



Penrith Town Council

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

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

DATE: 22 September 2025

NOTICE IS HEREBY GIVEN that an **ORDINARY MEETING** of **PENRITH TOWN COUNCIL** will be held on **29 September 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.gov.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. Snell	West Ward
Cllr. B. Jayson	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 MONDAY 29 SEPTEMBER 2025

Presentation from Penrith Partnership.

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: 28 July, 1 September and 8 September 2025.
- ii. Finance Committee: 15 September 2025.

b) Confirmation of Full Council Minutes

Authorise the Chair to sign, as a correct record, the minutes of the meeting of the Town Council held on Monday 14 July 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. Westmorland & Furness Council Consultation – Penrith Cemetery

Consider the survey questions regarding two possible options for creating a new path on the site - one crossing land near Lowther Estates and another via land owned by Penrith Golf Club. Agree a response that can be submitted online.

6. Councillor Vacancy

Note that Mr Danny Smith has resigned from the Town Council as he has moved out of the area. The vacancy notice has been published. [Local Government Act 1972 (Section 87(2)) The Local Elections (Parishes And Communities) (England and Wales) Rules 2006 (Rule 5)]. Members are asked to note that his positions on the A66 Community Liaison Group and the Communities Committee will be considered and filled upon the appointment of the new Member for South Ward.

7. Excluded Item: Public Bodies (Admissions to Meetings) Act 1960

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

8. Report from the Council Chair

Note the duties undertaken by or on behalf of the Council Chair.

9. 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.

10. Resolutions Report

Note the written report.

11. Grants Report

Note the written report.

12. Finance Committee

Ratify items a to d following as approved recommendations from the Council's Finance Committee from their meeting held on Monday 15 September 2025. Members are asked to note that these matters have been considered and approved by the members requested the matters be brought to Full Council for ratification:

a) Budgetary Control Statement 2025/26: 31 August 2025

Ratify the Budgetary Control Statement for the period 31 August 2025.

b) Risk Assessments

Ratify the annual review of the Council's corporate risk assessments.

c) Internal Audit Plan 2025-26

Ratify the scope of Internal Audit for 2025-26.

Finance Committee continued

d) Local Government Services Pay Agreement 2025-26

Note that the National Association of Local Council informed parish and town councils of the national 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 at the end of September. Members are asked to note that the 2025-26 approved budget provides fully for the new rates of pay.

13. External Audit

- a) Approve 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.
- b) Note the external auditor comment stated under other matters not affecting their opinion which they draw to the attention of the authority.
- c) Note to comply with The Accounts and Audit Regulations 2015 the Council will publish on its website, prior to the 30 September 2025, Sections 1 and 2 of the 2024/25 Annual Return (the Annual Governance Statement and the Summary Accounts), together with the Audit Certificate Section 3.

14. Appointments to Outside Bodies

- a) **Asset Transfer Lead:** Note that Cllr. Jackson has stood down from this role due to work commitments. Cllr. Shepherd will assume the lead role, having stood previously as deputy to the role and has proposed that no deputy is required.
- b) **Cumbria Constabulary Neighbourhood Policing:** Note that further to CC24/55 Cllr. B. Jayson and Cllr. Snell represent the Town Council at the Cumbria Constabulary Neighbourhood's local group .
- c) Note that the register of appointments will be updated.

15. Assets Sub Committee

Consider the report and recommendations contained within.

16. Recruitment Update

Receive an oral report on staff recruitment.

17. Next Meeting

Note the next meeting of the Full Council is scheduled for Monday 15 December 2025 at 6.00pm to consider the Precept, Unit 2, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR.

PART II Private Section

The following matters were considered by Finance Committee on 15 September 2025 in private session and are brought to Council for ratification. The following matters are considered exempt information as item 18 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 19 concerns information relating to the financial or business affairs of the authority.

18. Signage and Wayfinding

Consider the report and recommendations contained within.

19. Banking security and operations

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



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ITEM 2 b

DRAFT Minutes of the Ordinary Meeting of Penrith Town Council

Held on Monday 14 July 2025, at Unit 2, Church House, 19-24 Friargate, Penrith.

PRESENT

Cllr. Bowen	Pategill Ward	Cllr. B. Jayson	West Ward
Cllr. Holden	Carleton Ward	Cllr. D. Jayson	North Ward
Cllr. Jackson	North Ward	Cllr. Kelley	East Ward
Cllr. Shepherd	East Ward	Cllr. Lawson	Carleton Ward

Services & Contracts Manager

Community Services Officer

DRAFT MINUTES FOR THE ORDINARY MEETING OF FULL COUNCIL

14 July 2025

PART I

PTC25/21 Apologies for Absence

Apologies for absence were received from Cllrs. Donald, Kenyon, Rudhall, Smith, Snell.

Cllrs. Burgin and Davies sent apologies after the meeting had commenced.

PTC25/22 Minutes

a. Committee Minutes

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

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

b. Confirmation of Full Council Minutes

Members were asked to 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.

RESOLVED THAT:

The Chair be authorised to sign, as a correct record, the minutes of the previous meeting for the 21 May 2025.

PTC25/23 Declarations of Interest and Requests for Dispensations

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

- i. Cllr Jackson declared a registrable interest in Item 14 Carleton Village Hall as he was a resident on the estate.
- ii. Cllr Kelley declared a registrable interest in Item 14 Carleton Village Hall as he was a resident on the estate.
- iii. Cllr Holden declared a registrable interest in Item 14 Carleton Village Hall as she was the ward member for Carleton.

PTC25/24 Public Participation

a) Public Representations

There were no representations from members of the public.

PTC25/24 Public Participation, continued

b) Reports from Westmorland & Furness Councillors.

Cllr Bell: Informed the meeting that:

Westmorland & Furness Council had recently installed new signage at Friargate Car Park.

Westmorland & Furness Council had additional funding secured for “lines and signs”, and Penrith Town Council Councillors can report any observed issues with signage and line markings through Westmorland & Furness Council’s online portal.

Penrith Place Action Group are to form a “Keep Penrith Tidy” group, and if Penrith Town Council Councillors observe any street recurring cleanliness issues in Penrith, they should feed this into Penrith Town Council’s representatives on the Penrith Place Action Group (Cllr Bowen & Cllr Kenyon).

PTC25/25 Excluded Item: Public Bodies (Admissions to Meetings) Act 1960

Members were asked to 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.

RESOLVED THAT:

Items 14 and 15 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 the information contained within the reports is considered commercially sensitive and privileged legal information.

PTC25/26 Report from the Council Chair

Councillor Bowen, Council Chair and Penrith Mayor informed the meeting that she had attended the flag raising ceremony at Penrith Town Hall, delivered a speech to mark Armed Forces Week, the Enterprise Hub meeting at 2-3 Market Square, a grant visit to Penrith Cricket Club and the Team Autism CIC Show Case event and attended the Mayor of Kendal’s Civic Sunday event.

PTC25/27 Reports from Members

Members were invited to receive, give and note oral reports from Councillors regarding meetings that they have attended as representatives of the Town Council and matters of interest to the attention of the council for information or future discussion:

Cllr Holden reported that the construction of the Carleton Multi Use Games Area (MUGA) had commenced. She attended the Enterprise Hub meeting at 2-3 Market Square and a Road Resurfacing Scheme workshop hosted by Westmorland & Furness Council.

Cllr Shepherd reported that he had attended the Enterprise Hub meeting at 2-3 Market Square.

Cllr Kelley reported that he had attended the Enterprise Hub meeting at 2-3 Market Square and had also actioned reports from residents of a pedestrian safety issue at Woodberry Heights, which had resulted in the developer installing fencing alongside the footpaths on the estate.

Cllr D. Jayson reported that he had attended a meeting with Westmorland & Furness Council to progress the development of a Pump Track for Penrith.

Cllr Lawson reported that he supported the recent "Summer Saturday" Street Food event delivered by the Penrith Business Improvement District, emphasising the success of the event and that he had met with the police to discuss the issue of drugs on the Carleton Meadows estate.

Cllr B. Jayson reported that she and Cllr Bowen had met with the Happy Mums Foundation to discuss the possibility of the group returning to Penrith and had delivered leaflets to encourage residents to respond to Westmorland & Furness Council's 20mph speed limit proposal for Penrith consultation. Cllr. Jayson encouraged residents to voice their views in the parking consultation which closes on July 18th, the same day as the 20mph consultation. Cllr. Jayson informed the meeting the MP Tim Farron had visited Omega Proteins Penrith because villages on the other side of Penrith such as Greystoke, and Stainton are in his area of responsibility.

PTC25/28 Resolutions Report

Members noted the written report.

PTC25/29 Grants Report

Members noted the written report.

PTC25/30 May Day 2025 Review

Members were asked to consider the report and recommendations contained within.

RESOLVED THAT:

- i. The Penrith May Day 2025 Evaluation Report, be approved.
- ii. Penrith Town Council remain the lead body for the Penrith May Day Event.
- iii. A working group be appointed to review operational recommendations to assist in the delivery of May Day 2026. The membership was agreed as Council officers, Council Chair, Vice Chair the Chair of the Finance, Planning and Communities committee and Councillor Deb Holden.
- iv. The Councils Communities Committee have oversight and responsibility for events including May Day.
- v. 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 be revoked, and instead:
 - a) 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, be approved.
 - b) A transfer of £15,000 from the General Reserve to the May Day event budget, noting that the Penrith BID had approved a grant of £5000 for the 2026 May Day event, be approved.
 - c) A transfer of £5,000 from the General Reserve to a create a new Events Development budget line be approved.
- vi. Officers be thanked for their work delivering the Penrith May Day event.

PTC25/31 Matters from Finance Committee

Ratify the budgetary control statement for the period to 31 May 2025

Members noted that this matter had 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 had requested that this matter be brought to the Full Council for ratification. Members were asked to ratify the budgetary control statement for the period to 31 May 2025.

RESOLVED THAT:

The budgetary control statement for the period to 31 May 2025, be ratified.

PTC25/32 Policy Review

Members considered the report and recommendations contained within.

RESOLVED THAT:

- i. The changes to the Financial Regulations be ratified.
- ii. The changes to the Procurement Policy be ratified.
- iii. The Climate and Environment Strategy 25-26 be ratified.
- iv. The Community Transport Policy be ratified.
- v. The amendments to Standing Orders be approved.
- vi. The Sexual Harassment Policy be approved.
- vii. The Councils commitment to the National Association of Local Councils Civility and Respect Pledge, be reaffirmed.
- viii. The amendments to the Emergency Plan, with proposed amendments be approved.

PTC25/33 Next Meeting

Members noted the next meeting of the Full Council was 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 were considered exempt information as the information contained within the reports was commercially sensitive and privileged legal information.

PTC25/34 Carleton Village Hall

Members considered the report and recommendations contained within.

RESOLVED THAT:

Council does not proceed with the ownership of Carleton Village Hall and informs Persimmon Homes and Westmorland and Furness Council.

PTC25/35 Planning Committee - Town Centre

Members noted the Penrith Town Centre Public Realm Improvements Document and the potential priority list identified by members of the Planning Committee.

RESOLVED THAT:

The request from the Planning Committee for a transfer of £20,000 from the General Reserve to commission detailed plans and costings for projects identified as priority projects be approved.

EXTRACT WESTMORLAND & FURNESS COUNCIL SURVEY PRESS RELEASE

Council invites views on Penrith Cemetery to help shape future improvements

Council invites people to take part in a 'Community Conversation' about Penrith Cemetery to better understand how it is used and shape future improvements.

Situated on Beacon Edge next to an established woodland, the Penrith Cemetery offers a place for remembrance and reflection. Since opening in 1872, it has become an important part of local heritage, with more than 20,000 burials on a site covering around 10 hectares.

As this diverse open space is used in many different ways by communities in Penrith and beyond, Westmorland and Furness Council is running a survey to understand how the cemetery is used and accessed to ensure future care and improvements reflect the needs and priorities of those who value it most.

The council has received feedback following the installation of a new fence along the top boundary of the cemetery which closed off an informal route previously used by local walkers. While the new fence has addressed issues of boundary damage and trespass, it has also highlighted the strong local interest in a potential new link to the Beacon footpath.

The survey asks for feedback on two possible options for creating a new path have been identified - one crossing land near Lowther Estates and another via land owned by Penrith Golf Club. Each option has its benefits, and further consultation with residents, visitors, cemetery users and neighbouring landowners will be key to shaping the way forward.

Any improvements made to the Cemetery will protect the peace and tranquillity of the cemetery, avoid disturbance to wildlife and manage potential issues such as dog fouling.

Cllr John Murray, Westmorland and Furness Council Cabinet Member for Regulatory Services, said: "Penrith Cemetery is a place of great importance to our community - a site of remembrance, reflection and heritage, as well as an important green space that connects people to nature and the wider landscape. We have listened carefully to residents' views about access and the need to balance that with respect for the cemetery's primary purpose.

"This survey is an opportunity for everyone who values the cemetery, whether you visit regularly or only occasionally, to share your thoughts. Your feedback will help us explore options for a possible new path link to the Beacon, while also ensuring we protect the peace and tranquillity of the cemetery and its natural environment.

"I would encourage as many people as possible to take part and have their say. Together, we can make sure this special place continues to meet the needs of our community now and for future generations."

The survey is now live and will remain open until Wednesday 8 October. People can [complete the Penrith Cemetery community conversation online](#), with paper copies available at Penrith Library, Penrith Leisure Centre, Penrith Tourist Information Desk, or the receptions of Voreda House, or South Lakeland House.



Penrith Cemetery Survey

Westmorland and Furness Council is committed to maintaining and enhancing the quality of public spaces across our communities.

We know Penrith Cemetery is well used by those wishing to access open spaces and enjoy the views as well as those wishing to visit graves of those buried within the site. Following requests from local residents, Westmorland and Furness Council is investigating the addition of a footpath link at the top of the cemetery, creating a direct connection between the existing cemetery paths and the popular Beacon footpath.

We would be grateful if you could take a few moments to complete this short questionnaire. Your views are important in shaping local improvements, helping us gain insight into how the cemetery is currently used, how people access it, and what matters most to visitors.

Whether you come regularly or only on occasion, your views are important to us. Thank you for your time and contribution.

Please return your completed survey to Penrith Library, Penrith Leisure Centre, Penrith Tourist Information Desk, Voreda House, or South Lakeland House for the attention of Bereavement Services by Wednesday 8 October 2025.



Privacy Statement

In submitting this form, you agree to your feedback and comments being used for the purposes of informing the future maintenance of Penrith Cemetery. Any feedback and comments used will be anonymised.

The information will only be accessed by necessary staff at Westmorland and Furness Council.

Your data will be held securely and will not be distributed to third parties. You have a right to change or access the information collected in this survey.

When this information is no longer required for this purpose, Westmorland and Furness Council will dispose of your data.

To read our full privacy notice, visit our website: <https://www.westmorlandandfurness.gov.uk/your-council/data-protection-and-privacy/privacy-notice>

1. Have you read our privacy policy and are you happy to proceed with this survey?

Yes, I'd like to proceed ☐

2. Which of the following would you describe yourself as in relation to the cemetery?

(Please select all that apply)

- | | | | |
|---|--------------------------|---------------------------------------|--------------------------|
| Local resident - with loved one laid to rest | <input type="checkbox"/> | Stonemason | <input type="checkbox"/> |
| Local resident - with no loved one laid to rest | <input type="checkbox"/> | Clergy/religious group or celebrant | <input type="checkbox"/> |
| Member of the Friends of Penrith Cemetery Group | <input type="checkbox"/> | Westmorland and Furness Council staff | <input type="checkbox"/> |
| Person with other interest | <input type="checkbox"/> | Westmorland and Furness Councillor | <input type="checkbox"/> |
| Funeral director | <input type="checkbox"/> | Other (please specify below) | <input type="checkbox"/> |

3. How often do you visit the cemetery?

Daily ☐ Weekly ☐ Monthly ☐ Other:

4. What time of day do you most often visit/use the cemetery?

5. Who do you usually visit the cemetery with? (Please tick all that apply)

By myself ☐ With family members ☐ With friends ☐

Other (please specify):

6. What is the main purpose of your visits? (Please select one option)

- | | | | |
|--|--------------------------|---|--------------------------|
| To visit the grave of a family member or friend | <input type="checkbox"/> | To enjoy the natural environment or green space | <input type="checkbox"/> |
| For quiet reflection or personal contemplation | <input type="checkbox"/> | To exercise | <input type="checkbox"/> |
| As part of a cultural or religious observance | <input type="checkbox"/> | For work purposes | <input type="checkbox"/> |
| To attend a funeral or remembrance event | <input type="checkbox"/> | Cut through to Beacon Edge Woodlands footpath | <input type="checkbox"/> |
| For historical interest or to explore local heritage | <input type="checkbox"/> | | |
| Other (please specify) | | | |

Grounds maintenance

The council works closely within its teams and alongside external contractors to carry out regular maintenance of this open space. This includes pruning trees, cutting grass, trimming hedges, and managing shrubs to ensure the area remains well-kept and accessible. By maintaining this space regularly, we help provide a safe and enjoyable environment for all, ensuring clear and secure access throughout.

7. Do you have any comments on the style and quality of maintenance of the cemetery?

Paths

We know the cemetery is well used by those wishing to access open spaces and enjoy the views as well as those wishing to visit graves of those buried within the site. Westmorland and Furness Council is considering the addition of a footpath link at the top of the cemetery, creating a direct connection between the existing cemetery paths and the popular Beacon footpath. Your views are important in shaping local improvements.

Please see the area in red on the map below.



8. Were you previously aware of the Beacon footpath that runs adjacent to the cemetery?

Yes ☐ No ☐

9. Would you support the creation of a new footpath link connecting the cemetery to the Beacon footpath?

Strongly support ☐ Somewhat support ☐ Neither support or oppose ☐
Somewhat oppose ☐ Strongly oppose ☐

10. What benefits do you think a new footpath link would bring to the area?

(Please select all that apply)

Improved access to green spaces	<input type="checkbox"/>	Increased safety by offering a clearer route	<input type="checkbox"/>
Encouragement of walking and outdoor activity	<input type="checkbox"/>	Enhanced visitor experience to the cemetery and Beacon	<input type="checkbox"/>
Better connectivity between local areas	<input type="checkbox"/>	None of the above	<input type="checkbox"/>
Other (please specify below)			

11. Do you have any concerns about the proposed footpath link?Yes ☐ No ☐

If yes, please tell us more.

12. Do you have any suggestions or comments regarding the design, location or materials for the proposed footpath link?

13. The Friends of Penrith Cemetery are a working group of interested members of the community who volunteer to help maintain and improve the cemetery working in partnership with the council.

If you wish to hear more about the Friends of Penrith Cemetery Group and be contacted regarding the next meeting, please leave your name and email address below.

Your name and email address will only be used for the purpose of contacting you about the next meeting. All survey responses will be anonymised.

FULL COUNCIL 29 SEPTEMBER

2025 ITEM 10 RESOLUTIONS

Town Council Meeting 14 July 2025

MINUTE REFERENCE	ACTIVITY	PROGRESS
PTC25/30iii	Working group - Send invitations 3 meetings	
PTC25/30v	May Day budget transfers from General Reserve to budget lines.	
PTC25/30v	Recruitment of Events Officer	
PTC25/32	Revised Policies uploaded to website	
PTC25/34	Carleton Village Hall - letters to Persimmon and Westmorland and Furness	
PTC/25/35	Penrith Town Centre Improvements transfer from General Reserve to Planning	

KEY:

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

FULL COUNCIL

Date: 29 September 2025

Public Report

Matter: Grants Report

Item no: 11

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 previous financial year, the Council allocated the entire £40,000 Grants budget.
- 1.3 The Council has two separate grants budgets, the Community Grants Scheme and the Signature Event grants.

Community Grants

- 1.4 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.
- 1.5 Officers are responsible for receiving, reviewing, and awarding all grants.
- 1.6 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.
- 1.7 On receipt of an application, it is scrutinised by Officers using the criteria within this Scheme and records are maintained.
- 1.8 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

- 1.9 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.
- 1.10 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, Budget Risk Assessment, Public Liability Insurance and associated policy documents.

2. Justification/Proposal

Community Grants Budget 2025/26 - £30,000

Since the commencement of the 2025/26 financial year, six organisations have had grants awarded. Full Council noted three of these awards at the meeting held on the 14 July 2025. Since the last meeting of Council, the following three grants have been awarded:

Team Autism – The Council has awarded a grant of £1,000 as a contribution towards costs of the procurement of equipment necessary for Team Autism CIC to deliver autism awareness sessions in Penrith.

Riverside Group – The Council has provided a grant of £1,000 as a contribution towards facility improvements to the community spaces at the Eden Rural Foyer.

Eden Runners – The Council has provided a grant of £2,750 towards the costs of widening and resurfacing parts of the existing track, and the installation of a new section of track around the Amenity Pitch at the Frenchfield Sports Centre.

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 from September 2025 free of charge for participants.
Hearts United CIC	£1,892	Equipment necessary for Hearts United CIC to deliver CPR awareness training sessions in Penrith.
Team Autism CIC	£1,000	Equipment necessary for Team Autism CIC to deliver autism awareness sessions in Penrith.
Riverside Group	£1,000	Facility improvements to the community spaces at the Eden Rural Foyer.
Eden Runners	£2,750	Track improvements and creation around the Amenity Pitch at Frenchfield Sports Centre.
	£12,154	

There remains an uncommitted grants budget remaining of £17,846.

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.

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

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: 29 September 2025

Public Report

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

Item no: 12 a

Author: Responsible Finance Officer

Supporting Member: Cllr. Shepherd, Chair of Finance Committee

Purpose of Report:

Ratify the budgetary control statement for the five-month period to 31 August 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. 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	2,057	(1,224)
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	3,677	573
	5,000	Pump Track	0	0	0
14,686	5,834	Contribution to/(from) Devolution Reserve	4,775	6,581	(1,806)
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	804	4,404
		Other Overheads:			
2,795	3,300	Printing, Postage & Stationery	1,375	1,586	(211)
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	9,130	1,174
415,147	516,777	Finance Committee Total	205,275	197,130	8,145

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	221,600	32,842
(85,140)	(121,037)	INCREASE/(DECR) IN GENERAL RESERVE	(30,800)	8,511	39,311
		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)	8,511	39,311
422,091	266,047	Balance carried forward	356,284	430,601	74,317
		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	6,581	1,806
189,091	193,583	Balance carried forward	192,524	195,672	3,148
		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	733,273	77,465



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	16,177	
Payroll Control	11,378	
Receipts in Advance	<u>302,007</u>	
	329,562	
Net Current Assets		(287,719)
		<u>733,273</u>
Represented by:		
Reserves		
General Reserve		430,601
Devolution Reserve		195,672
Election Reserve		40,000
Play Area Reserve		67,000
		<u>733,273</u>

FULL COUNCIL

Date: 29 September 2025

Public Report

Matter: Corporate Risk Assessments

Item no: 12 b

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

FULL COUNCIL

Date: 29 September 2025

Public Report

Matter: Internal Audit 2025-26

Item no: 12 c

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.
A. Appropriate accounting records have been properly kept throughout the year. Periodic bank account reconciliations were carried out during the year	<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.</p> <p>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>		
B. This authority complied with its Financial Regulations. Payments were supported by invoices; all expenditure was approved and VAT appropriately accounted for.	<p>Verify that Financial Regulations (FR), Standing Orders and all relevant policy and procedure documents are regularly reviewed and reflect current legislation.</p> <p>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.</p> <p>Confirm that there is a clear audit trail – invoices to Schedule of Payments- Council approval - Bank statements.</p>		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<p>Check review of Risk Assessments, Health and Safety Policies etc. Verify adequate statutory and other insurance cover.</p> <p>Check safety inspections and relevant documentation.</p> <p>Documented evidence of Internal Control and review of the Internal Audit.</p>		

AGAR REFERENCE	COMPLIANCE CHECKS	YES/NO	RECOMMENDATIONS FOR ACTION.
D. The precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored and reserves were appropriate.	<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.</p> <p>There is timely submission to the Unitary Authority.</p> <p>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>		
E. Expected income was fully received based on correct prices, properly recorded and promptly banked; Vat has been accounted for as relevant.	<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.</p> <p>Regular review of pricing structure for all undertakings. Comprehensive documentation – Hire of facilities, Allotments. Leases. All income collected within timescale.</p>		
F. Petty Cash, Debit Cards, Cash expenses approved and Vat accounted for.	<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>		

AGAR REFERENCE	COMPLIANCE CHECKS	YES/NO	RECOMMENDATIONS FOR ACTION.
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.	<p>Ensure staff contracts of employment have been issued.</p> <p>Verify staff record file noting sickness absences, holidays etc.</p> <p>Verify appropriate deductions have been made – PAYE/N.I./Pension.</p> <p>All relevant sums paid to HMRC/Pensions with in the statutory time scales.</p>		
H. Asset and investments registers were complete and accurate and properly maintained. Include loans to and from the Council.	<p>Verify regular review of Asset Register and correct documentation of acquisitions and disposals.</p> <p>Confirm all assets are adequately covered by insurance.</p> <p>Check insurance renewal dates, loyalty agreements, value of assets and appropriate statutory cover.</p> <p>Check investments for "Fixed Asset" inclusion in AGAR(9)</p> <p>Borrowing and lending to be checked.</p>		
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.	<p>Verify the accuracy of the year-end bank reconciliation detail.</p> <p>Confirm the correct roll forward balance figure from the previous year has been carried forward to the new financial year.</p> <p>Review debtors/creditors and appropriate adjustment if income and expenditure accounts.</p>		

AGAR REFERENCE	COMPLIANCE CHECKS	YES/NO	RECOMMENDATIONS FOR ACTION.
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 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.		

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" with a stylized flourish at the end.

Date

29/07/2025

FULL COUNCIL

Date: 29 September 2025

Public Report

Matter: ASSETS SUB-COMMITTEE

Item no: 15

Author: Town Clerk & Service and Contracts Manager

Supporting Members: Cllrs. Bowen and Shepherd

Purpose of Report:

Review the terms of and scope of the Local Government Reorganisation Strategic Planning Group, establish a new committee with terms of reference, consider the progress of acquiring assets for Penrith and consider a targeted approach to the acquisition of assets.

Recommendations:

- i. Approve the dissolution of the Local Government Reorganisation Strategic Planning Group acknowledging that local government reorganisation has been completed without any asset transfer from Westmorland and Furness Council.
- ii. Approve the establishment of a sub-committee of the Finance Committee, The Assets Sub-Committee with the terms of reference as appended.
- iii. That the Sub-Committee is included in the Council's Scheme of Delegation.

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 at its meeting on Monday 21 May 2025 resolved to convene a meeting of the informal Local Government Reorganisation Strategic Planning Group [Minute ref: PTC25/19] to review the groups terms of reference, the asset transfer process to date and to make recommendations to Council on future schemes of work. The group met on 16 September 2025 and would like to propose a refreshed approach to asset transfers with Westmorland and Furness Council or with any other organisation or body.

2. Justification

- 2.1 Local Government reorganisation has been completed without any asset transfer taking place.
- 2.2 The Town Council has previously submitted expressions of interest in all the former Eden District Council and now Westmorland and Furness Council assets to ensure that local services, resources, and assets are retained in Penrith and are managed, maintained, and delivered efficiently and effectively. This being subject to business cases, and Council approvals throughout.
- 2.3 The Town Council had expressed interest in the transfer of surplus assets from Westmorland and Furness Council, subject to business cases, and Council approvals throughout.
- 2.4 The Town Council had formally submitted an Expression of Interest to Westmorland and Furness Council for a Community Asset Transfer of Carleton Park. (Full Council, 15 July 2024, Minute PTC24/34i).
- 2.5 Having reviewed the terms of reference for the Local Government Reorganisation Strategic Planning Group it was identified that the terms were no longer relevant nor required as reorganisation has taken place.
- 2.6 The group acknowledged that with the completion of the 2027 contracts with its external providers, that Westmorland and Furness Council may be in a less complicated position to transfer assets.

Proposal

- 2.7 The group agreed that a platform was required to provide momentum and oversight of the Councils acquisition of assets from any organisation or official body.
- 2.8 The group considered the establishment of a new sub-committee of the Finance Committee with draft terms with a targeted simplified approach to asset acquisition.
- 2.9 Draft terms are appended at A for Members consideration.
- 2.10 The group identified that as the Council had formally applied for a Community Asset Transfer for Carleton Park they would recommend to Council that the completion of this transfer should be a priority to act as a pilot for any future asset transfers with Westmorland and Furness Council.
- 2.11 It is proposed that Council write to the leader of Westmorland and Furness Council proposing this new approach and to restate the Council's interest and need for progress regarding the acquisition of Carleton Park and seeking parity with the responsibility of play areas across the unitary council.

3. Financial Implications

There are no financial issues arising directly from this report.

4. Legal Implications

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:

A: Draft terms

Background Documents:

Numerous reports to Council since 2015.

Draft Terms of Reference : Assets Sub-Committee APPENDIX A

1. Purpose and Scope

The Asset Transfer Sub-Committee will:

- a) Be a subcommittee of the Finance Committee which can be convened to consider asset transfers from Westmorland and Furness Council or another body and asset acquisitions. The committee will report directly to the Finance Committee as required and must operate within these Terms of Reference.
- b) Lobby for the devolution of services, resources, and assets so that services and assets are retained in Penrith and are managed, maintained, and delivered efficiently and effectively.
- c) Represent the interest of the Council at formal meetings with Westmorland and Furness Council or with other organisations to establish a positive and constructive relationship at the earliest stage of asset acquisition or transfer.
- d) Research capital, revenue and maintenance costs, and provide informed recommendations to the Finance Committee and Full Council for their consideration and approval.
- e) Give strategic direction and recommend policy and approach to the Finance Committee and Full Council
- f) Consider the human resources impacts of asset transfers and make recommendations to the Finance Committee for future staffing requirements, or TUPE.
- g) Draft press releases in liaison with the TC and CSO, when appropriate, to update residents on the assets being transferred and the value being added by the Town Council.
- h) Be responsible for consulting with stakeholders to discuss options to develop informed recommendations.
- i) Prepare and present reports or recommendations ensuring clarity and alignment with the Council's Business Plan and previous resolutions related to expressions of interest for asset transfers.
- j) Have decision-making powers and can seek additional delegations of authority from Full Council to manage critical, and urgent matters reporting to Finance Committee and Full Council at the earliest opportunity.
- k) Have authority to spend from the Devolution Reserve up to the value of £30,000 to expediate a transfer
- l) or acquisition with critical deadlines which must be presented in line with The Council's adopted Financial Regulations.

2. Membership

- a) The committee should be made up of the lead councillor for assets, Council Chair or Vice Council Chair, Chair of the Planning Committee, Communities Committee, and Chair and Vice Chair of the Finance Committee.
- b) A lead councillor for assets will be nominated by the Full Council, and it is the responsibility of the lead to chair meetings and to coordinate the group's efforts and provide regular reporting back to the Finance Committee.
- c) In his/her absence the Chair or Vice Chair of the Finance Committee will chair the meeting.
- d) Additional members may be included in the sub-committee as required.
- e) Non council members may be invited to join.
- f) Membership may be reviewed by the Full Council as needed.

3. Meetings, agenda items, minutes and meeting papers

- a) Meetings will be convened as required and will be held in person.
- b) The agenda, with attached meeting papers, will be distributed at least five working days prior to the next scheduled meeting.
- c) The agenda and minutes of each meeting will be prepared by either the Services and Contracts Manager or Community Services Officer.
- d) Three Councillors are required to attend for the meeting to be quorate.

4. Reporting

- a) The minutes, including attachments, will be provided to the membership and will be available to Members of the Town Council.
- b) Minutes will be circulated to Members no later than five working days following each meeting.
- c) Confidential matters will be on pink paper and marked confidential.
- d) The Committee will make recommendations to the Council's Finance Committee in the first instance. If accepted and approved by the Finance Committee, these will then be ratified by Full Council at the earliest opportunity.
- e) The committee shall be notified by Council officers on any item or issue relevant to asset acquisition, transfer including but not limited to legal, financial, operational, or community-related considerations and a meeting will be convened if required.

5. Proxies/Deputies to meetings

Vice Chairs of the Planning Committee, Communities Committee will act as proxies/deputies.

6. Resources

- a) The committee will have access to Council staff for administrative support and will undertake desk top research to consider and research each asset, service, and contract to enable the Council to prioritise, develop business cases, consider the risks, costs and opportunities related to each asset transfer.
- b) The following officers would be expected to attend meetings: Town Clerk, RFO, Solicitor, Services and Contracts Manager, and Community Services Officer

7. Review

These Terms of Reference will be reviewed as part of the review of the Councils Scheme of Delegation.

ADOPTED: September 2025

Annually as part of the Scheme of Delegation

AGENDA END

FOR THE ATTENTION OF ALL MEMBERS OF THE TOWN COUNCIL

Access to Information

Copies of the agenda are available for members of the public to inspect prior to the meeting. Agenda and Part I reports are available on the Town Council website: <https://www.penrithtowncouncil.gov.uk/>

Background Papers

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