



Penrith Town Council

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

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

DATE: 03 November 2025

NOTICE IS HEREBY GIVEN that an **ORDINARY MEETING** of **THE FINANCE COMMITTEE** will be held on **Monday 10 November 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 10 NOVEMBER 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 15 September 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 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.

6. Payments for Approval

- a) Note that Cllr. Burgin and Cllr. Lawson 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 08 December 2025.
- c) Approve the monthly report of payments for September and October 2025.

7. Bank Reconciliation

Approve and sign the bank reconciliation as of 30 September and 31 October 2025 as a correct record.

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

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

9. Resolutions Report

Note the written report.

10. Work Plan

Note the progress on the Finance Committee Work Plan.

11. CCLA Public Sector Deposit Fund

Note that £150,000 was withdrawn from the CCLA Public Sector Deposit Fund account on the 01 September 2025 and has been deposited in the HSBC account. The balance in the CCLA is £780,000 at the 31 October 2025.

12. IT Service Schedule

Note the Council has renewed its IT Managed Support, Maintenance and Security Licensing Schedule for the period 27 October 2025 to 26 October 2026 and that the annual cost is £3,743.

13. Tara Hill Bus Shelter

Receive an oral report on damage to the Tara Hill Bus Shelter.

14. Cycle Parking Cornmarket

Consider a request from Westmorland and Furness Council to receive consent to install cycle parking apparatus at the Cornmarket.

15. Next Meeting

Note the next meeting is scheduled for **Monday 08 December 2025**, at **5.15pm** at the Board Room, Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR.

PART II PRIVATE SECTION

There are no further items in this part of the Agenda

**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 Town Clerk address overleaf between the hours of 9.00 am and 4.00 pm, Monday to Friday via office@penrithtowncouncil.gov.uk

INTENTIONALLY BLANK



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 meeting of the

FINANCE COMMITTEE

Held on Monday 15 September 2025, at 5.15pm.

PRESENT

Cllr. Burgin	South Ward	Cllr. Lawson	Carleton Ward
Cllr. Jackson	North Ward	Cllr. Shepherd	East Ward
Cllr. D. Jayson	North 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 15 SEPTEMBER 2025

FIN25/16 Apologies for Absence

Apologies for absence were received from Cllrs Kenyon and Rudhall.

FIN25/17 Confirmation of the Minutes

Members authorised the Chair to sign the Minutes of the Meeting of the Finance Committee held on Monday 23 June 2025.

FIN25/18 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.

FIN25/19 Public Participation

Members noted that there were no questions or representations from members of the public.

FIN25/20 Excluded Item: Public Bodies (Admission to Meetings) Act 1960

Members considered whether items 20 and 21 should be considered without the press and public, pursuant to Section 1 (2) of the Public Bodies (Admissions to Meetings) Act, 1960.

RESOLVED THAT:

Item 20 Signage and Wayfinding be considered without the presence of the press and public as the item included information relating to the terms of a tender and a legally binding grant funding agreement; and

Item 21 Banking Security and Operations be considered without the presence of the press and public as the item included information relating to the financial and business affairs of the authority.

FIN25/21 Payments for Approval

- a) Members noted that prior to the meeting, Cllr. Jackson and Cllr. Shepherd verified and confirmed that the banking transaction history for June, July and August 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 10 November 2025.

FIN25/21 Payments for Approval, continued

RESOLVED THAT:

Cllr Burgin and Cllr Lawson check the payments for approval prior to the meeting of the Finance Committee on the 10 November 2025.

- c) Members considered the Monthly Report of Payments for June, July and August 2025.

RESOLVED THAT:

The Monthly Report of Payments for June, July and August 2025 be approved.

FIN25/22 Bank Reconciliation

Members considered the Bank Reconciliation for the HSBC Bank account for the period ending 30 June, 31 July and 31 August 2025.

RESOLVED THAT:

The Bank Reconciliation for the HSBC Bank account for the period ending 30 June, 31 July and 31 August 2025 be approved and signed by Cllr. Shepherd.

FIN25/23 Budgetary Control Statement 2025/26: 31 August 2025

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

RESOLVED THAT:

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

FIN25/24 Resolutions Report

Members received and noted the Resolutions Report.

FIN25/25 Risk Assessments

Members considered the corporate risk assessments for:

- i. Allotments
- ii. Bandstand
- iii. Bus Shelters
- iv. Business Continuity
- v. Fairhill
- vi. Finance
- vii. Fire
- viii. Governance
- ix. IT and website
- x. Lone Working
- xi. Musgrave Monument
- xii. Office
- xiii. Remembrance Day Parade and Service
- xiv. Seats
- xv. Thacka Beck Field
- xvi. War Memorial (St Andrews)

FIN25/25 Risk Assessments, continued

RESOLVED THAT:

The corporate risk assessments be approved and go forward for ratification by Full Council.

FIN25/26 Internal Audit Plan 2025-26

Members considered the scope of Internal Audit coverage for 2025-26.

RESOLVED THAT:

The scope of Internal Audit coverage for 2025-26 be approved and go forward for ratification by Full Council.

FIN25/27 External Audit

- a) Members received the external auditors report (AGAR Section 3) noting 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 is in accordance with the proper practices and that no other matters had come to their attention giving cause for concern.
- b) Members noted the external auditor had stated under other matters not affecting their opinion that the Return had required to be amended at 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 the External Auditor considered there to be no significant impact from this omission and recommended that the Council should in future ensure that all boxes are fully completed in accordance with paragraph 2.5 of the JPAG Practitioners Guide.

RESOLVED THAT:

- i. The Audit Certificate (AGAR Section 3) go forward to Full Council for approval together with Sections 1 and 2 of the 2024/25 Annual Return.
- ii. Officers be thanked for their work.

FIN25/28 Budget Process 2026-27

Members considered the process for preparing the 2026-27 Budget.

RESOLVED THAT:

The process and the budget timetable for preparing and agreeing the 2026-27 Budget be approved.

FIN25/29 Penrith Industrial BID Benches

Members considered a request from the Penrith Industrial BID to accept the responsibility for the future ownership and maintenance of new benches.

RESOLVED THAT:

The Council accepts the responsibility for the ownership, maintenance and insurance of up to five seats to be installed by the Penrith Industrial Bid on the Gilwilly Industrial Estate and agrees to enter into a Memorandum of Agreement with Westmorland and Furness Council as the seats will be located on land they own.

FIN25/30 Seats and Shelters

Members considered options to commit the Seats and Shelters budget in 2025/26.

RESOLVED THAT:

- i. A new bus shelter at Sainsbury's be approved subject to receiving landowner approval and all necessary consents from Westmorland and Furness Council.
- ii. Officers email Councillors requesting that they bring forward proposals for new seats or shelters in their wards for consideration.

FIN25/31 Local Government Services Pay Agreement 2025-26

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

FIN25/32 Staff Recruitment

Members received an oral report and noted that the Council has successfully appointed to the positions of Events Officer and Solicitor, with both new members of staff scheduled to commence their duties in October 2025.

FIN25/33 Thacka Beck Field

Members received an oral report in respect of National Highways notice of temporary possession and use of parcels of land at Thacka Beck Field to facilitate for the A66 Northern Trans-pennine road improvement scheme.

RESOLVED THAT:

A meeting with National Highways and involving the Council's appointed Land Agent to be arranged.

FIN25/34 Next Meeting

Members noted that the next meeting of the Finance Committee was scheduled for **Monday 10 November 2025, 5.15pm** at Penrith Town Council Office, Board Room, Unit 1, Church House.

PART II PRIVATE SECTION

The following items are exempt information as item 20 Signage and Wayfinding included information relating to the terms of a tender and a legally binding grant funding agreement; and Item 21 Banking Security and Operations included information relating to the financial and business affairs of the authority.

FIN25/35 Signage and Wayfinding

Members considered the Signage and Wayfinding report.

RESOLVED THAT:

- i. The final version of the Grant Funding Agreement between Northumberland County Council and Penrith Town Council be recommended for approval by Full Council and to be signed by the Council Chair.
- ii. The Finance Committee recommends to Full Council a transfer of £196,116 from the General Reserve to a new budget line to fund the supply and installation of the Signage and Wayfinding contract, noting that the Council would be reimbursed retrospectively and in full by Northumberland County Council.
- iii. The finance risk assessment be approved.
- iv. Amendments be made to the wording in the draft Signage and Wayfinding Services Tender document and recommend the tender document go forward to Full Council to be approved and advertised from 30 September 2025 on the Find a Tender portal and the Councils website.
- v. Cllrs Shepherd and Lawson attend the Signage and Wayfinding Services Tender opening with the Town Clerk, Services and Contracts Manager and Economic Development Officer.
- vi. A peer review group be established involving the Chair of the Finance and Planning Committee with relevant officers for the duration of the contract.

Cllr Burgin left the meeting at 18:55.

FIN25/36 Banking Security and Operations

Members considered the Banking Security and Operations report.

RESOLVED THAT:

- i. The opening of a second HSBC account no longer proceeds.
- ii. Changes to the banking procedures and permissions be approved.
- iii. The HSBC account Primary User be removed and replaced by the Town Clerk.
- iv. Invoice payments are made inhouse from the week of the 29 September 2025 and in accordance with the procedure as set out in the report.
- v. The payment arrangements be reviewed throughout October and November and shall 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.

CHAIR:

DATE:

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

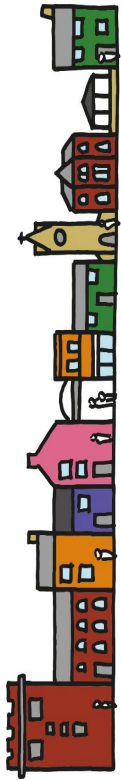
Access to Information

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

Background Papers

Requests for the background papers to the Part I reports, excluding those papers that contain exempt information, can be made to the Town Clerk via office@penrithtowncouncil.gov.uk.

INTENTIONALLY BLANK



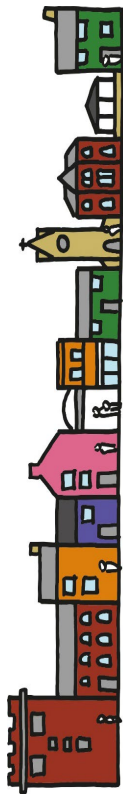
Penrith Town Council

Item 6c

Payments Schedule Sep 2025

Date	Ref	Details	Net £	VAT £	Total £	Budget
03/09/2025	25-145	National Association of Local Councils - Member Training	35.00	7.00	42.00	Members' Training
05/09/2025	25-146	Carlisle DBF - room hire July 2025	96.00	19.20	115.20	Room Hire/Meetings
05/09/2025	25-146	Carlisle DBF - cleaning June and July 2025	91.20	-	91.20	Service Charges
05/09/2025	25-147	Walton Goodland - rent to 24/12/25	2,062.50	-	2,062.50	Rent
05/09/2025	25-148	KTD Ltd - CSP Renewal	37.21	7.44	44.65	IT
05/09/2025	25-149	KTD Ltd - Internet Service	79.00	15.80	94.80	IT
05/09/2025	25-150	Westmorland and Furness Council - Street Clean Bandstand	1,611.93	322.39	1,934.32	Bandstand
05/09/2025	25-151	National Association of Local Councils - Member Training	35.00	7.00	42.00	Members' Training
05/09/2025	25-152	KTD Ltd - Anti Spam	12.55	2.51	15.06	IT
05/09/2025	25-153	KTD Ltd - IT Services	197.00	39.40	236.40	IT
05/09/2025	25-154	KTD Ltd - System Support Renewal	57.20	11.44	68.64	IT
05/09/2025	25-155	Stomping Ground CIC - Wild Play Days	1,693.00	-	1,693.00	Arts & Culture Development
08/09/2025	CHG	Bank Charges to 17 Aug	8.00	-	8.00	Bank Charges & Interest
09/09/2025	CCR25-39	Post Office Ltd	28.80	-	28.80	Printing, Postage & Stationery
09/09/2025	25-156	W H Darby Limited - Mayoral Chain Refurbishment	2,584.00	516.80	3,100.80	Civic Regalia
09/09/2025	25-157	Gale Little - Cleaning Services	40.00	-	40.00	Service Charges
09/09/2025	25-158	Turnstone HR - Hr Services	125.00	25.00	150.00	Legal & Professional Fees
09/09/2025	25-159	Barron Media Ltd - Advertorial	380.00	76.00	456.00	Community Engagement
09/09/2025	25-160	FCC Recycling Ltd - Community Caretaker July 25	735.53	147.11	882.64	Community Caretaker
09/09/2025	25-161	FCC Recycling Ltd - PAT Testing	298.42	59.68	358.10	Service Charges
09/09/2025	25-162	KTD Ltd - Managed Print Use	100.61	20.12	120.73	Printing, Postage & Stationery
11/09/2025	CCR25-40	Post Office Ltd	25.20	-	25.20	Printing, Postage & Stationery
15/09/2025	CCR25-41	Post Office - postage	27.84	-	27.84	Printing, Postage & Stationery
16/09/2025	BP	HMRC PAYE/NI Aug 25	5,963.36	-	5,963.36	Staffing - Salaries
16/09/2025	BP	Cumbria LG - Pensions Aug 25	5,414.28	-	5,414.28	Staffing - Salaries
17/09/2025	DD	BrightHR	43.20	8.64	51.84	IT
22/09/2025	DD	British Gas	12.34	0.62	12.96	Bandstand
22/09/2025	CCR25-42	Post Office - postage	39.60	-	39.60	Printing, Postage & Stationery
22/09/2025	25-163	Walton Goodland - Fire Safety and Lift	77.76	15.56	93.32	Service Charges
22/09/2025	25-163	Walton Goodland - Water Charges	72.71	-	72.71	Heat, Light & Water
22/09/2025	25-163	Walton Goodland - Electric and gas	227.13	11.35	238.48	Heat, Light & Water
24/09/2025	DD	SCG - broadband	457.93	91.59	549.52	IT
26/09/2025	BP	Net Pay Sept 2025	16,471.30	-	16,471.30	Staffing - Salaries
29/09/2025	CCR25-43	Adobe	101.10	20.22	121.32	Licences
29/09/2025	CCR25-44	Amazon - Tripod	10.82	2.16	12.98	Community Engagement
29/09/2025	25-164	Lowther - Grds Maint to 4 Sept	404.00	80.80	484.80	Thacka Beck Field
29/09/2025	25-164	Lowther - Grds Maint to 4 Sept	856.00	171.20	1,027.20	Fairhill Park
29/09/2025	25-165	Ian Parker (staff) - Mileage Expenses	55.20	-	55.20	Staff Expenses
29/09/2025	25-166	KTD Ltd - CSP Renewal	73.15	14.63	87.78	IT
29/09/2025	25-167	KTD Ltd - Anti Spam Services	12.00	2.40	14.40	IT
29/09/2025	25-168	KTD Ltd - IT Hardware New	941.00	188.20	1,129.20	IT
29/09/2025	25-169	Heatons Group - Office Paper	149.75	29.95	179.70	Printing, Postage & Stationery
29/09/2025	25-170	Centre for Civil Society - Living Wage Foundation	71.00	14.20	85.20	Subscriptions
29/09/2025	25-171	Glasdon UK Limited - Bench Plaque	113.89	22.78	136.67	Benches
29/09/2025	25-172	FCC Recycling (UK) Ltd - Community Caretaker August 25	754.66	150.93	905.59	Community Caretaker
29/09/2025	25-173	Heatons Group - Office Furniture	153.00	30.60	183.60	Printing, Postage & Stationery
29/09/2025	25-174	KTD Ltd - Internet Service	79.00	15.80	94.80	IT
29/09/2025	25-175	KTD Ltd - IT Services	121.00	24.20	145.20	IT
29/09/2025	25-176	The Fun Experts Ltd - May Day Products 2026	4,915.00	983.00	5,898.00	May Day 2026
29/09/2025	25-177	KTD Ltd - IT Services	77.00	15.40	92.40	IT
29/09/2025	25-178	KTD Ltd - System Support Renewal	58.25	11.65	69.90	IT
29/09/2025	25-179	KTD Ltd - Domain Services	158.00	31.60	189.60	IT
29/09/2025	25-180	Armstrong Rural - Professional Fees A66	112.50	22.50	135.00	Legal & Professional Fees
29/09/2025	25-181	Penrith Methodist Church - VJ Day	77.00	-	77.00	Town Projects
29/09/2025	CCR25-45	RBL Poppy Shop - wreath	24.49	-	24.49	Civic Functions
Total			48,458.41	3,236.87	51,695.28	

INTENTIONALLY BLANK



Penrith Town Council

Item

Payments Schedule Oct 2025

Date	Ref	Details	Net £	VAT £	Total £	Budget
03/10/2025	CCR25-46	The Rooms Penrith - Room Hire	95.00	-	95.00	May Day 2026
03/10/2025	CCR25-47	The Rooms Penrith - Room Hire	76.00	-	76.00	May Day 2026
09/10/2025	25-182	PTSG Electrical Services Ltd - Lightening Inspect	125.00	25.00	150.00	Musgrave Monument
09/10/2025	25-183	Turnstone HR - HR Services	125.00	25.00	150.00	Legal & Professional Fees
09/10/2025	25-184	KTD Ltd - Managed Print Use	236.11	47.23	283.34	Printing, Postage & Stationery
09/10/2025	25-185	KTD Ltd - New IT Hardware	1,183.00	236.60	1,419.60	IT
09/10/2025	25-186	Eden Arts Ltd - Winter Droving	5,000.00	-	5,000.00	Signature Grants
09/10/2025	25-187	Gale Little - Cleaning Services	100.00	-	100.00	Service Charges
14/10/2025	CCR25-49	Amazon - IT equipment	228.20	-	228.20	IT
15/10/2025	25-188	FCC - install seats	125.48	25.10	150.58	Benches
15/10/2025	25-189	FCC Recycling (UK) Ltd - Community Caretaker September 25	754.66	150.93	905.59	Community Caretaker
15/10/2025	25-190	Carlisle DBF Ltd - Room Hire	64.00	12.80	76.80	Room Hire/Meetings
15/10/2025	25-190	Carlisle DBF Ltd - Room Hire	68.40	-	68.40	Service Charges
16/10/2025	CCR25-48	Gov.uk - May Day 2026 TTRO	376.00	-	376.00	May Day 2026
16/10/2025	CCR25-50	Amazon - IT equipment	14.16	2.83	16.99	IT
16/10/2025	DD	Sage Software	516.00	103.20	619.20	Licences
16/10/2025	BP	Cumb Local Gov Pensions Sep 25	6,363.32	-	6,363.32	Staffing - Salaries
16/10/2025	BP	HMRC PAYE/NIC Sep 25	7,541.10	-	7,541.10	Staffing - Salaries
17/10/2025	DD	BrightHR	43.20	8.64	51.84	IT
20/10/2025	CCR25-51	Yorkshire Trading	6.98	-	6.98	Repairs & Renewals
21/10/2025	CCR25-52	Amazon - IT equipment	31.41	-	31.41	IT
21/10/2025	DD	British Gas	19.56	0.98	20.54	Bandstand
21/10/2025	25-191	Talk Action - Staff Training	299.00	-	299.00	Staff Conferences
21/10/2025	25-192	Local Authority Event Organisers Group UK - Subscription	80.00	-	80.00	Subscriptions
21/10/2025	25-193	JT Atkinson - Allotment Shed Base	254.51	50.91	305.42	Allotments
21/10/2025	25-194	The Pot Place Garden Centre - Allotment Shed	1,666.67	333.33	2,000.00	Allotments
24/10/2025	DD	SCG Cloud	261.07	52.21	313.28	IT
28/10/2025	25-195	Andrew Richardson - Allotment Painting	1,770.00	-	1,770.00	Allotments
28/10/2025	25-196	Aindale KTD - Domain Services	23.75	4.75	28.50	IT
28/10/2025	25-197	Aindale KTD - Internet Services	79.00	15.80	94.80	IT
28/10/2025	25-198	Eden Talking Newspaper Association - Talking News July	25.00	-	25.00	Community Engagement
28/10/2025	25-199	Eden Talking Newspaper Association - Talking News August	25.00	-	25.00	Community Engagement
28/10/2025	25-200	Aindale KTD - Internet Backup	132.00	26.40	158.40	IT
28/10/2025	BP	Salaries Net Pay October 25	17,326.49	-	17,326.49	Staffing - Salaries
28/10/2025	CCR25-53	Adobe	101.10	20.22	121.32	Licences
30/10/2025	CCR25-54	Post Office Ltd	36.00	-	36.00	Printing, Postage & Stationery
Total			45,172.17	1,141.93	46,314.10	

INTENTIONALLY BLANK

Bank Ref:	1205	Date To:	29/09/2025
Bank Name:	HSBC	Statement Ref:	1205 2025-09-09 01
Currency:	Pound Sterling		

Balance as per cash book at 29/09/2025:

129,172.51

Add: Unpresented Payments

Tran No	Date	Ref	Details	£
				0.00

Less: Outstanding Receipts

Tran No	Date	Ref	Details	£
				0.00

Reconciled balance :

129,172.51

Balance as per statement :

129,172.51

Difference :

0.00

3 September to 2 October 2025

Your Statement

Account Name
Penrith Town Council

Sortcode **Account Number** **Sheet Number**
 281

Your BUSINESS CURRENT ACCOUNT details

<i>Date</i>	<i>Payment type and details</i>	<i>Paid out</i>	<i>Paid in</i>	<i>Balance</i>
	BALANCE BROUGHT FORWARD			138,517.18
	BP Aindale			
	K171199 200 224	1,231.38		
	BP Heatons Group			
	16123 17091	363.30		
	BP Centre Civil Socie			
	INV174523	85.20		
	BP FCC Recycling UK			
	PTC MI180381	905.59		
	BP Aindale			
	K171487 171513	240.00		
	BP The Fun Experts			
	14882	5,898.00		
	BP Armstrong Rural			
	Inv 0254	135.00		
	BP Aindale			
	K171682 171683	162.30		
	BP Aindale			
	K171684	189.60		
	VIS AMZNMktplace*IS7NI			
	amazon.co.uk	12.98		
	VIS INT'L 0018472288			
	ADOBE			
	8000289094	121.32		129,172.51
02 Oct 25	CR CHQ IN AT 403610		2,953.68	
	CR CCLA Investment Ma			
	PS3078714, PENRITH		2,580.39	134,706.58
02 Oct 25	BALANCE CARRIED FORWARD			134,706.58

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	<i>balance</i>	<i>AER</i> <i>variable</i>	Debit Interest Rates	<i>balance</i>	<i>EAR</i> <i>variable</i>
Credit interest is not applied			Debit interest		21.34%

Bank Ref:	1205	Date To:	31/10/2025
Bank Name:	HSBC	Statement Ref:	1205 2025-10-13 01
Currency:	Pound Sterling		

Balance as per cash book at 31/10/2025:

91,629.35

Add: Unpresented Payments

Tran No	Date	Ref	Details	£
				0.00

Less: Outstanding Receipts

Tran No	Date	Ref	Details	£
				0.00

Reconciled balance :

91,629.35

Balance as per statement :

91,629.35

Difference :

0.00

3 October to 2 November 2025

Your Statement

Account Name
Penrith Town Council

Sortcode **Account Number** **Sheet Number**
[REDACTED] 283

Your BUSINESS CURRENT ACCOUNT details

<i>Date</i>	<i>Payment type and details</i>	<i>Paid out</i>	<i>Paid in</i>	<i>Balance</i>
	VIS BALANCE BROUGHT FORWARD			114,647.49
	HIGHWAYS WESTMORLA			
	KENDAL	376.00		114,271.49
21 Oct 25	DD BRITISH GAS	20.54		
	BP Talk Action			
	TAWEB20550072	299.00		
	BP Local Authority Ev			
	15.10/25	80.00		
	BP JT Atkinson			
	SO1283148	305.42		
	BP Artform UK Ltd			
	Inv 11750	2,000.00		
	VIS YTC PENRITH			
	PENRITH	5.98		
	VIS AMAZON* ZF1Q31N15			
	LONDON	31.41		111,528.14
24 Oct 25	DD SCG CLOUD	313.28		111,214.86
28 Oct 25	BP [REDACTED]			
	BP [REDACTED]			
	BP [REDACTED]			
	BP [REDACTED]			
	BP [REDACTED]			
	BP [REDACTED]			
	BP [REDACTED]			
	BP [REDACTED]			
	BP [REDACTED]			
	BP Andrew Richardson			
	710/25	1,770.00		
	BP Aindale			
	K172384 K172289/90	281.70		
	BP Eden Dist Talking			
	Inv no. 19 & 20	50.00		
	VIS INTL 0050086378			
	ADOBE			
	8000289094	121.32		91,665.35
30 Oct 25	))) POST OFFICE COUNT			
	PENRITH	36.00		91,629.35
02 Nov 25	BALANCE CARRIED FORWARD			91,629.35

FINANCE COMMITTEE

Date: 10 November 2025

Public Report

Matter: Budgetary Control Statement 2025-26, Expenditure to 31 October 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 seven month period to 31 October 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 October 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 £321,222 exceeds the profiled budget of £313,098 by £8,124.

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

B.2 Planning Committee

Planning expenditure is below budget so far this year, and there has been no expenditure for Public Realm as yet.

B.3 Communities Committee

Net spend of £47,851 is shown against the budget of £76,249, an underspending of £28,398.

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 £278,432 is shown against the budget of £285,222, an underspending of £6,790.

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 £48,396 against the profiled total expenditure budget of £363,221. As there is £8,124 more income, there is a net variation of £56,520 on the profiled amount transferrable to the General Reserve.

B.6 Reserves

- The General Reserve is profiled to decrease by £50,123 in the period, it has actually increased by £6,397.
- The Devolution Reserve opened the year with a balance of £189,091, the amount of £7,494 transferrable into the Devolution Reserve is £987 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 October 2025. The following points may be noted:

- Investments with two organisations total £870,992, with the majority being held in the CCLA Public Sector Deposit Fund.
- The VAT Debtor of £1,142 represents October's transactions and has been reclaimed from HMRC.
- Prepayments of £9,149 include adjustments for insurance, office rent, IT support agreements, and licences and subscriptions.
- The Cash at Bank balance of £91,629 is held at HSBC.
- Accruals of £14,192 comprise of goods and services received by 31 October, but unpaid at that date.
- The Receipts in Advance figure represents income for the period 1 November 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 October 2025 was around £57,000 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, but it appears there is likely to be an underspend at the year end.

Finally, there are no issues arising from the Council's balance sheet at 31 October 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 Seven Months Ended 31 October 2025.

Appendix B – Balance Sheet as at 31 October 2025.

Background Papers

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



Penrith Town Council

BUDGETARY CONTROL STATEMENT SEVEN MONTHS ENDED 31 OCTOBER 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	300,265	300,265	0
7,642	0	CTRS Grant	0	0	0
		Other Income:			
39,269	22,000	Investment Income	12,833	20,957	8,124
534,646	536,740	TOTAL INCOME	313,098	321,222	8,124
		EXPENDITURE			
		PLANNING COMMITTEE:			
		Planning:			
7,285	20,000	Planning	11,667	3,542	8,125
	20,000	Public Realm	3,333	0	3,333
7,285	40,000		15,000	3,542	11,458
7,285	40,000	Planning Committee Total	15,000	3,542	11,458
		COMMUNITIES COMMITTEE:			
		Climate Change:			
9,459	15,000	Climate Efficiency	8,750	500	8,250
9,459	15,000		8,750	500	8,250
		Town Projects:			
37,807	20,000	Town Projects	11,667	2,014	9,653
37,807	20,000		11,667	2,014	9,653
		Arts & Entertainment:			
4,135	10,000	Arts & Culture Development	5,833	7,256	(1,423)
	15,000	May Day	15,000	14,279	721
	15,000	May Day 2026	5,833	5,462	371
	5,000	Events Development	0	0	0
4,135	45,000		26,666	26,997	(331)
		Grants:			
30,000	30,000	Grants	17,500	7,898	9,602
10,000	10,000	Signature Grants	5,833	5,000	833
40,000	40,000		23,333	12,898	10,435
		Corporate Communications:			
16,000	10,000	Communications	5,833	5,442	391
16,000	10,000		5,833	5,442	391
107,401	130,000	Communities Committee Total	76,249	47,851	28,398

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	146,223	140,900	5,323
23,201	33,072	National Insurance	18,366	18,383	(17)
52,923	56,537	LG Pension Scheme	31,429	30,134	1,295
0	500	Recruitment Expenses	292	0	292
255	600	Staff Training	350	35	315
0	200	Conferences	117	299	(182)
16	300	Staff Expenses	175	55	120
308,041	354,243		196,952	189,806	7,146
		Accommodation:			
7,984	8,250	Rent	4,813	4,813	0
2,313	3,900	Heat, Light & Water	2,275	858	1,417
1,780	2,520	Service Charges	1,470	1,503	(33)
1,416	1,900	Room Hire & Meetings	1,108	486	622
390	390	Insurances	228	481	(253)
13,883	16,960		9,894	8,141	1,753
		Civic Functions:			
416	400	Civic Functions	233	379	(146)
700	700	Mayoral Expenses	408	0	408
300	300	Deputy Mayor's Expenses	175	0	175
0	200	Civic Regalia	117	2,584	(2,467)
1,416	1,600		933	2,963	(2,030)
		Cost of Democracy:			
65	100	Annual Meeting	100	50	50
0	0	Elections	0	0	0
377	1,000	Members' Training	583	195	388
0	100	Members' Expenses	58	0	58
0	200	Notice/Honours Board	117	0	117
442	1,400		858	245	613
22,930	22,000	IT	12,833	20,598	(7,765)
		Devolved Services:			
(195)	10,200	Allotments	5,763	3,255	2,508
4,911	160	War Memorial	93	0	93
2,361	2,000	Benches	1,167	2,296	(1,129)
1,322	1,500	Bus Shelters	875	0	875
3,193	2,500	Bandstand	1,458	1,232	226
2,659	800	Musgrave Monument	467	243	224
4,666	5,500	Fairhill Park	3,208	4,585	(1,377)
3,896	2,500	Thacka Beck Field	1,458	1,515	(57)
86	150	Signage, etc	88	1,226	(1,138)
8,759	10,200	Community Caretaker	5,950	5,188	762
	5,000	Pump Track	0	0	0
14,686	5,834	Contribution to/(from) Devolution Reserve	6,507	7,494	(987)
46,344	46,344		27,034	27,034	0
	37,000	Play Area Development	15,000	15,000	0
	12,500	Benches and Bus Shelters	7,292	804	6,488
		Other Overheads:			
2,795	3,300	Printing, Postage & Stationery	1,925	2,382	(457)
1,789	1,850	Audit Fees	1,079	1,049	30
4,092	4,400	Insurance	2,567	2,870	(303)
9	180	Bank Charges & Interest	105	49	56
6,196	5,200	Accountancy Fees	3,033	2,996	37
2,347	2,500	Legal & Professional Fees	1,458	853	605
1,850	1,800	Licences	1,050	1,937	(887)
2,926	3,500	Subscriptions	2,042	1,619	423
87	2,000	Repairs & Renewals	1,167	86	1,081
22,091	24,730		14,426	13,841	585
415,147	516,777	Finance Committee Total	285,222	278,432	6,790

Actual 2024-25	Approved Revised Budget 2025-26	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£ 2,953	£ 3,000	Contingency	£ 1,750	£ 0	£ 1,750
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	363,221	314,825	48,396
(85,140)	(121,037)	INCREASE/(DECR) IN GENERAL RESERVE	(50,123)	6,397	56,520
		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	(50,123)	6,397	56,520
422,091	266,047	Balance carried forward	336,961	428,487	91,526
		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) 2025-26 Budget	6,507	7,494	987
189,091	193,583	Balance carried forward	194,256	196,585	2,329
		Election Reserve:			
35,000	40,000	Balance brought forward 1 April 2025	40,000	40,000	0
5,000	5,000	Contribution from/(to) 2025-26 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) 2025-26 Budget	(15,000)	(15,000)	0
82,000	45,000	Balance carried forward	67,000	67,000	0
733,182	549,630	TOTAL RESERVES	638,217	732,072	93,855



Penrith Town Council

BALANCE SHEET AS AT 31 OCTOBER 2025

	£	£
Investments		
Penrith Building Society	90,992	
CCLA Public Sector Deposit Account	<u>780,000</u>	
		870,992
Current Assets		
Debtors	3,900	
Debtor - VAT	1,142	
Prepayments	9,149	
HSBC Bank Account	<u>91,629</u>	
	105,820	
Current Liabilities		
Creditors	0	
Accruals	14,192	
Payroll Control	14,331	
Receipts in Advance	<u>216,217</u>	
	244,740	
Net Current Assets		(138,920)
		<u>732,072</u>
Represented by:		
Reserves		
General Reserve		428,487
Devolution Reserve		196,585
Election Reserve		40,000
Play Area Reserve		67,000
		<u>732,072</u>

FINANCE COMMITTEE 10 NOVEMBER 2025

ITEM: 09

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.		
Finance Committee 15 September 2025			
FIN25/23	Budgetary Control Statement to 31 August 2025 to Full Council		Full Council in September
FIN25/25	Risk Assessments to Full Council		Full Council in September
FIN25/26	Internal Audit Plan to Full Council		Full Council in September
FIN25/27	External Audit Certificate to Full Council and on website by 30/09/25		Full Council in September
FIN25/28	Commence Budget Process for 2026/27 annual budget.		

Reference	Activity	Status	Notes
Finance Committee 15 September 2025			
FIN25/29	Responsibility for Benches confirmed with Industrial BID and Memorandum of Agreement with W&F Council completed.		
FIN25/30	Seats Budget – Progress the Sainsbury scheme and invite Councillors proposals for their wards.		
FIN25/31	Staff Annual Pay Increase implemented		September Council
FIN25/33	Thacka Beck Field arrange meeting with National Highways and Land Agent.		
FIN25/35	Signage and Wayfinding – item to Full Council for approval.		
FIN25/36	Banking administration completed and payments of invoices undertaken in house. Financial Regulations and Internal Control Framework to be brought to Finance Committee in December.		December meeting.

FINANCE COMMITTEE

Date: 10 November 2025

Public Report

Matter: Finance Committee Workplan Report

Item no:

Author: Services and Contracts Manager and Responsible Finance Officer

Supporting Member: Cllr Shepherd, Chair of Finance Committee

Purpose of Report: To inform and update members on the progress of the Finance Committee Work Plan.

Background:

This report provides an update on the progress of various areas of work related to budgets associated with the Finance Committee work for the 2025/26 year.

Penrith Town Council Business Plan 2025-2028			Finance Committee Workplan 2025/26				
Priority	Action	Lead	Service Area	Action	Officer	Progress	Status
Place	The Council will invest and manage our own assets whilst supporting key partners and community groups to invest in their own.	SCM	Assets	Manage and improve community assets and amenities.	SCM	Grounds Maintenance Contract for 2025 season monitored. Community Caretaker contract being delivered. Asset Services scheduled.	In Progress
				Work with the principal authority to devolve assets and amenities to Penrith Town Council.	SCM	Expression of Interest submitted to W&F for Carleton Park. New Assets Sub Committee approved.	
				Express a potential interest in W&F Council Surplus Assets and develop business cases where appropriate.	SCM	Council has expressed an interest to W&F in regard to Surplus Assets	In Progress
	Work with Westmorland and Furness Council and stakeholders to have a safe, healthy, clean, green, and tidy town.	SCM	Assets	Via an earmarked reserve for play areas work in partnership to maintain and make improvements to these valuable community spaces.	SCM	£15,000 provided to the Carleton Multi Use Games Area. £15,000 committed to new multi-use unit in Penrith West, with installation scheduled for coming months. £8,000 provided to Pategill Tenants and Residents Association towards improved play area. £7,000 committed to additional item of equipment at the Pategill play area. £15,000 ringfenced for the Scaws Tenants and Residents Association towards play area improvement scheme. Pump Track motion approved and work ongoing with W&F.	In Progress

Penrith Town Council Business Plan 2025-2028				Finance Committee Workplan 2025/26			
Priority	Action	Lead	Service Area	Action	Officer	Progress	Status
Place	Work with Westmorland and Furness Council and stakeholders to have a safe, healthy, clean, green, and tidy town.	SCM	Assets	Maintain provide, and support schemes for additional equipment, bins, resources, benches to improve the street scene.	SCM	Seats and Shelters Service Development budget, resolution to explore new bus shelter at Sainsbury. Approved the adoption of new benches at Gilwilly Ind Estate. New seat on Nicholson Lane. Report being considered for cycle storage facilities at Cornmarket.	In Progress
Partnership	The Council will collaborate with and support stakeholder groups and community organisations that provide a community benefit.	SCM	Assets	Encourage and support Penrith Allotment Association to have fully occupied and well-maintained allotments, providing funding for improvements.	SCM	Allotments Service Development budget of £10k approved. Schemes of work progressing in partnership with PAA. PAA Committee meetings held at PTC office.	In Progress
Performance	The Council will be professional, open, and accountable with sound financial management of Council resources.	RFO	Finance	Comply with all financial and legal requirements for the lawful operation of the Council and its organisations.	RFO, TC	Internal Auditor appointed, with approved internal audit plan and effectiveness of internal audit reviewed. AGAR process in line with statutory guidance. AGAR and External Audit Certificate 24/25 published on website.	Complete
				Source locally wherever possible and achieve value for money	All	Procurement Policy approved.	Complete

Penrith Town Council Business Plan 2025-2028				Finance Committee Workplan 2025/26			
Priority	Action	Lead	Service Area	Action	Officer	Progress	Status
Performance	The Council will be professional, open, and accountable with sound financial management of Council resources.	RFO	Finance	Meet financial and risk management requirements including the assessment of risk for significant projects.	RFO, SCM	Corporate risk assessments approved by Council in September.	In Progress
		RFO	Finance	Approve, deliver and monitor a budget including reserves and investments.	RFO	Budgetary control reports to Committee. Payments report to Committee. Bank Reconciliations to Committee Annual Budget Process to Committee Annual Staff Salaries to Committee Proposed Budget to Council Banking & Investments Policies reviewed.	In Progress
Projects	The Council will provide consistent, quality services and strive for continuous improvement for all activities, processes, operations, policies and decisions.	RFO	Finance	Regularly review policies and strategies.	RFO, SCM	Banking & Investments Policies reviewed. Financial Regulations reviewed System of Internal Control reviewed. Reserves Policy reviewed Procurement Policy reviewed JPAG Guidance adopted	In progress

FINANCE COMMITTEE

Date: 10 November 2025

Public Report

Matter: Cycle Parking Cornmarket

Item no: 14

Author: Services and Contracts Manager

Supporting Member: Cllr. Shepherd, Chair of Finance Committee

Purpose of Report:

Consider a request from Westmorland and Furness Council to receive consent to install cycle parking apparatus at the Cornmarket.

Recommendations:

To consider whether to:

- i. Approve consent to Westmorland and Furness Council to install cycle parking apparatus at the Cornmarket with rights to maintain the apparatus, or
- ii. Not approve consent for the scheme to proceed on the Cornmarket.

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 Westmorland and Furness Council has secured funding from the Eden Locality Sustainable Travel and Transport Fund to install small scale cycle parking improvements in Penrith Town Centre. The scheme seeks to install cycle parking stands at four town centre locations.
- 1.2 One of the proposed locations is under the ownership of the Town Council in the Cornmarket where it is proposed to install two Sheffield Cycle stands in between two Bracknell Cycle Stands, with the stands being rooted fixed into the ground. The stands would be finished in black powder coating to match street furniture in the town. A plan for the scheme is shown at Appendix A.
- 1.3 To facilitate the work requires the relocation of one or more of the planters to provide suitable space. The planters are owned by the Penrith BID and are not fixed to the ground, so movement of the planters can be accommodated.
- 1.4 It is anticipated that the work would be undertaken in the spring of 2026.
- 1.5 The provision for enhanced cycle parking meets the aims of the Penrith Local Cycling and Walking Infrastructure Plan 2022-2037 (LCWIP) which the Council endorsed at a meeting of Full Council, 18 July 2022, Minute PTC22/24.
- 1.6 Westmorland and Furness Council has reported that that they would be responsible for future ownership, maintenance and insurance of the apparatus once installed. The Council would need to enter into a Memorandum of Agreement with Westmorland and Furness Council.

2. Risk assessment & Mitigation

There are no risks associated with this report.

3. Financial and Resource Implications

Westmorland and Furness Council has secured the grant funding in full to purchase and install the cycle parking stands and will be responsible for the apparatus post installation. There are no financial implications for the Town Council.

4. Equalities Implications

There are no equalities implications associated with this report.

5. Climate Change and Environmental Implications

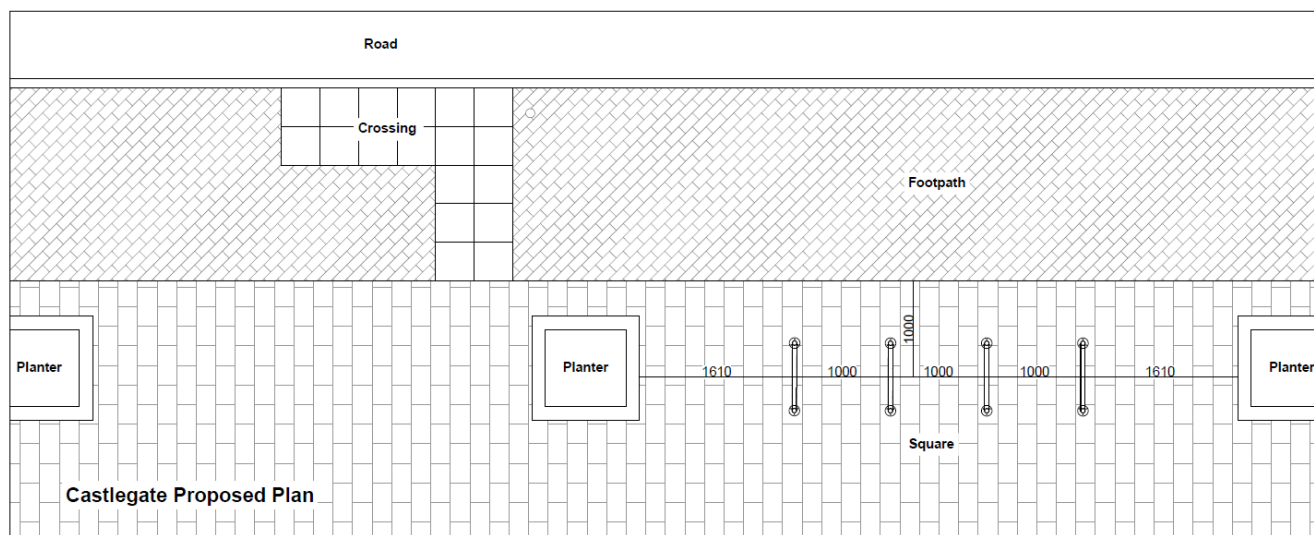
The proposed scheme supports the objectives of the Council's Climate Strategy which aims to promote low emission transportation options and increase the number of green projects in Penrith.

Appendix A –Plans / Images

Background Documents:

None

Appendix A – Plans and Images



Note - to be finished in black powder coating