



Penrith Town Council

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

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

DATE: 3 October 2024

NOTICE IS HEREBY GIVEN that an **ORDINARY MEETING** of **THE COMMUNITIES COMMITTEE** will be held on **14 October 2024, at 5.15pm** 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 **Penrith Town Council Office, Unit 1, Board Room, Church House, Friargate, Penrith.**

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

COMMITTEE MEMBERSHIP

Cllr Bowen
Cllr Jackson
Cllr B. Jayson

Pategill Ward
North Ward
West Ward

Cllr Knaggs
Cllr Smith
Cllr Snell

East Ward
South Ward
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 X 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 MEETING OF COMMUNITIES COMMITTEE MONDAY 14 OCTOBER 2024

PART I

1. Apologies For Absence

Receive apologies from Members.

2. Minutes

Authorise the Chair to sign, as a correct record, the minutes of the meeting of the Communities Committee held on Monday 10 June 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 which 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 which 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

Receive any questions or representations which 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.

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 any items should be considered without the presence of the press and public, pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960, as publicity relating to that (any of those) matter/s may be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for the other special reasons noted in relation to that matter on the agenda.

6. Resolutions Report

Receive and note the written report.

7. Communications Report

Receive and note the written report.

8. Workplan Report

Receive and note the written report.

9. Climate Strategy Report

Receive and note the written report.

10. Policy Review

Consider the following reviewed policies and recommended amendments and agree that these go forward to Full Council for ratification:

- a) Consultations Policy
- b) Electronic Communications Policy

11. VE Day 80 – A Shared Moment of Celebration

Consider the report and the recommendations contained within.

12. 2025/26 Budget: Process and Proposals

To consider the process for the 2025/26 budget.

13. Next Meeting

Note that the next meeting is scheduled for Monday 14 October 2024 at Penrith Town Council Office, Unit 1, the Board Room, Church House, Friargate, Penrith with a start time to be confirmed.

PART II PRIVATE SECTION

There are no further items in this part of the Agenda.

FOR THE INFORMATION OF ALL MEMBERS OF THE COMMUNITIES COMMITTEE AND FOR ATTENTION TO ALL REMAINING 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

Background Papers

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



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

DRAFT MINUTES OF THE ORDINARY MEETING OF THE COMMUNITIES COMMITTEE.

Held on 10 June 2024, at 5.00pm at Penrith Town Council Office, Unit 1,
Board Room, Church House, Friargate, Penrith.

PRESENT

Cllr Bowen	Pategill Ward	Cllr Knaggs	East Ward
Cllr Jackson	North Ward	Cllr Smith	South Ward
Cllr B. Jayson	West Ward	Cllr Snell	West Ward

Community Services Officer
Economic Development Officer

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

DRAFT MINUTES FOR THE ORDINARY MEETING OF

THE COMMUNITIES COMMITTEE

MONDAY 10 JUNE 2024

PART I

CC24/01 Apologies

Members received apologies for absence for the first five minutes of the meeting from Cllr. Jackson.

CC24/02 Appointment of Vice Chair

Members considered the appointment of the Vice-Chair of the Communities Committee for the remainder of the 2024-25 municipal year.

RESOLVED THAT:

Cllr. Bowen be appointed as the Vice-Chair of the Communities Committee for the remainder of the 2024-25 municipal year.

CC24/03 Declarations of Interest and Requests for Dispensations

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

Cllr. B Jayson declared a registerable interest in Item 14, Penrith Trail Initiative.

CC24/04 Public Participation

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

CC24/05 Excluded Item: Public Bodies (Admissions to Meetings) Act 1960

Members considered whether any items should be considered without the presence of the press and public, pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960.

Cllr. Jackson joined the meeting.

Cllr. Knaggs proposed that recorded vote be held and recorded within the minutes. This was seconded by Cllr Snell.

RESOLVED THAT:

For Item 14 on the agenda to be considered in PART II private session:
Cllrs. Snell, B. Jayson, Jackson, Smith, Bowen.

Against Item 14 on the agenda being considered in PART II private session: Cllr. Knaggs.

Abstention: None.

Item 14, Penrith Trail Initiative be considered in Part Two, private session without the presence of the press and public as this item of business relates to a commercially sensitive national initiative.

CC24/06 Timings of Meetings

Members considered the timings of ordinary meetings of the Communities Committee.

RESOLVED THAT:

All meetings of the Communities Committee be held at 5.15pm for the remainder of the 2024-25 municipal year.

CC24/07 Resolutions Report

Members noted the Resolutions Report and thanked the Officers for the D-Day 80 Commemoration Event.

CC24/08 Communications Report

Members noted the Communications Report.

CC24/09 Climate Strategy Report

a) Climate Strategy Action Plan

Members noted the Climate Strategy Action Plan update Report.

b) Cumbria Pension Fund Divestment

Members considered the report and the recommendations contained within.

RESOLVED THAT:

- i. The Council write a letter to Westmorland & Furness Council asking they give consideration to divestment from all fossil fuel holdings from the funds which the Cumbria Pension Fund manages.

CC24/10 Policy Review

Members considered the reviewed Communications Policy.

RESOLVED THAT:

Members noted that the Council's communications policies have been reviewed and rationalised in to one new policy document and that the new Communication Policy be approved with proposed amendments to Section 12.3, subject to agreement with the Council's Solicitor and go forward for ratification by Full Council

CC24/11 Cornmarket Bandstand Street Trading License

Members considered the report and the recommendations contained within.

RESOLVED THAT:

- i. The Council submits an application for a Street Trading Licence for the Cornmarket Bandstand to Westmorland & Furness Council.

CC24/12 Stars of Business Awards 2024

Members considered the report and the recommendations contained within.

RESOLVED THAT:

- i. That Penrith Town Council sponsor the "Volunteer of the Year" award as part of the Stars of Business Awards 2024 and provide a Mayors Medal to the beneficiary.
- ii. That the Penrith Mayor and guest attend the ceremony on Friday 4 October 2024.

CC24/13 Next Meeting

Members noted that the next meeting is scheduled for 14 October 2024 at 5.15pm at Penrith Town Council Office, Unit 1, the Board Room, Church House, Friargate, Penrith.

PART II – PRIVATE SECTION

CC24/14 Penrith Trail Initiative

Cllr. Bowen left the meeting.

Members considered the report and approved the recommendations contained within.

**FOR THE ATTENTION OF ALL MEMBERS OF
THE COMMUNITIES COMMITTEE
AND FOR INFORMATION TO ALL REMAINING
MEMBERS OF THE TOWN COUNCIL**

Access to Information

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Communities Committee: 14 October – Item 6

This report shows the progress made against resolutions from the Council's Communities Committee this municipal year.

STATUS KEY:

On hold - Not commenced

Completed

In progress - Started and ongoing

Reference	Activity	Status	Notes
CC24/09	Cumbria Pension Fund Divestment		Cumbria Pension Fund Divestment letter sent 28 June 2024. Response received 4 July 2024.
CC24/10	Policy Review		Communications Policy Approved at Council 15 July 2024.
CC24/11	Cornmarket Bandstand Street Trading License		The Council has applied for a Street Trading Licence for the Cornmarket Bandstand to Westmorland & Furness Council. License has been approved – and is due to start April 2025 to begin at the start of the Spring / Summer period to maximise effectiveness of the License.
CC24/12	Stars of Business Awards 2024		Council sponsored the Penrith Stars of Business Awards' Volunteer of the Year award which took place on Friday 4 October.
CC24/14	Penrith Trail Initiative		Scheme being progressed by officers.

COMMUNITIES COMMITTEE

Date: 14 October 2024

Public Report

Matter: Communications Report

Item no: 07

Author: Community Services Officer

Supporting Member: Cllr Hilary Snell, Chair

Purpose of Report:

To inform and update members of the Communities Committee of the Council's recent communication activities.

Background

This report provides an update on the Council's communication activities since the last meeting of the Communities Committee on Monday 10 June 2024 up to Tuesday 1 October 2024.

Headline Statistics:

Platform	Likes / Follows	Number of Posts	Reach	Post Reactions	Post Shares	Comments
Facebook	634 (+44) / 935 (+99)	141	97,839	554	202	279
Instagram	847 (+8)	65	5354	91	7	6
X (Formerly Twitter)	271 (+6)	38	3217	14	8	22
govDelivery	1,943 (+387)	6838	7442	n/a	n/a	n/a
YouTube	3 (+0)	0	0	0	n/a	0
Summary	4633 (+546)	7082	113,852	659	217	307

Press Releases:

- [Monday 1 October – Council’s £5,000 boost for the 2024 Winter Droving](#)
- [Monday 15 July – Council takes on the May Day Carnival for the Town](#)
- [Friday 5 July – Council helps establish Meals on Wheels service to Penrith](#)
- [Monday 10 June – Penrith Commemorates D-Day 80](#)

All Penrith Town Council press releases can be found on the Penrith Town Council website:

<https://www.penrithtowncouncil.gov.uk/information/press-releases/>

Newsletters:

- [Latest News: September 2024](#)
- [Latest News: August 2024](#)
- [Latest News: July 2024](#)
- [Latest News: June 2024](#)

All editions of Penrith Town Council News can be found on the Penrith Town Council website:

<https://www.penrithtowncouncil.gov.uk/information/newsletter/>

Each edition is also read aloud through an arrangement with the Eden District Talking Newspaper Association. All recordings can also be found on the Penrith Town Council website through the link above.

Events & Activities:

Penrith Town Council distributes a bi-weekly round-up of events and activities in and around Penrith. The e-newsletter supports the Penrith Arts and Culture website and allows community groups, sports clubs and others to feed their events and activities through the newsletter. Links to the e-newsletters sent out since 10 June 2024 are listed below:

- [Events & Activities: 27 September 2024](#)
- [Events & Activities: 13 September 2024](#)
- [Events & Activities: 23 August 2024](#)
- [Events & Activities: 9 August 2024](#)
- [Events & Activities: 26 July 2024](#)
- [Events & Activities: 12 July 2024](#)
- [Events & Activities: 28 June 2024](#)

Consultations

Since Monday 10 June, Penrith Town Council has conducted two consultations:

- Environment Plan Consultation – 100 responses
- Public Spaces Protection Order – 47 responses

Video

The Council has recently moved all of its archive videos from a paid account with Vimeo to a free account with YouTube.

Appendix

Appendix A – Communications Report: Highlights

Appendix B – Press Release: Council helps establish Meals on Wheels service to Penrith

Appendix C – Eden Local Autumn Advert

Appendix A - Communications Report: Highlights

Date	Platform	Content	Reach	Reactions	Shares	Comments
12-Jun	Facebook	Sounds Around Town - Mobius Loop	1930	5	1	6
20-Jun	Facebook	Grant Promotion	1606	1	1	4
21-Jun	Facebook	Sounds Around Town – Robbie Blease	1389	2	2	
26-Jun	Facebook	Sounds Around Town – BlueJam Folk	2103	9	1	12
28-Jun	Facebook	Events & Activities: 28 June	1320	3	1	3
02-Jul	Facebook	Sounds Around Town – The Flookes	1765	3		6
05-Jul	Facebook	Penrith Show Road Closure	6363	12	3	
05-Jul	Facebook	PTC News – June	955	1	2	3
06-Jul	Facebook	Wild Play Day at Thacka	8386	67	35	42
13-Jul	Facebook	Sounds Around Town – Mobius Loop	1450	1		2
13-Jul	Facebook	Wild Play Day at Thacka	1396	15	6	8
17-Jul	Facebook	Sounds Around Town – Kenneth Wilson	1452	9		6
24-Jul	Facebook	Sounds Around Town – Peter Rowan	1803	42	4	5
26-Jul	Facebook	Wild Play Day at Thacka	3226	24	8	9

27-Jul	Facebook	PTC News - JULY	1879	13	17	3
30-Jul	Facebook	Public Spaces Protection Order Survey	2218	2	6	5
31-Jul	Facebook	Sounds Around Town - The Readies	1891	20	3	8
31-Jul	Facebook	Wild Play Day at Thacka – Thank you message	993	14	4	5
07-Aug	Facebook	Sounds Around Town – Carolyn Francis	1568	4	3	7
09-Aug	Facebook	Events & Activities: 9 August	1288	3		2
13-Aug	Facebook	Road closure - beacon edge and new streets	2290	2	6	8
14-Aug	Facebook	Sounds Around Town – Gary Atkinson	1552	10		5
21-Aug	Facebook	Sounds Around Town – Kenneth Wilson	1446	7	2	3
21-Aug	Facebook	Events & Activities: 21 August	1143	2		2
27-Aug	Facebook	Road Closure – Folly Lane	1600	1	2	8
28-Aug	Facebook	Sounds Around Town – Squeezebox	2053	17	2	9
29-Aug	Facebook	W&F Council Local Boundary Commission Consultation	1444	2	6	2
01-Sep	Facebook	Road Closure - Pategill	3237	31	21	20
09-Sep	Facebook	Road Closure - Pategill	1502	2	4	4
09-Sep	Facebook	Historical item of interest	3637	11	5	

13-Sep	Facebook	Events & Activities: 13 September	1181	3		4
16-Sep	Facebook	Announcement: Paddington is coming to Penrith	3003	48	8	17
23-Sep	Facebook	Medieval Castles Conference to be held in Penrith	1315	27	9	4
28-Sep	Facebook	PTC News - September	1213	5	2	3

FOR IMMEDIATE RELEASE

Council helps establish Meals on Wheels service to Penrith

Penrith Town Council has awarded a grant of £2,500 to Meals on Wheels Cumbria to establish a new service in Penrith.

The Meals on Wheels Cumbria service provides hearty, nutritious food to people who struggle to make meals for themselves. Presently, they deliver to Carlisle, Wigton, Brampton and Longtown and now Penrith!

Doug Lawson, Penrith Town Council Chair & Penrith Mayor said:

"Unfortunately, so often nowadays you hear on the news about areas losing certain crucial services – so it's a breath of fresh air to see a new service coming to Penrith - Meals on Wheels!"

"I am so proud to see the Council being able to financially support the establishment of the Meals on Wheels service to Penrith - as that's what our grant scheme is all about - supporting initiatives and projects that matter to local people."

"Their service is available to anyone who is unable or struggling to cook for themselves – whether that be due to illness or any other reason."

"Their service also offers many hot food classics – such as one of my personal favourites: Toad in the Hole! So, if you are interested in signing up, please get in contact with Meals on Wheels Cumbria directly."

Meals on Wheels is now delivering in Penrith. If you struggle to cook for yourself or know someone who would benefit from the service, then please get in touch by visiting the Meals on Wheels website at: www.mealsonwheelscumbria.org or by calling 01768 877977.

If you are interested in volunteering to transport meals from Carlisle to Penrith on a Monday and a Friday, please contact 01768 877 977.

If your organisation has a project you would like us to support over the course of 2024 and into 2025, please call 01768 899 773, email: office@penrithtowncouncil.gov.uk or [visit the Penrith Town Council website.](#)

Council take on May Day Carnival



Penrith Town Council has agreed to take the lead in providing the May Day Carnival for the town in 2025.

The May Day Carnival is a key event in the town's calendar which brings together local charities, community groups and performers to deliver a programme of entertainment for local people and tourists alike.

However, the future of the event had been put into doubt following the Penrith Lions Club (who have delivered an exceptional May Day Carnival for 40 years) making the decision to bow out from taking the lead in organising the event.

On Monday 15 July 2024, Cllr. Charlie Shepherd brought a motion to Council to take the lead in providing the May Day Event. This was agreed by the Council.

Cllr. Doug Lawson, Penrith Town Council Chair & Penrith Mayor said:

"On behalf of the Council, I would like to take this opportunity to thank the Penrith Lions Club, a voluntary organisation who have put so much time and effort into organising the May Day Carnival event for the town for 40 years.

"Looking forward to 2025, I am so pleased to see the Council agreeing to take a lead role. I'm sure it's something our residents would have hoped and perhaps expected of us!

"The Council previously supported the Penrith Lions Club with the delivery of the 2024 event - allowing us to develop an understanding of the event planning and requirements - so I am confident that we will be able to deliver a fantastic event for the town next year.

"The Council has already committed to working with other organisations in Penrith including the Arts and Culture Stakeholder Group to make this a great event, so watch this space in the coming months for more information about next year's May Day Carnival!"

Cllr. Charlie Shepherd, Chair of the Council's Finance Committee said:

"The May Day Event provides a terrific opportunity for residents to come together and celebrate the beginning of Summer through an enjoyable day of entertainment.

"I believe that the people of Penrith expect that the event continues - so I am glad to see that the Council agreed with the motion put forward!"

COMMUNITIES COMMITTEE

Date: 14 October 2024

Public Report

Matter: Climate Strategy update

Item no: 8

Author: Community Services Officer

Supporting Member: Cllr Snell, Chair

Purpose of Report:

To inform and update members on the progress of the Communities Committee Work Plan.

Background

This report provides an update on the progress of various areas of work related to budgets associated with the Communities Committee.

Corporate Communications				Budget: £15,000	Budget Spent: £7301 (31 August 2024)
Activity	Officer	Details / Targets		Progress	
Penrith Town Council Newsletter	CSO	<ul style="list-style-type: none"> Monthly e-newsletter detailing the work of the Council in the month prior. Ensure Council decisions are effectively communicated to the public. To give the public greater awareness of the work of the council. 		<p>Penrith Town Council News:</p> <ul style="list-style-type: none"> Latest News: September 2024 Latest News: August 2024 Latest News: July 2024 Latest News: June 2024 <p>All editions of Penrith Town Council News can be found on the Council website: https://www.penrithtowncouncil.gov.uk/information/newsletter/</p>	
Social Media	CSO	<ul style="list-style-type: none"> Manage Penrith Town Council's social media channels effectively, ensuring regular content and increased social media followers and signups for the Council's govDelivery account. Start to diversify content to cater to a more video focussed audience. 		<p>Regular content produced via social media (7082 total posts since 10 June 2024).</p> <p>Since 10 June 2024, the Council's total number of likes / follows on all social media platforms (including govDelivery) has increased by 546 to 4633.</p>	
Consultations	CSO	<ul style="list-style-type: none"> Create surveys on an ad hoc basis. Provide support to colleagues in setting up surveys. Create surveys to engage with the public. 		<p>Consultations</p> <p>Since Monday 10 June, Penrith Town Council has conducted two consultations:</p> <ul style="list-style-type: none"> Environment Plan Consultation – 100 responses Public Spaces Protection Order – 47 responses <p>A renewed Consultations Policy is being taken for consideration to Communities Committee (14/10/2024).</p>	

Press Releases	CSO	<ul style="list-style-type: none"> Produce and disseminate press releases to increase exposure of Council news in the press. 	<p>Press Releases:</p> <ul style="list-style-type: none"> Monday 1 October – Council’s £5,000 boost for the 2024 Winter Droving Monday 15 July – Council takes on the May Day Carnival for the Town Friday 5 July – Council helps establish Meals on Wheels service to Penrith Monday 10 June – Penrith Commemorates D-Day 80 <p>All Penrith Town Council press releases can be found on the Council website: https://www.penrithtowncouncil.gov.uk/information/press-releases/</p>
Graphic Design	CSO	<ul style="list-style-type: none"> Create branded graphics and edit videos on an ad hoc basis using Canva. Create professional branded content which reinforces PTC’s identity. 	CSO using Canva to create graphics and videos.
Cumberland & Westmorland Herald	CSO	<ul style="list-style-type: none"> Communities Committee agreed a quarterly update in the Cumberland & Westmorland Herald. 	<p>Summer advert included in the Friday 26 July 2024 edition of the CW Herald.</p> <p>Autumn advert to be included in the late October edition of the CW Herald.</p>

Eden Local	CSO	<ul style="list-style-type: none"> Communities Committee agreed a quarterly update in the Eden Local. 	<p>Autumn advert included in the September edition of the Eden Local.</p> <p>Winter advert to be included in the December edition of the Eden Local.</p>
Eden District Talking Newspaper Association	CSO	<ul style="list-style-type: none"> Communities Committee agreed a quarterly update in the Eden Local. 	<p>The Council work in partnership with the Eden District Talking Newspaper Association to distribute recordings of Penrith Town Council News to visually impaired locals each month.</p> <p>Recordings can be accessed below:</p> <ul style="list-style-type: none"> Latest News: August 2024 Latest News: July 2024 Latest News: June 2024 Latest News: May 2024 Latest News: April 2024 Latest News: March 2024 Latest News: February 2024 Latest News: January 2024
Council meeting update	CSO	<ul style="list-style-type: none"> An ad-hoc e-newsletter notifying subscribers of a meeting agenda / minutes being published. Ensure Council decisions are effectively communicated to the public. Give the public greater awareness of the work of the council. 	<p>The Council will begin sending updates via govDelivery when agendas and minutes of its meetings have been published.</p>

Grants			Budget: £25,000 & £15,000	Budget Spent: £20,654 & £10,000
Activity	PTC Colleague	Targets	Progress	
Grants	ATC / SCM CSO RFO EDO	<ul style="list-style-type: none"> Support the grant application process to ensure PTC grant budget is used. Promote grants schemes to community groups. Provide support during application process and seek feedback from applicants. Apply for grants and attend funding fairs to assist the Council to deliver its priorities. 	<p>The Council has seen increased interest in its grants scheme this year, resulting in the original budget of £20,000 being increased to £25,000.</p> <p>Grants awarded during 2024/25 (totalling £20,654):</p> <ul style="list-style-type: none"> Meals on Wheels Cumbria, £2,500, Starting a new service in Penrith Penrith Rugby Club, £3,000* (subject to VAT claim*), Installation of Solar Panels Penrith BID, £3,099, Town Centre Greening Project Eden Dodgeball Club, £575, New Under 15 years Dodgeball Group Bluejam Arts, £3,480, Family painting sessions, 1yr Project Wetheriggs Utd FC, £2,000, Clubhouse Furniture Carleton Park Group, £5,000, Multi Use Games Area at Carleton Park Penrith Cricket Club, £1,000, refurbished toilets and disabled ramp <p>The Council is still expecting further projects from community groups to come forward for funding during the 2024/25 financial year.</p> <p>Signature Grants awarded during 2024/25 (totalling £10,000):</p> <ul style="list-style-type: none"> Penrith BID, £5,000, Penrith Christmas Sparkle Eden Arts, £5,000, Winter Driving 	

Town Projects			Budget: £30,000	Budget Spent: £8323 (As of 31 August 2024)
Activity	PTC Colleague	Targets	Progress	
May Day 2025	ATC / SCM CSO EDO RFO DTC	<ul style="list-style-type: none"> ➤ Deliver a successful May Day Carnival 2025 event. ➤ Confirm relevant consents and assist with the preparation of an Event Plan and risk assessments necessary for the delivery of the May Day event in 2025. 	<p>The Council is currently developing a programme of entertainment for the 2025 May Day Carnival through the Penrith Arts & Culture Group lead by DTC & EDO.</p> <p>A Safety Advisory Group (SAG) is to be convened to discuss the relevant documentation required by Westmorland & Furness Council to progress the event.</p> <p>CSO & ATC drafting an event plan.</p>	
Bunting	ATC / SCM CSO	<ul style="list-style-type: none"> • Assist with the installation and take down of the bunting annually- liaising with community groups and the contractor. • Develop a bunting scheme with the Penrith Lions and Community Caretaker. • Have all of the permissions and H&S requirements in place to install the bunting. • Arrange take down of bunting. 	<p>Outline arrangements in place for installation of bunting in April 2025.</p> <p>CSO & ATC to progress the scheme with the support of the Community Contractor and Penrith Lions Club.</p> <p>CSO & ATC to apply for permit to erect bunting with Westmorland & Furness Council.</p>	
Penrith Trail Scheme	EDO ATC DTC	<ul style="list-style-type: none"> • Maximise the impact of the national scheme in Penrith 	Scheme being progressed by officers.	
Cornmarket Bandstand Street Trading License	EDO CSO ATC	<ul style="list-style-type: none"> • Obtain a street trading license for the Cornmarket Bandstand • Enable young entrepreneurs 	<p>The Council has applied for a Street Trading Licence for the Cornmarket Bandstand to Westmorland & Furness Council. License has been approved – and is due to start April 2025 to begin at the start of the Spring / Summer period to maximise effectiveness of the License.</p>	

Arts & Culture Development				Budget: £10,000	Budget Spent: £4135 (As of 31 August 2024)
Activity	PTC Colleague	Targets	Progress		
Penrith Arts & Culture Group	EDO DTC	<ul style="list-style-type: none"> Produce a programme of events for the 2025 May Day event. Identify projects and activities which can be facilitated by the Council.. 	<p>The Council, through the Penrith Arts & Culture Group facilitated two projects across Summer 2024:</p> <ul style="list-style-type: none"> Sounds Around Town – Penrith Town Council, working with Plug & Play, Eden Valley Artistic Network and the Penrith Arts & Culture group, has funded and arranged for bands / artists to play around Penrith on Saturdays across the Summer. Wild Play Day at Thacka Beck Field – facilitated through Stomping Ground – the event attracted over 140 young people to attend the event - nearly twice as many as the same event the year prior. <p>Penrith Arts & Culture Group currently working to produce a programme of events for the 2025 May Day event.</p>		
Events & Activities e-Newsletter	CSO	<ul style="list-style-type: none"> Produce a bi-weekly e-newsletter rounding up events and activities in and around Penrith and compliment the Penrith Arts & Culture website To give the public greater awareness of events and activities in Penrith 	<p>Events & Activities:</p> <p>Penrith Town Council distributes a bi-weekly round-up of events and activities in and around Penrith. The e-newsletter supports the Penrith Arts and Culture website and allows community groups, sports clubs and others to feed their events and activities through the newsletter. Links to the e-newsletters sent out since 10 June 2024 are listed below:</p> <ul style="list-style-type: none"> ➤ Events & Activities: 27 September 2024 ➤ Events & Activities: 13 September 2024 ➤ Events & Activities: 23 August 2024 ➤ Events & Activities: 9 August 2024 ➤ Events & Activities: 26 July 2024 ➤ Events & Activities: 12 July 2024 ➤ Events & Activities: 28 June 2024 		
Penrith Arts & Culture website	CSO	<ul style="list-style-type: none"> To give the public greater awareness of events and activities in Penrith 	Website regularly updated with up-to-date events of the partners involved with the Penrith Arts & Culture Group. Also open to other groups to promote their events / activities.		

Climate Change			Budget: £15,000	Budget Spent: £1,434 (As of 31 August 2024)
Activity	PTC Colleague	Targets	Progress	
Climate Strategy	CSO ATC	<ul style="list-style-type: none"> Deliver the 2024/25 Climate Strategy Action Plan Update the action plan on a yearly basis in collaboration with the Council's Climate & Environment Strategy Task & Finish Group 	<ul style="list-style-type: none"> Update included in Communities Committee: 14 October 2024. Climate & Environment Strategy Task & Finish Group to be convened to update the Climate & Environment Strategy action plan. 	
Climate & Environment Strategy Task and finish group	CSO ATC	<ul style="list-style-type: none"> Monitor and review the Climate & Environment Strategy Action Plan 	Task & Finish Group to look at: <ul style="list-style-type: none"> Climate & Environment Strategy action plan 2025/26 Biodiversity Policy and Action Plan Community Transport Policy Electric Vehicle Charging site Briefing paper 	
Green Projects	CSO ATC	<ul style="list-style-type: none"> Invite ideas for and develop green projects 	<ul style="list-style-type: none"> The Council has approached Cumbria Wildlife Trust to identify whether there are any relevant projects the Council could support. Wildlife Garden & Pond Platforms identified as suitable projects – a proposal to be brought to the December 2024 meeting of Communities Committee. The Council is actively involved in the Eden River's Trust's Access to Eden project – and has helped fund the Community Tree Nursery in Penrith through the Communities Committee. Walks around Penrith leaflet work ongoing. Councillors invited to audit walks. 	

COMMUNITIES COMMITTEE

Date: 14 October 2024

Public Report

Matter: Climate Strategy update

Item no: 09

Author: Community Services Officer

Supporting Member: Cllr Snell, Chair

Purpose of Report:

To inform and update members of the Communities Committee of the progress on the Council's Climate Strategy Action Plan.

Background

This report provides an update on the progress on the Council's Climate Strategy Action Plan.

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

STATUS KEY:

On hold - Not commenced

In progress - Started and ongoing

Completed

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	October/ November 2024	£1,400	-	The Council are currently working with Green Small Business who are conducting a carbon audit of the Council. ATC & CSO have compiled all of the necessary information and sent this for evaluation by Green Small Business. (30/09/24).
1.2	Provide climate literacy training for all Councillors and Officers	Ongoing	£850	CALC / CAFS	Email to Councillors who have not attended previous training, informing of future courses provided by CAFS (18/04/24).
1.3	Work to reduce consumption of paper and other resources.	Ongoing	Nil	-	Internal email to all staff asking them to give consideration to use of resources, printing, recycling, digital. (18/04/24). CSO is monitoring monthly paper usage.
1.4	Lobby the Cumbria Pension Fund to divest its Fossil Fuel Holdings.	June 2024	Nil	PACT	Communities Committee approved a letter to send to Westmorland & Furness Council regarding divestment from

					fossil fuels (10/06/24). Letter sent to Doug Rathbone, Chair of the Pensions Committee (28/06/24). Response received (04/07/24).
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	-	First edition of the Climate Newsletter: Summer 2024 focussed on promoting green activities to align with Great Big Green Week. The second edition (Autumn) to be sent out in November, will focus on energy saving tips. Councillors have been requested to input with editorial.
2.2	Identify, promote and make available educational material and training opportunities for use by communities – catalogue existing resources.	February 2025	Nil	-	No progress to date. Consideration for new page on website to be developed.
2.3	Identify the feasibility of a Climate Change Hub in Penrith and undertake consultation.	February 2025	Nil	-	No progress to date.

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	November 2024	Nil	-	Neighbourhood Plan referendum due for 28 November 2024.
3.3	Have the Council adopt a Biodiversity Policy and Action Plan at a meeting of Full Council.	May 2024	Nil	-	Council's Climate & Environment Task and Finish Group to work to bring a Biodiversity Policy and Action Plan for Communities Committee to consider.

Strategic Objective: Promote low emission transportation options					
Plan Ref	Project	Timescale	Budget	Partners	Impact
4.2	Lobby for incentives for the use of electric vehicles. Work in partnership with organisations and write to central government to lobby for incentives. Work in partnership with appropriate organisations to investigate the increase of electric vehicle charging infrastructure.	January 2025	Nil	W&F / industry	Climate & Environment Strategy Task & Finish Group to be convened to look at this.
4.3	Develop a policy and action plan for supporting sustainable and community transport schemes.	February 2025	Nil	Transport Providers	Climate & Environment Strategy Task & Finish Group to be convened to look at this.
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	-	Grant Scheme scoring system prioritises a project's Climate priorities. Social media promoting grant scheme. Grant given to Penrith Rugby Club for solar panel project - £3,000.

5.3	Promote and develop new Penrith Town Council green projects.	Ongoing	-	-	Contact made with the Cumbria Wildlife Trust (CWT) re collaboration for projects at the Cold Springs site. CWT have outlined two projects they would like to partner with PTC on. CSO to bring report to December meeting of Communities Committee.
	Identify and promote walking routes around Penrith.	March 2025	£1,500	-	Penrith Way / Walks work ongoing. Councillors invited to audit walks.
	Invite ideas for and develop green projects.	March 2025	Nil*	-	-
5.4	Conduct a climate vulnerability assessment to identify at-risk areas	January 2025	-	-	No progress to date.
					Climate & Environment Strategy Task & Finish Group to be convened to look at this.
*Projects and ideas presented may require budget. All new projects to be agreed by Committee or Council					

COMMUNITIES COMMITTEE

Date: 14 October 2024

Public Report

Matter: Policy Review

Item no: 10

Author: Community Services Officer

Supporting Member: Chair of Communities Committee, Cllr Snell

Purpose of Report:

To consider the reviewed policies and recommended amendments.

Recommendations:

That the following reviewed policies and recommended amendments be approved and that these go forward to Full Council for ratification:

- i. Consultation Policy
- ii. Electronic Communications Policy

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 Consultation and Electronic Communications Policy.

Consultations Policy (Appendix A)

1.2 The Council last approved its Consultation Policy in May 2022. Whilst the policy was not due for review until May 2030, this policy contained duplication with the Council's recently agreed Communications Policy. This policy has therefore been reviewed, removing that duplication and focussing more on consultations as a process. Additions in yellow and deletions in red.

Electronic Communications Policy (Appendix B)

1.3 The Council last approved its Electronic Communications Policy in January 2023. This policy has been reviewed by the Council's solicitor. Additions in yellow and deletions in red.

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.

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 – Consultations Policy

Appendix B – Electronic Communications Policy

Background Documents:

None.



Penrith Town Council

CONSULTATIONS POLICY

~~2022~~2024

Purpose-Introduction

1.1. Whilst Councillors are elected to represent the views of the people through their daily contact with constituents, Councillors cannot be aware of the views of all the people they represent on every issue. It is therefore essential for the Council to undertake additional forms of consultation as and when necessary.

1.2. The primary purpose of this policy is to create a professional standard for the consultations Penrith Town Council will conduct.

2. Consultation can enable us to:

- Improve our stock of local knowledge
- Help make decisions about policies, priorities and strategies
- Represent the views of Penrith's residents
- Target our resources effectively
- Monitor user satisfaction

3. When we consult

3.1. We recognise that consultation is not always appropriate, e.g. where the Council is limited by statutory or budgetary restrictions. It is also important to avoid "consultation fatigue".

4. Priority areas for consultation include:

- Major policy and strategy decisions where not much is known about people's views
- Controversial decisions where there is likely to be a high level of public interest
- Where it is possible to influence decision-making
- Where the Council need to add to our stock of knowledge or identify user satisfaction

5. The Council will consult with the following groups depending on the subject matter:

- Residents
- Councillors
- Businesses and Business Networks (Penrith BID, Penrith Industrial BID and Penrith Chamber of Trade)
- Voluntary sector organisations
- Community groups (formal and informal) including resident groups (by Ward)
- MPs, local government (Westmorland & Furness Council) and national government as appropriate
- Local, regional, trade and national media

6. The Council will use the following mediums for consultation:

- Electronic consultation platforms (the Council currently uses Microsoft Forms)
- Paper consultations (upon request)

7. The Council will publicise all consultations through the following communication channels:

- Website
- Email
- Social media
- Noticeboard
- Library (paper consultations)
- Council office (paper consultations)

8. Core standards

- Focus and Clarity
- Inclusiveness, accessibility, equality and diversity
- Provision of information
- Timing

8.1. Focus and Clarity

We will:

- Be clear on why the consultation is taking place
- Have a consultation plan or purpose

8.2. Inclusiveness, accessibility, equality and diversity

We will:

- Ensure translation services are available upon request for surveys and consultations
- Ensure our consultation methods are suitable for all participants, including hard to reach groups and individuals

8.3. Provision of information

We will:

- Ensure information provided is meaningful and understandable
- Ensure there is enough information for those being consulted to make an informed opinion

8.4. Timing

We will consider when in the process consultation should take place, for example:

- Is it early enough to help identify the issues or merely seeking comment on already identified issues

- Is it early enough for people to feel the Council is genuinely interested in their opinions
- Is the decision-making process clear, well communicated and transparent?

9. The Council will manage expectations and outcomes

9.1. Whilst consultation should have a strong influence on decisions, it should not dictate them. The results of consultation will be considered alongside other factors, such as available resources. When consulting, we will make clear what the purpose of the consultation is and what options are available to local people, to prevent unreasonably raising the public's expectations.

10. The Council will provide feedback and evaluate the process

We are committed to providing feedback on the results to those we consult and explain how these results have been considered. Evaluating the effectiveness of consultation can help us to:

- Know whether consultation is genuinely helping us to listen and respond to the public
- Plan how to improve consultation
- Use consultation resources wisely

11. The Council will comply with Data Protection

11.1. Penrith Town Council supports the objectives of UK Data Protection Law, General Data Protection Regulations 2018.

11.2. The Council encourages all employees to observe its values, and to reinforce the principles of confidentiality, which will always apply in the Council's activities. Where members of the community have been told that all data will be held in confidence:

- All research will be kept anonymous, to be accessed by the research/project team only
- Where appropriate, the identity of people will be kept confidential and, if necessary, pseudonyms will be used.
- Presentations and publications will be fully anonymous
- Confidentiality will be guaranteed to all participants in all circumstances, save disclosures of serious harm/danger/distress to the subject, or a third party.

~~The primary purpose of this policy is to improve the services and operations of the Council by understanding the needs of the community and others who are affected by its decisions.~~

~~The primary responsibility and means for consultation is through the role played by the Members of the Council. As democratically elected representatives they are duty-bound to represent the views of their constituents.~~

~~Throughout their term of office, Members will make themselves available to be contacted by residents of their ward without partiality. This role extends to the development of an effective relationship with the elected ward representatives from both the district and county councils. The Council will strive to ensure that wherever possible ward councillors from all levels of local government are kept informed and not surprised by new or emerging ward matters.~~

~~In support of this approach section 24 of the Council's Standing Orders require that:~~

- ~~• An invitation to attend a meeting of the Council together with the agenda and draft minutes to the ward councillor(s) of the district and county council Westmorland & Furness Council.~~
- ~~• A copy of each letter sent to Westmorland & Furness Council the District and County Council shall be sent to the ward councillor(s) representing the area of the Council.~~

~~In addition to the role played by individual Members, the Council has arrangements in place for public speaking at meetings. Members of the public may attend Full Council and committee meetings (except for confidential items), where they can submit questions.~~

~~There are seven key objectives:~~

- ~~i. To maximise stakeholder engagement~~
- ~~ii. To develop the Council's services to meet the range of needs of our different customers~~
- ~~iii. To co-ordinate consultation across Penrith~~
- ~~iv. To develop the Council's ability to make effective use of consultation techniques~~
- ~~v. To maximise equality of consultation~~
- ~~vi. To enhance the Council's communication~~
- ~~vii. To meet legislative Requirements~~

~~The overall purpose is to improve the services and operations of the Council by understanding the needs of the community and others who are affected by its decisions.~~

~~Why we consult~~

~~Penrith Town Council appreciates the importance of public participation to inform policy and decision-making. Whilst Members are elected to represent the views of the people through their daily contact with constituents, Members cannot be aware of the views of all the people they represent on every issue. It is therefore essential for the Council to undertake additional forms of consultation. To encourage public participation, we wish to make information about our services and how we work freely accessible.~~

~~Increasingly, services are delivered to local people through a partnership of different agencies. Where this is the case, seeking the views of partner organisations is as important as seeking the views of residents.~~

~~The Council will continue to consult partners such as other statutory agencies, the voluntary sector and private businesses in the development of any matters, projects, policies and services that affect them.~~

~~The Council will consider the benefits of consulting with voluntary and community groups as representatives of individual sectors of the public, especially where they are able to effectively speak on behalf of people who might otherwise find it difficult to engage in the democratic process.~~

~~Within the overall mix of consultation approaches that is adopted, the Council will balance the proportion that is undertaken with partner organisations and community groups, compared with that which is conducted directly with individual members of the public.~~

~~Implementation of the Final Decision~~

~~Tensions can be caused by lack of clarity around the implementation of outcomes of Council decisions. The Town Council will consider how all outcomes will be implemented. To add credibility to our consultation process, our resolutions reports record decisions and track implementation of the outcome through to completion.~~

~~The Council will employ a 6-step approach to consultation planning:~~

- ~~1. Gather and record information~~
- ~~2. Define community engagement objectives~~
- ~~3. Establish community engagement parameters (including what is negotiable and what is not)~~
- ~~4. Identify key issues/interests and responses~~
- ~~5. Select suitable methods/techniques for each consultation and context~~
- ~~6. Evaluate continuously and prepare to alter the consultation plan if necessary~~

~~The Council will develop appropriate documentation~~

~~We will develop a generic list of documents that need to be set up and maintained during all consultation processes, and we will add additional documents as required for specific consultations.~~

~~We will set up and maintain a record of documents used and produced throughout the consultation process, including the following:~~

- ~~▪ Relevant Council Reports~~
- ~~▪ Briefing papers~~
- ~~▪ Project briefs and proposals~~
- ~~▪ Project meeting notes~~
- ~~▪ Media releases~~
- ~~▪ Communication~~
- ~~▪ Action Plan/Task Breakdown~~
- ~~▪ Survey feedback report and any responses~~
- ~~▪ Project plans~~
- ~~▪ Community feedback and outcome reports~~

Approved: May 2018

Reviewed: May 2022



Penrith Town Council

Electronic Communications Policy

Electronic Communications Policy

Section 1 - Town Council Email

1. The Council email account, office@penrithtowncouncil.gov.uk is monitored only during office hours.
1. The officer email accounts are monitored when the officers are available or at work. The Council aims to reply to all ~~questions—sent~~ communications received as soon as ~~we can~~ possible and in any event within ~~five—ten~~ working days.
2. An 'out of office' message is used when appropriate and to identify if a response to a communication may be delayed due to an officer's absence and if there is an alternative contact.
3. The officers are responsible for dealing with email received and passing on any relevant mail to Councillors or external agencies for information and/or action, if appropriate.
4. ~~All~~ Communications on behalf of the Council will usually come from the Clerk or senior officers.
5. Individual Councillors have Town Council email addresses, which they monitor when they are available. Councillors ~~are at liberty to~~ are responsible for and may communicate directly with ~~parishioners~~ people in relation to their own personal views and on ward or constituency matters, and if appropriate, send a copy to the Clerk.
6. ~~It is essential to note that~~ Councillors and officers must abide by any applicable Council policy and any code of conduct in respect of their Council emails. Any confidentiality requirement to which any information is subject must be maintained.
7. The Council's communications, community engagement, social media and GDPR policies apply to communications sent on behalf of the Council.
8. Councillors and officers should note that any emails copied to the Clerk or any email from any of the Council's email addresses or from a private email account used for Council business will be subject to The Freedom of Information Act. Any information to which the Freedom of information Act applies may be required to be disclosed in response to a request for information and become public knowledge.

Section 2 - SMS (texting)

Councillors and officers may use SMS as ~~a convenient~~ way to communicate ~~at times~~. The Council's communications, community engagement, social media and GDPR policies may apply to such messages.

Section 3 - Video conferencing e.g., skype, zoom and teams

If this medium is used to communicate **Council business**, the Council's communications, community engagement, social media and GDPR policies **will apply to such** video conferencing

Section 4 - Internal Communication and Access to Information within the Council

1. Councillors and Officers are expected to abide by **their respective** Code of Conduct and the General Data Protection Regulations Act 2018 (GDPR) in all their work on behalf of the Council.
2. Councillors and Officers are expected to abide by the Council's communications, community engagement, social media and GDPR policies.
3. It is **essential** that all information is treated **appropriately and with due sensitivity, confidentiality and security.**
4. Councillors and officers are expected to maintain an awareness of the confidentiality of information that they have access to and not to share confidential information with anyone.
5. Failure to properly observe confidentiality may be seen as a breach of the Council's Code of Conduct and **may be dealt with as a breach of the code and be subject to formal proceedings.**
6. Councillors and officers should only cc essential recipients on emails. **The 'Reply to All' option should not be used as a matter of course and only when appropriate. The blind copy function should not be used ordinarily. Care should be taken to ensure that personal information is not disclosed inappropriately and inadvertently by copying emails to others and this includes other parties' email addresses.**
7. Councillors and officers should only send emails to those individuals who need to know and ensure that email conversation trails have been removed.

Section 5 - Town Council Website

1. The Council may, at its discretion, allow and enable approved local groups to have and maintain a presence via a link or a page on its website for presenting information about the group's activities. The local group would be responsible for maintaining the content and ensuring that it meets the Council's 'rules and expectations' for the web site **and aligned with** ~~to~~ the Council's communications, community engagement, social media and GDPR policies.
2. The Council reserves the right to remove any or all a local group's information from the web site if ~~it feels that~~ the content does not meet the Council's 'rules and expectation' for its website.

3. Where content on the website is maintained by a local group it should be clearly marked that such content is not the direct responsibility of the Council.

GLOSSARY

~~It is unclear why the glossary is included or necessary. I would delete it.~~

~~Audience~~—~~The people you have the ability to reach through your social media posts make up your audience. This covers all your followers and everyone who sees or interacts with your posts.~~

~~Block~~—~~When you block someone on social media, you prevent them from seeing your posts on that social network. Blocked users will also be unable to follow you, message you, or tag you in photos.~~

~~Follower~~—~~A follower is a user who has subscribed or followed you to view posts.~~

~~GDPR~~—~~The Data Protection Act 2018 controls how personal information is used by organisations, businesses or the government.~~

~~Liking~~—~~Users show approval and resonate with the content by hitting the like button. Liking the post is a quick way of engaging instead of taking the time to write a comment or share the post.~~

~~Live Streaming~~—~~Delivering real-time content via social media is called live streaming to interact directly with an audience.~~

~~Moderation~~—~~The process of controlling the wanted contents from the online platforms like social media networking sites: known as social media content moderation to moderate the different types of contents not suitable for the normal audience.~~

~~Public Domain~~—~~Available for everyone to see or know about~~

~~Publish~~—~~A social media post is a short-form type of content or message that gets published on social media platforms such as Facebook, Instagram, Twitter, LinkedIn, and other similar channels.~~

~~Re-tweeting~~—~~A re-posting of a Tweet.~~

~~Sharing~~—~~Share refers to how many times a piece of content has been reposted on social media. There is a clickable 'share' feature on social media platforms that allows you to repost other user's content to your own timeline or newsfeed. Shareable content or content that is useful, entertaining, and inspiring is more likely to get shared by users on social media.~~

~~Thread~~—~~A series of comments or conversations happening on discussion forums is called a thread. Contributing to trending threads by helping resolve issues is a great way to build credibility and trust.~~

Trending—A specific topic, subject, event, or a hashtag that receives a sudden surge in popularity on social media is known as a trending topic.

Social Media Feed—A feed on social media is a generic term for the stream of content you see from other users. On most social networks, the feed functions as a homepage and is the most common way to see people's posts and engage with them.

Approved: 23 January 2023

Review: Annual

COMMUNITIES COMMITTEE

Date: 14 October 2024

Public Report

Matter: VE Day 80 – A Shared Moment of Celebration

Item no: 11

Author: Deputy Town Clerk

Supporting Member: Chair of Communities Committee, Cllr Snell

Purpose of Report:

On 8th May 2025 it will be the 80th anniversary of VE Day. Town and parish councils have been invited by The Pageantmaster to mark this anniversary by lighting beacons across the country along with other events if they so wish.

Recommendations:

Members consider and decide whether they wish to take part and, if they do, give delegated authority to officers to work with stakeholders to deliver a community based project or individual projects and to deliver the beacon switch on at night.

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 On Thursday 8th May, there will be a commemoration and celebration to mark the 80th anniversary of VE Day which marked the end of the war in Europe and WWII as a whole.
- 1.2 The Pageantmaster, Bruno Peek, has invited Town and Parish Councils to mark the 80th anniversary by lighting a beacon on 8th May 2025 at 9.30pm
- 1.3 The details of the day are:

8.00am	VE Day 80 Proclamation
9.30pm	VE Day Tribute
9.30pm	Lighting of beacons to coincide with the International Tribute which is scheduled for the day.
- 1.4 Penrith Town Council purchased gas beacons for the Platinum Jubilee which was also used for the commemoration of D Day 80. It could be utilised in certain locations again which would need to be agreed, although a gas bottle would need to be obtained.
- 1.5 Should Members agree that they wish to take part in the event, officers should contact Westmorland & Furness Council to advise them of the details and work with stakeholders to progress a projects or individual projects.

2. Options Analysis including risk assessment

a) Risk

There is a potential reputational risk to the Council in not taking part in a national event, and a health and safety risk in using a gas burner or other lighting.

b) Controls Required

The Town Council prepares an event risk assessment and implements actions to mitigate risk to staff, contractors and members of the public.

3. Financial and Resource Implications

There are resource implications in officer time and the cost of a propane gas cylinder of approximately £70. There may be other potential costs and risks associated with elements of projects.

4. Equalities Implications

None

5. Climate Change and Environmental Implications

None

Appendices: None

Background Documents: VE Day 80, Bruno Peek CVO OBE OPR, Pageantmaster

COMMUNITIES COMMITTEE

Date: 14 October 2024

Public Report

Matter: 2025/26 Budget: Process and Proposals

Item no: 12

Author: RFO and SCM

Supporting Member: Cllr. Shepherd, Chair of Finance Committee

Purpose of Report:

To consider the process for the 2025/26 Budget.

Recommendations:

The committee is requested to consider this report and indicate:

- i. Whether any revision should be made to the Communities budget of £90,000 (excluding one off items) for the current financial year and whether its continuation as shown in the Medium-Term Financial Plan appears reasonable to meet as yet unforeseen expenditure.
- ii. Whether it wishes to identify any service development proposals to be submitted as growth bids in the 2025/26 budget process.

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.

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.

Contribution to Council Business Plan

The annual budget should reflect the Council's priorities and key work areas for the financial year ahead.

1. Report Details

1.1 The Finance Committee, 16 September 2024 has agreed guidelines for the preparation of the Council's budget for 2025/26 and has adopted the following parameters which are in line with previous years:

- There should be a clear distinction between the committed level of service (the base budget) and proposals to develop services (growth items).
- All Councillors are to be given the opportunity to suggest growth items to improve the Council's services.
- Growth proposals should be scheduled separately from the base budget and assessed by reference to the Council's priorities.

1.2 The key dates in the preparation of the 2025/26 budget are as follows:

2 October 2024	Councillor Budget Workshop and General Reserve proposals.
7 October 2024	Planning Committee to consider growth proposals, redirection or reduction in resources.
14 October 2024	Communities Committee to consider growth proposals, redirection or reduction in resources.
By Fri 1 November	Individual Councillors to submit budget proposals.
11 November 2024	Budget Working Group to consider broad budget prospects.
3 December 2024 (Members to confirm)	Budget Working Group to consider initial draft detailed budget.
December 2024	Planning & Communities Committees to consider their estimates in the light of corporate budgets (if required).
13 January 2025	Finance Committee to consider proposed budget.
27 January 2025	Council to approve budget and determine precept.

The remainder of this report deals with the first step in the process, mainly for the Communities Committee to consider whether it wishes to make any changes in its budget for next year. The Committee's recommendations will be forward to the meeting of the Budget Working Group on 11 November 2024.

1.3 Base Budget

The Base Budget is a continuation budget which 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 in the 2024/25 budget and to include the estimated costs of contractually committed changes to expenditure or income. Any approved revisions to the current year's budget should also be assessed to see if they will affect the 2025/26 budget.

The statement at **Appendix A** shows:

- the Committee's 2024/25 Approved Budget;

- its section of the current Medium Term Financial Plan (MTFP)

The original budget of £110,000 for Communities is reduced to £90,000 after the deduction of one off items. The budgetary control statement to 31 August 2024 reported to Council on the 23 September 2024 shows £40,847 expenditure against the current year's budget of £110,000 (including one off items).

The budget for climate change was increased last year to £15,000 per annum, costs to 31 August 2024 amount to £1,434. Members are asked to consider whether these provisions are appropriate.

The Medium-Term Financial Plan at Appendix A currently shows the Committee's base budget for arts and culture development continuing at £10,000 per annum, Town Projects at £10,000 and communications at £15,000 per annum; Members are asked to consider whether these provisions are appropriate for the medium term up to 2028/29.

This years budget for grants was originally £20,000 and signature grants £20,000, Council agreed on 15 July 2024 to a virement of £5,000 from signature grants to grants, at present this is planned to continue until 2028/29. Members are asked to consider whether these provisions are appropriate.

1.4 Service Development Proposals

Committees and individual Members are being given the opportunity to suggest items which would involve increased expenditure but would enable the Council to provide a better level of service to the community. These could be one off items, for a single financial year, or could create an ongoing financial commitment, in which case the implications should be identified clearly. Growth items (bids) will not be included in the Base Budget but will be scheduled separately for consideration by the Budget Working Group, Finance Committee and Council. In all cases, proposals should be assessed by reference to the Council Plan priorities, which currently are:

- Climate Change
- Living Well – Vibrant Town and Economy
- Local Government Reorganisation
- Core Council Business;
- Unavoidable legislative changes; and
- Essential work to meet health and safety standards or to ensure business continuity.

The Committee is asked to consider whether it wishes to propose any service development proposals to be progressed as growth bids in the budget process.

2. Options Analysis including risk assessment

a) Risk

An inadequate budget process which fails to recognise financial and or legal responsibilities.

b) Consequence

Overspendings leading to unwelcome curtailment of spending programmes; possible unpalatable council tax increase; setting an illegal budget; potential reputational damage.

c) Controls Required

A sound budget process will address these risks.

3. Financial and Resource Implications

A sound budget process is essential for robust financial management. This report identifies the relevant issues relating to the Committee's budget.

4. Equalities Implications

None identified.

5. Climate Change and Environmental Implications


Climate Change budgets fall within the Planning Committee responsibility and are addressed herein.

Appendices

- Medium Term Financial Plan – Communities Committee

Background Documents:

- Budgetary control working papers 2024/25
- Budget Process 2025/26, Finance Committee, 16 September 2024.

 Penrith Town Council MEDIUM TERM FINANCIAL FORECAST 2024/25 TO 2028/29					
APPROVED BUDGET 2024/25	Heading	2025/26	2026/27	2027/28	2028/29
£		£	£	£	£
	EXPENDITURE				
	COMMUNITIES COMMITTEE:				
15,000	Climate Change:	15,000	15,000	15,000	15,000
15,000	Climate Efficiency	15,000	15,000	15,000	15,000
30,000	Town Projects:	10,000	10,000	10,000	10,000
30,000	Town Projects (less one off items)	10,000	10,000	10,000	10,000
10,000	Arts & Entertainment:	10,000	10,000	10,000	10,000
10,000	Arts & Culture Development	10,000	10,000	10,000	10,000
25,000	Grants:	25,000	25,000	25,000	25,000
15,000	Grants	15,000	15,000	15,000	15,000
40,000	Signature Grants	40,000	40,000	40,000	40,000
15,000	Corporate Communications:	15,000	15,000	15,000	15,000
15,000	Communications	15,000	15,000	15,000	15,000
110,000	Communities Committee Total	90,000	90,000	90,000	90,000