



Penrith Town Council

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

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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. D. Jayson	North Ward
Cllr. Burgin	South Ward	Cllr. R. Kelley	East Ward
Cllr. Davies	West Ward	Cllr. Kenyon	North Ward
Cllr. Deacon	South Ward	Cllr. Lawson	Carleton Ward
Cllr. Dippita	West Ward	Cllr. Rudhall	East Ward
Cllr. Holden	Carleton Ward	Cllr. Shepherd	East Ward
Cllr. B Jayson	West Ward		

Services & Contracts Manager

Community Services Officer

Responsible Finance Officer

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

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

APPENDIX A

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