



Penrith Town Council

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

DATE: 16 September 2026

NOTICE OF MEETING

MEMBERS OF THE COMMUNITIES COMMITTEE

Cllr. Bowen, Cllr. Donald, Cllr. Jackson, Cllr. B. Jayson, Cllr. Kenyon,
Cllr. Lawson

You are hereby summoned to attend the following meeting:

Meeting: Communities Committee

Date: Monday 21 September 2026 at 17:15pm to 19:15pm

Place: The Board Room, Unit 1, 19-24 Friargate, Penrith, Cumbria, CA11 7XR

Please inform the Clerk to the meeting if you are unable to attend.

Mrs V. Tunnadine, Town Clerk

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.

Please note that this meeting may be filmed for live or subsequent broadcast via the internet or social media. 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. 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 Chair has the power to control public recording and/or reporting to ensure it does not disrupt the meeting. Recording must be visible to anyone at the meeting and must not be edited and published in such a way as to impact upon the accuracy of the recording. You may not make an oral commentary during the meeting. You are asked to act reasonably, for example not to disrupt the meeting by using intrusive lighting and using flash photography. Please be mindful that members of the public may attend the meeting and may not consent to being recorded.

AGENDA

ORDINARY MEETING OF COMMUNITIES COMMITTEE MONDAY 21 SEPTEMBER 2026

1. Apologies

Receive Apologies for absence.

2. Declarations of Interest

Members to declare any interests, including disclosable pecuniary interests they may have in agenda items that accord with the requirements of the Code of Conduct and to consider any prior requests from members for dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations).

3. Minutes

Approve and sign as a correct record the minutes of the previous Committee meeting held on Monday 29 June 2026.

4. Public Participation

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.

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. Motion on Notice – Councillor Bowen

Consider the Motion on Notice and the recommendations contained within.

7. Resolutions Report

Note the written report.

8. Communications Report

Note the written report.

9. Communities Committee Workplan Report

Note the written report.

10. Community Engagement Sessions

Note the written report.

11. Penrith Arts & Culture Group Update

Consider the written report and the recommendations contained within.

12. Summer Events 2026 Review

Consider the written report and the recommendations contained within.

13. Penrith Community Awards 2027 Review

Consider the written report and the recommendations contained within.

14. 2027/28 Budget Proposals

Consider the written report and the recommendations contained within.

15. Next Meeting

Note the next meeting of the Communities Committee is scheduled for 23 November 2026 at 5.15pm at the Board Room, 19-24 Friargate, Penrith, Cumbria, CA11 7XR.

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.

FOR THE ATTENTION OF **ALL MEMBERS OF THE COMMUNITIES COMMITTEE** **& FOR INFORMATION FOR TOWN COUNCIL MEMBERS**

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 via:

office@penrithtowncouncil.gov.uk



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DRAFT Meeting Minutes: Communities Committee

Date: Monday 29 June 2026 at 17:15

Place: Board Room, Unit 1, 19-24 Friargate, Penrith, Cumbria, CA11 7XR

Present: Chair: Cllr. B. Jayson, Vice Chair: Cllr. Jackson, Cllr. Bowen, Cllr. Kenyon

Officers: Community Services Manager, Events Manager

Public: 0

Meeting opened at: 17:15pm

CC26/07 Apologies

Apologies for absence were received from: Cllrs Lawson and Donald.

CC26/08 Appointment of Vice Chair

Cllr. Jackson be appointed as Vice Chair of the Communities Committee for the remainder of the 2026-27 municipal year.

CC26/09 Declarations of Interest

Cllr Jackson and Bowen declared a registerable interest in Item 7: Proposed Changes to Secondary School Academy Trust Arrangements in Penrith, as they had relatives at Secondary Schools in Penrith.

Cllr Bowen recorded a registerable interest in Item 13: Penrith Stars of Business Awards, as they had been shortlisted for an award.

CC26/10 Minutes

Members considered the minutes of the previous Committee meeting held on Monday 1 June 2026.

RESOLVED THAT:

The minutes for the meeting held on Monday 1 June 2026 were approved and signed as a correct record.

CC26/11 Public Participation

There were no representations from the public.

CC26/12 Excluded Item: Public Bodies (Admissions to Meetings) Act 1960

Members noted that there were no matters to be considered in private session.

CC26/13 Proposed Changes to Secondary School Academy Trust Arrangements in Penrith

Members considered the report and recommendations contained within.

RESOLVED THAT:

The information received through public participation at Full Council on Monday 8 June 2026 be noted, and Penrith Town Council write a letter to the Department for Education regarding the proposed changes to secondary school academy trust arrangements in Penrith which is shown at Appendix A.

CC26/14 Resolutions Report

Members noted the written report.

CC26/15 Communications Report

Members noted the written report.

CC26/16 Communities Committee Workplan Report

Members noted the written report.

CC26/17 Penrith May Day 2026 Review

Members noted the written report.

CC26/18 Castle Park Leaflet

Members considered the report and recommendations contained within.

RESOLVED THAT:

A contribution of up to £300 from the Castle Park Development Fund towards the design, production and printing of a Castle Park leaflet developed in partnership with Westmorland and Furness Council be approved.

CC26/19 Penrith Stars of Business Awards

Members considered the report and recommendations contained within.

RESOLVED THAT:

Sponsorship of the "Volunteer of the Year" award as part of Penrith Chamber of Trade and Commerce's Stars of Business Awards 2026 at a cost of £500 be approved, and the Penrith Mayor and a guest attended the awards ceremony on Friday 9 October 2026.

CC26/20 Next Meeting

Members noted the next meeting of the Communities Committee was scheduled for 21 September 2026 at 5.15pm at the Board Room, Unit 1, 19-24 Friargate, Penrith, Cumbria, CA11 7XR.

CHAIR SIGN:

DATE:

General Power of Competence

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Appendix A



Penrith Town Council

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

Rt Hon Bridget Phillipson MP
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

6 July 2026

Dear Secretary of State,

Proposed academy trust arrangements for secondary schools in Penrith

Penrith Town Council received a representation from a concerned resident during public participation at its Full Council meeting on Monday 8 June 2026 regarding proposed changes to academy trust arrangements affecting the town's two secondary schools. The matter was subsequently considered by the Council's Communities Committee on Monday 29 June 2026, where Members resolved that the Council should write to the Department for Education to express its concerns.

The Council understands that academy trust arrangements are a matter for the schools, their governing bodies, the relevant trusts and the Department for Education. The Council also recognises that schools may need to be part of strong and sustainable academy trust structures. However, Members are concerned that if both Queen Elizabeth Grammar School and Ullswater Community College were to come under the same multi-academy trust, this could reduce meaningful choice for young people and families in Penrith.

Penrith is fortunate to have two well-regarded secondary schools, each with its own identity, ethos and contribution to the life of the town. Their

distinctiveness supports parental and pupil choice, helps maintain a rich and varied educational offer, and gives young people access to different opportunities, including sixth form provision, enrichment activities and the wider school experience.

The Council's concern is not with either school, both of which are valued highly by the community, nor with the principle of schools being part of an academy trust. Rather, the Council wishes to emphasise the importance of preserving genuine independence between the town's secondary schools. If the same trust were responsible for both, there is a risk that their individual character could be diminished over time and that families could have less practical choice when considering secondary education in Penrith.

The Council therefore asks that, before any final decision is made, the Department for Education gives careful consideration to the potential impact on choice, school identity and the range of educational opportunities available to pupils in the town. The Council would also welcome assurance that the views of parents, carers, pupils, staff and the wider community are taken into account as part of any consultation and decision-making process.

Penrith Town Council respectfully requests that any academy trust arrangements affecting Queen Elizabeth Grammar School and Ullswater Community College protect the independence, character and breadth of provision currently offered by both schools, so that young people in Penrith continue to benefit from a vibrant and varied secondary education landscape.

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'V Bowen'.

Cllr Valerie Bowen, Chair of Penrith Town Council & Penrith Mayor

MEETING: COMMUNITIES COMMITTEE

DATE: 21 SEPTEMBER 2026

AUTHOR: CLLR. BOWEN

ITEM NUMBER: 06

Does the report contain information which has been identified as confidential?

☐

Yes

☒

No

PUBLIC REPORT

MOTION

The purpose of this motion is to ask the Committee to support Penrith Town Council representatives for Borderlands, Councillors Holden, Jackson and Rudhall, in seeking multi-agency support to include the following projects as part of the Borderlands Inclusive Growth Deal improvements scheme at Penrith Railway Station:

- A clearer and more accessible taxi rank with improved taxi attendance at peak times.
- Additional seating in the arrival area.
- The installation of a drinking water station.

Penrith (North Lakes) station is a key gateway to Penrith, Eden and the northern Lake District. It already provides important passenger facilities including step-free access, toilets, waiting areas, onward bus and taxi links, and a taxi rank at the station.

The dedicated railway station taxi rank currently accommodates up to five vehicles and plays an important role in connecting rail passengers to the town, surrounding villages, visitor accommodation and onward destinations.

Despite these strengths, the station forecourt and arrival area could provide a more welcoming, and comfortable experience, particularly for visitors unfamiliar with the area, older passengers, people with mobility needs, passengers with luggage, and those waiting during poor weather or busy periods.

On Monday 3rd August 2026, about 3.15pm, I found myself part of a group of about 10 passengers, stranded at Penrith Railway Station without any means of onward travel to local destinations. It was the end of Kendal Calling, which always puts pressure on our local transport

infrastructure. It was a very hot day, part of the summer heatwaves, and most of us had been travelling for several hours.

Although there is a list of taxi numbers inside the booking hall, there was no visible list near the designated place to queue for taxis. I had some local taxi numbers in my phone but none of them answered my call. We had no seating, no shelter, no advice, no access to water or available help. There is a drinking water tap on one of the platforms, but I was not aware of its location, and I would need a water bottle to use it.

As the current Mayor of Penrith, I felt that this situation did not reflect positively on Penrith's reputation as a welcome place for visitors. After being as apologetic to the nearest passengers as I could be, I had no alternative but to walk home with my luggage, in the heat and after 6 hours of travelling, an experience I have no wish to repeat.

Background

At peak travel times, changeover days, bank holidays and during festivals, the current front forecourt does not provide sufficient seating for people waiting for taxis and lifts. There are also very few available taxis due to a strict leverage imposed by Avanti which limits the number of taxis able to use the rank and during the hottest of summer there are no easily accessible water stations at the front of the station:

1. Improved taxi rank and services

The taxi rank should be easy to identify, and more comfortable for passengers waiting for onward travel especially during busy times. Improvements could include a visible queueing point with adequate seating with shelter, and accessible boarding space for passengers with reduced mobility.

Avanti currently charges a £600 levy for taxis to stop at the station which impacts on taxi service provision. It is proposed that Borderlands representatives discuss with Avanti a review of this charge to attract more taxis to the station.

2. Additional seating

Additional seating should be provided in the external arrival/departure area to the front of the station and near the taxi waiting point. Seating should be designed to be durable, accessible and in keeping with the station environment. Seating would support passengers waiting for taxis, collection by family or friends, and could be utilised to provide local information to support the Councils wayfinding scheme.

Consideration should be given to seats with armrests, space for wheelchair users alongside fixed seating, and positioning that does not obstruct pedestrian movement.

3. Drinking water stations

Whilst there is an internal watering station on platform 1, a drinking water refill station and a water fountain should be installed at the front of the building in a visible and accessible location close to the main arrival route. This would improve passenger comfort, support healthier travel, reduce reliance on single-use plastic bottles, and reinforce Penrith's position as a welcoming and sustainable gateway to the Lake District and surrounding countryside.

Expected Benefits

- a) Improved welcome: A clearer, cleaner and more comfortable arrival environment for residents, commuters and visitors.
- b) Better onward travel: Easier access to taxis and reduced uncertainty for passengers arriving by rail.
- c) Accessibility and inclusion: Seating, clear routes and accessible taxi boarding will support people with mobility needs, older passengers, families and those carrying luggage.
- d) Sustainability: An additional water refill point will help reduce single-use plastic and offer a practical amenity for rail users and visitors.
- e) Town centre and visitor economy: A stronger first impression can support Penrith's role as a gateway town and encourage onward visits into the town centre and wider area.

Through the Borderlands Inclusive Growth Deal, a project is under development for Penrith Station is underway focusing on the station house, disused rooms, and concourse. The Council understands that this may include specific arrival enhancements and upgraded station facilities. I therefore would like to seek the following resolution from the Communities Committee:

That Penrith Town Council representatives for Borderlands, Councillors Holden, Jackson and Rudhall seek multi-agency support to include as part of the Borderlands Inclusive Growth Deal improvements scheme at Penrith Railway Station the following projects:

1. Improved taxi rank and services
2. Additional seating
3. Drinking water station and water fountain.

Communities Committee: 21 September 2026

Item 7

Resolutions Report

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

STATUS KEY:

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

Reference	Activity	Status	Notes
Brought Forward from 2024/25 Municipal Year			
CC24/69	Events Lighting		Scheme delivered.
Brought forward from 2025/26 Municipal Year			
CC25/10	Fairhill Viewing Plaque		Plaque production underway.
CC25/43	Penrith Mail Click Plaque		Scheme delivered.
CC25/57	Fairhill Tree Planting Request		Penrith Action for Community Transition have given a date of 31 October 2026 for the tree planting.
CC25/59	Policy Task & Finish Group		CSM has scheduled meetings of the group to develop a Media Policy.

2026/27 Municipal Year			
CC26/06	Events Development 2027/28		Proposed event no longer going forward.
CC26/13	Proposed Changes to Secondary School Academy Trust Arrangements in Penrith		Letter sent to Department for Education regarding the proposed changes to secondary school academy trust arrangements in Penrith.
CC26/18	Castle Park Leaflet		Meeting with contractor to develop leaflet scheduled.
CC26/19	Penrith Stars of Business Awards		Sponsorship of Stars of Business Awards Volunteer of the Year confirmed.

COMMUNITIES COMMITTEE

Date: 21 September 2026

Public Report

Matter: Communications Report

Item no: 08

Author: Community Services Manager

Supporting Member: Cllr Jayson, Chair

Purpose of Report:

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

Background

This report provides an update on the Council's communication activities since the last meeting of the Communities Committee on Monday 23 March 2026.

Platform	Followers
Facebook	1640 (+111)
Instagram	1001 (+44)
X (Formerly Twitter)	273 (+0)
govDelivery	3,152 (+23)
YouTube	4 (+0)
BlueSky	10 (+0)
LinkedIn	15 (+8)
Summary	6,095 (+186)

Newsletters:

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

<https://www.penrithtowncouncil.gov.uk/newsletters/>

Each edition is also read aloud through an arrangement with the Eden District Talking Newspaper Association.

Press Releases:

All Penrith Town Council press releases can be found on the "News" section of the Penrith Town Council website:

<https://www.penrithtowncouncil.gov.uk/news/>

Appendices

Appendix A – Cumberland & Westmorland Herald PTC Autumn update

Appendix A - Cumberland & Westmorland Herald PTC Autumn update



Penrith Town Council deeply disappointed by decision to move Winter Droving to Carlisle for 2026

PENRITH Town Council has expressed its deep disappointment after being informed by Eden Arts that the Winter Droving will move from Penrith to Carlisle for 2026.

The Winter Droving has become an important part of Penrith's cultural calendar, bringing residents and visitors together and supporting local businesses through increased activity in the town centre. Its distinctive programme of street entertainment, markets and the torchlight procession has helped establish the event as a much-loved celebration of Penrith's character and rural heritage.

The Council has supported the Winter Droving over many years, initially through its Large Grants Scheme and, since 2023, by awarding Eden Arts £5,000 annually through the Signature Events Grant Scheme. This funding supports established large-scale events that attract visitors, contribute to the local economy and deliver wider social and community benefits.

A Council spokesperson said: "We are deeply disappointed that Eden

Arts has decided to move the Winter Droving from Penrith to Carlisle for 2026. We recognise the contribution the event has made to the town's cultural calendar and thank Eden Arts for delivering it in Penrith for over a decade, with the support of residents, businesses, volunteers and funding partners.

"We know that many residents and businesses will be disappointed by this news. Looking ahead, Penrith BID's Penrith Sparkle event takes place on Saturday 21 November, which will bring live music, food, festive activities and an illuminated parade to the town centre.

The Council is exploring opportunities for the 2027 events programme and will continue to support events that bring people together, attract visitors and celebrate Penrith."

For more information about upcoming events in Penrith, please visit the Penrith Arts & Culture website: <https://penrithartsandculture.co.uk/>



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

Sounds Around Town celebrates a summer of live music in Penrith

Penrith's Sounds Around Town programme has drawn to a close after bringing free live music to locations across the town throughout Summer 2026.

Beginning in late May and continuing through to early September, the programme featured a varied line-up of local bands and artists performing in Angel Square, Middlegate, Great Dockray, Castle Park and the Cornmarket Bandstand, with appearances at the Great Penrith Fencible and Penrith BID Summer Saturdays also forming part of the schedule.

From folk and acoustic music to brass, banking and popular covers, each performance offered something different while giving musicians from Penrith and the wider area a platform in the heart of the town. Sounds Around Town celebrates the incredible local talent in Penrith and Cumbria, helping people move between key locations while also telling more of Penrith's story through updated visitor information panels, walking-route maps, interpretation content and a new digital trail.

The project follows the Penrith Town Centre Wayfinding Strategy, commissioned by Penrith Town Council, which sets out a clearer approach to pedestrian movement and interpretation across the town. As well as improving routes between arrival points, shops, car parks, public transport, heritage sites and public spaces, the strategy recognises the role



while encouraging visitors to explore the town centre, stay longer and enjoy everything our community has to offer.

The initiative was arranged by Penrith Town Council in collaboration with Eden Valley Artists Network, Plug n Play and the Penrith Arts & Culture group. Penrith BID provided funding for the Summer Saturday element of the programme, helping live music complement its wider programme of activity in the town centre during July and August.

Together, the partners helped create a lively and welcoming atmosphere across Penrith, encouraging residents and visitors to discover different parts of the town and support its shops, cafes, markets and other local businesses.

Penrith Town Council would also like to thank the town centre businesses and organisations that supported the performances and helped make the 2026 programme possible.

New visitor information signs to complete Penrith wayfinding project

Penrith Town Council's Wayfinding and Interpretation Project has moved into its second and final installation phase, with new visitor information signs installed across the town.

Delivered through the Borderlands Place Programme, the fully government funded scheme has replaced and refreshed outdated signage across the town centre, approach to pedestrian movement and interpretation across the town. As well as improving routes between arrival points, shops, car parks, public transport, heritage sites and public spaces, the strategy recognises the role

of interpretation in helping residents and visitors understand Penrith's history, culture and sense of place. Penrith Town Council will take responsibility for maintaining the signage, supported by a dedicated maintenance budget to help keep the town's wayfinding and interpretation clear, accurate and well maintained in future.

Councillor Scott Jackson, Chair of Penrith Town Council's Planning Committee said: "Penrith has a rich and fascinating story to tell, and this scheme helps more people discover it. For too long, some of the signs that shared that story had become faded, damaged or broken, while in other places there was an opportunity to add new information about the town's history, people and

Council is also taking ownership of the signs, where previously there was no clear arrangement for their upkeep. That means we can look after them properly in the years ahead and make sure Penrith's visitor information remains clear, useful and something the town can be proud of." Further information is available on the Council's project webpage.



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

Penrith South: Cllr. R. Burgess, Cllr. A. Deacon
Penrith West: Cllr. B. Jayson (Deputy Chair), Cllr. S. Davies, Cllr. D. Jackson, Cllr. D. Jayson, Cllr. P. Donald, Cllr. S. Jackson, Cllr. D. Jayson, Cllr. R. Kayson

Penrith Pategill: Cllr. V. Bowen (Chair)
Penrith East: Cllr. M. Rudhall, Cllr. C. Shephard, Cllr. R. Kelley
Penrith Garleton: Cllr. D. Holden, Cllr. D. Lawton

■ Contact the councillor for your area using the link below:
www.penrithtowncouncil.gov.uk/your-councillors/

COMMUNITIES COMMITTEE

Date: 21 September 2026

Public Report

Matter: Communities Committee Workplan Report

Item no: 09

Author: Community Services Manager & Events Manager

Supporting Member: Cllr B. Jayson, Chair

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

Background:

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

Penrith Town Council Business Plan 2025-2028			Communities Committee Workplan 2025/26				
Priority	Action	Lead	Service Area	Action	Officer	Progress	Status
Place	The Council will support the improvement of health and wellbeing, supporting local and national initiatives by liaising with local organisations and health providers.	CSM	Community	Liaise with the Police and other agencies to reduce crime and anti-social behaviour across the town.	CSM	Communities Committee resolved to appoint Cllr B Jayson as representatives on behalf of the Council to attend Cumbria Constabulary Neighbourhood Policing liaison sessions through CALC.	Delivering
	The Council will invest and manage our own assets whilst supporting key partners and community groups to invest in their own.	BSM	Assets	Deliver a scheme to install a viewing plaque at Fairhill Playing Field	CSM BSM	Plaque production underway.	In Progress
				Deliver a lighting scheme around the Musgrave Monument	CSM BSM	The lighting scheme has been delivered. New lighting units have been installed on the lampposts surrounding the Musgrave Monument and can be programmed to illuminate the monument in different colours for agreed events and campaigns.	Delivered
	The Council will invest and manage our own assets whilst supporting key partners and community groups to invest in their own.	CSM	Community	Support the development and production of a Castle Park information leaflet.	CSM	The Communities Committee approved a contribution of up to £300 from the Castle Park Development Fund towards the design, production and printing of a Castle Park leaflet in partnership with Westmorland and Furness Council.	In Progress
	Work with Westmorland and Furness Council and stakeholders to have	EM	Economic Development	Work in partnership to improve the street scene via town dressing projects.	EM CSM BSM	Town centre bunting and banners installed for the start of Summer.	Delivered

Penrith Town Council Business Plan 2025-2028			Communities Committee Workplan 2025/26				
Priority	Action	Lead	Service Area	Action	Officer	Progress	Status
	a safe, healthy, clean, green, and tidy town.			Work in partnership to improve the street scene via greening projects.	CSM	£4,000 contribution awarded to Penrith BID.	Delivered
	The Council will promote and encourage an environmentally friendly town.	CSM	Climate	Deliver the Council's Climate & Environment Strategy	CSM, BSM, CSO	Strategy to be reviewed by Council Support Officer.	In Progress
Protection	The Council will collaborate with and support stakeholder groups and community organisations that provide a community benefit.	TC	Community	Encourage community groups to share their purpose, progress, and aspirations with the Council.	CSM, EM, TC	Officers actively working with community organisations via grants scheme, events delivery and other schemes of work. Monthly meeting created with Penrith BID to share news, opportunities, and updates.	Delivering
Partnership	The Council will collaborate with and support stakeholder groups and community organisations that provide a community benefit. The Council will collaborate with and support stakeholder groups and community organisations that provide a community benefit.	TC EM	Community	Where services are provided by other organisations, the Council will endeavour to ensure that they are delivered effectively, and in accordance with the wishes of the community.	CSM, BSM	CSM & BSM attend Penrith Place Action Group.	Delivering
				Establish a database of key local contact groups to aid communications of opportunities and events.	EM	Created and being updated.	Delivering

Penrith Town Council Business Plan 2025-2028				Communities Committee Workplan 2025/26			
Priority	Action	Lead	Service Area	Action	Officer	Progress	Status
		EM	Economic Development	Event Engagement training for business organisations.	EM	Concept agreed by Penrith BID and The Chamber of Trade. Event will be delivered if identified need from businesses.	Planned
Partnership	The Council will support the provision of excellent quality, managed events, and festivals in the town, with their own financial support focused on community celebrations/events.	EM	Events	Deliver Penrith May Day 2026	EM, CSM BSM TC	Penrith May Day 2026 was successfully delivered on Monday 4 May 2026, bringing thousands of people into the town centre for a free, inclusive and family-friendly event.	Delivered
Prosperity	Support the provision of high-quality managed events and festivals in the town.	EM	Events	Deliver and review the 2026 summer events programme.	EM, CSM	The Great Penrith Picnic, Sounds Around Town and three Penrith Wild Play Days were delivered during summer 2026. A review report has been prepared for the Communities Committee covering attendance, feedback, delivery arrangements and opportunities for future development.	Delivered
Prosperity	The Council will support the provision of excellent quality, managed events, and festivals in the town, with their own financial support	EM	Events	Increase the number of events/activities/resources/initiatives by two over the term of the Council.	EM	Penrith Community Awards and Penrith May Day were delivered earlier in 2026. The Great Penrith Picnic, Sounds Around Town and three Penrith Wild Play Days were also delivered during summer 2026. Opportunity in budget process.	Delivering

Penrith Town Council Business Plan 2025-2028				Communities Committee Workplan 2025/26			
Priority	Action	Lead	Service Area	Action	Officer	Progress	Status
	focused on community celebrations/events. The Council will support the provision of excellent quality, managed events, and festivals in the town, with their own financial support focused on community celebrations/events.	EM	Arts & Culture	Promote existing and new events to encourage more visitors to the Town. Work with the established Penrith Arts & Culture Group on initiatives and events within the town.	EM, CSM	Events are promoted through PTC social media channels, the Council website, govDelivery, press releases, posters and printed leaflets. Penrith May Day 2026 and the wider 2026 community events programme have been actively promoted through digital and printed channels.	Delivering
Prosperity	The Council will support the provision of excellent quality, managed events, and festivals in the town, with their own financial support focused on community celebrations/events.	EO	Arts & Culture	Provide a website platform to the Penrith Arts & Culture group to promote their activities and events	CSM EM	The Council worked with the Penrith Arts & Culture Group and delivery partners to deliver Sounds Around Town and three Penrith Wild Play Days during summer 2026. Sounds Around Town ran from late May to early September at locations across Penrith, while the Wild Play Days provided free activities at Thacka Beck Field, Fairhill Playing Field and Castletown Recreation Ground. The Penrith Arts & Culture website is live and was used to promote Penrith May Day and the 2026 community events programme. Officers continue to update the site and explore how it can be expanded to support wider arts, culture and event listings.	Delivering
Prosperity	The Council will promote the economic and commercial vitality of businesses in the town and support the tourist economy.	EM	Economic Development	Promote the brand identity for Penrith within Cumbria and the North-West of England.	CSM, EM	The Penrith brand identity continues to be used across Council communications, event publicity, press releases, social media graphics and printed materials, including the 2026 community events programme.	Delivering

Penrith Town Council Business Plan 2025-2028				Communities Committee Workplan 2025/26			
Priority	Action	Lead	Service Area	Action	Officer	Progress	Status
Prosperity	Penrith Town Council will help to facilitate projects, events, and the development of local resources by providing grants to constituted organisations and working with local voluntary groups.	CSM	Grants	Community Grants Scheme	CSM, RFO, BSM, TC, EM	Grants awarded to 12 organisations in 2026/27.	Delivered
Projects	Penrith Town Council will help to facilitate projects, events, and the development of local resources by providing grants to constituted organisations and working with local voluntary groups.	CSM	Grants	Signature Grants Scheme	CSM, RFO, BSM, TC, EM	£5,000 Signature Grant for Penrith Sparkle. £5,000 withheld for Penrith Winter Driving as no event to be held in Penrith for 2026.	Delivering

Penrith Town Council Business Plan 2025-2028			Communities Committee Workplan 2025/26				
Priority	Action	Lead	Service Area	Action	Officer	Progress	Status
People	The Council will communicate and engage effectively with residents and encourage them to bring forward comments and ideas to strengthen democracy and involvement in local decision making.	CSM	Communications	Produce monthly editions of Penrith Town Council News	CSM	Monthly editions of Penrith Town Council News continue to be produced and distributed through govDelivery. The Council has renewed its Granicus contract for the period April 2026 to April 2027.	Delivering
				Manage the Council's Social Media channels	CSM	CSM continues to manage the Council's social media channels, supporting regular updates on Council business, community events, consultations, press releases and public information.	Delivering
				Reinforce the Penrith Town Council Brand Identity	CSM	CSM and EM continue to use the Penrith Town Council style across graphics, videos, event publicity, newsletters and press releases to support a consistent Council identity.	Delivering
				Produce the 2025/26 Annual Report	CSM	2025/26 Annual Report completed.	Delivered
				Produce Press Releases	CSM	Press releases continue to be produced on an ad hoc basis and published through the News section of the Council website, covering Council events, awards, reports and key community updates.	Delivering
				Produce Consultations	CSM	The Council has undertaken recent surveys in relation to the Penrith Community Awards and Penrith May Day 2026, supporting feedback and continuous improvement.	Delivering

Penrith Town Council Business Plan 2025-2028			Communities Committee Workplan 2025/26				
Priority	Action	Lead	Service Area	Action	Officer	Progress	Status
People	Create a socially inclusive and caring community which embraces all its residents, irrespective of age, culture, gender, income, race, sexual orientation, religion, or disability. Create a socially inclusive and caring community which embraces all its residents, irrespective of age, culture, gender, income, race, sexual orientation, religion, or disability.	TC		Distribute a Council Satisfaction survey every four years	CSM	Planned work.	Planned
				Distribute a Councillors Internal Newsletter	CSM	Planned Work.	Planned
				Provide quarterly updates in local media outlets	CSM	PTC News Spring update included in CW Herald.	Delivering
				Work in Partnership with the Eden District Talking Newspaper to distribute readings of Penrith Town Council News	CSM	Penrith Town Council News continues to be read aloud through the Eden District Talking Newspaper Association, with audio recordings made available through the Council website.	Delivering
			Communications	Keep the Council website updated with Communities Committee Agenda & Minutes	CSM	Communities Committee agendas and minutes continue to be prepared, circulated and published on the Council website within legal timeframes.	Delivering
				Explore community engagement training for councillors	EM	Create an opportunity to discuss how to develop engagement in each ward including specific aims.	Delivering
				Support services and activities for young people aged 10-21 years old (or up to 25 years if they have physical or learning difficulties) supporting youth clubs, provision of youth workers, in partnership with	EM	Three Penrith Wild Play Days were delivered on 31 July, 7 August and 14 August 2026 at Thacka Beck Field, Fairhill Playing Field and Castletown Recreation Ground. The free sessions included games, crafts, music, creative activities and outdoor play, delivered with local partners.	Delivered

Penrith Town Council Business Plan 2025-2028			Communities Committee Workplan 2025/26				
Priority	Action	Lead	Service Area	Action	Officer	Progress	Status
				voluntary, and statutory groups.			
				Deliver the Penrith Town Council Civic Awards Scheme	EM, CSM	The 2026 Penrith Community Awards were delivered, with winners announced and presented in March 2026 following the nomination and selection process.	Delivered
				Support the Penrith Stars of Business Awards	CSM	The Communities Committee approved sponsorship of the Volunteer of the Year Award at the 2026 Penrith Stars of Business Awards at a cost of £500. The Mayor and a guest are due to attend the awards ceremony on Friday 9 October 2026.	Delivering
				Deliver the Penrith Town Council website update	CSM, TC	The refreshed Penrith Town Council website has been delivered, improving accessibility, usability, navigation and the presentation of Council information.	Delivered
Performance	Provide consistent, quality services and strive for continuous improvement for all activities, processes, operations, policies, and decisions that support the Council's Business Plan.	TC	Administration	Produce Communities Committee Agenda & Minutes	CSM	Communities Committee agendas and minutes continue to be produced, circulated and published within legal timeframes.	Delivering

MEETING: COMMUNITIES COMMITTEE

DATE: Monday 21 September 2026

REPORT: Community Engagement Sessions

AUTHOR: Events Manager & Community Services Manager

ITEM NUMBER: 10

Does the report contain information which has been identified as confidential?

No

PUBLIC REPORT

1. Recommendations/Decision Required:

- i. Note the Community engagement sessions taking place on Tuesday 6 October 2026 and Wednesday 7 October 2026.

2. Council Plan priorities

People - The Council will engage with the community in decisions that impact on them, to develop improved outcomes.

3. Report Details

3.1. Councillor review sessions have been held at the Town Council Boardroom providing an informal opportunity to capture ward-based information, current issues, known opportunities and local priorities.

3.2. The review sessions have helped officers build a clearer understanding of issues and opportunities across each ward before the public engagement sessions take place.

3.3. Public engagement sessions will take place at the Parish Rooms on Tuesday 6 October 2026 and Wednesday 7 October 2026. They will be promoted for residents, community groups, businesses, organisations and key stakeholders and arranged across morning, afternoon and evening slots to provide a range of opportunities for people to attend.

3.4. The public sessions will be staged across three spaces within the venue. The first room will provide stakeholder information, including displays explaining separate responsibilities and current projects. The top room will focus on ward councillor conversations and Penrith priority project displays. A separate meeting room will be available as a private breakout space for more focused or sensitive conversations where needed.

3.5. The sessions will include a simple system for gathering views on the level of support for each priority project, together with an opportunity for attendees to leave written comments. Feedback from residents will be recorded separately from feedback provided by organisations, businesses or commercial representatives so the Council can understand the different types of responses received.

3.6. Councillors are encouraged to attend the public sessions, with the aim of having at least one councillor from each ward present at each session where possible. Councillor attendance will support ward-based conversations, help residents raise local issues directly and provide members with a fuller understanding of the views shared during the engagement.

3.7. Invitations have been extended to relevant stakeholder organisations, including Westmorland and Furness Council, Penrith BID and Penrith Chamber of Trade. Their involvement will help residents understand which organisations are responsible for different areas of work and provide an opportunity for partner organisations to share information about current or planned activity.

3.8. Following the sessions, officers will collate the information gathered and prepare a summary of comments, levels of support and recurring themes to inform future reports, project planning, communications and engagement activity.

Implications

4. Legal

There are no direct legal implications.

5. Resources

Officer time will be required to prepare, promote, deliver and review the councillor review sessions and public engagement sessions.

Venue hire for the Parish Rooms has been confirmed and will be met from the Town Projects budget. Further costs are expected to be limited to refreshments, printing and display materials and will be managed within existing budget provision.

6. Equality and Diversity

The engagement sessions are intended to provide residents and stakeholders with accessible opportunities to share views and priorities.

7. Biodiversity & Climate Change

There are no direct biodiversity or climate change implications.

8. Risks and other Considerations

The main risk is low attendance or limited representation from particular wards, groups or stakeholder interests. This will be mitigated through promotion across Council communication channels, direct invitations to key stakeholders and encouraging councillor attendance across the sessions.

9. Background Information/Documents

None.

10. Appendices

None.

MEETING: Communities Committee

DATE: 21 September 2026

REPORT: Penrith Arts & Culture Group Update

AUTHOR: Events Manager & Community Services Manager

ITEM NUMBER: 11

Does the report contain information which has been identified as confidential?

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Yes

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No

PUBLIC REPORT

1. Recommendations/Decision Required:

- i. Approve the reviewed terms of reference for the Penrith Arts & Culture Group.

2. Council Plan priorities

Prosperity - Work with the established Penrith Arts & Culture Group on initiatives and events within the town and influence the development of this sector.

3. Report Details

3.1 The Penrith Arts & Culture Group was established to support the Council in promoting and developing arts, culture and heritage in the town. The Group provides a forum for local cultural and artistic organisations to share information, identify opportunities, build connections and work collaboratively on activity that strengthens Penrith's cultural offer.

3.2 Since its establishment, the Group has supported improved dialogue between local arts and cultural partners, encouraged joint working, provided a regular route for members to raise ideas and concerns, and helped the Council better understand the needs and ambitions of the local creative community. This has contributed to a more coordinated approach to arts, culture, heritage and tourism in Penrith.

3.3 The reviewed Terms of Reference for the Penrith Arts & Culture Group formalise how the Group will operate going forward. They clarify its advisory role, geographical scope, membership expectations, meeting arrangements, quorum, voting arrangements, roles and responsibilities, and reporting route to the Communities Committee through the Events Manager.

3.4 The Council has a dedicated Arts and Culture budget of £10,000. The Group has no delegated powers over this budget, but its advice and sector knowledge can help inform how the Council identifies opportunities, supports activity and considers future priorities for arts and cultural development.

Implications

4. Legal

The Penrith Arts & Culture Group is advisory and has no delegated powers. Approval of the reviewed Terms of Reference sits within the Communities Committee's role in overseeing community, arts and cultural activity and reporting arrangements.

5. Resources

Officer time will be required to prepare agendas, circulate papers, attend meetings, record actions, maintain communications with members and report progress to the Communities Committee. The Council has a dedicated Arts and Culture budget of £10,000. Any future expenditure from this budget would be considered through the Council's normal decision making and financial control processes.

6. Equality and Diversity

No specific equality and diversity issues have been identified.

7. Biodiversity & Climate Change

No direct biodiversity or climate change implications have been identified.

8. Risks and other Considerations

Without clear Terms of Reference, expectations around membership, reporting, meeting arrangements and the Group's advisory role may be unclear. The reviewed Terms of Reference reduce this risk by setting out how the Group will operate and how progress will be reported to the Communities Committee.

9. Background Information/Documents

None.

10. Appendices

Appendix A - Penrith Arts & Culture Group Terms of Reference

Penrith Arts & Culture Group

Item 14 – Appendix A

Penrith Town Council recognises that arts and culture is a major contributor to Penrith's growing visitor economy and their value in terms of health and wellbeing and quality of life. Penrith's cultural offer is varied.

The Council consulted with the community and stakeholders in 2022 to develop and enhance Arts and Culture in Penrith and the following key priorities were identified:

- ❖ Need for a network of organisations.
- ❖ Desire to share facilities and resources.
- ❖ Sharing of skills and ideas.
- ❖ Encouragement of innovation and new set up businesses.
- ❖ Mutual support.
- ❖ Joint marketing and promotion.
- ❖ Shared branding.
- ❖ Collaboration of events, festivals and activities.

There are Penrith groups of cultural and artistic leaders and providers with ambitions to develop the current offer and to do new and different things. This document sets out the terms of reference for the Council and these groups with an interest or expertise in arts, culture, heritage and tourism and how they will work together to enhance the arts and culture offer in Penrith.

1. Terms of Reference

Penrith Arts & Culture Group was established to support Penrith Town Council in promoting and developing arts, culture, and heritage within the town and the group acts in an advisory capacity to help the Council enhance Penrith's and the Group members cultural identity, to support creative initiatives, and to encourage community engagement through arts and cultural activity. The group also recognises that there is an opportunity to network, shares news, ideas and knowledge, collaborate to have a positive impact on arts and culture locally and growth of projects.

2. Geographical Scope

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. A local council in England with an adopted General Power of Competence (GPC) under the Localism Act 2011 can legally operate, provide services, and invest anywhere. The power grants councils the freedom to do anything an individual generally can do, removing the restriction that actions must explicitly benefit their

specific geographic area. The Group will work to a boundary of up to 6 miles beyond the parish boundary for Penrith

3. Membership

- a) The Group will be formed from individuals/organisations from the local creative communality. The Council Chair will lead meetings, and the Events Manager will organise meetings.
- b) If a member of the Group attends less than 4 meetings in a calendar year the member will be deemed to have resigned unless otherwise agreed by the Group.
- c) This provision does not prevent any member from resigning from the Group by providing the Chair with written notice of their resignation.
- d) The membership of the Group shall be reviewed and confirmed by the Town Council on the commencement of each new Council term.

4. Roles and Responsibilities

The Town Council will:

- a) Facilitate, each meeting and maintain communications with each member.
- b) Represent the Group and contact the relevant statutory bodies or parties who need to be consulted during any joint projects.
- c) Provide necessary resources to allow the group to carry out its work effectively and efficiently, including the Council Office for meetings and admin staff to support it, including the distribution of notes, agenda, and reports.

The members of the Group will:

- d) Look at funding opportunities.
- e) Arrange meetings to gather views and secure their input and recommendations for new initiatives and projects.
- f) Help influence decision makers and share their passion regarding the benefit of art and culture in the community.
- g) Declare any personal interest that may be perceived as being relevant to any decisions or recommendations made by the group.
- h) This may include membership of an organisation, ownership of interest in land (directly or indirectly) or a business or indeed any other matter likely to be relevant to the work undertaken by the Group.
- i) Work together for the benefit of the communities established within the Town.
- j) Treat other members of the Group with respect and dignity, allowing members to express their views without prejudice and interruption.
- k) Guide decision making, support specific projects and progress arts and cultural development within the community.
- l) Monitor progress, help build capacity and collaborate to facilitate cultural development.

- m) Identify arts and cultural opportunities by providing advice on how connections with the community and collaboration between organisations can be strengthened.
- n) Provide a forum for dialogue, where groups or individuals can present comments and ideas for the creation of art and culture within the community.

5. Quorum

The Group shall be quorate when one third or three members (whichever is the greater).

6. Voting

Any decisions taken by the Group other than those delegated to appointed officers, will be carried if the majority (more than 50%) are in favour at any given meeting. The Chair shall have the casting vote where the vote is equal.

7. Advisory Committee Chair

The Council Chair will lead meetings and in their absence the Events Manager will chair meetings.

8. Frequency, Timing and procedure of Meetings

- a) The group will usually meet online via Teams every 6 weeks.
- b) Quarterly/seasonal early evening in person meetings at member locations.
- c) Ad-hoc meetings when required for specific topics or projects at PTC office.
- d) The Events Manager shall keep notes/actions of meetings and inform the Communities Committee of progress at regular intervals in order that Advisory Committee minutes can be noted.
- e) Agenda, and associated papers will be emailed where possible to all current members of the Group 7 days in advance of the online meeting.
- f) Meeting Agenda Online Framework will be:
 - i Updates from previous meeting actions.
 - ii Updates from members activities for current projects.
 - iii Queries / opportunities / concerns (shared with the group).
 - iv Ideas (new activities or concepts worth sharing).
 - v Summary of actions to be taken forward.
 - vi Date of next meeting.
- g) Meeting Agenda Seasonal Framework will be:
As above PLUS member or project showcase and networking time allowance.

9. Delegated Powers

The Group has no delegated powers.

10. Reporting

The Group will regularly update and report its progress to the Communities Committee via the Events Manager.

11. Application of Terms of Reference

These Terms of Reference will be reviewed at each term of a new Council.

MEETING: Communities Committee

DATE: 21 September 2026

REPORT: Summer Events 2026 - Review

AUTHOR: Events Manager

ITEM NUMBER: 12

Does the report contain information which has been identified as confidential?

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Yes

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No

PUBLIC REPORT

1. Recommendations/Decision Required:

- i. Note the review of the Penrith 2026 summer event programme, including The Great Penrith Picnic, Sounds Around Town and Penrith Wild Play Days.

2. Council Plan priorities

People - The Council will communicate and engage effectively with residents and encourage them to bring forward comments and ideas to strengthen democracy and involvement in local decision making.

3. Report Details

3.1 This report provides a review of the Council's 2026 summer event programme, covering The Great Penrith Picnic, Sounds Around Town and Penrith Wild Play Days. The events were delivered to provide free, accessible activities for residents and visitors, support town centre activity and encourage community engagement across different areas of Penrith.

The Great Penrith Picnic

3.2 The Great Penrith Picnic took place on Saturday 3 July 2026 at Castle Park. The event provided a free, accessible family fun day in a town centre green space that is not regularly used for larger community events.

3.3 The weather was mixed but mainly warm, with sporadic light showers. Attendance was strong with scope to grow. Activities were well used throughout the day, including face painting and archery, and organisations involved in delivery gave positive feedback. Several indicated that the event has potential to grow and that they would like to be involved again.

3.4 Castle Park worked well as a venue. Some visitors commented that the event had encouraged them to explore the park for the first time, while others came across the event while passing through. The absence of a café offer and bowling club activity limited the wider visitor experience, but the location still proved suitable for a relaxed family event.

3.5 Looking ahead, it is proposed that the Picnic is considered for Sunday 4 July 2027, as the same weekend is expected to coincide with The Tour de France in Cumbria. Future improvements could include booking one additional music act and increasing the food offer by two additional stands, subject to budget and availability.

Sounds Around Town

3.6 Sounds Around Town was delivered on multiple Saturdays between July and September 2026, in partnership with EVAN and Plug n Play. Local performers provided live music in the Bandstand, Cornmarket and other key town centre locations, adding atmosphere during Saturday afternoons when no other event was taking place nearby.

3.7 Feedback was mixed. Some businesses raised concerns about communication and the impact of unexpected live music, while others welcomed the liveliness and reported increased activity. The programme helped animate the town centre, but the feedback indicates that any future programme would benefit from earlier engagement with businesses and residents.

3.8 If the programme is repeated, it is recommended that the format is reviewed before bookings are confirmed. This could include gathering business and resident insight, considering alternative locations and seeking input from the Penrith Arts and Culture Group on how the programme could be refreshed.

Penrith Wild Play Days

3.9 Penrith Wild Play Days took place on 31 July, 7 August and 14 August 2026. The events were delivered with Stomping Ground CIC and other partners, with activity in Castletown, Fairhill and Pategill. Castletown was added to the programme this year, while Fairhill and Pategill were included again following previous delivery.

3.10 Weather conditions were favourable for each session, supporting both set-up and attendance. Each event attracted approximately 100 to 150 people, including children up to around ten years old. Attendance appeared to include both families who followed the partner organisations and families who were new to the programme.

3.11 Penrith Wild Play Days have now been running for four years. Before confirming the same model for 2027, there is an opportunity to review the preferred day of the week, locations and delivery partners. This will help ensure the offer remains fresh, inclusive and responsive to local families.

Implications

4. Legal

There are no legal implications arising from this report.

5. Resources

Future resource requirements will depend on the scope of any programme agreed for 2027. This will be agreed through the Council's usual decision making processes.

6. Equality and Diversity

There are no equality and diversity implications arising from this report.

7. Biodiversity & Climate Change

There are no biodiversity & climate change implications arising from this report.

8. Risks and other Considerations

Key considerations for future delivery include weather, availability of performers and activity providers, business and resident communication, site suitability, costs and volunteer or staffing capacity. These risks can be managed through early planning, clear communications and confirmation of roles and responsibilities before events are promoted.

9. Background Information/Documents

None.

10. Appendices

None.

MEETING: Communities Committee

DATE: 21 September 2026

REPORT: Penrith Community Awards 2027

AUTHOR: Events Manager & Community Services Manager

ITEM NUMBER: 13

Does the report contain information which has been identified as confidential?

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Yes

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No

PUBLIC REPORT

1. Recommendations/Decision Required:

- i. Approve the Penrith Community Awards Scheme Policy to go forward for ratification to Full Council.

2. Council Plan priorities

People - Recognise excellence in our communities.

3. Report Details

3.1. Following delivery of the 2026 Penrith Community Awards, officers have reviewed the arrangements for the scheme and considered how the process can be strengthened for 2027.

3.2. The proposed Community Awards Scheme Policy provides a clear framework for the 2027 awards.

3.3. The 2026 awards demonstrated that the scheme provides a positive opportunity to recognise community contribution. The review identified several areas where greater clarity would improve delivery, with changes made in red to the proposed policy.

3.4. The amended policy identifies potential additional awards that may be introduced if demand arises, including a Sustainability Award, Extra Mile Award, Penrith's Poem of the Year and Penrith's Song of the Year. The Committee should give consideration to whether these awards could be implemented for 2027.

3.5. The amended policy introduces a clearer and more consistent assessment process.

3.6. The amended policy provides for the certificate design to be selected through a competition run via the Penrith Arts and Culture Group, with the winning designer receiving a £50 gift voucher. Launching the scheme

before the end of October would provide sufficient time to promote the competition and complete the design work ahead of the 2027 awards.

Implications

4. Legal

There are no direct legal implications arising from the recommendation.

5. Resources

The Penrith Community Awards are delivered through the Town Projects budget, subject to the final number of awards made.

6. Equality and Diversity

The policy supports an open nomination process and provides opportunities to recognise contributions from individuals and groups across Penrith.

7. Biodiversity & Climate Change

There are no direct biodiversity or climate change implications arising from the recommendation.

8. Risks and other Considerations

There is a reputational risk if the awards process is not clear, consistent or transparent. The amended policy reduces this risk through published eligibility and scoring criteria, independent scoring followed by moderation, recorded reasons for decisions, a defined process for tied nominations and clear conflict-of-interest requirements.

9. Background Information/Documents

None.

10. Appendices

Appendix A: Penrith Community Awards Scheme Policy 2027.



Penrith Town Council

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ITEM 13 APPENDIX A

Penrith Community Awards Scheme

Overview

1. Penrith Town Council will hold an annual Town Awards organised by the Communities Committee.
2. There is no fee to nominate or enter.
3. Awards are given to people who have made a positive difference to the lives and well-being of people and quality of life in Penrith, who have supported charitable or voluntary work in the town, who have volunteered for Penrith Town Council, or who have demonstrated outstanding citizenship.
4. The people of Penrith decide the nominees of the awards.
5. The winners will be announced on a date approved through the Council's event planning arrangements.
6. There will be three public nomination categories, together with Mayor's Medals selected separately by the Mayor:
 - a) Community Recognition Award (individuals 21 years Plus)
 - b) Youth Community Recognition Award (individuals up to 21 years)
 - c) Community Group Award (group award)
 - d) Mayor's Medals, with up to four recipients determined separately by the Mayor and considered outside the public nomination categories.
7. Additional awards to be created if the demand arises in future years such as:
 - a. Sustainability Award (group or individual award)
 - b. Extra Mile Award (individual award) made to an individual who, in their capacity as a volunteer, has gone the extra mile in their work to the benefit of Penrith.
 - c. Penrith's Poem of the Year
 - d. Penrith's Song of the Year

Nominations

8. The Council will invite nominations from the public to each of the three categories.

9. Organisations and individuals are eligible for an award irrespective of where they are based/reside although it is essential that their activities are for the benefit of the community of Penrith.
10. Nominations must be made via the official application form or online application form.
11. Each nomination will be considered on its own merits by the Council.
12. You will need to provide full details of why you are making the nomination giving comprehensive reasons why you consider that the person being nominated has enriched the lives of the residents.
13. The Community and Youth Community Recognition awards can only be presented to any individuals who resides or is based within the parish of Penrith.
14. The Community Group award can be presented to an organisation or group that resides in the parish of Penrith or directly benefits the parish of Penrith.
15. All nominations must be returned to the Town Council Office, by **12 Noon on 1st February** annually.
16. Nominations received after this date will not be considered by the panel.
17. Current serving Town Councillors are exempt from nomination.

Awards

18. The Community Recognition Award will comprise of a gift voucher (£50), Civic Badge and framed certificate.
19. The Youth Community Recognition Award will comprise of a gift voucher (£50), Civic Badge and framed certificate.
20. The Community Group Award will comprise of a framed certificate and a donation of £150.00 to a charity of the winners' choice.
21. If in place, the Sustainability Award will comprise of a framed certificate and a donation of £150.00 to a charity of the winners' choice.
22. If in place, the Extra Mile award will comprise of a gift voucher (£50), civic badge and a framed certificate.
23. If in place, the Penrith Poem of the Year Award will comprise of a gift voucher (£50), Civic Badge and framed certificate.
24. If in place, the Penrith Song of the Year Award will comprise of a gift voucher (£50), Civic Badge and framed certificate.
25. A commendation shall comprise a letter from the Mayor and an announcement at the Town Awards presentation.
26. In normal circumstances a maximum of one of each award, will be given in one year totalling 3 awards per year.
27. If no nominations are received the panel will bring forward nominations from Members of the Council.
28. The Committee may award a commendation to a strong nominee who does not receive the main award, where the reasons are recorded.
29. The panel may make a "special award" on such grounds as it deems necessary.
30. The certificate design will be selected through a competition run via the Penrith Arts and Culture Group, with the winning designer receiving a gift voucher (£50).

Decision Panel

- 31. Nominations will be considered at a meeting of Communities Committee.
- 32. A scorecard will be completed per award by the Committee to summarise the reason for the winning recipient/s.
- 33. The panel's decision is final.
- 34. The Panel may, in exceptional circumstances make awards to the same person, organisation or business in subsequent years should they continue to contribute or contribute in a unique way to Penrith.

Scoring

- 35. A Scorecard is to be completed once the nomination deadline has passed and at a relevant meeting of Communities Committee.
- 36. Each Committee member will score each eligible nomination independently against the published criteria before the Committee discusses and agrees a moderated final score. Members must base scores on the information submitted and record the main reasons for their assessment.
- 37. Where scores differ, the Committee will discuss the evidence and agree a moderated score. If nominations remain tied, the Committee will decide by vote in accordance with its normal meeting procedures, and the reason for the decision will be recorded. Any member with a conflict of interest must declare it and take no part in scoring or deciding that nomination.
- 38. Each score card will include:

Scoring scale: 0 = no evidence; 1 = very limited evidence; 2 = some evidence; 3 = clear evidence; 4 = strong evidence; 5 = exceptional and well-supported evidence.	
Criterion and evidence to consider	Score (0–5)
Benefit to Penrith: How clearly has the nominee improved the lives, wellbeing or quality of life of people in Penrith? Consider who benefited and the significance of the benefit.	
Impact and evidence: What positive difference has been achieved? Consider results, examples, supporting evidence and whether the contribution goes beyond normal expectations.	
Commitment and duration: How sustained, reliable and dedicated has the nominee's contribution been? Consider the length, frequency and consistency of their involvement.	
Inclusion and community involvement: How well has the nominee involved, supported or reached different people and groups? Consider accessibility, collaboration and community participation.	

Overall strength of nomination: Taking the nomination as a whole, how compelling and well-supported is the case for an award?	
Total score	/25
Panel notes: Record the key evidence supporting the score, any information not evidenced, and the reason for the final decision.	

Promotion

- 39. Communication of the award opportunity, including aims and process, will be via PTC social media channels, local press, and to each community focus Grant scheme beneficiary
- 40. An online application form will be created to ease the nomination process and gather relevant market research for future awards and PTC endeavours.
- 41. Printed nominations forms are available on the Town Council website, Penrith Library or from the Penrith Town Council office.

Feedback

- 42. A post award survey will be sent to each nominee and panel member to revise the follow years processes.



Penrith Town Council

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

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

PENRITH TOWN COUNCIL AWARDS APPLICATION FORM

Nominate someone who makes a positive difference to Penrith and its community. The closing date for applications is **1 February**.

Please return forms to:

Events Officer, Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XX or email to em@penrithtowncouncil.gov.uk

Section One – Person/Group Being Nominated

Name of Nominee (Individual or Group):		
Address of Nominee:		
Telephone Number & Email:		
Please tick the award to which you are making a nomination.	☐	Community Recognition Award (individuals 21 years plus).
	☐	Youth Community Recognition Award (individuals up to 21 years).
	☐	Community Group Award (group award).

Section Two – Reason for Nomination

Please explain why the nominee deserves the award. To help the Committee assess nominations consistently, please include, where relevant: the benefit to people in Penrith; the difference or impact achieved; examples or evidence of that impact; the length and consistency of the nominee's contribution; and how they have involved, supported or reached different people or groups. Please also explain anything exceptional or particularly compelling about the nomination. You may attach supporting information, such as testimonials, photographs or press cuttings, and may continue on a separate sheet if needed.

Assessment: Eligible nominations will be considered against the published scorecard criteria. The quality of the evidence provided will be considered; nominations will not be disadvantaged solely because supporting materials are unavailable.

Section Three – Registration

Please provide your details so that we may contact you to find out more information if required.

Proposer's Name:	
Proposer's Address:	
Proposer's Phone: Number and Email	
Proposer's Signature:	
Date:	

The Award Rules

- 43. Candidates must have made a material contribution to the advancement, well-being, or welfare of the people of Penrith, supported charitable/voluntary work conducted in the town, assisted the work of the Town Council in a voluntary capacity, or demonstrated outstanding citizenship.
- 44. Serving Members or Officers of the Town Council cannot be nominated.
- 45. The closing date for nominations is **1 February**.
- 46. The venue, time and date will be confirmed with the invitations.
- 47. If you have any questions, please contact the Town Council office 01768 8899773 or email em@penrithtowncouncil.gov.uk
- 48. Please email this form to em@penrithtowncouncil.gov.uk

MEETING: Communities Committee

DATE: 21 September 2026

REPORT: 2027/28 Budget: Process and Proposals

AUTHOR: Responsible Finance Officer

ITEM NUMBER: 14

Does the report contain information which has been identified as confidential?

☐

Yes

☒

No

PUBLIC REPORT

1. Recommendations/Decision Required:

The committee is requested to consider this report and indicate:

- i. Whether any revision should be made to the Communities budget of £127,500 (excluding one off items) for the current financial year and whether its continuation as shown in the Medium-Term Financial Plan appears reasonable to meet as yet unforeseen expenditure.
- ii. Whether it wishes to identify any service development proposals to be submitted as growth bids in the 2027/28 budget process.

2. Council Plan priorities

This report contributes to the performance theme that ensures that the annual budget process shall align with the Councils Business Plan

3. Report Details

3.1 The Finance Committee, 14 September 2026 has agreed guidelines for the preparation of the Council's budget for 2027/28 and has adopted the following parameters which are in line with previous years:

- There should be a clear distinction between the committed level of service (the base budget) and proposals to develop services (growth items).
- All Councillors are to be given the opportunity to suggest growth items to improve the Council's services.
- Growth proposals should be scheduled separately from the base budget and assessed by reference to the Council's priorities.

3.2 The key dates in the preparation of the 2027/28 budget are as follows:

21 September 2026	Communities Committee to consider growth proposals, redirection or reduction in resources
5 October 2026	Planning Committee to consider growth proposals, redirection or reduction in resources.
By Fri 30 October	Individual Councillors to submit budget proposals.
09 November 2026	Budget Working Group to consider broad budget prospects.
24 November 2026 (Tues) (TBC)	Budget Working Group to consider initial draft detailed budget.
14 December 2026	Finance Committee to consider the final proposed budget for 2027/28
25 January 2027	Council to approve budget and determine precept.
By 30 January 2027	Precept request submitted to Westmorland and Furness Council

The remainder of this report deals with the first step in the process, mainly for the Communities Committee to consider whether it wishes to make any changes in its budget for next year. The Committee's recommendations will be forward to the meeting of the Budget Working Group on 09 November 2026.

3.3 Base Budget

The Base Budget is a continuation budget which identifies and provides for the current committed level of service to be maintained. This involves the current year's budget being adjusted to remove any one-off items in the 2026/27 budget and to include the estimated costs of contractually committed changes to expenditure or income. Any approved revisions to the current year's budget should also be assessed to see if they will affect the 2027/28 budget.

The statement at **Appendix A** shows:

- the Committee's 2026/27 Approved Budget;
- its section of the current Medium Term Financial Plan (MTFP)

The revised budget of £137,500 for Communities is reduced to £127,500 after the deduction of one-off items. The budgetary control statement to 31 August 2026 reported to Finance Committee on the 14 September 2026 shows £38,681 expenditure against the current year's budget of £137,500 (including one off items).

The budget for climate change has been reduced to the level of £7,500 per annum, costs to 31 August 2026 amount to £500. Members are asked to consider whether these provisions are appropriate.

The Medium-Term Financial Plan at Appendix A currently shows the Committee's base budget for arts and culture development

continuing at £10,000 per annum, Town Projects at £10,000 and communications at £10,000 per annum; Members are asked to consider whether these provisions are appropriate for the medium term up to 2030/31.

The budget for 2026/27 also includes £20,000 for May Day 2026 and £1,000 for Events Development, again Members are asked to consider if these amounts are appropriate.

This year's budget for grants is £30,000 and signature grants £10,000, in 2025/26 most of the grant's budget was spent. At present this level of budget is planned to continue until 2030/31. Members are asked to consider whether these provisions are appropriate.

3.4 Service Development Proposals

Committees and individual Members are being given the opportunity to suggest items which would involve increased expenditure but would enable the Council to provide a better level of service to the community. These could be one off items, for a single financial year, or could create an ongoing financial commitment, in which case the implications should be identified clearly.

Growth items (bids) will not be included in the Base Budget but will be scheduled separately for consideration by the Budget Working Group, Finance Committee and Council. In all cases, proposals should be assessed by reference to the Council Plan priorities which currently are:

- Place
- Protection
- Partnership
- Prosperity
- Projects
- People
- Performance
- Pursue

3.5. The Committee is asked to consider whether it wishes to propose any service development proposals to be progressed as growth bids in the budget process.

Implications

4. Legal

Sections 41 and 50 of the Local Government Finance Act 1992 require the Council to calculate its annual budget requirement and its resulting precept by 28 February.

5. Resources

A sound budget process is essential for robust financial management. This report identifies the relevant issues relating to the Committee's budget.

6. Equality and Diversity

There are no equality and diversity implications associated with this report.

7. Biodiversity & Climate Change

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

8. Risks and other Considerations

The main risk is an inadequate budget process which fails to recognise financial and or legal responsibilities. This may lead to overspendings and unwelcome curtailment of spending programmes; possible unpalatable council tax increase; setting an illegal budget; potential reputational damage. A sound budget process will address these risks.

9. Background Information/Documents

None. Budgetary control working papers 2026/27

Budget Process 2027/28, Finance Committee, 14 September 2026.

10. Appendices

Appendix A - Medium Term Financial Plan – Communities Committee

Penrith Town Council COMMUNITIES 2026/27 TO 2030/31						
APPROVED BUDGET 2026/27	Heading	2027/28	2028/29	2029/30	2030/31	
£	EXPENDITURE	£	£	£	£	
	COMMUNITIES COMMITTEE:					
7,500	Climate Change:	7,500	6,000	5,000	5,000	
7,500	Climate Efficiency	7,500	6,000	5,000	5,000	
10,000	Town Projects:	10,000	10,000	10,000	10,000	
4,000	Town Projects	4,000				
10,000	Town Centre Greening					
24,000	Castle Park Support	14,000	10,000	10,000	10,000	
10,000	Arts & Entertainment:	10,000	10,000	10,000	10,000	
20,000	Arts & Culture Development	20,000	20,000	20,000	20,000	
1,000	May Day	1,000	1,000	1,000	1,000	
20,000	Events Development	20,000				
5,000	Town Dressing and Event Support	5,000				
56,000	Summer Event	56,000	31,000	31,000	31,000	
30,000	Grants:	30,000	30,000	30,000	30,000	
10,000	Grants	10,000	10,000	10,000	10,000	
40,000	Signature Grants	40,000	40,000	40,000	40,000	
10,000	Corporate Communications:	10,000	10,000	10,000	10,000	
10,000	Communications	10,000	10,000	10,000	10,000	

APPROVED BUDGET 2026/27	Heading	2027/28	2028/29	2029/30	2030/31
£		£	£	£	£
137,500	Communities Committee Total	127,500	97,000	96,000	96,000