



Penrith Town Council

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

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

DATE: 20 March 2024

NOTICE IS HEREBY GIVEN that an **ORDINARY MEETING** of **PENRITH TOWN COUNCIL** will be held on **25 March 2024**, 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, 19-24 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 the day of the meeting.

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

FULL COUNCIL MEMBERSHIP

| | | | |
|-----------------|---------------|----------------|---------------|
| Cllr. Bowen | Pategill Ward | Cllr. Kenyon | North Ward |
| Cllr. Burgin | South Ward | Cllr. Knaggs | East Ward |
| Cllr. Donald | North Ward | Cllr. Lawson | Carleton Ward |
| Cllr. Holden | Carleton Ward | Cllr. Rudhall | East Ward |
| Cllr. Jackson | North Ward | Cllr. Shepherd | East Ward |
| Cllr. B. Jayson | West Ward | Cllr. Smith | South Ward |
| Cllr. D. Jayson | North Ward | Cllr. Snell | West Ward |

Mr I. Parker, Acting Town Clerk

Public Participation

Members of the public are welcome to attend. Details about how to comment on an agenda item are available on the Town Council Website.

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 15 May 2023, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to adopt the General Power of Competence.

AGENDA FOR THE ORDINARY MEETING OF FULL COUNCIL 25 MARCH 2024

PART I

1. Apologies for Absence

Receive apologies from Members.

2. Minutes

a) Committee Minutes

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

- i. Planning Committee: 5 February, 4 March and 11 March 2024
- ii. Finance Committee: 18 March 2024
- iii. Communities Committee: 26 February 2024

b) Confirmation of Full Council Minutes

Authorise the Chair to sign, as a correct record, the minutes of the meetings of Full Council held on Monday 29 January 2024 and agree they be signed as such by the Chair.

3. Declarations of Interest and Requests for Dispensations

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

ADVICE NOTE:

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

4. Public Participation

- a) Receive any questions or representations that have been received from members of the public. A period of up to 15 minutes for members of the public to ask questions or submit comments.
- b) Receive reports from Westmorland & Furness Councillors

ADVICE NOTE:

Members of the public may make representations, ask questions, and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. It is helpful if a member of the public who wishes to speak at a meeting makes a request to speak in writing to the Town Clerk **PRIOR** to the meeting. 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. Where the Council is unable to provide a response to the question at the meeting, they will do so in writing within seven days and the response will be attached to the minutes as an appendix.

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

Determine whether item 18 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.

6. Motion on Notice – A Regeneration Plan for Penrith

To consider the motion on notice from Councillor Knaggs.

7. Report from the Council Chair

Note the duties undertaken by or on behalf of the Council Chair.

8. 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.

9. Resolutions Report

Receive and note the written report.

10. Climate Strategy

Consider the recommendation of the Climate Strategy Task and Finish Group to approve the refreshed Climate Strategy and first year action plan.

11. Matters from Finance Committee

Ratify the following approved matters a) to f) from the Council's Finance Committee from their meeting held on Monday 18 March 2024 which have been considered and approved by the members of the Council's Finance Committee. The Committee Chair has requested that these matters be brought to Full Council for ratification and approval:

a) Budgetary Control Statement

Ratify the budgetary control statement for the period 29 February 2024.

b) Internal Audit Report

Ratify the interim Internal Audit Report for the period 01 April to 31 December 2023.

c) Annual Review of Fees and Charges 2024/25

Ratify the proposed Fees and Charges for 2024/25.

d) Review of the System of Internal Control 2023/24

Ratify the review of the Council's System of Internal Control 2023/24.

e) Policy review

Ratify the following reviewed policies:

- i. Grants Scheme
- ii. Scheme of Delegation
- iii. Asset Valuation

f) Cornmarket Area

Ratify that the Board and Elbow Public House be charged £865 for the use of the Cornmarket area for outdoor hospitality in 2024.

12. Planning Protocol

Ratify the amended Planning Protocol which was reviewed at the Council's Planning Committee meeting held on Monday 04 March 2024.

13. Informal Consultation to the Eden Speed Limit Traffic Regulation Order

To consider a non-prejudicial response to Westmorland and Furness Council in relation to the informal consultation on proposed changes to the Eden Speed Limit Traffic Regulation Order for Salkeld Road and Inglewood Road Penrith.

Note – This consultation does not include requests for 20mph zones which are being addressed separately.

14. Informal Consultation on Proposed Introduction of an Experimental Traffic Order – Burrowgate

To consider a non-prejudicial response to Westmorland and Furness Council in relation to the informal consultation on the proposed introduction of an experimental traffic order prohibiting driving along Burrowgate between the hours of 22:00 – 03:00 on Saturday nights and at times of other significant occasions.

15. A66 Northern Trans-Pennine Project

Note the letter received from National Highways confirming that the Secretary of State for Transport has approved the Development Consent Order for the A66 Northern Trans-Pennine Project.

16. Freedom of Information Requests

To note the report.

17. Next Meeting

Note the next meeting of the Council is the Annual Town Meeting which is scheduled for **Monday 22 April 2024** at 6.00pm, Unit 2, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR.

PART II Private Section

The following item is exempt information due to the confidential nature of the matters to which the report refers as it relates to the financial or business affairs of any particular person (including the authority holding that information) including personal sensitive information relating to members of staff.

18. Staffing Report

Consider the Staffing Report and the recommendations within.

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 Friday via office@penrithtowncouncil.gov.uk

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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 29 January 2024, at 6.00pm at Unit 2, Church House, Friargate, Penrith CA11 7XR.

FULL COUNCIL MEMBERSHIP

| | | | |
|---------------|---------------|----------------|---------------|
| Cllr. Bowen | Pategill Ward | Cllr. Knaggs | East Ward |
| Cllr. Burgin | South Ward | Cllr. Lawson | Carleton Ward |
| Cllr. Donald | North Ward | Cllr. Rudhall | East Ward |
| Cllr. Holden | Carleton Ward | Cllr. Shepherd | East Ward |
| Cllr. Jackson | North Ward | Cllr. Smith | South Ward |
| Cllr. Kenyon | North Ward | Cllr. Snell | West Ward |

Acting Town Clerk
Responsible Finance Officer
Solicitor

Draft MINUTES FOR THE ORDINARY MEETING OF FULL COUNCIL 29 JANUARY 2024

PTC23/98 Apologies for Absence

Apologies with reasons for absence were received from Councillors B Jayson and D. Jayson.

PTC23/99 Minutes

a. Committee Minutes

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

- i. Planning Committee: 4 and 18 December 2023 and 8 January 2024
- ii. Finance Committee: 15 January 2024
- iii. Communities Committee: 18 December 2023

b. Confirmation of Full Council Minutes

Members were asked to authorise the Chair to sign, as a correct record, the minutes of:

- i. Full Council: Monday 20 November 2023
- ii. Extra Ordinary Full Council: Tuesday 16 January 2024

and agree they be signed as such by the Chair.

RESOLVED THAT:

The minutes be approved, and the Chair be authorised to sign, as a correct record, the minutes of the meeting of the Town Council held on Monday 20 November 2023, and the Extra Ordinary meeting of the Town Council held on Tuesday 16 January 2024.

PTC23/100 Declaration 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. The following declarations were made:

- i. Councillor Rudhall declared an interest in Item 6 Motion on Notice – Inspiring Eden Levelling Up Hub as he is also a Westmorland and Furness Councillor and stated that he would not participate and vote in the matter.

PTC23/101 Public Participation

a) Public Representations

Members received one representation from a member of the public.

Mr Davies, acting in his position of Chair of Clifton Community Council made a statement to the meeting in which he thanked Penrith Town Council for its support given to Clifton Community Council on its call to Government to consider extending rural fuel relief to Penrith and neighbouring communities. He reported that Clifton Community Council had received a response from Government.

He highlighted the importance of collaboration between local councils and that Clifton Community Council will be planning an event in March which will be focused on working together and Penrith Town Council will be invited.

b) Reports from Westmorland and Furness Councillors

Members received the following reports:

Cllr Bell informed the meeting that Westmorland and Furness Council are working in partnership with the Town Council on a range of initiatives including Borderlands, Parking and Movement and the Local Cycling and Walking Infrastructure Plan, but these projects are not enough to address town centre regeneration and that Westmorland and Furness Council will via the established Town Team invite organisations to consider a regeneration plan for Penrith.

Cllr Bell provided an update on the Inspiring Eden Levelling Up Hub project and outlined that Westmorland and Furness Council have been undertaking a review of the project business case and that it will be responding to Government by the 02 February 2024.

PTC23/102 Excluded Item: Public Bodies (Admissions to Meetings) Act 1960

Members considered whether any items on the agenda should be considered without the presence of the press and public, pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960, and noted that matter 16 Proposed Budget 2024/25: Staff Salaries may be considered as part of item 10c, Proposed Budget 2024/25 providing that salary scale grades were not discussed in the public domain and noted that salaries were set nationally by the National Joint Council for Local Government Services.

PTC23/103 Motion on Notice – Inspiring Eden Levelling Up Hub

Motion by Councillor Smith

Seconded by Councillor Jackson

Penrith Town Council notes that funding for the Inspiring Eden Enterprise Hub Levelling-Up Fund proposals, which were rejected by the Government in 2022, have now been allocated to Westmorland & Furness Council. More than £7million has been allocated for a Business and Enterprise Hub to be built on land adjacent to the Stoneybeck Roundabout. It is understood that the Government has stated that the funding is still subject to final approval, that Westmorland and Furness Council are reviewing the original business case in light of the Government's announcement and the Council considers writing to Westmorland and Furness Council.

RESOLVED THAT:

The Council writes to Westmorland and Furness Council to reaffirm that Penrith Town Council continues to object to the proposed Inspiring Eden Enterprise Hub Levelling-Up Fund bid on land adjacent to Stoneybeck, and in doing so:

- a) Restates its reasons for objection in July 2022.
- b) Requests for a feasibility study be done on the prospect of using some of the Levelling Up Fund money to create an Enterprise and Business hub in the town centre.
- c) Emphasises the need for any studio, workshop and collaborative spaces to be included in plans for the town centre, so that community services/groups, independent businesses, sole traders, and voluntary sector organisations have space closer to people in order to support them and make them more viable.
- d) Requests that Westmorland and Furness Council collaborates with the Town Council as part of its ongoing work reviewing the Business Case and for the development of any future strategic regeneration plans.

PTC23/104 Report from the Council Chair

Members noted the duties undertaken by or on behalf of the Town Mayor. The Mayor reported that he attended the 102nd birthday gathering for Eva Bowness. He has attended the opening of the new kitchen refurbishment at the 2nd Penrith Scout Group. He has attended various grant support presentations. He reported that he would be content to hear from Councillors and members of the community who may have ideas for the regeneration of the town centre.

PTC23/105 Reports from Members

Members received and noted the following oral reports from Councillors:

Cllr Donald reported that the Recovery College has received funding to continue its operations, and that there is a Time to Talk event being held in Penrith Library on the 01 February 2024.

Cllr Jackson reported that he attended the Borderlands Town Team meeting.

Cllr Bowen reported that she attended an event held by Penrith Lottery about its plans for the future.

Cllr Snell reported that she has attended various health and wellbeing meetings.

Cllr Kenyon reported that he attended the Borderlands Town Team meeting. He has been in liaison with residents regarding the Persimmon Housing Development at Saddleback View and outlined that there may be plans for a new pedestrian crossing at Beaconside School.

Cllr Knaggs reported that he attended an event held by Penrith Lottery and that they are implementing actions following the work he had undertaken for the Council.

Cllr Holden reported that she has been working with the Carleton Park Development group and addressed matters including the replacement of trees and new bulb planting. She reported that there is planned resurfacing of the road in the area of Primrose Drive.

Cllr Shepherd reported that he has attended two meetings of the Scaws Tenants and Residents Association and two meetings with Northern Gas regarding the gas works in the town centre.

Cllr Smith reported that he attended the Cumbria Association of Local Council and Cumbria Action for Sustainability Biodiversity seminar.

Cllr Rudhall reported that he attended a meeting of the Scaws Tenants and Residents Association. He reported that Westmorland and Furness Council has undertaken works to repair potholes on Folly Lane.

PTC23/106 Resolutions Report

Members noted the report.

PTC23/107 Finance Committee

Members considered the approved recommendations from the Council's Finance Committee from their meeting held on Monday 15 January 2024. The Committee Chair had requested that these matters be brought to the Full Council for ratification and approval:

PTC23/107 Finance Committee, continued

a) Budgetary Control Statement 2023/24: 31 December 2023

Ratify the budgetary control statement for the nine-month period to 31 December 2023.

RESOLVED THAT:

The budgetary control statement to 31 December 2023 be ratified.

b) Policy Review

Ratify the following reviewed policies to operate during the 2024/25 financial year:

- a) Reserves Policy
- b) Investment Strategy

RESOLVED THAT:

The Reserves Policy and Investment Strategy be ratified and operate during the 2024/25 financial year.

c) Proposed Budget 2024/25

Members noted that the 2024/25 proposed budget and precept application was developed and considered by the Council's Finance Committee on 15 January 2024. The Chair read out a statement as appended at Appendix A and moved that Council approve:

- i. The **Forecast Outturn** expenditure for 2023/24 of £522,292.

RESOLVED THAT:

The Forecast Outturn expenditure for 2023/24 of £522,292 be approved.

- ii. **Budget 2024/25 and Precept:** The Proposed budget 2024/25 with total expenditure of £581,932 and for a formal written request be made to Westmorland and Furness Council to pay the sum of £487,735 to Penrith Town Council as its precept for the year 2024/25, representing a 1% increase in Council Tax. Members agreed that the budget included:

- a) Salaries payable to Council staff in 2024/25.
- b) Service development proposals totalling £36,700.
- c) The budgeted transfers to and from financial reserves and the proposed level of those reserves.
- d) The parameters and forecasts in the Proposed Medium Term Financial Plan.

RESOLVED THAT:

The 2024/25 Budget be approved with the inclusions and that a formal written request be made to Westmorland and Furness Council to pay the sum of £487,735 to Penrith Town Council as its Precept for the year 2024/25, representing a 1% increase in Council Tax.

PTC23/108 Developer Engagement Policy

Members considered the recommendation from the Council's Planning Committee, from the meeting held on Monday 04 December 2023 that the Developer Engagement Policy be approved.

RESOLVED THAT:

The Developer Engagement Policy be approved.

PTC23/109 Grants

a) Members noted the Grant awarded to the 2nd Penrith Scout Group.

b) Members were asked to ratify the award of a Signature Event Grant application received.

RESOLVED THAT:

- i. Council ratified the recommendation of officers to award a Signature Event Grant of £5,000 to the Lions Club of Penrith towards the May Day 2024 event and approved the principle of an annual grant for the same value for the same event over the term of this Council subject to meeting the terms of a Service Level Agreement.

PTC23/110 Code of Conduct

Members received and considered notifications of complaints made under the Members Code and Conduct from the Monitoring Officer at Westmorland and Furness Council.

RESOLVED THAT:

- i. The complaints made under the Members Code of Conduct were received and noted.
- ii. No further formal training on the Members Code of Conduct was deemed necessary at this time.

PTC23/111 Code of Conduct

Members received and considered a notification of a complaint made under the Members Code and Conduct from the Monitoring Officer at Westmorland and Furness Council.

RESOLVED THAT:

- i. The complaint made under the Members Code of Conduct was considered and noted.
- ii. Members noted that the member who is subject of the complaint has made no representations either prior to or at the meeting.
- iii. Members noted the decision of the Deputy Monitoring Officer that no further action should be taken on the complaint.

PTC23/112 Next Meeting

Members noted the next meeting of Council was scheduled for Monday 25 March 2024 at 6.00pm, Unit 2, Church House, Friargate, Penrith.

PART II – PRIVATE SECTION

There are no items in this part of the agenda.

CHAIR:

DATE:

FOR THE ATTENTION OF ALL MEMBERS OF THE TOWN COUNCIL

Access to Information

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Background Papers

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APPENDICES TO THE MINUTES:

A: BUDGET REPORT PROPOSAL FROM THE COUNCIL CHAIR

B: BUDGET REPORT WITHOUT APPENDICES

A: BUDGET REPORT PROPOSAL FROM THE COUNCIL CHAIR

2024-25 Proposed Budget

I am pleased to present this budget report to the Town Council.

The 2024/25 proposed budget has a total expenditure of £581,932 which requires a precept of £487,735 and represents a 1% increase in the Penrith Town Council element of the Council Tax. This will be the first increase in four years.

A typical household in Penrith, with a property valued in Band D, will see the Town Council's full Council Tax element increase from £83.09 to £83.92 per annum, which is an increase of £0.83 pence from the previous year. This equates to a household paying £1.61 per week.

Accompanying the budget is a robust and sustainable financial plan, based on modest future rises in Council Tax, which will continue to grow our services and maintain sufficient reserves to ensure our resilience.

The proposed budget for 2024-25 provides the framework for the Council to continue the progress it has made since its inception and enables it to plan for a sustainable financial future.

The main adjustments to the Council's budget are the proposed service development proposals which total £36,700. These include an increased budget for the Council's Grants Scheme, which allows the Council to directly support local groups, organisations, projects and events for the benefit of the local community. The Council is continuing to address its climate strategy aims and is proposing an enhanced budget to deliver on these priorities in the new financial year. The Council is working with partners and town stakeholders aiming to enhance the town centre and this budget includes additional financial resources to support the Borderlands Place Programme and the delivery of the Penrith Place Plan. A new budget to support a marketing programme for Penrith will aim to attract new business, visitors and shoppers to the town and help to promote the vitality of the town centre. The Council is further working within this proposed budget to prepare plans which will assist in the ability to draw down external funding.

This year has seen re-organisation of local government, and the Council looks forward to continued liaison and partnership working with the new Westmorland and Furness Council. The Council are aware that Westmorland and Furness Council has been reviewing its policy on Community Asset Transfer and we look forward to working with them on the potential for assets and services to be transferred to the Town Council. The Council has a good track record in this respect as the long-term running costs of assets

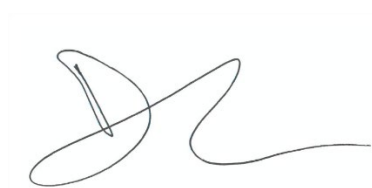
already taken over from the previous Eden District Council and has a specific Devolution Reserve to support this.

The Council has positive financial reserves and has an agreed policy to maintain a General Reserve equivalent to 30% of net expenditure by 31 March 2029. This proposed budget is evidence of the Council working towards its target by contributing from the General Reserve to deliver its 2024/25 budget.

Internally, the Council has had to manage with a reduced number of staff due to sickness, yet despite these limitations, we have been able to keep our services running for the benefit of the Town's residents.

In closing, I would like to thank Councillor Shepherd, the members of the Finance Committee and Council Committees and officers for their contributions in developing the budget, which will enable the Council to continue providing quality services for the Town and for it to deliver its Business Plan priorities from a sound financial footing.

I therefore propose the recommendations in the budget report and commend them to you.

A handwritten signature in black ink, consisting of a large, stylized 'D' followed by a horizontal line and a small loop.

Councillor Lawson, Chair of Council

FULL COUNCIL

[SUPPORTING APPENDICES CAN BE VIEWED WITH THE AGENDA PACK FOR THE MEETING]

Date: 29 January 2024

Public Report

Matter: Proposed Budget 2024-25

Item no: 10c

Author: Responsible Finance Officer

Supporting Member: Cllr. Shepherd, Chair of Finance Committee

Purpose of Report:

To consider and approve the Proposed Budget and Council Tax Precept for 2024/25, service development proposals and the proposed Medium Term Financial Plan.

Recommendations:

Council is recommended to:

- iii. Approve the Forecast Outturn expenditure for 2023/24 of £522,292.
- iv. Approve the Proposed Budget 2024/25 with total expenditure of £581,932 which includes:
 - e) Salaries payable to Council staff in 2024/25, as detailed in the supporting confidential report.
 - f) Service development proposals totalling £36,700.
 - g) The proposed level of financial reserves.
 - h) The parameters and forecasts in the Proposed Medium Term Financial Plan.
- v. A formal written request be made to Westmorland and Furness Council to pay the sum of £487,735 to Penrith Town Council as its precept for the year 2024/25 representing a 1% increase in Council Tax.

Law and Legal Implications

Sections 41 and 50 of the Local Government Finance Act 1992 require the Council to calculate its annual budget requirement and its resulting precept by 28 February. The precept is issued to the Billing Authority, Westmorland and Furness Council, to collect the income on behalf of the Town Council.

1. Report Details

A. Introduction

Draft estimates for 2024/25 were considered by the Budget Working Group on 4 December 2023. The Working Group proposed that a 1% increase in Council Tax for next year would be appropriate, in view of the current circumstances, the cost of living and that reserves were at a comparatively high level, giving scope for a release of resources to the annual budget over a period of years to fund new initiatives.

The Council Taxbase figure for next year has been provided by Westmorland and Furness Council. The final figure is 5812 representing a 3.12% increase. Westmorland and Furness Council has confirmed the CTRS grant to be paid will be £7,642, though they have also confirmed that 2024/25 will be the last year that this will be paid.

Proposed estimates were presented to Finance Committee on the 15 January 2024, which determined to forward them to this meeting for approval.

This report presents the Proposed Budget for 2024/25 (Appendix A), including a position on growth items (Appendix C), and budget adjustments which can be financed by a 1% increase in Council Tax.

A Medium-Term Financial Plan (MTFP) has been produced alongside the Proposed Budget to demonstrate that budgets can be affordable in the longer term. The plan summarised at Appendix B is based on the parameters set out in this report at item C.

This report presents a Proposed Budget for 2024/25 and Medium Term Financial Plan, which indicate that the Council will be able to set sustainable budgets for subsequent years that will incorporate further financial growth in services and meet its target reserve level, with modest annual tax increases.

B. Proposed Budget 2024/25

Appendix A

The statement at **Appendix A** shows the following detailed information for the Council's Committees and services:

- a) The Actual Outturn income and expenditure for 2022/23, for comparison purposes.
- b) The Approved Budget for 2023/24.
- c) The Forecast Outturn for the current year with the projected full year's expenditure based on trends identified from budget

monitoring statements and including the effect of decisions made by Council to date and proposals for the redirection of estimates. Total outturn expenditure for 2023/24 of £522,292 is forecast to decrease by £53,373 from the Approved Budget of £575,665.

- d) The Proposed Budget for 2024/25, which allows for a continuation (standstill) budget that identifies and provides for the current committed level of service to be maintained. This involves the current year's budget being adjusted to remove any one-off items and to include the estimated costs of contractually committed changes to expenditure or income; inflationary increases have only been allowed where necessary.

Based on these estimates, the proposed precept for 2024/25 will be £487,735, the increase of £19,440 from the 2023/24 figure of £468,295 is due to a higher Council Taxbase and a 1% increase in Council Tax.

- e) The position on the Council's three reserves.
- f) The resulting Council Tax based on the budgets representing a 1% increase in the Council Tax for 2024/25.

C. Proposed Medium Term Financial Plan (MTFP) **Appendix B**

Appendix B shows a forecast of income and expenditure for the years 2024/25 to 2028/29, based on the figures in the 2024/25 Draft Budget, again showing only continuation budgets. These are adjusted for planned variations, together with a modest provision for growth in subsequent years; basic figures are at April 2024 prices and future inflation has been allowed for as a global figure on staffing and running costs.

Except for a 1% increase Council Tax and allowance for a 4% pay award for 2024/25, the parameters adopted in the Plan are largely those in the current MTFP approved in January 2023 and updated as part of this budget review process:

- A 1% Council Tax increase for 2024/25 followed by 3.0% in each of the years 2025/26 to 2028/29.
- Pay inflation of 4% in 2024/25 and 4.0% thereafter.
- Average price inflation of 4% pa
- Achievement of a General Reserve equivalent to 30% of net expenditure by 31 March 2029.

- Contributions to the Devolution Reserve until expenditure on existing devolved assets reaches the agreed target figure of £46,344.

Based on these parameters, the Council can demonstrate that it has a viable and sustainable financial plan for the next five years.

D. Service Development Proposals (Growth Items) Appendix C

Planning Committee proposed a Growth bid of £5,000 to be considered for 2024/25, following their meeting in November. This was to support the engagement of a consultant to develop a plan to identify improvements to enhance the public realm and street scape in a cohesive way, which will act as a catalyst for stakeholder buy in and the ability to draw down external funding.

Communities Committee proposed a growth bid of £5,000 for 2024/25 for grants. This was to reflect the increased interest in Council grants, applications expected in the new financial year and the intention to continue to increase publicity of the grant scheme.

The Climate Strategy Task and Finish group has proposed an increase in the climate budget from £8,300 to £15,000. This will be to facilitate the delivery of the refreshed Climate Strategy and Action Plan that is currently being finalised.

The Economic Development Officer has submitted a growth bid of £10,000 for associated work that may be required for a new Interpretation and Wayfinding scheme. This work and budget will be classed as matched funding against potential funding from the Borderlands Programme.

The Economic Development Officer also submitted a growth bid of £10,000 to support the marketing programme for Penrith. The development of a brand for Penrith is presently being undertaken via an already approved resolution and budget. This proposed growth bid is required to match fund and develop joint marketing for Penrith. Working with stakeholders the marketing will be aimed at attracting new business, visitors and shoppers which will in turn will provide inclusive community benefit, economic benefit and increase footfall. Through joint marketing the effectiveness will be greater, and all parties will benefit from economies of scale.

Finance Committee proposed no Growth Bids be considered for 2024/25 following their meeting in November.

Service Development Proposals (Growth Bids) for 2024/25 = £36,700.

E. Detailed Budgets

The following commentary provides details of the individual estimates within the Draft Budget and the Medium-Term Financial Plan.

a) Income

The precept income for 2024/25 is based on a 1.0% increase in Council Tax and a small increase in the Council Taxbase. The parameters in the Medium-Term Plan project tax income which will allow sustainable budgets and reducing the General Reserve towards its target level. The investment income budget has been increased due to higher interest rates.

b) Planning Committee

Planning Services are expected to continue at their current level of £10,000 pa which will in the main support the Neighbourhood Plan referendum which is expected in early 2024/25. The planning committee have also submitted a growth bid of £5,000 for improvements in public realm and street scape. The committee also requested that the climate change budget be transferred from them. It was felt that this would sit better in the Communities Committee.

c) Communities Committee

Based on budget monitoring in the current year, an underspending of £27,000 is forecast for the Committee's budget lines overall in 2023/24 expenditure. Town Projects accounts for £21,000 of this underspend. The increased budget was not required after the successful re-launch of Penrith BID.

Town Projects

The proposed budget for 2024/25 is £10,000 for Town Projects, this reduces it to the previous level after last year's one-off increase to cover Christmas lights and greening.

Arts & Entertainment

The proposed budget for 2024/25 includes £10,000 for Arts and Cultural Development and enabling the delivery of the actions contained within the Priorities Plan.

Corporate Communications

The Corporate Communications budget is proposed to remain at £15,000.

Grants

The forecast outturn for the current year is £30,000. The budget for 2023/24 was £35,000 which included £20,000 for Signature Grants and £15,000 for Grants. There is a predicted underspend of £5,000 on the Signature grant fund, there have been 3 signature grants of £5,000, there is enough budget for one more grant of that size. It is anticipated that the Grants budget will be close to being fully committed by year end. Grants have historically been underspent so the change of policy and increased promotion is showing to have an effect on the uptake of the budget. Communities Committee has proposed a £5,000 increase in the Grants budget for 2024/25 to reflect the increase in demand for grants in the current year.

d) Finance Committee

Staffing

The 2023/24 Forecast Outturn and 2024/25 Proposed Budget estimate the costs of the existing approved staff establishment. After adjusting for pay awards and the removal of the Sustainability Officer post the overall staff cost budget is £7,568 higher than in the previous budget year. Future years' forecast pay awards are provided as a global sum alongside price inflation.

The 2024/25 Draft Budget assumes a full establishment. The supporting Part 2 confidential report shows the recommended salary points for each member of staff, effective from 01 April 2024. Future years' forecast pay awards are provided as 4%.

Accommodation

The principal changes in accommodation budgets for 2024/25 relates to heat, lighting and water to reflect the increase in utility charges.

Cost of Democracy

The budget is similar to last years except there are no expected election costs. The Elections reserve would be expected to be used to meet the costs of one-off by-elections.

IT

The expenditure for IT is in line with budget. The same budget is proposed in 2024/25, but it is felt that the website budget should now sit within IT and not as a separate line.

Devolved Services

The Forecast Outturn for 2023/24 and the Draft Budget 2024/25 include the latest estimated costs and income for assets already transferred. Service expenditure forecasts have been reviewed in the light of operating experience and are continued into future years. The Council will continue to liaise with Westmorland and Furness Council about future asset transfers which would be subject to further reports resolutions including budget implications.

Contribution to Devolution Reserve

A target of £46,344 has been set for Devolved Services. It is forecast that the total cost of services will be permanently lower than £46,344 so the difference is contributed to the Devolution Reserve, which will accumulate until decisions are made on its use. In the light of LGR it is recommended as prudent to continue the contribution to the Devolution Reserve in line with current arrangements.

Other Overheads

A review of expenditure on these budgets has resulted in several minor variations.

Repairs & Renewals

This budget is being retained at £2,000 and is used to fund repairs and one-off expenditure that does not align with another budget.

e) Contingency

The general contingency provision is set at £3,000. It is considered that the main unforeseen areas of expenditure have been adjusted for as part of the proposed budget i.e., salaries.

f) Inflation

Anticipated pay and price inflation has been included in the detailed budgets for 2024/25. For 2025/26 onwards, the MTFP allows for compound pay inflation of 4.0% pa and price inflation at an average rate of 4% pa as a global figure.

F. Reserves

The Draft Budget and Medium-Term Plan assume a continuation of existing plans for reserves.

General Reserve

The Council has a policy of reaching a target balance in the Reserve equivalent to 35% of its forecast net expenditure by 31 March 2025,

reducing to 30% from 01 April 2026. Underspending in previous years, and a forecasted underspend of £53,000 this financial year, mean that this target is not yet met. As a result, there are resources in the Reserve which can be used to fund service delivery over the life of the Plan.

Devolution Reserve

As noted above, the Reserve is being built up from contributions from the Devolved Services budget heading until the total cost of those services reaches £46,344. Appendix B shows that the MTFP projections forecast that this target figure will not be reached and that contributions will stabilise at £16,944 in 2025/26, leading to a balance of £260,258 on 31 March 2029. The reserve is intended to act as a cushion against the longer-term full costs of devolved assets being higher than expected, necessary renovation and/or improvements and any expectations arising from LGR.

Elections Reserve

The Elections Reserve will have a balance of £35,000 at the end of 2023/24, this will increase by £5,000 per annum. This budget would be available to meet the costs of one off by elections and ensure the Council has funds to meet election costs in 2027.

G. Council Tax

The current year's Band D Council Tax is £83.09 per property. Adoption of the Draft Budget for 2024/25 would result in an increase to £83.92. The proposed budget is based on a confirmed Council Taxbase of 5812 (3.12% increase), resulting in a precept of £487,735.

The Medium-Term Plan at Appendix B indicates that a 3.0% increase in Council Tax in each of the following four years would fund sustainable base budgets with an allowance for growth and meet the Council's target reserve, subject to the annual budget process.

H. Observations

- i) This will be the first increase in Council Tax in four years. While there is no need in the short term for a larger increase, the medium-term forecasts allow for only modest financial growth over the life of the MTFP. All other things being equal, the introduction of more ambitious new spending programmes in future years would require tax increases beyond the 3.0% factored into the Plan. If this were the case, a nil increase now would represent a lost opportunity to secure a higher base income: a 1.0% rise in 2024/25 would represent around £24,000 additional income over the five years of the Plan.

- ii) The latest rate of inflation as measured by the Consumer Price Index is 3.9% (November 2023), higher than the Bank of England's 2.0% target. There are a number of reasons for this level of inflation, many of which will be included in the Council's expenditure.
- iii) The Medium-Term Financial Plan assumes average inflationary price increases of 4% pa. In reality, the Council has not automatically inflated budgets each year recently, only where contractually committed, yet there has been no pressure on budgets and significant overall underspending.
- iv) We do not know the outcome of the negotiations for the April 2024 staff pay round. The Draft Budget allows for 4% wage inflation and MTFP assumes 4% from 2025/26 thereafter and appears reasonable.
- v) Superannuation contributions are assessed triennially; and were increased from 19.9% to 21.5% in April 2023. Contributions are based on actuarial forecasts such as age of the workforce, working lives and life expectancy, together with economic factors such as inflation and investment returns. The effect of the increase in contributions from April 2023 are £3,960 per annum (£19,800 over the next 5 years).
- vi) Setting a precept based on a fixed or nil increase in Council Tax means that it is dependent on knowledge of the actual Council Taxbase determined by Westmorland and Furness Council. This figure has been confirmed at 5812 properties representing a 3.12% increase. The MTFP assume 1.0% pa rises after 2024/25. Standstill Taxbases throughout the five years of the Plan would result in £80,000 less income, demonstrating how spending plans are dependent on regular healthy increases in the Taxbase.
- vii) Appendix B shows that the MTFP forecast predicts that the Devolution Reserve will continue to grow, with expenditure on the assets never reaching the target £46,344 figure and annual contributions levelling out at £16,944. By 31 March 2029, the Reserve will have a balance of £260,258, which is beyond any day to day demands. Although this is an unlikely scenario as there is bound to be the need for major repairs, improvements or upgrades which would reduce the balance, the Council may need to reconsider the purpose of the Reserve, its accumulation of resources and its potential use. It would be appropriate to continue to review this budget annually and with regard to any progress on Asset transfer work with Westmorland and Furness Council.
- viii) By far the biggest unknown in the Medium-Term Plan is the implication of Asset Transfer. The Plan assumes business as usual, with no increased responsibilities taken over by the Council. This assumption may be unlikely, with the Council having expressed an interest in the transfer of assets, however without a known

methodology assets may or may not come across with adequate funding, presenting a potential risk to future Council Tax levels. There is no way to predict the consequences at present, but the Council is in a strong financial position, with sustainable standstill budgets and healthy Devolution Reserve. It will be important to revise the medium-term projections should new responsibilities be considered, to ensure that the Council's longer-term budgets remain viable.

- ix) Council is asked to consider this report in conjunction with the draft Reserves and Investment Policies elsewhere on the agenda.

1. NEXT STEPS

A formal written request be made to Westmorland and Furness Council by the 31 January 2024 to pay the approved precept.

2. Options Analysis including risk assessment

a) Risk

The Council sets an invalid or inadequate budget.

An inability to raise a valid precept or insufficient resources to deliver the Council's objectives.

b) Consequence

Overspendings leading to unwelcome curtailment of other spending programmes; possible unpalatable council tax increase; potential reputational damage.

An expectation to undertake schemes of work previously undertaken by others.

c) Controls Required

A sound budget process will address these risks.

3. Financial and Resource Implications

This report is concerned solely with financial management.

4. Equalities Implications

There are no equalities implications associated with this report.

5. Climate Change and Environmental Implications

There are no climate and environmental implications associated with this report.

Appendices

2024/25 Draft Budget:

Appendix A – Proposed Budget 2024/25

Appendix B - Proposed Medium Term Financial Plan 2024/25 to 2028/29

Appendix C – Proposed MTFP Service Developments 2024/25 to 2028/29

Background Papers

2024/25 Budget Working Papers

FULL COUNCIL

Date: 25 March 2024

Public Report

Matter: Motion on Notice – A Regeneration Plan for Penrith

Item no: 06

Author: Councillor Knaggs

Supporting Member: Councillor Knaggs

Purpose of Report:

To consider the motion on notice from Cllr. Knaggs in relation to the development of a comprehensive Strategic Regeneration Plan for Penrith and its town centre.

Law and Legal Implications

The Town Council resolved from 15 May 2023, 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. Motion on Notice from Cllr Knaggs

Cllr Knaggs has proposed a motion on notice that reads:

Penrith Town Council (PTC) notes that Westmorland & Furness Council (W & F) has been established for almost a year. Having transitioned into the new Council, it is now the right time for W & F to comprehensively engage with the PTC to plan for the critical issues of the growth of the town, infrastructure development and town centre regeneration.

Penrith Town Council also notes that a Westmorland & Furness Councillor reported at the last meeting of Full Council (29 January 2024), that Westmorland & Furness Council wishes to start more detailed work with the town council on a range of initiatives including Borderlands, Parking and Movement and the Local Cycling and Walking Infrastructure Plan. However, though important initiatives, these programmes are not enough to address wider issues of town centre regeneration, the growth of Penrith and its infrastructure needs.

Background Information

Growth of the town growth, infrastructure development & town centre regeneration

Penrith and its town centre are at the heart of the Eden community and economy and play a pivotal role in providing jobs, housing, education, leisure, recreational, cultural and retail experiences and nurturing small businesses.

Whilst the town has experienced a significant expansion of housing and edge-of-town business, industrial, and commercial activity, there has not yet been a proportionate development of supporting infrastructure and the town centre has deteriorated.

The global retail environment has changed; huge increases in out-of-town shopping centres, online shopping and online banking have led to gaps in high streets. Penrith is no different.

We must therefore plan for a regenerated, reshaped, reimagined Penrith to halt the slow cycle of deterioration with a focus on economic vitality, cultural vibrancy and community cohesion.

The failed attempt to build a comprehensive plan (Eden District's Masterplan of 2018) has left a void in strategic direction. As a result, initiatives are driven by the availability of funding streams rather than the strategic needs of the town as exemplified by the proposals for an out-of-town enterprise hub as part of the Levelling-up bid. Though the various externally funded projects will undoubtedly benefit Penrith, there would be significant added value if the projects focused on achieving a holistic vision.

Neighbourhood Development Plan (2019-2032) and Eden Local Plan (2014-2032)

Unsurprisingly, a local town council and a unitary authority occasionally have different perspectives as has sometimes been the case for Penrith. However, we must have a coherent regeneration plan, harmonising efforts and aligning strategic objectives, to ensure consistent planning, synchronised actions and shared outcomes that benefit Penrith's residents and stakeholders alike.

Penrith Town Council has an emerging Neighbourhood Development Plan (2019-2032) backed by a huge amount of consultation data. The plan states, "By 2032, Penrith will be a successful, vibrant market town providing a sustainable environment for quality of life, attracting investment and tourism whilst enhancing the best of its built and natural character."

The objectives to achieve this vision are focused on sustainable development, housing, green spaces, culture and leisure: wellbeing: town centre car parking, traffic management and the town centre.

Additionally, the objectives within the Eden Local Plan (2014-2032) for Penrith are focused on: retaining the characteristics, improving connections, managing traffic flows, improving social infrastructure, affordable housing, widening the employment offer, physical and social infrastructure, younger people, sustaining existing and new shops and markets, enhancing civic space, green infrastructure and supporting new housing.

However, there is an increasing need for a distinct regeneration plan: the town centre has many more vacant retail spaces, the town has become significantly bigger, the need for a regeneration strategy has increased, there is a new local authority, and the town council has achieved the 'General Power of Competence' status.

Background Documents

1. Eden Vision: Analysis & Insight An independent review of the evidence gathered during the Autumn 2018 Eden District Council public engagement exercise.
<https://www.penrithtowncouncil.gov.uk/wp-content/uploads/2020/10/Eden-Vision-Analysis-and-Insights.pdf>
2. Infrastructure Development and Regeneration
<https://nic.org.uk/studies-reports/infrastructure-towns-and-regeneration/infrastructure-towns-regeneration-final-report/>
3. Andrew Gwynne MP (extract from the above link).
“If we genuinely believe in devolution, it genuinely has to start from the bottom up, and from the very bottom up – and that means increasing the role for town and parish councils.”
<https://www.publicsectorexecutive.com/News-archive/devolve-more-powers-to-town-and-parish-councils-argues-gwynne>
4. A discussion document produced by the Penrith Futures Partnership on ‘Reshaping and Reimagining Penrith Town Centre’.
<https://www.facebook.com/groups/penrithfuturespartnership/permalink/818456665809183>
5. The publication of Bill Grimsey (ex-CEO of Wickes, Iceland and others) on an alternative future for the high street

[The Grimsey Review: An Alternative Review For The High Street \(2013\)](#)

[The Grimsey Review 2: It's Time To Reshape Our Town Centres](#)

[High Street TaskForce](#)
6. A publication from ‘Living Streets’ on the business case for better streets and places
[The Pedestrian Pound: The Business Case for Better Streets and Places](#)
7. The Customer Experience Of Town Centres (Loughborough University)

https://repository.lboro.ac.uk/articles/report/The_customer_experience_of_town_centres/9494594
8. Eden Local Plan 2014-2032
<https://www.eden.gov.uk/media/5032/edenlocalplan2014-2032finalwithoutforeword.pdf>
9. Penrith Town Council: Neighbourhood Development Plan
https://www.penrithtowncouncil.gov.uk/wp-content/uploads/2020/10/201013_complete_final_ndp_document.pdf

Believes

There must be a renewed focus on the key challenges confronting our town and its centre alongside the broader social, economic and environmental issues.

Along with resident feedback, we must collaborate with stakeholders and the members and officers of our two councils to harmonise and synchronise planning. We must steer away from using external consultants who struggle to bring added value to the process in favour of a more locally driven and empathetic approach.

As there have been significant changes as a result of the local government reorganisation, there should be a refreshed approach with a new group focused solely on creating a regeneration plan. As a new group, they would be unhindered by previous strategic planning assumptions and well placed to bring fresh thinking to lead and steer the development of a town regeneration plan, allowing the harmonising of efforts and aligning strategic objectives.

We must encourage the creation of a radical, bold and innovative regeneration plan focused on transforming the town and its centre into a vibrant community hub that, alongside retail, incorporates health, residential housing, arts, culture, education, entertainment, leisure, business and office space.

A strategic plan with a clear vision will secure Penrith's status as an appealing destination for residents, professionals, and tourists alike as a dynamic hub of activity and opportunity.

Costs

The main cost associated with this motion will be staffing implications. It may be that additional resources are required to facilitate the implementation of this motion and therefore a further report should be brought to Council setting out the next steps including resourcing the development of a plan.

Penrith Town Council resolves to:

- i. Commit to working with Westmorland and Furness Council, partners and stakeholders to support the development of a comprehensive Strategic Regeneration Plan for Penrith and its town centre focusing on the critical issues of the growth of the town, infrastructure development and town centre regeneration.
- ii. Write to Westmorland and Furness Council requesting that they follow up on their statement to Council on 29 January 2024 by organising an initial meeting to agree on the approach to developing a transformative regeneration plan for Penrith as a major town in the new authority area.
- iii. Ensure that the plan is developed by drawing on previous extensive consultations involving residents and stakeholders and by undertaking any additional public consultations that may be necessary to secure alignment with their priorities and aspirations.
- iv. Seek to harmonise efforts with the Westmorland & Furness Council to achieve shared outcomes and maximise the benefits for Penrith's residents and visitors by recognising the importance of strategic regeneration planning and a cohesive vision in guiding Penrith's development within a unified approach that fosters sustainable development.

STATUS KEY:

On hold - Not commenced

Completed

In progress - Started and ongoing

Note the progress on resolutions from previous Full Council meetings.

| Reference | Activity | Status |
|--|---|--------|
| Full Council, 17 July 2023 | | |
| PTC23/42 | St Andrews War Memorial, Plinth Project | |
| Full Council, 25 September 2023 | | |
| PTC23/52 | Letter from Chair - DVLA/Minister for Transport | |
| PTC23/53 | Penrith Lottery Scoping document to Councillors - Report to Council | |
| PTC23/54 | Establish Climate Strategy Task and Finish Group | |
| PTC23/57d | Reviewed Policies on to the website | |
| PTC23/57e | Lloyds Bank Closed | |
| PTC23/57e | SCM Administrator on HSBC account | |
| PTC23/57e | Business Debit Card application for SCM at HSBC | |
| PTC23/57e | Account Signatories updated at PBS, HSBC, CCLA | |
| PTC23/57e | HSBC Daily Payment Limit increased to £20k | |
| PTC23/59 | Grant letters and SLA to Signature Grant Applicants | |
| PTC23/60 | Quotations for Design of Interpretation and Wayfinding scheme | |
| PTC23/62 | Liaison with Highways England re: A66 Thacka | |
| PTC23/63 | Confirmation on Employment Contract matters | |
| Extra Ordinary Council, 18 October 2023 | | |
| PTC23/68 | Expansion of Places at Beaconside School Consultation response | |
| PTC23/69 | Statement of Licensing Policy Consultation response | |
| PTC23/60 | Statement of Gambling Policy Consultation response | |
| PTC23/61 | LCWIP confirmation of Penrith CWZ with W&F Council | |

| Reference | Activity | Status |
|--|--|--------|
| Full Council, 20 November 2023 | | |
| PTC23/79 | Rural Fuel Duty Letter to Government | |
| PTC23/86 | Biodiversity Statement, Policy and Action Plan (referred to Climate Task and Finish) | |
| PTC23/87 | Code of Conduct (Council adopted W&F as its own Code of Conduct) | |
| PTC23/89 | Standing Orders (amended updated 3ei, 3eii) | |
| PTC23/90 | Policy Review (Data, Information and Social Media) | |
| Extra Ordinary Council, 16 January 2024 | | |
| PTC23/97 | Submit Arts and Culture Business Case to Borderlands | |
| Full Council, 29 January 2024 | | |
| PTC23/103 | Inspiring Eden Levelling Up Hub – Letter to Westmorland and Furness Council | |
| PTC23/107 | Formal written request to Westmorland and Furness Council with Precept 2024/25 | |
| PTC23/109 | Grant Service Level Agreement to Penrith Lions Club (Signature Event Grant) | |

REPORT TO FULL COUNCIL

Date: 25 March 2024

Public Report

Item no: 10

Matter: Climate Strategy

Author: Acting Town Clerk

Supporting Member: Council Chair

Purpose of Report:

Consider the recommendation of the Climate Strategy Task and Finish Group to approve the refreshed Climate Strategy and first year Action Plan.

Recommendations:

That the Council approves the revised Climate Strategy and Action Plan

Law and Legal Implications

The Town Council resolved from 15 May 2023, 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 Details

- 1.1 In May 2019 Penrith Town Council declared a Climate & Ecological Emergency and resolved to make a difference by choosing a carbon neutral future. The Council developed its first strategy which was based on the vision that by 2030 Penrith will be carbon neutral. The Council resourced the delivery of the strategy however had made little inroads into its delivery.
- 1.2 The Council resolved at its meeting on the 25 September 2023, Minute PTC23/54 that the Council's original Climate Strategy document be reviewed and recommendations on the Council's future strategy be brought back to Full Council. The Council approved that a Task and Finish Group be established to undertake the review and the terms of reference for the group were approved.
- 1.3 Bringing together an informal Climate Strategy Task and Finish Group presented an opportunity for a wider group of Members to review the original Council Strategy document and through the work of the group prepare a refreshed strategy document and first year action plan.
- 1.4 The Task and Finish Group has concluded its review and recommends to Council a new refreshed strategy accompanied with a first-year action plan. The Task and Finish Group has reflected on the role the Council can play in the wider

climate crisis and has identified five Strategic Objectives to help contribute to the fight against climate change.

- 1.5 The overriding aim of the Council's strategy remains to achieve carbon neutrality for Penrith by 2030. The longer-term aim would be to become carbon negative. These aims will be achieved by the delivery of the Strategic Objectives and a series of deliverable action plans. The council will foster collaboration with organisations and communities to achieve its aims.

The Council aims to:

1. Achieve carbon neutrality for Penrith Town Council

2. Engage the community on climate action.

3. Conserve and enhance local biodiversity.

4. Promote low emission transportation options.

5. Increase the number of green projects in Penrith.

- 1.6 To achieve these strategic actions, a set of achievable actions has been identified under each objective. These actions form an action plan for 2024/25 which are set out in Appendix A.
- 1.7 The Strategy includes actions that are considered deliverable in line with the Council's staffing resources and the approved budget. The Council having already approved a Climate budget of £15,000 for the forthcoming financial year. (Full Council, 29 January 2024, Minute PTC23/107)
- 1.8 The Action Plan would be monitored on an ongoing basis and report its progress to the Communities Committee.
- 1.9 The Task and Finish Group has outlined its wish to remain invested in the delivery and review of the Climate Strategy. It may be that the Climate Strategy Group be brought together with the Environmental Task and Finish Group in 2024/25 and that a proposal along with a set of Terms of Reference be brought to Council for consideration in due course.

2. Options Analysis including risk assessment

a) Risk

The strategy is not deliverable and does not have the resources to meet its aims as set out in the action plan.

b) Consequence

Council implementation of the strategy does not meet its intended aims and objectives.

c) Controls Required

Approve the refreshed Climate Strategy and note the reporting arrangements will go to the Communities Committee, and that the Task and Finish Group may be reconvened to assist with an annual review of the strategy and action plan.

3. Financial and Resource Implications

The Council approved a Climate budget of £15,000 for the forthcoming financial year, Full Council, 29 January 2024, Minute PTC23/107. There are no additional staffing resources proposed.

4. Equalities Implications

There are no equalities implications associated with this report.

5. Climate Change and Environmental Implications

The Climate Strategy aims has direct climate and environmental implications.

Appendices

Appendix A – Climate Strategy and Action Plan (as recommended)

Background Papers

- Previous Council Climate Strategy.
- Motion on Notice Review of Climate and Biodiversity Strategy, Full Council, 25 September 2023.

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Penrith Town Council

CLIMATE STRATEGY

2024/25

Foreword

The rapidly warming climate and the collapse of biodiversity are interrelated, and potentially existential crises that humanity has brought upon itself. The crises are global, and ultimately, they require global action. But global action needs to be the sum of the actions of all of us starting in our own communities.

Individually and collectively across the world, we all contribute to the problem. It is incumbent, particularly on those of us who live in countries that have contributed most to the problems, to take responsibility for changing our relationship with our planet.

This requires change in every aspect of the way we live – how we build, how we travel, how we eat, how we produce food and goods, how we produce and consume energy, how much waste we create and how we manage it.

Legislation and action by governments and international institutions is obviously vital, but equally, to achieve the necessary transformation, so is local action by every individual and community.

Recognition of the crisis and the need for local action motivated Penrith Town Council to declare a climate emergency in May 2019 and implement an ambitious Climate Strategy to make Penrith carbon neutral by 2030.

This climate strategy has now been reviewed and updated with a number of strategic objectives being identified resulting in a more focussed and achievable strategy for the Council to implement.

We hope that through these achievable actions, we will be able to progress change from within the council to play a community leadership role on climate change issues including increasing awareness of Climate through taking action to understand and reduce our own emissions.

Councillor Doug Lawson, Chair of Penrith Town Council and Mayor of Penrith

Introduction

In May 2019, Penrith Town Council (the Council) declared a Climate and Ecological Emergency. In March 2020, the Council adopted the Climate Action Strategy outlining our ambition to set Penrith on its journey to carbon neutrality.

The Council established a Task and Finish Group to review its Climate Strategy which has resulted in this refreshed Strategy and Climate Action Plan.

This Strategy sets out the Council's strategic objectives relating to Climate Change along with a deliverable action plan.

The Council is committed to transforming Penrith into a cleaner and greener town which it believes it can achieve through playing a community leadership role on climate change issues. The strategic objectives of this Climate Strategy have been developed with this in mind.

Climate Change

The science of climate change is well established:

- Climate change is real and human activities are the main cause.
- The concentration of greenhouse gases in the Earth's atmosphere is directly linked to the average global temperature on Earth.
- The concentration has been rising steadily, and mean global temperatures along with it, since the time of the Industrial Revolution.
- The most abundant greenhouse gas, accounting for about two-thirds of greenhouse gases, carbon dioxide (CO₂), is largely the product of burning fossil fuels.

Source: Intergovernmental Panel on Climate Change (IPCC)

Effects and Impacts of Climate Change

In 2023, there have been over 38 days that were more than 1.5°C hotter than average – higher than any other year on record. (Natural History Museum)

Climate change has helped drive a fivefold increase in the number of weather-related disasters in the last 50 years. (World Meteorological Organisation)

Winters will be warmer and wetter. Summers will be warmer and drier. We'll have more extremes of weather, and they'll be more intense – with storm surges causing flooding, for example. These changes in our climate will have knock-on effects here in Cumbria. These are likely to include issues with food supply and water quality, loss of wildlife, impact on farming practices, and diseases. (Zero Carbon Cumbria)

What do we need to do to limit Global Warming and act on Climate Change?

To prevent warming beyond 1.5°C, we need to reduce emissions by 7.6% every year from this year to 2030. (EGR, 2019)

10 years ago, if countries had acted on this science, governments would have needed to reduce emissions by 3.3% each year. Every year we fail to act, the level of difficulty and cost to reduce emissions goes up. (EGR, 2019)

If we continue to emit carbon dioxide at current levels, we will exhaust that remaining 1.5°C carbon budget in just six years. (University of Leeds 2023)

Climate Change is a global crisis which requires global action. However, global action needs to be the sum of the actions of all of us starting in our own communities.

Penrith Town Council Strategic Objectives

The Council has reflected on the role it can play in the wider climate crisis and has identified five Strategic Objectives to help contribute to the fight against climate change.

The overriding aim of the Council's strategy remains to achieve carbon neutrality for Penrith by 2030. The longer-term aim would be to become carbon negative. These aims will be achieved by the delivery of the Strategic Objectives and a series of deliverable action plans. The council will foster collaboration with organisations and communities to achieve its aims.

We aim to:

- 1. Achieve carbon neutrality for Penrith Town Council**
- 2. Engage the community on climate action**
- 3. Conserve and enhance local biodiversity**
- 4. Promote low emission transportation options**
- 5. Increase the number of green projects in Penrith**

To achieve these strategic actions, a set of achievable actions has been identified under each objective. These actions will form an action plan for 2024/25.

These actions have been identified below:

1. Achieve carbon neutrality for Penrith Town Council

1.1 Commission a Carbon Audit of Penrith Town Council

Identify the baseline carbon footprint of Penrith Town Council and any resulting actions required arising from the audit.

1.2 Provide climate literacy training for all Councillors and Officers

Upskill and empower staff members and councillors on climate related issues.

1.3 Work to reduce consumption of paper and other resources

The Council uses less paper and colour printing, reduces its energy consumption and considers green travel options for council operations, to reduce mileage consumption.

1.4 Lobby the Cumbria Pension Fund to divest its Fossil Fuel Holdings

Considers whether to write to the Cumbria Pension Fund, through Westmorland and Furness Council asking it to divest its fossil fuel holdings.

2. Engage the community on climate action

2.1 Produce a newsletter on climate change issues

A quarterly newsletter themed around specific climate related issues.

2.2 Identify, promote and make available educational material and training opportunities for use by communities.

Upskill and empower communities on climate change issues.

2.3 Develop options for a Climate Change Hub

Identify the feasibility of a Climate Change Hub in Penrith.

3. Conserve and enhance local biodiversity

3.1 Protect, restore and promote natural habitats and green spaces within Penrith

Ensure the protection of green spaces and natural habitats in the possession of Penrith Town Council and as set out in the Neighbourhood Plan.

3.2 Collaborate with local organisations to enhance conservation

Co-operate with partners to deliver conservation projects in the town.

3.3 Approve a Biodiversity Policy and Action Plan

Have the Council adopt a Biodiversity Policy and Action Plan at a meeting of Full Council.

4. Promote low emission transportation options

4.1 Lobby for public transportation improvements and expanded services

Work in partnership with organisations to deliver transportation improvements and expanded services.

4.2 Lobby for incentives for the use of electric vehicles (e.g. free parking)

Work in partnership with organisations and write to central government to lobby for incentives.

Work in partnership with appropriate organisations to increase the electric vehicle charging infrastructure.

4.3 Support and promote sustainable community transport schemes

Develop a policy and action plan for supporting sustainable and community transport schemes.

5. Increase the number of green projects in Penrith

5.1 Promote the Council's Grant Fund for green and climate projects

To support green and climate focused projects through the Council's established grant fund.

5.2 Create a "Green" Award for Businesses

Work in partnership with Cumbria Chamber of Commerce to sponsor a new Green Award as part of the annual Chamber of Trade Stars of Business Awards.

5.3 Promote and develop new Penrith Town Council green projects

Identify and promote walking routes around Penrith.

Support the implementation of the Local Cycling and Walking Infrastructure Plan.

Invite ideas for and develop green projects.

5.4 Conduct a climate vulnerability assessment to identify at-risk areas

Identify and share data and information with the public and partners.

This Strategy and Action Plan will be regularly reviewed by the Council's Communities Committee. The Council will aim to develop a series of key performance indicators to enable the strategy to be monitored for its impact.

The Council's Communities Committee will receive regular progress reports on the delivery of the annual action plan.

The Climate Strategy and action plan will be reviewed and updated annually.

The Council has approved a budget of £15,000 for the financial year 2024-25 to deliver its Climate Strategy. The Council may further seek to identify grants and external funding.

Penrith Town Council Climate Strategy Action Plan April 2024 – March 2025

| Strategic Objective: Achieve carbon neutrality for Penrith Town Council | | | | | |
|---|---|----------------|--------|-------------|----------|
| Plan Ref | Project | Timescale | Budget | Partners | Progress |
| 1.1 | Commission a Carbon Audit of Penrith Town Council | July 2024 | £1,000 | - | |
| 1.2 | Provide climate literacy training for all Councillors and Officers | July 2024 | £850 | CALC / CAFS | |
| 1.3 | Work to reduce consumption of paper and other resources. | March 2025 | Nil | - | |
| 1.4 | Lobby the Cumbria Pension Fund to divest its Fossil Fuel Holdings. | May 2024 | Nil | PACT | |
| Strategic Objective: Engage the community on climate actions | | | | | |
| 2.1 | Produce a quarterly newsletter themed on climate related issues. (May, Aug, Nov, Feb) Themes to include: Energy Saving Tips, Community Groups & Green Spaces, Carbon Footprint and Transport. | Quarterly | £500 | - | |
| 2.2 | Identify, promote and make available educational material and training opportunities for use by communities – catalogue existing resources. | September 2024 | Nil | - | |
| 2.3 | Identify the feasibility of a Climate Change Hub in Penrith and undertake consultation. | September 2024 | Nil | - | |
| Strategic Objective: Conserve and enhance local biodiversity | | | | | |
| 3.1 | Ensure the protection of green spaces and natural habitats in the possession of Penrith Town Council and as set out in the Neighbourhood Plan | June 2024 | Nil | - | |
| 3.3 | Have the Council adopt a Biodiversity Policy and Action Plan at a meeting of Full Council. | May 2024 | Nil | - | |

Penrith Town Council Climate Strategy Action Plan April 2024 – March 2025

| Strategic Objective: Promote low emission transportation options | | | | | |
|---|--|---|---------------------------|---------------------|--------|
| Plan Ref | Project | Timescale | Budget | Partners | Impact |
| 4.2 | <p>Lobby for incentives for the use of electric vehicles.</p> <p>Work in partnership with organisations and write to central government to lobby for incentives.</p> <p>Work in partnership with appropriate organisations to investigate the increase the electric vehicle charging infrastructure.</p> | January 2025 | Nil | W&F / industry | |
| 4.3 | Develop a policy and action plan for supporting sustainable and community transport schemes. | November 2024 | Nil | Transport Providers | |
| Strategic Objective: Increase the number of green projects in Penrith | | | | | |
| 5.1 | Promote the Council's Grant Fund for green and climate projects | Ongoing | Nil | - | |
| 5.3 | Promote and develop new Penrith Town Council green projects. | | | | |
| | <p>Identify and promote walking routes around Penrith.</p> <p>Invite ideas for and develop green projects.</p> | <p>March 2025</p> <p>September 2024</p> | <p>£1,500</p> <p>Nil*</p> | <p>-</p> <p>-</p> | |
| 5.4 | Conduct a climate vulnerability assessment to identify at-risk areas | January 2025 | - | - | |
| *Projects and ideas presented may require budget. All new projects to be agreed by Committee or Council | | | | | |

FULL COUNCIL

Date: 25 March 2024

Public Report

Matter: Budget Control Statement 2023-24 Expenditure to 29 February 2024

Item no: 11a

Author: Responsible Finance Officer

Supporting Member: Cllr. Shepherd, Chair of Finance Committee

Purpose of Report:

To ratify the budgetary control statement for the eleven-month period to 29 February 2024.

Recommendations:

Ratify the budgetary control statement for the eleven-month period to 29 February 2024.

Law and Legal Implications

The Town Council resolved from 15 May 2023, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence.

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

1. Report Details

A. Budgetary Control Statement (Appendix A)

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

- The full year's Approved Budget for 2023-24, which was ratified by Council on 23 January 2023.
- The budget to date, based on the latest budget for the year. For most headings, this budget to date will be a simple pro-rata of the annual budget (i.e. 11/12ths for the current period).
- Actual income and expenditure to 29 February, based on the matching principle, which means taking account of all income and expenditure which relates to the period, irrespective of when it is paid/received. An exception to the general matching rule is that grants approved but not yet paid at the end of the period are

included as expenditure, on the basis that this gives a truer view of expenditure against budget.

- The variance between the actual income and expenditure and the profiled latest budget for the period. Variances are expressed as favourable (positive) where there is an underspending or increased income, and as adverse (negative and bracketed) where there is an overspending or reduced income.
- The position on the Council's three reserves: its General Reserve, Devolution and Election Reserves, at the end of February. To give a truer view of the General Reserve, it is assumed that contributions to the Devolution Reserve are made during the year at each month-end.

B. Commentary

The statement shows overall underspending from the anticipated position at this time in the year. The following comments concentrate on unusual or unexpected variances.

B.1 Income

Overall income of £469,679 exceeds the profiled budget of £450,722 by £18,957.

- The investment income returns are higher than expected due to the higher than budgeted rates of interest.

B.2 Planning Committee

There has been very little expenditure in the year.

B.3 Communities Committee

Net spend of £61,080 is shown against the profiled budget of £98,083, an underspending of £37,003.

- The Town Projects budget is currently underspent by £22,928. This underspend is mainly due to the reduced Council expenditure on Christmas lights.

B.4 Finance Committee

Net expenditure of £398,627 is shown against the budget to date of £400,933, an underspend of £2,306. This small underspend indicates this budget is being spent as planned.

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

- The individual variances result in an underspending of £55,552 against the profiled total expenditure budget of £518,541. As there is £18,957 more income, there is a net variation of £74,509 on the profiled amount transferrable to the General Reserve.

B.6 Reserves

- The General Reserve is profiled to decrease by £67,819 in the period, it has actually increased by £6,690 to £505,576.

- The Devolution Reserve opened the year with a balance of £156,794, the amount of £19,942 transferrable into the Devolution Reserve is £2,861 higher than profile.
- The Election Reserve opened the year with a balance of £30,000, an amount of £5,000 is budgeted to be added at the end of the financial year.

C. Balance Sheet (Appendix B)

Appendix B shows the Council's balance sheet as at 29 February 2024. The following points may be noted:

- The total invested of £668,353 includes £580,000 placed with CCLA, this will be managed through the year to allow a reasonable return while maintaining a sufficient bank balance to make required payments. In the month £100,000 was transferred to the HSBC bank account for this purpose.
- The VAT debtor of £498 is VAT reclaimed from HMRC in respect of February transactions.
- Prepayments of £6,938 include adjustments for insurance, office rental, licences, subscriptions and maintenance agreements.
- Accruals of £10,800 represent goods and services received before 29 February, 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 £11,536 relates to deductions calculated in the February payroll; the total is due to HMRC for income tax and national insurance and to the Cumbria Pension Fund for employee pensions.
- The Receipts in Advance figure represents income for the period 1 March 2024 to 31 March 2024 already received from Westmorland and Furness Council as precept and grants, together with monies from United Utilities for planting maintenance.

D. Conclusion

The budgetary control statement shows that net spending to 29 February was around £56,000 below the Latest Budget for the period.

Finally, there are no issues arising from the Council's balance sheet at 29 February.

2. Options Analysis including risk assessment

Risk & Consequences

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

Adverse criticism of over or underspending.

Controls Required

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

3. Financial and Resource Implications

This report is concerned solely with financial management.

4. Equalities Implications

There are no equalities implications associated with this report.

5. Climate Change and Environmental Implications

There are no climate and environmental implications associated with this report.

6. Legal Implications

There are no legal implications arising from this report.

Appendices

Appendix A – Budgetary Control Statement Eleven Months Ended 29 February 2024

Appendix B – Balance Sheet as at 29 February 2024

Background Papers

- Transaction and trial balance reports from the Sage accountancy system
- Budgetary Control Working papers.



Penrith Town Council

BUDGETARY CONTROL STATEMENT: ELEVEN MONTHS ENDED 29 FEBRUARY 2024

| Actual 2022-23 | Approved Budget 2023-24 | Heading | Budget to Date | Actual to Date | Favourable/ (Adverse) Variance |
|-------------------|-------------------------------|------------------------------------|-------------------|-------------------|--------------------------------------|
| £ | £ | | £ | £ | £ |
| | | INCOME | | | |
| | | Precept: | | | |
| 455,209 | 468,295 | Council Tax | 429,270 | 429,270 | 0 |
| 7,388 | 7,642 | CTRS Grant | 7,005 | 7,005 | 0 |
| | | Other Income: | | | |
| 13,577 | 15,750 | Investment Income | 14,438 | 33,404 | 18,966 |
| 0 | 10 | Miscellaneous Income | 9 | 0 | (9) |
| 476,174 | 491,697 | TOTAL INCOME | 450,722 | 469,679 | 18,957 |
| | | EXPENDITURE | | | |
| | | PLANNING COMMITTEE: | | | |
| | | Planning: | | | |
| 2,118 | 10,000 | Planning Consultancy | 9,167 | 282 | 8,885 |
| 2,118 | 10,000 | | 9,167 | 282 | 8,885 |
| | | Climate Change: | | | |
| 2,910 | 8,300 | Climate Efficiency | 7,608 | 3,000 | 4,608 |
| 2,910 | 8,300 | | 7,608 | 3,000 | 4,608 |
| 5,028 | 18,300 | Planning Committee Total | 16,775 | 3,282 | 13,493 |
| | | COMMUNITIES COMMITTEE: | | | |
| | | Town Projects: | | | |
| 4,689 | 47,000 | Town Projects | 43,083 | 20,155 | 22,928 |
| 4,689 | 47,000 | | 43,083 | 20,155 | 22,928 |
| | | Arts & Entertainment: | | | |
| 21,474 | 10,000 | Arts & Culture Development | 9,167 | 4,327 | 4,840 |
| 21,474 | 10,000 | | 9,167 | 4,327 | 4,840 |
| | | Grants: | | | |
| 20,283 | 15,000 | Grants | 13,750 | 13,853 | (103) |
| 0 | 20,000 | Signature Grants | 18,333 | 14,965 | 3,368 |
| 20,283 | 35,000 | | 32,083 | 28,818 | 3,265 |
| | | Corporate Communications: | | | |
| 4,839 | 15,000 | Communications | 13,750 | 7,780 | 5,970 |
| 4,839 | 15,000 | | 13,750 | 7,780 | 5,970 |
| 51,285 | 107,000 | Communities Committee Total | 98,083 | 61,080 | 37,003 |

| Actual 2022-23 | Approved Budget 2023-24 | Heading | Budget to Date | Actual to Date | Favourable/ (Adverse) Variance |
|-------------------|-------------------------------|---|-------------------|-------------------|--------------------------------------|
| £ | £ | | £ | £ | £ |
| | | FINANCE COMMITTEE: | | | |
| | | Staffing: | | | |
| 194,747 | 247,200 | Salaries | 226,600 | 230,858 | (4,258) |
| 19,268 | 23,780 | National Insurance | 21,798 | 22,593 | (795) |
| 42,230 | 53,150 | LG Pension Scheme | 48,721 | 48,234 | 487 |
| 3,029 | 500 | Recruitment Expenses | 458 | 567 | (109) |
| 1,282 | 600 | Staff Training | 550 | 735 | (185) |
| 0 | 500 | Conferences | 458 | 0 | 458 |
| 238 | 500 | Staff Expenses | 458 | 64 | 394 |
| 260,794 | 326,230 | | 299,043 | 303,051 | (4,008) |
| | | Accommodation: | | | |
| 7,500 | 7,500 | Rent | 6,875 | 6,875 | 0 |
| 3,104 | 4,000 | Heat, Light & Water | 3,667 | 2,673 | 994 |
| 2,331 | 1,020 | Service Charges | 935 | 2,024 | (1,089) |
| 1,782 | 1,730 | Room Hire & Meetings | 1,586 | 1,649 | (63) |
| 390 | 380 | Insurances | 348 | 358 | (10) |
| 0 | 0 | Letting Income | 0 | 0 | 0 |
| 15,107 | 14,630 | | 13,411 | 13,579 | (168) |
| | | Civic Functions: | | | |
| 76 | 400 | Civic Functions | 367 | 20 | 347 |
| 700 | 700 | Mayoral Expenses | 642 | 700 | (58) |
| 300 | 300 | Deputy Mayor's Expenses | 275 | 300 | (25) |
| 102 | 100 | Civic Regalia | 92 | 486 | (394) |
| 1,178 | 1,500 | | 1,376 | 1,506 | (130) |
| | | Cost of Democracy: | | | |
| 225 | 200 | Annual Meeting | 200 | 30 | 170 |
| | 5,000 | Elections | 0 | 0 | 0 |
| 160 | 1,000 | Members' Training | 917 | 536 | 381 |
| 0 | 200 | Members' Expenses | 183 | 0 | 183 |
| 0 | 1,200 | Notice/Honours Board | 1,100 | 102 | 998 |
| 385 | 7,600 | | 2,400 | 668 | 1,732 |
| 26,800 | 20,000 | IT | 18,333 | 17,686 | 647 |
| 340 | 2,050 | Website | 1,879 | 0 | 1,879 |
| | | Devolved Services: | | | |
| (450) | 800 | Allotments | 696 | 1,598 | (902) |
| 0 | 400 | War Memorial | 367 | 0 | 367 |
| 0 | 1,500 | Benches | 1,375 | 2,968 | (1,593) |
| 3,330 | 3,000 | Bus Shelters | 2,750 | 233 | 2,517 |
| 1,021 | 1,750 | Bandstand | 1,604 | 737 | 867 |
| 653 | 800 | Musgrave Monument | 733 | 220 | 513 |
| 7,426 | 5,500 | Fairhill Park | 5,042 | 6,877 | (1,835) |
| 19,407 | 3,700 | Thacka Beck Field | 3,392 | 1,716 | 1,676 |
| 27 | 300 | Signage, etc | 275 | 0 | 275 |
| 7,991 | 10,000 | Community Caretaker | 9,167 | 8,191 | 976 |
| 6,939 | 18,594 | Contribution to/(from) Devolution Reserve | 17,081 | 19,942 | (2,861) |
| 46,344 | 46,344 | | 42,482 | 42,482 | 0 |
| 0 | 5,000 | Local Government Re-organisation | 4,583 | 0 | 4,583 |
| | | Other Overheads: | | | |
| 3,614 | 3,000 | Printing, Postage & Stationery | 2,750 | 2,659 | 91 |
| 1,166 | 1,450 | Audit Fees | 1,329 | 1,342 | (13) |
| 3,241 | 4,180 | Insurance | 3,832 | 3,130 | 702 |
| 123 | 130 | Bank Charges & Interest | 119 | 277 | (158) |
| 2,205 | 2,900 | Accountancy Fees | 2,658 | 3,960 | (1,302) |
| 1,898 | 1,650 | Legal & Professional Fees | 1,513 | 3,989 | (2,476) |
| 827 | 500 | Licences | 458 | 1,344 | (886) |
| 3,354 | 3,201 | Subscriptions | 2,934 | 2,848 | 86 |
| 16,428 | 17,011 | | 15,593 | 19,549 | (3,956) |
| 1,690 | 2,000 | Repairs & Renewals | 1,833 | 106 | 1,727 |
| 369,066 | 442,365 | Finance Committee Total | 400,933 | 398,627 | 2,306 |

| Actual 2022-23 | Approved Budget 2023-24 | Heading | Budget to Date | Actual to Date | Favourable/ (Adverse) Variance |
|-------------------|-------------------------------|---|-------------------|-------------------|--------------------------------------|
| £ 0 | £ 3,000 | Contingency | £ 2,750 | £ 0 | £ 2,750 |
| (20,000) | 5,000 | Transfer to/(from) Election Reserve | | 0 | 0 |
| 405,379 | 575,665 | TOTAL EXPENDITURE | 518,541 | 462,989 | 55,552 |
| | | | | | |
| 70,795 | (83,968) | INCREASE/(DECR) IN GENERAL RESERVE | (67,819) | 6,690 | 74,509 |
| | | RESERVES: | | | |
| | | General Reserve: | | | |
| 428,090 | 482,605 | Balance brought forward 1 April 2023 | 482,605 | 498,886 | 16,281 |
| 70,795 | (83,968) | Increase/(decrease) in year | (67,819) | 6,690 | 74,509 |
| 498,885 | 398,637 | Balance carried forward | 414,786 | 505,576 | 90,790 |
| | | Devolution Reserve: | | | |
| 149,855 | 164,819 | Balance brought forward 1 April 2023 | 164,819 | 156,794 | (8,025) |
| 6,939 | 18,594 | Contribution from/(to) 2023-24 Budget | 17,081 | 19,942 | 2,861 |
| 156,794 | 183,413 | Balance carried forward | 181,900 | 176,736 | (5,164) |
| | | Election Reserve: | | | |
| 0 | 30,000 | Balance brought forward 1 April 2023 | 30,000 | 30,000 | 0 |
| 30,000 | 5,000 | Contribution from/(to) 2023-24 Budget | 0 | 0 | 0 |
| 30,000 | 35,000 | Balance carried forward | 30,000 | 30,000 | 0 |
| 685,679 | 617,050 | TOTAL RESERVES | 626,686 | 712,312 | 85,626 |
| | | | | | |



Penrith Town Council

BALANCE SHEET AS AT 29 FEBRUARY 2024

| | £ | £ |
|------------------------------------|----------------|-----------------------|
| Investments | | |
| Penrith Building Society | 88,353 | |
| CCLA Public Sector Deposit Account | <u>580,000</u> | |
| | | 668,353 |
| Current Assets | | |
| Debtors | 2,777 | |
| Debtor - VAT | 498 | |
| Prepayments | 6,938 | |
| HSBC Bank Account | <u>103,173</u> | |
| | 113,386 | |
| Current Liabilities | | |
| Creditors | 0 | |
| Accruals | 10,800 | |
| Payroll Control | 11,536 | |
| Receipts in Advance | <u>47,091</u> | |
| | 69,427 | |
| Net Current Assets | | 43,959 |
| | | <u>712,312</u> |
| Represented by: | | |
| Reserves | | |
| General Reserve | | 505,576 |
| Devolution Reserve | | 176,736 |
| Election Reserve | | 30,000 |
| | | <u>712,312</u> |

**INTERIM REPORT BY THE INTERNAL AUDITOR TO
PENRITH TOWN COUNCIL
PERIOD 1ST APRIL 2023 – 31ST DECEMBER 2023.
FINANCIAL YEAR ENDING 31 MARCH 2024**

I confirm I have, on the 6th February 2024 undertaken an interim audit for the period 1st April 2023 – 31st December 2023 in accordance with the Account and Audit Regulations (England) 2015 and incorporating any new requirements as outlined in “Governance and Accountability for Smaller Authorities in England” March 2023

The following areas have been inspected to verify the internal financial procedures and governance documents are appropriate and relevant, to ensure compliance with all statutory and outlined criteria.

A. Appropriate accounting records have been accurately kept throughout the financial year.

Periodic bank account reconciliations were properly carried out during the year.

The Council operates a commercial accounting package – Sage, which is comprehensive and fulfils the requirements needed to complete all monthly and cumulative Income and Expenditure accounts as required by the Regulations. All expenditure and income are coded to the Council’s budgeted headings, allowing immediate identification of spending in each budget sector and enables monthly management accounts to be prepared. There is the additional security by an internal checking system to monitor the accuracy of the data input into the computerised accounts. Backup procedures are undertaken to the Cloud, and Sage to an external hard drive and the system provides a robust procedure to safeguard computer records.

Bank reconciliations are prepared monthly and the signature of a Member on this document and the corresponding bank statement verifies the accuracy of the information.

The council has an Investment Policy, which deals with all cash reserves in excess £100,000. The earmarked sums are clearly designated to specific

commitments; e.g. Election/By-election expenses. A sum of £5000 is allocated annually.

B. The authority complied with its Financial Regulations; invoices supported payments, and VAT was appropriately accounted for.

There is a well-documented process for the awarding of tenders and acquisition of goods and services. All procedures adhere to Financial Regulations.

The record verifies the internal financial controls in the Minutes and signatures on the relevant documents. There is clear segregation from the approval of members of the schedule of payments and the release of funds. Vat is reconciled in the Sage accounts and the reclaims are made monthly. Repayments are made to the Council's bank account and agree with the monthly claims.

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

The Clerk/RFO has a robust process for ensuring that all documents are reviewed at the Annual Council Meeting or scheduled for a set review later in the financial year.

Additionally, reviewed annually are the comprehensive Policies and Procedures

D. The precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored. Reserves are appropriate.

There is clear documented evidence of the budget process with a comprehensive RFO report with accompanying explanations of all budget figures. Outcomes are clearly specified enabling the Council to make informed decisions on the appropriate precept level to fulfil all documented service delivery plans.

Submission is made to Westmorland and Furness Council within the required deadline. The budget is regularly monitored. Earmarked reserves in cash balances are clearly documented.

The General Reserve is appropriate to enable the Council to meet budgeted expenditure.

E. Expected income was fully received based on correct prices, properly recorded and promptly banked. Vat was appropriately recorded

Income other than the precept is minimal and closely monitored and documented. Services charges provided by the Council are reviewed annually.

An Allotment Association with the fee of £450 being paid annually operates allotments.

Other income arises from the hiring of the Band Stand .

F. Petty Cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT accounted and reclaimed

Not relevant. The Council operates Debit Cards held by three officers. A receipt for the acquisition of the goods and/or services verifies all expenditure.

VAT is identified and allocated to the appropriate budget heading.

All expenditure is included in the schedule of payments presented to Council.

G. Salaries to employees and allowances to members were paid in accordance with the council's approvals. PAYE and NI requirements were properly applied.

All staff has a formal contract of employment. Members do not claim allowances.

Salaries paid to staff are documented and subsequent payments are as authorised by the Council. All PAYE, NI, Pension calculations are operated externally. All payments to HMRC and the Pension provider are up to date.

H. Asset and investment registers were complete and accurate and properly maintained.

There is a formal asset register with all substantial and material assets included.

The register is monitored and all acquisitions and disposals are amended as required.

There is formal review and adoption prior to the conclusion of the appropriate year Annual Governance and Accountability Return (AGAR).

All assets are adequately covered by insurance and all are index linked, renewal being May annually with the provider- Hiscox.

J. Accounting Statement.

Correct preparation of the accounts for the AGAR will be confirmed at the final audit for the 2023-2024 financial year.

K. Exemption Authorities.

Not applicable

L. The authority publishes information on a website, up to date at the time of the internal audit in accordance with the relevant transparency code requirements.

The Clerk/RFO has displayed on the website comprehensive information which is in the interests of best practice and provides for the electorate of Penrith Town Council open and transparent detail of the financial and other activity of the Council.

M. The authority has, during the previous year, correctly provided for the exercise of public rights as required by the Account and Audit Regulations.

Regulation 12(3) Accounts and Audit Regulations 2015 requires the Responsible Financial Officer (RFO) to publish a Notice of Public Rights of inspection of accounts for a period of thirty days which must include the first 10 working days in July.

Inspection of document confirms that the RFO has undertaken the obligation. The date the notice was posted being 4th June 2023 with inspection period 5th June 2023 - 14th July 2023.

The publication of the notice notified to Council 9th. May 2023. - Minute No PTC/23/17 B iii.

N. The authority complied with the publication requirements of the prior year AGAR

The Local Audit and Accountability Act 2014 Sct 20(2) & 25 and The Accounts and Audit (England) Regulations 2015 (S1 2015/234) requires a Council to publish, as soon as reasonably practicable, after the conclusion of the audit, a statement on the website advising that the 2022-23 Audit has been completed.

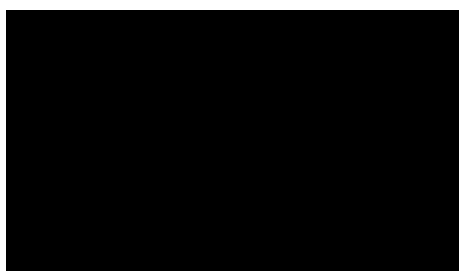
The Clerk/RFO has undertaken the requirement and the Notice of Conclusion of Audit was published on the website 7th September 2023. The conclusion of audit was notified to Council 28th September 2023. - Minute No. PTC23/57.

The 2022-2023 AGAR received no comments from the External Auditor or matters arising, confirming that Penrith Town Council was fully compliant with all statutory obligations under the Accounts and Audit Regulations.

CONCLUSION

The Council's control systems are efficient and effective and give the appropriate level of confidence, that the financial statements and reports reflect a true and accurate account of the Council's finance and governance records.

I express my appreciation to the Officers of the Council for their assistance in facilitating the audit with help and very comprehensive preparation of all required documentation.



Georgina D Airey – Internal Auditor 6th February 2024

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FULL COUNCIL

Date: 25 March 2024

Public Report

Matter: Annual Review of Fees and Charges 2024/25

Item no: 11c

Author: Acting Town Clerk

Supporting Member: Cllr. Shepherd, Chair of Finance Committee

Purpose of Report:

To ratify the proposed Fees and Charges 2024/25.

Recommendations:

Ratify the Fees and Charges for 2024/25.

Law and Legal Implications

The Town Council resolved from 15 May 2023, 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 Details

- 1.1 The Council approved its current scale of Fees and Charges for the year 2023/24 at the meeting of the Finance Committee held on the 20 March 2023, Minute Fin22/97, and ratified by Full Council on 27 March 2023, Minute PTC22/120c.
- 1.2 This report sets out the proposed Fees and Charges for the 2024/25 year which are shown in Appendix A.
- 1.3 The scale of Fees and Charges are proposed to remain the same as the previous year given the Council's positive financial position, and these have been approved by the Finance Committee, 18 March 2024.

2. Options Analysis including risk assessment

a) Risk

Financial and reputational risk arising from a lack of clarity and consistency in charging.

b) Consequence

No established Fees and Charges may lead to a lack of consistency in charging for use of the Council's assets and services resulting in potential reputational damage.

c) Controls Required

Approve a scale of Fees and Charges.

3. Financial and Resource Implications

This report sets out the proposed Fees and Charges for 2024/25. By approving the Fees and Charges provides a consistent charging arrangement for use of the Councils assets and services and provides the Council with an income.

4. Equalities Implications

There are no equalities implications associated with this report.

5. Climate Change and Environmental Implications

There are no climate and environmental implications associated with this report.

Appendices

Appendix A – Proposed Fees and Charges 2024/25

Background Papers

Previous years Fees and Charges reports.

Appendix A – Proposed Fees and Charges 2024/25

| Asset | Group | Cost (£) |
|---|--|---|
| Cornmarket Bandstand | Community Organisations, Charities, Constituted Groups | Free of Charge |
| | Commercial Events | £12.00 per hour; or £30.00 per morning (3 hours) or £42.00 for the afternoon (4 hours) £60.00 Full Day |
| | Private Business Use for Promotional purposes | £12.00 per hour; or £30.00 per morning (3 hours) or £42.00 for the afternoon (4 hours) £60.00 Full Day |
| | Market or Street Traders | £15.00 per day |
| Seats | New bench with plaque including 10 years maintenance. | £1,000 |
| | Plaque fixed to existing new style bench including 10 years maintenance. | £200 |
| | Renewal of seat/plaque including maintenance for further 10 years. | £200 |
| Fairhill Playing Field, and Thacka Beck Field | Registered Charities, schools, and Community Groups delivering community activity, play events, fetes, holiday activity schemes. | No Charge |
| | Private business organisations, commercial events. | £12.00 per hour; or £30.00 per morning (3 hours) or £42.00 for the afternoon (4 hours) £60.00 Full Day |
| | Fun Fairs and Circuses | To be determined on a case-by-case basis by the Finance Committee. |

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FULL COUNCIL

Date: 25 March 2024

Public Report

Matter: Review of the System of Internal Control 2023-24

Item no: 11d

Author: Responsible Finance Officer

Supporting Member: Cllr. Shepherd, Chair of Finance Committee

Purpose of Report:

To ratify the review of the Town Council's system of internal control for the current financial year.

Recommendations:

Ratify the review of the Council's internal control framework, which concludes that the adopted controls are adequate, appropriate, and effective and that they have operated consistently throughout the financial year.

Law and Legal Implications

The Town Council resolved from 15 May 2023, 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 Details

Governance Arrangements

a) Under the Accounts and Audit Regulations 2015, the Town Council must ensure that it has a sound system of internal control which:

- Facilitates the effective exercise of its functions and the achievement of its aims and objectives.
- Ensures that the financial and operational management of the authority is effective.
- Includes effective arrangements for the management of risk.

Additionally, each financial year, the Council must conduct a review of the effectiveness of its system of internal control and prepare an Annual Governance Statement in accordance with proper practices. This report provides that review.

Internal Audit

b) The Regulations also state that the Council must 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. The Council last reviewed its internal audit arrangements in May 2023, when it concluded that those arrangements were effective for the financial year

2022/23. The same arrangements apply to the current year, so it is reasonable to assume that they continue to be effective. This opinion will be reviewed formally in May this year.

Internal Control Framework

- c) The attached framework (Appendix A) summarises the key governance controls operating within the Council. The list of items is not exhaustive, while the headings are included for convenience only. The diagram demonstrates that the Council has all the appropriate elements in place to form a sound framework of internal control.

Review of Effectiveness

- d) During the year 2023/24, the Council has maintained all its policies and procedures, updating them where appropriate. It has complied fully with all the controls identified within the framework and has responded appropriately to new responsibilities. For example, during the year to date, the Council has:
- Maintained the General Power of Competence.
 - Integrated newly elected Councillors.
 - Implemented a new Grants Scheme and Signature Events Grant Policy.
 - Continued to progress its Neighbourhood Plan.
 - Reviewed all risk assessments.
 - Maintained effective internal control and audit arrangements, confirming that internal audit complies with requirements.
 - Monitored key governance requirements.
- e) The agenda for this meeting includes the separate interim report from the Council's Internal Auditor, which confirms that the Council's arrangements are satisfactory in all areas examined. This independent opinion contributes to Officers' own opinion that the controls identified in the framework are adequate, appropriate and effective and that they have operated consistently throughout the 2023/24 financial year to date.

Annual Governance Statement (AGS)

- f) The Annual Governance Statement cannot be prepared until after the end of the financial year, prior to approval of the annual accounts, and will be based on the assurance gained from this review of the internal control framework and the final internal audit report.

2. Options Analysis including risk assessment

a) Risk

Failure to maintain a sound internal control framework.

b) Consequence

Potential vulnerability to loss or irregularity across a range of governance areas. Criticism from internal/external audit; reputational damage.

c) Controls Required

Sound internal controls that are applied consistently and subject to periodic internal and independent reviews of their effectiveness.

3. Financial and Resource Implications

There are no financial implications associated with this report.

4. Equalities Implications

There are no equalities implications associated with this report.

5. Climate Change and Environmental Implications


There are no climate and environmental implications associated with this report.

Appendices

Appendix A – Internal Control Framework.

Background Papers

- Accounts and Audit Regulations 2015
- Interim Internal Audit Report to 2023/24 (01 April – 31 December 2023)

| <div>  Penrith Town Council </div> <div>Appendix A</div> | | | | |
|--|---|---|---|--|
| INTERNAL CONTROL FRAMEWORK 2023/24 | | | | |
| Statutory & Constitutional | Financial Management | Audit | Risk Management | Employees |
| <ul style="list-style-type: none"> • Legislation : <ul style="list-style-type: none"> ◦ Local Government ◦ Health & Safety ◦ Equalities ◦ Information Technology ◦ Freedom of Information • Councillors: <ul style="list-style-type: none"> ◦ Standing Orders ◦ Acceptance of Office ◦ Code of Conduct ◦ Register of Interests ◦ Declaration of Interests ◦ Annual Town Meeting • Code of Corporate Governance • Annual Report • Neighbourhood Plan • Community Engagement • Qualified & experienced Town Clerk & (Acting) • Qualified & experienced In House Solicitor | <ul style="list-style-type: none"> • Financial Regulations • Financial Procedures • Proper Accounting Practices • Procurement Rules • Approval of Expenditure • Approved Budget • Medium Term Forecast • Budgetary Control • Reserves Policy • Investment Policy • Asset Register • Qualified & Experienced RFO | <ul style="list-style-type: none"> • Internal Audit • Government and Accountability for Smaller Authorities • Review of Internal Audit Effectiveness • Code of Audit Practice • External Audit • Public Right of Inspection | <ul style="list-style-type: none"> • Risk Assessments • Health & Safety advice • Legal advice • IT Security • Business Continuity arrangements • Security of Assets • Insurance cover • Due diligence re asset management | <ul style="list-style-type: none"> • Approved establishment • Contracts of employment • Job Descriptions • Staff Policies & Procedures • Staff Handbook • Performance Management |

FULL COUNCIL

Date: 25 March 2024

Public Report

Matter: Policy Review

Item no: 11e

Author: Acting Town Clerk

Supporting Member: Cllr. Shepherd, Chair of Finance Committee

Purpose of Report:

To ratify the reviewed policies and recommended amendments.

Recommendations:

Ratify the following reviewed policies and recommended amendments:

- i. Grants Scheme
- ii. Asset Valuation Policy
- iii. Scheme of Delegation

Law and Legal Implications

The Town Council resolved from 15 May 2023, 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 Details

1.1 The Council has a timetable for the review of its policies. This report includes the review of the Council's Grant Scheme, Asset Valuation Policy and the Scheme of Delegation.

Grants Scheme

(Appendix A)

1.2 The Council approved its latest Grant Scheme at Full Council, 27 March 2023, Minute PTC22/122, whereby it was reported that the process be in place for the financial year 2023/24 after which there will be a review. The current grant scheme includes the following parameters:

- a. The scheme guidance has been simplified using plain language. (from the previous version)
- b. Clearer plain language prompts are provided with word count guidance within the application form.
- c. The subsequent focus of the application form and guidance is organisation set up, the project detail, community benefit, financial and equality and diversity.
- d. Any previous Council grants have been merged in to one application form, other than signature events.

- e. Applicants are eligible to apply for up to £5,000.
 - f. A grant over £1,000 requires a service level agreement.
 - g. Officers are responsible for receiving, reviewing, and awarding all grants; officers of the Council have authority for expenditure and should decide on applications without approval of a committee or Full Council assuming that there is no conflict of interest.
 - h. Grants are awarded in full on application.
 - i. A report goes to Council on a regular basis summarising grants awarded.
 - j. Signature Event grants are determined by Officers and ratified by Council and applicants can apply for up to £5,000 for the same event over the term of a Council.
 - k. Officers use a grant progress tracker to expedite grants.
 - l. Two officers act as leads to oversee the grant process to provide cover in the absence of their colleague, track the application to completion, providing progress updates to the applicant, raising the payment via a remittance and sending the decision letter. Four officers in total review the applications and the lead officer either the RFO or the Economic Development Officer will make the final decision.
 - m. Officers strive to promote grants to ensure that the budget is spent. Publish regular articles in the press and social media about the successful applicants and the impact their projects have had locally and published on the website.
- 1.3 The Acting Town Clerk, Economic Development Officer, Responsible Finance Officer and the Community Services Officer have met and reviewed the first 12 months of the new Grant Scheme. All agreed that the scheme has been an improvement as can be evidenced by the uptake in grant applications received and grants awarded.
- 1.4 It was felt however that some minor amendments are required to the Grant Scheme Guidance and the Application Form. These amendments being intended to provide greater clarity to applicants in some areas. From the officer's own experience and in particular when reviewing the grant submissions the Application Form has been amended so that it is set out in a more logical order and provides greater clarity to applicants. There are no changes to the Grants Scheme parameters as set out in paragraph 1.2.
- 1.5 There are no proposed amendments to the Signature Events Grants scheme.

Asset Valuation Policy

(Appendix B)

- 1.6 There are no recommended changes or amendments to this policy.

Scheme of Delegation

(Appendix C)

- 1.7 The Council's Scheme of Delegation authorises the proper officer and Council officers, committees, subcommittees and task and finish groups of the Council to act with delegated authority in the specific circumstances detailed within the scheme (Appendix C). The Council's Scheme of Delegation is reviewed annually and there are minor highlighted changes in the document for Members attention.

2. Options Analysis including risk assessment

a) Risk

Policies are not up to date, correct and relevant.

b) Consequence

Council implementation of policy may not be in keeping with legislation and best practice.

Reputational risk if policy is not implemented in accordance with approved policy.

c) Controls Required

Approve revised policies.

3. Financial and Resource Implications

There are no financial implications associated with this report.

4. Equalities Implications

There are no equalities implications associated with this report.

5. Climate Change and Environmental Implications

There are no climate and environmental implications associated with this report.

Appendices

Appendix A - Grant Scheme Guidance and Application Form (amended)

Appendix B – Asset Valuation Policy

Appendix C – Scheme of Delegation (amended)

Background Papers

None

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Penrith Town Council

Grant Scheme

Contents

| | |
|---|---|
| Grant Scheme Guidance | 2 |
| What Groups are the grants suitable for?..... | 2 |
| Who we cannot accept applications from? | 2 |
| Important Facts | 3 |
| Your application will be rejected as incomplete | 4 |
| We cannot fund | 4 |
| The kinds of school projects we do not fund:..... | 4 |
| What information you need to provide? | 5 |
| What are our grant conditions? | 7 |
| What happens after you apply? | 8 |

Grant Scheme Guidance

We fund projects based or delivered in Penrith which aim to:

- 1. Improve resources, opportunities, places, and spaces.**
- 2. Start, rejuvenate or enhance projects that matter to local communities.**
- 3. Support people, communities and organisations that are facing increased demands and challenges.**

What Groups are the grants suitable for?

- ✓ Voluntary and community organisation
- ✓ Constituted group or club.
- ✓ Registered charity
- ✓ Charitable incorporated organisation (CIO)
- ✓ Not-for-profit company
- ✓ Community interest company (CIC)
- ✓ School (if your project benefits and involves the communities around the school)
- ✓ Community benefit society

Who we cannot accept applications from?

- ✗ Anyone under 18 years.
- ✗ Individuals.
- ✗ Sole traders.
- ✗ Organisations based outside Penrith unless the project is delivered in Penrith.
- ✗ One organisation applying on behalf of another.
- ✗ Companies that can pay profits to directors, shareholders or members (including Companies Limited by Shares).
- ✗ Organisations applying more than once in a financial year.
- ✗ Religious or political groups.

If your project works with children, young people or vulnerable adults you need to have a policy in place that explains how they will be safe. And we might ask to see this policy, if we decide to give you funding. If you do not have a governing body but think you need this type of policy **we can help you** develop one.

Your project may need insurance, qualifications or affiliations to a governing body. Depending on what you want to do, your project might need:

- Public liability insurance
- Leaders or instructors with special qualifications
- An affiliation to a governing body.

We will assume that you are required to have these in place. If you do not have these in place you must not apply and should seek advice from your governing body.

If you are unsure, we can help you.

Important Facts

- ✓ You can apply for funding to deliver a new or existing activity or to support your organisation to change and adapt to new and future challenges.
- ✓ You can apply for funding for up to £5,000 for up to one year.
- ✓ Applications are ongoing and there is no deadline.
- ✓ We recommend that you apply at least 12 weeks before you want to start the activities or spend any of the money. Before then you cannot spend any of the money or run the activities you need funding for.
- ✓ However, if your grant request is in response to a local emergency, we will endeavour to deal with these grants quickly.
- ✓ We assess applications in the order that they are submitted.
- ✓ We have a limited budget and when the budget has been allocated it will not be topped up until the next financial year.
- ✓ Do not leave any response boxes empty. If a response is not relevant mark, it not applicable.
- ✓ Your application will be viewed more favourably if you have applied to other grant providers to help develop your project.
- ✓ Please send a bank statement/building society or e-statement in the name of your organisation/group no older than 3 months.
- ✓ Do not send any unrequested additional documents.
- ✓ We acknowledge all the applications we receive within two weeks of receipt.
- ✓ If you submit an application and have not heard from us by email after two weeks, please contact us to check whether your application has arrived
- ✓ Successful applicants will be advised in writing or by email.
- ✓ The grant must be used in the year for which it was awarded and for the project you applied for.
- ✓ For grants over £1000 any conditions placed on the funding will have to be met before funds are released and a report to demonstrate how the grant was spent will need to be submitted to the Council within 12 months of the award date.
- ✓ Applicants who are unsuccessful are required to wait a minimum of 12 months from the date of notification before re-applying **for the same project**.
- ✓ **If the project has changed please contact us and we will discuss the possibility of reapplying.**

Your application will be rejected as incomplete

- ☒ If you have not filled in **all** the response boxes.
- ☒ If your organisation/group does not have a bank/building society or electronic account in the name of your organisation or group.
- ☒ If you are unable to provide a bank/ building society statement or e-statement.
- ☒ If your project does not fit in with the key priorities of the Council 1-3.
- ☒ If the project is considered too high risk for public funds to be contributed to it.
- ☒ If the Council does not hold any more funding for grants.
- ☒ If there are any other relevant reason(s), which are considered important enough to warrant refusal to safeguard the Council and the local public funds.

We cannot fund

- ☒ Alcohol
- ☒ Contingency costs, loans, endowments, or interest.
- ☒ Profit-making or fundraising activities.
- ☒ VAT you can reclaim.
- ☒ Religious activities
- ☒ Statutory activities.
- ☒ Activities that improve educational attainment (PHSE, STEM, English, Maths).
- ☒ Overseas travel or projects that take place outside of the UK.
- ☒ Activities that make profits for private gain.
- ☒ Cash that will be given directly to individuals.

The kinds of school projects we do not fund:

- ☒ Projects to improve school facilities or equipment.
- ☒ Projects to help with staff training.
- ☒ Projects that are part of the school curriculum.
- ☒ Projects that involve activities the school should already be providing (like a Project teaching literacy.)
- ☒ Projects that take place during teaching times.

Whilst we can support applications that involve schools, it will be by exception and only if there is wider community benefit. This means it should benefit, and involve, more than just teachers, pupils, and parents of pupils. Projects without significant involvement or benefit to the wider community as the primary focus are unlikely to be prioritised for funding.

We **would** support projects that would be seen as extras to the school's normal curriculum activities and involves and benefits the wider community.

What information you need to provide?

1. All information that you provide should be accurate, up-to-date, and consistent with other information you have given us or information which is in the public domain (e.g., regulatory bodies, your own website, your social media pages or other internet searches).
2. The address of your organisation in your application form and in any other documentation must be your organisation's current registered address. We will accept the home address of a trustee or main contact if your organisation does not have a registered office.
3. It is important that your organisation or group have at least three people on their board, group or committee who are not related. These two people cannot be:

- ☒ Related by blood.
- ☒ Married to each other.
- ☒ In a civil partnership with each other.
- ☒ In a long-term relationship with each other.
- ☒ Living together at the same address.

4. Your governing documents (such as constitutions and memorandum and articles of association) must be up to date. **If you are not constituted we can help you.**
5. We will review how your organisation has managed any previous grants from us and also any previous applications that we have received.
6. We will check the information in your bank/building society/e-statement to ensure that it is consistent with other details you have given us. We may also look at your accounts that are accessible through regulatory bodies such as the Charities Commission.
7. The people named as contacts and signatories on the application form should be aware of the application and the project. Their full legal names as shown on identification documentation should be included (such as passports, immigration documents, driving licences) not alternate names that they may be known by.
8. We ask for the contact details, and home addresses of your signatories. Both contacts need to have different email addresses
9. One person should be someone we can talk to if we have any questions about your project. The other should be a senior member of your organisation, who will be legally responsible for the funding. Both need to live in the UK.

Make sure these are up to date and match up with any information you provide. For example, your bank or building account name must match your organisation or groups name unless you have another recognised accountable body providing this for you.

We need evidence that your organisation/group have:

- A bank/building society/online bank account that requires two signatures.
- A bank building society/online bank statement that meets our needs.

We ask for one bank /building society/online banking account statement dated within the last three months so we can check the account you want us to pay the grant into.

We will not be able to assess your application if you do not have a bank account and bank statement/e-statement that meet the requirements below:

- The bank logo
- Your organisation's legal name
- The address the statements are sent to.
- Your bank's name.
- The account number and sort code
- If all these details are on one page, just send us that page.

What else we would accept?

If you have a new account opened within the last three months, we can accept a bank welcome letter or email instead of a statement. The letter must confirm the date the account was opened and all the account details.

If you are unable to provide a bank/building society/online bank statement, we can accept transaction listings, if they include everything, we'd expect to see on a bank statement:

- The bank logo
- Your organisation's legal name
- The address your bank uses for correspondence.
- Your bank's name.
- The account number and sort code
- Dated transactions listing the most recent three months of expenditure.

What are our grant conditions?

We ask that your organisation:

- ✓ Holds the grant in a UK-based bank/building society account.
- ✓ Have an account is in the legal name of your organisation.
- ✓ That the account is managed by at least two unrelated and authorised individuals in your organisation.
- ✓ No single individual, nor two or more related people, have sole responsibility for any single transaction from authorisation to review and completion.
- ✓ Provide, if we ask for them, evidence of expenditure of the grant, such as original paper or electronic receipts, invoices and bank statements.
- ✓ That the bank/building society or e-account in which you hold our grant funds is regulated either by the Prudential Regulation Authority (PRA) or by the Financial Conduct Authority (FCA) and that it is safeguarded by the Financial Services Compensation Scheme (FSCS).
- ✓ Where you use an e-money account, you need to ensure that the account is safeguarded by The Electronic Money Regulations 2011.

What happens if we identify concerns?

If we have any concerns, we may contact you to try and resolve them but if we reject your application based on these checks, our decision letter will set out our concerns.

Please be aware that:

- We will give you as much information as we can with our decision.
- We will not change our decision if it is based on information you gave us or is in the public domain.
- If you feel that our feedback is incorrect, you may ask us to reconsider our position.
- You may not appeal simply because you disagree with our decision.
- We will tell you our concerns and advise you how to address them.

Please contact the named person in the decision letter.

Can you reapply?

You can, though you should consider our reasons for not accepting your application on this occasion.

Applicants who are unsuccessful are required to wait a minimum of 12 months from the date of notification before re-applying for the same project.

You can apply during this twelve-month period for an alternative project or scheme, and we encourage you to contact us to discuss the possibility of reapplying.

What happens after you apply?

1. You send us your application and we will review your application and may seek further information within 2 weeks of receipt.
2. We will get back to you with a decision in less than 6 weeks.
3. We might give you a call or email you within those 6 weeks, to talk a little more about your idea or ask for more information.
4. If your application is successful and your grant award is less than £1,000, we will send you an email with the good news. We will put the funding in your bank account within 14 days (or sooner, if possible).
5. All grants over £1000 are subject to terms and conditions which we call a service level agreement. This document records how you will use the grant, the time frame, how you will promote the Council's contribution and how you should evidence how you have spent the money. The Council may provide all the grant upfront or in part payments.
6. **When you have had your grant application approved by the Council you can commence your project and spend the funding in accordance with your grant application and or within the terms set out in the service level agreement.**
7. We might check in from time to time to see how things are going.
8. Organisations will be required to acknowledge Penrith Town Council's support in their publicity material, documentation, webpages, or project signage and are expected to positively promote the Council.
9. For our own publicity material, the Council may require photos with agreement from participants and may use the name of the organisation and project.
10. Share your story and let people know about your grant and the amazing work you're doing in your community.



The Grant Scheme is managed by the Town Clerk and Council Officers.

If you need assistance completing the application form,

please contact us:

01768 899 773

office@penrithtowncouncil.gov.uk



Grant Application Form

This application form is designed in Microsoft Word. The document is unprotected, allowing you to add rows to tables if necessary. Please do not alter the format or the content as this may void your application. This form is for an application for a grant of **up to £5,000**. Please read the guidance that supports the application form before you start filling it in. If you have any queries or require assistance with this form, please contact us before you submit the form. If you need any assistance with completion of this form, we are happy to help you, please contact by email to office@penrithtowncouncil.gov.uk or call: 01768 899773.

Section 1 – Your organisation

This helps us understand the type of organisation you are.

Contact Information

Please provide details for two senior contacts. This person will be legally responsible for the funding. They cannot be married to, in a civil partnership with, in a long-term relationship with, living with, or related to the main contact. Please enter below the details of the best person to contact to discuss this application.

| | | PTC only | |
|---|--|----------|--|
| Organisation Name: This must be as shown on your governing document. | | 1. | |
| Full Name of Main Contact: | | 2. | |
| Position in the Organisation: | | 3. | |
| Email: We will use this email address to contact you throughout the assessment process. Telephone: This is the telephone number we will use if we have any questions regarding your application. | | 4. | |
| Address: We will use this address for all correspondence. | | 5. | |
| Full Name of second contact: | | 6. | |
| Position in the Organisation: | | 7. | |
| Email: | | 8. | |
| Address: | | 9. | |

| | | PTC only | |
|--|-------------|----------|--|
| Organisation E-mail Address: Please enter the general email address for your organisation. Unless necessary, this will not be the email address we will use to contact you about your application. | | 10. | |
| Website Address if applicable: | www. | 11. | |
| If your organisation uses a different name in its day-to-day work please state here? This is how you might be known if you are not just known by your legal name (the legal name is on your governing document: | | 12. | |
| When was your organisation set up? This is the date your organisation took on its current legal status. It should be on your governing document. If you do not know the exact date, it can be an approximate date. | | 13. | |
| Base of operations if different from postal address: | | 14. | |

PTC only

Please indicate with a tick if you are a



| | | | |
|--|--|-----|--|
| Penrith Community Group - Unregistered voluntary or constituted community organisation | | 15. | |
| Not-for-profit company | | 16. | |
| Registered charity (unincorporated) | | 17. | |
| Charitable Incorporated Organisation (CIO or SCIO) | | 18. | |
| Community Interest Company (CIC) | | 19. | |
| School | | 20. | |
| Other (please state) | | 21. | |
| Companies House number: | | 22. | |
| Charity registration number: | | 23. | |
| VAT registration number (if applicable): | | 24. | |

Note – if you are applying on behalf of a national organisation the activity which you seek financial assistance must be delivered fully within the Parish of Penrith.

Organisation Governance

Do you have a constitution or similar governing document?



| | |
|-----|--|
| YES | |
| NO | |

| PTC only | |
|----------|--|
| 25. | |

Give a brief description of your organisation.

Briefly describe the range of services your organisation provides and what you do on a daily basis - **300 words**.

| PTC only | |
|----------|-----|
| | 26. |

How is your organisation managed and what governance have you in place?

Describe the frequency of your meetings, how you record your meetings, who attends meetings, who decides your activities, how you promote your group, share its achievements and monitor finances - **300 words**.

| PTC only | |
|----------|-----|
| | 27. |

Who is your work designed to support and what are their needs?

Describe the circumstances or protected characteristics of the people you are supporting and the issues and challenges they face. **-200 words**

| | | PTC only |
|--|-----|----------|
| | 28. | |

Please describe the membership of your organisation.

This must include the number of either/and officers, trustees, directors, staff, volunteers, membership breakdown for instance juniors, seniors and the geographical area your membership is drawn from. – **200 words**

| | | PTC only |
|-----|--|----------|
| 29. | | |

Section 2 Your Project

What would you like to do?

Please describe your project. This should explain the objectives of the project and benefits to the Penrith community. Here are some ideas of what to tell us about your project:

- What difference your project will make?
- Who will benefit from it?
- How long you expect to run it for. This can be an estimate.
- How you will make sure people know about it
- Is it something new, or are you continuing something that has worked well previously? We fund both types of projects.

You can write up to **500 words** for this section.

| | |
|--|----------|
| | PTC only |
| | 30. |

How does your project meet our funding priorities?

We fund projects and organisations based on delivered in Penrith which aim to:

(Please indicate which of these aims your project will address by ticking the box alongside each aim)

- ☐ Improve resources, opportunities, places, and spaces.
- ☐ Start, rejuvenate, or enhance projects that matter to local communities.
- ☐ Support people, communities and organisations that are facing increased demands and challenges.
- ☐ Addresses climate change mitigation in accordance with the Council's Climate Strategy.

Please explain how your project will meet these funding priorities and bring direct benefit to the residents of Penrith?

You can write between **up to 350 words** for this section.

| | PTC only | |
|--|----------|--|
| | 31. | |

Section 3 Community Benefit

Please explain how your project involves your community?

What do we mean by community?

- People living in the same area.
- People who have similar interests or life experiences but might not live in the same area.
- Even though schools can be at the heart of a community, we will only fund schools that also benefit the wider communities.

Tell us how your community came up with the idea for your project. We want to know how many people you’ve spoken to, and how they’ll be involved in the development and delivery of the project.

Here are some examples of how you could be involving your community:

- Having regular chats with community members, in person or on social media
- Local community membership of your organisation
- Regular surveys
- Running events

You can write between **up to 300 words** for this section.

| | |
|--|----------|
| | PTC only |
| | 32. |

What changes do you expect to see because of this funding?

What changes or benefits will there be to the lives of people you help as a result of your services? Why do you believe your work makes a difference? -**300 words**

| | | |
|--|----------|--|
| | PTC only | |
| | 33. | |

If the Council were unable to fund your project, what would the impact be? -300 words for example, would your service not be able to reach all your beneficiaries?

| | | |
|--|----------|--|
| | PTC only | |
| | 34. | |

Section 4 Grant Request

List the costs you would like us to fund:

For grants of more than £1,000 you need to demonstrate that you have sought match funding which means that you have applied to other organisations for grants. You need to tell us that this is in the process of being sought or is already committed. Where these requirements are not met, a clear reason should be given in writing with the application.

| | | PTC only | |
|--|--------------|----------|--|
| A. Total project cost: This is the cost of everything related to your project, even things you are not asking us to fund. | £ | 35. | |
| B. Confirmed financial contributions from other sources. | £ | 36. | |
| C. Unconfirmed financial contributions from other sources. | £ | 37. | |
| D. Grant amount requested from Penrith Town Council. | £ | 38. | |
| When will you spend the money You have 12 months from grant award to spend the money | Date: | 39. | |

| Provide information of confirmed financial contributions from other sources: List the organisations you have applied to and for how much they have approved. Include any financial contribution from your own organisation. The total figure should match that in (B.) above | | PTC only | |
|--|-------------------|----------|--|
| Name of grant awarding body: | Amount (£) | 40. | |
| | £ | | |
| | £ | | |
| | £ | | |
| | £ | | |
| TOTAL | £ | 41. | |

| Provide information of unconfirmed financial contributions from other sources: List the organisations you have applied to and for how much and are awaiting a decision. The total figure should match that in (C.) above. | | PTC only | |
|---|-------------------|----------|--|
| Name of grant awarding body: | Amount (£) | 42. | |
| | £ | | |
| | £ | | |
| | £ | | |
| | £ | | |
| TOTAL | £ | 43. | |

| | | | |
|---|---------------|----------|--|
| Provide information on any in-kind contributions. An in-kind contribution is a contribution of a good or service other than money. Some examples include volunteer labour, donated goods or donated professional advice. Please list any in-kind contributions. Volunteer labour can be shown at £15 per hour, professional labour at £50 per hour and donated goods at the price you would ordinarily pay for them. (Example 5 hours x £50 =£250 – Architect professional labour) | | PTC only | |
| In-kind Contribution description | Amount | 44. | |
| Volunteer Labour | £ | | |
| Professional Labour | £ | | |
| Donated Goods | £ | | |
| TOTAL | £ | 45. | |

List the costs you would like us to fund.

You should use budget headings, rather than a detailed list of items. For example, if you are applying for pens, pencils, paper, and envelopes, using 'office supplies' is fine. Please enter whole numbers only without VAT and with VAT Please be as detailed as possible. The sum of the items should match the amount requested from the Town Council. The total should match that in (D) above.

| | | | | PTC only | |
|--------------|----------|------------|-----|----------------|--|
| | | | | 46. | |
| ITEM | SUPPLIER | BEFORE VAT | VAT | TOTAL WITH VAT | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| TOTAL | | | | | |

Section 5 Bank details

Please provide your bank details. Before you submit your application, you will need to attach a copy of a bank statement that is less than three months old.

Is your bank account in the name of your organisation?

Please tick the statement below which applies to your project:



| PTC only | |
|----------|--|
| 47. | |
| 48. | |

| | |
|-----|--|
| YES | |
| NO | |

Does it require at least two signatories?

Please tick the statement below which applies:



| PTC only | |
|----------|--|
| 49. | |
| 50. | |
| 51. | |
| 52. | |
| 53. | |
| 54. | |
| 55. | |

| | |
|---|--|
| YES | |
| NO | |
| Account Name: | |
| Sort Code: | |
| Account Number: | |
| Bank/Building Society Name: | |
| Confirm you have provided a copy of your account statement that meets our criteria | |

| | |
|-----|----|
| YES | NO |
|-----|----|

Please note that grants are paid electronically into your organisations account, and it is essential that this information is accurate and that you provide a copy of a recent bank statement or e-statement with this application.

Section 6 Equality, Diversity, and Inclusion

We want to hear more about the people who will benefit from your project.

Is your project aimed at a specific group of people or is it open to everyone? If at least 75% of the people you support share characteristics, then your project is for a specific group.

Your specific group may share one or more characteristics. For example, if 80% of the people you work with are female refugees, this means you support a specific group of people. In this example, they share two characteristics — women and refugees.

We know this can only be an estimate. We understand that this may be difficult to work out exactly, especially if this is a new project.

Please tick or cross the statement below which applies to your project:

| | ✓ | PTC only | |
|--|---|----------|--|
| My project is aimed at a specific group of people. | | 56. | |
| My project is open to everyone. | | 57. | |

Who is your project for?

If 75% or more of the people supported or benefitting from your project come from one specific group, tell us who they are. If you select an option, we will ask you to tell us more about that group.

Please tick the statement below which applies to your project:

| | ☑ | PTC only | |
|--|---|----------|--|
| Communities experiencing ethnic or racial inequity, discrimination, or inequality. | | 58. | |
| People with disabilities or challenges | | 59. | |
| Older people (65 and over) | | 60. | |
| Younger people (under 25) | | 61. | |
| Women and girls | | 62. | |
| LGBTQ+ people | | 63. | |
| People who are educationally or economically disadvantaged | | 64. | |
| Specific groups that are not included already: | | 65. | |

Section 7 Terms and Conditions

In order to submit your application, you will need to agree to our terms and conditions.

- ❖ You have been authorised by the governing body of your organisation (the board or committee that runs your organisation) to submit this application and accept the Terms and Conditions on their behalf.
- ❖ All the information you have provided in your application is accurate and complete; and you will notify us of any changes.
- ❖ You understand that we will use any personal information you have provided for the purposes described under our Data Protection and Privacy notice.
- ❖ You accept that if information about this application is requested under the Freedom of Information Act, we **will release it in line with our Freedom of Information policy.**

| | | | |
|--|--|----------|--|
| | | PTC only | |
| Full Name of person completing this form: | | 66. | |
| Position in organisation: | | 67. | |

Declaration

When the application form has been completed, the authorised Trustee or Official of the applicant organisation must sign the declaration below.

I (**BLOCK CAPITALS**) _____

am an authorised representative of and to the best of my knowledge the information provided by my organisation and within this application is correct. If Penrith Town Council agrees to make a grant, this will be used exclusively for the purposes described in this application.

| | | | |
|-------------------|--|----------|--|
| | | PTC only | |
| Signature: | | 68. | |
| Date: | | 69. | |

All applications must be marked "**GRANT APPLICATION**" and sent to:
Penrith Town Council, Unit One, Church House, 19-24 Friargate, Penrith Cumbria, CA11 7XR **Or by Email:** office@penrithtowncouncil.gov.uk

Data Protection and GDPR

The information you have provided in the application will be used only for the purposes of considering, determining and processing the application and in connection with any grant that is approved. The information will be retained for 6 years with the Town Council's financial records. All personal data will be held securely and will not be shared with a third party. The lawful bases which the Town Council will rely on to process any personal information are your consent and that the Council has a legitimate interest in processing it and requires to do so to perform a public task.

How did you hear about our grants scheme?

Please tick any that apply:



| | |
|--------------------------------|--|
| Facebook | |
| Instagram | |
| Town Council website | |
| Town Council Newsletter | |
| Poster | |
| Press article | |
| Friend or family/word of mouth | |
| Other | |

Checklist

Check all the questions have been answered comprehensively.

Provide:

- Copy of a recent bank statements/building society or e-statement – no older than the last three months
- Full contact details for the applicant as well as any registered address for the organisation should be supplied.
- If you are not a registered charity, a copy of the constitution for the organisation if available.

Next Steps:

- Your submitted application will be acknowledged by email once received by the Council.
- Your application will be reviewed by officers.
- If your application is either incomplete insufficient in detail or not eligible we will write to you within 14 working days of acknowledging receipt of your application.
- Your application will be assessed by a panel of officers.
- You will receive a decision on the outcome of your application in writing.

INTENTIONALLY BLANK



Penrith Town Council

SCHEME OF DELEGATION

1. Purpose

This Scheme of Delegation authorises the Proper Officer and Council Officers, committees, subcommittees and task and finish groups of the Council to act with delegated authority in the specific circumstances detailed within this scheme.

Where consultation with others is a requirement of the ability to act, it is clearly set out with whom that consultation should take place.

Any deviation from this scheme should be reported to Council at the earliest opportunity with an explanation of the circumstances in which the breach occurred.

Section 101 of the Local Government Act 1972 provides:

- a That a council may delegate its powers (except those incapable of delegation) to a committee, or an officer.
- b A committee may delegate its powers to an officer.
- c The delegating body may exercise powers that have been delegated.

2. Overview

- a) Members deal with all matters through their collective Council membership and there are no circumstances where an individual Member can issue an instruction to the Clerk or a Contractor. A Member must never act "on behalf of the Council" in the organisation of any function or service, **or at any external meetings**, without written delegated authority to do so.
- b) Mutual respect between the officers and Members is essential for the Council to function effectively. Personal/professional/verbal/written attacks on the officers must be avoided (and would be contrary to the Code of Conduct), as, under the convention of Local Government, Officers are unable to defend themselves from such comments in public. Both Members and the officers must work within the law.
- c) The day-to-day management of Council services, assets and **Council services staff** is the responsibility of the Town Clerk.
- d) Council officers are responsible for advising Members on the making of Council policy and for ensuring that such policy is carried out. Many matters are delegated to the officers, who can make decisions on them working within established Council policies.
- e) The Council's terms of reference for Committees determines which Committee deals with matters, and at which level decisions are taken.
- f) To validate membership of a committee each member should participate in appropriate training within twelve weeks of their appointment to that committee.

- g) The Town Clerk may nominate another named Officer or professional to carry out any powers and duties, which have been delegated to that Officer. Where officers are contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they should also consult the Town Clerk, and must ensure that they obtain appropriate advice from the Council's legal, financial, and other specialist personnel before action is taken.
- h) A record of the decision taken pursuant to delegated powers must be published in accordance with the Openness of Local Government Bodies Regulations 2014, Appendix a, if the scope of the decision extends beyond an agreed budget or if there is no budget and the matter is urgent in nature.
- i) Budgetary delegations are as approved and recorded in Appendix b.

3. Safeguards

The Council may, at any time without prejudice to action taken already, revoke any power delegated to a committee or Officer.

4. Delegation to Officers

- a) The Town Clerk is designated and authorised to act as Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a Proper Officer.
- b) Any delegation to the Proper Officer and Officers of the Council shall be exercised in compliance with the Council's Standing Orders, policies or any conditions imposed by the Council and within law.
- c) Subject to those matters that are reserved for Committee all members of staff shall be responsible and shall have delegated authority for the day-to-day operation and management of his/her/their department and of the services and land for which he/she/they are responsible.
- d) Any matter not reserved for Committee shall be regarded as falling within the day-to-day operation and management of the relevant department and shall be delegated to the appropriate member of staff and shall be exercised in accordance with the principles of delegation.
- e) The Town Clerk shall have authority to issue instructions to individual officers in the performance of their statutory or other duties.
- f) The Town Clerk shall have delegated management authority for the following Services: services, assets, resources, personnel, property, and finance.
- g) The Town Clerk shall be responsible for signing all the Council's Official Notices and for sealing Council documents and is authorised to sign on behalf of the Council any document necessary to give effect to any decision of the Council.
- h) The Town Clerk shall be the Proper Officer for any function of the Council in the absence of any other appointment as specified within this Delegation Scheme.

- i) The Responsible Finance Officer has authorisation to take any proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the Council.
- j) The Town Clerk is given delegated powers to recruit, appoint and manage the Council staff in accordance with the Council's policies, procedures, and budget.

The Town Clerk has authority to:

- k) Manage staff performance and discipline and performance, including the power of suspension and dismissal, in accordance with the policies set and as approved by Council.
- l) Pay staff expenses and allowances.
- m) Provide guidance to the Finance Committee on recommendations for employees' salary reviews, in accordance with the Council's staff appraisal system or similar.

The Town Clerk has authority to manage the land and property of the Council including:

- n) Agreeing the terms of any lease, licence, conveyance, or transfer approved by the Council's solicitors and Finance Committee.
- o) Granting or refusal of the Council's consent under the terms of any lease.
- p) Varying restrictive covenants of a routine nature.
- q) Recommending to Council on the granting of easements, wayleaves, and licenses over Council land.
- r) Initiating legal action or proceedings against unauthorised encampments on Council land.

Officers have authority to:

- s) Incur expenditure up to an approved maximum on any item for which provision is made in an appropriate budget provided that any action taken complies with any legislative provisions.
- t) Use the repairs budget for the maintenance, replacement or repair of existing property or equipment.
- u) Recommend to the relevant Council/committee quotations or tenders for work supplies or services (where tenders are required by the Council's Financial Regulations and Procurement Policy), subject to:
 - i. The cost not exceeding the amount of the approved budget.
 - ii. The quote/tender being the lowest or the one showing best added value to the Council according to the criteria set out in the tender documentation.
 - iii. All the requirements of the Council's Financial Regulations and Procurement Policy being complied with.
- v) Compile, approve, vary, and employ approved contractors subject to the requirements of the Council's Financial Regulations and Procurement Policy.
- w) Recommend to the relevant Council/committee on investing monies held by the Council with a view to obtaining the optimum financial return.

5. Urgent Items

- a) Matters of urgency, as determined by the Town Clerk (or in his/her/their absence the Services and Contracts Manager) shall be delegated to the relevant officer in consultation with the Chair and Vice-Chair of the appropriate Committee subject to a report being made to the next meeting of the appropriate Committee. (Appendix a)
- b) Consultation may be by virtual meeting, email or by telephone.

6. Emergency Matters

- a) In an emergency, the Town Clerk is empowered to carry out any function of the Council.
- b) Matters of emergency, as determined by the Town Clerk or Council Chair, shall be delegated to the Town Clerk (or in his/her/their absence the Services and Contracts Manager). The Town Clerk who will consult (consultation may be by virtual meeting, email or by telephone), with the Council Chair, Vice Council Chair and Chair of each Committees (a minimum of three Members) who may convene without public notice as an Emergency Management Committee. The Chair is required to report to Council at the earliest opportunity.
- c) In an emergency the Town Clerk is empowered to carry out any function of the Council other matters limited to Council and has delegated authority to spend up to £25,000 per transaction where the Council has an approved budget.
- d) An emergency is defined as:
 - i. A matter with significant financial implications greater than £25,000.
 - ii. A matter with significant legal implications
 - iii. A matter related to the conduct of a Councillor or an employee that would potentially amount to gross misconduct or bringing the Council into disrepute.
- e) An emergency as defined in the Council's Emergency Plan:
 - i. Flooding
 - ii. Loss of electricity
 - iii. Pandemic
 - iv. Emerging infectious disease
 - v. Multiple emergencies – e.g., Flooding resulting in a loss of power

7. Matters to be Resolved only by Council

- a) Approve and adopt the budget.
- b) Appoint the Council Chair and Mayor.
- c) Appoint the Council Vice Chair and Deputy Mayor.
- d) Appoint Committee Chair.
- e) Agree and/or amend the terms of reference for committees, deciding on their composition and making appointments to them.
- f) Adopt the schedule of meetings for the ensuing year.
- g) Consider the recommendations of the Finance Committee and adopt the level of expenses that can be claimed by Members of the Council in respect of authorised or approved duties.
- h) Make any decisions which would be contrary to the policy framework.
- i) Determine matters involving expenditure for which budget provision is not made or is exceeded.
- j) Determine matters which do not fall within the remit of any Committee.
- k) Determine matters affecting or likely to affect, another Committee or where consultation with or approval of that other Committee is required.
- l) Set the Precept.
- m) Borrow money.
- n) Receive statutory reports from the Town Clerk.
- o) Consider any matter required by law to be considered by Council.

8. Delegation to Committees

- a) In liaison with the Town Clerk, the Committee Chair have the authority to cancel or postpone a meeting owing to lack of business or in an emergency.
- b) Committee Chair have no other authority other than to chair a meeting of their committee.
- c) Each Committee has delegated authority to decide matters within their terms of reference.
- d) Subject to urgent items, the following matters shall be referred to the relevant Committee or Full Council, where appropriate. Any matter which:
 - Requires a new policy.
 - Requires an alteration to an existing policy (other than a minor amendment).
 - Would be contrary to the policy framework.
 - Involves expenditure, or a reduction in income, for which there is no sufficient budgetary provision.
 - In the opinion of the Town Clerk, cannot in law or in accordance with the Standing Orders be decided by an Officer.
 - Upon which a Committee has requested a report.
 - A Member has requested an item to be put on an agenda.
 - In the opinion of the officer concerned, should be determined by a committee.

9. Sub-Committees

- a) Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the parent committee.
- b) The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.
- c) Members of committees and sub-committees who are not members of Council shall not have a vote.
- d) The Council may appoint standing sub-committees or other committees as may be necessary, and:
 - Shall determine their terms of reference.
 - Shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full Council.
 - Shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings.
 - Shall, subject to standing orders, appoint and determine the terms of office of members of such a committee.
 - Shall determine the place, notice requirements and quorum for a meeting of the sub-committee which shall be no less than three.
 - Shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee.
 - Shall determine if the public may participate at a meeting of a subcommittee that they are permitted to attend.
 - Shall permit delegated areas of responsibility to sub committees including delegated financial powers within the approved budget.
 - May dissolve a committee.

10. Task & Finish Groups

- a) A Task and Finish Group must follow the direction set for it by the Committee or Sub-Committee of the Council or Full Council and for which it was convened. There is to be no transfer of delegated powers from the Committee which has authorized its establishment, otherwise the Council will be acting unlawfully. (LGA 1972s.101)
- b) If urgent expenditure is necessary to enable a Task and Finish Group to achieve its objectives, then this can only be sanctioned through the emergency powers of the Town Clerk.
- c) The Task and Finish Group shall not issue instructions to any officer if, in the opinion of the officer, it is likely to incur expenses or use excessive time without prior authority of the Committee.

- d) Membership of the Task and Finish Group is to be decided at the creation of the group, when the need is identified by a committee or by the Full Council for such an action.
- e) Membership of a Task and Finish Group need not be confined to Members of the Council and can be drawn from the wider community, where specialist skills or knowledge would be helpful to the Task and Finish Group in its work.
- f) The quorum for a meeting of a Task and Finish Group is to be not less than two Councillors.
- g) A Task and Finish Group will be convened solely to meet objectives defined by the appropriate Committee, or Full Council, for the specific task of undertaking a project or detailed study.
- h) The Task and Finish Group shall advise and make recommendations to full Council or to the Committee from which it was formed.
- i) The Chair of a Task and Finish Group will be appointed by the Committee from which it was formed.
- j) The Task and Finish Group shall be convened by its Chair.
- k) Meeting Notes and Reports from Task and Finish Groups shall be sent to the Town Clerk and Chair within two weeks of a meeting taking place.
- l) The Task and Finish Group shall report to the Council or Committee on a regular basis, depending on the length of time set for the Group to conclude its work.
- m) A Task and Finish Group may meet without the need to give public notice and so be able to exclude the public and press without the formality of giving adequate reasons.
- n) A Task & Finish Group may not necessarily have officer support but may seek advice from officers as and when required.

11. Review

This scheme of delegation forms part of the Council's constitution and will be reviewed at least annually or earlier if required.

Those with delegated responsibility are referred to by job title or name, therefore any changes in job titles will trigger a review of this scheme.

Approved 2015: Reviewed annually

Last review and approval: March 2024

12. Appendices

- A. Record of Decision
- B. Summary of responsibilities
- C. Terms of Reference for the Planning Committee
- D. Terms of Reference for Communities Committee
- E. Terms of Reference for the Finance Committee
- F. Terms of Reference for the Staff Sub-Committee
- G. Terms of Reference Emergency Management Committee
- H. Informal Members Briefing Forum

APPENDIX A

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 | |
| 2. | Name of officer making decision | |
| 3. | Details of decision | |
| 4. | Scheme of Delegation reference ¹ | |
| 5. | Legal powers ² | |
| 6. | Consultation undertaken (state dates) ³ | |
| 7. | Matters considered ⁴ | |
| 8. | Alternative options considered and rejected. | |
| 9. | Reason for decision ⁵ | |
| 10. | Financial/budgetary implications | |

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:

¹ Paragraph of the Council's Scheme of Delegation delegating decision to Clerk or another 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.

NOTE: copy to meeting, finance, and publish

APPENDIX B

Summary of Responsibilities for Council & Committees

Not exhaustive

FULL COUNCIL

- GPC and statutory obligations
- Local Government Reorganisation and Devolution – negotiations, planning, infrastructure, and resources development, TUPE etc.
- GDPR compliancy
- Transparency compliancy
- Corporate Governance Framework
- Legal services
- Elections, co-options, and Member's support
- Member training and development
- Freedom of information
- Complaints
- 4 Members to act as signatories to the Council's accounts and investments.
- Policy and performance
- Code of Conduct
- Register of attendance
- Declarations of Interest
- Emergency Planning
- Parking & Movement
- LCWIP
- Borderlands
- Civic pride/activities/ Mayoralty
- Grants
- Regeneration & development projects
- Marketing, tourism, and visitor economy
- Town centre

PLANNING COMMITTEE

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

COMMUNITIES COMMITTEE

- Mental health
- Promotion and support of the voluntary sector
- Young people
- Older people
- Refugees
- **Climate Strategy**
- Arts & culture
- Business
- Sport, leisure, and play
- Health and well-being
- Physical health
- Community Engagement and liaison with community groups

FINANCE COMMITTEE

- Risk management
- Payroll
- Internal and external audit
- Procurement
- Property, estates, and management of assets
- Allotments
- IT and Data security
- Policy
- HR and recruitment, retention, training, and performance monitoring
- Staff sub-committee
- Health and Safety
- Budget and payments management
- Investments
- Precept recommendation
- Contract management
- Public domain maintenance, street cleaning and litter
- Lease, license, and fees management
- Debt monitoring
- Policy development and monitoring
- Town Dressing – greening, in Bloom, bunting, Christmas lights

STAFF SUB COMMITTEE

- Disciplinary and Grievance arrangements
- **Complaints**

APPENDIX C

Planning Committee Terms of Reference

MEMBERSHIP: Up to **Eight** Members of Penrith Town Council.

QUORUM: **THREE** Members of the Committee.

Terms:

- a) The Council's Standing Orders apply to all meetings of the Committee.
- b) The Committee shall be appointed on an annual basis at the Annual Meeting of the Town Council when the Committee Chair will be appointed.
- c) The first order of business of the first meeting of the Committee after its annual appointment will be to elect a Vice-Chair.
- d) Unless the Council directs otherwise, the Committee may arrange to devolve any of its functions to a Sub-Committee or to Officers of the Council.
- e) The Committee will meet monthly.
- f) Meetings shall be open to the public unless the Committee feels it appropriate to exclude the press and public for specific items.
- g) Members of the Committee will receive an agenda and supporting papers in accordance with the Councils Standing Orders.
- h) All Members of the Council will receive an agenda only, sent via email.
- i) Notice of meetings will be published in accordance with the Councils Standing Orders.

Limitations

- a) Only Members of the Committee may vote on agenda items.
- b) Non-Members of the Committee may attend in their capacity as a Councillor and will be allowed to speak on an agenda item with the agreement of the Chair.
- c) Non-Members of the Committee are subject to the same rules as Committee Members regarding confidentiality and the requirements of the Code of Conduct.
- d) Non-Members of the Committee have no more rights at Committee meetings than members of the public.

Responsibilities

- a) Consider and provide responses to planning applications made to Westmorland and Furness Council for planning permission.
- b) Consider and provide responses to any proposals by the Local Planning Authority to make Tree Preservation Orders.
- c) Consider consultation responses to the Government's Planning Inspectorate and other appropriate bodies.
- d) Consider and provide responses with respect to the stopping up, diversion, maintenance, or creation of public rights of way.

- e) Consider and provide responses with respect to footpath/bridleway creation orders, highway adoption orders and other highway notices.
- f) Consider and recommend responses to any proposals with respect to street naming.
- g) Consider and provide responses to proposals with respect to highway and traffic regulation issues and orders.
- h) Develop and implement a Neighbourhood Plan for Penrith.
- i) Delegate areas of responsibility to either a sub-committee or to an office.
- j) Formulate budget recommendation.
- k) Develop policy.

Delegated Powers

The committee has delegated authority:

- a) Respond to all planning matters referring contentious and significant applications to full Council for consideration.
- b) Design, develop and approve policy relevant to the Neighbourhood Plan.
~~and Climate Change Strategy.~~
- c) Financial powers within the approved budget for expenditure related to the Neighbourhood Plan budget.

APPENDIX D

Communities Committee Terms of Reference

MEMBERSHIP: Up to **SIX** Members of Penrith Town Council.

QUORUM: **THREE** Members of the Committee.

Terms:

- j) The Council's Standing Orders apply to all meetings of the Committee.
- k) The Committee shall be appointed on an annual basis at the Annual Meeting of the Town Council when the Committee Chair will be appointed.
- l) The first order of business of the first meeting of the Committee after its annual appointment will be to elect a Vice-Chair.
- m) Unless the Council directs otherwise, the Committee may arrange to devolve any of its functions to a Sub-Committee or to Officers of the Council.
- n) The Committee will meet ~~monthly~~ **up to six times per year**.
- o) Meetings shall be open to the public unless the Committee feels it appropriate to exclude the press and public for specific items.
- p) Members of the Committee will receive an agenda and supporting papers in accordance with the Councils Standing Orders.
- q) All Members of the Council will receive an agenda only, sent via email.
- r) Notice of meetings will be published in accordance with the Councils Standing Orders.

Limitations

- e) Only Members of the Committee may vote on agenda items.
- f) Non-Members of the Committee may attend in their capacity as a Councillor and will be allowed to speak on an agenda item with the agreement of the Chair.
- g) Non-Members of the Committee are subject to the same rules as Committee Members regarding confidentiality and the requirements of the Code of Conduct.
- h) Non-Members of the Committee have no more rights at Committee meetings than members of the public.

Responsibilities

- l) Responsible for the development and implementation of strategies, policies, and projects aimed at improving life at a local level in the context of the priorities identified by the community, the Council Plan, and other corporate strategies.
- m) Support and empower the community in Penrith to bring about social change, improve the quality of life in the local area and shape their own futures.

- n) Responsible for the delivery of Council Communications including forms of engagement which may be virtual, digital, printed or face to face.
- o) Responsible for the implementation, monitoring and review of the Council's Climate Strategy.
- p) The Committee has advisory responsibility for co-ordinating the Council's approach to equalities, democratic engagement, arts, culture, heritage, sustainability, health and well-being.
- q) The Committee meets up to six times a year.
- r) The Committee consists of 6 members, but it may invite representatives from community groups and others to attend with speaking rights.
- s) Members of the Council with an interest or experience in a priority may join the committee on a short-term basis.
- t) Delegated financial powers within the approved budget for expenditure related to all activities of the committee.
- u) Officers of the Council will report to the committee regarding progress on work plans and expenditure.
- v) The committee and officers have authority to respond to urgent emerging matters that impact upon service delivery or the community of Penrith.

APPENDIX E

Finance Committee Terms of Reference

MEMBERSHIP: No less than **SIX** Members of Penrith Town Council.

QUORUM: **THREE** Members of the Committee.

Terms:

- a The Council's Standing Orders apply to all meetings of the Committee.
- b The Committee shall be appointed on a Council term basis.
- c The Committee Chair will be appointed on an annual basis at the Annual Meeting of the Town Council.
- d The first order of business of the first meeting of the Committee after its annual appointment will be to elect a Vice-Chair.
- e Unless the Council directs otherwise, the Committee may arrange to devolve any of its functions to a Sub-Committee or to Officers of the Council.
- f The Committee will meet bi-monthly.
- g Meetings shall be open to the public unless the Committee feels it appropriate to exclude the press and public for specific items.
- h Members of the Committee will receive an agenda and supporting papers in accordance with the Councils Standing Orders.
- i All Members of the Council will receive an agenda only, sent via email.
- j Notice of meetings will be published in accordance with the Councils Standing Orders.

Limitations

- a) Only Members of the Committee may vote on agenda items.
- b) Non-Members of the Committee may attend in their capacity as a Councillor and will be allowed to speak on an agenda item with the agreement of the Chair.
- c) Non-Members of the Committee are subject to the same rules as Committee Members regarding confidentiality and the requirements of the Code of Conduct.
- d) Non-Members of the Committee have no more rights at Committee meetings than members of the public.

Responsibilities

- a) Ensure the preservation of probity and good financial practices within the Council and annually review the financial practises of the Council.
- b) Provide guidance to Committees and Council on overall levels of income and expenditure.
- c) Consider the annual draft budget and recommend the draft precept to Full Council.

- d) Authorise all income and expenditure.
- e) Receive financial reports and monitor and report to Full Council.
- f) Review the Council's Investment Strategy and monitor compliance.
- g) Manage the Council's reserves and the arrangements for investments making recommendations to Council where appropriate.
- h) Consider and award contracts for work.
- i) Ensure that lawful procurement procedures followed including the publication and results of tenders.
- j) Implement the procurement/tender procedures for contracts more than £25,000.
- k) Review all policies and procedures ensuring that all policies and procedures are compliant with statutory requirements.
- l) Review the Council's Asset Register.
- m) Monitor financial risk and ensure that adequate financial risk management is in place.
- n) Review the Council's insurance on an annual basis and ensure that the Council's property is adequately insured.
- o) Consider use, upkeep, leases, licences rents and fees for any facilities / buildings, **land and assets**.
- p) Responsible for the efficient and effective management **and development** of the Council's **buildings, land and assets**.
- q) Debt monitoring and recovery to be the responsibility of the Committee (above a de minimis level of £7,000).
- r) Consider the Internal Audit and External Audit reports, and report findings and recommendations to Full Council and implement any required audit actions.
- s) Ensure that PAYE, NI, and pension payments are appropriately deducted from employees' salaries and paid as required by law.
- t) Make recommendations to Full Council on matters related to pay and pensions for the Town Clerk.
- u) Resolve pay, pensions & conditions for all other Council staff as required.
- v) Recruitment of all staff except the appointment of the Town Clerk, which, by recommendation of this Committee, must be approved by Full Council.
- w) Delegate areas of responsibility to either a sub-committee, or an officer.
- x) Consider the recommendations of the Staffing Sub-Committee a standing subcommittee of the Finance **and Resources** Committee.

Delegated Powers

The committee has delegated authority:

- a) Review and monitor the income and expenditure of the Council as a whole.
- b) Delegated financial powers within the approved budget.
- c) Authority to oversee insurance of the Council's property.
- d) Recover debts on behalf of the Council.
- e) Award contracts.
- f) Recruit staff.

APPENDIX F

Staff Sub-Committee Terms of Reference

MEMBERSHIP: ~~SIX~~ **SEVEN** Members of Penrith Town Council.

QUORUM: **THREE** Members of the Committee.

Terms:

- a) The Council's Standing Orders apply to all meetings of the Committee.
- b) The Committee shall ~~be appointed on an annual basis at the Annual Meeting of the Town Council when the Committee Chair will be appointed~~ **be made up of those Members who have been appointed to the Council's Finance Committee.**
- c) **The Committee Chair will be the same Member who is the approved Chair of the Finance Committee.**
- d) The first order of business of the first meeting of the Committee after its annual appointment will be to elect a Vice-Chair.
- e) Unless the Council directs otherwise, the Committee may arrange to devolve any of its functions to a Sub-Committee or to Officers of the Council.
- f) The Committee will meet ~~bi-monthly~~ **as required.**
- g) Meetings shall be open to the public unless the Committee feels it appropriate to exclude the press and public for specific items.
- h) Members of the Committee will receive an agenda and supporting papers in accordance with the Council's Standing Orders.
- i) All Members of the Council will receive an agenda only, sent via email.
- j) Notice of meetings will be published in accordance with the Council's Standing Orders.

Limitations

- a) Only Members of the Committee may vote on agenda items.
- b) Non-Members of the Committee may attend in their capacity as a Councillor and will be allowed to speak on an agenda item with the agreement of the Chair.
- c) Non-Members of the Committee are subject to the same rules as Committee Members regarding confidentiality and the requirements of the Code of Conduct.
- d) Non-Members of the Committee have no more rights at Committee meetings than members of the public.

The committee may not consider:

- a) Complaints by one Council employee against another Council employee or between a Council employee and the Council as employer. These matters are dealt with under the Council's disciplinary and grievance procedures.
- b) Complaints against Councillors. Complaints against Councillors are covered by the Code of Conduct for members adopted by the Council. Complaints

will be referred to ~~the District Councils Standards Committee~~ **Westmorland and Furness Council, Monitoring Officer.**

- c) Termination of employment of staff which is to be reserved for a Council decision.

Responsibilities

- a) Investigate complaints about Council administration and procedures.
- b) Investigate complaints about Council employees.
- c) Delegate responsibilities and receive recommendations.
- d) Convene a panel for Grievance and Disciplinary arrangements and appeal.

Delegated Powers

The committee has delegated authority:

- a) Resolve the outcome of a formal complaint.
- b) Refer a complaint to Full Council if necessary.
- c) Resolve the outcome of a complaint via Grievance and Disciplinary Panel.
- d) Approve and make recommendations to the Full Council via the Finance Committee.

Grievance and Disciplinary Panel Arrangements

- a) The Panel shall entirely consist of Councillors.
- b) Members are appointed to the Grievance and Disciplinary Panel from the Staffing Sub-Committee when required with a pool of deputies also appointed in event of conflict of interests from members of the Finance Committee and remaining members of the Staff Sub-Committee.
- c) Meetings will be called on an ad-hoc basis as required, called by the Town Clerk and with notice given to the relevant employee.
- d) A minute taker will be present throughout the proceedings.
- e) The Panel will follow the procedure set out in the ACAS Grievance and Disciplinary Procedures.
- f) The Panel has no delegated financial powers.

Appeals Panel Arrangements

- a) Any Member who has been involved in the original Grievance or Disciplinary Panel shall not form part of the Appeals Panel.
- b) The Appeals Panel will be appointed **and be made up of three other Members of the Council** when any appeals against dismissal, grading, disciplinary proceedings, and grievances by employees of the Council are made.
- c) The Town Clerk will call the meeting and notice will be given to the employee.

- d) A minute taker will be present throughout the proceedings.
- e) The Panel will follow the procedures set out in the Disciplinary Procedure.
- f) The Panel has no delegated financial powers.

APPENDIX G

Emergency Management Committee Terms of Reference

- a) The Committee will be summonsed to consider matters of emergency, as determined by the Town Clerk (or in his/her absence another Officer).
- b) The Membership shall be the Council Chair and Vice Chair and Chair of all Committees.
- c) Quorum is THREE.
- d) The Committee may have to convene without public notice as an Emergency Management Committee, depending on the timing and nature of the emergency.
- e) The meeting will be minuted.
- f) The Council Chair is required to report to Council at the earliest opportunity.
- g) An emergency is defined as:
 - i. A matter with significant financial implications greater than £10,000.
 - ii. A matter with significant legal implications.
 - iii. A matter related to the conduct of a Councillor or an employee that would potentially amounts to gross misconduct or bringing the Council into disrepute.

APPENDIX H

Informal Members Briefing Forum

- a) The Council's Members will meet informally.
- b) There will be no public notice of the meeting and no agenda.
- c) These meetings are not open to the public.
- d) The Forum has no powers to make conclusions or decisions on the events/items themselves nor can any preconceived policy line be determined.

Purpose:

- a) To brief Members on forthcoming events.
- b) To improve communication.
- c) To provide an opportunity to voice ideas, concerns, suggestions.
- d) To provide an opportunity to develop skills & knowledge.
- e) To enhance a greater understanding of how the Town Council operates.

Records of Group Meetings

The briefing is an informal meeting which does not require a public notice nor agenda and the proceedings are not minuted formally in the style of the **Council**.



Penrith Town Council

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

ASSET VALUATION POLICY

This policy has been formulated by the Town Council to meet the requirements of statutory proper practice as issued under the Accounts and Audit Regulations 2015. The Council maintains an up to date register of its fixed assets and long-term investments. The register includes a description of each asset, date of acquisition, purchase price or proxy value and insurance value. The register provides the basis for the asset values reported in statutory returns.

Small value assets up to a value of £100 are considered de minimis and not included in the register. IT software is an intangible asset and is not treated as a fixed asset. A newly acquired asset is added to the register at the date of acquisition. It is assigned to a particular category which both groups similar assets and determines the basis of their valuation:

- a. The following categories of asset have a nominal proxy value of £1:
 - i. Community Assets, i.e. assets that do not have a functional purpose or any intrinsic resale value;
 - ii. Gifted assets; and
 - iii. Assets transferred from other authorities, eg under a devolution scheme.
- b. Leased assets are included in the register for management purposes only, with no value attached.
- c. All other categories of asset are valued at their actual purchase cost, unless this is not known, in which case a proxy cost is applied. This proxy value is taken to be the insurance value of the asset at the date of acquisition.

Where the acquisition date of an asset is not known, it is included in the asset register at the earliest opportunity, recording the date of its recognition. The value of an asset is not altered unless, in the case of assets recorded at actual purchase cost or at a proxy insurance value, there has been subsequent expenditure which materially enhances the asset or substantially increases its life. On the disposal of an asset, its register value is reduced to nil at the date of the disposal.

Approved: 20 May 2019

Review: Annual

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Penrith Town Council

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

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

PLANNING PROTOCOL

Delegation of Powers to Deputy Town Clerk

Introduction

A parish or town council cannot grant or refuse planning permission, but it can offer its opinion as a statutory consultee and try to influence specific decisions and planning policy. The Councils strength lies in local knowledge. The real decision makers are found in the local planning authority, the Unitary Council. Unitary Councils produce development plans. These set out in the local planning policy and proposals for the area. They identify where development can and cannot take place, the natural and the built environment, and the management of traffic. Although there are a number of exceptions, anyone wishing to develop must apply to the Unitary Council for planning permission. The Unitary Council will publish the planning lists every Monday morning with the live application. The Town Council is normally given 20 days to comment on the application with the deadline for responses shown on the application on the Unitary Council website.

Where a Town Council submits comments on a planning application, the planning authority, is required to consider the Town Council's comments. The Unitary Council Planning officers will consider all the comments received and reflect these in the report made to the appropriate Unitary Council Planning Committee.

As well as determining planning applications, the Unitary Council has an enforcement role. If development appears to have taken place without permission or if the development is more extensive than given in the planning consent, the Unitary Council's enforcement officer may be invited to visit the site and take any necessary follow up action.

There are situations where a member serves on both the Town Council and the unitary planning authority. In such a situation there is no reason why the member cannot consider the planning application at both Town Council and unitary planning authority level subject to certain requirements:

- Having expressed a view at a meeting of the Town Council, it is necessary for the member to consider the matter afresh at a meeting of the planning authority. The member cannot deal with the planning application before the planning authority with a closed mind.

- A member, who, perhaps, makes a statement at the Town Council meeting saying he/she has made his mind up on a particular planning application will find himself disqualified from consideration by the planning authority and, if he/she participates, runs the risk of challenge.
- In all cases a member must ensure that he or she does not participate or vote on a matter, if he or she has a disclosable pecuniary interest in that matter or if to do so would be a breach of the relevant council's code of conduct for members.

Permission will usually be granted if the development complies with the policies of central, regional or local government.

Who makes decisions on planning applications?

Westmorland & Furness Council is the Local Planning Authority (LPA). Penrith Town Council is a statutory consultee on planning matters affecting the parish of Penrith and any observations or comments raised by the Town Council must be considered by the Planning Authority.

Can the public see the plans?

All copies of planning applications are available for inspection by members of the public at Westmorland & Furness Councils offices or on their website at <https://planningregister.westmorlandandfurness.gov.uk/>

What does Penrith Town Council do?

Penrith Town Council Planning Committee meetings take place monthly to discuss relevant planning applications. These meetings are open to the public and press. If additional meetings are called, notices will be placed on the notice boards in the Town Council Offices at Friargate, Angel Lane and on the website at <https://www.penrithtowncouncil.co.uk/meetings/planning/> in the normal manner.

Can the public ask a question or make a comment to town councillors?

During the meeting members of the public are able to speak in relation to a planning application. Any member of the public must let the Council know that they wish to speak by 9am on the day of the meeting by giving their name and address to the Clerk. Those wishing to speak have a maximum of 3 minutes to make comments which must be restricted to material planning considerations only.

Information on how to make representations on a planning application can be found at <https://www.penrithtowncouncil.gov.uk/meetings/planning/supporting-opposing-planning-application/>

Once all comments have been taken, the Town Councillors will formulate their response. Council's comments are forwarded to the Unitary Council within the legal timescale given on their website.

Responsibilities

- To maintain an effective planning consultation process.
- To encourage sensitive and high-quality development within the Town Conservation areas.
- To participate fully in the development and implementation of local plans, policies and interests in order to ensure that these have a beneficial impact on Penrith.
- To seek to obtain legitimate planning gain (Section 106 money) for the town from all major developments in Penrith.
- To report any suspected planning enforcement issues to the Local Planning Authority for consideration.

Process and Delegation

Wherever possible planning applications will be considered at the Town Council's monthly Planning Committee Meetings. When this is not possible the Council may call an Extra Ordinary Planning Committee Meeting, defer to a Full Council Meeting or delegate the power to respond to minor applications to the Deputy Town Clerk. Penrith Town Council Office sends the planning application details to all Councillors on the Planning Committee as soon as they are received.

The terms of the delegation arrangement with respect to planning applications are:

- a) The Deputy Town Clerk has delegated powers to respond.
- b) The Deputy Town Clerk may consult with councillors informally to obtain their general consensus.
- c) The Deputy Town Clerk may consult informally with appropriate councillors to clarify issues and information before exercising their judgement with respect to a planning application.
- d) If there is a strong difference of opinion between Councillors, the Deputy Town Clerk will request additional time from the Local Planning Authority to enable the application to be considered at the Town Council's Planning Committee.
- e) The Deputy Town Clerk is required to report to the Chair before making a decision.
- f) The Deputy Town Clerk in exercising delegated powers, is required to make an objective decision, i.e. the Chair cannot instruct the Deputy Town Clerk how to exercise their delegated authority.

Types of Application

Minor applications such as satellite dishes, limited signage or the erection of a conservatory or an extension, the change of use of a shop to residential etc. to which the Council is likely to have 'No Objection' may be delegated between meetings to the Deputy Town Clerk:

- If a planning consultation deadline falls between meetings the Council may delegate authority to the Deputy Town Clerk to submit a response to meet the consultation deadline.

- If there is no opportunity to consider an application at a meeting it may be necessary to delegate responsibility for deciding on the Council's observations on a planning application to the Deputy Town Clerk.
- This will most likely occur when the Council does not meet before the planning authority's deadline and the Council does not wish to convene a meeting.
- It is legal for a council to delegate decision making to an officer, i.e. the Clerks, but not to a councillor or councillors or Chair.

Decisions taken by the Deputy Town Clerk must be reported to the next full meeting of the Council and be minuted.

Major applications covers significant planning applications such as large housing or supermarket developments, developments with environmental impacts, applications within conservation areas, those on listed buildings and potentially controversial applications. These applications are presented to Committee.

The practice at the meeting will be to invite the public who have indicated that they wish to speak to do so and raise any items of concern, thus enabling the Council to fulfil its representational role. Each member of the public may speak for 3 minutes. An organisation may make representation on behalf of a number of residents.

Before the meeting, members of the Planning Committee may go to look at the site and any neighbouring properties. They must not get into any discussion with the applicant or any objectors or go onto privately owned ground. The member or officer may also consult the Unitary Council Planning Office and consult with a Planning Officer to get further information or clarity on any item of particular concern before presenting the application to the next meeting of the Planning Committee.

A councillor's view on whether or not to object to a planning application can only be validly expressed during a properly convened meeting.

Where are the decisions whether to grant permission or not made?

Simple planning applications are decided by officers of Westmorland & Furness Council under their delegated powers but contentious planning applications may be considered at a Unitary Council Planning Committee Meeting. Included in the Unitary Council Officer's report on each planning application will be the relevant Town Council's comments, if any. Local residents may attend the Unitary Councils Planning Committee Meeting and ask questions at the meeting and write in beforehand.

Copies of the Agenda of the Planning Committee Meeting will be available from Westmorland & Furness Council at

<https://westmorlandandfurness.moderngov.co.uk/mgCalendarMonthView.aspx?GL=1&bcr=1>

Material Planning Considerations

All comments on planning applications must be based on material planning matters, including:

- Local, strategic and national planning policies.
- Emerging new plans which have been through at least one stage of public consultation
- Pre-application planning consultations carried out by or on behalf of the applicant
- Government and Planning Inspector requirements
- Previous appeal decisions
- Principles of case law
- Loss of sunlight (based on building research establishment guidance)
- Overshadowing / loss of outlook
- Overlooking and loss of privacy
- Highways issues
- Noise or disturbance resulting from use
- Smells and fumes
- Physical infrastructure
- Social facilities
- Storage and handling of hazardous materials and development of contaminated land
- Trees
- Adverse impact on nature conservation
- Effect on listed buildings and conservation areas
- Incompatible or unacceptable uses
- Local financial considerations
- Layout and density of building design
- Landscaping

Planning comments cannot include:

- Matters controlled under building regulations
- Private issues between neighbours
- Problems regarding construction
- Principle of development
- Personal circumstances of the applicant
- Previously made objections/representations
- Factual misrepresentation of the proposal
- Business competition
- Loss of property value
- Loss of view.

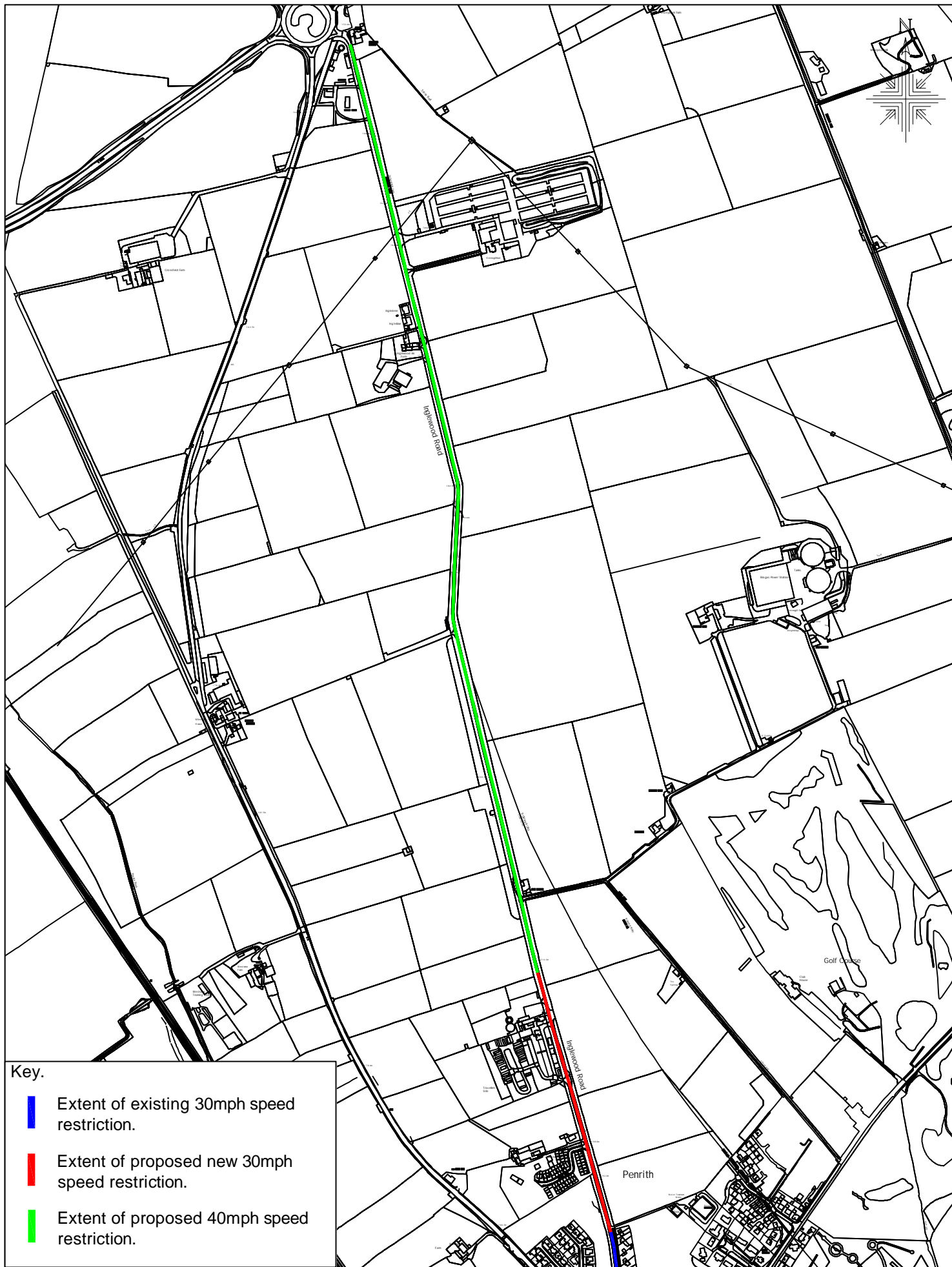
It is important that all comments are clear, concise and accurate. The Council should record if it "Supports" or "Objects" to the application or can record 'no comment' and may record member's observations.

It helps if the Council suggests conditions it would like to see imposed if the local Planning authority permits the application.

Penrith Town Council staff prepares and send the comments of the Committee to the Unitary Council within five clear days of the Planning meeting or sooner if required.

Approved: **Review: May 2027**

Appendices:
Planning Portal Links



Key.

- █ Extent of existing 30mph speed restriction.
- █ Extent of proposed new 30mph speed restriction.
- █ Extent of proposed 40mph speed restriction.



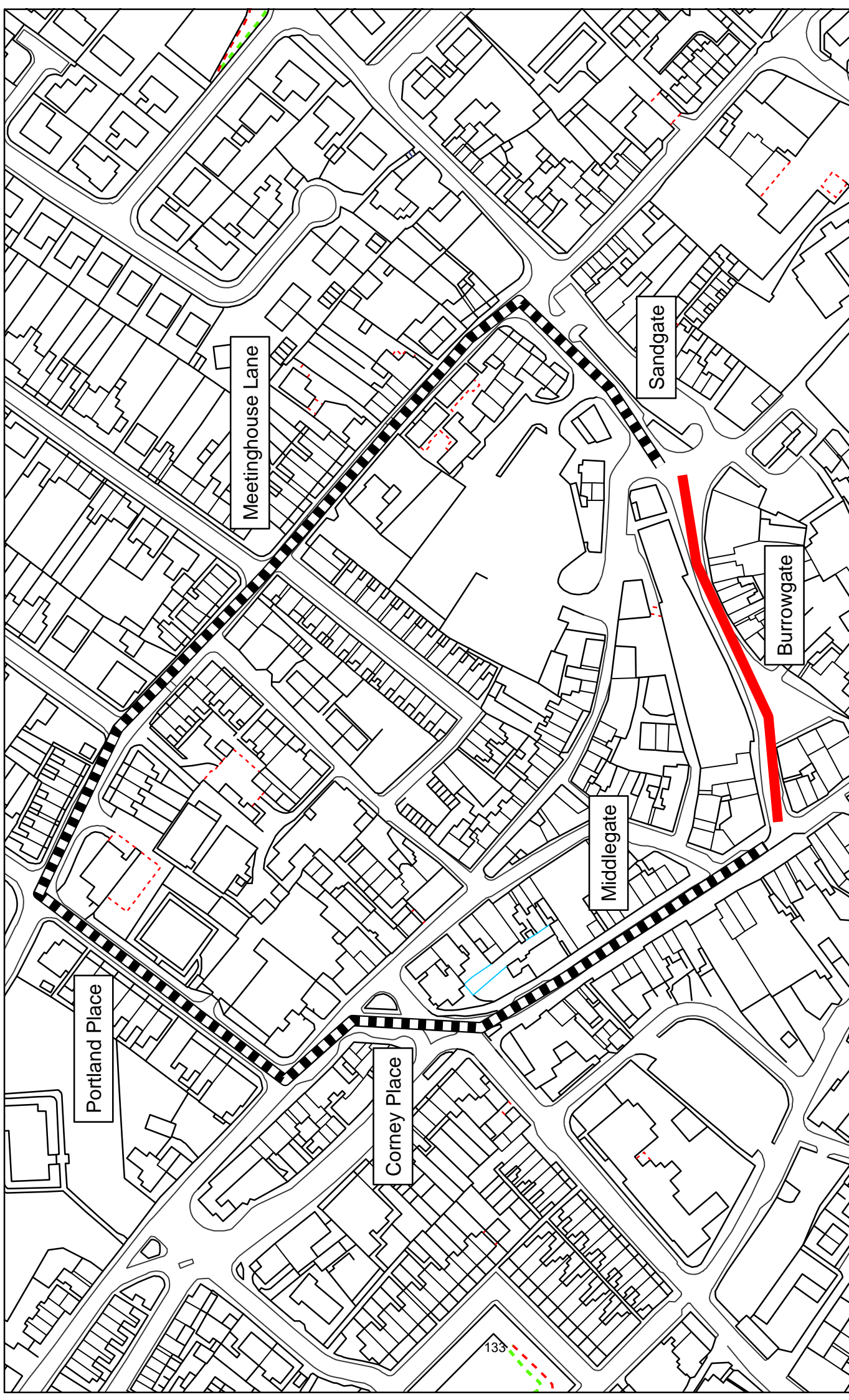
**Westmorland
& Furness
Council**


Skirsgill Highways Depot
Skirsgill,
Penrith. CA10 2BQ

Proposed new 30mph & 40mph Speed Restrictions Inglewood Road Penrith Grid Ref 351037,531502

Crown Copyright Licence LA 100019596

| | | | |
|-------------|--------------------------------------|----------|----------|
| Drawing No: | Inglewood 30 & 40 - 02.24 | | |
| Scale : | NTS | Date: | 29/02/24 |
| Drawn: | JBM | Checked: | DE |



| | | |
|---|--|---------------|
|  | Grid Ref | 351578 530252 |
| | U3522 Borrowowgate, Penrith Proposed Prohibition of driving restriction between the hours of 22:00 Saturday and 03:00 Sunday and at times of other significant occasions | |

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[REDACTED]
Project Director
A66 Northern Trans-Pennine project
National Highways
5th Floor, 3 Piccadilly Place
Manchester
M1 3BN

8 March 2024

Dear colleague,

I'm writing to inform you that on 7 March 2024, the Secretary of State for Transport approved the Development Consent Order (DCO) for the A66 Northern Trans-Pennine project.

As you know, the A66 plays a huge role in the life of nearby communities. It connects people to jobs, education, health, goods, holiday destinations and other essential services.

The A66 Northern Trans-Pennine project will help support the regional and local economy. As you're aware, the A66 is currently prone to collisions and long delays. By dualling the remaining 18 miles of single carriageway, we will make the road between Penrith and Scotch Corner safer and more reliable for the thousands of people who use it every day.

Following the announcement, there is a six-week period in which parties can lodge an intention to legally challenge the DCO decision, via the Planning Inspectorate.

You can read more about the Secretary of State's decision on the [Planning Inspectorate's website](#).

For more updates on the A66 Northern Trans-Pennine project, you can follow us on Twitter, Facebook or log on to our web page <https://nationalhighways.co.uk/our-roads/a66-northern-trans-pennine>

In the meantime, if you have any queries, please do not hesitate to contact me on A66NTP@nationalhighways.co.uk.

Yours sincerely,

[REDACTED]

Project Director

A66 Northern Trans-Pennine project

FULL COUNCIL

Date: 25 March 2024

Public Report

Matter: Freedom of Information Requests

Item no: 16

Author: Deputy Town Clerk

Supporting Member: Councillor Doug Lawson, Council Chair

Purpose of Report:

To note the report.

Recommendations:

- i. That the report be noted.

Law and Legal Implications

The Town Council resolved from 15 May 2023, 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 Details

- 1.1 The Freedom of Information Act 2000 provides public access to information held by public authorities. Public authorities are obliged to publish certain information about their activities and members of the public are entitled to request information from public authorities.
- 1.2 The act covers any recorded information that is held by a public authority. Recorded information includes printed documents, computer files, letters, emails, photographs and sound or video recordings.
- 1.3 The act does not give people access to their own personal data ie information about themselves. This information is provided under a subject access request under the Data Protection Act 1998.
- 1.4 The act does not cover information in someone's head and new information does not need to be created to respond to a request. Nor does it cover employees' private information. An organisation only has to provide information it already has in the recorded form detailed in 1.2 above.
- 1.5 Anyone can make a freedom of information request. Such requests can also be made by organisations for example a newspaper or campaign group. The Town Council has a link to Freedom of Information at the bottom of its website home page.
- 1.6 The Data Protection Act 1998 is different, gives rules for handling information about people and exists to protect people's rights to privacy hence there can be tension between the two acts.

- 1.7 Penrith Town Council has adopted the ICOs model Publication Scheme which can be found on the website at <https://www.penrithtowncouncil.gov.uk/wp-content/uploads/2024/01/Publication-Scheme-FOI-Document-.pdf>
- 1.8 Any letter or email to a public authority asking for information is a request for recorded information under the Act. Valid requests for information under the Freedom of Information Act are logged and recorded on a database and a separate electronic file set up for each request into which all emails are saved. When received all requests are acknowledged and the applicant information that they will receive a response within 20 working days.
- 1.9 To be valid under the Act, the request must:
- i. be in writing.
 - ii. include the requester's real name. The Act treats all requesters alike, so the Town Council would not normally seek to verify the requester's identity. However, it may decide to check their identity if it is clear they are using a pseudonym or if there are legitimate grounds for refusing their request and it is suspected they are trying to avoid this happening, for example because their request is vexatious or repeated. A request can be made in the name of an organisation, or by one person on behalf of another, such as a solicitor on behalf of a client;
 - iii. include an address for correspondence. This need not be the person's residential or work address – it can be any address to write to them, including a postal address or email address;
 - iv. describe the information requested. The Act covers information not documents, so a requester does not have to ask for a specific document (although they may do so). They can, for example, ask about a specific topic and expect you to gather the relevant information to answer their enquiry.
- 1.10 A request can be refused under Section 14(1) if it is vexatious or one that is repeated. However careful consideration must be given about whether there are sufficient grounds to refuse a request on these bases. The Information Commissioner's Office has issued guidance on what may be vexatious in this regard and the guidance should be taken into account in applying the provision.
- 1.11 Requests can be refused if the information requested falls into one of the exempt categories such as information obtained for the purpose of a criminal investigation or information which is accessible by other means. A refusal notice has to be served in these circumstances which is compliant with the statutory requirements.
- 1.12 Since 2015, Penrith Town Council has received 42 FOI requests. The numbers received each year are shown in the table below:

| Year | No of Requests | Total Number of Requesters | No of Request per Requester |
|------|----------------|----------------------------|-----------------------------|
| 2015 | 1 | 1 | 1 |
| 2016 | 1 | 1 | 1 |
| 2017 | 4 | 4 | 1,1,1,1 |
| 2018 | 3 | 3 | 1,1,1 |
| 2019 | 1 | 1 | 1 |
| 2020 | 1 | 1 | 1 |
| 2021 | 5 | 3 | 1,1,3 |
| 2022 | 4 | 3 | 1,2 |
| 2023 | 10 | 5 | 1,1,2,6 |
| 2024 | 20 | 2 | 19,1 |

(See Appendix 1 for more information)

- 1.13 In terms of officer time, each FOI request takes on average one to two hours of officer time with the more complex requests taking considerably more officer time. More than one officer may be employed on logging, researching and providing a response.
- 1.14 There has been a marked increase in requests in 2023 and in the current year which has had an impact on staff time. It is a statutory obligation to respond to requests in 20 working days so that they are required to be given priority. The impact and number of requests will continue to be monitored and the Council will be kept informed of any developments.

2. Options Analysis Including Risk Assessment

a) Risk

Should FOIs not be logged and answered properly, there is a risk that complaints are submitted to the Information Commissioners Office

b) Consequence

Complaints would be upheld by the Information Commissioners Office against the Town Council

c) Controls Required

All FOIs are logged, acknowledged, researched and answered appropriately with advice from the Legal Officer as required.

3. Financial and Resource Implications

Officer Time

4. Equalities Implications

None

5. Climate Change and Environmental Implications

None

Appendices

1. FOI Requests by Year

Background Documents:

Freedom of Information Act 2000

FOI Requests

| No | Year | Request |
|-----|------|--|
| 1 | 2015 | Duties and Governance of the Town Council |
| 2 | 2016 | Precept and Funding |
| 3. | 2017 | Town Council Elections |
| 4. | | Council Tax Bills |
| 5. | | Town Council Governance |
| 6. | | Devolved Services |
| 7. | 2018 | Council Tax and Revenue Spend |
| 8. | | Coronation Gardens |
| 9. | | Tara Hill Bus Stop |
| 10. | 2019 | Cllr Attendance at Community Liaison Meeting |
| 11. | 2020 | Odour Pollution Issues |
| 12. | 2021 | Salkeld Road Allotments |
| 13. | | Covid 19 Spending |
| 14. | | Salkeld Road Allotments |
| 15. | | Salkeld Road Allotments |
| 16. | | Quote re Odour Issues |
| 17. | 2022 | Councillor Expenses |
| 18. | | Neighbourhood Plan Costs |
| 19. | | Elected Councillors |
| 20. | | Councillor Emails |
| 21. | 2023 | Employment Communications |
| 22. | | Emails re a Local Company |
| 23. | | Elected / Non Elected Councillor |
| 24. | | Planning Application Query 23/0541 |
| 25. | | Visit to Planning Application Site |
| 26. | | Email Engagement System |
| 27. | | Content of Press Advertorial |
| 28. | | Press Advertorial Decision and Costs |
| 29. | | All Council emails referencing a press outlet and individual |
| 30. | 2024 | Elections |
| 31. | | Castletown Precept / Council Tax |
| 32. | | Alternative press advertising |
| 33. | | Code of Conduct Complaints |
| 34. | | Code of Conduct Complaints |
| 35. | | Assets in Castletown / West Ward |
| 36. | | Penrith Branding |
| 37. | | Visit to Industrial Facility |
| 38. | | Town Council Grants |
| 39. | | Mayors Address |
| 40. | | Environmental Issues |
| 41. | | Salary and Reserves |
| 42. | | Castletown Allotments |
| 43. | | Code of Conduct Complaints |
| 44. | | Precept Rise |
| 45. | | Omega Proteins Community Liaison Meeting |
| 46. | | Population and Staffing |

| No | Year | Request |
|----|------|--|
| 47 | | Staffing Committee |
| 48 | | Brackenber Allotments |
| 49 | | Registered of Penrith Town Councillors |