



Penrith Town Council

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

DRAFT Minutes of the Ordinary Meeting of Penrith Town Council

Held on Monday 29 September 2025, at Unit 2, Church House, 19-24 Friargate, Penrith.

PRESENT

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

Services & Contracts Manager

Community Services Officer

DRAFT MINUTES FOR THE ORDINARY MEETING OF FULL COUNCIL

29 September 2025

The meeting received a representation from Penrith Partnership.

PART I

PTC25/36 Apologies for Absence

Apologies for absence were received from Cllrs Davies and Shepherd. Cllr. Donald was absent without apologies.

PTC25/37 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: 28 July, 1 September and 8 September 2025.
- ii. Finance Committee: 15 September 2025.

b. Confirmation of Full Council Minutes

Members were asked to authorise the Chair to sign, as a correct record, the minutes of the Meeting of Full Council held on 14 July 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 meeting for the 14 July 2025.

PTC25/38 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. None received.

PTC25/39 Public Participation

a. Public Representations

Members received a question without prior notice, from a member of the public for Item 12 (d) querying why, in their opinion, was Council operating contrary to its Financial Standing Order 11.3. The Chair informed the meeting that this would be looked into.

b. Reports from Westmorland & Furness Councillors.

Cllr Taylor reported an Eamont heritage project that is being planned to provide information of the history of the area and that future information would be provided to the Council.

Cllr Bell passed on her apologies for the meeting.

PTC25/40 Westmorland & Furness Council Consultation – Penrith Cemetery

Members considered Westmorland & Furness Council's Penrith Cemetery survey.

RESOLVED THAT:

A response be submitted to Westmorland and Furness Council's Penrith Cemetery Survey supporting the proposal to install a footpath link at the top of the cemetery connecting with the Beacon footpath and seeking provision for a gate.

PTC25/41 Councillor Vacancy

Members noted that Danny Smith had resigned from the Town Council as he has moved out of the area and that the vacancy notice had been published. [Local Government Act 1972 (Section 87(2)) The Local Elections (Parishes And Communities) (England and Wales) Rules 2006 (Rule 5). Members noted that a by-election had been called, and the notice would be published in due course.

PTC25/42 Excluded Item: Public Bodies (Admissions to Meetings) Act 1960

Members were asked to determine whether items 18 and 19 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:

- i. Item 18 Signage and Wayfinding be removed from the agenda and duly deferred.
- ii. Item 19, Banking and Security Operations 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 report includes information relating to the financial or business affairs of the authority.

PTC25/43 Report from the Council Chair

Cllr Bowen, Council Chair and Penrith Mayor informed the meeting that she had completed the Cumbria Association of Local Councils new Chair training, attended a community fun day at Penrith Leisure Centre, a Royal British Legion event, Armed Forces Community Collaborative event to launch improved care facilities for veterans and attended the Kendal Torchlight Procession.

PTC25/44 Reports from Members

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

Cllr B. Jayson reported that she had represented Penrith Town Council on behalf of the Penrith Mayor at the raising of the flag for Victory over Japan Day at Penrith Town Hall, visited Penrith Town Hall to hear about ideas for future use plans from Westmorland & Furness Council and encouraged residents to share their thoughts using the online survey. Cllr. B Jayson informed the meeting that she had also attended an online meeting of the Cumbria Constabulary Neighbourhood Policing forum where they discussed the police targeting anti-social behaviour in Penrith and attended Markus Campbell-Savours MP's meeting in Castletown regarding industrial smells in Penrith.

Cllr D. Jayson reported that he had attended Markus Campbell-Savours MP's meeting in Castletown regarding industrial smells in Penrith.

Cllr Kelley reported that he had attended a meeting of the Scaws Recreation Group along with a recent event held by the group. He had also attended the Enterprise Hub meeting at 2-3 Market Square.

Cllr Kenyon reported that he had attended the Enterprise Hub meeting at 2-3 Market Square, the Town Hall consultation tour, the Coldsprings Nature Reserve opening and Markus Campbell-Savours MP's meeting in Castletown regarding industrial smells in Penrith. Cllr. Kenyon informed the meeting that he had passed on a member of the public's concern about mole traps at Thacka Beck Nature Reserve, that he is progressing the installation of a viewing plaque at Fairhill, that the Penrith and Eden Refugee Network visited Keswick and that he had received a paper relating to the future of the 106 Bus Service.

Cllr Snell reported that she had attended a meeting of the Health and Wellbeing Forum, a Penrith and Eden Refugee Network event and the Wild Play Day at Fairhill.

Cllr Lawson reported that he had been assisting the Penrith Business Improvement District with their programme of summer events, assisting with the Carleton Village Hall residents survey and delivering newsletters in his ward.

Cllr Holden reported that she had attended the PACT AGM, that the Penrith Repair Café has launched a new website and that the Carleton Park Multi Use Games area is complete and open to the public.

PTC25/45 Resolutions Report

Members noted the written report.

PTC25/46 Grants Report

Members noted the written report.

PTC25/47 Matters from Finance Committee

Members noted that these matters had been considered and approved by the members of the Council's Finance Committee from their meeting held on Monday 15 September 2025, and the Committee Chair, Cllr. Shepherd had requested that these matters be brought to the Full Council for ratification.

a. Ratify the budgetary control statement for the period to 31 August 2025

Members were asked to ratify the budgetary control statement for the period to 31 August 2025.

RESOLVED THAT:

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

b. Risk Assessments

Members were asked to ratify the annual review of the Councils corporate risk assessments.

RESOLVED THAT:

The annual review of the Councils corporate risk assessments be ratified.

c. Internal Audit Plan 2025-26

Members were asked to ratify the scope of Internal Audit for 2025-26.

RESOLVED THAT:

The scope of Internal Audit for 2025-26 be ratified.

d. Local Government Services Pay Agreement 2025-26

Members noted that the National Association of Local Councils had informed parish and town councils throughout the country of the new rates of pay for 2025-26. Members noted that the 2025-26 approved budget provided fully for the new rates of pay.

RESOLVED THAT:

- i. The national Local Government Services Pay Agreement 2025-26 be ratified with effect from the 01 April 2025. An increase of 3.20% be paid as a permanent addition on staff NJC pay points 2 to 43, and an increase of 3.20% be applied to all staff pay points above pay point 43.
- ii. The new rates of pay and backdated increases be paid to Council staff at the end of September 2025.

PTC25/48 External Audit

Members considered the External Audit Report.

Members noted that to comply with The Accounts and Audit Regulations 2015, the Council would 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.

Members noted that the Council's external auditors, Moore UK, had 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 was in accordance with the proper practices and that no other matters had come to their attention giving cause for concern. Members also noted that the external auditor comment stated under other matters not affecting their opinion which they drew to the attention of the authority.

Members expressed thanks to the officers for their work.

RESOLVED THAT:

The external auditors report be approved and duly published.

PTC25/49 Appointments to Outside Bodies

Members noted that:

- a. **Asset Transfer Lead:** Cllr. Jackson had stood down from this role due to work commitments. Cllr. Shepherd would assume the lead role, having stood as deputy.
- b. **Cumbria Constabulary Neighbourhood Policing:** Further to CC24/55 Cllr. B. Jayson and Cllr. Snell represent the Town Council at the Cumbria Constabulary Neighbourhood's local group.
- c. The register of appointments would be updated.

PTC25/50 Assets Sub Committee

Members considered the proposal to review the scope of the Local Government Reorganisation Planning Group, establish a new Assets Sub Committee and Terms of Reference.

RESOLVED THAT:

- i. The Local Government Reorganisation Planning Group be dissolved.
- ii. An Assets Sub Committee of the Finance Committee be established and the terms of reference approved.
- iii. The Sub Committee be included in the Council's Scheme of Delegation.

PTC25/51 Recruitment Update

Members received an update for recruitment and were introduced to the Councils new starters, the Events Officer, Annabel Candler and Internal Solicitor, Lucy Guthrie.

PTC25/52 Next Meeting

Members noted that the next meeting of the Full Council was scheduled for Monday 15 December at 6.00pm, Unit 2, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR.

PART II Private Section

The following matter was considered by Finance Committee on 15 September 2025 in private session. The following matter was considered exempt information as the item concerns information relating to the financial or business affairs of the authority.

PTC25/53 Banking security and operations

Members considered the report and recommendations contained within.

RESOLVED THAT:

- i. The opening of a second HSBC account no longer proceeds.
- ii. Changes to the banking procedures, credentials and permissions be approved:
 - a. The HSBC account Primary User be removed and replaced by the Town Clerk.
 - b. Invoice payments be made inhouse from the week of the 29 September 2025 and in accordance with the procedure as set out in the report.
 - c. The payment arrangements be reviewed throughout October and November and should the procedures be considered to be effective these be written in to the Council's Financial Regulations and Internal Control Framework to be brought to Finance Committee in December 2025.
 - d. That the signatories on the HSBC account be approved.
 - e. The Secondary Users on the HSBC account as named in the report be approved.
 - f. Two signatories remain required for the signing of cheques (noting the caveat that the signatures must be different to the secondary users for any changes to the account). Councillors Burgin and Kenyon be removed as signatories. Councillors Shepherd and Jackson continue to act as account signatories on the HSBC account.
- iii. A facility to pay by CHAPs transfer for deposits to the CCLA account be managed by the Town Clerk and that daily limits be temporarily changed to accommodate the deposits up to a daily limit of £100,000 as required.
- iv. The mobile phone policy to support banking and business operations and job roles be approved and the Council enter into a contract for the procurement of up to six mobile phones.

CHAIR:

DATE:

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

Access to Information

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

Background Papers

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