



Penrith Town Council

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

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

DATE: 22/09/2026

Notice & Summons For Full Council

Notice is hereby given that an ordinary meeting of Penrith Town Council will be held on Monday 28 September 2026, at 6.00pm and you are hereby summoned to attend to transact the business as specified in the agenda.

MEMBERS OF THE FULL COUNCIL

Cllr. Bowen, Cllr. Burgin, Cllr. Davies, Cllr. Deacon, Cllr. Dippita, Cllr. Donald, Cllr. Holden, Cllr. Jackson, Cllr. B. Jayson, Cllr. D. Jayson, Cllr. Kelley, Cllr. Kenyon, Cllr. Lawson, Cllr. Rudhall, Cllr. Shepherd

Meeting: Full Council

Date: Monday 28 September 2026 at 18:00 to 20:00hrs

Place: Unit 2, 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, 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

FULL COUNCIL 28 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 Council's 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 meetings held on 8 June 2026 and 24 August 2026.

4. Committee Minutes

Note the meetings of the Council's committee meetings have been circulated to Members and are available on the Council website.

5. 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.

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

Note that there are no items that 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.

7. Report from the Council Chair

Note the engagements undertaken by or on behalf of the Town Mayor and Deputy Town Mayor.

8. Reports from Members

Receive and note oral reports from Councillors regarding meetings that they have attended as representatives of the Town Council on outside bodies and an opportunity for members to bring matters of interest to the attention of the Council for information or future discussion.

9. Resolutions Report

Note the report.

10. Communities Committee

a) Committee Vacancy

Communities Committee seeks a new town councillor to sit on the committee after Councillor Lawson stood down from its membership due to work commitments.

b) Winter Droving

Note that following the cancellation of the Winter Droving, officers attended a meeting called by Westmorland and Furness Council to discuss potential future options with other community stakeholders.

11. Grants Report

Virement Request

Consider the written report and recommendations contained within.

12. Finance Committee

a) Risk Assessments: Ratify the corporate risk assessments as approved by Finance Committee 14/09/2026.

b) Internal Audit Plan 2026-27: Ratify the scope of Internal Audit for 2026-27 as approved as approved by Finance Committee 14/09/2026.

c) External Audit: Ratify the external auditors report noting that the Council's external auditors, Moore UK, had signed off the accounts ending 31 March 2026 with no qualifications stating that the information in Sections 1 and 2 of the Annual Governance and Accountability Return was in accordance with the Proper Practices and that no other matters had come to their attention giving cause for concern as approved by Finance Committee 14/09/2026.

d) Employment Contract Review: Ratify and approve the inclusion of extra content from the NALC New Model Employment Contract into the approved Council template and this go forward to be ratified by Full Council.

e) Budgetary Control Statement: Ratify the Budgetary Control Statement 2026-27, Expenditure to 31 August 2026 as approved by the Finance Committee 14/09/26.

f) Local Government Services Pay Agreement 2026-27:

Note that The Local Government Association, acting on behalf of the National Joint Council for Local Government Services (NJC) have reached an agreement on rates of pay applicable from 1 April 2026 to 31 March 2027. The settlement provides for a 3.3% increase in pay rates and allowances with effect from 01 April 2026. The 2026-27 approved budget provides fully for the new rates of pay. The new rates of pay and backdated increases are scheduled to be paid to Council staff at the end of October, as approved by Finance Committee 14/09/2026.

13. New Policy

Consider the report and recommendations contained within.

14. Able Futures

Consider the report and recommendations contained within.

15. Next Meeting

Note the next meeting of the Full Council is scheduled for 30 November at 18:00hrs. at Unit 2, 19-24 Friargate, Penrith, Cumbria, CA11 7XR

FOR THE ATTENTION OF
ALL MEMBERS OF THE FULL 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

FOR YOUR INFORMATION

Public Participation

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Filming

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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.

Our Values

1. **Equality** Everyone is of equal value and should be respected according to individual needs and abilities in accordance with Council Policy.
2. **Reasonableness** To be fair, reasonable, and just in all Council activities.
3. **Accessibility** Provide equal access for all in employment and service delivery.
4. **Empowerment** Assist individuals take on responsibility so that they can influence and participate in the decision-making process.
5. **Quality** Obtain the highest standards in service delivery.

A person's mental health or disability is only one aspect of who the person is. Our actions and the words we choose and the meanings we attach to them, influences attitudes.

Our language choices have a powerful effect on how mental health and people living with mental health conditions and other disabilities are viewed.

The Town Council will act respectfully, using language which emphasises the person, not the condition or disability and will encourage partners and stakeholders to do the same.



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

DRAFT - Meeting Minutes: Full Council

ITEM 3

Date: Monday 08 June 2026 at 18.00 to 19.20

Place: Unit 2, 19-24 Friargate, Penrith, Cumbria, CA11 7XR

Present: Chair: Cllr. Bowen, Cllr. Burgin, Cllr. Deacon, Cllr. Dippita, Cllr. Holden, Cllr. B. Jayson, Cllr. D. Jayson, Cllr. Kelley, Cllr. Kenyon, Cllr. Lawson, Cllr. Rudhall, Cllr. Shepherd

Officers: Business Services Manager, Responsible Finance Officer

Public: 1

Meeting opened at:

PTC26/09 Apologies

Apologies for absence were received from Cllrs Donald, Davies and Jackson.

PTC26/10 Declarations of Interest

No declarations of interest received.

PTC26/11 Minutes

RESOLVED THAT:

The minutes of the previous Full Council meeting held on Monday 18 May 2026 and the confidential minutes from the meeting of Full Council on Monday 16 March 2026 were approved as a correct record of the meeting. The Chair signed the minutes.

PTC26/12 Committee Minutes

Members noted the minutes from the Planning Committee meeting held on 01 June 2026 have been circulated to members and are available on the Council website.

PTC26/13 Public Participation

The Council received one oral presentation and question from a member of the public. The question is appended to the minutes with the Council response at Appendix A.

PTC26/14 Excluded Item

Members were asked to determine whether any items should be considered without the presence of the press and public, pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960, as publicity relating to that (any of those) matter/s may be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for the other special reasons noted in relation to that matter on the agenda. Members agreed that no items be considered without the press or public.

PTC26/15 Report from the Council Chair

Cllr Bowen, Council Chair and Penrith Mayor, informed the meeting that she had attended 30 engagements in her previous year as Mayor. She has recently attended her first engagement of the new year where she attended the celebration dinner of the Association of Open University Graduates.

PTC26/16 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 been unable to attend the unveiling of the new talking bench at Thacka Beck Field but outlined the benefits of installing such benches for the local community.

Cllr D. Jayson informed the meeting that he had attended a Pump Track meeting and has made a funding request to Booths in respect of the same project.

Cllr Burgin reported that he had spoken with the member of the public who had initially requested the installation of the new seats in St Andrews who had expressed his appreciation to the Council for the installations.

Cllr Kelley reported that he has been working to establish the set up of the Carleton Village Hall.

Cllr Lawson reported that he has been in conversation with Queen Elizabeth Grammar School about the proposed education trust changes.

PTC26/16 Reports from Members, continued

Cllr Holden reported that she had attended a CALC meeting about integrated transport and the Town Team. She reported that the Carleton Park Recreation Group are obtaining quotations for new seats at Carleton Park, and she has been following up an enquiry from a member of the public about the road markings on Oak Road.

Cllr Kenyon reported that he had attended a meeting of the Place Action Group and the Keep Penrith Tidy Subgroup

PTC26/17 Resolutions and Service Plan Report

Members noted the Resolutions and Service Plan Report.

PTC26/18 Grants Report

Members noted the Grants Report.

PTC26/19 Matter from Planning Committee

Members considered the request from Planning Committee PL25/134 to transfer £20,080 from the General Reserve to meet the costs associated with the Public Realm Project.

RESOLVED THAT:

A total of £20,080 be transferred from the General Reserve to the Planning Committee budget codes to meet the costs of the Public Realm project during the 2026/27 financial year.

Finance Matters

Members were asked to ratify the approved recommendations 12 to 16 from the Council's Finance Committee from their meeting held on Monday 27 April 2026.

PTC26/20 Policy Review

Members were asked to ratify the following reviewed policies:

- i. Disciplinary Policy
RESOLVED THAT:
The Disciplinary Policy be ratified.
- ii. Amended Written Particulars (Contract of Employment)
RESOLVED THAT:
The Amended Written Particulars (Contract of Employment) be ratified.
- iii. Expenses Policy
RESOLVED THAT:
The Expenses Policy be ratified
- iv. Councillors and Town Mayor Expenses Policy
RESOLVED THAT:
The Councillor and Town Mayor Expenses Policy be ratified.

PTC26/21 Finance Outturn Report – Year Ended 31 March 2026

Members were asked to ratify the final outturn report for the financial year ended 31 March 2026.

RESOLVED THAT:

The final outturn report for the financial year ended 31 March 2026 be ratified.

PTC26/22 Governance and Accountability for Smaller Authorities

Members were asked to ratify the adoption of the Joint Panel on Governance and Accountability Practitioners Guide March 2026.

RESOLVED THAT:

The adoption of the Joint Panel on Governance and Accountability Practitioners Guide March 2026 be ratified.

PTC26/23 Asset Register 2025-26

Members were asked to ratify the Asset Register as at 31 March 2026. The statement shows the full asset register and a reconciliation of transactions in 2025-26. For accounting purposes, assets have been valued and total £197,230.84; this figure is summarised in the AGAR Accounting Statements. The insurance value for the same assets is £974,014.

RESOLVED THAT:

The Asset Register for 31 March 2026 and the reconciliation of transactions for 2025-26 be ratified.

PTC26/24 Internal Audit

- a) Members were asked to ratify the final report by the Internal Auditor for the financial year ending 31 March 2026.

RESOLVED THAT:

The final report by the Internal Auditor for the period 01 April 2025 to 31 March 2026 be received and ratified, and the Finance Committee and officers are thanked for their work.

- b) Members were asked to ratify the review of effectiveness of internal audit provision during 2025-26.

RESOLVED THAT:

The review of the effectiveness of internal audit provision during 2025-26 be ratified.

- c) Members were asked to approve the re-appointment of the Internal Auditor for 2026-27.

RESOLVED THAT:

The reappointment of G. Airey as the Internal Auditor for 2026-27 is approved.

PTC26/25 Review of the System of Internal Control

Members noted that the Town Council must conduct an annual review of the effectiveness of the system of internal control prior to the completion of the Annual Governance Statement. A full review was conducted by the Finance Committee on the 23 February 2026 and ratified by Council on the 16 March 2026. The review confirmed that the Council's system of internal control was effective; the review of the effectiveness of internal audit provides further support for that assessment.

PTC26/26 Annual Governance and Accountability Return (AGAR)

- a) Members were asked to approve the Annual Governance Statements 2025-26 Section 1 and authorise the Chair of the Council and the Town Clerk to sign the Statement at Section 1 of the Annual Governance and Accountability Return on behalf of the Council.

RESOLVED THAT:

The Annual Governance Statement for 2025-26 Section 1 of the Annual Governance and Accountability Return be approved and signed by the Chair of Council and the Town Clerk.

- b) Members were asked to approve the annual accounting statements 2025-26 Section 2 and the AGAR reconciliation and authorise the Chair of the Council to sign the Statement at Section 2 of the Annual Governance and Accountability Return on behalf of the Council.

RESOLVED THAT:

The Accounting Statements 2024/25 and AGAR reconciliation, Section 2 of the Annual Governance and Accountability Return be approved and the Chair of Council sign the statement on behalf of the Council.

- c) Members were asked to approve the period for the Notice of Public Rights and publication of the unaudited Annual Governance and Accountability Return.

RESOLVED THAT:

The period for the Notice of Public Rights for the unaudited AGAR would be published on the Council's website and noticeboard from Tuesday 09 June 2026 to commence on Wednesday 10 June 2026 and end on Tuesday 21 July 2026.

- d) Members received and noted the Annual Governance and Accountability Return Annual Internal Audit Report 2025-26 which has been completed and signed by the Internal Auditor.

PTC26/27 Next Meeting

Members noted the next meeting of the Full Council was scheduled for Monday 28 September at 6.00pm at Unit 2, 19-24 Friargate, Penrith, Cumbria, CA11 7XR.

CHAIR SIGN:**DATE:****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 FULL COUNCIL

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PTC26/13 Public Participation

“Would the Council consider writing to the Department for Education about the proposed changes to academy trust status at the two secondary schools in Penrith, and the potential effects should both trusts be in the same academy trust, highlighting the risk to choice and diversity for secondary education in Penrith.”

Response from Council provided at the meeting

The member of the public was asked to provide further information on the matter which can then be considered at the next meeting of the Communities Committee.



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DRAFT - Meeting Minutes: Full Council

ITEM 3 CONTINUED

Date: Monday 24 August 2026 at 18.00 to 18:55.

Place: Unit 2, 19-24 Friargate, Penrith, Cumbria, CA11 7XR

Present: Chair: Cllr. Bowen, Cllr. Deacon, Cllr. Dippita, Cllr. Holden, Cllr. Jackson, Cllr. B. Jayson, Cllr. D. Jayson, Cllr. Kelley, Cllr. Lawson, Cllr. Rudhall, Cllr. Shepherd.

Officers: Community Services Manager & Solicitor

Public: 47

Meeting opened at:

PTC26/28 Apologies

Apologies for absence were received from Cllrs Davies and Kenyon.

Cllrs Burgin and Donald were absent without apologies.

PTC26/29 Declarations of Interest

Cllr B. Jayson declared a registerable interest in Item 5, Penrith Swimming Club, as a Westmorland and Furness Councillor for Penrith South, noting that the matter relates to Westmorland and Furness Council.

Cllr Rudhall declared a registerable interest in Item 5, Penrith Swimming Club, as a Westmorland and Furness Councillor for Penrith North, noting that the matter relates to Westmorland and Furness Council.

Cllr Lawson declared a registerable interest in Item 5, Penrith Swimming Club, as a member of the gym operated by GLL at Penrith Leisure Centre.

Cllr D. Jayson declared a registerable interest in Item 5, Penrith Swimming Club, as a member of the gym operated by GLL at Penrith Leisure Centre.

PTC26/30 Public Participation

The Council received an oral representation from a representative of Penrith Swimming Club requesting the Council's support in relation to its Learn to Swim provision at Penrith Leisure Centre. The Council also received eleven oral representations from members of the public on the same matter.

PTC26/31 Excluded Item

Members were asked to determine whether any items should be considered without the presence of the press and public, pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960, as publicity relating to that (any of those) matter/s may be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for the other special reasons noted in relation to that matter on the agenda. Members agreed that no items be considered without the press or public.

PTC26/32 Penrith Swimming Club

Members considered the correspondence from Penrith Swimming Club seeking a written statement of support regarding the current proposals for learning to swim provision at Penrith Leisure Centre.

RESOLVED THAT:

Penrith Town Council provides Penrith Swimming Club with a written letter statement of support at Appendix A.

PTC26/33 Next Meeting

Members noted the next meeting of the Full Council was scheduled for Monday 28 September at 6.00pm at Unit 2, 19-24 Friargate, Penrith, Cumbria, CA11 7XR.

CHAIR SIGN:

DATE:

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 FULL COUNCIL

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PTC26/32 Penrith Swimming Club



Penrith Town Council

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

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

[Name],
Penrith Swimming Club Committee

BY EMAIL: [Email]

Tuesday 25 August 2026

Dear [Name],

At its Extra Ordinary Meeting held on 24 August 2026, Penrith Town Council resolved to support Penrith Swimming Club in seeking to maintain its Learn to Swim programme at Penrith Leisure Centre [Minute PTC26/32].

Penrith Swimming Club is a valued community organisation with a long history of helping local children learn to swim, build confidence and progress into club and competitive swimming. Its Learn to Swim programme is more than a set of lessons; it is a volunteer-led community service that supports children, families, and the wider town.

The Council understands that GLL is reviewing the Learn to Swim arrangements with Westmorland and Furness Council, Swim England and Penrith Swimming Club, including whether Penrith and Eden communities would be best served by a single beginner Learn to Swim offer from GLL, or by separate offers from GLL and Penrith Swimming Club.

Penrith Town Council believes local families should continue to have choice. This reflects Westmorland and Furness Council's Annual Plan 2026-27 commitment that *"No matter where you are born or where you live, there is equal opportunity for everyone to live an active, happy, healthy life, and to feel empowered and confident to choose the best ways in which this is achieved for each individual and for every community."* For many children, Penrith Swimming Club provides that trusted

community route into swimming, confidence in the water and progression into club and competitive swimming.

Penrith Town Council supports a positive and sustainable outcome which allows the Club's Learn to Swim programme to continue alongside GLL's offer, with a written formal agreement if required. The Council considers these offers to be distinctive rather than directly competing. GLL's provision and Penrith Swimming Club's volunteer-led programme meet different needs within our community.

The attendance of more than 60 people at Penrith Town Council's Extra Ordinary Meeting of Full Council on Monday 24 August 2026 speaks for itself and demonstrates the strength of local feeling about the value of retaining choice for families. Swim England guidance recognises that any change affecting a swimming club's ability to deliver Learn to Swim should be carefully evaluated, with practical solutions considered to avoid jeopardising club sustainability. The Council therefore hopes an outcome can be reached which protects community choice, supports local volunteers, and keeps this important programme in Penrith.

Yours sincerely

Penrith Town Council

MEETING: SEPTEMBER FULL COUNCIL

DATE: 28/09/2026

Town Mayoral Engagements 2026-27 – Mayor Cllr. V. Bowen

ITEM NUMBER: 7

Date	Engagement
22/06/26	Armed Forces Day Flag Raising.
26/06/26	Meeting with Markus Campbell - Savours and Graham Miller from E A with others.
08/06/26	Presentation to Cumbria Old Codgers.
19/07/26	Lions' 50th Anniversary concert.
09/08/26	Comic Cons Day at Leisure Centre.
12/08/26	The Last Rail Click at Thacka.

FULL COUNCIL 28 SEPTEMBER 2026

ITEM 9: RESOLUTIONS REPORT

Full Council Resolution Tracking 26-27

Not
commenced

Completed

Ongoing

Reference	Activity	Status
Full Council Meeting 08 June 2026		
PTC26/19	Transfer £20,000 from General Reserve to Planning Committee budget lines	
PTC26/20	Distribute policies and contracts - Expenses and Cllr Expenses Policy to include new HMRC mile rate at £0.55	
PTC26/24c	Confirm in writing the reappointment of Mrs Airey as Internal Auditor 26-27	
PTC26/26	Submission of the AGAR to the External Auditor	
Full Council Meeting 24 August 2026		
PTC26/32	Provide Penrith Swimming Club with a written letter statement of support	

MEETING: FULL COUNCIL

DATE: 28 September 2026

REPORT: Grants Report

AUTHOR: Community Services Manager

ITEM NUMBER: 11

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

☐

Yes

☒

No

PUBLIC REPORT

1. Recommendations/Decision Required:

- i. Note the update on grants awarded since the commencement of the 2026/27 financial year.
- ii. Approve a virement of £5,000 from the Signature Events Grant budget to the Community Grants budget, following the cancellation of Penrith Winter Droving 2026 and its relocation to Carlisle, which Penrith Town Council will not fund.

2. Council Plan priorities

Projects - The 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 and agrees to provide a grant fund for signature events and local organisations to achieve this aim.

3. Report Details

The Council makes an annual budget provision for grants to help meet its aims. Grants come from the Council's council tax income, and a key principle of this Scheme is to ensure that grant expenditure is open and transparent.

The Council has two separate grants budgets, the Community Grants Scheme and the Signature Event grants.

a) Community Grants

- i. Grant applications are considered providing sufficient funds remain in the budget i.e., the budget will be allocated on a "first come, first served" basis.
- ii. Officers are responsible for receiving, reviewing, and awarding all grants.
- iii. Officers have authority for expenditure and decide on applications without approval of a committee or Full Council assuming that there is no conflict of interest.
- iv. On receipt of an application, it is scrutinised by Officers using the criteria within this Scheme and records are maintained.
- v. All the Council work is within the GDPR 2018 framework and respects the confidentiality of individuals, personal data, and sensitive personal data.
- vi. Since the commencement of the 2026/27 financial year, 12 organisations have been awarded Community Grants totalling £11,604.22:

Organisation	Grant	Project
Penrith Swift Group	£240.00	Equipment and materials for swift workshops and displays at Penrith Library during Great Big Green Week 2026.
Penrith Hockey Club	£1,309.93	Hockey equipment to support junior and adult coaching sessions and matches.
The Outside Club CIC	£2,000.00	Free outdoor youth sessions in Pategill, Penrith.
Growing Well	£500.00	Free transport for Penrith residents accessing the Recovery Through Activity Programme at Growing Well Tebay.
Team Autism	£1,274.84	Equipment to support activities and services delivered in Penrith.
Penrith Mountain Rescue	£1,495.00	Helmet visors and radio equipment to support operational communications and volunteer safety.
Cumbria Deaf Association	£1,035.00	Services and activities benefiting deaf people and families in Penrith.
Linking Lives	£499.00	Equipment to support the delivery, coordination and administration of its befriending service in and around Penrith.

Organisation	Grant	Project
Penrith Business Improvement District	£1,000.00	Two free Summer Saturday events in Penrith town centre.
Hearts United	£600.50	CPR training equipment to support inclusive community training sessions.
Penrith Allotment Association	£925.95	Equipment to improve administration, communication and the maintenance of allotment walkways.
Blood Bikes Cumbria	£724.00	Safety equipment for volunteer riders delivering the medical courier service.
Total	£11,604.22	

b. Signature Event Grants Update

- i. Council identified a need for consistent funding for events, and the Signature Events Grant fund was created. The fund allows applicants to apply once for up to £20,000 over four years or the term of a Council. The grants are limited to £5,000 per annum.
- ii. The annual award of grant being subject to receipt of the previous year's post event monitoring report, confirmation that the event will be delivered annually and upon receipt of an Event Plan, Budget Risk Assessment, Public Liability Insurance and associated policy documents.
- iii. The Council has resolved to award Penrith BID £5,000 towards Penrith Christmas Sparkle for each remaining year of the current Council term. Eden Arts has cancelled the 2026 Winter Droving in Penrith and intends to hold the event in Carlisle instead. Consequently, the £5,000 allocated to the event will not be paid to Eden Arts.

c. Virement Request

- i. As Penrith Winter Droving 2026 has been cancelled and the event is moving to Carlisle, Penrith Town Council will not provide the £5,000 Signature Event grant previously allocated for the event.
- ii. Full Council is therefore asked to approve the transfer of this £5,000 from the Signature Events Grant budget to the Community Grants budget, increasing the total Community Grants budget from £30,000 to £35,000 for community events and eligible community projects in Penrith.

Implications

4. Legal

Grants awarded by the Council are discretionary. Any award of grant will be subject to conditions relating to the proper and effective use of the grant for the approved purpose, with conditions set out in a Service Level Agreement for grants in excess of £1,000.

5. Resources

The Council has an approved Grants budget of £30,000 and a Signature Events Grant budget of £10,000 for the 2026-27 financial year.

A total of £11,604.22 has been committed from the £30,000 Community Grants budget, leaving an uncommitted balance of £18,395.78. If the proposed £5,000 virement is approved, the revised Community Grants budget will be £35,000, with an uncommitted balance of £23,395.78 for the remainder of the 2026/27 financial year.

A total of £5,000 remains committed from the Signature Events Grant budget towards Penrith BID Christmas Sparkle. Approval of the proposed virement will transfer the separate £5,000 provision previously allocated for Penrith Winter Droving to the Community Grants budget, leaving no further uncommitted balance in the Signature Events Grant 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 Council must guard against the risk that there is insufficient monitoring of grants once awarded which may lead to grants not being used for their intended purpose. To mitigate this risk, the Council requires successful grant applicants to complete a monitoring report for their project and where required enters into a Service Level Agreement with successful grant applicants to ensure that grants are managed in accordance with the terms and conditions of the grant scheme.

9. Background Information/Documents

Applicants - Grant Application Forms.

10. Appendices

None.

MEETING: FULL COUNCIL

DATE: 28 September 2026

REPORT: Corporate Risk Assessments

AUTHOR: Business Services Manager

ITEM NUMBER: 12 a

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

☐

Yes

☒

No

PUBLIC REPORT

1. Recommendations/Decision Required:

Ratify the corporate risk assessments and action plan for 2026-27

2. Council Plan priorities

This report contributes to the performance theme in that the Council will meet risk management requirements.

3. Report Details

Risk Assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Town Council to identify all potential inherent risks. The Town Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practicably possible.

The risk assessment documents have been produced to enable the Council to assess the risks that it faces and satisfy that it is taking adequate steps to consider and minimise these risks.

The risks are assessed annually unless there are material changes to the law or circumstances that require an immediate review. The Council's Business Services Manager monitors and records progress against the actions throughout the year and also undertakes regular asset monitoring inspections to identify any arising risks, hazards or defects.

The risk assessments are designed to give Councillor's confidence that the management of risk is pragmatic and proactive. The management of risk is also included in relevant committee reports.

The Corporate Risk Assessments are set out in accordance with the Health and Safety Executive published template format. Risk Assessments are prepared for the following and copies of each are provided separately:

- Allotments
- Bandstand
- Business Continuity
- Fairhill
- Finance
- Fire
- GDPR
- Governance
- IT & Website
- Lone Working
- Musgrave Monument
- Office
- Street Furniture
- Thacka Beck Field
- War Memorial (St Andrews)

The table in Appendix A sets out the key actions arising from each individual risk assessment, for the forthcoming 12-month period to September 2027.

Implications

4. Legal

There are no legal implications associated with this report.

5. Resources

This report is concerned solely with health and safety management.

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 Council may not be aware of the health and safety matters, risks facing the council, legal liabilities and audit requirements, and as such it is essential to highlight these risks into risk assessment documents that are continually monitored.

9. Background Information/Documents

There are no background documents.

10. Appendices

Appendix A – Risk Assessment Actions September 2026 – September 2027.

The individual risk assessments can be supplied in request.

Appendix A – Risk Assessment Actions September 2026 – September 2027

Risk Assessment	Action Required
Allotments	Cut Folly Lane hedge fronting on to the highway Monitor condition of boundary fences and access routes.
Bandstand	Ensure electric cupboards are locked at all times. Prepare method statement and risk assessment prior to the erection of the Xmas Tree. Undertake inspections of Xmas tree following adverse weather (snow, high winds) Obtain method statement and risk assessment and completion certificate for installation of Xmas Lights. Monitor that the Street Trader and public house is operating within their defined area and agreed terms.
Business Continuity	Resolutions Tracker updated after meetings Work plans approved by respective committees
Fairhill	Commission Annual Play Area Inspection Report in December 2026. Quarterly checks of play area for defects. Inspect football goals for their integrity any hazards.
Finance	Financial Regulations, Reserves Policy reviewed. Practitioners Guide adopted AGAR and External Audit submitted and published as required. Budget process and precept approved. Budget monitoring reporting throughout the year. VAT Claims submitted Internal Auditor appointed Insurance renewal for May 2027
Fire	Office Electrical Appliance checking and recording Service the Fire Extinguishers - next due April 2027. Weekly recorded fire check of the office.

Risk Assessment	Action Required
GDPR	Cyber Essentials Audit to be carried out by IT contractor. Disaster Recovery Assessments provided by IT contractor. Personal and sensitive data stored securely
Governance	Meeting dates, agendas and minutes published on the website.
IT & Website	Undertake Staff DSE Assessments upon request. IT contract reviewed Autumn 2026 Monitor website for content, accuracy, accessibility.
Lone Working	Monitor
Musgrave Monument	Annual Clock Mechanism service next due December 2026 Annual service of the ladder and latch way system next due February 2027 Obtain method statement and risk assessment and completion certificate for installation of Xmas Lights.
Office	Office Electrical Appliance checking and recording Weekly recorded fire check of the office. Fire Extinguishers service next due April 2027 Cleaning products stored with accompanying COSHH sheets stored on the IT network.
Street Furniture	Ensure all street furniture is adequately insured and present on the Asset Register. Monitor for defects.
Thacka Beck Field	Monitor condition of the path. Monitor condition of the boundary fencing. Tree safety survey next due in summer of 2027 Raise any neighbouring tree safety concerns with relevant landowner.
War Memorial	Visual inspection prior to Armistice Survey Regular monitoring for defects

MEETING: FULL COUNCIL

DATE: 28 September 2026

REPORT: Internal Audit Plan 2026-27

AUTHOR: Responsible Finance Officer

ITEM NUMBER: 12 b

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

☐

Yes

☒

No

PUBLIC REPORT

1. Recommendations/Decision Required:

Ratify the approved Internal Audit Plan for 2026-27

2. Council Plan priorities

This report contributes to the performance theme that ensures that the Council has Internal Audit plans in place to ensure governance compliance and financial reporting.

3. Report Details

Following a satisfactory review of the Council's internal audit arrangements for 2025-26, Mrs Jean Airey was re-appointed as its auditor for the current financial year (Full Council, 08 June 2026, Min PTC26/24c).

The attached outline plan describes the scope of Mrs Airey's planned coverage for the year. The detailed plan reflects current updated best practice.

As in previous years, Mrs Airey intends to carry out the work in two stages. The first of these is scheduled for February/March 2027 to fit in with the Council's review of its internal control environment late in 2026-27, which enables it to consider whether internal controls have operated effectively throughout the financial year. The timing of the second, financial audit would be in April 2027, to enable her to review the year-end accounts.

Implications

4. Legal

The Accounts and Audit Regulations 2015 require the Council to undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.

Under the same Regulations, the Council must conduct an annual review of the effectiveness of its system of internal control. The independent internal audit opinion is a key element of that review.

5. Resources

There are no direct financial implications arising from this report

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 the Council failing to have a robust internal audit regime, which may lead to irregularities not being detected; leading to loss or waste of resources; criticism from external audit and reputational damage. To mitigate this risk the Council appoints an independent and competent internal auditor, who works to an appropriate internal audit plan in accordance with the requirements set out in the Practitioners Guide.

9. Background Information/Documents

Accounts and Audit Regulations 2015

Practitioners Guide 2026/27

Correspondence with the Internal Auditor.

10. Appendices

Outline Internal Audit Plan 2026-27

Outline Internal Audit Plan 2026-27

AGAR REFERENCE	COMPLIANCE CHECKS	YES/NO	RECOMMENDATIONS FOR ACTION.
A. Appropriate accounting records have been properly kept throughout the year. Periodic bank account reconciliations were carried out during the year	Checks are made of core accounting records i.e. in house cashbook or commercial accounting package for accuracy and monthly summaries to appropriate budget headings. Bank reconciliations are prepared on receipt of bank statements; presented to Council or Committee. A signature of a member on the respective bank statement verifies the accuracy of the information.		
B. This authority complied with its Financial Regulations. Payments were supported by invoices; all expenditure was approved and VAT appropriately accounted for.	Verify that Financial Regulations (FR), Standing Orders and all relevant policy and procedure documents are regularly reviewed and reflect current legislation. Confirm tender processes are in place and adhere to FR. Confirm VAT balances back to core accounts. Payments/refund requests are made to HMRC within the timescale. Confirm that there is a clear audit trail – invoices to Schedule of Payments- Council approval - Bank statements.		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Check review of Risk Assessments, H&S. Verify adequate statutory and other insurance cover. Check safety inspections and relevant documentation. Documented evidence of Internal Control and review of the Internal Audit.		

AGAR REFERENCE	COMPLIANCE CHECKS	YES/NO	RECOMMENDATIONS FOR ACTION.
D. The precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored and reserves were appropriate.	Confirm the minutes of the Council documents the precept for the current year and subsequent financial year in detail. A minute exists for the receipt of the precept. There is timely submission to the Unitary Authority. The precept figure has been determined after submission of an RFO report with recommendations. Verify the presentation to the Council of regular budget comparison reports, and variations are addressed. Earmarked reserves are clearly identified. An investment strategy exists for cash reserves in excess of £100k		
E. Expected income was fully received based on correct prices, properly recorded and promptly banked; Vat has been accounted for as relevant.	Ensure that appropriate controls and documentation exists to provide an audit trail and ensure security of all income, particularly cash i.e. segregation of handling from source to banking. Regular review of pricing structure for all undertakings. Comprehensive documentation – Hire of facilities, Allotments. Leases. All income collected within timescale.		
F. Petty Cash, Debit Cards, Cash expenses approved and Vat accounted for.	Confirm receipts for all expenses. Check authority for Debit/Credit card payments and all such are paid in full. Vat allocated to budget headings and correctly recorded in VAT Returns.		

AGAR REFERENCE	COMPLIANCE CHECKS	YES/NO	RECOMMENDATIONS FOR ACTION.
G. Salaries to employees and allowance to members were paid in accordance with the Council's approvals, and PAYE, N.I. and Pension requirements were properly applied.	Ensure staff contracts of employment have been issued. Verify staff record file noting sickness absences, holidays etc. Verify appropriate deductions have been made – PAYE/N.I./Pension. All relevant sums paid to HMRC/Pensions with in the statutory time scales.		
H. Asset and investments registers were complete and accurate and properly maintained. Include loans to and from the Council.	Verify regular review of Asset Register and correct documentation of acquisitions and disposals. Confirm all assets are adequately covered by insurance. Check insurance renewal dates, loyalty agreements, value of assets and appropriate statutory cover. Check investments for "Fixed Asset" inclusion in AGAR(9) Borrowing and lending to be checked.		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (Receipts and Payment or Income and Expenditure), agreed with the core accounts, supported by an adequate audit trail from the underlying records. Where appropriate debtors and creditors were properly recorded.	Verify the accuracy of the year-end bank reconciliation detail. Confirm the correct roll forward balance figure from the previous year has been carried forward to the new financial year. Review debtors/creditors and appropriate adjustment if income and expenditure accounts.		

AGAR REFERENCE	COMPLIANCE CHECKS	YES/NO	RECOMMENDATIONS FOR ACTION.
K. If the Council certified itself as exempt from a limited assurance review in the prior year, it met the exemption criteria and correctly declared itself exempt.	Exempt authorities only. Verify a Council minute exists to ensure declaration of exemption. Check publication of correct documentation on the website.		
L. The author publishes information, on a free to access website, up to date at the at the time of the internal audit in accordance any relevant transparency code requirements	For authorities less than £25k verify compliance with all Transparency Code requirements.		
M. The authority, during the previous year, correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.	Examine Notice of Public Rights. Ensure compliance with "30 days" Verify notice is/has been published on the website.		
N. The authority complied with the publication requirements for the prior year AGAR in accordance with JPAG guidance.	Verify publication of the Conclusion of Audit with External Auditors certification. Examine minutes to verify the conclusion has been notified to Council.		
O. Trust funds (including charitable) – The Council met its responsibility as a trustee.	Should the Council be a Charitable Trustee or operate any trust, check compliance with all requirements.		

In respect of **Penrith Town Council**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor limited assurance opinion 2025/26

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

There are no other matters affecting our opinion which we draw to the attention of the authority.

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

External Auditor Name



External Auditor Signature

A handwritten signature in black ink, appearing to read "Moore", written over a horizontal line.

Date

07/08/2026

MEETING: FULL COUNCIL

DATE: 28 SEPTEMBER 2026

REPORT: Employment Contract

AUTHOR: Town Clerk

ITEM NUMBER: 12 d

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

☐

Yes

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No

PUBLIC REPORT

1. Recommendations/Decision Required:

Ratify the inclusion of the extra content from the NALC New Model Contract 3 July 2026 into the Councils approved employee's contract template.

2. Council Plan priorities

Pursue: Review policies and procedures to ensure that the Council operates and delivers services in an open, transparent, legal, and business-like manner.

3. Report Details

- a) Finance Committee 27 April 2026 approved a new employment of contract: FIN25/106 ii.
- b) At Full Council 8 June 2026 the contract was ratified: PTC26/20 ii
- c) On 3 July 2026, the contract of employment was drafted again for NALC by WorkNest HR.
- d) NALC recommend that HR advice is sought by Councils in drawing up a contract of employment. The Councils HR retained service have been contacted for their guidance and they support these new inclusions/amendments.
- e) The model contract can be used for any Council employee and requires specific adaptation for each person and position.
- f) Having reviewed the Council's approved contract of 8 June 2026, with the amended NALC model contract 3 July 2026, Council is asked to approve the following additional paragraphs to be included within the Councils approved contract of employment:

Probationary Period

From section 7 model contract

The first **[three]** months of your employment with us will be a probationary period. During the probationary period, your performance and suitability for continued employment will be monitored. We may, at our discretion, extend the probationary period and will provide you reasons for doing so. The maximum probationary period that we will set will be six months.

At any time before your probationary period has been completed, either you or we may bring your employment to an end by giving one weeks' notice (unless termination without notice is appropriate). We may decide to pay you in lieu of notice.

At the end of the probationary period or soon after, your performance will be reviewed, and we will write to you to tell you if you if your probation has been successful or not. The latest this meeting will take place is two weeks before the end of your first six months of employment. You will remain on your probationary period until you have received this written confirmation. Once the probationary period is successfully completed, you will be confirmed in your role

Occupational Sick Pay

From section 14 on model contract template.

You must follow the procedure set out in the Council's Sickness Absence Policy. This policy is non-contractual and may, at our discretion, be updated or amended from time to time.

If you are going to be off work because of sickness or injury you must telephone your manager giving the reason for non-attendance, by your usual start time on each day of absence. If you are unable to notify personally due to the nature of the illness, someone else may make contact on your behalf. It is your responsibility to ensure we are notified. Failure to do so may result in sick pay not being paid and may result in disciplinary action.

A self-certification system operates for absences from work due to sickness or injury not exceeding seven days (including weekends and other non-working days). Immediately on your return to work you must complete and return a self-certification form.

For sickness or injury absence exceeding seven days (including weekends and other non-working holidays) you must provide us with a Fit note (from your doctor or consultant) on your return to work. However, if your absence is ongoing, you are expected to post your Fit Note to us upon receipt or alternatively send us a photograph of both sides of the Fit Note, with the original to follow.

All sickness or injury absence will be entered on your employment record. Any sickness absence taken is paid in line with our contractual sick/injury pay scheme (inclusive of SSP) which provides payment during periods of certificated sickness as follows:

Training & Development

From section 8 model contract

During your employment, we will provide training in relation to **[Insert detail of training provided]**. This training will be paid for by the Council. We will also provide ongoing training, as identified, to support you in your role.

Your continued employment shall be conditional upon you completing **[specify training course/qualification]** within **[date/timeframe]**. We reserve the right in our absolute discretion.

Council Property

From section 25 model contract

You must take good care of all Council property that is in your possession and/or under your control and use it for agreed and lawful purposes only. If, because of your misuse or carelessness the property is lost, stolen or damaged, we may deduct from your pay some or all of the cost of repair or a replacement.

Notice

From section 18 model contract

During your probation period, you are entitled to be given and required to give 4 weeks' notice in writing to terminate your employment for any reason. On completion of your probationary period, you are required to give 4 weeks' notice in writing.

If you have not provided the required notice in writing, we may withhold pay for notice unworked due under your contract but not paid. Anything owed to us will be deducted from your final salary.

Pay in Lieu of Notice

From section 19 model contract

Instead of requiring you to work your notice, we may decide to pay you in lieu of notice, bringing your employment to an end there and then. Your payment in lieu will be made up of your net basic salary for the notice period less tax and NI contributions. Any payment in lieu will not include any payments such as any payment in respect of benefits; and any payment in respect of holiday entitlement that would have accrued during the notice period.

Obligations on Termination

From section 19 model contract

On termination of your contract with us, you will:

- a) Immediately return (or arrange to be collected) all property and information belonging to us in your possession or under your control, including but not limited to login details and passwords for internal databases and IT systems or externally held software, apps, databases, websites etc.
- b) Irretrievably delete any information relating to us which is in your control outside our premises.

If requested, provide a signed statement that you have fully complied with your obligations under this clause together with such reasonable evidence of compliance that we may request.

Considerations:

NALC and SLCC recommends councils to offer terms that align with the best practice within the Local Government sector. This best practice is defined by the Green Book terms and conditions. Offering good terms of employment supports recruitment and retention of a high-quality workforce and demonstrates that the Council is a good employer which values its staff.

Implications

4. Legal

The probationary period section has been updated to reflect the anticipated six-month probationary period due to commence from 1 January 2027. Councils should be aware that any employee who does not have a final probationary meeting during this period will be confirmed in employment automatically at the end (at the latest one clear week before the end of the six-month period).

The Sickness clause has removed references to qualifying dates for Statutory Sick pay.

The model contract incorporates Green Book terms. The National Joint Council for Local Government Services National Agreement on Pay and Conditions or 'Green Book' terms and conditions are agreed nationally, and any changes (such as pay) should be automatically applied to Council staff if their contract incorporates Green Book terms

5. Resources

No implications

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6. Equality and Diversity

No implications.

7. Biodiversity & Climate Change

No implications.

8. Risks and other Considerations

Risk:

Potential breach of employment law by delivering practices that impact on the Councils reputation in a negative way.

9. Background Information/Documents

Report to Finance Committee 26 April 2026 and Full Council 8 June 2026.

10. Appendices

None.

MEETING: FULL COUNCIL

DATE: 28 SEPTEMBER 2026

REPORT: Budgetary Control Statement 2026-27, Expenditure to 31 August 2026

AUTHOR: Responsible Finance Officer

ITEM NUMBER: 12 e

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

☐

Yes

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No

PUBLIC REPORT

1. Recommendations/Decision Required:

Ratify the approved budgetary control statement for the period to 31 August 2026.

2. Council Plan priorities

This report contributes to the monitoring performance theme in that the Council will produce quarterly finance figures.

3. Report Details

A. 2026-27 Outturn Statement: Income and Expenditure Account (Appendix A)

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

- The actual outturn figures for the preceding financial year 2025-26, for reference only.
- The full year's Approved Budget for 2026-27, which was ratified by Council on 15 December 2025.
- Actual outturn income and expenditure to 31 August 2026, based on the matching principle, which means taking account of all income and expenditure which relates to the period, irrespective of when it is received/paid.
- The variance between the actual outturn income and expenditure and the profiled latest budget for the period. Variances are expressed as favourable (positive) where there was an underspending or increased

income, and as adverse (negative and bracketed) where there was an overspending or reduced income.

- The position and transactions on the Council's reserves: its General, Asset, Election, Play Area and Pump Track.

B. Commentary

The statement shows under spendings on a number of budget headings, which is to be expected at this early stage in the year. The following comments concentrate on unusual or unexpected variances.

B.1 Income

Overall income of £231,427 is £698 greater than the profiled budget of £230,729.

B.2 Planning Committee

Planning Committee expenditure is £3,055 less than budget so far this year.

B.3 Communities Committee

Net spend of £38,681 is shown against the budget of £74,210, an underspending of £35,529.

This underspend should reduce later in the year due to anticipated increases in expenditure for items such as branding, marketing and grants.

B.4 Finance Committee

Net expenditure of £206,153 is shown against the budget of £213,019, an underspend of £6,866.

This underspend is expected to be reduced as the year progresses.

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

- The individual variances result in an underspending of £45,450 against the profiled total expenditure budget of £294,392. As there is £698 more income, there is a net variation of £46,148 on the profiled amount transferrable to the General Reserve.

B.6 Reserves

- The General Reserve is profiled to decrease by £63,663 in the period, it has actually decreased by £17,515.
- The Asset Reserve opened the year with a balance of £200,000 and there has been no change in the year.
- The Election Reserve opened the year with a balance of £45,000, an amount of £5,000 is budgeted to be added at the end of the financial year.

- The Play Area Reserve opened the year with a balance of £46,354, £15,000 of which has been spent so far this year.
- The Pump Track Reserve has a balance of £50,000 which should be spent this year.

C. Balance Sheet (Appendix B)

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

- Investments with two organisations total £773,191, with the majority being held in the CCLA Public Sector Deposit Fund. An amount of £200,000 was transferred from the CCLA account to the HSBC account in July 2026.
- The VAT Debtor of £10,385 represents August's transactions and has been reclaimed from HMRC.
- Prepayments of £110,564 include adjustments for grants receivable, insurance, office rent, IT support agreements, and licences and subscriptions.
- The Cash at Bank balance of £87,669 is held at HSBC.
- Accruals of £19,590 comprise of goods and services received by 31 August, but unpaid at that date.
- The Receipts in Advance figure represents income for the period 1 September 2026 to 31 March 2027 already received from Westmorland and Furness Council as precept.

D. Conclusion

The budgetary control statement shows that net spending to 31 August 2026 was around £45,000 below the Latest Budget for the period. It is often the case to see an underspend at this stage in the year after the summer period and it is too soon to predict any trends for future months.

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

Implications

4. Legal

There are no legal implications associated with this report.

5. Resources

This report is concerned solely with financial management.

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 Council may fail to receive expected income or may incur unexpected overspending, potentially leading to the curtailment of planned expenditure. Adverse criticism of over or underspending. To address these risks the Council ensures a sound budgetary control system with regular reporting and identification of issues.

9. Background Information/Documents

Transaction and trial balance reports from the Sage accountancy system

Budgetary Control working papers.

10. Appendices

Appendix A – Budgetary Control Statement Five Months Ended 31 August 2026.

Appendix B – Balance Sheet as at 31 August 2026.



Penrith Town Council

BUDGETARY CONTROL STATEMENT FIVE MONTHS ENDED 31 AUGUST 2026

Actual 2025-26	Approved Budget 2026-27	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£	£		£	£	£
		INCOME			
		Precept:			
514,740	526,749	Council Tax	219,479	219,479	0
		Other Income:			
32,500	27,000	Investment Income	11,250	11,948	698
547,240	553,749	TOTAL INCOME	230,729	231,427	698
		EXPENDITURE			
		PLANNING COMMITTEE:			
		Planning:			
4,044	5,000	Planning	2,083	208	1,875
0	20,080	Public Realm	20,080	18,580	1,500
13,421		Wayfinding and Interpretation	0	99,375	(99,375)
(13,421)		Wayfinding Grant Receivable	0	(99,055)	99,055
4,044	25,080		22,163	19,108	3,055
4,044	25,080	Planning Committee Total	22,163	19,108	3,055
		COMMUNITIES COMMITTEE:			
		Climate Change:			
10,625	7,500	Climate Efficiency	3,125	500	2,625
10,625	7,500		3,125	500	2,625
		Town Projects:			
5,246	10,000	Town Projects	4,167	2,792	1,375
	4,000	Town Centre Greening	4,000	4,000	0
	10,000	Castle Park Support	4,167		4,167
5,246	24,000		12,334	6,792	5,542
		Arts & Entertainment:			
7,256	10,000	Arts & Culture Development	4,167	3,025	1,142
20,268	20,000	May Day	20,000	12,611	7,389
355	1,000	Events Development	417	0	417
	20,000	Town Dressing and Event Support	8,333	2,791	5,542
	5,000	Summer Event	5,000	4,092	908
27,879	56,000		37,917	22,519	15,398
		Grants:			
28,725	30,000	Grants	12,500	2,339	10,161
10,000	10,000	Signature Grants	4,167	0	4,167
38,725	40,000		16,667	2,339	14,328
		Corporate Communications:			
9,375	10,000	Communications	4,167	6,531	(2,364)
9,375	10,000		4,167	6,531	(2,364)
91,850	137,500	Communities Committee Total	74,210	38,681	35,529

Actual 2025-26	Approved Budget 2026-27	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£	£		£	£	£
		FINANCE COMMITTEE:			
		Staffing:			
263,749	292,220	Salaries	121,758	119,221	2,537
34,308	37,785	National Insurance	15,744	15,957	(213)
56,706	35,130	LG Pension Scheme	14,638	11,973	2,665
0	300	Recruitment Expenses	125	0	125
490	600	Staff Training	250	534	(284)
701	200	Conferences	83	0	83
104	200	Staff Expenses	83	27	56
356,058	366,435		152,681	147,712	4,969
		Accommodation:			
8,250	8,250	Rent	3,438	3,438	0
1,973	2,400	Heat, Light & Water	1,000	398	602
2,353	2,520	Service Charges	1,050	691	359
676	1,400	Room Hire & Meetings	583	1,560	(977)
481	480	Insurances	480	495	(15)
13,733	15,050		6,551	6,582	(31)
		Civic Functions:			
445	400	Civic Functions	167	250	(83)
700	700	Mayoral Expenses	292	0	292
300	300	Deputy Mayor's Expenses	125	0	125
2,584	200	Civic Regalia	83	0	83
4,029	1,600		667	250	417
		Cost of Democracy:			
50	100	Annual Meeting	42	71	(29)
0	0	Elections	0	0	0
195	500	Members' Training	208	145	63
0	100	Members' Expenses	42	0	42
197	200	Notice/Honours Board	83	0	83
442	900		375	216	159
34,016	29,000	IT	12,083	12,529	(446)
		Assets:			
8,475	5,200	Allotments	2,167	2,736	(569)
0	160	War Memorial	67	0	67
3,796	2,500	Benches	1,042	0	1,042
905	1,500	Bus Shelters	625	0	625
3,972	2,000	Bandstand	833	811	22
699	700	Musgrave Monument	292	40	252
5,521	5,500	Fairhill Park	2,292	4,790	(2,498)
2,493	2,000	Thacka Beck Field	833	1,609	(776)
1,150	200	Signage, etc	83	0	83
8,424	8,000	Community Caretaker	3,333	3,307	26
	52,500	Pump Track	0	0	0
	4,500	Wayfinding Maintenance	1,875	0	1,875
10,909	0	Contribution to/(from) Asset Reserve	0	0	0
46,344	84,760		13,442	13,293	149
35,646	45,000	Play Area Development	15,000	15,000	0
804	6,500	Benches and Bus Shelters	2,708	909	1,799
		Other Overheads:			
5,277	3,300	Printing, Postage & Stationery	1,375	920	455
1,797	1,850	Audit Fees	771	773	(2)
4,980	4,400	Insurance	1,833	2,168	(335)
52	180	Bank Charges & Interest	75	1	74
4,244	2,300	Accountancy Fees	958	958	0
3,357	2,500	Legal & Professional Fees	1,042	1,444	(402)
2,304	1,800	Licences	750	1,263	(513)
2,906	4,500	Subscriptions	1,875	1,352	523
895	2,000	Repairs & Renewals	833	783	50
25,812	22,830		9,512	9,662	(150)
516,884	572,075	Finance Committee Total	213,019	206,153	6,866

Actual 2025-26	Approved Budget 2026-27	Heading	Budget to Date	Actual to Date	Favourable/ (Adverse) Variance
£	£		£	£	£
0	0	Contingency	0	0	0
5,000	5,000	Transfer to/(from) Election Reserve	0	0	0
(35,646)	(45,000)	Transfer to/(from) Play Area Reserve	(15,000)	(15,000)	0
50,000	(50,000)	Transfer to/(from) Pump Track Reserve	0	0	0
632,132	644,655	TOTAL EXPENDITURE	294,392	248,942	45,450
(84,892)	(90,906)	INCREASE/(DECR) IN GENERAL RESERVE	(63,663)	(17,515)	46,148
		RESERVES:			
		General Reserve:			
422,091	302,227	Balance brought forward 1 April 2026	302,227	337,199	34,972
(84,892)	(90,906)	Increase/(decrease) in year	(63,663)	(17,515)	46,148
337,199	211,321	Balance carried forward	238,564	319,684	81,120
		Asset Reserve:			
189,091	200,000	Balance brought forward 1 April 2026	200,000	200,000	0
10,909	0	Contribution from/(to) 2026-27 Budget	0	0	0
200,000	200,000	Balance carried forward	200,000	200,000	0
		Election Reserve:			
40,000	45,000	Balance brought forward 1 April 2026	45,000	45,000	0
5,000	5,000	Contribution from/(to) 2026-27 Budget	0	0	0
45,000	50,000	Balance carried forward	45,000	45,000	0
		Play Area Reserve:			
82,000	45,000	Balance brought forward 1 April 2026	45,000	46,354	0
(35,646)	(45,000)	Contribution from/(to) 2026-27 Budget	(15,000)	(15,000)	0
46,354	0	Balance carried forward	30,000	31,354	0
		Pump Track reserve			
0	50,000	Balance brought forward 1 April 2026	50,000	50,000	0
50,000	(50,000)	Contribution from/(to) 2026-27 Budget	0	0	0
50,000	0	Balance carried forward	50,000	50,000	0
678,553	461,321	TOTAL RESERVES	563,564	646,038	81,120



Penrith Town Council

BALANCE SHEET AS AT 31 AUGUST 2026

	£	£
Investments		
Penrith Building Society	93,191	
CCLA Public Sector Deposit Account	<u>680,000</u>	
		773,191
Current Assets		
Debtors	3,400	
Debtor - VAT	10,385	
Prepayments	110,564	
HSBC Bank Account	<u>87,669</u>	
	212,018	
Current Liabilities		
Creditors	0	
Accruals	19,590	
Payroll Control	12,310	
Receipts in Advance	<u>307,271</u>	
	339,171	
Net Current Assets		(127,153)
		<u>646,038</u>
Represented by:		
Reserves		
General Reserve		319,684
Asset Reserve		200,000
Election Reserve		45,000
Play Area Reserve		31,354
Pump Track Reserve		50,000
		<u>646,038</u>

MEETING: FULL COUNCIL

DATE: 28 SEPTEMBER

COUNCILLOR EMAIL POLICY

AUTHOR: TOWN CLERK

ITEM NUMBER: 13

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

☐

Yes

☒

No

PUBLIC REPORT

1. Recommendations/Decision Required:

Implementing a standardised Town Councillor Email Policy for ensuring legal compliance and protecting sensitive data.

2. Council Plan priorities

Pursue: Review policies and procedures to ensure that the Council operates and delivers services in an open, transparent, legal, and business-like manner.

3. Report

All official Town Council correspondence must be conducted exclusively via the provided Council email address.

Emails are necessary for Council business day-to-day communication, governance, and to meet statutory responsibilities. In most cases, no problems will arise from regularly using this form of communication, but it is important to bear in mind that, whilst emails can be an informal means of communication, Councillors should ensure that any Council emails maintain an appropriate level of formality and are not open to misinterpretation.

Councillors may hold a number of different roles within the community, and this can create scope for confusion as to the capacity in which they are sending emails; therefore, all emails sent via the Town Council mailboxes should only be used for Penrith Town Council business.

The proposed email policy ensures compliance with the Freedom of Information Act 2000 and General Data Protection Regulations 2018. It sets out best practice for Councillor use of emails when dealing with Council business.

Implications

The Town Council is a Corporate body and must work within the framework of the law and local governance. As such, all Councillors are responsible for maintaining a professional approach to emails at all times.

4. Legal

- i. Data Protection (GDPR / Data Protection Act): Councillors process data (names, addresses, sensitive personal issues). Council acts as data controller and must ensure the secure handling of residents' personal data. Council must ensure the confidentiality, integrity and availability of all personal data they hold and must have 'appropriate technical and organisational measures' in place to prevent personal data being accidentally or deliberately compromised. This includes physical and organisational security measures and also cybersecurity.

As the data controller, the Council has obligations relating to the confidentiality, integrity and availability of all personal data it holds. This means that the Council is accountable for any Council business conducted involving personal data on any device or through any email account. The Council must also ensure that all processing of personal data under its control remains compliant, regardless of the ownership of the device used to carry out the processing. All Members of the Council should therefore ensure they know their responsibilities in terms of only using personal data for the purposes which the Council obtained it.

- ii. Freedom of Information (FOI) Act: Any email discussing Council business is subject to FOI requests, regardless of whether it sits on a personal or official server.
- iii. Compliance with data retention and archiving requirements.

5. Resources

No implications.

6. Equality and Diversity

No implications.

7. Biodiversity & Climate Change

No implications.

8. Risks and other Considerations

Risks

Councillors who remain in post over more than one term may unwittingly host substantial numbers of emails. The data protection breach risks of a Councillor using their personal device are numerous, including and not limited to:

- i. They may be retained for longer than necessary.
- ii. They may be shared inappropriately.
- iii. They may be viewed by others.
- iv. The device may not be secure e.g. Password-protected, and there may be an increased risk of malware.
- v. The data may be accessed if the device is lost or stolen.

Consequences

Failure to comply with these obligations could result in the Council being subject to fines or other enforcement action by the ICO, and both the Council and the individual member concerned suffering the reputational damage that ensues from such enforcement actions.

Mitigation

The principle of accountability requires the Council to be able to demonstrate that it is complying with the GDPR and have appropriate policies and processes in place. Measures that may be implemented to reduce the risks associated with Members using their personal devices, include:

- i. All Members should be aware of the policies their implications, including via training, monitoring and audits.
- ii. Registering the personal devices with a remote locate and wipe facility to maintain confidentiality of the data in the event of device loss or theft.
- iii. Password-protecting all devices, including ensuring that all councillor-owned devices are password protected, to stop unauthorised access of the device.
- iv. Set editing and printing restrictions on a document containing personal data
- v. Password-protecting or encrypting documents sent by email.

This policy will mitigate risks from damage to the Council's reputation and potential litigation against the Council.

9. Background Information/Documents

None.

10. Appendices

Draft policy.



Penrith Town Council

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DRAFT COUNCILLOR EMAIL POLICY

Introduction

The Freedom of Information Act 2000 (FOI Act) and GDPR 2018 applies to public bodies. The FOI Act allows members of the public to request information from the Town Council. As data controllers, councils must ensure the confidentiality, integrity and availability of all personal data they hold, even if the data is being processed and stored on a privately-owned device.

Emails held by the Council are legally discoverable following a request under the General Data Protection Regulation (GDPR), the Freedom of Information Act (FOI), Subject Access Request and may be required as evidence in legal proceedings.

The Data Protection Act 2018 and Freedom of Information Act 2000 have highlighted that it is important to adopt a formal policy for email retention, that ensures the Council is compliant with legal and regulatory requirements.

The policy sets out best practice for Councillor use of emails when dealing with Council business and supports the Council in managing its obligations with regards to data protection and Freedom of Information Act requests. This policy is binding for all elected and co-opted members of Penrith Town Council.

- a) Email communications must align with the standards required by the Council's Code of Conduct.
- b) Penrith Town Council provides all councillors with their own councillor email address. The official council email address will be the primary email published on the council website for public contact.

- c) Councillors should use the Town Council email address assigned to them when acting in their capacity as a Town Councillor. Personal, private, or business email accounts must not be used to conduct town council business.
- d) Town Council email addresses should not be used by anyone other than the Town Councillor to whom the Town Council email address has been assigned.
- e) Setting up automatic forwarding from the official Council email to a personal email account is strictly prohibited.
- f) Laptops or mobile phones used for accessing Councils emails must be password protected. Councillors must enable Multi-Factor Authentication (MFA) on their council accounts where available.
- g) Account passwords must be strong, unique, kept strictly confidential, and never shared with family or third parties.
- h) Councillors should take care with the content of any emails they write and send on to others as improper language may lead to claims for discrimination, harassment, defamation, breach of confidentiality or breach of contract.
- i) Councillors must use the approved Council email signature, including standard legal and privacy disclaimers. Email is a formal method of communication and should be written with the same care as a letter on official letterhead.
- j) **Members must make it clear when they are writing as an individual rather than representing a council decision.**
- k) Town Council information held by Councillors is subject to the FOI Act and must be made available if requested in accordance with the FOI Act.
- l) Any official Town Council business held by Councillors in their own laptop within their council email and their own private email account is subject to the FIO Act and therefore their individual email account can also be searched for requested information.
- m) When using Town Council business emails, Councillors should not:
 - i. Send emails that contain libellous, defamatory, offensive, racist or obscene comments.
 - ii. Forward emails or attachments without being assured that the information can be passed on, seeking written consent first.
 - iii. Publicise the content of emails that contain confidential information.
 - iv. Send emails that could contravene the Councillors' Code of Conduct

- v. CC in other councillors or officers unless the subject matter specifically relates to them or their responsibilities.
 - vi. Carry out an email dump to a private account prior to leaving the Council.
- n) Councillors should regularly review and delete emails that are no longer required for legal or operational purposes.
- o) Upon leaving office, a councillor's email account will be deactivated, and access to council data will be revoked.
- p) The length of time that information is held by Councillors is not subject to the Town Council's Record Management and Retention Policy.
- q) All Councillor email accounts are refreshed or deleted at the following intervals:
- i. Permanent resignation or loss of office: the Council's IT provider will close down the account immediately, and the account will be reviewed and monitored for up to 8 weeks by an officer after which the email account will be deleted.
 - ii. Return after election: The existing emails will be archived account will be 12 months after re-election or to align with the Council's current business plan.
- r) Deleting or concealing information with the intention of preventing its disclosure following receipt of a FOI Act request is a criminal offence under section 77 of the FOI Act and the person concealing the information is liable to prosecution.

MEETING: FULL COUNCIL

DATE: 28 September 2026

Proposal to Partner with Able Futures to Support Employee Mental Health

Report Author: Town Clerk

Item No: 14

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

☐

Yes

☒

No

PUBLIC REPORT

1. Recommendations/Decision Required:

Consider whether the Council should partner with Able Futures to make free workplace mental health support available to Council employees and to seek approval to promote the service among staff.

That the Council partners with Able Futures to promote the Access to Work Mental Health Support Service to employees and authorises the Town Clerk to implement the necessary arrangements and communications to staff:

- i. Approve a partnership with Able Futures to promote the availability of its free mental health support service to Council employees.
- ii. Authorise the Town Clerk to register the Council as a partner organisation and obtain any promotional materials available.
- iii. Permit information about the service to be circulated to staff and included within staff induction and wellbeing information.

2. Council Plan priorities

The proposal accords with the Council's values within the Business Plan.

3. Report Details

Employee wellbeing is an important aspect of good employment practice. Mental health challenges such as stress, anxiety and depression can affect attendance, productivity, morale, and overall workplace wellbeing. Local councils have a duty of care towards their employees and are encouraged to take reasonable steps to support staff wellbeing.

Able Futures delivers the Access to Work Mental Health Support Service on behalf of the Department for Work and Pensions (DWP). The service

provides confidential support to employees experiencing mental health difficulties that may be affecting them at work. It is available to people aged sixteen and over who are in paid employment, self-employment or apprenticeships in England, Scotland, and Wales.

What Able Futures Provides

The service offers:

- Up to nine months of confidential support from qualified mental health professionals.
- Practical advice and guidance to help individuals manage issues such as stress, anxiety, depression, and other mental health challenges affecting work.
- Assistance in developing coping strategies, resilience, and wellbeing plans.
- Support with identifying workplace adjustments that may assist employees in remaining productive and engaged in their roles.
- A confidential service which employees can access directly without requiring a referral from their GP.

Importantly, there is no cost to either the employee or the employer, as the service is funded through the DWP.

Benefits to the Council

Partnering with Able Futures would demonstrate the Council's commitment to supporting employee wellbeing and maintaining a positive workplace culture. Potential benefits include:

i. No Financial Cost

The service is externally funded and therefore can be promoted and accessed without creating any additional pressure on the Council's budget.

ii. Improved Employee Wellbeing

Employees experiencing mental health difficulties would have access to specialist support, potentially improving resilience, confidence, and overall wellbeing.

iii. Reduced Absence and Improved Productivity

Providing early intervention and support can help employees manage challenges before they escalate into prolonged sickness absence or workplace performance concerns. The service is specifically designed to help people remain in work while managing mental health conditions.

iv. Enhanced Employment Practices

The partnership would complement existing Council employment policies, wellbeing initiatives and health and safety responsibilities, helping to demonstrate that the Council takes staff welfare seriously.

v. Confidential Support

As the service operates independently of the Council, employees may feel more comfortable discussing sensitive issues with an external professional.

Considerations

Whilst the Council would promote the service and encourage staff to access it where appropriate, it should be noted that:

- Participation is entirely voluntary.
- Individual support arrangements remain confidential between the employee and Able Futures.
- The service is not intended to replace clinical treatment where required but can complement support already being received through the NHS or other providers.
- Any workplace adjustments recommended would remain subject to normal Council procedures and operational requirements.
- Volunteer counsellors may be eligible for support through Able Futures if they are either employed elsewhere or self-employed, as they can apply based on that employment status. However, if an individual is retired or currently unemployed, they would not meet the eligibility criteria for the service, as Able Futures is designed to support people who are in work and whose mental health difficulties are affecting, or may affect, their attendance, performance, or ability to remain in employment.

Implications

4. Legal

There are no identified legal risks associated with promoting the service. Providing access to wellbeing support may assist the Council in demonstrating its commitment to staff welfare and its responsibilities as an employer.

5. Resources

There are no direct financial implications for the Council as the service is funded by the Department for Work and Pensions.

6. Equality and Diversity

No implications.

7. Biodiversity & Climate Change

No implications.

8. Risks and other Considerations

No implications.

Background Documents

Website

<https://able-futures.co.uk/resources>

Latest Article & News:

[Latest news and views from Able Futures | Able Futures Mental Health Support Service](#)

Short promo video's

- [Simple ways to boost mental wellbeing every day](#)
- [Understanding Mental Health: How to take care of your mind and thrive at work](#)
- [iWorks Employability Platform from Ingeus](#)

Watch & Learn

- **YouTube:** [Able Futures Channel](#) – featuring videos like “*An introduction to Able Futures*”
- **Past Webinars:** [Able Futures webinars - YouTube](#) – on-demand sessions about mental health at work

AGENDA END

FOR THE ATTENTION OF ALL MEMBERS OF THE TOWN COUNCIL

Access to Information

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

Background Papers

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