

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

KESWICK TOWN COUNCIL

Council Offices
50 Main Street
Keswick
CA12 5JS

Email: townclerk@keswicktowncouncil.gov.uk

12th June 2025

A meeting of Keswick Town Council will be held in the Quakers Meeting House, Elliot Park, Keswick on **Thursday 19th June 2025 at 7.00 p.m.**

Yours sincerely



Vivien Little
Town Clerk

AGENDA

- 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 Thursday 15th May 2025 (page 1-6).
- 3. 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.
- 4. Declarations of Interests**
To receive declarations by elected and co-opted members of interests in respect of items on this agenda.

Members are reminded that, in accordance with the Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting).

If a member requires advice on any item involving a possible declaration of interest which could affect his/her ability to speak and/or vote, he/she is advised to contact the Clerk at least 24 hours in advance of the meeting.

- 5. 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 ten minutes and the Chairman reserves the right to curtail repetitious matters. Public participation shall not be longer than half an hour throughout the meeting.
- 6. Matters to be raised by Councillors**
An opportunity for Councillors to raise any **unforeseen** matters, with the consent of the Chair, which do not require a decision – items raised should not be discussed for longer than 10 minutes.

- 7. 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 prior to the meeting).
 - ii) To receive an update on National Park planning decisions.
- 8. Mayor's Engagements**

To receive details of the Mayor's engagements and meeting attendance for the period 9th May 2025 – 12th June 2025.
- 9. Internal Auditor's Report for Year Ending 31 March 2025**

To receive the report of the Internal Auditor for the year ending 31 March 2025.
- 10. Annual Governance and Accountability Return (AGAR) – Section 1**

To approve and authorise the Chair to sign Section 1 – Annual Governance Statement 2024-25 – of the AGAR.
- 11. Annual Governance and Accountability Return (AGAR) – Section 2**

To approve and authorise the Chair to sign Section 2 – Accounting Statements 2024-25 – of the AGAR.
- 12. Annual Accounts**

To approve and authorise the Chair to sign the statement for accounts for the year ending 31 March 2025.
- 13. Details for the Arrangements for the Exercise of Public Rights**

To confirm that the period for the exercise of public rights will begin on Monday 23 June 2025 and conclude on Friday 1 August 2025.
- 14. Building Update**

To receive the report of the Clerk.
- 15. Payment of Accounts**

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

 - i) For the Town Council
 - ii) For the Parks' Trusts
- 16. Insurance Renewal**

To ratify the report of the Responsible Financial Officer.
- 17. Reports from Ward Representatives**

To receive reports from the following representatives:

 - i) Cumberland Council
 - ii) Lake District National Park Authority North Distinctive Area Parishes Representative.
- 18. Proposal – Grant request to Cumberland Council**

To receive the report from Councillor Harwood.
- 19. Consultation**

To receive information regarding the draft electoral proposals for Cumberland Council.
- 20. Police Report**

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

Prior to consideration of the following business, the Chair will move the resolution:

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

21. Town Hall Update

To receive the report of the Clerk.

To: All Councillors, Police, Press

KESWICK TOWN COUNCIL
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Minutes of the Annual Meeting of Keswick Town Council held in the Council Chamber, Town Hall, Keswick on Thursday 15th May 2025 at 7.00 p.m.

Present:

Chair
 Councillor Louise Dunn
Councillors

Natalie Evans	Steve Harwood	Chris Houghton
Claire Houghton	Denstone Kemp	Benita Laphorn
Rob Nelson	Claire Peat	Richard Scott
Lorraine Taylor		

Also present was Vivien Little (Town Clerk), Catherine Parker (Responsible Financial Officer), 1 member of the press, and 8 members of the public

1. Election of Chair (Town Mayor)

There being only one nomination it was **RESOLVED** that Councillor Louise Dunn be elected as the Chair (Town Mayor) for the ensuing year. Councillor Dunn made the statutory Declaration of Acceptance of Office.

2. Election of Deputy Chair (Deputy Mayor)

There being only one nomination it was **RESOLVED** that Councillor Natalie Evans be elected as Deputy Chair (Deputy Mayor) for the ensuing year. Councillor Evans made a Declaration of Acceptance of Office.

3. Apologies

Apologies for absence were received from Councillor Murray. Her apologies were noted and agreed by Councillors.

4. Minutes

RESOLVED that the Chair be authorised to sign as a correct record the minutes of the Town Council meeting held on 17th April 2025 (pages 42-45) (enclosed).

5. Requests for Dispensations

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

6. Declarations of Interests

Councillor Laphorn declared a personal interest in agenda item 19 as she was Secretary of the Keswick Community Housing Trust. She would remain in the room and vote on the item.

7. Matters to be received from the Public

No matters were raised by members of the public.

8. Matters to be raised by Councillors

No matters were raised by Councillors.

9. Applications for Development

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

Plan Ref.	Description, Location, Comments Recommendation
7/2025/2071	<p>Construction of a dormer to the left hand side main roof pitch 11, Crosthwaite Gardens, Keswick, CA12 5QF Support – <i>this would be a departure from the general pattern of roof forms in this cul-de-sac of 17 dwellings. As it is in a secluded location with no impact on adjacent properties we feel this is acceptable in this situation</i> SUPPORT</p>
7/2025/2072	<p>Replacement windows 2, Manor Park, Keswick, Cumbria, CA12 4AA <i>Object – this property is within the extended Conservation Area. As the existing windows are wood it is acknowledged in the recently adopted Lake District Design Code that replacement in wooden windows would normally represent the most appropriate and sustainable option. It is acknowledged that the upvc heritage range of sliding sash windows proposed does replicate visually the traditional features of existing wood windows. However the carbon footprint of wood windows is significantly better than upvc over the lifetime of a building. We consider that if conservation means anything replacement windows should be in the same material</i> OBJECT</p>
7/2025/2073	<p>Erection of rear and side extensions, raised patio and internal alterations 37, Lakeland Park, Keswick, CA12 4AT <i>Object – this application represents a significant expansion and remodelling of the existing single storey dwelling which is not objected to in principle. We consider the detailed design of the proposal does not meet the criteria set out in Local Plan Policy 06 as we believe it does have an unacceptable impact on the amenity of residents in the properties below on Springs Road due to visual intrusion, overlooking and overbearing effect. The appeal decision of a smaller extension at 32 Lakeland Park in 2016 is noted. However we consider the double roof pitch fully glazed design of the extension at the rear looking towards No.22 and Owls Crag on Springs Road has a much greater ‘in your face’ impact particularly to the first floor accommodation on these properties. This is a non traditional detail which given the extent of remodelling would be more sympathetic with lesser impact by extending the roof pitch to the full width – as proposed at 21 Lakeland Park. This is exacerbated by an extension of an external raised patio where people using this space would look down directly onto the rear garden area of these properties which would be particularly intrusive and overbearing</i> OBJECT</p>
7/2025/2074	<p>Rear extension to provide a larger kitchen/dining room, toilet and utility. Upstairs alterations to allow a midway bedroom, upstairs bedroom and office space 21, Lakeland Park, Keswick, CA12 4AT <i>Support – we support the proposed rear extension and remodelled roof in principle which respects the design of the existing dwelling. There appears to be an omission on the proposed elevations which shows a new dormer in outline on the side elevations but is not shown on the rear elevation. This should be corrected to enable consideration of any impact on windows to nearby dwellings</i> SUPPORT</p>
7/2025/2075	<p>Construction of an 'acoustic' wooden fence to the front of the site, a small section to one side and a pair of wooden driveway gates, plus planting of 'evergreen' Laurel shrubs in front of the fence Quinta, Keswick, Cumbria, CA12 5RA</p>

Support – The reasons for the new fence along the front boundary is noted but we consider the proposed laurel planting to screen the visual impact of the fence is of vital importance. We support this proposal subject to a condition that the laurel screen planting is maintained at all times in the future

SUPPORT

7/2025/2077 Extension to form domestic garage
Gatesgarth, High Hill, Keswick, Cumberland, CA12 5PB
Support – we support this application subject to a requirement that all external paved/hard surface areas are in permeable construction
SUPPORT

ii) **RECEIVED** an update on National Park planning decisions.

10. Mayors Report

RECEIVED details of the Mayor's engagements and meeting attendance for the period 11 April – 8 May 2025.

11. Annual Review of Standing Orders

RESOLVED that the amendments to the Standing Orders be agreed as presented.

12. Standing Committee and Working Group Members

- i) Staffing Committee
RESOLVED that the Staffing Committee comprises Councillors Dunn, Chris Houghton, Claire Houghton, Murray and Taylor
- ii) Events Committee
RESOLVED that the Events Committee comprises Councillors Dunn, Evans, Harwood, Claire Houghton, Nelson and Scott.
- iii) Planning & Licensing Group
RESOLVED that Councillors be appointed to the Planning Group were Councillors Harwood, Chris Houghton, Peat and Taylor.
- iv) Visitor Management Working Group
RESOLVED that Councillors be appointed to the Visitor Management Working Group were Councillors Harwood, Claire Houghton, Peat and Scott.
- v) Housing Working Group
RESOLVED that Councillors be appointed to the Housing Group were Councillors Harwood, Lapthorn and Taylor.

13. Outside Bodies & Liaison Meetings

RESOLVED that the following Councillors be appointed as representatives on outside bodies and to attend liaison meetings

The Battersby Charity	Councillor Harwood
Keswick in Bloom	Councillor Peat
Keswick Community Emergency Recovery Partnership	Councillor Murray
Keswick Tourism Association	Councillor Chris Houghton
Keswick Youth Centre	Councillor Evans

Keswick Flood Action Group

Councillor Peat

Keswick Convention Town Liaison Group

Councillor Claire Houghton
Councillor Nelson

Sustainable Keswick

Councillor Evans

14. Chairman's Allowance

RESOLVED that the Chairman's allowance in pursuance of Section 15 (5) of the Local Government Act 1972 be set as £2,000 as per the budget provision made with the normal payment arrangements to apply (Action – RFO)

15. Schedule of Meetings 2025/26

RESOLVED that the date and times of ordinary meetings of the Council for the ensuing year be fixed as follows (Action – Clerk). **NB ALL VENUES ARE NOW TBC.**

SCHEDULE OF MEETINGS 2025

19th JUNE	TOWN COUNCIL MEETING 7PM
10th JULY	CHARITABLE TRUST MEETING 7PM
17th JULY	TOWN COUNCIL MEETING 7PM
21st AUGUST	TOWN COUNCIL MEETING 7PM
11th SEPTEMBER	CHARITABLE TRUST MEETING 7PM
18th SEPTEMBER	TOWN COUNCIL MEETING 7PM
16th OCTOBER	TOWN COUNCIL MEETING 7PM
13th NOVEMBER	CHARITABLE TRUST MEETING 7PM
20th NOVEMBER	TOWN COUNCIL MEETING 7PM
11th DECEMBER	TOWN COUNCIL MEETING 7PM

SCHEDULE OF MEETINGS 2026

15th JANUARY	TOWN COUNCIL MEETING 7PM
22nd JANUARY	CHARITABLE TRUST MEETING 7PM
19th FEBRUARY	TOWN COUNCIL MEETING 7PM
12th MARCH	CHARITABLE TRUST MEETING 7PM
19th MARCH	TOWN COUNCIL MEETING 7PM
16th APRIL	ANNUAL PARISH 6.00PM TOWN COUNCIL MEETING 7PM

21st MAY ANNUAL COUNCIL MEETING 7PM

28th MAY ANNUAL TRUST MEETING 7PM

16. Schedule of Charges

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

RESOLVED that the charges be agreed as set out in the report.

17. Annual Review of Effectiveness of Internal Financial Controls

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

RESOLVED that the observations in the report be noted.

18. Town Council Insurance Renewal/Review

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

RESOLVED that the Responsible Financial Officer continue to chase Zurich for a renewal figure, and bring to the next Town Council meeting (Action – RFO).

19. Clerk's Report

RECEIVED the report from the Clerk.

RESOLVED that:

- i) Keswick Town Council hand back the £7,999 shares to Keswick Community Housing Trust, thereby cancelling the liability and retaining the £1 voting share (Action – Clerk);
- ii) Keswick Town Council will request that Cumberland Council ringfences 100% of the council tax premium raised from 2nd home owners in Keswick, so that the money can be used towards the provision of affordable rental housing in Keswick, whether that is via new build, conversions or the purchase of existing properties within Keswick (Action – Clerk); and
- iii) Keswick Town Council will request that Cumberland Council actively works to identify opportunities in Keswick, including disused buildings and other spaces, that may be able to be used to add to the stock of affordable homes available for the people of Keswick (Action – Clerk).

20. Payment of Accounts

RESOLVED that the accounts for May 2025 as approved by the Inspection Committee be authorised for payment for

- i) The Town Council, vouchers 16-57, amounting to £75,443.64 (seventy five thousand four hundred and forty three pounds and sixty four pence)
- ii) The Trusts, vouchers HP8 – FP23, amounting to £20,606.89 (twenty thousand six hundred and six pounds and eighty nine pence)

21. Reports from Ward Representatives

RECEIVED reports from the following representatives:

- i) Cumberland Council – written report submitted (see attached appendix).
- ii) Lake District National Park Authority North Distinctive Area Parishes Representative – no report available.

22. Correspondence

RECEIVED one letter from the Lake District National Park Authority relating to their Strategic Visitor Management Group, and one letter relating to second homes and holiday lets, and to decide Keswick Town Council's response to these.

RESOLVED that Councillor Harwood, Peat and Dunn complete drafting a letter to be submitted as part of the Planning and Infrastructure Bill written evidence, as well as sent to appropriate authorities such as the LDNPA, Cumberland Council and Markus Campbell-Savours, MP (Action – Clerk).

23. Policies for adoption

RESOLVED that Health and Safety Statement be approved, on the proviso that the Council Chamber is not used for further meetings (Action – Clerk).

24. Meeting attendance for 2025/26

RECEIVED the report of the Clerk.

25. Police Report

RECEIVED the report of the Allerdale Rural Neighbourhood Policing Team

The meeting closed at 8.10 p.m.

Chair

Date

Planning Applications received between 9/05/2025 - 12/06/2025			
Plan ref	Reply by	Location	Description of Proposed Development
T/2025/0077	11-Jun-25	Orchard House, 8 The Plosh, Borrowdale Road, Keswick, Cumbria, CA12 5DE	Fell 1 x Silver birch
7/2025/2089	05-Jun-25	10, Manesty View, Keswick, Cumbria, CA12 4JF	Variation of condition 2 (plans) of planning permission 7/2024/2169, extend the property at the rear to achieve a ground and lower ground floor extension. Increase the projection of the lower ground floor and alter the width of the glazing on the upper ground floor
7/2025/2090	n/a	Keswick Youth Centre, The Old Mill, Main Street, Keswick, CA12 5NJ	Approval of details reserved by all conditions on Planning Application 7/2022/2142 - Proposed temporary car park and store building following refusal of application ref 7/2021/2199
7/2025/2096	09-Jul-25	Land at Vendace Court, Borrowdale Road, Keswick, CA12 4EU	Erection of a single storey local occupancy dwelling
7/2025/2097	30-Jun-25	2-6 The Chief Justice Of The Common Pleas, Bank Street, Keswick, CA12 5JY	Conversion of an existing car park to form an external customer and landscaped area - variation of condition 4 (external opening hours) on planning permission 7/2021/2348 appeal decision APP/Q9495/W/22/3297944
7/2025/2100	27-Jun-25	Coanwood, Manor Brow, Keswick, CA12 4AW	Extension to dwelling
7/2025/2104	27-Jun-25	York House, Chestnut Hill, Keswick, Cumberland, CA12 4LR	Proposed replacement of existing garage door with window
7/2025/2107	30-Jun-25	28 Station Street, Keswick, Cumbria CA12 5HF	Acrylic letters to existing refurbished fascia
7/2025/2110	03-Jul-25	Otley House, Otley Road, KESWICK, CA12 5LE	Two storey building providing ground floor restaurant (Use Class Eb)) or hot food takeaway (Sui Generis), with 3 local needs residential apartments (Use Class C3) at first floor, including associated access, parking, hard and soft landscaping and ancillary structures
7/2025/2111	03-Jul-25	55, Trinity Way, Keswick, CA12 4HZ	Single storey extension to dwelling
NOTICE TO THE PUBLIC: Interested parties are invited to let the Town Clerk have their comments, in writing, or by 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 9/05/2025 & 12/06/2025

AGENDA ITEM 7.ii)

Plan Ref	Date of Application	Location	Postcode	Description	KTC Observations	LDNPA Decision	Appeal	Appeal Decision
7/2025/2042	n/a	Keswick Rugby Club, Davidson Park, Crow Park Road, Keswick	CA12 5EG	Proposed installation of a radio base station comprising of a 24m high swan latt - Notification of Intention (Telecoms, Q6g)	No comments required	GRANTED		
7/2025/2058	March-25	51, Blencathra Street, Keswick	CA12 4HX	Construction of a single storey rear extension	SUPPORT	GRANTED		
7/2025/2060	March-25	Tree Tops, 1 Larch Grove, Keswick	CA12 4HJ	Side extension and detached garage	SUPPORT	GRANTED		
7/2025/2062	Apr-25	3 Fieldside Grange, Keswick, Cumbria,	CA12 4RN	Replace existing doors and windows with upvc units	Not received for comments	GRANTED		
7/2025/2074	Apr-25	21, Lakeland Park, Keswick	CA12 4AT	Rear extension to provide a larger kitchen/dining room, toilet and utility. Upstairs alterations to allow a midway bedroom, upstairs bedroom and office space	SUPPORT	GRANTED		

KESWICK TOWN COUNCIL

TOWN COUNCIL MEETING 19TH JUNE 2025

MAYOR'S ENGAGEMENTS & MEETING ATTENDANCE

For period 9th May 2025 to 12th June 2025

Saturday 10 May	Attended opening of new Keswick Rugby Clubhouse
Thursday 15 May	Attended (along with Councillor Steve Harwood) Keswick walk about session as part of a meeting of LDNPA board in Keswick
Thursday 15 May	Annual Council Meeting and TC meeting
Friday 16 May	Opened the refurbished Hospice at Home Charity shop in Keswick
Thursday 22 May	Annual Parks Trust Meeting
Friday 30 May	Spoke at the Event to celebrate the Keswick Housing Trust receiving the King's Award for Voluntary Service
Wednesday 4 June	Events committee meeting
Monday 9 June	attended (with Councillor Steve Harwood, Councillor Benita Laphorn and Cumbreland Councillor Sally Lansbury) meeting with Cumberland Council re Keswick Pool
Tuesday 10 June	Attended photocall for Youth Club Car park opening.

TOWN AND PARISH COUNCIL INTERNAL AUDIT TESTING

KESWICK TOWN COUNCIL

INTERNAL AUDIT REPORT

RFO: CATHERINE PARKER

AUDIT: 9th – 10th JUNE 2025

YEAR ENDING: 31ST MARCH 2025

INTERNAL CONTROL	RECOMMENDED TESTING	FINDINGS	RECOMMENDATIONS
PROPER BOOKKEEPING	Is the cashbook maintained and up to date?	The Council operates the SAGE accounting system and transactions are updated on a regular basis – payments are normally made by internet banking which can only be processed by a file transfer from the SAGE system.	
	Is the cashbook arithmetically correct?	Yes	
	Is the cashbook regularly balanced?	The SAGE system is double entry and self-balancing.	
A) STANDING ORDERS AND FINANCIAL REGULATIONS ADOPTED AND APPLIED; AND B) PAYMENTS CONTROLS	Has the council formally adopted standing orders and financial regulations?	Yes – Financial Regulations and Standing Orders were reviewed at the March 2025 and May 2024 meetings respectively.	

INTERNAL CONTROL	RECOMMENDED TESTING	FINDINGS	RECOMMENDATIONS
	Has a Responsible financial officer been appointed with specific duties?	Yes – Catherine Parker. A comprehensive job description for her role has been drawn up.	
	Have items or services above the de minimus amount been competitively purchased?	Standing Orders require quotations to be sought for expenditure between £5,000 and £25,000 and 3 estimates to be sought for items between £2,000 and £5,000.	
	Are payments in the cashbook supported by invoices, authorised and minuted?	Yes – comprehensive schedules are presented to the Council each month, for both the Town Council and the Trust accounts.	
	Has VAT on payments been identified, recorded and reclaimed?	Yes – reports from SAGE for all accounts are used to complete the online return to HMRC. These include VAT from the Trust accounts so VAT on income is also recorded and paid over.	
	Is s137 expenditure separately recorded and within statutory limits?	Grants totalling £19,000 to 11 organisations are recorded separately in the accounts.	
	Does a review of the minutes identify any unusual financial activity?	No unusual activity seen.	
RISK MANAGEMENT ARRANGEMENTS			

INTERNAL CONTROL	RECOMMENDED TESTING	FINDINGS	RECOMMENDATIONS
	Do minutes record the council carrying out an annual risk assessment?	A comprehensive Risk Management Assessment was reviewed at the February 2025 meeting of the Town Council.	
		<p>Separate inspections of play and other equipment are undertaken by Zurich and RoSPA but are the responsibility of the two Trusts. More regular inspection sheets are in place for use by staff for MUGA, play equipment, vehicles and general open spaces.</p> <p>In addition the Council has entered into a 5 year contract with Worknest to manage Human Resources and Health & Safety issues on its behalf.</p>	
	Is insurance cover appropriate and adequate?	A comprehensive policy was in place with Zurich Municipal for the year ended 13 th May 2025 This includes property of the two Trusts. Cover includes Public Liability £15m, Employers liability £10m, Fidelity Guarantee £1m, Hirers' Liability £2m, Libel & Slander £250k, Money £250k, Legal Expenses £200k. Also cover for vehicles that are recharged to Hope Park Trust.	
	Are internal financial controls documented and regularly reviewed?	These are detailed in Financial Regulations. In addition copy bank reconciliations are sent to the Clerk and a nominated Councillor each month. The annual review of the Effectiveness of Internal Financial Controls was approved by the Council at the March 2025 meeting.	

INTERNAL CONTROL	RECOMMENDED TESTING	FINDINGS	RECOMMENDATIONS
BUDGETARY CONTROLS	Has the council prepared an annual budget in support of its precept?	Yes – a detailed budget for 2025/26 was considered at the January 2025 meeting and a precept of £401,904 was set, compared to one of £349,627 for 2024/25 – an increase of 15%. This includes a provision of £20,000 to top up reserves.	
	Is actual expenditure against the budget regularly reported to the council?	Yes – reports prepared and presented to Council quarterly at April, July, October and January meetings.	
	Are there any significant unexplained variances from budget?	No significant variances.	
	Are reserves adequate or excessive?	<p>The Town Council has year end reserves that are 90% of its annual expenditure. The following earmarked reserves and funds totalling £23,600 have been agreed:</p> <ul style="list-style-type: none"> • Local Housing £200 • Elections £5,000 • Office & Council Chamber £2,000 • Equipment £3,000 • Professional advice £4,000 • CCTV - PCC £8,396 • War memorial £2,000 <p>In addition reserves are earmarked for the War Memorial Fund (£869) and the Events Fund (£35,615).</p>	

INTERNAL CONTROL	RECOMMENDED TESTING	FINDINGS	RECOMMENDATIONS
INCOME CONTROLS	Is income properly recorded and promptly banked?	<p>Yes – at the May 2025 meeting the Schedule of Charges was agreed with no changes.</p> <p>The Council also received rent Cumberland Council for Walker Park but there is only an informal agreement in place for this.</p>	
	Does the precept recorded agree to the Council Tax authority's notification?	Yes – the precept was received in two instalments in line with notifications received from Cumberland Council and the Statement of Precept. (From the 2025-26 financial year the precept is to be paid in one instalment at the start of the year).	
	Are security controls over cash and near-cash adequate and effective?	Yes – very little cash income, but the Council has a safe and most income is banked on receipt.	
PETTY CASH PROCEDURES	Is all petty cash spent recorded and supported by VAT invoices/receipts?	No petty cash.	
	Is petty cash expenditure reported to each council meeting?	Not applicable	
	Is petty cash reimbursement carried out regularly?	Not applicable	

INTERNAL CONTROL	RECOMMENDED TESTING	FINDINGS	RECOMMENDATIONS
PAYROLL CONTROLS	Do all employees have contracts of employment with clear terms and conditions?	Yes	
	Do salaries paid agree with those approved by the council?	Yes. Any changes are communicated to the payroll provider.	
	Are other payments to employees reasonable and approved by the council?	No other payments to staff seen with the exception of expenses reimbursements.	
	Have PAYE/NIC been properly operated by the council as an employer?	Payroll operated during the year by Cumbria Payroll Services Ltd.	
ASSET CONTROLS	Does the council maintain a register of all material assets owned or in its care?	<p>Yes – on a spreadsheet. This was considered at the April 2025 meeting with a total value at 31st March 2025 of £72,043. This is mainly office equipment, CCTV cameras and chains of office as all play equipment as property in Parks are covered by Trust accounts.</p> <p>Chains of office covered in a members home provided they take reasonable precautions and inform their own insurers. (email from Zurich dated 15-02-2018 seen).</p>	

INTERNAL CONTROL	RECOMMENDED TESTING	FINDINGS	RECOMMENDATIONS
	Are the assets and Investments registers up to date?	Yes – includes the addition of a dehumidifier and a laptop. There were no disposals during the year	
	Do asset insurance valuations agree with those in the asset register?	Yes.	
	Is there a bank reconciliation for each account?	Yes.	
BANK RECONCILIATION	Is a bank reconciliation carried out regularly and in a timely fashion?	Yes – on receipt of bank statements.	
	Are there any unexplained balancing entries in any reconciliation?	No.	
	Is the value of investments held summarised on the reconciliation?	Yes.	
YEAR-END PROCEDURES	Are year end accounts prepared on the correct accounting basis (Receipts and Payments or Income and Expenditure)?	Accounts are produced on an Income and Expenditure basis by Frances Clark ACA of Keswick Accountants.	

INTERNAL CONTROL	RECOMMENDED TESTING	FINDINGS	RECOMMENDATIONS
	Do accounts agree with the cashbook?	Yes – reconciliation seen.	
	Is there an audit trail from underlying financial records to the accounts?	Yes – clear working papers prepared by a local accountant seen.	
	Where appropriate, have debtors and creditors been properly recorded?	Yes – details seen.	
OTHER ISSUES	Is the Council registered with the Information Commissioner?	Yes – registration number Z9451946 expiring 25 th April 2025.	
	What arrangements does the Council have for the back up of computer files?	Cloud backup with One Drive and Microsoft 365.	
	Does the Council have responsibility for any Trust Funds? If so, are they independently examined?	<p>The Town Councillors are trustees of the Hope Park and Fitz Park Charitable Trusts (registered charity numbers 503465 and 520327 respectively).</p> <p>The trust accounts are administered by the Council and maintained on the SAGE system and a considerable number of recharges for payroll and administration are made between the various accounts. In addition the Council recovers VAT on behalf of expenditure incurred by the Trusts.</p> <p>Both the Hope and Fitz Park accounts are</p>	

INTERNAL CONTROL		RECOMMENDED TESTING	FINDINGS	RECOMMENDATIONS
			independently examined by Frances Clark ACA of Keswick Accountants and the accounts for the year ended 31 st March 2024 were reviewed.	

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

KESWICK TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

Signed by the Chair and Clerk of the meeting where approval was given:

and recorded as minute reference:

Chair

Clerk

www.keswicktowncouncil.gov.uk

Section 2 – Accounting Statements 2024/25 for


KESWICK TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	231,004	228,441	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	328,245	349,627	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	43,614	49,152	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	67,451	72,958	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	306,971	322,374	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	RESTATED 228,441	231,888	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	217,620	229,540	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	71,219	72,043	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

10/06/2025

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chair of the meeting where the Accounting Statements were approved

KESWICK TOWN COUNCIL

**STATEMENT OF ACCOUNTS FOR
THE YEAR ENDED
31 MARCH 2025**

Vivien Little
Council Offices
50 Main Street
Keswick
Cumbria
CA12 5JS

Keswick Town Council
Annual Statement of Accounts
Year Ended 31 March 2025

Contents

	Page
General Fund Income and Expenditure Account	1
General Administration Costs	2
Grants	3
War Memorial and Contingency Spending	4
Events Fund and Christmas Lights Fund	5
Earmarked Funds	6
Balance Sheet	7
Supporting Statements	8 - 9

Keswick Town Council
General Fund
Income and Expenditure Accounts
Year Ended 31 March 2025

		Year Ended 31 March 2025	Year Ended 31 March 2024
General Income			
Precept (including local council tax support grant)		349,627	328,245
Fitz Park Grant from Allerdale Borough Council		20,000	20,000
Bank Interest - Business Premium Account		-	42
Bank Interest - CCLA		4,928	2,554
Bank Interest - Unity		2,730	936
Business Rates / Supplier Refund		20	-
Walker Park Rents		14,130	14,130
Townfield		1,600	-
Battersby Charity - CCTV Cameras Moot Hall		-	-
K2T Toilets Contribution		-	539
Christmas Lights Contribution		2,150	2,020
Memorial Seat Donation		-	-
Allotment Income		612	603
Total General Income		395,797	369,069
Expenditure			
Administration, Salaries, NIC, SA & Costs	Page 2	89,487	84,717
Grants Paid	Page 3	19,000	19,146
Christmas Lighting		33,274	30,914
Town Floral Displays		600	507
Town Mayor's Allowance		2,000	2,000
Election Expenses		99	-
Contingency	Page 4	1,992	4,000
War Memorial	Page 4	1,495	1,523
Townfield Grant		-	2,803
Open Spaces		999	1,000
Grant to Fitz Park Trust		203,297	193,574
K2T Toilets Contribution		-	1,829
Memorial Seat Expenditure		350	392
CCTV Maintenance - Moot Hall		2,004	3,600
Audit Fee		2,250	2,065
Sum Up machine		139	-
Advertising		226	207
Town Events / Celebrations		8,510	6,923
Grass cutting church yards		4,000	-
KCHT Support		3,000	-
Allotment Expenses		454	204
Annual Parish Meeting		751	2,434
General Reserves Expenditure		7,213	-
Events Coordinator		2,554	-
Total General Expenditure		383,694	357,838
General Income less Expenditure		12,103	11,231
Reserves Brought Forward		167,956	165,481
Transfers (to)/from Funds		(10,458)	(8,756)
General Fund Reserves Carry Forward		169,601	167,956

Keswick Town Council
General Administration Costs
Year Ended 31 March 2025

	Year Ended 31 March 2025	Year Ended 31 March 2024
Income		
Photocopying	-	1
Council Chamber Hire	372	240
Total Income	372	241
Expenditure		
Salaries, National insurance and Pension	121,596	112,421
Pension to Former Employee	1,685	1,566
Staff Expenses	206	167
Payroll Outsource Costs	580	428
Rent	7,100	7,100
Building Service Costs	6,400	7,820
Insurance	828	890
Repairs	237	646
Subscriptions	1,004	1,069
Stationery and Printing	644	686
Postage	200	320
Photocopier Lease and Charges	1,839	1,653
Computer Maintenance	3,977	3,353
Website and Internet Costs	1,252	1,161
Telephone	731	1,195
Health and Safety	99	15
Office Equipment and Fittings	80	120
Council Chamber Expenditure	135	28
Conferences / Training	924	800
Total Expenditure	149,517	141,438
Net Expenditure	149,145	141,197
Allocated to:		
General Fund 60%	60% 89,487	84,717
Hope Park 20%	20% 29,829	28,239
Fitz Park 20 %	20% 29,829	28,239
	149,145	141,197

Keswick Town Council
Grants and S137 Payments
Year Ended 31 March 2025

	Year Ended 31 March 2025	Year Ended 31 March 2024
Grants		
Theatre by The Lake Youth Work	2,000	2,000
1st Keswick Scout Group	2,500	2,000
Keswick Community Emergency Recovery Partnership		5,825
Keswick Youth Centre Services	5,776	3,605
Keswick Senior Citizens (The Drop In)	1,000	-
Keswick in Bloom		2,750
Citizens Advice Allerdale	500	500
Two's Company	750	-
Rotary Club Winter Warmth		(638)
St Herberts School	300	1,391
Keswick Area Food Share	1,000	-
Keswick Swifts		250
Keswick Rugby Club	5,000	-
Grant Underspend		563
Crosthwaite Church		325
Keswick Cricket Club		500
Threlkeld Housing		75
Keswick & District Fair Trade	150	
Royal British Legion Poppy Wreath	24	
Total Grants Other Powers	19,000	19,146

Keswick Town Council
War Memorial and Contingency Spending
Year Ended 31 March 2025

WAR MEMORIAL

	Year Ended 31 March 2025	Year Ended 31 March 2024
Income		
Grant from Keswick Town Council	1,495	1,523
Interest	13	10
Total Income	1,508	1,533
Expenditure		
Insurance	695	723
Maintenance and Floral Displays	800	800
Total Expenditure	1,495	1,523
Surplus / (Deficit)	13	10
Balance brought forward	869	859
Total Fund Balance	882	869

CONTINGENCY SPENDING

	Year Ended 31 March 2025	Year Ended 31 March 2024
Contingency Spending		
Battery for SID	161	-
Framing QEII Portrait	64	-
TV Licence	170	-
Christmas Card Sponsorship		350
Recharge of Plant IT Training	400	-
RDC Support Renewal		213
Post Box to Heaven		270
Professional Fees - merging Townsfield		2,600
Professional Fees - DofE & Walker Park		567
Dehumidifyer and Rolls	247	
1st Registration of Townsfield	950	
	1,992	4,000

Keswick Town Council
 Keswick Town Council Events Fund & Christmas Lights Fund
 Year Ended 31 March 2025

EVENTS FUND

	31 March 2025	31 March 2024
Income		
Other Events Income	2,597	2,538
Total Income	<u>2,597</u>	<u>2,538</u>
Expenditure		
Events Fund Expenditure	1,743	5,909
Cover budget overspend on events	60	-
Total Expenditure	<u>1,803</u>	<u>5,909</u>
Surplus / (Deficit)	794	(3,371)
Balance brought forward	35,615	38,255
Transfer to General Reserves to cover overspend / cost of lights	-	(1,960)
Transfer from Christmas Lights Fund	402	-
Transfer from General Reserves of underspend	-	2,691
Total Fund Balance	<u>36,811</u>	<u>35,615</u>

CHRISTMAS LIGHTS FUND

	Year Ended 31 March 2025	Year Ended 31 March 2024
Income		
	-	-
Total Income	<u>-</u>	<u>-</u>
Expenditure		
	-	2,553
Total Expenditure	<u>-</u>	<u>2,553</u>
Surplus / (Deficit)	-	(2,553)
Balance brought forward	402	2,955
Transfer to Events Fund	(402)	-
Total Fund Balance	<u>-</u>	<u>402</u>

Keswick Town Council
Earmarked Funds
Year Ended 31 March 2025

Earmarked Funds

	Year Ended 31 March 2025	Year Ended 31 March 2024
Income	-	-
Total Income	-	-
Expenditure	9,462	7,881
Total Expenditure	9,462	7,881
Surplus / (Deficit)	(9,462)	(7,881)
Balance brought forward	23,600	23,456
Transfer (to) from General Reserves of Earmarked	10,458	8,025
Total Fund Balance	24,596	23,600
<u>Earmarked Funds Breakdown</u>		
Local Housing	200	200
Elections	5,000	5,000
Office and Council Chamber	2,000	2,000
Equipment	3,000	3,000
Professional Advice	4,000	4,000
War Memorial	2,000	3,000
CCTV - PCC	8,396	6,400
Total Earmarked Funds	24,596	23,600

Keswick Town Council
Balance Sheet
31 March 2025

	31 March 2025	31 March 2024	
Current Assets			
Debtors	462	160	
Prepayments	1,807	1,607	
VAT	9,143	21,365	
Hope Park Loan Account	30,165	30,327	
Town Council Current and Saver Accounts	24,992	15,992	
CCLA Public Sector Deposit Fund	100,000	100,000	
KTC Unity Trust	103,666	100,936	
War Memorial Account	882	870	
Barclay Card	-	(178)	
Total Current Assets	271,117	271,079	
Current Liabilities			
Creditors	7,675	8,067	
Accruals	6,731	7,250	
Salary Control Account	-	-	
Fitz Park Loan Account	24,821	25,720	
Townsfeld		1,600	
Total Current Liabilities	39,227	42,637	
Net Current Assets	231,890	228,442	
Represented By			
Town Council General Reserve	Page 1	169,601	167,956
War Memorial Fund	Page 4	882	869
Events Fund	Page 5	36,811	35,615
Christmas Lights	Page 5	-	402
Earmarked Funds	Page 6	24,596	23,600
		231,890	228,442

The above statement represents fairly the financial position of the authority as at 31 March 2025 and reflects its income and expenditure during the year.

Approved By Council

Minute Ref	_____	Date	_____
Chair	_____		
Town Clerk	_____		

Keswick Town Council
Supporting Statements to the Accounts
Year Ended 31 March 2025

1) Assets

During the year the following assets were purchased at the cost shown:-

	£
HP Pro Book Laptop	595
Dehumidifier	230
	<hr/>
	825
	<hr/>

The cost of these are included in the accounts as follows

Earmarked Reserves	595
Contingency	230
	<hr/>
	825
	<hr/>

During the year the following assets were disposed of:-

	£
Nil	
	<hr/>
	-
	<hr/>

At 31 March 2025 the following assets (at cost price) were held:-

	£
Office Equipment	5,971
Office Furniture	7,683
Council Chamber Furniture	2,485
Other Fixed Assets	23,997
Mayoral Chains of Office	31,500
Deputy Mayors Chains of Office	407
	<hr/>
	72,043
	<hr/>

Community Assets	£
War Memorial - nominal value	1

Keswick Town Council
Supporting Statements to the Accounts
Year Ended 31 March 2025

2) Borrowings

As at the close of business on 31 March 2025 the Council had no loans outstanding.

3) Leases

At the end of the year the following lease was in operation

Lessor	Purpose	Annual Payable £	Year of Expiry
BNP Paribas Supplier Apogee - Agreement No: A1B51691	Photocopier	547	2025

4) Tenancies

Council as Landlord		Rent pa £
Tenant Allerdale Borough Council	Property Walker Park	14,130
Council as Tenant		Rent pa £
Landlord Cumberland Council	Property Council Chambers and Offices	7,100

6) Agency Work

During the year the Council did not undertake any agency work

7) Pensions

For the year of accounts the Council's contributions were 20.6% of employees pensionsable pay. This scheme is administered by Cumbria County Council.

Approved By Council

Minute Ref _____ Date _____

Chairman _____

Town Clerk _____

KESWICK TOWN COUNCIL

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)

NOTICE

1. Date of announcement Friday 20th June 2025

2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.

Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2025, these documents will be available on reasonable notice by application to:

Catherine Parker, Responsible Finance Officer
Keswick Town Council, 50 Main Street, Keswick, CA12 5JS
Telephone Number 017687 73607 (Monday to Thursday)
Email address: finance@keswicktowncouncil.gov.uk

commencing on Monday 23rd June 2025

and ending on Friday 1st Aug 2025

3. Local government electors and their representatives also have:

- The opportunity to question the appointed auditor about the accounting records; and
- The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.

The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.

4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:

Moore (Ref AP/HD)
Rutland House
Minerva Business Park
Lynch Wood
Peterborough
PE2 6PZ



5. This announcement is made by Catherine Parker – Responsible Finance Officer

KESWICK TOWN COUNCIL

19 JUNE 2025

Building update

Following the collapse of the ceiling in the Council Chamber, we have been forced to seek alternative accommodation for Council meetings for the foreseeable future. As a result, for primary Town Council and Trust meetings, we will use the Quaker Meeting House – this has been booked up until the end of 2025. Any ad hoc meetings will be dealt with as they come up – Planning and Licensing Group meetings for the most part can be dealt with within the Town Hall offices, in spare rooms. Events will be dependent on whether it is a full meeting, or Councillors only. Staffing Committee meetings will most likely use my office in the short term.

I have communicated this on our social media, and we have let regular users of our Council Chamber know about the situation.

I request that everyone bears with office staff while we negotiate this situation – there will likely still be space for ad hoc meetings, but will just need a more planning.

Vivien Little

9 June 2025

KESWICK TOWN COUNCIL**27th May 2025****TOWN COUNCIL INSURANCE RENEWAL/REVIEW – ZURICH**

I have today finally received our insurance renewal from Zurich, our insurance expired on the 14th May 2025, and although Zurich have confirmed we were still insured during this period, it is far from ideal (other Councils have reported a delay on the Clerk's forum so it would seem we are not alone).

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

- Additions/deletions to assets during the year (Parks machinery and equipment)
- Addition of new build and deletion of demolished

Zurich have quoted the amounts below for the premium cost: -

LTA Term	Price proposed (including all applicable taxes)
1 Year	£15,721.10
3 Year	£14,400.30

Note: The premium for 24/25 was £13,291.10

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

- Assets are increased to cover inflation
- Any changes made in the year will alter the premium e.g. new vehicles, equipment purchased, increases to sums insured
- Legal expenses and debt recovery
- Insurance premium tax is controlled by the government

Summary

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

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

I would therefore suggest that we enter into an extension of our current contract with Zurich for the next 3 years on a Long Term Agreement. This was the option chosen when we last renewed.

Catherine Parker

Responsible Finance Officer (RFO)

LDNPA Report for the North Lakes

Issue 20 – May 2025

peter.walter@lakedistrict.gov.uk

Visitor management

You might have seen an [article online](#) or in the Reminder about the security staff UU employ, or one about [police and LDNPA patrols](#) in Buttermere. Talking of which, here is a list of all the support that was being giving on the ground this Bank Holiday weekend.

- Joint PSPO enforcement patrols - LDNPA, Cumberland PSPO officers and Police.
- UU private security.
- Joint LDNPA and Cumberland parking enforcement patrols.
- Joint LDNPA and W&F parking enforcement patrols.
- Police supporting National Trust.
- Police supporting Forestry Commission.
- Mounted police support.

The Strategic Visitor Management Group is doing a great job pulling all this together. Just last week they also got a load a large 'Extreme Fire Risk' signs printed and distributed across the Park, along with the use of digital road signs on major roads, warning of fire risk.

We are seeing great partnership working and it feels like everyone is *getting stuff done!* Obviously we'd all rather none of the above were necessary but, sadly it is, and ideally we'd like more 'boots on the ground'.

New Rangers

While volunteering up on Barf recently (relocating moss to newly formed pools) I met two of our new rangers - Kate Dziubinska and Charlie Winchester (who are a couple). Both worked as Rangers for the South Downs National Park Authority for six years before setting off on a two-year world tour, working for National Parks in USA, Europe, Kenya, Australasia/Pacific Islands and Asia.

They told me: *"In some places we worked with government agencies (US National Park Service/Forest Service, New Zealand DOC, Australia Parks and Wildlife), and in some places we worked with NGOs (Tsavo Trust, National Trust of Fiji, Taiwan Thousand Mile Trail Association, Sumatra Ranger Project). We covered a huge range of tasks from backcountry trail creation and maintenance, to managing human-wildlife conflict, to wilderness patrols, to wildfire work. We learnt a lot of new skills from the Rangers we worked and lived with, as well as sharing our own knowledge and expertise. It was a truly enriching experience and one we're glad we took the leap to do!"*

In their LDNPA role they will be setting the Field Rangers daily work, liaising with landowners and responding to H&S jobs and other last-minute work. So far, they have been preparing the bridge work schedule for this Summer, roadside fingerposts, obstructions and recruiting and inducting our new Field Rangers. Looking forward to the Summer they will be installing bridges, improving Miles Without Stiles routes, and working hard to get more Rights of Way into good condition.

They have been lucky enough to find accommodation in Threlkeld.



Rangers Kate Dziubinska and Charlie Winchester



Carl Bradford with volunteer Rangers doing bog restoration on Barf

Keswick Visit

Members recently spent a productive morning in Keswick looking at a number of major developments that had been challenging and/or controversial at the application stage. It was particularly interesting to reflect on the Premier Inn and discuss elements that had been so controversial at the time. It was also great to meet Louise Dunn and Steve Harwood from Keswick Town Council to discuss the Leisure Centre and issues around toilets on the K2T trail.



KESWICK TOWN COUNCIL

19 JUNE 2025

Proposal for Cumberland Council

Councillor Harwood has recently been considering a proposal to put forward to Cumberland Council in order to get them to consider putting back into Keswick some of what has been taken out over the years with the car parks. As such, he has proposed the following motion.

“Keswick is a prominent tourist destination in the National Park which provides significant income to the economy of Cumberland. The Town Council's ownership within the town is restricted to Hope Park and Fitz Park, including Townsfield, which are maintained to a high standard on a limited budget from the Council Tax Precept. It is evident that parts of the town have a run down appearance which shows a sign of neglect and does not reflect well on the importance of maintaining a high visual standard in all areas. Voluntary groups, such as 'Keswick in Bloom' provides award winning colour to the town throughout the year from individuals who give their time freely. However there are many key areas which require specialist contractors to carry out maintenance and repair work to keep the town looking its best. Whilst every effort is made by the Town Council to do what we can, we are faced with having to maintain a town serving 30K people on the Precept of a resident population of 5K.

We propose that Cumberland Council award a grant each year equivalent to 10% of the income generated from Keswick Car Parks to enable The Town Council to carry out an agreed programme of work to rejuvenate designated areas of the town, irrespective of ownership. As the party on the ground we are aware of the areas which would benefit from renovation work. This simple award each year would put finance back into Keswick which would benefit Cumberland Council enormously by saving the time and effort in doing this work. It would also showcase the town in the best possible light as one which is looked after by its local Council.”

Areas which could be covered by this grant would include the alley ways leading into Market Square from the car parks, painting the rusty railings on the main approach road into town, the Lake Road walkway to the Lakeside etc. Local businesses could be used where possible, to ensure that the economy of Keswick is supported.

This could have an impact on Keswick Town Council, as it could be extra work, but the benefit to the town could be massive, and there are ways of dealing with that.

Councillor Harwood recommends that the above proposal be approved, and a letter sent to Cumberland Council.

Vivien Little

10 June 2025

KESWICK TOWN COUNCIL
19 JUNE 2025

Boundary Consultation – Cumberland

The draft recommendations by the Local Government Boundary Commission for the changes to Cumberland Council have been published on their website <https://www.lgbce.org.uk/all-reviews/cumberland>

The only change which related to the Keswick area is that the boundary will be altered to ensure that the Calvert Way area is now included within the Keswick Ward, which would mean that the Cumberland Boundary would then align with the parish boundary. This is what we advocated for during the previous round of consultation.

The Commission have rejected the proposal to have two Councillors, as they estimate the ward would then have 46% fewer electors than the average for Cumberland Council, therefore it will continue with one councillor.

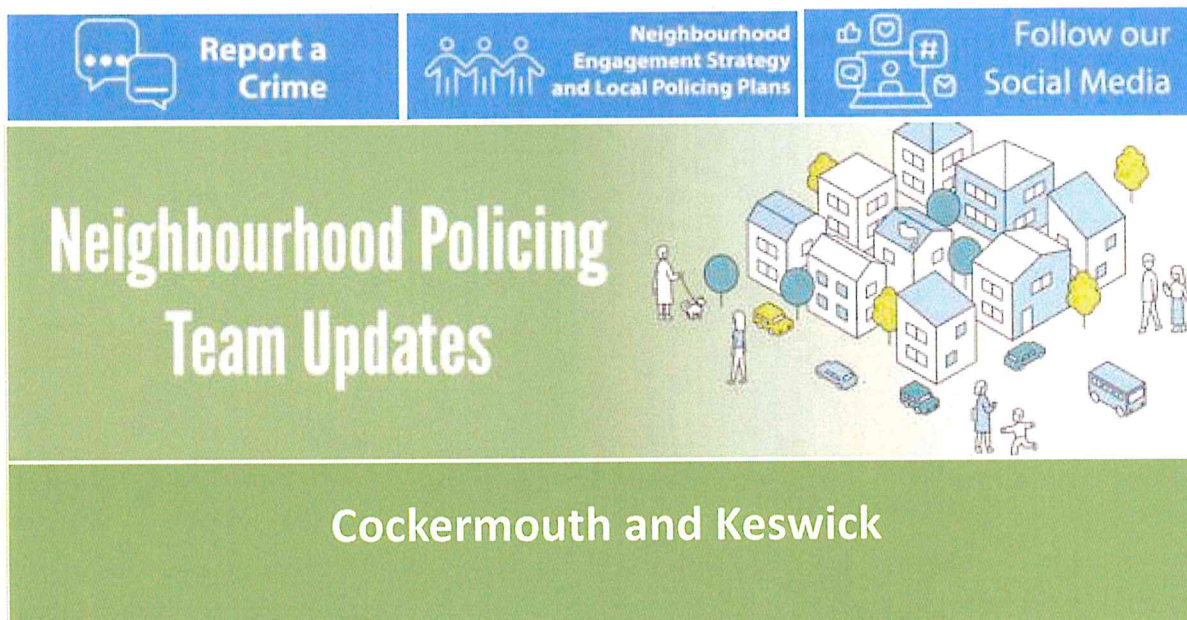
Should the Town Council wish to respond further to this consultation, it is open until 11 August 2025.

Vivien Little
12 June 2025

Ania Mlynczak

From: Cumbria Police <CumbriaPolice@public.govdelivery.com>
Sent: 13 May 2025 16:01
To: Ania Mlynczak
Subject: April & May 2025 - Cockermouth and Keswick


[View in browser](#)



In this months newsletter you will read about some of the things the team have been doing this month.

Interested in joining us?

We are holding a number of open evening in May where you can find out more about becoming a police officer, below are the details of the session in Workington.

 Tuesday 27th May 2025 – Workington (West Area Headquarters, Hall Brow, Workington CA14 4AP)



You can also find more information about our entry routes below.

Inspector Steve Waddell

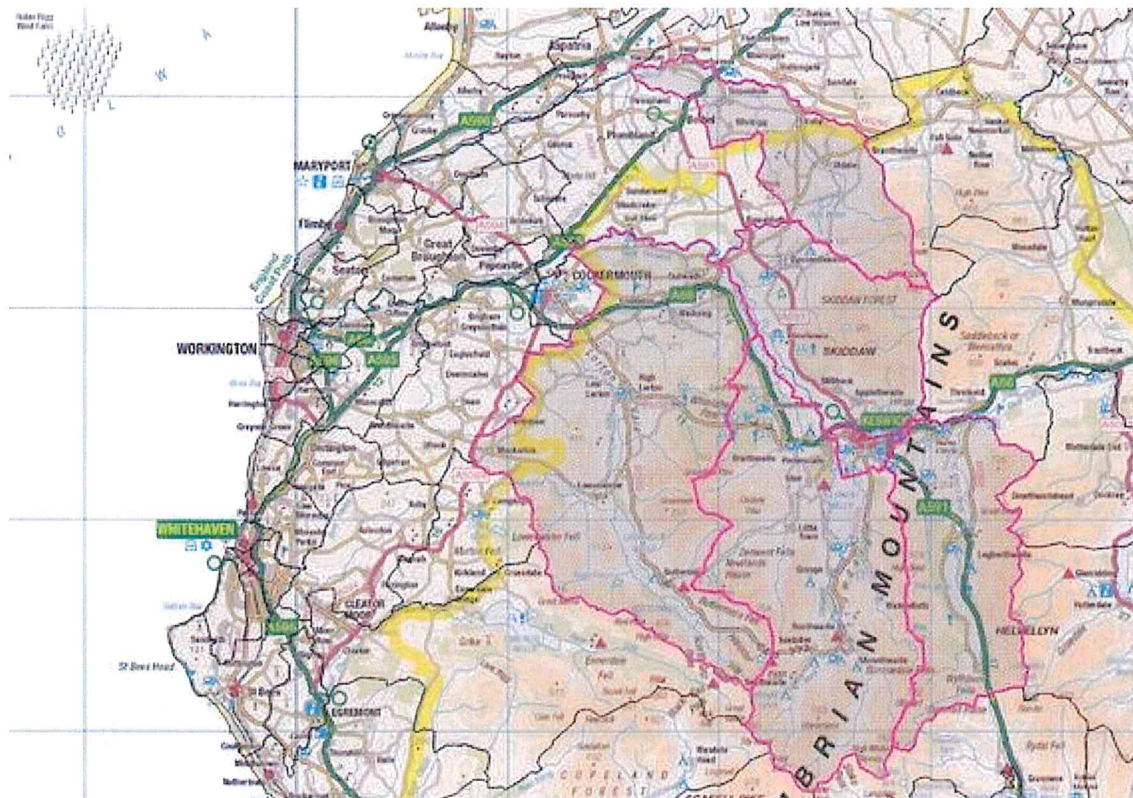
PACT (Police And Communities Together) survey - Keswick, Braithwaite and Borrowdale area

If you are a resident in the area of **Keswick, Braithwaite and Borrowdale** (or within the enclosed area of the attached map) and have ongoing neighbourhood problems in your

area and would like the us to consider them, or would like to meet us to discuss them, we would like to invite you to fill out the survey below.

This survey closes on Wednesday 23rd May 2025

Please complete the survey at: [Keswick. Police And Communities Together. Community Priority Survey.](#)



Vehicle seized

If you are going to the lengths to import a vehicle, at least go to the lengths to ensure it is registered!

This vehicle was seized in Cockermouth on 15 April by PC Shona Pattinson and PC Dawn Lowerson, strangely enough the vehicle had no plates or registration documents...

The vehicle is now part of an investigation, involving several departments to establish if it was brought legally into the UK and if it is stolen.

You said, we did - speeding and anti-social behaviour

We received reports of speeding and antisocial vehicle use in Great Broughton and Brigham areas.

As a result we have carried out high visibility patrols, carried out speed checks using handheld laser and worked with our partners for traffic surveys conducted by Cumberland Council.

You said, we did - Anti-social behaviour Cockermouth

We received reports from residents of issues with young people involved in anti-social behaviour in Cockermouth

As a result we have carried out high visibility patrol and engaged with local schools including carrying out talks in assemblies to educate young people on the impact of anti-social behaviour.

You said, we did - Anti-social behaviour Keswick

We received complaints of persistent anti-social behaviour by young people in Fitz Park and Keswick town centre.

As a results we have carried out patrols, pro-actively stop searched individuals believed to be in possession of drugs or involved in theft/damage offences.

We have also been engaging with schools to prevent this behaviour.

Where we have Identified young people they have been referred to the youth panel for intervention and education.

Rural crime

Officers have been on the mooove visiting farms around the local area recently, following a spate of rural crime and thefts.

Be mindful of where you are storing equipment overnight to prevent thefts and be cautious of persons entering your farms/farmland - contact police should you suspect anything suspicious.

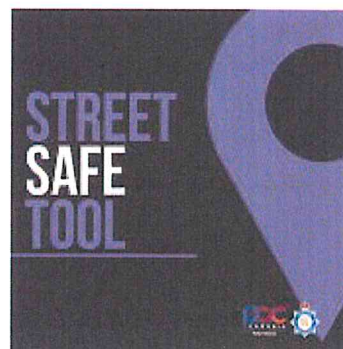


We don't want anymore udderly disgraceful burglaries as it has even got the cows tongue wagging. Advice can be found here - [Rural crime prevention | Cumbria Police](#)

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

 Thu 29 May 2025

 3:00PM - 4:00PM

 Fri 27 June 2025

 2:00PM - 3:00PM

 Keswick Library

 Sun 18 May 2025

 1:00PM - 3:00PM

 Tue 17 June 2025

 10:00AM - 11:00AM

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](#)

RECRUITMENT OPEN EVENINGS

We are hosting both in person evenings for you to find out more about joining Cumbria Police.

You can find out more about the role of a police officer and the application process – we will have officers from across the force attending who will be able to share their experiences with you.

The open evenings are not just for police officer recruitment, you can learn more about our PCSOs, police staff roles and volunteering with us as well.

The in person open evenings are from 6pm to 8pm.



Tuesday 27th May 2025 – Workington (West Area Headquarters, Hall Brow, Workington CA14 4AP)



Wednesday 28th May 2025 – Penrith Headquarters (LDC Building, Carleton Ave, Penrith CA10 2AU)



Thursday 29th May 2025 – Carlisle (Brunel Way, Carlisle CA1 3NQ)



Friday 30th May 2025 – Barrow (Andrews Way, Barrow-in-Furness LA14 2UE)

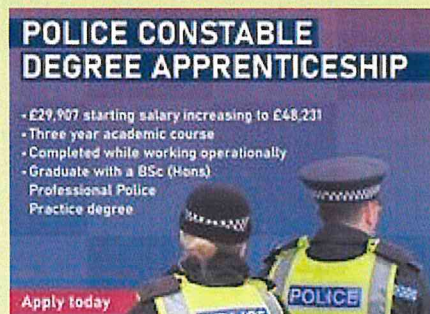
[Sign up here](#)

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
DEGREE APPRENTICESHIP**

- £29,007 starting salary increasing to £48,231
- Three year academic course
- Completed while working operationally
- Graduate with a BSc (Hons) Professional Police Practice degree

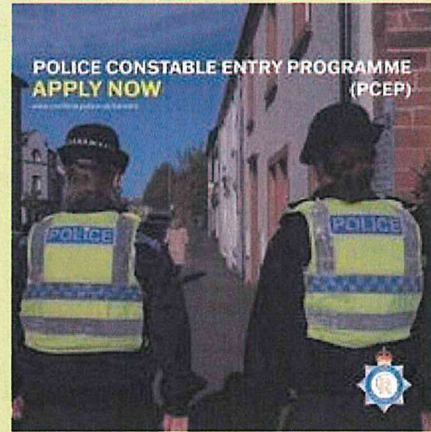
Apply today



○ 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.

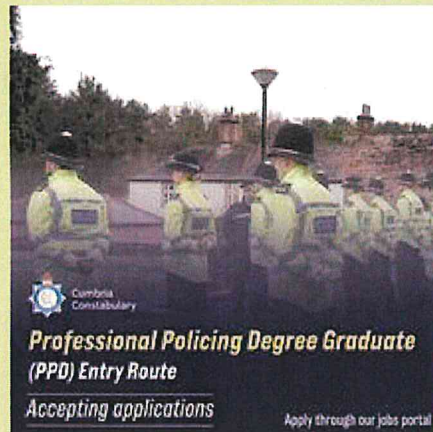
Once you leave training school, you will then go onto to your allocated station then eventually go onto independent patrols and will be assessed for the remainder of the two-year programme.



○ 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.

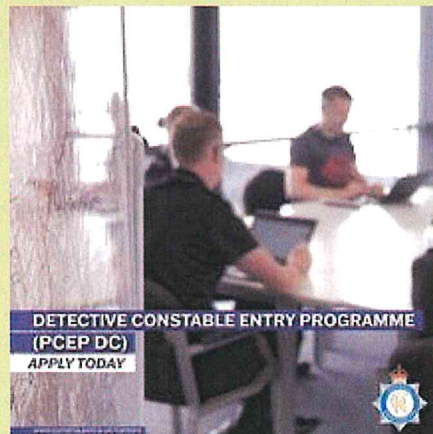
For more information about the entry route and the role visit: [Job profile](#)



○ PCEP DC pathway

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

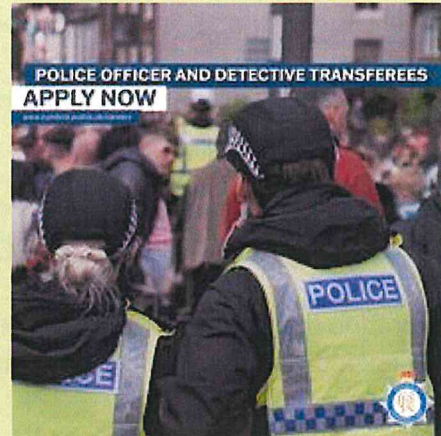
The two year programme is designed to equip you with all the skills and training necessary to ensure that on completion you will be a highly competent detective constable.



○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.



Op Spotlight: More than 150 drivers arrested in road safety operation across Cumbria

Cumbria Police's month-long road safety operation targeting the *Fatal Four* has resulted in more than 150 arrests.



Operation Spotlight is a national road safety operation which focuses on the Fatal Four:

- Speeding
- Using a mobile phone at the wheel
- Not wearing a seatbelt
- Driving under the influence of drink and/or drugs

Here in Cumbria, the operation was led by the Constabulary's dedicated Roads Policing Unit and has resulted in 159 arrests:

- Sec 5a (drug driving): 75
- Sec 5 OPL (drink driving): 39
- Fail to provide: 26
- Unfit through drink or drugs: 19

In addition to the arrests officers issued Traffic Offence Reports (TORs) to 28 drivers for use of a mobile phone and 15 for failing to wear a seatbelt.

Officers and Road Safety Camera vans also caught more than 2,400 speeding offences during the month. **Read more [here](#).**

Operation Merlin: Arrests in Week of Action range from prison recall to supply of Class A drugs



Operation Merlin – which sees officers proactively targeting wanted individuals including through the execution of warrants – resulted in more arrests last week.

The four-day operation (Tues – Fri) resulted in 14 arrests of wanted individuals.

Superintendent Matt Pearman said: “We regularly run Operation Merlin to proactively go after those people wanted for offences ranging from being concerned in the supply of drugs to failing to attend court on a specified date.

“Last year these operations resulted in 90 arrests across all of the operations.

“However, scooping up wanted individuals is also day-business for our officers, who are on the streets every day looking out for wanted individuals and making proactive arrests.

“More Op Merlin week of actions will take place throughout 2025 and my message to those people who are walking the street in the full knowledge they are wanted is – hand yourself in today before our officers come to your door.” **Read more [here](#).**

Warning following phone scams

Police are issuing a warning to people to be on their guard against scam phone calls after a number were reported to police today.

The report was of the victim receiving a scam call from someone claiming to be a police officer and that the victims bank card has been used by someone.

The scam can differ slightly from call to call.

But the fraudsters often request bank details, money to be sent electronically, cash to be withdrawn at the bank for collection or expensive items to be bought for collection at a later time.

Police and other agencies would never request this.

If you have any concern that the person on the phone may be a fraudster, put the phone down and call the police from a different phone on 101 for advice and guidance.

Officers are asking anyone who has been victim to such a scam to come forward.

If you receive a call you're not expecting, you should be suspicious. The vital things to remember are that your bank, other agencies and the police would:

- Never ask you for your bank account details or PIN number over the phone.
- Never ask you to withdraw money and send it to them via a courier, taxi, bank transfer or by any other means. The suspect might refer to a safe account, and that the money will be moved there.
- Never ask you to send your bank cards or any other personal property to them via courier, taxi or by any other means.
- If you have any doubts about the identity of the person that you are speaking with, put the phone down and attend the bank or police station in person, wherever possible, to discuss the call you have received, or call a trusted number for the bank or police using a different telephone than the one that you have been contacted on.

We ask that the public please share this information with any vulnerable friends or family.

If you think you have been the victim of a fraud you can report this to police on 101 and to Action Fraud on 0300 123 2040 – or by visiting their website at [Action Fraud](https://www.actionfraud.police.uk)



CITY OF LONDON POLICE **Action Fraud**
National Fraud & Cyber Crime Reporting Centre
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.



Crime Figures

Further information can be found on [Police.Uk](https://www.police.uk)

[Click here to visit the website](https://www.police.uk)

Please note the data contained on [Police.uk](https://www.police.uk) is not live time



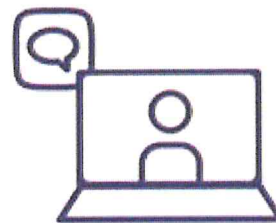
Please report any incidents of crime or anti-social behaviour to us, to help us keep Cumbria safe.

If a crime is in progress always call 999.

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

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

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



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



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



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