



Penrith Town Council

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

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

3 October 2022

NOTICE IS HEREBY GIVEN that the **EXTRA ORDINARY (ADDITIONAL) MEETING** of **PENRITH TOWN COUNCIL** will be held on **Monday 10 October 2022**, at **6.00pm** and you are hereby **SUMMONED** to attend to transact the business as specified in the agenda and reports hereunder. The meeting will be held at **Unit 2, Church House, Friargate, Penrith.**

To assist in the speedy and efficient dispatch of business', Members should read the agenda and reports in advance of the meeting. Members wishing to obtain factual information on items included on the Agenda are asked to enquire of the relevant officer **PRIOR** to 9.00am on **10 October 2022.**

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

FULL COUNCIL MEMBERSHIP

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

Mrs V. Tunnadine, Town Clerk, PSLCC

Public Participation

Members of the public are welcome to attend. Details about how to attend the meeting remotely, and how to comment on an agenda item are available on the Town Council Website. Please be advised that there is no Public Participation session during the Annual Town Council Meeting.

Filming

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

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

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

General Power of Competence

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

AGENDA FOR THE EXTRA ORDINARY (ADDITIONAL) MEETING OF FULL COUNCIL 10 October 2022

PART I PUBLIC SESSION

1. Apologies for Absence

Receive apologies from Members.

2. New Member Acceptance

The Council welcomes two new democratically elected Councillors noting that the Town Clerk had received completed Declaration of Acceptance of Office forms for each member:

- a) Carleton Ward – Councillor Deb Holden
- b) Penrith East Ward – Councillor Mark Rudhall

3. Minutes

a. Confirmation of Full Council Minutes

Authorise the Chair to sign, as a correct record, the minutes of the meeting of Town Council held on Monday 26 September 2022 and agree they be signed as such by the Chair.

b. Committee Minutes

Note that the minutes from committee meetings had been circulated and published on the Council website since the previous ordinary meeting.

4. Declarations of Interest and Requests for Dispensations

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

Advice Note:

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

5. 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.

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

Determine whether any items 18 and 19 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

7. Castle Park

- a) Note the email correspondence submitted to Penrith Town Council and Eden District Council on 15 September 2022 from The Penrith Futures Partnership regarding Castle Park as appended.
- b) Note that Castle Park and play area assets within Penrith will be considered at the next scheduled Full Council meeting.

8. Motions on Notice

a) Climate Justice – Councillor Bowen

Councillor Bowen asks Council to resolve to sign the Community Declaration organised by the Fairtrade Organisation, and by doing so, affirms its commitment to a fairer system of farming and trading across the world.

b) Social and News Media – Councillor Knaggs

Penrith Town Council strives to maximise the security and effectiveness of its own social media platforms and to receive positive and accurate coverage from external media and to this end Councillor Knaggs ask that Council resolves to :

- i. Review the PTC Social Media Policy.
- ii. Devise and agree a strategy to address and respond to posts and stories that are either factually incorrect, inaccurate and/or intentionally, or unintentionally, misleading.
- iii. Explore the feasibility of producing a 'fact check' page on the PTC website.
- iv. Organise training in media skills and effective communication skills for all Councillors.
- v. Engage a third party organisation to ensure increased security of PTC social media platforms in order to prevent reputational damage.
- vi. Review the activity of hosting material produced by the Eden District Council and Cumbria County Council or other third parties to avoid confusion about the responsibilities and accountabilities of either the PTC, the EDC and the CCC.
- vii. Research the use of localised 'domain names' of social media sites to ensure that there can be no confusion about what belongs to Penrith Town Council and what does not.
- viii. Provide a report for all full Council meetings on recent news and social media coverage related to the PTC and its Councillors
- ix. Ensure that Councillors intending to write a report on any aspect of any meeting for a news media organisation or social media platform discloses this information at the appropriate point on the agenda, i.e. Declaration of Interest.

- The approval of corporate media communications must be authorised prior to publication by the Town Clerk or nominated deputies, if written in the role of Councillor.
 - If a Councillor is writing an article about the business of a meeting as a journalist, it must be declared that the Councillor is attending the meeting as a both a councillor and a journalist.
- x. Ensure that, if Councillors have a business interest of any kind in a news media organisation or a social media platform, this is declared as a pecuniary interest both at meetings and on the Register of Interest.

c) Help with Cost of Living Crisis – Cllr. Knaggs

Penrith Town Council believes that there must be urgent action to respond to the food and energy poverty crisis to ensure that all members of our local community are able to keep warm and free from hunger. Cllr. Knaggs asks that Penrith Town Council resolves to:

- i. Lobby our local and national (Councils and Government) politicians to urgently call for an expanded entitlement for free school meals, an annual increase in the school meals budget to match the rates of inflation, and for free school meals to continue during school holidays;
- ii. Agree to write to the Secretary of State for Education, Rt Hon Kit Malthouse, requesting a review of Free School Meals arrangements
- iii. Work with other organisations, such as Cumbria Action for Sustainability (CAfS), to campaign for the establishment of a local Retrofitting Taskforce to secure funding to establish an 'Eco-refurbishment Skills Hub' in Penrith to provide local people with the skills to undertake this work and to contribute to the regeneration of our local economy;
- iv. Provide information and references, via signposting to CAfS and other helpful websites and guidance, on the PTC website about actions that can be taken to reduce energy usage and increase energy efficiency;
- v. Work with Eden Resilience Group and CCC research, publish and promote a list of organisations offering warm community spaces where residents are able to meet and keep warm at no cost;
- vi. Meet regularly with the Eden Resilience Group to monitor the situation, share information and resources;
- vii. Support the Salvation Army and Churches Together in their provision of warm spaces by donating refreshments and publicising when their spaces are open;
- viii. Promote the EDC Hardship Fund to the organisations that establish warm spaces in Penrith.

9. Inspiring Eden - Pilot Project – Penrith Decarbonisation “Whole Place Approach”

Consider the report and the recommendations contained within.

10. Ticket Office review – Penrith Train station

- a) Note that Penrith Station is under threat of losing staff and facilities as train operator Avanti West Coast seeks to “modernise” its services. In August the rail union RMT organised a series of events to save ticket offices. To date no decision has been made for Penrith.
- b) Consider writing to the Secretary of State for Transport, Anne-Marie Trevelyan MP to raise their concerns regarding the future of Penrith station ticket office.

11. Civility & Respect Pledge

Consider the report and the recommendations contained within.

12. Vacancy North Ward and Council Implications

- a) Members are asked to note that Cllr. Jackson has resigned and an election for Penrith North Ward has been called the cost of which will be met by the Town Council if the election is contested.
- b) Council are asked to appoint a chair for Planning Committee
- c) Council are asked to appoint a lead for Devolution, noting that Cllr. Lawson has offered to assume this role.
- d) Council members are asked to volunteer for Planning and Finance Committee to replace Council Jackson

ROUTINE BUSINESS MATTERS

13. Report from the Council Chair

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

14. 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.

15. Resolutions Tracking Report

Note the Resolutions Tracking Report.

16. Matters from Finance Committee

Ratify items **a** to **f** following approved recommendations from the Council's Finance Committee from their meeting held on Monday 26 September 2022. These matters have been considered and approved by the members of the Council's Finance Committee, and the Committee Chair, has requested the matters be brought to Full Council for ratification:

a. Budgetary Control Statement

Ratify the budgetary control statement for the period 31 July 2022.

b. Risk Assessments

Ratify the corporate risk assessments for:

- i. Allotments
- ii. Bandstand
- iii. Business Continuity
- iv. Bus Shelter
- v. Fairhill
- vi. Finance
- vii. Fire
- viii. Governance
- ix. IT & Website
- x. Lone Working
- xi. Musgrave Monument
- xii. Morrisons Recycling Bring Site
- xiii. Office
- xiv. Seats
- xv. Thacka Beck Field
- xvi. War Memorial (St Andrews)
- xvii. Remembrance Day Parade and Service

c. Policy Review

Ratify the following revised amended policies:

- i. Procurement Policy
- ii. Financial Regulations.

d. Signature Events Grants Fund

Ratify the policy as amended.

e. Internal Audit 2022-23

Ratify the scope of Internal Audit for 2022-23.

f. Fairhill Playing Field

- i. Note the Record of Decision Taken under Delegated Powers to progress a scheme to restrict unauthorised vehicular access on to Fairhill Playing Field.
- ii. Approve the costs of the work for £2,500 be met from the Devolution Reserve.

g. Finance Committee Membership

Seek nominations and elect a replacement Councillor for Finance Committee to fill the position created by the resignation of Councillor Davies from the committee.

17. Next Meeting

Note the next meeting of the Full Council is scheduled for Monday 19 December 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

From: Richard Utting <Sent: 15 September 2022 10:57
Subject: An Open Letter to All Eden District Council Councillors

Dear Councillor

As we know things are moving apace with the establishment of the new Westmorland & Furness authority. In less than 7 months the new Council will take over the running of those assets and services that were previously the responsibility of the Eden District Council (EDC). This includes the town's play areas and, in particular, Castle Park.

As you may be aware the Penrith Futures Partnership Group has produced a number of informative papers including one dedicated to Castle Park, a copy of which is attached to this email.

In it the park is identified as one of the town's most prominent assets but was becoming *'tired and dated and in need of a major uplift. Without doubt it has tremendous potential for increased use and provides a focus for activity but there are some basic issues which need remedying'*. It goes on to say that it needs *'a clear direction or action plan for its future development'*.

This is supported by feedback received by the Futures Partnership from local residents.

We appreciate that a budget has recently been allocated to the park to address some elements of the infrastructure and the establishment of the tennis club but these in themselves have caused controversy particularly over the plans to demolish the old kiosk and create vehicular access next to the memorial entrance.

We feel that the work proposed is too little, too late and will not stop the continued deterioration of an asset which is hugely important to the wellbeing of the town.

We also believe that it is too important an asset to be managed by an authority which has no direct link with it and is unlikely to undertake any significant investment in it for a number of years, if any.

We therefore feel strongly that the immediate future of the park and its direction (as well as the other town play areas) would be better served in the hands of the Town Council working in close partnership with individuals and groups in the local community rather than fall into the hands of the new unitary authority. The significant improvements made to the Fairhill children's play area already lie testament to what can be done once a town asset becomes the responsibility of the Town Council.

We call on EDC to transfer Castle Park, as well as the other town play areas, to Penrith Town Council as soon as possible together with accompanying financial measures to bring the park's bandstand and crazy golf and all children's play areas up to a reasonable standard.

We know that similar actions have been taken with parks and play areas in other parts of the County and within the district that will be controlled by our new Westmorland & Furness Council and we see no reason why EDC would resist this as a practical and sensible solution.

Yours faithfully The Penrith Futures Partnership



Penrith Town Council

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

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

DRAFT Minutes of the ORDINARY MEETING of PENRITH TOWN COUNCIL held on Monday 26 September 2022, at 6.00pm held at Unit 2, Church House, Friargate, Penrith.

PRESENT:

Cllr. Burgin	South Ward
Cllr. Davies	West Ward
Cllr. Knaggs	West Ward
Cllr. Lawson	Carleton Ward
Cllr. C Shepherd	East Ward
Cllr. Snell	West Ward

Town Clerk

Services and Contracts Manager

DRAFT MINUTES
FOR THE ORDINARY MEETING OF
FULL COUNCIL
26 September 2022

PART I

Members observed a one minutes silence in memory of her late Majesty Queen Elizabeth II.

PTC22/39 Apologies for Absence

Apologies for absence were received from Councillors Bowen, Clark, Donald, Kenyon and M. Shepherd. The Town Clerk informed the meeting that Cllr. Scott Jackson had resigned from Penrith North Ward to pursue a career change and that Eden District Council had been informed. Members noted that Cllrs Holden and Rudhall would be invited to attend the next scheduled Full Council meeting. Cllr. Hawkins was absent.

PTC 22/40 Minutes

a) Committee Minutes

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

b) Confirmation of Full Council Minutes

Members considered authorising the Chair to sign, as a correct record, the minutes of the meeting of Town Council held on Monday 18 July 2022 and agree they be signed as such by the Chair.

RESOLVED THAT:

The Chair be authorised to sign, as a correct record, the minutes of the meeting of the Town Council held on Monday 18 July 2022 and the Chair sign them as such.

PTC22/41 Declarations of Interest and Requests for Dispensations

Members were invited to provide declarations 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. None were received.

PTC22/42 Public Participation

Members noted that no questions or representations had been received from members of the public, district or county councillors. County Councillors Bell and Carrick had sent their apologies prior to the meeting.

PTC22/43 Excluded Item: Public Bodies (Admissions to Meetings) Act 1960

Members were asked to determine whether any items 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. Members agreed that there were no items to be considered in private session.

PTC22/44 Appointment of Responsible Finance Officer (RFO)

- i. Members noted that Mr John Kemp had been appointed as the RFO to Penrith Town Council after the retirement of Jack Jones. Mr Kemp commenced in post on 12 September 2022. Governance & Accountability for Smaller Authorities in England Practitioners Guide states in paragraph 5.10, "All authorities, other than parish meetings where there is no parish council, need to appoint an officer, the RFO, to be responsible for the financial administration of the authority in accordance with section 151 of the Local Government Act 1972."

The Town Councils Financial Regulations (1.8) states that, The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. And at 1.9, The RFO and external accountants:

- a) act under the policy direction of the Council;
- b) administer the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
- c) determine on behalf of the Council its accounting records and accounting control systems;
- d) ensure the accounting control systems are observed;
- e) maintain the accounting records of the Council up to date in accordance with proper practices;
- f) assist the Council to secure economy, efficiency and effectiveness in the use of its resources; and
- g) produce financial management information as required by the Council.

PTC22/44 Appointment of Responsible Finance Officer (RFO) Continued

- ii. Members were asked to confirm and approve the appointment of Mr John Kemp as Responsible Finance Officer to Penrith Town Council.

RESOLVED THAT:

That Mr John Kemp be confirmed and approved as Responsible Finance Officer to Penrith Town Council.

PTC22/45 Matters from Finance Committee – Approval of External Audit for year-end 31 March 2022

Members were asked to approve recommendations from the Council's Finance Committee from their meeting held on Monday 26 September 2022, prior to Full Council for External Audit.

Members received and considered the external auditors report noting that the Council's external auditors, PKF Littlejohn LLP, had signed off the accounts ending 31 March 2022 with no qualifications.

RESOLVED THAT:

That the external auditors, PKF Littlejohn LLP, report be approved for the accounts ending 31 March 2022.

Members noted that to comply with The Accounts and Audit Regulations 2015 the Council had published on its website, Sections 1 and 2 of the 2021/22 Annual Return (the Annual Governance Statement and the Summary Accounts), together with the Audit Certificate Section 3.

PTC22/46 Next Meeting

Members noted that the next ordinary meeting of the Town Council was scheduled for 10 October 2022, 6.00pm at Unit 2, Church House, Friargate, Penrith.

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

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REPORT TO FULL COUNCIL

Date: 10 October 2022

Public Report

Item no: 8a

Matter: **Motion On Notice** - Councillor V. Bowen

Author: Cllr. V. Bowen

Purpose:

Councillor Bowen asks Council to agree to signing the Community Declaration for Climate Justice organised by the Fairtrade Organisation, and by doing so, affirms its commitment to a fairer system of farming and trading across the world.

Summary:

The Community Declaration comes from the Fairtrade Foundation, a UK based charity which works to empower disadvantaged producers in developing countries by tackling injustice in conventional trade, in particular by promoting and licensing the Fairtrade Mark, a guarantee that products retailed in the UK have been produced in accordance with internationally agreed Fairtrade standards.

The Foundation is the UK member of Fairtrade International, or Fairtrade Labelling Organizations International, which unites National Fairtrade Organisations and Producer Networks across Europe, Asia, Latin America, North America, Africa, Australia and New Zealand. The organisation is an independent non-profit organisation that licenses use of the Fairtrade Mark on products in the UK in accordance with internationally agreed Fairtrade standards. Its four key areas of activity include:

1. Providing independent certification of the trade chain for products, and licensing use of the Fairtrade Mark on products as a consumer guarantee.
2. Growing demand for Fairtrade products and supporting producers to sell to traders and retailers.
3. Working with partners to support producer organisations and their networks.
4. Raising awareness of the need for fair trade in the public and the role of the Fairtrade Mark in making trade fair.

The Fairtrade Organisation is a non-profit organisation, founded in 1997 and has a long and valued record of helping farmers in developing countries to get a fair price for their products. It set standards relating to labour, cooperative organisation, and the governance of the Fairtrade benefits.

The organisation was divided in January 2004 into two independent organisations. Fairtrade International develops and reviews Fairtrade Standards and assists producers in gaining and maintaining certification and in capitalizing on market opportunities on the Fairtrade market.

To ensure the transparency of the system, the standards are developed and reviewed by the Fairtrade Standards and Policy Committee, in which Fairtrade members, producer organisations, traders and external experts participate.

FLOCERT ensures that producers and traders comply with the FLO Fairtrade Standards and that producers invest the benefits received through Fairtrade in their development. Operating independently from any other interests, it follows the international ISO standards for certification bodies (ISO 65).

Signing The Community Declaration would show that Penrith Town Council cares not only for local issues, but also for wider issues affecting our world and would declare that Penrith Town Council believes that it is not acceptable to leave those communities who did the least to cause the climate crisis to deal with the worst effects.

Food shortages, droughts, job losses and increasingly deadly weather are all effects of climate change that we can see happening right now. For millions of people around the world, these changes, coupled with the unfair global trading system means they cannot earn enough for the bare essentials of life - bare essentials that we would not even consider adequate in our First World lives. Lives and livelihoods are at risk all across the world.

Great Big Green Week (24 September to 2 October), is the UK's biggest celebration of positive action on climate change. This is the perfect time to for Penrith Town Council to make this commitment. We are already committed to Carbon Literacy; signing the Community Declaration would add to our ethical stance.

There are no immediate costs to Penrith Town Council, but signing the Community Declaration would carry an implicit agreement to use ONLY Fairtrade products e.g. tea, coffee, sugar, bananas in any Town Council setting where such items are provided.

Pledge overleaf for information.

Further information:

<https://action.fairtrade.org.uk/page/107848/petition/1?ea.tracking.id=cjwp>



Your Community Declaration of solidarity in full

Our community cares about action on climate change. But we don't just care about climate change in our area.

Right now, across Africa, Latin America, Asia and the Pacific, communities who did the least to cause the climate crisis are living with the worst effects.

Droughts, food shortages and plant diseases are destroying crops. These are often the same communities unable to earn enough for a decent life due to unfair trade and extreme global inequality.

It's time to end the centuries of exploitation that have caused this crisis. That's why we choose Fairtrade and why we're choosing to stand up for climate justice.

At COP26 last year, the UK government promised once again to fund the work these communities are doing to take on the climate crisis. But nearly one year on, we're concerned that it's taking far too long for these decade-old promises to be met, and that those communities will not have a say in how that money is spent.

We are running out of time to get this right. Our global food supply is threatened by climate change. We must listen to the experts behind our food. That includes the farmers who grow it, and urgently need support to adapt to a changing climate.

From planting trees to protecting bees, Fairtrade farmers are already investing in the solutions needed to protect their communities and our food supply from climate breakdown. With the promised financial support from the wealthy nations most responsible for climate change, they can scale up this vital work and make an even bigger, more positive difference in our global effort to tackle climate change.

This Great Big Green Week, our community is choosing to stand with these communities taking on the unfair climate crisis. We're choosing Fairtrade because that means more power and more money in the hands of farmers taking on climate change. We're sowing our solidarity

This is our Community Declaration for fair action on climate change. We ask all political representatives of our community to urge anyone shaping climate policies to back the farmers and workers taking on climate change.

REPORT TO FULL COUNCIL

Date: 10 October 2022

Public Report

Item no: 8b

Matter: **Motion On Notice** - Social and News Media

Author: Cllr. D. Knaggs

Purpose:

Penrith Town Council notes that both mainstream media and social media platforms are powerful and persuasive communication tools and have a hugely important role in our democracy.

Penrith Town Council also notes that Councillors and Officers have a responsibility to ensure that their use of social media, and their contact with the press and news media, must be managed skilfully, professionally and responsibly. Social Media posts and information conveyed to the news media must be clear, unambiguous, accurate and factually correct.

Penrith Town Council strives to maximise the security and effectiveness of its own social media platforms and to receive positive and accurate coverage from external media and in order to continue to make this happen the Penrith Town Council resolves to:

- a) Review the PTC Social Media Policy
- b) Devise and agree a strategy to address and respond to posts and stories that are either factually incorrect, inaccurate and/or intentionally, or unintentionally, misleading
- c) Explore the feasibility of producing a 'fact check' page on the PTC website
- d) Organise training in media skills and effective communication skills for all Councillors
- e) Engage a third-party organisation to ensure increased security of PTC social media platforms in order to prevent reputational damage
- f) Review the activity of hosting material produced by the Eden District Council and Cumbria County Council or other third parties to avoid confusion about the responsibilities and accountabilities of either the PTC, the EDC and the CCC.
- g) Research the use of localised 'domain names' of social media sites to ensure that there can be no confusion about what belongs to Penrith Town Council and what doesn't.
- h) Provide a report for all full Council meetings on recent news and social media coverage related to the PTC and its Councillors

- i) Ensure that Councillors intending to write a report on any aspect of any meeting for a news media organisation or social media platform discloses this information at the appropriate point on the agenda, i.e. Declaration of Interest (see Note 1 below, taken from standard PTC agendas).
 - The approval of corporate media communications must be authorised prior to publication by the Town Clerk or nominated deputies, if written in the role of Councillor.
 - If a Councillor is writing an article about the business of a meeting as a journalist, it must be declared that the Councillor is attending the meeting as a both a councillor and a journalist.
- j) Ensure that, if Councillors have a business interest of any kind in a news media organisation or a social media platform, this is declared as a pecuniary interest both at meetings and on the Register of Interest (see Note 1, taken from standard PTC agendas as below).

Summary:

We recognise that individuals and organisations engaged in the business of social and news media must find eye-catching stories whilst also presenting them in way that attracts the widest possible attention.

However, the Council has observed that over recent months, sensationalised language and sometimes inaccurate, negatively biased and misleading stories have appeared in the news media and, more often, on social media, relating to the Penrith Town Council.

These stories have the potential to undermine the work of the Council, provoke negative reactions, give a poor impression of the Council and occasionally arouse unnecessary and misplaced hostility from members of the public. Indeed, this has happened recently following posts on social news media.

Unfortunately, there have been breaches of the security of the Council's Facebook page and 'rogue' emails have been delivered to Councillors which could have also potentially caused security problems.

Cost

Officer time and social media support £15 per day.

Additional Information:

Note 1 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.

REPORT TO FULL COUNCIL

Date: 10 October 2022

Public Report

Item no: 8b

Matter: **Motion On Notice** - Social and News Media

Author: Cllr. D. Knaggs

Purpose:

Penrith Town Council notes that both mainstream media and social media platforms are powerful and persuasive communication tools and have a hugely important role in our democracy.

Penrith Town Council also notes that Councillors and Officers have a responsibility to ensure that their use of social media, and their contact with the press and news media, must be managed skilfully, professionally and responsibly. Social Media posts and information conveyed to the news media must be clear, unambiguous, accurate and factually correct.

Penrith Town Council strives to maximise the security and effectiveness of its own social media platforms and to receive positive and accurate coverage from external media and in order to continue to make this happen the Penrith Town Council resolves to:

- a) Review the PTC Social Media Policy
- b) Devise and agree a strategy to address and respond to posts and stories that are either factually incorrect, inaccurate and/or intentionally, or unintentionally, misleading
- c) Explore the feasibility of producing a 'fact check' page on the PTC website
- d) Organise training in media skills and effective communication skills for all Councillors
- e) Engage a third-party organisation to ensure increased security of PTC social media platforms in order to prevent reputational damage
- f) Review the activity of hosting material produced by the Eden District Council and Cumbria County Council or other third parties to avoid confusion about the responsibilities and accountabilities of either the PTC, the EDC and the CCC.
- g) Research the use of localised 'domain names' of social media sites to ensure that there can be no confusion about what belongs to Penrith Town Council and what doesn't.
- h) Provide a report for all full Council meetings on recent news and social media coverage related to the PTC and its Councillors

- i) Ensure that Councillors intending to write a report on any aspect of any meeting for a news media organisation or social media platform discloses this information at the appropriate point on the agenda, i.e. Declaration of Interest (see Note 1 below, taken from standard PTC agendas).
 - The approval of corporate media communications must be authorised prior to publication by the Town Clerk or nominated deputies, if written in the role of Councillor.
 - If a Councillor is writing an article about the business of a meeting as a journalist, it must be declared that the Councillor is attending the meeting as a both a councillor and a journalist.
- j) Ensure that, if Councillors have a business interest of any kind in a news media organisation or a social media platform, this is declared as a pecuniary interest both at meetings and on the Register of Interest (see Note 1, taken from standard PTC agendas as below).

Summary:

We recognise that individuals and organisations engaged in the business of social and news media must find eye-catching stories whilst also presenting them in way that attracts the widest possible attention.

However, the Council has observed that over recent months, sensationalised language and sometimes inaccurate, negatively biased and misleading stories have appeared in the news media and, more often, on social media, relating to the Penrith Town Council.

These stories have the potential to undermine the work of the Council, provoke negative reactions, give a poor impression of the Council and occasionally arouse unnecessary and misplaced hostility from members of the public. Indeed, this has happened recently following posts on social news media.

Unfortunately, there have been breaches of the security of the Council's Facebook page and 'rogue' emails have been delivered to Councillors which could have also potentially caused security problems.

Cost

Officer time and social media support £15 per day.

Additional Information:

Note 1 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.

REPORT TO FULL COUNCIL

Date: 10 October 2022

Public Report

Item no: 8c

Matter: **Motion On Notice** - Help with Cost of Living Crisis

Author and proposer: Cllr. D. Knaggs

Seconded: Cllr. Lawson

Purpose:

Penrith Town Council notes that, as a result of the current cost of living crisis, many local families will have to choose between heating and eating during the colder months. Across the country, the numbers of food-banks users is now as high as 1 in 6, yet the burgeoning crisis has caused a reduced capacity to meet the needs of those in food poverty as fewer people are able to donate.

Penrith Town Council believes that regional inequalities in income and education will be worsened by the cost-of-living crisis. Without proper nutrition, pupils will not be able to learn as effectively and there will be serious consequences for their social and emotional well-being and future life chances.

Penrith Town Council believes that there must be urgent action to respond to this food and energy poverty crisis to ensure that all members of our local community are able to keep warm and free from hunger.

Summary:

Council notes that in March this year more than 16% of school pupils in Cumbria, that is over 11,600 children, were eligible for free school meals. A combination of the cost-of-living crisis, huge rises in energy costs and spiralling inflation has since pushed an even greater number of local families into hardship and poverty.

Council notes that the school meal allocation was set at £2.30 per meal in 2014, increased to £2.34 in 2020 and due to be increased to £2.41. However, these rises fall far below inflation rates and consequently put additional pressure on school budgets.

The Council notes that domestic eco-refurbishments could have an enormous impact on alleviating the cost of living crisis by reducing energy bills by around 25%. Draughty homes contribute to 14% of the UK's greenhouse gas emissions.

A report from the Northern Housing Consortium, "The Northern Housing Monitor", has calculated that to meet the UK's net zero carbon ambition, homes in the north will need retrofitting at a rate of 270,000 per year up to 2035 - equivalent to one every two minutes. Retrofitting is going to become a huge business an opportunity to give local people meaningful employment whilst contributing to the regeneration of the local economy.

Penrith Town Council resolves to:

- a) Lobby our local and national (Councils and Government) politicians to urgently call for an expanded entitlement for free school meals, an annual increase in the school meals budget to match the rates of inflation, and for free school meals to continue during school holidays;
- b) Agree to write to the Secretary of State for Education, Rt Hon Kit Malthouse, requesting a review of Free School Meals arrangements
- c) Work with other organisations, such as Cumbria Action for Sustainability (CAfS), to campaign for the establishment of a local Retrofitting Taskforce to secure funding to establish an 'Eco-refurbishment Skills Hub' in Penrith to provide local people with the skills to undertake this work and to contribute to the regeneration of our local economy;
- d) Provide information and references, via signposting to CAfS and other helpful websites and guidance, on the PTC website about actions that can be taken to reduce energy usage and increase energy efficiency;
- e) Work with Eden Resilience Group and CCC research, publish and promote a list of organisations offering warm community spaces where residents are able to meet and keep warm at no cost;
- f) Meet regularly with the Eden Resilience Group to monitor the situation, share information and resources;
- g) Support the Salvation Army and Churches Together in their provision of warm spaces by donating refreshments and publicising when their spaces are open;
- h) Promote the EDC Hardship Fund to the organisations that establish warm spaces in Penrith.

Cost

Officer time, Retention of third-party support for research and media support circa £15 per day

References

<https://cafs.org.uk/?s=retrofit>

<https://www.homebuilding.co.uk/advice/retrofitting>

<https://www.theguardian.com/environment/2022/aug/18/master-all-trades-retrofit-firm-climate-cost-of-living-crisis-b4box>

<https://www.theguardian.com/business/2022/sep/25/schools-in-england-warn-of-crisis-of-heartbreaking-rise-in-hungry-children>

REPORT TO FULL COUNCIL

Date: 10 October 2022

Public Report

Item no: 9

Matter: Inspiring Eden – Pilot Project – Whole Place Approach Penrith
Decarbonisation

Author: Cumbria Action for Sustainability and Town Clerk

Supporting Member: Council Chair

Purpose of Report: Consider the pilot project developed by Cumbria Action for Sustainability (CAfS) for decarbonisation of Penrith and the level of support that the Council would like to offer. The pilot project has been supported via the Eden District Council Inspiring Eden Fund.

Summary

The aspiration of the project is to pilot ways of supporting a community on a pathway to net zero, which can then be rolled out over a wider area:

- CAfS will pilot a 'whole place approach' to deliver decarbonisation in Penrith working with businesses, schools and local residents in Penrith.
- Businesses will access carbon literacy training, staff home energy advice sessions, advice on decarbonisation including funding.
- Video case studies will be made to inspire others.
- Pupils of two schools will be supported to undertake an environmental review, will be engaged in the outcomes of professional energy audits and will visit businesses taking climate action.
- A whole town solar PV mapping exercise will lay the foundations of engaging residents and businesses around solar PV and energy efficiency.

Recommendations

- i. That the Town Clerk meet regularly with representatives from Penrith Action for Community Transition (PACT) and CAfS to monitor and support the project.
- ii. Assist in networking and sharing information.
- iii. Provide a meeting venue as and when required.
- iv. That the Town Clerk review the Council's Climate Change Strategy.

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

Strategically fits with Council priorities around town centre vitality, sustainable growth, job creation, attracting investment and the Council's Climate Change Strategy.

1. Background

- 1.1 CAfS is a local charity with a vision of a zero carbon Cumbria. Initially established as Eden Local Agenda 21 in 1998, CAfS have worked with 1000s of communities, businesses and individuals to help them become more sustainable.
- 1.2 CAfS initiate projects and educate, train and support others to low carbon work and lifestyles. The project is based on their experience of successful project delivery in other communities and has come about through discussion with Eden District Council, Penrith based organisations (PACT, Penrith Town Council, Penrith schools).
- 1.3 The project is a pilot in a small area which CAfS can then develop and replicate in other areas of Eden if funding allows.
- 1.4 CAfS will act as project management lead and delivery.
- 1.5 CBEN are the subcontractor who will provide support to engage businesses via their contacts through the Greening Eden programme. They will also support the development of the business decarbonisation roadmap and provide the school energy audits.
- 1.6 Green Small Business, Future Fixers, Eco-Innovation NW lead at Cumbria University and Donna Munro (energy consultant), will support the development of the business decarbonisation roadmap.
- 1.7 Penrith Town Council will support the engagement of local businesses and schools and provide subsequent support to engage residents.
- 1.8 **Formal approval to work with CAfS on the project is being sought.**
- 1.9 Penrith Business Improvement Districts (not yet approached) will provide support to engage local businesses.
- 1.10 Penrith Action for Community Transition (PACT) will provide support around the solar PV mapping exercise and subsequent support to engage residents around solar PV and energy efficiency. PACT are keen to incorporate a university research project into this and their key member is a senior lecturer at Keele University.
- 1.11 Zero Carbon Cumbria Partnership (ZCCP) will provide ongoing mentoring and support and a framework to link to for long-term action and dissemination of the lessons learned.
- 1.12 The project will inform the ZCCP strategy, will be included within the 'Zero Carbon Cumbria family', and can use the Zero Carbon Cumbria campaign branding.

2. Proposal Details

The six-month pilot has four main objectives.

Objective 1: To strengthen the business support network and resources to help businesses in Eden to decarbonise.

Activities:

Work with Eden District Council, Penrith Town Council, Penrith BID's, Chamber of Trade, and CBEN to identify and engage interested business.

Encourage them to take advantage of the Greening Eden scheme (if they have not already) as well as access and contribute to the following activities funded through this project:

- 2-hour climate science and solutions introductory course (x2)
- 50% discount on CAfS' full day carbon literacy course (x4)
- Information on business decarbonisation funding opportunities
- Roadmap setting out steps to decarbonisation and the support available locally and nationally. This will be a first iteration for consultation and further development.
- Video case studies of businesses who are actively decarbonising their operations, created as part of a case study webinar series.
- Business webinar to launch roadmap for consultation and share funding information.
- Information about the potential for solar PV on their business property (see below).

Targets:

15-30 people receiving climate science and solutions introductory course; 4 people accessing discounted full day carbon literacy training; 4 case studies produced; first iteration of road map and funding guidance in place; 20 businesses attending each webinar.

Objective 2: To provide advice on home energy and associated grant funding to reduce energy use, improve comfort and tackle energy costs.

Activities:

Work with the businesses engaged in the project to provide home energy efficiency advice and support to their employees. Including

- Lunchtime sessions for staff at 3 businesses
- Information on home energy grant funding and support available
- webinar about funding and support for home energy (open to all)

Targets:

3 x 1 hour lunchtime sessions reaching 30 employees in total; comprehensive grant information available online; one webinar reaching 50 people.

Objective 3: To undertake solar mapping for Penrith and identify a potential pipeline of homes and businesses for PV installation, linking them with local community action groups for ongoing support.

Activities:

- Commission solar PV map using the methodology and software previously developed by CAfS and partners (used in seven communities to date).
- Work with PACT and Penrith TC to plan an engagement approach with residents.
- Identify and approach organisations with big roofs to see if they might be interested to get a quote from an installer and/or solar PV delivered through a community energy model.

Targets:

Mapping complete, approaches made to three organisations, initial plan for engagement with residents and businesses owners developed.

Objective 4: To work with schools to engage young people and reduce carbon emissions, and to link them with local businesses for ongoing learning.

Activities:

- Work with Penrith Town Council to engage and work with two schools (ideally one primary and one secondary) in Penrith to deliver pupil-led environmental reviews.
- Professional building energy audits of the two schools - involving pupils in the site visits and in the presentation of results
- Pupils to visit businesses CAfS have engaged through this project to experience what they are doing to cut carbon. Visits recorded, written up and shared.

Targets:

Environmental review complete in two schools; two building energy audits complete; 2 business visits complete; 40+ pupils engaged.

3. Reasons for Recommendations

The pilot project aligns with the Council's priorities.

4. Evidence of need

- 4.1 Aside from the urgent and pressing need to address climate change through rapid decarbonisation of their communities, there is a vital and immediate need to address the energy crisis and this project will pilot new ways of reaching people in need with their Cold to Cosy Homes energy support. It will do this by working with employers as well as raising the profile and understanding of the help (and grants) on offer to those struggling with energy bills.
- 4.2 CAfS are aware that there are many businesses wanting support decarbonisation but are unaware of what is available to deliver their aspiration. It is not easy to identify which organisation would be best placed to support a business with their particular issue. Informed by a recent survey undertaken with the business community around decarbonisation needs, CAfS are keen to work with other support organisations to provide a comprehensive 'road map' to decarbonisation alongside training on climate science and bite size resources and tools.

- 4.3 To respond to the challenges of climate change, the economy needs people with knowledge and skills around climate change. Young people will be at the forefront of changes caused by the climate emergency, yet, only 10 hours of climate learning are currently mandated in the curriculum from early years to leaving school (Tannock, 2020).
- 4.4 Research shows that 68% of students want to learn more about the environment (Teach the Future, 2021); that eco-anxiety is an increasing concern but especially for young people (Lancet, 2021) and that 70% of teachers feel they haven't received adequate training to teach students about climate change (Teach the Future, 2021). In addition, school carbon emissions are significant: schools and universities represent 36% of UK public building emissions (DfE, 2022).
- 4.5 Bringing local schools into the project will help continue to drive change in the longer term and the project will pilot linking the schools with local businesses and community action groups to embed and sustain change and develop ongoing relationships for further local action.

5. Community Benefit

- 5.1 Their energy helpline and advice visits are oversubscribed, and so CAfS are looking at other models to deliver their vital energy and cost saving information.
- 5.2 CAfS have spoken to young people through a variety of forums as to their needs and actions they would like to take and used the information to inform their schools' work.
- 5.3 CAfS have also spoken to teachers about the assistance they need to help inform and support action on the climate emergency in schools. CAfS have also looked at national research.
- 5.4 CAfS request feedback from all their carbon literacy-training courses and act on this to refine and improve their offer.
- 5.5 CAfS know that there is very high and increasing demand for domestic and commercial solar PV installations. CAfS launched a project in November 2021 in South Lakes with an introductory webinar setting out their aims. With very little marketing, the webinar attracted about 90 attendees, and CAfS now have a growing list of people wanting a solar PV installation of about 200 people.
- 5.6 Demand for all their services is at an all-time high and the funding will help us to meet demand in a discrete area and to test new ways of working. By interlinking activities, and working with a range of local partners, CAfS aim to increase the impact of their services, whilst delivering in an efficient and effective manner.
- 5.7 CAfS is based in Penrith and this project is all about supporting key sectors of their local community to take environmental action. This will build skills, funding and relationships to take the town further along the pathway to net zero.

6. Financial and Resource Implications

- 6.1 CAfS is a charity and over 95% of its funding comes from restricted grant sources. Without the grant funding, the project would not be able to go ahead.
- 6.2 CAfS primary aim is to engage as many people and sectors of the community in taking action on climate change as possible. CAfS therefore need to avoid creating barriers to that engagement, for example by charging them for their support. This is particularly important in the current, difficult, economic climate.
- 6.3 CAfS staff costs: CAfS have analysed each of their proposed activities and have estimated how much time CAfS believe will be required to deliver them.
- 6.4 Partner costs: CAfS have agreed a cost with CBEN, their primary delivery partner, for their input.
- 6.5 For the other business support partners, CAfS have agreement with them around the cost envelop for their collective support and will work out the split, based on agreed inputs from each party.
- 6.6 There is potential additional funding that might come from Electricity Northwest. This would be to extend the solar PV element of this pilot to be able to engage with local residents and support them to progress to installations. CAfS have applied for £15,000 in funding and should hear back in September/October. CAfS have not included this as match funding, as it would be for additional activities beyond this pilot project.
- 6.7 Cost to the Council is expected to be social media support, officer time and room hire.

7. Consultation

- 7.1 CAfS have spoken to Eden District Council, PACT and Penrith Town Council about the project, and they are all supportive of its aims and ambitions.
- 7.2 CAfS have surveyed the business community and the business support organisations in Cumbria, about support for decarbonisation and used learning from this to inform the development of the project.
- 7.3 The project has a discrete target market of Penrith based businesses and schools. CAfS will approach these directly using their existing contacts in the community as well as through the networks of their partners including Penrith Town Council, PACT and CBEN.
- 7.4 Each of the partners in the bid have comprehensive networks and these will be used to communicate about the project.
- 7.5 Communication will be tailored to the particular audience and stakeholders, based upon their priorities and channels of communication that they are most likely to notice. CAfS will work with Penrith Town Council, PACT and CBEN to develop an engagement and communication plan to refine their approach and this will include identification of particular interest groups.

8. Governance Implications

- 8.1 CAfS has an excellent track record of delivering successful projects and is very well regarded in Cumbria.
- 8.2 CAfS have a management team, comprising staff leads responsible for their projects, services and their core support functions. The management team includes, and reports to, their Chief Executive, who in turn reports to their Trustees. The Trustees have a wealth of experience and expertise and are committed to supporting and critically reviewing their approach and standards.

- 8.3 At the project delivery level, CAfS have a designated project manager for each project and follow standard procedures. For example, CAfS produce a project initiation document at the start of each project (setting out required deliverable, programme, risks etc), and have a standard budget templates. Management accounts are produced monthly so project managers can keep on top of their budgets.
- 8.4 Project managers report to their line managers on project progress at team meetings and in 1:1s.
- 8.5 CAfS is a very collaborative organisation that highly values good quality communication. This project spans different CAfS teams due to its whole place nature and therefore a core project team will be formed from the three respective leads (see below). Regular dialogue will be maintained between the different staff members involved, as well as with their external partners, with whom CAfS have very good working relationships. CAfS are also committed to regular dialogue with their funders to keep them up to date and ensure they are happy with project progress.
- 8.6 A project team of John Forbes, Molly Hogg and Andrew Northcott, with John being the designated project manager, will manage the project. Their skills and experience are outlined below. John has worked in the environmental sector for more than 20 years, giving advice and support to householders, community groups, businesses and other organisations on energy efficiency, renewables, water, waste and sustainable transport. Many of these activities have involved working in partnership with community groups, local government, environmental organisations and other stakeholders. John heads up the team which oversees the CAfS' Zero Carbon Cumbria partnership projects which include their youth and schools work, their Cumbria Sustainability Network and funding programme, most of their events and training delivery (including Carbon Literacy training) and their low carbon food and community energy projects.
- 8.7 The youth and schools work has seen the delivery of their annual Youth Climate Summits - a meeting of schools from across the county where the students can discuss their ideas for a more climate friendly Cumbria. In the most recent summit, over 500 students from 15 schools took part and helped shape the recommendations of the overall youth response for 2021. The Greener Schools element is supporting 16 primary and secondary schools to have the biggest impact they can on their students' understanding of climate issues and includes support from environmental auditors to measure the school's environmental impact and work with school action committees to develop plans for reducing it.
- 8.8 To date, tailored programmes of Carbon Literacy training have been delivered to 13 different organisations, from local authorities to individual businesses and including an open course available to anyone. CAfS have several new audiences that CAfS will be delivering to in the coming months and demand for their training continues to increase.

- 8.9 Molly Hogg, Programme Manager, Low Carbon Communities, joined CAfS in 2020 to deliver a programme of support on behalf of South Lakeland District Council (SLDC). In this role, she was responsible for developing CAfS carbon footprint calculator and supporting businesses to reduce their carbon footprints. She has collaborated closely with other organisations supporting businesses to reach net zero and intends to build on that emerging network. The SLDC role also includes supporting the Ambleside to Zero whole place approach, and in particular, Ambleside's solar energy projects. These include the identification of large sites that could be progressed through a community energy model and setting up the Solar Made Easy project for individual householders to invest in solar PV. The project built on work previously commissioned by CAfS to map the whole town's potential for solar PV. This programme is currently being rolled out in five additional communities across Cumbria. Molly now manages the Low Carbon Communities team, overseeing multiple projects around renewable energy, transport, food and agriculture, alongside community and business support programmes. She is also one of CAfS' carbon literacy trainers and has provided the training on climate science and solutions to a range of audiences from local authority staff to hospitality businesses. Her background is as a qualified architect, who then moved into project management in the construction industry, working for global technical consultant Mott MacDonald. She is an IEMA Environmental Management Practitioner and a PRINCE2 Practitioner.
- 8.10 Andrew Northcott, Programme Manager, Energy Services joined CAfS in 2013 with experience providing home energy advice and thermal imaging assessments. He is qualified in a City and Guilds Level 3 Diploma in Green Deal Domestic Advice and is a certified thermographer. Andrew leads their continually expanding home energy team that delivers their range of home energy advice services, including Cold to Cosy Homes and their retrofit advice service, Home Retrofit Planner and coordinates their non-domestic energy audits services. The Cold to Cosy Homes service is free to eligible customers. In 2021, it supported 1316 householders to collectively save 663 tonnes of carbon and individually save an average of £114, every year. Their new retrofit advice and Home Retrofit Planner programme has supported 32 homes in depth so far this year. Andrew developed their professional training programme, leading their successful series on retrofitting for energy efficiency since 2016 and wrote a series of short films on energy saving, dampness and condensation. Andrew also provides energy audits and thermal-imaging surveys and delivers workshops on energy saving and draught-proofing techniques.

9. Climate Change and Environmental Implications and Evaluation

- 9.1 **Carbon literacy** – monitoring of number of attendees and review of feedback forms that are submitted by every delegate.
- 9.2 **Roadmap** – consultation with engaged businesses around the usefulness of the roadmap (which will inform its on-going development) and what steps and support they are likely to follow up on.
- 9.3 **Business webinars** – monitoring number of attendees.
- 9.4 **Greening Eden Scheme** – monitoring increase in uptake because of this additional promotion.

- 9.5 **Home Energy Support** – monitoring of the number of Penrith residents who contact their home energy team for support because of their awareness raising webinar and staff lunchtime sessions.
- 9.6 **Solar PV Work** – number of larger properties identified as being suitable for solar PV from the commissioned map and approached. Feedback from PACT about enthusiasm and confidence in working with us to engage with local residents and businesses as a stage 2 of the project.
- 9.7 **Schools** – monitoring of the number of pupils engaged in the activities and seeking of feedback from them and their teachers on the effectiveness of the support in shaping their school's environmental action plan.
- 9.8 The funding is for a pilot project. Many of the activities with individual organisations and householders will be concluded by the end of the project, and those ongoing their existing programmes of work will absorb (primarily the home energy support).
- 9.9 Additional funding will be required to expand or extend provision and support, and CAfS have already put in proposals to Eden and Westmorland & Furness Councils for funding for years 2 and 3.

10. Equalities Implications

None identified.

Background Papers

Climate Change Strategy.

REPORT TO FULL COUNCIL

Date: 10 October 2022

Public Report

Item no: 11

Matter: Civility & Respect Pledge

Author: NALC & Town Clerk

Supporting Member: Council Chair

Purpose of Report:

The Civility and Respect Pledge is being introduced because there is no place for bullying, harassment and intimidation within the local government sector. The pledge will enable councils to demonstrate that they are committed to standing up to poor behaviour across the sector and to driving through positive changes, which support civil and respectful conduct.

Summary

a) Definition of Civility and Respect

Civility and Respect means politeness and courtesy in behaviour, speech, and in the written word. Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

- b) Civility and respect should be at the heart of public life, and good governance is fundamental to ensuring an effective and well-functioning democracy at all levels.
- c) The intimidation, abuse, bullying and harassment of councillors, clerks and council staff, in person or online, is unacceptable, whether by councillors, clerks, council staff, or public members.
- d) This can prevent councils from functioning effectively, councillors from representing local people, discourage people from getting involved, including standing for election, and undermine public confidence and trust in local democracy.
- e) Throughout the sector, there are growing concerns about the impact of bullying, harassment, and intimidation on local councils, councillors, clerks and council staff and the effectiveness of local councils. NALC, OVW, SLCC and county associations have responded by setting up a Civility and Respect Working Group to oversee the Civility and Respect Project

Recommendations

- i. Council adopts the values of the pledge and sign the pledge on the NALC website.
- ii. Note that the Code of Conduct will be reviewed in May 2023 to align with the new Westmoreland and Furness Council's Code of Conduct.

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.

1. Report

- 1.1 The objective of the Civility & Respect Pledge is more far reaching than the title states; this is about culture change within this sector, which includes councillors, employees, members of the public, representatives of partner organisations and volunteers.
- 1.2 The National Association of Local Councils, county associations and One Voice Wales, as the membership organisations representing the first tier of local government in England and Wales, and the Society of Local Council Clerks, as the professional body for clerks, are committed to working together to promote civility and respect in public life, good governance, positive debate and supporting the well-being of councillors, professional officers and staff.
- 1.3 It is recommended that all councils should take the Civility and Respect Pledge noting that training is available for all members.
- 1.4 The Civility and Respect Project has released a new video to encourage local councils to sign up for its pledge and can be viewed using the link:
<https://www.nalc.gov.uk/news/entry/2229-the-civility-and-respect-project-releases-a-new-video-to-encourage-councils-to-take-the-pledge>
- 1.5 The video features sector-leading representatives explaining the civility and respect pledge and encouraging local councils to sign up to help tackle poor behaviour and join the culture change for the local council sector. The video can be used as part of a council meeting when considering signing up for the pledge and to aid further discussions.
- 1.6 The National Association of Local Councils (NALC), One Voice Wales (OVW), and the Society of Local Council Clerks (SLCC) believe it is time to put civility and respect at the top of the agenda and start a culture change in the local council sector.
- 1.7 By signing the pledge, Penrith Town Council will play a part in improving standards across the sector.
- 1.8 By signing the Pledge, Penrith Town Council is agreeing that Penrith Town Council will treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles and that it:
 - a) Has put in place a training programme for councillors and staff
 - b) Has signed up to the Code of Conduct for councillors
 - c) Has good governance arrangements in place including staff contracts and a dignity at work policy
 - d) Will seek professional help at the early stages should civility and respect issues arise
 - e) Will commit to calling out bullying and harassment if and when it happens
 - f) Will continue to learn from best practices in the sector and aspire to be a role model/champion council through for example the Local Council Award Scheme
 - g) Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate

2. Risk Assessment

Risk

- That dignity in the workplace is not respected.
- That bullying and harassment go unreported.
- That Members breach the Code of Conduct.

Consequence

Impact upon the Council's reputation and inappropriate conduct or behaviour goes unchallenged.

Mitigation

- That the Council adopt and signs the pledge.
- That the Council provide training.
- That the Council ensures that its Code of Conduct is reviewed annually.
- That the appropriate complaint processes are implemented.

3. Financial Implications

None identified.

4. Equalities Implications

None identified.

5. Climate Change and Environmental Implications

None identified.

Background Documents:

<https://www.nalc.gov.uk/our-work/civility-and-respect-project>

REPORT TO FULL COUNCIL

Date: 10 October 2022

Public Report

Item no: 16 a

Matter: Budgetary Control Statement 2022-23: Expenditure to 31 July 2022

Author: RFO

Supporting Member: Cllr Dave Knaggs, Finance Committee Chair

Purpose of Report: Consider the budgetary control statement for the four-month period to 31 July 2022 as approved by Finance Committee 26 September 2022 and brought forward to Full Council for final approval.

Recommendations

Ratify the budgetary control statement for the four-month period to 31 July 2022

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.

Contribution to Council Business Plan

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

1.Report

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; no changes have been made to the Revised Budget which was approved in July this year.
- The budget to date based on the latest budget for the year. This proportion is the anticipated budget for the first four months of the year, based on a forecast of the expected pattern of income and expenditure, known as the budget profile.

- For most headings, this profile will be a simple pro-rata of the annual budget (ie 4/12ths for the current period); however, profiles that are more detailed 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 July, 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 committed 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 July. 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. The transfer of balance on the Acquisitions Reserve is planned for 31 March 2023.

B. Commentary

The statement shows underspendings on most budget headings, continuing the trend from the May statement. This is understandable given the Council's current staffing situation. The following comments concentrate on unusual or unexpected variances.

B.1 Income

Overall income of £155,551 exceeds the profiled budget of £154,869 by £682.

- The approved budget set a very modest amount for investment income, which was increased in the revised budget. Returns have continued to improve and income is well above profile.

B.2 Planning Committee

Expenditure of £1,712 is shown against the profiled budget of £8,434, an underspending of £6,722.

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

B.3 CCEG Committee

Net spend of £21,948 is shown against the profiled budget of £51,166, an underspending of £29,218.

- The Revised Budget transferred £7,000 from Large Grants to Arts & Culture Development to meet an expected overspending due to events earlier in the year. The anticipated overspend has been reduced to £666, which can be set against substantial underspending elsewhere, notably Town Projects £3,403, Greening £3,333, Grants £15,707 and Participatory Budgeting £3,333.

B.4 Finance Committee

Net expenditure of £104,894 is shown against the budget to date of £113,964, an underspending of £9,070. The main variances are as follows:

- The Staffing budget is currently underspent by £279. Variances across salaries headings are relatively small because the Revised Budget accounted for the effects of vacancies, sickness absence and new posts. An overspend of £729 on Recruitment Expenses reflects the need to re-advertise vacancies.
- Heat, Light and Water expenditure includes estimates of costs since the last invoices from the Council's landlord. Since those invoices are received sporadically, the latest trends may not be forecast accurately, however an overspend of £334 suggests that the Council's costs are increasing, similar to the national picture.
- The IT budget is currently underspent by £1,841, although there will be new expenditure on equipment for the incoming RFO.
- The Revised Budget for Bus Shelters includes £2,970 for the Scotland Road replacement and £5,000 for Scaws. The former is included in the profiled budget and has been purchased while the latter is profiled for the final quarter of the year.
- Similarly, the £25,000 initial contribution to the Thacka Beck development is profiled to start in December.
- The various Devolved Services headings show an underspend totalling £2,975, which is assumed to be an additional transfer to the Devolution Reserve.
- There has been no expenditure to date on Local Government Re-organisation, £5,000, nor on Officer Support to projects, £1,000.
- Repairs and Renewals show an overspending of £581 to date; this is mainly due to door repairs to the Council Office costing £980.

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

- The individual variances result in an underspending of £47,610 against the profiled total expenditure budget of £176,164. As there is £682 more income, there is a net variation of £48,292 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 is now included in the Revised Budget.

The profiled budget assumes that the Reserve should decrease by £21,295 in the period, resulting in a balance of £406,795 at 31 July. The actual balance on the reserve at the month end is £455,087, which is £48,292 higher than expected.

- The Devolution Reserve opened the year with a balance of £149,855, again included in the Revised Budget. As noted above, the actual amount of £8,377 transferrable into the Devolution Reserve is £2,975 higher than profile.

C. Balance Sheet (Appendix B)

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

- The total invested of £801,049 includes £630,000 placed with CCLA, following the recent investment from HSBC.
- The main debtor balances are £565 VAT reclaimed from HMRC in respect of July transactions and a £2,613 grant from Eden DC.
- Prepayments of £10,721 include adjustments for insurance, office rental, licences, subscriptions and maintenance agreements.
- The HSBC Bank balance stands at £179,320, to provide cash flow for the next few months.
- Accruals of £8,192 represent goods and services received before 31 July, where the payment was not made by that date. Individual items include grounds maintenance, caretaking and audit and accountancy fees.
- The Payroll Control balance of £7,861 relates to deductions calculated in the July 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 August 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 July was around £48,000 below the Latest Budget for the period. Although this suggests that the rate of underspending has slowed since the May statement, which recorded a variance of £34,000, the latest figures are based on the Revised Budget which effectively resets the target. It is expected that 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 July.

2. 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.

4. Equalities Implications

None identified

5. Climate Change and Environmental Implications

None identified

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: FOUR MONTHS ENDED 31 JULY 2022

Approved Budget 2022-23	Latest (Revised) Budget 2022-23	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£	£		£	£	£
		INCOME			
		Precept:			
455,209	455,209	Council Tax	151,736	151,736	0
7,390	7,390	CTRS Grant	2,463	2,463	0
		Other Income:			
250	2,000	Investment Income	667	1,352	685
10	10	Miscellaneous Income	3	0	(3)
462,859	464,609	TOTAL INCOME	154,869	155,551	682
		EXPENDITURE			
		PLANNING COMMITTEE:			
		Planning:			
}	}	Officer Support	0	0	}
10,000	10,000	Planning Consultancy	3,333	167	3,166
}	}	Consultation	0	0	}
10,000	10,000		3,333	167	3,166
		Climate Change:			
5,000	5,000	Community Consultation	1,667	0	1,667
2,000	2,000	Internal Business Plan	667	0	667
1,000	1,000	Carbon Footprinting: High level baseline	333	0	333
500	500	Carbon Footprinting: Calculator licence	167	0	167
3,000	3,000	BIG STEP	1,000	0	1,000
800	800	Staff Development/Exceptional Expenses	267	0	267
1,000	1,000	Carbon Literacy Training	1,000	1,545	(545)
13,300	13,300		5,101	1,545	3,556
23,300	23,300	Planning Committee Total	8,434	1,712	6,722
		CCEG COMMITTEE:			
		Town Projects:			
10,000	10,000	Town Projects	3,333	1,597	1,736
5,000	5,000	Marketing Penrith	1,667	0	1,667
15,000	15,000		5,000	1,597	3,403
		Arts & Entertainment:			
7,500	7,500	Officer Support	2,500	301	2,199
10,000	17,000	Arts & Culture Development	17,000	17,666	(666)
17,500	24,500		19,500	17,967	1,533
		Environment:			
5,000	5,000	Greening	3,333	0	3,333
		Grants:			
15,000	15,000	Small Grants	5,000	0	5,000
15,500	15,500	Grow Nature Grants	5,167	960	4,207
26,500	19,500	Large Grants	6,500	0	6,500
57,000	50,000		16,667	960	15,707
		Corporate Communications:			
7,500	7,500	Community Engagement	2,500	189	2,311
2,500	2,500	Press Support	833	1,235	(402)
10,000	10,000		3,333	1,424	1,909
		Participatory Budgeting			
10,000	10,000		3,333	0	3,333
114,500	114,500	CCEG Committee Total	51,166	21,948	29,218

Approved Budget 2022-23	Latest (Revised) Budget 2022-23	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£	£		£	£	£
		FINANCE COMMITTEE:			
		Staffing:			
196,850	204,850	Salaries	53,378	53,381	(3)
19,960	21,470	National Insurance	5,560	5,296	264
39,170	42,200	Superannuation	12,073	12,013	60
500	1,750	Recruitment Expenses	1,750	2,479	(729)
950	950	Staff Training	317	0	317
1,000	1,000	Conferences	333	0	333
500	500	Staff Expenses	167	130	37
258,930	272,720		73,578	73,299	279
		Accommodation:			
7,500	7,500	Rent	2,500	2,500	0
1,800	1,800	Heat, Light & Water	600	934	(334)
920	920	Service Charges	307	348	(41)
1,730	1,730	Room Hire & Meetings	577	504	73
380	380	Insurances	127	130	(3)
(10)	(10)	Letting Income	(3)	0	(3)
12,320	12,320		4,108	4,416	(308)
		Civic Functions:			
400	400	Civic Functions	133	0	133
700	700	Mayoral Expenses	233	0	233
300	300	Deputy Mayor's Expenses	100	0	100
100	100	Civic Regalia	33	102	(69)
1,500	1,500		499	102	397
		Cost of Democracy:			
200	200	Annual Meeting	200	225	(25)
1,000	1,000	Members' Training	333	15	318
200	200	Members' Expenses	67	0	67
200	200	Notice/Honours Board	67	0	67
1,600	1,600		667	240	427
20,000	20,000	IT	6,667	4,826	1,841
2,050	2,050	Website	683	79	604
		Devolved Services:			
800	800	Allotments	(33)	(450)	417
400	400	War Memorial	133	0	133
1,500	1,500	Benches	500	0	500
5,780	8,750	Bus Shelters	3,230	3,149	81
1,750	1,750	Bandstand	583	528	55
800	800	Musgrave Monument	267	0	267
3,300	3,300	Fairhill Park	1,100	1,203	(103)
	0	Fairhill United Utilities Planting Maintenance	0	0	0
3,700	28,700	Thacka Beck	1,233	429	804
300	300	Signage, etc	100	0	100
8,800	8,800	Community Caretaker	2,933	2,212	721
19,214	(8,756)	Contribution to/(from) Devolution Reserve	5,402	8,377	(2,975)
46,344	46,344		15,448	15,448	0
15,000	15,000	Local Government Re-organisation	5,000	0	5,000
3,000	3,000	Council Projects: Officer Support	1,000	0	1,000
		Other Overheads:			
1,800	1,800	Printing, Postage & Stationery	600	820	(220)
1,450	1,450	Audit Fees	483	460	23
3,800	3,800	Insurance	1,267	1,085	182
130	130	Bank Charges & Interest	43	34	9
2,600	2,600	Accountancy Fees	867	690	177
1,500	1,500	Legal Fees	500	123	377
500	500	Licences	167	470	(303)
4,160	4,160	Subscriptions	1,387	1,221	166
15,940	15,940		5,314	4,903	411
3,000	3,000	Repairs & Renewals	1,000	1,581	(581)
379,684	393,474	Finance Committee Total	113,964	104,894	9,070

Approved Budget 2022-23	Latest (Revised) Budget 2022-23	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£ 12,000	£ 7,800	Contingency	£ 2,600	£ 0	£ 2,600
0	(50,000)	Transfer to/(from) Acquisitions Reserve	0	0	0
529,484	489,074	TOTAL EXPENDITURE	176,164	128,554	47,610
(66,625)	(24,465)	INCREASE/(DECR) IN GENERAL RESERVE	(21,295)	26,997	48,292
		RESERVES:			
		General Reserve:			
358,758	428,090	Balance brought forward 1 April 2022	428,090	428,090	0
(66,625)	(24,465)	Increase/(decrease) in year	(21,295)	26,997	48,292
292,133	403,625	Balance carried forward	406,795	455,087	48,292
		Devolution Reserve:			
147,402	149,855	Balance brought forward 1 April 2022	149,855	149,855	0
19,214	(8,756)	Contribution from/(to) 2022-23 Budget	5,402	8,377	2,975
166,616	141,099	Balance carried forward	155,257	158,232	2,975
		Acquisitions Reserve:			
50,000	50,000	Balance brought forward 1 April 2022	50,000	50,000	0
0	(50,000)	Contribution from/(to) 2022-23 Budget	0	0	0
50,000	0	Balance carried forward	50,000	50,000	0
508,749	544,724	TOTAL RESERVES	612,052	663,319	51,267



Penrith Town Council

BALANCE SHEET AS AT 31 MAY 2022

	£	£
Investments		
Penrith Building Society	86,113	
Cumberland Building Society	84,936	
CCLA Public Sector Deposit Account	<u>630,000</u>	
		801,049
Current Assets		
Debtors	3,243	
Debtor - VAT	565	
Prepayments	10,721	
HSBC Bank Account	<u>179,320</u>	
	193,849	
Current Liabilities		
Creditors	0	
Accruals	8,192	
Payroll Control	7,861	
Receipts in Advance	<u>315,526</u>	
	331,579	
Net Current Assets		(137,730)
		<u>663,319</u>
Represented by:		
Reserves		
General Reserve		455,087
Devolution Reserve		158,232
Acquisitions Reserve		50,000
		<u>663,319</u>

REPORT TO FULL COUNCIL

Date: 10 October 2022

Public Report

Item no: 16b

Matter: Corporate Risk Assessments

Author: Services and Contracts Manager

Supporting Member: Cllr. Knaggs, Chair of Finance Committee

Purpose of Report: Ratify the reviewed and amended Corporate Risk Assessments as approved by Finance Committee 26 September 2022 and brought forward to Full Council for final approval.

Recommendation

The Corporate Risk Assessments are ratified.

Law and legal implications

- a) As an employer and duty holder, the Town Council are legally obliged under the Management of Health and Safety at Work Regulations 1999 to carry out a risk assessment of the significant risks in the workplace. The Council has a duty to comply with the Health and Safety at Work Act 1974.
- b) 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.
- c) The Local Government Act 1972 requires the Council to have sound financial management, which includes management of risk.

Contribution to Council Business Plan

Risks are associated with the delivery and management of services and assets. Management of risks ensures that services and assets are managed efficiently, effectively and safely.

1. Report

- 1.1 Risk Assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Town Council to identify all potential inherent risks. The Town Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practicably possible.
- 1.2 The risk assessment documents have been produced to enable the Council to assess the risks that it faces and satisfy that it is taking adequate steps to consider and minimise these risks.
- 1.3 The risks are assessed annually unless there are material changes to the law or circumstances that require an immediate review. The Council's Services and Contracts Manager will monitor and record progress against the actions throughout the year. The SCM also undertakes regular asset monitoring inspections to identify any arising risks, hazards or defects.
- 1.4 The risk assessments are designed to give Councillor's confidence that the management of risk is pragmatic and proactive. The management of risk is also included in relevant committee reports.
- 1.5 The Corporate Risk Assessments are set out in accordance with the Health and Safety Executive published template format. Risk Assessments are prepared for the following:
 - Allotments
 - Bandstand
 - Business Continuity
 - Bus Shelter
 - Fairhill
 - Finance
 - Fire
 - Governance
 - IT & Website
 - Lone Working
 - Musgrave Monument
 - Office
 - Remembrance Day Parade and Service
 - Seats
 - Thacka Beck Field
 - War Memorial (St Andrews)
- 1.6 The table overleaf sets out the key actions arising from each individual risk assessment, for the forthcoming 12-month period.

Risk Assessment	Action Required
Allotments	Cut Folly Lane hedge fronting on to the highway.
Bandstand	Ensure electric cupboards are locked at all times. Electrical testing certificate to renew in July 2023. Prepare method statement and risk assessment prior to the erection of the Xmas Tree. Undertake inspections of Xmas tree following adverse weather (snow, high winds) Obtain method statement and risk assessment for installation of Xmas Lights (BID). Monitor that the Street Trader and public house is operating within their defined area and agreed terms.
Bus Shelter	Any gutter cleaning requires liaison with contractor to ensure safe system of work, including risk assessment and method statement.
Business Continuity	Scheduled meetings with Lamont Pridmore. (Accountants)
Fairhill	Commission Annual Play Area Inspection Report in November 2022. Consider scheme to prevent unauthorised vehicle access to the grass area. Tree liability survey for low/medium risk trees - next due August 2023. Inspect football goals for their integrity any hazards.
Finance	Finalise new bank account signatories and daily limits.
Fire	Portable Appliance Testing - next due in March 2023. Service the Fire Extinguishers - next due April 2023. Weekly recorded fire check of the office. Monitor condition of the fabric of the office and any appliances.
Governance	Fireproof cabinet is locked at night to protect key files and IT backups.
IT & Website	Undertake Staff DSE Assessments upon request. Ensure all backup tapes are securely locked in fireproof cabinet. Staff training to ensure business continuity. Monitor website for content, accuracy, accessibility.
Lone Working	Identify First Aid Training for staff. Staff to report to Clerk when they have finished evening or external meeting if operating alone. Staff training on office equipment available on request.
Musgrave Monument	Annual service of clock mechanism. Ensure main access door is always locked at all times. Electrical testing certificate to renew in July 2023. Annual maintenance inspection of the ladder and latchway system - next due Feb 2023. Obtain method statement and risk assessment for installation of Xmas Lights (BID). Completion certificates confirming the Xmas lights are fit for purpose and in working order to be provided by Lights organiser or their contractor. Event organiser (Penrith BID) to monitor Xmas lights for defects.

Risk Assessment	Action Required
Office	Undertake Staff DSE Assessments upon request. Portable Appliance Testing - next due March 2023. Service the Fire Extinguishers - next due April 2023. Weekly recorded fire check of the office.
Remembrance Day Parade and Service	Monitor Government Covid-19 advice. Liaison with Cumbria Police for traffic management for parade.
Seats	Monitor - dangerous seats to be removed.
Thacka Beck Field	Consideration for connecting path from Tynefield to A686. Monitor fencing alongside watercourse. Meetings with contractor to identify any hazards arising from the Grounds contract. Monitor any misuse arising from removal of fence at Tynefield Drive. Removal of barbed wire from fence alongside the beck.
War Memorial (St Andrews)	Inspection of asset ahead of Armistice Service.

2. Risk Assessment

- 2.1 The Council is responsible for ensuring that adequate risk assessments are carried where applicable and ensuring that identified risks are managed appropriately.
- 2.2 Risk Assessments are required to be reviewed annually or when circumstances and legislation changes.

3. Financial Implications

There are no financial implications.

4. Equalities Implications

None identified.

5. Climate Change and Environmental Implications

None identified.

Appendices

Service Area Risk Assessments.

Background Papers

None

REPORT TO FULL COUNCIL

Date: 10 October 2022

Public Report

Item no: 16 c

Matter: Policy Review – Financial Regulations and Procurement Policy Annual Review

Author: Town Clerk/RFO

Supporting Member: Cllr. Knaggs, Chair of Finance Committee

Purpose of Report: Ratify the amendments to the Council's Financial Regulations and Procurement Policy as approved by Finance Committee 26 September 2022 and brought forward to Full Council for final approval.

Recommendations

That the amendments are ratified.

Law and Legal Implications

- a) 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.
- b) The Local Government Act 1972 requires the Council to have sound financial management.
- c) The Accounts and Audit Regulations 2015.
- d) Parish and town councils with annual turnover in excess of £200,000 should comply with the Local Government Transparency Code 2015.

Contribution to the Council's Business Plan

Robust and lawful financial control supports the Council in its delivery of priorities.

1. Report

- 1.1 Governance and Accountability for Smaller Authorities in England states, “the authority needs to have in place standing orders and financial regulations governing how it operates. Financial Regulations need to incorporate provisions for securing competition and regulating the manner in which tenders are invited. These need to be regularly reviewed, fit for purpose, and adhered to”.
- 1.2 Financial Regulations and the Procurement Policy are reviewed annually by the RFO, and Town Clerk to ensure the policies are up to date with current legal requirements.
- 1.3 Authorities are subject to a range of regulations, which can change more frequently than primary legislation. It is important, therefore, to be aware of new regulations that are issued as well as keeping up to date with the latest versions of existing ones.
- 1.4 The Council must be able to demonstrate that it took all reasonable steps to ensure that there are no matters of actual or potential noncompliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the Council to conduct its business or its finances. Consequently, the Council need to ensure that the following processes need to be in place and effective:
 - a) **Acting within its powers:** All actions are controlled by statute. Therefore, appropriate decision making processes need to be in place to ensure that all activities undertaken fall within the Council’s powers to act. In particular the Council needs to have robust procedures in place to prevent any decisions or payments being made that are ultra vires, i.e. that the Council does not have the lawful power to make.
 - b) **General Power of Competence:** In particular the Council when seeking to exercise a general power of competence under the Localism Act 2011, needs to ensure that the power is fully understood and exercised in accordance with the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.
 - c) **Regulations and proper practices:** Procedures need to be in place to ensure that the Council’s compliance with statutory regulations and applicable proper practices is regularly reviewed and that new requirements, or changes to existing ones, are reported to members and applied.
 - d) **Actions during the year:** The Council needs to have satisfied itself that it has not taken any decision during the year, or authorised any action, that exceeds its powers or contravenes any laws, regulations, or proper practices.
- 1.5 The Council’s Finance Committee has approved the amendments for this year’s review, which are summarised in this report.

Proposals

1.6 That the following amendments are made:

FINANCIAL REGULATIONS	
Before amendment	After amendment
8 Loans and investments	8 Loans and investments
8.3 All loans and investments shall be negotiated and recorded in the name of the Council and shall be for a set period in accordance with Council policy. Authorised signatories for the management of investment accounts shall be determined in the same manner as those for the Council's bank accounts.	8.3 All loans and investments shall be negotiated and recorded in the name of the Council and shall be for a set period in accordance with Council policy. Investment decisions made for cash flow purposes shall be determined by the Finance Committee following advice from the RFO, and subsequently reported to Full Council. Authorised signatories for the management of investment accounts shall be determined in the same manner as those for the Council's bank accounts.
11.3 The full requirements of the 2015 Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive (which may change from time to time).	11.3 The full requirements of the 2015 Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract, which exceed thresholds in The Regulations set by the Government Procurement Agreement (which may change from time to time).

PROCUREMENT POLICY	
CURRENT GOVERNMENT PROCUREMENT AGREEMENT (GPA) THRESHOLDS	CURRENT GOVERNMENT PROCUREMENT AGREEMENT (GPA) THRESHOLDS
These thresholds are valid from 01 January 2020 and are normally subject to change every two years.	These thresholds, which were previously set by the EU, are now determined by the UK Government and are valid from 01 January 2022.

2. Conclusion and Reasons for Recommendations

- 2.1 Financial Regulations are one of the Council's governing policy documents providing procedural guidance for members and officers.
- 2.2 Financial Regulations must be observed in conjunction with the Council's Standing Orders, the Scheme of Delegation and any individual Financial Regulations relating to contracts such as the Procurement Policy.
- 2.3 Financial Regulations govern the conduct of financial management by Penrith Town Council and may only be amended or varied by resolution of the Town Council.
- 2.4 Council are asked to agree the approved amendments made to the Council's Financial Regulations and Procurement Policy as considered and approved by the Council's Finance Committee.

3. Options Analysis including risk assessment

a) Risks

That decisions are made ultra vires without proper internal controls

b) Consequence

Failure to comply with statutory regulations, and reputation management

c) Mitigation

Review annually and amend as required.

4. Financial Implications

None identified

5. Equalities Implications

None identified

6. Climate Change and Environmental Implications

None identified

Appendices

The Financial Regulations and Procurement Policy are available on the Council's website.

Background Papers

Governance and Accountability for Smaller Authorities in England.

REPORT TO FULL COUNCIL

Date: 10 October 2022

Public Report

Item no: 16d

Matter: Signature Events Fund

Author: Services and Contracts Manager

Supporting Member: Cllr. Knaggs, Chair of Finance Committee

Purpose of Report:

Ratify the draft Signature Events Fund as approved by Finance Committee 26 September 2022 and brought forward to Full Council for final approval.

Recommendations

- i. The draft Signature Events Fund be ratified and agree that any budgetary implications be considered as part of the annual budget process to be effective for the 2023/24 financial year.
- ii. That the Fund is available from 1 April 2023 and that any prospective applicants who need to access funding support close to this date can apply in advance of 1 April 2023 to enable the funds to be awarded promptly after this date.
- iii. Agree a review date for November 2026.

Law and legal implications

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

Contribution to Council Business Plan

To 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.

1. Report

- 1.1 The Council has a scheme for awarding grants to organisations and has an approved budget to support this. This includes the Large Grant, Small Grant and Grow Nature Fund.
- 1.2 Full Council, 18 July 2022 considered a grants report. Council was asked to support an established town centre event. The application whilst generally acknowledged as a positive event for Penrith was contrary to the existing Grant Fund policy and the application was refused.
- 1.3 Full Council on 18 July 2022, Minute PTC22/37 resolved that officers develop a signature events fund supporting annual large events in Penrith.
- 1.4 The new Signature Event Fund is as appended at A.
- 1.5 The process for applicants would be:
 - a) Event providers will complete one application supported by both a robust business case for the first year and a means of measuring outcomes.
 - b) Applications will be considered once in a Council term.
 - c) If successful, the Council and event provider will enter into a business term agreement, which will be reviewed, annually via a Funding Service Level Agreement and evidence of economic impact. The term will align with the four-year term of the Council.
 - d) At the next four-year Council term, providers will be expected to re-apply.

2. Risk Assessment

- 2.1 There may be a reputational risk to the Council if it is unable to support established and high profile town events.
- 2.2 There is a financial risk should the Council be unable to budget for the Signature Event Fund.

3. Financial Implications

The budgetary implications will be considered as part of the annual budget process to be effective for 2023/24 financial year.

4. Equalities Implications

None identified.

5. Climate Change and Environmental Implications

None identified.

Appendices

Signature Event Fund

Background Papers

Full Council, 18 July 2022, Minute PTC22/37



Penrith Town Council

**SIGNATURE EVENTS
FUND 2023-2027**

1. What is the Signature Event Fund?

The Signature Event Fund provides support for annual events that drive the primary criteria of economic impact and visitor expenditure.

2. Purpose of Funding

The fund is intended to provide support for the key large-scale events that take place in Penrith. A large-scale event requires coordination with multiple authorities, service providers and/or vendors; entails large numbers of people; and typically involves the following:

- Music or a concert
- Commercial vendors and charity stalls
- Food and beverage sales
- Funfair
- Merchandise sales
- Equipment rentals
- Processions
- Road closures, risk assessments and consents
- Security, medical and parking coordination

A large event often anticipates more than 500 people

3. Our overarching aims are to:

- a. Provide support to enable a programme of major supported events across Penrith.
- b. Assist established events and or event organisations who can evidence a previous track record in delivering events with a demonstrable economic impact to Penrith.
- c. Assist established events/event organisations who can evidence a previous track record in delivering events with a social and community impact to Penrith.
- d. Enable a unique and distinctive co-ordinated events programme to showcase Penrith and maximise the opportunity presented by the combination and variety of events and festivals
- e. Assist the locally based arts, culture, heritage, tourism, and events, sporting organisation/active recreation sector.
- f. Drive social and community outcomes, including community pride, celebrating and promoting our ethnic and culture diversity, and cohesion.

4. Who Can Apply?

- a. A not-for-profit constituted community organisation based in or servicing Penrith for arts, culture, heritage, tourism, sporting organisation/active recreation and events; or
- b. An events provider or business based in or servicing Penrith.

5. Events (*Please note that this is not an exhaustive list of all ineligible events and costs*) considered to be ineligible that:

- a. Organisations that do not have a current operational bank account for funding to be paid into.
- b. Organisations that have a delinquent debt to Council or any outstanding matters/concerns with Council.
- c. Organisations that have failed to adequately acquit, manage, or deliver outcomes from previous Council funding.
- d. Organisations that have access to funds generated from permanently licensed premises or onsite gaming machines.
- e. Political organisation or political party.
- f. Religious or worship group.
- g. Exclude or disadvantage anyone wishing to attend, or attending, the event".
- h. Have already been undertaken or commenced.
- i. Could present a hazard to the community or environment.

6. Funding cannot be sought for the following purposes:

- a. Ongoing operational costs (e.g. electricity bills, rates, insurance etc).
- b. Capital or equipment costs (with the exception of hiring temporary equipment).
- c. Ongoing salary costs.
- d. Trophies/prizes/prize money.
- e. Administration expenses/sundries.

7. Criteria for Support

- a. Events must take place in Penrith.
- b. Provide opportunities to increase the number of people attending major events.
- c. Attract external visitation specifically generating overnight visitor expenditure.
- d. Demonstrate economic benefits.
- e. Develop a legacy.
- f. Maintain and enhance the profile and appeal of Penrith.
- g. Demonstrate financial sustainability.
- h. Demonstrate environmental sustainability.
- i. Are beneficial to the health, wellbeing and social and community cohesion of the residents of Penrith.

8. Requirements

- a. Applications must demonstrate that the funds applied for will deliver the criteria above. This must be in the context of enhancing or developing an existing major event based on a previous track record.
- b. Applicants must have delivered major events in Penrith, have previously received tourism event sponsorship/grants from Penrith Town Council and successfully demonstrated economic impact.
- c. Applications must demonstrate the potential of the proposed activity to deliver additional profile for Discover Penrith with the aim of driving increased tourism.
- d. Any level of grant offered must be supported by a clear business case that justifies the request, meets the objectives above and demonstrates the likely outcomes and outputs, both social and economic.
- e. All recipients must provide the information required.
- f. It is not intended that an award from this fund will provide the majority of funding for any programme of activity.
- g. An application must demonstrate match funding of 25%- in cash and in kind from other sources, including private sector and/or ticket sales.
- h. An award cannot be used to fill a budget gap created by the withdrawal of another funding source.

9. Communications Programme

- a. Funded events will be required to work proactively to achieve maximum impact, promoting Penrith to specific audiences, and increasing participation in Penrith events.
- b. Communications should encourage the private sector to join together to capitalise on the opportunities afforded through joint working.

10. Process

- a. Event providers will complete one application supported by both a robust business case for the first year and a means of measuring outcomes.
- b. Applications will be considered once in a Council term.
- c. If successful, the Council and event provider will enter into a business term agreement, which will be reviewed, annually via a Funding Service Level Agreement and evidence of economic impact. The term will align with the four-year term of the Council.
- d. At the next four-year Council term, providers will be expected to re-apply.

11. Assessment

- a. Applications will be assessed against the Council's Arts and Culture Framework, this Guideline, and the information provided in the application.
- b. When assessing against this guideline, applications will be scored on their ability to demonstrate alignment to the following six (6) key selection objectives.
- c. It is recommended that you provide a response to each objective to ensure your application is assessed on the highest score possible.

Key Selection Criteria		
Objective		Score
1	Drives social and community outcomes, including community pride and cohesion	10
2	Enhance the profile and appeal of Penrith	10
3	Generates economic activity in Penrith	10
4	Demonstrates financial sustainability	10
5	Demonstrates environmental sustainability	10
6	Attracts external visitation specifically generating overnight visitor expenditure	10

12. Council may:

- a. Request further information to assist with the assessment or to substantiate any claims made.
- b. Contact any parties mentioned/listed within the application for verification.
- c. Liaise with other funding organisations to determine if other funding has been sourced and the status of this funding.
- d. Exclude applications from the assessment process that:
 - Are incomplete or
 - Are received after the closing date (advertised on Council's website).

13. Unsuccessful Applications

Unsuccessful applicants will be notified in writing.

14. Appealing Decisions

All decisions made by Council resolution are final and cannot be appealed.

15. Successful Applications

Successful applicants will be notified in writing and be required to enter into a Funding Service Level Agreement as a precondition for receipt of the funding.

16. The following will be the responsibility of the applicant:

- a. Ensuring bank account details in Council's data base are kept up to date as approved funding amounts will be deposited directly into the nominated bank account.
- b. Expend funds within the timeframes given for the purpose for which the grant was awarded.
- c. Submit an impact report after the event.
- d. Obtain all appropriate permits, approvals, licences, insurances etc to undertake the project.
- e. Comply with the terms and conditions applying to the funding.

17. By submitting an application the Applicant consents to Council:

- a. Advertising projects that have been successfully funded by Council (i.e. media release, social media); and
- b. Advertising successful recipient details on Council's website (including but not limited to, project description, name of recipient, amount funded).

18. Funding

- a. Applications will be accepted all year round (six (6) months prior to the event).
- b. The amounts allocated each financial year will be determined by Council's annual budget.
- c. Once budget allocations have been expended, no further applications will be considered that financial year, unless a budget revision is endorsed via a Council resolution.
- d. Funding must only be used for the approved purpose.

19. Council may:

- a. Approve funding amounts less than what has been requested.
- b. Pay approved funding amounts in instalments and apply conditions where necessary.
- c. Not fund organisations that have already secured funding (monetary or in-kind) from within Council or external to Council for the same event.
- d. Not fund events that duplicate other events, services, or programmes within Penrith, unless evidence of demand is provided and agreed upon.

20. Funding Agreements

- a. Successful applicants will be required to enter into a Funding Service Level Agreement with Council.
- b. The Agreement will include (but not limited to) the benefits agreed to, payment terms, performance required, acknowledgements of funding and evaluation methods.
- c. Each party will bear their own costs of the Agreement, which will be drafted by Council at Council's expense.

21. Acknowledgements

- a. All applicants will be required to acknowledge Council's support.
- b. The way Council is acknowledged will be clarified in writing to successful applicants.
- c. Any additional promotional material referencing Council or containing the Council logo must be submitted for approval prior to printing, production, publication, and distribution.
- d. Council will provide an approved logo.

22. Timeframes

- a. All applications received will initially be assessed at an officer level (with appropriate delegation) within:
 - Four weeks after the closing date; or
 - Where no closing date is advertised, four weeks from the date the application was received.
- b. Note that a Council decision may take up to 12 weeks.

23. Completion Process

- a. Funding recipients will be required to submit an event review and impact report within eight (8) weeks after the project is completed.
- b. Failure to submit the review and impact report and any information/documentation requested, will influence future funding eligibility through Council, or result in Council requesting some, or all of the funding to be paid back to Council.

24. Quality Assurance

Council representatives may from time to time undertake quality assurance checks (including site audits) to ensure funding allocations have been spent according to the information provided.



Penrith Town Council

SIGNATURE EVENT FUND APPLICATION FORM

YOUR ORGANISATION:

AMOUNT REQUESTED:

DATE OF SUBMISSION:

Information to Assist you in Preparing your Application

Aim of the Event

- ✓ Type of funding required (monetary or in-kind)?
- ✓ How will the funding be used?
- ✓ What is likely to be achieved?
- ✓ How will the event meet the objectives of the fund?
- ✓ How will the event be measured to determine if it is a success?
- ✓ Estimated number of attendees and target audience?

Need of the Event

- ✓ What is the need for this event?
- ✓ How has the need been identified?
- ✓ What will the benefits be?
- ✓ Will the event benefit other groups, businesses, or wider community?

Supporting Documentation (Mandatory)

- ✓ Current Audited Financial Statements and most recent Profit & Loss Statement.
- ✓ Cash Flow Forecast.
- ✓ Income & Expenditure (Event Specific)
- ✓ Certificate of Public Liability
- ✓ Event Plan/Plan of Activities.
- ✓ Marketing/ Communication Plan.
- ✓ Sponsorship Proposal.
- ✓ Organisation Strategic Plan.
- ✓ Risk Assessment Strategy.
- ✓ Child/Vulnerable persons policy.
- ✓ Equal opportunities, diversity, sustainability, and accessibility policies.
- ✓ Event Location and Licences Approval e.g. booking confirmation, approval from landowner (if the applicant is not the landowner). Please note that approval is required before funds can be released or paid.

Supporting Documentation

Association Costs

- ✓ Breakdown of costs to complete the event.
- ✓ Costs are to relate to financial contribution only.
- ✓ All amounts are to be VAT exclusive.
- ✓ Obtain quotes where necessary.

Acknowledgements

How is the organisation going to acknowledge the Councils financial contribution (if successful)?

IMPORTANT APPLICATION INFORMATION

- This is an important document. You should take independent legal advice before signing and sign only if you want to be legally bound.
- Please complete this application form in full; failure to provide all the requested information (including the appendices detailed on the checklist at the end of this form) will impact on the success of the application.
- All boxes will expand when typing so please provide the relevant amount of information required in order to make your case effectively.
- Applicants can apply for a maximum of £To be Agreed. The total amount requested should not amount to more than 50% of your total cash budget.
- Grant approval amount is at the discretion of Penrith Town Council.
- Only one application can be submitted per applicant.
- Completed applications should ideally be received three months in advance of the event date, to allow the Council to consider the application in suitable time.

SECTION 1: EVENT DETAILS

1. Event Information

Event Name:

Event Website:
Social Media Account(s):

Date/s:

Event Venue:

Town/locations:

When was the event established?

How often is the event held?

Event Purpose & Objectives.

Please provide an overview of the proposed event experience including programme, look and feel etc. Please ensure that this details how the event supports the programme objectives.

Promotional copy: Please provide a brief description of the event including an overview of the programme for promotion purposes. Please note that this may be used by Penrith Town Council.

Have you received any previous support from Penrith Town Council? (Please detail amounts, date and department, cash and in kind).

What is the purpose of your funding request? (Please provide a brief overview as you will be asked to elaborate and to provide a costed breakdown of this later in the application).

Please state the total amount requested.

--

Organisation details

Key Contact:

Position in organisation:

Full name of organisation:

Legal name (if different):

Address:

Website:

Email:

Telephone:

Mobile:

When was the organisation established?
--

Describe the main aims and activity of the organisation (50 words max):

If you are not the event owner, please provide details of the event owner:
--

Organisation Type:

(Please 'X' as appropriate)

Public Body (please specify)	
Company Limited by Shares	
Company Limited by Guarantee	
Recognised Charity	
Unincorporated Club/Association	
Trust	
Other (please specify)	

If applicable please tell us your:

Registered Company Number	
VAT Registration Number	

Registered Charity Number	

Bank Details:

Account name of organisation	
Bank / Building Society name	
Bank / building Society address	
Sort code (6 digits)	
Account number (8 digits)	
Building society roll number (if applicable)	

SECTION 2: EVENT VIABILITY

- 2. List the key members of the management team, their roles and relevant experience. For instance you should address who is responsible for marketing & PR, production, programming, sponsorship, budget management etc.**

--

- 3. Please submit a copy of your Event Marketing Plan:**

Event Marketing Plan attached (please 'X' as appropriate)

YES	
YES – included with Business Plan	

- 4. Please submit a copy of your Event Business Plan:**

Event Business Plan attached (please 'X' as appropriate)

YES	
-----	--

5. Budget

Please add your budget using budget template spreadsheet provided with this form. The financial viability of your event is critical to the success of your application; therefore you must provide a transparent budget with full details, providing notes where necessary.

- Please ensure all confirmed and unconfirmed match funding support is clearly detailed in the budget template.
- Please provide letters of support from confirmed and unconfirmed (where available) match funders.
- Your request to Penrith Town Council should not amount to more than 50% of your total cash budget. Any Grant amount approved is at the discretion of Penrith Town Council.
- Please note that the budget is for the overall event and should include the detail of the proposed new / enhanced activity in both the income and expenditure sections.
- Please complete and provide the Excel budget template attached.

6. Please provide any necessary notes to explain your budget projections, e.g. your ticket pricing structure or items of income and expenditure that require further explanation:

7. Please provide information about any in-kind support that the event receives:

Source	Service provided	Value

8. Confirm that your budget is Net of VAT

(Please 'X' as appropriate)

Net of VAT	<input type="text"/>
------------	----------------------

9. You **MUST** include a copy of the final event budget for your previous event and previous pre-COVID event where applicable. This should be a summary of Income and Expenditure from the last event, not an annual Profit and Loss account nor a Statement of Transactions. Previous event budget(s) attached.

(Please 'X' as appropriate)

YES	<input type="text"/>
NO	<input type="text"/>

If 'NO' – please explain

SECTION 3: EVENT IMPACT

TOURISM

10. If your event takes place on more than one day, on average how many days does each visitor attend the event?

11. (a) Please provide details of projected visitor attendance as well as attendance at the last previous event and the previous pre-COVID event if applicable:

Attendance	Projected attendance in year of support	Previous year's attendance	Previous pre-COVID event 2019 attendance
Participants			
Performers			
Staff			
Volunteers			
Spectators/Audience			
TOTAL			

11. (b) It is assumed that the above information is 'Total Attendance' as opposed to 'Unique Visitors'. Please confirm this in the appropriate box by adding an 'X':

Total Attendance	
Unique Visitors	

If you wish to add any further comments around your answer to question 12.b, please do so in the following box:

--

Note: When estimating the impact of your event, Penrith Town Council requires to understand whether you have provided us with the number of **attendances** or the number of **unique visitors**. For example - if one individual attends your event on two days then we count that as two 'attendances' but only one 'unique visitor'. This is important to understand so that there is no double counting of the individual when measuring the impact of your event.

- 12. Please provide an estimate of the percentage split whether the attendances in question 12 (a) are Day Visitors or Overnight Visitors as well as the breakdown for the previous year and the previous pre-COVID event if applicable:**

Note: For each category of attendees and for each event (Year of support, previous year's event and previous pre-COVID event) the totals must add to 100%.

Attendees: Day/Overnight	% Day Attendances in year of support	% Overnight Attendances in year of support	Total % in year of support	% Day Attendances - previous year's event	% Overnight Attendances - previous year's event	Total % - previous years support
Participants/ Performers/ Staff			100%			100%
Volunteers			100%			100%
Spectators			100%			100%

Attendees: Day/Overnight	% Day Attendances pre-COVID event 2019	% Overnight Attendances pre-COVID event 2019	Total % Pre-COVID event 2019
Participants/ Performers/ Staff			100%
Volunteers			100%
Spectators			100%

- 13. On average, how many nights do you estimate overnight visitors stay as a result of your event? Please also provide breakdown for the previous year's event and the previous pre-COVID event if applicable:**

Number of Nights	Projection in year of support	Previous year's event	Previous pre-COVID event 2019
Participants			
Performers			
Staff			
Volunteers			
Spectators/Audience			

- 14. Please estimate the percentage split for the anticipated geographic origin of attendances as well as the breakdown for the previous year's event and the previous pre-COVID event if applicable:**

Note: For each event (Year of support and previous year's event) the totals must add to 100%.

Area	% Projection in year of support	% Previous year's event	% Previous pre-COVID 2019 event
Rest of Cumbria			
Rest of UK			
Overseas - Europe			
Overseas - Rest of World			
TOTAL	100%	100%	

- 15. Please mark a 'X' in the appropriate box below that best summarises how the information from questions 11 to 15 was compiled:**

Ticket Sales Analysis	
Audience Research	
Economic Impact Evaluation	
Anecdotal Evidence	

If you have marked either Audience Research or Economic Impact, please provide a copy of the report(s).

- 16. What is the purpose of your funding request? Please provide an overview of the new/enhanced event activity for which you are seeking support, the impact that this activity will have and how it supports the objectives of Penrith Town Council Arts and Culture Framework (insert)**

- 17. Provide a costed breakdown of how the programme funding award would be spent, ensuring this matches your budget.**

- 18. Detail the event's capacity for growth (physical capacity of the site/location, audience appetite for growth, pattern of growth to date, event profile, and event experience).**

IMAGE & IDENTITY

- 19. Describe the event's role in and ability to promote Penrith (i.e. the relevance of the event to Penrith, the role it plays in the positioning and branding of the area, synergies with any local, regional, or national initiatives.**

MEDIA

20. **Detail the media coverage you expect to achieve for the event this year.**

Type of coverage	
Dedicated scheduled TV coverage (e.g. documentary or event specific)	
Editorial TV coverage (e.g. news channels etc.)	
Print national media coverage	
Radio national coverage	
Online publication coverage	
Local print media coverage	
Local radio coverage	
Local online publication coverage	
Online streaming - video footage presented live on the internet	

Social Network	Engagement level
Facebook	
Twitter	
Snap Chat	
TikTok	
YouTube	
Instagram	
LinkedIn	
Pinterest	
Blogging	
Vlogging	
Influencers	
Event website – current user statistics	
Event dedicated database/e-zines	

We are interested in the media impact of your event as part of our objective to promote Penrith as a must visit destination.

BUSINESS

21. Detail any business opportunities presented by the event, e.g. business to business opportunities, potential to showcase or involve local businesses, opportunities for networking/sharing best practise, or use of local suppliers.

--

ENVIRONMENT

22. Does the event have an environmental sustainability policy? Please mark appropriate box with an 'X'. If you have answered 'Yes' please include with your application. If 'No' please complete Q26 below.

Yes	
No	

23. What steps do you take in the management of the event to reduce carbon output and effects on the environment? Please mark an 'X' against the appropriate boxes and provide details:

	Plans and, where possible, targets for this year's event
Waste recycling and or reduction	
Energy efficiency and renewable energy	
Sustainable travel plans / policies	
Water efficiency measures	
Reduce use of printed materials and/or use recycled materials where possible	
Sustainable travel initiatives	
Local purchasing, including suppliers and food and drink provision	
Communication of environmentally sustainable initiatives to stakeholders and especially event attendees	

Other Initiatives (Please provide details below).

--

PARTICIPATION & DEVELOPMENT

24. Detail any opportunities the event presents for participation and development, i.e. opportunities to participate in cultural/sporting activity, outreach programmes and links to local, regional, or national plans for developing the sport/heritage/ arts and cultural activity.

SOCIAL & CULTURAL BENEFITS

25. Explain how the local community will be involved and engaged in the event.

26. Does the event play any role in regeneration of the area, or provide any legacy features for the local community?

SUBSIDY CONTROL

27. Please list any public funds received by your organisation in the past 3 years (name of fund, amount received, date).

SECTION 4: CHECKLIST

Before submitting your application, please complete this checklist and ensure **all** necessary documents are enclosed. **Failure to submit the required information will impact on the success of your application.**

Please ensure that you have enclosed/attached:	Check X
A fully completed application form	
Letters of support/reviews from additional partners/sponsors as appropriate	
Marketing/PR plan	
Business Plan	
Previous Event Budget(s) for the last event and the previous pre-COVID event 2019	
Economic Impact Report	
A sample of event print material	
A Sustainability Policy	
Details of other funding received in the past 3 years	
Electronic copies of photos from previous event	

I confirm that the information contained in this application is true and correct (should be signed by Chair/CEO/President or Director of the event management committee/organisation):

Name: _____ **Signature:** _____

Position: _____ **Date:** _____

Please send your completed application to:

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

Tel: 01768 899773 Email: office@penrithtowncouncil.gov.uk

REPORT TO FULL COUNCIL

Date: 10 October 2022

Public Report

Item no: 16e

Matter: The scope of Internal Audit 2022-23

Author: RFO

Supporting Member: Cllr. Knaggs, Chair of Finance Committee

Purpose of Report: Ratify the scope of Internal Audit for 2022-23.

Recommendation

The scope of Internal Audit 2022-23 is ratified.

Law and legal implications

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

The Accounts and Audit Regulations 2015 require the Council to undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.

Under the same Regulations, the Council must conduct an annual review of the effectiveness of its system of internal control. The independent internal audit opinion is a key element of that review.

Contribution to Council Business Plan

Effective internal audit provides assurance that the Council is acting appropriately within a robust internal control environment.

1. Report

- 1.1 Following a satisfactory review of the Council's internal audit arrangements for 2021-22, Mrs Airey was re-appointed as its Internal Auditor for the current financial year (Minute PTC22/10 vi).
- 1.2 The attached outline plan describes the scope of Mrs Airey's planned coverage for the year.
- 1.3 Last year the Internal Auditor revised her detailed plan to reflect current updated best practice and has made one change for this year (indicated by italics in the outline plan), which is to test that the Council correctly provided for the exercise of public rights in respect of 2021-22 and published the Accounts for that year.
- 1.4 As in previous years, Mrs Airey intends to carry out the work in two stages. The first of these is scheduled for February/March 2023 to fit in with the Council's review of its internal control environment, which enables it to consider whether internal controls have operated effectively throughout the financial year. The timing of the second, financial audit, stage would be in April 2023, to enable her to review the year-end accounts.

2. Options Analysis including Risk Assessment

Risk

The Council does not have a robust internal audit regime.

Consequence

Irregularities are not detected leading to loss or waste of resources, criticism from external audit, reputational damage.

Controls Required

Appointment of an independent and competent internal auditor, who works to an appropriate internal audit plan.

3. Financial Implications

This report is concerned solely with financial management.

4. Equalities Implications

None identified.

5. Climate Change and Environmental Implications

None identified.

Appendices

- Outline Internal Audit Plan 2022-23

Background Papers

- Accounts and Audit Regulations 2015
- Correspondence with Internal Auditor

SCOPE OF INTERNAL AUDIT PLAN 2022-23

ACTIVITY	AUDIT
Previous Internal Audit Report	Do the minutes record that Council has considered the Internal Audit Report for the previous year and the matters arising addressed?
Proper bookkeeping	Are the core accounts maintained and up to date?
	Are the core accounts arithmetically correct?
	Are the core accounts regularly balanced?
Standing Orders and Financial Regulations	Has the Council formally adopted Standing Orders and Financial Regulations?
	Has a Responsible Financial Officer been appointed?
	Have items or services above the de minimis amount been competitively purchased?
	Are payments in the core accounts supported by invoices and have they been authorised and minuted?
	Has VAT on payments been identified, recorded and reclaimed?
	Is Section 137 expenditure separately recorded and within statutory limits?
Risk Management Arrangements	Does a scan of the minutes identify any unusual activity?
	Do the minutes record the Council carrying out an annual risk assessment?
	Is insurance cover appropriate and adequate?
	Are internal financial controls documented and regularly reviewed?

ACTIVITY	AUDIT
Information and Data	Is the Council registered with the ICO?
	Has the Council complied with the General Data Protection Regulations 2018?
Budgetary Control	Has the Council prepared an annual budget in support of its precept?
	Is actual expenditure against the budget regularly reported to Council?
	Are there any significant unexplained variances from budget?
Income Controls	Is income properly recorded and promptly banked?
	Does the precept recorded in the core accounts agree to the District Council's notification?
	Are security controls over cash adequate and effective?
Petty Cash/Cash Card Procedures	Is all petty cash spent recorded and supported by VAT invoices/receipts?
	Is petty cash expenditure reported to Council?
	Is petty cash reimbursement carried out regularly?

ACTIVITY	AUDIT
Payroll Controls	Do salaries paid agree with those approved by Council?
	Are other payments/reimbursements to Officers reasonable and approved by Council?
	Has PAYE/NIC and LGPS been properly operated by the Council as an employer?
Asset Controls	Does the Council keep an Asset Register of all material assets owned?
	Is the Register up to date?
	Do asset insurance valuations agree with those in the Register?
Bank Reconciliation	Is there a bank reconciliation for each bank account?
	Is the bank reconciliation carried out regularly on the receipt of statements?
	Are there any unexplained balancing entries in any reconciliation?
Year-End Procedures	Are year-end accounts prepared on the correct accounting basis?
	Do the final accounts agree with the core accounts?
	Is there an audit trail from underlying financial records to the accounts?
	Where appropriate, have debtors and creditors been properly recorded?
	<i>Has the Council complied with the requirements to provide for the exercise of public rights in respect of the 2021-22 Accounts and to publish the Annual Governance & Accountability Return?</i>

ACTIVITY	AUDIT
Open Government Transparency Code & Publication of Accounts	Is the Council complying with the Code and publishing public data in the public domain?



Penrith Town Council

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

1.	Date of decision	10 August 2022
2.	Name of officer making decision	V. Tunnadine, Town Clerk
3.	Details of decision	<p>The Council has received complaints of vehicles being driven on to Fairhill Playing Field causing a health and safety hazard.</p> <p>Agreed to install timber bollards and a vehicular service gate alongside the roadway to prevent unauthorised parking on the field, whilst still allowing controlled access for contractors and permitted vehicles.</p>
4.	Scheme of Delegation reference¹	The Town Clerk shall have delegated management authority for the following Services: services, assets, resources, personnel, property, and finance.
5.	Legal powers²	GPC
6.	Consultation undertaken (state dates)³	09 August 2022 – discussion with officers, email sent to all town council members.
7.	Matters considered⁴	Installation of timber bollards and a vehicle access gate alongside the roadway.
8.	Alternative options considered and rejected	<p>Do nothing and leave as is, which does not address the safety issues.</p> <p>Other fencing options which may be over intrusive, add to maintenance cost and cost more to install.</p>
9.	Reason for decision⁵	<p>Health and safety of the public</p> <p>Prevent unauthorised access</p>

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

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

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

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

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

		Prevent a maintenance liability and vandalism of field.	
10.	Financial/budgetary implications	Under the scheme of delegation officers can act in an emergency and spend up to £10k to expedite an emergency. Provide £2,500 from the Devolution Reserve	

I confirm that the power to make this decision has been delegated to me pursuant to the Council's Scheme of Delegation made under it, and that I have taken all relevant matters into account in making this decision.

Signed: 

Position: Town Clerk

Date: 10 August 2022
