



Penrith Town Council

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

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

Minutes of the meeting of

PENRITH TOWN COUNCIL

Held on **Monday 23 May 2022**, at 6.00pm, 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.

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:

	£
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
Total Funding	121,000

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
Cllr. Snell

c) Communities, Culture & Economic Growth:

[Applies when the Committee is active]

Cllr. Bowen	Cllr. Jackson
Cllr. Davies	Cllr. Knaggs
Cllr. Donald	Cllr. Lawson
Cllr. Hawkins	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.

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