

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

Council Offices
50 Main Street
Keswick
Cumbria
CA12 5JS

Email:townclerk@keswicktowncouncil.gov.uk

14th May 2026

The Annual Meeting of Keswick Town Council will be held in the Council Chamber, Town Hall, Keswick on **Thursday 21th May 2026 at 7.00 p.m.**

Yours sincerely



Viven Little
Town Clerk

A G E N D A

- 1. Election of Chair (Town Mayor)**
To elect the Chair of the Council and to receive the Chair's Declaration of Acceptance of Office.
- 2. Election of Deputy Chair (Deputy Mayor)**
To elect the Deputy Chair and to receive the Deputy Chair's Declaration of Acceptance of Office.
- 3. Apologies**
To receive apologies for absence.
- 4. Minutes**
To authorise the Chair to sign as a correct record the minutes of the Town Council meeting held on 16th April 2026 (pages 56-59).
- 5. Requests for Dispensations**
The Clerk to report any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest.
- 6. Declarations of Interests**
To receive declarations by elected and co-opted members of interests in respect of items on this agenda.

Members are reminded that, in accordance with the Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting).
If a member requires advice on any item involving a possible declaration of interest which could affect his/her ability to speak and/or vote, he/she is advised to contact the Clerk at least 24 hours in advance of the meeting.
- 7. Matters to be received from the Public**
Members of the public wishing to raise items should notify the Clerk by email no later than 24 hours before the start of the meeting. Such matters may be received throughout the meeting, however items raised should

not be discussed for longer than ten minutes and the Chairman reserves the right to curtail repetitious matters. Public participation shall not be longer than half an hour throughout the meeting.

8. Matters to be raised by Councillors

An opportunity for Councillors to raise any unforeseen matters which are not on the agenda, with the consent of the Chair, and which do not require a decision – items raised should not be discussed for longer than 10 minutes.

9. Applications for Development

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

10. Licensing Application

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

11. Mayors Report

To receive details of the Mayor's engagements and meeting attendance for the period 10 April – 14 May 2026.

12. Annual Review of Standing Orders

To review the current Standing Orders and consider any revisions recommended by the Clerk.

13. Standing Committee and Working Group Members

To appoint members to serve on the undermentioned working groups/committees:

- i) Staffing Committee
- ii) Events Committee
- iii) Planning & Licensing Group
- iv) Visitor Management Working Group
- v) Housing Working Group
- vi) Commercial Group
- vii) Fundraising Group

14. Outside Bodies & Liaison Meetings

To appoint representatives on outside bodies and to attend liaison meetings.

15. Chair's Allowance

To fix the amount of the Chair's allowance in pursuance of Section 15 (5) of the Local Government Act 1972 (budget provision £2,000) and to note timing of payments.

16. Schedule of Meetings 2026/27

To confirm the date and times of ordinary meetings of the Council for the ensuing year.

17. Schedule of Charges

To confirm the level of charges to be set for 2026/76 – information only.

18. Annual Review of Effectiveness of Internal Financial Controls

To consider the report from the Responsible Financial Officer.

19. Town Council Insurance Renewal/Review

To consider the report from the Responsible Financial Officer.

20. Resolutions from the Annual Meeting of Electors of the Parish

To receive the report from the Clerk.

21. Keswick Archery Club

To receive the report of the Clerk.

22. Payment of Accounts

To confirm the payment of accounts for May 2026 as approved by the Inspection Committee (to be circulated at the meeting) for:

- i) The Town Council;
- ii) The Trusts

23. Reports from Ward Representatives

To receive reports from the following representatives:

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

24. Correspondence

To receive one letter from the Lake District National Park Authority relating to their Strategic Visitor Management Group.

25. Policies for adoption

To adopt the following policies:

- i) Health and Safety Statement.

26. Meeting attendance for 2026/27

To receive the report of the Clerk.

27. Police Report

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

28. Tour de France

To receive an update from Councillor Harwood (if available).

29. Events Minutes

To receive for information the minutes of the Events Committee held on 26 March 2026 (pages 17-18).

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'

30. Building Update

To receive an update from the Responsible Financial Officer.

To: All Councillors, Press, Police

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

Minutes of the meeting of Keswick Town Council held in the Meeting Room, Quaker Meeting House, Elliot Park, Keswick on Thursday 16th April 2026 at 7.08 pm.

Present:**Chair**

Councillor Louise Dunn

Councillors

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

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

205. Apologies

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

206. Minutes

RESOLVED that the Chair be authorised to sign as a correct record the minutes of the Town Council Meeting held on 19th March 2026 (pages 52-55).

207. Requests for Dispensations

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

208. Declarations of Interests

No declarations of interest were made at this meeting.

209. Matters to be received from the Public

No matters were raised by members of the public.

210. Matters to be raised by Councillors

Councillor Evans raised that SusKes would be doing a special screening of the film 'National Emergency Briefing', and invited Councillors to attend. Councillor Taylor said that she would attend. They were also hoping to show it during Great Big Green Week in June.

Councillor Taylor had been contacted by an individual who had a guest house, who was concerned about the numbers of visitors who were actually staying in Keswick. This was not something that the Council could deal with, however the individual wished it be highlighted at a Town Council meeting.

211. Applications for Development

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

Plan Ref.	Description, Location, Comments Recommendation
T/2026/0046	<p>T1 - Fell 1 x Red Cedar - outgrown garden- Tree Work in Conservation Area 3, Manor Park, Keswick, CA12 4AB <i>Support – this is within the Conservation Area and we support the tree management recommendations of Julian Grave of Derwent Charcoal & Tree Services</i> SUPPORT</p>
T/2026/0048	<p>T1 – Cypress – reduce by 4 to 5 mtr to previous reduction height. T2 – Cedar – reduce by 1 to 2 mtr to previous reduction height 6, Manor Park, Keswick, CA12 4AA <i>Support – this is within the Conservation Area and we support the tree management recommendations of Julian Grave of Derwent Charcoal & Tree Services</i> SUPPORT</p>
T/2026/0060	<p>Tree 1: mature monkey puzzle at front of property. Tree 2: mature/ dying fruit tree. Tree 3: Dead larch tree. Specification of works, Tree 1: remove dead wood/branches and low over hanging branches, Tree 2: fell due to tree dying/ unsafe, Tree 3: fell due to tree dying/ unsafe Highfield Hotel, The Heads, Keswick, CA12 5ER <i>Support - this is within the Conservation Area and we support the tree management recommendations of Joseph Sunderland of Hosket Hill Tree Services</i> SUPPORT</p>
7/2026/2029	<p>Installation of non-illuminated painted timber signage within existing archways, replacing existing signage. No fixings to historic stonework. Moot Hall, Market Square, Keswick, CA12 5JR <i>Support – we support this Listed Building Consent application for new signage to replace the existing in the arch over the front and rear entrance doors at the Moot Hall for the new tenants “Twisted Willow”</i> SUPPORT</p>
7/2026/2030	<p>Replacement of existing signage with two non-illuminated fascia signs displaying the business name “Twisted Willow” and willow tree logo (Advertisement application) Moot Hall, Market Square, Keswick, CA12 5JR <i>Support – we support the Advertisement consent application for new signage to replace the existing in the arch over the front and rear entrance doors at the Moot Hall for the new tenants “Twisted Willow”</i> SUPPORT</p>

ii) **RECEIVED** update on National Park Planning Decisions.

212. Mayor's Report

RECEIVED details of the Mayor's engagements and meeting attendance for the period 13th March 2026 – 9th April 2026.

213. Reports from Ward Representatives

RECEIVED reports from the following representatives:

- i) Cumberland Council – Councillor Lansbury gave an update following the introduction of double yellow lines in the Back Streets. There had been some enforcement work, but acknowledged that it probably was less than what was expected. Residents permits for the whole of Cumberland would be discussed at the Highways Board meeting in July, but warned that nothing would happen quickly.
- ii) Lake District National Park Authority North Distinctive Area Parishes – **RECEIVED** the report of the Lake District North Distinctive Area Parishes Representative.

214. Payment of Accounts

RESOLVED that the payment of accounts for April 2026 (Action – RFO) as approved by the Inspection Committee be authorised for payments for:

- i) The Town Council, vouchers 297 – 12, amounting to £66,329.09 (sixty six thousand three hundred and twenty nine pounds and nine pence); and
- ii) The Parks Trusts, vouchers HP 216 – FP8, amounting to £16,537.59 (sixteen thousand five hundred and thirty seven pounds and fifty nine pence).

215. Budget Summary Comparisons as at 31st March 2026

RECEIVED budget comparisons for the 4th Quarter.

216. Annual Review of Revised Financial Regulations

RECEIVED the report of the Responsible Financial Officer.

217. Clerk's Report

Consideration was given to the report from the Clerk.

RESOLVED that

- i) Keswick Town Council thank Friends of the Lake District for producing such an important report to highlight the housing crisis in the Lake District National Park (Action – Clerk);
- ii) Keswick Town Council publicly support the findings of this report and the proposals within;
- iii) Keswick Town Council write to Markus Campbell-Savours, MP, the Lake District National Park Authority and Cumberland Council urging action on affordable housing for our community (Action – Clerk); and
- iv) Keswick Town Council agrees to add its signature to the Friends of the Lake District open letter to Steve Reed MP, Secretary for State for Housing, Communities and Local Government (Action – Clerk).

218. Visitor Management Working Group

RECEIVED for information the notes of the latest Visitor Management Working Group meeting.

219. Tour de France

RECEIVED an update from Councillor Harwood.

220. Reports from Representatives on Outside Bodies

- i) **RECEIVED** Sustainable Keswick report – Councillor Natalie Evans.

221. Police Report

PC Moss, the new Community Beat Officer for Keswick was in attendance at the meeting. He spoke to Councillors about the police focuses for the upcoming summer of the Borrowdale Valley Parking issues, fly camping and anti-social behaviour. He emphasised that any information that people had helped the police to build a better picture of what was occurring in Keswick.

RECEIVED the newsletter of the Allerdale Rural Neighbourhood Policing Team.

Prior to the following business the Chair moved the following resolution:

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

222. Tour de France update

RECEIVED an update from Councillor Harwood.

The meeting closed at 8.15pm.

Chair

Date

Planning Applications received between 10/04/2026 - 14/05/2026

Plan ref	Reply by	Location	Description of Proposed Development
T/2026/0063	No comments required - KTC application	Upper and Lower Fitz Park, Station Road, Keswick, CA12 4NF	Upper Fitz: TO89 Willow - remove wind-blown tree; TO10 Cedar - hung up branches to be removed; Lower Fitz: TO49 mature Oak - large branch blown off, tidy up back to main stem - 5 Day Notice
T/2026/0072	No comments required	Castlehead Medical Centre, Ambleside Road, Keswick, CA12 4DB	5 Day Notice - Fell Douglas Fir tree
T/2026/0074	26-May-26	Greta Hall, Main Street, Keswick, CA12 5NH	T1 - Sycamore - Fell - dead. T2 - Sycamore - Fell - diseased with Brittle Cinder. T3 - Cherry - Fell - Tree has lifted roof plate and damaging drive. T4 - Laurel - Fell - dead. T5, T6, & T7 - Beech trees - Crown lift lower branches. Small diameter. (Branched marked in photos).
T/2026/0089	No comments required - KTC application	Upper Fitz Park, Station Road, Keswick, Cumbria, CA12 4NF	T106 Sitka spruce tree, lack of growth over last 2 years - Fell T107 Sitka spruce tree, lack of growth over last 2 years - Fell
7/2026/2072	14/05/2026 - ext accepted	14, Stanger Street, Keswick, CA12 5JU	Changes to fenestration and replacement rear porch
7/2026/2090	No comments required	Riverside, Crosthwaite Road, Keswick, CA12 5PG	Installation of solar panels
7/2026/2021	09-Jun-26	133 Main Street, Keswick, CA12 5NJ	Change of use of the first floor of the former Biketrek Building, 133 Main Street, Keswick along with external alterations to the building fenestration and associated works
<p>NOTICE TO THE PUBLIC: Interested parties are invited to let the Town Clerk have their comments, in writing or by e-mail to: townclerk@keswicktowncouncil.gov.uk prior to the meeting regarding any of the planning applications on this sheet.</p>			

Planning Decisions Received between 10/04/2026 & 14/05/2026

Decisions Received from LDNPA

Plan Ref	Date of Application	Location	Postcode	Description	KTC Observations	LDNPA Decision	Appeal	Appeal Decision
T/2026/0046	March-26	3, Manor Park, Keswick	CA12 4AB	Red Cedar tree (listed as T1 in notification) - Fall to ground level.	SUPPORT	GRANTED		
T/2026/0048	March-26	6, Manor Park, Keswick Upper and Lower Fitz Park, Station Road, Keswick	CA12 4AA	Cypress tree (listed as T1 in notification) - Reduce by 4 to 5 meters to previous	SUPPORT	GRANTED		
T/2026/0063	April-26		CA12 4NF	5 Day Notice Upper Fitz: TO89 Willow - remove wind-blown tree;	No comments required	GRANTED		
TPO	N/A	Sheepdog Field, East of Calvert Way, Keswick		The development proposed by planning application 7/2025/2141, if approved, has the potential to harm the trees during construction works. If approved and built the resulting housing may also increase the pressure to prune or fell trees. The Tree Preservation Order is necessary to avoid the potential harm to the trees which would result in a loss of amenity value. The Tree Preservation Order will also ensure that the trees will be a material consideration in the determination of the planning application so appropriate tree protection measures can be prescribed and conditioned where necessary.		Tree Preservation (No. 494) Order 2026		
7/2025/2097	May-25	2-6 The Chief Justice of The Common Pleas, Bank Street, Keswick	CA12 5JY	Conversion of an existing car park to form an external customer and landscaped area - variation of condition 4 (external opening hours) on planning permission 7/2021/2348 appeal decision APP/O9495/W/22/3297944 - 09.00-23.00	OBJECT	REFUSED	Appeal	Allowed Conditionally on Appeal
7/2025/2198	Jan-26	92 Main Street, Keswick	CA12 5NH	Change of use of site to hot food takeaway (Sui Generis)	OBJECT	REFUSED		
7/2026/2020	Feb-26	8, Lattigg Close, Keswick	CA12 4LB	Proposed two-storey side extension & internal alterations	SUPPORT	GRANTED		
7/2026/2024	Feb-26	19a, Blencathra Street, Keswick, Cumbria, CA12 4HT		Erection of approved garden store with minor amendments; replacement and alteration of garden boundary wall; widening of existing vehicular access	SUPPORT	GRANTED		
7/2026/2026	Mar-26	Moot Hall, Market Square, Keswick,	CA12 5JR	Replacement of an existing internal commercial kitchen extractor hood and replacement of an existing extractor wall fan. The proposed works are like-for-like replacements in the same locations as the existing installations. No new openings will be formed and no historic fabric will be removed or altered beyond the existing penetrations. The external appearance of the building will remain unchanged- Listed Building Consent application	SUPPORT	GRANTED		
7/2026/2029	Mar-26	Moot Hall, Market Square, Keswick	CA12 5JR	Installation of non-illuminated painted timber signage within existing archways; replacing existing signage. No fixings to historic stonework	SUPPORT	GRANTED		
7/2026/2030	Mar-26	Moot Hall, Market Square, Keswick	CA12 5JR	Replacement of existing signage with two non-illuminated fascia signs displaying the business name "Twisted Willow" and willow tree logo.	SUPPORT	GRANTED		
/2026/2042	Mar-26	Drop In Centre, Keswick Senior Citizens, Heads Road, Keswick	CA12 5HA	Partial refurbishment of Senior Citizens Club; installation of solar PV panel to roof and installation of air source heat pump to external elevation	SUPPORT	GRANTED		

AGENDA ITEM 10**AGENDA ITEM 10. 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.
Twisted Willow Group Limited	Moot Hall Market Square, Keswick, CA12 5JR	Live music (indoors): Mon – Sun: 10am till 11pm Recorded Music (indoors:) Mon- Sun: 8am till 11.30pm Supply of Alcohol (on the premises and off the premises): Mon – Sun: 10am till 11pm Hours premises are open to the public: Mon – Thursday: 8am till 11pm Fri – Sat: 8am till 11.30pm Sun: 8am till 9.30pm	10 June 2026		

KESWICK TOWN COUNCIL

TOWN COUNCIL MEETING 16TH APRIL 2026

MAYOR'S ENGAGEMENTS & MEETING ATTENDANCE

For period 10th April 2026 to 14th May 2026

Thursday 16 th April	Chaired the annual parish meeting and Town Council Meeting
Thursday 23 rd April	Community Inquiry oversight group meeting
Tuesday 28 th April	Meeting with Keswick Tourism Assoc
Tuesday 28 th April	Meeting re Vehicle levy
Wednesday 29 th April	Meeting re Community Inquiry
Thursday 30 th April	Fitz Park Play Area Fundraising meeting
Monday 4 th May	Mayday Event at Townsfield
Tuesday 5 th May	Cherish Derwentwater meeting
Tuesday 5 th May	LDNPA North Lakes Parish Meet and Greet meeting

KESWICK TOWN COUNCIL
21 MAY 2026

Annual Review of Standing Orders

It is best practice to review the Standing Orders of the Council annually, and I have taken the opportunity to do a thorough review. NALC have produced a complete overhaul of the Model Standing Orders, therefore I have rewritten ours to be in line with those, which work in a much more logical fashion, with items that should be together now being so. Many of the details are much the same, just written in a more sensible way.

For reference, the entries in bold are legal and statutory requirements, while the remainder of the Standing Orders can be altered to suit local needs.

The Appendices on the Code of Conduct, Pecuniary and Other Registerable Interests and the Terms of Reference for our Committees and Groups are as they were in the previous version.

Councillors are asked if they are happy to accept the changes to the Standing Orders.

Vivien Little
12 May 2026



KESWICK TOWN COUNCIL

STANDING ORDERS

REVISED MAY 2026
For revision annually

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

Title	Standing Orders v.2026	
Created by	Town Clerk	
Maintained by	Town Clerk	
Version Number	Modifications Made	Date Modified
V1	Complete rewrite following changes by NALC	21/05/2026

Index of Standing Orders

Standing Order No.	Page No.
1 Rules of Debate at Meetings	3-4
2 Disorderly Conduct at Meetings	4-5
3 Meetings Generally	5-7
4 Committees and Sub-Committees	7-8
5 Ordinary Council Meetings	8-10
6 Extraordinary Meetings of the Council, Committees and Sub-Committees	10
7 Previous Resolutions	11
8 Voting on Appointments	11
9 Motions for a Meeting that require Written Notice to be given to the Proper Officer	11-12
10 Motions at a Meeting that do not require Written Notice	12
11 Management of Information	12-13
12 Draft Minutes	13
13 Code of Conduct and Dispensations	13-14
14 Code of Conduct Complaints	14
15 Proper Officer	14-16
16 Responsible Financial Officer	16
17 Accounts and Accounting Statements	16-17
18 Financial Controls and Procurement	17-18
19 Handling of Staff Matters	18-19
20 Responsibilities to Provide Information	19
21 Responsibilities under Data Protection Legislation	19
22 Relations with the Press/Media	19
23 Execution and Sealing of Legal Deeds	20
24 Communicating with District and County or Unitary Councillors	20
25 Restrictions on Councillor Activities	20
26 Standing Orders Generally	20
Appendix 1 – Code of Conduct	21-29
Appendix 2 – Pecuniary and Other Registrable Interests	30-33
Appendix 3 – Committees and Group Terms of Reference	34-39

1. RULES OF DEBATE AT MEETINGS

- a. Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.
- b. A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c. A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.
- d. If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e. An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f. If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g. An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chair of the meeting, is expressed in writing to the Chair.
- h. A Councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i. If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair of the meeting.
- j. Subject to Standing Order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.
- k. One or more amendments may be discussed together if the Chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l. A Councillor may not move more than one amendment to an original or substantive motion.
- m. The mover of an amendment has no right of reply at the end of debate on it.
- n. Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o. Unless permitted by the Chair of the meeting, a Councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another Councillor;
 - ii. to move or speak on another amendment if the motion has been amended since last they spoke;
 - iii. to make a point of order;

- iv. to give a personal explanation; or
- v. to exercise a right of reply.
- p. During the debate on a motion, a Councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the Standing Order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q. A point of order shall be decided by the Chair of the meeting and their decision shall be final.
- r. When a motion is under debate, no other motion shall be moved except;
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to the vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular Standing Order(s) excepting those which reflect mandatory statutory or legal requirements.
- s. Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t. Excluding motions moved under Standing Order 1(r), the contributions or speeches by a Councillor shall relate only to the motion under discussion and shall not exceed three (3) minutes without the consent of the Chair of the meeting.
- u. Whenever the Chair rises to their feet during a debate all other members shall be silent.

2. DISORDERLY CONDUCT AT MEETINGS

- a. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this Standing Order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b. If person(s) disregard the request of the Chair of the meeting to moderate or improve their conduct, any Councillor or the Chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

- c. If a resolution made under Standing Order 2(b) is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

- a. Meetings of the Council will take place in the Council Chamber, First Floor, 50 Main Street, Keswick unless otherwise advertised.
- b. Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- c. The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a Bank Holiday or a day appointed for public thanksgiving or mourning.**
- d. The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- e. Meetings (of the Council and its committees) shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- f. Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. A public participation session will feature on the formal agenda issued before the meeting. The public participation session will be minuted as an integral part of the meeting's proceedings in the same way as all other items on the agenda. However, the maximum length of time one person can speak will be ten (10) minutes and the maximum length of time for the whole public participation session will be thirty (30) minutes. The Chair has the right to curtail undue repetition of the points by different individuals.
- g. In accordance with Standing Order 3(f), a question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response to be given.
- h. A person who speaks at a meeting shall direct their comments to the Chair of the meeting.
- i. Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.
- j. At all meetings of the Council, the Chair may, at their discretion, and at a convenient time in the transaction of business, allow any Councillor to address the meeting in relation to any item of urgent business not covered on the agenda

for the meeting, provided that no decisions can be taken on any issue raised. The maximum length of time one Councillor can speak will be five (5) minutes.

- k. Subject to standing order 3(l), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To 'report' means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- l. A person present at a meeting of the Council and its committees may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- m. The press shall be provided with reasonable facilities for the taking of their report for all or part of a meeting at which they are entitled to be present.**
- n. Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- o. The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one), if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting. The person presiding at a meeting may exercise all the powers and duties of the Chair in relation to the conduct of the meeting. The Clerk must never assume the role of Chair.**
- p. Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors and non-Councillors with voting rights present and voting.**
- q. The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**

See Standing Orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the Annual Meeting of the Council.

- r. Unless Standing Orders provide otherwise, voting on a question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**
- s. The minutes of the meeting shall include an accurate record of the following:**

- a. the time and place of the meeting;
 - b. the names of Councillors who are present and the names of Councillors who are absent;
 - c. interests that have been declared by Councillors and non-Councillors with voting rights;
 - d. the grant of dispensations (if any) to Councillors and non-Councillors with voting rights;
 - e. whether a Councillor or non-Councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - f. if there was a public participation session; and
 - g. the resolutions made.
- t. No discussion shall take place on the minutes of previous meetings except upon their accuracy. Corrections to the minutes shall be made by resolution and must be initialled by the Chair.
- u. **A Councillor or non-Councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's Code of Conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the Code on their right to participate and vote on that matter.**
- v. **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three (3).**

See Standing Order 4d(v) for the quorum of a committee or sub-committee meeting.

- w. **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- x. A meeting shall not exceed a period of two and a half (2.5) hours.

4. COMMITTEES AND SUB-COMMITTEES

- a. **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b. **The members of a committee may include non-Councillors unless it is a committee which regulates and controls the finances of the Council.**
- c. **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-Councillors.**
- d. The Council may appoint standing committees or other committees as may be necessary and:
 - i. shall determine their terms of reference;

- ii. shall permit a committee to determine the number and time of its meetings;
- iii. shall, subject to Standing Orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
- iv. shall permit a Committee other than a standing committee, to appoint its own chair at the first meeting of the Committee;
- v. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
- vi. shall determine if the public may participate at a meeting of a committee;
- vii. shall determine if the public and press are permitted to attend the meetings of a sub-Committee and also the advance public notice requirements, if any, required for the meetings of a sub-Committee;
- viii. shall determine if the public may participate at a meeting of sub-Committee that they are permitted to attend; and
- ix. may dissolve a Committee or sub-Committee.

5. ORDINARY COUNCIL MEETINGS

- a. **In an election year, the annual meeting of the Council shall be held on or within fourteen (14) days following the day on which the Councillors elected take office.**
- b. **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c. **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d. **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.** In the case of this Council, meetings shall be held on the third Thursday of each month in the Council Chamber at 7pm, unless otherwise indicated.
- e. **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f. **The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g. **The Vice-Chair of the Council, if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**

- h. **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i. **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j. Nominations for the positions of Chair (Mayor) and Vice Chair (Deputy Mayor) must be submitted to the Proper Officer in writing at least 7 days before the Annual Council Meeting takes place.
- k. Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include (unless the Council resolves to do this at a later date):
 - i. **In an election year, delivery by the Chair and Vice-Chair (if there is one) of the Council and Councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair and Vice-Chair (if there is one) of their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review the Terms of Reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with Standing Order 4;
 - ix. Review and adoption of appropriate Standing Orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses;
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;

- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 11, 20 and 21);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under S.137 of the Local Government Act 1972 or the general power of competence; and
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a. **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b. **If the Chair of the Council does not call an extraordinary meeting of the Council within seven (7) days of having been requested in writing to do so by two Councillors, any two Councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two Councillors.**
- c. The Chair of a Committee (or sub-Committee) may convene an extraordinary meeting of the Committee or sub-Committee at any time.
- d. If the Chair of a Committee (or sub-Committee) does not call an extraordinary meeting it may be convened on the receipt in writing of not less than a quarter of the members of the Committee (or sub-Committee). The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at the meeting.

7. PREVIOUS RESOLUTIONS

- a. A resolution shall not be reversed within six (6) months except either by a special motion, which requires written notice by at least three (3) Councillors to be given to the Proper Officer in accordance with Standing Order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-Committee.
- b. When a motion moved pursuant to Standing Order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a. Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a. A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, power and obligations or an issue which specifically affects the Council's area or its residents.
- b. No motion may be moved at a meeting unless it is on the agenda.
- c. The Proper Officer may, before including a motion on the agenda received in accordance with Standing Order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d. If the Proper Officer considers the wording of a motion received in accordance with Standing Order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it so that it can be understood, in writing, to the Proper Officer at least nine (9) clear days before the meeting inclusive of weekends and bank holidays.
- e. If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f. The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g. Motions received shall be recorded and numbered in the order that they are received.

- h. Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a. The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular Committee or sub-Committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a Committee or sub-Committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a Councillor or a member of the public;
 - xiii. to exclude a Councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a. **The Council shall have in place, and keep under review, technical and organisation measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b. **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data)**

- shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).
- c. **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d. **Councillors, staff, the Council’s contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

- a. If the draft minutes of a preceding meeting have been served on Councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b. There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with Standing Order 10(a)(i).
- c. The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d. If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:
“The Chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e. **If the Council’s gross income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free or charge not later than one month after the meeting has taken place.**
- f. Subject to the publication of draft minutes in accordance with Standing Order 12(e) and Standing Order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

- a. All Councillors and non-Councillors with voting rights shall observe the Code of Conduct adopted by the Council (*see Appendix 1*).
- b. Unless they have been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.

- c. Unless they have been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's Code of Conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d. **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e. A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f. A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g. Subject to Standing Orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h. **A dispensation may be granted in accordance with Standing Order 13(e) if having regard to all relevant circumstances of any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participated in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

- a. **Upon notification by the Principal Council that a Councillor or non-Councillor with voting rights has breached the Council's Code of Conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

15. PROPER OFFICER

- a. The Proper Officer shall either be (i) the Clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the

Proper Officer is absent, in this Council's case the Responsible Financial Officer has been granted this authority.

b. The Proper Officer shall:

- i. **at least three clear days before a meeting of the Council, a Committee or a sub-Committee,**
 - **serve on Councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the Councillor has consented to service by email), and**
 - **provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them).**

See Standing Order 3(c) for the meaning of clear days for a meeting of a full Council and Standing Order 3(d) for the meaning of clear days for a meeting of a committee;

- ii. subject to Standing Order 9, include on the agenda all motions in the order received unless a Councillor has given written notice at least seven (7) days before the meeting confirming the withdrawal of it;
- iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from Councillors;
- vii. hold a copy of every Councillor's Register of Interests;
- viii. assist with responding to requests made under Freedom of Information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of Data Protection and Freedom of Information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed; *(see also Standing Order 23);*

- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
 - xiv. refer a planning application received by the Council to the Planning Group within two working days of receipt to allow them to respond appropriately if the planning application requires consideration before the next ordinary meeting of the Council.
 - xv. manage access to information about the Council via the publication scheme; and
 - xvi. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect (*see also Standing Order 23*).
- c. Duties and responsibilities of the Clerk, in addition to those above are laid out in the Conditions of Service Contract and Job Description.
 - d. Notwithstanding those duties and responsibilities, it shall be the duty of the Clerk to advise members on the content and interpretation of these Standing Orders.

16. RESPONSIBLE FINANCIAL OFFICER

- a. The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a. 'Proper practices' in Standing Orders refer to the most recent version of 'Governance and Accountability for Local Councils – a Practitioners' Guide'.
- b. All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's Financial Regulations.
- c. The Responsible Financial Officer shall supply to each Councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d. As soon as possible after the end of the financial year end at 31 March, the Responsible Financial officer shall provide:

- i. each Councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the Annual Governance and Accountability Return, as required by proper practices, for consideration and approval.
- e. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipt and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all Councillors by the Council meeting which is held in June each year. The Annual Governance and Accountability Return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below £60,000 or due to special circumstances are exempt from a tendering process or procurement exercise.
- b) Financial Regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c) Subject to additional requirements in the Financial Regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written

- response to the tender and (iv) the prohibition on prospective contractors contacting Councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - iv. tenders shall be opened by the Proper Officer in the presence of at least one Councillor after the deadline for submission of tenders has passed;
 - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a Committee or sub-Committee with delegated responsibility.
- d) Neither the Council, not a Committee or a sub-Committee with delegated responsibility for considering tenders is bound to accept the lowest value tender.
- e) **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation, and if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

- a. A matter personal to a member of staff that is being considered by a meeting of Council or the Staffing Committee is subject to Standing Order 11.
- b. Subject to the Council's policy regarding absences from work, the Clerk shall notify the Chair of the Staffing Committee, or if they are not available, the Chair of the Charitable Trusts of any absence occasioned by illness or other reason.
- c. In every year, not later than the meeting at which the estimates for next year are settled, the Council shall review the pay and conditions of services of existing employees.
- d. There shall be a periodic appraisal of the work of the Clerk in accordance with the Council's appraisal process, to be undertaken prior to the Staffing Committee meeting where pay and conditions of service of existing employees occurs.
- e. Subject to the Council's policy regarding the handling of grievance matters, the Clerk shall contact the Chair of the Staffing Committee, or in their absence the Chair of the Charitable Trusts in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing Committee.
- f. Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by employees relates to the Chair of the Council this shall be communicated to the Chair of the Charitable Trusts.

- g. Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- h. In accordance with Standing Order 11(a), persons with line management responsibilities shall have access to staff records as referred to in Standing Order 19(f).
- i. If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any persons employed by the Council, it is subject to Standing Order 11.

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also Standing Order 21.

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

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also Standing Order 11.

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

22. RELATIONS WITH THE PRESS/MEDIA

- a. Requests from the press or other media for an oral or written comment or statement from the Council, its Councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

(see also Standing Orders 15(b)(xii) and (xvi)).

- a. A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b. **Subject to Standing Order 23(a), any two Councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a. An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward Councillor(s) of the Unitary Council representing the area of the Council.
- b. Unless the Council determines otherwise, a copy of each letter sent to the Unitary Council shall be sent to the ward Councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no Councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

- a. All or part of a Standing Order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b. A motion to add to or vary or revoke one or more of the Council's Standing Orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least three (3) Councillors to be given to the Proper Officer in accordance with Standing Order 9.
- c. The Proper Officer shall provide a copy of the Council's Standing Orders to a Councillor as soon as possible.
- d. The decision of the Chair of a meeting as to the application of Standing Orders at the meeting shall be final.

Appendix 1

Code of Conduct

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

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

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

Definitions

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

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

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

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

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The Local Government Association (hereafter “LGA”) encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

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

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

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

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

In undertaking my role:

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

Application of the Code of Conduct

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

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

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

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

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

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

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

Standards of councillor conduct

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

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

General Conduct

1. Respect

As a councillor:

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

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

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

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

2. Bullying, harassment and discrimination

As a councillor:

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

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

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

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

3. Impartiality of officers of the council

As a councillor:

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

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

4. Confidentiality and access to information

As a councillor:

- 4.1 I do not disclose information:**
- a. given to me in confidence by anyone**
 - b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i. I have received consent of the person authorised to give it;**
 - ii. I am required by law to do so**
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person: or**
 - iv. The disclosure is:**
 - 1. reasonable and in the public interest; and**
 - 2. made in good faith and in compliance with reasonable requests of the local authority; and**
 - 3. I have consulted the Clerk (who in turn may consult the Monitoring Officer) prior to its release.**
- 4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.**
- 4.3 I do not prevent anyone from getting information they are entitled to by law.**

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

5. Disrepute

As a councillor:

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

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

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

6. Use of position

As a councillor:

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

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

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local authority or authorising their use by others:

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

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

Examples include:

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

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

8. Complying with the Code of Conduct.

As a Councillor:

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

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

Protecting your reputation and the reputation of the local authority

9. Interests

As a Councillor:

- 9.1 I register and disclose my interests.**

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

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a

potential conflict might arise. It is also important that the public know about any interest that might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public to be open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

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

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

10. Gifts and Hospitality

As a councillor:

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

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

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

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

Integrity

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

Objectivity

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

Accountability

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

Openness

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

Honesty

Holders of public office should be truthful.

Leadership

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

Appendix 2

Registering Interests

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

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

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

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

Non participation in case of disclosable pecuniary interest

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

Disclosure of Other Registerable Interests

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

Disclosure of Non-Registerable Interests

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

Table 1: Disclosable Pecuniary Interests

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

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

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

* ‘director’ includes a member of the committee of management of an industrial and provident society

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

Table 2: Other Registerable Interests

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

APPENDIX 3

STAFFING COMMITTEE TERMS OF REFERENCE

Purpose of Staffing Committee

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

Composition of Staffing Committee

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

Terms of Reference

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

Reviewed May 2022

EVENTS COMMITTEE TERMS OF REFERENCE

Purpose of Events Committee

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

Composition of Events Committee

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

Terms of Reference

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

Revised October 2020

PLANNING AND LICENSING GROUP TERMS OF REFERENCE

Purpose of Planning and Licensing Group

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

Composition of Planning Group

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

Terms of Reference

Planning

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

Licensing

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

Adopted February 2020.

HOUSING WORKING GROUP TERMS OF REFERENCE

Purpose of Housing Working Group

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

Composition of the Housing Working Group

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

Terms of Reference

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

Adopted October 2023

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

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.

Adopted September 2024

COMMERCIAL WORKING GROUP TERMS OF REFERENCE

Purpose of Commercial Working Group

The Group is appointed to advise the Council on all aspects of commercial activities within the organisation, including but not limited to leases and licences.

The group has delegated authority to negotiate the current leases within Hope Park and Fitz Park and to discuss any issues relating to commercial activities as and when requests are received.

Composition of Commercial Working Group

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

Terms of Reference

- To look in detail at the existing leases/licences including Sports Clubs
- To meet with tenants/clubs to discuss and negotiate lease/licence terms in a timely manner prior to the term ending
- To familiarise themselves with the existing premises and land currently leased or licenced to tenants
- To research ideas for future commercial activities within the organisation with a view to increasing income
- To negotiate the existing contract, when the term ends, in relation to the management of Crosthwaite Road Car Park
- To make recommendations and draft reports for approval by the Council or Parks Trusts

Commercial Working Group Established November 2025 - Ref Min No 47

HOUSING WORKING GROUP	COUNCILLORS HARWOOD LAPTHORN TAYLOR	COUNCILLORS HARWOOD LAPTHORN
COMMERCIAL GROUP	COUNCILLORS EVANS HARWOOD Chris HOUGHTON SCOTT	COUNCILLORS HARWOOD CHRIS HOUGHTON SCOTT
FUNDRAISING GROUP	COUNCILLORS EVANS DUNN Claire HOUGHTON Chris HOUGHTON MURRAY PEAT	COUNCILLORS DUNN PEAT MURRAY

KESWICK TOWN COUNCIL
21 MAY 2026

REPRESENTATIVES ON OUTSIDE BODIES FOR 2026/27

ORGANISATION	2025/2026 REPRESENTATIVE	2026/27 PROPOSAL
THE BATTERSBY CHARITY	STEVE HARWOOD	STEVE HARWOOD
KESWICK IN BLOOM	CLAIRE PEAT	CLAIRE PEAT
KESWICK TOURISM ASSOCIATION	CHRIS HOUGHTON	CHRIS HOUGHTON
KESWICK COMMUNITY EMERGENCY PARTNERSHIP RECOVERY	JEAN MURRAY	JEAN MURRAY
KESWICK YOUTH CENTRE	NATALIE EVANS	NATALIE EVANS
KESWICK FLOOD ACTION GROUP	CLAIRE PEAT	CLAIRE PEAT
SUSTAINABLE KESWICK	NATALIE EVANS	NATALIE EVANS
TOUR DE FRANCE LIAISON	STEVE HARWOOD	STEVE HARWOOD

<u>SCHEDULE OF MEETINGS 2026</u>	
18th JUNE	TOWN COUNCIL MEETING 7PM
9th JULY	CHARITABLE TRUST MEETING 7PM
16th JULY	TOWN COUNCIL MEETING 7PM
20th AUGUST	TOWN COUNCIL MEETING 7PM
10th SEPTEMBER	CHARITABLE TRUST MEETING 7PM
17th SEPTEMBER	TOWN COUNCIL MEETING 7PM
15th OCTOBER	TOWN COUNCIL MEETING 7PM
12th NOVEMBER	CHARITABLE TRUST MEETING 7PM
19th NOVEMBER	TOWN COUNCIL MEETING 7PM
17th DECEMBER	TOWN COUNCIL MEETING 7PM
<u>SCHEDULE OF MEETINGS 2027</u>	
14th JANUARY	CHARITABLE TRUST MEETING 7PM
21ST JANUARY	TOWN COUNCIL MEETING 7PM
18th FEBRUARY	TOWN COUNCIL MEETING 7PM
11th MARCH	CHARITABLE TRUST MEETING 7PM
18th MARCH	TOWN COUNCIL MEETING 7PM
15th APRIL	ANNUAL PARISH 6.00PM TOWN COUNCIL MEETING 7PM
20TH MAY	ANNUAL COUNCIL MEETING 7PM
27th MAY	ANNUAL TRUST MEETING 7PM

Keswick Town Council – Schedule of Charges – 2026-27


Current Charges



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

Description of Charge	Charge
Photocopying Charges – TO ALL	10p per copy - A4 Black & white 20p per copy – A4 Colour 20p per copy A3 – Black & white 30p per copy – A3 Colour

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

Charges to be added to schedule: -

Description of Charge	Charge
Events Concessions	£200 per event
Event Sponsorship	<p>Sponsorship Packages</p> <p> Gold Sponsor – £1,000 (One per event)</p> <ul style="list-style-type: none"> • Main Event Sponsor recognition • Prominent logo placement on event banners, signage, posters, and digital publicity • Promotion across Council and event social media • Opportunity to provide promotional materials • Option to display a banner or host a branded stall (subject to approval) • Acknowledgement in press releases and event announcements • Public thanks during the event where appropriate

	<p> Silver Sponsor – £500</p> <ul style="list-style-type: none"> • Logo included on shared event banners • Promotion across Council and event social media • Opportunity to provide promotional materials • Banner display at selected events (subject to space) • Acknowledgement on the Council website <p> Bronze Sponsor – £250</p> <ul style="list-style-type: none"> • Name or logo on event posters (where space allows) • Social media acknowledgements • Listed on the Council website as an event supporter
Notes	The above charges are per event

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

Catherine Parker
Responsible Financial Officer
14th May 2026

Keswick Town Council

**Annual Review of Effectiveness of Internal Financial Controls
May 2026**

The above review was undertaken by Councillor Peat on Tuesday 7th April 2026 and Councillor Kemp Kemp on Thursday 9th April 2026.

Comments & Observations – Councillor Peat

I have read the internal audit report conducted 9-10 June 2025 and the financial regulations revised March 2025 and conclude the Council's system of financial control to be robust and in accordance with proper practices.

Comments:

Add in a date for review of investment accounts annually for financial risk as per minute 130 Dec 2025

Informal lease for Walker Park: can this be formalised?

Financial Regulations App1 item 5: requires insertion of relevant standing order

Comments & Observations – Councillor Kemp: -

"I have read the internal audit report for the year ending 31 March 2025 and the financial regulations as revised March 2025 and I believe that the Council's system of financial control is in accordance with proper practices."

Comment - I share Cllr. Peat's concern about Walker Park and that, in lieu of a formal agreement, evidence in writing is available to show Cumberland Council's liability to pay for the use of Walker Park.

KESWICK TOWN COUNCIL

TOWN COUNCIL INSURANCE RENEWAL/REVIEW – ZURICH

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

- Additions/deletions to assets during the year (Parks machinery and equipment)
- New storage building at Hope Park adjacent to Golf Hut

The review information was then forwarded to Zurich; this year's premium cost is below: -

- Insurance premium for Keswick Town Council and Keswick Parks 2026/27 = **£14,979.56**

This represents an increase of £579.26 from the previous year.

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

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

LTA – Long Term Agreement

We are in a LTA contract with Zurich until May 2028 and I have been advised that there will be an option to extend this for a further two years when the current policy expires. We will be contacted nearer the time to discuss our requirements.

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

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

Catherine Parker - Responsible Finance Officer (RFO)

14th May 2026

KESWICK TOWN COUNCIL

21 May 2026

Annual Town Meeting resolutions

At the Annual Town Meeting, two resolutions were brought forward to be discussed at the next Town Council meeting, both brought forward by Keswick Community Housing Trust.

- i) **Keswick Community Housing Trust again calls on the Town Council to request that Cumberland ring fences 100% of the council tax premium raised from 2nd home owners in Keswick, so that the money can be used towards the provision of affordable rental housing in Keswick, whether that is via new build, conversions or the purchase of existing properties within Keswick.**
- ii) **Keswick Community Housing Trust again calls upon the Town Council to request that Cumberland actively works to identify opportunities in Keswick, including disused buildings and other spaces that may be able to be used to add to the stock of affordable homes available for the people of Keswick.**

Councillors are asked to discuss these, and decide whether these should be formal resolutions of the Council.

Vivien Little

12 May 2026

KESWICK TOWN COUNCIL

21 May 2026

Keswick Archery Club

During the Annual Town Meeting in April, representatives of Keswick Archery Club came to raise the issues they were having in securing a permanent home, and their upcoming planning decision by the LDNPA.

As this matter will be heard at the June Planning meeting of the LDNPA, this now allows time for the Town Council to decide if it wishes to put forward representation in support of the Archery Club, and what Councillors wish to say.

Vivien Little

12 May 2026



**Lake District
National Park**

30 April 2026

Dear Councillors

We hope you are well and we look forward to meeting some of you at our cluster meetings over the coming weeks.

We are writing now to provide our annual update on how we and partners are preparing for the visitor season. If you have any questions about any of this content, please raise them at the cluster meetings or contact our team directly.

The Cumbria Strategic Visitor Management Group (SVMG) continues to meet regularly to make sure we are ready for the season ahead, and for 2026 we have updated how SVMG is run to strengthen our multi-agency approach.

We have taken some of the command structures and approaches that are used by public bodies when responding to major incidents and tried to apply them to our work in Visitor Management to improve how partners co-operate and share information and tasks.

The lead group itself is now referred to as 'SVMG Gold' and is now chaired by Mr David Allen, Police and Crime Commissioner, with the Lake District National Park Authority (LDNPA) as Deputy Chair.

Senior representatives from Cumbria Fire and Rescue Service, Cumbria Police, Cumberland Council, the LDNPA, the National Trust, and Westmorland and Furness Council are all required to attend. We also invite Cumbria Tourism, Enterprising Cumbria, Forestry England, National Highways, and the Lake District Search and Mountain Rescue Association. All of these agencies are currently attending. SVMG Gold will continue to meet regularly both in and out of the peak visitor season.

Alongside SVMG Gold, we have several Tactical Groups (referred to as 'TG Silver' groups) which focus on specific issues:

- Car parking, motorhomes and toilets (chaired by Westmorland and Furness)
- PSPO (Public Space Protection Orders) enforcement, including litter (chaired by Cumberland Council)
- Transport disruption (jointly chaired by the two Unitary Councils)

- Visitor management communications (chaired by Cumbria Police)
- Visitor safety (chaired by Cumbria Fire and Rescue Service)
- Long-term, place-based strategic planning (chaired by LDNPA)

These groups work with teams on the ground (referred to as 'Bronze') to make sure actions are delivered effectively.

All partners recognise the need to work closely together and make the best use of limited resources. For 2026, SVMG Gold has agreed a Tactical Action Plan, which is attached.

The plan covers a number of complex and inter-related issues. We want to work with you and with local communities to tackle these issues while supporting the best possible experience for visitors to the National Park. SVMG will review the plan regularly to check progress and update actions where needed.

Partners have strengthened (or are strengthening) operational capacity to help manage and support visitors. This includes additional resources for Cumbria Police, LDNPA and both Councils, and a more dedicated visitor management resource within the National Trust.

We hope that these additional resources will allow more enforcement patrols in locations where a small minority of visitors cause problems. Over Easter, patrols were active in Wasdale, Buttermere/Borrowdale and Ullswater, and a wider programme is planned for the forthcoming season. However, it is important to recognise that these patrols cannot operate 24 hours a day, seven days a week.

PSPOs are now in place in both Council areas, with additional PSPOs recently introduced in Westmorland and Furness. PSPOs vary by area, so please familiarise yourself with the PSPOs that apply in your ward:

- Westmorland and Furness - [Public spaces protection orders \(PSPOs\) | Westmorland and Furness Council](#), and if you have any matters to raise then please email PSPO@westmorlandandfurness.gov.uk.
- Cumberland Council - [Public Space Protection Orders | Cumberland Council](#) and contact them via pspo@cumberland.gov.uk. Additionally, if you are aware of fly camping incidents within Cumberland that have associated anti-social behaviour then please immediately report these through the Councils new Reporting Fly-camping website [Wild camping with antisocial behaviour | Cumberland Council](#)

With an eye on longer term improvements and actions, SVMG currently has four Visitor Management Action Plans (VMAPs) in place covering Wasdale, Langdale, Ullswater and West Windermere.

The LDNPA is also leading the development of a fifth VMAP for Borrowdale with Buttermere (and Keswick), working with Cumberland Council, the National Trust and local communities. Work on this Borrowdale and Buttermere VMAP is being informed by the Community Inquiry, which is ongoing and managed by ACT.

These landscape-scale plans aim to support long-term positive visitor behaviour, benefitting residents, visitors and the landscape.

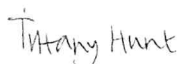
You may see VMAP actions being delivered on the ground, such as shuttle bus services in peak season, measures to prevent obstructive parking, improved signage and updated parking arrangements. We would like to thank the communities helping to take this work forward, including the Wasdale Action Group and the Sustainable and Integrated Transport for Ullswater Group. Shuttle timetable details are available here www.lakedistrict.gov.uk/wasdaleshuttle and www.lakedistrict.gov.uk/buttermereshuttle. In addition to the VMAPs, the National Trust is leading the preparation of the Castlerigg Stone Circle Solstice Area Action Plan.

Educating and engaging visitors remains a key part of the LDNPA's work, alongside our work with partners. You can read more on our website: [Visitor engagement and management : Lake District National Park](#). This year we have increased our communications and engagement capacity so we can build on our digital work, to reach people before they travel to the National Park and improve information provided within the Park.

During the season, partners will review pressures as they arise and respond where needed. Please use the contact points provided in this letter for specific visitor management issues. You can also contact us directly if you encounter situations that you feel need further discussion, or if you have ideas for how visitor management could be improved.

Best wishes.

Yours sincerely



Tiffany Hunt

Chair

Lake District National Park Authority

Email: Tiffany.Hunt@lakedistrict.gov.uk

Yours sincerely



Gavin Capstick

Chief Executive

Lake District National Park Authority

Email: Gavin.Capstick@lakedistrict.gov.uk

Encl. SVMG Action Plan 2026

2026 ACTION PLAN

Introduction to the Strategic Visitor Management Group (SVMG)

The Strategic Visitor Management Group has been set up in response to the visitor management challenges, recognising the need to work across agencies to deliver action on the ground.

Its purposes are:

- To oversee a co-ordinated approach to managing visitors to, and within, Cumbria that supports their experience and safety, and supports the sustainable growth of the Cumbrian visitor economy, whilst minimising the impact on local residents and the environment
- To ensure sufficient resources and measures are in place, and coordinated, to effectively deliver an annual Visitor Management Tactical Plan (VMTP) (as to be agreed by SVMG in Spring each year);
- To regularly submit Implementation Progress Updates of the VMTP to the CLEPs Visitor Economy Sector Panel, with attendance at the Sector Panel by Chair or Deputy Chair;
- To ensure co-ordinated channels to provide effective communications to people who visit/work/live in Cumbria;
- To engage with, and reassure our communities to support the maintenance of trust and confidence in the multi-agency working arrangements;
- To convene as the Tactical Visitor Management Group, if and when, required by Cumbria's Local Resilience Forum.
- To monitor measures and use this experience to develop longer term strategic visitor management interventions.

Membership of the group and reporting is shown in the full Terms of Reference in [Appendix A](#)

Purpose of this document

The purpose of the document is to identify and set out what actions the SVMG, and its Tactical Sub Groups, should be co-ordinating and driving forward for the 2026 season, in light of experiences over the past four years and in context of the longer-term vision for visitor management within the county, as set out in *A Destination Management Plan for Cumbria 2024 to 2030*.

<https://www.cumbriatourism.org/resources/destination-management-plan/>

Importantly, the document focuses not just on the Lake District National Park but also the wider county

The intention for this Action Plan is to act as a clear and coordinated call to action to multi-agency partners and combine resources, seeking additional resources as necessary -to bring these recommendations to fruition, capitalising on the outstanding multi agency working demonstrated to date.

Long term strategy

The *Destination Management Plan for Cumbria 2024 to 2030* sets out key evidence regarding the performance of the visitor economy, together with the following Vision and four key objectives:

Vision

Famed for our world-class landscapes and culture - by 2040 Cumbria will be Britain's most vibrant and sustainable rural destination, boasting a reputation for quality, welcome, and an adventure for everyone - bringing benefits for our visitors, economy, nature and communities

Objective 1 – Drive economic growth: increasing the value and productivity of Cumbria's visitor economy

Objective 2 – Ensure a sustainable and responsible tourism destination supporting responsible tourism, benefitting the environment and vibrant communities

Objective 3 - Ensure an Inclusive and accessible visitor destination: ensuring all types of visitors can come and enjoy Cumbria as a visitor destination

Objective 4 – Resourced to deliver: supporting the sector to deliver world class experiences

It is clear that, to succeed, there remain challenges that require significant collaboration. There are many agencies/ organisations that will assist in the delivery of the Destination Plan but SVMG will focus on overseeing a co-ordinated approach to visitor management both to and within Cumbria that minimises the impact on local residents and the environment.

Visitor Management Action Plan 2026

Strategic Priorities

	Action	Lead, coordinating partner	Other key partners	Date delivered By	Resourcing
Strategic preparation for 2026 season					
SVMG1	SVMG to agree Terms of Reference for: Strategic Visitor Management Group			Complete	
SVMG2	SVMG to understand and agree each strategic partners' operational resource available towards visitor management appreciating need for flexible responses towards deployment to areas of pressure			Complete	
SVMG3	SVMG to set up relevant Tactical Sub-Groups and identify lead officers for each			Complete	
SVMG4	SVMG to explore setting up single help "hotline" email and publicise	Police	W&F, CC, LDNPA	End of March 2026	
SVMG5	SVMG to agree funding resource towards Communications	LDNPA		End of February 2026	
SVMG6	SVMG to agree approach towards data and analytics (including one process of recording incidents/hot spots)	LDNPA	Police, Fire, W&F, CC	End of March 2026	

Visitor Management Action Plan 2026

Anticipated priority actions for various thematic Tactical Sub Groups

	Action	Action lead	Other key partners	Date delivered By	Resourcing
Long term strategic interventions - Lead LDNPA					
VMAP1	Preparation of Visitor Management Action Plans (including long term strategies) for: Langdale (inc Stange End AAP) Ullswater West Shore of Windermere (inc Harrowslack AAP) Wasdale Buttermere/Borrowdale (DMP 2.14 Active Destination management in key locations) (DMP 2.4 Develop an integrated end-to-end transport system for visitors with a proactive approach to parking provision and traffic management, to support modal shift)		CT NT,		
VMAP2	Preparation of Area Action Plans for: Castlerigg Stone Circle Solstice (DMP 2.14 Active Destination management in key locations)		NT		
VMAP3	Develop and promote integrated ticketing offers to make public transport more attractive and affordable (DMP 2.2 Market and promote visitor travel to Cumbria by public transport)		LDNP, CC, CT and WFC	Longer term	
VMAP4	Identify and seek funding towards key interventions to help deliver VMAPs, including public transport interventions (shuttle buses/ Park and Ride etc) (DMP 2.3 Sustain and improve public transport infrastructure within Cumbria for visitors)				
Communications- Joint Lead: Police and LDNPA					
Comms1	Develop and deliver a cohesive, multi-agency comms and engagement strategy/ campaign towards promoting responsible visiting (DMP 2.9 Create a responsible tourism education strategy)				
Comms2	At peak times avoid use of any imagery from our pressured areas in communications and marketing, including Wasdale and Buttermere		All partners	Ongoing	
Comms3	Work with national organisations to further awareness of Countryside Code				

Visitor Management Action Plan 2026

Comms 4	Increase local community awareness of the work of SVMG and Tactical Groups, and the presence of visitor facing services				
Comms 5	Take forward a coordinated and consistent approach to relevant visitor management signage across the National Park				
Car Parking, Motorhomes, and Toilets – Lead :Westmorland &Furness					
CMLT1	Undertake a strategic approach to increasing temporary car parking capacity at specific geographic locations to maximise 28 day permitted development rights (DMP 2.6 Ensure planning to reduce traffic issues and minimise disruption at peak periods)		LDNP, NT, Landowners	Easter '24	
CMLT2	Refresh double yellow lines where required		CPDG	Ongoing	
CMLT3	Explore development of on-line platform to advise visitors of capacity of car parks (permanent and temporary), with RAG rating to influence journeys			Easter '24	
CLMT4	Deliver Cumbria motorhome strategy to focus motorhome usage to key corridors, avoiding minor roads/ sensitive areas (DMP 1.10 Roll out a Cumbria motorhome strategy) (DMP 1.11 Develop the CCR 200 concept further)				
CLMT6	Identify short term interventions needed to ease motorhome dispersal, including appropriate black and grey waste provision				
CLMT7	Develop a project that develops strategies for toilet, waste and parking provision (including coach parking) (DMP4.13 Review and develop a joined-up strategy for toilet, waste and parking provision)		CT, LDNPA, W&F, CC		
CLMT8	Co-ordinate tactical on-road car parking enforcement activity together with any necessary Traffic Management Orders. Remove obstructive parking	W&F	CC		
Transport disruption works -Lead: Westmorland and Furness Council					
TD1	Secure effective traffic management options when undertaking emergency road works to help alleviate traffic build up and ensure good communications		CLEP, CT, LDNP	Ongoing	
Enforcement : Lead: Cumberland Council					
Enfo1	Inform communities of what "Anti-social behaviour" is and isn't				
Enfo2	Clarify with communities areas of coverage of PSPOs and reporting processes				
Enfo3	Undertake multi-agency enforcement patrols in hot spot areas to deter ASB associated with fly camping				

Visitor Management Action Plan 2026

Enfo4	Explore options to address fly camping in sensitive areas				
Enfo5	Optimise litter bin provision and collection to meet the needs of our visitors		CC, WFC	Ongoing	
Enfo6	Work with Natural England to policing Heritage Crime activity				
Enfo7	Develop and coordinate network of volunteers and community groups to remove litter.		LDNPA, FLD, CC and WFC		
Visitor Safety – Lead: Cumbria Fire					
Safety1	Develop and deliver a visitor safety management strategy, with focus on water safety and high fells safety (DMP2.16 Visitor safety management strategy)				
Safety2	Monitor High Fire Risk and advise SVMG of status changes				

Strategic Visitor Management Group – Gold/Strategic

Chair: Cumbria Police

Deputy Chair: Lake District National Park Authority

Secretariat to SVMG provided by: LDNPA

Secretariat to oversight of TVMG provided by: LDNPA

Terms of Reference

Purpose of the SVMG

- To oversee a co-ordinated approach to managing visitors to, and within, Cumbria that supports their experience and safety, and supports the sustainable growth of the Cumbrian visitor economy, whilst minimising the impact on local residents and the environment
- To ensure sufficient resources and measures are in place, and coordinated, to effectively deliver an annual Visitor Management Tactical Plan (VMTP) (as to be agreed by SVMG in Spring each year);
- To ensure co-ordinated channels to provide effective communications to people who visit/work/live in Cumbria;
- To engage with, and reassure our communities to support the maintenance of trust and confidence in the multi-agency working arrangements;
- To monitor measures and use this experience to develop longer term strategic visitor management interventions.

Composition - Senior representatives from each of the following organisations are required:

• Cumberland Council	Michael Barry / Karl Melville
• Cumbria Police	David Allen (Chair) Chief Supt Kennerley, with Supt Pearman to deputise
• Lake District National Park Authority	Stephen Ratcliffe/ Deputy Steve Gaskell
• National Trust	Jez Westgarth/ Deputy Charlotte Fuke
• Westmorland & Furness Council	Angela Jones/Steph Cordon

Senior representatives from the following organisations are also invited to attend:

• Cumbria Association of Local Councils	Sonia Hutchinson
• Cumbria Tourism	Gill Haigh

• Enterprising Cumbria	Jen Cormack
• Forestry England	Mark Holroyd
• LDSAMRA	Phil Gerrard
• Highways England	Jonathan Reade
• United Utilities	Andrew Wright
• Cumbria Fire & Rescue Service	Scott Cameron
• Additional stakeholders as required	

The Group can call in other agencies and organisations as, and when, required.

The Group requires regular reporting from its Tactical Sub-Groups, including the:

- Car Parking, Motorhomes, Litter and Toilets Tactical Group
- PSPO Enforcement Group
- Transport Disruption Tactical Group
- Visitor Management Communications Tactical Group
- Visitor Safety Tactical Group
- Long term, place-based Strategic Planning Group

Key principles: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, Leadership, Equity, and Access.

Ways of working

- Demonstrate agile and flexible ways of working.
- To report, if necessary, to Cumbria Local Resilience Forum (or SCG if reactivated) as required.
- Each organisation's representative should be strategic, and be empowered to make decisions.

Meeting frequency: as directed by chair (minimum frequency – four times a year, coinciding with start of seasons)

Car Parking, Motorhomes & Toilets Tactical Group – Silver

Chair: Westmorland & Furness Council

Deputy Chair: Lake District National Park Authority

Secretariat provided by: Westmorland & Furness Council

Terms of Reference

Purpose:

To implement measures that deliver the Strategic Visitor Management Group's (SVMG) agreed Action Plan for 2026, focusing on car parking, motorhome management, and toilet provision. The group will ensure these actions support visitor experience and safety while minimizing environmental impact and disruption to local communities.

Objectives

- Coordinate tactical interventions to manage parking capacity and motorhome usage across Cumbria.
- Develop and maintain facilities and services to reduce litter and improve toilet access.
- Monitor and evaluate the effectiveness of implemented measures and report outcomes to SVMG.
- Respond promptly to emerging issues and seasonal pressures in line with the Visitor Management Tactical Plan (VMTP).

Composition

Relevant representatives from:

• Cumberland Council	Rob Lewis Helen Graham
• Westmorland & Furness Council	Tifany Battersby - Chair Sean Green
• Lake District National Park Authority	Nathan Leadbeater
• National Trust	Bruce Hardy
• Forestry England	Adrian Jones
• Major Private Car Park operators	Lowther United Utilities
• Cumbria Tourism	Gemma Procter

<ul style="list-style-type: none">• Additional stakeholders as required	
---	--

Ways of Working

- Demonstrate agile and flexible approaches to problem-solving.
- Ensure timely communication and coordination with other tactical groups and the SVMG.

Meeting Frequency

- Monthly meetings (February to September), and as directed by chair

PSPO Enforcement incl. litter Tactical Group – Silver

Chair: Cumberland Council

Deputy Chair: Westmorland & Furness Council

Secretariat provided by: Cumberland Council

Terms of Reference

Purpose:

To implement measures that deliver the Strategic Visitor Management Group's (SVMG) agreed Action Plan for 2026, focusing on the enforcement and management of Public Space Protection Orders (PSPOs) across Cumbria. The group will ensure these actions support local communities and the environment whilst minimising adverse impact on visitor experiences while maintaining compliance with legal frameworks

Objectives

- Coordinate enforcement activities related to PSPOs, ensuring consistency and fairness across all designated areas.
- Develop and maintain clear guidance and signage to inform visitors and residents of PSPO requirements.
- Monitor and evaluate the effectiveness of PSPO enforcement and report outcomes to SVMG.
- Respond promptly to emerging issues, seasonal pressures, and incidents requiring PSPO intervention.
- Engage with communities and stakeholders to maintain trust and confidence in enforcement measures.

Composition

Relevant representatives from:

• Cumberland Council	Paul Shearsby
• Cumbria Police	Ross Woods
• Lake District National Park Authority	Nathan Leadbeater
• National Trust	Jenny Sutton
• Westmorland & Furness Council	Caroline Kendall

• Other enforcement agencies	
• Friends of the Lake District	To be confirmed.

Ways of Working

- Demonstrate agile and flexible approaches to communication planning and delivery.
- Maintain close coordination with other tactical groups and the SVMG to ensure alignment.
- Use data and feedback to inform continuous improvement of communication strategies.

Meeting Frequency

- Monthly meetings, and as directed by chair

Transport Disruption Tactical Group – Silver

Chair: Cumberland Council

Deputy Chair: Westmorland & Furness Council

Secretariat provided by: Cumberland Council

Terms of Reference

Purpose:

To implement measures that deliver the Strategic Visitor Management Group's (SVMG) agreed Action Plan for 2026, focusing on managing and mitigating transport disruptions across Cumbria.

Objectives

- Coordinate tactical interventions to address transport disruptions caused by seasonal pressures, road closures, adverse weather, and major events.
- Develop contingency plans and communication protocols to ensure timely updates for visitors, residents, and businesses.
- Collaborate with transport operators and agencies to maintain accessibility and resilience of key routes.
- Monitor and evaluate the effectiveness of implemented measures and report outcomes to SVMG.
- Respond promptly to emerging transport-related issues in line with the Visitor Management Tactical Plan (VMTP).

Composition

Relevant representatives from:

• Cumberland Council	Rob Lewis/Sam Pearson-Carr
• Westmorland & Furness Council	Victoria Upton
• Cumbria Tourism	Gill Haigh
• Enterprising Cumbria	Jen Cormack
• Highways England	Phil Cueto
• Utility Services	

• Public Transport operators (bus,rail)	
• Other relevant agencies as required	

Ways of Working

- Demonstrate agile and flexible approaches to communication planning and delivery.
- Maintain close coordination with other tactical groups and the SVMG to ensure alignment.
- Use data and feedback to inform continuous improvement of communication strategies.

Meeting Frequency

- Quarterly meetings, and as directed by chair

Visitor Management Communications Tactical Group – Silver

Chair: Cumbria Police

Deputy Chair: Lake District National Park Authority

Secretariat provided by:

Terms of Reference

Purpose:

To implement and coordinate communication strategies that support the Strategic Visitor Management Group's (SVMG) objectives and the annual Visitor Management Tactical Plan (VMTP). The group will ensure clear, timely, and consistent messaging to visitors, residents, and stakeholders to enhance visitor experience, maintain safety, minimise disruption to local communities and minimise impact on the environment.

Objectives

- Develop and deliver integrated communication campaigns aligned with SVMG priorities and seasonal needs.
- Ensure consistency of messaging across all channels (digital, print, signage, social media) to reach visitors, residents, and businesses.
- Provide timely updates on visitor management measures, including transport, facilities, and safety information.
- Engage with communities to maintain trust and confidence in multi-agency arrangements.
- Monitor and evaluate communication effectiveness and report outcomes to SVMG.
- Respond rapidly to emerging issues, incidents, or disruptions with coordinated messaging.

Composition

Relevant representatives from:

• CALC (Cumbria Association of Local Councils)	To be confirmed.
• Cumberland Council	Sarah Irving/Gill Forster-Spratt
• Cumbria Police	Matthew Suddart
• Cumbria Tourism	Heather Sewell

<ul style="list-style-type: none"> • Forestry England 	Jonny Winter
<ul style="list-style-type: none"> • Lake District National Park Authority 	Sarah Calderbank
<ul style="list-style-type: none"> • National Trust 	Caroline Haine
<ul style="list-style-type: none"> • Westmorland & Furness Council 	Nicola Wood
<ul style="list-style-type: none"> • Other relevant agencies & communication specialists as required 	

Ways of Working

- Demonstrate agile and flexible approaches to communication planning and delivery.
- Maintain close coordination with other tactical groups and the SVMG to ensure alignment.
- Use data and feedback to inform continuous improvement of communication strategies.

Meeting Frequency

- Monthly meetings (February to September), and as directed by chair.

Visitor Safety Tactical Group – Silver

Chair: Cumbria Fire & Rescue Service

Deputy Chair: LDSAMRA (Lake District Search and Mountain Rescue Association)

Secretariat provided by: Cumbria Fire & Rescue Service

Terms of Reference

Purpose:

To implement measures that deliver the Strategic Visitor Management Group's (SVMG) agreed Action Plan for 2026, focusing on visitor safety across Cumbria. The group will ensure actions enhance visitor experience and safety.

Objectives

- Identify and mitigate safety risks for visitors with a focus on high fells and water bodies
- Develop and maintain clear safety guidance, signage, and digital resources for visitors.
- Promote responsible visitor behaviour through education and engagement campaigns.
- Monitor and evaluate safety interventions and report outcomes to SVMG.
- Respond promptly to emerging safety issues and seasonal pressures in line with the Visitor Management Tactical Plan (VMTP).

Composition

Relevant representatives from:

• Cumberland Council	Katie Read
• Cumbria Fire & Rescue Service	Scott Cameron
• Forestry England	Nathan Fox
• LDSAMRA(Lake District Search and Mountain Rescue Association)	Phil Gerrard
• Lake District National Park Authority	Steve Gaskell

<ul style="list-style-type: none">• National Trust	Amy Pitch
<ul style="list-style-type: none">• Westmorland & Furness Council	Sam Stalker

Ways of Working

- Demonstrate agile and flexible approaches to communication planning and delivery.
- Maintain close coordination with other tactical groups and the SVMG to ensure alignment.
- Use data and feedback to inform continuous improvement of communication strategies.

Meeting Frequency

- Four times a year to coincide with start of seasons, and as directed by chair.

Long term, place based Strategic Planning Group – Silver

Chair: Lake District National Park Authority

Deputy Chair: Westmorland & Furness Council

Secretariat provided by: Lake District National Park Authority

Terms of Reference

Purpose:

To develop and implement long-term strategies for sustainable visitor management within specified “visitor pressure” areas within Cumbria, ensuring that interventions support visitor experience, protect the environment, and maintain community well-being. The group will focus on planning measures that anticipate future pressures, climate resilience, and infrastructure needs beyond the annual Visitor Management Tactical Plan (VMTP).

Objectives

- Identify and prioritise long-term visitor management challenges and opportunities within those Lake District valleys and at other “honey-pot” areas identified by SVMG .
- Develop strategic plans for infrastructure, access, and environmental protection that align with SVMG objectives.
- Integrate climate adaptation and sustainability principles into valley planning.
- Engage with local communities, landowners, and stakeholders to ensure inclusive and collaborative planning.
- Monitor and review progress against long-term goals and report outcomes to SVMG.
- Provide expert input to inform policy development and funding bids for valley-related projects.

Composition

Relevant representatives from:

• Cumberland Council	Sarah Mitchell/Katie Read/Graeme Innes
• Cumbria Tourism	Gemma Procter
• Lake District National Park Authority	Steve Ratcliffe/Hanna Latty/Emma Moody

• National Trust	Jane Saxon
• Westmorland & Furness Council	Phil Greenup/Tif Battersby

Ways of Working

- Demonstrate agile and flexible approaches to communication planning and delivery.
- Maintain close coordination with other tactical groups and the SVMG to ensure alignment.
- Use data and feedback to inform continuous improvement of communication strategies.

Meeting frequency

- Quarterly meetings with additional sessions as required for major planning milestones, and as directed by chair.



Council Offices, 50 Main Street, Keswick

Cumbria CA12 5JS

Tel: 017687 73607

website: www.keswicktowncouncil.gov.uk

email: townclerk@keswicktowncouncil.gov.uk

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

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

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

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

Our statement of general policy is:

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

Approved by the Council on:

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

Signed:

KESWICK TOWN COUNCIL

**RECORD OF MEMBER'S MEETING ATTENDANCES
2025/26**

	TOWN COUNCIL MEETINGS	SPECIAL TOWN COUNCIL MEETINGS	CHARITABLE TRUST MEETINGS	SPECIAL TRUST MEETINGS	ANNUAL PARISH	TOTAL
Number of meetings held	12	0	6	0	1	19
COUNCILLORS						
Councillor Louise Dunn	11	N/A	3	N/A	1	15
Councillor Natalie Evans - appointed 21 Nov 2024	11	N/A	5	N/A	1	17
Councillor Steve Harwood	12	N/A	6	N/A	1	19
Councillor Chris Houghton	10	N/A	5	N/A	1	16
Councillor Claire Houghton	12	N/A	5	N/A	1	18
Councillor Denstone Kemp	11	N/A	4	N/A	1	16
Councillor Benita Laphorn	11	N/A	6	N/A	1	18
Councillor Jean Murray	10	N/A	6	N/A	0	16
Councillor Rob Nelson	2	N/A	0	N/A	0	2
Councillor Claire Peat - appointed 18 July 2024	12	N/A	5	N/A	1	18
Councillor Richard Scott - appointed 20 March 2025	10	N/A	4	N/A	1	15
Councillor Lorraine Taylor	9	N/A	4	N/A	1	14

KESWICK TOWN COUNCIL

EVENTS COMMITTEE

Minutes of the meeting of Keswick Town Council Events Committee held at the Quaker Meeting House, Elliot Park, Keswick, on Thursday 26 March 2026 at 1.30pm.

Present: Councillor Rob Nelson (Chair)
 Councillor Steve Harwood (SH)
 Councillor Richard Scott (RS)
 Councillor Claire Houghton (CH)
 Yvonne Booth (Events Coordinator) (YB)
 Vivien Little (Town Clerk) (VL)
 Ania Mlynczak (Support Officer) (AM)

41. Apologies

Apologies for absence were received from Councillor Natalie Evans and Catherine Parker (RFO).

42. Minutes

RESOLVED that the minutes of the Events Committee Meeting held on the 9 February 2026 be approved (pages 12-13).

43. 2026 Events

- **Mayday – Bank Holiday Monday 4th May 2026, Townsfield, 10am to 3pm**
 - It will mostly be a cut and paste from last year, with more focus on children’s activities.
 - YB has approached other local schools to offer them an opportunity to participate – Bassenthwaite School have said they can’t, other schools haven’t responded as yet.
 - 2 banners will be produced, where the date can be changed each year, will also be advertised on social media and information sent to schools.
 - VL to talk to CF in the parks about a base for the pole (Action – VL).
 - RN will pick up the Maypole and redo the top section.
 - YB confirmed who was booked for the May Day
 - The Youth Club had been approached to help with the children’s games, along with Di Cannon.
 - YB to continue chasing up sponsorship for the event.
 - Radios will be borrowed from KCERP for all events.
- **Party in the Park – Saturday 27 June 2026, Fitz Park, 3pm to 9pm**
 - Abba will no longer be performing, as they have taken on another event on the same day. YB is sourcing a replacement.
 - RN to ask Mark Swider regarding being the DJ for Party in the Park (Action – RB).
 - YB has been sourcing concessions for the event.
- **Keswick Games – Sunday 16 August 2026, Fitz Park**
 - The Committee anticipated increased numbers following the success of last year event, especially with race up Latrigg as a new competition.
 - Write to and invite organisations
 - RS will be main contact for the children’s events, RN for the main teams events.
 - SH will be responsible for the 1 mile race and the Latrigg fell race.

- There will be no axe throwing this year.
- Bee Unique pulled people away from the main event, so this year will need to move them closer so everyone can be more involved.
- YB and RN to start approaching teams now (Action – YB and RN).

- **Christmas Lights Switch On (Wednesday 18 November 2026)**

- Discussion was had over we needed a separate section for dogs, with no decision made.
- Closer to the time, we would approach pubs about requesting that glasses not be taken out for the actual switch on event.
- A full comms plan would be pulled together.

44. Date of next meeting

Next meeting will be held on Thursday 23 April at 11.30am.

The meeting finished at 2.58pm

Chair

Date