



Penrith Town Council

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

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

DATE: 5 February 2025

NOTICE IS HEREBY GIVEN that an **ORDINARY MEETING** of **THE COMMUNITIES COMMITTEE** will be held on **10 February 2025, at 5.15pm** and you are hereby **SUMMONED** to attend to transact the business as specified in the agenda and reports hereunder.

The meeting will be held at **Penrith Town Council Office, Unit 1, Board Room, Church House, Friargate, Penrith.**

To assist in the speedy and efficient dispatch of business', Members should read the agenda and reports in advance of the meeting. Members wishing to obtain factual information on items included on the Agenda are asked to enquire of the relevant officer **PRIOR** to 9.00am on the day of the meeting.

Members are asked to indicate if they wish to speak on an item **PRIOR** to the meeting (by 1.00pm on the day of the meeting at the latest) by emailing office@penrithtowncouncil.gov.uk

COMMITTEE MEMBERSHIP

Cllr Bowen
Cllr Jackson
Cllr B. Jayson

Pategill Ward
North Ward
West Ward

Cllr Donald
Cllr Smith
Cllr Snell

North Ward
South Ward
West Ward

Mrs V. Tunnadine, Town Clerk, PSLCC

Public Participation

Members of the public are welcome to attend. Details about how to comment on an agenda item are available on the Town Council Website.

Filming

Please note that this meeting may be filmed for live or subsequent broadcast via the internet or social media.

Please be advised that the Town Council does not record or live stream meetings.

Penrith Town Council fully supports the principle of openness and transparency and has no objection to filming and reporting at its Full Council, and Committee meetings that are open to the public. It also welcomes the use of social networking websites, such as X and Facebook, to communicate with people about what is happening, as it happens. Filming will only commence at the beginning of a meeting when the Chair opens the meeting with apologies and will finish when the meeting is closed or when the public may be excluded from an exempt item. The Council, members of the public and the press may record/film/photograph or broadcast this meeting when the public and the press are not lawfully excluded.

General Power of Competence

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

AGENDA FOR THE MEETING OF COMMUNITIES COMMITTEE MONDAY 10 FEBRUARY 2025

PART I

1. Apologies For Absence

Receive apologies from Members.

2. Minutes

Authorise the Chair to sign, as a correct record, the minutes of the meeting of the Communities Committee held on Monday 9 December 2024 and agree they be signed as such by the Chair.

3. Declarations of Interest and Requests for Dispensations

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

ADVICE NOTE:

Members are reminded that, in accordance with the revised Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests 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 Monitoring Officer at least 24 hours in advance of the meeting

4. Public Participation

Receive any questions or representations which have been received from members of the public. A period of up to 15 minutes for members of the public to ask questions or submit comments.

ADVICE NOTE:

Members of the public may make representations, ask questions, and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. It is helpful if a member of the public who wishes to speak at a meeting makes a request to speak in writing to the Town Clerk **PRIOR** to the meeting. A member of the public can speak for up to three minutes. A question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given. Where the Council is unable to provide a response to the question at the meeting, they will do so in writing within seven days and the response will be attached to the minutes as an appendix.

5. EXCLUDED ITEM: Public Bodies (Admissions To Meetings) Act 1960

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

6. Resolutions Report

Receive and note the written report.

7. Communications Report

Receive and note the written report.

8. Climate Strategy Report

Receive and note the written report.

9. Communities Committee Workplan Report

Receive and note the written report.

10. Policy Review

Consider the report and recommendation contained within.

Agree that the policies go forward to Full Council for ratification.

11. Email Distribution

Consider the report and the recommendations contained within.

12. Website Development

Consider the report and the recommendations contained within.

13. Events in Penrith

Consider the report and the recommendations contained within.

14. Cumbria Constabulary Neighbourhood Policing Pledge

Receive nominations and appoint up to two members to attend Cumbria Constabulary Neighbourhood locality-based officer meetings.

15. Next Meeting

Note that the next meeting is scheduled for Monday 31 March 2025 at 5.15pm at the Penrith Town Council Office, Unit 1, the Board Room, Church House, Friargate, Penrith.

PART II PRIVATE SECTION

There are no further items in this part of the Agenda.

FOR THE INFORMATION OF ALL MEMBERS OF THE COMMUNITIES COMMITTEE AND FOR ATTENTION TO ALL REMAINING 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

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.gov.uk

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10 FEBRUARY 2025

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

DRAFT MINUTES OF THE ORDINARY MEETING OF THE COMMUNITIES COMMITTEE.

Held on 9 December 2024, at 5.15pm at Penrith Town Council Office, Unit 1, Board Room, Church House, Friargate, Penrith.

PRESENT

Cllr Bowen

Pategill Ward

Cllr Smith

South Ward

Cllr Jackson

North Ward

Cllr Snell

West Ward

Cllr B. Jayson

West Ward

Community Services Officer

General Power of Competence

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

**DRAFT MINUTES FOR THE ORDINARY MEETING
OF
THE COMMUNITIES COMMITTEE
MONDAY 9 DECEMBER 2024**

CC24/28 Apologies

Members received apologies for absence from Cllr. Knaggs.

CC24/29 Minutes

Members were asked to authorise the Chair to sign, as a correct record, the minutes of Communities Committee held on Monday 14 October 2024 and agree they be signed as such by the Chair.

RESOLVED THAT:

The minutes be approved, and the Chair be authorised to sign, as a correct record, the minutes of the meeting of the Communities Committee held on Monday 14 October 2024.

CC24/30 Declarations of Interest and Requests for Dispensations

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

Cllr. Jackson declared a registerable interest in Item 11 Cold Springs Nature Reserve as they live within close proximity to the Cold Springs Nature Reserve.

Cllr. Smith declared a registerable interest in Item 11 Cold Springs Nature Reserve as they live within close proximity to the Cold Springs Nature Reserve.

CC24/31 Public Participation

Members noted that there were no questions or representations from members of the public.

CC24/32 Excluded Item: Public Bodies (Admissions to Meetings) Act 1960

Members noted that there were no 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.

CC24/33 Resolutions Report

Members noted the Resolutions Report.

CC24/34 Communications Report

Members noted the Communications Report.

CC24/35 Climate Strategy Report

Members noted the Climate Strategy Report.

CC24/36 Communities Committee Work Plan Report

Members noted the Communities Committee Work Plan Report.

CC24/37 Eden District Talking Newspaper Association

Members considered the report, and the recommendations contained within.

RESOLVED THAT:

- i. Penrith Town Council continue to provide the Eden District Talking Newspaper Association with a monthly copy of Penrith Town Council News to be included in their recordings.

CC24/38 Cold Springs Nature Reserve

Members considered the report, and the recommendations contained within.

RESOLVED THAT:

The Council supports the Cumbria Wildlife Trust to deliver two projects at Cold Springs Nature Reserve and provides a financial contribution from the 2024/25 Climate Change budget for:

- i. £1500 towards the Cold Springs Nature Reserve Wildlife Garden project for the provision of gates, seating and interpretation.
- ii. £6,500 towards the Cold Springs Nature Reserve Pond Platform project.

CC24/39 Small Event Donation

Members considered the report, and the recommendations contained within.

RESOLVED THAT:

- i. The Council provide a donation of £2,000 from the Arts and Culture budget to deliver a small marmalade themed event in Penrith.
- ii. The Council supports the organisation of the event via a donation, promotion and guidance if required.

CC24/40

Members noted the change of date to the agreed Communities Committee Schedule with the meeting on Monday 14 April 2025 at 5.15pm changed to Monday 31 March 2025 at 5:15pm.

CC24/41

Members noted that the next meeting is scheduled for 10 February 2025 at 5.15pm at Penrith Town Council Office, Unit 1, the Board Room, Church House, Friargate, Penrith.

FOR THE ATTENTION OF ALL MEMBERS OF THE COMMUNITIES COMMITTEE AND FOR INFORMATION TO ALL REMAINING MEMBERS OF THE TOWN COUNCIL

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Communities Committee: 10 February 2025

Item 6

Resolutions Report

This report shows the progress made against resolutions from the Council's Communities Committee this municipal year.

STATUS KEY:

- On hold - Not commenced
- Completed
- In progress - Started and ongoing

Reference	Activity	Status	Notes
CC24/25	VE Day 80 – A Shared Moment of Celebration		Officers working to progress scheme. Progress report taken to Communities Committee 10 February 2025.
CC24/37	Eden District Talking Newspaper Association		Continuation of partnership with the Eden District Talking Newspaper Association confirmed via email.
CC24/38	Cold Springs Nature Reserve		Cumbria Wildlife Trust currently seeking quotations for both projects being funded by the Council. A Service Level Agreement (SLA) will be issued following a quotation, outlining requirements of both CWT and PTC. Once signed, the funding will be released upon confirmation of an order.
CC24/39	Small Event Donation		Officers met with an interested potential stakeholder in early January. They are going through their own channels to decide whether to progress with a potential event for Penrith.

COMMUNITIES COMMITTEE

Date: 10 February 2025

Public Report

Matter: Communications Report

Item no: 07

Author: Community Services Officer

Supporting Member: Cllr Hilary Snell, Chair

Purpose of Report:

To inform and update members of the Communities Committee of the Council's recent communication activities.

Background

This report provides an update on the Council's communication activities since the last meeting of the Communities Committee on Monday 9 December 2025.

Headline Statistics:

Platform	Likes / Follows	Number of Posts	Reach	Post Reactions	Comments	Post Shares
Facebook	704 (+7) / 1049 (+18)	43	25992	107	29	65
Instagram	857 (+3)	14	2607	35	0	2
X (Formerly Twitter)	274 (+1)	9	406	2	3	0
govDelivery	2,505 (+204)	1361	1518	n/a	n/a	n/a
YouTube	3 (+0)	0	0	0	n/a	0
BlueSky	0	0	0	0	0	0
Summary	5,392 (+233)	1,427	30,523	145	32	67

Press Releases:

February 2025:

- [Wednesday 5 February - Penrith May Day 2025: A Community Tradition Returns](#)
- [Wednesday 5 February - Penrith Town Council grant £750 to Growing Well to enable increased access to mental health provision for residents](#)

January 2025:

- [Wednesday 29 January – Team Autism receives boost with £1,000 donation from the Penrith Mayor & Deputy Mayor](#)
- [Monday 20 January – Penrith Town Council approves 2025/26 Budget](#)

December 2024:

- [Friday 20 December – Mayor of Penrith’s Christmas Message](#)
- [Friday 20 December – Council renews partnership with the Eden Talking Newspaper Association](#)
- [Tuesday 10 December – Solar Panels installed at Penrith Rugby Club through Council and Lottery support](#)
- [Friday 6 December – Council announces new £15,000 play area development fund for Penrith Wards](#)
- [Friday 6 December – Council installs two new benches at St Andrews](#)

All Penrith Town Council press releases can be found on the Penrith Town Council website:

<https://www.penrithtowncouncil.gov.uk/information/press-releases/>

Newsletters:

- [Latest News: January 2025](#)
- [Latest News: December 2024](#)

All editions of Penrith Town Council News can be found on the Penrith Town Council website:

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

Each edition is also read aloud through an arrangement with the Eden District Talking Newspaper Association. All recordings can also be found on the Penrith Town Council website through the link above.

BlueSky

Following the discussion at Communities Committee 9 December 2024, the Council has set up an account on BlueSky – to increase the community's access to Council information.

Appendix

Appendix A – Communications Report: Highlights

Appendix B – Press Release: Mayor of Penrith's Christmas Message

Appendix C – Penrith Town Council Winter advert in the Cumberland & Westmorland Herald

Appendix A - Communications Report: Highlights

Date	Platform	Content	Reach	Reactions	Shares	Comments
03-Dec-24	Facebook	Bench installation - St Andrews	2335	19	1	3
03-Dec-24	Instagram	Bench installation - St Andrews	843	17		
10-Dec-24	Facebook	£90,000 Funding for Play Areas in Penrith	1256	14	12	6
11-Dec-24	Facebook	Castle Park Consultation	5930	5	2	19
20-Dec-24	Facebook	Mayor Christmas Message	3219	7	1	5
21-Dec-24	Facebook	PTC News - December	1059	2		3
24-Dec-24	Facebook	Christmas Message	1299	5		4
02-Jan-25	Facebook	Road Closure Information	1253	1		2
29-Jan-25	Facebook	Mayor & Deputy Mayor Team Autism Donation	1428	15		1

Appendix B – Press Release: Penrith May Day 2025: A Community Tradition Returns!

FOR IMMEDIATE RELEASE

Join the fun in Penrith Town Centre on Monday 5 May 2025 when the highly anticipated May Day Celebration returns!

The Penrith May Day event is an opportunity to celebrate the town's rich cultural heritage and bring the community together. With a lineup of exciting activities, live entertainment, and traditional May Day customs, this year's celebration is one you won't want to miss!

This year also sees Penrith Town Council take the lead for the event, following the Penrith Lions Club bowing out after 40 fantastic years of organising the event.

Highlights of the event will include:

- **Live Music and Performances:** Featuring talented local artists and bands, from folk music to modern sounds.
- **Family Activities:** From face painting to funfair rides, there's something for kids of all ages.
- **Food and Drink:** Local businesses are being encouraged to open to allow visitors to shop local during the event.
- **Inflatables:** Free inflatable games will be available to take part in throughout the duration of the event.
- **Parade:** A classic vehicle and walking parade will take place during the day.

Activities will take place from 12pm – 5pm, with the funfair at Sangate being open from 10am. The event is free to attend.

Cllr Doug Lawson, Chair of Penrith Town Council and Penrith Mayor said:

"It is so exciting to be able to start sharing information about Penrith May Day 2025 – the first time the event has been organised by the Council.

"We have worked closely with a number of community organisations, including the Penrith Lions Club to find out what made May Day special to the people of Penrith – and I am pleased to see the Council retain and add elements to the event to ensure the town centre is vibrant and full of fun activities for all ages on the day.

"So, mark your calendars – and don't miss out on this cherished community tradition!"

For more information, please visit <https://penrithartsandculture.co.uk/penrith-may-day/>

Appendix C – Cumberland & Westmorland Herald Winter Advert



Welcome to Penrith Town Council's Winter update in the Cumberland and Westmorland Herald where you can read a round-up of the very latest developments at the Council.

Mayor of Penrith's Christmas Message

AS THE festive season approaches once again, I want to extend my warmest wishes for a Merry Christmas and a peaceful, healthy, and prosperous New Year to all Penrith residents and their families.

Penrith's strong sense of community has always been a defining feature of our town, and it is a privilege to lead a council that works to support and improve the lives of everyone who works, lives and visits the town, and Christmas provides a wonderful opportunity for us to come together once again in kindness and support for one another. Whether it's spending time with loved ones, donating to local food banks for Christmas, shopping locally, or simply checking in on neighbours to ensure they are okay, let's make this festive period one of generosity and care.

The festive season also offers an opportunity for self-reflection over the past year – a year in which I am especially proud of how the Council has collaborated with every corner of our community to achieve meaningful and positive outcomes for the town.

Since April, the Council has secured a new £40,000 grant funding all part of its Community and Signature Organisations to support a range of projects, delivering tangible benefit for the people of Penrith. It has been my pleasure to meet with many of these organisations over the course of the year, to see first hand the positive impact our grant funding is enabling.

Penrith Town Council has also announced a new £90,000 fund for play areas in Penrith – with projects in Cardcote and Paesgill already



being backed through this new fund. While many of these play areas are not in our direct ownership, the Council recognises the importance of having play areas which are fun, safe, and inclusive, to look forward to seeing lots of projects coming forward during this term of council, with Cardcote and Paesgill already leading the way!

This year has also seen the Council start on the new District Council after forty fantastic years from the Lions Club of Penrith. This presents the Council with a great opportunity to do things differently, whilst delivering that same community feel of the event we know and love. I look forward to being able to share more with you all in the coming weeks about this exciting event for the town.

Finally, I would like to thank the Council's new Climate Strategy and I am glad to see how much progress is already being made on lots of our pledges throughout the year. In October, we had the unveiling of the iconic Paddington Bear statue on Little Dockray which has already brought so much positivity to the town, along with a surprising variety of visitors that I know of.

Thank you to my fellow councillors for believing in me the honour of being Mayor of this great town and Chair of Penrith Town Council - Merry Christmas and Happy New Year to all our residents. Doug Lawson, Chair of Penrith Town Council & Mayor of Penrith.



Penrith Vote Yes on Penrith Neighbourhood Development Plan

The people of Penrith residents will be asked to vote on the adoption of the Neighbourhood Development Plan at a Council meeting in February. I am especially glad to see so many green spaces protected for future generations and hope more can be added in the future.

"I want to thank everyone who publicised the vote, not least the Cumberland & Westmorland Herald, who prove the importance of local news every week."

Council announces new £15,000 play area development fund

PENRITH Town Council has announced fresh funding of £15,000 for the improvement of play areas within the Penrith Town Council area. The funding will be split between the Paesgill, Cardcote, and Teanast Associations towards the improvement of Paesgill Park Play Area. This funding will enable a £20,000 scheme to progress to tender.

Thanks to Penrith Town Council's funding, these projects will now be brought forward and started in the new year. The funding will be split between the Paesgill, Cardcote, and Teanast Associations towards the improvement of Paesgill Park Play Area. This funding will enable a £20,000 scheme to progress to tender.



Contact Us
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Penrith Town Council Cumbria
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www.penrithtowncouncil.gov.uk

COMMUNITIES COMMITTEE

Date: 10 February 2025

Public Report

Matter: Climate Strategy update

Item no: 08

Author: Community Services Officer

Supporting Member: Cllr Snell, Chair

Purpose of Report:

To inform and update members of the Communities Committee of the progress on the Council's Climate Strategy Action Plan.

Background

This report provides an update on the progress on the Council's Climate Strategy Action Plan.

Penrith Town Council Climate Strategy Action Plan April 2024 – March 2025

STATUS KEY:

On hold - Not commenced

In progress - Started and ongoing

Completed

Strategic Objective: Achieve carbon neutrality for Penrith Town Council						
Plan Ref	Project	Timescale	Budget	Partners	Progress	
1.1	Commission a Carbon Audit of Penrith Town Council	October 2024	£1,400	-	Green Small Business has presented the Council with its carbon footprint, including Scope 1, 2 & 3. Data has been circulated to councillors - with the website to be updated – with website update.	
1.2	Provide climate literacy training for all Councillors and Officers	February 2025	£850	CALC / CAFS	Email to Councillors who have not attended previous training, informing of future courses provided by CAFS (18/04/24). PTC officers to identify which councillors who have not attended and encourage them to take part in training.	
1.3	Work to reduce consumption of paper and other resources.	April 2025	Nil	-	Internal email to all staff asking them to give consideration to use of resources, printing, recycling, digital. (18/04/24). CSO is monitoring monthly paper usage – with data to be circulated to councillors in April 2025 to demonstrate usage across the year.	

1.4	Lobby the Cumbria Pension Fund to divest its Fossil Fuel Holdings.	June 2024	Nil	PACT	Communities Committee approved a letter to send to Westmorland & Furness Council regarding divestment from fossil fuels (10/06/24). Letter sent to Doug Rathbone, Chair of the Pensions Committee (28/06/24). Response received (04/07/24).
Strategic Objective: Engage the community on climate actions					
2.1	Produce a quarterly newsletter themed on climate related issues. (May, Aug, Nov, Feb) Themes to include: Energy Saving Tips, Community Groups & Green Spaces, Carbon Footprint and Transport.	Quarterly	£500	-	The next edition of the Climate Newsletter will be sent out in February 2025. Councillors have been requested to input with editorial.
2.2	Identify, promote and make available educational material and training opportunities for use by communities – catalogue existing resources.	April 2025	Nil	-	Page to be set up on the Penrith Town Council website – signposting to partner organisations such as CAFS and PACT. Page to form part of website review.
2.3	Identify the feasibility of a Climate Change Hub in Penrith and undertake consultation.	February 2025	Nil	-	Climate & Environment Task & Finish Group have identified a suitable location for a Climate Change Hub in Penrith. Officers to progress.
Strategic Objective: Conserve and enhance local biodiversity					

3.1	Ensure the protection of green spaces and natural habitats in the possession of Penrith Town Council and as set out in the Neighbourhood Plan	November 2024	Nil	-	A majority YES vote for the Penrith Neighbourhood Development Plan during the referendum on 28 November 2024.
3.3	Have the Council adopt a Biodiversity Policy and Action Plan at a meeting of Full Council.	March 2025	Nil	-	Council's Climate & Environment Task and Finish Group working to bring a Biodiversity Policy and Action Plan for Communities Committee to consider – March 2025.

Strategic Objective: Promote low emission transportation options

Plan Ref	Project	Timescale	Budget	Partners	Impact
4.2	Lobby for incentives for the use of electric vehicles. Work in partnership with organisations and write to central government to lobby for incentives. Work in partnership with appropriate organisations to investigate the increase of electric vehicle charging infrastructure. Develop a policy and action plan for supporting sustainable and community transport schemes.	April 2025	Nil	W&F / industry	Work underway as part of the Climate & Environment Strategy Task & Finish Group – with Councillor Daniel Jayson writing a brief discussion paper to bring back to the group. EV infrastructure officers from Westmorland & Furness Council invited to present to the Climate & Environment Strategy Task & Finish Group. Council's Climate & Environment Task and Finish Group working to bring a Biodiversity Policy and Action Plan for Communities Committee to consider – March 2025.
4.3		March 2025	Nil	Transport Providers	
Strategic Objective: Increase the number of green projects in Penrith					
5.1	Promote the Council's Grant Fund for green and climate projects	April 2025	Nil	-	Grant Scheme scoring system prioritises a project's Climate priorities. Social media promoting grant scheme – to increase when grant budget renews in April 2025.
5.3	Promote and develop new Penrith Town Council green projects.		-	-	Communities Committee (9 December 2024) supported two projects at Cold Springs Nature Reserve.

	Identify and promote walking routes around Penrith.	March 2025	£1,500	-	Penrith Way / Walks work ongoing. Councillors invited to audit walks. CSO to progress this financial year.
	Invite ideas for and develop green projects.	March 2025	Nil*	-	-
5.4	Conduct a climate vulnerability assessment to identify at-risk areas	April 2025	-	-	Councillor Doug Lawson, as Chair of the Council's Climate & Environment Task & Finish Group to look into.
*Projects and ideas presented may require budget. All new projects to be agreed by Committee or Council					

COMMUNITIES COMMITTEE

Date: 10 February 2025

Public Report

Matter: Communities Committee Workplan Report

Item no: 09

Author: Community Services Officer

Supporting Member: Cllr Snell, Chair

Purpose of Report:

To inform and update members on the progress of the Communities Committee Work Plan.

Background

This report provides an update on the progress of various areas of work related to budgets associated with the Communities Committee.

Corporate Communications				Budget: £15,000	Budget Spent: £10,337
Activity	Officer	Details / Targets		Progress	
Penrith Town Council Newsletter	CSO	<ul style="list-style-type: none"> Monthly e-newsletter detailing the work of the Council in the month prior. Ensure Council decisions are effectively communicated to the public. To give the public greater awareness of the work of the council. 		<p>Penrith Town Council News:</p> <ul style="list-style-type: none"> Latest News: January 2025 Latest News: December 2024 <p>All editions of Penrith Town Council News can be found on the Council website: https://www.penrithtowncouncil.gov.uk/information/newsletter/</p>	
Social Media	CSO	<ul style="list-style-type: none"> Manage Penrith Town Council's social media channels effectively, ensuring regular content and increased social media followers and signups for the Council's govDelivery account. Start to diversify content to cater to a more video focussed audience. 		<p>Regular content produced via social media (1,427 total posts since 9 December 2024).</p> <p>Since 9 December 2024, the Council's total number of likes / follows on all social media platforms (including govDelivery) has increased to 5,392 (+233).</p>	
Consultations	CSO	<ul style="list-style-type: none"> Create surveys on an ad hoc basis. Provide support to colleagues in setting up surveys. Create surveys to engage with the public. 		<p>Consultations</p> <p>Since Monday 9 December 2024, Penrith Town Council has not undertaken any public consultations, however it is expected that a number of Consultations will take place in the coming months in relation to Carleton Village Hall and Penrith May Day.</p> <p>Consultations Policy was agreed by the Communities Committee (14/10/2024) and was ratified by Full Council on Monday 13 January 2025.</p>	

Press Releases	CSO	<ul style="list-style-type: none"> Produce and disseminate press releases to increase exposure of Council news in the press. 	<p>Press Releases:</p> <ul style="list-style-type: none"> Wednesday 5 February - Penrith May Day 2025: A Community Tradition Returns Wednesday 5 February - Penrith Town Council grant £750 to Growing Well to enable increased access to mental health provision for residents Wednesday 29 January - Team Autism receives boost with £1,000 donation from the Penrith Mayor & Deputy Mayor Monday 20 January - Penrith Town Council approves 2025/26 Budget Friday 20 December - Mayor of Penrith's Christmas Message Friday 20 December - Council renews partnership with the Eden Talking Newspaper Association Tuesday 10 December - Solar Panels installed at Penrith Rugby Club through Council and Lottery support Friday 6 December - Council announces new £15,000 play area development fund for Penrith Wards Friday 6 December - Council installs two new benches at St Andrews <p>All Penrith Town Council press releases can be found on the Council website: https://www.penrithtowncouncil.gov.uk/information/press-releases/</p>
Graphic Design	CSO	<ul style="list-style-type: none"> Create branded graphics and edit videos on an ad hoc basis using Canva. Create professional branded content which reinforces PTC's identity. 	<p>CSO using Canva to create graphics and videos. CSO created Penrith May Day Poster using Canva.</p>

Cumberland & Westmorland Herald	CSO	<ul style="list-style-type: none"> Communities Committee agreed a quarterly update in the Cumberland & Westmorland Herald. 	<p>Winter advert included in the Friday 20 December 2024 edition of the CW Herald.</p> <p>Spring advert to be included in a March edition of the CW Herald.</p>
Eden Local	CSO	<ul style="list-style-type: none"> Communities Committee agreed a quarterly update in the Eden Local. 	<p>Winter advert included in the December edition of the Eden Local.</p> <p>Spring Advert to be included in the April edition of the Eden Local.</p>
Eden District Talking Newspaper Association	CSO	<ul style="list-style-type: none"> Communities Committee agreed a quarterly update in the Eden Local. 	<p>The Council work in partnership with the Eden District Talking Newspaper Association to distribute recordings of Penrith Town Council News to visually impaired locals each month.</p> <p>Recordings can be accessed below:</p> <ul style="list-style-type: none"> Latest News: December 2024v

Council meeting update	CSO	<ul style="list-style-type: none"> • An ad-hoc e-newsletter notifying subscribers of a meeting agenda / minutes being published. • Ensure Council decisions are effectively communicated to the public. • Give the public greater awareness of the work of the council. 	The Council will begin sending updates via govDelivery when agendas and minutes of its meetings have been published.
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Grants			Budget: £30,000 & £10,000	Budget Committed or Spent: £30,000 & £10,000
Activity	PTC Colleague	Targets	Progress	
Grants	TC SCM CSO RFO EDO	<ul style="list-style-type: none"> Support the grant application process to ensure PTC grant budget is used. Promote grants schemes to community groups. Provide support during application process and seek feedback from applicants. Apply for grants and attend funding fairs to assist the Council to deliver its priorities. 	<p>The Council has seen increased interest in its Community Grants scheme this year, resulting in the original budget of £20,000 being increased to £30,000, following virements from the Signature Grants budget.</p> <p>Grants awarded during 2024/25 (totalling £30,000):</p> <ul style="list-style-type: none"> Meals on Wheels Cumbria, £2,500, Starting a new service in Penrith Penrith Rugby Club, £3,000* (subject to VAT claim*), Installation of Solar Panels Penrith BID, £3,099, Town Centre Greening Project Eden Dodgeball Club, £575, New Under 15 years Dodgeball Group BlueJam Arts, £3,480, Family painting sessions, 1yr Project Wetheriggs Utd FC, £2,000, Clubhouse Furniture Carleton Park Group, £5,000, Multi Use Games Area at Carleton Park Penrith Cricket Club, £1,000, Refurbished toilets and disabled ramp Euphoric Circus, £2,500, Programme of activity sessions for young people delivered in Penrith Growing Well, £750, Transport to access services Talkin Tables, £400, Promotion of events Fellrunner Bus Service £3,000, Provision of Bus Service Penrith Pumas WRC, £1,838, Equipment 2nd Penrith Scouts, £858, Facility Improvements (offered) <p>Signature Grants awarded during 2024/25 (totalling £10,000):</p> <ul style="list-style-type: none"> Penrith BID, £5,000, Penrith Christmas Sparkle Eden Arts, £5,000, Winter Driving 	

			The Council is now no longer accepting grant applications for 2024/25 and any grant applications received will be held until the grant budget renews in April 2025.
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Town Projects				Budget: £30,000	Budget Spent: £13,631
Activity	PTC Colleague	Targets	Progress		
May Day 2025	TC SCM CSO EDO RFO DTC	<ul style="list-style-type: none"> ➤ Deliver a successful May Day Carnival 2025 event. ➤ Confirm relevant consents and assist with the preparation of an Event Plan and risk assessments necessary for the delivery of the May Day event in 2025. 	<p>The Council progressing with plans for Penrith May Day 2025. Promotion of the event started w/c 3 February 2025.</p> <p>All necessary consents have been submitted, awaiting confirmations.</p>		
Bunting	SCM CSO	<ul style="list-style-type: none"> • Assist with the installation and take down of the bunting annually- liaising with community groups and the contractor. • Develop a bunting scheme with the Penrith Lions and Community Caretaker. • Have all of the permissions and H&S requirements in place to install the bunting. • Arrange take down of bunting. • Maximise the impact of the national scheme in Penrith 	<p>All arrangements and permissions from Westmorland & Furness Council in place for installation of bunting in April 2025.</p> <p>Scheme to encompass less streets – and focus more on the town centre- improving the effectiveness of the bunting.</p> <p>CSO & SCM to progress the scheme with the support of the Community Contractor and Penrith Lions Club.</p> <p>CSO & SCM to identify whether more bunting is required for scheme.</p>		
Penrith Trail Scheme	EDO SCM DTC		Paddington unveiled in October.		

Cornmarket Bandstand Street Trading Licence	EDO CSO SCM	<ul style="list-style-type: none"> Obtain a street trading license for the Cornmarket Bandstand Enable young entrepreneurs 	The Council has applied for a Street Trading Licence for the Cornmarket Bandstand to Westmorland & Furness Council. License has been approved – and is due to start April 2025 to begin at the start of the Spring / Summer period to maximise effectiveness of the License.
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Arts & Culture Development			Budget: £10,000	Budget Spent: £4,135
Activity	PTC Colleague	Targets	Progress	
Penrith Arts & Culture Group	EDO DTC	<ul style="list-style-type: none"> Produce a programme of events for the 2025 May Day event. Identify projects and activities which can be facilitated by the Council.. 	<p>The Council, through the Penrith Arts & Culture Group facilitated two projects across Summer 2024:</p> <ul style="list-style-type: none"> Sounds Around Town – Penrith Town Council, working with Plug & Play, Eden Valley Artistic Network and the Penrith Arts & Culture group, has funded and arranged for bands / artists to play around Penrith on Saturdays across the Summer. Wild Play Day at Thacka Beck Field – facilitated through Stomping Ground – the event attracted over 140 young people to attend the event - nearly twice as many as the same event the year prior. <p>Penrith Arts & Culture Group currently working to produce a programme of events for the 2025 May Day event.</p>	
Events & Activities e-Newsletter	CSO	<ul style="list-style-type: none"> Produce a bi-weekly e-newsletter rounding up events and activities in and around Penrith and compliment the Penrith Arts & Culture website To give the public greater awareness of events and activities in Penrith 	<p>Events & Activities:</p> <p>Penrith Town Council distributes a bi-weekly round-up of events and activities in and around Penrith. The e-newsletter supports the Penrith Arts and Culture website and allows community groups, sports clubs and others to feed their events and activities through the newsletter. The newsletter has been paused for the time being to allow CSO to effectively manage workload, but will restart in mid-February.</p>	

Penrith Arts & Culture website	CSO	<ul style="list-style-type: none"> To give the public greater awareness of events and activities in Penrith 	Website regularly updated with up-to-date events of the partners involved with the Penrith Arts & Culture Group. Also open to other groups to promote their events / activities.
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Climate Change			Budget: £15,000	Budget Spent: £1,459 (As of 31 August 2024)
Activity	PTC Colleague	Targets	Progress	
Climate Strategy	CSO SCM	<ul style="list-style-type: none"> Deliver the 2024/25 Climate Strategy Action Plan Update the action plan on a yearly basis in collaboration with the Council's Climate & Environment Strategy Task & Finish Group 	<ul style="list-style-type: none"> Update included in Communities Committee: 10 February 2025. Climate & Environment Strategy Task & Finish Group convened to update the Climate & Environment Strategy action plan with an updated version to be taken to Communities Committee in March 2025. 	
Climate & Environment Strategy Task and finish group	CSO SCM	<ul style="list-style-type: none"> Monitor and review the Climate & Environment Strategy Action Plan 	Task & Finish Group to look at: <ul style="list-style-type: none"> Climate & Environment Strategy action plan 2025/26 Biodiversity Policy and Action Plan Community Transport Policy Electric Vehicle Charging site Briefing paper Currently two meetings of the group have taken place.	
Green Projects	CSO SCM	<ul style="list-style-type: none"> Invite ideas for and develop green projects 	<ul style="list-style-type: none"> The Council has agreed to fund two projects at Cumbria Wildlife Trust's Cold Springs site: Wildlife Garden & Pond Platforms. The Council is actively involved in the Eden River's Trust's Access to Eden project – and has helped fund the Community Tree Nursery in Penrith through the Communities Committee. Walks around Penrith leaflet work ongoing. Councillors invited to audit walks. Work to be completed before April 2025. 	

COMMUNITIES COMMITTEE

Date: 10 February 2025

Public Report

Matter: Policy Review

Item no: 10

Author: Community Services Officer & Town Clerk

Supporting Member: Chair of Communities Committee, Cllr Snell

Purpose of Report:

To consider and approve the reviewed and amended policy for Penrith Town Council Awards.

To consider and approve the new policy for The Freedom of the Town which has been developed to mark the 10th anniversary of the Town Council.

Recommendations:

That the following reviewed policies be approved and that these go forward to Full Council for ratification:

- i. Civic Awards Scheme
- ii. The Freedom of the Town Policy

Law and Legal Implications

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

1. Report Details

- 1.1 The Council has a timetable for the review of its policies. This report includes the review of the Council's Awards Policy, which is a civic policy and falls outside the routine review of Council policies. The report also introduces of a new Honorary Freedom of the Town Policy.

Civic Awards Scheme (Appendix A)

- 1.2 The Council has had an awards policy since 2017, and a number of medals have been issued. There is currently no formal register of recipients of the award. Most recently, fewer awards have been given, and no nominations have been received from the public.
- 1.3 The Mayor's Medal is presented to persons who have, in the opinion of the serving Mayor, made important and significant contributions to Penrith. The medals may be awarded for activities such as bravery, long service, and outstanding contributions to the community.
- 1.4 Currently the number of Mayor's Medals presented during a mayor's term of office is limited to four. It is proposed to reduce this to one and to encourage the public to make nominations for five new awards:
- a) Citizen Award (individuals 21 years Plus)
 - b) Youth Award (individuals up to 21 years)
 - c) Community Award (group award)
 - d) Sustainability Award (group or individual award)
 - e) Extra Mile Award (individual award) made to an individual who, in their capacity as a volunteer, has gone the extra mile in their work to the benefit of Penrith.
- 1.5 Outgoing Mayors Award: Each year the outgoing Mayor will receive a medal from the Town Council in gratitude of the dedication and service to the Council and community of Penrith. A councillor may only receive one medal.
- 1.6 A register will be created to reflect the awards given in the past and record those given in the future.

Honorary Freedom of the Town Policy (Appendix B)

- 1.7 By virtue of the Honorary Freedom of Boroughs Act 1885, and by Section 249 of the Local Government Act 1972 (as amended by the Local Democracy, Economic Development and Construction Act 2009), the highest honour that a Council can bestow is the Honorary Freedom of a town or city. An Honorary Freedom carries with it no special privileges – it is purely an honorary title.
- 1.8 The draft policy provided aligns with policies from town councils who have had this policy established for several years.

2. Options analysis including risk assessment

Risk

Policies are not up to date, correct and relevant.

That the awards scheme are not relevant or credible.

Consequence

Council implementation of policy may not be in keeping with legislation and best practice.

Impact on Councils reputation.

Controls Required

Approve and monitor revised policies.

3. Financial and Resource Implications

The cost of the medals and the cost of the Freedom of the Town Scroll/certificate and any civic event/ceremony associated with celebrating these achievements.

4. Equalities Implications

There are no equalities implications associated with this report.

5. Climate Change and Environmental Implications

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

Appendices

Appendix A – Civic Awards Scheme

Appendix B – Honorary Freedom of the Town Policy

Background Documents:

None.



Penrith Town Council

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

ITEM 10 APPENDIX A

Civic Awards Scheme

Overview

1. Penrith Town Council will hold an annual Town Awards organised by the Communities Committee.
2. Awards are given to people who have made a positive difference to the lives and well-being of people and quality of life in Penrith, who have supported charitable or voluntary work in the town, who have volunteered for Penrith Town Council, or who have demonstrated outstanding citizenship. The people of Penrith decide the winners of the awards.
3. Nominations forms are available on the Town Council website, Penrith Library or from the Penrith Town Council office.
4. The winners are announced and presented at the Annual Town Meeting.
5. There will be five main categories of awards:
 - a) Citizen Award (individuals 21 years Plus)
 - b) Youth Award (individuals up to 21 years)
 - c) Community Award (group award)
 - d) Sustainability Award (group or individual award)
 - e) Extra Mile Award (individual award) made to an individual who, in their capacity as a volunteer, has gone the extra mile in their work to the benefit of Penrith.
6. Organisations and individuals are eligible for an award irrespective of where they are based/reside although it is essential that their activities are for the benefit of the community of Penrith.
7. The Mayor may identify one recipient for the Mayors Award.
8. There are six awards per year.

Nominations

9. The Council will invite nominations from the public to each of the five categories.
10. Nominations must be made via the official application form.
11. Each nomination will be considered on its own merits by the Council.
12. You will need to provide full details of why you are making the nomination giving comprehensive reasons why you consider that the person being nominated has enriched the lives of the residents.
13. Any organisation or individual who resides or is based within the parish of Penrith.
14. All nominations must be returned to the Town Council Office, by **12 Noon on 1st February** annually.
15. Nominations received after this date will not be considered by the panel.
16. Current serving Town Councillors are exempt from nomination.

Award

17. The Citizen Award will comprise a Civic Badge and framed certificate.
18. The Youth Award will comprise of a Civic Badge and framed certificate.
19. The Community Award will comprise of a framed certificate and a donation of £150.00 to a charity of the winners' choice.
20. The Sustainability Award will comprise of a framed certificate and a donation of £150.00 to a charity of the winners' choice.
21. The Extra Mile award will comprise of a civic badge and a framed certificate.
22. A commendation shall comprise a letter from the Mayor and an announcement at the Town Awards presentation.
23. In normal circumstances a maximum of one of each award, will be given in one year totalling six awards per year.
24. If no nominations are received the panel will bring forward nominations from Members of the Council.
25. The panel may commendations to those who do not receive an award.
26. The panel may make a "special award" on such grounds as it deems necessary.

Decision Panel

27. Nominations will be considered by the Decision Panel consisting of the Mayor, Deputy Mayor, Clerk to the Communities Committee and Chair and Deputy Chair of the Communities Committee and, if applicable, a representative of the sponsor of the awards.
28. The panel's decision is final.
29. The Panel may, in exceptional circumstances make awards to the same person, organisation or business in subsequent years should they continue to contribute or contribute in a unique way to Penrith.



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PENRITH TOWN COUNCIL AWARDS APPLICATION FORM

Nominate someone who makes a positive difference to Penrith and its community. The closing date for applications is **1 February**.

Please return forms to:

Community Services Officer, Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XX or email to cso@penrithtowncouncil.gov.uk

Section One – Person Being Nominated

Name of Nominee:	
Address of Nominee:	
Telephone Number & Email:	
Please tick the award to which you are making a nomination.	There are five main categories of awards:
	Citizen Award (individuals 21 years Plus).
	Youth Award (individuals up to 21 years).
	Community Award (group award).
	Sustainability Award (group or individual award).
	Extra Mile Award (individual award) for an individual who, in their capacity as a volunteer, has gone the extra mile in their work to the benefit of Penrith.

Section Two – Reason for Nomination

Please tell us what your nominee has done to deserve the Award, including the length of time they have been involved in this work. Please continue on a separate sheet if needed. You may attach photos and press cuttings to support your nomination.

Section Three – Registration

Please provide your details so that we may contact you to find out more information if required.

Proposer's Name:	
Proposer's Address:	
Proposer's Phone: Number and Email	
Proposer's Signature:	
Date:	

The Award Rules

- Candidates can be of any age but must have made a material contribution to the advancement, well-being, or welfare of the people of Penrith, supported charitable/voluntary work conducted in the town, assisted the work of the Town Council in a voluntary capacity, or demonstrated outstanding citizenship.
- Serving Members or Officers of the Town Council cannot be nominated.
- The closing date for nominations is **1 February**.
- The award winners will be presented with the award at the Annual Town Meeting. The venue, time and date will be confirmed with the invitations.
- If you have any questions, please contact the Town Council office 01768 8899773 or email office@penrithtowncouncil.gov.uk
- Please email this form to office@penrithtowncouncil.gov.uk



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ITEM 10 APPENDIX B

The Freedom of the Town Policy

1. The granting of the Freedom of the Town is a symbolic presentation, which represents the highest honour a Town can bestow on an individual. The Freedom of the Town is a significant honour, demonstrating trust, loyalty, and a sense of community between a Town and an individual.
2. After local government reorganisation in 1974, several local authorities were given the power to admit honorary aldermen and freemen pursuant to section 249 of the 1972 Act. However, that power was not extended to parish councils in England or community councils in Wales.
3. Prior to January 2010 only 10 local councils had the standing to confer the title of honorary freeman: seven in England (the councils of the cathedral cities of Chichester, Ely, Hereford, Lichfield, Ripon, Truro and Wells) and 3 in Wales (the councils of the cities of Bangor and St David's and the Royal Town of Caernarfon).
4. With effect from 12 January 2010, all parish councils may now exercise powers to confer the title of "honorary freeman" or "honorary freewoman" upon what the legislation refers to as "persons of distinction" and those who, in the council's opinion, "have rendered eminent services to the council's area" (section 249(5) and (6) of the Local Government Act 1972 Act).
5. Section 249(8) of the 1972 Act as amended, provides that the admission of an honorary freeman or honorary freewoman must be by resolution made at a meeting of the Full Council specially convened for such purpose and passed by no less than two-thirds of the members of the Council.
6. Section 249(8) also requires "notice of the object of the meeting" to be given. This confirms the need for the agenda with the public notice and summons to members in respect of the Council meeting to itemise a motion to confer the title of honorary freeman or honorary freewoman.

7. Section 249(9) of the 1972 Act as amended provides that a local council may spend a reasonable sum as it thinks fit for the purpose of presenting an address or a casket containing an address to a person on whom it has conferred the title of honorary freeman or honorary freewoman.
8. Prior to the changes in the law, as set out above, some local councils, who want to honour residents' notable service to their town or community or who achieved national fame, conferred the titles "honorary citizen" or "honorary townsman" or "honorary burgess." Given the express powers given by the 2009 Act to admit "honorary freemen" and "honorary freewomen" it will no longer be necessary or even possible for local councils to confer other titles.

Eligibility

9. Individuals from all walks of life and all sections of the community who have made a difference to Penrith are eligible to be nominated as honorary freemen/freewomen.
10. In keeping with the special nature of the award it shall be limited to those who have made a significant contribution to the community of Penrith and who have demonstrated "service above self."
11. The honour will be awarded for the individual's lifetime and not as a hereditary award.
12. The maximum number of freemen or freewomen at any one time is not restricted.
13. It would be expected that the nominee will have given extensive and distinguished service to the community that goes beyond local government i.e. service to other organisations, voluntary and community groups, in a voluntary capacity.
14. The nominee must have made an outstanding contribution to the Town such as the nominee's contribution can be seen to stand above the contributions made by most other people.
15. If the nomination is for that of a former Member of the Town Council, then to be eligible for consideration, they must have served at least 3 terms of office (12 years) these do not have to have been consecutive.
16. Nominations will not be accepted for current serving members of the Town Council a suitable qualifying period of one month must have elapsed after resignation from the Council before a nomination is accepted.

Nomination Criteria

17. The following should be considered when consideration is given to granting the honour of honorary freeman or honorary freewoman of the Parish of Penrith:
 - a) Preference should be given to a person who performs in a voluntary capacity, but this should not preclude the honour being awarded to a person whose dedication and contribution is significantly above that expected from their occupation.
 - b) The contribution to the welfare of the community must involve a significant contribution of the person's time in serving members of the community for the improvement of their welfare or the promotion, achievement and/or delivery of community services in which a real personal role and contribution is made, and the contribution must be so outstanding in that it can be seen to stand above the contributions of most other persons.
 - c) The candidate has made achievements in their chosen sport resulting in World or Olympic titles or represented their nation at the highest level.
 - d) The candidate has been a Town Councillor for 12 years.
 - e) The candidate has achieved significant success in arts/culture/theatre/politics/education/business or the sciences at an international level and was either born or now lives in Penrith.

Acknowledgement

18. An acknowledgement will be sent upon receipt of the nomination form. Correspondence will not be entered into on the merits of a particular nomination whilst it is under consideration.
19. All Councillors will be invited to discuss nominations received for the honorary freeman/freewoman.
20. The Council may request further information from the proposer if required.
21. The awards for each year will be presented at an individual ceremony and this will normally be the Annual Town Meeting of the Council each April.
22. Nominations for each calendar year should reach the Town Clerk by the 1 February.

Nomination Procedures

23. Nominations can be made by any person who has links with Penrith. Nominations can be made by completing the nomination form and forwarding it in a confidential envelope to the Community Services Officer.
24. The submission should outline the voluntary service provided by the individual to the community and any other examples of community spirit to justify the honour.
25. The Council may consider applications for "Freedom of the Town" to be bestowed on individuals or groups.
26. The Council may on its own initiative consider bestowing "Freedom of the Town" on individuals or groups.
27. Councillors are to be advised of the proposal to bestow honorary freeman/woman onto said person(s) to ensure that 2/3 agree prior to arrangements for the extraordinary meeting of Council and reception being made.
28. Nominations are to be agreed by the Mayor, Deputy Mayor, Chair of Communities Committee, Clerk to the Communities Committee and Town Clerk, prior to any resolution being put before Council.
29. Once agreed arrangements will be made for an extraordinary meeting of Council to be held, to award the Honorary Freedom, followed by a reception to be held in a local venue, subject to agreement or all parties.
30. The recipient will be informed of the Council's wish to bestow the honour of Freeman/woman onto them, and they will be invited to attend the Extraordinary Meeting of Council followed by the reception at the Annual Town Meeting.
31. An agenda will be sent to all Members advising them of the date and they will be advised of the venue for the reception and the costs.
32. A "Freedom" scroll will be ordered stating the name and purpose for which the honour is being bestowed.
33. Once the resolution has been passed at the meeting the Honorary at the meeting the Honorary Freeman/woman will be bestowed on the individual and signed by the Mayor and Proper Officer.
34. All nominations of honorary freeman are treated in the strictest of confidence. The nominee should not be informed that they have been nominated as it is not fair to raise expectations in case they are not met. It is imperative that submissions are not discussed with any other persons. Any disclosure will make the application invalid.

At The Meeting

35. Honorary freedom can only be awarded if two thirds of Councillors are present and voting at the extraordinary meeting of Council.
36. The Mayor will open the meeting as is the usual practice and invite councillors to consider the motion being placed before them in respect of the awarding of the Freedom of the Town to an individual or group (the wording for this will be included on the agenda).
37. A motion will be proposed that the Council formally accept the proposal with a further Councillor seconding the motion.
38. The Mayor and any other Councillor may wish to say a few words about the recipient at this point.
39. Following the proposal and seconding of the proposal the Mayor will request a vote by a show of hands.
40. Once the proposal has been voted upon and a resolution made that the Freedom of the Town bestowed upon the individual or group in question and Scroll of Admission will be signed by the Town Mayor and the Town Clerk and officially presented to the recipient.

After The Meeting

41. Pictures will be taken following the presentation.
42. The Council's social media site will be updated.
43. A press release will be sent to local press (including a photograph).
44. An offer will be made to the recipient of the award for the Council to hold onto the scroll for the purpose or having it professionally framed on behalf of the recipient (if they so wish).

Entitlements

45. Any person declared an honorary freeman or freewoman of the Town may designate him/herself "honorary freeman/freewoman of the Town of Penrith."
46. The recipient will be awarded a civic badge in the form of a medallion & a scroll to commemorate receiving the award.
47. Entitlements of the role include:
 - a) Invitations to attend all civic ceremonial events as invited.
 - b) Assisting the Mayor in supporting the work of the Mayor's Charity and the hosting of civic functions.
 - c) Being a part of civic processions such as the Remembrance parade
 - d) Taking precedence amongst distinguished guests.
 - e) Being added to the Council's 'Roll of Honorary Freedom'.



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FREEDOM OF THE TOWN NOMINATION FORM

Section One: Nominators Details:

Name of Nominator:	
Address of Nominator:	
Telephone Number & Email:	
Are you related to the person you are nominating?	
In what capacity are you nominating them?	
In what category are you nominating them charity/voluntary/former councillor, artist, sports person etc.?	
Dates when they served or dates when they attained a special achievement such as an Olympic medal.	
How long have you known the individual?	

Section Two: Nomination for honorary freeman / woman of the town

Name of Nominee:	
Address of Nominee:	
Telephone Number & Email:	

Section Three – Reason for Nomination

Please tell us what your nominee has done to deserve the nomination.

Please continue on a separate sheet if needed. This section must be completed with a much detail as possible.

- Serving Members or Officers of the Town Council cannot be nominated.
- The closing date for nominations is **1 February**.
- The Freedom of the Town recipients will be presented with the award at the Annual Town Meeting.
- The venue, time and date will be confirmed with the invitations.
- If you have any questions, please contact the Town Council office 01768 8899773 or email cso@penrithtowncouncil.gov.uk.
- Please email this form to cso@penrithtowncouncil.gov.uk.

COMMUNITIES COMMITTEE

Date: 10 February 2025

Public Report

Matter: Email distribution

Item no: 11

Author: Community Services Officer

Supporting Member: Chair of Communities Committee

Purpose of Report:

Consider the proposal to renew the Council's arrangement with Granicus for the govDelivery service for April 2025 - April 2026.

Recommendations:

Penrith Town Council renew its contract with Granicus for the govDelivery service for April 2025 – April 2026.

Law and Legal Implications

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

1. Report Detail

- 1.1 In April 2023, Penrith Town Council commissioned govDelivery, an email distribution platform, on a one-year contract to increase the community's access to information and improve transparency and accountability.
- 1.2 govDelivery is used by the Council to build and design branded e-newsletters (emails) on Council business, updates and more to subscribed audiences, with subscription being free for users.
- 1.3 The govDelivery system has expanded the Council's reach and transformed its communication, providing the Council with a means of direct communication with the Penrith public.
- 1.4 The system is due for renewal in April 2025 – and with the Council's Communities Committee being responsible for the delivery of Council Communications, this report asks the committee to consider the renewal of the system for another year.
- 1.5 The Council currently uses govDelivery to send e-newsletters to five different mailing lists: Climate Change & Green, Council Meetings, Events & Activities (in and around Penrith), Latest News and Members Updates.
- 1.6 Since the renewal of the system in April 2024, the Penrith Town Council govDelivery account has amassed 2,505 topic subscriptions, sent 13,073 e-newsletters, had average total open rates of 64.5% and average click rates of 15%.
- 1.7 The Council also publicise the links to all of its e-newsletters through the Council website and social media pages. Factoring this in, the Council's open rates rise to approximately 104%.
- 1.8 Average open rates for Government organisations are [19.4%](#), with click rates averaging at [2.8%](#). The performance of the Penrith Town Council govDelivery account is therefore well above that industry standard.
- 1.9 The Penrith Town Council govDelivery account has also seen organic growth since launch with very little associated promotional costs. The account has averaged a gain of approximately 92 topic subscriptions per month, with the numbers of subscribers increasing daily.
- 1.10 The performance of the account demonstrates a desire from the Penrith public to continue to be kept informed through this direct means of email communication.
- 1.11 It is therefore proposed to continue using an email distribution platform for Council communication to enhance and build upon its other existing communication channels.
- 1.12 During this renewal period, other email distribution platforms have been considered alongside govDelivery including Campaigner and Campaign Monitor.
- 1.13 Costs for similar packages to the current contract the Council has for the govDelivery product with these email distribution platforms are outlined as follows: Campaign Monitor - £4,872 per annum, Campaigner - £5,628 per annum. The govDelivery package is £5,200.20 per annum.
- 1.14 It is recommended that the Council renew its contract with Granicus for the govDelivery service for April 2025 – April 2026 for the reasons set out below.

Reasons for renewal with govDelivery

- 1.15 The Council has an established, engaged subscriber-base with govDelivery. If an alternative email distribution platform was chosen, the consent of each individual subscriber would be needed to transfer their email contacts onto an alternative system – likely resulting in the loss of hundreds of subscribers.
- 1.16 More than 1,800 public sector organisations use govDelivery worldwide, including over 400 in the UK such as the ONS, Cumbria Constabulary, Cumberland Council and Westmorland and Furness Council making it [the number one public sector communications platform](#).
- 1.17 govDelivery operates an Information Security Management System which complies with the requirements of ISO/IEC 27001:2013, meets G-Cloud assurance requirements, is Cyber Essentials certified and is fully GDPR compliant. This gives the Council the confidence that subscriber information and all communications through the system are fully GDPR compliant.
- 1.18 The “govDelivery Network” enables cross promotion of the Council’s govDelivery system as it’s linked to Cumberland Council, Westmorland & Furness Council and Cumbria Constabulary, meaning once users have subscribed to those organisations, they will then be offered the opportunity to subscribe to Penrith Town Council.
- 1.19 The govDelivery Network has so far yielded around 57% of the Council’s govDelivery subscribership, subscribers the Council would not have gained through another system.
- 1.20 govDelivery achieve inbox delivery rates in excess of 98%, significantly above the industry average of [84.2%](#), reducing the number of emails sent to a spam or junk folder.
- 1.21 The govDelivery “Questions” feature allows the Council to collect data from subscribers when they sign up for updates. For instance, the Council could ask each subscriber which ward of Penrith they live in and personalise email updates for specific wards in Penrith. The feature could also be expanded to cater to interests, demographics and more.
- 1.22 govDelivery place no limit on the number of emails which can be sent through the system or the size of the email – enabling the Council to control how much content it puts out there and how often.
- 1.23 govDelivery place no limit on the number of administrators, enabling the system to grow with the Council.
- 1.24 govDelivery is used by the Council as an image and file repository, enabling the Council to upload images and files – making those easily accessible to the public through links.

2. Options Analysis Including Risk Assessment

Risk

The Council does not commission govDelivery and does not communicate with an established base of engaged subscribers.

Consequence

Those individuals are disenfranchised from Penrith Town Council information.

Controls Required

Penrith Town Council renew its contract with Granicus for the govDelivery service for April 2025 – April 2026.

3. Financial and Resource Implications

Cost £5,200.20 per annum (April 2025 – April 2026).

Council (Jan 25) approved the budget for 2025/26 and the costs of this service will be within the approved budget.

4. Equalities Implications

None

5. Climate Change and Environmental Implications

Through producing newsletters primarily through govDelivery this negates the need for vast amounts of paper to be printed for newsletters and similar.

Background:

All editions of Penrith Town Council News sent through govDelivery are listed below:

- [Latest News: November 2024](#)
- [Latest News: October 2024](#)
- [Latest News: September 2024](#)
- [Latest News: August 2024](#)
- [Latest News: July 2024](#)
- [Latest News: June 2024](#)
- [Latest News: May 2024](#)
- [Latest News: April 2024](#)
- [Latest News: March 2024](#)
- [Latest News: February 2024](#)
- [Latest News: January 2024](#)
- [Latest News: December 2023](#)
- [Latest News: November 2023](#)
- [Latest News: October 2023](#)
- [Latest News: September 2023](#)
- [Latest News: August 2023](#)
- [Latest News: July 2023](#)
- [Latest News: June 2023](#)

COMMUNITIES COMMITTEE

Date: 10 February 2025

Public Report

Matter: Website Development

Item no: 12

Author: Community Services Officer & Town Clerk

Supporting Member: Cllr. Snell, Chair of Communities Committee

Purpose of Report:

Consider the proposal to design and launch a new website.

Recommendations:

Approve the development of a new website.

That the Town Clerk and Community Services Officer proceed to deliver the website.

Law and Legal Implications

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

All new public sector websites including parish councils, are required to meet accessibility standards and publish an accessibility statement unless they are exempt.

The Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018: ensures public sector websites and mobile applications are accessible to all users, especially those with disabilities.

The Web Content Accessibility Guidelines (WCAG), developed by the World Wide Web Consortium, are international technical standards that help make the digital world accessible to people with disabilities.

The breadth of WCAG compliance in respect to a website covers many areas, some relate to how it is technically constructed, how the information is presented and the alternative options for users if they cannot access the website's information in a way that works for them.

WCAG 1.0 was released in May 1999, comprising 14 guidelines and the A, AA, and AAA conformance level hierarchy.

There have been several further enhancements and in October 2024 WCAG 2.2 added nine new success criteria, many of which relate to barriers for users with visual, mobility, hearing, and cognitive disabilities.

There are three levels of conformance with WCAG guidelines:

A = the minimum level requirements any website should be able to meet.

Requirements include:

- Keyboard-only content access.
- Clearly labelled forms with instructions so users know what the forms require.
- Content compatibility with assistive technologies.
- Providing clear information or instructions in additional ways to using just shape, size, or colour.

AA = the mid-range conformance level that represents strong accessibility. It satisfies all Level A and Level AA criteria.

Requirements include:

- Text and background must have the proper colour contrast (a minimum of 4.5 to 1).
- Content organization must have a clear heading structure and follow a logical order (e.g., H1, H2, H3).
- Navigation elements must be consistent throughout every webpage.

AAA = the highest level of conformance, providing exceptional accessibility, but unachievable for certain content. It satisfies A, AA, and 28 additional criteria.

Requirements include:

- A minimum of 7 to 1 contrast ratio for text and backgrounds.
- Sign language translation for pre-recorded video content.
- Expanded audio descriptions for pre-recorded video content.

1. Report Details

- 1.1 This report outlines a proposal for the development of a new, user-friendly website aiming to enhance community engagement, transparently communicate council activities, and provide readily accessible information to residents.
- 1.2 The Council held a Councillor Budget Workshop on the 02 October 2024. Potential schemes of work were proposed which could be included in next years approved budget or be met from the general reserve. It was outlined that any potential projects or schemes of work that were considered at a point of delivery could be brought forward from the budget process and instead considered by committee or council on an individual basis.
- 1.3 A follow-up budget workshop was held on the 21 October 2024 at which website development was considered as a scheme of work which could be considered by the Communities Committee given its likelihood of imminent delivery and the project aligned with the scope of the committee.
- 1.4 The Town Councils website is 10 years old this year. The Town Council requires a new website built to comply with the Accessibility Regulations, which adheres to legal requirements and opens the Council to a wider audience.
- 1.5 The current standard for accessibility compliance is WCAG2.2AA.
- 1.6 The current website is no longer fully compliant.
- 1.7 Officers and Members will be asked to consider informally by way of an inhouse survey their opinions and will be asked for example:
 - If the current content is up to date?
 - If the current content is relevant?
 - Are there areas or pages that we no longer require?
 - Are there any examples from other Town Council website of pages that we would like to add to the new site?
- 1.8 Preferences are:
 - a) The new website should use plain language that is easy to understand for people with varying levels of reading comprehension.
 - b) Content should be logical with clear headings and subheadings with a consistent navigation bar throughout the website for easy access.
 - c) To continue with WordPress as the administrative part of the website: WordPress is open-source content management software and currently powers around 30% of all websites on the Internet. Council Officers use the simplicity of Wordpress and are very familiar with it.

- d) That hosting would continue with KTD/Aindale.
 - e) That the website developer will have to commit to the platform meeting the current and future accessibility regulation standards and/or providing regular checking services.
 - f) That the site is mobile responsive with the website functions and displays appearing well on all devices, including desktops, tablets, and smartphones as most people will be using your website from their phones.
 - g) The developer should be Cyber Essentials certified for a .gov.uk domain. This is a legal requirement.
- 1.9 Members should note that the Councils Accessibility Statement will need to be published on the website declaring the Councils commitment to WCAG compliance and outlining the specific level achieved. This is the law, and it is a living document and reflects the council's knowledge of the accessible nature of the website requiring regular review. As it is a policy this and the website privacy policy will need ratification by Council.
- 1.10 Current Website Issues:
- Outdated Design: Site contains over 100 pages.
 - Navigation Challenges: Complex navigation structure makes it difficult for users to find relevant information quickly.
 - Limited Accessibility: Website may not be fully accessible to users with disabilities.
- 1.11 Proposed Website Features:
- A WCAG compliant website built on WordPress CMS platform.
 - Clear and Intuitive Design: A clean, visually appealing layout with streamlined navigation to facilitate easy access to key information.
 - Accessibility Features: Compliance with accessibility guidelines to ensure inclusivity.
 - User-Friendly Functionality:
 - Search Bar: Efficient search function to locate specific information.
 - Find your councillor – enter postcode and identifies the ward councillor.
 - Mobile Responsiveness: Optimized design for viewing on all mobile devices.
 - Subscription options: Newsletter sign-up for regular updates.
 - Online consultation forms: Ability for residents to submit feedback and suggestions on council initiatives.

- Contact forms.
- Interactive maps: Visual representation of local areas with relevant information overlays.
- Social media integration: Links to council social media profiles for broader reach.
- Corporate style and colour ways with the shorter Council logo.
- Running video across the homepage. Below which:
 - Latest news updates: Regular news articles, newsletters, announcements, and press releases.
 - Contact details.
 - Gallery: Photo and video galleries showcasing council projects and community events.
- Topics running across the top bar for dedicated sections such as:
 - Council: Information about the council, councillors, and their roles. Important council documents.
 - Council Meetings: Agendas, minutes, and public participation details.
 - Community Information: Local facilities, services, and their contact details.
- Other considerations for the future:
 - The website should allow for venue and event booking.
 - Online payments.

1.12 Implementation Plan:

- a) Review and update existing website content to ensure accuracy and relevance. This will inform the developers of the pages required and content requirements. Survey Members for their opinions.
- b) Develop a scope, with imagery and suggested pages:
 - Page builder system using content migration from existing site with high-speed loading.
 - Domain management.
 - Training.
 - SSL-protected website hosting on K servers.
 - Management of updates and plug ins.
 - Google Analytics for performance reporting.
 - At least annual accessibility audit.
 - On-going support.
- c) Seek quotes from 3 Cyber Essential accredited UK suppliers:
 - Aindale who currently host the town Council website and provide technical support.
 - The other two companies will be Parish Online and Aubergine who are providers and developers of council websites.

- d) A project team comprised the web developer, and the designated content managers, Community Services Officer and Town Clerk will design and populate the new website.
- e) Opinions will be sought from Members of the Communities Committee as the work develops via feedback sessions to gather input on website design and features.
- f) Create a visually appealing, user-friendly website design, incorporating feedback from Members.
- g) Build the website, ensuring thorough testing for functionality and accessibility. Provide training for council officers on content management and administration.
- h) Launch the new website.

Conclusion:

This report outlines a plan to develop an accessible, compliant website that effectively serves the needs of the Council and the community it represents.

2. Options Analysis Including Risk Assessment

Risk

The Council does not comply with Accessibility Requirements risking the Council's reputation.

Consequence

Individuals with disabilities are disenfranchised from Penrith Town Council information.

Controls Required

Penrith Town Council develop and deliver an accessible website.

Regarding the issues for the existing website, the Town Clerk has arranged for the site to be assessed and updated and to be monitored quarterly. It is anticipated that the site will be compliant imminently.

3. Financial and Resource Implications

Cost of updating current website to comply with the Accessibility Regulations £525 which will be funded from the existing IT budget for 24/25.

Cost of quarterly monitoring for compliance £158.

Set up cost between £3,000 and £5,000. This would be funded from the existing IT budget for 2025-26.

Associated costs that would also come under this cost centre:

- Content transfer.
- Domain Registration and annual renewal.
- Hosting.
- Content Management System
- (CMS) License.
- Annual Accessibility Audit.

4. Equalities Implications

A failure to comply with the Accessibility Regulations conflicts with the Council statements and policies related to Equality & Diversity:

"Penrith Town Council is wholly committed to equality of opportunity and anti-discriminatory practice in the provision of services. We aim to deliver the highest quality service to all sections of the community without discrimination."

"Our intention is to demonstrate excellence in equality and diversity issues across all areas of policy, practice and service delivery, and to influence others through the high standards that we set."

"CORE VALUES

The approaches of the Penrith Town Council to equality of opportunity are underpinned by a set of core values which guides our interactions and service delivery. All elected and employed representatives of the Town Council will ensure that the service provided is:

- Accessible
- Inclusive
- Responsive
- Fair
- Respectful
- Empowering
- Supportive
- Diverse"

"Provide accessible public information, as far as possible, in a way that best meets the needs of the whole Penrith community."

5. Climate Change and Environmental Implications

None

Background Papers:

Equality & Diversity Policy Service Delivery

COMMUNITIES COMMITTEE

Date: 10 February 2025

Public Report

Matter: Events in Penrith

Item no: 13

Author: Deputy Town Clerk & Economic Development Officer

Purpose of Report:

To provide members with an update on the VE80 Commemoration with details of a national exhibition that the Town Council has been invited to host.

Recommendations:

- i. That expenditure of up to £500 in the 2025-26 from the arts and culture budget financial year be agreed to cover the costs associated with VE Day80.
- ii. Officers be given delegated authority to deliver an exhibition:
 - a) Work with the organisers and the venue to bring the national exhibition to Penrith in 2026.
 - b) For expenditure up to £4000 from the arts and culture budget in the 2025-26 financial year for costs associated with the exhibition.

Law and Legal Implications

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

1. Report Detail

- 1.1 On 14 October 2024, minute reference CC24/25 the Communities Committee resolved to take part in the 80th VE Day Commemoration event by lighting a beacon and gave delegated authority to officers to progress this activity.
- 1.2 A gas beacon will be lit at 9.30pm by an army veteran at St Andrews with the tribute read by the Chair of the Penrith Branch of The Royal British Legion. The timings are set by the Pageant Master.
- 1.3 Prior to the lighting of the gas beacon, Lakeland Larks will sing songs of the era.
- 1.4 Expenditure relates to gas for the beacon and for costs associated with the singers.
- 1.5 In relation to the national event, Penrith Town Council has been approached to host a national exhibition during the early part of 2026. This would be an opportunity to increase footfall within the town during what is usually a quiet time of year, which would benefit the economic vitality of the town and surrounding area. Penrith would be the northernmost venue for the exhibition as the exhibition will not be touring Scotland.
- 1.6 Officers have approached a potential venue to begin discussions about hosting the exhibition to assess its suitability and logistics prior to confirmation of hosting the event.
- 1.7 Although the exhibition is free, the Town Council would be responsible for the transport costs from the previous venue and for the installation, access, and marketing.
- 1.8 The exhibition would be open to the public although times are still to be agreed.
- 1.9 It is still to be determined whether people just turn up for entry or a free timed ticketed pass would be an effective way to manage potential crowds.
- 1.10 The venue would be able to provide stewards although Council may approach community groups who may also be interested in assisting.
- 1.11 Until all activities are agreed, confirmed, and published in the public domain by the exhibitors and the venue, this details around this work will appear vague.

2. Options Analysis including risk assessment.

Risk

That the exhibition draws a large audience and the venue is overwhelmed.
That those in wheelchairs may potentially have difficulty with access.

Consequence

That Penrith does not host a national exhibition which raises the profile of the town and encourages footfall and economic vitality.

Controls Required

Stewards will be necessary to assist visitors and control numbers.

Booking/ticket system may have to be considered and developed.

Wheelchair access needs to be considered with measures put in place to allow those in wheelchairs to view as appropriate, potentially opening the exhibition at separate times for individuals with disabilities.

3. Financial and Resource Implications

Costs associated with the delivery, installation, stewarding and ticketing.
Officer time associated with bringing the exhibition to Penrith.

4. Equalities Implications

Potential of limited access to individuals with disabilities.

5. Climate Change and Environmental Implications

None

Appendices

Background Documents:

VE 80 – A Shared Moment of Celebration.

ITEM 14

Dear Clerk to the Council,

Re: Cumbria Constabulary Neighbourhood Policing Pledge

On 16th January 2025, Cumbria Constabulary launched its Neighbourhood Policing Pledge that committed the Constabulary to the provision of ten individual pledge priority areas to further support communities and the Constabulary in the delivery of Neighbourhood Policing.

The second Pledge relates to the provision of visible and accessible Neighbourhood Policing Teams that are committed to reducing crime and anti-social behaviour, and to improve public confidence. One aspect of this will be the requirement for local Neighbourhood Policing Teams to engage better with local council representatives. Specifically, the Pledge commits the Constabulary to, 'Twice yearly virtual meeting within each NPT locality with parish and town councils'.

Cumbria Constabulary currently operates six Neighbourhood Policing Teams, three in Cumberland and three in Westmorland. Every Neighbourhood Policing Team is made up of smaller geographical 'localities', with each allocated at least one dedicated Community Officer. In total there are currently 33 localities within the force.

Unfortunately, in a such a large county with over 250 parish councils it is not possible to dedicate local police officers to attend monthly parish councils direct, except in the most exceptional of circumstances, as to do so would detract from operational requirements for those officers.

Cumbria Constabulary have worked with Cumbria Association of Local Councils (CALC) to identify those Parish Councils that best fit within the 33 Neighbourhood Policing Team localities, and they have pooled them together for us with the intention that a couple of representatives from each council can attend twice yearly virtual meetings with their locality-based officer(s). In the case of a few parishes that do not clearly sit within any one locality it may be preferable for parish representatives to attend more than one locality meeting.

For CALC to assist Cumbria Constabulary further in this Pledge commitment, we would be grateful if you could, at your earliest opportunity, inform CALC of the two council representatives that you wish to attend your local virtual meeting. Once we have these details, we will then be able to schedule meetings in line with our Pledge commitment.

Your assistance in this matter is greatly appreciated and we look forward to working closer with you in the future.

Yours sincerely,



T/Ch. Superintendent Andy Wilkinson
Neighbourhood Policing Strategic Lead