



# Penrith Town Council

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

Tel: 01768 899 773 Email: [office@penrithtowncouncil.gov.uk](mailto:office@penrithtowncouncil.gov.uk)

**DATE: 7 July 2025**

**NOTICE IS HEREBY GIVEN** that an **ORDINARY MEETING** of **PENRITH TOWN COUNCIL** will be held on Monday 14 July 2025, at 6.00pm and you are hereby **SUMMONED** to attend to transact the business as specified in the agenda and reports hereunder.

The meeting will be held at 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 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](mailto: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 ORDINARY MEETING OF**

## **FULL COUNCIL**

### **14 July 2025**

#### **PART I**

##### **1. Apologies for Absence**

Receive apologies from Members.

##### **2. Minutes**

###### **a. Committee Minutes**

Note that the minutes from the following committees have been circulated and published on the Council website since the previous ordinary meeting:

- i. Planning Committee: 2 June 2025
- ii. Communities Committee: 9 June 2025
- iii. Finance Committee: 23 June 2025

###### **b. Confirmation of Full Council Minutes**

Authorise the Chair to sign, as a correct record, the minutes of the Annual Meeting of Full Council held on 21 May 2025 and agree they be signed as such by the Chair.

##### **3. Declarations of Interest and Requests for Dispensations**

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

##### **4. Public Participation**

- a. Receive any questions or representations that have been received from members of the public. A period of up to 15 minutes for members of the public to ask questions or submit comments.
- b. Receive reports from Westmorland & Furness Councillors.

##### **5. Excluded Item: Public Bodies (Admissions to Meetings) Act 1960**

Determine whether items 14 and 15 should be considered without the presence of the press and public, pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960, as publicity relating to that (any of those) matter/s may be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for the other special reasons noted in relation to that matter on the agenda.

##### **6. Report from the Council Chair**

Note the duties undertaken by or on behalf of the Town Mayor.

## **7. Reports from Members**

Receive and note oral reports from Councillors regarding meetings that they have attended as representatives of the Town Council and an opportunity for members to bring matters of interest to the attention of the council for information or future discussion.

## **8. Resolutions Report**

Receive and note the written report.

## **9. Grants Report**

Receive and note the written report.

## **10. May Day 2025 Review**

Consider the report and recommendations contained within.

## **11. Matters from Finance Committee**

### **Budgetary control statement for the period to 31 May 2025**

Note that this matter has been considered and approved by the members of the Council's Finance Committee from their meeting held on Monday 23 June 2025, and the Committee Chair, Cllr. Shepherd has requested that this matter be brought to the Full Council for ratification. Members are asked to ratify the budgetary control statement for the period to 31 May 2025.

## **12. Policy Review**

Consider the report and recommendations contained within.

## **13. Next Meeting**

Note the next meeting of the Full Council is scheduled for Monday 29 September at 6.00pm, Unit 2, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR.

## **PART II Private Section**

The following matters are 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 commercial businesses.

## **14. Carleton Village Hall**

Consider the report.

## **15. Planning Committee - Town Centre**

Consider the report and recommendations contained within.

## **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](mailto:office@penrithtowncouncil.gov.uk)



# Penrith Town Council

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**DRAFT** 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.

# **DRAFT 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**

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## FULL COUNCIL 14 MAY 2025

### ITEM 8 RESOLUTIONS REPORT

#### Annual Town Council Meeting 21 May 2025

Minute Reference	Activity	Status
PTC25/08	Pump Track Progress Resolution	
PTC25/10e	Inform Outside Bodies of contact details	
PTC25/11	Progress opening of second bank account at HSBC	
PTC25/15c	Letter of reappointment for Internal Auditor	
PTC25/16	Submission of the AGAR and Publication of Public Rights	
PTC25/17	Finalise proposals for Armed Forces Week event with other organisations	
PTC25/19	Reconvene the LGR Strategic Planning Group and future report to Council	

#### KEY:

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



# **FULL COUNCIL**

**Date: 14 July 2025**

## **Public Report**

**Matter: Grants Report**

**Item no: 9**

**Author: Community Services Officer**

**Supporting Member:** Cllr Val Bowen, Chair

### **Purpose of Report:**

To update members of grants awarded by Penrith Town Council since the commencement of the 2025/26 financial year.

### **Recommendations:**

To note the grants awarded since the commencement of the 2025/26 financial year.

### **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 Council makes an annual budget provision for grants to help meet its aims. Grants come from the Council's council tax income and a key principle of this Scheme is to ensure that grant expenditure is open and transparent.
- 1.2 In the 2024/25 financial year, Penrith Town Council allocated the entire £40,000 Grants budget.

#### **Community Grants**

- 1.3 Grant applications are considered providing sufficient funds remain in the budget i.e., the budget will be allocated on a "first come, first served" basis.
- 1.4 Officers are responsible for receiving, reviewing, and awarding all grants.
- 1.5 Officers have authority for expenditure and decide on applications without approval of a committee or Full Council assuming that there is no conflict of interest.
- 1.6 On receipt of an application, it is scrutinised by Officers using the criteria within this Scheme and records are maintained.
- 1.7 All the Council work is within the GDPR 2018 framework and respects the confidentiality of individuals, personal data, and sensitive personal data.

## Signature Event Grants

- 1.8 Council identified a need for consistent funding for events and the Signature Events Grant fund was created. The fund allows applicants to apply once for up to £20,000 over four years or the term of a Council. The grants are limited to £5,000 per annum.
- 1.9 The Council has resolved to support Eden Arts' Winter Droving with a grant of £5,000 and Penrith BID's Penrith Christmas Sparkle with a grant of £5,000 over the remaining term of this Council. The annual award of grant being subject to receipt of the previous year's post event monitoring report, confirmation that the event will be delivered annually and upon receipt of an Event Plan, Event Budget Risk Assessment, Public Liability Insurance and associated policy documents.

## 2. Justification/Proposal

### Community Grants Budget 2025/26 - £30,000

During the current 2025-26 financial year the Council have three funding applications from the Grants budget, totalling £30,000. Since the commencement of the 2025/26 financial year, three grants have been awarded:

**Penrith Business Improvement District** – The Council has provided a grant of £3598 as a contribution towards the 2025 Penrith Town Centre Greening project.

**All England Netball Association** – The Council has provided a grant of £1914 as a contribution towards a 10-week programme of Walking Netball and Netball Now sessions delivered in Penrith free of charge to participants by All England Netball Association.

**Hearts United CIC** – The Council has provided a grant of £1,895 as a contribution towards the procurement of equipment necessary for Hearts United CIC to deliver CPR awareness training sessions in Penrith.

All of the grants awarded during the 2025/26 financial year are listed below:

Organisation	Grant (£)	Project
Penrith BID	£3,598	Penrith Greening 2025.
All England Netball Association	£1,914	A programme of 10x Walking Netball and 10x Netball Now sessions delivered in Penrith free of charge for participants.
Hearts United CIC	£1,895	Equipment necessary for Hearts United CIC to deliver CPR awareness training sessions in Penrith.
	<b>£7,407</b>	

## **Signature Events Grant Budget 2025/26 - £10,000**

The Council has resolved to support the following Signature Event Grants during the 2025/26 financial year and over the remaining term of this Council, subject to receipt of the previous year's post event monitoring report, confirmation that the event will be delivered annually and upon receipt of an Event Plan, Event Budget Risk Assessment, Public Liability Insurance and associated policy documents.

<b>Organisation</b>	<b>Grant (£)</b>	<b>Project</b>
Eden Arts	£5,000	Winter Droving
Penrith BID	£5,000	Christmas Sparkle
<b>Total</b>	<b>£10,000</b>	

### **3. Risk assessment & Mitigation**

The Council must guard against the risk that there is insufficient monitoring of grants once awarded which may lead to grants not being used for their intended purpose.

To mitigate this risk the Council where required enters into a Service Level Agreement with successful grant applicants to ensure that grants are managed in accordance with the terms and conditions of the grant scheme.

### **4. Financial Implications**

The Council has an approved Grants budget of £30,000 and a Signature Events Grant budget of £10,000 for the 2025-26 financial year.

### **5. Legal Implications**

Grants awarded by the Council are discretionary. Any award of grant will be subject to conditions relating to the proper and effective use of the grant for the approved purpose, with conditions set out in a Service Level Agreement for grants in excess of £1,000.

### **6. Equalities Implications**

There are no equalities implications associated with this report.

### **7. Environmental Implications**

There are no environmental implications associated with this report.

### **Appendices:**

None.

### **Background Documents:**

- Grants scheme
- Grant Applications

# **FULL COUNCIL**

**Date: 14 July 2025**

## **Public Report**

**Matter: May Day 2025: Post Event Report**

**Item: 10**

**Author:** Officer team

**Supporting Member:** Council Chair Councillor Bowen, Chair

### **Purpose of Report:**

This report provides Council with an overview of the work required to deliver a successful town centre public community event and identifies recommendations for Members consideration for the delivery of future events in Penrith.

### **Recommendations:**

- i. Decide if Penrith Town Council are to remain the lead body for the Penrith May Day Event.
- ii. Approve the Penrith May Day 2025 Evaluation Report (Appendix A).
- iii. Appoint a working group to review operational recommendations to assist in the delivery of May Day 2026. (Appendix B)
- iv. That the Councils Communities Committee has oversight and responsibility for events including May Day.
- v. Revise the decision from Finance Committee 17 March 2025, to ratify for an Events Reserve be established to the value of £80,000 from the Council's General Reserves, for the delivery of events in Penrith, and instead:
  - a) Approve a transfer of £23,258 from the General Reserve to the salaries budget for the recruitment, training, professional membership, salary for the remainder of the 2025/26 financial year and associated costs for an inhouse Events Officer.
  - b) Approve a transfer of £15,000 from the General Reserve to the May Day event budget, noting that the Penrith BID has approved a grant of £5000 for the 2026 May Day event.
  - c) Approve a transfer of £5,000 from the General Reserve to a create a new Events Development budget line.

### **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 Council resolved to assume responsibility for delivering May Day in July 2024 [Minute reference: PTC24/26]:

### **RESOLVED THAT:**

- i. The Council be the lead body for the Penrith May Day Event.
- ii. The Penrith Arts and Culture Stakeholder Group be involved in bringing together a programme of entertainment.
- iii. Councillors be given the opportunity to be involved in the planning and delivery of the event.
- iv. Delegated authority be given to officers to prepare the Event Plan, apply for licences, consents and all statutory permissions to facilitate the event, engage with stakeholders and apply for grant funding.
- v. Expenditure incurred for the 2025 event during the current financial year be met from the Arts and Culture budget and if this is exceeded to be met from the Council's Contingency Budget.
- vi. £15,000 be included in the 2025/26 Proposed Budget process.
- vii. Officers bring a staffing and resource implications report to a future meeting of the Finance Committee and Full Council.
- viii. Officers provide to Full Council regular event update reports as well as an annual post event report
- ix. Ancillary to the Town Council taking on May Day, delegation be given to officers to explore the possibility of organising further events in the future through liaison with the community and organisers of current and previous events.

- 1.2. The Council successfully delivered the May Day 2025 event and has completed an evaluation report of its outcomes, and learnings associated with running the event for the first time in 2025.

## **3. 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.

#### **4. Equalities Implications**

There are no equalities implications associated with this report.

#### **5. Environmental Implications**

There are no environmental implications associated with this report.

#### **Appendices:**

Appendix A - Penrith May Day 2025 – Evaluation Report

Appendix B – Working Group terms of reference and activities

#### **Background Documents:**

None.

## **Appendix A - Penrith May Day 2025 Evaluation Report**

### **Acknowledgements**

The success of May Day 2025 was due to the teamwork and commitment of the Council Officers, councillors, contractors, local organisations and charities, suppliers and volunteers and the public who delivered and attended the event.

A special thank you to Penrith Lions who have delivered May Day for over 40 years for helping the Council dress the town in bunting and for providing stewarding to ensure that the event was delivered safely.

The Council would also like to thank Penrith Rotary for providing stewards and St. Andrews Church for allowing the Council to use their land for our village fair part of the event. The Council would like to show its appreciation and voice its thanks for the contribution from Penrith Arts and Culture Group who helped shape this year's event and actively participated on the day.

The Council acknowledges the additional grant funding of £2,000 from Westmorland and Furness Council to help towards the costs for May Day 2025. Westmorland and Furness Council provided valuable support and guidance in their role in convening the Safety Advisory Group (SAG), helping to ensure the safety and smooth running of Penrith May Day 2025. The Council would therefore like to extend its thanks to Westmorland & Furness Council officers for this support.

The Council would like to thank Penrith Business Improvement District (BID) for demonstrating their confidence in the Council and for awarding a grant of £5,000 for this year and for subsequent years for the remainder of the term of the current BiD. This is a major source of support in assisting the event becoming more sustainable in the future.

Most importantly the Council wishes to acknowledge the residents and business that were impacted by the event either because of the noise, road closures, loss of parking or general inconvenience. Thank you for your tolerance and understanding.

And for the families, residents, and visitors that joined us on the day, a huge thank you for making our first major public event in Penrith such an enormous success.

## **Event Planning and Delivery Overview**

### **1. Administration:**

#### **1.1 May Day 2025 Aims**

- a) To deliver a new safe, legal, and enjoyable community event, focussing on community, and fun with new attractions and treats for everyone to enjoy.
- b) To attract a new audience, people who had not attended May Day previously.
- c) To support the local economy, encouraging volunteerism, and to provide a sense of pride in Penrith.

#### **Objectives**

- a) Encourage inclusivity, providing an opportunity for people to meet, socialise and have new safe experiences.
- b) Support people who were experiencing difficulties in the cost-of-living crisis.
- c) Deliver a free family festival with new attractions and start new traditions.
- d) Attract families with younger children.
- e) Attract families experiencing difficulties with limited disposable income.
- f) Showcase the work of local and voluntary organisations.
- g) Provide opportunities for members of the arts and culture community to participate in the event to expand cultural perspectives and interests in the arts locally.
- h) Create a safe and enjoyable environment for all participants.
- i) Ensure the event runs smoothly and successfully via project management, a comprehensive event plan and risk assessment.

#### **1.2 The Safety Advisory Group (SAG):**

The Westmorland and Furness Safety Advisory Group provides advice and guidance to assist organisers in delivering events which are safe and legal. This group is made up of representatives of the emergency services and officers from various Council departments within Westmorland and Furness.

#### **1.3 Event Plan & Project Management**

- a) Penrith Town Council provides its completed event plan to the SAG. After receiving the completed event plan and supporting documentation, the SAG convenes a meeting to discuss any matters arising from the submission and may request additional information or actions to ensure that the event is delivered safely.
- b) The Event Plan is supported by a risk assessment and is the key document which supports the coordination and management of the event and ensures the well-being of employees, volunteers, suppliers, contractors, the public in attendance as well as others who may be impacted by the event.
- c) As a living document it is amended and updated as the event planning process progresses and following feedback/input from key contributors. The plan provides details of all aspects of the event including the format, technical set up, contingency plans, emergency procedures and health and safety measures.
- d) The plan also defines the roles and responsibilities of key personnel, lines of communication, management structures and decision-making hierarchies as well as detail the standards, plans and procedures in place for delivering the event safely.



- e) The Council assumed responsibility for the event at a time of reduced capacity. There was no feasibility work carried out, and consequently there was no indication/risk assessment on how this project would impact on resources and existing workload management for Council staff. The staff hours log indicates 624 hours attributed to the event.
- f) A GANTT project plan process was implemented which aligned with the requirements of the Event Plan, identifying key tasks, allocating responsibilities and critical deadlines.

## 1.4 Communication

- a) **Informing the community:** The Community Services Officer initiated a comprehensive communication strategy for those people who would be most impacted by the event to reduce the impact of the event on them and ensured that the correct information was shared locally.
- b) **Letters to residents:** Where there were significant numbers of private residences that would most likely to be impacted by noise, road closures or experience general disruption during the event, they received a letter from the Mayor to inform them of the likely impact and to apologise for any inconvenience caused. This included:
  - A summary of the event.
  - Key timings.
  - Anticipated noise.
  - Traffic Management measures and anticipated impact.
  - Details of any element which will impact the recipient's day to day routine
  - Information on measures being utilised to reduce impact.
  - Contact details for further information or to discuss specific concerns
- c) **Public Notices:** Public notices and flyers were distributed detailing:
  - Name of the event.
  - Key dates and timings.
  - Any access restrictions or other information about the impact on regular users of the space.
  - Links to further information about the event.
  - Contact details for further information or to discuss concerns.
- d) Consequently, to date there have been no formal complaints raised regarding the event.
- e) **Event promotion:** A marketing strategy was developed to manage logistics and information (Refer to section 5): Communication timelines were identified to trickle feed information and to promote new attractions.
- f) **Saying thank you:** All supplier, charities, organisations and contractors received a thank you letter from the Mayor and a feedback form. They were also sent a "would you like to come again" form to enable officers to create a supplier directory and to enable Council to book participants promptly.

## 1.5 Risk Assessing & Health & Safety

- a) The Town Council has a duty of care for the safety of the staff, volunteers, attendees and suppliers of their event as well as the public. A safe event is also critical to ensure the attendees have a positive experience and enjoy the event.
- b) As well as carrying out their own risk assessment, Council was required to satisfy themselves that their contractors, suppliers and entertainers had suitable risk assessments in place for their activities.
- b) The risk assessment for the Event Plan can only be completed when all the activities required within the Event Plan are booked, agreed and confirmed: The traffic management plan, the emergency plan and event site plan would inform the road closure applications. Combined the stewarding plan, traffic management plan and emergency plan are critical to how the event can be delivered with reduced/mitigated risks.
- c) Attendees: Advice from Penrith Lions suggested that the number of people likely to attend the event was to be between 3,000 and 5,000 people. It is estimated that 4,000 people attended the event.
- d) Council was required by the SAG to develop and implement a noise management plan and a traffic management plan. A local provider was contracted for each activity. The traffic management team were on site from noon on Sunday 4 May 2025 to cone off Great Dockray and arrived again on site at on Monday 5 May 2025 09:30am and departed at 18:30
- e) **Waste management:** Officers ensured that the town was clean and ready for an influx of visitors and litter picked prior to the event and it was established that some of the bins were already full before the event started. The Council contracted FCC Environment to provide green and blue large capacity waste bins on wheels around the event site. However, these went largely unnoticed and were subsequently under used: during the day, waste built up around the base of the ordinary street bins, requiring a mid-event litter pick for which there was limited capacity.
- f) **Adverse weather:** Poor weather can cause major disruption as well as potentially put participants at risk. The early Spring May Day Bank Holiday historically has enjoyed mixed weather conditions.  
**Wet weather** can impact upon outdoor events all year round and will not only dampen the mood of those working or attending the event and reduce attendance, but it can also create additional hazards.  
**Warm weather** can also impact outdoor events, and the Council should consider the need for providing free water for staff, volunteers and attendees and whether there are areas which provide shelter from prolonged sun exposure. If the event involves strenuous activity, then there is potential for warm weather to put participants at greater risk of heatstroke and exhaustion.  
**Monitoring:** The weather was monitored prior to the event.  
**Inclement weather alternatives:** As there is no indoor alternative, cancelling most of the event with notice to ensure participants safety was potentially the Council's only option. The fun fair could continue if the owner made the decision to proceed.

- g) **Stewarding:** The Council was required to have enough identifiable stewards in place to help control and manage the event. For stewards to be able to carry out their duties effectively, they must be fully briefed on all aspects of the event, including crowd control, welfare, first aid and missing person arrangements as well as programming information and emergency arrangements.
- h) Despite promotion and advertising, no volunteers came forward from grant award recipients, community groups, the public, other than Town Councillors and representatives from Penrith Lions and Penrith Rotary.
- i) The level of stewards on the day meant it was difficult to offer people a break or to rotate around the event.
- j) All volunteers were thanked for their efforts with donations going to Penrith Lions from their street collection, vendor and fun fair donations and a donation to Penrith Rotary from the Council.
- k) Whilst the Council is exceptionally grateful to the volunteers from Penrith Lions and Rotary, going forward, stewarding recruitment needs to be managed through a combination of employing casual event staff, recruiting volunteer stewards and contracting Security Industry Authority (SIA) registered stewards. It is common for events to utilise a mixture of SIA licensed stewards and non-licensed stewards to manage their events. The need for each type of steward will be determined by the tasks they will be required to carry out. The difference between SIA licensed stewards and non-licensed stewards are their qualifications, the duties which they can carry out and the powers available to them:
- l) SIA licence stewards have the training and powers to carry out the following tasks at events and with Martyn's Law enacted it would be appropriate to employ licenced stewards who can:
- Carry out bag searches, search and screen members of the public
  - Respond to incidents with crowds, queues, anti-social behaviour or behaviours which may cause harm to other attendees.
  - Eject individuals.
  - Crime prevention.
  - Guard an event site during the build and derig.
  - Patrol to prevent unauthorised access.
  - Manage access points to prevent unauthorised access.
  - Surveillance and crowd monitoring.

Given the implementation of Martyn's Law and the increased use of lone vehicles to attack the public, professional stewarding should be considered for future events.

Non-Licensed stewards have less authority and are only allowed to carry out the following tasks at event:

- Provide customer care duties.
- Direct attendees.
- Provide safety advice, event information and assisting attendees.
- Ensure pathways, gangways and exit paths remain clear.
- Assist with evacuations and cordoning as required in emergency situations.
- Be responsible for the comfort of attendees.
- Monitor and maintain crowd flow.
- Provide guidance and direction to visitors arriving by car or on foot.
- Crossings to ensure the safe passage of visitors over the roads.

## 2. Activities

### 2.1 The Parade

- a) For decades, the parade has been an integral part of May Day with both pedestrians and vintage vehicles taking part. This year's parade started by the old Town Hall and travelled through Middlegate to Devonshire Street and out of the town centre via Castlegate.
- b) The Council have a legal responsibility to plan, manage and monitor the parade to reduce risks and to ensure, so far as reasonably practicable, the health, safety of attendees and participants.
- c) **Choice of route:** Parades can take place on any route deemed to present suitable levels of risk to the public and participants and appropriate levels of impact on residents, business and transport users.
- d) **Road closures:** To close a public road, Council was required to apply for a for a Temporary Traffic Restriction Order and to employ a qualified Traffic Management contractor to install the traffic management plan on the ground.
- e) **Traffic management marshals:** The Council employed a traffic management team to initiate, implement and maintain the road closures and to reopen in accordance with the agreed TTRO.
- f) **Communication and collaboration with the traffic management contractor:** Officers and the contracted traffic management supplier cooperated and communicated effectively to ensure the needs, roles and responsibilities were clearly defined and that works were carried out as required.
- g) **Vehicular collision risk:** Officers expect a review of event safety in city and town centres after the vehicle crowd collision in May in Liverpool.
- h) **Participants:** Local charities, youth groups and PTC grant award recipients were invited to join the parade Dressing, flags & branding: to raise the both the parade and event profile. Entertainment elements were hired to add value to the parade.
- i) **Pedestrian parade:** Walking participants were kept at a safe distance from vehicles, remaining out of driver blind spots and at a safe distance from vehicle exhaust fumes.
- j) **Vintage vehicle parade:** Vehicles were driven at crawl speed.
- k) Stewards wearing high vis, were positioned at a safe distance around the vehicle parade to maintain a safe distance between the public, participants and the vehicle and to monitor anyone crossing the in front of the parade.
- l) The parade was the most technically difficult part of the event to organise due to the potential risks, the limited number of volunteer stewards, and the disruption to the town. This element of the day was discussed with the Penrith Lions who confirmed that they had similar experiences.
- m) Both parades were well received, with some survey respondents expressing disappointment in the lack of scale.
- n) The Penrith Lions head led off each parade in memory of the great grandfather of the tractor driver who had assumed this role in the past. This opportunity also acknowledged the last 41 years of the Lions delivering May Day in their 50th anniversary year.
- o) A timing clash with the Puppet Circus in Devonshire Street which that the attendees at the puppet theatre had to be moved to allow the parade to pass by.
- p) The vintage vehicles did not follow the prescribed route as agreed within the event plan.

## **2.2 Food vendors**

- a) In liaison with the Penrith BiD and Chamber of Trade, to encourage businesses and especially cafes to open, a decision was made to limit the number of food vendors
- b) Preference was given to local food vendor suppliers with no duplication of stock/service and Council agreed the number of vendors: Five local food vendors were booked, and during the event it appeared that more local businesses/cafes were open than in previous years.
- c) For future events, there were spaces around the site for more pitches which would reduce queuing and provide more variety. Feedback suggests that attendees would like more food choices/suppliers.
- d) Food vendor pitches were free this year and vendors were asked to donate to Penrith Lions. However, it should be noted that two food vendors provided free food to the emergency services exhibiting at the event and volunteers.
- e) As food vendors had free pitches, they were more amenable to their locations on site.

## **2.3 Formal entertainment providers**

- a) Contracting professional suppliers can help improve the event experience.
- b) The funfair has attended the event for decades and makes a charitable donation.
- c) The Council contracted the Fun Experts to attend and provide free inflatable games and activities. The company also provided vintage fair stalls in St Andrews with prizes, walk around teddy bear and acts such as a balloon sculptor and face painter all of which were free.
- d) All musical acts and street performers were contracted by the Council.

## **2.4 Local voluntary, and paid community providers**

- a) Collaborating with the community has been key to ensuring the event had a community feel provided an opportunity for Penrith's arts and culture organizations, groups, and businesses to participate actively during the day.
- b) The Councils invited local charities and voluntary organisations to participate free in May Day to provide them with an opportunity to highlight their work, aspirations, and opportunities for volunteering.
- c) All these groups and the volunteers that helped on the day brought added value to the event for which the Council is incredibly grateful.

### 3. Resources

- a) A feasibility study did not take place prior to assuming responsibility for the event and in discussions with Penrith Lions it was difficult to identify an appropriate event budget as some of the Lions suppliers acted without making a charge. Equally all the hours that the membership of the Lions spent on delivering the event were free.
- b) The event was managed inhouse with no formal tender process for an events company to arrange the event. Following normal procurement practices was difficult due to time constraints and the unique specialisms of the providers and the requirement for legal and statutory payments. Single source justification was required, and suppliers were identified and booked based on:
  - i. Locations: local, Cumbria or being in the northwest.
  - ii. Acceptable terms.
  - iii. Reputation with a proven track record.
  - iv. Availability.
- c) Supporting a large-scale community event requires a coordinated effort from all staff. Officers were expected to contribute to the planning, production, and delivery of such events as part of a collective approach to ensure their success. This includes a wide range of responsibilities, from logistical preparation and on-the-day support to post-event evaluation and reporting.
- d) Two officers were in Penrith on Sunday 4 May preparing for the event and the traffic management team commenced operations at noon on Sunday to cone off Great Dockray. Staff gave up their bank holiday to deliver the event. Council cannot assume that this will be repeated every year if the Council decide to continue delivering May Day. Indeed, it is felt that the issues of recruiting volunteer stewards and parade participants is because the event is held over a Bank holiday and members of the public do not want to give up their day off. Officers were asked to maintain a log of their hours contributing to the event and at the time of reporting this was 624 hours.
- e) The Finance Committee on 17 March 2025, [Minute Ref: FIN24/84] in private session, made an in-principal resolution to create an events reserve for the recruitment, training, professional membership and associated costs of an inhouse Events Manager and for the delivery of and the strategic management of events in Penrith dependent on the outturn of the May Day 2025 Post Event Evaluation.

#### RESOLVED THAT:

- i. An Events Reserve be created to the value of £80,000 from the General Reserve, for the delivery of events.
- ii. That an Events Reserve be used for the recruitment, training, professional membership and associated costs of an inhouse Events Manager and for the delivery of and the strategic management of events in Penrith
- iii. The job description, and person specification be approved

Full Council would ratify the creation of the Events Reserve after a review of May Day 2025 is held.

- f) Having reviewed the costs associated with the event ,within the report recommendations it is proposed that the resolution from the Finance Committee be amended to employ a member of staff for 30 hours and for a transfer of funds to be approved rather than a creation of a reserve.

#### 4. Finance Overview

Full Council, July 2024, Minute PTC24/26 resolved that expenditure incurred in the 2024/25 financial year for the 2025 event be met from the Arts and Culture budget and if this is exceeded to be met from the Contingency budget. A £15,000 budget be included in the 2025/26 financial year.

The maximum budget available being:

Arts and Culture	£10,000
Contingency	£3,000
May Day	<u>£15,000</u>
	<b>£28,000</b>

The Council was successful in securing grants towards the event from:

Penrith BID	£5,000
Westmorland & Furness Council	<u>£2,000</u>
	<b>£7,000</b>

Together this provided an overall expenditure budget of up to £35,000.

The expenditure for the 2025 event is £35,462 inclusive of VAT, with the Council reclaiming £4,656 of the VAT, resulting in a net cost to the Council of £30,806.

Given the approved budget (Council July 2024) and the securing of external grants this has resulted in the Council delivering the event within the overall approved budget allocation.

A transfer of £15,000 from the General Reserve to the May Day event budget is required and Members are asked to note that the Penrith BID has approved a grant contribution of £5,000 for the remainder of the BID Term. The Council will continue to identify grants or other income sources to contribute towards the cost of the event.

To assist in the delivery of events in Penrith the Council is asked to review the Finance Committees decision to appoint a permanent part-time member of staff and to consider a transfer of £23,258 from the General Reserve to the salaries budget for the recruitment, training, professional membership, associated costs and salary for the remainder of the 2025/26 financial year.

For the future development of events in Penrith Council should consider a transfer of £5,000 from the General Reserve to a create a new Events Development budget line.

## **5. Marketing**

### **Branding**

The Community Services Officer created the official “Penrith May Day 2025” logo, using the marketing brand of the Penrith “P,” which was applied to all content relating to Penrith May Day 2025 along with the wording “May Day”. The Penrith “P” served as a consistent and recognisable visual identity, reinforcing the town’s branding across promotional materials, signage, social media graphics, and printed publications associated with the event.



### **Promotion**

A comprehensive Communications Plan for Penrith May Day 2025 was developed by the Community Services Officer in December 2024, detailing the publication schedule, platforms, and content strategy for promoting the event.

Promotion of the event began on Wednesday 5 February 2025, with the launch of a dedicated Penrith May Day 2025 website (hosted through the established Penrith Arts & Culture website). Alongside this, the Council produced a poster, available in hard copy and digitally, giving a general overview of the event.

The Council ran paid promotions in the March and April 2025 editions of the Eden Local, ensuring the event was advertised to all households in Penrith at no cost to residents.

The Council also ran paid promotions in the Cumberland & Westmorland Herald and the Cumberland & Westmorland Herald’s North Lakes Living prior to the event, ensuring visibility among a well-established and engaged local readership likely to support and attend community events.



## **Social Media**

To raise awareness and build anticipation for Penrith May Day 2025, the Council actively promoted the event across its social media channels, combining regular updates with targeted paid advertising on Facebook, which achieved a reach of 20,356 and generated 183 event responses.

Between February and May 2025, the Council announced acts, entertainment, exhibitors, and community groups for Penrith May Day 2025 on the Council's Event Page on Facebook.

The page gained 708 followers who marked themselves as either "Interested" or "Going" to the event. All followers would be notified as soon as the Council posted on the event page, creating interest in the various act, entertainment, exhibitors, and community groups attending Penrith May Day 2025.

The page, along with all announcements can still be viewed using the link: <https://www.facebook.com/events/1757792234782757/>

The Council's total reach across social media, govDelivery, and paid promotions for Penrith May Day 2025 was 97,170 accounts, representing a significant level of community engagement and visibility for the event.

### **Programme:**

The Community Services Officer designed and published the Penrith May Day 2025 Programme. The eight-page programme included an introductory welcome from the Penrith Mayor, an Event Map, Event Schedule, Parade information, Business Map, Victory in Europe Day 80 Tribute, and a Feedback Survey.

The programme was made available in both digital and printed formats to ensure accessibility for all residents and visitors. Digitally, it could be accessed through the Council's website and social media channels. In print, copies were inserted into the Friday 2 May edition of the Cumberland & Westmorland Herald and made available in advance at several key locations, including the Penrith Town Council Office, Penrith Tourist Information Centre, Penrith Library, and Another Weigh.

On the day of the event, the programme was also distributed at the Council's Information Point and by event stewards, each of whom was issued 50–100 copies for direct distribution to attendees. This approach ensured broad coverage and allowed the public to easily engage with the day's activities, navigate the event, and access important information.

Careful attention was given to the programme's design to reflect the branding and community spirit of Penrith May Day 2025. The inclusion of a Feedback Survey encouraged attendees to share their thoughts and experiences, providing valuable insight to inform the planning and improvement of future events.

To enhance accessibility for all attendees in future events, the Council could consider printing the programme in multiple formats. Alongside the standard A5 size, producing an A4 version would provide larger, easier-to-read text for those with visual impairments.

Additionally, printing specific pages - such as the Event Map and Schedule - in A3 size would allow for clearer, more detailed visuals that are easier to navigate. Offering these options would help ensure the programme is user-friendly and inclusive, catering to a wider range of needs within the community.

## **5. Event Surveys and Feedback**

The official Penrith May Day 2025 - Feedback Survey was made available digitally and in hard copy. The digital version was widely publicised through the Council's social media channels and was also published in the Council's Penrith May Day 2025 Programme, accessible either through a link or through a Quick Response (QR) code. The hard copy survey was made available after the event, with copies available from the Penrith Tourist Information Centre, Penrith Library and Penrith Town Council office.

The survey opened on Monday 5 May 2025 and closed on Monday 19 May 2025, giving respondents a two-week period to complete the survey whilst the event was still fresh in their minds. The Council offered a £50 One4All Voucher to increase interest in the survey and incentivise completion.

This resulted in 93 responses being received, which is a positive result and good sample size.

Surveys were also sent to the suppliers.

Further to this was in the informal feedback received orally which is appended at B via social interactions and community engagement on the day with stewards and Council Officers and social media. It was pleasing to see attendees and stakeholders willingly providing feedback and offering constructive advice.

**ACTIVITIES FOR: MAY DAY 2026 EVENTS WORKING GROUP****Terms of Reference**

Working Groups are an internal informal group operating in accordance with the Town Council's Standing Orders, Financial Regulations, Code of Conduct and the following Terms of Reference.

**Duration:**

The Events Working Group will function informally from 15 July 2025 to 13 October 2025.

**Membership**

- a. There is no maximum number of members for each working group.
- b. The membership of the groups will generally be Council officers, Council Chair, Vice Chair and Chair of committee and Councillors with a specialist interest or non-councillors with a special interest.
- c. The lead of each event working group will be the Town Clerk.

**Activities:**

- a. The working groups will consider matters to shape and influence the delivery of May Day 2026 and inform the activities/responsibilities of the Events Officer.
- b. The group will make recommendations to the Council's Communities Committee in October 2025. The Committee will have oversight and responsibilities for the delivery of May day.

**Administration**

Community Services Officer will:

- a. Arrange 3 meetings and will send an email to all members of the group advising of the date.
- b. Prepare and email the agenda and background papers, meeting notes to all members of the group.
- c. Chair the meeting.
- d. Ensure that copies of the group notes are available to the Communities Committee and provide a report when required.
- e. Officers will develop schemes of work related to the activities of the meetings to develop the report and recommendations for the October Communities Committee.

### Meeting 1 - Health & Safety:

1. **Stewarding:** Provision and recruitment.
2. **Terrorism:** Review anti-terror legislation requirements and the prevention of a vehicular attack at public events.
3. **Adverse Weather:** Agree the decision process to cancel in the event of adverse weather.
4. **Location:** Consider location alternatives to allow for a wet weather alternative where marquees can be erected and to manage public safety from terror attacks and lone vehicle collisions.
5. **Parade:** Consider safety, logistics and contributors.

### Meeting 2 - Suppliers & Events sustainability

6. **Fees and Charges:** Making a charge of per pitch to help support the costs of running the event.
7. **Sponsorship** – marketing and sponsorship opportunities to generate income.
8. **Food Vendors:** Increase the number of food vendors: up to 15, keeping the pitches free and encouraging food vendors to donate to the Mayor's Charity.

### Meeting 3 - Climate

9. Consider ways of making the event more climate friendly such as:
  - Shuttle bus provision.
  - Provision of waste bins for recycling.
  - Offering pitches to sustainability groups.

# FULL COUNCIL

**Date: 14 July 2025**

## **Public Report**

**Matter: Budgetary Control Statement 2025-26, Expenditure to 31 May 2025**

**Item no: 11**

**Author:** Responsible Finance Officer

**Supporting Member:** Cllr. Shepherd, Chair of Finance Committee

### **Purpose of Report:**

Ratify the budgetary control statement for the two-month period to 31 May 2025.

### **Recommendations:**

Ratify the budgetary control statement for the two-month period to 31 May 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 Local Government Act 1972 requires the Council to have sound financial management.

## **1. Report Details**

### **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 2024-25, for reference only.
- The full year's Approved Budget for 2025-26, which was ratified by Council on 13 January 2025.
- Actual outturn income and expenditure to 31 May 2025, based on the matching principle, which means taking account of all income and expenditure which relates to the period, irrespective of when it is received/paid.
- The variance between the actual outturn income and expenditure and the profiled latest budget for the period. 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 Playground Development.

## **B. Commentary**

The statement shows underspending on a number of budget headings, which is to be expected at this early stage in the year. The following comments concentrate on unusual or unexpected variances.

### **B.1 Income**

Overall income of £90,534 exceeds the profiled budget of £89,457 by £1,077.

- The investment income returns are higher than expected due to the higher than budgeted rates of interest.

### **B.2 Planning Committee**

Planning Committee expenditure has been on budget so far this year.

### **B.3 Communities Committee**

Net spend of £16,076 is shown against the budget of £30,834, an underspending of £14,758.

This underspend should reduce later in the year due to anticipated increases in expenditure for items such as branding, marketing and grants.

### **B.4 Finance Committee**

Net expenditure of £88,330 is shown against the budget of £91,170, an underspending of £2,840.

This underspend is expected to be reduced as the year progresses.

### **B.5 Total Expenditure & Increase/(Decrease) in General Reserve**

- The individual variances result in an underspending of £18,098 against the profiled total expenditure budget of £110,837. As there is £1,077 more income, there is a net variation of £19,175 on the profiled amount transferrable to the General Reserve.

### **B.6 Reserves**

- The General Reserve is profiled to decrease by £21,380 in the period, it has actually decreased by £2,205.
- The Devolution Reserve opened the year with a balance of £189,091, the amount of £2,875 transferrable into the Devolution Reserve is £695 higher than profile.
- The Election Reserve opened the year with a balance of £40,000, an amount of £5,000 is budgeted to be added at the end of the financial year.

- The Play Area Reserve opened the year with a balance of £82,000, £15,000 of which has been spent so far this year.

## **C. Balance Sheet (Appendix B)**

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

- Investments with two organisations total £1,020,992, with the majority being held in the CCLA Public Sector Deposit Fund. An amount of £350,000 was transferred from the HSBC account to the CCLA account after the receipt of the annual precept in April.
- The VAT Debtor of £3,222 represents May's transactions and has been reclaimed from HMRC.
- Prepayments of £16,615 include adjustments for insurance, office rent, IT support agreements, and licences and subscriptions.
- The Cash at Bank balance of £136,990 is held at HSBC.
- Accruals of £18,174 comprise of goods and services received by 31 May, but unpaid at that date.
- The Receipts in Advance figure represents income for the period 1 June 2025 to 31 March 2026 already received from Westmorland and Furness Council as precept and grants, together with monies from United Utilities for planting maintenance.

## **D. Conclusion**

The budgetary control statement shows that net spending to 31 May 2025 was around £18,000 below the Latest Budget for the period. It is often the case to see an underspend at this early stage in the year, and it is too soon to predict any trends for future months.

Finally, there are no issues arising from the Council's balance sheet at 31 May 2025.

## **2. Options Analysis including risk assessment**

### **Risk & Consequences**

The Council may fail to receive expected income or may incur unexpected overspending, potentially leading to the curtailment of planned expenditure.

Adverse criticism of over or underspending.

### **Controls Required**

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

## **3. Financial and Resource Implications**

This report is concerned solely with financial management.

#### **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.

#### **6. Legal Implications**

There are no legal implications arising from this report.

### **Appendices**

Appendix A – Budgetary Control Statement Two Months Ended 31 May 2025.

Appendix B – Balance Sheet as at 31 May 2025.

### **Background Papers**

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





## Penrith Town Council

### BUDGETARY CONTROL STATEMENT TWO MONTHS ENDED 31 MAY 2025

Actual 2024-25	Approved Budget 2025-26	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£	£		£	£	£
		<b>INCOME</b>			
		<b>Precept:</b>			
487,735	514,740	Council Tax	85,790	85,790	0
7,642	0	<b>CTRS Grant</b>	0	0	0
		<b>Other Income:</b>			
39,269	22,000	Investment Income	3,667	4,744	1,077
<b>534,646</b>	<b>536,740</b>	<b>TOTAL INCOME</b>	<b>89,457</b>	<b>90,534</b>	<b>1,077</b>
		<b>EXPENDITURE</b>			
		<b>PLANNING COMMITTEE:</b>			
		<b>Planning:</b>			
7,285	20,000	Planning	3,333	3,333	0
7,285	20,000		3,333	3,333	0
<b>7,285</b>	<b>20,000</b>	<b>Planning Committee Total</b>	<b>3,333</b>	<b>3,333</b>	<b>0</b>
		<b>COMMUNITIES COMMITTEE:</b>			
		<b>Climate Change:</b>			
9,459	15,000	Climate Efficiency	2,500	500	2,000
9,459	15,000		2,500	500	2,000
		<b>Town Projects:</b>			
37,807	20,000	Town Projects	3,333	20	3,313
	15,000	May Day	15,000	13,877	1,123
37,807	35,000		18,333	13,897	4,436
		<b>Arts &amp; Entertainment:</b>			
4,135	10,000	Arts & Culture Development	1,667	0	1,667
4,135	10,000		1,667	0	1,667
		<b>Grants:</b>			
30,000	30,000	Grants	5,000	0	5,000
10,000	10,000	Signature Grants	1,667	0	1,667
40,000	40,000		6,667	0	6,667
		<b>Corporate Communications:</b>			
16,000	10,000	Communications	1,667	1,679	(12)
16,000	10,000		1,667	1,679	(12)
<b>107,401</b>	<b>110,000</b>	<b>Communities Committee Total</b>	<b>30,834</b>	<b>16,076</b>	<b>14,758</b>

Actual 2024-25	Approved Budget 2025-26	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£	£		£	£	£
		<b>FINANCE COMMITTEE:</b>			
		<b>Staffing:</b>			
231,646	245,720	Salaries	40,953	40,370	583
23,201	30,850	National Insurance	5,142	5,281	(139)
52,923	52,815	LG Pension Scheme	8,803	8,681	122
0	500	Recruitment Expenses	83	0	83
255	600	Staff Training	100	0	100
0	200	Conferences	33	0	33
16	300	Staff Expenses	50	0	50
308,041	330,985		55,164	54,332	832
		<b>Accommodation:</b>			
7,984	8,250	Rent	1,375	1,375	0
2,313	3,900	Heat, Light & Water	650	300	350
1,780	2,520	Service Charges	420	346	74
1,416	1,900	Room Hire & Meetings	317	226	91
390	390	Insurances	65	481	(416)
13,883	16,960		2,827	2,728	99
		<b>Civic Functions:</b>			
416	400	Civic Functions	67	255	(188)
700	700	Mayoral Expenses	117	0	117
300	300	Deputy Mayor's Expenses	50	0	50
0	200	Civic Regalia	33	0	33
1,416	1,600		267	255	12
		<b>Cost of Democracy:</b>			
65	100	Annual Meeting	100	0	100
0	0	Elections	0	0	0
377	1,000	Members' Training	167	0	167
0	100	Members' Expenses	17	0	17
0	200	Notice/Honours Board	33	0	33
442	1,400		317	0	317
22,930	22,000	<b>IT</b>	3,667	4,901	(1,234)
		<b>Devolved Services:</b>			
(195)	10,200	Allotments	1,325	(474)	1,799
4,911	160	War Memorial	27	0	27
2,361	2,000	Benches	333	0	333
1,322	1,500	Bus Shelters	250	0	250
3,193	2,500	Bandstand	417	139	278
2,659	800	Musgrave Monument	133	118	15
4,666	5,500	Fairhill Park	917	2,786	(1,869)
3,896	2,500	Thacka Beck Field	417	707	(290)
86	150	Signage, etc	25	102	(77)
8,759	10,200	Community Caretaker	1,700	1,471	229
14,686	10,834	Contribution to/(from) Devolution Reserve	2,180	2,875	(695)
46,344	46,344		7,724	7,724	0
	37,000	Play Area Development	15,000	15,000	0
	12,500	Benches and Bus Shelters	2,083	0	2,083
		<b>Other Overheads:</b>			
2,795	3,300	Printing, Postage & Stationery	550	511	39
1,789	1,850	Audit Fees	308	297	11
4,092	4,400	Insurance	733	760	(27)
9	180	Bank Charges & Interest	30	16	14
6,196	5,200	Accountancy Fees	867	391	476
2,347	2,500	Legal & Professional Fees	417	250	167
1,850	1,800	Licences	300	701	(401)
2,926	3,500	Subscriptions	583	464	119
87	2,000	Repairs & Renewals	333	0	333
22,091	24,730		4,121	3,390	731
<b>415,147</b>	<b>493,519</b>	<b>Finance Committee Total</b>	<b>91,170</b>	<b>88,330</b>	<b>2,840</b>

Actual 2024-25	Approved Budget 2025-26	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£ 2,953	£ 3,000	Contingency	£ 500	£ 0	£ 500
5,000	5,000	Transfer to/(from) Election Reserve	0	0	0
82,000	(37,000)	Transfer to/(from) Play Area Reserve	(15,000)	(15,000)	0
619,786	594,519	TOTAL EXPENDITURE	110,837	92,739	18,098
(85,140)	(57,779)	INCREASE/(DECR) IN GENERAL RESERVE	(21,380)	(2,205)	19,175
		RESERVES:			
		General Reserve:			
507,231	387,084	Balance brought forward 1 April 2025	387,084	422,090	35,006
(85,140)	(57,779)	Increase/(decrease) in year	(21,380)	(2,205)	19,175
422,091	329,305	Balance carried forward	365,704	419,885	54,181
		Devolution Reserve:			
174,405	187,749	Balance brought forward 1 April 2025	187,749	189,091	1,342
14,686	10,834	Contribution from/(to) 2024-25 Budget	2,180	2,875	695
189,091	198,583	Balance carried forward	189,929	191,966	2,037
		Election Reserve:			
35,000	40,000	Balance brought forward 1 April 2025	40,000	40,000	0
5,000	5,000	Contribution from/(to) 2024-25 Budget	0	0	0
40,000	45,000	Balance carried forward	40,000	40,000	0
		Play Area Reserve:			
0	82,000	Balance brought forward 1 April 2025	82,000	82,000	0
82,000	(37,000)	Contribution from/(to) 2024-25 Budget	(15,000)	(15,000)	0
82,000	45,000	Balance carried forward	67,000	67,000	0
733,182	617,888	TOTAL RESERVES	662,633	718,851	56,218



## Penrith Town Council

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		RESERVES:			
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82,000	45,000	Balance carried forward	67,000	67,000	0
733,182	617,888	TOTAL RESERVES	662,633	718,851	56,218

# **FULL COUNCIL**

**14 July 2025**

## **PUBLIC REPORT**

**Matter:** Policy Update

**Item no:** 12

**Author:** Town Clerk

**Supporting Member:** Councillor Bowen, Council Chair

### **Purpose of Report:**

To inform Council of changes to policies because of legal amendments, new templates from the National Association of Local Councils, new legislation and/or as a request from a Councillor.

### **Recommendations:**

- i. Ratify the changes to the Financial Regulations.
- ii. Ratify the changes to the Procurement Policy.
- iii. Ratify the Climate and Environment Strategy 25-26.
- iv. Ratify the Community Transport Policy.
- v. Approve the amendments to Standing Orders.
- vi. Approve the Sexual Harassment Policy.
- vii. Reaffirm the Councils commitment to the National Association of Local Councils Civility and Respect Pledge.
- viii. Approve the amendments to the Emergency Plan

### **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.

### **Risk assessment & Mitigation**

The Council should ratify and approve the new policies and amendments to remain compliant with legislation and/or to demonstrate a commitment to best practise.

The Council adopted a policy review process 13 January 2025 [Minute Ref: PTC24/85] requiring that all policies are reviewed at prescribed intervals:

- a. Statutory and legal policies be reviewed annually and considered by the Finance Committee in December and go forward to Full Council for ratification in January.
- b. Data protection policies be reviewed annually in September by Full Council.
- c. Public policies will be reviewed every four years at the commencement of a new Council at the July Full Council Meeting and be reviewed thereafter every four years.

- d. Policies relating to employees will be reviewed every four years at the commencement of a new Council in June, having first been considered by Finance Committee.
- e. Administrative and service policies will be considered every four years at the commencement of a new Council in November, having first been considered by Finance Committee.

The Town Clerk will make minor amendments to the wording of policies and procedures provided that such amendments do not materially affect the substance of the procedures.

It was noted that Councillors had the authority to request a review of policies at any time.

### **Financial Implications**

There are no financial implications associated with his report.

### **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.

### **Equalities Implications**

There are no equalities implications associated with this report.

### **Environmental Implications**

There are no environmental implications associated with this report.



## **Contents:**

The following policies have been considered and approved by the Councils Finance Committee and require ratification:

### **1. Financial Regulations**

### **2. Procurement Policy**

The following policies have been considered and approved by the Councils Communities Committee and require ratification:

### **3. Climate and Environment Strategy 2025-26**

### **4. New Policy: Community Transport Policy**

### **5. Standing Orders**

The following policy has been updated by NALC :

### **6. Sexual Harassment Policy**

New policy and required in law.

### **7. Emergency Plan**

The policy has been updated to reflect the role the Town Council played during the pandemic and to update the title of the leading authority, at the request of Cllr. Bowen:

## **POLICY 1 Financial Regulations**

- 1.1 On February 24, 2025, the Procurement Act 2023 came into force, introducing changes to public procurement processes aimed at simplifying procedures, and increasing transparency. The model template from NALC for the Financial Regulations have been amended the sections related to procurement. The Council will update its Financial Regulations and Procurement Policy accordingly.
- 1.2 This report provides Members with a summary of changes for their approval:

Regulation 5.4 now says:

For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.

Regulation 5.7:

The phrase "public contract" (which now only applies above the thresholds) has been replaced and the word "advertising" has been replaced by "invitations and notices": For contracts estimated to be over £30,000 including VAT, the Council must comply with any requirements of the Legislation regarding the publication of invitations and notices.

Members are asked to note that from 24 February all notices must be posted on Find-Tender, and not Contracts Finder as required previously.

Regulation 5.11:

The phrase "into smaller lots" has been removed, as there is now a duty to consider splitting above threshold contracts into lots and the words could be confusing. It has been reduced to: "Contracts must not be split to avoid compliance with these rules."

## **POLICY 2 Procurement Policy**

Has been updated to reflect the legislative changes as above.

## **POLICY 3 CLIMATE & ENVIRONMENT STRATEGY 2025-26**

### **Introduction**

In May 2019, Penrith Town Council (the Council) declared a Climate and Ecological Emergency. In March 2020, the Council adopted the Climate Action Strategy outlining our ambition to set Penrith on its journey to carbon neutrality.

The Council refreshed its Climate Strategy and Action Plan in 2024.

Following a successful year of delivery, this strategy has now been reviewed and updated to include specific actions from the Council's Environment Plan, separately adopted by the Council in 2024. These actions aim to improve air quality, reduce pollution, and conserve natural resources while addressing the ongoing climate crisis. It was agreed that the Environment would be incorporated into the Council's Climate Strategy from April 2025.

The Council is committed to transforming Penrith into a cleaner and greener town which it believes it can achieve through playing a community leadership role on climate change and environment issues. The strategic objectives of this Climate & Environment Strategy have been developed with this in mind.

### **Climate Change**

The science of climate change is well established:

- Climate change is real, and human activities are the main cause.
- The concentration of greenhouse gases in the Earth's atmosphere is directly linked to the average global temperature on Earth.
- The concentration has been rising steadily, and mean global temperatures along with it, since the time of the Industrial Revolution.
- The most abundant greenhouse gas, accounting for about two-thirds of greenhouse gases, carbon dioxide (CO<sub>2</sub>), is largely the product of burning fossil fuels.

***Source: Intergovernmental Panel on Climate Change (IPCC)***

### **Effects and Impacts of Climate Change**

In 2023, there have been over 38 days that were more than 1.5°C hotter than average – higher than any other year on record. (Natural History Museum)

Climate change has helped drive a fivefold increase in the number of weather-related disasters in the last 50 years. (World Meteorological Organisation)

Winters will be warmer and wetter. Summers will be warmer and drier. We'll have more extremes of weather, and they'll be more intense – with storm surges causing flooding, for example. These changes in our climate will have knock-on effects here in Cumbria. These are likely to include issues with food supply and water quality, loss of wildlife, impact on farming practices, and diseases. (Zero Carbon Cumbria)

## **What do we need to do to limit Global Warming and act on Climate Change?**

To prevent warming beyond 1.5°C, we need to reduce emissions by 7.6% every year from this year to 2030. (EGR, 2019)

10 years ago, if countries had acted on this science, governments would have needed to reduce emissions by 3.3% each year. Every year we fail to act, the level of difficulty and cost to reduce emissions goes up. (EGR, 2019)

If we continue to emit carbon dioxide at current levels, we will exhaust that remaining 1.5°C carbon budget in just six years. (University of Leeds 2023)

Climate Change is a global crisis which requires global action. However, global action needs to be the sum of the actions of all of us starting in our own communities.

### **Penrith Town Council Strategic Objectives**

The Council has reflected on the role it can play in the wider climate crisis and has identified nine Strategic Objectives to help contribute to the fight against climate change and environmental issues.

The overriding aim of the Council's strategy remains to achieve carbon neutrality by 2030 and improve environmental issues in Penrith. The longer-term aim would be to become carbon negative. These aims will be achieved by the delivery of the Strategic Objectives and a series of deliverable action plans. The council will foster collaboration with organisations and communities to achieve its aims.

#### **We aim to:**

1. Achieve carbon neutrality for Penrith Town Council.
2. Engage the community on climate action.
3. Conserve and enhance local biodiversity
4. Promote low emission transportation options.
5. Increase the number of green projects in Penrith.
6. Combat Air Pollution.
7. Combat Light Pollution.
8. Waste and Recycling.
9. Enhance and Protect Rivers and Watercourses.

To achieve these strategic actions, a set of achievable actions has been identified under each objective. These actions will form an action plan for 2025/26.

### **1. Achieve carbon neutrality for Penrith Town Council**

#### **1.1 Provide climate literacy training for all Councillors and Officers**

Upskill and empower staff members and councillors on climate related

#### **1.2 Work to reduce consumption of paper and other resources**

The Council uses less paper and colour printing, reduces its energy consumption and considers green travel options for council operations, to reduce mileage consumption.

### **1.3 Reduce the Carbon Output of Penrith Town Council**

- Implement a Salary Sacrifice Electric Vehicle Car Leasing Scheme.
- Encourage Councillors to use more sustainable transport options for meetings of the Council.
- Purchase locally wherever possible.
- Purchase fairtrade, recycled and sustainable goods, in alignment with the Community Declaration organised by the Fairtrade Organisation signed by the Council in 2022.

## **2. Engage the community on climate action**

### **2.1 Produce a newsletter on climate change issues**

A quarterly newsletter themed around specific climate related issues.

### **2.2. Identify, promote and make available educational material and training opportunities for use by communities.**

Upskill and empower communities on climate change issues.

### **2.3 Investigate options for a Climate Change Hub**

Progress plans for a Climate Change Hub in Penrith.

## **3. Conserve and enhance local biodiversity**

### **3.1 Collaborate with local organisations to consider additional tree planting in Penrith**

Co-operate with partners to deliver conservation projects in the town.

### **3.2 Support the Development of a Masterplan for Wetheriggs Country Park**

Co-operate with Westmorland & Furness Council to develop a Masterplan.

### **3.3. Support the delivery of the Eden Rivers Trust's Access to Eden project**

Collaborate with partners to maximise the impact of the project on Penrith.

## **4. Promote low emission transportation options**

### **4.1 Increase electric vehicle charging infrastructure in Penrith**

Work in partnership with appropriate organisations to increase the electric vehicle charging infrastructure.

### **4.2 Support and promote sustainable community transport schemes**

Support community transport schemes as prescribed through the Council's Community Transport Policy.

### **4.3 Lobby for public transportation improvements and expanded services**

Work in partnership with organisations to deliver transportation improvements and expanded services.

## **5. Increase the number of green projects in Penrith**

### **5.1 Promote the Council's Grant Fund for green and climate projects**

To support green and climate focused projects through the Council's established grant fund.

### **5.2 Promote and develop new Penrith Town Council green projects**

Identify and promote walking routes around Penrith.

### **5.3 Conduct a climate vulnerability assessment to identify at-risk areas**

Identify and share data and information with the public and partners.

### **5.4. Support projects at Cumbria Wildlife Trust's Cold Springs Nature Reserve**

Support the delivery of two projects funded by Penrith Town Council at Cold Springs Nature Reserve

### **5.5 Create a "Green" Award for Businesses**

Deliver a new Green Award as part of the Council's proposed Civic Awards Scheme.

## **6. Combat Air Pollution**

### **6.1. Support the implementation of the Local Cycling and Walking Infrastructure Plan**

Improve active travel options and promote sustainable, healthy transport.

### **6.2 Raise public awareness and increase community engagement**

Share information, host events, and encourage participation in environmental initiatives.

### **6.3 Promote the use of public transport and walking and cycling routes**

Encourage healthier, more sustainable travel choices.

### **6.4 Improve and enhance green spaces**

Support biodiversity, provide recreational opportunities, and improve community well-being.

### **6.5 Minimise the burning of fossil fuels**

Advocate for cleaner energy sources and promote energy efficiency measures.

### **6.6 Lobby for and support regulation and legislation**

Reduce environmental harm and promote sustainable practices.

## **7. Combat Light Pollution**

### **7.1 Engage with local government to prioritise the reduction of light pollution in town planning and development projects.**

As a planning consultee to consider and comment on the reduction of light pollution in town planning and development projects.

### **7.2 Work with other agencies to ensure the planting of trees and other vegetation to act as natural light barriers.**

As a planning consultee to recommend for consideration where appropriate the planting of trees and other vegetation to act as light barriers.

### **7.3 Provide information on measures that reduce outdoor lighting pollution to ensure minimisation of impact on the night sky.**

Reduce outdoor lighting pollution and protect the night sky.

### **7.4. Support efforts to preserve areas with minimal light pollution.**

Preserve areas with minimal light pollution to safeguard dark skies and protect nocturnal ecosystems.

### **7.5. Raise awareness by providing information on the impacts of light pollution and the benefits of reducing it.**

Raise awareness of the negative effects of light pollution and the environmental and health benefits of reducing it.

### **7.6. Encourage the use of timers or motion sensors for outdoor lighting so that lights are only on when needed.**

Encourage the use of timers or motion sensors for outdoor lighting to ensure lights are only on when needed and reduce energy consumption.

## **8. Waste and Recycling**

### **8.1. Provide information on recycling, composting, and the importance of reducing waste.**

Produce a reduce, reuse, recycle leaflet

### **8.2. Investigate options for the additional provision of recycling facilities.**

Improve access to recycling facilities and expand provision where needed.

### **8.3. Engage with Westmorland and Furness Council when the waste and recycling services are being reviewed.**

Contribute to discussions on the review and improvement of waste and recycling services.

### **8.4. Encourage composting at the household level**

Encourage composting at the household level to reduce organic waste and produce natural fertiliser for gardens.

### **8.5. Implement green procurement policies that prioritise products with minimal packaging and recyclable materials.**

Implement green procurement policies that prioritise products with minimal packaging and recyclable materials to reduce waste.

## **9. Enhance and Protect Rivers and Watercourses**

### **9.1. Working with environmental authorities to report any observed pollution incidents and monitor water quality at Thacka Beck Field.**

Enables timely responses to observed pollution and protect natural resources.

### **9.2. Provide information on the causes and impact of pollutants on water quality.**

Provide information on the causes and impact of pollutants on water quality to promote understanding and inspire action.

### **9.3. Provide educational materials/events for schools and community spaces to promote responsible water practices.**

Organise educational materials and events for schools and community spaces to promote responsible water use and protection.

### **9.4. Work with other agencies, local councils and educational institutions on the development of local policies to protect water quality**

Collaborate with agencies, local councils, and educational institutions to help develop policies that protect water quality.

### **9.5. Provide information on the causes and impact of pollutants on water quality.**

Share information on pollutants affecting water quality and their consequences for health and ecosystems.

This Strategy and Action Plan will be regularly reviewed by the Council's Communities Committee. The Council will aim to develop a series of key performance indicators to enable the strategy to be monitored for its impact.



The Council's Communities Committee will receive regular progress reports on the delivery of the annual action plan. The achievements through the lifetime this strategy are listed below:

### **Achievements in 2024/2025**

- Commissioned a Carbon Audit of Penrith Town Council.
- Lobbied the Cumbria Pension Fund to divest its Fossil Fuel Holdings.
- Protected, restored and promoted natural habitats and green spaces within Penrith.
- Approved a Biodiversity Policy and Action Plan.
- Approved a Community Transport Policy.
- Promoted the Council's Grant Fund for green and climate projects.
- Cllrs attended Carbon Literacy Training.
- Quarterly Climate e-newsletters.
- Awarded £8,000 of funding to Cumbria Wildlife Trust for two projects at the Cold Springs Nature Reserve relating to a Pond Platform and Wildlife Garden, to get visitors more engaged with nature on the site.

The Climate Strategy and action plan will be reviewed and updated annually. The progress made against the agreed actions in the first year of the plan are maintained by the Council.

The Council has approved a budget of £15,000 for the financial year 2025-26 to deliver its Climate Strategy. The Council may further seek to identify grants and external funding.

## Penrith Town Council Climate Strategy Action Plan April 2025 – March 2026

Strategic Objective: Achieve carbon neutrality for Penrith Town Council					
Plan Ref	Project	Timescale	Budget	Partners	Progress
1.1	Provide climate literacy training for all Councillors and Officers.	April 2026	£850	CALC / Future Proof Cumbria (PFC)	
1.2	Work to reduce consumption of paper and other resources.	April 2026	Nil	-	
1.3	<b>Reduce the Carbon Output of Penrith Town Council (Actions from the Council's Carbon Audit)</b>  Investigate a Salary Sacrifice Electric Vehicle Car Leasing Scheme.  Encourage Councillors to use more sustainable transport options for meetings of the Council.  Purchase fairtrade, recycled and sustainable goods, in alignment with the Community Declaration organised by the Fairtrade Organisation signed by the Council in 2022.	June 2025  June 2025  Continuous	Nil  Nil  Nil		

Strategic Objective: Engage the community on climate actions					
Plan Ref	Project	Timescale	Budget	Partners	Progress
2.1	Produce a quarterly newsletter themed on climate related issues. (May, Aug, Nov, Feb)	Quarterly	Nil	-	
2.2	Identify, promote and make available educational material and training opportunities for use by communities – catalogue existing resources.	June 2025	Nil	-	
2.3	Investigate options for a Climate Change Hub in Penrith.	June 2025	£1,000	-	

Strategic Objective: Conserve and enhance local biodiversity					
Plan Ref	Project	Timescale	Budget	Partners	Progress
3.1	Collaborate with local organisations to consider additional tree planting in Penrith	May 2025	£1,000	PACT	
3.2	Support the development of a Masterplan for Wetheriggs Country Park.	April 2025	-	W&F	
3.3	Support the delivery of the Eden Rivers Trust - Access to Eden project	Continuous	£500	ERT	

Strategic Objective: Promote low emission transportation options					
Plan Ref	Project	Timescale	Budget	Partners	Impact
4.1	Work in partnership with appropriate organisations to support and enhance the increase of electric vehicle charging infrastructure.	April 2026	Nil	W&F / industry	
4.2	Support and promote sustainable community transport schemes	Continuous	£3,000	Transport Providers	

Strategic Objective: Increase the number of green projects in Penrith					
Plan Ref	Project	Timescale	Budget	Partners	Progress
5.1	Promote the Council's Grant Fund for green and climate projects	Continuous	Grant Budget: £30,000	-	
5.2	Promote and develop new Penrith Town Council green projects.	Continuous	£10,000	-	
	Identify and promote walking routes around Penrith.	May 2025	£1,500	-	
5.3	Conduct a climate vulnerability assessment to identify at-risk areas	June 2025	£250	-	
5.4	Support projects at Cumbria Wildlife Trust's Cold Springs Nature Reserve	April 2025	£8000 (2024-25 budget)	CWT	
5.5	Create a "Green" Award for Businesses	April 2026	£1,000	-	

Strategic Objective: Combat Air Pollution					
Plan Ref	Project	Timescale	Budget	Partners	Progress
6.1	Promote the use of public transport, walking and cycling routes in accordance with the Community Transport Policy and the LCWIP.	April 2026	-	W&F	

Strategic Objective: Combat Light Pollution					
Plan Ref	Project	Timescale	Budget	Partners	Progress
7.1	As a planning consultee to consider and comment on the reduction of light pollution in town planning and development projects.	Continuous	-	W&F	
7.2	As a planning consultee to recommend for consideration where appropriate the planting of trees and other vegetation to act as light barriers.	Continuous	-	W&F	

Strategic Objective: Waste and Recycling					
Plan Ref	Project	Timescale	Budget	Partners	Progress
8.1	Provide information on recycling, composting, and the importance of reducing waste. (Reduce, reuse, recycle leaflet)	April 2026	-	W&F	
8.2	Investigating options for the additional provision of recycling facilities.	April 2026	-	W&F	

Strategic Objective: Rivers & Watercourses					
Plan Ref	Project	Timescale	Budget	Partners	Progress
9.1	Collaborating with environmental authorities to report any observed pollution incidents and monitor water quality at Thacka Beck Field.	Continuous	-	EA	

## **POLICY 4. Community Transport Policy**

### **NEW POLICY**

#### **1. Introduction**

1.1. Community transport plays a vital role in ensuring accessible, affordable, and sustainable mobility options for residents of Penrith and its surrounding areas. It is particularly essential for individuals who face challenges in accessing mainstream public transport due to factors such as age, disability, rural isolation, or financial constraints.

1.2. Penrith Town Council recognises that community transport schemes are a lifeline for many residents, helping them access essential services such as healthcare, education, employment, and social activities. By supporting these initiatives, the Council aims to foster greater inclusivity, reduce dependency on private vehicles, and promote environmentally sustainable travel solutions.

1.3. The Council is committed to working with local community transport providers, voluntary organisations, and residents to enhance sustainable and community-focused transport options to reduce carbon emissions, enhance air quality, and improve access to transport for residents.

#### **2. Objectives**

2.1. Reduce the environmental impact of transport in and around Penrith by promoting low-emission options.

2.2. Improve transport accessibility for residents, particularly those who are vulnerable or under-served.

2.3. Support community-led initiatives that reduce reliance on private cars and foster local mobility.

2.4. To reduce social isolation and loneliness.

#### **3. Support for Community Transport Schemes**

3.1. The Council recognises the value of community transport schemes, in providing essential services to residents who may lack access to private or public transport options.

3.2. The Council outlines its support for Community Transport Schemes in the following ways:

- Support through the Council's Community Grants Scheme.
- Promotion of Community Transport.

## **4. Community Grants Scheme**

4.1. The Council has an approved Community Grants Scheme which allows Community Transport Providers to apply for funding support of up to £5,000 per financial year.

4.2. Funding for this support will be allocated from the Climate Change budget rather than the Grants budget, ensuring alignment with the Council's sustainability and carbon reduction objectives.

4.3. Community Transport Providers will need to submit a Grant Application to the Council and provide all the necessary information as set out in the Council's approved Community Grants Scheme. Applicants shall demonstrate some or all of the following criteria:

- Provide transport services to and from Penrith and surrounding areas.
- Focus on sustainability and reducing carbon emissions.
- Address the needs of vulnerable or underserved groups, such as elderly or disabled residents.
- Demonstrates an economic benefit to Penrith
- Enhance Transport Infrastructure in Penrith

4.4. Applications will be reviewed and decisions determined by officers of the Council who will report back all grant awards to Full Council.

4.5. Successful applications which receive funding, contingent on signing a Service Level Agreement with the Council should the financial support be £1,000 or more.

## **5. Promotion of Community Transport**

5.1. The Council will actively promote community transport schemes by:

- Raising awareness through its website, newsletters, and events
- Partnering with local organisations to highlight available services

## **6. Monitoring and Evaluation**

6.1. The Council will require as part of the Service Level Agreement, organisations to provide the Council with a monitoring report which is to include passenger data.

6.2. Feedback from residents and transport providers will inform future policy development.

**ADOPTED: 2025**

**REVIEWED: July 2027**



## **POLICY 5 Standing Orders**

NALC have updated:

**Model Standing Order (England ) 14** to better reflect Code of Conduct requirements. 14.a, 14.b, and 14.c have been removed.

14a reads:

a Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.

**Model Standing Order (England) 18** to comply with new procurement legislation and ensure consistency with the NALC Model Financial Regulations. The changes are to 18.a.v, 18.c, 18.d, and 18.f.

18 reads as:

- v. whether contracts with an estimated value below [60,000] due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up.
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process.
  - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer.
  - iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed.
  - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

The language within the document has been amended to gender-neutral terms to align with the Civility and Respect Project. Members are asked to note that the Town Council had already changed the gender terms to his/her/their.

## **POLICY 6 Sexual Harassment in the Workplace Report**

### **New Policy:**

1. A new duty for councils (employers) to prevent sexual harassment in the workplace came into effect on 26 October 2024.
2. The Act introduces a new duty on employers to take reasonable steps to prevent sexual harassment of their staff and workers in the course of their employment. This means that employers will need to take reasonable proactive measures to prevent sexual harassment from occurring in the workplace. This duty also includes taking steps to prevent sexual harassment by third parties, such as clients and customers. The law does not list specific steps an employer must take. Employers may seek to prevent sexual harassment in different ways, but all employers must take action, and no employer is exempt from the sexual harassment preventative duty.
3. As there is a stronger duty to prevent sexual harassment simply having a policy in place will not be enough and the following requirements/considerations for compliance with the new law are as follows:
4. A risk assessment should be carried out and recorded to establish what level of risk exists and to inform what action needs to be taken. ( Appendix B)The Equality and Human Rights Commission's (EHRC's) guidance on sexual harassment and harassment at work makes it clear that an employer is unlikely to comply with the preventative duty if it does not carry out a risk assessment. This highlights the critical role that risk assessments play: they enable employers to evaluate the risk of workers being exposed to sexual harassment in the workplace and the steps that can be taken to minimise those risks. The EHRC suggests that factors that could be taken into consideration when conducting a risk assessment include:
  - A male-dominated workforce.
  - A workplace culture that permits crude or sexist banter and/or disrespectful behaviour.
  - Gendered power imbalances (for example, where the majority of junior staff are female and senior leaders are male).
  - Workplaces where alcohol consumption is allowed.
  - An expectation for workers to attend social events or conferences offsite or stay overnight (particularly if alcohol is being consumed).
  - Lone or isolated working conditions, including with third parties.
  - Night working.
  - An insecure/casual working arrangement.
  - A failure to respond appropriately to previous reports of sexual harassment.
  - The absence of policies or procedures to prevent or respond to sexual harassment.
  - The presence of workers who have more than one protected characteristic (disabled individuals, ethnic minorities, and people from the LGBT community are more likely to experience sexual harassment).

5. The guidance states that where there are risks that only affect one job role or one worker, these should still be considered and addressed.
6. The employer must take "reasonable" steps to prevent sexual harassment of their workers in the course of their employment to comply with the preventative duty.
7. The EHRC's guidance suggests that what is reasonable will vary for different employers and will depend on factors including, but not limited to:
  - The size and resources available to the employer.
  - The nature of the working environment.
  - The sector in which the employer operates.
  - The risks present in the workplace.
  - The nature of any interaction with third parties (for example, type of third party, frequency of contact, environment).
  - The likely impact of taking a particular step and whether a different approach could be more effective.
  - The time, cost, and potential disruption associated with taking a particular step weighed against its potential benefit.
  - Whether concerns of sexual harassment have been raised with the employer.
  - Compliance with relevant regulatory standards (such as those set by the Financial Conduct Authority or General Medical Council).
  - Whether any steps already taken have been effective or ineffective (for example, if a further incident of sexual harassment occurs after steps have been taken, this may indicate that additional and/or alternative action should be considered).
8. The EHRC guidance suggests that employers may want to consider appointing a designated lead (i.e. a named point of contact) to take responsibility for implementing an action plan and complying with the preventative duty. The guidance also clearly states that employers should not wait until a complaint of sexual harassment has been raised before taking action. The draft policy identifies that the Town Clerk will act as the Councils lead. The lead officer will arrange regular staff training/awareness sessions via staff meetings every six months where behaviours are explored, discussions around how/when are people offended by different things, consider topics/chat/banter that should be avoided if there's a chance it could cause offence.
9. The draft policy (Appendix A) requires formal approval and adoption to ensure that a clear and defined approach of having an 'open door policy' is available so that staff feel comfortable reporting such sensitive issues. To ensure legal compliance in this area, the Council should ensure that all staff know where the relevant policy concerning sexual harassment is located, how they can make a complaint under this policy, and the consequences of breaching this policy. All staff have had a copy of the policy and risk assessment.

10. As well as ensuring there are clear policies and procedures in place, employers should also ensure staff are trained on:
- What sexual harassment in the workplace looks like.
  - What to do if they experience or witness it.
  - How to handle any complaints of harassment.
11. In industries where third-party harassment from customers is more likely, staff should also be trained on how to address these issues. It is recommended that an employer review the effectiveness of any training and offer refresher sessions at regular intervals. Not only does this help focus staff on the importance of this topic, but in the event an issue of sexual harassment occurs, being able to demonstrate that effective training is in place will assist an employer in being able to demonstrate that it has taken all reasonable steps to try to prevent this from occurring.
12. As part of the approval and adoption process the Town Clerk recommends that the Council reaffirm its commitment and obligation to the Civility and Respect pledge that it undertook in October 2022 to:
- Treat all councillors, clerk and all employees, members of the public, representatives of partner organisations and volunteers with civility and respect in their role.
  - Put in place a training programme for councillors and staff.
  - Sign up to Code of Conduct for councillors.
  - Have in place good governance arrangements in place including, staff contracts, and Dignity at Work Policy.
  - Commit to seek professional help at early stages should civility and respect issues arise.
  - Commit to calling out bullying and harassment when it happens.
  - Continue to learn from best practice in the sector and aspire to being a role model / champion council e.g., via Local Council Award Scheme.
  - Support the continued lobbying for the change in legislation to support the Civility and Respect.
  - Pledge including sanctions for elected members where appropriate.
13. The Town Clerk has drafted a policy reflecting a model template from the Cumbria Association of Local Councils which has been reviewed and amended by the Councils retained HR service. The HR service has been contacted to arrange training.



# Penrith Town Council

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## APPENDIX A

### Sexual Harassment Policy

#### 1. Introduction

- 1.1 All members of staff and Councillors are entitled to be treated with dignity and respect in our place of work. This means freedom from sexual harassment, feeling safe and supported and having access to redress if such behaviour does arise.
- 1.2 Sexual harassment takes many forms, but whatever form it takes it is unlawful under the Equality Act 2010 (EqA) as amended. We will not tolerate it.
- 1.3 The law requires employers to take reasonable steps to prevent sexual harassment of their workers. We take action to prevent sexual harassment from occurring and have clear reporting procedures for our staff to make a complaint about sexual harassment. If you have been sexually harassed, or you have witnessed sexual harassment, we encourage you to tell us so that we can deal with the matter swiftly.
- 1.4 The Town Clerk has overall responsibility for the operation of this policy. We encourage all staff and Councillors to come forward with any concerns in relation to sexual harassment. All our staff and Councillors have a responsibility to behave in line with the requirements of this policy.
- 1.5 Instances of sexual harassment or victimisation may lead to disciplinary action up to, and including, termination of employment.
- 1.6 This policy is reviewed regularly to ensure it remains up to date to monitor its effectiveness. Any changes required will be implemented and communicated to our workforce.

## **2. Scope**

- 2.1 We deplore all forms of sexual harassment and seek to ensure that the working environment is safe and supportive to all those who work for us. This includes employees, Councillors, workers, agency workers, volunteers and contractors in all areas of our organisation.

## **3. Definitions**

- 3.1 Sexual harassment is unwanted conduct of a sexual nature which has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person. It also covers treating someone less favourably because they have submitted to, or refused to submit to, unwanted conduct of a sexual nature or in relation to gender reassignment or sex.
- 3.2 Sexual harassment may be committed by a fellow worker, an agent of an organisation, or a third party. It does not need to occur in person. It can occur via digital means, including social media sites or channels (e.g. WhatsApp). Someone may be sexually harassed even if they were not the target of the behaviour. Examples of sexual harassment include, but are not limited to:
- Sexual comments or jokes, which may be referred to as “banter”.
  - Displaying sexually graphic pictures, posters or photos.
  - Suggestive looks, staring or leering.
  - Propositions and sexual advances.
  - Making promises in return for sexual favours.
  - Sexual gestures.
  - Intrusive questions about a person’s private or sex life or a person.
  - Discussing their own sex life.
  - Sexual posts or contact in online communications, including on social media.
  - Spreading sexual rumours about a person.
  - Sending sexually explicit emails, text messages or messages via other social media.
  - Unwelcome touching, hugging, massaging or kissing.

3.3 Victimization is subjecting someone to detriment because they have done, are suspected of doing, or intend to do, an act which is protected under discrimination and harassment laws. These are outlined below. It is not necessary for the person to have done the protected act in order for detrimental treatment to be considered as victimization. The protected acts are:

- Making a claim or complaint under the EqA. (e.g. For discrimination or harassment)
- Helping someone else to make a claim by giving evidence or information in connection with proceedings under the EqA.
- Making an allegation that someone has breached the EqA.
- Doing anything else in connection with the EqA.

Examples of victimization may include:

- Failing to consider someone for promotion because they have previously made a sexual harassment complaint.
- Dismissing someone because they accompanied a colleague to a meeting about a sexual harassment complaint.
- Excluding someone from work meetings because they gave evidence as a witness for another employee as part of an employment tribunal claim about harassment.

#### **4. Circumstances which are covered**

This policy covers behaviour which occurs in the following situations:

- A work situation.
- A situation occurring outside of the normal workplace or normal working hours which is related to work, e.g. A working lunch, a business trip or social functions.
- Outside of a work situation but involving a colleague or other person connected to the organisation, including on social media.
- Against anyone outside of a work situation where the incident is relevant to your suitability to carry out the role.

## **5. What to do if you are subject to sexual harassment or victimisation**

- 5.1 We are committed to ensuring that there is no sexual harassment or victimisation in our workplace.
- 5.2 Allegations of sexual harassment and victimisation will be treated as a disciplinary matter, although every situation will be considered on an individual basis and in accordance with the principles of our disciplinary procedures.

## **6. Informal complaint**

- 6.1 We recognise that complaints of sexual harassment or victimisation can be of a sensitive or intimate nature and that it may not be appropriate for you to raise the issue through our normal grievance procedure. In these circumstances, you are encouraged to raise such issues with a colleague of your choice (whether or not that person has a direct supervisory responsibility for you) as a confidential helper. This person cannot be the same person who will be responsible for investigating the matter if it becomes a formal complaint.
- 6.2 If you experience sexual harassment and you feel comfortable to do so, you should make it clear to the harasser on an informal basis that their behaviour is unwelcome and ask the harasser to stop. If you feel unable to do this verbally then you should hand a written request to the harasser, and your confidential helper can assist you in this.
- 6.3 In addition, you may also choose to raise concerns during your regular communication with your manager, e.g. in a one-to-one meeting. Your manager will listen to you and take your concerns seriously if you do this but may encourage you to follow the reporting procedures set out below. If you don't have a one-to-one meeting scheduled with your manager, you can ask to meet with them to discuss any concerns that you may have.



## **7. Formal complaint**

- 7.1 Where the informal approach fails or if the sexual harassment or victimisation is more serious, you should bring the matter to the attention of the Town Clerk as a formal written complaint and again your confidential helper can assist you in this.
- 7.2 If possible, you should keep notes of what happened so that the written complaint can include:
- The name of the alleged harasser.
  - The nature of the alleged harassment.
  - The dates and times when the alleged harassment occurred.
  - The names of any witnesses.
  - Any action already taken by you to stop the alleged harassment.
- 7.3 On receipt of a formal complaint, we will take action to separate you from the alleged harasser to enable an uninterrupted investigation to take place. This may involve a temporary transfer of the alleged harasser to another work area or suspension with contractual pay until the matter has been resolved.
- 7.4 The person dealing with the complaint will invite you to attend a meeting, at a reasonable time and location, to discuss the matter and carry out a thorough investigation. The meeting will normally be held within five working days of receipt of your complaint. You have the right to be accompanied at such a meeting by your confidential helper, or another work colleague of your choice and you must take all reasonable steps to attend. Those involved in the investigation will be expected to act in confidence and any breach of confidence may be dealt with under the disciplinary procedure.
- 7.5 On conclusion of the investigation, which will normally be within 10 working days of the meeting with you, the decision of the investigator, detailing the findings, will be sent in writing to you.
- 7.6 You have the right to appeal against the findings of the investigator. If you wish to appeal, you must inform the Town Clerk within five working days of receiving the outcome. You will then be invited to a further meeting. As far as reasonably practicable, the Council will be represented by an individual not involved directly with the first investigation.
- 7.7 Following the appeal meeting, you will be informed of the final decision, normally within 10 working days, which will be confirmed in writing. Regardless of the outcome of the procedure, we are committed to providing the support you may need. This may involve mediation between you and the other party or some other measure to manage the ongoing working relationship. You will not be victimised for having brought a complaint.

## **8. What to do if you witness sexual harassment or victimisation**

- 8.1 If you witness sexual harassment or victimisation, you are encouraged to take appropriate action to address it. You should not take any action that may put you at risk of sexual harassment or other harm. If you feel able, you should intervene to prevent the matter continuing. If you are not able to do this, your action may include offering support to the person who has been sexually harassed and encouraging them to report the incident or reporting the incident yourself.
- 8.2 If reporting the incident, you should bring the matter to the attention of the Town Clerk in writing.
- 8.3 Your concerns will be handled by a senior officer who will sensitively talk to the person subject to sexual harassment to determine how they want the matter to be handled.

## **9. Third-party sexual harassment**

- 9.1 Third-party sexual harassment occurs when a member of our workforce is subjected to sexual harassment by someone who is not part of our workforce but who is encountered in connection with work. This includes our suppliers, members of the public, people using the service, friends and family of colleagues, delegates at a conference, audiences, self-employed contractors, etc.
- 9.2 Third-party sexual harassment of our workforce is unlawful and will not be tolerated. The law requires employers to take steps to prevent sexual harassment by third parties and we are committed to doing so.
- 9.3 The law does not provide a mechanism for individuals to bring a claim of third-party harassment alone. However, failure for an employer to take reasonable steps to prevent third-party sexual harassment may result in legal liability in other types of claim.
- 9.4 If you have been subjected to third-party sexual harassment, you are encouraged to report this as soon as possible to the Town Clerk.
- 9.5 Should a member of the public sexually harass a member of our staff, a warning will be issued about their behaviour in the first instance, and if appropriate, ban the individual from our premises. Any criminal acts will be reported to the police.
- 9.6 We will not tolerate sexual harassment by any member of our staff against a third party. Instances of sexual harassment of this kind may lead to disciplinary action, including termination of employment.

## **10. Disciplinary action**

- 10.1 If the decision is that the allegation of sexual harassment or victimisation is well founded, the harasser/victimiser will be liable to disciplinary action in accordance with our disciplinary procedure up to, and including, summary dismissal. An employee who receives a formal warning or who is dismissed for sexual harassment/victimisation may appeal by using our disciplinary appeal procedure.
- 10.2 When deciding on the level of disciplinary sanction to be applied, we will take into consideration any aggravating factors affecting the case. One example of aggravating factors is an abuse of power over a more junior colleague.
- 10.3 If, due to the investigation, it is concluded that your complaint is both untrue and has been brought with malicious intent, disciplinary action will be taken against you.

## **11. Training**

- 11.1 We provide training to all our staff on sexual harassment to ensure there is a clear understanding of:
- What sexual harassment is, how it may occur and that it will not be tolerated.
  - Expected levels of behaviour.
  - How they can report any incidents of having been sexually harassed or having witnessed it.
  - How acts of harassment will be dealt with under the disciplinary procedure, which can potentially result in dismissal.
- 11.2 We ensure that all levels of management are trained on implementing this policy, including preventing and managing sexual harassment in the workplace and the procedure to follow if an allegation is reported.

We will regularly review the effectiveness of our training and will provide refresher training as appropriate.

**Approved: July 2025**

**Review: July 2027**

**PENRITH TOWN COUNCIL**  
**Sexual Harassment Risk Assessment 2025**

<b>Hazards &amp; Risk to</b> Employees, Councillors, contractors, volunteers, public attendees	<b>Control</b>	<b>Future Control</b>	<b>Likelihood</b>	<b>Impact</b>
<b>Verbal harassment ,inappropriate banter, comments or Jokes</b> Risk of inappropriate comments or jokes made by elected officials, employees, or public attendees that could be perceived as harassment.	<ul style="list-style-type: none"> <li>• Anti-harassment policy.</li> <li>• Code of Conduct includes respectful behaviour standards.</li> <li>• Council have agreed Civility &amp; Respect statement.</li> <li>• Complaint, Grievance, Whistleblowing policies and reporting procedures in place.</li> </ul>	Appropriate training for all employees and Councillors.  Monitor and document incidents as reported.	Low	High
<b>Unwanted Physical Contact</b> Risk of unwanted physical contact by councillors, employees, or members of the public during meetings or events.	<ul style="list-style-type: none"> <li>• Code of Conduct prohibits unwelcome physical contact.</li> <li>• Training provided</li> <li>• Complaint system accessible to all parties.</li> <li>• CCTV in reception.</li> <li>• Panic alarms available.</li> <li>• Two employee rule for onsite working</li> </ul>	Appropriate training for all employees and Councillors.  Monitor and document incidents as reported.	Low	High

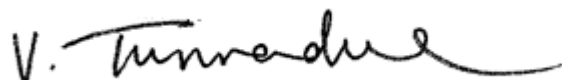
<b>Hazards &amp; Risk to</b> Employees, Councillors, contractors, volunteers, public attendees	<b>Control</b>	<b>Future Control</b>	<b>Likelihood</b>	<b>Impact</b>
<b>Non-Verbal Harassment</b> Display of offensive materials, inappropriate gestures or intimidating stares.	<ul style="list-style-type: none"> <li>Prohibit displaying offensive materials and regularly monitor shared spaces. Clearly outline unacceptable gestures or visual behaviours.</li> </ul>	Appropriate training for all employees and Councillors. Monitor and document incidents as reported.		
<b>Psychological Harassment:</b> Undermining confidence through gaslighting, exclusion or persistent criticism.	<ul style="list-style-type: none"> <li>Anti-harassment policy.</li> <li>Code of Conduct includes respectful behaviour standards.</li> <li>Council have agreed Civility &amp; Respect statement.</li> <li>Complaint, Grievance, Whistleblowing policies and reporting procedures in place.</li> </ul>	Appropriate training for all employees and Councillors.  Monitor and document incidents as reported.		

<b>Hazards &amp; Risk to</b> Employees, Councillors, contractors, volunteers, public attendees	<b>Control</b>	<b>Future Control</b>	<b>Likelihood</b>	<b>Impact</b>
<b>Inappropriate Digital Communication</b> Risk of harassing or inappropriate messages sent via council-owned email, personal emails, social media, or digital channels by or to employees, councillors, or members of the public.	<ul style="list-style-type: none"> <li>Digital communication polices and social media policy in place for councillors and staff.</li> </ul>	Review and update digital conduct policies regularly.  Provide regular training on use of Social Media.	Low	Medium
<b>Misuse of Power Dynamics</b> Risk of elected officials or employees using positions of authority to exert undue influence or engage in inappropriate behaviour.	<ul style="list-style-type: none"> <li>Clear hierarchy and defined reporting structures.</li> <li>Training.</li> <li>Complaint and reporting procedure in place.</li> </ul>	Appropriate training for all employees and Councillors.  Periodic feedback to gauge perceived fairness and safety.	Low	High

<b>Hazards &amp; Risk to</b> Employees, Councillors, contractors, volunteers, public attendees	<b>Control</b>	<b>Future Control</b>	<b>Likelihood</b>	<b>Impact</b>
<b>Retaliation or Intimidation Post Complaint</b> Risk of retaliation against individuals (employees, Councillors, or public) following a harassment complaint.	<ul style="list-style-type: none"> <li>Retaliation is strictly prohibited and will result in disciplinary action, up to and including termination.</li> </ul>	Engage with the Police if repeated intimidation occurs.	Low	High
<b>Failure to Address Complaints Properly</b> Risk of mishandling complaints involving Councillors, employees, or the public, potentially leading to legal or reputational consequences.	<ul style="list-style-type: none"> <li>Complaints Procedure &amp; Disciplinary Procedure</li> </ul>	Complaint handling processes to be regularly reviewed and updated in line with current legislation and best practice.	Low	High

<b>Hazards &amp; Risk to</b> Employees, Councillors, contractors, volunteers, public attendees	<b>Control</b>	<b>Future Control</b>	<b>Likelihood</b>	<b>Impact</b>
<b>Inadequate Knowledge of Sexual Harassment Policies</b> Risk that Councillors, employees, or public attendees do not fully understand what constitutes sexual harassment.	-Anti-Sexual Harassment, Code of Conduct, Dignity at Work, Whistleblowing, Equality & Diversity policies.  Mandatory training for employees and Councillors.	Regular refresher training for all, including specific guidance on dealing with the public.	Low	Medium
<b>Public Misconduct Towards Elected officials and Staff</b> Risk of harassment by members of the public towards Councillors or employees during public events or meetings.	Clear behavioural expectations for public attendees.  Protocol on Public Participation in meetings published.  Complaint system open to elected officials, staff, and public.	Escalate from complaint handling processes to the police if required	Low	High

Signed:



Date: June 2025

Review date: June 2027



## **POLICY 7 Emergency Plan**

### **Penrith Council Response Group (PCRG)**

#### **Emergency Co-ordinators**

<b>NAME</b>	<b>TELEPHONE</b>	<b>EMAIL</b>
<b>Viv Tunnadine Town Clerk</b>	01768 899773	<a href="mailto:townclerk@penrithtowncouncil.gov.uk">townclerk@penrithtowncouncil.gov.uk</a>
<b>Ian Parker Services and Contracts Manager</b>		<a href="mailto:scmanager@penrithtowncouncil.gov.uk">scmanager@penrithtowncouncil.gov.uk</a>
<b>Lewis Murray Community Services Officer</b>		<a href="mailto:cso@penrithtowncouncil.gov.uk">cso@penrithtowncouncil.gov.uk</a>

The Emergency Co-ordinators will be the point of contact for local authorities / emergency services in the event of an emergency as defined within this plan. In the absence of the Town Clerk nor Services and Contracts Manager, the Community Services Officer is the next point of Contact. The Council Chair and Vice chair have home contact details for the officers.

#### **Introduction**

It is important to be ready to follow the instructions from the Local authority, Police and other emergency. Although every incident is different, the emergency services operate in accordance with local resilience forum approach as set out in: <https://cumbriaprepared.org.uk/about-cumbria-prepared>

The plan provides a framework plan that will assist in the local response to an emergency. We work in partnership with the Eden Resilience Forum of Westmorland and Furness Council to prepare and plan for dealing with emergencies.

## Objectives of this plan

- To give an overview of roles and responsibilities.
- To detail cascade, call out arrangements.
- To support the multi-agency response by deploying appropriate staff and resources.

## What is an emergency?

"An incident arising, with or without warning, threatening or causing death or serious disruption to significant numbers of people, property or the environment, in excess of that which can be dealt with by the public services operating under normal conditions and requiring the special mobilisation and organisation of those services and the deployment of local authority staff and resources". Under the Civil Contingencies Act 2004 an emergency is defined as 'An event or situation which threatens serious damage to

- Human welfare
- The environment
- Security of the United Kingdom.

In Cumbria 5 Emergencies have been identified that would activate a response from the Cumbria Resilience Forums:

1. Flooding
2. Loss of electricity
3. Pandemic
4. Emerging infectious disease
5. Multiple emergencies – e.g. Flooding resulting in a loss of power

The Police have overall **"Gold"** responsibility for control and coordination in an emergency.

The Penrith Fire Service has a command centre for emergency coordination for **"Silver"** level coordination.

**"Bronze"** level coordination operates at other external and is the community facing part of the response

Westmorland and Furness Council has specific responsibilities, which include establishing emergency centres, providing temporary accommodation for those made homeless and managing the longer-term recovery phase.

The purpose of this document is to provide guidance and information about local resources that may be essential in the event of an emergency within Penrith. With the location of the Counties Police and Fire Headquarters in Penrith, Westmorland and Furness Council resilience/area team based in Penrith, the activation of the PCRG is limited to (3) below and predominantly PCRG's role will be of an information dissemination/liaison role.

### **Levels of emergency**

There are three recognised levels of emergency:

- 1. A major catastrophic event** requiring large capacity shelters and support. Such incidents would require very large premises to accommodate and manage large numbers of temporary "refugees". We need not concern ourselves too much with this category as the Council would be approached as part of a measured, coordinated scheme initiated by a higher tier authority.
- 2. A major emergency at County or District level**, or beyond, where the management of the event would be undertaken at County or District level when local support services would be galvanised into action.
- 3. A local emergency within the Penrith** which, though inevitably involving the higher levels of Government for support (such as the supply of sandbags to deal with flooding, food and medications during the pandemic), needs a higher level of local involvement by the community, as it is they who are most likely to know who is likely to be at risk and/or in need.

This Plan concentrates entirely on this third category.

### **Who is responsible, for what, in an emergency?**

This document lists the principal actions of each organisation. However, it must be noted that it may not always be possible for all actions to be carried out during all emergencies.

Responding organisations have limited resources so may not be able to help in all circumstances. In such cases, the owners and occupiers need to be aware that they should make their own arrangements to protect their property from risk, especially flooding. Many factors may influence the level of response to specific emergencies. Priority is to be given to those that are vulnerable or at high risk when assisting people.

This plan will be activated by the Penrith Council Response Group (PCRG). The group will meet in person or communicate remotely to assess the situation and consult with the authorities as necessary. The PCRG will then put all or part of the Plan into effect as appropriate and guided by the Eden Resilience Team.

The Plan may be activated when:

- An emergency has occurred.
- Warnings are received prior to an anticipated emergency.
- Emergency services request support or are not able to attend immediately.

Volunteers may be put on stand-by prior to full activation of the plan, depending on the situation.

### **Role of the Council Emergency Co-ordinator**

It is essential that the Emergency Co-ordinator has a clear overview of the situation. The role of the Parish emergency co-ordinator is:

- i. To advise and help local community preparations for the response to an emergency.
- ii. To assess local problems that may arise in the event of abnormal circumstances such as a major incident or a natural disaster occurring.
- iii. To determine the capabilities of the community to care for itself during an emergency in the absence of support from the emergency services and county/district authorities.
- iv. To prepare, maintain and review the plan.
- v. To be responsible for the maintenance, validation and exercising of the Council's Business Continuity Plan and for making appropriate links between the emergency plan and the Business Continuity Plan.

### **Role of the Parish emergency co-ordinator during a major incident.**

- i. To assess the situation within the community.
- ii. To report the local situation to the appropriate authority.
- iii. To provide local knowledge to the emergency services or other organisations, as and when they can respond to the incident.

### **Responsibilities of the Council Emergency Co-ordinator**

- i. To ensure that Councillors are aware of their role should an emergency occur.
- ii. To ensure that all those involved in the cascade call out system are aware of what action they must take.

### **Responsibilities of councillors**

Councillors may become aware that an incident has happened in their ward. Contact with the Council should be through the 01768 899 337.

Outside of normal work time, calls should be made to the Chair of the Council:

- To assist the Council in dealing with any emergency which may affect the community.
- To support and encourage the efforts of officers of all service areas involved in the response to the emergency.
- To focus on lifting morale both amongst staff and amongst the affected community.
- To maintain close links with local communities and feedback views to the Emergency Co-ordinator.

Councillors are requested not go to the scene, or attempt to cross police cordons, for Health and Safety reasons. However, Councillors can pass important safety information and other advice from emergency managers to the affected communities.

### **Roles and responsibilities of other agencies**

The Emergency Services will normally provide most of the initial response. The local authority, Environment Agency, utility (Gas, water, and electricity) companies and voluntary organisations will support them. The emergency services' main role will most frequently be to save life. If there is any risk to life at all, contact 999.

- The Fire and Rescue Service is responsible for rescuing survivors.
- The Ambulance service is responsible for treating casualties and taking them to hospital.
- The Police will help co-ordinate this work.

**Police**

- Inform other emergency services about the incident.
- Co-ordinate the emergency services and other organisations during the response phase.
- Protect and preserve the scene.
- Investigate the incident alongside other investigative organisations.
- Collect and pass on information about casualties.
- Identify those involved.
- Restore stability with the aim of restoring normality.

**Fire and Rescue Service**

- Inform other emergency services.
- Respond to all emergency incidents as required.
- Assist the populace where a need is identified, and the use of Fire Service personnel and equipment is relevant.
- Tackle fires or chemicals, which have been spilt and other dangerous situations.
- Make sure all personnel involved in the rescue work are safe.
- Gather information and carry out hazard assessments.
- Help ambulance service get live casualties away from the scene.
- Help Police recover bodies.
- Restore stability with the aim of restoring normality.

**Ambulance Service**

- Inform other emergency services about the incident.
- Provide a focal point for all medical resources.
- Identify and contact the appropriate receiving hospitals.
- Set up a casualty clearing station.
- Prioritise casualties so that their injuries can be treated.
- Prioritise which casualties must be evacuated using appropriate transport.
- Restore stability with the aim of restoring normality.

**Environment Agency phone**

- Issue Flood Warnings
- Receive and record details of flooding incidents.
- Monitor the situation and advise other organisations.
- Deal with emergency repairs and blockages on main rivers, adopted critical watercourses and their own structures.
- Respond to pollution incidents.
- Advise on waste disposal issues.

### **Westmorland & Furness Council (W&FC)**

- Co-ordinate emergency arrangements and voluntary agency support.
- Support the emergency services and district/borough councils.
- Help people in distress e.g. through the provision of a trauma support service.
- Maintain safe conditions on the roads excluding those managed by the Highways Agency or private roads.
- Put flood-warning signs on the highway.
- Organise road closures and traffic diversions.
- Clear blockages on highway drainage systems.
- Clear roadside gullies.
- May take action to protect property from flooding by water from the highway where there is a failure of the highway drainage system.

### **Eden Area Resilience Team**

- Assess local risks
- Put in place Emergency Plans and business continuity management arrangements
- Put in place arrangements to make information available to the public about civil protection matters
- Maintain arrangements to warn, inform and advise the public in the event of an emergency
- Share information with other local responders to enhance co-ordination
- Co-operate with other local responders to enhance co-ordination and efficiency
- Provide advice and assistance to businesses and voluntary organisations about business continuity management.
- Support emergency services.
- Emergency assistance — e.g. provision of sandbags, emergency accommodation and welfare assistance.
- Provide environmental advice, street cleaning etc.
- Environmental health issues — pollution and public health issues.
- Warn and inform the public regarding emergencies.
- Emergency planning support to the Parish Councils.

### **Penrith Town Council**

- Information dissemination.
- Assist with distribution food, medicines, sandbags etc.
- Assist and pass information regarding local issues and needs to key responders, via the Eden Emergency Resilience team.

## **Activation arrangements**

The Westmorland and Furness Council Emergency Management Centre or Eden Resilience Team will contact the Council Emergency Co-ordinator in the first instance who will call an ad hoc meeting of PCRG (the Clerk, the Services and Contracts Manager, Community Services Officer).

### **Initial Contact**

The Eden Resilience Team will contact ONE named person within the PCRG about the incident, and they will:

- a. Give as much information as possible.
- b. Advise on a course of action, if appropriate.
- c. Request advice on the local situation, if appropriate.

### **PCRG**

The Group will:

- a. Convene a meeting of the PCRG.
- b. Comply, if possible, with any advice or request from Westmorland and Furness Council or the Eden Resilience Team or Emergency Services.
- c. Establish a communications link with the Emergency Centre and maintain it for the duration of the emergency.
- d. Consolidate and disseminate information to residents and outside organisations.

## **Temporary accommodation**

In the event of people being made homeless or needing shelter, Westmorland & Furness Council have responsibility for opening and managing rest centres, supported by their Council's Services for families and voluntary organisations.



## **Communications**

If telephones are affected by the emergency, communications within the community should be considered using couriers carrying written or verbal messages if safe to do so. In the event of an emergency, two of the Council's primary channels of communication with the public will be its website and its social media presence. This will normally involve posting links to/re-tweeting communications. Passing messages via amateur radio operators and asking them to relay messages to the Police may be an option.

### **Local and national radio**

In major emergencies, it may be necessary to issue warnings and advice to the public. Radio and television stations would broadcast these. Remember to cater for power cuts. You should have a battery-operated radio. You should know how to tune into your local stations. Consider maintaining a listening watch on local and national radio and television channels for information.

BBC Radio Cumbria  
Telephone: 01228 592 444  
Email: [radio.cumbria@bbc.co.uk](mailto:radio.cumbria@bbc.co.uk)

### **Eden FM**

[edenfm.co.uk](http://edenfm.co.uk)  
Telephone: [0176 8899 101](tel:01768899101)  
Email: [studio@edenfm.co.uk](mailto:studio@edenfm.co.uk)  
Email: [admin@edenfm.co.uk](mailto:admin@edenfm.co.uk)

### **Plan review and update**

This plan, plus any supplementary documents will be reviewed and updated as needed.

The plan will be reviewed as a minimum for the term of the Council.

**Adopted: 2020**

**Amended: 2025**

**Review: July 2027**

**END OF REPORT FOR ITEM 12**