



Penrith Town Council

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

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

DATE: 19 September 2023

NOTICE IS HEREBY GIVEN that an **ORDINARY MEETING** of **PENRITH TOWN COUNCIL** will be held on **25 September 2023**, 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.co.uk

FULL COUNCIL MEMBERSHIP

Cllr. Bowen	Pategill Ward	Cllr. Knaggs	East Ward
Cllr. Burgin	South Ward	Cllr. Lawson	Carleton Ward
Cllr. Donald	North Ward	Cllr. Rudhall	East Ward
Cllr. Holden	Carleton Ward	Cllr. Shepherd	East Ward
Cllr. Jackson	North Ward	Cllr. Smith	South Ward
Cllr. B. Jayson	West Ward	Cllr. Snell	West Ward
Cllr. D. Jayson	North Ward	Cllr. Thomson	West Ward
Cllr. Kenyon	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 Twitter and Facebook, to communicate with people about what is happening, as it happens. Filming will only commence at the beginning of a meeting when the Chair opens the meeting with apologies and will finish when the meeting is closed or when the public may be excluded from an exempt item. The Council, members of the public and the press may record/film/photograph or broadcast this meeting when the public and the press are not lawfully excluded.

General Power of Competence

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

**AGENDA FOR THE ORDINARY MEETING OF
FULL COUNCIL
25 SEPTEMBER 2023**

PART I

1. Apologies for Absence

Receive apologies from Members.

2. Minutes

a) Committee Minutes

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

- i. Planning Committee: 04 September 2023
- ii. Finance Committee: 18 September 2023

b) Confirmation of Full Council Minutes

Authorise the Chair to sign, as a correct record, the minutes of the meeting of the Town Council held on Monday 17 July 2023 and agree they be signed as such by the Chair.

3. Declarations of Interest and Requests for Dispensations

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

ADVICE NOTE:

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

4. Public Participation

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

ADVICE NOTE:

Members of the public may make representations, answer questions and give evidence at a meeting that they are entitled to attend in respect of the business on the agenda. The public must make a request in writing to the Acting Town Clerk **PRIOR** to the meeting, when possible. A member of the public can speak for up to three minutes. A question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.

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

Determine whether items 16 and 17 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.

New Matters of Public Interests

6. Motion on Notice – DVLA Services at Post Offices

To consider the motion on notice from Councillor Bowen.

7. Motion on Notice – Operation of the Penrith Lottery

To consider the motion on notice from Councillor Knaggs.

8. Motion on Notice – Review of Climate and Biodiversity Strategy

To consider the motion on notice from Councillor Lawson.

Routine Business Matters

9. Reports from Members

Receive and note oral reports from Councillors regarding meetings that they have attended as representatives of the Town Council and an opportunity for members to bring matters of interest to the attention of the council for information or future discussion.

10. Resolutions Report

Receive and note the written report.

11. Finance Committee

Ratify items a to e following as approved recommendations from the Council's Finance Committee from their meeting held on Monday 18 September 2023. Members are asked to note that these matters have been considered and approved by the members of the Council's Finance Committee, and the Committee Chair, has requested the matters be brought to Full Council for ratification:

a. Budgetary Control Statement

Ratify the budgetary control statement for the period 31 August 2023.

b. Risk Assessments

Ratify the corporate risk assessments for:

- i. Allotments
- ii. Bandstand
- iii. Business Continuity
- iv. Bus Shelters
- v. Fairhill Playing Field
- vi. Finance
- vii. Fire
- viii. Governance
- ix. IT & Website
- x. Lone Working
- xi. Musgrave Monument
- xii. Office
- xiii. Remembrance Day Parade and Service
- xiv. Seats
- xv. Thacka Beck Field
- xvi. War Memorial (St Andrews)

c. Internal Audit 2023-24

Ratify the scope of Internal Audit for 2023-24.

d. Policy Review

Ratify the following reviewed policies:

- i. Procurement Policy
- ii. Bandstand Hire Policy
- iii. Risk Management Policy

e. Banking and Account Signatories

- i. Ratify the closure of the Lloyds Bank account and to retain the HSBC bank account.
- ii. Ratify that the Services and Contracts Manager be added as a new account administrator on the HSBC account.

Finance Committee, continued

- iii. Ratify that a Business Debit Card application be made for the Services and Contracts Manager on the HSBC Account.
- iv. Ratify Cllrs Burgin, Jackson, Kenyon, Shepherd be approved as the signatories on the Councils accounts at the HSBC, Penrith Building Society and the CCLA Public Sector Deposit Fund for the term of this Council.
- v. Ratify the Town Clerk, Deputy Town Clerk, Responsible Finance Officer and Services and Contracts Manager be approved as the authorised signatories on the Councils accounts at the HSBC, Penrith Building Society and the CCLA Public Sector Deposit Fund
- vi. Note the resolution from Finance Committee 20 September 2021 (Minute FIN20/25) to increase the daily payment limit on the HSBC account from £10,000 per day to £20,000 and agree that this is implemented as soon as practicable.

f. External Audit

- i. Receive and approve the external auditors report noting that the Council's external auditors, Moore, had signed off the accounts ending 31 March 2023 with no qualifications.
- ii. Note to comply with The Accounts and Audit Regulations 2015 the Council has published on its website, Sections 1 and 2 of the 2022/23 Annual Return (the Annual Governance Statement and the Summary Accounts), together with the Audit Certificate Section 3.

12. Planning Committee

Receive nominations and appoint two Members to serve on the Planning Committee.

13. Grants

Note the Grants awarded and ratify the Signature Event Grant applications received.

14. Borderlands Update

Receive the Borderlands update and consider the recommendations contained within the report.

15. Next Meeting

Note the next meeting of the Full Council is scheduled for Monday 20 November 2023 at 6.00pm, Unit 2, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR.

PART II Private Section

There are no items in this part of the Agenda.

The following items are exempt information due to the confidential nature of the matters to which the reports refer including financial information and proposed terms for a land transaction and information relating to negotiations for the disposal of land; and as the staffing report 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.

16. A66 Dualling and the Land at Thacka Beck

Consider the update report on the disposal of land required for the dualling of the A66 and to seek further instructions.

17. Staffing Matter

Consider the Staffing Report and the recommendations contained within.

FOR THE ATTENTION OF ALL MEMBERS OF THE TOWN COUNCIL

Access to Information

Copies of the agenda are available for members of the public to inspect prior to the meeting. Agenda and Part I reports are available on the Town Council website:

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

Background Papers

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

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Penrith Town Council

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

DRAFT Minutes of the Ordinary Meeting of Penrith Town Council held on Monday 17 July 2023, at 6.00pm at Unit 2, Church House, Friargate, Penrith CA11 7XR.

FULL COUNCIL MEMBERSHIP

Cllr. Bowen	Pategill Ward	Cllr. Kenyon	North Ward
Cllr Holden	Carleton Ward	Cllr. Lawson	Carleton Ward
Cllr. Jackson	North Ward	Cllr. Smith	South Ward
Cllr. B. Jayson	West Ward	Cllr. Snell	West Ward
Cllr. D. Jayson	North Ward	Cllr. J. Thomson	West Ward

Services and Contract Manager
Deputy Town Clerk
Economic Development Officer
Community Services Officer

**Draft MINUTES FOR THE
ORDINARY MEETING OF FULL COUNCIL
17 JULY 2023**

PTC23/22 Apologies for Absence

Apologies for absence were received from Cllrs. Burgin, Donald, Rudhall and Shepherd.

PTC23/23 Confirmation of Full Council Minutes

Members were asked to authorise the Chair to sign, as a correct record, the minutes of the Annual Town Council Meeting held on Monday 15 May 2023.

RESOLVED THAT:

The minutes be approved and the Chair sign the minutes.

PTC23/24 Declaration of Interest and Requests for Dispensations

Members were invited to provide 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. The following declarations were made:

- i. Councillor Snell declared a registrable interest in Item 6 Co-option as her partner was one of the candidates.
- ii. Councillor Jackson declared a pecuniary interest in Item 9 – Stagecoach Bus Service as he would be a potential user of the service in September. He declared he would make a short presentation then take no part in the discussion or decision thereon.

PTC23/26 Public Participation

a) Public Representations

Members noted that no questions or representations had been received from members of the public.

b) Reports from Westmorland and Furness Councillors

Members received the following reports:

Cllr Bell informed the meeting that she had been undertaking ward walks and was willing to extend future invites to town councillors in the Penrith North and East wards. She encouraged members to get in touch with their Westmorland and Furness Councillor and urged people to report any highway issues or concerns via the online HIAMS system.

Cllr Taylor reported that dropped kerbs are being reported as an issue in her ward.

PTC23/27 Excluded Item: Public Bodies (Admissions to Meetings) Act 1960

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

RESOLVED THAT:

Items 23 and 24 relating to Staffing Matter be considered in Part Two, private session without the presence of the press and public as these items of business relate to the financial affairs and personal and sensitive information relating to individual members of staff.

PTC23/28 Co-option of vacant seat after Full Council elections.

Members considered two applications for co-option to Penrith East Ward following the vacancy after the elections in May.

The co-optees were invited to make representation to the meeting.

Members requested to consider the details on the application form which included personal sensitive data, and the meeting moved in to private session with the press and public asked to withdraw from the meeting. After the discussion, the press and public returned to the meeting.

RESOLVED THAT:

- i. a ballot be held to co-opt, and
- ii. David Knaggs be co-opted as Councillor for Penrith East Ward.

Cllr Thomson left the meeting.

PTC23/29 563 Bus Service

Members noted the report.

PTC23/30 Penrith Environmental Task and Finish Group

Motion by Councillor Jayson

Seconded by Councillor Bowen

The Council are aware of significant environmental issues related to industry and traffic in and around Penrith that are of concern to residents. By bringing together an informal Penrith Environmental Task and Finish Group presents an opportunity to investigate, discuss and consider options and measures to reduce and mitigate against noise, carbon, mineral, nitrates and odour emissions to improve the quality of life, health (including mental) and well-being of Penrith residents, visitors and workers and the natural environment.

Members were asked to approve the terms of reference for a new Penrith Environmental Task and Finish Group

RESOLVED THAT:

The Council approved the terms of reference for the Penrith Environmental Task and Finish Group.

PTC23/31 Stagecoach Bus Service

Councillor Jackson gave a short presentation on the background to the report.

Moved by Councillor Lawson

Seconded by Councillor B. Jayson

The Council is being informed that the Number 2 town bus is to be discontinued by its operator Stagecoach. This bus serves Penrith West and Penrith North and is used by pupils of North Lakes School in getting to and from said school. This is a public bus but used primarily to facilitate the school run and is chaperoned by an adult funded by North Lakes School.

A petition, at time of writing this motion, has attracted more than three hundred signatures seeking to reverse this withdrawal of service.

A North Lakes School survey of parents has received a record response, totalled roughly a quarter of the entire parental body and represented the vast majority, if not all, of the current users of the service. The survey respondents overwhelmingly supported the retention of the service.

North Lakes is a junior school serving years 3-6, situated in the South of Penrith. It is heavily fed by the graduating pupils of the infant school Brunswick, which serves reception, years 1 and 2 and is one of two schools serving northern Penrith. As a result, pupils in the north of the town going to Brunswick have a longer journey to school in the second half of their primary education. Families with multiple children of primary age may need to make a journey to two schools at almost the same time.

Members are asked to resolve:

- i. The Chair of the Council write to Stagecoach expressing disappointment in the decision to withdraw the Number 2 service and offering to engage in dialogue to explore opportunities to continue the service.
- ii. To engage with school and parental representatives of North Lakes; Westmorland & Furness Council; existing community public transport groups; Stagecoach; and other possible providers to explore alternative provision of bus services.
- iii. Give delegated authority to officers to engage with North Lakes School.

RESOLVED THAT:

- i. The Chair of the Council write to Stagecoach expressing disappointment in the decision to withdraw the Number 2 service and offering to engage in dialogue to explore opportunities to continue the service.
- ii. The Council engages with school and parental representatives of North Lakes School; Westmorland & Furness Council; existing community public transport groups; Stagecoach; and other possible providers to explore alternative provision of bus services.
- iii. Delegated authority be given to officers to engage with North Lakes School.

PTC23/32 Report from the Council Chair

Members noted the duties undertaken by or on behalf of the Town Mayor. The Mayor reported that he attended the Penrith Lions Club Charter lunch, the NHS 75th year celebration at Carlisle Cathedral, the unveiling of new artwork in the indoor market and attended the Omega Proteins fact finding visit that had been convened by a Westmorland and Furness Councillor. He reported that the visit set out how the plant operates and confirmed that odour complaints had increased recently as confirmed at the visit. The key message is that members of the public should report odour complaints to the Environment Agency hotline number of 0800 80 70 60.

PTC23/33 Reports from Members

Members received and noted the following oral reports from Councillors:

Cllr Snell reported that she had attended the Penrith and Eden Refugee Network (PERN) meeting and also reported that some refugees have been granted leave to stay in the UK. She had attended the Eden Health and Wellbeing forum and is now a representative on the LGBTQ+ subgroup which is in the process of receiving funding support from Westmorland and Furness Council.

Cllr Bowen reported that she had liaised with the Cumbria Wildlife Trust and a local resident to facilitate a discussion to include mobility access to the new Carleton Nature Reserve.

Cllr Kenyon reported highway issues at Graham Street and raised concerns about fly tipping at the Morrisons Recycling Centre and suggest that Westmorland and Furness Council consider these matters.

Cllr Holden reported that she had attended a meeting of the Carleton Park Recreation Group who were aiming to raise funds for a new Multi Use Games Area.

Cllr Jackson reported that he had received the minutes from the Friends of Eden Valley Transport group.

Cllr D. Jayson reported that he was attending a meeting to discuss the removal of the new foundation plinths at Penrith Cemetery and reinstatement of the grass to its former condition.

PTC23/34 Resolutions Report

Members noted the report.

PTC23/35 Finance Committee

Members considered the approved recommendations from the Council's Finance Committee from their meeting held on Monday 26 June 2023. The Committee Chair had requested that these matters be brought to the Full Council for ratification:

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

Ratify the budgetary control statement for the two-month period to 31 May 2023.

RESOLVED THAT:

The budgetary control statement to 31 May 2023 be ratified.

b) Lead Members for Devolution

Ratify Cllrs Jackson and Shepherd to act as lead and deputy lead Members for devolution and transfer of assets amending the representation to Outside Bodies accordingly.

RESOLVED THAT:

Cllrs Jackson and Shepherd act as lead and deputy lead Members for devolution and transfer of assets and the representation to Outside Bodies be amended be ratified.

c) Terms of Reference – Carleton Village Hall Task and Finish Group

Ratify the Terms of Reference for the Carleton Village Hall Task and Finish Group.

RESOLVED THAT:

The Terms of Reference for the Carleton Village Hall Task and Finish Group be ratified.

PTC23/36 Draft Neighbourhood Plan Update

Members noted the report.

PTC23/37 Borderlands Update

Members noted the report.

PTC23/38 Penrith Arts and Culture Update

Members noted the report.

PTC23/39 Grants

Members noted the report.

PTC23/40 Scheme of Delegation – Planning Committee

Terms of Reference

Members were asked to ratify the amendments to the Terms of Reference for the Planning Committee as recommended by that Committee at their meeting held on 23 June 2023.

RESOLVED THAT:

The amendments to the Terms of Reference for the Planning Committee, increasing the membership from six to eight be ratified.

PTC23/41 Outside Bodies

Members were asked to consider representation to the Friends of Eden Valley Public Transport and were asked to receive nominations and appoint Members.

RESOLVED THAT:

Cllr Jackson be appointed as the Councils representative to the Friends of Eden Valley Public Transport Group with Cllr V Bowen appointed as the standing deputy and that the representation to Outside Bodies be updated.

PTC23/42 St Andrews War Memorial

Members considered a proposal to install a sandstone plinth surrounding the base of the St Andrews War Memorial.

RESOLVED THAT:

- i. the installation of a sandstone plinth at the St Andrews War Memorial be approved;
- ii. the Services and Contracts Manager develop the scheme including agreeing a design for the plinth, obtaining quotations and investigating and applying for any consents required; and
- iii. A further report be presented to the Finance Committee setting out the budgetary implications.

PTC23/43 Planning Applications for Consideration

Members considered the following application which had been received and which required a decision prior to the next meeting of the Planning Committee. Further information could be found on the Westmorland and Furness Council Website <https://plansearch.eden.gov.uk/fastweb/> by inserting the appropriate planning reference number:

Planning application number:	23/0441
Site address:	STATION VIEW PENRITH CA11 0BX
Description:	Formation of an HGV fuel bunkering site including associated operations.

RESOLVED THAT:

A response be returned to W&F OBJECTING to the application on the following grounds:

1. additional HGV movements will be generated and will exacerbate the problems at J40. No transport assessment has been provided with the application showing the expected vehicle numbers, how the impact of any heavy goods vehicles accessing the site will be minimised and the impact of the development on the local highways network.
2. the application contains no information about the capacity of the fuel storage tank and includes no bunding for the containment of spillages. Due to the nature of the facility, a full volume containment wall should be included as well as the ACO channel to prevent any spillages and leaks as the site is near a water course and adjacent to the M6.
3. Due to the nature of the application, there is concern about possible safety issues which have not been addressed. An incident plan should be provided and approved by the appropriate authorities for spillages and fire. The site is in close proximity to power transmission lines and the M6 so responses from National Highways, the National Grid and the Fire Service are essential.
4. The proposed spillage separator must comply with environmental discharge requirements and should additionally have either automatic shutdown or secondary catchment should the discharge monitoring device fail or the quality of the water falls below the standard required.
5. The issues of light and fuel odour for the site have not been addressed.
6. The proposed signage is large (21ft high). No information is included about the signage, including materials, lighting, and the effect on the amenity of the locality which is in open countryside. To accord to Policy EC5 of the Eden Local Plan proposals for signage in open countryside should not be illuminated and use existing measures of support where possible.
7. Additional landscaping using native trees and/or shrubs should be included around the site as a whole and not just on the spoil to the south of the site.

PTC23/44 Next Meeting

Members noted the next meeting of Council was scheduled for Monday 25 September 2023 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.

PTC23/45 Staffing Matter

Members noted the written report.

PTC23/46 Staffing Matter

Members resolved that Mr Ian Parker be designated Acting Town Clerk and approved the other recommendations contained within the written report.

FOR THE ATTENTION OF ALL MEMBERS OF THE TOWN COUNCIL

Access to Information

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Background Papers

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CHAIR:

DATE:

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REPORT FOR FULL COUNCIL

Date: 25 September 2023

This is a Public Report

Item no: 06

Matter: Motion on Notice – DVLA Services at Post Offices

Author: Cllr. Bowen

Purpose of Report:

To consider the motion from Cllr. Bowen to write to the DVLA and the Minister for Transport to express concern at the removal of DVLA services from the Post Office Network from the 01 April 2024.

Summary

On the 09 June 2023 the National Federation of Sub Postmasters reported that:

'The Driver and Vehicle Licensing Agency (DVLA) will end its contract with the Post Office on the 31 March 2024. Currently the Post Office handles over 6 million DVLA transactions every year, with more than half being paid for in cash over the post office counter. If the contract is lost, the only option for buying DVLA services will be online. The digitally excluded and vulnerable people will be the most impacted by this loss of service.'

The National Federation of Sub Postmasters have called on Government to reverse its decision to remove DVLA services from the Post Office network.

This motion requests the Council to consider writing to DVLA and Mark Harper, Minister for Transport, to express the Council's concern at the removal of DVLA services from Post Offices.

This decision not to renew DVLA's contract with the Post Office network would force road users to renew services such as driving licence renewal and vehicle taxing online with no alternative.

Such a decision to remove these services assumes that everyone has access to a computer and the skills to use it to complete official forms. This is certainly not the case, especially for those who are not computer literate.

It would be very detrimental to many residents and especially so in rural areas where internet service can be intermittent.

The loss of the DVLA contract may also have a detrimental impact on Post Offices themselves, who would suffer from the loss of business.

As a Councillor I believe that all residents should have the easiest possible access to local and national services. In many cases this is through the respected and widely available network of Post Offices. To remove the DVLA contract from such a readily available source would cause great difficulty to many residents.

Penrith Town Council resolves:

Chair of Council write a strong letter of protest to the DVLA and to Mark Harper, Minister of Transport, urging them to reconsider their decision not to renew the contract for DVLA services with the Post Office and asking them to explain how digitally excluded residents are expected to meet their legal obligations with regard to driving licences and road tax.

REPORT FOR FULL COUNCIL

Date: 25 September 2023

This is a Public Report

Item no: 07

Matter: Motion on Notice – Operation of the Penrith Lottery

Author: Cllr. Knaggs

Purpose of Report:

To consider the motion from Cllr. Knaggs to explore bringing the Penrith Lottery under the governance of the Town Council.

Summary

Penrith Town Council is asked to note that, after an informal discussion between Councillor Dave Knaggs and the Chair of the Penrith Lottery, it is understood that the Lottery committee has recently been reviewing its operations and has expressed its openness to collaborate with the Council in exploring the potential advantages and benefits of bringing the Penrith Lottery under the governance of the Council.

Councils have had the power to promote lotteries since the 2005 Gambling Act. Under previous lottery legislation – the **1976 Lotteries and Amusements Act** – a significant number of local authorities had held registrations with the Gaming Board of Great Britain to promote lotteries to raise income.

Lotteries & Amusement Act 1976:

<https://www.legislation.gov.uk/ukpga/1976/32/contents/enacted>

A **local example is the Allerdale and Lakeland Lottery** which is now promoted by Cumberland Council, the Local Authority Lottery is licensed by the Gambling Commission, Gambling Commission Account No: 57342 (see their license at <https://www.gamblingcommission.gov.uk/public-register/business/detail/57342>) Their lottery website can be found here: <https://www.allerdalelottery.com/>

There are **currently 97 local councils and 234 charities and hospices are running lotteries**. A full list of the 421 lotteries currently operating within the UK can be found at: https://lotteriescouncil.org.uk/directory-member_dir/?_page=9&num=20&sort=post_title
Examples of local authority lotteries can be found at:

Bolsover: <https://www.bolsovercommunitylottery.co.uk/>

Broxbourne: <https://www.broxbournelottery.co.uk/>

Cherwell: <https://www.cherwelllottery.co.uk/>

Lewes: <https://www.leweslocallottery.co.uk/>

Tunbridge Wells: <https://www.twlotto.co.uk/>

The Penrith lottery has existed since 2010 and, over that time, has raised in excess of £200,000 for local not-for-profit community, voluntary and charity organisations in and around Penrith. More information on the Penrith Lottery can be found on their website. It is currently administered and marketed through its own committee with administrative and marketing support.

Penrith Lottery website: <https://penrithlottery.org.uk/>

I believe there are advantages and benefits of the Council taking responsibility for the lottery and relaunching it with a high profile strategy. These may include:

- Further **develop community engagement**: running a lottery is an opportunity to increase community engagement and participation. People enjoy participating in lotteries, and this could foster a sense of community involvement among residents.
- **Streamline two separate grant-giving organisations**: having a lottery and grant allocation under one organisation will simplify the process for local groups and charities seeking funding and reduce bureaucracy thus making it easier for them to access financial support.
- A high-profile marketing and promotion strategy to relaunch the lottery will not only raise more awareness about the lottery, but also **enhance the overall profile and reputation** of the Penrith Town Council. Such a strategy would also potentially increase membership numbers.
- Hosting a successful lottery could **boost civic pride** within Penrith, as residents may be more aware and consequently take pride in the fact that their local council is actively supporting community projects and charities.
- Managing the lottery could open doors for **greater collaboration** with local businesses, not-for-profit and community groups and organisations. Partnerships can further enhance the impact of the lottery's proceeds.
- **Increase the PTC's grant funding** as well as by the £30,000 per annum already generated by the existing lottery. This will result in the potential to allocate more funds to more groups and help build and sustain the resilience in the community and voluntary sector through additional, and even larger, grants.

Penrith Town Council resolves:

To open discussions with the Penrith Lottery Committee to investigate the Penrith Lottery becoming organised under the governance of the Penrith Town Council and to report on the findings and make recommendations to Full Council at a later date.

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REPORT FOR FULL COUNCIL

Date: 25 September 2023

This is a Public Report

Item no: 08

Matter: Motion on Notice – Review of Climate and Biodiversity Strategy

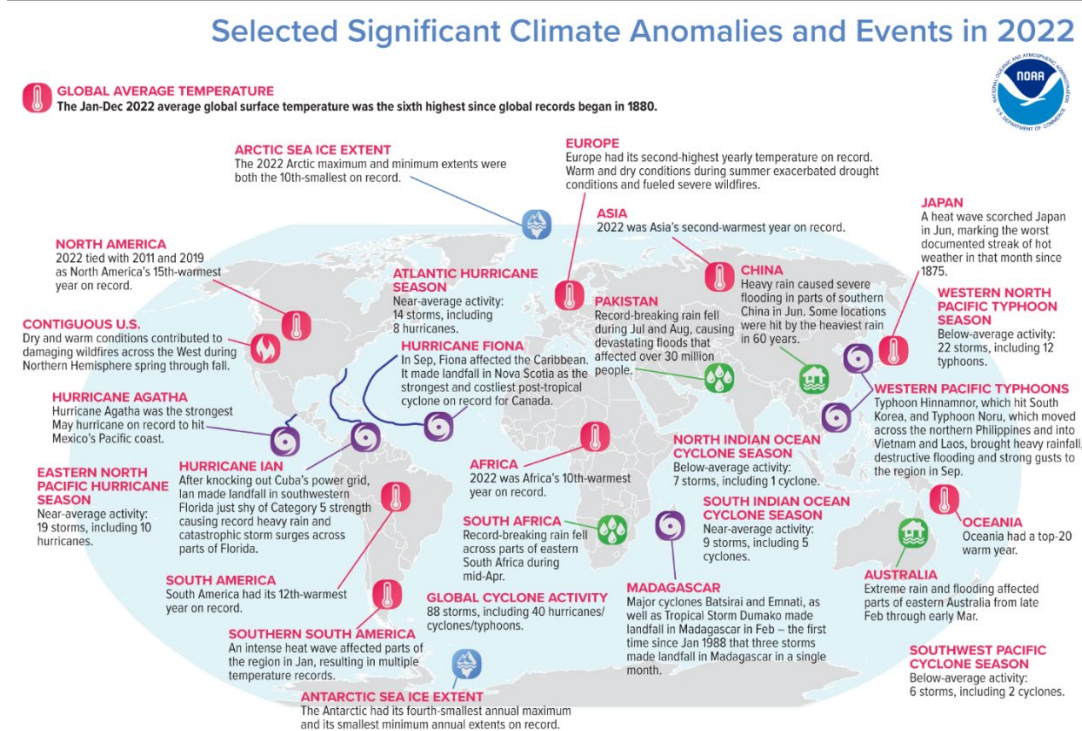
Author: Cllr. Lawson

Purpose of Report:

To consider the motion from Cllr. Lawson to establish a new Task and Finish Group to review the Councils Climate and Biodiversity Strategy.

Summary

In May 2019 Penrith Town Council declared a Climate & Ecological Emergency and resolved to make a difference by choosing a carbon neutral future. A plan was presented which covered several key activities for the council. Covid and other factors have severely impeded this work and the situation has changed dramatically. The year 2020 was recorded as one of the three warmest years on record with June 2023 being the hottest June ever measured (<https://www.metoffice.gov.uk/about-us/press-office/news/weather-and-climate/2023/hottest-june-on-record>). We are seeing ever increasing weather events and the diagram below provides a global snapshot of climate anomalies in 2022.



Please note: Material provided in this map was compiled from NOAA's State of the Climate Reports. For more information please visit: <https://www.noaa.gov/access/monitoring/monthly-report/global/>

The Council developed its first strategy which is based on the vision that by 2030 Penrith will be carbon neutral. A copy of the Council's Strategy can be found on the following website link [Strategy - \(penrithtowncouncil.gov.uk\)](https://www.penrithtowncouncil.gov.uk).

Bringing together an informal Climate Strategy Task and Finish Group presents an opportunity to:

- Review the original Council Strategy document.
- Review the latest science.
- Create a gap analysis to form the basis of a new work-plan.
- Ensure all councillors are equipped and trained to help residents.

The overriding aim of the Task and Finish Group will be to propose recommendations to Full Council on the Council's future strategy to meet the aim of Penrith being carbon neutral by 2030.

Penrith Town Council resolves to:

- i. Reinvigorate Penrith Town Council's response to a rapidly moving Climate and Biodiversity Crisis by reviewing and renewing plans and activities that move the town towards carbon neutrality; and
- ii. Approve the terms of reference for a new Climate Strategy Task and Finish Group.

Appendices

Appendix A - Draft Climate Strategy Task and Finish Group Terms of Reference

Appendix A

DRAFT - Climate Strategy Task and Finish Group

Terms of Reference

Background

In May 2019 Penrith Town Council declared a Climate & Ecological Emergency and resolved to make a difference by choosing a carbon neutral future. The Council developed its first strategy which is based on the vision that by 2030 Penrith will be carbon neutral.

By bringing together an informal Climate Strategy Task and Finish Group presents an opportunity to review the latest science, review the current council strategy, its delivery and financial resources and propose recommendations to Full Council on the Council's future strategy.

This Group will seek to demonstrate a town wide approach involving key stakeholders to address its carbon neutral strategic ambitions.

Power

Local Government Act 1972, Section 101

Membership

a) The Group will comprise:

- Acting Town Clerk
- Council Chair – Cllr Lawson
- Councillors – TBA
- Councillors – TBA
- Councillors – TBA
- Councillors – TBA

b) Additional members may be included in the Group as required.

c) Non council members may be invited to join the Group.

d) Possible invitees (not exhaustive)

- Representatives from Westmorland and Furness Council.
- Representatives from the climate groups and organisations.
- Local resident's representatives.
- Representatives from the Penrith BIDs (Industrial / Town)
- Representatives from local industry and busy.

Purpose and Activities

- a) Review the original Council Strategy document.
- b) Review the latest science and establish baseline data.
- c) Investigate what other local authorities and Town Councils are doing.
- d) Collect and hear evidence to understand climate issues throughout the town.
- e) Consult with residents.
- f) Create a gap analysis to form the basis of a new work plan.
- g) Consider options for delivery of a new work plan.
- h) Consider Council budgets, staff resources and external grant funding.
- i) Prepare a final report on the findings of the group.

Convenor

Meetings will be convened by the Group Chair and supported by the Acting Town Clerk.

Chair

The Group will be chaired by the Council Chair. A vice chair will be approved at the first meeting of the Group and will act in the Chairs absence.

Public Participation

The Group is an informal Group of the Council and is therefore not open to the press and public.

Agenda, Minutes and Meeting Papers

- a) The Group will meet without the need to give public notice and will be able to be held without the press and public being present.
- b) The agenda, with any attached meeting papers, will be distributed at least five working days prior to the next scheduled meeting.
- c) The Group will be responsible for keeping a record of their activities. This record will be in the form of short notes, usually in bullet point form. The record will NOT constitute Minutes, but it should be noted that they could form part of a response to a request for information made under the Freedom of Information Act.
- d) The notes of every meeting should be sent to the appropriate officer immediately for comment and verification prior to circulation to the Group.
- e) Administrative support for and advice to the Group may be provided by officers.

Reporting

- a) Full copies of the notes of previous meetings, including attachments, will be provided to the Group membership.

- b) Meeting Notes will be circulated to members no later than five working days following each meeting.
- c) The Group cannot make decisions and only provide advice and recommendations to Full Council; and by agreement of the Group, recommendations will be presented by the Chair to Full Council upon conclusion of the Groups work.

Meetings

- a) The Chair of the Group will convene meetings as and when required.
- b) The Group Chair shall have discretion to hold meetings by virtual conferencing instead of in person.

Proxies to meetings

- a) Members will nominate a proxy (deputy) to attend a meeting if they are unable to attend.
- b) The Chair will be informed of the substitution at least two working days prior to the scheduled meeting.
- c) The nominated proxy will provide relevant comments/feedback about the attended meeting to the member they are representing.

Quorum requirements

3 Council members

Priority Weighting

All activities of Task & Finish Groups must align with the Councils powers and function and the Council Plan.

The Council has the General Power of Competence.

This Groups purpose aligns with the Council Plan as follows:

Climate Change

Valuing our environment by responding to climate change, safeguarding our heritage and developing schemes to adapt to climate change and encourage sustainability.

The Council developed its first strategy which is based on the vision that by 2030 Penrith will be carbon neutral. A copy of the Council's Strategy can be found on the following website link [Strategy - \(penrithtowncouncil.gov.uk\)](https://penrithtowncouncil.gov.uk).

The Task and Finish Group will use a full range of research methods including benchmarking, research, consultation, and visits. By gathering

such a wide range of information on this issue, the members can ensure that any recommendations are evidence based and based on best practice from elsewhere.

After considering all the evidence the group has collated, the group will agree its conclusions and produce a report making recommendations to Full Council.

Approximate timescale: 6 months or 10 meetings.

FULL COUNCIL 25 September 2023 ITEM:10

STATUS KEY:

On hold - Not commenced

Completed

In progress - Started and ongoing

Progress on resolutions from Full Council 17 July 2023.

Reference	Activity	Status
PTC23/28	Declaration of acceptance of office (Cllr. Knaggs)	Completed
PTC23/30	Penrith Environmental Task and Finish Group – established	Completed
PTC23/31	Letter to Stagecoach re: withdrawal of Number 2 service	Completed
PTC23/31	Engage with school and others re: school bus service	Completed
PTC23/35b	Representation on Outside Bodies document updated (Devolution)	Completed
PTC23/40	Planning Committee Terms of Reference updated	Completed
PTC23/41	Representation on Outside Bodies document updated (Eden Valley Public Transport)	Completed
PTC23/42	St Andrews War Memorial, Plinth Project	In progress - Started and ongoing
PTC23/43	Planning Application 23/0441 response submitted to Westmorland & Furness Council	Completed
PTC23/46	PART II Staffing	In progress - Started and ongoing

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REPORT FOR FULL COUNCIL

Date: 25 September 2023

Public Report

Item no: 11a

Matter: Budgetary Control Statement 2023-24 Expenditure to 31 August 2023

Author: Responsible Finance Officer

Supporting Member: Cllr. C Shepherd

Recommendation:

Ratify the budgetary control statement for the five month period to 31 August 2023.

Law and legal implications

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.

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

Contribution to Council Business Plan

Robust budgetary control supports the Council in its delivery of priorities within the approved budget framework.

Report

A. Budgetary Control Statement (Appendix A)

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

- The full year's Approved Budget for 2023-24, which was ratified by Council on 23 January 2023.
- The budget to date, based on the latest budget for the year. This proportion is the anticipated budget for the first five months of the year, based on a forecast of the expected pattern of income and expenditure, known as the budget profile. For most headings, this profile will be a simple pro-rata of the annual budget (i.e. 5/12ths for the current period).

- Actual income and expenditure to 31 August, based on the matching principle, which means taking account of all income and expenditure which relates to the period, irrespective of when it is paid/received. An exception to the general matching rule is that grants approved but not yet paid at the end of the period are included as expenditure, on the basis that this gives a truer view of expenditure against budget.
- The variance between the actual income and expenditure and the profiled latest budget for the period. Variances are expressed as favourable (positive) where there is an underspending or increased income, and as adverse (negative and bracketed) where there is an overspending or reduced income.
- The position on the Council's three reserves: its General Reserve, Devolution and Election Reserves, at the end of August. To give a truer view of the General Reserve, it is assumed that contributions to the Devolution Reserve are made during the year at each month-end.

B. Commentary

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

B.1 Income

Overall income of £211,947 exceeds the profiled budget of £204,874 by £7,073.

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

B.2 Planning Committee

There has been very little expenditure up to this period in the year.

B.3 Communities Committee

Net spend of £22,166 is shown against the profiled budget of £44,583, an underspending of £22,417.

- The Town Projects budget is currently underspent by £12,633, however further works are being undertaken which will lead to increased expenditure in the coming months. With the position of the BID now confirmed some of this budget will be available.

B.4 Finance Committee

Net expenditure of £188,380 is shown against the budget to date of £182,351, an overspending of £6,029. This small overspend is likely to decrease over the coming months. This small variance indicates this budget is being spent as planned.

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

- The individual variances result in an underspending of £25,231 against the profiled total expenditure budget of £235,809. As there is £7,073 more income, there is a net variation of £32,304 on the profiled amount transferrable to the General Reserve.

B.6 Reserves

- The General Reserve is profiled to decrease by £30,935 in the period but it has actually increased by £1,369 to £500,255.
- The Devolution Reserve opened the year with a balance of £156,794 which was £8,025 lower than the Approved Budget. The actual amount of £9,484 transferrable into the Devolution Reserve is £1,736 higher than profile.
- The Election Reserve opened the year with a balance of £30,000, an amount of £5,000 is budgeted to be added at the end of the financial year.

C. Balance Sheet (Appendix B)

Appendix B shows the Council's balance sheet as at 31 August 2023. The following points may be noted:

- The total invested of £916,626 includes £830,000 placed with CCLA, this will be managed through the year to allow a reasonable return while maintaining a sufficient bank balance to make required payments.
- The VAT debtor of £1,725 is VAT reclaimed from HMRC in respect of August transactions.
- Prepayments of £12,426 include adjustments for insurance, office rental, licences, subscriptions and maintenance agreements.
- Accruals of £18,144 represent goods and services received before 31 August, where the payment was not made by that date. Individual items include staff time, grounds maintenance, caretaking and audit and accountancy fees.
- The Payroll Control balance of £11,084 relates to deductions calculated in the August payroll; the total is due to HMRC for income tax and national insurance and to the Cumbria Pension Fund for employee pensions.
- The Receipts in Advance figure represents income for the period 1 September 2023 to March 2024 already received from Westmorland and Furness Council as precept and grants, together with monies from United Utilities for planting maintenance.

D. Conclusion

The budgetary control statement shows that net spending to 31 August was around £32,000 below the Latest Budget for the period.

Finally, there are no issues arising from the Council's balance sheet at 31 August.

2. Options Analysis including Risk Assessment

Risk & Consequences

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

Adverse criticism of over or underspending.

Controls Required

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

3. Financial Implications

This report is concerned solely with financial management.

4. Equalities Implications

None identified.

5. Climate Change and Environmental Implications

None identified.

6. Legal Implications

There are no legal implications arising from this report.

Appendices

Appendix A – Budgetary Control Statement Five Months Ended 31 August 2023

Appendix B – Balance Sheet as at 31 August 2023

Background Papers

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



Penrith Town Council

BUDGETARY CONTROL STATEMENT: FIVE MONTHS ENDED 31 AUGUST 2023

Actual 2022-23	Approved Budget 2023-24	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£	£		£	£	£
		INCOME			
		Precept:			
455,209	468,295	Council Tax	195,123	195,123	0
7,388	7,642	CTRS Grant	3,184	3,184	0
		Other Income:			
13,577	15,750	Investment Income	6,563	13,640	7,077
0	10	Miscellaneous Income	4	0	(4)
476,174	491,697	TOTAL INCOME	204,874	211,947	7,073
		EXPENDITURE			
		PLANNING COMMITTEE:			
		Planning:			
2,118	10,000	Planning Consultancy	4,167	32	4,135
2,118	10,000		4,167	32	4,135
		Climate Change:			
2,910	8,300	Climate Efficiency	3,458	0	3,458
2,910	8,300		3,458	0	3,458
5,028	18,300	Planning Committee Total	7,625	32	7,593
		COMMUNITIES COMMITTEE:			
		Town Projects:			
4,689	47,000	Town Projects	19,583	6,950	12,633
4,689	47,000		19,583	6,950	12,633
		Arts & Entertainment:			
21,474	10,000	Arts & Culture Development	4,167	4,222	(55)
21,474	10,000		4,167	4,222	(55)
		Grants:			
20,283	15,000	Grants	6,250	6,000	250
0	20,000	Signature Grants	8,333	0	8,333
20,283	35,000		14,583	6,000	8,583
		Corporate Communications:			
4,839	15,000	Communications	6,250	4,994	1,256
4,839	15,000		6,250	4,994	1,256
51,285	107,000	Communities Committee Total	44,583	22,166	22,417
		FINANCE COMMITTEE:			
		Staffing:			
194,747	247,200	Salaries	103,000	111,892	(8,892)
19,268	23,780	National Insurance	9,908	10,415	(507)
42,230	53,150	LG Pension Scheme	22,146	22,657	(511)
3,029	500	Recruitment Expenses	208	567	(359)
1,282	600	Staff Training	250	370	(120)
0	500	Conferences	208	0	208
238	500	Staff Expenses	208	17	191
260,794	326,230		135,928	145,918	(9,990)
		Accommodation:			
7,500	7,500	Rent	3,125	3,125	0
3,104	4,000	Heat, Light & Water	1,667	944	723
2,331	1,020	Service Charges	425	1,113	(688)
1,782	1,730	Room Hire & Meetings	721	770	(49)
390	380	Insurances	158	163	(5)

Actual 2022-23	Approved Budget 2023-24	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£	£		£	£	£
0	0	Letting Income	0	0	0
15,107	14,630		6,096	6,115	(19)
		Civic Functions:			
76	400	Civic Functions	167	0	167
700	700	Mayoral Expenses	292	0	292
300	300	Deputy Mayor's Expenses	125	0	125
102	100	Civic Regalia	42	486	(444)
1,178	1,500		626	486	140
		Cost of Democracy:			
225	200	Annual Meeting	200	30	170
	5,000	Elections	0	0	0
160	1,000	Members' Training	417	206	211
0	200	Members' Expenses	83	0	83
0	1,200	Notice/Honours Board	500	102	398
385	7,600		1,200	338	862
26,800	20,000	IT	8,333	8,055	278
340	2,050	Website	854	0	854
		Devolved Services:			
(450)	800	Allotments	71	413	(342)
0	400	War Memorial	167	0	167
0	1,500	Benches	625	1,178	(553)
3,330	3,000	Bus Shelters	1,250	130	1,120
1,021	1,750	Bandstand	729	701	28
653	800	Musgrave Monument	333	0	333
7,426	5,500	Fairhill Park	2,292	3,214	(922)
19,407	3,700	Thacka Beck Field	1,542	796	746
27	300	Signage, etc	125	0	125
7,991	10,000	Community Caretaker	4,167	3,394	773
6,939	18,594	Contribution to/(from) Devolution Reserve	8,009	9,484	(1,475)
46,344	46,344		19,310	19,310	0
0	5,000	Local Government Re-organisation	2,083	0	2,083
		Other Overheads:			
3,614	3,000	Printing, Postage & Stationery	1,250	1,294	(44)
1,166	1,450	Audit Fees	604	601	3
3,241	4,180	Insurance	1,742	1,420	322
123	130	Bank Charges & Interest	54	244	(190)
2,205	2,900	Accountancy Fees	1,208	2,250	(1,042)
1,898	1,650	Legal Fees	688	632	56
827	500	Licences	208	584	(376)
3,354	3,201	Subscriptions	1,334	1,129	205
16,428	17,011		7,088	8,154	(1,066)
1,690	2,000	Repairs & Renewals	833	4	829
369,066	442,365	Finance Committee Total	182,351	188,380	(6,029)
0	3,000	Contingency	1,250	0	1,250
(20,000)	5,000	Transfer to/(from) Election Reserve		0	0
405,379	575,665	TOTAL EXPENDITURE	235,809	210,578	25,231
70,795	(83,968)	INCREASE/(DECR) IN GENERAL RESERVE	(30,935)	1,369	32,304
		RESERVES:			
		General Reserve:			
428,090	482,605	Balance brought forward 1 April 2023	482,605	498,886	16,281
70,795	(83,968)	Increase/(decrease) in year	(30,935)	1,369	32,304
498,885	398,637	Balance carried forward	451,670	500,255	48,585
		Devolution Reserve:			
149,855	164,819	Balance brought forward 1 April 2023	164,819	156,794	(8,025)
6,939	18,594	Contribution from/(to) 2023-24 Budget	8,009	9,484	1,475

Actual 2022-23	Approved Budget 2023-24	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£	£		£	£	£
156,794	183,413	Balance carried forward	172,828	166,278	(6,550)
		Election Reserve:			
0	30,000	Balance brought forward 1 April 2023	30,000	30,000	0
30,000	5,000	Contribution from/(to) 2023-24 Budget	0	0	0
30,000	35,000	Balance carried forward	30,000	30,000	0
685,679	617,050	TOTAL RESERVES	654,498	696,533	42,035



Penrith Town Council

BALANCE SHEET AS AT 31 AUGUST 2023

	£	£
Investments		
Penrith Building Society	86,626	
CCLA Public Sector Deposit Account	<u>830,000</u>	
		916,626
Current Assets		
Debtors	3,937	
Debtor - VAT	1,725	
Prepayments	12,426	
HSBC Bank Account	<u>78,306</u>	
	96,394	
Current Liabilities		
Creditors	0	
Accruals	18,144	
Payroll Control	11,084	
Receipts in Advance	<u>287,259</u>	
	316,487	
Net Current Assets		(220,093)
		<u>696,533</u>
Represented by:		
Reserves		
General Reserve		500,255
Devolution Reserve		166,278
Election Reserve		30,000
		<u>696,533</u>

FULL COUNCIL

Date: 25 September 2023

Public Report

Matter: Corporate Risk Assessments

Item no: 11b

Author: Services and Contracts Manager

Supporting Member: Cllr. Shepherd, Chair of Finance Committee

Recommendation:

Ratify the Corporate Risk Assessments.

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.

As an employer and duty holder the Town Council are legally obliged under the Management of Health and Safety at Work Regulations 1999 to carry out a risk assessment of the significant risks in the workplace. The Council has a duty to comply with the Health and Safety at Work Act 1974.

1. Report Details

- 1.1 Risk Assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Town Council to identify all potential inherent risks. The Town Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practicably possible.
- 1.2 The risk assessment documents have been produced to enable the Council to assess the risks that it faces and satisfy that it is taking adequate steps to consider and minimise these risks.
- 1.3 The risks are assessed annually unless there are material changes to the law or circumstances that require an immediate review. The Council's Services and Contracts Manager will monitor and record progress against the actions throughout the year. The SCM also undertakes regular asset monitoring inspections to identify any arising risks, hazards or defects.
- 1.4 The risk assessments are designed to give Councillor's confidence that the management of risk is pragmatic and proactive. The management of risk is also included in relevant committee reports.
- 1.5 The Corporate Risk Assessments are set out in accordance with the Health and Safety Executive published template format. Risk Assessments are prepared for the following and copies of each are provided separately:
 - Allotments
 - Bandstand

- Bus Shelter
- Business Continuity
- Fairhill
- Finance
- Fire
- Governance
- IT & Website
- Lone Working
- Musgrave Monument
- Office
- Remembrance Day Parade and Service
- Seats
- Thacka Beck Field
- War Memorial (St Andrews)

1.6 The table in Appendix A sets out the key actions arising from each individual risk assessment, for the forthcoming 12-month period.

2. Options Analysis including risk assessment

a) Risk

Not knowing the risks facing the Council.

b) Consequence

Not being aware of with health and safety matters, risks facing the council, legal liabilities and not meeting the requirements of audit.

c) Controls Required

Approve corporate risk assessments.

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 – Risk Assessment Actions September 2023 – September 2024

Background Documents:

None

Appendix A - Risk Assessment Actions September 2023 – September 2024

Risk Assessment	Action Required
Allotments	Cut Folly Lane hedge fronting on to the highway.
Bandstand	Ensure electric cupboards are locked at all times. Prepare method statement and risk assessment prior to the erection of the Xmas Tree. Undertake inspections of Xmas tree following adverse weather (snow, high winds) Obtain method statement and risk assessment and completion certificate for installation of Xmas Lights. Monitor that the Street Trader and public house is operating within their defined area and agreed terms.
Bus Shelter	Any gutter cleaning requires liaison with contractor to ensure safe system of work, including risk assessment and method statement.
Business Continuity	Scheduled meetings with Lamont Pridmore. (Accountants)
Fairhill	Commission Annual Play Area Inspection Report in November 2023. Quarterly checks of play area for defects. Tree liability survey for low/medium risk trees – address any defects. Inspect football goals for their integrity any hazards.
Finance	Finalise bank account signatories daily limits and banking services.
Fire	Portable Appliance Testing - next due in July 2024 Service the Fire Extinguishers - next due April 2024. Weekly recorded fire check of the office. Monitor condition of the fabric of the office and any appliances.
Governance	Fireproof cabinet is locked at night to protect key files and IT backups.
IT & Website	Undertake Staff DSE Assessments upon request. Ensure all backup tapes are securely locked in fireproof cabinet. Staff training to ensure business continuity. Monitor website for content, accuracy, accessibility.
Lone Working	Identify First Aid Training for staff.
Musgrave Monument	Annual service of clock mechanism – next due in October 2023 Ensure main access door is always locked at all times. Annual maintenance inspection of the ladder and latchway system - next due Feb 2024. Obtain method statement and risk assessment and completion certificate for installation of Xmas Lights.
Office	Undertake Staff DSE Assessments upon request. Portable Appliance Testing - next due July 2024 Service the Fire Extinguishers - next due April 2024. Weekly recorded fire check of the office.
Remembrance Day Parade and Service	Liaison with Cumbria Police for traffic management for parade.
Seats	Monitor - dangerous seats to be removed.

Risk Assessment	Action Required
Thacka Beck Field	Monitor boundary fencing and alongside watercourse. Meetings with contractor to identify any hazards arising from the Grounds contract. Grounds Contract to be retendered for 2024 season. Raise any tree condition concerns with relevant landowner. (Risk of trees falling from neighbouring land)
War Memorial (St Andrews)	Inspection of asset ahead of Armistice Service.

FULL COUNCIL

Date: 25 September 2023

Public Report

Matter: Internal Audit 2023-24

Item no: 11c

Author: Responsible Finance Officer

Supporting Member: Cllr. Shepherd, Chair of Finance Committee

Purpose of Report:

To ratify the scope of Internal Audit coverage for 2023-24.

Recommendation:

Ratify the scope of Internal Audit 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 Accounts and Audit Regulations 2015 require the Council to undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.

Under the same Regulations, the Council must conduct an annual review of the effectiveness of its system of internal control. The independent internal audit opinion is a key element of that review.

1. Report Details

- 1.1 Following a satisfactory review of the Council's internal audit arrangements for 2022-23, Mrs Jean Airey was re-appointed as its auditor for the current financial year (Minute PTC23/17eii).
- 1.2 The attached outline plan describes the scope of Mrs Airey's planned coverage for the year; she has revised her detailed plan to reflect current updated best practice.
- 1.3 As in previous years, Mrs Airey intends to carry out the work in two stages. The first of these is scheduled for February/March 2024 to fit in with the Council's review of its internal control environment late in 2023-24, which enables it to consider whether internal controls have operated effectively throughout the financial year. The timing of the second, financial audit, stage would be in April 2024, to enable her to review the year-end accounts.

2. Options Analysis including risk assessment

a) Risk

The Council does not have a robust internal audit regime.

b) Consequence

Irregularities are not detected leading to loss or waste of resources; criticism from external audit; reputational damage.

c) Controls Required

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

3. Financial and Resource Implications

This report is concerned solely with financial management.

4. Equalities Implications

There are no equalities implications associated with this report.

5. Climate Change and Environmental Implications

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

Appendices

Outline Audit Plan 2023-24

Background Documents:

Accounts and Audit Regulations 2015

Correspondence with Internal Auditor

Outline Internal Audit Plan 2023-24

AGAR REFERENCE	COMPLIANCE CHECKS	YES/NO	RECOMMENDATIONS FOR ACTION.
<p>A. Appropriate accounting records have been properly kept throughout the year. Periodic bank account reconciliations were carried out during the year</p>	<p>Checks are made of core accounting records i.e. in house cashbook or commercial accounting package for accuracy and monthly summaries to appropriate budget headings. Bank reconciliations are prepared on receipt of bank statements; presented to Council or Committee. A signature of a member on the respective bank statement verifies the accuracy of the information.</p>		
<p>B. This authority complied with its Financial Regulations. Payments were supported by invoices; all expenditure was approved and VAT appropriately accounted for.</p>	<p>Verify that Financial Regulations (FR), Standing Orders and all relevant policy and procedure documents are regularly reviewed and reflect current legislation. Confirm tender processes are in place and adhere to FR. Confirm VAT balances back to core accounts. Payments/refund requests are made to HMRC within the timescale. Confirm that there is a clear audit trail – invoices to Schedule of Payments- Council approval - Bank statements.</p>		
<p>C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</p>	<p>Check review of Risk Assessments, Health and Safety Policies etc. Verify adequate statutory and other insurance cover. Check safety inspections and relevant documentation. Documented evidence of Internal Control and review of the Internal Audit.</p>		

<p>D. The precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored and reserves were appropriate.</p>	<p>Confirm the minutes of the Council documents the precept for the current year and subsequent financial year in detail. A minute exists for the receipt of the precept. There is timely submission to the District Authority. The precept figure has been determined after submission of an RFO report with recommendations. Verify the presentation to the Council of regular budget comparison reports, and variations are addressed. Earmarked reserves are clearly identified. An investment strategy exists for cash reserves in excess of £100k</p>		
<p>E. Expected income was fully received based on correct prices, properly recorded and promptly banked; Vat has been accounted for as relevant.</p>	<p>Ensure that appropriate controls and documentation exists to provide an audit trail and ensure security of all income, particularly cash i.e. segregation of handling from source to banking. Regular review of pricing structure for all undertakings. Comprehensive documentation – Hire of facilities, Allotments, Burials, Leases. All income collected within timescale.</p>		
<p>F. Petty Cash, Debit Cards, Cash expenses approved and Vat accounted for.</p>	<p>Confirm receipts for all expenses. Check authority for Debit/Credit card payments and all such are paid in full. Vat allocated to budget headings and correctly recorded in VAT Returns.</p>		

<p>G. Salaries to employees and allowance to members were paid in accordance with the Council’s approvals, and PAYE, N.I. and Pension requirements were properly applied.</p>	<p>Ensure staff contracts of employment have been issued. Verify staff record file noting sickness absences, holidays etc. Verify appropriate deductions have been made – PAYE/N.I./Pension. All relevant sums paid to HMRC/Pensions with in the statutory time scales.</p>		
<p>H. Asset and investments registers were complete and accurate and properly maintained. Include loans to and from the Council.</p>	<p>Verify regular review of Asset Register and correct documentation of acquisitions and disposals. Confirm all assets are adequately covered by insurance. Check insurance renewal dates, loyalty agreements, value of assets and appropriate statutory cover. Check investments for “Fixed Asset” inclusion in AGAR(9) Borrowing and lending to be checked.</p>		
<p>J. Accounting statements prepared during the year were prepared on the correct accounting basis (Receipts and Payment or Income and Expenditure), agreed with the core accounts, supported by an adequate audit trail from the underlying records. Where appropriate debtors and creditors were properly recorded.</p>	<p>Verify the accuracy of the year-end bank reconciliation detail. Confirm the correct roll forward balance figure from the previous year has been carried forward to the new financial year. Review debtors/creditors and appropriate adjustment if income and expenditure accounts.</p>		

<p>K. If the Council certified itself as exempt from a limited assurance review in the prior year, it met the exemption criteria and correctly declared itself exempt.</p>	<p>Exempt authorities only. Verify a Council minute exists to ensure declaration of exemption. Check publication of correct documentation on the website.</p>		
<p>L. The author publishes information, on a free to access website, up to date at the at the time of the internal audit in accordance any relevant transparency code requirements</p>	<p>For authorities less than £25k verify compliance with all Transparency Code requirements.</p>		
<p>M. The authority, during the previous year, correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.</p>	<p>Examine Notice of Public Rights. Ensure compliance with "30 days" Verify notice is/has been published on the website.</p>		
<p>N. The authority complied with the publication requirements for the prior year AGAR.</p>	<p>Verify publication of the Conclusion of Audit with External Auditors certification. Examine minutes to verify the conclusion has been notified to Council.</p>		
<p>O. Trust funds (including charitable) – The Council met its responsibility as a trustee.</p>	<p>Should the Council be a Charitable Trustee or operate any trust, check compliance with all requirements.</p>		



Penrith Town Council

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

PROCUREMENT POLICY

BACKGROUND

CURRENT GOVERNMENT PROCUREMENT AGREEMENT (GPA) THRESHOLDS

These thresholds, which were previously set by the EU, are now determined by the UK Government and are valid from 01 January 2022. They apply to high value procurements which will rarely, if ever, be made by the Town Council. **When applying the new thresholds, the Council must ensure that contract value estimates include an allowance for VAT. This will include instances where VAT is initially payable but later recoverable:**

Public Works contracts	£4,733,252 £ 5,336,937
Public Service & Supply contracts	£189,330 £ 213,477

The Council is also obliged to follow some basic principles.

For supplies and services over these thresholds, a tender notice must be placed on the Find a Tender Service (FTS) website (previously advertised in the Official Journal of the European Union (OJEU)) to give all relevant providers an opportunity to tender.

Tenders must be invited in accordance with one of the prescribed procedures either Open, Restricted, Competitive with Negotiation, Competitive Dialogue, Innovation Partnership or Light Touch Regime. Each of these procedures imposes minimum time scales covering the tender activities to ensure that reasonable time is given to interested parties to respond to advertisements and prepare submissions.

NATIONAL RULES

Whilst there is no prescription on local authorities to tender out specific services all councils have a duty under best value legislation as laid down by Part 1 of the Local Government Act 1999 to fundamentally review their services and make arrangements to ensure continuous improvement, having regard to economy, efficiency and effectiveness.

All contracts opportunities and contract awards of £25,000 in value and above in accordance with The Public Contracts Regulations 2015 must be advertised openly on the Contracts Finder portal.

LOCAL RULES

1. The Council will strive to attain best value for all goods, materials and services which it purchases.
2. "Best Value" will be defined as a balance of price, quality of product and supplier services.
3. The Council will operate a transparent procurement process in accordance with its Financial Regulations and Standing Orders for Contracts.
4. The Council will purchase locally wherever possible and where best value can be satisfied. The Council will primarily make purchases within the parish of Penrith and from the local surrounding area ~~and the district of Eden~~.
5. In evaluating "best value", the past record of the supplier will be taken into account.
6. The Council will purchase Fair Trade and recycled and sustainable goods where possible.
7. The Council will purchase re-cycled goods or less environmentally damaging materials where they meet the required functional standard and will have regard to protect and sustain the environment.
8. Procurement activities will comply with the Council's Financial Regulations and the Procurement Regulations 2015 and reflect the practices as recorded in the NALC Procurement Toolkit.
9. Tender opportunities will be promoted on the Councils website to encourage tenders from local community and voluntary organisations and the local SME sector.
10. The Council will show favour to organisations that pay the Living Wage as set by the Living Wage Foundation.

THRESHOLDS & PROCEDURES

Procedures as recorded in the Financial Regulations apply. Procurements should not be disaggregated solely to avoid the need to meet a more rigorous procedure.

Estimated contract value (net of VAT)	Contract requirements
Up to £15,000	<p>A purchase can be made from the source that offers the best value for money to the Council. This should be demonstrated by the obtaining of 3 written quotes, where this is possible.</p> <p>Contracts shall be by written instruction.</p>
£15,001 to £25,000	<p>Shall be advertised on the website of the Council (and/or other public advertisement as determined by the relevant Committee) unless, in consultation with the Responsible Financial Officer, it is agreed to approach suppliers on an ad hoc basis inviting expressions of interest (in which case 3 written quotes shall be sought).</p>
£25,001 to £50,000	<p>Procurement opportunities over £25,000 in value shall be openly advertised on the Council's website and shall also be advertised on Contract Finder within 24 hours of that advert appearing together with unrestricted and full direct internet access to relevant contract documents.</p> <p>A formal written contract approved by a solicitor must be utilised. A purchase order referring to the contract will also be utilised where required. Following award of the contract, relevant details must be published on Contract Finder.</p>
£50,001 to GPA procurement threshold	<p>Shall be advertised on the website of the Authority and on Contract Finder (within 24 hours of any other adverts appearing; and /or other public advertisement as determined by the authorised officer) together with unrestricted and full direct access to relevant contract documents.</p> <p>Pre-Qualification Questionnaires (PQQ's) can be used in procurements above the lower GPA threshold for supplies and services for tender opportunities for works contracts. A formal written contract prepared/approved by the Council's Solicitor must be utilised. A covering purchase order referring to the contract will also be utilised where required.</p> <p>Following award of the contract, relevant details must be published on Contract Finder.</p>

Estimated contract value (net of VAT)	Contract requirements
GPA procurement threshold and above	<p>Shall be advertised on the Find a Tender Service, and on the Council's website and on Contract Finder as soon as practicable after the FTS notice.</p> <p>Pre-Qualification Questionnaires (PQQ's) can be used in procurements above the lower GPA threshold for supplies and services for tender opportunities for supplies, services and works.</p> <p>The Council's Solicitor shall advise on the most appropriate procurement procedure to be used for the relevant supplies. Services and/or works to be procured. The two most common procedures are:</p> <p>Open Procedure - anyone can submit a tender</p> <p>Restricted Procedure - following receipt of expressions of interest a pre-qualification questionnaire (PQQ) is used to shortlist candidates who are then invited to submit a tender.</p>

A Single Source justification may be necessary where competition is deemed impractical. In such circumstances the purchase should be authorised by the Town Clerk and reported to the Finance Committee and / or Full Council.

APPROVED:

Reviewed annually.



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CORNMARKET BANDSTAND HIRE POLICY

INTRODUCTION

The ~~Cornmarket~~ Bandstand is located within Penrith Town Centre and is primarily available for use and hire to community groups, charities and for promotional events.

The Bandstand Hire Policy has been designed to provide information to individuals and organisations wishing to hire the Bandstand in Penrith.

ITEMS TO CONSIDER

When planning to use the Bandstand you should consider the following:

Risk Assessment

Organisers of an event have a legal responsibility to ensure health, safety and welfare of any employees, volunteers and contractors involved in arranging the event and to the public and participants attending. This should be ensured by carrying out a risk assessment, in which hazards associated with the event should be identified, the level of risk assessed, and the appropriate action or control measure considered to reduce these risks to an acceptable level. Organisers are required to prepare a risk assessment in advance of the event and submit a copy to Penrith Town Council.

Licensing

Under the Licensing Act 2003, a Temporary Event Notice (TEN) will may be required for the provision of regulated entertainment. If you are

planning to use the Bandstand ~~in Penrith~~ for any of the following activities a TEN licence may be required:

- the performance of a play.
- the exhibition of a film.
- a performance of live music.
- any playing of recorded music.
- a performance of dance; and
- entertainment of a similar description.

Should your event be associated with any of the activities outlined above then you should contact ~~Eden District Council~~ Westmorland and Furness Council who are the Licensing Authority on 0300 373 3300 to establish if a TEN is required.

Insurance

All events will require Public Liability Insurance cover with £5,000,000 limit of indemnity.

You are required to provide a copy of your Public Liability Insurance Certificate **to the Council** with your completed Application to Hire the Bandstand Form.

BOOKING PROCESS

The Application

The hirer is advised to read the 'Items to Consider' and the 'Terms and Conditions' before completing and returning the Application to Hire the Bandstand form.

Please send completed application forms to:

Penrith Town Council

Unit 1, Church House

19-24 Friargate

Penrith

CA11 7XR

By email to office@penrithtowncouncil.gov.uk

With the application form the following supporting documentation should also be supplied:

- Risk Assessment
- Public Liability Insurance Certificate
- Event Plan (if applicable)

Application forms should be submitted to Penrith Town Council a minimum of 4 weeks before the proposed date of the event in order for the application to be considered fully.

Consideration of the Application

Penrith Town Council will contact the hirer within 2 weeks of receipt of the hirer's application, notifying whether the application has been successful or not. This will be subject to adhering to the Council's Terms and Conditions.

Confirmation

Once the hirer has received a letter of confirmation from Penrith Town Council the hire may proceed.

~~After~~ Having received confirmation of a booking from the Council ~~has been received~~, the hirer shall arrange to meet a representative of the Council to undertake a pre-event inspection. It is recommended that the inspection is undertaken within 5 days of the event. To arrange the inspection please contact the office on 01768 899773 or email scmanager@penrithtowncouncil.gov.uk

If the hirer is found to be undertaking any activity not agreed by the Council, this activity ~~will~~ may have to cease immediately.

TERMS AND CONDITIONS

Applications

All applications for the hire of the Bandstand are to be addressed to Penrith Town Council. All applications should be submitted with the required supporting information.

Assignment

The booking shall remain personal to the individual or organisation hiring the Bandstand. The use of the Bandstand shall not be sublet, assigned, or transferred to another organisation or individual.

Hire Fee

The fees and charges **for the Bandstand** are agreed by the Council annually. The hire fee will be charged in accordance with the approved fees and charges.

Hirers will be charged for the use of the Bandstand by invoice following the event.

Refusal of Booking or Cancellation

The Council reserves the right to cancel any application for the hire of the Bandstand without being required to give any such reason for the cancellation.

The Council reserves the right to withdraw the permission to use the Bandstand but shall not be under any liability for any expense incurred or loss sustained by the hirer as a result of the cancellation or withdrawal of permission.

Cancellation by the hirer must be received in writing to the Council in advance of the agreed event date.

Health and Safety

The hirer agrees to undertake a risk assessment for the event and is to ensure all employees, volunteers and contractors involved in organising the event ~~and the public and participants attending the event~~ comply with all relevant health and safety legislation. **Measures to ensure the safety of the participants, performers and members of the public attending the event should be considered in the event risk assessment.**

A copy of the hirers risk assessment must be submitted with the Application to Hire the Bandstand form.

Where a hirer requires **use of the Bandstand** electric supply, the hirer should be aware that the electrical sockets are set up high in the Bandstand **structure**. The hirer should be mindful of this when planning the activity and acknowledge this within their Risk Assessment.

Insurance and Indemnity

The hirer will insure the event ~~against public liability,~~ with a minimum £5,000,000 limit of public liability indemnity. A copy of the hirer's insurance certificate must be submitted with the Application to Hire the Bandstand form.

Penrith Town Council is not responsible and will not accept any liability for any loss, damage, injury whilst using the Bandstand.

Failure to produce proof of insurance cover when submitting the Application to Hire the Bandstand form will delay permission being granted and may lead to cancellation of the booking.

Event Plan

An Event Plan may be required to be presented to the Council with the Application to Hire the Bandstand form. It is likely that an event plan is required where an event includes a range of performers or activities or is part of a larger town centre event. The Event Plan should be presented to the Council at least 21 days prior to the event.

The Event Plan would be expected to include main event organiser, programme of events, spectator details, stalls and shows, health and safety, equipment, power requirements, first aid, timings, and any other **aspect information considered** appropriate to the event.

Use of the Bandstand

The hirer shall not use the bandstand for any purpose whatsoever other than the activity identified on the Application to Hire the Bandstand form and approved by the Council.

No alterations to the structure of the Bandstand are allowed. Any lighting, fittings or seating will not be **allowed permitted** without prior written consent.

The hirer shall not drive any nails, screws, staples, pins into any part of the structure of the bandstand.

The hirer must be mindful of the surroundings and not undertake any activities which may present nuisance to neighbours.

Litter and Cleanliness

It is the hirer's responsibility to ensure that all litter and rubbish arising from the event is cleared away or placed in the litter bins on site.

Responsibility of the Council

The Council endeavours to provide the Bandstand in a litter free, clean, and well-maintained condition for use of the hirer and the general public.

The Council will undertake maintenance work to the Bandstand as is deemed necessary.

The Council will maintain a booking system ensuring the avoidance of double bookings.

The Council through its Community Caretaker Contract will inspect, clean, and maintain the Bandstand.

The Council will ensure that electrical testing certificate checks are undertaken and remain in date to meet legislation.

The Council will endeavour to process the hirers Application Form as expeditiously as possible.

The Council will seek to support hirers through the Application process.

Further Information

The officers of the Council are available to assist and support you through the application process. Should you have any questions during the application stage then the hirer is encouraged to talk these through with the Council.



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RISK MANAGEMENT POLICY

Introduction

Risk Management is an essential feature of the Town Council's corporate governance arrangements. Risk Management applies to all areas of the Council's work and this Policy outlines the overarching approach to Risk Management. This Policy is supported by other approved policies, protocols and procedures.

Definition

Risk Management is the way that the Council responds to uncertainty in both the internal and external environment. Having a policy for risk management allows the Council to:

- a) Identify risks in the context of corporate objectives.
- b) Assess risks to determine and develop actions and controls to manage risks.
- c) Communicate with all stakeholders its process for identifying and managing risk.

Policy statement

Penrith Town Council recognises that it has a responsibility to manage risks, both internal and external, and is therefore committed to the implementation of a risk management policy to protect the Council.

The Town Council recognises that Risk management is an essential part of effective corporate governance, and that the Council has a statutory duty to have in place arrangements for managing risk as stated in the Account and Audit Regulations.

Assessing risk

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. Risk management is part of the review and when completing The Annual Governance Statement for the external auditor, the Council is confirming the following assertion:

"Assertion 5: Risk Management

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."

To warrant a positive response to this assertion, the Council needs to have the following arrangements in place:

- a) Identifying and assessing risks. The Council needs to identify, assess and record risks associated with actions and decisions it has taken or considered taking during the year that could have financial or reputational consequences.
- b) Addressing risks. Having identified, assessed and recorded the risks, the Council needs to address them by ensuring that appropriate measures are in place to mitigate and manage risk which will include the use of internal controls and insurance cover.

Risk assessment

Risk Assessment forms a key element as to how the Council assesses risk. The Council on an annual basis will review the following corporate risk assessments:

- Business Continuity
- Finance
- Fire
- Governance
- Information Technology and Website
- Lone Working
- Services and Assets

Furthermore, the Council reviews annually several of its key policies and procedures to identify and manage risk. These include:

- The annual review of the corporate health and safety policy.
- The annual review of corporate risk assessments.
- The annual review of the procurement policy.
- The annual review of the internal control policy.
- The annual review of the corporate financial regulations.

The Council maintains a documented Governance and Finance Schedule that it monitors and manages across the year.

Reviewing our risk

The risk assessment template used to prepare the corporate risk assessments is the Health and Safety Executive corporate template.

Risk Assessments are a continual process and whilst they are reviewed annually, they are live documents which form an essential part of service delivery.

Reporting of risks

The risk assessments and supporting policies are reviewed annually by the Finance Committee.

Persons responsible for the delivery and monitoring of this policy

Risk management is embedded in the everyday culture of the Council. The roles and responsibilities are set out below and are designed to ensure that risk is managed effectively:

Elected Members

Risk management is a key part of the Members role, where they lead on the monitoring, approval, review of the Risk Management Policy, Risk Assessments and associated policies.

Town Clerk

Is responsible for the oversight and management of the Council employees and the implementation of agreed policies. The Town Clerk will communicate with and provide advice to Elected Members on matters relating to Risk Management.

Services and Contracts Manager

Is responsible for Health and Safety Policy and the preparation and ongoing monitoring of the corporate risk assessments. This includes the inspection and monitoring of assets, the health and safety responsibilities for third party contractors and addressing the actions arising from the risk assessments.

Responsible Finance Officer

Is responsible for Section 151 of the Local Government Act 1972, the RFO manages the financial affairs of the Council, including reviewing the system of internal control and ensuring that the Council is adequately insured.

Employees

All employees have a duty responsibility to achieve a healthy and safe workplace, and to take reasonable care of themselves and others. Employees are required to report risk factors to managers and elected members as appropriate.

Internal Audit

Provides an important scrutiny role by carrying out audits to provide independent assurance to the Council that the necessary management systems are in place and that business risks are being managed effectively.

External Services

The Council has a range of external providers including external accountancy, IT and website support who manage, monitor and advise on risks as required. The Council will submit its accounts annually to the appointed external auditor.

Adopted: September 2019

Reviewed: Annually

FULL COUNCIL COMMITTEE

Date: 25 September 2023

Public Report

Matter: Banking and Account Signatories

Item no: 11e

Author: Responsible Finance Officer

Supporting Member: Cllr. Shepherd, Chair of Finance Committee

Purpose of Report:

To ratify the recommendations from the Finance Committee on the Council's banking arrangements.

Recommendations:

To ratify the following recommendations:

- i. The bank account with the Lloyds Bank be closed and the account with the HSBC Bank be retained.
- ii. The Services and Contracts Manager be added as a new account administrator on the HSBC account.
- iii. A Business Debit Card application be made for the Services and Contracts Manager on the HSBC Account.
- iv. Cllrs Burgin, Jackson, Kenyon, Shepherd be approved as authorised signatories on the Councils accounts at the HSBC, Penrith Building Society and the CCLA Public Sector Deposit Fund for the term of this Council.
- v. The Town Clerk, Deputy Town Clerk, Responsible Finance Officer and Services and Contracts Manager be approved as the authorised signatories on the Councils accounts at the HSBC, Penrith Building Society and the CCLA Public Sector Deposit Fund.
- vi. Note the resolution from Finance Committee 20 September 2021 (Minute FIN20/25) to increase the daily payment limit on the HSBC account from £10,000 per day to £20,000 and agree that this is implemented as soon as practicable.

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 Council have resolved to look at alternative banking arrangements having closed its account with the Cumberland Building Society. The resolution is ongoing. Council approved amendments to the Financial Regulations in March 2023 and in

particular with regards to signatories on investment, savings and current accounts. This report addresses both banking and account signatories.

Banking

- 1.2 The Council has a long term established bank account with the HSBC, an account with the Penrith Building Society and an investment account with the CCLA Public Sector Deposit Fund.
- 1.3 As part of the Councils review of banking it has been working to establish a new bank account with Lloyds Bank, this being agreed at Finance Committee 20 March 2023 (FIN22/98). The intention being that once the account was opened and was evidenced to be functioning effectively the HSBC would be closed.
- 1.4 The Council has been working with Lloyds to open a new bank account but has experienced difficulties finalising the account set up with problems being encountered with the issue of debit cards and the efficient switching of Direct Debits and Standing Orders. The intended date of account switch was the 09 July 2023. The switch failed and it has not been possible to effectively complete the automatic account switch to this date. This is giving the Council concerns about the effectiveness of moving fully to Lloyds Bank giving the difficulties officers are facing. Giving these difficulties it is recommended that the Lloyds Bank account be closed, and the Council continues its banking arrangements with the HSBC.
- 1.5 The HSBC bank is functional for the Council's needs. Payments, Direct Debits, Standing Orders and salaries are all established. Investment income is paid directly into the account and access to the online account and statements is straight forward. There are however some amendments and additions proposed to the HSBC banking arrangements. These being:
 - i. The addition of the Services and Contracts Manager as a new account administrator on the HSBC account.
 - ii. Finalisation of a change to the daily payment limits. This being an increase from £10,000 per day to £20,000 which was initially resolved by Finance Committee in September 2021 (Minute FIN20/25), but so far has not been implemented.
 - iii. A Business Debit Card be applied for with the HSBC in the name of the Services and Contracts Manager.

Bank Account Signatories

- 1.6 The Council's Financial Regulations include that four officers and four Councillors will be approved account signatories with any combination of two people authorised to sign. The four councillor account signatories would become signatories for the term of the Council.
- 1.7 The table below sets out the account signatories on each account as recommended by the Finance Committee. Should these be ratified by Council the signature mandates will be amended as soon as practicable:

Penrith Building Society	HSBC	CCLA
Viv Tunnadine	Viv Tunnadine	Viv Tunnadine
Ian Parker	Ian Parker	Ian Parker
John Kemp	John Kemp	John Kemp
Rosalyn Richardson	Rosalyn Richardson	Rosalyn Richardson
Cllr. Burgin	Cllr. Burgin	Cllr. Burgin
Cllr. Kenyon	Cllr. Kenyon	Cllr. Kenyon
Cllr. Jackson	Cllr. Jackson	Cllr. Jackson
Cllr. Shepherd	Cllr. Shepherd	Cllr. Shepherd

2. Options Analysis including risk assessment.

a) Risk

The Council does not have a robust banking and internal control arrangements.

b) Consequence

Financial risk, reduction in financial control arrangements, inability to process financial transactions, and manage investments and accounts.

c) Controls Required

Authorising banking and bank and investment account signatories allows the Council to function in a business-like manner and ensures that control measures are in place for the management of the Council's accounts.

3. Financial and Resource Implications

This report is concerned solely with financial management.

4. Equalities Implications

There are no equalities implications associated with this report.

5. Climate Change and Environmental Implications

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

Appendices

None

Background Documents:

Financial Regulations

Previous Committee Reports.

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In respect of

Penrith Town Council

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it does not provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor report 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

NONE

3 External auditor certificate 2022/23

We ~~certify~~ ~~do not certify~~* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

*We do not certify completion because:

External Auditor Name



External Auditor Signature

Date

29/08/2023

Section 1 – Annual Governance Statement 2022/23

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 2023, 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:

15/05/2023

and recorded as minute reference:

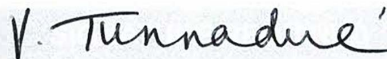
PTC23/17fiA

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

Chairman



Clerk



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

Section 2 – Accounting Statements 2022/23 for

PENRITH TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	526,380	627,945	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	450,069	455,209	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	29,407	22,165	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	234,712	260,395	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	143,199	159,245	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	627,945	685,679	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	626,526	697,223	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	156,299	181,919	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 do not include any Trust transactions.

I certify that for the year ended 31 March 2023 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

Date

18/04/2023

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

15/05/2023

as recorded in minute reference:

PTC23/17fiiA

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

INTENTIONALLY BLANK

REPORT TO FULL COUNCIL

Date: 25 September 2023

Public Report

Item no: 13

Matter: Grants

Author: Services and Contracts Manager

Supporting Member: Council Chair

Purpose of Report:

Note the grants awarded since the last meeting of the Council and to ratify the recommendations for Signature Event Grant applications received.

Recommendations:

- i. Note the grants awarded from the Grants Budget.
- ii. Ratify the decision of officers to award a Signature Event Grant of £5,000 to Eden Arts towards the Winter Droving 2023 event and approve the principle of an annual grant for the same value for the same event over the term of this Council subject to meeting the terms of a Service Level Agreement.
- iii. Ratify the decision of officers to award an in principle Signature Event Grant of £5,000 to the Penrith Business Improvement District towards the Christmas Light Switch On event scheduled for Saturday 18 November 2023, subject to the applicant submitting all the required information to the satisfaction of officers, and to approve the principle of an annual grant for the same value for the same event over the term of this Council subject to meeting the terms of a Service Level Agreement.

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. The Council makes an annual budget provision for grants to help meet its aims. Grants come from the Council's council tax income and a key principle of this Scheme is to ensure that grant expenditure is open and transparent.
- b. The Council has an approved budget to support the provision of grants during the 2023-24 financial year which includes a Grants budget of £15,000 and a Signature Events Grant Budget of £20,000.
- c. The Council resolved at Full Council, 27 March 2023, Minute PTC22/122v a new grant scheme which was simplified from the previous policy. The aim being to make the application process more user friendly and to aim to invite an increase in applications.

Grants Budget (Grant Scheme)

- d. Grant applications will be considered providing sufficient funds remain in the budget i.e., the budget will be allocated on a “first come, first served” basis.
- e. Officers are responsible for receiving, reviewing, and awarding all grants.
- f. Officers of the Council have authority for expenditure and decide on applications without approval of a committee or Full Council assuming that there is no conflict of interest.
- g. On receipt of an application, it is scrutinised by Officers and the Responsible Finance Officer using the criteria within this Scheme and records are maintained.
- h. All the Council work is within the GDPR 2018 framework and respects the confidentiality of individuals, personal data, and sensitive personal data.
- i. Since the last meeting of Council one grant has been awarded to the Penrith Swift Group. A grant of £195 has been approved towards the costs of a presentation on the work of Swift conservation. The event that is open to all members of the community will be held on the 16 November 2023.

Signature Event Grants

- j. Council identified a need for consistent funding for events and the Signature Events Grant fund was created. The fund allows applicants to apply once for up to £20,000 over four years or the term of a Council. The grants are limited to £5,000 per annum.
- k. The Signature Events Grant fund supports annual events that drive the primary criteria of economic impact and visitor experience. The fund is intended to support large scale events that take place in Penrith. Such events require coordination with multiple agencies, service providers, vendors and entails large numbers of people where more than 500 people are anticipated to attend.
- l. Signature Event Grant applications are received, reviewed and decided by officers following receipt of an application and supporting information and ratified by Council. Once ratified, the Council will enter into a Service Level Agreement with the event provider which will be reviewed annually.
- m. Two applications to the Signature Events Grant fund have been received:

Eden Arts – Winter Droving 2023

The Winter Droving event is scheduled for Saturday 28 October 2023. The event draws inspiration from the historic droving tradition, which involved moving livestock from one location to another for trade or grazing purposes. The event aims to promote community spirit, local talent and regional traditions. It provides an opportunity for residents and visitors to come together, embrace the local culture and enjoy a day of entertainment. The event is a recognised feature in the towns event calendar.

The event provider Eden Arts has submitted a full application supported by an Event Plan, risk assessment, insurance, supporting policies and a Business Plan. The applicant has stated how the event contributes to social and community

outcomes, generates economic activity in Penrith and outlines visitor numbers of which many are known to be visitors to the area.

Officers have assessed the application against the scoring criteria and request that Council ratifies a Signature Event Grant of £5,000 to Eden Arts towards the Winter Droving 2023 event and ratify the principle of an annual grant for the same value for the same event over the term of this Council subject to meeting the terms of a Service Level Agreement.

Penrith Business Improvement District (BID) – Christmas Lights Switch on Event 2023.

The Christmas Light Switch On event is scheduled for Saturday 18 November 2023. The event celebrates the switching on of Penrith's Christmas Lights which have been extensively improved for 2023, covering most of the town centre they will be in situ until January 2024. The switch on event is a long-held tradition in Penrith and has heralded the beginning of the Christmas festive period for generations. The Christmas lights help promote Penrith as a good place to visit and live and will improve the attractiveness of Penrith, the event in particular will invoke civic pride and increase sense of place.

The light switch on event is free ensuring inclusivity and is accessible to all. The event encourages community involvement and where possible involves local artists and suppliers and provides activities that will compliment or celebrate those cultural activities already on offer in Penrith. It brings together members of the local community to participate in experience a day of activities, retail opportunities, musical entertainment and traditional Christmas themes.

Community gatherings of this type help improve health and well being, community cohesion and draw large numbers of spectators being a recognised feature in the towns event calendar.

Penrith BID are the event organisers whose purpose is to support the town centre businesses and promote the economic development of Penrith. The Christmas Light Switch On is the start of the Christmas trading period in Penrith and is one of the BIDS key priorities.

The BID was revoked in June 2023 and took official office in August 2023. The BID has been working to plan and implement its Christmas Lighting display for 2023. Due to the short period of time since the BID has been back in office it has meant that planning for the Christmas event is having to be done on a shorter lead time than normal. Given that the switch on event is before the next scheduled meeting of Full Council it is recommended that the Council ratifies an in principle Signature Event Grant of £5,000 to the Penrith Business Improvement District towards the Christmas Light Switch On event, subject to the applicant submitting all the required information to the satisfaction of officers, and to ratify the principle of an annual grant for the same value for the same event over the term of this Council subject to meeting the terms of a Service Level Agreement. By providing an in-principle grant offer will give the

Penrith BID reassurance that there is financial support available from the Council for the event.

2. Risk Assessment

The Council must guard against the risk that there is insufficient monitoring of grants once awarded which may lead to grants not being used for their intended purpose.

To mitigate this risk the Council where required enters into a Service Level Agreement with successful grant applicants to ensure that grants are managed in accordance with the terms and conditions of the grant scheme.

3. Financial Implications

The Council has an approved Grants budget of £15,000 and a Signature Events Grant budget of £20,000 for the 2023-24 financial year.

Grants Budget

Prior to this meeting the Council have supported four funding applications from the Grants budget, totalling £8,300. One further grant application has been received and members are asked to note that officers have awarded the following grant:

- i. **Penrith Swift Group:**
£195.00 towards a presentation which is open to the community on swift conservation. The event being held on 16 November 2023.

There remains an uncommitted balance of £6,505 in the Grants Budget.

Signature Events Grant Budget

Prior to this meeting there has been no funding applications considered or awarded from the Signature Events Grant budget. Members are asked to ratify the decision of officers to award the following grants:

- i. **Eden Arts** - £5,000 Winter Droving 2023
- ii. **Penrith BID** - £5,000 Christmas Light Switch On

Should these grant applications be ratified there will remain an uncommitted balance of £10,000 in the Signature Event Grants budget.

4. Legal Implications

Grants awarded by the Council are discretionary. Any award of grant will be subject to conditions relating to the proper and effective use of the grant for the approved purpose, with conditions set out in a Service Level Agreement for grants in excess of £1,000.

5. Background Papers

- Grants scheme
- Grant Applications

FULL COUNCIL

Date: 25 September 2023

Public Report

Matter: Borderlands Partnership Inclusive Growth Deal

Item no: 12

Author: Economic Development Officer

Supporting Member: Councillors Kenyon, Jackson, B. Jayson

Purpose of Report:

To note ongoing work relating to wayfinding and interpretation to accompany the business case for the Borderlands PID (Project Initiation Document) and consider approving delegated authority for the Economic Development Officer to invite quotations and appoint a contractor to prepare a design of a new Interpretation and Wayfinding Scheme for Penrith.

Recommendations:

- i. To note the Wayfinding and Interpretation Research and Assessment report.
- ii. To give delegated authority to the Economic Development Officer to invite quotations for a contractor to prepare a design of a new Interpretation and Wayfinding Scheme for Penrith and appoint a preferred contractor.

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 Penrith Town Team (BPTT) was originally established to support the development of the Penrith Place Plan. The aim of the plan is to identify potential projects and seek support for a broad array, scale and mix of investment types particularly the Borderlands Partnership Inclusive Growth Deal to add value to and not duplicate other investment.
- 1.2 The purpose of the group is to lead on implementation and provide local endorsement of schemes within the 'Place Plan' for Penrith, working with local community stakeholders to support the development of business cases to achieve the delivery of the activity identified within the Plan. The Terms of Reference for the group were agreed when the BPTT was first established but now need updating.
- 1.3 Cumbria County Council (now Westmorland and Furness Council), working with partners, have developed Place Plans for five of the selected towns in Cumbria, including Penrith.

- 1.4 The aims of the Place Programme are to:
- a) Attract new businesses to our towns and town centres.
 - b) Increase and retain our working age population.
 - c) Raise the standard of the physical environment in our towns and town centres.
 - d) Increase the number of people living in our towns and town centres.
 - e) Deliver new jobs and opportunities for economic and social participation.
 - f) Increase the number of visitors who spend time and money in our towns and town centres.
- 1.5 Penrith's Plan aims to articulate a case for investment for Penrith; identifying a vision for where Penrith would like to be, the key opportunities and challenges within the town, themes for possible investment opportunities, and suggested concepts to achieve the town's aims and objectives.
- 1.6 The agreed vision for the town is:

"The Vision incorporates a strong economic role for Penrith that comes from: its highly strategic location in Northern England, sitting within an amazing rural environment and with fantastic growth opportunities for business, population and the visitor economy creating a quality town that meets the needs and aspirations of residents, businesses and visitors alike whilst growing as a hub for a wider experience."

- 1.7 The agreed themes for Penrith are:

Theme 1 - Capitalising on our Connections Concepts

- Green Routes and Movement around Town.
- Transport Links and Rural Mobility.
- National Parks Centre.

Theme 2 - Hub for business, industry, enterprise & entrepreneurship

- Highstreet Enhancements.
- Redevelopment of key sites and buildings.
- Support for Business.

Theme 3 - Culturally Centred

- Support for the enhancement, improvements, and development of Penrith's cultural and heritage assets.
- Pride in Penrith.

2. Update

- 2.1 Town Council Officers continue to attend Town Team meetings with Councillors Kenyon, Jackson and B Jayson.
- 2.2 As part of Theme 3 Culturally Centred - Town Council Officers have been working with the Penrith Town Council Penrith Arts and Culture Stakeholder Group, to identify potential projects to ensure that the uniqueness and "story" of Penrith is interpreted and that all interventions are complementary.

- 2.3 Projects that have been identified are not only eligible for Borderlands, but are seen as long-term sustainable, grass roots led projects with a clear and identified need. These projects are:
- i. Refurbishment of Penrith Players Theatre, to update the seating and sound system, improving accessibility to the wider community and increase its availability and use for other cultural activities.
 - ii. Creation of an arts/heritage trail.
 - iii. Work with stakeholders to add value to new signage way finding.
 - iv. Create pop up gallery/workshop space.
- 2.4 Expressions of interest were developed by officers and submitted to the Borderlands Board; they were favourably received. Detailed business plans are now being developed.
- 2.5 The projects prioritised for Borderlands funding will be included together with their respective business plans within the Borderlands Town Investment Plan (BTIP) and will be prepared for submission to the Borderlands Partnership Board.
- 2.6 The BTIP and business Plans will require endorsement from the Town Team, the Eden Locality Board, Westmorland and Furness Council and Penrith Town Council prior to submission.
- 2.7 It is important to recognise, that while Borderlands does offer a focus for the Place Plan, their strategy should be viewed as a tool that can support steps to secure other external funding and the Place Plan is not limited to Borderlands funding.
- 2.8 It is expected that the Business Case for Penrith Players Theatre will be completed in September 2023 to be submitted to the Borderlands Partnership Board in October 2023.
- 2.9 Officers continue to work with stakeholders in the development of the arts/heritage trail, engaging with stakeholders to add value to new signage way finding within the town centre and the provision of a pop-up gallery/workshop space.
- 2.10 Officers have also been working with Penrith Chamber of Trade in a benchmarking and mapping exercise which will support potential projects for high street improvement schemes.
- 2.11 Officers continue to liaise with project managers from other organisations who are developing Business cases for Penrith Train Station, Castle Park and the Town Hall to ensure continuity of design for signage and interpretation across all projects.
- 2.12 Signage and wayfinding has also been considered in respect of The Local Cycling Walking Infrastructure Plan (LCWIP) resulting in agreement that new signage should also be included for continuity of design.
- 2.13 Officers have conducted a survey of physical interpretation and wayfinding throughout the town and reviewed what is available assisted by Cllrs Bowen and Kenyon.
- 2.14 A report has been developed, identifying what is presently available, what is required and ultimately what is possible. The Wayfinding and Interpretation Research and Assessment report is attached at Appendix 1.

- 2.15 It is expected that the Wayfinding and Interpretation Research and Assessment report will now be used as a base line in discussions with external designers who the Council are hoping to contract to develop a strategy, design and costings for a signage and interpretation scheme across Penrith.
- 2.16 The work of an external company will produce a strategy and design for Penrith that will form the basis of the Business Plan which is required to be submitted to the Borderlands Board in order to draw down potential funding to renew the interpretation and tell Penrith's story in a new and imaginative way.
- 2.17 The requirement to contract an external company to produce this work is required as it is a specialism that the Council does not have in house. A specification will be prepared setting out the Council's requirements and quotations will be invited. This report requests Council approve that delegated authority be given to the Economic Development Officer to invite quotations for works associated with the design of a new Interpretation and Wayfinding Scheme for Penrith and to appoint the preferred contractor.

2. Options Analysis including risk assessment.

a) Risk

The schemes of work are not delivered effectively and efficiently within agreed timescales.

Failure to attract additional funding.

b) Consequence

- i. Impact on the Council's reputation and perceived ability to deliver community/town centre projects.
- ii. The Town's recovery and rejuvenation after Covid 19 Pandemic.
- iii. Loss of confidence in the Council during a period of significant change in local government.
- iv. The opportunity to attract major investment into Penrith is missed.

c) Controls Required

Continue to work with partners, stakeholders and the community to deliver Borderlands.

3. Financial and Resource Implications

Officer time to attend meetings and to facilitate and participate in development and delivery work.

Costs to appoint an external designer to develop a strategy, design and costings for a signage and interpretation scheme for Penrith to support a funding submission to the Borderlands Board are estimated to be between £5 - 8k and can be met from the balances in the Town Projects budget.

4. Equalities Implications

None Identified

5. Climate Change and Environmental Implications

None identified.

Appendices

1. Wayfinding and Interpretation Review including Appendix 1 of that document.

Background Documents:

Penrith Place Plan



Penrith Town Council

**PENRITH WAYFINDING AND
INTERPRETATION:
RESEARCH AND ASSESSMENT**

OVERVIEW

Penrith Town Council, as Part of the Borderlands Inclusive Growth Deal, is proposing a process to develop a potential Wayfinding System strategy for Penrith. This report documents the background research for the project and the assessment for Penrith.

1 INTRODUCTION AND BACKGROUND

The purpose of this report is to outline the process for the development of a single, unified and coherent strategy for Penrith to which a number of organisations can sign up to.

Penrith has a rich local heritage and cultural assets which provides a generous resource to explore and navigate the town. Penrith has defined key areas such as Great Dockray, Castle Park and St Andrews and the aim is to make these areas resonate in different, creative ways that have identity and meaning for tourists, the wider public and the customer, and to ensure that they engage as one larger network. To enable people to orient themselves within their surroundings, and navigate safely from place to place, helping to deliver benefits to residents, businesses and tourists.

Objectives of the Wayfinding Interpretation Strategy

1. The long-term goal and focus of the project is to develop and implement a coherent wayfinding system within Penrith to supplement and improve the current system in place. The objective is to create a high-quality pedestrian environment that promotes a culture of walking cycling and exploration across Penrith and interpretation that tells the Penrith "Story".
2. The project also looks to improve the tourism experience by enabling visitors to effectively find their way to/across key destinations. A coherent wayfinding system would allow for this, whilst also adding to the vibrancy and unique identity of the towns streetscape through interpretation.
3. Development of a unified wayfinding system aims to stimulate economic growth within the local area. More people walking/cycling/exploring means potential greater interaction with local businesses. Such interaction is likely to help maximise the return on investment.
4. The project aims to produce an overarching system that results in a confident, walkable Penrith. The project envisions a town where

parks, streets and local/historical landmarks are easily accessible, safe and secure, encouraging people to walk, cycle and explore.

Objectives Overview

The benefits of an overarching wayfinding system in Penrith are wide reaching for visitors, residents and businesses covering public health, economy, and the street environment.

Encourage, exploration, wandering and discovery.

It's not only visitors who benefit from wayfinding. Locals are also provided with tools to rediscover and connect with their town.

Stimulate Economic Growth

More people walking/exploring means potential greater interaction with local businesses which will possibly help maximise the return on investment.

Improved wayfinding will have a positive impact on local business. Visitors and tourists will be informed through the wayfinding system that there are more attractions than they originally perceived. Therefore, they will potentially visit more places and spend longer periods of time in the area. This will increase pedestrian traffic around local businesses, retail and entertainment.

Identify and connect places.

While key landmarks in Penrith clearly highlight where you are, the challenge lies in understanding how the places connect by foot and cycling.

Improve Local Identity

A coherent wayfinding system across Penrith will help highlight and identify key historical/cultural sites.

Penrith boasts a rich heritage of historical and cultural sites. Effective promotion and advertising of such areas through the wayfinding system will help to encourage people to spend more time locally, creating an improved sense of community and pride within the area. Furthermore, a consistent system will help to reinforce the identity of local landmarks and sites of interest. Encouraging people to spend more time locally will have a positive impact on local businesses.

Build confidence and trust to walk.

Barriers such as frequent overestimation of walk distances/times often deter people from walking and exploring Penrith.

Pedestrians have more confidence and self-assurance to walk and cycle around Penrith and are less likely to feel lost or anxious if a coherent, simple wayfinding system exists. Wayfinding can also guide pedestrians to use recommended routes, helping to reduce high pedestrian congestion and improve street safety. Overall, the perceived and actual level of pedestrian safety can be enhanced through a sufficient wayfinding system.

Benefits of Implementation

Environmental Effects

A well-designed wayfinding system can encourage people to confidently walk and cycle around the town, rather than drive or take public transport. Such benefits may include reduced greenhouse gas emissions and air contamination, as well as possible reduced levels of traffic.

Urban Effects

Well-designed, attractive wayfinding systems can help to enhance the aesthetics and quality of the street scapes. The coherent, modern design of the wayfinding infrastructure will help to improve the unique identity of Penrith.

Project

This project proposes a three-phased approach.

Phase one is the current work being undertaken:

- **Phase One** – *"Strategy development/understanding: Background research & assessment"*:

This phase will focus on on-site observations, desktop research, including gaps, challenges and opportunities; a review of stakeholder workshops and consultation identifying pedestrian and stakeholder opinions/desires; possible conceptual designs.

Key background research will help to support the case for implementation of a consistent, modern wayfinding system within Penrith.

- **Phase Two** – "Feasibility and potential costing"

This phase will focus on potential system components and their costing; feasibility of project development/completion and potential funding options and opportunities.

- **Phase Three** – “Implementation”:

This phase will comprise of design framework, system components, and their possible delivery and installation.

Table 1. Implementation plan for each phase.

Project Phase	Focus	Approach
Phase One		
Wayfinding Strategy Development	<p>Evidence to inform council/stakeholder’s decision to take project to phase two.</p> <p>Background work to highlight gaps, challenges and opportunities.</p> <p>Tender for interpretation/signage designer/consultant written and awarded</p>	<p>High level analysis of current wayfinding interpretation strategies.</p> <p>Complete mapping of existing signage.</p> <p>Tender completed and awarded</p>
Phase Two		
Assessment of feasibility	<p>Costing/detailed plan developed to inform business plan required for project to be agreed by the Borderlands board to confirm funding allocation.</p>	<p>Discussions with potential funders/stakeholders.</p> <p>Permissions obtained and granted.</p>
Phase Three		
implementation.	<p>Time scales agreed for implementation.</p>	

2 BACKGROUND RESEARCH

Best Practice Review

A review of nationwide wayfinding and interpretation systems covering, signage elements, content, identity and continuity has been undertaken to assess well executed strategies.

Key features of successful systems included:

- **Simplicity:** All well-executed interpretation and way finding strategies follow a simplistic, easy-to-read format throughout. The incorporation of colour has also been used to help categorise areas of interest or information types and helps to encourage walking and exploration of the area.
- **Continuity:** Successful well-executed systems implement design continuity, a diverse range of fingerposts, totems and "You are Here" signs that all work well to complement each other and effectively extend the design across the location.
- **Vibrancy:** The most successful systems were effective in supplementing the area. Efficient use of colour, placement and clever design resulted in standout wayfinding elements that harmonise well with their surroundings.
- **Accessibility:** All effective systems were designed to be suitable and accessible for all users. This allows for an improved user experience, giving everyone the confidence to engage with and explore the local area both during the day and at night.

Existing Mapping

An audit of the current wayfinding/interpretation system in Penrith has been carried out. This allowed for detailed mapping of the area, highlighting key gaps and issues.

Penrith Interpretation Boards

Penrith's interpretation boards, although interpretive with some historical information, are outdated faded and in disrepair. Some have even been adapted to be used by nearby retail stores. The metal framing that encases the boards are rusted and dirty. A prime example is the board positioned at the entrance to New Squares which has been in need of repair for several years.

The design is impractical and fails to engage with its environment effectively. Additionally, the content of information is presented in an outdated format that does not encourage people to interact with it. The map presented on the reverse side of such boards is also outdated, fading and fairly difficult to interpret if you do not have a good understanding of the layout of the town.

Entrance to New Squares



Friargate next to St Andrews



A review of existing Interpretation/Way finding is attached as Appendix 1

Street Names

Street names and signs are often the initial tool that individuals use to navigate an area. Many streets and alley ways hold historical value. Improving street labelling and direction will encourage individuals to confidently find and explore such areas of significance.



Entrance to Little Dockary



Directional sign to Car Park

Statement Buildings /Areas

Penrith has many historical and cultural sites, with bold, traditional architectural features that are instantly recognisable as local reference points. Incorporating such buildings and landmarks into the wayfinding system is an easy way to encourage tourists/residents to explore. Additionally, incorporating such statement buildings into an overarching system will support economic growth encouraging more people to explore.

Angel Square



Appendix 1 identifies present interpretation methods used in the Town Centre.

Tourist Information centre

Penrith is served by a very well used Tourist Information Centre which also houses the Town's Museum. They have an abundance of information and interpretation leaflets and booklets about Penrith and the surrounding area with the staff being very knowledgeable about Penrith and surrounding area. However external information at the site is limited and relies on visitors either entering the centre for printed leaflets and booklets and signage to pick up the "story" of Penrith and navigation around town. The centre has seasonal opening hours and is easily missed by visitors to Penrith.



2. Assessment

Penrith has an abundance of formal and informal signage. The multitude of road signs, fingerposts, totems and interpretative signage all contribute to people's understanding of the town. However, the lack of coherence and consistency means that the current systems have a reduced level of effectiveness. Many are suffering from damage to their protective coverings, with visible fading and a build-up of dirt which only acts to deter individuals from using them. These signs also feel very outdated'.

Existing Systems – Opportunities

Penrith's layout, rich heritage, historical and geographic significance, provides a generous resource to explore and incorporate in a formal

wayfinding system. Development of an enticing wayfinding system can only help to further the experience of exploring Penrith.

Existing Systems - Gaps

Extensive site visits and observation of the current systems identified several key gaps in the wayfinding system(s) in place. Such gaps and concerns are highlighted below.

Accessibility

Most of the information available has considerable room for improvement resulting in people often struggling to explore.

Location, height, reading angle and content often compromise the ability of signs to be read.

Additionally, information is predominantly visual/text and largely unavailable in alternative formats or in online content, something that would effectively engage with a wider population.

Continuity

The current wayfinding and interpretation signs are sporadic and fragmented. There is no coherent system in place without any pattern or logic behind placement and orientation.

Connectivity

Penrith town centre wayfinding does not connect with adjacent areas or other styles of wayfinding in the town. They deliver point-specific information and fail to link or give contextual information about the surrounding area or leisure activities such as cycling and walking for example the coast to coast route.

Penrith is defined by key areas (The Cornmarket, Great Dockray, Little Dockray, St Andrews, The Alleyways). The challenge is making these areas resonate in different, creative ways that have identity and meaning for tourists, the wider public and the customer. Additionally, how these areas engage as one larger area is essential for successful navigation and interpretation of Penrith's story.

Although such areas in Penrith are very well known to locals, it is hard to understand how their location and individual identity are made clear both on the ground through signage and online through social media.

Independent traders etc boasts an array of activities and premises such as public houses, theatres, cinemas, restaurants and a nightclub.

Active promotion of these activities is essential for positive advertising and reinforcement of the diverse offering of Penrith.

Development of a unified wayfinding system that advertises and actively promotes the local area could be positive in improving footfall across the town and increasing revenue.

It is possible that the implementation of an extensive wayfinding system could be incorporated into a larger scale management and marketing project, to promote day and night-time business and improve revenue. The foundations and background research of the current proposal may help to support any future marketing, branding and place-identity initiatives in Penrith.

3 CONSULTATION

A number of workshops have been held with stakeholders and the general public in the development of plans such as Neighbourhood Plan, Community Plan, Penrith Town Place Plan, LCWIP and the Parking and Movement study the results of which have been used to gain local insight for this project.

Council Officers also undertook to talk to visitors to the town in order to receive input from users.

KEY SUMMARY

The feedback from public interviews highlighted key topics of interest:

Consistency – the current system is too sporadic and hard to grasp if you do not know the area well.

Connectivity – Not all sites of interest are highlighted. The system does not flow across the whole streetscape.

Modal transition – Greater consideration of other modes of transportation is necessary in the system e.g. walking/cycling routes to bus and train stations.

Online support – Greater engagement with a digital strategy is desired by many.

4 DESIGN FRAMEWORK

The design framework is organised around five key themes: consistency, inclusivity, sustainability, transition and local identity.

The design Framework is a summary of those elements that need to be considered throughout the detailed design and implementation process, this framework will act as a brief for Phase 2.

Consistency

Consistency of content and presentation is fundamental for effective wayfinding.

Inclusivity

The system must cater to the needs of all users.

Sustainability

Consideration of full life cycle costing and adaptability to change.

Transition

Connecting places to effectively enable people to confidently move from one system/area to another.

Local Identity

Celebrating and promoting Penrith.

Conventions

Use universally legible and accessible map conventions.

Positioning

A strategy for locating and positioning signs throughout the town.

Inclusivity

The system must cater to the needs of all users.

Accessibility

All signage within the wayfinding system should be located and positioned so that it can be accessed by all users. All information should be located at an appropriate height for those standing and for those using a wheelchair. Consider alternative media/materials for a range of groups: elderly, visually impaired, non-English speakers.

Contrast

All sign content should contrast against the background to guarantee consistent legibility. Materials should be specified to avoid glare and reflection. All signage should stand out in its environment but not in a way that creates an eyesore.

Technology

Mobile applications should be considered and could include Wi-Fi and location based services in a bid to engage with more users. This type of application would also offer the ability to collect baseline information on visitors to the town centre.

Route Access

Consider alternative media/materials for a range of groups: elderly, visually impaired, non-English speakers. Full implementation should allow for consistent route and information access for all users.

Flexibility

System design framework should allow for the inclusion of wayfinding information within existing systems. Permanent content should not include information likely to change and should be cost-effective to update in the short term. If information is likely to change, inclusion on online/digital media would be more appropriate.

Reduce Clutter

Obsolete structures in the public right-of-way should be removed and physical and or visual obstructions avoided. Where appropriate/possible, re-use or adapt existing elements to incorporate wayfinding information related to the new system. Incorporating current systems with the new one will reduce clutter and stop overloading users with too much information.

Future-Proof

Signage design should be low-maintenance and durable, increasing cost-effectiveness of the system. Increased durability will result in increased lifespan of the system. Features such as tamper proof fixings and durable structure material should be considered for use throughout the system. Implementation of such features reduces risk of damage.

Regulation

Implementation should be supported with a clear set of design rules and conventions. This will allow for any necessary changes or repairs to fit in with the wider system guidelines. Consistent regulation guarantees that systems are not incorrectly maintained, repaired or replaced.

Transition

Connecting places to effectively enable people to confidently move from one area to another.

Fill the Gaps

Reconnect places and deconstruct artificial boundaries through public realm improvements. Providing information about how to navigate and negotiate unclear connection routes is essential in helping people transition from one area to the next. Filling any current gaps in the wayfinding systems helps to avoid creating perceptual boundaries of the areas of the town.

Route Legibility

Support the wayfinding system through cost-reducing elements such as street lighting, pavement treatments and other urban design features. Making use of the route space not only improves legibility and transition, but also helps to reduce costing by using current features already in place.

Multi-Modal

Include relevant information about other transport routes (e.g. bus stations, train stations, taxi ranks). Where possible, identify key entry points to destinations. Naming and labelling of areas must remain consistent across all formats of the wayfinding system. Additionally, formatting must be compatible with the existing systems in place, helping to reduce confusion.

Local Identity

Celebrating and promoting Penrith and its people.

Historic Names

Make use of the rich heritage in Penrith. Adopt existing and use historical names where possible on signage to encourage exploration. Promotion of these historical sites will increase footfall around Penrith's attractions and sites of interest.

Landmarks

Celebrate and promote distinctive buildings, public places, landmarks and sites of interest.

Doing so will increase pedestrian traffic around business, retail sites and entertainment sites. This increase in footfall around key areas may help to improve economic growth in the area, with more people engaging with local business and retail sites.

5 SUMMARY AND RECOMMENDATIONS

Summary

On review it is clear that Penrith offers a vast array of cultural, historical and social opportunities to the public. However, with the lack of a consistent overarching scheme Penrith's story remains untold and navigation around the town for visitors remains difficult. Adoption of an effective wayfinding system will efficiently advertise significant areas and create and promote free-flowing, confident movement around town.

Recommendations

This report highlights necessary changes and developments that should take place over a long-term period. To proceed to Phase Two of the wayfinding system strategy, the report suggests undertaking the following actions:

- **Develop key principles:** When considering wayfinding, key principles and elements need to remain consistent across the whole system. Penrith, as highlighted, has a sporadic system with signage produced in an ad hoc fashion. To ensure consistency and easy usage of the system, key principles will need to be developed.
- **Update and Consolidate:** The current system is sporadic, fragmented and lacks consistency. Updates include:
 - **Map content:** The current maps should be changed to allow for users to easily navigate the town and be updated in keeping with the new wayfinding strategy.
 - **Map design:** The present maps can be hard to understand and navigate if you're not familiar with the area and some are not positioned correctly, updating and repositioning the maps would remove this confusion. Maps should offer information regarding the immediate surroundings and anything within a 10–15-minute walking radius.
 - **Online System:** The new system should incorporate a digital strategy to enhance user experience. Development of a website

or mobile browsing system should offer information about Penrith, travel routes and interpretation about the town offering the ability to learn more about Penrith's past in imaginative and immersive formats. The site would also benefit from including information about public transport options and their locations. These wayfinding sites could serve as access points for this online site.

- **Multi-modal system:** The system should be altered and/or developed to provide clear hand-offs to other systems such as the bus station, train station and taxi ranks. This would help to tie the wayfinding system into the wider travel system.

This report suggests the development of the following signage:

Gateway Totems

- At key gateways, such as bus park/train station exits.
- Content to include: District and place name; strategic and local area directions.
- Local area map, highlighting immediate and nearby areas (including bus/cycling and walking routes)

Street Pillars/Totems

- Along major retail/business sites and key streets. At or near significant places of interest in each area.
- Content to include: District name, district map ('heads up' map content, "You are Here" detail, walking times.

Interpretive Signage

- At relevant historic and heritage buildings and/or key sites currently lacking suitable signage.
- At places of interest that lack confirmation on arrival.
- Content to include: description of area, supporting graphics/images, location maps ('heads up' map content), "You are Here" map, potential maps of other key areas nearby.

Street Pillars/Totems interpretative signage may be incorporated into one sign if appropriate to avoid clutter.

All above elements would benefit from potentially incorporating a digital element, be it Wi-Fi connection or a complete digital, interactive screen.

Penrith Town Centre Interpretation/Wayfinding

Boards at Bus Station



Bus Station/Sandgate pedestrian/cycle route



Sandgate.



Library



Outside HSBC



Entrance to Angel Square from Princess Street



Entrance to New Squares from Princess Street



Entrance to Sainsburys from Car Park initially to encourage pedestrians to walk into Town Centre now used by retail store.



Cornmarket



Poets Walk



Boards by Penrith Tourist Information Centre



Middlegate



Statement Buildings /Areas

Two Lions Square



Board by Booths



Adjacent to TIC information about Thacka Beck



Plaque on Arnison shop in Devonshire Street and Plaques as part of the Penrith Millenium Trail established by Penrith Partnership



T Altham & sons



St Andrews



Market Square



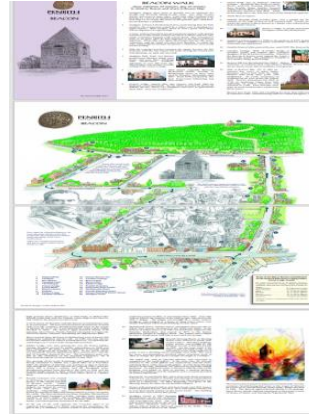
Plaque about Great Dockray

Printed interpretive walks also available on the web site –
Discover Penrith www.discoverpenrith.co.uk/visit-penrith/great-outdoors/

Musgrave Monument

The Beacon

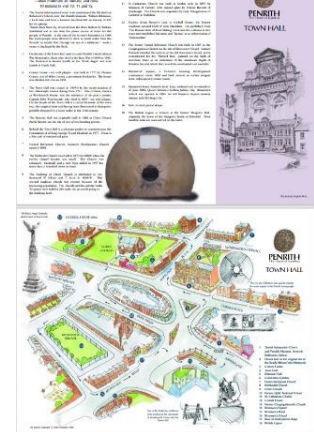
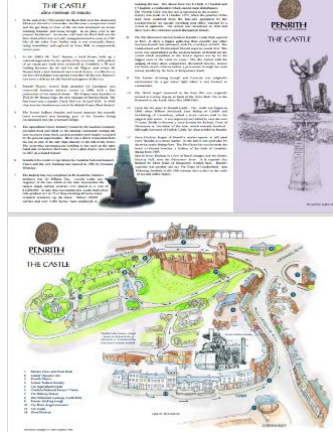
Cornmarket



St Andrews

The Castle

The Town Hall



Wordsworth

Self Guided Walking Trail



In addition to on-street signage and the expansion of the wayfinding system, Mobile Apps and Website should also be included with content to include: Map-based navigation; compass and location-based services; Find & Search functions; "Nearby" features/places of interest; journey planning functions and Interactive interpretation.