



# Penrith Town Council

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

**16 May 2022**

**NOTICE IS HEREBY GIVEN** that the **ANNUAL TOWN COUNCIL MEETING** of **PENRITH TOWN COUNCIL** will be held on **Monday 23 May 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 **20 May 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](mailto:office@penrithtowncouncil.co.uk)

## **FULL COUNCIL MEMBERSHIP**

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

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. Please be advised that there is no Public Participation session during the Annual Town Council Meeting.

## **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 ANNUAL MEETING OF PENRITH TOWN COUNCIL**

**MONDAY 23 MAY 2022**

## **PART I**

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

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

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

Appoint the Vice Chair. The newly elected Vice Chair will make a Declaration of Acceptance of Office in the prescribed form and will assume the Deputy Chair and Deputy Mayor roles.

### **3. Apologies**

Receive apologies for absence provided in advance of the meeting from Members of the Council.

### **4. 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.

### **5. Excluded Item Public bodies (admission to meetings) act 1960**

Consider whether item 18 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.

## **NEW BUSINESS OF PUBLIC INTEREST**

### **6. Motions on Notice: Community Governance Review: Councillor Davies.**

Consider the motion as included in the meeting papers.

### **7. Securing Penrith's Special Assets.**

Consider sending further correspondence to Eden District Council regarding securing and safeguarding Penrith's historical artefacts reiterating this Council's genuine offer to assist with the identification and cataloguing of these assets to ensure they are not lost in the transition to the Westmorland and Furness Council.

Note that to date, there has been no response from Eden District Council CEO or Deputy CEO regarding the identification and safeguarding of maps, seals, chains, honours boards and archives stored by the district council at Mansion House, the Town Hall and Kirby Thore store.

### **8. Inspiring Eden**

Consider ratifying the Council's letter proposing projects to deliver economic recovery.

## **BUSINESS OF THE ANNUAL MEETING**

### **9. Minutes Approval**

#### **a) Confirmation of Full Council Minutes**

Approve the minutes of the Full Council meeting held on Monday 28 March 2022 and authorise the Chair to sign the minutes as a true and accurate record.

#### **b) Confirmation of Committee Minutes**

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

- i. Finance Committee: Held on 25 April 2022.
- ii. Planning Committee: Held on 9 May 2022.
- iii. Culture, Community and Economic Growth Committee: Held on 16 May 2022.

## **10. Consideration and ratification of the recommendations made by a committee**

### **i. Finance Committee:** Held on 25 April 2022.

The Finance Committee recommends that matters a), b), and c) require ratification by Full Council.

The Finance Committee recommends that matters d), e), f), g), h) and i) are approved by Full Council.

### **Matters for ratification as recommended by Finance Committee:**

#### **a) FIN21/95 Governance and Accountability for Smaller Authorities**

##### **Ratify:**

The adoption of the Practitioners Guide 2022 which is mandatory for 2022-23 and adopt its provisions for 2021-22.

#### **b) FIN21/96 Asset Register 2021/22**

Finance Committee Members reviewed the Asset Register as of 31 March 2022 noting that the statement showed the full asset register and a reconciliation of transactions in 2021-22. For accounting purposes, assets have been valued in accordance with the Council's Valuation Policy and total £156,298.76; this figure is summarised in the AGAR Accounting Statements. The insurance value for the same assets is £680,828.

##### **Ratify:**

The Asset Register of 31 March 2022 noting that the statement shows the full asset register and a reconciliation of transactions in 2021-22.

#### **c) FIN21/97 Finance Outturn Report – Year ended 31 March 2022**

##### **Ratify:**

The final outturn report for the financial year ended 31 March 2022.

## **10.Consideration and ratification of the recommendations made by a committee - continued**

### **Matters for approval as recommended by Finance Committee**

#### **d) FIN21/103 Thacka Beck Field**

##### **Approve the recommendation from Finance Committee to:**

Earmark an initial budget allocation of £25,500 from the Devolution Reserve to contribute towards the delivery of the Thacka Beck Field Stage 2 Development Plan.

#### **e) FIN21/98 Internal Audit 2021/22 & 2022/23**

##### **Approve the recommendation from Finance Committee to:**

- i. Approve the Council's Internal Auditors final report for 2021-22 containing the auditors formal opinion.
- ii. Approve the review of effectiveness of Internal Audit provision during 2021-22.
- iii. Re-appointment of G. Airey as the Council's Internal Auditor for 2022-23.

#### **f) FIN21/99 Review of the System of Internal Control and Annual Governance Statement 2021/22 (Section 1 of the Annual Governance and Accountability Return (AGAR))**

Members are asked to note that the Town Council must carry out an annual review of the effectiveness of the system of internal control prior to the completion of the Annual Governance Statement. A full review was carried out by the Finance Committee and ratified by Full Council on the 28 March 2022. The review confirmed that the Council's system of internal controls was effective; the review of the effectiveness of internal audit provides further support for that assessment. Finance Committee Members reviewed the Annual Governance Statement for 2022/23 prior to its approval by Full Council and resolved that the Annual Governance Statement Section 1 of the Annual Governance and Accountability Return go forward to Full Council for approval.

##### **Approve the recommendation from Finance Committee to:**

Adopt the Annual Governance Statement Section 1 of the Annual Governance and Accountability Return.

#### **g) FIN21/100 Annual Governance and Accountability Return (AGAR) 2021-22: Accounting Statements (Section 2 of the AGAR)**

Finance Committee Members considered the Accounting Statements 2021-22 (Section 2 of the AGAR) and resolved that they go forward to Full Council for approval.

##### **Approve the recommendation from Finance Committee to:**

- i. Approve the Accounting Statements 2021-22 (Section 2 of the AGAR)
- ii. Agree that the Chair and Town Clerk be authorised to sign the AGAR.

## **10.Consideration and ratification of the recommendations made by a committee - continued**

### **h) FIN21/101 Investment Strategy**

Finance Committee Members considered changes to the planned 2022-23 investment activities for the management of the Council's financial investments.

#### **Approve the recommendation from Finance Committee to:**

- i. Approve the revised Investments Strategy
- ii. Retain the use of the Penrith Building Society.
- iii. Discontinue the account held at the Cumberland Building Society at a convenient time during 2022-23 and that the investments held there are deposited with the CCLA Public Sector Deposit Fund.
- iv. Authorise officers to investigate other banking institutions and report back to a future meeting of the Finance Committee with any recommendations.

### **i) FIN21/108 Community Services Officer**

Approve the recommendation from Finance Committee for the financing package for the additional costs of the new post the Community Services Officer, including the use of reserves and amendments to the Medium-Term Financial Plan.

<b>Members are asked to approve:</b>	<b>£</b>
Use of the residual underspending from 2021-22, after meeting the cost of increased hours for the Responsible Finance Officer post	18,000
Re-allocation of the balance in the Acquisitions Reserve	50,000
Forego the allowance for new financial growth in the Medium-Term Financial Plan	30,000
Reduction in 2026-27 Staffing budget at the end of the Sustainability Officer's fixed term contract	23,000
<b>Total Funding</b>	<b>121,000</b>

## **10.ii. Community, Culture and Economic Growth Committee: Held on 16 May 2022.**

### **Matters for ratification from the CCEG Committee:**

#### **CCEG21/47 Economic Development Report**

That a letter be sent from the Town Council to Eden District Council expressing concern and disappointment that the Town Council was not being included in consultation and stakeholder engagement around the development of the Town Hall as a Cultural Hub and future Arts and Culture development in Penrith.

That a representative of Eden District Council be invited to attend a meeting of the Town Council to make a presentation regarding plans for the Town Hall and Arts and Culture Development in Eden and Penrith.

#### **CCEG21/49 Penrith Events & Community Projects**

That a letter be sent to Penrith Lions offering the support of the Town Council for any events should they require it.

### **11. Policies and Procedures Review**

Consider the review and the recommendations contained within for the following matters:

- a) Scheme of Delegation: Review of delegation arrangements to committees, sub-committees, staff and other local authorities and the terms of reference for committees.
- b) Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- c) Review of appropriate Standing Orders and Financial Regulations.
- d) Review of the Council's Complaints Procedure.
- e) Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation.
- f) Review of the Council's policy for dealing with the press/media.
- g) Review of the Council's employment policies and procedures.
- h) Review of general policies and procedures relating to Equal Opportunities and Diversity and the supporting Action Plan for Equal Opportunities.

### **12. Appointment of members to existing committees**

Appoint Members to existing committees as follows:

- a) **Planning:** 6 Members and 2 standing deputies
- b) **Communities, Culture & Economic Growth:** 6 Members and 2 standing deputies.[Applies if the Committee remains standing]
- c) **Finance:** 6 Members and 2 standing deputies [Applies if membership is to be renewed]



### **13. Election of Committee Chair:**

Elect Chair to serve on the under mentioned Standing Committees:

- a) Planning Committee.
- b) Finance Committee.
- c) Communities, Culture & Economic Growth Committee.[Applies if the Committee remains standing]

### **14. Review of representation on or work with external bodies and arrangements for reporting back and approve the lead Member for Devolution**

Consider the Report and recommendations contained within.

### **15. Confirmation of arrangements for insurance cover in respect of all insurable risks**

Note that the Council's chose to set up a 3-year binding long-term agreement with Hiscox Company Limited with effect from 17/05/2022 which means the Council is committed to keep their policy with Hiscox Insurance until 17/05/2024. A review has taken place to ensure that the cover provided is sufficient.

### **16. Review of the Council's and/or staff subscriptions to other bodies**

Note that the Council's subscriptions are considered annually by the Town Clerk and renewed when required. A comprehensive review took place in Autumn 2022 as part of the annual budget review. The Council continues to subscribe the National Association of Local Councils and the Society of Local Council Clerks.

### **17. Meetings**

#### **a) Full Council**

Determine the dates and times of ordinary meetings of the Council up to and including the next annual meeting of the Council.

#### **b) Committees**

Ratify the date of committee meetings of the Council up to and including the next annual meeting of the Council.

## **PART II – PRIVATE SECTION**

The following matter 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.

### **18. Staffing Matters**

Consider an update on staffing matters.

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

# **FULL COUNCIL**

**23 May 2022**

## **ITEM 6: MOTION ON NOTICE**

### **PROPOSER & AUTHOR: CLLR. DAVIES**

#### **Community Governance Review**

Consider requesting a Community Governance Review for the parish of Penrith and neighbouring parishes and that any approved changes be implemented at the May 2023 local parish elections.

#### **Purpose**

It is believed a governance review will help place Penrith and neighbouring communities in a stronger position to represent focused areas of the communities as we head into the new local government structure as part of the Westmorland and Furness Council area.

#### **Areas for consideration:**

##### **i. Penrith Parish Boundary**

That a parish boundary review consider changing the parish boundary:

- a) Use the A66 as the southern boundary point and enable the properties North of the River Eamont to be placed in the Yanwath and Eamont parish council area and unite the community of Eamont Bridge under one parish council.
- b) For the Northern boundary reduce the Penrith parish boundary to a point between J41 of the M6 and Stoney Beck roundabout and create a new Plumpton Parish council to the north.
- c) The parish area west of the M6 currently is placed as part of the Catterlen Parish Council area.

##### **ii. Penrith Wards**

That the wards that currently make up the Penrith Town Council are be removed and all elected members be elected to serve the Penrith whole parish area.

##### **iii. Penrith Town Council Member Numbers**

That the number of councillors be reduced from 15 to 10 to serve in the single Penrith Parish warded area.

## **Motion Overview**

The recent year has seen council meetings face the impact of low attendance and a risk going forward of insufficient members to enable meetings to be quorate to conduct council business.

The risk as the Council moves forward towards the May 2023 elections, is that if as the national trend is that too few candidates stand, the Council could risk losing the General Power of Competence and impact the ability of the Council to function fully.

In 2015, Penrith Town Council was created with 19 seats, and this was reduced to 15 in 2019 after a governance review was requested as a result of the Council request to reduce the seat numbers.

The Council has since filled 2 seats via co-option and with only one vacant seat filled by a contested byelection.

The changes to the structure of local government in Cumbria have seen a big change to the wards of the new unitary council that mean just two wards now cover Penrith for the Westmorland and Furness Council.

The original Penrith Town Council wards when created, closely matched the Eden District wards.

The proposal to remove all the wards will allow all members to serve the entire town parish area and along with the reduction of seats, enable members to function in a way that represents all of Penrith.

The proposed changes to the boundary of the parish follow the naturally identified Penrith Town footprint and will enable areas currently inside the Penrith parish are to be united with the areas they naturally form part of such as uniting Eamont Bridge as a community under one parish council.

The proposal to reduce the number of councillors will enable Penrith Town Council to hold monthly Full Council meetings and remove the need for as many or all sub committees. Full Council would conduct the business of the Council as one council removing the duplication between sub committees and Full Council. This will enable all members to be part of the full decision making of Penrith Town Council and deliver the accountability and transparency and representation councillors are elected to deliver on the Council.

With the changes to the county and district council as the Westmorland and Furness Council takes over the May 2023, elections for Penrith Town Council present the best opportunity to implement and changes that a governance review held now may approve to deliver.

## **Facts/ Background Documents**

Informal discussions with Eden District Council suggest they believe a governance review can be delivered and any approved changes implemented ahead of the next parish elections in 2023 if started now.

Cllr. Davies has informally spoken with two of the neighbouring parish council chairs on this subject and one has progressed gathering the required signatures for a petition to call for a review however Covid19 prevented its progression.

A map showing the proposed and current parish boundaries can be found at:

<https://www.google.com/maps/d/viewer?mid=1E4PHER0dtf-7cbID6gDJTwKJUZHGHoFI&ll=54.68612414944488%2C-2.7519954999999907&z=12>

## **Financial Implications**

No expected cost to Penrith Town Council for the governance review process.



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## ITEM 8

19 May 2022

### BY EMAIL

Greg Macdonald, Interim Economic Development Manager  
Planning and Economic Development Team

Dear Mr MacDonald

Thank you for the opportunity to submit expressions of interest for Inspiring Eden. Council members discussed this matter, informally,, on 11 May 2022. Our proposals contained within this letter will go forward to Full Council for ratification on 23 May as we note your deadline for submissions is 20 May. Please accept this letter as the Town Councils response.

It is the Council's opinion that outside of the Town Working Group priorities, the most urgent significant projects that would facilitate economic growth and town centre vitality, are the provision of off-street parking which is free or at reduced rates than currently apply, and the development of Castle Park.

As you are aware, Penrith Town Council has invested nearly three years of partnership working within the Town Working Group, collaborating with stakeholders and local authority partners to deliver agreed priorities in a co-ordinated, dynamic and mutually beneficial approach. Jointly, we have developed the Penrith Place Plan as part of the Borderlands Project, developing a joint marketing strategy and delivered a local Parking and Movement Study.



There has been extensive consultation, and there is a plethora of recommendations to implement. Penrith Town Council's priorities to improve the vitality of Penrith, increase footfall, attract new businesses, increase visitor spend and tourism opportunities, develop a cultural offer, and enhance the environment are included within these recommendations which we are keen to develop into joint work schemes. Inspiring Eden supports these priorities and we are keen to contribute to any project that benefits Penrith.

One of the aims of the Parking and Movement Study was to develop:

"A suitable parking offer to support the functionality, attractiveness, and viability of Penrith, which addresses current issues and supports future capacity."

An important recommendation from the study required Eden District Council to hold a review for off-street car parking and permit charges to enable Penrith to offer competitive car parking rates. We are led to believe that this is not being progressed and that no changes are forthcoming.

Businesses and town centre workers have endured two years of financial uncertainty due to the pandemic and are facing a cost-of-living crisis. To support town centre recovery and encourage shoppers to return to the high-street, Penrith Town Council request that the current charges are re-considered by the membership of Eden District Council, within the framework of Inspiring Eden. Penrith Town Council propose free parking for weekends, or a nominal fee for all day parking. The Council are aware that towns throughout Cumbria are offering either free or subsidised parking, putting Penrith at a distinct disadvantage that must be addressed.

Please accept this letter as the Council's expression of interest in working with Eden District Council to review car parking tariffs.



In 2014, a Castle Park Vision Plan was developed. In 2018, the Town Council engaged with Eden District Council to support an application to the Heritage Lottery Fund (HLF) Parks for People Project, when it set out to improve Castle Park. The Town Council at that time committed £30,000 as partnership funding and endorsed Eden District Council's Development Plan and Vision for the Park, prepared by the Appleton Group. At that time Eden District Council stated that in the event of the HLF application being unsuccessful they would seek to deliver aspects of the Vision Plan on a piece meal basis.

Please accept this letter as an expression of interest to work with Eden District Council and wider stakeholders to earmark a proportion of the Inspiring Eden Budget to enhance the play area, obstacle golf and car parking at the Castle Park in line with the projects set out in the Vision Plan

We would welcome the opportunity to discuss these proposals in more detail.

Yours sincerely,



Councillor Shepherd, Council Chair and Penrith Mayor

CC: Cllr. Virginia Taylor, EDC Leader, and Cllr. Andrew Connell EDC Chair







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## ITEM 9 a

**DRAFT** Minutes of the Ordinary Meeting of Penrith Town Council held on Monday 28 March 2022, at 6.00pm at Unit 2, Church House, Friargate.

### **PRESENT:**

Cllr. Bowen	Pategill Ward	Cllr. Fallows	East Ward
Cllr. Burgin	South Ward	Cllr. Jackson	North Ward
Cllr. M. Clark	South Ward	Cllr. M. Shepherd	North Ward
Cllr. Davies	West Ward	Cllr. C. Shepherd	East Ward

Town Clerk

Deputy Town Clerk

### **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 OFFULL COUNCIL  
28 MARCH 2022**

## **PART I**

### **PTC21/119 Apologies**

- i. Members considered apologies from Councillor. S. Clarke for up to the end of May 2022.

#### **RESOLVED THAT:**

Councillor S. Clarke apologies be accepted for up to the end of May 2022.

- ii. Members were asked to receive apologies for the meeting from Councillors Donald, Kenyon, Knaggs, Lawson and Snell.

#### **RESOLVED THAT:**

Apologies from Cllrs Donald, Kenyon, Knaggs, Lawson and Snell were noted and accepted.

### **PTC21/120 Minutes**

#### **a) Committee Minutes**

Members noted that since the previous meeting both draft and approved minutes from committees had been circulated and published on the Council website since the previous ordinary Full Council meeting.

#### **b) Confirmation of Full Council Minutes**

Members were asked to authorise the Chair to sign, as a correct record, the minutes of the following meetings of Full Council held on:

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

#### **RESOLVED THAT:**

The minutes of the meetings of Full Council held 24 January 2022 and 21 February 2022 be signed as a true and accurate record.

### **PTC21/121 Declarations of Interest and Requests for Dispensations**

Members were asked to submit declarations of interests in respect of items on the meeting agenda and apply for a dispensation. None were received.

## **PTC21/122 Public Participation**

Members were informed that no questions or representations from members of the public were received prior to the meeting.

County Councillor H. Carrick and District Councillor V. Taylor sent their apologies.

### **a) Reports from County Councillors:**

County Councillor P. Bell informed the meeting that she had attended a multi-agency meeting regarding leisure provision for young people in Pategill and Penrith and brought to members attention an information flyer produced by Cumbria County Council providing information and sources of help on how to manage the changes to the cost of living.

### **b) Reports from District Councillors:**

District Councillor M. Rudhall provided the meeting with a comprehensive update regarding the Districts Climate Change Strategy highlighting in particular the availability of the Greening Eden Business Grant and the Green Homes Grant.

## **PTC21/123 Excluded Item: Public Bodies (Admissions to Meetings) Act 1960**

Members were asked to consider whether item 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.

### **RESOLVED THAT:**

Item 15 be considered in detail, without the presence of the press and public due to the confidential nature of the business to be transacted regarding staffing matters.

## **Routine Business Matters**

### **PTC21/124 Report from the Council Chair**

Members noted the duties undertaken by or on behalf of the Town Mayor which included attending a Penrith Pumas wheelchair rugby match and the re-opening of the Ullswater Community College library.

### **PTC21/125 Reports from Members**

Members received oral reports from Councillors regarding meetings that they have attended as representatives of the Town Council and matters of interest.

Councillor Davies informed the meeting that he had held a ward surgery.

Councillor Bowen informed the meeting that Stomping Ground would provide weekly activities for young people within Pategill from May and that Jubilee tree planting in Pategill had been organised.

### **PTC21/126 Resolutions Report**

Members noted the written report.

Councillor Fallows joined the meeting.

### **PTC21/127 Penrith Neighbourhood Development Plan**

Members noted the oral update.

### **PTC21/128 Matters from Finance Committee**

Members were asked to ratify the following approved matters a) to f) from the Council's Finance Committee from their meeting held on Monday 21 March 2022 which had been considered and approved by the members of the Council's Finance Committee:

**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.

### **RESOLVED THAT:**

All matters be ratified.

## **PTC21/129 Remote/Hybrid Meetings**

Members were asked to consider passing the following motion:

'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.'

[Letter appended.]

### **RESOLVED THAT:**

The motion be approved.

## **PTC21/130 Local Government Reorganisation**

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

a) Members considered changes to the terms of reference and timeline.

### **RESOLVED THAT:**

The amendments be approved.

b) Consider nominating one member to join Cllrs Jackson and C. Shepherd as members of the (LGR) Strategic Planning Group.

### **RESOLVED THAT:**

Councillor Davies be approved to join the membership of the group.

Councillor Jackson left the meeting.

## **PTC21/131 Events**

a) Consider the report for the 1940's weekend and Her Majesty's Platinum Jubilee and recommendations contained within.

### **RESOLVED THAT:**

- i. The new approach for the 1940's weekend, without a town centre parade, be approved.
  - ii. The approach for the Jubilee be approved.
  - iii. The Town Council purchase a jubilee coin for the Queens Platinum Jubilee for Penrith Junior, infant and nursery school children with a budget of £1,000.
  - iv. Any change to the acquisition of the coin be brought back to Council.
- b) Members noted that the Towns Annual Meeting of Electors will take place on 11 April 2022, and will be held in accordance with the provisions of the Local Government Act 1972, Schedule 12, Part III.

## **PTC21/132 Next Meeting**

Members noted the next meeting of Council was scheduled for 23 May 2022 which would 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 was exempt information as it related to the financial affairs of any particular person (including the authority holding that information) and personal sensitive information relating to members of staff.

## **PTC21/133 Staffing Matters**

Members were asked to ratify the recommendations from the Council's Finance Committee 21 March 2022 and approve that the cost of the additional hours for RFO post be met the additional costs in 2022/23 by the use of the General Reserve.

### **RESOLVED THAT:**

- i. The recommendations be ratified.
- ii. The additional hours for RFO post be met the additional costs in 2022/23 by the use of the General Reserve.

### **CHAIR:**

### **DATE:**

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



# Penrith Town Council

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

29 March 2022

Mr Michael Gove MP  
Secretary of State for Levelling Up, Housing and Communities  
House of Commons  
London  
SW1A 0AA

Dear Mr Michael Gove MP

On Monday 28 March 2022 Penrith Town Council passed a motion in support of the petition launched by ADSO and LLG on 5 January 2022 with regard to remote and hybrid meetings. We support the call for Government to change the law to allow councils the flexibility to hold remote and hybrid meetings when they deem it appropriate within agreed rules and procedures.

We have been informed that the 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 and we have every confidence in their ability and due diligence to support this approach.

We are aware that you have been quoted as being "strongly in sympathy" with the view that "hybrid" council meetings should be allowed to continue in the wake of the pandemic and we hope you will look upon this matter favourably as remote and hybrid virtual meetings are not only possible but have provided increased public participation.

Resident participation is more inclusive and accessible with a virtual option, for people who care for young children or other family members,

people who are disabled, unhoused residents, and people who have extended work schedules.

A virtual option provides an opportunity to make meetings more accessible to members of the deaf and hard of hearing communities as many virtual meeting platforms offer real-time voice recognition and closed captioning.

The ability to use remote and hybrid meetings can only improve engagement with young people, address voting apathy, and improve cross sector and multi-agency relationships as it simplifies meeting logistics for people who have to travel extensively to attend meetings especially in a rural county like Cumbria.

Video recordings of meetings, which include audio, that are shared on a public-facing website or platform are easily observable allowing councillors and the public who were unable to attend to view the business of the meeting.

Thank you for your consideration of this letter.

Yours sincerely,



Councillor C. Shepherd, Council Chair, Penrith Town Council





# Penrith Town Council

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

## ITEM 9bi

**DRAFT** Minutes of the meeting of the

## FINANCE COMMITTEE

Held on Monday 25 April 2022, at 6.00 p.m.

### PRESENT

Cllr. Davies	West Ward	Cllr. Kenyon	North Ward
Cllr. Hawkins	East Ward	Cllr. Shepherd	North Ward
Cllr. Jackson	North Ward		

Town Clerk

Services and Contracts Manager

Responsible Finance Officer

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

**DRAFT**  
**MINUTES FOR THE MEETING OF**  
**FINANCE COMMITTEE**  
**25 April 2022**

In the absence of the Chair the Deputy Chair Councillor Shepherd chaired this meeting.

**FIN21/88 Apologies for Absence**

Apologies for absence were received from Cllr Burgin.

**FIN21/89 Confirmation of the Minutes of the Previous Meeting**

Members considered the minutes of the meeting held on Monday 21 March 2022.

**RESOLVED THAT**

The Chair sign the minutes of the meeting of the Finance Committee held on Monday 21 March 2022 as a true and accurate record.

**FIN21/90 Declarations of Interest and Requests for Dispensations**

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

There were no declarations of interest and requests for dispensations.

**FIN21/91 Public Participation  
Public Representations**

Members noted that there were no questions or representations from members of the public.

**FIN21/92 Excluded Item: Public Bodies (Admission to Meetings) Act 1960**

Members considered whether item 20 should be considered without the press and public, pursuant to Section 1 (2) of the Public Bodies (Admissions to Meetings) Act, 1960.

**RESOLVED THAT:**

Matter 20 Staffing Matters should be considered in Part Two, private session without the presence of the press and public as this item of business related to the financial and personal affairs of a particular person, in this instance members of staff.

### **FIN21/93 Payments for Approval**

- a) Members noted that prior to the meeting, Cllr. Burgin and Cllr. Shepherd verified and confirmed that the banking transaction history reconciled and agreed with the transactions circulated with the meeting documents.
- b) Members were asked to agree the two Councillors to undertake the payments for approval checking for the next meeting of the Finance Committee.

#### **RESOLVED THAT:**

Cllr Davies and Cllr Kenyon check the payments for approval prior to the meeting of the Finance Committee on the 27 June 2022.

- c) Members considered the Monthly Report of Payments for March 2022.

#### **RESOLVED THAT:**

The Monthly Report of Payments for March 2022 be approved.

### **FIN21/94 Bank Reconciliation**

Members considered the Bank Reconciliation for the HSBC Bank account for the period ending 31 March 2022.

#### **RESOLVED THAT:**

The Bank Reconciliation for the HSBC Bank account for the period ending 31 March 2022 be approved and signed by Cllr Shepherd.

### **FIN21/95 Governance and Accountability for Smaller Authorities**

Members noted the publication of the Practitioners Guide 2022.

#### **RESOLVED THAT:**

Members recommended to Full Council that it adopts the Practitioners Guide 2022 which is mandatory for 2022-23 and adopt its provisions for 2021-22.

### **FIN21/96 Asset Register 2021/22**

Members reviewed the Asset Register as of 31 March 2022 noting that the statement shows the full asset register and a reconciliation of transactions in 2021-22. For accounting purposes, assets have been valued in accordance with the Council's Valuation Policy and total £156,298.76; this figure is summarised in the AGAR Accounting Statements. The insurance value for the same assets is £680,828.

#### **RESOLVED THAT:**

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

## **FIN21/97 Finance Outturn Report – Year ended 31 March 2022**

Members reviewed the final outturn report for the financial year ended 31 March 2022.

### **RESOLVED THAT:**

The final outturn report for the financial year ended 31 March 2022 go forward to Full Council where it be recommended to be accepted and approved.

## **FIN21/98 Internal Audit 2021/22 & 2022/23**

- a) Members noted that the Council's Internal Auditors final report for 2021-22 and her formal opinion would be submitted to the May meeting of Full Council.
- b) Members noted an oral update that the Internal Auditor has presented a final audit report with no findings.
- c) Members considered the review of effectiveness of Internal Audit provision during 2021-22 and it was confirmed that the function had operated effectively during 2021-22.
- d) Members considered the re-appointment of the Internal Auditor for 2022-23.

### **RESOLVED THAT:**

- i. The review of Internal Audit provision be approved.
- ii. Mrs G. Airey be reappointed as the Internal Auditor to the Council for 2022-23.

## **FIN21/99 Review of the System of Internal Control and Annual Governance Statement 2021/22 (Section 1 of the Annual Governance and Accountability Return (AGAR))**

Members noted the Town Council must carry out an annual review of the effectiveness of the system of internal control prior to the completion of the Annual Governance Statement. A full review was carried out by this Committee and ratified by Full Council on the 28 March 2022. The review confirmed that the Council's system of internal controls was effective; the review of the effectiveness of internal audit provides further support for that assessment.

Members reviewed the Annual Governance Statement for 2022/23 prior to its approval by Full Council.

### **RESOLVED THAT:**

The Annual Governance Statement Section 1 of the Annual Governance and Accountability Return go forward to Full Council for approval.

## **FIN21/100 Annual Governance and Accountability Return (AGAR) 2021-22: Accounting Statements**

Members considered the Accounting Statements 2021-22 (Section 2 of the AGAR) prior to approval by Full Council.

### **RESOLVED THAT:**

The Accounting Statements 2021-22 (Section 2 of the AGAR) go forward to Full Council for approval.

## **FIN21/101 Investment Strategy**

Members considered changes to the planned 2022-23 investment activities for the management of the Council's financial investments.

### **RESOLVED THAT:**

- i. Members recommended to Full Council that the use of the Penrith Building Society be retained and the account held at the Cumberland Building Society be discontinued at a convenient time during 2022-23 and the investments held there are deposited with the CCLA Public Sector Deposit Fund.
- ii. Officers be authorised to investigate other banking institutions and report back to a future meeting of the Finance Committee with any recommendations.

## **FIN21/102 Community Caretaker Contract**

Members considered to approve the award of the Community Caretaker Contract.

### **RESOLVED THAT:**

Contractor A be appointed as the Community Caretaker Contractor for a period of 5 years commencing on the 25 June 2022.

## **FIN21/103 Thacka Beck Field**

- a) Members noted the progress made against the resolutions from the meeting of the Finance Committee 28 June 2021.
- b) Members considered a plan for the further enhancement of Thacka Beck Field known as the Stage 2 Development Plan.
- c) Members considered the allocation of a budget to contribute towards the enhancement of Thacka Beck Field met from the Devolution Reserve.
- d) Members were asked to authorise for the Services and Contracts Manager to investigate external grant funds and to apply to eligible grant funds on behalf of the Council.

### **RESOLVED THAT:**

- i. The Stage 2 Development Plan for the further enhancement of Thacka Beck field be approved.

## **FIN21/103 Thacka Beck Field, continued**

- ii. Members recommend to Full Council that an initial budget allocation of £25,500 be earmarked from the Devolution Reserve to contribute towards the delivery of the Stage 2 Development Plan.
- iii. The Services and Contracts Manager be authorised to investigate external grant funds and to apply to eligible grant funds on behalf of the Council to support the delivery of the Stage 2 Development Plan.

Councillor Jackson left the meeting.

## **FIN21/104 Penrith BID**

At this point in the meeting Cllr. Shepherd declared an interest as he is a Director of the Penrith BID.

Members received and noted a verbal update from the Town Clerk on matters associated with the Penrith Business Improvement District.

## **FIN21/105 Jubilee Coin**

Members considered the choice and budget for the purchase of Jubilee Coins.

### **RESOLVED THAT:**

- i. The Council purchase 1300 Jubilee Coins with wallets and distributes them to nursery, infant and primary school pupils in Penrith to mark the Queens Platinum Jubilee.
- ii. A budget of £1,560 for the purchase of the Jubilee Coins and wallets be approved from the Arts and Cultural Development Budget.

## **FIN21/106 Next Meeting**

Members noted that the next meeting of the Finance Committee is scheduled for **Monday 27 June 2022 at Unit 2, Church House** with a time to be agreed.

## **Private Session**

### **Part II**

Members agreed that there was one item in this part of the agenda to be considered in private as it would involve the disclosure of exempt information under the following category of Part 1 of Schedule 12A of the Local Government Act 1972: Exempt information relating to members of staff.

## **FIN21/107 Staffing Matters**

Members considered a confidential report on staffing matters.

### **RESOLVED THAT:**

- i. Members noted an update for the recruitment for the Responsible Finance Officer post.

- ii. Members noted an update regarding the Council's Sustainability Officer's position.
- iii. Members approved the principle for the recruitment of a full-time Community Services Officer scp 33-41 to replace the (vacant) part-time Community Engagement Officer and requested for the Responsible Finance Officer to prepare a funding profile to ensure that the post is affordable over the term of the Medium-Term Financial Plan and report to Full Council for approval.

**CHAIR:**

**DATE:**

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

**Access to Information**

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

**Background Papers**

Requests for the background papers to the Part I reports, excluding those papers that contain exempt information, can be made to the Town Clerk via [office@penrithtowncouncil.gov.uk](mailto:office@penrithtowncouncil.gov.uk).



# Penrith Town Council

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## ITEM9 bii

**DRAFT** Minutes of the meeting of

## PLANNING COMMITTEE

Held on **Monday 9 May 2022**, at 1.30pm, Meeting Room, Unit 2, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR.

### PRESENT

Cllr M Clark	South Ward
Cllr Jackson	North Ward
Cllr Kenyon	North Ward
Cllr C Shepherd	East Ward
Cllr M Shepherd	North Ward
Cllr Snell	West Ward

Deputy Town Clerk

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



**DRAFT MINUTES FOR THE MEETING OF**  
**PLANNING**  
**9 MAY 2022**

**PART I**

**PL22/109 Apologies for Absence**

There were no apologies for absence for this meeting.

**PL22/110 Minutes**

**RESOLVED THAT:**

The Chair be authorised to sign, as a correct record, the minutes of the meeting of the Committee held on Monday 4 April 2022.

**PL22/111 Declaration of Interests and Requests for  
Dispensations**

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

Councillor C Shepherd declared a registrable interest in Item 7 on the agenda, Footpath 358001 – Land at Carleton Penrith, Cumbria, as he was an officer in Penrith Group of the Ramblers although he was not responsible for responding to consultations on their behalf.

**PL22/112 Public Participation**

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

**PL22/113 EXCLUDED ITEM: Public Bodies (Admission to  
Meetings) Act 1960**

Members considered whether any items on the agenda should be considered without the presence of the press and public, pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960, and agreed that there were no agenda items to be considered without the press or public present.

## **PL22/114 Penrith Conservation Area**

Members received a presentation by the Conservation Officer from Eden District Council regarding the Penrith Conservation Area appraisal, and production of an appraisal for the Penrith New Streets Conservation area. The Conservation Officer asked whether volunteers from the Town Council would like to get involved by assisting with site investigations and research.

### **RESOLVED THAT:**

The Deputy Town Clerk determine what help would be beneficial and circulate information to all Councillors asking whether anyone wished to be involved.

## **PL22/115 Footpath 358001 – Land at Carleton, Penrith, Cumbria**

Members considered the informal consultation from Eden District Council which proposed the stopping up of a footpath to enable development by Genesis Homes.

### **RESOLVED THAT:**

As the Town Council would normally be against the closure of a footpath which is used by the public, a response be returned to Eden District Council objecting to the Stopping Up Order and requesting that a Footpath Diversion Order be served directing the public footpath through the new development instead.

## **PL22/116 Neighbourhood Development Plan**

Members noted the final report of the Independent Examiner for the Neighbourhood Plan and considered recommendation to delete Policy 8 (Identifying and Protecting Local Green Space) and Policy 9 (Protecting and Enhancing Sport, Leisure and Recreation Facilities).

### **RESOLVED THAT:**

A letter be written to Eden District Council expressing the view that Policies 8 and 9 should be retained as it is believed that they are not given sufficient protection in COM2 of the Eden Local Plan, and asking Eden District Council to consider supporting the residents who had requested these areas be included by inviting further representations.

## **PL22/117 Planning Applications**

### **a) Delegated Responses**

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

Planning application number:	22/0152
Site address:	8 CANNY CROFT PENRITH CA11 9HA
Description:	Certificate of lawfulness to create a flat roof extension to the rear of the property.
Response:	No Objection

Planning application number:	22/0146
Site address:	HILL CREST FELL LANE PENRITH CA11 8BJ
Description:	Replacement of existing side garage and rear sunroom with single storey side and rear extensions.
Response	No Objection

Planning application number:	22/0105
Site address:	BOOTH'S BRUNSWICK ROAD PENRITH CUMBRIA CA11 7JX
Description:	Variation of conditions 7 (operating hours) and 8 (delivery vehicle reversing alarms) to allow for deliveries from 08:30 and store/cafe opening from 09:30 on Sundays, attached to approval 09/0256.
Response	Object – original conditions for operating hours of 1000-1600 on a Sunday and that reversing alarms should not be used between 2300 and 0700 with no vehicle on site prior to 0700 were to protect the amenity of adjacent residents which is still important.

Planning application number:	22/0193
Site address:	32 BEACON EDGE PENRITH CA11 7SG
Description:	Oak Tree, crown reduction removing up to 10ft length from overhanging branches and crown, no more than 20% overall growth.
Response	No Objection

Planning application number:	22/0226
Site address:	TYSON H BURRIDGE LTD LORRY PARK UNIT 16 COWPER ROAD PENRITH CA11 9BN
Description:	Proposed staff amenity and welfare accommodation block.
Response	No Objection
Planning application number:	22/0236
Site address:	53 CASTLEGATE PENRITH CA11 7HY
Description:	Change of use from retail shop to self contained flat.
Response	No objection but would wish to see the street scene character retained and there be provision for off street parking

Planning application number:	22/0229
Site address:	MILBURN HOUSE BOWSCAR ROAD BOWSCAR PENRITH CA11 9NW
Description:	Roof over existing open silage pit.
Response	No Objection

Planning application number:	22/0230
Site address:	MILBURN HOUSE BOWSCAR ROAD BOWSCAR PENRITH CA11 9NW
Description:	Roof over existing open silage pit.
Response	No Objection

Planning application number:	22/0156
Site address:	2 COLDSPRINGS COURT PENRITH CA11 8EX
Description:	Listed Building Consent to replace existing single glazed timber windows with double glazed timber windows and repair/replace roof as needed.
Response	No Objection, replacing single for double glazed will reduce the transfer of heat make the building more sustainable

Planning application number:	22/0187
Site address:	LAND ON THE SOUTH SIDE OF 3 SOUTHEND ROAD PENRITH CA11 8JH
Description:	Use of land as a car park and associated infrastructure, including pay and display machine and ANPR camera.
Response	No Objection

Planning application number:	22/0188
Site address:	LAND ON THE SOUTH SIDE OF 3 SOUTHEND ROAD PENRITH CA11 8JH
Description:	Advertisement Consent for 3no illuminated signs.
Response	No Objection

Planning application number:	22/0260
Site address:	119 BRENTFIELD WAY PENRITH CA11 8HQ
Description:	Erection of white UPVC Porch/Conservatory to the side of the house facing the road.
Response	No objection although the view is that a natural wood colour would blend much better with the sandstone frontage.

## **b) Planning Applications Considered**

Members considered the following applications which had been received and which required a committee decision. Further information could be found on the Eden District Council Website <https://plansearch.eden.gov.uk/fastweb/> by inserting the appropriate planning reference number

Planning application number:	22/0256
Site address:	LAND BETWEEN INGLEWOOD ROAD AND CENTURION RISE PENRITH CA11 8QW
Description:	Erection of 194 dwellings and associated infrastructure including landscaping, open space, access, highways and drainage.
Response:	<p>RESOLVED that a response be returned to Eden District Council objecting to the application on the following grounds:</p> <ol style="list-style-type: none"><li>1. The proposal does not comply with Eden District Council's Local Plan which allocates the area of Salkeld Road/Fairhill for 250 houses in total. 98 houses have already been completed in Phase 1 on Salkeld Road so this application, if approved, would increase the total number to 292.</li><li>2. Policy PEN2 of the Eden Local Plan requires there to be a masterplan for the strategic sites in the north and east of Penrith. In the masterplan submitted with application 15/0799, housing was less dense and there was going to be a local centre for community use. A revised masterplan should be considered and approved prior to any approval of the planning permission</li></ol>

Planning application number: (Continued)	22/0256
Site address:	LAND BETWEEN INGLEWOOD ROAD AND CENTURION RISE PENRITH CA11 8QW
	<p>3. Policy HS1 of the Local Plan sets out that the planning authority seeks the provision of 30% affordable housing on developments unless it can be demonstrated in a viability assessment that the development would be unviable. On this site the developer has submitted a viability assessment proposing only 12% affordable housing on site which is disappointing given a nearby site is 100% affordable, and that the housing requirement in Penrith demonstrated by the Housing Needs Assessment carried out in 2018 showed a clear need for affordable housing for local people.</p> <p>4. The highest percentage of affordable housing on site should be for affordable rent, social rent or shared ownership. Discounted sales and low cost home ownership are not truly affordable for local people.</p> <p>5. Full consideration has not been given to the impact on social facilities within Penrith. We already know that all Dentists are full with people travelling as far away as Hexham for treatment and the Doctors and schools are at capacity. As a selective academy grammar school, QEGS cannot be included in any calculations done by developers. Health facilities are at the other end of town necessitating car use to get there and there are no social meeting facilities at the north of Penrith. A new primary school was proposed to be built to the south of Penrith at Carleton although it is unknown when that will be built. A S106 contribution for education will not assist with the difficulties relating to health care for an aging population.</p>

Planning application number: (Continued)	22/0256
Site address:	LAND BETWEEN INGLEWOOD ROAD AND CENTURION RISE PENRITH CA11 8QW
	<p>6. There are concerns about the capacity of the physical infrastructure in the public drainage or water systems surface with potential water runoff and flooding onto Green Lane and to Fairhill Play area. Disturbing the ground automatically interferes with natural drainage and it is felt that a 10" diameter sewerage pipe is insufficient and will overload current systems.</p> <p>7. A full archaeological survey has not been undertaken to preserve and/or record all findings and, should the development be approved, an interpretation board with details of the findings should be include on the site to show the details of the old North Road.</p> <p>8. There are concerns about traffic generation from the site both during construction and once the development has been completed. There have already been many concerns, passed on to the Police, by residents and business owners with livestock on Inglewood Road about speeding traffic and traffic using this road as a rat run. This road is heavily used by horses, cyclists and residents and should be a no through road with a 30mph along its length.</p> <p>9. Green Lane is a popular walk at the start of a circuitous route. There should be public footpaths entering Green Lane from the site and joining into Phase 1 of the development to encourage a healthy lifestyle.</p> <p>10. Without a play area on site, the developers should talk to the Town Council about including an inclusive safe access direct into the middle of Fairhill Play area with additional signage and a financial contribution or grant towards the development of the play area</p>

**The meeting was adjourned at 3.00pm.**

**The meeting reconvened at 3.05pm**



Planning application number:	22/0258
Site address:	LAND AT INGLEWOOD ROAD PENRITH CA11 8QW
Description:	Construction of access for proposed development of up to 194 dwellings.
Response:	No Objection

Planning application number:	22/0261
Site address:	1 ST ANDREWS PLACE PENRITH CA11 7AW
Description:	Listed Building Consent for the addition of flue to gable wall.
Response	No Objection

Planning application number:	22/0050
Site address:	SUNEDEN BEACON EDGE PENRITH CA11 9LA
Description:	Installation of rear decking.
Response:	No Objection

Planning application number:	22/0098
Site address:	SPAR SHOP 36 - 40 BURROWGATE PENRITH CA11 7TA
Description:	Advertisement Consent for 2no Illuminated fascia signs.
Response:	No Objection

Planning application number:	22/0231
Site address:	25 CASTLETOWN DRIVE PENRITH CA11 9ES
Description:	Two storey side extension.
Response:	No Objection but would wish there to be a condition requesting that the additional hard standing is permeable

Planning application number:	22/0312
Site address:	THE LABS SKIRSGILL LANE EAMONT BRIDGE PENRITH CA10 2BQ
Description:	Ash (T1) Pollard to 5m at appropriate pollard points
Response:	No Objection

Planning application number:	22/0206
Site address:	33 BARCO AVENUE PENRITH CA11 8LX
Description:	Replacement of existing lean to porch with larger pitched roof porch.
Response:	No Objection

Planning application number:	22/0222
Site address:	37 BRUNSWICK SQUARE PENRITH CUMBRIA CA11 7LS
Description:	Demolition of existing single storey rear extension and erection of a new single storey structure.
Response:	No Objection

### **PTC22/118 Next Meeting**

Members noted that the next meeting would be decided at the Annual Meeting of the Town Council.

### **PART II PRIVATE SECTION**

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



# Penrith Town Council

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

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## ITEM 9 biii

**DRAFT** Minutes of the meeting of

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

Held virtually via video conference on **Monday 16 May 2022**, at 6.00p.m,  
Unit 2, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR.

### **PRESENT**

Cllr. Davies  
Cllr. Hawkins

West Ward  
East Ward

Cllr Jackson  
Cllr. Snell

North Ward  
West Ward

Economic Development Officer  
Deputy Town Clerk

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

**DRAFT MINUTES FOR THE MEETING OF  
COMMUNITY, CULTURE &  
ECONOMIC GROWTH COMMITTEE  
MONDAY 16 MAY 2022**

**PART I**

**CCEG21/42 Apologies for Absence**

There were no apologies for absence for this meeting.

**CCEG21/43 Minutes**

**RESOLVED THAT:**

The Chair be authorised to sign, as a correct record, the minutes of the meeting of the Committee held on Monday 28 February 2022 and agreed they be signed as such.

**CCEG21/44 Declaration of Interests and Requests for  
Dispensations**

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

Councillor Davies declared that he had been mentioned in the marketing report in agenda item 10.

**CCEG21/45 Public Participation**

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

**CCEG21/46 EXCLUDED ITEM: Public Bodies (Admissions to  
Meetings) Act 1960**

Members considered whether item 12 on the agenda should be considered without the presence of the press and public, pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960, and agreed that there were no applications to be considered without the press or public present.

**RESOLVED THAT:**

Agenda item 12 be considered in private session without the press and public.

## **CCEG21/47 Work Plan Report – Economic Development Report**

Members requested feedback on the progress of Eden District Council's Arts and Culture Programme and expressed some concern that the Town Council had not been invited to attend a meeting to consider how it would move forward.

### **RESOLVED THAT:**

- i. The report be noted.
- ii. A letter be sent from the Town Council to Eden District Council expressing concern and disappointment that the Town Council was not being included in consultation and stakeholder engagement around the development of the Town Hall as a Cultural Hub and future Arts and Culture development in Penrith.
- iii. A representative of Eden District Council be invited to attend a meeting of the Town Council to make a presentation regarding plans for the Town Hall and Arts and Culture Development in Eden and Penrith.

## **CCEG21/48 Budgetary Control Statement 2021/22: Expenditure to 31 March 2022**

Members noted the report.

## **CCEG21/49 Penrith Events & Community Projects**

Members received and noted a verbal update on the 1940s events within the town centre.

### **RESOLVED THAT:**

A letter be sent to Penrith Lions offering the support of the Town Council should they require it.

## **CCEG21/50 Arts and Culture**

Members noted the report.

## **CCEG21/51 Penrith Marketing**

Members noted the report.

## **CCEG21/52 Next Meeting**

Members noted that the next meeting was to be determined by the Annual Meeting of the Town Council.

## **Private Session**

### **Part II**

Members agreed that there was one item in this part of the Agenda to be considered in private. The reason that the item was considered in private is that it would involve the disclosure of exempt information under the following category of Part 1 of Schedule 12A of the Local Government Act 1972:

Paragraph 3 - Exempt information relating to the financial or business affairs of any particular person (including the authority holding that information).

### **CCEG21/53 Grants Applications**

Members were advised that one of the applications would be considered by Council as an additional piece of information had been requested. Members noted the written report and considered the recommendations contained within.

#### **RESOLVED THAT:**

Fellrunner Community Transport be awarded £3000.

#### **CHAIR:**

#### **DATE:**

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

#### **Access to Information**

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

#### **Background Papers**

Requests for the background papers to the Part I reports, excluding those papers that contain exempt information, can be made to the Town Clerk address overleaf between the hours of 9.00 am and 3.00 pm, Monday to Wednesday via [office@penrithtowncouncil.gov.uk](mailto:office@penrithtowncouncil.gov.uk)

# **FULL COUNCIL**

**23 May 2022**

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

### **Purpose of Report:**

To consider the report and adopt the latest statutory governance and accountancy guidance for the financial year ended 31 March 2022.

### **Item no: 10a**

[Minute reference: FIN21/95]

**Author: Jack Jones, RFO**

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

**This is a public report**

### **Recommendations**

The Finance Committee has recommended Council to:

- i. Note the publication of the Practitioners' Guide 2022 which is mandatory for the financial year 2022/23; and
- ii. Consider adopting the provisions of the Practitioners' Guide for the financial year 2021/22.

### **Law and Legal Implications**

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

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

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

## **1. Report Details**

The Practitioners' Guide is issued by the relevant local government associations, usually in the form of annual updates. The latest version is dated March 2022 and can be opened using the underlined link below:

[Practitioners-guide-2022.pdf \(pkf-l.com\)](#) .

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

The 2022 edition of the Guide applies for financial years commencing on or after 1 April 2022. There are only minor changes to the 2021 statutory guidance, concerning asset valuations, accounting for refunds and reimbursements and the treatment of credit card balances. The new Guide also includes an expanded section on non-statutory practical guidance for Council staff. Councils are invited to adopt its provisions for the 2021/22 financial year; as the changes do not affect this Council, Members are recommended to approve its early adoption.

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

There are no alternative options to consider for 2022/23 as this is a statutory obligation; as there are only minor changes to existing guidance, it can be readily adopted for 2021/22.

### **2.1 Risk**

Non-compliance with legal requirements or statutory guidance.

### **2.2 Consequence**

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

### **2.3 Controls Required**

Maintenance of strong internal controls.

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

## **3. Financial Implications**

None

## **4. Legal Implications**

Compliance with the Practitioners Guide meets legislative requirements.

## **Appendices**

None

## **Background Papers**

JPAG Practitioners' Guide 2022, published by NALC in March 2022



**PENRITH TOWN COUNCIL**  
**ASSET REGISTER 31 MARCH 2022**

Item 10b

**Total of assets held at 31 March 2022**

Category	ASSET	Custodian	Location	Date acquired	Transfer from	Value £	Asset Transfer Value £	Insurance Value 2022-23 £
Allotments	Folly Lane allotment: 1.50 hectare	Clerk	Folly Lane	23/08/2016	EDC	-	1.00	0
Allotments	Eden Treescapes - Tree planting & Fencing	Services & Contracts Manager	Folly Lane	01/06/2018		732.35	-	0
Allotments	James Street allotment: 0.27 hectare	Clerk	James Street	23/08/2016	EDC	-	1.00	0
Allotments	Castletown allotment: 2.80 hectare	Clerk	Musgrave Street	23/08/2016	EDC	-	1.00	0
Allotments	Salkeld Road allotment: 0.78 hectare	Clerk	Salkeld Road	23/08/2016	EDC	-	1.00	0
Allotments	Brackenber Allotments - Drainage Improvements	Services & Contracts Manager	Brackenber	30/11/2021		9,600.00	-	9,600
<b>Allotments Total</b>						<b>10,332.35</b>	<b>4.00</b>	<b>9,600</b>
Bus Shelters	Bus Shelter	Services & Contracts Manager	Bridge Lane East	19/10/2018	EDC	-	1.00	15,000
Bus Shelters	Bus Shelter	Services & Contracts Manager	Bridge Lane West	19/10/2018	EDC	-	1.00	13,000
Bus Shelters	Replacement panes, Bridge Lane shelter	Services & Contracts Manager	Bridge Lane	12/01/2022		279.17	-	279
Bus Shelters	Bus Shelter	Services & Contracts Manager	Clifford Road	19/10/2018	EDC	-	1.00	2,400
Bus Shelters	Bus Shelter	Services & Contracts Manager	Newton Road	19/10/2018	EDC	-	1.00	2,400
Bus Shelters	Bus Shelter	Services & Contracts Manager	Opposite Penny Hill Park, Scotland Road	19/10/2018	EDC	-	1.00	2,400
Bus Shelters	Bus Shelter	Services & Contracts Manager	Pategill/Sim Court	19/10/2018	EDC	-	1.00	2,400
Bus Shelters	Bus Shelter	Services & Contracts Manager	Scotland Road East	19/10/2018	EDC	-	1.00	2,400
Bus Shelters	B & C Shelter Bus Shelter, Tara Hill	Services & Contracts Manager	Scotland Road, Tara Hill	29/06/2018		2,744.00	-	2,744
Bus Shelters	AST Signs - Signage, bus shelters	Services & Contracts Manager	Various	01/03/2019		862.72	-	863
<b>Bus Shelters Total</b>						<b>3,885.89</b>	<b>7.00</b>	<b>43,886</b>
Civic Functions	Barnard & Westwood - Condolence Book	Clerk	Council Office	31/03/2020		299.87	-	300
<b>Civic Functions Total</b>						<b>299.87</b>	<b>0.00</b>	<b>300</b>
Civic Regalia	Regalia	Deputy Mayors Consort	Deputy Mayor	16/12/2016		80.42	-	84
Civic Regalia	Regalia	Deputy Mayor	Deputy Mayor	16/12/2016		362.27	-	380
Civic Regalia	Mayoral Chain	Mayor	Mayor	18/05/2015		-	1.00	5,250
Civic Regalia	Regalia	Mayors consort	Mayor	16/12/2016		47.23	-	49
Civic Regalia	Vaughtons - Penrith TC press with embossed seal	Clerk	Council Office	26/05/2021		485.10	-	509
<b>Civic Regalia Total</b>						<b>975.02</b>	<b>1.00</b>	<b>6,272</b>
Community Asset	Bandstand	Services & Contracts Manager	Cornmarket	29/03/2018	EDC	-	1.00	71,505
Community Asset	Musgrave Monument	Services & Contracts Manager	Middlegate	01/02/2019	EDC	-	1.00	357,735
Community Asset	WWW1 Plaque	Services & Contracts Manager	St Andrew's Church	28/09/2017	EDC	-	1.00	0
Community Asset	WWW2 Plaque	Services & Contracts Manager	St Andrew's Church	28/09/2017	EDC	-	1.00	0
Community Asset	War Memorial - Obelisk	Services & Contracts Manager	St Andrew's Churchyard	28/09/2017	EDC	-	1.00	11,000
<b>Community Asset Total</b>						<b>0.00</b>	<b>5.00</b>	<b>440,240</b>
Equipment	Parish Noticeboard Co - Noticeboard	Clerk	Adjacent to Bakewells electronics	22/04/2020		1,000.00	-	1,000
Equipment	Therebutnoththere - 2 Steel Tommies	Services & Contracts Manager	Council Office	22/10/2018		1,552.61	-	1,553
Equipment	Hampshire Flag Company - Bunting	Deputy Clerk	Council Office	31/03/2020		725.55	-	726
<b>Equipment Total</b>						<b>3,278.16</b>	<b>0.00</b>	<b>3,279</b>
IT Equipment	Ipad mini 32gb	Council Office	Council Office	17/02/2017		239.00	-	239
IT Equipment	STARTECH 1M PATCH LEAD RED	Council Office	Council Office	25/09/2017		6.72	-	7
IT Equipment	1U LETTERBOX BRUSH STRIP	Council Office	Council Office	25/09/2017		25.00	-	25
IT Equipment	FIXED SHELF 600MM - 50KG LOAD	Council Office	Council Office	25/09/2017		29.00	-	29
IT Equipment	VARIOUS	Council Office	Council Office	25/09/2017		32.26	-	32
IT Equipment	FIXED CAB SHELF 100KG 600MM	Council Office	Council Office	25/09/2017		53.00	-	53
IT Equipment	CABINET CASTOR SET (X4)	Council Office	Council Office	25/09/2017		59.00	-	59
IT Equipment	VIGOR 2760N ROUTER/FIREWALL	Council Office	Council Office	25/09/2017		79.00	-	79
IT Equipment	NSN PANASONIC VVX310 HOSTED PHONE	Council Office	Council Office	25/09/2017		85.00	-	85
IT Equipment	NSN PANASONIC VVX310 HOSTED PHONE	Council Office	Council Office	25/09/2017		85.00	-	85
IT Equipment	NSN PANASONIC VVX310 HOSTED PHONE	Council Office	Council Office	25/09/2017		85.00	-	85
IT Equipment	NSN PANASONIC VVX310 HOSTED PHONE	Council Office	Council Office	25/09/2017		85.00	-	85
IT Equipment	ZYXEL PRES 660R-D1 ADSL2+ ROUT	Council Office	Council Office	25/09/2017		99.00	-	99
IT Equipment	ZYXEL AMG1302 MODEM/ROUTER	Council Office	Council Office	25/09/2017		99.00	-	99
IT Equipment	CAT 6 UTP MODULE	Council Office	Council Office	25/09/2017		116.00	-	116
IT Equipment	ASSINIA 24 PORT PATCH PANEL CAT6	Council Office	Council Office	25/09/2017		136.00	-	136
IT Equipment	UBIQUITI UNIFI AC LR AP	Council Office	Council Office	25/09/2017		179.00	-	179
IT Equipment	UBIQUITI UNIFI AC LR AP	Council Office	Council Office	25/09/2017		179.00	-	179
IT Equipment	NSN PANASONIC VVX310 HOSTED PHONE	Council Office	Council Office	25/09/2017		179.00	-	179
IT Equipment	TP-LINK 24 PORT GIG POE SWITCH	Council Office	Council Office	25/09/2017		299.00	-	299
IT Equipment	PATCH 29 PORTS TO PATCH PANEL	Council Office	Council Office	25/09/2017		495.00	-	495
IT Equipment	INTEL I5 3330 3.00/4G/1TB/DVD1	Council Office	Council Office	25/09/2017		549.00	-	549
IT Equipment	CABINET 27U 600X1000X1322	Council Office	Council Office	25/09/2017		689.00	-	689

Category	ASSET	Custodian	Location	Date acquired	Transfer from	Value £	Asset Transfer Value £	Insurance Value 2022-23 £
IT Equipment	BROTHER MFC-J6930DW MULTIFUNCTION -COPIER	Council Office	Council Office	01/02/2018		299.00	-	299
IT Equipment	KTD - Lenovo Laptop & Hanns-G Monitor	Clerk	Council Office	11/06/2018		619.00	-	619
IT Equipment	KTD - Portable Hard Drives	Clerk	Council Office	30/06/2018		475.00	-	475
IT Equipment	KTD - Ubiquito G3 Dome CCTV Camera	Clerk	Council Office	24/06/2019		159.00	-	159
IT Equipment	KTD - Ubiquito Unifi CCTV Video Recorder	Clerk	Council Office	24/06/2019		395.00	-	395
IT Equipment	IT Equipment ex Grenke Leasing: Virtual Server	Clerk	Council Office	17/10/2019		1,293.54	-	1,294
IT Equipment	KTD - HP 250 G7 Laptop for Solicitor	Clerk	Council Office	31/10/2019		599.00	-	599
IT Equipment	KTD - Conference Room Phone Polycom Sound Station 2 IP7000	Clerk	Council Office	09/01/2020		399.00	-	399
IT Equipment	KTD - HP 250 G7 Laptop	Clerk	Council Office	08/04/2020		729.00	-	729
IT Equipment	KTD - Polycom mains power supply units for telephones	Clerk	Council Office	22/04/2020		280.00	-	280
IT Equipment	IT equipment, hardware, software, etc	Clerk	Council Office/Clerk's residence	27/05/2015		3,084.20	-	3,084
IT Equipment	Website	KTD	KTD Server	22/05/2015		2,800.00	-	2,800
IT Equipment	KTD - Kyocera Taskalfa 3253ci multi-function printer/photocopier	Clerk	Council Office	23/03/2021		3,759.00		3,759
IT Equipment	KTD - HP 250 G7-15 Laptop	Clerk	Council Office	23/03/2021		689.00		689
<b>IT Equipment Total</b>						<b>19,461.72</b>	<b>0.00</b>	<b>19,462</b>
Office Equipment	Legal reference books	Clerk	Council Office	28/04/2015		243.28	-	243
Office Equipment	Staff welfare - Fridge & microwave	Clerk	Council Office	29/04/2015		141.67	-	142
Office Equipment	Puridea mini projector	Council Office	Council Office	25/01/2017		148.43	-	148
Office Equipment	XL display boards x 8	Council Office	Council Office	06/02/2017		574.00	-	574
Office Equipment	Gazebo	Council Office	Council Office	06/02/2017		1,176.84	-	1,177
Office Equipment	Office Blinds	Council Office	Council Office	09/09/2017		506.21	-	506
Office Equipment	2 - ALBA CHROME COAT STAND CHROME/BLACK PMCLASS	Council Office	Council Office	11/09/2017		215.70	-	216
Office Equipment	3 - ACRYLIC PLAQUES, 1 - ACRYLIC DOOR SIGN & DOOR VINYL	Council Office	Council Office	20/09/2017		1,034.00	-	1,034
Office Equipment	1 - 4 DRAWER FILING CABINET	Council Office	Council Office	16/10/2017		115.00	-	115
Office Equipment	1 - RANGER FIRE RESISTANT HIGH STEEL STORAGE WITH KEY LOCK W930 X 600	Council Office	Council Office	31/10/2017		1,075.00	-	1,075
Office Equipment	1- NOBO DARK BLUE BARRACUDA MOBILE FLIPCHART/DRYWIPE EASEL 19023	Council Office	Council Office	13/11/2017		186.84	-	187
Office Equipment	Argos - Vacuum Cleaner	Clerk	Council Office	08/06/2018		141.64	-	142
Office Equipment	SLCC Enterprises Ltd - Local Council Administration Law Book	Clerk	Council Office	08/10/2018		103.99	-	104
Office Equipment	Heatons Office Solutions - Steel cupboard	Clerk	Council Office	29/03/2019		136.67	-	137
Office Equipment	Heatons Office Solutions - Fire Ranger Fireproof Safe	Clerk	Council Office	30/11/2021		855.56	-	856
Office Equipment	Heatons Group - Two Fellowes AeraMax DX55 Air Purifiers 9393001	Clerk	Council Office	23/03/2022		370.00	-	370
<b>Office Equipment Total</b>						<b>7,024.83</b>	<b>0.00</b>	<b>7,026</b>
Office Furniture	1- Tubby 2 Seater Sofa, Navy Product code: SOFTUBY51BLU-UK	Council Office	Council Office	11/07/2017		179.00	-	179
Office Furniture	1 - RADIAL END EXTENSION BOARDROOM TABLE WITH SILVER TRUMPET BASE	Council Office	Council Office	29/09/2017		183.60	-	184
Office Furniture	3 - MAESTRO 25 C LEG STRAIGHT DESK SILVER LEG 1600 OAK	Council Office	Council Office	29/09/2017		327.00	-	327
Office Furniture	12 - ORION CHROME FRAME STACKABLE CHAIR - BLUE FABRIC	Council Office	Council Office	29/09/2017		332.28	-	332
Office Furniture	1 - RECTANGULAR 2000MM WIDE BOARDROOM TABLE WITH SILVER TRUMPET	Council Office	Council Office	29/09/2017		345.00	-	345
Office Furniture	4 - TALL, DEEP MOBILE PEDESTAL WITH TWO SHALLOW DRAWERS AND ONE O	Council Office	Council Office	29/09/2017		416.00	-	416
Office Furniture	2 - QUATTRO EXTRA HIGH BACK POSTURE CHAIR IN COBALT AD004	Council Office	Council Office	29/09/2017		550.00	-	550
Office Furniture	1 - PISA RECTANGULAR MEETING/LEISURE TABLE	Council Office	Council Office	09/10/2017		270.20	-	270
Office Furniture	Office Furniture - various	Council Office	Council Office	April - Dec 15		2,574.46	-	2,503
Office Furniture	Heatons - Two Quattro Extra high back office chairs	Council Office	Council Office	05/01/2022		562.24	-	562
<b>Office Furniture Total</b>						<b>5,739.78</b>	<b>0.00</b>	<b>5,668</b>
Play Equipment	Fairhill Play Equipment	Services & Contracts Manager	Fairhill Park	03/04/2018	EDC	-	1.00	40,950
Play Equipment	Kompan - EA Playground Sign	Services & Contracts Manager	Fairhill Park	19/08/2020		388.00		407
Play Equipment	Kompan - FAHR Panel Games	Services & Contracts Manager	Fairhill Park	19/08/2020		1,122.00		1,178
Play Equipment	Kompan - Swing Frame	Services & Contracts Manager	Fairhill Park	19/08/2020		2,710.00		3,696
Play Equipment	Kompan - Home Multi Seesaw	Services & Contracts Manager	Fairhill Park	19/08/2020		2,816.00		3,943
Play Equipment	Kompan - Supernova	Services & Contracts Manager	Fairhill Park	19/08/2020		3,236.00		4,589
Play Equipment	Kompan - Saturn Carousel	Services & Contracts Manager	Fairhill Park	19/08/2020		3,533.00		5,001
Play Equipment	Kompan - PCM112401 Custom Tower	Services & Contracts Manager	Fairhill Park	19/08/2020		5,696.00		7,962
Play Equipment	Kompan - EPDM Wetpour Safer Surfacing	Services & Contracts Manager	Fairhill Park	19/08/2020		13,137.00		13,794
<b>Play Equipment Total</b>						<b>32,638.00</b>	<b>1.00</b>	<b>81,520</b>
Playing Fields	Fairhill Playing Fields	Services & Contracts Manager	Fairhill Park	03/04/2018	EDC	-	1.00	0
Playing Fields	Mark Harrod 9V9 Goals - Fairhill Playing Fields	Services & Contracts Manager	Fairhill Park	30/06/2018		570.00	-	599
Playing Fields	HH Reeds - Supply & Install Signs At Fairhill	Services & Contracts Manager	Fairhill Park	06/08/2018		824.00	-	865
Playing Fields	Glasdon UK - 2 Clifton picnic tables	Services & Contracts Manager	Fairhill Park	01/07/2020		1,448.52	-	1,521
Playing Fields	Kompan - Excavation, disposal of old equipment, fit turf, MOT Type 1, preliminary	Services & Contracts Manager	Fairhill Park	19/08/2020		9,354.08		0
Playing Fields	Kompan - IAE Single Leaf Prosafe Gate	Services & Contracts Manager	Fairhill Park	19/08/2020		981.18		1,030
Playing Fields	Kompan - IAE Playspec Bow Top Fence	Services & Contracts Manager	Fairhill Park	19/08/2020		5,009.16		5,259
Playing Fields	Glasdon UK - Keyless lockable bin	Services & Contracts Manager	Fairhill Park	09/09/2020		176.52		186
Playing Fields	Ian Cannon - Paths, etc	Services & Contracts Manager	Fairhill Park	16/09/2020		17,380.00		0
Playing Fields	Ian Cannon - Gates, fencing	Services & Contracts Manager	Fairhill Park	16/09/2020		2,000.00		2,100
<b>Playing Fields Total</b>						<b>37,743.46</b>	<b>1.00</b>	<b>11,560</b>

**PENRITH TOWN COUNCIL**  
**ASSET REGISTER 2021-22: RECONCILIATION**

**2021-22 Transactions**

Category	Asset	Custodian	Location	Date acquired	Cost £	Transfer Value £
<b>Asset Value: 31 March 2021</b>					<b>124,313.28</b>	<b>50.00</b>
<b>Purchased in 2021/22:</b>						
Seats & Benches	Adjustment to Lowther Seat & Plinth accrued 31 March 2021 - Estimate £925, actual £850.75	Services & Contracts Manager	Fairhill Park	31/03/2021	(74.25)	
Civic Regalia	Vaughton - Penrith TC press with embossed seal	Clerk	Council Office	26/05/2021	485.10	
Seats & Benches	Ian Cannon - Two concrete plinths for benches, Fairhill Park	Services & Contracts Manager	Fairhill Park	05/10/2021	550.00	
Seats & Benches	Glasdon - Lowther seat	Services & Contracts Manager	Fairhill Park	20/10/2021	629.28	
Allotments	Ian Cannon Ltd - Drainage Improvements, Brackenber Allotments	Services & Contracts Manager	Brackenber	30/11/2021	9,600.00	
Office Equipment	Heatons - Fire Ranger Fireproof Safe	Clerk	Council Office	30/11/2021	855.56	
Office Furniture	Heatons - Two Quattro Extra high back office chairs	Clerk	Council Office	05/01/2022	562.24	
Bus Shelters	North Lakes Glass & Glazing - Replacement panes (substantially increase life of shelter)	Services & Contracts Manager	Bridge Lane	12/01/2022	279.17	
Street Furniture	21CC Group Ltd - 3 Platinum Jubilee Beacons	Economic Development Officer	Various	23/02/2022	1,470.00	
Seats & Benches	Glasdon - Fusion Seat (from Fairhill Community Group)	Services & Contracts Manager	Fairhill Park	16/03/2022	609.79	
Speed Indicator Devices	TWM Traffic Control Systems - Three Dual Colour Digit Large DSDs	Deputy Town Clerk	Various	30/03/2022	11,650.66	
Recreational Land	Ian Cannon - Fencing & Gates, Thacka Beck	Services & Contracts Manager	Thacka Beck	30/03/2022	4,985.00	
Office Equipment	Heatons Group - Two Fellowes AeraMax DX55 Air Purifiers 9393001	Clerk	Council Office	23/03/2022	370.00	
Seats & Benches	Glasdon - Lowther Seat, Beacon Edge	Services & Contracts Manager	Beacon Edge	23/03/2022	629.28	
Seats & Benches	Glasdon - Lowther Seat, Rimington Way	Services & Contracts Manager	Rimington Way	23/03/2022	638.65	
Recreational Land	H H Reeds - Signage, Thacka Beck	Services & Contracts Manager	Thacka Beck	31/03/2022	1,389.00	
<b>Disposed of in 2021/22:</b>						
IT Equipment	Samsung CLX-9 Multipurpose Printer (part of £5,778.20 IT Equipment)	Clerk	Council Office/Clerk's residence	27/05/2015	(2,694.00)	
<b>Total of assets held as at 31 March 2022:</b>					<b>156,248.76</b>	<b>50.00</b>
					<b>Total Value</b>	<b>156,298.76</b>

Category	ASSET	Custodian	Location	Date acquired	Transfer from	Value £	Asset Transfer Value £	Insurance Value 2022-23 £
Recreational Land	Cumbria CC - Land Transfer	Services & Contracts Manager	Thacka Beck	01/11/2020	CCC		1.00	0
Recreational Land	Ian Cannon - Fencing & Gates, Thacka Beck	Services & Contracts Manager	Thacka Beck	30/03/2022		4,985.00	-	4,985
Recreational Land	H H Reeds - Signage, Thacka Beck	Services & Contracts Manager	Thacka Beck	31/03/2022		1,389.00	-	1,389
<b>Recreational Land Total</b>						<b>6,374.00</b>	<b>1.00</b>	<b>6,374</b>
Seats & Benches	Seats and Benches (30 No)	Services & Contracts Manager	Various	19/10/2018	EDC	-	30.00	16,443
Seats & Benches	Glasdon - 1 No Lowther Seat Penrith Remembers	Services & Contracts Manager	Various	22/03/2019		470.31	-	494
Seats & Benches	Glasdon - 1 No Lowther Seat Memorial	Services & Contracts Manager	Various	22/03/2019		546.13	-	573
Seats & Benches	Glasdon - 6 No Lowther Seat Penrith Remembers	Services & Contracts Manager	Various	22/03/2019		3,276.78	-	3,441
Seats & Benches	Glasdon - 5 Lowther seats & plaques	Services & Contracts Manager	Various	01/07/2019		2,958.14	-	3,106
Seats & Benches	Glasdon - 2 Lowther seats & plaques	Services & Contracts Manager	Various	12/09/2019		1,168.09	-	1,226
Seats & Benches	Glasdon - 2 Lowther seats & plaques	Services & Contracts Manager	Various	29/02/2020		940.60	-	988
Seats & Benches	Glasdon UK - 1 Lowther seat & plaque	Services & Contracts Manager	Various	19/08/2020		575.75	-	605
Seats & Benches	Glasdon - Lowther seat	Services & Contracts Manager	Various	04/11/2020		519.69	-	546
Seats & Benches	Glasdon - Fusion bench	Services & Contracts Manager	Various	04/11/2020		326.03	-	342
Seats & Benches	Glasdon - Lowther seat	Services & Contracts Manager	Various	13/01/2021		575.75	-	605
Seats & Benches	Glasdon & Ian Cannon - Lowther seat and plinth	Services & Contracts Manager	Fairhill Park	23/03/2021		850.75	-	894
Seats & Benches	Ian Cannon - Two concrete plinths for benches, Fairhill Park	Services & Contracts Manager	Fairhill Park	05/10/2021		550.00	-	578
Seats & Benches	Glasdon - Lowther seat	Services & Contracts Manager	Fairhill Park	20/10/2021		629.28	-	660
Seats & Benches	Glasdon - Fusion Seat (from Fairhill Community Group)	Services & Contracts Manager	Fairhill Park	16/03/2022		609.79	-	641
Seats & Benches	Glasdon - Lowther Seat, Beacon Edge	Services & Contracts Manager	Beacon Edge	23/03/2022		629.28	-	629
Seats & Benches	Glasdon - Lowther Seat, Rimington Way	Services & Contracts Manager	Rimington Way	23/03/2022		638.65	-	639
<b>Seats &amp; Benches Total</b>						<b>15,265.02</b>	<b>30.00</b>	<b>32,410</b>
Street Furniture	Street Furniture Direct - 2 Cycle stands	Services & Contracts Manager	Storage	25/06/2020		110.00	-	110
Street Furniture	21CC Group Ltd - 3 Platinum Jubilee Beacons	Economic Development Officer	Various	23/02/2022		1,470.00	-	1,470
<b>Street Furniture Total</b>						<b>1,580.00</b>	<b>0.00</b>	<b>1,580</b>
Speed Indicator Devices	TWM Traffic Control Systems - Three Dual Colour Digit Large DSDs	Deputy Town Clerk	Various	30/03/2022		11,650.66	-	11,651
						<b>11,650.66</b>	<b>0.00</b>	<b>11,651</b>
<b>Grand Total</b>						<b>156,248.76</b>	<b>50.00</b>	<b>680,828</b>
						<b>Total Value</b>	<b>156,298.76</b>	

# **FULL COUNCIL**

**23 May 2022**

**Matter: Finance Outturn Report: Year ended 31 March 2022**

## **Purpose of Report:**

Ratify the final outturn report for the financial year ended 31 March 2022.

## **Item no: 10c**

Minute reference FIN21/97

**Author: Jack Jones, RFO**

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

**This is a public report**

## **Recommendations**

Finance Committee is recommended to review the outturn report and recommend its acceptance to Full Council.

Council is recommended to approve:

- a) the outturn report for the financial year ended 31 March 2022; and
- b) the transfers to the General and Devolution Reserves, as shown in the outturn 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. The Accounts and Audit Regulations 2015, supplemented by statutory guidance on proper practice, prescribe an accounting regime for local councils.

## **1. Report Details**

### **A. 2021-22 Outturn Statement: Income and Expenditure Account (Appendix A)**

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

- The actual outturn figures for the preceding financial year 2020-21, for reference only.
- The full year's Latest Budget for 2021-22, based on the Original Budget approved by Council on 25 January 2021; the approved changes 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 several schemes.
- Actual outturn income and expenditure for 2021-22, based on the matching principle, which means taking account of all income and expenditure which relates to the year, irrespective of when it is received/paid.
- The variance between the actual outturn income and expenditure and the Latest Budget for the year. Variances are expressed as favourable (positive) where there was an underspending or increased income, and as adverse (negative and bracketed) where there was an overspending or reduced income.
- The position and transactions on the Council's three reserves: its General, Devolution and Acquisitions Reserves.

### **B. Commentary**

There was a significant overall underspend of the Latest Budget, with almost all major headings recording underspendings. Individual variances are detailed below.

#### **B.1 Total Income -£188**

Total income of £458,261 was slightly below the £458,449 Budget, a variance of £188.

- The annual precept of £450,069 was received from Eden DC in line with budget. The actual CTRS of £7,551 was notified too late to include in the budget and was £149 lower than anticipated.
- The Budget assumed investment interest of £670. This figure looked over-optimistic for most of the year, however a good return in March contributed to an outturn of £641.

## **B.2 Planning Committee +£15,820**

Expenditure of £7,480 is shown against the Latest Budget of £23,300, an underspending of £15,820.

- The Planning budget of £10,000 was set as a block allocation to cover all its expenditure on this service; at outturn, this was underspent by £2,520. However the Council was able to claim grant funding of £3,863 towards the purchase of three speed indicator devices.
- In January 2021 the Council approved a five year programme to deliver its Climate Change Strategy, allocating £13,300 for the first year's activities. Unfortunately staff sickness has prevented any progress being made on the initiative.

## **B.3 CCEG Committee +£86,085**

Net spend of £35,915 is shown against the budget of £122,000, an underspending of £86,085. During the year, the Committee re-allocated resources within its budget to create a new Grants scheme, meet an overspending on Greening and move monies from Town Projects and the Arts & Cultural Strategy to create an Arts & Culture Development budget.

- The Town Projects budget was reduced to £1,800 as part of the re-allocation exercise. Although £7,990 grant income was received, staff time charged here rather than to Arts and Entertainment resulted in outturn expenditure of £4,458, an overspending of £2,658.
- A precautionary budget of £5,000 was allocated to cover the additional direct costs arising from the Covid-19 pandemic. Most of the expenditure was for Zoom subscriptions and the outturn recorded an underspend of £3,919.
- Officer Support to Arts & Entertainment was underspent by £5,693; as noted above, officer time was allocated to Town Projects, while there was an inability to progress some initiatives.
- The Arts & Cultural Strategy could not be delivered in the year so the majority of the original budget of £7,500 was re-allocated to a new Arts & Culture Development budget, however expenditure on deliverable projects exceeded the reduced budget by £786.
- Only £215 was spent against the resulting budget of £22,500 for the Arts & Culture Development budget, an underspend of £22,285.
- The new Grants scheme was approved in May 2021 with an annual budget of £61,000. By year-end, only five grants totalling £9,500 had been paid, an underspending of £51,500.
- The Corporate Communications budget, which includes Community Engagement, underspent by £5,976 in total. Additional Press Support costs were offset against

a reduced involvement in Community Engagement, due in part to a vacant staff post.

#### **B.4 Finance Committee +£41,706**

Net outturn expenditure of £327,208 is shown against the Latest Budget of £368,914, an underspending of £41,706.

The Approved Budget was amended to address drainage problems at Brackenber Allotments and fund extra works at Thacka Beck. The associated costs were contained within the Devolved Services budget by allocating monies from the Devolution Reserve.

- The variances on Staffing £19,928, National Insurance £928 and Superannuation (£1,704) total to an underspending of £19,152. The reasons for these variances are:
  - The April 2021 pay award of 1.75% exceeded the 1.0% allowed for in the budget, with an additional cost of £1,672.
  - Underspendings of £16,722 from the vacant Community Engagement Officer post and £10,523 from the sickness absence of the Sustainability Officer.
  - Acting up allowance and staff cover for sickness absences, £5,618.
  - An incorrect and understated estimate of superannuation costs, £803.
- The planned recruitment during the year was £942 less expensive than anticipated. There were also underspends on Training £602, Conferences £1,080 and Expenses £561, due mainly to a combination of reduced staff levels and an inability to physically attend events because of the pandemic.
- A £261 overspending on Office Service Charges was offset against an underspend of £467 on Heat, Light & Water. The Room Hire and Meetings budget overspent by £693, largely due to Committee meetings being held in alternative venues as a result of the pandemic.
- Civic Regalia overspent by £684 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.
- Similar to Officers' expenditure, Members' Training and Expenses underspent by £916 and £200 respectively, due to fewer and less expensive courses being attended.
- The IT budget included £1,000 for a new laptop for the Sustainability Officer, which was not used. Overall, demand for the service, including equipment repairs and replacement, was lower than expected and there was a total underspend of £6,474 against the £21,000 budget.
- Following significant expenditure in the previous year, the 2021-22 Website budget of £2,050 was underspent by £1,517.



- The various Devolved Services budgets underspent by £9,233, with variations against most budgets. This is to be expected: although tapering grant income was received in line with the budget, much of the routine expenditure on management and maintenance of the devolved assets fluctuates with demand.
  - The Allotments budget was increased by £10,000 to fund major drainage problems at the Brackenber site, however routine costs generally fell below expectations resulting in an underspend of £2,408 at outturn.
  - As the Council was unable to progress the budgeted £4,000 for a Bus Shelter at Scaws, the funds were reserved for the replacement of a storm damaged shelter at Scotland Road. This could not be completed by 31 March so will be carried forward to 2022-23.
  - The Bandstand underspent by £1,413; in addition to maintenance being less expensive than expected, the Council benefited from £500 income for use of the site.
  - The majority of routine expenditure at Fairhill Park was in line with budget, however £754 for the removal of epicormic growth and £1,500 tree works contributed to an overspend of £2,428.
  - The Budget provided £1,500 for Play Area inspection costs; as the assets are not to be transferred from Eden DC, the full budget was unused.
  - There was no expenditure on planting maintenance at Fairhill, which would have been met from deferred income received from United Utilities.
  - The Original Budget of £3,000 for Thacka Beck was increased by £5,000 for improvement works, including fencing and signage; the outturn recorded a small overspend of £319.
  - The Community Caretaker budget was overspent by £923; the service is currently being tendered and some adjustment may be needed to the 2022-23 Budget.
  - A budget of £3,000 was provided for initial planning work on Local Government Re-organisation. Although plans are progressing, there has been no need to use this budget.

In accordance with Council policy, a contribution equal to the difference between the cost of these services and a "marker" figure of £46,344 has been transferred to the Devolution Reserve. The contribution totals £13,907, which includes the £9,233 underspend on the services.

- The Council Projects budget of £8,000 was fully spent, on contributions towards an Eden DC improvement scheme at Castle Park and the purchase of speed indicator devices. The accompanying budget for Officer Support for projects was not used.
- Accountancy and Legal Fees showed underspendings of £1,115 and £2,423, due to a combination of reduced demand and work carried out in-house.

- The Subscriptions budget overspent by £978; the 2022-23 Budget has been increased to reflect the higher level of spending.
- The Repairs and Renewals budget of £8,000 comprised £5,000 for replacement seats and £3,000 for general repairs/renewals. Outturn expenditure was £1,268 on seats and £1,370 on other items.

### **B.5 Contingency Provision**

- The contingency provision of £1,000 is shown as fully underspent as costs have been allocated to the correct budget heading.

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

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

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

- The Latest Budget expected that £56,765 would be used from the General Reserve in 2021-22. Because of outturn underspendings, income exceeded expenditure by £87,658 so this amount has been transferred to the General Reserve rather than the reserve being needed to meet expenditure. As described above, the resulting variance of £144,423 arose from the following variations from budget:

	£
Income	(188)
Planning Committee	15,820
CCEG Committee	86,085
Finance Committee	41,706
Contingency	1,000
Total Underspending	<u>144,423</u>

- During the 2022-23 Budget process, a Forecast Outturn was produced for 2021-22, which anticipated that the Latest Budget would be underspent by some £75,000; the actual outturn underspending of £144,000 means that an extra £69,000 has been transferred to the General Reserve, compared to the budget assumptions made in January this year.

### **B.8 Reserves**

Overall, reserves at 31 March 2022 are at a much higher level than anticipated in the Latest Budget. In addition to the 2021-22 underspending of £144,000, the General Reserve balance at the start of the year was £64,000 higher than budgeted. Also, the Devolution Reserve opened the year with an additional £14,000 and an extra £9,000 was added during the year.

As noted above, a more up to date comparison can be made with the 2021-22 Forecast Outturn which was used in compiling the 2022-23 Approved Budget. The two comparisons show the following:

Balance at 31 March 2022	Latest Budget	Forecast Outturn	Actual Outturn
Reserve:	£	£	£
General	219,722	358,758	428,090
Devolution	126,552	147,402	149,855
Acquisitions	50,000	50,000	50,000
Total Reserves	396,274	556,160	627,945

- The Council's Reserves Policy sets a target for the General Reserve of 35% of net expenditure, to be met in the medium term, currently estimated as £184,000. The 2022-23 Budget provides for £100,000 over the next five years to fund new initiatives. The outturn underspendings will not only help to secure this programme of expenditure but provide additional funds should the Council wish to invest further in services.

### **C. Balance Sheet (Appendix B)**

Appendix B shows the Council's balance sheet as at 31 March 2022. The following points may be noted:

- Investments with three organisations total £549,908, with the majority being held in the CCLA Public Sector Deposit Fund.
- The main items in the Debtors balance are £3,863 of grants to part fund the purchase of three speed indicator devices.
- The VAT Debtor of £6,299 represents March's transactions and has been reclaimed from HMRC.
- Prepayments of £8,787 include adjustments for office rent £1,875, IT support agreements £4,746, and licences and subscriptions £1,889.
- The Cash at Bank balance of £76,617 is held at HSBC.
- Creditors of £9,000 represent unused grants from Cumbria CC and Eden CC which would be repayable if not spent in 2022-23.
- Accruals of £6,621 comprise £5,775 of invoices for goods and services received by 31 March, but unpaid at that date, plus £846 of staff hours worked by 31 March, to be paid in 2022-23.
- The Receipts in Advance figure of £2,129 is the remaining income received from United Utilities for planting maintenance at Fairhill Park.

## **D. Conclusion**

The outturn statement highlights a £144,000 underspending of the 2021-22 Budget. A significant underspend had been expected from regular budget monitoring and preparation of the estimates for 2022-23. Several factors contribute to the underspending, including:

- staff absences resulting in both reduced salaries spend and an inability to progress new initiatives;
- the creation of a new Grants scheme part way through the year, meaning a shortened timescale to consider and approve applications;
- the establishment of an Arts & Culture Development budget in late January 2022, leaving only two months to commit expenditure; and
- the continuing effects of the pandemic, with public confidence in many areas being low.

Although these factors relate specifically to 2021-22, the Council has a recent history of large outturn underspendings, suggesting that its underlying expenditure is below expectation or, more basically, that it is over-budgeting. At present, there is no indication that this trend will not continue into the new financial year, suggesting that allocations should be reviewed carefully in preparing the 2023-24 Budget.

On a more positive note, the underspendings have resulted in the General Reserve balance being £69,000 higher than anticipated when setting the 2022-23 Budget. This will provide an opportunity to consider aspirations beyond those already identified in the medium term financial plan. Members are reminded that, although 2021-22 budgets were significantly underspent, Financial Regulations prevent such unspent budgets being carried forward to a subsequent year.

Finally, the Council's balance sheet at 31 March 2022 shows it to be in a healthy financial position, with minimal debtors and creditors, its reserves invested in a range of organisations and a bank balance adequate to fund cash flow requirements.

## **2. Options Analysis including Risk Assessment**

### **2.1 Risk**

Inadequate financial monitoring

Inaccurate or non-compliant accounts.

### **2.2 Consequence**

Unexpected overspending, potentially leading to the curtailment of planned expenditure.

Reputational damage.

Adverse criticism of over or underspending.

Adverse criticism of inaccurate accounts, from Auditors or the general public.

### **2.3 Controls Required**

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

An understanding of, and compliance with statutory guidance, standard and sector specific accounting principles.

### **3. Financial Implications**

This report is concerned solely with financial accounting and management.

### **4. Legal Implications**

There are no legal implications arising from this report.

### **Appendices**

Income & Expenditure and Balance Sheet statements

### **Background Papers**

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



# Penrith Town Council

## 2021/22 OUTTURN STATEMENT INCOME AND EXPENDITURE ACCOUNT

ACTUAL OUTTURN 2020/21		LATEST BUDGET 2021/22	HEADING	ACTUAL OUTTURN 2021/22	Favourable/ (Adverse) Variance
£		£		£	£
			<b>INCOME</b>		
			<b>Precept:</b>		
454,233		450,069	Council Tax	450,069	0
7,829		7,700	<b>EDC - CTRS Grant</b>	7,551	(149)
			<b>Other Income:</b>		
515		670	Investment Interest	641	(29)
0		10	Miscellaneous Income	0	(10)
<b>462,577</b>		<b>458,449</b>	<b>TOTAL INCOME</b>	<b>458,261</b>	<b>(188)</b>
			<b>EXPENDITURE</b>		
			<b>PLANNING COMMITTEE:</b>		
			<b>Planning Services:</b>		
4,739	{		Officer Support	1,692	}
1,367	10,000		Planning Consultancy	5,788	2,520
503	{		Consultation	0	}
6,609	10,000			7,480	2,520
			<b>Climate Change:</b>		
2,038	0		Website & Initial Costs	0	0
-	5,000		Community Consultation	0	5,000
-	2,000		Internal Business Plan	0	2,000
-	1,000		Carbon Footprinting: High level baseline	0	1,000
-	500		Carbon Footprinting: Calculator licence	0	500
-	3,000		BIG STEP	0	3,000
-	800		Staff Development/Exceptional Expenses	0	800
-	1,000		Carbon Literacy Training	0	1,000
2,038	13,300			0	13,300
<b>8,647</b>	<b>23,300</b>		<b>Planning Committee Total</b>	<b>7,480</b>	<b>15,820</b>
			<b>CCEG COMMITTEE:</b>		
			<b>Town Projects:</b>		
4,377	1,800		Town Projects	4,458	(2,658)
17,314	5,000		Covid-19 Response	1,081	3,919
21,691	6,800			5,539	1,261
			<b>Arts &amp; Entertainment:</b>		
928	7,500		Officer Support	1,807	5,693
2,484	1,200		Arts & Cultural Strategy	1,986	(786)
-	22,500		Arts & Culture Development	215	22,285
1,430	0		Events Grants	0	0
4,842	31,200			4,008	27,192
			<b>Environment:</b>		
1,600	8,000		Greening	7,844	156
1,571	0		<b>Community Grants</b>	0	0
			<b>Grants:</b>		
-	15,000		Small Grants	2,000	13,000
-	12,500		Grow Nature Grants	0	12,500
-	33,500		Large Grants	7,500	26,000
0	61,000			9,500	51,500
			<b>Corporate Communications:</b>		
450	12,500		Community Engagement	5,264	7,236
1,440	2,500		Press Support	3,760	(1,260)
1,890	15,000			9,024	5,976
<b>31,594</b>	<b>122,000</b>		<b>CCEG Committee Total</b>	<b>35,915</b>	<b>86,085</b>

ACTUAL OUTTURN 2020/21	LATEST BUDGET 2021/22	HEADING	ACTUAL OUTTURN 2021/22	Favourable/ (Adverse) Variance
£	£		£	£
		<b>FINANCE COMMITTEE:</b>		
		<b>Staffing:</b>		
172,871	195,170	Salaries	175,242	19,928
15,378	16,910	National Insurance	15,982	928
30,636	34,120	Superannuation	35,824	(1,704)
-	1,000	Recruitment Expenses	58	942
893	950	Staff Training	348	602
289	1,500	Conferences	420	1,080
325	700	Staff Expenses	139	561
220,392	250,350		228,013	22,337
		<b>Accommodation:</b>		
7,500	7,500	Rent	7,500	0
1,383	1,700	Heat, Light & Water	1,233	467
765	920	Service Charges	1,181	(261)
-	230	Room Hire & Meetings	923	(693)
367	380	Insurances	390	(10)
-	(10)	Letting Income	0	(10)
10,015	10,720		11,227	(507)
		<b>Civic Functions:</b>		
143	400	Civic Functions	68	332
567	700	Mayoral Expenses	700	0
267	300	Deputy Mayor's Expenses	300	0
51	100	Civic Regalia	784	(684)
1,028	1,500		1,852	(352)
		<b>Cost of Democracy:</b>		
-	200	Annual Meeting	302	(102)
85	1,000	Members' Training	84	916
80	200	Members' Expenses	0	200
-	200	Notice/Honours Board	197	3
165	1,600		583	1,017
17,995	21,000	<b>IT</b>	14,526	6,474
3,901	2,050	<b>Website</b>	533	1,517
		<b>Devolved Services:</b>		
(1,400)	(1,400)	Bring Site	(1,400)	0
2,530	11,550	Allotments	9,142	2,408
418	400	War Memorial	838	(438)
(420)	790	Benches	395	395
(98)	5,410	Bus Shelters	1,227	4,183
625	1,700	Bandstand	287	1,413
719	420	Musgrave Monument	278	142
(3,515)	1,200	Fairhill Park	3,628	(2,428)
-	1,500	Play Areas	0	1,500
-	0	Fairhill United Utilities Planting Maintenance	0	0
7,050	0	Fairhill Site Improvements	0	0
1,150	300	Signage, etc	0	300
(4,221)	8,000	Thacka Beck	8,319	(319)
8,617	8,800	Community Caretaker	9,723	(923)
-	3,000	Local Government Re-organisation: Action Plan	0	3,000
34,889	4,674	Contribution to Devolution Reserve	13,907	(9,233)
46,344	46,344		46,344	0
		<b>Council Projects:</b>		
-	3,000	Officer Support	0	3,000
-	8,000	Project Budget	8,000	0
0	11,000		8,000	3,000
		<b>Other Overheads:</b>		
1,119	1,800	Printing, Postage & Stationery	1,827	(27)
1,405	1,700	Audit Fees	1,990	(290)
3,786	4,000	Insurance	3,366	634
135	100	Bank Charges & Interest	139	(39)
3,322	2,800	Accountancy Fees	1,685	1,115
3,204	2,500	Legal Fees	77	2,423
283	450	Licences	430	20
2,841	3,000	Subscriptions	3,978	(978)
16,095	16,350		13,492	2,858
2,118	8,000	<b>Repairs &amp; Renewals</b>	2,638	5,362
<b>318,053</b>	<b>368,914</b>	<b>Finance Committee Total</b>	<b>327,208</b>	<b>41,706</b>

ACTUAL OUTTURN 2020/21		LATEST BUDGET 2021/22	HEADING	ACTUAL OUTTURN 2021/22	Favourable/ (Adverse) Variance
£		£		£	£
0		1,000	Contingency	0	1,000
0		0	Transfer to/(from) Acquisitions Reserve	0	0
358,294		515,214	TOTAL EXPENDITURE	370,603	144,611
104,283		(56,765)	INCREASE/(DECR) IN GENERAL RESERVE	87,658	144,423
			RESERVES:		
			General Reserve:		
236,149		276,487	Balance brought forward 1 April	340,432	63,945
104,283		(56,765)	Increase/(decrease) in year	87,658	144,423
340,432		219,722	Balance carried forward 31 March	428,090	208,368
			Devolution Reserve:		
101,059		121,878	Balance brought forward 1 April	135,948	14,070
34,889		4,674	Contribution from Budget	13,907	9,233
135,948		126,552	Balance carried forward 31 March	149,855	23,303
			Acquisitions Reserve:		
50,000		50,000	Balance brought forward 1 April	50,000	0
0		0	Contribution from Budget	0	0
50,000		50,000	Balance carried forward 31 March	50,000	0
526,380		396,274	TOTAL RESERVES 31 MARCH	627,945	231,671





## Penrith Town Council

### 2021/22 OUTTURN STATEMENT BALANCE SHEET AS AT 31 MARCH 2022

**31 MARCH 2021**
**£**
**£**
**Investments**

84,971.50  
273,860.00  
85,941.08

444,772.58

**Current Assets**

53.65  
2,296.69  
10,838.17  
82,455.87  
95,644.38

**Current Liabilities**

0.00  
11,908.02  
0.00  
2,129.25  
14,037.27

81,607.11

**526,379.69**

**Net Current Assets**
**Represented by:**
**Reserves**

340,431.68  
135,948.01  
50,000.00

**526,379.69**

General Reserve  
Devolution Reserve  
Acquisitions Reserve

**31 MARCH 2022**
**£**
**£**

Cumberland Building Society 84,935.50  
CCLA Public Sector Deposit Fund 378,860.00  
Penrith Building Society 86,112.96

549,908.46

Debtors 4,084.21  
Debtor - VAT 6,298.61  
Prepayments 8,786.92  
Cash at bank: HSBC 76,617.30  
95,787.04

Creditors 9,000.00  
Accruals 6,621.36  
Payroll Control 0.00  
Receipts in Advance 2,129.25  
17,750.61

78,036.43

**627,944.89**

428,090.15  
149,854.74  
50,000.00

**627,944.89**

# FULL COUNCIL

**23 MAY 2022**

**Matter: Thacka Beck Field**

**Item no:** 10 d

Minute reference FIN21/103

**Author:** Services and Contracts Manager

**Supporting Member:** Cllr. Shepherd, Chair of Council

## Recommendations

Approve an initial budget allocation of £25,500 be earmarked from the Devolution Reserve to contribute towards the delivery of the Stage 2 Development Plan.

## 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.

## 1. Report Details

- 1.1 The Finance Committee considered a report regarding Thacka Beck Field on the 28 June 2021 and approved a broad range of options for the enhancement of the field.
- 1.2 Members will be aware that Northern Gas Networks have been working on the field and as such any enhancement works could not commence until this work was complete. Northern Gas Networks completed their work and vacated the field in March 2022. In what was referred to as Stage 1, the Council agreed to undertake the following tasks, which the Council has been able to progress as follows:

Area	Task	Position
Survey Work	Tree Survey	Complete
	Biodiversity Survey	Complete
Entrance (Carleton Hall)	New field and pedestrian gate.	Complete
	Shrub Clearance	Complete
Signage	New Entrance signage	Ordered awaiting installation
Fencing and Boundaries	Fence Repairs (Carleton Hall)	Complete
	Removal of fence (Tynefield Drive)	Complete
	New gate in to Pategill Wood	Complete
Bridge	Install balustrades	Complete

- 1.3 The Finance Committee (10 January 2022, FIN21/61) approved a scheme for tree planting at Thacka Beck Field to support the Queens Green Canopy project to mark Her Majesty's Platinum Jubilee. The Council are undertaking utility searches and all being well plan to undertake the planting in the Autumn of 2022 in partnership with local community groups.
- 1.4 The Finance Committee, 28 June 2021 further considered possible enhancements to the field be known as Stage 2. The proposed list of enhancements is set out below and are further explained in the attached Thacka Beck Field Stage Two Development Plan (Appendix A), which Members are being asked to endorse. The options align with the intentions as set out in the initial business case prior to the field being acquired and include:
- Paths connecting Tynefield Drive with Carleton Hall
  - Play trail or Play Area
  - Seating and Litter Bins
  - Tree Planting / Community Orchard
  - Improved Biodiversity

## **2. Risk Assessment**

- 2.1 Members approved a site risk assessment at the meeting of the Finance Committee on the 28 June 2021.
- 2.2 There are no risks associated with this report as the approval of a Thacka Beck Field Plan is an outline document and any schemes of work will require further approval prior to proceeding.

## **3. Financial Implications**

- 3.1 The Council has budgeted £3,700 in the 2022/23 budget for Thacka Beck Field. This budget will cover expenses such as the Grounds Maintenance contract works leaving a small budget for other expenses. The budget will not be sufficient to fund many of the proposed Stage 2 enhancements.
- 3.2 Members are asked to consider recommending approval of a budget to contribute towards the enhancement of Thacka Beck Field met from the Devolution Reserve. An indication of costs for budgeting purposes includes:

<b>Scheme</b>	<b>Budget Cost (£)</b>
Tree Planting	£2,000
Biodiversity Measure	£2,000
Play & Recreation	£60,000
Seating	£3,000
Footpaths	£17,500
Other items bins, nest boxes	£1,000
	<b>£85,500</b>

- 3.3 Members are asked to give authorisation to the Services and Contracts Manager to investigate external grant funds and to apply to eligible grant funds on behalf of the Council. Any external grants awarded will reduce the direct cost to the Council.

## **4. Legal Implications**

- 4.1 There are no direct legal implications associated with this report.
- 4.2 Members are reminded to note that there are various easements associated with utility infrastructure beneath the field, and that these may have an effect on plans for enhancement. Enhancement works depending upon what they are, and the proposed location may require consent from the utility companies.
- 4.3 The terms of the acquisition of the land covenants that Thacka Beck Field can only be used for agricultural use, for public open space or for leisure, recreation and community uses.

## **Appendices**

Appendix A – Thacka Beck Field Stage 2 Development Plan

### **Background Papers**

Finance Committee Report, 28 June 2021

Finance Committee Report, 20 September 2021

## **ITEM 10 e**

### **FINAL REPORT BY THE INTERNAL AUDITOR TO PENRITH TOWN COUNCIL**

**1<sup>ST</sup> APRIL 2021- 31<sup>ST</sup> MARCH**

**FINANCIAL YEAR ENDING 31<sup>ST</sup> MARCH 2022**

#### **Introduction**

This final report for the financial year 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022 covers elements required by the Account and Audit Regulations (England) 2015 which were not covered in the interim report for the period 1<sup>st</sup> April 2021 – 30<sup>th</sup> December 2021.

I confirm I have, on the 19<sup>th</sup> April 2022 undertaken an internal audit which covers the period 1<sup>st</sup> January 2022 to 31<sup>st</sup> March 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 2022

The Audit was conducted remotely 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 completed 2022 Annual Governance and Accountability Return (AGAR) confirms that the closing balance at 31<sup>st</sup> March 2021 has been correctly carried forward to 1<sup>st</sup> April 2021 to commence the financial year.

The bank reconciliation at 31<sup>st</sup> March 2022 correctly reflects the balances on all bank accounts.

The Council having reserve cash funds in excess of £100,000 has identified the need for an investment strategy with clear aims and objectives, namely to consider security, liquidity, yield here listed in order of priority.

The Council has a comprehensive investment strategy, which was adopted January 2020. A full report was available for inspection which had been prepared for presentation to the Finance Committee to be held on 25<sup>th</sup> April 2022 and to be further ratified at the full Council meeting in May. The investment strategy is to be subject to review annually.

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

The rigorous tendering process for goods and services was evidenced by the documentation available for the recent tender for a Community Caretaker Contract. All tenders and quotes adhere to the up to date Financial Regulations.

A selection of financial transactions was reviewed in excess of £2000.00

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

			Gross
4511	Acorn Marketing	Town Projects	£2499.60
4625	Acorn Marketing	Town Projects	£2499.60
4723	Ian Cannon	Boundary Gates	£5982.00
4725	TWM	Traffic Control System	£3000.00
4726	TWM	Traffic Control System	£6750.00
4727	TWM	Traffic Control System	£4230.00

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

The claim for the final month of the financial year 31<sup>st</sup> March 2022 had been reconciled and submitted to HMRC - £6299.00

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

All aspects of this section were covered in the interim report. Further support for assurance was the acknowledgement in the recent tendering document, that the successful contractor would be required to produce risk assessments and the appropriate insurance documents. Suitably qualified persons will undertake inspections of playgrounds and parks and all public assets.

**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 for the 2022-2023 financial year. -

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

**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. The record with all deductions for staff was properly prepared and available for inspection.

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

The Asset Register for the financial year 2020/21, was adopted 24<sup>th</sup> May 2021 Minute PTC 21/08 ii. The Asset Register for the current financial year has been completed and will be reviewed and adopted, as it is annually, to a scheduled timetable ensuring accuracy for completion of the 2022 AGAR.

All investments adhere to the Investment Strategy.

**Accounting statements prepared during the year were prepared on the correct accounting basis – income and expenditure , all schedules, etc agreed and were supported by an adequate audit trail from the core Sage accounts. Debtors and Creditors were properly recorded.**

The Council accounts are prepared on an Income and Expenditure basis as required by the Accounts and Audit regulations being an authority with income/ expenditure in excess of £200,000. The Sage Accounts clearly identifies Debtors, Creditors, Receipts in Advance, and Accruals.

The audit reports confirm that Penrith Town Council has fulfilled its statutory obligations and all finance and procedures comply with legislation. The comprehensive website ensures the electorate is fully aware of the use of all public funds.

I wish to express my appreciation to the Responsible Financial Officer for the submission of all relevant financial documents and reports and for the assistance of the Town Clerk and all Officers for comprehensive governance documents and the completeness of information on the website which facilitated the audit.

A handwritten signature in black ink, appearing to read 'G. M. King', with a large, stylized 'V' or checkmark flourish at the bottom right.

Internal Auditor – 19<sup>th</sup> April 2022



## Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

**PENRITH TOWN COUNCIL**

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

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

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

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

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.penrithtowncouncil.gov.uk

ONLINE AVAILABLE WEBSITE/WEBPAGE ADDRESS

# **FULL COUNCIL**

**23 May 2022**

**Matter: Accounting Statements 2021-22  
(AGAR Section 2)**

## **Purpose of Report:**

**Approve the Accounting Statements 2021-22.**

**Item no: 10g**

Minute Reference FIN21/100

**Author: Jack Jones, RFO**

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

**This is a public report**

## **Recommendations**

Council is recommended to:

- a) Approve the Accounting Statements 2021-22 (Section 2 of the AGAR);
- b) Authorise the Chair of the meeting to sign the Statements on behalf of the Council; and
- c) Confirm the period for the exercise of public rights as 13 June to 22 July 2022.

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

# **1. Report Details**

## **1.1 The Accounting Statements**

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

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

Section 2 of the AGAR has been signed by the RFO as required by the guidance. Members are requested to review the AGAR and the supporting reconciliation and recommend that the Chair of the Council meeting signs the Statements on its behalf.

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

The process for the approval and audit of the AGAR is as follows:

- Approval of the Accounting Statements must take place after approval of the Annual Governance Statement (AGS).
- Legislation provides for the accounting records of the Council to be open for inspection for a fixed period prior to review by the External Auditor. This is known as the exercise of public rights and must be a period of 30 working days which includes the first 10 working days of July. To comply with this requirement, the RFO plans to specify the period from 13 June to 22 July; during this time, members of the public can examine the accounts and supporting documentation. To meet this timescale, the unaudited Accounts and AGS must be published on the Council's website by Friday 10 June.
- The AGAR comprises the AGS, the Accounting Statements and the Internal Auditor's report. The full AGAR must be submitted, with supporting information, to the External Auditors, PKF Littlejohn, by Friday 1 July. After their sign-off, the full audited Return must be published on the Council's website by 30 September.

## **2. Options Analysis including Risk Assessment**

### **2.1 Risk**

Transactions are recorded incorrectly or inconsistently in statutory returns.

### **2.2 Consequence**

Criticism from Auditors.

Reputational damage.

### **2.3 Controls Required**

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

## **3. Financial Implications**

This report is concerned solely with financial transparency and accountability.

## **4. Legal Implications**

The Council must comply with statutory guidance, which is quite prescriptive in its requirements.

## **Appendices**

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

## **Background Papers**

- Transaction and trial balance reports from the Sage accountancy system
- 2021-22 outturn working papers
- JPAG Practitioners' Guide 2022 Edition

AGAR Reconciliation to Accounting System 2021-22				Sage Nominal Code	Sage Trial Balance 31 March 21	Line 1	Line 2	Line 3	Line 4	Line 6	Line 7	Line 8	Balance Sheet Items not returned on AGAR
Code	Summary Heading	Summary Total	Detailed Account			Balances b/fwd	Annual Precept	Other Income	Staff Costs	Other Expenditure	Balances c/fwd	Cash & Short term Balances	
		£			£	£	£	£	£	£	£	£	£
1100	Debtors	4,084.21	Debtors Control Account	1100	0.00								0.00
1101			Sundry Debtors	1101	4,084.21								4,084.21
1105			Other Debtors	1102	0.00								0.00
1110			Deposits Paid	1110	0.00								0.00
1115	Prepayments	8,786.92	Prepayments	1115	8,786.92								8,786.92
1200	Cash at Bank	76,617.30	Unity Trust	1200	0.00							0.00	
1205			HSBC	1205	76,617.30							76,617.30	
1216	Investments	84,935.50	Cumberland Building Society	1216	84,935.50							84,935.50	
1217		378,860.00	CCLA Public Sector Deposit Fund	1217	378,860.00							378,860.00	
1218		86,112.96	Penrith Building Society	1218	86,112.96							86,112.96	
2100	Creditors	(9,000.00)	Creditors Control Account	2100	0.00								0.00
2101			Sundry Creditors	2105	(9,000.00)								(9,000.00)
2110	Accruals	(6,621.36)	Accruals	2110	(6,621.36)								(6,621.36)
2115	Receipts in Advance	(2,129.25)	Receipts in Advance	2115	(2,129.25)								(2,129.25)
2200	Debtor - VAT	6,298.61	V.A.T. Sales Control Account	2200	0.00								0.00
2201			V.A.T. Purchase Control Account	2201	0.00								0.00
2202			VAT Liability	2202	6,298.61								6,298.61
2210	Creditor - Payroll Control	0.00	Payroll Control	2210	0.00								0.00
3000	Reserves	(340,431.68)	General Reserve	3000	(340,431.68)	(340,431.68)					(340,431.68)		
3010		(149,854.74)	Devolution Reserve	3010	(149,854.74)	(149,854.74)					(149,854.74)		
3015		(50,000.00)	Acquisitions Reserve	3015	(50,000.00)	(50,000.00)					(50,000.00)		
3200		0.00	Profit and Loss Account	3200	0.00	0.00					(101,565.20)		
4000	Precept	(450,069.00)	Precept	4000	(450,069.00)		(450,069.00)			0.00			
4010	CTRS Grant	(7,551.00)	CTRS Grant	4010	(7,551.00)			(7,551.00)		0.00			
4100	Investment Income	(641.53)	Investment Income	4100	(641.53)			(641.53)		0.00			
4200	Miscellaneous Income	0.00	Miscellaneous Income	4200	0.00			0.00		0.00			
5000	Officer Support - Planning	1,691.87	Officer Support	5000	1,691.87				1,691.87	0.00			
5100	Planning Consultancy	5,788.03	Planning Consultancy	5100	5,788.03			(3,862.63)		9,650.66			
5200	Consultation Events	0.00	Consultation	5200	0.00					0.00			
5300	Block Allocation	0.00	Block Allocation	5300	0.00					0.00			
6500	Climate Change - Website &	0.00	Climate Change - Website & Initial Costs	6500	0.00					0.00			
5500	Community Consultation	0.00	Community Consultation	5500	0.00					0.00			
5505	Internal Business Plan	0.00	Internal Business Plan	5505	0.00					0.00			
5510	Carbon Footprinting: High level	0.00	Carbon Footprinting: High level baseline	5510	0.00					0.00			
5515	Carbon Footprinting: Calculator	0.00	Carbon Footprinting: Calculator licence	5515	0.00					0.00			
5520	BIG STEP	0.00	BIG STEP	5520	0.00					0.00			
5525	Staff Development/Exceptional	0.00	Staff Development/Exceptional Expenses	5525	0.00					0.00			
5530	Carbon Literacy Training	0.00	Carbon Literacy Training	5530	0.00					0.00			
6000	Town Projects	5,540.03	Town Projects	6000	4,458.52			(7,990.00)	2,851.52	9,597.00			
6001			Covid-19 Response	6001	1,081.51					1,081.51			
6100	Arts and Entertainment	4,007.64	Officer Support	6100	1,806.66				1,806.66	0.00			
6101			Arts & Cultural Strategy	6101	1,986.00					1,986.00			
6105			Arts & Culture Development	6105	214.98					214.98			
6110	Environment	7,844.00	Events Grants	6110	0.00					0.00			
6200			Greening	6200	7,844.00				1,112.15	6,731.85			
6400	Community Grants	0.00	Local Govt Act 1972 Section 137 Grants	6400	0.00					0.00			
6401			Local Govt Act 1972 Section 144 Grants	6401	0.00					0.00			
6402			Local Govt Act 1972 Section 145 Grants	6402	0.00					0.00			
6403			Transport Act 1985 Section 106A Grants	6403	0.00					0.00			
6404			Open Spaces Act 1906 Grants	6404	0.00					0.00			
6405			Local Govt & Rating Act 1997, Section 26-29	6405	0.00					0.00			
6406			Public Health Act 1936 Section 234	6406	0.00					0.00			
6407			Local Govt (Misc Provisions) Act 1976 Section 19	6407	0.00					0.00			
6600	Grants	9,500.00	Small Grants	6600	2,000.00					2,000.00			
6610			Grow Nature Grants	6610	0.00					0.00			
6620			Large Grants	6620	7,500.00					7,500.00			
7520	Corporate Communications	9,074.00	Community Engagement	7520	5,264.00					5,264.00			

AGAR Reconciliation to Accounting System 2021-22				Sage Nominal Code	Sage Trial Balance 31 March 21	Line 1	Line 2	Line 3	Line 4	Line 6	Line 7	Line 8	Balance
Code	Summary Heading	Summary Total	Detailed Account			Balances b/fwd	Annual Precept	Other Income	Staff Costs	Other Expenditure	Balances c/fwd	Cash & Short term Balances	Sheet Items not returned on AGAR
		£			£	£	£	£	£	£	£	£	£
7530	Corporate Communications	3,760.00	Press Support	7530	3,760.00					3,760.00			
7000	Staffing	228,013.40	Salaries	7000	175,242.52				175,242.52	0.00			
7010			National Insurance	7010	15,981.85				15,981.85	0.00			
7020			Superannuation	7020	35,824.51				35,824.51	0.00			
7025			Recruitment Expenses	7025	57.51					57.51			
7030			Staff Training	7030	347.87				200.43	147.44			
7040			Conferences	7040	420.44					420.44			
7050			Staff Expenses	7050	138.70					138.70			
7100			Accommodation	11,227.16	Rent	7100	7,500.00				7,500.00		
7110	Heat, Light & Water	7110			1,232.65				1,232.65				
7120	Service Charges	7120			1,181.51				1,181.51				
7130	Room Hire	7130			923.00				923.00				
7140	Insurances	7140			390.00				390.00				
7190	Letting Income	7190			0.00				0.00				
7200	Civic Functions	1,851.11	Civic Functions	7200	67.50				67.50				
7210			Mayoral Expenses	7210	700.00				700.00				
7211			Deputy Mayor's Expenses	7211	300.00				300.00				
7220			Civic Regalia	7220	783.61				783.61				
7300	Cost of Democracy	582.43	Annual Meeting	7300	301.50				301.50				
7340			Members' Training	7340	83.93				83.93				
7320			Members' Expenses	7320	0.00				0.00				
7330			Notice/Honours Board	7330	197.00				197.00				
7400	IT	14,526.26	IT	7400	14,526.26				14,526.26				
7510	Website	533.00	Website	7510	533.00				533.00				
7600	Devolved services	46,344.00	Bring Site	7600	(1,400.00)			(1,400.00)	0.00				
7605			Allotments	7605	9,142.50			(450.00)	9,592.50				
7610			War Memorial	7610	837.69				837.69				
7615			Benches	7615	394.60			(2,368.65)	2,763.25				
7620			Bus Shelters	7620	1,226.90			(364.00)	1,590.90				
7625			Bandstand	7625	287.46			(1,299.00)	1,586.46				
7630			Musgrave Monument	7630	278.15			(175.00)	453.15				
7635			Fairhill Park	7635	3,628.03			(3,305.00)	6,933.03				
7645			Play Areas	7645	0.00				0.00				
7660			Fairhill United Utilities Planting Maintenance	7660	0.00				0.00				
7661			Fairhill Site Improvements (UU)	7661	0.00				0.00				
7540			Signage, Etc	7540	0.00				0.00				
7665			Thacka Beck	7665	8,318.51				8,318.51				
7680			Community Caretaker	7680	9,723.43				9,723.43				
7685			Local Government Re-organisation:Action Plan	7685	0.00				0.00				
7690			Contribution To Devolution Reserve	7690	13,906.73	13,906.73					13,906.73		
7750			Council Projects	8,000.00	Officer Support	7750	0.00			0.00			
7755					Project Budget	7755	8,000.00				8,000.00		
7800	Other Overheads	13,491.65	Printing, Postage & Stationery	7800	1,826.54				1,826.54				
7820			Audit Fees	7820	1,990.00				1,990.00				
7830			Insurance	7830	3,366.46				3,366.46				
7840			Bank Charges & Interest	7840	139.33				139.33				
7850			Accountancy Fees	7850	1,685.00				1,685.00				
7855			Legal Fees	7855	76.50				76.50				
7860			Licences	7860	430.10				430.10				
7870			Subscriptions	7870	3,977.72				3,977.72				
7900	Repairs and Renewals	2,638.48	Repairs & Renewals	7900	2,638.48				2,638.48				
8000	Contribution to/from		Contribution from General Reserve	8000	0.00				0.00				
8010	General Reserves		Contribution to Acquisitions Reserve	8010	0.00				0.00	0.00			
8050	Contingency		Contingency	8050	0.00				0.00				
9998	Suspense Account		Suspense Account	9998	0.00				0.00				
		(0.00)			(0.00)	(526,379.69)	(450,069.00)	(29,406.81)	234,711.51	143,199.10	(627,944.89)	626,525.76	1,419.13



## Section 2 – Accounting Statements 2021/22 for

### PENRITH TOWN COUNCIL

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.	
1. Balances brought forward	387,208	526,380	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.	
2. (+) Precept or Rates and Levies	454,233	450,069	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	104,796	29,407	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
4. (-) Staff costs	235,145	234,712	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	184,712	143,199	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward	526,380	627,945	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	
8. Total value of cash and short term investments	527,228	626,526	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>	
9. Total fixed assets plus long term investments and assets	124,363	156,299	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.	
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
			✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

*Jack Jones*

Date

13/04/2022

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

# **FULL COUNCIL**

**23 May 2022**

**Matter: Revised Investment Strategy 2022-23**

## **Purpose of Report:**

Approve a change to the planned 2022-23 activities for the management of the Council's financial investments.

## **Item no: 10h**

Minute Reference FIN21/101

**Author: Jack Jones, RFO**

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

**This is a public report**

## **Recommendations**

Council is recommended to:

- a) retain the use of the Penrith Building Society for investment purposes; and
- b) discontinue the account held at the Cumberland Building Society at a convenient time during 2022-23 and invest the funds with the CCLA Public Sector Deposit Fund.

## **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 Council has the power to invest for any purpose relevant to its functions under any enactment, or for the purposes of the prudent management of its financial affairs (section 12 of the Local Government Act 2003, the '2003 Act').

Statutory Guidance on Local Government Investments (3rd Edition) issued under section 15(1)(a) of the Local Government Act 2003 is effective from 1 April 2018 and provides guidance on investments. The Guidance has statutory force and is



mandatory where the investments of a town council exceed or are expected to exceed £100,000 at any point in a financial year. Town councils where investments are expected to exceed £10,000 are encouraged to adopt the principles in the Guidance. Where the Guidance is mandatory, or where a council has adopted the principles in the Guidance, the Council must, at a Full Council meeting, adopt an investment strategy for each financial year. Where a material change is proposed during the year, a revised strategy must be approved before the change is implemented.

The Guidance encourages transparency and local accountability in investment management.

Two codes of practice issued by the Chartered Institute of Public Finance and Accountancy (CIPFA) contain investment guidance which complements the Government guidance. These publications are:

- Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes
- The Prudential Code for Capital Finance in Local Authorities.

## **Link to Council Priorities**

Proper investment of reserves and working balances ensures that these monies are secure and available when required to fund expenditure to deliver the Council's priorities as resolved in the Council Plan.

## **Report Details**

### **Background**

Full Council approved an Investment Strategy for 2022-23 at its meeting on 24 January 2022. The Strategy sets out those organisations with which the Council is prepared to invest monies which are not needed in the short term, principally its reserves and working capital, e.g. the annual precept. No change is proposed to those counterparties.

The Strategy contains a section on the planned activities for 2022-23, which is that its existing investments with the Penrith and Cumberland Building Societies are maintained, with any additional monies being placed with CCLA pending their use. Officers' recent experience with both Building Societies has shown them to be very difficult to deal with, particularly when seeking to change authorised signatories. In contrast, CCLA are efficient with more streamlined practices e.g. straightforward changes in signatures and same day electronic withdrawal of funds. Officers therefore requested the Finance Committee to consider discontinuing the use of the two Societies and placing all monies with CCLA. This change would be already

covered by the current strategy, however it would mean a lesser spread of investments.

In all cases, investment decisions must be based on three factors, in this order:

- **Security** – protecting the capital sum invested from loss;
- **Liquidity** – ensuring the funds are available when needed;
- **Yield** – the return or interest earned on the investment.

Taking each in turn, the Cumberland is a large Society which will fulfil all measures of security. The Penrith is the smallest Society in the country and only qualifies as a counterparty because it is a local organisation, otherwise the Strategy would preclude its use. The CCLA Public Sector Fund currently has a value of around £1,800 million, invested in a range of high quality institutions, and itself has the highest credit rating for a money market fund. By investing in the Fund, an authority has the benefit of buying into a share of that pool, typically of about 40 institutions, with a consequent spread of investment and reduction in risk. It is therefore considered a secure investment.

Both two building societies operate a traditional passbook investment, with all of the restrictions that entails. Further, as noted above, we have experienced difficulties when authorised signatories change, which can be quite regularly. Additionally, the societies do not discuss investments with Officers, meaning that they have to refer to Councillors over quite simple transactions. This is all both frustrating and can lead to liquidity problems if withdrawals are delayed. In contrast, as noted above, CCLA's procedures are streamlined and they accept Officers as contacts (although they are not allowed to make investment decisions).

Finally, and least importantly, yields should be considered. In this context, Members should note that the Council is not in any way dependent on investment income, emphasising the importance of the other two factors. The Penrith Society has offered a reasonable rate of interest, while the Cumberland does not pay interest and charges the Council a modest amount for the use of the account. The yield on the CCLA account varies from month to month, reflecting market trends, so should respond quickly to changes in returns. Overall, a change to concentrating investments in CCLA should not materially affect the Council's income.

Finance Committee considered carefully the proposal from Officers to discontinue the two building society accounts. Members decided that the account with the Cumberland Building Society should be closed but that the Penrith Society account be retained as it is the Town's local society.

This change to investment practice would not contravene the principles of the Strategy but the section on planned activities during 2022-23 would need to be amended. The proposed amendment is attached for Members' consideration; the monies will be withdrawn from the Cumberland and invested with CCLA at a convenient time.

Additionally, the Committee authorised Officers to investigate other banking institutions and report back to a future meeting of the Finance Committee with any recommendations

## **Options Analysis including Risk Assessment**

### **Risk**

Failure of an investment counterparty leading to the loss of Council funds.

Non-compliance with legal requirements or statutory guidance.

### **Consequence**

Unwelcome curtailment of spending programmes; possible unpalatable council tax increase; potential reputational damage.

Criticism from internal/external audit; reputational damage.

### **Controls Required**

Adherence to a robust and prudent investment strategy.

The strategy should incorporate the safeguards in the Government's guidance.

## **2. Financial Implications**

The Council's reserves and surplus working capital are invested pending their use and therefore need to be protected against loss. The income earned from investment is of secondary importance.

## **3. Legal Implications**

The Strategy is compliant with the relevant legislation.

## **Appendices**

Revised Investment Strategy 2022-23

## **Background Papers**

- Building Societies Association factsheet
- CCLA website

# REVISED INVESTMENT STRATEGY 2022-23

## PURPOSE

The Town Council invests reserves and surplus funds which are not immediately required to meet expenditure.

This strategy provides a framework for the secure and prudent investment of those monies and adopts the relevant principles of statutory guidance issued under the Local Government Act 2003 and of CIPFA codes of practice.

## INVESTMENT OBJECTIVES

The Council invests monies for treasury management purposes.

Its priorities in investing surplus funds are:

- **Security** (protecting the investment from loss);
- **Liquidity** (ensuring the money is available for expenditure when needed); and, providing the above objectives have been met,
- Obtaining the best **Yield**.

Investment opportunities are assessed in terms of these objectives; the Council aims to obtain the best possible return commensurate with proper levels of security and liquidity.

## TYPES OF INVESTMENT

The Council will not invest in non-financial assets such as commercial property.

The Council will only place funds in specified investments, as defined by the Secretary of State, which offer high security and high liquidity. These investments are made in the Council's name and are:

- made in sterling;
- have a maturity of no more than one year; and
- with a counterparty which is the UK Government, a local authority or a body of high credit quality.

For the 2022-23 financial year, the Council does not intend to use non-specified investments (ie those which do not meet these criteria) as these are generally considered to be of higher risk and would require specialist advice.

## **RISK ASSESSMENT**

The Council's investments no longer qualify for the Financial Services Compensation Scheme up to £85,000; however, this is considered to be an acceptable limit for investments in organisations of good credit quality. Larger amounts can be invested with organisations of high credit quality.

The Council does not employ external treasury advisors or subscribe to a credit rating agency. It bases its assessment of the risk attaching to potential investments with counterparties on their publicly available information, organisational structure and asset size.

The Council will also have regard to the amount of funds placed with a single institution.

## **APPROVED COUNTERPARTIES**

The following counterparties are approved for the investment of surplus funds by the Council, with a duration of no longer than twelve months:

- HM Government and its agencies
- Local Authorities
- UK Clearing Banks
- Building Societies with an asset base in excess of £1,000 million or smaller societies where there are strategic or local considerations, limited to a principal investment of £85,000 with a single society
- UK FCA regulated qualifying money market funds with an AAA rating (Fitch credit rating).

## **TREASURY MANAGEMENT RESPONSIBILITIES**

All investments are made in the name of the Town Council and will be approved by Full Council, having taken advice from the Responsible Financial Officer, who has knowledge and experience of the CIPFA codes of practice.

The Finance Committee oversees investment activities and the drafting of changes to this strategy.

Members of the Committee are suitably experienced and understand the nature of investment risks. Where necessary, their knowledge will be supplemented by formal or informal training.

## **ACTIVITIES FOR 2022-23**

As the Council receives its full annual precept income early in the financial year, it will have surplus funds for most of the year. These funds, together with the Council's reserves, are available for investment. Traditionally, the Council has invested with the Penrith and Cumberland Building Societies and the CCLA Public Sector Deposit Fund. Having considered the potential risk, the Council plans to discontinue its investment in the Cumberland Building Society and invest those funds in the CCLA Public Sector Deposit Fund, the change being made at a convenient time during 2022-23. The Council's funds would then be placed predominantly with CCLA, justified by its spread of quality investments. As the Council does not have a long history of managing its cash flow actively, it will adopt a cautious approach to investing surplus monies to ensure that its bank account balance is always sufficient to meet short-term requirements.

## **REVIEW**

This strategy will be subject to annual review in advance of each financial year.

## **APPROVED:**

## **REVIEW: ANNUAL**

# **FULL COUNCIL**

**23 May 2022**

## **Matter: Staffing & Funding Proposals**

### **Purpose of Report:**

To consider a funding package to enable the recruitment of a full time Community Services Officer.

### **Item no: 10 h**

Minute Reference FIN21/108

**Author: Jack Jones, RFO**

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

**This is a public report**

### **Recommendations**

Council is recommended to:

- i. Approve the financing package for the additional costs of the new post Community Services Officer, including the use of reserves and amendments to the Medium-Term Financial Plan.
- ii. Note that detailed revisions to the 2022-23 Budget and the Medium Term Financial Plan will be reported to the next meeting of Finance Committee.

### **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 additional staff resources will help the Council deliver its priorities.

## 1. Report Details

Finance Committee on 25 April considered the financing of two changes to the Council's staff establishment. Firstly, the Council has agreed to increase the hours of the RFO post from 8 to 16 hours per week. The cost of this increase is around £8,800 in 2022-23 and £51,000 over the five-year life of the Medium Term Financial Plan (MTFP). As stated in the 2021-22 Outturn report on the agenda for this meeting, the underspending for that year was £69,000 larger than anticipated when the current year's budget was approved. That underspending has been retained in the General Reserve and is available to fund the medium-term costs of the increased hours, leaving £18,000 available in excess of the MTFP projections.

The Committee then discussed options to fund the short and medium term costs of the proposed replacement of the vacant part-time Community Engagement Officer post by a full time Community Services Officer. The cost of the new post would be partly met from the budget for the vacancy. Costings presented to the Committee were based on a start date of 1 June 2022 for the new post; a more realistic date would be 1 July 2022. On this basis, the additional cost over and above the budget for the CEO post would be around £13,100 in 2022-23 and £121,000 over the life of the MTFP.

The Committee agreed that, in principle, the required £121,000 funding could be identified from the following sources:

	£
Use of the residual underspending from 2021-22, after meeting the cost of increased hours for the RFO post	18,000
Re-allocation of the balance in the Acquisitions Reserve	50,000
Forego the allowance for new financial growth in the MTFP	30,000
Reduction in 2026-27 Staffing budget at the end of the Sustainability Officer's fixed term contract *	23,000
<b>Total Funding</b>	<b>121,000</b>

- \* The Climate Change budget was slipped by a full year so that the five year programme would be completed in 2026-27, the final year of the MTFP. The Sustainability Officer's contract ends on 20 June 2026; the MTFP assumed that an equivalent staff resource would be needed throughout 2026-27 so a full year's salary has been projected. Officers now believe that the Strategy can be delivered by June 2026 so the salary budget from then to 31 March 2027, £23,000, will not be needed.



Approval to this package of funding will enable recruitment to the Community Services Officer post to be progressed. The current year's budget and MTFP should be revised to reflect the above changes and other updates; these will be reported to Finance Committee on 27 June.

## **1. Risk Assessment**

### **2.1 Risk**

Inadequate staff resources to maintain existing services and plan for new initiatives.

Committed expenditure on the new post exceeds available resources.

### **2.2 Consequence**

Inability to deliver on the Council's priorities, reputational damage.

Enforced redirection of budgets, curtailment or cessation of services.

### **2.3 Controls Required**

Recruitment to the new full time post.

Identification of sufficient short and medium term funding for the post.

## **2. Financial Implications**

These are contained in the report.

## **3. Legal Implications**

No specific implications.

## **Appendices**

Job description and person specification.

## **Background Papers**

2022-23 Budget Working Papers.

2021-22 Final Accounts Working Papers.

## **Penrith Town Council**

### **Job Description**

#### **Community Services Officer**

**Job Grade:** SCP Range: 33-41

#### **Contracted Hours:**

37 hours per week with flexibility to work across 5 days.

The working times are flexible but must include core office hours of 9am-3pm Monday, Tuesday and Wednesday unless agreed otherwise.

There may also be occasional need to work evenings to attend meetings.

Contractually and generally based at Penrith Town Council office.

Home and flexible working available in agreement with the Town Clerk.

Occasional evening meeting attendance required.

**Contract Type:** Permanent

**Responsible To:** Town Clerk

**Politically Restricted Post?** No

**Enhanced CRB Check?** Yes

#### **Purpose of the Role:**

- Provide a range of services and support to local third sector organisations, communities, and volunteers.
- Promote the Council, its facilities, events, and services in line with approved strategies.
- Contribute to the delivery of the Council Plan and associated strategies such as the Climate Change Strategy, Neighbourhood Planning Process, the Arts and Culture Framework.
- Effectively deliver and maintain in partnership with officers and other agencies community services, management of assets, community projects, town events, and community engagement.

## **Duties and Responsibilities**

- Advise, encourage and facilitate third party and community led organisations in providing events, projects, and resources in Penrith.
- Bring third party and community led organisations together to support each other and the Council in the holding of events.
- Represent the Council in a professional manner and develop effective networks and relationships with key partners at locality and community level. Improve mutual understanding of each other's priorities and pressures and enable the Council to be an effective local partner.
- Provide support to community initiatives designed to improve quality of life.
- Assist the provision of civic and community events.
- Promote the work of the team, the service, and the Council, through effective fieldwork practice and promotional activity.
- Support the Economic Development Officer Work with local Heritage and Tourism Groups to promote Penrith as a visitor destination and with local businesses and the BiDs to promote Penrith as a place to do business.
- Develop and maintain regular and effective communications with local businesses to understand their needs and assess business confidence.
- Generate sponsorship to support Council services.
- Bring third party and community led organisations together to support and deliver projects associated with climate change and the priorities within the Council's Climate Change Strategy.
- Assist in the evaluation of grant applications.
- Develop community engagement activities to deliver relevant actions in the Town ensuring community engagement is inclusive and embraces social, economic, and environmental diversity.
- Support the Council to engage with residents, young people, businesses, and visitors to develop an understanding of the needs and aspirations of the local community.
- Assist in the provision and maintenance of public domain assets.
- Use intelligence gathered to inform the development and delivery of the Council's Communications Procedures (digital and printed) including newsletters, web site and social media.
- Collaborate with other stakeholders on community engagement projects and work with the community to identify new opportunities for community-led health and wellbeing activities in Penrith.
- Increase elected members' knowledge of their community.
- Attend meetings as required for the satisfactory fulfilment of the role.
- Undertake training and professional development relevant to the role.
- Undertake any other duties commensurate with the level of the post as may be required by the Council.

**This list is not exhaustive. It is provided to assist the postholder to know what the main duties are and represents a statement of the**

**duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual job will change, and existing duties may be lost, or others gained without changing the general character of the duties or the level of responsibility entailed. As a result, the Council will expect this job description to be subject to revision.**

## **General**

This list is not exhaustive, and the jobholder will be required to undertake other duties as required.

- Comply with all data protection law in the processing of personal, and special data categories of personal data, in line with the Council's full privacy and service privacy notices.
  - Assist with the security of premises.
  - Submit returns in respect of employee's hours of work, overtime, annual leave, and sickness absence where appropriate.
  - Act as a representative of the Council as and when required
  - Take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties, in accordance with the provisions of Health & Safety legislation, and Council Codes of Practice and Procedures.
  - Responsible for your own continuing self-development and attend training and other courses as directed by the Council.
- 
- Exercise proper care in handling, operating, and safeguarding any equipment, vehicle or appliance provided, used, or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.
  - Promote and deliver fair, sensitive, and quality services as a commitment to and understanding of the Council's approach to equality and diversity.
  - Comply with the Council's policies and procedures.
  - Adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
  - Work with Council Officers to gain an understanding and knowledge of the work undertaken by the Council.
  - Work in accordance with the Council's health and safety policy and to ensure that its obligations for Risk Assessment are met.

For all staff - You have specific responsibilities under Health & Safety legislation to ensure that you:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do.
- Cooperate on all issues involving health and safety.
- Use work items provided for you correctly, in accordance with training and instructions.
- Do not interfere with or misuse anything provided for your health, safety, or welfare.
- Report any health and safety concerns to your line manager as soon as practicable.

## FULL COUNCIL

MONDAY 23 MAY 2022

### ITEM 11 Polices 2022/23 Review

**Author: Town Clerk, Responsible Finance Officer and Solicitor**

#### 1. Report Purpose:

- a) To check that all policies and procedures are up to date with statutory and regulatory changes or reflect new advice and guidance.
- b) To ensure that all policies that require an annual review are reviewed.
- c) To ensure that policies that are due for review are checked.(Appendix A)

#### 2. Recommendations:

##### i. That Council approve:

- a) Amendments to the **Scheme of Delegation** - Review of delegation arrangements to committees, sub-committees, staff and other local authorities and review of the terms of reference for committees. In particular:
  - ai) That the term of membership to the Finance Committee is the four-year term of the Council.
  - aii) That if approved there would be no change to the membership of the Finance Committee until 2023.
  - aiii) That the CCEG Committee is temporarily dissolved for personnel reasons, until the next Annual Town Council meeting with grants being transferred to the Council's Finance Committee and all other matters being considered by Full Council.(Appendix B)
  - aiv) That if approved there will be no requirement to appoint members to the 2023 CCEG Committee.
  - av) Approve all other the amendments as recorded in section 3 for the Scheme of Delegation.
- b) Amendments to the **Standing Orders** as prescribed within section 3.
- c) Amendments to the Complaints Policy & Procedure as prescribed within section 3.
- d) Amendments to the following policies as prescribed within section 3 which have made to support the implementation of the Councils Equality and Diversity Action Plan:
  - ci) Communication Policy
  - cii) Communication Protocol
  - ciii) Community Engagement Policy
  - civ) Consultation Policy
  - cv) Co-option Policy
  - cvi) Petition Scheme
- e) The Equality and Diversity Action Plan. (Appendix D)

**ii. That Council note:**

- a) That further to PTC21/40, the Employment Policy had been checked to establish whether there is a requirement to include Adoption Leave and this not required noting that any such request would be treated as Maternity Leave as recommended by ACAS.
- b) That the Financial Regulations and Procurement Policy were reviewed by Finance Committee on 20 September 2021 FIN21/24.
- c) That for the review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses, contract arrangements are reviewed when required by the Council's Finance Committee.
- d) That the review of the policies and procedures (Appendix A) had taken place and no amendments are proposed for:
  - i. Council's policies, procedures and practices in respect of its obligations under Freedom of Information and data protection legislation.
  - ii. Council's policy for dealing with the press/media.
  - iii. Council's employment policies and procedures.

**3. Amendment Proposals**

**a) Scheme of Delegation**

<b>SECTIONS</b>	<b>CURRENT</b>	<b>AMENDMENT</b>
All	He or his	He/She/They
<b>SECTION</b>	<b>AMENDMENT</b>	
CCEG Committee ToRs	Deleted	
Finance Committee ToRs	Term – 4 years	
CCEG Committee	Responsibilities added to Finance and Full Council	
Financial delegation to officers	Updated – see Appendix C	
All	Content order and format updated	
All	Content deleted for repetition and clarity	

**b) Standing Orders**

i. **NALC** have issued an updated version of the model and the changes are as follows:

SECTIONS	CURRENT	AMENDMENT
Meetings Generally (r ) Ordinary Council Meetings (f), (i) Code of Conduct (b), (c) Proper Officer (b ii), (b iii) Handling Staff Matters ©	He or his	He/She/They
Financial Controls and Procurement		
SECTION c		
CURRENT	NALC AMENDMENT	
A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).	A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).	
SECTION f		
CURRENT	NALC AMENDMENT	
A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.	Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules.	
SECTION g - delete		



**ii. The Town Clerk, RFO and Solicitor have reviewed the Standing Orders and recommend the following amendments:**

**Motions on Notice** (Previously - Motions for a meeting that require written notice to be given to the Proper Officer.)

A "motion on notice" is a written request to Council for a decision to be made or action to be taken. A proposed motion on notice should outline the background why the request is being made, what is being asked at Council, the potential implications for the Council of making that decision and the form of the resolution the Council is to be requested to adopt.

A Motion on Notice must be about a matter for which the Council has a responsibility, or which affects the administrative area of the council or part of it, or the inhabitants of that area or some of them. The Proper Officer shall, in consultation with the Chair, reject any proposed motion that is deemed outside of the Council's powers (*ultra vires*), illegal, or improper by virtue of being defamatory or offensive.

A Motion on Notice will be considered by Council after Public Participation as motions on notice are generally of public interest.

No motion may be moved at a meeting unless it is on the agenda and the mover has given notice of its wording in accordance with this Standing order.

Unless there are overriding exceptional circumstances, at least 21 days prior to the Council meeting, any Member expecting to submit a motion must notify the Proper Officer of the intention to do so. The Proper Officer will then engage with other relevant officers or Members as required by the nature of the proposed motion.

The Councillors and Officers may liaise with each other about the nature of the motion, including discussion with the proposer, on any relevant action the Council is already taking in respect of the issue and any clarification on the wording of the motion.

Overriding exceptional circumstances would be those cases where the Councillor proposing the motion could not have reasonably foreseen the need to notify their intent to submit the motion at least 21 days prior to Council. Such a motion may only be included on the Council agenda with the approval and written permission of the Chair.

The Proper Officer may, before including a motion on the agenda correct obvious grammatical or typographical errors in the wording of the motion.

If the Proper Officer considers the wording of a motion received is not clear in its meaning, the motion shall be rejected until the mover of the motion resubmits it in writing, so that it can be understood.

If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may

be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

The final version of the motion on notice must be delivered in writing or by electronic mail to the Proper Officer no later than midday ten clear days (clear days do not include the day of the notice or the day of the meeting), before the day of the meeting.

The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

Each Member may put one motion on notice at each Council meeting. A maximum of three motions may be considered at each Council meeting unless the Chair agrees, by virtue of special urgency, that additional motions may be considered. Any motions that cannot be considered at the meeting will be deferred for consideration at a future meeting of Council.

The motion on notice can be moved and seconded at the meeting by any Member. If the motion on notice is not moved, it will be treated as withdrawn and may not be moved without another notice in accordance with these rules. A motion may be withdrawn at any time by the proposer of the motion.

Once the motion has been moved and seconded, the Chair will invite Members to debate the motion. Each Member may speak only once, for a maximum of three minutes on the motion. The proposer has the right of reply at the conclusion of the debate for three minutes.

The Chair has the discretion to extend the time allowed to allow for the proposer (with the agreement of the seconder) to amend the motion, or to allow for the proposer to respond to questions or points of clarification on the motion.

At the conclusion of the debate, the motion shall be put to a vote and determined by a simple majority of those present and voting.

Where an agreed motion on notice refers a matter to a committee for consideration, then a report shall be presented in due course to the Council on how the motion on notice was considered by that committee and any consequential outcomes as a result.

<b>Accounts and Accounting Statements</b>	
<b>SECTION c</b>	
<b>CURRENT</b>	<b>AMENDMENT</b>
<p>The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:</p> <p>i.the Council's receipts and payments (or income and expenditure) for each quarter;</p> <p>ii.the Council's aggregate receipts and payments (or income and expenditure) for the year to date;</p> <p>iii.the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.</p>	<p>The RFO shall regularly provide the Council and Committees with a statement of expenditure and income for the financial year to date against each head of the budget, comparing actual expenditure to the appropriate date against the expected proportion of the budget. These statements are to be prepared at least quarterly and shall show explanations of material variances from budget.</p>
<b>Accounts and Accounting Statements</b>	
<b>SECTION d</b>	
<b>CURRENT</b>	<b>AMENDMENT</b>
<p>As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:</p> <p>i.each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and</p> <p>ii.to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.</p>	<p>As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall present:</p> <p>i.the Council with a summary of the income, expenditure and reserves position compared to the annual budget for the year just ended; and</p> <p>ii.the Council with the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval. The return is to be approved by Council before 30 June and submitted to the external auditor to meet its timescale.</p>
<b>SECTION e - delete</b>	

<b>Financial Controls and Procurement</b>	
<b>SECTION d</b>	
<b>CURRENT</b>	<b>AMENDMENT</b>
Subject to additional requirements in the Financial Regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:	Subject to additional requirements in the Financial Regulations <b>and/or the Procurement Policy</b> of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

<b>Execution And Sealing Of Legal Deeds</b>	
<b>CURRENT</b>	<b>AMENDMENT</b>
Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures. The above is applicable to a Council without a common seal.	Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.
The amendment below is applicable to a Council with a common seal and PTC now have a seal.	
<b>Execution and Sealing of Legal Deeds</b>	
<p>The common seal of the Council will be kept in a safe place in the custody of the Town Clerk. A decision of the Council, or of any part of it, will be sufficient authority for sealing any document necessary to give effect to the decision.</p> <p>The common seal will be affixed to those documents which in the opinion of the Council's solicitor should be sealed. The affixing of the common seal will be attested by the Town Clerk or solicitor.</p> <p>An entry of every sealing of a document shall be made and consecutively numbered in an electronic register to be provided for the purpose and shall be signed by the person who has attested the seal.</p>	

### c) Complaints Procedure - amendments:

#### Dealing with unreasonable and persistent complainants **Reworded**

- a. This policy contains a protocol that sets out the actions that the Council can take when dealing with either unreasonably persistent contact, unacceptable behaviour from people, vexatious or/and unfocussed complaints. This protocol is expected to apply to very few people.
- b. No action under **the policy** will ever allow a potentially serious issue affecting public or councillor safety to go uninvestigated.
- e. The Town Council's **policy** for dealing with unreasonable and persistent complainants will be enforced if the complainant is deemed to be unreasonable and persistent **by the Councils' solicitor**.
- ~~f. written or oral communication is unreasonable and persistent or has made excessive visits to the Town Clerk's **Council** Office; a complainant begins to make frequent contact with the Town Clerk's office and hindering the normal day to day running of the Town Council. as such complaints can be time consuming and could lead to unnecessary additional cost to the Council tax payer or impact on the well-being of the staff member.~~

### Vexatious

#### **Format change**

g. ~~These are not exhaustive but could include one or more of the following:~~

- ~~• Adopting a 'scattergun' approach: pursuing a complaint or other issues with us and, at the same time, with other people or bodies such as the Principal Authority, Member of Parliament, local police, solicitor, the Ombudsman.~~
- ~~• Making unnecessarily excessive demands on the time and resources of staff whilst a complaint/issue is being looked into, by for example, excessive telephoning or sending emails to numerous staff members, or Councillors writing lengthy complex letters every few days and expecting immediate responses.~~
- ~~• Submitting repeated complaints, after the complaints processes have been completed, essentially about the same issues, with additions/variations which the complainant insists make these 'new' complaints worthy of being put through the full complaints procedure.~~
- ~~• Refusing to accept the decision on a complaint/issue repeatedly arguing the point and complaining about the decision.~~
- ~~• Refusing to accept that issues are not within our remit despite having been provided with information about our scope.~~
- ~~• Insisting on the complaint/issue being dealt with in ways which are incompatible with standard procedure or with good practice.~~

## What is unacceptable behaviour? Reworded

c. Unacceptable behaviour is defined as:

- behaviour or language (whether oral or written) that may cause staff to feel afraid, intimidated, threatened or abused. This could include threats of physical violence, derogatory remarks, rudeness, harassment, inflammatory statements and unsubstantiated allegations.

## Dealing with unreasonable and persistent complainants

c. The complainant will then be asked to: ~~adopt one or all of the following procedures:~~

- i. Restrict contact to one method.
- ii. Request contact with the Town Council in a particular form (for example, letters only).
- iii. Request contact to take place with a named officer or Councillor.
- iv. Restrict telephone calls to specified days and times.
- v. Accept contact through a third party.
- vi. and/or be asked to enter into an agreement about future contact with the Town Council

d. The Council may decide to only acknowledge or file correspondence unless new information is presented, refuse to accept further telephone calls and/or restrict the issues we will correspond on

Please note that the procedure now incorporates a flow chart and template letters and agreements.

d) Policies related to **Equal Opportunities and Diversity** have been reviewed and the following have been amended to support the **Action Plan for Equal Opportunities (Appendix D)**:

## **Communication Protocol** Introduction re-written

### **Introduction**

The Council's aim is to communicate clearly and effectively both within the Council and to the public. Everyone has a key role in promoting the Council, the services we offer and commission and to raise awareness of decisions, campaigns and initiatives.

We need to ensure that we continue to work closely together and that everyone is well informed whilst developing and improving two-way communications systems so that everyone understands that we are all responsible for proactive and positive communications and engagement. This will help everyone to:

- Understand what our priorities are and how they can support the Council in achieving those priorities.
- Understand the impact of service change or development on the public.
- Understand the importance of public involvement in helping to shape services.

### **We will:**

#### **Always use the agreed Council style:**

- Always give the Clerk's contact details, e-mail address and website
- Always use the correct name of the Council and logo
- Use standard templates for letters, emails, reports and official publications

### **Use Plain English:**

- Keep sentences short and paragraphs to 3 or 4 sentences
- Use active not passive verbs and sentences
- Use everyday words, avoiding jargon and acronyms

### **Reflect our Values:**

- Equality Recognition - Everyone is of equal value and should be respected according to individual needs and abilities.
- Reasonableness - To be fair, reasonable and just in all council activities
- Accessibility - Providing equal access for all in employment and service delivery.
- Empowerment - Helping individuals take on responsibility so that they can influence and participate in the decision-making process.
- Quality - Obtaining the highest standards in service delivery

A person's mental health or disability is only one aspect of who the person is. Our actions and the words we choose and the meanings we attach to them, influences attitudes. Our language choices have a powerful effect on how mental health and people living with mental health conditions and other disabilities are viewed.

The Town Council will act respectfully using language, which emphasises the person, not the condition or disability and will encourage partners and stakeholders to do the same.

## What We Communicate

We engage with our various stakeholder groups about the Council's services and facilities. Information is provided and requested on:

- How the Council works
- What services the Council provides
- Where and how to access these services
- Changes to these services
- How to contact Council officers and members
- How to provide feedback and opinions on different Council policies, decisions, and activities
- Who our partners are and how we work with them
- The Council's role in the wider community
- Our successes
- Resolving problems or complaints about these services
- Who local Councillors are and what their role is
- Where and how the Council can help and support stakeholders
- How stakeholders can influence the Council's policies, plans and activities
- How stakeholders are or can become involved with the Council's services
- What the Council's policies are
- The Council's principles values
- Council events and activities
- Events and activities in Penrith

## Who Communicates?

Responsibility for corporate communications starts at the highest level of the organisation and filters through to all other levels. The Councillors and senior officer team recognise communication as a priority for the Council. They play a role in communicating important information and decisions throughout the organisation, and represent the Council to the public, partners and the media. The Community Engagement Officer Town Clerk has overall responsibility for delivering the communications strategy and provides guidance to the Council to undertake planned communications activities, to ensure a consistent approach within Council guidelines.

## Equality Communication

Some people may need information in languages and formats other than written or spoken English. Accessible communication is fair, inclusive, and makes good business sense. We will ensure that the views, comments and opinions of all our diverse local communities are considered. We will make it easy for people to access information, collaborate with us to shape decision making.



## **Interpreting, translation and transcription (ITT) service**

We want to make sure that everyone can fully understand our messages. We aim to provide you with information in your preferred language or format:

- **Interpreting**

From one spoken language to another. For example, English to Punjabi or English to British Sign Language.

- **Translation**

From one written language to another. For example, Polish to English or English to Bengali.

- **Transcription**

From one written or spoken language to another format. For example, written English to Braille or spoken English to Deafblind manual.

Translation services will be provided on our website.

Translation services will be available for surveys and consultations.

The Council's website will comply with Accessibility Regulations.

### **And in Reports**

**e.** Reports will be in the Council's standard template, and will show the agenda item number clearly at the top for identification. The Council will give consideration to Equality and Diversity matters and detail any implications and proposed measures to address items raised.

## **Communications Policy**

### **Introduction amended to read:**

This policy aims to establish a protocol for effective communication of the Town Council's activities and pertinent information to the media and members of the public. This policy is supported by:

- The Communication Protocol
- Community Engagement Strategy
- Consultation Policy
- Petitions Policy
- Model Publication Scheme.

The Town Council is accountable to members of the public and has a duty to convey its decisions and actions through various media. All communication will be conveyed in an open and straightforward manner and align with the Council's Communication Protocols.

## Community Engagement

Chair replaces Chairman

## Consultation Policy

Inclusiveness, accessibility, equality and diversity

- Ensure our levels of engagement, e.g. inform, consult involve, collaborate and empower are suited to different contexts, participants and languages

Penrith Town Council supports the objectives of UK Data Protection Law, General Data Protection Regulations 2018. and The Council encourages all employees to observe its principles values

## Co-Option Procedure

To ensure that a fair and transparent procedure is undertaken this policy sets out the process to be followed by Penrith Town Council when co-option is under consideration and reflects our values:

- Equality Recognition - Everyone is of equal value and should be respected according to individual needs and abilities.
- Reasonableness - To be fair, reasonable and just in all council activities
- Accessibility - Providing equal access for all in employment and service delivery.
- Empowerment - Helping individuals take on responsibility so that they can influence and participate in the decision-making process.
- Quality - Obtaining the highest standards in service delivery

A person's mental health or disability is only one aspect of who the person is. Our actions and the words we choose and the meanings we attach to them, influences attitudes. Our language choices have a powerful effect on how mental health and people living with mental health conditions and other disabilities are viewed. The Town Council will act respectfully using language, which emphasises the person, not the condition or disability and will encourage partners and stakeholders to do the same.

## Petition Policy

Chairman changed to Chair

## **Public Participation at Meetings**

Every formal meeting of the Council is open to the press and public. We encourage members of the public to become more involved in democracy by attending and participating in Council and Committee Meetings and submitting questions/statements under defined rules as detailed in the Council's Standing Orders.

~~The Council provides opportunity for members of the public to make statements or ask questions.~~

We ensure that our meeting venue is accessible. The Council website contains information regarding meetings and public participation. Translation services are available on the website.

<b>Appendix A – list of Policies</b>		
<b>TITLE</b>	<b>ADOPTED</b>	<b>REVIEW</b>
Acquisition Policy	26/11/18	2028
Anonymous Communications Policy	24/05/21	2024
Appraisal Policy	16/05/16	2026
Asset Valuation Policy	20/05/19	ANNUAL
Bandstand Hire	24/09/18	ANNUAL
Banner & Advertisement Policy	26/11/18	2028
Benches Policy	26/11/18	2028
Biodiversity	15/05/17	2022
Code Of Conduct	18/05/15	ANNUAL
Communication Policy	18/05/15	ANNUAL
Communication Protocol	18/05/15	ANNUAL
Community Engagement	06/07/15	2023
Complaints Procedure	18/05/15	ANNUAL
Consultation Policy	21/05/18	2023
Contractor Policy	26/11/18	2028
Co-option Policy	18/05/15	ANNUAL
Crime and Disorder	15/05/17	2027
Delegation Scheme	18/07/17	ANNUAL
Developer Engagement Policy	29/03/21	2023
Disciplinary and Grievance arrangements	16/05/16	2020
Disposal Policy	26/11/18	2028
Dispensation	27/11/17	EVERY 4
Emergency Plan	2020-21	2023
Equality & Diversity Policy - Employment	24/05/21	2024
Equality & Diversity Policy – Service Delivery	24/05/21	2024
Equal Opportunities	18/05/15	2020
Filming Of Meetings	18/05/15	ANNUAL
Financial Regulations	18/05/15	ANNUAL
Freedom Of Information	18/05/15	ANNUAL
Gifts & Hospitality	18/05/15	ANNUAL
Health & Safety Policy	16/05/16	ANNUAL
Internal Control	16/05/16	ANNUAL
Investments Policy	28/01/19	ANNUAL
Media Policy	18/05/15	ANNUAL
Member and Officer Relations	26/11/18	2028
Partnership Protocol	15/05/17	2023
Petitions Policy	20/05/19	2029
Planning Protocol	13/07/15	2023
Procurement Policy	16/05/16	ANNUAL
Public Participation	18/05/15	ANNUAL
Publication Scheme	18/05/15	ANNUAL
Reserves Policy	18/01/19	ANNUAL
Risk Management	18/05/15	ANNUAL
Standing Orders	18/05/15	ANNUAL
Training	15/05/17	ANNUAL
Untoward Incident Policy	26/11/18	2028
Value For Money	15/05/17	2024
Record Management & Retention	21/05/18	ANNUAL
Social Media & Electronic Communication	21/05/18	ANNUAL

<b>TITLE</b>	<b>ADOPTED</b>	<b>REVIEW</b>
Information Protection	21/05/18	ANNUAL
Information Security	21/05/18	ANNUAL
Removable Media	21/05/18	ANNUAL
Data Protection	21/05/18	ANNUAL
Privacy	21/05/18	ANNUAL
Subject Access Requests	21/05/18	ANNUAL
Password	21/05/18	ANNUAL

## **APPENDIX B**

### **Summary of Responsibilities for Council & Committees**

[Not exhaustive]

#### **Planning Committee**

- Housing and Planning
- Conservation and heritage
- Street naming
- Footpaths and rights of way
- Highway and traffic regulations
- Traffic calming
- Tree preservation
- Planning policy
- Town Centre
- Parking & Movement
- Regeneration & development projects
- Highways
- Transport
- Connectivity
- Climate Change
- Recycling
- PECCAN
- Community Partnerships
- Green spaces
- Parking & Movement
- Regeneration & development projects
- LCWIP

#### **Finance Committee**

- Risk management
- Payroll
- Internal and external audit
- Procurement
- Property, estates, and management of assets including allotments
- IT and Data security
- Policy
- HR and recruitment, retention, training, and performance monitoring
- Staff sub-committee
- Health and Safety
- Budget and payments management
- Investments
- Precept recommendation
- Contract management
- Public domain maintenance, street cleaning and litter
- Lease, license, and fees management
- Debt monitoring
- Policy development and monitoring
- **Grants**

#### **Staff Sub Committee**

- Disciplinary and Grievance arrangements

## Full Council

- GPC and statutory obligations
- Local Government Reorganisation and Devolution – negotiations, planning, infrastructure, and resources development, TUPE etc.
- GDPR compliancy
- Transparency compliancy
- Corporate Governance Framework
- Legal services
- Elections, co-options, and Member's support
- Member training and development
- Freedom of information
- Complaints
- Policy and performance
- Code of Conduct
- Register of attendance
- Declarations of Interest
- Emergency Planning
- Borderlands
- Civic pride/activities/ Mayoralty
- Regeneration & development projects
- Marketing, tourism, and visitor economy
- Town centre
- Parking & Movement
- Arts & culture
- Business
- Sport, leisure, and play
- Health and well-being
- Physical health
- Mental health
- Promotion and support of the voluntary sector
- Young people
- Older people
- Refugees
- Community Engagement and liaison with community groups
- Town Dressing – greening, in Bloom, bunting, Christmas lights

## APPENDIX C

### Financial Delegation to Officers

This Council delegates spending responsibilities to officers within certain limits. The following officers have delegated spending responsibility for the budgets approved by Full Council and delegated to them as part of their post responsibilities.

Officer	Limit
Town Clerk	Any expenditure that is within the budgets approved by Full Council and up to £10,000 to expedite an emergency or untoward incident.
Services & Contracts Manager	Any expenditure that is within the budgets approved by Full Council and up to £10,000 in the event of equipment/asset failure to expedite an emergency or untoward incident.
Responsible Finance Officer	Any expenditure that is within the budgets approved by Full Council.
Legal	Any expenditure that is within the budgets approved by Full Council.
Deputy Town Clerk	Any expenditure that is within the budgets approved by Full Council.
Economic Development Officer	Any expenditure that is within the budgets approved by Full Council.
Community Services Officer	Any expenditure that is within the budgets approved by Full Council.
Sustainability Officer	Any expenditure that is within the budgets approved by Full Council.
<b>Operations</b>	
External Accountancy Services	Any expenditure that is within the budgets approved by Full Council for payroll, pensions and HMRC

It is an expressed requirement of this Protocol that all Officers abide by the following:

1. Any expenditure must be authorised from an approved budget.
2. Any leasing of equipment can only be entered into with the specific approval of the Responsible Financial Officer and Town Clerk.
3. Where an authorisation would result in an individual budget being overspent then the necessary virement should be approved by Council wherever possible before the payment is authorised.
4. Where there is going to be a predicted overspend or spending where there is no budget due to an emergency or untoward incident, the officer authorising the payment must complete a Record of Decision Taken Pursuant to Delegated Powers. This decision record should be approved by Council and published in the public domain.
5. Debit card authorisation is limited to £300.
6. All expenditure be reported to the Council's Finance Committee.
7. Abide by:
  - Standing Orders
  - Financial Regulations
  - Procurement Policy particularly in respect of the threshold figures for seeking quotations.
8. Any breach of any aspect of this Protocol will lead to action under the Disciplinary Procedure.





# Penrith Town Council

## APPENDIX D

### Equality & Diversity Action Plan

#### Introduction

It is important for staff and Councillors to have an understanding of the legal framework around equal opportunities in order to avoid unlawful discrimination and to help ensure that the work environment is one where individuals feel they are treated fairly and with respect.

#### Responsibility

Staff and Councillors are responsible to ensure the Council meets its commitment to promoting equality and diversity and avoiding unlawful discrimination.

If an employee believes they have been discriminated against, they should report this under the grievance procedure.

#### Background

The Council, in May 2017, adopted an Equality and Diversity Statement and the Equality, Diversity and Inclusion Policy. These were reviewed in 2021 and the review was informed by examples of advice, guidance and best practice:

- Equality and Diversity Template Policy - National Association of Local Councils
- Quality Gold LCAS Town and Parish Councils
- ACAS Improving, equality, diversity and inclusion.
- Guidance issued by the Equality and Human Rights Commission. The Commission has produced guidance on compliance with the Equalities legislation and the application of the public sector equality duty in particular.

In July 2021, Full Council approved three new policies:

**1. The Equality and Diversity Policy**

This policy provides an overall commitment to the Council's obligations under the Equality Act and expressly refers to the public sector equality duty as it applies to Parish Councils.

The policy acknowledges the commitment of the Council to the application of an equality and diversity policy in the specific areas of employment and service delivery.

**2. Equality and Diversity Policy: Employment**

This policy relates to Employment is now based on the specimen draft produced by the National Association of Local Councils and records the Council's commitment and approach to equal opportunities in practice to avoid any unlawful discrimination.

**3. Equality and Diversity Policy: Service Delivery**

This policy has been relates to service delivery and how the Council will treat service users having regard to the recognised protected characteristics.

The key differentiation of the policies provides clarity and focus for each distinct area.

The following action plan sets out the activities required to deliver the policies.

## Equality and Diversity Policy: Employment

To recruit, retain and progress a diverse range of employees in a culture that is aware of diversity and inclusion and seek to eliminate discrimination through a review of operational and workplace policies and procedures.

Ref	Area	Action	Measure of Success / Monitoring
1.	Compliance with legislation	Compliance with key legislation applicable to the Council workforce including the Equalities Act, Employment Act and other relevant legislation.	Monitor changes in legislation and review the Equality Policies in 2024.  All policies under go an annual compliance review as part of the Annual Town Council Meeting.
2.	Recruitment	Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job.  Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability.  Disability and personal or home commitments will not form the basis of employment decisions except where necessary.  Appointments will be made on merit.	Person and Job Descriptions are reviewed and approved prior to publication by the Finance Committee.        Reasonable adjustments will be considered.

<b>Ref</b>	<b>Area</b>	<b>Action</b>	<b>Measure of Success / Monitoring</b>
3.	Equal Opportunity Monitoring	The Council will monitor the ethnic, gender and age composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups.	<p>The Council will adopt the ACAS Equality and Diversity Monitoring Form template.</p> <p>The Council will consider and take any appropriate action to address any issues that may be identified in the monitoring process.</p>
4.	Working Practices	<p>The Council will consider any possible indirectly discriminatory effect of its standard working practices.</p> <p>The Council will comply with its obligations in relation to statutory requests for contract variations.</p> <p>The Council will make reasonable adjustments to its standard working practices to overcome barriers caused by disability.</p>	The Council will have an ongoing dialogue with all staff and respond to needs and requests as appropriate.
5.	Work Environment	<p>The Council will undertake Display Screen Equipment checks for staff and consider any practicable workplace adaptations.</p> <p>The Council offers a flexible working scheme, working from home arrangements.</p>	<p>DSE checks will be undertaken on request.</p> <p>Reasonable adjustments will be considered.</p>

### Equality and Diversity Policy: Service Delivery

To design, commission and deliver services that are accessible, inclusive and responsive to the needs of the community. To provide equality of opportunity through access to services for all the Council's customers and communities.

Ref	Area	Action	Measure of Success / Monitoring
6.	Data Collection	The Council will collect data about our community, to inform policy, service review and delivery to help us make a positive impact on tackling inequality and ensure delivery meets the needs of the community.	To obtain Penrith demographic data from the Cumbria Observatory and other sources to assist with the preparation of policies, review and delivery of services as and when required.
7.	Community Engagement	<p>Provide public information in an accessible format as far as possible in a way that best meets the need of the community. (types, size, languages)</p> <p>Listen to the community and gather insight as to how the Council can encourage suggestions to improve services and activities, and seek to promote greater participation of underrepresented groups.</p> <p>Encourage activities that enhance equality and promote and celebrate diversity. (support national, regional and local plans, events, supporting campaigns)</p>	<p>The following policies have been reviewed to ensure that equality and diversity is embedded within:</p> <ul style="list-style-type: none"><li>• Community Engagement Plan</li><li>• Consultation Policy</li><li>• Communication Protocol</li><li>• Communication Policy</li><li>• Co-option Policy</li><li>• Public Participation Policy</li><li>• Petitions Policy</li></ul> <p>And will be reviewed regularly.</p>
8.	Website	<p>Ensure that the Council website meets the Accessible Standards and allows access to information.</p> <p>Add translation services to the Council website.</p>	<p>Accessibility grading of the website by the external IT provider is checked quarterly to ensure accessibility standards are maintained.</p> <p>Commissioned.</p>

<b>Ref</b>	<b>Area</b>	<b>Action</b>	<b>Measure of Success / Monitoring</b>
9.	Assets	<p>Undertake an audit of the Council's assets to identify any equality and diversity issues.</p> <p>Assets are designed, developed or improved with equality and access considerations factored into the design specification.</p>	Asset inspections undertaken and equality issues logged for further action.
10.	Services	<p>Undertake a review of services to demonstrate how they address equality in terms of accessibility and understanding the needs of customers who share a protected characteristic and make reasonable adjustments.</p> <p>Promote equality of opportunity in the development and design of services.</p>	Undertake a desk top review of services in Summer 2022.
11.	Procurement	<p>Review the Procurement Policy so that it includes equality standards for procurement activities, ensuring that services to be procured are representative, fair and reasonable.</p> <p>Seek to ensure that the Council's suppliers and contractors operate in ways which are consistent with the Council's Equality and Diversity policy and aims.</p>	Undertake a review of the Procurement Policy in September 2022 when this policy and Financial Regulations are normally reviewed.

### **Equality and Diversity Policy: Corporate**

Provide organisational support to deliver on the Equality Plan.

<b>Ref</b>	<b>Area</b>	<b>Action</b>	<b>Measure of Success / Monitoring</b>
12.	Equality Impact Assessments	<p>Develop an Equality Impact Assessment tool for the Council and agree a policy as to when the EAI is required. (This may be when a new policy or practice is identified or an existing one is reviewed).</p> <p>Take an evidence-based approach to EIA's to help the Council ensure that policies, practices and services are fair and do not prevent barriers to participation.</p>	<p>EIA introduced for:</p> <ul style="list-style-type: none"> <li>• Decision making</li> <li>• Key programmes of work</li> <li>• Projects</li> <li>• Policy review and development</li> </ul>
13.	Business Plan and Policy	<p>Review the Council Business plan to ensure that the approach to addressing equality forms part of the Council's delivery.</p> <p>The Council will continue to review its policies and procedures.</p> <p>Consideration to include Equality and Diversity into the Council report templates.</p>	Embed equalities into the Council's policies.
14.	Training and Awareness	<p>Commission equality training for staff and councillors and ensure all persons are equality conscious.</p> <p>Ensure that each employee and councillor has had access to the Council's Equality and Diversity Policy: Employment</p>	<p>Equality and Diversity training for staff and councillors. (Cumbria CVS approached and advised training via CCC Learning Pool – account created).</p> <p>Provide training for new staff and councillors.</p> <p>All policies available on website</p>

## **ITEM 12**

### **Appointment of members to existing committees**

#### **a) Planning:**

##### **Current Membership - 6**

Cllr. Jackson  
Cllr. M Clark  
Cllr Kenyon  
Cllr. C Shepherd  
Cllr M Shepherd  
Cllr Snell  
Cllr Burgin –Standing Deputy

#### **b) Finance:**

[Members are asked to note that if the amendments to the Finance Committee terms of reference are approved, the term of the membership to the Finance Committee will be for four years, and subsequently no change will be made]

##### **Current Membership - 6**

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

#### **c) Communities, Culture & Economic Growth: 6 Members and 2 standing deputies.**[If remains a standing committee]

##### **Current Membership - 6**

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





# Penrith Town Council

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

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**ITEM 14:** Review of representation on or work with external bodies and arrangements for reporting back and approve the lead Member for Devolution

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

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

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

## **GUIDING PRINCIPLES**

### **Penrith Town Council**

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

### **Confidential Matters**

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

## **Community/Local Organisation**

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

## **General**

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

## **Procedures**

There are two categories of representation:

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

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

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

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

## **Reporting**

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

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

## **Review**

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

<b>Representatives to external bodies and community organisations and informal groups in 21-22</b>		<b>Proposed amendments 22-23</b>
<b>Organisation</b>	<b>Representatives</b>	
A66 Community Liaison Group	Cllr. C. Shepherd with Cllr. Snell as SD & Deputy Town Clerk, Economic Development Officer	
Borderlands Place Plan Town Team	Cllrs. Davies, Kenyon, Knaggs & Deputy Town Clerk, Economic Development Officer	Under review by CCC
Community Transport	Cllrs. Davies & Jackson	
Eden Assoc. of Local Councils	Cllr. Snell	
Eden Resilience Group	Town Clerk, Services & Contracts Manager	
<del>Fairhill Community Group</del>	<del>Services &amp; Contracts Manager</del>	Group dissolved
Friends of Coronation Gardens	Cllr. C. Shepherd	
Local Cycling and Walking Infrastructure Plan	Cllr. Kenyon & Deputy Town Clerk, Economic Development Officer	
<del>Newton Rigg</del>	<del>Cllr. Knaggs</del>	Group dissolved
<del>Omega Proteins Group</del>	<del>Cllr. Davies</del>	Group not active
Parking and Movement Study	Cllrs. Kenyon, Knaggs & C. Shepherd & Deputy Town Clerk, Economic Development Officer	
Penrith Action for Community Transition	Town Clerk	
Penrith Business Improvement District	<del>Cllr. Jackson</del> & Economic Development Officer	Only EDO
Penrith Climate Change Action Network – informal group	Town Clerk, Services & Contracts Manager, <del>Community Engagement Officer</del> , Open to all Cllrs.	
Penrith in Bloom – informal group	<del>Community Engagement Officer</del>	Community Support Officer

<b>Representatives to external bodies and community organisations and informal groups 21-22</b>		<b>Proposed amendments</b>
<b>Organisation</b>	<b>Representatives</b>	
Rural Services Network Market Town Clerks Group	Economic Development Officer	Town Clerk
Rural Services Network Market Town Councillors Group	Cllr. Davies	Vacant
Town Working Group	Deputy Town Clerk, Economic Development Officer	
Town Working Group- Sub-groups	Officers and Members depending on the purpose of the group	
<del>Youth Advisory Panel</del>	<del>Cllrs. Davies, Jackson, Snell &amp; Community Engagement Officer</del>	Group not active
Zero Carbon Cumbria Partnership	Town Clerk	
Devolution	Cllr Jackson - Lead Member	

## **ITEM 17 Meetings**

### **a) Full Council**

Determine the date and time of ordinary meetings of the Council up to and including the next annual meeting of the Council:

#### **Dates in 22-23 – Unit 2**

- 11 July 2022
- 26 September 2022
- 19 December 2022
- 23 January 2023 - Precept
- 27 March 2023
- 15 May 2023 - Annual Meeting of the Town and Annual Town Council Meeting

### **b) Committees**

Ratify the date of committee meetings of the Council noting that the proposed dates have been agreed by the respective committees and that meeting times will be agreed by the committee at their first meeting.

## **Planning Committee Meetings**

#### **Dates in 22-23 – Unit 2**

- 6 June 2022
- 4 July 2022
- 5 September 2022
- 3 October 2022
- 7 November 2022
- 5 December 2022
- 9 January 2023
- 6 February 2023
- 6 March 2023
- 3 April 2023
- 8 May 2023

## **Finance Committee Meetings**

#### **Dates in 22-23 – Board Room**

- 27 June 2022
- 19 September 2022
- 14 November 2022
- 16 January 2023
- 20 March 2023
- 24 April 2023

## **CCEG Committee Meetings [if standing]**

#### **Dates in 22-23**

- 18 July 2022
- 17 October 2022
- 27 February 2023
- 24 April 2023