



# Penrith Town Council

Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR  
Tel: 01768 899 773 Email: [office@penrithtowncouncil.co.uk](mailto:office@penrithtowncouncil.co.uk)

## AGENDA REPORTS PACK 18 MAY 2020 6:00PM VIRTUAL EXTRA ORDINARY FULL COUNCIL MEETING

Due to the current restrictions in place this meeting will be a virtual meeting and therefore will not take place in a physical location. The meeting be held virtually via video conferencing using Microsoft Teams. Therefore, this is a meeting in public, not a public meeting.

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations") come in to force on 4 April 2020.

Section 78 of the 2020 Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May next year. The Regulations apply to local council meetings, committees, and sub-committees.



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## REMOTE MEETINGS STANDING ORDERS

### INTRODUCTION AND APPLICATION

- These standing orders provide the means and guidance for the conduct of any remote meeting of the Council, and its various Committees and Sub-Committees, held under the provisions of the Regulations and should be read in conjunction with the Council's Standing Orders.
- The Regulations, made under section 78 of the Coronavirus Act 2020, apply notwithstanding any other legislation or current or pre-existing standing orders or any other rules of the Authority governing meetings and remain valid until 7<sup>th</sup> May 2021. This means that, wherever there is a conflict, these Remote Meetings Standing Orders take precedence in relation to any remote meeting.
- Any remote or virtual meeting of the Council shall be conducted in accordance with these Standing Orders and the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.
- The standing orders exist only on a temporary basis, having effect between 4<sup>th</sup> April 2020 and 7<sup>th</sup> May 2021.
- The Standing Orders of the Council shall apply to any remote meeting which may be held save that in relation to any such meeting Standing Orders:
  - a) 3 i (person requesting to speak) 3 s (voting) and 3 w (business inquorate) shall not apply and shall be replaced by the provisions of these standing orders as they apply to a remote meeting; and
  - b) (Minutes) shall be amended to include viii that the meeting took place remotely and the method by which the meeting took place.

- A member of the Council in attendance at the meeting must be able to:
  - a) Hear, and where practicable see, and be so heard, and where practicable be seen, by other members in attendance.
  - b) Hear, and where practicable see, and be so heard, and where practicable be seen, by any member of the public entitled to attend the meeting in order to exercise a right to speak.
  - c) Be heard and, where practicable, be seen by any other member of the public attending the meeting.
- The Standing Orders are an immediate response to the Regulations and are based on the information available at this point. This document may be updated in due course in response to further advice and guidance.

## 1. **ANNUAL MEETING**

1.1 There is no requirement to hold an Annual Meeting.

The requirement to hold an Annual Meeting of the Council is to be disregarded and, prior to 7th May 2021, an Annual Meeting of Council may only take place:

(a) Where called by the Chair; or

(b) Following a resolution calling for an Annual Meeting being passed at an ordinary or extraordinary meeting of Council.

1.2 Amends Model Council Standing Order 5b.

## 2. **NOTICE OF MEETINGS AND PAPERS**

2.1 A remote meeting of the Council or of any of its committees may be called as an Extraordinary General Meeting if and only if a matter is required to be determined, is urgent, or must be resolved within a particular statutory timescale.

2.2 The proper officer will give the requisite notice to the public of the time of the meeting, and the agenda, together with details of how to join the meeting which needs be available on the Council's website:

<https://www.penrithtowncouncil.co.uk/meetings/full-council/>

2.3 Members will be notified of a remote meeting by email and all agenda papers will be available on the Council website.

- 2.4 The 'place' at which the meeting is held may be where the organiser of the meeting is located or may be an electronic or a digital or virtual location, a web address, or a conference call telephone number; or could be a number of these combined.
- 2.5 The meeting may also be held in a meeting room with minimum of the quorum of the membership and participating public attending remotely to ensure appropriate social distance rules are maintained.
- 2.6 The agenda for the meeting will include any necessary procedural items and the matter which is or the matters which are urgent and no others.
- 2.7 The agenda for the meeting will be prepared by the Clerk.
- 2.8 The agenda will identify the time, date, and place of the meeting.
- 2.9 Documents from a third party will be accessible by an electronic link.
- 2.10 If anyone is unable to gain access to a document on the website, it can be made available on request made to the Clerk.
- 2.11 Any document, which is private and confidential, will be made available only to Members.
- 2.12 A Member who is unable to access an agenda electronically will be provided one by post on notifying the Clerk of this circumstance.

### 3. **ACCESS TO MEETINGS**

- 3.1 Members and members of the press and public will be encouraged to use any video conferencing facilities provided by the Council to attend a meeting remotely.
- 3.2 If this is not possible, attendance may be through an audio link or by electronic means (5(6) (c) of the Regulations).
- 3.3 Remote access for members of the public and Members who are not attending to participate in the meeting together with press facilities, will wherever possible, be provided through webcasting, live audio streaming, or others means.

- 3.4 A technological failure removing the ability for the public to access the meeting by remote will render the whole public part of the meeting incapable of proceeding).
- 3.5 A member of the public who attends to exercise their right to speak and is unable to do so renders only their item incapable of proceeding (This is set out paragraph 5 below).
- 3.6 If the Chair is made aware that the meeting is not accessible to the public through remote means, due to any technological or other failure of provision, then the Chair, on becoming aware of this circumstance shall suspend the meeting.
- 3.7 If the provision of access through remote means cannot be restored within a reasonable period, then the meeting shall be adjourned, and the remaining business considered at a time and date fixed by the Chair. If he or she does not fix a date, the remaining business will be considered at the next ordinary meeting.

#### **4. REMOTE MEETING MANAGEMENT**

- 4.1 Any Member participating in a meeting remotely, must when they are speaking, be able to be heard (and if practicable seen) by all other Members in attendance, and the remote participant must, in turn, be able to hear (and if practicable see) those other Members participating.
- 4.2 A Members who is a remote participant must be able to be heard by, and in turn hear any members of the public entitled to attend the meeting and who exercise a right to speak at the meeting.
- 4.3 The Chair will confirm at the outset and at any reconvening of a meeting that they can see and hear all participants, (this is unlikely to be practical for a meeting of Full Council). To this end, the Chair will ask for a roll call of participants and request that each person say their name to confirm they can hear and participate.
- 4.4 Any Member participating remotely should also confirm at the outset and at any reconvening of the meeting that they can hear the proceedings and the other participants.
- 4.5 The clerk to the meeting will record the attendance of those members at the meeting.

- 4.6 The quorum requirements for all meetings during the infectious disease crisis is three.
- 4.7 In the event of any apparent failure of the video, telephone or conferencing connection, the Chair should immediately determine if the meeting is still quorate:
- a) If it is, then the business of the meeting will continue; or
  - b) If there is no quorum, then the meeting shall adjourn for a period specified by the Chair, expected to be no more than five minutes, to allow the connection to be re-established.
- 4.8 Should any aspect of an individual's remote participation fail, the Chair may call a short adjournment of up to five minutes to determine whether the connection can be re-established, by either video technology or telephone in the alternative. If the connection is not restored within that time, the meeting should continue to deal with the business whilst this happens, providing the meeting remains quorate and the public are able to hear.
- 4.9 In the event of connection failure, the remote Member(s) will be deemed to have left the meeting at the point of failure and if the connection cannot be re-established to those Member(s) before the end of the meeting, then the meeting shall continue to deal with the item/s of business provided it remains quorate.
- 4.10 If the connection is successfully re-established, then the remote Member(s) will be deemed to have returned at the point of re-establishment.
- 4.11 Etiquette at the meeting is referred to further below.
- 4.12 Members should send apologies or of any expected lateness ahead of the meeting via email to the clerk.
- 4.13 Participants should mute all other applications and silence their phone to avoid additional sound interference.

## 5. **REMOTE ATTENDANCE OF THE PUBLIC**

- 5.1 Members of the public attending a meeting remotely must, when they are speaking be able to be heard by all other participants in attendance. The remote public participant must be able to hear those other members participating be so heard and, where practicable, be seen by any other members of the public attending.
- 5.2 Advance notification from members of the public wishing to attend a meeting remotely, must be received by the clerk by noon of the day of the meeting and an invitation to participate in the meeting will then be sent in advance of that meeting's commencement.
- 5.3 Alternatively, for those members of the press and public who do not have the technological solution, public representations, submissions, or petitions may be submitted in writing only and will be read out by the Chair or an officer.
- 5.4 The clerk to the meeting should be able to mute the member of the public once they have spoken and remove them from the remote meeting on the instruction of the Chair, in order to maintain the good administration of the meeting or to retain order.
- 5.5 A breakdown of the technology should not disadvantage the member of the public in remote attendance wherever possible.
- 5.6 Should any aspect of an individual's remote participation fail, the Chair may call a short adjournment of up to five minutes to determine whether the connection can quickly be re-established either, by video technology or telephone in the alternative. If the connection is not restored within that time, the meeting shall continue to deal with the business.
- 5.7 The Chair may suspend consideration of the item of business in relation to the member of public's attendance until such time as a following item of business on the agenda has been transacted and the conditions for the member of the public's remote attendance have been re-established or, on confirmation that this cannot be done, before the end of the meeting, whichever is the earliest; or
- 5.8 Continue to transact the remaining business of the meeting in the absence of the member of the public in remote attendance.

## 6. MEETING PROCEDURES

- 6.1 A meeting administrator, other than the clerk will control the video, conferencing technology employed for remote access, including the administration of the public and Member interaction, connections, voting and instructions of the Chair.
- 6.2 The Council will endeavour to put in place a technological solution that will enable Members participating in meetings remotely to indicate their wish to speak by raising their hand.
- 6.3 In respect of Full Council, it will assist the meeting if those Members who wish to speak on a particular item could indicate their wish to speak to the Chair and to the clerk in advance of the start of the meeting. This is particularly important if Members are unable to participate via video conference.
- 6.4 The Chair will follow the rules set out in the Councils adopted Standing Orders when determining who may speak, as well as the order and priority of speakers and the content and length of speeches in the normal way.
- 6.5 The Chair, at the beginning of the meeting, will explain the protocol for member and public participation and the rules of debate.
- 6.6 The Chair's ruling during the debate will be final.
- 6.7 Members are asked to adhere to the following etiquette during remote attendance at a meeting:
  - a) Members are asked to join the meeting no later than fifteen minutes before the start to allow themselves and the meetings administrator the opportunity to test the equipment.
  - b) Any camera (video-feed) should show a non-descript background or, where possible, a virtual background and members should be careful to not allow exempt or confidential papers to be seen in the video-feed.
  - c) Type their name on joining the meeting in full, e.g., "Cllr Joanne Smith" (where the technological solution employed by the Council enables this).
  - d) All Members to have their microphones muted when not talking.

- e) A Member may speak only when invited to by the Chair.
- f) Only one person may speak at any one time.
- g) The Member will turn on their microphone and state their name before making a comment.
- h) When referring to a specific report, page, or slide, the Member must mention the report, page, or slide so that all members have a clear understanding of what is being discussed at all times.

6.8 Where members of the public are exercising speaking rights at the meeting via remote attendance, the Chair will as part of their introduction explain the procedure for their participation, which will reflect those relevant elements of the above. Members of the public must adhere to this procedure otherwise, they may be excluded from the meeting.

6.9 When the Chair is satisfied that there has been sufficient debate and (if the rules of the meeting require) there is a proposer and seconder for the item being discussed, the Chair will progress to making a decision. Unless a Recorded Vote is called, the method of voting will be by the Chair calling out the name of each member present . Members will state orally 'for', 'against', or 'abstain' to indicate their vote when their name is called, and the Chair will then move onto the next agenda item.

6.10 Details of how Members voted will not be kept or minuted unless a Recorded Vote is called. Where a Recorded Vote is requested, the Chair will ask members in turn to signify verbally whether or not they support that request.

6.11 The normal standing orders relating to disorderly behaviour apply to remote meetings. The Chair will control disorderly behaviour as if it were an usual meeting. The Chair may mute participants if they indulge in any disorderly behaviour.

6.12 A member of the public or press who is disorderly may be dismissed from the meeting by the Chair.

## **7. DECLARATION OF INTERESTS**

- 7.1 Any Member participating in a remote meeting who declares a disclosable pecuniary interest, or other declarable interest, in any item of business that would normally require them to leave the room, must also leave the remote meeting. The means of remote attendance and access is to be severed whilst any discussion or vote takes place in respect of the item or items of business which the member or co-opted member may not participate.
- 7.2 Their departure will be confirmed by the meeting administrator, who will send the Member to a waiting room and they will be returned to the meeting at the appropriate time.

## **8. EXCLUSION OF PUBLIC AND PRESS**

- 8.1 There are times when Council meetings are not open to the public, when confidential matters, are under consideration.
- 8.2 Where the technology is available, the meeting administrator will ensure that there are no members of the public in remote attendance or remotely accessing the meeting are able to hear or see the proceedings once the exclusion has been agreed by the meeting.
- 8.3 Each Member in remote attendance must ensure and verbally declare that there is no other persons present who is not entitled to be (either hearing or seeing) present during the consideration of confidential items, and/or recording the proceedings.
- 8.4 Any Member in remote attendance who fail to disclose that there was in fact any person present who was not so entitled may be adjudged to be in breach of the Members' Code of Conduct responsibilities.

## **9. PUBLIC ACCESS TO MEETING DOCUMENTATION FOLLOWING THE MEETING**

- 9.1 Members of the public may access minutes, and other relevant documents through the Council's website.
- 9.2 Requests for access to the list of background papers and other relevant documents should be by email or by post.



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**Draft** Minutes of the meeting of

## **PENRITH TOWN COUNCIL**

Held on Monday **23 March 2020**, at 6.00 p.m. Unit 1 Board Room, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR.

### **PRESENT**

Cllr. S. Clarke	Carleton Ward
Cllr. Fallows	East Ward
Cllr. Jackson	North Ward
Cllr. Lawson	Carleton Ward
Cllr. Shepherd	East Ward

Town Clerk  
Services and Contracts Manager

## **DRAFT MINUTES FOR THE MEETING OF**

### **FULL COUNCIL 23 MARCH 2020**

**PART I** Measures were in place for the protection of attendees

#### **PTC 19/119 MATTERS DEFERRED**

**RESOLVED THAT:**

Due to the Covid 19 pandemic the following matters be deferred:

- 4: Reports from Penrith Councillors from Other Authorities
- 7: Chairs Report
- 8: Reports from Members
- 10: Parking and Movement Study Report

#### **PTC19/120 MATTERS MOVED AND APPROVED**

**RESOLVED THAT:**

- I. An additional late matter be considered in part II
- II. That the following matters be agreed and approved.

#### **PTC19/121 APOLOGIES FOR ABSENCE**

Apologies were received from the following members:

Cllrs. Bowen, Burgin, Clark, Davies, Donald, Hawkins, Kenyon, Knaggs, M. Shepherd and Snell.

#### **PTC19/122 MINUTES**

**RESOLVED THAT:**

The minutes of the meeting of the Council held on 27 January 2020, be approved.

#### **PTC19/123 DECLARATION OF INTERESTS AND REQUESTS FOR DISPENSATIONS**

Members noted that there were no declarations by Members of interests in respect of items on this agenda.

## **PTC19/124 EXCLUDED ITEMS: Public Bodies (Admission To Meetings) Act 1960**

### **RESOLVED THAT:**

Members agreed that 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.

## **PTC19/125 RESOLUTIONS REPORT**

### **RESOLVED THAT:**

The report be noted.

## **PTC19/126 VE DAY REPORT**

Members noted that unfortunately all activities associated with the VE Day event, had been cancelled including the civic parade and church service along with all community projects.

## **PTC19/128 MATTERS FROM FINANCE COMMITTEE**

### **a) Bank Reconciliation**

#### **RESOLVED THAT:**

The bank reconciliations as at 31 December 2019 and 31 January 2020, be ratified.

### **b) Budgetary Control Statement 2019/20: 31 January 2020**

#### **RESOLVED THAT:**

The budgetary control statement for the period to 31 January 2020, be ratified.

### **c) Delegated Decisions**

#### **RESOLVED THAT:**

- i. The delegated decision report for emergency works undertaken to the ladder system at Musgrave Monument, be ratified.
- ii. The delegated decision report to update the Council's website for compliance with legislation, be ratified.

### **d) Annual Review of the Fees and Charges**

#### **RESOLVED THAT:**

The fees and charges for 2020/21, be ratified.

### **e) Internal Audit Report**

#### **RESOLVED THAT:**

The Internal Auditors Interim Audit Report for the period 01 April to 31 December 2019, be ratified.

**PTC19/128 MATTERS FROM FINANCE COMMITTEE continued**

**f) Review of System of Internal Control 2019/20**

**RESOLVED THAT:**

The review of the Council's system of internal control for the current financial year and recommend the report go forward for ratification by Full Council be ratified.

**PTC19/129 BUSINESS CONTINUITY – COVID 19**

**RESOLVED THAT:**

- i. The report and risk assessment be approved with the caveat that procedures would change as new guidance is issued from HM government.
- ii. That the appended infectious disease policy be approved. – Appendix A

## **PTC19/130 DECLARATION OF A CLIMATE AND ECOLOGICAL EMERGENCY REPORT**

### **RESOLVED THAT:**

The report and recommendations contained within be approved as follows:

- i. That the Council has developed a series of strategic proposals to help with 'Climate Change' issues at a local level: to improve the Town Councils own practices and that of the community, recognising that as a local authority the Council has an important role in delivering carbon emission reductions in Penrith.
- ii. That the Council approve in principle, the proposals contained within the strategic plan as circulated to Members.
- iii. That the proposals for 2020 are scoped and costed by the Council's Services and Contracts Manager and Responsible Finance Officer.
- iv. That a report be taken forward for the consideration of the Council's Finance Committee.
- v. That when the scoping for the scheme is completed, the original resolution for this matter be reviewed to ensure it remains realistic and relevant.
- vi. That the Finance Committee make recommendations to Full Council.
- vii. That the Council become a member of the Cumbria Zero Carbon Partnership and offer match funding of up to £5,000.
- viii. That Members note that progress on this scheme may be delayed due the Covid 19 pandemic, but every effort will be made to progress this important work.

## **PTC19/131 NEXT MEETING**

Members noted that the next meeting is scheduled for 18 May 2020 at 6.00pm, Unit 2, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR but as public meetings are suspended this is subject to change and may have to take place digitally if permitted to do so.

## **PART II PRIVATE SECTION**

### **PTC19/132 LCAS REVIEW**

#### **RESOLVED THAT:**

The report and recommendations contained within be approved .

### **PTC19/133 PROTOCOL**

#### **RESOLVED THAT:**

That the protocol be approved.

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

### **ACCESS TO INFORMATION**

Copies of the agenda, draft and approved minutes are available for members of the public to inspect prior to the meeting. Copies will also be available at the meeting. The agenda and Part I reports are also available on the Town Council website

[www.penrithtowncouncil.co.uk](http://www.penrithtowncouncil.co.uk)



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## Appendix A

### HIGH CONSEQUENCE INFECTIOUS DISEASE POLICY

#### APPROACH AND DELEGATIONS

- 1.1 Penrith Town Council actively seeks to protect the Councillors, volunteers and staff working for and on behalf of the council and its activities.
- 1.2 The following policy applies to any High Consequence Infectious Disease (HCID) as defined on [www.gov.uk](http://www.gov.uk).
- 1.3 This policy sets out the delegations and approach that the Council will follow in respect of and infectious disease outbreak in the United Kingdom with an imminent threat of infection in Penrith.
- 1.4 This policy is activated when:
  - a) There is an active outbreak of a HCID in the United Kingdom with an imminent threat of infection in Penrith **and**
  - b) At least 3 councillors have requested its activation to the Chairman, and subsequently notified the clerk, or the Chairman plus 2 councillors have requested its activation to the Clerk, or its activation is resolved in a meeting of the Council.  
**OR**
  - c) The government of the United Kingdom suspends all public meetings
- 1.5 The Council's approved Scheme of Delegation allows:

"7.1 Matters of urgency, as determined by the Town Clerk (or in his/her absence another Officer) shall be delegated to the relevant officer in consultation with the Chairman and Vice-Chairman of the appropriate Committee subject to a report being made to the next meeting of the appropriate Committee."
- 1.6 This policy is considered to be deactivated, when:
  - a) When the imminent threat of infection has passed and
  - b) A minimum of 4 councillors have requested public meetings be recommenced and
  - c) The government of the United Kingdom as reinstated all public meetings.

- 1.7 It is anticipated that meetings might be cancelled and replaced with alternatives as advised by the National Association of Local Councils to ensure public safety and compliance with guidance from principal authorities.
- 1.8 In the event that it is deemed safe to convene a meeting is held, the quorum of Members for all meetings during such an emergency period will be fixed at **three**.
- 1.9 A meeting will only be convened if required in law or to address core business such as the annual return and only if permitted.
- 1.10 It is a requirement of the Local Government Act 1972, that council business shall be conducted at public meetings. Councillors and press and public can choose to not attend public meetings. The press and public will be asked to consider not attending to protect the health of all attendees, and to note that public meetings may be suspended.
- 1.11 If the government allows Councils to provide video conferencing this platform will be used to support the decision-making process.
- 1.12 If the government suspends all public meetings, all meetings of the Council will be cancelled to protect the health of all attendees, until the policy is deactivated
- 1.13 To allow the council to operate a delegation of executive authority will be provided to the Town Clerk and Services and Contracts Manager, Responsible Finance Officer and Council Solicitor. The authority will enable executive officers to take action in consultation with the Chair and Deputy Chair of the Council, (in the absence of either the Chair or Vice Chair of the Council, a chair or vice chair of a Council Committee), on matters arising, urgent matters and any new guidance which impacts on service deliverability, subject to a report being made to the next meeting of the Full Council.
- 1.14 Decisions under this delegation may be made digitally/remotely.
- 1.15 Provision is also made for executive officers to take urgent decisions in the event of the Town Clerk being indisposed.
- 1.16 The approved Planning Protocol allows the Deputy Town Clerk to submit responses to EDC if the application is not controversial and not a large development. During the activation of this policy, if a controversial or large development application is received, the Deputy Town Clerk will seek an extension.
- 1.17 The Deputy Town Clerk will email out the details of any applications on a Monday and a Wednesday to members of the Planning Committee. Members are required to look at the applications and respond to the Deputy Town Clerk by the required deadline. The Deputy Town Clerk will submit her decision to EDC.
- 1.18 All Payments listed as line items on the budget will be paid by the Council at the appropriate time to prevent any late charges.
- 1.19 All payments will be formally authorised by the council at the next available meeting.
- 1.20 Where this policy is activated over the end of the financial year, the RFO will prepare the end of year accounts in accordance with normal procedures and circulate to all of the councillors.

- 1.21 On the acceptance of a minimum of 3 councillors (preferably Chair and Vice Chair to the Council, Chair/Vice Chair of the Finance Committee), they will be signed by the RFO, Clerk and Chair as applicable for submission to the external and internal auditors. The accounts will be accepted by resolution at the next full council meeting.
- 1.22 In the event of a HCID outbreak the National Joint Council for local government services (NJC) will issue guidance for employers which the Council will follow.
- 1.23 The Town Clerk and Services and Contracts Manager will each take responsibility for assessing and managing the potential impact of a HCID (and the steps put in place by relevant Governments and authorities to deal with it).
- 1.24 The Council's business continuity plan provides for flexible home working arrangements and establishes and maintains clear internal and external protocols for regular and emergency communication with employees and other key stakeholders.
- 1.25 The Council will comply with health and safety duties and broader duties of care generally and home working regarding from the impact and implications of a HCID.
- 1.26 The Council will monitor Governmental and World Health Organisation advice and notify/remind staff of recommendations not to travel to particular areas and of measures to help prevent the spread of a HCID.
- 1.27 The Council will support policies/guidance on the self-isolation of staff (whether mandated by law, imposed by the Council or requested by individual staff members).
- 1.28 Staff will report if they feel unwell or are absent, and to report possible infection or exposure to the virus, including following private travel to high-risk areas or concerns involving others they have been in contact with at work.
- 1.29 Staff will be provided with the right equipment for disinfecting hands and (if official advice recommends), and with any additional health and safety training or support that they might need.
- 1.30 Resourcing strategies will be considered including the re-allocation of staff to work off site, the rotation of in-office/home-working arrangements, to minimise the risks of disruption if members of staff, or key staff, are absent.
- 1.31 Staff and Councillors who have underlying health conditions and who are more vulnerable may consider and decide to limit their attendance and exposure to public meetings, contact with the public and staff. Any employee or Councillors who decides to reduce this type of contact will be supported by the Council in this decision
- 1.32 Voluntary absences, requests for staff absence where a family member has the infections or is self-isolating (or if schools are closed or childcare arrangements impacted), self-isolation and sickness absence will qualify as paid leave.
- 1.33 The Council will comply with discrimination and privacy legislation in relation to staff who may contract the virus and ensure proper protection for those from high-risk areas against bullying, discrimination or harassment.

- 1.34 The Council will ensure compliance with relevant data protection legislation. Data concerning health is subject to enhanced protection under the GDPR as special category data.
- 1.35 The Council will consider and continually review wider operational impacts, in relation to:
- a) Ensuring the Council meets its statutory obligations the Council will consider if formal meetings should be limited to a quorum of 3 members.
  - b) Managing the implications of halting "business as usual" activities
  - c) Holding or attending physical meetings and events (for example annual town council, committee meetings)
  - d) Minimum staffing levels required to maintain operations.
  - e) IT disruption (for example where this is outsourced) and the ability to continue financial and operational activities dependent on IT systems, whether on site or remotely.
  - f) Attendance at site visits, tests and inspections.
  - g) An inability to obtain signatures, for instance in relation to documents requiring physical signature..
  - h) Providing timely information required by regulatory or legal authorities, for example where relevant staff or access may be unavailable.
- 1.36 The Council will be kept up to date with the evolving situation and will comply with current legal obligations and medical guidance.
- 1.37 The Council will identify and respond appropriately to changes to relevant legal obligations or guidance and will liaise with Government and professional bodies where necessary on the extent and impact of any controls that may be required or imposed.



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**DRAFT** Minutes of the meeting of

## COMMUNITY, CULTURE & ECONOMIC GROWTH COMMITTEE

Held on Monday 9 March 2020 , at 4.00 p.m. Board Room, Unit 1,  
Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR.

### PRESENT

Cllr. Bowen	Pategill Ward	Cllr. Jackson	North Ward
Cllr. Davies	West Ward	Cllr. Knaggs	West Ward
Cllr. Donald	North Ward	Cllr. Snell	West Ward

Town Clerk  
Economic Development Officer  
Community Engagement Officer

## DRAFT MINUTES FOR THE MEETING OF

# COMMUNITY, CULTURE & ECONOMIC GROWTH COMMITTEE

MONDAY 9 MARCH 2020

## PART I

### CCEG19/61 APOLOGIES FOR ABSENCE

There were no apologies from Members

### CCEG19/62 MINUTES

Members authorised the Chair to sign, as a correct record, the minutes of the meeting of the Council held on Monday 20 January 2020.

### CCEG19/63 PUBLIC PARTICIPATION

Members noted that there were no questions, petitions or statements at the time of despatch of Agenda nor questions or representations that had been received from members of the public prior to the meeting.

### CCEG19/64 DECLARATION OF INTERESTS AND REQUESTS FOR DISPENSATIONS

Members noted that no declarations of interests or requests for dispensations by Members in respect of items on the agenda were received prior to the meeting.

### CCEG19/65 EXCLUDED ITEM: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Members confirmed that matters 10 and 14 should be considered without the presence of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960 Section 2 as the matter involved exempt information of a legal context, and the order of the agenda be altered accordingly.

### CCEG19/66 RESOLUTIONS REPORT

Members noted the Resolutions Report.

### CCEG19/67 WORK PLAN REPORT - ECONOMIC DEVELOPMENT

Members noted the report and the progress in the Committee Work Plan from the Economic Development Officer.

### CCEG19/68 WORK PLAN REPORT - COMMUNITY ENGAGEMENT

Members noted the report and the progress in the Committee Work Plan and Youth Engagement Report from the Community Engagement Officer

### CCEG19/69 VE DAY REPORT

The Economic Development Officer informed the meeting that publicity leaflets had been printed and circulated and a programme of activities would follow. The Eden District Council (EDC) Licensing Officer attends the stakeholder meetings and has been providing support including arranging free carparking on the Bank Holiday. He has also informed the Pub Watch membership who appeared to be very interested in the event and have expressed interest in getting involved. Ullswater Community college have also offered use of their carpark.

### **CCEG19/69 VE DAY REPORT CONTINUED**

Officers have met with the Police and have raised £10,000 in grants from EDC, Penrith BiD and Cumbria County Council.

The Community Engagement Officer informed the meeting that she has conducted several community memories interviews with evacuees, a host family for an evacuee, land girls and veterans and these memories will be edited and available on the Council website.

### **CCEG19/70 IN BLOOM REPORT**

Members received an oral report.

### **CCEG19/71 BUDGET STATEMENT REPORT**

Members considered the report and the recommendations contained within.

#### **RESOLVED THAT**

The statement be approved.

### **CCEG19/72 NEXT MEETING**

Members noted the next meeting was scheduled for 11 May 2020 at 4.00pm, Board Room, Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR.

## **PART II**

The following items were considered in private session as the matter involved commercially sensitive information of a confidential nature, related to financial and business affairs, and ongoing negotiations.

### **CCEG19/73 ARTS AND CULTURE STRATEGY REPORT**

Members noted that Cllrs. Bowen, Davies, Donald and Knaggs had reviewed the contract submissions with the Economic Development Officer prior to the meeting and the process was overseen by the Services and Contracts Manager. Members considered the results of the review and the weighting process and were asked to ratify the recommendation from the working group.

#### **RESOLVED THAT**

- i That the quotation be awarded in principle to the top scoring organisation.
- ii That the organisation provide the following information:
  - a) Confirmation of capacity to deliver outcomes
  - b) Insurance certification
  - c) Equality and Diversity Statement
  - d) Two References
- iii That the working group be given delegated authority to review the information on submission and agree the quotation be accepted.
- iv That the working group determine regular performance monitoring mechanisms.

## CCEG19/74 GRANT APPLICATIONS

Members noted the written report and considered the recommendations contained within for each of the following bodies who had applied to the Council for grant funding.

### A) PENRITH LIONS CLUB

Members considered a grant for The Tea in the Park event.

#### RESOLVED THAT

A grant be approved for £3,875.

### B) EVAN

Members considered a grant for the Penrith Arts Festival

#### RESOLVED THAT

A grant of £3,600 be awarded for non-commercial activities associated with the event from the 2020/21 budget allocation.

### C) HEART OF CUMBRIA

Members considered a grant for tourism literature for specialist shops in Penrith.

#### RESOLVED THAT

A grant is not awarded at this time.

CHAIR:

DATE:

FOR THE INFORMATION OF ALL MEMBERS OF  
THE COMMUNITY, CULTURE & ECONOMIC GROWTH COMMITTEE  
AND FOR INFORMATION FOR ALL REMAINING MEMBERS OF THE TOWN COUNCIL



# Penrith Town Council

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

Tel: 01768 899 773 Email: [office@penrithtowncouncil.co.uk](mailto:office@penrithtowncouncil.co.uk)

**Draft** Minutes of the meeting of

## PLANNING COMMITTEE

Held on 2 March 2020, at 2.00 p.m. Board Room, Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR.

### PRESENT

Cllr. Bowen	Pategill Ward	Cllr. Knaggs	West Ward
Cllr. Jackson	North Ward	Cllr. Shepherd	East Ward
Cllr. Kenyon	North Ward	Cllr. Snell	West Ward

Deputy Town Clerk

Economic Development Officer For agenda item 10 only

## **DRAFT MINUTES FOR THE MEETING OF**

### **PLANNING**

**2 MARCH 2020**

#### **PART I**

##### **PL20/77 APOLOGIES FOR ABSENCE**

There were no apologies for absence

##### **PL20/78 MINUTES**

Members authorised the Chair to sign, as a correct record, the minutes of the meeting of the Planning Committee held on Monday 3 February 2020.

##### **PTL20/79 DECLARATION OF INTERESTS AND REQUESTS FOR DISPENSATIONS**

Councillor Jackson declared a registrable interest and that he had been lobbied in respect of agenda item 7 as one of the residents was known to him. He declared that he would take part in the discussion to give information but take no part in the vote thereon.

Councillor Bowen declared a registrable interest in planning application 19/0900 due to his connection with the church. He declared that he would leave the meeting whilst the application was discussed.

Councillor Kenyon joined the meeting at 2.03pm.

##### **PL20/80 PUBLIC PARTICIPATION**

Members noted that a resident adjoining the development site to be considered in agenda item 7 was in attendance to make a presentation.

##### **PL20/81 EXCLUDED ITEM: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

Members confirmed that agenda item 10 should be considered without the presence of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960 Section 2 as the matter involved exempt information of a legal context.

##### **PL20/82 NEIGHBOURHOOD DEVELOPMENT PLAN REPORT**

**RESOLVED THAT** the verbal update from the Deputy Town Clerk be noted.

##### **PL20/83 CURRENT DEVELOPMENT SITE**

Members received a presentation from a resident adjoining the Persimmon site on Scotland Road (Planning Application No 14/0405) in which she outlined the extensive flooding on the site which was encroaching onto residential gardens. Members were advised that this had never happened during the 47 years that the resident had lived there. Advice had been sought from Eden District Council, the Environment Agency, United Utilities and Highways. It has proved impossible for United Utilities to inspect the drains due to the amount of soil brought onto the site and put on top. To date it does not look like the conditions applied to the original application have been discharged (Planning Application 18/0625).

Councillor Shepherd declared an interest as he knew one of the residents affected although he had not been lobbied in respect of this matter.

RESOLVED THAT:

1. delegated authority be given to the Chair and Deputy Town Clerk to
  - a. write to EDC to express concerns about the deficiency of the site asking them to ensure that some action is taken in a timely manner;
  - b. write to the developers requesting confirmation of their schedule and requiring them to assess and take action on the current situation if it is found that their actions had exacerbated the situation;
  - c. set a deadline for this action to be taken and that if no progress is made by the deadline, letters be sent to the Planning Inspectorate and Secretary of State requesting them to press for action to be taken;
  - d. write to the MP inviting him to visit the site, speak to residents and to see the problem first hand and requesting that he lobby government to encourage long term planning for these situations to include the retention and planting of trees as appropriate; and
2. the allocation of land for development identified in the Local Plan be reviewed through the Local Plan review to ensure that it is suitable and does not experience any issues regarding flooding.

## PL20/ 84 PLANNING APPLICATIONS REPORT

### A) DELEGATED RESPONSES

Members noted the planning responses submitted by the Deputy Town Clerk under delegated authority on behalf of the committee between the scheduled meetings of the Committee:

Planning application number:	20/0054
Site address:	19 FOLLY LANE PENRITH CA11 8BT
Description:	Two storey side extension and front porch.

**Response – No objection**

Planning application number:	20/0056
Site address:	45 FOLLY LANE PENRITH CA11 8BU
Description:	Two bedroom dwelling on land to the side of 45 Folly Lane, Penrith.

**Response** – No objection in principle. It is good to see that PV panels are included.

Concern that there might be a problem at the rear of the proposed dwelling. 5 metres from the edge of the plot (at the corner of the gunnel up from Folly Lane) is a telegraph pole, which will give a very narrow entrance for any cars coming off Friars Road into the proposed parking area. CCC Highways might be concerned about the splay. Other houses in Folly Lane have rear car exits on to Friars Road, but they are nearly all much wider - at least 7 metres - and allow for two cars parked abreast.

This application accords to the Local Plan policy Dev5 in that it reflects local character, layout, street form. Although it's a market led house by virtue of its size it should be affordable. In terms of sustainability, PV panels are proposed, we could ask for an electric vehicle charging point to be incorporated as well and provision of features to encourage wildlife movement as per Neighbourhood Plan. Policy 6

Planning application number:	20/0032
Site address:	MYERS LANE BUSINESS PARK MYERS LANE PENRITH CA11 9DP
Description:	Subdivision of existing business park to create five business units including associated changes of use (part retrospective).

**Response:** No Objection

Planning application number:	20/0048
Site address:	19 KING STREET PENRITH CA11 7AJ
Description:	Listed Building Consent to enable change of use from restaurant kitchen to 2 bedroom ground floor flat with new entrance.

**Response** – No Objection

Planning application number:	20/0050
Site address:	19 KING STREET PENRITH CA11 7AJ
Description:	Change of use from restaurant kitchen to 2 bedroom ground floor flat with new entrance.

**Response** – No Objection in principle but would wish to see existing timber door and windows reinstated

Planning application number:	20/0079
Site address:	LAND AT THE JUNCTION OF A6 AND B5035
Description:	Creation of new road access off the B5035.

**Response** – No comment – this is a specialist Highways function. This development was given outline permission under application No 17/0928. Condition 12 of the approval states that the development can't be commenced until the access has been formed.

Planning application number:	20/0075
Site address:	37 MIDDLEGATE PENRITH CA11 7PT
Description:	Change of Use Class from A1 (shops) to A5 (hot food takeaway).

**Response** – No Objection in principle but would wish developers to take account of Policy 14 in our emerging Neighbourhood Development Plan which says:

To maintain the quality, character and distinctiveness of Penrith town centre new shopfronts and alterations to existing shopfronts should take account of the following:

1. The scale and architectural style of the existing building and any existing shopfront. The overall aim should be to seek where possible, the retention and repair of existing traditional and historic features that contribute to the interest of the building and the street frontage;
2. The size, detailing and materials of signage should respect the character and the area within which it is located;
3. Security grilles and shutters should be installed on internal aspects only; and
4. Where in use, blinds, blind boxes and awnings should respect the scale and character of the building and the area within which it is located.

Planning application number:	20/0089
Site address:	THE ARCHES, 1 VICTORIA ROAD PENRITH CA11 8HR
Description:	Change of use from A1 (shop) to C3 (dwellinghouse)

**Response** – No Objection

## B) PLANNING APPLICATIONS FOR MEMBERS CONSIDERATION

Members considered the following applications which had been received and which required a committee decision. Further information could be found on the Eden District Council Website <http://eforms.eden.gov.uk/fastweb/search.asp> by inserting the appropriate planning reference number.

Councillor Bowen, having declared an interest in the following item, withdrew from the meeting whilst it was considered.

Planning application number:	19/0900
Site address:	THE BRIDGE WORDSWORTH STREET PENRITH CA11 7QY
Description:	Conversion of community and commercial premises into a 3-bed apartment and erection of a new 4-bed detached dwelling, refurbishment of existing 3-bed apartment.

RESOLVED THAT a response be returned to EDC OBJECTING to the application on the following grounds:

1. PTC remains concerned about the additional traffic generation and highways safety issues arising from the development. At the present time, those using The Bridge have the facility of off street parking as do the present tenants of the flat. This development takes away all off street parking thereby ensuring the possibility of up to 3 cars per flat plus potentially 4 vehicles for the house necessitating on street parking in an already congested road. Moving any facilities from The Bridge across to the Methodist Church does not reduce traffic from this area.
2. the revised parking for the new build does not reduce the problem of parking on the site. Although four spaces have been created in addition to the garage, the parking arrangements will necessitate a lot of car movements in and out on a busy road to enable cars parked behind others to be used.
2. creation of a new 3 bed roomed flat should necessitate the requirement for a minimum of 2 off street parking places in line with Cumbria County Council guidelines on parking for residential developments.
2. Loss of a building conducive to youth work and community facilities such as the Child Bereavement Service causes a deficiency in social facilities as it is not appropriate to move them into a religious building thereby excluding some who may wish to use them.

Planning application number:	20/0107
Site address:	112 LOWTHER STREET PENRITH CA11 7UW
Description:	Holly T1 - Reduce height and spread to level shown on marked photograph provided; Penrith New Streets Conservation Area.

RESOLVED THAT a response on NO OBJECTION be returned to EDC.

Planning application number:	20/0112
Site address:	9 SYCAMORE DRIVE PENRITH CA11 8UG
Description:	Garden store to side elevation.

RESOLVED THAT a response on NO OBJECTION be returned to EDC.

Planning application number:	20/0109
Site address:	ABETO HOUSE FELL LANE PENRITH CA11 8BJ
Description:	Replacement porch and construction of garage and store.

RESOLVED THAT a response on NO OBJECTION be returned to EDC.

Planning application number:	20/0125
Site address:	LAND OFF CARLETON ROAD PENRITH
Description:	Advertisement consent for 3no. Information board signs, and 6no. flags and poles.

RESOLVED THAT a response on NO OBJECTION be returned to EDC.

### PTC20/85 NEXT MEETING

Members noted the next meeting is scheduled for 6 April 2020 at 2.00pm, Board Room, Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR.

### **PART Private Section**

#### **II**

The following agenda item was considered without the presence of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960 Section 2 as the matter involved exempt information of a legal context.

The Economic Development Officer joined the meeting for the following item of business.

**PTC20/ 86 PARKING AND MOVEMENT STUDY**

Members received a verbal update on the progress of the Parking and Movement Study and considered the revised principles which had been expanded upon.

RESOLVED THAT the revised Parking and Movement Study be agreed.

CHAIR:

DATE:

**FOR THE INFORMATION OF ALL MEMBERS OF  
THE PLANNING COMMITTEE**

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



# Penrith Town Council

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

Tel: 01768 899 773 Email: [office@penrithtowncouncil.co.uk](mailto:office@penrithtowncouncil.co.uk)

**Draft** Minutes of the meeting of

## FINANCE COMMITTEE

Held on **09 March 2020**, at 6.00 p.m. Board Room, Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR.

### PRESENT

Cllr. Bowen	Pategill Ward	Cllr. Jackson	North Ward
Cllr. Burgin	South Ward	Cllr. Kenyon	North Ward
Cllr. Hawkins	East Ward	Cllr. Shepherd	East Ward

Responsible Finance Officer  
Services and Contracts Manager

**DRAFT MINUTES OF THE**  
**FINANCE COMMITTEE**  
09 MARCH 2020

**PART I**

**FIN19/65 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**FIN19/66 MINUTES**

Members made an amendment to minute reference FIN19/56 Proposed Budget 2020/21, 'which meant a reduction in Contingency Budget from £5,000 to £4,500'. Members approved the amendment to the minute and authorised the Chair to sign, as a correct record, the minutes of the meeting of the Finance Committee held on Monday 13 January 2020.

**FIN19/67 PUBLIC PARTICIPATION**

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

**FIN19/68 DECLARATION OF INTERESTS AND REQUESTS FOR DISPENSATIONS**

Members noted that no declarations of interests or requests for dispensations by Members in respect of items on the agenda were received prior to the meeting.

Cllr Hawkins joined the meeting at 18:10 hours.

**FIN19/69 EXCLUDED ITEM: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

Members confirmed that no matters should be considered without the presence of the press and public.

**FIN19/70 BUDGETARY CONTROL STATEMENT 2019/20: 31 JANUARY 2020**

Members considered the Budgetary Control Statement 2019 Expenditure to month end 30 January 2020.

**RESOLVED THAT**

The Budgetary Control Statement of expenditure to 31 January 2020 be approved and go forward for final ratification by Full Council.

**FIN19/71 PAYMENTS FOR APPROVAL**

Members noted that Cllr Jackson and Cllr Shepherd accessed the Electronic Banking System and verified and confirmed that the banking transaction history ran concurrently from the last meeting and agreed with the transactions circulated with the meeting documents.

Members considered the Monthly Report of Payments for December 2019 and January 2020.

#### **FIN19/71 PAYMENTS FOR APPROVAL CONTINUED**

##### **RESOLVED THAT**

- i. The monthly report of payments be approved.
- ii. Cllr Shepherd and Cllr Kenyon check the EBS and the Monthly Report of Payments for the meeting of the Finance Committee on the 27 April 2020.

#### **FIN19/72 BANK RECONCILIATION**

Members considered the Bank Reconciliations for the HSBC Bank for the periods ending 31 December 2019 and 31 January 2020.

##### **RESOLVED THAT**

The Bank Reconciliations for the periods ending 31 December 2019 and 31 January 2020 be approved and signed by Cllr Burgin and Cllr Bowen.

#### **FIN19/73 LOWTHER STREET BENCH**

Members considered the report setting out the responses from the resident consultation exercise to determine whether to install a new bench on Lowther Street.

##### **RESOLVED THAT**

The Council liaises with Cumbria Police to confirm whether there are any reported issues of anti-social behaviour in the proposed location of the bench and bring the matter back to the next meeting.

#### **FIN19/74 ANNUAL REVIEW OF FEES AND CHARGES**

Members considered the report setting out the Fees and Charges for the financial year 2020-21.

##### **RESOLVED THAT**

The Fees and Charges for the 2020-21 financial year be approved and go forward for final ratification by Full Council with an amendment that Boardroom and Meeting Room hire for registered charities with a branch within the Parish of Penrith be made free of charge.

#### **FIN19/75 DELEGATED DECISIONS**

Members considered the delegated decision reports for emergency works undertaken to Musgrave Monument and to update the Council's website for compliance with legislation.

##### **RESOLVED THAT**

- i. The delegated decision report for emergency works undertaken to the ladder system at Musgrave Monument be approved.
- ii. The delegated decision report to update the Council's website for compliance with legislation be approved.

#### **FIN19/76 INTERNAL AUDIT REPORT**

Members considered the Internal Auditors Interim Audit Report for the period 01 April to 31 December 2019.

#### **RESOLVED THAT**

The Internal Auditors Interim Audit Report for the period 01 April to 31 December 2019 be approved and go forward for final ratification by Full Council.

#### **FIN19/77 REVIEW OF SYSTEM OF INTERNAL CONTROL 2019/20**

Members considered the report setting out a review of the Council's System of Internal control for the current financial year.

#### **RESOLVED THAT**

The review of the Council's System of Internal Control for the current financial year be approved and go forward for final ratification by Full Council.

#### **FIN19/78 REQUEST FOR A NEW BENCH ON NORFOLK ROAD**

Members considered the report requesting that a new bench be installed on Norfolk Road.

#### **RESOLVED THAT**

- i. The residents views on the Council's intentions be sought and include the option to place a bench adjacent to the bus stop on Norfolk Road or at the top of Musgrave Street.
- ii. Residents consultation feedback be brought back to the Finance Committee for further consideration.
- iii. Cumbria Police be contacted to enquire whether there are any reported issues of anti-social behaviour in the proposed locations of the bench.

#### **FIN19/79 NEXT MEETING**

Members noted the next meeting was scheduled for Monday 27 April 2020 at 6.00pm, Board Room, Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR.

CHAIR:

DATE:

FOR THE INFORMATION OF ALL MEMBERS OF  
THE FINANCE COMMITTEE

AND FOR INFORMATION FOR ALL REMAINING MEMBERS OF THE TOWN COUNCIL

Item: 7 b ii

## **REVIEW OF COMMITTEE MEMBERSHIP & REPRESENTATIONS TO EXTERNAL COMMITTEES 20-21**

### **Community, Culture & Economic Growth Committee**

**Committee Members are:**

Cllr. Bowen

Cllr. Davies – **Vice-Chair**

Cllr. Donald

Cllr. Jackson – **Chair**

Cllr. Knaggs

Cllr. Snell

Cllr. Burgin – **Standing Deputy**

Cllr. Shepherd – **Standing Deputy**

### **Finance Committee**

**Committee Members are:**

Cllr. Bowen – **Vice Chair**

Cllr. Burgin – **Chair**

Cllr. Hawkins

Cllr. Jackson

Cllr. Kenyon

Cllr. Shepherd

Karl Burrell – **Accountant**

# **REVIEW OF COMMITTEE MEMBERSHIP & REPRESENTATIONS TO EXTERNAL COMMITTEES 20-21**

## **Planning Committee**

Cllr. Bowen – **Vice Chair**

Cllr. Jackson – **Chair**

Cllr Kenyon

Cllr. Knaggs

Cllr. Shepherd

Cllr Snell

Cllr Fallows – **Standing Deputy**

### **NEW - Provisional Climate Committee**

- One councillor representative from each ward
- Between six and eight members of the public/ reps from organisations

### **Appointments to External Bodies**

The following Members are appointed as representatives to external bodies:

- i. Eden Association of Local Councils: Cllr. Bowen and Cllr. Snell
- ii. Omega Proteins: Cllr. Davies
- iii. Friends of Coronation Garden: Cllr. Shepherd
- iv. Friends of Eden Valley Public Transport: Cllr. Knaggs
- v. Penrith Business Improvement District: Cllr. Jackson

## PROVISIONAL MEETING DATES CIRCULATED MARCH 2020 MUNICIPAL YEAR 20-21

### CCEG19/57 CCEG COMMITTEE MEETING DATES 20/21- 2:00PM

- 27 July 2020
- 12 October 2020
- 14 December 2020
- 15 February 2021
- 19 April 2021

### PTC20/76 PLANNING COMMITTEE DATES 20/21 – 2:00PM

- 8 June 2020
- 6 July 2020
- 3 August 2020
- 7 September 2020
- 5 October 2020
- 2 November 2020
- 7 December 2020
- 11 January 2021
- 1 February 2021
- 1 March 2021
- 12 April 2021
- 10 May 2021

### FIN19/62 FINANCE COMMITTEE DATES 20/21 6:00PM

- 29 June 2020
- 21 September 2020
- 16 November 2020
- 11 January 2021
- With 22 March 2021 as an additional date agreed after resolution from committee
- 26 April 2021

### PROVISIONAL FULL COUNCIL MEETING DATES 20/21 6:00PM

- 18 May 2020 - Annual Meeting of the Town Council
- 13 July 2020
- 28 September 2020
- 30 November 2020
- 25 January 2021
- 15 March 2021 – Annual Town Meeting
- 29 March 2021

### PROVISIONAL DATES FOR CLIMATE COMMITTEE 20/21 2:00PM

- 23 November 2020
- 22 February 2021
- 17 May 2021



**Payments Schedule  
February 2020**

Date	Ref	Details	Net £	VAT £	Total £	Budget
06/02/2020	182	Premier Technical Services Group - Monument Annual Ladder Inspection	206.00	41.20	247.20	Devolved Services - Monument
06/02/2020	183	Eden Mencap - Grant	5,000.00	-	5,000.00	Grants - Community Grants
06/02/2020	184	Fellrunner Village Bus Company - Grant	3,000.00	-	3,000.00	Grants - Community Grants
06/02/2020	185	SLCC - Climate Emergency Webinar	60.00	12.00	72.00	Staffing - Training & Expenses
13/02/2020	187	KTD Ltd - ADSL Services	156.00	31.20	187.20	IT
13/02/2020	188	Cumbria Association of Local Councils - CILCA	40.00	-	40.00	Staffing - Training & Expenses
13/02/2020	189	Royal Mail - Neighbourhood Plan	0.44	0.09	0.53	Consultation Events - Consultation
13/02/2020	190	SLCC Enterprises - Practitioners Course	210.00	42.00	252.00	Staffing - Training & Expenses
27/02/2020	195	KTD Ltd - System Support Renewal	844.75	168.95	1,013.70	IT
27/02/2020	196	Weddings by Annabel - VE Day Consultancy	300.00	-	300.00	Arts and Entertainment - Devolved Events Grants
27/02/2020	197	Walton Goodland - Rent 25/03/20 to 23/06/20	1,875.00	-	1,875.00	Accommodation - Rent
27/02/2020	198	Jean Airey - Internal Audit	216.20	-	216.20	Other Overheads - Audit Fees
27/02/2020	199	Penrith Business Improvement District - Greening	6,289.00	-	6,289.00	Environment - Greening
27/02/2020	199	Penrith Business Improvement District - Greening	1,429.00	-	1,429.00	Grants - Community Grants
27/02/2020	200	Eden District Council - Street Trading Consent 29/2/20 to 31/8/20	155.00	-	155.00	Town Projects
06/02/2020	186	Premier Technical Services Group - Monument Latchway System Repairs	2,496.00	499.20	2,995.20	Repairs and Renewals - Repairs & Renewals
20/02/2020	191	Cumbria Association of Local Councils - Managing Tree Course	45.00	-	45.00	Staffing - Training & Expenses
20/02/2020	192	Cumbria Association of Local Councils - New Chair Course	45.00	-	45.00	Cost of Democracy - Member Expenses
20/02/2020	193	Penrith Cricket Club - Grant	1,000.00	-	1,000.00	Grants - Community Grants
20/02/2020	194	A Malina - Expenses, Youth Panel	38.22	-	38.22	Corporate Communications - Community Engagement
20/02/2020	CCR88	Emap - LGC Climate Change Summit	199.00	39.80	238.80	Staffing - Training & Expenses
06/02/2020	CCR85	Safety Supply Company - Lanyard	21.90	4.38	26.28	Devolved Services - Monument
04/02/2020	CCR86	Shutterstock - Images on Demand licences	34.80	-	34.80	Corporate Communications - Website
13/02/2020	CCR87	Enviroguard - Bird Netting	26.34	-	26.34	Devolved Services - Bandstand
27/02/2020	CCR89	Post Office Ltd - Postage	5.91	-	5.91	Other Overheads - Printing, Postage & Stationery
27/02/2020	CCR90	Post Office Ltd - Postage	1.32	-	1.32	Other Overheads - Printing, Postage & Stationery
08/02/2020	DD/STO	HSBC - Bank charges	5.50	-	5.50	Other Overheads - Bank Charges & Interest
17/02/2020	DD/STO	British Gas - Electricity, Bandstand	28.58	1.43	30.01	Devolved Services - Bandstand
19/02/2020	DD/STO	HMRC - Tax & NI, January 2020	3,979.40	-	3,979.40	Staffing - Salaries
19/02/2020	DD/STO	Cumbria Pension Fund - Superannuation, January 2020	3,007.25	-	3,007.25	Staffing - Salaries
24/02/2020	DD/STO	Adobe Acropo - Subscription	12.64	2.53	15.17	IT
25/02/2020	DD/STO	Woodside Conference Centre - Accommodation, SLCC Practitioners Conference	175.00	35.00	210.00	Staffing - Training & Expenses
25/02/2020	DD/STO	New Star Networks - Broadband	180.71	36.14	216.85	IT
27/02/2020	DD/STO	Woodside Conference Centre - Meals, SLCC Practitioners Conference	40.63	8.12	48.75	Staffing - Training & Expenses
28/02/2020	DD/STO	Net Pay - February 2020	10,306.72	-	10,306.72	Staffing - Salaries
<b>Total</b>			<b>41,431.31</b>	<b>922.04</b>	<b>42,353.35</b>	



**Payments Schedule  
March 2020**

<b>Date</b>	<b>Ref</b>	<b>Details</b>	<b>Net £</b>	<b>VAT £</b>	<b>Total £</b>	<b>Budget</b>
03/03/2020	CCR93	Post Office Ltd - Postage	6.00	-	6.00	Other Overheads - Printing, Postage & Stationery
05/03/2020	Inv201	Amey - Community Caretaker Contract Jan 2020	1,098.96	219.79	1,318.75	Devolved Services - Community Caretaker
05/03/2020	Inv202	Amey - Community Caretaker Contract Feb 2020	629.52	125.90	755.42	Devolved Services - Community Caretaker
05/03/2020	Inv203	Carlisle Diocesan Board of Finance - Room Hire Jan2020	32.00	6.40	38.40	Accommodation - Room Hire
05/03/2020	Inv204	Ian Parker - Mileage Expenses	25.20	-	25.20	Staffing - Training & Expenses
05/03/2020	Inv205	Glasdon - Lowther Seat	940.60	188.12	1,128.72	Repairs and Renewals - Repairs & Renewals
05/03/2020	Inv206	KTD Ltd - System Support Renewal	409.50	81.90	491.40	IT
10/03/2020	DD/STO	HSBC - Bank charges	6.50	-	6.50	Other Overheads - Bank Charges & Interest
12/03/2020	CCR94	Marks and Spencer - Provisions	8.35	-	8.35	Environment - Greening
12/03/2020	Inv207	KTD Ltd - Laptop licences	250.50	50.10	300.60	IT
12/03/2020	Inv208	Vivienne Tunnadine - Expenses	162.00	-	162.00	Staffing - Training & Expenses
12/03/2020	Inv209	Carlisle Diocesan Board of Finance - Room Hire	48.00	9.60	57.60	Accommodation - Room Hire
12/03/2020	Inv210	Cumbria Association of Local Councils - Ian Parker	40.00	-	40.00	Staffing - Training & Expenses
12/03/2020	Inv211	Eden District Council - 50% Contribution Toilet Counters	1,200.00	240.00	1,440.00	Devolved Services - Toilets
16/03/2020	DD/STO	British Gas - Electricity, Bandstand	15.68	0.78	16.46	Devolved Services - Bandstand
19/03/2020	CCR95	Local Government Chronicle - Subscription	321.55	-	321.55	Other Overheads - Subscriptions
19/03/2020	CCR96	Post Office Ltd - Postage	19.50	-	19.50	Other Overheads - Printing, Postage & Stationery
19/03/2020	DD/STO	HMRC - Tax & NI, February 2020	3,810.20	-	3,810.20	Staffing - Salaries
19/03/2020	DD/STO	Cumbria Pension Fund - Superannuation February 2020	3,007.25	-	3,007.25	Staffing - Salaries
19/03/2020	Inv213	Cumbrian Local Publications - Advert	100.00	-	100.00	Corporate Communications - Advertising
19/03/2020	Inv214	Cumbrian Local Publications - 4 Page Advert	900.00	-	900.00	Corporate Communications - Advertising
19/03/2020	Inv215	Weddings by Annabel - VE Day 75 Consultancy	300.00	-	300.00	Arts and Entertainment - Devolved Events Grants
19/03/2020	Inv216	Heatons Group - Stationery	68.20	13.64	81.84	Other Overheads - Printing, Postage & Stationery
23/03/2020	DD/STO	Adobe Acropo - Subscription	12.64	2.53	15.17	IT
25/03/2020	DD/STO	New Star Networks - Broadband	178.21	35.64	213.85	IT
26/03/2020	217	KTD - IT hardware	53.00	10.60	63.60	IT
26/03/2020	219	Walton Goodland - Gas to 31 Jan 20	194.70	38.94	233.64	Accommodation - Heat, Light & Water
26/03/2020	219	Walton Goodland - Electricity to 21 Feb 20	260.02	52.00	312.02	Accommodation - Heat, Light & Water
26/03/2020	219	Walton Goodland - Fire Management to 31 Dec 19	24.28	4.86	29.14	Accommodation - Service Charges
26/03/2020	219	Walton Goodland - Cleaning to 8 Jan 20	27.86	5.57	33.43	Accommodation - Service Charges
26/03/2020	219	Walton Goodland - Annual Gutter Cleaning	51.14	10.23	61.37	Accommodation - Service Charges
26/03/2020	220	Colourmedia - Artwork, VE Day 75	1,248.00	249.60	1,497.60	Arts and Entertainment - Devolved Events Grants
27/03/2020	DD/STO	Net Pay - March 2020	11,993.26	-	11,993.26	Staffing - Salaries
30/03/2020	218	KTD - Managed print usage to 31 Jan 20	179.88	35.98	215.86	Other Overheads - Printing, Postage & Stationery
31/03/2020	221	KTD - Computer monitor	85.00	17.00	102.00	IT
31/03/2020	222	Amey - Community Caretaker March 2020	464.46	92.89	557.35	Devolved Services - Community Caretaker
31/03/2020	223	Delib - Dialogue software	4,995.00	999.00	5,994.00	Corporate Communications - Community Engagement
31/03/2020	224	Hampshire Flag Co - Bunting VE Day 75	725.55	145.11	870.66	Arts and Entertainment - Devolved Events Grants
31/03/2020	225	Barnard & Westwood - Condolence sheets	299.87	59.97	359.84	Civic Functions - Civic Functions
31/03/2020	226	KTD - Managed print usage to 31 March 20	196.13	39.22	235.35	Other Overheads - Printing, Postage & Stationery
<b>Total</b>			<b>34,388.51</b>	<b>2,735.37</b>	<b>37,123.88</b>	



**Payments Schedule  
April 2020**

<b>Date</b>	<b>Ref</b>	<b>Details</b>	<b>Net £</b>	<b>VAT £</b>	<b>Total £</b>	<b>Budget</b>
09/04/2020	100006	Salvation Army - Donation to Food Bank	3,000.00	-	3,000.00	Covid-19 Response
08/04/2020	20-01	KTD - Web development	345.00	69.00	414.00	Corporate Communications - Website
08/04/2020	20-02	Eden District Council - Business Rates, Bandstand	173.14	-	173.14	Devolved Services - Bandstand
08/04/2020	20-03	Vanessa Treasure Designs - Armbands	55.65	11.13	66.78	Civic Functions - Civic Regalia
08/04/2020	20-04	KTD - Cat 5 cables	280.00	56.00	336.00	IT
08/04/2020	20-05	KTD - Hp 250 G7 Laptop and setup	1,031.40	206.28	1,237.68	IT
22/04/2020	20-06	Toye & Co - Black mourning regalia	52.20	10.44	62.64	Civic Functions - Civic Regalia
22/04/2020	20-07	KTD - Polycom mains power units	280.00	56.00	336.00	Covid-19 Response
22/04/2020	20-08	KTD - Managed print usage February 20	97.90	19.58	117.48	Other Overheads - Printing, Postage & Stationery
22/04/2020	20-09	Eden FM Radio - Sponsorship Covid 19 Community Magazine	640.00	-	640.00	Covid-19 Response
22/04/2020	20-10	The Parish Notice Board Co - Town Noticeboard	1,000.00	200.00	1,200.00	Corporate Communications - Signage, Etc
29/04/2020	20-11	J Airey - Internal Audit fee 2019/20	200.00	-	200.00	Other Overheads - Audit Fees
29/04/2020	20-12	Cumbria CC - Contribution to Parking & Movement Study	5,000.00	-	5,000.00	Town Projects
29/04/2020	20-13	Cumbria Assocn Local Councils - Subscription 2020/21	1,317.06	-	1,317.06	Other Overheads - Subscriptions
29/04/2020	20-14	Kompan Scotland Ltd - Fairhill Play equipment	16,368.46	3,273.69	19,642.15	Devolved Services - Fairhill Play Area Improvement
29/04/2020	20-15	Beacon Fire Protection Ltd - Extinguisher service	30.10	6.02	36.12	Accommodation - Service Charges
06/04/2020	CCR 20-01	Iceland - Provisions	42.94	-	42.94	Staffing - Training & Expenses
28/04/2020	CCR 20-02	Post Office Counters - Postage	2.14	-	2.14	Other Overheads - Printing, Postage & Stationery
08/04/2020	DD/STO	HSBC - Bank charges	6.50	-	6.50	Other Overheads - Bank Charges & Interest
15/04/2020	DD/STO	British Gas - Electricity, Bandstand	15.04	0.75	15.79	Devolved Services - Bandstand
17/04/2020	DD/STO	HMRC - Tax & NI, March 2020	4,793.75	-	4,793.75	Staffing - Salaries
17/04/2020	DD/STO	Cumbria CC - Superannuation, March 2020	3,359.74	-	3,359.74	Staffing - Salaries
22/04/2020	DD/STO	Adobe Acropro - Subscription	12.64	2.53	15.17	IT
22/04/2020	DD/STO	New Star Networks - Broadband	177.23	35.45	212.68	IT
28/04/2020	DD/STO	Net Pay - April 2020	10,987.45	-	10,987.45	Staffing - Salaries
<b>Total</b>			<b><u>49,268.34</u></b>	<b><u>3,946.87</u></b>	<b><u>53,215.21</u></b>	



# Extra Ordinary FULL COUNCIL

18 MAY 2020

**MATTER:** GOVERNANCE AND ACCOUNTABILITY FOR  
SMALL COUNCILS

**AUTHOR:** Jack Jones - RFO

**SUPPORTING MEMBER:** Cllr Roger Burgin -

Chair of Finance Committee

**ITEM NO:** 8 b

## RECOMMENDATION:

Council is recommended to:

- a) Note the publication of the Practitioners' Guide 2020 which is mandatory for the financial year 2020/21; and
- b) Adopt the Practitioners' Guide for the financial year 2019/20.

### 1. LAW

The Town Council resolved from 20 May 2019, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to adopt the General Power of Competence.

The Council is required to follow the governance and accounting regime set out in the Accounts and Audit Regulations 2015. Statutory proper practice issued under these Regulations has been issued in the publication "Governance and Accountability for Smaller Authorities in England"<sup>1</sup>, referred to as the Practitioners' Guide. This document

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<sup>1</sup> "Governance and Accountability for Smaller Authorities in England", published in March 2020 by the Joint Panel on Accountability and Governance ('JPAG'), established jointly by the National Association

is, in effect, the mandatory guide to completion of the statutory Annual Governance and Accountability Return (AGAR) and it describes how accounting transactions are to be treated and reported.

## **2. LINKS TO COUNCIL PRIORITIES**

Adherence to proper governance and accounting practice avoids adverse comments from Auditors, which could lead to reputational damage.

## **3. REPORT DETAILS**

### **3.1 BACKGROUND**

The Practitioners' Guide is issued by the relevant local government associations, usually in the form of annual updates. The latest version is dated March 2020 and can be found at <https://www.nalc.gov.uk/library/our-work/jpag/3223-practitioners-guide-2020/file>. The guidance represents statutory proper practice and is mandatory for all 'smaller authorities', ie where the higher of the authority's gross income for the year and its gross expenditure for the year does not exceed £6.5 million.

The 2020 edition of the Guide applies for financial years commencing on or after 1 April 2020. The Foreword to the Guide states that it contains no material changes from the 2019 guidance, simply clarification of proper practices, so councils are invited to adopt its provisions for the 2019/20 financial year.

### **3.2 CONTENT**

Although the Guide's Foreword promised no changes to the principles, reading the detail of the text highlights one change that does have an implication for the Council. The high-level summary of the annual accounts in the Annual Return (AGAR) shows the total of Staff Costs, mainly salaries and oncosts. The previous Guide, used in closing the 2018/19 accounts, stated that this heading should include *"benefits (for example, mileage and travel expenses)"*. The new edition now states that *"the following are not staff costs: mileage and other travelling and subsistence allowances, ...."* and that *"as much as this is a change of reporting basis, corresponding figures from the preceding year must be restated in a similar basis."* This means that the 2019/20AGAR will have to record restated, ie amended, figures for the 2018/19 comparative summary.

The Guide continues to advise that *"in practice, any authority with an expenditure in excess of £200,000 should plan on 3 months' equivalent General Reserve."*

Professional guidance normally expects general reserves to predominantly reflect the potential risks facing an organisation and its appetite for those risks; Officers' opinion is that the Town Council has an appropriate and robust reserves policy, which reflects it being a relatively new organisation, the risks associated with its acquisition of assets and its ambitions for the future.

#### 4. FINANCE IMPLICATIONS

There are no direct finance implications arising from this report.

#### 5. RISK MANAGEMENT

RISK	CONSEQUENCE	CONTROLS REQUIRED
<ul style="list-style-type: none"> <li>• Transactions are recorded incorrectly or inconsistently in statutory returns.</li> <li>• The Council does not have a robust governance regime.</li> </ul>	<ul style="list-style-type: none"> <li>• Criticism from internal/external audit; reputational damage.</li> </ul>	<ul style="list-style-type: none"> <li>• Adherence to the correct principles for the recording and reporting of the Council's transactions.</li> <li>• Maintenance of strong internal controls.</li> </ul>

#### 6. APPENDICES ATTACHED TO THIS REPORT

- None

#### 7. BACKGROUND PAPERS

- "Governance and Accountability for Smaller Authorities in England", published in March 2020

**PENRITH TOWN COUNCIL  
ASSET REGISTER 31 MARCH 2020**

**Summary**

**Total of assets held as at 31 March 2020**

**De minimis value £100**

ASSET	Category	Custodian	Location	Date acquired	Transfer from	Value £	Asset Transfer Value £	Insurance Value £
Folly Lane allotment: 1.50 hectare	Allotments	Clerk	Folly Lane	23/08/2016	EDC	-	1.00	0.00
James Street allotment: 0.27 hectare	Allotments	Clerk	James Street	23/08/2016	EDC	-	1.00	0.00
Castletown allotment: 2.80 hectare	Allotments	Clerk	Musgrave Street	23/08/2016	EDC	-	1.00	0.00
Salkeld Road allotment: 0.78 hectare	Allotments	Clerk	Salkeld Road	23/08/2016	EDC	-	1.00	0.00
Eden Treescapes - Tree planting & Fencing	Allotments	Services & Contracts Manager	Folly Lane	01/06/2018		732.35	-	0.00
Bus Shelter	Bus Shelters	Services & Contracts Manager	Bridge Lane East	19/10/2018	EDC	-	1.00	15,000.00
Bus Shelter	Bus Shelters	Services & Contracts Manager	Bridge Lane West	19/10/2018	EDC	-	1.00	13,000.00
Bus Shelter	Bus Shelters	Services & Contracts Manager	Clifford Road	19/10/2018	EDC	-	1.00	2,400.00
Bus Shelter	Bus Shelters	Services & Contracts Manager	Newton Road	19/10/2018	EDC	-	1.00	2,400.00
Bus Shelter	Bus Shelters	Services & Contracts Manager	Opposite PennyHill Park, Scotland Road	19/10/2018	EDC	-	1.00	2,400.00
Bus Shelter	Bus Shelters	Services & Contracts Manager	Pategill/Sim Court	19/10/2018	EDC	-	1.00	2,400.00
Bus Shelter	Bus Shelters	Services & Contracts Manager	Scotland Road East	19/10/2018	EDC	-	1.00	2,400.00
B & C Shelter Bus Shelter, Tara Hill	Bus Shelters	Services & Contracts Manager	Scotland Road, Tara Hill	29/06/2018		2,744.00	-	2,744.00
AST Signs - Signage, bus shelters	Bus Shelters	Services & Contracts Manager	Various	01/03/2019		862.72	-	862.72
Mayoral Chain	Civic Regalia	Mayor	Mayor	18/05/2015		-	1.00	5,000.00
Regalia	Civic Regalia	Mayors consort	Mayor	16/12/2016		47.23	-	47.23
Regalia	Civic Regalia	Deputy Mayor	Deputy Mayor	16/12/2016		362.27	-	362.27
Regalia	Civic Regalia	Deputy Mayors Consort	Deputy Mayor	16/12/2016		80.42	-	80.42
Barnard & Westwood - Condolence Book	Civic Functions	Clerk	Council Office	31/03/2020		299.87	-	299.87
Bandstand	Community Asset	Services & Contracts Manager	Cornmarket	29/03/2018	EDC	-	1.00	64,896.00
Musgrave Monument	Community Asset	Services & Contracts Manager	Middlegate	01/02/2019	EDC	-	1.00	324,480.00
WWW1 Plaque	Community Asset	Services & Contracts Manager	St Andrew's Church	28/09/2017	EDC	-	1.00	0.00
WWW2 Plaque	Community Asset	Services & Contracts Manager	St Andrew's Church	28/09/2017	EDC	-	1.00	0.00
War Memorial - Obelisk	Community Asset	Services & Contracts Manager	St Andrew's Churchyard	28/09/2017	EDC	-	1.00	11,000.00
Therebutnothere - 2 Steel Tommies	Equipment	Services & Contracts Manager	Council Office	22/10/2018		1,552.61	-	1,552.61
Hampshire Flag Company - Bunting	Equipment	Deputy Clerk	Council Office	31/03/2020		725.55	-	725.55
KTD - Lenovo Laptop & Hanns-G Monitor	IT Equipment	Clerk	Council Office	11/06/2018		619.00	-	619.00
KTD Portable Hard Drives	IT Equipment	Clerk	Council Office	30/06/2018		475.00	-	475.00
Heatons Office Solutions - Canon LBP151 Mono Laser Printer	IT Equipment	Clerk	Council Office	29/03/2019		156.99	-	156.99
IT equipment, hardware, software, etc	IT Equipment	Clerk	Council Office/Clerk's residence	27/05/2015		5,778.20	-	5,778.20
Ipad mini 32gb	IT Equipment	Council Office	Council Office	17/02/2017		239.00	-	239.00
VIGOR 2760N ROUTER/FIREWALL	IT Equipment	Council Office	Council Office	25/09/2017		79.00	-	79.00
ZYXEL PRES 660R-D1 ADSL2+ ROUT	IT Equipment	Council Office	Council Office	25/09/2017		99.00	-	99.00
ZYXEL AMG1302 MODEM/ROUTER	IT Equipment	Council Office	Council Office	25/09/2017		99.00	-	99.00
CABINET 27U 600X1000X1322	IT Equipment	Council Office	Council Office	25/09/2017		689.00	-	689.00
CABINET CASTOR SET (X4)	IT Equipment	Council Office	Council Office	25/09/2017		59.00	-	59.00
FIXED CAB SHELF 100KG 600MM	IT Equipment	Council Office	Council Office	25/09/2017		53.00	-	53.00
FIXED SHELF 600MM - 50KG LOAD	IT Equipment	Council Office	Council Office	25/09/2017		29.00	-	29.00
ASSINIA 24 PORT PATCH PANEL CAT6	IT Equipment	Council Office	Council Office	25/09/2017		136.00	-	136.00
CAT 6 UTP MODULE	IT Equipment	Council Office	Council Office	25/09/2017		116.00	-	116.00
1U LETTERBOX BRUSH STRIP	IT Equipment	Council Office	Council Office	25/09/2017		25.00	-	25.00
VARIUOS	IT Equipment	Council Office	Council Office	25/09/2017		32.26	-	32.26
STARTECH 1M PATCH LEAD RED	IT Equipment	Council Office	Council Office	25/09/2017		6.72	-	6.72
TP-LINK 24 PORT GIG POE SWITCH	IT Equipment	Council Office	Council Office	25/09/2017		299.00	-	299.00
UBIQUITI UNIFI AC LR AP	IT Equipment	Council Office	Council Office	25/09/2017		179.00	-	179.00
UBIQUITI UNIFI AC LR AP	IT Equipment	Council Office	Council Office	25/09/2017		179.00	-	179.00
PATCH 29 PORTS TO PATCH PANEL	IT Equipment	Council Office	Council Office	25/09/2017		495.00	-	495.00
NSN PANASONIC VVX310 HOSTED PHONE	IT Equipment	Council Office	Council Office	25/09/2017		85.00	-	85.00
NSN PANASONIC VVX310 HOSTED PHONE	IT Equipment	Council Office	Council Office	25/09/2017		85.00	-	85.00
NSN PANASONIC VVX310 HOSTED PHONE	IT Equipment	Council Office	Council Office	25/09/2017		85.00	-	85.00
NSN PANASONIC VVX310 HOSTED PHONE	IT Equipment	Council Office	Council Office	25/09/2017		85.00	-	85.00
NSN PANASONIC VVX310 HOSTED PHONE	IT Equipment	Council Office	Council Office	25/09/2017		179.00	-	179.00
INTEL I5 3330 3.00/4G/1TB/DVD1	IT Equipment	Council Office	Council Office	25/09/2017		549.00	-	549.00
BROTHER MFC-J6930DW MULTIFUNCTION -COPIER	IT Equipment	Council Office	Council Office	01/02/2018		299.00	-	299.00
Website	IT Equipment	KTD	KTD Server	22/05/2015		2,800.00	-	2,800.00
KTD - Ubiquito G3 Dome CCTV Camera	IT Equipment	Clerk	Council Office	24/06/2019		159.00	-	159.00
KTD - Ubiquito Unifi CCTV Video Recorder	IT Equipment	Clerk	Council Office	24/06/2019		395.00	-	395.00
IT Equipment ex Grenke Leasing: Virtual Server	IT Equipment	Clerk	Council Office	17/10/2019		1,293.54	-	1,293.54
KTD - HP 250 G7 Laptop for Solicitor	IT Equipment	Clerk	Council Office	31/10/2019		599.00	-	599.00
KTD - Conference Room Phone Polycom Sound Station 2 IP7000	IT Equipment	Clerk	Council Office	09/01/2020		399.00	-	399.00
Legal reference books	Office Equipment	Clerk	Council Office	28/04/2015		243.28	-	243.28
Staff welfare - Fridge & microwave	Office Equipment	Clerk	Council Office	29/04/2015		141.67	-	141.67
Argos - Vacuum Cleaner	Office Equipment	Clerk	Council Office	08/06/2018		141.64	-	141.64
SLCC Enterprises Ltd - Local Council Administration Law Book	Office Equipment	Clerk	Council Office	08/10/2018		103.99	-	103.99
Heatons Office Solutions - Steel cupboard	Office Equipment	Clerk	Council Office	29/03/2019		136.67	-	136.67

ASSET	Category	Custodian	Location	Date acquired	Transfer from	Value £	Asset Transfer Value £	Insurance Value £
Puridea mini projector	Office Equipment	Council Office	Council Office	25/01/2017		148.43	-	148.23
XL display boards x 8	Office Equipment	Council Office	Council Office	06/02/2017		574.00	-	574.00
Gazebo	Office Equipment	Council Office	Council Office	06/02/2017		1,176.84	-	1,176.84
Office Blinds	Office Equipment	Council Office	Council Office	09/09/2017		506.21	-	506.21
2 - ALBA CHROME COAT STAND CHROME/BLACK PMCLASS	Office Equipment	Council Office	Council Office	11/09/2017		215.70	-	215.70
3 - ACRYLIC PLAQUES, 1 - ACRYLIC DOOR SIGN & DOOR VINYLs	Office Equipment	Council Office	Council Office	20/09/2017		1,034.00	-	1,034.00
1 - 4 DRAWER FILING CABINET	Office Equipment	Council Office	Council Office	16/10/2017		115.00	-	115.00
1 - RANGER FIRE RESISTANT HIGH STEEL STORAGE WITH KEY LOCK W930 X D525 X H1950MM	Office Equipment	Council Office	Council Office	31/10/2017		1,075.00	-	1,075.00
1- NOBO DARK BLUE BARRACUDA MOBILE FLIPCHART/DRYWIPe EASEL 1902386	Office Equipment	Council Office	Council Office	13/11/2017		186.84	-	186.84
1- Tubby 2 Seater Sofa, Navy Product code: SOFTUBY51BLU-UK	Office Furniture	Council Office	Council Office	11/07/2017		179.00	-	179.00
1 - RADIAL END EXTENSION BOARDROOM TABLE WITH SILVER TRUMPET BASE IN OAK.	Office Furniture	Council Office	Council Office	29/09/2017		183.60	-	183.60
1 - RECTANGULAR 2000MM WIDE BOARDROOM TABLE WITH SILVER TRUMPET BASE IN OAK	Office Furniture	Council Office	Council Office	29/09/2017		345.00	-	345.00
3 - MAESTRO 25 C LEG STRAIGHT DESK SILVER LEG 1600 OAK	Office Furniture	Council Office	Council Office	29/09/2017		327.00	-	327.00
4 - TALL, DEEP MOBILE PEDESTAL WITH TWO SHALLOW DRAWERS AND ONE OAK FILING DRAWER	Office Furniture	Council Office	Council Office	29/09/2017		416.00	-	416.00
2 - QUATTRO EXTRA HIGH BACK POSTURE CHAIR IN COBALT AD004	Office Furniture	Council Office	Council Office	29/09/2017		550.00	-	550.00
12 - ORION CHROME FRAME STACKABLE CHAIR - BLUE FABRIC	Office Furniture	Council Office	Council Office	29/09/2017		332.28	-	332.28
1 - PISA RECTANGULAR MEETING/LEISURE TABLE	Office Furniture	Council Office	Council Office	09/10/2017		270.20	-	270.20
Office Furniture - various	Office Furniture	Council Office	Council Office	April - Dec 15		2,574.46	-	2,503.24
Fairhill Play Equipment	Play Equipment	Services & Contracts Manager	Fairhill Park	03/04/2018	EDC	-	1.00	39,000.00
Fairhill Playing Fields	Playing Fields	Services & Contracts Manager	Fairhill Park	03/04/2018	EDC	-	1.00	0.00
Mark Harrod 9V9 Goals - Fairhill Playing Fields	Playing Fields	Services & Contracts Manager	Fairhill Park	30/06/2018		570.00	-	570.00
HH Reeds - Supply & Install Signs At Fairhill	Playing Fields	Services & Contracts Manager	Fairhill Park	06/08/2018		824.00	-	824.00
Seats and Benches (30 No)	Seats & Benches	Services & Contracts Manager	Various	19/10/2018	EDC	-	30.00	15,660.00
Glasdon - 6 No Lowther Seat Penrith Remembers	Seats & Benches	Services & Contracts Manager	Various	22/03/2019		3,276.78	-	3,276.78
Glasdon - 1 No Lowther Seat Penrith Remembers	Seats & Benches	Services & Contracts Manager	Various	22/03/2019		470.31	-	470.31
Glasdon - 1 No Lowther Seat Memorial	Seats & Benches	Services & Contracts Manager	Various	22/03/2019		546.13	-	546.13
Glasdon - 5 Lowther seats & plaques	Seats & Benches	Services & Contracts Manager	Various	01/07/2019		2,958.14	-	2,958.14
Glasdon - 2 Lowther seats & plaques	Seats & Benches	Services & Contracts Manager	Various	12/09/2019		1,168.09	-	1,168.09
Glasdon - 2 Lowther seats & plaques	Seats & Benches	Services & Contracts Manager	Various	29/02/2020		940.60	-	940.60
Noticeboard	Street Furniture	Clerk	Adjacent to Bakewells electronics	09/11/2015		950.00	-	950.00
<b>Total of assets held as at 31 March 2020:</b>						<b>46,943.59</b>	<b>49.00</b>	<b>546,175.82</b>
						<b>Total Value</b>	<b>46,992.59</b>	

**PENRITH TOWN COUNCIL  
ASSET REGISTER 2019-20: RECONCILIATION**

2019-20 Transactions

ASSET	Category	Custodian	Location	Date acquired	Transfer from	Cost £	Transfer Value £
<b>Asset Value: 31 March 2019</b>						<b>38,005.80</b>	<b>64.00</b>
<b>Purchased in 2019/20:</b>							
KTD - Ubiquito G3 Dome CCTV Camera	IT Equipment	Clerk	Council Office	24/06/2019		159.00	
KTD - Ubiquito Unifi CCTV Video Recorder	IT Equipment	Clerk	Council Office	24/06/2019		395.00	
Glasdon - 5 Lowther seats & plaques	Seats & Benches	Services & Contracts Manager	Various	01/07/2019		2,958.14	
Glasdon - 2 Lowther seats & plaques	Seats & Benches	Services & Contracts Manager	Various	12/09/2019		1,168.09	
KTD - IT Equipment ex Grenke Leasing: Virtual Server	IT Equipment	Clerk	Council Office	17/10/2019		1,293.54	
KTD - HP 250 G7 Laptop for Solicitor	IT Equipment	Clerk	Council Office	31/10/2019		599.00	
KTD - Conference Room Phone Polycom Sound Station 2 IP7000	IT Equipment	Clerk	Council Office	09/01/2020		399.00	
Glasdon - 2 Lowther seats & plaques	Seats & Benches	Services & Contracts Manager	Various	29/02/2020		940.60	
Barnard & Westwood - Condolence Book	Civic Functions	Clerk	Council Office	31/03/2020		299.87	
Hampshire Flag Company - Bunting	Equipment	Deputy Clerk	Council Office	31/03/2020		725.55	
<b>Disposed of in 2019/20:</b>							
15 benches originally transferred to PTC from EDC; all replaced over 2018/19 & 2019/20	Seats & Benches	Services & Contracts Manager	Various	Nov 19			(15.00)
<b>Total of assets held as at 31 March 2020:</b>						<b>46,943.59</b>	<b>49.00</b>
						<b>Total Value</b>	<b>46,992.59</b>

Bank Ref: 1205	Date To: 29/02/2020
Bank Name: HSBC	Statement Ref: 1205 2020-03-02 03
Currency: Pound Sterling	

Balance as per cash book at 29/02/2020: 94,634.23

Add: Unpresented Payments

Tran No	Date	Ref	Details	£
2808	27/02/2020	Inv 199	Penrith Business	6,289.00
2809	27/02/2020	Inv 199	Penrith Business	1,429.00
				<u>7,718.00</u>

Less: Outstanding Receipts

Tran No	Date	Ref	Details	£
				<u>0.00</u>

Reconciled balance : 102,352.23

Balance as per statement : 102,352.23

Difference : 0.00

**3 February to 2 March 2020**

## Your Statement

**Account Name**  
 Penrith Town Council

**Sortcode Account Number Sheet Number**  
 [REDACTED] 78

### Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance
	<b>BALANCE BROUGHT FORWARD</b>			<b>109,264.38</b>
	BP CAROL GREY PENRITH TOWN COUNC	[REDACTED]		
	BP ROSALYN RICHARDSON PENRITH TOWN COUN	[REDACTED]		
	BP ANNA MALINA PENRITH TOWN COUNCI	[REDACTED]		
	BP IAN PARKER PENRITH TOWN COUNC	[REDACTED]		
	BP P FOOTE PENRITH TOWN COUNC	[REDACTED]		
	VIS WOODSIDE CONFERENC KENILWORTH	48.75		102,352.23
02 Mar 20	CR CUMBRIA COUNTY COU		1,000.00	
	BP PENRITH BID CO LTD CCEG/19/60B	7,718.00		95,634.23
02 Mar 20	<b>BALANCE CARRIED FORWARD</b>			<b>95,634.23</b>

### Information about the Financial Services Compensation Scheme

Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at [www.FSCS.org.uk](http://www.FSCS.org.uk), call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website ([www.hsbc.co.uk](http://www.hsbc.co.uk)).

<b>Credit Interest Rates</b>	<i>balance</i>	<i>AER</i> <i>variable</i>	<b>Debit Interest Rates</b>	<i>balance</i>	<i>Fixed</i> <i>variable</i>
Credit interest is not paid			Debit interest		21.34%

Bank Ref: 1205	Date To: 31/03/2020
Bank Name: HSBC	Statement Ref: 1205 2020-04-06 01
Currency: Pound Sterling	

Balance as per cash book at 31/03/2020: 69,132.25

Add: Unpresented Payments

Tran No	Date	Ref	Details	£
<hr/>				<u>0.00</u>

Less: Outstanding Receipts

Tran No	Date	Ref	Details	£
<hr/>				<u>0.00</u>

Reconciled balance : 69,132.25

Balance as per statement : 69,132.25

Difference : 0.00

**3 March to 2 April 2020**

## Your Statement

**Account Name**  
 Penrith Town Council

**Sortcode**   **Account Number**   **Sheet Number**  
XXXXXXXXXX   XXXXXXXXXX   81

### Your Business Current Account details

Date	Payment type and details	Paid out	Paid in	Balance	
	<b>BALANCE BROUGHT FORWARD</b>			<b>84,190.63</b>	
	BP CAROL GREY PENRITH TOWN COUNC	XXXXXXXXXX			
	BP ANNA MALINA PENRITH TOWN COUNCI				
	BP IAN PARKER PENRITH TOWN COUNC				
	BP P FOOTE PENRITH TOWN COUNC				
31 Mar 20	BP KTD K125810		102.00		
	BP AMEY 90783782		557.35		
	BP DELIB INV 1756 PTC		5,994.00		
	BP HAMPSHIRE FLAG COM 157784 PENRI003		870.66		
	BP BARNARD & WESTWOOD INV 33573 PTC		359.84		
	BP KTD K125885		235.35		69,132.25
02 Apr 20	CR PUBLIC SECTOR DEPO		87.50	69,219.75	
<b>02 Apr 20</b>	<b>BALANCE CARRIED FORWARD</b>			<b>69,219.75</b>	

### Information about the Financial Services Compensation Scheme

Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at [www.FSCS.org.uk](http://www.FSCS.org.uk), call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website ([www.hsbc.co.uk](http://www.hsbc.co.uk)).

Credit Interest Rates	balance	AER variable	Debit Interest Rates	balance	EAR variable
Credit interest is not paid			Debit interest		21.34%

Date: 04/05/2020  
Time: 14:59:55

Penrith Town Council  
Bank Reconciliation

Page: 1

Bank Ref: 1205	Date To: 30/04/2020
Bank Name: HSBC	Statement Ref: 1205 2020-05-04 01
Currency: Pound Sterling	

Balance as per cash book at 30/04/2020: 491,210.48

Add: Unpresented Payments

Tran No	Date	Ref	Details	£
2987	29/04/2020	20-11	J Airey - Internal Audit fee	200.00
2989	29/04/2020	20-13	Cumbria Assocn Local	1,317.06
2990	29/04/2020	20-14	Kompan Scotland Ltd -	19,642.15
2991	29/04/2020	20-15	Beacon Fire Protection Ltd -	36.12
				<u>21,195.33</u>

Less: Outstanding Receipts

Tran No	Date	Ref	Details	£
				<u>0.00</u>

Reconciled balance : 512,405.81

Balance as per statement : 512,405.81

Difference : 0.00



## PENRITH TOWN COUNCIL



GBP 510,786.37

Print

Business A/C - Penrith Tow

Balance details

Recent transact...

Next working d...

Statements

## All transactions for the last

7 days	14 days	1 month	3 months	6 months	12 months	Choose custom date range
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Download



Advanced search

Items posted may still be reversed, returned, or recalled.



Date	Type	Description	Paid out	Paid in	Balance
06 May 2020		Balance carried forward			510,786.37
05 May 2020	VIS	INT'L 0089999794 www.bizay.co.uk INTERNET	158.27		510,786.37
04 May 2020	BP	CUMBRIA ASSOCIATIO SUB 20/21 PTC	1,317.06		510,944.64
04 May 2020	BP	JEAN AIREY PENRITH TOWN COUNC	200.00		512,261.70
04 May 2020	CR	PUBLIC SECTOR DEPO		55.89	512,461.70
30 Apr 2020	CR	EDC GENERAL		10,431.00	512,405.81
29 Apr 2020	BP	CUMBRIA COUNTY COU 0334164 PTC	5,000.00		501,974.81



## Extra Ordinary

# FULL COUNCIL

18 MAY 2020

**MATTER:** FINANCE OUTTURN REPORT -  
YEAR ENDED 31 MARCH 2020

**AUTHOR:** Jack Jones - RFO

**SUPPORTING** Cllr Roger Burgin -

**MEMBER:** Chair of Finance Committee

**ITEM NO:** 8 e

### RECOMMENDATION:

Council is recommended to review and approve the final outturn report for the financial year ended 31 March 2020, which has been accepted by Finance Committee Members.

#### 1. LAW

The Town Council resolved from 20 May 2019, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to adopt the General Power of Competence.

The Local Government Act 1972 requires the Council to have sound financial management. The Accounts and Audit Regulations 2015, supplemented by statutory guidance on proper practice, prescribe an accounting regime for local councils.

#### 2. LINKS TO COUNCIL PRIORITIES

Robust budgetary control supports the Council in its delivery of priorities within the approved budget framework. Accurate accounting and reporting enable the Council to make informed decisions on its finances.

### **3. REPORT DETAILS**

#### **A. 2019/20 Outturn Statement: Income and Expenditure Account (Appendix A)**

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

- The actual outturn figures for the preceding financial year 2018/19, for reference only as several headings are not directly comparable with the 2019/20 accounts.
- The full year's Amended Budget for 2019, based on the budget approved by Council on 27 January 2019 and incorporating the following agreed amendments:
  - Planning Committee was permitted to carry forward £23,715 unspent budgetary provision from 2018/19 into 2019/20.
  - A transfer of £5,000 from the Devolution Reserve as the Council's initial contribution to the project assisted by the Fairhill EDC Signature Projects Fund.
  - An estimated £5,625 was allocated from the General Reserve for the implementation of the Website Accessibility Regulations.
  - Provision of £5,670 for the part-year costs of the new In-house Solicitor post, again met from the General Reserve.
  - The transfer of £5,000 unspent budget from Greening to Arts and Entertainment, to increase the allocation for the Arts and Cultural Strategy tender.
  - An allocation of £9,500 from the General Reserve to supplement the original budget of £500 for youth engagement.
  - Amendment of the opening reserve balances to their 1 April 2019 actuals.
- Actual outturn income and expenditure for 2019/20, based on the matching principle, which means taking account of all income and expenditure which relates to the year, irrespective of when it is received/paid.
- The variance between the actual outturn income and expenditure and the Amended Budget for the year. Variances are expressed as favourable (positive) where there was an underspending or increased income, and as adverse (negative and bracketed) where there was an overspending or reduced income.

- The position on the Council's three reserves: its General, Devolution and Acquisitions Reserves, as at 31 March 2020.

## **B. Commentary**

### **B.1 Total Income +£1,073**

- The annual precept and CTRS grant, totalling £445,753, were received from Eden DC in line with budget.
- The budget anticipated only a minimal £30 of investment interest, whereas £1,112 income was earned on the Council's three investments.

### **B.2 Planning Committee +£37,073**

Expenditure of £6,642 is shown against the Amended Budget of £43,715, an underspending of £37,073.

- The Committee's original budget of £20,000 was set as a block allocation to cover all its expenditure; this was supplemented by the agreed carry forward of £23,715 unspent provision from 2018/19. The 2020/21 Approved Budget assumed that the outturn expenditure would be £15,000, with £5,000 of budget slipped into the next year.

### **B.3 CCEG Committee +£60,702**

Expenditure of £71,908 is shown against the Amended Budget of £132,610, an underspending of £60,702.

- The only substantial expenditure on Town Projects was the £5,000 contribution to Cumbria CC's Parking and Movement Study; the overall budget of £30,000 was underspent by £24,194.
- Only £215 of the £5,000 budget for Officer Support to Arts and Entertainment was used. This budget would meet the initial costs of preparing for the Arts and Cultural Strategy, however staff time was either contained within the overall Salaries budget or directed to other services, e.g. Greening.
- No expenditure was recorded against the additional £5,000 budget specifically approved for the Arts and Cultural Strategy.
- After meeting £4,335 of preparation costs for VE Day 75, the Events budget was underspent by £7,116.
- After transferring £5,000 budget to Arts and Entertainment towards the Cultural Strategy, the Greening budgets recorded a small underspending of £9.

- The Community Grants budget shows an underspend of £15,087 against the £32,000 budget. An outturn underspending of £10,000 has been taken account of in the 2020/21 Budget.
- In Corporate Communications, an overspend of £745 on Advertising was compensated by an underspend of £835 on Press Support.
- The Community Engagement budget of £1,780 was increased by £9,500 to meet the planned costs of setting up the Youth Advisory Panel. This resulted in a provision of £10,000 for the Panel, of which £6,372 was spent, including the acquisition of Dialogue software, and the budget as a whole was underspent by £4,041.

#### **B.4 Finance Committee +£10,586**

Net expenditure of £313,423 is shown against the Amended Budget of £324,009, an underspending of £10,586.

- Compensating variations across individual headings contributed to a net underspending of £57 on the Staffing budget.
- There was an overspend of £309 on the Room Hire budget as a result of using Penrith RUFC for Councillors' induction training; this and an increase of £487 on Members' Expenses were easily offset against the underspending of £3,527 on Elections.
- There were underspendings totalling £2,995 across all Civic Functions headings, as these budgets were not fully utilised.
- Pressures on the IT budget have been reported throughout the financial year. Although the outturn expenditure of £19,345 exceeded the budget by £2,995, this was better than the forecast of £21,000 assumed in the 2020/21 Budget, which set a provision of £20,000 for next year.
- The various Devolved Services budgets underspent by £13,525, with variations against most budgets. This is to be expected: although tapering grant income was received in line with the budget, routine expenditure on management and maintenance of the devolved assets is still settling down following their transfer.
  - The Amended Budget provided for expenditure of £700 on the War Memorial, £780 on Bus Shelters and £750 on Signage, whereas there was no spend in the year on these headings.
  - Fairhill Park recorded expenditure of £2,537 against the budget of £3,570.
  - Advance expenditure of £1,200 on a contribution towards Eden DC's use of a step counter in Toilets created an overspending as this cost was expected in 2020/21.
  - Responsibility for Play Areas and Coronation Gardens did not transfer during 2019/20, so the budgets of £1,100 and £1,175 were unused.

- Expenditure of £585 on planting maintenance at Fairhill was met from deferred income received from United Utilities, resulting in an underspend of £310.
- The Amended Budget provided for £62,630 expenditure on Site Improvements at Fairhill; the majority of this would be grant-aided, leaving a net budget of £9,500. As the scheme had not commenced at 31 March, all grants received have been carried forward and the only expenditure was £73 on contract documents.
- The Community Caretaker budget overspent by £1,818. To an extent, this budget absorbs costs that would otherwise be charged directly to individual devolved assets.

In accordance with Council policy, a contribution equal to the difference between the cost of these services and a "marker" figure of £46,344 has been transferred to the Devolution Reserve. The contribution totals £45,244, which includes the £13,525 underspend on the services.

- The budget of £5,625 for Website Accessibility Regulations was underspent by £1,644. The ongoing commitment will be met by the IT budget in future.
- The Insurance budget overspent by £1,242, largely due to the transfer or acquisition of assets. Next year's budget has been increased to reflect the true cost of the cover.
- Accountancy Fees showed an underspending of £3,575, reflecting the amount of finance work now carried out in house. Although Legal Fees showed signs of overspending during the year, the outturn recorded a £612 underspend.
- The Subscriptions budget was overspent by £1,058; this heading will need to be reviewed in the 2021/22 budget process.
- Other than £2,496 urgent work at the Musgrave Monument, there was little demand for unforeseen repairs chargeable to the Repairs and Renewals budget, resulting in a £3,012 underspending.

### **B.5 Contingency Provision**

- The contingency provision of £5,000 is shown as fully underspent as costs have been allocated to the correct budget heading.

### **B.6 Transfer to/(from) Acquisitions Reserve**

- No contributions were made to or from the Acquisitions Reserve in the year.

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

- The Amended Budget expected that £59,541 would be taken from the General Reserve to fund expenditure in 2019/20. Because of outturn underspendings,

income exceeded expenditure by £54,893 so this amount has been transferred to the General Reserve. As described above, the variance of £114,434 arose from the following variations from budget:

	£
Income	1,073
Planning Committee	37,073
CCEG Committee	60,702
Finance Committee	10,586
Contingency	5,000
Total Underspending	<u>114,434</u>

- During the 2020/21 Budget process, a Forecast Outturn was produced for 2019/20, which anticipated that the Amended Budget would be underspent by some £62,000; the actual outturn underspending of £114,000 means that an extra £52,000 has been transferred to the reserve.

## B.8 Reserves

Overall, reserves at 31 March 2020 are at a higher level than anticipated in the Amended Budget. As noted above, a more up to date comparison can be made with the 2019/20 Forecast Outturn which was used in compiling the 2020/21 Approved Budget. The two comparisons show the following:

Balance at 31 March 2020	Amended Budget	Forecast Outturn	Actual Outturn
	£	£	£
Reserve:			
General	121,715	184,170	236,149
Devolution	87,534	100,279	101,059
Acquisitions	50,000	50,000	50,000
Total Reserves	<u>259,249</u>	<u>334,449</u>	<u>387,208</u>

- Two observations may be drawn from the accumulation of reserves. Firstly, in a normal year, the higher balances at year end would assist the Council in financing the 2021/22 Budget, including the planned contributions needed to reach the medium-term target level for reserves. However, the Council will need to consider expected demands for increased expenditure during 2020/21, eg from unfulfilled projects such as the Arts and Cultural Strategy, new initiatives like its Climate Change proposals and its response to the Covid-19 pandemic.

Secondly, the fact that the increase in balances arose from substantial outturn underspendings on several services suggests that spending targets may be over-optimistic and should be examined during the preparation of next year's budget.

- Part of the balance in the General Reserve has been created by underspendings in Planning Committee budgets. Going forward, the next significant financial commitment will be the Regulation 16 Public Consultation for the Neighbourhood Plan, however it is unlikely that this will be undertaken by EDC anytime soon. This in turn will delay the independent inspection by the Planning Inspectorate and the Referendum

### **C. Balance Sheet (Appendix B)**

Appendix B shows the Council's balance sheet as at 31 March 2020. The following points may be noted:

- Investments with three organisations total £344,532, reflecting the rationalisation carried out in accordance with the Council's agreed policy.
- The debtor balance of £1,662 comprises £1,326 overpaid accountancy fees and £336 estimated income from investments. A further £2,263 VAT will be recovered from HMRC.
- Prepayments of £5,082 include adjustments for office rent £1,875, IT support agreements £2,043, insurance, licences and subscriptions £1,035.
- The Cash at Bank balance of £69,132 is held at HSBC: the reduction from the March 2019 balance reflects the changes to investment practice.
- The sole Creditor balance at 31 March was £1,000 received from Cumbria CC towards the VE Day 75 event, which may not necessarily be transferrable to another event.
- Accruals of £4,999 comprise £4,141 of invoices for goods and services received by 31 March, but unpaid at that date, plus £858 of staff hours worked by 31 March, to be paid in 2020/21.
- The Payroll Control balance of £8,153 relates to the March payroll; this is payable in April to HMRC for income tax and national insurance and to Cumbria Pension Fund for superannuation.
- The Receipts in Advance figure of £21,311 is made up of £18,537 grants received towards the Fairhill Site Improvements project and the £2,774 remaining income received from United Utilities for planting maintenance at the same site.

## D. Conclusion

The outturn statement highlights a £114,000 underspending of the 2019/20 budget. This continues the trend for increasing underspends observed throughout the year, although some slight reduction or delay in spending may be due to the restrictions imposed because of the Coronavirus pandemic. A few headings overspent, however the substantial underspendings on many budgets suggests that these should be reviewed carefully in preparing the 2021/22 Budget.

The underspendings have resulted in the General Reserve balance being £52,000 higher than anticipated when setting the 2020/21 Budget. Although Financial Regulations state that unspent budgetary provisions at the year-end are to be transferred to the General Reserve and not carried forward into the following year, there will undoubtedly be requests for funds to be carried forward and these will need to be considered against other demands, notably Climate Change initiatives and the response to the Coronavirus pandemic.

Finally, the Council's balance sheet at 31 March 2020 shows it to be in a healthy financial position, with minimal debtors and creditors, its reserves invested in a range of organisations and a bank balance adequate to fund cash flow requirements.

## 4. FINANCE IMPLICATIONS

This report is concerned solely with financial accounting and management.

## 5. RISK MANAGEMENT

RISK	CONSEQUENCE	CONTROLS REQUIRED
Income and expenditure are not monitored adequately.	The Council may not be aware of budgetary over or underspends or its overall financial position.	A sound budgetary control system with satisfactory reporting and identification of issues.
Financial accounts are not prepared properly.	Criticism from auditors and reputational damage.	Compliance with standard and sector specific accounting principles.

## 6. APPENDICES ATTACHED TO THIS REPORT

- Income & Expenditure and Balance Sheet statements

## 7. BACKGROUND PAPERS

- Transaction and trial balance reports from the Sage accountancy system
- Budget and Budgetary control working papers



## Penrith Town Council

### 2019/20 OUTTURN STATEMENT INCOME AND EXPENDITURE ACCOUNT

ACTUAL OUTTURN 2018/19	AMENDED BUDGET 2019/20	HEADING	ACTUAL OUTTURN 2019/20	Favourable/ (Adverse) Variance
£	£		£	£
		<b>INCOME</b>		
		<b>Precept:</b>		
417,739	437,813	Council Tax	437,813	0
8,058	7,940	<b>EDC - CTRS Grant</b>	7,940	0
		<b>Other Income:</b>		
865	30	Investment Interest	1,112	1,082
262	10	Miscellaneous Income	1	(9)
<b>426,924</b>	<b>445,793</b>	<b>TOTAL INCOME</b>	<b>446,866</b>	<b>1,073</b>
		<b>EXPENDITURE</b>		
		<b>PLANNING COMMITTEE:</b>		
5,906	0	Officer Support	1,423	(1,423)
800	0	Planning Consultancy	3,645	(3,645)
10,579	43,715	Consultation	1,574	42,141
<b>17,285</b>	<b>43,715</b>	<b>Planning Committee Total</b>	<b>6,642</b>	<b>37,073</b>
		<b>CCEG COMMITTEE:</b>		
790	30,000	<b>Town Projects</b>	5,806	24,194
		<b>Arts &amp; Entertainment:</b>		
0	5,000	Officer Support	215	4,785
0	5,000	Arts & Cultural Strategy	0	5,000
15,185	30,000	Events grants	22,884	7,116
<b>15,185</b>	<b>40,000</b>		<b>23,099</b>	<b>16,901</b>
23,967	16,000	<b>Environment:</b>		
630	500	Greening	16,491	(491)
24,597	16,500	Community gardeners/greening	0	500
<b>25,253</b>	<b>32,000</b>	<b>Community Grants</b>	<b>16,913</b>	<b>15,087</b>
		<b>Corporate Communications:</b>		
673	770	Advertising	1,515	(745)
1,286	1,020	Website	640	380
1,069	11,280	Community Engagement	7,239	4,041
0	1,040	Press Support	205	835
<b>3,028</b>	<b>14,110</b>		<b>9,599</b>	<b>4,511</b>
<b>68,853</b>	<b>132,610</b>	<b>CCEG Committee Total</b>	<b>71,908</b>	<b>60,702</b>
		<b>FINANCE COMMITTEE:</b>		
		<b>Staffing:</b>		
151,070	159,855	Salaries	160,610	(755)
13,968	15,120	National Insurance	14,495	625
26,339	27,345	Superannuation	28,167	(822)
859	3,300	Training & Expenses	2,291	1,009
<b>192,236</b>	<b>205,620</b>		<b>205,563</b>	<b>57</b>

ACTUAL OUTTURN 2018/19	AMENDED BUDGET 2019/20	HEADING	ACTUAL OUTTURN 2019/20	Favourable/ (Adverse) Variance
£	£		£	£
		<b>Accommodation:</b>		
5,658	7,700	Rent	7,500	200
1,467	1,850	Heat, Light & Water	1,559	291
1,198	650	Service Charges	634	16
218	220	Room Hire	529	(309)
317	330	Insurances	369	(39)
(96)	(100)	Letting Income	(24)	(76)
8,762	10,650		10,567	83
		<b>Civic Functions:</b>		
0	1,550	Civic Functions	387	1,163
783	1,000	Mayoral Expenses	0	1,000
0	500	Deputy Mayor's Expenses	0	500
135	400	Civic Regalia	67	333
8,239	0	Armistice Centenary Project Fund	0	0
9,157	3,450		454	2,996
		<b>Cost of Democracy:</b>		
1,131	300	Annual Meeting	188	112
0	5,420	Elections	1,893	3,527
133	200	Members' Expenses	687	(487)
0	500	Notice/Honours Board	0	500
1,264	6,420		2,768	3,652
18,361	16,350	<b>IT</b>	19,345	(2,995)
		<b>Devolved Services:</b>		
(1,400)	(1,400)	Bring Site	(1,400)	0
659	0	Allotments	(100)	100
(75)	650	War Memorial	(50)	700
(824)	870	Benches	538	332
953	(310)	Bus Shelters	(1,093)	783
(1,040)	(170)	Bandstand	(649)	479
54	290	Musgrave Monument	(60)	350
(8,576)	(6,340)	Fairhill Park	(7,377)	1,037
0	0	Toilets	1,200	(1,200)
0	1,100	Play Areas	0	1,100
0	1,175	Coronation Gardens	0	1,175
0	310	Fairhill United Utilities Planting Maintenance	0	310
(4,500)	9,500	Fairhill Site Improvements	73	9,427
0	750	Signage, etc	0	750
5,278	8,200	Community Caretaker	10,018	(1,818)
55,815	31,719	Contribution to Devolution Reserve	45,244	(13,525)
46,344	46,344		46,344	0
3,506	5,625	<b>GDPR/Website Accessibility Regulations</b>	3,981	1,644
		<b>Other Overheads:</b>		
2,867	2,300	Printing, Postage & Stationery	2,408	(108)
2,670	1,600	Audit Fees	1,441	159
2,304	2,300	Insurance	3,542	(1,242)
89	100	Bank Charges & Interest	86	14
9,923	7,800	Accountancy Fees	4,225	3,575
1,720	3,200	Legal Fees	2,588	612
319	250	Licences	65	185
1,494	2,000	Subscriptions	3,058	(1,058)
21,386	19,550		17,413	2,137
255	10,000	<b>Repairs &amp; Renewals</b>	6,988	3,012
301,271	324,009	<b>Finance Committee Total</b>	313,423	10,586
0	5,000	<b>Contingency</b>	0	5,000
50,000	0	<b>Transfer to/(from) Acquisitions Reserve</b>	0	0
437,409	505,334	<b>TOTAL EXPENDITURE</b>	391,973	113,361
(10,485)	(59,541)	<b>INCREASE/(DECR) IN GENERAL RESERVE</b>	54,893	114,434

ACTUAL OUTTURN 2018/19	AMENDED BUDGET 2019/20	HEADING	ACTUAL OUTTURN 2019/20	Favourable/ (Adverse) Variance
£	£		£	£
		<b>RESERVES:</b>		
		<b>General Reserve:</b>		
191,741	181,256	Balance brought forward 1 April	181,256	0
(10,485)	(59,541)	Increase/(decrease) in year	54,893	114,434
<u>181,256</u>	<u>121,715</u>	<b>Balance carried forward 31 March</b>	<u>236,149</u>	<u>114,434</u>
		<b>Devolution Reserve:</b>		
0	55,815	Balance brought forward 1 April	55,815	0
55,815	31,719	Contribution from Budget	45,244	13,525
<u>55,815</u>	<u>87,534</u>	<b>Balance carried forward 31 March</b>	<u>101,059</u>	<u>13,525</u>
		<b>Acquisitions Reserve:</b>		
0	50,000	Balance brought forward 1 April	50,000	0
50,000	0	Contribution from Budget	0	0
<u>50,000</u>	<u>50,000</u>	<b>Balance carried forward 31 March</b>	<u>50,000</u>	<u>0</u>
<u>287,071</u>	<u>259,249</u>	<b>TOTAL RESERVES 31 MARCH</b>	<u>387,208</u>	<u>127,959</u>



## Penrith Town Council

### 2019/20 OUTTURN STATEMENT BALANCE SHEET AS AT 31 MARCH 2020

31 MARCH 2019		31 MARCH 2020	
£	£	£	£
<b>Investments</b>			
0.00		84,998.50	
0.00		173,860.00	
<u>138,860.35</u>		<u>85,673.26</u>	
	138,860.35		344,531.76
<b>Current Assets</b>			
1,341.84		1,662.50	
3,898.20		2,262.94	
3,839.33		5,082.14	
<u>154,658.73</u>		<u>69,132.25</u>	
163,738.10		78,139.83	
<b>Current Liabilities</b>			
0.00		1,000.00	
5,989.82		4,999.33	
6,178.48		8,153.49	
<u>3,359.25</u>		<u>21,311.25</u>	
15,527.55		35,464.07	
	148,210.55		42,675.76
	<u><u>287,070.90</u></u>		<u><u>387,207.52</u></u>
<b>Net Current Assets</b>			
			42,675.76
<b>Represented by:</b>			
<b>Reserves</b>			
181,256.24	General Reserve		236,148.63
55,814.66	Devolution Reserve		101,058.89
50,000.00	Acquisitions Reserve		50,000.00
			<u><u>387,207.52</u></u>
	<u><u>287,070.90</u></u>		



# Extra Ordinary

## FULL COUNCIL

18 MAY 2020

**MATTER: INTERNAL AUDIT 2019/20**

- a) To receive the final Internal Audit narrative report for 2019/20 and the formal annual report contained within the Annual Governance and Accountability Return (AGAR).
- b) To review the effectiveness of the Internal Audit provision during 2019/20 and to seek re-appointment of the Internal Auditor.

**AUTHOR:** Jack Jones - RFO

**SUPPORTING MEMBER:** Cllr Roger Burgin -

Chair of Finance Committee

**ITEM NO:** 8 f

### RECOMMENDATION:

Council is recommended to:

- i. Receive the final Internal Audit narrative report and the formal Annual Internal Audit Report 2019/20 (Page 3 of the AGAR);
- ii. Consider the review of internal audit provision and confirm that the function has operated effectively during 2019/20; and
- iii. Approve the appointment of Mrs Jean Airey as the Town Council's Internal Auditor for 2020/21.

### 1. LAW

The Town Council resolved from 20 May 2019, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to adopt the General Power of Competence.

The Council is required to follow the governance and accounting regime set out in the Accounts and Audit Regulations 2015. These 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.

Previous versions of the Regulations required higher tiers of local government to annually review the effectiveness of their internal arrangements. Although this has now been subsumed within the annual review of the effectiveness of internal control arrangements, it remains good practice for all authorities.

## **2. LINKS TO COUNCIL PRIORITIES**

Effective internal audit provides independent assurance that the Council is acting appropriately within a robust internal control environment.

## **3. REPORT DETAILS**

The internal audit for 2019/20 has been carried out by Mrs Jean Airey. Her interim report was ratified by Council on 23 March 2020 and her final report is attached for Members' information and ratification. As part of the Council's AGAR submission to the External Auditors, PKF Littlejohn, the Internal Auditor is required to sign off an annual summary of her work. Mrs Airey's formal statement is attached, again for Members' attention and ratification. No concerns are raised in either of these documents.

Now that Mrs Airey's final report has been received, a review of the effectiveness of Internal Audit can be undertaken. There are two aspects to the review: meeting standards and characteristics of effectiveness. The RFO's assessment of the performance of Mrs Airey against relevant criteria is set out below, where it can be seen that her performance is considered to be totally satisfactory in all respects.

The March 2020 meeting also reviewed the Council's system of internal control for 2019/20, part of which acknowledged that its internal audit arrangements were effective. This more detailed review confirms that opinion and provides the evidence and justification for the re-appointment of the current Internal Auditor. If Council agrees with this assessment, it should re-appoint Mrs Airey as its Internal Auditor for 2020/21.

## **4. FINANCE IMPLICATIONS**

There are no direct finance implications arising from this report.

## 5. RISK MANAGEMENT

RISK	CONSEQUENCE	CONTROLS REQUIRED
<ul style="list-style-type: none"><li>The Council does not have a robust internal audit regime.</li></ul>	<ul style="list-style-type: none"><li>Irregularities are not detected leading to loss or waste of resources.</li><li>Criticism from external audit.</li><li>Reputational damage.</li></ul>	<ul style="list-style-type: none"><li>Appointment of an independent and competent internal auditor.</li><li>Agreement of an appropriate internal audit plan.</li></ul>

## 6. APPENDICES ATTACHED TO THIS REPORT

- Final Internal Audit Report 2019/20
- Formal Annual Internal Audit Report (AGAR Page 3)
- Review of Effectiveness of Internal Audit 2019/20

## 7. BACKGROUND PAPERS

- Accounts and Audit Regulations 2015

-

## Area 1: Meeting Standards

Standard	Evidence of achievement
1. Scope of internal audit	<p>The appointment of Mrs Jean Airey as Internal Auditor was confirmed by Council in May 2019. The terms of her engagement are formally agreed and documented.</p> <p>The Internal Auditor follows proper practice and meets national auditing standards. Internal audit work takes into account both the council's risk assessment and wider internal control arrangements.</p> <p>Internal audit work considers the Council's anti-fraud and corruption arrangements. The Internal Auditor has unfettered access to all areas of the Council's activities.</p>
2. Independence	<p>The Internal Auditor is independent from the Council and is not involved in its financial controls, procedures or decision making.</p> <p>Internal audit has direct access to those charged with governance and can seek information or explanations from any officer or Member of the Council.</p> <p>Reports are made in the Auditor's own name to management.</p>
3. Competence	<p>Mrs Airey has substantial experience in auditing and knowledge of auditing standards, having been an internal auditor to local councils in Cumbria for many years. She was Town Clerk to Keswick Town Council for 25 years and has delivered training on behalf of CALC.</p> <p>There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity.</p>
4. Relationships	<p>The Clerk and RFO are consulted on the internal audit coverage.</p> <p>Respective responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters.</p> <p>The responsibilities of Council members are understood, in particular the Finance Committee; training of Members is available as required.</p>
5. Audit Planning and Reporting	<p>The annual internal audit plan properly takes account of all the risks facing the Council.</p> <p>Mrs Airey provided her interim and final reports promptly after completion of her fieldwork.</p>

## Area 2: Characteristics of Effectiveness

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

## ITEM 8 F

### YEAR END REPORT BY THE INTERNAL AUDITOR – PENRITH TOWN COUNCIL FINANCIAL YEAR ENDING 31 MARCH 2020

I confirm I have, on the 20th April 2020 undertaken an internal audit for the period 1<sup>st</sup> January 2019 - 31<sup>st</sup> March 2020 in accordance with the Account and Audit Regulations (England) 2015 as outlined in the Audit Plan approved by Council and incorporating any new requirements as outlined in “Governance and Accountability for Local Councils” A Practitioners’ Guide (England) March 2019.

N.B. In preparing the Accounts the Responsible Financial Officer (RFO) has implemented the guidance in the revised Governance and Accountability for Local Councils” A Practitioners’ Guide (England) March 2020, which has necessitated a restatement of Boxes 4 & 6, Section 2 of the Annual Governance and Accountability Return (AGAR).

A comprehensive explanation of which is given in the RFO report, which is drafted for submission to Full Council on 18<sup>th</sup> May 2020.

In compliance with Government directives during the current coronavirus Covid 19 pandemic, the audit was carried out to comply with social distancing. Comprehensive documents and working papers were forwarded by e-mail to the Internal Auditor from the RFO, who was also available to assist with any further clarifications as required. Reference was also made to Penrith Town Council website to confirm compliance with other statutory obligations.

This report is to be read in conjunction with the audit report to cover the period 1<sup>st</sup> April 2019 -31<sup>st</sup> December 2019.

#### **1. Proper Bookkeeping**

A clear audit trail exists from all primary accounts, which are produced on the Sage accounting package. The manual transitions provide a clear audit trail to fulfil the format required by the Account and Audit Regulations. All records are balanced monthly and are accurate. Robust backup procedures exist to safeguard computer records.

#### **2. Standing Orders/Financial Regulations/Policy Documents/Transparency Legislation.**

**All statutory regulations and policy documents have been reviewed in the Current financial year and include all new legislation**

The website ensures the objectives of the Transparency Code are achieved. It fully informs the elector of the prudent spend of public monies, by the publishing of all required data.

#### **3. Invoice procedure**

A random check was made of invoices paid in the period. All comply with Financial Regulations and adheres to the principle of Best Value.

#### **4. VAT**

Vat has been recorded and the correct sum of 2262.94 has been identified, reconciled to accounts and claimed for the final month of the financial year. 1<sup>st</sup> January 2019 – 31<sup>st</sup> March 2020.

## **5. General Power of Competence.**

Confirmation of the continuing eligibility to use the General Power of Confidence was made at the Annual Meeting of the Council held on 20<sup>th</sup> May 2019

## **6. Risk Management**

The risk assessment documents were reviewed and adopted as noted in the first half-year report.

## **7. Internal Financial Controls**

The financial management system recommended by the Town Clerk and RFO subsequently adopted and approved by Council is extremely risk -adverse and fulfils all reporting requirements. There is a clear audit trail enabling verification of the accuracy of all documents produced by the External Accountant and the in-house team.

## **8. Register of Interest**

Copies of all documentation are retained on file and members fulfil their obligation to advise and declare as appropriate and update their personal register.

## **9. Budgetary Control**

A correct budget process is in place and the budget is monitored monthly. The accounting method enables immediate identification of monthly and cumulative spends to each budget heading. The financial reports presented by the Responsible Financial Officer (RFO) enables the council to readily address any budget under/overspends and if necessary make the relevant virements

## **10. Cash Balances at the Bank**

The balances at the bank as at the 31<sup>st</sup> March 2020 are considered adequate to enable the Council to meet budgeted projects and retain adequate cash reserves. Contained within the cash reserves and investments, are clearly identified sums earmarked for future projects and aimed at achieving the Council's long term plan, to build up a sustainable cash flow.

## **11. Income Controls**

All income is promptly banked upon receipt. No cash income

## **12. Officers Expenses/Corporate Debit Card.**

Officers' spend is undertaken via a debit card which is charged to the Council's bank account when items are presented.

A reconciled account is notified to the members at each meeting.

Sums drawn are allocated to the appropriate budget head and VAT is identified and claimed.

## **13. Payroll Controls**

PAYE/NIC records are undertaken internally and are properly operated and up to date.

All statutory payments to HMRC and the Pension provider have been made. The accuracy of the deductions and payments is confirmed.

**14. Asset Control**

The Asset Register, as updated, will be adopted at the Council meeting to be held on the 18<sup>th</sup> May 2020 to ensure acquisitions and disposals incurred up until 31<sup>st</sup> March 2020, as appropriate, are included in the completed register. The sum of £46,992.59 is verified and documented in the Annual Governance and Accountability Return (AGAR). All assets are adequately covered by insurance.

**15. Bank Reconciliation**

The core cash accounts are reconciled to the bank statements monthly and accurately state the financial cash position of the council. A member validates the information by a signature on the relevant bank statement/s.

**16. Year End Accounts**

Penrith Town Council produces accounts on an Income and Expenditure basis as required by the Accounts and Audit Regulations

**Conclusion.**

It is confirmed that Penrith Town Council is fully compliant with all Account and Audit Regulations, Transparency Legislation and all other statutory requirements.

In concluding the Internal Audit for the financial year 2019/20 I thank the Officers for the provision of meticulous records, particularly the working papers reconciling the Sage accounts to the AGAR.



A rectangular box containing a blacked-out signature, with a handwritten mark resembling 'G' or 'D' below it.

**Georgina D. Airey – Internal Auditor. 21<sup>st</sup> April 2020.**

# Annual Internal Audit Report 2019/20

## PENRITH TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. <b>IF</b> the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
<b>M. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

Date(s) internal audit undertaken

10/02/2020      21/04/2020

Name of person who carried out the internal audit

GEORGINA D. AIREY

Signature of person who carried out the internal audit



Date

21/04/2020

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

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

## Section 1 – Annual Governance Statement 2019/20

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 2020, 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.	Yes		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Yes		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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.	Yes		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.	Yes		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
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.	Yes		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	Yes		<i>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.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	Yes		<i>responded to matters brought to its attention by internal and external audit.</i>
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.	Yes		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
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 <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
	N/A		

\*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:

18/05/2020

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

**Other information required by the Transparency Codes** (not part of Annual Governance Statement)  
Authority web address

AUTHORITY WEBSITE ADDRESS



# Extra Ordinary

## FULL COUNCIL

18 MAY 2020

**MATTER:** ANNUAL GOVERNANCE AND  
ACCOUNTABILITY RETURN (AGAR) 2019/20:  
ACCOUNTING STATEMENTS (Section 2)

**AUTHOR:** Jack Jones - RFO

**SUPPORTING MEMBER:** Cllr Roger Burgin -

Chair of Finance Committee

**ITEM NO:** 8 h

### RECOMMENDATION:

Council is recommended to:

- a) ratify the Accounting Statements 2019/20 (Section 2 of the AGAR); and
- b) authorise the Chairman of the Council to sign the Statements on behalf of the Council prior to their submission by the RFO to the External Auditor.

### 1. LAW

The Town Council resolved from 20 May 2019, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to adopt the General Power of Competence.

The Council is required to follow the governance and accounting regime set out in the Accounts and Audit Regulations 2015. Statutory proper practice issued under these Regulations has been issued in the JPAG publication "Governance and Accountability for Smaller Authorities in England". This document is the mandatory guide to completion of the statutory Annual Governance and Accountability Return (AGAR) and it describes how accounting transactions are to be treated and reported.

## **2. LINKS TO COUNCIL PRIORITIES**

Adherence to proper governance and accounting practice avoids adverse comments from Auditors, which could lead to reputational damage.

## **3. REPORT DETAILS**

### **3.1 The Accounting Statements**

The Accounting Statements prepared in accordance with the Practitioners' Guide represent a highly summarised of the Council's transactions for the year. They are also, in a sense, incomplete, as they do not record the Council's full balance sheet, only the cash and reserves figures at year end.

The Practitioners' Guide recommends that Members have access to a reconciliation between the financial ledger (cash book) and the Accounting Statements. The appendix provides that reconciliation, showing both how Sage ledger balances are analysed into the AGAR format and also how those balances correspond to the formal outturn statement. The Guide does not require Councils to account separately for fixed assets but to keep a memorandum summary in their asset register. The asset value shown in the Accounting Statement is therefore derived directly from the Council's register.

As noted in the accompanying report on the JPAG Practitioners' Guide, adoption of the 2020 edition for the 2019/20 Accounts means that the previous year's figures in the Accounting Statements have to be amended and restated to take account of staff expenses now being included in Other Expenditure rather than Staff Costs. In 2018/19, £226 of mileage expenses were recorded as Staff Costs; the effect is to move £226 from that heading to Other Expenditure. This change has been made in the attached Section 2 of the AGAR.

The reconciliation and the attached draft Section 2 of the AGAR have been reviewed by Members of the Finance Committee, who were satisfied with the documents. The AGAR has been signed by the RFO as required by the guidance. If Council is satisfied with the statement, the Chairman will be asked to sign the statement on behalf of the Council.

### **3.2 Audit of the AGAR and Exercise of Public Rights**

The critical deadlines for these procedures have been changed by statute to allow for the operational limitations caused by the Covid-19 crisis. The normal process for the approval and audit of the AGAR is as follows:

- Approval of the Accounting Statements must take place after approval of the Annual Governance Statement (AGS). The exercise of public rights has to be a period of 30 working days which includes the first 10 working days of July.

To comply with this, the RFO would opt for the period from 8 June to 17 July; during this time, members of the public are able to examine the accounts and supporting documentation. To meet this timescale, the unaudited Accounts and AGS would have to be published on the Council's website on 29 May.

- The AGAR comprises the AGS, the Accounting Statements and the Internal Auditor's report. The full AGAR would have to be submitted, with supporting information, to the External Auditors, PKF Littlejohn, by 1 July. After their sign-off, the full audited Return must be published on the Council's website by 30 September.

The revised deadlines for 2019/20 are as follows:

- The period for the exercise of public rights can be any 30 working days starting on or before 1 September 2020. The Council must explain on its website the reasons for any change in its normal practice for the inspection period.
- The unaudited Accounts and AGS must be published at least the day before the start of the inspection period.
- The AGAR and supporting information must be submitted to the External Auditors by 31 July 2020.
- The full audited Return must be published by 30 November 2020.

Although the revised deadlines offer a longer timescale than usual, PKF Littlejohn encourage Councils to adhere to the normal deadlines if possible. For this and workload reasons, the RFO intends to keep to the same timescale as last year, as outlined above.

#### **4. FINANCE IMPLICATIONS**

There are no direct finance implications arising from this report.

#### **5. RISK MANAGEMENT**

<b>RISK</b>	<b>CONSEQUENCE</b>	<b>CONTROLS REQUIRED</b>
Transactions are recorded incorrectly or inconsistently in statutory returns.	Criticism from internal/external audit; reputational damage.	Adherence to the correct principles for the recording and reporting of the Council's transactions.

## **6. APPENDICES ATTACHED TO THIS REPORT**

- Reconciliation between Sage financial ledger and AGAR Section 2
- Draft AGAR Section 2

## **7. BACKGROUND PAPERS**

- Transaction and trial balance reports from the Sage accountancy system
- 2019/20 and 2018/19 outturn working papers
- JPAG Practitioners' Guides 2019 and 2020 Editions

AGAR Reconciliation to Accounting System 2019/20			Line 1	Line 2	Line 3	Line 4	Line 6	Line 7	Line 8	Balance Sheet Items not returned on AGAR
Summary Heading	Detailed Account	Sage Nominal Code	Sage Trial Balance 31 March 20	Balances b/fwd	Annual Precept	Other Income	Staff Costs exclis mileage	Other Expenditure	Balances c/fwd	Cash & Short term Balances
Debtors	Debtors Control Account	1100	0.00							0.00
	Sundry Debtors	1101	1,326.00							1,326.00
	Other Debtors	1105	336.50							336.50
	Deposits Paid	1110	0.00							0.00
Prepayments	Prepayments	1115	5,082.14							5,082.14
Cash at Bank	Unity Trust	1200	0.00							0.00
	HSBC	1205	69,132.25							69,132.25
Investments	Cumberland Building Society	1216	84,998.50							84,998.50
	CCLA Public Sector Deposit Fund	1217	173,860.00							173,860.00
	Penrith Building Society	1218	85,673.26							85,673.26
Creditors	Creditors Control Account	2100	0.00							0.00
	Sundry Creditors	2105	(1,000.00)							(1,000.00)
Accruals	Accruals	2110	(4,999.33)							(4,999.33)
Receipts in Advance	Receipts in Advance	2115	(21,311.25)							(21,311.25)
Debtor - VAT	V.A.T. Sales Control Account	2200	0.00							0.00
	V.A.T. Purchase Control Account	2201	0.00							0.00
	VAT Liability	2202	2,262.94							2,262.94
Creditor - Payroll Control	Payroll Control	2210	(8,153.49)							(8,153.49)
Reserves	General Reserve	3000	(181,256.24)	(181,256.24)					(181,256.24)	
	Devolution Reserve	3010	(101,058.89)	(101,058.89)					(101,058.89)	
	Acquisitions Reserve	3015	(50,000.00)	(50,000.00)					(50,000.00)	
	Profit and Loss Account	3200	0.00	0.00					(100,136.62)	
Precept	Precept	4000	(437,813.00)		(437,813.00)					
CTRS Grant	CTRS Grant	4010	(7,940.00)		(7,940.00)					
Investment Income	Investment Income	4100	(1,111.49)		(1,111.49)					
Miscellaneous Income	Miscellaneous Income	4200	(1.20)		(1.20)					
Officer support	Officer Support	5000	1,423.31			1,423.31	0.00			
Planning consultancy	Planning Consultancy	5100	3,644.82				3,644.82			
Consultation events	Consultation	5200	1,574.03			1,554.03	20.00			
Block allocation	Block Allocation	5300	0.00				0.00			
Sports and recreation	Town Projects	6000	5,805.83				5,805.83			
Arts and entertainment	Officer Support	6100	215.38			215.38	0.00			
	Arts & Cultural Strategy	6101	0.00				0.00			
	Devolved Events Grants	6110	22,883.70			1,560.80	21,322.90			
Environment	Greening: Penrith In Bloom	6200	16,490.97			5,545.75	10,945.22			
	Greening: Britain In Bloom	6210	0.00				0.00			
	Community Gardeners/Greening	6220	0.00				0.00			
	Local Govt Act 1972 Section 137 Grants	6400	6,484.00				6,484.00			
Grants	Local Govt Act 1972 Section 144 Grants	6401	10,429.00				10,429.00			
	Local Govt Act 1972 Section 145 Grants	6402	0.00				0.00			
	Transport Act 1985 Section 106A Grants	6403	0.00				0.00			
	Open Spaces Act 1906 Grants	6404	0.00				0.00			
	Local Govt & Rating Act 1997, Section 26-29	6405	0.00				0.00			
	Public Health Act 1936 Section 234	6406	0.00				0.00			
	Local Govt (Misc Provisions) Act 1976 Section	6407	0.00				0.00			
Corporate communications	Advertising	7500	1,515.00				1,515.00			
	Website	7510	640.20				640.20			
	Community Engagement	7520	7,238.61			2,164.89	5,073.72			
	Press Support	7530	205.00				205.00			
Staffing	Salaries	7000	160,610.08			160,610.08				
	National Insurance	7010	14,495.18			14,495.18				
	Superannuation	7020	28,167.32			28,167.32				
	Training & Expenses	7030	2,291.03			0.00	2,291.03			

AGAR Reconciliation to Accounting System 2019/20		Sage Nominal Code	Sage Trial Balance 31 March 20	Line 1	Line 2	Line 3	Line 4	Line 6	Line 7	Line 8	Balance Sheet Items not returned on AGAR
Summary Heading	Detailed Account			Balances b/fwd	Annual Precept	Other Income	Staff Costs excls mileage	Other Expenditure	Balances c/fwd	Cash & Short term Balances	
Accommodation	Rent	7100	7,500.00					7,500.00			
	Heat, Light & Water	7110	1,558.63					1,558.63			
	Service Charges	7120	633.60					633.60			
	Room Hire	7130	528.80					528.80			
	Insurances	7140	369.18					369.18			
	Letting Income	7190	(24.00)			(24.00)					
Civic functions	Civic Functions	7200	387.20					387.20			
	Mayoral Expenses	7210	0.00					0.00			
	Deputy Mayor's Expenses	7211	0.00					0.00			
	Civic Regalia	7220	66.50					66.50			
	Armistice Centenary Project Fund	7230	0.00					0.00			
Cost of democracy	Annual Meeting	7300	187.80					187.80			
	Elections	7210	1,892.50					1,892.50			
	Member Expenses	7320	686.95					686.95			
	Notice/Honours Board	7330	0.00					0.00			
IT	IT	7400	19,346.16				19,346.16				
Devolved services	Bring Site	7600	(1,400.00)			(1,400.00)		0.00			
	Allotments	7605	(100.00)			(450.00)		350.00			
	War Memorial	7610	(50.00)			(50.00)		0.00			
	Benches	7615	538.09			(714.05)		1,252.14			
	Bus Shelters	7620	(1,093.00)			(1,093.00)		0.00			
	Bandstand	7625	(648.57)			(2,541.00)		1,892.43			
	Musgrave Monument	7630	(60.35)			(525.00)		464.65			
	Fairhill Park	7635	(7,376.62)			(9,914.00)		2,537.38			
	Toilets	7640	1,200.00					1,200.00			
	Play Areas	7645	0.00					0.00			
	Coronation Gardens	7650	0.00					0.00			
	Fairhill United Utilities Planting Maintenance	7660	0.00			(585.00)		585.00			
	Fairhill Site Improvements (UU)	7661	72.67					72.67			
	Signage, Etc	7540	0.00					0.00			
	Community Caretaker	7680	10,017.55					10,017.55			
	Contribution To Devolution Reserve	7690	45,244.23	45,244.23					45,244.23		
Data Protection	Website Accessibility Regs	7700	3,981.00					3,981.00			
Other overheads	Printing, Postage & Stationery	7800	2,408.05					2,408.05			
	Postage (dnu)	<del>7810</del>	0.00					0.00			
	Audit Fees	7820	1,441.20					1,441.20			
	Insurance	7830	3,542.40					3,542.40			
	Bank Charges & Interest	7840	86.26					86.26			
	Accountancy Fees	7850	4,225.00					4,225.00			
	Legal Fees	7855	2,587.81					2,587.81			
	Licences	7860	65.00					65.00			
Repairs and Renewals	Subscriptions	7870	3,057.89				3,057.89				
Repairs & Renewals	Repairs & Renewals	7900	6,987.91				6,987.91				
Contribution to/from General Reserves	Contribution from General Reserves	8000	0.00					0.00			
	Contribution to Acquisitions Reserve	8010	0.00						0.00		
Contingency	Contingency	8050	0.00				0.00				
Suspense Account	Suspense Account	9998	0.00				0.00				
			0.00	(287,070.90)	(437,813.00)	(26,348.74)	215,736.74	148,288.38	(387,207.52)	413,664.01	(26,456.49)

AGAR: Rounded Return

(287,071)	(437,813)	(26,349)	215,737	148,288	(387,208)	413,664	n/a
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## Section 2 – Accounting Statements 2019/20 for

### PENRITH TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	191,740	287,071	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	417,739	437,813	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	58,251	26,349	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 <i>Restated</i>	205,364	215,737	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 <i>Restated</i>	175,295	148,288	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	287,071	387,208	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	293,519	413,664	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	38,070	46,993	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).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. <i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>
		✓	

I certify that for the year ended 31 March 2020 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

*Jack Jones*

Date

18 April 2020

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

as recorded in minute reference:

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



# FULL COUNCIL

18 MAY 2020

**MATTER:** COMMUNITY CARETAKER CONTRACT

**AUTHOR:** Ian Parker – Services and Contracts Manager

**SUPPORTING MEMBER:** Cllr Scott Jackson -  
Lead Member Devolution

**ITEM NO:** 8 i

## RECOMMENDATIONS:

To ratify the Services and Contracts Manager's proposal to extend the Community Caretaker Contract by a further 12 months, effective from the 25 June 2020, noting that the contract will need to be retendered for the period after the 25 June 2021.

### 1. LAW

The Town Council resolved from 20 May 2019, 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.

### 2. LINKS TO COUNCIL PRIORITIES

The Community Caretaker Contract contributes to the Council's Health and Wellbeing priority. This priority sets out to assume responsibility for devolved assets and services that contributes to the quality of life for residents and visitors and preserves and enhances the nature of the town.

### 3. REPORT DETAILS

- 3.1 The Council's Staff Sub Committee, November 2017 recommended that a Community Caretaker role would form a new external contract post.
- 3.2 The Community Caretaker Contract is for 10 hours per week, and the principle role is to inspect and maintain the Council's assets which are within the Council's ownership. The Contractor undertakes its duties in accordance with an agreed schedule of works as set out in Appendix A.
- 3.3 The Community Caretaker Contract was advertised on 24 April 2018, and the Finance Committee 11 June 2018, approved the appointment of the Community Caretaker Contract. The Contractor commenced the contract on the 25 June 2018 for an initial 12-month period.
- 3.4 The terms of contract allow the Council to extend the Community Caretaker Contract for two additional one-year extensions beyond the first year. The Finance Committee, 29 April 2019 approved that the contractor had its initial contract extended for a further 12 months to be effective from the 25 June 2019 to 25 June 2020.
- 3.5 During the period of the contract the contractor has performed its duties in accordance with the Schedule of Works. The Council has further benefitted from the resources available from the Contractor which has allowed for the response and completion of emergency and additional works in the last 12 months as set out in Appendix B.
- 3.6 The Council in the delivery of the contract is further able to benefit from a range of experience and skills that the Contractor has at its disposal, including a Contract Manager, Contract Supervisors, Electrician, Joiner, street works team, grounds maintenance operatives. The current contractor has been able to supply 365-day asset support and emergency cover for the Council whilst also being able to proactively respond to instructions.
- 3.7 As lead officer for the contract as Services and Contracts manager, I am satisfied that the Community Caretaker Contract be extended for a further 12 months to be effective from 25 June 2020. The contract will need to be retendered for the period after the 25 June 2021.

#### **4. FINANCE IMPLICATIONS**

- 4.1 The Community Caretaker Contract is for 10 hours per week, 520 hours per annum, at a base rate of £15.00 per hour in 2018/19. A transport allowance of £0.45p per mile is paid.

- 4.2 The contract agreement sets out that the contract value will be increased by the Retail Price index as at the 31 March. During the 2019/20 financial year an increase of 2.5% was applied increasing the hourly rate to £15.37 and £0.46p per mile.
- 4.3 For the 12-month period from the 25 June 2020 the hourly rate will increase to £15.74 and £0.47p per mile. This is based on the Retail Price Index figure of 2.4% at the 31 March 2020.

## 5. RISK MANAGEMENT

<b>RISK</b>	<b>CONSEQUENCE</b>	<b>CONTROLS REQUIRED</b>
Not extending the current contract - time	Time delays in recruiting a replacement contractor.  Assets at risk of damage and lack of upkeep.	Extend contract as recommended
Not extending the current contract – reputation	Reputation risk to the Council as the existing contractor has performed in accordance with the schedule of works	Extend contract as recommended
Not extending the contract – reduced quality	Assets are not maintained to the Council's standard	Extend contract as recommended.
Not extending the contract – reduced resilience	An alternative contractor may not offer the breadth of skills or cover which the Council requires	Extend contract as recommended.

## **6. APPENDICES ATTACHED TO THIS REPORT**

**A:** Schedule of Works

## **7. BACKGROUND PAPERS**

- Staff Sub Committee, November 2017
- Finance Committee, 13 November 2017
- Finance Committee, 11 June 2018
- Finance Committee, 29 April 2019

## SCHEDULE OF WORKS

Asset	Task
Cornmarket Bandstand	Annual Gutter Clean Cleaning / washing of seats within bandstand weekly
Musgrave Monument	To maintain in a neat tidy condition via a weekly check. Weekly visual check that the clock faces.
Fairhill Playing Field	Weekly play area visual check for litter and vandalism. Weekly check of vehicle gate
War Memorial	Annual clean in advance of the Remembrance Sunday Service Weekly check for litter, graffiti, damage
Seats and Benches	Penrith Town Council officer to undertake a monthly inspection of all 45 seats. Any works will be undertaken by an instruction. A programme of painting / staining will be agreed as required
Bus Shelters	Clean windows weekly Penrith Town Council officer to undertake a monthly inspection of the bus shelters. Any works will be undertaken by an instruction.
Allotments	No routine works
Bring Site (Morrisons)	Twice weekly inspection Clean / sweep as required Report fly tipping as required
Signage	No routine works. Penrith Town Council officer to undertake a monthly inspection of the signage. Any works will be undertaken by an instruction.

## ADDITIONAL WORKS YR 2

Task	Outcome
Remove vandalised seat on Beacon Edge	To comply with health and safety requirements
Install new benches purchased by the Town Council	To improve the amenity of the town
Strimming around seats on Greengill Lane	To improve the amenity of the town
Repaint steps at Cornmarket Bandstand	To comply with health and safety requirements
Install parking disc holders in Great Dockray	To meet requests of the community
Weedspray Cornmarket Bandstand area	To improve the amenity of the town
Lay and remove pavers at St Andrews War Memorial	To support Armistice event
Store removed seats and benches prior to viewing and sale	Allow for secure storage.
Replacement of damaged items on play equipment at Fairhill	To comply with health and safety requirements
Remove homemade ladder from tree at Fairhill	To comply with health and safety requirements.



# Penrith Town Council

Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR  
 Tel: 01768 899 773 Email: office@penrithtowncouncil.co.uk

## RECORD OF DECISION TAKEN PURSUANT TO DELEGATED POWERS AND PUBLISHED IN ACCORDANCE WITH THE OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014

1. Date of decision	March 2020
2. Name of officer making decision	V.TUNNADINE
3. Details of decision	Purchase of IT equipment and advanced software licences to enable officers to work from home, make and receive telephone calls from home, and to provide Microsoft Teams "live Event" for virtual meetings
4. Scheme of Delegation	<p><b>The Council's approved Scheme of Delegation</b> allows:</p> <p>"7.1 Matters of urgency, as determined by the Town Clerk (or in his/her absence another Officer) shall be delegated to the relevant officer in consultation with the Chairman and Vice-Chairman of the appropriate Committee subject to a report being made to the next meeting of the appropriate Committee."</p>
5. Covid 19 delegation	<p><b>Infectious Disease Policy 1.13 and 1.14</b></p> <p>To allow the council to operate a delegation of executive authority will be provided to the Town Clerk and Services and Contracts Manager, Responsible Finance Officer and Council Solicitor. The authority will enable executive officers to take action in consultation with the Chair and Deputy Chair of the Council, (in the absence of either the Chair or Vice Chair of the Council, a chair or vice chair of a Council Committee), on matters arising, urgent matters and any new guidance which impacts</p>

	<p>on service deliverability, subject to a report being made to the next meeting of the Full Council.</p> <p>Decisions under this delegation may be made digitally/remotely.</p>
<b>6. Legal powers<sup>1</sup></b>	GPC
<b>7. Consultation undertaken (state dates)<sup>2</sup></b>	<p>Email discussions with Members and extensive conversations with IT provider</p> <p>Review of advice and guidance from NALC, ADSO and LGA</p>
<b>8. Matters considered<sup>3</sup></b>	Virtual meetings – review of different platforms and how they would align with the Council’s current software and Cyber Essentials Plus accreditation.
<b>9. Alternative options considered and rejected</b>	Zoom, Go to Meetings
<b>10 Reason for decision<sup>4</sup></b>	PTC has office 365 in place. Prior to the lockdown quotes had been received to enhance the Teams licence to enable the Council operations to go paperless using Teams so the decision was made to purchase the enhance business licences to allow for virtual meetings and to support the Councils priorities regarding climate change.
<b>11 Conflict(s) of interest declared by Council Member(s) consulted</b>	<p>No</p> <p><b>(if yes, state date of dispensation granted by council)</b></p>

<sup>1</sup> Specify what statutory power enables the Council to make this decision.

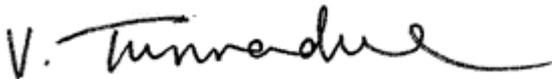
<sup>2</sup> Specify what consultation has been undertaken, for example, with service users, the public, representative groups and with councillors.

<sup>3</sup> Where relevant you should include reference to matters the law requires the decision maker to have regard to.

<sup>4</sup> Delegated decisions may be challenged by judicial review, and reasons should therefore be given as to why the decision was taken.

**12 Financial/budgetary implications** Budget allocation available via IT

I confirm that the power to make this decision has been delegated to me pursuant to the Council's Standing Orders and any applicable Scheme of Delegation made under it, and that I have taken all relevant matters into account in making this decision.

**Signed:** 

**Job title:** Town Clerk

**Date:** 04/05/2020

**Approved May 2015 – Review Annually**



# Penrith Town Council

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

## RECORD OF DECISION TAKEN PURSUANT TO DELEGATED POWERS AND PUBLISHED IN ACCORDANCE WITH THE OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014

<b>1 Date of decision</b>	<b>March 2020</b>
<b>2 Name of officer making decision</b>	<b>V.TUNNADINE</b>
<b>3 Details of decision</b>	To create a new section on the website for climate change.
<b>4 Scheme of Delegation</b>	<b>The Council's approved Scheme of Delegation</b> allows: "7.1 Matters of urgency, as determined by the Town Clerk (or in his/her absence another Officer) shall be delegated to the relevant officer in consultation with the Chairman and Vice-Chairman of the appropriate Committee subject to a report being made to the next meeting of the appropriate Committee."
<b>5 Covid 19 delegation</b>	<b>Infectious Disease Policy 1.13 and 1.14</b> To allow the council to operate a delegation of executive authority will be provided to the Town Clerk and Services and Contracts Manager, Responsible Finance Officer and Council Solicitor. The authority will enable executive officers to take action in consultation with the Chair and Deputy Chair of the Council, (in the absence of either the Chair or Vice Chair of the Council, a chair or vice chair of a Council Committee), on matters arising, urgent matters and any new guidance

	which impacts on service deliverability, subject to a report being made to the next meeting of the Full Council. Decisions under this delegation may be made digitally/remotely.
<b>6 Legal powers<sup>1</sup></b>	GPC
<b>7 Consultation undertaken (state dates)<sup>2</sup></b>	Email discussion with IT provider
<b>8 Matters considered<sup>3</sup></b>	Format, website appearance and accessibility
<b>9 Alternative options considered and rejected</b>	Not applicable
<b>1 Reason for decision<sup>4</sup></b>	Climate change is an essential Council priority that supports community and business resilience.
<b>1 Conflict(s) of interest declared by Council Member(s) consulted</b>	No  <b>(if yes, state date of dispensation granted by council)</b>
<b>1 Financial/budgetary implications</b>	Budget allocation available

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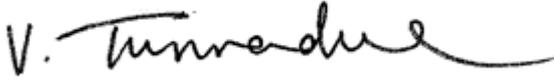
<sup>1</sup> Specify what statutory power enables the Council to make this decision.

<sup>2</sup> Specify what consultation has been undertaken, for example, with service users, the public, representative groups and with councillors.

<sup>3</sup> Where relevant you should include reference to matters the law requires the decision maker to have regard to.

<sup>4</sup> Delegated decisions may be challenged by judicial review, and reasons should therefore be given as to why the decision was taken.

I confirm that the power to make this decision has been delegated to me pursuant to the Council's Standing Orders and any applicable Scheme of Delegation made under it, and that I have taken all relevant matters into account in making this decision.

**Signed:** 

**Job title:** Town Clerk

**Date:** 09/04/2020

**Approved May 2015 – Review Annually**



# Penrith Town Council

Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR  
Tel: 01768 899 773 Email: [office@penrithtowncouncil.co.uk](mailto:office@penrithtowncouncil.co.uk)

## RECORD OF DECISION TAKEN PURSUANT TO DELEGATED POWERS AND PUBLISHED IN ACCORDANCE WITH THE OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014

1. Date of decision	09/04/2020
2. Name of officer making decision	V.TUNNADINE
3. Details of decision	To provide a donation of £3,000 to Penrith Foodbank
4. Scheme of Delegation	<p><b>The Council's approved Scheme of Delegation</b> allows:</p> <p>"7.1 Matters of urgency, as determined by the Town Clerk (or in his/her absence another Officer) shall be delegated to the relevant officer in consultation with the Chairman and Vice-Chairman of the appropriate Committee subject to a report being made to the next meeting of the appropriate Committee."</p>
5. Covid 19 delegation	<p><b>Infectious Disease Policy 1.13 and 1.14</b></p> <p>To allow the council to operate a delegation of executive authority will be provided to the Town Clerk and Services and Contracts Manager, Responsible Finance Officer and Council Solicitor. The authority will enable executive officers to take action in consultation with the Chair and Deputy Chair of the Council, (in the absence of either the Chair or Vice Chair of the Council, a chair or vice chair of a Council Committee), on matters arising, urgent matters and any new guidance which impacts on service deliverability, subject to a report being made to the next meeting of the Full Council. Decisions under this delegation may be made digitally/remotely.</p>

<b>6. Legal powers<sup>1</sup></b>	GPC
<b>7. Consultation undertaken (state dates)<sup>2</sup></b>	Email discussion
<b>8. Matters considered<sup>3</sup></b>	Foodbanks are not eligible to apply to Cumbria Community Foundation and do not have the resources to seek grant support.
<b>9. Alternative options considered and rejected</b>	Not applicable
<b>10 Reason for decision<sup>4</sup></b>	Penrith Foodbank is an essential key service during the Covid-19 crisis and the donation would enhance their business continuity and resilience.
<b>11 Conflict(s) of interest declared by Council Member(s) consulted</b>	No  <b>(if yes, state date of dispensation granted by council)</b>
<b>12 Financial/budgetary implications</b>	Budget allocation available via Mayor and Deputy Mayor allowance and Town Projects  Request made by the Mayor and Deputy Mayor as part of their civic responsibilities

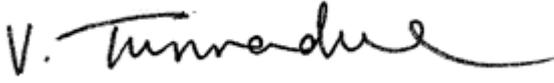
<sup>1</sup> Specify what statutory power enables the Council to make this decision.

<sup>2</sup> Specify what consultation has been undertaken, for example, with service users, the public, representative groups and with councillors.

<sup>3</sup> Where relevant you should include reference to matters the law requires the decision maker to have regard to.

<sup>4</sup> Delegated decisions may be challenged by judicial review, and reasons should therefore be given as to why the decision was taken.

I confirm that the power to make this decision has been delegated to me pursuant to the Council's Standing Orders and any applicable Scheme of Delegation made under it, and that I have taken all relevant matters into account in making this decision.

**Signed:** 

**Job title:** Town Clerk

**Date:** 09/04/2020

**Approved May 2015 – Review Annually**



# Penrith Town Council

Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR  
Tel: 01768 899 773 Email: [office@penrithtowncouncil.co.uk](mailto:office@penrithtowncouncil.co.uk)

## RECORD OF DECISION TAKEN PURSUANT TO DELEGATED POWERS AND PUBLISHED IN ACCORDANCE WITH THE OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014

### ITEM 9 D

- |   |  |
|---|--|
| <b>1. Date of decision</b>                | <b>04/05/2020</b>  |
| <b>2. Name of officer making decision</b> | <b>V.TUNNADINE</b>   |
| <b>3. Details of decision</b>             | Organisation, funding, and delivery of craft boxes for children in school in Penrith who are in receipt of free school meals to assist with home schooling.  |
| <b>4. Scheme of Delegation</b>            | <b>The Council's approved Scheme of Delegation</b> allows:<br>"7.1 Matters of urgency, as determined by the Town Clerk (or in his/her absence another Officer) shall be delegated to the relevant officer in consultation with the Chairman and Vice-Chairman of the appropriate Committee subject to a report being made to the next meeting of the appropriate Committee."   |
| <b>5. Covid 19 delegation</b>             | <b>Infectious Disease Policy 1.13 and 1.14</b><br>To allow the council to operate a delegation of executive authority will be provided to the Town Clerk and Services and Contracts Manager, Responsible Finance Officer and Council Solicitor. The authority will enable executive officers to take action in consultation with the Chair and Deputy Chair of the Council, (in the absence of either the Chair or Vice Chair of the Council, a chair or vice chair of a Council Committee), on matters arising, urgent matters and any new guidance which impacts |

	on service deliverability, subject to a report being made to the next meeting of the Full Council.  Decisions under this delegation may be made digitally/remotely.
<b>6. Legal powers<sup>1</sup></b>	GPC
<b>7. Consultation undertaken (state dates)<sup>2</sup></b>	Email discussion with Members, chair and CCC Eden Emergency Response Team
<b>8. Matters considered<sup>3</sup></b>	Alternative sources of funding to spread the cost
<b>9. Alternative options considered and rejected</b>	Not applicable
<b>10 Reason for decision<sup>4</sup></b>	The project supported the ethos and purpose Town Council's emergency response plan to support those people in need during a national crisis.
<b>11 Conflict(s) of interest declared by Council Member(s) consulted</b>	No  <b>(if yes, state date of dispensation granted by council)</b>
<b>12 Financial/budgetary implications</b>	Budget allocation available via the Town Centre projects fund

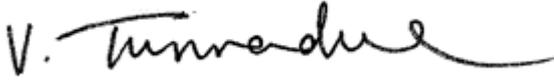
<sup>1</sup> Specify what statutory power enables the Council to make this decision.

<sup>2</sup> Specify what consultation has been undertaken, for example, with service users, the public, representative groups and with councillors.

<sup>3</sup> Where relevant you should include reference to matters the law requires the decision maker to have regard to.

<sup>4</sup> Delegated decisions may be challenged by judicial review, and reasons should therefore be given as to why the decision was taken.

I confirm that the power to make this decision has been delegated to me pursuant to the Council's Standing Orders and any applicable Scheme of Delegation made under it, and that I have taken all relevant matters into account in making this decision.

**Signed:** 

**Job title:** Town Clerk

**Date:** 04/05/2020

**Approved May 2015 – Review Annually**



# Penrith Town Council

Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR  
Tel: 01768 899 773 Email: [office@penrithtowncouncil.co.uk](mailto:office@penrithtowncouncil.co.uk)

## RECORD OF DECISION TAKEN PURSUANT TO DELEGATED POWERS AND PUBLISHED IN ACCORDANCE WITH THE OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014

1. Date of decision 14/04/20

2. Name of officer making decision V.TUNNADINE

3. Details of decision To formally award the contract for the Arts and Culture Strategy with a deferred commencement date which will align with government advice regarding social isolation.

### Supporting resolution

CCEG Resolution 9 March 2020  
CCEG19/73

#### RESOLVED THAT

- i That the quotation be awarded in principle to the top scoring organisation.
- ii That the organisation provide the following information:
  - a) Confirmation of capacity to deliver outcomes
  - b) Insurance certification
  - c) Equality and Diversity Statement
  - d) Two References
- iii That the working group have delegated authority to review the information on submission and agree the quotation be accepted.
- iv That the working group determine regular performance monitoring mechanisms.

<p><b>4. Scheme of Delegation</b></p>	<p><b>The Council's approved Scheme of Delegation</b> allows:  "7.1 Matters of urgency, as determined by the Town Clerk (or in his/her absence another Officer) shall be delegated to the relevant officer in consultation with the Chairman and Vice-Chairman of the appropriate Committee subject to a report being made to the next meeting of the appropriate Committee."</p>
<p><b>5. Covid 19 delegation</b></p>	<p><b>Infectious Disease Policy</b>  1.13 To allow the council to operate a delegation of executive authority will be provided to the Town Clerk and Services and Contracts Manager, Responsible Finance Officer and Council Solicitor. The authority will enable executive officers to take action in consultation with the Chair and Deputy Chair of the Council, (in the absence of either the Chair or Vice Chair of the Council, a chair or vice chair of a Council Committee), on matters arising, urgent matters and any new guidance which impacts on service deliverability, subject to a report being made to the next meeting of the Full Council.   1.13 Decisions under this delegation may be made digitally/remotely.</p>
<p><b>6. Legal powers<sup>1</sup></b></p>	<p>GPC</p>
<p><b>7. Consultation undertaken (state dates)<sup>2</sup></b></p>	<p>Email discussion with lead officer and contractors  Information circulated to informal working group</p>
<p><b>8. Matters considered<sup>3</sup></b></p>	<ul style="list-style-type: none"> <li>• References are satisfactory</li> <li>• Contractors flexible and adaptable to the current pandemic</li> <li>• Lead officer and solicitor content to proceed</li> </ul>

<sup>1</sup> Specify what statutory power enables the Council to make this decision.

<sup>2</sup> Specify what consultation has been undertaken, for example, with service users, the public, representative groups and with councillors.

<sup>3</sup> Where relevant you should include reference to matters the law requires the decision maker to have regard to.

The following have been clarified and resolved:

- a. Insurance certification £10 million public liability for both parties: Each party have £5 million liability agreed with solicitor as being acceptable
- b. Equality and Diversity Statement: Agreement to adhere to PTC's approved Policy
- c. Two Referees for both parties: Satisfactory reference received.

The contractors required clarity on "alternative delivery models", "digital technology" and timescales: "alternative delivery models" PTC are keen to explore the potential of arts and cultural activities being accessible to all residents and visitors not only through gallery's and theatres but imaginative town centre activities and within local businesses. PTC requested consideration be given to how "hard to reach" members of our community are engaged either online, outreach activities, imaginative interpretation, play etc .

Regarding digital technology, the contractor advised the lead officer:

"given the current situation with Corona Virus, digital technology in arts and culture is more important than ever, it is also however a huge topic and a fast changing and developing one at that which will continue to grow and change over the coming months and years following this catalyst of need due to the lockdown.

We will of course address digital impact/importance as part of the work we are undertaking but this will be lighter touch than a dedicated report on the subject (which we think would be really interesting and helpful for the sector but is more of a standalone area of research)."

The contractor sought to clarify that this approach was in line with the Council's expectations, and that the Council aren't expecting digital to make up the bulk of the work we are undertaking?"

The Lead Officer agreed.

Regarding timescales. The contractor sought clarity:

"Do you have a hard deadline for when you would like this work completed? We feel that we want to have a least 2 visits and face to face meetings in Penrith which will likely not be able to happen until the mid/late summer given restrictions. We are also aware that cultural organisations are still reeling and just finding their feet, and everyone is adapting to extreme change. We are therefore imagining that the report will be ready by end of September, if this is acceptable for your timescales? This will give us time to move from desk research which can start asap, phone/zoom conversations and face to face visits/meetings once travel restrictions are lifted and result in a richer strategy." "

The Lead Officer response was to confirm that the deadline has slipped September to at least September given the current pandemic.

The Lead Officer has concluded that the contractor has confirmed that the Strategy and their approach meets all the points as outlined in the offer letter (as attached).

**9. Alternative options considered and rejected**

Not applicable

**10 Reason for decision<sup>4</sup>**

All requirements have been met

**11 Conflict(s) of interest declared by Council Member(s) consulted**

No

**(if yes, state date of dispensation granted by council)**

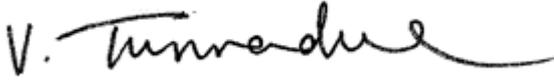
**12 Financial/budgetary implications**

Budget allocation available

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<sup>4</sup> Delegated decisions may be challenged by judicial review, and reasons should therefore be given as to why the decision was taken.

I confirm that the power to make this decision has been delegated to me pursuant to the Council's Standing Orders and any applicable Scheme of Delegation made under it, and that I have taken all relevant matters into account in making this decision.

**Signed:** 

**Job title:** Town Clerk

**Date:** 14/04/2020

**Approved May 2015 – Review Annually**



# Penrith Town Council

Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR  
Tel: 01768 899 773 Email: [office@penrithtowncouncil.co.uk](mailto:office@penrithtowncouncil.co.uk)

## RECORD OF DECISION TAKEN PURSUANT TO DELEGATED POWERS AND PUBLISHED IN ACCORDANCE WITH THE OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014

1. Date of decision	March 2020
2. Name of officer making decision	V.TUNNADINE
3. Details of decision	Eden Local – Penrith wide distribution of a magazine to promotion of support during Covid-19 crisis
4. Scheme of Delegation	<p><b>The Council's approved Scheme of Delegation</b> allows:</p> <p>"7.1 Matters of urgency, as determined by the Town Clerk (or in his/her absence another Officer) shall be delegated to the relevant officer in consultation with the Chairman and Vice-Chairman of the appropriate Committee subject to a report being made to the next meeting of the appropriate Committee."</p>
5. Covid 19 delegation	<p><b>Infectious Disease Policy 1.13 and 1.14</b></p> <p>To allow the council to operate a delegation of executive authority will be provided to the Town Clerk and Services and Contracts Manager, Responsible Finance Officer and Council Solicitor. The authority will enable executive officers to take action in consultation with the Chair and Deputy Chair of the Council, (in the absence of either the Chair or Vice Chair of the Council, a chair or vice chair of a Council Committee), on matters arising, urgent matters and any new guidance which impacts on service deliverability, subject to a report being made to the next meeting of the Full Council.</p>

	Decisions under this delegation may be made digitally/remotely.
<b>6. Legal powers<sup>1</sup></b>	GPC
<b>7. Consultation undertaken (state dates)<sup>2</sup></b>	Email discussions with Members and extensive conversations with CCC and Eden Local
<b>8. Matters considered<sup>3</sup></b>	Costs, coverage and contents.  Health and safety
<b>9. Alternative options considered and rejected</b>	None
<b>10 Reason for decision<sup>4</sup></b>	Concerns were expressed for vulnerable people who were not IT savvy and who would not know where to source information.
<b>11 Conflict(s) of interest declared by Council Member(s) consulted</b>	No  (if yes, state date of dispensation granted by council)
<b>12 Financial/budgetary implications</b>	Budget allocation available

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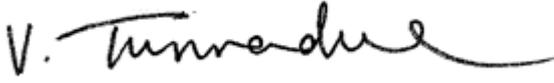
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I confirm that the power to make this decision has been delegated to me pursuant to the Council's Standing Orders and any applicable Scheme of Delegation made under it, and that I have taken all relevant matters into account in making this decision.

**Signed:** 

**Job title:** Town Clerk

**Date:** 04/05/2020

**Approved May 2015 – Review Annually**



**Extra Ordinary  
FULL COUNCIL  
18 May 2020**

<b>MATTER:</b>	<b>MARKETING GRANT</b>
<b>ITEM:</b>	<b>10</b>
<b>AUTHOR:</b>	<b>Economic Development Officer</b>
<b>SUPPORTING MEMBER:</b>	<b>Cllr. LAWSON</b>
	<b>CHAIR</b>

## **RECOMMENDATIONS**

Approve a financial contribution of £1.000 towards marketing, "Penrith is Open", to promote Penrith after present COVID-19 sanctions have been lifted.

### **1. OVERVIEW**

- 1.1 In addition to the serious implications for people's health and the healthcare services, coronavirus (COVID-19) is having a significant impact on local businesses and the local economy.
- 1.2 The business community in Penrith are pulling together by sharing resources and professional firms are offering advice and support. However, the future is very uncertain and many of the town's businesses do not know if they are going to survive. It is imperative that appropriate actions are put into place to support Penrith's businesses now and in the months to come.
- 1.3 Penrith Town Working Group is a forum of key partners which come together to discuss, co-ordinate and plan for the delivery of projects that will improve the sustainability and vitality of Penrith.
- 1.4 Their purpose:
  - To utilise information from a range of consultations and evidence-based plans to understand the issues and opportunities for Penrith.
  - To identify, create and deliver projects that will strengthen the vitality and viability of Penrith.
  - To ensure that projects are informed by stakeholders and residents.

- To provide a means of co-ordination in respect of joint action and joint working.
- To create a shared vision and delivery plan, consisting of both shared and complimentary projects.

1.5 Membership of the group includes:

- Cumbria County Council
- Eden District Council
- Penrith BID
- Penrith Chamber of Trade
- Penrith Industrial BID
- Penrith Town Council

1.6 A marketing working group has been established of representatives from the members of the Town Working Group to coordinate Marketing and promotional initiatives for the Town.

1.7 Penrith Working Group will be holding a virtual meeting to begin the process of creating a Town Centre Resilience & Recovery Plan to help support local businesses; retail, professional, hospitality, creative and community. However, a reactive co-ordinated approach needs to be applied to marketing Penrith in the short term. Penrith BID have already committed £1,000 to a 'Penrith is Open for Business' campaign and have asked if Penrith Town Council can match this amount.

1.8 The Campaign will be overseen by the Marketing Working Group.

## **2. FINANCIAL IMPLICATIONS**

The annual budget for Town Centre Projects 20/21 is £30,000, £5,000 has already been committed as part of Penrith Town Council's contribution towards the Parking and Movement Strategy and this budget is currently being used for activities associated with the Covid-19 crisis.



# Extra Ordinary FULL COUNCIL 18 May 2020

**MATTER:** COVID-19 SUPPORT AND HELP FOR PENRITH RESIDENTS

**AUTHOR:** TOWN CLERK

**SUPPORTING MEMBER:** CLLR. LAWSON  
CHAIR

**ITEM NO:** 11

## OVERVIEW

1. Councils are category one responders under the Civil Contingencies Act 2004, which sets out the legislative framework for responding to emergencies such as the COVID-19 pandemic.
2. As part of the local resilience forum (LRF), councils work with local partner organisations to plan and activate their emergency responses, and there are established officer led processes for leading the strategic (gold), tactical (silver) and operational (bronze) responses to emergencies under the 2004 Act. leadership is appropriately linked into this structure.
3. The Town Clerk and Services and Contracts Manager are working collaboratively with numerous agencies via the Eden Community Resilience Group to support 50 shielded individuals in Eden and vulnerable members of the community who have been isolating. The group co-ordinates support throughout Eden and is led by a CCC officer.
4. Councillors' role within this context is to provide vital local leadership, rather than to become involved in the operational response led by officers.
5. Eden Community Resilience Group currently meets weekly although this is due to change to fortnightly
6. The information disseminated from this group is published on the Councils website which is regularly updated to provide a one stop shop for information and support.
7. Alongside CCC's area hubs and helpline call centre, parishes have developed or called into action their own emergency groups to provide shopping and prescription collecting and welfare calls.

8. Penrith Town Council was asked to provide emergency support and a plan was developed in under 10 days - as appended.
9. The Town Council has worked in partnership with the Coronavirus Penrith Facebook group, local churches, Fell Runner Community Transport, and volunteers from CVS.
10. The Town Council is currently operating a call centre 7 days a week with delivery support from Fell Runner.
11. The Council are encouraging people to activate a support network in the first instance with neighbours, friends and relatives as making contact with somebody nearby is your best source of support. Community is essential and we asked all residents to make contact with their nearest five neighbours.
12. The Council is able to offer those without a support network some services and we have linked with volunteers, agencies and organisations throughout the community who want to help during this time of national crisis. There is currently a lot of work going on to coordinate local volunteers to help support vulnerable people with basic needs such as shopping and prescription collections.
13. The Council donated £3,000 to Penrith Foodbank and are in contact with other groups in Penrith and Eden who are working in partnership to keep vital services running where they are needed most.
14. With support from a grant from The Cumbria Community Action Fund, the Council is purchasing 400 craft boxes for primary school children who do not have access to stationery at home whilst they are home schooling.
15. Councillors have an important role to play by during the crisis:
  - act as a link between councils and communities
  - disseminating council and government information
  - feeding intelligence back into the emergency response teams
16. As the coronavirus (COVID-19) situation progresses, there are many questions and concerns about how the necessary government measures will affect us all and there is more and more advice. The Council established mechanisms for keeping councillors informed, recognising that the Council's overall priority is to focus its efforts on supporting local communities. To this end:
  - Officers update the Council website regularly.
  - In collaboration with Eden Local, we arranged for a Penrith wide distribution of a magazine to promote support and guidance that is locally available during the Covid-19 crisis.
  - Information received from external bodies is regularly disseminated to a multi-agency Town Council email group.
  - The Chair and Vice Chair to the Council are senior councillors who provide a first point of contact and take the lead role in engaging with other councillors which enables officers to direct their efforts towards community communications and support
17. Along with the rest of the population, all councillors should be following the Government guidance . This includes avoiding unnecessary social contact and self-isolating if you are in a group identified as being particularly vulnerable. The Government's advice makes it difficult for councillors' normal activities to continue. and Councillors should explore other forms of communication to engage with local residents.

18. In the next few weeks, the burden on the Council will be increasing at a time when corporate capacity is reduced as officers continue to shield and to self-isolate or look after family members and participate in home-schooling. Councillors should consider how they minimise the usual requirements on officers as resources are focused on supporting the vulnerable, while also ensuring that their own efforts are focused on this overwhelming priority.
19. Councillors should provide a consistent and collaborative approach to communication in difficult circumstances. Insofar as possible given the restrictions, providing a visible presence through social media, telephone, or printed materials will help to keep residents informed and may provide reassurance.
20. Councillors should consider how they can work collaboratively with other elected members to help share the burden of this over what is likely to be an extended and difficult period.
21. The coming months will make huge demands for everyone connected with councils. Many councillors are themselves in a caring position or have local responsibilities for others. This means that they, themselves, as well as residents and officers who will be working extremely hard in challenging circumstances, need moral support and as much reassurance as possible .

# COVID-19

## TOWN RESPONSE PLAN ONE



**Penrith Town Council**

Viv Tunnadine

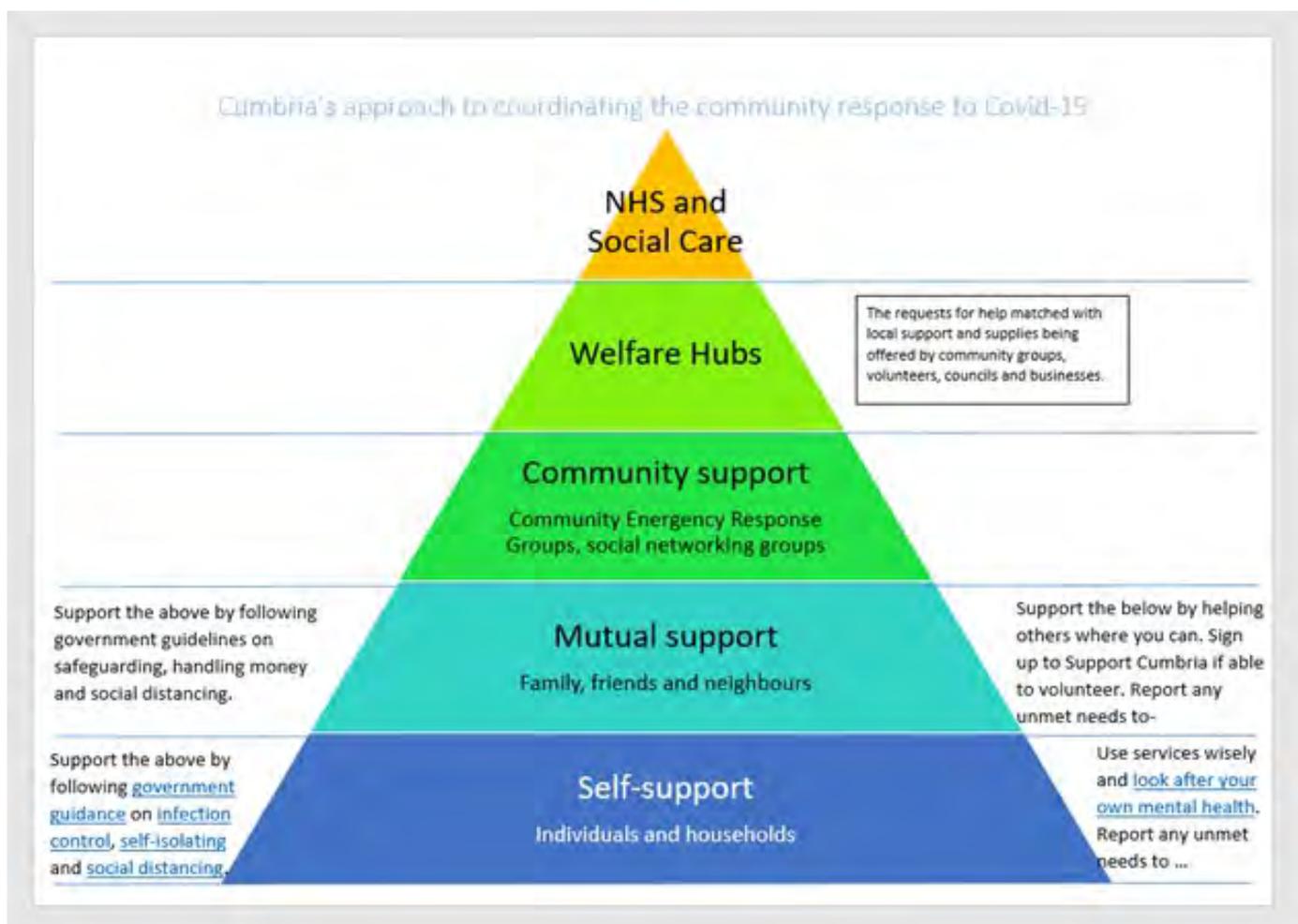
PENRITH TOWN COUNCIL TOWN CLERK

UNIT 1, CHURCH HOUSE, 19-24 FRIARGATE, PENRITH, CUMBRIA, CA11 7XR

TEL: 01768 899 773

EMAIL: [office@penrithtowncouncil.co.uk](mailto:office@penrithtowncouncil.co.uk)

## OVERVIEW



## SUPPORT AVAILABLE TO VULNERABLE PEOPLE NEEDING 'URGENT' HELP IN CUMBRIA

### Information supplied by Cumbria County Council

**Level One** – Support for anyone advised directly from Government or from their GP to self-isolate for 12 weeks

#### [LINK - GOVERNMENT GUIDANCE FOR SHIELDING](#)

**Government Support** – The government is providing a weekly free food parcels as part of its “shielding” strategy. Shielding is a measure to protect people who are clinically extremely vulnerable by minimizing all interaction between those who are extremely vulnerable and others.

The Government are working with pharmacies to help them deliver medicines and prescriptions. Food parcels will be delivered to their door directly as arranged by Government.

**Level Two** – Support for anyone in Cumbria that is at increased risk of becoming seriously ill, because of COVID-19 (high-risk groups) and who do not have support available from friends, family or neighbours.

#### [LINK - GOVERNMENT GUIDANCE TO SOCIAL DISTANCING FOR VULNERABLE ADULTS](#)

## **LOCAL SUPPORT WITHIN COMMUNITIES**

Local community groups will support individuals who are at high risk during the Covid 19 crisis.

This group of people will include people over 70 years old, pregnant women and those with underlying health conditions who have been asked to be particularly stringent in following social distancing measures who are not receiving support from family, friends or local voluntary groups or unable to use online services.

These individuals can use the Cumbria County Council Free 0800 phone number to request help with getting food, medicines and essential supplies.

Once registered, their details will be passed to a local hub where Cumbria County Council (CCC) , District Councils, CVS, Cumbria Community Foundation, community and voluntary sector, private sector and military are working together to coordinate the support.

If it is considered appropriate, a request for support will be made to Penrith Town Council.

### **A. PURPOSE**

Penrith Town Council (PTC), using delegated executive authority to officers, have prepared a plan to support a Penrith parish wide (map appended) , cross-sector approach to Covid-19. The Town Council will:

- Help co-ordinate volunteer support across the town liaising with other authorities and agencies at a district and county level to support the vulnerable in order to minimise the impacts of COVID-19. (information, food, medicine and social and spiritual care)
- Provide a mechanism to accept and triage Requests for Support (RfS) from CCC Eden Hub, vulnerable people themselves or from other concerned citizens.
- Liaise with stakeholders, coordination of volunteers, and develop collaborative solutions with stakeholders
- Set direction, maintain oversight, take critical decisions in a timely manner
- Provide information in a timely fashion to citizens (downwards flow from Central Government, County, District, Parish, Ward, Street)
- Provide 'local intelligence' upwards to hub and Eden Area Resilience Team and sideways to other stakeholders.

## **B. PROCESS**

1. Requests for Support (RfS) are received.
2. The call centre triage the caller to the appropriate CCC or collaborate service.
3. The Eden Hub led by CCC, receive triaged calls from the 0800 call handlers.
4. The Eden Hub call centre will be open Monday - Friday 9am to 5pm and Saturday – Sunday 10am to 2pm.
5. CCC welfare officer will talk the caller through:
  - a) Either arranging delivery via their own online or local delivery suppliers using the local intelligence held by CCC.  
Or
  - b) The welfare officer will submit a Request for Support (RfS) to Penrith Town Council.
6. Penrith Town Council's Covid 19 call handler will operate 10am to 2pm Monday – Sunday.
7. PTC's call handler will receive a RfS from Eden Hub and will complete a call log on receipt of a RfS.
8. The RfS are triaged to a volunteer coordinator who will arrange for a volunteer to collect the caller's delivery.
9. The volunteer will inform the co-ordinator when the task is completed and send a photograph of the goods on the caller's doorstep as evidence of delivery.
10. The call will be closed, and the record of the call completed.

For calls made direct to PTC steps B6-10 will apply.

## **C. COORDINATION**

1. Penrith Town Council will work with Fell Runner Community Transport and Penrith Church Volunteers to ensure that there is food, medicine, social and spiritual support for those who need it in Penrith.
2. Town Council officers acting as call handlers, will operate remotely via a cloud telephone line with dial in capabilities and IT support to provide the service.
3. PTC officers will report regularly to Tracey Moran, CCC Eden Hub co-ordinator.
4. The Town Clerk or the Services and Contracts Manager will report weekly to Eden Community Resilience Group. (Tuesdays via Skype 1pm)

## 5. VOLUNTEERING TEAM MEMBERS:

Name	Role	Phone Number
Viv Tunnadine	Lead PTC Coordinator	01768 899 773
Ian Parker	Dep Lead PTC Coordinator	01768 899 773
<b>Principal Volunteers</b>		
Mike Thompson	Volunteer Coordinator Fellrunner Bus	
<b>Associate Volunteers</b>		
Caroline Marshall	Volunteer Coordinator St. Andrews	
Michelle Rudhall	Volunteer Coordinator Penrith Methodist	
Elizabeth Robinson	Volunteer Lead Coordinator Kings Church Eden	
<b>Specialist support - Counselling</b>		
Cesca Hamilton	Trained Counsellor	

## D. COMMUNICATION/INFORMATION MANAGEMENT

1. Daily handover and discussion between coordinators.
2. **Daily** - PTC website will be kept up to date.
3. **Daily** - Disseminate information out to Volunteer Coordinators via email/phone.
4. Disseminate information out to residents via all three tier councillors and Council website/social media and press.
5. IT & Telecommunications - databases, logging of RfS, workflow processing, remote access, virtual conferencing, cyber security, and data protection met by the Council.

## E. VOLUNTEERS

1. The Council is working in partnership with Fell Runner and Penrith Church Volunteer Co-ordinators to provide volunteers in Penrith.
2. If these voluntary groups become overwhelmed or ill, requests for support can be posted on the website of the Coronavirus Community Support Group Penrith (FB Group): [ccspenrith.co.uk](https://www.facebook.com/ccspenrith.co.uk)
3. DBS checks are not required as long as there no physical contact nor entry into properties.
4. All volunteers will be asked to maintain social distancing, and to only volunteer when they are fit and well and to regularly wash their hands.

## **F. RESPONSE – SUPPLY OF FOOD TO ISOLATED/VULNERABLE PEOPLE**

1. PTC has a network of volunteers that are available to collect and deliver shopping.
2. The food order must be already paid for.
3. The volunteer collecting the shopping will provide an order number/receipt number and/or address of the client as proof of identity to the retailer.
4. Volunteers will not handle cash nor credit/debit cards.
5. Volunteers will record the delivery has been made by taking a photograph of the delivery on the doorstep.
6. Social distancing and hygiene must be maintained at all times.
7. Fell Runner will provide additional delivery support to Penrith Foodbank.

## **G. RESPONSE - PRESCRIPTIONS**

1. If urgent medicines are required, the volunteer collecting the prescription will provide the address and date of birth of the client as proof of identity to the retailer.
2. Prescriptions must be pre-paid either by over the phone payment or by pre-payment certification.
3. Volunteers will record the delivery has been made by taking a photograph of the delivery on the doorstep.
4. Social distancing and hygiene must be maintained at all times.

## **H. RESPONSE – SOCIAL ISOLATION**

1. PTC has a network of volunteers that are available to phone isolated/vulnerable people, who have not already been signposted to the Samaritans or mental health services and require a social chat or spiritual support.
2. The Volunteer Coordinator will identify the most suitable volunteer to assume this task.
3. If the volunteer requires support after the call has been closed this must be available via the Volunteer Coordinator, PTC Coordinator, Pastoral support or a recognised formal support group.

## **I. GDPR COMPLIANCY**

1. All records will be treated as confidential and secured electronically and may include details of:
  - Isolated/vulnerable people
  - Volunteers
2. Due to the rurality of the town and the remote working requirement, various means of communication will be utilised.
3. Cumbria County Council has produced a Multi-Agency Intelligence Cell privacy Notice as appended.
4. Cumbria County Council has produced a Data Sharing Protocol to which PTC has agreed, as appended.

## **J. INSURANCE**

1. Public Liability is provided by the Town Council's insurance for all volunteers and volunteering groups carrying out activities on behalf of the council during the Covid-19 crisis.
2. To manage liabilities:
  - The Council will follow the latest advice provided by the Government.
  - The Council has a risk assessment in place.
  - Volunteers will not carry out any heavy lifting and will maintain social distancing.
  - When volunteering with no DBS in place, the volunteers will not enter homes.
  - If the volunteers are using their own vehicles it is at their own risk and they should notify their motor insurers.
3. The Council will manage the risks in accordance with its risk assessment. The risk assessment will be reviewed to respond to demand, emerging matters and where government guidance changes. Risk assessment as appended.
4. The Council will provide regular intelligence to CCC if there are significant issues developing.

## **K. FINANCE**

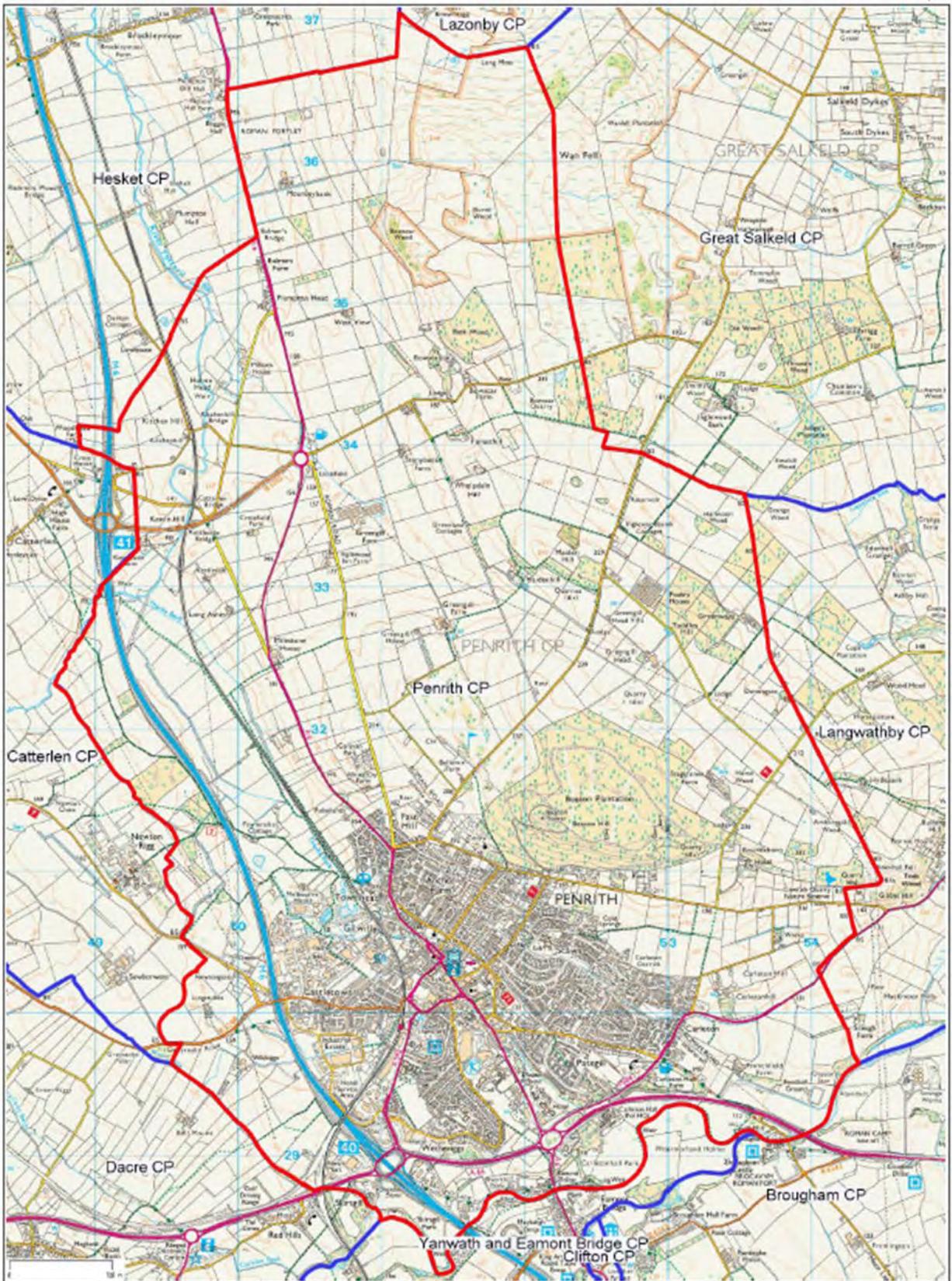
1. The cost and work associated with setting up and delivering this plan will be met by the Council. Grants and remuneration maybe sought after the crisis.

## **APPENDICES**

- PARISH MAP
- RISK ASSESSMENT
- VOLUNTEERS HANDBOOK
- INFECTION PREVENTION GUIDANCE FOR VOLUNTEERS
- CCC PRIVACY NOTICE
- SIGNED CCC DATA PROTOCOL

## **CALL HANDLERS WORKING DOCUMENTS**

- Requests for Support sheet
- CCC latest version of directory
- Mental Health directory
- Prescriptions consent



Date Created: 21-5-2018 | Map Centre (Easting/Northing): 351656 / 532593 | Scale: 1:34741 | © Crown copyright and database right. All rights reserved (100057490) 2018 © Contains Ordnance Survey Data - Crown copyright and database right 2018

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by When?	Done
Slips and trips	Volunteers  Slips and trips causing injury	Issue Volunteer Co-ordinator the Volunteer handbook and PTC Risk Assessment	Volunteers instructed to be careful when moving objects and assess for any hazards first.  All accidents should be reported and recorded promptly to the local Volunteer Coordinator	All	Ongoing	
Manual Handling	Volunteers  Lifting heavy objects causing injury  Lifting shopping	All volunteers to be provided initially via Fell Runner and Penrith Church Volunteers	Issue Volunteer Co-ordinator the Volunteer handbook and PTC Risk Assessment  Volunteers instructed not to lift and carry objects that are too heavy.	All	Ongoing	
Lone Working	Volunteers  If the volunteer's location not known in the event of an emergency.  Threat to personal security.	All volunteers to be provided initially via Fell Runner and Penrith Church Volunteers ensuring more effective coordination	<ul style="list-style-type: none"> <li>▪ Telephone contact available</li> <li>▪ Mobile phones charged</li> <li>▪ All jobs to be issued by email with all key information to be gathered prior to task being dispatched</li> <li>▪ Volunteers <b>must</b> not enter households</li> <li>▪ Volunteers to confirm once task complete</li> </ul>	All	Ongoing	
Vehicles	Volunteers	Instruct volunteers must notify their motor insurers	Volunteers to notify their motor insurers	All	Ongoing	
Fraud / Crime / Misappropriation	Volunteers / Householders	Agreed protocol for Volunteer tasks including all residents to purchase shopping / meds first.	Volunteers not to handle cash or pay for any transactions  Volunteers not to accept gifts	All	Ongoing	

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by When?	Done
Safeguarding	Volunteers and Householders including vulnerable adults  Contact with vulnerable people	Advise volunteers of the safeguarding risks and mitigation via volunteer handbook.	DBS not required as volunteers must maintain 2metres social distancing, must not handle cash and must not enter households	All	Ongoing	
Transmission of Covid 19	Volunteers and Householders including vulnerable adults  Contact with infected persons	Adhering to Government Advice	Volunteers will: <ul style="list-style-type: none"> <li>• Before volunteering wash hands with soap and water for at least 20 seconds.</li> <li>• Use sanitiser gel when appropriate.</li> <li>• On return to home clean the gear knob, steering wheel and door handle of vehicle.</li> <li>• Remove your clothing, shower and wash clothing.</li> <li>• Cover mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing put used tissues in the nearest bin immediately and wash your hands afterwards.</li> <li>• Avoid close contact with people who are unwell</li> <li>• Not touch eyes, nose or mouth if hands are not clean</li> <li>• <b>Maintain two metres social distancing at all times</b></li> <li>• When helping individuals please only offer to help for the tasks you feel comfortable doing and are able to do.</li> </ul>	All	Ongoing	

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you doing already?</b>	<b>What further action is necessary?</b>	<b>Action by whom?</b>	<b>Action by When?</b>	<b>Done</b>
Clients Welfare	Volunteers and Householders  Verbal, physical abuse, emotional impact.	Issue Volunteer Handbook	Instruct volunteers that should clients be anxious/aggressive/confused to refer concerns to their Volunteer Co-ordinator who will inform the PTC co-ordinator who will escalate to CCC Eden Hub.  All volunteers to attend clients with a mobile phone.	All	Ongoing	
Volunteer health	Volunteers or close relationships		Volunteers should notify their Volunteer Coordinator as soon as possible if they are ill in general or have symptoms of COVID-19.  Anyone with COVID-19 symptoms should stay at home for at least 7 days or should stay at home for at least 14 days if they live with other people, to avoid spreading the infection outside the home. After 14 days, anyone you live with who does not have symptoms can return to their normal routine. But, if anyone in the home gets symptoms, they should stay at home for 7 days from the day their symptoms start.  If volunteers are not from the same household, volunteers must stay two metres apart at all times and should be aware that gatherings of more than two people in public are currently banned, with these measures being enforced by the police.			

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by When?	Done
Environmental Hazards	Volunteers may feel too hot/cold or suffer other general discomfort	Issue Parish of Penrith Church Volunteers with Volunteer Handbook	Request that volunteers: <ul style="list-style-type: none"> <li>▪ Wear comfortable, appropriate clothing and footwear</li> <li>▪ Take rests as required</li> <li>▪ Park vehicles in a safe place and keep locked at all times</li> <li>▪ Wear seat belts at all times</li> <li>▪ Ensure your mobile phone is charged in case of an emergency</li> <li>▪ Do not lift and move heavy objects</li> </ul>	All	Ongoing	

Area	YES	NO	Guidance
Safety Signs		✓	HSE – Safety Signs and Signals
Electricity		✓	HSE – Maintaining Portable Electrical Equipment HSE – Electrical Safety and You
Fire		✓	-
Working at Height		✓	HSE – Safe use of Ladders and Stepladders HSE – Working at Height
PPE	✓		HSE – A Short Guide to PPE at Work
Manual Handling	✓		HSE – Manual Handling at Work
Hazardous Substances		✓	HSE – Working with Substances Hazardous to Health COSHH
Display Screen Equipment		✓	HSE – Working with Display Screen Equipment
Vibration		✓	HSE – Control Body Pain from Vibration

**Name:** Ian Parker

**Job Title:** Services and Contracts Manager

**Date:** 06 April 2020

**Review Date:** 30 June 2020

**Additional Information**

This Risk Assessment shall be read in conjunction with:

- Penrith Town Council Covid-19 Town Response Plan
- Volunteer handbook
- Any additional or specific instructions issued from Penrith Town Council to Parish of Penrith Church Volunteers or other Community Volunteer Group
- Government Guidance for Covid-19

**Other**

- This Risk Assessment to be reviewed shall Government Guidance be changed beyond 06 April 2020



# COVID-19

# Volunteer Handbook



CUMBRIA  
RESILIENCE



## Introduction

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Volunteers are an essential part of Penrith Town Council, and we welcome you and thank you for the time you give to helping with COVID-19 related volunteering opportunities.

## PENRITH TOWN COUNCIL

The Town Council, under delegated executive authority to officers, have prepared a plan to support a Penrith parish wide (map appended), cross-sector approach to Covid-19. The Town Council will:

- Help co-ordinate volunteer support across the town liaising with other authorities and agencies at a district and county level to support the vulnerable in order to minimise the impacts of COVID-19. (information, food, medicine and social and spiritual care)
- Provide a mechanism to accept and triage Requests for Support (RfS) from CCC Eden Hub, vulnerable people themselves or from other concerned citizens.
- Liaise with stakeholders, coordination of volunteers, and develop collaborative solutions with stakeholders
- Set direction, maintain oversight, take critical decisions in a timely manner
- Provide information in a timely fashion to citizens (downwards flow from Central Government, County, District, Parish, Ward, Street)
- Provide 'local intelligence' upwards to hub and Eden Area Resilience Team and sideways to other stakeholders.

### Penrith Town Council

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

Tel: 01768 899 773

Email: [office@penrithtowncouncil.co.uk](mailto:office@penrithtowncouncil.co.uk)

Lead officers: Viv Tunnadine, Town Clerk

Ian Parker, Services and Contracts Manager

## Volunteer Coordinator Contact Details

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### Your local Volunteer Coordinator

Name: Mike Thompson

Telephone: 07906 991 941

Email: [wmt05@outlook.com](mailto:wmt05@outlook.com)

# COVID-19 - Volunteer Role Description

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With the current situation of COVID-19 we are asking volunteers to be involved with:

- Pre-paid shopping collection
- Pre-paid medication collection
- Telephone support

A DBS check is not required for this role:

<https://www.gov.uk/government/publications/safeguarding-factsheet-community-volunteers-during-covid-19-outbreak/safeguarding-and-dbs-factsheet-faqs>

Many of the roles that volunteers will carry out in their local communities do not raise safeguarding issues and do not need a DBS check. You can have a look at the [DBS eligibility guidance](#) to confirm whether your activities are captured.

If your activities are captured, under normal circumstances it is advised that having volunteers DBS checked is a prudent safeguarding step. There is, however, no legal requirement for you to have a DBS check. Volunteers should follow simple, practical precautions such as working safely, maintaining social distancing, not entering households etc, to safeguard all involved.

Due to COVID-19 we are only asking people who are physically well and able to carry out these tasks to volunteer due to the current pandemic.

**Volunteers helping local people need to make sure that if they become unwell themselves they MUST not volunteer. Volunteers need to protect themselves and not put other people at risk.**

## Important information related to COVID-19:

Please remember:

- Before volunteering wash your hands with soap and water for at least 20 seconds.
- Take sanitiser gel with you and use as and when appropriate when you don't have access to soap and water and washing facilities.
- On return to your home clean the gear knob, steering wheel and door handle of your vehicle.
- Always remove your clothing, shower and wash your clothing.
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough, or sneeze put used tissues in the nearest bin immediately and wash your hands afterwards.

- Avoid close contact with people who are unwell
- Do not touch your eyes, nose or mouth if your hands are not clean
- **Maintain two metres social distancing at all times**
- When helping individuals please only offer to help for the tasks you feel comfortable doing and are able to do.

**Remember to keep up to date about Coronavirus-Covid 19.**

**Please visit:**

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

**Also please read and follow these guidelines from the government regarding social distancing.**

<https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people>

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### **Induction of Volunteers**

All new Volunteers will be supported by your Volunteer Coordinator to ensure they fully understand their volunteer role and the boundaries which need to be put in place due to COVID-19.

### **Sickness reporting**

Volunteers should notify your Volunteer Coordinator as soon as possible if you are ill in general or have symptoms of COVID-19.

Anyone with COVID-19 symptoms should stay at home for at least 7 days. If you live with other people, they should stay at home for at least 14 days, to avoid spreading the infection outside the home. After 14 days, anyone you live with who does not have symptoms can return to their normal routine.

But, if anyone in your home gets symptoms, they should stay at home for 7 days from the day their symptoms start. Even if it means they're at home for longer than 14 days.

Do keep your Volunteer Coordinator informed of progress and expected date of return. This enables us to cover absence.

## **Insurance**

Volunteers are covered by Penrith Town Council's public liability insurance:

- Volunteers are required to carry out their role in a safe manner.
- Owner-drivers must inform their insurance company in writing if they will be driving in a voluntary capacity.
- Volunteers are only covered for tasks that they are authorised to do.
- The Council has a risk assessment in place.
- Volunteers will not carry out any heavy lifting.
- Volunteers will maintain social distancing.
- When volunteering with no DBS in place, the volunteers will not enter homes.

## **Travel expenses**

Due to the high volume of individuals accessing support from volunteers we are unable to cover volunteer expenses, e.g. travel. Volunteers are from the local community who may already be doing their own shopping or errands and can offer to do this for someone else who may live nearby. We know it is good practice to reimburse travel expenses for volunteers, but our budget does not allow us to do so with the current pandemic.

## **Emergency and First Aid**

All accidents you have should be reported and recorded promptly to the local Volunteer Coordinato

## Risk Assessment

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Risk Assessment is a method of assessing the risks and hazards which are posed in certain situations and the safety measures which should be put in place to minimise these risks whilst volunteering.

### **Volunteers' personal safety and lone working**

Volunteers **MUST**:

- Avoid any social contact of less than two metres with older people or vulnerable people you are supporting
- Ensure before and after your volunteering you wash your hands with soap and water or use hand gel
- Always park your vehicle in a safe place and keep locked at all times
- Wear appropriate clothing and footwear
- Wear seat belts at all times if driving to collect shopping
- Ensure your mobile phone is charged in case of an emergency
- Do not lift and move heavy objects

You have the responsibility to ensure that you follow procedures and that you do not knowingly put yourself at risk of harm in the course of your duties.

If you have any concerns about your own safety please contact your Volunteer Coordinator.

### **Clients' personal safety**

When supporting older people or vulnerable people through COVID-19 you are likely to telephone them before you visit them to find out what help they may need and when you will be visiting. This will minimise any social interaction with the person you are supporting which you must avoid due to the Government guidelines of self-isolating. If you have any concerns about an individual you are supporting you should report it to your Volunteer Coordinator who will inform the proper authorities.

You need to be aware if:

- the individual is becoming anxious/aggressive
- the individual is more confused than normal
- there are potential safeguarding issues

Your Volunteer Coordinator will make you aware of your Volunteer Risk Assessment which covers all potentially tasks or activities you may be asked to do for COVID-19 related volunteering opportunities.

### **Gifts, gratuities and bequests**

Volunteers should not accept gifts, gratuities and bequests from clients, their family or friends. If the situation arises then volunteers must explain that it's their role to support individual clients and therefore it is not appropriate to accept personal gifts for services provided, though the gesture is appreciated.

# Health and Safety

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In compliance with the Health & Safety at Work Act 1974 (HASAWA) and all relevant Health & Safety Regulations, it is the policy of organisations to seek to provide a safe and healthy place and work environment for all, and to enlist the active support of all individuals in achieving these ends. To achieve this effectively, Penrith Town Council, will so far as is reasonably practicable:

- Provide safe premises and systems of work
- Provide safe and healthy working conditions
- Ensure all employees and volunteers are competent to undertake their tasks and to give them adequate training and advice
- Provide information, instruction, training and support in safety matters

## **Duty of volunteers**

The Health & Safety at Work Act also lays down certain duties on all individuals operating within the organisation. In particular, individuals have a duty to:

- Work safely, efficiently and without endangering the health and safety of themselves, their colleagues or the general public
- Adhere to the safety procedures laid down by the organisation
- Report all accidents, near miss occurrences and hazardous situations to the appropriate person(s)
- Meet their other statutory safety obligations including that laid down in Section 8 of the Act, which states that no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions

## **Manual handling**

When manual handling to ensure that you do not put your health and safety are not put at risk. Avoid moving and handling heavy objects.

# Safeguarding

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## What is 'Adult Safeguarding'?

- The function of protecting adults from abuse or neglect
- The need to protect certain people who may be in vulnerable circumstances
- These are adults in need of care and support, who may be at risk of abuse or neglect, due to the actions (or lack of actions) of another person

All vulnerable adults have the right to be safe, happy and healthy and deserve protection from abuse. The organisation is committed to safeguarding from harm all vulnerable adults using any of its services and involved in any of its activities, and to treating them with respect.

## What is abuse?

A person may abuse a vulnerable adult by inflicting harm, or by failing to act to prevent harm. Vulnerable adults may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger.

- Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm or ill health.
- Emotional abuse is the persistent emotional ill-treatment of a vulnerable adult such as to cause severe and persistent adverse effects on the victim's emotional development or self-esteem.
- Sexual abuse involves forcing or enticing a vulnerable adult to take part in sexual activities, whether or not the victim is aware of what is happening.
- Neglect is the persistent failure to meet a vulnerable adult's basic physical and/or psychological needs, likely to result in the serious impairment of their health or development, such as failing to provide adequate food, shelter and clothing, or neglect of, or unresponsiveness to basic emotional needs.
- Financial abuse is particularly relevant to vulnerable adults and may include theft, fraud, exploitation and pressure in connection with wills, property or inheritance or financial transactions.

Volunteers have responsibility to ensure the safety and well-being of vulnerable adults they support.

## Reporting Potential Abuse

It is important that any concerns regarding potential or actual abuse, or a lack of care of vulnerable adults from other carers, family members, neighbours, etc, is reported immediately to your Volunteer Coordinator.

We appreciate as there will be minimal face to face contact with older people and vulnerable people this may be difficult to highlight but sometimes during telephone conversations when you may get to know individuals you are supporting more this may become more evident.

If you think a vulnerable adult is in immediate danger or a crime has been committed then you should always contact the police on 999.

If individuals are not in immediate danger but you need to report any issues or concerns in confidence without fear of retribution for situations such as suspicion of fraud, abuse or inappropriate behaviour then it must be reported to your Volunteer Coordinator who will then liaise with their designated Safe Guarding Officer who will then contact the Local Area Office:

**Local Adult Social Care Offices** (updated 23/03/2020)

Opening Hours: Mon – Thurs: 9am – 5pm; Friday 9am – 4.30pm

For emergencies **outside normal office hours**, please contact the Emergency Duty Team (Adult Social Care) **01228 526690**.

**Eden**

Adult Social Care, PO Box 224, Penrith, CA11 1BP.

Tel: 0300 303 3249

The Area Contact will pass on reported concerns to the Cumbria Safeguarding Adults Team who will make a decision regarding the best course of action. In certain circumstances another appropriate authority may need to be involved, e.g. Adult Social Care, Police, Health and Safety Executive, etc. If this is the case their involvement will be coordinated by the Cumbria Safeguarding Adults Team.

## Equal Opportunities

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Volunteers and service users receive the same treatment regardless of their gender, culture, sexual orientation, marital status, age, race, colour, ethnic or national origin, religious belief, disability or background.

We encourage you to treat all other Volunteers, staff, and people you support equally and with respect.

### Confidentiality

The organisation's confidentiality practices and procedures are underpinned by legislation including Article 8 of the Human Rights Act. We are committed to best practices and will act responsibly and with integrity when handling personal information and data.

- Confidential information is information entrusted by an individual in confidence, where there is general obligation not to disclose that information without consent.
- Information will be disclosed to those who have a legitimate need to know in order to fulfil their key tasks.
- Confidential information may include personal information such as name, age, address, and personal contact details and circumstances, , etc

An accepted principle is that all personal information must be treated as confidential, so we ask then when you are supporting individuals you do not disclose this to others and on social media to protect the interests and safety of vulnerable people.

### Data Protection

For the purposes of General Data Protection Regulations 2018, the data controller in respect of your personal data is Penrith Town Council in partnership with your Volunteer Coordinator. We hold personal data about all our volunteers. Your data will be used to administer your volunteering and will not be shared with any third party without your prior permission. Your data may be used for statistical purposes. The extent of the personal data will vary but may include contact details, DBS checks, medical information, etc. Our commitment is to respecting volunteers' rights in data protection law. In the course of your volunteering you may come into contact with and use confidential personal information about people such as names and addresses or even information about a customer's circumstances, families, health or other private matters. We ask you not to disclose any personal data to others. This is a breach of the General Data Protection Regulations 2018, which has strict rules in this area.

# The Code of Conduct

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Volunteers should follow the Code of Conduct and behave in a reasonable manner at all times in terms of performing to required standards of behaviour and performance. Volunteers are asked to inform the local Volunteer Coordinator in advance if they will be unable to commit to their designated time/day to volunteer. This enables another volunteer to cover the tasks.

## Complaints

Penrith Town Council aims to provide a service of a standard which is acceptable to all our users and individuals we support. If we fail to do this, we want to know about it. This will enable us not only to deal with the specific problem, but also to avoid it happening again. Complaints are likely to be in one or more of the following areas:

- dissatisfaction with our service, unacceptable delay or failure to deliver a service to someone in need etc
- discourtesy or unhelpfulness on the part of the volunteers
- dishonesty of volunteers

## Fraud/Theft

A concern of older people or vulnerable people is the risk of fraud or being taken advantage of by some very few dishonest people. Individuals receiving support will also be asked to report concerns of fraud, theft, etc. Volunteers will provide photographic evidence of the collection being made to the household. If there are any concerns the Volunteer Coordinator will discuss any problems or issues with volunteers. If necessary volunteers will be asked to leave or reported to the police depending on the situation. This is in extreme cases as our team of volunteers are caring, friendly and have true empathy for helping those in need.

## Compliments

Any feedback received from individuals should be shared with the local Volunteer Coordinators. Positive feedback can be used to promote the difference Volunteers make in this service to encourage others to volunteer and we can share feedback and experiences.

## Exit Procedures for Volunteers

We hope you will continue as a volunteer but know that at some point your volunteering role will come to an end. When you decide that you wish to leave then this should be discussed with your local Volunteer Coordinator, in case there are any steps we can take that will enable you to continue.

However, we understand that it is inevitable that Volunteers will leave as individual circumstances do change.

# Agreement between Penrith Town Council and Volunteer

---

Penrith Town Council and our partners are committed to treating all our Volunteers with the respect. This agreement is to indicate our commitment to you and your endeavours, as well as making sure that your volunteering experience is both rewarding and enjoyable.

## **As a Volunteer you can expect:**

- A supportive and positive environment that ensures you enjoy your volunteering experience
- To be treated with respect and courtesy
- To be treated fairly regardless of gender, sexual orientation, age, parental or marital status, disability, religion, colour, race, ethnic or national origins, or socio/economic background
- A named contact for support
- Relevant and up to date information and advice
- Recognition and thanks
- Equal opportunities
- Adequate public liability insurance
- Respect to your right to privacy and that of your contacts

## **In return we ask that you:**

- Support our aims and objectives
- Remember that you are a representative of Penrith Town Council
- Be clear about the time and commitment you can give
- Meet time and duty commitments, except in exceptional circumstances, or to provide adequate notice so that alternative arrangements can be made
- Be open and honest in your dealings with us
- Treat fellow volunteers and staff with courtesy and respect
- Let us know if you wish to change the nature of your contribution
- Let us know if we can improve the service and support that you receive

*This agreement is binding in honour only, is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.*

*Supporting you to succeed*

**Contact us:**



01768 800350



[info@cumbriacvs.org.uk](mailto:info@cumbriacvs.org.uk)



[www.cumbriacvs.org.uk](http://www.cumbriacvs.org.uk)



[www.facebook.com/cumbriacvs](http://www.facebook.com/cumbriacvs)



[www.twitter.com/cumbriacvs](http://www.twitter.com/cumbriacvs)

Cumbria CVS offers help to third sector groups throughout Cumbria. By third sector we mean voluntary and community groups, faith groups, sports groups and social enterprises, in fact any non-statutory group or organisation. The help we offer covers a wide range of topics – volunteering, funding advice, DBS Checks, giving ideas of training and workforce development.

# Cumbria County Council

## Protecting You and Protecting Others:

### Infection prevention advice for volunteers and people helping family, friends and neighbours in their communities

#### 1. Introduction

Thank you for the support you are giving others during the COVID-19 outbreak. We want to ensure that you and others stay safe whilst you carry out this valuable role.

This guidance aims to provide you with advice on how to minimise the risk of catching or spreading the virus.

#### 2. Before you volunteer or offer to help others

**Before volunteering or helping family, friends and neighbours in your community, please remember:**

You should NOT be leaving your house to volunteer or help others if:

- You have had symptoms of a high temperature and/or a persistent new cough at any point in the past seven days

Or

- Anyone you live with has had a temperature and/or persistent new cough within the past 14 days

If this is the case, you should stay at home, rest and follow the Government's COVID-19 self-isolating guidance, which can be found [here](#)

**If you are well and able to provide support, please move on to section 3 for further considerations on how to protect yourself and others.**

### 3. Before coming into contact with the person/household you are supporting, consider the following:

- Is the person or anyone in their household self-isolating (i.e. had symptoms of COVID-19 within the past 7 days)?
- Or, is the household isolating (i.e. is the household in the 14 day 'householdisolating' period because someone at the property showed symptoms of COVID-19)?

Guidance on self-isolating can be found [here](#)

If the answer is **'Yes'** to either of these questions, we recommend you maintain social distancing, and do not enter the house or share a vehicle with the person.

If you are planning to help someone who is suspected of having COVID-19 (or they live with someone suspected of having COVID-19) you should ensure the organisation you are volunteering on behalf of has completed a risk assessment to determine the level of risk and personal protective equipment (PPE) you require. They are also responsible for providing PPE and ensuring you can put it on, take it off and dispose of it safely.

If the answer is **'No'** to the questions above, check the following:

- Has the person you are supporting (or anyone in their household) been identified as being extremely vulnerable'? (i.e. have they received a letter or been told by a health professional that they need to 'shield' for 12 weeks)?

See [here](#) for the list of conditions that requires someone to shield.

It is important to know if someone is shielding because you may need to take extra precautions to keep them safe.

Once you have checked that the person (and their household) are not suspected of having COVID-19 and you've found out if they (or other household members) are shielding, you can then check the table in the next section (section 4) to see what steps you can take to protect yourself and others.

**4. Summary of infection prevention advice for volunteers and people providing support to family, friends and neighbours within their communities (when supporting people/households who are NOT suspected of having COVID-19).**

Scenario	Good hand and respiratory hygiene ( <a href="#">see 4.1</a> )	Follow social distancing guidance ( <a href="#">see 4.2</a> )	Ventilate shared areas where possible ( <a href="#">see 4.3</a> )	Minimise the time spent together with others in a shared space ( <a href="#">see 4.4</a> )	Wipe down hard surfaces ( <a href="#">see 4.5</a> )	PPE: disposable gloves ( <a href="#">see 4.6</a> )	PPE: disposable plastic apron ( <a href="#">see 4.6</a> )	PPE: face mask ( <a href="#">see 4.6</a> )	PPE: Eye/Face Protection ( <a href="#">see 4.6</a> )
A. Shopping for and delivering food (when not entering the person's home)	✓	✓	n/a	✓	n/a	X	X	X	X
B. Picking up and delivering a prescription (when not entering the person's home)	✓	✓	n/a	✓	n/a	X	X	X	X
C. Carrying out tasks in a person's home (e.g. cooking, unpacking shopping) – able to maintain a distance of 2 metres, when NO household member is shielding	✓	✓	✓	✓	X	X	X	X	X
D. Carrying out tasks in a person's home (e.g. cooking, cleaning, unpacking shopping) – able to maintain a distance of 2 metres, when member of household IS shielding	✓	✓	✓	✓	✓	X	X	X	X
E. Transporting a person in your own vehicle (e.g. to a hospital appointment or home from hospital), when individual is NOT shielding	✓	✓	✓	✓	X	X	X	X	X
F. Transporting a person in your own vehicle (e.g. to a hospital appointment or home from hospital), when individual IS shielding	✓	✓	✓	✓	✓	X	X	✓ Surgical mask	X
G. Carrying out hands-on caring tasks (e.g. helping a person to wash, toilet, get in and out of bed)	✓	✓	✓	✓	✓	✓	✓	✓*	✓ Where splashing may occur

- ✓ recommended
- ✓\* Only if person is shielding (surgical face mask) or there is a risk of contact with body fluids (fluid repellent face mask)
- ✓ if risk assessment indicates it is required
- X** not recommended
- n/a** not applicable

## Further Information

### 4.1. Good hand and respiratory hygiene

#### Hand hygiene:

- Wash your hands regularly with liquid soap and warm water for at least 20 seconds. Use paper towels to dry your hands. Dispose of paper towels in the bin.
- If you do not have access to hand washing facilities (e.g. if you are in your car), it is recommended you carry a bottle of water (preferably warm), liquid soap, paper towels and a bag to dispose of used towels, so you can wash your hands remotely
- Where there are not hand washing facilities, you can use hand sanitiser if available (this needs to be re-applied regularly)
- Do not touch your face, eyes or mouth with unwashed hands Further information on hand washing is available [here](#).

#### Respiratory hygiene:

- Carry tissues, so if you sneeze or cough, you can cover it. Dispose of used tissues immediately. If in a vehicle, carry a bag to put tissues in and dispose of the bag when able to. If tissues are not available, cough or sneeze into your sleeve or the inside of your elbow. Always wash your hands after coughing or sneezing.

### 4.2. Follow social distancing guidance

Wherever possible maintain a distance of 2 metres from people.

Further social distancing guidance can be found [here](#).

### 4.3. Ventilate shared areas where possible

Open windows where possible to allow fresh air to circulate in the rooms or vehicle you are in (check the person is able to maintain a comfortable body temperature and is not sat directly in a draught).

### 4.4. Minimise the time spent together in a shared space

Especially when sharing a vehicle or other small space. When in a person's home, minimise the time spent together in the same room.

### 4.5. Wipe down hard surfaces

This is especially important when the person you are supporting or another person in the household is shielding. Wipe down surfaces in bathroom and kitchens after you have used them. This can be done using a cloth and detergent (such as washing-up detergent or other household surface cleaner).

If transporting a person who is shielding in your vehicle, wipe down hard surfaces that the person may come into contact with before they get into the car.

If someone in a household is shielding and you are carrying out chores in the kitchen, use a dishwasher to clean and dry the family's used crockery and cutlery. If this is not possible, wash them using washing up liquid and warm water and dry them thoroughly. Use a separate tea towel for drying the utensils of a person who is shielding.

The criteria for shielding can be found [here](#)

#### **4.6. Personal Protective Equipment (PPE):**

Most volunteers and people offering help to family, friends and neighbours will not require PPE. However in a small number of circumstances it is recommended.

When you are unable to maintain a 2 metre (3 step) distance from an individual (within a vehicle or the person's home), a risk assessment will need to be completed to assess the level of PPE required. This should be completed by the organisation you are volunteering on behalf of. This organisation is also responsible for providing any volunteers with PPE (and this PPE should meet the required standards).

If a volunteer requires the use of PPE, they should also be trained in donning (putting on) and doffing (taking off) any equipment. Videos are available to support training [here](#). Guidance is available [here](#)

Where hands-on care is being given (contact within 2 metres) in a household where NO person is self-isolating, or if you have to have physical contact with a person to help them in/out of a vehicle

(Reminder: Self-isolating is required when an individual has shown symptoms of COVID-19 in the past 7 days, or a member of their household have shown symptoms in the past 14 days).

The volunteer should wear the following PPE:

Where a risk assessment indicates that the volunteer will not be exposed to body fluids, in order to protect you and others the following PPE is required:

- Disposable apron
- Disposable gloves
- Plus, if the person being cared for is shielding, you will also need: a standard surgical face mask

Where a risk assessment indicates that contact with body fluids is likely, the following PPE is required:

- Disposable apron
- Disposable gloves
- Fluid repellent surgical face mask (Type 11R)
- Eye protection where there is a risk of splashing

The need for a surgical fluid repellent face mask and eye protection should be assessed by the organisation the volunteer is working on behalf of prior to any contact between the volunteer and the individual and/or their household.

N.B. Any PPE being worn should be renewed for each new household a volunteer comes into contact with.

Once the PPE has been removed it should be disposed of safely in a bin. Always wash your hands before and after donning/doffing PPE.

NB. PPE should not be subject to continued use if damaged, soiled, uncomfortable or damp.

The national guidance on PPE can be found [here](#)

Author: Claire King, Consultant in Public Health, Cumbria County Council

Date: 16/04/2020



## Privacy Notice COVID-19 Multi-Agency Intelligence Cell (MAIC)

All of the information you give us will be kept safe and secure whether it is written or on a computer system. We will treat any personal information confidentially and will comply with the Data Protection Act 2018. This means that, if we keep any of your personal data we must:

- tell you what information we need to collect from you
- only use the information for the reason we have agreed with you
- not ask for more information than we need to provide the services
- let you see any information we have collected about you, on request
- keep the information safe, secure and confidential
- personal information will be deleted in accordance with council policy

### About MAIC

During the COVID-19 emergency the MAIC exists to provide specialist support services, intelligence collating, technical guidance and situational awareness to the:

- Cumbria Strategic Co-ordinating Group (SCG)
- Tactical Co-ordinating Group (TCG)
- Sub-Groups including Multi Agency Support Team (MAST)

Work undertaken by the MAIC includes accessing, analysing, displaying and disseminating a broad range of situational information, drawing on information and expertise from other sources.

### Data Collection

All data collected as part of this project will be processed in accordance with the principles laid out in Article 5 of the General Data Protection Regulation (GDPR).

The data of those considered to be at risk will be collected:

- from the systems of MAIC partners;
- by telephone, or
- by email

## Data Categories

The following data is required to enable MAIC to make informed and robust recommendations and decisions:

- name,
- age,
- address,
- contact details;

MAIC may also collect, store and use the following 'special categories' of more sensitive personal information:

- health conditions,
- social care and welfare arrangements,

## Legal Basis for Processing Data

Partners are required to have a legal basis for processing personal and sensitive personal data. Due to the nature of the COVID-19 and the council's obligations to protect the health and welfare of residents, the relevant bases are:

For personal data:

- **Article 6(1)(d)** processing is necessary in order to protect the vital interests of the data subject or of another natural person; and
- **Article 6(1)(e)** processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;

For sensitive personal data:

- **Article 9(2)(i)** processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of health care and of medicinal products or medical devices

## Data Sharing

In the course of the current emergency your data may be shared across the following organisations:

- Central Government departments i.e. Ministry of Defence
- Cumbria County Council
- Cumbria Constabulary
- District Councils
- NHS - Clinical Commissioning Groups
- Third Sector
- Voluntary Groups

We do not sell your information to other organisations. We do not move your information beyond the UK. We do not use your information for automated decision making.

During the course of the COVID-19 emergency MAIC may need to share the information it has collected with other parts of the council or other public bodies or organisations. All reasonable efforts will be made to contact you if this processing is going to have an impact on rights or privacy.

### Data Security and Retention

Information collected by MAIC will be kept on a secure council system and is only accessible by those with authorisation.

Your personal information will be deleted, if appropriate, in accordance with the council's Retention and Disposal Schedule.

### Complaints

If you have any concerns about the information being collected by MAIC please contact the Lead Officer, Emma Graham via: [maic@cumbria.gov.uk](mailto:maic@cumbria.gov.uk).

If you have concerns about the way the council has processed your data please contact our Data Protection Officer via [dataprotection@cumbria.gov.uk](mailto:dataprotection@cumbria.gov.uk).

**Last Updated: April 2020**



## CUMBRIA COVID-19

### Data and Information Sharing Protocol

### March 2020

#### 1. Background

On 31 December 2019, World Health Organisation (WHO) was informed of a cluster of cases of pneumonia of unknown cause detected in Wuhan, Hubei Province, China. A novel coronavirus (SARS coronavirus-2 (SARS-CoV-2)) was subsequently identified from patient samples.

This Data Sharing and Information Sharing Protocol ('Protocol') is in place in the event of an outbreak or widespread transmission of COVID-19 across Cumbria. Cumbria County Council, along with its partners, has information about individuals that have been affected or may potentially be affected.

The main focus of this Protocol is to allow partners access to relevant information that is collated for the benefit of those affected by providing suitable support and services and to allow public health information to be circulated.

All members of Cumbria Community Resilience Group (sub group of Tactical Coordination Group wishing to 'share' information must sign up to this Protocol. This document should consider any other protocols that may be active for other purposes such as the Crime and Disorder Act 1998.

Cumbria Tactical Co-ordination Group, Lead: Supt. Mark Pannone, Cumbria Constabulary

#### Sub Groups:

- List of sub groups (see current structure chart)

## 2. Data Protection

All parties covered by this protocol are responsible for collecting the data described above and should take measures to comply with the relevant features of the Data Protection Act 2018 and observe the common law duty of confidentiality.

All data collected as part of this project should be processed in accordance with the principles laid out in Article 5 of the General Data Protection Regulation (GDPR).

Processing of personal data will be:

- lawful, fair and transparent;
- collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
- adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- accurate and, where necessary, kept up to date (inaccurate data should be erased or rectified without delay);
- kept for no longer than necessary in line with business purposes
- protected from unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures

All parties shall ensure that:

- confidential/personal/sensitive personal data is not shared without the consent of the provider;
- original data (where held) is deleted at the end of the project
- data provided by individuals is only used for the purpose(s) laid out in Section 6 (below);
- data handling procedures are followed;
- appropriate technical and procedural measures are taken in order to protect data security
- all employees working on the data are made aware of the requirements of this information sharing protocol;

- all personal and sensitive personal data is encrypted and kept secure at all times

### 3. Key Principles

Anonymised or pseudonymised data will be used as standard, however, where targeted assistance or services are required personal or sensitive personal data will be made available.

This data must be treated with respect to the data subject's rights under the Data Protection Act. Where possible, consent to share, copy or transfer personal data to a third party will be sought from an individual (for those providing their own personal data). If an individual objects to their data being shared they should be made aware of any adverse implications and their views noted. Where consent has not been sought, and when storing and processing data is necessary in order to protect the vital interests of the data subject or of another natural person; and where there is immediate threat to an individual's health, safety or welfare, sensitive personal data may be held and processed under GDPR Article 6(1)(d).

All parties sharing data should ensure that data is obtained lawfully and is only disclosed to those authorised to process it.

If any information is found to be out of date, inaccurate or inadequate, the partner/organisation that has supplied the data will be responsible for updating or correcting the data and notify all other recipients.

Any data that is not required for the purposes of this project should be destroyed and any media returned, by secure means to the originator.

### 4. What data is being shared?

The information being shared about individuals includes:

- personal data i.e. name, age, address;
- sensitive personal data i.e. health and social care, welfare, socio-economic; information including employment status and benefit claimants

Some anonymous data may be used to assess the situation and impact at geographical locations.

#### 5. What is the legal basis for sharing this data?

Partners are required to have a legal basis for processing personal and sensitive personal data. Due to the nature of the COVID-19 and the council's obligations to protect the health and welfare of residents, the relevant bases are:

For personal data:

Article 6(1)

- (d) processing is necessary in order to protect the vital interests of the data subject or of another natural person; and
- (e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;

For sensitive personal data:

Article 9(2)

- (i) processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of health care and of medicinal products or medical devices

#### 6. How will data be shared?

Cumbria County Council and its partners will share and collate information using the following methods:

- Secure e-mail
- Telephone

#### 7. What is the purpose of sharing the data?

Data derived from local government, health and social care systems and other recording systems will provide the Council and its partners with the following:

- The information will aim to identify and address up-to-date needs and issues and some of the information may be passed to other partners and agencies in order to deal with these particular needs.

#### 8. How will data be managed?

Existing health and care systems within Cumbria County Council and partner organisations will continue. Where required, database(s) will be created by Cumbria County Council to store and manage the data described above.

The database or system will provide the council and its partners with one centrally accessible data store. This will enable standardised analysis, monitoring, reporting and transmission of data.

#### 9. Data Handling Procedure

This procedure covers all information presented under this protocol.

- Information will be stored within existing health and care systems
- Further information will be collected by via email and telephone;
- Where required, additional information may be transferred to a database(s) and stored securely on Cumbria County Council's network;
- All data will be stored electronically – no paper copies of original or analysed information will be held on file.

#### 10. Data Usage

Partners and agencies will be responsible for ensuring that any internal analysis or reports produced using the information from the council is only used for a suitable purpose as set out in Section 6.

Access to or data provided from the council to a third party (including any agency or consultant) other than that contained in approved analysis reports, shall not be given without first seeking the relevant partner/agency permission.

Information obtained from the council database(s) will not be made available to the media by any partner or agency under any circumstances.

#### 11. Indemnity

Cumbria County Council and partner organisations have ownership of their own existing health and care systems and database(s) and shall be fully indemnified in respect of any claim, loss, liability or cost suffered as a consequence of any information being wrongly disclosed or as a result of any negligent act or omission by a partner or agency under the terms of this protocol except where the partners/agencies themselves have been negligent.

#### 12. Duration

This protocol will commence in March 2020 and will run until the COVID-19 project ceases or until the Cumbria Community Resilience Group decide to terminate it.

A partner or organisation may withdraw from the protocol by giving written notice to the county council. In such an event the partner/agency must continue to comply with this protocol in respect of any data they have previously received. Once data is no longer required for the response it should be deleted or destroyed.

#### 13. Privacy Notice

The Privacy Notice relating to this protocol can be accessed on Cumbria County Council's website here: <https://www.cumbria.gov.uk/admin/privacy.asp>

#### 14. Further Information and Contact

If you have any comments about this protocol please send them to

Performance & Intelligence  
Performance & Risk  
Cumbria County Council  
Cumbria House  
117 Botchergate  
CARLISLE  
Cumbria CA1 1RD

Email: [emma.graham1@cumbria.gov.uk](mailto:emma.graham1@cumbria.gov.uk)

**DECLARATION (A COPY TO BE SIGNED BY EACH PARTNER/AGENCY INVOLVED IN THE PROJECT)**

The organisation named below is a member of the Cumbria Community Resilience Group and agrees to accept the principles, terms and conditions contained within this data sharing protocol which specifies how data will be provided, how it will be used and recognise the sensitivity of analysis and reports produced as part of this protocol.

Name:	VIV TUNNADINE
Organisation:	PENRITH TOWN COUNCIL
Tel No:	01768 899 773
Email:	townclerk@penrithtowncouncil.co.uk

We will supply and share data in accordance with the Data Sharing Protocol.

Signed by an authorised person on behalf of the agency/organisation named above.

**Signed:** 

**Print Name:** VIV TUNNADINE

**Date:** 08/4/2020