



Penrith Town Council

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

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DRAFT Minutes Ordinary Meeting of Penrith Town Council on Monday 27 March 2023.

PRESENT:

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

Town Clerk

Deputy Town Clerk

Community Services Officer

**DRAFT MINUTES FOR THE
ORDINARY MEETING OF FULL COUNCIL
27 March 2023**

PTC22/114 Apologies

Members received apologies from Councillors M. Clark and Hawkins.

PTC22/115 Confirmation of Full Council Minutes

Members considered the draft minutes of the meeting of the Town Council held on:

- a. Full Council Monday 23 January 2023.
- b. Extraordinary Full Council meeting Monday 13 March 2023.

RESOLVED THAT:

The minutes be approved, and the Chair sign the minutes with the following amendment:

From: As the debate opened Cllr. Davies raised a point of order and suggested that..

To: As the debate opened Cllr. Davies suggested that..

The Chair marked and signed the change and signed the minutes.

PTC22/116 Declarations of Interest and Requests for Dispensations

No declarations were received.

PTC22/117 Public Participation

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

PTC22/118 Excluded Item: Public Bodies (Admissions to Meetings) Act 1960

Members noted that there were no items to be considered without the press and public.

Matters from Committees

PTC22/119 Planning Committee

Members noted that:

- a. The Planning Protocol had been reviewed by the Council's Planning Committee on Monday 6 March 2023 and no changes were required. Committee recommended that the protocol be reviewed in 2024 when the Council would have a clearer understanding of the workings of the new unitary council.
- b. The Developer Engagement Policy had been reviewed by the Council's Planning Committee on Monday 6 March 2023 and no changes were required. Committee recommend that the protocol be reviewed in 2027.
- c. The Council's policy schedule had been updated accordingly.

PTC22/120 Planning Committee Continued

Members considered and were asked to ratify:

d. Community Infrastructure Levy (CIL) Policy

RESOLVED THAT:

The policy for CIL as approved by the Council's Planning Committee on Monday 6 March 2023 be ratified.

PTC22/121 Finance Committee

Members were asked to ratify items a. to f. as approved recommendations from the Council's Finance Committee from their meeting held on Monday 20 March 2023.

a. Budgetary Control Statement 2022/23: 28 February 2023

RESOLVED THAT:

The Budgetary Control Statement for the period 28 February 2023 be ratified.

b. Internal Audit Report

RESOLVED THAT:

The Internal Auditors Report for the period 01 April 2022 to 31 December 2022 be ratified.

c. Annual Review of Fees and Charges 2023/24

RESOLVED THAT:

The proposed Fees and Charges for 2023/24 financial year be ratified.

d. Banking

Members noted that:

- i. The Finance Committee approved the transfer of £100,000 from CCLA to the HSBC bank.
- ii. £50,000 may be transferred from Penrith Building Society to the HSBC account if the CCLA signatories were not available and the precept payment from the new authority was delayed.

RESOLVED THAT:

- iii. The removal of all existing councillor signatories on the Councils accounts who are not re-elected in May be ratified.

RESOLVED THAT:

- iv. The opening of a current account with Lloyds Bank Penrith and the closure of the Council's HSBC account further to resolution FIN21/101 25 April 2022 be ratified.

PTC22/122 Finance Committee Continued

e. Review of the System of Internal Control 2022/23

RESOLVED THAT:

The review of the Council's system of Internal Control be ratified.

f. Policy Review

Ratify the following reviewed policies:

- i. Code of Conduct.

RESOLVED THAT:

The Code of Conduct be ratified.

- ii. Dispensations Policy.

RESOLVED THAT:

The Dispensations Policy be ratified.

- iii. Flexible Working Policy.

RESOLVED THAT:

The Flexible Working Policy be ratified.

- iv. Financial Regulations with associated policies.

RESOLVED THAT:

The Financial regulations be ratified.

- v. Grants Scheme.

A recorded vote was requested when there were:

For: 10 - Councillors Bowen, Burgin, Holden, Kenyon, Knaggs, Lawson, Rudhall, M Shepherd, C Shepherd and Snell

Against: 1 - Councillor Davies

Abstentions: 1 - Councillor Donald

RESOLVED THAT:

The Grants Scheme be ratified.

- vi. Partnership Protocol.

RESOLVED THAT:

The Partnership Protocol be ratified.

g. Scheme of Delegation and Communities Committee Draft Terms of Reference

RESOLVED THAT:

The Terms of Reference for the Communities Committee and the amended Scheme of Delegation be ratified.

PTC22/123 Resolutions Tracker

Members noted the report.

PTC22/124 Draft Neighbourhood Plan Update

Members noted the oral report.

PTC22/125 Borderlands Update

Members noted the report.

PTC22/126 Penrith Arts and Culture Update

Members considered the report and recommendations contained within.

RESOLVED THAT:

The hosting and ownership of a community website to promote arts and culture Penrith be approved.

PTC22/127 Penrith Town Working Group – Marketing & Branding

Members considered the report and recommendations contained within.

Councillor Kenyon left the meeting temporarily and returned to resume his participation.

RESOLVED THAT:

The draft design logo be re-worked in collaboration with stakeholders. Council acknowledge the contributions of the stakeholder group.

PTC22/128 Grants

Members considered the grants report and recommendations contained within.

RESOLVED THAT:

A grant award of £4525 be made to Penrith Lions with a supporting service level agreement.

PTC22/129 Next Meeting

The Chair took the opportunity to thank everyone for their contributions for the last four years and thanked the Council Officers who have provided support and guidance to Members throughout the term.

Note the next meeting of the new Council will be the Annual Town Council meeting scheduled for Monday 15 May 2023 at 6.00pm, Unit 2, Church House, Friargate, Penrith.

PART II – PRIVATE SECTION

No matters.

CHAIR:

DATE:

**FOR THE ATTENTION OF ALL
MEMBERS OF THE TOWN COUNCIL**

Access to Information

Copies of the agenda are available for members of the public to inspect prior to the meeting. Agenda and Part I reports are available on the Town Council website: <https://www.penrithtowncouncil.gov.uk/>

Background Papers

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