



Penrith Town Council

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

12 May 2025

NOTICE IS HEREBY GIVEN that the **ANNUAL MEETING** of **PENRITH TOWN COUNCIL** will be held on **Wednesday 21 May 2025**, at 7.00pm or after the arising of the Annual Meeting of the Town. You are hereby **SUMMONED** to attend to transact the business as specified in the agenda and reports hereunder.

The meeting will be held at Unit 2, Church House, 19-24 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.co.uk

FULL COUNCIL MEMBERSHIP

Cllr. Bowen	Pategill Ward	Cllr. R. Kelley	East Ward
Cllr. Burgin	South Ward	Cllr. Kenyon	North Ward
Cllr. Davies	West Ward	Cllr. Lawson	Carleton Ward
Cllr. Donald	North Ward	Cllr. Rudhall	East Ward
Cllr. Holden	Carleton Ward	Cllr. Shepherd	East Ward
Cllr. Jackson	North Ward	Cllr. Smith	South Ward
Cllr. B. Jayson	West Ward	Cllr. Snell	West Ward
Cllr. D. Jayson	North Ward		

Mrs V. Tunnadine, Town Clerk

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 Twitter 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 ANNUAL MEETING OF
FULL COUNCIL
21 May 2025**

PART I

Members are asked to:

1. Apologies for Absence

Receive apologies from Members.

2. Acceptance of Office

Note that Cllr. Kelley signed his Acceptance of Office on the 8 April 2025, which was witnessed by the Town Clerk, the Proper Officer of the Council and he has assumed the role for Town Councillor for Penrith East and his place in this meeting.

3. Election of Chair and Town Mayor

Members are asked to take a vote and elect to the position of Council Chair and Town Mayor for the forthcoming municipal year. The newly elected Chair will receive and sign their Declaration of Acceptance of Office in the prescribed form and will assume the Chair and Town Mayor role.

4. Statement from Newly Elected Council Chair and Mayor

Receive a statement.

5. Statement from the Outgoing Council Chair

Receive a statement.

6. Election of Vice Chair and Deputy Town Mayor

Members are asked to take a vote and elect to the position of Council Vice Chair and Deputy Town Mayor for the forthcoming municipal year. The newly elected Vice Chair will receive and sign their Declaration of Acceptance of Office in the prescribed form and will assume the Deputy Chair and Deputy Mayor role.

7. 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. Members may 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.

8. Motion on Notice

Consider the motion from Cllr. D. Jayson.

9. Minutes Approval

a) Confirmation of Full Council Minutes

Authorise the Chair to sign, as a correct record, the minutes of the meetings of Full Council held on:

- i. Full Council Monday 24 March 2025
- ii. Extra Ordinary Full Council Monday 31 March 2025

b) Committee Minutes

For outgoing Committee Members to consider and approve the year-end minutes of the following committees and authorise the Chair of the Annual Town Council Meeting to sign the minutes as a true and accurate record:

- i. Communities Committee: 31 March 2025
- ii. Finance Committee: 28 April 2025
- iii. Planning Committee: 12 May 2025

10. Meeting Administration

a) Appointment of Committees

Appoint Members to serve on Planning and Communities Committee.

b) Appointment of Substitute Members of Committee

Appoint substitute members on standing committees.

c) Election of Committee Chair

Elect a Chair to serve on the Standing Committees:

- i. Communities – for 12 months
- ii. Planning – for 12 months
- iii. Finance – for 12 months

d) Calendar of Meetings

Approve the schedule of ordinary meetings of the Council and Committees for the municipal year.

e) Appointment of Representatives to Outside Bodies /Other Bodies and Groups

Appoint members to represent the Council on external bodies.

Matters from Finance Committee

Ratify matters that have been considered at the meeting of the Councils Finance Committee held on 28 April 2025.

11. Banking

Ratify the recommendation to open a second HSBC bank account for business operations and authorise the Chair, Vice Chair and Town Clerk to sign the letter of authority.

12. Finance Outturn Report – Year Ended 31 March 2025

Ratify the final outturn report for the financial year ended 31 March 2025.

13. Governance and Accountability for Smaller Authorities

Ratify the adoption of the Joint Panel on Governance and Accountability Practitioners Guide March 2025.

14. Asset Register 2024-25

Ratify the Asset Register at 31 March 2025. The statement shows the full asset register and a reconciliation of transactions in 2024-25. For accounting purposes, assets have been valued in accordance with the Council's Valuation Policy and total £182,543.12; this figure is summarised in the AGAR Accounting Statements. The insurance value for the same assets is £917,175.

15. Internal Audit

- a) Ratify the final report by the Internal Auditor for the financial year ending 31 March 2025.
- b) Ratify the review of effectiveness of internal audit provision during 2024-25.
- c) Ratify the re-appointment of the Internal Auditor for 2025-26.

16. Annual Governance & Accountability Review (AGAR)

- a) Approve the annual governance statements 2024/25 section 1 and authorise the Chair of the Council and the Town Clerk to sign the Statement at Section 1 of the Annual Governance and Accountability Return on behalf of the Council.
- b) Approve the annual accounting statements 2024/25 section 2 and the AGAR reconciliation and authorise the Chair of the Council to sign the Statement at Section 2 of the Annual Governance and Accountability Return on behalf of the Council.
- c) Approve that the Notice of public rights and publication of unaudited Annual Governance & Accountability Return which will be published on the Council's website and noticeboard from Monday 3 June 2025 to Friday 13 July 2025.

17. Armed Forces Covenant

Consider the report and the recommendations contained within.

Matters from Communities Committee

Ratify policies that have been considered at the Council's Communities Committee.

18. Freedom of the Town

Ratify the policy.

19. Asset Transfer Review

Consider reconvening the LGR Strategic Planning Group (Town Clerk, Services & Contracts Manager, Responsible Finance Officer, Council Chair, Lead Members Cllrs. Jackson and Shepherd) to review the group terms of reference, the asset transfer process to date and make recommendations to Council on future schemes of work.

20. Next Meeting

Note the next meeting of the Full Council is scheduled for Monday 14 July at 6.00pm, Unit 2, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR

PART II Private Section

There are no items in this part of the Agenda.

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:

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

Background Papers

Requests for the background papers to the Part I reports, excluding those papers that contain exempt information, can be made between the hours of 9.00 am and 3.00 pm, Monday to Wednesday via office@penrithtowncouncil.gov.uk

FULL COUNCIL

21 MAY 2025

ITEM: 8

MOTION ON NOTICE FROM CLLR. JAYSON

This Council resolves to approve, in principle, the following design and tender preparation works as relates to a community bicycle pump track suitable for three distinct age groups: 2-6 years, 7-12 years, and 13-18 years.

The pump track would serve as a free-to-use recreational facility promoting physical activity, social engagement, and cycling skills within the community.

The works described below do NOT commit the Council to construction, but will provide Council with a class 1 cost estimate for construction.

PROPOSAL/MOTION DETAIL

WP 1 Outline Design

Commission a feasibility study and preliminary design work, with an emphasis on:

- Safety and suitability for the specified age groups.
- Separation or progressive sections tailored to developmental needs.
- Accessibility for all users, including adaptive cycling where possible.

Contractor will produce 3 designs (low / medium and high specification) with input from the children via WFC / PAG or stand alone consultation (up at Beacon Edge).

WP 2 Site availability

- Identify suitable sites (including Fairhill).

WP 3 Operational cost estimate (OPEX)

- Prepare an annual operating cost estimate accurate to +/-10% inclusive of maintenance, insurance and repair.

WP 4 Tender Documents for construction (CAPEX)

Invite tenders for the construction of the low / medium and high specification track designs based upon a lump sum from qualified contractors, with a preference for those with:

- Demonstrated experience in pump track construction.
- Proven record of safety and quality.
- Ability to deliver cost-effective, durable solutions.

WP 5 Revenue Prospects

- Identify potential revenue sources such as lease of area for third party refreshment providers etc.

Background - 2021 Census (outer Penrith only).

There are at least:

400 (2-6 years)

684 (7-12 years)

1020 (13-18 years)

- The above numbers will grow as additional housing come online.
- Kendal has a pump track.
- At present children are using a makeshift track on Beacon Edge (Lowther Land) and even the drops on Fell Lane onto the road!
- PTC are fully aware of the WFC and PAG interest in building a pump track and PTC would welcome any support in the form of funding or devolution of sites to assist PTC with the project if approved.
- To this end, PTC will endeavour to work in partnership with Westmorland and Furness Council to support and facilitate the delivery of a Pump Track in Penrith, with a focus on site selection for the design options.
- Subsequent to the completion of the detailed design options and receipt of tenders for construction, PTC will seek engagement with Westmorland and Furness Council on site provision, operations management, and potential allocation of funding from the Council's General Reserves to enable the construction of a pump track during the term of this Council.

Estimated OPEX Costs:

1. Annual Maintenance: £2,000 - £3,000
2. Public Liability Insurance: Estimated at £500 - £1,000 per year (to be confirmed with the Council's insurance provider).
3. Inspections and Minor Repairs: £500 annually.
4. £8000 (eight thousand pounds).

Community Benefits of a Bicycle Pump Track in Penrith, Cumbria

Health and Wellbeing

- Provides a free, accessible outdoor facility for all ages, encouraging physical activity and healthier lifestyles.
- Promotes mental wellbeing by offering a positive, social space for exercise and recreation.

Social and Community Impact

- Creates a safe, designated area for young people and families to gather, reducing anti-social behaviour and giving youth a productive outlet.
- Fosters community cohesion by bringing together residents with shared interests and encouraging intergenerational use.
- Creates a safe, designated area for young people and families to gather, reducing anti-social behaviour and giving youth a productive outlet.
- Fosters community cohesion by bringing together residents with shared interests and encouraging intergenerational use.

Skill Development and Safety

- Offers a safe environment to improve cycling skills, which can translate to safer cycling on roads in the future.
- Supports progression for beginner to advanced riders, making cycling more inclusive.

Economic and Environmental Benefits

- Attracts visitors and could host events, potentially boosting local businesses and tourism.
- Supports Penrith's aims for sustainable transport, reducing carbon emissions and contributing to climate goals.

Local Feedback

Strong community support has been shown through surveys and feedback, highlighting demand for such a facility and the lack of current options for young cyclists in Penrith.

In summary, a pump track in Penrith would deliver wide-ranging benefits: promoting health, social interaction, skill-building, economic activity, and environmental sustainability.



Penrith Town Council

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

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

DRAFT Minutes of the Ordinary Meeting of Penrith Town Council held on Monday 24 March 2025, at 6.00pm Unit 2, Church House, Friargate, Penrith, CA11 7XR.

PRESENT

Cllr. Bowen	Pategill Ward	Cllr. Kenyon	North Ward
Cllr. Burgin	South Ward	Cllr. Lawson	Carleton Ward
Cllr. Davies	West Ward	Cllr. Rudhall	East Ward
Cllr. Donald	North Ward	Cllr. Shepherd	East Ward
Cllr. Holden	Carleton Ward	Cllr. Smith	South Ward
Cllr. Jackson	North Ward	Cllr. Snell	West Ward
Cllr. B. Jayson	West Ward		
Cllr. D. Jayson	North Ward		

Services & Contracts Manager
Community Services Officer
Economic Development Officer
Solicitor

**DRAFT MINUTES FOR THE
ORDINARY MEETING OF FULL COUNCIL
24 March 2025**

ITEM 9 a i

PART I

PTC24/90 Apologies

There were no apologies for absence.

PTC24/91 Minutes

a) Committee Minutes

Members noted that the minutes from the following committees had been circulated and published on the Council website since the previous ordinary meeting:

- i. Planning Committee: 6 January, 3 and 24 February and 3 March 2025
- ii. Communities Committee: 10 February 2025
- iii. Finance Committee: 17 March 2025

b) Confirm Full Council Minutes

Members were asked to authorise the Chair to sign, as a correct record, the minutes of the meetings of Full Council held on Full Council Monday 13 January 2025.

RESOLVED THAT:

The minutes be approved, and the Chair be authorised to sign the minutes of the Full Council meeting held on Monday 13 January 2025.

PTC24/92 Declarations of Interest and Requests for Dispensations

Members were asked to receive any 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.

- i. Cllr Jackson declared a registrable interest in item 21 Carleton Village Hall as he was a resident on the estate.
- ii. Cllr Smith declared a registrable interest in item 21 Carleton Village Hall as he was a resident on the estate.
- iii. Cllr Holden declared a registrable interest in item 18e Play Area Reserve as she was a member of the Carleton Park Recreation Group and item 21 Carleton Village Hall as she is the ward member for Carleton.
- iv. Cllr Lawson declared a registrable interest in item 21 Carleton Village Hall as he was the ward member for Carleton.

PTC24/93 Public Participation

a) Public Representations

There were no representations from members of the public.

b) Reports from Westmorland & Furness Councillors.

Cllr. V. Taylor submitted an email apology which was reviewed after the meeting.

Members received the following reports from Westmorland & Furness Councillors:

Cllr Bell: Informed the meeting that:

Westmorland & Furness Council had approved a Street Lighting Policy and looked forward to working collaboratively with Penrith Town Council to investigate options to improve street lighting in Bowscar. Cllr. Bell expressed her interest in working closely with the prospective Council Champions and in particular the Older Persons Champion, and Armed Forces Champion as these fell under her Adult Social Care Portfolio as Westmorland & Furness Council Cabinet Member.

PTC24/94 Excluded Item: Public Bodies (Admissions to Meetings) Act 1960

Members noted that item 24 had been withdrawn. Members were asked to determine whether items 21, 22, 23 should be considered in detail, without the presence of the press and public, pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960, as publicity relating to that (any of those) matter/s may be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for the other special reasons noted in relation to that matter on the agenda.

RESOLVED THAT:

- i. Items 21 and 22 be considered in Part Two, private session without the presence of the press and public as these items of business contain privileged and legal information.
- ii. Item 23 be considered in Part Two, private session without the presence of the press and public as the item of business related to financial and personal affairs of a particular person, in this instance members of staff.

PTC24/95 Penrith Neighbourhood Development Plan

Members noted that in accordance with Section 38A(9) of the Planning and Compulsory Purchase Act 2004 and Regulation 19 of the Neighbourhood Planning (General) Regulations 2012 (as amended) the Final Decision Statement had been issued by Westmorland and Furness Council.

PTC24/96 A66 Dualling

Members noted the report.

PTC24/97 Mayoral Combined Authority for the local government areas of Cumberland and Westmorland and Furness

Members considered the draft response to the consultation.

RESOLVED THAT:

The following corporate response be submitted:

Q1. To what extent do you agree or disagree that establishing a Mayoral Combined Authority over the proposed geography will deliver benefits to the area?

Response: *Neither agree nor disagree*

Explanation: *A Mayoral Combined Authority for Cumberland and Westmorland and Furness could help improve strategic planning, especially around transport and resources, by bringing the two unitary areas together. However, there are concerns about adding another layer of governance, which could make decision-making feel more distant from local communities. With so much change in local government recently in Cumbria, the Council would like to emphasise the importance of making sure any new structure genuinely works for local people.*

Q2. To what extent do you agree or disagree with the proposed governance arrangements for the Mayoral Combined Authority?

Response: *Neither agree nor disagree*

Explanation: *The proposed governance arrangements for the Mayoral Combined Authority seem reasonable and workable. Localised governance could help improve decision-making and strategic planning. However, there are concerns about too much power being concentrated in the hands of a few individuals, which could limit wider representation.*

Q3. To what extent do you agree or disagree that working across the proposed geography through the Mayoral Combined Authority will support the economy of the area?

Response: *Neither agree nor disagree*

Explanation: *A Mayoral Combined Authority could help drive economic growth across Cumbria by providing strategic oversight and extra powers. Coordinating efforts at a county-wide level could open more opportunities for investment. However, there are concerns about the size and diversity of the area, with different communities facing different challenges.*

Q4. To what extent do you agree or disagree that working across the proposed geography through the Mayoral Combined Authority will improve social outcomes in the area?

Response: *Neither agree nor disagree*

Explanation: *A Mayoral Combined Authority could help improve social outcomes by coordinating services more effectively across the area and better linking major service centres. However, the size of the area and the differences between communities could make it hard to find solutions that work for everyone.*

Q5. To what extent do you agree or disagree that working across the proposed geography through a Mayoral Combined Authority will improve local government services in the area?

Response: *Neither agree nor disagree*

Explanation: *A Mayoral Combined Authority could help better coordinate some services, like transport, that work best with a county-wide approach. However, most local services will still be handled by the unitary councils, and the size and diversity of the area could make a unified approach challenging.*

Q6. To what extent do you agree or disagree that working across the proposed geography through a Mayoral Combined Authority will improve the local natural environment and overall national environment?

Response: *Neither agree nor disagree*

Explanation: *A Mayoral Combined Authority could help create a more joined-up approach to improving the natural environment, as environmental issues don't follow administrative boundaries. However, its success will depend on working closely with key agencies like the Environment Agency, the Unitary Councils and other organisations.*

Q7. To what extent do you agree or disagree that working across the proposed geography through the Mayoral Combined Authority will support the interests and needs of local communities and reflect local identities?

Response: *Neither agree nor disagree*

Explanation: *A Mayoral Combined Authority could give the public a clear point of accountability, with a recognised figure able to push for positive change. This could help improve engagement and responsiveness. However, the size and diversity of the area may make it hard to reflect all local identities and needs.*

PTC24/98 Electoral Review of Westmorland and Furness Council: Draft Recommendations Consultation

Members considered the draft response to the consultation.

RESOLVED THAT:

An Extra Ordinary Meeting of Council be arranged to discuss this matter further to finalise a response to the consultation.

PTC24/99 Report from the Council Chair

Members noted the duties undertaken by or on behalf of the Town Mayor.

PTC24/100 Reports from Members

Members received and noted oral reports from Councillors:

Cllr. V. Bowen reported that she had attended the Eden Locality Board, two Talking Table events, the Penrith Place Action Group which discussed plans to reduce anti-social behaviour in Penrith. Cllr. Bowen informed the meeting that the heritage lampposts in the town centre were to be painted. She had attended an Emergency Planning seminar and reported that in conversation with the Town Clerk, the Council's current Emergency Plan will be reviewed after May Day.

Cllr. D. Holden reported that she had attended a PACT event focusing on climate warming and the effect on human health. She reported that Riverside Housing are to undertake a spring clean of the area around Carleton Hall Walk. She reported that the Carleton Multi Use Games area tenders are to be reported to a Westmorland and Furness panel on the 7 April 2025.

Cllr Rudhall reported that he had attended a meeting of the Zero Carbon Cumbria Partnership on cosy homes, the Borderlands group, Rural Services Network, the new Scaws Recreation Group and with CPRE on solar and heat pumps in rural areas.

Cllr Donald reported that he had attended a PACT event focusing on climate warming and the effect on human health, organised a Time to Talk event at Penrith Library and attended a Penrith Yards presentation.

Cllr Burgin reported that he had received positive feedback from a resident following the installation of two new seats in St Andrews.

PTC24/100 Reports from Members continued

Cllr Snell reported that she had met with Fellrunner Village Bus following a Council grant presenting them with a giant cheque for publicity purposes. Cllr Snell attended a meeting with Cumbria Wildlife Trust at Cold Springs Nature Reserve following the Communities Committee agreeing to fund two projects relating to a Wildlife Garden and Pond Platform and a meeting with Castletown Residents and Wetheriggs Football Club relating to the Castletown Community Centre.

Cllr D Jayson reported that he attended a meeting of the Climate Task and Finish Group which received a presentation on plans for Electric Vehicle Infrastructure in Penrith.

Cllr Kenyon reported that he attended a meeting of the Penrith Place Action Group and that there were plans to bring a modular bike Pump Track to Penrith. He had been promoting community transport

Cllr D. Smith reported that he had attended the 49th Anniversary Charter meeting of the Lions Club of Penrith where he reported to them that the Council would be donating all proceeds from the Penrith May Day event to the Lions Club of Penrith for 2025. Cllr. D Smith had also attended a meeting of the Climate Task and Finish Group which received a presentation on plans for Electric Vehicle Infrastructure in Penrith and had also attended the meeting with Cumbria Wildlife Trust at Cold Springs Nature Reserve following the Communities Committee donation.

PTC24/101 Resolutions

Members noted the Resolutions Report for matters completed from Full Council 13 January 2025.

PTC24/102 Grants

Members noted the report.

6.55pm – Cllr D. Jayson left the meeting.

PTC24/103 Council Champions

Members considered the report and recommendations contained within.

RESOLVED THAT:

- i. Council approved the protocol.
- ii. The Communities Committee develop the roles and role descriptions.
- iii. The role descriptions go forward to the Annual Meeting of the Town Council for approval.
- iv. At the Annual Meeting of the Town Council, appointments be made to Champion roles for the remaining two years of this Council as a pilot scheme with a review held in March 2027.
- v. The Communities Committee explore the feasibility of a roving pop-up café to introduce this new role to the community and enhance community engagement.

6.59pm – Cllr D. Jayson rejoined the meeting.

PTC24/104 May Day

Members considered the report and recommendations contained within.

RESOLVED THAT:

- i. The Event Plan be approved, noting that it continued to be a working document.
- ii. The event Risk Assessment be approved with minor amendments.
- iii. The criteria for the provision of mobile vendors to be allocated a pitch during the event was:
 - a) Location: The supplier must be based in Penrith Parish or the former district of Eden.
 - b) Number: Up to five to be invited to attend.
 - c) Variety: One of each type of supplier be invited to attend, except for ice cream vendors, in which case up to two will be permitted.
 - d) Site: That the location of the mobile vendors should not conflict with local business.
- iv. No event cancellation insurance to be taken out.

PTC24/105 Penrith BID Director Vacancy

Members considered the report and recommendations contained within.

Members were asked for a decision to appoint one Councillor to represent the Council on the Penrith BID board as a Director, and if members were minded to fill the role, to receive nominations and appoint a Councillor to the position

RESOLVED THAT:

Cllr Lawson be approved as a Director to represent the Council on the Penrith Business Improvement District.

PTC24/106 Matters from the Communities Committee

Members were asked to ratify the revised Civic Awards Scheme as approved by the Communities Committee at their meeting on 10 February 2025.

RESOLVED THAT:

The policy be ratified.

PTC24/107 Matters from the Finance Committee

Members were asked to ratify the approved matters a) to g) from the Council's Finance Committee from their meeting held on Monday 17 March 2025 which had been considered and approved by the members of the Council's Finance Committee. The Committee Chair requested that these matters be brought to the Full Council for ratification:

a) Budgetary Control Statement

Members were asked to ratify the Budgetary Control Statement for the period 28 February 2025.

RESOLVED THAT:

The budgetary control statement for the period 28 February 2025 be ratified.

b) Internal Audit Report

Members were asked to ratify the Internal Auditors Report for the period 01 April 2024 to 31 December 2024.

RESOLVED THAT:

That the Internal Audit Report for the period 01 April 2024 to 31 December 2024 be ratified and that officers be thanked for their work.

c) Fees and Charges 2025/26

Members were asked to ratify the proposed Fees and Charges for 2025/26 financial year.

RESOLVED THAT:

The proposed Fees and Charges for 2025/26 financial year be ratified.

d) Review of the System of Internal Control 2024/25

Members were asked to ratify the review of the Council's system of Internal Control for 2024/25.

RESOLVED THAT:

The review of the Council's system of Internal Control for 2024/25 be ratified.

e) Play Area Reserve

Members were asked to ratify a transfer from the Town Projects Budget to the Play Area Reserve.

RESOLVED THAT:

The transfer of £15,000 from the Town Projects Budget to the Play Area Reserve be ratified.

PTC24/107 Matters from the Finance Committee Continued

f) Flexible Working Policy

Members were asked to ratify the new policy.

RESOLVED THAT:

The Flexible Working Policy be ratified.

g) Cornmarket Area

Members were asked to ratify the charging arrangements.

RESOLVED THAT:

The charging arrangement of £900 be ratified.

PTC24/108 Training

Council acknowledged that the Councils Community Services Officer had successfully completed the Certificate in Local Council Administration qualification.

PTC24/109 Next Meeting

Members noted the next meeting was the Annual Town Council Meeting scheduled for Monday 19 May 2025 at 6.00pm, Unit 2, Church House, Friargate, Penrith.

PART II – PRIVATE SECTION

The following matters were considered exempt information as they relate to the financial or business affairs of any person (including the authority holding that information) and personal sensitive information relating to members of staff and commercial businesses.

PTC24/110 Meeting Period

Members received a proposal from the Chair for the meeting to be extended beyond two hours in accordance with Standing Order 3w.

RESOLVED THAT:

Members approved that the meeting be extended beyond two hours.

PTC24/111 Carleton Village Hall

Members considered the report and recommendations contained within. Members were asked to decide whether to continue or not to continue to express an interest in acquiring the village hall and were informed that if Council agrees to proceed that a business case will be prepared to be brought back to the next Full Council meeting.

RESOLVED THAT:

- i. The Council continues to express an interest in acquiring the Village Hall
- ii. A business case be brought to a future meeting of Full Council.

Cllr Burgin left the meeting at 20:03

PTC24/112 Borderlands Business Case

Members considered the report and recommendations contained within.

RESOLVED THAT:

- i. The business case be noted.
- ii. The signage be adopted as a Council asset.
- iii. Future maintenance of the signage would be provided if funding was agreed.
- iv. Delegated authority be given to the Economic Development Officer and Deputy Town Clerk to undertake the grant funded works and meet the grant funding conditions.
- v. Delegated authority be given to the Responsible Financial Officer and Solicitor to agree terms with Northumbria Council and Westmorland and Furness Council if the funding application is successful.
- vi. The terms of reference agreed on the 16th of January 2024 for the Borderlands Delivery Group be voided as Penrith Town Council were not required to be the accountable body for the Penrith Players project.

PTC24/113 Staff Matters

Members considered the report relating to a request for reasonable adjustments and its implications.

RESOLVED THAT:

The request be approved as recommended in the supporting report.

CHAIR:

DATE:

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

Background Papers

Requests for the background papers to the Part I reports, excluding those papers that contain exempt information, can be made between the hours of 9.00am and 3.00pm, Monday to Wednesday via office@penrithtowncouncil.gov.uk



Penrith Town Council

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

ITEM 9 A ii

DRAFT Minutes of the Extra Ordinary Meeting of Penrith Town Council held on Monday 31 March 2025.

PRESENT

Cllr. Bowen	Pategill Ward	Cllr. B. Jayson	West Ward
Cllr. Burgin	South Ward	Cllr. Kenyon	North Ward
Cllr. Davies	West Ward	Cllr. Lawson	Carleton Ward
Cllr. Donald	North Ward	Cllr. Shepherd	East Ward
Cllr. Holden	Carleton Ward	Cllr. Smith	South Ward
Cllr. Jackson	North Ward		

Services and Contracts Manager

Community Services Officer

**DRAFT MINUTES FOR THE
EXTRA ORDINARY MEETING OF FULL COUNCIL
31 March 2025**

PART I

PTC24/114 Apologies

Apologies for absence were received from Cllrs Jayson, Rudhall and Snell.

PTC24/115 Declarations of Interest and Requests for Dispensations

Members were asked to receive any 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.

There were no declarations of interest and requests for dispensations.

PTC24/116 Public Participation

a) Public Representations

There were no representations from members of the public.

PTC24/117 Excluded Item: Public Bodies (Admissions to Meetings) Act 1960

Members noted that there were no items that should be considered without the press and public, pursuant to Section 1 (2) of the Public Bodies (Admissions to Meetings) Act, 1960.

PTC24/118 Community Governance Review Elections

Members considered the Westmorland and Furness Council Governance Review for Elections consultation.

RESOLVED THAT:

- i. The Council supports the draft recommendations as set out in the Westmorland and Furness Council Governance Review paper and a response confirming this be submitted.
- ii. Members noted that the next Penrith Town Council elections were scheduled for May 2027 and should the recommendations of this review be approved there would be no change to the Town Council elections schedule.

PTC24/119 Electoral Review of Westmorland and Furness Council: Draft Recommendations Consultation

Members considered the draft response to the consultation.

RESOLVED THAT:

The response be approved and submitted:

Please be advised that at present the Town Council is comprised of 15 Councillors.

The number of Councillors should remain as 15 as the number of Councillors for this parish have previously undergone a CGR in 2019 reducing the number of Councillors from 19 to 15. The recommendation to lower the number of Councillors from 15 to 14 is therefore not accepted.

The recommendation reduces the potential talent pool of the Council. We are fortunate to have a wide range of in-depth expertise that would be wrong to diminish. Penrith is growing, so having fewer councillors is counterintuitive. As unpaid volunteers, increasing the workload will put off sitting councillors from standing in future elections and dissuade potential candidates from putting themselves forward. This will be especially true of those of working age, whom we have always struggled to keep on board. This, in turn, also reduces the potential variety and experience of councillors.

As Westmorland and Furness Council evolves the Town Council may be looked upon to accept discretionary assets and services. These proposals would make this difficult to manage.

Penrith Town Council has held contested elections, byelections and arranged successful co-options to Council and has not carried long term vacancies to seats.

The proposal reduces number of Members to an even number of 14. It is normal practice for odd numbers of Councillors to be allocated to parishes to assist in the definition of a majority during voting.

Fair Representation

Section 166 of the 2010 Guidance on community governance reviews states that:

"It is an important democratic principle that each person's vote should be of equal weight so far as possible, having regard to other legitimate competing factors, when it comes to the election of councillors. There is no provision in legislation that each parish councillor should represent, as nearly as may be, the same number of electors. However, the LGBCE believes it is not in the interests of effective and convenient local government, either for voters or councillors, to have significant differences in levels of representation between different parish wards. Such variations could make it difficult, in workload terms, for councillors to adequately represent the interests of residents."

There is also a risk that where one or more wards of a parish are over-represented by councillors, the residents of those wards (and their councillors) could be perceived as having more influence than others on the council."

The proposal for ward representations results in significant variation in representation across the parish. The largest ward having 5 councillors and the smallest only 1.

Change of Boundaries & Removal of Penrith East Ward

Penrith East is a defined area of Penrith with its own demographic. For hyper-locality it is essential to keep the wards as they are.

The change diminishes the link between residents and councillors. Residents rightly consider their respective patches of Penrith to be distinct and want councillors dedicated to their more localised communities, with the relevant knowledge of those areas.

Campaigning costs and workload becomes more onerous. Some councillors have access to party resources to fund leaflets and provide help to talk to several thousand residents but for independent candidates this adds more difficulty.

There will be negligible cost savings, as town councillors are not paid. There would be fewer polling stations but that then makes voting more difficult for residents.

Parts of Penrith East involve the Town Centre and to include this area within the extended Carleton Ward would be a disadvantage, creating too large a geographical ward, making it unmanageable for both Councillors and residents.

Concluding Point

Penrith Town Council believes that there has been a lot of change over recent years with the introduction of the new unitary authority. The current work and further change may lead to confusion and disengagement within the electorate.

PTC24/120 Next Meeting

Members noted the next meeting was the Annual Town Council Meeting scheduled for Monday 19 May 2025 at 6.00pm, Unit 2, Church House, Friargate, Penrith.

CHAIR:

DATE:

PART II – PRIVATE SECTION

There were no further items in this part of the agenda.



Penrith Town Council

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

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

DRAFT MINUTES OF THE ORDINARY MEETING OF THE COMMUNITIES COMMITTEE.

Held on 31 March 2025, at 5.15pm at Penrith Town Council Office, Unit 1,
Board Room, Church House, Friargate, Penrith.

ITEM 9 b i

PRESENT

Cllr Bowen	Pategill Ward	Cllr Smith	South Ward
Cllr Jackson	North Ward	Cllr B. Jayson	West Ward
Cllr Donald	North Ward	Cllr Snell	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 31 MARCH 2025**

CC24/43 Apologies

Members received no apologies for absence.

CC24/44 Minutes

Members were asked to authorise the Chair to sign, as a correct record, the minutes of Communities Committee held on Monday 10 February 2025 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 10 February 2025.

CC24/45 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.

There were no declarations of interest and requests for dispensations.

CC24/46 Public Participation

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

CC24/47 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.

CC24/48 Resolutions Report

Members noted the Resolutions Report.

CC24/49 Communications Report

Members noted the Communications Report.

CC24/50 Communities Committee Work Plan Report

Members noted the Communities Committee Work Plan Report and thanked the Community Services Officer for their continued improvement of the Council's Corporate Communications.

CC24/51 Climate Strategy

Members considered the report, and the recommendations contained within.

RESOLVED THAT:

- i. The Climate & Environment Strategy and associated Action Plan for 2025/26 be approved with proposed amendments and go forward to Full Council for ratification.
- ii. The Biodiversity Policy be amended, with a revised copy brought back to a future meeting of Communities Committee.
- iii. The Community Transport Policy be approved with proposed amendments and go forward to Full Council for ratification.

CC24/52 Policy Review

Members considered the report, and the recommendations contained within.

RESOLVED THAT:

- i. The Freedom of the Town Policy be approved and go forward to Full Council for ratification.

CC24/53 Council Champions

As per the Council's Scheme of Delegation, Appendix D - Communities Committee Terms of Reference, the Chair agreed for Cllr Susan Davies to speak on the Council Champions agenda item (f), however was not permitted to vote on the agenda item (e).

Members considered the report, and the recommendations contained within.

RESOLVED THAT:

A Working Group of the Communities Committee, including Standing Deputies, be established to further scrutinise the proposed Council Champions role descriptions, with a further report to be taken to Full Council for approval.

CC24/54 Penrith Pop-Up Community Café

Members considered the report, and the recommendations contained within.

RESOLVED THAT:

The Community Services Officer be given delegated authority to research the feasibility of providing a regular pop-up community café in Penrith and bring the findings back to a future meeting of Communities Committee.

CC24/55 Events Lighting

Members considered the report, and the recommendations contained within.

RESOLVED THAT:

The Community Services Officer be given delegated authority to progress the scheme to install programmable LED lighting on the lampposts surrounding the Musgrave Monument, to enable the monument to be illuminated in different colours to mark national and charitable events.

CC24/56 Next Meeting

Members noted that the next meeting would be determined at the Annual Town Council meeting in May 2025.

FOR THE ATTENTION OF ALL MEMBERS OF THE COMMUNITIES COMMITTEE AND FOR INFORMATION 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:

<https://www.penrithtowncouncil.gov.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 Friday via office@penrithtowncouncil.gov.uk



Penrith Town Council

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

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

DRAFT Minutes of the meeting of the

FINANCE COMMITTEE

ITEM 9 b ii

Held on Monday 28 April 2025, at 5.15pm.

PRESENT

Cllr. D. Jayson	North Ward	Cllr. Rudhall	East Ward
Cllr. Kenyon	North Ward	Cllr. Shepherd	East Ward
Cllr. Lawson	Carleton Ward		

Responsible Finance Officer
Services and Contracts Manager

The Town Council resolved from 15 May 2023, until the next relevant Annual Meeting of the Council, which 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 MEETING OF FINANCE COMMITTEE 28 APRIL 2025

FIN24/85 Apologies for Absence

Apologies for absence were received from Cllrs Burgin and Jackson.

FIN24/86 Confirmation of the Minutes

Members authorised the Chair to sign the Minutes of the Meeting of the Finance Committee held on Monday 17 March 2025.

FIN24/87 Declarations of Interest and Requests for Dispensations

Members were asked to disclose their interests in matters to be discussed whether disclosable pecuniary or other registrable interest, and to decide requests for dispensations.

There were no declarations of interest and requests for dispensations.

FIN24/88 Public Participation

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

FIN24/89 Excluded Item: Public Bodies (Admission to Meetings) Act 1960

Members considered whether items 19 and 20 should be considered without the press and public, pursuant to Section 1 (2) of the Public Bodies (Admissions to Meetings) Act, 1960.

RESOLVED THAT:

Items 19 Banking and 20 Staffing Report be considered in Part Two, private session without the presence of the press and public as this item of business related to sensitive financial affairs of the authority.

FIN24/90 Payments for Approval

- a) Members noted that prior to the meeting, Cllr. Kenyon and Cllr. Shepherd verified and confirmed that the banking transaction history for March 2025 reconciled and agreed with the transactions circulated with the meeting documents.
- b) Members were asked to agree the two Councillors to undertake the payments for approval checking for the next meeting of the Finance Committee to be held on the 23 June 2025.

FIN24/90 Payments for Approval Continued:

RESOLVED THAT:

Cllr Lawson and Cllr Rudhall check the payments for approval prior to the meeting of the Finance Committee on the 23 June 2025.

c) Members considered the Monthly Report of Payments for March 2025.

RESOLVED THAT:

The Monthly Report of Payments for March 2025 be approved.

d) Members noted the Record of Decision report relating to the May Day event and requested that notes relating to single source purchases be added to the May Day file.

FIN24/91 Bank Reconciliation

Members considered the Bank Reconciliation for the HSBC Bank account for the period ending 31 March 2025.

RESOLVED THAT:

The Bank Reconciliation for the HSBC Bank account for the period ending 31 March 2025 be approved and signed by Cllr Shepherd.

FIN24/92 Finance Outturn Report – Year Ended 31 March 2025

Members considered the Finance Outturn Report for the financial year ending the 31 March 2025.

RESOLVED THAT:

The Finance Outturn Report for the financial year ending the 31 March 2025 be approved and go forward to Full Council where it be recommended to be accepted and ratified.

FIN24/93 Resolutions Report

Members received and noted the Resolutions Report.

FIN24/94 Governance and Accountability for Smaller Authorities

Members received the publication of the Smaller Authorities Proper Practices Panel Practitioners Guide 2025 which is mandatory for 2025/26 and considered adopting the provisions for 2023/24.

RESOLVED THAT:

Members recommend to Full Council that it adopts the Smaller Authorities Proper Practices Panel Practitioners Guide 2025 which is mandatory for 2025/26 and adopt its provisions for 2024/25.

FIN24/95 Asset Register

Members reviewed the Asset Register at 31 March 2025 noting that the statement shows the full asset register and a reconciliation of transactions in 2024-25. For accounting purposes, assets have been valued in accordance with the Council's Valuation Policy and total £182,543.12; this figure is summarised in the AGAR Accounting Statements. The insurance value for the same assets is £917,175.

RESOLVED THAT:

The Asset Register as of 31 March 2025 be approved and go forward to Full Council for ratification.

FIN24/96 Internal Audit 2024-25 and 2025-26

a) Members received the final report by the Internal Auditor for the financial year ending 31 March 2025.

RESOLVED THAT:

The Internal Auditors Final Report for the year ending 31 March 2025 go forward to Full Council where it be recommended to be received and approved.

b) Members considered the review of effectiveness of internal audit provision during 2024/25.

RESOLVED THAT:

The review of the effectiveness of internal audit provision during 2024/25 be approved as it was confirmed that the function had operated effectively during 2024/25 and this go forward to Full Council for ratification.

c) Members considered the reappointment of the Internal Auditor for 2025/26.

RESOLVED THAT:

Mrs G. Airey be reappointed as the Internal Auditor to the Council for 2025/26 and this go forward to Full Council for ratification.

FIN24/97 Review of the System of Internal Control and Annual Governance Statement 2023/24 (Section 1 of the Annual Governance and Accountability Return (AGAR))

a) Members noted 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 this Committee on the 17 March 2025 and ratified by Council on the 24 March 2025. The review confirmed that the Council's system of internal control is effective; the review of the effectiveness of internal audit provides further support for that assessment.

FIN24/97 Review of the System of Internal Control and Annual Governance Statement 2023/24 (Section 1 of the Annual Governance and Accountability Return (AGAR)), continued

- b) Members reviewed the Annual Governance Statement for 2024/25 prior to its approval by Full Council.

RESOLVED THAT:

The Annual Governance Statement Section 1 of the Annual Governance and Accountability Return (AGAR) go forward to Full Council for approval.

FIN24/98 Annual Governance and Accountability Return (AGAR) 2024-25 Accounting Statements

Members reviewed the Accounting Statements 2024-25 (Section 2 of the AGAR) prior to approval by Full Council.

RESOLVED THAT:

- i. The Accounting Statements 2024/25 (Section 2 of the AGAR) be recommended to go forward to Full Council for approval.
- ii. The proposed period for the Exercise of Public Rights be from Tuesday 03 June 2025 to Monday 14 July 2025 and this go forward to Full Council for approval.

FIN24/99 Work Plan

Members noted the Finance Committee work plan progress for the period 01 April 2024 to the 31 March 2025.

FIN24/100 Policy Update

Members considered the NALC amendments to the model Financial Regulations and Procurement Policy.

RESOLVED THAT:

The amendments to the Financial Regulations and the Procurement Policy be approved and go forward for ratification by Full Council.

FIN24/101 Seat

Members considered a request for the seat on Nicholson Lane to be replaced with a new seat.

RESOLVED THAT:

- i. The installation of a new seat on Nicholson Lane be approved and funded from the seats budget subject to receiving consent from Westmorland and Furness Council.
- ii. The existing seat be offered to the Penrith Allotment Association and should they not require the seat it be disposed of.
- iii. The Council to place a notice on the seat informing the public of the intention to replace the seat.

FIN24/102 Next Meeting

Members noted that the next meeting of the Finance Committee was scheduled for **Monday 23 June 2025, 5.15pm** (subject to confirmation at the Annual Town Council meeting) at Penrith Town Council Office, Board Room, Unit 1, Church House, with the time to be approved at the Annual Town Council Meeting.

PART II PRIVATE SECTION

The following matters are exempt information as the item related to sensitive financial affairs of the authority.

FIN24/103 Banking

Members considered the Banking report and approved the recommendation to Council that a second current account be opened at the HSBC and the supporting recommendations for the management of the account.

FIN24/104 Staffing Report

Members considered the Staffing report and approved the recommendations contained within, albeit with an amendment to recommendation b) that the amount be set for 2025/26 financial year at £65.00.

CHAIR:

DATE:

**FOR ATTENTION FOR ALL
MEMBERS OF FINANCE COMMITTEE
AND FOR INFORMATION TO 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.gov.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 via office@penrithtowncouncil.gov.uk.

NOTE:

9 b iii

Planning Committee Draft Minutes for 12 May 2025

TO FOLLOW

ANNUAL TOWN COUNCIL MEETING

Date: 21 May 2025

Public Report

Matter: Meeting Administration

Item no: 10

Author: Town Clerk

Purpose

This report sets out matters which the Annual Meeting of the Council is required to deal with in accordance with the Council procedures and relevant legislation.

The report asks Council to appoint members, and Chairs to the Council's Committees, Councillor representatives to outside bodies and agree the dates of meetings for the next municipal year.

Members are asked to note that prior to the Annual Meeting, Councillors had been asked to submit their preferences for meeting membership and representation of outside bodies. Members requests have been included within the report. When no preference had been received, the Town Clerk has assumed that no change is required. However, it is accepted that during debate Councillors may change their preference.

a) Appointment to Committees

Decisions required:

Appoint Members to serve on the Planning and Communities Committee noting that there are no changes to Finance Committee membership nor its standing deputies as this membership is fixed for 4 years.

Planning Committee	Current Membership	Proposed changes to membership
Up to 8	Cllr. Bowen Cllr. Davies Cllr. Holden Cllr. Jackson Cllr. D. Jayson Cllr. Lawson Cllr. Shepherd Cllr. Snell	None

Communities Committee	Current Membership	Proposed changes to membership
Up to 6	Cllr. Bowen Cllr. Jackson Cllr. B. Jayson Cllr. Donald Cllr. Smith Cllr. Snell	Cllr. Kenyon has offered to join the committee

b) Appointment of Substitute Member for the Communities Committee

Decisions required:

Members are asked to note that there are currently no standing deputies for the Planning Committee as there 8 Planning Committee Members.

Members are asked to note that the Finance Committee standing deputy is fixed for a four-year term.

Therefore, the Communities Committee Standing Deputy is the only position to be considered:

Standing Deputy – Communities Committee:

Currently Cllr. Davies and no change proposed.

c) Election of Committee Chair

Decisions required:

Members are asked to elect the Chair serve on the undermentioned committees.

Planning Committee	Current Membership	Proposed changes to Chair
Up to 8	Cllr. Bowen Cllr. Davies Cllr. Holden Cllr. Jackson – Chair Cllr. D. Jayson Cllr. Lawson Cllr. Shepherd Cllr. Snell	None
Communities Committee	Current Membership	Proposed changes to Chair
Up to 6	Cllr. Bowen Cllr. Jackson Cllr. B. Jayson Cllr. Donald Cllr. Smith Cllr. Snell – Chair	Volunteers for Chair: Cllr. D Smith if not elected to Council Chair Cllr. B. Jayson
Finance Committee	Current Membership	Proposed changes to Chair
Up to 6	Cllr. Burgin Cllr. Jackson Cllr. D. Jayson Cllr. Kenyon Cllr. Lawson Cllr. Rudhall Cllr. C Shepherd – Chair	None

d) Outside Bodies

Decisions required:

Appoint members to represent the Council on external bodies, groups or organisations.

Organisation	Current Members	Proposed change
106 Partnership	Cllr. Burgin, Cllr. Kenyon	None
A66 Community Liaison Group	Cllr. Shepherd, Cllr. Smith	None
Cumbria Assoc. of Local Councils	Cllr. Holden, Cllr. D. Jayson	None
Eden Community Health Wellbeing Equity Partnership	Cllr. Snell	None
Local Cycling and Walking Infrastructure Plan (LCWIP)	Cllr. D. Jayson	Cllr. Bowen wishes to stand down
Penrith Parking and Movement Study (PPMS)	Cllr. Holden, Cllr. Jackson, Cllr. Shepherd	None
Penrith Action for Community Transition (PACT)	Cllr. Holden	None
Penrith and Eden Refugee Network (PERN)	Cllr. Kenyon, Cllr. Snell	None
Rural Market Town Group - Members	Cllr. Burgin, Cllr. Donald –	None
Borderlands Town Team	Cllr Jackson, Cllr Rudhall	Cllr B. Jayson would like to step down from Borderlands Town Team
		Cllr. D. Holden has volunteered to replace Cllr. Jayson.
		Cllr. Kenyon has offered to join.
Zero Carbon Cumbria Partnership	Cllr D Jayson	None
Penrith Action Group	Cllr Bowen Cllr. Kenyon	None
Devolution Lead Councillor	Cllr. Jackson, Cllr Shepherd (Deputy)	None Change title of lead role to: The Lead Councillor for Asset Transfer

Outside Bodies Continued

Organisation	Current Members	Proposed change
Health Watch Cumbria	Cllr. Snell	None
Coldsprings Steering Group	Vacant	Cllrs. B Jayson and Cllr. Kenyon have volunteered for these positions
Recovery College	Cllr. Donald	None
Friends of Eden Valley Public Transport	Cllr Jackson	Cllr. Bowen would like to stand down from lead representative in favour of Cllr. Jackson and act as deputy representative for Cllr. Jackson.
Penrith BID	Cllr Lawson (Board Member)	None
CALC Board	Cllr. Snell	None

e) Meetings for the Municipal year 2025 to 2026

Decision required:

Ratify the schedule of ordinary meetings of the Council and Committees for the year.

Members are asked to note that the time of the first meeting is as recorded below but each committee can vary the timings of meetings thereafter, at its first meeting and after that, as and when required.

Communities Committee 5:15pm – 7:00pm Board Room

09 June 2025
22 October 2025
17 November 2025
09 February 2026
23 March 2026

Planning Committee: 5.15pm– 7:15pm Unit 2

02 June 2025
07 July 2025
28 July 2025
01 September 2025
06 October 2025
03 November 2025
01 December 2025
05 January 2026
02 February 2026
02 March 2026
13 April 2026
11 May 2026

Finance Committee: 5.15pm– 7:15pm Board Room

23 June 2025
15 September 2025
27 October 2025
8 December 2025
16 March 2026
27 April 2026

Full Council: 6:00pm – 8:00pm Unit 2

14 July 2025
29 September 2025
15 December 2025 Precept
26 January 2026
30 March 2026
18 May 2026 – Annual Meeting



Penrith Town Council

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

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

ITEM 11

22 May 2025

HSBC
The Business Account Manager
Market Square
Penrith
CA11 7SN

Penrith Town Council has ratified the decision by the Councils Finance Committee of 28 April 2025 [ref: FIN24/103], at the Annual Meeting held on 21 May 2025, minute reference **xxx** for the opening of a second HSBC business account to be called PTC Business, by the following applicant(s) who are Town Council officers and the Councils representatives in this matter:

Applicant Names: John Kemp and Ian Parker

The Town Council representatives will provide their identification for the purposes of opening the second account on behalf of the Council.

Council confirms that it accepts the business account terms and conditions and acknowledge full responsibility for all actions taken using the existing account and the second account.

As resolved at the Council's Finance Committee held on 28 April 2025 minute, the Council give the applicant(s), John Kemp and Ian Parker, the authority to discuss both accounts for the purpose of account opening, use and management. We ask that this is recorded within your system to ensure the effective management of the account.

The Councils authority with the minute resolution references are included with these letters of authority along with its articles of constitution. Those being:

- a) Standing Orders
- b) Financial Regulations
- c) Scheme of Delegation.
- d) Finance Committee meeting minutes: 28 April 2025
- e) Full Council 19 May 2025

We ask that a daily payment limit of £20,000 be set which reflects the limit of the existing account.

The Council acknowledges full responsibility for all actions taken using this authority.

Yours faithfully:

Council Chair, Councillor **xxx**:

Council Vice Chair, Councillor **xx**:

Town Clerk, Mrs V. Tunnadine

FULL COUNCIL

21 MAY 2025

Public Report

Item no: 12

Matter: Finance Outturn Report: Year ended 31 March 2025

Author: Responsible Finance Officer

Supporting Member: Cllr. C Shepherd

Purpose and Recommendation:

Ratify the final outturn report for the financial year 31 March 2025.

Law and legal implications

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

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

Contribution to Council Business Plan

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

Report

A. 2024-25 Outturn Statement: Income and Expenditure Account (Appendix A)

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

- The actual outturn figures for the preceding financial year 2023-24, for reference only.
- The full year's Approved Budget for 2024-25, which was ratified by Council on 29 January 2024.

- Actual outturn income and expenditure for 2024-25, based on the matching principle, which means taking account of all income and expenditure which relates to the year, irrespective of when it is received/paid.
- The variance between the actual outturn income and expenditure and the Approved Budget for the year. Variances are expressed as favourable (positive) where there was an underspending or increased income, and as adverse (negative and bracketed) where there was an overspending or reduced income.
- The position and transactions on the Council's reserves: its General, Devolution, Election and Play Area Reserves.

B. Commentary

There was a significant overall underspend of the Approved Budget, with many headings recording underspendings. Major individual variances are detailed below.

B.1 Total Income £16,269

Total income of £534,646 was above the £518,377 Budget, a variance of £16,269.

- The annual precept of £487,735 was received from Westmorland and Furness Council in line with budget.
- The Budget assumed investment interest of £23,000. This actual figure of £39,269 was much higher due to higher than anticipated rates of interest.

B.2 Planning Committee +£7,715

Expenditure of £7,285 is shown against the Approved Budget of £15,000, an underspending of £7,715.

- The expenditure of £7,285 was £6,961 greater than 2023-24, mainly due to the purchase of a Speed Indicator Device.

B.3 Communities Committee +£10,599

- Net spend of £107,401 is shown against the budget of £118,000, an underspending of £10,599.
- The climate change budget was underspent by £5,541, though the spend was £6,459 greater than 2023-24.
- Expenditure on grants increased from £27,818 in 2023/24 to £40,000 in 2024/25 and the annual budget was all spent.
- The remainder of the underspend was within the arts and culture development budget, which was £5,865 underspent.

B.4 Finance Committee +£33,785

- Net outturn expenditure of £415,147 is shown against the Approved Budget of £448,932, an underspending of £33,785.
- The main area of underspend was in the staffing budget which was £25,757 underspent due to staff sickness in the year.
- Generally the finance committee spend was close to budget.

B.5 Contingency Provision

- All the contingency provision of £3,000 except for £47 has been spent on May Day 2025.

B.6 Transfer to the Election Reserve

- As previously decided £5,000 was transferred to the election reserve.

B.7 Transfer to the Play Area Reserve

- As previously decided £82,000 was transferred to the Play Area reserve.

B.8 Total Expenditure & Increase/(Decrease) in General Reserve

- The Revised Budget expected that £153,555 would be used from the General Reserve in 2024-25. Because of outturn underspendings, only £85,140 was used from the General Reserve. As described within this report, the resulting variance of £68,415 arose from the following variations from budget:

Income	16,269
Planning Committee	7,715
Communities Committee	10,599
Finance Committee	33,785
Contingency	47
Total Underspending	68,415

- During the 2025-26 Budget process, a Forecast Outturn was produced for 2024-25, which anticipated that the Approved Budget would be underspent by some £33,000; the actual outturn underspending of £68,000 means that an extra £35,000 has been transferred to the General Reserve, compared to the budget assumptions made in January this year.

B.9 Reserves

Overall, reserves at 31 March 2025 are at a higher level than anticipated, this can be seen clearly in the following comparison: -

Balance at 31 March 2025	2024/25 Budget	Forecast Outturn	Actual Outturn
Reserve:	£	£	£
General	325,975	387,084	422,091
Devolution	192,282	187,749	189,091
Elections	40,000	40,000	40,000
Play Area	82,000	82,000	82,000
Total Reserves	640,257	696,833	733,182

- The Council's Reserves Policy sets a target to accumulate a balance equivalent to at least 30% of net revenue expenditure. The 2024-25 Budget provides for £135,000 over the next five years to fund new initiatives. The outturn underspendings will not only help to secure this programme of expenditure but provide additional funds should the Council wish to invest further in services.

C. Balance Sheet (Appendix B)

Appendix B shows the Council's balance sheet as at 31 March 2025. The following points may be noted:

- Investments with two organisations total £670,992, with the majority being held in the CCLA Public Sector Deposit Fund.
- The VAT Debtor of £4,126 represents March's transactions and has been reclaimed from HMRC.
- Prepayments of £3,538 include adjustments for office rent £2,062, IT support agreements £227, and licences and subscriptions £577.
- The Cash at Bank balance of £74,397 is held at HSBC.
- Accruals of £20,679 comprise of goods and services received by 31 March, but unpaid at that date.
- The Receipts in Advance figure of £1,742 is the remaining income received from United Utilities for planting maintenance at Fairhill Park.

The outturn statement highlights a £52,000 underspending of the approved 2024-25 Budget, when taking in to account additional income received from investments the statements highlight total underspending of £68,000. The underspendings have resulted in the General Reserve balance being £35,000 higher than anticipated when setting the 2025-26 Budget. This will provide an opportunity to consider aspirations beyond those already identified in the medium-term financial plan. Members are reminded that, although 2024-25 budgets were significantly underspent, Financial Regulations prevent such unspent budgets being carried forward to a subsequent year.

Finally, the Council's balance sheet at 31 March 2025 shows it to be in a healthy financial position, with minimal debtors and creditors, its reserves invested in a range of organisations and a bank balance adequate to fund cash flow requirements.

2. Options Analysis including Risk Assessment

2.1 Risk

Inadequate financial monitoring.
Inaccurate or non-compliant accounts.

2.2 Consequence

Unexpected overspending, potentially leading to the curtailment of planned expenditure.

Reputational damage.

Adverse criticism of over or underspending.

Adverse criticism of inaccurate accounts, from Auditors or the general public.

2.3 Controls Required

A sound budgetary control system with regular reporting and identification of issues.

An understanding of, and compliance with statutory guidance, standard and sector specific accounting principles.

3. Financial Implications

This report is concerned solely with financial accounting and management.

4. Equalities Implications

None identified.

5. Climate Change and Environmental Implications

None identified.

6. Legal Implications

There are no legal implications arising from this report.

Appendices

Appendix A - 2024-25 Outturn Statement: Income and Expenditure Account.

Appendix B – Balance Sheet

Background Papers

- Transaction and trial balance reports from the Sage accountancy system
- Budget, Budgetary Control and Outturn working papers.



Penrith Town Council

2024/25 OUTTURN STATEMENT INCOME AND EXPENDITURE ACCOUNT

ACTUAL OUTTURN 2023/24		APPROVED BUDGET 2024/25	HEADING	ACTUAL OUTTURN 2024/25	Favourable/ (Adverse) Variance to budget
£		£		£	£
			INCOME		
			Precept:		
468,295		487,735	Council Tax	487,735	0
7,642		7,642	EDC - CTRS Grant	7,642	0
			Other Income:		
36,126		23,000	Investment Interest	39,269	16,269
0		0	Miscellaneous Income	0	0
512,063		518,377	TOTAL INCOME	534,646	16,269
			EXPENDITURE		
			PLANNING COMMITTEE:		
			Planning Services:		
324		15,000	Planning Consultancy	7,285	7,715
324		15,000		7,285	7,715
324		15,000	Planning Committee Total	7,285	7,715
			COMMUNITIES COMMITTEE:		
			Climate Change:		
3,000		15,000	Climate Efficiency	9,459	5,541
3,000		15,000		9,459	5,541
			Town Projects:		
20,259		38,000	Town Projects	38,285	(285)
0			Marketing Penrith	(478)	478
20,259		38,000		37,807	193
			Arts & Entertainment:		
4,327		10,000	Arts & Culture Development	4,135	5,865
4,327		10,000		4,135	5,865
			Grants:		
12,853		30,000	Grants	30,000	0
14,965		10,000	Signature Grants	10,000	0
27,818		40,000		40,000	0
			Corporate Communications:		
8,551		15,000	Communications	16,000	(1,000)
8,551		15,000		16,000	(1,000)
63,955		118,000	Communities Committee Total	107,401	10,599

ACTUAL OUTTURN 2023/24		APPROVED BUDGET 2024/25	HEADING	ACTUAL OUTTURN 2024/25	Favourable/ (Adverse) Variance to budget
£		£		£	£
			FINANCE COMMITTEE:		
			Staffing:		
250,733		252,873	Salaries	231,646	21,227
24,583		24,760	National Insurance	23,201	1,559
52,474		54,365	Superannuation	52,923	1,442
567		500	Recruitment Expenses	0	500
735		600	Staff Training	255	345
0		200	Conferences	0	200
64		500	Staff Expenses	16	484
329,156		333,798		308,041	25,757
			Accommodation:		
7,500		7,500	Rent	7,984	(484)
3,009		4,500	Heat, Light & Water	2,313	2,187
2,232		2,520	Service Charges	1,780	740
1,415		1,730	Room Hire & Meetings	1,416	314
390		380	Insurances	390	(10)
0		0	Letting Income	0	0
14,546		16,630		13,883	2,747
			Civic Functions:		
20		400	Civic Functions	416	(16)
700		700	Mayoral Expenses	700	0
300		300	Deputy Mayor's Expenses	300	0
486		200	Civic Regalia	0	200
1,506		1,600		1,416	184
			Cost of Democracy:		
30		100	Annual Meeting	65	35
0		0	Elections	0	0
536		1,000	Members' Training	377	623
0		100	Members' Expenses	0	100
102		200	Notice/Honours Board	0	200
668		1,400		442	958
22,375		22,000	IT	22,930	(930)
0		0	Website	0	0
			Devolved Services:		
2,577		1,200	Allotments	(195)	1,395
1,290		100	War Memorial	4,911	(4,811)
2,968		2,000	Benches	2,361	(361)
1,161		3,500	Bus Shelters	1,322	2,178
884		1,750	Bandstand	3,193	(1,443)
434		800	Musgrave Monument	2,659	(1,859)
8,425		6,000	Fairhill Park	4,666	1,334
178		300	Signage, etc	86	214
1,914		3,700	Thacka Beck	3,896	(196)
8,902		10,000	Community Caretaker	8,759	1,241
17,611		16,994	Contribution to Devolution Reserve	14,686	2,308
46,344		46,344		46,344	0
0		0	Local Government Re-organisation	0	0
			Other Overheads:		
3,169		3,700	Printing, Postage & Stationery	2,795	905
1,781		1,450	Audit Fees	1,789	(339)
3,418		4,680	Insurance	4,092	588
285		180	Bank Charges & Interest	9	171
4,310		4,100	Accountancy Fees	6,196	(2,096)
2,116		6,150	Legal Fees	2,347	3,803
1,488		1,400	Licences	1,850	(450)
3,171		3,500	Subscriptions	2,926	574
106		2,000	Repairs & Renewals	87	1,913
19,844		27,160		22,091	5,069
434,439		448,932	Finance Committee Total	415,147	33,785

ACTUAL OUTTURN 2023/24		APPROVED BUDGET 2024/25	HEADING	ACTUAL OUTTURN 2024/25	Favourable/ (Adverse) Variance to budget
£		£		£	£
0		3,000	Contingency	2,953	47
5,000		5,000	Transfer to Election Reserve	5,000	0
		82,000	Transfer to/(from) Play Area Reserve	82,000	0
503,718		671,932	TOTAL EXPENDITURE	619,786	52,146
8,345		(153,555)	INCREASE/(DECR) IN GENERAL RESERVE	(85,140)	68,415
			RESERVES:		
			General Reserve:		
498,886		479,530	Balance brought forward 1 April	507,231	27,701
8,345		(153,555)	Increase/(decrease) in year	(85,140)	68,415
507,231		325,975	Balance carried forward 31 March	422,091	96,116
			Devolution Reserve:		
156,794		175,288	Balance brought forward 1 April	174,405	(883)
17,611		16,994	Contribution from Budget	14,686	(2,308)
174,405		192,282	Balance carried forward 31 March	189,091	(3,191)
			Election Reserve:		
30,000		35,000	Balance brought forward 1 April	35,000	0
5,000		5,000	Contribution from Budget	5,000	0
35,000		40,000	Balance carried forward 31 March	40,000	0
			Play Area Reserve:		
0		0	Balance brought forward 1 April	0	0
0		82,000	Contribution from Budget	82,000	0
0		82,000	Balance carried forward 31 March	82,000	0
			TOTAL RESERVES 31 MARCH	733,182	92,925
716,636		640,257			



Penrith Town Council

2024/25 OUTTURN STATEMENT BALANCE SHEET AS AT 31 MARCH 2025

31 MARCH 2024

31 MARCH 2025

£

£

£

£

Investments

580,000.00

88,353.05

CCLA Public Sector Deposit Fund

580,000.00

Penrith Building Society

90,992.14

668,353.05

670,992.14

Current Assets

3,010.32

1,473.58

4,419.07

54,140.44

63,043.41

Debtors

2,550.00

Debtor - VAT

4,125.92

Prepayments

3,537.88

Cash at bank: HSBC

74,397.17

84,610.97

Current Liabilities

3,100.00

9,918.62

0.00

1,741.75

14,760.37

Creditors

0.00

Accruals

20,679.53

Payroll Control

0.00

Receipts in Advance

1,741.75

22,421.28

48,283.04

Net Current Assets

62,189.69

716,636.09**733,181.83****Represented by:****Reserves**

507,231.21

174,404.88

35,000.00

General Reserve

422,090.47

Devolution Reserve

189,091.36

Election Cost Reserve

40,000.00

Playground Reserve

82,000.00

716,636.09**733,181.83**

FULL COUNCIL

Date: 21 MAY 2025

Public Report

Matter: Governance and Accountability for Local Councils

Item no: 13

Author: Responsible Finance Officer

Supporting Member: Cllr. Shepherd, Chair of Finance Committee

Purpose of Report:

Ratify the adoption the latest statutory governance and accountancy guidance.

Recommendations:

- i. Note the publication of the Practitioners Guide 2025 which is mandatory for the financial year 2025/26.
- ii. Ratify the adoption of the provisions of the Practitioners Guide for the financial year 2024/25.

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.

The Council is required to follow the governance and accounting regime set out in the Accounts and Audit Regulations 2015. Statutory proper practice issued under these Regulations has been issued in the Smaller Authorities Proper Practices Panel (S/-PPP) Practitioners Guide published by NALC. This document is, in effect, the mandatory guide to both completion of the statutory Annual Governance and Accountability Return (AGAR), describing how accounting transactions are to be treated and reported, and appropriate governance arrangements for local councils.

1. Report Details

- 1.1 The Practitioner's Guide is issued by the relevant local government associations, usually in the form of annual updates. The 2025 edition of the Practitioners Guide applies to Annual Governance and Accountability Returns (AGAR) regarding financial years commencing on or after 01 April 2025. The latest version can be viewed using the underlined link below:

[Practitioners' Guide 2025](#)

- 1.2 There are limited changes to the 2024 statutory guidance, which can be viewed on this weblink [Practitioners' Guide 2025](#). The Council is compliant with the changes. Members are minded noting that the term JPAG has been replaced by Smaller Authorities Proper Practices Panel (S/-PPP).

2. Options Analysis including risk assessment

a) Risk

Noncompliance with statutory guidance.

b) Consequence

Transactions are recorded incorrectly or inconsistently in statutory returns, leading to adverse criticism or a negative audit.

c) Controls Required

Maintenance of strong internal controls, and internal audit, and adherence to the correct principles for the recording and reporting of the Council's transactions.

3. Financial and Resource Implications

There are no financial implications associated with this report.

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.

Background Papers

Smaller Authorities Proper Practices Panel Changes to the Practitioners Guide 2025 (NALC), as set out in the link at paragraph 1.2.

PENRITH TOWN COUNCIL
ASSET REGISTER 31 MARCH 2025

Total of assets held as at 31 March 2025

Insurance Category	ASSET	Custodian	Location	Date acquired	Transfer from	Value £	Asset Transfer Value £	Insurance Value £p	Insurance Value 2024-25 £
Buildings	Bandstand	Services & Contracts Manag	Cornmarket	29/03/2018	EDC	-	1.00	68,100.00	97,125
Buildings	Musgrave Monument (including Clock Mechanism)	Services & Contracts Manag	Middlegate	01/02/2019	EDC	-	1.00	340,700.00	448,875
Buildings Total						0.00	2.00	408,800.00	546,000
Civic Regalia	Mayoral Chain	Mayor	Mayor	18/05/2015		-	1.00	5,000.00	5,954
Civic Regalia	Regalia	Deputy Mayors Consort	Deputy Mayor	16/12/2016		80.42	-	80.42	96
Civic Regalia	Regalia	Deputy Mayor	Deputy Mayor	16/12/2016		362.27	-	362.27	431
Civic Regalia	Regalia	Mayors consort	Mayor	16/12/2016		47.23	-	47.23	56
Civic Regalia	Barnard & Westwood - Condolence Book	Clerk	Council Office	31/03/2020		299.87	-	299.87	340
Civic Regalia	Vaughtons - Penrith TC press with embossed seal	Clerk	Council Office	26/05/2021		485.10	-	485.10	578
Civic Regalia Total						1,274.89	1.00	6,274.89	7,455
Gates and Fences	Kompan - IAE Single Leaf Prosafe Gate	Services & Contracts Manag	Fairhill Park	19/08/2020		981.18		981.18	1,168
Gates and Fences	Kompan - IAE Playspec Bow Top Fence	Services & Contracts Manag	Fairhill Park	19/08/2020		5,009.16		5,009.16	5,964
Gates and Fences	Ian Cannon - Gates, fencing	Services & Contracts Manag	Fairhill Park	16/09/2020		2,000.00		2,000.00	2,381
Gates and Fences	Ian Cannon - Fencing & Gates, Thacka Beck Field	Services & Contracts Manag	Thacka Beck Field	30/03/2022		4,985.00	-	4,985.00	5,653
Gates and Fences	Ian Cannon - Steel Gates and Timber Bollards	Services & Contracts Manag	Fairhill Park	26/10/2022		2,500.00		2,500.00	2,625
Gates and Fences Total						15,475.34	0.00	15,475.34	17,791
General Contents	Fire Resistant Key safe	Clerk	Council Office	23/05/2022		101.43		101.43	107
General Contents	Legal reference books	Clerk	Council Office	28/04/2015		243.28	-	243.28	276
General Contents	Staff welfare - Fridge & microwave	Clerk	Council Office	29/04/2015		141.67	-	141.67	161
General Contents	Puridea mini projector	Council Office	Council Office	25/01/2017		148.43	-	148.23	168
General Contents	XL display boards x 8	Council Office	Council Office	06/02/2017		574.00	-	574.00	651
General Contents	Gazebo	Council Office	Council Office	06/02/2017		1,176.84	-	1,176.84	1,335
General Contents	1- Tubby 2 Seater Sofa, Navy Product code: SOFTUBY51BLU-UK	Council Office	Council Office	11/07/2017		179.00	-	179.00	203
General Contents	Office Blinds	Council Office	Council Office	09/09/2017		506.21	-	506.21	574
General Contents	2 - ALBA CHROME COAT STAND CHROME/BLACK PMCLASS	Council Office	Council Office	11/09/2017		215.70	-	215.70	245
General Contents	3 - ACRYLIC PLAQUES, 1 - ACRYLIC DOOR SIGN & DOOR VINYLs	Council Office	Council Office	20/09/2017		1,034.00	-	1,034.00	1,173
General Contents	ZYXEL AMG1302 MODEM/ROUTER	Council Office	Council Office	25/09/2017		99.00	-	99.00	112
General Contents	CAT 6 UTP MODULE	Council Office	Council Office	25/09/2017		116.00	-	116.00	132
General Contents	ASSINIA 24 PORT PATCH PANEL CAT6	Council Office	Council Office	25/09/2017		136.00	-	136.00	154
General Contents	UBIQUITI UNIFI AC LR AP	Council Office	Council Office	25/09/2017		179.00	-	179.00	203
General Contents	UBIQUITI UNIFI AC LR AP	Council Office	Council Office	25/09/2017		179.00	-	179.00	203
General Contents	TP-LINK 24 PORT GIG POE SWITCH	Council Office	Council Office	25/09/2017		299.00	-	299.00	339
General Contents	PATCH 29 PORTS TO PATCH PANEL	Council Office	Council Office	25/09/2017		495.00	-	495.00	561
General Contents	1 - RADIAL END EXTENSION BOARDROOM TABLE WITH SILVER TRUMPET BASE	Council Office	Council Office	29/09/2017		183.60	-	183.60	209
General Contents	3 - MAESTRO 25 C LEG STRAIGHT DESK SILVER LEG 1600 OAK	Council Office	Council Office	29/09/2017		327.00	-	327.00	371
General Contents	12 - ORION CHROME FRAME STACKABLE CHAIR - BLUE FABRIC	Council Office	Council Office	29/09/2017		332.28	-	332.28	376
General Contents	1 - RECTANGULAR 2000MM WIDE BOARDROOM TABLE WITH SILVER TRUMPET BASE	Council Office	Council Office	29/09/2017		345.00	-	345.00	391
General Contents	4 - TALL, DEEP MOBILE PEDESTAL WITH TWO SHALLOW DRAWERS AND ONE OPEN SHALLOW DRAWER	Council Office	Council Office	29/09/2017		416.00	-	416.00	472
General Contents	2 - QUATTRO EXTRA HIGH BACK POSTURE CHAIR IN COBALT AD004	Council Office	Council Office	29/09/2017		550.00	-	550.00	624
General Contents	1 - PISA RECTANGULAR MEETING/LEISURE TABLE	Council Office	Council Office	09/10/2017		270.20	-	270.20	306
General Contents	1 - 4 DRAWER FILING CABINET	Council Office	Council Office	16/10/2017		115.00	-	115.00	130
General Contents	1 - RANGER FIRE RESISTANT HIGH STEEL STORAGE WITH KEY LOCK W930 X D1000	Council Office	Council Office	31/10/2017		1,075.00	-	1,075.00	1,219
General Contents	1- NOBO DARK BLUE BARRACUDA MOBILE FLIPCHART/DRYWIPE EASEL 19023	Council Office	Council Office	13/11/2017		186.84	-	186.84	212
General Contents	BROTHER MFC-J6930DW MULTIFUNCTION -COPIER	Council Office	Council Office	01/02/2018		299.00	-	299.00	339
General Contents	Argos - Vacuum Cleaner	Clerk	Council Office	08/06/2018		141.64	-	141.64	161
General Contents	KTD - Lenovo Laptop & Hanns-G Monitor	Clerk	Council Office	11/06/2018		619.00	-	619.00	702
General Contents	KTD - Portable Hard Drives	Clerk	Council Office	30/06/2018		475.00	-	475.00	539
General Contents	SLCC Enterprises Ltd - Local Council Administration Law Book	Clerk	Council Office	08/10/2018		103.99	-	103.99	118
General Contents	Heatons Office Solutions - Steel cupboard	Clerk	Council Office	29/03/2019		136.67	-	136.67	155
General Contents	KTD - Ubiquito G3 Dome CCTV Camera	Clerk	Council Office	24/06/2019		159.00	-	159.00	180
General Contents	KTD - Ubiquito Unifi CCTV Video Recorder	Clerk	Council Office	24/06/2019		395.00	-	395.00	448
General Contents	IT Equipment ex Grenke Leasing: Virtual Server	Clerk	Council Office	17/10/2019		1,293.54	-	1,293.54	1,467
General Contents	KTD - HP 250 G7 Laptop for Solicitor	Clerk	Council Office	31/10/2019		599.00	-	599.00	679
General Contents	KTD - Conference Room Phone Polycom Sound Station 2 IP7000	Clerk	Council Office	09/01/2020		399.00	-	399.00	452
General Contents	KTD - HP 250 G7 Laptop	Clerk	Council Office	08/04/2020		729.00	-	729.00	827
General Contents	KTD - 5 x Polycom mains power supply units and telephones	Clerk	Council Office	22/04/2020		280.00	-	280.00	318
General Contents	KTD - Kyocera Taskalfa 3253ci multi-function printer/photocopier	Clerk	Council Office	02/03/2021		3,759.00		3,759.00	56 4,263
General Contents	KTD - HP 250 G7-15 Laptop	Clerk	Council Office	23/03/2021		689.00		689.00	781

Insurance Category	ASSET	Custodian	Location	Date acquired	Transfer from	Value £	Asset Transfer Value £	Insurance Value £p	Insurance Value 2024-25 £
General Contents	Heatons Office Solutions - Fire Ranger Fireproof Safe	Clerk	Council Office	30/11/2021		855.56	-	855.56	971
General Contents	Heatons - Two Quattro Extra high back office chairs	Council Office	Council Office	05/01/2022		562.24	-	562.24	637
General Contents	Heatons Group - Two Fellowes AeraMax DX55 Air Purifiers 9393001	Clerk	Council Office	23/03/2022		370.00	-	370.00	420
General Contents	HP 250 G8 15-1035G1 8GB 256GB SSD Laptop	Clerk	Council Office	12/09/2022		565.00		565.00	593
General Contents	HP 250 G8 15-1035G1 8GB 256GB SSD Laptop	Clerk	Council Office	12/09/2022		565.00		565.00	593
General Contents	Hanns-G HP247HJV 23.6 HD LED LCD Monitor	Clerk	Council Office	12/09/2022		169.00		169.00	177
General Contents	Hanns-G HP247HJV 23.6 HD LED LCD Monitor	Clerk	Council Office	12/09/2022		169.00		169.00	177
General Contents	Hannspree 24 LCD HC240PFB Monitor	Clerk	Council Office	12/09/2022		149.00		149.00	156
General Contents	Jabra Evolve 65 Mono Headset x 7	Clerk	Council Office	21/12/2022		1,113.00		1,113.00	1,169
General Contents	Jabra Evolve 65 Mono Headset x 1	Clerk	Council Office	27/01/2023		159.00		159.00	167
General Contents	Hanns Monitor	Clerk	Council Office	22/02/2023		139.00		139.00	146
General Contents	KTD Ltd - Ubiquiti Unfi Cloud key Gen 2	Council Office	Council Office	29/11/2023		215.00		215.00	226
General Contents	KTD Ltd - cabinet, castors and shelf	Council Office	Council Office	29/12/2023		576.00		576.00	605
General Contents	Canon PowerShot V10	CSO	Council Office	12/03/2024		301.53		302.00	317
General Contents	Office Furniture - various	Council Office	Council Office	April - Dec 15		2,574.46	-	2,503.24	2,838
General Contents	AV Parts Master - Projector	CSO	Council Office	29/07/2024		355.00			355
General Contents	Intel 1512500 PC	Council Office	Council Office	28/01/2025		649.00			649
General Contents	Intel 1512500 PC	Council Office	Council Office	28/01/2025		649.00			649
General Contents	Intel 1512500 PC	Council Office	Council Office	28/01/2025		649.00			649
General Contents	Terra 1517 Laptop	Clerk	Council Office	28/01/2025		625.00			625
General Contents	Terra 1517 Laptop	RFO	Council Office	28/01/2025		625.00			625
General Contents Total						31,737.11	0.00	28,114.16	35,080
Natural Spaces	Folly Lane allotment: 1.50 hectare	Clerk	Folly Lane	23/08/2016	EDC	-	1.00	0.00	0
Natural Spaces	James Street allotment: 0.27 hectare	Clerk	James Street	23/08/2016	EDC	-	1.00	0.00	0
Natural Spaces	Castletown allotment: 2.80 hectare	Clerk	Musgrave Street	23/08/2016	EDC	-	1.00	0.00	0
Natural Spaces	Salkeld Road allotment: 0.78 hectare	Clerk	Salkeld Road	23/08/2016	EDC	-	1.00	0.00	0
Natural Spaces	Fairhill Playing Fields	Services & Contracts Manag	Fairhill Park	03/04/2018	EDC	-	1.00	0.00	0
Natural Spaces	Eden Treescapes - Tree planting & Fencing	Services & Contracts Manag	Folly Lane	01/06/2018		732.35	-	0.00	0
Natural Spaces	Cumbria CC - Land Transfer Thacka Beck Field	Services & Contracts Manag	Thacka Beck Field	01/11/2020	CCC		1.00	0.00	0
Natural Spaces	Brackenber Allotments - Drainage Improvements	Services & Contracts Manag	Brackenber	30/11/2021		9,600.00	-	9,600.00	0
Natural Spaces	Ian Cannon - Self Binding Gravel Path	Services & Contracts Manag	Thacka Beck Field	23/11/2022		14,375.00		0.00	0
Natural Spaces	Ian Cannon - Paths, etc	Services & Contracts Manag	Fairhill Park	16/09/2020		17,380.00		0.00	0
Natural Spaces Total						42,087.35	6.00	9,600.00	0
Outside Equipment	Hampshire Flag Company - Bunting	Services & Contracts Manag	Council Office	31/03/2020		725.55	-	725.55	823
Outside Equipment	21CC Group Ltd - 3 Platinum Jubilee Beacons	Economic Development Offic	Various	23/02/2022		1,470.00	-	1,470.00	1,544
Outside Equipment	TWM Traffic Control Systems - Three Dual Colour Digit Large DSDs	Deputy Town Clerk	Various	30/03/2022		11,650.66	-	11,650.66	13,212
Outside Equipment	Hampshire Flag Co - Bunting	Services & Contracts Manag	Council Office	12/04/2023		241.00		241.00	253
Outside Equipment	TWM Traffic Control Systems - Speed Indicator Device DSD display	Deputy Town Clerk	Oak Road	09/09/2024		4,564.50			4,565
Outside Equipment Total						14,087.21	0.00	14,087.21	15,832
Playground Equipment	Fairhill Play Equipment	Services & Contracts Manag	Fairhill Park	03/04/2018	EDC	-	1.00	39,000.00	46,437
Playground Equipment	Kompan - EA Playground Sign	Services & Contracts Manag	Fairhill Park	19/08/2020		388.00		388.00	462
Playground Equipment	Kompan - FAHR Panel Games	Services & Contracts Manag	Fairhill Park	19/08/2020		1,122.00		1,122.00	1,336
Playground Equipment	Kompan - Swing Frame	Services & Contracts Manag	Fairhill Park	19/08/2020		2,710.00		3,520.00	4,192
Playground Equipment	Kompan - Home Multi Seesaw	Services & Contracts Manag	Fairhill Park	19/08/2020		2,816.00		3,755.00	4,471
Playground Equipment	Kompan - Supernova	Services & Contracts Manag	Fairhill Park	19/08/2020		3,236.00		4,370.00	5,204
Playground Equipment	Kompan - Saturn Carousel	Services & Contracts Manag	Fairhill Park	19/08/2020		3,533.00		4,763.00	5,671
Playground Equipment	Kompan - PCM112401 Custom Tower	Services & Contracts Manag	Fairhill Park	19/08/2020		5,696.00		7,583.00	9,029
Playground Equipment	Kompan - EPDM Wetpour Safer Surfacing	Services & Contracts Manag	Fairhill Park	19/08/2020		13,137.00		13,137.00	15,643
Playground Equipment Total						32,638.00	1.00	77,638.00	92,444
Sports Equipment	Mark Harrod 9V9 Goals - Fairhill Playing Fields	Services & Contracts Manag	Fairhill Park	30/06/2018		570.00	-	570.00	698
Sports Equipment Total						570.00	0.00	570.00	698
Street Furniture	Bus Shelter B & C Shelter, Tara Hill	Services & Contracts Manag	Scotland Road, Tara Hill	29/06/2018		2,744.00	-	2,744.00	3,112
Street Furniture	HH Reeds - Supply & Install Signs At Fairhill	Services & Contracts Manag	Fairhill Park	06/08/2018		824.00	-	824.00	981
Street Furniture	Bus Shelter	Services & Contracts Manag	Bridge Lane East	19/10/2018	EDC	-	1.00	15,000.00	31,500
Street Furniture	Bus Shelter	Services & Contracts Manag	Bridge Lane West	19/10/2018	EDC	-	1.00	13,000.00	34,125
Street Furniture	Bus Shelter	Services & Contracts Manag	Clifford Road	19/10/2018	EDC	-	1.00	2,400.00	2,722
Street Furniture	Bus Shelter	Services & Contracts Manag	Newton Road	19/10/2018	EDC	-	1.00	2,400.00	2,722
Street Furniture	Bus Shelter	Services & Contracts Manag	Opposite Penny Hill Park, Scotland Rd	19/10/2018	EDC	-	1.00	2,400.00	2,722
Street Furniture	Bus Shelter	Services & Contracts Manag	Pategill/Sim Court	19/10/2018	EDC	-	1.00	2,400.00	2,722
Street Furniture	Seats and Benches (30 No)	Services & Contracts Manag	Various	19/10/2018	EDC	-	29.00	15,660.00	18,024
Street Furniture	Therebutnothere - 2 Steel Tommies	Services & Contracts Manag	Council Office	22/10/2018		1,552.61	-	1,552.61	1,761
Street Furniture	Bus Shelter - AST Signs - Signage	Services & Contracts Manag	Various	01/03/2019		862.72	-	862.72	57 979
Street Furniture	Seat -Glasdon - 1 No Lowther Seat Penrith Remembers	Services & Contracts Manag	Various	22/03/2019		470.31	-	470.31	561

Insurance Category	ASSET	Custodian	Location	Date acquired	Transfer from	Value £	Asset Transfer Value £	Insurance Value £p	Insurance Value 2024-25 £
Street Furniture	Seats - Glasdon - 1 No Lowther Seat Memorial	Services & Contracts Manag	Various	22/03/2019		546.13	-	546.13	650
Street Furniture	Seats - Glasdon - 6 No Lowther Seat Penrith Remembers	Services & Contracts Manag	Various	22/03/2019		3,276.78	-	3,276.78	3,902
Street Furniture	Seats - Glasdon - 5 Lowther seats & plaques	Services & Contracts Manag	Various	01/07/2019		2,958.14	-	2,958.14	3,522
Street Furniture	Seats - Glasdon - 2 Lowther seats & plaques	Services & Contracts Manag	Various	12/09/2019		1,168.09	-	1,168.09	1,390
Street Furniture	Seats - Glasdon - 2 Lowther seats & plaques	Services & Contracts Manag	Various	29/02/2020		940.60	-	940.60	1,120
Street Furniture	Parish Noticeboard Co - Noticeboard	Clerk	Adjacent to Bakewells electronics	22/04/2020		1,000.00	-	1,000.00	1,134
Street Furniture	Street Furniture Direct - 2 Cycle stands	Services & Contracts Manag	Storage	25/06/2020		110.00	-	110.00	125
Street Furniture	Glasdon UK - 2 Clifton picnic tables	Services & Contracts Manag	Fairhill Park	01/07/2020		1,448.52	-	1,448.52	1,725
Street Furniture	Seats - Glasdon UK - 1 Lowther seat & plaque	Services & Contracts Manag	Various	19/08/2020		575.75	-	575.75	686
Street Furniture	Glasdon UK - Keyless lockable bin	Services & Contracts Manag	Fairhill Park	09/09/2020		176.52	-	176.52	211
Street Furniture	Seats - Glasdon - Lowther seat	Services & Contracts Manag	Various	04/11/2020		519.69	-	519.69	620
Street Furniture	Seats - Glasdon - Fusion bench	Services & Contracts Manag	Various	04/11/2020		326.03	-	326.03	387
Street Furniture	Seats - Glasdon - Lowther seat	Services & Contracts Manag	Various	13/01/2021		575.75	-	575.75	686
Street Furniture	Seats - Glasdon & Ian Cannon - Lowther seat and plinth	Services & Contracts Manag	Fairhill Park	23/03/2021		850.75	-	850.75	1,014
Street Furniture	Seats - Ian Cannon - Two concrete plinths for benches, Fairhill Park	Services & Contracts Manag	Fairhill Park	05/10/2021		550.00	-	550.00	655
Street Furniture	Seats - Glasdon - Lowther seat	Services & Contracts Manag	Fairhill Park	20/10/2021		629.28	-	629.28	749
Street Furniture	Bus Shelter - Replacement panes, Bridge Lane	Services & Contracts Manag	Bridge Lane	12/01/2022		279.17	-	279.17	316
Street Furniture	Seats - Glasdon - Fusion Seat (from Fairhill Community Group)	Services & Contracts Manag	Fairhill Park	16/03/2022		609.79	-	609.79	727
Street Furniture	Seats - Glasdon - Lowther Seat, Beacon Edge	Services & Contracts Manag	Beacon Edge	23/03/2022		629.28	-	629.28	713
Street Furniture	Seats - Glasdon - Lowther Seat, Rimington Way	Services & Contracts Manag	Rimington Way	23/03/2022		638.65	-	638.65	725
Street Furniture	H H Reeds - Signage, Thacka Beck Field	Services & Contracts Manag	Thacka Beck Field	31/03/2022		1,389.00	-	1,389.00	1,575
Street Furniture	Bus Shelter (replacement) - Ace Shelters	Services & Contracts Manag	Scotland Road, East	04/05/2022		2,967.50	-	2,967.50	3,116
Street Furniture	Glasdon - Keyless lockable litter bin	Services & Contracts Manag	Thacka Beck Field	08/06/2022		195.47	-	195.00	205
Street Furniture	Seats - Glasdon Ltd - Bench	Services & Contracts Manag	Thacka Beck Field	05/12/2022		846.77		846.77	889
Street Furniture	Seats - Glasdon Ltd - 2 Lowther Bench	Services & Contracts Manag	Thacka Beck Field	17/01/2023		1,607.20		1,607.20	1,687
Street Furniture	H & H Reeds - Sign Thacka Beck Field	Services & Contracts Manag	Thacka Beck Field	05/07/2023		225.00		225.00	236
Street Furniture	Seats - Glasdon Uk Ltd - Lowther seat	Services & Contracts Manag	Beacon Edge	01/11/2023		803.60		803.60	844
Street Furniture	Seats - Glasdon Uk Ltd - Lowther seat	Services & Contracts Manag	Southend Road	29/11/2023		803.60		803.60	844
Street Furniture	Seats x 2 - Glasdon - St. Andrews	Services & Contracts Manag	St. Andrews cycle route	06/11/2024		1,715.03			1,715
Street Furniture	Seats x 1 - Glasdon - Salkeld Rd	Services & Contracts Manag	Salkeld Road	05/02/2025		904.99			905
Street Furniture Total						35,720.72	35.00	86,360.23	135,004.02
War Memorial	WWW1 Plaque	Services & Contracts Manag	St Andrew's Church	28/09/2017	EDC	-	1.00	0.00	0
War Memorial	WWW2 Plaque	Services & Contracts Manag	St Andrew's Church	28/09/2017	EDC	-	1.00	0.00	0
War Memorial	War Memorial - Obelisk	Services & Contracts Manag	St Andrew's Churchyard	28/09/2017	EDC	-	1.00	11,000.00	57,750
War Memorial	Askins & Little Stonemasonry - St. Andrews plinth	Services & Contracts Manag	St Andrew's Churchyard	29/11/2024		4,340.00			4,557
War Memorial Total						4,340.00	3.00	11,000.00	62,307
Grand Total						182,495.12	48.00	657,919.83	917,175
						Total Value	182,543.12		

PENRITH TOWN COUNCIL ITEM 14
ASSET REGISTER 2024-25: RECONCILIATION

Insurance Category	Asset	Custodian	Location	Date acquired	Cost £	Transfer Value £		Invoice Ref
Asset Value: 31 March 2024					171,954.60	49.00		
	Purchased in 2024-25:							
Street Furniture	TWM Traffic Control Systems - Speed Indicator Device DSD display	Deputy Town Clerk	Oak Road	09/09/2024	4,564.50			24-120
General Contents	AV Parts Master - Projector	CSO	Council Office	29/07/2024	355.00			24-82
War Memorial	Askins & Little Stonemasonry - St. Andrews plinth	Services & Contracts Manager	St Andrew's Churchyard	29/11/2024	4,340.00			24-173
Street Furniture	Seats x 2 - Glasdon - St. Andrews	Services & Contracts Manager	St. Andrews cycle route	06/11/2024	1,715.03			24-160
General Contents	Intel 1512500 PC	Council Office	Council Office	28/01/2025	649.00			24-232
General Contents	Intel 1512500 PC	Council Office	Council Office	28/01/2025	649.00			24-232
General Contents	Intel 1512500 PC	Council Office	Council Office	28/01/2025	649.00			24-232
General Contents	Terra 1517 Laptop	Clerk	Council Office	28/01/2025	625.00			24-232
General Contents	Terra 1517 Laptop	RFO	Council Office	28/01/2025	625.00			24-232
Street Furniture	Seats x 1 - Glasdon -	Services & Contracts Manager	Salkeld Road	05/02/2025	904.99			24-230
Disposed of in 2024-25:								
Civic Regalia	Vaughtons - Mayoral Medals	Clerk	Council Office	21/06/2023	-485.80			
General Contents	IT equipment, hardware, software, etc - 2025 Update	Clerk/Council Office	Council Office	27/05/2015	-3,084.20			
General Contents	Ipad mini 32gb	Clerk/Council Office	Council Office	17/02/2017	-239.00			
General Contents	VIGOR 2760N ROUTER/FIREWALL	Clerk/Council Office	Council Office	25/09/2017	-79.00			
General Contents	ZYXEL PRES 660R-D1 ADSL2+ ROUT	Clerk/Council Office	Council Office	25/09/2017	-99.00			
General Contents	INTEL I5 3330 3.00/4G/1TB/DVD1 -Old Sage tower	Clerk/Council Office	Council Office	25/09/2017	-549.00			
Street Furniture	Original Seat	Services & Contracts Manager	Salkeld Road	19/10/2018		(1.00)		
	Total of assets held as at 31 March 2025:				182,495.12	48.00		
						Total Value	182,543.12	

FULL COUNCIL

Date: 19 MAY 2025

Public Report

Matter: Internal Audit 2024/25 and 2025/26

Item no: 15

Author: Responsible Finance Officer

Supporting Member: Cllr. Shepherd, Chair of Finance Committee

Purpose of Report:

Ratify the Annual Internal Audit Report 2024/25, the review the effectiveness of the Council's Internal Audit provision during 2023/24 and the re-appointment of the Internal Auditor for the financial year 2024/25.

Recommendations:

- i. Ratify the final Annual Internal Audit Report for the financial year ending 31 March 2025.
- ii. Ratify the review of internal audit provision and confirm that the function has operated effectively during 2024/25.
- iii. Ratify the appointment of Mrs Jean Airey as the Town Council's Internal Auditor for 2025/26.

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.

The Council is required to follow the governance and accounting regime set out in the Accounts and Audit Regulations 2015. This requires the Council to undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, considering public sector internal auditing standards or guidance.

Internal Auditors are required to follow the provisions of the JPAG Guide to Governance and Accountability, which represents statutory best practice.

1. Report Details

- 1.1 The internal audit for 2024/25 has been carried out by Mrs Jean Airey. Her interim report was reported to the last meeting of this Committee and subsequently ratified by Council on 24 March 2025. She has since submitted her final Annual Internal Audit Report for the financial year ending 31 March 2025 (period 01 April 2024 to 31 March 2025), attached at Appendix A. Her final report and statutory audit opinion, which forms part of the AGAR, will further be submitted to Full Council in May.
- 1.2 Appendix B to this report presents a review of the effectiveness of Internal Audit. There are two aspects to the review: meeting standards and characteristics of effectiveness. The RFO's assessment of the performance of Mrs Airey against relevant criteria is set out in Appendix B, where it can be seen that her performance is totally satisfactory in all respects.
- 1.3 The Council meeting on the 24 March 2025 also reviewed the Council's system of internal control for 2024/25, part of which acknowledged that its internal audit arrangements were effective. This more detailed review confirms that opinion and provides the evidence and justification for the re-appointment of the current Internal Auditor. The Committee is recommended to appoint Mrs Airey as its Internal Auditor for 2025/26 and that this go forward for ratification at Full Council.

2. Risk assessment & Mitigation

Risk

Lack of a robust audit regime resulting in irregularities not being detected.

Loss or waste of resources, criticism from the external auditor and reputational damage.

Mitigation

Appointment of an independent and competent internal auditor, working to an appropriate internal audit plan.

3. Financial and Resource Implications

There are no financial implications associated with this report.

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 – Final Report by the Internal Auditor year ending 31 March 2025.

Appendix B – Review of the Effectiveness of Internal Audit Provision 2024/25

Background Papers

Account and Audit Regulations 2015

JPAG Guide to Governance and Accountability 2024 & 2025 editions

APPENDIX 15 A

FINAL REPORT BY THE INTERNAL AUDITOR TO PENRITH TOWN COUNCIL
1ST JANUARY 2025 - 31ST MARCH 2025
FINANCIAL YEAR ENDING 31ST MARCH 2025

Introduction

This final report for the financial year 1st April 2024 to 31st March 2025 covers elements required by the Account and Audit Regulations (England) 2015, which were not covered in the interim report for the period 1st April 2024– 31st December 2024.

I confirm I have on the 7th April 2025 undertaken a final audit which covers the period 1st January 2025 to 31st March 2025 in accordance with the Account and approved by Council and incorporating any new requirements as outlined in “Governance and Accountability for Smaller Authorities in England” March 2024

Appropriate accounting records have been kept throughout the year.

The completed 2025 Annual Governance and Accountability Return (AGAR) confirms that the closing balance on 31st March 2024 has been correctly carried forward to 1st April 2024 to commence the financial year ending 31st March 2025. The bank reconciliation on 31st March 2025 correctly reflects the balances on all bank accounts.

The Council, having reserve cash funds in excess of £100,000, has identified the need for an investment strategy with clear aims and objectives, namely, to consider security, liquidity, and yield, here listed in order of priority.

The Council has a comprehensive investment policy, and strategy for reserves, which were adopted –Meeting 13th January 2025 Minute PTC24/83 di. Reserves Policy. Reserves Level Risk Assessment. dii. Investment Strategy.

The authority complied with its financial regulations, invoices supported payments, all expenditure was approved, and VAT was accounted for.

The rigorous tendering process for goods and services was evidenced by the documentation made available. All tenders and quotes adhere to the up-to-date Financial Regulations.

A selection of financial transactions was reviewed in excess of £2000.00 all were supported by a clear audit trail.

Vat reclaims are prepared on a monthly basis. Evidence was available to confirm the reclaims for January, February and March. – Sage Reconciliation, Sage Transactions and HMRC verification.

The claim for the final month of the financial year 31st March 2025 had been reconciled and submitted to HMRC - £4125.92

The authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

All aspects of this section were covered in the interim report. Further financial and other risks are identified throughout the year. Required controls are documented in any reports to review the outturn report for the financial year 31st March 2025 and recommend its acceptance to Full Council

The Precept requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored and reserves are appropriate.

The Responsible Financial Officer (RFO), with full explanations of the recommendations, prepared a budget report and it was presented to the Finance Committee for approval and development, prior to recommendations being made to Council. The Council approved the submission of the precept demand to the County Council – Meeting 13th January 2025 Minute No. PTC24/83c

A Precept amount of £514740.10, was forwarded to Westmorland and Furness Council.

Penrith Town Council has total cash balances as of 31st March 2025 of £745389.00 as correctly recorded in box 7 of the AGAR.

Within that sum are General Reserve £422090.47; Earmarked Reserves – Devolution Reserve £189091.36; Election Cost Reserve £40000.00; Playground Reserve. £82000.00.

Expected income was fully received based on correct prices, properly recorded and promptly banked and VAT appropriately accounted for.

The Council has minimal income from sources other than the Precept. Where received, it is properly recorded and promptly banked. No cash income.

Petty Cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for. Sct 137 requirement.

The use of the of the .gov.uk domain name.

The Council does not operate a Petty Cash account. Sums incurred on Debit Cards are fully supported by invoices/receipts. VAT is identified and purchases are allocated to the appropriate budget headings.

Penrith Town Council is a General Power of Competence Council and complies with all statutory obligations to record eligibility at the relevant time. Sct. 137 is not applicable.

Salaries to employees and allowances to members were paid in accordance with the authority's approvals and PAYE and NI requirements were properly applied

All payments reflect salary scales approved by Council. Returns to HMRC are processed by the external accountant. The record with all deductions for staff was properly prepared and available for inspection.

Assets and investments register were completed and accurate and properly maintained.

The Asset Register for the current financial year has been completed with a reconciliation to outline all acquisitions and disposals. The document is reviewed annually, to a scheduled timetable, ensuring accuracy for completion of the 2024-2025 AGAR. – Assets Recorded - £182543.00

All investments adhere to the Investment Strategy. The Council does not have long term invested cash assets.

Accounting statements, during the year were prepared on the correct accounting basis – income and expenditure , all schedules, etc agreed and were supported by an adequate audit trail from the core Sage accounts. Debtors and Creditors were properly recorded. The Council has published on the website all documentation required under relevant legislation.

The Council accounts are prepared on an Income and Expenditure basis as required by the Accounts and Audit regulations being an authority with income/ expenditure in excess of £200,000. The Sage Accounts clearly identifies Debtors, Creditors, Receipts in Advance, and Accruals. It is confirmed that the Council is fully compliant with requirements to publish on the website information in line with relevant legislation.

The External and Internal Audit reports confirm that Penrith Town Council has fulfilled its statutory obligations, and all finance and governance comply with legislation. The comprehensive website ensures the electorate is fully aware of the use of all public funds.

I wish to express my appreciation to the Responsible Financial Officer for the of preparation all relevant financial documents and reports, for the assistance of the Town Clerk and all Officers for comprehensive governance documents and the completeness of information on the website which facilitated the audit.

A handwritten signature in black ink, appearing to read 'G D Airey', with a stylized flourish at the end.

Georgina D Airey - Internal Auditor – 7th April 2025.

Area 1: Meeting Standards**Appendix B**

Standard	Evidence of achievement
1. Scope of internal audit	<p>The appointment of Mrs Jean Airey as Internal Auditor for the financial year 2024-25 was confirmed by Council 20 May 2024.</p> <p>The terms of her engagement are formally agreed and documented.</p> <p>The Internal Auditor follows proper practice and meets national auditing standards.</p> <p>Internal audit work considers both the council's risk assessment and wider internal control arrangements.</p> <p>Internal audit work considers the Council's anti-fraud and corruption arrangements.</p> <p>The Internal Auditor has unfettered access to all areas of the Council's activities.</p>
2. Independence	<p>The Internal Auditor is independent from the Council and is not involved in its financial controls, procedures or decision making.</p> <p>Internal audit has direct access to those charged with governance and can seek information or explanations from any officer or Member of the Council.</p> <p>Reports are made in the Auditor's own name to management.</p>
3. Competence	<p>Mrs Airey has substantial experience in auditing and knowledge of auditing standards, having been an internal auditor to local councils in Cumbria for many years. She was Town Clerk to Keswick Town Council for 25 years and has delivered training on behalf of CALC.</p> <p>There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity.</p>
4. Relationships	<p>The Clerk and RFO are consulted on the internal audit plan and coverage.</p> <p>Respective responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters.</p> <p>The responsibilities of Council members are understood, in particular the Finance Committee; training of Members is available as required.</p>
5. Audit Planning and Reporting	<p>The annual internal audit plan properly takes account of all the risks facing the Council.</p> <p>Mrs Airey provided her interim report promptly after completion of her fieldwork and plans to submit her final report and opinion promptly.</p>

Area 2: Characteristics of Effectiveness

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

We acknowledge as the members of:

PENRITH TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		'Yes' means that this authority:	
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
			✓	

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

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

Chair

Clerk

www.penrithtowncouncil.gov.uk

FULL COUNCIL

Date: 21 May 2025

Public Report

Matter: Accounting Statements 2024-25 (AGAR Section 2)

Item no: 16 b

Author: Responsible Finance Officer

Supporting Member: Cllr. Shepherd, Chair of Finance Committee

Purpose of Report:

To review the Accounting Statements 2024-25 (Section 2 of the AGAR), and the period for the Exercise of Public Rights prior to being considered for approval by Full Council.

Recommendations:

Council is asked to ratify the Accounting Statements 2024-25 and the proposed period for the Exercise for Public Rights being Tuesday 03 June to Monday 14 July 2025 .

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.

The Council is required by law to follow the governance and accounting regime set out in the Accounts and Audit Regulations 2015. Statutory proper practice issued under these Regulations has been published in the Smaller Authorities Proper Practices Panel Guide 2025 (previously known as the JPAG publication 'Governance and Accountability for Smaller Authorities in England'). This document is the mandatory guide to completion of the statutory Annual Governance and Accountability Return (AGAR) and it describes how accounting transactions are to be treated and reported.

1. The Accounting Statements

- 1.1 The Accounting Statements prepared in accordance with the Smaller Authorities Proper Practices Panel Guide represent a highly summarised version of the Council's transactions for the year. They are also, in a sense, incomplete, as they do not record the Council's full balance sheet, only the cash and reserves figure at year end.
- 1.2 The Smaller Authorities Proper Practices Panel Guide recommends that Members have access to a reconciliation between the financial ledger (cash book) and the Accounting Statements. Appendix A provides that reconciliation, showing not only how Sage ledger balances are analysed in AGAR format but also how those balances correspond to the formal outturn statement. The Guide does not require Councils to account separately for fixed assets but to keep a memorandum summary in their asset register. The asset value shown in the Accounting Statement is therefore derived directly from the Council's asset register, as reported elsewhere on this agenda.

- 1.3 Section 2 of the AGAR (Appendix B) has been signed by the RFO as required by the guidance. Members are requested to review the AGAR and the supporting reconciliation and recommend to Full Council that the Accounting Statement 2024/25 be approved and signed by the Chair of the Council at its meeting in May.

Exercise of Public Rights and Audit of the AGAR

- 1.4 The process for the approval and audit of the AGAR is as follows:

- Approval of the Accounting Statements must take place after approval of the Annual Governance Statement (AGS). (Full Council May)
- Legislation provides for the accounting records of the Council to be open for inspection for a fixed period prior to review by the External Auditor. This is known as the exercise of public rights and must be a period of 30 working days which includes the first 10 working days of July. To comply with this requirement, the RFO plans to specify the period from Tuesday 03 June to Monday 14 July 2025; during this time, members of the public can examine the accounts and supporting documentation. To meet this timescale, the unaudited Accounts and AGS must be published on the Council's website by Monday 02 June 2025.
- The AGAR comprises the AGS, the Accounting Statements and the Internal Auditor's report. The full AGAR must be submitted, with supporting information, to the External Auditors, Moore UK, before the 01 July 2025. After their sign-off, the full audited Return must be published on the Council's website by 30 September 2025.

2. Options Analysis including risk assessment

a) Risk

Transactions are recorded incorrectly or inconsistently in statutory returns.

b) Consequence

Criticism from auditors and reputational damage.

c) Controls Required

Adherence to correct principles for the recording and reporting of the Council's transactions.

3. Financial and Resource Implications

This report is concerned solely financial transparency and accountability.

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 – Reconciliation between Sage financial ledger and AGAR Section 2

Appendix B – AGAR Section 2 Accounting Statements 2024/25

Background Papers

- Transaction and trial balance reports from the Sage accountancy system
- 2024-25 outturn working papers.
- Smaller Authorities Proper Practices Panel Guide 2025 (previously known as JPAG Practitioners' Guide)

AGAR Reconciliation to Accounting System 2024/25 16 b				Sage Nominal Code	Sage Trial Balance 31 March 25	Line 1	Line 2	Line 3	Line 4	Line 6	Line 7	Line 8	Balance Sheet Items not returned on AGAR
N/C	Summary Heading	Total	Detailed Account			Balances b/fwd	Annual Precept	Other Income	Staff Costs excls mileage	Other Expenditure	Balances c/fwd	Cash & Short term Balances	
		£			£	£	£	£	£	£	£	£	£
1100	Debtors	2,550.00	Debtors Control Account	1100	0.00								0.00
1101			Sundry Debtors	1101	0.00								0.00
1105			Other Debtors	1102	2,550.00								2,550.00
1110	Prepayments	3,537.88	Deposits Paid	1110	0.00								0.00
1115			Prepayments	1115	3,537.88								3,537.88
1200	Cash at Bank	74,397.17	Unity Trust	1200	0.00							0.00	
1205			HSBC	1205	74,397.17							74,397.17	
1216	Investments	580,000.00	Cumberland Building Society	1216	0.00							0.00	
1217			CCLA Public Sector Deposit Fund	1217	580,000.00							580,000.00	
1218			Penrith Building Society	1218	90,992.14							90,992.14	
2100	Creditors	0.00	Creditors Control Account	2100	0.00								0.00
2101			Sundry Creditors	2105	0.00								0.00
2110	Accruals	(20,679.53)	Accruals	2110	(20,679.53)								(20,679.53)
2115	Receipts in Advance	(1,741.75)	Receipts in Advance	2115	(1,741.75)								(1,741.75)
2200	Debtor - VAT	4,125.92	V.A.T. Sales Control Account	2200	0.00								0.00
2201			V.A.T. Purchase Control Account	2201	0.00								0.00
2202			VAT Liability	2202	4,125.92								4,125.92
2210	Creditor - Payroll Control	0.00	Payroll Control	2210	0.00								0.00
3000	Reserves	(507,231.21)	General Reserve	3000	(507,231.21)	(507,231.21)					(507,231.21)		
3010			Devolution Reserve	3010	(189,091.36)	(189,091.36)					(189,091.36)		
3020			Election Reserve	3020	(40,000.00)	(40,000.00)					(40,000.00)		
3025			Play Area Reserve	3020	(82,000.00)	(82,000.00)					(82,000.00)		
3200			Profit and Loss Account	3200	0.00	0.00					(16,545.74)		
4000	Precept	(487,735.00)	Precept	4000	(487,735.00)		(487,735.00)			0.00			
4010	CTRS Grant	(7,642.00)	CTRS Grant	4010	(7,642.00)			(7,642.00)		0.00			
4100	Investment Income	(39,269.46)	Investment Income	4100	(39,269.46)			(39,269.46)		0.00			
4200	Miscellaneous Income	0.00	Miscellaneous Income	4200	0.00			0.00		0.00			
5100	Planning Consultancy	7,284.50	Planning Consultancy	5100	7,284.50			0.00		7,284.50			
5500	Carbon Literacy Training	9,458.98	Community Consultation	5530	9,458.98					9,458.98			
6000	Town Projects	37,807.24	Town Projects	6000	38,285.19			(7,000.00)		45,285.19			
6002			Marketing Penrith	6002	(477.95)					(477.95)			
6105	Arts and Entertainment	4,135.00	Arts & Culture Development	6105	4,135.00					4,135.00			
6110			Events Grants	6110	0.00					0.00			
6200	Environment	0.00	Greening	6200	0.00					0.00			
6620	Grants	40,000.00	Grants	6610	30,000.00					30,000.00			
6630			Signature Grants	6620	10,000.00					10,000.00			
7520	Corporate Communications	15,999.78	Community Engagement	7520	15,999.78					15,999.78			
7530			Press Support	7530	0.00					0.00			
7000			Salaries	7000	231,646.45				231646.45	0.00			
7010	Staffing	308,041.43	National Insurance	7010	23,201.17				23,201.17	0.00			
7020			Superannuation	7020	52,923.47				52,923.47	0.00			
7025			Recruitment Expenses	7025	0.00					0.00			
7030			Staff Training	7030	254.70					254.70			
7040			Conferences	7040	0.00					0.00			
7050	Accommodation	13,882.50	Staff Expenses	7050	15.64					15.64			
7100			Rent	7100	7,983.65					7,983.65			
7110			Heat, Light & Water	7110	2,312.71					2,312.71			
7120			Service Charges	7120	1,780.05					1,780.05			
7130			Room Hire	7130	1,416.09					1,416.09			
7140	Civic Functions	1,416.45	Insurances	7140	390.00					390.00			
7190			Letting Income	7190	0.00					0.00			
7200			Civic Functions	7200	416.45					416.45			
7210			Mayoral Expenses	7210	700.00					700.00			
7211			Deputy Mayor's Expenses	7211	300.00					300.00			
7220	Cost of Democracy	442.13	Civic Regalia	7220	0.00					0.00			
7300			Annual Meeting	7300	65.45					65.45			
7340			Members' Training	7340	376.68					376.68			
7320			Members' Expenses	7320	0.00					0.00			
7330			Notice/Honours Board	7330	0.00					0.00			
7400	IT	22,930.32	IT	7400	22,930.32					22,930.32			
7600	Devolved services	46,344.00	Bring Site	7600	0.00					0.00			
7605			Allotments	7605	(194.51)			(474.00)		279.49			
7610			War Memorial	7610	4,911.00					4,911.00			
7615			Benches	7615	2,361.11					2,361.11			
7620			Bus Shelters	7620	1,321.53					1,321.53			
7625			Bandstand	7625	3,193.40			(865.00)		4,058.40			
7630			Musgrave Monument	7630	2,659.06					2,659.06			
7635			Fairhill Park	7635	4,666.44					4,666.44			
7645			Play Areas	7645	0.00					0.00			
7660			Fairhill United Utilities Planting Maintenance	7660	0.00					0.00			
7540			Signage, Etc	7540	85.62					85.62			
7665			Thacka Beck	7665	3,896.00					3,896.00			
7680			Community Caretaker	7680	8,757.87					8,757.87			
7685			Local Government Re-organisation:Action Plan	7685	0.00					0.00			
7690	Other Overheads	22,005.12	Contribution To Devolution Reserve	7690	14,686.48	14,686.48					14,686.48		
7800			Printing, Postage & Stationery	7800	2,796.33					2,796.33			
7820			Audit Fees	7820	1,789.30					1,789.30			
7830			Insurance	7830	4,091.74					4,091.74			
7840			Bank Charges & Interest	7840	9.20					9.20			
7850			Accountancy Fees	7850	6,196.00					6,196.00			
7855			Legal Fees	7855	2,346.75					2,346.75			
7860			Licences	7860	1,849.57					1,849.57			
7870			Subscriptions	7870	2,926.23					2,926.23			
7900			Repairs & Renewals	7900	87.00					87.00			
8000	Contribution to/from		Contribution from General Reserve	8000	0.00					0.00			
8020	Acquistuion/Election Res.	5,000.00	Contribution to Election Reserve	8020	5,000.00	5,000.00					5,000.00		
8025	Acquistuion/Election Res.	87,000.00	Contribution to Play Area Reserve	8020	82,000.00	82,000.00					82,000.00		
8050	Contingency		Contingency	8050	2,952.75					2,952.75			
9998	Suspense Account		Suspense Account	9998	0.00					0.00			
		2,047.25			0.00	(716,636.09)	(487,735.00)	(55,250.46)	307,771.09	218,668.63	(733,181.83)	745,389.31	(12,207.48)
AGAR: Rounded Return						(716,636)	(487,735)	(55,250)	307,771	218,668	(733,182)	745,389	n/a

Section 2 – Accounting Statements 2024/25 for

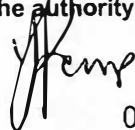
PENRITH TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	685,679	716,636	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	468,295	487,735	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	45,103	55,250	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	327,790	307,771	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0		Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	154,651	218,668	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	716,636	733,182	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	722,493	745,389	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	172,004	182,543	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

07/04/2025

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

as recorded in minute reference:

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

FULL COUNCIL

Date: 21 May 2025

Public Report

Matter: **Armed Forces Community Covenant**

Item no: 17

Author: **Deputy Town Clerk**

Supporting Member: Council Chair

Purpose of Report:

Consider signing the Armed Forces Community Covenant which aims to meet the needs of Armed Forces communities by enabling public services, charities, businesses, communities, and individuals to work with the military to provide the most appropriate advice, support, and services and work with the Royal British Legion and Westmorland and Furness Council to deliver an event during Armed Forces Week.

Recommendations:

- i. Approve the signing of the Armed Forces Community Covenant by the Council Chair.
- ii. That expenditure of up to £3000 from the events budget be allocated to cover costs associated with Armed Forces Week/Day when officers have finalised the proposals with the other organisations involved.

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. Background

- 1.1 The Armed Forces Covenant is a promise between the nation, the government, and the Armed Forces community. It ensures that those who serve, and have served, in the Armed Forces and their families, are treated fairly and are not disadvantaged by their service.
- 1.2 The Covenant covers all serving personnel, regular and reservists, and their families, as well as bereaved families, veterans, and cadet adult volunteers.
- 1.3 The Armed Forces Covenant's two principles are that:
 - a) The armed forces community should not face disadvantage compared to other citizens in the provision of public and commercial service.
 - b) Special consideration is appropriate in some cases, especially for those who have given most such as the injured and bereaved.
- 1.4 The Covenant promotes fair access to a wide range of services from: education, housing, health, mental health, employment, transition, family support, criminal justice, welfare, and community support to tackle social isolation.
- 1.5 Local Covenants are tailored to the individual circumstances therefore the Covenant to be signed by Penrith Town Council will only cover the business of the Council.
- 1.6 Penrith Town Council already supports the Armed Forces Personnel through the provision of a flag to advertise the AFBC and organisation of the Remembrance Day parade and civic service.

- 1.7 As part of the support for the Armed Forces, Penrith Town Council works with the Royal British Legion and Westmorland and Furness Council to deliver Armed Forces events within Penrith.

Justification/Proposal

- 1.8 The proposal aims to ensure that Penrith Town Council recognises the value of serving personnel, veterans, Reserve Forces and military families and promises to ensure those that serve or have served, and their families, will be treated fairly and will not be disadvantaged by their military life.

2. Risk assessment & Mitigation.

There would be a reputational risk to the Council if it were seen not be officially supporting the Armed Forces Community in the area. Signing the Armed Forces Community Covenant ensures that Penrith Town Council is seen as a supportive organisation.

3. Financial Implications

None.

4. Legal Implications

By adopting the recommendations contained in this report, the Council is acting within its legal powers.

There are no legal issues arising directly from this report.

5. Equalities Implications

There are no equalities implications associated with this report.

6. Environmental Implications

There are no environmental implications associated with this report.

Appendices:

Armed Forces Covenant Template



PENRITH TOWN COUNCIL

**We commit to uphold the Armed.
Forces Covenant and support the
Armed Forces Community.**

**We recognise the contribution that Service personnel,
both regular and reservist, veterans, and military
families make to our organisation, our community and to the country.**

Signed on behalf of: **PENRITH TOWN COUNCIL**

Signed:

Name: Councillor

Position: Council Chair

Date: **21 May 2025**



Penrith Town Council

THE ARMED FORCES COVENANT

An Enduring Covenant Between

The People of the United Kingdom His Majesty's Government

– and –

All those who serve or have served in the Armed Forces of the Crown and their Families

The first duty of Government is the defence of the realm. Our Armed Forces fulfil that responsibility on behalf of the Government, sacrificing some civilian freedoms, facing danger and, sometimes, suffering serious injury or death as a result of their duty. Families also play a vital role in supporting the operational effectiveness of our Armed Forces. In return, the whole nation has a moral obligation to the members of the Naval Service, the Army, and the Royal Air Force, together with their families. They deserve our respect and support, and fair treatment.

Those who serve in the Armed Forces, whether Regular or Reserve, those who have served in the past, and their families, should face no disadvantage compared to other citizens in the provision of public and commercial services. Special consideration is appropriate in some cases, especially for those who have given most, such as the injured and the bereaved.

This obligation involves the whole of society: it includes voluntary and charitable bodies, private organisations, and the actions of individuals in supporting the Armed Forces. Recognising those who have performed military duty unites the country and demonstrates the value of their contribution. This has no greater expression than in upholding this Covenant.

Section 1: Principles of The Armed Forces Covenant

1.1 We, **Penrith Town Council**, will endeavour to uphold the key principles of the Armed Forces Covenant:

- *Members of the Armed Forces Community should not face disadvantages arising from their service in the provision of public and commercial services.*
- *In some circumstances special provision may be justified, especially for those who have given the most, such as the injured or bereaved.*

Section 2: Demonstrating our Commitment

2.1 We recognise the contribution that Service personnel, reservists, veterans, the cadet movement, and military families make to our organisation, our community and to the country. We will publicise these commitments through our literature and/or on our website/social media and we will seek to uphold the principles of the Armed Forces Covenant by:

Communications, engagement, and outreach:

- Ensuring that all members of staff and Councillors are aware of the Armed Forces Covenant and the Town Council's support for the Armed Forces Community.
- Supporting and promote Armed Forces Events such as Armed Forces Day the Poppy Appeal and Remembrance activities.
- Promoting support networks for veterans and other members of the Armed Forces Community.
- Ensuring that the Armed Forces community has fair access to our services and are not put at a disadvantage for example because of their mobility.

Civic responsibilities:

- Organising the Remembrance Day Parade and Civic Service within Penrith ensuring that veterans, reserve and cadet units, family members and service charities are invited to attend.
- Inviting Armed Forces Community to appropriate events such as special anniversaries such as VE Day commemorations and Royal celebrations.

Employment Support

- Supporting Reservists and Cadet Force volunteers by offering them special paid leave to carry out their duties.
- Offering guaranteed interview schemes to veterans who meet essential criteria and are within 12 months of leaving or within 5 years post service.



Penrith Town Council

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

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

ITEM 18

The Freedom of the Town Policy

Introduction

- 1.1 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.
- 1.2 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.
- 1.3 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).
- 1.4 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).
- 1.5 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.
- 1.6 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.

- 1.7 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.
- 1.8 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.
- 1.9 The Freedom itself carries no privilege and is purely a non-hereditary honour, reflecting the eminence of the person on whom it is conferred or as recognition of significant and valuable services rendered to the town by that person.
- 1.10 It is normally an honour or award to men or women of note who have lived, worked, or have a close connection with the parish of Penrith.
- 1.11 It should not be awarded to serving councillors.
- 1.12 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." 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.
- 1.13 The maximum number of freemen or freewomen at any one time is not restricted.

2. Process

- 2.1 The overriding principle is that this award is made on merit which is defined as:
 - An achievement
 - Exceptional service
- 2.2 Nominations can be accepted from residents of Penrith but must be accompanied by the support of a Member of the Council with a second and third Councillor supporting the nomination.
- 2.3 The recommendation to confer the status of Freeman/woman is made by Members of the Communities Committee.
- 2.4 Awards should not be for a job well done or because someone has reached a particular level. The award should be made because an individual has 'gone the extra mile' in the contribution they have made or because they stand out 'head and shoulders' above others in what has been achieved. To be considered, the nominee should meet at least two of the following criteria:
 - a) Delivered in such a way that has brought distinction to Penrith and enhanced the town's reputation in the area or activity concerned.
 - b) Contributed in a way to improve the lives of those less able to help themselves.
 - c) Demonstrated entrepreneurship and innovation which is delivering community benefit.
- 2.5 Examples of the type of contribution are listed below, but these should not be considered as exclusive:
 - a) Business life and economic growth and prosperity
 - b) Artistic and cultural endeavours
 - c) Improvement to the built and natural environment
 - d) Charitable work
 - e) Sporting activity
 - f) Religious and spiritual work
 - g) Challenging inequality, poverty, and discrimination
 - h) Promoting a positive image of the town regionally, nationally, and internationally
 - i) Significantly contributed to upholding the values, life, and the image of the town
- 2.6 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.

- 2.7 Nominations should be sought through an application process. 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.
- 2.8 The nominator will receive an acknowledgement upon receipt of the nomination form from the Community Services Officer.
- 2.9 The Community Services Officer will ensure that the nomination has a Councillor proposer, seconder and third prior to going to the Communities Committee for their consideration.
- 2.10 No nominee will receive less favourable treatment on the grounds of age, disability, employment status, ethnicity or national origin, gender, HIV status, sexuality, or social basis.
- 2.11 Correspondence will not be entered into on the merits of a particular nomination whilst it is under consideration.
- 2.12 The Council may request further information from the nominator if required.
- 2.13 Councillors will be invited to discuss nominations received for the honorary freeman/freewoman in private session of the Communities Committee. The proposer and seconder should attend the Communities Committee meeting to answer any questions.
- 2.14 All nominations must be made and assessed in strict confidence. Details will only be divulged when the Committee has decided to support the nomination, and the proposed recipient has agreed to accept the award. Any disclosure will make the application invalid.
- 2.15 Having informed the recipient of the Council's wish to bestow the honour of Freeman/Freewoman onto them and received tier consent to proceed, and they will be invited to attend the Special Extraordinary Meeting of Council
- 2.16 Following unanimous agreement and recipients' consent, the Communities Committee will make a recommendation to Council that the honour is bestowed. (Alternatively, they may decide that the nomination is not suitable as it does not meet the criteria).
- 2.17 The Town Clerk will call a Special Extra Ordinary Meeting. [Section 2]
- 2.18 The Council may consider applications for "Freedom of the Town" to be bestowed on individuals or groups.
- 2.19 The Council may on its own initiative consider bestowing "Freedom of the Town" on individuals or groups.
- 2.20 It should be possible to enable an award to be given on a posthumous basis.
- 2.21 Nominations for each calendar year should reach the Community Services Officer by the 1 February.

2. Special Extra Ordinary Meeting

Honorary freedom can only be awarded if two thirds of Councillors are present and voting at the Special extraordinary Meeting of Council.

- 2.1 The Mayor shall report to Council and, a resolution must be passed by not less than two-thirds of the Members of the Council, voting at a specially convened extra meeting to admit the Honorary Freeman/Freewoman.
- 2.2 The resolution must recite the grounds upon which the Council have come to their decision and details of the public services provided by the recipient must be included.
- 2.3 The procedure should be carried out with the utmost formality and the Honorary Freeman/Freewoman Elect is invited and should attend the Council Meeting.
- 2.4 The Mayor will present the award at the special meeting of the Council and will read the resolution from the Communities Committee moving the motion to bestow the award.
- 2.5 The Mayor will, having put the motion to Council and received the vote by a show of hands, request the recipient to come forward and read aloud and sign the Freeman/Freewoman's Declaration and request the recipient to address the meeting.
- 2.6 Declaration:
The Declaration

"I do solemnly swear that I will be good and true to our Lord King Charles the Third; that I will be obedient to the Mayor of this Town; that I will maintain the Franchises and Customs thereof, and will keep this Town harmless, in that which in me is; that I will also keep the King's Peace in my own person; that I will know no Gatherings nor Conspiracies made against the King's Peace, but I will warn the Mayor thereof, or hinder it to my power; and that all these points and articles I will well and truly keep, according to the Laws and Customs of this Town, to my power."

- 2.7 A sealed scroll/certificate of the grant of Honorary Freedom, containing a copy of the formal resolution signed by the Mayor and Town Clerk should be presented to the newly appointed Honorary Freeman/Freewoman by the Mayor with a Mayor medal, and with an opportunity being given for the recipient to reply.
- 2.8 After the formal proceedings end, the meeting will close to adjourn for a reception. This gives an opportunity for the invited guests to offer their congratulations to the newly appointed Honorary Freeman/Freewoman. All members and key officers of the Council will be invited to attend the reception. The reception will be held in a nominated venue.

- 2.9 Pictures will be taken following the presentation and the Council's social media site will be updated.
- 2.10 A press release will be sent to local press (including a photograph).
- 2.11 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).

3. Entitlements

- 3.1 Any person declared an honorary freeman or freewoman of the Town may designate him/herself "honorary freeman/freewoman of the Town of Penrith."
- 3.2 The recipient will be awarded a civic badge in the form of the Mayors Medal and a scroll to commemorate receiving the award.
- 3.3 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'

APPROVED: MAY 2025

REVIEW: Civic policies will be reviewed every four years at the commencement of a new Council at the May Full Council Meeting and be reviewed thereafter every four years



Penrith Town Council

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

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

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 as much detail as possible.

- Serving Members or Officers of the Town Council cannot be nominated.
- The closing date for nominations is **1 February annually**.
- 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 office@penrithtowncouncil.gov.uk
- Please email this form to office@penrithtowncouncil.gov.uk

Note

Power to appoint Honorary Freemen is contained within Section 249 of the Local Government Act 1972.

The resolution must be passed by at least a two-thirds majority of members present at a specially convened meeting.

OFFICIAL USE ONLY:

Council Proposer:	
Council Seconder:	
Council third:	

There are no further items

**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:

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

Background Papers

Requests for the background papers to the Part I reports, excluding those papers that contain exempt information, can be made between the hours of 9.00 am and 3.00 pm, Monday to Wednesday via

office@penrithtowncouncil.gov.uk