



# Penrith Town Council

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

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

Minutes of the Extra Ordinary Meeting of Penrith Town Council held on Monday 3 November 2025, at 4.00pm, 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. Davies	West Ward	Cllr. Lawson	Carleton Ward
Cllr. Holden	Carleton Ward	Cllr. Shepherd	East Ward
Cllr. B. Jayson	West Ward		

Services & Contracts Manager

Solicitor

Community Services Officer

Economic Development Officer

Deputy Town Clerk

# **MINUTES FOR THE EXTRA ORDINARY MEETING OF FULL COUNCIL MONDAY 3 NOVEMBER 2025**

## **PART I**

### **PTC25/54 Apologies for Absence**

Apologies were received from Councillor Jackson, D. Jayson and Rudhall.

Cllr. Donald was absent without apologies.

### **PTC25/55 Declarations of Interest and Requests for Dispensations**

Members were asked to receive declarations 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. None received.

### **PTC25/56 Public Participation**

One question was received in advance of the meeting and was withdrawn during the meeting. The correspondent requested a written response outside of the meeting.

### **PTC25/57 Westmorland & Furness Community Governance Review (CGR) Consultation**

Members were asked to consider the CGR report, survey questions and the draft response and agree that a response can be submitted online.

### **RESOLVED THAT:**

Penrith Town Council seeks a revision to the parish electoral arrangements for Penrith as created by the recent LGBCE of Westmorland and Furness Council of parish councillor ward arrangements for 2027.

The Council confirms that Penrith Town Council should comprise of 17 councillors, representing six wards, an increase of 2 councillors to support increased growth, equalise ward representatives and reduced electorate representation for Penrith within the higher authority. Penrith's anticipated growth is evidenced by current and anticipated large development applications and proposals for land allocations within the calls for sites consultation for the Westmorland and Furness Council Local Plan.

## **PTC25/57 Westmorland & Furness Community Governance Review (CGR) Consultation continued**

Penrith Town Council wish to propose the following ward representation allocations which the Council believes is more resilient:

<b>Parish ward</b>	<b>Parish councillors</b>
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Carleton	3
East	3
North	5
Pategill	1
South	2
West	3

### **PTC25/58 Excluded Item: Public Bodies (Admissions to Meetings) Act 1960**

Members were asked to determine whether item 7 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:**

Matter 7 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 matter is commercially sensitive.

### **PTC25/59 Next Meeting**

Members noted that the next meeting of the Full Council was 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 matter was considered by Finance Committee on 15 September 2025 in private session and is brought to Council for ratification. This matter was considered exempt information as item 7 includes information relating to the terms of a tender, a contract and a legally binding grant funding agreement that contains pre-tender project expenditure figures. The matter is in the opinion of the Town Clerk confidential and commercially sensitive.

### **PTC25/60 Wayfinding**

Members considered the report and recommendations contained within.

#### **RESOLVED THAT:**

- i. The following documents be approved:
  - a) Grant Funding Agreement between Northumberland County Council and Penrith Town Council and that this be signed by the Council Chair.

The meeting was adjourned at 16:51pm and restarted at 16:54pm.

- b) The Tender Document.
- c) The Service Agreement and that this be signed by the Council Chair in due course.
- d) The Memorandum of Agreement and that this be signed by the Council Chair in due course.
- e) The Position Statement.
- f) The Finance Risk Assessment.

Councillor Shepherd left the meeting at 17:14pm.

- i. The General Reserves be used to support the project noting that the Council would be reimbursed retrospectively and in full by Northumberland County Council.

Councillor Burgin left the meeting at 17:16pm.

- ii. The recommendation of the Finance Committee 15 September 2025 Minute Ref: FIN25/35 ii, to transfer £196,116 from the General Reserve to a new budget line for the Planning Committee be reconsidered to reflect the changes to the project and payment timelines. That a transfer of £25,000 be approved for year end 31/03/2026 and for the financial year 2026-27 that up to £171,116 be authorised to be transferred when required.
- iii. Members note that the Signage and Wayfinding Services Tender document would be advertised from 6 November 2025 on the Find a Tender portal and the Councils website after the meeting with the Planning Officer on 5 November assuming the Planning Officers guidance/advice is favourable for the project to proceed.

## **PTC25/60 Wayfinding continued**

- iv. The recommendation of the Finance Committee that Councillors Shepherd and Lawson attend the Tender opening with the Town Clerk, Services and Contracts Manager and Deputy Town Clerk be ratified.
- v. Members noted that further to the recommendation of the Finance Committee that a project monitoring group be established, that within the Borderlands Business Case it records that the project would be monitored by a group of officers and Members from Penrith Town Council consisting of the Economic Development Officer, and the Deputy Town Clerk who would be lead officers for managing the project. The Responsible Financial Officer and Services and Contracts Manager and Solicitor would participate in the group monitoring finances, contract compliance and legal matters. As members of the Borderlands Town Team the following Councillors would form part of the group:
  - a) Cllr Jackson
  - b) Cllr. Rudhall
  - c) Cllr. Holden

Members thanked the Economic Development Officer & Deputy Town Clerk for their work on the Council's Borderlands Wayfinding bid.

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