- a) Note the standing Orders have been reviewed and required updating to align with the 2020 NALC model template. The template was amended by NALC to align with legislative changes. The Standing Orders before Council follow the new model template.
- b) Approve the Standing Orders.

## **17. External Bodies**

- a) Note that Full Council 25 January 2021 approved representation on to new external bodies, minute reference PTC20/113, A66 Community Liaison Group and PTC 20/114, Borderlands Place Plan Town Team.

- b) Approve that the representation on external bodies remains unchanged.

## **18. Subscriptions**

- a) Note that the Council's subscriptions are considered annually by the Town Clerk and renewed when required.
- b) Approve SLCC membership for the Services and Contracts Manager, which will cost £317 and be funded from the subscriptions budget.

## **19. Complaints Procedure**

Note that the annual review of the Council's Complaints Procedure has identified that no changes are required.

## **20. Freedom of Information and Data Protection**

Note that the annual review of the Council's policies, procedures and practices in respect of its obligations under Freedom of Information and Data Protection legislation has identified that no changes are required.

## **21. Press and Media Policy**

Note that the annual review of the Council's policy for dealing with the Press and Media has identified that no changes are required.

## **22. Employment Policies**

Note that the annual review has identified that:

### **a) Disciplinary and Grievance arrangements**

- i. The policy has been reviewed and does not require amending.
- ii. Members are asked to agree that the review date be re-set for 2025 unless there are legislative changes, or a new model is issued.

## **23. New Policies**

Note that the following policies are in development and will be reported to the next meeting of Full Council.

- i. The Anonymous Correspondence Policy
- ii. The Corporate Governance Framework
- iii. The Equal Opportunities Policy
- iv. Equality and Diversity Statement

## **24. Next Meeting**

Note the next meeting is scheduled for 12 July 2021 at 6.00pm, in a venue to be determined.

# **PART II Private Section**

**There are no items in this part of the Agenda.**

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

### **Access to Information**

Copies of the agenda are available for members of the public to inspect prior to the meeting. Agenda and Part I reports are available on the Town Council website.

### **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 between the hours of 9.00 am and 3.00 pm, Monday to Wednesday via [office@penrithtowncouncil.co.uk](mailto:office@penrithtowncouncil.co.uk)

### **Public Attendance**

With this meeting being held in a physical setting and in order to comply with Covid 19 safe working, members of the public wishing to attend the meeting are asked to inform the Council in advance by email to [office@penrithtowncouncil.co.uk](mailto:office@penrithtowncouncil.co.uk)

Members of the public wishing to attend are encouraged to take a Lateral Flow Test 24 hours prior to the meeting and must arrive at the venue for 5.55pm wearing a face mask which must remain on throughout. You must complete track and trace details prior to entering the meeting room. Seating will be allocated upon arrival.





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

Item 5ai

**DRAFT** Minutes of the meeting of the

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

Held virtually via video conference on **Monday 26<sup>th</sup> April 2021.**

### **PRESENT**

Cllr. Davies  
Cllr. Jackson  
Cllr. Knaggs

West Ward  
North Ward  
West Ward

Cllr C Shepherd  
Cllr. Snell

East Ward  
West Ward

Economic Development Officer

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

# **DRAFT MINUTES FOR THE MEETING OF COMMUNITY, CULTURE & ECONOMIC GROWTH COMMITTEE**

**26<sup>th</sup> April 2021**

## **PART I**

### **CCEG21/65 Apologies for Absence**

Apologies for absence were received from Councillor Donald.

### **CCEG21/66 Minutes**

#### **RESOLVED THAT:**

The Chair be authorised to sign, as a correct record, the minutes of the meeting of the Committee held on Monday 15 February and 10<sup>th</sup> March 2021 and agreed they be signed as such, when permissible.

### **CCEG21/67 Declaration of Interests and Requests for Dispensations**

Members were asked to disclose their interests in matters to be discussed whether disclosable pecuniary or other registrable interest, and to decide requests for dispensations. No declarations were received.

### **CCEG21/68 Public Participation**

Members noted that there were no questions or representations that had been received from members of the public prior to the meeting.

### **CCEG21/69 EXCLUDED ITEM: Public Bodies (Admissions to Meetings) Act 1960**

Members considered whether any item on the agenda 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, and agreed that there were no applications to be considered without the press or public present.

### **CCEG21/70 Resolutions Report**

Members noted the report.

### **CCEG21/71 Work Plan Report – Economic Development Report**

Members noted the report.

### **CCEG21/72 In Bloom**

Members noted the report.

### **CCEG21/73 Arts and Culture Strategy**

Members considered the written report and the recommendations contained within.

#### **RESOLVED THAT:**

- i. Further development of the Arts and Culture Strategy be delayed until the CCEG Committee had agreed a way forward.
- ii. Members wished to hold an informal meeting to discuss how to proceed with the project.

### **CCEG21/74 Pavement License Applications**

Members agreed that delegated authority be given to the Economic Development Officer and Services and Contracts Manager to respond to applications as they arise.

### **CCEG21/75 Budget Statement Report**

Members noted the report.

### **CCEG21/76 Next Meeting**

Members noted that the next meeting will be determined at the Annual Town Council Meeting.

#### **CHAIR:**

#### **DATE:**



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Item 5a ii

**DRAFT** Minutes of the meeting of the

## **FINANCE COMMITTEE**

Held virtually via video conference on **Monday 26 April 2021**, at 6.00 p.m.

### **PRESENT**

Cllr. Burgin                      South Ward  
Cllr. Hawkins                  West Ward

Cllr. Kenyon                      North Ward  
Cllr. C. Shepherd              West Ward

Services and Contracts Manager  
Responsible Finance Officer

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

**DRAFT**

**MINUTES FOR THE MEETING OF**

**FINANCE COMMITTEE**

**26 APRIL 2021**

**PART I**

**FIN20/83 Apologies for Absence**

Apologies for absence were received from Councillor Jackson.

Councillor Kenyon joined the meeting at 18:24 hours and left the meeting at 19:00 hours.

**FIN20/84 Confirmation of the Minutes of the Previous Meeting**

Members authorised the Chair to sign the Minutes of the Meeting of the Finance Committee held on Monday 22 March 2021 as a true and accurate record.

**FIN20/85 Declarations of Interest and Requests for Dispensations**

Members noted that no declarations of interests or requests for dispensations by Members in respect of items on the agenda were received prior to the meeting.

**FIN20/86 Public Participation  
Public Representations**

Members noted that there were no questions or representations that had been received from members of the public prior to the meeting.

**FIN20/87 Excluded Item: Public Bodies (Admission to Meetings) Act 1960**

Members were asked whether items 17 and 18 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.

**RESOLVED THAT:**

Items 17 and 18 should be considered without the presence of the press and public.

### **FIN20/88 Payments for Approval**

Members noted that Cllr Hawkins and Cllr C. Shepherd verified and confirmed that the banking transaction history ran concurrently from the last meeting and agreed with the transactions circulated with the meeting documents. Members considered the Monthly Report of Payments for March 2021.

#### **RESOLVED THAT:**

- i. The monthly report of payments be approved.
- ii. The Councillors to check the EBS and the Monthly Report of Payments for the next meeting will be agreed after the Annual Town Meeting.

### **FIN20/89 Bank Reconciliation**

Members considered the Bank Reconciliation for the HSBC Bank account for the period ending 31 March 2021.

#### **RESOLVED THAT:**

The Bank Reconciliation for the HSBC Bank account for the period ending 31 March 2021 be approved and signed by Cllr Burgin and go forward to Full Council for ratification.

### **FIN20/90 Governance and Accountability for Smaller Authorities**

Members noted the publication of the Practitioners Guide 2021.

#### **RESOLVED THAT:**

- i. Members noted The Practitioners Guide 2021, which is mandatory for the financial year 2021/22.
- ii. Members recommend to Full Council that it adopts the Practitioners Guide for the financial year 2021/21.

### **FIN20/91 Asset Register 2020/21**

Members considered the Asset Register as at 31 March 2021 noting the statement shows the full asset register and a reconciliation of transactions in 2020/21. For accounting purposes, assets have been valued in accordance with the Council's Valuation Policy and total £124,363.28; this figure is summarised in the AGAR Accounting Statements. The insurance value for the same assets is £622,238.

#### **RESOLVED THAT:**

- i. The Asset Register be approved and go forward to Full Council for ratification.

## **FIN20/92 Finance Outturn Report – Year Ended 31 March 2021**

Members considered the final outturn report for the financial year ended 31 March 2021.

### **RESOLVED THAT:**

The final outturn report for the financial year ended 31 March 2021 be approved and go forward to Full Council for ratification.

## **FIN20/93 Internal Audit 2020/21 & 2021/22**

Members considered the review of the effectiveness of the Internal Audit provision and that the function has operated effectively during 2021/21 and considered the reappointment of the Internal Auditor for 2021/22.

### **RESOLVED THAT:**

- i. The review of Internal Audit provision be approved, and it was confirmed that the function has operated effectively during 2021/22.
- ii. Mrs G. Airey be reappointed as the Internal Auditor to the Council for 2021/22.

## **FIN20/94 Review of the System of Internal Control and Annual Governance Statement 2020/21 (Section 1 of the Annual Governance and Accountability Return (AGAR))**

- a) Members noted that the Town Council must carry out an annual review of the effectiveness of the system of internal control prior to the completion of the Annual Governance Statement. A full review was carried out by this Committee on the 22 March 2021 and ratified by Council on 29 March 2021. The review confirmed that the Council's system of internal controls is effective; the review of the effectiveness of internal audit provides further support for that assessment.
- b) Members reviewed the Annual Governance Statement for 2020/21 prior to its approval by Full Council.
- c) Members were asked to authorise that in the absence of the Town Clerk, the Acting Town Clerk, the Services and Contracts Manager, Ian Parker, to sign the Annual Governance Statement for 2020/21 and any other AGAR documentation, when resolved to do so by Full Council.

### **RESOLVED THAT:**

- i. Members reviewed The Annual Governance Statement Section 1 of the Annual Governance and Accountability Return and recommend it go forward to Full Council for approval.
- ii. In the absence of the Town Clerk, the Acting Town Clerk, the Services and Contracts Manager, Ian Parker, be authorised to sign the Annual Governance Statement for 2020/21 and any other AGAR documentation, when resolved to do so by Full Council.

## **FIN20/95 Annual Governance and Accountability Return (AGAR) 2020/21: Accounting Statements**

Members considered the Accounting Statements 2020/21 (Section 2 of the AGAR) prior to approval by Full Council.

### **RESOLVED THAT:**

Members reviewed the Accounting Statements 2020/21 (Section 2 of the AGAR) and recommend it go forward to Full Council for approval.

## **FIN20/96 Banner and Advertisement Policy**

Members were asked to:

- a) Agree a fee to charge fairs and circuses to advertise on the Council's assets.
- b) Agree a fee to charge for failure to remove advertising.
- c) Agree these additional fees are added to the Council's Schedule of Fees and Charges as ratified by Full Council 29 March 2021 and request ratification from Full Council to formally sanction the amendments.
- d) Amend the Banners and Advertising Policy accordingly as ratified by Full Council 29 March 2021 and request ratification from Full Council to formally sanction the amendments.

### **RESOLVED THAT:**

- i. A fee of £20 be charged to fairs and circuses to advertise on the Council assets.
- ii. A fee of £20 be charged to applicants who fail to remove their advertisement from the Council's assets.
- iii. The fees set out in i) and ii) be added to the Council's Schedule of Fees and Charges for 2021/22 and go forward for ratification by Full Council.
- iv. The Banner and Advertisement Policy be amended accordingly and go forward for ratification by Full Council.

## **FIN20/97 Insurance Renewal 2021-2023**

Members noted that the Council's current insurance arrangements expire on 17 May 2021 and that competitive quotations have been sought for insurance cover on a three-year contract.

### **RESOLVED THAT:**

The quotations and appointment of an insurance provider be considered in Private session.

## **FIN20/98 Next Meeting**

Members noted that the next meeting will be determined at the Annual Town Meeting of the Council.



## **Private Session**

### **Part II**

Members agreed that there were two items in this part of the Agenda to be considered in private as it would involve the disclosure of exempt information as it relates to the financial or business affairs of any particular person (including the authority holding that information) and personal and sensitive information relating to members of staff.

#### **PTC20/99 Insurance Renewal 2021-23 Quotations.**

Members considered a report setting out quotations received for the Council's insurance services.

#### **RESOLVED THAT:**

The Council accepts the insurance policy quotation provided by Came and Company and enter into a three-year binding agreement with Hiscox.

#### **PTC20/100 Staffing Matters**

Members considered the staffing report and the recommendations contained within.

#### **RESOLVED THAT:**

The staffing matters were noted, and the recommendations set out in the report approved.

#### **CHAIR:**

#### **DATE:**

### **FOR ATTENTION FOR ALL MEMBERS OF FINANCE COMMITTEE AND FOR INFORMATION TO 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 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 5aiii

Minutes of the meeting of

## PLANNING COMMITTEE

Held virtually via video conference on **Wednesday 5 May 2021**, at 6.00 p.m.

### PRESENT

Cllr. Jackson	North Ward
Cllr. Knaggs	West Ward
Cllr. Shepherd	East Ward
Cllr. Snell	West Ward

Deputy 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.

# **MINUTES FOR THE MEETING OF PLANNING**

**Wednesday 5 May 2021**

## **PART I**

### **PL21/125 Apologies for Absence**

There were no apologies for absence for this meeting.

### **PL21/126 Minutes**

#### **RESOLVED THAT:**

The Chair be authorised to sign, as a correct record, the minutes of the meeting of the Committee held on Monday 12 April 2021 and agreed they be signed as such, when permissible.

### **PL21/127 Declaration of Interests and Requests for Dispensations**

Members were asked to disclose their interests in matters to be discussed whether disclosable pecuniary or other registrable interest, and to decide requests for dispensations. No declarations were received.

### **PL21/128 Public Participation**

Members noted that there were no questions or representations that had been received from members of the public prior to the meeting.

### **PL21/129 EXCLUDED ITEM: Public Bodies (Admission to Meetings) Act 1960**

Members considered whether any items on the agenda 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, and agreed that there were no applications to be considered without the press or public present.

### **PL21/130 BT Payphone Removal Consultation**

Members considered the review of payphones by BT and the proposed removal of the ones on Huntley Avenue adjacent to the school and at Lonsdale Court, Pategill.

Members were advised that advice had been received from the District Ward Councillor that children were using the phone box as a climbing frame thereby causing a nuisance and the consensus amongst the residents consulted was that the box could be removed

#### **RESOLVED THAT:**

As members did not feel sufficiently informed, no comments should be returned about the removal of the phone boxes however concern should be expressed about the removal of emergency infrastructure within the

community and the extent of direct consultation with the communities affected and especially with potentially vulnerable residents.

### **PL21/132 Public Space Protection Order**

Members considered the consultation by Eden District Council on the extension of a Public Space Protection Order under the Anti-Social Behaviour, Crime and Policing Act 2014 for a further 36 months.

#### **RESOLVED THAT:**

A response of no objection be returned to Eden District Council.

### **PL21/133 Planning Applications**

#### **a) Delegated Responses**

Members noted the planning responses submitted by the Deputy Town Clerk under delegated authority on behalf of the committee between the scheduled meetings of the Committee:

Planning application number:	21/0288
Site address:	14 KING STREET PENRITH CA11 7AH
Description:	Discharge of condition 3 (details of extraction equipment), attached to approval 21/0020.
Response	No Objection

### **PTC21/134 Next Meeting**

Members noted that the next meeting which was proposed to be held on 7 June 2121 would be determined at the Annual Town Council Meeting on 24 May 2021

#### **CHAIR:**

#### **DATE:**

### **FOR THE INFORMATION OF ALL MEMBERS OF THE PLANNING COMMITTEE AND FOR INFORMATION FOR ALL REMAINING MEMBERS OF THE TOWN COUNCIL**

#### **Access to Information**

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**Background Papers**

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Item 5bi

**DRAFT** Minutes of the Extra Ordinary meeting of the

## PENRITH TOWN COUNCIL

Held virtually via video conference on **Monday 8 February 2021**, at 6.00 p.m.

### PRESENT

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

Town Clerk

Services and Contracts Manager

Deputy Town Clerk

Economic Development Officer

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

**DRAFT**

**MINUTES FOR THE EXTRA ORDINARY MEETING OF**

**FULL COUNCIL**

**8 FEBRUARY 2021**

**PART I**

**PTC20/116 Apologies for Absence**

There were no apologies for absence.

Councillor Kenyon joined the meeting late during the debate of the motion.

**PTC20/117 Declarations of Interest and Requests for  
Dispensations**

Members were asked to disclose their interests in matters to be discussed whether disclosable pecuniary or other registrable interest, and to decide requests for dispensations.

- i. Councillor M. Clarke declared an interest as an Eden District Councillor.
- ii. Councillor Lawson declared an interest as an Eden District Councillor.
- iii. Members were informed that Councillor S. Clarke had a dispensation for virtual meetings.

**PTC20/118 Public Participation**

**Public Representations**

Members noted that there were no questions or representations that had been received from members of the public prior to the meeting.

**County Councillor Bell** made a representation to the meeting.

**PTC20/119 Motion from Councillor Davies – Voreda House**

Members considered the following motion from Cllr. Davies which was seconded by Cllr. C. Shepherd:

"This motion is put forward to call on Eden District Council to put plans for the redevelopment of Voreda House on hold until the outcome of the Local Government Reorganisation in Cumbria is completed and the future of Eden District Council is established.

There are several proposals for central government to consider and potentially the very existence of Eden Council as a district authority is at threat and a new council covering a wider area may be established drastically changing the local authority framework in Eden and the requirement for assets such as Voreda House in Penrith.

## **PTC20/119 Continued**

Eden District Council is acting irresponsibly pushing forward the Voreda House single site plans when the future of the Council is unknown, within the challenging and changing environment created by Covid19 that will have a long term impact on how organisations operate in the future with more people working remotely.

This proposal shows a total lack of thought about the needs of the community during a time of significant and emotional hardship. Eden District Council is moving to spend vast amounts of public money to create of office space that may well be surplus to requirements by increasing Council Tax to spend on the redevelopment of a building that may only be used by them for a very short period. Councils are required to demonstrate value for money. This proposal is short sighted and not value for money.

Penrith Town Council calls on Eden District Council to put all plans for Voreda House on hold until the outcome of the District Council is established, it's needs for physical office space are known and we ask that no further public money be spent on the Voreda House projects beyond making the site safe."

Councillor Davies made a statement to the members and informed the meeting that he had circulated the following re-worded motion to all members prior to the meeting which he read out:

"This motion is put before Penrith Town Council to call on Eden District Council to put plans for the redevelopment of Voreda House on hold until the outcome of the Local Government Reorganisation in Cumbria is completed, and the future of Eden District Council is established and concluded.

There are several proposals for central government to consider and potentially the very existence of Eden Council as a district authority is at threat and a new council covering a wider area may be established drastically changing the local authority framework in Eden and the requirement for assets such as Voreda House in Penrith.

Eden District Council is acting irresponsibly pushing forward the Voreda House single site plans when the future of the Council is unknown, within the challenging and changing environment created by Covid19 that will have a long-term impact on how organisations operate in the future with more people working remotely.

This proposal shows a total lack of thought about the needs of the community during a time of significant and emotional hardship. Eden District Council is moving to spend vast amounts of public money to create office space that may well be surplus to requirements by the spend of Public money on the redevelopment of a building that may only be used by Eden Council for a very short period if at all by the council. Councils are required to demonstrate value for money. This proposal is short sighted and not value for money.



Penrith Town Council calls on Eden District Council to put all plans for Voreda House on hold until the outcome of Eden District Councils future as part of local government reorganisation is established along with the needs for physical office space are known for the delivery of local government after the completion of Local government reorganisation in Cumbria and we ask that no further public money be spent on the Voreda House projects beyond making the site safe.”

The Chair asked if Cllr. C. Shepherd would seconded the reworded motion.

Cllr. C. Shepherd confirmed that he seconded the reworded motion.

Members considered the re-worded motion.

**RESOLVED THAT:**

The motion is not approved.

**PTC20/120 NEXT MEETING**

Members noted that the next meeting was scheduled for **29 March 2021** at 6.00pm, Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR or that the meeting may be convened on this date via video conferencing.

**CHAIR:**

**DATE:**

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

**Access to Information**

Copies of the agenda are available for members of the public to inspect prior to the meeting. Agenda and Part I reports are available on the Town Council website.

**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 between the hours of 9.00 am and 3.00 pm, Monday to Wednesday via [office@penrithtowncouncil.co.uk](mailto:office@penrithtowncouncil.co.uk)



# Penrith Town Council

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

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

Item 5bii

Minutes of the meeting of

## **DRAFT PENRITH TOWN COUNCIL**

Held virtually via video conference on **Monday 29 March 2021**, at 6.00 p.m.

### **PRESENT**

Cllr. Burgin	South Ward	Cllr. Kenyon	North Ward
Cllr. M. Clark	South Ward	Cllr. Knaggs	West Ward
Cllr. Davies	West Ward	Cllr. Lawson	Carleton Ward
Cllr. Fallows	East Ward	Cllr. M. Shepherd	North Ward
Cllr. Jackson	North Ward	Cllr. C. Shepherd	East Ward
		Cllr. Snell	West Ward

Town Clerk  
Service and Contracts Manager  
Deputy 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.

# **MINUTES FOR THE MEETING OF**

## **DRAFT FULL COUNCIL**

**29 March 2021**

### **PART I**

#### **PTC20/114 Apologies For Absence**

- i. Apologies for absence were received from Cllr. Donald.
- ii. Cllr. Hawkins did not submit apologies.
- iii. Cllr. S. Clarke holds a dispensation for virtual meetings.

#### **PTC20/ 115 Minutes**

a) Members noted that the minutes from the following committees had been circulated, and published on the Council website since the previous ordinary meeting:

- i. Culture, Community and Economic Growth Committee: 15 February
- ii. Planning Committee: 1 March
- iii. Finance Committee: 22 March

b) Members were asked to authorise the Chair to sign, as a correct record, the minutes of the meeting of Full Council held on Monday 25 January 2021.

#### **RESOLVED THAT:**

The Chair be authorised to sign, as a correct record, the minutes of the meeting of the Committee held on Monday 25 January 2021 and that they be signed as such, when permissible.

#### **PTC20/115 Declarations of Interest and Requests for Dispensations**

Members were asked to disclose their interests in matters to be discussed whether disclosable pecuniary or other registrable interest, and to decide requests for dispensations.

- i. Cllr. Clark declared an interest in item 20 as a Member of the District Council.
- ii. Cllr. Davies declared an interest in item 21 as the Council's representative for Omega Proteins Ltd Community Liaison Group.

## **PTC20/116 Public Participation**

### **a) Public Representations**

Members were informed that questions had been received from members of the public prior to the meeting:

#### **Question 1**

The minutes from a recent meeting regarding the Neighbourhood Plan, showed comments from the Independent Planning Examiner which we found concerning. He mentioned, 'potential for small scale tourist development such as forest lodges/ pods or glamping facilities' on the Beacon Forest.

We feel the examiner may not have taken on board the huge strength of feeling that was shown in 2018 during the Masterplan engagement exercise, when the overwhelming majority of responses asked for the Beacon forest to be protected and preserved as a wild space. Its beauty, tranquillity and its wildlife were all felt to contribute greatly to our physical and mental well-being. With lockdown this has been even more important to us and we are grateful to Lowther for keeping the whole forest open during this difficult time.

In addition, the forest has immense biodiversity, yet the examiner only mentions 'it is home to red squirrels'. So again, we feel that the examiner has perhaps not looked at the evidence Friends of Penrith Beacon sent in 2018 of the numerous species that inhabit the forest.

Will the Town Council take account of and respect this strength of feeling for protecting and preserving the whole Beacon forest in any discussions on the future of the forest and ensure that all participants in the process are aware of how important the forest is to so many of us?

#### **Town Council Response from Cllr. Jackson Planning Committee Chair**

In response to the question may I first say thank you for this question and for all the emails that we have received from residents regarding the Beacon following posts on social media.

Can I reiterate that the Beacon is privately owned and has one permissive path to the Beacon itself from Beacon Edge, none of the other paths are either permissive or public footpaths and cross commercial forestry.

The Town Council has no plans for housing on the Beacon. The Council does not have the ownership of the land, the power to designate land usage or indeed the desire to see any development on the Beacon.

## **PTC20/116 Public Participation Continued**

Previous housing plans for the Beacon that have been referred to in some emails were as part of Eden District Council's masterplan for the area which was shelved in 2019.

If any plans were to come forward, they would have to be made by the landowner or their representative and be subject of a separate planning application that Eden District Council would consult upon and consider. It has always been the intention of the Town Council to try to protect the front of the Beacon by trying to designate it as local green space in the Neighbourhood Plan. To be satisfied for designation, greenspace has to fulfil set national criteria, it must be:

1. In close proximity to the area it serves
2. Considered to be demonstrably special and
3. Not an extensive tract of land.

At the public examination, the independent planning inspector had seen the responses to our previous consultations and the report from the Masterplan Consultation. The Planning Inspector gave examples of the biodiversity on the Beacon and the sorts of developments that he suggested MIGHT be suitable for part of the Beacon. He was assured and indeed satisfied that the first two points were met. However, he had serious concerns about the size of the area and whether it met the Secretary of State's basic conditions, as it would be by far the largest piece of local green space in the country.

The Inspector could see how special the area was to the people of Penrith and suggested that rather than trying to designate it as Local Green Space (which may fail) suggested that perhaps it would be better if the Town Council set a policy within the NDP for the Beacon in its own right. At the present time all of this privately owned land already falls under policies defined by Eden District Council's Local Plan. The Planning Inspector asked that the landowners and Town Council meet, facilitated by EDC, to explore the possibility of drafting such a policy which would be put to the Inspector as a recommendation that could be made in his report to afford some it some protection.

It must be stressed that this would only be in relation to the front of the Beacon and not the commercial private forestry behind.

To date there has been one meeting with EDC and representatives of the Lowthers' to gather information.

The Town Council's position has not changed but when any policy written by the Town Council comes forward it would need to be reviewed and approved by the Town Council before going to the Planning Inspector.

## **PTC20/116 Public Participation Continued**

### **Supplementary Question**

In the report on the post analysis of the Masterplan engagement, it suggested any future discussions on the Beacon forest involve the local community including interested groups. Will the town council be involving local community groups, such as Friends of Penrith Beacon and others, as part of these discussions?

### **Town Council Response from Cllr. Jackson Planning Committee Chair**

The Masterplan was drawn up by Eden District Council and shelved in 2019. They suggested that any future discussion about this area would be included within the revisions of the Local Plan. It will be up to Eden District Council to involve local groups as well as the Town Council in any such discussions.

### **b) Reports from District and County Councillors**

Members received the following reports:

#### **County Councillors**

- i. County Cllr. Bell informed the meeting about traffic calming measures that were being implemented in Penrith and thanked Lowther Estates for enabling the public to access the Beacon during Lockdown and asked that the Town Council use its influence to encourage the landowners to maintain access to the Beacon.
- ii. County Cllr. Carrick informed the meeting of consultations for junction improvements and that she had received a complaint about speeding in Wordsworth Street that had been an area of concern in the past. Cumbria County Council were opening a new children's residential home in Huntley Avenue and Penrith Library was due to open with the lifting of Covid 19 restrictions.

#### **District Councillors**

- i. District Cllr. Holden discussed traffic calming measures and highways improvements. Cllr. Holden informed the meeting that she was looking at footpath improvements in Penrith with fellow councillors and interested parties that would facilitate circular routes and tourist trails. She highlighted that some footway lighting required reviewing for improved safety and suggested that the Council could consider a footway lighting policy for new development as part of the planning process. Cllr. Holden asked for requests for sites for waste bins as she had successfully arranged for a bin to be installed at Arthur Street as part of her casework management.
- ii. District Cllr. M. Clark informed the meeting that the independent group at the District Council had split and that there was now an Independent Group and an Independent Alliance.

## **PTC20/117 EXCLUDED ITEM: Public Bodies (Admissions to Meetings) Act 1960**

Members were informed that there were no items on the agenda that 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.

## **ROUTINE BUSINESS MATTERS**

### **PTC20/118 Report from the Council Chair**

Members noted that the Mayor had not undertaken any duties due to Covid however Cllr. Lawson asked everyone to shop and buy local when businesses re-opened in Penrith. Cllr. Lawson encouraged everyone to get the Covid-19 vaccination.

### **PTC20/119 Reports from Members**

Members noted oral reports from Councillors regarding meetings that they have attended as representatives of the Town Council and matters of interest to the attention of the Council for information or future discussion:

- i. Cllr. Kenyon reported that there was concern regarding car-parking issues around Fairhill on Salkeld Road and confirmed that the speeding issues in Wordsworth Street that he had reported were being investigated. Cllr. Kenyon reported that he was in discussions with Councillor colleagues about footpath improvements
- ii. Cllr. Clark advised the meeting of parking problems on Castle Drive & warned of imminent patrols by County traffic wardens in the near future.

### **PTC20/120 Resolutions Report**

Members noted the written report.

### **PTC20/121 Neighbourhood Plan**

Members noted that the Independent Planning Inspector had suggested that the Town Council considered an alternative to designating the front of the Beacon as protected green space, by coming to a mutual agreement with the landowners on a policy specifically for that area. This is under development and the examination is held in abeyance until the Inspector has all the relevant information.

### **PTC20/122 Newton Rigg**

Members noted that the Land-based Strategy Group no longer meets having completed their task of supporting Mr A. Banford with his commission from the University of Cumbria to write a strategy document on Land-based education, i.e., Cumbria Strategy for Post-16 Land-Based Education, Skills & Knowledge Transfer. There have been no meetings since the last report to Council. Further information can be found on UOC website under the headline: University of Cumbria Establishes Steering Group to Develop a Land-based Skills Strategy.

### **PTC20/123 Devolution Transfer of Assets**

Members noted the written report.

### **PTC20/124 A66 Community Liaison group**

Members noted that both the Council and the A66 Community Liaison Group received a presentation on the delivery plans for the A66 improvements and there have been no further meetings.

Members noted that consultants acting on behalf of Highways England were undertaking a mammal survey at Thacka Beck field from 15 March 2021 with daily visits for a further 21 days, and that a topographical survey was also being undertaken in the coming weeks.

### **PTC20/125 Rural Services Network Market Town Group**

Members noted that up until the date of the meeting there had been no meetings since the last report to Council. Cllr. Davies informed the meeting that he had attended a meeting on the day of the Full Council meeting and would report back in due course.

### **PTC20/126 Parking and Movement Study**

Members noted an informal update report.

### **PTC20/127 Matters from Finance Committee**

Members were asked to consider and ratify the following recommendations which had been approved by Council's Finance Committee at their meeting held on Monday 22 March 2021.

- a) Internal Audit Report for the period 1 April 2020 to 31 December 2020.
- b) Annual Review of Fees and Charges for 2021/22.
- c) Policy Review:
  - i. Banner and Advertisement Policy
  - ii. Memorial Seat Policy
- d) Review of Internal Control 2020/21 financial year.
- e) Brackenber Allotment Drainage approving a budget of £10,000 from the Devolution Reserve to meet the costs of a drainage scheme at Brackenber allotments.

#### **RESOLVED THAT:**

Matters a) to e) be ratified.

### **PTC20/128 Matters from Planning Committee**

Members were asked to ratify the Developer Engagement Policy as approved by the Council's Planning Committee on Monday 1 March 2021.

#### **RESOLVED THAT:**

The policy be ratified.



## **PTC20/129 Coronation Garden Asset of Community Value**

Members noted that Eden District Council's Executive had considered the Council's nomination for Coronation Garden to be registered as an Asset of Community Value at their meeting on 19 January. The nomination was approved, and Coronation Garden has been included in the List of Assets of Community Value maintained by Eden District Council.

## **New Business**

## **PTC20/130 Cumbria County Council Covid 19 Recovery Strategy**

Members noted the Covid-19 Recovery Strategy that was out for consultation and was owned by the Cumbria Strategic Recovery Group (SRCG) as part of the Local Resilience Forum.

## **PTC20/131 Climate and Ecological Emergency Bill**

Members considered declaring support for the Climate and Ecological Emergency (CEE) Bill.

### **RESOLVED THAT:**

The Climate and Ecological Emergency (CEE) Bill be noted.

## **PTC20/132 Local Government Reorganisation Consultation**

Members considered the draft response to the Ministry of Housing, Communities and Local Government consultation for proposals for locally led reorganisation of local government in Cumbria. Cllr. Davies thanked officers for the development of the response.

### **RESOLVED THAT:**

The response, be approved as appended.

## **PTC20/133 Environment Agency Omega Proteins Limited, EPR/HP3238AF/V002: environmental permit consultation**

Members considered the draft response to the Environment Agency Consultation for Omega Proteins Ltd - Application for changes or additions to existing activities:

- Changes to the following processes - blood drying, poultry offal processing.
- Installation of a replacement, multi-fuel, thermal oxidiser.
- Replacement of two existing thermal oxidisers with one unit of the same design.

### **RESOLVED THAT:**

The response as appended be approved.

## **PTC20/134 NEXT MEETING**

Members noted that the next meeting was scheduled for 24 May 2021 at 6.00pm, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR or that the meeting may be convened on this date via video conferencing.

**CHAIR:**

**DATE:**

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

Dear Robert Jenrick MP

Penrith Town Council supports Cumbria County Council's proposal for a single unitary authority.

This proposal simplifies the structure of local government across Cumbria. The single unitary proposal meets the government's population criteria, creating a unitary council within the population range of 300,000 to 600,000.

A single unitary proposal will deliver greater savings than a two unitary proposal as evidenced in both the County Council and District Council submission documents. The projected savings are significant in the one County proposal. Services will be delivered more efficiently by a single unitary council and provide a more effective 'customer experience' for local people.

The Cumbria County Council proposal would ensure easier development and delivery of countywide planning strategies for housing, transport infrastructure, essential infrastructure improvements, climate change mitigation and economic growth. This being delivered by one central organisation having strategic oversight of Cumbria.

On a service level, it could be assumed that a County Council would be better placed to subsume the district functions and contracts more readily than the opposing way, particularly as the County Council is currently responsible for complex services such as Highways, Social Care, Public Health and Fire and Rescue.

To fragment the expertise and strategic planning and delivery of these services could be detrimental to the Cumbria population as a whole. In fact, harmonising services under a one county arrangement whilst expected to be more efficient, will be able to offer the public consistency in services such as recycling, waste management and leisure service provision, which at present differs vastly dependent upon where you live.

Cumbria County Council has provided a successful, collaborative and dynamic approach to supporting communities throughout the Covid-19 pandemic and clearly demonstrated that they have positive and effective relationships with stakeholders, community groups and local councils. Such local leadership was also in evidence following Storm Desmond. During these unprecedented events the County Council effectively coordinated their emergency response across all the districts of Cumbria. Cumbria County Council deployed resources, support and services where they were needed most.

Their officers worked closely with local parish councils, communities and volunteers, bringing multiple services together including the Police, Health, Social Services and the voluntary sector to support the population of Cumbria.

The unitary proposal must empower local people, and provide tailored, effective responsive services. Cumbria County Council, town and parish Councils will have a common purpose: to do the best for the people they represent. A constituted committee structure will support effective decision-making, transparency and value for money.

Cumbria County Council already uses Local Area Committees to administer their Council activities across the county. This structure should be enhanced allowing parish and town councils to have greater influence on both the implementation and ongoing function of the new authority.

The continuance and development of the Local Area Committees will make democracy more responsive and overcome people's concerns around the possible dilution of political representation. Cumbria County Council Local Area Committees have a central role to play within the single authority and should:

- Deliver the economies of scale that are expected.
- Deliver the significant remodelling benefits and aspirations.
- Provide greater integration with other public bodies such as Health and Police.
- Develop a comprehensive locally based service model to ensure that the County Council is more in touch with local communities not less.
- Unlock and devolve the physical assets, services and resources so that they can be available to the community in their area.
- Where there is a keen appetite for town or parish councils to accept devolved services and assets, this should be supported and encouraged. Cumbria County Council should provide resources, systems and officers to assist in the smooth and swift transfer of assets, services and responsibilities.
- Consortiums created for parish and town councils who do not have the capacity for devolution, led by local councils that do have the capacity and expertise. The consortiums will empower local decision-making, collective bargaining and corporate purchase power.
- Create new partnerships in unparished areas and build community capacity.
- Divide capital and costs to create new opportunities and fund devolution.
- Develop a parish charter that would set out a framework to support partnership working between town and parish councils and Cumbria County Council. Within the charter, agree communication, reporting and scrutiny mechanisms so that the unitary council and local councils can liaise with each other effectively. Employ dedicated parish liaison officers to deliver the charter objectives and to regularly report to the Area Local Committees.
- Create agency agreements to enable Town and Parish Councils to undertake work on behalf of the County Council when full devolution is not possible.
- A cross sector planning partnership developed with representatives from parish and town councils, and key members and officers, to participate and consider planning consultations, local planning policy and the adoption the Community infrastructure Levy throughout the county.

Of all the proposals that have been presented to government only the County Council's gives any insight as to how the vision for working with Town and Parish Council's will develop. Their proposal sets out to strengthen town and parish councils, empowering local places to take on more powers and responsibilities and play a greater role in local decision-making and service design and delivery.

Parish Councils have already proven that they are adaptable and open to change and can make decision making local. Since 2010 and the introduction of 'austerity' measures, parish councils have had to do more. Principal authorities have seen their budgets cut on average by over 25%. Central Government grants have decreased by almost 50%. In rural areas, parish councils have had to deliver local services for their communities: operating libraries, maintaining local park facilities, toilets, community transport schemes, lunch clubs, youth services, tourist information centres, shops, post offices and even pubs.

Parish councils have been delivering services that the principal authorities have ceased providing, and have delivered them more effectively, efficiently through local engagement, and partnership working. Where there is no parish council or limited capacity, the communities should be resourced and supported by the larger authority working in partnership with other bodies to deliver these essential services.

Parish councils have the power to tax their residents to support their operations and to deliver local projects. While currently there are no limits to the amount of precept that can be raised, the money can only be raised for a limited number of purposes, defined in the 1894 Act and subsequent legislation.

Currently Parish Councils have limited statutory powers, which are limited to the management of allotments, footpaths and other local open spaces. There are clear restrictions on how any parish precept can be spent. Most parish councils provide a restricted range of services and three dominate their expenditure: parks/open space, village/community halls and footpath maintenance. Parish councils can deliver on issues with the principal authority via partnership co-ordination.

In direct response to the proposals presented by the districts across Cumbria, Penrith Town Council is concerned that there was no consensus amongst the districts regarding the boundaries for unitary councils. When agreement cannot be demonstrated at this early stage of the process, how going forward, are the delivery of services and the deployment of resources going to be equitably determined to meet the needs of the community by the districts?

It was noted that each of the district proposals included an option for a directly elected Mayor as part of a Combined Authority. Whereas a Mayor may be in a position to make decisions more quickly, this may at the same time undermine the democratic decision-making processes and scrutiny of decision making that a cabinet or committee structure provides to the electorate.

At a time where the process of local government reorganisation is seeking to simplify the layers of local government, a Mayoral Combined Authority is in fact maintaining an unnecessary layer of bureaucracy and cost.

Penrith Town Council expects comprehensive engagement with parish meetings, parish and town councils in Phase 1 Post Decision Mobilisation as described in the County proposal.

As a large Town Council, we are keen to accept devolved assets and services and work in partnership with the new unitary council to provide better quality services for our residents. We are keen to support the government decision, our neighbouring parishes, and stakeholders throughout this process.

Omega Proteins Limited is a large employer in the area and an important part of the agricultural chain, processing animal carcasses and waste into by products such as pet food, fertiliser etc. In the past, there have been major problems with offensive odour emissions. The incidents persist but appear to have decreased, we understand due to investment into new more efficient plant and technology.

Without sector specific technical knowledge and expertise, it would appear that the proposed new oxidiser fulfils the current technical requirements and is considered best practice. It would also appear that the new oxidiser generates electricity for the site to mitigate climate change. The documents do not cover practices during the 1–2-week annual maintenance period, we would hope that the plant would be shut down for annual maintenance as is the requirement in other large industries.

The Council is aware of complaints about bad odours from members of the public who live in the Castletown area, and sometimes further afield in the town. However, we also recognise that some reported bad odours are not from Omega but from other processers in the area.

It is imperative that there are rigorous and robust reporting and enforcement methods to ensure that any odour complaints are investigated immediately (both internally and by the Environment Agency with others as appropriate) to minimise and manage odour emissions as rapidly as possible. These reporting methods should be easily available to the public as should the details of the actions to be taken if emissions exceed permitted levels.

There is no data in the documentation that suggests that there will be more vehicular journeys to and from the site. If the proposed changes increase capacity and traffic flow, there should be a traffic management plan to and from the site to lessen the impact on the surrounding area.

The site should be suitably screened using appropriate planting as the size of the buildings dominate the view from that side of Penrith, Beacon Hill and the Lake District fells and boundary of the National Park.

# **FULL COUNCIL**

**24 May 2021**

**Matter: Grant Scheme**

## **Purpose of Report:**

Ratify the revised Grant Scheme and the reallocation of budgets to support the scheme.

**Item no:** 8a

**Author:** Economic Development Officer

**Supporting Member:** CCEG Committee Chair, Cllr. Jackson

**This is a public report**

## **Recommendations**

Council is recommended to:

- i. Ratify the reviewed Grant Scheme.
- ii. Ratify the reallocation of existing budgets to support the implementation of the scheme.

## **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, NNAS 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 Drovers, 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. Options Analysis including risk assessment**

There are no alternative options to consider as the grant scheme has already been approved by the CCEG Committee following a number of discussions, comments and revisions.

### **a) Financial Risk**

#### **Consequence**

The Council does not have sufficient funds to meet the level of grant approvals or recommendations.

#### **Controls Required**

Budgetary control including service level agreements and budget statement reports.

### **b) Reputational Risk**

#### **Consequence**

Funds provided lawfully.

#### **Controls Required**

Diligent procedures. Finance officers opinion will be taken in to account the provided audited accounts.

## Financial and Resource Implications

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

	<b>Approved Budget £</b>	<b>Revised Budget £</b>
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
<b>Totals</b>	<b>79,500</b>	<b>79,500</b>

## Appendices

Grant Scheme

## Background Papers

None

# 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"> <li>• The application provides a cost-effective use of Council funds.</li> <li>• The outcomes and outputs of the project are satisfactory and reasonable in terms of the level of finance requested.</li> <li>• There is evidence of partnership funding/in kind support</li> </ul> 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 <b><u>corporate aims of Penrith Town Council</u></b> <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"> <li>The application provides a cost-effective use of Council funds.</li> <li>The outcomes and outputs of the project are satisfactory and reasonable in terms of the level of finance requested.</li> <li>There is evidence of partnership funding/in kind support</li> </ul> <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 <b><u>corporate aims of Penrith Town Council</u></b>:</p> <p>1 point will be allocated against each aim up to 6 points.</p> <p>and <b><u>Climate Change Strategy</u></b>:</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.

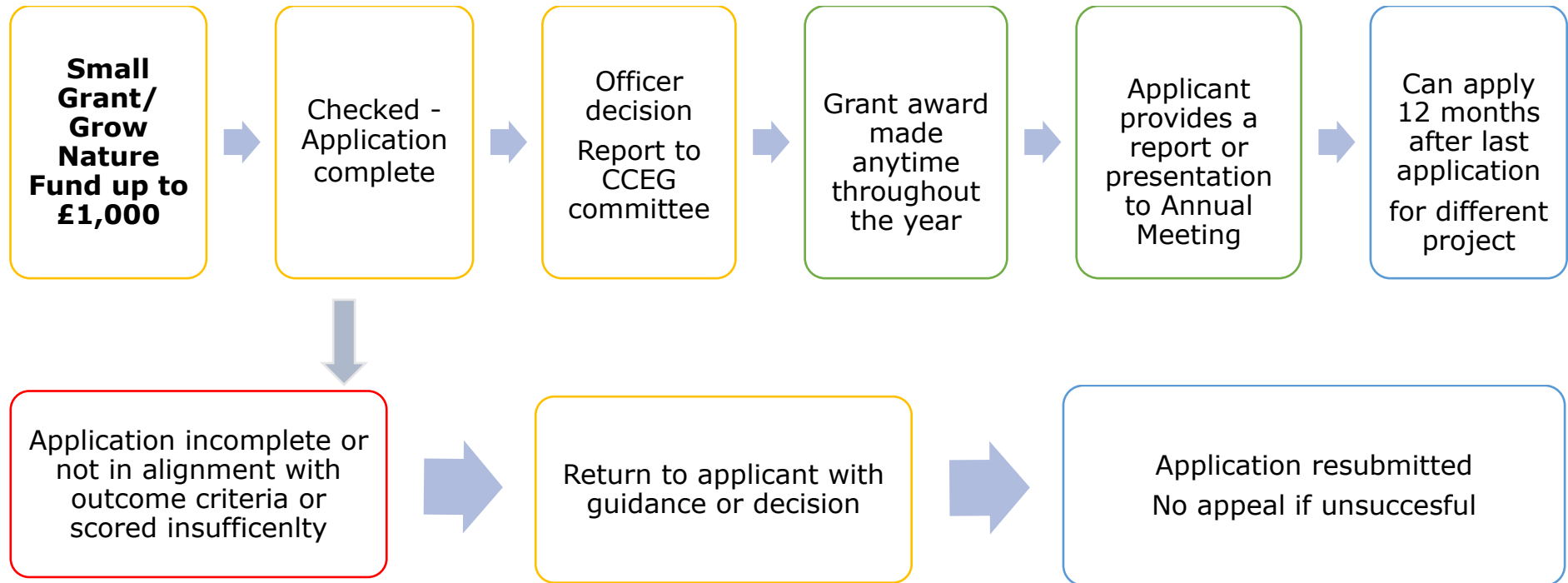
The award will be reported to the Community, Culture and Economic Growth Committee meeting.

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.

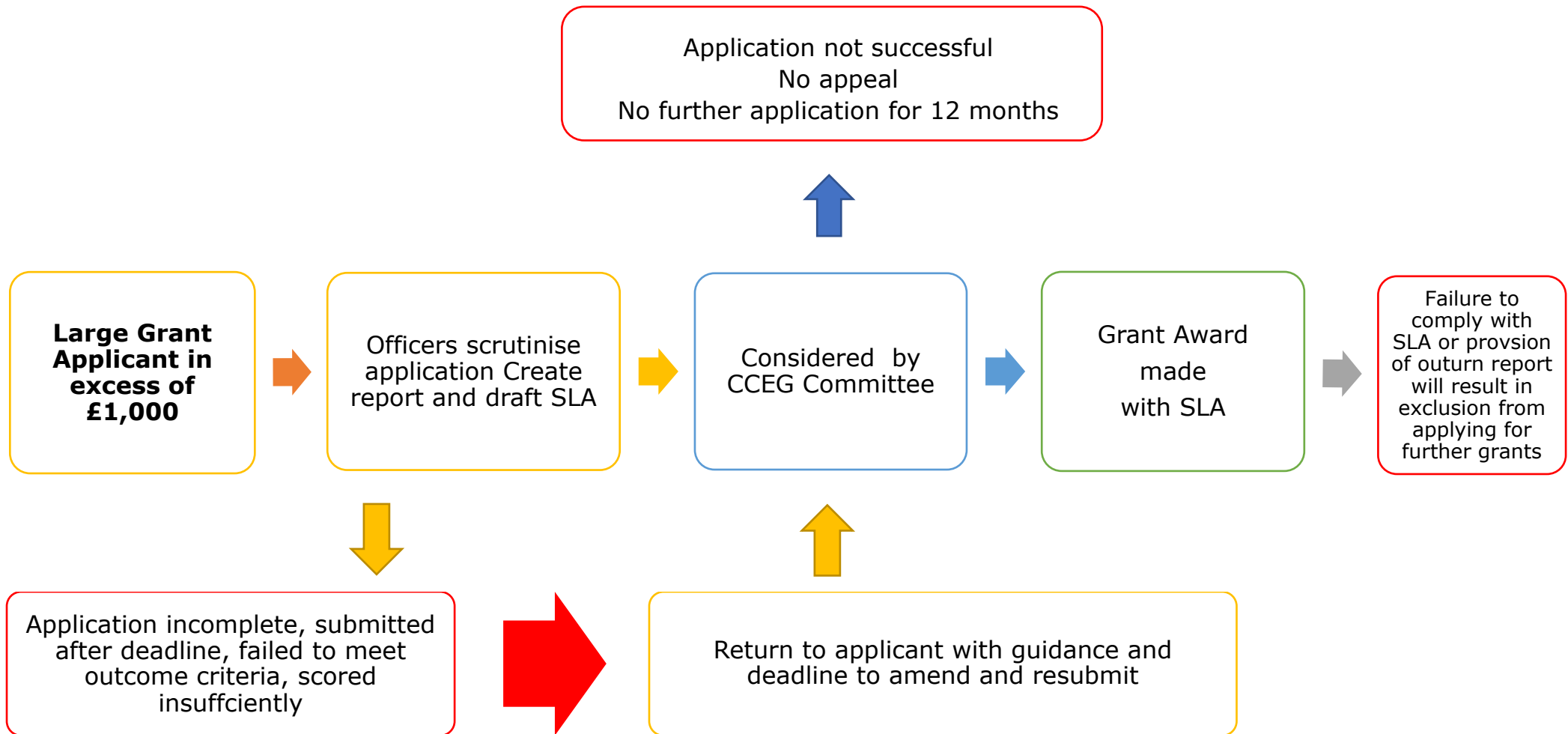
## Applications will be scored as follows:

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"> <li>• Matched or Supplemented by other funding sources.</li> <li>• The outcomes and outputs of the project are satisfactory and reasonable in terms of the level of finance requested.</li> <li>• Quality and quantity measures are included to provide an indication of what will be achieved.</li> <li>• Provide a cost-effective use of Council funds with evidence that the best prices have been obtained to deliver the proposed activity.</li> </ul>
Strong governance	Up to 14	A high score indicates: <ul style="list-style-type: none"> <li>• Strong, transparent constitution clearly identifying responsibilities and equality.</li> <li>• The applicant has good control structures within its organisation</li> <li>• Robust Finances</li> <li>• Robust risk assessment process is in place.</li> <li>• Insurance arrangements are in place.</li> <li>• A Proven track record – delivering projects/events/activities.</li> <li>• That individuals involved/members in the organisation exceed 5</li> </ul>

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 <b><u>corporate aims of Penrith Town Council</u></b>:</p> <p>up to 10 points 2 points against each corporate aim</p> <p>and <b><u>Climate Change Strategy</u></b>:</p> <p>up to 4 points 1 point against each aim</p> <p>and <b><u>Procurement Policy Local Rules</u></b>: 2 points</p> <p>and <b><u>Equality and Diversity Statement</u></b>: 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 the Economic Development Officer on:

01768 425 853

[economicdevelopmentofficer@penrithtowncouncil.co.uk](mailto:economicdevelopmentofficer@penrithtowncouncil.co.uk)

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](http://www.penrithtowncouncil.co.uk)

# **FULL COUNCIL**

**24 May 2021**

## **Matter: Governance and Accountability for Local Councils**

### **Purpose of Report:**

Consider the report and adopt the statutory governance and accountancy guidance for the financial year ended 31 March 2021.

**Item no:** 8bi

**Author:** Responsible Finance Officer

**Supporting Member:** Finance Committee Chair, Cllr. Burgin

### **This is a public report**

### **Recommendations**

Council is recommended to:

- i. Note the publication of the Practitioners' Guide 2021 which is mandatory for the financial year 2021/22; and
- ii. Adopt the provisions of the Practitioners' Guide for the financial year 2020/21.

### **Law and Legal Implications**

The Council is required to follow the governance and accounting regime set out in the Accounts and Audit Regulations 2015. Statutory proper practice issued under these Regulations has been issued in the Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide, published by NALC. This document is, in effect, the mandatory guide to both completion of the statutory Annual Governance and Accountability Return (AGAR), describing how accounting transactions are to be treated and reported, and appropriate governance arrangements for local councils.

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.

### **Link to Council Priorities**

This report aligns with the strategic priority for core Council business. Adherence to proper governance and accounting practice avoids adverse comments from Auditors, which could lead to reputational damage.

## **1. Report Details - Background**

- 1.1 The Practitioners' Guide is issued by the relevant local government associations, usually in the form of annual updates. The latest version is dated March 2021 and can be opened using the underlined link below:

<https://www.nalc.gov.uk/library/our-work/jpag/3479-practitioners-guide-2021/file>

The guidance represents statutory proper practice and is mandatory for all 'smaller authorities', i.e. where the higher of the authority's gross income for the year and its gross expenditure for the year does not exceed £6.5 million.

The 2021 edition of the Guide applies for financial years commencing on or after 1 April 2021. The Foreword to the Guide states that it contains no changes from the 2020 guidance, simply clarification of proper practices, so councils are invited to adopt its provisions for the 2020/21 financial year. Finance Committee has considered this suggestion and recommend that the Guide is adopted for 2020/21.

- 1.2 Although the Guide's Foreword promises no changes to the principles, reading the detail of the text identifies two important new sections:
- a) The Guide now sets out at length its best practice guidance for Internal Audit, both in terms of appointing an auditor and the tasks that the auditor is expected to carry out. These requirements are significantly more prescriptive than previously and may involve greater input from the auditor. In anticipation of the Guide being adopted early, the Council's Internal Auditor, Mrs Jean Airey, followed the new guidance in her examination of the 2020/21 Accounts.
  - b) In order to provide security, avoid correspondence going astray and reduce malicious spam, councils are recommended to use a secure email system which allocates official addresses to Councillors and Officers rather than them using personal email addresses. The Guide further advises the use of a gov.uk website domain name and email addresses, in order to indicate the council's status, demonstrate authenticity and build trust and credibility with the public. This Council has official email addresses but does not use a gov.uk domain; although there have been no adverse issues with the use of a co.uk domain, Officers are examining the feasibility of moving to a gov.uk domain.
- 1.3 The Guide continues to advise that "in practice, any authority with an expenditure in excess of £200,000 should plan on 3 months' equivalent General Reserve." Professional guidance normally expects general reserves to predominantly reflect the potential risks facing an organisation and its appetite for those risks; Officers' opinion is that the Town Council has an appropriate and robust reserves policy, which reflects its maturity, the risks associated with its acquisition of assets and its ambitions for the future.

## **2. Proposal Details**

It is proposed that the guidance is noted and the provisions of the Practitioners' Guide are adopted for the financial year 2020/21.



### **3. Options Analysis including risk assessment**

There are no alternative options to consider for 2021/22 as this is a statutory obligation; as there are only minor changes to existing guidance, it can be readily adopted for 2020/21.

#### **a) Financial Risk**

##### **Consequence**

The Council does not have a robust governance regime.

##### **Controls Required**

Maintenance of strong internal controls.

#### **b) Reputational Risk**

##### **Consequence**

Transactions are recorded incorrectly or inconsistently in statutory returns, leading to adverse criticism.

##### **Controls Required**

Adherence to the correct principles for the recording and reporting of the Council's transactions.

### **1. Financial and Resource Implications**

None

### **Appendices**

None

### **Background Papers**

JPAG Practitioners' Guide 2021, published by NALC in March 2021



**PENRITH TOWN COUNCIL  
ASSET REGISTER 31 MARCH 2021**

Item 8bii

**Total of assets held as at 31 March 2021**

Category	ASSET	Custodian	Location	Date acquired	Transfer from	Value £	Asset Transfer Value £	Insurance Value £
Allotments	Folly Lane allotment: 1.50 hectare	Clerk	Folly Lane	23/08/2016	EDC	-	1.00	0
Allotments	Eden Treescapes - Tree planting & Fencing	Services & Contracts Manag	Folly Lane	01/06/2018		732.35	-	0
Allotments	James Street allotment: 0.27 hectare	Clerk	James Street	23/08/2016	EDC	-	1.00	0
Allotments	Castletown allotment: 2.80 hectare	Clerk	Musgrave Street	23/08/2016	EDC	-	1.00	0
Allotments	Salkeld Road allotment: 0.78 hectare	Clerk	Salkeld Road	23/08/2016	EDC	-	1.00	0
<b>Allotments Total</b>						<b>732.35</b>	<b>4.00</b>	<b>0</b>
Bus Shelters	Bus Shelter	Services & Contracts Manag	Bridge Lane East	19/10/2018	EDC	-	1.00	15,000
Bus Shelters	Bus Shelter	Services & Contracts Manag	Bridge Lane West	19/10/2018	EDC	-	1.00	13,000
Bus Shelters	Bus Shelter	Services & Contracts Manag	Clifford Road	19/10/2018	EDC	-	1.00	2,400
Bus Shelters	Bus Shelter	Services & Contracts Manag	Newton Road	19/10/2018	EDC	-	1.00	2,400
Bus Shelters	Bus Shelter	Services & Contracts Manag	Opposite Penny Hill Park, Scotland Roa	19/10/2018	EDC	-	1.00	2,400
Bus Shelters	Bus Shelter	Services & Contracts Manag	Pategill/Sim Court	19/10/2018	EDC	-	1.00	2,400
Bus Shelters	Bus Shelter	Services & Contracts Manag	Scotland Road East	19/10/2018	EDC	-	1.00	2,400
Bus Shelters	B & C Shelter Bus Shelter, Tara Hill	Services & Contracts Manag	Scotland Road, Tara Hill	29/06/2018		2,744.00	-	2,744
Bus Shelters	AST Signs - Signage, bus shelters	Services & Contracts Manag	Various	01/03/2019		862.72	-	863
<b>Bus Shelters Total</b>						<b>3,606.72</b>	<b>7.00</b>	<b>43,607</b>
Civic Functions	Barnard & Westwood - Condolence Book	Clerk	Council Office	31/03/2020		299.87	-	300
<b>Civic Functions Total</b>						<b>299.87</b>	<b>0.00</b>	<b>300</b>
Civic Regalia	Regalia	Deputy Mayors Consort	Deputy Mayor	16/12/2016		80.42	-	80
Civic Regalia	Regalia	Deputy Mayor	Deputy Mayor	16/12/2016		362.27	-	362
Civic Regalia	Mayoral Chain	Mayor	Mayor	18/05/2015		-	1.00	5,000
Civic Regalia	Regalia	Mayors consort	Mayor	16/12/2016		47.23	-	47
<b>Civic Regalia Total</b>						<b>489.92</b>	<b>1.00</b>	<b>5,489</b>
Community Asset	Bandstand	Services & Contracts Manag	Cornmarket	29/03/2018	EDC	-	1.00	68,100
Community Asset	Musgrave Monument	Services & Contracts Manag	Middlegate	01/02/2019	EDC	-	1.00	340,700
Community Asset	WWW1 Plaque	Services & Contracts Manag	St Andrew's Church	28/09/2017	EDC	-	1.00	0
Community Asset	WWW2 Plaque	Services & Contracts Manag	St Andrew's Church	28/09/2017	EDC	-	1.00	0
Community Asset	War Memorial - Obelisk	Services & Contracts Manag	St Andrew's Churchyard	28/09/2017	EDC	-	1.00	11,000
<b>Community Asset Total</b>						<b>0.00</b>	<b>5.00</b>	<b>419,800</b>
Equipment	Parish Noticeboard Co - Noticeboard	Clerk	Adjacent to Bakewells electronics	22/04/2020		1,000.00	-	1,000
Equipment	Therebutnothtere - 2 Steel Tommies	Services & Contracts Manag	Council Office	22/10/2018		1,552.61	-	1,553
Equipment	Hampshire Flag Company - Bunting	Deputy Clerk	Council Office	31/03/2020		725.55	-	726
<b>Equipment Total</b>						<b>3,278.16</b>	<b>0.00</b>	<b>3,279</b>
IT Equipment	Ipad mini 32gb	Council Office	Council Office	17/02/2017		239.00	-	239
IT Equipment	STARTECH 1M PATCH LEAD RED	Council Office	Council Office	25/09/2017		6.72	-	7
IT Equipment	1U LETTERBOX BRUSH STRIP	Council Office	Council Office	25/09/2017		25.00	-	25
IT Equipment	FIXED SHELF 600MM - 50KG LOAD	Council Office	Council Office	25/09/2017		29.00	-	29
IT Equipment	VARIOUS	Council Office	Council Office	25/09/2017		32.26	-	32
IT Equipment	FIXED CAB SHELF 100KG 600MM	Council Office	Council Office	25/09/2017		53.00	-	53
IT Equipment	CABINET CASTOR SET (X4)	Council Office	Council Office	25/09/2017		59.00	-	59
IT Equipment	VIGOR 2760N ROUTER/FIREWALL	Council Office	Council Office	25/09/2017		79.00	-	79
IT Equipment	NSN PANASONIC VVX310 HOSTED PHONE	Council Office	Council Office	25/09/2017		85.00	-	85
IT Equipment	NSN PANASONIC VVX310 HOSTED PHONE	Council Office	Council Office	25/09/2017		85.00	-	85
IT Equipment	NSN PANASONIC VVX310 HOSTED PHONE	Council Office	Council Office	25/09/2017		85.00	-	85
IT Equipment	NSN PANASONIC VVX310 HOSTED PHONE	Council Office	Council Office	25/09/2017		85.00	-	85
IT Equipment	ZYXEL PRES 660R-D1 ADSL2+ ROUT	Council Office	Council Office	25/09/2017		99.00	-	99
IT Equipment	ZYXEL AMG1302 MODEM/ROUTER	Council Office	Council Office	25/09/2017		99.00	-	99
IT Equipment	CAT 6 UTP MODULE	Council Office	Council Office	25/09/2017		116.00	-	116
IT Equipment	ASSINIA 24 PORT PATCH PANEL CAT6	Council Office	Council Office	25/09/2017		136.00	-	136
IT Equipment	UBIQUITI UNIFI AC LR AP	Council Office	Council Office	25/09/2017		179.00	-	179
IT Equipment	UBIQUITI UNIFI AC LR AP	Council Office	Council Office	25/09/2017		179.00	-	179
IT Equipment	NSN PANASONIC VVX310 HOSTED PHONE	Council Office	Council Office	25/09/2017		179.00	-	179
IT Equipment	TP-LINK 24 PORT GIG POE SWITCH	Council Office	Council Office	25/09/2017		299.00	-	299
IT Equipment	PATCH 29 PORTS TO PATCH PANEL	Council Office	Council Office	25/09/2017		495.00	-	495
IT Equipment	INTEL I5 3330 3.00/4G/1TB/DVD1	Council Office	Council Office	25/09/2017		549.00	-	549
IT Equipment	CABINET 27U 600X1000X1322	Council Office	Council Office	25/09/2017		689.00	-	689
IT Equipment	BROTHER MFC-J6930DW MULTIFUNCTION -COPIER	Council Office	Council Office	01/02/2018		299.00	-	299
IT Equipment	KTD - Lenovo Laptop & Hanns-G Monitor	Clerk	Council Office	11/06/2018		619.00	-	619
IT Equipment	KTD - Portable Hard Drives	Clerk	Council Office	30/06/2018		475.00	-	475
IT Equipment	KTD - Ubiquiti G3 Dome CCTV Camera	Clerk	Council Office	24/06/2019		159.00	-	159
IT Equipment	KTD - Ubiquiti Unifi CCTV Video Recorder	Clerk	Council Office	24/06/2019		395.00	-	395
IT Equipment	IT Equipment ex Grenke Leasing: Virtual Server	Clerk	Council Office	17/10/2019		1,293.54	-	1,294
IT Equipment	KTD - HP 250 G7 Laptop for Solicitor	Clerk	Council Office	31/10/2019		599.00	-	599
IT Equipment	KTD - Conference Room Phone Polycom Sound Station 2 IP7000	Clerk	Council Office	09/01/2020		399.00	-	399
IT Equipment	KTD - HP 250 G7 Laptop	Clerk	Council Office	08/04/2020		729.00	-	729
IT Equipment	KTD - Polycom mains power supply units for telephones	Clerk	Council Office	22/04/2020		280.00	-	280
IT Equipment	IT equipment, hardware, software, etc	Clerk	Council Office/Clerk's residence	27/05/2015		5,778.20	-	5,778
IT Equipment	Website	KTD	KTD Server	22/05/2015		2,800.00	-	2,800
IT Equipment	KTD - Kyocera Taskalfa 3253ci multi-function printer/photocopier	Clerk	Council Office	23/03/2021		3,759.00	-	3,759
IT Equipment	KTD - HP 250 G7-15 Laptop	Clerk	Council Office	23/03/2021		689.00	-	689

Category	ASSET	Custodian	Location	Date acquired	Transfer from	Value £	Asset Transfer Value £	Insurance Value £
<b>IT Equipment Total</b>						<b>22,155.72</b>	<b>0.00</b>	<b>22,156</b>
Office Equipment	Legal reference books	Clerk	Council Office	28/04/2015		243.28	-	243
Office Equipment	Staff welfare - Fridge & microwave	Clerk	Council Office	29/04/2015		141.67	-	142
Office Equipment	Puridea mini projector	Council Office	Council Office	25/01/2017		148.43	-	148
Office Equipment	XL display boards x 8	Council Office	Council Office	06/02/2017		574.00	-	574
Office Equipment	Gazebo	Council Office	Council Office	06/02/2017		1,176.84	-	1,177
Office Equipment	Office Blinds	Council Office	Council Office	09/09/2017		506.21	-	506
Office Equipment	2 - ALBA CHROME COAT STAND CHROME/BLACK PMCLASS	Council Office	Council Office	11/09/2017		215.70	-	216
Office Equipment	3 - ACRYLIC PLAQUES, 1 - ACRYLIC DOOR SIGN & DOOR VINYLs	Council Office	Council Office	20/09/2017		1,034.00	-	1,034
Office Equipment	1 - 4 DRAWER FILING CABINET	Council Office	Council Office	16/10/2017		115.00	-	115
Office Equipment	1 - RANGER FIRE RESISTANT HIGH STEEL STORAGE WITH KEY LOCK W930 X D525 X H1950MM	Council Office	Council Office	31/10/2017		1,075.00	-	1,075
Office Equipment	1- NOBO DARK BLUE BARRACUDA MOBILE FLIPCHART/DRYWIPER EASEL 1902386	Council Office	Council Office	13/11/2017		186.84	-	187
Office Equipment	Argos - Vacuum Cleaner	Clerk	Council Office	08/06/2018		141.64	-	142
Office Equipment	SLCC Enterprises Ltd - Local Council Administration Law Book	Clerk	Council Office	08/10/2018		103.99	-	104
Office Equipment	Heatons Office Solutions - Steel cupboard	Clerk	Council Office	29/03/2019		136.67	-	137
<b>Office Equipment Total</b>						<b>5,799.27</b>	<b>0.00</b>	<b>5,800</b>
Office Furniture	1- Tubby 2 Seater Sofa, Navy Product code: SOFTUBY51BLU-UK	Council Office	Council Office	11/07/2017		179.00	-	179
Office Furniture	1 - RADIAL END EXTENSION BOARDROOM TABLE WITH SILVER TRUMPET BASE IN OAK.	Council Office	Council Office	29/09/2017		183.60	-	184
Office Furniture	3 - MAESTRO 25 C LEG STRAIGHT DESK SILVER LEG 1600 OAK	Council Office	Council Office	29/09/2017		327.00	-	327
Office Furniture	12 - ORION CHROME FRAME STACKABLE CHAIR - BLUE FABRIC	Council Office	Council Office	29/09/2017		332.28	-	332
Office Furniture	1 - RECTANGULAR 2000MM WIDE BOARDROOM TABLE WITH SILVER TRUMPET BASE IN OAK	Council Office	Council Office	29/09/2017		345.00	-	345
Office Furniture	4 - TALL, DEEP MOBILE PEDESTAL WITH TWO SHALLOW DRAWERS AND ONE OAK FILING DRAWER	Council Office	Council Office	29/09/2017		416.00	-	416
Office Furniture	2 - QUATTRO EXTRA HIGH BACK POSTURE CHAIR IN COBALT AD004	Council Office	Council Office	29/09/2017		550.00	-	550
Office Furniture	1 - PISA RECTANGULAR MEETING/LEISURE TABLE	Council Office	Council Office	09/10/2017		270.20	-	270
Office Furniture	Office Furniture - various	Council Office	Council Office	April - Dec 15		2,574.46	-	2,503
<b>Office Furniture Total</b>						<b>5,177.54</b>	<b>0.00</b>	<b>5,106</b>
Play Equipment	Fairhill Play Equipment	Services & Contracts Manag	Fairhill Park	03/04/2018	EDC	-	1.00	39,000
Play Equipment	Kompan - EA Playground Sign	Services & Contracts Manag	Fairhill Park	19/08/2020		388.00	-	388
Play Equipment	Kompan - FAHR Panel Games	Services & Contracts Manag	Fairhill Park	19/08/2020		1,122.00	-	1,122
Play Equipment	Kompan - Swing Frame	Services & Contracts Manag	Fairhill Park	19/08/2020		2,710.00	-	3,520
Play Equipment	Kompan - Home Multi Seesaw	Services & Contracts Manag	Fairhill Park	19/08/2020		2,816.00	-	3,755
Play Equipment	Kompan - Supernova	Services & Contracts Manag	Fairhill Park	19/08/2020		3,236.00	-	4,370
Play Equipment	Kompan - Saturn Carousel	Services & Contracts Manag	Fairhill Park	19/08/2020		3,533.00	-	4,763
Play Equipment	Kompan - PCM112401 Custom Tower	Services & Contracts Manag	Fairhill Park	19/08/2020		5,696.00	-	7,583
Play Equipment	Kompan - EPDM Wetpour Safer Surfacing	Services & Contracts Manag	Fairhill Park	19/08/2020		13,137.00	-	13,137
<b>Play Equipment Total</b>						<b>32,638.00</b>	<b>1.00</b>	<b>77,638</b>
Playing Fields	Fairhill Playing Fields	Services & Contracts Manag	Fairhill Park	03/04/2018	EDC	-	1.00	0
Playing Fields	Mark Harrod 9V9 Goals - Fairhill Playing Fields	Services & Contracts Manag	Fairhill Park	30/06/2018		570.00	-	570
Playing Fields	HH Reeds - Supply & Install Signs At Fairhill	Services & Contracts Manag	Fairhill Park	06/08/2018		824.00	-	824
Playing Fields	Glasdon UK - 2 Clifton picnic tables	Services & Contracts Manag	Fairhill Park	01/07/2020		1,448.52	-	1,449
Playing Fields	Kompan - Excavation, disposal of old equipment, fit turf, MOT Type 1, preliminaries	Services & Contracts Manag	Fairhill Park	19/08/2020		9,354.08	-	0
Playing Fields	Kompan - IAE Single Leaf Prosafe Gate	Services & Contracts Manag	Fairhill Park	19/08/2020		981.18	-	981
Playing Fields	Kompan - IAE Playspec Bow Top Fence	Services & Contracts Manag	Fairhill Park	19/08/2020		5,009.16	-	5,009
Playing Fields	Glasdon UK - Keyless lockable bin	Services & Contracts Manag	Fairhill Park	09/09/2020		176.52	-	177
Playing Fields	Ian Cannon - Paths, etc	Services & Contracts Manag	Fairhill Park	16/09/2020		17,380.00	-	0
Playing Fields	Ian Cannon - Gates, fencing	Services & Contracts Manag	Fairhill Park	16/09/2020		2,000.00	-	2,000
<b>Playing Fields Total</b>						<b>37,743.46</b>	<b>1.00</b>	<b>11,010</b>
Recreational Land	Cumbria CC - Land transfer	Services & Contracts Manag	Thacka Beck	01/11/2020	CCC	-	1.00	0
<b>Recreational Land Total</b>						<b>0.00</b>	<b>1.00</b>	<b>0</b>
Seats & Benches	Seats and Benches (30 No)	Services & Contracts Manag	Various	19/10/2018	EDC	-	30.00	15,660
Seats & Benches	Glasdon - 1 No Lowther Seat Penrith Remembers	Services & Contracts Manag	Various	22/03/2019		470.31	-	470
Seats & Benches	Glasdon - 1 No Lowther Seat Memorial	Services & Contracts Manag	Various	22/03/2019		546.13	-	546
Seats & Benches	Glasdon - 6 No Lowther Seat Penrith Remembers	Services & Contracts Manag	Various	22/03/2019		3,276.78	-	3,277
Seats & Benches	Glasdon - 5 Lowther seats & plaques	Services & Contracts Manag	Various	01/07/2019		2,958.14	-	2,958
Seats & Benches	Glasdon - 2 Lowther seats & plaques	Services & Contracts Manag	Various	12/09/2019		1,168.09	-	1,168
Seats & Benches	Glasdon - 2 Lowther seats & plaques	Services & Contracts Manag	Various	29/02/2020		940.60	-	941
Seats & Benches	Glasdon UK - 1 Lowther seat & plaque	Services & Contracts Manag	Various	19/08/2020		575.75	-	576
Seats & Benches	Glasdon - Lowther seat	Services & Contracts Manag	Various	04/11/2020		519.69	-	520
Seats & Benches	Glasdon - Fusion bench	Services & Contracts Manag	Various	04/11/2020		326.03	-	326
Seats & Benches	Glasdon - Lowther seat	Services & Contracts Manag	Various	13/01/2021		575.75	-	576
Seats & Benches	Glasdon & Ian Cannon - Lowther seat and plinth	Services & Contracts Manag	Fairhill Park	23/03/2021		925.00	-	925
<b>Seats &amp; Benches Total</b>						<b>12,282.27</b>	<b>30.00</b>	<b>27,943</b>
Street Furniture	Street Furniture Direct - 2 Cycle stands	Services & Contracts Manag	Storage	25/06/2020		110.00	-	110
<b>Street Furniture Total</b>						<b>110.00</b>	<b>0.00</b>	<b>110</b>
<b>Grand Total</b>						<b>124,313.28</b>	<b>50.00</b>	<b>622,238</b>
							<b>Total Value</b>	<b>124,363.28</b>

**PENRITH TOWN COUNCIL  
ASSET REGISTER 2020-21: RECONCILIATION**

Item 8bii

**2020-21 Transactions**

ASSET	Category	Custodian	Location	Date acquired	Transfer from	Cost £	Transfer Value £		Invoice Ref
<b>Asset Value: 31 March 2020</b>						<b>46,943.59</b>	<b>49.00</b>		
<b>Purchased in 2020/21:</b>									
KTD - HP 250 G7 Laptop	IT Equipment	Clerk	Council Office	08/04/2020		729.00			20-05
KTD - Polycorn mains power supply units for telephones	IT Equipment	Clerk	Council Office	22/04/2020		280.00			20-07
Parish Noticeboard Co - Noticeboard	Equipment	Clerk	Council Office	22/04/2020		1,000.00			20-10
Street Furniture Direct - 2 Cycle stands	Street Furniture	Services & Contracts Manager	Various	25/06/2020		110.00	-		CCR20-10
Glasdon UK - 1 Lowther seat & plaque	Seats & Benches	Services & Contracts Manager	Various	19/08/2020		575.75			20-71
Glasdon UK - 2 Clifton picnic tables	Playing Fields	Services & Contracts Manager	Fairhill Park	01/07/2020		1,448.52			20-48
Glasdon UK - Keyless lockable bin	Playing Fields	Services & Contracts Manager	Fairhill Park	09/09/2020		176.52			20-81
Kompan - Home Multi Seesaw	Play Equipment	Services & Contracts Manager	Fairhill Park	19/08/2020		2,816.00			20-14/66/67
Kompan - Supernova	Play Equipment	Services & Contracts Manager	Fairhill Park	19/08/2020		3,236.00			20-14/66/67
Kompan - Swing Frame	Play Equipment	Services & Contracts Manager	Fairhill Park	19/08/2020		2,710.00			20-14/66/67
Kompan - PCM112401 Custom Tower	Play Equipment	Services & Contracts Manager	Fairhill Park	19/08/2020		5,696.00			20-14/66/67
Kompan - Saturn Carousel	Play Equipment	Services & Contracts Manager	Fairhill Park	19/08/2020		3,533.00			20-14/66/67
Kompan - FAHR Panel Games	Play Equipment	Services & Contracts Manager	Fairhill Park	19/08/2020		1,122.00			20-14/66/67
Kompan - EA Playground Sign	Play Equipment	Services & Contracts Manager	Fairhill Park	19/08/2020		388.00			20-14/66/67
Kompan - EPDM Wetpour Safer Surfacing	Play Equipment	Services & Contracts Manager	Fairhill Park	19/08/2020		13,137.00			20-14/66/67
Kompan - IAE Playspec Bow Top Fence	Playing Fields	Services & Contracts Manager	Fairhill Park	19/08/2020		5,009.16			20-14/66/67
Kompan - IAE Single Leaf Prosafe Gate	Playing Fields	Services & Contracts Manager	Fairhill Park	19/08/2020		981.18			20-14/66/67
Kompan - Excavation, disposal of old equipment, fit turf, MOT Type 1, preliminaries	Playing Fields	Services & Contracts Manager	Fairhill Park	19/08/2020		9,354.08			20-14/66/67
Ian Cannon - Gates, fencing	Playing Fields	Services & Contracts Manager	Fairhill Park	16/09/2020		2,000.00			20-84
Ian Cannon - Paths, etc	Playing Fields	Services & Contracts Manager	Fairhill Park	16/09/2020		17,380.00			20-84
Glasdon - Lowther seat	Seats & Benches	Services & Contracts Manager	Various	04/11/2020		519.69			20-108
Glasdon - Fusion bench	Seats & Benches	Services & Contracts Manager	Various	04/11/2020		326.03			20-108
Glasdon - Lowther seat	Seats & Benches	Services & Contracts Manager	Various	13/01/2021		575.75			20-150
Cumbria CC - Land transfer	Recreational Land	Services & Contracts Manager	Thacka Beck	01/11/2020	CCC		1.00		n/a
KTD - Kyocera Taskalfa 3253ci multi-function printer/photocopier	IT Equipment	Clerk	Council Office	23/03/2021		3,759.00			order
KTD - HP 250 G7-15 Laptop	IT Equipment	Clerk	Council Office	23/03/2021		689.00			20-194
Glasdon & Ian Cannon - Lowther seat and plinth	Seats & Benches	Services & Contracts Manager	Fairhill Park	23/03/2021		925.00			order
<b>Disposed of in 2020/21:</b>									
Noticeboard, replaced April 2020	Street Furniture	Clerk	Adjacent to Bakewells electronics	09/11/2015		(950.00)	-		
Heatons Office Solutions - Canon LBP151 Mono Laser Printer	IT Equipment	Clerk	Council Office	29/03/2019		(156.99)	-		
<b>Total of assets held as at 31 March 2021:</b>						<b>124,313.28</b>	<b>50.00</b>		
						<b>Total Value</b>	<b>124,363.28</b>		



# **FULL COUNCIL**

**24 May 2021**

**Matter: Finance Outturn Report: Year ended 31 March 2021**

## **Purpose of Report:**

Consider the report and approve the final outturn report for the financial year ended 31 March 2021.

**Item no:** 8biii

**Author:** Responsible Finance Officer

**Supporting Member:** Finance Committee Chair, Cllr. Burgin

**This is a public report**

## **Recommendations**

The Committee is recommended to approve the outturn report for the financial year ended 31 March 2021 and the transfers to the General and Devolution Reserves, as shown in the outturn statement.

## **Law and legal implications**

The Local Government Act 1972 requires the Council to have sound financial management. The Accounts and Audit Regulations 2015, supplemented by statutory guidance on proper practice, prescribe an accounting regime for local councils.

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.

## **Link to Council Priorities**

Robust budgetary control supports the Council in its delivery of priorities within the approved budget framework. Accurate accounting and reporting enable the Council to make informed decisions on its finances.

## **1. Report Details**

### **A. 2020/21 Outturn Statement: Income and Expenditure Account (Appendix A)**

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

- i. The actual outturn figures for the preceding financial year 2019/20, for reference only.
- ii. The full year's Revised Budget for 2020/21, based on the Original Budget approved by Council on 27 January 2020, as revised for:
  - A full review of forecast expenditure on all larger budgets, in order to identify resources to respond to the Covid-19 pandemic and to reflect the expected inability to deliver spending programmes. As a result, budgeted expenditure reduced by some £50,000, from £491,454 in the Original Budget to £441,944 in the Revised Budget.
  - Amendment of the opening reserve balances to their 1 April 2020 actuals, which represented an additional £52,000 in the General Reserve.
- iii. Actual outturn income and expenditure for 2020/21, based on the matching principle, which means taking account of all income and expenditure which relates to the year, irrespective of when it is received/paid.
- iv. The variance between the actual outturn income and expenditure and the Revised Budget for the year. Variances are expressed as favourable (positive) where there was an underspending or increased income, and as adverse (negative and bracketed) where there was an overspending or reduced income.
- v. The position on the Council's three reserves: its General, Devolution and Acquisitions Reserves, as at 31 March 2021.

Finance Committee has reviewed the outturn statement and the following commentary and recommends their acceptance by Full Council.

## **B. Commentary**

### **B.1 Total Income -£695**

- i. The annual precept of £454,233 and CTRS grant of £7,829 were received from Eden DC in line with budget.
- ii. The Revised Budget assumed an over-optimistic estimate of £1,200 investment interest, whereas only £515 was received, closer to the Approved Budget of £500



## **B.2 Planning Committee +£7,853**

Expenditure of £8,647 is shown against the Revised Budget of £16,500, an underspending of £7,853.

- i. The Planning budget of £10,000 was set as a block allocation to cover all its expenditure on this service; at outturn, this was underspent by £3,391.
- ii. A revised budget of £6,500 was created to allow initial expenditure on Climate Change initiatives. The main items in the outturn expenditure of £2,038 were £1,485 on website changes and £266 on recruitment advertising.

## **B.3 CCEG Committee +£57,936**

The Committee's Original Budget was approved as £136,830. Recognising that its services would be significantly curtailed by the pandemic, the budget was revised downwards to £89,530. By outturn, it became clear that spending levels had been further depressed, with expenditure of only £31,594 shown against that figure, an underspending of £57,936.

- i. The main item of expenditure on Town Projects was the £5,000 contribution to Cumbria CC's Parking and Movement Study, while grant income of £2,000 was received from Eden DC towards the Business Directory. The overall budget of £15,000 was underspent by £10,623.
- ii. The Revised Budget created funding of £25,000 to provide an immediate response to the Covid-19 pandemic. Expenditure slowed during the year, totalling £17,314 at year-end, an underspend of £7,686. The main items of expenditure were a £3,000 grant to the Penrith Food Bank, £4,041 economic and community support, £8,687 staff time, principally in supporting Cumbria CC, £1,170 in enabling remote working and £4,874 on craft bags, offset by £4,500 of grant income.
- iii. Only £928 of the £2,500 budget for Officer Support to Arts and Entertainment was used, reflecting the inability to progress initiatives.
- iv. The Original Budget provided £7,500 to implement the Arts and Cultural Strategy, which it assumed would be completed in 2019/20. This amount was revised upwards to £10,000 to cover the costs of preparing the Strategy, however contract difficulties resulted in only £2,484 being spent on its first stage.
- v. Events Grants were particularly hard hit by the pandemic, with most events unable to take place. Only £2,400 was expended on grants, while a contribution of £1,000 was received from Cumbria CC towards earlier advance expenditure on the planned VE Day 75 celebration. The Original Budget of £30,000 was revised down to £10,000, however only £1,430 was spent, an underspending of £8,570.
- vi. Greening budgets were also affected by the pandemic with little activity in Summer 2020. The Original Budget of £15,500 was revised to £9,200 as a 2019/20 grant of £6,289 had been returned from Penrith BID, however net expenditure of £1,600 represented an underspending of £7,600

- vii. Community Grants suffered significantly because of the pandemic, with uncertainty and low confidence restricting applications. The Original Budget of £32,000 was revised down to £10,000, however even this lower level could not be achieved. Only two grants totalling £3,000 were made, offset by the return of a £1,429 grant made in 2019/20; this outturn expenditure of £1,571 shows an underspend of £8,429.
- viii. The Community Engagement Original Budget of £15,000 was revised to £6,000, partly due to a changed treatment of Dialogue software costs and partly the effects of the pandemic. Only £450 was spent, resulting in an underspending of £5,550.

#### **B.4 Finance Committee +£15,361**

A small overall revision was made to the Committee's Original Budget, to reduce it by £1,710. Net outturn expenditure of £318,053 is shown against the Revised Budget of £333,414, an underspending of £15,361.

- i. An underspend of £818 on Training and Conferences contributed to a net underspending of £568 on the Staffing budget.
- ii. The Office Rent budget assumed that the 2020 review would result in extra costs; as the rent was negotiated at a standstill, there was an underspending of £750. Other accommodation headings showed underspends due to the office not being used for staff and meetings.
- iii. There were underspendings totalling £1,707 across all Civic Functions and Cost of Democracy headings, largely due to activities being curtailed because of the pandemic.
- iv. The original IT budget was revised upwards by £3,500, initially to provide for the purchase of mobile phones, although this money was assumed to be available for the replacement photocopier acquired late in the financial year. The outturn of £17,995 shows an underspending of £5,505 against the revised budget of £23,500.
- v. The original Website budget of £2,050 was increased to £3,000 to cover the costs of including cookie consents on webpages. Outturn expenditure was £3,901, an overspend of £901.
- vi. The various Devolved Services budgets underspent by £20,940, with variations against most budgets. This is to be expected: although tapering grant income was received in line with the budget, routine expenditure on management and maintenance of the devolved assets is still settling down following their transfer.
  - Unforeseen pest control and drainage work on Allotments resulted in an overspend of £980.
  - There were underspendings of £557 on the War Memorial, £1,500 on benches and £8,648 on Bus Shelters, the latter being due to an inability to progress installation at two sites.
  - Fairhill Park underspent by £1,905 against the expenditure budget of £5,000.
  - Responsibility for Play Areas did not transfer during 2020/21, so the budget of £1,500 was unused.

- Expenditure of £645 on planting maintenance at Fairhill was met from deferred income received from United Utilities, resulting in a nil cost at outturn.
- The Revised Budget provided for £71,690 expenditure on Site Improvements at Fairhill; the majority of this would be grant-aided, leaving a net budget of £9,500. Reduced expenditure and additional income produced an outturn underspend of £2,450.
- Following the land transfer, the revised budget for Thacka Beck was set at £2,000. Only £500 of this was spent, while unexpected income of £4,721 relating to an easement over the land created an underspending of £6,221.

In accordance with Council policy, a contribution equal to the difference between the cost of these services and a "marker" figure of £46,344 has been transferred to the Devolution Reserve. The contribution totals £34,889, which includes the £20,940 underspend on the services.

- vii. Printing, Postage and Stationery recorded an underspending of £681, largely due to changing work practices in response to the pandemic.
- viii. Accountancy Fees showed an overspending of £722, an expected reduction in demand not yet having taken place.
- ix. The Repairs and Renewals budget of £8,000 comprised £5,000 for replacement seats and £3,000 for general repairs/renewals. Outturn expenditure was £1,998 on seats and £120 on other items.

## **B.5 Contingency Provision**

The contingency provision of £2,500 is shown as fully underspent as costs have been allocated to the correct budget heading.

## **B.6 Transfer to/(from) Acquisitions Reserve**

No contributions were made to or from the Acquisitions Reserve in the year.

## **B.7 Total Expenditure & Increase/(Decrease) in General Reserve**

The Revised Budget expected that £21,328 would be added to the General Reserve from the 2020/21 Accounts. Because of outturn underspendings, income exceeded expenditure by £104,283 so this amount has been transferred to the General Reserve. As described above, the resulting variance of £82,955 arose from the following variations from budget:

	£
Income	(695)
Planning Committee	7,853
CCEG Committee	57,936
Finance Committee	15,361
Contingency	2,500
Total Underspending	<u>82,955</u>

During the 2021/22 Budget process, a Forecast Outturn was produced for 2020/21, which anticipated that the Revised Budget would be underspent by some £19,000; the actual outturn underspending of £83,000 means that an extra £64,000 has been transferred to the General Reserve, compared to the budget assumptions made in January this year.

## B.8 Reserves

Overall, reserves at 31 March 2021 are at a significantly higher level than anticipated in the Revised Budget. As noted above, a more up to date comparison can be made with the 2020/21 Forecast Outturn which was used in compiling the 2021/22 Approved Budget. The two comparisons show the following:

Balance at 31 March 2021	Revised Budget	Forecast Outturn	Actual Outturn
Reserve:	£	£	£
General	257,477	276,487	340,432
Devolution	115,008	121,878	135,948
Acquisitions	50,000	50,000	50,000
Total Reserves	422,485	448,365	526,380

The Council's Reserves Policy sets a target for the General Reserve of 35% of net expenditure, to be met in the medium term, currently estimated as £183,000. The 2021/22 Budget provides for £237,000 over the next five years to fund new initiatives, primarily Climate Change. The outturn underspendings will help to secure this programme of expenditure.

## C. Balance Sheet (Appendix B)

Appendix B shows the Council's balance sheet as at 31 March 2021. The following points may be noted:

- i. Investments with three organisations total £444,773, with the majority being in the CCLA Public Sector Deposit Fund.
- ii. The VAT Debtor of £2,297 represents March's transactions and has been reclaimed from HMRC.
- iii. Prepayments of £10,838 include adjustments for office rent £1,875, IT support agreements £1,941, Dialogue software £4,995 and licences and subscriptions £1,703.
- iv. The Cash at Bank balance of £82,456 is held at HSBC.
- v. Accruals of £11,908 comprise £11,353 of invoices for goods and services received by 31 March, but unpaid at that date, plus £555 of staff hours worked by 31 March, to be paid in 2021/22.
- vi. The Receipts in Advance figure of £2,129 is the remaining income received from United Utilities for planting maintenance at Fairhill Park.

## **D. Conclusion**

The outturn statement highlights a £83,000 underspending of the 2020/21 Revised Budget. In an unprecedented year, this is a combination of two factors: a continuing trend for outturn underspendings, overlaid by the inability to commit expenditure due to the Coronavirus pandemic. Although revisions to the budget anticipated difficulties in spending budgets, the reality was that even reduced targets could not be achieved. The effects of the pandemic are still being experienced with events cancelled or postponed and confidence in many areas being low. At present, it appears likely that substantial underspendings will continue into the new financial year, suggesting that allocations should be reviewed carefully in preparing the 2022/23 Budget.

On a more positive note, the underspendings have resulted in the General Reserve balance being £64,000 higher than anticipated when setting the 2021/22 Budget, which will provide an opportunity to consider aspirations beyond those already identified in the medium term financial plan. Similarly, the Devolution Reserve balance is £14,000 higher than forecast, which could be a useful buffer in the event of unexpected expenditure on local government reorganisation.

Finally, the Council's balance sheet at 31 March 2021 shows it to be in a healthy financial position, with minimal debtors and creditors, its reserves invested in a range of organisations and a bank balance adequate to fund cash flow requirements.

## **2. Finance Implications**

This report is concerned solely with financial accounting and management.

## **3. Options Analysis and Risk Assessment**

There are no alternative options as this report supports the Council's statutory financial obligations.

### **i. Financial Risk**

#### **Consequence**

- Inadequate financial monitoring may result in the Council failing to receive expected income or incurring unexpected overspending, potentially leading to the curtailment of planned expenditure.
- Inaccurate or non-compliant accounts may lead to adverse criticism from auditors.

#### **Controls Required**

- A sound budgetary control system with regular reporting and identification of issues.
- Compliance with standard and sector specific accounting principles.

### **ii. Reputation Management**

#### **Consequence**

- Adverse criticism of over or underspending.
- Adverse criticism of inaccurate accounts.

#### **Controls Required**

- Sound budgetary control.
- Compliance with statutory guidance.

## **Supporting Documents**

- Income & Expenditure and Balance Sheet statements

## **Background Papers**

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



**2020/21 OUTTURN STATEMENT  
INCOME AND EXPENDITURE ACCOUNT**

<b>ACTUAL OUTTURN 2019/20</b>	<b>REVISED BUDGET 2020/21</b>	<b>HEADING</b>	<b>ACTUAL OUTTURN 2020/21</b>	<b>Favourable/ (Adverse) Variance</b>
£	£		£	£
		<b>INCOME</b>		
		<b>Precept:</b>		
437,813	454,233	Council Tax	454,233	0
7,940	7,829	<b>EDC - CTRS Grant</b>	7,829	0
		<b>Other Income:</b>		
1,112	1,200	Investment Interest	515	(685)
1	10	Miscellaneous Income	0	(10)
<b>446,866</b>	<b>463,272</b>	<b>TOTAL INCOME</b>	<b>462,577</b>	<b>(695)</b>
		<b>EXPENDITURE</b>		
		<b>PLANNING COMMITTEE:</b>		
		<b>Planning:</b>		
1,423	0	Officer Support	4,739	}
3,645	10,000	Planning Consultancy	1,367	3,391
1,574	0	Consultation	503	}
6,642	10,000		6,609	3,391
		<b>Climate Change:</b>		
0	6,500	Climate Change	2,038	4,462
<b>6,642</b>	<b>16,500</b>	<b>Planning Committee Total</b>	<b>8,647</b>	<b>7,853</b>
		<b>CCEG COMMITTEE:</b>		
		<b>Town Projects:</b>		
5,806	15,000	Town Projects	4,377	10,623
0	25,000	Covid-19 Response	17,314	7,686
5,806	40,000		21,691	18,309
		<b>Arts &amp; Entertainment:</b>		
215	2,500	Officer Support	928	1,572
0	10,000	Arts & Cultural Strategy	2,484	7,516
22,884	10,000	Events grants	1,430	8,570
23,099	22,500		4,842	17,658
		<b>Environment:</b>		
16,491	9,200	Greening	1,600	7,600
16,913	10,000	<b>Community Grants</b>	1,571	8,429
		<b>Corporate Communications:</b>		
7,239	6,000	Community Engagement	450	5,550
1,720	1,830	Press Support	1,440	390
8,959	7,830		1,890	5,940
<b>71,268</b>	<b>89,530</b>	<b>CCEG Committee Total</b>	<b>31,594</b>	<b>57,936</b>
		<b>FINANCE COMMITTEE:</b>		
		<b>Staffing:</b>		
160,610	172,780	Salaries	172,871	(91)
14,495	15,210	National Insurance	15,378	(168)
28,167	30,620	Superannuation	30,636	(16)
{	500	Staff Training	893	(393)
2,291	1,500	Conferences	289	1,211
{	350	Staff Expenses	325	25
205,563	220,960		220,392	568

ACTUAL OUTTURN 2019/20	REVISED BUDGET 2020/21	HEADING	ACTUAL OUTTURN 2020/21	Favourable/ (Adverse) Variance
£	£		£	£
		<b>Accommodation:</b>		
7,500	8,250	Rent	7,500	750
1,559	1,900	Heat, Light & Water	1,383	517
634	670	Service Charges	765	(95)
529	230	Room Hire	0	230
369	380	Insurances	367	13
(24)	(50)	Letting Income	0	(50)
10,567	11,380		10,015	1,365
		<b>Civic Functions:</b>		
387	400	Civic Functions	143	257
0	700	Mayoral Expenses	567	133
0	300	Deputy Mayor's Expenses	267	33
67	100	Civic Regalia	51	49
454	1,500		1,028	472
		<b>Cost of Democracy:</b>		
188	0	Annual Meeting	0	0
1,893	0	Elections	0	0
{	1,000	Members' Training	85	915
687	200	Members' Expenses	80	120
0	200	Notice/Honours Board	0	200
2,768	1,400		165	1,235
19,345	23,500	<b>IT</b>	17,995	5,505
640	3,000	<b>Website</b>	3,901	(901)
		<b>Devolved Services:</b>		
(1,400)	(1,400)	Bring Site	(1,400)	0
(100)	1,550	Allotments	2,530	(980)
(50)	975	War Memorial	418	557
538	1,080	Benches	(420)	1,500
(1,093)	8,550	Bus Shelters	(98)	8,648
(649)	300	Bandstand	625	(325)
(60)	250	Musgrave Monument	719	(469)
(7,377)	(1,610)	Fairhill Park	(3,515)	1,905
1,200	0	Toilets	0	0
0	1,500	Play Areas	0	1,500
0	0	Coronation Gardens	0	0
0	0	Fairhill United Utilities Planting Maintenance	0	0
73	9,500	Fairhill Site Improvements	7,050	2,450
0	1,300	Signage, etc	1,150	150
0	2,000	Thacka Beck	(4,221)	6,221
10,018	8,400	Community Caretaker	8,617	(217)
45,244	13,949	Contribution to Devolution Reserve	34,889	(20,940)
46,344	46,344		46,344	0
3,981	0	<b>Website Accessibility Regulations</b>	0	0
		<b>Other Overheads:</b>		
2,408	1,800	Printing, Postage & Stationery	1,119	681
1,441	1,700	Audit Fees	1,405	295
3,542	4,000	Insurance	3,786	214
86	100	Bank Charges & Interest	135	(35)
4,225	2,600	Accountancy Fees	3,322	(722)
2,588	3,400	Legal Fees	3,204	196
65	730	Licences	283	447
3,058	3,000	Subscriptions	2,841	159
17,413	17,330		16,095	1,235
6,988	8,000	<b>Repairs &amp; Renewals</b>	2,118	5,882
<b>314,063</b>	<b>333,414</b>	<b>Finance Committee Total</b>	<b>318,053</b>	<b>15,361</b>
<b>0</b>	<b>2,500</b>	<b>Contingency</b>	<b>0</b>	<b>2,500</b>
<b>0</b>	<b>0</b>	<b>Transfer to/(from) Acquisitions Reserve</b>	<b>0</b>	<b>0</b>
<b>391,973</b>	<b>441,944</b>	<b>TOTAL EXPENDITURE</b>	<b>358,294</b>	<b>83,650</b>
<b>54,893</b>	<b>21,328</b>	<b>INCREASE/(DECR) IN GENERAL RESERVE</b>	<b>104,283</b>	<b>82,955</b>



ACTUAL OUTTURN 2019/20		REVISED BUDGET 2020/21	HEADING	ACTUAL OUTTURN 2020/21	Favourable/ (Adverse) Variance
£		£		£	£
			<b>RESERVES:</b>		
			<b>General Reserve:</b>		
181,256		236,149	Balance brought forward 1 April	236,149	0
54,893		21,328	Increase/(decrease) in year	104,283	82,955
<b>236,149</b>		<b>257,477</b>	<b>Balance carried forward 31 March</b>	<b>340,432</b>	<b>82,955</b>
			<b>Devolution Reserve:</b>		
55,815		101,059	Balance brought forward 1 April	101,059	0
45,244		13,949	Contribution from Budget	34,889	20,940
<b>101,059</b>		<b>115,008</b>	<b>Balance carried forward 31 March</b>	<b>135,948</b>	<b>20,940</b>
			<b>Acquisitions Reserve:</b>		
50,000		50,000	Balance brought forward 1 April	50,000	0
0		0	Contribution from Budget	0	0
<b>50,000</b>		<b>50,000</b>	<b>Balance carried forward 31 March</b>	<b>50,000</b>	<b>0</b>
<b>387,208</b>		<b>422,485</b>	<b>TOTAL RESERVES 31 MARCH</b>	<b>526,380</b>	<b>103,895</b>

2020/21		2021/22	
31 MARCH 2020		31 MARCH 2021	
£	£	£	£
<b>Investments</b>			
84,998.50		Cumberland Buildi	84,971.50
173,860.00		CCLA Public Secto	273,860.00
<u>85,673.26</u>		Penrith Building S	<u>85,941.08</u>
	344,531.76		444,772.58
<b>Current Assets</b>			
1,662.50		Debtors	53.65
2,262.94		Debtor - VAT	2,296.69
5,082.14		Prepayments	10,838.17
<u>69,132.25</u>		Cash at bank	<u>82,455.87</u>
78,139.83			95,644.38
<b>Current Liabilities</b>			
1,000.00		Creditors	0.00
4,999.33		Accruals	11,908.02
8,153.49		Payroll Control	0.00
<u>21,311.25</u>		Receipts in Advan	<u>2,129.25</u>
35,464.07			14,037.27
	42,675.76	<b>Net Current Assets</b>	81,607.11
	<u><b>387,207.52</b></u>		<u><b>526,379.69</b></u>
<b>Represented by:</b>			
<b>Reserves</b>			
	236,148.63	General Reserve	340,431.68
	101,058.89	Devolution Reserve	135,948.01
	50,000.00	Acquisitions Reserve	50,000.00
	<u><b>387,207.52</b></u>		<u><b>526,379.69</b></u>

**YEAR END REPORT BY THE INTERNAL AUDITOR – PENRITH TOWN COUNCIL  
FINANCIAL YEAR ENDING 31 MARCH 2021**

I confirm I have, on the 19th April 2021 undertaken an internal audit for the period 1<sup>st</sup> January 2020 - 31st March 2021 in accordance with the Account and Audit Regulations (England) 2015 as outlined in the Audit Plan approved by Council and incorporating any new requirements as outlined in “Governance and Accountability for Local Councils” A Practitioners’ Guide (England) March 2019.

N.B. In preparing the Accounts the Responsible Financial Officer (RFO) has implemented the guidance in the revised Governance and Accountability for Local Councils” A Practitioners’ Guide (England) March 2021

In compliance with Government directives during the current coronavirus Covid 19 pandemic, the audit was carried out to comply with social distancing. Comprehensive documents and working papers were forwarded by e-mail to the Internal Auditor from the RFO, who was also available to assist with any further clarifications as required. Reference was also made to Penrith Town Council website to confirm compliance with other statutory obligations.

This report is to be read in conjunction with the audit report to cover the period 1<sup>st</sup> April 2020 -31<sup>st</sup> December 2020

**1. Appropriate accounting records**

A clear audit trail exists from all primary accounts, which are produced on the Sage accounting package. The manual transitions provide a clear audit trail to fulfil the format required by the Account and Audit Regulations. It is confirmed that the prior year balance is correctly carried forward from the Annual Governance and Accountability Return (AGAR) and balanced to the new financial year. All records are balanced monthly and are accurate. Robust backup procedures exist to safeguard computer records.

**2. Standing Orders/Financial Regulations/Policy Documents/Transparency Legislation.**

All statutory regulations and policy documents have been reviewed in the current financial year and include all new legislation, as reported in the interim report.

The website ensures the objectives of the Transparency Code are achieved. It fully informs the elector of the prudent spend of public monies, by the publishing of all required data.

### **3. Invoice procedure**

A random check was made of invoices paid in the period.

A clear audit trail is provided by documents prepared as appendices and reports from the RFO, which accompanies the agenda and is compared with appropriate debits on bank statements.

All purchases comply with Financial Regulations and adhere to the principle of Best Value.

### **4. VAT**

Vat has been recorded and the correct sum of £2296.69 has been identified, reconciled to accounts and claimed for the final month of the financial year, March 2021.

### **5. General Power of Competence.**

Penrith Town Council continues to hold General Power of Competence status until the next relevant Annual Meeting of the Council

### **6. Risk Management**

The risk assessment documents were reviewed and adopted as noted in the first half-year report.

### **7. Internal Financial Controls**

The financial management system adopted and approved by Council is extremely risk - adverse and fulfils all reporting requirements. There is a clear audit trail enabling verification of the accuracy of all documents produced by the External Accountant and the in-house team. The review of Internal Controls was ratified at the Town Council meeting held on 29<sup>th</sup> March 2021. – Minute No. PTC/20/127

### **8. Register of Interest**

Copies of all documentation are retained on file and members fulfil their obligation to advise and declare as appropriate and update their personal register.

### **9. Budgetary Control**

A correct budget process is in place and the budget is monitored monthly.

The accounting method enables immediate identification of monthly and cumulative spends to each budget heading. The financial reports presented by the Responsible Financial Officer (RFO) advise Council of the reasons for under and/or overspends and details recommended action to enable the council to respond with appropriate strategies.

## **10. Cash Balances at the Bank**

The Town Council minimises the risk to cash reserves by allocating across several accounts. The funds clearly relate to the investment strategy and are earmarked for specific purposes. The Reserves Policy and Investments Strategy was ratified at a Full Council Meeting held on 25<sup>th</sup> January 2021. – Minute No. PTC20/110vii.

The balances at the bank as at the 31<sup>st</sup> March 2021 are considered adequate to enable the Council to meet budgeted projects and retain adequate cash reserves.

## **11. Income Controls**

All income is promptly banked upon receipt. No cash income.

## **12. Officers Expenses Card.**

Officers' spend is undertaken via a Debit card drawn on the HSBC account.

Sums drawn are allocated to the appropriate budget head, included in the schedule of payments for approval of members. VAT is identified and claimed.

## **13. Payroll Controls**

PAYE/NIC records are undertaken externally and are properly operated and up to date.

All statutory payments to HMRC and the Pension provider have been made. The accuracy of the deductions and payments are confirmed by regular scrutiny by the RFO.

## **14. Asset Control**

The Asset Register is updated to ensure acquisitions and disposals incurred up until 31<sup>st</sup> March 2021, as appropriate, are included in the completed register. The sum of £124,363 is verified and documented in the Annual Governance and Accountability Return (AGAR). All assets are adequately covered by insurance.

## **15. Bank Reconciliation**

The core cash accounts are reconciled to the bank statements monthly and accurately state the financial cash position of the council. A member validates the information by a signature on the relevant bank statement/s.

## **16. Year End Accounts**

Penrith Town Council produces accounts on an Income and Expenditure basis as required by the Accounts and Audit Regulations

### **Conclusion.**

It is confirmed that Penrith Town Council is fully compliant with all Account and Audit Regulations, Transparency Legislation and all other statutory requirements.

In concluding the Internal Audit for the financial year 2020/21 I thank the Officers for the provision of meticulous records, particularly the working papers reconciling the Sage accounts to the AGAR.

A handwritten signature in black ink, appearing to read 'G. Airey', with a large, stylized flourish at the end.

**Georgina D. Airey – Internal Auditor. 19<sup>th</sup> April 2021.**



# Annual Internal Audit Report 2020/21

## PENRITH TOWN COUNCIL

www.penrithtowncouncil.co.uk

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

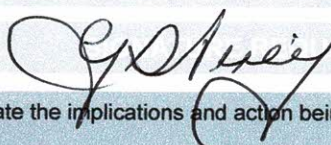
08/02/21

19/04/2021

Name of person who carried out the internal audit

GEORGINA DAIREY

Signature of person who carried out the internal audit



Date

19/04/2021

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

**PENRITH TOWN COUNCIL**

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS



AGAR Reconciliation to Accounting System 2020/21			Sage Nominal Code	Sage Trial Balance 31 March 21	Line 1	Line 2	Line 3	Line 4	Line 6	Line 7	Line 8	Balance Sheet Items not returned on AGAR
Summary Heading	Total	Detailed Account			Balances b/fwd	Annual Precept	Other Income	Staff Costs excls mileage	Other Expenditure	Balances c/fwd	Cash & Short term Balances	
	£			£	£	£	£	£	£	£	£	£
Debtors	53.65	Debtors Control Account	1100	0.00								0.00
		Sundry Debtors	1101	0.00								0.00
		Other Debtors	1102	53.65								53.65
		Deposits Paid	1110	0.00								0.00
Prepayments	10,838.17	Prepayments	1115	10,838.17								10,838.17
Cash at Bank	82,455.87	Unity Trust	1200	0.00							0.00	
		HSBC	1205	82,455.87							82,455.87	
Investments	84,971.50	Cumberland Building Society	1216	84,971.50							84,971.50	
	273,860.00	CCLA Public Sector Deposit Fund	1217	273,860.00							273,860.00	
	85,941.08	Penrith Building Society	1218	85,941.08							85,941.08	
Creditors	0.00	Creditors Control Account	2100	0.00								0.00
		Sundry Creditors	2105	0.00								0.00
Accruals	(11,908.02)	Accruals	2110	(11,908.02)								(11,908.02)
Receipts in Advance	(2,129.25)	Receipts in Advance	2115	(2,129.25)								(2,129.25)
Debtor - VAT	2,296.69	V.A.T. Sales Control Account	2200	0.00								0.00
		V.A.T. Purchase Control Account	2201	0.00								0.00
		VAT Liability	2202	2,296.69								2,296.69
Creditor - Payroll Control	0.00	Payroll Control	2210	0.00								0.00
Reserves	(236,148.63)	General Reserve	3000	(236,148.63)	(236,148.63)					(236,148.63)		
	(135,948.01)	Devolution Reserve	3010	(135,948.01)	(135,948.01)					(135,948.01)		
	(50,000.00)	Acquisitions Reserve	3015	(50,000.00)	(50,000.00)					(50,000.00)		
	0.00	Profit and Loss Account	3200	0.00	0.00					(139,172.17)		
Precept	(454,233.00)	Precept	4000	(454,233.00)		(454,233.00)			0.00			
CTRS Grant	(7,829.00)	CTRS Grant	4010	(7,829.00)			(7,829.00)		0.00			
Investment Income	(514.50)	Investment Income	4100	(514.50)			(514.50)		0.00			
Miscellaneous Income	0.00	Miscellaneous Income	4200	0.00			0.00		0.00			
Officer Support - Planning	4,739.30	Officer Support	5000	4,739.30				4,739.30	0.00			
Planning Consultancy	1,366.67	Planning Consultancy	5100	1,366.67					1,366.67			
Consultation Events	503.33	Consultation	5200	503.33					503.33			
Block Allocation	0.00	Block Allocation	5300	0.00					0.00			
Climate Change	2,038.40	Climate Change	6500	2,038.40				68.91	1,969.49			
Town Projects	21,690.64	Town Projects	6000	4,376.73			(2,000.00)	776.56	5,600.17			
		Covid-19 Response	6001	17,313.91			(4,500.00)	8,687.42	13,126.49			
Arts and Entertainment	4,841.55	Officer Support	6100	927.83				927.83	0.00			
		Arts & Cultural Strategy	6101	2,484.00					2,484.00			
		Devolved Events	6110	1,429.72			(1,000.00)	29.72	2,400.00			
Environment	1,600.14	Greening	6200	1,600.14			(6,289.00)	277.15	7,611.99			
Grants	1,571.00	Local Govt Act 1972 Section 137 Grants	6400	0.00					0.00			
		Local Govt Act 1972 Section 144 Grants	6401	71.00			(1,429.00)		1,500.00			
		Local Govt Act 1972 Section 145 Grants	6402	0.00					0.00			
		Transport Act 1985 Section 106A Grants	6403	1,500.00					1,500.00			
		Open Spaces Act 1906 Grants	6404	0.00					0.00			
		Local Govt & Rating Act 1997, Section 26-29	6405	0.00					0.00			
		Public Health Act 1936 Section 234	6406	0.00					0.00			
		Local Govt (Misc Provisions) Act 1976 Section 19	6407	0.00					0.00			
Corporate Communications	1,890.32	Community Engagement	7520/25	450.32				114.02	336.30			
		Press Support	7530	1,440.00					1,440.00			
Staffing	220,392.74	Salaries	7000	172,871.24				172,871.24	0.00			
		National Insurance	7010	15,378.04				15,378.04	0.00			
		Superannuation	7020	30,636.46				30,636.46	0.00			
		Staff Training	7030	893.35				415.41	477.94			
		Conferences	7040	289.00					289.00			
		Staff Expenses	7050	324.65					324.65			

AGAR Reconciliation to Accounting System 2020/21			Sage Nominal Code	Sage Trial Balance 31 March 21	Line 1	Line 2	Line 3	Line 4	Line 6	Line 7	Line 8	Balance Sheet Items not returned on AGAR
Summary Heading	Total	Detailed Account			Balances b/fwd	Annual Precept	Other Income	Staff Costs excls mileage	Other Expenditure	Balances c/fwd	Cash & Short term Balances	
	£			£	£	£	£	£	£	£	£	£
Accommodation	10,015.30	Rent	7100	7,500.00					7,500.00			
		Heat, Light & Water	7110	1,383.01					1,383.01			
		Service Charges	7120	764.94					764.94			
		Room Hire	7130	0.00					0.00			
		Insurances	7140	367.35					367.35			
		Letting Income	7190	0.00					0.00			
Civic Functions	1,026.82	Civic Functions	7200	143.30					143.30			
		Mayoral Expenses	7210	566.50					566.50			
		Deputy Mayor's Expenses	7211	266.50					266.50			
		Civic Regalia	7220	50.52					50.52			
Cost of Democracy	164.68	Annual Meeting	7300	0.00					0.00			
		Elections	7210	0.00					0.00			
		Members' Training	7340	84.88					84.88			
		Members' Expenses	7320	79.80					79.80			
		Notice/Honours Board	7330	0.00					0.00			
IT	17,995.01	IT	7400	17,995.01					17,995.01			
Website	3,900.75	Website	7510	3,900.75					3,900.75			
Devolved services	46,344.00	Bring Site	7600	(1,400.00)			(1,400.00)		0.00			
		Allotments	7605	2,530.00			(450.00)		2,980.00			
		War Memorial	7610	418.74			(25.00)		443.74			
		Benches	7615	(420.00)			(420.00)		0.00			
		Bus Shelters	7620	(98.41)			(729.00)		630.59			
		Bandstand	7625	624.77			(1,598.00)		2,222.77			
		Musgrave Monument	7630	718.81			(350.00)	222.81	846.00			
		Fairhill Park	7635	(3,515.21)			(7,609.00)		4,093.79			
		Toilets	7640	0.00					0.00			
		Play Areas	7645	0.00					0.00			
		Fairhill United Utilities Planting Maintenance	7660	0.00			(645.00)		645.00			
		Fairhill Site Improvements (UU)	7661	7,049.97			(63,287.50)		70,337.47			
		Signage, Etc	7540	1,150.00					1,150.00			
		Thacka Beck	7665	(4,221.28)			(4,721.28)		500.00			
		Community Caretaker	7680	8,617.49					8,617.49			
		Contribution To Devolution Reserve	7690	34,889.12	34,889.12					34,889.12		
Data Protection	0.00	Website Accessibility Regs	7700	0.00					0.00			
Other Overheads	16,095.13	Printing, Postage & Stationery	7800	1,119.56					1,119.56			
		Audit Fees	7820	1,405.00					1,405.00			
		Insurance	7830	3,786.14					3,786.14			
		Bank Charges & Interest	7840	134.86					134.86			
		Accountancy Fees	7850	3,322.00					3,322.00			
		Legal Fees	7855	3,203.50					3,203.50			
		Licences	7860	282.58					282.58			
		Subscriptions	7870	2,841.49					2,841.49			
Repairs and Renewals	2,117.67	Repairs & Renewals	7900	2,117.67					2,117.67			
Contribution to/from General Reserves		Contribution from General Reserves	8000	0.00					0.00			
		Contribution to Acquisitions Reserve	8010	0.00					0.00	0.00		
Contingency		Contingency	8050	0.00					0.00			
Suspense Account		Suspense Account	9998	0.00					0.00			
	(0.00)			(0.00)	(387,207.52)	(454,233.00)	(104,796.28)	235,144.87	184,712.24	(526,379.69)	527,228.45	(848.76)

AGAR: Rounded Return

(387,208) (454,233) (104,796) 235,145 184,712 (526,380) 527,228 n/a

# **FULL COUNCIL**

**24 May 2021**

**Matter: Accounting Statements 2020/21 (AGAR Section 2)**

## **Purpose of Report:**

Consider the Accounting Statements 2020/21.

**Item no:** 8bvi

**Author:** Responsible Finance Officer

**Supporting Member:** Finance Committee Chair, Cllr. Burgin

**This is a public report**

## **Recommendations**

Council is recommended to approve the Accounting Statements 2020/21 (Section 2 of the AGAR) and authorise the Chair of the meeting to sign them on behalf of the Council.

## **Law and Legal Implications**

The Council is required to follow the governance and accounting regime set out in the Accounts and Audit Regulations 2015. Statutory proper practice issued under these Regulations has been issued in the JPAG publication "Governance and Accountability for Smaller Authorities in England". This document is the mandatory guide to completion of the statutory Annual Governance and Accountability Return (AGAR) and it describes how accounting transactions are to be treated and reported.

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.

## **Link to Council Priorities**

The Council is required to have sound financial administration and report its accounts in accordance with proper practice. Adherence to proper governance and accounting practice avoids adverse comments from Auditors, which could lead to reputational damage.

# **1. Report Details**

## **1.1 The Accounting Statements**

The Accounting Statements prepared in accordance with the Practitioners' Guide represent a highly summarised of the Council's transactions for the year. They are also, in a sense, incomplete, as they do not record the Council's full balance sheet, only the cash and reserves figures at year end.

The Practitioners' Guide recommends that Members have access to a reconciliation between the financial ledger (cash book) and the Accounting Statements. The appendix provides that reconciliation, showing not only how Sage ledger balances are analysed into the AGAR format but also how those balances correspond to the formal outturn statement. The Guide does not require Councils to account separately for fixed assets but to keep a memorandum summary in their asset register. The asset value shown in the Accounting Statement is therefore derived directly from the Council's register, as reported elsewhere on this agenda.

The AGAR has been signed by the RFO as required by the guidance. The AGAR and the supporting reconciliation have been reviewed by Finance Committee which recommends that Council approves it and authorises the Chair of the meeting to sign the statement on its behalf.

### **1.1 Audit of the AGAR and Exercise of Public Rights**

For 2019/20, the critical deadlines for these procedures were changed by statute to allow for the operational limitations caused by the Covid-19 crisis. The normal process for the approval and audit of the AGAR is as follows:

- Approval of the Accounting Statements must take place after approval of the Annual Governance Statement (AGS). The exercise of public rights has to be a period of 30 working days which includes the first 10 working days of July. To comply with this, the RFO would opt for the period from 7 June to 16 July; during this time, members of the public are able to examine the accounts and supporting documentation. To meet this timescale, the unaudited Accounts and AGS would have to be published on the Council's website by 4 June.
- The AGAR comprises the AGS, the Accounting Statements and the Internal Auditor's report. The full AGAR has to be submitted, with supporting information, to the External Auditors, PKF Littlejohn, by 2 July. After their sign-off, the full audited Return must be published on the Council's website by 30 September.

The revised deadlines for 2019/20 extended the timescale for preparing the accounts so that the period for the exercise of public rights could be any 30 working days starting on or before 1 September 2020. MHCLG intended this requirement to revert to the normal statutory timescale for the 2020/21 accounts but inadvertently set out in regulations that the inspection period must start not later than 1 August 2021. (1 September for 2019/20). To date this error has not been corrected, although MHCLG expects local councils to prepare their accounts for inspection by 1 July 2021, a view shared by PKF Littlejohn.

## **2. Options Analysis including risk assessment**

### **Financial and Reputational Risk**

#### **Consequence**

Transactions are recorded incorrectly or inconsistently in statutory returns, leading to criticism from internal/external audit; reputational damage.

#### **Controls Required**

Adherence to the correct principles for the recording and reporting of the Council's transactions.

## **3. Financial and Resource Implications**

This report is concerned solely with financial transparency and accountability.

### **Supporting Documents**

- Reconciliation between Sage financial ledger and AGAR Section 2
- Draft AGAR Section 2

### **Background Papers**

- Transaction and trial balance reports from the Sage accountancy system
- 2020/21 outturn working papers
- JPAG Practitioners' Guide

## Section 2 – Accounting Statements 2020/21 for

### PENRITH TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	287,071	387,208	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	437,813	454,233	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	26,349	104,796	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	215,737	235,145	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	148,288	184,712	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	387,208	526,380	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	413,664	527,228	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	46,993	124,363	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

*Jack Jones*

Date

17/04/2021

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

Date: 05/04/2021  
Time: 14:52:58

**Penrith Town Council**  
**Bank Reconciliation**

Page: 1

<b>Bank Ref:</b> 1205	<b>Date To:</b> 31/03/2021
<b>Bank Name:</b> HSBC	<b>Statement Ref:</b> 1205 2021-04-05 01
<b>Currency:</b> Pound Sterling	

**Balance as per cash book at 31/03/2021:** 82,455.87

**Add: Unpresented Payments**

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

**Less: Outstanding Receipts**

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

**Reconciled balance :** 82,455.87

**Balance as per statement :** 82,455.87

**Difference :** 0.00

*Jack Jones*  
RFO  
5 April 21

**3 March to 2 April 2021**

## Your Statement

**Account Name**  
Penrith Town Council

**Sortcode Account Number Sheet Number**  
115

### Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	<b>BALANCE BROUGHT FORWARD</b>			<b>99,038.03</b>
	BP Barrnon Medai Ltd			
	PTC INV 14980	201.60		
	BP Professional Devel			
	PTC INV ef-G2232V3	346.80		
	))) POST OFFICE COUNT			
	PENRITH	1.99		98,487.64
26 Mar 21	BP			
	BP			
	BP			
	BP			
	BP			
				88,553.42
29 Mar 21	DD NEW STAR NETWORKS	224.57		
	BP CUMBRIA LOCAL GOVT			
	PENRITH TOWN COUNC	3,579.48		
	BP HMRC PAYE/NIC CUMB			
	475PK00871578	4,170.50		80,578.87
31 Mar 21	CR EDC GENERAL		2,000.00	
	BP SLCC			
	PTC BK201683	36.00		
	BP SLCC			
	PTC BK201685	36.00		
	BP SLCC			
	PTC BK201684	42.00		
	BP IAN PARKER			
	PENRITH TOWN COUNC	9.00		82,455.87
02 Apr 21	<b>BALANCE CARRIED FORWARD</b>			<b>82,455.87</b>

### Information about the Financial Services Compensation Scheme

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

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





# 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)

Item 8bviii

## **BANNER AND ADVERTISEMENT POLICY**

### **1. Introduction**

- 1.1 Penrith Town Council has adopted this policy to facilitate members of the public if they wish to advertise on Council land and assets.
- 1.2 This policy relates to the administrative area covered by Penrith Town Council only.

### **2. Objectives**

- 2.3 To respond to requests by members of the public, community groups and charities wishing to advertise and promote events, fairs and community associated outcomes.
- 2.4 To contribute to the overall amenity of the town by providing a policy which prevents ad hoc marketing and promotion on the Council's assets.

### **3. Locations**

- 3.1 The only locations permitted for banners and posters relating to the policy are on land under the ownership and management responsibility of the Town Council.
- 3.2 For the purpose of this policy this includes:
  - a. Fairhill Playing Field
  - b. Cornmarket Bandstand
  - c. Thacka Beck Field

## **4. Type of advertising**

- 4.1 We will permit banners and posters on any of the aforementioned sites on the condition that they cause no obstruction or safety concern for members of the public, staff or contractors.
- 4.2 We will permit banners and posters which are advertising events and activities in the parish of Penrith only.
- 4.3 We will permit banners and posters to be displayed by community groups, charities, public sector organisations and funfairs and circuses.

## **5. Exclusions**

- 5.1 We will not permit banners and posters to be displayed by private sector or commercial businesses other than for funfairs and circuses.
- 5.2 We will not permit political, religious or inflammatory material to be displayed on our assets, nor will we permit posters advertising the activities of local pressure groups.
- 5.3 We will not permit advertising which is sexual in nature, promotes or is associated with illegal activity or what may be considered inappropriate or offensive.

## **6. Application**

- 6.1 All persons and organisations wishing to display a banner or poster must apply to the Council a minimum of 4 weeks in advance.
- 6.2 Applicants or the Council may be required to check whether any planning consents or other consents are required.

## **7. Proofing**

- 7.1 All persons and organisations must submit a draft of the advertisement they are proposing to display a minimum of 3 weeks in advance.
- 7.2 The Council reserves the right to reject or request that the proofs be amended should this be required, and may also dictate the size of the advertisement.

## **8. Installation**

- 8.1 Applicants must agree in advance with the Council the location for all advertising.
- 8.2 Applicants are responsible for organising the installation of all publicity, ensuring that the information is placed safely and securely with no sharp edges, or protruding nails, staples and any other item which may cause harm.
- 8.3 Banners must not restrict pedestrian movement, and or vehicle sight lines or persons who may have mobility or disability issues.
- 8.4 The Council may require the applicant to display their advertisement in a designated place as authorised by the Council. The Council may at its discretion outline the permitted sizes of advertising and require that specific fixings and screws are used.
- 8.5 Applicants who require access to higher areas, must undertake a risk assessment and submit this to the Council a minimum of 3 weeks prior to installation. Applicants must comply with their risk assessment and working at height regulations. Applicants must refer to the Health and Safety Executive for guidance.
- 8.6 Applicants must submit a copy of their public liability insurance certificate and a risk assessment prior to installation proceeding.

## **9. Display period**

- 9.1 The Town Council will only permit posters and banners to be in place for a maximum of 21 days. This is to ensure that the town remains neat, tidy and not cluttered.

## **10. Monitoring**

- 10.1 It is the applicant's responsibility to monitor the posters and banners to ensure that they remain in situ. The Council will not replace posters and banners.
- 10.2 The Council may remove and dispose of advertisements should they present a danger to the public, and or become unsightly, damaged or become unstable and loose.

## **11. Removal**

- 11.1 The applicant must remove posters and banners after the 21 days have elapsed or within 7 days following the event.

11.2 Failure to remove information may affect future requests for advertisement.

## **12. Advertising rates**

21.1 Advertising for fairs and circuses will cost £20 per site.

21.2 Applicants that fail to remove their posters and banners will be charged £20 per site.

21.3 Failure to pay the Council's invoice for advertising and the failure to remove advertising may affect future requests.

## **13. Damage**

13.1 Any damage caused to the Council's assets through the implementation of this policy by an applicant will in most cases result in the applicant being liable for such damage and the costs of repair. It is therefore recommended that all applicants have suitable insurance cover in place.

### **Completed application forms must be returned to:**

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

Email: [scmanager@penrithtowncouncil.co.uk](mailto:scmanager@penrithtowncouncil.co.uk)

Telephone: 01768 899773

**ADOPTED:** 26 NOVEMBER 2018

**REVIEWED:** March 2021

**NEXT REVIEW:** November 2028



## 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)

### BANNER AND ADVERTISEMENT ENQUIRY FORM

**Please complete and return this form to Penrith Town Council.**

#### Section A – Your Contact Details

Name:

Address:

Telephone:

Email:

#### Section B – Location

Please tick the locations you are wishing to advertise at:

Cornmarket ☐

Fairhill ☐

Thacka Beck ☐

#### Section C – Advertisement Detail

Date of Installation:

Date of Removal:

Event Name:

Number of Items: ..... I have included a proof: Y ☐ N ☐

#### Section D – About You

I am applying on behalf of a:

Charity ☐

Fair / Circus ☐

Community Group ☐

Business ☐

Other (please state):

**Return this form to Penrith Town Council a minimum of 28 days prior to event.**

<b>Asset</b>	<b>Group</b>	<b>Cost (£)</b>
Cornmarket Bandstand	Community Organisations, Charities, Constituted Groups	Free of Charge
	Commercial Events	£12.00 per hour; or £30.00 per morning (3 hours) or £42.00 for the afternoon (4 hours) £60.00 Full Day
	Private Business Use for Promotional purposes	£12.00 per hour; or £30.00 per morning (3 hours) or £42.00 for the afternoon (4 hours) £60.00 Full Day
	Market or Street Traders	£15.00 per day
Boardroom	Businesses, large organisations, non-political organisations, other authorities	£12.00 per hour; or £30.00 per morning (3 hours) or £42.00 for the afternoon (4 hours)
Meeting Room	Businesses, large organisations, non-political organisations, other authorities	£6.00 per hour; or £15.00 per morning (3 hours) or £21.00 for the afternoon (4 hours)
Boardroom and Meeting Room combined use	Businesses, large organisations, non-political organisations, other authorities	£15.00 per hour; or £37.00 per morning (3 hours) or £52.00 for the afternoon (4 hours)
Boardroom and Meeting Room	Registered Charities with a branch within the parish of Penrith	No charge
Boardroom and Meeting Room	Local groups affiliated to the Town Council:  Penrith Community Gardeners & In Bloom  Fairhill Community Group  Penrith Allotment Association  PECCAN Group	No Charge
Seats	New bench with plaque including 10 years maintenance.	£1,000
	Plaque fixed to existing style bench including 10 years maintenance	£200
	Renewal of seat/plaque including maintenance for further 10 years.	£200

Banner and Advertising	Fairs and Circuses to advertise on Council assets (per site)	£20
	Failure to remove advertisements following the consent period (per site)	£20







# Penrith Town Council



## Penrith Town Council

### GRANTS REGISTER 2020-21

#### Committee Date 27 July 2020

ORGANISATION	Value	MINUTE REFERENCE	POWER	PAID	Weekly Payments Ref
106 Partnership	£1,500.00	CCEG20/11c	Transport Act 1985, Section 106A	✓	20-82

#### Committee Date 03 August 2020

ORGANISATION	VALUE	MINUTE REFERENCE	POWER	PAID	Weekly Payments Ref
Eden Valley Artistic Network (Arts Festival)	£1,200.00	CCEG20/16i	LGA 1972, Sec 144	✓	20-113
Eden Valley Artistic Network (Winter Wanderland)	£1,200.00	CCEG20/16ii	LGA 1972, Sec 144	✓	20-122

#### Committee Date 12 October 2020

ORGANISATION	VALUE	MINUTE REFERENCE	POWER	PAID	Weekly Payments Ref
Carleton Park Development Group	£1,500.00	CCEG20/31	LGA 1972, Sec 144	✓	20-168

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.



## Scheme of Delegation

The scheme of delegation has been amended from previous at items 7 & 8 to align with current advice surrounding both the scheme of delegation and Covid 19.

It now reads as follows and the previous version is shown highlighted in yellow.

## 7. URGENT ITEMS

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

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

## 8. EMERGENCY MATTERS

8.1 Matters of emergency, as determined by the Town Clerk or Council Chair, shall be delegated to the Town Clerk (or in his/her absence another Senior Officer) . The Town Clerk who will consult (consultation may be by virtual meeting, email or by telephone), with the Council Chair and Chair of each Committees (a minimum of three Members) who may convene without public notice as an Emergency Management Committee. The Chair is required to report to Council at the earliest opportunity.

8.2 In an emergency the Town Clerk is empowered to carry out any function of the Council other matters limited to Council (3.4 to 3.18) and has delegated authority to spend up to £5,000 per transaction where the Council has an approved budget.

8.3 An emergency is defined as:

- I. A matter with significant financial implications greater than £10,000
- II. A matter with significant legal implications

- III. A matter related to the conduct of a councillor or an employee that would potentially amounts to gross misconduct or bringing the Council into disrepute.
- IV. An emergency as defined in the Council's Emergency Plan:
  - a) Flooding
  - b) Loss of electricity
  - c) Pandemic
  - d) Emerging infectious disease
  - e) Multiple emergencies – e.g. Flooding resulting in a loss of power

8.1 Matters of emergency, as determined by the Town Clerk (or in his/her absence another Officer) shall be delegated to the Council Chairman and Chairmen of all Committees who may convene without public notice as an Emergency Management Committee. The Chairman is required to report to Council at the earliest opportunity.

8.2 An emergency is defined as:

- V. A matter with significant financial implications greater than £10,000
- VI. A matter with significant legal implications
- VII. A matter related to the conduct of a councillor or an employee that would potentially amounts to gross misconduct or bringing the Council into disrepute.



# Penrith Town Council

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## SCHEME OF DELEGATION

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### **Section 101 of the Local Government Act 1972 provides:**

- a. That a Council may delegate its powers (except those incapable of delegation) to a committee; or an officer.
- b. A Committee may delegate its powers to an officer.
- c. The delegating body may exercise Powers that have been delegated.

**Originally Adopted:** May 2015

**Reviewed:** May 2019

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VIV TUNNADINE

## **1 PURPOSE:**

- 1.1 To clearly define the parameters within which Officers of the Council can act without reference to either their line managers or Members.
- 1.2 To clearly define the parameters within which a named Member of the Council can act without reference to Members.
- 1.3 The other purpose of the document is to capture the various delegated powers throughout the Council, including those delegated by the Council to its various committees.
- 1.4 This Scheme of Delegation forms part of the Council's Constitution and will be reviewed at least annually or earlier if required.
- 1.5 Those with delegated responsibility are referred to by job title or name, therefore any changes in job titles will trigger a review of this scheme
- 1.6 Where consultation with others is a requirement of the ability to act, it is clearly set out with whom that consultation should take place.
- 1.7 Any deviation from this Scheme should be reported to Council at the earliest opportunity with an explanation of the circumstances in which the breach occurred.

## **2. OVERVIEW**

- 2.1 Members deal with all matters either through their collective Council membership.
- 2.2 There are no circumstances where an individual Member can issue an instruction to the Clerk or a Contractor.
- 2.3 A Member must never act "on behalf of the Council" in the organisation of any function or service, without written delegated authority to do so.
- 2.4 The officers are responsible for advising Members on the making of Council policy and for ensuring that such policy is carried out.
- 2.5 The Council's Terms of Reference for Committees determines which Committee deals with matters, and at which level decisions are taken.
- 2.6 Many matters are delegated to the officers, who can make decisions on them working within established Council policies.
- 2.7 The day-to-day management of Council services, assets and council services is the responsibility of the Town Clerk.
- 2.8 Both Members and the officers must work within the law.
- 2.9 Mutual respect between the officers and Members is essential for the Council to function effectively. Personal/professional/verbal/written attacks on the officers must be avoided (and would be contrary to the Code of Conduct), as, under the convention of Local Government, Officers are unable to defend themselves from such comments in public.
- 2.10 Any delegation to a Committee or Town Clerk shall be exercised in compliance with the Council's Standing Orders and this scheme, any other policies or conditions imposed by the Council and with the law.
- 2.11 In making any decision, regard shall be had to the Council's strategic goals and priorities.
- 2.12 To validate membership of a committee each member should participate in appropriate training within twelve weeks of their appointment to that committee.
- 2.13 The Town Clerk may nominate another named Officer or professional to carry out any powers and duties, which have been delegated to that Officer. Such delegation should be recorded in writing.

- 2.14 In an emergency, the Town Clerk is empowered to carry out any function of the Council.
- 2.15 Where officers are contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they should also consult the Town Clerk, and must ensure that they obtain appropriate advice from the Council's legal, financial and other specialist personnel before action is taken. A record of the decision taken pursuant to delegated powers must be published in accordance with the Openness of Local Government Bodies Regulations 2014 Appendix a
- 2.16 Budgetary delegations are as approved and recorded in Appendix b.

### **3. MATTERS RESERVED FOR COUNCIL**

- 3.2 **Membership:** All Councillors
- 3.3 **Quorum:** 5

### **MATTERS TO BE RESOLVED ONLY BY COUNCIL**

- 3.4 To approve and adopt the budget.
- 3.5 To appoint the Council Chair and Mayor/ess.
- 3.6 To appoint the Council Vice Chair and Deputy Mayor/ess.
- 3.7 To appoint Committee Chair.
- 3.8 To agree and/or amend the terms of reference for Committees, deciding on their composition and making appointments to them.
- 3.9 To adopt the schedule of meetings for the ensuing year.
- 3.10 To consider the recommendations of the Finance Committee and adopt the level of expenses that can be claimed by Members of the Council in respect of authorised or approved duties.
- 3.11 To make any decisions which would be contrary to the policy framework.
- 3.12 To determine matters involving expenditure for which budget provision is not made or is exceeded.
- 3.13 To determine matters which do not fall within the remit of any Committee.
- 3.14 To determine matters affecting or likely to affect, another Committee or where consultation with or approval of that other Committee is required.
- 3.15 To set the Precept.
- 3.16 To borrow money.
- 3.17 To receive statutory reports from the Town Clerk.
- 3.18 To consider any matter required by law to be considered by Council.

### **4. SAFEGUARDS**

- 4.1 The Council may, at any time without prejudice to executive action taken already, revoke any executive power delegated to a Committee or Officer.

### **5. MEETINGS**

- 5.1 Meetings are scheduled according to the timetable approved by Council at the Annual Town Council Meeting with a recess in August and December.



## **6. DELEGATION TO COMMITTEES**

- 6.1 In liaison with the Town Clerk, the Committee Chair have the authority to cancel or postpone a meeting owing to lack of business or in an emergency. Committee Chair have no other authority other than to chair a meeting of their committee.
- 6.2 Each Committee has delegated authority to decide matters within their terms of reference.
- 6.3 Subject to urgent items, the following matters shall be referred to the relevant Committee or Full Council, where appropriate:  
Any matter which:
- I. Requires a new policy; or
  - II. Requires an alteration to an existing policy (other than a minor amendment); or
  - III. Would be contrary to the policy framework; or
  - IV. Involves expenditure, or a reduction in income, for which there is no sufficient budgetary provision; or
  - V. In the opinion of the Town Clerk, cannot in law or in accordance with the Standing Orders be decided by an Officer; or
  - VI. Upon which a Committee has requested a report; or
  - VII. A Member has requested an item to be put on an agenda or
  - VIII. In the opinion of the officer concerned, should be determined by a Committee.

## **SUB- COMMITTEES**

- 6.4 Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the parent committee.
- 6.5 The members of a committee may include non-Councillors unless it is a committee which regulates and controls the finances of the Council.
- 6.6 Members of committees and sub-committees who are not members of Council shall not have a vote.
- 6.7 The Council may appoint standing sub-committees or other committees as may be necessary, and:
- Shall determine their terms of reference;
  - Shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full Council;
  - Shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - Shall, subject to standing orders 4(b) and (c) , appoint and determine the terms of office of members of such a committee;
  - Shall determine the place, notice requirements and quorum for a meeting of the sub-committee which shall be no less than three;
  - Shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
  - Shall determine if the public may participate at a meeting of a subcommittee that they are permitted to attend;

- Shall permit delegated areas of responsibility to sub committees including delegated financial powers within the approved budget, and
- May dissolve a committee.

## **TASK & FINISH GROUPS**

- 6.8 A Task and Finish Group must follow the direction set for it by the Committee or Sub-Committee of the Council or Full Council and for which it was convened. There is to be no transfer of delegated powers from the Committee which has authorized its establishment, otherwise the Council will be acting unlawfully. (LGA 1972s.101)
- 6.9 If urgent expenditure is necessary to enable a Task and Finish Group to achieve its objectives, then this can only be sanctioned through the emergency powers of the Town Clerk.
- 6.10 The Task and Finish Group shall not issue instructions to any officer if, in the opinion of the officer, it is likely to incur expenses or use excessive time without prior authority of the Committee.
- 6.11 Membership of the Task and Finish Group is to be decided at the creation of the group, when the need is identified by a Committee or by the Full Council for such an action.
- 6.12 Membership of a Task and Finish Group need not be confined to Members of the Council and can be drawn from the wider community, where specialist skills or knowledge would be helpful to the Task and Finish Group in its work.
- 6.13 The quorum for a meeting of a Task and Finish Group is to be not less than two Councillors.
- 6.14 A Task and Finish Group will be convened solely to meet objectives defined by the appropriate Committee, or Full Council, for the specific task of undertaking a project or detailed study.
- 6.15 The Task and Finish Group shall advise and make recommendations to full Council or to the Committee from which it was formed.
- 6.16 The Chair of a Task and Finish Group will be appointed by the Committee from which it was formed.
- 6.17 The Task and Finish Group shall be convened by its Chair.
- 6.18 Meeting Notes and Reports from Task and Finish Groups shall be sent to the Town Clerk and Chair within two weeks of a meeting taking place.
- 6.19 The Task and Finish Group shall report to the Council or Committee on a regular basis, depending on the length of time set for the Group to conclude its work.
- 6.20 A Task and Finish Group may meet without the need to give public notice and so be able to exclude the public and press without the formality of giving adequate reasons.
- 6.21 A Task & Finish Group may not necessarily have officer support but may seek advice from officers as and when required.

## **7. URGENT ITEMS**

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

## **8. EMERGENCY MATTERS**

- 8.1 Matters of emergency, as determined by the Town Clerk or Council Chair, shall be delegated to the Town Clerk (or in his/her absence another Senior Officer) . The Town Clerk who will consult (consultation may be by virtual meeting, email or by telephone), with the Council Chair and Chair of each Committees (a minimum of three Members) who may convene without public notice as an Emergency Management Committee. The Chair is required to report to Council at the earliest opportunity.
- 8.2 In an emergency the Town Clerk is empowered to carry out any function of the Council other matters limited to Council (3.4 to 3.18) and has delegated authority to spend up to £5,000 per transaction where the Council has an approved budget.
- 8.3 An emergency is defined as:
- I. A matter with significant financial implications greater than £10,000
  - II. A matter with significant legal implications
  - III. A matter related to the conduct of a councillor or an employee that would potentially amounts to gross misconduct or bringing the Council into disrepute.
  - IV. An emergency as defined in the Council's Emergency Plan:
    - a) Flooding
    - b) Loss of electricity
    - c) Pandemic
    - d) Emerging infectious disease
    - e) Multiple emergencies – e.g. Flooding resulting in a loss of power

## **9. DELEGATION TO OFFICERS**

- 9.1 The Town Clerk is designated and authorised to act as Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a Proper Officer.
- 9.2 Any delegation to the Proper Officer and Officers of the Council shall be exercised in compliance with the Council's Standing Orders, policies or any conditions imposed by the Council and within law
- 9.3 Subject to those matters that are reserved for Committee (see paragraph 1 above) all members of staff shall be responsible and shall have delegated authority for the day-to-day operation and management of his/her department and of the Services and land for which he/she is responsible.
- 9.4

- 9.5 Any matter not reserved for Committee (i.e. any matter falling outside the criteria contained in paragraph 1 above) shall be regarded as falling within the day to day operation and management of the relevant department and shall be delegated to the appropriate member of staff and shall be exercised in accordance with the principles of delegation.
- 9.6 The Town Clerk shall have authority to issue authorisation to individual officers to as the Council's authorised officers in the performance of their statutory or other duties.
- 9.7 Delegations to members of staff in respect of routine financial matters are set out in the Scheme of Delegation Appendix b.
- 9.8 Delegations to The Town Clerk in respect of land and premises are set out in the Scheme of Delegation.
- 9.9 The Town Clerk shall have delegated management authority for the following Services:
- Services
  - Assets
  - Resources
  - Personnel
- 9.10 The Town Clerk shall be responsible for signing all the Council's Official Notices and for sealing Council documents and is authorised to sign on behalf of the Council any document necessary to give effect to any decision of the Council.
- 9.11 The Town Clerk shall be the Proper Officer for any function of the Council in the absence of any other appointment as specified within this Delegation Scheme.

## **FINANCE**

- 9.12 The Responsible Finance Officer has authorisation to take any proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the Council.
- Officers have authority to:**
- 9.13 Incur expenditure up to an approved maximum on any item for which provision is made in the appropriate budget provided that any action taken complies with any legislative provisions.
- 9.14 Use the repairs budget for the maintenance, replacement or repair of existing property or equipment.
- 9.15 Recommend to the relevant Council/committee quotations or tenders for work supplies or services (where tenders are required by the Council's Financial Regulations), subject to:
- a. the cost not exceeding the amount of the approved budget;
  - b. the tender being the lowest or the one showing best added value to the Council according to the criteria set out in the tender documentation;
  - c. all the requirements of the Council's Financial Regulations being complied with.
- 9.16 To compile, approve or vary lists of approved contractors subject to the requirements of the Council's Financial Regulations.
- 9.17 To recommend to the relevant Council/committee on investing monies held by the Council with a view to obtaining the optimum financial return.

## **STAFF**

- 9.18 The Town Clerk is given delegated powers to recruit, appoint and manage the Council staff in accordance with the Council's policies, procedures and budget.  
**The Town Clerk has authority to:**
- 9.19 Manage staff performance and discipline and performance, including the power of suspension and dismissal, in accordance with the policies set by the Staffing Sub Committee and as approved by Council.
- 9.20 Pay staff expenses and allowances.
- 9.21 Provide guidance to the Staffing Sub Committee on recommendations for employees' salary reviews, in accordance with the Council's staff appraisal system.

## **PROPERTY**

- 9.22 The Town Clerk is given authority to manage the land and property of the Council including: -
- 9.23 Agreeing the terms of any lease, licence, conveyance or transfer approved by the Council's solicitors and Finance & Business Committee.
- 9.24 Granting or refusal of the Council's consent under the terms of any lease.
- 9.25 Varying restrictive covenants of a routine nature.
- 9.26 Recommending to Council on the granting of easements, wayleaves and licenses over Council land.
- 9.27 Initiating legal action or proceedings against unauthorised encampments on Council land.

## 10. SUMMARY OF RESPONSIBILITIES FOR COMMITTEES

NOT EXHAUSTIVE

<b>CULTURE, COMMUNITY AND ECONOMIC GROWTH COMMITTEE</b>	<ul style="list-style-type: none"> <li>• Regeneration &amp; development projects</li> <li>• Marketing, tourism and visitor economy</li> <li>• Town centre</li> <li>• Parking &amp; Movement</li> <li>• Employment &amp; skills</li> <li>• Arts &amp; culture</li> <li>• Market</li> <li>• Business</li> <li>• Sport, leisure, and play</li> <li>• Health and well-being</li> <li>• Physical health</li> <li>• Mental health</li> <li>• Promotion and support of the voluntary sector</li> <li>• Young people</li> <li>• Older people</li> <li>• Refugees</li> <li>• Community Engagement and liaison with community groups</li> <li>• Grants</li> </ul>
<b>Joint Committee when required</b>	<ul style="list-style-type: none"> <li>• Town Centre</li> <li>• Parking &amp; Movement</li> <li>• Regeneration &amp; development projects</li> <li>• In Bloom</li> <li>• Community Partnerships</li> </ul>
<b>PLANNING COMMITTEE</b>	<ul style="list-style-type: none"> <li>• Housing and Planning</li> <li>• Conservation and heritage</li> <li>• Street naming</li> <li>• Footpaths and rights of way</li> <li>• Highway and traffic regulations</li> <li>• Traffic calming</li> <li>• Tree preservation</li> <li>• Planning policy</li> <li>• Town Centre</li> <li>• Parking &amp; Movement</li> <li>• Regeneration &amp; development projects</li> <li>• Highways</li> <li>• Transport</li> <li>• Connectivity</li> <li>• Climate Change</li> <li>• Recycling</li> <li>• PECCAN</li> <li>• Community Partnerships</li> <li>• In Bloom</li> <li>• Green spaces</li> </ul>

<b>FINANCE COMMITTEE</b>	<ul style="list-style-type: none"> <li>• Risk management</li> <li>• Payroll</li> <li>• Internal and external audit</li> <li>• Procurement</li> <li>• Property, estates, and management of assets</li> <li>• Allotments</li> <li>• IT and Data security</li> <li>• Policy</li> <li>• HR and recruitment, retention, training and performance monitoring</li> <li>• Staff sub-committee</li> <li>• Health and Safety</li> <li>• Budget and payments management</li> <li>• Investments</li> <li>• Precept recommendation</li> <li>• Contract management</li> <li>• Public domain maintenance, street cleaning and litter</li> <li>• Lease, license, and fees management</li> <li>• Debt monitoring</li> <li>• Policy development and monitoring</li> </ul>
<b>STAFF SUB COMMITTEE</b>	<ul style="list-style-type: none"> <li>• Disciplinary and Grievance arrangements</li> </ul>

<b>FULL COUNCIL</b>	<ul style="list-style-type: none"> <li>• GPC and statutory obligations</li> <li>• Local Government Reorganisation and Devolution – negotiations, planning, infrastructure, and resources development, TUPE etc.</li> <li>• GDPR compliancy</li> <li>• Transparency compliancy</li> <li>• Corporate Governance Framework</li> <li>• Legal services</li> <li>• Elections, co-options, and Member's support</li> <li>• Member training and development</li> <li>• Freedom of information</li> <li>• Complaints</li> <li>• Policy and performance</li> <li>• Code of Conduct</li> <li>• Register of attendance</li> <li>• Declarations of Interest</li> <li>• Emergency Planning</li> <li>• Borderlands</li> <li>• Civic pride/activities/ Mayoralty</li> </ul>
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## **11. FINANCE COMMITTEE TERMS OF REFERENCE**

**MEMBERSHIP:** **SIX** Members of Penrith Town Council.

**QUORUM:** **THREE** Members of the Committee.

### **TERMS:**

- a) The Council's Standing Orders apply to all meetings of the Committee.
- b) The Committee shall be appointed on an annual basis at the Annual Meeting of the Town Council when the Committee Chair will be appointed.
- c) The first order of business of the first meeting of the Committee after its annual appointment will be to elect a Vice-Chair.
- d) Unless the Council directs otherwise, the Committee may arrange to devolve any of its functions to a Sub-Committee or to Officers of the Council.
- e) The Committee will meet bi-monthly.
- f) Meetings shall be open to the public unless the Committee feels it appropriate to exclude the press and public for specific items.
- g) Members of the Committee will receive an agenda and supporting papers in accordance with the Councils Standing Orders.
- h) All Members of the Council will receive an agenda only, sent via email.
- i) Notice of meetings will be published in accordance with the Councils Standing Orders.

### **LIMITATIONS**

- a) Only Members of the Committee may vote on agenda items.
- b) Non-Members of the Committee may attend in their capacity as a Councillor and will be allowed to speak on an agenda item with the agreement of the Chair.
- c) Non-Members of the Committee are subject to the same rules as Committee Members regarding confidentiality and the requirements of the Code of Conduct.
- d) Non-Members of the Committee have no more rights at Committee meetings than members of the public.

### **RESPONSIBILITIES**

- a) Ensure the preservation of probity and good financial practices within the Council and annually review the Financial practises of the Council.
- b) Provide guidance to Committees and Council on overall levels of income and expenditure.
- c) Consider the annual draft budget and recommend the draft precept to Full Council.
- d) Authorise all income and expenditure.
- e) Receive financial reports and monitor and report to Full Council.
- f) Review the Council's Investment Strategy and monitor compliance.
- g) Manage the Councils reserves and the arrangements for investments making recommendations to Council where appropriate.
- h) Consider and award contracts for work.
- i) Ensure that lawful procurement procedures followed including the publication and results of tenders.
- j) Implement the procurement/tender procedures for contracts in excess of £25,000.
- k) Review all policies and procedures ensuring that all policies and procedures are complaint with statutory requirements.



- l) Review the Council's Asset Register.
- m) Monitor financial risk and ensure that adequate financial risk management is in place.
- n) Review the Council's insurance on an annual basis and ensure that the Council's property is adequately insured.
- o) Consider use, upkeep, leases, licences rents and fees for any facilities / buildings.
- p) Responsible for the efficient and effective management of the Council's assets.
- q) Debt monitoring and recovery to be the responsibility of the Committee (above a de minimis level of £7,000).
- r) Consider the Internal Audit and External Audit reports, and report findings and recommendations to Full Council and implement any required audit actions.
- s) Ensure that PAYE, NI and pension payments are appropriately deducted from employees' salaries and paid as required by law.
- t) Make recommendations to Full Council on matters related to pay and pensions for the Town Clerk.
- u) Resolve pay, pensions & conditions for all other Council staff as required
- v) Recruitment of all staff except the appointment of the Town Clerk, which, by recommendation of this Committee, must be approved by Full Council.
- w) Delegate areas of responsibility to either a sub-committee, or an officer.
- x) Consider the recommendations of the Staffing Sub-Committee a standing subcommittee of the Finance and Resources Committee.

## **DELEGATED POWERS**

The committee has delegated authority:

- a) Review and monitor the income and expenditure of the Council as a whole
- b) Delegated financial powers within the approved budget
- c) Authority to oversee insurance of the Council's property
- d) Recover debts on behalf of the Council
- e) Award contracts
- f) Recruit staff

## **12. STAFF SUB-COMMITTEE TERMS OF REFERENCE**

**MEMBERSHIP:** **SIX** Members of Penrith Town Council.

**QUORUM:** **THREE** Members of the Committee.

### **TERMS:**

**MEMBERSHIP:** **SIX** Members of Penrith Town Council.

**QUORUM:** **THREE** Members of the Committee.

### **TERMS:**

- a) The Council's Standing Orders apply to all meetings of the Committee.
- b) The Committee shall be appointed on an annual basis at the Annual Meeting of the Town Council when the Committee Chair will be appointed.
- c) The first order of business of the first meeting of the Committee after its annual appointment will be to elect a Vice-Chair.
- d) Unless the Council directs otherwise, the Committee may arrange to devolve any of its functions to a Sub-Committee or to Officers of the Council.
- e) The Committee will meet bi-monthly.
- f) Meetings shall be open to the public unless the Committee feels it appropriate to exclude the press and public for specific items.
- g) Members of the Committee will receive an agenda and supporting papers in accordance with the Councils Standing Orders.
- h) All Members of the Council will receive an agenda only, sent via email.
- i) Notice of meetings will be published in accordance with the Councils Standing Orders.

### **LIMITATIONS**

- a) Only Members of the Committee may vote on agenda items.
- b) Non-Members of the Committee may attend in their capacity as a Councillor and will be allowed to speak on an agenda item with the agreement of the Chair.
- c) Non-Members of the Committee are subject to the same rules as Committee Members regarding confidentiality and the requirements of the Code of Conduct.
- d) Non-Members of the Committee have no more rights at Committee meetings than members of the public.

### **THE COMMITTEE MAY NOT CONSIDER:**

- Complaints by one Council employee against another Council employee or between a Council employee and the Council as employer. These matters are dealt with under the Councils disciplinary and grievance procedures.
- Complaints against Councillors. Complaints against Councillors are covered by the Code of Conduct for members adopted by the Council. Complaints will be referred to the District Councils Standards Committee.
- Termination of employment of staff which is to be reserved for a Council decision.

## **RESPONSIBILITIES**

- a) Investigate complaints about Council administration and procedures.
- b) Investigate complaints about Council employees
- c) Delegate responsibilities and receive recommendations
- d) Convene a panel for Grievance and Disciplinary arrangements and appeal

## **DELEGATED POWERS**

The committee has delegated authority:

- a) Resolve the outcome of a formal complaint.
- b) Refer a complaint to Full Council if necessary.
- c) Resolve the outcome of a complaint via Grievance and Disciplinary Panel.
- d) Approve and make recommendations to the Full Council via the Finance Committee.

## **Grievance and Disciplinary Panel Arrangements**

- The Panel shall entirely consist of Councillors.
- Members are appointed to the Grievance and Disciplinary Panel from the Staffing Sub-Committee when required with a pool of deputies also appointed in event of conflict of interests from members of the Finance Committee and remaining members of the Staff Sub-Committee.
- Meetings will be called on an ad-hoc basis as required, called by the Town Clerk and with notice given to the relevant employee.
- A minute taker will be present throughout the proceedings.
- The Panel will follow the procedure set out in the ACAS Grievance and Disciplinary Procedures.
- The Panel has no delegated financial powers.

### **• Appeals Panel Arrangements**

- Any Member who has been involved in the original Grievance or Disciplinary Panel shall not form part of the Appeals Panel.
- The Appeals Panel will be appointed when any appeals against dismissal, grading, disciplinary proceedings and grievances by employees of the Council are made.
- The Town Clerk will call the meeting and notice will be given to the employee.
- A minute taker will be present throughout the proceedings.
- The Panel will follow the procedures set out in the Disciplinary Procedure.
- The Panel has no delegated financial powers.

## **13. PLANNING COMMITTEE TERMS OF REFERENCE**

**MEMBERSHIP:** **SIX** Members of Penrith Town Council.

**QUORUM:** **THREE** Members of the Committee.

### **TERMS:**

- j) The Council's Standing Orders apply to all meetings of the Committee.
- k) The Committee shall be appointed on an annual basis at the Annual Meeting of the Town Council when the Committee Chair will be appointed.
- l) The first order of business of the first meeting of the Committee after its annual appointment will be to elect a Vice-Chair.
- m) Unless the Council directs otherwise, the Committee may arrange to devolve any of its functions to a Sub-Committee or to Officers of the Council.
- n) The Committee will meet bi-monthly.
- o) Meetings shall be open to the public unless the Committee feels it appropriate to exclude the press and public for specific items.
- p) Members of the Committee will receive an agenda and supporting papers in accordance with the Council's Standing Orders.
- q) All Members of the Council will receive an agenda only, sent via email.
- r) Notice of meetings will be published in accordance with the Council's Standing Orders.

### **LIMITATIONS**

- a) Only Members of the Committee may vote on agenda items.
- b) Non-Members of the Committee may attend in their capacity as a Councillor and will be allowed to speak on an agenda item with the agreement of the Chair.
- c) Non-Members of the Committee are subject to the same rules as Committee Members regarding confidentiality and the requirements of the Code of Conduct.
- d) Non-Members of the Committee have no more rights at Committee meetings than members of the public.

### **RESPONSIBILITIES**

- a) Consider and provide responses to planning applications made to Eden District Council for planning permission
- b) Consider and provide responses to any proposals by the Local Planning Authority to make Tree Preservation Orders
- c) Consider consultation responses to the Government's Planning Inspectorate and other appropriate bodies.
- d) Consider and provide responses with respect to the stopping up, diversion, maintenance or creation of public rights of way
- e) Consider and provide responses with respect to footpath/bridleway creation orders, highway adoption orders and other highway notices
- f) Consider and recommend responses to any proposals with respect to street naming
- g) Consider and provide responses to proposals with respect to highway and traffic regulation issues and orders
- h) Develop and implement a Neighbourhood Plan for Penrith
- i) Delegate areas of responsibility to either a sub-committee or to an officer
- j) Formulate budget recommendations
- k) Develop policy

## **DELEGATED POWERS**

The committee has delegated authority:

- a) Respond to all planning matters referring contentious and significant applications to full Council for consideration.
- b) Design, develop and approve policy relevant to the Neighbourhood Plan and Climate Change Strategy.
- c) Financial powers within the approved budget for expenditure related to the Neighbourhood Plan budget

## **14. COMMUNITIES, CULTURE, & ECONOMIC GROWTH COMMITTEE TERMS OF REFERENCE**

**MEMBERSHIP:** **SIX** Members of Penrith Town Council.

**QUORUM:** **THREE** Members of the Committee.

### **TERMS:**

- a) The Council's Standing Orders apply to all meetings of the Committee.
- b) The Committee shall be appointed on an annual basis at the Annual Meeting of the Town Council when the Committee Chair will be appointed.
- c) The first order of business of the first meeting of the Committee after its annual appointment will be to elect a Vice-Chair.
- d) Unless the Council directs otherwise, the Committee may arrange to devolve any of its functions to a Sub-Committee or to Officers of the Council.
- e) The Committee will meet bi-monthly.
- f) Meetings shall be open to the public unless the Committee feels it appropriate to exclude the press and public for specific items.
- g) Members of the Committee will receive an agenda and supporting papers in accordance with the Councils Standing Orders.
- h) All Members of the Council will receive an agenda only, sent via email.
- i) Notice of meetings will be published in accordance with the Councils Standing Orders.

### **LIMITATIONS**

- a) Only Members of the Committee may vote on agenda items.
- b) Non-Members of the Committee may attend in their capacity as a Councillor and will be allowed to speak on an agenda item with the agreement of the Chair.
- c) Non-Members of the Committee are subject to the same rules as Committee Members regarding confidentiality and the requirements of the Code of Conduct.
- d) Non-Members of the Committee have no more rights at Committee meetings than members of the public.

### **RESPONSIBILITIES**

- a) Ensure links and communication networks are made with voluntary and other community organisations within the local area.
- b) Make proposals in relation to the local visitor economy.
- c) Undertake periodic reviews of the Council's Community Engagement Policy and make any recommendations for amendment to the Council.
- d) Monitor the compliance and performance of beneficiaries of grants and reporting to Full Council annually on the impact of the grants programme.
- e) Encourage and sponsor arts, cultural and heritage events within the town within the budgetary provision previously agreed by the Council.
- f) Maintain liaison with local bodies established for the promotion and/or management of arts, culture, health, wellbeing, tourism and heritage.
- g) Develop a Cultural Strategy for Penrith.
- h) Provide support to initiatives that improve the health and wellbeing of the community, including sport and exercise

- i) Support local groups improving accessibility to Penrith by foot, cycle and for individuals with physical or sensory difficulties.
- j) Work in partnership with organisations in the provision of activities that enhance the appearance, business opportunities and the quality of life in Penrith

## **DELEGATED POWERS**

The committee has delegated authority:

- a) Delegate areas of responsibility to either a sub-committee or to an officer
- b) Delegated financial powers within the approved budget for expenditure related to all activities of the committee.
- c) Delegated financial powers within the approved budget for expenditure related to the approval of grants relating to the awarding of financial support to organisations and events operating within the Council's area in accordance with the Council's Strategic Priorities and approved budgets

## **15. EMERGENCY MANAGEMENT COMMITTEE TERMS OF REFERENCE**

- a) The Committee will be summonsed to consider matters of emergency, as determined by the Town Clerk (or in his/her absence another Officer).
- b) The Membership shall be the Council Chair and Vice Chair and Chair of all Committees.
- c) Quorum is THREE.
- d) The Committee may have to convene without public notice as an Emergency Management Committee, depending on the timing and nature of the emergency.
- e) The meeting will be minuted.
- f) The Council Chair is required to report to Council at the earliest opportunity.
- g) An emergency is defined as:
  - i. A matter with significant financial implications greater than £10,000
  - ii. A matter with significant legal implications
  - iii. A matter related to the conduct of a councillor or an employee that would potentially amounts to gross misconduct or bringing the Council into disrepute.

## **16. MEMBERS FORUM**

- a) The Council's Members will meet informally.
- b) There will be no public notice of the meeting and no agenda.
- c) These meetings are not open to the public.
- d) The Forum has no powers to make conclusions or decisions on the events/items themselves nor can any preconceived policy line be determined.

### **PURPOSE:**

- To brief Members on forthcoming events.
- To improve communication.
- To provide an opportunity to voice ideas, concerns, suggestions.
- To provide an opportunity to develop skills & knowledge.
- To enhance a greater understanding of how Town Council operates.

## **RECORDS OF GROUP MEETINGS**

The briefing is an informal meeting which does not require a public notice nor agenda and the proceedings are not minuted formally in the style of the Council.



# Penrith Town Council

## A) RECORD OF DECISION

TAKEN PURSUANT TO DELEGATED POWERS AND PUBLISHED IN ACCORDANCE WITH THE OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014

<b>1.</b>	Date of decision	
<b>2.</b>	Name of officer making decision	
<b>3.</b>	Details of decision	
<b>4.</b>	Scheme of Delegation reference <sup>1</sup>	
<b>5.</b>	Legal powers <sup>2</sup>	
<b>6.</b>	Consultation undertaken (state dates) <sup>3</sup>	
<b>7.</b>	Matters considered <sup>4</sup>	
<b>8.</b>	Alternative options considered and rejected	
<b>9.</b>	Reason for decision <sup>5</sup>	
<b>10.</b>	Financial/budgetary implications	

I confirm that the power to make this decision has been delegated to me pursuant to the Council's Scheme of Delegation made under it, and that I have taken all relevant matters into account in making this decision.

Signed:

<sup>1</sup> Paragraph of the Council's Scheme of Delegation delegating decision to Clerk or other officer

<sup>2</sup> Specify what statutory power enables the Council to make this decision.

<sup>3</sup> Specify what consultation has been undertaken, for example, with service users, the public, representative groups and with councillors.

<sup>4</sup> Where relevant you should include reference to matters the law requires the decision maker to have regard to.

<sup>5</sup> Delegated decisions may be challenged by judicial review, and reasons should therefore be given as to why the decision was taken.

NOTE: copy to meeting & finance

## **B) FINANCIAL DELEGATION TO OFFICERS**

- Town Clerk

**CARD PER DAY: £300**

**EXPENDITURE VIA INVOICE: £1000**

- Services & Contracts Manager

**CARD PER DAY: £300**

**EXPENDITURE VIA INVOICE: £10,000**

- Deputy Town Clerk

**CARD PER DAY: £300**

**EXPENDITURE VIA INVOICE: £10,000 NEIGHBOURHOOD PLAN**

- Economic Development Officer

**CARD PER DAY: £300**

**EXPENDITURE VIA INVOICE: £21,500 GREENING, IN BLOOM**

- All officers

**SMALL GRANTS AND GROW NATURE FUND: £1,000**

- All other officers

**EXPENDITURE VIA INVOICE: £1000**

- External Accountancy Service

**ALL EXPENDITURE RELATED TO PAYROLL, HMRC, PENSIONS**

**WEEKLY HSBC PAYMENTS**

**Approved: May 2015**

**Review: Annually**

## Meetings

Item 15

These are the proposed times and dates for the meetings in 2021-2022 which have been agreed by all committees previously.

### FULL COUNCIL MEETING DATES

Dates in 20-21	Dates in 21-22
<ul style="list-style-type: none"><li>• 13 July 2020</li><li>• 28 September 2020</li><li>• 30 November 2020</li><li>• 25 January 2021 - Precept</li><li>• 15 March 2021 – Annual Town Meeting</li><li>• 29 March 2021</li><li>• 24 May 2021 - Annual Meeting of the Town Council</li></ul>	<ul style="list-style-type: none"><li>• 12 July 2021</li><li>• 27 September 2021</li><li>• 29 November 2021</li><li>• 24 January 2022 - Precept</li><li>• 28 March 2022</li><li>• 11 April 2022 Annual Town Meeting</li><li>• 23 May 2022 - Annual Meeting of the Town Council</li></ul>

### CCEG COMMITTEE MEETING DATES

Dates in 20-21	Dates in 21-22
<ul style="list-style-type: none"><li>• 27 July 2020</li><li>• 12 October 2020</li><li>• 14 December 2020</li><li>• 15 February 2021</li><li>• 19 April 2021</li></ul>	<ul style="list-style-type: none"><li>• 19 July 2021</li><li>• 11 October 2021</li><li>• 13 December 2021</li><li>• 28 February 2022</li><li>• 16 May 2022</li></ul>

### PLANNING COMMITTEE MEETING DATES

Dates in 20-21	Dates in 21-22
<ul style="list-style-type: none"><li>• 8 June 2020</li><li>• 6 July 2020</li><li>• 3 August 2020</li><li>• 7 September 2020</li><li>• 5 October 2020</li><li>• 2 November 2020</li><li>• 7 December 2020</li><li>• 11 January 2021</li><li>• 1 February 2021</li><li>• 1 March 2021</li><li>• 12 April 2021</li><li>• 10 May 2021</li></ul>	<ul style="list-style-type: none"><li>• 10 May 2021</li><li>• 7 June 2021</li><li>• 5 July 2021</li><li>• NO AUGUST MEETING</li><li>• 6 September 2021</li><li>• 4 October 2021</li><li>• 1 November 2021</li><li>• 6 December 2021</li><li>• 10 January 2022</li><li>• 7 February 2022</li><li>• 7 March 2022</li><li>• 4 April 2022</li><li>• 9 May 2022</li></ul>

### FINANCE COMMITTEE MEETING DATES

Dates in 20-21	Dates in 21-22
<ul style="list-style-type: none"><li>• 29 June 2020</li><li>• 21 September 2020</li><li>• 16 November 2020</li><li>• 11 January 2021</li><li>• 22 March 2021</li><li>• 26 April 2021</li></ul>	<ul style="list-style-type: none"><li>• 28 June 2021</li><li>• 20 September 2021</li><li>• 15 November 2021</li><li>• 10 January 2022</li><li>• 21 March 2122</li><li>• 25 April 2022</li></ul>



# Penrith Town Council

## STANDING ORDERS 2020

## **STANDING ORDERS REVISED 2020**

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## **Introduction**

These model standing orders update the National Association of Local Council (NALC) model standing orders contained in "Local Councils Explained" by Meera Tharmarajah (© 2013 NALC). This publication contains new model standing orders which reference new legislation introduced after 2013 when the last model standing orders were published.

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

## **1. Rules of Debate at Meetings**

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chair of the meeting, is expressed in writing to the Chair.
- h A Councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.
- k One or more amendments may be discussed together if the Chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A Councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.

Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

- n Unless permitted by the Chair of the meeting, a Councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another Councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- o During the debate on a motion, a Councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- p A point of order shall be decided by the Chair of the meeting and his decision shall be final.
- q When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.



- s Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a Councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the Chair of the meeting.

## **2. Disorderly Conduct at Meetings**

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the Chair of the meeting to moderate or improve their conduct, any Councillor or the Chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

## **3. Meetings Generally**

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**

- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e 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.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 3 minutes unless directed by the Chair of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e), 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.
- i A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chair of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the Chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**

- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors and non-Councillors with voting rights present and voting.**
- r **The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

- t The minutes of a meeting shall include an accurate record of the following:
- i. the time and place of the meeting;
  - ii. the names of Councillors who are present and the names of Councillors who are absent;
  - iii. interests that have been declared by Councillors and non-Councillors with voting rights;
  - iv. the grant of dispensations (if any) to Councillors and non-Councillors with voting rights;
  - v. whether a Councillor or non-Councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - vi. if there was a public participation session; and
  - vii. the resolutions made.
- u **A Councillor or a non-Councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

x A meeting shall not exceed a period of 2 hours.

#### **4. Committees and Sub-Committees**

a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**

b **The members of a committee may include non-Councillors unless it is a committee which regulates and controls the finances of the Council.**

c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-Councillors.**

d The Council may appoint standing committees or other committees as may be necessary, and:

- i. shall determine their terms of reference;
- ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
- iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
- iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
- v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 7 days before the meeting that they are unable to attend;
- vi. shall, after it has appointed the members of a standing committee, appoint the Chair of the standing committee;
- vii. shall permit a committee other than a standing committee, to appoint its own Chair at the first meeting of the committee;

- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

## **5. Ordinary Council Meetings**

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the Councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**

- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chair of the Council has been elected. He may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
  - i. **In an election year, delivery by the Chair of the Council and Councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
  - iii. Receipt of the minutes of the last meeting of a committee;
  - iv. Consideration of the recommendations made by a committee;
  - v. Review of the terms of reference and delegation scheme arrangements to committees, sub-committees, staff and other local authorities;
  - vi. Appointment of members to existing committees;
  - vii. Appointment of any new committees in accordance with standing order 4;
  - viii. Review and adoption of appropriate standing orders and Financial Regulations;
  - ix. Review of representation on or work with external bodies and arrangements for reporting back;

- x. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the General Power Of Competence in the future;
- xi. Review of inventory of land and other assets including buildings and office equipment;
- xii. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xiii. Review of the Council's and/or staff subscriptions to other bodies;
- xiv. Review of the Council's complaints procedure;
- xv. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xvi. Review of the Council's policy for dealing with the press/media;
- xvii. Review of the Council's employment policies and procedures;
- xviii. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the General Power Of Competence.
- xix. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

## **6. Extraordinary Meetings of the Council, Committees and Sub-Committees**

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two Councillors, any two Councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two Councillors.**
- c The Chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.



- d If the Chair of a committee or a sub-committee does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee or the sub-committee, any 2 members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

## **7. Previous Resolutions**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 Councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

## **8. Voting on Appointments**

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting.

## **9. Motions for a meeting that require written notice to be given to the Proper Officer**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 10 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.

- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 5 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

#### **10. Motions at a meeting that do not require written notice**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular committee or sub-committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;
  - vii. to proceed to the next business on the agenda;
  - viii. to require a written report;
  - ix. to appoint a committee or sub-committee and their members;
  - x. to extend the time limits for speaking;
  - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
  - xii. to not hear further from a Councillor or a member of the public;

- xiii. to exclude a Councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

## **11. Management of Information**

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

## 12. Draft minutes

- a If the draft minutes of a preceding meeting have been served on Councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The Chair of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

### 13. Code of Conduct and Dispensations

See also standing order 3(u).

- a All Councillors and non-Councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.

- h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
  - i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
  - ii. granting the dispensation is in the interests of persons living in the Council's area; or**
  - iii. it is otherwise appropriate to grant a dispensation.**

#### **14. Code of Conduct Complaints**

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a Councillor or non-Councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
  - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d Upon notification by the District or Unitary Council that a Councillor or non-Councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

## 15. Proper officer

- a The Proper Officer shall be either the clerk or other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
  - i. **at least 3 clear days before a meeting of the council, a committee or a sub-committee,**
    - **serve on Councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the Councillor has consented to service by email), and**
    - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a Councillor has given written notice at least 7 days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from Councillors;
- vii. hold a copy of every Councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;

- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;  
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its Financial Regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in the Planning Committee Minutes;
- xv. Non contentious simple planning applications received by the Council that require a response between Planning Committee Meetings will be considered by the Deputy Town Clerk who will serve a response to members of the committee with a recommendation prior to a formal response being made.
- xvi. If the nature of a planning application requires consideration before the next ordinary meeting of Planning Committee, a request will be made to the local planning authority for an extension to the timescale for response for any complex or contentious applications so that they can be taken to committee. If an extension to the time period is not approved, a special meeting will be called to consider the application.
- xvii. manage access to information about the Council via the publication scheme; and
- xviii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.  
(see also standing order 23).



## **16. Responsible Financial Officer**

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

## **17. Accounts and Accounting Statements**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's Financial Regulations.
- c The Responsible Financial Officer shall supply to each Councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the Council's receipts and payments (or income and expenditure) for each quarter;
  - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each Councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
  - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.

- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all Councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

## **18. Financial Controls and Procurement**

- a. The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial Regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**

- d. Subject to additional requirements in the Financial Regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting Councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one Councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £189,330 for a public service or supply contract or in excess of £4,733,252 for a public works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**

- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £378,660 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

## **19. Handling Staff Matters**

- a A matter personal to a member of staff that is being considered by a meeting of Council OR the Finance Committee or the Staff sub-committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Council Chair or, if he is not available, the Vice-Chair of absence occasioned by illness or other reason and that person shall report such absence to the Finance Committee.
- c The Council Chair and the vice-Chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Proper Officer. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Finance Committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the Council Chair or in his absence, the Vice-Chair in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staff Sub-Committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by staff relates to the Chair or Vice-Chair this shall be communicated to another member of the Finance Committee OR the sub-committee, which shall be reported back and progressed by resolution of the Staff sub-committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

## **20. Responsibilities to Provide Information**

See also standing order 21.

- a **In accordance with Freedom of Information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

## **21. Responsibilities under Data Protection Legislation**

Below is not an exclusive list. See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

## **22. Relations with the Press/Media**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its Councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

## **23. Execution and sealing of legal deeds**

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of the the Chair who shall sign the deed as witnesses. The Deputy Proper Officer and the Vice Chair will act as witnesses in either of their absence.**

*The above is applicable to a Council with a common seal.*

## **24. Communicating with district and county or unitary Councillors**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward Councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.

## **25. Restrictions on Councillor activities**

- a. Unless duly authorised no Councillor shall:
  - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions.

## **26. Standing orders generally**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 3 Councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a Councillor as soon as possible.
- d The decision of the Chair of a meeting as to the application of standing orders at the meeting shall be final.

Review Annually: NALC Standing Orders as revised 2020  
May 2021



# Penrith Town Council

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Item 17

## **Guidance for Town Councillors appointed as representatives to community and local organisations**

Penrith Town Council believes that appointing representatives to community and local organisations is of considerable value to both the organisation and the Council. Individual Councillor involvement in local community organisations develops and enhances greater understanding of their role.

Where an organisation would like a Town Council representative to be appointed then the Town Council welcomes that request in writing and will endeavour to comply.

### **GUIDING PRINCIPLES**

#### **Penrith Town Council**

Whilst representing the Town Council, Councillors are reminded that they are obliged to abide by the Penrith Town Council Standing Orders and Code of Conduct.

#### **Confidential Matters**

Councillors are not at liberty to divulge any Penrith Town Council matters of a confidential nature to any individuals or organisations irrespective of their representative role.

#### **Community/Local Organisation**

Whilst service as a representative on such an organisation the Town Councillor will honour and abide by any standing orders, constitution or governing document adopted by that organisation. In case of a conflict between the Town Council's and the organisation's rules, the Town Council's will take precedence.



## **General**

Councillors acting as representatives do not have authority to commit Council to any course of action or any financial obligation without the matter being referred to Council for consideration.

## **Procedures**

There are two categories of representation:

1. Representatives to organisations that are legally or constitutionally required to have a Town Council representative: for example Eden Association of Local Councils.
2. Representatives who are requested by organisations but where there is no legal, constitutional or funding obligation.

Representatives appointed under the first category will be expected to attend meetings of that organisation on a regular basis and make oral reports to Council after each meeting.

Representatives appointed under the second category should attend meetings where possible and report to Council after each meeting attended.

Councillors attending organisations' AGMs are expected to submit to Council copies of the organisation's Annual Report and Accounts.

## **Reporting**

Representatives are expected to report orally or in writing if they are unable to attend the next Full Council meeting. In addition, they may give prior notice to the Town Clerk / Chair of the Council that they wish to raise a matter for consideration by Council and that matter will be itemised on the next appropriate Council agenda.

It is imperative that the Town Council's representative report to the Town Council includes any matters which could have a major impact on the town or its residents or which are contrary to Council policy. If necessary, such matters should be reported to Council in a confidential session of the meeting and at the earliest opportunity.

## **Reviewed January 2021**

This guidance and the appointments to external bodies is reviewed as and when new appointments are agreed throughout the municipal year and at least once a year at the Annual Town Council Meeting.



<b>Representatives to external bodies and community organisations and informal groups</b>	
<b>Organisation</b>	<b>Representatives</b>
A66 Community Liaison Group	Cllr. C. Shepherd with Cllr. Snell as SD & Deputy Town Clerk, Economic Development Officer
Borderlands Place Plan Town Team	Cllrs. Davies, Kenyon, Knaggs & Deputy Town Clerk, Economic Development Officer
Community Transport	Cllrs. Davies & Jackson
Eden Assoc. of Local Councils	Cllr. Snell
Eden Resilience Group	Town Clerk, Services & Contracts Manager
Fairhill Community Group	Services & Contracts Manager
Friends of Coronation Gardens	Cllr. C. Shepherd
Local Cycling and Walking Infrastructure Plan	Cllr. Kenyon & Deputy Town Clerk, Economic Development Officer
Newton Rigg	Cllr. Knaggs
Omega Proteins Group	Cllr. Davies
Parking and Movement Study	Cllrs. Kenyon, Knaggs & C. Shepherd & Deputy Town Clerk, Economic Development Officer
Penrith Action for Community Transition	Town Clerk
Penrith Business Improvement District	Cllr. Jackson & Economic Development Officer
Penrith Climate Change Action Network – informal group	Town Clerk, Services & Contracts Manager, Community Engagement Officer, Open to all Cllrs.
Penrith in Bloom – informal group	Community Engagement Officer
Rural Services Network Market Town Clerks Group	Economic Development Officer
Rural Services Network Market Town Councillors Group	Cllr. Davies
Town Working Group	Deputy Town Clerk, Economic Development Officer
Town Working Group- Sub-groups	Officers and Members depending on the purpose of the group
Youth Advisory Panel	Cllrs. Davies, Jackson, Snell & Community Engagement Officer
Zero Carbon Cumbria Partnership	Town Clerk