



# 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)

**DATE: 4 July 2022**

**NOTICE IS HEREBY GIVEN** that an **ORDINARY MEETING** of **PENRITH TOWN COUNCIL** will be held on **11 July 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

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

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

## **FULL COUNCIL MEMBERSHIP**

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

A handwritten signature in black ink, appearing to read 'V. Tunnadine'.

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 ORDINARY MEETING OF FULL COUNCIL 11 JULY 2022**

## **PART I PUBLIC SESSION**

Members are asked to:

### **1. Apologies for Absence**

Receive apologies from Members.

### **2. Minutes**

#### ***Confirmation of Full Council Minutes***

Authorise the Chair to sign, as a correct record, the minutes of the meeting of Annual Town Council held on Monday 23 May 2022 and agree they be signed as such by the Chair.

#### ***Committee Minutes***

Note that the minutes from the following committees have been circulated and published on the Council website since the previous ordinary meeting:

- a. Planning Committee: 6 June 2022
- b. Finance Committee: 27 June 2022

### **3. Declarations of Interest and Requests for Dispensations**

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

#### ***Advice Note:***

Members are reminded that, in accordance with the revised Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests that have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting.) Members may, however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests that they have already declared in the Register, as well as any other registrable or other interests. If a Member requires advice on any item involving a possible declaration of interest which could affect his/her ability to speak and/or vote, he/she is advised to contact the Monitoring Officer at least 24 hours in advance of the meeting.

### **4. Public Participation**

- a. Receive any questions or representations that have been received from members of the public. A period of up to 15 minutes for members of the public to ask questions or submit comments.
- b. Receive Reports From District And County Councillors

#### ***Advice Note:***

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

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

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

## **BUSINESS OF PUBLIC INTEREST**

### **6. Penrith Local Cycling and Walking Infrastructure Plan (LCWIP)**

Consider the report and the recommendations to endorse the Penrith LCWIP.

### **7. Inspiring Eden Enterprise Hub**

Consider the Report and recommendations contained within.

### **8. By-election Carleton Ward**

Note that a by-election has been called for 4 August 2022 for Penrith Carleton Ward.

### **9. Devolution Local Government Reorganisation**

Provide delegated authority to the LGR Strategic Planning Group to submit an updated letter to the interim CEO and Leader of the Westmorland and Furness Council, expressing an interest in the devolution of both district council and county council assets and services, and in so doing secure these for the benefit of Penrith.

### **10. A66 Community Liaison Group - Northern Trans-Pennine Project**

Members are asked to note that the:

- a. Development Consent Order (DCO) application for the A66 Northern Trans-Pennine project has been submitted.
- b. Full suite of DCO application documents will be available on the Planning Inspectorate's website on the A66 page as soon as the application has been processed.
- c. Planning Inspectorate will decide whether the application meets the required standards before it can proceed to examination.
- d. DCO application, when accepted, it will be advertised on the relevant websites.

### **11. Joint Parking and Movement Study**

- a. Members are asked to note the joint report.
- b. Decide whether to write to Eden District Council expressing disappointment that they are not progressing with initiatives for off street parking to support town centre vitality.

## **ROUTINE BUSINESS MATTERS**

### **12. Report from the Council Chair**

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

### **13. Reports from Members**

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

### **14. Resolutions Tracking Report**

Note the Resolutions Tracking Report.

Consider each report and recommendations contained within for:

- a. Note 4 [PTC14ii] Membership of Rural Market Town Group.
- b. Note 5 [PTC14 iii] Representation of Outside Bodies.
- c. Note 6 [PTC22/14 iv] Town Working Group Terms of Reference.

### **15. Matters from Finance Committee**

Consider the following approved recommendations from the Council's Finance Committee from their meeting held on Monday 27 June 2022.

Note that these matters have been approved by the members of the Council's Finance Committee, and the Committee Chair, has requested that these matters be brought to the Full Council for ratification.

- a. **Budgetary Control Statement 2022/23: 31 May 2022**  
Ratify the Budgetary Control Statement for the period 31 May 2022.
- b. **Revised Budget 2022/23 & Medium-Term Financial Plan**  
Approve the draft Revised Budget and Medium-Term Financial Plan including the amendment to the General Reserve target from 35% to 30% from 1 April 2026.

## **NEW BUSINESS**

### **16. Carbon Literacy Training**

- a. Members to note that the first tranche of training has successfully taken place.
- b. Note that the second tranche of training is scheduled for 27 and 28 September and Councillors are required to sign up to these sessions by the end of July.

### **17. Next Meeting**

Note the next meeting of the Full Council is scheduled for Monday 26 September at 6.00pm, Unit 2, Church House, 19-24 Friargate, Penrith

## **PART II PRIVATE SECTION**

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

### **18. Grants**

Consider the Grants Report and recommendations contained within.

### **19. Staffing Matters**

Receive an oral update.

## **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)



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**DRAFT** Minutes of the meeting of

## **PENRITH TOWN COUNCIL**

Held on **Monday 23 May 2022**, at 6.00 p.m, at Unit 2, Church House, Friargate, Penrith.

### **PRESENT**

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

Town Clerk  
Services and Contracts Manager

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  
ANNUAL TOWN COUNCIL MEETING  
23 May 2022**

**PART I**

**PTC22/01 Election of Chair**

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

**RESOLVED THAT:**

Councillor C. Shepherd be elected Chair for the 2022-2023 municipal year. Cllr. C Shepherd assumed the Chair and Town Mayor roles and made a declaration of acceptance of office in the prescribed form.

**PTC22/02 Appointment of Vice Chair**

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

**RESOLVED THAT:**

Councillor D. Knaggs be appointed Vice-Chair for the 2023-2023 municipal year. Cllr. Knaggs assumed the Vice Chair and Deputy Mayor roles and made a declaration of acceptance of office in the prescribed form.

**PTC22/03 Apologies for Absence**

- i. There were no apologies for absence received prior to the meeting.
- ii. The Town Clerk informed the meeting that the Council Chair had accepted the resignation of Stephen Clarke representing Carleton Ward on 20 May 2022. Eden District Elections Services had been informed, and that the vacancy notice would be displayed from 23 May 2022 for 14 days until June 14 2022. After this date, the District Council would inform Council if there had been any requests received for an election.

**PTC22/04 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. No interests or dispensations were received prior to the meeting.

## **PTC22/05 EXCLUDED ITEM: Public Bodies (Admissions to Meetings) Act 1960**

Members considered whether item 18 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.

### **RESOLVED THAT:**

Item 18 be considered in private session without the press or public present as the matters involved sensitive staff matters.

## **New Business Of Public Interest**

### **PTC22/06 Motions on Notice: Community Governance Review: Councillor Davies.**

Members considered the motion from Cllr. Davies requesting a Community Governance Review for the parish of Penrith and neighbouring parishes.

### **RESOLVED THAT:**

The motion fall.

### **PTC22/07 Securing Penrith's Special Assets.**

Members considered 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. Members noted that to date, there had 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.

The Town Clerk informed the meeting that an approach had been received prior to the meeting from Eden District Council to discuss archives and special assets.

### **RESOLVED THAT:**

That further correspondence be deferred depending on the outturn of the discussion with Eden District Council.

### **PTC22/08 Inspiring Eden**

Members were asked to ratify the letter, as appended, proposing projects to deliver economic recovery under the auspices of Inspiring Eden which was submitted on the 19 May and duly acknowledged.

### **RESOLVED THAT:**

The letter be ratified.

## **PTC22/09 Minutes**

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

Members considered 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.

#### **RESOLVED THAT:**

The Full Council Minutes for 28 March 2022 be approved as a true and accurate record and the Chair be authorised to sign the minutes.

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

Outgoing Committee Members considered the year-end minutes from the following committees and were asked to authorise the Council Chair to sign the minutes, as a true and accurate record:

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

#### **RESOLVED THAT:**

The minutes be approved as a true and accurate record and the Chair be authorised to sign the minutes as listed.

## **PTC22/10 Consideration and ratification of the recommendations made by a committee**

### **a) Finance Committee:** Held on 25 April 2022

Members considered the matters that required ratification as recommended by the Finance Committee.

#### **RESOLVED THAT:**

- i. **FIN21/95 Governance and Accountability for Smaller Authorities** The Practitioners Guide 2022 be adopted.
- ii. **FIN21/96 Asset Register 2021/22** The Asset Register of 31 March 2022 be ratified.
- iii. **FIN21/97 Finance Outturn Report – Year ended 31 March 2022** The Final Outturn Report for the financial year ended 31 March 2022, be ratified.

## **PTC22/10 Consideration and ratification of the recommendations made by a committee**

### **a) Finance Committee: Held on 25 April 2022**

Council considered matters that required their approval as recommended by the Finance Committee.

- iv. **FIN21/103 Thacka Beck Field** An initial budget allocation of £25,500 be earmarked from the Devolution Reserve to contribute towards the delivery of the Thacka Beck Field Stage 2 Development Plan, be approved.
- v. **FIN21/98 Internal Audit 2021/22 & 2022/23** The Council's Internal Auditors final report for 2021-22 containing the auditor's formal opinion, be approved.
- vi. **FIN21/98 Internal Audit 2021/22 & 2022/23** The review of effectiveness of Internal Audit provision during 2021-22, be approved.
- vii. **FIN21/98 Internal Audit 2021/22 & 2022/23** The re-appointment of G. Airey as the Council's Internal Auditor for 2022-23, be approved.
- viii. **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))** The Annual Governance Statement Section 1 of the Annual Governance and Accountability Return be adopted and approved.
- ix. **FIN21/100 Annual Governance and Accountability Return (AGAR) 2021-22: Accounting Statements (Section 2 of the AGAR)** The Accounting Statements 2021-22 (Section 2 of the AGAR) be approved noting the period for the exercise of public rights was confirmed as 13 June to 22 July 2022.
- x. **FIN21/101 Investment Strategy** The revised Investments Strategy be approved, retaining the use of the Penrith Building Society and discontinuing the account held at the Cumberland Building Society at a convenient time during 2022-23 and that the investments held there be deposited with the CCLA Public Sector Deposit Fund. Officers were authorised to investigate other banking institutions and report back to a future meeting of the Finance Committee with any recommendations.

**PTC22/10 Consideration and ratification of the recommendations made by a committee**

**a) Finance Committee: Held on 25 April 2022 – Continued**

- xi. **FIN21/108 Community Services Officer** The financing package for the additional medium-term costs of new post the Community Services Officer, including the use of reserves and amendments to the Medium-Term Financial Plan be approved as:

	<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>

**b) Community, Culture and Economic Growth Committee: Held on 16 May 2022.**

Council considered matters that required ratification from the CCEG Committee.

**RESOLVED THAT:**

- i. **CCEG21/47 Economic Development Report**
  - a) A letter be sent from the Town Council to Eden District Council expressing concern and disappointment that the Town Council had 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.
  - b) 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.
- ii. **CCEG21/49 Penrith Events & Community Projects**

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

Cllr. Jackson left the meeting.

## **PTC22/11 Policies and Procedures Review**

Members **noted** that:

Further to PTC21/40, Adoption Leave was not required to be included in the Council's Equality and Diversity Employment Policy and that any such request would be treated as Maternity Leave as recommended by ACAS.

The Financial Regulations and Procurement Policy were reviewed by Finance Committee on 20 September 2021 FIN21/24.

The review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses, contract arrangements were reviewed when required by the Council's Finance Committee.

That the review of the policies and procedures (Appendix A) had taken place and no amendments were proposed for:

- Council's policies, procedures and practices in respect of its obligations under Freedom of Information and data protection legislation.
- Council's policy for dealing with the press/media.
- Council's employment policies and procedures.

Members considered the Policies and Procedures review and the recommendations contained within for the following matters:

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

### **RESOLVED THAT:**

- i. The amendments to the Scheme of Delegation be approved and in particular:
  - a) The content changes be approved for he/she/they, format and repetition.
  - b) The term of membership to the Finance Committee will be the four-year term of the Council.

## **PTC22/11 Policies and Procedures Review - continued**

- c) There would be no change to the membership of the Finance Committee until 2023.
- d) That Cllr. Hawkins stand down from the Finance Committee as Cllr. Hawkins had submitted a request to resign from the Finance Committee in 2021.
- e) That the CCEG Committee be temporarily suspended and reviewed in December 2022 (or earlier if resources allow).
- f) That all CCEG responsibilities are considered by Full Council during the period of suspension.
- g) All other amendments as recorded in section 3 for the Scheme of Delegation be approved including financial delegations to officers.
- ii. The amendments to the Standing Orders as prescribed within section 3 be approved.
- iii. The amendments to the Complaints Policy & Procedure as prescribed within section 3 be approved.
- iv. The 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:
  - a) Communication Policy
  - b) Communication Protocol
  - c) Community Engagement Policy
  - d) Consultation Policy
  - e) Co-option Policy
  - f) Petition Scheme
- v. The Equality and Diversity Action Plan be approved.

## **PTC22/12 Appointment of members to existing committees**

Members considered the membership of committees and **RESOLVED:**

a) **Finance:**

Cllr. Burgin

Cllr. Davies

Cllr. Jackson

Cllr. Kenyon

Cllr. Knaggs

Cllr. Lawson

Cllr. C. Shepherd

b) **Planning:**

Cllr. Clark

Cllr. Jackson

Cllr. Kenyon

Cllr. Knaggs

Cllr. Lawson

Cllr. C. Shepherd

Cllr. M. Shepherd

c) **Communities, Culture & Economic Growth:** [Applies when the Committee is active]

Cllr. Bowen

Cllr. Davies

Cllr. Donald

Cllr. Hawkins

Cllr. Jackson

Cllr. Knaggs

Cllr. Lawson

Cllr. Snell

## **PTC22/12 Appointment of members to existing committees**

d) Members requested that the Scheme of Delegation be amended to reflect the increase in committee membership recording that each committee may have at least six members..

### **RESOLVED THAT:**

That the terms of reference are changed for each committee to have a membership no less than 6 councillors with quorum remaining as 3.

## **PTC22/13 Election of Committee Chair**

Members were asked to elect Chair to serve on the under mentioned Standing Committees:

- a) Planning Committee.
- b) Finance Committee.

### **RESOLVED THAT:**

- i. For the Planning Committee, Cllr. Jackson be Chair.
- ii. For the Finance Committee, Cllr. Knaggs be Chair.

## **PTC22/14 Review of representation on or work with external bodies and arrangements for reporting back and approve the lead member for devolution**

Members considered the Report and recommendations contained within.

### **RESOLVED THAT:**

- i. The Council do not become members of Omega Proteins Group due to the role of the Council as a statutory consultee for planning applications.
- ii. The membership of the Rural Services Network, Market Town Group is not renewed.
- iii. The Council research organisations that have Eden District Council member/officer representation prior to the District Council's dissolution.
- iv. That the lead body for the Town Working Group, Cumbria County Council, be approached to invite Members to all meetings.

## **PTC22/15 Confirmation of arrangements for insurance cover in respect of all insurable risks**

Members noted that the Council's was committed to a 3-year binding long-term agreement with Hiscox Company Limited with effect from 17/05/2022 which meant the Council was committed to keep their policy with Hiscox Insurance until 17/05/2024. A review had taken place to ensure that the cover provided was sufficient.

## **PTC22/16 Review of the Council's and/or staff subscriptions to other bodies**

Members noted that the Councils subscriptions were considered annually by the Town Clerk and renewed when required. A comprehensive review took place in Autumn 2021 as part of the annual budget review. The Council continued to subscribe the National Association of Local Councils and the Society of Local Council Clerks, periodicals and pay specialist affiliation fees.

## **PTC22/17 Meetings**

### **a) Full Council**

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

### **RESOLVED THAT:**

The following dates be approved:

- 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 up to and including the next annual meeting of the Council as previously considered by the individual committees.

### **RESOLVED THAT:**

The following dates be approved:

#### **Planning Committee**

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

#### **Finance Committee**

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

## **PTC22/18 Next Meeting**

Members noted that the next meeting was scheduled for 11 July 2022 2022 at 6.00pm, Unit 2, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR.

## **PART II – Private Section**

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

## **PTC22/18 Staffing Matters**

Members noted an update on staffing matters.

**CHAIR:**

**DATE:**

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

### **Access to Information**

Copies of the agenda are available for members of the public to inspect prior to the meeting.

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### **Background Papers**

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# REPORT TO FULL COUNCIL

**Date: 11 Jul 2022**

## **Public Report**

This report contains underlined links to external websites.

### **Item no: 6**

**Matter:** Penrith Local Cycling and Walking Infrastructure Plan (LCWIP)

**Authors:** Economic Development Officer and Deputy Town Clerk

**Supporting Member:** Councillor Jackson, Chair of Planning Committee

**Purpose of Report:** To provide an overview of the current position.

**Summary:** LCWIP's are designed to increase active travel to make Cumbria a place where cycling and walking is easily accessible, safe to use, attractive and well maintained. Developing an infrastructure that makes it easier for people to travel on foot or by cycle, will make walking and cycling a practical choice as well as a healthy and sustainable one. The scheme of work is developed in line with the [Department for Transport's Cycling and Walking Investment Strategy](#) and their supporting [Technical Guidance for Local Authorities \(2017\)](#). A key aspect in their production is a document that has undergone full public and wider stakeholder engagement. Cumbria's LCWIPs will produce:

- Network plans for walking and cycling which identify preferred routes and core zones for further development
- Prioritised programmes of improvements for future investment
- Reports, which set out the underlying analysis carried out and a narrative, which supports the identified improvements and networks.

Producing LCWIPs in Cumbria will allow the planning and improving the conditions for cycling and walking by:

- Identifying cycling and walking infrastructure improvements for future investment in the short, medium and long term
- Ensuring that consideration is given to cycling and walking within both local planning and transport policies and strategies
- Providing the evidence base to make the case for future funding for walking and cycling infrastructure.

The focus of the LCWIPs is the improvement of routes used for everyday shorter journeys, such as to work, school or the shops. They aim to identify good quality infrastructure that connects the places people need to get to, in a coherent, direct, safe and attractive way.

Use this underlined link to open [CCC Strategic overview document](#)

**Recommendations:** Members endorse the LCWIP for Penrith.

## **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.

## **Contribution to Council Business Plan: Living Well - Vibrant Town and Economy**

A growing economy contributes to a healthy population. We will work with partners and stakeholders to build on our approach for business growth, branding and promotion of strong, sustainable tourism.

Encourage Penrith's economic and social growth by working collaboratively to encourage business, health, arts, culture, heritage, tourism, and recreation, initiatives, and projects, that are essential to enjoying a good quality of life, for well-being and the vitality of Penrith.

Focus on everyone matters, encouraging best possible inclusive quality of life.

## **Climate Change**

Valuing our environment by responding to climate change, safeguarding our heritage and developing schemes to adapt to climate change and encourage sustainability.

### **1. Background**

- 1.1 The Cumbria Transport Infrastructure Plan (2022 – 2037) sets out the strategy for Active Travel in Cumbria and the development of LCWIPs are a key part of this. The County Council has committed to the development of a series of LCWIPs.
- 1.2 The LCWIP for Penrith outlines the network of key cycling and walking routes in the district. The focus of the Penrith LCWIP is the improvement of routes used for everyday shorter journeys, such as to work, school or the shops. It aims to identify good quality infrastructure that connects the places people need to get to, in a coherent, direct, safe and attractive way.
- 1.3 Recognising that it is not always possible to connect everywhere and that funding for delivery needs to be secured, the Penrith LCWIP focuses on the routes where the most benefits can be realised. Support for walking and cycling infrastructure usually increases further once it is built and people are using it. Over time, these priorities can be built on to deliver a more extensive network to encourage and support a step change in the number of people cycling and walking.
- 1.4 The Penrith LCWIP is a not a funded plan however, having an LCWIP in place will put the Council in the best possible position to secure future funding for the delivery of improvements.
- 1.5 Public consultation on the draft LCWIP proposals was undertaken in July and August 2021.

- 1.6 During this consultation, the draft priority network for cycling was presented. Feedback was sought on the existing barriers to cycling and walking and what improvements could be made to encourage more everyday short journeys to be undertaken by active travel. The consultation received 209 questionnaire responses.
- 1.7 Through the consultation, it was established that 91% of respondents welcomed more money being spent on cycling and walking in Penrith and 57% felt the proposals in the Penrith LCWIP would encourage them to cycle or walk more often.
- 1.8 A second round of public consultation took place in February 2022, presenting the updated priority cycling and walking networks reflecting the feedback received in the first consultation. 58 responses were received, showing the same strong desire for future investment in cycling and walking infrastructure.
- 1.9 The Penrith LCWIP provides a prioritised investment plan for cycling and walking in Penrith area over the next 15 years.
- 1.10 The LCWIP considers the overlaps and synergies with other plans, schemes and strategies, including the Penrith Parking and Movement Study. This means the network priorities will be reviewed and updated periodically, particularly if there are any significant changes in local circumstances, such as the publication of new policies or strategies, new development sites, if funding bids are successful and as walking and cycling networks mature and expand.
- 1.11 The LCWIP is a live document that will be regularly reviewed to ensure the most appropriate routes for cycling and walking are identified and prioritised for future delivery.

## **2. Proposal Details**

- 2.1 That Council support and endorse the plan for Penrith: [View the plan using this underlined link.](#)
- 2.2 The Eden Area Local Committee has already endorsed the LCWIP.

## **3. Organisational Implications**

### **Options Analysis including risk assessment**

#### ***a) Risks - That the following Council Business Plan priorities are not delivered:***

Enable and promote safe cycle ways and pathways to make it safer and more appealing for residents and visitors to cycle and walk to their destination.

Assist the delivery of the actions from the joint authority Parking and Movement Study and the Local Cycling and Walking Infrastructure Plan to improve the pedestrian experience, foot flow, reduce town centres emissions, improve, and provide safe cycling and walking routes, and support community transport schemes.

#### ***b) Consequence***

Impact on the Council's reputation and perceived ability to work with stakeholders and the community to deliver the Council's Business Plan and town centre projects

***c) Mitigation***

The Council supports this and similar projects through positive and productive collaborations and partnership working.

**4. Financial and Resource Implications**

There are no implications.

**5. Equalities Implications**

There are no implications.

**6. Climate Change and Environmental Implications**

Supports the Council's Climate Change Strategy.

# REPORT TO FULL COUNCIL

**Date: 11 July 2022**

## **Public Report**

**Item no: 7**

**Matter:** Inspiring Eden Enterprise Hub / Levelling Up Fund

**Author:** Deputy Town Clerk

**Supporting Member:** Chair of Council

### **Purpose of Report:**

Consider the request by Eden District Council to support the Inspiring Eden Enterprise Hub and agree a response.

### **Recommendations**

The Committee is recommended to request that any bid for levelling up funding is targeted at the town centre and is complementary to the Borderland funding bid and any monies received.

### **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.

### **Link to Council Priorities**

#### **Contribution to Council Business Plan: Living Well - Vibrant Town and Economy**

The Council Business Plan sets out our commitment to improving the lives of local people and delivering good quality services that are responsive to local needs and expectations.

### **1. Background**

- 1.1 On 19 April 2022, the Interim Economic Development Manager at Eden District Council circulated an Inspiring Eden Expression of Interest Form in order to collect and collate project proposals from across Eden to shape and develop a programme of projects to drive and accelerate delivery of Eden District Council's plan for economic recovery and prosperity.
- 1.2 At the Annual Meeting of the Town Council on 23 May, Penrith Town Council considered submitting an expression of Interest for Inspiring Eden. The Council wrote suggesting that the two most significant projects that would facilitate economic growth and town centre vitality in Penrith would be free or reduced-rate off-street parking and the development of Castle Park.
- 1.3 On 23 June, the Town Council received a request from the Interim Economic Development Manager at Eden District Council asking for a letter of support a single bid going forward to the Levelling Up Fund to provide an Inspiring Eden Enterprise Hub on land owned by a third party and with outline planning permission for a business park next to Stoneybeck Roundabout. It is stated that the hub would be a modern enterprise facility providing a mix of office, studio, workshop and collaborative spaces.
- 1.4 It would appear that stakeholders have not been involved in the development of the proposal to enable "joined up" investment planning to support Penrith.

- 1.5 The second round of the Levelling Up Fund focusses on; local transport projects that make a genuine difference to local areas, town centre and high street regeneration, and support for maintaining and expanding the UKs world-leading portfolio of cultural and heritage assets. In particular the fund will look to support:
- i) Transport investments – including (but not limited to) public transport, active travel, bridge repairs, bus priority, local road improvements, major structural maintenance, and accessibility improvements.
  - ii) Regeneration and town centre investment – e.g. upgrade eyesore buildings and dated infrastructure, acquire and regenerate brownfield sites, invest in secure community infrastructure and crime reduction, bring public services and safe, accessible community spaces into town.
  - iii) Cultural investment – maintaining, regenerating or creatively repurposing existing cultural, creative, heritage or sporting assets or creating new assets that serve those purposes including theatres, museums, galleries, production facilities, libraries, visitor attractions (and associated green spaces), sports and athletics facilities, heritage buildings and sites, and assets that support the visitor economy.
- 1.6 However, the bid being submitted by Eden District Council is to support investment in a new high quality business support space that will provide a centre of excellence for the promotion of rural enterprise serving Eden district as a whole and an out-of-town location.
- 1.7 The proposal that Eden District Council are asking for support for is an out-of-town initiative on land that was given outline permission in 2018 (planning application No 17/0928). The outline permission given was for categories:
- 1.8
- i) **B1** – offices except those already mentioned within Class A2 (i.e. financial services, professional services (except those involving health or medical or any other services deemed appropriate for location within a shopping area), premises for research and development or industrial processes which 'can take place in a residential area without damaging the "amenity of the area"')
  - ii) **B2** – general industrial use for the use of carrying on an individual process other than one falling within classes B3 to B7 (i.e. relating to activities which must be registered according to the Alkali Etc Works Regulation Act 1906, certain types of metal works, industrial processes for minerals except where quarry based e.g. producing rubber from scrap, work with oils, gums, resins or other chemical compounds and processes for materials of animal origin e.g. processing potential foodstuffs, producing mature or processing skins.
  - iii) **B8** – storage or distribution.
- 1.9 Although an enterprise hub would be welcome to attract investment, new jobs and business start-ups to the area, it could be argued that any new office space should be located within existing town centre units as those people would then be encouraged to support the current business within the centre and bring vitality into Penrith.

- 1.10 Any arts and culture development within the town should include Castle Park as a destination venue. The Town Hall has already been suggested as a cultural hub with office space for other organisations being provided in Voreda House, whilst the Two Lions and an empty unit in New Squares have also been identified by Eden District Council as potential business support hubs for Inspiring Eden.
- 1.11 The criteria for the Levelling Up Fund is for town centre regeneration and not for an out of town development 2-3 miles from the centre.
- 1.12 The proposals being put forward have been suggested through the Borderlands process. It would be better to use this opportunity to draw down funds that could be used to support Borderlands and not compete against it. An enterprise hub should definitely not include an arts and culture offer and concentrate on attracting business that are more suited to a business park with its associated transport links.

### **Background Documents:**

**Appendix A:** EDC Briefing Note

**Appendix B:** Request for a letter of support



# Briefing Note

<b>To</b>	Inspiring Eden Stakeholders
<b>From</b>	Inspiring Eden Delivery Team
<b>Date</b>	21 June 2022
<b>Title</b>	Levelling Up Funding Bid – Inspiring Eden Enterprise Hub (IEEH)
<b>Purpose</b>	To provide background to the Inspiring Eden Enterprise Hub proposal (which will be submitted to the Government’s Levelling Up Round 2 call for bids) as the basis for seeking letters of support from Inspiring Eden stakeholders

To date 101 Inspiring Eden Expressions of Interest (EOI) have been received which are currently being evaluated to help develop a comprehensive pipeline and programme of projects to:

- Inform the LUF Round 2 Bid
- Inform the production of the UKSPF Investment plan
- Inform the production of other bids and investment plans including the current Borderlands Inclusive Growth Deal for Penrith; and
- Produce an Inspiring Eden Levelling Up Prospectus to describe and present the overarching Inspiring Eden Programme and how the EOIs will be moved forward to support project development and delivery.

Following an assessment of Inspiring Eden Expression of Interests, the focus for the Inspiring Eden Levelling Up Bid will be the Inspiring Eden Enterprise Hub (IEEH), which will form the basis of a final bid for submission by 6 July 2022. The total value of the bid is £8 million with £7.2 sought from the LUF with the remainder being met by the landowner and the existing Inspiring Eden budget.

The IEEH will be a purpose built state of the art modern enterprise facility providing a mix of office, studio, workshop and collaborative spaces and strategically located north of Penrith at the junction of the A6 and B5305 leading to Junction 41 of the M6; see Annex 1 for location of site. It will be built to the highest sustainability standards and provide an exemplar for commercial development across the wider area. A full feasibility study is underway and will be completed in time to support the bid. Initial analysis (which will be firmed up over the coming weeks) indicates that the key elements of the IEEH will include:

- Easy in/out terms to support new business start-ups and business acceleration across all sectors with a particular focus on creative, arts, and knowledge based businesses all driving rural excellence across Eden and the wider economy, generating up to an estimated 80 new businesses, 500 new jobs and £20m of economic benefits in the first 10 years of operation;
- A hub for local business support services from which to consolidate the existing offers and provide targeted outreach support to a range of locations across the whole district, thereby maximising the impact of business support to drive levelling up, economic recovery and prosperity;

- A live demonstration project to provide a living lab on how to shape and deliver strategic projects to drive economic recovery and prosperity in a rural economy;
- A collaboration space for nurturing cross sector and academia / business working to unlock the full potential of knowledge exchanges and transfers;
- A landing pad for inward investment to provide a base for forward teams to locate and plan and deliver the required accommodation, support and infrastructure required; this could be either on the same site as the Inspiring Eden Enterprise Hub or other sites across the district; and
- Providing a strategic hub to support the work of Lancaster University, the University of Cumbria and other academic research organisations in developing the opportunities offered by the M6 Cyber and Digital Corridor.

Discussions with the land owner are well advanced and they have committed to providing the 2 acres required for the development of the IEEH. The partnering arrangements will be confirmed over the coming months ready for mobilisation this autumn. The indicative timeframe for project development and delivery, subject to the outcome of LUF bid, is as follows:

- **April to July 2022** – Development of concept and submission of LUF bid
- **July to October 2022** – Confirmation of the position of the land with landowner and development of mobilisation timetable
- **September to November 2022** – Appointment of Project Manager/ Quantity Surveyor consultants to act as EDC's agents
- **November to February 2023** – Appoint of delivery team (Architect, Structural and Civil Engineer & Principal Designer)
- **February to September 2023** – Securing detailed planning permission
- **May to October 2023** – Procure main contractor
- **October to March 2024** – Procure operator
- **November 2023 to October 2024** – Construction
- **December 2024** – Open

**Contact:** Greg Macdonald 07912 501 836 [greg.macdonald@eden.gov.uk](mailto:greg.macdonald@eden.gov.uk)

Annex 1 - Location of IEEH:



**From:** econ dev

**Sent:** 23 June 2022 12:27

**To:** 'economicdevelopmentofficer@penrithtowncouncil.gov.uk'

<economicdevelopmentofficer@penrithtowncouncil.gov.uk>

**Subject:** Request for Letter of Support for the Inspiring Eden Enterprise Hub | Levelling Up Fund BID by Friday 1 July 2022

Dear Carol

I am writing to ask for your support for a new Inspiring Eden Enterprise Hub. This new purpose built state of the art modern enterprise facility providing a mix of office, studio, workshop and collaborative spaces forms the basis of Eden's Levelling Up Fund BID **which has to be submitted by Wednesday 6 July 2022.**

### **Background: Levelling Up Fund Bid**

The Levelling Up Fund is designed to invest in infrastructure that improves everyday life across the UK. The £4.8 billion fund will support town centre and high street regeneration, local transport projects, and cultural and heritage assets. Eden District Council is submitting a £7.2m bid for the second round of the Levelling Up Fund [LUF] which was announced at Spring Statement 2022.

### **Inspiring Eden Enterprise Hub**

Eden's Levelling Up Fund BID is to support investment in a new high quality business support space. It that will provide a centre of excellence for the promotion of rural enterprise serving Eden district. Full details about the Enterprise Hub are provided in the attached briefing note.

### **Letters of Support**

As part of the LUF Bid we are asking local organisations to provide letters of support for the Inspiring Eden Enterprise Hub. If you are in support of this new facility please could I ask that you send a letter (ideally on letter-headed stationary) to me by return of email. We are working to tight deadlines and would need the letter by end of play on **Friday 1<sup>st</sup> July**. These letters will be used as supporting evidence for the LUF Bid.

If you have any question regarding the Enterprise Hub, or Eden's Levelling Up Bid, please do not hesitate to contact me by return or on 07912 501 836.

Regards

Greg

Greg Macdonald

Interim Economic Development Manager

Planning and Economic Development Team

Eden District Council, Mansion House, Penrith, CA11 7YG

Direct Dial: 01768 212117

Mobile: 07912 501 836

Contact Centre: 01768 817817

[www.eden.gov.uk](http://www.eden.gov.uk)

[www.twitter.com/EdenCouncil](https://www.twitter.com/EdenCouncil)

[www.facebook.com/EdenDistrictCouncil](https://www.facebook.com/EdenDistrictCouncil)

**ITEM 11- 11 JULY 2022****Penrith Parking and Movement Study Implementation Group****Update report: June 2022**

## 1) Key deliverables

Code	Deliverable	Scheme Delivery Range
P1	Additional Parking Capacity	6 months to 2 years
P2	Long Stay Parking in Penrith	6 months to 2 years
P3	Town Centre Parking	6 months to 2 years
P4	On-street Parking (Residential)	6 months to 2 years
P5	Penrith Town Centre Improvements	6 months to 3 years
P6	Addressing Nuisance Parking	6 months to 1 year
P7	Cycling and Walking Connectivity Improvements	6 months to 3 years
P8	Travel Demand and Technology Improvements	6 months to 2 years

## 2) Monthly Activity by area

Package	Latest update	Next Steps
<b>P1</b> Additional Parking Capacity	Delivery of schemes in this package are dependent on additional need being identified.	None at present
<b>P2</b> Long Stay Parking in Penrith	<u>EDC parking reviews</u> <ul style="list-style-type: none"> <li>- Review season ticket allocation and tariffs.</li> <li>- Review of car parking tariffs.</li> <li>- Review off street permit provision.</li> <li>- 'Pay on departure' in car parks.</li> </ul> <p>Pay by phone is now available in EDC car parks.</p> <p>EDC have confirmed that other schemes in this piece of work will not be progressed until 2023/24.</p> <p>Work is being done to promote the current parking offer in Penrith.</p>	Officers pulling together information on parking offer in Penrith to promote to the public.
	<u>Improved parking signage</u> <p>Signage designs are complete and have been approved, officers will progress installation.</p>	
<b>P3</b>		

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Town Centre Parking	<p><u>CCC Parking Protocol</u></p> <p>Public consultation has been prepared and officers are progressing.</p>	Public consultation has been prepared and officers are progressing.
<p><b>P4</b> On-street Parking (Residential)</p>	Delivery of schemes in this package are dependent on above Parking Protocol.	Public consultation has been prepared and officers are progressing.
<p><b>P5</b> Penrith Town Centre Improvements</p>	A meeting will be held later this year for approval of the Borderlands Investment Plan, which will detail if any of the schemes in this package are to be included in the borderlands work. Schemes in the package are on hold until feedback is received from Borderlands.	Await feedback from Borderlands programme.
<p><b>P6</b> Addressing Nuisance Parking</p>	<p>Continued enforcement in the Castletown/ Gilwilly area.</p> <p>Regular heavy enforcement patrols were carried out throughout February. 5-6 patrols were carried out in the area targeting the issues raised. Regular enforcement is ongoing.</p>	Regular enforcement is ongoing.
	Delivery of schemes in this package are dependent on Parking Protocol.	Public consultation has been prepared and officers are progressing.
<p><b>P7</b> Cycling and Walking Connectivity Improvements</p>	LCWIP was approved by ELC 27 May with officers being given delegated authority to make an necessary changes ahead of publication.	<p>Officers to make necessary changes ahead of publication.</p> <p>Endorsement from EDC 27 June and PTC 11 July.</p>
	Detailed designs have been reviewed for improvements to pedestrian infrastructure at: Pennyhill Park Robinson Street Lark Lane	Options to be discussed.
	Work is ongoing to investigate and deliver improvements at:	Brunswick Square is awaiting feedback from Borderlands programme.

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	<p>Foster Street Cromwell road roundabout Corney Place Brunswick Square/Watson Terrace</p> <p>A meeting will be held later this year for approval of the Borderlands Investment Plan, which will detail if any of the schemes in this package are to be included in the borderlands work. Schemes in the package are on hold until feedback is received from Borderlands.</p>	<p>All others – designs have been completed, awaiting funding to procure construction contractor.</p> <p>Corney Place – TRO required, will be publicised Autumn 2022.</p>
	<p>Upgrade to Stricklandgate/Portland Place.</p> <p>Works have been completed and comms have gone out. The project came in on budget. There has been no negative feedback so far.</p>	<p>None at present.</p>
<p><b>P8</b> Travel Demand and Technology Improvements</p>	<p>EDC is currently working on the delivery of Electronic Vehicle Charging points at Penrith Leisure centre and Drovers Lane car parks.</p>	<p>Seeking start date with contractor.</p>

### 3) Key messages that can be shared externally

- Penrith Parking and Movement Study was a joint project of Cumbria County Council’s Eden Local Committee, Eden District Council and Penrith Town Council.
- The primary objective was to develop a coherent and comprehensive parking and movement strategy, which meets the requirements of residents, businesses, commuters, and visitors, and identifies measures to provide:
  - A suitable parking offer to support the functionality, attractiveness, and viability of Penrith, which addresses current issues and supports future capacity
  - Improved walking and cycling connectivity, within Penrith, focusing on walking and cycling route connections from existing car parking areas to:
    - The town centre,
    - Key employment areas; and
    - The rail and bus stations.
- To deliver several of the schemes/projects highlighted by the Study, CCC is currently working on a Parking protocol, which will be a governing document to guide implementation of improvements
- To deliver several of the schemes/projects highlighted by the Study, EDC is creating a Parking Charter which both explains the off-street parking offer in Penrith and the future development needed

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- Several the infrastructure improvements highlighted by the study are dependent on Section 106 funding, which is funding received from Housing Developers to make improvements to the local area.
- Work to deliver improved Parking signage is currently underway, with CCC, EDC and PTC officers working together to deliver.
- Pay by Phone launched in EDC off-street car parks in April 2021.

4) Risks

Description	Deliverable	Status
		➔

5) Decision making

Decision	For whom

6) Member comments / actions

<b>CCC</b>
<b>EDC</b>
<b>PTC</b>

<p><b>KEY</b> Direction of travel</p> <p>↑ Rating is increasing and the current RAG Rating is expected to increase in the near future.</p> <p>➔ Performance is stable and the current RAG Rating is expected to remain the same in the near future.</p>	<p><b>RAG rating</b></p> <p style="background-color: #92d050; width: 15px; height: 15px; display: inline-block; margin-right: 5px;"></p> Successful delivery highly likely. <p style="background-color: #ffc000; width: 15px; height: 15px; display: inline-block; margin-right: 5px;"></p> Successful delivery appears to be possible.
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Appendix 1 – Full description of Packages

Scheme ID	Scheme Description	Delivery Programme
<p><b>Package 1 - Additional Parking Capacity</b></p> <ul style="list-style-type: none"> <li>• <b>Caters for future increases in parking demand near the railway station</b></li> <li>• <b>Addresses a shortage of affordable long-stay parking around Penrith Railway Station</b></li> <li>• <b>Alleviates capacity constraints to serve users of the existing railway station car park</b></li> </ul>		
6	<p><b>Increased car parking short and long stay in areas around the station.</b></p> <p>New car park near the rail station potential site identified</p>	3 Years

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6	<p><b>Increased car parking short and long stay in areas around the station.</b>          Castle Retail Park negotiation, utilise parking at the Retail areas to the south of the railway station. Agreement would be required between EDC and Castle Retail Park landlords and tenants. An intervention would need to be agreed and advertised to rail users.</p>	6 Months
60	<p><b>Explore a Park and Ride Service</b>          Should the longer-term needs of the town result in increased requirement for more long stay parking, the provision of additional long stay car park capacity in the form of a park and ride outside of the town centre would be a viable option. This would require discussions with Stagecoach, Cumbria County Council and any private car park owners.</p>	6 Months
<p><b>Package 2 - Long Stay Parking in Penrith</b></p> <ul style="list-style-type: none"> <li>• Disparities in car parking capacity in Penrith</li> <li>• Parking on the edge of the Controlled Parking Zone</li> <li>• Restrictive methods of payment on some car parks around town</li> <li>• Excess demand at certain car parks within the town, whilst others remain below capacity</li> </ul>		
10	<p><b>Provide long stay parking capacity at supermarkets</b>          By using existing spare parking capacity at the supermarkets in Penrith, this intervention would improve the offer of long-stay parking in Penrith. This would reduce the extent and quantity of workers parking on-street in locations beyond the Controlled Parking Zone. The delivery of this intervention is dependent on the development of a leasing strategy between EDC as the planning authority and the supermarkets within Penrith</p>	1 Year
13	<p><b>Review of season ticket intervention allocation and tariffs</b>          Delivery of this intervention would provide additional season tickets for long stay users who request one. This will reduce long stay on-street parking beyond the Controlled Parking Zone. EDC to review existing season ticket allocations and tariffs and prepare revisions to the number of season tickets allocated.</p>	2 Years
14	<p><b>Review of car parking tariffs</b>          Review of existing parking tariffs charged for visitor parking in Penrith. Whilst having an impact on net revenue for EDC, this intervention would make parking in the town more desirable for visitors, potentially increasing public spending in Penrith.          EDC would be required to assess the impact on revenues and propose a new tariff for implementation.</p>	2 Years

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16	<p><b>‘Pay on departure’ in car parks</b>            Increase the range of payment methods available at some car parks in Penrith, which would in turn, likely increase the length of stay in the town centre. Through implementation of ‘pay on exit’ or ‘tap-in tap-out’ measures, this would encourage people to stay longer in the town, by removing the feeling that they are time-capped by their parking. EDC would need to seek advice and prepare a business case for options to the convert current payment machines to accept pay on departure.</p>	2 Years
18	<p><b>Review off street permit provision</b>            A review of existing permit allocation to ensure that permits are allocated more effectively, and that they benefit those in the community who need them most. This would require EDC to review previous provision and application data and develop a revised strategy for future allocation. This should be monitored to ensure the new strategy is effective when delivered.</p>	6 Months
55	<p><b>Implement a signage strategy to better direct drivers to car parks</b>            Improvements to signage to car parks in Penrith would ensure visitors can better navigate around the town in search for a suitable car park, making use of under-utilised car parks. Improvements to static signage in the medium term, with an aim to install electronic signage in the long-term based on the monitoring of car park use.</p>	April 2021- March 2022
62	<p><b>Provide Parking and Movement Information</b>            Information, mainly intended for visitors, on the provision of parking information, so that they know where to park for long or short stays in the town.</p>	6 Months

**Package 3 - Town Centre Parking**

- Discrepancies in existing on-street parking policy
- Improved management of the on-street environment

17	<p><b>Develop a new on street parking policy</b>            A review, and subsequent adjustment to the existing on-street parking policy to ensure that on-street parking is better utilised across Penrith. Development of a pilot intervention for adoption in Penrith, with associated consultation with the public and key stakeholders.</p>	April 2021- March 2022
19	<p><b>Review the maximum parking duration programme using discs through the town</b>            Reduce the maximum on-street stay in the town centre, which would facilitate provision for on-street visitor parking for single use shopping/business trips. The development of this intervention would require CCC to revise the existing orders in line with the Traffic Regulation Order (TRO) process.</p>	April 2022 – March 2023
20	<p><b>(Ullswater Road) Review the extent of the controlled parking zones</b>            Controlled parking for Castle Park and Ullswater Road is recommended and is aimed at improving the parking offer for leisure users throughout the day. Delivered via revisions to the existing orders in line with the TRO process.</p>	April 2022 – March 2023

**ITEM 11- 11 JULY 2022****Package 4 - On-Street Parking (Residential)**

- Use of spare daytime on-street parking capacity on residential streets
- Excess pressure on certain zones within the Controlled Parking Zone (CPZ)
- Excess allocation of permits for new developments, causing issues for existing developments

21	<p><b>Review the number of visitor permits</b> Facilitate more regular visits for those who may be reliant on carers. This would allow visitors to park, uncharged with the use of a disc. Consultation with the public and stakeholders prior to a revision to the existing TRO. This intervention would also require updates to existing signage.</p>	2 Years
22	<p><b>Provide on-street permit supply relative to kerb side capacity</b> Reduce pressure on high demand parking zones in Penrith through a revision to parking permit policy. Implementation of this intervention would require consultation with residents and stakeholders, and regular monitoring of on-street permit occupancy.</p>	1 Year
23	<p><b>Rationalise residential parking exemptions in commercial streets in the town centre</b> Ensure local businesses are served by 2-3 short-term visitors' spaces. This would likely encourage more spending in local shops, boosting the local economy. Consultation and revision of existing TRO would be required prior to implementation of changes.</p>	2 Years
31	<p><b>Review parking permit provision for new residential developments</b> Review of parking permit provision for any new development within Penrith. The policy is aimed at reducing pressure on existing parking capacity, whilst also promoting a reduced reliance on car travel for residents within the town. Revision of guidance, and EDC should aim to integrate the intervention into planning policies.</p>	6 Months

**Package 5 - Penrith Town Centre Improvements**

- Addresses conflict between motorised vehicles and pedestrians at Great Dockray
- Addresses safety issues associated with the area around Lloyds bank, accommodating the needs of both pedestrians and motorised vehicles

26 & 27	<p><b>Develop a greenspace community area at Great Dockray (Part of EDC's LP's IDP)</b></p> <p><b>Reduce parking at Corn Market/Great Dockray</b> These interventions are aimed at rationalising the existing layout at Great Dockray one of which builds upon EDC Local Plan ID27-reduce parking at Great Dockray implementation of ID26 (greenspace community) is dependent on the effectiveness of the IDP intervention</p>	Part of IDP
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36	<p><b>Parking improvements around Lloyds Bank</b> Provide an improved pedestrian area whilst increasing the number of available parking bays. Any further development would require public consultation prior to implementation.</p>	3 Years
54	<p><b>Reconfigure Market Square (Part of EDC's LP's IDP)</b> Developed as part of the EDC's IDP, in order to support the development of the Local Plan. This would facilitate safer pedestrian movements, whilst also making the parking offer more effective. Develop outline designs and subsequent detailed designs. Any further development would require public consultation prior to implementation.</p>	Part of IDP

**Package 6 - Nuisance Parking**

- Addresses issues caused by illegal parking of HGVs in Castletown, such as littering, by more adequately enforcing restrictions
- Addresses parking and safety concerns along Wetheriggs Lane

29	<p><b>Develop parking restrictions in areas of Castletown (in and around Gilwilly Lane)</b> Help address issues caused by illegal parking of HGVs in Castletown and the wider area, such as littering, by more adequately enforcing restrictions. Need to increase the number of patrols and ensure violating HGV companies are contacted.</p>	6 Months
30	<p><b>Identify improvements around the Wetheriggs Lane area</b> Reduce the volume of parking around the Wetheriggs Lane area, to improve the operational safety of the highway. Revisions to the existing orders in line with the TRO process.</p>	April 2022 – March 2023

**Package 7 - Cycling and Walking Connectivity Improvements**

- Gaps in existing walking and cycling network
- Areas of severance around Penrith
- Poor connectivity between the bus and train stations and the town centre, as well as between car parks

32 & 41	<p><b>Walking and Cycling connectivity improvements</b> Connectivity improvements between the bus and railway station Improve connectivity for walkers and cyclists between the railway station, the town centre and car parks around Penrith. This complements proposed IDP interventions as it aims to provide infrastructure in areas which there are future gaps in the network. Additionally, the development of this intervention will be used as part of the LCWIP for the whole town, set to commence in autumn 2020. Has an interdependency with ID40 which is identified as part of EDC's Local Plan IDP. The design team needs to be aware of the overlap of these improvements to ensure that the first phase of the design does not inhibit further design phases in the future.</p>	3 Years
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**ITEM 11- 11 JULY 2022**

37	<p><b>Improve the Underpass at Mallard Close</b>  Allow for better connectivity between the east and west of the railway line via an improved underpass. This would facilitate active mode trips. Need to develop outline and detailed design, as well as carrying out public and stakeholder consultation.</p>	Part of IDP
38	<p><b>Provide Facilities for pedestrians at side crossing points in Penrith Town Centre</b>  Deliver improved infrastructure for pedestrians at Pennyhill Park, Foster Street, Robinson street and Lark Lane. These improvements would improve the safety for pedestrians navigating around these routes. Outline Design was complete in March 2020 – further development of detailed design is required, as well as public and stakeholder consultation.</p>	Part of IDP
39	<p><b>Improvements to junction with Brunswick Square/ Watson Terrace and Stricklandgate</b>  Deliver an improved layout to the existing Brunswick Square / Watson Terrace and Stricklandgate area of Penrith. Additionally, this intervention facilitates safer movement between car parks around the town. Further developments of designs, as well as carrying out public and stakeholder consultation.</p>	Part of IDP
40	<p><b>Provide facilities for pedestrians at roundabouts along the A592 with Cromwell Road and B5288 Norfolk Road</b>  The Cromwell Road roundabout arrangement is a significant point of severance for pedestrians and cyclists travelling between the railway station and the town centre/bus station. This intervention would therefore deliver improved accessibility between the rail and bus stations, as well as between car parking areas in the town centre. This intervention has an interdependency with ID32/ID41. The design team needs to be aware of the overlap of these improvements to ensure that the first phase of the design does not inhibit further design phases in the future.</p>	Part of IDP
45	<p><b>Increase cycle storage across the town</b>  Deliver an increase in cycle parking at strategic locations around the town to encourage cycling for people travelling to and from the town. The delivery of this intervention should be considered as part of the Penrith LCWIP, which will be progressed as of autumn 2020.</p>	6 Months
46	<p><b>Provide cycle facilities along the eastern side of the A6 past the hospital</b>  Provides a cycle route linking the existing National Cycle Route through the centre of the town. Need to develop outline and detailed design, as well as carrying out public and stakeholder consultation.</p>	Part of IDP
52	<p><b>Upgrade the Stricklandgate/Portland Place junction</b>  Comprises the removal of on-street parking, aiming to provide additional space for pedestrians. This intervention has recently been developed to detailed design and would require further consultation prior to implementation.</p>	Part of IDP

**ITEM 11- 11 JULY 2022**

53	<b>Reconfigure the layout of Corney Place</b> Deliver improved accessibility within the town centre for pedestrians travelling via Stricklandgate / Portland Place. Outline Design was complete in March 2020 further development of detailed design is required, as well as public and stakeholder consultation.	Part of IDP
<b>Package 8 - Travel and Demand Technology Improvements</b> <ul style="list-style-type: none"><li>• Cycle safety</li><li>• Lack of EV charging infrastructure in Penrith</li><li>• Encouraging modal shift to active modes</li></ul>		
43	<b>Raise awareness of sharing road space with cyclists</b> Deliver improved safety for cyclists along key routes into, and through, Penrith. As part of local or national advertising campaigns, implement a campaign to raise awareness of cyclists.	6 Months
56	<b>Electric vehicle charging infrastructure strategy</b> Increase the infrastructure provision of electric vehicle charging points for residents, businesses and visitors in Penrith. As part of the strategy, strategic opportunities to implement EV charging points would be identified to future proof Penrith.	6 Months
63	<b>Travel demand management measures</b> Changing people's behaviour by reducing the number of single occupancy car trips that are made by residents, employees and visitors within Penrith. EDC are required to undertake a best practice review and identify measures which would benefit Penrith the most.	Scope not defined - typical programmes run for one to two years

# REPORT TO FULL COUNCIL

**Date: 11 Jul 2022**

## **Public Report**

This report contains underlined links to external websites.

### **Item no: 14a**

**Matter:** Rural Market Town Group Membership (RMTG)

**Authors:** Town Clerk

**Supporting Member:** Councillor Shepherd Chair

**Purpose of Report:** To provide an overview of the current position.

### **Summary:**

As an organisation, the Rural Services Network, of which the RMTG is a part, campaigns for fair funding for rural communities and have informed Council that:

- a) Rural areas in 22/23 will receive some 37% (£105) per head in Settlement Funding Assessment grant LESS than their urban counterparts.
- b) Rural residents will pay, on average, 21% (£104) per head MORE in Council Tax than their urban counterparts due to receiving less government grant.
- c) The higher council tax in rural areas must be paid for from on average lower locally earned wages.
- d) Rural councils have available to spend only a third of the money (per head of population) available for discretionary services when compared to the per head availability calculation for urban areas. [Please remember this is the per head position so the fact that rural areas have lower populations and lower numerical service demands has already been accounted for].
- e) This unfair funding and its consequences affect the lives of people in rural areas, as Councils must deliver services that cost more due to sparsity, from significantly smaller budgets than urban authorities. The resulting thinner rural services will negatively affect local communities and the level of trading in towns.
- f) The RSN are the national champion for rural services, and work on behalf of members to ensure that rural areas have a strong voice.

Website: <https://www.rsonline.org.uk/page/rural-market-town-group>

### **Recommendations:**

- i. Members support the opportunity to remain as members of the RMTG for no fee for 12 months.
- ii. That the Town Clerk/Economic Development Officer represent the Town Council for the Officers Group.
- iii. Cllr. Burgin, who has offered to represent the Town Council, join the Members Group.

### **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.

## **Contribution to Council Business Plan: Living Well - Vibrant Town and Economy**

A growing economy contributes to a healthy population. We will work with partners and stakeholders to build on our approach for business growth, branding and promotion of strong, sustainable tourism.

Encourage Penrith's economic and social growth by working collaboratively to encourage business, health, arts, culture, heritage, tourism, and recreation, initiatives, and projects, that are essential to enjoying a good quality of life, for well-being and the vitality of Penrith.

Focus on everyone matters, encouraging best possible inclusive quality of life

### **Background**

- 1.2 At the Annual Town Council Meeting Council 23 May 2022, Members agreed not to continue with the membership of the RMTG [Minute ref: PTC14ii] because the officer and Members who attended the meetings were unable to report to the meeting that their attendance had been beneficial.
- 1.3 The RMTG is a fledgling organisation and is keen that Penrith Town Council continue their membership to assist in the development and objectives of the group.
- 1.4 The RMTG have commenced profiling. The f Cumbria Area Profile sets out a range of analyses and statistics focusing on key areas linked to the local economy providing a comparison with the England average in a number of areas, which may enhance the understanding of some of the challenges our local area may face. (Appendix A).
- 1.5 The RMTG have developed a Fairer Funding Summary and sets out some of the overall figures that may be of interest to Council to understand the challenges faced. In the fair funding summary, the figures will vary from rural area to area, but the overall average English rural position is set out. (Appendix B)

### **2. Proposal Details**

That Council support the RMTG and join the membership for 12 months at no charge.

### **Organisational Implications**

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

#### ***a) Risks - That the following Council Business Plan priorities are not delivered:***

Vibrant town and economy.

#### ***b) Consequence***

Impact on the Council's reputation and perceived ability to work with stakeholders and the community to deliver the Council's Business Plan and town centre projects

#### ***c) Mitigation***

The Council supports this and similar projects through positive and productive collaborations and partnership working.

### **4. Financial and Resource Implications**

There are no implications.

## **5. Equalities Implications**

There are no implications.

## **6. Climate Change and Environmental Implications**

There are no implications.

### **Background Documents:**

Appendix A: Cumbria Profiling

Appendix B: Fairer Funding

# REPORT TO FULL COUNCIL

**Date: 11 Jul 2022**

## **Public Report**

**Item no:14b**

**Matter:** Membership of Outside Bodies

**Authors:** Town Clerk

**Supporting Member:** Councillor Lawson

### **Purpose of Report:**

- a) As Councillor Snell already attends meetings of the Penrith and Eden Refugee Network and Eden Health and Wellbeing Forum, agree that she attends these meetings as a representative of Penrith Town Councillor.
- b) As part of the work of the informal LGR Strategic Planning Group, consider:
  - Eden District Council and Cumbria County Council membership of Outside Bodies.
  - The development of Service Area Champions.

### **Summary:**

Councillors participate in a variety of external organisations and support the development of important community services. Engagement with many of these is key to helping the Councils deliver their priorities for the people and supporting the Bodies themselves to deliver their objectives.

Members appointed to outside bodies are able to work with and alongside local community groups, helping to empower them in terms of addressing local issues. Benefits of membership include but are not limited to:

- Provide knowledge, skills and expertise, which may not otherwise be available.
- Ensure that good relationships and effective communication can be maintained with the body.
- Protect the Council's investments or assets i.e. if the Council has provided grant funding or provides funding for service delivery.

Appointments made to Outside Bodies should be sensitive to the need to represent as far as possible the diverse nature of the local community.

With the impending progression to Unitary Council, membership from the various authorities will change.

To ensure that local councillor representation continues a review of the higher authorities' external representation was requested by Councillor Lawson.

## **Recommendations:**

- i. Appoint Cllr. Snell on the following Outside Bodies, which currently do not have a Town Council representative:
  - a. Penrith and Eden Refugee Network
  - b. Eden Health and Wellbeing Forum
- ii. The LGR Strategic Planning Group considers the register of Outside Bodies of the Principle Authorities, Eden District Council and Cumbria County Council (Appendix A) and collate the following information for Outside Bodies related to Penrith:
  - Name of the outside body.
  - Legal status of the organisation, e.g. company, trust, charity, unincorporated association.
  - Identify if the outside body is likely to be changed because of LGR.
  - Establish if a local council can become a member of a representative member of the outside body.
  - What benefits do Members perceive the Council's involvement with the outside body?
  - Capacity in which the councillor is to be appointed, e.g. director, trustee etc.
  - Representative type – Councillor, Officer or both.
  - Member with voting rights or member with observer status.
  - Purpose of the organisation, how this relates to the Council's functions, business Plan and its objectives.
  - Relationship between the Council and the body and the likelihood and extent of any conflicts of interest.
  - Requirements of the organisation's governing instrument, e.g. constitution, trust, deed, memorandum of understanding and articles of association, both as a member and generally.
  - Potential liabilities and risks.
  - Approximate time commitment required (number of meetings / hours per year).
  - Approximate Member costs incurred (travelling etc).
- iii. The LGR Strategic Planning Group consider for 2023, the development of champions for:
  - Armed Forces
  - Children and Young People
  - Older People
  - Homelessness
  - Climate Change
- iv. That the proposed highlighted amendments within the Guidance on representation on Outside Bodies be approved as appended (Appendix B).

## **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.

## **Contribution to Council Business Plan: Living Well - Vibrant Town and Economy**

Reviewing the Council's appointment of representatives to and engagement with Outside Bodies links directly to the Council Business Plan. The Plan sets out our commitment to improving the lives of local people and delivering good quality services that are responsive to local needs and expectations with the aim of being as effective and efficient as possible. By working closely with a whole range of organisations the Council can help to ensure that it supports and helps to make the best use of resources to deliver the best outcomes for Penrith.

### **1 Background**

- 1.1 At the Annual Town Council Meeting Council 23 May 2022, Members agreed [Minute ref: PTC14 iii] to review the larger authorities membership to Outside Bodies in readiness for local government reorganisation.
- 1.2 A review of the membership of Outside Bodies for the larger authorities has taken place and is appended at 'A'.
- 1.3 Members also discussed at the Annual Town Council meeting that Eden District Council developing service area champions similarly to the district Council's current approach. It is recommended that these roles be considered for 2023.
- 1.4 The remit and activities of Outside Bodies varies widely. Examples of this difference can be that for some Councillors are only required to attend one AGM whilst in contrast other Bodies require regular monthly (or more frequent) participation, with voting rights and specific responsibilities. Consequently, the structure of each type of organisation and the management and the rules, which govern the organisation, vary. However, the law lays down many requirements with which members must comply and this includes upholding the Seven Principles of Public Life and abiding the Council's Code of Conduct. A review of the guidance for councillor Representation on Outside Bodies has been made because of this research to reflect sector best practise.

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

#### ***a) Risks - That the following Council Business Plan priorities are not delivered:***

Vibrant town and economy.

#### ***b) Consequence***

Impact on the Council's reputation and perceived ability to work with stakeholders and the community to deliver the Council's Business Plan and town centre projects

#### ***c) Mitigation***

The Council supports this and similar projects through positive and productive collaborations and partnership working.

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

There are no implications.

### **4 Equalities Implications**

There are no implications.

### **5 Climate Change and Environmental Implications**

There are no implications.

### **Background Documents:**

**Appendix A:** Register of Principle Authority Outside Bodies Representation.

Appendix B: Representation on Outside Bodies Guidance with proposed amendments highlighted.

## **APPENDIX A**

### **REGISTER OF PRINCIPLE AUTHORITIES OUTSIDE BODIES REPRESENTATION**

#### **Eden District Council**

Alston Moor Partnership (including the Townscape Heritage Initiative Steering Group and Alston Moor Partnership) Board

Cumbria County Superannuation Fund Forum

Cumbria Health Scrutiny Committee

Cumbria Housing Group

Cumbria Leadership Board

Cumbria Joint Districts

Cumbria Local Nature Partnership

Cumbria Police and Crime Panel

Cumbria Public Health Alliance

Cumbria Strategic Waste Partnership

Cumbria Tourism Executive Board

District Councils Network

Eden Health and Wellbeing Forum

Eden Tourism Network

Local Government Association

Greenwich Leisure Limited Eden Board

Multi Agency Appleby Fair Strategic Coordinating Group (MASCG)

North Cumbria Community Safety Partnership

North Pennines Area of Outstanding Natural Beauty Partnership

North West Housing Forum

North West Employers

Parking and Traffic Regulations Outside London Adjudication Committee

Sparsity Partnership for Authorities deliver rural services (SPARSE)

UK100 Countryside Climate Network

## **Cumbria County Council**

Adoption and Permanence Panel North

Adoption and Permanence Panel South

Allerdale Citizens Advice Bureau

Alston with Garrigill Foundation

Armathwaite Old School Hall

Arnside - Silverdale Area of Outstanding Natural Beauty Executive Committee

BAE Systems Marine Ltd Local Liaison Committee

Barrow Armed Forces Champion

Barrow Autism Champion

Barrow Borough Sports Council

Barrow Community Safety Partnership

Barrow Fire and Rescue Member Champion

Barrow Gas Terminal Liaison Committee

Barrow Looked After Children Champion

Barrow Waste Water Treatment Works

Belah Community Centre

Bennet Bank Landfill

Big Lottery Application

Border to Coast Pensions Partnership Limited

Border to Coast Pensions Partnership Limited Joint Committee

Brampton and Beyond Community Trust

Brewery Arts Centre Trust Kendal

Britain's Energy Coast (previously known as West Cumbria Vision)

Broughton Beck Educational Foundation

Brow Edge Foundation

Carlisle and Eden Community Safety Partnership

Carlisle and Eden Crime and Disorder Reduction Partnership

Carlisle Armed Forces Champion

Carlisle Autism Champion

Carlisle Casualty Reduction and Safer Highways Group

Carlisle Educational Charity

Carlisle Healthy City Steering Group  
Carlisle Historic Core Working Group  
Carlisle Lake District Airport Consultative Committee  
Carlisle Local Committee Strategic Grants Panel  
Carlisle Looked After Children Champion  
Cartmel Old Grammar School Foundation  
Casualty Reduction and Safer Highways Group - Eden  
Children and Young People's Working Group  
Children's Trust Board  
Commercial Sub-Committee  
Community Project (Incorporating Carlisle Nightstop)  
Copeland Community Fund  
Copeland Disability Forum  
County Casualty Reduction and Safer Highways Group  
County CRASH (Casualty Reduction and Safer Highways) Group  
County CRASH Group  
Cumbria Action for Sustainability  
Cumbria Biodiversity Steering Committee  
Cumbria Coastline CRP  
Cumbria Community Foundation  
Cumbria Countryside Access Partnership Board  
Cumbria Fells and Dales Local Action Group  
Cumbria Health and Well-Being Board  
Cumbria Housing Group  
Cumbria Learning Disability Partnership  
Cumbria Local Access Forum  
Cumbria Local Nature Partnership  
Cumbria Planning Group  
Cumbria Road Safety Partnership Executive  
Cumbria School Admission Forum  
Cumbria Tourism  
Currock Community Association

Decommissioning Sub-Committee  
Denton Holme Community Association  
Distington Local Liaison Committee  
District Delivery Group  
Down-a-Gate, Warwick Bridge  
Eden (East) Area Schools Organisation  
Eden and Carlisle Community Safety Partnership  
Eden Education Business Partnership - Executive Group  
Eden Health and Wellbeing Forum  
Eden Local Strategic Partnership  
Eden Valley Public Health Partnership  
Eden Youth Work Partnership  
Engage Eden Project  
ERDF Financial Engineering Instruments Sub Committee  
ERDF Local Management Committee  
ERDF Performance and Monitoring Sub Committee  
Eskett Quarry  
Eskett Quarry Liaison Committee  
European Social Fund Regional Committee  
Flusco Landfill Local Liaison Committee  
Fostering Panel North  
Fostering Panel South  
Furness Economic Forum  
Furness Line Community Rail Partnership  
Furness Locality Health and Wellbeing Forum  
Ghyll Scaur Quarry Liaison Group  
Ghyllscaur Quarry Liaison Committee  
Gilford Centre Pupil Referral Centre  
Gillford Centre Pupil Referral Unit  
Goodley Dale Cottage Homes Trust  
Greystone Community Centre  
Grundy's Charity for the Poor

Harraby Community Centre  
Hawkeshead Grammar School  
Health and Wellbeing Forum  
Henry Lonsdale Charitable Trust  
Hespin Wood Landfill  
Holehird Trust Joint Committee  
Holme Park Quarry  
Holmescales Quarry Local Liaison Committee  
Iggesund Liaison Group  
Infrastructure Planning Working Group  
Keekle Head Liaison Committee  
Kendal Business Improvement District (BID)  
Kendal Futures Board  
Keswick School Trust  
Kirby Stephen Old Grammar School Foundation  
Lake District National Park Authority  
Lakes Line Community Rail Partnership  
Lancaster Canal Regeneration Partnership Executive  
LGA Coastal Issues Special Interest Group  
LGA County Council Network  
LGA Fire Commission  
LGA General Assembly  
LGA Inland Flood Risk Management Group  
LGA Inland Overview Group  
LGA Rural Commission  
LGA SPARSE  
LGA Special Interest Group Nuclear Legacy Advisory Forum  
LGA Urban Commission  
Local Enterprise Partnership  
Local Safeguarding Children Board  
Local Transport Board  
Longtown Borderland Town Team

Longtown Community Centre  
Low Level Waste Repository  
Low Level Waste Repository Drigg  
Low Level Waste Repository Sub-Committee  
Low Plains Quarry Liaison Committee  
Lowther School and Exhibition Endowment Foundation  
Lowther Street Trust  
Maryport Developments LTD  
Maryport Harbour Authority  
Miller Riches Trust  
Mind in Furness  
Moorside Development Group (was Nuclear LA Group and West Cumbria Strategic Forum)  
Morecambe Bay Partnership  
Morecambe Bay Partnership Programme Board  
Morton Community Centre  
New Nuclear Local Authority Group (Now Moorside Development Group)  
Newbridge House Pupil Referral Unit Management Committee  
Newbridge House Pupil Referral Unit Management Committee (Barrow)  
North Allerdale Development Trust  
North Pennines AONB Partnership  
North West Fire and Rescue Forum (formerly NWFRS Partnership Board)  
North West Fire and Rescue Service Local Authority Control Company  
North West Local Authority Employers' Organisation  
North West Region Fire and Rescue Management Board  
North West Regional Leaders' Board  
North Western Inshore Fisheries and Conservation Authority  
Peel Place  
Petteril Bank Community Centre Management Committee  
Phoenix Enterprise Centre  
Piper Education Trust  
Police - Eden Division Community Liaison Forum  
Programme Monitoring Committee

Project Tullie Board  
RDPE Leader Programme  
RDPE Local Action Group  
RDPE Programme Action Group  
Regeneration North East Copeland Ltd  
Regional Flood and Coastal Committees  
Regional Planning Group  
Regional Transport Group  
Review and Scrutiny  
Rural Projects Steering Group  
Safer Cumbria Group  
Schools Forum  
Sedbergh United Charities and Widows Hospital  
Senhouse Museum Trust - Maryport  
Settle Carlisle Railway Trust  
Socio-Economic Sub-Committee  
Solway Coast AONB  
South Lakeland Community Safety Partnership  
South Lakeland Health and Wellbeing Forum  
South Lakeland Voluntary Society for the Blind  
Sparse  
St Cuthbert's Garden Village Member Advisory Group  
Stainton Quarry  
Standing Advisory Council on Religious Education  
Stanwix Community Association  
Sustainable Economic Development Group  
Teenage Pregnancy Partnership Board  
Tendley Quarry  
Thackwood Landfill  
Traveline Cumbria Board  
Tyne Valley Community Rail Partnership  
West Coast Rail 250

West Cumbria Community Safety Partnership.

West Cumbria Cyclepath Partnership

West Cumbria Learning Centre - Pupil Referral Unit

West Cumbria Pupil Learning Centre Referral Unit

West Cumbria Sites Stakeholder Group - Emergency Planning Sub-Committee

West Cumbria Strategic Forum (Now Moorside Development Group)

Windermere Endowed Schools Foundation

Workington Children's Centre Steering Group

Yewdale Community Centre

Yorkshire Dales National Park Authority



# Penrith Town Council

## APPENDIX B

## **Guidance for Town Councillors appointed as representatives to external community and local organisations (Outside Bodies)**

Penrith Town Council believes that appointing representatives to community and local organisations is of considerable value to both the organisation and the Council. Representation for Outside Bodies are confirmed annually by Full Council or when required and it is recommended that the Member who is appointed as the representative should have a particular interest in, or possess knowledge of the responsibilities of the outside body. Engagement with Outside Bodies is key to helping the Councils deliver their priorities for the people and in supporting the Bodies themselves to deliver their objectives. Councillors participate in a variety of external organisations and support the development of important community services. Members appointed to outside bodies are able to work with and alongside local community groups, helping to empower them in terms of addressing local issues. Benefits of membership include but are not limited to:

- Provide knowledge, skills and expertise, which may not otherwise be available.
- Ensure that good relationships and effective communication can be maintained with the body.
- Protect the Council's investments or assets i.e. if the Council has provided grant funding or provides funding for service delivery.

In the context of this guidance 'outside bodies' include trusts, companies, charities, school governing bodies, industrial and provident societies and community associations. Councillors may be involved as a director, trustee, governor or member (with or without voting powers).

With the increasing emphasis on partnership working, councillors, as community leaders, have an important role to fulfil in supporting and advising outside bodies. However, this can give rise to conflicts of interest, particularly where the organisation is seeking or receiving funding from the Council. Councillors always need to be clear about their roles and alert to potential conflicts of interest in order to ensure transparency and public confidence in local democracy.

The purpose of this guidance is to assist councillors in the discharge of their responsibilities on outside bodies clearly and effectively. It covers, primarily, the position of councillors appointed by the Council to serve on outside bodies, though much of the advice applies equally to councillors who are involved with outside bodies in a private capacity. In those situations, however, the Council's insurances will not apply.

## **Application of the Code of Conduct for Members**

Whilst representing the Town Council, Councillors are reminded that they are obliged subject to abide by the Penrith Town Council Standing Orders and Code of Conduct. Members found to have breached the Council's Code of Conduct will be removed from representing the Council on Outside Bodies for the term of the Council and support for executive appointments withdrawn.

Councillors who serve on more than one body, in particular, need to be mindful of potential conflicts of interest and always act in an open and transparent manner in carrying out their respective roles. For example, where a councillor is at a council meeting considering an application for a grant or a community asset transfer request from a parish council or other public body of which they are a member, they should declare the existence and nature of their interest. Having done so, they may take part in the discussion of that item and vote, unless there are particular reasons why this would not be appropriate. It is also advisable as a matter of transparency, to include details of the interest in their register of interests.

## **Predetermination and Bias**

Predetermination occurs where someone has a closed mind so that they are unable to apply their judgement fully and properly to the issue requiring a decision. This can lead to legal challenges and decisions being set aside.

The Localism Act 2011 has clarified the rules on predetermination. It makes it clear that a councillor is not deemed to have had a closed mind on an issue just because they have indicated what view they have taken or may take before the issue is decided. A councillor is not, for example, prevented from participating in discussion of an issue, or voting on it, if they have campaigned on the issue or made public statements about their approach to it. The general position remains however, that, whatever their views, councillors must approach their decision-making with an open mind in the sense that they must have regard to all material considerations and must be prepared to change their views if persuaded that they should.

Councillors need to be aware that decisions may be challenged and set aside on the grounds of bias. Under common law, bias involves some element of partiality or personal interest in the outcome of a case, because of a close connection with the parties, or the subject matter of the dispute, or because of a tendency towards a particular shared point of view. The relevant test for bias is whether the fair-minded and informed observer, having considered the facts, would conclude that there was a real possibility that the decision-maker was biased. The risk of a successful challenge on these grounds may be overcome by proper observance of the requirements of the Code of Conduct and particularly the provisions set out above.

## **Liability, Insurance and Indemnity**

Councillors can incur personal civil and criminal liability from formal participation in outside bodies. However, under section 265 of the Public Health Act 1875 (as applied by Section 39, Local Government (Miscellaneous Provisions) Act 1976), councillors enjoy statutory immunity from civil liability where they act within the powers of the authority, in good faith and without negligence. This immunity does not apply however, where they act beyond the powers of the Council or act in bad faith (i.e. with dishonest or malicious intent) or negligently, and it does not protect them from criminal liability, for example for fraud where they exercise managerial responsibilities.

Penrith Town Council has a wide insurance provision to protect its assets and liabilities. Within these provisions, the Council has extended its cover to protect Councillors when carrying out duties in connection with the business of the Council.

## **Confidential Matters**

Councillors appointed to serve on outside bodies should be mindful of their legal obligations regarding disclosure of confidential information and in case of doubt should seek advice from the Town Clerk or solicitor. 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.

## **General**

As part of the new councillor induction process, Members will be supported to develop an understanding of their role and responsibilities regarding participation on Outside Bodies, and provided with appropriate guidance. Members will receive a briefing from officers about the role of the body, the Council's policy position in relation to this area of work, and any key information and facts that Members need to be aware of prior to attending their first meeting. A Senior Officer is designated as a link for each outside body, and their contact name and details are made available to Members and as part of the general list and information relating to Outside Bodies.

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.

Members are welcome to attend any Outside Bodies as part of their own ward case work or personal interest in a private capacity rather than as a representative of the Council. Members will need to ensure that they are clear in advising these Bodies when they are not serving on them as a representative of the County Council and its views.

## **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.

Representatives are expected to report in writing if they are unable to attend the next Full Council meeting.

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.

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.

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

All Members who are appointed to Outside Bodies will provide an annual report to feedback any key matters from their attendance on the Outside Body. This would form part of the Annual Town Meeting Agenda and Annual Report.

## **Review**

This guidance, the appointments and the register of Outside 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 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
Community Transport	Cllrs. Davies & Jackson
Eden Assoc. of Local Councils	Cllr. Snell
Eden Health and Wellbeing Forum	Cllr. Snell
Eden Resilience Group	Town Clerk, Services & Contracts Manager
Friends of Coronation Gardens	Cllr. C. Shepherd
Local Cycling and Walking Infrastructure Plan	Cllr. Kenyon & Deputy Town Clerk, Economic Development Officer
Parking and Movement Study	Cllrs. Kenyon, Knaggs & C. Shepherd & Deputy Town Clerk, Economic Development Officer
Penrith Action for Community Transition	Town Clerk
Penrith and Eden Refugee Network	Cllr. Snell
Penrith Business Improvement District	Economic Development Officer
Penrith Climate Change Action Network – informal group	Town Clerk, Services & Contracts Manager, open to all Cllrs.
Penrith in Bloom – informal group	Community Services Officer
Rural Market Town Group - Officers	Town Clerk, Economic Development Officer
Rural Market Town Group - Members	Cllr. Burgin
Town Working Group	Deputy Town Clerk, Economic Development Officer
Town Working Group- Sub-groups	Officers and Members depending on the purpose of the group
Zero Carbon Cumbria Partnership	Town Clerk
Devolution	Cllr Jackson - Lead Member

# REPORT TO FULL COUNCIL

**Date: 11 Jul 2022**

## **Public Report**

**Item no:14c**

**Matter:** Membership of the Town Working Group

**Authors:** Town Clerk

**Supporting Member:** Councillor Knaggs

**Purpose of Report:** Review Councillor Representation

### **Summary:**

Cumbria County Local Committee for Eden established Penrith Members Working Group in 2018 as a forum for Penrith Ward County Councillors and County officers in Eden, to discuss issues and opportunities relating to Penrith as the district's main town and service centre and to inform the agenda of the Local Committee of Eden.

In 2018, a tripartite group of council officers was established to support this initiative. It was developed to minimise red tape, avoid duplication of effort, identify joint priorities, to share resources, support effective communication, identify common goals and priorities, and share information to facilitate joint projects. This group is the Town Working Group [TWG].

The purpose of both groups is to use intelligence and data to identify the key issues and opportunities relating to Penrith. Taking these priorities, the working groups would undertake further research and develop more detailed consultations to inform how best to develop Eden Local Committee's work relating to Penrith.

The Local Committee for Eden Working Group:

- a. Supports the development of work in Penrith aligning to outcomes of the Council Plan, Eden Area Plan and the Eden Health and Wellbeing Forum.
- b. Provides a means of co-ordination in respect of joint action and joint working, including collaboration with appropriate bodies such as Eden District Council, Penrith Town Council, representatives from the business community, the NHS and appropriate third sector organisations.
- c. Gathers intelligence to aid the Local Committee on decision making with regards issues relating to Penrith and provide a means for the formulation and expression of joint views on issues of strategic significance.

### **Recommendations:**

- i. That a request is made to the Local Committee for Eden Working Group for the terms of reference be reviewed for :
  - the Stakeholder Group to include Members.
  - the term partners and stakeholders to be defined.
  - the Town Stakeholder Group have its own terms of reference.

- Place a numerical value on membership of the Stakeholders group, e.g. 2 Officers from each of CCC, EDC, PTC, 1 each from the two BID's, 1 from Chamber, 3 Voluntary Sector etc.
  - Details of how joint engagement sessions for members would be managed.
- ii. Clarity is sought on how the Local Committee for Eden, Penrith Members Working Group, the Town Working Group and the Town Stakeholders Group will be transitioned into the work of Westmorland & Furness after Vesting Day.

## **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.

## **Contribution to Council Business Plan: Living Well - Vibrant Town and Economy**

Reviewing the Council's appointment of representatives to and engagement with Eden Area Local Committee and Penrith Stakeholders links directly to the Council Business Plan. The Plan sets out our commitment to improving the lives of local people and delivering good quality services that are responsive to local needs and expectations with the aim of being as effective and efficient as possible. By working closely with a whole range of organisations the Council can help to ensure that it supports and helps to make the best use of resources to deliver the best outcomes for Penrith.

### **1 Background**

- 1.1 At the Annual Town Council Meeting Council 23 May 2022, Members agreed [Minute ref: PTC14 iv] to consider the councillor representation on Cumbria County Council's Penrith Town Working Group.
- 1.2 Members expressed that in their opinion unelected representatives sat on Town Working Group (TWG) with Penrith Town Council officers and there was no Councillor representation. The TWG is an officers group.
- 1.3 The Terms of Reference for the TWG are appended at 'A' Section 1 onwards.
- 1.4 The Town Stakeholder Group is made up of local authority representatives and stakeholders: Appendix A 2.1 and 4.1 2.
- 1.5 The Officer Group is required to recommend for approval to their respective parent authorities, any joint venture partnership agreements, projects and schemes of work that require assessment, planning, funding, implementation and development of schemes of work that enhance Penrith, and ensure that members of parent authorities are engaged in the development of projects at an early stage and formal approval is provided.
- 1.6 Officers are required by the terms of their group to consult and receive direction, where appropriate, from Elected Members, seek appropriate approval on any matter from the parent authorities when required.
- 1.7 At 4.1 three the ToRs states that "Councillors are central to the work of the TWG and will be invited to attend groups on specific project as appropriate".
- 1.8 At 3.10 the ToRs state that "final recommendations will then be reported to each authority's appropriate decision-making forum to enable councillors to consider what is being proposed and decide accordingly."

- 1.9 The terms of reference of the TWG states, "The Town Stakeholder Group will comprise of officers from Cumbria County Council, Eden District Council and Penrith Town Council plus representatives of Penrith BID, Penrith Industrial BID, Penrith Chamber of Trade and the third sector who will share information and be involved in specific projects". There is no mention of Councillors being involved in the Town Stakeholders Group.
- 1.10 Within the 'Functions' section of the Town Working Group's terms of reference it describes the first function as "Consult and receive direction, where appropriate, from Elected Members, partners and stakeholders and agree a consensus of evidence-based priorities for short, medium- and longer-term projects that will be developed into a joint action plan for Penrith. Consultation will take place via the Town Working Stakeholder Group with representatives from the Business Improvement Districts, Chamber of Trade and third sector representative."
- 1.11 Though the above paragraph mentions that elected members will be consulted the last sentence does not mention Members.
- 1.12 There appears to be no or little representation on the Stakeholder Group for services/activities outside of businesses such as sports, leisure, arts, culture, health, young people, support and welfare groups (health, autism, friends of the Beacon, Refugee Network etc.).
- 1.13 The terms state that joint member engagement sessions will take place so that members are involved in helping to shape project planning and to keep them informed. To date this appears not to have taken place for the consideration of the broad spectrum of project activities.
- 1.14 Considerable officer time from all authorities has been spent on developing these groups and their activities. The results of their efforts can be measured via the Borderlands Groups, Marketing Group, LCWIP, Parking and movement Study and the enhance communications that the Town Council has with stakeholders and with County Council. The continuance of the TWG, the Stakeholder Group and associated Project Groups is unknown as we progress to Vesting Day.

## **Organisational Implications**

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

#### ***a) Risks - That the following Council Business Plan priorities are not delivered:***

Vibrant town and economy.

#### ***b) Consequence***

Impact on the Council's reputation and perceived ability to work with stakeholders, principal authorities and the community to deliver the Council's Business Plan and town centre projects

***c) Mitigation***

The Council continues to strive for positive and productive collaborations and partnership working.

**3. Financial and Resource Implications**

There are no implications.

**4. Equalities Implications**

There are no implications.

**5. Climate Change and Environmental Implications**

There are no implications.

**Background Documents:**

Appendix A: Approved Terms of Reference

## **APPENDIX A**

### **PENRITH TOWN WORKING GROUP**

#### **TERMS OF REFERENCE**

##### **1. PURPOSE**

- 1.1 The Town Working Group (TWG) will aim to deliver projects that require corporate and/or major public sector involvement, investment and resource. The TWG will act strategically and oversee the Stakeholder Group and Project Groups, which will work operationally to identify Penrith, based projects that will deliver the Towns strategic aims and assist the delivery of projects.
- 1.2 Projects could include public domain maintenance improvements, infrastructure developments, improved car parking, transport initiatives, and approved associated priorities from the respective stakeholders that support sustainability, improved quality of life, economic growth, inward investment, tourism, good health and wellbeing and marketing.
- 1.3 The Group will recommend for approval to their respective parent authorities, any joint venture partnership agreements, projects and schemes of work that require assessment, planning, funding, implementation and development of schemes of work that enhance Penrith, and ensure that members of parent authorities are engaged in the development of projects at an early stage.
- 1.4 Working in partnership and collaborating as a TWG will assist in project delivery in a timely, efficient and cost effective manner minimising the need for "red tape" between the local authorities.
- 1.5 The TWG or lead authority will ensure that projects are progressed and will ensure that all the required negotiations with third parties and the preparation of full project appraisals (including costs and indicative timetables) and other preliminaries, are completed prior to the commencement of a project.
- 1.6 Officer Representatives of the three tiers will be awarded or already be provided with the authority to act within their respective authorities' long and medium-term financial strategy, business plans, corporate plans and associated budgets. The officers will therefore have authority to make decisions within a previously agreed tolerance, work stream, or be in the position to develop reports for their respective committees where appropriate decision-making responsibilities may lie.
- 1.7 The Group will act in accordance with their respective policies and procedures and ensure a regular flow of relevant information to/from parent authorities,

agreeing joint communications in advance of dissemination to ensure consistency of approach.

## 2. FUNCTIONS

The TWG will:

- 2.1 Consult and receive direction, where appropriate, from Elected Members, partners and stakeholders and agree a consensus of evidence-based priorities for short, medium- and longer-term projects that will be developed into a joint action plan for Penrith. Consultation will take place via the **Town Working Stakeholder Group** with representatives from the Business Improvement Districts, Chamber of Trade and third sector representation.
- 2.2 Seek appropriate approval on any matter from the parent authorities when required.
- 2.3 Take recommendations to partner authorities to agree joint funding for shared priorities and projects.
- 2.4 The TWG will report back regularly to the respective authorities and its members regarding project activities. (and the prioritisation of any activities) Joint member engagement sessions will take place so that members are involved in helping to shape project planning and to keep them informed
- 2.5 Offer public, private and third sector stakeholders' opportunities to present investment and development proposals and co-ordinate these interests to deliver the Penrith based projects.
- 2.6 Offer guidance and comment on the use of stakeholders' land, assets, services, resources and developments as they relate to the delivery of the projects.
- 2.7 Seek the highest possible standards of environmental sustainability for each project.
- 2.8 Protect and improve local amenity and environmental quality.
- 2.9 Have regard to equality considerations in all activities.
- 2.10 Communicate and engage effectively with all stakeholders.
- 2.11 Consider and advise on the use of new partnership delivery models to support town projects.
- 2.12 Use **Project Groups** to deliver agreed actions, to time and budget, managing risks and addressing issues as they arise.

### **3. PROJECT GROUPS**

3.1 The objectives of the project groups will be as follows:

- a) To have authority to make decisions within the agreed parameters as defined by the Town Working Group with the approval of the parent authorities'
- b) To establish and manage the key activities on any project.
- c) To identify and mitigate risks.
- d) To ensure the projects and associated activities are delivered to time and budget.
- e) To keep the Town Working Group updated.
- f) To agree detailed next steps on any project.
- g) To monitor quality outputs and constraints.
- h) To define and realise benefits.
- i) To define and implement strategy.
- j) To ensure the development and implementation of an effective resident and stakeholder strategies.
- k) To agree joint communications for the project.

3.2 The groups will report to the TWG, providing a summary report of the project.

3.3 The following may make up the membership of the project groups:

- a) Local Government Officers from any tier who may not necessarily be the representatives on the TWG but may be specialists contributing to a project if it falls within their remit of responsibilities.
- b) Representatives from the Business Improvement Districts and Chamber of Trade, LEP, Community Growth Hub and third sector representatives.
- c) Stakeholders, partners and community groups nominated by the TWG such as Highways England, Health Authority, community groups, or others as may be appropriate.
- d) Contractors and experts employed to work on the project.
- e) Consultants employed to work on the project.

3.4 Meetings will be scheduled as appropriate throughout the life of each project and will not be open to the public noting at times that commercial information may be discussed.

3.5 A Project Group will not always have to meet face-to-face, and can make decisions within agreed parameters via email or video conference when an urgent matter arises.

3.6 An agenda should be distributed at least two days prior to a meeting supported by the notes from the previous meeting and a Project Status Report so that participants can be prepared for the meeting.

- 3.7 The notes of Project Group meetings shall record work to be undertaken, and actions agreed, including who is responsible for taking any actions and the dates of completions.
- 3.8 The action logs will be submitted with a summary Project Status Report to the TWG as required and at least quarterly.
- 3.9 Project Group participants will ensure their actions, recommendations and decisions are in the best interests of the whole project and to protect the reputation of all the organisations involved.
- 3.10 The project group shall aim to proceed on the basis of consensus. If necessary a number of options can be recommended by the group if a consensus can't be reached. Recommendations of the Project Group will be submitted to the TWG and final recommendations will then be reported to each authority's appropriate decision-making forum to enable councillors to consider what is being proposed and decide accordingly.
- 3.11 Project Group participants are expected to identify and declare any actual, potential or perceived conflicts of interests in matters being discussed at the board.
- 3.12 Where issues have been identified as confidential or participants have disclosed personal information or views in the course of a meeting, such information should not be used for personal benefit nor disclosed to any third party.
- 3.13 Emerging matters, beyond previously agreed tolerances or terms, will be escalated to the TWG. An escalation may occur when the programme deviates beyond agreed tolerances on:
- Budget
  - Resource
  - Quality
  - Project Brief
- 3.14 The following behaviours are expected from all group members:
- a) Provide contributions that are courteous and constructive.
  - b) Listen to each other, respect other peoples' views and allow open discussion.
  - c) Provide any correspondence sent on behalf of the project available to all participants and not to speak, make representations or write on behalf of the project or group without the prior agreement of the group.
  - d) Act in a non-political manner.
  - e) Refrain from confrontational behaviour and verbal and physical abuse at all times.

- f) Communicate the agreed position of the project group outside of meetings and not individual views or positions, whether one's own or those of other members of the group.
- g) Consistent minor breaches may result in the member being asked to leave the meeting.
- h) Serious breaches, including breaching confidentiality, providing false information about the project, not declaring a conflict of interest and verbal or physical abuse, will result in removal from the project group.

## **4. CONSTITUTION OF TWG**

### **4.1 MEMBERSHIP**

1. The Town Working Group will comprise of officers from Cumbria County Council, Eden District Council and Penrith Town Council.
2. The Town Stakeholder Group will comprise of officers from Cumbria County Council, Eden District Council and Penrith Town Council plus representatives of Penrith BID, Penrith Industrial BID, Penrith Chamber of Trade and the third sector who will share information and be involved in specific projects. Project Groups will comprise of appropriate members from the Town Working Group and Town Stakeholder Group with an option to invite further stakeholders, partners and community groups as appropriate including but not restricted to: Highways England, Health Authority, community groups, or others as may be appropriate to specific projects.
3. Councillors are central to the work of the TWG and will be invited to attend groups on specific project as appropriate.

### **4.2 QUORUM**

Three with one officer from each authority.

### **4.3 CHAIR**

The Chair and note taker of TWG and stakeholder meetings will rotate every meeting so that all are properly involved.

### **4.4 FREQUENCY OF MEETINGS**

1. The Town Working Group will meet at least four times a year a year
2. The Stakeholder Group will meet at least bi-monthly or as required .
3. Project Groups will meet as and when required.

4. There will be regular joint Member updates on the work of the TWG, Stakeholder Group and Project Boards

Ad hoc meetings shall be called on at least 2 days' notice and an agenda shall be circulated with the meeting invitation.

#### 4.5 **DECISIONS**

Decisions of the Town Working Group and Project Groups, wherever possible, will be made on the basis of the consensus. If necessary a number of options can be recommended by the group if a consensus can't be reached.

Recommendations of the Project Boards will be submitted to the TWG and final recommendations will then be reported to each authority's appropriate decision-making forum to enable councillors to consider what is being proposed and decide accordingly.

#### 4.6 **REPORTING**

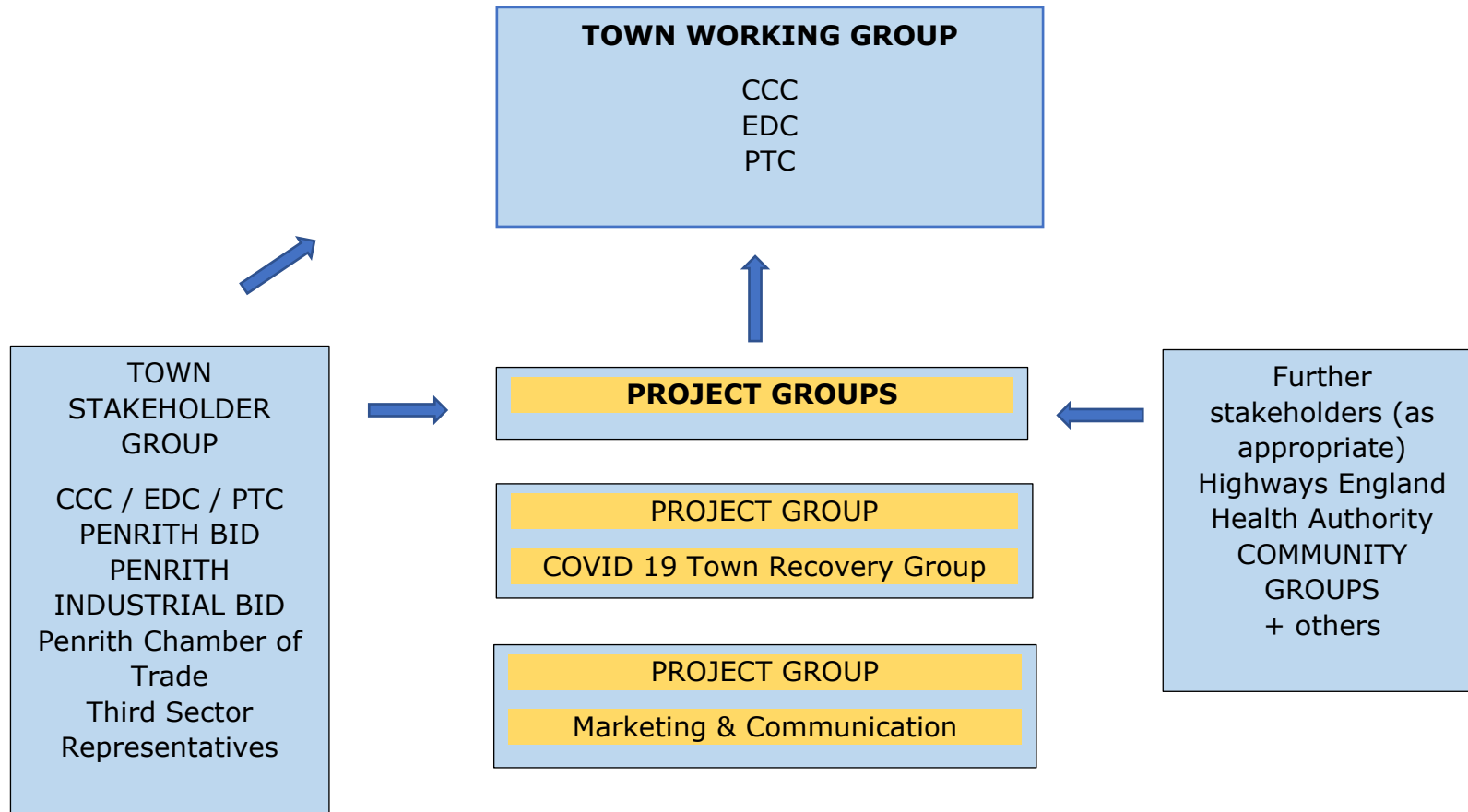
All actions, material decisions and proceedings of the TWG shall be reported to the next scheduled meeting(s) of the respective parent authorities as appropriate.

#### 4.7 **RESOURCES**

Resources for joint projects should be sourced and shared equally between the three authorities.

#### 4.8 **REVIEW – these terms of reference will be reviewed annually.**

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# REPORT TO COUNCIL

**11 July 2022**

## **Matter: Budgetary Control Statement 2022-23: Expenditure to 31 May 2022**

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

#### **Purpose of Report:**

Consider the budgetary control statement for the two-month period to 31 May 2022.

**Item no: 15a**

**Author:** Jack Jones, RFO

**Supporting Member:** Cllr Dave Knaggs, Finance Committee Chair

#### **Recommendations**

Council is recommended to receive and approve the report.

#### **Law and legal Implications**

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

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

#### **Link to Council Priorities**

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

#### **1. Report Details**

##### **A. Budgetary Control Statement (Appendix A)**

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

- The full year's Approved Budget for 2022-23, which was ratified by Council on 24 January 2022.
- The Latest Budget for the full year; the agreed changes from the Approved Budget include the allocation of funds from the Devolution Reserve to meet the costs of the replacement bus shelter at Scotland Road and an initial contribution to the Stage 2 development work at Thacka Beck. Council on 23 May made some further changes to the budget to accommodate staff establishment changes; as these are subject to review elsewhere on this agenda, they are not included in the Latest Budget figures.

- The budget to date, based on the latest budget for the year. This proportion is the anticipated budget for the first two months of the year, based on a forecast of the expected pattern of income and expenditure, known as the budget profile. For most headings, this profile will be a simple pro-rata of the annual budget (i.e. 2/12ths for the current period), however more detailed profiles have been used for several budget headings (eg Greening expenditure is weighted towards the first half of the year).
- Actual income and expenditure to 31 May, based on the matching principle, which means taking account of all income and expenditure which relates to the period, irrespective of when it is paid/received. An exception to the general matching rule is that grants approved but not yet paid at the end of the period are included as expenditure, on the basis that this gives a truer view of expenditure against budget.
- The variance between the actual income and expenditure and the profiled latest budget for the period. Variances are expressed as favourable (positive) where there is an underspending or increased income, and as adverse (negative and bracketed) where there is an overspending or reduced income.
- The position on the Council's three reserves: its General Reserve, Devolution and Acquisitions Reserves, at the end of May. To give a truer view of the General Reserve, it is assumed that contributions to the Devolution Reserve are made during the year at each month-end.

## **B. Commentary**

The statement shows underspending on most budget headings, which is to be expected at this early stage in the year. The following comments concentrate on unusual or unexpected variances.

### **B.1 Income**

Overall income of £77,596 exceeds the profiled budget of £77,144 by £452.

- The approved budget set a very modest amount for investment income; returns have improved since then and the budgeted income has already been exceeded

### **B.2 Planning Committee**

Expenditure of £1,628 is shown against the profiled budget of £4,716, an underspending of £3,088.

- The only notable expenditure is on Climate Change, where £1,545 has been spent against the full annual budget of £1,000. The excess can be offset against underspending elsewhere in the Climate Change budget.

### **B.3 CCEG Committee**

Net spend of £6,049 is shown against the profiled budget of £24,084, an underspending of £18,035.

- The Arts & Culture Development budget is currently underspent by £1,161, however the timing of the events means that further expenditure will be made in June.

#### **B.4 Finance Committee**

Net expenditure of £53,398 is shown against the budget to date of £63,862, an underspending of £10,464. The main variances are as follows:

- The Staffing budget is currently underspent by £6,443. This is due to reduced establishment costs resulting from a vacant post and a long term sickness absence, offset by the cost of the April 2021 pay award and recruitment expenses exceeding the annual budget. A revision to the Staffing headings is proposed in the accompanying report on the budget.
- The £25,000 contribution to the Thacka Beck development scheme is expected to be spent in the second half of the year so does not appear in the profiled budget to date.
- Repairs and Renewals show an overspending of £384 to date; this is mainly due to door repairs to the Council Office costing £490.

#### **B.5 Total Expenditure & Increase/Decrease in General Reserve**

- The individual variances result in an underspending of £33,587 against the profiled total expenditure budget of £94,662. As there is £452 more income, there is a net variation of £34,039 on the profiled amount transferrable to the General Reserve.

#### **B.6 Reserves**

- The Actual to date column includes the General Reserve balance at 1 April 2022 of £428,090 which was £69,332 higher than forecast in the Approved Budget because of underspendings in 2021-22. This amount has been committed to funding changes to the staff establishment.

The profiled budget assumes that the Reserve should decrease by £17,518 in the period, resulting in a balance of £341,240 at 31 May. The actual balance on the reserve at the month end is £444,611, which is £103,371 higher than expected.

- The Devolution Reserve opened the year with a balance of £149,855 which was £2,453 higher than the Approved Budget. As noted above, the actual amount of £2,503 transferrable into the Devolution Reserve is £1,896 higher than profile, resulting in a total of an additional £4,349 in the Reserve.

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

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

- The total invested of £549,909 includes £378,860 placed with CCLA, pending the recommended investment from HSBC.
- The main debtor balances are £3,119 VAT reclaimed from HMRC in respect of April and May transactions and a £2,613 grant from Eden DC.
- Prepayments of £11,938 include adjustments for insurance, office rental, licences, subscriptions and maintenance agreements.
- The HSBC Bank balance stands at £486,992, largely due to the early receipt of the full year's precept from Eden DC; a separate item on this agenda recommends transferring part of this balance to CCLA.
- Accruals of £7,342 represent goods and services received before 31 May, where the payment was not made by that date. Individual items include staff time, grounds maintenance, caretaking and audit and accountancy fees.
- The Payroll Control balance of £7,980 relates to deductions calculated in the May payroll; the total is due to HMRC for income tax and national insurance and to the Cumbria Pension Fund for superannuation.
- The Receipts in Advance figure represents income for the period 1 June 2022 to March 2023, already received from Eden DC as precept and grants, together with monies from United Utilities for planting maintenance.

## **D. Conclusion**

The budgetary control statement shows that net spending to 31 May was around £34,000 below the Latest Budget for the period. The proposed budget review will address some of the variances, however the current staffing position may restrict progress in spending on programmed budgets for some time.

Finally, there are no issues arising from the Council's balance sheet at 31 May.

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

#### **Risk & Consequences**

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

Adverse criticism of over or underspending.

#### **Controls Required**

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

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

This report is concerned solely with financial management.

## **Appendices**

- Appendices - Income & Expenditure and Balance Sheet statements

## **Background Papers**

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



## Penrith Town Council

### BUDGETARY CONTROL STATEMENT: TWO MONTHS ENDED 31 MAY 2022

Approved Budget 2022-23	Latest Budget 2022-23	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£	£		£	£	£
		<b>INCOME</b>			
		<b>Precept:</b>			
455,209	455,209	Council Tax	75,868	75,868	0
7,390	7,390	<b>CTRS Grant</b>	1,232	1,232	0
		<b>Other Income:</b>			
250	250	Investment Income	42	496	454
10	10	Miscellaneous Income	2	0	(2)
<b>462,859</b>	<b>462,859</b>	<b>TOTAL INCOME</b>	<b>77,144</b>	<b>77,596</b>	<b>452</b>
		<b>EXPENDITURE</b>			
		<b>PLANNING COMMITTEE:</b>			
		<b>Planning:</b>			
}	}	Officer Support	0	0	}
10,000	10,000	Planning Consultancy	1,667	83	1,584
}	}	Consultation	0	0	}
10,000	10,000		1,667	83	1,584
5,000	5,000	<b>Climate Change:</b>			
2,000	2,000	Community Consultation	833	0	833
1,000	1,000	Internal Business Plan	333	0	333
500	500	Carbon Footprinting: High level baseline	167	0	167
3,000	3,000	Carbon Footprinting: Calculator licence	83	0	83
800	800	BIG STEP	500	0	500
1,000	1,000	Staff Development/Exceptional Expenses	133	0	133
13,300	13,300	Carbon Literacy Training	1,000	1,545	(545)
<b>23,300</b>	<b>23,300</b>	<b>Planning Committee Total</b>	<b>4,716</b>	<b>1,628</b>	<b>3,088</b>
		<b>CCEG COMMITTEE:</b>			
		<b>Town Projects:</b>			
10,000	10,000	Town Projects	1,667	97	1,570
5,000	5,000	Marketing Penrith	833	0	833
15,000	15,000		2,500	97	2,403
7,500	7,500	<b>Arts &amp; Entertainment:</b>			
10,000	10,000	Officer Support	1,250	2	1,248
17,500	17,500	Arts & Culture Development	6,667	5,506	1,161
			7,917	5,508	2,409
5,000	5,000	<b>Environment:</b>			
		Greening	833	0	833
15,000	15,000	<b>Grants:</b>			
15,500	15,500	Small Grants	2,500	0	2,500
26,500	26,500	Grow Nature Grants	2,583	0	2,583
57,000	57,000	Large Grants	4,417	0	4,417
			9,500	0	9,500
7,500	7,500	<b>Corporate Communications:</b>			
2,500	2,500	Community Engagement	1,250	189	1,061
10,000	10,000	Press Support	417	255	162
			1,667	444	1,223
10,000	10,000	<b>Participatory Budgeting</b>	1,667	0	1,667
<b>114,500</b>	<b>114,500</b>	<b>CCEG Committee Total</b>	<b>24,084</b>	<b>6,049</b>	<b>18,035</b>

Approved Budget 2022-23	Latest Budget 2022-23	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£	£		£	£	£
		<b>FINANCE COMMITTEE:</b>			
		<b>Staffing:</b>			
196,850	196,850	Salaries	32,808	26,690	6,118
19,960	19,960	National Insurance	3,327	2,648	679
39,170	39,170	Superannuation	6,528	6,006	522
500	500	Recruitment Expenses	500	1,710	(1,210)
950	950	Staff Training	158	0	158
1,000	1,000	Conferences	167	0	167
500	500	Staff Expenses	83	74	9
258,930	258,930		43,571	37,128	6,443
		<b>Accommodation:</b>			
7,500	7,500	Rent	1,250	1,250	0
1,800	1,800	Heat, Light & Water	300	235	65
920	920	Service Charges	153	151	2
1,730	1,730	Room Hire & Meetings	288	192	96
380	380	Insurances	63	65	(2)
(10)	(10)	Letting Income	(2)	0	(2)
12,320	12,320		2,052	1,893	159
		<b>Civic Functions:</b>			
400	400	Civic Functions	67	0	67
700	700	Mayoral Expenses	117	0	117
300	300	Deputy Mayor's Expenses	50	0	50
100	100	Civic Regalia	17	84	(67)
1,500	1,500		251	84	167
		<b>Cost of Democracy:</b>			
200	200	Annual Meeting	200	225	(25)
1,000	1,000	Members' Training	167	0	167
200	200	Members' Expenses	33	0	33
200	200	Notice/Honours Board	33	0	33
1,600	1,600		433	225	208
20,000	20,000	<b>IT</b>	3,333	2,586	747
2,050	2,050	<b>Website</b>	342	79	263
		<b>Devolved Services:</b>			
800	800	Allotments	(242)	(450)	208
400	400	War Memorial	67	0	67
1,500	1,500	Benches	250	0	250
5,780	8,750	Bus Shelters	3,933	2,968	965
1,750	1,750	Bandstand	292	46	246
800	800	Musgrave Monument	133	0	133
3,300	3,300	Fairhill Park	550	595	(45)
0	0	Fairhill United Utilities Planting Maintenance	0	0	0
3,700	28,700	Thacka Beck	617	317	300
300	300	Signage, etc	50	0	50
8,800	8,800	Community Caretaker	1,467	1,745	(278)
19,214	(8,756)	Contribution to/(from) Devolution Reserve	607	2,503	(1,896)
46,344	46,344		7,724	7,724	0
15,000	15,000	<b>Local Government Re-organisation</b>	2,500	0	2,500
3,000	3,000	<b>Council Projects: Officer Support</b>	500	0	500
		<b>Other Overheads:</b>			
1,800	1,800	Printing, Postage & Stationery	300	450	(150)
1,450	1,450	Audit Fees	242	367	(125)
3,800	3,800	Insurance	633	546	87
130	130	Bank Charges & Interest	22	18	4
2,600	2,600	Accountancy Fees	433	350	83
1,500	1,500	Legal Fees	250	51	199
500	500	Licences	83	393	(310)
4,160	4,160	Subscriptions	693	620	73
15,940	15,940		2,656	2,795	(139)
3,000	3,000	<b>Repairs &amp; Renewals</b>	500	884	(384)
<b>379,684</b>	<b>379,684</b>	<b>Finance Committee Total</b>	<b>63,862</b>	<b>53,398</b>	<b>10,464</b>

Approved Budget 2022-23	Latest Budget 2022-23	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£ 12,000	£ 12,000	Contingency	£ 2,000	£ 0	£ 2,000
0	0	Transfer to/(from) Acquisitions Reserve	0	0	0
<b>529,484</b>	<b>529,484</b>	<b>TOTAL EXPENDITURE</b>	<b>94,662</b>	<b>61,075</b>	<b>33,587</b>
<b>(66,625)</b>	<b>(66,625)</b>	<b>INCREASE/(DECR) IN GENERAL RESERVE</b>	<b>(17,518)</b>	<b>16,521</b>	<b>34,039</b>
		<b>RESERVES:</b>			
		<b>General Reserve:</b>			
358,758	358,758	Balance brought forward 1 April 2022	358,758	428,090	69,332
(66,625)	(66,625)	Increase/(decrease) in year	(17,518)	16,521	34,039
<b>292,133</b>	<b>292,133</b>	<b>Balance carried forward</b>	<b>341,240</b>	<b>444,611</b>	<b>103,371</b>
		<b>Devolution Reserve:</b>			
147,402	147,402	Balance brought forward 1 April 2022	147,402	149,855	2,453
19,214	(8,756)	Contribution from/(to) 2022-23 Budget	607	2,503	1,896
<b>166,616</b>	<b>138,646</b>	<b>Balance carried forward</b>	<b>148,009</b>	<b>152,358</b>	<b>4,349</b>
		<b>Acquisitions Reserve:</b>			
50,000	50,000	Balance brought forward 1 April 2022	50,000	50,000	0
0	0	Contribution from/(to) 2022-23 Budget	0	0	0
<b>50,000</b>	<b>50,000</b>	<b>Balance carried forward</b>	<b>50,000</b>	<b>50,000</b>	<b>0</b>
<b>508,749</b>	<b>480,779</b>	<b>TOTAL RESERVES</b>	<b>539,249</b>	<b>646,969</b>	<b>107,720</b>



## Penrith Town Council

BALANCE SHEET AS AT 31 MAY 2022

	£	£
<b>Investments</b>		
Penrith Building Society	86,113	
Cumberland Building Society	84,936	
CCLA Public Sector Deposit Account	<u>378,860</u>	
		549,909
<b>Current Assets</b>		
Debtors	2,959	
Debtor - VAT	3,119	
Prepayments	11,938	
HSBC Bank Account	<u>486,992</u>	
	505,008	
<b>Current Liabilities</b>		
Creditors	0	
Accruals	7,342	
Payroll Control	7,980	
Receipts in Advance	<u>392,626</u>	
	407,948	
<b>Net Current Assets</b>		97,060
		<u><u><b>646,969</b></u></u>
<b>Represented by:</b>		
<b>Reserves</b>		
General Reserve		444,612
Devolution Reserve		152,357
Acquisitions Reserve		50,000
		<u><u><b>646,969</b></u></u>

# **REPORT TO FULL COUNCIL**

**Date: 11 July 2022**

**This is a public report**

**Matter: Revised Budget 2022-23 & Medium Term Financial Plan**

**Purpose of Report:**

**Consider revisions to the current year's Approved Budget and the Medium-Term Financial Plan.**

**Item no: 15b**

**Author: Jack Jones, RFO**

**Supporting Member: Cllr Dave Knaggs, Finance Committee Chair**

## **Recommendations**

- i. Note that the Finance Committee, FIN22/09, 27 June 2022, recommends approval of the proposed revisions to the Approved Budget 2022-23 and the resulting Medium Term Financial Plan.
- ii. Note that the Finance Committee recommends that the proposal to reduce the General Reserve Target from 35% to 30% from 01 April 2026 be approved.
- iii. Council is recommended to receive and approve the draft Revised Budget and Medium Term Financial Plan including the amendment to the General Reserve target.

## **Law and Legal Implications**

The Town Council resolved from 20 May 2019, until the next relevant Annual Meeting of the Council, who 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.

This report identifies resources to deliver the Council's priorities within a sustainable budget framework.

## Report Details

a) Finance Committee on 25 April considered the additional short- and medium-term costs of two changes to the Council's staff establishment:

- The increase in hours from 8 to 16 per week for the RFO post
- The creation of a full time Community Services Officer (CSO) post to replace the vacant Community Engagement Officer (CEO) post.

The Committee proposed the following package of measures to fund these items:

- Use of the underspending from 2021-22, which was added to the General Reserve at the end of that year
- Re-allocation of the balance in the Acquisitions Reserve
- Forego the allowance for new financial growth in the Medium-Term Financial Plan
- Reduction in 2026-27 Staffing budget at the end of the Sustainability Officer's fixed term contract.

The package was subsequently approved by Council on 23 May 2022.

b) These measures were formulated in a broad brush approach and the details need to be incorporated in the normal budget format to facilitate budget monitoring and to prove the Medium Term Plan projections. This report provides that detailed information; in addition to the package of measures summarised above, the opportunity has been taken to address some minor changes to the current year's budget.

c) **Appendix A** shows the detailed Approved Budget and the proposed changes, with a short description of the reason for each, resulting in a draft Revised Budget. For clarity, the changes comprise:

- An increase in the expected returns on investments as the approved income budget has already been exceeded.
- Allocation of the cost of the April 2021 pay award from the Contingency provision to Staffing budgets.
- Increase in the hours for the RFO post and creation of the CSO post by deletion of the CEO post; these are now assumed to take effect from 1 August, although this date is looking optimistic.
- Recognition of the Sustainability Officer's sickness absence by removing the post's salary from 1 April to 31 July.
- Increase in the Recruitment Expenses budget to reflect actual expenditure.
- Use of the Devolution Reserve to fund the Scotland Road replacement bus shelter and the initial contribution to the Thacka Beck Stage 2 development.
- Transferring the balance in the Acquisitions Reserve to the General Reserve.
- Introduction of the actual reserve balances brought forward on 1 April 2022.

d) One further issue arose as these changes were being quantified. The Arts & Culture Development budget for the current year is £10,000. To date, the costs of four events are being charged against the budget:

- Bunting installation
- 1940's weekend – town centre only
- Beacon lighting
- Jubilee jamboree.

Expenditure on these items is expected to total around £19,000, including £2,000 for the bunting, ie a potential overspending of £9,000. The local Lions supported the Council in the installation and removal of the bunting and it is proposed to donate £1,000 to the organisation in recognition of their efforts, which would take the overspend to £10,000.

Officers have discussed the overspending and will present a full report to Members on the reasons and the lessons learned. In the meantime, they suggest that the overspend is accommodated by charging the £2,000 direct costs of the bunting and the proposed £1,000 donation to the Town Projects budget and transferring £7,000 from the Large Grants budget to the Arts & Culture Development budget to meet the remaining direct costs. The £7,000 transfer has been included in the Revised Budget at Appendix A.

e) These changes were incorporated into the detailed Medium Term Financial Plan (MTFP) model, together with the removal of the allowance for future growth and the adjustment for the Sustainability Officer's five year contract. Unfortunately, at this stage a problem was identified as the MTFP did not balance as expected. The reason was traced to an error in the January MTFP as the calculation of the cost of the 2021 pay award was included for 2022-23 only and not carried forward into future years.

f) In order to retrieve the situation, it is proposed that one of the underlying parameters of the MTFP is changed. Currently the Plan's forecast is based on achieving a target for the General Reserve balance of 35% of expenditure by 31 March 2025 and maintaining this thereafter. Over the life of the Plan, the Devolution Reserve is forecast to increase by around £23,000 each year and will reach a considerable amount by the final year of the Plan, 2026-27. On this basis, it would be both reasonable and prudent to reduce the General Reserve target from 35% to 30% from 1 April 2026 onwards ie for the final year of the Plan. This proposal was considered by the Finance Committee on the 27 June 2022 and recommended for approval by Full Council. The remaining Plan parameters are unchanged and **Appendix B** provides a balanced medium term forecast incorporating this proposal.

## **Options Analysis including risk assessment**

### **Risk & Consequences**

The Council may fail to recognise the ongoing costs of staff changes over the medium term, leading to unsustainable budgets or unpalatable financing decisions.

### **Controls Required**

A robust medium term planning process to ensure budgets are viable.

### **Financial and Resource Implications**

This report is concerned solely with financial management.

### **Appendices**

- Draft Revised Budget 2022-23
- Draft Medium Term Financial Plan

### **Background Papers**

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



REVISED BUDGET 2022-23

APPROVED BUDGET 2022-23		BUDGET HEADING	PROPOSED VARIATION	REVISED BUDGET 2022-23		PROPOSED CHANGE
£	£			£	£	
		<b>INCOME</b>				
	455,209	<b>Precept:</b> Council Tax			455,209	
	7,390	<b>CTRS Grant</b>			7,390	
	250	<b>Other Income:</b> Investment Income	1,750		2,000	Improved investment returns
	10	Miscellaneous Income			10	
	<b>462,859</b>	<b>TOTAL INCOME</b>	<b>1,750</b>		<b>464,609</b>	
		<b>EXPENDITURE</b>				
		<b>PLANNING COMMITTEE:</b>				
		<b>Planning:</b>				
	0	Officer Support		0		
10,000		Planning Consultancy		10,000		
0		Consultation		0		
	10,000				10,000	
		<b>Climate Change:</b>				
5,000		Community Consultation		5,000		
2,000		Internal Business Plan		2,000		
1,000		Carbon Footprinting: High level baseline		1,000		
500		Carbon Footprinting: Calculator licence		500		
3,000		BIG STEP		3,000		
800		Staff Development/Exceptional Expenses		800		
1,000		Carbon Literacy Training		1,000		
0		Unallocated Project budget		0		
	13,300				13,300	
	<b>23,300</b>	<b>Planning Committee Total</b>	<b>0</b>		<b>23,300</b>	

APPROVED BUDGET 2022-23		BUDGET HEADING	PROPOSED VARIATION	REVISED BUDGET 2022-23		PROPOSED CHANGE
£	£		£	£	£	
		<b>CCEG COMMITTEE:</b>				
		<b>Town Projects:</b>				
10,000		Town Projects		10,000		
5,000		Marketing Penrith		5,000		
	15,000				15,000	
		<b>Environment:</b>				
	5,000	Greening			5,000	
		<b>Arts &amp; Entertainment:</b>				
7,500		Officer Support		7,500		
10,000		Arts & Cultural Development	7,000	17,000		Events expenditure: transfer from Large Grants
	17,500				24,500	
		<b>Grants:</b>				
15,000		Small Grants		15,000		
15,500		Grow Nature Grants		15,500		
26,500		Large Grants	(7,000)	19,500		Events expenditure: transfer to Arts & Cultural Development
	57,000				50,000	
		<b>Corporate Communications:</b>				
7,500		Community Engagement		7,500		
2,500		Press Support		2,500		
	10,000				10,000	
	10,000	<b>Participatory Budgeting</b>			10,000	
	<b>114,500</b>	<b>CCEG Committee Total</b>	<b>0</b>		<b>114,500</b>	
		<b>FINANCE COMMITTEE:</b>				
		<b>Staffing:</b>				
196,850		Salaries	8,000	204,850		} April 2021 Pay Award from Contingency £4,480
19,960		National Insurance	1,510	21,470		} RFO post: Increased hours £7,010
39,170		Superannuation	3,030	42,200		} CSO post: Increased cost £9,030
500		Recruitment Expenses		1,750		} Sustainability Officer post absence (£7,980)
950		Staff Training		950		} Recruitment costs to reflect actual
1,000		Conferences		1,000		
500		Staff Expenses		500		
	258,930				272,720	
		<b>Accommodation:</b>				
7,500		Rent		7,500		
1,800		Heat, Light & Water		1,800		
920		Service Charges		920		
1,730		Room Hire/Meetings		1,730		
380		Insurances		380		
(10)		Letting Income		(10)		
	12,320				12,320	

APPROVED BUDGET 2022-23		BUDGET HEADING	PROPOSED VARIATION	REVISED BUDGET 2022-23		PROPOSED CHANGE
£	£		£	£	£	
400		<b>Civic Functions:</b>		400		
700		Civic Functions		700		
300		Mayoral Expenses		300		
100		Deputy Mayor's Expenses		100		
	1,500	Civic Regalia			1,500	
		<b>Cost of Democracy:</b>				
200		Annual Meeting		200		
0		Elections		0		
1,000		Members' Training		1,000		
200		Members' Expenses		200		
200		Notice/Honours Board		200		
	1,600				1,600	
	20,000	<b>IT</b>			20,000	
	2,050	<b>Website</b>			2,050	
		<b>Devolved Services:</b>				
800		Allotments		800		
400		War Memorial		400		
1,500		Benches		1,500		
5,780		Bus Shelters	2,970	8,750		Scotland Road Bus Shelter
1,750		Bandstand		1,750		
800		Musgrave Monument		800		
3,300		Fairhill Park		3,300		
0		Fairhill United Utilities Planting Maintce		0		
3,700		Thacka Beck	25,000	28,700		Thacka Beck Stage 2 Development Plan: Initial Contribution
300		Signage		300		
8,800		Community Caretaker		8,800		
19,214		Contribution to/(from) Devolution Reserve	(27,970)	(8,756)		Use of Reserve to fund expenditure
	46,344				46,344	
	15,000	<b>Local Government Re-organisation</b>			15,000	
	3,000	<b>Council Projects:</b>			3,000	
		Officer Support				
		<b>Other Overheads:</b>				
1,800		Printing, Postage & Stationery		1,800		
1,450		Audit Fees		1,450		
3,800		Insurance		3,800		
130		Bank Charges & Interest		130		
2,600		Accountancy Fees		2,600		
1,500		Legal Fees		1,500		
500		Licences		500		
4,160		Subscriptions		4,160		
	15,940				15,940	
	3,000	<b>Repairs &amp; Renewals</b>			3,000	
	<b>379,684</b>	<b>Finance Committee Total</b>	<b>12,540</b>	<b>393,474</b>		

APPROVED BUDGET 2022-23		BUDGET HEADING	PROPOSED VARIATION	REVISED BUDGET 2022-23		PROPOSED CHANGE
£	£		£	£	£	
	12,000	Contingency	(4,200)		7,800	April 2021 Pay Award (£4,480); April 2022 Award £350
	0	Transfer to/(from) Acquisitions Reserve	(50,000)		(50,000)	Agreed use to fund future cost of staffing changes
	529,484	<b>TOTAL EXPENDITURE</b>	<b>(41,660)</b>		<b>489,074</b>	
	(66,625)	<b>INCREASE/(DECREASE) IN GENERAL RESERVE</b>	<b>43,410</b>		<b>(24,465)</b>	
<b>RESERVES:</b>						
<b>General Reserve:</b>						
	358,758	Balance brought forward 1 April	69,332		428,090	Update to 1 April 2022 Actual
	(66,625)	Increase/(decrease) in year	43,410		(24,465)	Variation brought down
	292,133	<b>Balance carried forward 31 March</b>	<b>112,742</b>		<b>403,625</b>	
<b>Devolution Reserve:</b>						
	147,402	Balance brought forward 1 April	2,453		149,855	Update to 1 April 2022 Actual
	19,214	Contribution from/(to) Annual Budget	(27,970)		(8,756)	Variation brought down
	166,616	<b>Balance carried forward 31 March</b>	<b>(25,517)</b>		<b>141,099</b>	
<b>Acquisitions Reserve:</b>						
	50,000	Balance brought forward 1 April	0		50,000	
	0	Increase/(decrease) in year	(50,000)		(50,000)	Agreed use to fund future cost of staffing changes
	50,000	<b>Balance carried forward 31 March</b>	<b>(50,000)</b>		<b>0</b>	
	508,749	<b>TOTAL RESERVES AT 31 MARCH 2023</b>	<b>37,225</b>		<b>544,724</b>	



## Penrith Town Council

### REVISED MEDIUM TERM FINANCIAL PLAN 2022-23 TO 2026-27

BUDGET HEADING	2022-23	2023-24	2024-25	2025-26	2026-27
	£	£	£	£	£
<b>INCOME</b>					
Council Tax	455,209	471,268	487,932	505,161	522,972
All Other Income	9,400	9,200	8,900	8,600	8,300
<b>TOTAL INCOME</b>	<b>464,609</b>	<b>480,468</b>	<b>496,832</b>	<b>513,761</b>	<b>531,272</b>
<b>EXPENDITURE</b>					
Staff Costs	279,520	307,110	309,720	311,620	290,370
All Other Expenditure	268,310	229,790	218,260	218,415	218,415
Inflation: Staff Costs: 2.0% pa	0	6,140	12,390	18,700	23,230
Inflation: Other Expenditure: Average 0.5% pa	0	1,070	2,080	3,130	4,170
Contribution to Devolution Reserve	(8,756)	23,464	22,994	22,839	22,839
Transfer to/(from) Acquisitions Reserve	(50,000)	0	0	0	0
Allowance for Growth Items (Illustrative)	0	0	0	0	0
<b>TOTAL EXPENDITURE</b>	<b>489,074</b>	<b>567,574</b>	<b>565,444</b>	<b>574,704</b>	<b>559,024</b>
<b>INCREASE/(DECR) IN GENERAL RESERVE</b>	<b>(24,465)</b>	<b>(87,106)</b>	<b>(68,612)</b>	<b>(60,943)</b>	<b>(27,752)</b>

RESERVES:	2022-23	2023-24	2024-25	2025-26	2026-27
	£	£	£	£	£
<b>General Reserve:</b>					
Balance brought forward 1 April	428,090	403,625	316,519	247,907	186,964
Increase/(decrease) in year	(24,465)	(87,106)	(68,612)	(60,943)	(27,752)
<b>Balance carried forward 31 March</b>	<b>403,625</b>	<b>316,519</b>	<b>247,907</b>	<b>186,964</b>	<b>159,212</b>
<i>Target General Reserve: 35%/30% of Expenditure</i>			186,700	190,100	158,400
<b>Devolution Reserve:</b>					
Balance brought forward 1 April	149,855	141,099	164,563	187,557	210,396
Contribution from Annual Budget	(8,756)	23,464	22,994	22,839	22,839
<b>Balance carried forward 31 March</b>	<b>141,099</b>	<b>164,563</b>	<b>187,557</b>	<b>210,396</b>	<b>233,235</b>
<b>Acquisitions Reserve:</b>					
Balance brought forward 1 April	50,000	0	0	0	0
Contribution from Annual Budget	(50,000)	0	0	0	0
<b>Balance carried forward 31 March</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL RESERVES AT 31 MARCH</b>	<b>544,724</b>	<b>481,082</b>	<b>435,464</b>	<b>397,360</b>	<b>392,447</b>

COUNCIL TAX:	2022-23	2023-24	2024-25	2025-26	2026-27
Precept	£455,209	£471,268	£487,932	£505,161	£522,972
Taxbase (Band D properties)	5,478.50	5,560.68	5,644.09	5,728.75	5,814.68
Council Tax (2021/22 £83.09)	£83.09	£84.75	£86.45	£88.18	£89.94
Increase (%)	0.00%	2.00%	2.00%	2.00%	2.00%