



Penrith Town Council

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

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.

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