

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

9th October 2025

A meeting of Keswick Town Council will be held at the Quaker Meeting House, Keswick on Thursday 16th October 2025 at **7.00 pm**.

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 meetings held on the 18th September 2025 (pages 24 - 27).
- 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). 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.

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 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.

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 update on National Park planning decisions

8. Licensing Applications

To receive Planning and Licensing Group report on licensing applications received.

9. Mayor's Report

To receive a report from the Mayor covering the period 12th September 2025 – 9th October 2025.

10. Reports from Ward Representatives

To receive reports from the following representatives:

- i) Cumberland Council – Council representative Councillor Lansbury
- ii) Lake District National Park Authority North Distinctive Area Parishes' Representative

11. Update on Tourist Information Centre

To receive a report from Councillor Murray.

12. Assertion 10 on the AGAR

To receive a report from the Clerk.

13. Council Representative on Outside Bodies

To appoint a Council Representative to Keswick Fairtrade – Council nominee Councillor Lorraine Taylor.

14. Quarterly Budgets

To receive the quarterly budget comparisons.

15. Payment of Accounts

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

- i) For the Town Council
- ii) For the Trusts.

16. Reserves and Investment Policy

To receive the report of the Responsible Financial Officer and approve the updated Reserves and Investment Policy.

17. Closure of Bank Accounts

To receive the report of the Responsible Financial Officer.

18. Visitor Management Working Group

To receive a report from Councillor Peat (to follow) and to approve updated Terms of Reference for the Committee.

19. Events Committee minutes

To receive for information the minutes of the Events Committee meeting held on 24 September 2025 (page 9-10).

20. Police Report

To receive the report of the Allerdale Rural Neighbourhood Policing Team (if available).

To: All Councillors
Police
Press

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

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

Minutes of the meeting of Keswick Town Council held at the Quaker Meeting House, Keswick on Thursday 18th September 2025 at 7.00 pm.

Present:

Chair
Councillor Louise Dunn

Councillors		
Natalie Evans	Steve Harwood	Chris Houghton
Claire Houghton	Denstone Kemp	Benita Laphorn
Jean Murray	Claire Peat	Richard Scott
Lorraine Taylor		

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

79. Apologies

Apologies for absence were received from Councillor Nelson and Scott. Their apologies were noted and accepted by Councillors.

80. Minutes

RESOLVED that the Chair be authorised to sign as a correct record the minutes of the Town Council meeting held on the 21st August 2025 (pages 16 - 23).

81. Requests for Dispensations

The Clerk reported that no requests for dispensation had been made at this meeting.

82. Declarations of Interests

No declarations of interest were made at this meeting.

83. Matters to be received from the Public

No matters were raised by members of the public.

84. Fairtrade Representative

RECEIVED a brief presentation from a member of Keswick Fairtrade.

85. Matters to be raised by Councillors

Councillor Murray informed Councillors that the next surgery would be held on Monday 22 September at the library.

Councillor Dunn was continuing to follow up on the recent fireworks on Derwent Island with the National Trust.

86. Applications for Development

RESOLVED that the following observations be submitted to the Lake District National Park Authority (LDNPA) (Action – RFO)

Plan Ref	Description, Location, Comments Recommendation
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- T/2025/0157 Crown lift the overhanging branches over the putting green by 2 metres - One Acer pseudoplatanus located on the edge of the putting green
Hope Park, Golf Kiosk And Putting Green, Lake Road, Keswick, Cumbria, CA12 5DG
Declared interest – KTC application
- T/2025/0165 T1 mature oak - Prune to remove remaining scaffold branch over building. Prune to remove branch stubs from previous pruning. Undertake through pruning works to obtain circa 0.5 metres of clearance from BT cables
Central Car Park, Keswick, Cumbria, CA12 5DF
Support – this tree management work is supported by an Arboricultural Report by Cumbria Tree Services on behalf of Cumberland Council
SUPPORT
- 7/2025/2156 Change of use from Guest House to HMO (to provide staff accommodation for local hotel workers)
19, Church Street, Keswick, CA12 4DX
Object – the need to provide staff accommodation for local hotel workers is appreciated and supported where this is accompanied with on site management. There is no indication on the application submitted that this is being provided. We support the objections raised in 3 representations submitted and we note with extreme concern the condition on the recently approved application 7/2025/2118, on this same property, allowing use for short term holiday letting accommodation “without” managers accommodation. Evidence has been provided of the unacceptable consequences to neighbouring properties where this situation has previously been allowed. The solution is simple, to ensure that on site management is always provided in such situations. This is an important principle clearly set out in the Local Plan Policy 06 to safeguard the unacceptable impact and amenity of adjoining residents
OBJECT – Further comments to follow from Town Clerk on Monday 22nd September
- 7/2025/2157 Replacement signage
John Young, Kings Head Court, Keswick, CA12 5FJ
Support – we consider the new signage for Ellis Brigham is appropriate in scale and design
SUPPORT
- 7/2025/2164 Single storey rear extension to create more living space
52, Wordsworth Street, Keswick, CA12 4BZ
Support – the infill extension and alterations proposed are acceptable in scale and design with no impact on adjoining properties
SUPPORT

i) **RECEIVED** update on National Park planning decisions.

87. Mayor’s Report

RECEIVED details of the Mayor’s engagements and meeting attendance for the period 15 August – 11 September 2025.

88. Audit for the year ending 31 March 2025

RESOLVED to approve and accept the Annual Governance and Accountability Return for the year ended 31 March 2025 including the certificate of conclusion of the External Audit.

89. Visitor Management Working Group

RECEIVED the report of the Visitor Management Working Group.

RESOLVED that the Clerk update the Terms of Reference of the Visitor Management Working Group in October to allow for them to respond to SAG forms (Action – Clerk).

90. Private Members Bill support

RECEIVED the report from Councillor Dunn.

RESOLVED that:

- i) Keswick Town Council supports this bill;
- ii) Keswick Town Council will write to Markus Campbell-Savours MP and Rachael Maskell MP in support of the bill and asks what we can do to help (Action – Clerk);
- iii) Keswick Town Council will encourage local residents to write to their MP to support the bill (Action – Clerk);
- iv) Keswick Town Council thanks Councillor Sally Lansbury, Cumberland Council for her support in mobilising enforcement resource to address trade waste issues; and
- v) The Keswick Town Council nuisance reporting scheme no longer includes HMOs as they are already licensed, and the Council agrees that they need a different reporting approach (Action – Clerk).

91. Reports from Representatives on Outside Bodies

RECEIVED the report from

- i) Battersby Charity - Council representative Councillor Harwood.
- ii) Keswick in Bloom– Council representative Councillor Peat.

92. Reports from Ward Representatives

RECEIVED reports from the following representatives:

- i) Cumberland Council – Councillor Lansbury updated members on the work that had been done by Cumberland to improve Children in Care, Adult Social Care and SEND, which were now all rated as ‘good’.
Councillor Lansbury also updated Councillors on future Lakes to Sea panel meetings which may be of interest, including the meeting on the 25th September which would include an update from the LDNPA on the Valley Action Plans, and the meeting on the 27th October will have an update on the Highways reporting system and waste systems.
- ii) LDNPA North Distinctive Area Parishes Representative – **RECEIVED** the report of the LDNPA North Distinctive Area Parishes Representative.

93. Payment of Accounts

RESOLVED that the accounts for September 2025 as approved by the Inspection Committee be authorised for payment (Action – RFO):

- i) For the Town Council, vouchers 146- 169, amounting to £32,984.95 (thirty two thousand nine hundred and eighty four pounds and ninety five pence)
- ii) For the Trusts, vouchers HP80 – FP106, amounting to £13,083.48 (thirteen thousand and eighty three pounds and forty eight pence)

94. Clerk’s Report

RECEIVED the Clerk’s report.

RESOLVED that the Clerk go ahead to and reapply to have the Town Hall registered as an Asset of Community Value (Action – Clerk).

95. Sexual Harassment Policy

RESOLVED that the Sexual Harassment Policy for the Council be approved.

96. Police Report

RECEIVED the report of the Allerdale Rural Neighbourhood Policing Team.

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

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

97. Internal Audit – Years 2026 & 2027

RECEIVED the report of the Responsible Financial Officer.

RESOLVED that Ian Smithson be appointed as the Council’s Internal Auditor for years 2026 and 2027 (Action – RFO).

98. Building Update

RECIEVED the report of the Responsible Financial Officer.

RESOLVED that Councillor Harwood read both reports and decide which would suit the Council’s needs best. Funding will be taken from earmarked office/chamber balance, with the remaining from contingency (Action – RFO)

The meeting closed at 8.34 p.m.

Chair

Data

Planning Applications received between 12/09/2025 - 9/10/2025

Plan ref	Reply by	Location	Description of Proposed Development
T/2025/0170	10/10/2025 - ext requested	The Coach House Greta Hamlet, Keswick, CA12 5NA	T1 - Fell 1x Dead & Dying Beech Tree. T2 - Fell 1x Sycamore tree with large amount of bark missing at base of tree. T3 - Pollard 1x Codominant Elm tree with decay around main union. T4 - Remove all major dead wood from 1x beech tree
T/2025/0182	KTC application	Upper Fitz Park, Station Road, Keswick, Cumbria, CA12 4NF	Holly tree - remove and crown lift the lower branches to 3 metres over the grassed area
T/2025/0183	KTC application	Upper Fitz Park, Station Road, Keswick, Cumbria, CA12 4NF	Fell 1 x small self-seeded ash tree
T/2025/0184	KTC application	Upper Fitz Park, Station Road, Keswick, Cumbria, CA12 4NF	Fell 1 x dead acer tree - 5 day notice
T/2025/0189	KTC application	Hope Park, Lake Road, Keswick, Cumbria, CA12 5DG	Fell 1 x sycamore tree - 5 day notice
7/2025/2166	09/10/2025 - ext requested	Sunny Bank, Chestnut Hill, Keswick, CA12 4LR	Extension of house to create new kitchen and bedroom. Moving the entrance to the existing parking area and addition of 1 offstreet parking space
7/2025/2182	04-Nov-25	Bow Place, Keswick, CA12 4LT	Proposed widening of driveway exit to improve vehicle visibility splay and improve safety (part retrospective)

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 12/09/2025 & 9/10/2025

Plan Ref	Date of Application	Location	Postcode	Description	KTC Observations	LDNPA Decision	Appeal	Appeal Decision
T/2025/0136	August-25	Hope Park, Lake Road, Keswick	CA12 5DG	Acer palatium tree (marked with yellow cross in notification) - Fell to ground	Declared interest	GRANTED		
T/2025/0143	August-25	Flat 1, The Hollies, High Street, Keswick	CA12 5AH	Cypress tree (T1 in notification) - Reduce height to approx 6ft height to form a hedge	SUPPORT	GRANTED		
T/2025/0144	August-25	1, Little Hills, Keswick	CA12 5DH	Apple tree (listed as T1 in notification) - Prune to removal 2 x limbs and reduce 1 x limb	SUPPORT	GRANTED		
T/2025/0157	August-25	Hope Park, Golf Kiosk And Putting Green, Lake Road, Keswick	CA12 5DG	Sycamore tree (marked with yellow cross on plan) - Crown lift branches overhang	Declared interest	GRANTED		
7/2025/2079	July-25	Lynroyd, Manor Brow, Keswick	CA12 4AP	Extend garage towards the front of property. Garage conversion to kitchen, modify existing wrap around garage flat roof to pitched slate roof	SUPPORT	GRANTED		
7/2025/2157	August-25	John Young, Kings Head Court, Keswick	CA12 5FJ	Replacement signage	SUPPORT	GRANTED		

AGENDA ITEM 8. LICENSING GROUP REPORT ON LICENCE APPLICATIONS RECEIVED

Business Name	Location	Details of Application	Date Consultation Period Ends	Comments	Date Comments sent to Cumberland Council Licensing Dept.
The Keswick Kitchen	7 Lake Road. Keswick , CA12 5BS	<p>Small café/bistro, 1 room, open plan dining and kitchen, seats for 16 people, further 12 seats outside weather permitting</p> <p>Recorded Music (indoors) – Mon – Sat 10am – 11pm</p> <p>On New Years Eve hour for all licensable activities to be extended to 1am</p> <p>Supply of Alcohol – Mon – Sun 10am – 11pm</p> <p>On New Years Eve hour for all licensable activities to be extended to 1am</p>	29 October 2025		

KESWICK TOWN COUNCIL

TOWN COUNCIL MEETING 16TH OCTOBER 2025

MAYOR'S ENGAGEMENTS & MEETING ATTENDANCE

For period 12th September 2025 to 9th October 2025

Thursday 18 September	Chaired Town Council meeting
Thursday 18 September	Meeting with Keswick Ministries re: convention feedback from residents
Monday 22 September	Parks fundraising meeting
Monday 22 September	Meeting with Hotel group re HMO planning applications and discussion about the rigorous licensing process
Tuesday 23 September	Attended Theatre by the Lake's production of Di and Viv and Rose
Wednesday 24 September	Attended events committee
Wednesday 24 September	Catch up meeting with Cllr Sally Lansbury and Town Clerk re Cumberland matters
Wednesday 1 October	Catch up meeting with Councillor Sally Lansbury as above.
Thursday 2 October	Meeting with Keswick Ministries to follow up on previous discussions regarding convention and the community.
Tuesday 7 October	Site meeting with Cumberland Council at Crosthwaite Road to discuss safety matters relating to school buses and school pedestrian traffic safety

LDNPA Report for the North Lakes
Issue 22 – September 2025
peter.walter@lakedistrict.gov.uk

Update on PSPOs

The subject of fly-camping continues to be a major issue and something that LDNPA officers and the CEO are devoting a lot of time to. Now that Cumberland have a Public Space Protection Order and W&F are getting one, the LDNPA has been lobbying the two Councils hard. We want the wording of the Cumberland PSPO to more specifically refer to barbeques and open fires, and we've joined forces with the Police and Crime Commissioner to lobby W&F to make their future PSPO cover their whole area. Their current plan is for it to just cover certain hotspots which would make explaining the rules incredibly confusing and enforcement even more difficult.

The PSPOs are a significant new power to help address antisocial behaviour but only the Councils and Police can enforce them. That's why we are pushing both Councils and the Police to dedicate significant additional funding to put 'boots on the ground' next year. We need officers on patrol, in the right place and at the right time. That means evenings and weekends. I joined others in a meeting last week, in which David Allen (Police and Crime Commissioner) gave encouraging signals about increased Police resources next year, but we need the Councils to commit to additional resources (with flexible working patterns) as well.

I'd also like to highlight the work that LDNPA staff have been doing in managing the increased number of multi-agency patrols that have taken place this summer. As with so many things in the Park, partnership working has been key – and we've been bringing the National Trust, Police, Cumberland, Forestry England and our own Rangers together on regular patrols over the summer. Finally, I have to mention our own Rangers, who don't have any powers, but still do a sterling job engaging with visitors, dealing with problems and often clearing up when fly camping has occurred.

Meet the CEO

You should have received an email from CALC with the details of a meeting on November 18th. This is a repeat of the session held last year in the Braithwaite Institute. Once again, CEO Gavin Capstick will be joined by the Chair, Tiffany Hunt and other senior officers. Those that came to last year's meeting found it really productive and I hope to see many of you there this year.

Gavin has been out and about a lot recently: presenting to Friend of Ullswater and the BMC to name two public meetings he's attended. He is also joining Keswick Mayor, Louise Dunn on the panel at a discussion event held by [Friends of the Lake District](#) on

November 14th. The subject is 'Towards a different kind of tourism' – I'll be going 😊

Partnership Plan

A lot of work has been going on behind the scenes with the Partnership producing our next five-year plan. The plan contains a Vision for the next five years, and (on implementation) a set of measures very involved in the later stages of plan preparation and I am really looking. It will be out for public consultation in the Autumn so there is a chance to feedback on it before it is formally adopted.

River restoration in Ennerdale

I had a great trip to Ennerdale to see the work John Bagnall and the team are doing. They have carried out some work on the canalised section of the river where it reaches the lake. The aim is to allow the river to behave more naturally. There has been a lot of rain – and to allow water to fill what would have been a dry channel. These projects don't photograph well in the early stages, but after the rain they look a lot better. I'm sure the whole area is already being transformed for the better.



River restoration in Ennerdale



And finally...

A bit of personal news – I have been elected Chair of the LDNPA Strategic Committee. That committee covers a very wide remit, including nature recovery, transport, climate, historic environment and cultural heritage.

Don't worry if you think you missed an August newsletter. I skipped it to enjoy being a tourist in other parts of the world.

Keswick Tourist Information

LDNPA currently lease the premises in the Moot Hall from the Battersby Trust. The lease is due for renewal in April 2026 and a much higher commercial rent has been indicated.

LDNPA have been clear that they cannot afford the rent being asked, and I understand are still in negotiations with Battersby about this.

However, they have now issued a press release which indicates that the closure of the Information Centre is likely to be the result of not reaching a suitable solution.

Unfortunately, some of the information in the press release appears to be inaccurate and does not reflect the situation on the ground.

The original press release included information that “only 3 staff would be affected”

In reality, there are 3 part time (2 days and 3 days) contracted staff but the Centre is staffed every day, year round, by at least 6 casual members of staff, some of whom have worked there for many years, plus a Seasonal Contract Worker, plus 3 Volunteers. Staff from the Information Centre at Glenridding are also deployed to Keswick during the winter months when Glenridding is only open at weekends.

The number of job losses would clearly be much higher than currently indicated.

It does not appear at this stage that LDNPA have made any effort to secure alternative premises, with the message seeming to be that closure would be their preferred option.

I'm waiting for visitor figures for post Covid years from LDNPA, but as a volunteer there for the last 14 years, I can attest to the fact that visitor numbers run into thousands each week during summer months.

The Information Centre runs as a Community Resource, for both visitors, local residents and local businesses. There is a Community Notice board where local Charities and Organisations can advertise their services and events free of charge.

Advice and information is available from knowledgeable and experienced staff every day, from local attractions, to accommodation, to outdoor pursuits.

Advice on safety in the Fells is one of the most important services that is available at the Centre: easy to follow maps for inexperienced visitors; advice on appropriate clothing and footwear suitable for their experience and ability, as well as Ordnance Survey maps, hundreds of books for beginners and experienced walkers, and the daily Weatherline Mountain Weather forecast which visitors are encouraged to consult when planning their day.

Many visitors have erroneous information gleaned from social media sites, and many overestimate their ability and underestimate the terrain. Information which, if unchallenged, can lead to serious incidents.

Other advice includes sign posting to local businesses, including food and drink, shops, outdoor pursuit companies, travel options and advice, cinema, theatre, and local events.

Visitors range from young people, young families, overseas visitors, through to elderly people who have been visiting for many years.

The Centre stocks a wide range of quality goods from local small businesses and local independent companies, including gifts, jewellery, perfume, maps, books, clothing, and food. Tickets for the Keswick Launch Company are sold at a discount, and tickets for local events are sold with no commission.

The Exhibition Hall on the top floor is widely used, with a variety of events, including the Himalayan Exhibition, whose profits go entirely to rebuilding schools in Nepal which were destroyed by the earthquakes.

I understand that Keswick is the most visited and most profitable of all the LDNPA Information Centres.

I propose that Keswick Town Council writes to LDNPA:

1. Recognising the valuable service that is available to both residents, businesses and visitors, and the value of the Centre to Keswick as a Community Resource with many important functions.
2. Requests that the LDNPA do all they can to maintain this service, and local jobs, in Keswick, as an asset to the town, including researching alternative premises in the event of current negotiations not proving successful.

Jean Murray

KESWICK TOWN COUNCIL

16 October 2025

Assertion 10 on the AGAR

For the 2025/26 Annual Governance and Accountability Return (AGAR), there has been a new Assertion added that all Town and Parish Councils must be in a position to answer 'yes' to on the form in order to complete the AGAR.

To meet this Assertion, we must have in place:

- Email management - Every authority must have a generic email account hosted on an authority owned domain, for example clerk@abcparishcouncil.gov.uk or clerk@abcparishcouncil.org.uk rather than abcparishclerk@gmail.com or abcparishclerk@outlook.com for example.
- All smaller authorities (excluding parish meetings) must meet legal requirements for all existing websites regardless of what domain is being used.
- All websites must meet the Web Content Accessibility Guidelines 2.2 AA and the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (where applicable).
- All websites must include published documentation as specified in the Freedom of Information Act 2000 and the Transparency code for smaller authorities (where applicable).
- All smaller authorities, including parish meetings, must follow both the General Data Protection Regulation (GDPR) 2016 and the Data Protection Act (DPA) 2018.
- All smaller authorities, including parish meetings, must process personal data with care and in line with the principles of data protection.
- The DPA 2018 supplements the GDPR and classifies an authority as both a Data Controller and a Data Processor.
- All smaller authorities (excluding parish meetings) must also have an IT policy. This explains how everyone - clerks, members and other staff - should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment.

We have been through what we have in place, and what we need to put into place before the end of financial year.

Email Management – we do have appropriate email addresses in place. Councillors should only be using their @keswicktowncouncil.gov.uk email address for Council business.

Accessible and Compliant Website – we have requested that KCS check our website for compliance with the Web Content Accessibility Guidelines, which has shown a few errors which will be resolved. We have most of the documentation required on our website, it is being checked through and updated as required. We will also be publishing any FOI responses we send out in the interests of transparency, though this is not many.

Personal Data and GDPR – We are registered with the ICO, we have GDPR policies in place, and I have contacted CALC about arranging GDPR training for Councillors (staff went through training fairly recently).

IT Policy – We do not have an IT Policy in place, but one is being drafted and will be brought to the next Town Council meeting.

I have included a document sent by CALC which shows what is required, and what we need to have in place if Councillors are interested.

Vivien Little

7 October 2025



Assertion 10 – Digital & Data Compliance

- A Practical Guide for Town and Parish Councils



www.calc.org.uk

Introduction

Assertion 10 is a new requirement introduced in the 2025 Practitioners' Guide for smaller authorities. It applies to Annual Governance and Accountability Returns (AGAR) for the financial year beginning 1st April 2025.

This assertion ensures that councils demonstrate real compliance with digital and data protection matters — not just good intentions. It places legal and practical obligations on councils relating to:

- Email management
- Website compliance
- Personal data handling
- IT policies

What Councils Must Do

Email Management

- Councils must use a generic email account on a domain owned by the authority.
 - Acceptable
clerk@abcparishcouncil.gov.uk, clerk@abcparishcouncil.org.uk, clerk@abcparishcouncil.co.uk, clerk@abcparishcouncil.com etc.
 - Not acceptable
abcparishclerk@gmail.com or abcparishclerk@outlook.com
- Dedicated council-owned emails should be issued to councillors and staff.

Accessible & Compliant Website

Councils (excluding parish meetings) must ensure their website complies with:

- Web Content Accessibility Guidelines (WCAG) 2.2 AA
- Public Sector Bodies (Websites & Mobile Applications) Accessibility Regulations 2018
- Freedom of Information Act 2000 (required publications)
- Transparency Code for Smaller Authorities (where applicable)

Practical steps:

- Publish FOI and Transparency Code documents on the website.
- Provide an up-to-date accessibility statement.
- Regularly test the website against WCAG 2.2 AA standards.

Personal Data & GDPR

All authorities (including parish meetings) must comply with:

- UK GDPR (2016)
- Data Protection Act (2018)

Councils are both:

- Data Controllers – deciding what data to collect and why.
- Data Processors – handling and storing data securely.

Seven principles of GDPR:

1. Lawfulness, fairness and transparency
2. Purpose limitation
3. Data minimisation
4. Accuracy
5. Storage limitation
6. Integrity and confidentiality
7. Accountability

Practical actions:

- Ensure registration with the Information Commissioner's Office (ICO).
- Adopt and maintain GDPR policies.
- Train councillors and staff in data handling responsibilities.

Example Template: GDPR Privacy Notice

This council collects and uses personal data in accordance with the UK GDPR and Data Protection Act 2018. We process data for the following purposes:

- To deliver public services
- To respond to enquiries and complaints
- To manage council staff and councillors
- To comply with legal and financial requirements

Personal data will be stored securely and retained only as long as necessary. For further details, please see our Data Protection Policy.

IT Policy

All smaller authorities (except parish meetings) must adopt an IT policy covering:

- Secure use of IT equipment (council-owned and personal devices).
- Responsibilities of clerks, councillors, and staff.
- Procedures for safe use of email, file storage, and software.
- Data security and breach response.

Example Template: IT Policy (Outline)

1. Purpose – To set out how councillors and staff should use IT securely.
2. Scope – Applies to all council devices and personal devices used for council business.
3. Email – Council email accounts must be used for all business.
4. Data Security – Use of strong passwords, antivirus software, and secure storage.
5. Personal Devices – Must follow same standards as council devices.
6. Breach Response – All breaches must be reported to the Clerk and ICO where required.

Next Steps for Councils

- Audit current compliance against each requirement.
- Register (or confirm registration) with the ICO.
- Upgrade websites to WCAG 2.2 AA standards.
- Migrate email accounts to a council-owned domain.
- Draft and approve an IT policy.
- Review and adopt GDPR-related policies.

Conclusion

Assertion 10 introduces a higher standard of accountability for councils in managing digital systems and data. By acting now, councils can:

- Avoid legal or regulatory risks.
- Improve transparency and accessibility for residents.
- Build trust by demonstrating good governance in the digital age.

Checklists

Checklist: Email Management

Does the council use a domain it owns (e.g., .gov.uk or .org.uk)?

Does every councillor and staff member have a council email address?

Are personal accounts avoided for council business?

Checklist: Website Compliance

Accessibility statement published and updated.

Website tested against WCAG 2.2 AA.

All FOI documents are available online.

Transparency Code requirements published.

Checklist: Data Protection

Registered with the ICO.

GDPR policy adopted by council.

Staff and councillors trained in data protection.

Privacy notices published.

Data retention schedule in place.

Checklist: IT Policy

IT policy formally adopted by the council.

Policy covers use of both council and personal devices.

Guidance on passwords, backups, and encryption.

Data breach response plan included.

KESWICK TOWN COUNCIL - GENERAL FUND - ADMINISTRATION

1st April 2025 - 31st March 2026

Budget Summary as at 30 September 2025 -2nd Quarter

	AGREED Budget 25/26	Expenditure to 30.09.25	% of budget spent	Budget Remaining
Expenditure:				
Salaries, Nat ins & Pension (18.6%)	131268	64,515	49.15	66753.00
Payroll - Outsource Costs	540	295	54.63	245.00
Rent	7100	1,775	25.00	5325.00
Rates	0	-	0.00	0.00
Building Service Costs	8000	-	0.00	8000.00
Repairs - Decorating/Carpets/Upgrades	500	210	42.00	290.00
Insurances	900	927	103.00	-27.00
Subscriptions	1100	1,000	90.91	100.00
STAFF - Conferences/Training	1985	302	15.21	1683.00
COUNCILLOR - Conferences/Training	650	30	4.62	620.00
Stationery	1000	391	39.10	609.00
Postage	250	100	40.00	150.00
Telephone, Website & Internet	1776	887	49.94	889.00
Photocopier/Printer/Scanner	2147	658	30.65	1489.00
Computer maintenance/support	4602	1,760	38.24	2842.00
Office Equipment	200	-	0.00	200.00
Staff Expenses	250	-	0.00	250.00
Ex Employee Pension	1800	864	48.00	936.00
Health and Safety	70	-	0.00	70.00
Council Chamber/Meeting Expenditure	150	600	400.00	-450.00
Staff Recruitment Costs	200	0	0.00	200.00
Worknest	1336	1,561	116.84	-225.00
Total Expenditure:	165824	75875	45.76	89949.00

Room Hire due to Council Chamber being closed

	AGREED Budget 25/26	Income to 30.09.25	% of budget income	Budget Remaining
Income:				
Council chamber rental	100	0	0.00	100
Total Income:	100	0	0.00	0.00

To be allocated:	165724	75875
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	AGREED Budget 25/26	Allocation to date
Allocation:		
General Fund - (60%)	99434	45525
Hope Park - (20%)	33145	15175
Fitz Park - (20%)	33145	15175
	165,724	75,875

KESWICK TOWN COUNCIL - GENERAL FUND

1st April 2025 - 31st March 2026

Budget Summary as at 30th September 2025 - 2nd Quarter

Expenditure:	AGREED Budget 25/26	Expenditure to 30.09.25	% of Budget	Budget Remaining
General Administration	99434	45,525	45.78	53909.00
Grants to outside bodies	20315	20,315	100.00	0.00
Christmas Lights	35615	12,378	34.76	23237.00
Mayors Allowance	2000	1,500	75.00	500.00
War memorial	1600	1,095	68.44	505.00
Open Spaces	1000	500	50.00	500.00
Fitz Park - Grant from KTC (deficit)	225988	225,988	100.00	0.00
Communications (including Councillor surgeries)	600	-	0.00	600.00
Audit Fee/Accounts Preparation	2275	25	1.10	2250.00
Contingency Sum	3000	471	15.70	2529.00
Keswick Events	8167	9,770	119.63	-1603.00
Events Co-ordinator (inc email subscription)	6954	4,461	64.15	2493.00
Floral displays	600	7	1.17	593.00
Allotments Expenditure	2600	292	11.23	2308.00
Annual Parish Meeting (inc room hire & refreshments)	150	109	72.67	41.00
Advertising	490	112	22.86	378.00
CCTV Annual Maintenance Cost - Police	4200	2,033	48.40	2167.00
Elections	500	-	0.00	500.00
Grasscutting - Churchyards - <i>TO BE REVIEWED ANNUALLY</i>	4000	4,000	100.00	0.00
KCERP Support - General Fund	6500	6,500	100.00	0.00
KCHT - 2024, 25 & 26	3000	3,000	100.00	0.00
Card Reader	100	-	0.00	100.00
New External Notice Board	800	-	0.00	800.00
Reserves Top Up	20000	20,000	100.00	0.00
TOTAL EXPENDITURE:	449888	358,081	79.59	91807.00

Overspend covered by £2000 grant received

Income:	AGREED Budget 25/26	Income to 30.09.25	% of Budget	Budget Remaining
Precept	401904	401,904	100.00	0.00
Grant to Fitz Park - Cumberland	20000	20,000	100.00	0.00
Bank/ Investment interest (inc War Memorial)	3000	4,050	135.00	-1050.00
Walker Park rent	14130	14,130	100.00	0.00
Allotments Income - Rent	600	290	48.33	310.00
Keswick Events Contributions	8254	7,845	95.04	409.00
Christmas Light Contribution	2000	-	0.00	2000.00
TOTAL INCOME:	449888	448,219	99.63	1669.00

Designated Fund Balances	
Events Fund	33,723
K2T Toilet Contribution	404
Blue Finger Post	40

Keswick Town Council & Keswick Parks – Review of Investments and Reserves & Investment Policy

October 2025 Meeting

As briefly mentioned at last months Town Council meeting, Councillors Lapthorn and Nelson, have suggested a review of our **current investments**.

We currently hold the following investments: -

Account	Type of Account	Fund Yield for September	Amount Invested
Keswick Town Council - CCLA	Public Sector Deposit Fund - Instant Access	4.03%	£100,000.00
Keswick Town Council - Unity	Instant Access Account	2.25%	£100,000.00
Hope Park Charitable Trust - CCLA	COIF Charities Deposit Fund – Instant Access	3.99%	£100,000.00
Hope Park - Unity	Instant Access Account	2.25%	£100,000.00
Fitz Park Charitable Trust - CCLA	COIF Charities Deposit Fund – Instant Access	3.99%	£50,000.00
Fitz Park - Unity	Instant Access Account	2.25%	£50,000.00

As we are no longer classed as ‘small local authority’ i.e. our annual budget is over 500,000 euros (currently £434,397 – income 25-26 £443.434) then we can no longer claim under the Financial Services £85k Compensation Scheme (FSCS) for money held in our bank accounts, as we are now classed as a larger authority. However, as can be seen from the above table some of our investments are over £85,000.

When we initially invested our funds the above was not the case, therefore Councillors decided to open accounts with CCLA (which has never been covered by scheme) and Unity Trust (which is covered by the scheme) to reduce the risk of money held.

It has been suggested that as we are no longer covered by the FSCS protection that we close our Unity Trust bank accounts and move funds to CCLA due to CCLA yielding a higher interest rate.

Councillors are asked if they agree with the above suggestion?

For information a note is attached about CCLA joining Jupiter.

Also attached is our **Reserves & Investment Policy** which has been reviewed and updated by Vivien with comments made for approval.

Catherine Parker
Responsible Finance Officer

9th October 2025

CCLA joins Jupiter

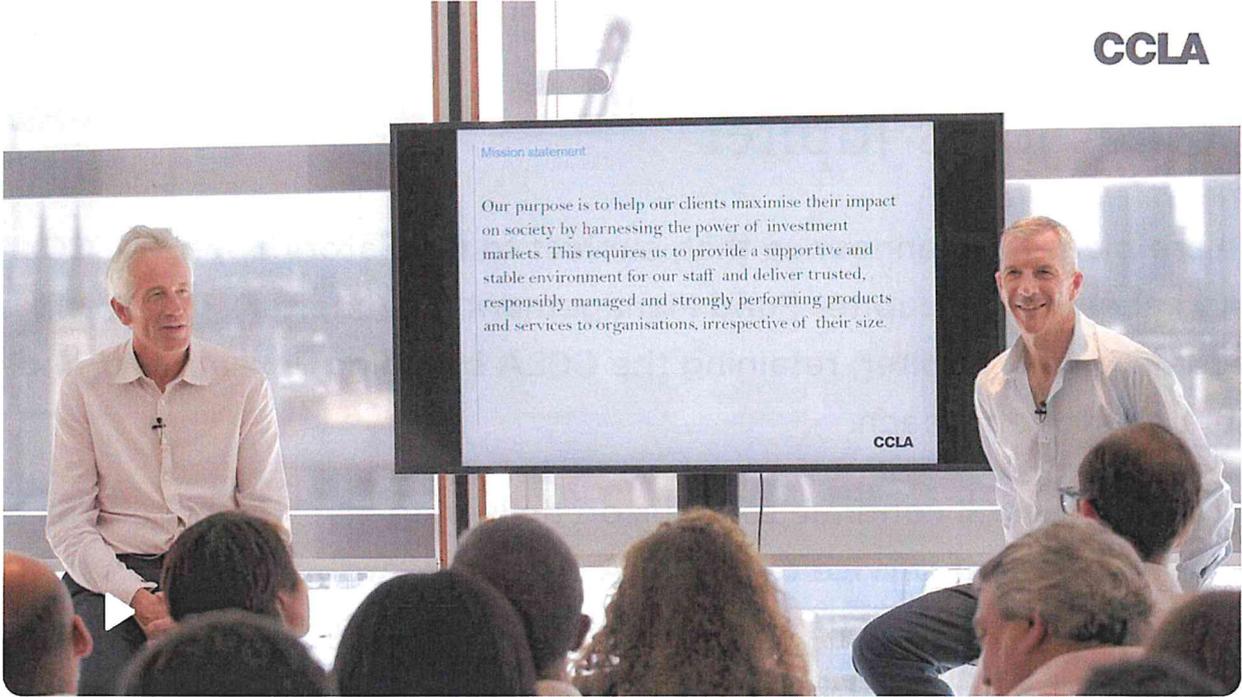
We are pleased to announce that, subject to regulatory approval, CCLA is being acquired by Jupiter Fund Management plc (Jupiter). CCLA will become part of Jupiter, retaining the CCLA branding, investment, and client service approach.

CCLA's teams will continue to focus on delivering investment returns and outstanding client service to all CCLA clients regardless of their size. CCLA also retains its mission, its stewardship activities, and its drive to build a better world. At the same time however, CCLA stands to benefit from Jupiter's strength and resources. Jupiter's market-leading investment capabilities, including its 100-plus investment professionals, will add support to CCLA's existing investment team and product range.

CCLA is excited about becoming a part of Jupiter as it secures our ability to serve the sectors we were established to support and to extend the reach of CCLA's responsible investment approach to a wider audience both in the UK and overseas. CCLA remains committed to serving churches, charities and local authorities, and we look forward to continuing that mission with renewed ambition as part of the Jupiter family.

“ We knew from the outset we would only move ahead with a partnership if we could be certain of finding the right partner that was a good fit for our business. We are confident that being part of Jupiter will bolster our stability and will bring enhanced scale and capability to our organisation. It is an exciting development that will enable CCLA to continue to serve the clients we were established to serve 60 years ago, for many years to come. Our focus remains on delivering investment returns and outstanding client service to all CCLA clients while continuing our stewardship activities to build a better world. ”

Hear from Peter Hugh Smith, Chief Executive, CCLA and Matthew Beesley, Chief Executive Officer, Jupiter, at our staff briefing held last month.





Reserves and Investment Policy

This document sets out the Council's policies on how its reserves and investments are managed.

Vivien Little

Town Clerk

October 202~~5~~⁴

Version control	
V1	Approved October 2024
V2 updated by Town Clerk and REO	

Reserves Policy

Introduction

Keswick Town Council is required to maintain adequate Financial Reserves to meet the needs of its operations and to ensure financial security. The purpose of this policy is to set out how the Council will determine and review the levels of reserves.

The Joint Panel on Accountability and Governance Practitioners Guide (JPAG) (March 2024-2025 edition) advises:

“As with any financial entity, it is essential that authorities have sufficient reserves (general and earmarked) to finance both their day to day operations and future plans. Smaller authorities have no specific right to accumulate funds via the precept. All reserves should be reviewed and justified regularly (i.e. at least annually). It is good practice to transparently publish both the level and rationale of all reserves.”

Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, there is no specific minimum level of reserves which an authority should hold, and it is the responsibility of the Responsible Financial Officer to advise the Town Council about the level of reserves and to ensure that there are procedures for their establishment and use.

Types of Reserves

These can be categorised as either General or Earmarked.

General Reserves

General Reserves are funds which do not have any restrictions on their use. They cushion the impact of uneven cash flows, offset budget requirements, if necessary, or can be held in case of unexpected events or emergencies. Setting the level of General Reserves should be agreed alongside the Annual Budget.

JPAG (March 2024-2025) edition advises:

“The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority’s general reserve is that this should be maintained at between three and twelve months of net revenue expenditure.”

The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserves.

The primary means of building General Reserves will be through a reallocation of funds (underspend on a completed project) and allocation from the annual budget. This will be in addition to any amounts needed to replenish reserves which have been spent in the previous year. If in extreme circumstances General Reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Town Council would be able to draw down from its earmarked reserves to provide short term resources. Keswick Town Council has set a general reserve level of a minimum of six month’s operational costs.

Commented [TC1]: To review - is six months still necessary, or does this need to be altered?

Earmarked Reserves

Earmarked Reserves must be held for genuine and intended purposes and their level should be subject to annual review and justification. They should be separately identified to prevent query from internal and external auditors.

Earmarked reserves are held for several reasons and shall only be used for the purpose for which they were created.

- Renewals – to enable the planning and financing of an effective program of equipment replacement and property maintenance/refurbishment. The funds required are built up incrementally over several years when considering asset conditions and asset life. They are a mechanism to smooth expenditure without the need to vary budgets. Keswick Town Council has earmarked reserves set aside for Elections (co-option and by-elections); Office and Chamber requirements; Professional Advice; Equipment (IT and furniture); CCTV (for future upgrades to the PCC CCTV); and War Memorial.
- Carry forward of underspend on an uncompleted project – expenditure committed to a project but not spent in the budget year. Reserves can be used as a mechanism to carry forward those reserves.
- Developers contributions – proceeds from developers which can only be used for specified purposes. At the time of writing this policy, Keswick Town Council does not have any developers funds available.
- Funds – there are two funds set aside which meet known or predicted liabilities. This is the Christmas Lights fund, and the Events fund.

Where the purpose of an Earmarked Reserve becomes obsolete, or where there is an over-provision of funds, the excess may, on the approval of the Town Council, be transferred to other budget headings within the revenue budget, or to General Reserves or to one or more other Earmarked Reserves.

Earmarked Reserves will be established on a 'needs' basis in line with anticipated requirements and these are to be reviewed annually when the budget is agreed.

Any decision to set up an Earmarked Reserve must be approved by Town Council. If the Earmarked Reserves are used to meet short term funding gaps, they must be replenished in the following financial year. However, Earmarked Reserves which have been used to meet a specific liability would not need to be replenished, after having served the purpose for which they were originally set up.

Management and Control of Reserves

Movements in Earmarked Reserves and General Reserves shall be reported to full Council as part of the budget monitoring documentation. The use of Reserves shall be approved by full Council.

The level of General Reserves shall be reviewed on an annual basis during the budget setting process, and agreed by the Town Council. The minimum level of General Reserves shall be recommended to the Council by the Responsible Financial Officer. This will form part of the recommendations for the Annual Budget and Precept request by the Town Council and is currently set at six month's operational costs.

Earmarked Reserves shall be reviewed on an individual basis. Approval for the creation, amendment, cessation or continuation of Earmarked Reserves will be agreed by Town Council.

Keswick Parks Charitable Trusts – specific Reserves

Funds related to Keswick Parks Charitable Trusts will follow the principles of Keswick Town Council's Reserves Policy, but there will be specifics relating to each park that may affect levels of reserves.

Hope Park Trust

General Reserves

The Trust aims to hold three to six months operating costs in general reserves. The Trust has agreed to hold six months operating costs in reserve.

Any excess in Hope Park's budget at the end of the year will be put into the general reserves.

Earmarked Reserves

- Max the Miracle Dog funds (restricted funds) – any funds raised in regard to Max the Miracle Dog and the donation point can only be spent within Hope Park. This is the wish of Kerry Irving when the statue and donation point was introduced.
- Building Fund – this fund is solely for Hope Park, and is to be used to provide funds for any necessary building work such as to the Greenhouse or the old store buildings.
- Memorial Benches and trees – this earmarked reserve is for work following the sale of memorial benches or trees. Any excess will be moved to another fund as required.
- Woodland Walk grant – this is remaining monies from a grant from Cumbria County Council, and is held to continue maintenance on the Woodland Walk in Hope Park. This has now been fully spent, and can be removed from earmarked reserves.
- Development and Equipment Fund – this is a fund held in Hope Park, but can be used by either park, to be used as equipment needs to be replaced or improved. This can be topped up from either the Memorial Benches funds or from free reserves from either park, or else will have income allowed each financial year.

If necessary, general funds can be transferred between Hope Park and Fitz Park, as the objectives are the same for both parks.

Fitz Park Trust

Fitz Park Trust runs at a deficit each year, so currently only holds a small amount in unrestricted funds, under three months operating costs. In an ideal world it would have six months running costs in general reserves, as Hope Park does (approximately £75,000). However, as the Town Council gives a grant to Fitz Park annually to cover the deficit, this is considered an acceptable level by the Trust's Accountant.

Fitz Park does have a number of Earmarked Reserves, which have specific purposes.

Earmarked Reserves

- Memorial Benches and trees – this earmarked reserve is for work following the sale of memorial benches or trees. Any excess will be moved to another fund as required.
- Sinking Fund – this is the fund which has been created for the purpose of aiding in repairing Fitz Park in the event of a major flooding event. A large amount of the

structures are insured, however this fund will be used to cover uninsurable losses. Trustees decided to cap this fund at £100,000 in November 2023.

- Future Developments Fund – this fund was set up in November 2023 to be used for projects in Fitz Park, for instance the new staff storage unit.
- BMX Track – for ongoing maintenance to the BMX track
- Sensory Garden – originally this was a grant given to develop the Sensory Garden in Wivell Triangle, and this fund is used to replace any plants or to cover any work needed for the garden.
- Outdoor Gym – this fund is to repair any of the Outdoor Gym equipment.

Commented [TC2]: Given the way that costs have increased, is it worth seeking to increase the amount held in the Sinking Fund?

Keswick Town Council Investment Policy and Strategy

Introduction

This Investment Policy and Strategy has been devised in line with the Statutory Guidance on Local Government Investments (3rd Edition) issued under section 15(1)(a) of the Local Government Act 2003. An investment strategy is required for all investments expected to exceed £100,000 at any time during the financial year.

This Investment Policy and Strategy applies to all investment activities undertaken by the Town Council, including those of Hope Park Trust and Fitz Park Trust.

Keswick Town Council acknowledges its duty to act prudently when investing all funds held on behalf of the community by the Town Council.

Investment Objectives and Principles

The general policy objective of the Council is prudent investment of its balances. The Council's investment priorities are:

- Security of reserves;
- Liquidity of reserves;
- Ethical considerations of reserves.

The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity, but in balancing risk against return, the Council prioritises minimising risk over maximising return.

Investment Policy

The Town Council shall only use specified investments as defined by MHCLG guidance.

A significant percentage of the Council's bulked reserves shall be placed on interest bearing term/notice deposits.

No investment shall be held with the Council's current bankers (as of time of writing, Barclays).

All investments shall be made in the name of the Council, and be deposited in sterling.

Investments shall be reviewed every 12 months.

The Town Council shall only invest with banks/building societies which it defines as "High Credit Quality". This being those with a credit rating of A with Moody's Investors Service or BBB with Standard and Poor's or Fitch Ratings Ltd.

The Town Council may also invest in the CCLA Public Sector Deposit fund subject to it maintaining a credit rating as required above.

Investments shall be decided and placed by the Responsible Financial Officer having used due diligence including as a minimum finance search engines and rating agencies.

This shall be under the oversight of full Council, and the actual movement of money will be by the usual authorised signatories.

The Council will invest ethically. It will adhere to high environmental, social and governance (ESG) standards across all its investments.

The procedure for undertaking investments, considering the need for timely and speedy placing of deals shall be documented by the Responsible Financial Officer.

The Responsible Financial Officer shall review credit ratings of organisations in which the Council holds investments on a quarterly basis. Should the credit rating fall below that specified above, the Responsible Financial Officer shall draw up a report for Council and take the appropriate action.

The Council will never borrow money in order to invest in financial markets, equities, commodities, cryptocurrencies or other risk-bearing financial instruments, nor will it invest in land or property outside of the parish.

Revision

Any revisions to this policy shall be approved by Full Council.

The Responsible Financial Officer and Clerk shall review this policy annually and recommend any proposed changes to Full Council prior to the commencement of the new financial year. Where no changes are proposed, Full Council shall note the policy.

This policy shall be reviewed in the event that the Bank of England increases its base rate above 5% or the Financial Services Compensation Scheme is extended to cover the Town Council.

Keswick Parks

Keswick Parks will follow the Town Council's Investment Policy, with the addition of the fact it may invest in the CCLA Charities Deposit Fund subject to it maintaining a credit rating as required in the main document.

KESWICK TOWN COUNCIL

October 2025

Bank Account Considerations

Keswick Town Council – War Memorial – Barclays Bank Account Closure

The War Memorial bank account balance currently stands at £888.32; this amount does not represent any fund and is simply part of our free reserves.

It is suggested that this bank account is now closed and the monies be transferred into the Keswick Town Council Barclays current bank account.

Fitz Park Sinking Fund Account – Barclays Bank Account Closure

The Fitz Park Sinking Fund bank account balance currently stood at £10,861.04 on 30th September 2025. It is suggested that this bank account is now closed, and the monies be transferred into the Fitz Park Barclays current bank account.

This does not mean that the fund will be made obsolete only that future funds will be held in the current bank account rather than a standalone account. The fund can be tracked easily via our accounts package and spreadsheet workings.

Our accountant has previously suggested this method of working and as funds are relatively low it seems timely to make this change.

I will also need to notify CCLA of this closure as we will need to change the bank account the interest is paid into.

Catherine Parker

Responsible Finance Officer (RFO)

9th October 2025

VISITOR MANAGEMENT WORKING GROUP

Purpose of Visitor Management Working Group

The Group is appointed to be the primary working group for any items relating to visitors to Keswick and their impact on the town.

Composition of the Visitor Management Working Group

The Group shall comprise of up to four Councillors appointed at the Council's Annual Meeting, plus other invited attendees from bodies such as the Lake District National Park Authority, the National Trust, Keswick Tourism Association and Cumberland Council, and other organisations as deemed appropriate.

Terms of Reference

- To act as the Council's main working group for all matters related to visitors to Keswick
- To act as the primary liaison between the Council and external commercial events.
- To develop approaches to external parties to improve tourism related infrastructure around Keswick
- To consider improvements that could be made to Keswick's street scene
- To monitor any other visitor related issue which impacts the residents of Keswick.
- To respond to Cumberland Council via the Clerk on behalf of Keswick Town Council to any Event Advisory Group (EAG or SAG forms).

Updated October 2025

KESWICK TOWN COUNCIL

EVENTS COMMITTEE

Minutes of the meeting of Keswick Town Council Events Committee held at Keswick Town Council offices, Keswick, on Wednesday 24 September 2025 at 11.00am.

Present: Councillor Steve Harwood (SH)
 Councillor Rob Nelson (RN) (Chair)
 Councillor Louise Dunn (LD)
 Councillor Natalie Evans (NE)
 Yvonne Booth (Events Coordinator) (YB)
 Vivien Little (Town Clerk) (VL)
 Ania Mlynczak (Supporting Officer) (AM)

19. Apologies

Apologies for absence were received from Councillor Claire Houghton, Councillor Richard Scott and Catherine Parker (RFO).

20. Minutes

RESOLVED that the minutes of the Events Committee Meeting held on the 5 August 2025 be approved (pages 7-8).

21. Keswick Games - Fitz Park– Sunday 17 August

RECEIVED feedback on Keswick Games from Councillors, Events Coordinator and RFO.

Main points:

- More volunteers and scorers needed
- More time to register – start registration earlier
- Male and female races to be scored separately
- Waiver forms to include permission from parents regarding taking re pictures of the kids participating in games
- No cycle race as proves to be too complicated
- More involvement from local sports groups needed
- Keep maximum size of team a 6 with mixed gender groups
- Leave preparation of timetables until the last minute so we know how many teams participating
- Team events to be held closer to Cricket Club pavilion
- Stalls to be moved closer to the Cricket Club pavilion
- Inflatable course was good but better insurance needed
- SH to see if Fell Race - Annual Latrigg Race event can be incorporated with Sports Day (Action SH)
- Keswick Adventures – keep them involved as they were popular
- Kids Games – separate boys and girls for scoring purposes
- Suggest donations to enter the parks during event

RESOLVED that in future, companies with inflatables must have £10million public liability insurance in place (Action VL, YB)

22. Christmas Lights Switch On – Friday 21 November

RECEIVED an update on progress for the Lights Switch On event from Events Coordinator.

- TRO in place
- Band confirmed
- Fluid booked
- First Aid booked
- Market stalls and funfair to be organised by Market Manager as per previous years

- Packhorse entertainment to be organised by Rotary as per previous years
- Bins to be ordered (Action AM)
- Police to be notify of the event and SAG forms to be completed (Action YB)
- Accessible area to be looked at (Action YB)

RECEIVED request from Theatre By The Lake (TBTL) to have a 15 minute slot on the stage at the Lights Switch On.

RESOLVED that YB will ask TBTL for more details (Action YB).

A discussion took place about who should switch on the lights this year.

RESOLVED that chosen charity will be asked to turn the lights on this year (Action VL)

23. Events 2026

- Events to be held in 2026:-
- Mayday – Bank Holiday Monday 4th May 2026, Townsfield
- Party in the Park – Saturday 27 June 2026, Fitz Park
- Keswick Games – Saturday 15 August 2026, Fitz Park
- Lights Switch On – Friday 20 November 2026, Market Square

Some Councillors were concerned about the prolonged time of the Party in the Park.

RESOLVED that Party in the Park in 2026 will start at 3pm instead of 1pm and the local school choir be asked to sing at the Mayday in Townsfield instead.

24. Date of next meeting

RESOLVED that the date, time and place of next meeting yet to be confirmed.

The meeting finished at 12.15pm.

Chair

Date