

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

Council Offices
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Keswick
Cumbria
CA12 5JS
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13th March 2025

A meeting of Keswick Town Council will be held in the Council Chamber, First Floor, Council Offices, 50 Main Street, Keswick on Thursday 20th March 2025 at **7.00 p.m.**

Yours sincerely



Vivien Little
Town Clerk

A G E N D A

- 1. Apologies**
To receive apologies for absence.
- 2. Minutes**
To authorise the Chair to sign as a correct record the minutes of the Town Council meeting held on Thursday 20th February 2025 (pages 34 - 37).
- 3. Co-option of a Councillor**
 - i) To receive a presentation from co-option applicants giving the reasons they would like to be a Town Councillor and what they feel they can offer to the community.
 - ii) To select a candidate to fill the vacancy in the East Ward.
 - iii) To receive the Declaration of Acceptance of Office.
- 4. 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.
- 5. 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). Members may, however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already declared in the Register, as well as any other registrable or other interests.

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

6. Police Report

To receive the newsletter of the Allerdale Rural Neighbourhood Policing Team.

7. Matters to be received from the Public

Such matters may be received throughout the meeting, however items raised should not be discussed for longer than 10 minutes and the Chairman reserves the right to curtail repetitious matters. Public participation shall not be longer than half an hour throughout the meeting.

8. 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.

9. Applications for Development

- i) To examine applications for development and agree observations to be submitted to the Lake District National Park Authority (Planning Group report to be circulated at the meeting)
- ii) To receive update on National Park Planning Decisions

10. Mayor's Report

To receive details of the Mayor's engagements and meeting attendance for the period 14th February 2024 – 13th March 2025.

11. Reports from Ward Representatives

To receive reports from the following representatives:

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

12. Consultation – Keswick Traffic Regulation Order Review

To agree Keswick Town Council's response to the above consultation.

13. Annual Review of Revised Financial Regulations

To receive the report of the Responsible Financial Officer.

14. Assets Register

To approve and adopt the updated Assets Register.

15. Payment of Accounts

To confirm the payment of accounts for March 2025 as approved by the Inspection Committee (to be circulated at the meeting) for:

- i) The Town Council
- ii) The Trusts

16. Clerk's Report

To receive the report from the Clerk.

17. Correspondence

To note the correspondence received from the Lake District National Park Authority.

18. Outside Bodies Report

To receive report from the following representatives:

- i) Threlkeld Housing Association – Councillor representative – Denstone Kemp (if available)

19. Events Minutes

To receive for information the minutes of the Events Committee meeting held on 6 February 2025.

20. Staffing Committee

To receive for information the minutes of the Staffing Committee meeting held on 21 February 2025.

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, Council Offices, 50 Main Street, Keswick on Thursday 20th February 2025 at 7.00 p.m.

Present:

Chair
Councillor Louise Dunn

Councillors

Steve Harwood
Denstone Kemp
Rob Nelson

Chris Houghton
Benita Laphorn
Claire Peat

Claire Houghton
Jean Murray
Lorraine Taylor

Also present were Catherine Parker (Responsible Finance Officer), 2 members of the public, and 1 member of the press.

167. Apologies

Apologies for absence were received from Councillor Natalie Evans and Vivien Little (Town Clerk).

168. Minutes

RESOLVED that the Chair be authorised to sign as a correct record the minutes of the Town Council meeting held on Thursday 16th January 2025 (pages 30-33).

169. Requests for Dispensations

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

170. Declarations of Interests

No declarations by elected and co-opted members of interests were received in respect of items on this agenda.

171. Police Report

RECEIVED the newsletter of the Allerdale Rural Neighbourhood Policing Team.

172. Matters to be received from the Public

No matters were raised by members of the public.

173. Matters to be raised by Councillors

Councillor Peat asked for a further update on the Community Partnership Scheme meeting.

Councillor Murray gave an update on the first Councillor Surgery held at the Keswick Foodshare room.

174. Applications for Development

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

ii)

Plan Ref.	Description, Location, Comments Recommendation
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T/2025/0009	Tree Work in Conservation Area
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Hope Park, Golf Kiosk And Putting Green, Lake Road, Keswick, Cumbria, CA12 5DG

Declared interest

- 7/2025/2015** Ground floor extension to provide en-suite and walk in wardrobe with a balcony over. External alterations to the rear garden and entrance steps 1, Grange Park, Keswick, CA12 4AY
No comments made
SUPPORT
- 7/2025/2016** Outline application for a residential development comprising of the retention of an existing 3-bedroom 2 storey dwelling and the removal of the ground floor northeast utility room and carport to improve vehicular access and the erection of a new detached garage. The construction of two self-build/custom-build 3-bedroom 2 storey dwellings with integral garages. Construction of a new site access off Manor Brow and associated vision splays. Construction of a new access road and turning head serving Manor Glen (existing dwelling) and self-build/custom-build Plots 1 & 2. Formation of parking areas for each plot. Associated external works, construction of bin holding areas and limited tree removal with some matters reserved.
Manor Glen, Ambleside Road, Keswick, Cumbria, CA12 4AG
Support in principle subject to the following
1. We approve the formation of a new vehicle access off Ambleside Road to avoid the current reliance on access to the existing dwelling from the path leading to Grizedale Close.
2. We note Cumberland Council Highways are satisfied with the new access subject to modifications set out in their response of 10 February 2025 which we support.
3. We support the proposed 2 new dwellings which retains the existing mature trees which forms a backcloth to the site and note these are to be self build houses which will be subject to future applications for the detailed design. The new dwellings should be subject to current local occupancy conditions
SUPPORT
- 7/2025/2017** Change of use of unit from workshop/storage to gym and sports therapy clinic
1 Southey Yard, Southey Street, Keswick, Cumbria, CA12 4EF
No comments made
SUPPORT
- 7/2025/2021** Approval of details reserved by condition 3 (window seats at ground level) and condition 5 (slate flags and timber floor boards) on planning permission 7/2024/2239 proposed renovation with internal alterations, repairs to windows and painting exterior walls, doors and windows
Royal Oak, Main Street, Keswick, Cumbria, CA12 5HZ
No comments required
- 7/2025/2022** Replacement shop front and illuminated hanging signage
Barclays Bank Plc, Market Square, Keswick, Cumbria, CA12 5BE
No comments made
SUPPORT

7/2025/2023 Hanging Signage
 Barclays Bank Plc, Market Square, Keswick, Cumbria, CA12 5BE
No comments made
SUPPORT

iii) **RECEIVED** update on National Park planning decisions

175. Mayor's Report

RECEIVED details of the Mayor's engagements and meeting attendance for the period 10th January 2025 – 13th February 2025).

176. Reports from Ward Representatives

No reports were submitted from the following representatives:

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

177. Payment of Accounts

RESOLVED that the payment of accounts for February 2025 as approved by the Inspection Committee be authorised for payment for (*Action RFO*):

- i) The Town Council, vouchers 222 – 249, amounting to £41,167.47 (forty one thousand one hundred and sixty seven pounds and forty seven pence).
- ii) The Trusts, vouchers HP184 – FP194, amounting to £18,513.58 (eighteen thousand five hundred and thirteen pounds and fifty eight pence).

178. Friends of the Lake District – Who Pays for the Lake District?

RECEIVED a report from Councillor Dunn.

RESOLVED that organisations and individuals be written to as per the proposals in the report. All Councillors present were in support of the report released by Friends of the Lake District 'Who pays for the Lake District?'. (*Action Clerk*)

179. CCTV Report

RECEIVED the report of the Responsible Financial Officer.

RESOLVED that (*Action RFO/Clerk*):

- i. Keswick Town Council signs a new contract with Cumbria Constabulary for the 2 CCTV cameras in Keswick at a reduced fee of £850 per camera
- ii. The Town Clerk be given permission to sign the MOU between Keswick Town Council and Cumbria Constabulary.
- iii. The underspend in the 25/26 budget for CCTV be vired to the Earmarked Reserves for CCTV, given that spare parts may be required along with new cameras in the not-too-distant future.

180. Quarterly Budgets

RECEIVED for information the quarterly budget comparisons.

181. Annual Risk Management Assessment

RECEIVED the report of the Responsible Financial Officer and **RESOLVED** that this be approved.

182. Review of Internal Control and Audit

RECEIVED the report from the Responsible Financial Officer.

RESOLVED that Councillors Kemp and Nelson be appointed to carry out the review (*Action RFO*).

183. Reports from Representatives on Outside Bodies

- i) Keswick Ministries – Councillor Rob Nelson gave a verbal report.

184. Correspondence

RESOLVED that Councillors Chris Houghton and Rob Nelson be nominated as the two Council representatives on the twice yearly virtual meetings with locally based officer, as per the Cumbria Constabulary Neighbourhood Policing Pledge (*Action Clerk*).

The meeting closed at 7.30p.m.

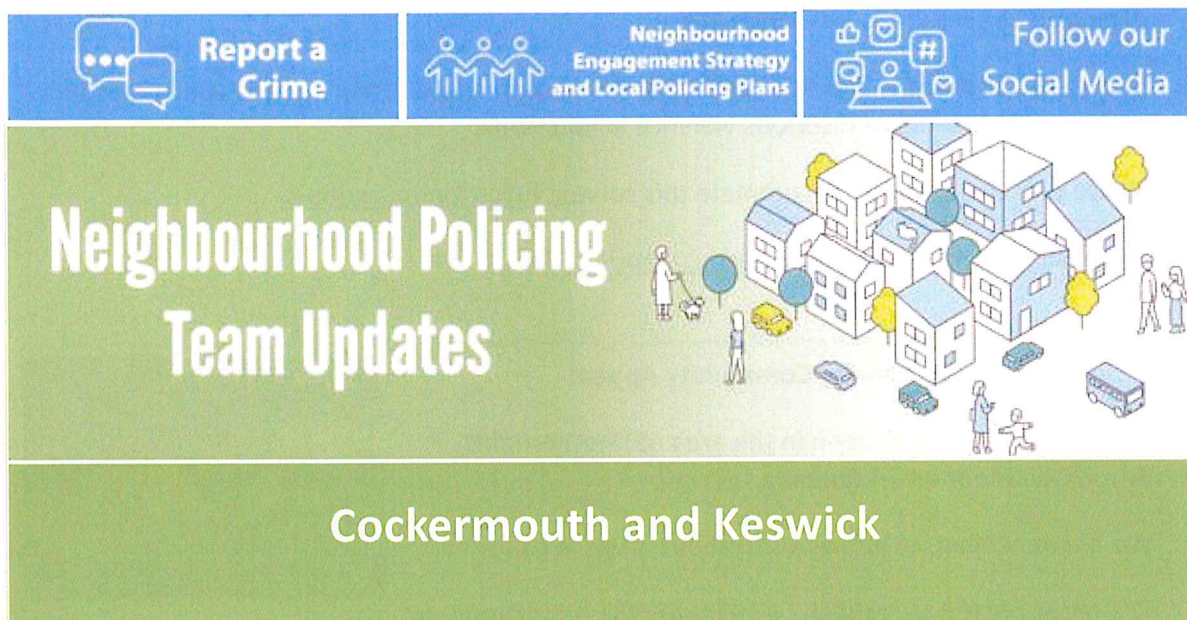
Chair

Date

Ania Mlynczak

From: Cumbria Police <CumbriaPolice@public.govdelivery.com>
Sent: 17 February 2025 13:01
To: Ania Mlynczak
Subject: January & February 2025 - Cockermouth and Keswick

[View in browser](#)



In this month's newsletter you will read about some of the things the team have been doing in the first months of 2025.

In January we also launched the **Neighbourhood Policing Pledge**, you can read more about it here - [Cumbria Police and Police, Fire and Crime Commissioner launch Neighbourhood Policing Pledge - Cumbria Constabulary](#)

In 2025, we also continue to see extra patrols targeting anti-social behaviour and serious violence as part of **Operation Enhance**.

These are extra patrols funded by money secured by the Police, Fire and Crime Commissioner to target anti-social behaviour and violence in hotspot areas.

You can also report issues online: www.cumbria.police.uk/report-it



Inspector Pete Aiston

OPERATION ENHANCE: Tell us your thoughts about anti-social behaviour and violence hotspots in Cumbria

We, the Police and Crime Commissioner and partners, secured £1 million of extra funding in the Summer of 2024 to fund extra patrols in 18 areas, identified by statistical analysis as the county's hotspot areas of anti-social behaviour and serious violence.

These areas include areas of Carlisle, Barrow, Workington, Whitehaven, Kendal, Penrith, Maryport, Cleator Moor, Ulverston and Bowness-on-Windermere.

More than six months into the operation, we want to find out more about your views on anti-social behaviour and serious violence in your area.

Please take five minutes to complete this survey: <https://orlo.uk/lbbds>

More about [#OpEnhance](#) here - <https://orlo.uk/7i49J>



Drug Activity Community Appeal

PCSO Clare Parker has been in the area of Heatherfields, Broughton Moor on 24 January.

We are appealing for information about drugs in this area.

The letter posted to residents gives them the opportunity to tell us about any suspicious activity on their street.

Neighbourhood Policing Team are working closely with other agencies to try and solve this issue.

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.

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





Anti-social behaviour Keswick

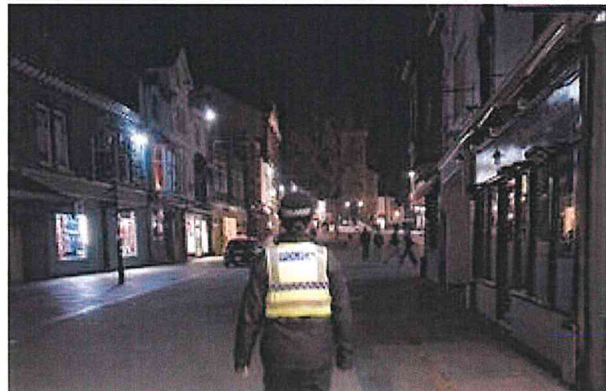
On 17 January, in the evening due to calls of young people causing anti-social behaviour at Booths in Keswick PC Emma Fearon and PCSO Pete Nichol are out on patrol in the town.

Please be aware of where your children are, any offences of anti-social behaviour will be dealt with robustly.

Patrols in Keswick

On the evening of 18 January, Community Beat Officer PC Emma Fearon and PCSO Pete Nichol were on foot patrol in Keswick.

Everyone seemed to be in good spirits as they enjoyed their night out in the town.



One way system Keswick



On 24 January, we were on patrol in Keswick.

We have been informed that vehicles are contravening the one way system near to Saint John's Street.

Please be aware there is a one way system in place. Please adhere to this or you may receive 3 points on your licence and £100 fine.

Please note there is CCTV in the area will be reviewed.

Speed checks



Speed checks have been conducted on the afternoon of 19 January in the areas of Brigham and Broughton by PCSOs Pete Nichol & Clare Parker.

Residents in these areas raised concerns of speed and road issues on a recent community survey.

On this occasion there was one driver at Brigham and two at Broughton that were recorded driving over the speed limit.

Please be aware of the speed limit and take care when driving through rural villages.

On 2 February, PCSO Clare Parker was out carrying out speed checks on drivers travelling along Heatherfields, after residents reported issues in Broughton Moor.

Your local officers will continue to focus on this area and monitor speeding.

This stretch of road in the village is 30mph.

Please drive safely and stick to the speed limit to prevent yourself getting a speeding ticket.



School parking

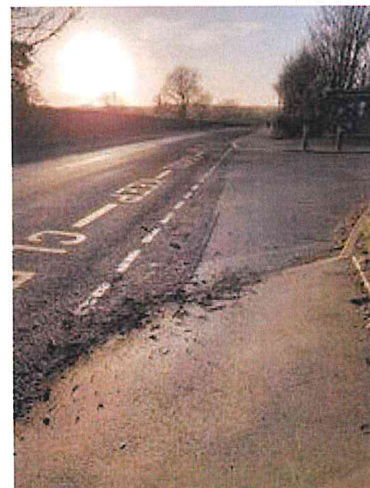
Concerns have been raised in relation to vehicles being parked on the double yellow lines and the zig zags outside of Cockermouth School on Castlegate Drive.

PCSO Clare Parker has patrolled this area on 30 January at the end of the school day and had to speak with several drivers who were parked up in their vehicle on the double yellow lines.

Can drivers please consider where they choose to park, no vehicles should be parked on double yellow lines unless they display a Blue Badge.

Please do not park in a manner that is causing an unnecessary obstruction. Pedestrian safety is highly important.

Think before you park!



Arrest following report of alleged drink driver

On 29 January, PC Emma Fearon and PCSO Pete Nichol responded to a call from a member of public of a possible drink driver in the Keswick area.

As a result a vehicle was stopped at Threlkeld and a man was arrested on suspicion of drink driving.

He blew 113 the legal limit is 35.

Reports like this from members of the public are vital and help keep the roads safe from people who drive under the influence of drink or drugs.



Suicide awareness event

PCSO Clare Parker has been into Cockermouth library on 21 January and participated in a survey.

Cumberland council Every life matters staff were in the library speaking with members of the public raising awareness of the high suicide rates in Cumberland.

Call 999 If you are at immediate risk of suicide

- *Every Life Matters* - <https://orlo.uk/1Abm7> & 07908 537541
- *Mindline Cumbria* - <https://orlo.uk/iyduX> & 0300 561 0000
- *Cruse Cumbria* - <https://orlo.uk/LQZV6> & 0300 6003434
- *Samaritans Crisis Listening Service* - <https://orlo.uk/8SkFR> & 116 123 available 24/7



Please seek advice, support and information.

Courier fraud

On 7 February, PCSO Clare Parker has been into some of the money changing venues in Cockermouth to ask the staff to display and share the information about Courier Fraud.

Have you been contacted by a police officer or bank asking you to withdraw money?

Your bank and the police will NEVER call you and ask you to complete any kind of transaction.

If you are unsure if a call is from your bank, hang up and dial 159 to speak directly to your bank.

For more advice visit - [Courier fraud](#) | [Action Fraud](#)



CITY OF LONDON POLICE **ActionFraud**
www.actionfraud.police.uk

Courier Fraud

The police or your bank will:

- Never contact you to withdraw cash or transfer money to help secure your account.
- Never phone and ask you for your PIN or banking information.
- Never ask to send cash or other expensive goods via post for safekeeping.

Report to Action Fraud
If you think you've been a victim of fraud, contact your bank immediately and report it to Action Fraud online or by calling 0300 123 2040.

School talk

On 20 January, PCSO Clare Parker visited All Saints' school to speak to the pupils about online safety.

Some of the things learnt today were:

- Social media age limits
- Cyber bullying
- Sharing pictures
- Trusted adults

Be safety SMART online!



You can find online safety advice here - [Online safety](#) | [Cumbria Police](#) and here [Keeping children safe online](#) | [NSPCC](#)



In the afternoon PCSO Parker visited Plumbland school to talk to pupils about Stranger Danger and how to keep safe.

The pupils learnt and asked questions about:

- What is a stranger?
- Yell! attract attention by shouting as loud as you can
- Run! get home or to a safe place as quickly as you can
- Always tell a trusted adult what has happened
- Staying safe online was also discussed.

People who help us.

On 31 January, PCSO Clare Parker has visited Dean school today and the reception pupils had the opportunity to have a look at the police vehicle and some of the useful equipment that we use.



The children asked lots of questions and they liked seeing the blue flashing lights on the car.

What a lovely little group, it was so nice to come to school.

See you again soon.

On 11 February, PCSO Clare Parker visited Fairfield school to deliver a Road Safety presentation to the mini police.

Some things they learnt was:

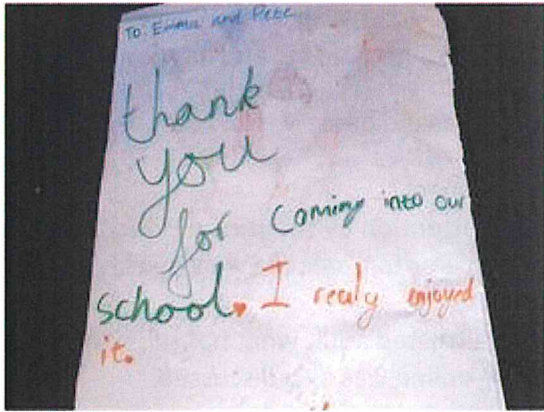
- The Highway Code
- Identifying & Highlighting Hazards
- Keeping you safe on the road
- The Fatal 5
- Tyre safety



The mini police will be delivering all the important information they have learnt to the rest of the school in the next few weeks.

On 5 February, PC Emma Fearon and PCSO Pete Nichol pictured here with the school Councillors have been into Braithwaite school to talk about road safety stranger danger and Emmas role as a police officer. Some great questions were asked about Emma and her job.

Thank you for the pictures.



On 5 February, PC Fearon and PCSO Nichol also visited Borrowdale school to talk about online safety stranger danger road safety and how police deal with ASB.

The pupils got to ask local community beat officer Emma about her job in Keswick and the equipment she carries with her when she is out on patrol.

Awards

Congratulations to Officers from the Allerdale Neighbourhood Policing Team, who received BCU Commander awards at Workington Police Station on Thursday 13th February

The awards were presented by Chief Superintendent Andy Wilkinson to:

Sgt Leesa Edwards - For her work in supporting colleagues in creating the ADHD support and working group, whilst also introducing ADHD screening in Workington Custody

Sgt Scott Adams - For his leadership in the role of crime prevention Sgt, obtaining additional funding to help safeguard vulnerable people across Cumbria

PC Shona Pattinson - For her dedication in the role of Community Beat Officer for Cockermouth, problem solving and supporting a vulnerable victim of crime

PC Callum Lofthouse - Presented with the PFCC award for bravery, for conducting CPR for several minutes on a person who collapsed in Workington following a road traffic collision.

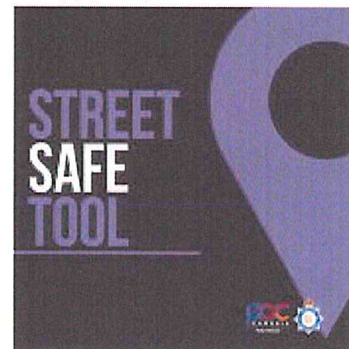
Well done all! 🍌






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](#)



Upcoming community police events

 Cockermouth library
 Mon 24 February 2025
 10:00AM - 11:00AM

 Mon 31 March 2025
 1:00PM - 2:00PM

For more information, please visit our website and enter your postcode in the Your Area section.

[Visit Your Area](#)

Your local officers

Want to know who your local officers are?

Simply go to our website - 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.




Join Us!

Have you ever thought about being a police officer?

You could make a real difference to people in Cumbria and help keep them safe.

Not sure if policing is for you?

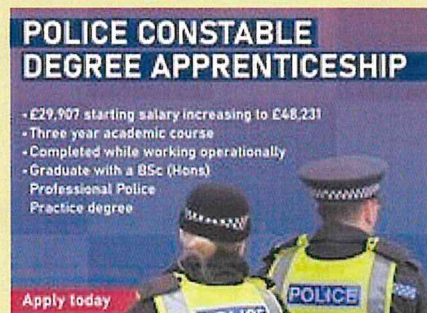
This short quiz should be able to help 

Take the quiz

Which route is right for you?

☐ **Police Constable Degree Apprenticeship**

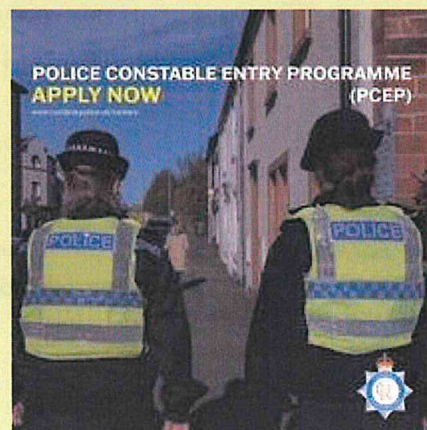
Did you know you can join Cumbria Constabulary as a degree apprentice and work towards a degree whilst serving as a student officer with active frontline duties?



☐ **Police Constable Entry Programme (PCEP)**

This is a two year programme which gives a blend of practical on-the-job experience and classroom-based learning.

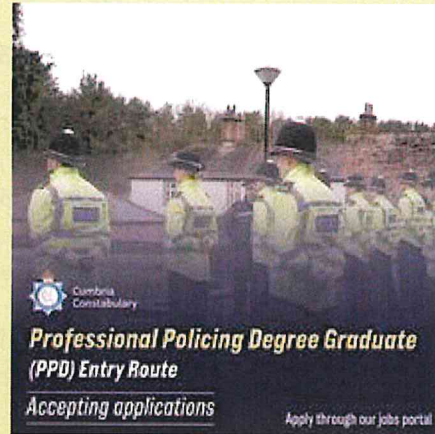
Once you leave training school, you will then go onto to your allocated station then eventually go onto independent patrols and will be assessed for the remainder of the two-year programme.



○ Professional Policing Degree Graduate (PPD)

To be eligible to apply, you will need to have taken a three-year BSc professional policing programme offered by universities that are licensed and validated to deliver the degree by the College of Policing.

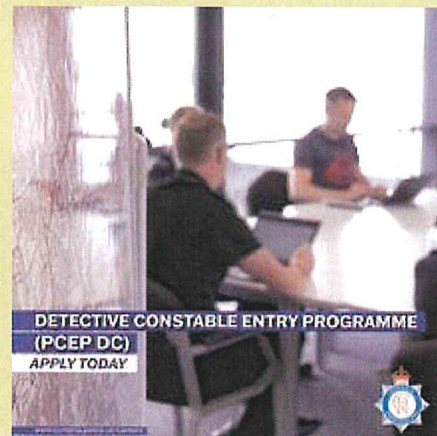
For more information about the entry route and the role visit: [Job profile](#)



○ PCEP DC pathway

Our Detective entry programme (PCEP DC) is open for applications.

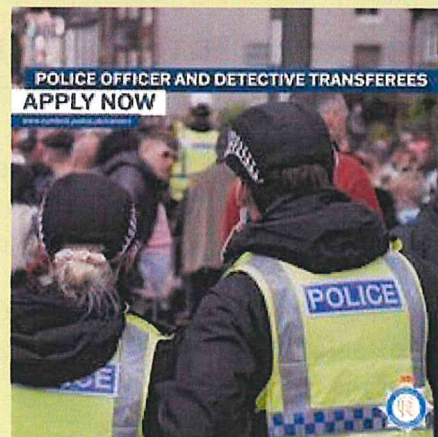
The two year programme is designed to equip you with all the skills and training necessary to ensure that on completion you will be a highly competent detective constable.



○ Transferees

Do you or someone you know work for another force?
Looking for a new challenge?

When you join Cumbria Police you will have new opportunities and with this, you will be able to make a positive difference to the lives of those who live here.



We are looking for enthusiastic and dedicated people to apply now to join us.

For more information on police officer entry routes and staff roles, please visit www.cumbria.police.uk/careers.

Independent Advisory Group (IAG) Cumbria Police

Cumbria Constabulary are now recruiting for Independent Advisory Group (IAG) members from all communities that live and work within Cumbria. This is an exciting opportunity to contribute towards improving policing and wider service delivery throughout Cumbria.



This is a voluntary role and we welcome applications from all members of communities within Cumbria to contribute to providing, constructive and impartial advice that will enhance our service delivery.

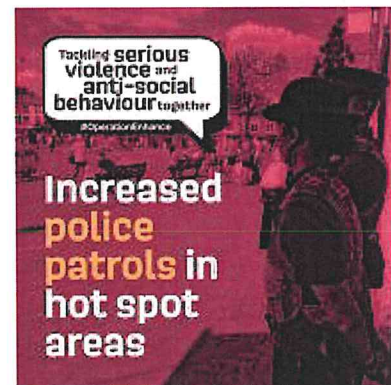
To apply fill out the form here: [Apply to join an Independent Advisory Group \(IAG\) | Cumbria Police](#)



Operation Enhance: Anti-social behaviour reduced as people urged to give feedback on operation

Anti-social behaviour continues to be significantly reduced at officers conduct extra patrols across 18 hotspot areas in Cumbria as part of Operation Enhance.

Operation Enhance sees extra police patrols in areas identified as hotspots for anti-social behaviour and/or serious violence across the county.



The operation has been made possible thanks to £1 million of extra funding secured by Cumbria's Police, Fire and Crime Commissioner from the Government's Hotspot Response Fund to target anti-social behaviour (ASB) and serious violence in hotspot areas across the county.

The operation sees extra patrols in 18 areas identified by statistical analysis as the county's hotspot areas of anti-social behaviour and serious violence. These areas include areas of Carlisle, Barrow, Workington, Whitehaven, Kendal, Penrith, Maryport, Cleator Moor, Ulverston and Bowness-on-Windermere.

As of the end of January, the 18 hotspot areas have seen an average reduction in anti-social behaviour of more than 36 per cent. **Read more** [here](#).

National firearms amnesty – opportunity to hand-in weapons in Cumbria

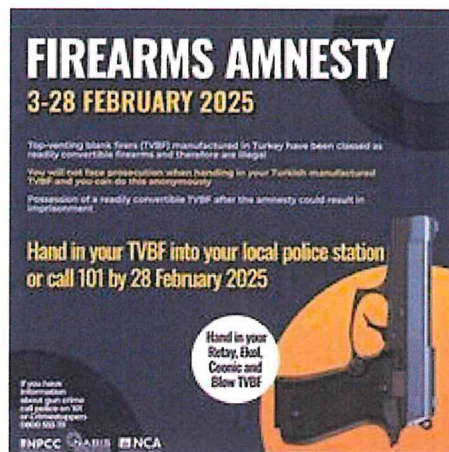
People in Cumbria can take advantage of an on-going national firearms amnesty.

The four-week Firearms Amnesty is specifically aimed at owners of certain Turkish manufactured top-venting blank firers (TVBFs) which are now illegal to possess following testing by the National Crime Agency and policing.

The firearms concerned are all top-venting or forward-venting models of the Turkish brands: Retay, Ekol, Ceonic and Blow.

Chief Superintendent Carl Patrick said: “Anyone in possession of these makes of top-venting blank firer (TVBF) could be subject to prosecution and up to 10 years of imprisonment, so it is important that if there is anyone in Cumbria who has one of these weapons, they take this opportunity and come forward today.”

The amnesty began on 3 February and runs until the end of the month. [Read more here.](#)



Operation Merlin: Week of Action results in 19 more arrests including for drug supply offences

Operation Merlin officers have targeted those who believe they are above the law in the latest week-long operation aimed at wanted individuals across Cumbria.



Last week's four-day operation (Mon, Tues, Thurs, Fri) resulted in 19 arrests across the county. [Read more here.](#)

Warning issued over pills that may cause harm

Police are issuing a warning about pills that may be circulating in Cumbria specifically the Carlisle and Wigton area that could cause harm to those using them.

Police have become aware of reports of red and white pills believed to be pregabalin and blue pills of an unknown substance, which are having adverse effects on users.

Officers, as always, would urge those who are using or considering using substances that are illegal or have not been prescribed to them to consider the potential consequences.

Buying drugs illegally also means there are no guarantees what the drugs bought may actually contain.

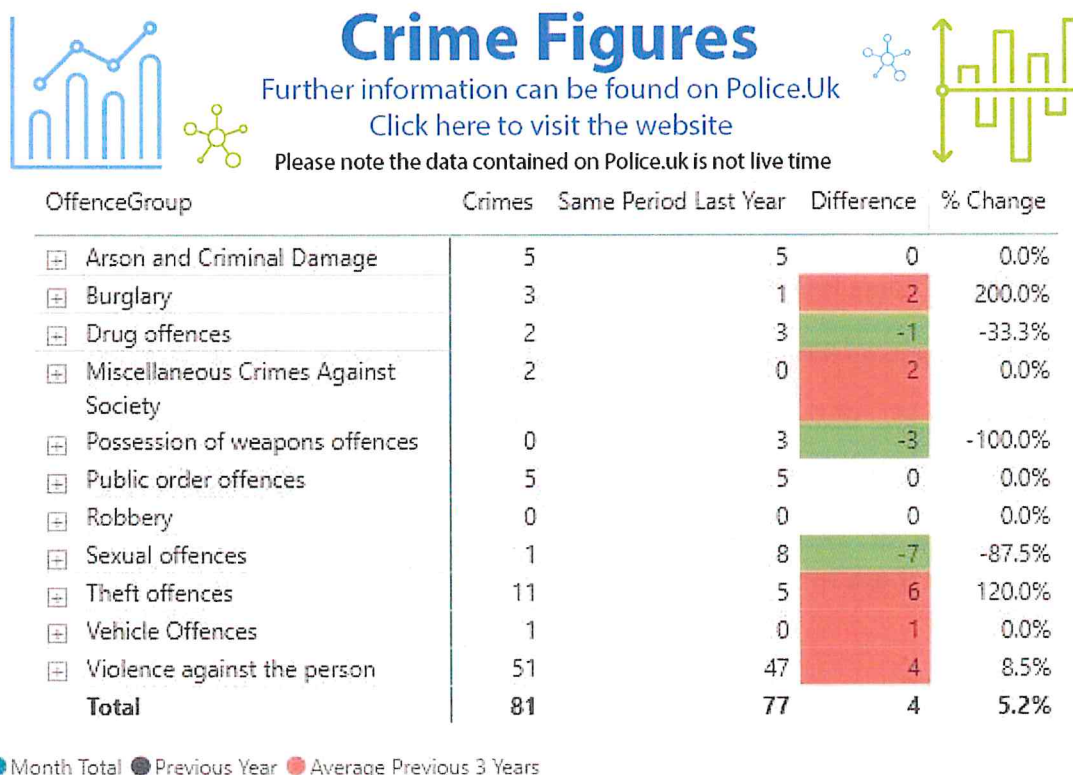
Police would ask anyone who is aware of someone using such pills outside of a prescription to make those people aware of this warning and the risks.

If you are worried someone you are with may be overdosing, try to stay calm, stay with the person, ring 999 immediately and follow instructions given to you.

Police are appealing for anyone with information about such sales of prescription drugs to come forward with information.

Anyone with information about drugs supply is asked to contact police on 101 or report online at www.cumbria.police.uk/report-it

Alternatively, you can call the independent charity Crimestoppers, completely anonymously, on 0800 555 111.



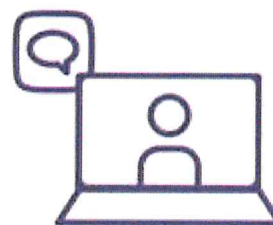
Please report any incidents of crime or anti-social behaviour to us, to help us keep Cumbria safe.

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.



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This service is provided to you at no charge by [Cumbria Constabulary](#).

This email was sent to office@keswicktowncouncil.gov.uk using govDelivery Communications Cloud on behalf of: Cumbria Police
· Carleton Hall · Penrith · Cumbria · CA10 2AU



Planning Applications received between 14/02/2025 - 13/03/2025			
Plan ref	Reply by	Location	Description of Proposed Development
T/2025/0030	20/03/2025 - ext requested	Land near 25 First And Second Floor, Church Street, Keswick, Cumberland, CA12 4DX	1 windblown ash tree within dead trunk of tree - kill the tree but not remove it
T/2025/0034	24-Mar-25	Land near Coach House, Greta Hamlet, Keswick, Cumbria	Coppice 3 sections of self-seeded saplings of willow and elm
7/2025/2018	19/03/2025 - ext requested	16 The Cottage, Ambleside Road, Keswick, Cumberland, CA12 4DL	Conversion of an existing garage into a functional living space, along with the replacement of an existing greenhouse with a contemporary garden pod
7/2025/2025	20/03/2025 - ext requested	28, Briar Rigg, Keswick, CA12 4NN	Single storey extension
NOTICE TO THE PUBLIC: Interested parties are invited to let the Town Clerk have their comments, in writing, or via email to: townclerk@keswicktowncouncil.gov.uk prior to the meeting regarding any of the planning applications on this sheet.			

Decisions Received from LDNPA

Planning Decisions Received between 14/02/2025 & 13/03/2025

Plan Ref	Date of Application	Location	Postcode	Description	KTC Observations	LDNPA Decision	Appeal	Appeal Decision
7/2023/2235	Nov-23	23, Eskin Street, Keswick,	CA12 4DQ	Change of use from B&B (C1) to holiday let (C3)	OBJECT	REFUSED	Appeal	Appeal Dismissed
7/2024/2250	Dec-24	Clarewood, Lonsties, Keswick	CA12 4TD	Demolition and new build dwellinghouse	SUPPORT	GRANTED		
7/2025/2017	Feb-25	1 Southey Yard, Southey Street, Keswick	CA12 4EF	Change of use of unit from workshop/storage to gym and sports therapy clinic	SUPPORT	GRANTED		
7/2025/2021	Jan-25	Royal Oak, Main Street, Keswick, Cumbria	CA12 5HZ	Approval of details reserved by condition 3 (window seats at ground level) and co	No comments required	GRANTED		
7/2024/2002	Jan-25	Shelley Cottage, Chestnut Hill, Keswick, Cumbria	CA12 4LS	Replace 1 sash window in lower hallway (retrospective) - Listed Building Consent application	SUPPORT	REFUSED	Appeal	Appeal Dismissed

KESWICK TOWN COUNCIL

TOWN COUNCIL MEETING 20TH MARCH 2025

MAYOR'S ENGAGEMENTS & MEETING ATTENDANCE

For period 14th February 2025 to 13th March 2025

Saturday 15 February	Officiated at the re-opening of Café HNW after refurbishment
Thursday 20 February	KTC meeting
Sunday 23 February	Lunch with organisers of the MINT Chinese Film Festival in Keswick
Thursday 6 March	Update meeting with Cumberland Council re Keswick leisure pool
Wednesday 12 March	Meeting re Comms around Derwentwater bathing status
Thursday 13 March	Parks Trust meeting

LDNPA Report for the North Lakes**Issue 15 – February 2025**

peter.walter@lakedistrict.gov.uk

It's been pretty quiet for the last few weeks with only a couple of small online meetings and none of the formal public meetings since mid-December. Hence a very short update.

Partnership planning

One project that Officers have been working on is the development of the next National Park Partnership Plan. Nothing to report officially yet, but there was a meeting of all the Partners recently that I hear went really well. The Partnership includes diverse organisations, sometimes with significantly differing views. That difference of opinion *can* be a block to getting things done, but at this meeting there was significant agreement on many of the key challenges and how we should tackle them. It's early days but I am hoping we can make the next Plan stronger and more focussed on *outcomes*. There will be lots more on the development of the Plan over the course of the year but such agreement among the parties at this stage is very encouraging.

Community engagement

You should all have received a letter from Tiffany outlining our plans to work with Town and Parish Councils. Gavin has brought in a significantly different approach and I hope you feel – as I do – positive about the future.

If you would like to learn more about Gavin Capstick, and his views on a range of key issues there is a brilliant interview with him on the Countrystride podcast. If you have an hour on a car journey or dog walk, I highly recommend a listen.

[Podcast here](#)



Highways Depot
Joseph Noble Road Lillyhall
Workington
Cumbria CA14 4JH
0300 373 3736
cumberland.gov.uk

28 February 2025

Dear Recipient,

**KESWICK TRAFFIC REGULATION ORDER REVIEW – CONSULTATION
PROPOSAL 1 – BACK STREETS, KESWICK – INCLUDING ACORN STREET,
BLENCATHRA STREET, ESKIN STREET, GRETA STREET, HELVELLYN STREET,
MYERS STREET, RATCLIFFE PLACE, SHOREY LANE, SKIDDAW STREET, SOUTHEY
STREET, ST HERBERTS STREET & WORDSWORTH STREET**

The purpose of this letter is to invite your comments on possible changes to the Traffic Regulation Order (TRO) for Keswick, at the locations shown on the enclosed plan.

Cumberland Council propose to introduce a section of double yellow line restrictions (no waiting at any time) within the vicinity of the junctions and certain sections of highway on the listed streets in order to prevent obstructive parking and ensure that safe and efficient traffic flow is maintained at all times. The proposed double yellow lines have been kept to a minimum to limit the parking lost but ensure adequate visibility is maintained.

This letter is to invite initial comments and feedback prior to a statutory advertisement which will take place at a later date. Should you have any comments or questions relating to these proposals, **please respond in writing to the above postal or e-mail to TROresponses@cumberland.gov.uk by 4th April 2025; labelling your correspondence “Keswick - TRO Review” and quoting the proposal number you are referring to.** Any feedback, either in favour or opposing our suggestions, would be appreciated.

Yours Faithfully



Peter Zajac
Traffic Management Officer



KEY

- Existing double yellow lines (no waiting at any time)
- Proposed double yellow lines (no waiting at any time)
- Unrestricted parking



Keswick TRO Review 2024/25 Keswick Back Streets #1

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Drawn by PZ Scale 1:1250 Date DEC 24



KEY

- Existing double yellow lines (no waiting at any time)
- Proposed double yellow lines (no waiting at any time)
- Unrestricted parking



Keswick TRO Review 2024/25 Keswick Back Streets #2

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Drawing No:

Drawn by PZ Scale 1:1250 Date DEC '24



KEY

- Existing double yellow lines (no waiting at any time)
- Proposed double yellow lines (no waiting at any time)
- Unrestricted parking



Keswick TRO Review 2024/25 Keswick Back Streets #3

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Drawing No:

Drawn by PZ

Scale 1:1250

Date DEC '24



KEY

- Existing double yellow lines (no waiting at any time)
- Proposed double yellow lines (no waiting at any time)
- Existing single yellow line (timed) to change to double yellow line (no waiting at any time)
- Unrestricted parking



Keswick TRO Review 2024/25 Keswick Back Streets #4

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Drawing No:

Drawn by PZ Scale 1:1250 Date DEC '24



KEY

- Existing double yellow lines (no waiting at any time)
- Proposed double yellow lines (no waiting at any time)
- Unrestricted parking



Keswick TRO Review 2024/25
Keswick Back Streets #5

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Drawing No:

Drawn by PZ Scale 1:1250 Date DEC '24



KEY

- Existing double yellow lines (no waiting at any time)
- Proposed double yellow lines (no waiting at any time)
- Unrestricted parking



Keswick TRO Review 2024/25 Keswick Back Streets #6

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Drawing No:

Drawn by PZ

Scale 1:1250

Date DEC '24

28 February 2025

Dear Owner / Occupier,

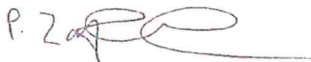
**KESWICK TRAFFIC REGULATION ORDER REVIEW – CONSULTATION
PROPOSAL 2 – STATION STREET, KESWICK**

The purpose of this letter is to invite your comments on possible changes to the Traffic Regulation Order (TRO) for Keswick, at the location shown on the enclosed plan.

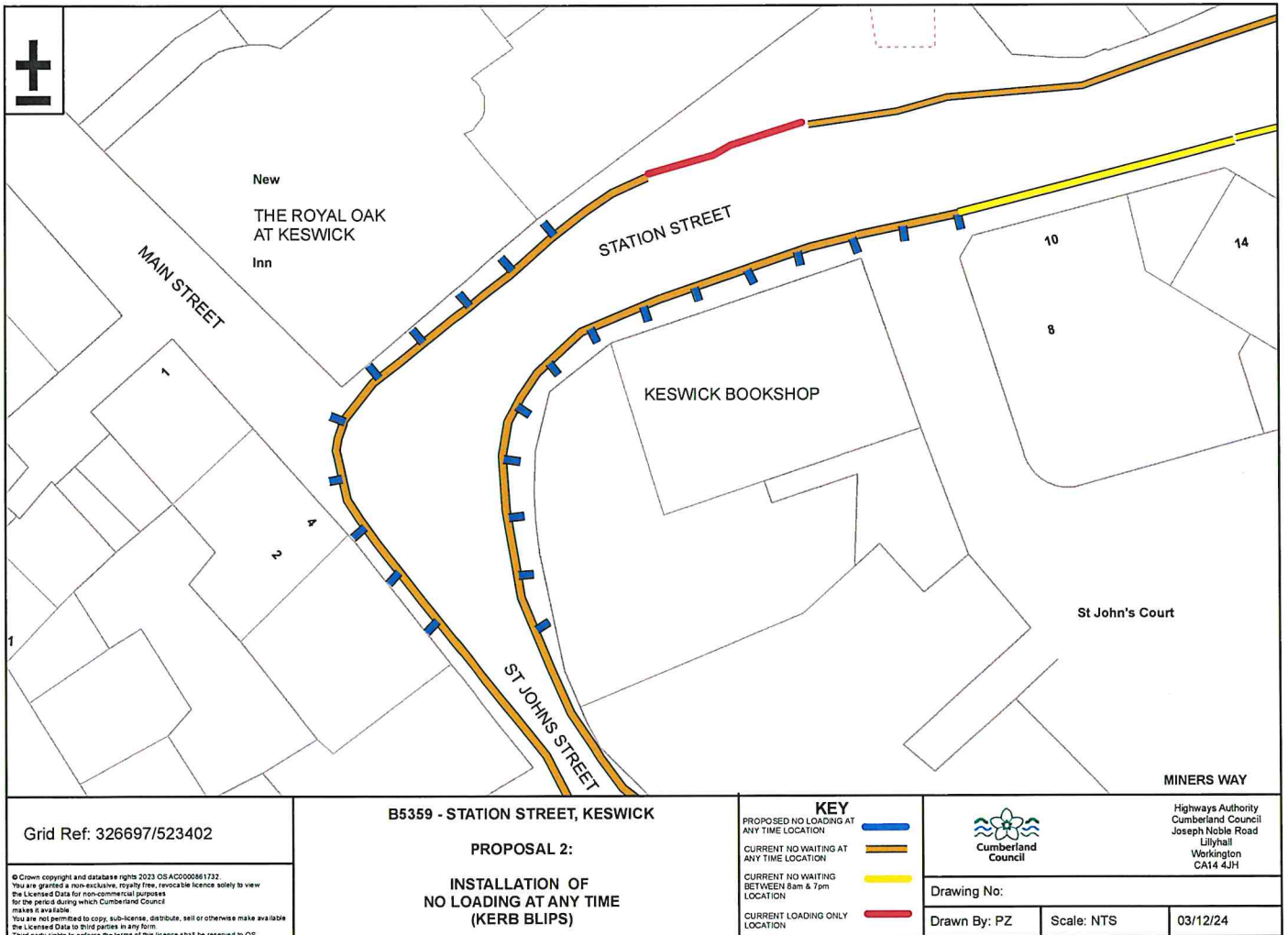
Cumberland Council propose to introduce sections of no loading at any time restrictions in order to prevent obstructive parking on both the highway and footway. This will ensure a consistent traffic flow and that a safe walkway for pedestrians is maintained at all times.

This letter is to invite initial comments and feedback prior to a statutory advertisement which will take place at a later date. Should you have any comments or questions relating to these proposals, **please respond in writing to the above postal or e-mail to TROresponses@cumberland.co.uk by 28th March 2025; labelling your correspondence “Keswick - TRO Review” and quoting the proposal number you are referring to.** Any feedback, either in favour or opposing our suggestions, would be appreciated.

Yours Faithfully



Peter Zajac
Traffic Management Officer



28 February 2025

Dear Recipient,

**KESWICK TRAFFIC REGULATION ORDER REVIEW – CONSULTATION
PROPOSAL 3 – ST JOHNS STREET/DERWENT STREET, KESWICK**

The purpose of this letter is to invite your comments on possible changes to the Traffic Regulation Order (TRO) for Keswick, at the location shown on the enclosed plan.

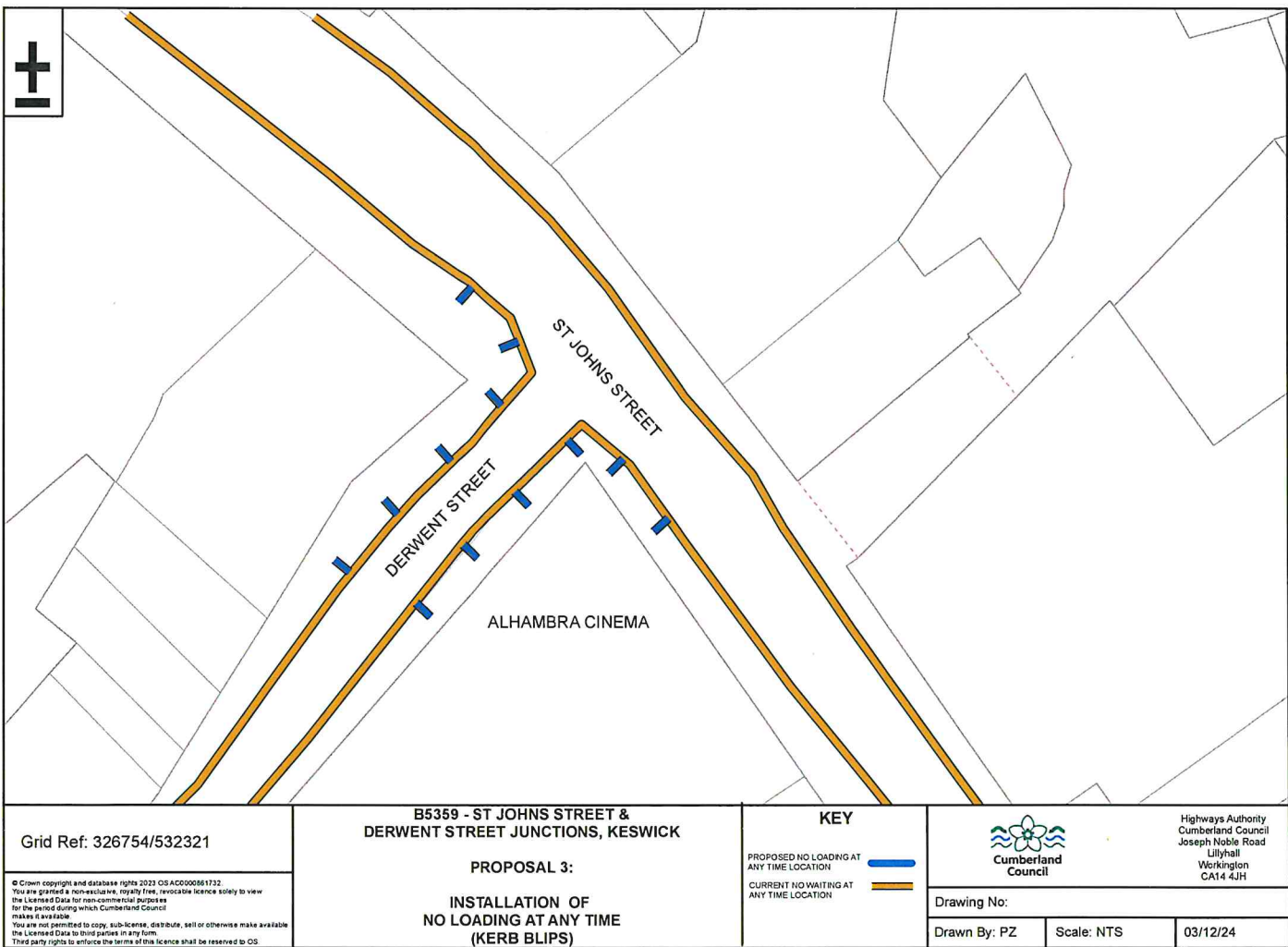
Cumberland Council propose to introduce sections of no loading at any time restrictions in order to prevent obstructive parking on both the highway and footway. This will ensure a consistent traffic flow and that a safe walkway for pedestrians is maintained at all times.

This letter is to invite initial comments and feedback prior to a statutory advertisement which will take place at a later date. Should you have any comments or questions relating to these proposals, **please respond in writing to the above postal or e-mail to TROresponses@cumberland.co.uk by 28th March 2025; labelling your correspondence “Keswick - TRO Review” and quoting the proposal number you are referring to.** Any feedback, either in favour or opposing our suggestions, would be appreciated.

Yours Faithfully



Peter Zajac
Traffic Management Officer



28 February 2025

Dear Recipient,

**KESWICK TRAFFIC REGULATION ORDER REVIEW – CONSULTATION
PROPOSAL 4 – U2219, PORTINSCALE – LEADING TOWARD THE DERWENTWATER
HOTEL**

The purpose of this letter is to invite your comments on possible changes to the Traffic Regulation Order (TRO) for Keswick, at the location shown on the enclosed plan.

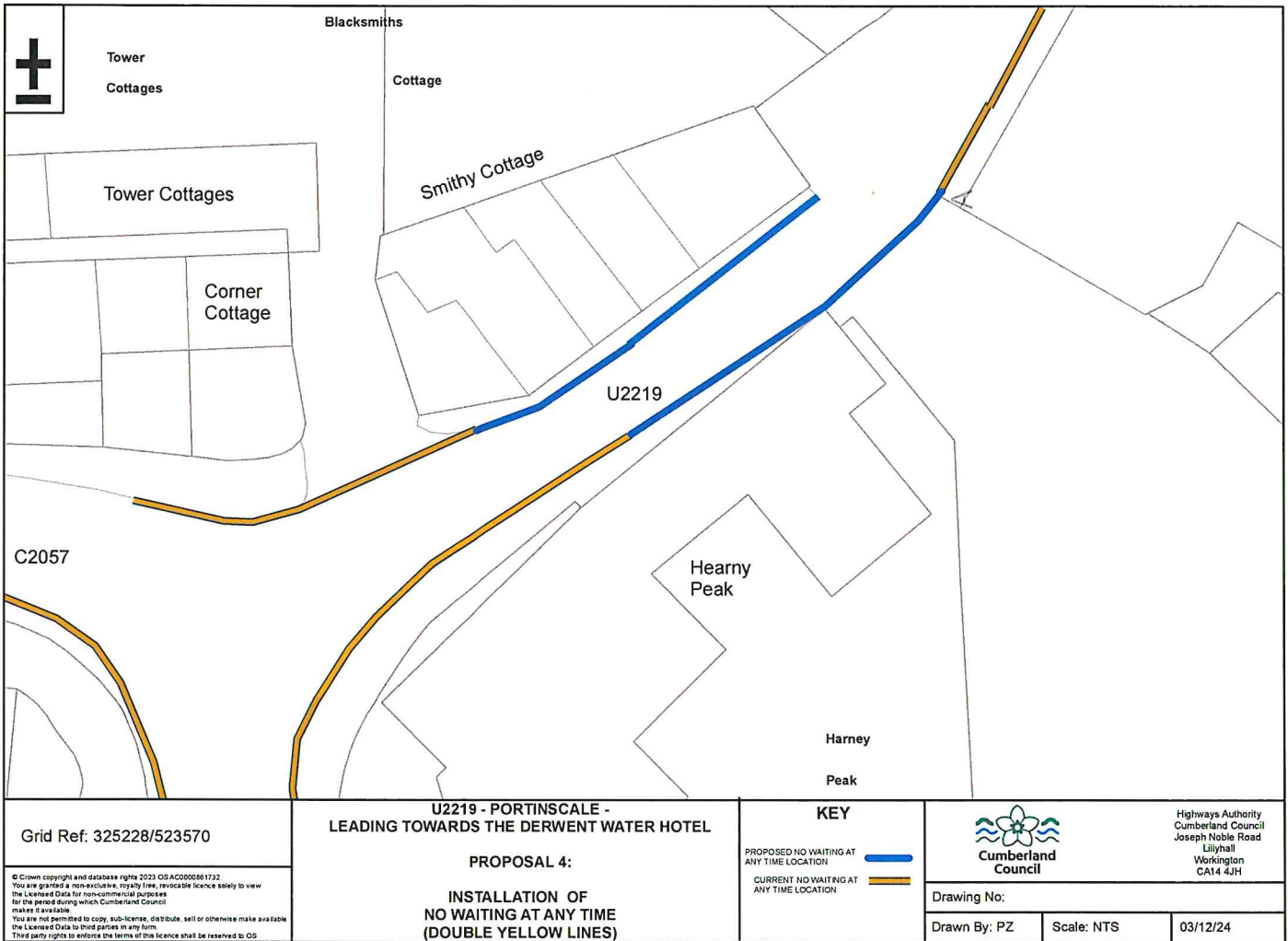
Cumberland Council propose to introduce sections of double yellow line restrictions (no waiting at any time) to ensure safe and unobstructed passage for gritters, buses and other large vehicles due to the road width.

This letter is to invite initial comments and feedback prior to a statutory advertisement which will take place at a later date. Should you have any comments or questions relating to these proposals, **please respond in writing to the above postal or e-mail to TROresponses@cumberland.co.uk by 28th March 2025; labelling your correspondence “Keswick - TRO Review” and quoting the proposal number you are referring to.** Any feedback, either in favour or opposing our suggestions, would be appreciated.

Yours Faithfully



Peter Zajac
Traffic Management Officer



28 February 2025

Dear Recipient,

**KESWICK TRAFFIC REGULATION ORDER REVIEW – CONSULTATION
PROPOSAL 5 – C2057, PORTINSCALE**

The purpose of this letter is to invite your comments on possible changes to the Traffic Regulation Order (TRO) for Keswick, at the location shown on the enclosed plan.

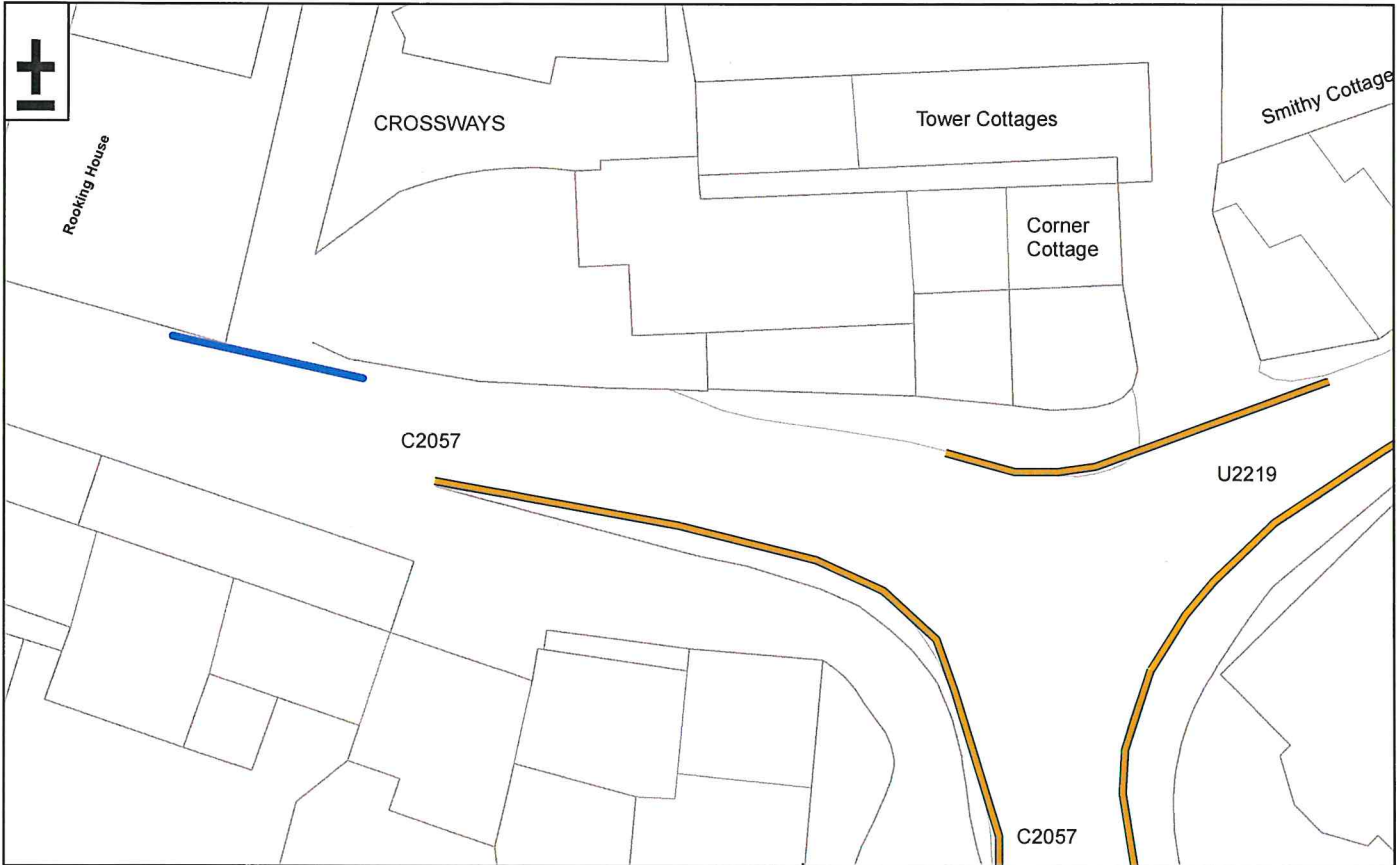
Cumberland Council propose to introduce a section of double yellow line restrictions (no waiting at any time). We have evidence that road blockages are occurring due to the road width. The installation of such lines will aid to prevent obstructive parking, for the access and also for the highway, ensuring that safe and efficient traffic flow is maintained at all times.


This letter is to invite initial comments and feedback prior to a statutory advertisement which will take place at a later date. Should you have any comments or questions relating to these proposals, **please respond in writing to the above postal or e-mail to TROresponses@cumberland.co.uk by 28th March 2025; labelling your correspondence “Keswick - TRO Review” and quoting the proposal number you are referring to.** Any feedback, either in favour or opposing our suggestions, would be appreciated.

Yours Faithfully



**Peter Zajac
Traffic Management Officer**



<div>Grid Ref: 325171/523564</div> <div><small>© Crown copyright and database rights 2023 OS AC0000861732 You are granted a non-exclusive, royalty free, revocable licence solely to view the Licensed Data for non-commercial purposes for the period during which Cumberland Council makes it available. You are not permitted to copy, sub-license, distribute, sell or otherwise make available the Licensed Data to third parties in any form. Third party rights to enforce the terms of this licence shall be reserved to OS.</small></div>	<div>C2057 - PORTINSKALE -</div> <div>PROPOSAL 5:</div> <div>INSTALLATION OF NO WAITING AT ANY TIME (DOUBLE YELLOW LINES)</div>	<div>KEY</div> <div>PROPOSED NO WAITING AT ANY TIME LOCATION</div> <div>CURRENT NO WAITING AT ANY TIME LOCATION</div>	<div><div>Cumberland Council</div><div>Highways Authority Cumberland Council Joseph Noble Road Lillyhall Workington CA14 4JH</div></div> <div><div>Drawing No:</div><div>Drawn By: PZ</div><div>Scale: NTS</div><div>22/01/25</div></div>
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28 February 2025

Dear Recipient,

**KESWICK TRAFFIC REGULATION ORDER REVIEW – CONSULTATION
PROPOSAL 6 – C2057, PORTINSCALE**

The purpose of this letter is to invite your comments on possible changes to the Traffic Regulation Order (TRO) for Keswick, at the location shown on the enclosed plan.

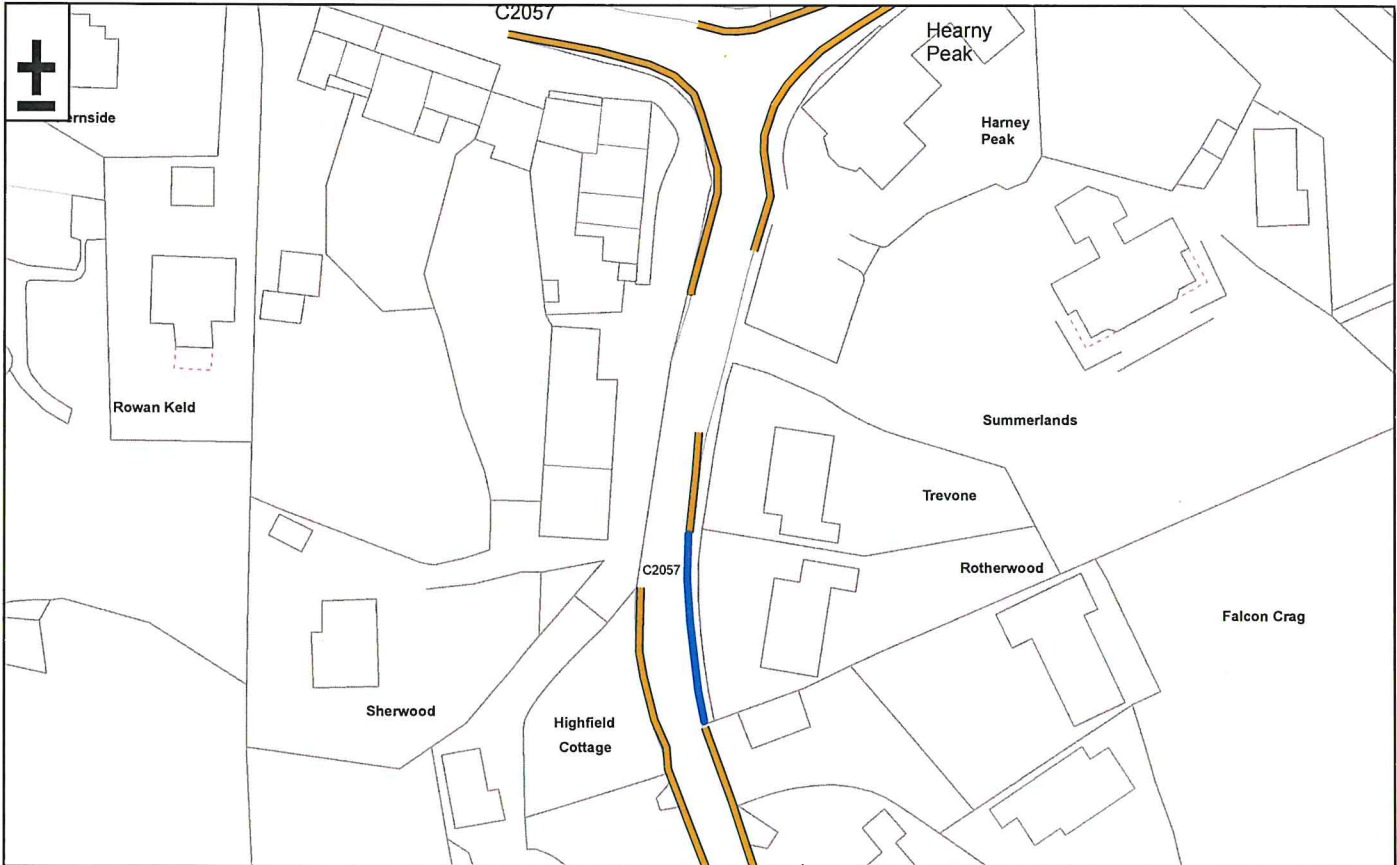
Cumberland Council propose to introduce a section of double yellow line restrictions (no waiting at any time). We have evidence that road blockages are occurring due to the road width. The installation of such lines will aid to prevent obstructive parking, ensuring that safe and efficient traffic flow is maintained at all times.


This letter is to invite initial comments and feedback prior to a statutory advertisement which will take place at a later date. Should you have any comments or questions relating to these proposals, **please respond in writing to the above postal or e-mail to TROresponses@cumberland.co.uk by 28th March 2025; labelling your correspondence “Keswick - TRO Review” and quoting the proposal number you are referring to.** Any feedback, either in favour or opposing our suggestions, would be appreciated.

Yours Faithfully



Peter Zajac
Traffic Management Officer



Grid Ref: 325193/523484	C2057 - PORTINSCALE - PROPOSAL 6: INSTALLATION OF NO WAITING AT ANY TIME (DOUBLE YELLOW LINES)	KEY PROPOSED NO WAITING AT ANY TIME LOCATION <div><div></div></div> CURRENT NO WAITING AT ANY TIME LOCATION <div><div></div></div>	<div><div><div>Cumberland Council</div></div><div>Highways Authority Cumberland Council Joseph Noble Road Lillyhall Workington CA14 4JH</div></div>		
			Drawing No:		
			Drawn By: PZ	Scale: NTS	22/01/25

28 February 2025

Dear Recipient,

**KESWICK TRAFFIC REGULATION ORDER REVIEW – CONSULTATION
PROPOSAL 7 – B5322, St Johns In The Vale Area**

The purpose of this letter is to invite your comments on possible changes to the Traffic Regulation Order (TRO) for Keswick, at the location shown on the enclosed plan.

Cumberland Council propose to introduce a section of double yellow line restrictions (no waiting at any time). In order to prevent obstructive parking which is occurring throughout the year as visitors to the area partake in outdoor activities.

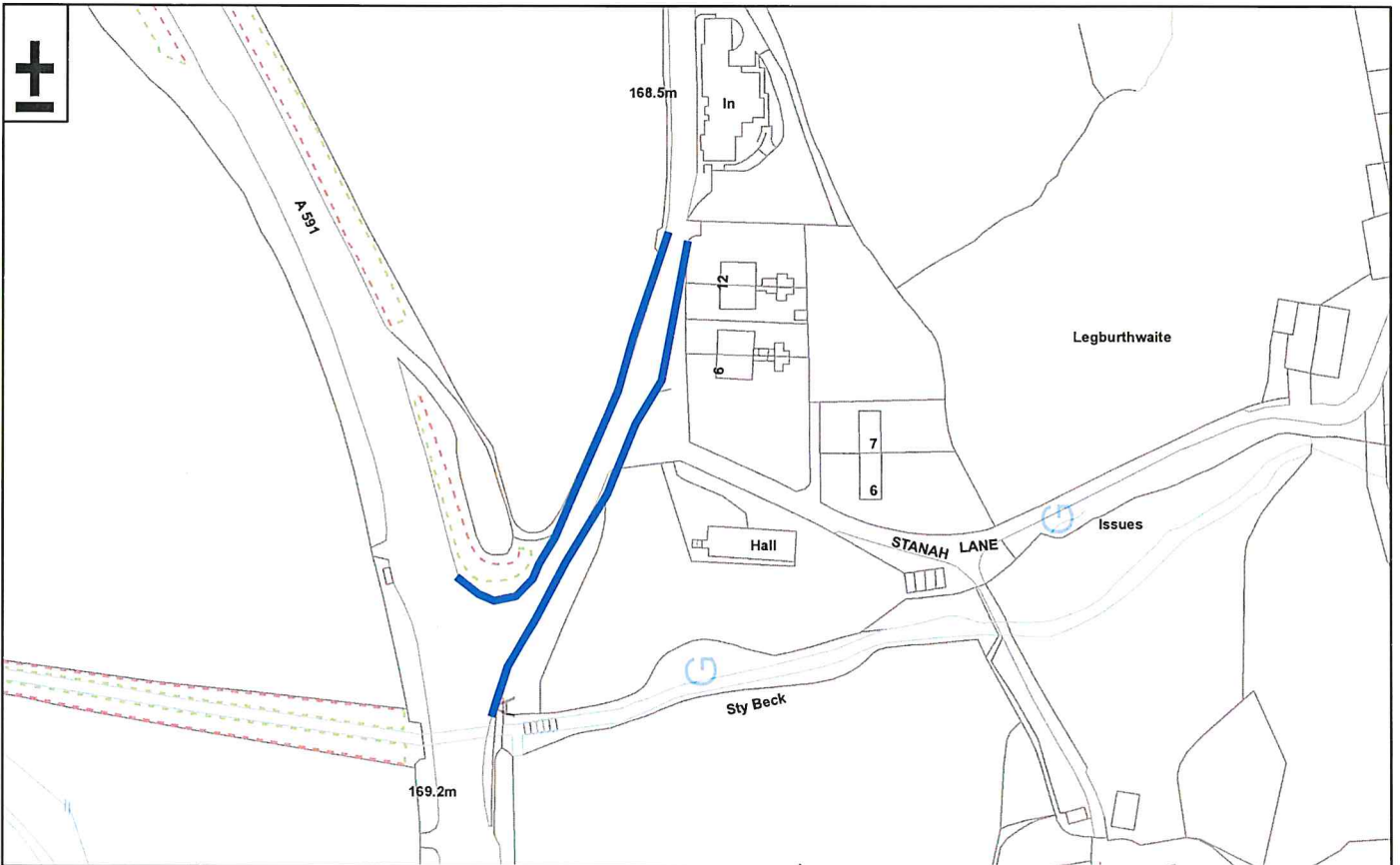
A local car park is situated within the vicinity to the proposed line restrictions which will allow traffic to park whilst visitors enjoy the natural beauty on offer.

This letter is to invite initial comments and feedback prior to a statutory advertisement which will take place at a later date. Should you have any comments or questions relating to these proposals, **please respond in writing to the above postal or e-mail to TROresponses@cumberland.co.uk by 28th March 2025; labelling your correspondence “Keswick - TRO Review” and quoting the proposal number you are referring to.** Any feedback, either in favour or opposing our suggestions, would be appreciated.

Yours Faithfully



**Peter Zajac
Traffic Management Officer**



Grid Ref: 331806/518940	B5322 - ST JOHNS IN THE VALE AREA	KEY	Highways Authority Cumberland Council Joseph Noble Road Lillyhall Workington CA14 4JH		
<small>© Crown copyright and database rights 2023 OS AC0000861732 You are granted a non-exclusive, royalty free, revocable licence solely to view the Licensed Data for non-commercial purposes for the period during which Cumberland Council makes it available. You are not permitted to copy, sub-license, distribute, sell or otherwise make available the Licensed Data to third parties in any form. Third party rights to enforce the terms of this licence shall be reserved to OS.</small>	PROPOSAL 7: INSTALLATION OF NO WAITING AT ANY TIME (DOUBLE YELLOW LINES)	PROPOSED NO WAITING AT ANY TIME LOCATION	Drawing No:		
			Drawn By: PZ	Scale: NTS	11/02/25

KESWICK TOWN COUNCIL

20th March 2025

ANNUAL REVIEW OF REVISED FINANCIAL REGULATIONS

It is a requirement to review the Town Council's Financial Regulations on an annual basis to reflect any changes in general, recent changes in legislation or items for renewal by resolution.

I have attached revised Financial Regulations for **approval and adoption** following receipt of the Model Financial Regulations template from NALC. The model is for Councils of all sizes to use to develop their own financial regulations, suitable for the size of the council and the activities it undertakes.

Key to the changes I have made:-

Bold text - indicates legal requirements, which a council cannot change or suspend.

Blue text – indicates new or newly worded requirements.

~~Strike through text~~ – indicates wording which is no longer required or has been superseded by revised wording.

Included in the Financial Regulations the following items must be renewed by resolution of council at least every two years (previously agreed 2023):-

- 7.10. *If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the council at least every two years.*
- 7.11. *If thought appropriate by the council, payment for certain items (principally Salaries) may be made by Banker's Standing Order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a Banker's Standing Order shall be renewed by resolution of the council at least every two years.*
- 7.12. *If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.*

Approval is sought for the renewal of the above terms contained within the regulations to be adopted.

Catherine Parker

Responsible Finance Officer

13th March 2025



KESWICK TOWN COUNCIL

FINANCIAL REGULATIONS

REVISED MARCH 2025

Minute No. TBC.

For revision annually

Information Source: NALC & Local Rules

KESWICK TOWN COUNCIL
FINANCIAL REGULATIONS
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These Financial Regulations were adopted by the Council at its Meeting held on **Thursday 20th March 2025**

1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and accounting control systems;

- ensures the accounting control systems are observed;
 - maintains the accounting records of the council up to date in accordance with proper practices;
 - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the council.
- 1.9. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations¹.
- 1.10. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the council; and
 - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.11. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.
- 1.12. **The council must not delegate any decision regarding:**
- **setting the final budget or the precept (Council Tax Requirement);**
 - **the outcome of a review of the effectiveness of its internal controls;**

¹ In England - Accounts and Audit (England) Regulations 2011/817

- approving accounting statements;
 - approving an annual governance statement;
 - borrowing;
 - writing off bad debts;
 - declaring eligibility for the General Power of Competence; and
 - addressing recommendations in any report from the internal or external auditors,
- shall be a matter for the full council only.

1.13. In addition the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £5,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant Committee in accordance with its terms of reference.

1.14. ~~In these financial regulations, references to the Accounts and Audit Regulations or ‘the regulations’ shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.~~

~~In these financial regulations the term ‘proper practice’ or ‘proper practices’ shall refer to guidance issued in *Governance and Accountability for Local Councils – a Practitioners’ Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC) or *Governance and Accountability for Local Councils in Wales – A Practitioners’ Guide*, available from the websites of One Voice Wales (OVW) and SLCC as appropriate.~~

In these Financial Regulations:

- ‘Accounts and Audit Regulations’ means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
- “Approve” refers to an online action, allowing an electronic transaction to take place.
- “Authorise” refers to a decision by the council, or a committee or an officer, to allow something to happen.
- ‘Proper practices’ means those set out in *The Practitioners’ Guide*
- *Practitioners’ Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or *Governance and Accountability for Local Councils in Wales – A Practitioners Guide* jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.

- 'Must' and **bold text** refer to a statutory obligation the council cannot change.
- 'Shall' refers to a non-statutory instruction by the council to its members and staff.

2. RISK MANAGEMENT & INTERNAL CONTROL

- 2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
 - ensure that risk is appropriately managed;
 - ensure the prompt, accurate recording of financial transactions;
 - prevent and detect inaccuracy or fraud; and
 - allow the reconstitution of any lost records;
 - identify the duties of officers dealing with transactions and
 - ensure division of responsibilities.
- 2.6. Once per month, and at each financial year end, two members other than the Chair shall verify bank reconciliations (for all accounts) produced by the RFO. The members shall sign and date the reconciliations plus at the year-end sign the original bank statements as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.
- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. ACCOUNTS AND AUDIT

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate Guidance and proper practices.

- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them (with any related documents) and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 3.5. **The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.**
- 3.6. ~~The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.~~
- The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.7. **The council shall ensure that the internal auditor shall:**
- is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - can demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the financial decision making, management or control of the council.
- 3.8. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
 - initiate or approve accounting transactions;

- provide financial, legal or other advice including in relation to any future transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.9. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in ~~proper practices~~ [The Practitioners Guide](#).
- 3.10. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by ~~Audit Commission Act 1998~~ [Local Audit and Accountability Act 2014](#) , or any superseding legislation, and the Accounts and Audit Regulations.
- 3.11. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. BUDGET AND PRECEPT

- 4.1. [Before setting the precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.](#)
- 4.2. The RFO must each year, by no later than December, prepare detailed estimates of all ~~receipts and payments~~ [income and expenditure](#) including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the council.
- 4.3. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 4.4. The approved annual budget shall form the basis of financial control [monitoring progress](#) for the ensuing year.
- 4.5. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year. [Unspent funds for a partially completed project may be carried forward by placing them in an earmarked reserve.](#)
- 4.6. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chair~~man~~ of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

- 4.7. The RFO shall regularly provide the council with a statement of ~~receipts and payments~~ **income and expenditure** to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose “material” shall be in excess of £100 or 15% of the budget.
- 4.8. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.
- 4.9. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the Council.
- 4.10. Each committee e.g. The Events Committee shall review its draft budget and submit any proposed amendments to the council no later than the end of November each year.
- 4.11. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**

5. PROCUREMENT (previously contracts)

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The Clerk and RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council’s Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation (“the Legislation”), must be followed in respect of the tendering, award and notification of that contract.¹**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:

¹ The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

For contracts commencing on or after 1 January 2024 the thresholds are:

- a. For public supply and public service contracts: £214,904
- b. For public works contracts: £5,372,609

- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least two suppliers agreed by the council OR advertise an open invitation

for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.

- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation² regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than £5,000 excluding VAT the Clerk or RFO shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between £500 and £5,000 excluding VAT, the Clerk or RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the clerk shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (vi) below: ~~Procedures as to contracts are laid down as follows:~~
 - a. ~~Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:~~
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v. for additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
 - b. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a

² The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.

- c. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

- 5.13. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
- the council for all items over £5,000;
 - a duly delegated committee of the council for items over £500 excluding VAT; or
 - the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below ~~£500~~ £2,000 excluding VAT.
 - a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT.

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

- 5.14. No individual member, or informal group of members may issue an official order {unless instructed to do so in advance by a resolution of the council} or make any contract on behalf of the council.
- 5.15. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference, except in an emergency.
- 5.16. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement'). *Moved from Budget*
- 5.17. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of ~~£1,000~~ £2,000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter. *Moved from Budget*
- 5.18. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained. *Moved from Budget*

5.19. ~~All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.~~

- ~~d. — Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations~~
- ~~e. — The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)~~
- ~~f. — Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.~~
- ~~g. — All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.~~
- ~~h. — Any invitation to tender issued under this regulation shall be subject to the relevant Standing Order, and shall refer to the terms of the Bribery Act 2010.~~
- ~~i. — When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5,000 and above £2,000 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.~~
- ~~j. — Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.~~

11.2 LOCAL RULES CONSIDERATIONS

*When purchasing goods and services Keswick Town Council will take into consideration the following, **as agreed at the Town Council meeting held on 17th September 2020 Min. No. 98:***

- 1. Evaluate tenders on a whole life-cycle basis (from conception to disposal) taking into account long term impacts (including environmental impacts) and maximising social return on investment.*
- 2. Purchase fair trade, recycled and sustainable goods where possible (i.e. meet the required functional standard) for example use re-useable glassware rather than single use plastics.*
- 3. Use locally sourced goods and services where possible.*
- 4. Review the supply chain for services to ensure they are free from modern slavery and all companies pay the living wage as set by the Living Wage Foundation (this includes the processes of any recruitment agency or other third party used). For example, when purchasing new uniforms for the Parks staff ensure that they have been responsibly produced.*
- 5. When making purchases consider reducing waste. For example, rather than simply recycle the printer ink cartridges look into new market developments such as the Epson Ecotab.*

6. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 6.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to two Councillors each month (as per the rota). The Clerk shall review the schedule for compliance and, having satisfied him/herself shall authorise payment via a resolution of the council. The schedule due to be approved at the monthly Council meeting shall be signed by the two Councillors and the Clerk. A reference (voucher numbers & amounts) of all payments shall be disclosed within the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 6.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 6.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council Meeting.

- 6.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council ;
 - b) An expenditure item authorised under 6.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council; or
 - c) fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council
 - d) [Payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.](#)
- 6.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council may authorise payment for the year provided that the requirements of regulation 5.13 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council.
- 6.7. A record of regular payments made under 6.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 6.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any Policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 6.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 6.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 6.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

~~7. INSTRUCTIONS FOR THE MAKING OF PAYMENTS~~ **ELECTRONIC PAYMENTS**

- 7.1. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 7.2. Where internet banking arrangements are made with any bank, the Clerk & RFO shall be appointed as the Service Administrators. The Bank Mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 7.3. Access to any internet banking accounts will be directly to the access page (which may be saved under “favourites”), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 7.4. The council will make safe and efficient arrangements for the making of its payments.
- 7.5. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council’s records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member’s personal computer used only for remote authorisation of bank payments.
- 7.6. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 7.7. Where internet banking arrangements are made with any bank, the Clerk & RFO shall be appointed as the Service Administrators. The Bank Mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 7.8. Access to any internet banking accounts will be directly to the access page (which may be saved under “favourites”), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

- 7.9. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.10. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to council as made. **The approval of the use of a variable Direct Debit shall be renewed by resolution of the council at least every two years.**
- 7.11. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported to council as made. **The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.**
- 7.12. If thought appropriate by the council, payment for certain items (principally Salaries) may be made by Banker's Standing Order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. **The approval of the use of a Banker's Standing Order shall be renewed by resolution of the council at least every two years.**
- 7.13. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Clerk and a member. A programme of regular checks of standing data with suppliers will be followed.
- 7.14. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 7.15. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 7.16. Following authorisation under Financial Regulation 6 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

8. CHEQUE PAYMENTS

- 8.1. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council and countersigned by the Clerk in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

- 8.2. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 8.3. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council at the next convenient meeting.
- 8.4. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

9. PAYMENT CARDS

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

10. PETTY CASH

- 10.1. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk or RFO, for example for postage or minor stationery items, shall be refunded on a regular basis, at least quarterly.
- 10.2. ~~The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.~~
- ~~a) The RFO shall maintain a petty cash float of £75 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.~~
- ~~b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.~~
- ~~c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.~~

11. PAYMENT OF SALARIES AND ALLOWANCES

- 11.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 11.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 11.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council/staffing committee.
- 11.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a) by any councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 11.5. An effective system of personal performance management should be maintained for the senior officers.
- 11.6. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 11.7. Before employing interim staff the council must consider a full business case.

12. LOANS AND INVESTMENTS

- 12.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for Borrowing Approval, and subsequent arrangements for the Loan shall only be approved by full council.
- 12.2. Any financial arrangement which does not require formal Borrowing Approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.

- 12.3. The council will arrange with the council's Banks and Investment providers for the sending of a copy of each statement of account to the Clerk or RFO.
- 12.4. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with council policy.
- 12.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.6. All investments of money under the control of the council shall be in the name of the council.
- 12.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with these regulations.

13. INCOME

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 13.3. The council will review all fees and charges at least annually, following a report of the Clerk.
- 13.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 13.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 13.6. The origin of each receipt shall be entered on the paying-in slip.
- 13.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 13.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

- 13.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

14. ORDERS FOR WORK, GOODS AND SERVICES

- 14.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 14.2. Order books shall be controlled by the Clerk, RFO and Parks Manager.
- 14.3. All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions.
- 14.4. A member may not issue an official order or make any contract on behalf of the council.
- 14.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

15. ~~CONTRACTS (now Procurement)~~

16. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 16.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 16.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 16.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

17. STORES AND EQUIPMENT

- 17.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 17.2. Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

- 17.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 17.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

18. ASSETS, PROPERTIES AND ESTATES

- 18.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The Clerk shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 18.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 18.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law, In each case a Report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 18.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a Report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 18.5. Subject only to the limit set in Reg. 18.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a Report in writing shall be provided to council with a full business case.
- 18.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

19. INSURANCE

- 19.1. Following the annual risk assessment (per Financial Regulation 21), the RFO shall effect all insurances and negotiate all claims on the council's insurers [in consultation with the Clerk].
- 19.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 19.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 19.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.

- 19.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council.

20. CHARITIES

- 20.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

21. RISK MANAGEMENT

- 21.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 21.2. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

22. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 22.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these financial regulations.
- 22.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.
- 22.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

KESWICK TOWN COUNCIL
20 MARCH 2025

Clerk's Report

During the Staffing Committee meeting which was held on Friday 21st February, it was noted that the ceiling in the Council Chamber actually began leaking. This was an unsurprising development, as the ceiling has steadily been getting worse over the last few months. We have been reporting the state of the building since before I began as clerk and there has been no progress on fixing any of the issues.

Following the discovery of the leak, we have once again brought it to Cumberland's attention, and they recently sent a delegation of officers to look at the building, who stated that they were going to look at a plan of action for the building. Another officer is due to visit on Thursday 13 March, so I will update Councillors on any information at the Town Council meeting.

Vivien Little
12 March 2025



**Lake District
National Park**

17 February 2025

Dear Parish Councillors

We write to you following the parish council cluster events which we held towards the end of last year.

From the 71 parish councils across the National Park, we were delighted to welcome a broad attendance, resulting in some useful discussions, the themes of which we'll outline below. So first of all, thank you to everyone who took the time to come along to the sessions. We hope you found them as productive as we did.

Across the four cluster meetings - north, east, west and south, discussions mainly focused on: planning and enforcement matters, affordable housing and holiday lets, the Authority's power and policy development, visitor management and generally developing opportunities to improve our two-way dialogue.

We've taken a little time to reflect on the common themes from each of the areas, and our teams have now used your feedback to develop a programme of engagement for 2025 and beyond.

In this new programme, we will:

- Hold training sessions with parish councillors on planning policy and process
- Share contact details of our lead officers and other useful Authority information to support your community
- Send a letter to you at least twice a year outlining our visitor management plans, a reminder of training opportunities and upcoming projects and consultations
- Invite you to an in-person parish council cluster event once per year
- Continue to ensure our rangers and wider staff share written updates on local activities
- Invite you to contribute towards our management plan, the Partnership Plan, and the Local Plan – with engagement starting in 2025, in addition to statutory consultations
- Work with CALC to identify opportunities to share information on cross-cutting themes and listen to community views

- Ensure Authority news is shared with CALC for onward distribution to you
- Support the Authority's parish Members in sharing regular updates through local parish communications.

As usual, if you would like to invite officers or Members to attend meetings to discuss specific issues, please do so.

We do hope that you will wish to get involved in these opportunities and shall welcome your community representation through Authority consultations and processes. For example:

- identifying potential sites for affordable and local housing through Local Plan site allocations or by contacting our planning team directly
- identifying enforcement action, such as breaches in local occupancy restrictions. Our [web map](#) is a useful tool
- raising matters of concern with our lead officers and parish Members directly.

Your support and commitment to a two-way, open dialogue with the Authority will help us both deliver more for Lake District communities.

We also hope this increased programme of regular engagement with the Authority will be welcomed within your community and we'd appreciate any feedback you may receive.

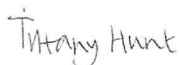
Enclosed with this letter you will find a 'key contacts' document and a calendar of the activity outlined above.

You can find more information about our Authority committee meetings on our website: [Committees : Lake District National Park](#)

Additionally we would encourage you to sign up to our monthly email newsletter 'Lake News and Views' via our website: [Become a Lake District expert : Lake District National Park](#).

We look forward to seeing you again later this year, in the meantime, if you have any questions, please do not hesitate to contact us.

Yours sincerely



Tiffany Hunt

Chair

Lake District National Park Authority

Email: Tiffany.Hunt@lakedistrict.gov.uk

Yours sincerely



Gavin Capstick

Chief Executive

Lake District National Park Authority

Email: Gavin.Capstick@lakedistrict.gov.uk

KESWICK TOWN COUNCIL

EVENTS COMMITTEE

Minutes of the meeting of Keswick Town Council Events Committee held at Council Chamber, Keswick Town Hall, Keswick, CA12 5JS on Thursday 6 February 2025 at 10.30am

Present: Councillor Steve Harwood (SH)
 Councillor Claire Houghton (CH)
 Councillor Rob Nelson (RN) (Chair)
 Councillor Louise Dunn (LD)
 Ania Mlynczak (AFA) (AM)
 Catherine Parker (RFO) (CP)
 Yvonne Booth (Events Coordinator) (YB)
 Vivien Little (Town Clerk)

21. Apologies

Apologies for absence were received from Councillor Natalie Evans and David Murphy, Lite Ltd

22. Minutes

RESOLVED that the minutes of the Events Committee Meeting held on the 5 December 2024 be approved (pages 8-10).

23. Christmas Lights Debrief

The representative from Lite Ltd was not available for the meeting, therefore the debrief was moved to a later date.

24. Events 2025

RECEIVED updates on future events for Keswick Town Council.

May Day Event – Townsfield – Monday 5th May 2025 from 10am to 3pm

- Newlands School have a Maypole that can be used – **ACTION RN/YB**
- Contact to be made with St Herbert’s School for Maypole dancers – **ACTION YB**
- YB has been in contact with someone who used to run Keswick Carnival, who will help.
- Fluid booked and in place. Flooring to be provided by Keswick Scaffolding – **ACTION RN**
- Concessions agreed at Angel Lane Chippy, Luchini’s and Simone’s Coffee van. Calvert Trust will be sending their ponies for petting purposes.
- There will be traditional games for people to take part in.
- The path down to the river will be blocked off to encourage people not to use it, but we won’t be able to stop them – **ACTION VB/RN/VL**
- RN came up with an idea

VE Day – Wivell Park/War Memorial – Thursday 8th May 2025 from 7pm to 9.30pm

- Brass band is confirmed, as is Charles Hope.
- Beacon is ordered, just need to await it arriving
- Keswick Lions to provide a gazebo – **ACTION YB**
- Chairs are to be provided for the elderly – **ACTION ALL**
- Chris Bland to lead a small parade of colours, with RN as backup. Someone will need to light the beacon – **ACTION RN**
- A member of the public had brought to the Event Coordinator’s attention an individual who danced in Market Square on actual VE, and requested that she be invited to be honoured. This led to a discussion about how best to approach this, and it was decided that an open invitation should be made to all Keswick residents who were alive for VE Day – **ACTION YB**

Party in The Park – Fitz Park – Saturday 28th June 2025 from 2pm to 9pm

- A number of bands are being pulled together for the event, with it coming together – **ACTION YB**
- Bee Unique have agreed to bring more volunteers, and ensure that parents are responsible for their own children.
- There was discussion over ways that the MUGA could be used, and ideas were to be explored – **ACTION YB**
- Hay bales were to be ordered – **ACTION YB**
- There was a general feeling that there needed to be more volunteers. Options were to be explored.

Scruffs – Fitz Park – Sunday 29th June 2025 from 10am to 4pm

- Concern was raised that it didn't appear to be a Council run event in conjunction with Podgy Paws, so information needed to be added this year.
- YB to look for other sponsors, with the aim of trying to raise an extra £1,000 – **ACTION YB**
- It was an ideal even to raise awareness of dog issues, an invite was to be issued for Cumberland Council's enforcement team to attend to promote their work – **ACTION VL**

Keswick Games – Fitz Park – Sunday 17th August 2025 time TBC

- There was discussion over whether there could be two portions to the day – a serious section, with running races, and a cycle race, and a fun section for families. The sports groups would prefer a more serious event, whereas it was felt that there had to be the balance between the two. YB to organise a meeting between all involved to have a full discussion – **ACTION YB**
- This was another event that needed a number of volunteers.

VJ Day – War Memorial – Friday 15th August 2025 time TBC

- No update for this was available.
- Rev Charles Hope be asked to come up with a schedule – **ACTION YB**

Christmas Lights Switch On – Market Square – Friday 21st November 2025 from 10am to 7pm

- No update regarding this.

25. Date of next meeting

RESOLVED that the date of next meeting was to be confirmed.

The meeting closed at 12.35pm

Chair

Date

KESWICK TOWN COUNCIL

Minutes of the meeting of the Keswick Town Council Staffing Committee held on Friday 21 February 2025 at 9.30am in the Council Chamber, Keswick Town Hall, Keswick.

Present: Councillor Louise Dunn (Chair)
 Councillor Chris Houghton
 Councillor Claire Houghton
 Councillor Jean Murray
 Councillor Lorraine Taylor
 Christine Fawcett – Parks Manager
 Catherine Parker – Responsible Finance Officer

14. Apologies

Apologies for absence were received from Vivien Little (Town Clerk).

15. Declarations of Interest

Christine Fawcett declared an interest in item 5 on the agenda.

16. Minutes

RESOLVED that the Chair be authorised to sign the minutes, as a correct record, of the Staffing Committee meeting held on 1 November 2024 (page 2).

17. Policies

RECEIVED the Menopause Policy and Sexual Harassment Policy.

RESOLVED that:

- i) The Menopause policy be agreed subject to the final paragraph on page 1 being amended to 'This policy should be read alongside Keswick Town Council's sickness policy and any other relevant policy'. The policy to be taken to the next Town Council meeting for final adoption (*Action Clerk*).
- ii) The Sexual Harassment Policy be brought back to the next meeting to allow the Mayor and Town Clerk to discuss this further (*Action Clerk*).

Prior to the following business the Chair moved the following 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'

18. Staffing Matters

RECEIVED the report of the Parks Manager.

RESOLVED that all three proposals contained within the report be agreed as stated (*Action Clerk*).

19. Date of next meeting

The date of the next meeting will be Tuesday 15th April at 10am.

The meeting closed at 10:30am

Chair

Date