



Penrith Town Council

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

DATE: 9 March 2026

NOTICE IS HEREBY GIVEN that an **ORDINARY MEETING** of **PENRITH TOWN COUNCIL** will be held on **Monday 16 March 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 16 March 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
16 March 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:

- i. **Planning Committee:** 2 February 2026 and 2 March 2026.
- ii. **Communities Committee:** 9 February 2026.
- iii. **Finance Committee:** 23 February 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 26 January 2026.

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.

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.

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

Determine whether any items 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 and consider matters raised from:

- a) Resolution: PTC25/65
- b) Resolution: PTC25/84

9. Grants Report

- a) Note the written report.
- b) Consider the revised Grants Scheme.

10. Penrith May Day 2026

Consider the report.

11. Community Governance Review Consultation

- a) Note that the proposed number of councillors is to be increased from 15 to 17 as proposed by the Council and ward representations are Carleton (3), Penrith East (3), Penrith North (5), Pategill (1), Penrith South (2), and Penrith West (3).
- b) Note the proposed recommendation to amend the boundary between Penrith and Yanwath & Eamont Bridge so that the residential area north of the river becomes part of Yanwath & Eamont Bridge and that the Town Clerk has sought the opinion of Yanwath & Eamont Bridge Council regarding this matter.
- c) Agree that the Councils support of the recommendations for Penrith be submitted.

12. Wayfinding

Consider the progress report.

13. Public Realm

Consider the progress report.

FINANCE COMMITTEE MATTERS

14. Budgetary Control Statement 2025/26: 31 January 2026

Ratify the budgetary control statement for the period.

15. Internal Audit Report

Ratify the Interim Report by the Internal Auditor for the period 01 April 2025 to 31 December 2025.

16. Fees and Charges 2026/27

- a) Ratify the proposed Fees and Charges for 2026/27 financial year.
- b) Ratify the fee the Board and Elbow Public House for the use of the Cornmarket Area for outdoor hospitality in 2026.

17. Review of the System of Internal Control 2025/26

Ratify the review of the Council's system of Internal Control.

18. Assertion 10 Digital and Data Compliance

- a) Note the Assertion 10 Digital and Data Compliance Statement.
- b) Note the Penrith Town Council Data audit2025/26.
- c) Ratify the GDPR Risk Assessment

19. Standing Orders

Consider the report.

20. Meetings dates for 2026-2027

Consider the proposed meetings dates for the next municipal year.

21. Next Meeting

Note the Annual Meeting of the Town Council is scheduled for Monday 18 May 2026 at 7:15pm after the rising of the Annual Town Meeting which commences at 6:00pm and is expected to close at 7:00pm, at Unit 2, Church House, Friargate, Penrith.

PART II – PRIVATE SECTION

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

22. 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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DRAFT Minutes of the Ordinary Meeting of Penrith Town Council held on Monday 26 January 2026, at 6.00pm, Unit 2, Church House, 19-24 Friargate, Penrith.

PRESENT

Cllr. Bowen	Pategill Ward	Cllr. Jackson	North Ward
Cllr. Burgin	South Ward	Cllr. Kelley	East Ward
Cllr. Deacon	South Ward	Cllr. Lawson	Carleton Ward
Cllr. Holden	Carleton Ward	Cllr. Shepherd	East Ward

Services & Contracts Manager

Community Services Officer

DRAFT MINUTES FOR THE ORDINARY MEETING OF FULL COUNCIL MONDAY 26 JANUARY 2026

PART I

PTC25/75 Apologies for Absence

Apologies were received from Cllrs Dippita, Donald, B Jayson, D. Jayson, Kenyon, and Rudhall.

Cllr Davies was absent without apologies.

PTC25/76 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:

Planning Committee: 12 January 2026.

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, 15 December 2025.

RESOLVED THAT:

The Chair sign, as a correct record, the minutes of the meeting of Full Council held on 15 December 2025.

PTC25/77 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.

PTC25/78 Public Participation

a) The Council received an emailed written question from a resident of Clifton as follows:

'I would like to know how the Coronation Gardens community asset registration was allowed to lapse and when will PTC be resubmitting the documentation to remedy this oversight and submit the extension of the Community Asset against Penrith Town Hall given that this is also due to expire shortly.'

PTC25/78 Public Participation continued

The meeting was advised that:

Westmorland and Furness Council informed the Council that the asset of community value was removed from the register on the relevant expiry date, with restrictions being lifted from Land Registry. At that point, the Council would nominate the assets individually in order to request to reregister them. The Council would be considering this matter at a future Finance Committee meeting.

b) Reports from Westmorland & Furness Councillors.

Councillor P. Bell sent apologies.

Following the resignation of Councillor V. Taylor the Council thanked her for her service to the community in her time at both Eden District Council and Westmorland and Furness Council and wished her a healthy and happy retirement.

PTC25/79 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.

RESOLVED THAT:

Matter 14: Be considered in Part 2 private session as the matter related to the financial or business affairs of any particular person including the authority holding that information.

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 the matter discussed personal data or information about individuals which was likely to reveal the identity of an individual, and the matter was confidential.

PTC25/80 Report from the Chair

Cllr Bowen, Council Chair and Penrith Mayor informed the meeting that a new Bloqx climbing unit had been installed at Pategill Park play area and that she attended a meeting of Pategill Tenants & Residents Association.

PTC25/81 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 Holden reported that she had been liaising with Westmorland & Furness Council regarding issues of grounds maintenance along and adjacent to Carleton Hall Road.

Cllr Deacon reported that she had engaged with residents reporting issues of potholes and blocked drains on their behalf to Westmorland & Furness Council.

Cllr Kelley reported that he had been liaising with Westmorland & Furness Council regarding emergency vehicle access to Woodberry Heights through the bus gate. National guidelines require only Penrith Fire & Rescue to have a key to the bus gate, but it would be preferable if other emergency organisations could have access. Signs advising that Penrith Fire & Rescue have an emergency key to the bus gate had been installed.

PTC25/82 Resolutions Report

Members noted the Resolutions Report.

PTC25/83 Employer Recognition

Members noted 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 had pledged to be armed forces friendly and were open to employing veterans, and members of the armed forces community including spouses, cadet instructors, and reservists.

PTC25/84 Membership to Outside Bodies

Members noted 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 identified that having a single point of contact for Penrith was invaluable for sharing and hearing community issues, and that a new contact would be appreciated. Members were asked to appoint a new representative.

RESOLVED THAT:

The matter was deferred to the next meeting of Full Council pending further information on the commitments of the role.

PTC25/85 Policy Review

Members considered the report and recommendations contained within

RESOLVED THAT:

The report and policies amendments be approved.

PTC25/86 Grants Report

Members noted the report.

PTC25/87 Next Meeting

Members noted that the next meeting of the Full Council was scheduled for Monday 30 March 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, third party grants and finances, terms of an agreement, and personal sensitive information relating to members of staff, These matters are in the opinion of the Town Clerk confidential and sensitive.

PTC25/88 Winter Droving

Members considered the report and the recommendations contained within.

RESOLVED THAT:

Eden Arts retain the Signature Events Grant for the Winter Droving 2025, and a further report for the 2026 event be brought to Full Council.

PTC25/89 Staffing Report

Members considered the report and recommendations contained within.

RESOLVED THAT:

Members approved the recommendations contained in the report.

CHAIR:

DATE:

FOR THE ATTENTION OF ALL MEMBERS OF THE TOWN COUNCIL

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FULL COUNCIL

DATE: 16 March 2026

RESOLUTIONS REPORT

Full Council 15 December 2025		Matters arising for consideration
PTC25/65	Submit letter to Environment Agency inviting them to a meeting	<p>Letter submitted 17/12/2025</p> <p>No agreement to schedule a meeting to date.</p> <p>No communication after most recent follow up email of 02/02/2026 in which the EA are advised that this matter would be coming back to Full Council with potential a resolution to escalate the matter to the MP.</p> <p>Members are asked to consider next steps.</p>
Full Council 26 January 2026		Matters arising for consideration
PTC25/84	Health Watch Cumbria - seek further information on the role commitments	<p>Healthwatch are happy meet members – online or face to face – and explain:</p> <ul style="list-style-type: none"> • What Healthwatch does • Connection to the local authority • Provide an overview of the work they do – and possibly what we will focus on in 2026-27. • How they might support Penrith Town Council’s priorities on health and wellbeing. • Provide as much information as they can about their future (NB all HW will close in 2027 as part of the Government’s NHS 10 Year Plan). <p>Members are asked to decide if they wish to appoint a Members to this body.</p>
PTC25/88	Eden Arts Grants decision.	Submitted
PTC25/89	Staffing Structure Review.	Part 2 report for 16 March 2026

FULL COUNCIL

Date: 16 March 2026

Public Report

Matter: Grants Report

Item no: 9a

Author: 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

- a) 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.
- b) In the previous financial year, the Council allocated the entire £40,000 Grants budget.
- c) The Council has two separate grants budgets, the Community Grants Scheme and the Signature Event grants.

Community Grants

- d) 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.
- e) Officers are responsible for receiving, reviewing, and awarding all grants.
- f) 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.
- g) On receipt of an application, it is scrutinised by Officers using the criteria within this Scheme and records are maintained.
- h) 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

- i) 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.
- j) 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 (+£1,367)

- a) The Community Grants budget for the 2025/26 financial year includes the carry-forward of unspent funds from the previous financial year which is £1,367. This comprises £509 unspent from the Penrith RUFC grant (which was pending VAT clarification which they have now been able to recover) and £858 unspent from the Penrith 2nd Scout Group grant (project deemed undeliverable by the 2nd Penrith Scout Group).
- b) As a result, the total Community Grants budget available for the 2025/26 financial year is £31,367.
- c) Since the commencement of the 2025/26 financial year, seventeen organisations have had grants awarded. Full Council noted thirteen of these awards at the meeting held on 26 January 2026. Since the last meeting of Council, the following four grants have been awarded:
 - i. **Penrith Squash Club** - The Council has provided a grant of £5,000 towards the refurbishment of four squash and racketball courts at Penrith Squash Club.
 - ii. **Drum and Brass** - The Council has provided a grant of £1,100 towards the delivery of "Penrith Inclusive Music Access", a year-long programme of inclusive music sessions for disabled and isolated residents.
 - iii. **Euphoric Circus** – The Council has provided a grant of £1,000 towards the delivery of "Mentoring Monday", consisting of 35 structured youth leadership and mentoring sessions.
 - iv. **Fellrunner Village Bus Organisation** - The Council has provided a grant of £3,000 towards the operation of the Fellrunner Village Bus Service to and from Penrith.

Awarded Community Grants 2025/26:

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
Penrith Squash Club	£5,000	The refurbishment of four squash and racketball courts at Penrith Squash Club.
Drum and Brass	£1,100	"Penrith Inclusive Music Access" – the delivery of a year-long programme of inclusive music sessions for disabled and isolated residents
Euphoric Circus	£1,000	"Mentoring Monday" - The delivery of 35 structured youth leadership and mentoring sessions
Fellrunner Village Bus Organisation	£3,000	Operation of the Fellrunner Village Bus Service to and from Penrith
	£30,091.67	

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

- a) 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.
- b) 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

- a) 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.
- b) 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.
- c) 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:

None.

FULL COUNCIL

Date: 16 March 2026

Public Report

Matter: Community Grants Scheme Review

Item no: 9b

Author: Community Services Officer

Supporting Member: Cllr Val Bowen, Chair

Purpose of Report:

To provide an overview of the review of the Community Grants Scheme and to present the revised Community Grants Scheme documentation for the period 2026 - 2028.

Recommendations:

That the Community Grants Scheme Guidance, Application Form, Scoring Form and Monitoring Report for 2026 - 2028 be approved and adopted.

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

- a) The Council makes an annual budget provision for grants to support voluntary and community organisations and to help deliver its strategic aims. Grant funding is provided from the Council's council tax income, and a key principle of the Community Grants Scheme is to ensure that grant expenditure is open, transparent, and delivers clear benefit to the residents of Penrith.
- b) The Community Grants Scheme operates as an officer-led, rolling programme, with applications considered subject to the availability of funds. Officers are responsible for receiving, assessing, and awarding grants in accordance with the approved scheme, maintaining appropriate records and ensuring compliance with grant conditions.
- c) Demand for Community Grants has remained consistently high. The Community Grants budget was fully allocated in both the 2024/25 and 2025/26 financial years, with £30,000 awarded in each year. This level of demand demonstrates the continued need for, and value of, the scheme in supporting community activity across the town.
- d) Since the last formal review of the scheme, officers have monitored its operation, including application quality, assessment processes, decision-making arrangements, and monitoring requirements. This has provided an opportunity to review whether the existing documentation continues to support effective delivery of the scheme.

2. Justification/Proposal

- a) The review has identified that while the overall structure and operation of the Community Grants Scheme remains appropriate, the supporting documentation would benefit from being refreshed and formalised to reflect current practice and learning from recent funding years.
- b) The revised Community Grants Scheme Guidance has been updated to provide clearer information on eligibility, funding priorities, and grant conditions, using plain language to improve accessibility for applicants. This will help ensure applicants better understand what the Council can fund and what is expected of them if a grant is awarded.
- c) The Application Form has been revised to provide clearer prompts and structured questions, supporting applicants to submit complete and higher-quality applications. This is intended to reduce incomplete or unclear submissions and support a more efficient assessment process.
- d) Assessment of applications will continue to be undertaken using a structured scoring framework. The revised Application Scoring Form formalises this approach, ensuring that decisions are made consistently and transparently against agreed criteria, including governance, community benefit, alignment with funding priorities and impact.
- e) Monitoring arrangements have been strengthened through the introduction of a standard Monitoring Report. This will enable the Council to clearly evidence how grant funding has been used, what outcomes have been achieved, and how funded projects have delivered benefit to Penrith residents, while keeping monitoring requirements proportionate to the size of the grant awarded.
- f) The scheme will continue to operate as a rolling programme, with grants of up to £5,000 awarded subject to available budget. Grants awarded in excess of £1,000 will continue to be subject to a Service Level Agreement, ensuring appropriate oversight and safeguards for the use of public funds.

3. Risk assessment & Mitigation

- a) There is a risk that, without periodic review, the Community Grants Scheme could become outdated or fail to reflect current practice, learning from previous funding years, or the Council's priorities. This could reduce the effectiveness of the scheme, impact transparency and accountability, and limit the Council's ability to demonstrate value for money and community benefit.
- b) This risk is mitigated through the scheduled review of the Community Grants Scheme and the adoption of refreshed scheme documentation for the period 2026–2028, ensuring the scheme remains clear, proportionate, and fit for purpose.

4. Financial Implications

The Council has an approved Community Grants budget of £30,000 and a Signature Events Grant budget of £10,000 for the 2026/27 financial year. All grants awarded under the scheme will be subject to the availability of budget within the approved annual allocation.

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:

- 9bi Community Grants Scheme Guidance 2026-28.
- 9bii Community Grants Scheme Application Form 2026-28
- 9biii Community Grants Scheme Scoring Form 2026-28
- 9biv Community Grants Scheme Monitoring Report 2026-28

Background Documents:

- Penrith Town Council Grants Scheme.



2026-28 Guidance

1. Introduction

Thank you for your interest in applying for a Community Grant from Penrith Town Council.

This guidance explains:

- What the Council funds.
- Who can apply.
- How applications are assessed.
- What conditions apply if a grant is awarded.

Please read this document carefully before submitting an application. Applications that do not meet the requirements set out in this guidance will not be considered.

2. About the Community Grants Scheme

The Community Grants Scheme supports projects and activities that deliver clear, measurable benefits for the people of Penrith.

Grants are intended to help local organisations:

- Start new activities or services
- Sustain or develop existing projects
- Respond to local needs and challenges
- Improve community spaces, facilities, and opportunities

3. Funding Priorities

We fund projects that are based in, delivered in Penrith or for the benefit of Penrith residents that meet at least one of the following priorities:

Projects that:

- a) Support community led activity and deliver clear benefits for Penrith residents.
- b) Enable local organisations to start, sustain, or improve projects, events, or services.
- c) Improve or develop local resources, places, spaces, or facilities valued by the community.
- d) Support voluntary and community organisations responding to increased demand or local challenges.
- e) Align with the Council's Business Plan 2025–2028, including environmental sustainability, partnership working, and town enhancement.

Projects that do not clearly link to at least one priority are unlikely to be funded.

4. Who Can Apply

Applications are welcome from the following types of organisations:

- a) Voluntary and community organisations.
- b) Constituted groups or clubs.
- c) Registered charities.
- d) Charitable Incorporated Organisations (CIOs).
- e) Not for profit companies.
- f) Community Interest Companies (CICs).
- g) Community Benefit Societies.
- h) Schools only where there is clear and primary benefit to the wider community.

5. Who Cannot Apply

We cannot accept applications from:

- a) Individuals.
- b) Anyone under 18 years of age.
- c) Sole traders.
- d) Organisations applying on behalf of another organisation.
- e) Organisations applying more than once in the same financial year.
- f) Organisations based outside Penrith unless the project is delivered in Penrith.
- g) Companies that distribute profits to directors, shareholders, or members.
- h) Political or religious organisations.

6. Safeguarding, Insurance, and Compliance

If your project involves children, young people, or vulnerable adults, you must have appropriate safeguarding policies in place. We may ask to see these before awarding funding.

Depending on the nature of your project, you may also be required to have:

- Public liability insurance.
- Appropriately qualified leaders or instructors.
- Affiliation to a relevant governing body.

If these are required for your activity and you do not have them in place, you should not apply. If you are unsure, please contact the Council for advice.

7. How Much You Can Apply For

- Grants of up to £5,000.
- Funding is available for up to one year.
- Applications are accepted on a rolling basis, subject to available budget.

We strongly recommend applying at least 12 weeks before you plan to start your project. Funding cannot be awarded retrospectively.

For grants over £1,000, applicants are normally expected to seek match funding from other sources. If this is not possible, applicants must clearly explain why in their application. Applications without match funding may still be considered where there is strong justification.

8. What We Will Not Fund

We cannot fund:

- Salaries or core staffing costs.

For clarity, the Council may, however, consider reasonable sessional, freelance, or short-term staffing costs where these are directly required to deliver the funded activity (for example, facilitators, coaches, or workshop leaders).

- Alcohol.
- Contingency costs, loans, endowments, or interest.
- Profit-making or fundraising activities.
- VAT that can be reclaimed.
- Statutory activities.
- Activities that improve educational attainment (e.g. curriculum-based PHSE, STEM, English, or Maths).
- Overseas travel or projects outside the UK.
- Activities that result in private gain.
- Cash payments made directly to individuals.

Applicants should ensure that all costs included in their application are eligible under this section. Applications including ineligible costs are unlikely to be funded.

School-Based Projects

We do not normally fund:

- Improvements to school facilities or equipment.
- Staff training.
- Curriculum-based activities.
- Activities that take place during teaching hours.

Support for school-related projects will be exceptional and only where there is strong evidence of wider community involvement and benefit.

9. What You Need to Provide

Your application must be complete and accurate. You will need to provide:

- Up-to-date governing documents (e.g. constitution).
- Details of your management committee or board (minimum of three unrelated people).
- Two named contacts with different email addresses.
- A UK-based bank, building society, or online account in the organisation's legal name.
- A bank statement or equivalent dated within the last three months.

If you are newly constituted or need support with documentation, the Council may be able to provide advice.

10. How Applications Are Assessed

All applications are assessed by an officer-led grants panel.

Applications are considered in the order they are received and are assessed against a scoring framework which considers, among other things:

- Governance and organisational readiness.
- Community benefit and local impact.
- Alignment with funding priorities.
- Value for money.
- Community involvement.

The Council has a limited budget. Meeting the criteria does not guarantee funding.

11. Decisions and Timescales

- Applications are acknowledged within two weeks.
- A decision is normally made within six weeks.
- Successful applicants are notified in writing or by email.
- Unsuccessful applicants receive feedback.

Applicants who are unsuccessful must wait 12 months before reapplying for the same project. Alternative projects may be discussed and submitted during this period.

12. Grant Conditions

If your application is successful, funding will be subject to conditions, which may include:

- Funds must be used only for the approved project.
- The grant must be spent within the agreed timeframe.
- Funds must be held in a UK-regulated account in the organisation's legal name.
- Records of expenditure must be retained and provided on request.
- Any significant changes to the project must be agreed in advance.
- The Council reserves the right to withhold, reclaim, or suspend funding if conditions are breached.

Payment of grants

Grant payments may be made as a single payment or in staged instalments, depending on the nature of the project and the level of risk involved.

As a general guide:

- For equipment purchases or improvements to facilities, payment is normally made upon receipt of confirmation of an order or invoice.
- For projects involving activities, sessions, or workshops, payment may be made in stages, for example an initial payment upon confirmation of a start date, with the balance released following receipt of a satisfactory progress or mid-point monitoring report.
- The Council reserves the right to vary payment arrangements and to withhold payment until required evidence or monitoring information has been provided.

Service Level Agreements

Grants over £1,000 will be subject to a formal agreement setting out these conditions in more detail.

13. Monitoring and Reporting

All successful applicants are required to complete a Project Monitoring Report.

This helps the Council understand:

- How the funding was used.
- What difference the project made.
- How the project met the funding priorities.
-

Monitoring is proportionate to the size of the grant and must be completed within the agreed timeframe.

14. Publicity and Acknowledgement

Organisations receiving a grant must:

- Acknowledge Penrith Town Council's support in publicity and promotional material.
- Provide photographs or case studies if requested (with appropriate consent).

15. Further Information and Support

If you are unsure whether your project is eligible or need help with your application, please contact the Council before applying.



2026-28

Application Form

Organisation:

Grant Requested:

Introduction

This application form is designed in Microsoft Word. The document is unprotected, allowing you to add rows to tables if necessary. Please do not alter the format or content of this form, as this may void your application.

This form is for voluntary, community, and not-for-profit organisations applying for a Community Grant of up to £5,000. Projects must be based in, or delivered within, Penrith.

Please read the Community Grants Scheme Guidance before completing this form. Funding cannot be awarded retrospectively. Applications must demonstrate clear community benefit for residents of Penrith and must be complete and accurate to be considered.

If you need help completing this form, please contact:
office@penrithtowncouncil.gov.uk or call 01768 899773

When you are ready to submit your grant application, it must be clearly marked "**GRANT APPLICATION**" and submitted either by post or email:

By post:

Penrith Town Council
Unit One, Church House
19-24 Friargate
Penrith
Cumbria
CA11 7XR

Or by email:

office@penrithtowncouncil.gov.uk

Before you submit, please confirm the following:

- You have inserted your organisation's name on the front cover of this grant application.
- All sections of the form are complete.
- You have attached a copy of a recent bank or building society statement dated within the last three months.
- You have attached your constitution or governing document (if applicable).
- You have appropriate safeguarding policies in place (if your project involves children or vulnerable adults).

Section 1 – Your Organisation

Please provide details for two senior contacts. This person will be legally responsible for the funding. They cannot be married to, in a civil partnership with, in a long-term relationship with, living with, or related to the main contact. Please enter below the details of the best person to contact to discuss this application.

1.1. Applicant Details

	PTC Ref.
Organisation Name: This must be as shown on your governing document.	1.
Organisation Address:	2.
Organisation E-mail Address: Please enter the general email address for your organisation. Unless necessary, this will not be the email address we will use to contact you about your application.	3.
Full Name of Main Contact:	4.
Position in the Organisation:	5.
Email: We will use this email address to contact you throughout the assessment process. Telephone: This is the telephone number we will use if we have any questions regarding your application.	6.
Address: We will use this address for all correspondence.	7.
Full Name of second contact:	8.
Position in the Organisation:	9.
Email:	10.
Address:	11.

1.2. Legal Status (tick one):



	PTC Ref.
Penrith Community Group - Unregistered voluntary or constituted community organisation	12.
Not-for-profit company	13.
Registered charity (unincorporated)	14.
Charitable Incorporated Organisation (CIO or SCIO)	15.
Community Interest Company (CIC)	16.
School	17.
Other (please state)	18.

1.3. Registration details (if applicable):

	PTC Ref.
Companies House number:	19.
Charity registration number:	20.
VAT registration number	21.

1.4. Organisation Governance

Do you have a constitution or similar governing document?



	PTC Ref.
Yes	22.
No	23.

1.5. Describe your organisation.

Briefly describe the range of services your organisation provides, what you do on a daily basis, your aims and objectives and the membership of your organisation. The box will expand as you type. **(max 300 words)**

PTC Ref.
24.

Section 2 – Your Project

2.1 What would you like to do?

Please describe your project in detail. Your response should clearly explain what you plan to do, why it is needed, and how it will deliver clear and measurable benefits for the Penrith community.

In your answer, please include reference to at least some of the following information:

- **Project aims and objectives**
What are you trying to achieve, and what need or challenge does the project respond to?
- **Community benefit**
What difference will your project make, and how will it benefit people living in Penrith? Please explain who will benefit and how.
- **Delivery and timescales**
How long will the project run for? This can be an estimate. If the project is ongoing, explain how the grant will support delivery within the funded period.
- **Publicity and engagement**
How will you promote the project and make sure people know about it and can take part?
- **Track record**
Is this a new project or an existing activity you are continuing or developing? If it has run before, briefly explain what has worked well and how this funding will help sustain or improve it.

Your project should clearly link to at least one of the Council's funding priorities as detailed below.

You can write up to 500 words for this section. The box will expand as you type.

PTC Ref.	
	25.

2.2 How does your project meet our funding priorities?

We fund projects and organisations based or delivered in Penrith which aim to:

(Please indicate which of these aims your project will address by ticking the box alongside each aim)

- Support community led activity and deliver clear benefits for Penrith residents.
- Enable local organisations to start, sustain, or improve projects, events, or services.
- Improve or develop local resources, places, spaces, or facilities valued by the community.
- Support voluntary and community organisations responding to increased demand or local challenges.
- Align with the Council's Business Plan 2025–2028, including environmental sustainability, partnership working, and town enhancement.

Please explain how your project will meet these funding priorities and bring direct benefit to the residents of Penrith?

You can write between up to 350 words for this section.

PTC Ref.	
	26.

Section 3 – Community Benefit

3.1. Community Involvement and Local Impact

Please explain how your project involves your community and benefits people in Penrith.

What do we mean by “community”?

This could include:

- People living in the same area.
- People who share similar interests or life experiences, even if they do not all live in the same place.
- Schools can be an important part of a community, but we will only fund school-based projects where there is clear benefit to the wider community beyond the school.

Tell us how your community helped shape the idea for your project. We want to understand:

- How many people you have spoken to.
- Who you engaged with.
- How they will be involved in the development and delivery of the project.
- What difference this community involvement will make.

Examples of how you might involve your community include:

- Regular conversations with community members (in person or online).
- Community membership or representation within your organisation.
- Surveys, consultations, or feedback exercises.
- Community events, workshops, or meetings.

You can write up to 500 words for this section.

	PTC Ref.
	27.
	PTC Ref.

3.2 What changes do you expect to see because of this funding?

What changes or benefits will there be to the lives of people you help as a result of your services? Why do you believe your work makes a difference? -300 words

	PTC Ref.
	28.

3.3 If the Council were unable to fund your project, what would the impact be?

300 words for example, would your service not be able to reach all your beneficiaries?

PTC Ref.	
	29.

3.4 How will you measure and report on the success of your project?

Please briefly explain how you will monitor progress and demonstrate that your project has delivered the outcomes described above (maximum 200 words).

	PTC Ref.
	30.

Section 4 – Grant Request

4.1 Project Costs

For grants of more than £1,000 you need to demonstrate that you have sought match funding which means that you have applied to other organisations for grants. You need to tell us that this is in the process of being sought or is already committed. Where these requirements are not met, a clear reason should be given in writing with the application.

		PTC Ref.
Total project cost: This is the cost of everything related to your project, even things you are not asking us to fund.	£	31.
Amount Requested from Penrith Town Council (£)	£	32.
Confirmed financial contributions from other sources including your own.		33.
unconfirmed financial contributions from other sources including your own.		34.

4.2 Confirmed financial contributions

List the organisations you have applied to and for how much they have approved. Include any financial contribution from your own organisation.

		PTC Ref.
Funder	Amount (£)	35.
TOTAL		

4.3 Unconfirmed financial contributions

List the organisations you have applied to and for how much and are awaiting a decision.

		PTC Ref.
		36.
Funder	Amount (£)	
TOTAL		

4.4 List the costs you would like us to fund.

You should use budget headings, rather than a detailed list of items. For example, if you are applying for pens, pencils, paper, and envelopes, using 'office supplies' is fine. Please enter whole numbers only without VAT and with VAT Please be as detailed as possible. The sum of the items should match the amount requested from the Town Council.

				PTC Ref.
				37.
ITEM	SUPPLIER	BEFORE VAT	VAT	TOTAL WITH VAT
TOTAL				

Section 5 – Bank details

Please provide your bank details. Before you submit your application, you will need to attach a copy of a bank statement that is less than three months old.

5.1 Bank Account

Is your bank account in the name of your organisation?

Please tick the statement below which applies to your project:

	<input checked="" type="checkbox"/>	PTC Ref.
Yes		38.
No		39.

5.2 Bank Signatures

Does it require at least two signatories?

Please tick the statement below which applies:

	<input checked="" type="checkbox"/>	PTC Ref.
Yes		40.
No		41.

5.3 Please provide your Bank Details

	PTC Ref.
Account Name:	42.
Sort Code:	43.
Account Number:	44.
Bank/Building Society Name:	45.

Section 6 - Equality, Diversity, and Inclusion

We want to hear more about the people who will benefit from your project

The questions in this section help us to understand who your project is for and how it will benefit people in Penrith. This information provides important context about your project, its intended beneficiaries, and local need. It helps us to ensure funding decisions are fair, inclusive, and informed, and that projects supported by the Council reflect the diversity of our community.

6.1 Is your project aimed at a specific group of people or is it open to everyone?

If at least 75% of the people you support share characteristics, then your project is for a specific group.

Your specific group may share one or more characteristics. For example, if 80% of the people you work with are female refugees, this means you support a specific group of people. In this example, they share two characteristics — women and refugees.

We know this can only be an estimate. We understand that this may be difficult to work out exactly, especially if this is a new project.

Please tick or cross the statement below which applies to your project:

	<input checked="" type="checkbox"/>	PTC Ref.
My project is aimed at a specific group of people.		46.
My project is open to everyone.		47.

6.2 Who is your project for?

If 75% or more of the people supported or benefitting from your project come from one specific group, tell us who they are. If you select an option, we will ask you to tell us more about that group.

Please tick the statement below which applies to your project:

	<input checked="" type="checkbox"/>	PTC Ref.
Communities experiencing ethnic or racial inequity, discrimination, or inequality.		48.
People with disabilities or challenges		49.
Older people (65 and over)		50.
Younger people (under 25)		51.
Women and girls		52.
LGBTQ+ people		53.
People who are educationally or economically disadvantaged		54.
Specific groups that are not included already:		55.

Section 7 Terms and Conditions

In order to submit your application, you will need to agree to our terms and conditions. (Please tick)

- You have been authorised by the governing body of your organisation (the board or committee that runs your organisation) to submit this application and accept the Terms and Conditions on their behalf.
- All the information you have provided in your application is accurate and complete; and you will notify us of any changes.
- You understand that if your project changes significantly after submission, you must inform the Council and obtain written agreement before using the grant for any amended purpose.
- You understand that we will use any personal information you have provided for the purposes described under our Data Protection and Privacy notice.
- You accept that if information about this application is requested under the Freedom of Information Act, we **will release it in line with our Freedom of Information policy.**

7.1 Applicant details

		PTC Ref.
Full Name of person completing this form:		56.
Position in organisation:		57.

7.2 Declaration

When the application form has been completed, the authorised Trustee or Official of the applicant organisation must sign the declaration below.

I (**BLOCK CAPITALS**) _____

am an authorised representative of and to the best of my knowledge the information provided by my organisation and within this application is correct. If Penrith Town Council agrees to make a grant, this will be used exclusively for the purposes described in this application.

		PTC Ref.
Signature		58.
Date		59.

7.3 Data Protection and GDPR

The information you have provided in the application will be used only for the purposes of considering, determining and processing the application and in connection with any grant that is approved. The information will be retained for 6 years with the Town Council's financial records. All personal data will be held securely and will not be shared with a third party. The lawful bases which the Town Council will rely on to process any personal information are your consent and that the Council has a legitimate interest in processing it and requires to do so to perform a public task.

7.4 Next Steps:

- Your submitted application will be acknowledged by email once it has been received by the Council.
- Applications will be reviewed by officers to ensure they are complete, eligible, and meet the scheme requirements.
- If your application is incomplete, insufficient in detail, or not eligible, we will contact you within 14 working days of acknowledging receipt.
- Eligible applications will be assessed by an officer-led grants panel.
- A decision on the outcome of your application is normally made within six weeks and will be communicated to you in writing or by email.
- Applicants who are unsuccessful will be notified and provided with feedback.

7.3 How did you hear about our grants scheme?

Please tick any that apply:

	<input checked="" type="checkbox"/>	PTC Ref.
Facebook		60.
Instagram		61.
Town Council website		62.
Town Council Newsletter		63.
Poster		64.
Press article		65.
Friend or family/word of mouth		66.
Other		67.



2026-28 Scoring Form

Overview

Organisation Name	
Grant amount requested	£
Assessment date	
Remaining budget (PTC)	£
Assessed by	

1. Governance (5 Points) (Question 1.5)

Assesses whether the organisation is suitably governed and able to manage public funds responsibly.

Criteria	Score	Tick
Appropriate governance and financial controls in place	5	
Insufficient governance and financial controls in place	0	
Comments	Total:	

2. The project (25 points) (Question 2.1)

Assesses the clarity, quality, and deliverability of the proposed project.

Criteria	Score	Tick
Project aims and objectives		
Clear, well-defined aims and objectives responding to an identified need	5	
Generally clear aims but limited explanation of need	3	
Vague or poorly defined aims	1	
No clear aims or objectives provided	0	
Community benefit		
Strong, well-evidenced benefit for Penrith residents with clear beneficiaries	8	
Clear benefit but limited detail on outcomes or beneficiaries	5	
Limited or indirect community benefit	2	
No clear community benefit identified	0	

Delivery and timescales		
Clear, realistic delivery plan and timescales within funded period	5	
Timescales provided but some gaps or uncertainty	3	
Vague or unrealistic delivery timescales	1	
No delivery plan or timescale provided	0	
Publicity and engagement		
Clear and appropriate publicity and engagement approach	4	
Some publicity planned but limited detail or reach	2	
Minimal or unclear publicity	1	
No publicity or engagement described	0	
Track record		
Strong track record or clear rationale supported by evidence	3	
Some relevant experience or limited evidence	2	
Little evidence of experience or learning	1	
No track record or explanation provided	0	
Comments	Total:	

3. How does your project meet our funding priorities? (25 points)
(Question 2.2)

Assesses how well the project aligns with the Council’s funding priorities.

Funding Priority	Score	Tick
Support community led activity and deliver clear benefits for Penrith residents	5	
Enable local organisations to start, sustain, or improve projects, events, or services	5	
Improve or develop local resources, places, spaces, or facilities valued by the community	5	
Support voluntary and community organisations responding to increased demand or local challenges	5	
Align with the Council’s Business Plan 2025–2028, including environmental sustainability, partnership working, and town enhancement	5	
Comments	Total:	

4. Community involvement (10 points) (Question 3.1)

Assesses how clearly community need and involvement are demonstrated.

Criteria	Score	Tick
Clear identified need from the community	10	
Identified need from the organisation	5	
Poorly identified need	0	
Comments	Total:	

5. Project impact (10 Points) (Question 3.2)

Assesses the difference the funding is expected to make.

Criteria	Score	Tick
The project would not be able to run without PTC grant funding	10	
The project would be able to run in a reduced capacity	5	
The project would still be able to run in the same capacity	0	
Comments	Total:	

6. Lack of funding impact (10 points) (Question 3.3)

Assesses the impact on the project if funding is not awarded.

Criteria	Score	Tick
The project would not be able to run without PTC grant funding	10	
The project would be able to run in a reduced capacity	5	
The project would still be able to run in the same capacity	0	
Comments	Total:	

7. How will you measure and report on the success of your project? (5 Points) (Question 3.4)

Assesses how the applicant will monitor and demonstrate success.

Criteria	Score	Tick
Clear and proportionate approach to monitoring outcomes and reporting on project success	5	
No clear or appropriate approach to measuring or reporting success	0	
Comments	Total:	

8. Value for money (10 points) (Question 4.1)

Assesses whether the funding request represents good value for money.

Penrith Town Council grant contribution percentage	Score	Tick
1% - 50%	10	
51% - 75%	5	
76% - 100%	0	
Total		

Total Score: _____ / 100

To be considered for funding applications will need to score at least 40% (a total score of at least 40 / 100).

Grant awarded: Yes / No

Grant Amount awarded: _____

If different from grant amount requested, please specify reasons below.

Conclusion: Reasons for recommendation / refusal of grant funding award



2026-28 Monitoring Report

Organisation:

Grant Awarded:

Section 1: Project Overview

Organisation Name:	
Project Main Contact:	
Project Title:	
Project Duration: <i>(Start Date – End Date)</i>	
Grant Amount Awarded by Penrith Town Council:	

Section 2: Project Summary

Provide a brief summary of the completed project, including its purpose, key activities, target beneficiaries, and outcomes achieved.

Section 3: Funding Priorities

We fund projects and organisations based or delivered in Penrith which aim to:

(Please indicate which of these aims your project addressed by ticking the box alongside each aim)

- f) Support community led activity and deliver clear benefits for Penrith residents
- g) Enable local organisations to start, sustain, or improve projects, events, or services
- h) Improve or develop local resources, places, spaces, or facilities valued by the community
- i) Support voluntary and community organisations responding to increased demand or local challenges
- j) Align with the Council's Business Plan 2025–2028, including environmental sustainability, partnership working, and town enhancement

Please explain how your project met the funding priorities and brought direct benefit to the residents of Penrith.

Section 4: Use of Funding

Please provide a breakdown of how the funding was used. This should include all expenditures and allocations made from the funding provided by Penrith Town Council.

Item	Supplier	Total
TOTAL		

Section 5: Supporting Documentation

Please attach any relevant documents to support this report, such as:

- Photos or media from the project
- Testimonials or case studies
- Evaluation reports or feedback summaries

Section 6: Declaration

I confirm that the information provided in this report is accurate and that the Funding has been used in accordance with the conditions set by the Council in the Service Level Agreement (SLA) signed between the two parties.

Name	
Designation	
Signature	
Date	

FULL COUNCIL

Date: 16 March 2026

Public Report

Matter: Penrith May Day 2026

Item no: 10

Author: Events Officer & Community Services Officer

Supporting Member: Council Chair, Cllr Bowen

Purpose of Report:

To seek the approval of the Event Plan and Event Risk Assessment for the Penrith May Day event 2026.

Recommendations:

- i. Approve the Event Plan for the Penrith May Day event 2026, noting that it remains a working document and may be subject to amendment ahead of the event.
- ii. Approve the Event Risk Assessment for the Penrith May Day event 2026, noting that it remains a working document and may be subject to amendment as planning progresses.

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

- a) The Penrith May Day event is to be held on Monday 04 May 2026. The Council has prepared an Event Plan which includes all aspects of the event planning and communication, programming, collates all necessary applications, licences and documentation, ensures overall health and safety arrangements are in place, and documents all insurance risk assessments and methods of work for contractors.
- b) The May Day Event Plan has been circulated to Councillors who are required to approve the content of the plan ahead of the event.
- c) It is recommended that the Council considers the Event Plan and approves it, subject to any clarifications, and notes that the plan remains a working plan and may be subject to amendment ahead of the event date.
- d) The Event Plan includes the Event Risk Assessment, which is recommended for approval subject to any clarifications and noting that the risk assessment remains a working document and may be subject to amendments ahead of the event.

2. Justification/Proposal

- a) The Penrith May Day event is a well-established annual community event that provides significant social and cultural benefit to residents and visitors, supporting community cohesion, civic pride and local engagement.
- b) The Event Plan has been prepared to ensure that the event is delivered in a safe, well-organised and legally compliant manner. It brings together all aspects of event management, including programming, stewarding, contractor management, communications, licensing, insurance and health and safety arrangements.
- c) Approval of the Event Plan will enable officers to continue detailed planning and coordination with partners, contractors and external agencies, while maintaining appropriate oversight by Members. Noting the plan as a working document allows for proportionate amendments to be made in response to operational requirements or advice received in advance of the event.
- d) The Event Risk Assessment identifies potential hazards associated with the delivery of the event and sets out appropriate control measures to mitigate those risks. Approval of the Risk Assessment demonstrates that the Council has taken reasonable and proportionate steps to manage health and safety responsibilities associated with the event.
- e) The proposals contained within this report support the Council's role in facilitating inclusive community events and are consistent with its powers and responsibilities. Approval of the recommendations will allow the Penrith May Day event to proceed as planned, subject to ongoing review and monitoring by officers.

3. Risk assessment & Mitigation

- a) The risks associated with the delivery of the Penrith May Day event have been identified and assessed within the Event Risk Assessment, which forms part of the Event Plan.
- b) The Risk Assessment considers potential hazards relating to crowd management, contractor activities, weather conditions, equipment, and general public safety, and sets out appropriate control measures to mitigate those risks.
- c) The Risk Assessment is a working document and will continue to be reviewed and updated as planning progresses and in response to any changes to the event programme, site layout or operational arrangements.

4. Financial Implications

- a) The Council agreed a budget for the delivery of the Penrith May Day event as part of its annual budget-setting process.
- b) The overall cost of the event is spread across two financial years, reflecting the timing of event planning, advance bookings and delivery costs.
- c) A budget of £15,000 has been allocated within the current financial year, with some costs already incurred in relation to event planning, advance payments and associated preparatory work.
- d) A further budget allocation of £20,000 has been approved for the following financial year to meet the remaining costs associated with delivery of the event.
- e) All expenditure will be managed within the approved budgets, and officers will continue to monitor costs to ensure value for money and financial control.

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:

- Event Plan – Penrith May Day 2026
- Event Risk Assessment – Penrith May Day 2026

Background Documents:

None.

FULL COUNCIL

Date: 16 March 2026

Public Report

Matter: Borderlands Project – Interpretation and Wayfinding

Item no: 12

Author: Economic Development Officer and Deputy Town Clerk

Supporting Member: Council Chair

Purpose of Report:

To receive an update on the work associated with the Borderlands Penrith Town Centre Interpretation and Wayfinding.

Recommendations:

Note the report.

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 Following submission of the Arts and Culture Business Case to the Borderlands Partnership, Penrith Town Council was allocated funding from the Borderlands Growth Deal Initiative to replace the town centre interpretation and wayfinding.
- 1.2 The current signage, installed by Eden District Council in 2011, has not been maintained and many of the signs are in a poor state of repair.
- 1.3 Officers worked with a specialist interpretation and wayfinding company to develop a wayfinding strategy and concept designs for the interpretation panels, fingerposts and new gateway signs and a public consultation took place to gather views on the potential design and colour.
- 1.4 Meetings have been held with a Planning Officer and Conservation Officer of Westmorland and Furness Council to discuss the signage and officers were advised that planning permission was not required as they fall under category Class 1 'functional advertisements' of Schedule 3 of the Town and Country Planning (Control of Advertisements)(England) Regulations 2007 and that the style and position was suitable for the conservation area.
- 1.5 A meeting was also held with officers from Highways to discuss the project, locations and requirements and a Memorandum of Agreement has been signed and clarification has been received regarding requirements and costs for the streetworks licence.
- 1.6 The contract for development of the interpretation and manufacture and installation of the signs was advertised on the Governments Find a Tender portal and the tender was awarded in January 2026 to Trueform.
- 1.7 Officers have been working to prepare content for the interpretation panels and a meeting has been held with the curator at the museum.

- 1.8 Various meetings have been held with Trueform to discuss the installation, style and content of the signage as well as the signage specification and compound requirements for the duration of the work.
- 1.9 Final design for the fabrication of the panels was taken to Planning Committee for agreement on 02/03/26. Officers continue to work with Trueform to finalise the design as agreed at Planning which took into account consultation responses from stakeholders and the public.
- 1.10 Officers continue to work with Trueform to finalise content layout.
- 1.11 The interpretative panels will include QR Codes which will include the heritage film, 3D scenes and a digital trail.
- 1.12 The digital trail is being designed by Design Works from content supplied by officers.

2. Financial Implications

All funding for associated works with Trueform and Design works has been obtained from the Borderlands Growth Deal and allocated for town centre public realm improvements.

3. 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.

4. Equalities Implications

There are no equalities implications associated with this report.

5. Environmental Implications

There are no environmental implications associated with this report.

FULL COUNCIL

Date: 16 March 2026

Public Report

Matter: Town Centre Public Realm

Item no: 13

Author: Economic Development Officer and Deputy Town Clerk

Supporting Member: Chair of Planning Committee

Purpose of Report:

Receive an update on the work associated with town centre public realm.

Recommendation:

Note the report.

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 At its meeting in May 2025, the Planning Committee resolved to develop a document that looked at a regeneration plan for the whole town centre offering an opportunity to develop a comprehensive approach to town centre improvements which sought to deliver projects and investments that re-use empty properties, increase town centre prosperity, improve the town centre street scape and improve the quality of life for residents.

The key objectives for this document would be to:

- Develop a realistic and deliverable long-term vision for the town centre's growth, emphasising sustainable development, economic resilience, and cultural heritage preservation.
- Assess the current infrastructure and identify areas for enhancement, including public spaces, green spaces, and pedestrian accessibility.
- Ensure active participation and consultation with local residents, businesses, and stakeholders in the planning process.
- Identify opportunities for boosting the local economy, attracting investment, creating jobs, and supporting small businesses.
- Incorporate environmentally sustainable practices in the design and development process.
- Provide a roadmap for the implementation of the regeneration plan, with clear phasing, timelines, and estimated costs.

1.2 Members considered it essential that any document built on work already undertaken or commissioned by the Council or stakeholders and should not duplicate work either undertaken or planned to be undertaken.

- 1.3 Council commissioned a contractor to prepare initial designs and costings for improvements to the town centre streetscape and a budget was agreed to extend the project to obtain detailed plans and costings up to RIBA Stage 2.
- 1.4 At its meeting in July 2025, Planning Committee resolved that
- Detailed plans and costings to be commissioned for the Northern Gateway (top of Middlegate), Burrowgate and Market Square.
 - Additional funding of £20,000, a transfer from General Reserves be approved. That this request goes forward to Full Council for ratification.
 - Delegated authority be given to the Economic Development Officer and Deputy Town Clerk to develop a scoping document, to liaise with contractors and progress the scheme of work.
- 1.5 Penrith Town Council officers met with officers from Westmorland and Furness Council's Highways Department to discuss the proposed project and although no guarantee that the potential proposals would be adopted, the potential to have some detailed plans if the opportunity for funding arose was seen as a benefit.
- 1.6 Invitations to tender for the work were sent out to a number of companies and three submissions were received. Planning Committee at its meeting in February 2026 resolved that Manning Elliott be awarded the contract.
- 1.7 Officers have had an initial meeting with representatives of Manning Elliott who are now working up proposals which will be brought back to a future meeting of the Planning Committee.
- 1.8 Officers of the Town Council have discussed the concept behind the work to be undertaken with relevant local businesses.

2. Risk assessment & Mitigation

a) Risk

That the opportunity to develop some detailed plans for public realm improvements is not taken.

b) Consequence

An opportunity to work with WF&C Highways and to potentially draw down external funding to action improvements to the Town Centre is missed.

c) Controls Required

Continued close working with stakeholders

3. Financial Implications

The budget for this work was approved by both the Planning and Council.

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.

FULL COUNCIL

Date: 16 March 2026

Public Report

Matter: Budgetary Control Statement 2025-26, Expenditure to 31 January 2026

Item no: 14

Author: Responsible Finance Officer

Supporting Member: Cllr. Shepherd, Chair of Finance Committee

Purpose of Report:

Ratify the budgetary control statement for the ten-month period to 31 January 2026 as approved by the Finance Committee on 23 February 2026.

Recommendations:

- i. Ratify the budgetary control statement and the following budget virements:
 - £2,440 from the Planning budget to Civic Regalia.
 - £2,000 from the Planning budget to Printing, Postage, Stationery.
 - £2,000 from the Planning budget to Legal.
 - £4,000 from the Climate budget to IT.
 - £5,000 from the Town Projects budget to IT.
 - £3,000 from the Events Development budget to IT.

Law and Legal Implications

The Town Council resolved from 15 May 2023, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence.

The Local Government Act 1972 requires the Council to have sound financial management.

1. Report Details

A. 2025-26 Outturn Statement: Income and Expenditure Account (Appendix A)

The attached outturn statement shows the following information, analysed over the most detailed budget headings:

- The actual outturn figures for the preceding financial year 2024-25, for reference only.

- The full year's Approved Revised Budget for 2025-26, which has been ratified by Council.
- Actual outturn income and expenditure to 31 January 2026, based on the matching principle, which means taking account of all income and expenditure which relates to the period, irrespective of when it is received/paid.
- The variance between the actual outturn income and expenditure and the profiled latest budget for the period. Variances are expressed as favourable (positive) where there was an underspending or increased income, and as adverse (negative and bracketed) where there was an overspending or reduced income.
- The position and transactions on the Council's reserves: its General, Asset, Election and Play Area Development.

B. Commentary

The statement shows under spendings on a number of budget headings, which are likely to continue to the end of the year. The following comments concentrate on unusual or unexpected variances.

B.1 Income

Overall income of £457,999 exceeds the profiled budget of £447,283 by £10,716.

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

B.2 Planning Committee

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

B.3 Communities Committee

Net spend of £74,930 is shown against the budget of £107,499, an underspending of £32,569.

This underspend should reduce by the end of the year due to anticipated increases in expenditure for items such as climate, marketing and grants.

B.4 Finance Committee

Net expenditure of £423,667 is shown against the budget of £432,955, an underspending of £9,288.

B.5 Total Expenditure & Increase/(Decrease) in General Reserve

- The individual variances result in an underspending of £70,396 against the profiled total expenditure budget of £537,308. As there is £10,716 more income, there is a net variation of £81,112 on the profiled amount transferrable to the General Reserve.

B.6 Reserves

- The General Reserve is profiled to decrease by £90,025 in the period, it has actually decreased by £8,913.
- The Asset Reserve opened the year with a balance of £189,091, the amount of £11,085 transferrable into the Asset Reserve is £5,314 higher than profile.
- The Election Reserve opened the year with a balance of £40,000, an amount of £5,000 is budgeted to be added at the end of the financial year.
- The Play Area Reserve opened the year with a balance of £82,000, £35,646 of which has been spent so far this year.

C. Balance Sheet (Appendix B)

Appendix B shows the Council's balance sheet as at 31 January 2026. The following points may be noted:

- Investments with two organisations total £723,191, with the majority being held in the CCLA Public Sector Deposit Fund.
- The VAT Debtor of £1,414 represents January's transactions and has been reclaimed from HMRC.
- Prepayments of £6,714 include adjustments for insurance, office rent, IT support agreements, and licences and subscriptions.
- The Cash at Bank balance of £85,965 is held at HSBC.
- Accruals of £17,506 comprise of goods and services received by 31 January, but unpaid at that date.
- The Receipts in Advance figure represents income for the period 1 February 2026 to 31 March 2026 already received from Westmorland and Furness Council as precept and grants, together with monies from United Utilities for planting maintenance.

D. Conclusion

The budgetary control statement shows that net spending to 31 January 2026 was around £70,000 below the Latest Budget for the period. Though increased expenditure is expected before the end of the financial year it is likely that there will be an underspend at the year end.

Finally, there are no issues arising from the Council's balance sheet at 31 January 2026.

E. Budget Virements

This budgetary control statement shows a current or forecasted overspend by the end of the financial year on several budget lines as follows:

Budget	(Forecasted Overspend)
Civic Regalia	£2,440
IT	£12,000
Printing, Postage, Stationery	£2,000
Legal	£2,000
Total	£18,440

The Financial Regulations (para 5.16) permit the RFO to make virements during the budget year. There are budget lines that are currently showing an underspend, and this report recommends that Members approve the following virements to balance the overspent budgets:

£2,440 from the Planning budget to Civic Regalia.

£2,000 from the Planning budget to Printing, Postage, Stationery.

£2,000 from the Planning budget to Legal.

£4,000 from the Climate budget to IT.

£5,000 from the Town Projects budget to IT.

£3,000 from the Events Development budget to IT.

2. Options Analysis including risk assessment

Risk & Consequences

The Council may fail to receive expected income or may incur unexpected overspending, potentially leading to the curtailment of planned expenditure.

Adverse criticism of over or underspending.

Controls Required

A sound budgetary control system with regular reporting and identification of issues.

3. Financial and Resource Implications

This report is concerned solely with financial management.

4. Equalities Implications

There are no equalities implications associated with this report.

5. Climate Change and Environmental Implications

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

6. Legal Implications

There are no legal implications arising from this report.

Appendices

Appendix A – Budgetary Control Statement Ten Months Ended 31 January 2026.

Appendix B – Balance Sheet as at 31 January 2026.

Background Papers

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



Penrith Town Council

BUDGETARY CONTROL STATEMENT TEN MONTHS ENDED 31 JANUARY 2026

Actual 2024-25	Approved Revised Budget 2025-26	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£	£		£	£	£
		INCOME			
		Precept:			
487,735	514,740	Council Tax	428,950	428,950	0
7,642	0	CTRS Grant	0	0	0
		Other Income:			
39,269	22,000	Investment Income	18,333	29,049	10,716
534,646	536,740	TOTAL INCOME	447,283	457,999	10,716
		EXPENDITURE			
		PLANNING COMMITTEE:			
		Planning:			
7,285	20,000	Planning	16,667	3,961	12,706
	20,000	Public Realm	13,333	0	13,333
7,285	40,000		30,000	3,961	26,039
7,285	40,000	Planning Committee Total	30,000	3,961	26,039
		COMMUNITIES COMMITTEE:			
		Climate Change:			
9,459	15,000	Climate Efficiency	12,500	500	12,000
9,459	15,000		12,500	500	12,000
		Town Projects:			
37,807	20,000	Town Projects	16,667	3,134	13,533
37,807	20,000		16,667	3,134	13,533
		Arts & Entertainment:			
4,135	10,000	Arts & Culture Development	8,333	7,256	1,077
	15,000	May Day	15,000	14,673	327
	15,000	May Day 2026	8,333	6,962	1,371
	5,000	Events Development	3,333	0	3,333
4,135	45,000		34,999	28,891	6,108
		Grants:			
30,000	30,000	Grants	25,000	24,725	275
10,000	10,000	Signature Grants	10,000	10,000	0
40,000	40,000		35,000	34,725	275
		Corporate Communications:			
16,000	10,000	Communications	8,333	7,680	653
16,000	10,000		8,333	7,680	653
107,401	130,000	Communities Committee Total	107,499	74,930	32,569

Actual 2024-25	Approved Revised Budget 2025-26	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£	£		£	£	£
		FINANCE COMMITTEE:			
		Staffing:			
231,646	263,034	Salaries	216,310	212,462	3,848
23,201	33,072	National Insurance	27,189	27,616	(427)
52,923	56,537	LG Pension Scheme	46,494	45,678	816
0	500	Recruitment Expenses	417	0	417
255	600	Staff Training	500	130	370
0	200	Conferences	167	701	(534)
16	300	Staff Expenses	250	72	178
308,041	354,243		291,327	286,659	4,668
		Accommodation:			
7,984	8,250	Rent	6,875	6,875	0
2,313	3,900	Heat, Light & Water	3,250	1,400	1,850
1,780	2,520	Service Charges	2,100	1,831	269
1,416	1,900	Room Hire & Meetings	1,583	612	971
390	390	Insurances	325	481	(156)
13,883	16,960		14,133	11,199	2,934
		Civic Functions:			
416	400	Civic Functions	333	445	(112)
700	700	Mayoral Expenses	583	0	583
300	300	Deputy Mayor's Expenses	250	0	250
0	200	Civic Regalia	167	2,584	(2,417)
1,416	1,600		1,333	3,029	(1,696)
		Cost of Democracy:			
65	100	Annual Meeting	100	50	50
0	0	Elections	0	0	0
377	1,000	Members' Training	833	195	638
0	100	Members' Expenses	83	0	83
0	200	Notice/Honours Board	167	0	167
442	1,400		1,183	245	938
22,930	22,000	IT	18,333	25,584	(7,251)
		Assets:			
(195)	10,200	Allotments	8,425	8,475	(50)
4,911	160	War Memorial	133	0	133
2,361	2,000	Benches	1,667	2,296	(629)
1,322	1,500	Bus Shelters	1,250	335	915
3,193	2,500	Bandstand	2,083	939	1,144
2,659	800	Musgrave Monument	667	463	204
4,666	5,500	Fairhill Park	4,583	5,084	(501)
3,896	2,500	Thacka Beck Field	2,083	1,616	467
86	150	Signage, etc	125	1,226	(1,101)
8,759	10,200	Community Caretaker	8,500	7,101	1,399
	5,000	Pump Track	3,333	0	3,333
14,686	5,834	Contribution to/(from) Asset Reserve	5,771	11,085	(5,314)
46,344	46,344		38,620	38,620	0
	37,000	Play Area Development	37,000	35,646	1,354
	12,500	Benches and Bus Shelters	10,417	804	9,613
		Other Overheads:			
2,795	3,300	Printing, Postage & Stationery	2,750	4,144	(1,394)
1,789	1,850	Audit Fees	1,542	1,501	41
4,092	4,400	Insurance	3,667	4,136	(469)
9	180	Bank Charges & Interest	150	52	98
6,196	5,200	Accountancy Fees	4,333	3,861	472
2,347	2,500	Legal & Professional Fees	2,083	3,396	(1,313)
1,850	1,800	Licences	1,500	1,987	(487)
2,926	3,500	Subscriptions	2,917	2,214	703
87	2,000	Repairs & Renewals	1,667	590	1,077
22,091	24,730		20,609	21,881	(1,272)
415,147	516,777	Finance Committee Total	432,955	423,667	9,288

Actual 2024-25	Approved Revised Budget 2025-26	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£ 2,953	£ 3,000	Contingency	£ 2,500	£ 0	£ 2,500
5,000	5,000	Transfer to/(from) Election Reserve	0	0	0
82,000	(37,000)	Transfer to/(from) Play Area Reserve	(35,646)	(35,646)	0
619,786	657,777	TOTAL EXPENDITURE	537,308	466,912	70,396
(85,140)	(121,037)	INCREASE/(DECR) IN GENERAL RESERVE	(90,025)	(8,913)	81,112
		RESERVES:			
		General Reserve:			
507,231	387,084	Balance brought forward 1 April 2025	387,084	422,090	35,006
(85,140)	(121,037)	Increase/(decrease) in year	(90,025)	(8,913)	81,112
422,091	266,047	Balance carried forward	297,059	413,177	116,118
		Asset Reserve:			
174,405	187,749	Balance brought forward 1 April 2025	187,749	189,091	1,342
14,686	5,834	Contribution from/(to) 2025-26 Budget	5,771	11,085	5,314
189,091	193,583	Balance carried forward	193,520	200,176	6,656
		Election Reserve:			
35,000	40,000	Balance brought forward 1 April 2025	40,000	40,000	0
5,000	5,000	Contribution from/(to) 2025-26 Budget	0	0	0
40,000	45,000	Balance carried forward	40,000	40,000	0
		Play Area Reserve:			
0	82,000	Balance brought forward 1 April 2025	82,000	82,000	0
82,000	(37,000)	Contribution from/(to) 2025-26 Budget	(37,000)	(35,646)	1,354
82,000	45,000	Balance carried forward	45,000	46,354	1,354
733,182	549,630	TOTAL RESERVES	575,579	699,707	124,128



Penrith Town Council

BALANCE SHEET AS AT 31 JANUARY 2026

	£	£
Investments		
Penrith Building Society	93,191	
CCLA Public Sector Deposit Account	<u>630,000</u>	
		723,191
Current Assets		
Debtors	2,350	
Debtor - VAT	1,414	
Prepayments	6,714	
HSBC Bank Account	<u>85,965</u>	
	96,443	
Current Liabilities		
Creditors	0	
Accruals	17,506	
Payroll Control	14,889	
Receipts in Advance	<u>87,532</u>	
	119,927	
Net Current Assets		(23,484)
		<u>699,707</u>
Represented by:		
Reserves		
General Reserve		413,177
Asset Reserve		200,176
Election Reserve		40,000
Play Area Reserve		46,354
		<u>699,707</u>

**INTERIM REPORT BY THE INTERNAL AUDITOR TO
PENRITH TOWN COUNCIL
PERIOD 1ST APRIL 2025– 31ST DECEMBER 2025.
FINANCIAL YEAR ENDING 31ST MARCH 2026**

I confirm I have on the 10th February 2026 undertaken an interim audit for the period 1st April 2025 – 31st December 2025 in accordance with the Account and Audit Regulations (England) 2015 and incorporating any new requirements as outlined in “Governance and Accountability for Smaller Authorities in England” March 2025

The following areas have been inspected to verify the internal financial procedures and governance documents are appropriate and relevant, ensuring compliance with all statutory and outlined criteria.

A. Appropriate accounting records have been accurately kept throughout the financial year.

Periodic bank account reconciliations were properly carried out during the year.

The Council operates a commercial accounting package – Sage, which is comprehensive and fulfils the requirements needed to complete all monthly and cumulative Income and Expenditure accounts, as required by the Regulations. All expenditure and income are coded to the Council’s budgeted headings, allowing immediate identification of spending in each budget sector, and enables monthly management accounts to be prepared. There is the additional security by an internal checking system to monitor the accuracy of the data input into the computerized accounts. Backup procedures are undertaken to the Cloud, and Sage to an external hard drive, and the system provides a robust procedure to safeguard computer records.

Bank reconciliations are prepared monthly and the signature of a member on this document and the corresponding bank statement verifies the accuracy of the information.

The council has a Reserves Policy, which deals with all cash reserves in excess of £100,000. The earmarked sums are clearly designated to specific commitments. The Council also has an Investment Policy which adheres to specific criteria which is fully outlined in the Officers report prior to adoption by the Council. Both documents were reviewed and verified Meeting 8th December 2025- Minute No’s FIN25/61 and FIN25/62 respectively.

B. The authority complied with its Financial Regulations; invoices supported payments, and VAT was appropriately accounted for.

There is a well-documented process for the awarding of tenders and acquisition of goods and services.

All procedures adhere to Financial Regulations, which were reviewed – Meeting 14th July 2025 – Minute No. PTC25/32 i.

The records verify the internal financial controls in the Minutes and signatures on the relevant documents. There is clear segregation from the approval of members of the schedule of payments and the release of funds.

Vat is reconciled in the Sage accounts and the reclaims are made monthly.

Repayments are made to the Council's bank account and agree with the monthly claims. The September claim of £3236.87 is confirmed in the Sage Trial Balance and receipt of the amount is verified in the bank statement.

C. The authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

The Clerk and RFO has a robust process for ensuring that all documents are reviewed annually.

All Risk Assessments were reviewed and adopted – Meeting 15th September 2025 – Minute No. FIN25/25 i.-xvi.

The Corporate Risk Assessment documents were reviewed and adopted –Meeting 29th September 2025 – Minute PTC 25/47.

Additionally, reviewed annually are the comprehensive Policies and Procedures Meeting 14th July 2025. – Minute PTC25/32 i.-vii.

D. The precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored. Reserves are appropriate.

There is clearly documented evidence of the budget process with a comprehensive RFO report with accompanying explanations of all budget figures. Outcomes are clearly specified enabling the Council to make informed decisions on the appropriate precept level to fulfil all documented service delivery plans.

The 2026-27 Precept was determined by the full Council – Meeting 15th December 2025 – Minute No. PTC25/69a.

Submission is made to Westmorland and Furness Council within the required deadline. The budget is regularly monitored.

Earmarked reserves in cash balances are clearly documented.

The General Reserve on 31st December 2025 is considered by the Council to be appropriate to meet the demands of the 2025-2026 Budget.

E. Expected income was fully received based on correct prices, properly recorded and promptly banked. Vat was appropriately recorded

Income other than the precept is minimal and closely monitored and documented. Services charges provided by the Council are reviewed annually.

F. Petty Cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT accounted and reclaimed

No Petty Cash held.

The Council operates Debit Cards, which are allocated to Officers with delegated authority to spend within approved budgets and as outlined in Financial Regulations. A receipt for the acquisition of the goods and/or services verifies all expenditure. VAT is identified and allocated to the appropriate budget heading. All expenditure is included in a specific schedule of payments presented to Council.

G. Salaries to employees and allowances to members were paid in accordance with the council's approvals. PAYE and NI requirements were properly applied.

All staff has a formal contract of employment. Evidence was produced to confirm the existence of contracts for the two recently appointed officers.

Members do not claim allowances.

Salaries paid to staff are documented and subsequent payments are as authorized by the Council. All PAYE, NI, Pension calculations are operated externally. On receipt the relevant records are verified internally and all payments due are made including to HMRC and the Pension provider. All are accurate and up to date. The National Joint Council pay award was received at Council and approved for implementation.

H. Asset and investment registers were complete and accurate and properly maintained.

There is a formal asset register with all substantial and material assets included. The register is monitored, and all acquisitions and disposals are amended as required.

There is formal review and adoption prior to the conclusion of the appropriate year Annual Governance and Accountability Return (AGAR). All assets are adequately covered by insurance, and all are index linked.

J. Accounting Statement.

Correct preparation of the accounts for the AGAR will be confirmed at the final audit for the 2025-2026 financial year.

K. Exemption Authorities.

Not applicable

L. The authority publishes information on a website, up to date at the time of the internal audit in accordance with the relevant transparency code requirements.

The Clerk has displayed, on the website, comprehensive information which is in the interests of best practice and provides for the electorate of Penrith Town Council open and transparent detail of the financial and other activity of the Council.

M. The authority has, during the previous year, correctly provided for the exercise of public rights as required by the Account and Audit Regulations.

Regulation 12(3) Accounts and Audit Regulations 2015 requires the Responsible Financial Officer (RFO) to publish a Notice of Public Rights of inspection of accounts for a period of thirty days which must include the first 10 working days in July.

Inspection of document confirms that the RFO has undertaken the obligation. The date the notice was posted being, 2nd June 2025 with inspection period 3rd June 2025 - 14th July 2025.

The publication of the notice was notified to Council – 21st May 2025 – Minute No. PTC/25/16c.

N. The authority complied with the publication requirements of the prior year AGAR

The Local Audit and Accountability Act 2014 Sct 20(2) & 25 and The Accounts and Audit (England) Regulations 2015 (S1 2015/234) requires a Council to publish, as soon as reasonably practicable, after the conclusion of the audit, a statement on the website advising that the 2024-25 Audit has been completed.

The Clerk has undertaken the requirement, and the Notice of Conclusion of Audit was published on the website 30th September 2025.

The conclusion of audit was notified to Council 29th September 2025 – Minute No. PTC 25/48.

The External Auditor confirmed that Penrith Town Council had met with all relevant legislation.

Minor matters, not affecting compliance with any statutory obligations, had no significance effect on the accuracy of the information submitted on the Annual Governance and Accountability Return 2025.

CONCLUSION

The Council's control systems are efficient and effective and give the appropriate level of confidence, that the financial statements and reports reflect a true and accurate account of the Council's finance and governance records.

I express my appreciation to the Officers of the Council for their assistance in facilitating the audit with help and very comprehensive preparation of all required documentation.

A handwritten signature in black ink, appearing to read 'G. Airey', with a large, stylized flourish at the end.

Georgina D Airey – Internal Auditor 10th February 2026.

FULL COUNCIL

Date: 16 March 2026

Public Report

Matter: Proposed Fees and Charges 2026/27

Item no: 16a

Author: Services and Contracts Manager

Supporting Member: Cllr. Shepherd, Chair of Finance Committee

Purpose of Report:

Ratify the proposed Fees and Charges 2026/27 as agreed by Finance Committee 23 February 2026.

Recommendations:

Ratify the Fees and Charges 2026/27.

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 The Council approved its current scale of Fees and Charges for the year 2025/26 at the meeting of the Finance Committee held on the 17 March 2025, Minute Fin24/75, and ratified by Full Council on 24 March 2025, Minute PTC24/107c.
- 1.2 This report sets out the proposed Fees and Charges for the 2026/27 year which are shown in Appendix A.
- 1.3 It is proposed that the scale of Fees and Charges remain the same as the previous year given the Council's positive financial position.

2. Risk assessment & Mitigation

The main risks associated with this report are financial and reputational arising from a lack of clarity and consistency in charging. As such the Council should approve a scale of Fees and Charges.

3. Financial and Resource Implications

This report sets out the proposed Fees and Charges for 2026/27. By approving the Fees and Charges provides a consistent charging arrangement for use of the Councils assets and services and provides the Council with an income.

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.

Appendix A – Proposed Fees and Charges 2026/27

APPENDIX A

Asset	Group	Cost (£)
Cornmarket Bandstand	Community Organisations, Charities, Constituted Groups	Free of Charge
	Commercial Events	£12.00 per hour; or £30.00 per morning (3 hours) or £42.00 for the afternoon (4 hours) £60.00 Full Day
	Private Business Use for Promotional purposes	£12.00 per hour; or £30.00 per morning (3 hours) or £42.00 for the afternoon (4 hours) £60.00 Full Day
	Market or Street Traders	£15.00 per day
Seats	New bench with plaque including 10 years maintenance.	£1,000
	Plaque fixed to existing new style bench including 10 years maintenance.	£200
	Renewal of seat/plaque including maintenance for further 10 years.	£200
Fairhill Playing Field, and Thacka Beck Field	Registered Charities, schools, and Community Groups delivering community activity, play events, fetes, holiday activity schemes.	No Charge
	Private business organisations, commercial events.	£12.00 per hour; or £30.00 per morning (3 hours) or £42.00 for the afternoon (4 hours) £60.00 Full Day
	Fun Fairs and Circuses	To be determined on a case-by-case basis by the Finance Committee.

Background Documents:

Previous years Fees and Charges reports.

FULL COUNCIL

Date: 16 March 2026

Public Report

Matter: Cornmarket Area

Item no: 16 b

Author: Services and Contracts Manager

Supporting Member: Cllr. Shepherd, Chair of Finance Committee

Purpose of Report:

Ratify the fee of £900 be charged to the Board and Elbow to use the area to the front of the Bandstand for outdoor hospitality in 2026, noting paragraph 1.6 of this report as agreed by Finance Committee 23 February 2026.

Note that the Finance Committee:

- i. Approved consent for the Board and Elbow Public House to use the area to the front of the Bandstand for outdoor hospitality in 2026.
- ii. Gave delegated authority to the Services and Contracts Manager to confirm the arrangements with the Board and Elbow in line with those arrangements as set out in paragraph 1.3.
- iii. Agreed a fee of £900 to be charged to the Board and Elbow for the use of the area in 2026.
- iv. Agreed that the Cornmarket area is not available for outdoor hospitality on Monday 04 May 2026 as the area will facilitate the May Day event and that the Board and Elbow be informed in writing.
- v. That the Cornmarket was scheduled to be used as the contractors' compound for the Signage and Wayfinding Services project and would not be available to any third parties during the period of signage installation.

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 Since 2021 the Council has granted consent for the Board and Elbow Public House to use the area to the front of the Cornmarket Bandstand for the provision of outdoor hospitality. The Services and Contracts Manager under delegated authority has liaised with the landlord of the Board and Elbow to manage and monitor the consent. This has also included liaison with Westmorland and Furness Council Licensing Department.
- 1.2 The provision of the outdoor hospitality area has proven successful with many people using the space with no reported incidents of disorder, anti-social behaviour or vandalism. The provision of the outdoor hospitality area has introduced vibrancy to the area which otherwise largely goes unused.

- 1.3 The Board and Elbow has requested that the Council consider giving consent for use of the area in 2026 for the provision of outdoor hospitality. The outline arrangements would be based on previous years and would include:
- Permission to use the same area as in 2025.
 - The period of permission to be from 01 April to 30 September 2026.
 - Hours of consent Monday to Saturday 11:00h to 21:30h and Sunday 12:00h to 21:30h.
 - External CCTV cameras to be maintained in good working order by the Board and Elbow and covering the permitted area. CCTV recordings to be of evidential standard.
 - A fee be charged and agreed by the Council, noting that the fee charged in 2025 was £900, and further noting paragraph 1.6 of this report.
 - The Council will be the sole arbiter when determining whether any other hires of the area will take priority and as such the Board and Elbow be informed.
 - The Board and Elbow to ensure that the area is cleaned after use including removal of furniture, waste and any litter.
 - The Board and Elbow to provide a copy of its Public Liability insurance to the Council.
 - The Board and Elbow to obtain licensing consent from Westmorland and Furness Council prior to use as a condition of the Council's permission.
- 1.4 Members are advised to note that the period of consent, 01 April to 30 September does not necessarily mean that the pub will use the area every day. In previous years use trading has been determined by the weather, staffing availability and the anticipated number of customers.
- 1.5 The terms of use include that the Council will be the sole arbiter when determining whether any other hires of the area will take priority and as such the Board and Elbow be informed. Members are advised to note that the May Day event which is scheduled for Monday 04 May 2026 will fall within the period of consent and Members are asked to approve that the area is not available on this date for the provision of outdoor hospitality and that the Board and Elbow are informed of this in writing.
- 1.6 Members are advised to note that the area is scheduled to be used as the contractors' compound area for the Signage and Wayfinding Services project and as such it is likely that there will be a period of time when the area is not available to any third parties. Should consent be granted the Board and Elbow be written to informing them of the period when the area would be unavailable and the fee payable be adjusted.
- 1.7 Members should note that the Council (Finance Committee, 10 November 2025, Minute FIN22/50) has previously given consent to Westmorland and Furness Council to install cycle parking apparatus at the Cornmarket. Installation dates are to be confirmed and once known the Board and Elbow would be informed.

2. Risk assessment & Mitigation

The main risks associated with this consent is unauthorised use of the area or a breach of the permission agreement, which may cause reputational damage to the Council. As such the Council should it grant consent shall set out the permission arrangements in writing to the Board and Elbow. The use of the

outdoor area for hospitality requires Westmorland and Furness Council licencing consent as a condition which provides further safeguards.

3. Financial and Resource Implications

This Board and Elbow have been charged £900 in 2025 for use of the Cornmarket Area.

The granting of consent for use of the area provides an income to the Council. Members are asked to agree a fee to be charged to the Board and Elbow for the use of the area in 2026.

For 2026 when determining a fee, Members should note paragraph 1.6 of 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.

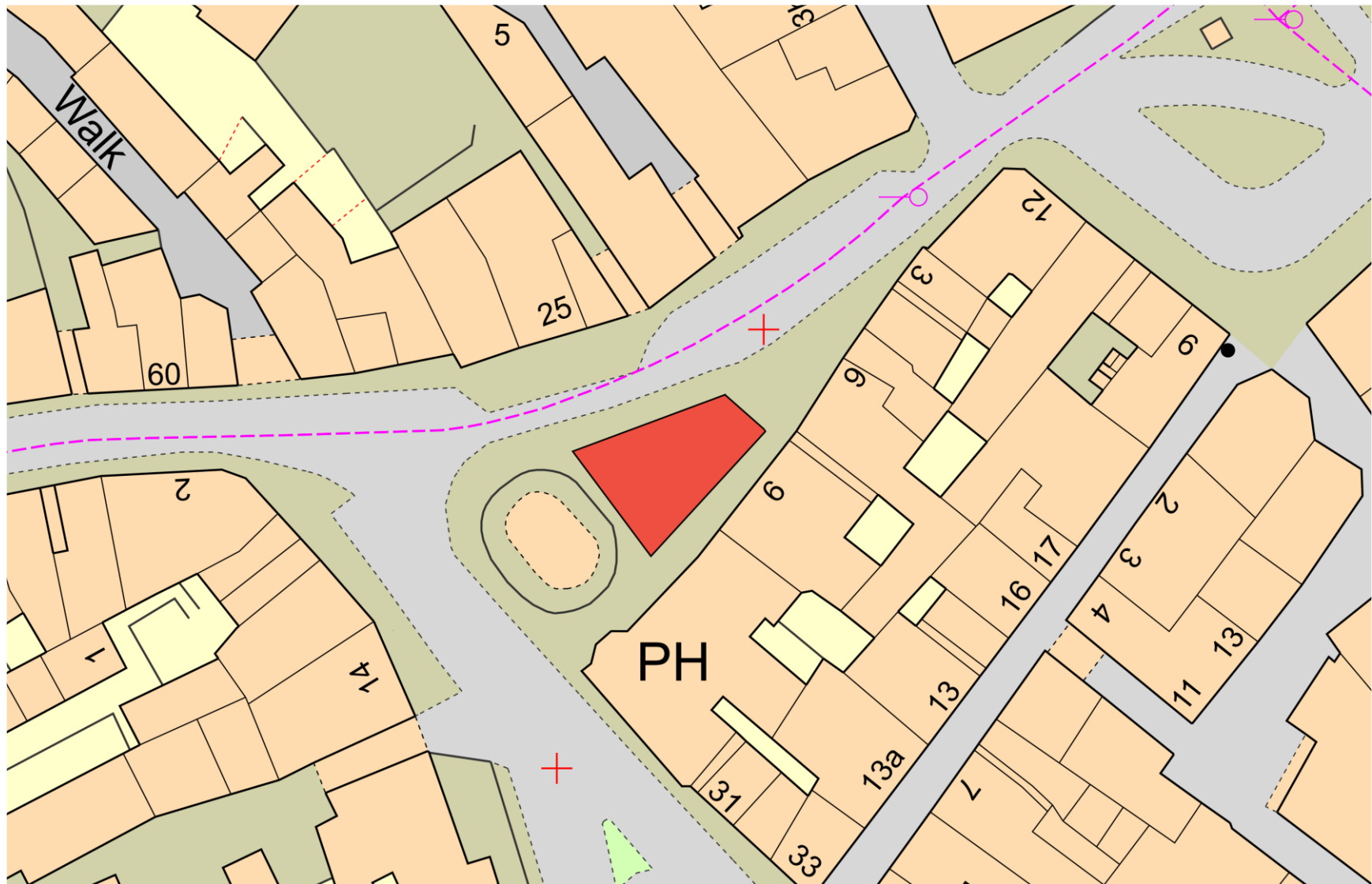
Appendices

Appendix A – Plan of the Area to be included in the consent.

Background Documents:

Previous years reports.

Appendix A – Plan of Consent Area



FULL COUNCIL

Date: 16 March 2026

Public Report

Matter: Review of the System of Internal Control 2025/26

Item no: 17

Author: Responsible Finance Officer

Supporting Member: Cllr. Shepherd, Chair of Finance Committee

Purpose of Report:

As agreed by the Finance Committee on 23 February 2026, ratify the review of the Town Council's system of internal control for the current financial year, which concludes that the adopted controls are adequate, appropriate, and effective and that they have operated consistently throughout the 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. Report Details

Governance Arrangements

- a) Under the Accounts and Audit Regulations 2015, the Town Council must ensure that it has a sound system of internal control which:
- Facilitates the effective exercise of its functions and the achievement of its aims and objectives.
 - Ensures that the financial and operational management of the authority is effective.
 - Includes effective arrangements for the management of risk.

Additionally, each financial year, the Council must conduct a review of the effectiveness of its system of internal control and prepare an Annual Governance Statement in accordance with proper practices. This report provides that review.

Internal Audit

- b) The Regulations also state that the Council must undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance. The Council last reviewed its internal audit arrangements in May 2025, when it concluded that those arrangements were effective for the financial year 2024/25. The same arrangements apply to the current year, so it is reasonable to assume that they continue to be effective. This opinion will be reviewed formally in May this year.

c) **Internal Control Framework**

The attached framework (Appendix A) summarises the key governance controls operating within the Council. The list of items is not exhaustive, while the headings are included for convenience only. The diagram demonstrates that the Council has all the appropriate elements in place to form a sound framework of internal control.

Review of Effectiveness

d) During the year 2025/26, the Council has maintained all its policies and procedures, updating them where appropriate. It has complied fully with all the controls identified within the framework and has responded appropriately to new responsibilities. For example, during the year to date, the Council has:

- Maintained the General Power of Competence.
- Reviewed all risk assessments.
- Maintained effective internal control and audit arrangements, confirming that internal audit complies with requirements.
- Monitored key governance requirements.
- Undertaken a review of its financial reserves and investments.
- Recruited a new inhouse solicitor.
- Maintained regular financial reporting to Committee and Council.

e) The agenda for this meeting includes the interim report from the Council's Internal Auditor for the period 01 April to 31 December 2025, which confirms that the Council's control systems are efficient and effective and give the appropriate level of confidence, that the financial statements and reports reflect a true and accurate account of the Council's finance and governance records. This independent opinion contributes to Officers' own opinion that the controls identified in the framework are adequate, appropriate and effective and that they have operated consistently throughout the 2025/26 financial year to date.

Annual Governance Statement (AGS)

f) The Annual Governance Statement cannot be prepared until after the end of the financial year, prior to approval of the annual accounts, and will be based on the assurance gained from this review of the internal control framework and the final internal audit report.

2. Risk assessment & Mitigation

The identified risk is a failure to maintain a sound internal control framework which would lead to consequences including potential vulnerability to loss or irregularity across a range of governance areas, leading to criticism from internal/external audit and resulting in reputational damage. As such the controls required are that sound internal controls are applied consistently and subject to periodic internal and independent reviews of their effectiveness.

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

Appendix A – Internal Control Framework.

Background Papers

- Accounts and Audit Regulations 2015
- Interim Internal Audit Report to 2025/26 (01 April – 31 December 2025)

INTERNAL CONTROL FRAMEWORK 2025/26

Statutory & Constitutional	Financial Management	Audit	Risk Management	Employees
<ul style="list-style-type: none"> • Legislation: <ul style="list-style-type: none"> ○ Local Government ○ Health & Safety ○ Equalities ○ Information Technology ○ Freedom of Information • Councillors: <ul style="list-style-type: none"> ○ Standing Orders ○ Acceptance of Office ○ Code of Conduct ○ Register of Interests ○ Declaration of Interests ○ Annual Town Meeting • Code of Corporate Governance • Annual Report • Neighbourhood Plan • Community Engagement • Qualified & experienced Town Clerk • Qualified & experienced In House Solicitor 	<ul style="list-style-type: none"> • Financial Regulations • Financial Procedures • Proper Accounting Practices • Procurement Rules • Approval of Expenditure • Approved Budget • Medium Term Forecast • Budgetary Control • Reserves Policy • Investment Policy • Asset Register • Qualified & Experienced RFO 	<ul style="list-style-type: none"> • Internal Audit • Government and Accountability for Smaller Authorities • Review of Internal Audit Effectiveness • Code of Audit Practice • External Audit • Public Right of Inspection 	<ul style="list-style-type: none"> • Risk Assessments • Health & Safety advice • Legal advice • IT Security • Business Continuity arrangements • Security of Assets • Insurance cover • Due diligence re asset management 	<ul style="list-style-type: none"> • Approved establishment • Contracts of employment • Job Descriptions • Staff Policies & Procedures • Staff Handbook • Performance Management

FULL COUNCIL

DATE: 16 March 2026

ITEM: 18

AUTHOR: TOWN CLERK

MATTER: Position Statement for Digital and Data Compliance

PURPOSE:

Ratify the position statement for Assertion 10 Compliance as agreed by Finance Committee on 23 February 2026 and supporting data audit and risk assessment.

POSITION STATEMENT FOR COMPLIANCE

Future Annual Governance and Accountability Returns (AGAR) for will include Assertion 10 – Digital and Data Compliance. This new requirement reviews the Council’s responsibility for data protection, cyber security, transparency, and digital best practice. This statement provides an overview for Penrith Town Council’s (PTC) level of compliance.

Background

The Practitioners’ Guide 2025 sets out the requirements for Assertion 10. Key expectations include:

- Use of authority-owned email accounts, preferably with a .gov.uk domain.
- Adoption and enforcement of an IT Policy, covering safe use of IT and email.
- Appointment of a Data Protection Officer (DPO) and adoption of a Data Protection Policy.
- Management of Freedom of Information (FOI) requests and compliance with the Publication Scheme.
- Ongoing compliance with the Transparency Code and Local Government Transparency Code 2015 (for councils with expenditure over £25,000).
- Website accessibility with an up-to-date accessibility statement.
- Regular data protection training, audits, and security measures.

Current Position (PTC)

- **Email & Domain:** PTC is compliant. All staff and councillors are provided with email addresses with the domain @penrithtowncouncil.gov.uk
- **Policies:** PTC has a Data Protection Policy and Privacy Notice and IT Policies.
- **Data Protection:** The Councils lawyer acts as the Councils Data Protection Officer. Training is being sought for data protection training.
- Data audit appended.
- **FOI & Publication Scheme:** The Council is registered with the ICO. PTC has adopted the ICO's Model Publication Scheme. The Deputy Town Clerk manages the FOI process and compliance. The publication scheme is reviewed as part of the review of annual policies.
- **Website Accessibility:** PTC website has a gov.uk domain. A privacy notice, cookies statement and accessibility statement is published. The site is assessed quarterly for compliance by the Councils IT provider.
- **Transparency:** PTC publishes financial and governance data: for expenditure, contracts and tenders, land and building assets.
- **Action:** The website is about to be replaced, and matters related to staff and staff pay have been removed temporarily as part of the transfer process. Staff senior pay and ratio will be published when the new site is launched.

Policies

- All relevant policies are updated when required, confirming mandating authority-owned email use, IT security standards, and acceptable use guidance.
- The data protection policies will be reviewed again after the DPO has undergone training to reflect current practices.

Data Protection

- GDPR and cyber security training for councillors and staff takes place every 4 years at the commencement of a new Council term.
- Cyber Essentials annual assessment carried out by IT services which is IASME compliant.

APPENDIX

- Data Audit
- GDPR Risk Assessment

PENRITH TOWN COUNCIL
Data Audit 2025/26

Data type	Document type	Held by	Storage location	Duration of storage	Method of disposal	Frequency of review	Method of review	Data in public domain?
Electoral Register	Electronic/hard copy	Clerk	Fire safe & server	Prior and during an election	Deletion and shredding	As required	After an election	NO
Councillor's emergency contact and next of kin details	Electronic/hard copy	Clerk	Fire safe & server	Duration of membership	Removal of details on completion of term of office.	Annually	Councillors to inform Deputy Clerk promptly of any changes. Clerk to check annually at the AGM the records held against the declarations of interests.	YES
Councillors Register of Interests	Electronic/hard copy	W&F Council	W&F Council	Duration of membership	Removal of details on completion of term of office.	Annually	W&F Council informed of any changes	YES
Councillors Register of Interests	Electronic/Paper	Clerk	Fire safe & server	Duration of membership	Removal of details on completion of term of office.	Annually	Councillors to inform Deputy Clerk promptly of any changes. Clerk to check annually at the AGM, the records held against the declarations of interests.	YES
Councillor's contact details	Electronic/paper	Other councillors	Councillors' computers, mobile devices and/or paper records	Duration of membership	Removal of details on completion of term of office.	Annually	Councillors/Clerk to circulate any changes as required.	YES
Councillor's contact details	Electronic/paper	Council's Banks	Name and address details of councillors who are signatories to the Council's bank accounts are held by the Council's bankers, as well as copies of identification documents councillors have been asked to provide. The Council will resolve to add/remove signatories at various times.	Duration of membership	Removal of details on completion of term of office.	Annually	Records held checked annually.	NO
Staff application/recruitment	Electronic/Paper	Clerk	Fire safe & server	Period of recruitment	Removal and shredding	As required	After completion of recruitment	NO
Staff contact details	Electronic/Paper	CLGPS	CLGPS	Indefinitely	CLGPS Policy	CLGPS Policy	CLGPS Policy	NO
Staff NI & pensions	Electronic	Lamont Pridmore	Lamont Pridmore	LP Policy	LP Policy	LP Policy	LP Policy	NO
Staff bank and payroll details	Electronic/Paper	Clerk	Fire safe & server	Up to 6 months after termination	Removal of details on termination of employment.	Annually	Records held checked annually.	NO
Staff Next of Kin, GP and medical details	Electronic/Paper	Clerk	Fire safe & server	Up to 6 months after termination	Removal of details on termination of employment.	Annually	Records held checked annually.	NO
Staff contact details	Electronic/paper	Clerk	Fire safe & server	Up to 6 months after termination	Removal of details on termination of employment.	Annually	Records held checked annually.	NO
Suppliers names & addresses & bank details	Electronic	RFO	Server	Invoices and other financial records - 7 years	After 7 years, financial records to be shredded	On receipt of invoice.	Records held checked annually.	NO
Suppliers names & addresses & bank details	Electronic	RFO	Server	Invoices and other financial records - 7 years	After 7 years, financial records to be shredded	On receipt of invoice.	Records held checked annually.	NO
Suppliers names & addresses with a contract value in excess of £5,000	Electronic	RFO	Website & Server	Indefinitely	Indefinitely	Annually	RFO to review with SCM	YES
Grant applications received from individuals applying on behalf of an organisation	Electronic/paper	EDO	Server, SLA's, accounting records if grant awarded	Indefinitely	Retained for historical usage	NA	NA	YES - award value only
Business Correspondence	Electronic/paper	Officers	Server, locked filing cabinets	Indefinitely	The Council may retain correspondence for historical usage unless they contain sensitive personal information. Electronic files could be deleted and paper records shredded upon request.	NA	Officers are asked to review documents annually and if there is no current context nor on-going work related to the correspondence and there is no historical purpose the document will be deleted.	NO
Group & Organisation Correspondence	Electronic/paper	Officers	Server, locked filing cabinets	Indefinitely	The Council may retain correspondence for historical usage unless they contain sensitive personal information. Electronic files could be deleted and paper records shredded upon request.	NA	Officers are asked to review documents annually. If there is no current context, legal basis, nor on-going work related to the correspondence and there is no historical purpose the document will be deleted.	NO
Surveys of residents	Electronic/paper	CEO	Server	For as long as relevant for the subject matter.	Electronic files to be deleted and paper files shredded.	NA	NA	NO
Financial records	Paper	Internal auditor & external auditor	Annual financial records are shared with, but not retained by, the internal auditor.		Retention and disposal statutory requirements covered by record management system (RMS)	Annually	Retention and disposal statutory requirements covered by record management system	YES
Financial records	Electronic/paper	Banks	Financial information, including bank account details	For as long as relevant for the subject matter.	Retention and disposal statutory requirements covered by record management system	Annually	Retention and disposal statutory requirements covered by record management system	NO

Owned by: Penrith Town Council

Area of risk	Risk Identified	Risk Level H/M/L	Management of Risk	Action taken/completed
All personal data	Personal data falls into hands of a third party	L	Personal data identified - Job applications, payee details, grant applicants etc. Retention and disposal Policy. All staff aware of procedures. All data secured physically and electronically: IT audit – Cyber Essential Plus carried out and IT Security systems are in place and checked monthly by IT company. All hard copy documents secured by key. No public access to the office. All IT equipment uses passwords. All councillors and staff have received training.	Training – all Office security reviewed and assessed. Full cyber essential plus tests and remedial repairs implemented.
	Publishing of personal data in the minutes and other council documents	L	Personal information is not recorded in the minutes or other council documents which are in the public domain. Members of the public are identified as “resident” or “a member of the public”. Officers are not named from attending authorities. Reasons for absence are not recorded in apologies or voiced in the public domain.	
Sharing of data	Personal data falls into hands of a third party	L	The Council does not share personal data with any other organisations other than official approved partners such as the Local Government Pension Scheme.	

Area of risk	Risk Identified	Risk Level H/M/L	Management of Risk	Action taken/completed
Hard copy data	Hard copy data falls into hands of a third party	L	<p>Personal data which is no longer needed is stored and destroyed in line with the Retention of Documents policy</p> <p>All sensitive personal data is stored securely in a locked room and in a locked cabinet when not in use.</p> <p>The Council will operate a clear desk policy: no personal data is left unsecured on a desk at the end of the day and all equipment is shut down.</p> <p>Office Security risk assessment implemented.</p> <p>All councillors will be aware of the risk of theft or loss of paper documents and the need to take sensible measures to protect them and will refrain from retaining any documents that contain personal data out of the Council Office. Councillors will handover paper copies of meeting papers after the meeting that contain personal or sensitive data.</p> <p>Personal and sensitive data is printed on pink paper to clearly mark the information as confidential.</p>	

Area of risk	Risk Identified	Risk Level H/M/L	Management of Risk	Action taken/completed
Electronic data	Theft or loss of a laptop, memory stick or hard drive containing personal data	L	<p>All devices are password protected.</p> <p>All councillors will be aware of the risk of theft or loss of devices and the need to take sensible measures to protect them and will refrain from retaining any documents that contain personal data on their equipment.</p> <p>Daily back-ups are made of council data and secured off site.</p> <p>The IT contractors are responsible for the safe disposal of IT equipment and printers at the end of their life.</p> <p>The IT contractors ensure all new IT equipment has all security measures installed before use</p>	
Email security	Unauthorised access to council emails	L	<p>All email accounts are password protected.</p> <p>The passwords are not shared or displayed publicly.</p> <p>Email accounts are monitored for GDPR compliancy.</p> <p>Each councillor has a separate council email addresses.</p> <p>Access to the councillor email accounts is via passwords known to the Town Clerk and IT Contractor and Councillor.</p> <p>Email accounts are monitored for GDPR compliancy.</p> <p>Blind copy (bcc) is used to send group emails to people outside the council.</p> <p>The Council will use encryption or passwords for emails that contain personal information.</p> <p>For payroll SAGE secure payslips are utilised which are password protected.</p> <p>Cut and paste is used for a new email to remove the IP address from the header.</p> <p>Emails from members of the public are not forwarded without their explicit consent. If consent cannot be sought and the matter is urgent the email will be copied and pasted into a new email with personal information removed.</p> <p>Emails from members of public are deleted when the query has been dealt with and there is no need to keep it.</p>	

Area of risk	Risk Identified	Risk Level H/M/L	Management of Risk	Action taken/completed
General internet security	Unauthorised access to council computers and files	L	All computers are password protected and that the passwords are not shared or displayed publicly. All computers have up-to-date anti-virus software, firewalls and file encryption is installed. Operating system on all computers is up-to-date and that updates are installed regularly. Shared drives do not provide unauthorised access to HR and other records containing personal information. Councillors are required to inform the IDO that their computers are pass worded with anti-virus software, firewalls and file encryption when they complete the Councillor checklist.	
Website security	Personal information or photographs of individuals published on the website	L	Written consent is gathered including parental consent if the subject is 17 or under or a vulnerable adult. The Council has a DBS Policy for Vulnerable Adults and Children	DBS vetting to commence in April/May 2018.
Disposal of computers and printers	Data falls into the hands of a third party	L	The IT contractors wipe the hard drives from computers, laptops and printers or destroy them before disposing of the device.	
Social media	Displaying photographs of minors & vulnerable adults without consent	L	Consent will be sought in advance of postings. Shared images from third parties will have assumed consent.	Images currently on social media without consent will be removed.
Financial Risks	Financial loss following a data breach because of prosecution or fines	L	The council has liability cover which specifically covers prosecutions resulting from a data breach and put aside sufficient funds (up to 4% of income) should the council be fined for a data breach.	The Councils insurers have advised that this is won't be provided or valued until after 25 May.
	Budget for GDPR and Data Protection	L	The Council has sufficient funds to meet the requirements of the new regulations both for equipment and data security and add to budget headings for the future as resolved February 2018.	

Area of risk	Risk Identified	Risk Level H/M/L	Management of Risk	Action taken/completed
General risks	Loss of third party data due to lack of understanding of the risks/need to protect it	L	All staff and councillors will receive adequate training and will be aware of the risks. Councillors are reminded to handover meeting papers to officers for shredding.	
General risks	Filming and recording at meetings	L	When a meeting is closed to discuss confidential information (for example salaries, or disciplinary matters), officers will ensure that no phones or recording devices have been left in a room by a member of the public. If someone wishes to record a meeting they are requested to inform the meeting in case a third-party refuses consent to be recorded.	
	Public access to the Council Office	L	Separate office risk assessment carried out – all doors are locked, and all hard copy information is secured.	

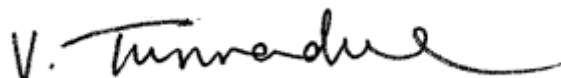
LOW & MEDIUM - ACCEPTABLE RISK WITHIN THE CONTROL MEASURES IDENTIFIED

HIGH- UNACCEPTABLE RISK, INTRODUCE ADDITIONAL CONTROL MEASURES

Name: V Tunnadine **Job Title:** Town Clerk

Review Date: Annual

Signature:



FULL COUNCIL

DATE: 16 MARCH 2026

PART 1: PUBLIC REPORT

ITEM NO: 19

AUTHOR: TOWN CLERK

MATTER: Consider amendments to the Councils Standing Orders.

Current Orders:	
5e. The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair of the Council.	
Recommended amendments:	
5e. At each Annual Council Meeting the first business shall be: i. To elect a Town Mayor of the Council (Council Chair). ii. To receive the Town Mayor's declaration of acceptance of office. iii. To elect a Deputy Town Mayor (Vice Chair) of the Council. iv. To receive the Deputy Town Mayor's declaration of acceptance of office.	
Section 5 j Current Orders	Recommended amendments:
Confirmation of the accuracy of the minutes of the last meeting of the Council.	<u>Retain</u>
Receipt of the minutes of the last meeting of a committee.	<u>Retain</u>
Consideration of the recommendations made by a committee.	<u>Not required</u> – matters from committees are already ratified by Full Council
Review of delegation arrangements to committees, sub-committees, staff and other local authorities.	<u>Not required</u> – Considered when required and as part of the policy review process agreed in November 2025.
Review of the terms of reference for committees.	
Appointment of members to existing committees.	<u>Amend:</u> Appointments to standing Committees and the election of the Chairs and deputy Chairs of those Committees by those nominated and agreed Committee members.
Appointment of any new committees in accordance with standing order 4.	<u>Not required</u> - Considered when required and as part of the policy review process agreed in November 2025.
Review and adoption of appropriate Standing Orders and Financial Regulations.	<u>Not required</u> - Considered when required and as part of the policy review process agreed in November 2025.

Section 5 j Current Orders	Recommended amendments:
Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.	<u>Not required</u> - Considered when required.
Review of representation on or work with external bodies and arrangements for reporting back.	<u>Amend:</u> Appointments of representatives to outside bodies.
In an election year, to make arrangements with a view to the Council becoming eligible to exercise the General Power of Competence in the future.	<u>Amend:</u> In an election year, consider the Councils eligibility to exercise the General Power of Competence for the term of the Council.
Review of inventory of land and other assets including buildings and office equipment.	<u>Not required</u> - Considered when required and falls under the remit of the Finance Committee.
Confirmation of arrangements for insurance cover in respect of all insurable risks.	<u>Not required</u> - Considered when required and falls under the remit of the Finance Committee.
Review of the Council's and/or staff subscriptions to other bodies.	<u>Not required</u> - Considered when required and falls under the remit of the Finance Committee.
Review of the Council's complaints procedure.	<u>Not required</u> - Considered when required and as part of the policy review process agreed in November 2025.
Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation	<u>Not required</u> - Considered when required and as part of the policy review process agreed in November 2025.
Review of the Council's policy for dealing with the press/media.	<u>Not required</u> - Considered when required & as part of the policy review process agreed in November 2025.
Review of the Council's employment policies and procedures.	<u>Not required</u> - Considered when required and falls under the remit of the Finance Committee.
Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the General Power Of Competence.	<u>Not required</u> - Considered when required and falls under the remit of the Finance Committee.

Section 5 j Current Orders	Recommended amendments:
Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.	<u>Not required</u> - Members to agree the dates of the meetings of the Council in Feb/March meetings.

In summary, it is recommended that section 5 reads as follows:

Ordinary Council Meetings

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **At each Annual Council Meeting the first business shall be:**
 - i. **To elect a Town Mayor of the Council (Council Chair).**
 - ii. **To receive the Town Mayor’s declaration of acceptance of office.**
 - iii. To elect a Deputy Town Mayor (Vice Chair) of the Council.
 - iv. To receive the Deputy Town Mayor’s declaration of acceptance of office.
- f **The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**

- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the Annual Meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the **Town Mayor** (Chair of the Council) and **Deputy Mayor** (Vice-Chair) of the Council at the Annual Meeting, the business shall include:
 - i. **In an election year, delivery by the Chair of the Council and Councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date.**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council.
 - iii. Receipt of the minutes of the last meeting of a committee.
 - iv. Appointments to standing Committees and the election of the Chairs and deputy Chairs of those Committees by those nominated and agreed Committee members.
 - v. Appointments of representatives to outside bodies.
 - vi. In an election year, consider the Councils eligibility to exercise the General Power of Competence for the term of the Council.

FULL COUNCIL

DATE: 23 February 2026

ITEM: 20

MATTER: 2026-2027 MEETINGS

Author: Town Clerk

Purpose: Agree the meetings for 2026-2027

Full Council:

6:00pm – 8:00pm Unit 2

- 8 June 2026
- 28 September 2026
- 30 November 2026
- 25 January 2027 PRECEPT
- 22 March 2027
- 17 May 2027 – **Annual Town Meeting and Annual Meeting of the Council**

Member training 15 May for new Council

Planning Committee:

5.15pm– 7:15pm Unit 2

- 1 June 2026
- 6 July 2026
- 27 July 2026
- 7 September 2026
- 5 October 2026
- 2 November 2026
- 7 December 2027
- 11 January 2027
- 1 February 2027
- 1 March 2027
- 12 April 2027

Communities Committee

5:15pm – 7:15pm Board Room

- 29 June 2026
- 21 September 2026
- 23 November 2026
- 18 January 2027
- 15 February 2027

Finance Committee:

5.15pm– 7:15pm Board Room

- 22 June 2026
- 14 September 2026
- 09 November 2026
- 14 December 2026
- 22 February 2027
- 26 April 2027

END OF AGENDA PACK

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