



# 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 video conference live event extra ordinary meeting of

## PENRITH TOWN COUNCIL

Held virtually via Microsoft Teams video conference on

Monday **18 May 2020**, at 6.00 p.m.

### PRESENT

Cllr. Bowen	Pategill Ward	Cllr. Kenyon	North Ward
Cllr. Clark	South Ward	Cllr. Lawson	Carleton Ward
Cllr. Davies	West Ward	Cllr. C. Shepherd	East Ward
Cllr. Fallows	East Ward	Cllr. M. Shepherd	North Ward
Cllr. Jackson	North Ward	Cllr. Snell	West Ward

Town Clerk  
Deputy Town Clerk  
Services and Contracts Manager  
Responsible Finance Officer  
Economic Development Officer

# **DRAFT MINUTES FOR THE EXTRA ORDINARY FULL COUNCIL MEETING HELD ON**

**MONDAY 18 MAY 2020**

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.

## **PTC20/01 STANDING ORDERS FOR VIRTUAL MEETINGS**

Members noted that Regulation 5 of the 2020 Regulations –permits the holding of remote meetings. The effect of the Regulation is that persons attending a local council meeting do not need to be in the same place. "Place" means more than one place including electronic, digital virtual locations such as internet locations, web addresses or conference call telephone numbers

### **RESOLVED THAT:**

The Standing orders for virtual Meetings be approved.

## **PTC20/02 LATE ITEM**

The meeting was informed that Cllr. Hawkins proposed a late motion for the meeting however she had given her apologies for the meeting and was therefore unable to present the motion or answer questions.

The motion:

"Penrith Town Council moves that it welcomes today's decision (13/05/20) of the Department of Health and Social Care's decision to hand more responsibility to local government for the effective running of the Covid19 test and trace programme and strongly affirm the need for a strong, localised element both in terms of contact tracers and local community support for those who may need to self-isolate.

We wish to register to - Regional Public Health, the LGA, NALC, the Association of Directors of Public Health, the Cumbria Local Authority Chief Executives and Senior Managers and Cumbria Chief Environmental Health Officers - our desire to play as full a role as possible within the programme, the importance of local knowledge to ensure its efficacy and success and to underline to them that we are an important human resource which should be utilised, being comprised of DBS checked, public- minded councillors with strong local knowledge wishing to play a role in protecting and supporting their community in the current COVID19 crisis."

## **RESOLVED THAT:**

Individual Members can, dependent on personal circumstances and commitments, volunteer in their own right.

## **PTC20/03 APOLOGIES FOR ABSENCE**

Apologies were received Cllrs. Burgin, S. Clarke, Donald, Hawkins and Knaggs.

Due to technical difficulties, Councillors M Clarke, Fellows, Kenyon and M Shepherd were unable to connect properly to allow them to take part in consideration of the items.

## **PTC20/04 MINUTES**

Members were asked to approve the following minutes as a true and accurate record and agree they be signed as such, on a future date:

- a) Full Council held on 27 January 2020
- b) Planning Committee held on 2 March 2020
- c) CCEG committee held on 9 March 2020
- d) Finance Committee held on 9 March 2020

## **RESOLVED THAT:**

The minutes of the meetings be approved as a true and accurate record.

## **PTC20/05 PUBLIC PARTICIPATION AND REPRESENTATIONS**

The Chair informed the meeting that no public questions, petitions or statements had been received in advance of the meeting.

## **PTC 20/06 DECLARATION OF INTERESTS AND REQUESTS FOR DISPENSATIONS**

The meeting was informed that no declarations of interests were received from Members in respect of items on the agenda prior to the meeting.

## **PTC20/07 EXCLUDED ITEMS: Public Bodies (Admission to Meetings) Act 1960**

Members were asked to determine whether the last agenda item "Assets" 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.

## **RESOLVED THAT**

The matter "Assets" be considered in private session.

## **PTC20/08 ANNUAL MEETING AND ELECTION OF CHAIR/MAYOR**

Members were asked to note that the 2020 Regulations disappplies paragraph 7 of Schedule 12 to the 1972 Act which meant there was no longer a requirement for a parish council to hold its annual meeting in 2020.

Regulation 4 of the 2020 Regulations provides that where an appointment would otherwise be made or was required to be made at an annual meeting of a local authority, the appointment continues until the next annual meeting of the authority or until such time as that authority may determine (Regulation 4 (2)) which applies to the election of the Chair/Mayor, which is normally the first business at the annual council meeting.

Members were asked to consider:

- a) That the current Chair/Mayor and Vice Chair/ Deputy Mayor remain in place until an annual meeting is held next year being Cllr. Lawson and Cllr. Jackson.
- b) That the current Membership of the Council's committees remain unchanged.
- c) That the proposed Council and committee meetings for 20/21 resume in September 2020 as they would normally after a summer recess, and if permitted to do so in adherence to government guidance in place at that time.
- d) That an extra ordinary virtual Full Council meeting be convened for Monday 13 July 2020.

### **RESOLVED THAT:**

- i. The current Chair/Mayor and Vice Chair/ Deputy Mayor remain in place until an annual meeting is held next year being myself and Cllr. Jackson.
- ii. The current Membership of the Council's committees remain unchanged.
- iii. The proposed Council and committee meetings for 20/21 resume virtually.

## **PTC 20/09 MATTERS FROM FINANCE COMMITTEE**

Members were asked to consider the following matters a) to j) which had been circulated to the members of the Council's Finance Committee. The Committee Chair, had requested that these matters be brought to the Full Council Meeting to allow for the year-end accounts to be submitted to the Councils external auditor, as these matters are time critical, urgent, and/or statutory:

### **a) Payments for Approval**

- i. Members noted that Cllr Kenyon and Cllr Shepherd accessed the Electronic Banking System to reconcile the monthly report of all payments made for the relevant period and recommended for approval that each payment aligned with the invoices.

### **RESOLVED THAT:**

The monthly report of payments for February, March and April 2020 be approved.

### **b) Governance and Accountability for Small Councils**

Members noted the publication of the Practitioners' Guide 2020, which is mandatory for 2020/21, and adoption of its provisions for 2019/20.

### **c) Asset Register and Insurance 2019/20**

- i. Members considered the Asset Register as at 31 March 2020. The statement showed the full asset register and a reconciliation of transactions in 2019/20. For accounting purposes, assets had been valued in accordance with the Council's Valuation Policy and total £46,992.59; this figure was summarised in the AGAR Accounting Statements. The insurance value for the same assets was £546,175.82.

#### **RESOLVED THAT:**

The Asset Register for year-ending 31 March 2020 be approved

- ii. Members noted that the Council's insurance policy had been renewed automatically as the Council enters the final year of a three-year term agreement. Subject to checking some minor details, the annual premium was £3,685.50; the 2018/19 charge was £3,643.27.

### **d) Bank Reconciliation**

Members considered the bank reconciliations.

#### **RESOLVED THAT:**

The bank reconciliations for the periods 29 February 2020 and 31 March 2020 be approved and signed.

### **e) Finance Outturn Report – Year ended 31 March 2020**

Members considered the Outturn Report.

#### **RESOLVED THAT:**

The Final Outturn report for the year ended 31 March 2020 be approved.

### **f) Internal Audit 2019/20**

Members were asked to consider the Internal Audit Report for 19/20

#### **MEMBERS RESOLVED TO:**

- i. Approve the final Internal Audit narrative report for 2019/20 and the formal annual report contained within the Annual Governance and Accountability Return (AGAR).
- ii. Approve the review the effectiveness of the Internal Audit provision during 2019/20.
- iii. Re-appoint Mrs G. Airey as the Internal Auditor to the Council.

## **PTC 20/09 MATTERS FROM FINANCE COMMITTEE Continued**

### **g) Review of the System of Internal Control and Annual Governance Statement 2019/20 (Section 1 of the Annual Governance and Accountability Return (AGAR))**

#### **MEMBERS RESOLVED TO:**

- i. Note that the Town Council must carry out an annual review of the effectiveness of the system of internal control prior to the completion of the Annual Governance Statement. A full review was carried out by the Finance Committee and ratified by Council on 20 March 2020. The review confirmed that the Council's system of internal controls was effective. The same effective controls have operated up to 31 March and further assurance has been provided by the favourable final internal audit report.
- ii. Ratify the Annual Governance Statement for 2019/20.
- iii. Authorise the Chairman of the Council and the Town Clerk to sign the Statement at Section 1 of the Annual Governance and Accountability Return.

### **h) Annual Governance and Accountability Return (AGAR) 2019/20: Accounting Statements**

#### **MEMBERS RESOLVED TO:**

- i. Ratify the Accounting Statements 2019/20 (Section 2 of the AGAR).
- ii. Authorise the Chair of the Council, Clerk and RFO of the Council to sign the Statements on behalf of the Council prior to their submission by the RFO to the External Auditor.

### **i) Community Caretaker Contract**

#### **MEMBERS RESOLVED TO:**

Ratify the decision of the Services and Contracts Manager to extend the contract for a further year.

### **j) CCLA Deposit Fund**

Note that in consultation with the Chair of the Finance Committee, Cllr. Burgin, £300,000 had been transferred by cheque payment from HSBC to the Councils CCLA account. Members were advised that a cheque sent to the CCLA would be destroyed by the CCLA on receipt as they are not accepting cheque payments during the Covid-19 crisis and that enquiries would be made via HSBC to arrange an electronic payment.

## **PTC20/10 DECISIONS MADE UNDER DELEGATED AUTHORITY**

Members noted the delegated decision reports for:

- a) Equipment to enable officers to work remotely.
- b) Website enhancements to enable work related to Climate Change to be published on the Council's website.
- c) Donation to Penrith Foodbank.
- d) Donation to provide craft boxes for primary school pupils facing extra challenges
- e) Planning responses to Eden District Council as the Local Planning Authority. District Council.
- f) Arts and Cultural Strategy Contract

## **PTC20/11 MARKETING GRANT**

Members were asked to consider an award be made of £1000 for marketing "Penrith is Open" as part of a joint town marketing strategy being developed to promote Penrith after sanctions for Covid-19 have been lifted to allow for businesses to open from the Town Project budget.

### **RESOLVED THAT:**

An award of £1,000 for marketing be approved.

Cllr. C. Shepherd left the meeting.

## **PTC20/12 COVID19 - TOWN COUNCIL'S RESPONSE**

Members noted the report.

## **PTC20/13 NEXT MEETING**

Members noted the next Full Council meeting was scheduled for 13 July 2020 at 6.00pm, Unit 2, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR or that the meeting may be convened on this date via video conferencing.

The Chair informed the public and press that the remainder of the meeting would convene in private.

## **PRIVATE SESSION**

### **PART TWO**

There is one item in this part of the Agenda which should be considered in private. The reason that the item was likely to be considered in private is that it would involve the disclosure of exempt information under the following category of Part 1 of Schedule 12A of the Local Government Act 1972: Paragraph 3 - Exempt information relating to the financial or business affairs of any particular person (including the authority holding that information).

### **PTC20/15 ASSETS**

The Chair asked that Members note the documents and consider how the Council wishes to proceed.

### **RESOLVED THAT:**

A site visit be arranged to assist the development of a business case for consideration at the next scheduled meeting.

### **CHAIR:**

### **DATE:**

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

### **ACCESS TO INFORMATION**

Copies of the minutes are available for members of the public to inspect prior to the meeting. Agenda and Part I reports are available on the Town Council website: [www.penrithtowncouncil.co.uk](http://www.penrithtowncouncil.co.uk)

### **Background Papers**

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