



Penrith Town Council

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

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

DATE: 08 September 2025

NOTICE IS HEREBY GIVEN that an **ORDINARY MEETING** of **THE FINANCE COMMITTEE** will be held on **Monday 15 September 2025**, at **5.15pm** and you are hereby **SUMMONED** to attend to transact the business as specified in the agenda and reports hereunder.

The meeting will be held at the Penrith Town Council Office, Boardroom, Unit 1, Church House, 19-24 Friargate, Penrith.

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

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

COMMITTEE MEMBERSHIP

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

Mrs V. Tunnadine, Town Clerk, PSLCC

Public Participation

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

Filming

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

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

Penrith Town Council fully supports the principle of openness and transparency and has no objection to filming and reporting at its Full Council, and Committee meetings that are open to the public. It also welcomes the use of social networking websites, such as 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 MEETING OF FINANCE COMMITTEE MONDAY 15 SEPTEMBER 2025

PART I

1. Apologies for Absence

Receive apologies from Members.

2. Minutes

Authorise the Chair to sign, as a correct record, the minutes of the meeting of the Finance Committee held on Monday 23 June 2025.

3. Declarations of Interest and Requests for Dispensations

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

ADVICE NOTE:

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

4. Public Participation

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

ADVICE NOTE:

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

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

Determine whether items 20 and 21 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. Payments for Approval

- a) Note that Cllr. Jackson and Cllr. Shepherd accessed the Banking System to reconcile the report of all payments made for the relevant period and would be able to recommend that each payment aligned with the invoices.
- b) Agree two Members to undertake the Payments for Approval reconciliation for the meeting of Finance Committee on the 10 November 2025.
- c) Approve the monthly report of payments for June, July and August 2025.

7. Bank Reconciliation

Approve and sign the bank reconciliation as of 30 June, 31 July and 31 August 2025 as a correct record.

8. Budgetary Control Statement 2025/26: 31 August 2025

Review and approve the Budgetary Control Statement for the period 31 August 2025 and recommend the statement be ratified by Full Council.

9. Resolutions Report

Note the written report.

10. Risk Assessments

Consider and approve the corporate risk assessments and agree that these go forward to Full Council for ratification.

11. Internal Audit Plan 2025-26

Consider the scope of Internal Audit for 2025-26 and if approved, agree that the Internal Audit Plan go forward to Full Council for ratification.

12. External Audit

- a) Receive the external auditors report noting that the Council's external auditors, Moore UK, has signed off the accounts ending 31 March 2025 with no qualifications stating that the information in Sections 1 and 2 of the Annual Governance and Accountability return is in accordance with the proper practices and that no other matters have come to their attention giving cause for concern. Agree that the External Audit report go forward to Full Council for approval.
- b) Note the external auditor comment stated under other matters not affecting their opinion which they draw to the attention of the authority.

13. Budget Process 2026-27

Consider the process to be adopted for the 2026-27 budget.

14. Penrith Industrial Bid Benches

Consider a request from the Penrith Industrial Estate Business Improvement District to accept the responsibility for future ownership and maintenance of benches.

15. Seats and Shelters

Consider schemes to commit the seats and shelters budget in 2025/26.

16. Local Government Services Pay Agreement 2025-26

Note that NALC has informed Member Councils of the new rates of pay. With effect from the 01 April 2025 an increase of 3.20% will be paid as a permanent addition on NJC pay points 2 to 43, and an increase of 3.20% will be applied to all pay points above pay point 43. The new rates of pay and backdated increases will be paid to Council staff at the end of September. The 2025-26 approved budget provides fully for the new rates of pay.

17. Staff Recruitment

Receive an oral report on staff recruitment.

18. Thacka Beck

Receive an oral report on Thacka Beck Field.

19. Next Meeting

Note the next meeting is scheduled for **Monday 10 November 2025**, at **5.15pm** at the Board Room, Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR.

PART II PRIVATE SECTION

The following matters are considered exempt information as item 20 includes information relating to the terms of a tender and a legally binding grant funding agreement that contains pre-tender project expenditure figures and item 21 concerns information relating to the financial or business affairs of the authority.

20. Signage and Wayfinding

Consider the report and recommendations contained within.

21. Banking security and operations

Consider the report and recommendations contained within.

**FOR THE ATTENTION OF ALL MEMBERS OF
THE FINANCE COMMITTEE
AND FOR ATTENTION TO ALL REMAINING MEMBERS
OF THE TOWN COUNCIL**

Access To Information

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

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

Background Papers

Requests for the background papers to the Part I reports, excluding those papers that contain exempt information, can be made to the Acting Town Clerk address overleaf between the hours of 9.00 am and 4.00 pm, Monday to Friday via office@penrithtowncouncil.gov.uk

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

DRAFT Minutes of the meeting of the

FINANCE COMMITTEE

Held on Monday 23 June 2025, at 5.15pm.

PRESENT

Cllr. Burgin	South Ward	Cllr. Lawson	Carleton Ward
Cllr. Jackson	North Ward	Cllr. Rudhall	East Ward
Cllr. D. Jayson	North Ward	Cllr. Shepherd	East Ward

Responsible Finance Officer
Services and Contracts Manager

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

DRAFT MINUTES FOR THE MEETING OF FINANCE COMMITTEE 23 JUNE 2025

FIN25/01 Apologies for Absence

Apologies for absence were received from Cllr. Kenyon.

FIN25/02 Appointment of Vice Chair

Councillor Lawson be appointed as Vice Chair of the Finance Committee for the remainder of the 2025-26 municipal year.

FIN25/03 Declarations of Interest and Requests for Dispensations

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

There were no declarations of interest and requests for dispensations.

FIN25/04 Public Participation

Members received the following questions from a member of the public:

"If the Council can provide clarification for the expenditure for the May Day 2025 event."

The Chair informed the meeting that a report on the May Day event including a financial summary will be brought to a meeting of Full Council on the 14 July 2025.

"Why as a member of the press could the Council not have provided this answer to the question that they had submitted by email prior to the meeting."

The Chair informed the meeting that the Council had confirmed by email to the member of the public that the Council was treating the question as a Freedom of Information request and a response would be provided within the statutory timeframe.

FIN25/05 Excluded Item: Public Bodies (Admission to Meetings) Act 1960

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

RESOLVED THAT:

No items should be considered without the presence of the press and public.

FIN25/06 Payments for Approval

- a) Members noted that prior to the meeting, Cllr. Lawson and Cllr. Rudhall verified and confirmed that the banking transaction history for April and May 2025 reconciled and agreed with the transactions circulated with the meeting documents.
- b) Members were asked to agree the two Councillors to undertake the payments for approval checking for the next meeting of the Finance Committee to be held on the 15 September 2025.

RESOLVED THAT:

Cllr Jackson and Cllr Shepherd check the payments for approval prior to the meeting of the Finance Committee on the 15 September 2025.

- c) Members considered the Monthly Report of Payments for April and May 2025.

RESOLVED THAT:

The Monthly Report of Payments for April and May 2025 be approved.

FIN25/07 Bank Reconciliation

Members considered the Bank Reconciliation for the HSBC Bank account for the period ending 30 April and 31 May 2025.

RESOLVED THAT:

The Bank Reconciliation for the HSBC Bank account for the period ending 30 April and 31 May 2025 be approved and signed by Cllr. Shepherd.

FIN25/08 Budgetary Control Statement 2025/26: 31 May 2025

Members considered the Budgetary Control Statement 2025/26 Expenditure for the period to 31 May 2025.

RESOLVED THAT:

The Budgetary Control Statement 2025/26 expenditure for the period to 31 May 2025 be approved and go forward for ratification by Full Council.

FIN25/09 Resolutions Report

Members received and noted the Resolutions Report.

FIN25/10 Insurance Renewal

Members noted that the Council's insurance policy had been renewed on a three-year agreement effective from the 18 May 2024. The renewal premium for the 12-month period effective from 18 May 2025 was £5,063.08 including Insurance Premium Tax. The renewal premium includes a 5% RPI increase on the sums insured, inclusion of event insurance and the increase in insurance valuation of some of the Council's assets. The Council's insurer is Zurich Municipal. The premium had been paid in full.

FIN25/11 Banking

Members noted that the Council has received the full years precept income from Westmorland and Furness Council and that in accordance with its Investment Strategy the Council had invested £350,000 with the CCLA Public Sector Deposit Fund and had £930,000 invested in the CCLA representing both long-term reserves and temporary cash flow surpluses.

FIN25/12 Play Area Earmarked Reserve

Members were asked to consider the proposed list of schemes to commit the Play Area Earmarked Reserve.

RESOLVED THAT:

The list of schemes as proposed within the report be approved for progression during the term of this Council.

FIN25/13 Allotments

Members were asked to consider the proposed list of schemes to commit the Allotment Service Development budget.

RESOLVED THAT:

The list of schemes as proposed within the report be approved for progression during the 2025/26 financial year.

FIN25/14 Tree at Fairhill

Members considered a request from a member of the public to donate and plant a Horse Chestnut tree at Fairhill Playing Field.

RESOLVED THAT:

The installation of a Horse Chestnut tree and tree guard be approved.

FIN25/15 Next Meeting

Members noted that the next meeting of the Finance Committee was scheduled for **Monday 15 September 2025, 5.15pm** at Penrith Town Council Office, Board Room, Unit 1, Church House.

PART II PRIVATE SECTION

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

CHAIR:

DATE:

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


Access to Information

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Background Papers

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Item 6ci

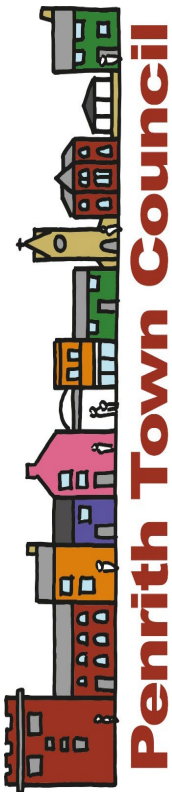


Penrith Town Council

Payments Schedule June 2025

Date	Ref	Details	Net £	VAT £	Total £	Budget
02/06/2025	CCR25-24	Post Office Ltd	3.60	-	3.60	Printing, Postage & Stationery
03/06/2025	CCR25-23	Post Office Ltd	50.00	-	50.00	Printing, Postage & Stationery
04/06/2025	25-70	Penrith Tool Hire Ltd - Propane Gas	52.38	2.62	55.00	Civic Functions
04/06/2025	25-72	Penrith Posters Ltd - Printing	50.00	-	50.00	Annual Meeting
04/06/2025	25-73	Westmorland and Furness Council - Penrith BID Levy to 31/3/2	108.00	-	108.00	Town Projects
04/06/2025	25-74	KTD Ltd - Managed Print Use 30/04/25 to 23/05/25	122.91	24.58	147.49	Printing, Postage & Stationery
04/06/2025	25-75	KTD Ltd - IT Services	149.00	29.80	178.80	IT
04/06/2025	25-76	KTD Ltd - System Support Renewal	56.15	11.23	67.38	IT
04/06/2025	25-77	Penrith Parish Centre Ltd - Tarn Room	76.00	-	76.00	Town Projects
04/06/2025	25-78	Penrith Parish Centre Ltd - Storage	50.00	-	50.00	Room Hire/Meetings
04/06/2025	25-80	Turnstone HR - HR Services	125.00	25.00	150.00	Legal & Professional Fees
04/06/2025	25-81	Milnthorpe Steel Band - May Day	350.00	-	350.00	May Day
04/06/2025	25-82	Cumbrian Local Publications Ltd - Eden Local July / August	325.00	-	325.00	Community Engagement
04/06/2025	25-83	Eden District Talking Newspaper Association - Publication	25.00	-	25.00	Community Engagement
04/06/2025	25-84	Uprfront Arts Ltd - May Day	1,000.00	200.00	1,200.00	May Day
04/06/2025	25-85	Gale Little - Cleaning Services	80.00	-	80.00	Service Charges
04/06/2025	25-86	Heatons Group - Stationery	187.12	37.42	224.54	Printing, Postage & Stationery
04/06/2025	25-87	Heatons Group - Stationery	4.95	0.99	5.94	Printing, Postage & Stationery
04/06/2025	25-88	Heatons Group - Stationery	35.45	7.09	42.54	Printing, Postage & Stationery
04/06/2025	25-89	Miss K McClelland - Eden Dance May day	100.00	-	100.00	May Day
04/06/2025	25-90	KTD Ltd - SSL Renewal	370.00	74.00	444.00	IT
04/06/2025	25-91	Eden Valley Artistic Network - Sounds Around Town	3,520.00	-	3,520.00	Arts & Culture Development
05/06/2025	25-71	KTD Ltd - Internet Service	79.00	15.80	94.80	IT
05/06/2025	25-79	Penrith Parish Centre Ltd - Tarn Room May Day	171.00	-	171.00	May Day
05/06/2025	CCR25-25	Canva	129.90	-	129.90	Community Engagement
08/06/2025	CHG	Bank Charges to 17 May	9.00	-	9.00	Bank Charges & Interest
09/06/2025	CCR25-26	Post Office Ltd	2.70	-	2.70	Printing, Postage & Stationery
11/06/2025	25-92	FCC - Installation of bunting and removal	1,732.50	346.50	2,079.00	Town Projects
11/06/2025	25-92	FCC - remove noticeboard Brentfield Way	54.19	10.84	65.03	Signage, Etc
11/06/2025	25-92	FCC - seats Beacon Edge	1,003.29	200.66	1,203.95	Benches
11/06/2025	25-92	FCC - cleaning bandstand	54.19	10.84	65.03	Bandstand
11/06/2025	25-92	FCC -empty 5 x 1100 bins	117.00	23.40	140.40	May Day
11/06/2025	25-93	FCC Waste Management Ltd - Community Caretaker April 25	735.53	147.11	882.64	Community Caretaker
11/06/2025	25-94	Carlisle DBF Ltd - Room Hire / Service Charges	88.00	17.60	105.60	Room Hire/Meetings
11/06/2025	25-94	Carlisle DBF Ltd - Room Hire / Service Charges	75.24	-	75.24	Service Charges
16/06/2025	BP	HMRC PAYE/NI May 25	7,031.29	-	7,031.29	Staffing - Salaries
16/06/2025	BP	Pensions May 2025	6,020.57	-	6,020.57	Staffing - Salaries
16/06/2025	CCR25-27	Post Office Ltd	7.75	-	7.75	Printing, Postage & Stationery
17/06/2025	DD	BrightHR	43.20	8.64	51.84	IT
23/06/2025	25-96	Hearts United - Grant	1,895.00	-	1,895.00	Large Grants
23/06/2025	DD	British Gas	15.48	0.77	16.25	Bandstand
24/06/2025	DD	SCG Cloud	418.58	83.72	502.30	IT
25/06/2025	25-100	KTD Ltd - System Support Renewal	914.25	182.85	1,097.10	IT
25/06/2025	25-101	KTD Ltd - Photocopier	6,490.00	1,298.00	7,788.00	IT
25/06/2025	25-102	KTD Ltd - IT Services	120.00	24.00	144.00	IT
25/06/2025	25-92	Penrith BID - Grant	3,598.00	-	3,598.00	Large Grants
25/06/2025	25-97	Heatons Group	70.93	14.19	85.12	Printing, Postage & Stationery
25/06/2025	25-98	Walton Goodland - fire afety, lift maint. and boiler service	106.28	21.26	127.54	Service Charges
25/06/2025	25-98	Walton Goodland - water charges	54.41	-	54.41	Heat, Light & Water
25/06/2025	25-98	Walton Goodland - gas and electric	363.41	18.16	381.57	Heat, Light & Water
25/06/2025	25-99	Penrith Town Band - May Day performances	300.00	-	300.00	May Day
27/06/2025	BP	Net Pay June 2025	13,706.09	-	13,706.09	Staffing - Salaries
30/06/2025	CCR25-28	Adobe	101.10	20.22	121.32	Licences
Total			52,348.44	2,857.29	55,205.73	

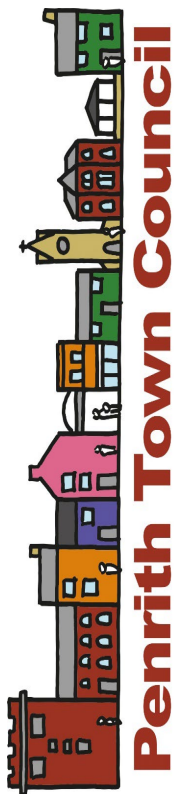
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Payments Schedule July 2025

Date	Ref	Details	Net £	VAT £	Total £	Budget
01/07/2025	CCR25-29	Timpson - Keys	20.00	4.00	24.00	Bandstand
01/07/2025	CCR25-30	B&Q - Topsoil	4.00	-	4.00	Fairhill Park
02/07/2025	CCR25-31	Blackcountry Metalworks	83.32	16.66	99.98	Fairhill Park
02/07/2025	25-103	Gale Little - Cleaning Services	80.00	-	80.00	Service Charges
02/07/2025	25-104	Penrith Chamber of Trade and Commerce - Sponsorship	500.00	-	500.00	Community Engagement
02/07/2025	25-105	KTD Ltd - Managed Print Use	121.18	24.24	145.42	Printing, Postage & Stationery
02/07/2025	25-106	KTD Ltd - IT Services	79.00	15.80	94.80	Repairs & Renewals
02/07/2025	25-107	KTD Ltd - IT Services	29.00	5.80	34.80	IT
02/07/2025	25-108	KTD Ltd - System Support Renewal	56.15	11.23	67.38	IT
02/07/2025	25-109	KTD Ltd - Domain Services	158.00	31.60	189.60	IT
02/07/2025	0207	Turnstone HR - HR Services	125.00	25.00	150.00	Legal & Professional Fees
02/07/2025	25-111	All England Netball Association - Grant	1,914.00	-	1,914.00	Large Grants
09/07/2025	CHG	Bank Charges to 17 June	8.00	-	8.00	Bank Charges & Interest
16/07/2025	BP	HMRC PAYE/NI June 2025	5,602.52	-	5,602.52	Staffing - Salaries
16/07/2025	BP	Pensions June 2025	5,113.78	-	5,113.78	Staffing - Salaries
18/07/2025	CCR25-32	We Print Gifts Ltd - Lanyards	51.21	10.24	61.45	Community Engagement
18/07/2025	DD	BrightHR	43.20	8.64	51.84	IT
21/07/2025	DD	British Gas	16.43	0.82	17.25	Bandstand
24/07/2025	DD	SCG Cloud July	408.08	81.62	489.70	IT
28/07/2025	CCR25-33	Adobe	101.10	20.22	121.32	Licences
31/07/2025	CH	Net Pay July 2025	12,063.32	-	12,063.32	Staffing - Salaries
Total			26,577.29	255.87	26,833.16	

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Payments Schedule Aug 2025

Date	Ref	Details	Net £	VAT £	Total £	Budget
01/08/2025	25-1115	KTD Ltd - Managed Print Use	24.20	4.84	29.04	Printing, Postage & Stationery
01/08/2025	25-1116	KTD Ltd - CSP Renewal	129.60	25.92	155.52	IT
01/08/2025	25-1117	Penrith Methodist Church - Armed Forces Event	48.00	-	48.00	Civic Functions
01/08/2025	25-1119	AST Signs - Foamex Sign Community Grants	83.00	16.60	99.60	Community Engagement
01/08/2025	CHQ	Net Pay July 2025	1,577.41	-	1,577.41	Staffing - Salaries
08/08/2025	CHG	Bank Charges to 17 Jul	8.00	-	8.00	Bank Charges & Interest
11/08/2025	25-1112	Lewis Murray (Staff) - Reimbursement for Postage	75.60	-	75.60	Printing, Postage & Stationery
11/08/2025	25-1113	Carlisle DBF Ltd - Room Hire	32.00	6.40	38.40	Room Hire/Meetings
12/08/2025	25-1114	Lowther Forestry Group - Grounds Maintenance	404.00	80.80	484.80	Thacka Beck Field
12/08/2025	25-1114	Lowther Forestry Group - Grounds Maintenance	856.00	171.20	1,027.20	Fairhill Park
12/08/2025	25-1118	National Association of Local Council's - Staff Training	35.00	7.00	42.00	Staff Training
12/08/2025	25-120	Cumbria Association of Local Councils - Member Training	30.00	-	30.00	Members' Training
12/08/2025	25-121	KTD Ltd - IT Services	48.00	9.60	57.60	IT
12/08/2025	25-122	Glasdon - 2No new benches	1,708.59	341.72	2,050.31	Benches
12/08/2025	25-123	Heatons Group - Stationery	34.90	6.98	41.88	Printing, Postage & Stationery
12/08/2025	25-124	Eden District Talking Newspaper - May Edition	25.00	-	25.00	Community Engagement
12/08/2025	25-125	KTD Ltd - IT Services	77.00	15.40	92.40	IT
12/08/2025	25-126	KTD Ltd - System Support Renewal	56.15	11.23	67.38	IT
12/08/2025	25-127	Eden District Talking Newspaper - June Edition	25.00	-	25.00	Community Engagement
12/08/2025	25-128	KTD Ltd - IT Services	120.00	24.00	144.00	IT
12/08/2025	25-129	Cumbria Association of Local Councils - Member Training	30.00	-	30.00	Members' Training
12/08/2025	25-130	FCC Recycling (UK) Limited - Community Caretaker May 25	735.53	147.11	882.64	Community Caretaker
12/08/2025	25-131	FCC Recycling (UK) Limited - Community Caretaker June 25	735.53	147.11	882.64	Community Caretaker
12/08/2025	25-132	FCC Recycling (UK) Limited - Bench Repair	148.61	29.72	178.33	Benches
12/08/2025	25-133	National Association of Local Council's - Staff Training	35.00	7.00	42.00	Members' Training
12/08/2025	25-134	Eden Valley Artistic Network - Music Wild Play Days	350.00	-	350.00	Arts & Culture Development
12/08/2025	25-135	Signs of Cheshire Ltd - Noticeboard Folly Lane	880.00	176.00	1,056.00	Signage, Etc
12/08/2025	25-136	Cumbria Association of Local Councils - Member Training	30.00	-	30.00	Members' Training
12/08/2025	25-137	KTD Ltd - Managed Print Use	201.62	40.33	241.95	Printing, Postage & Stationery
12/08/2025	25-138	Turnstone HR - HR Services	125.00	25.00	150.00	Legal & Professional Fees
12/08/2025	25-139	Martin Moss Dextra Visual - Animated Reconstruction on Penri	7,920.00	-	7,920.00	Town Projects
12/08/2025	25-140	Moore - External Audit Fee	1,365.00	273.00	1,638.00	Audit Fees
12/08/2025	25-141	Stomping Ground CIC - Wild Play Day Thacka	1,693.00	-	1,693.00	Arts & Culture Development
12/08/2025	25-142	Team Autism CIC - Grant	1,000.00	-	1,000.00	Large Grants
12/08/2025	25-143	Signs of Cheshire Ltd - Replacement Polycarbonate Panels	190.00	38.00	228.00	Signage, Etc
12/08/2025	25-144	Gale Little - Cleaning Services	100.00	-	100.00	Service Charges
12/08/2025	CCR25-34	Amazon - stationery	125.10	25.02	150.12	Printing, Postage & Stationery
18/08/2025	BP	Cumbria Local Gov - Pensions July 2025	5,087.98	-	5,087.98	Staffing - Salaries
18/08/2025	BP	HMRC PAYE July 2025	5,564.31	-	5,564.31	Staffing - Salaries
18/08/2025	BP	BrightHR	43.20	8.64	51.84	IT
21/08/2025	DD	British Gas	14.92	0.75	15.67	Bandstand
22/08/2025	CCR25-36	Foyles - book	37.99	-	37.99	Allotments
22/08/2025	CCR25-37	Facebook	9.00	-	9.00	Community Engagement
26/08/2025	DD	SCG Cloud	407.93	81.59	489.52	IT
27/08/2025	CCR25-35	Adobe	101.10	20.22	121.32	Licences
28/08/2025	BP	Net Pay Aug 2025	14,409.98	-	14,409.98	Staffing - Salaries
28/08/2025		Facebook	2.45	-	2.45	Community Engagement
Total			46,740.70	1,741.18	48,481.88	

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Bank Ref:	1205	Date To:	30/06/2025
Bank Name:	HSBC	Statement Ref:	1205 2025-06-23 01
Currency:	Pound Sterling		

Balance as per cash book at 30/06/2025:

87,840.47

Add: Unpresented Payments

Tran No	Date	Ref	Details	£
				0.00

Less: Outstanding Receipts

Tran No	Date	Ref	Details	£
				0.00

Reconciled balance :

87,840.47

Balance as per statement :

87,840.47

Difference :

0.00

3 June to 2 July 2025

Your Statement

Account Name
Penrith Town Council

Sortcode Account Number Sheet Number
273

Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
	BP BALANCE BROUGHT FORWARD			102,908.98
	KTD			
	K169023&088	1,241.10		101,667.88
27 Jun 25	BP			
	BP			
	BP			
	BP			
	BP			
	BP			
	BP			87,961.79
30 Jun 25	VIS INT'L 0012896922			
	ADOBE			
	8000289094	121.32		87,840.47
01 Jul 25	CR AST SIGNS LTD			
	AST		3,505.20	91,345.67
02 Jul 25	CR CCLA Investment Ma			
	PS3078714, PENRITH		109.03	
	CR CCLA Investment Ma			
	PS3078714, PENRITH		3,159.50	
))) TIMPSON LTD 918			
	PENRITH	24.00		
))) B & Q 1316			
	PENRITH	4.00		94,586.20
02 Jul 25	BALANCE CARRIED FORWARD			94,586.20

Information about the Financial Services Compensation Scheme

Most deposits made by HSBC Business customers are eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at fscs.org.uk, call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website (hsbc.co.uk/fscs/).

Credit Interest Rates	balance	AER variable	Debit Interest Rates	balance	EAR variable
Credit interest is not applied			Debit interest		
					21.34%

Bank Ref:	1205	Date To:	31/07/2025
Bank Name:	HSBC	Statement Ref:	1205 2025-07-22 01
Currency:	Pound Sterling		

Balance as per cash book at 31/07/2025: 70,638.33

Add: Unpresented Payments

Tran No	Date	Ref	Details	£
				<u>0.00</u>

Less: Outstanding Receipts

Tran No	Date	Ref	Details	£
				<u>0.00</u>

Reconciled balance : 70,638.33

Balance as per statement : 70,638.33

Difference : 0.00

3 July to 2 August 2025

Your Statement

Account Name
Penrith Town Council

Sortcode Account Number Sheet Number
[REDACTED] 275

Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			80,042.29
25 Jul 25	[REDACTED]			82,822.97
28 Jul 25	[REDACTED]			81,241.31
	VIS INT'L 0046461425			
	ADOBE			
	8000289094	121.32		79,593.72
29 Jul 25	[REDACTED]			76,813.04
30 Jul 25	[REDACTED]			73,579.03
31 Jul 25	[REDACTED]			70,638.33
01 Aug 25	CR NATIONAL HIGHWAYS		135.00	
	[REDACTED]			69,195.92
02 Aug 25	BALANCE CARRIED FORWARD			69,195.92

Information about the Financial Services Compensation Scheme

Most deposits made by HSBC Business customers are eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at fscs.org.uk, call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website (hsbc.co.uk/fscs/).

Credit Interest Rates	balance	AER variable	Debit Interest Rates	balance	EAR variable
Credit interest is not applied			Debit interest		21.34%

Bank Ref:	1205	Date To:	31/08/2025
Bank Name:	HSBC	Statement Ref:	1205 2025-09-01 01
Currency:	Pound Sterling		

Balance as per cash book at 31/08/2025:

25,886.46

Add: Unpresented Payments

Tran No	Date	Ref	Details	£
				0.00

Less: Outstanding Receipts

Tran No	Date	Ref	Details	£
				0.00

Reconciled balance :

25,886.46

Balance as per statement :

25,886.46

Difference :

0.00

3 August to 2 September 2025

Your Statement

Account Name
Penrith Town Council

Sortcode Account Number Sheet Number
[REDACTED] 278

Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			30,317.18
BP	[REDACTED]	[REDACTED]		
BP	[REDACTED]	[REDACTED]		
VIS	INT'L 0081768979 FACEBK *VWJ42Z4YF2 FACEBOOK.COM	2.45		
VIS	INT'L 0081755902 ADOBE 8000289094	121.32		25,886.46
01 Sep 25	CR CCLA Investment Ma PS3078714, PENRITH		150,000.00	175,886.46
02 Sep 25	CR CCLA Investment Ma PS3078714, PENRITH		3,240.15	179,126.61
02 Sep 25	BALANCE CARRIED FORWARD			179,126.61

Information about the Financial Services Compensation Scheme

Most deposits made by HSBC Business customers are eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at fscs.org.uk, call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website (hsbc.co.uk/fscs/).

Credit Interest Rates	balance	AER variable	Debit Interest Rates	balance	EAR variable
Credit interest is not applied			Debit interest		21.34%

FINANCE COMMITTEE

Date: 15 September 2025

Public Report

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

Item no: 08

Author: Responsible Finance Officer

Supporting Member: Cllr. Shepherd, Chair of Finance Committee

Purpose of Report:

To consider the budgetary control statement for the five-month period to 31 August 2025.

Recommendations:

The Committee is recommended to approve the budgetary control statement and forward it, with any comments, to Council for ratification.

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. 2025-26 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 Revised Budget for 2025-26, which has been ratified by Council.
- Actual outturn income and expenditure to 31 August 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 underspendings on a number of budget headings, which is to be expected at this stage in the year. The following comments concentrate on unusual or unexpected variances.

B.1 Income

Overall income of £230,111 exceeds the profiled budget of £223,642 by £6,469.

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

B.2 Planning Committee

Planning Committee expenditure is below budget so far this year, and please note the increased budget for the expected expenditure on Public Realm.

B.3 Communities Committee

Net spend of £36,012 is shown against the budget of £54,584, an underspending of £18,572.

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 £196,327 is shown against the budget of £205,275, an underspending of £8,948.

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 £33,645 against the profiled total expenditure budget of £254,442. As there is £6,469 more income, there is a net variation of £40,114 on the profiled amount transferrable to the General Reserve.

B.6 Reserves

- The General Reserve is profiled to decrease by £30,800 in the period, it has actually increased by £9,314.
- The Devolution Reserve opened the year with a balance of £189,091, the amount of £5,777 transferrable into the Devolution Reserve is £1,002 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 August 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.
- The VAT Debtor of £1,741 represents August's transactions and has been reclaimed from HMRC.
- Prepayments of £9,816 include adjustments for insurance, office rent, IT support agreements, and licences and subscriptions.
- The Cash at Bank balance of £25,886 is held at HSBC.
- Accruals of £16,178 comprise of goods and services received by 31 August, but unpaid at that date.
- The Receipts in Advance figure represents income for the period 1 September 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 August 2025 was around £34,000 below the Latest Budget for the period. It is often the case to see an underspend at this stage in the year after the summer period 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 August 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 Five Months Ended 31 August 2025.

Appendix B – Balance Sheet as at 31 August 2025.

Background Papers

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



Penrith Town Council

BUDGETARY CONTROL STATEMENT FIVE MONTHS ENDED 31 AUGUST 2025

Actual 2024-25	Approved Revised Budget 2025-26	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£	£		£	£	£
		INCOME			
		Precept:			
487,735	514,740	Council Tax	214,475	214,475	0
7,642	0	CTRS Grant	0	0	0
		Other Income:			
39,269	22,000	Investment Income	9,167	15,636	6,469
534,646	536,740	TOTAL INCOME	223,642	230,111	6,469
		EXPENDITURE			
		PLANNING COMMITTEE:			
		Planning:			
7,285	20,000	Planning	8,333	3,458	4,875
	20,000	Public Realm	0	0	0
7,285	40,000		8,333	3,458	4,875
7,285	40,000	Planning Committee Total	8,333	3,458	4,875
		COMMUNITIES COMMITTEE:			
		Climate Change:			
9,459	15,000	Climate Efficiency	6,250	500	5,750
9,459	15,000		6,250	500	5,750
		Town Projects:			
37,807	20,000	Town Projects	8,333	1,937	6,396
	15,000	May Day	15,000	14,279	721
	15,000	May Day 2026	0	0	0
	5,000	Events Development	0	0	0
37,807	55,000		23,333	16,216	7,117
		Arts & Entertainment:			
4,135	10,000	Arts & Culture Development	4,167	7,256	(3,089)
4,135	10,000		4,167	7,256	(3,089)
		Grants:			
30,000	30,000	Grants	12,500	7,898	4,602
10,000	10,000	Signature Grants	4,167	0	4,167
40,000	40,000		16,667	7,898	8,769
		Corporate Communications:			
16,000	10,000	Communications	4,167	4,142	25
16,000	10,000		4,167	4,142	25
107,401	130,000	Communities Committee Total	54,584	36,012	18,572

Actual 2024-25	Approved Revised Budget 2025-26	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£	£		£	£	£
		FINANCE COMMITTEE:			
		Staffing:			
231,646	263,034	Salaries	102,383	97,396	4,987
23,201	33,072	National Insurance	12,854	12,673	181
52,923	56,537	LG Pension Scheme	22,006	20,945	1,061
0	500	Recruitment Expenses	208	0	208
255	600	Staff Training	250	35	215
0	200	Conferences	83	0	83
16	300	Staff Expenses	125	0	125
308,041	354,243		137,909	131,049	6,860
		Accommodation:			
7,984	8,250	Rent	3,438	3,438	0
2,313	3,900	Heat, Light & Water	1,625	478	1,147
1,780	2,520	Service Charges	1,050	818	232
1,416	1,900	Room Hire & Meetings	792	326	466
390	390	Insurances	163	481	(318)
13,883	16,960		7,068	5,541	1,527
		Civic Functions:			
416	400	Civic Functions	167	355	(188)
700	700	Mayoral Expenses	292	0	292
300	300	Deputy Mayor's Expenses	125	0	125
0	200	Civic Regalia	83	0	83
1,416	1,600		667	355	312
		Cost of Democracy:			
65	100	Annual Meeting	100	50	50
0	0	Elections	0	0	0
377	1,000	Members' Training	417	125	292
0	100	Members' Expenses	42	0	42
0	200	Notice/Honours Board	83	0	83
442	1,400		642	175	467
22,930	22,000	IT	9,167	15,766	(6,599)
		Devolved Services:			
(195)	10,200	Allotments	3,988	(436)	4,424
4,911	160	War Memorial	67	0	67
2,361	2,000	Benches	833	2,860	(2,027)
1,322	1,500	Bus Shelters	625	0	625
3,193	2,500	Bandstand	1,042	932	110
2,659	800	Musgrave Monument	333	118	215
4,666	5,500	Fairhill Park	2,292	3,943	(1,651)
3,896	2,500	Thacka Beck Field	1,042	1,212	(170)
86	150	Signage, etc	63	1,226	(1,163)
8,759	10,200	Community Caretaker	4,250	3,678	572
	5,000	Pump Track	0	0	0
14,686	5,834	Contribution to/(from) Devolution Reserve	4,775	5,777	(1,002)
46,344	46,344		19,310	19,310	0
	37,000	Play Area Development	15,000	15,000	0
	12,500	Benches and Bus Shelters	5,208	0	5,208
		Other Overheads:			
2,795	3,300	Printing, Postage & Stationery	1,375	1,587	(212)
1,789	1,850	Audit Fees	771	748	23
4,092	4,400	Insurance	1,833	2,026	(193)
9	180	Bank Charges & Interest	75	41	34
6,196	5,200	Accountancy Fees	2,167	1,954	213
2,347	2,500	Legal & Professional Fees	1,042	490	552
1,850	1,800	Licences	750	1,154	(404)
2,926	3,500	Subscriptions	1,458	1,052	406
87	2,000	Repairs & Renewals	833	79	754
22,091	24,730		10,304	9,131	1,173
415,147	516,777	Finance Committee Total	205,275	196,327	8,948

Actual 2024-25	Approved Revised Budget 2025-26	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£ 2,953	£ 3,000	Contingency	£ 1,250	£ 0	£ 1,250
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	657,777	TOTAL EXPENDITURE	254,442	220,797	33,645
(85,140)	(121,037)	INCREASE/(DECR) IN GENERAL RESERVE	(30,800)	9,314	40,114
		RESERVES:			
		General Reserve:			
507,231	387,084	Balance brought forward 1 April 2025	387,084	422,090	35,006
(85,140)	(121,037)	Increase/(decrease) in year	(30,800)	9,314	40,114
422,091	266,047	Balance carried forward	356,284	431,404	75,120
		Devolution Reserve:			
174,405	187,749	Balance brought forward 1 April 2025	187,749	189,091	1,342
14,686	5,834	Contribution from/(to) 2024-25 Budget	4,775	5,777	1,002
189,091	193,583	Balance carried forward	192,524	194,868	2,344
		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	549,630	TOTAL RESERVES	655,808	733,272	77,464



Penrith Town Council

BALANCE SHEET AS AT 31 AUGUST 2025

	£	£
Investments		
Penrith Building Society	90,992	
CCLA Public Sector Deposit Account	<u>930,000</u>	
		1,020,992
Current Assets		
Debtors	4,400	
Debtor - VAT	1,741	
Prepayments	9,816	
HSBC Bank Account	<u>25,886</u>	
	41,843	
Current Liabilities		
Creditors	0	
Accruals	16,178	
Payroll Control	11,378	
Receipts in Advance	<u>302,007</u>	
	329,563	
Net Current Assets		(287,720)
		<u>733,272</u>
Represented by:		
Reserves		
General Reserve		431,404
Devolution Reserve		194,868
Election Reserve		40,000
Play Area Reserve		67,000
		<u>733,272</u>

RESOLUTIONS REPORT

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

STATUS KEY:

On hold - Not commenced

Completed

In progress - Started and ongoing

Reference	Activity	Status	Notes
Brought Forward from Previous Year			
FIN24/28	Bus Shelter Scaws enquiries with relevant landowners		Letter sent to landowner
FIN24/50	Noticeboard Upgrade and removal at Brentfield Way		Brentfield Way Removed Replacement noticeboard ordered for Folly Lane.
FIN24/84a	Legal Services Position to be advertised		
FIN24/100	Amendments to Financial Regulations		Full Council in July
FIN24/101	Installation of new seat on Nicholson Lane		
FIN24/103	Investigate new HSBC bank account		Retain the one account
Finance Committee 23 June 2025			
FIN25/08	Budgetary Control Statement to 31 May 2025 to Full Council		Full Council in July
FIN25/12	Play Area reserve – progress schemes as set out in the report		Over term of the Council
FIN25/13	Allotment Development budget – progress schemes as set out in report		Orders placed for some of the work items.
FIN25/14	Plant new horse chestnut tree and install tree guard at Fairhill.		

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FINANCE COMMITTEE

Date: 15 September 2025

Public Report

Matter: Corporate Risk Assessments

Item no: 10

Author: Services and Contracts Manager

Supporting Member: Cllr. Shepherd, Chair of Finance Committee

Purpose of Report:

To consider and approve the Corporate Risk Assessments.

Recommendations:

Approve the Corporate Risk Assessments and agree that they go forward for ratification at Full Council.

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.

As an employer and duty holder the Town Council are legally obliged under the Management of Health and Safety at Work Regulations 1999 to carry out a risk assessment of the significant risks in the workplace. The Council has a duty to comply with the Health and Safety at Work Act 1974.

1. Report Details

- 1.1 Risk Assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Town Council to identify all potential inherent risks. The Town Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practicably possible.
- 1.2 The risk assessment documents have been produced to enable the Council to assess the risks that it faces and satisfy that it is taking adequate steps to consider and minimise these risks.
- 1.3 The risks are assessed annually unless there are material changes to the law or circumstances that require an immediate review. The Council's Services and Contracts Manager monitors and records progress against the actions throughout the year and also undertakes regular asset monitoring inspections to identify any arising risks, hazards or defects.
- 1.4 The risk assessments are designed to give Councillor's confidence that the management of risk is pragmatic and proactive. The management of risk is also included in relevant committee reports.
- 1.5 The Corporate Risk Assessments are set out in accordance with the Health and Safety Executive published template format. Risk Assessments are prepared for the following and copies of each are provided separately:

- Allotments
- Bandstand
- Bus Shelter
- Business Continuity
- Fairhill
- Finance
- Fire
- Governance
- IT & Website
- Lone Working
- Musgrave Monument
- Office
- Remembrance Day Parade and Service
- Seats
- Thacka Beck Field
- War Memorial (St Andrews)

- 1.6 Martyn's Law, formally the Terrorism (Protection of Premises Act 2025) will most likely in due course affect the Council. The law is designed to improve public safety by ensuring venues and public spaces are better prepared to respond to terror attacks. The Act introduces a tiered model based on the capacity of premises or events, with a standard tier applying to capacities of 200 to 799 and an enhanced tier over 800 people. Although the Bill has now been granted Royal Assent it is expected that compliance won't take place for a couple of years. Councils are however being encouraged to prepare early including the updating of risk assessments with Terrorism in mind and the review of hire agreements.
- 1.7 Reference to Martyn's Law is now included within the Cornmarket Bandstand and Remembrance Day Parade risk assessments. Any further risk assessments relating to Council organised events will be brought to the appropriate Committee and Council separately.
- 1.8 The table in Appendix A sets out the key actions arising from each individual risk assessment, for the forthcoming 12-month period to September 2026.

2. Options Analysis including risk assessment

a) Risk

Not knowing the risk facing the Council.

b) Consequence

Not being aware of with health and safety matters, risks facing the council, legal liabilities and meeting the requirements of audit.

c) Controls Required

Approve corporate risk assessments.

3. Financial and Resource Implications

There are no financial implications associated with this report.

4. Equalities Implications

There are no equalities implications associated with this report.

5. Climate Change and Environmental Implications

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

Appendices

Appendix A – Risk Assessment Actions September 2025 – September 2026

Background Documents:

None

Appendix A - Risk Assessment Actions September 2025 – September 2026

Risk Assessment	Action Required
Allotments	Cut Folly Lane hedge fronting on to the highway. Monitor use of vehicles using W&F land at the top of Brackenber Allotment and report to PAA.
Bandstand	Ensure electric cupboards are locked at all times. Prepare method statement and risk assessment prior to the erection of the Xmas Tree. Undertake inspections of Xmas tree following adverse weather (snow, high winds) Obtain method statement and risk assessment and completion certificate for installation of Xmas Lights. Monitor that the Street Trader and public house is operating within their defined area and agreed terms. Bandstand Hire Policy to be reviewed to include implications with Martyn's Law.
Bus Shelter	Any gutter cleaning requires liaison with contractor to ensure safe system of work, including risk assessment and method statement.
Business Continuity	Scheduled meetings as required with Lamont Pridmore. (Accountants) Disaster recovery assessments agreed with IT provider and to agree commencement.
Fairhill	Commission Annual Play Area Inspection Report in December 2025. Quarterly checks of play area for defects. Inspect football goals for their integrity any hazards.
Finance	New payment procedure being implemented and to be reviewed, with amendments made to the Financial Regulations and Internal Control Procedure. To brought to the Finance Committee in December.
Fire	Portable Appliance Testing - next due in July 2026 Service the Fire Extinguishers - next due April 2026. Weekly recorded fire check of the office. Monitor condition of the fabric of the office and any appliances.
Governance	Fireproof cabinet is locked at night to protect key files
IT & Website	Undertake Staff DSE Assessments upon request. Staff training to ensure business continuity. Monitor website for content, accuracy, accessibility.

Risk Assessment	Action Required
Musgrave Monument	<p>Annual service of clock mechanism – next due in November 2025</p> <p>Ensure main access door is always locked at all times.</p> <p>Annual maintenance inspection of the ladder and latchway system - next due Feb 2026.</p> <p>Obtain method statement and risk assessment and completion certificate for installation of Xmas Lights.</p>
Office	<p>Undertake Staff DSE Assessments upon request.</p> <p>Portable Appliance Testing - next due July 2026</p> <p>Service the Fire Extinguishers - next due April 2026.</p> <p>Weekly recorded fire check of the office.</p> <p>COSSH sheets maintained on the network for cleaning products stored in the office.</p>
Remembrance Day Parade and Service	<p>Liaison with Cumbria Police for traffic management for parade.</p> <p>Submit Road Closure Application to Westmorland and Furness Council</p>
Seats	<p>Monitor - dangerous seats to be removed.</p>
Thacka Beck Field	<p>Monitor condition of new path and instruct repairs as required.</p> <p>Monitor all boundary fencing.</p> <p>Continue meetings with contractor to identify any hazards arising from the Grounds Maintenance contract.</p> <p>Tree Hazard survey due summer 2027</p> <p>Raise any tree condition concerns with relevant landowner. (Risk of trees falling from neighbouring land)</p>
Lone Working	<p>No actions arising.</p>
War Memorial (St Andrews)	<p>Inspection of asset ahead of Armistice Service.</p>

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FINANCE COMMITTEE

Date: 15 September 2025

Public Report

Matter: Internal Audit 2025-26

Item no: 11

Author: Responsible Finance Officer

Supporting Member: Cllr. Shepherd, Chair of Finance Committee

Purpose of Report:

To consider the scope of Internal Audit coverage for 2025-26.

Recommendations:

Approve the proposed scope of Internal Audit for 2025-26 and recommend this go forward to Full Council for ratification.

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 Accounts and Audit Regulations 2015 require the Council to undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.

Under the same Regulations, the Council must conduct an annual review of the effectiveness of its system of internal control. The independent internal audit opinion is a key element of that review.

1. Report Details

- 1.1 Following a satisfactory review of the Council's internal audit arrangements for 2024-25, Mrs Jean Airey was re-appointed as its auditor for the current financial year (Annual Meeting of Penrith Town Council, 21 May 2025, Min PTC25/15c).
- 1.2 The attached outline plan describes the scope of Mrs Airey's planned coverage for the year. The detailed plan reflects current updated best practice.
- 1.3 As in previous years, Mrs Airey intends to carry out the work in two stages. The first of these is scheduled for February/March 2026 to fit in with the Council's review of its internal control environment late in 2025-26, which enables it to consider whether internal controls have operated effectively throughout the financial year. The timing of the second, financial audit would be in April 2026, to enable her to review the year-end accounts.

2. Options Analysis including risk assessment

a) Risk

The Council does not have a robust internal audit regime.

b) Consequence

Irregularities are not detected leading to loss or waste of resources; criticism from external audit; reputational damage.

c) Controls Required

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

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.

Appendices

Outline Internal Audit Plan 2025-26

Background Documents:

Accounts and Audit Regulations 2015

Correspondence with Internal Auditor

Outline Internal Audit Plan 2025-26

AGAR REFERENCE	COMPLIANCE CHECKS	YES/NO	RECOMMENDATIONS FOR ACTION.
<p>A. Appropriate accounting records have been properly kept throughout the year. Periodic bank account reconciliations were carried out during the year</p>	<p>Checks are made of core accounting records i.e. in house cashbook or commercial accounting package for accuracy and monthly summaries to appropriate budget headings. Bank reconciliations are prepared on receipt of bank statements; presented to Council or Committee. A signature of a member on the respective bank statement verifies the accuracy of the information.</p>		
<p>B. This authority complied with its Financial Regulations. Payments were supported by invoices; all expenditure was approved and VAT appropriately accounted for.</p>	<p>Verify that Financial Regulations (FR), Standing Orders and all relevant policy and procedure documents are regularly reviewed and reflect current legislation. Confirm tender processes are in place and adhere to FR. Confirm VAT balances back to core accounts. Payments/refund requests are made to HMRC within the timescale. Confirm that there is a clear audit trail – invoices to Schedule of Payments- Council approval - Bank statements.</p>		
<p>C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</p>	<p>Check review of Risk Assessments, Health and Safety Policies etc. Verify adequate statutory and other insurance cover. Check safety inspections and relevant documentation. Documented evidence of Internal Control and review of the Internal Audit.</p>		

<p>D. The precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored and reserves were appropriate.</p>	<p>Confirm the minutes of the Council documents the precept for the current year and subsequent financial year in detail. A minute exists for the receipt of the precept. There is timely submission to the Unitary Authority. The precept figure has been determined after submission of an RFO report with recommendations. Verify the presentation to the Council of regular budget comparison reports, and variations are addressed. Earmarked reserves are clearly identified. An investment strategy exists for cash reserves in excess of £100k</p>		
<p>E Expected income was fully received based on correct prices, properly recorded and promptly banked; Vat has been accounted for as relevant.</p>	<p>Ensure that appropriate controls and documentation exists to provide an audit trail and ensure security of all income, particularly cash i.e. segregation of handling from source to banking. Regular review of pricing structure for all undertakings. Comprehensive documentation – Hire of facilities, Allotments. Leases. All income collected within timescale.</p>		
<p>F. Petty Cash, Debit Cards, Cash expenses approved and Vat accounted for.</p>	<p>Confirm receipts for all expenses. Check authority for Debit/Credit card payments and all such are paid in full. Vat allocated to budget headings and correctly recorded in VAT Returns.</p>		

G. Salaries to employees and allowance to members were paid in accordance with the Council's approvals, and PAYE, N.I. and Pension requirements were properly applied.	Ensure staff contracts of employment have been issued. Verify staff record file noting sickness absences, holidays etc. Verify appropriate deductions have been made – PAYE/N.I./Pension. All relevant sums paid to HMRC/Pensions with in the statutory time scales.		
H. Asset and investments registers were complete and accurate and properly maintained. Include loans to and from the Council.	Verify regular review of Asset Register and correct documentation of acquisitions and disposals. Confirm all assets are adequately covered by insurance. Check insurance renewal dates, loyalty agreements, value of assets and appropriate statutory cover. Check investments for "Fixed Asset" inclusion in AGAR(9) Borrowing and lending to be checked.		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (Receipts and Payment or Income and Expenditure), agreed with the core accounts, supported by an adequate audit trail from the underlying records. Where appropriate debtors and creditors were properly recorded.	Verify the accuracy of the year-end bank reconciliation detail. Confirm the correct roll forward balance figure from the previous year has been carried forward to the new financial year. Review debtors/creditors and appropriate adjustment if income and expenditure accounts.		

K. If the Council certified itself as exempt from a limited assurance review in the prior year, it met the exemption criteria and correctly declared itself exempt.	Exempt authorities only. Verify a Council minute exists to ensure declaration of exemption. Check publication of correct documentation on the website.		
L. The author publishes information, on a free to access website, up to date at the time of the internal audit in accordance any relevant transparency code requirements	For authorities less than £25k verify compliance with all Transparency Code requirements.		
M. The authority, during the previous year, correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.	Examine Notice of Public Rights. Ensure compliance with "30 days" Verify notice is/has been published on the website.		
N. The authority complied with the publication requirements for the prior year AGAR in accordance with JPAG guidance.	Verify publication of the Conclusion of Audit with External Auditors certification. Examine minutes to verify the conclusion has been notified to Council.		
O. Trust funds (including charitable) – The Council met its responsibility as a trustee.	Should the Council be a Charitable Trustee or operate any trust, check compliance with all requirements.		

Section 3 - External Auditor Report and Certificate 2024/25

In respect of

Penrith Town Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters affecting our opinion which we draw to the attention of the authority.

The Return required to be amended in respect of Box 5 of Section 2 - Accounting Statements. This was originally left blank and resubmitted with a '0' inserted. The original return advertised to the public was therefore technically incorrect but we consider there to be no significant impact from this omission. The council should in future ensure that all boxes are fully completed in accordance with paragraph 2.5 of the JPAG Practitioners' Guide 2024.

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name



External Auditor Signature

A handwritten signature in black ink that reads "Moore".

Date

29/07/2025

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FINANCE COMMITTEE

Date: 15 September 2025

Public Report

Matter: Budget Process 2026-27

Item no: 13

Author: Responsible Finance Officer

Supporting Member: Cllr. Shepherd, Chair of Finance Committee

Purpose of Report:

To consider the process to be adopted for the 2026-27 Budget.

Recommendations:

- i. Approve the process for preparing and agreeing the 2026-27 Budget and;
- ii. Agree the budget timetable.

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.

Sections 41 and 50 of the Local Government Finance Act 1992 require the Council to calculate its annual budget requirement and its resulting precept by 28 February.

The Council's budget must be determined in accordance with the provisions of the Local Government Finance Act 1992.

1. Report Details

1.1 Introduction

No changes are proposed to the process for the preparation of the Council's annual budget: Officers believe that this appears to work well, however the Committee is asked to consider whether it wishes to make any changes.

The process starts by making a clear distinction between the committed level of budget and proposals to develop services. Key steps are the production of a Forecast Outturn for 2025-26, detailed estimates for 2026-27 and a Medium-Term Financial Plan.

During the process, members of the Finance Committee will meet in an advisory capacity as a Budget Working Group, without the formality of committee rules, enabling freer discussion and shortened timescales. Although two Working Group meeting dates are planned, additional meetings could be called if necessary.

1.2 **Forecast Outturn 2025-26**

This forecast reviews current expenditure and income to identify trends which will have an impact on the current and, potentially, next year's budget. The budgetary control reports will assist in this part of the process, a key part of which is to forecast the level of reserves at 31 March 2026. Early indications are that this year's expenditure is likely to be below Budget.

1.3 **Detailed Estimates 2026-27**

Production of detailed estimates for each budget heading form the basis of the proposed budget. In particular, as they are the largest single item of expenditure, salaries are estimated in detail, using all known and assumed factors.

a) Base Budget

The Base Budget is a continuation budget which identifies and provides for the current committed level of service to be maintained. The current year's budget will need to be adjusted for:

- The removal of any one-off items included in the 2025-26 budget.
- The inclusion of pay and price inflation (suggest price inflation only where unavoidable); and
- The inclusion of the estimated costs of contractually committed changes to expenditure or income (e.g., devolved assets).

b) Service Development Proposals (Growth Items)

All Members will be given the opportunity to suggest items which would involve increased expenditure but would enable the Council to provide a better level of service to the community. These could be one off items, for a single financial year, or could create an ongoing financial commitment, in which case the future implications should be identified clearly. (As resources will probably be limited, Members should also be asked to suggest reductions to budgets, either to achieve reductions or to redirect monies to more favoured items.)

Growth items (bids) should not be included in the Base Budget but will be scheduled separately for consideration by the Finance Committee and Council. In all cases, proposals should be assessed by reference to the Council's budget priorities.

c) Budget Priorities

It is suggested that the Council's priorities for the 2026-27 Budget should be:

- Delivery of the priorities stated in the Council's Business Plan;
- Delivery of priorities and actions arising from previous Council and Committee resolutions;
- Unavoidable legislative changes; and

- Essential work to meet health and safety standards or to ensure business continuity.

d) Assessment of Growth Proposals

Each growth proposal should be assessed against the budget priorities, in order to ensure that the allocation of available resources is aligned with corporate objectives. Bids should be assessed on their merits, with preference given to items which deliver a specific outcome stated in the Business Plan.

e) Level of Precept and Council Tax

The level of precept, and hence Council Tax, will need to be considered during the budget round.

The Government did not set referendum principles (which would limit flexibility for council tax rises) for local councils in 2025-26. It appears that it has not set referendum principles again for 2026-27 for town councils, so the Council will have a free hand to set an appropriate precept to meet its aspirations for the community.

f) Reserves

The Council's current target for reserves is to ensure a general reserve equivalent to 30% of net expenditure by 31 March 2030. This aim should be maintained into the 2026-27 Budget, specifically the Medium-Term Financial Plan.

The Council's Reserves Policy will be reviewed during the budget process (Finance Committee, November 2025).

Contributions to the Devolution Reserve are calculated by reference to the planned overall level of expenditure on devolved services and a marker figure of £46,344.

The Budget transfers £5,000 to the Election Reserve during 2025-26 to fund future election costs.

A Play Area reserve of £67,000 has been approved for the improvement of play areas over the term of this Council.

1.4 Medium Term Financial Plan

The Medium-Term Plan projects the proposed budget forward into subsequent years, on a broad basis rather than in detail. It is a demonstration of financial sustainability and the Council's strategy for managing its finances. The 2025-26 Budget was determined with a view to delivering the aims set out in the Council's Business Plan, the delivery of allotment improvements, additional seats and bus shelters, the commissioning of a phased identification, review and re-tasking empty buildings document, delivery of the play area reserve and maintaining the General Reserve over the life of the Plan, without the need for excessive rises in Council Tax. These projections and the associated parameters will be reviewed during the budget process.

1.5 Available Resources

The current Medium Term Financial Plan (MTFP), agreed in January 2025, is finely balanced with virtually no headroom for growth proposals over its five-year life, which means that any growth would need to be financed either from reductions in the base budget or by higher Council tax increases than the planned 2.0% for 2026-27 to 2029/30.

1.6 Timetable

The outline timetable for the budget process is as follows:

16 September 2025	Individual Councillors invited by email to consider growth proposals.
06 October 2025	Planning Committee to consider growth proposals, redirection or reduction in resources.
20 October 2025	Communities Committee to consider growth proposals, redirection or reduction in resources.
By Friday 31 October 2025	Deadline for individual Councillors to submit budget proposals.
10 November 2025	Budget Working Group to consider broad budget prospects.
24 November 2025 (Members to confirm)	Budget Working Group to consider initial draft detailed budget.
08 December 2025	Finance Committee to consider the final proposed budget for 2026/27.
15 December 2025	Council to approve budget and determine precept.
Pre Xmas	Precept request submitted to Westmorland and Furness Council

2. Options Analysis including risk assessment.

a) Risk

An inadequate budget process which fails to recognise financial and/or legal responsibilities.

b) Consequence

Overspendings leading to unwelcome curtailment of spending programmes; possible unpalatable council tax increase; setting an illegal budget; potential reputational damage.

c) Controls Required

A sound budget process will address these risks.

3. Financial and Resource Implications

A sound budget process is essential for robust financial management, however there are no direct financial implications arising from this report.

4. Equalities Implications

There are no equalities implications associated with this report.

5. Climate Change and Environmental Implications

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

Appendices

None

Background Documents:

2025-26 Budget Working Papers.

2025-26 Approved Budget

Council Business Plan and Resolutions Tracker

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FINANCE COMMITTEE

Date: 15 September 2025

Public Report

Matter: Penrith Industrial BID Benches

Item no: 14

Author: Services and Contracts Manager

Supporting Member: Cllr. Shepherd, Chair of Finance Committee

Purpose of Report:

Consider a request to enter into a Memorandum of Agreement with Westmorland and Furness Council to enable the installation of new seats to be installed by the Penrith Industrial BID.

Recommendations:

To consider and determine whether to:

- i. Enter into a Memorandum of Agreement with Westmorland and Furness Council to accept the responsibility for the ownership of up to five seats to be installed by the Penrith Industrial Bid; or
- ii. Enter into a Memorandum of Agreement with Westmorland and Furness Council and to then have a further agreement between the Council and the Penrith Industrial Bid, including terms that the Bid has responsibility for ownership and maintenance for up to five seats covering the period they remain in office.

Law and Legal Implications

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

1. Report Details

- 1.1 Penrith Industrial BID (PIB) is planning for the installation of new seats on the Gilwilly Industrial estate, following the launch of new walking routes in the area. They intend to install up to 5 new seats with the cost of the seat covered by the PIB and installation supported by a local company. All five of the seats are to be installed on land owned by Westmorland and Furness Council (W&F).
- 1.2 The PIB have been working with Westmorland and Furness Council on this project in order to obtain consent for the installation of the seats. W&F have outlined that whilst they have no objections to the installation of the seats on their land, the project can only proceed if a Memorandum of Agreement is agreed with a third party. In this instance W&F are stating that the PIB would not be an eligible body and the agreement must be entered into with Penrith Town Council.
- 1.3 Penrith Town Council has thus far not been a stakeholder in this project and has since been asked whether it would consider entering into a Memorandum of

Agreement with W&F to enable the scheme to progress. The Council has enquired with W&F whether they would wish to accept ownership of the seats given that they would be on their land, but they have confirmed that they are not wishing to do so.

- 1.4 The PIB's term is 5 years to 2028, with any extension subject to further referendum. With this being the case W&F require an accountable body for the seats once installed particularly given that they would remain in situ beyond 2028.
- 1.5 The Memorandum of Agreement would commit the Council to keep the seats in proper condition and state of repair, indemnify W&F against any claims which may be directly or indirectly in consequence of the presence of the seat, remove the seats upon request and ensure that the installation is to the satisfaction of the Highways Manager.
- 1.6 In order for this scheme to progress, the Council may wish to consider either:
 - i. accepting responsibility for the seats once installed by the PIB and enter into a Memorandum of Agreement with W&F, or
 - ii. enter into the agreement with W&F and have a further agreement between the Council and the PIB covering the period they remain in office.
- 1.7 The Council's Benches Policy includes an approved style of bench. The PIB has outlined that they plan to install a different specification of seat provided by a local company that is within their budget. They are constructed from recycled materials and have been selected for their durability.
- 1.8 Whilst this report has so far focused on the seats to be located on W&F owned land, the PIB are planning to install a further seat on private land, which the landowner will take full responsibility for and the council would have no involvement or responsibility.

2. Risk assessment & Mitigation

Risk

Financial risk should seats require unexpected repair and maintenance.

Mitigation

Ongoing liaison with PIB and purchase of durable seats installed to the satisfaction of the Highway Manager.

3. Financial and Resource Implications

The PIB would be responsible for all costs associated with the supply and installation of the seats. There would be no costs falling to the Council.

The specification of the seat suggests they will be low to no maintenance.

To prepare a separate agreement with the PIB may incur some legal costs with Members advised to note that the Council does not have a Solicitor in post at present.

The location of the seat on Castletown Drive is thought to be on an area of land identified as a Surplus Asset by W&F.

4. Equalities Implications

There are no equalities implications associated with this report.

5. Climate Change and Environmental Implications

The seats being provided by the PIB are manufactured from recycled materials.

Appendix A – Seat locations

Proposed seat locations on Westmorland and Furness owned land:

1. Greggs Thacka Lane Bench: ///spans.quilting.shampoos
2. Thacka Lane Bench ///chatted.renewals.betraying
3. Gilwilly Road Bench ///ribcage.crate.deny
4. Castletown Drive Bench ///unsecured.tidy.headliner
5. Bowerbank Way - ///stocky.awoke.obligated (possible)

Background Documents:

None

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FINANCE COMMITTEE

Date: 15 September 2025

Public Report

Matter: Seats and Shelters

Item no: 15

Author: Services and Contracts Manager

Supporting Member: Cllr. Shepherd, Chair of Finance Committee

Purpose of Report:

To consider and approve a proposed list of schemes to commit the Seats and Shelters budget in 2025/26.

Recommendations:

- i. Approve the installation of a new bus shelter at Sainsburys subject to receiving all necessary consents and permissions.
- ii. Members to bring forward proposals for the location of either new seats or shelters.

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 approved as part of the 2025/26 budget £12,500 for the installation of new seats and bus shelters. There is an allowance for an additional £12,500 in 2026/27.
- 1.2 A proposal has been brought forward for the Council to consider the installation of a bus shelter at Sainsburys which would facilitate for customers using the town bus service. It is recommended that this be approved subject to receiving the necessary consents which will include Westmorland and Furness Council Bus Panel approval and landowner consent.
- 1.3 This report asks Members to bring forward proposals for the location of either seats or new bus shelters in order to commit the budget.

2. Risk assessment & Mitigation

a) Risk

A list of schemes and locations are not approved.

b) Consequence

The Seats and Shelters budget is not committed.

c) Controls Required

Approve a list of proposed schemes.

3. Financial Implications

The Council has approved a budget of £12,500 for 2025/26.

The provision for a new bus shelter installed on a concrete plinth may cost in the region of £4,000.

The provision for a new seat will cost in the region of £850 with installation costs on top of this.

4. Legal Implications

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

There are no legal issues arising directly from this report.

5. Equalities Implications

There are no equalities implications associated with this report.

6. Environmental Implications

There are no environmental implications associated with this report.

Appendices: None

Background Documents:

Proposed Budget 2025-26, Full Council, 13 January 2025