



Penrith Town Council

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

DATE: 19 January 2026

NOTICE IS HEREBY GIVEN that an **ORDINARY MEETING** of **PENRITH TOWN COUNCIL** will be held on **Monday 26 January 2026**, 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, 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 Monday 26 January 2026.

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. B. Jayson	West Ward
Cllr. Burgin	South Ward	Cllr. D. Jayson	North Ward
Cllr. Davies	West Ward	Cllr. R. Kelley	East Ward
Cllr. Deacon	South Ward	Cllr. Kenyon	North Ward
Cllr. Dippita	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		

Mrs V. Tunnadine, Town Clerk

Public Participation

Members of the public are welcome to attend. Details about how to attend the meeting remotely, and 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
26 JANUARY 2026**

PART I

Members are asked to:

1. Apologies

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:

Planning Committee: 12 January 2026.

b) Confirm Full Council Minutes

Authorise the Chair to sign, as a correct record, the minutes of the meetings of Full Council held on Monday 15 December 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 that 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 that 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 is advised to contact the Monitoring Officer at least 24 hours in advance of the meeting.

4. Public Participation

a) Receive questions or representations 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.

ADVICE NOTE:

Members of the public may make representations, answer questions, and give evidence at a meeting that they are entitled to attend in respect of the business on the agenda. The public must make a request in writing to the Town Clerk **PRIOR** to the meeting, when possible. 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.

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

Determine whether items 14 and 15 should be considered in detail, 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. Report from the Council Chair

Note the duties undertaken by or on behalf of the Town Mayor.

7. Reports from Members

Receive and note oral reports from Councillors regarding meetings that they have attended as representatives of the Town Council on outside bodies and an opportunity for members to bring matters of interest to the attention of the council for information or future discussion.

8. Resolutions Report

Note the Resolutions Report.

9. Employer Recognition

Members are asked to note that the Council successfully applied for to the Defence Employer Recognition Scheme Bronze Award having signed the Armed Forces Covenant in November 2025. The award recognises that the Council has pledged to be armed forces friendly and are open to employing veterans, and members of the armed forces community including spouses, cadet instructors, and reservists.

10. Membership to Outside Bodies

Members are asked to note that Health Watch West were contacted by the Council after the resignation of Hilary Snell asking if they wished PTC to appoint a replacement representative. Their forums are currently on hold, but the organisation has identified that having a single point of contact for Penrith is invaluable for sharing and hearing community issues, and that a new contact would be appreciated. The organisation would be happy to meet anyone who is interested to have an informal chat about expectations ahead of their appointment.

Members are asked to appoint a new representative.

11. Policy Review

Consider the annual review of statutory policies.

12. **Grants Report**

Note the written report.

13. **Next Meeting**

Note the next meeting of Council is scheduled for Monday 30 March 2026 at 6.00pm, Unit 2, Church House, Friargate, Penrith.

PART II – PRIVATE SECTION

The following matter is considered exempt information as it includes the content and terms of a Service Level Agreement and sensitive financial information including that of external sources.

14. **Winter Droving Grant**

Consider the report and recommendations contained within.

The following matter is considered exempt from information as it includes personal sensitive information related to members of staff.

15. **Staffing Matters**

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 9.00am and 3.00pm, Monday to Wednesday via office@penrithtowncouncil.gov.uk



Penrith Town Council

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

DRAFT Minutes of the Ordinary Meeting of Penrith Town Council held on Monday 15 December 2025, at 6.00pm, Unit 2, Church House, 19-24 Friargate, Penrith.

PRESENT

Cllr. Bowen	Pategill Ward
Cllr. Burgin	South Ward
Cllr. Davies	West Ward
Cllr. Deacon	South Ward
Cllr. Dippita	West Ward
Cllr. Holden	Carleton Ward
Cllr. B Jayson	West Ward

ITEM 2 b

Cllr. D. Jayson	North Ward
Cllr. R. Kelley	East Ward
Cllr. Kenyon	North Ward
Cllr. Lawson	Carleton Ward
Cllr. Rudhall	East Ward
Cllr. Shepherd	East Ward

Services & Contracts Manager

Community Services Officer

Responsible Finance Officer

**DRAFT MINUTES FOR THE
ORDINARY MEETING OF FULL COUNCIL
MONDAY 15 DECEMBER 2025**

PART I

PTC25/60 Apologies for Absence

Apologies were received from Cllr Jackson.

Cllr Donald was absent without apologies.

PTC25/61 New Councillors

Members noted that Councillors Deacon and Dippita signed their Acceptance of Office prior to the meeting and that Council welcomed the new Members to Penrith Town Council.

PTC25/62 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: 6 October, 3 November and 1 December 2025 and 1 December 2025
- ii. Communities Committee: 20 October and 17 November 2025
- iii. Finance Committee: 10 November and 8 December 2025

b) Confirm Full Council Minutes

Members were asked to authorise the Chair to sign, as a correct record, the previous minutes of the meetings of Full Council.

RESOLVED THAT:

The Chair sign, as a correct record, the minutes of the meetings of Full Council held on:

- i. Monday 29 September 2025.
- ii. Monday 3 November 2024.

PTC25/63 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.

PTC25/64 Public Participation

a) The Council received a representation from a member of the public as follows:

“Is the plan to pedestrianise the town to add more cycle lanes and is this taking into account the current A66 upgrade? Is there any update on the 2022 plan?”

“There is also a pothole in the alley in the lane adjacent to B&M store.”

The member of the public was informed that a written response would be provided after the meeting.

b) There were no reports from Westmorland & Furness Councillors.

PTC25/64 Excluded Item: Public Bodies (Admissions to Meetings) Act 1960

Members were asked to 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.

Members were asked to note that matter 14 could be considered as part of item 10b providing salary scale grades and values were not discussed in the public domain. Members were asked to note that the National Joint Council for Local Government Services set salaries nationally.

RESOLVED THAT:

Matter 14: Be considered in Part 2 private session as the matters contains personal data or information about individuals which is likely to reveal the identity of an individual, the matter is confidential and relates to the financial or business affairs of any particular person.

Matter 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 publicity relating to that (any of those) matter/s may be prejudicial to the public interest by reason of the matter is commercially sensitive, contain suppliers' information and relates to the financial or business affairs of any particular person including the authority holding that information.

PTC25/65 Environment Agency

Members considered the draft letter. (Appendix A)

RESOLVED THAT:

The Town Clerk write to the Environment Agency inviting them to a meeting, and a copy of the draft letter be circulated to Members prior to sending.

PTC25/66 Report from the Chair

Cllr Bowen, Council Chair and Penrith Mayor informed the meeting of the numerous activities she had been involved with:

- Visited a "Netball Now" session ran by England Netball which was delivered for free for participants thanks to a Council Community Grant.
- Attended the opening of the Carleton Multi Use Games Area which was awarded £15,000 of funding from the Council's Play Area Development Reserve.
- Presented the Penrith Town Council sponsored Penrith Chamber of Trade's Volunteer of the Year award.
- Attended the launch of the Royal British Legion's poppy appeal.
- Attended the launch of the Penrith Inner Wheel Club's Orange the World campaign to end violence against women which the Council had awarded a Community Grant to.
- Attended the Remembrance Sunday procession and following service at St Andrews church.
- Signed the Armed Forces covenant on behalf of Penrith Town Council.
- Attended the 10th anniversary of Christians Against Poverty debt solution scheme.
- Attended a Penrith AFC football match by kind invitation from the Present, Mr Ian White.
- Visited the Penrith Rotary Club's bulb planting at Penrith Rotary Garden which was delivered thanks to a Council Community Grant.
- Organised a meeting with Westmorland & Furness Council's Portfolio Holder for Public Transport regarding Penrith's bus services.
- Attended an informal meeting with Westmorland & Furness Council regarding statutory nuisance.
- Attended meetings of Penrith Tenant & Residents Association.
- Attended a meeting of Penrith Place Action Group and chaired a meeting of the Penrith Arts & Culture Group.

PTC25/67 Reports from Members

Members received and noted oral reports from Councillors regarding meetings that they had attended as representatives of the Town Council on outside bodies and matters of interest.

Cllr B. Jayson reported that she had attended the Remembrance Service, the signing of the Armed Forces Covenant and an informal briefing relating to a Statutory Nuisance matter. She had attended the Brackenber Allotments and thanked the officers for the work in plot clearance works.

Cllr Rudhall reported that he had attended a Borderlands meeting, Rural Service Network online meetings and a Flooding and Resilience forum.

Cllr D. Jayson reported he had attended the informal briefing relating to a Statutory Nuisance matter.

Cllr Dippita reported that he attended the Brackenber Allotments following the plot clearance works.

Cllr Kenyon reported that he has sent a letter to B&M in respect of litter at the rear of their property, reported streetlights that are out at Bluebell Lane and provided an update on the Mail click plaque project.

Cllr Kelley reported that he had attended a meeting of the Scaws Recreation Group, the Remembrance Service, the signing of the Armed Forces Covenant. He reported that he had been dealing with resident enquiries including emergency vehicle access to Woodberry Heights, gritting of Parklands to assist the bus service and an issue with a path on the Carleton Meadows estate.

Cllr Davies reported that she had attended the informal briefing relating to a Statutory Nuisance matter.

Cllr Holden reported that she attended a meeting with Westmorland & Furness Council's Portfolio Holder for Public Transport regarding Penrith's bus services, attended the opening of the Carleton Multi Use Games Area, attended a Penrith Action for Community Transition talk on "Coffee's brewing crisis", volunteered to steward for the Penrith Sparkle event, attended a virtual meeting of the Borderlands group and supported a resident with an issue with debris and leaves and reported this to Westmorland & Furness Council.

Cllr Lawson reported that he attended a BID meeting, the Christmas Sparkle event and reported what an excellent event it was, that he has reported some flooding issues on the highway and encouraged people to shop local.

PTC25/68 Resolutions

Members noted the Resolutions Report.

PTC25/69 Matters from Finance Committee

Members were asked to ratify the following approved matters a) to c) from the Council's Finance Committee from their meeting held on Monday 8 December 2025 which had been considered and approved by the members of the Council's Finance Committee. The Committee Chair requested that these matters be brought to the Full Council for ratification:

a) Budgetary Control Statement

Ratify the Budgetary Control Statement for the period 30 November 2025.

RESOLVED THAT:

The Budgetary Control Statement for the period 30 November 2025 be ratified.

b) Proposed Budget 2026/27

The Chair read out a prepared statement to propose the budget (Appendix B) Members noted the position on service development proposals and that the 2026/27 proposed budget and precept application was developed, and considered by Council's Finance Committee and the Chair recommends that Council approves the following matters:

- i. The Forecast Outturn expenditure for 2025/26 of £664,604.
- ii. The Proposed Budget 2026/27 which would, based on the Council Taxbase, require a precept of £526,749 resulting from a 1% increase in Council Tax.
- iii. The salaries paid to staff in 2026/27, as detailed in the supporting confidential report.
- iv. The proposed level of financial reserves.
- v. The parameters and forecasts in the Proposed Medium Term Financial Plan.

RESOLVED THAT:

Matters i to v be ratified and the precept application go forward to Westmorland and Furness Council for £526,749 from the Councils Responsible Finance Officer.

The Responsible Finance Officer be thanked for his work in preparing the Proposed budget.

PTC25/69 Matters from Finance Committee, continued

c) Policy Review by Finance Committee

Ratify the following draft policies to operate during the 2026/27 financial year:

- i. Reserves Policy
- ii. Investment Strategy
- iii. Financial Regulations

RESOLVED THAT:

The policies be ratified.

PTC25/70 Policy Review

Members noted that the annual review of Data Protection Policies had been deferred whilst NALC issue updated guidance and templates for Information Technology and Assertion 10 for the annual return to the external auditor.

Members noted that the annual review of statutory policies had taken place and a report will be brought to Council in January as required by January 2025 [MINUTE REF: PTC24/85 General Policy Review].

Members were asked to ratify the Awards Scheme Policy from the Council's Communities Committee from their meeting held on Monday 17 November 2025 which had been considered and approved by the members of the Committee. The Committee Chair has requested that these matters be brought to the Full Council for ratification.

RESOLVED THAT:

The policy be ratified.

PTC25/71 Appointments to Committees

a) Members were asked to consider filling two vacant seats on the Communities Committee.

RESOLVED THAT:

Cllrs Lawson and Kenyon be appointed to the Communities Committee for the remainder of the municipal year.

b) Members were asked to elect a chair for the Communities Committee.

RESOLVED THAT:

Cllr B. Jayson be appointed as chair of the Communities Committee for the remainder of the municipal year.

PTC25/72 Next Meeting

Members noted that the next meeting of the Full Council was scheduled for Monday 26 January 2026 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 matters include information relating to the financial or business affairs of any particular person (including the authority holding that information) and personal sensitive information relating to members of staff, terms of a tender, a contract and a legally binding grant funding agreement that contains pre-tender project expenditure figures. These matters are in the opinion of the Town Clerk confidential and commercially sensitive.

PTC25/73 Proposed Budget: Staff Salaries Information

Members considered the staff salaries report for 2026/27.

RESOLVED THAT:

The salary report be approved.

PTC25/74 Tender Report

Members considered the report and recommendations contained within.

RESOLVED THAT:

- i. The evaluation result be approved.
- ii. That the successful contractor be appointed and the Council enters into a contract for the delivery of the Wayfinding and Services contract to contractor (F).

Members thanked Officers for their efforts with the tender process.

CHAIR:

DATE:

FOR THE ATTENTION OF ALL MEMBERS OF THE TOWN COUNCIL

Access to Information

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Background Papers

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Further to resolution PTC25/65:

By Email

██████████

Area Director for Cumbria & Lancashire

The Environment Agency

Dear ██████████

The Town Council at its meeting on Monday 15 December 2025 resolved to approach the Environment Agency to request an in-person meeting to discuss the formal testing of the chemical emissions in Penrith.

The Town Council believes that it is essential to understand the nature of the chemicals that the community might be being exposed to and to identify and if there any substances hazardous to public health.

We hope that it will be possible to schedule a meeting with you in the New Year please.

Please could you email the Council, with dates and times for your availability to enable a meeting to be arranged at your earliest convenience.

Your sincerely

Councillor Val Bowen Council Chair.

CC:

██████████, Regulatory Team Leader:

2026-27 Proposed Budget

I am pleased to present this budget report to the Town Council.

The 2026/27 proposed budget has a total expenditure of £624,575 which requires a precept of £526,749 and represents a 1% increase in the Penrith Town Council element of the Council Tax.

A typical household in Penrith, with a property valued in Band D, will see the Town Council's full Council Tax element increase from £83.92 to £84.76 per annum which is an increase of £0.84 on the previous year. This equates to a Band D household paying £1.63 per week.

Accompanying the budget is a robust and sustainable financial plan, based on forecasted modest future rises in Council Tax, which will continue to maintain our services ensuring reserves are in line with the Council approved Reserves Policy.

The proposed budget for 2026-27 provides the framework for the Council to continue the progress it has made since its inception.

The main adjustments to the Council's budget are the proposed service development proposals which total £49,500. These include a budget of £4,000 to support town greening, £20,000 for town dressing and event support, £5,000 towards a new summer event in 2026, £10,000 to support improvements at the Castle Park, £5,000 to increase the May Day budget, £1,000 to identify ways in which Artificial Intelligence may improve future business process, and the balance towards the Wayfinding annual maintenance schedule.

The Council has maintained its current level of budgets to deliver on the priorities contained within its Business Plan and other strategies. Monies have been retained in the budget to support allotment improvements by working in partnership with the Penrith Allotment Association, and for new seats and shelters in the town. Following the continued successful uptake of grants awarded to local community organisations, this budget has been retained for a further year at £30,000 with £10,000 allocated to support Signature events.

The Council has positive financial reserves and has an agreed policy to work towards a General Reserve equivalent to 30% of next expenditure by 31 March 2027. The Council has continued to address its level of General Reserve and is developing schemes of work to commit the remaining balance in the Play Area earmarked reserve. A new Pump Track earmarked reserve of £50,000 has been included in the 2026/27 budget to enable the Council to make a future capital contribution towards the proposed new facility in Penrith. This proposed budget is evidence of the Council working towards its reserve target by contributing from the General Reserve to deliver its 2026/27 budget.

In 2026/27 we can expect to see the delivery of the Wayfinding and Signage project which the Council has been successful in receiving a grant from the Borderlands Place Programme.

In closing, I would like to thank Councillor Shepherd, the members of the Finance Committee and Council Committees and officers for their contributions in developing the budget, which will enable the Council to continue providing quality services for the Town and for it to deliver its Business Plan priorities from a sound financial footing.

I therefore propose all these recommendations in the budget report and commend them to you.

Councillor Valerie Bowen, Chair of Council

FULL COUNCIL

26 January 2026

Item 8: Note the Resolutions Report.

Full Council Meeting 15 December 2025		
PTC25/64	Response to resident following questions raised at Public Participation.	Green
PTC25/65	Submit letter to Environment Agency inviting them to a meeting. (Sent 17/1/25 – acknowledged and awaiting response).	Green
PTC25/69	Precept application submitted to Westmorland and Furness Council.	Green
PTC25/69c	Policies updated and uploaded to the Councils website.	Green
PTC25/71a	Website updated with new Communities Committee membership.	Green
PTC25/74	Signage and Wayfinding Services Contractor appointed and contract signed.	Yellow

FULL COUNCIL

Date: 26/01/2026

Public Report

Matter: Policy Review

Item no: 11

Author: Town Clerk and Solicitor

Supporting Member: Council Chair

Recommendations: Approve the report.

Purpose of Report:

The Council reviews its policies in accordance with its Governance Schedule. Policy/strategy development is key to improving services and outcomes for local people. It is important that the Council is clear what its priorities are to achieve its vision and improve outcomes for local people. Policy development does not end when a policy is approved. It is important to continue to focus on implementation as the policy/strategy needs to be regularly reviewed, evaluated and monitored to ensure that it is on-track, effective, up-to-date, and achieving what it set out to do. Policies/strategies do not sit in isolation and where appropriate incorporate into the document:

- Performance management – performance measures offer a useful means of measuring the impact of a policy/strategy.
- Risk management – thought should be given to potential risk associated with the policy/strategy and whether plans need to be put in place to manage this risk.
- Financial and resource management – are there any financial implications and any costs associated with implementation of the policy/strategy.
- Value for money – does the strategy/policy contribute to achieving value for money.
- Legal and human resources issues – It may contravene existing legislation, laws, and employment regulations.
- Equality & Diversity – The policy/strategy will also need to be reviewed in light of the duties set out in Equality Act 2010.

Strategic Link

Policies, procedures, plans and strategies should support the commitments made in the Business Plan and also align to other key documents: The Neighbourhood Plan, Arts and Culture Strategy, and the Climate Strategy.

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.

Overview: 2025 Review Selection

1. In January 2025 [MINUTE REF:PTC24/85 General Policy Review], Members agreed a phased approach to policy review and the following approach was approved:
 - “All policies be considered by Council officers at the prescribed intervals.
 - Only policies that have been materially amended be considered by Council at the following intervals:
 - Statutory and legal policies be reviewed annually and considered by the Finance Committee in December and go forward to Full Council for ratification in January.
 - Data protection policies be reviewed annually in September by Full Council.
 - Public policies will be reviewed every four years at the commencement of a new Council at the July Full Council Meeting and be reviewed thereafter every four years.
 - Policies relating to employees will be reviewed every four years at the commencement of a new Council in June, having first been considered by Finance Committee.
 - Administrative and service policies will be considered every four years at the commencement of a new Council in November, having first been considered by Finance Committee.

The Town Clerk and officers will make minor amendments to the wording of policies and procedures provided that such amendments do not materially affect the substance of the procedures.”

2. Officers considered the topics for the annual review (Appendix A) and the Policy Review Approach (Appendix B) and consider:
 - Has the document achieved its aims? If so, it may be appropriate to terminate the document.
 - Does the document require revision?
 - Does the document still accurately reflect the Council’s vision?
 - Have any other referenced key documents been updated/revised?
 - Have there been any changes in legislation, statutory obligations or service needs that impact the document?
 - Have there been any significant changes in National, Regional or Local circumstances with implications to the policy?
 - Have any changes in circumstances exposed additional risks to delivery?
 - Are the aims and objectives being met?
 - Are the outcomes being achieved?
 - How successful has it been?
 - Was the activity worthwhile?
 - If substantial changes are required, it is likely that additional consultation and approval will be required.
 - Substantial changes to the document will need to be approved, implemented and communicated out to users.
 - Is the document in the corporate style and accessible?

Topics for Review ;Governance Policies

Topic		Note
1.	Acquisition Policy	Reviewed
2.	Code of Conduct	Reviewed
3.	Communications Policy	Reviewed
4.	Co-option Policy	Reviewed
5.	Dispensation Policy	Reviewed
6.	Disposal Policy	Reviewed
7.	Equality and Diversity Policy Employment	Reviewed
8.	Equality and Diversity Policy Service Delivery	Reviewed
9.	Filming, Recording & Broadcasting of Meetings	Reviewed
10.	Financial Regulations	Amended to reflect new banking and electronic payments operations & ratified within the meeting.
11.	Freedom of Information	Reviewed
12.	Gifts & Hospitality	NB: limit changed from £25 to £50 to align with the Code of Conduct.
13.	Health & Safety	Reviewed
14.	Investments Strategy	Amended to reflect budget process & ratified within the Precept meeting 15/12/2025.
15.	Procurement Policy	Amended to reflect changes to the procurement agreement thresholds for goods or services or public works: New figures are: £207,720 (previously £214,904) for goods or services, or £5,193,000 (previously £5,372,609) for public works (construction).
16.	Public Participation at Meetings	Reviewed
17.	Publication Scheme	Reviewed
18.	Reserves Policy	Amended to reflect budget process & ratified within the Precept meeting 15/12/2025.
19.	Risk Management	Reviewed
20.	Scheme of Delegation	Reviewed
21.	Standing Orders	Reviewed
22.	Value for Money	Reviewed

Data Protection Polices

15 December 2025 PTC25/70 Policy Review

Members noted that the annual review of Data Protection Policies had been deferred whilst NALC issue updated guidance and templates for Information Technology and Assertion 10 for the annual return to the external auditor.

Topic		Note
23.	Data Protection Policy	
24.	Electronic Communications Policy	
25.	Information Protection Policy	
26.	Information's Security Incident Policy	
27.	Password Policy	
28.	Privacy Policy	
29.	Record management and Retention Policy	
30.	Removable Media Policy	
31.	Social media councillors and public	
32.	Social media employees	

Topic		Note
33.	Awards Policy from Communities Committee	Refined from original policy & ratified within the meeting 15/12/2025.
34.	Appointment to outside bodies	Amended to reflect new Councillor membership & approved within the meeting ratified within the meeting 15/12/2025.

Policy Review Approach: Overview**Introduction****Why do we need policies, strategies, or procedures?**

- Policies, procedures, and strategies provide direction to Officers and Members.
- Policies and procedures help us to address the issues that affect individuals in a consistent and fair way.
- Policies, procedures, and strategies help ensure the Council and individuals are protected.
- Policies, procedures, and strategies allow us to exercise powers to ensure the Council and individuals are protected.

Policies, procedures, plans and strategies generally seek to:

- Address a matter affecting Penrith.
- Seek to improve the delivery and/or efficiency of local services.
- Consider changes to policies or procedures to improve outcomes to residents/users.
- Respond to changes in the law.

Ideas for a or new policies, procedures, plans and strategies can come from several sources including:

- Committee Members
- Council Members.
- Council officers.
- External partners / organisations.
- Residents.
- New model templates and legal guidance being issued/ Changes in the law and statutory requirements.

The development and review of policies, strategies and plans procedures may change/develop in response to:

- Resident-focused – A topic will have high impact on residents and the community, with public interest and scope for making a positive difference (can be universal or a targeted group of people or an area of Penrith e.g. young people or a particular town centre).
- Remit – A topic that is clearly covered in a Committee’s Terms of Reference.
- Influence - A topic that relates to a service, event, or issue in which the Council is in control of, has a significant stake in or influence over the matter, e.g. with partners.
- New - A new, fresh topic. One which has not previously been reviewed by a Committee in the last 2-3 years, or which is not currently being reviewed by another Committee or internally by Officers, e.g. through service transformation.

- Achievable – A topic that is not open ended. One where the Committee’s work programme can accommodate the review/scheme. Where there is likely to be a good level of expertise and information to draw on to complete and/or consider.
- Wider support - A topic that is likely to receive buy-in from the Committee and wider Council or support is welcome from partner organisations to review the matter.
- Drives improvement, transformation, and efficiency – a topic in support of the Council budgetary objectives, and the Business Plan.
- National impact – A topic where emerging or recent legislation mean that it would be timely to review the matter.

Review stages for new and existing policies, procedures, plans and strategies:

- Selection of topic/policy/procedure.
- Findings documented in a report and recommendations approved by Committee.
- Referred forward to Full Council for ratification.
- Monitoring the implementation of the policy once approved at scheduled intervals.

Communication and Implementation

The policy/strategy may need to be communicated to all relevant stakeholders and Council team. This can be done through a variety of ways, workshops, circulation of document, press release, and using the Council’s website/social media platforms. Council will need to consider:

- If training is required to ensure officers can adhere to the policy?
- If a signature of compliance from staff and/or Members required? If so, how will this be completed?
- Does the policy require an action plan for implementation?
- Is a template or guidance document required to support officers using the document?

Identify Key contacts that can answer any queries about the policy/strategy?

FULL COUNCIL

Date: 26 January 2026

Public Report

Matter: Grants Report

Item no: 12

Author: Services & Contracts Manager and 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, thirteen organisations have had grants awarded. Full Council noted six of these awards at the meeting held on the 29 September 2025. Since the last meeting of Council, the following seven grants have been awarded:

Bluejam Arts CIC – The Council has awarded a grant of £2,500 as a contribution towards the delivery of 45 Family Jam music sessions.

The Happy Mums Foundation – The Council has provided a grant of £2,075 towards the costs of the re-establishment of Happy Mums Foundations Penrith Support Group sessions.

Rotary Club of Penrith – The Council has provided a grant of £485 towards the costs of purchasing and planting 4000 giant purple crocus bulbs at the Rotary Garden in St Andrews Churchyard.

The Inner Wheel Club of Penrith – The Council has provided a grant of £233.50 towards the costs of promoting the 'Orange the World' campaign to end violence against women and girls globally, in Penrith.

Penrith Mountain Rescue Team – The Council has provided a grant of £2,600 towards the costs of purchasing new emergency response equipment.

Wetheriggs United Football Club – The Council has provided a grant of £750 towards the costs of undertaking improvement works to the façade of the Castletown Community Centre building.

Mobius Loop – The Council has provided a grant of £191.17 towards the costs of new camera equipment which will support the delivery of community workshops in Penrith.

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	£1,895	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	£500	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.
Bluejam Arts CIC	£2,500	The delivery of 45 Family Jam music sessions
Happy Mums Foundation	£2,075	The re-establishment of Happy Mums Foundations Penrith Support Group sessions
Rotary Club of Penrith	£485	Purchasing and planting 4000 giant purple crocus bulbs at the Rotary Garden in St Andrews Churchyard.
Inner Wheel Club of Penrith	£233.50	Promotion of the 'Orange the World' campaign to end violence against women and girls globally, in Penrith.
Penrith Mountain Rescue	£2,600	New emergency response equipment.
Wetheriggs United Football Club	£750	Improvement works to the façade of the Castletown Community Centre building.
Mobius Loop	£191.17	New camera equipment which will support the delivery of community workshops in Penrith
	£20,491.67	

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.

A total of £20,491.67 has been committed from the Community Grants budget and there remains an uncommitted budget of £9,508.33 for the remainder of the 2025/26 financial year.

A total of £10,000 has been committed from the Signature Events Grant budget.

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

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