



Penrith Town Council

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

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

DATE: 21 March 2022

NOTICE IS HEREBY GIVEN that an **ORDINARY MEETING** of **PENRITH TOWN COUNCIL** will be held on **Monday 28 March 2022**, 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 **Unit 2, Church House, Friargate, Penrith.**

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 25 March 2022.

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

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		

Mrs V. Tunnadine, Town Clerk, PSLCC

Public Participation

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

Filming

Please note that this meeting may be filmed for live or subsequent broadcast via the internet or social media.

Please be advised that the Town Council does not record or live stream meetings.

Penrith Town Council fully supports the principle of openness and transparency and has no objection to filming and reporting at its Full Council, and Committee meetings that are open to the public. It also welcomes the use of social networking websites, such as Twitter and Facebook, to communicate with people about what is happening, as it happens. Filming will only commence at the beginning of a meeting when the Chair opens the meeting with apologies and will finish when the meeting is closed or when the public may be excluded from an exempt item. The Council, members of the public and the press may record/film/photograph or broadcast this meeting when the public and the press are not lawfully excluded.

General Power of Competence

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 ORDINARY MEETING OF FULL COUNCIL 28 MARCH 2022

PART I

Members are asked to:

1. Apologies

Receive apologies from Members.

2. Minutes

a) Committee Minutes

Note that the draft and approved minutes from committees have been circulated and published on the Council website since the previous ordinary meeting.

b) Confirmation of Full Council Minutes

Authorise the Chair to sign, as a correct record, the minutes of the meetings of Full Council held on:

- i. Monday 24 January 2022.
- ii. Extra Ordinary Meeting Monday 21 February 2022.

3. Declarations of Interest and Requests for Dispensations

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

ADVICE NOTE:

Members are reminded that, in accordance with the revised Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests 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.

4. Public Participation

a) Receive questions or representations from members of the public. A period of up to 15 minutes for members of the public to ask questions or submit comments.

b) Receive reports from District and County Councillors.

ADVICE NOTE:

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

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

Note that item **14** should be considered in detail, 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.

Routine Business Matters

6. Report from the Council Chair

Note the duties undertaken by or on behalf of the Town Mayor.

7. Reports from Members

Receive and note oral reports from Councillors regarding meetings that they have attended as representatives of the Town Council and an opportunity for members to bring matters of interest to the attention of the council for information or future discussion.

8. Resolutions Report

Note the written report.

9. Penrith Neighbourhood Development Plan

Note the oral update.

10. Matters from Finance Committee

Ratify the following approved matters a) to f) from the Council's Finance Committee from their meeting held on Monday 21 March 2022 which have been considered and approved by the members of the Council's Finance Committee. The Committee Chair requested that these matters be brought to the Full Council for ratification.

a) Budgetary Control Statement 2021/22: 28 February 2022

Ratify the budgetary Control Statement for the period to 28 February 2022

b) Internal Audit Report

Ratify the Internal Auditors Report for the period 01 April 2021 to 31 December 2021.

c) Review of Internal Control 2021/22

Ratify the Council's system of Internal Control.

d) Annual Review of Fees and Charges

Ratify the fees and charges for 2022/23 financial year.

e) Absence Management Policy

Ratify the Absence Management Policy.

f) Bus Shelter on Scotland Road

Note the Record of Decision taken under Delegated Powers for the purchase and installation of a replacement bus shelter on Scotland Road and approve the costs of the bus shelter £2,968 to be met from the Devolution Reserve.

11. Remote/Hybrid Meetings

Consider passing the following motion and writing to the Secretary of State to show support:

'This Council supports the petition launched by ADSO and LLG on 5 January with regard to remote and hybrid meetings. We agree to write to the Secretary of State for Levelling Up, Housing and Communities calling on the Government to change the law to allow councils the flexibility to hold such meetings when they deem appropriate within agreed rules and procedures.'

The Society of Local Council Clerks (SLCC) and the National Association of Local Councils (NALC), continue to support the campaign by Lawyers in Local Government (LLG) and the Association of Democratic Services (ADSO), to allow councils in England to have the choice to meet remotely.

SLCC, ADSO, NALC and LLG and other sector partners including the Centre for Governance and Scrutiny (CFGs), have offered to work with government to agree the governance framework within which remote/hybrid meetings should take place.

12. Local Government Reorganisation

Local Government Review (LGR) Strategic Planning Group Terms of Reference and Timeline revisions.

- a) Consider changes to the terms of reference and timeline.
- b) Consider nominating one member to join Cllrs Jackson and C. Shepherd as members of the (LGR) Strategic Planning Group.

13. Events

- a) Consider the report for the 1940's weekend and Her Majesty's Platinum Jubilee and recommendations contained within.
- b) Note that the Towns Annual Meeting of Electors will take place on 11 April 2022, Unit 2, Church House, Friargate, Penrith between 6.00pm – 7.30pm and is held in accordance with the provisions of the Local Government Act 1972, Schedule 12, Part III

14. Next Meeting

Note the next meeting of Council is scheduled for 23 May 2022 which will be the Annual Meeting of the Town Council to be held at 6.00pm, Unit 2, Church House, Friargate, Penrith.

PART II – PRIVATE SECTION

The following is exempt information as it relates to the financial or business affairs of any particular person (including the authority holding that information) and personal sensitive information relating to members of staff.

15. Staffing Matters

Ratify the recommendations from the Council's Finance Committee 21 March 2022.

FOR THE ATTENTION OF ALL MEMBERS OF THE TOWN COUNCIL

Access to Information

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

<https://www.penrithtowncouncil.gov.uk/>

Background Papers

Requests for the background papers to the Part I reports, excluding those papers that contain exempt information, can be made between the hours of 9.00 am and 3.00 pm, Monday to Wednesday via

office@penrithtowncouncil.gov.uk



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DRAFT

Minutes of the Ordinary Meeting of Penrith Town Council held on Monday 24 January 2022, at 6.00pm at Unit 2, Church House, Friargate, Penrith.

PRESENT:

Cllr. Bowen	Pategill Ward	Cllr. Knaggs	West Ward
Cllr. Burgin	South Ward	Cllr. Lawson	Carleton Ward
Cllr. Fallows	East Ward	Cllr. M. Shepherd	North Ward
Cllr. Jackson	North Ward	Cllr. C. Shepherd	East Ward

Town Clerk

Responsible Finance Officer

Deputy Town Clerk

Economic Development Officer

General Power of Competence

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
ORDINARY MEETING OF FULL COUNCIL
24 JANUARY 2022**

PART I

PTC21/97 Apologies

Apologies were received from:

- i. Councillors, Davies, Donald, M. Clark, S. Clarke, and Kenyon.
- ii. Councillor Hawkins was absent without apologies.
- iii. Councillor Snell holds a dispensation for attending live public meetings.

PTC21/98 Minutes

a) Committee Minutes

Members noted that minutes from committees had been published on the Council website since the previous ordinary meeting.

b) Confirmation of Full Council Minutes

Members considered authorising the Chair to sign, as a correct record, the minutes of the meeting of Full Council held on Monday 29 November 2021.

RESOLVED THAT:

The minutes of the meeting of Full Council held Monday 29 November 2021 be signed as a true and accurate record.

**PTC21/99 Declarations of Interest and Requests for
Dispensations**

Members were asked to receive declarations of interests in respect of items on the agenda.

Regarding item 6 on the agenda Penrith Neighbourhood Development Plan, the following members declared interests:

- i. Cllr. Lawson who is a member of Friends of the Beacon.
- ii. Cllrs Bowen, Burgin and Shepherd who are members of the Ramblers Association.

PTC21/100 Public Participation

The Chair of the Council asked that at this point on the agenda that the public participation be used solely for item 6 on the agenda, Penrith Neighbourhood Development Plan, and that the usual Public Participation session would take place after item 6. Public, District and County Councillors were invited to make representations for item 6, Penrith Neighbourhood Development Plan.

Council received a representation from District Councillor P Bell.

PTC21/101 Excluded Item: Public Bodies (Admissions to Meetings) Act 1960

Members considered whether that items 14 and 15, should be considered in detail, 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. Members noted that report 14 may be considered as part of item 12 providing salary scale grades are not discussed in the public domain.

RESOLVED THAT:

Items 14 and 15 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

PTC21/102 Penrith Neighbourhood Development Plan

Members considered the proposed response to the Eden District Council consultation for the draft policy for Beacon Hill unilaterally prepared by the Independent Planning Inspector for possible inclusion within the Neighbourhood Development Plan.

Members noted that a hard copy written statement from Cllr. Davies that was disseminated, at his request, to members during the meeting, as Cllr. Davies was not able to attend the meeting.

RESOLVED THAT:

The proposed response to the Eden District Council consultation be approved as appended at Appendix A.

PTC21/103 Public Participation

Members received representation from County Councillor P. Bell who thanked the Council for their contribution towards the footpath and fingerpost scheme of work at Roundthorne that was due to be completed imminently. Cllr. Bell commented on the Council's refreshed business plan.

PTC21/014 Report from the Council Chair

Members noted the duties undertaken by the Mayor, Cllr. C. Shepherd, who had attended the 175th anniversary of the Lancaster and Carlisle Railway and Scaws Residents Association.

PTC21/105 Reports from Members

Members received and noted oral reports from Councillors regarding meetings that they had attended as representatives of the Town Council and an opportunity for members to bring matters of interest to the attention of the council for information or future discussion.

- i. Cllr. Fallows informed the meeting that he had sought further information regarding an impending bus timetable change that served the residents of Scaws. Cllr. Fallows explained that he was seeking clarification and would monitor the situation. Cllr. Fallows offered to report to Council if appropriate.
- ii. Cllr. Bowen informed the meeting that as the Ward Councillor, she had met virtually with representatives from the police and local authorities to discuss the challenges of Pategill Play area, which is derelict due to repeated episodes of vandalism. Cllr. Bowen reported that she had met with "Park Play" who would provide free play sessions on Saturday mornings at Pategill and informed the meeting that this opportunity would also take place at Fairhill. Cllr. Bowen had also made contact with "Stomping Ground" and met the new ecumenical officer.
- iii. Cllr. Knaggs informed the meeting that during regular walks around Penrith West, he had received concerns from residents regarding a general disquiet about the issues of dog fouling, fly tipping and litter. One resident sought Cllr. Knaggs assistance to review a letter that they had written to protest about preserving the Beacon.

PTC21/106 Resolutions Report

Members noted the written report.

PTC21/107 Matters from the CCEG Committee

- a) Members were asked to ratify virements and amendments to budgets as considered and recommended by the Council's CCEG Committee.

RESOLVED THAT:

The following virement be approved:

- i. Creation of an Arts and Culture Development budget of £22,500 by transferring £6,300 from the Arts and Cultural Strategy budget, £13,200 from the Town Projects budget and £3,000 from the Large Grants budget in order to fund an allocation of £8,500 for the 1940's Event and £14,000 for the Queen's Platinum Jubilee.
- ii. The transfer of £3,000 from the Grow Nature Grants budget to the Greening budget.

PTC21/107 Matters from the CCEG Committee Continued

- b) Members were asked to approve the Penrith Events, & Community Projects Framework and the amendment of the CCEG draft 2022/23 Budget. Members noted that these amendments had been allowed for in the Proposed Budget 2022/23.

RESOLVED THAT:

The Penrith Events, & Community Projects Framework and the amendment of the CCEG draft 2022/23 Budget be approved, including the transfer of £5,000 from Town Projects to a new Marketing Penrith budget and £10,000 from Large Grants to the Arts & Culture Development budget.

Councillors Jackson and Lawson left the meeting.

PTC21/108 Business Plan

Members were informed that a short public consultation would take place and that the Business Plan would return to Council if significant changes were required as a result of the consultation. Members were asked to approve the Refreshed Business Plan.

RESOLVED THAT:

The Business Plan be approved.

PTC21/109 Matters from Finance Committee

- a) Members were asked to ratify the following approved matters a) to c) from the Council's Finance Committee from their meeting held on Monday 10 January 2022.

RESOLVED THAT:

The following matters be ratified:

- i. Budgetary Control Statement 2021/22: 30 November 2021.
- ii. Reserves Policy and Investment Policy, which would operate during the 2022/23 financial year.
- iii. An additional budget allocation of £3,000 from the Devolution Reserve to the Thacka Beck Field budget to meet the costs of boundary works.

b) Proposed Budget 2022/23

Members were asked to consider the 2022/23 Budget and Precept application, which was developed, and considered by Council's Finance Committee. The Chair read out a supporting statement as appended at Appendix B.

RESOLVED THAT:

The following be approved as recorded in the supporting report 12d) Proposed Budget 2022-23 as appended at C:

- i. The Forecast Outturn expenditure for 2021/22 of £439,504.
- ii. The Proposed Budget 2022/23 with total expenditure of £529,484.
- iii. The salaries payable to Council staff in 2022/23, as detailed in the supporting confidential report.
- iv. The allocation of £25,000 for financial growth in 2022/23 to the two service development proposals set out in the report.
- v. The budgeted transfers to and from financial reserves and the proposed level of those reserves.
- vi. The parameters and forecasts in the Proposed Medium Term Financial Plan.
- vii. Have regard to the advice of the Responsible Finance Officer in relation to the robustness of estimates and the adequacy of reserves.
- viii. Request Eden District Council to pay the sum of £455,209 to Penrith Town Council as its precept for the year 2022/23, representing a nil increase in Council Tax.

Councillor Lawson returned to the meeting.

PTC21/110 Next Meeting

Members noted the next meeting of Council is scheduled for Monday 28 March 2022 at 6.00pm, Unit 2, Church House, Friargate, Penrith.

PART II – PRIVATE SECTION

The following matters were exempt information as it related to the financial or business affairs of any particular person (including the authority holding that information) and personal sensitive information relating to members of staff.

PTC21/111 Proposed Budget 2022/23: Staff Salaries

Members reviewed the Staff Salaries Report for 2022/23.

RESOLVED THAT:

The staff salaries be approved.

PTC21/112 Grants Report

- a) Members noted that officers had approved a grant to BlueJam for £1,000.
- b) Members considered the recommendations contained within the Grants Report.

RESOLVED THAT:

- i. Cumbria Rural Choirs be awarded £1,610 supported by a Service Level Agreement.
- ii. Eden Arts receive the grant for £3,000 for Winter Droving 2021.



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APPENDIX A

Penrith Neighbourhood Development Plan – Proposed Response

Please find below Penrith Town Council's response to the proposed policy put forward by the Independent Planning Inspector, which was agreed unanimously at Council on 24 January 2022 (Minute No PTC21/102)

Penrith Town Council wishes to object to the Inspector's proposed policy regarding Beacon Hill for the following reasons:

1. The policy proposed by the Independent Inspector completely changes the nature of what was intended within the Neighbourhood Plan from a protective document to a supportive document for the principle of development on every part of the front of the Beacon. The Town Council's position recognised the feedback from our three previous consultations, and taking responses submitted as part of Eden District Council's Masterplan exercise, the policy included elements for tourism potential but did not allow for overnight accommodation. This proposal allows small-scale tourism development on Beacon Hill without limiting it to a specific area, in effect opening up the whole of the hill including the frontage to development.
2. Although the proposal states that accommodation has to be temporary in nature without curtilages; electricity, water and sewerage works would be required to service any development.
3. In the post-hearing note the Inspector said 'if it is impossible to reach a jointly agreed position, then I need to be advised and I will continue with the examination of this issue, based on the respective positions as set out already and make appropriate recommendations'. We understood that this meant that should a compromise not be reached, the Inspector would consider the policies as submitted and strike out the areas that he felt did not meet the criteria and national tests.

4. Policy 8 of the Neighbourhood Development Plan is about protecting local green spaces put forward by residents as being special to them. These spaces, which included the Beacon were areas used by the public for informal gatherings, play and recreation and which were maintained and sometimes cultivated by the local community. At the examination we were asked to clarify how the areas were chosen and explained that they had been identified by the public during our consultation events, visited by ward councillors who observed how they were used and who also talked to local residents. Policy 9 is about protecting and enhancing sport, leisure and recreation facilities. It is unclear why these policies should be removed as not meeting basic conditions 'as the criteria for their designation has not had regard to the Secretary of State Policy and advice'. We believe that they are and would ask the Inspector to identify individual areas of concern. This point was not raised in the hearing, other than the concern surrounding the area of the Beacon. Should these policies be deleted, residents might reasonably ask why they had been consulted numerous times if their views about which spaces were important to them were to be unilaterally disregarded.
5. We do not believe that the Inspector has the power to propose what he does. He has to consider the matters set out in para 8 of Schedule 4B including general conformity with the strategic policies in the development plan. He can make recommendations as set out in para 10 of the schedule and no others as stated explicitly and expressly in para 10(1). The recommendations are not any of those permissible under the Act and the modifications he can make are prescribed too.
6. We have been repeatedly told by residents about the Beacon 'if the price of access is development, it is a price too high'.
7. We believe that with the inclusion of this proposed policy, we have a Neighbourhood Development Plan that we cannot support at referendum and which would ultimately fail – a situation that the system should not produce. The Inspector should not put EDC in this position or affect PTC as the proposer in this way.

Suggested Modifications:

1. Rather than deleting these policies and replacing them with a policy covering just Beacon Hill, Penrith Town Council would prefer a modification to remove Beacon Hill and other individually identified green and leisure spaces not determined to fit the criteria out of Policies 8 and 9.

2. EDC has to consider the report and the recommendations contained within it with reference to the Act and strike out those areas not deemed to conform.

Yours Faithfully

Cllr. C. Shepherd, Council Chair and Mayor of Penrith

2022-23 Proposed Budget – Mayors Proposing Statement

I am pleased to present this budget report to the Town Council. The ongoing pandemic has meant that 2021-22 has been a further difficult year for both the Council and its community. Internally, the Council has had to manage with a reduced number of staff due to sickness and a vacancy. Despite these limitations, we have been able to keep our services running for the benefit of the Town's residents.

There are now welcome signs that the effects of the pandemic are reducing and we expect that, as the Council's own services return to normal, our partners' confidence will grow so that our work in supporting their activities will also recover. Although it has not been possible to make any significant inroads into delivering our Climate Change Strategy, the full £189,000 investment required remains available over the next five years.

The proposed budget for 2022-23 provides the framework for the Council to continue the progress it has made since its inception and enables it to plan for a sustainable financial future. The budget provides resources for the revised, targeted Grants scheme and a new approach to supporting Events and Community Projects. In addition, £10,000 of new funding has been identified to enable the introduction of Participatory Budgeting, an exciting development to encourage community involvement in resource allocation.

The forthcoming re-organisation of local government is the major event on the Council's horizon and the budget includes £15,000 in 2022-23 for advance planning. Although we now understand the shape of the new unitary authority in the area, we do not know the extent of assets and services which may transfer to the Town Council. While there is a risk that those responsibilities may come across without adequate funding, this will be a massive opportunity for us to demonstrate that we can deliver excellent services in a cost-effective manner. The Council has a good track record in this respect as the long-term running costs of assets already taken over from Eden District Council are half that previously charged to Penrith residents, a saving of some £23,000.

Next year's proposed precept of £455,209 represents a nil increase in Council Tax. Given the problems of the past two years, we feel that an increase would again be inappropriate and have managed our finances to meet that aim. A typical household in Penrith, with a property valued in Band B, will see the Town Council's full Council Tax maintained at £64.63, representing about £1.24 per week. Accompanying the budget is a robust and sustainable financial plan, based on modest rises in Council Tax, which will continue to grow our services and maintain sufficient reserves to ensure our resilience.

In closing, I would like to thank Councillor Burgin, the members of the Finance Committee and Council Committees and officers for their contributions in developing the budget, which will enable the Council to continue providing quality services for the Town and for it to deliver its Business Plan priorities from a sound financial footing.

I therefore propose all eight recommendations in the budget report and commend them to you.

24 January 2022

PLEASE NOTE THAT THE APPENDICES IN THIS REPORT CAN BE VIEWED WITHIN THE AGENDA
PACK FOR THE MEETING

Matter: Proposed Budget 2022-23**Purpose of Report:**

To consider and ratify the Proposed Budget and Council Tax Precept for 2022/23, Service Development Proposals and the Proposed Medium Term Financial Plan.

Item no: 12d

Author: Jack Jones, RFO

Supporting Member: Cllr Roger Burgin, Finance Committee Chair

Recommendations

Council is recommended to:

- a) Approve the Forecast Outturn expenditure for 2021/22 of £439,504.
- b) Approve the Proposed Budget 2022/23 with total expenditure of £529,484.
- c) Approve the salaries payable to Council staff in 2022/23, as detailed in the supporting confidential report. PINK CONFIDENTIAL PAPER
(NOTE – this matter may remain in PART1 providing salary scale grades are not discussed in the public domain.)
- d) Confirm the allocation of the amount of £25,000 available for financial growth in 2022/23 to the two service development proposals set out in the report.
- e) Agree the budgeted transfers to and from financial reserves and the proposed level of those reserves.
- f) Approve the parameters and forecasts in the Proposed Medium Term Financial Plan.
- g) Have regard to the advice of the Responsible Finance Officer in relation to the robustness of estimates and the adequacy of reserves.
- h) Request Eden District Council to pay the sum of £455,209 to Penrith Town Council as its precept for the year 2022/23, representing a nil increase in Council Tax.

Law and legal implications

Sections 41 and 50 of the Local Government Finance Act 1992 require the Council to calculate its annual budget requirement and its resulting precept by 28 February. The precept is issued to the billing authority, Eden District Council, to collect the income on behalf of the Town Council.

Link to Council Priorities

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

1. Report Details

A. Introduction

Draft estimates for 2022/23 were considered by the Budget Working Group on 6 December 2021. The Working Group proposed a nil increase in Council Tax for next year in view of the strength of the Council's reserves and the current circumstances, suggesting that a rise next year would be inappropriate. The comparatively high level of reserves was due to underspendings in 2020/21 and 2021/22, which would give scope for a release of resources to the annual budget over a period of years to fund new initiatives.

Proposed estimates were presented to Finance Committee on 10 January 2022, which determined to forward them to this meeting for approval. Since then, Eden District Council has confirmed the Council Taxbase, enabling firm proposals to be considered by Full Council.

This report presents the Proposed Budget for 2022/23 (**Appendix A**), including an allowance of £25,000 for growth items (**Appendix C**), which can be financed by a nil increase in Council Tax.

A Medium-Term Financial Plan (MTFP) has been produced alongside the Proposed Budget to demonstrate that budgets can be affordable in the longer term. The Plan summarised at **Appendix B** is based on the following parameters:

- A nil increase in Council Tax for 2022/23, with 2.0% rises thereafter.
- Small annual increases in the Council Taxbase
- Pay inflation of 2.5% for 2022/23 and 2.0% pa thereafter
- Average price inflation of 0.5% pa (which would imply a real terms reduction in several budgets, justified by the propensity for underspending)
- Achievement of a General Reserve equivalent to 35% of net expenditure by 31 March 2025, to be maintained thereafter
- Allowance for service development proposals totalling £100,000 over the life of the Plan, including the £25,000 proposed for 2022/23
- Contributions to the Devolution Reserve until expenditure on existing devolved assets reaches the agreed target figure of £46,344.

Based on these parameters, the Council will be able to set sustainable budgets for subsequent years, which will incorporate further financial growth in services and meet its target reserve level, with modest annual tax increases.

B. Proposed Budget 2022/23

Appendix A

The statement at **Appendix A** shows the following detailed information for the Council's Committees and services:

- a) The Actual Outturn income and expenditure for 2020/21, for comparison purposes.
- b) The Approved Budget for 2021/22, as agreed by Council on 25 January 2021.
- c) The Forecast Outturn for the current year, with the projected full year's expenditure based on trends identified from budget monitoring statements and including the effect of decisions made by Council to date and proposals for the redirection of estimates, notably the requested creation of the new Grants scheme and an Arts and Culture Development budget.

Total outturn expenditure for 2021/22 of £439,504 is forecast to decrease by £75,710 from the Approved Budget of £515,214. The major differences can be summarised in the following table:

	£	£
Expenditure per Approved Budget 2021/22		515,214
Climate Change Initiative delayed one year	(13,300)	
Town Projects budget transferred to Arts & Culture Development	(13,200)	
Reduced expenditure on Covid-19 Response	(2,500)	
Increased Officer Support to CCEG services	2,500	
Arts & Cultural Strategy budget transferred to Arts & Culture Development	(6,300)	
New Arts & Culture Development budget	22,500	
Events budget transferred in full to new Grants scheme	(29,000)	
Net reduction in Greening expenditure following transfer to Grants	(6,500)	
Community Grants budget transferred in full to new Grants scheme	(31,000)	
Forecast expenditure on new Grants scheme	31,000	
Reduced activity on Community Engagement	(4,500)	
Staffing:		
• Provision for April 2021 pay award transferred to Contingency (£2,440)		
• Community Engagement Officer vacancy (£16,550)		
• Sickness absence (£8,140)		
• Acting up and sick cover arrangements £5,670		
• Reduced Training, Conference and Expenses costs (£1,650)		
	(23,110)	
Reduced IT and Website expenditure	(3,050)	
Devolved Assets:		
• Brackenber Allotments drainage work £10,000		
• Bus shelter slipped to 2022/23 (£5,000)		
• Play Areas expenditure not undertaken (£1,500)	9,200	
• Additional expenditure on Thacka Beck £5,700		
• Reduction in contribution to Devolution Reserve	(9,200)	
Lower Repairs & Renewals costs	(2,500)	
Contingency provision: estimated costs of April 2021 pay award £3,930 less general reduction (£500)	3,430	
Other minor variations (net)	(180)	
		(75,710)
Forecast Outturn Expenditure 2021/22		439,504

- d) The Proposed Budget for 2022/23, which allows for a continuation (standstill) budget that identifies and provides for the current committed level of service to be maintained. This involves the current year's budget being adjusted to remove any one-off items and to include the estimated costs of contractually committed changes to expenditure or income; inflationary increases have only been allowed where necessary. The proposed budget is modelled to provide an allowance of £25,000 to fund service development proposals (growth items) in 2022/23, as detailed below.

Based on these estimates, the proposed precept for 2022/23 will be £455,209; the increase of £5,140 from the 2021/22 figure of £450,069 is due to a higher Council Taxbase and can be explained as follows:

	£	£
2021/22 Precept		450,069
Removal of Covid-19 Response budget	(5,000)	
Creation of new Grants budgets and support:		
• Officer Support £2,500		
• Events (£29,000)		
• Greening (£9,500)		
• Community Grants (£31,000)		
• Grants budget £67,000	0	
Removal of one-off Arts & Cultural Strategy budget	(7,500)	
Cessation of Community Engagement software	(5,000)	
Staffing:		
• Provision for April 2021 pay award (£2,440), offset by increase in NI rate £2,460		
• Replacement Community Engagement Officer £2,260	8,580	
• FYE of Sustainability Officer post £7,780		
• Lower Training, Conference and Expenses (£1,480)		
Increase in Room Hire/Meetings budget	1,500	
Reduction in IT budget	(1,000)	
Devolved Assets:		
• Cessation of grants from Eden DC £4,860 and Bring Site income £1,400		
• Removal of Play Areas (£1,500) and LGR Project (£3,000) budgets	460	
• Review of operating costs (net) (£1,300)		
• Reduction in contribution to Devolution Reserve	(460)	
Removal of one-off Project budget	(8,000)	
Cessation of benches programme	(5,000)	
Contingency provision: estimated costs of April 2021 pay award £4,480 and 2022 pay award £6,520	11,000	
Allowance for Growth Items	25,000	
Increase in contribution from General Reserve	(9,860)	
Other minor variations (net)	420	
		5,140
Proposed Precept 2022/23		455,209

e) The position on the Council's three reserves over the two financial years.

f) The resulting Council Tax based on the budgets for the two financial years, representing a nil increase in the Council Tax for 2022/23.

C. Proposed Medium Term Financial Plan (MTFP)

Appendix B

For planning purposes, **Appendix B** shows a summary of projected income and expenditure for the years 2022/23 to 2026/27, based on the figures in the 2022/23 Proposed Budget. These have been adjusted for planned variations, with pay and price inflation being allowed for as global figures. The Plan includes the ongoing effect of 2022/23 growth items and an allowance for further developments in subsequent years; aspirations beyond this allowance would have to be funded by larger Council Tax increases or by the reduction or redirection of existing budgets.

During the budget process, Committees, individual Councillors and Officers were asked to propose growth bids, which would improve services, for inclusion in the 2022/23 Budget. Two growth items were proposed:

- Creation of a £10,000 Participatory Budget, to be supplemented by in-year underspendings in the CCEG Committee budget for 2022/23; and
- Resources, legal and professional advice, consultation and marketing, totalling £15,000 in support of the Local Government Review (LGR) project.

The Medium Term Plan assumes that the Participatory Budget will continue at £10,000 pa and that there will be residual costs of £5,000 in 2023/24 relating to the LGR project.

Appendix C shows that the MTFP parameters would allow for these two proposals plus a further £30,000 of new financial growth over the next five years; the total growth of £100,000 is largely dependent on the phased use of reserves.

E. Detailed Budgets

The following commentary provides details of the individual estimates within the Proposed Budget and the Medium Term Financial Plan.

a) Income

The precept income for 2022/23 is based on a 0.0% increase in Council Tax. The parameters in the Medium Term Plan project tax income which will allow sustainable budgets and maintain the General Reserve above its target level. The investment income budget has been reduced to a modest amount until there is a return to higher interest rates.

b) Planning Committee

Planning Services are expected to continue at their current level of £10,000 pa; however the inability to progress expenditure on Climate Change initiatives has delayed the full programme by one year, so as to start in 2022/23.

c) CCEG Committee

The Forecast Outturn reflects the approved transfer of budgets to accommodate the new Grants scheme and its continuation into subsequent years. A further requested transfer to create an Arts & Culture Development budget for 2021/22 only is subject to approval by Council but is assumed in the Forecast Outturn.

CCEG Committee was also to be asked to consider changes to its 2022/23 budget at its meeting on 13 December; that meeting was cancelled, however the amendments have been included in the Proposed Budget so that its planned initiatives can proceed.

Based on previous years' outturns and budget monitoring in the current year, a significant underspending of £37,000 is forecast for the Committee's overall 2021/22 expenditure; it is important to note that this does not reduce the CCEG budget; in particular, the Committee will not be constrained by the forecast if it is able to encourage the take up of Grants.

Town Projects

Most of the Town Projects budget, £13,200, has been transferred to the new Arts & Culture Development budget for 2021/22 only. CCEG Committee is being requested to consider transferring a further £5,000 in 2022/23 to a new Marketing Penrith budget.

Covid-19 Response

Expenditure on Covid-19 Response has (up to now) been lower than budgeted, so the forecast shows a £2,500 underspend. The full budget of £5,000 is removed in 2022/23, although £1,000 has been transferred to the Finance Committee Room Hire/Meetings budget to allow for extra costs and/or Zoom meetings recommencing.

Arts & Entertainment

Officer Support is increased by £2,500 for the Forecast Outturn and subsequent years, connected to the operation of the new Grants scheme. The Arts & Cultural Budget of £7,500 was for a single year only; the Forecast Outturn transfers £6,300 of this sum to part fund the Arts & Culture Development budget of £22,500. For 2022/23, CCEG Committee is being asked to transfer £10,000 from Large Grants to the Development budget.

The Events budget has been transferred to the new Grants scheme budget.

Environment

The Greening budget was reduced by £9,500 on a continuing basis towards the new Grants scheme. The current year's £3,000 overspend of the resulting £5,000 budget is shown in the Forecast Outturn.

Community Grants

The £30,000 budget has been transferred to the new Grants scheme on a permanent basis.

Grants

The new Grants scheme budgets agreed by Council in April 2021 total £67,000 on an ongoing basis. In the current year, £3,000 has been transferred to Greening to meet its overspend and £3,000 to the Arts & Culture Development budget. The Forecast Outturn reflects these changes and a further £30,000 in potential underspending. For 2022/23, CCEG is to consider a transfer of £10,000 from Large Grants to the Arts & Culture Development budget.

Corporate Communications

The Community Engagement Officer vacancy has resulted in fewer initiatives, reducing 2021/22 expenditure by £4,500. The 2022/23 Budget assumes the discontinuation of the licence for Dialogue software as its functions can be provided by other means.

d) Finance Committee

Staffing

The 2021/22 Forecast Outturn and 2022/23 Proposed Budget estimate the costs of the existing approved staff establishment. After adjusting for pay awards, the 2021/22 Forecast is £23,110 lower than the approved budget for the year. The main reasons for this are the vacant Community Engagement Officer post and two sickness absences, offset by cover arrangements.

The 2022/23 Proposed Budget assumes a full establishment and the forthcoming 1.25% increase in National Insurance contributions. Based on staff appraisals this year, each Officer will be due incremental progression on 1 April 2022, where appropriate. The supporting Part 2 confidential report shows the recommended salary points for each member of staff.

The staff pay award for 2021/22 has not yet been agreed so salary costs are effectively at March 2021 rates; allowance has been made in the Contingency budget for pay awards effective from April 2021 and April 2022. Future years' forecast pay awards are provided as a global sum alongside price inflation.

The pandemic has prevented face to face training so that events have either been cancelled or provided virtually at a lower cost. Training, conferences and staff expenses all show reductions to reflect this.

Accommodation

Expenditure for Room Hire has been increased to cover the cost of hiring premises because of the Covid pandemic; a further increase of £1,000 in 2022/23 provides for the possible continuation of Zoom for meetings.

Civic Functions

The Forecast Outturn includes £700 for the purchase of a Council press and seal.

Cost of Democracy

Training and expenses show a reduction as events have been cancelled or provided virtually at a lower cost. The MTFP includes £6,000 in 2023/24 for the next election.

IT

The Forecast Outturn shows a decrease of £2,000 due to a planned replacement computer which has not proved necessary and a further small reduction in demand.

Website

Budgetary control statements suggest that the Forecast Outturn will be £1,050 below budget.

Devolved Services

The Forecast Outturn for 2021/22 and the Proposed Budget 2022/23 include the latest estimated costs and income for assets already transferred from Eden DC. The Medium Term Plan no longer provides for the transfer of Play Areas and Toilets as these will be part of the larger discussion on Local Government Review. Service expenditure forecasts have been reviewed in the light of operating experience and are continued into future years; 2021/22 is the final year of the phased grants from Eden DC.

- Bring Site

Council has decided that the arrangement with Eden DC will not be renewed past 31 March 2022. This will mean a loss of income of £1,400 pa. It expected that offsetting savings will be made in terms of expenditure on the Community Caretaker and in staff time, however it is too early for these to be quantified.

- Allotments

The ongoing budget includes the cost of asset maintenance, boundary repairs and hedge cutting. For 2021/22, there is an additional cost of £10,000 for the major drainage repairs at the Brackenber site. As these have now been completed, the 2022/23 Budget is reduced by £750.

- Benches & Bus Shelters

A one-off provision of £5,000 was made in the 2021/22 Budget for the installation of one shelter; it has not been possible to proceed with this scheme, so it has been slipped into 2022/23 and planned for Scaws.

- Bandstand

The 2021/22 Forecast Outturn includes income of £500 from the Board & Elbow public house for use of the area; in 2022/23, income of £750 has been agreed, while grant from Eden DC reduces by £800. No income is included in subsequent years.

- Musgrave Monument:

From 2022/23 onwards, costs are increased by £200 for a latchway inspection, clock inspection & survey, while grant of £180 is terminated.

- Fairhill Park

Grounds maintenance costs of £700 are transferred to Thacka Beck for its share of the new contract. The 2022/23 budget provides for £3,300 expenditure and the loss of the same amount of grant income.

- Play Areas & Fairhill Site Improvements

No expenditure is planned; these headings are shown because of earlier expenditure in the comparatives for 2021/22.

- Fairhill UU Planting Maintenance

Although the net budget is shown as £nil, the Council has received £4,000 income from United Utilities, which it is assumed will be used in annual instalments to meet the estimated £650 expenditure.

- Thacka Beck

The 2021/22 Budget comprised a “starter” estimate of £3,000 for grounds maintenance, gates and fences. Since then, a further estimate of £2,000 has been approved and £3,000 is being requested; together with £700 transferred from Fairhill for grounds maintenance costs, this gives a Forecast Outturn of £8,700. The ongoing budget is £3,700.

- Local Government Review

The Forecast Outturn repeats the approved £3,000 budget for the initial costs of the LGR plan.

- Contribution to Devolution Reserve

The 2018/19 Approved Budget set a target of £45,594 for Devolved Services, being the reduction in Special Expenses charged by Eden DC. This target was increased to £46,344 because of the Signage budget being added to the Devolved Services heading. Since the MTFP no longer includes the potential transfer of Toilets and Play Areas, it is now forecast that the total cost of services will be permanently lower than £46,344 so that the difference is contributed to the Devolution Reserve, which will accumulate until decisions are made on its use.

Members will appreciate that the services transferred from Eden DC are forecast to cost £23,500 in the longer term, so that Penrith residents will be charged only around half of the corresponding cost that applied when they were in Eden’s ownership.

Council Projects

The project budget of £8,000 applies to 2021/22 only; it is planned to spend this on a speed indicator device and support to Eden DC’s improvement scheme at Castle Park.

Other Overheads

A review of expenditure on these budgets has resulted in several minor variations. Although the Subscriptions budget has been increased, this is offset by a rationalisation of costs previously charged to other headings.

Repairs & Renewals

For three years from 2019/20, the normal £3,000 budget has been enhanced by £5,000 pa for a programme of bench replacements. There has been little expenditure on routine items, so the Forecast Outturn is reduced to £5,500 and the 2022/23 Budget reverts to £3,000.

e) Contingency

The general contingency provision is reduced to £500 for the remainder of 2021/22, then reverts to £1,000 for subsequent years. Because of the uncertainty regarding pay awards, in a change to previous practice, the anticipated costs of the April 2021 award (£3,930 in 2021/22 and £4,480 in 2022/23) are budgeted in Contingencies, representing the national employers' final offer of a 1.75% award. Similarly, the 2022/23 Contingency allows for a possible 2.5% increase in pay, amounting to £6,520.

f) Inflation

Anticipated pay and price inflation has been included in the detailed budgets for 2022/23. For 2023/24 onwards, the MTFP allows for compound pay inflation of 2.0% pa and price inflation at an average rate of 0.5% pa as a global figure.

g) Allowance for Growth Items

Largely due to the forecast level of reserves at 31 March 2021, the parameters adopted for the preparation of the 2021/22 Budget and the Medium Term Financial Plan suggest that there will be approximately £100,000 available over the life of the Plan to fund new service development proposals. After allowing for the ongoing costs of Participatory Budgeting and the Local Government Review project, £30,000 could be available over the life of the Plan for new initiatives. Members should note that the phasing shown in Appendix C is illustrative and has been chosen to fit the Plan.

F. Reserves

The Proposed Budget and Medium Term Plan assume a continuation of existing plans for reserves.

General Reserve

The Council has a policy of reaching a target balance in the Reserve equivalent to 35% of its forecast net expenditure by 31 March 2025. Underspendings in previous years, notably £64,000 in 2020/21, coupled with £75,000 this year, mean that this target has already been exceeded. As a result, there are resources in the Reserve which can be used to fund financial growth over the life of the Plan.

Based on the Plan's parameters, the 35% target for 31 March 2025 of £179,900 can also be exceeded, as shown in Appendix B, and maintained in subsequent years. The illustrative phased use to fund growth results in the balance at 31 March 2027 being slightly above its target.

Devolution Reserve

As noted above, the Reserve is being built up from contributions from the Devolved Services budget heading until the total cost of those services reaches £46,344. Appendix B shows that the MTFP projections forecast that this target figure will not be reached and that contributions will stabilise at £22,839 in 2025/26, leading to a balance of £258,752 at 31 March 2027. The reserve is intended to act as a cushion against the longer-term full costs of devolved assets being higher than expected, necessary renovation and/or improvements.

Acquisitions Reserve

The reserve was established in 2018/19 with a contribution of £50,000. No use of this money is budgeted or forecast, however it will be available when required for expenditure associated with acquisitions.

G. Council Tax

The current year's Band D Council Tax is £83.09 per property. Adoption of the Proposed Budget for 2022/23 would result in a nil increase. The Medium Term Plan indicates that a 2.0% increase in Council Tax in each of the following four years would fund sustainable base budgets with an allowance for growth and meet the Council's target reserve.

H. Robustness of Estimates and Adequacy of Reserves

Legislation requires major precepting and billing authorities to "have regard" to the advice of their chief finance officer relating to the robustness of estimates and the adequacy of financial reserves when setting its budget requirement. Although this duty is not extended to local councils, it represents good practice which should be followed and it has been incorporated in the draft Reserves Policy.

The RFO's advice is that the Council's estimates contained in the Proposed 2022/23 Budget are sufficiently robust to enable the Council to set its precept for the year. In particular:

- The estimates provide for existing committed levels of service, based on known expenditure and trends, and for agreed growth items;
- A prudent allowance has been made for incremental advances in staff pay and inflationary pay awards effective from both April 2021 and April 2022;
- Appropriate allowance has been made for potential future non-pay inflation;
- A small contingency provision has been made for unforeseen expenditure;
- Operational risks are identified, assessed and managed, with appropriate insurance cover obtained where required;
- A prudent approach has been taken to the generation of income; and
- In financial terms, the Council has matured since its creation and has a good record of sound budget and financial management.

Councillors' attention is drawn to the following risk factors:

- The Medium Term Financial Plan assumes average inflationary price increases of 0.5% pa. This may appear to be low, particularly when CPI is expected to peak at 6.0% in early 2022 and to be above the target 2.0% until well into 2023. In reality, the Council has not automatically inflated budgets in recent years, only where contractually committed, yet there has been no pressure on budgets and significant overall outturn underspendings. At the present time, while acknowledging that a 0.5% increase may suggest a real terms cut in budgets, this is not considered to be a problem.
- Unusually for January, we do not know the outcome of the negotiations for the April 2021 staff pay round. The national employers have made a full and final offer of a 1.75% increase and declined to negotiate further; in response, trade unions are balloting their members on taking industrial action, with a result expected in January. The Proposed Budget and MTFP assume settlement at the 1.75% offer; an extra 1.0% would represent a cost of around £12,000 over the life of the Plan. For subsequent years, the MTFP's allowance of a 2.5% pay award in 2022 and 2.0% pa thereafter appears reasonable.
- Superannuation contributions could be a potential risk factor for the Plan. Employer contributions are assessed triennially; we are currently in the final year of three with a contribution rate of 19.9%. Contributions are based on actuarial forecasts such as age of the workforce, working lives and life expectancy, together with economic factors such as inflation and investment returns. The effect of a 1.0% increase in contributions from April 2023 would be around £11,000 over the life of the Plan.
- By far the biggest unknown in the Medium Term Plan is the implication of Local Government Review. The Plan assumes business as usual, with no increased responsibilities taken over by the Council. It appears that this is unlikely, with the Council being expected to adopt services and/or assets which may or may not come across with adequate funding, presenting a potential risk to future Council Tax levels. There is no way to predict the consequences at present but the Council is in a strong financial position, with sustainable standstill budgets and healthy reserves. It will be important to revise the medium term projections when new responsibilities are being considered, to ensure that the Council's longer term budgets remain viable.

Finally, the RFO advises that the Council's budgeted reserves, being consistent with the Reserves Policy, are adequate for the 2022/23 financial year and as the basis for subsequent years, when the Council's target level of reserves can be met by modest increases in Council Tax. The overall picture is therefore one of a sound financial position.

2. Options Analysis including risk assessment

Risk & Consequences

The Council sets an invalid or inadequate budget.

An inability to raise a valid precept or insufficient resources to deliver the Council's objectives.

Overspendings leading to unwelcome curtailment of other spending programmes; possible unpalatable council tax increase; potential reputational damage.

Controls Required

A sound budget process will address these risks.

3. Financial and Resource Implications

This report is concerned solely with financial management. All figures other than the current year's budget and last year's outturn are provisional at this stage.

Appendices

2022/23 Proposed Budget:

- Budget Summary
- Summary Medium Term Financial Plan
- Service Development Proposals (Growth Items)
- Staff Salaries – PINK CONFIDENTIAL SEPARATE PAPER

Background Papers

2022/23 Budget Working Papers



Penrith Town Council

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DRAFT

Minutes of the Extra Ordinary Meeting of Penrith Town Council held on:

Monday 21 February 2022, at 6.00pm at Unit 2, Church House, 19-24 Friargate.

PRESENT

Cllr. Bowen	Pategill Ward	Cllr. Knaggs	West Ward
Cllr. 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	Cllr. C. Snell	West Ward
Cllr. Kenyon	North Ward		

Services and Contracts Manager Acting as Town clerk

Deputy Town Clerk

Economic Development Officer

General Power of Competence

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

21 February 2022

PART I

PTC21/113 Apologies for Absence

Apologies were received from:

- i. Councillors Burgin and Jackson.
- ii. Councillors S. Clarke and Hawkins were absent without apologies.

Councillor Kenyon joined the meeting at 18:02.

PTC21/114 Declarations of Interest and Requests for

Members were asked to receive declarations of interests in respect of items on the agenda.

Regarding item 5 on the agenda Borderlands Place Plan the following members declared interests:

- i. Cllrs. Kenyon, Knaggs and Snell who are members of the Penrith Futures Partnership.

Regarding item 6 on the agenda National Highways A66 North Trans-Pennine Project Supplementary Consultation the following members declared interests:

- i. Cllr. Davies who is a member of the Clifton Community Council.
- ii. Cllr. Shepherd who is a member of the Penrith Ramblers Association.

PTC21/115 Public Participation

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

There were no representations from District and County Councillors.

PTC21/115 Excluded Item: Public Bodies (Admissions to Meetings) Act 1960

Members noted that there were 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.

PTC21/116 Borderlands Place Plan

Members considered their endorsement for the draft Borderlands Plan for Penrith.

Moved by Councillor and Shepherd

Seconded by Councillor Lawson

That the Borderlands Place Plan and its submission to the Borderlands Partnership is endorsed.

Councillor Lawson left the meeting at 18:26

Councillor Lawson returned to the meeting at 18:30

Amendment by Councillor Knaggs

Seconded by Councillor Davies

And **RESOLVED THAT:**

The Council endorses the Borderlands Place Plan and its submission to the Borderlands Partnership but with the opportunity for the Town Team Members to submit the points raised on the Borderlands Place Plan at this meeting to Cumbria County Council.

PTC21/117 National Highways A66 North Trans-Pennine Project Supplementary Consultation

Members considered the draft response to the consultation as circulated with the agenda and appended to these minutes.

RESOLVED THAT:

The draft response letter to the National Highways A66 North Trans-Pennine Project Supplementary Consultation be approved with no amendments and be submitted to National Highways.

Response appended at Appendix A

PTC21/118 Next Meeting

Members noted that the next meeting of the Full Council was scheduled for Monday 28 March 2022 at 6.00pm, Unit 2, Church House, 19-24 Friargate.

**PTC21/117 National Highways A66 North Trans-Pennine Project
Supplementary Consultation**

BY EMAIL

**A66 Northern Trans-Pennine Project, Supplementary Consultation, M6
Junction 40 to Kemplay Bank, Public Open Space.**

The Council hereby encloses its official response to the A66 Northern Trans-Pennine Project, Supplementary Consultation, M6 Junction 40 to Kemplay Bank, Public Open Space proposals.

Reducing the Amount of Land Required

Reducing the amount of land required to facilitate the road improvement scheme is welcomed should it mean that more public open space is retained for the use of local residents' use. It is hoped that consideration has been given to the Council's consultation response of 02 November 2021 which set out:

The Council needs the existing pavement that runs alongside the eastbound side of the A66 from Junction 40 to Kemplay Roundabout turned in to a Public Right of Way and segregated from the new carriageway. Segregation by way of a hedge or other means would provide an improved experience and safety for pedestrians and cyclists. This is a much-used link between the new housing developments and the Penrith Industrial parks. The Public Right of Way and any acoustic barriers need to be complete and in use prior to work starting on the eastbound carriageway.

The Council requires the section of the new eastbound carriageway from Junction 40 to Kemplay Roundabout to have an acoustic barrier constructed that would provide reduced noise impact for residents particularly those on Clifford Road and users of Wetheriggs Country Park.

Direct access to Wetheriggs Country Park from the A66 should be restricted as there has been evidence of people using the park entrance as a public convenience with the perpetrators allegedly accessing from the A66 side.

Acquisition of a New Field for Public Open Space

The acquisition of a new field with connectivity to the Wetheriggs Country Park for the community to access is a positive improvement to the amenity of that area of Penrith. The acquisition of the field will provide a vital connecting link from the existing Country Park to Kemplay Bank Roundabout.

We would strongly advise that as part of the scheme design consideration be given to provide a solution to the problem of waste-water and sewage that collects and floods the Wetheriggs Country Park area and detailed plans are prepared that show designated footpaths with consideration for lighting to allow access and usability throughout the year

It is suggested that seating, interpretation boards, measures to enhance biodiversity, and the provision for informal recreation such as a children's play park will add value to the area.

The Council would like to understand the future management and maintenance plans for the new field and whether consideration may be given to an asset transfer of this new field to the Town Council who would be best placed to manage the field going forward for the benefit of the community. The Town Council itself are due to lose green space within its ownership as part of the A66 scheme and as such an opportunity to acquire green space elsewhere within Penrith would be welcomed.

Yours sincerely,

Cllr. Charlie Shepherd, Council Chair

FULL COUNCIL

28 MARCH 2022

Matter: Resolutions Report

Purpose of Report: Note the progress against previous resolutions.

Item no: 8

Recommendations

NOTE the progress on resolutions agreed at Full Council on 24 January 2022.

PTC21/102 Penrith Neighbourhood Development Plan

RESOLVED THAT:

The response be approved and submitted to the consultation, as appended at Appendix A of the minutes.

PROGRESS: Completed.

PTC21/108 Business Plan

Members were informed that a short public consultation would take place and that the Business Plan would return to Council if significant changes were required as a result of the consultation. Members were asked to approve the Refreshed Business Plan.

RESOLVED THAT:

The Business Plan be approved.

PROGRESS: Online and hard copy consultation developed and published. .

PTC21/109 Matters from Finance Committee

d) Proposed Budget 2022/23

RESOLVED THAT:

The following be approved as recorded in the supporting report 12d) Proposed Budget 2022-23 as appended at C:

vii Request Eden District Council to pay the sum of £455,209 to Penrith Town Council as its precept for the year 2022/23, representing a nil increase in Council Tax.

PROGRESS: Precept application submitted.

PTC21/112 Grants Report

RESOLVED THAT:

Cumbria Rural Choirs be awarded £1,610 supported by a Service Level Agreement. Eden Arts receive the grant for £3,000 for Winter Droving 2021

PROGRESS: Completed.

FULL COUNCIL

28 March 2022

**Matter: Budgetary Control Statement 2021/22:
Expenditure to 28 February 2022**

Purpose of Report:

Ratify the budgetary control statement for the eleven-month period to 28 February 2022, after approval by Finance Committee 21 March 2022.

Item no: 10a

Author: Jack Jones, RFO

Supporting Member: Cllr Roger Burgin, Committee Chair

This is a public report

Recommendations

Ratify the budgetary control statement.

Law and legal implications

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

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

Link to Council Priorities

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

1. Report Details

A. Budgetary Control Statement (Appendix A)

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

- The full year's Approved Budget for 2021/22, which was ratified by Council on 25 January 2021.
- The Latest Budget for the full year; the agreed changes from the Approved Budget include the transfer of budgets to allocate resources for the implementation of the new Grants scheme and the Arts & Culture Development budgets, together with the use of the Devolution Reserve to fund drainage improvements at Brackenber Allotments and additional works at Thacka Beck.
- The budget to date, based on the latest budget for the year. This proportion is the anticipated budget for the first eleven months of the year, based on a forecast of the expected pattern of income and expenditure, known as the budget profile. For most headings, this profile will be a simple pro-rata of the annual budget (ie 11/12ths for the current period), however more detailed profiles have been used for several budget headings (eg Greening expenditure is weighted towards the first half of the year).
- Actual income and expenditure to 28 February, based on the matching principle, which means taking account of all income and expenditure which relates to the period, irrespective of when it is paid/received. An exception to the general matching rule is that grants approved but not yet paid at the end of the period are included as expenditure, on the basis that this gives a truer view of expenditure against budget.
- The variance between the actual income and expenditure and the profiled latest budget for the period. Variances are expressed as favourable (positive) where there is an underspending or increased income, and as adverse (negative and bracketed) where there is an overspending or reduced income.
- The position on the Council's three reserves: its General Reserve, Devolution and Acquisitions Reserves, at the end of February. To give a truer view of the General Reserve, it is assumed that contributions to the Devolution Reserve are made during the year at each month-end.

B. Commentary

The statement shows underspendings on most budget headings. It is clear that the current staffing situation, coupled with the effects of the pandemic, is adversely affecting key spending programmes.

B.1 Income

Overall income of £419,934 is just below the profiled budget of £420,244.

- The full year's precept and CTRS grant income has been received from Eden DC; the appropriate proportion of each has been allocated to this period.
- Although there has been an upturn recently, overall investment returns remain poor and will fail to meet the budget target.

B.2 Planning Committee

Expenditure of £6,150 is shown against the profiled budget of £20,989, an underspending of £14,839.

- £3,017 of the variance relates to Planning services; expenditure is difficult to profile as it is largely dependent on progress with the Neighbourhood Plan, however the actual spend includes the net cost of speed indicator devices as these have now been ordered.
- The Climate Change annual budget of £13,300 excludes the associated staffing costs, which are reported in the Finance Committee. The budget is profiled over the final three quarters of the year and totals £11,822 to 28 February. There has been no spend against this amount, for reasons which are known to the Committee.

B.3 CCEG Committee

Net spend of £33,476 is shown against the profiled budget of £101,430, an underspending of £67,954.

- The Town Projects budget currently shows an overspend of £2,217. Individual items charged to this heading are to be reviewed to check whether some should be allocated to the new Arts & Culture development budget.
- The Covid-19 Response budget, created as a contingency, is underspent by £3,585.
- Overall, Arts & Entertainment shows an underspending of £15,546. This includes £11,110 for the Development budget, which is expected to reduce by year-end.
- The Grants scheme was approved on 24 May 2021 so the budget has been profiled over the final three quarters of the year. There has been limited expenditure to date and the overall budget is underspent by £44,722.
- The Corporate Communications budget, which includes Community Engagement, is currently underspent by £6,162, due in part to a vacant staff post.

B.4 Finance Committee

Net expenditure of £297,760 is shown against the budget to date of £337,635, an underspending of £39,875. The main variances are as follows:

- The approved Staffing budget allows for the salary of the Sustainability Officer from 1 July, so the profile includes the post's costs from that date. In overall terms, the budget is underspent by £18,745. Within this figure, direct staff costs are currently underspent by £15,905; to date, underspendings from the vacant Community Engagement Officer post and sickness absence have been partially offset by untaken

annual leave, the allowance paid to the Acting Town Clerk and additional staff cover for the Town Clerk's absence.

The expenditure figure includes the effect of the agreed April 2021 pay award of 1.75%. The budget allowed 1.0% for an expected settlement; the excess costs are netted off against salary underspends.

- Civic Regalia continues to show an overspend, now £692, due to the purchase of a press and seal and past Mayors' brooches; this can be set against administrative cost underspendings elsewhere in the Committee's budget. Arrangements are in place for the Mayoral and Deputy Mayor's Expenses to be spent by 31 March.
- The IT budget is currently underspent by £6,605; it appears that the underlying underspend will continue to outturn.
- Devolved Services budgets are underspent by £14,202 in total, which is mirrored by a similar variance on the amount contributed to the Devolution Reserve. Currently there are variances on several headings:
 - Allotments show an underspending of £2,241, after meeting the surveyor's costs for Salkeld Road and the budgeted drainage works at Brackenber.
 - Benches are underspent by £922; new benches are being ordered, to be charged here or against the Repairs & Renewals budget.
 - The Bus Shelters budget shows an underspend of £2,869; no planned replacement has been made but the monies will be used to replace the storm damaged shelter at Scotland Road.
 - The single main reason for the underspend of £1,325 on the Bandstand is the £500 income from the Board and Elbow.
 - The Approved Budget provided £1,500 for Play Area inspection costs; as the assets are not to transfer from Eden DC, this heading is currently underspent by £1,375.
 - To date there is an underspending of £4,296 on Thacka Beck; it is hoped that fencing works can be completed by 31 March to spend this balance.
 - The budget for producing an action plan for Local Government re-organisation has not yet been used, but Officers are now actively progressing the work.
- The £8,000 budget for Council Projects is shown as fully spent as Council has agreed a contribution to Castle Park and an additional speed indicator device has been ordered. There has, however, been no call on the associated Officer Support budget.
- Expenditure on Other Overheads is £3,478 below the profiled budget, the largest variances being £2,241 on Legal Fees and £1,049 on Accountancy Fees.
- Repairs and Renewals show an underspending of £5,916 to date; this should reduce by year-end as there are plans to replace several benches.

B.5 Contingency

- The profiled portion of the contingency provision, £917, is shown as fully underspent as any unforeseen expenditure is allocated to the correct budget heading.

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

- The individual variances result in an underspending of £123,585 against the profiled total expenditure budget of £460,971. As there is £310 less income, there is a net variation of £123,275 on the profiled amount transferrable to the General Reserve.

B.7 Reserves

- The Actual to date column includes the General Reserve balance at 1 April 2021 of £340,432 which was £63,945 higher than forecast in the Approved Budget because of underspendings in 2020/21.

The profiled budget assumes that the Reserve should decrease by £40,727 in the period, resulting in a balance of £235,760 at 28 February. The actual balance on the reserve at the month end is £422,980, which is £187,220 higher than expected.

- The Devolution Reserve opened the year with a balance of £135,948, which was £14,070 higher than the Approved Budget. As noted above, the actual amount of £19,986 transferrable into the Devolution Reserve is £14,202 higher than profile, resulting in a total of an additional £28,272 in the Reserve.
- The Approved Budget assumes that no use will be made of the £50,000 held in the Acquisitions Reserve during 2021/22, although this money remains available.

C. Balance Sheet (Appendix B)

Appendix B shows the Council's balance sheet as at 28 February 2022. The following points may be noted:

- The total invested of £624,945 includes £453,860 placed with CCLA, pending the recommended withdrawal of £75,000 to cover cash flow for the coming months.
- The main debtor balance is £2,677 VAT reclaimed from HMRC in respect of January and February transactions; the January income was received on 1 March.
- Prepayments of £7,064 include adjustments for insurance, office rental, licences, subscriptions and maintenance agreements.
- The HSBC Bank balance stands at £70,920, which needs to be supplemented by the withdrawal from CCLA.
- Accruals of £23,785 represent goods and services received before 28 February, where the payment was not made by that date. Individual items include £1,269

staff time, £3,661 for the backdated pay award, £2,083 for the Marketing Plan, £12,000 for Castle Park and speed indicator devices, £950 Community Caretaker costs and £1,433 audit and accountancy fees.

- The Payroll Control balance of £8,228 relates to deductions calculated in the February payroll; the total is due to HMRC for income tax and national insurance and to the Cumbria Pension Fund for superannuation.
- The Receipts in Advance figure comprises £38,694 income for March 2022, already received from Eden DC as precept or devolved services grants, together with a £4,000 grant from Cumbria CC and £2,129 from United Utilities for planting maintenance.

D. Conclusion

The budgetary control statement shows that overall spending to 28 February was around £123,000 below the Latest Budget for the period. At the last meeting, it appeared that the trend for increasing underspends might be slowing down, however this is clearly not the case and there has been no significant expenditure in the first few days of March. It is clear that there will be a substantial underspend at year-end; the marker now is the 2021/22 forecast outturn calculated for the 2022/23 Approved Budget, which assumed a £75,000 underspend, a figure that is certain to be exceeded.

Finally, there are no issues arising from the Council's balance sheet at 28 February.

2. Options Analysis including risk assessment

Risk & Consequences

The Council may fail to receive expected income or may incur unexpected overspending, potentially leading to the curtailment of planned expenditure.

Adverse criticism of over or underspending.

Controls Required

A sound budgetary control system with regular reporting and identification of issues.

3. Financial and Resource Implications

This report is concerned solely with financial management.

Appendices

- Appendices - Income & Expenditure and Balance Sheet statements

Background Papers

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



Penrith Town Council

BUDGETARY CONTROL STATEMENT: ELEVEN MONTHS ENDED 28 FEBRUARY 2022

Approved Budget 2021/22	Latest Budget 2021/22	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£	£		£	£	£
		INCOME			
		Precept:			
450,069	450,069	Council Tax	412,563	412,563	0
7,700	7,700	EDC - CTRS Grant	7,058	6,922	(136)
		Other Income:			
670	670	Investment Income	614	449	(165)
10	10	Miscellaneous Income	9	0	(9)
458,449	458,449	TOTAL INCOME	420,244	419,934	(310)
		EXPENDITURE			
		PLANNING COMMITTEE:			
		Planning:			
}	}	Officer Support	0	1,692	}
10,000	10,000	Planning Consultancy	9,167	458	3,017
}	}	Consultation	0	4,000	}
10,000	10,000		9,167	6,150	3,017
		Climate Change:			
5,000	5,000	Community Consultation	4,444	0	4,444
2,000	2,000	Internal Business Plan	1,778	0	1,778
1,000	1,000	Carbon Footprinting: High level baseline	889	0	889
500	500	Carbon Footprinting: Calculator licence	444	0	444
3,000	3,000	BIG STEP	2,667	0	2,667
800	800	Staff Development/Exceptional Expenses	711	0	711
1,000	1,000	Carbon Literacy Training	889	0	889
13,300	13,300		11,822	0	11,822
23,300	23,300	Planning Committee Total	20,989	6,150	14,839
		CCEG COMMITTEE:			
		Town Projects:			
15,000	1,800	Town Projects	1,650	3,867	(2,217)
5,000	5,000	Covid-19 Response	4,583	998	3,585
20,000	6,800		6,233	4,865	1,368
		Arts & Entertainment:			
5,000	7,500	Officer Support	6,875	1,553	5,322
7,500	1,200	Arts & Cultural Strategy	1,100	1,986	(886)
0	22,500	Arts & Culture Development	11,250	140	11,110
29,000	0	Events Grants	0	0	0
41,500	31,200		19,225	3,679	15,546
		Environment:			
14,500	8,000	Greening	8,000	7,844	156
31,000	0	Community Grants	0	0	0
		Grants:			
	15,000	Small Grants	13,333	2,000	11,333
	12,500	Grow Nature Grants	11,111	0	11,111
	33,500	Large Grants	29,778	7,500	22,278
0	61,000		54,222	9,500	44,722
		Corporate Communications:			
12,500	12,500	Community Engagement	11,458	4,848	6,610
2,500	2,500	Press Support	2,292	2,740	(448)
15,000	15,000		13,750	7,588	6,162
122,000	122,000	CCEG Committee Total	101,430	33,476	67,954

Approved Budget 2021/22	Latest Budget 2021/22	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£	£		£	£	£
		FINANCE COMMITTEE:			
		Staffing:			
195,170	195,170	Salaries	178,445	161,707	16,738
16,910	16,910	National Insurance	15,475	14,646	829
34,120	34,120	Superannuation	31,208	32,870	(1,662)
1,000	1,000	Recruitment Expenses	917	58	859
950	950	Staff Training	871	348	523
1,500	1,500	Conferences	1,375	420	955
700	700	Staff Expenses	642	139	503
250,350	250,350		228,933	210,188	18,745
		Accommodation:			
7,500	7,500	Rent	6,875	6,875	0
1,700	1,700	Heat, Light & Water	1,558	1,327	231
920	920	Service Charges	843	843	0
230	230	Room Hire & Meetings	211	595	(384)
380	380	Insurances	348	325	23
(10)	(10)	Letting Income	(9)	0	(9)
10,720	10,720		9,826	9,965	(139)
		Civic Functions:			
400	400	Civic Functions	367	68	299
700	700	Mayoral Expenses	642	0	642
300	300	Deputy Mayor's Expenses	275	0	275
100	100	Civic Regalia	92	784	(692)
1,500	1,500		1,376	852	524
		Cost of Democracy:			
200	200	Annual Meeting	200	302	(102)
1,000	1,000	Members' Training	917	0	917
200	200	Members' Expenses	183	84	99
200	200	Notice/Honours Board	183	197	(14)
1,600	1,600		1,483	583	900
21,000	21,000	IT	19,250	12,645	6,605
2,050	2,050	Website	1,879	533	1,346
		Devolved Services:			
(1,400)	(1,400)	Bring Site	(1,283)	(1,283)	0
1,550	11,550	Allotments	11,421	9,180	2,241
400	400	War Memorial	367	838	(471)
790	790	Benches	724	(198)	922
5,410	5,410	Bus Shelters	4,126	1,257	2,869
1,700	1,700	Bandstand	1,558	233	1,325
420	420	Musgrave Monument	385	87	298
1,200	1,200	Fairhill Park	1,100	1,787	(687)
1,500	1,500	Play Areas	1,375	0	1,375
0	0	Fairhill United Utilities Planting Maintenance	0	0	0
3,000	8,000	Thacka Beck	6,083	1,787	4,296
300	300	Signage, etc	275	0	275
8,800	8,800	Community Caretaker	8,067	8,808	(741)
3,000	3,000	Local Government Re-organisation: Action Plan	2,500	0	2,500
19,674	4,674	Contribution to/(from) Devolution Reserve	5,784	19,986	(14,202)
46,344	46,344		42,482	42,482	0
		Council Projects:			
3,000	3,000	Officer Support	2,500	0	2,500
8,000	8,000	Project Budget	8,000	8,000	0
11,000	11,000		10,500	8,000	2,500
		Other Overheads:			
1,800	1,800	Printing, Postage & Stationery	1,650	1,207	443
1,700	1,700	Audit Fees	1,558	1,570	(12)
4,000	4,000	Insurance	3,667	3,090	577
100	100	Bank Charges & Interest	92	93	(1)
2,800	2,800	Accountancy Fees	2,567	1,518	1,049
2,500	2,500	Legal Fees	2,292	51	2,241
450	450	Licences	413	392	21
3,000	3,000	Subscriptions	2,750	3,590	(840)
16,350	16,350		14,989	11,511	3,478
8,000	8,000	Repairs & Renewals	6,917	1,001	5,916
368,914	368,914	Finance Committee Total	337,635	297,760	39,875

Approved Budget 2021/22	Latest Budget 2021/22	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£ 1,000	£ 1,000	Contingency	£ 917	£ 0	£ 917
0	0	Transfer to/(from) Acquisitions Reserve	0	0	0
515,214	515,214	TOTAL EXPENDITURE	460,971	337,386	123,585
(56,765)	(56,765)	INCREASE/(DECR) IN GENERAL RESERVE	(40,727)	82,548	123,275
		RESERVES:			
		General Reserve:			
276,487	276,487	Balance brought forward 1 April 2021	276,487	340,432	63,945
(56,765)	(56,765)	Increase/(decrease) in year	(40,727)	82,548	123,275
219,722	219,722	Balance carried forward	235,760	422,980	187,220
		Devolution Reserve:			
121,878	121,878	Balance brought forward 1 April 2021	121,878	135,948	14,070
19,674	4,674	Contribution from/(to) 2021/22 Budget	5,784	19,986	14,202
141,552	126,552	Balance carried forward	127,662	155,934	28,272
		Acquisitions Reserve:			
50,000	50,000	Balance brought forward 1 April 2021	50,000	50,000	0
0	0	Contribution from/(to) 2021/22 Budget	0	0	0
50,000	50,000	Balance carried forward	50,000	50,000	0
411,274	396,274	TOTAL RESERVES	413,422	628,914	215,492



Penrith Town Council

BALANCE SHEET AS AT 28 FEBRUARY 2022

	£	£
Investments		
Penrith Building Society	86,113	
Cumberland Building Society	84,972	
CCLA Public Sector Deposit Account	<u>453,860</u>	
		624,945
Current Assets		
Debtors	144	
Debtor - VAT	2,677	
Prepayments	7,064	
HSBC Bank Account	<u>70,920</u>	
	80,805	
Current Liabilities		
Creditors	0	
Accruals	23,785	
Payroll Control	8,228	
Receipts in Advance	<u>44,823</u>	
	76,836	
Net Current Assets		3,969
		<u>628,914</u>
Represented by:		
Reserves		
General Reserve		422,980
Devolution Reserve		155,934
Acquisitions Reserve		50,000
		<u>628,914</u>

Item 10b

INTERIM AUDIT REPORT BY THE INTERNAL AUDITOR TO PENRITH TOWN COUNCIL 1ST APRIL 2021- 31ST DECEMBER 2021 FINANCIAL YEAR ENDING 31ST MARCH 2022

Introduction

The Town Council has a statutory responsibility to provide an adequate and effective Internal Audit by engaging an Internal Auditor. The role of the Internal Auditor is to provide independent assurance that the Council's risk management, governance and internal control processes are operating effectively, spending public funds for intended purposes and complying with laws and regulations.

The Finance Committee reviewed the effectiveness of Internal Audit and Internal Controls. The Council at the meeting held on 24th May 2021 ratified the decisions and the Internal Auditor was appointed for the period 2020-21 & 2021-22

The Finance Committee approved the Internal Audit Plan for 2021-22 – Minute FIN 21/25.

I confirm I have, on the 9th February 2022 undertaken an internal audit for the period 1st April – 2021 -31st December 2021 in accordance with the Account and Audit Regulations (England) 2015 as outlined in the schedule previously circulated and approved by Council and incorporating any new requirements as outlined in "Governance and Accountability for Smaller Authorities in England" March 2021

To comply with Government guidance and social distancing regulations during the Covid 19 pandemic, the Audit was conducted by examining documents sent by e-mail by the Responsible Financial Officer, information displayed on the Council website, and the provision of additional information for clarification, in response to queries.

All meeting papers had been forwarded throughout the year for inspection and the Council website was regularly monitored to ensure compliance with the Local Government Transparency Code 2015

Appropriate accounting records have been kept throughout the year.

The Council operates a commercial accounting package – Sage, which is comprehensive and fulfils the requirements needed to complete all monthly and cumulative Income and Expenditure accounts as required by the Regulations. All payments and receipts are coded to the Council's budgeted headings, allowing immediate identification of spending in each budget sector and enables quarterly management accounts to be prepared. There is the additional security of an internal checking system to monitor the accuracy of the data input into the computerised accounts. Daily backup procedures are undertaken by means of external hard drives, which are stored off the premises in secure conditions. Additionally the hardware provider operates separate security.

The authority complied with its financial regulations, invoices supported payments, all expenditure was approved and VAT was accounted for.

The schedule of payments for each month are distributed with the agenda of the Finance Committee, as is the bank reconciliation and relevant bank statements, ensuring compliance with the system outlined in the Financial Regulations.

It is confirmed that the bank balance on the corresponding bank statements verifies the final balance on bank reconciliations where a variation existed, 30th June 2021 a full explanation was given and the subsequent adjustment ensured accurate reporting.

A random sample of payments in excess of £2000.00 was checked for each month of the financial year until 31st December 2021.

There was a detailed audit trail for each of the following transactions:-

			Gross
21/01	KTD	Printer/Photocopier etc.	£4510.80
21/13	KTD	MS Office Licences etc.	£2990.54
21/31	Came & Company	Annual Insurance	£3318. 51
21/45	Penrith BID	Summer Floral Displays	£4467.78
21/80	J Richardson & Son	Monument Planters	£3436.80
21/128	Ian Cannon Ltd	Allotment Drainage	£11520.00

Sample invoices were provided which verified invoices are checked for accuracy and endorsed by the signature of an officer prior to passing to the External Accountant for subsequent payment. The Finance Committee approves all payments.

Vat reclaims are prepared on a monthly basis. The following documents were forwarded as evidence of accuracy – Sage Reconciliation, Sage Transactions and HMRC verification.

All expenditure on bank cards is regularly reported and allocated to budget heads with VAT Identified. The bank account is debited with the expenditure within a few working days. Security measures are in place to ensure appropriate use by permitted officers.

Invitations to tender or quotations for goods, services and contracts are operated as outlined in Financial Regulations. Documented evidence was provided which confirmed that a detailed specification is forwarded to interested parties, which outlines precisely the procedure to be followed if a price is to be submitted.

The authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

A full report outlining the Council's comprehensive Risk Assessments for all Council activities is compiled, received and approved by the Finance Committee for ratification of the Council. The current year review was undertaken 20th. September 2021. Minute FIN21/23 i. – xviii. i. The Procurement Policy i. and Financial Regulations ii. Were also reviewed. All were ratified by Council 27th. September 2021. Minute PTC/67 b. c.

Checks confirmed renewal of Insurance Policies with Came & Company - 24th May 2020
Minute PTC 21/10

The Precept requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored and reserves are appropriate.

The Responsible Financial Officer (RFO) with full explanations of the recommendations prepares a budget report and it is presented to the Finance Committee for approval and development prior to recommendations being made to Council. The Council subsequently approves the budget and notes in the Minutes the precept to be requested – 25 January 2020 Minute PTC20/110.

The budget is set in time to comply with the District Council's timetable.

Full budget comparison reports are prepared by the RFO which, (if appropriate) highlight any variances to set budgets. This ensures openness and transparency in the management of public money and enabling the Council to make the necessary virements, which are recorded in the minutes.

Expected income was fully received based on correct prices, properly recorded and promptly banked and VAT appropriately accounted for.

The Council has minimal income from sources other than the Precept. Where received, it is properly recorded and promptly banked. No cash income.

The Council has 200 allotment plots allocated over 4 sites. Penrith Allotment Association operates the sites on the Council behalf.

Petty Cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.

The Council does not operate a Petty Cash account.

Salaries to employees and allowances to members were paid in accordance with the authority's approvals and PAYE and NI requirements were properly applied

All payments reflect salary scales approved by Council. Returns to HMRC are processed by the external accountant. All records will be fully checked at the

conclusion of the financial year 31st March 2022.

Assets and investments register were completed and accurate and properly maintained.

The Asset Register for the financial year 2020/21, was adopted 24th May 2021 Minute PTC 21/08 ii. It will be further reviewed in the current financial year to reflect any acquisitions and disposals and ensuring accuracy for the completion of the 2021/22. AGAR.

The authority has, during the previous year, correctly provided for the period for the exercise of public rights as required by the Accounts and Audit regulations.

AGAR 2020-21

Regulation 15(2) Accounts and Audit Regulations 2015 requires the Responsible Financial Officer (RFO) to publish a Notice of Public Rights of inspection of accounts for a period of thirty days which must include the first 10 working days in July.

A copy of the notice was made available for inspection, which confirmed the date the notice was posted being 1st June 2021 with inspection period 7th June 2021– 16th July 2021.

The authority complied with the publication requirements of the prior year AGAR

The Local Audit and Accountability Act 2014 Sct 20(2) & 25 and The Accounts and Audit (England) Regulations 2015 (S1 2015/234) requires a Council to publish, as soon as reasonably practicable, after the conclusion of the audit, a statement on the Council website advising that the 2020-21 Audit has been completed.

The Clerk/RFO has undertaken the requirement and the Annual Governance and Accountability Return, (AGAR) with all attendant information was publicly displayed upon receipt from the External Auditor – 28th September 2021, on the Council website – www.penrithtowncouncil.gov.uk ensuring compliance with all aspects of the Regulations.

The Council received an unqualified audit report from the External Audit. It is confirmed the Accounts and all governance documents fulfilled the requirements of the Account and Audit Regulations.

I wish to express my appreciation to the Officers for their assistance with supplying information and for the completeness of information on the website which facilitated the audit.



Internal Auditor – 9th February 2022

FULL COUNCIL

28 March 2022

Matter: Review of the System of Internal Control 2021-22

Purpose of Report:

Ratify the review of the Town Council's system of internal control for the current financial year, as approved by Finance Committee on 21 March 2022.

Item no: 10 c

Author: Jack Jones, RFO

Supporting Member: Cllr Burgin, Committee Chair

This is a public report

Recommendations

Ratify the review of the Council's internal control framework, which concluded that the adopted controls are adequate, appropriate and effective and that they had operated consistently throughout the financial year; and

Law and legal implications

The Town Council resolved from 20 May 2019, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to adopt the General Power of Competence. The Accounts and Audit Regulations 2015 further require the Council to maintain a sound system of internal control, which includes its full range of governance arrangements.

Link to Council Priorities

Strong governance arrangements and sound internal controls underpin all the Council's activities and support the delivery of its priorities.

1. Report Details

Governance Requirements

a) Under the Accounts and Audit Regulations 2015, the Town Council must ensure that it has a sound system of internal control which:

- facilitates the effective exercise of its functions and the achievement of its aims and objectives;
- ensures that the financial and operational management of the authority is effective; and
- includes effective arrangements for the management of risk.

Additionally, each financial year, the Council must conduct a review of the effectiveness of its system of internal control and prepare an annual governance statement, in accordance with proper practices. This report provides that review.

Internal Audit

b) The Regulations also state that the Council must undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance. The Council last reviewed its internal audit arrangements in May 2021, when it concluded that those arrangements were effective for the financial year 2020/21. The same arrangements apply to the current year, so it is reasonable to assume that they continue to be effective; this opinion will be reviewed formally in May this year.

Internal Control Framework

c) The diagram "Internal Control Framework 2021/22" summarises the key governance controls operating within the Council. The list of items is not exhaustive, while the headings are included for convenience only. The diagram demonstrates that the Council had all the appropriate elements in place to form a sound framework of internal control.

Review of Effectiveness

d) During the year 2021/22, the Council had maintained all its policies and procedures, updating them where appropriate. It had complied fully with all the controls identified within the framework and has responded appropriately to new responsibilities. For example, during the year to date, the Council had:

- Maintained the General Power of Competence
- Introduced a Code of Corporate Governance

- Created new Equality and Diversity and Anonymous Communications Policies
- Refreshed its Business Plan
- Continued to adapt its meeting protocols and operational activities to maintain services during the Coronavirus pandemic
- Progressed its Neighbourhood Plan
- Reviewed all risk assessments
- Planned for the development of Thacka Beck
- Maintained effective internal control and audit arrangements, confirming that internal audit complies with new requirements
- Begun planning for local government reorganisation
- Monitored key governance requirements on a quarterly basis.

e) The agenda for the Full Council meeting includes the separate interim report from the Council's Internal Auditor, which confirms that the Council's arrangements were satisfactory in all areas examined. This independent opinion contributes to Officers' own opinion that the controls identified in the framework were adequate, appropriate and effective and that they had operated consistently throughout the 2021/22 financial year to date.

Annual Governance Statement (AGS)

f) The AGS cannot be prepared until after the end of the financial year, prior to approval of the annual accounts, and would be based on the assurance gained from this review of the internal control framework and the final internal audit report.

2. Options Analysis including Risk Assessment

2.1 Risk

Failure to maintain a sound internal control framework.

2.2 Consequence

Potential vulnerability to loss or irregularity across a range of governance areas.

Criticism from internal/external audit; reputational damage.

2.3 Controls Required

Sound internal controls that are applied consistently and subject to periodic internal and independent reviews of their effectiveness.

3. Financial Implications

This report has no direct financial implications.

4. Legal Implications

The review complies with the relevant legislation.

Appendices

- Internal Control Framework

Background Papers

- Accounts and Audit Regulations 2015
- Interim Internal Audit Report 2021/22



INTERNAL CONTROL FRAMEWORK 2021/22

Statutory & Constitutional	Financial Management	Audit	Risk Management	Employees
<ul style="list-style-type: none"> • Legislation: <ul style="list-style-type: none"> ◦ Local Government ◦ Health & Safety ◦ Equalities ◦ Information Technology ◦ Freedom of Information • Councillors: <ul style="list-style-type: none"> ◦ Standing Orders ◦ Acceptance of Office ◦ Code of Conduct ◦ Register of Interests ◦ Declaration of Interests ◦ Annual Town Meeting • Code of Corporate Governance • Annual Report • Business Plan • Neighbourhood Plan • Community Engagement • Qualified & experienced Town Clerk • Qualified & experienced In House Solicitor 	<ul style="list-style-type: none"> • Financial Regulations • Financial Procedures • Proper Accounting Practices • Procurement Rules • Approval of Expenditure • Approved Budget • Medium Term Forecast • Budgetary Control • Reserves Policy • Investment Policy • Transparency reports • Asset Register • Qualified & Experienced RFO 	<ul style="list-style-type: none"> • Internal Audit • Government and Accountability for Smaller Authorities • Review of Internal Audit Effectiveness • NAO Code of Audit Practice • External Audit • Public Right of Inspection 	<ul style="list-style-type: none"> • Risk Assessments • Health & Safety advice • Legal advice • IT Security • Business Continuity arrangements • Security of Assets • Insurance cover • Due diligence re asset transfers 	<ul style="list-style-type: none"> • Approved establishment • Contracts of employment • Job Descriptions • Staff Policies & Procedures • Staff Handbook • Performance Appraisals

FULL COUNCIL

28 March 2022

Matter: Annual Review of Fees and Charges

Purpose of Report:

Ratify the Fees and Charges for 2022/23.

Item no: 10d

Author: Services and Contracts Manager

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

Recommendations

Ratify the Fees and Charges for 2022/23 as approved by Finance Committee on 21 March 2022.

Law and legal implications

The Town Council resolved from 20 May 2019, until the next relevant Annual Meeting of the Council, which 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 Business to ensure that the Council is led in a lawful and business like manner

1. Report Details

- 1.1 The Council approved its current scale of Fees and Charges for the year 2021/22 at the meeting of the Finance Committee held on the 22 March 2021, Minute Fin20/70, and ratified by Full Council on 29 March 2021, Minute PTC20/127.
- 1.2 This report sets out the proposed Fees and Charges for the 2022/23 municipal years. The proposed Fees and Charges are shown in Appendix A.
- 1.3 It is proposed that the scale of Fees and Charges remain the same as the previous year, particularly given the nil increase in Council Tax and the Council's positive financial position. There is one addition to the Fees and Charges from the previous year which is the inclusion of proposed fees for the use of Fairhill and Thacka Beck Fields.

2. Risk Assessment

- 2.1 The risk to the Council is financial should there be no established fees and charges. This may lead to a lack of consistency in charging and as such a scale of Fees and Charges should be approved.
- 2.2 The risk to the Council may be reputational should fees be unaffordable or too high, leading to criticism from the public and other stakeholders. The Council should review the affordability of its charges and approve its fees annually.

3. Financial Implications

- 3.1 This report sets out the fees and charges for 2022/23.

4. Legal Implications

- 4.1 There were no direct legal implications associated with this report.

Appendices

Appendix A – Proposed Fees and Charges 2022/23

Background Papers

Previous years Fees and Charges reports.

Appendix A – Proposed Fees and Charges 2022/23

Asset	Group	Cost (£)
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 Penrith Allotment Association PECCAN Group	No Charge
Seats	New bench with plaque including 10 years maintenance.	£1,000
	Plaque fixed to existing new style bench including 10 years maintenance.	£200
	Renewal of seat/plaque including maintenance for further 10 years.	£200
Fairhill Playing Field, and Thacka Beck Field	Registered Charities, schools, and Community Groups delivering community activity, play events, fetes, holiday activity schemes.	No Charge
	Private business organisations, 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
	FunFairs and Circuses	To be determined on a case by case basis by the Finance Committee.



Penrith Town Council

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

1.	Date of decision	21/02/2022
2.	Name of officer making decision	Viv Tunnadine, Town Clerk
3.	Details of decision	Purchase and installation of replacement bus shelter.
4.	Scheme of Delegation reference¹	Appendix B - £10,000 delegation
5.	Legal powers²	GPC
6.	Consultation undertaken (state dates)³	Not required – replacing an existing asset.
7.	Matters considered⁴	The shelter was damaged in the recent storms and was removed for health and safety reasons and not in a state of repair to be reinstated.
8.	Alternative options considered and rejected	Only option is to replace the shelter.
9.	Reason for decision⁵	The shelter is a significant part of the towns' transport infrastructure and must be replaced immediately. This approach demonstrates that the Council can respond swiftly and effectively especially during a period of inclement weather when passengers will need shelter. The replacement shelter will be identical to the Councils most recently

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

² Specify what statutory power enables the Council to make this decision.

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

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

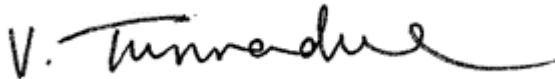
⁵ Delegated decisions may be challenged by judicial review, and reasons should therefore be given as to why the decision was taken.

NOTE: copy to meeting & finance

		purchased bus shelter that is situated on the same route. This choice supports a corporate approach to public domain street furniture.
10.	Financial/budgetary implications	To be allocated from the Devolution Reserve budget. Costing £2,967 ex VAT for the supply and installation.

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:



Position: Town Clerk

Date: 24/02/22

Item 11



Association of
Democratic Services
Officers



Local Authority Remote/Hybrid Meetings

Model Motion for Council Meetings

On 5 January 2022, the Association of Democratic Services Officers (ADSO) and Lawyers in Local Government (LLG) launched a petition calling on the Government to change the law to give councils (ranging from county, district and unitary authorities, through to town and parish councils) the freedom to hold remote meetings when local circumstances suit. This includes hybrid meetings.

This follows the unsuccessful High Court action in 2021 and the subsequent judgement that it was for Parliament to change the law not the courts - as indeed the devolved administrations have done in Wales and Scotland to allow for on-line meetings.

We do not wish to impose remote meetings on councils. You should have the choice to decide how you run your meetings depending on local circumstances. We also accept that some meetings (for example full council meetings) are more suited to physical attendance.

You will be aware that the Government issued a call for evidence on 21 March 2021 in relation to remote meetings. We are still awaiting their response to the large number of submissions from local authorities, relevant organisations and the public.

The period of lockdown showed that remote meetings bring so many benefits to local democracy and residents, apart from the obvious public health safeguards. It is no longer just a response to Covid, although we are aware that some councillors are still not able to attend meetings for health reasons either relating to them or their families.

The wider benefits are:

- Increased attendances at remote meetings by both councillors and the public

- Significant cost savings for some authorities arising from much less travel to meetings
- The environmental benefits of less travel, particularly in the large county authorities
- A better work/life balance for councillors
- Improved equality of access to meetings for all and opening up opportunities for more people to stand for election as councillors
- More transparency and openness for the public to see council meetings
- An option to move meetings online when there are constraints, for example bad weather such as snow or flooding.

We therefore ask Councils to consider passing the following motion and writing to the Secretary of State showing your support:

"This Council supports the petition launched by ADSO and LLG on 5 January with regard to remote and hybrid meetings. We agree to write to the Secretary of State for Levelling Up, Housing and Communities calling on the Government to change the law to allow councils the flexibility to hold such meetings when they deem appropriate within agreed rules and procedures."

Further information about our organisations is attached. For further enquiries on the above motion, please contact John Austin, ADSO Chair – john.austin@adso.co.uk

10 February 2022

More about our organisations

Association of Democratic Services Officers (ADSO)

Formed in 2009, ADSO is the professional body for Governance and Democratic Services Officers in principal local authorities. We provide professional services, training and qualifications to our members as well as representing them in national and local issues. We also support local authorities in developing best practice in governance and related matters.

Lawyers in Local Government (LLG)

LLG was formed in April 2013 by the merger of the Association of Council Secretaries and Solicitors (ACSeS) and Solicitors in Local Government (SLG). It's primary purpose is to represent, promote and support the interests of its members.

Membership is open to local government legal or governance officers working within a local authority, including Monitoring Officers and their deputies, solicitors, barristers, legal executives, licenced conveyancers and trainees.

Lawyers in Local Government is a limited company registered in England and Wales. Registered Number: 8379439. Registered Office: Sycamore House, Sutton Quays Business Park, Sutton Weaver, Runcorn, Cheshire, WA7 3EH.

Centre for Governance & Scrutiny (CfGS)

CfGS exists to promote better governance and scrutiny, both in policy and in practice. They support local government, the public, corporate and voluntary sectors in ensuring transparency, accountability and greater involvement in their governance processes. CfGS is a social purpose consultancy and a national centre of expertise. Their purpose is to help organisations achieve their outcomes through improved governance and performance.

National Association of Local Councils (NALC)

Established in 1947, the National Association of Local Councils is the national body that represents the interests of 10,000 local (parish and town) councils in England. NALC works in partnership with county associations to support, promote and improve local councils.

Society of Local Council Clerks (SLCC)

Founded in 1972, SLCC represents clerks in over 5,000 parish and town councils in England and Wales.

FULL COUNCIL

MONDAY 28 MARCH 2022

Matter: Local Government Reorganisation:

Local Government Review (LGR) Strategic Planning Group Terms of Reference and Timeline review.

Purpose:

- a) Consider changes to the terms of reference and timeline.
- b) Consider nominating one member to join Cllrs Jackson and C. Shepherd as members of the (LGR) Strategic Planning Group.

Item no.: 12

Author: Town Clerk

Supporting Member: Cllr. Jackson, Lead Member for Devolution

Recommendation: That the amendments be approved

Local Government Review (LGR) Strategic Planning Group

Terms of Reference

1. Background

This informal working Group will have an advisory and strategic planning role, to guide Council during ~~the imminent~~ Local Government Reorganisation.

This matter is supported by the Agenda Report for item 13 Full Council, 27 September 2021 which recommended and authorised the Town Clerk to begin preparing a Town Council plan for Local Government Reorganisation (LGR). The terms of Reference were approved by Full Council on 29 November 2021 PTC21/92f.

Purpose

- a) To proactively plan for local government reorganisation and the devolution of services, resources, and assets so that the services and assets are retained in Penrith and are managed, maintained, and delivered efficiently and effectively.

- b) To provide support, co-ordination, oversight for governance, business operations, resource management and internal structural reorganisation reviews.
- c) To working alongside the shadow ~~authorities~~ **Council Westmorland and Furness Council**, stakeholders and partners ensuring the Group's work for governance and devolution complements and aligns with the shadow authorities' approach.
- d) To keeping Council Members and the community apprised of developments and their implications.
- e) To represent the **interest of the Council at formal meetings with the shadow ~~authority~~ Council** and their representatives, to establish a positive and constructive relationship at the earliest stage of its operation.
- f) To monitor the performance of the LGR process.

Membership

- a) The Group will comprise:
 - Town Clerk
 - Services Contracts and Manager
 - Responsible Finance Officer
 - Solicitor
 - Council Chair – Cllr. Sheppard
 - Devolution Lead Member – Cllr. Jackson
 - And ~~three~~ **one** other Council Members (**5 members only needed for formal full council meetings – 3 for other meetings**)
- b) Additional members may be included in the Group as required.
- c) Non council members may be invited to join the Group.
- d) Possible invitees (not exhaustive)
 - An officer from CALC
 - Clerks from other Councils
 - Representatives from other Councils
 - Land and asset specialists

Convenor

Bi-monthly meetings will be convened by the Town Clerk or Services Contracts and Manager, **at 10:00am on the last Wednesday of that month.**

Chair

The Group will be chaired by the Council Chair, ~~Cllr. C. Sheppard~~ and in his/her absence the lead Member for Devolution. ~~Cllr. Jackson.~~
[Removed to role only should there be a change.]

Agenda items

- a) All agenda items will be forwarded to the Convenor by close of business 10 working days prior to the next scheduled meeting.
- b) The agenda, with attached meeting papers, will be distributed at least five working days prior to the next scheduled meeting.

Public Participation

- a) The Working Group is an informal Group of the Council and is therefore not open to the press and public.
- b) As the Group will be discussing commercially sensitive tenders, contracts, business, and sensitive staffing matters all matters will be discussed in private and be treated as strictly confidential.

Minutes and meeting papers

The minutes of each meeting will be prepared by either the Town Clerk or Services and Contracts Manager.

Reporting

- a) The minutes, including attachments, will be provided to the Group membership and will be available to members of the Town Council.
- b) Minutes will be circulated to members no later than five working days following each meeting.
- c) Confidential matters will be on pink paper and marked confidential.
- d) By agreement of the Group, the Group will make recommendations to the Council's Finance Committee in the first instance. If accepted and approved by the Finance Committee, these will then be ratified by Full Council at the earliest opportunity.

Meetings

- a) The frequency of the meeting will be dictated by the progress of the reorganisation which is being led by the larger authorities and by their timeline.
- b) Initially the Group will meet a minimum at least every 8 weeks. The frequency of meeting will increase as the deadline of May 2023 approaches. Additional meetings may be held if 50% of the Group Members agree.
- ~~c) The first meeting of the Group will take place in January 2022 after a desk top research exercise has been completed by officers of the Council. From this exercise a meeting/project timeline will be developed with a scheme of work for each meeting to consider. The Group shall then set meeting dates for the year ahead at the last meeting of the year.~~
- d) The Group Chair shall have discretion to hold meetings by virtual conferencing instead of in person.

Proxies to meetings

- a) Members will nominate a proxy (deputy) to attend a meeting if they are unable to attend.
- b) The Chair will be informed of the substitution at least two working days prior to the scheduled meeting.
- c) The nominated proxy will provide relevant comments/feedback about the attended meeting to the member they are representing.

Quorum requirements

3 Councillors

Activities

- a) The Group will be supported by senior officers who will undertake desk top research to consider and research each asset, service, and contract. This is necessary to enable the Council to prioritise, develop business cases, consider the risks, costs and opportunities related to devolution.
- b) Officers will continue to strive to obtain the information directly from the District Council but based on experience this will not be forthcoming in a timely fashion. With many voluntary redundancies a valuable knowledge base is being lost and Council needs to act swiftly. Where officers are unable to enter a dialogue, the Council will submit Freedom of Information Requests and carry out comprehensive online research.
- c) Officers will also seek advice and guidance from exemplar councils of a similar size who have undergone a similar reorganisation to establish best practise and the impact on core Council business.
- d) Task and finish groups will of interested Council Members will be established to review an asset and develop an options analysis and recommendations that will be fed back into the parent group.
- e) The following will be considered during this exercise:
 - Litter Bins
 - Sports Pitches
 - Castle Park
 - Sports Facilities
 - Tourist Information Centre
 - Leisure Centre
 - Cemetery
 - Public Toilets
 - Mansion House
 - Voreda House
 - Public Open Space Closed

- Churchyards
- Play Areas
- Museum
- New Squares
- Car Parks
- Town Hall
- Events & Town Centre
- Market
- Flower Beds
- Business Parks
- Other Buildings

And will identify:

- Location
- Purpose
- Condition
- Condition improvement cost
- Current cost
- Power and Function
- Associated contracts
- Aspirations and opportunities
- Risks

a) Officers will also consider

- Structural reorganisation
- Resource capacity
- Precept
- Deliverability
- Prioritisation
- Consultation and communication with the electorate
- Partnership working

b) The outturn of the research **and recommendations from task and finish groups** will be considered by the Parent Group.

Timeline

Date	Town Council	Date
October-March 22	Council Business plan review Resource and workload capacity review	Completed.
	Commence desk top research to complete options analysis for each area.	Commenced
	First Group meeting to consider outturn of research and agree a priority approach	End of April 2022
	Regular sub-group meetings to review the assets, services, and resources in their priority Groupings	Commence end of March
April 2022	Commence community consultation and PR	From June
	Commence information sharing and negotiation with shadow authority	
	Update research for desk top exercise to accommodate new information and emerging matters	September to December
	Include LGR in budget planning process	
	Commence community consultation and PR in support of precept changes	January 2023
May 2022	Elections to shadow authority	
March 2023	Town Council election process commences	May 2023
1 April 2023	'Vesting Day' is when the new authorities 'go live' and the old councils (predecessor authorities) cease to exist.	

FULL COUNCIL

28 March 2022

Matter: Arts and Culture - Penrith Events

Purpose of Report:

Consider this report which details how Penrith Town Council will facilitate the delivery:

- a) The 1940's event 7 May 2022
- b) The Queens Platinum Jubilee 2 and 5 June 2022

Item no: 13

Author: Economic Development Officer and Deputy Town Clerk

Supporting Member: Cllr. Davies , Chair CCEG Committee

Recommendations

- i. Agree the proposed change to the newly formatted 1940's weekend without a town centre parade.
- ii. Agree the approach for the Jubilee event which will focus on St. Andrew's Churchyard.
- iii. Consider if a memento for the Queens Platinum Jubilee be given to Junior, infant and nursery school children for the Jubilee.

Law

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

Introduction

The Communities, Culture and Economic Growth Committee resolved on 18 October 2021 CCEG21/25 that:

- i. The programme of events, namely the ongoing Music in Penrith project, the 1940's Event and the Queen's Platinum Jubilee Event be agreed.
- ii. Council be requested to approve the creation of and Arts and Culture Development budget of £22,500 by transferring £6,300 from the Arts and Cultural Strategy budget, £13,200 from the Town Projects budget and £3,000 from the Large Grants budget in order to fund an allocation of £8,500 for the 1940's Event and £14,000 for the Queen's Platinum Jubilee. From the CCEG 2021/22 Budget.

1. Background

a) 1940's event:

- 1.1 An event for VE Day 75 was scheduled to take place in 2020 and was cancelled because of the COVID 19 Pandemic, subsequently the 2021 Wartime Weekend at Brougham Hall was also cancelled.
- 1.2 Discussions took place in 2021, between Town Council officers, the Military Vehicle Trust, and Brougham Hall Wartime Weekend, a nationally renowned 1940's event, resulted in a proposal to renew the planned VE Day celebrations. The plan was to transport Penrith into the 1940's with military vehicles, vintage cars, tractors/farm equipment and themed entertainment.
- 1.3 The event would take place over 3 days at Brougham Hall with the town centre event being held on 7 May 2022.
- 1.4 The organiser of North Lancashire and Cumbria Military Vehicle Trust Brougham Hall Wartime Weekend has compiled a brief overview of the ethos of the event for your information. Appendix A.
- 1.5 The majority of the event would be organised by enthusiastic amateurs, who successfully manage this type of event throughout the Country and who are looking at developing the Brougham Hall/Penrith Event into one of the largest in the North of England. Their input is free or at minimum cost.
- 1.6 Local businesses have been invited to join in the event by decorating their shops and offering 1940's type goods and menus.
- 1.7 Bunting would be placed throughout town along with flags of the Commonwealth.
- 1.8 All activities are free and open to all members of the public.
- 1.9 1940's themed entertainment will be held throughout the town centre including vintage fairground stalls, George Formby impersonator, 1940's music and Penrith Players will be dressed in costume "acting" as 1940's characters.
- 1.10 The Army, Police and Fire cadets and the Royal British Legion are taking Part. Other community groups such as the Scouts have also expressed and wish to be involved.

2. Proposal

- 2.1 The original intention was that a parade of military vehicles from Brougham Hall, the base for the main event, would travel up and through the town centre with some of the vehicles parking up in Great Dockary Car Park.
- 2.2 This part of the event has been reviewed out of respect for the conflict in Ukraine. It has been suggested that this part of the event should no longer go ahead and instead the military vehicles remain at Brougham Hall, with a free vintage bus being provided to run from the town centre to Brougham Hall for those people who wish to see the vehicles at Brougham Hall.
- 2.3 Other similar events throughout the country are still going ahead.
- 2.4 Great Dockary would hold vintage cars, tractors, a vintage Fire Engine, and a vintage Police vehicle which will be parked for visitors to see and chat to the owners.
- 2.5 Council is asked to consider this change to the programme.

3. Financial Implications 1940's Budget:

- Infrastructure costs associated with suspending parking in Great Dockary Car Park - £1000
- Entertainment £2000
- Marketing £500
- Fairground Stalls £3500
- Vintage Bus - £980
- Kentdale First Aid £400

Total - £8,380

4. Event Risk Management

- 4.1 A comprehensive risk assessment and infrastructure plan will be collated by the Services and Contracts Manager, and Economic Development Officer.
- 4.2 There will be no large gathering point and all activities are outside so social distancing can be observed if regulations change.
- 4.3 Risk assessments will be undertaken by the individual organisations, performers, suppliers and will be covered by their own Public Liability Insurance which will be collated and discussed with Penrith Town Councils Insurance provider.
- 4.4 Penrith Police and Eden District Council Officers participate regularly in the planning meetings for this event.
- 4.5 Portable toilets will be provided at Brougham Hall.
- 4.6 First Aiders will be available in Penrith.
- 4.7 Free parking will be available at all EDC Car Parks in the town centre and Ullswater Community College.

a) The Queens Platinum Jubilee

5. Background

- 5.1 Her Majesty the Queen will celebrate her Platinum Jubilee, 70 years of service, on 6 February 2022.
- 5.2 The focal point to mark this historic occasion will be an extended bank holiday from Thursday 2 to Sunday 5 June 2022.
- 5.3 The Pageant Master has set out the public events and community activities nationwide which are the:
 - i. Trooping the Colour.
 - ii. Lighting of Platinum Jubilee Beacons.
 - iii. Service of Thanksgiving @StPaulsLondon.
 - iv. A live concert 'Platinum Party at the Palace.'
 - v. The Big Jubilee Lunch.
 - vi. The Platinum Jubilee Pageant.
- 5.4 The Event Coordinator that was originally commissioned for the VE Day event has been re-commissioned to act as first point of contact and to bring all the community activities together to create a full schedule of events and create a free commemorative programme for the day. A marketing and communications plan will be developed as the activities are confirmed.

5.5 Initial, informal discussions with community groups and stakeholders have been held and a town centre event is planned for the 4 June with the focus of the event being in St Andrews Churchyard.

5.6 Programme for the Jubilee weekend includes:

- i. **2 June: Burying a time capsule:** The Town Council purchased time capsules which the Council hope to bury in Coronation Gardens. Permission will be sought from the District Council and Friends of Coronation Gardens. Cllr. Shepherd, as Mayor, has written to each Junior school in Penrith asking for children their help to fill the capsule and to describe in a letter to the future who they are, what is special about Penrith, what they would like Penrith to look like in the future or what they think people of the future would like to know about them. Schools have been asked to scan these onto a portable pen drive which will be placed in the time capsule which will then be buried for 70 years.
- ii. **2 June: Lighting the beacons:** The Council will participate in the nationwide lighting of Jubilee Beacons and have purchased three gas portable Beacons which will be placed throughout Penrith at St. Andrews, Castle Park and Fairhill. These positions provide all residents with an opportunity to view the beacons. The St. Andrew's beacon will be from the roof and permission is being sought to site a beacon at Castle Pak. The Fairhill beacon will be placed in the recreation filed part of the site. Beacons will be lit at 9.45pm. At St Andrews, the lighting will be preceded by a piper and bugler playing the music provided by the Pageant Master. The lighting of the Beacon on St Andrew's will be accompanied by Penrith Singers singing "Song for the Commonwealth".
- iii. **4 June: Town Centre Community event:** The theme of the celebrations is "community". Town Council Officers have held an informal preliminary meeting of community groups to engage and discuss their aspirations and ideas for jubilee events and activities for the day. Lots of ideas were forthcoming and a second meeting will be held to formalise their suggested activities.
- iv. **Music:** A full programme of music throughout the day.
- v. **Pictures in Penrith:** Four artists in Penrith, creating an image within the day. Close to each artist will be pads and drawing material for members of the public to drop in and have a go
- vi. Dan Fox and his Boom Bike: Vintage bike performer.

- vii. **Poetry and spoken word pharmacy:** A small stage with local poet Juliet Fossey, leading a Poetry Pharmacy, with other spoken word participants, including work by June Swift in local dialect.
 - viii. **Music Trail:** A trail of QR codes in shop windows, each of which when clicked plays a song inspired by the jubilee or from a decade within the reign of the Queen, written or covered by a local artist. The trail will include ten songs and a trail map.
 - ix. **Fun fair:** Penrith Lions will be holding a fun fair in Sandgate Car Park pending permission from Eden District Council, as they will not be holding May Day this year.
- 5.7 Penrith Library will create a series of events which will be included in the event programme.
- 5.8 Penrith traders will be asked to join the celebration by dressing their windows dressing in fancy dress, holding themed menus etc.
- 5.9 Penrith Town Council have planned workshops in the lead up to the event which include:
- i. **Six Musical workshops:** held in school. Musicians will work with the children to create a piece of a music which will then be performed on the 4 June.
 - ii. **Artists workshops:** held the week before the event - families will work with artists to create their own ceramic, fired memento of the Jubilee.

6. Proposals

- 6.1 Originally the event was to be held in Castle Park. This cannot go ahead as works are planned to be undertaken by Eden District Council and we have not been officially informed otherwise.
- 6.2 The event has been reimagined and will focus at Manion House and St. Andrew's Churchyard.
- 6.3 Members are asked to support this approach.
- 6.4 Members are asked to consider if the Council should provide each child in Penrith Primary schools a memento of the Queens Platinum Jubilee approximately 1035 pupils:
- Pin badges £934.50
 - Medals - £1039.50
 - Coins - £735
 - Mugs - £2394
 - Water Bottles - £1344
- Estimated costs for 1050 mementos

6.5 If this were to be extended to nursery schools, (we estimate an additional 300 children), schools would be asked to confirm numbers required before the order is submitted.

7. Financial Implications – Jubilee Celebrations Budget

- Co Ordinator cost £2500
- Workshops £6000
- Entertainment £2000
- Beacon/Lighting £1800 3 portable gas fired beacons
- Time Capsule £45
- Infrastructure costs £1000
- Programme costs £600
- Allocated Budget £13945

Total - £14000

8. Financial and Resource Implications

The Communities, Culture and Economic Growth Committee resolved on 18 October 2021 CCEG21/25 that:

The programme of events, namely the ongoing Music in Penrith project, the 1940's Event and the Queen's Platinum Jubilee Event be agreed.

Council be requested to approve the creation of and Arts and Culture Development budget of £22,500 by transferring £6,300 from the Arts and Cultural Strategy budget, £13,200 from the Town Projects budget and £3,000 from the Large Grants budget in order to fund an allocation of £8,500 for the 1940's Event and £14,000 for the Queen's Platinum Jubilee.

The present activities planned for the Platinum Event are within the £14,000 budget agreed, if members request the provision of Jubilee mementos the Economic Development Officer will seek to obtain funding from external sources.

9. Event Risk Management

- 9.1 A comprehensive risk assessment and infrastructure plan will be collated by the Services and Contracts Manager, and Economic Development Officer.
- 9.2 There will be no large gathering point and all activities are outside so social distancing can be observed if regulations change.
- 9.3 Risk assessments will be undertaken by the individual organisations, performers, suppliers and will be covered by their own Public Liability Insurance which will be collated and discussed with Penrith Town Councils Insurance provider.
- 9.4 Penrith Police and Eden District Council Officers participate regularly in the planning meetings for this event.
- 9.5 It is hoped that no road closures will be required. However this will be under constant review and if it is thought necessary road closures will be requested.
- 9.6 The Council have requested the use of the front and back of Mansion House for charities and community groups who may wish to have a stall. (Please note that this is not a commercial event there will be no commercial stalls or food vans).
- 9.7 There will be no large gathering point and all activities are outside so social distancing can be observed.

10. Risk Assessment – Failure to deliver events

Risk

That the following Council Business Plan priorities are not delivered:

- Secure external funding, where possible, to develop and improve amenities, leisure, art, and cultural facilities.
- Fund new and existing events and provide match funding support to sports, recreational, culture and arts and work to improve their funding base.
- Provide funds to support initiatives that raise the profile of Penrith nationally and for marketing activities that support and encourage tourism.
- Encourage local retailers and restaurants to use and publicise their use of local products to encourage a reputation with residents and visitors of Penrith as a "Food Town."
- Secure external funding, where possible, to develop the existing offer for sports, recreation, arts, entertainment, and culture.
- Review tourism product/marketing/heritage/interpretation offer and develop a strategy for tourism and marketing.

- Support/facilitate initiatives and projects that invest, preserve, or interpret Penrith's heritage for the inspiration, learning and enjoyment for all.

Consequence

- Impact on the Council's reputation and perceived ability to deliver community/town centre projects.
- The Town's recovery and rejuvenation after the Covid 19 Pandemic will be impeded.
- Loss of confidence in the Council during a period of significant change in local government.
- Inability to demonstrate effective management of the public purse.

Controls Required

The scheme of work continues with community collaboration.

Robust planning takes place to provide options and possible approaches to move activities and initiatives forward in a realistic and achievable direction.

NORTH LANCASHIRE AND CUMBRIA MILITARY VEHICLE TRUST BROUGHAM HALL
WARTIME WEEKEND

ETHOS:

The Military Vehicle Trust is a national group whose members are dedicated to the preservation of military vehicles with the aim of presenting their vehicle as working models from all eras of military history. This enables history to live beyond museums and act as living witnesses to the past as the public are encouraged to interact and learn about key moments in history. Members are encouraged to participate in the educational environments as well as supporting Remembrance events and veterans, as well as providing a backdrop and context to historical locations.

BROUGHAM HALL

Brougham Hall was requisitioned by the war department in 1940 along with Lowther Castle, by the War Department and an Armoured Training School was established in these locations which lasted until 1946. The Training School was specialised in the formation of Canal Defence Battalions which became units of the 35 Armoured Brigade, a sub unit if the 79th Armoured Division (Hobarts Funnies). Major General Percy Hobart commanded the Division, and he oversaw the development of a range of tanks created for specific tasks including bridge layers, Duplex drive tanks (the swimming tanks launched from landing craft) as well as other types including the Canal Defence Light, all these projects were Top Secret.

The Canal Defence Light Tank was a Carbon Arc Light mounted in a turret on a Matilda hull. It was designed primarily for use in the desert as the light produced was 30000 candle power and caused an artificial horizon in the pitch black night. A secondary affect was to cause a lack of focus on anyone who was facing the light as due to dazzle and the flickering of the carbon arc. Although the development of this unit was successful 2 factors contributed to it being restricted in service. Firstly it was so secret few in the operational command were aware if its existence. Secondly by the time a working model was developed the desert campaign had finished. They did deploy in 1945 in Europe as support to Operation Varsity the Rhine Crossings. The Americans developed their own Canal Defence School and deployed their units to the Far East as did British Units in India and Burma.

To commemorate the 5 Regiments which were created at Brougham and Lowther the trustees of Brougham Hall placed a plaque in the grounds, which has become the focal point of the Wartime Weekend. There is a second plaque commemorating the visit of King George the VI Winston Churchill and General Eisenhower who inspected the school and the capability of the Canal Defence Light.

THE EVENT

The Brougham Hall event takes place on the second weekend in May and is run by invitation of the Terry Family, the Brougham Hall Charitable Trust and the Brougham Hall Management Committee. It is organised by the North Lancashire Military Trust.

Exhibitors set up from Friday until Sunday and include a variety of British Commonwealth and American vehicles, as well as Living History Groups such as 61 Reconnaissance Regiment, a working field kitchen with demonstrations, as well as period entertainers singing songs of the 40s.

The Home Front is key to this event, as the military footprints still remains in the area. Former airfields, camps, training areas can still be seen though obscured as they have no information boards to reveal their existence.

It has since conception been a free admission event and over the years public attendance has grown and feedback has been very positive, as not only the venue and the entertainment contribute to a rewarding educational event for the public.

There is a service of Remembrance and wreath laying at the memorial tablet to the men of the 79th Armoured Division, which is well received.

Comments from the public primarily is they have a greater understanding of their relations experience in the war, and as a result the public look further into their own history.

The Second World War is also on the GCSE curriculum and as such school parties are welcomed, as handling the equipment used is more informative than just reading about it.

SUMMARY

Brougham Hall and the Military Vehicle Trust are keen to educate the public about a common national history and particular time. The event is a time to reflect when Britain pulled together for the common cause of preserving a free Europe and the freedoms, we enjoy in society today. It also reminds us that war is tragic and sacrifices occur, and that those who lost their lives on both the front line as well as on the Home Front deserve our gratitude and remembrance.