



Penrith Town Council

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

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

DATE: 13 May 2024

NOTICE IS HEREBY GIVEN that the **ANNUAL TOWN COUNCIL MEETING** of **PENRITH TOWN COUNCIL** will be held on **MONDAY 20 May 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. 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		

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
ANNUAL TOWN COUNCIL MEETING
20 MAY 2024**

Members are asked to:

1. Election of Chair

Elect the Chair of the Council. The newly elected Chair will make a Declaration of Acceptance of Office in the prescribed form and will assume the Chair and Town Mayor role.

2. Appointment of Vice Chair

Appoint a Vice Chair. The newly elected Vice Chair will make a Declaration of Acceptance of Office in the prescribed form and will assume the Deputy Chair and Deputy Mayor role.

3. New Elected Member for Penrith West Ward

Note the Declaration of Acceptance of Office from the new elected Member for Penrith West Ward has been signed and received by the Proper Officer of the Council.

4. Apologies for Absence

Receive apologies from Members.

5. 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.

6. 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.

7. Minutes

a) Confirmation of Committee Minutes

For Committee Members to consider and approve the year end minutes from the following committees and authorise the Chair to sign the minutes as a true and accurate record:

- i. Communities Committee 15 April 2024
- ii. Staffing Sub Committee 17 April 2024
- iii. Finance Committee 22 April 2024
- iv. Planning Committee 13 May 2024 (to follow)

b) Confirmation of Full Council Minutes

Authorise the Chair to sign, as a correct record, the minutes of the meeting of Full Council held on Monday 25 March 2024 and agree they be signed as such by the Chair.

8. Outside Bodies

- a) Decide the list of outside bodies on which the Council will seek and/or continue representation.
- b) Receive nominations and appoint Members to represent the Council on outside bodies.

9. Committees

Receive nominations and appoint Members to serve on each Standing Committee.

- a) Communities – up to six members - for 12 months
- b) Planning – up to eight members - for 12 months
- c) Finance – note that members were appointed for a term of 4 years at the Annual Town Council Meeting, 15 May 2023, Minute PTC23/11a.

10. Appointment of Substitute Members of Committees

Receive nominations and appoint substitute members on standing committees.

- a) Communities – two members
- b) Planning – two members
- c) Finance – note that Councillors Bowen and Donald were appointed as substitute members for a term of 4 years at the Annual Town Council Meeting, 15 May 2023, Minute PTC23/12a.

11. Election of Committee Chair

Receive nominations and elect a Chair to serve on the under mentioned Standing Committees.

- a) Communities – for 12 months
- b) Planning – for 12 months
- c) Finance – for 12 months

12. Meetings

Approve a schedule of ordinary meetings of the Council and Committees for the year noting that the dates set out below have already been recommended by the committees. The timing of the first meeting is as below but may be considered and amended by the committee at its first meeting.

Full Council 6:00 – 8:00 Unit 2

15 July 2024

23 September 2024

18 November 2024

27 January 2025

24 March 2025

28 April 2025

19 May 2025

Communities Committee 5:00 – 7:00 Board Room

10 June 2024

14 October 2024

09 December 2024

14 February 2025

14 April 2025

12. Meetings continued

Finance Committee 6:00 – 8.00 Board Room

24 June 2024

16 September 2024

11 November 2024

13 January 2025

17 March 2025

21 April 2025

Planning Committee 4:00 – 6:00 Unit 2

13 May 2024

03 June 2024

01 July 2024

29 July 2024

02 September 2024

07 October 2024

04 November 2024

02 December 2024

06 January 2025

03 February 2025

03 March 2025

07 April 2025

12 May 2025

13. Membership to National Organisations

Note the Council's continuing subscription to the Cumbria Association of Local Councils, Society of Local Council Clerks, the National Allotment Society, the Living Wage Foundation, Information Commissioners Office and the Rural Market Town Group.

14. Matters from Finance Committee

a) Joint Panel on Governance and Accountability Practitioners Guide March 2024

Note the Practitioners Guide ('the guide') is issued by the Joint Panel on Accountability and Governance (JPAG) in the form of annual updates. The 2024 edition of the guide applies to the Annual Governance and Accountability Return (AGAR) regarding financial years commencing on or after the 01 April 2024. The guide is mandatory. There are limited changes to the 2023 statutory guidance with the most notable changes relating to the use of .gov.uk domains on websites and emails and a recommendation that local councils publish their full internal audit on their website alongside their AGAR, both of which the Council already complies with.

Ratify:

The adoption of the Joint Panel on Governance and Accountability Practitioners Guide March 2024 and its provisions for 2023/24.

b) Fixed Asset Register 31 March 2024

- i. Note that for accounting purposes, assets have been valued in accordance with the Council's Asset Valuation Policy and total £172,003.60.
- ii. Note that the value, £172,003.60 recorded in box 9 of the Annual Governance and Accountability Return 2023/24 is taken from the Council's asset register which is up to date at 31 March 2024 and includes all acquisition and disposal transactions recorded in the cashbook during the year.
- iii. Note the insurance value of the assets is £750,328.

Ratify:

The Fixed Asset Register for 31 March 2024 and the reconciliation of transactions in 2023/24.

c) Finance Outturn Report – Year ended 31 March 2024

Ratify:

The final outturn report for the financial year ended 31 March 2024.

d) Internal Audit Report

Receive and Note:

The internal auditors final Internal Audit Report for the financial year ended 31 March 2024.

e) Effectiveness of Internal Audit Provision for 2023/24 and reappoint the Internal Auditor

Ratify:

- i. The review of the effectiveness of Internal Audit provision during 2023/24.
- ii. The reappointment of Mrs G. Airey as the Internal Auditor for 2024/25.

f) Annual Governance and Accountability Return (AGAR)

i. Annual Governance Statement 2023/2024 Section 1 of the Annual Governance and Accountability Return (AGAR)

Note that the Town Council must conduct an annual review of the effectiveness of the system of internal control prior to the completion of the Annual Governance Statement and a full review was carried out by the Finance Committee on the 18 March 2024 which was duly ratified by Full Council on the 25 March 2024.

Note the review confirmed that the Council's system of internal controls were effective and the review of the effectiveness of internal audit provision provides further support for that assessment.

Approve:

the Annual Governance Statement for 2023/2024 Section 1 of the Annual Governance and Accountability Return and authorise the Chair of the Council and the Acting Town Clerk to sign the Statement at Section 1 of the Annual Governance and Accountability Return on behalf of the Council.

ii. Accounting Statements Section 2 Annual Governance and Accountability Return 2023/2024

Approve:

the Accounting Statements 2023/24 and the AGAR reconciliation and authorise the Chair of the Council to sign the Statement at Section 2 of the Annual Governance and Accountability Return on behalf of the Council.

iii. Notice of public rights and publication of unaudited Annual Governance & Accountability Return.

Approve:

that the Notice of Public Rights for the unaudited AGAR will be published on the Council's website and noticeboard from Monday 03 June 2024 to Friday 12 July 2024.

15. Borderlands Place Programme

Note the Borderlands Place Programme written update and to consider the proposed terms of reference for the Borderlands Delivery Group.

16. Code of Conduct

Consider the notification which has been received from Westmorland and Furness Council.

17. Code of Conduct

Consider the notification which has been received from Westmorland and Furness Council.

18. Code of Conduct

Consider the notification which has been received from Westmorland and Furness Council.

19. Environmental Task and Finish Group

Consider the Environment Task and Finish Group draft Environment Strategy and Plan.

20. Next Meeting

Note the next meeting of the Council is the Annual Town Meeting which is scheduled for **Monday 15 July 2024** at 6.00pm, Unit 2, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR.

PART II Private Section

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

FOR THE ATTENTION OF ALL MEMBERS OF THE TOWN COUNCIL

Access to Information

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

Background Papers

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DRAFT MINUTES OF THE ORDINARY MEETING OF THE COMMUNITIES COMMITTEE.

Held on 15 April 2024, at 5.00pm at Penrith Town Council Office, Unit 1,
Board Room, Church House, Friargate, Penrith.

PRESENT

Cllr Bowen
Cllr Snell

Pategill Ward
West Ward

Cllr B. Jayson

West Ward

Community Services Officer
Deputy Town Clerk

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

COMMUNITIES COMMITTEE

MONDAY 15 APRIL 2024

PART I

CC23/51 Apologies

Members received apologies from Cllr Kenyon, Cllr Donald and Cllr Jackson.

CC23/52 Minutes

Members were asked to authorise the Chair to sign, as a correct record, the minutes of Communities Committee held on Monday 26 February 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 Communities Committee held on Monday 26 February 2024.

CC23/53 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.

There were no declarations of interest.

CC23/54 Public Participation

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

CC23/55 Excluded Item: Public Bodies (Admissions to Meetings) Act 1960

Members noted that there were no items that 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.

CC23/56 Resolutions Report

Members noted the report.

CC23/57 Communications Report

Members noted the report.

CC23/58 Climate Strategy Report

Members noted the report.

CC23/59 80th Anniversary to Commemorate D-Day

Members noted the report.

CC23/60 Fairhill Noticeboard

Members considered the report and the recommendations contained within.

RESOLVED THAT:

- i. The Council purchase and install a noticeboard at Fairhill Playing Field.

CC23/61 Email Distribution

Members considered the report and the recommendations contained within.

RESOLVED THAT:

- i. Penrith Town Council renew its contract with Granicus for the govDelivery service for April 2024 – April 2025.

CC23/62 Next Meeting

Members noted that the next meeting is scheduled for 10 June 2024 at 5pm at Penrith Town Council Office, Unit 1, the Board Room, Church House, Friargate, Penrith.

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

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Minutes of the meeting of

STAFFING SUB COMMITTEE

Held on **Wednesday 17 April 2024**, at 5.30 p.m. Unit 2, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR.

PRESENT

Cllr Burgin	South Ward
Cllr Jackson	North Ward
Cllr D. Jayson	North Ward
Cllr Rudhall	East Ward

Deputy Town Clerk

ALSO IN ATTENDANCE

Cllr Lawson Chair of Penrith Town Council
Solicitor
Penrith Town Council Officer

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.

MINUTES FOR THE MEETING OF STAFFING SUB COMMITTEE

17 APRIL 2024

PART I

SSC23/1 Apologies for Absence

Apologies for absence were received from Councillors Kenyon and Shepherd.

SSC23/2 Election of Chair and Appointment of Vice Chair RESOLVED THAT:

Councillor Jackson be elected Chair of the meeting and

Councillor Burgin be appointed Vice Chair for the remainder of the municipal year.

SSC23/3 Declarations of Interest and Requests for Dispensations

Members were asked to disclose their interests in matters to be discussed whether disclosable pecuniary or other registrable interest, and to decide requests for dispensations.

No declarations were received.

SSC23/4 Public Participation

Members noted that there were no questions or representations that had been received from members of the public prior to the meeting.

SSC23/5 EXCLUDED ITEM: Public Bodies (Admissions to Meetings) Act 1960

Members considered whether item 6 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:

Agenda item 6 be considered in private session without the press and public present.

PART II PRIVATE SECTION

Members agreed that there was one item in this part of the Agenda to be considered in private. The reason that the item was considered in private is that it would involve the disclosure of exempt information as it relates to individuals and specific employees who are identified in the investigation reports.

SSC23/6 COMPLAINTS

Members considered the report detailing the two complaints that had been received by the Chair from a member of the public. The complaints had been investigated by the Solicitor as it had been determined that they had to be considered under the Council's Complaints Policy and Procedure (Formal Stage 2).

In the absence of the complainant, the Solicitor outlined the grounds of the complaint, set out the Council's position and outlined his findings. He reported that he had not found any of the complaints to have been substantiated. The Solicitor made recommendations in the investigation reports on certain issues the sub-committee may wish to consider arising from those investigations.

Members asked questions of the Solicitor and the member of staff.

The member of staff was offered the opportunity of a last word.

The Chair, Solicitor and member of staff involved withdrew from the meeting.

Members deliberated upon the investigation reports and findings of the solicitor before coming to their decisions.

The Chair, Solicitor and member of staff were readmitted to the meeting to hear the resolution of the committee.

RESOLVED THAT:

1. The complaints be not upheld as they were not found to have been substantiated in any respect on the evidence and information provided

In relation to the recommendations in the investigation report:

2. IT hardware should not be provided by the Council. There is already provision for members to use IT in the office should they wish to do so.

3. There should be a review of induction training and following an induction session, comments should be sought on the content, how it could be improved and the training refreshed as appropriate.

4. A candidates pack should be developed with useful information for prospective councillors all in one place giving a clear explanation about the role and responsibility of Councillors.

5. Where there are potentially contentious issues, the Chair and Vice Chair of the Council should make contact initially to find out about the issues. The Town Council should then hold its own meeting before meeting with Westmorland and Furness Council to determine a way forward to avoid confusion and potential conflicts of interest.

CHAIR:

DATE:

**FOR THE INFORMATION OF ALL MEMBERS OF
THE FINANCE COMMITTEE
AND FOR INFORMATION FOR ALL REMAINING
MEMBERS OF THE TOWN COUNCIL**

Access to Information

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Minutes of the meeting of the

FINANCE COMMITTEE

Held on Monday 22 April 2024, at 6.00 p.m.

PRESENT

Cllr. Burgin	South Ward	Cllr. Lawson	Carleton Ward
Cllr. D. Jayson	North Ward	Cllr. Rudhall	East Ward
Cllr. Kenyon	North Ward	Cllr. Shepherd	East Ward

Services and Contracts Manager
Responsible Finance Officer

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

MINUTES FOR THE MEETING OF FINANCE COMMITTEE 22 APRIL 2024

FIN23/85 Apologies for Absence

Apologies for absence were received from Cllr. Jackson.

FIN23/86 Confirmation of the Minutes

Members authorised the Chair to sign the Minutes of the Meeting of the Finance Committee held on Monday 18 March 2024.

FIN23/87 Declarations of Interest and Requests for Dispensations

Members were asked to disclose their interests in matters to be discussed whether disclosable pecuniary or other registrable interest, and to decide requests for dispensations.

There were no declarations of interest and requests for dispensations.

FIN23/88 Public Participation

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

FIN23/89 Excluded Item: Public Bodies (Admission to Meetings) Act 1960

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

RESOLVED THAT:

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

FIN23/90 Resolutions Report

Members noted the Resolutions Report.

FIN23/91 Payments for Approval

- a) Members noted that prior to the meeting Cllrs. D. Jayson and Shepherd verified and confirmed that the banking transaction history for March 2024 reconciled and agreed with the transactions circulated with the meeting documents.

FIN23/91 Payments for Approval, continued

b) Members were asked to agree the two Councillors to undertake the payments for approval checking for the next meeting of the Finance Committee to be held on the 24 June 2024.

RESOLVED THAT:

Cllr Burgin and Cllr Lawson check the payments for approval prior to the meeting of the Finance Committee on the 24 June 2024.

c) Members considered the Monthly Report of Payments for March 2024.

RESOLVED THAT:

The Monthly Report of Payments for March 2024 be approved.

FIN23/92 Bank Reconciliation

Members considered the Bank Reconciliation for the HSBC Bank account for the period ending 31 March 2024.

RESOLVED THAT:

The Bank Reconciliation for the HSBC Bank account for the period ending 31 March 2024 be approved and signed by the Chair.

FIN23/93 Governance and Accountability for Smaller Authorities

Members received the publication of the Practitioners Guide 2024 which is mandatory for 2024/25 and considered adopting the provisions for 2023/24.

RESOLVED THAT:

Members recommend to Full Council that it adopts the Practitioners Guide 2024 which is mandatory for 2024/25 and adopt its provisions for 2023/24.

FIN23/94 Asset Register

Members reviewed the Asset Register at 31 March 2024 noting that the statement shows the full asset register and a reconciliation of transactions in 2023/24. For accounting purposes, assets have been valued in accordance with the Council's Valuation Policy and total £172,003.60; this figure is summarised in the AGAR Accounting Statements. The insurance value for the same assets is £750,328.

RESOLVED THAT:

The Asset Register as of 31 March 2024 be approved and go forward to Full Council for ratification.

FIN23/95 Finance Outturn Report – Year Ended 31 March 2024

Members considered the Finance Outturn report for the financial year ending 31 March 2024.

FIN23/95 Finance Outturn Report – Year Ended 31 March 2024, continued

RESOLVED THAT:

The final outturn report for the financial year ended 31 March 2024 be approved and go forward to Full Council where it be recommended to be accepted and ratified.

FIN23/96 Internal Audit 2023-24 and 2024-25

a) Members received and noted the Internal Audit Final Report for the year ending 31 March 2024.

RESOLVED THAT:

The Internal Audit Final Report for the year ending 31 March 2024 go forward to Full Council where it be recommended to be received and noted.

b) Members considered the review of effectiveness of internal audit provision during 2023/24.

RESOLVED THAT:

The review of the effectiveness of internal audit provision during 2023/24 be approved as it was confirmed that the function had operated effectively during 2023/24 and this go forward to Full Council for ratification.

c) Members considered the reappointment of the Internal Auditor for 2024/25.

RESOLVED THAT:

Mrs G. Airey be reappointed as the Internal Auditor to the Council for 2024/25 and this go forward to Full Council for ratification.

FIN23/97 Review of the System of Internal Control and Annual Governance Statement 2023/24 (Section 1 of the Annual Governance and Accountability Return (AGAR))

a) Members noted that the Town Council must carry out an annual review of the effectiveness of the system of internal control prior to the completion of the Annual Governance Statement. A full review was carried out by this Committee on the 18 March 2024 and ratified by Council on the 25 March 2024. The review confirmed that the Council's system of internal control is effective; the review of the effectiveness of internal audit provides further support for that assessment.

b) Members reviewed the Annual Governance Statement for 2023/24 prior to its approval by Full Council.

RESOLVED THAT:

The Annual Governance Statement Section 1 of the Annual Governance and Accountability Return (AGAR) go forward to Full Council for approval.

FIN23/98 Annual Governance and Accountability Return (AGAR) 2023-24 Accounting Statements

Members reviewed the Accounting Statements 2023/24 (Section 2 of the AGAR) prior to approval by Full Council.

RESOLVED THAT:

- i. The Accounting Statements 2023/24 (Section 2 of the AGAR) be recommended to go forward to Full Council for approval.
- ii. The proposed period for the Exercise of Public Rights be from Monday 03 June 2024 to Friday 12 July 2024 and this go forward to Full Council for approval.

FIN23/99 Work Plan

Members noted the Finance Committee work plan progress for the period to 31 March 2024.

FIN23/100 Next Meeting

Members noted that the next meeting of the Finance Committee was scheduled for **Monday 24 June 2024** at **6.00pm**, Penrith Town Council Office, Board Room, Unit 1, Church House.

PART II PRIVATE SECTION

There were no further items in this part of the agenda.

CHAIR:

DATE:

FOR ATTENTION FOR ALL MEMBERS OF FINANCE COMMITTEE AND FOR INFORMATION TO THE TOWN COUNCIL

Access to Information

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DRAFT Minutes of the Ordinary Meeting of Penrith Town Council held on Monday 25 March 2024, at 6.00pm at Unit 2, Church House, Friargate, Penrith CA11 7XR.

FULL COUNCIL MEMBERSHIP

Cllr. Holden	Carleton Ward	Cllr. Knaggs	East Ward
Cllr. Jackson	North Ward	Cllr. Lawson	Carleton Ward
Cllr. B. Jayson	West Ward	Cllr. Smith	Carleton Ward
Cllr. D. Jayson	North Ward	Cllr. Snell	West Ward
Cllr. Kenyon	North Ward		

Acting Town Clerk
Deputy Town Clerk

**Draft MINUTES FOR THE
ORDINARY MEETING OF FULL COUNCIL
25 MARCH 2024**

PTC23/113 Apologies for Absence

Apologies with reasons for absence were received from Councillors Bowen, Burgin, Rudhall and Shepherd.

Cllr Donald was absent without apologies.

PTC23/114 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: 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

Members were asked to authorise the Chair to sign, as a correct record, the minutes of Full Council held on Monday 29 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 29 January 2024.

**PTC23/115 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:

There were no declarations of interest and requests for dispensations.

PTC23/116 Public Participation

a) Public Representations

Members received one representation from a member of the public.

Mr Utting made a statement to the meeting relating to the Motion on Notice – A Regeneration Plan for Penrith. He stated that having lived in Penrith for 50 years he had never been more worried about the town than

he is today. He said that since the auction mart closed some years back the town has lost its unique selling point. He said the town did not have a plan. Previous plans may have failed but at least there was a plan. He stated that Penrith needed a plan, a bold vision to restore the town's cultural identity. The alternative is a decline. He urged Penrith Town Council to seize the opportunity and confirmed that he supported the motion to be debated.

b) Reports from Westmorland and Furness Councillors

Members received the following reports:

Cllr Bell informed the meeting that Westmorland and Furness Council plans to succeed. She reported that the Council wanted to work cooperatively and in partnership with other councils and organisations. She reported that the responsibility was with the Town team to focus on regeneration. She hoped that Penrith Town Council continued to be a member of the Town Team to work to agree a vision for the town. Westmorland and Furness Council are the strategic planning authority and will be commencing a review of its local plan in the autumn, setting itself 18 months to complete the task. She agreed that the focus had to be the town centre and that a wider strategic conversation would start later on in the year.

PTC23/117 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:

Item 18 Staffing Report be considered in Part Two, private session without the presence of the press and public due to the confidential nature of the matters to which the report refers in that 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.

PTC23/118 Motion on Notice – A Regeneration Plan for Penrith

Councillor Knaggs spoke to his motion on Notice.

Penrith Town Council notes that Westmorland & Furness Council has been established for almost a year. Having transitioned into the new Council, it was now the right time for Westmorland and Furness Council to comprehensively engage with the Town Council 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 wished 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.

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.

Motion by Councillor Knaggs
Seconded by Councillor Jackson

The Council:

- i. commits 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.

PTC23/118 Motion on Notice – A Regeneration Plan for Penrith, continued

- ii. writes 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. ensures 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. Seeks 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.

Amendment by Councillor D Jayson

That the following additional point be included with the original motion

The Council firms up a series of liaison sessions with Westmorland and Furness Council.'

Councillor Knaggs as the mover of the original motion and Councillor Jackson as the seconder of the original motion agreed with the additional point being included.

RESOLVED THAT:

The Council:

- i. commits 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. writes 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. ensures 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. Seeks 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.

- v. firms up a series of liaison sessions with Westmorland and Furness Council

PTC23/119 Report from the Council Chair

Members noted that the Town Mayor was unable to provide a report on recent duties undertaken and a report will be presented to the next meeting of the Town Council.

PTC23/120 Reports from Members

Members received and noted the following oral reports from Councillors:

Cllr Knaggs reported that he had attended a meeting of the Scaws Tenants and Residents Association and that he had attended the Penrith Lottery Good Causes launch event.

Cllr Jackson reported that he was working with the Friends of North Lakes School with regard to school bus provision.

Cllr B. Jayson reported that the Castletown Community Action Group had disbanded. She was also working with Westmorland and Furness Highways to look at disabled access routes from Newton House to the shopping areas and she had connected a resident with the local police in relation to damage to a vehicle.

Cllr Smith reported that he attended Community Plan Engagement Training.

Cllr Holden reported that the housing developer at Carleton Meadows/Mulberry Heights had presented alternative designs for the play area to residents for consultation. There are highway works and future road improvements planned for the Carleton area, and tree works have been undertaken on Inglewood Road that are being investigated by the Forestry Commission.

Cllr D. Jayson reported that he had visited the Omega plant.

Cllr Snell reported that she was involved with the Refugee network.

PTC23/121 Resolutions Report

Members noted the report.

PTC23/122 Climate Strategy

Members considered the refreshed Climate Strategy and first year action plan which was recommended for approval by the Climate Strategy Task and Finish Group.

RESOLVED THAT:

The Climate Strategy and first year action plan be approved.

PTC23/123 Finance Committee

Members considered the approved recommendations from the Council's Finance Committee from their meeting held on Monday 18 March 2024. The Committee Chair had requested that these matters be brought to the Full Council for ratification:

a) Budgetary Control Statement 2023/24: 29 February 2024

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

RESOLVED THAT:

The budgetary control statement to 29 February 2024 be ratified.

b) Internal Audit Report

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

RESOLVED THAT:

The interim Internal Audit Report for the period 01 April to 31 December 2023 be ratified.

c) Annual Review of Fees and Charges

Ratify the proposed Fees and Charges for 2024/25.

RESOLVED THAT:

The Fees and Charges for 2024/25 be ratified.

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

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

RESOLVED THAT:

The review of the Council's System of Internal Control for 2023/24 be ratified.

e) Policy Review

Ratify the following reviewed policies:

- i. Grants Scheme.

RESOLVED THAT:

The Grants Scheme be ratified.

- ii. Scheme of Delegation.

RESOLVED THAT:

The Scheme of Delegation be ratified.

- iii. Asset Valuation Policy.

RESOLVED THAT:

The Asset Valuation Policy be ratified.

PTC23/123 Finance Committee, continued

f) Cornmarket Area

Ratify the fee of £865 to be charged to the Board and Elbow for the use of the Cornmarket area in 2024.

RESOLVED THAT:

The fee of £865 be ratified.

PTC23/124 Planning Protocol

Members were asked to ratify the amended Planning Protocol which was reviewed at the Council's Planning Committee meeting held on Monday 04 March 2024.

RESOLVED THAT:

The Planning Protocol be ratified.

PTC23/125 Informal Consultation to the Eden Speed Limit Traffic Regulation Order

Members considered the Westmorland and Furness Council informal consultation on proposed changes to the Eden Speed Limit Traffic Regulation Order for Salkeld Road and Inglewood Road Penrith.

RESOLVED THAT:

The Council submit a response to Westmorland and Furness Council supporting in principle the proposed changes to the Eden Speed Limit Traffic Regulation Order including the:

- i. Proposed 40mph speed restriction on the C3002 Salkeld Road.
- ii. Proposed new 30mph and 40mph speed restrictions on Inglewood Road, and whether Westmorland and Furness Council would consider extending the proposed 30mph limit to the junction with Green Lane.

PTC23/126 Informal Consultation on proposed introduction of an Experimental Traffic Order - Burrowgate

Members considered the Westmorland and Furness Council 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.

RESOLVED THAT:

The Council submit a response to Westmorland and Furness Council:

- i. asking that the proposal could be looked at more broadly.
- ii. asking whether the proposal moves the problem to another area.
- iii. asking how the closure would be managed and enforced.

PTC23/127 A66 Northern Trans-Pennine Project

Members noted 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.

PTC23/128 Freedom of Information Requests

Members noted the report.

PTC23/129 Next Meeting

Members noted the next meeting of the Council is the Annual Town Meeting which was scheduled for Monday 22 April 2024 at 6.00pm, Unit 2, Church House, Friargate, Penrith.

PART II – PRIVATE SECTION

The following was exempt information as it related to the financial or business affairs of any particular person (including the authority holding that information) and personal and sensitive information relating to individual members of staff.

PTC23/130 Staffing Report

Members approved the recommendations contained within the written report.

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



Penrith Town Council

Membership of Outside Bodies 2024-2025

Guidance for Town Councillors appointed as representatives to external community and local organisations (Outside Bodies)

Penrith Town Council believes that appointing representatives to community and local organisations is of considerable value to both the organisation and the Council. Representation for Outside Bodies are confirmed annually by Full Council or when required and it is recommended that the Member who is appointed as the representative should have a particular interest in, or possess knowledge of the responsibilities of the outside body. Engagement with Outside Bodies is key to helping the Councils deliver their priorities for the people and in supporting the Bodies themselves to deliver their objectives. Councillors participate in a variety of external organisations and support the development of important community services. Members appointed to outside bodies are able to work with and alongside local community groups, helping to empower them in terms of addressing local issues. Benefits of membership include but are not limited to:

- Provide knowledge, skills and expertise, which may not otherwise be available.
- Ensure that good relationships and effective communication can be maintained with the body.
- Protect the Council's investments or assets i.e. if the Council has provided grant funding or provides funding for service delivery.

In the context of this guidance 'outside bodies' include trusts, companies, charities, school governing bodies, industrial and provident societies and community associations. Councillors may be involved as a director, trustee, governor or member (with or without voting powers).

With the increasing emphasis on partnership working, councillors, as community leaders, have an important role to fulfil in supporting and advising outside bodies. However, this can give rise to conflicts of interest, particularly where the organisation is seeking or receiving funding from the Council. Councillors always need to be clear about their roles and alert to potential conflicts of interest in order to ensure transparency and public confidence in local democracy.

The purpose of this guidance is to assist councillors in the discharge of their responsibilities on outside bodies clearly and effectively. It covers, primarily, the position of councillors appointed by the Council to serve on outside bodies, though much of the advice applies equally to councillors who are involved with outside bodies in a private capacity. In those situations, however, the Council's insurances will not apply.

Application of the Code of Conduct for Members

Whilst representing the Town Council, Councillors are reminded that they are subject to abide by the Penrith Town Council Standing Orders and Code of Conduct. Members found to have breached the Council's Code of Conduct may be removed from representing the Council on Outside Bodies for the term of the Council.

Councillors who serve on more than one body, in particular, need to be mindful of potential conflicts of interest and always act in an open and transparent manner in carrying out their respective roles. For example, where a councillor is at a council meeting considering an application for a grant or a community asset transfer request from a parish council or other public body of which they are a member, they should declare the existence and nature of their interest. Having done so, they may take part in the discussion of that item and vote, unless there are particular reasons why this would not be appropriate. It is also advisable as a matter of transparency, to include details of the interest in their register of interests.

Predetermination and Bias

Predetermination occurs where someone has a closed mind so that they are unable to apply their judgement fully and properly to the issue requiring a decision. This can lead to legal challenges and decisions being set aside.

The Localism Act 2011 has clarified the rules on predetermination. It makes it clear that a councillor is not deemed to have had a closed mind on an issue just because they have indicated what view they have taken or may take before the issue is decided. A councillor is not, for example, prevented from participating in discussion of an issue, or voting on it, if they have campaigned on the issue or made public statements about their approach to it. The general position remains however, that, whatever their views, councillors must approach their decision-making with an open mind in the sense that they must have regard to all material considerations and must be prepared to change their views if persuaded that they should.

Councillors need to be aware that decisions may be challenged and set aside on the grounds of bias. Under common law, bias involves some element of partiality or personal interest in the outcome of a case, because of a close connection with the parties, or the subject matter of the dispute, or because of a tendency towards a particular shared point of view. The relevant test for bias is whether the fair-minded and informed observer, having considered the facts, would conclude that there was a real possibility that the decision-maker was biased. The risk of a successful challenge on these grounds may be overcome by proper observance of the requirements of the Code of Conduct and particularly the provisions set out above.

Liability, Insurance and Indemnity

Councillors can incur personal civil and criminal liability from formal participation in outside bodies. However, under section 265 of the Public Health Act 1875 (as applied by Section 39, Local Government (Miscellaneous Provisions) Act 1976), councillors enjoy statutory immunity from civil liability where they act within the powers of the authority, in good faith and without negligence. This immunity does not apply however, where they act beyond the powers of the Council or act in bad faith (i.e. with dishonest or malicious intent) or negligently, and it does not protect them from criminal liability, for example for fraud where they exercise managerial responsibilities.

Penrith Town Council has a wide insurance provision to protect its assets and liabilities. Within these provisions, the Council has extended its cover to protect Councillors when carrying out duties in connection with the business of the Council.

Confidential Matters

Councillors appointed to serve on outside bodies should be mindful of their legal obligations regarding disclosure of confidential information and in case of doubt should seek advice from the Town Clerk or solicitor. Councillors are not at liberty to divulge any Penrith Town Council matters of a confidential nature to any individuals or organisations irrespective of their representative role.

General

Members will be supported to develop an understanding of their role and responsibilities regarding participation on Outside Bodies, and provided with appropriate guidance. Members may or request to receive a briefing from officers about the role of the body, the Council's policy position in relation to this area of work, and any key information and facts that Members need to be aware of prior to attending their first meeting. A Senior Officer in most cases is designated as a link for an outside body, and their contact name and details are made available to Members and as part of the general list and information relating to Outside Bodies.

Councillors acting as representatives do not have authority to commit Council to any course of action or any financial obligation without the matter being referred to Council for consideration.

Members are welcome to attend any Outside Bodies as part of their own ward case work or personal interest in a private capacity rather than as a representative of the Council. Members will need to ensure that they are clear in advising these Bodies when they are not serving on them as a representative of the Council and its views.

Procedures

There are two categories of representation:

1. Representatives to organisations that are legally or constitutionally required to have a Town Council representative: for example Eden Association of Local Councils.
2. Representatives who are requested by organisations but where there is no legal, constitutional or funding obligation.

Representatives appointed under the first category will be expected to attend meetings of that organisation on a regular basis and make oral reports to Council after each meeting.

Representatives appointed under the second category should attend meetings where possible and report to Council after each meeting attended.

Representatives are expected to report in writing if they are unable to attend the next Full Council meeting.

It is imperative that the Town Council's representative report to the Town Council includes any matters which could have a major impact on the town or its residents or which are contrary to Council policy. If necessary, such matters should be reported to Council in a confidential session of the meeting and at the earliest opportunity.

In addition, they may give prior notice to the Town Clerk / Chair of the Council that they wish to raise a matter for consideration by Council and that matter will be itemised on the next appropriate Council agenda.

Councillors attending organisations' AGMs are expected to submit to Council copies of the organisation's Annual Report and Accounts.

All Members who are appointed to Outside Bodies may be required to provide an annual report to feedback any key matters from their attendance on the Outside Body. This may form part of the Annual Town Meeting Agenda and Annual Report.

Review

This guidance, the appointments and the register of Outside Bodies is reviewed as and when new appointments are agreed throughout the municipal year and at least once a year at the Annual Town Council Meeting.

Representatives to external bodies and community organisations and informal groups in 24-25

Organisation	Officers	Member Appointed 23-24	Member for 24-25
106 Partnership		Clr. Burgin, Cllr. Kenyon	
A66 Community Liaison Group	Deputy Town Clerk Economic Development Officer	Clr. Shepherd, Cllr. Smith	
WFC Assoc. of Local Councils	Town Clerk	Clr. Holden, Cllr. D. Jayson	
Eden Community Health and Wellbeing Equity Partnership		Clr. Snell	
WFC Resilience Group	Town Clerk Services & Contracts Manager		
Local Cycling and Walking Infrastructure Plan	Deputy Town Clerk Economic Development Officer	Clr. Bowen, Cllr. D. Jayson	
Parking and Movement Study	Deputy Town Clerk, Economic Development Officer	Clr. Holden, Cllr. Jackson, Clr. Shepherd	
Penrith Action for Community Transition	Town Clerk	Clr. D. Jayson	
Penrith and Eden Refugee Network		Clr. Kenyon, Cllr. Snell	
Rural Market Town Group - Officers	Town Clerk Economic Development Officer		
Rural Market Town Group – Members		Clr. Burgin, Cllr. Donald	
Organisation	Officers	Member Appointed 23-24	Member for 24-25

Penrith Place Action Group (new – 2 members)	Deputy Town Clerk Economic Development Officer	
Borderlands Town Team (3 – members)	Deputy Town Clerk, Economic Development Officer	Cllr. Kenyon, Cllr. Jackson, Cllr. B. Jayson
Zero Carbon Cumbria Partnership		Cllr. D. Jayson
Devolution	Services & Contract Manager Solicitor Town Clerk	Lead Member Cllr. Jackson. Deputy Lead Member Cllr Shepherd.
Health Watch Cumbria		Cllr. Snell
Coldsprings Steering Group		Cllr. Lawson
Recovery College		Cllr. Donald
Friends of Eden Valley Public Transport		Cllr. Jackson Cllr. Bowen standing deputy

FULL COUNCIL

Date: 20 May 2024

Public Report

Matter: Membership to National Organisations

Item no: 13

Author: Acting Town Clerk

Supporting Member: Cllr. Lawson, Chair of Council

Purpose of Report:

To provide a brief overview of membership and subscriptions.

Recommendations:

- i. Note the membership of Cumbria Association of Local Councils (CALC) and the Society of Local Council Clerks (SLCC) has continued.
- ii. Note the continued membership of the National Allotment Society, the Living Wage Foundation, Information Commissioner's Office and the Rural Market Town Group.

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

a) Membership of the Society of Local Council clerks and Cumbria Association of Local Councils

Membership of the Society of Local Council clerks and Cumbria Association of Local Councils ensures that the Council is aware of current legislative requirements and is up to date with best practise guidance.

It is essential that the Council has membership of both the SLCC and CALC which provide professional advice, guidance, and training opportunity for local councils.

Both organisations have provided support and information to the Town Council since 2015.

The organisations provide:

- Regular email news bulletins, magazine and newsletters provide information of what's going on within the sector.
- A unitary based branch network providing local support and resources.
- A team of national and regional advisors providing an online and telephone based advisory service giving answers to technical, professional and employment queries.

- Conferences, training sessions and seminars - Comprehensive training and conference programmes offering a range of training courses, conferences, and workshops.
- The opportunity to network and meet other professionals at all levels.
- Savings on a range of Council products and services.
- Comprehensive range of sector publications available (discounted for members).
- Support and assistance in the event of grievance and disciplinary issues.
- Research undertaken on behalf of the profession, the sector and government.

b) National Allotment Society

The Town Council provides the allotments in Penrith, managed by the Penrith Allotment Association. The National Allotment Society works with government at national and local levels, other organisations, and landlords to provide, promote and preserve allotments for all. The society provides members with support, guidance, and advice should it be required.

c) The Living Wage Foundation

The Town Council is accredited to the foundation to demonstrate their commitment as a responsible employer to ensure their employees can earn a wage which is enough to live on.

Accredited employers display the Living Wage Employer Mark to recognise their commitment to the Living Wage.

d) Information Commissioner's Office

The ICO is the UK's independent body set up to uphold information rights and the Council is legally required to register with the ICO as a data controller.

e) Rural Market Town Group

Note that the Council resolved to renew its membership with the Rural Market Town Group (RMTG) for the term of this Council (Annual Meeting of Penrith Town Council, 15 May 2023, Minute PTC23)

The Town Clerk, Economic Development Officer and a councillor has represented the Council on the RMTG.

Below are some of the services dovetailed for rural towns delivered through the membership:

- i. E-Bulletin highlighting key rural news and issues
- ii. Monthly Funding Digest sharing key funds and grants available.
- iii. A dedicated Market Town newsletter shared 6 times a year.
- iv. Free access to the seminar programme online focusing on key topics for rural areas including affordable housing, rural connectivity, rural health and care and rural transport.
- v. Dedicated meetings (virtual) for Councillors and Clerk.

2. Options Analysis including risk assessment

a) Risk

The main risks are financial.

b) Consequence

The Council is required to pay to subscribe to these organisations and therefore must budget for the expenditure. Some of the memberships are mandatory.

c) Controls Required

Budget for and subscribe to organisations as listed.

3. Financial and Resource Implications

Note the costs for membership are:

Cumbria Association of Local Councils/NALC	£1611.34
Society of Local Council Clerks	£700
National Allotment Society	£55
Living Wage Foundation	£66
Information Commissioners Office	£35
Rural Market Town Group	£137

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

None

Background Papers

None

FULL COUNCIL

Date: 20 May 2024

Public Report

Matter: Joint Panel on Governance and Accountability Practitioners Guide 2024

Item no: 14a

Author: Responsible Finance Officer

Supporting Member: Cllr. Shepherd, Chair of Finance Committee

Purpose of Report:

To ratify the adoption of the Joint Panel on Governance and Accountability Practitioners Guide March 2024 and its provisions for 2023/24.

Recommendations:

Note the Practitioners Guide ('the guide') is issued by the Joint Panel on Accountability and Governance (JPAG) in the form of annual updates. The 2024 edition of the guide applies to the Annual Governance and Accountability Return (AGAR). The guide is mandatory.

Note the 2024 edition of the Guide applies in respect of financial years commencing on or after the 01 April 2024. Thus the 'proper practices' laid down in Sections 1 and 2 of the edition of the Guide must be applicated in the finance year ending 31 March 2025.

Note that there are limited changes to the 2023 statutory guidance with the most notable changes relating to the use of .gov.uk domains on websites and emails and a recommendation that local councils publish their full internal audit on their website alongside their AGAR, both of which the Council already complies with.

That the Council adopt the Joint Panel on Governance and Accountability Practitioners Guide March 2024 and its provisions for 2023/24.

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 Council is required to follow the governance and accounting regime set out in the Accounts and Audit Regulations 2015. Statutory proper practice issued under these Regulations has been issued in the Joint Panel on Accountability and Governance (JPAG) Practitioners Guide published by NALC. This document is, in effect, the mandatory guide to both completion of the statutory Annual Governance and Accountability Return (AGAR), describing how accounting transactions are to be treated and reported, and appropriate governance arrangements for local councils.

1. Report Details

1.1 The Practitioner’s Guide is issued by the relevant local government associations, usually in the form of annual updates. The 2024 edition of the Practitioners Guide applies to Annual Governance and Accountability Returns (AGAR) regarding financial years commencing on or after 01 April 2024. The latest version can be viewed using the underlined link below:

[file \(nalc.gov.uk\)](http://nalc.gov.uk)

1.2 There are only limited changes to the 2023 statutory guidance, with the most notable changes to the guide this year being set out below, of which the Town Council already complies:

- i. Stronger encouragement for local town councils to use gov.uk domains for websites and emails.
- ii. Recommendation that local councils publish their full internal audit on their website alongside the AGAR.

2. Options Analysis including risk assessment

a) Risk

Noncompliance with statutory guidance.

b) Consequence

Transactions are recorded incorrectly or inconsistently in statutory returns, leading to adverse criticism or a negative audit.

c) Controls Required

Maintenance of strong internal controls, and internal audit, and adherence to the correct principles for the recording and reporting of the Council’s transactions.

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

[file \(nalc.gov.uk\)](http://nalc.gov.uk)

Background Papers

Joint Practitioners Advisory Group Guide Changes 2024 (NALC)

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FULL COUNCIL

Date: 20 May 2024

Public Report

Matter: Fixed Asset Register 31 March 2024

Item no: 14b

Author: Responsible Finance Officer

Supporting Member: Cllr. Shepherd, Chair of Finance Committee

Purpose of Report:

To ratify the Fixed Asset Register for 31 March 2024 and the reconciliation of transactions in 2023/24.

Recommendations:

- i. Note that for accounting purposes, assets have been valued in accordance with the Council's Asset Valuation Policy and total £172,003.60.
- ii. Note that the value, £172,003.60 recorded in box 9 of the Annual Governance and Accounts Return (AGAR – Section 2) 2023/24 is taken from the Council's asset register which is up to-date on 31 March 2024 and includes all acquisition and disposal transactions recorded in the cashbook during the year.
- iii. Note the insurance value of the assets is £750,328.
- iv. Ratify the Fixed Asset Register for 31 March 2024 and the reconciliation of transactions in 2023/4.

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.

Council's need to maintain a register of the fixed assets, long-term investments, and other non-current assets that they hold to ensure fixed assets are appropriately safeguarded and to meet the requirements of statutory proper practice as issued under the Accounts and Audit Regulations 2015.

1. Report Details

- 1.1 The Fixed assets are also known as non-current assets: property, plant, and equipment with a useful life of more than one year used by the authority to deliver its services.
- 1.2 The Council's Fixed Asset Register:
 - a) Forms the basis for completion of the AGAR Box 9
 - b) Forms a basis for decisions on risk and insurance issues.
 - c) Provides information on the age and potential lifespan of certain items.
 - d) Provides assurance of the continued existence of Council property.

- 1.3 Once recorded on the Asset Register, the value of assets must not change from year to year until disposal. Concepts of depreciation and impairment adjustments are not appropriate for local councils.
- 1.4 The Register is adopted by the Council at the end of each Municipal Year but is a working document over the following Municipal Year, during which Council Officers will update and amend details, as necessary.
- 1.5 The following items are included in the Council's asset register, whether purchased, gifted, or otherwise acquired, together with their holding location:
 - Land and buildings held freehold or on long term lease in the name of the Council.
 - Community assets.
 - Vehicles, plant, and machinery.
 - Assets considered to be portable, attractive or of community significance.
 - IT
- 1.6 Small value assets up to a value of £100 are considered de minimis and not included in the register.
- 1.7 A newly acquired asset is added to the register at the date of acquisition for management purposes. It is assigned to a particular category which both groups similar assets and determines the basis of their valuation.
- 1.8 The following categories of asset have a nominal proxy value of £1:
 - a) Community Assets, i.e., assets that do not have a functional purpose or any intrinsic resale value.
 - b) Gifted assets.
 - c) Assets transferred from other authorities, e.g., under a devolution scheme.
- 1.9 For accounting purposes, acquisitions and disposals of fixed assets should be treated as any other purchase or sale and recorded as part of annual payments or receipts, expenditure, or income.
- 1.10 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.
- 1.11 Should assets be sited on third party property remain assets of the authority. It is essential that authorities are in possession of documentary evidence of permission to site such assets on third party land. This evidence may consist of a formal lease or simply permission to occupy.
- 1.12 There is no guidance where land or buildings have been subject to substantial renovation and improvement to such an extent that the new market value bears no relation to the original purchase cost. In order to avoid renovation and improvement work being separately recorded on the Asset Register and in these exceptional circumstances only, a market value supplied by a qualified surveyor may be entered.
- 1.13 A separate section of the Asset Register contains a Schedule of Disposals. On the disposal of an asset, its register value is reduced to zero at the date of the disposal.
- 1.14 New assets will be assessed at the time of purchase to determine their expected life span.
- 1.15 The Asset Register will be used to inform the insurers of Council assets. For the purposes of insurance, the value to be used is the replacement value of items (index linked) and not the purchase price as per the Asset Register.

- 1.16 The Council should ensure land, assets and building are valued accurately for insurance purposes. Buildings should be valued every five years to ensure the appropriate insurance is held.
- 1.17 There are items that fall outside the definition for inclusion on the asset register. The advice of the internal auditor includes items including trees, paths, plants, drainage and repairs. There are other items which would apply but are at this stage not applicable to the Council.

2. Options Analysis including risk assessment

a) Risk

Noncompliance with statutory guidance.

b) Consequence

External audit failure, impact on insurance claims, transactions not recorded correctly or inconsistently.

c) Controls Required

Adherence to the correct principles for the recording and reporting of the Council's transactions.

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 – Fixed Asset Register 31 March 2024

Appendix B – Fixed Asset Register 31 March 2024 – Reconciliation.

Background Papers

Asset Valuation Policy

Joint Practitioners Advisory Group Guide 2024

**PENRITH TOWN COUNCIL
ASSET REGISTER 31 MARCH 2024**

Total of assets held as at 31 March 2024

Category	ASSET	Custodian	Location	Date acquired	Transfer from	Value £	Asset Transfer Value £	Insurance Value £p	Insurance Value 2023-24 £
Allotments	Folly Lane allotment: 1.50 hectare	Clerk	Folly Lane	23/08/2016	EDC	-	1.00	0.00	0
Allotments	Eden Treescapes - Tree planting & Fencing	Services & Contracts Manag	Folly Lane	01/06/2018		732.35	-	0.00	0
Allotments	James Street allotment: 0.27 hectare	Clerk	James Street	23/08/2016	EDC	-	1.00	0.00	0
Allotments	Castletown allotment: 2.80 hectare	Clerk	Musgrave Street	23/08/2016	EDC	-	1.00	0.00	0
Allotments	Salkeld Road allotment: 0.78 hectare	Clerk	Salkeld Road	23/08/2016	EDC	-	1.00	0.00	0
Allotments	Brackenber Allotments - Drainage Improvements	Services & Contracts Manag	Brackenber	30/11/2021		9,600.00	-	9,600.00	0
Allotments Total						10,332.35	4.00	9,600.00	0
Bus Shelters	Bus Shelter	Services & Contracts Manag	Bridge Lane East	19/10/2018	EDC	-	1.00	15,000.00	16,200
Bus Shelters	Bus Shelter	Services & Contracts Manag	Bridge Lane West	19/10/2018	EDC	-	1.00	13,000.00	14,040
Bus Shelters	Bus Shelter - Replacement panes, Bridge Lane	Services & Contracts Manag	Bridge Lane	12/01/2022		279.17	-	279.17	301
Bus Shelters	Bus Shelter	Services & Contracts Manag	Clifford Road	19/10/2018	EDC	-	1.00	2,400.00	2,592
Bus Shelters	Bus Shelter	Services & Contracts Manag	Clifford Road	19/10/2018	EDC	-	1.00	2,400.00	2,592
Bus Shelters	Bus Shelter	Services & Contracts Manag	Newton Road	19/10/2018	EDC	-	1.00	2,400.00	2,592
Bus Shelters	Bus Shelter	Services & Contracts Manag	Opposite Penny Hill Park, Scotland Road	19/10/2018	EDC	-	1.00	2,400.00	2,592
Bus Shelters	Bus Shelter	Services & Contracts Manag	Patigill/Sim Court	19/10/2018	EDC	-	1.00	2,400.00	2,592
Bus Shelters	Bus Shelter B & C Shelter, Tara Hill	Services & Contracts Manag	Scotland Road, Tara Hill	29/06/2018		2,744.00	-	2,744.00	2,964
Bus Shelters	Bus Shelter - AST Signs - Signage	Services & Contracts Manag	Various	01/03/2019		862.72	-	862.72	932
Bus Shelters	Bus Shelter (replacement) - Ace Shelters	Services & Contract Manag	Scotland Road, East	04/05/2022		2,967.50	-	2,967.50	2,968
Bus Shelters Total						6,853.39	6.00	44,453.39	47,773
Civic Functions	Barnard & Westwood - Condolence Book	Clerk	Council Office	31/03/2020		299.87	-	299.87	324
Civic Functions Total						299.87	0.00	299.87	324
Civic Regalia	Regalia	Deputy Mayors Consort	Deputy Mayor	16/12/2016		80.42	-	80.42	91
Civic Regalia	Regalia	Deputy Mayor	Deputy Mayor	16/12/2016		362.27	-	362.27	410
Civic Regalia	Mayoral Chain	Mayor	Mayor	18/05/2015		-	1.00	5,000.00	5,670
Civic Regalia	Regalia	Mayors consort	Mayor	16/12/2016		47.23	-	47.23	53
Civic Regalia	Vaughtons - Penrith TC press with embossed seal	Clerk	Council Office	26/05/2021		485.10	-	485.10	550
Civic Regalia	Vaughtons - Mayoral Medals	Clerk	Council Office	21/06/2023		485.80	-	485.80	486
Civic Regalia Total						1,460.82	1.00	6,460.82	7,260
Community Asset	Bandstand	Services & Contracts Manag	Commarket	29/03/2018	EDC	-	1.00	68,100.00	80,086
Community Asset	Musgrave Monument	Services & Contracts Manag	Middlegate	01/02/2019	EDC	-	1.00	340,700.00	400,663
Community Asset	WWW1 Plaque	Services & Contracts Manag	St Andrew's Church	28/09/2017	EDC	-	1.00	0.00	0
Community Asset	WWW2 Plaque	Services & Contracts Manag	St Andrew's Church	28/09/2017	EDC	-	1.00	0.00	0
Community Asset	War Memorial - Obelisk	Services & Contracts Manag	St Andrew's Churchyard	28/09/2017	EDC	-	1.00	11,000.00	12,474
Community Asset Total						0.00	5.00	419,800	493,223
Equipment	Parish Noticeboard Co - Noticeboard	Clerk	Adjacent to Bakewells electronics	22/04/2020		1,000.00	-	1,000.00	1,080
Equipment	Therebutnothere - 2 Steel Tommies	Services & Contracts Manag	Council Office	22/10/2018	Council Office	1,552.61	-	1,552.61	1,677
Equipment	Hampshire Flag Company - Bunting	Deputy Clerk	Council Office	31/03/2020		725.55	-	725.55	784
Equipment	Hampshire Flag Co - Bunting	Services & Contract Manag	Council Office	12/04/2020		241.00	-	241.00	241
Equipment Total						3,519.16	0.00	3,519.16	3,782
IT Equipment	Ipad mini 32gb	Council Office	Council Office	17/02/2017		239.00	-	239.00	258
IT Equipment	VIGOR 2760N ROUTER/FIREWALL	Council Office	Council Office	25/09/2017		79.00	-	79.00	85
IT Equipment	ZYXEL PRES 660R-D1 ADSL2+ ROUT	Council Office	Council Office	25/09/2017		99.00	-	99.00	107
IT Equipment	ZYXEL AMG1302 MODEM/ROUTER	Council Office	Council Office	25/09/2017		99.00	-	99.00	107
IT Equipment	CAT 6 UTP MODULE	Council Office	Council Office	25/09/2017		116.00	-	116.00	125
IT Equipment	ASSINIA 24 PORT PATCH PANEL CAT6	Council Office	Council Office	25/09/2017		136.00	-	136.00	147
IT Equipment	UBIQUITI UNIFI AC LR AP	Council Office	Council Office	25/09/2017		179.00	-	179.00	193
IT Equipment	UBIQUITI UNIFI AC LR AP	Council Office	Council Office	25/09/2017		179.00	-	179.00	193
IT Equipment	TP-LINK 24 PORT GIG POE SWITCH	Council Office	Council Office	25/09/2017		299.00	-	299.00	323
IT Equipment	PATCH 29 PORTS TO PATCH PANEL	Council Office	Council Office	25/09/2017		495.00	-	495.00	535
IT Equipment	INTEL I5 3330 3.00/4G/1TB/DVD1	Council Office	Council Office	25/09/2017		549.00	-	549.00	593
IT Equipment	BROTHER MFC-J6930DW MULTIFUNCTION - COPIER	Council Office	Council Office	25/09/2017		299.00	-	299.00	323
IT Equipment	KTD - Portable Hard Drives	Clerk	Council Office	11/06/2018		619.00	-	619.00	669
IT Equipment	KTD - Lenovo Laptop & Hams-G Monitor	Clerk	Council Office	30/06/2018		475.00	-	475.00	513
IT Equipment	KTD - Ubiquiti G3 Dome CCTV Camera	Clerk	Council Office	24/06/2019		159.00	-	159.00	172
IT Equipment	KTD - Ubiquiti Unifi CCTV Video Recorder	Clerk	Council Office	24/06/2019		395.00	-	395.00	427
IT Equipment	IT Equipment ex Grenke Leasing: Virtual Server	Clerk	Council Office	17/10/2019		1,293.54	-	1,293.54	1,398

Category	ASSET	Custodian	Location	Date acquired	Transfer from	Value £	Asset Transfer Value £	Insurance Value £p	Insurance Value 2023-24 £
IT Equipment	KTD - HP 250 G7 Laptop for Solicitor	Clerk	Council Office	31/10/2019		599.00	-	599.00	647
IT Equipment	KTD - Conference Room Phone Polycom Sound Station 2 IP7000	Clerk	Council Office	09/01/2020		399.00	-	399.00	431
IT Equipment	KTD - HP 250 G7 Laptop	Clerk	Council Office	08/04/2020		729.00	-	729.00	787
IT Equipment	KTD - 5 x Polycom mains power supply units and telephones	Clerk	Council Office	22/04/2020		280.00	-	280.00	302
IT Equipment	IT equipment, hardware, software, etc	Clerk	Council Office/Clerk's residence	27/05/2015		3,084.20	-	3,084.20	3,331
IT Equipment	KTD - Kyocera Taskalfa 3253ci multi-function printer/photocopier	Clerk	Council Office	23/03/2021		3,759.00		3,759.00	4,060
IT Equipment	KTD - HP 250 G7-15 Laptop	Clerk	Council Office	23/03/2021		689.00		689.00	744
IT Equipment	HP 250 G8 15-1035G1 8GB 256GB SSD Laptop	Clerk	Council Office	12/09/2022		565.00		565.00	565
IT Equipment	HP 250 G8 15-1035G1 8GB 256GB SSD Laptop	Clerk	Council Office	12/09/2022		565.00		565.00	565
IT Equipment	Hanns-G HP247HJV 23.6 HD LED LCD Monitor	Clerk	Council Office	12/09/2022		169.00		169.00	169
IT Equipment	Hanns-G HP247HJV 23.6 HD LED LCD Monitor	Clerk	Council Office	12/09/2022		169.00		169.00	169
IT Equipment	Hannspre 24 LCD HC240PFB Monitor	Clerk	Council Office	12/09/2022		149.00		149.00	149
IT Equipment	Jabra Evolve 65 Mono Headset x 7	Clerk	Council Office	21/12/2022		1,113.00		1,113.00	1,113
IT Equipment	Jabra Evolve 65 Mono Headset x 1	Clerk	Council Office	27/01/2023		159.00		159.00	159
IT Equipment	Hanns Monitor	Clerk	Council Office	22/02/2023		139.00		139.00	139
IT Equipment	KTD Ltd - Ubiquiti Unfi Cloud key Gen 2	Council Office	Council Office	29/11/2023		215.00		215.00	215
IT Equipment	KTD Ltd - cabinet, castors and shelf	Council Office	Council Office	29/12/2023		576.00		576.00	576
IT Equipment	Canon PowerShot V10	CSO	Council Office	12/03/2024		301.53		302.00	302
IT Equipment Total						19,369.27	0.00	19,369.74	20,589.92
Office Equipment	Legal reference books	Clerk	Council Office	28/04/2015		243.28	-	243.28	262
Office Equipment	Staff welfare - Fridge & microwave	Clerk	Council Office	29/04/2015		141.67	-	141.67	153
Office Equipment	Puridea mini projector	Council Office	Council Office	25/01/2017		148.43	-	148.23	160
Office Equipment	XL display boards x 8	Council Office	Council Office	06/02/2017		574.00	-	574.00	620
Office Equipment	Gazebo	Council Office	Council Office	06/02/2017		1,176.84	-	1,176.84	1,271
Office Equipment	Office Blinds	Council Office	Council Office	09/09/2017		506.21	-	506.21	546
Office Equipment	2 - ALBA CHROME COAT STAND CHROME/BLACK PMCLASS	Council Office	Council Office	11/09/2017		215.70	-	215.70	233
Office Equipment	3 - ACRYLIC PLAQUES, 1 - ACRYLIC DOOR SIGN & DOOR VINYL	Council Office	Council Office	20/09/2017		1,034.00	-	1,034.00	1,117
Office Equipment	1 - 4 DRAWER FILING CABINET	Council Office	Council Office	16/10/2017		115.00	-	115.00	124
Office Equipment	1 - RANGER FIRE RESISTANT HIGH STEEL STORAGE WITH KEY	Council Office	Council Office	31/10/2017		1,075.00	-	1,075.00	1,161
Office Equipment	1 - NOBO DARK BLUE BARRACUDA MOBILE FLIPCHART/DRYWI	Council Office	Council Office	13/11/2017		186.84	-	186.84	202
Office Equipment	Argos - Vacuum Cleaner	Clerk	Council Office	08/06/2018		141.64	-	141.64	153
Office Equipment	SLCC Enterprises Ltd - Local Council Administration Law Book	Clerk	Council Office	08/10/2018		103.99	-	103.99	112
Office Equipment	Heaton's Office Solutions - Steel cupboard	Clerk	Council Office	29/03/2019		136.67	-	136.67	148
Office Equipment	Heaton's Office Solutions - Fire Ranger Fireproof Safe	Clerk	Council Office	30/11/2021		855.56	-	855.56	924
Office Equipment	Heaton's Group - Two Fellowes AeraMax DX55 Air Purifiers 9393	Clerk	Council Office	23/03/2022		370.00	-	370.00	400
Office Equipment	Fire Resistant key safe	Clerk	Council Office	23/05/2002		101.43		101.43	101
Office Equipment Total						7,126.26	0.00	7,126.06	7,588
Office Furniture	1- Tubby 2 Seater Sofa, Navy Product code: SOFTUBY51BLU-UJ	Council Office	Council Office	11/07/2017		179.00	-	179.00	193
Office Furniture	1 - RADIAL END EXTENSION BOARDROOM TABLE WITH SILVER	Council Office	Council Office	29/09/2017		183.60	-	183.60	199
Office Furniture	3 - MAESTRO 25 C LEG STRAIGHT DESK SILVER LEG 1600 OAK	Council Office	Council Office	29/09/2017		327.00	-	327.00	353
Office Furniture	12 - ORION CHROME FRAME STACKABLE CHAIR - BLUE FABRIC	Council Office	Council Office	29/09/2017		332.28	-	332.28	359
Office Furniture	1 - RECTANGULAR 2000MM WIDE BOARDROOM TABLE WITH S	Council Office	Council Office	29/09/2017		345.00	-	345.00	373
Office Furniture	4 - TALL, DEEP MOBILE PEDESTAL WITH TWO SHALLOW DRAW	Council Office	Council Office	29/09/2017		416.00	-	416.00	449
Office Furniture	2 - QUATTRO EXTRA HIGH BACK POSTURE CHAIR IN COBALT A	Council Office	Council Office	29/09/2017		550.00	-	550.00	594
Office Furniture	1 - PISA RECTANGULAR MEETING/LEISURE TABLE	Council Office	Council Office	09/10/2017		270.20	-	270.20	292
Office Furniture	Office Furniture - various	Council Office	Council Office	April - Dec 15		2,574.46	-	2,503.24	2,703
Office Furniture	Heaton's - Two Quattro Extra high back office chairs	Council Office	Council Office	05/01/2022		562.24	-	562.24	607
Office Furniture Total						5,739.78	0.00	5,668.56	6,121
Play Equipment	Fairhill Play Equipment	Services & Contracts Manag	Fairhill Park	03/04/2018	EDC	-	1.00	39,000.00	44,226
Play Equipment	Kompan - EA Playground Sign	Services & Contracts Manag	Fairhill Park	19/08/2020		388.00		388.00	440
Play Equipment	Kompan - FAHR Panel Games	Services & Contracts Manag	Fairhill Park	19/08/2020		1,122.00		1,122.00	1,272
Play Equipment	Kompan - Swing Frame	Services & Contracts Manag	Fairhill Park	19/08/2020		2,710.00		3,520.00	3,992
Play Equipment	Kompan - Home Multi Seesaw	Services & Contracts Manag	Fairhill Park	19/08/2020		2,816.00		3,755.00	4,258
Play Equipment	Kompan - Supernova	Services & Contracts Manag	Fairhill Park	19/08/2020		3,236.00		4,370.00	4,956
Play Equipment	Kompan - Saturn Carousel	Services & Contracts Manag	Fairhill Park	19/08/2020		3,533.00		4,763.00	5,401
Play Equipment	Kompan - PCM112401 Custom Tower	Services & Contracts Manag	Fairhill Park	19/08/2020		5,696.00		7,583.00	8,599
Play Equipment	Kompan - EPDM Wetpour Safer Surfacing	Services & Contracts Manag	Fairhill Park	19/08/2020		13,137.00		13,137.00	14,898
Play Equipment Total						32,638.00	1.00	77,638.00	88,042
Playing Fields	Fairhill Playing Fields	Services & Contracts Manag	Fairhill Park	03/04/2018	EDC	-	1.00	0.00	0
Playing Fields	Mark Harrod 9V9 Goals - Fairhill Playing Fields	Services & Contracts Manag	Fairhill Park	30/06/2018		570.00	-	570.00	647
Playing Fields	HH Reeds - Supply & Install Signs At Fairhill	Services & Contracts Manag	Fairhill Park	06/08/2018		824.00	-	824.00	934

Category	ASSET	Custodian	Location	Date acquired	Transfer from	Value £	Asset Transfer Value £	Insurance Value £p	Insurance Value 2023-24 £
Playing Fields	Glasdon UK - 2 Clifton picnic tables	Services & Contracts Manag	Fairhill Park	01/07/2020		1,448.52	-	1,448.52	1,643
Playing Fields	Kompan - IAE Single Leaf Prosafe Gate	Services & Contracts Manag	Fairhill Park	19/08/2020		981.18		981.18	1,112
Playing Fields	Kompan - IAE Playspec Bow Top Fence	Services & Contracts Manag	Fairhill Park	19/08/2020		5,009.16		5,009.16	5,680
Playing Fields	Glasdon UK - Keyless lockable bin	Services & Contracts Manag	Fairhill Park	09/09/2020		176.52		176.52	201
Playing Fields	Ian Cannon - Paths, etc	Services & Contracts Manag	Fairhill Park	16/09/2020		17,380.00		0.00	0
Playing Fields	Ian Cannon - Gates, fencing	Services & Contracts Manag	Fairhill Park	16/09/2020		2,000.00		2,000.00	2,268
Playing Fields	Ian Cannon - Steel Gates and Timber Bollards	Services & Contracts Manag	Fairhill Park	26/10/2022		2,500.00		2,500.00	2,500
Playing Fields Total						30,889.38	1.00	13,509.38	12,485
Recreational Land	Cumbria CC - Land Transfer Thacka Beck Field	Services & Contracts Manag	Thacka Beck	01/11/2020	CCC	1.00		0.00	0
Recreational Land	Ian Cannon - Fencing & Gates, Thacka Beck	Services & Contracts Manag	Thacka Beck	30/03/2022		4,985.00		4,985.00	5,384
Recreational Land	H H Reeds - Signage, Thacka Beck	Services & Contracts Manag	Thacka Beck	31/03/2022		1,389.00		1,389.00	1,500
Recreational Land	Glasdon - Keyless lockable litter bin	Services & Contract Manag	Thacka Beck	08/06/2022		195.47		195.00	195
Recreational Land	Ian Cannon - Self Binding Gravel Path	Services & Contracts Manag	Thacka Beck	23/11/2022		14,375.00		0.00	0
Recreational Land Total						20,944.47	1.00	6,569.00	7,079
Seats & Benches	Seats and Benches (30 No)	Services & Contracts Manag	Various	19/10/2018	EDC	-	30.00	15,660.00	17,758
Seats & Benches	Seat - Glasdon - 1 No Lowther Seat Penrith Remembers	Services & Contracts Manag	Various	22/03/2019		470.31		470.31	534
Seats & Benches	Seats - Glasdon - 1 No Lowther Seat Memorial	Services & Contracts Manag	Various	22/03/2019		546.13		546.13	619
Seats & Benches	Seats - Glasdon - 6 No Lowther Seat Penrith Remembers	Services & Contracts Manag	Various	22/03/2019		3,276.78		3,276.78	3,716
Seats & Benches	Seats - Glasdon - 5 Lowther seats & plaques	Services & Contracts Manag	Various	01/07/2019		2,958.14		2,958.14	3,354
Seats & Benches	Seats - Glasdon - 2 Lowther seats & plaques	Services & Contracts Manag	Various	12/09/2019		1,168.09		1,168.09	1,324
Seats & Benches	Seats - Glasdon - 2 Lowther seats & plaques	Services & Contracts Manag	Various	29/02/2020		940.60		940.60	1,067
Seats & Benches	Seats - Glasdon UK - 1 Lowther seat & plaque	Services & Contracts Manag	Various	19/08/2020		575.75		575.75	653
Seats & Benches	Seats - Glasdon - Lowther seat	Services & Contracts Manag	Various	04/11/2020		519.69		519.69	590
Seats & Benches	Seats - Glasdon - Fusion bench	Services & Contracts Manag	Various	04/11/2020		326.03		326.03	369
Seats & Benches	Seats - Glasdon - Lowther seat	Services & Contracts Manag	Various	13/01/2021		575.75		575.75	653
Seats & Benches	Seats - Glasdon & Ian Cannon - Lowther seat and plinth	Services & Contracts Manag	Fairhill Park	23/03/2021		850.75		850.75	966
Seats & Benches	Seats - Ian Cannon - Two concrete plinths for benches, Fairhill	Services & Contracts Manag	Fairhill Park	05/10/2021		550.00		550.00	624
Seats & Benches	Seats - Glasdon - Lowther seat	Services & Contracts Manag	Fairhill Park	20/10/2021		629.28		629.28	713
Seats & Benches	Seats - Glasdon - Fusion Seat (from Fairhill Community Group)	Services & Contracts Manag	Fairhill Park	16/03/2022		609.79		609.79	692
Seats & Benches	Seats - Glasdon - Lowther Seat, Beacon Edge	Services & Contracts Manag	Beacon Edge	23/03/2022		629.28		629.28	679
Seats & Benches	Seats - Glasdon - Lowther Seat, Rimington Way	Services & Contracts Manag	Rimington Way	23/03/2022		638.65		638.65	690
Seats & Benches	Seats - Glasdon Ltd - Bench	Services & Contracts Manag	Thacka Beck	05/12/2022		846.77		846.77	847
Seats & Benches	Seats - Glasdon Ltd - 2 Lowther Bench	Services & Contracts Manag	Thacka Beck	17/01/2023		1,607.20		1,607.20	1,607
Seats & Benches	Seats - Glasdon Uk Ltd - Lowther seat	Services & Contract Manag	Beacon Edge	01/11/2023		803.60		803.60	804
Seats & Benches	Seats - Glasdon Uk Ltd - Lowther seat	Services & Contract Manag	Southend Road	29/11/2023		803.60		803.60	804
Seats & Benches Total						19,326.19	30.00	34,986.19	39,062
Street Furniture	Street Furniture Direct - 2 Cycle stands	Services & Contracts Manag	Storage	25/06/2020		110.00		110.00	119
Street Furniture	21CC Group Ltd - 3 Platinum Jubilee Beacons	Economic Development Offic	Various	23/02/2022		1,470.00		1,470.00	1,470
Recreational Land	H & H Reeds - Sign Thacka Beck	Services & Contract Manag	Thacka Beck	05/07/2023		225.00		225.00	225
Street Furniture Total						1,805.00	0.00	1,805.00	1,814
Speed Indicator Devices	Speed Indicator Devices					11,650.66		11,650.66	12,583
Speed Indicator Devices Total						11,650.66	0.00	11,650.66	12,583
Grand Total						171,954.60	49.00	662,455.83	750,328
Total Value						172,003.60			

**PENRITH TOWN COUNCIL
ASSET REGISTER 2023-24: RECONCILIATION**

Category	Asset	Custodian	Location	Date acquired	Cost £	Transfer Value £	Invoice Ref
Asset Value: 31 March 2023							
Purchased in 2023-24:							
Civic Regalia	Vaughtons - Mayoral Medals	Clerk	Council Office	21/06/2023	485.80	-	23-59
Recreational Land	H & H Reads - Sign Thacka Beck	Services & Contract Manager	Thacka Beck	05/07/2023	225.00	-	23-67
Equipment	Hampshire Flag Co - Bunting	Services & Contract Manager	Council Office	12/04/2023	241.00	-	23-13
Seats & Benches	Glasdon Uk Ltd - Lowther seat	Services & Contract Manager	Beacon Edge	01/11/2023	803.60	-	23-148
Seats & Benches	Glasdon Uk Ltd - Lowther seat	Services & Contract Manager	Southend Road	29/11/2023	803.60	-	23-161
IT Equipment	KTD Ltd - Ubiquiti Unfi Cloud key Gen 2	Council Office	Council Office	29/11/2023	215.00	-	23-163
IT Equipment	KTD Ltd - cabinet, castors and shelf	Council Office	Council Office	29/12/2023	576.00	-	23-190
IT Equipment	Canon PowerShot V10	CSO	Council Office	12/03/2024	301.53	-	CCR23-81
Disposed of in 2023-24:							
IT Equipment	FIXED CAB SHELF 100KG 600MM	Council Office	Council Office	25/09/2017	-53.00	-	
IT Equipment	CABINET CASTOR SET (X4)	Council Office	Council Office	25/09/2017	-59.00	-	
IT Equipment	CABINET 27U 600X1000X1322	Council Office	Council Office	25/09/2017	-689.00	-	
IT Equipment	STARTECH 1M PATCH LEAD RED	Council Office	Council Office	25/09/2017	-6.72	-	
IT Equipment	1U LETTERBOX BRUSH STRIP	Council Office	Council Office	25/09/2017	-25.00	-	
IT Equipment	FIXED SHELF 600MM - 50KG LOAD	Council Office	Council Office	25/09/2017	-29.00	-	
IT Equipment	VARIOUS	Council Office	Council Office	25/09/2017	-32.26	-	
IT Equipment	NSN PANASONIC VX310 HOSTED PHONE	Council Office	Council Office	25/09/2017	-85.00	-	
IT Equipment	NSN PANASONIC VX310 HOSTED PHONE	Council Office	Council Office	25/09/2017	-85.00	-	
IT Equipment	NSN PANASONIC VX310 HOSTED PHONE	Council Office	Council Office	25/09/2017	-85.00	-	
IT Equipment	NSN PANASONIC VX310 HOSTED PHONE	Council Office	Council Office	25/09/2017	-85.00	-	
IT Equipment	NSN PANASONIC VX310 HOSTED PHONE	Council Office	Council Office	25/09/2017	-179.00	-	
IT Equipment	Website	KTD	KTD Server	22/05/2015	-2,800.00	-	
Playing Fields	Kompan - Excavation, disposal of old equipment, fit turf, MOT Type 1, preliminaries	Services & Contracts Manager	Fairhill Park	19/08/2020	-9,354.08	-	
Total of assets held as at 31 March 2024:					171,954.60	49.00	
Total Value					172,003.60		

FULL COUNCIL

Date: 20 May 2024

Public Report

Matter: Finance Outturn Report: Year Ended 31 March 2024

Item no: 14c

Author: Responsible Finance Officer

Supporting Member: Cllr. Shepherd, Chair of Finance Committee

Purpose of Report:

To ratify the final outturn report for the financial year 31 March 2024.

Recommendations:

Ratify the final outturn report for the financial year ended 31 March 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. The Accounts and Audit Regulations 2015, supplemented by statutory guidance on proper practice, prescribe an accounting regime for local councils.

1. Report Details

A. 2023-24 Outturn Statement: Income and Expenditure Account (Appendix A)

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

- The actual outturn figures for the preceding financial year 2022-23, for reference only.
- The full year's Approved Budget for 2023-24, which was ratified by Council on 23 January 2023.
- Actual outturn income and expenditure for 2023-24, based on the matching principle, which means taking account of all income and expenditure which relates to the year, irrespective of when it is received/paid.
- The variance between the actual outturn income and expenditure and the Approved Budget for the year. Variances are expressed as favourable (positive) where there

was an underspending or increased income, and as adverse (negative and bracketed) where there was an overspending or reduced income.

- The position and transactions on the Council's reserves: its General, Devolution and Election Reserves.

B. Commentary

There was a significant overall underspend of the Approved Budget, with almost all major headings recording underspendings. Individual variances are detailed below.

B.1 Total Income £20,366

Total income of £512,063 was above the £491,697 Budget, a variance of £20,366.

- The annual precept of £468,295 was received from Westmorland and Furness Council in line with budget.
- The Budget assumed investment interest of £15,700. This actual figure of £36,126 was much higher due to higher rates of interest.

B.2 Planning Committee +£14,976

Expenditure of £3,324 is shown against the Approved Budget of £18,300, an underspending of £14,976.

- The Planning budget of £10,000 was set as a block allocation to cover all its expenditure on this service; at outturn, this was underspent by £9,676.
- The remainder of the underspend was within the climate change budget.

B.3 Communities Committee +£46,045

Net spend of £60,955 is shown against the budget of £107,000, an underspending of £46,046.

The main area of underspend was within Town Projects which had a budget of £47,000 and actual expenditure £20,259, this underspend was due to the budget including costs for Christmas lights which was not needed once the BID was re-elected.

Expenditure on grants increased from £20,283 in 2022/23 to £27,818 in 2023/24 but is still £7,182 below the budget of £35,000.

B.4 Finance Committee +£7,926

Net outturn expenditure of £434,439 is shown against the Approved Budget of £442,365, an underspending of £7,926.

The main area of underspend was in the budget of £5,000 for Local Government re-organisation, none of which was used. Generally, the finance committee spend was close to budget.

Heat, Light and water were £3,009 (£3,109 actual 2022/23), which has levelled off after the large increase last year.

IT and website spend was £22,375 which combined was £225 over budget, again this has levelled off after the costs of equipment for new members of staff last year.

B.5 Contingency Provision

- The contingency provision of £3,000 is shown as fully underspent as costs have been allocated to the correct budget heading.

B.6 Transfer to the Election Reserve

- As previously decided £5,000 was transferred to the election reserve.

B.7 Total Expenditure & Increase/(Decrease) in General Reserve

- The Budget expected that £83,968 would be used from the General Reserve in 2023-24. Because of outturn underspendings, income exceeded expenditure by £8,345 so this amount has been transferred to the General Reserve rather than the reserve being needed to meet expenditure. As described within this report, the resulting variance of £92,313 arose from the following variations from budget:

Income	20,366
Planning Committee	14,976
Communities Committee	46,045
Finance Committee	7,926
Contingency	3,000
Total Underspending	<u>92,313</u>

- During the 2024-25 Budget process, a Forecast Outturn was produced for 2023-24, which anticipated that the Approved Budget would be overspent by some £19,000; the actual outturn underspending of £8,000 means that an extra £27,000 has been transferred to the General Reserve, compared to the budget assumptions made in January this year.

B.8 Reserves

Overall, reserves at 31 March 2024 are at a much higher level than anticipated, this can be seen clearly in the following comparison:-

Balance at 31 March 2024	2023/24 Budget	Forecast Outturn	Actual Outturn
Reserve:	£	£	£
General	398,637	479,530	507,231
Devolution	183,413	175,288	174,405
Elections	35,000	35,000	35,000
Total Reserves	<u>617,050</u>	<u>689,818</u>	<u>716,636</u>

- The Council's Reserves Policy sets a target to accumulate a balance equivalent to 35% of net revenue expenditure by 31 March 2025 reducing to 30% of expenditure from 01 April 2026 onwards. The 2024-25 Budget provides for £177,000 over the next five years to fund new initiatives. The outturn underspendings will not only help to secure this programme of expenditure but provide additional funds should the Council wish to invest further in services.

C. Balance Sheet (Appendix B)

Appendix B shows the Council's balance sheet as at 31 March 2024. The following points may be noted:

- Investments with two organisations total £668,353, with the majority being held in the CCLA Public Sector Deposit Fund.
- The VAT Debtor of £1,474 represents March's transactions and has been reclaimed from HMRC.
- Prepayments of £4,419 include adjustments for office rent £1,875, IT support agreements £648, and licences and subscriptions £649.
- The Cash at Bank balance of £54,140 is held at HSBC.
- Accruals of £9,919 comprise of goods and services received by 31 March, but unpaid at that date.
- The Receipts in Advance figure of £1,742 is the remaining income received from United Utilities for planting maintenance at Fairhill Park.

The outturn statement highlights a £72,000 underspending of the approved 2023-24 Budget, when taking in to account additional income received from investments the statements highlight an underspending of £92,000. The underspendings have resulted in the General Reserve balance being £27,000 higher than anticipated when setting the 2023-24 Budget. This will provide an opportunity to consider aspirations beyond those already identified in the medium-term financial plan. Members are reminded that, although 2023-24 budgets were significantly underspent, Financial Regulations prevent such unspent budgets being carried forward to a subsequent year.

Finally, the Council's balance sheet at 31 March 2024 shows it to be in a healthy financial position, with minimal debtors and creditors, its reserves invested in a range of organisations and a bank balance adequate to fund cash flow requirements.

2. Options Analysis including risk assessment

a) Risk

Inadequate financial monitoring. Inaccurate or non-compliant accounts.

b) Consequence

Unexpected overspending, potentially leading to the curtailment of planned expenditure.

Reputational damage.

Adverse criticism of over or underspending.

Adverse criticism of inaccurate accounts, from Auditors or the general public.

c) Controls Required

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

An understanding of, and compliance with statutory guidance, standard and sector specific accounting principles.

3. Financial and Resource Implications

This report is concerned solely with financial accounting and 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

Appendix A - 2023-24 Outturn Statement: Income and Expenditure Account.

Appendix B – 2023-24 Outturn Statement: Balance Sheet as at 31 March 2024.

Background Papers

- Transaction and trial balance reports from the Sage accountancy system
- Budget, Budgetary Control and Outturn working papers.



Penrith Town Council

2023/24 OUTTURN STATEMENT INCOME AND EXPENDITURE ACCOUNT

ACTUAL OUTTURN 2022/23	APPROVED BUDGET 2023/24	HEADING	ACTUAL OUTTURN 2023/24	Favourable/ (Adverse) Variance to budget
£	£		£	£
		INCOME		
		Precept:		
455,209	468,295	Council Tax	468,295	0
7,388	7,642	EDC - CTRS Grant	7,642	0
		Other Income:		
13,577	15,750	Investment Interest	36,126	20,376
0	10	Miscellaneous Income	0	(10)
476,174	491,697	TOTAL INCOME	512,063	20,366
		EXPENDITURE		
		PLANNING COMMITTEE:		
		Planning Services:		
2,118	10,000	Planning Consultancy	324	9,676
2,118	10,000		324	9,676
		Climate Change:		
2,910	8,300	Climate Efficiency	3,000	5,300
2,910	8,300		3,000	5,300
5,028	18,300	Planning Committee Total	3,324	14,976
		COMMUNITIES COMMITTEE:		
		Town Projects:		
4,688	47,000	Town Projects	20,259	26,741
0		Marketing Penrith	0	0
4,688	47,000		20,259	26,741
		Arts & Entertainment:		
21,474	10,000	Arts & Culture Development	4,327	5,673
21,474	10,000		4,327	5,673
		Grants:		
20,283	15,000	Grants	12,853	2,147
0	20,000	Signature Grants	14,965	5,035
20,283	35,000		27,818	7,182
		Corporate Communications:		
4,839	15,000	Communications	8,551	6,449
4,839	15,000		8,551	6,449
51,284	107,000	Communities Committee Total	60,955	46,045

ACTUAL OUTTURN 2022/23	APPROVED BUDGET 2023/24	HEADING	ACTUAL OUTTURN 2023/24	Favourable/ (Adverse) Variance to budget
£	£		£	£
		FINANCE COMMITTEE:		
		Staffing:		
194,747	247,200	Salaries	250,733	(3,533)
19,268	23,780	National Insurance	24,583	(803)
42,230	53,150	Superannuation	52,474	676
3,029	500	Recruitment Expenses	567	(67)
1,282	600	Staff Training	735	(135)
0	500	Conferences	0	500
238	500	Staff Expenses	64	436
260,794	326,230		329,156	(2,926)
		Accommodation:		
7,500	7,500	Rent	7,500	0
3,104	4,000	Heat, Light & Water	3,009	991
2,331	1,020	Service Charges	2,232	(1,212)
1,782	1,730	Room Hire & Meetings	1,415	315
390	380	Insurances	390	(10)
0	0	Letting Income	0	0
15,107	14,630		14,546	84
		Civic Functions:		
76	400	Civic Functions	20	380
700	700	Mayoral Expenses	700	0
300	300	Deputy Mayor's Expenses	300	0
102	100	Civic Regalia	486	(386)
1,178	1,500		1,506	(6)
		Cost of Democracy:		
225	200	Annual Meeting	30	170
	5,000	Elections	0	5,000
160	1,000	Members' Training	536	464
0	200	Members' Expenses	0	200
0	1,200	Notice/Honours Board	102	1,098
385	7,600		668	6,932
26,800	20,000	IT	22,375	(2,375)
340	2,050	Website	0	2,050
		Devolved Services:		
(450)	800	Allotments	2,577	(1,777)
0	400	War Memorial	1,290	(890)
0	1,500	Benches	2,968	(1,468)
3,330	3,000	Bus Shelters	1,161	1,839
1,021	1,750	Bandstand	884	866
653	800	Musgrave Monument	434	366
7,426	5,500	Fairhill Park	8,425	(2,925)
27	300	Signage, etc	178	122
19,407	3,700	Thacka Beck	1,914	1,786
7,991	10,000	Community Caretaker	8,902	1,098
6,939	18,594	Contribution to Devolution Reserve	17,611	983
46,344	46,344		46,344	0
0	5,000	Local Government Re-organisation	0	5,000
		Other Overheads:		
3,614	3,000	Printing, Postage & Stationery	3,169	(169)
1,166	1,450	Audit Fees	1,781	(331)
3,241	4,180	Insurance	3,418	762
123	130	Bank Charges & Interest	285	(155)
2,205	2,900	Accountancy Fees	4,310	(1,410)
1,898	1,650	Legal Fees	2,116	(466)
827	500	Licences	1,488	(988)
3,354	3,201	Subscriptions	3,171	30
16,428	17,011		19,738	(2,727)
1,690	2,000	Repairs & Renewals	106	1,894
369,066	442,365	Finance Committee Total	434,439	7,926

ACTUAL OUTTURN 2022/23	APPROVED BUDGET 2023/24	HEADING	ACTUAL OUTTURN 2023/24	Favourable/ (Adverse) Variance to budget
£	£		£	£
0	3,000	Contingency	0	3,000
(50,000)	0	Transfer to/(from) Acquisitions Reserve	0	0
30,000	5,000	Transfer to Election Reserve	5,000	0
405,378	575,665	TOTAL EXPENDITURE	503,718	71,947
70,796	(83,968)	INCREASE/(DECR) IN GENERAL RESERVE	8,345	92,313
		RESERVES:		
		General Reserve:		
428,090	482,605	Balance brought forward 1 April	498,886	16,281
70,796	(83,968)	Increase/(decrease) in year	8,345	92,313
498,886	398,637	Balance carried forward 31 March	507,231	108,594
		Devolution Reserve:		
149,855	164,819	Balance brought forward 1 April	156,794	(8,025)
6,939	18,594	Contribution from Budget	17,611	(983)
156,794	183,413	Balance carried forward 31 March	174,405	(9,008)
		Election Reserve:		
0	30,000	Balance brought forward 1 April	30,000	0
30,000	5,000	Contribution from Budget	5,000	0
30,000	35,000	Balance carried forward 31 March	35,000	0
685,680	617,050	TOTAL RESERVES 31 MARCH	716,636	99,586



Penrith Town Council

2023/24 OUTTURN STATEMENT BALANCE SHEET AS AT 31 MARCH 2024

31 MARCH 2023			31 MARCH 2024	
£	£		£	£
		Investments		
530,000.00		CCLA Public Sector Deposit Fund	580,000.00	
<u>86,625.63</u>		Penrith Building Society	<u>88,353.05</u>	
	616,625.63			668,353.05
		Current Assets		
2,169.14		Debtors	3,010.32	
1,339.51		Debtor - VAT	1,473.58	
3,795.50		Prepayments	4,419.07	
<u>80,597.74</u>		Cash at bank: HSBC	<u>54,140.44</u>	
87,901.89			63,043.41	
		Current Liabilities		
5,000.00		Creditors	3,100.00	
11,718.88		Accruals	9,918.62	
0.00		Payroll Control	0.00	
<u>2,129.25</u>		Receipts in Advance	<u>1,741.75</u>	
18,848.13			14,760.37	
	69,053.76	Net Current Assets		48,283.04
	<u>685,679.39</u>			<u>716,636.09</u>
		Represented by:		
		Reserves		
	498,885.70	General Reserve		507,231.21
	156,793.69	Devolution Reserve		174,404.88
	30,000.00	Election Cost Reserve		35,000.00
	<u>685,679.39</u>			<u>716,636.09</u>

FINANCE COMMITTEE

Date: 20 May 2024

Public Report

Matter: Internal Audit Report

Item no: 14d

Author: Responsible Finance Officer

Supporting Member: Cllr. Shepherd, Chair of Finance Committee

Purpose of Report:

To receive and note the internal auditors final internal audit report for the financial year ended 31 March 2024.

Recommendations:

To receive and note the final internal auditors Annual Internal Audit Report for the financial year ended 31 March 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 Council is required to follow the governance and accounting regime set out in the Accounts and Audit Regulations 2015. This requires the Council to undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, considering public sector internal auditing standards or guidance.

Internal Auditors are required to follow the provisions of the JPAG Guide to Governance and Accountability, which represents statutory best practice.

1. Report Details

- 1.1 The internal audit for 2023/24 has been carried out by Mrs Jean Airey.
- 1.2 Her interim report was reported to and ratified at the last meeting of Full Council on 25 March 2024.
- 1.3 She has now submitted her final Internal Audit Report for the financial year ending 31 March 2024 (period 01 April 2023 to 31 March 2024), which contains her formal opinion. Her final report and statutory audit opinion forms part of the AGAR.

2. Options Analysis including risk assessment.

a) Risk

Lack of a robust audit regime resulting in irregularities not being detected.

b) Consequence

Loss or waste of resources, criticism from the external auditor and reputational damage.

c) Controls Required

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

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 Auditors Report year ending 31 March 2024.

Appendix B – Annual Internal Audit Report 2023/24 – AGAR Form (completed)

Background Papers

- Interim Internal Audit Report
- Account and Audit Regulations 2015
- JPAG Guide to Governance and Accountability 2023 & 2024 editions

FINAL REPORT BY THE INTERNAL AUDITOR TO PENRITH TOWN COUNCIL
1ST APRIL 2023- 31ST MARCH 2024
FINANCIAL YEAR ENDING 31ST MARCH 2024

Introduction

This final report for the financial year 1st April 2023 to 31st March 2024 covers elements required by the Account and Audit Regulations (England) 2015, which were not covered in the interim report for the period 1st April 2023 – 30th December 2023.

I confirm I have on the 15th April 2024 undertaken a final audit which covers the period 1st January 2024 to 31st March 2024 in accordance with the Account and Audit Regulations (England) 2015 as outlined in the schedule previously circulated and approved by Council and incorporating any new requirements as outlined in “Governance and Accountability for Smaller Authorities in England” March 2024

Appropriate accounting records have been kept throughout the year.

The completed 2024 Annual Governance and Accountability Return (AGAR) confirms that the closing balance on 31st March 2023 has been correctly carried forward to 1st April 2024 to commence the financial year.

The bank reconciliation on 31st March 2024 correctly reflects the balances on all bank accounts.

The Council having reserve cash funds in excess of £100,000 has identified the need for an investment strategy with clear aims and objectives, namely, to consider security, liquidity, and yield, here listed in order of priority.

The Council has a comprehensive investment policy, and strategy for reserves, which were adopted – Meeting 29th January 2024 – Minute No. PTC23/107. b.c.

The authority complied with its financial regulations, invoices supported payments, all expenditure was approved, and VAT was accounted for.

The rigorous tendering process for goods and services was evidenced by the documentation made available. All tenders and quotes adhere to the up-to-date Financial Regulations. A selection of financial transactions was reviewed in excess of £2000.00 all were supported by a clear audit trail.

Vat reclaims are prepared on a monthly basis. Evidence was available to confirm the reclaims for January, February and March. – Sage Reconciliation, Sage Transactions and HMRC verification.

The claim for the final month of the financial year 31st March 2024 had been reconciled and submitted to HMRC - £1473.58.

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

All aspects of this section were covered in the interim report. Further financial and other risks are identified throughout the year. Required controls are documented in any reports to review the outturn report for the financial year 31st March 2024 and recommend its acceptance to Full Council

The Precept requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored and reserves are appropriate.

The Responsible Financial Officer (RFO), with full explanations of the recommendations, prepared a budget report and it was presented to the Finance Committee for approval and development, prior to recommendations being made to Council. The Council approved the submission of the precept demand to the County Council – Meeting 29th January 2024 – Minute No. PTC23/107c(ii) - £487,735.00.

Penrith Town Council has total reserves as of 31st March of £716639.09 as correctly recorded in box 7 of the AGAR. The sum comprises £507231.21 General Reserve; Earmarked Reserves – Devolution Reserve £174404.88; Election Cost Reserve £35000.

External Audit advises – as per Practitioners’ Guide Page 38/39 – 5.33 – 5-39, that General Reserves of an “authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve”

Expected income was fully received based on correct prices, properly recorded and promptly banked and VAT appropriately accounted for.

The Council has minimal income from sources other than the Precept. Where received, it is properly recorded and promptly banked. No cash income.

A review of fees and charges approved – Meeting 25th March 2024 – Minute No. PTC23/123.c.

The Council has 200 allotment plots allocated over 4 sites. Penrith Allotment Association operates the sites on the Council behalf.

Petty Cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for. Sct 137 requirement.

The use of the of the .gov.uk domain name.

The Council does not operate a Petty Cash account. Sums incurred on Debit Cards are fully supported by invoices/receipts. VAT is identified and purchases are allocated to the appropriate budget headings.

Penrith Town Council is a General Power of Competence Council and complies with all statutory obligations to record eligibility at the relevant time. Sct. 137 is not applicable.

Penrith Town Council has for some time now responded to the strong encouragement to adopt the .gov.uk domain name. All councillors use the domain for all council business.

Salaries to employees and allowances to members were paid in accordance with the authority’s approvals and PAYE and NI requirements were properly applied

All payments reflect salary scales approved by Council. Returns to HMRC are processed by the external accountant. The record with all deductions for staff was properly prepared and available for inspection.

Assets and investments register were completed and accurate and properly maintained.

The Asset Register for the current financial year has been completed with a reconciliation to outline all acquisitions and disposals. The document is reviewed annually, to a scheduled timetable, ensuring accuracy for completion of the 2023- 2024 AGAR. – Assets Recorded - £172003.60.

All investments adhere to the Investment Strategy. The Council does not have long term invested cash assets.

Accounting statements prepared during the year were prepared on the correct accounting basis – income and expenditure , all schedules, etc agreed and were supported by an adequate audit trail from the core Sage accounts. Debtors and Creditors were properly recorded. The Council has published on the website all documentation required under relevant legislation.

The Council accounts are prepared on an Income and Expenditure basis as required by the Accounts and Audit regulations being an authority with income/ expenditure in excess of £200,000. The Sage Accounts clearly identifies Debtors, Creditors, Receipts in Advance, and Accruals. It is confirmed that the Council is fully compliant with requirements to publish on the website information in line with relevant legislation.

The External and Internal Audit reports confirm that Penrith Town Council has fulfilled its statutory obligations, and all finance and governance comply with legislation. The comprehensive website ensures the electorate is fully aware of the use of all public funds.

I wish to express my appreciation to the Responsible Financial Officer for the of preparation all relevant financial documents and reports, for the assistance of the Acting Town Clerk and all Officers for comprehensive governance documents and the completeness of information on the website which facilitated the audit.



Georgina D Airey - Internal Auditor – 15th April 2024.

Annual Internal Audit Report 2023/24

Penrith Town Council

www.penrithtowncouncil.gov.uk

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

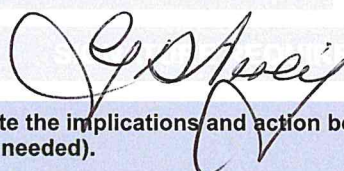
Date(s) internal audit undertaken

06/02/2024 15/04/2024

Name of person who carried out the internal audit

G. D. Airey

Signature of person who carried out the internal audit



Date

15/04/2024

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).**

FULL COUNCIL

Date: 20 May 2024

Public Report

Matter: Review the effectiveness of the Council's Internal Audit Provision during 2023/24 and reappoint the Internal Auditor for the current financial year 2024/25.

Item no: 14e

Author: Responsible Finance Officer

Supporting Member: Cllr. Shepherd, Chair of Finance Committee

Purpose of Report:

Ratify the review of the effectiveness of the Council's Internal Audit provision during 2023/24 and to re-appoint the Internal Auditor for the financial year 2024/25.

Recommendations:

- i. Ratify the review of the effectiveness of internal audit provision and confirm that the function has operated effectively during 2023/24.
- ii. Ratify the re-appointment of Mrs G. Airey as the Council's Internal Auditor 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.

The Council is required to follow the governance and accounting regime set out in the Accounts and Audit Regulations 2015. This requires the Council to undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, considering public sector internal auditing standards or guidance.

Internal Auditors are required to follow the provisions of the JPAG Guide to Governance and Accountability, which represents statutory best practice.

1. Report Details

1.1 The internal audit for 2023/24 has been carried out by Mrs Jean Airey.

1.2 The appendix to this report presents a review of the effectiveness of Internal Audit. There are two aspects to the review: meeting standards and characteristics of effectiveness.

- 1.3 The RFO's assessment of the performance of Mrs Airey against relevant criteria is set out in Appendix A, where it can be seen that her performance is totally satisfactory in all respects.
- 1.4 The Council meeting on the 25 March 2024 also reviewed the Council's system of internal control for 2023/24, part of which acknowledged that its internal audit arrangements were effective.
- 1.5 This more detailed review confirms that opinion and provides the evidence and justification for the re-appointment of the current Internal Auditor. Finance Committee at its meeting on 25 April 2024 agreed to recommend that the Council re-appoint Mrs Airey as its Internal Auditor for 2024/25 and this be ratified by Full Council at this meeting.

2. Options Analysis including risk assessment

a) Risk

Lack of a robust audit regime resulting in irregularities not being detected.

b) Consequence

Loss or waste of resources, criticism from the external auditor and reputational damage.

c) Controls Required

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

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 – Review of the Effectiveness of Internal Audit Provision 2023/24

Background Papers

- Account and Audit Regulations 2015
- JPAG Guide to Governance and Accountability 2023 & 2024 editions

Standard	Evidence of achievement
1. Scope of internal audit	<p>The appointment of Mrs Jean Airey as Internal Auditor for the financial year 2023-24 was confirmed by Council in May 2023.</p> <p>The terms of her engagement are formally agreed and documented.</p> <p>The Internal Auditor follows proper practice and meets national auditing standards.</p> <p>Internal audit work considers both the council's risk assessment and wider internal control arrangements.</p> <p>Internal audit work considers the Council's anti-fraud and corruption arrangements.</p> <p>The Internal Auditor has unfettered access to all areas of the Council's activities.</p>
2. Independence	<p>The Internal Auditor is independent from the Council and is not involved in its financial controls, procedures or decision making.</p> <p>Internal audit has direct access to those charged with governance and can seek information or explanations from any officer or Member of the Council.</p> <p>Reports are made in the Auditor's own name to management.</p>
3. Competence	<p>Mrs Airey has substantial experience in auditing and knowledge of auditing standards, having been an internal auditor to local councils in Cumbria for many years. She was Town Clerk to Keswick Town Council for 25 years and has delivered training on behalf of CALC.</p> <p>There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity.</p>
4. Relationships	<p>The Clerk and RFO are consulted on the internal audit plan and coverage.</p> <p>Respective responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters.</p> <p>The responsibilities of Council members are understood, in particular the Finance Committee; training of Members is available as required.</p>
5. Audit Planning and Reporting	<p>The annual internal audit plan properly takes account of all the risks facing the Council.</p> <p>Mrs Airey provided her interim report promptly after completion of her fieldwork and plans to submit her final report and opinion promptly.</p>

Area 2: Characteristics of Effectiveness

Characteristic	Evidence of achievement
1. Internal audit work is planned	Planned internal audit work is based on the assessment of risk and is designed to meet the Council's needs and national auditing standards. Mrs Airey amends her audit plan as required to take account of new requirements and changes to the JPAG guidance.
2. Understanding the whole organisation, its needs and objectives	The annual audit demonstrates how audit work provides assurance for the council's Annual Governance Statement.
3. Be seen as a catalyst for change	Internal audit supports the Council's work in delivering improved services to the community.
4. Add value and assist the organisation in achieving its objectives	The Council makes positive responses to internal audit's recommendations and follows up with action where this is called for.
5. Be forward looking	In formulating the annual audit coverage, national agenda changes are considered. Internal audit maintains awareness of new developments in the services, risk management and corporate governance.
6. Be challenging	Internal audit focuses on the risks facing the Council. Internal Audit encourages managers/Members to develop their own responses to risk, rather than relying solely on audit recommendations.
7. Ensure the right resources are available	Adequate resource is made available for internal audit to complete its work; the auditor has the freedom to request additional fee work if she considers it necessary. Internal Audit understands the Council and the legal and corporate framework in which it operates. Mrs Airey has undertaken this role (and similar roles) for several years; this continuity results in a good understanding of the Council, its internal control environment and the issues facing it.

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

Penrith Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed			'Yes' means that this authority:
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
			✓	

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DP/14/2024

and recorded as minute reference:

MINUTE 10/03/2024

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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FULL COUNCIL

Date: 20 May 2024

Public Report

Matter: Accounting Statements 2023-24 (AGAR Section 2) and Notice of Public Rights and publication of unaudited Governance and Accountability Return

Item no: 14f ii and iii

Author: Responsible Finance Officer

Supporting Member: Cllr. Shepherd, Chair of Finance Committee

Purpose of Report:

To approve the Accounting Statements 2023-24 (Section 2 of the AGAR), and the period for the Exercise of Public Rights.

Recommendations:

- i. Approve the Accounting Statements 2023/24 (Section 2 of the AGAR) and authorise the Chair of the Council to sign the Statement at Section 2 of the Annual Governance and Accountability Return on behalf of the Council.
- ii. Approve that the period for the exercise of public rights and publication of the unaudited Annual Governance and Accountability Return be from Monday 03 June to Friday 12 July 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 Council is required by law to follow the governance and accounting regime set out in the Accounts and Audit Regulations 2015. Statutory proper practice issued under these Regulations has been published in the JPAG publication 'Governance and Accountability for Smaller Authorities in England'. This document is the mandatory guide to completion of the statutory Annual Governance and Accountability Return (AGAR) and it describes how accounting transactions are to be treated and reported.

1. The Accounting Statements

- 1.1 The Accounting Statements prepared in accordance with the Practitioners Guide represent a highly summarised version of the Council's transactions for the year. They are also, in a sense, incomplete, as they do not record the Council's full balance sheet, only the cash and reserves figure at year end.
- 1.2 The Practitioners Guide recommends that Members have access to a reconciliation between the financial ledger (cash book) and the Accounting Statements. Appendix A provides that reconciliation, showing not only how Sage

ledger balances are analysed in AGAR format but also how those balances correspond to the formal outturn statement. The Guide does not require Councils to account separately for fixed assets but to keep a memorandum summary in their asset register. The asset value shown in the Accounting Statement is therefore derived directly from the Council's asset register, as reported elsewhere on this agenda.

- 1.3 Section 2 of the AGAR (Appendix B) has been signed by the RFO as required by the guidance. Members are requested to review the AGAR and the supporting reconciliation and recommend that the Chair of the Council meeting signs the statements on its behalf.

Exercise of Public Rights and Audit of the AGAR

1.4 The process for the approval and audit of the AGAR is as follows:

- Approval of the Accounting Statements must take place after approval of the Annual Governance Statement (AGS). (item 14fi)
- Legislation provides for the accounting records of the Council to be open for inspection for a fixed period prior to review by the External Auditor. This is known as the exercise of public rights and must be a period of 30 working days which includes the first 10 working days of July. To comply with this requirement, the RFO plans to specify the period from Monday 03 June to Friday 12 July 2024; during this time, members of the public can examine the accounts and supporting documentation. To meet this timescale, the unaudited Accounts and AGS will be published on the Council's website by Sunday 02 June 2024.
- The AGAR comprises the AGS, the Accounting Statements and the Internal Auditor's report. The full AGAR must be submitted, with supporting information, to the External Auditors, Moore UK, before the 01 July 2024.
- After their sign-off, the full audited Return must be published on the Council's website by 30 September 2024.

2. Options Analysis including risk assessment

a) Risk

Transactions are recorded incorrectly or inconsistently in statutory returns.

b) Consequence

Criticism from auditors and reputational damage.

c) Controls Required

Adherence to correct principles for the recording and reporting of the Council's transactions.

3. Financial and Resource Implications

This report is concerned solely financial transparency and accountability.

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 – Reconciliation between Sage financial ledger and AGAR Section 2

Appendix B – AGAR Section 2 Accounting Statements 2023/24

Background Papers

- Transaction and trial balance reports from the Sage accountancy system
- 2023-24 outturn working papers.
- JPAG Practitioners' Guide 2024 Edition

AGAR Reconciliation to Accounting System 2023/24				Sage Nominal Code	Sage Trial Balance 31 March 24	Line 1	Line 2	Line 3	Line 4	Line 6	Line 7	Line 8	Balance Sheet Items not returned on AGAR	
N/C	Summary Heading	Total	Detailed Account			Balances b/fwd	Annual Precept	Other Income	Staff Costs excs mileage	Other Expenditure	Balances c/fwd	Cash & Short term Balances		
		£			£	£	£	£	£	£	£	£	£	
1100			Debtors Control Account	1100	0.00								0.00	
1101	Debtors	3,010.32	Sundry Debtors	1101	0.00								0.00	
1105			Other Debtors	1102	3,010.32								3,010.32	
1110			Deposits Paid	1110	0.00								0.00	
1115	Prepayments	4,419.07	Prepayments	1115	4,419.07								4,419.07	
1200	Cash at Bank	54,140.44	Unity Trust	1200	0.00								0.00	
1205			HSC	1205	54,140.44								54,140.44	
1216		0.00	Cumberland Building Society	1216	0.00								0.00	
1217	Investments	580,000.00	CCLA Public Sector Deposit Fund	1217	580,000.00								580,000.00	
1218		88,353.05	Penrith Building Society	1218	88,353.05								88,353.05	
2100	Creditors	(3,100.00)	Creditors Control Account	2100	0.00								0.00	
2101			Sundry Creditors	2105	(3,100.00)								(3,100.00)	
2110	Accruals	(9,918.62)	Accruals	2110	(9,918.62)								(9,918.62)	
2115	Receipts in Advance	(1,741.75)	Receipts in Advance	2115	(1,741.75)								(1,741.75)	
2200			V.A.T. Sales Control Account	2200	0.00								0.00	
2201	Debtor - VAT	1,473.58	V.A.T. Purchase Control Account	2201	0.00								0.00	
2202			VAT Liability	2202	1,473.58								1,473.58	
2210	Creditor - Payroll Control	0.00	Payroll Control	2210	0.00								0.00	
3000		(498,885.70)	General Reserve	3000	(498,885.70)	(498,885.70)					(498,885.70)			
3010	Reserves	(174,404.88)	Devolution Reserve	3010	(174,404.88)	(174,404.88)					(174,404.88)			
3015		0.00	Acquisitions Reserve	3015	0.00						0.00			
3020		(35,000.00)	Election Reserve	3020	(35,000.00)	(35,000.00)					(35,000.00)			
3200		0.00	Profit and Loss Account	3200	0.00						(30,956.70)			
4000	Precept	(468,295.00)	Precept	4000	(468,295.00)		(468,295.00)			0.00				
4010	CTRS Grant	(7,642.00)	CTRS Grant	4010	(7,642.00)			(7,642.00)		0.00				
4100	Investment Income	(36,125.93)	Investment Income	4100	(36,125.93)			(36,125.93)		0.00				
4200	Miscellaneous Income	0.00	Miscellaneous Income	4200	0.00			0.00		0.00				
5000	Officer Support - Planning	0.00	Officer Support	5000	0.00					0.00				
5100	Planning Consultancy	323.87	Planning Consultancy	5100	323.87			0.00		323.87				
5500	Carbon Literacy Training	3,000.00	Community Consultation	5530	3,000.00					3,000.00				
6000	Town Projects	20,258.72	Town Projects	6000	20,258.72			0.00		20,258.72				
6001			Covid-19 Response	6001	0.00					0.00				
6002			Marketing Penrith	6002	0.00					0.00				
6100			Officer Support	6100	0.00					0.00				
6101	Arts and Entertainment	4,326.50	Arts & Cultural Strategy	6101	0.00					0.00				
6105			Arts & Culture Development	6105	4,326.50					4,326.50				
6110			Events Grants	6110	0.00					0.00				
6200	Environment	0.00	Greening	6200	0.00					0.00				
6600			Small Grants	6600	0.00					0.00				
6620	Grants	27,817.94	Grants	6610	12,852.94					12,852.94				
6630			Signature Grants	6620	14,965.00					14,965.00				
7520	Corporate Communications	8,551.48	Community Engagement	7520	8,551.48					8,551.48				
7530			Press Support	7530	0.00					0.00				
7000			Salaries	7000	250,732.79				250,732.79	0.00				
7010	Staffing	329,155.01	National Insurance	7010	24,582.60				24,582.60	0.00				
7020			Superannuation	7020	52,474.27				52,474.27	0.00				
7025			Recruitment Expenses	7025	566.50					566.50				
7030			Staff Training	7030	735.00					735.00				
7040			Conferences	7040	0.00					0.00				
7050			Staff Expenses	7050	63.85					63.85				
7100	Accommodation	14,545.68	Rent	7100	7,500.00					7,500.00				
7110			Heat, Light & Water	7110	3,008.60					3,008.60				
7120			Service Charges	7120	2,232.24					2,232.24				
7130			Room Hire	7130	1,414.84					1,414.84				
7140			Insurances	7140	390.00					390.00				
7190			Letting Income	7190	0.00					0.00				
7200	Civic Functions	1,505.78	Civic Functions	7200	19.98					19.98				
7210			Mayoral Expenses	7210	700.00					700.00				
7211			Deputy Mayor's Expenses	7211	300.00					300.00				
7220			Civic Regalia	7220	485.80					485.80				
7300	Cost of Democracy	667.69	Annual Meeting	7300	29.55					29.55				
7340			Members' Training	7340	536.14					536.14				
7320			Members' Expenses	7320	0.00					0.00				
7330			Notice/Honours Board	7330	102.00					102.00				
7400	IT	22,374.88	IT	7400	22,374.88					22,374.88				
7510	Website	0.00	Website	7510	0.00					0.00				
7600			Bring Site	7600	0.00					0.00				
7605			Allotments	7605	2,577.21			(450.00)		3,027.21				
7610	Devolved services	46,344.00	War Memorial	7610	1,290.00					1,290.00				
7615			Benches	7615	2,967.87					2,967.87				
7620			Bus Shelters	7620	1,160.56					1,160.56				
7625			Bandstand	7625	883.72			(885.00)		1,768.72				
7630			Musgrave Monument	7630	434.00					434.00				
7635			Fairhill Park	7635	8,424.56					8,424.56				
7645			Play Areas	7645	0.00					0.00				
7540			Signage, Etc	7540	177.96					177.96				
7665			Thacka Beck	7665	1,913.89					1,913.89				
7680			Community Caretaker	7680	8,903.04					8,903.04				
7685			Local Government Re-organisation:Action Plan	7685	0.00					0.00				
7690			Contribution To Devolution Reserve	7690	17,611.19	17,611.19					17,611.19			
7800			Printing, Postage & Stationery	7800	3,171.57					3,171.57				
7820	Other Overheads	19,740.25	Audit Fees	7820	1,781.20					1,781.20				
7830			Insurance	7830	3,417.51					3,417.51				
7840			Bank Charges & Interest	7840	285.09					285.09				
7850			Accountancy Fees	7850	4,310.00					4,310.00				
7855			Legal Fees	7855	2,116.33					2,116.33				
7860			Licences	7860	1,487.93					1,487.93				
7870			Subscriptions	7870	3,170.62					3,170.62				
7900	Repairs and Renewals	105.62	Repairs & Renewals	7900	105.62					105.62				
8000	Contribution to/from General Reserves		Contribution from General Reserve	8000	0.00					0.00				
8010			Contribution to Acquisitions Reserve	8010	0.00	0.00					0.00			
8020	Acquisition/Election Res.	5,000.00	Contribution to Election Reserve	8020	5,000.00	5,000.00					5,000.00			
8050	Contingency		Contingency	8050	0.00					0.00				
9998	Suspense Account		Suspense Account	9998	0.00					0.00				
		(0.00)				(0.00)	(685,679.39)	(468,295.00)	(45,102.93)	327,789.66	154,651.57	(716,636.09)	722,493.49	(5,857.40)
AGAR: Rounded Return						(685,679)	(468,295)	(45,103)	327,790	154,651	(716,636)	722,493	n/a	

Section 2 – Accounting Statements 2023/24 for

EN Penrith Town Council CITY

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	627,945	685,679	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	455,209	468,295	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	22,165	45,103	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	260,395	327,790	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	159,245	154,651	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	685,679	716,636	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	697,223	722,493	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	181,919	172,004	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



SIGNATURE REQUIRED

Date

15/04/2024

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

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FULL COUNCIL

Date: 20 May 2024

Public Report

Item no: 15

Matter: Borderlands Place Programme

Author: Economic Development Officer

Supporting Member: Cllrs Jackson, Kenyon, B Jayson

Purpose of Report:

To update Council on the Borderlands Inclusive Growth Deal Penrith Place Programme.

Recommendation:

- i. Note the update on the Arts and Culture project as part of the Borderlands Inclusive Growth Deal Penrith Place Programme.
- ii. Note that the Council will no longer need to take on the role of accountable body for the Penrith Players project.
- iii. Note the Responsible Financial Officer and Solicitor will no longer be required to agree terms with Penrith Players.
- iv. Approve the draft terms of reference for the Penrith Town Council Borderlands Delivery Group.

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 Borderlands Inclusive Growth Deal will support the development and renewal of towns across the Borderlands Region. Penrith is one of the towns identified to receive funding through the Place Programme and Town Investments Plans through a ten-year investment. Any money awarded will be drawn down by Westmorland and Furness Council who will disseminate to the Project Leads, which in regard to this report will be Penrith Town Council.
- 1.2 Penrith Town Council committed to the Borderlands Place Programme at its meeting on 21 February 2022 (Minute No PTC21/116) at which it endorsed the Borderlands Place Plan.
- 1.3 Arising from the Borderlands Place Plan, the Town Council developed Project Initiation Documents (PIDs) which were submitted to the Borderlands Board for projects relating to arts and culture which the Town Council noted at its meeting on 27 March 2023 (Minute No PTC22/125). It was also noted that should the PIDs be approved for potential funding, detailed Business Cases had to be developed and would require endorsement by the Town Council prior to submission.

- 1.4 Penrith Town Council officers, under the delegated authority of Council, developed several projects taking into account consultations for the Neighbourhood Development Plan, the LCWIP and the Parking and Movement Study and also worked with stakeholders.
- 1.5 After being scored by Ekosgen consulting, (initially contracted by Cumbria County Council to oversee the development of the Town Plan, assist in the development of the PIDs, and to ensure the Business Cases are robust and adhere to the HM Treasury Green Book process) two of Penrith Town Council's projects for Arts and Culture; Penrith Players Cultural Hub and Heritage Interpretation and Signage, were felt to be robust enough to develop a detailed business case. Three further projects within Penrith were submitted by Cumbria County Council and Eden District Council (now Westmorland and Furness Council) relating to Penrith Station, Castle Park and the Town Hall. Westmorland and Furness Council are the lead organisation developing the business cases for these three projects.
- 1.6 The two remaining elements of the Town Council's PID; Artist Pop-up Workshops and Galleries and Public Realm Improvements were at the embryonic stage and felt to need more work before they could be developed into business cases. At the present time these schemes have not progressed.
- 1.7 Procedures between The Borderlands Place Plan Partnership Board the Borderlands Programme Board and the Government have now been agreed.

Next Steps / Project Delivery

- 1.8 We were advised that the role of Westmorland & Furness Council within the Borderlands Growth Deal would be a supporting role, acting as liaison between lead project organisations (the Council) and the Borderlands Project Management Office as detailed within the Place Programme Guidance. Penrith Town Council will be responsible for delivery of the Arts and Culture PID which includes the Penrith Playhouse refurbishment and the Heritage and Interpretation Signage project. We were asked to develop a joint Business Case for Penrith Players and Penrith Town Council which was endorsed by Council on the 24th January 2024 and subsequently submitted to WFC. It was then forwarded to Government for consideration.
- 1.9 Feedback from Government suggested that two separate businesses cases should be submitted which was contrary to the advice from WFC that there should be one business case detailing both projects.
- 1.10 The Wayfinding and Interpretation business case is ongoing, and a potential submission date of September has been suggested. The Players Business Plan which is complete had an initial submission date of March which was met by Penrith Players, this has now been delayed until July.
- 1.11 The submission of two separate business plans mitigates the need for Penrith Town Council to act as the accountable body for the Penrith Playhouse project, who will now liaise directly with WFC who will act as their accountable body.
- 1.12 The Council resolved at their meeting held on the 16th January 2024 that:
 - a. The Council endorsed the Arts and Culture Business Case and approved its submission to the Borderlands Place Programme Partnership Board.*

- b. The Council in principle, and subject to a consideration by Council of its obligations as the accountable body approved to take on the role of accountable body for the Penrith Players project as detailed within the Penrith Arts and Culture Borderlands Inclusive Growth Deal Penrith Place Programme Project Initiation Document.*
- c. The Responsible Financial Officer and Solicitor be given delegated authority to agree terms with Penrith Players relating to their obligations and responsibilities to undertake the grant funded works and meet the grant funding conditions; and with Westmorland and Furness Council if the funding application is successful.*
- d. The Council approved the Terms of Reference for a Borderlands Delivery Group, reporting to the Town Council.*
- e. The Responsible Financial Officer be given authority to draw from reserves to assist with any short-term cash flow requirements.*

The resolutions identified as b and c are no longer required.

- 1.13 Penrith Town Council will continue as lead body for the Wayfinding and Interpretation Signage project.
- 1.14 The Business Case will be submitted to Council for consideration before submission to the Borderlands Board in September.
- 1.15 Officers and members who sit on the Borderlands Town Team are working with a consultant to develop a plan, design and costings for the project.
- 1.16 The money allocated by the Borderlands Board for Wayfinding and Interpretation is capped meaning that if the cost of delivering this project exceed monies allocated the Council would either have to source additional grant monies, request a contribution from the Council or elements of the project would have to be scaled back.
- 1.17 In order to ensure that the project is delivered on time and to budget a Penrith Town Council Borderlands Delivery Group will be established proposed Terms of Reference are attached as Appendix A.
- 1.18 It is expected that Westmorland and Furness Council will either draw down funding direct from Borderlands for the delivery of successful applications or will bank role projects, either way an agreement will be required between Penrith Town Council and Westmorland and Furness, this will be agreed by the RFO and Solicitor. The terms of the proposed agreement will be referred to Members when they are known.
- 1.19 The standard approach across the Borderlands Deal is that payment is made quarterly in arrears. Officers from Westmorland and Furness Council anticipate that they may have to support smaller organisations with cashflow should this be necessary however confirmation is still awaited. The RFO has delegated authority to draw from the Council's reserves to assist with short term cash flow arrangements for the Wayfinding and Interpretation project should the need arise, given that grant payments are made in arrears.

2. Options Analysis including Risk Assessment

a) Risk

Financial risk to the Council being the accountable body should the terms not be met.

Reputational risk should the systems not be in place to secure the external grant funding and the scheme does not progress.

Current signage and interpretation in its present state does not tell the story of Penrith in an engaging way, can be confusing and is looking dated and tired.

Penrith's town centre remains in its present state and an opportunity to draw down funding is lost.

b) Consequence

Reputational risk should the Borderlands Funding not be released to enable the identified and approved projects to progress.

c) Controls Required

The Borderlands Delivery Group consider and report progress delivery of the project to Council and ensure that project management and monitoring arrangements are in place to the satisfactory requirement of the Borderlands Board.

To mitigate the financial risk to set out the financial arrangements clearly within the terms to be agreed with Westmorland and Furness Council.

The RFO manages the Council's reserves to assist with short term cash flow arrangements should the need arise, given that grant payments are made in arrears.

3. Financial and Resource Implications

The Heritage Interpretation and Signage Business Case will be brought to Council before submission in September, if successful the funding arrangements and will be brought back to a future meeting of this Council. Officer time is required to progress the project and has already been agreed by the Town Council

4. Equalities Implications

There are none arising directly from this report.

5. Climate Change and Environmental Implications

There are none arising directly from this report.

Appendices

Appendix A – draft Borderlands Delivery Group Terms of Reference

Background Papers

Previous Reports

PENRITH TOWN COUNCIL BORDERLANDS DELIVERY GROUP

TERMS OF REFERENCE

1. PURPOSE

- 1.1 The Borderlands Delivery Group (BDG) will aim to monitor the projects detailed in Penrith Town Council's Penrith Arts and Culture project. The BDG will act strategically and oversee work required relating to the Heritage Interpretation and Signage project that will deliver the town's strategic aims and assist the delivery of projects.
- 1.2 Working in partnership and collaborating as a BDG, it will assist in project delivery in a timely, efficient and effective manner providing support and assistance as necessary to ensure that Borderlands Funding can be drawn down and released as quickly as possible.
- 1.3 The BDG will ensure that the project is progressed and will ensure that all the required paperwork (including receipts / invoices and indicative timetables) and other preliminaries, are completed as required by the Responsible Financial Officer for the Town Council and the Borderlands Inclusive Growth Deal Board.
- 1.4 Officer representatives of the Town Council will be awarded or already be provided with the authority to act within their respective authorities' long and medium-term financial strategy, business plans, corporate plans and associated budgets. The officers will therefore have authority to make decisions within a previously agreed tolerance or work stream or be in the position to develop reports for Council where appropriate decision making responsibilities may lie.
- 1.5 The BMG will act in accordance with respective policies and procedures and ensure a regular flow of relevant information to/from Council

2. FUNCTIONS

The BDG will:

- 2.1 Seek appropriate approval on matters from Council when required.
- 2.2 Ensure that the appropriate Borderlands funding is released in a timely manner to allow projects to progress and the Borderlands funding is spent in an appropriate manner.
- 2.3 Report back regularly to Council regarding project activities.
- 2.4 Seek the highest possible standards of environmental sustainability for the project.
- 2.5 Protect and improve local amenity and environmental quality.
- 2.6 Have regard to equality considerations in all activities.
- 2.7 Communicate and engage effectively with all stakeholders.

3. OBJECTIVES

- 3.1 The objectives of the BDG will be as follows:
- a) To have authority to make decisions within the agreed parameters as defined by the Borderlands Project Business Case.
 - b) To establish and manage the key activities on any project.
 - c) To identify and mitigate risks.
 - d) To ensure the projects and associated activities are delivered to time and budget.
 - e) To keep Council updated.
 - f) To agree detailed next steps on any project.
 - g) To monitor outputs and constraints.
 - h) To define and realise benefits.
 - i) To agree joint communications for the project.
- 3.2 The BDG will report at least quarterly during the development and delivery phase of the project and subsequently at least annually, providing a summary report of progress on the project (including, when appropriate, delivery of outputs).
- 3.3 Meetings will be scheduled as appropriate throughout the life of the project and will not be open to the public noting at times that commercial information may be discussed.
- 3.4 The BDG can make decisions within agreed parameters via email or video conference when an urgent matter arises.
- 3.5 The notes of BDG meetings shall record work to be undertaken, and actions agreed, including who is responsible for taking any actions and the proposed dates of completions and reported back to Council.
- 3.6 The action logs will be submitted with a summary Project Status Report to Council as required and at least quarterly.
- 3.7 Participants will ensure their actions, recommendations and decisions are in the best interests of the whole project and to protect the reputation of all the organisations involved.
- 3.8 The BDG group shall aim to proceed on the basis of consensus. and final recommendations will then be reported Council.
- 3.9 Each of the participants are expected to identify and declare any actual, potential or perceived conflicts of interests in matters being discussed.
- 3.10 Where issues have been identified as confidential or participants have disclosed personal information or views in the course of a meeting, such information should not be used for personal benefit nor disclosed to any third party.

3.11 Emerging matters, beyond previously agreed tolerances or terms, will be escalated to Council. An escalation may occur when the programme deviates beyond agreed tolerances on:

- Budget
- Resource
- Quality
- Project Brief

3.12 The following behaviours are expected from all group members:

- a) Provide contributions that are courteous and constructive.
- b) Listen to each other, respect other peoples' views and allow open discussion.
- c) Provide any correspondence sent on behalf of the project available to all participants and not to speak, make representations or write on behalf of the project or group without the prior agreement of the group.
- d) Act in a non-political manner.
- e) Refrain from confrontational behaviour and verbal and physical abuse at all times.
- f) Communicate the agreed position of the project group outside of meetings and not individual views or positions, whether one's own or those of other members of the group.
- g) Consistent minor breaches may result in the member being asked to leave the meeting.
- h) Serious breaches, including breaching confidentiality, providing false information about the project, not declaring a conflict of interest and verbal or physical abuse, will result in removal from the project group.

4. CONSTITUTION OF BDG

4.1 MEMBERSHIP

1. The Borderlands Delivery Group will comprise of two officers from Penrith Town Council, the three Councillors already nominated by Council to sit on the wider Borderlands Town Team.
2. To be quorate there should be three present including one officer from Penrith Town Council.

4.2 CHAIR

The Chair will be nominated annually and note taker will be an officer of PTC

4.3 FREQUENCY OF MEETINGS

1. The Borderlands Delivery Group will meet at least bi-monthly or as required.
2. The Borderlands Delivery Group will provide regular updates to full meeting of Penrith Town Council within the regular Borderlands Update.
3. Ad hoc meetings shall be called on at least 2 days' notice and an agenda shall be circulated with the meeting invitation.

4.4 **DECISIONS**

Decisions of the Borderlands Delivery Group, wherever possible, will be made on the basis of the consensus. If necessary a number of options can be recommended by the group if a consensus cannot be reached.

4.5 **REPORTING**

All actions, material decisions and proceedings of the BDG shall be reported to the next scheduled meeting(s) of the respective organisations as appropriate.

4.6 **REVIEW – these terms of reference will be reviewed annually.**

FULL COUNCIL

Date: 20 May 2024

Public Report

Item no: 16

Matter: Notification of a complaint made under the Members Code of Conduct

Author: Solicitor

Supporting Member: Council Vice Chair

Purpose of Report:

To Enable the Council to receive the notification from the Deputy Monitoring Officer at Westmorland and Furness Council.

Recommendation:

Council is recommended to:

- i. receive the notification from the Deputy Monitoring Officer at Westmorland and Furness Council relating to the complaint made under the Members' code of conduct;
- ii. consider any representations which may be made by the member who is the subject of the complaint and notification;
- iii. note the decision of the Deputy Monitoring officer that no further action would be taken on the complaint and that no investigation would take place.

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 Town Council is required to adopt a code relating to the conduct of its members under the Localism Act. The principal authority, Westmorland and Furness Council, must have arrangements in place to investigate allegations of any breach of the code and under which any decisions on allegations should be made. A failure to comply with the code can only be dealt with in accordance with the arrangements which have been established by the principal authority, Westmorland and Furness Council. A Parish Council may adopt its principal authority's code of conduct.

The Town Council has adopted the code of conduct which has been approved by its principal authority.

1. Report Details

- 1.1 The Council has received a notification from Westmorland and Furness Council on a determination made on a complaint of an alleged breach by a town councillor of the code of conduct. The notification relates to Councillor D Lawson. The complaint has been considered by the Deputy Monitoring Officer in consultation with the Chair of the Standards and Governance Committee and the independent person.
- 1.2 The complaint from a member of the public related to a comment allegedly made by Councillor Lawson on a social media account. The complainant considered the post to be derogatory.
- 1.3 The Deputy Monitoring Officer did not consider that the social media post had been made by Councillor Lawson in his official capacity as a councillor. This was so notwithstanding that the platform had identified Councillor Lawson as a councillor. Consequently, the code of conduct did not apply when the comment was made and the complaint could not be considered further. It was not considered to be in the public interest to investigate the matter and no further action would be taken.
- 1.4 The Chair of the Standards and Governance Committee and the Independent Person, the consultees, concurred with the Deputy Monitoring Officer's decision.
- 1.5 It is recommended that the Town Council should consider the notification which it has received and consider any representations Councillor Lawson may wish to make and note the decision which has been made by the Deputy Monitoring Officer.
- 1.6 Councillor Lawson has been provided with a draft of this report and may wish to comment up on the findings and decision of the Deputy Monitoring Officer and should be invited to do so should he attend the meeting. Any written submission which Councillor Lawson makes in response to the matter which is the subject of the report will be provided to members.

2. Options Analysis including Risk Assessment

a) Risk

A failure to uphold and maintain the Code of Conduct and the high standards of behaviour required of Town Councillors.

b) Consequence

A diminution in standards of behaviour, an undermining of the Code of Conduct and its processes and reputational damage to the Council.

c) Controls Required

An appropriate consideration of the notifications and of any actions required including the provision of training.

3. Financial and Resource Implications

There are none arising directly from this report.

4. Equalities Implications

All parties should be treated fairly and properly in relation to the Code of Conduct.

5. Climate Change and Environmental Implications

There are none arising directly from this report.

6. Legal Implications

The relevant provisions of the Localism Act are referred to in the body of the report.

The code of conduct is a statutory requirement and regulates councillor behaviour and applies standards of behaviour in public life. The code applies when a councillor is acting in that capacity or gives the impression so acting.

The Council has a duty to promote and maintain high standards of conduct by its members.

Appendices

None.

Background Papers

Notification from the Deputy Monitoring Officer of 1st May, 2024.

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FULL COUNCIL

Date: 20 May 2024

Public Report

Item no: 17

Matter: Notification of a complaint made under the Members Code of Conduct

Author: Solicitor

Supporting Member: Council Chair

Purpose of Report:

To Enable the Council to receive the notification from the Deputy Monitoring Officer at Westmorland and Furness Council.

Recommendation:

Council is recommended to:

- i. Receive the notification from the Deputy Monitoring Officer at Westmorland and Furness Council relating to the complaint made under the Members' code of conduct;
- ii. consider any representations which may be made by the member who is the subject of the complaint and notification;
- iii. note the decision of the Deputy Monitoring officer that no further action should be taken on the complaint.

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 Town Council is required to adopt a code relating to the conduct of its members under the Localism Act. The principal authority, Westmorland and Furness Council, must have arrangements in place to investigate allegations of any breach of the code and under which any decisions on allegations should be made. A failure to comply with the code can only be dealt with in accordance with the arrangements which have been established by the principal authority, Westmorland and Furness Council. A Parish Council may adopt its principal authority's code of conduct.

The Town Council has adopted the code of conduct which has been approved by its principal authority.

1. Report Details

- 1.1 The Council has received a notification from Westmorland and Furness Council on a determination made on a complaint of an alleged breach by a town councillor of the code of conduct. The notification relates to Councillor H Snell. The complaint has been considered by the Deputy Monitoring Officer in consultation with the Chair of the Standards and Governance Committee and the independent person.
- 1.2 The complaint from a member of the public related to the co-option by the Town Council to the vacant east ward seat in July, 2023. Councillor Snell declared an interest at the meeting but is alleged by the complainant to have taken part in the ballot to appoint one of the candidates and had or should be presumed to have had a pre-determined view on the co-option.
- 1.3 The Deputy Monitoring Officer found that the Code of Conduct was engaged and that there was no evidence Councillor Snell had a predetermined view or that she took part in the vote. There was no evidence of a breach of the code of conduct and therefore no further action should be taken on the complaint. It was not considered to be in the public interest to investigate the complaint.
- 1.4 The Chair of the Standards and Governance Committee and the Independent Person, the consultees, concurred with the Deputy Monitoring Officer's decision.
- 1.5 It is recommended that the Town Council should consider the notification which it has received and consider any representations Councillor Snell may wish to make and note the decision which has been made by the Deputy Monitoring Officer.
- 1.6 Councillor Snell has been provided with a draft of this report and may wish to comment up on the findings and decision of the Deputy Monitoring Officer and should be invited to do so should she attend the meeting. Any written submission which Councillor Snell makes in response to the matter which is the subject of the report will be provided to members.

2. Options Analysis including Risk Assessment

a) Risk

A failure to uphold and maintain the Code of Conduct and the high standards of behaviour required of Town Councillors.

b) Consequence

A diminution in standards of behaviour, an undermining of the Code of Conduct and its processes and reputational damage to the Council.

c) Controls Required

An appropriate consideration of the notifications and of any actions required including the provision of training.

3. Financial and Resource Implications

There are none arising directly from this report.

4. Equalities Implications

All parties should be treated fairly and properly in relation to the Code of Conduct.

5. Climate Change and Environmental Implications

There are none arising directly from this report.

6. Legal Implications

The relevant provisions of the Localism Act are referred to in the body of the report.

The code of conduct is a statutory requirement and regulates councillor behaviour and applies standards of behaviour in public life. The code applies when a councillor is acting in that capacity or gives the impression so acting.

The Council has a duty to promote and maintain high standards of conduct by its members.

Appendices

None.

Background Papers

Notification from the Deputy Monitoring Officer of 4th April, 2024.

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FULL COUNCIL

Date: 20 May 2024

Public Report

Item no: 18

Matter: Notification of a complaint made under the Members Code of Conduct

Author: Solicitor

Supporting Member: Council Chair

Purpose of Report:

To Enable the Council to receive the notification which has been received from the Deputy Monitoring Officer at Westmorland and Furness Council.

Recommendation:

Council is recommended to:

- i. receive the notification from the Deputy Monitoring Officer at Westmorland and Furness Council relating to the complaint made under the Members' code of conduct;
- ii. consider any representations which may be made by the member who is the subject of the complaint and notification;
- iii. note the decision of the Deputy Monitoring officer that no further action should be taken on the complaint and that no investigation should take place.

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 Town Council is required to adopt a code relating to the conduct of its members under the Localism Act. The principal authority, Westmorland and Furness Council, must have arrangements in place to investigate allegations of any breach of the code and under which any decisions on allegations should be made. A failure to comply with the code can only be dealt with in accordance with the arrangements which have been established by the principal authority, Westmorland and Furness Council. A Parish Council may adopt its principal authority's code of conduct.

The Town Council has adopted the code of conduct which has been approved by its principal authority.

1. Report Details

- 1.1 The Council has received a notification from Westmorland and Furness Council on a determination made on a complaint of an alleged breach by a town councillor of the code of conduct. The notification relates to Councillor D Knaggs. The complaint has been considered by the Deputy Monitoring Officer in consultation with the Chair of the Standards and Governance Committee and the independent person.
- 1.2 The complaint from a member of the public related to comments allegedly made on social media about that individual and a campaign. It was alleged that this was a breach of the code of conduct as he had brought the role of councillor into disrepute.
- 1.3 The Deputy Monitoring Officer found that despite the comments being made on a platform which identified Councillor Knaggs as a councillor he was not acting in his official capacity when he made the comments. Consequently, the code of conduct did not apply to the comments and the complaint was not investigated as it was not in the public interest to do so. No further action was taken on the complaint.
- 1.4 It is recommended that the Town Council should consider the notification which it has received and consider any representations Councillor Knaggs may make and note the decision which has been made by the Deputy Monitoring Officer.
- 1.5 Councillor Knaggs has been provided with a draft of this report and may wish to comment up on the findings and decision of the Deputy Monitoring Officer and should be invited to do so should he attend the meeting. Any written submission which Councillor Knaggs makes in response to the matter which is the subject of the report will be provided to members.

2. Options Analysis including Risk Assessment

a) Risk

A failure to uphold and maintain the Code of Conduct and the high standards of behaviour required of Town Councillors.

b) Consequence

A diminution in standards of behaviour, an undermining of the Code of Conduct and its processes and reputational damage to the Council.

c) Controls Required

An appropriate consideration of the notifications and of any actions required including the provision of training.

3. Financial and Resource Implications

There are none arising directly from this report.

4. Equalities Implications

All parties should be treated fairly and properly in relation to the Code of Conduct.

5. Climate Change and Environmental Implications

There are none arising directly from this report.

6. Legal Implications

The relevant provisions of the Localism Act are referred to in the body of the report.

The code of conduct is a statutory requirement and regulates councillor behaviour and applies standards of behaviour in public life. The code applies when a councillor is acting in that capacity or gives the impression of so acting.

The Council has a duty to promote and maintain high standards of conduct by its members.

Appendices

None.

Background Papers

Notification from the Deputy Monitoring Officer of 4th April, 2024.

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FULL COUNCIL

Date: 20 May 2024

Public Report

Item no: 19

Matter: Environmental Task and Finish Group

Author: Acting Town Clerk

Supporting Member: Cllrs Lawson, Knaggs, Snell, D. Jayson

Purpose of Report:

To receive the Environment Task and Finish Group draft Environment Strategy and Plan.

Recommendation:

To consider the draft Environment Strategy and Plan and to agree a period of one month's consultation for Councillors and the wider community to submit its comments on the draft plan and that a final report be brought to Council in July 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.

1. Report Details

- 1.1 The Council resolved to establish an Environment Task and Finish Group, Council, 17 July 2024, Minute PTC23/30 at which the Terms of Reference for the group were also approved.
- 1.2 The Environment Task and Finish Group was established as the Council are aware of significant environmental issues related to industry and traffic in and around Penrith that are of concern to residents. The establishment of the task and finish group presented an opportunity to investigate, discuss and consider options and measures to reduce and mitigate against environmental matters of concern.
- 1.3 The task and finish group has been meeting over a period of time and has focused its work on key themes including air pollution, air quality and odour, light pollution, waste and recycling and rivers and watercourses.
- 1.4 The task and finish group are now at a stage where it is presenting its draft Strategy and Plan and its findings and work undertaken thus far. (Appendix A)
- 1.5 The task and finish group are seeking feedback so that the group can benefit from the input of all councillors and the wider community before bringing a final proposed plan to Council in July. It is recommended that the Council consider the draft Environment Strategy and Plan and agree a period of one month's

consultation for Councillors and the wider community to submit its comments on the draft plan as presented.

- 1.6 The intention is that the final plan will be time scaled into an achievable annual action plan, on a similar basis to the Climate Strategy document, which will aim to involve a network of partners to assist with its implementation.

2. Options Analysis including Risk Assessment

a) Risk

The Strategy and Plan is not deliverable. The plan has not involved the views or the wider council and or the community.

b) Consequence

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

c) Controls Required

Agree a period of consultation on the draft Environment Strategy and Plan, and to present a final report to Council in July.

3. Financial and Resource Implications

There are none arising directly from this report.

4. Equalities Implications

There are none arising directly from this report.

5. Climate Change and Environmental Implications

The Environmental Strategy and Plan aims to improve the local environment for residents and will support the council's Climate Strategy aims and objectives.

6. Legal Implications

There are no legal implications. The terms of reference outline that the group cannot make decisions and only provide advice and recommendations to Full Council.

Appendices

Appendix A – Environment Task and Finish Group – Draft Environment Strategy and Plan.

Background Papers

None

Improving Our Environment

The vision is to create a healthier, cleaner, and more sustainable environment in Penrith by reducing pollution through a comprehensive set of strategies and actions.

Page 1: Air Pollution

Page 8: Light Pollution

Page 10: Waste & Recycling

Page 13: Rivers & Watercourses

A Plan to Combat Air Pollution

To reduce air pollution in Penrith, 7 key strategies have been identified as a starting point for developing a more detailed plan.

1. Raise public awareness and increase community engagement
2. Improve and encourage the use of public transport and walking and cycling routes
3. Increase, improve, develop and enhance green spaces
4. Reduce exposure to emissions from all categories of vehicle
5. Minimise the burning of fossil fuels
6. Reduce, Re-use and/or Recycle
7. Lobby for and support regulation and legislation

Penrith Town Council Commitments

The Penrith Town Council will undertake to implement the following measures aimed at minimising air pollution in our town.

1. Raise Public Awareness and Increase Community Engagement

- Organise workshops, seminars, and public meetings to educate residents about the sources and impacts of air pollution
- Use local media, social media, and community bulletin boards to share information on air quality and pollution prevention
- Launch public awareness campaigns about the health impacts of air pollution and ways individuals can contribute to reducing it
- Provide accurate information on the causes and dangers of air pollution and the levels to be found in Penrith

- Provide facts and information to residents about the benefits of sustainable transportation, energy conservation, and responsible waste disposal
- Encourage residents to participate in local environmental groups and activities
- Use public forums to voice concerns and generate support for pollution reduction measures
- Collaborate with local healthcare providers to offer information on the health risks associated with air pollution
- Collaborate/network with neighbouring towns, regional authorities, and non-governmental organisations to share resources and knowledge
- Collaborate with local schools and educational institutions to provide accurate information to residents about air quality data, air pollution and its health impacts
- Share air quality data with the public and raise awareness about the health impacts of air pollution
- Involve the local community, schools, businesses, and organisations in developing and implementing air quality improvement initiatives.
- Encourage community members to form local environmental groups dedicated to addressing air pollution
- Organise community clean-up events to remove litter and debris from public spaces
- Undertake, with the involvement of the Westmorland & Furness Council, a consultation survey to discover the level of public awareness of the issues, views on voluntary and/or statutory actions to develop mitigation measures, and views on what could be done to improve air quality

2. Improve and encourage the use of public transport and walking and cycling routes

- Campaign and provide practical support for the development of an efficient and accessible public transportation network to reduce the reliance on personal vehicles
- Promote cycling lanes, pedestrian paths, and other infrastructure to encourage walking and cycling as alternative modes of transportation
- Work with local businesses to establish shuttle park and ride services and free out-of-town parking for workers and visitors

3. Increase, improve, develop and enhance green spaces

- Advocate for the planting of trees and the creation of green spaces in the town to help absorb pollutants and improve air quality, in particular, tree species that are effective at trapping particulate matter
- Encourage residents to practice sustainable gardening and landscaping techniques

4. Reduce exposure to emissions from all categories of vehicle

- Promote the adoption of electric and hybrid vehicles and counter the misinformation and myths appearing in some social and mainstream media
- Seek to develop EV charging infrastructure throughout the town to promote the adoption of electric vehicles

5. Minimise the burning of fossil fuels

- Synchronise working from home to maximise the time when the office is empty
- Conserve Energy by using energy-efficient appliances and light bulbs
- Turn off lights, devices and electronics when not needed
- Switching energy suppliers to companies that use renewable energy sources

6. Reduce, Re-use and/or Recycle

- Reduce indoor pollution
- Keep living spaces well-ventilated to reduce indoor air pollution
- As far as possible, become a paperless organisation

7. Lobby for and support regulation and legislation

Many of the changes necessary to reduce pollutants and create cleaner air can only be achieved with the Authority of the **Westmorland & Furness Council**, the **UK Government** and other Government Agencies.

Therefore, the Penrith Town Council will seek to actively influence, lobby and campaign to achieve the actions outlined below.

Traffic Limitations and Clean Air Zones (see end for information on Clean Air Zones)

- Consult and consider the development of Clean Air Zones on those roads causing the greatest concern and exceeding World Health Organisation safe levels
- Implementation of traffic calming measures and reduced speed limits to reduce vehicle emissions
- Creation of more car-free zones where pedestrianisation and clean air are the priority
- Consider the implementation of Low-Emission Zones (LEZs) where only vehicles meeting certain emission standards are allowed to enter
- Consider closing roads, or creating low emissions zones for roads adjacent to schools to protect children, who are most vulnerable to air pollution

Improve Public Transportation

- Investment in a reliable, affordable, and well-connected public transportation system to provide an attractive alternative to driving
- Transition public transportation and Council fleets (in-house or contractors) to low-emission and electric vehicles and encourage businesses to do the same

Promote Green Building Practices

- Encourage the construction of green buildings that incorporate energy-efficient designs and materials, reducing both indoor and outdoor pollution sources
- Encourage energy-efficient construction practices to reduce indoor and outdoor air pollution sources
- Campaign for regulations to require the use of cleaner heating technologies in buildings
- Design and implement land-use planning and zoning that prioritises mixed-use development, reducing the need for long commutes and decreasing overall vehicle emissions

Introduce Restrictions and Control Industrial and Commercial Emissions

- Enforce stricter emission controls on industrial processes and facilities, especially those located near residential areas
- Encourage local industry to adopt cleaner production methods and technologies
- Develop local policies that prioritise air quality improvement and align with national clean air goals
- Regulate and limit the use of solid fuel burning (e.g., wood and coal) in residential areas
- Councils should support and buy products from companies that prioritise environmental sustainability
- Encourage businesses to adopt cleaner production processes and reduce emissions

Plant Trees and Maintain Green Spaces

- Plant trees to shield local residents from major road systems such as the M6, A66 and A6: trees help absorb pollutants and improve air quality
- Introduce new tree-planting initiatives and maintain and preserve green areas
- Create more green spaces near to the areas of town where there are higher levels of air pollution

Advocate for Policy Changes

- Build support and advocate for stricter air quality regulations and enforcement
- Campaign and lobby for a broader network of Clean Air Zones (also known as Low Emission Zones) that reduce motorised transport, underpinned by a legal framework which sets minimum standards and consistency between towns and cities
- Campaign for the implementation and enforcement of strict vehicle emission standards to limit pollutants from vehicles, including particulate matter (PM), nitrogen oxides (NO_x), and volatile organic compounds (VOCs)
- Lobby the government to offer incentives, subsidies, and funding for the rapid development of the charging infrastructure to enable residents to switch to electric and hybrid vehicles

How Local People can Support a Climate Change Strategy

Even small actions collectively make a significant impact. By adopting these practices and encouraging others to do the same, residents can contribute to the reduction of air pollution and the overall improvement of air quality. The town will need the residents to make personal commitments to take measures to reduce air pollutants. Those measures are outlined below.

1. Raise public awareness and increase community engagement
2. Improve and encourage the use of public transport and walking and cycling routes
3. Increase, improve, develop and enhance green spaces
4. Reduce exposure to emissions from all categories of vehicle
5. Minimise the burning of fossil fuels
6. Lobby for and support regulation and legislation

1. Raise public awareness and increase community engagement

- Participate in local environmental groups and activities
- Use public forums to voice concerns and generate support for pollution reduction measures
- Form a local environmental group dedicated to addressing air pollution.
- Organise community clean-up events to remove litter and debris from public spaces
- Share your sustainable gardening practices with others to raise awareness and encourage more eco-friendly landscaping approaches

2. Improve and encourage the use of public transport and walking and cycling routes

- As far as possible, travel to shops in your local area by walking or cycling
- Plan ahead to combine your trips as much as possible
- If going further away consider public transport such as bus or train
- Consider holidays that don't involve flying

3. Increase, improve, develop and enhance green spaces

- Minimise garden waste generation by composting
- Don't pave over garden space
- Where gardens have been paved over, return them to their natural state.
- Grow your own fruit and vegetables
- Practice sustainable gardening and landscaping techniques (see end for information on these techniques)

4. Reduce exposure to emissions from all categories of vehicle

- Cut down on car journeys
- Maintain vehicles and regularly service them to ensure optimal fuel efficiency
- Consider switching to a cleaner car, such as an electric or hybrid, to lower your emissions **Or** when purchasing an ICE (Internal Combustion Engine) car, check its nitrogen dioxide emissions and avoid diesel if you can
- Keep tyres properly inflated (a source of particulate matter)
- Avoid idling your car engine for extended periods as leaving the engine running when the car is not moving can release many harmful pollutants as well as waste fuel
- Public transport is often cheaper and more convenient than driving and parking your car. For example, Carlisle, Edinburgh, Manchester and Newcastle are easily accessible by train
- To avoid breathing in air pollution from cars on the road, try looking at alternative traffic-free routes. (There are over 5000 traffic-free miles on the National Cycle Network.)

5. Minimise the burning of fossil fuels

- Domestic burning has increased over the last decade, becoming the largest contributor to the UK's particulate matter emissions, so avoid burning at home
- Minimise or stop the burning of solid fuels, such as in open fires and wood-burning stoves, as they have a significant impact on air pollution.
- Avoid burning leaves and rubbish in your garden too
- Consider switching energy suppliers to companies that use renewable energy sources

- By checking your Energy Performance Certificate, you can see where there may be room for improvement, such as installing better insulation or more efficient appliances
- Conserve Energy by using energy-efficient appliances and light bulbs
- Turn off lights, devices and electronics when not needed
- Set your thermostat at an energy-efficient level
- If possible, opt for renewable energy sources like solar or wind power if feasible
- More energy-saving tips at <http://www.energysavingtrust.org.uk/home-energy-efficiency>

6. Reduce, Re-use and/or Recycle

- Minimise waste generation by recycling
- Use reusable containers and bags instead of single-use plastics
- Try to avoid purchasing items in the supermarket that are pre-packaged using plastic
- Instead of throwing out unwanted items, always consider making charity shop donations with goods that are still in reasonable condition and fit for purpose
- Use Penrith Repair Cafe instead of discarding items: <https://www.penrithact.org.uk/penrith-repair-cafe>
- Reduce Meat Consumption - meat production contributes to air pollution. Reducing meat consumption or opting for more sustainable and plant-based options can help
- Reduce indoor pollution
- Keep living spaces well-ventilated to reduce indoor air pollution
- Use air purifiers and indoor plants to improve indoor air quality
- Choose household products that are eco-friendly and have lower VOC (volatile organic compound) emissions

7. Lobby for and support regulation and legislation

- Vote and Advocate for Change and Support Clean Air legislation
- Support and vote for policies and local and national politicians that prioritise environmental protection and air quality improvement
- Support local developments and local and national policy changes that are focused on air pollution

A Plan to Combat Light Pollution

Reducing light pollution is a collaborative effort that requires the involvement of local governments, businesses, and the community. By taking a multi-faceted approach, we can work towards preserving the beauty of the night sky and promoting a more sustainable and environmentally friendly lighting environment.

Reducing light pollution in the town requires a combination of community efforts, policy changes, and individual actions. Strategies to help mitigate light pollution include:

Policy Changes

Light Pollution Regulations

Advocate for the implementation of local measures that regulate outdoor lighting. These measures may include specifying the types of lighting fixtures allowed, limiting the amount of light emitted, and requiring shielding to direct light downward.

Engage with Local Government

Engage with local government and decision-makers to prioritise the reduction of light pollution in town planning and development projects.

Promote Smart Street Lighting

Upgrade street lighting to energy-efficient and smart lighting technologies. Smart systems can adjust light levels based on need, reducing unnecessary brightness during low-traffic times.

Monitor and Enforce Regulations

Lobby for measures to regularly monitor and enforce light pollution measures to ensure compliance.

Preserve Natural Darkness

Support efforts to preserve areas with minimal light pollution. This may include designating dark sky parks or reserves where lighting is carefully managed to protect the natural night sky.

Tree Planting and Vegetation

Plant trees and other vegetation strategically to act as natural light barriers. Vegetation can help absorb and block excess light, especially near sources of light pollution.

Community Efforts

Raise Awareness

Educate the community about the impacts of light pollution and the benefits of reducing it. This can be done through public workshops, community meetings, and information campaigns.

Outdoor Lighting Education

Educate residents about responsible outdoor lighting practices. Provide information on how to install and maintain outdoor lights to minimise their impact on the night sky.

Advocate for Responsible Advertising Lighting

Work with local businesses and advertisers to ensure that outdoor signs and advertisements are properly illuminated without causing excessive glare or light spillages.

Use Dark Sky-Friendly Lighting

Encourage the use of dark sky-friendly lighting fixtures that direct light where it's needed and minimise light spillage into the sky.

Individual Actions

Use Timers and Motion Sensors

Encourage the use of timers or motion sensors for outdoor lighting so that lights are only on when needed. This not only reduces light pollution but also saves energy.

A Plan for Waste & Recycling

Improving council waste management involves a combination of strategic planning, community engagement, infrastructure development, and policy implementation. The following actions that can be taken to enhance waste management at the council level

Penrith Town Council Actions

Public Awareness and Education

- Launch public awareness campaigns to educate residents about proper waste disposal practices
- Provide information on recycling, composting, and the importance of reducing waste. (Reduce, reuse, recycle leaflet)

Expand Recycling Programs

- Investigate the possible increase of types of materials accepted for recycling
- Campaign to establish drop-off locations for hazardous waste and electronic waste

Community Engagement

- Encourage community participation in waste reduction initiatives including the separation of food waste
- Gather information from residents on their feelings, both positive and negative, about waste and recycling services in Penrith

Support Composting Programs

- Encourage composting at the household level
- Explore the possibility of providing compost bins and educational resources to residents

Actions for PTC Office

- Implement green procurement policies that prioritise products with minimal packaging and recyclable materials

Collaborate with Businesses

- Work with local businesses to reduce packaging and encourage sustainable practices
- Ensure local businesses dispose of commercial waste responsibly

Influence future Contracts

- PTC to work with W&F when the next contract is due for renewal in 4/5 years

Possible actions

Explore which of these actions, which has been considered elsewhere by other municipal authorities, could be valid within our own area

Conduct Waste Audits

- Perform regular waste audits to understand the composition of the waste stream
- Analyse the results to identify opportunities for recycling, composting, and waste reduction

Implement Source Separation

- Ensure source separation of waste at the household level
- Identify if the separate bins for recyclables, are adequate and explore the possibility of food waste collection and composting with W&F

Explore Pay-as-You-Throw Programs

- Explore the possibility of variable-rate billing based on the amount of waste generated with W&F
- Provide incentives for residents to reduce waste and increase recycling

Green Procurement Policies

- Ensure W&F implement green procurement policies that prioritise products with minimal packaging and recyclable materials

Monitoring and Evaluation

- Regularly monitor waste management initiatives
- Evaluate the success of programs and adjust strategies based on performance

Explore Innovative Technologies

- Investigate and adopt innovative technologies for waste management, such as smart waste bins or data analytics for optimising collection routes

Legal and Policy Frameworks

- Review and update waste management policies and regulations to align with best practices and environmental goals

Monitoring and Evaluation

- Regularly monitor waste management initiatives
- Evaluate the success of programs and adjust strategies based on performance

Explore Innovative Technologies

- Investigate and adopt innovative technologies for waste management, such as smart waste bins or data analytics for optimising collection routes

Legal and Policy Frameworks

- Review and update waste management policies and regulations to align with best practices and environmental goals

Invest in Public Infrastructure

- Provide adequate public bins and containers in high-traffic areas
- Ensure efficient collection schedules to prevent overflowing bins

By combining these actions, councils can work towards more sustainable and effective waste management systems that benefit both the environment and the community.

A Plan for Rivers and Water Courses

In taking the actions outlined below, individuals and communities can play a key role in preserving and protecting local rivers and watercourses from the harmful effects of pollution. However, it requires a shared commitment to responsible practices and an increased awareness of the interconnectedness between human activities and the health of our water ecosystems.

Penrith Town Council Commitments

- Increase awareness about the impact of pollutants on water quality within the community
- Provide educational materials/events in schools and community spaces to promote responsible water practices
- Support and participate in local tree-planting initiatives along riverbanks to stabilise soil, prevent erosion, and filter pollutants
- Report any observed pollution incidents to local environmental authorities promptly
- Advocate for and support farmers who implement environmentally friendly farming techniques
- Contribute to water quality monitoring programmes or initiatives to collect data and identify pollution sources
- Advocate for and participate in the development of local policies and regulations aimed at protecting water quality
- Support infrastructure projects that enhance water treatment and purification processes

Personal Commitments of Residents

- Minimise the use of single-use plastics to prevent them from entering waterways. Opt for reusable bags, containers, and bottles
- Dispose of household waste responsibly by recycling and using designated bins
- Avoid dumping or littering, especially near water bodies
- Join or organise local clean-up events to remove litter and debris from riverbanks and watercourses

- Use environmentally friendly household products to reduce the introduction of harmful chemicals into the water supply
- Dispose of hazardous chemicals, such as paint and cleaning products, according to local regulations
- Pick up after pets to prevent matter from contaminating water sources
- Avoid using harmful chemicals on lawns that can wash into water bodies
- Report any observed pollution incidents to local environmental authorities promptly
- Choose locally produced and sustainably sourced food to encourage responsible agricultural practices

Appendix

Environmental Task & Finish Group

Introduction

Air Pollution

Air Quality and Odour

Light Pollution

Waste and Recycling

Rivers and Water Courses

Introduction

Penrith faces several environmental challenges that directly impact the well-being of its residents. From pervasive air pollution and disruptive odours to the intrusion of light pollution and the contamination of rivers and water courses, there is a complex web of environmental concerns. Issues related to waste management and recycling add to the environmental challenges facing Penrith.

Recognising the urgent need to safeguard the health and sustainability of the community, the Penrith Town Council is taking a proactive stance. In understanding the seriousness of these interconnected environmental issues the PTC is committed to playing a leadership role in initiating a range of comprehensive initiatives to address them effectively.

This task involves a robust commitment to thoroughly assess the root causes, discern the far-reaching impacts, and explore viable solutions for mitigating environmental damage in Penrith. Through a combination of research, collaboration, and strategic planning, this plan outlines actionable measures that not only alleviate the immediate consequences of pollution but also establish a foundation for a sustainable and resilient environmental future for Penrith.

This work will contribute to a comprehensive strategy for addressing environmental damage in Penrith, safeguarding public health, and enhancing the quality of life for residents.

The successful implementation of the group's recommendations will require close collaboration and sustained efforts from a range of partners and stakeholders.

Air Pollution

The main task in addressing air pollution is to formulate a set of practical recommendations and policy measures to mitigate air pollution and improve air quality in Penrith, considering both short-term and long-term goals.

According to a report by the All-Party Parliamentary Group on Air Pollution, poor air quality causes up to 64,000 early deaths a year in the UK at a cost of £24 billion to the economy and the NHS. It is estimated that globally, 9 million people are dying prematurely each year from polluted air.

In December 2020, in London, a landmark coroner's verdict ruled that air pollution had been a cause of the death of nine-year-old Ella Kissi-Debrah in 2013 and that exposure to nitrogen dioxide from motor vehicles was the main problem. The coroner said that we needed to enforce World Health Organisation (WHO) air quality standards and develop a greater awareness of the public health risks among GPs and the public.

Following this case, Professor Sir Stephen Holgate, a special adviser on air pollution to the Royal College of Physicians, said: "Air pollution is an invisible killer, and it's easy for people to forget and ignore. It's essential that the public is given air pollution data for where they are thinking of buying or renting. In many cases like that of little Ella, it can be a matter of life or death." The WHO describes air pollution as a 'public health emergency'.

Penrith - The Context

In June 2013, Eden District Council commissioned a detailed assessment of air quality in Penrith and Eamont Bridge and concluded that the levels of nitrogen dioxide within parts of Penrith town centre and Eamont Bridge exceeded the Government's annual mean air quality objective for this pollutant. As a result, they declared parts of Penrith town centre and Eamont Bridge Air Quality Management Areas (AQMA) and installed extra monitoring at points of most concern.

In 2021 Eden District Council's report on air quality stated, "Nitrogen dioxide and particulates continue to be the main pollutants of concern in the Eden area, mainly from transport and industry and the burning of fossil fuels."

Modelling created by Imperial College London (ICL) mapped real-world pollution levels recorded at more than 19,500 council monitors in every major town and city across the UK. The scientists at ICL were then able to calibrate to these real-world levels resulting in the most detailed and accurate national model ever created.

The pollution data highlighted levels of the toxic pollutants, Nitrogen Dioxide and PM2.5, exceeding limits set out by the World Health Organisation at several central locations in Penrith. The concentrations of NO2 are particularly alarming. Please see the table on 'Additional Information' which charts the air pollution modelling for Penrith.

The Main Air Pollutants

The main types of air pollutants (not necessarily in Penrith) include Particulate Matter (PM2.5 and PM10), Ozone (O3), Nitrogen Dioxide (NO2), Sulphur Dioxide (SO2), Carbon Monoxide (CO), and Lead (Pb). Additionally, there are hazardous air pollutants like benzene, formaldehyde, and mercury.

Greenhouse gases like Ammonia (NH3), Methane (CH4), and Carbon Dioxide (CO2) are also present although their immediate impacts on human health are less direct. These gases play significant roles in environmental concerns such as climate change, affecting air quality and ecosystems. Reducing emissions of these gases is crucial to mitigate their long-term consequences.

Sources of Air Pollution

The key sources of air pollution are road transport, aeroplanes, industry, power generation, residential heating and cooking, agriculture, construction, mining, waste management and natural sources.

Road vehicles, particularly diesel cars and wagons, are a major contributor to nitrogen dioxide (NO2) and particulate matter (PM) emissions. Agriculture is also a source of air pollution in rural areas. Penrith has the additional problem of odour emissions.

Indoor air pollution is also a significant concern, with approximately 900 harmful chemicals found indoors. These pollutants originate from various sources such as building materials, cleaning products, pet dander, tobacco, candles, incense, cleaning agents, air fresheners, flame retardants, perfumes, aerosol sprays, cooking appliances, heating devices, air-conditioning systems (which circulate pollutants), paints, solvents, and mould.

Legal Standards

The UK was previously bound by European Union air quality standards, which set limits on the concentration of pollutants such as PM10, PM2.5, NO2, sulphur dioxide (SO2), lead, and ozone. Non-compliance with these standards has been a concern. The Government's **air quality objectives** can now be found here at https://uk-air.defra.gov.uk/assets/documents/Air_Quality_Objectives_Update_20230403.pdf

All local authorities publish an annual air quality status report to fulfil their responsibilities in relation to Part IV of the Environment Act 1995.

At the time of writing, a new Clean Air Bill is being progressed as a private members bill by MP Geraint Davies, who chaired an All-Party Parliamentary Committee on Air Pollution.

Air Quality Monitoring

The UK has an extensive air quality monitoring network that provides real-time data on pollutant levels. This data is used to assess compliance with air quality standards and inform the public. Many people are unaware that indoor air pollution can also be a problem.

Health Impacts

The most dominant pollutants in the air we breathe, that have a direct adverse impact on our health, are PM2.5, PM10 and NO2. Though the health impacts of these air pollutants are very similar, there are also both subtle and significant differences.

PM2.5, or particulate matter with a diameter of 2.5 micrometres or smaller, is associated with several health risks, including respiratory and cardiovascular issues, increased mortality (especially in those with pre-existing conditions), harm to children and the elderly, cancer risk, and environmental damage. It can also lead to antibiotic resistance.

PM10, or particulate matter with a diameter of 10 micrometres or smaller, poses risks such as respiratory and cardiovascular health problems, lung function impairment, mortality, environmental impact, effects on pregnant women and babies, indoor air quality issues, asthma exacerbation, inflammation and social disparities.

NO2, or nitrogen dioxide, is a toxic gas emitted from various sources - vehicles are of particular concern. Its dangers include respiratory and pulmonary issues, asthma aggravation, increased susceptibility to infections, cardiovascular effects, risks to children and the elderly, environmental impact (acid rain, ozone layer depletion) and social disparities.

In summary, these pollutants have significant adverse effects on human health and the environment. Strict regulations and emissions controls are needed to mitigate these risks and protect public health.

Government Initiatives

The UK government has introduced various initiatives to combat air pollution, including the Clean Air Strategy and plans to ban the sale of new petrol and diesel cars by 2035 (recently revised from 2030).

<https://www.gov.uk/government/publications/clean-air-strategy-2019>

Public Awareness

There is growing public awareness of air pollution in the UK and campaigns promote actions such as walking, cycling, using public transport, and reducing personal emissions to mitigate its effects.

Legislation

A new Clean Air Bill was first proposed in 2016 a full 60 years after the **Clean Air Act of 1956** which was introduced as a response to the great London smog of 1953.

The **Clean Air Bill** seeks to establish the right to breathe clean air;

- to make provisions to reduce indoor and outdoor air pollution, including greenhouse gases;
- to set minimum standards for air quality in workplaces, homes and public spaces;
- to require the monitoring of air quality;
- to require the Secretary of State to publish a strategy for reducing air pollution, including setting targets and measures for air quality, and to report to Parliament annually on the implementation of that strategy;
- to give powers to the Office for Environmental Protection to enforce legislation relating to air quality and the reduction of greenhouse gas emissions;
- to make provisions to reduce pollution from vehicles;
- to place a duty on the Secretary of State to encourage and facilitate forms of active travel and to publish a strategy for reducing emissions from transport;
- to require the Secretary of State to promote public awareness of the impact of air pollution on public health;
- to place restrictions on the use of wood-burning stoves in urban areas; and for connected purposes.

Progress with the Clean Air Bill is slow and it is uncertain that it will ever get through the legislative hurdles and become an act.

Mitigation

Tackling air pollution is a critical challenge faced by many regions worldwide. To address this issue, it's important to consider a variety of strategies that have been successful in different contexts. However local Councils do not have the power or authority to introduce all that may be required.

Improving air pollution will only succeed as a collective effort that involves individuals, communities, non-governmental agencies, residents/community groups, and local and national governments working together.

We need greater awareness so that people who take their children to school know where they will face the highest risks from dangerous air pollutants. We also need to generate political pressure on local authorities, Members of Parliament and other representatives for change.

We need a holistic approach and a local and national fiscal and planning strategy that requires Council departments, schools, voluntary organisations and businesses to demonstrate their interconnected contribution to the reduction of harmful air pollutants.

The success of these measures relies on strong leadership, effective policy implementation, and active engagement from the community. Regular monitoring and assessment will help track progress and make necessary adjustments over time.

The Vision and Key Strategic Themes

The vision is To create a healthier, cleaner, and more sustainable environment in Penrith by reducing air pollution through a comprehensive set of strategies and actions.

To reduce air pollution in Penrith, 7 key strategies have been identified as a starting point for developing a more detailed plan.

1. Raise public awareness and increase community engagement
2. Improve and encourage the use of public transport and walking and cycling routes
3. Increase, improve, develop and enhance green spaces
4. Reduce exposure to emissions from all categories of vehicle
5. Minimise the burning of fossil fuels
6. Reduce, Re-use and/or Recycle
7. Lobby for and support regulation and legislation

Air Quality In Penrith (Figures in red are World Health Organisation limits)

Location	PM2.5 (5mcg/m3 limit)	PM10 (15mcg/m3 limit)	Nitrogen Dioxide (10mcg/m3)
Market Square/Clocktower CA11 7AU	6.44mcg/m3	12.12mcg/m3	16.31mcg/m3
King Street CA11 7AJ	6.48mcg/m3	12.20mcg/m3	16.33mcg/m3
Corn Market CA11 7HS	6.62mcg/m3	12.36mcg/m3	16.88mcg/m3
Castlegate CA11 7HZ	6.48mcg/m3	12.06mcg/m3	16.56mcg/m3
Middlegate CA11 7PT	6.49mcg/m3	12.22mcg/m3	20.27mcg/m3
Stricklandgate CA11 7NH	6.71mcg/m3	12.71mcg/m3	23.79mcg/m3
Newton House CA11 9FY	5.97mcg/m3	11.63mcg/m3	10.92mcg/m3
Beacon Edge CA11 8BN	5.66mcg/m3	10.93mcg/m3	7.95mcg/m3
Scaws Drive CA11 8AZ	5.68mcg/m3	10.84mcg/m3	7.10mcg/m3
Victoria Road CA11 8HP	6.27mcg/m3	11.67mcg/m3	15.03mcg/m3
Kemplay Roundabout CA10 2BB	6.11mcg/m3	6.11mcg/m3	13.56mcg/m3
Ullswater Road CA11 7JQ	6.30mcg/m3	11.67mcg/m3	11.90mcg/m3
Brunswick Road CA11 7JU	6.32mcg/m3	11.80mcg/m3	14.10mcg/m3
Portland Place CA11 7QN	5.95mcg/m3	11.20mcg/m3.	14.66mcg/m3
Friargate CA11 7XR	6.17mcg/m3	11.59mcg/m3.	12.05mcg/m3
Carleton Avenue CA11 8RQ	5.87mcg/m3	11.02mcg/m3	8.26mcg/m3
Greystoke Road CA11 0BX	5.64mcg/m3.	10.73mcg/m3	7.50mcg/m3

Figures are taken in August 2023, Central Office of Public Interest, Imperial College London

The ULEZ and CAZ

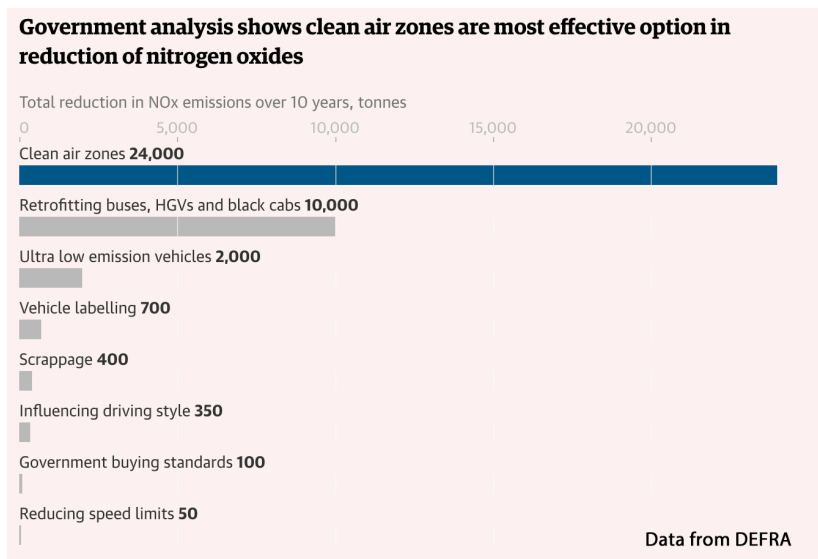
There are 15 clean-air zones in the UK: Portsmouth, London, Bath, Bristol, Birmingham, Sheffield, York, Bradford, Newcastle, Glasgow, Edinburgh, Aberdeen and Dundee. Clean Air Zones (CAZ) are defined geographical areas where certain types of vehicles are required to comply with emissions standards or pay a charge or a fine. In the UK, there are currently four classes of CAZ, ranging from only high-pollution, commercial vehicles, to all passenger vehicles.

The zones have 4 categories of restriction: In recent weeks and months, there has been a setback for clean-air zones. A by-election defeat for Labour in Uxbridge and South Ruislip was blamed on the expansion of the Ultra Low Emissions Zone (ULEZ) to outer London boroughs.

Class	Vehicle type
A	Buses, coaches, taxis, private hire vehicles
B	Buses, coaches, taxis, private hire vehicles, heavy goods vehicles (HGVs)
C	Buses, coaches, taxis, private hire vehicles, HGVs, vans, minibuses
D	Buses, coaches, taxis, private hire vehicles, HGVs, vans, minibuses, cars, the local authority has the option to include motorcycles

Therefore despite the desperate need for decisive action to address the public health crisis caused by polluted air, the financial costs to ordinary people to drive within these zones are proving to be an obstacle to progress - especially in the context of the current cost of living crisis. Curiously, opinion polling showed that there was significantly more support for action associated with achieving net-zero.

Overall support for ULEZ expansion, at just 35%, is much lower than the 59% approval for Net Zero. If Clean Air Zones emphasised the net-zero contribution as well as the public health messaging, the CAZ policy may have been more popular.



The [government's own evidence](#) shows that by far the most effective way to cut pollution is with clean-air zones where measures are designed to *deter* polluting vehicles in towns and city centres.

Data from DEFRA

Sustainable gardening and landscaping techniques

Sustainable gardening and landscaping techniques aim to create and maintain outdoor spaces in an environmentally responsible and resource-efficient manner. These practices promote biodiversity, conserve water, reduce waste, and minimise the use of chemicals.

A few tips:

Native Plants: Choose native plants that are adapted to your local climate and soil conditions. They require less water, fertilisers, and pesticides, and provide habitat for local wildlife.

Composting: Composting food, garden waste, and organic materials creates nutrient-rich soil amendments, reduces waste, and minimises the need for synthetic fertilisers.

Mulching: Apply organic mulch (such as wood chips or straw) around plants to retain moisture, suppress weeds, and improve soil health.

Water-Efficient Irrigation: Use drip irrigation, soaker hoses, or rainwater harvesting systems to deliver water directly to plant roots, minimising water wastage.

Permaculture: Permaculture principles emphasise designing landscapes that mimic natural ecosystems, maximising resource efficiency and sustainability.

No-Dig Gardening: Avoid digging the soil to preserve its structure and reduce erosion, nutrient loss, and carbon emissions.

Wildlife Habitat Creation: Incorporate features like bird feeders, insect hotels, and native plantings to attract and support local wildlife.

Use of Recycled Materials: Incorporate recycled or reclaimed materials for hardscaping, such as paths, patios, and retaining walls.

Energy-Efficient Lighting: Use LED or solar-powered outdoor lighting to reduce energy consumption and light pollution.

Rainwater Harvesting: Collect and store rainwater for use in irrigation, reducing the demand on local water supplies.

Organic Fertilisers: Use organic fertilisers to nourish plants while improving soil health and minimising chemical runoff.

Selective Lawn Areas: Limit the size of lawns and consider using alternatives like ground covers, native grasses, or wildflower meadows.

Air Quality and Odour

Air quality and odour has frequently been raised as an issue with a growing number of complaints. Omega Proteins is largely perceived as the alleged main source of the odour. However, Omega argues that they are not responsible for all odour reports and that there are other sources.

Rendering is a process that converts waste animal tissue into stable, usable materials. Rendering can refer to any processing of animal products into more useful materials. The rendering process separates the fat from the bone and protein, yielding a fat commodity and a protein meal. The cooking and drying processes are the main sources of any odour emissions.

According to Aerosol and Air Quality Research volatile organic compounds (VOCs) contained in the waste gases emitted from rendering plants are complex and include organic acids, alcohols, aldehydes, amines, aliphatic hydrocarbons and aromatic hydrocarbons. VOCs could easily affect the ambient air quality of neighbouring communities, which often causes the neighbouring residents to report to the local environmental agencies.

The odours produced during thermal oxidation at animal rendering plants are primarily due to the release of various volatile organic compounds (VOCs) and chemical compounds associated with the decomposition of animal tissues and fats.

VOCs are responsible for the odour of pollutants. Some of the key compounds responsible for these odours include ammonia, amines, mercaptans, indoles and skatoles, fatty acids, aldehydes & ketones and hydrogen sulphide.

Thermal oxidisers are used to heat the waste gases to a temperature high enough to destroy compounds, including odours, within the gas stream. The combustion process generates emissions of water and Carbon Dioxide in addition to Nitrogen Dioxide, Particulates, Sulphur Dioxide and Carbon Monoxide. However, limits are placed on the emissions, within the Environmental Permit, on oxides of Nitrogen, Sulphur Dioxide, Carbon monoxide and Particulate Matter. Operators are expected to monitor the emissions as per the permit conditions and ensure they operate under the set Emission Limit Values.

There are sometimes questions about the effectiveness of thermal oxidisers in terms of the sufficiency of capacity to maximise their effectiveness.

There is an issue about what happens to the 'ambient' odour, which will be present in some indoor areas of a processing plant. These odours must escape or they would simply build and build until they reached an intolerable level.

The total amount of Carbon Dioxide emissions can vary depending on operational time and fuel. Carbon Dioxide emissions are regulated under the UK Emissions Trading Scheme. Details of this scheme can be found here <https://www.gov.uk/government/publications/participating-in-the-uk->

[ets/participating-in-the-uk-ets](#). The UK Emissions Trading Team have confirmed that Omega Limited Penrith is listed under Permit ID UK-E-IN-12716.

The permit for Omega Proteins Ltd, Wildriggs, Greystoke Road, Penrith, Cumbria, CA11 is EPR/HP3238AF, and can be found at <https://environment.data.gov.uk/public-register/industrial-installations/registration?easting=350015&northing=529662&name-search=&number-search=&local-authority=&address-search=&postcode=CA11+0BX&dist=1>

Light Pollution in Penrith

In confronting the pressing issue of light pollution in Penrith, a holistic and forward-thinking approach is required which involves the development of a set of pragmatic policy measures and actions that not only serve to mitigate the immediate impact of excessive artificial light but also lay the groundwork for sustainable solutions.

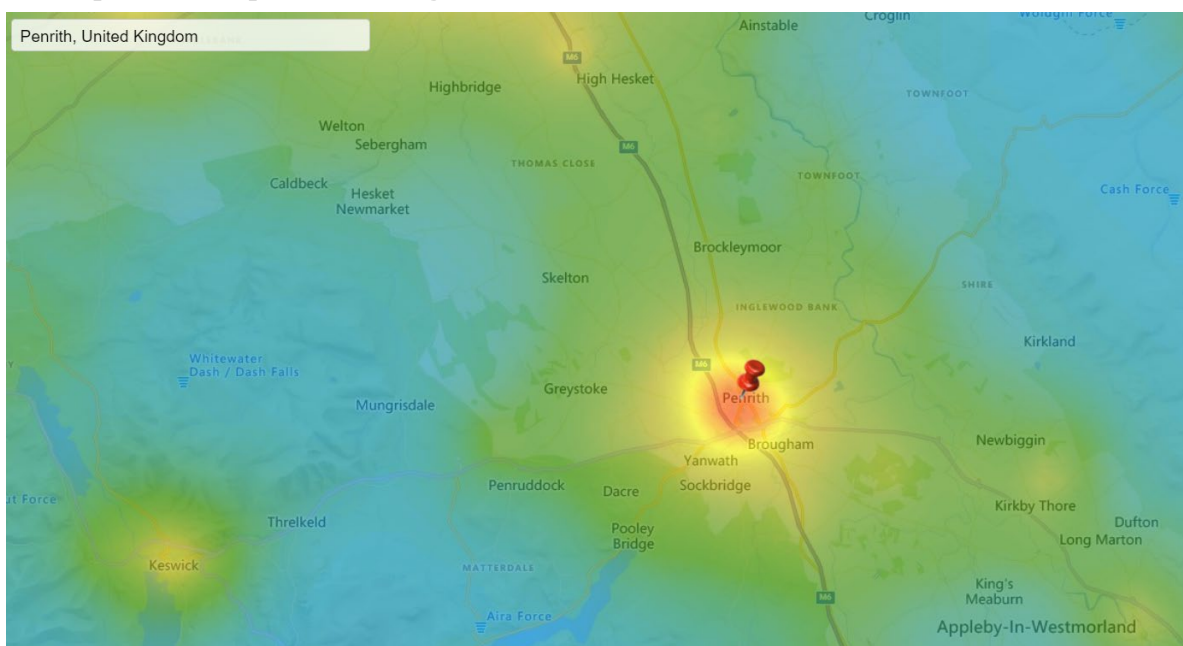
Striking a balance between short-term actions and long-term goals is paramount to ensure a sustainable and adaptive strategy.

The scope of this work involves the immediate alleviation of light pollution but also the integration of measures into an overarching policy framework of the town council. This strategic approach not only addresses the urgency of the current situation but also ensures the sustained effectiveness of our interventions as Penrith evolves and grows

The focus of this work extends beyond the technical aspects of light reduction as it must also consider the diverse perspectives on the issue and the needs of the community whilst fostering a sense of ownership and collaboration. Also, a comprehensive strategy requires a robust system of ongoing monitoring to ensure, enabling continuous improvement.

The commitment of the town council is to seek to mitigate the immediate impacts of light pollution and to foster a resilient and sustainable future for Penrith through strategic planning and community engagement our intention is guide Penrith towards a future where the night sky is preserved, the well-being of residents is prioritised, and the community thrives in harmony with its natural environment.

Summary of Key Findings Source : NASA VIIRS (lightpollutionmap.info)



From the map, it is clear Penrith is a very bright town. Previous councils have developed policies to try to reduce pollution - point street and footway lighting downwards and using motion sensors and LED lights. But there is room for further work.

Light pollution impacts human health; artificial lighting in particular affects sleep patterns and is linked with fatigue, headaches, stress, anxiety and even cancer.¹

Migratory birds and raptors use moonlight and starlight for navigation. Millions of birds die every year from collisions with buildings after being led astray by artificial lighting; migration patterns are also disturbed when seasonal cues are missed.²

Light pollution has many different effects on insects, and it changes how they live. It affects things like how they mate, feed, move around, grow, and even when they're born. Most invertebrates like to be awake at night or partly at night. But even those that usually come out in the daytime can have problems when there's too much light at night. In some places, night-time pollination visits to flowers have gone down by 62%.³

The flip side of this conversation is that dark-skies initiatives can be a great opportunity to bring investment to an area. A 2022 National Geographic study found that dark-sky tourism was bringing an estimated £25m revenue to Northumberland – home to the first UK Dark Sky Park. There are now more than 16 other such sites round the UK.⁴

Conversations with Dark Skies representatives from Friends of the Lake District have highlighted a number of actions that can and have been undertaken by councils, It is clear that work done to reduce Penrith's light pollution could be of benefit to many and we are keen to collaborate with others to find ways to do this.

Who needs to be involved?

- Penrith Town Council
- Westmorland & Furness Council
- Environment Agency
- Public Health: From what was Environment and Community Services (Environment and Regulatory Services section)
<https://cumbria.gov.uk/elibrary/Content/Internet/535/41576162038.PDF>
- darksky.org (<https://darksky.org/>)
- Friends of the Lake District.
- Local Businesses and Industries (e.g. BID, Chamber of Trade)
- Penrith Action for Community Transition (PACT)
- Cumbria Action for Sustainability (CAfS)
- Community/Resident Representatives

Sources

1. <https://education.nationalgeographic.org/resource/light-pollution/>
2. <https://darksky.org/resources/what-is-light-pollution/effects/wildlife-ecosystems>
3. <https://www.buglife.org.uk/campaigns/light-pollution>
4. <https://www.nationalgeographic.co.uk/travel/2022/01/why-travellers-are-embracing-dark-sky-tourism-for-2022>

Waste and Recycling In Penrith

Introduction

Efficient recycling and waste management are an important part of the web of environmental sustainability and community well-being. An effective approach to recycling and waste management is not merely a procedural necessity but an essential component of responsible and forward-thinking governance.

At its core, a robust waste management system not only mitigates the environmental impact of accumulating waste but also safeguards public health, preserves natural resources, and contributes to economic resilience.

It also involves a commitment to responsible consumption and waste reduction, laying the foundation for an economy where materials are repurposed, recycled and reintegrated into the production cycle.

As we navigate an era defined by resource scarcity and environmental fragility, our approach to recycling and waste management is a vital commitment to sustainable living.

This document outlines initial strategies, policies, and community engagement initiatives that collectively pave the way toward a more sustainable and resilient future.

Background information

An Eden Task and Finish Group, led by an Eden District Councillor, have previously conducted a review of waste management in Eden as existing contracts were nearing expiration. In response, a comprehensive report recommended bringing waste collection in-house through a Local Authority Trading Company (LATCO). This innovative approach would allow for tailored solutions across different areas of Eden, with an initial partnership considered to leverage external expertise.

However, with the advent of the Westmorland & Furness Council (W&F), these plans were abandoned and existing contracts were extended for five years to ensure service continuity. Notably, the lead Councillor for this initiative no longer holds a role in the governance of Waste and Recycling (W&R) under the new council.

Historically, household waste and recyclables were managed separately in Eden, with different contractors handling each stream. The challenges in waste collection led to varied operations and philosophies among the old district councils, particularly in Westmorland and Furness. A crucial aspect to be clarified under the W&F Council is how waste disposal will be managed.

Despite criticisms of recyclable waste collection, personal experiences indicate that the service has been dependable from a householder's perspective. Mike Eyles suggests that when W&F makes decisions about waste management, it presents an opportune time for the Penrith Town Council (PTC) to define its vision for recyclable waste collection in the town. Collaborating with existing contractors like Cumbria Waste could be explored to retain their foothold in Eden's largest town.

Our work in relation to Waste & Recycling has allowed us to present the following information directly from Westmorland & Furness Council regarding questions around the current operating arrangements:

Westmorland & Furness Council have a Refuse Contract with Urbaser for the weekly collection of blue refuse sacks, the items covered in the contract includes the collection of Bulky Waste, WEEE and Clinical Waste. The collection of an animal carcass from the streets. The emptying of litter bins and the removal of litter/fly tipped material from Recycling Centres, and the removal of abandoned vehicles.

Westmorland and Furness Council has 3 contracts with Cumbria Waste Recycling – Kerbside Bag and Box Collections, Kerbside Garden Waste Collections and Bring Site Collections.

All collections are fortnightly for the Kerbside Recycling, and for the Garden Waste collections (except they change to monthly for the 3 months in winter)

Kerbside Recycling

- a. Hessian Sack for Paper/Card
- b. Hessian Sack for Plastic
- c. Box for Cans and Glass
- d. Kerbside Garden Waste
- e. 240litre Wheeled Bin for Garden Waste

A Recycling Calendar that confirms the materials that can be collected can be accessed via:

https://content.govdelivery.com/attachments/UKPENRITH/2024/05/10/file_attachments/2874424/GB23_GW4.pdf

There is an ongoing process for any basic changes that are deemed required, they would be raised and agreed with the Assistant Director and a Change Notice through the relevant contract would be issued. The last significant review was carried out just prior to 2012 for the start of the new contracts.

Westmorland and Furness Council is committed to improving and harmonising many of its services, to ultimately ensure that services are all delivered in the same way, and to the same consistent standard, across the whole of the new authority area. This is a large undertaking with a service as large as waste and recycling – and it is not something that would happen immediately. It requires

robust and careful planning to ensure that providing the very best services for our communities, that meet their needs and deliver the best value for money.

The need to harmonise waste and recycling has already been identified as a priority and, since 1 April 2023, much work has already started to consider the challenges, practicalities and impacts of the various options that will need to be considered by the new administration. Westmorland and Furness Council have engaged expert analysis of the various options.

Westmorland and Furness Council have also received clarity around the Government's 'Simpler Recycling' national strategy. This was published in October last year, and it outlines expectations around things like food waste collections and the range of recycling that should be collected, including cartons and flexible plastics. Following the publication of the strategy, the Government launched a consultation exercise and we are expecting to receive the finalised strategy soon, incorporating consultation feedback.

For major changes such as the harmonisation work, both Parish and Town Councils will be a consultee and able to provide comments that would be considered in the decision making process.

Two Bring Sites are located in Penrith

1. Morrisons Supermarket, Brunswick Road, Penrith
2. Sainsbury's Supermarket, Kilgour Street, Penrith

The same materials as on the calendar list can be collected, plus Textiles, and Cartons (at Morrisons)

Frequency of Collections are as follows:

- a. 4 days/week for Paper/card
- b. 2 days/week for plastic/cans/glass
- c. Once every 4 weeks for Textiles
- d. Monthly for Cartons

Following the Local Government Reorganisation, the system of paying Recycling Credits no longer exists.

All residents in Penrith are entitled to receive a Kerbside Garden Waste Service. Some rural areas have historically, for various reasons, not been provided with this service. As noted above the Garden Waste collections in Penrith are fortnightly, with separate Calendars for specific areas. The collections days are split over the full fortnight. An example of a Penrith Calendar is as attached. As noted previously the contractor is Cumbria Waste Recycling.

Rivers and Water Courses

Rivers and water courses weave through landscapes, serving as lifeblood for ecosystems and communities alike. The vitality of these water bodies, however, faces an ominous threat in the form of pollution.

We have collective responsibility to preserve the purity of our rivers and water courses. In acknowledging the intrinsic value of our aquatic ecosystems, we need a strategy aimed at making them free from pollution. From industrial discharges to urban runoff and agricultural effluents, the challenges are diverse and complex.

This plan suggests practical measures to combat pollution. By adopting innovative solutions, fostering community engagement, creating robust policies and actions, we aim not only to mitigate the immediate threats and also to lay the groundwork for a resilient and sustainable aquatic environment.

Protecting local rivers and watercourses from pollutants is a collective responsibility that individuals and communities can actively contribute to.