



Penrith Town Council

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DRAFT Minutes of the Ordinary Meeting of Penrith Town Council held on Monday 15 July 2024, at 6.00pm at Unit 2, Church House, Friargate, Penrith CA11 7XR.

FULL COUNCIL MEMBERSHIP

Cllr. Bowen	Pategill Ward	Cllr. Kenyon	North Ward
Cllr. Burgin	South Ward	Cllr. Knaggs	East Ward
Cllr. Davies	West 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. B. Jayson	West Ward	Cllr. Snell	West Ward
Cllr. D. Jayson	North Ward		

Deputy Town Clerk
Economic Development Officer
Community Services Officer

**Draft MINUTES FOR THE
ORDINARY MEETING OF FULL COUNCIL
15 July 2024**

PTC24/21 Apologies for Absence

There were no apologies for absence.

PTC24/22 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: 3 June and 1 July 2024
- ii. Communities Committee: 10 June 2024
- iii. Finance Committee: 24 June 2024

b. Confirmation of Full Council Minutes

Members were asked to authorise the Chair to sign, as a correct record, the minutes of the Annual Town Council meeting held on Monday 20 May 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 Annual Town Council meeting held on Monday 20 May 2024.

**PTC24/23 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 Holden declared a registrable interest in item 14 on the agenda as she was the ward member for Carleton and had worked closely with the Chair of the Carleton Park Group.
- ii. Councillor Lawson declared a registrable interest in item 14 on the agenda as he was the ward member for Carleton and had met with the Chair of the Carleton Park Group.
- iii. Cllr Shepherd declared a registrable interest in item 9. Penrith Business Improvement District as he was a director on the BID board representing a third-party organisation. He declared that he would speak but not vote.

PTC24/24 Public Participation

a) Public Representations

Members received no representations from members of the public.

b) Reports from Westmorland and Furness Councillors

Members received the following reports:

Cllr Bell informed the meeting that Westmorland and Furness Council were committed to working closely with parishes and residents and that a number of consultations were currently underway on Adult Social Care, Leisure and Public Space Protection Orders as well as early conversations for the revision of the Local Plan.

PTC24/25 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.

RESOLVED THAT:

No items should be considered without the presence of the press and public.

PTC24/26 Motion on Notice – May Day Event

Councillor Shepherd introduced his motion on Notice.

'There has been a May Day event with a Fun Fair in Penrith for 40 years. We are now all aware that the Penrith Lions Club, who have organised the event have confirmed that they are no longer in a position to lead such an event. I believe that the people of Penrith expect that the event continues.

I would envisage Penrith Town Council working with other organisations in Penrith including the Arts and Culture Stakeholder Group to make this a great event.

The May Day event is a key event in the towns calendar. It is a community focused event with a rich history. The event brings together local charities, community groups and performers to deliver a programme of entertainment for local people and tourists alike.

The Town Council supported the Penrith Lions Club with the delivery of the 2024 event and this will have allowed the Council to develop an understanding of the event planning and requirements.

It is anticipated that the May Day event in its current format costs in the region of £15,000 to organise per annum.

Should the Town Council take on the lead role for organising May Day then the event will be continued to be enjoyed by all those who attend it. Any future event does not need to replicate the Lions May Day event as it is now.

In consideration of this motion the recommendations set out below require the Council to give thought to the delivery, resource and financial implications. It is essential that all these aspects are continually monitored to ensure the Council is placed to lead the event going forward’.

Moved by Councillor Shepherd
Seconded by Councillor Kenyon

That the Council resolves:

- i. To be the lead body for the Penrith May Day Event.
- ii. That the Penrith Arts and Culture Stakeholder Group are involved in bringing together a programme of entertainment.
- iii. That Councillors are given the opportunity to be involved in the planning and delivery of the event.
- iv. To give delegated authority for officers to prepare the Event Plan apply for licences, consents and all statutory permissions to facilitate the event, engage with stakeholders and apply for grant funding.
- v. To approve for any expenditure incurred for the 2025 event during the current financial year to be met from the Arts and Culture budget and if this is exceeded to be met from the Council’s Contingency Budget.
- vi. To include in the Proposed Budget process an annual budget of £15,000 from 01 April 2025.
- vii. To bring to Finance Committee and Full Council a staffing and resource implications report to a future meeting.
- viii. To provide regular event update reports to Full Council including an annual post event report.

Amendment by Councillor Jackson that the motion include the following:

- ix. Ancillary to the Town Council taking on May Day, delegation be given to officers to explore the possibility of organising further events in the future through liaison with the community and organisers of current and previous events and report back to the appropriate Committee and Council.

The mover and seconder of the original motion agreed that this could be subsumed into the original motion.

RESOLVED THAT:

- i. The Council be the lead body for the Penrith May Day Event.
- ii. The Penrith Arts and Culture Stakeholder Group be involved in bringing together a programme of entertainment.

- iii. Councillors be given the opportunity to be involved in the planning and delivery of the event.
- iv. Delegated authority be given to officers to prepare the Event Plan, apply for licences, consents and all statutory permissions to facilitate the event, engage with stakeholders and apply for grant funding.
- v. Expenditure incurred for the 2025 event during the current financial year be met from the Arts and Culture budget and if this is exceeded to be met from the Council's Contingency Budget.
- vi. £15,000 be included in the 2025/26 Proposed Budget process.
- vii. Officers bring a staffing and resource implications report to a future meeting of the Finance Committee and Full Council.
- viii. Officers provide to Full Council regular event update reports as well as an annual post event report
- ix. Ancillary to the Town Council taking on May Day, delegation be given to officers to explore the possibility of organising further events in the future through liaison with the community and organisers of current and previous events.

PTC24/27 Penrith Place Action Group

Members considered the Penrith Place Action Group and Penrith Town Regeneration Project Group report.

RESOLVED THAT:

- i. The terms of reference for the Penrith Place Action Group be approved.
- ii. Councillors Bowen and Kenyon represent the Council on the Penrith Place Action Group for the current municipal year.
- iii. The terms of reference for the Penrith Town Regeneration Project Group be approved.
- iv. The effectiveness of the new structures be reviewed in twelve months' time.

PTC24/28 Marketing and Branding

Members considered the branding proposal for joint Penrith marketing initiatives.

RESOLVED THAT:

- v. The branding proposal, final design version 01 July 2024 for joint marketing initiatives in Penrith be approved.
- vi. The Council's Solicitor develops guidelines for stakeholders who wish to use the brand.

PTC24/29 Penrith Business Improvement District

Members considered a request from Penrith Business Improvement District (BID) to nominate one Councillor to the BID Board.

RESOLVED THAT:

Cllr Knaggs represent the Council on the BID Board.

PTC24/30 Report from the Council Chair

Members noted the duties undertaken by the Town Mayor. Councillor Lawson reported that since the last meeting of Council he had met with the Carleton Park Group, took part in a promotional video for Meals on Wheels which the Town Council had given a grant towards reviving in Penrith and who were still recruiting volunteer drivers.

PTC24/31 Reports from Members

Members received and noted the following oral reports from Councillors:

Cllr Bowen reported that she had deputised for the Mayor and Deputy mayor by attending proms in the Playground at North Lakes School which had been very enjoyable. She also reported that in her work with Pategill Tenants and Residents Association to update the Play area, they had received a grant from the Town Council and the Freda Scott Memorial Trust.

Cllr Rudhall reported that he had attended a meeting of Scaws Residents and Tenants Association.

Cllr Kenyon reported that he had noted a change in parking at the train station and suggested it was causing some concerns to residents.

Cllr Snell reported that as the Council's representative on PERN she had attended the launch event for the art display in Gallery 4 following workshops around the arts that the Town Council had provided funding for.

Cllr Donald reported that as the Council's representative on Recovery College, and with his involvement in Here and Now, he had attended an event run by Westmorland and Furness Council in Penrith Library on exclusion where he had promoted the Penrith Town Council Grant Scheme.

Cllr Holden reported that she had attended a site meeting in June with representatives of the Carleton Park Group to look at wildlife planting and general maintenance. Maintenance issues have been raised with officers at Westmorland and Furness Council.

Cllr Shepherd reported that he had deputised for the mayor and Deputy Mayor to read the D-Day 80 proclamation at the Bandstand on 6 June 2024.

Cllr Knaggs reported that he had attended a meeting of Scaws Tenants and Residents Association who were pleased to hear about the SID and bus stop.

Cllr Jackson reported that he had met with a group of individuals regarding the regeneration and reuse of old buildings.

Cllr Jayson reported that he had met with representatives of the Friends of Penrith Cemetery regarding the proposed footpath.

Cllr Smith reported that he had deputised for the Mayor at the lighting of the gas beacon at the D-Day 80 event on 6th June. The event had been well attended by the community and he hoped we could mark other notable days in some way with a community event. Cllr Smith also reported that he had attended the Kendal Mayor's civic service which had been greatly appreciated as well as the Community Power Workshop run by CALC which had been interesting.

PTC24/32 Resolutions Report

Members noted the report.

PTC24/33 Grants Report

Members noted the grants awarded during the current finance year and considered a virement request of £5,000 from the Signature Events Grants budget to the Grants budget.

RESOLVED THAT:

A virement of £5,000 from the Signature Events Grants budget to the Grants budget be approved.

PTC24/34 Devolution

Members considered a written request from the Carleton Park Development Group that the Council requests the asset transfer of Carleton Park from Westmorland and Furness Council.

RESOLVED THAT:

- i. Full Council supports the principal of the asset transfer of Carleton Park and writes to Westmorland and Furness Council asking that they consider the asset transfer of Carleton Park to the Town Council.
- ii. A further report be brought to Full Council on Westmorland and Furness Council's initial response.
- iii. Should Westmorland and Furness support the principle of the asset transfer the Terms of any transfer including a full business case and financial implications be prepared and brought to Finance and Full Council prior to any further decisions being made.
- iv. Delegated authority be given to the Council's Acting Town Clerk, Solicitor, Responsible Finance Officer and Cllr Jackson lead Member for Devolution to engage in discussions with Westmorland and Furness Council on this matter and the wider subject of devolution.

PTC24/35 Matters from Communities Committee

Members were asked to ratify the reviewed Communications Policy noting that this matter had been considered and approved by members of the Communities Committee from their meeting held on Monday 10 June 2024. The Committee Chair had requested that this matter be brought to Full Council for ratification.

RESOLVED THAT:

The Communications Policy be ratified.

PTC24/36 Matters from Finance Committee

Members considered the approved recommendations from the Council's Finance Committee from their meeting held on Monday 24 June 2024. The Committee Chair had requested that these matters be brought to the Full Council for ratification:

a) Budgetary Control Statement 2024/25: 31 May 2024

Ratify the budgetary control statement for the two-month period to 31 May 2024.

RESOLVED THAT:

The budgetary control statement to 31 May 2024 be ratified.

b) Policy Review

Ratify the following reviewed policies:

- i. Financial Regulations.

RESOLVED THAT:

The Financial Regulations be ratified.

- ii. Complaints and Compliments Policy and Procedure.

RESOLVED THAT:

The Complaints and Compliments Policy and Procedure be ratified.

PTC24/37 Election of Board Director to the CALC Board

Members considered a request from Cumbria Association of Local Council's (CALC) to nominate one Councillor to the CALC Board election process.

RESOLVED THAT:

- i. Cllr Snell be nominated to the CALC Board election process;
- ii. The Nomination Form be completed by Cllr Snell and the Acting Town Clerk and submitted to CALC no later than noon on Thursday 01 August 2024.

PTC24/38 Next Meeting

Members noted the next meeting of Council was scheduled for Monday 23 September 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

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

Background Papers

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