



Penrith Town Council

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

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

DATE: 04 February 2026

NOTICE IS HEREBY GIVEN that an **ORDINARY MEETING** of **THE COMMUNITIES COMMITTEE** will be held on **09 February 2026**, 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 Board Room, 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 Bowen	Pategill Ward	Cllr B. Jayson	West Ward
Cllr Donald	North Ward	Cllr Jackson	North Ward
Cllr Lawson	Carleton Ward	Cllr Kenyon	North Ward

Mrs V. Tunnadine, Town Clerk

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 COMMUNITIES COMMITTEE MONDAY 09 FEBRUARY 2026

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 Communities Committee held on Monday 17 November 2025 and agree they be signed as such by the Chair.

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 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, answer questions and give evidence at a meeting which 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 item 16 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. Resolutions Report

Note the written report.

7. Communications Report

Note the written report.

8. Climate & Environment Strategy Report

Note the written report.

9. Communities Committee Workplan Report

Consider the report and recommendations contained within.

10. Communities Committee Meeting Dates 2026/27

Consider the draft Communities Committee meeting dates for 2026/27 municipal year and recommend the dates go forward to Full Council for ratification.

11. Eamont 927 Partnership

Consider the report and recommendations contained within.

12. Fairhill Tree Planting Request

Consider the report and recommendations contained within.

13. Penrith Arts & Culture Events 2026/27

Consider the report and recommendations contained within.

14. Policy Task & Finish Group

Consider the report and recommendations contained within.

15. Next Meeting

Note the next meeting is scheduled for **23 March 2026** at **5:15pm**, Board Room, Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR.

PART II PRIVATE SECTION.

The following matter is considered exempt information as it includes personal data or information about individuals which is likely to reveal the identity of an individual and is provided in confidence by a third party.

16. Penrith Community Awards Selection

Consider the report and recommendations contained within.

**FOR THE INFORMATION OF ALL
MEMBERS OF THE COMMUNITIES 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

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 3.00 pm, Monday to Wednesday via office@penrithtowncouncil.co.uk

Communities Committee: 9 February 2026

Item 6

Resolutions Report

This report shows the progress made against resolutions from the Council's Communities Committee this municipal year.

STATUS KEY:

- On hold - Not commenced
- Completed
- In progress - Started and ongoing

Reference	Activity	Status	Notes
Brought Forward from 2024/25 Municipal Year			
CC24/53	Website Development		Delivery of the new Penrith Town Council website due this financial year.
CC24/69	Events Lighting		Scheme is progressing with an official order on with Westmorland & Furness Council. W&F have received the parts and are currently scheduling an installation date.
2025/26 Municipal Year			
CC25/10	Fairhill Viewing Plaque		Scheme is progressing. Artwork complete and brass plaque ordered. Suitable location on Fairhill Playing Field identified for installation of plaque and stone surround. Spring installation.
CC25/26	Cold Springs Nature Reserve		Service Level Agreement for delivery of with Cumbria Wildlife Trust with funding released once order confirmation for the works has been provided by Cumbria Wildlife Trust. Works due to start in the coming weeks with warmer weather.
CC25/27	Dog Waste Bag Dispensers		Dog Waste Bag Dispensers have been delivered. CSO & SCM met with contractor to discuss installation over the coming weeks.
CC25/42	Policy Review		Civic Awards Scheme was ratified at Full Council.

CC25/43	Penrith Mail Click Plaque		Permissions for installation have been requested from Network Rail; confirmation is pending.
CC25/44	Bench Request		Memorandum of Agreement has been requested from Westmorland & Furness Council. Penrith Town Council awaiting this before submitting an order.

COMMUNITIES COMMITTEE

Date: 12 February 2026

Public Report

Matter: Communications Report

Item no: 07

Author: Community Services Officer

Supporting Member: Cllr Jayson, Chair

Purpose of Report:

To inform and update members of the Communities Committee of the Council's recent communication activities.

Background

This report provides an update on the Council's communication activities since the last meeting of the Communities Committee on Monday 17 November 2025.

Platform	Followers
Facebook	1349 (+52)
Instagram	909 (+7)
X (Formerly Twitter)	277 (+0)
govDelivery	2,995 (+119)
YouTube	3 (+0)
BlueSky	10 (+0)
LinkedIn	7 (+0)
Summary	5,374 (+178)

Newsletters:

All editions of Penrith Town Council News can be found on the Penrith Town Council website:

- [Latest News: December 2025](#)
- [Latest News: November 2025](#)

<https://www.penrithtowncouncil.gov.uk/information/newsletter/>

Each edition is also read aloud through an arrangement with the Eden District Talking Newspaper Association. All recordings can also be found on the Penrith Town Council website through the link above.

Press Releases:

January 2026:

- [Wednesday 14 January - Council Investment in Play Continues with New Equipment at Pategill](#)

December 2025:

- [Wednesday 17 December - Penrith Town Council approves 2026/27 Budget](#)
- [Wednesday 17 December - Mayor of Penrith's Christmas Message](#)
- [Friday 5 December - Penrith Town Council Launches Penrith Community Awards](#)
- [Monday 1 December - Council delivers programme of Allotment Improvements](#)

November 2025:

- [Wednesday 19 November - Meet your new Councillor for Penrith West: Vivo Dippita](#)

All Penrith Town Council press releases can be found on the Penrith Town Council website:

<https://www.penrithtowncouncil.gov.uk/information/press-releases/>

Appendices

- Appendix A - Cumberland & Westmorland Herald PTC Autumn Update

Appendix A - Cumberland & Westmorland Herald PTC Winter Update



Welcome to Penrith Town Council's autumn update in the Cumberland & Westmorland Herald where you can read a round-up of the very latest developments at the council.

Penrith Community Awards – Nominations Closing Soon

The Penrith Community Awards recognise the individuals and groups who make a positive difference to the wellbeing, vitality, and community spirit of Penrith. The awards celebrate outstanding citizenship, voluntary service, and contributions that enhance life in our town.

Nominations are free, open to everyone, and closing soon, so please take a moment to nominate someone who deserves to be recognised for their commitment to the Penrith community.

Winners will be selected by the Council's Communities Committee and presented at an awards ceremony in February 2026.



recognition for both community and business achievements throughout the year.

How to nominate:
Nominate online: <https://forms.office.com/e/NpTPop3QjV>
Printed nomination forms are available from Penrith Town Council, Unit 1, Church House, Friargate, Penrith, CA11 7XR.

Full eligibility criteria and guidance are available at:
www.penrithtowncouncil.gov.uk/communication/penrith-community-awards

Nominations close at 12 noon on Sunday 1 February 2026 - don't miss the opportunity to recognise the people and groups who help make Penrith a great place to live.

Further improvements have been delivered at Pategill Play Area as part of Penrith Town Council's £90,000 Play Area Development Reserve, which supports investment in play facilities across all Penrith wards.

As part of this programme, a new Blox2 climbing unit has been supplied and installed by Kompan, providing a high-quality and engaging play feature for Pategill and Penrith's children. The project was supported by a £7,000 investment from Penrith Town Council, building on the Council's earlier £3,000 contribution towards wider improvements at the site.

The scheme was delivered in partnership with the Pategill Tenants and Residents Association (TRA) & Westmorland & Furness Council, with the TRA providing top up funding of £100 and Westmorland & Furness Council managing the project and sourcing the

2026 Award categories:

- Community Recognition Award – For



Council Invites Applications for its Community Grants Scheme

Penrith Town Council is continuing to encourage local community organisations, charities, Social Enterprises and Community Interest Companies to apply for funding of up to £5,000 through its Community Grants Scheme.

Our Community Grants Scheme is designed to support local community organisations, charities, Social Enterprises and Community Interest Companies delivering services,

"Through the Community Grants Scheme, we want to help bring their ideas to life - whether that means supporting local volunteers, improving shared spaces, or creating opportunities for connection and wellbeing. We're keen to hear from anyone with a project that will make Penrith an even more vibrant and inclusive place to live."

To find out more about eligibility,



how to apply, and to download the grant scheme guidance, visit the Penrith Town Council website.

Council to Adopt Royal British Legion Commemorative Bench

Penrith Town Council has agreed to adopt and restore the commemorative bench outside the former Royal British Legion building, following a request from the former President of the Women's Section. The bench has long served as a meaningful landmark and a place of rest for local residents.

With the closure of the Women's Section and the sale of the building, the bench's future was uncertain. By taking on its care, the Council will ensure that this piece of local heritage remains accessible and well maintained.

The decision reflects the Council's ongoing commitment to supporting community assets and preserving places that hold significance for residents, ensuring the bench continues to be enjoyed for years to come.



Council Investment in Play Continues with New Equipment at Pategill

Further improvements have been delivered at Pategill Play Area as part of Penrith Town Council's £90,000 Play Area Development Reserve, which supports investment in play facilities across all Penrith wards.

As part of this programme, a new Blox2 climbing unit has been supplied and installed by Kompan, providing a high-quality and engaging play feature for Pategill and Penrith's children. The project was supported by a £7,000 investment from Penrith Town Council, building on the Council's earlier £3,000 contribution towards wider improvements at the site.

The scheme was delivered in partnership with the Pategill Tenants and Residents Association (TRA) & Westmorland & Furness Council, with the TRA providing top up funding of £100 and Westmorland & Furness Council managing the project and sourcing the

from the Town Council's £90,000 Play Area Development Reserve, and it's wonderful to see further improvements delivered through this programme, with the full £15,000 allocated to Pategill Play Area now fully invested."

"By working in partnership with community groups and Westmorland & Furness Council, we can continue to invest in high-quality play facilities and deliver real benefits for families across Penrith."

Penrith Town Councillors:

Here is a reminder of your Penrith Town Councillors and the different wards they represent:

- Penrith South:** Cllr. R Burgin, Cllr. A Deacon
- Penrith West:** Cllr. B Jayson (Deputy Chair), Cllr. S Davies, Cllr. V Diggins
- Penrith North:** Cllr. P Donaid, Cllr. S Jackson, Cllr. D Jayson, Cllr. R Kenyon
- Penrith Pategill:** Cllr. V Bowes (Chair)
- Penrith East:** Cllr. M Rudball, Cllr. C Shephard, Cllr. R Kelsey
- Penrith Carlisle:** Cllr. D Holdan, Cllr. D Lawson

Contact the councillor for your area using the information included in the link below: www.penrithtowncouncil.gov.uk/your-council/councillors/

COMMUNITIES COMMITTEE

Date: 9 February 2026

Public Report

Matter: Climate & Environment Strategy update

Item no: 09

Author: Community Services Officer

Supporting Member: Cllr Jayson, Chair

Purpose of Report:

To inform and update members of the Communities Committee of the progress on the Council's Climate & Environment Strategy Action Plan.

Background

This report provides an update on the progress on the Council's Climate & Environment Strategy Action Plan.

Penrith Town Council Climate Strategy Action Plan April 2025 – March 2026

STATUS KEY:

On hold - Not commenced

In progress - Started and ongoing

Completed

Strategic Objective: Achieve carbon neutrality for Penrith Town Council					
Plan Ref	Project	Timescale	Partners	Progress	
1.1	Provide climate literacy training for all Councillors and Officers.	April 2026	CALC / Future Proof Cumbria	PTC officers to offer any new councillors who have not attended and encourage them to take part in training.	
1.2	Work to reduce consumption of paper and other resources.	April 2026	-	Internal email to all staff asking them to give consideration to use of resources, printing, recycling, digital.	
1.3	Reduce the Carbon Output of Penrith Town Council (Actions from the Council's Carbon Audit) Encourage Councillors to use more sustainable transport options for meetings of the Council. Purchase locally and wherever possible, fairtrade, recycled and sustainable goods.	Continuous	-	Email to Councillors to be sent.	Officers procuring fairtrade, recycled and sustainable goods wherever possible.

Strategic Objective: Engage the community on climate actions				
2.1	Identify, promote and make available educational material and training opportunities for use by communities – catalogue existing resources.	April 2026	-	Page to be set up on the new Penrith Town Council website – signposting to partner organisations such as Future Proof Cumbria and PACT. Page to form part of website review.
2.2	Identify the feasibility of a Climate Change Hub in Penrith and undertake consultation.	April 2026	-	Penrith Action for Community Transition, Future Proof Cumbria and others to be approached to identify whether there is a need for this – and if so, bring back report to a future meeting of Communities Committee.
Strategic Objective: Conserve and enhance local biodiversity				
3.1	Collaborate with local organisations to consider additional tree planting in Penrith.	April 2026	PACT	Report to Communities Committee 9 February 2026.
3.2	Support the development of a Masterplan for Wetheriggs Country Park.	April 2026	W&F	Awaiting outcome of A66 review re delivery of a Masterplan for Wetheriggs.
3.3	Support the delivery of the Eden Rivers Trust - Access to Eden project	Continuous	ERT	PTC supported the tree nursery project with a £500 annual grant.

Strategic Objective: Promote low emission transportation options				
Plan Ref	Project	Timescale	Partners	Progress
4.1	Work in partnership with appropriate organisations to support and enhance the increase of electric vehicle charging infrastructure.	April 2026	W&F / industry	Contact needs to be re-established with W&F to see whether PTC can support any current projects in relation to electric vehicle charging in Penrith.
4.2	Support and promote sustainable community transport schemes	Continuous	Transport Providers	Fellrunner - £3,000 grant for 2025/26.
Strategic Objective: Increase the number of green projects in Penrith				
5.1	Promote the Council's Grant Fund for green and climate projects	Continuous	-	PTC grants scheme renewed in April 2025. Grant scheme prioritises projects which have a climate related focus.
5.2	Promote and develop new Penrith Town Council green projects.	Continuous	-	Penrith Town Council has committed to support Cumbria Wildlife Trust with a path creation project at Cold Springs Nature Reserve.
5.4	Support projects at Cumbria Wildlife Trust's Cold Springs Nature Reserve	April 2026	CWT	Cumbria Wildlife Trust (CWT) has completed the two projects at Cold Springs Nature Reserve relating to the Wildlife Garden and the creation of a Pond Platform. A third project (path creation)

					has also been agreed by Communities Committee.
Strategic Objective: Combat Air Pollution					
6.1	Promote the use of public transport, walking and cycling routes in accordance with the Community Transport Policy and the LCWIP.	April 2026	W&F		Fellrunner - £3,000 grant for 2025/26. CSO attending
Strategic Objective: Combat Light Pollution					
7.1	As a planning consultee to consider and comment on the reduction of light pollution in town planning and development projects.	Continuous	W&F		Action undertaken through regular meetings of Planning Committee.
7.2	As a planning consultee to recommend for consideration where appropriate the planting of trees and other vegetation to act as light barriers.	Continuous	W&F		Action undertaken through regular meetings of Planning Committee.
Strategic Objective: Waste and Recycling					
8.1	Provide information on recycling, composting, and the importance of reducing waste. (Reduce, reuse, recycle leaflet)	April 2026	W&F		Westmorland & Furness Council to be approached to identify whether there is a need for this.
8.2	Investigating options for the additional provision of recycling facilities.	April 2026	W&F		Climate & Environment T&F Group to look into this.
Strategic Objective: Rivers & Watercourses					
9.1	Reporting any observed pollution incidents to local environmental authorities.	Continuous	EA		SCM & CSO regularly inspect Thacka Beck Field (last inspection: SCM - 04/02/2026) and report any observed pollution

incidents directly to the Environment
Agency.

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COMMUNITIES COMMITTEE

Date: 9 February 2026

Public Report

Matter: Communities Committee Workplan Report

Item no: 08

Author: Community Services Officer & Events Officer

Supporting Member: Cllr B. Jayson, Chair

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

Background:

This report provides an update on the progress of various areas of work related to budgets associated with the Communities Committee.

Penrith Town Council Business Plan 2025-2028		Communities Committee Workplan 2025/26						
Priority	Action	Lead	Service Area	Action	Officer	Progress	Status	
Place	The Council will support the improvement of health and wellbeing, supporting local and national initiatives by liaising with local organisations and health providers.	CSO	Community	Liaise with the Police and other agencies to reduce crime and anti-social behaviour across the town.	CSO	Communities Committee resolved to appoint Cllr B Jayson as representatives on behalf of the Council to attend Cumbria Constabulary Neighbourhood Policing liaison sessions through CALC. Cllr Snell has now been removed as a representative from the group since her resignation.	Delivering	
	The Council will invest and manage our own assets whilst supporting key partners and community groups to invest in their own.	SCM	Assets	Deliver a scheme to install a viewing plaque at Fairhill Playing Field	CSO SCM	Artwork designed free of charge by local artist. Suitable site on Fairhill identified. CSO & SCM working with contractors to deliver scheme for Spring 2026.	In Progress	
	Work with Westmorland and Furness Council and stakeholders to have a safe, healthy, clean, green, and tidy town.	EO	Economic Development	Deliver a lighting scheme around the Musgrave Monument	CSO SCM	Private Works Agreement signed with W&F Council and parts delivered. Awaiting confirmation of start date for works.	In Progress	
	The Council will promote and encourage an environmentally friendly town delivering the Council's Climate Strategy		CSO	Climate	Work in partnership to improve the street scene via town dressing projects.	EO CSO SCM	In conversation with local organisations to help create, install, and store elements to decorate the town Apr-Aug	In Progress
					Work in partnership to improve the street scene via greening projects.	CSO EDO SCM	£4,000 in the 2026/27 budget for town centre greening.	Delivering
					Deliver the Council's Climate & Environment Strategy	CSO, SCM	Progress report taken to each meeting of Communities Committee.	Delivering

Penrith Town Council Business Plan 2025-2028		Communities Committee Workplan 2025/26					
Priority	Action	Lead	Service Area	Action	Officer	Progress	Status
Protection	The Council will collaborate with and support stakeholder groups and community organisations that provide a community benefit.	TC	Community	Encourage community groups to share their purpose, progress, and aspirations with the Council.	CSO, EO, TC	Officers actively working with community organisations via grants scheme, events delivery and other schemes of work. Monthly meeting created with Penrith BID to share news, opportunities, and updates.	Delivering
Partnership	The Council will collaborate with and support stakeholder groups and community organisations that provide a community benefit. The Council will collaborate with and support stakeholder groups and community organisations that provide a community benefit.	TC EO	Community Community	Where services are provided by other organisations, the Council will endeavour to ensure that they are delivered effectively, and in accordance with the wishes of the community. Establish a database of key local contact groups to aid communication of opportunities and events.	DTC, EDO	DTC & EDO attend Penrith Place Action Group. Created and being updated.	Delivering
		EO	Economic Development	Event Engagement training for business organisations.	EO	Concept agreed by Penrith BID and The Chamber of Trade. Event being designed with the hope of delivery in March 2026	In progress

Penrith Town Council Business Plan 2025-2028		Communities Committee Workplan 2025/26					
Priority	Action	Lead	Service Area	Action	Officer	Progress	Status
Partnership	The Council will support the provision of excellent quality, managed events, and festivals in the town, with their own financial support focused on community celebrations/events.	EO	Events	Deliver Penrith May Day 2026	EO CSO SCM TC	Event Plan being worked through.	Delivering
Prosperity	The Council will support the provision of excellent quality, managed events, and festivals in the town, with their own financial support focused on community celebrations/events.	EO	Events	Increase the number of events/activities/resources/initiatives by two over the term of the Council.	EO	Summer Event plan being worked through for delivery in July 2026. Community Awards being delivered in Feb 2026.	Delivering
	The Council will support the provision of excellent quality, managed events, and festivals in the town, with their own financial support focused on community celebrations/events.	EO	Arts & Culture	Promote existing and new events to encourage more visitors to the Town. Work with the established Penrith Arts & Culture Group on initiatives and events within the town and influence the development of this sector.	EO, CSO	Events are publicised through PTC social media channels. The new Summer event will act as a promotional event for any other Summer events in Penrith.	In Progress
Prosperity	The Council will support the provision of excellent quality, managed events, and festivals in the town, with their own financial support focused on community celebrations/events.	EO	Arts & Culture	Provide a website platform to the Penrith Arts & Culture	CSO EO	The Council, working with the Penrith Arts & Culture Group, will deliver Sounds Around Town 2025 and potentially three Penrith Wild Play Day's.	Delivering
Prosperity	The Council will support the provision of excellent quality,	EO	Arts & Culture	CSO/EO updating intermittently with the aim to expand the site to include all PTC events.	CSO EO		Delivering

Penrith Town Council Business Plan 2025-2028		Communities Committee Workplan 2025/26					
Priority	Action	Lead	Service Area	Action	Officer	Progress	Status
	managed events, and festivals in the town, with their own financial support focused on community celebrations/events.			group to promote their activities and events			
Prosperity	The Council will promote the economic and commercial vitality of businesses in the town and support the tourist economy.	EDO	Economic Development	Promote the brand identity for Penrith within Cumbria and the North-West of England.	EDO, CSO, EO	CSO using the "Penrith P" using the official brand guidelines effectively to promote the brand identity for Penrith.	In Progress
Prosperity	Penrith Town Council will help to facilitate projects, events, and the development of local resources by providing grants to constituted organisations and working with local voluntary groups.	CSO	Grants	Community Grants Scheme	CSO, EDO, RFO, SCM, TC, EO	Grants awarded during 2025/26 (totalling £20,047.50): Penrith BID, £3,598, All England Netball Association, £1,914, Hearts United CIC, £1,895, Team Autism CIC, £1,000, Riverside Group, £1,000, Eden Runners, £2,750, Eden Rural Foyer, £1,000.00, Bluejam Arts CIC, £2,500.00, The Happy Mums Foundation, £2,075.00, Rotary Club of Penrith, £485.00, The Inner Wheel Club of Penrith, £233.50, Penrith Mountain Rescue Team, £2,600.00, Wetheriggs United Football Club £750.00, Mobius Loop £191.17.	Delivering

Penrith Town Council Business Plan 2025-2028		Communities Committee Workplan 2025/26					
Priority	Action	Lead	Service Area	Action	Officer	Progress	Status
Projects	Penrith Town Council will help to facilitate projects, events, and the development of local resources by providing grants to constituted organisations and working with local voluntary groups. The Council will communicate and engage effectively with residents and encourage them to bring forward comments and ideas to strengthen democracy and involvement in local decision making.	CSO CSO	Grants Communications	Signature Grants Scheme	CSO, EDO, RFO. SCM, TC, EO	£10,000 budget is allocated. £5,000 to the Penrith Business Improvement District (Penrith Sparkle) and £5,000 to Eden Arts (Winter Driving).	Delivered
				Produce monthly editions of Penrith Town Council News	CSO	January 2026 sent out on time with relevant content.	Delivering

Penrith Town Council Business Plan 2025-2028		Communities Committee Workplan 2025/26					
Priority	Action	Lead	Service Area	Action	Officer	Progress	Status
People	The Council will communicate and engage effectively with residents and encourage them to bring forward comments and ideas to strengthen democracy and involvement in local decision making.	CSO	Communications	<p>Manage the Council's Social Media channels.</p> <p>Reinforce the Penrith Town Council Brand Identity</p> <p>Produce the 2025/26 Annual Report</p> <p>Produce Press Releases</p> <p>Produce Consultations</p> <p>Distribute a Council Satisfaction survey every four years</p> <p>Distribute a Councillors Internal Newsletter</p> <p>Provide quarterly updates in local media outlets</p> <p>Work in Partnership with the Eden District Talking Newspaper to distribute readings of Penrith Town Council News</p>	CSO CSO CSO CSO CSO CSO CSO CSO CSO CSO CSO CSO	<p>CSO managing the Council's Social Media channels.</p> <p>CSO & EO using Canva to create graphics and videos using the Penrith Town Council style.</p> <p>2025/26 Annual Report planned for April 2026.</p> <p>CSO producing press releases on an ad hoc basis.</p> <p>The Council has undertaken recent surveys in relation to the Penrith Community Awards.</p> <p>Planned work.</p> <p>Planned Work.</p> <p>PTC News Winter update included in CW Herald.</p> <p>PTC News: December 2025 included on the EDTNA distribution to visually impaired residents once a month and provide the audio of the readings on the Council website.</p>	Delivering Delivering Planned Delivering Delivering Planned Planned Delivering Delivering

Penrith Town Council Business Plan 2025-2028		Communities Committee Workplan 2025/26					
Priority	Action	Lead	Service Area	Action	Officer	Progress	Status
People	Create a socially inclusive and caring community which embraces all its residents, irrespective of age, culture, gender, income, race, sexual orientation, religion, or disability. Create a socially inclusive and caring community which embraces all its residents, irrespective of age, culture, gender, income, race, sexual orientation, religion, or disability. Provide consistent, quality services and strive for continuous improvement for all activities, processes, operations, policies, and decisions that support the Council's Business Plan.	TC	Communications	Keep the Council website updated with Communities Committee Agenda & Minutes Explore community engagement training for councillors Support services and activities for young people aged 10-21 years old (or up to 25 years if they have physical or learning difficulties) supporting youth clubs, provision of youth workers, in partnership with voluntary, and statutory groups.	CSO EO EO	CSO placing Communities Committee Agendas and Minutes onto PTC website within legal timeframes. Create an opportunity to discuss how to develop engagement in each ward including specific aims. Penrith Wild Play Days. EO currently in correspondence with Stomping Ground surrounding three Penrith Wild Play Day's for 2026. Report to be taken to February 2026 meeting of Communities Committee.	Delivering In progress Planned
			Administration	Deliver the Penrith Town Council Civic Awards Scheme Support the Penrith Stars of Business Awards Deliver the Penrith Town Council website update	EO, CSO CSO CSO, TC	Launched and nominations being submitted for winner announcement by 27 th Feb 2026. Communities Committee resolved to sponsor the Volunteer of the Year Award for Penrith Stars of Business Awards 2025. CSO & TC working to deliver Website update with Councillors – delivery Spring 2026.	Delivering Complete In Progress

Penrith Town Council Business Plan 2025-2028		Communities Committee Workplan 2025/26					
Priority	Action	Lead	Service Area	Action	Officer	Progress	Status
Performance				Produce Communities Committee Agenda & Minutes	CSO	Communities Committee Agendas being circulated within the legal timeframe.	Delivering

COMMUNITIES COMMITTEE

Date: 9 February 2026

Public Report

Matter: Provisional Communities Committee Meeting Dates 2026/27

Item no: 10

Author: Community Services Officer

Supporting Member: Cllr B. Jayson, Chair of Communities Committee

Purpose of Report:

Consider the dates for the meetings of Communities Committee 2026/27.

Recommendations:

That the provisional Communities Committee meeting dates 2026/27 be approved and go forward to the Annual meeting of the Town Council meeting.

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 Communities Committee is required to agree provisional Communities Committee meeting dates for the 2026/27 municipal year, in order that they can be approved at the Annual meeting of the Town Council in May and published in the annual committee meeting calendar.
- 1.2 This report sets out the proposed meeting dates for 2026/27. The dates as set out in the table below, follow as closely as possible the dates for the current year.
- 1.3 Note that the timing of meetings is formally approved at the Annual Meeting of Penrith Town Council at its meeting in May other than the first meeting of the year which is proposed to commence at 5.15pm as it does now.
- 1.4 It is recommended that the number of Communities Committee meetings be increased from five to six per year. This adjustment aims to provide improved coverage and consistency considering the expanded work programme and growing responsibilities.

Dates in 2025/26	Proposed Date 2026/27
09 June 2025	29 June 2026
22 October 2025	21 September 2026
17 November 2025	16 November 2026
09 February 2026	18 January 2027
23 March 2026	15 February 2027
	22 March 2027

2. Risk assessment & Mitigation

The risk is that meetings are not scheduled, resulting in Council matters not being managed, monitored and reported effectively. As such meeting dates shall be approved.

3. Financial and Resource Implications

There are no financial implications associated with this report.

4. Equalities Implications

There are no equalities implications associated with this report.

5. Climate Change and Environmental Implications

There are no climate change and environmental implications associated with this report.

Appendices

None.

Background Documents:

None.

COMMUNITIES COMMITTEE

Date: 9 February 2026

Public Report

Matter: Eamont 927 Partnership

Item no: 11

Author: Community Services Officer & Events Officer

Supporting Member: Cllr Jayson, Chair

Purpose of Report:

Consider the request that Penrith Town Council becomes a Delivery Partner in the Eamont 927 Partnership.

Recommendations:

- i. That Members agree for Penrith Town Council to become a Delivery Partner of the Eamont 927 Partnership.
- ii. That the Council appoint one Councillor to sit on the Eamont 927 Steering Board and that the Events Officer be appointed as the Council's officer representative to work with the Steering Board and project partners.

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 Eamont 927 Partnership has been established to curate activities and artefacts inspired by and commemorating the 1100th anniversary of the peace agreement at Eamont on 12 July 927, which united leaders including Athelstan of Wessex and Constantine of Alba creating England.
- 1.2. The partnership's aims include celebrating shared histories, fostering cultural understanding, and generating a lasting legacy for the Eden Valley through tourism, creativity, heritage engagement and pride in place.
- 1.3. Westmorland & Furness Council is the Lead Partner, with a Steering Group established comprising representatives from each Delivery Partner. Penrith Town Council is listed as a potential Delivery Partner, subject to formal confirmation through this Committee.
- 1.4. Steering Group meetings occur monthly (as a minimum), with each partner committing to active involvement in at least one commemorative activity or event. Participation does not require the creation of a standalone events programme but encourages partners to align existing and planned activity with the Eamont 927 theme where appropriate.
- 1.5. Joining the partnership allows Penrith Town Council to help shape the 2027 commemorative programme and to add value to events and cultural activity already planned for that year by theming and contextualising them around

Eamont 927. This approach supports cultural development, heritage engagement, and strengthens Penrith's role as a key settlement within the national context of this event without duplicating existing commitments.

- 1.6. The partnership requires each Delivery Partner to nominate one representative (aside from the Lead Partner) to the Steering Board. The Events Officer would support delivery and alignment with the Council's existing events programme, while a Councillor would provide governance and strategic oversight.

2. Justification/Proposal

- 2.1. At the Full Council meeting on Monday 13 January (Minute PTC24/83 Matters from the Finance Committee Continued), Penrith Town Council resolved to ratify its Business Plan 2024–2028.
- 2.2. Under the Prosperity priority, the Council commits to supporting the provision of excellent quality, managed events, and festivals in the town, with their own financial support focused on community celebrations/events.
- 2.3. Penrith Town Council's involvement in Eamont 927 ensures that Penrith's cultural, historical and geographical significance is appropriately represented within the 2027 commemorations, including through the theming of existing Council-supported events.
- 2.4. Appointing a Councillor ensures democratic oversight and strategic alignment with Council priorities, while the Events Officer provides operational expertise in event planning, community engagement and partnership working, including integrating the Eamont 927 theme into established activity.
- 2.5. The Council's participation will support the delivery of inclusive, high-quality events and activities that promote heritage, culture, identity and community pride throughout Penrith and the wider area, building on activity already planned for 2027 rather than replacing it.
- 2.6. The partnership offers opportunities for cross-authority collaboration, increased visitor activity, improved heritage understanding, strengthened cultural networks and meaningful community-led legacy outcomes, achieved through coordinated use of existing resources and programmes.

3. Risk assessment & Mitigation

a) Risk

The Council does not participate in the Eamont 927 Partnership.

b) Consequence

Penrith may not be adequately represented within the 2027 commemorations, missing opportunities to shape activities, attract visitors and celebrate the town's heritage.

c) Controls Required

Approve the request for Penrith Town Council to join the partnership and appoint representatives as outlined.

4. Financial Implications

There is no membership fee required for participation in the Eamont 927 Partnership. Each partner is simply expected to deliver their own events, contributing to the overall programme by embracing and building upon the collective identity of Eamont

927. This approach ensures that all partners can participate on an equal footing while celebrating their unique heritage within the shared framework.

5. Legal Implications

By adopting the recommendations contained in this report, the Council is acting within its legal powers.

There are no legal issues arising directly from this report.

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:

Appendix A - Eamont 927 Partnership Terms of Reference.

Background Documents:

None.

Eamont 927 Partnership

Terms of Reference

Vision

To curate activities and artefacts inspired by and commemorating the 1100th anniversary of the significant peace agreement made at Eamont on 12th July 927. This brought together Athelstan of Wessex, claimed thereafter to be the first King of the English; Constantine of Alba; Owain of Strathclyde; Hywel king in Wales; and Ealdred of Bamburgh. The Partnership will focus on the commitment to peace and celebrate the cultures and identities of all present as the peoples represented form the bedrock of today's United Kingdom. It will also celebrate the mark on history left by the five participants in the meeting.

It is intended that community and partner involvement in the project will generate an ongoing legacy to enhance tourism, creativity, knowledge of landscape, identity, and pride in place, and economic development in the Eden Valley and beyond.

The Objective

The Partnership will develop and oversee the implementation of the vision for the Eamont 927 commemorations.

The Partnership will set up a Steering Board with representatives from the Delivery Partners and this Board will be responsible for the organisation of the various events and activities that form the commemorations in July 2027.

Partners

The Delivery Partners are those organisations responsible for organising and financing one or several of the various elements that make up the Commemorations. Westmorland and Furness Council will be the Lead Partner.

All partners will agree to abide by the following agreed policies:

Publicity and Communications. –to be written

All Delivery Partners shall have the right to use the agreed Branding as developed by the Lead Partner.

The Partners will be as follows:

Delivery Partners

- Westmorland and Furness Council
- Eamont and Yanwath Parish Council TBC
- Penrith Town Council TBC
- Brougham Parish Council TBC
- Cumbria Association of Local Councils [CALC] TBC
- The Royal Society of St George TBC

Others to be added after discussions with possible partners the proposed partners to be confirmed – this line is not part of ToR and to be deleted before upload to website

Supporters

Supporters have an interest in Eamont or the surrounding area and may be facilitating but will not be organising or financing any of the commemoration.

All supporters will agree to abide by the following agreed policies:

Publicity and Communication.

The Supporters will be as follows:

- Historic England TBC
- English Heritage TBC
- Lancaster University History Department TBC
- Westmorland & Furness Museum service
- Association of British Counties TBC

This is just preliminary list others to be added after discussions with possible supporters and the list above to be confirmed - this line is not part of ToR and to be deleted before upload to website

Meetings

Meetings of the Partnership will include both Delivery Partners and Supporters. The Partnership shall meet at least once a quarter with additional meetings if required. Meetings may be in person or by Teams.

The Partnership shall elect a Chair at the first meeting.

The quorum for a meeting shall be four (4) of the Partners but to include the Chair.

The Secretary and Treasurer functions shall be provided by the Lead Partner.

Each partner and supporter will have one vote.

The meetings will decide by vote on the acceptance of any new partners or supporters proposed by any current partner or supporter to be in addition to the founding set of partners and supporters listed above.

The Partnership will review any event, activity or artefact proposed by the Steering Board to ensure conformity with the Vision. This can be done at a meeting or by email exchange and ratified at a meeting. The acceptance of an event, activity or artefact will be decided by vote.

The Partnership may apply for funding, as agreed by vote at a meeting, by sponsors or grants to fund the administration of the partnership or for disbursement to the Steering Board.

Steering Board

The Steering Board will be the active force in the organisation of the Commemorations. Each member is expected to take an active part in at least one of the events/activities forming the commemorations.

The Board membership shall be formed by

One representative from each of the Delivery Partners, except the Lead Partner

Six representatives from the Lead Partner

The Board may co-opt such further non-voting members as it sees fit.

A quorum will be four (4) of the voting membership but must include the Chair.

Each representative will get one vote.

Any substitution in representation must have the approval of the Chair prior to the meeting.

The Chair is to be selected by the Board at the first meeting.

The secretary is to be provided by the Lead Partner.

The Board will meet at intervals to be determined by the Board but at least monthly. Any meeting may be in person or on Teams.

The Board will monitor the progress of all delivery partners and provide assistance in administration or management as required.

COMMUNITIES COMMITTEE

Date: 09 February 2026

Public Report

Matter: Fairhill Tree Planting Request

Item no: 11

Author: Community Services Officer

Supporting Member: Cllr B. Jayson, Deputy Chair

Purpose of Report:

To consider a request from Penrith Action for Community Transition (PACT) to plant mature fruit trees at Fairhill Playing Field.

Recommendations:

- i. Give consent to Penrith Action for Community Transition (PACT) to plant mature fruit trees on Fairhill Playing Field and give delegated authority to the Community Services Officer to progress the scheme.

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 PACT has approached the Council with a proposal to plant between five and ten mature fruit trees on Fairhill Playing Field to create a small community orchard.
- 1.2 A community orchard is a shared green space where fruit trees are planted and maintained for the benefit of the local community, promoting sustainability, biodiversity and community involvement.
- 1.3 The Council has previously supported similar environmental initiatives, including working in partnership with the Penrith Rotary Club as part of the Queen's Green Canopy project in 2022 for tree planting at Fairhill Playing Field and Thacka Beck Field.
- 1.4 PACT has identified a small area at the top of Fairhill Playing Field as the preferred location for the proposed planting (Appendix A).

2. Justification/Proposal

- 2.1. At the Full Council meeting on Monday 13 January (Minute PTC24/83 Matters from the Finance Committee Continued), Penrith Town Council resolved to ratify its Business Plan 2024–2028.
- 2.2. Under the Protection priority within the Business Plan, the Council is committed to increasing the number of green projects in Penrith through providing support and/or funding projects such as a community orchard.
- 2.3. The proposed planting aligns with the Council's environmental objectives and supports delivery of its Climate Strategy.

- 2.4. The planting of fruit trees enhances local biodiversity and provides a long-term, sustainable community asset.
- 2.5. The proposed location for the trees is well away from nearby residential properties, ensuring that residents' views are not obstructed.
- 2.6. The trees will be hardy varieties, likely sourced from Acorn Bank, ensuring suitability for the local environment and long-term sustainability.
- 2.7. The creation of a small community orchard offers multiple benefits, including opportunities for community engagement, education, and access to locally grown fruit.
- 2.8. PACT will fully fund the purchase of the trees and undertake the planting themselves, with no financial cost to the Council.
- 2.9. The proposed planting location has been identified as suitable in terms of space, accessibility, and minimal impact on the wider use of Fairhill Playing Field.

3. Risk assessment & Mitigation

a) Risk

The Council does not specify which area of Fairhill Playing Field is designated for planting.

a) Consequence

An inappropriate site is chosen for tree planting, potentially resulting in conflict with existing uses of the Playing Field, obstruction of sightlines, or future maintenance issues.

b) Controls Required

The Council approves and clearly identifies the designated planting area in advance, as shown in Appendix A, and requires that planting is carried out only within this agreed location, in consultation with relevant officers where necessary.

4. Financial Implications

PACT will fully fund the purchase of the trees and undertake the planting themselves, with no financial cost to the Council.

Legal Implications

By adopting the recommendations contained in this report, the Council is acting within its legal powers.

There are no legal issues arising directly from this report.

5. Equalities Implications

There are no equalities implications associated with this report.

6. Environmental Implications

There are no environmental implications associated with this report.

Appendices:

- Appendix A – Fairhill Playing Field Tree Planting Location

Background Documents:

None.

COMMUNITIES COMMITTEE

Date: 09 February 2026

Public Report

Matter: Penrith Arts & Culture 2026/27 Events

Item no: 13

Author: Community Services Officer & Events Officer

Supporting Member: Cllr B. Jayson, Chair

Purpose of Report:

To consider and approve the Penrith Arts & Culture Group's Schedule of Events for 2026/27.

Recommendations:

- i. To approve the Arts & Culture Programme of Events for 2026/27, comprising:
 - a) Sounds Around Town, delivered in partnership with the Eden Valley Artistic Network (EVAN) and Plug n' Play; and
 - b) Penrith Wild Play Days, delivered by Stomping Ground CIC and with other members of the Penrith Arts & Culture Group.
- ii. To grant delegated authority to the Community Services Officer and the Events Officer to progress the development and delivery of the programme, ensuring all activity remains within the approved Arts and Cultural Development budget for 2026/27, and to seek any necessary third-party funding to support delivery.

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 Penrith Town Council, through its Arts & Culture Group, has a proposed a Summer programme of events for Penrith to improve the vitality of the town centre and to provide free activities for families and young people to take part in over the Summer months.
- 1.2 The proposed Summer programme of events in Penrith includes "Sounds Around Town", a project where the Council has previously partnered with Plug & Play and Eden Valley Artistic Network (EVAN) to bring live music to different locations in Penrith Town Centre across sixteen different weekends in Summer 2025 to encourage visitors to explore the town centre, stay longer, and enjoy everything Penrith has to offer.
- 1.3 It also includes "Penrith Wild Play Day", a project where the Council has partnered with Stomping Ground to deliver three free Wild Play Days in the Summer of 2026 at Thacka Beck Field, Fairhill Playing Field and Castletown Recreation Ground subject to obtaining permissions.

2. Justification/Proposal

- 2.1. At the Full Council meeting on Monday 13 January 2025 (Minute PTC24/83 Matters from the Finance Committee Continued), Penrith Town Council resolved to ratify its Business Plan 2024–2028.
- 2.2. Under the Prosperity priority within the Business Plan, the Council is committed to working with the established Penrith Arts & Culture Group on initiatives and events within the town and influence the development of this sector.
- 2.3. The Events Officer, drawing on engagement with members of the Penrith Arts & Culture Group, delivery partners, and resident feedback from previous years, have identified a programme of events for 2026/27 that responds to clear community demand. Recent Wild Play Day events have attracted between 200–250 participants and received strong positive feedback from families, demonstrating a continued need for accessible, free outdoor play opportunities across Penrith.
- 2.4. This insight, combined with strong social-media engagement and ongoing public interest in Sounds Around Town, has informed officers’ proposal to continue both strands as part of the 2026/27 programme.

Penrith Wild Play Day

- 2.5. The Events Officer has worked closely with Stomping Ground CIC to explore the delivery of three new Penrith Wild Play Days in Summer 2026, proposed to take place at Thacka Beck Field, Fairhill Playing Field, and Castletown Recreation Ground, subject to permissions.
- 2.6. Wild Play Days are established community events that provide a free, family-friendly outdoor “mini-festival” experience, offering activities such as nature-based exploration, den building, clay modelling, mud kitchens, circus skills, creative play, and partnership activity with organisations such as BlueJam Arts.
- 2.7. These events have consistently attracted high attendance and positive feedback, with families describing them as vibrant, accessible community play opportunities.
- 2.8. Official quotes for the 2026 Wild Play Days are currently being sought. Officers will progress delivery once quotations confirm the events can be delivered within the approved Arts & Culture budget for 2026/27.

Sounds Around Town

- 2.9. The Eden Valley Artistic Network (EVAN), working with Plug n’ Play, has confirmed that, following the Council’s approach, they are happy to partner again to deliver Sounds Around Town in Penrith.
- 2.10. Sounds Around Town offers a coordinated programme of live music across Penrith Town Centre locations, aimed at encouraging residents and visitors to explore the town and engage with cultural activity over multiple summer weekends.
- 2.11. An indicative timetable of artists from Saturday 23 May 2026 to Saturday 5 September 2026 has been drawn up, each playing for an hour slot.
- 2.12. Officers are also exploring opportunities for match-funding with Penrith BID, who have expressed interest in joint working to align Sounds Around Town with

their Summer Saturday's programme, strengthening and expanding activity on key dates.

2.13. Subject to all activity being deliverable within the approved Arts & Culture budget, delegated authority is sought for the Community Services Officer and the Events Officer to progress the development and delivery of both projects, including seeking any necessary third-party funding.

3. Risk assessment & Mitigation

a) Risk

Risk that events may not be delivered as planned due to operational issues, partner capacity, or permissions.

b) Consequence

Failure to deliver could impact community expectations, reputational standing, and partnership relationships, and may create uncertainty around payments.

c) Controls Required

The Council will mitigate these risks by entering into Service Level Agreements (SLAs) with delivery partners specifying responsibilities and payment conditions; ensuring permissions are secured before commitment; and managing all activity within the approved Arts & Culture budget, with officers overseeing delivery and resolving issues promptly.

4. Financial Implications

At the Full Council meeting on Monday 15 December 2025 (Minute PTC25/69 Matters from Finance Committee), Penrith Town Council resolved to ratify its Proposed Budget 2026/27 which includes a £10,000 allocation for Arts and Cultural Development.

Legal Implications

By adopting the recommendations contained in this report, the Council is acting within its legal powers.

Should the Committee be minded supporting this proposal, the Council would enter into a Service Level Agreement with EVAN & Stomping Ground for the delivery of their respective projects.

There are no legal issues arising directly from this report.

5. Equalities Implications

There are no equalities implications associated with this report.

6. Environmental Implications

The projects would align to the Council's Climate Strategy in which it states a commitment to improve and enhance green spaces through supporting biodiversity, providing recreational opportunities, and improving community well-being.

Appendices:

None.

Background Documents:

None.

COMMUNITIES COMMITTEE

Date: 9 February 2026

Public Report

Matter: Policy Task & Finish Group

Item no: 14

Author: Town Clerk

Supporting Member: Cllr B. Jayson, Chair

Purpose of Report:

To review the proposed terms of reference for the new External Communications Task and Finish Group and to appoint three members of the Communities Committee to serve on the Group.

Recommendations:

Approve the proposed terms of reference for the new External Communications Task and Finish Group and appoint three members of the Communities Committee to serve on the Group.

TASK & FINISH GROUP: EXTERNAL COMMUNICATIONS

PARENT COMMITTEE: COMMUNITIES

PRINCIPLES	
MEMBERSHIP	THREE Members of the Communities Committee PLUS the Chair of Communities Committee and other members of the Town Council and/or co-opted members from other groups outside the Council if required.
QUORUM	TWO Members of the Communities Committee.
POWER	Local Government Act 1972, Sections 101 and 102.
TERMS	
The Council's Standing Orders apply to all meetings convened by the Town Council.	
The Task & Finish Group should elect a Chair who should normally be from the parent committee.	
The Chair of the Task & Finish Group will convene meetings as and when required.	
Meetings of the Task & Finish Group will meet virtually where possible and face to face, as necessary.	
Meetings of Task & Finish Groups will meet without the need to give public notice and will be able to be held without the press and public being present.	
Task & Finish Groups cannot make decisions only provide advice and recommendations to the parent committee or Full Council.	
Administrative support for and advice to Task & Finish Groups may be provided by officers.	
The Task & Finish Group will be responsible for keeping a record of their activities. This record will be in the form of short action notes, usually in bullet point format and will be produced on the template provided. The record will NOT constitute minutes, but it should be noted that they could form part of a response to a request for information made under the Freedom of Information Act.	

Regular updates should be provided to the parent committee, and the Chair will be responsible for producing and presenting the final report on the approved template to the parent committee or Full Council.

The notes of EVERY meeting should be sent to the appropriate Council officer immediately for comment and verification PRIOR to circulation to the group .

Purpose:

Review Council’s external communications, suggest any improved forms of engagement and develop a policy for working with local and national media.

Review Topic Name:	EXTERNAL COMMUNICATIONS
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Parent Committee:	Communications Committee
Membership:	Up to six
Lead Member (Chair/Spokesperson)	Chair of Communities Committee
Officer Support	CSO
Projected Start Date:	01/03/2026
Projected Completion Date:	June 2026 – ratification July 2026
Suggested Meeting frequency:	Every 6 weeks
Resource Requirements: (Person days and expenditure)	Time – CSO and EO

Purpose of Review / Objective (exactly what the Review should achieve)
Development of a media policy that identifies the Councils approach to media engagement with agreed methods of communication, communication tools to focus on to improve engagement, and the ability for raising challenges to misinformation published in the public domain.

Rationale: Key issues, areas for consideration and/or reason for doing the review.

Assess the Councils current core publications, platforms and channels for media communication and consider their effectiveness in engaging with residents in communicating the Council's message and identify the need for a media policy:

What are the core publications the Council produces?

- a) What is their reach?
- b) How are they distributed?
- c) Do residents engage with these publications?
- d) Are they value for money?

Assess the core publications and channels for communication employed by the Council and consider their effectiveness in engaging with residents and communicating on the Council's message:

What are the core channels the Council makes use of from external media sources?

- a) What channels is the Council most active in?
- b) What is public engagement like via these channels?
- c) Which channels are most effective in engagement with residents?
- d) Which groups of residents make use of which channels?

Consider:

Is the Council making the most effective use of digital and social media?

Is the Council well placed to manage the narrative around Council activity on social digital media and challenge misinformation?

What are the local media outlets and how the Council should engage with journalists?

What learning and experiences can be identified from external media engagement over the last 12 months?

Public perception of the Council and the influence of the media.

Are there any audiences being excluded from the Council's communications and what communications challenges does the Council face going forward?

What new channels/publications/projects/policy could the Council incorporate into future communications and what channels and publications should the Council focus on?

Can a media policy make a difference and does this Council require such a policy and what should be the strategic priorities and aims of a new Council media policy be??

Indicators of success (what factors would tell you what a good review should look like)	The development of a policy with clear instructions for officers and a position statement for the use and monitoring of external media outlets.
Methodology / approach (What types of enquiry will be used to gather evidence and why):	Round table discussions with relevant parties as identified by the Group.

Review and consider:	
Best practise: <ul style="list-style-type: none"> • Identify and examine exemplar media strategies and publications from peer authorities and other sectors. • Understand what elements make up best practice. • Identify new ideas that can be - incorporated into a media policy. 	
Research: <ul style="list-style-type: none"> • Media codes of conduct, complaints and compliments processes and standards monitoring. • Law – parish councils newsletters/press, payments and press releases. 	

Evidence sources for views of stakeholders and experts (consultation/workshops/focus groups/public meetings)	To be identified by the Group.
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The following topics will not be considered by this review:	
<ul style="list-style-type: none"> • Community Engagement • Customer Services • Consultation • Close analysis of specific communications content The Council’s brand identity and rebranding process • Internal communications 	

Link with Council Priorities	People
Information documents/sites	Communications Policy
Methods for tracking / evaluation/impact	Regular committee reporting.

2. Risk Assessment & Mitigation

a) Risk

The review may not be completed in a timely manner.

b) Consequence

Delays could prevent the Council from developing an effective media policy and improving external communications.

c) Controls Required

Officers will provide structured agendas and supporting materials to guide meetings and ensure timely progress toward shaping the media policy.

3. Financial Implications

None.

4. Legal Implications

By adopting the recommendations contained in this report, the Council is acting within its legal powers.

There are no legal issues arising directly from this report.

5. Equalities Implications

There are no equalities implications associated with this report.

6. Environmental Implications

There are no environmental implications associated with this report.

Appendices:

None.

Background Documents:

None