



# Penrith Town Council

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Minutes of the Annual Meeting of Penrith Town Council held on Wednesday 21 May 2025.

## **PRESENT**

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. Smith	South Ward
Cllr. Jackson	North Ward	Cllr. Snell	West Ward
Cllr. B. Jayson	West Ward		
Cllr. D. Jayson	North Ward		

Services and Contracts Manager  
Community Services Officer

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.

# **MINUTES FOR THE ANNUAL MEETING OF PENRITH TOWN COUNCIL**

**21 May 2025**

## **PART 1**

### **PTC25/01 Apologies for Absence**

Apologies for absence were received from Cllr Shepherd.

### **PTC25/02 Acceptance of Office**

Members noted 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 had assumed the role for Town Councillor for Penrith East and his place in the meeting.

### **PTC25/03 Election of Chair and Town Mayor**

Members considered and voted for the election of the Chair of the Council.

#### **RESOLVED THAT:**

- i. A ballot be held to elect the Chair, Proposed by Councillor Bowen and Seconded by Councillor Jackson.
- ii. Councillor Bowen be elected Chair for the 2025-2026 municipal year.
- iii. The newly elected Chair, Cllr. Bowen signed their Declaration of Acceptance of Office in the prescribed form and assumed the Chair and Town Mayor role.

### **PTC25/04 Statement from Newly Elected Council Chair and Mayor**

The meeting received a statement from the new Chair.

### **PTC25/05 Statement from the outgoing Council Chair**

Members received a statement from the outgoing Council Chair, Cllr. Lawson.

### **PTC25/06 Election of Vice Chair and Deputy Town Mayor**

Members considered and voted for the appointment of the Vice Chair of the Council.

#### **RESOLVED THAT:**

- i. Councillor Jayson be appointed Vice-Chair for the 2025-2026 municipal year.
- ii. The newly elected Vice Chair, Cllr. B Jayson signed the Declaration of Acceptance of Office in the prescribed form and assumed the Deputy Chair and Deputy Mayor role.

### **PTC25/07 Declarations of Interest and Requests for Dispensations**

Members were invited to provide declarations of interest in respect of items on this 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.

### **PTC25/08 Motion on Notice**

Cllr. D. Jayson introduced his Motion on Notice to the meeting:

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

- i. Outline Design
- ii. Site Availability
- iii. Operational Cost Estimate
- iv. Tender documents for construction

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 do not commit the Council to construction but will provide Council with a class 1 cost estimate for construction.

Moved by Cllr D. Jayson.

Seconded by Cllr Jackson.

### **RESOLVED THAT:**

- i. A feasibility study be commissioned for the installation and management of a pump track in Penrith and to include preliminary design work for the provision of a free to use bicycle pump track.
- ii. Contractors be requested to produce three designs offering a low, medium and high specification using input from consultation exercises.
- iii. The Council to work with partners to identify suitable sites.
- iv. The Council to prepare an annual operating cost estimate inclusive of maintenance, insurance and repair.
- v. The Council to prepare documentation for the invitation of tenders for the construction of a low, medium and high specification track design.
- vi. The Council to identify potential capital and revenue sources.

## **PTC25/09 Minutes**

a) Members considered the draft the minutes of the meetings of Full Council held on Monday 24 March 2025 and on Monday 31 March 2025

### **RESOLVED THAT:**

The Chair be authorised 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

Members were asked to approve the year-end minutes for Council committees and to authorise the Chair of the Annual Town Council Meeting to sign the minutes as a true and accurate record for:

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

### **RESOLVED THAT:**

The Chair be authorised to sign, as a correct record, the outgoing committee minutes.

## **PTC25/10 Meeting Administration**

Members considered the report and recommendations contained within.

### **RESOLVED THAT:**

#### **a) Appointment of Committees**

The following councillors serve on Planning and Communities Committee:

#### **Planning Committee**

Cllr. Bowen  
Cllr. Davies  
Cllr. Holden  
Cllr. Jackson  
Cllr. D. Jayson  
Cllr. B. Jayson  
Cllr. Lawson  
Cllr. Shepherd

#### **Communities Committee**

Cllr. Bowen  
Cllr. Jackson  
Cllr. B. Jayson  
Cllr. Donald  
Cllr. Smith  
Cllr. Snell

## **PTC25/10 Meeting Administration Continued**

Members noted that the Finance Committee members were appointed for a term of four years at the Annual Town Meeting, 15 May 2023, Minute PTC23/11a.

### **b) Appointment of Substitute Members of Committee**

Members considered the appointment of substitute committee members.

#### **RESOLVED THAT:**

The substitute members on standing committees are as follows:

#### **Communities Committee**

Cllr Kenyon

Cllr Davies

#### **Planning Committee**

Members noted that there were no standing deputies for the Planning Committee.

#### **Finance Committee**

Members noted that Cllr Bowen and Cllr Donald were appointed to the Finance Committee for the term of Council at the Annual Town Meeting, 15 May 2023, Minute PTC23/11a Committee.

### **c) Election of Committee Chair**

Members were asked to elect the Chair for the standing committees.

#### **RESOLVED THAT:**

The Chair to serve on Standing Committees are as follows:

- i. Communities – Cllr. Smith for 12 months
- ii. Planning – Cllr. Jackson for 12 months
- iii. Finance – Cllr. Shepherd for 12 months

### **d) Calendar of Meetings**

Members considered the meetings schedule.

#### **RESOLVED THAT:**

The schedule of ordinary meetings of the Council and Committees for the year be agreed.

## PTC25/10 Meeting Administration Continued

### e) Appointment of Representatives to Outside Bodies

Members considered the appointment of Members to represent the Council on outside bodies.

#### RESOLVED THAT:

The following Councillors represent Council on external bodies as follows:

Organisation	Current Members
106 Partnership	Cllr. Burgin, Cllr. Kenyon
A66 Community Liaison Group	Cllr. Shepherd, Cllr. Smith
Cumbria Assoc. of Local Councils	Cllr. Holden, Cllr. D. Jayson
Eden Community Health Wellbeing Equity Partnership	Cllr. Snell
Local Cycling and Walking Infrastructure Plan (LCWIP)	Cllr. D. Jayson Cllr Kenyon
Penrith Parking and Movement Study (PPMS)	Cllr. Holden, Cllr. Jackson, Cllr. Shepherd
Penrith Action for Community Transition (PACT)	Cllr. Holden
Penrith and Eden Refugee Network (PERN)	Cllr. Kenyon, Cllr. Snell
Rural Market Town Group - Members	Cllr. Burgin, Cllr. Donald
Borderlands Town Team	Cllr Jackson, Cllr Rudhall, Cllr Holden
Zero Carbon Cumbria Partnership	Cllr D Jayson
Penrith Place Action Group	Cllr Bowen Cllr. Kenyon
Asset Transfer Lead Councillor	Cllr. Jackson, Cllr Shepherd (Deputy)
Health Watch Cumbria	Cllr Snell
Coldsprings Steering Group	Cllr Kenyon, Cllr B. Jayson
Recovery College	Cllr. Donald
Friends of Eden Valley Public Transport	Cllr Kelley
Penrith BID (Board Member)	Cllr. Lawson
CALC Board	Vacant

### **Matters from Finance Committee**

Members were asked to ratify the approved recommendations 11 to 15 from the Council's Finance Committee from their meeting held on Monday 28 April 2025.

#### **PTC25/11 Banking**

Members were asked to ratify the recommendation to open a second HSBC bank account and authorise the Chair, Vice Chair and Town Clerk to sign the letter of authority.

#### **RESOLVED THAT:**

A second bank account at the HSBC be opened and the Chair, Vice Chair and Town Clerk sign the letter of authority.

#### **PTC25/12 Finance Outturn Report – Year Ended 31 March 2025**

Members were asked to ratify the final outturn report for the financial year ended 31 March 2025.

#### **RESOLVED THAT:**

The final outturn report for the financial year ended 31 March 2025 be ratified.

#### **PTC25/13 Governance and Accountability for Smaller Authorities**

Members were asked to ratify the adoption of the Joint Panel on Governance and Accountability Practitioners Guide March.

#### **RESOLVED THAT:**

The adoption of the Joint Panel on Governance and Accountability Practitioners Guide March 2025 and its provisions for 2024/25 be ratified.

#### **PTC25/14 Asset Register 2024/25**

Members were asked to 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.

#### **RESOLVED THAT:**

The Asset Register for 31 March 2025 and the reconciliation of transactions for 2024/25 be ratified.

### **PTC25/15 Internal Audit**

- a) Members were asked to ratify the final report by the Internal Auditor for the financial year ending 31 March.

#### **RESOLVED THAT:**

The final report by the Internal Auditor for the period 01 April 2024 to 31 March 2025 be received and ratified, and the Internal Auditor, Finance Committee and the Responsible Finance Officer be thanked for their work.

- b) Members were asked to ratify 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 ratified.

- c) Members were asked to approve the re-appointment of the Internal Auditor for 2025-26.

#### **RESOLVED THAT:**

The reappointment of G. Airey as the Internal Audit for 2025/26 be approved.

### **PTC25/16 Annual Governance and Accountability Return (AGAR)**

Members noted that the Town Council must conduct an annual review of the effectiveness of the system of internal control prior to the completion of the Annual Governance Statement. A full review was carried out by the Finance Committee 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 was effective; the review of the effectiveness of internal audit provides further support for that assessment.

- a) Members were asked to 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.

#### **RESOLVED THAT:**

The Annual Governance Statement for 2024/25 Section 1 of the Annual Governance and Accountability Return be approved and signed by the Chair of Council and the Town Clerk.

## **PTC25/16 Annual Governance and Accountability Return (AGAR) continued**

- b) Members were asked to 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.

### **RESOLVED THAT:**

The Accounting Statements 2024/25 and AGAR reconciliation, Section 2 of the Annual Governance and Accountability Return be approved and the Chair of Council sign the statement on behalf of the Council prior to the submission to the External Auditor.

- c) Members were asked to approve the period for the Notice of Public Rights and publication of the unaudited Annual Governance and Accountability Return.

### **RESOLVED THAT:**

The period for the Notice of Public Rights for the unaudited AGAR would be published on the Council's website and noticeboard from Monday 3 June 2025 to Friday 13 July 2025.

## **PTC25/17 Armed Forces Covenant**

Members considered the report and recommendations contained within.

### **RESOLVED THAT:**

- i. The Armed Forces Covenant be approved.
- ii. Expenditure of up to £3,000 be approved to cover costs associated with Armed Forces Week once officers have finalised the proposals with other organisations involved.

## **Matters from Communities Committee**

Members were asked to ratify the approved recommendation from the Council's Communities Committee from their meeting held on Monday 31 March 2025.

## **PTC25/18 Freedom of the Town**

Members were asked to ratify the Freedom of the Town Policy.

### **RESOLVED THAT:**

The Freedom of the Town Policy be ratified.

### **PTC25/19 Asset Transfer Review**

Members were asked to consider reconvening the Local Government Reorganisation Strategic Planning Group.

#### **RESOLVED THAT:**

The Local Government Reorganisation Strategic Planning Group be reconvened including membership from the Town Clerk, Services and 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 to make recommendations to Council on future schemes of work.

### **PTC25/20 Next Meeting**

Members noted that the next meeting of Full Council is scheduled for Monday 14 July 2025, at 6.00pm, Unit 2, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR.

### **PART II PRIVATE SECTION**

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

#### **CHAIR:**

#### **DATE:**

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

#### **Access to Information**

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