



# Penrith Town Council

Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR  
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Minutes of the Annual Meeting of Penrith Town Council held on Monday 20 May 2024, at 6.00pm at Unit 2, Church House, Friargate, Penrith CA11 7XR.

## **FULL COUNCIL MEMBERSHIP**

Cllr. Bowen	Pategill Ward	Cllr. D. Jayson	North Ward
Cllr. Burgin	South Ward	Cllr. Knaggs	East Ward
Cllr. Davies	West Ward	Cllr. Lawson	Carleton Ward
Cllr. Donald	North Ward	Cllr. Smith	South Ward
Cllr. Jackson	North Ward	Cllr. Snell	WestWard
Cllr. B. Jayson	West Ward		

Acting Town Clerk  
Deputy Town Clerk  
Responsible Finance Officer  
Economic Development Officer  
Communities Officer

# **MINUTES FOR THE ANNUAL MEETING OF FULL COUNCIL 20 MAY 2024**

## **PTC24/01 Election of Chair**

Members considered and voted for the election of the Chair of Council

### **RESOLVED THAT:**

Councillor Lawson be elected Chair for the 2024-25 municipal year. Cllr. Lawson assumed the Chair and Town Mayor roles and made a declaration of acceptance of office in the prescribed form.

## **PTC24/02 Appointment of Vice Chair**

Members considered and voted for the appointment of the Vice Chair of Council

### **RESOLVED THAT:**

Councillor Smith be appointed Vice Chair for 2024-25 municipal year. Cllr. Smith assumed the Vice Chair and Deputy Town Mayor roles and made a declaration of acceptance of office in the prescribed form.

## **PTC24/03 New Elected Member for Penrith West Ward**

Members noted that the Declaration of Acceptance of Office from Councillor S Davies, the new elected Member for Penrith West Ward had been signed and received by the Proper Officer of the Council.

## **PTC24/04 Apologies for Absence**

Apologies with reasons for absence were received from Councillors Holden, Kenyon, Rudhall and Shepherd.

## **PTC24/05 Declarations 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 or requests for dispensations.

## **PTC24/06 Excluded Item: Public Bodies (Admissions to Meetings) Act 1960**

Members noted that there were no items to be considered without the presence of the press and public, pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960.

## **PTC24/07 Minutes**

Members were asked to approve the minutes of the last meeting of Council and any other committee meetings which had taken place during the previous municipal year that had not been formally approved.

### **RESOLVED THAT:**

- a) The Chair be authorised to sign the year-end minutes of the following committees 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
- b) The minutes be approved, and the Chair be authorised to sign the minutes of the Full Council meeting held on 25 March 2024.

## **PTC24/08 Outside Bodies**

Members were asked to decide the list of outside bodies on which the Council will seek and/or continue representation.

### **RESOLVED THAT:**

The following Councillors be appointed as representatives to the following external bodies

<b>Organisation</b>	<b>Members</b>
106 Partnership	Cllr. Burgin, Cllr. Kenyon
A66 Community Liaison Group	Cllr. Shepherd, Cllr. Smith
Cumbria Assoc. of Local Councils	Cllr. Holden, Cllr. D. Jayson
Eden Community Health Wellbeing Equity Partnership	Cllr. Snell
Local Cycling and Walking Infrastructure Plan (LCWIP)	Cllr. Bowen, Cllr. D. Jayson
Penrith Parking and Movement Study (PPMS)	Cllr. Holden, Cllr. Jackson, Cllr. Shepherd
Penrith Action for Community Transition (PACT)	Cllr. Knaggs
Penrith and Eden Refugee Network (PERN)	Cllr. Kenyon, Cllr. Snell
Rural Market Town Group - Members	Cllr. Burgin, Cllr. Donald
Borderlands Town Team	Cllr Jackson, Cllr B. Jayson, Cllr Knaggs
Zero Carbon Cumbria Partnership	Cllr D Jayson
Devolution	Cllr. Jackson, Cllr Shepherd (Deputy)
Health Watch Cumbria	Cllr. Snell
Coldsprings Steering Group	Cllr. Knaggs
Recovery College	Cllr. Donald
Friends of Eden Valley Public Transport	Cllr. Bowen, Cllr Jackson (Deputy)

## **PTC24/09 Committees**

Members considered the appointment of Members to serve on the undermentioned committees.

### **RESOLVED THAT:**

The following Councillors be appointed to the Committees for the 24/25 municipal year:

#### **a) Communities Committee**

Cllr. Bowen

Cllr. Jackson

Cllr B. Jayson

Cllr Knaggs

Cllr Smith

Cllr Snell

#### **b) Planning Committee**

Cllr. Bowen

Cllr. Holden

Cllr. Jackson

Cllr. D. Jayson

Cllr. Knaggs

Cllr. Lawson

Cllr. Shepherd

Cllr. Snell

#### **c) Finance Committee**

Members noted that the following members were appointed for a term of 4 years at the Annual Town Council Meeting, 15 May 2023, Minute PTC23/11a.

Cllr. Burgin

Cllr. Jackson

Cllr. D Jayson

Cllr. Kenyon

Cllr. Lawson

Cllr. Rudhall

Cllr. Shepherd

## **PTC24/10 Appointment of Substitute Members of Committees.**

Members considered the appointment of Members to serve as substitute members on the undermentioned committees for the 24/25 municipal year.

### **a) Communities Committee**

#### **RESOLVED THAT:**

Cllr. Donald

Cllr. Davies

### **b) Planning Committee**

Note that there are no standing deputies for the Planning Committee.

### **c) Finance Committee**

Members noted that the following members were appointed for the term of Council at the Town Council Meeting, 15 May 2023, Minute PTC23/11a.

Cllr. Bowen

Cllr. Donald

## **PTC24/11 Election of Committee Chair**

Members were asked to elect the Chair serve on the undermentioned committees.

### **a) Communities Committee**

#### **RESOLVED THAT:**

Cllr. Snell be elected as Chair for the 24/25 municipal year.

### **b) Planning Committee**

#### **RESOLVED THAT:**

Cllr. Jackson be elected as Chair for the 24/25 municipal year.

### **c) Finance Committee**

Cllr. Shepherd be elected as Chair for the 24/25 municipal year.

## **PTC24/12 Meetings**

Members considered the dates and times of ordinary meetings of the Council and Committees for the ensuing year noting that the timings were as set out in the report but may be considered and amended by the committee at its first meeting.

### **RESOLVED THAT:**

The following dates for meetings be approved:

#### **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

30 April 2025 – Annual Town Meeting

19 May 2025 – Annual Meeting of the Town Council

#### **Communities Committee 5:00 – 7:00 Board Room**

10 June 2024

14 October 2024

09 December 2024

10 February 2025

14 April 2025

#### **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**

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

## **PTC24/13 Membership to National Organisations**

Members noted 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.

## **PTC24/14 Matters from Finance Committee**

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

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

### **RESOLVED THAT:**

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

## **b) Fixed Asset Register 31 March 2024**

Members noted that:

- i. For accounting purposes, assets have been valued in accordance with the Council's Asset Valuation Policy and total £172,003.60.
- ii. 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. The insurance value of the assets is £750,328.

Members were asked to ratify the Fixed Asset Register for 31 March 2024 and the reconciliation of transactions in 2023/24.

### **RESOLVED THAT:**

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

## **c) Finance Outturn Report – Year ended 31 March 2024**

Members were asked to ratify the final outturn report for the financial year ended 31 March 2024.

### **RESOLVED THAT:**

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

## **d) Internal Audit Report**

Members were asked to receive and note the internal auditors final Internal Audit Report for the period 01 April 2023 to 31 March 2024.

### **RESOLVED THAT:**

The final Internal Audit Report for the period 01 April 2023 to 31 March 2024 be received and noted.

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

- i. Members were asked to ratify the review of effectiveness of internal audit provision during 2023/24.

### **RESOLVED THAT:**

The review of effectiveness of internal audit provision during 2023/24 be ratified.

- ii. Members were asked to ratify the re-appointment of G. Airey as the Internal Auditor for 2024/25.

### **RESOLVED THAT:**

The re-appointment of G. Airey as the Internal Auditor for 2024/25 be ratified.

## **PTC24/14 Matters from Finance Committee, continued**

### **f) Annual Governance and Accountability Return (AGAR)**

#### **i) Annual Governance Statement 2023/24 Section 1 of the Annual Governance and Accountability Return (AGAR)**

Members noted 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. 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.

Members were asked to approve the Annual Governance Statement for 2023/24 Section 1 of the of the Annual Governance and Accountability Return.

#### **RESOLVED THAT:**

The Annual Governance Statement for 2023/24 Section 1 of the of the Annual Governance and Accountability Return be approved and signed by the Chair of Council and the Acting Town Clerk.

#### **ii. Accounting Statements Section 2 Annual Governance and Accountability Return 2023/24**

Members were asked to approve the Accounting Statements 2023/24 and AGAR reconciliation, Section 2 of the Annual Governance and Accountability Return.

#### **RESOLVED THAT:**

The Accounting Statements 2023/24 and AGAR reconciliation, Section 2 of the Annual Governance and Accountability Return be approved, and the Chair of the Council sign the statement on behalf of the Council prior to the submission of the AGAR by the RFO to the External Auditor.

### **f) Annual Governance and Accountability Return (AGAR), continued**

Members were asked to approve the period for the Notice of Public Rights and publication of the unaudited Annual Governance and Accountability Return.

#### **RESOLVED THAT:**

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

## **PTC24/15 Borderlands Place Programme**

Members received an update on the Borderlands Inclusive Growth Deal Penrith Place Programme.

Members noted:

- i. The update on the Arts and Culture project as part of the Borderlands Inclusive Growth Deal Penrith Place Programme.
- ii. That the Council will no longer need to take on the role of accountable body for the Penrith Players project.
- iii. The Responsible Financial Officer and Solicitor will no longer be required to agree terms with Penrith Players.
- iv. The amendments to the draft terms of reference for the Penrith Town Council Borderlands Delivery Group as agreed by Council on 16 January 2024.

## **PTC23/16 Code of Conduct**

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

### **RESOLVED THAT:**

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

## **PTC23/17 Code of Conduct**

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

### **RESOLVED THAT:**

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

### **PTC23/18 Code of Conduct**

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

#### **RESOLVED THAT:**

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

### **PTC24/19 Environmental Task and Finish Group**

Members received and considered the Environment Task and Finish Group draft Environment Strategy and Plan.

#### **RESOLVED THAT:**

- i. A period of one month's consultation for Councillors and the wider community be approved to invite and submit their comments on the draft plan and;
- ii. A final report be brought to Council in July 2024.

### **PTC23/20 Next Meeting**

Members noted the next meeting of Council was scheduled for Monday 15 July 2024 at 6.00pm, Unit 2, Church House, Friargate, Penrith.

## **PART II – PRIVATE SECTION**

**There are no items in this part of the agenda.**

**CHAIR:**

**DATE:**

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

**Access to Information**

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

**Background Papers**

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