



# Penrith Town Council

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

**DRAFT** Minutes of the Ordinary Meeting of Penrith Town Council held on:

Monday 16 March 2026, at 6.00pm, Unit 2, Church House, 19-24 Friargate, Penrith.

## **PRESENT:**

Cllr. Bowen, Cllr. Burgin, Cllr. Deacon, Cllr. Donald, Cllr. Holden,  
Cllr. Jackson, Cllr. B. Jayson, Cllr. D. Jayson, Cllr. R. Kelley, Cllr Kenyon

Services & Contracts Manager  
Community Services Officer

# **DRAFT MINUTES FOR THE ORDINARY MEETING OF FULL COUNCIL MONDAY 16 MARCH 2026**

## **PART I**

### **PTC25/90 Apologies for Absence**

Apologies were received from Cllrs. Davies, Dippita, Lawson, Rudhall, and Shepherd.

### **PTC25/91 Minutes**

#### **a) Committee Minutes**

Members noted that the minutes from the following committees had been circulated and published on the Council website since the previous ordinary meeting:

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

#### **b) Confirm Full Council Minutes**

Members were asked to authorise the Chair to sign, as a correct record, the previous minutes of the meeting of Full Council Monday 26 January 2026

### **RESOLVED THAT:**

The Chair sign, as a correct record, the minutes of the meeting of Full Council held on Monday 26 January 2026.

### **PTC25/92 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.

### **PTC25/93 Public Participation**

- a) The Council received one oral question from a representative of Penrith.Town and was informed that a written response would be provided. The question is appended to the minutes with the Council response at Appendix A.

## **PTC25/93 Public Participation continued**

### **a) Reports from Westmorland & Furness Councillors.**

None received.

### **PTC25/94 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 22: Be considered in Part 2 private session 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.

### **PTC25/95**

#### **Report from the Chair**

Cllr Bowen, Council Chair and Penrith Mayor, informed the meeting that she had attended the Penrith Lions Club's 50<sup>th</sup> Anniversary Charter Lunch, presented the 2026 Penrith Community Awards to the category winners, met with Penrith Mountain Rescue Team following their successful Community Grant application, and gave a talk to Penrith Women's Institute on the Council's responsibilities and the role of the Penrith Mayor.

### **PTC25/96 Reports from Members**

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

**Cllr B. Jayson** informed the meeting she had met with The Happy Mums Foundation following their success with a Community Grant from Penrith Town Council.

**Cllr Holden** informed the meeting that she had attended a Penrith Action for Community Transition (PACT) "Re-wear Revolution" event and advised that the "Seedy Saturday" event would be taking place shortly.

**Cllr D. Jayson** informed the meeting that he had attended a meeting regarding the Pump Track project. He reported issues raised regarding handrails at Thacka Beck Field and advised he would follow this up. He reported resident feedback on the use of coloured lines for parking time restrictions and suggested this could be raised with Westmorland & Furness Council as a potential pilot for Penrith. He also noted ongoing discussions with Westmorland & Furness Council on improving shopfront signage in Penrith through relevant policies/schemes.

**Cllr Donald** informed the meeting that he had undertaken a litter pick and tidied the car park area between Sandgate and the Co-op.

**Cllr R. Kenyon** informed the meeting that he had recently visited Cold Springs and noted improvements including the pond platform and new path works. He also reported on Eden Rivers Trust activity, including tree planting, and noted progress on the Mail Click and Collect service board.

**Cllr R. Kelley** informed the meeting that he continued to pursue the matter of emergency vehicle access at Carleton Heights. He advised that he had recently met with the developers and had raised the need for clear details regarding the emergency access arrangements, including the gate.

**Cllr Deacon** informed the meeting that she had met with residents and noted that revitalising the town centre remained a key issue. She referred to discussions on bringing vacant properties back into use (including accommodation above shops) and the need for housing options for young people in the town.

**Cllr Jackson** informed the meeting that he had attended a meeting with Westmorland & Furness Council regarding shopfront signage and Local Plan matters. He also reported preliminary discussions on traffic improvements in the town, including a meeting with Westmorland & Furness Council and the Police regarding HGV movements over Castletown Bridge.

### **PTC25/97 Resolutions Report**

Members noted the Resolutions Report and considered matters raised from:

a) **Resolution: PTC25/65**

**RESOLVED THAT:**

A letter be sent to the Member of Parliament to set up a meeting regarding emissions in Penrith.

b) **Resolution: PTC25/84**

No appointment be made to the Healthwatch Cumbria group as referenced in Resolution PTC25/84.

### **PTC25/98 Grants Report**

- a) Members noted the report.
- b) Members considered the revised Grants Scheme.

#### **RESOLVED THAT:**

The amendments to the Community Grants Scheme Guidance, Application Form, Scoring Form and Monitoring Report for 2026- 2028 be approved.

### **PTC25/99 May Day**

Members were asked to consider the report and approve the Penrith May Day Event Plan and Risk Assessment and noted that these documents were internal working documents.

#### **RESOLVED THAT:**

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

### **PTC25/100 Community Governance Review Consultation**

Members noted that the proposed number of councillors was to be increased from 15 to 17 as proposed by the Council and ward representations were Carleton (3), Penrith East (3), Penrith North (5), Pategill (1), Penrith South (2), and Penrith West (3).

Members noted 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 had sought the opinion of Yanwath & Eamont Bridge Council regarding this matter. The Clerk from Yanwath & Eamont Bridge Council had informed the Town Clerk that her Council supported the boundary change.

#### **RESOLVED THAT:**

The Council's support of the recommendations for Penrith be submitted.

### **PTC25/101 Wayfinding**

Members considered and noted the report. Officers were thanked for the work on the project.

### **PTC25/102 Public Realm**

Members considered and noted the report.

### **PTC25/103 Budgetary Control Statement 2025/26: 31 January 2026**

Members were asked to ratify the budgetary control statement for the period.

#### **RESOLVED THAT:**

The budgetary control statement for the period be ratified.

### **PTC25/104 Internal Audit Report**

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

#### **RESOLVED THAT:**

The Interim Report by the Internal Auditor for the period 01 April 2025 to 31 December 2025 be ratified and thanks be given to Officers for their work.

### **PTC25/105 Fees and Charges 2026/27**

a) Members were asked to ratify the proposed fees and charges for 2026/27 financial year.

#### **RESOLVED THAT:**

The proposed fees and charges for 2026/27 financial year be ratified.

b) Ratify the fee of £900 to The Board and Elbow Public House for the use of the Cornmarket Area for outdoor hospitality in 2026 be ratified.

#### **RESOLVED THAT:**

The fee of £900 to The Board and Elbow Public House for the use of the Cornmarket Area for outdoor hospitality in 2026.

### **PTC25/106 Review of the System of Internal Control 2025/26**

Members were asked to ratify the review of the Council's system of Internal Control.

#### **RESOLVED THAT:**

The review of the Council's system of Internal Control be ratified.

### **PTC25/107 Assertion 10 Digital and Data Compliance**

Members noted Note the Assertion 10 Digital and Data Compliance Statement and the Penrith Town Council Data audit 2025/26.

Members were asked to ratify the GDPR Risk Assessment.

#### **RESOLVED THAT:**

The statement of compliance, Data Audit and GDPR Risk Assessment be ratified.

### **PTC25/108 Standing Orders**

Members considered amendments to the Councils Standing Orders.

#### **RESOLVED THAT:**

The amendments to the Council's Standing Orders be approved.

### **PTC25/109 Meetings dates for 2026-2027**

Members considered the proposed meetings dates for the next municipal year.

#### **RESOLVED THAT:**

The following meetings dates for the next municipal year be approved:

#### **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

#### **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

## **PTC25/110 Meetings dates for 2026-2027 Continued**

### **Communities Committee**

5:15pm – 7:15pm, Unit 1 Board Room

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

### **Finance Committee:**

5.15pm– 7:15pm Unit 1 Board Room

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

### **PTC25/109 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 was considered exempt information as the matter included information relating to the financial or business affairs of any particular person, and personal sensitive information relating to members of staff. These matters are in the opinion of the Town Clerk confidential and sensitive.

### **PTC25/111 Staffing Report**

Members considered the report and recommendations contained within.

### **RESOLVED THAT:**

Members approved the recommendations contained within the report.

### **CHAIR:**

### **DATE:**

## **FOR THE ATTENTION OF ALL MEMBERS OF THE TOWN COUNCIL**

### **Access to Information**

Copies of the agenda are available for members of the public to inspect prior to the meeting. Agenda and Part I reports are available on the Town Council website:  
<https://www.penrithtowncouncil.gov.uk/>

### **Background Papers**

Requests for the background papers to the Part I reports, excluding those papers that contain exempt information, can be made between the hours of 9.00 am and 3.00 pm, Monday to Wednesday via [office@penrithtowncouncil.gov.uk](mailto:office@penrithtowncouncil.gov.uk)

**PTC25/93 Public Participation**

“Is Penrith Town Council intending to submit a bid on behalf of Penrith for The UK Town of Culture?”

**Response from Council**

Thank you for your question made at Full Council on Monday 16 March 2026 which was noted. Penrith’s Expression of Interest to the UK Town of Culture 2028 is being considered by the Councils Communities Committee on Monday 23 March 2026.

