

**KESWICK TOWN COUNCIL**  
**SEVEN PRINCIPLES OF PUBLIC LIFE**  
**Selflessness – Integrity – Objectivity – Accountability – Openness – Honesty - Leadership**

**Council Offices**  
**50 Main Street**  
**Keswick**  
**Cumbria**  
**CA12 5JS**

**Email:townclerk@keswicktowncouncil.gov.uk**

10<sup>th</sup> May 2024

The Annual Meeting of Keswick Town Council will be held in the Council Chamber, Town Hall, Keswick on **Thursday 16th May 2024 at 7.00 p.m.**

Yours sincerely



**Viven Little**  
**Town Clerk**

**A G E N D A**

- 1. Election of Chair (Town Mayor)**  
To elect the Chair of the Council and to receive the Chair's Declaration of Acceptance of Office.
- 2. Election of Deputy Chair (Deputy Mayor)**  
To elect the Deputy Chair and to receive the Deputy Chair's Declaration of Acceptance of Office.
- 3. Apologies**  
To receive apologies for absence.
- 4. Minutes**  
To authorise the Chairman to sign as a correct record the minutes of the Town Council meeting held on 18th April 2024 (pages 54-58).
- 5. Requests for Dispensations**  
The Clerk to report any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest.
- 6. Declarations of Interests**  
To receive declarations by elected and co-opted members of interests in respect of items on this agenda.  
  
Members are reminded that, in accordance with the Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting).  
*If a member requires advice on any item involving a possible declaration of interest which could affect his/her ability to speak and/or vote, he/she is advised to contact the Clerk at least 24 hours in advance of the meeting.*
- 7. Police Report**  
To receive the report of the Allerdale Rural Neighbourhood Policing Team (enclosed). Inspector Aiston will be in attendance.

- 8. Matters to be received from the Public**  
Members of the public wishing to raise items should notify the Clerk by email no later than 24 hours before the start of the meeting. Such matters may be received throughout the meeting, however items raised should not be discussed for longer than ten minutes and the Chairman reserves the right to curtail repetitious matters. Public participation shall not be longer than half an hour throughout the meeting.
- 9. Matters to be raised by Councillors**  
An opportunity for Councillors to raise any unforeseen matters which are not on the agenda, with the consent of the Chair, and which do not require a decision – items raised should not be discussed for longer than 10 minutes.
- 10. Request for financial support in relation to Keswick to Ullswater bus service.**  
To receive the report of the Clerk.
- 11. Applications for Development**
  - i) To examine applications for development and agree observations to be submitted to the Lake District National Park Authority (Planning Group comments to be circulated by email prior to the meeting).
  - ii) To receive an update on National Park planning decisions.
- 12. Mayors Report**  
To receive details of the Mayor's engagements and meeting attendance for the period 12 April – 15 May 2024.
- 13. Annual Review of Standing Orders**  
To review the current Standing Orders and consider any revisions recommended by the Clerk.
- 14. Standing Committee and Working Group Members**  
To appoint members to serve on the undermentioned working groups/committees:
  - i) Staffing Committee
  - ii) Events Committee
  - iii) Planning Group
  - iv) Visitor Management Working Group
  - v) Housing Working Group
- 15. Outside Bodies & Liaison Meetings**  
To appoint representatives on outside bodies and to attend liaison meetings.
- 16. Chairman's Allowance**  
To fix the amount of the Chairman's allowance in pursuance of Section 15 (5) of the Local Government Act 1972 (budget provision £2,000) and to note timing of payments.
- 17. Schedule of Meetings 2024/25**  
To confirm the date and times of ordinary meetings of the Council for the ensuing year.
- 18. Schedule of Charges**  
To confirm the level of charges to be set for 2024/25 – information only.
- 19. Town Council Insurance Renewal/Review**  
To consider the report from the Responsible Financial Officer.
- 20. Clerk's Report**  
To receive the report from the Clerk.
- 21. Payment of Accounts**  
To confirm the payment of accounts for May 2024 as approved by the Inspection Committee (to be circulated at the meeting) for:
  - i) The Town Council;

ii) The Trusts

**22. Reports from Ward Representatives**

To receive reports from the following representatives:

- i) Cumberland Council
- ii) Lake District National Park Authority North Distinctive Area Parishes Representative (if available)

**23. Correspondence**

To receive for information a letter from the Lake District National Park Authority.

**24. Policies for adoption**

To adopt the following policies:

- i) Health and Safety Statement.

**25. Meeting attendance for 2024/25**

To receive the report of the Clerk.

To: All Councillors, Press, Police

**KESWICK TOWN COUNCIL  
SEVEN PRINCIPLES OF PUBLIC LIFE**

**Selflessness – Integrity – Objectivity – Accountability – Openness – Honesty - Leadership**

Minutes of the meeting of Keswick Town Council held in the Council Chamber, First Floor, Council Offices, 50 Main Street, Keswick on Thursday 18th April 2024 at 7.00 pm.

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**Present:**

**Chair**

Councillor Steve Harwood

**Councillors**

Claire Houghton  
Jean Murray

Denstone Kemp  
Rob Nelson

Benita Laphorn  
Lorraine Taylor

**211. Apologies**

Apologies for absence were received from Councillors Dunn, Chris Houghton and Paxon. Their apologies were noted and agreed by Councillors.

**212. Minutes**

**RESOLVED** that the Chair be authorised to sign as a correct record the minutes of the Town Council Meeting held on 21<sup>st</sup> March 2024 (pages 48-53).

**213. Requests for Dispensations**

The Clerk reported that no requests for dispensation had been received.

**214. Declarations of Interests**

Councillor Harwood declared a personal interest in planning application 7/2024/2016 as he lived in a neighbouring property. He stated that he intended to remain in the room and vote on the item.

**215. Police Report**

**RECEIVED** the newsletter of the Allerdale Rural Neighbourhood Policing Team.

**RESOLVED** that the Clerk contact the local Police Inspector to request attendance at the next Town Council meeting in order to answer Councillors questions (Action – Clerk).

**216. Matters to be received from the Public**

No matters were raised by members of the public at this meeting.

**217. Matters to be raised by Councillors**

No matters were raised by Councillors at this meeting.

**218. Applications for Development**

- i) **RESOLVED** that the following applications be submitted to the Lake District National Park Authority (Action - RFO)

Plan Ref.	Description, Location, Comments Recommendation
7/2024/2016	Erection of privacy fence between 4 Browfoot and Glenburn

4, Browfoot, Keswick, CA12 4LQ

*Object - We acknowledge receipt of your letter of 20 March 2024 advising amended plans have been submitted together with a response from the applicant to our comment on this application. It is noted that the extent of the proposed new fence has been reduced from 12 metres to 8.84 metres. This is appreciated but we still consider this will have a significant intrusive visual impact on the character for this area. The existing stone wall will be concealed behind a fence which is utilitarian in style and a height which would draw attention to it at the expense of the open nature of existing front gardens.*

*It is noted that a number of mature container plants have been placed against this wall which is much more sympathetic. We consider the reason given for justification of the new privacy fence proposed is unconvincing given the time the existing arrangement has been in place. We believe our general description of the front garden area is an accurate reflection of how it appears to give a clear indication of how this area is used in the context of overlooking claims. Overall, we maintain our objection to this proposal.*

**OBJECT**

*(Observations submitted under delegated powers 28/03/2024)*

7/2024/2020

*Installation of grill to external face of building for kitchen of Cafe (grill to match existing grill on adjacent building)*

*2, Pack Horse Court, Keswick, Cumbria, CA12 5JB*

*Object – It is noted this is a resubmission of a previously withdrawn application, 7/2023/2209 which proposed an external vertical flue which we objected to. It is acknowledged that the external grille now proposed is less visually intrusive but the height proposed is less than recommended by Cumberland Council in their response and may be difficult to achieve without a vertical flue element. A specialist appraisal has been provided for the impact of noise but this is difficult to give a definite result in the context of an adjacent high level grille of this type operating at the same time. No assessment is made on the impact of smells emanating from this source affecting upper floor apartments and the area around the grille. We recommend a detailed appraisal of the technical issues involved by Cumberland Council Environmental Health given this sensitive location in a pedestrianised area. It is noted this café has been in operation for several months – how is this requirement currently being met?*

**OBJECT**

*(Observations submitted under delegated powers 28/03/2024)*

7/2024/2041

*Alterations and conversion of existing garage to form additional habitable space*

*9, Ratcliffe Place, Keswick, CA12 4DZ*

*We felt that this needed further investigation and an opportunity to discuss with affected neighbour's, therefore response will be confirmed by 1 May 2024*

- 7/2024/2048 Demolition of rear extension and replacement with new extension  
14, Eskin Street, Keswick, CA12 4DQ  
*Object – we object to the proposed 2 storey extension at the rear of the existing guest house as being overdevelopment of a restricted site area which would have an overbearing impact on adjacent properties. We have no objection in principle to improving the existing single storey accommodation described as substandard but this should not be done in a way which shows complete disregard of neighbouring properties. It is noted that no plans are provided of the existing guest house to show the overall context. The existing mono pitch 3 storey extension at the rear already has a significant overshadowing impact on 16 Eskin Street. We consider a further 2 storey extension for the full length of the site would have an oppressive impact on that property. Similarly, it would have a direct overlooking impact to the rear garden of 12 Eskin Street. We do not consider obscure glazing is sufficient mitigation as this can be easily evaded and creates an unsatisfactory environment in the rooms affected*  
**OBJECT**  
*(Observations submitted under delegated powers 28/03/2024)*
- 7/2024/2054 Small kitchen extension 1.74m x 1.84m  
25, Rose Terrace, Keswick, CA12 4HD  
No comments made  
**SUPPORT**
- 7/2024/2059 Change of use from a guest house to a flexible use as a) a guest house with owner's accommodation or b) holiday letting accommodation c) a dwellinghouse to be used as an only or principal home  
37, Eskin Street, Keswick, CA12 4DG  
*Support/Object- We SUPPORT option a) which we understand is its current use. We OBJECT to option b). We are aware that it has a current planning permission for short term holiday letting use – 7/2023/2189. However we maintain our objection to this option where no on site management is retained for the reasons stated and evidence provided for the Change of Use application at 23 Eskin Street.*  
*We SUPPORT the proposed change to a single dwelling house as an Only or Principle Home on the same condition applied to the permission granted on 18 Eskin Street – 7/2023/2187*  
**SUPPORT/OBJECT**
- 7/2024/2064 Demolition of existing conservatory, garage and carport.  
Construction of new sunroom, office, utility and porch.  
Westcombe, Manor Brow, Keswick, CA12 4AP  
No comments made  
**SUPPORT**
- ii) **RECEIVED** update on National Park Planning Decisions.

**219. Mayor's Report**

**RECEIVED** details of the Mayor's engagements and meeting attendance for the period 15<sup>th</sup> March 2024 – 11<sup>th</sup> April 2024.

**220. Reports from Ward Representatives**

**RECEIVED** reports from the following representatives:

- i) Cumberland Council – no report submitted.
- ii) Lake District National Park Authority North Distinctive Area Parishes - **RECEIVED** the report of the LDNPA North Distinctive Area Parishes Representative.

**221. Payment of Accounts**

**RESOLVED** that the payment of accounts for April 2024 as approved by the Inspection Committee be authorised for payment (Action - RFO)

for:

- i) The Town Council, vouchers 272 – 12, amounting to £35,878.45 (thirty five thousand eight hundred and seventy-eight pounds and forty five pence); and
- ii) The Parks Trusts, vouchers HP235 – FP4, amounting to £82,187.93 (eighty two thousand one hundred eighty seven pounds and ninety three pence)

**222. Budget Summary Comparisons as at 31<sup>st</sup> March 2024**

**RECEIVED** the budget comparisons for the 4<sup>th</sup> Quarter.

**223. Annual Review of Revised Financial Regulations**

Consideration was given to the report of the Responsible Financial Officer.

**RESOLVED** that the changes to the Financial Regulations as set out in the report be approved (Action – RFO).

**224. Toilets on Keswick to Threlkeld Trail**

Consideration was given to the report of Councillor Dunn.

**RESOLVED** that Keswick Town Council provide and fund information signs up at the start of the trail at the Keswick end, noting that there are no toilets and informing where the nearest toilets are for people to use before they set off. This funding is to come from the toilets earmarked reserves (Action – Clerk).

**225. Future Event – proposed new event in Keswick**

**RECEIVED** the report of Councillor Harwood and Councillor Nelson. Councillor Nelson gave a full update of the plans for the 'Keswick Games', with a planned date of Sunday 18 August 2024. This would be delegated to the Events Committee for full planning.

**RESOLVED** that:

- i) the Town Council support this event;
- ii) preparation of this event be delegated to the Events Committee; and
- iii) £2,000 be released from the Events fund to aid with set up costs for the event (Action – RFO).

**226. Clerk's Report**

Consideration was given to the report from the Clerk. Councillor Murray gave a further update on issues with flytipping, as well issues with hot tubs in the Back Streets area.

**RECEIVED** the report of the Clerk.

**227. Reports from Representatives on Outside Bodies**

- i) Keswick Convention Town Liaison Group – Councillor Nelson gave a brief update.

**228. Minutes of Committee Meetings**

**RECEIVED** for information the Minutes of the Events Committee meeting held on 28 March 2024 (pages 9-10).

**229. Staffing Committee minutes**

**RECEIVED** for information the Public Minutes of the Staffing Committee meeting held on 7 February 2024 (page 4).

**Prior to consideration of the following business, the Chair moved the resolution:**

*‘That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted’*

**230. Staffing Committee minutes**

**RECEIVED** for information the confidential Minutes of the Staffing Committee meeting held on 7 February 2024 (pages 5-6).

The meeting closed at 7.59 pm

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

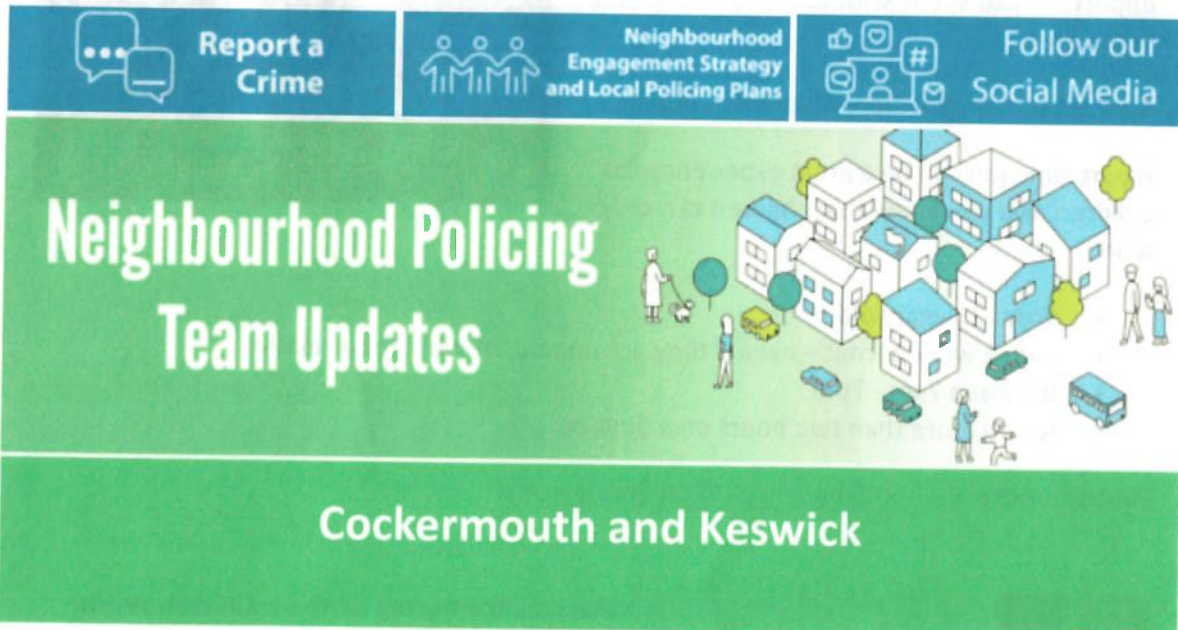


**Ania Mlynczak**

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**From:** Cumbria Police <CumbriaPolice@public.govdelivery.com>  
**Sent:** 16 April 2024 17:02  
**To:** Ania Mlynczak  
**Subject:** March & April 2024 - Cockermouth and Keswick

[View in browser](#)



**Report a Crime**

**Neighbourhood Engagement Strategy and Local Policing Plans**

**Follow our Social Media**

**Neighbourhood Policing Team Updates**

**Cockermouth and Keswick**



In this months newsletter you will see we have been carrying out visits with our partners, targeting road safety and visiting schools and community groups.

This includes talking

**Inspector Pete Aiston**

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### **Police drop ins**

- Tue 21 May 2024 2pm to 3pm - Keswick Library
-

## Joint visit

On 9 April, PCSO Megan Jones joined Paula Nixon the Child Employment and Entertainment Officer from Cumberland Council visiting businesses in the Keswick area that may employ children.

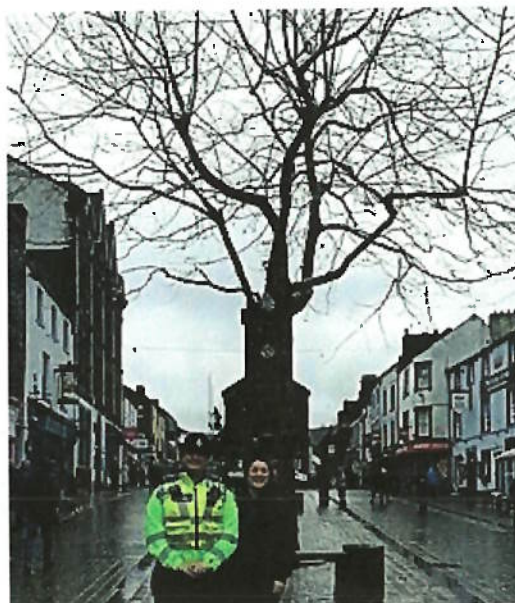
The purpose of the visits was to provide information and advice. It was a really good opportunity to speak with so many businesses in the area.

*April is Child Employment Awareness month.*

A part-time job can be a great experience for children. Did you know that children can only work:

- from 13 years old
- with a work permit – even if they are unpaid, or work for a relative
- between 7am - 7pm
- for no more than two hours on a Sunday.

Find out more: [Cumberland.gov.uk/ChildEmployment](http://Cumberland.gov.uk/ChildEmployment)



## Patrols following anti-social behaviour reports

On Saturday 13 April, we are out on foot patrol around the area of Croftside Cockermouth.

This follows previous calls of Antisocial behaviour in that area

### **Vehicle seized and man arrested**

On 18 March, we stopped a vehicle on the A66 near to Brigham after it was showing to be notified off road and having no insurance on Police systems.

The man was drug wiped and returned a positive result for Cannabis and was subsequently arrested under Section 5A of the Road Traffic Act.

The man was also reported for driving without insurance, having no tax and finally possession of a Class B substance after Cannabis was found in his vehicle following a search.



### **Parking enforcement**

On 28 March, at the end of the school day PCSO Clare Parker alongside Cumberland Council Civil Enforcement Officer conducted parking patrols in the area of Bridekirk school.

Please can all drivers be aware of where they are parking and observe the double yellow lines and zig zags.

By making good parking choices can make it a far safer place for all.

### **Coffee morning visit**

On 28 March, PCSO Clare Parker visited the Castle Gardens coffee morning.

It was lovely to chat and give advice to the lovely people that came along.

Staff from Castles and Coasts housing association organise the coffee mornings and it's a great opportunity to chat to other agencies.

Useful advice was given in relation to phone scams and ways to protect your personal information.







### **Anti-social behaviour talk**

On 28 March, PCSO Clare Parker visited All Saint's school to deliver a presentation on anti-social behaviour (ASB) ahead of the Easter holidays.

The students now have a better understanding of what ASB is and how peoples behaviour can effect others.



### **Careers day**

On 26 March, PCSO Clare Parker had the opportunity to attend Cockermouth Careers Day.

The year five students from Cockermouth Cluster of Primary schools all came along to learn about many different jobs and roles including Cumbria Police, Sellafield Ltd, Author & Property Developer, Artist, The Science Viking and many more other interesting businesses.

A great opportunity to engage with students

### **School visit**

On 11 March, PCSO Clare Parker visited Cockermouth school Yr7 students.

The session was the role of the PCSO and the students were able to try some spare police kit on including jackets and the police hats.

Lots of fun had by all.



# WHAT IS SPIKING?

Spiking is giving someone else drugs or alcohol without their knowledge or permission.

## **DRINK SPIKING -**

adding drugs or alcohol to someone else's drink

## **NEEDLE SPIKING -**

injecting drugs into someone else's body with a needle or auto-injector pen

## **VAPE OR CIGARETTE SPIKING -**

giving someone drugs in a cigarette or e-cigarette

## **FOOD SPIKING -**

adding drugs to someone's food



Our patrols will look to identify potential offenders targeting vulnerable people coming out of pubs and clubs and at taxi ranks and take-aways.

Remember - you will ALWAYS be believed, and victims of spiking are NEVER to blame.

If you start to feel strange or more drunk than you thought you should be, seek help straight away.

If you feel seriously unwell, call 999 or ask someone to get you emergency medical assistance.

For more advice, go to: [Spiking | Cumbria Police](#)

## PCSOs visit Cockermouth Beavers

On 22 March, PCSOs Clare Parker & Megan Jones visited the Beaver group in Cockermouth.

The Beavers liked looking at the vehicle and asking lots of questions about the police and what their role is.

We then participated in a game where the Beavers chose which emergency service they would require for different incidents.



## School visit

On 22 March, PCSO Clare Parker visited St Bridget's Brigham School who is the local PCSO for the area.

The classes were given the opportunity to ask questions about the role of a police community support officer.

They also really enjoyed looking at the police vehicle and the different pieces of equipment.





### **Think about where you park...**

On the afternoon of 31 March, several emergency vehicles were required to attend an incident on the fells where an individual was severely injured, selfish parking made it hard for the responders to arrive swiftly and safely.

When parking your vehicle always think -

Can an emergency service vehicle pass?

Am I parked legally?

Have I parked selfishly to make my day easier?

Tickets for unnecessary obstruction will be given out to anyone parking dangerously.

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### **Drug Activity Community Appeal**

A DACA (Drug Activity Community Appeal) was distributed in the Holme Court, Cockermouth.

We are looking to challenge the use and supply of drugs in this area.

Tell us about:

- 👉 Suspicious activity on your street
- 👉 Suspicious people or vehicles on your street
- 👉 Drug supply in your community
- 👉 Any concerns about crime in your neighbourhood


Anyone with information can report online at [www.cumbria.police.uk/report-it](http://www.cumbria.police.uk/report-it).

Alternatively you can contact Crimestoppers, anonymously, on 0800 555 111.

Officers also carried out a Streetsafe letter drop in the area of St Helen's Street, Cockermouth and visited residents to provide reassurance.


**Sexual violence can happen to anyone,  
of any age and in any walk of life.**  
You are not alone.

**REPORT A CRIME ON OUR WEBSITE**



**Deep water may feel warm  
on the surface - but can be  
icy cold below!**

Making Cumbria a safer place for all  
[cumbriafire.gov.uk](http://cumbriafire.gov.uk)



If you're considering swimming in our county's rivers and lakes, please remember that while deep water may feel warm on the surface, it can be icy cold below.

Entering this icy water can lead to panic and cold water shock.

For important information about how to stay safe around our lakes, rivers and coastline, please visit:

[www.cumbriafire.gov.uk/water-safety](http://www.cumbriafire.gov.uk/water-safety)

**Mini Police deliver road safety presentation**

On 11 March, PCSO Clare Parker visited the Mini Police at Fairfield School who delivered a road safety presentation to the school.

Lots of safety advice and lots of ways to keep safe including the Highway code.





### **Road safety talk**

On 15 March, Dean CE School, to carry out a road safety talk.

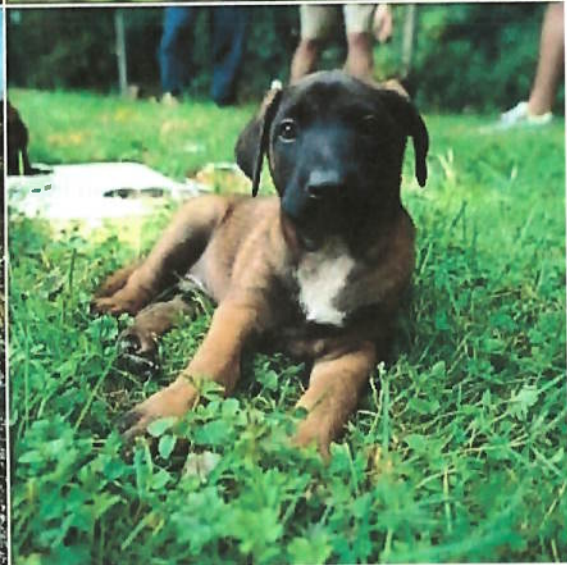
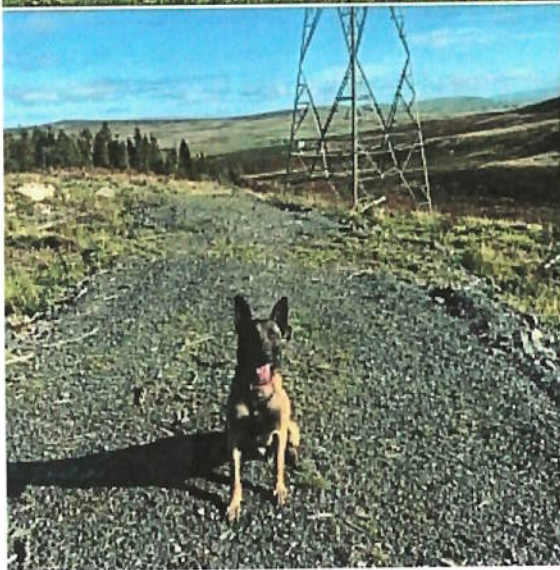
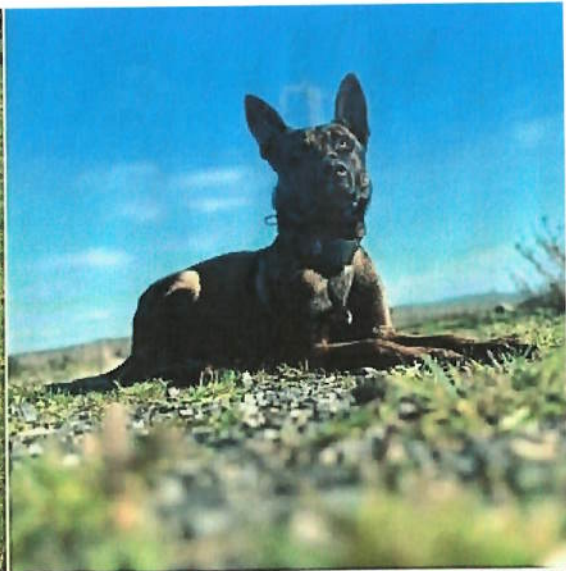
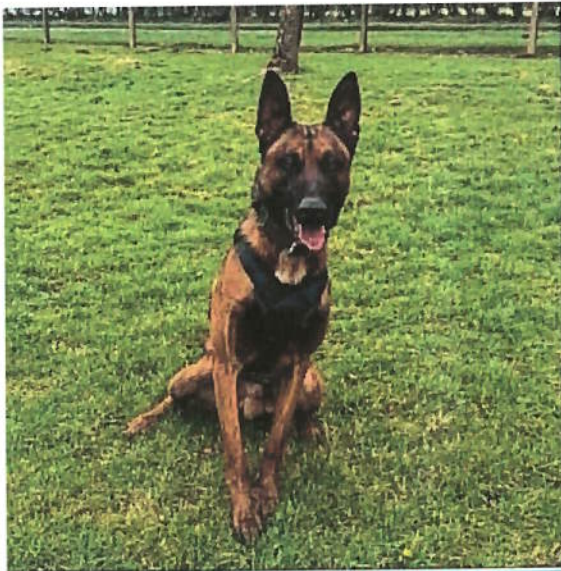
PCSO Parker also provided advise in relation to parking outside of school.

### **Training Police Dog 🐕 Police Dog**

From our puppy litter in June 2022, we now have three of those working for Cumbria Police as fully licensed police dogs.

PD Quake licensed earlier this week and his brothers, PD Blaze and PD Viper, licensed in November 2023.

Congratulations all involved in licensing and we look forward to hearing about their careers with us!



StreetSafe is a service that allows you to report safety concerns in public places without giving us your name.

This includes issues like poorly lit streets, abandoned buildings, or vandalism, as well as instances where you feel unsafe due to someone following or verbally abusing you.

Report an issue here: [StreetSafe | Cumbria Police](#)





# Join Us!

**Have you ever thought about being a police officer, special constable, PCSO or staff member?**

**Could you be make a real difference to people in Cumbria and help keep them safe?**

**Recruitment is open now. We are looking for enthusiastic and dedicated people to apply now to join our teams.**



**For more information on the role of a police officer and the numerous entry routes, please visit [www.cumbria.police.uk/careers](http://www.cumbria.police.uk/careers).**

## Your local officers

**Want to know who your local officers are?**

Simply go to our website - [www.cumbria.police.uk](http://www.cumbria.police.uk)

Scroll down the home page and you can browse different areas to see who your local team are - or enter your postcode.

Not only will you be able to find out who your named local officers and PCSOs are, you will also be able to view our local policing priorities and details of any meetings or events we will be attending.





## Police work with businesses in Cumbria to tackle retail crime

Cumbria Police took action to support local businesses during a month-long initiative aimed at reducing offences and targeting retail criminals.

Neighbourhood Policing teams increased patrols and visited shops and businesses in March, offering advice and support in some of the county's main retail locations.

A total of 18 arrests were made for theft and shoplifting offences during the month on the targeted days of action. **Read more [here](#).**

## Cumbria's Online Child Abuse Investigation Team execute warrants and make arrests during week of action

Cumbria Police's Online Child Abuse Investigation Team ensured the safety of several children during a week of action focussing on online sex offending.

Detectives from the dedicated team also executed three warrants, made two arrests and seized seven devices.

This was part of a week of intensification focussed on those suspected of being involved in accessing indecent images of children.

The action was taken as part of a regional and national campaign to tackle and deter online child sexual abuse. **Read more [here](#).**

## News from our partners

### Summer events extended across Cumberland

Our fantastic Operation Respect events will happen across our area this summer.

These free family events include advice, activities, food, a community clean-up and the chance to speak to housing providers, the council, the police and other bodies.

Find out when Operation Respect is coming to your community here:

<https://www.cumberland.gov.uk/.../summer-events-extended...>

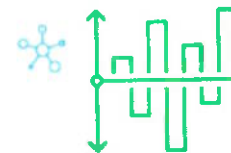


## Crime Figures

Further information can be found on [Police.Uk](#)

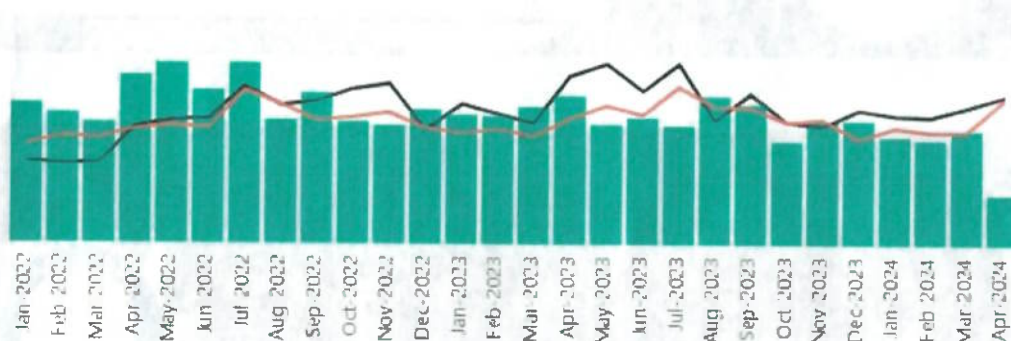
[Click here to visit the website](#)

Please note the data contained on [Police.uk](#) is not live time



OffenceGroup	Crimes	Same Period Last Year	Difference	% Change
Arson and Criminal Damage	11	9	2	22.2%
Burglary	2	9	-7	-77.8%
Drug offences	2	2	0	0.0%
Miscellaneous Crimes Against Society	2	1	1	100.0%
Possession of weapons offences	0	2	-2	-100.0%
Public order offences	14	11	3	27.3%
Robbery	0	1	-1	-100.0%
Sexual offences	5	0	5	0.0%
Theft offences	11	11	0	0.0%
Vehicle Offences	0	0	0	0.0%
Violence against the person	38	56	-18	-32.1%
<b>Total</b>	<b>85</b>	<b>102</b>	<b>-17</b>	<b>-16.7%</b>

● Month Total ● Previous Year ● Average Previous 3 Years



**Please report any incidents of crime or anti-social behaviour to us, to help us keep Cumbria safe.**

If a crime is in progress always call 999.

You can report online at  
<https://www.cumbria.police.uk/report-it>

Our online Live Chat function is a new service giving you an alternative way to communicate with a Police Officer in real time. [More here.](#)

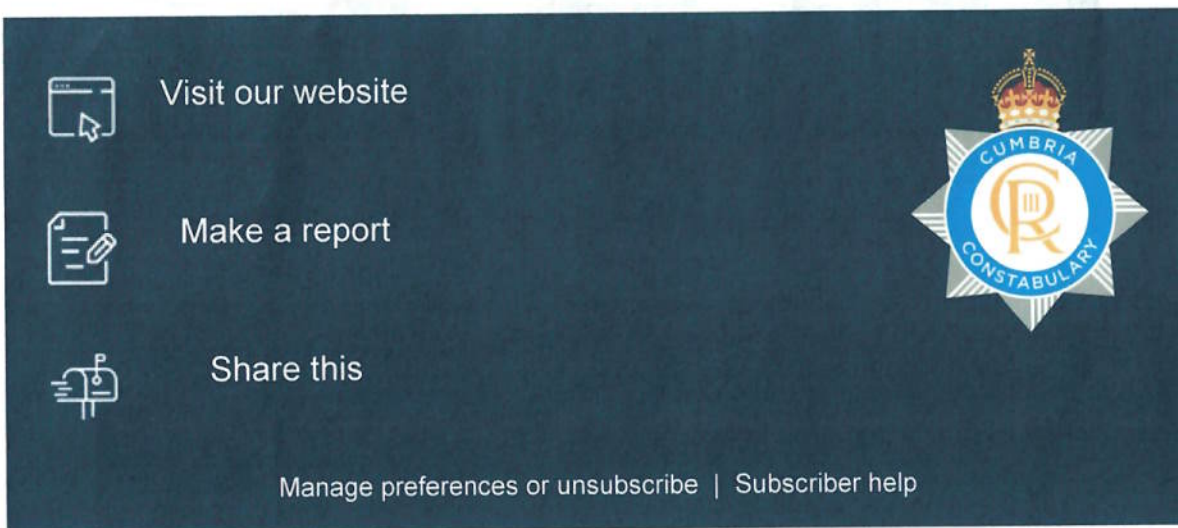
You can also phone on 101.  
 Alternatively you can contact Crimestoppers, anonymously, on 0800 555 111.



Please consider taking two minutes to let us know what you think of your local area newsletter.



Your feedback helps us to ensure we are providing information that you find useful and interesting about policing in your area.



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KESWICK TOWN COUNCIL

16 MAY 2024

Request for financial support in relation to Keswick to Ullswater bus service

We have been approached by Gary Lovatt, Chair of Keswick Tourism Association, regarding the introduction of a bus service running from Ullswater to Keswick, which will stop at a number of tourist destinations on the way. The team behind the bus service are seeking pledges in relation to the 509 service (information detailed below), and have asked whether the Town Council would be willing to pledge up to £100 to help with the running cost of these services. Gary Lovatt will be at the meeting to answer any questions from Councillors.

*Advantages for Keswick businesses are many.*

*Traffic will of course go both ways, so both accommodations and retail/attractions are set to gain through either increased mobility options for Keswick based visitors or new day visitors (with no parking requirements) for the attractions/retailers.*

*Busses direct from Keswick will visit Rookin House farm, Aira Force, Ullswater Steamers, Helvellyn (the front side!), Poolley Bridge, The Ullswater Way, Lowther Castle. And all for just £4 return.*

*Here is the information on the Ullswater Bus services running this year.*

**The services**

*The Ullswater Hopper Bus carried more than 1100 passengers during the 18 weeks of weekend operation in 2023. The service was funded using a combination of grants, fare income and local businesses pledging money to underwrite costs in case the fare income fell short. There was no call on these pledges in 2023.*

*For 2024 the services are as follows (in addition to the 508):*

- *UB1: this service will run from Aira Force to Pooley Bridge via holiday parks and hotels in Watermillock and Bennethead and then continue from Pooley Bridge to Howtown and return. This service is operated with a 16 seat minibus and can be stopped by request (as long as safe) anywhere on the route.*
- *509: we have added a second bus (a 32 seat single deck bus) which will run from Keswick along the A66 to the A5091, then via Matterdale and Dockray to Aira Force. There it will split with some services continuing to Glenridding and Patterdale, and some going to Penrith via Pooley Bridge, Askham, Lowther Castle and Clifton. The services will return the same way.*

*These busses routes will allow customers staying at any of your four accommodations will be able to visit the Ullswater Steamers, Helvellyn, Blencathra, Keswick, Penrith, Lowther Castle, Ullswater Way etc without needing the car.*

*Timetables attached. These two services will run for longer than last year, on weekends and Bank Holidays between 23rd March and 3rd November.*

### **Cost and funding**

*The total cost for these two services will be £39,976. The bus fare will stay at £2 single, £4 return. Concessionary fares will be supported and children under 5 travel free.*

*We are funding the two services with a combination of grants and fare income, and are asking local businesses for pledges to help make up any shortfall in the fare income.*

*To date we have received pledges from 23 Ullswater entities totalling £32,050. Grants have been applied for and to date we have confirmed grants of £16,622. Fare income obviously depends on the number of tickets sold. The busier the service the higher the income and the lower the pledge take up.*

*We are looking for pledges from all the main operators on the route including yourselves. The more people that pledge, the lower any potential payment requests will be AND the more likely the service will generate substantial fare income as more operators will become invested in its success. We will be listing all our supporters in our publicity (by name only, not pledged amount) and encouraging users to support our supporters. We are suggesting £2k - £5k per business as the sort of amount we are looking for. That said, any amount - even a smaller amount - will be much appreciated and it gets your name on the list of businesses pledging.*

*I should emphasise that at this stage we are only asking for pledges to underwrite the costs. We will not be asking for any cash until the outcome is known.*

### **Publicity**

*We are publicising the services widely. Stagecoach will have a dedicated Ullswater page on its website for the season, and we are producing our own publicity as well. Our intention is to supply all supporting businesses with physical material such as posters and timetables, and information that can be included on websites/social*



*media. We will include the names of our supporters on publicity material. We are also considering giving potential users ideas for trips they can take using the buses.*

*This Bus initiative (in conjunction with our ongoing Boat/Boot/Bike initiatives) will enable:*

- *Local businesses to attract new customers who do not own a car (growing sector)*
- *Local businesses to attract customers who prefer not to use a car when on holiday*
- *Local businesses to show sustainable operation*
- *The local community to have access to reliable and affordable public transport*
- *Valley congestion to be minimised*
- *Carbon foot print of valley to be minimised*
- *Ullswater (and now Keswick) to become known internationally as the place to holiday without a car.*

*The longer term goal is to run a daily bus service through school holidays and a year round service at weekends.*

Having read through these proposals, I would recommend that Council agree to this pledge amount, as it fits in with a number of the Town Council's priorities – it promotes sustainable transport, which is important both from an environmental point of view as well as a congestion viewpoint. It has an economic benefit for the business of Keswick, as it allows people visiting other parts of the Lake District to visit our town sustainably, and it would show that Keswick Town Council supports initiatives such as this. There is no guarantee that the pledge will be called on, it is designed to help underwrite any costs from shortfalls in income through the summer season.

Vivien Little

9 May 2024

**AGENDA ITEM 11.i)**

**Planning Applications received between 12/04/2024 - 9/05/2024**

Plan ref	Reply by	Location	Description of Proposed Development
7/2024/2041	01-May-24	9, Ratcliffe Place, Keswick, CA12 4DZ	Alterations and conversion of existing garage to form additional habitable space
7/2024/2077	No comments required	The Studio, land to rear of 35 Station Road, Keswick, CA12 4NB	Change of use to short term holiday let - Certificate of Lawfulness of Existing Use or Development
7/2024/2085	27-May-24	Co-Operative Insurance Society Ltd, James Court, Main Street, Keswick, Cumbria, CA12 5EF	Replacement of illuminated fascia sign with new individual raised illuminated letters
7/2024/2092	31-May-24	8, Brandlehow Crescent, Keswick, Cumbria, CA12 4JE	Extensions & alterations
<p><b>NOTICE TO THE PUBLIC: Interested parties are invited to let the Town Clerk have their comments, in writing or by e-mail to:</b>  <b>townclerk@keswicktowncouncil.gov.uk</b> prior to  <b>the meeting regarding any of the planning applications on this sheet.</b></p>			

**Planning Decisions Received between 12/04/2024 & 9/05/2024**

**Decisions Received from LDNPA**

Plan Ref	Date of Application	Location	Postcode	Description	KTC Observations	LDNPA Decision	Appeal	Appeal Decision
T/2024/0032	Feb-24	Little Bield, Chestnut Hill, Keswick	CA12 4LT	Sycamore tree (listed as T1 in application) - Fall to ground level.	SUPPORT	GRANTED		
7/2023/2035	Mar-23	Headquarters, Blencathra Street, Keswick,	CA12 4HW	Conversion from hair salon to short term holiday letting accommodation	OBJECT	REFUSED	Appeal	Appeal dismissed
7/2023/2054	Mar-24	Keswick Brewing Co, The Old Brewery, Brewery Lane	CA12 5BY	Oak framed open sided enclosure to existing external seating area	SUPPORT	GRANTED		
7/2024/2002	Jan-24	Shalley Cottage, Chestnut Hill, Keswick	CA12 4LS	Replace 1 sash window in lower hallway (retrospective) - Listed Building Consent	SUPPORT	REFUSED		
7/2024/2009	Feb-24	5, St Johns Street, Keswick	CA12 5AP	Replacement Front Elevation Door & Windows to Indian Restaurant	OBJECT	REFUSED		
7/2024/2016	Feb-24	4, Browfoot, Keswick	CA12 4LQ	Erection of a privacy fence between 4 Browfoot and Glenburn	OBJECT	REFUSED		
7/2024/2017	Feb-24	12, Larch Cottage, The Plosh, Borrowdale Road, Keswick	CA12 5DE	Replacement of modern windows to rear elevation and replacement of front door - Listed Building Consent	SUPPORT	GRANTED		
7/2024/2027	Feb-24	76, Lattrigg Close, Keswick,	CA12 4LF	Alterations & extensions	SUPPORT	GRANTED		
7/2024/2029	Feb-24	1 & 3, Manesty View, Keswick	CA12 4IF	Alterations associated with permitted amalgamation of numbers 1 & 3 Manesty View to create fully accessible open plan dwelling, specifically new raised terrace and removal of No.3 garage to allow creation of new drive at entrance level and new entrance porch	SUPPORT	GRANTED		
7/2024/2030	Feb-24	9, Blencathra Street, Keswick	CA12 4HW	To alter existing pedestrian access and form new vehicular access for off-street parking	SUPPORT	GRANTED		
7/2024/2047	Feb-24	1 & 2 Markholme Cottages, Crosthwaite Road, Keswick	CA12 5PP	Extension of dormer roof - balcony and conversion of garage to residential use	SUPPORT/OBJECT	GRANTED		
7/2024/2048	Mar-24	14, Eskin Street, Keswick	CA12 4DQ	Demolition of rear extension and replacement with new extension	OBJECT	REFUSED		

**KESWICK TOWN COUNCIL**

**TOWN COUNCIL MEETING 16TH MAY 2024**

**MAYOR'S ENGAGEMENTS & MEETING ATTENDANCE**

For period 12th April 2024 – 15th May 2024

Monday 15 April	Attended Battersby Hall Trustees Meeting.
Thursday 18 April	Attended meeting to check monthly accounts with Claire Houghton.
Thursday 18 April	Attended Annual Parish Meeting at 6.00pm followed by Town Council Meeting at 7.00pm.
Saturday 20 April	Attended Briefing Meeting at Keswick Leisure Centre to discuss detailed arrangements for use of toilet facilities for Saturday morning Parkrun's.
Monday 22 April	Attended Events Committee meeting.
Friday 26 April	Attended First Anniversary of Keswick Food Share at Keswick Library at Jean Murray's invitation - also attended by Ania.
Saturday 27 April	Attended Spring Prom Concert at St. Johns Church at the invitation of Keswick Choral Society.
Tuesday 30 April	Attended Opening Night of Northanger Abbey at the invitation of Theatre by the Lake.
Friday 10 May applications.	Attended meeting of Planning Group to consider current planning
Monday 13 May	Attended meeting with Michael Barry of Cumberland Council re future plans for Keswick Leisure Centre.
Monday 13 May	Attended Events Committee meeting
Tuesday 14 May	Attended Meeting to formulate Future Plans for Keswick Parks.

KESWICK TOWN COUNCIL

16 MAY 2024

**Annual Review of Standing Orders**

I have been taken the opportunity to have a thorough review of the Standing Orders (enclosed). Most of the changes which I have made are small typographical changes, or changes to clarify meaning. Changes introduced are marked in red and underlined on your copy.

I have also included the Housing Working Group terms of reference into the Standing Orders.

Councillors are asked if they agree with the proposed changes.

Vivien Little

9 May 2024



# KESWICK TOWN COUNCIL

## STANDING ORDERS

REVISED MAY 2023  
For revision annually

**Note: Standing Orders that are in bold type contain legal and statutory requirements**

## Index of Standing Orders

Standing Order No.	Page No.
1 Meetings	3
2 The Statutory Annual Meeting	3
3 Chair of the Meeting	3-4
4 Committees and Sub-Committees	4
5 Extraordinary Meetings	4-5
6 Advisory Committees	5
7 Voting in Committees	5
8 Order of Business	5-6
9 Admission of the Public and Press to Meetings	6-7
10 Liaison with County and District Councillors	7
11 Proper Officer	7-8
12 Quorum of the Council	8
13 Voting	8
14 Resolutions Moved without Notice	9
15 Rules of Debate at meetings	9-10
16 Closure	10
17 Disorderly Conduct	10
18 Rescission of Previous Resolution	10
19 Management of Information	10-11
20 Responsibilities to Provide Information	11
21 Responsibilities under Data Protection Legislation	11
22 Discussions and Resolutions Affecting Employees	11
23 Financial Controls and Procurement	11-12
24 Execution and Sealing of Legal Deeds	12
25 Accounts and Accounting Statements	13
26 Estimates (Budgets)/Precepts	13
27 Variation, Revocation and Suspension of Standing Orders	13
28 Interests, Code of Conduct and Dispensations	13-14
29 Code of Conduct Complaints	14
30 Inspection of Documents	14
31 Restrictions on Councillor Activities	14
32 Interpretation	15
Appendix 1 – Code of Conduct	16-23
Appendix 2 – Pecuniary and Other Registrable Interests	24-27
Appendix 3 –Committees and Group Terms of Reference	28-30

## 1 Meetings

- a) Meetings of the Council shall be held on the third Thursday of each month at 7.00pm. If there is a speaker the meeting may commence at 6.30pm.
- b) Smoking is not permitted at any meeting of the Council.
- c) Meetings take place in the Council Chamber, First Floor, 50 Main Street, Keswick. Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
- d) The order of business shall be stated on an agenda paper that shall be delivered to each Member at least 3 clear days prior to the date of the meeting along with the summons convening the meeting. Electronic service of the summons and agenda for the meeting shall be permitted on the requisition in writing of individual Councillors, at least three clear days before the meeting to include the electronic signature and title of the Proper Officer.
- e) The minimum three clear days for notice of a meeting does not include the day on which notice was issued or the day of the meeting (subject to (f) below), a Sunday, a day of the Christmas break, a day of the Easter break or of a Bank Holiday or a day appointed for public thanksgiving or mourning.
- f) The minimum three clear days' public notice for a ~~Committee~~ meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.
- g) Except at the discretion of the Chair, all meetings of the Council shall finish not later than two and a half hours after commencement. Any business not transacted shall be carried over to the next meeting or such other date as the Chair may decide.

## 2 The Statutory Annual Meeting

- a) In an election year, the Annual ~~Council meeting~~ Meeting of the Council shall be held on or within 14 days following the day on which the ~~new~~ Councillors elected take office.
- b) In a year which is not an election year the Annual ~~Council meeting~~ Meeting of the Council shall be held on such day in May as the Council ~~may direct~~ decide.
- c) If no other time is fixed, the Annual ~~meeting~~ Meeting of the Council shall take place at 6.00pm.
- d) In addition to the statutory Annual ~~Council meeting~~ Meeting of the Council at least three other ~~statutory~~ meetings shall be held in each year on such dates and times as the Council may decide. In the case of this Council, meetings shall be held on the third Thursday of each month in the Council Chamber at 7.00pm (except if there is a speaker).

## 3 Chair of the Meeting

- a) The Chair of the Council, if present, shall preside at a Council meeting. If the Chair is absent from a meeting, the Vice Chair of the Council, if present, shall preside. If both the Chair and Vice-Chair are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting. The person presiding at a meeting may



exercise all the powers and duties of the Chair in relation to the conduct of the meeting.

The Clerk must never assume the role of Chair.

- b) **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- c) **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the Annual Meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- d) **Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council.**
- e) **Nominations for the positions of Chair (Mayor) and Vice Chair (Deputy Mayor) must be submitted to the Proper Officer in writing at least 7 days before the Annual Council Meeting takes place.**

#### **4. Committees and Sub-Committees**

- a) **The Council may, at its Annual Meeting, appoint standing committees and may at any other time appoint such other committees as are necessary, but subject to any statutory provision.**
- b) **Except where otherwise agreed by the full Council, committees have the devolved powers to research, discuss and propose/recommend actions but they may not take decisions on behalf of the Council.**
- c) **Except where otherwise agreed, Committees must report back to full Council for approval of any decisions to be made.**
- d) **Committees may not have devolved powers to spend, unless specific agreement has been given by full Council, again recommendations to spend must be put to full Council.**
- e) **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- f) **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**

*(A copy of the agreed Terms of Reference for the Staffing Committee, Events Committee and Planning Group is appended to these Standing Orders).*

#### **5. Extraordinary Meetings of the Council, Committees and Sub-Committees**

- a) **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b) **The Chair of a committee (or a sub-committee) may convene an extraordinary meeting of the committee (or the sub-committee) at any time.**
- c) **If the Chair of a committee (or sub-committee) does not call an extraordinary meeting it may be convened on the requisition in writing of not less than a quarter of the members of the**

committee (or sub-committee). The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.

- d) **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two Councillors, any two Councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two Councillors.**

## 6. Advisory Committees

- a) The Council may create advisory committees, whose name, and number of members and the bodies to be invited to nominate members shall be specified.
- b) The Clerk shall inform the members of each advisory committee of the terms of reference of the committee.
- c) An advisory committee may make recommendations and give notice thereof to the Council.
- d) An advisory committee may consist of persons who are not members of the Council.
- e) **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

## 7. Voting in Committees

- a) Members of committees and sub-committees entitled to vote, shall vote by show of hands, or, if at least two members so request, by signed ballot.
- b) Chairs of committees and sub-committees shall in the case of an equality of votes have a second or casting vote.
- c) Only Councillors have voting rights at meetings (unless other representatives attending sign up to the Code of Conduct and sign a Declaration of Interests).

## 8. Order of Business

- a) The order of business shall be stated on the agenda paper that shall be delivered to each member.
- b) **At each Annual Council Meeting the first business shall be:**
  - (i) **To elect a Chair of the Council.**
  - (ii) **To receive the Chair's declaration of acceptance of office or, if not then received, to decide when it shall be received.**
  - (iii) **The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the Annual Meeting until their successor is elected at the next Annual Meeting of the Council.**
  - (iv) **To elect a Vice-Chair of the Council.**
  - (v) **To receive the Vice-Chair's declaration of acceptance of office or, if not then received, to decide when it shall be received.**

- (vi) **The Vice-Chair of the Council, unless they have resigned or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next Annual Meeting of the Council.**
  - (vii) In an election year, to fill any vacancies left unfilled at the election by reason of insufficient nominations.
  - (viii) **In an election year, delivery by the Chair of the Council and Councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date.**
- c) At every meeting other than the Annual Council Meeting the first business shall be to appoint a Chair if the Chair and Vice Chair be absent, and to receive such declarations of acceptance of office (if any) and undertaking to observe the Council's Code of Conduct as are required by law to be made or, if not then received, to decide when they shall be received.
  - d) In every year, not later than the meeting at which the estimates for next year are settled, the Council shall review the pay and conditions of service of existing employees. Standing Order no. 22 must be read in conjunction with this requirement.
  - e) After the first business has been completed, the order of business, unless the Council otherwise decides on the grounds of urgency, shall be as follows:
    - (i) To read and consider the Minutes, provided that if a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read
    - (ii) After consideration, to approve the signature of the Minutes by the person presiding as a correct record
    - (iii) To deal with business expressly required by statute to be done.

## 9. Admission of the Public and Press to Meetings

- a) **Meetings (of the Council and its committees) shall be open to the public and press unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public and press's exclusion from part or all of the meeting shall be by a resolution which shall give reason for the public's exclusion.**
- b) At all meetings of the Council, the Chair may at his discretion, and at a convenient time in the transaction of business, allow any member of the public to address the meeting in relation to the business to be transacted.
- c) A public participation session will feature on the formal agenda issued before the meeting. The public participation session will be minuted as an integral part of the meeting's proceedings in the same way as all other items on the agenda. Prior notice is not required from members of the public wishing to speak. However, the maximum length of time one person can speak will be 10 minutes and the maximum length of time for the whole public participation session will be 30 minutes. The Chair has the right to curtail undue repetition of the points by different individuals.
- d) At all meetings of the Council, the Chair may, at his discretion, and at a convenient time in the transaction of business, allow any Councillor to address the meeting in relation to any item of urgent business not covered on the agenda for the meeting, provided that no

decisions can be taken on any issue raised. The maximum length of time one Councillor can speak will be 5 minutes.

- e) **Subject to Standing Order 9 (f) a person who attends a meeting (of the Council and its committees) is permitted to report on the meeting whilst the meeting is open to the public. To 'report' means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- f) **A person present at a meeting (of the Council and its committees) may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- g) **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting (of the Council and its committees) at which they are entitled to be present.**
- h) Photographing, recording, film, broadcasting or transmitting the proceedings of a meeting by any means is subject to the Council's protocol on the recording and filming of Town Council and committee meetings.
- i) If a member of the public interrupts the proceedings at any meeting, the Chair may after warning, order that they be removed from the meeting and may adjourn the meeting for such period as is necessary to restore order.
- j) Requests from the press or other media for an oral or written comment or statement from the Council, its Councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

## **10. Liaison with County and District Councillors**

A summons and agenda for each meeting shall be sent, together with an invitation to attend, to the County, Borough, Unitary or District Councillor for the appropriate division or ward.

## **11. Proper Officer**

- a) The Proper Officer of the Council is the Clerk.
- b) The Responsible Financial Officer of the Council is the Clerk unless a separate appointment has been made.
- c) The Council shall appoint an appropriate staff member to undertake the work of the Proper Officer and the Responsible Financial Officer when the Proper Officer or the Responsible Financial Officer is absent.
- d) Duties and responsibilities of the Clerk are as laid down in the Conditions of Service Contract and Job Description.
- e) Notwithstanding those duties and responsibilities, it shall be the duty of the Clerk to advise members on the content and interpretation of these Standing Orders.
- f) The Proper Officer shall:-
  - (i) **At least three clear days before a meeting of the Council or a meeting of a committee serve on Councillors, by delivery or post at their residences or by e-mail**

authenticated subject to the provisions of Standing Order 1 (d) above and provided the Councillor has consented to service by email, a signed summons confirming the time, place and the agenda, and

- (ii) Provide in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with the agenda of an extraordinary meeting of the Council convened by Councillors is signed by them).
- (iii) Facilitate inspection of the minute book by local government electors.
- (iv) Convene a meeting of full Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office.
- (v) Receive and retain copies of bylaws made by other local authorities.

## 12. Quorum of the Council

- a) No business may be transacted at a Council meeting unless at least one-third of the whole number of members of the Council are present (in this case, four Councillors) and in no case shall the quorum of a meeting be less than three.
- b) If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

## 13. Voting

- a) Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors and non-Councillors with voting rights present and voting.
- b) Unless the meeting/Standing Order decides otherwise, voting on a question shall be by show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave his vote for or against the question. Such a request shall be made before moving on to the next item of business on the agenda.
  - i. Subject to (ii) and (iii) below the Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his-their casting vote whether or not they gave an original vote.
  - ii. If the person presiding at the Annual Meeting would have ceased to be a member of the Council but for the statutory provisions which preserve the membership of the Chair and Vice-Chair until the end of their term of office, they may not give an original vote in an election for Chair.
  - iii. The person presiding must give a casting vote whenever there is an equality of votes in an election for Chair.
  - iv. Subject to the meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors or Councillors with voting rights present and voting.
  - v. A Councillor who has a disclosable pecuniary interest or another interest as set out in the Council's Code of Conduct in a matter being considered at a meeting, is subject to statutory limitations or restrictions under the Code on their right to participate and vote on that matter.

#### 14. Resolutions Moved without Notice

Resolutions on procedural matters may be moved without notice including those to vary the order of business on grounds of urgency or procedural efficiency. Such resolution shall be put to the vote without discussion.

#### 15. Rules of Debate at meetings

- a) All remarks shall be addressed to the Chair.
- b) A member shall raise their hand when requesting to speak.
- c) Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.
- d) A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- e) A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.
- f) If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder at the meeting.
- g) An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- h) If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- i) An amendment shall not be considered unless early verbal notice of it is given at the meeting, and, if requested by the Chair of the meeting, is expressed in writing to the Chair.
- j) A Councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder at the meeting.
- k) If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair of the meeting.
- l) A Councillor may not move more than one amendment to an original or substantive motion.
- m) The mover of an amendment has no right of reply at the end of the debate.
- n) Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply (not exceeding one minute) either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to vote.
- o) A ~~member~~ Councillor shall, except as provided by these Standing Orders, only be entitled to speak once on any motion or amendment, except by the consent of the Chair.
- p) No speech by a mover of a resolution shall exceed three minutes and no other speech shall exceed two minutes except by consent of the Council.

g) No discussion shall take place on the minutes of previous meetings except upon their accuracy. Corrections to the minutes shall be made by resolution and must be initialled by the Chair.

r) The minutes of a meeting shall include an accurate record of the following;

- i. The time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grand of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. If there was a public participation session; and
- q) vii. the resolutions made.

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s) A member-Councillor shall direct comments to the question under discussion or to a personal explanation or to a point of order. A Councillor raising a point of order shall identify the Standing Order which they consider has been breached, or specify the other irregularity in the proceedings of the meeting they are concerned by.

t) When a motion is under debate, no other motion shall be moved except:

- a. i) to amend the motion;
- b. ii) to proceed to the next business;
- c. iii) to adjourn the debated;
- d. iv) to put the motion to a vote;
- e. v) to ask a person to be no longer heard or to leave the meeting;
- f. vi) to refer a motion to a committee or sub-committee for consideration;
- g. vii) to exclude the public and press;
- h. viii) to adjourn the meeting; or
- r) i. ix) to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

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s) u) The ruling of the Chair on a point of order or on the admissibility of any item shall not be discussed.

t) v) A representative of the local Constabulary shall be allowed to speak at Council meetings at the discretion of the Chair.

u) w) Whenever the Chair rises to their feet during a debate all other members shall be seated and silent.

## 16. Closure

A motion of closure of a debate may be moved at any time but must be proposed and seconded without comment. The Chair may refuse such motion if they feel that the question before the Council has not been sufficiently debated.

## 17. Disorderly Conduct

- a) All members must observe the Code of Conduct which was adopted by the Council on 16 February 2023, a copy of which is annexed to these Standing Orders (*Appendix 1*).
- b) No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this Standing Order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.
- c) If person(s) disregard the request of the Chair of the meeting to moderate or improve their conduct, any councillor or the Chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- d) If a resolution is made under standing order 17(c) is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meetings. This may include temporarily suspending or closing the meeting.

## **18. Rescission of Previous Resolution**

A resolution (whether affirmative or negative) of the Council shall not be reversed within six months except by a special resolution, the written notice of which bears the names of at least three members of the Council. When such a resolution has been disposed of, no similar resolution may be moved within a further six months.

## **19. Management of Information**

- a) No member of the Council shall disclose to any person, not being a member of the Council, any business declared to be confidential by the Council.
- b) The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.
- c) The Council shall have in place and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).
- d) The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.
- e) Councillors, staff and the Council's contractors and agents shall not disclose confidential or personal data without legal justification.
- f) Confidential papers that support an agenda are to be printed on 'yellow' paper and stamped 'confidential'.

## **20. Responsibilities to Provide Information**



- a) In accordance with Freedom of Information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.
- b) The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

## 21. Responsibilities under Data Protection Legislation

- a) The Council may appoint a Data Protection Officer.
- b) The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.
- c) The Council shall have a written policy in place for responding to and managing a personal data breach.
- d) The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- e) The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- f) The Council shall maintain a written record of its processing activities.

## 22. Discussions and Resolutions Affecting Employees of the Council

If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it is subject to Standing Order no. 19.

## 23. Financial Controls and Procurement

- a) Orders for the payment of money shall be authorised by resolution of the Council and signed by two members.
- b) A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 23 (e) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).
- c) Subject to additional requirements in the Financial Regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for submission of tenders (iii) the date of the Council's written response to tender and (iv) the prohibition of prospective contractors contacting Councillors or staff to encourage or support their tender outside the prescribed process;

- iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one Councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee with delegated responsibility
- d) Neither the Council, nor committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e) **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £214,904 for goods or supply contract or in excess of £5,372,609 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- f) **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public, or the provision of a port or airport, or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

#### **24. Execution and Sealing of Legal Deeds**

- a) A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b) **Subject to Standing Order 24(a) any two Councillors may sign, on behalf of the Council, any deed required by law, and the Proper Officer shall witness their signatures.**

#### **25. Accounts and Accounting Statements**

- a) 'Proper practices' in Standing Orders refer to the most recent version of 'Governance and Accountability for Local Councils – a Practitioner's Guide'.
- b) All accounts for payment and claims upon the Council shall be laid before the Council.
- c) All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's Financial Regulations.
- d) The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (income and expenditure) for the year to 31 March. A completed draft Annual Governance and Accountability Return shall be presented to each Councillor. The Annual Governance and Accountability Return of the

Council, which is subject to external audit, including the Annual Governance Statement, shall be presented to the Council for consideration and formal approval before 30 June.

## 26. Estimates (Budgets) /Precepts

- a) The Council shall approve written estimates (budgets) for the coming financial year at its meeting before the end of the month of December.
- b) Any committee desiring to incur expenditure shall give the Clerk a written estimate of the expenditure recommended for the coming year no later than the end of October.

## 27. Variation, Revocation and Suspension of Standing Orders

- a) All or part of a Standing Order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b) The decision of the Chair of a meeting as to the application of Standing Orders at the meeting shall be final.
- c) The Clerk shall provide a copy of the Council's Standing Orders to all Councillors.

## 28. Interests, Code of Conduct and Dispensations

- a) All Councillors and non-Councillors with voting rights shall observe the Code of Conduct adopted by the Council (*see Appendix 1*).
- b) Disclosable Pecuniary Interests
  - i) **Subject to (ii) below a Councillor or a non-Councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's Code of Conduct in a matter to be considered, or being considered, at a meeting is subject to statutory limitations or restrictions under the Code on their right to participate and vote on that matter. Members should declare any interest to the meeting and should leave the room whilst any discussion or vote takes place.**
  - ii) If a dispensation has been granted to a member in relation to a disclosable pecuniary interest then, subject to the terms of the dispensation, the member may be relieved from the above restrictions but will still be required to declare the interest to the meeting.
- c) **Dispensation requests shall be made in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- d) A decision as to whether to grant a dispensation shall be made by the Proper Officer and their decision is final.
- e) **A dispensation may be granted in accordance with Standing Order 28 (d) above if having regard to all relevant circumstances any of the following apply:**
  - (i) **Without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business**
  - (ii) **Granting the dispensation is in the interests of persons living in the Council's area**  
or
  - (iii) **It is otherwise appropriate to grant a dispensation.**

## **29. Code of Conduct Complaints**

- a) Upon notification by the District or Unitary Council that it is dealing with a complaint that a Councillor or non-Councillor with voting rights has breached the Council's Code of Conduct, the Proper Officer shall, subject to Standing Order 19, report this to the Council.
- b) Where the notification in Standing Order 29 (a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of the Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with Standing Order 29 (d).
- c) The Council may:
  - i) Provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement
  - ii) Seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter
- d) **Upon notification by the District or Unitary Council that a Councillor or non-Councillor with voting rights has breached the Council's Code of Conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

## **30. Inspection of Documents**

All Minutes kept by the Council and by any Committee shall be open for the inspection of any member of Council.

## **31. Restrictions on Councillor Activities**

Unless authorised by resolution, no Councillor shall:

- i) Inspect any land and/or premises which the Council has a right or duty to inspect; or
- ii) Issue orders, instructions or directions

## **32. Interpretation**

In these Standing Orders words importing one gender shall include all genders and the singular includes the plural and vice versa.

## **Appendix 1**

### **Code of Conduct**

This Code of Conduct is based on the Local Government Association's Model Councillor Code of Conduct 2020 with local variations as deemed appropriate by the Council.

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area; taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations. Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied or threatened by anyone, including the general public. This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

### **Definitions**

For the purposes of this Code of Conduct, a "councillor" means a member or co-opted member of a local authority or a directly elected mayor. A "co-opted member" is defined in the Localism Act Section 27(4) as "a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that fails to be decided at any meeting of that committee or sub-committee".

For the purposes of this Code of Conduct, "local authority" includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park Authorities.

### **Purpose of the Code of Conduct**

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct.

The Local Government Association (hereafter "LGA") encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

#### **General principles of councillor conduct**

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the Seven Principles of Public Life, also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

#### **Application of the Code of Conduct**

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor.

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Town and Parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer at Cumberland Council.

### **Standards of councillor conduct**

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

### **General Conduct**

#### **1. Respect**

As a councillor:

- 1.1 I treat other councillors and members of the public with respect.**
- 1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.**

Respect means politeness and courtesy in behaviour, speech and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

#### **2. Bullying, harassment and discrimination**

As a councillor:

- 2.1 I do not bully any person.**
- 2.2 I do not harass any person.**
- 2.3 I promote equalities and do not discriminate unlawfully against any person.**

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in virtual meetings, emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person. Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

### **3. Impartiality of officers of the council**

As a councillor:

- 3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.**

Officers work for the local authority as a whole and must be politically neutral. They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report they have written. However, you must not try to force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

### **4. Confidentiality and access to information**

As a councillor:

- 4.1 I do not disclose information:**
- a. given to me in confidence by anyone**
  - b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
    - i. I have received consent of the person authorised to give it;**
    - ii. I am required by law to do so**
    - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person: or**
    - iv. The disclosure is:**
      - 1. reasonable and in the public interest; and**



- 2. **made in good faith and in compliance with reasonable requests of the local authority; and**
- 3. **I have consulted the Clerk (who in turn may consult the Monitoring Officer) prior to its release.**
- 4.2 **I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.**
- 4.3 **I do not prevent anyone from getting information they are entitled to by law.**

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

## **5. Disrepute**

**As a councillor:**

- 5.1 **I do not bring my role or local authority into disrepute**

As a councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in you or your local authority's ability to discharge your/it's functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

## **6. Use of position**

**As a councillor:**

- 6.1 **I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.**

Your position as a member of the local authority provides you with certain opportunities, responsibilities and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

## **7. Use of local authority resources and facilities**

**As a councillor:**

- 7.1 **I do not misuse council resources.**

- 7.2 I will, when using the resources of the local authority or authorising their use by others:**
- a. act in accordance with the local authority's requirements; and**
  - b. ensure that such resources are not used for political purposes, unless that use could reasonable by regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

## **8. Complying with the Code of Conduct.**

**As a Councillor:**

- 8.1 I undertake Code of Conduct training provided by my local authority.**
- 8.2 I cooperate with any Code of Conduct investigation and/or determination**
- 8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.**
- 8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.**

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you to not undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Clerk, who may in turn raise it with the Monitoring Officer.

### **Protecting your reputation and the reputation of the local authority**

## **9. Interests**

**As a Councillor:**

- 9.1 I register and disclose my interests.**

Section 29 of the Localism Act requires the Monitoring Officer to establish and maintain a register of interests of members of all Town and Parish Councils.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public to be open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in Table 1 is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Clerk.

## **10. Gifts and Hospitality**

**As a councillor:**

- 10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**
- 10.2 I register with the Clerk any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
- 10.3 I register with the Clerk any significant gift or hospitality that I have been offered but refuse to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as a rudeness in which case you could accept it but must ensure that it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Clerk for guidance.

## **Appendices**

### **Appendix A – The Seven Principles of Public Life**

The principles are:

#### **Selflessness**

Holders of public office should act solely in terms of the public interest.

#### **Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family or their friends. They must disclose and resolve any interests and relationships.

#### **Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

#### **Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

#### **Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

#### **Honesty**

Holders of public office should be truthful.

#### **Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour whenever it occurs.

## Appendix 2 Registering Interests

Within 28 days of becoming a member or your re-election or re-appointment to office, you must register with the Monitoring Officer (via the Clerk) the interests which fall within categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

**"Disclosable Pecuniary Interest"** means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

**"Partner"** means spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Clerk, who will then pass this information onto the Monitoring Officer.
2. A 'sensitive interest' is an interest which, if disclosed, could lead to the councillor, or person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Clerk, who will then pass it onto the Monitoring Officer's office, with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

### Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in Table 1, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room/meeting unless you have been granted a dispensation. If it is a 'sensitive interest' you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

### Disclosure of Other Registerable Interests

5. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable interests (as set out in Table 2), you must disclose the interest. If you have such an interest you must consider whether a reasonable member of the public, knowing all the facts, would think the interest such that it may influence the way you vote. If the ordinary person would think that the interest may influence your vote then you should not participate in the matter. In these circumstances you may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

#### Disclosure of Non-Registerable Interests

6. Where a matter arises at a meeting which ***directly relates*** to your financial interest or well-being (and it is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
  
7. Where a matter arises at a meeting which ***affects***
  - a. your own financial interest or well-being;
  - b. a financial interest or well-being of a friend, relative, close associate; or
  - c. a financial interest or well-being of a body included under Disclosable Pecuniary Interests set out in Table 1you must disclose the interest. In order to determine whether you may participate in the meeting after disclosing your interest the following test should be applied:
  
8. Where a matter affects your financial interest or well-being so that a reasonable member of the public knowing all the facts would believe that it may affect your view of the wider public interest to a greater extent than it affects the financial interests of the majority of inhabitants, you may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.



**Table 1: Disclosable Pecuniary Interests**

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Subject	Description
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain.
<b>Sponsorship</b>	<p>Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by them in carrying out their duties as a councillor, or towards their election expenses.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
<b>Contracts</b>	<p>Any contract made between the councillor or their spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council.</p> <p>-</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
<b>Land and Property</b>	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
<b>Licenses</b>	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer.

<b>Corporate tenancies</b>	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is body that the councillor or their spouse or civil partner of the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities of*
<b>Securities</b>	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the rea of the council; and (b) either-- (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or their spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners has a beneficial interest exceeding one hundredth of the total issued share capital of that class.

\* 'director' includes a member of the committee of management of an industrial and provident society

\* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

**Table 2: Other Registerable Interests**

<p>You must register as an Other Registerable Interest:</p> <ul style="list-style-type: none"> <li>a) Any unpaid directorships</li> <li>b) Any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority</li> <li>c) Any body <ul style="list-style-type: none"> <li>I) Exercising functions of a public nature</li> <li>II) Directed to charitable purposes or</li> <li>III) One of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)</li> </ul> </li> </ul> <p>of which you are a member or in a position of general control or management</p>
--

## APPENDIX 3

### STAFFING COMMITTEE TERMS OF REFERENCE

#### Purpose of Staffing Committee

The committee is appointed to make decisions about all staffing matters excluding the appointment and dismissal of staff (which requires approval of full Council), subject to budget and expenditure limits decided by the Council.

#### Composition of Staffing Committee

The committee shall comprise of up to six Councillors, to include ex-officio the Mayor alongside the Chair and Vice-Chair of the Parks Trusts.

#### Terms of Reference

- To establish and keep under review the staffing structure in consultation with the Council
- To draft, implement, review, monitor and revise policies for staff
- To establish and review salary pay scales for all categories of staff and to be responsible for their administration and review
- To oversee the recruitment and appointment of staff
- To arrange execution of new employment contracts and changes to contracts
- To establish and review performance management (including annual appraisals) and staff training programmes
- To oversee any process leading to dismissal of staff (including redundancy)
- To keep under review staff working conditions, and health and safety matters
- To monitor and address regular or sustained staff absence
- To make recommendations on staffing related expenditure to the Council
- To consider any appeal against a decision in respect of pay
- To consider a disciplinary or grievance matter (and any appeal)
- To supervise and performance manage the Clerk's work, to administer their leave requests, record and monitor absences, and handle grievance and disciplinary matters and pay disputes.

Reviewed May 2022

## **EVENTS COMMITTEE TERMS OF REFERENCE**

### **Purpose of Events Committee**

The Committee is appointed to organise events approved by the Town Council as the responsible body.

### **Composition of Events Committee**

The Committee shall comprise of up to six Councillors plus additional community representatives to be appointed by the Committee from those expressing an interest. A Chair will be appointed from among the Town Council representatives. The Mayor shall be an ex-officio member of this Committee.

### **Terms of Reference**

- To organise events approved by Keswick Town Council as the responsible body.
- To comply with all statutory and licensing requirements.
- To ensure that events are covered by the Council's public liability insurance.
- To be responsible for agreeing spending within the budget limits approved by the Town Council, any requests for additional spending to be referred back to the Town Council for approval.
- To ensure that all financial transactions relating to events are in accordance with the Town Council's Financial and Contract Regulations.
- To advise the Town Council on its annual Events programme, liaising with others as required to co-ordinate dates.

Revised October 2020

## **PLANNING AND LICENSING GROUP TERMS OF REFERENCE**

### **Purpose of Planning and Licensing Group**

The Group is appointed to advise the Council on its response to planning applications for submission to the Lake District National Park Authority (the planning authority) and to make decisions about all licensing applications received from Cumberland Council (the licensing authority).

### **Composition of Planning Group**

The Group shall comprise of up to four Councillors appointed at the Council's Annual Meeting.

### **Terms of Reference**

#### **Planning**

- To study all planning applications received by the Council as statutory consultee
- To carry out site visits where appropriate and in accordance with the recommended protocol
- To make recommendations and to draft responses for approval by the Council and submission to the planning authority
- To advise the Council on its response to any planning consultation documents received

#### **Licensing**

- To study all licensing applications received by the Council for comment
- To consult other parties as appropriate
- To prepare and submit responses on behalf of the Council to the licensing authority
- To report details of responses submitted to the next Council meeting

Adopted February 2020.

## HOUSING WORKING GROUP TERMS OF REFERENCE

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### Purpose of Housing Working Group

The Group is appointed to be the primary working group of any items relating to housing in Keswick and the surrounding areas. The aim of the group is to engage with stakeholders such as the Lake District National Park and Cumberland Council on the negative impact that a lack of affordable housing brings to Keswick and the surrounding area. The Group will also identify sites where potential affordable housing could be built.

### Composition of the Housing Working Group

The Group shall comprise of up to four Councillors appointed at the Council's Annual Meeting, plus other invited attendees from bodies such as Keswick Community Housing Trust.

### Terms of Reference

- To act as the Council's main working group for matters relating to housing
- To monitor any breaches in Local Occupancy clauses
- To lobby Lake District National Park, Cumberland Council, Central Government on any matters aimed at improvement of affordable housing provision
- To work with surrounding parishes to join forces and give a voice regarding affordable housing in Keswick and the surrounds
- To contact councils across the country with similar issues, with the potential of working together.

Adopted October 2023



KESWICK TOWN COUNCIL

16 May 2024

**COMMITTEE/WORKING GROUP/LIAISON GROUP MEMBERS 2024-25**

<b>COMMITTEE/GROUP</b>	<b>2023-24 MEMBERSHIP</b>	<b>2024-25 PROPOSAL</b>
<b>STAFFING COMMITTEE</b> (up to six members)	MAYOR (CHAIR) EX OFFICIO TRUST CHAIR EX OFFICIO TRUST VICE-CHAIR EX OFFICIO COUNCILLORS: Claire HOUGHTON TAYLOR	MAYOR (CHAIR) EX OFFICIO TRUST CHAIR EX OFFICIO TRUST VICE-CHAIR EX OFFICIO COUNCILLORS:
<b>EVENTS COMMITTEE</b> (up to six members)	MAYOR (EX OFFICIO) COUNCILLOR NELSON (Chair) COUNCILLORS HARWOOD Claire HOUGHTON  <ul style="list-style-type: none"> <li>• Representative of Keswick Tourism Association</li> <li>• Representative of Keswick Rotary Club</li> <li>• Representative of Keswick Lions Club</li> <li>• Representative of Theatre by the Lake</li> <li>• Representative of Cumbria Police</li> <li>• Representative of Cumberland Council – Markets</li> <li>• Representative of Keswick Scouts/Guides</li> <li>• Any other individual as requested by the committee</li> </ul>	MAYOR (EX OFFICIO) COUNCILLORS  <ul style="list-style-type: none"> <li>• Representative of Keswick Tourism Association</li> <li>• Representative of Keswick Rotary Club</li> <li>• Representative of Keswick Lions Club</li> <li>• Representative of Theatre by the Lake</li> <li>• Representative of Cumbria Police</li> <li>• Representative of Cumberland Council – Markets</li> <li>• Representative of Keswick Scouts/Guides</li> <li>• Any other individual as requested by the committee</li> </ul>
<b>PLANNING GROUP</b>	COUNCILLORS DUNN HARWOOD Chris HOUGHTON TAYLOR	
<b>VISITOR MANAGEMENT WORKING GROUP</b>	COUNCILLORS DUNN Claire HOUGHTON LANSBURY LAPTHORN	
<b>HOUSING WORKING GROUP</b>	COUNCILLORS HARWOOD LAPTHORN TAYLOR	

KESWICK TOWN COUNCIL  
16 MAY 2024

**Outside Bodies and Liaison Meetings**

In addition to the current outside bodies, I propose that we add two more onto the list, which we have strong contacts with already.

The first of these is Sustainable Keswick. We already have close working ties with Sustainable Keswick in our efforts to make Keswick Town Council carbon neutral by 2030, and often promote events which Sustainable Keswick have organised. It would make sense to have an increased level of working with them.

The other is Keswick Area Food Share. The Town Council have supported the Food Share from its inception, and continues to do so where possible, including putting a collection point in the Town Hall, which is used. This is a body which will no doubt the Council will continue to support moving forward, and to have the visible link in having an outside body member makes sense.

Councillors are asked if they wish to include these in the list of outside bodies, and if any Councillor wishes to stand as representative.

Vivien Little  
9 May 2024

KESWICK TOWN COUNCIL

16 MAY 2024

**REPRESENTATIVES ON OUTSIDE BODIES FOR 2024/25**

<b>ORGANISATION</b>	<b>2023/24 REPRESENTATIVE</b>	<b>2024/25 PROPOSAL</b>
<b>THE BATTERSBY CHARITY</b>	STEVE HARWOOD	
<b>KESWICK IN BLOOM</b>	BENITA LAPTHORN	
<b>KESWICK TOURISM ASSOCIATION</b>	CHRIS HOUGHTON	
<b>KESWICK COMMUNITY EMERGENCY PARTNERSHIP RECOVERY</b>	SALLY LANSBURY	
<b>KESWICK YOUTH CENTRE</b>	ADAM PAXON	
<b>KESWICK FAIR TRADE COMMITTEE</b>	No representative	
<b>KESWICK FLOOD ACTION GROUP</b>	LOUISE DUNN CHRIS HOUGHTON	
<b>KESWICK MINISTRIES TOWN LIAISON GROUP</b>	ROB NELSON	
<b>LIAISON MEETINGS (CALC) ETC</b>	LORRAINE TAYLOR	
<b>THRELKELD HOUSING ASSOCIATION</b>	DENSTONE KEMP	

<b><u>SCHEDULE OF MEETINGS 2024</u></b>	
<b>20<sup>th</sup> JUNE</b>	<b>TOWN COUNCIL MEETING 7PM</b>
<b>11<sup>th</sup> JULY</b>	<b>CHARITABLE TRUST MEETING 7PM</b>
<b>18<sup>th</sup> JULY</b>	<b>TOWN COUNCIL MEETING 7PM</b>
<b>15<sup>th</sup> AUGUST</b>	<b>TOWN COUNCIL MEETING 7PM</b>
<b>12<sup>th</sup> SEPTEMBER</b>	<b>CHARITABLE TRUST MEETING 7PM</b>
<b>19<sup>th</sup> SEPTEMBER</b>	<b>TOWN COUNCIL MEETING 7PM</b>
<b>17<sup>th</sup> OCTOBER</b>	<b>TOWN COUNCIL MEETING 7PM</b>
<b>14<sup>th</sup> NOVEMBER</b>	<b>CHARITABLE TRUST MEETING 7PM</b>
<b>21<sup>st</sup> NOVEMBER</b>	<b>TOWN COUNCIL MEETING 7PM</b>
<b>12<sup>th</sup> DECEMBER</b>	<b>TOWN COUNCIL MEETING 7PM</b>
<b><u>SCHEDULE OF MEETINGS 2025</u></b>	
<b>9<sup>th</sup> JANUARY</b>	<b>CHARITABLE TRUST MEETING 7PM</b>
<b>16<sup>th</sup> JANUARY</b>	<b>TOWN COUNCIL MEETING 7PM</b>
<b>20<sup>th</sup> FEBRUARY</b>	<b>TOWN COUNCIL MEETING 7PM</b>
<b>13<sup>th</sup> MARCH</b>	<b>CHARITABLE TRUST MEETING 7PM</b>
<b>20<sup>th</sup> MARCH</b>	<b>TOWN COUNCIL MEETING 7PM</b>
<b>17<sup>th</sup> APRIL</b>	<b>ANNUAL PARISH 6.00PM TOWN COUNCIL MEETING 7PM</b>
<b>15<sup>th</sup> MAY</b>	<b>ANNUAL COUNCIL MEETING 7PM</b>
<b>22<sup>nd</sup> MAY</b>	<b>ANNUAL TRUST MEETING 7PM</b>

# Keswick Town Council – Schedule of Charges – 2024-25

AGENDA ITEM 18.

**Current Charges – FOR INFORMATION ONLY**

Description of Charge	Charge
Hire of Council Chamber	£15 per hour + VAT
<b>Notes</b>	<p>Free of charge for local voluntary groups <b>only</b> e.g., Keswick in Bloom, Suskes, KCERP etc.</p> <p>Charges to be applicable to all other groups/businesses (membership, non-voluntary, private sector, local businesses etc.) e.g., U3A, Keswick Tourism Association etc</p> <p><b>Hire available Monday to Friday – building opening hours only</b></p>

Description of Charge	Charge
Photocopying Charges – <b>TO ALL</b>	<p>10p per copy - A4 Black &amp; white</p> <p>20p per copy – A4 Colour</p> <p>20p per copy A3 – Black &amp; white</p> <p>30p per copy – A3 Colour</p>

Description of Charge	Charge
Hawthorns Allotment Rent	£60 per annum per plot
<b>Notes</b>	10 plots located in the field at the top of the Hawthorns

Changes can be made to above schedule if Councillors feel necessary.

**Catherine Parker**  
**Responsible Financial Officer**  
**16<sup>th</sup> May 2024**

**KESWICK TOWN COUNCIL - 16<sup>th</sup> May 2024**

**TOWN COUNCIL INSURANCE RENEWAL/REVIEW – ZURICH**

For information I have reviewed our insurance risk, policy and sums insured, prior to our renewal following the various changes over the last year. The review has taken into account the following increases/additions:-

- Additions/deletions to assets during the year (Parks machinery and equipment)
- Table Tennis Table - Fitz

The review information was then forwarded to Zurich, this years premium cost is below: -

- Insurance premium for Keswick Town Council and Keswick Parks 2024/25 = **£13,523.90**

This represents an increase of £362.82 from the previous year.

The insurance premium quoted above is subject to the following and includes an uplift for index linking against Material Damage and All Risks Cover:-

- Assets are increased by 1-5%, this is to cover inflation
- Any changes made in the year will alter the premium e.g. new vehicles, equipment purchased, increases to sums insured
- Insurance premium tax is controlled by the government

**Summary**

**Changes to Legal Expenses cover**

Zurich have made a couple of changes to our Legal Expenses cover. Previously Debt Recovery and Contract Disputes cover were included in your policy. These covers are now optional.

If we wish to add Debt Recovery (for £40.00 + Insurance Premium Tax) or Contract Disputes cover (for £20.00 + Insurance Premium Tax) to our policy, Zurich will be happy to do that for us.

*Councillors are asked if they wish this cover to be added to our premium.*

**LTA – Long Term Agreement**

We are now in the third year of our 3 years LTA contract with Zurich and I have been advised that there will be an option to extend this for a further two years when the current policy expires in May 2025. We will be contacted nearer the time to discuss our requirements.

Given our previous flood claims history, I would imagine it to be difficult to find a more reasonable premium. Also there would be the risk, as has happened before, that other insurers may increase our excesses, which would have an impact on our ever decreasing reserves.

Our Financial Regulation do state that we are required to go out to tender for all contracts over £25,000, *although for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council*, there can be an exception to this regulation.

**Catherine Parker - Responsible Finance Officer (RFO)**

KESWICK TOWN COUNCIL

16 MAY 2024

Clerk's Report

Howrah's Path

We have recently been contacted by the Lake District National Park Northern Area Ranger regarding the state of the Howrah's Path, going from Keswick to Portinscale. This is a heavily used path, and the LDNPA have recently had complaints about the state of the path, and contacted us as they believed it was within our remit to maintain. I have explained that it is Cumberland Council's to maintain, and that I had logged a complaint following last year's Annual Town Meeting, and one of the comments raised.

It was raised once again, and the response from Cumberland was that they were not able to improve the route as it would be very costly, but if third party funding could be sourced and used as part of their improvement programme. This is the further reply I have received from the Ranger.

"The link they attach has basic information on the improvement programme they refer to under the 'Rights of Way improvement' tab. Unfortunately, they have now closed the enquiry with no contact information or way to reply, but wonder if this is something that could be perhaps looked into further via the parish and / or KTC if there is the desire to do so? I do not think the LDNPA could input funding to this, given we already maintain the PRow via an Agency Agreement with Cumberland, which does not include this path.

Food for thought but seems unlikely Cumberland will do any work without 3<sup>rd</sup> party funding."

I understand that a member of the public who has been concerned about the path has put in a Freedom of Information path regarding the improvement programme. If this is responded to, it will hopefully be then put in the public domain.

Vivien Little

9 May 2024





**Lake District  
National Park**

03 May 2024

Dear Parish Councillors

I wanted to write to you to provide you with an update on the work that is being undertaken in the area of Visitor Management. This work is being led by the Cumbria Strategic Visitor Management Group (SVMG), which is chaired by the Lake District National Park Authority (LDNPA).

SVMG is a group comprised of key partners involved in the management of the Lake District, and includes agencies such as Westmorland & Furness Council, Cumberland Council, LDNPA, Forestry England, National Trust, Cumbria Tourism, Cumbria Local Enterprise Partnership, Cumbria Police, Cumbria Fire & Rescue, National Highways and the Lake District Mountain Rescue Teams.

As this is now the 4<sup>th</sup> year of this way of working, we've further refined our approach and have formed a number of sub groups. For your information, I've shared the function of these groups and who chairs them.

**Motorhomes Working Group.** A working group that is working to reduce the impact of Motorhomes on our communities by developing infrastructure and communication plans to focus on this specific group. Chaired by Angela Jones of Westmorland and Furness Council.

**Visitor Safety.** A working group focussed on reducing danger to visitors who are undertaking adventures in the Lake District. The group looks at both physical interventions (such as signage) and communication strategies. Chaired by Tony Watson of Lake District National Park Authority.

**Parking and Visitor Amenity Group.** A working group that helps to coordinate the region's approach to visitor parking, including 28 day "pop-up" car parks, toilets and seasonal bin provision. Chaired by Tony Watson of Lake District National Park Authority.

**Events & Film Production Working Group.** A working group tasked with minimising the impact, and maximising the benefits of events and filming activities within Cumbria. Chaired by Katie Read of Cumberland Council.

**Cumbria Travel Disruption Group.** A working group that is convened if and when major disruption is encountered on our transport network.

All of the above groups meet regularly and action issues that have been encountered. They escalate any issues to the SVMG meetings for resolution or funding approval.

We're working through our interventions for 2024, and have agreed, through SVMG, a Tactical Action Plan containing 45 actions aimed at addressing possible visitor management challenges. I've outlined below some for your awareness.

## **Sustainable Transport Interventions**

### **Wasdale Shuttle**

Starting on 25<sup>th</sup> May and running from Ravenglass with a new link to Muncaster Castle and Gardens. Funding has been received from the GDF Community Fund, and additional funding may be secured from Cumberland Council (Bus Service Improvement Fund). More details can be found here [www.lakedistrict.gov.uk/wasdaleshuttle](http://www.lakedistrict.gov.uk/wasdaleshuttle). At the same time, and during the operation of the shuttle bus, we are exploring possible additional car parking at Nether Wasdale and different approaches to car parking at Wasdale Head. We are working with the Wasdale community to explore longer term options for the Valley.

### **Buttermere Shuttle**

Starting on 4<sup>th</sup> May and running weekends and bank holidays until the end of September. Also a new daily service on this route early in the morning and later in the afternoon, provided commercially by Stagecoach giving a full day in the valley for long days in the fells, or workers in local businesses. [www.lakedistrict.gov.uk/buttermershuttle](http://www.lakedistrict.gov.uk/buttermershuttle).

## **Bus Service Improvements**

There are lots of other bus service improvements this summer, some supported by the two unitary councils and some introduced by Stagecoach that will help more visitors and residents travel more sustainably, reducing traffic and parking issues. With the £2 bus fare these are proving popular. These include:

- Half hourly buses between Keswick and Penrith on service X4/5 and later evening buses
- Double the number of buses in Langdale – now hourly
- Ullswater Hopper, developed by local group SITU, running to Lowther, Howtown and this year Aira Force and Keswick
- Extra journeys on service 554 between Carlisle and Keswick and on service 555 between Keswick and Lancaster
- Additional journeys for hospitality workers between Windermere and Barrow

More details can be found online at [www.traveline.info](http://www.traveline.info) or pick up a copy of the [Stagecoach Lakes Connection](#).

We will be working with partners in the SVMG to promote all of these. Any help you can give us to spread the word would be much appreciated.

### **Parking Enforcement**

We will be continuing to work with both Councils and Cumbria Police to address the issue of poor parking, including the deployment of enforcement officers from early morning.

### **Area Action Plans**

Where pressures are notably high, Area Action Plans are developed. This year, LDNPA is leading the delivery of an Area Action Plan for Wasdale. National Trust is leading an Area Action Plan for West Windermere (including Harrowslack) and Westmorland and Furness Council will be leading a plan for Langdale and Elterwater. All are being developed and delivered with the support of SVMG. If you wish to review these action plans, please don't hesitate to reach out to your LDNPA area ranger.

### **Visitor Management Officers and Support**

LDNPA have now appointed our "Safer Lakes Officers", which were temporary, to permanent roles. They're now known as Visitor Management Officers and patrol the park dealing with issues that are reported to us, 7 days a week. They work flexibly and later into the evenings than most of our staff. Each week they're interacting with 100s of groups with a particular focus on moving on damaging fly campers and clearing up reported waste that is found.

If your area spots an issue that needs urgent intervention, we have an email that is monitored from 07:00 – 22:00 - [help@lakedistrict.gov.uk](mailto:help@lakedistrict.gov.uk). (Please don't report crimes in action – this should always be reported to the Police in the first instance).

We also continue to work with Tactical Security Solutions and have a number of SIA licensed staff who have specific delegated Police Powers to deal with anti-social behaviour. Our Visitor Management Officers are always happy to talk to groups who need support. If you'd like to arrange a discussion, please drop a note to LDNPA Head of Visitor Services at [Tony.Watson@lakedistrict.gov.uk](mailto:Tony.Watson@lakedistrict.gov.uk).

### **Community Litter Picking and Signage**

We have supported a number of community groups with litter picking equipment (gloves, litter pickers etc.) and behaviour change signage. If you know of a group that would like to request some equipment, please get in touch with Tony Watson.

## **Traffic Issues**

We receive quite a lot of concerns and requests for information relating to roadworks and what is causing them. The "One Network" map that is available for both council areas at the following link details all current and planned road works, alongside who is doing them and when they are due to conclude - [Roadworks | Cumberland Council](#). We've found that many members of the community find this service really useful to find out what is going on and why.

We hope the above summary is useful and we'll continue to keep in touch with the actions we're taking to ensure that visitors have the best possible experience and do so in a sustainable and community friendly way.

Kind regards.

Yours sincerely



**Tiffany Hunt**

Chair

Lake District National Park Authority

Direct: 01539 792645

Email: [Tiffany.Hunt@lakedistrict.gov.uk](mailto:Tiffany.Hunt@lakedistrict.gov.uk)



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email: [townclerk@keswicktowncouncil.gov.uk](mailto:townclerk@keswicktowncouncil.gov.uk)

## **This is the Health and Safety Policy Statement of Keswick Town Council**

Keswick Town Council recognises and accepts its responsibility for providing a safe and healthy work environment for its members; staff; volunteers; visitors and for anyone affected by its activities.

The Council maintains this policy for the management of health and safety as its top priority and will do all that is reasonably practicable to ensure effective organisation and planning and established and maintained. The Council will also ensure that appropriate and effective audit and review mechanisms are used to inform the work of the Council, which undertakes to commit appropriate resources to manage health and safety.

Our statement of general powers as set out below is based on that required by virtue of the Health and Safety at Work etc. Act 1974.

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our activities;
- To consult with our staff on matters affecting their health and safety;
- To provide and maintain safe equipment;
- To ensure safe handling and use of substances;
- To provide sufficient information, instruction and supervision of staff, volunteers and visitors as far as is reasonably practicable;
- To ensure all staff and volunteers are competent in their Council-related activities, and to provide adequate training as far as is reasonably practicable;
- To prevent accidents and activity—related ill health as far as is reasonably practicable;
- To maintain safe and healthy conditions for conducting the Council's business and the public facilities it provides; and To review and revise this Policy as necessary at regular intervals, but at least annually.

Approved by the Council on:

To be review and re-affirmed at the Annual Town Council meeting.

Signed: .....

**KESWICK TOWN COUNCIL**

**RECORD OF MEMBER'S MEETING ATTENDANCES  
2023/24**

	<b>TOWN COUNCIL MEETINGS</b>	<b>SPECIAL TOWN COUNCIL MEETINGS</b>	<b>CHARITABLE TRUST MEETINGS</b>	<b>SPECIAL TRUST MEETINGS</b>	<b>ANNUAL PARISH</b>	<b>TOTAL</b>
<b>Number of meetings held</b>	<b>12</b>	<b>2</b>	<b>6</b>	<b>1</b>	<b>1</b>	<b>22</b>
<b>COUNCILLORS</b>						
Councillor Louise Dunn	11	1	4	1	0	17
Councillor Steve Harwood	11	2	6	1	1	21
Councillor Chris Houghton	10	2	4	1	0	17
Councillor Claire Houghton	12	2	4	1	1	20
Councillor Denstone Kemp	11	1	6	1	1	20
Councillor Sally Lansbury	9	1	4	0	0	14
Councillor Benita Laphorn	12	1	6	1	1	21
Councillor Jean Murray	9	1	5	1	1	17
Councillor Rob Nelson	7	1	1	1	1	11
Councillor Tim Parsons	6	0	4	0	0	10
Councillor Adam Paxon	6	0	2	1	0	9
Councillor Lorraine Taylor	12	0	5	1	1	19