



Penrith Town Council

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

DATE: 11 May 2020

You are summoned to attend a video conference live event extra ordinary meeting of

PENRITH TOWN COUNCIL

to be held on virtually via Microsoft Teams video conference on

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

FULL COUNCIL MEMBERSHIP

Cllr. Bowen	Pategill Ward	Cllr. Jackson	North Ward
Cllr. Burgin	South Ward	Cllr. Kenyon	North Ward
Cllr. Clark	South Ward	Cllr. Knaggs	West Ward
Cllr. S. Clarke	Carleton Ward	Cllr. Lawson	Carleton Ward
Cllr. Davies	West Ward	Cllr. M. Shepherd	North Ward
Cllr. Donald	North Ward	Cllr. Shepherd	East Ward
Cllr. Fallows	East Ward	Cllr. Snell	West Ward
Cllr. Hawkins	East Ward		

A handwritten signature in black ink, appearing to read 'V. Tunnadine'.

Mrs V. Tunnadine, Town Clerk

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.

AGENDA
FOR THE EXTRA ORDINARY FULL COUNCIL MEETING
TO BE HELD ON
MONDAY 18 MAY 2020

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.

WELCOME

The Chair will welcome everyone to this Extra Ordinary Full Council meeting being held on Monday 18 May before introducing himself and then taking a roll call of attendees. Each person in turn will be invited by name to confirm they are in attendance and if they have to leave the meeting early:

Cllr. Bowen	<input type="checkbox"/>	Cllr. Donald	<input type="checkbox"/>	Cllr. Knaggs	<input type="checkbox"/>
Cllr. Burgin	<input type="checkbox"/>	Cllr. Fallows	<input type="checkbox"/>	Cllr. Shepherd	<input type="checkbox"/>
Cllr. Clark	<input type="checkbox"/>	Cllr. Hawkins	<input type="checkbox"/>	Cllr. M. Shepherd	<input type="checkbox"/>
Cllr. S. Clarke	<input type="checkbox"/>	Cllr. Jackson	<input type="checkbox"/>	Cllr. Snell	<input type="checkbox"/>
Cllr. Davies	<input type="checkbox"/>	Cllr. Kenyon	<input type="checkbox"/>		

The Chair will advise which officers are in attendance.

Officers of the Council will provide procedural advice and manage the virtual meeting process. We are unable to guarantee that each participant will remain connected to the meeting. Quorum for the meeting is 3.

The Chair will ask attendees to:

- To have their microphones on mute.
- To adhere to the Councils Code of Conduct, General Standing Orders and the Teams Meeting Etiquette Guidance to support the chair as he or she manages the meeting.
- Only unmute when you have been invited in to speak.
- Speak clearly and look into the camera.
- Turn phones to silent.
- Be aware of time lags and allow time for participants to respond.
- Introduce themselves when raising a point.
- Respond to the Chair when their name is called.

1. STANDING ORDERS FOR VIRTUAL MEETINGS

a) The Chair will ask that Members note 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

b) The Chair will propose the motion that Members approve the Standing orders for virtual Meetings.

2. APOLOGIES FOR ABSENCE

The Chair will read out any apologies received in advance of the meeting from Members of the Council.

Members are asked to send apologies prior to the meeting and by midday on the day of the meeting at the latest to office@penrithtowncouncil.co.uk

3. MINUTES

The Chair will read out and propose that Members approve the following minutes as a true and accurate record and agree they be signed as such, on a future date:

- | | |
|-------------------|-----------------------|
| a) Full Council | c) Planning Committee |
| b) CCEG committee | d) Finance Committee |
| | e) |

4. PUBLIC PARTICIPATION AND REPRESENTATIONS

The Chair will read out any questions, petitions or statements received in advance of the meeting.

ADVICE NOTE

Members of the public may make representations, answer questions, and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. The public must make a request in writing to the Town Clerk PRIOR to the meeting. The representation will be read to the meeting by the Chair. A question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.

5. DECLARATION OF INTERESTS AND REQUESTS FOR DISPENSATIONS

The Chair will read out any declarations of interests received from Members in respect of items on this agenda and apply for a dispensation to remain, speak, and/or vote during consideration of that item. Members are asked to declare any interests by midday on the day of the meeting to office@penrithtowncouncil.co.uk

If a Member remembers an interest during the meeting they should declare it when asked if they have a question on the agenda item in question.

ADVICE NOTE:

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

6. EXCLUDED ITEMS: Public Bodies (Admission to Meetings) Act 1960

The Chair will ask Members to determine whether there are any items that 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.

7. ANNUAL MEETING AND ELECTION OF CHAIR/MAYOR

- a) The Chair will ask that Members note that:
 - i. The 2020 Regulations disappplies paragraph 7 of Schedule 12 to the 1972 Act. This means there is no requirement for a parish council to hold its annual meeting.
 - ii. Regulation 4 of the 2020 Regulations provides that where an appointment would otherwise be made or is 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)).
 - iii. This would apply to the election of the Chair/Mayor, the first business at the annual council meeting.

- b) The Chair will propose the following motions for Members consideration:
 - i. That the current Chair/Mayor and Deputy Mayor/Vice Chair will remain in place until an annual meeting is held next year.
 - ii. That the current Membership of the Council's committees remain unchanged
 - iii. That the proposed Council and committee meetings for 20/21 resume in September 2020 as they would normally after a summer recess, if permitted to do so as circulated and in adherence to government guidance.
 - iv. That an extra ordinary virtual Full Council meeting be convened for Monday 13 July 2020.

8. MATTERS FROM FINANCE COMMITTEE

The Chair will propose the following matters a) to j) for Members consideration and that they be approved on mass. These matters have been circulated to the members of the Council's Finance Committee and the Committee Chair, Cllr. Burgin has 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, and that these matters are time critical, urgent, and/or statutory.

a) Payments for Approval

- i. Note that prior to the meeting Cllr Kenyon and Cllr Shepherd will access the Electronic Banking System to reconcile the monthly report of all payments made for the relevant period and will then recommend for approval that each payment aligned with the invoices.
- ii. Approve and record the monthly report of payments for February and March 2020.

b) Governance and Accountability for Small Councils

Note the publication of the Practitioners' Guide 2020, which is mandatory for 2020/21, and to adopt its provisions for 2019/20.

c) Asset Register and Insurance 2019/20

- i. Approve the Asset Register as at 31 March 2020. The statement shows the full asset register and a reconciliation of transactions in 2019/20. For accounting purposes, assets have been valued in accordance with the Council's Valuation Policy and total £46,992.59; this figure is summarised in the AGAR Accounting Statements. The insurance value for the same assets is £546,175.82.
- ii. Note that the Council's insurance policy has 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 is £3,685.50; the 2018/19 charge was £3,643.27.

d) Bank Reconciliation

Approve and sign the bank reconciliations as at 29 February 2020 and 31 March 2020.

e) Finance Outturn Report – Year ended 31 March 2020

Approve the Final Outturn report for the year ended 31 March 2020.

f) Internal Audit 2019/20

- 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.

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

- 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

- 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

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 has been transferred by cheque payment from HSBC to the Councils CCLA account.

9. DECISIONS MADE UNDER DELEGATED AUTHORITY

The Chair will propose that the following matters a) to e) for Members consideration and that they be noted on mass:

- a) Equipment to enable officers to work remotely.
- b) Website enhancements to enable work related 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 in receipt of Free School Meals.
- e) Planning responses to Eden District Council as the Local Planning Authority. District Council.

10. MARKETING GRANT

The Chair will propose and read out the following motion for Members consideration:

That 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.

11. COVID 19 – TOWN COUNCIL'S RESPONSE

The Chair will ask that Members note the report.

12. NEXT MEETING

The Chair will ask that Members note the next meeting is 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 will inform the public and press that the meeting will convene in private and that connections to the meeting will be severed.

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 is likely to be considered in private is that it will 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).

13. ASSETS

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

FOR THE ATTENTION OF ALL MEMBERS OF THE TOWN COUNCIL

ACCESS TO INFORMATION

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

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