

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

13th November 2025

A meeting of Keswick Town Council will be held at the Quaker Meeting House, Keswick on **Thursday 20th November 2025 at 7pm.**

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 on the 16th October 2025 (pages 28-31).
- 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 Interest**
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 10 minutes and the Chairman reserves the right to curtail repetitious matters. Public participation shall not be longer than half an hour throughout the meeting.
- 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. Reports from Representatives on Outside Bodies

To receive a report from the following representatives:

- i) Keswick Tourism Association – Council representative Chris Houghton (to follow).
- ii) Keswick Community Emergency Recovery Partnership – Council representative Jean Murray.

8. Applications for Development

- i) To examine applications for development and agree observations to be submitted to the Lake District National Park Authority (Planning Group comments to be circulated prior to the meeting).
- ii) To receive update on National Park planning decisions.

9. Mayor's Report

To receive details of the Mayor's engagements and meeting attendance for the period 10th October – 13th November 2025.

10. Reports from Ward Representatives

To receive reports from the following representatives:

- i) Cumberland Council
- ii) LDNPA North Distinctive Area Parishes Representative.

11. Visitor Management Working Group

To receive a report from Councillor Peat and the Clerk (to follow).

12. Reserves and Investment Policy

To receive the report of the Responsible Financial Officer and approve the updated Reserves and Investment Policy. This item was deferred from the October meeting.

13. Payment of Accounts

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

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

14. Police Report

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

Prior to the following business the Chair will move the following resolution:

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

15. Clerk's Report

To consider the report of the Clerk.

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 16th October 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

Rob Nelson

Claire Peat

Lorraine Taylor

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

99. Apologies

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

100. Minutes

RESOLVED that the Chair be authorised to sign as a correct record the minutes of the Town Council meeting held on the 18th September 2025 (pages 24 - 27).

101. Requests for Dispensations

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

102. Declarations of Interests

Councillor Harwood declared a personal interest in agenda item 12, in that he was a Trustee of the Battersby Trust. He would remain in the room and vote on the item.

Councillor Murray declared a personal interest in agenda item 12, in that she was a volunteer for the Tourist Information Centre in Keswick. She would remain in the room and vote on the item.

Councillor Dunn declared a Disclosable Pecuniary Interest in planning application number 7/2025/2182 in that she was the applicant. She would leave the room for the duration of this item.

103. Matters to be received from the Public

No matters were raised by members of the public.

104. Matters to be raised by Councillors

Councillor Dunn updated Councillors on the communications with the National Trust following the firework display on Derwent Island. She was assured that the tenant had been spoken to, and had been advised to either warn in advance of any firework display in the future, or consider low noise fireworks.

Councillor Dunn left the meeting at 7.04pm

Councillor Dunn returned to the meeting at 7.05pm.

105. Applications for Development

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

Plan Ref.	Description, Location, Comments Recommendation
T/2025/0170	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 The Coach House Greta Hamlet, Keswick, CA12 5NA <i>Support - we support these tree management proposals based on recommendations by Paul Livesey from Precision Tree Services</i> SUPPORT
T/2025/0182	Holly tree - remove and crown lift the lower branches to 3 metres over the grassed area Upper Fitz Park, Station Road, Keswick, Cumbria, CA12 4NF <i>Declared interest – KTC application</i>
T/2025/0183	Fell 1 x small self-seeded ash tree Upper Fitz Park, Station Road, Keswick, Cumbria, CA12 4NF <i>Declared interest – KTC application</i>
T/2025/0184	Fell 1 x dead acer tree - 5 day notice Upper Fitz Park, Station Road, Keswick, Cumbria, CA12 4NF <i>Declared interest – KTC application</i>
T/2025/0189	Fell 1 x sycamore tree - 5 day notice Hope Park, Lake Road, Keswick, Cumbria, CA12 5DG <i>KTC application, no comments required</i>
7/2025/2166	Extension of house to create new kitchen and bedroom. Moving the entrance to the existing parking area and addition of 1 off street parking space Sunny Bank, Chestnut Hill, Keswick, CA12 4LR <i>Support – we support the proposed new side extension which has been designed in the same style and detailing as the existing house. We also support the proposed changes to improve external access arrangements and the increased parking area. We are concerned at the extent of water run off at times of wet weather from the steep tarmac drive from Jaytrees, the adjacent dwelling, and consider that the surface of the parking area should be in permeable construction with a drainage channel to the adjacent water course.</i> SUPPORT
7/2025/2182	Proposed widening of driveway exit to improve vehicle visibility splay and improve safety (part retrospective) Bow Place, Keswick, CA12 4LT <i>Support – we support the proposed widening of the existing vehicle access of Chestnut Hill which is acceptable to Cumberland Council Highways Authority.</i> SUPPORT

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

106. Licensing Applications

RECEIVED for information the Planning and Licensing Group report on licensing applications received and responded to.

107. Mayor's Report

RECEIVED details of the Mayor's engagements and meeting attendance for the period 12th September 2025 – 9th October 2025.

108. Reports from Ward Representatives

RECEIVED reports from the following representatives:

- i) Cumberland Council – Council representative Councillor Lansbury. Councillor Lansbury sent her apologies to the meeting. She sent a message to assure Councillors that work at Cumberland regarding management of external events was ongoing.
- ii) Lake District National Park Authority North Distinctive Area Parishes' Representative – The North Distinctive Area Parishes' Representative was present, and explained the work which was being done regarding the implementation of the PSPO across the whole National Park.

109. Update on Tourist Information Centre

RECEIVED a report from Councillor Murray.

RESOLVED that Keswick Town Council writes to the Lake District National Park Authority recognising the valuable service that is available to both residents, businesses and visitors, and highlighting the value of the TIC to Keswick as a community resource with many important functions, and it will request that the LDNPA do all that 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 (Action – Clerk).

110. Assertion 10 on the AGAR

RECEIVED a report from the Clerk.

RESOLVED to note progress on achieving Assertion 10.

111. Council Representative on Outside Bodies

RESOLVED to appoint a Council Representative to Keswick Fairtrade – Council nominee Councillor Lorraine Taylor (Action – Clerk).

112. Quarterly Budgets

RECEIVED the quarterly budget comparisons.

113. Payment of Accounts

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

- i) For the Town Council, vouchers 170 – 185, amounting to £27,845.84 (twenty seven thousand eight hundred and forty five pounds and eighty four pence)
- ii) For the Trusts, vouchers HP94-FP120, amounting to £15,163.18 (fifteen thousand one hundred and sixty three pounds and eighteen pence)

114. Reserves and Investment Policy

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

RESOLVED that this item be deferred to the next meeting.

115. Closure of Bank Accounts

RECEIVED the report of the Responsible Financial Officer.

RESOLVED that the Responsible Financial Officer proceed with the bank account closures. (Action – RFO).

116. Visitor Management Working Group

RECEIVED a report from Councillor Peat and to approve updated Terms of Reference for the Committee.

RESOLVED that the updated Terms of Reference be approved (Action – Clerk).

117. Events Committee minutes

RECEIVED for information the minutes of the Events Committee meeting held on 24 September 2025.

118. Police Report

RECEIVED the report of the Allerdale Rural Neighbourhood Policing Team.

The meeting closed at 8.07 p.m.

Chair

Data

KCERP Report for KTC November 2025

Thankfully we have had another year without flooding, and without having had to mobilise the volunteers for a near-miss flood incident.

Early in the 2025 we had 2 back-to-back named storms, which was the closest we got to needing to close the flood gates. Storms do seem to be coming with stronger winds as the climate changes. We have the funding for power packs/electric generators to get us through a potential joint flood/power outage situation if the wind strength takes out the power.

We remain eligible for grant funding from CiFR – Cumbria Innovative Flood Resilience – until 2027. We intend to fund the project manager role, and the lengthsman, from this grant funding, along with other requirements such as topping up sandbag stores and running simulation exercises.

We are working closely with CVS – Cumbria Volunteer Services. They have a new coordinator (an old Keswickian) who is trying to ensure stronger links and knowledge sharing between the larger emergency response groups – Kendal, Keswick, Cockermouth, Appleby and Ulverston. We attended a conference at Rheged in October, also attended by a number of smaller parishes, as well as the EA, Cumbria Resilience Forum, and Churches together, to share knowledge and workshop emergency plans, flood scenarios, and a good chance to network with the people we'll need to contact if the worst should happen. He is also planning a visit to the EA's incident room in Penrith so we can spend time with the duty officers.

We've had a full 12 months of contracting a lengthsman to keep the culverts running as intended. Some grant funding was re-allocated to allow for a reduced service over the summer months, ensuring weeds and brambles didn't block the culverts during growing season.

The biggest challenge has been (temporarily) losing the control centre and office space in the Town Hall. The H&S officer deemed the office unsafe following the collapse of the council chamber's ceiling, so the whole operation had to find a new home. We are currently set up in the Crosthwaite Parish Rooms with a temporary agreement to March 2026, with the option to renew if needed.

Due to illness in the KFAG board, KCERP has taken on more roles such as taking the calls from the Environment Agency when rivers are rising/flood alerts issued. This matches the model of how other Emergency Response Groups operate. We continue to work closely with KFAG during periods of heavy rainfall, but KCERP has greatly increased social media presence over the past year and more residents are aware to come to KCERP for help, advice or sandbags.

KFAG and KCERP continue to work with the EA and UU on the management of storm space in Thirlmere. The most recent rainfall incident (3/4 Nov 2025) we started the week with over 5m of space in Thirlmere after an exceptionally dry spring. At the time of writing, there is less than 2.5m of space, with the level rising 1m in just 1 day of heavy rainfall. This equates to approx. 3000 megalitres of water that was held back from our catchment and safely stored in the reservoir.

UU has agreed to give us 3m of space in November (full annual space agreement copied below). They are currently releasing an amount of water from the reservoir until we reach 3m of space (i.e. 13.55m of water in the reservoir), but it takes over 20 days for the reservoir to lose 1m of water with the current release regime. Discussions are ongoing about whether more water can be released in advance of a known storm, or how the process could be more agile. UU have a legal duty to ensure there is enough water, so they are not keen to release, particularly given increased water requirements for data centres coupled with potential drought scenarios. There is no legal duty not to overflow/protect residences downstream of the reservoir. We are grateful for the space we are given, although we would prefer more space in Jan/Feb while the weather remains volatile.

Managing Thirlmere

United Utilities provide us with agreed trigger levels to make additional releases

TRIGGER LEVELS FOR THIRLMERE RESERVOIR, AGREED JANUARY 2010					
Month	Trigger Level (metres)	Trigger Storage (megalitres)	Top Water Storage	% Storage	Available Volume
January	1	37215	40714	90%	3499
February	1	37215	40714	90%	3499
March	0.5	38965	40714	95%	1749
April	0	40714	40714	100%	0
May	0.5	38965	40714	95%	1749
June	1	37215	40714	90%	3499
July	2	34104	40714	83%	6610
August	3	31017	40714	75%	9697
September	3	31017	40714	75%	9697
October	3	31017	40714	75%	9697
November	3	31017	40714	75%	9697
December	2	34104	40714	83%	6610

Trigger levels modelled assuming release rate of 100 Million Litres per day

What is a Trigger Level? The start of a limited controlled release.

Planning Applications received between 10/10/2025 - 13/11/2025

Plan ref	Reply by	Location	Description of Proposed Development
T/2025/0200	12 November 2025 -ext requested	9 Fenton, Keswick, Cumbria, CA12 4AZ	Tree 1 Elm - crown reduction to 8m - to reduce overhanging branches and overall height. Tree 2 Wild Cherry - crown reduction to 8m - to reduce overall height
T/2025/0216	24-Nov-25	13, Acorn Street, Keswick, CA12 4EA	T1 - Cherry tree, create clearance of approx. 2.5 - 3ft over outbuilding, subtle crown reduction to keep in keeping with size of location, reduce away from neighbouring property
T/2025/0217	25-Nov-25	Keswick Ministries, Skiddaw Street, Keswick, CA12 4BY	Fell T1 - Cherry - a suppressed tree with a heavy lean over neighbouring ground/property and growing through multiple service wires. T2 - Oak - remove lower horizontal limb going over neighbouring ground/property
T/2025/0218	24-Nov-25	The Hollies, Flat 1 High Street, Keswick, CA12 5AH	T1 - Cypress tree - Fell- outgrown location
7/2025/2174	10-Dec-25	11, Fenton, Keswick, CA12 4AZ	Variation of condition 2 (plans) of planning permission 7/2023/2161 - Addition of dormer & porch plus alteration of windows on rear. Removal of rear chimney - to change the design of the dormer
7/2025/2186	n/a	Old Windebrowe, Keswick, Cumbria, CA12 4NT	Use of property as a residential special school (Class C2) CLEUD - Certificate of Lawfulness of Existing Use or Development
7/2025/2189	19/11/2025 - ext requested	Land at Vendace Court, Keswick, CA12 4EU	Erection of a single storey local occupancy dwelling
7/2025/2191	25-Nov-25	Clarewood, Lonsties, Keswick, CA12 4TD	Demolition of current garage and construction of two storey double garage
7/2025/2193	02-Dec-25	Lairbeck House, Vicarage Hill, Keswick, Cumbria, CA12 5QB	Change of use of garage to habitable spaces and repairs and renovation of main front porch building
7/2025/2195	03-Dec-25	Twentyman Court, Penrith Road, Keswick, CA12 4HQ	Replacement of 6 single glazed sash and case windows on the front elevation with double glazed sash and case windows
7/2025/2197	25-Nov-25	Manor Glen, Ambleside Road, Keswick, Cumbria, CA12 4AG	Outline application for a residential development comprising of the retention of an existing 3-bedroom 2 storey dwelling and the removal of the ground floor northeast utility room and carport to improve vehicular access and the erection of a new detached double garage. The construction of two self-build/custom-build 3-bedroom 2 storey dwellings with garages. Construction of a new site access off Manor Brow and associated vision displays. Construction of a new access road and turning head serving Manor Glen (existing dwelling) and self-build/custom-build Plots 1 & 2. Formation of parking areas for each plot. Associated external works, construction of bin holding areas and limited tree removal with some matters reserved.
7/2025/2200	25-Nov-25	The Archway, 17, St John Street, Keswick, Cumbria, CA12 5AE	Replacement of wooden sliding sash windows on the front and side elevations

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 10/10/2025 & 13/11/2025

Plan Ref	Date of Application	Location	Postcode	Description	KTC Observations	LDNPA Decision	Appeal	Appeal Decision
T/2025/0165	September-25	Central Car Park, Keswick, Cumbria,	CA12 5DF	T1 mature oak - Prune to remove remaining scaffold branch over building. Prune	SUPPORT	GRANTED		
T/2025/0170	September-25	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	SUPPORT	GRANTED		
T/2025/0182	October-25	Upper Fitz Park, Station Road, Keswick, Cumbria,	CA12 4NF	Holly tree (marked with red x in notification) - Remove and crown lift the lower branches to 3 metres over the grassed area.	KTC application	GRANTED		
T/2025/0183	October-25	Upper Fitz Park, Station Road, Keswick, Cumbria,	CA12 4NF	1 x Ash tree (marked with red x in notification) - Fell to ground level.	KTC application	GRANTED		
T/2025/0184	October-25	Upper Fitz Park, Station Road, Keswick, Cumbria,	CA12 4NF	Fell 1 x dead acer tree - 5 day notice	KTC application	5 Days Notice intention to Fell		
7/2024/2207	Oct-24	Plots A and B, Land at Bristowe Hill, Crosthwaite Road, Keswick, CA12 5PG		2no. local needs dwellings following the withdrawal of application 7/2021/2228 - Variation of condition 2 (plans) and condition 8 (foul water drainage) of planning permission 7/2021/2367	SUPPORT	GRANTED		
7/2025/2156	August-25	19, Church Street, Keswick	CA12 4DX	Change of use from Guest House to HMO (to provide staff accommodation for local hotel workers)	OBJECT	GRANTED		
7/2025/2164	August-25	52, Wordsworth Street, Keswick	CA12 4BZ	Single storey rear extension to create more living space	SUPPORT	GRANTED		
7/2025/2166	September-25	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	SUPPORT	GRANTED		

KESWICK TOWN COUNCIL

TOWN COUNCIL MEETING 20TH NOVEMBER 2025

MAYOR'S ENGAGEMENTS & MEETING ATTENDANCE

For period 10th October 2025 to 13th November 2025

Tuesday 14 October	Tour of the United Utilities Keswick water treatment centre organised by west Cumbria Rivers Trust
Wednesday 15 October	Parks Trust meeting about renovation of the Fitz Park play area
Thursday 16 October	Chaired the Town Council meeting
Monday 20 October	Meeting with Keswick Ministries
Monday 27 October	Attended Cumberland Council Lakes to Sea panel re reporting systems for highways and refuse disposal
Tuesday 28 November	Chaired staffing committee conducted Clerk's annual appraisal with Cllr. Jean Murray
Monday 3 November	Budget planning discussions
Sunday 9 November	Represented the town at the annual Remembrance Sunday service at St John's church and at war memorial
Monday 10 November	Events committee meeting
Tuesday 11 November	Attendees Remembrance Day at 11am
Wednesday 12 November	Attended Parks Trust meeting

LDNPA Report for the North Lakes
Issue 23 – November 2025
peter.walter@lakedistrict.gov.uk

Partnership Plan

I have been very involved lately, in the final stages of the Partnership Plan. There are a lot of 'plans' being talked about at the moment – the Cumberland Local Plan, the Lake District National Park Local Plan, the Local Nature Recovery Strategy to name a few. But the *Partnership Plan* is what 23 different organisations all sign up to and covers a wide range of topics. It is effectively the over-arching management plan for the whole Park. It is very close to going to public consultation and I will be keen to hear your views.

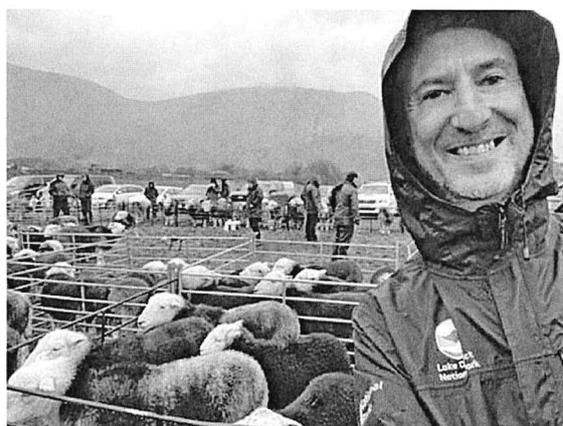
Out and about

I've also been to a variety of interesting events recently. A few weeks ago, I joined staff from all the UK National Parks who manage volunteers. The LDNPA was hosting an annual get-together where Volunteer Managers share knowledge and ideas. I know our volunteers contribute a huge amount of work, and it was very interesting to hear from other Parks how much they do with corporate volunteering – something we will be aiming to more of in the future.

I also went along to the Borrowdale Shepherds' Meet where it was good to meet several of the farmers I now know.



UK Volunteer Managers meeting



Borrowdale Shepherds' meet

Short term holiday lets.

Something that goes on very much behind the scenes is our lobbying of Government. In response to some recent communications Tiffany received this letter from the DCMS:

“Department for Culture, Media and Sport (DCMS) is progressing work on a new national mandatory registration scheme for short-term lets. The scheme will provide local authorities with valuable data to help them address housing impacts and protect the character of their communities. The scheme will be accessed through a digital portal, designed to offer a straightforward online registration process for short-term let operators in England to register their properties. DCMS is currently developing this portal and testing the user experience to ensure it is robust, easy to use and meets the needs of the scheme. A pilot phase will launch later this year and an introductory phase of the scheme will be launched in Spring 2026 before becoming mandatory at a later date. Further details will be set out in due course.”

Meeting DEFRA

A few weeks ago Members and the Senior Leadership team were joined at our annual meeting at the Glaramara hotel, by Gabrielle Edwards who is Deputy Director at DEFRA: responsible for access, land, peat and soil. An impenetrable job title, but a key contact in the department. It was interesting to hear what the senior ministers think and the challenges we face in influencing Government policy. Some challenges I picked up include:

- convincing Ministers of the scale of visitor management challenges.
- demonstrating that health and well-being benefits are being delivered to a whole new cohort of visitors – not just the same people who’ve been coming for years.
- generally getting Ministers to understand and appreciate all the amazing work that is being done across the Park in a whole range of areas.

As part of our agenda we also had a great visit to Stonethwaite Farm, hosted by the National Trust and farming tenants John and Emma Stalker, which left everyone buzzing with enthusiasm.



Members with John and Emma Stalker



Members with Jade Allen from the NT

There was no October newsletter.

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

November 2025 Meeting – deferred at October meeting to obtain further information.

At last months meeting it was agreed to defer any decision contained on the attached report until further information had been gained from CCLA and Unity Bank, specifically under what circumstances would we be protected by FSCS if the firm failed.

The following reply was received from CCLA, however I have yet to receive a reply from Unity Bank:-

Your query was passed to myself & Jamie in the Local Authority team.

Your understanding of the FSCS scheme is correct, more importantly the qualifying criteria (income can't exceed 500,000 Euros).

We have however built in the equivalent peace of mind that the FSCS scheme offers without the qualifying criteria for our cash funds (both PSDF & COIF).

I've listed a few notes below which I hope will help:

- *The PSDF fund is a AAA rated money market fund rated by FITCH [Fitch Ratings: Credit Ratings & Analysis For Financial Markets](#) – This is the highest rating you can achieve & is based on our financial stability, but also on security & accessibility of your cash.*
- *The fund was created on the prudential code principles of Security, Liquidity & Yield, following the Icelandic banking crisis to offer an alternative to Banks for Local Authorities/public sector.*
- *We pool together your cash with the rest of the fund (which ranges between £1billion to £2billion at any time – currently as of today this is £1.5billion) & we spread across money markets at up to 35 Banks in any one day, mitigating risk. Whereas if your cash is in one Bank account you are reliant on just their financial stability. All Bank's that we use are not rated less than an 'A-' with credit reference agencies, so strong financially but also from a governance point of view.*
- *We limit the exposure to any one Bank to 10% of funds invested – again to mitigate risk. This tends to be limited to just 2 or 3 Banks in any one day the rest is an average of 2 to 4% exposure.*
- *The fund also sits as a separate legal entity to CCLA, so if CCLA were to fail financially it cannot access cash in the fund. All money invested would be re-distributed to investors in full or uplifted to another fund manager for you either 1) withdraw you cash or 2) carry on investing.*
- *There is no qualifying income level for this - All clients invested in the fund qualify. Over 50% of our client base that use this fund are large authorities with annual income levels up to £3b.*

Now the really grey & woolly bit is that Money Market Funds (MMF's), which these are, are actually covered by the FSCS scheme.....however, if we failed financially.....in order to make a claim on the scheme you would have to prove that we managed the fund negligently. With the security features we have built in & by the way we run the fund, we feel anyone would struggle to say we manage it poorly, so we prefer to advise that the fund is not covered & build in our own security features.

Councillors are asked how they would like to proceed given the additional information above and contained in the report attached i.e. move funds to CCLA and close Unity Bank accounts or keep things as they are albeit earning less interest with less overall risk?

Our **Reserves & Investment Policy** which has been reviewed and updated by Vivien with comments made also requires approval.

Catherine Parker
Responsible Finance Officer

13th October 2025

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 Laphorn 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



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 2025⁴

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

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 speeding 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.