



# Penrith Town Council

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Minutes of the meeting of

## **ANNUAL MEETING OF THE TOWN COUNCIL**

Held on **Monday 24 May 2021**, at 6.00 pm, at Penrith Leisure Centre

### **PRESENT**

Cllr. Bowen	Pategill Ward	Cllr. Hawkins	East Ward
Cllr. Burgin	South Ward	Cllr. Jackson	North Ward
Cllr. M. Clark	South 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		

Acting Town Clerk

Deputy Town Clerk

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.

# **MINUTES FOR THE MEETING OF THE ANNUAL MEETING OF THE TOWN COUNCIL**

**24 May 2021**

## **PTC21/01 Election of Chair**

Members considered and voted for the election of the Chair of the Council.

### **RESOLVED THAT:**

Councillor C. Shepherd be elected Chair for the 2021-2022 municipal year. Cllr. C Shepherd assumed the Chair and Town Mayor roles and made a declaration of acceptance of office in the prescribed form.

## **PTC21/02 Appointment of Vice Chair**

Members considered and voted for the appointment of the Vice Chair of the Council.

### **RESOLVED THAT:**

Councillor Snell be appointed Vice-Chair for the 2021-2022 municipal year. In the absence of Councillor Snell, the Declaration of Acceptance of office will be completed as soon as practicable.

## **PTC21/03 New Elected Member for Pategill Ward**

Members noted that Cllr. Valerie Bowen, the new elected member for the Pategill Ward has signed the Declaration of Acceptance of Office and that it has been received by the Proper Officer.

## **PTC21/04 Apologies for Absence**

Members received apologies from Cllrs. S Clarke, Knaggs and Snell.

## **PTC21/05 Minutes Approval**

a) The outgoing Committee Members were requested to consider and approve the year-end minutes of the Council's standing committees and authorise the Chair to sign the minutes as a correct record.

### **RESOLVED THAT:**

The Chair be authorised by the outgoing committee members to sign as a true and accurate record the Minutes of:

- i. Culture, Community and Economic Growth Committee: 26 April 2021
- ii. Finance Committee: 26 April 2021
- iii. Planning Committee: 5 May 2021. March 2019.

## **PTC21/05 Minutes Approval, continued**

b) Members were requested to approve the minutes of Full Council and authorise the Chair to sign the minutes as a correct record.

### **RESOLVED THAT:**

The Chair be authorised to sign as a true and accurate record the Minutes of Full Council for the:

- i. 08 February 2021
- ii. 29 March 2021

## **PTC21/06 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. M Clark declared that she was an elected Member of Eden District Council.
- ii. Cllr. Davies declared an interest in Agenda Item 16 as a Cumbria member of NALC.

## **PTC21/07 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.

## **PTC21/08 Consideration of the recommendations made by a committee; Ratify for recommended approved matters from committees.**

### **a) CCEG Committee**

Members were asked to ratify the revised grants scheme and the reallocation of budgets as approved at the CCEG Committee meeting held on the 15 February, Minute CCEG21/55

### **RESOLVED THAT:**

The revised grants scheme and reallocation of budgets be ratified.

### **b) Finance Committee**

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

Members were asked to note the publication of the Practitioners' Guide 2021, which is mandatory for 2020/21, and to adopt its provisions for 2020/21.

## **RESOLVED THAT:**

The publication of the Practitioners' Guide 2021 be noted, and the Council adopted its provisions for 2020/21.

## **PTC21/08 Consideration of the recommendations made by a committee; Ratify for recommended approved matters from committees, continued**

### **ii. Asset Register 2020/21**

Members were asked 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.

## **RESOLVED THAT:**

The Asset Register as of 31 March 2021 be approved.

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

Members were asked 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.

## **RESOLVED THAT:**

The Finance Outturn Report for the year ended 31 March 2021 and transfers to the General and Devolution Reserves be approved.

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

a) Members received 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) Members noted 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 Mrs Jean Airey as the Council's Internal Auditor for 2021/22.

c) Cllr Jackson wished to put on record his thanks to the officers for their work in receiving such a positive audit.

### **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) 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 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.

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

b) Members were asked 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.

**RESOLVED THAT:**

The Annual Governance Statement for 2020/21 be approved and Members authorised the Chair and the Acting Town Clerk to sign it on behalf of the Council.

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

Members were asked 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.

**RESOLVED THAT:**

Members approved the Accounting Statements 2020/21 (Section 2 of the AGAR) and authorised the Chair of the meeting to sign them on behalf of the Council.

**vii. Bank Reconciliation**

Members were asked to ratify 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 ratified.

**viii. Banner and Advertisement Policy**

Members were asked to ratify the approved amendments to the Banner and Advertisement Policy.

**RESOLVED THAT:**

The amendments to the Banner and Advertisement Policy be ratified.

## **ix. Fees and Charges**

Members were asked to ratify the approved amendments to the Fees and Charges for 2021/22.

### **RESOLVED THAT:**

The amendments to the Fees and Charges for 2021/22 be ratified.

## **PTC21/09 Financial Regulations**

Members noted 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.

## **PTC21/10 Insurance**

Members noted that the Council's Finance Committee had reviewed the insurance arrangement for the council at its meeting on 26 April 2021 and had 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.

### **RESOLVED THAT:**

Members accepted the insurance provided by Came and Company and that the Council enter into a three-year binding agreement with Hiscox.

## **PTC21/11 Grants in 2020/21**

Members noted the grants that were approved in 2020/21.

## **PTC21/12 Scheme of Delegation**

Members were asked to adopt the reviewed Scheme of Delegation and the terms of reference to committees, sub committees, staff and other local authorities.

### **RESOLVED THAT:**

The reviewed Scheme of Delegation and the terms of reference to committees, sub committees, staff and other local authorities be approved and adopted.

## **PTC21/13 Committee Membership**

Members considered the appointment of Members to serve on the under mentioned Committees.

### **RESOLVED THAT:**

The appointment of Members and Standing Deputies be approved as follows:

#### **i. Planning Committee:**

Cllr M. Clark

Cllr Jackson

Cllr Kenyon  
Cllr C. Shepherd  
Cllr M. Shepherd  
Cllr Snell

**ii. Finance Committee:**

Cllr Burgin  
Cllr Davies  
Cllr Hawkins  
Cllr Jackson  
Cllr Kenyon  
Cllr C. Shepherd

**iii. Culture, Community and Economic Growth Committee:**

Cllr Davies  
Cllr Donald  
Cllr Hawkins  
Cllr Jackson  
Cllr Knaggs  
Cllr Snell  
Cllr M. Clark Standing Deputy

**PTC21/14 Election of Committee Chair**

Members were requested to elect a Chair to serve on the under mentioned Standing Committees.

**RESOLVED THAT:**

The following members be elected as Chair:

- i.** Planning Committee: Cllr Jackson
- ii.** Finance Committee: Cllr Burgin
- iii.** Communities, Culture & Economic Growth Committee: Cllr Davies

**PTC21/15 Meetings**

a) Members were asked to determine the date and time of ordinary meetings of the Council up to and including the next annual meeting of the Council.

**RESOLVED THAT:**

The dates and times of ordinary meetings of Council are:

**Full Council 6:00pm**

- 12 July 2021
- 27 September 2021
- 29 November 2021
- 24 January 2022 – Precept

## **PTC21/15 Meetings, continued**

- 28 March 2022
- 11 April 2022 Annual Town Meeting
- 23 May 2022 - Annual Meeting of the Town Council

b) Members were asked to ratify the dates and start time 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:

### **RESOLVED THAT:**

i. The dates for the CCEG and Planning Committee and the start time for the first meeting be ratified as:

#### **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
- 15 November 2021
- 6 December 2021
- 10 January 2022
- 7 February 2022
- 7 March 2022
- 4 April 2022
- 9 May 2022

ii. The dates for the Finance Committee and the start time for the first meeting be ratified, with the approved amendment to move the meeting in November to the 08<sup>th</sup> of the month.

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

- 28 June 2021
- 20 September 2021
- 08 November 2021
- 10 January 2022
- 21 March 2122
- 25 April 2022



## **PTC21/15 Meetings, continued**

iii. The Committees be permitted to review and agree a new start time following the first meeting of Committee in order to best accommodate Member's availability.

## **PTC21/16 Standing Orders**

a) Members noted that 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) Members were asked to approve the Standing Orders.

### **RESOLVED THAT:**

i. Standing order 3.x be amended to read 'A meeting shall not exceed a period of 2 hours without a proposal approved to extend a meeting by those present.'

ii. The Standing Orders be approved.

## **PTC21/17 External Bodies**

a) Members noted 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) Members were asked to approve that the representation on external bodies remains unchanged.

### **RESOLVED THAT:**

The representation on external bodies remains unchanged.

## **PTC21/18 Subscriptions**

a) Members noted that the Councils subscriptions are considered annually by the Town Clerk and renewed when required.

b) Members were asked to approve SLCC membership for the Services and Contracts Manager, which will cost £317 and be funded from the subscriptions budget.

### **RESOLVED THAT:**

SLCC membership for the Services and Contracts Manager be approved.

## **PTC21/19 Complaints Procedure**

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

## **PTC21/20 Freedom of Information and Data Protection**

Members noted 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.

## **PTC21/21 Press and Media Policy**

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

## **PTC21/22 Employment Policies**

Members noted that the annual review of Employment Policies has identified:

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

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

### **RESOLVED THAT:**

The review date for the Disciplinary and Grievance policy be re-set for 2021 unless there are legislative changes, or a new model is issued.

## **PTC21/23 New Policies**

Members noted 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

## **PTC21/24 NEXT MEETING**

Members noted that the next meeting was scheduled for 12 July 2021 at 6.00pm, in a venue to be determined.

### **CHAIR:**

### **DATE:**

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