

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

KESWICK TOWN COUNCIL

Council Offices
50 Main Street
Keswick
CA12 5JS

Email: townclerk@keswicktowncouncil.gov.uk

11th June 2026

A meeting of Keswick Town Council will be held in in the Council Chamber, Town Hall, Keswick on **Thursday 18th June 2026 at 7.00 p.m.**

Yours sincerely



Vivien Little
Town Clerk

AGENDA

- 1. Apologies**
To receive apologies for absence.
- 2. Minutes**
To authorise the Chair to sign as a correct record the minutes of the Town Council meeting held Thursday 21st May 2026 (page 1-7).
- 3. Resignation of Councillor**
The Clerk will give an update following the resignation of Councillor Rob Nelson on 10 June 2026.
- 4. Requests for Dispensations**
The Clerk to report any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest.
- 5. Declarations of Interests**
To receive declarations by elected and co-opted members of interests in respect of items on this agenda.

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

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

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

7. Matters to be raised by Councillors

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

8. Applications for Development

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

9. Licensing Application

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

10. Mayor's Engagements

To receive details of the Mayor's engagements and meeting attendance for the period 15th May 2026 – 11th June 2026.

11. Internal Auditor's Report for Year Ending 31 March 2026

To receive the report of the Internal Auditor for the year ending 31 March 2026.

12. Annual Governance and Accountability Return (AGAR) – Section 1

To approve and authorise the Chair to sign Section 1 – Annual Governance Statement 2025-26 – of the AGAR.

13. Annual Governance and Accountability Return (AGAR) – Section 2

To approve and authorise the Chair to sign Section 2 – Accounting Statements 2025-26 – of the AGAR.

14. Annual Accounts

To approve and authorise the Chair to sign the statement for accounts for the year ending 31 March 2026.

15. Details for the Arrangements for the Exercise of Public Rights

To confirm that the period for the exercise of public rights will begin on Monday 22 June 2026 and conclude on Friday 31 July 2026.

16. Payment of Accounts

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

- i) For the Town Council
- ii) For the Parks' Trusts

17. Reports from Ward Representatives

To receive reports from the following representatives:

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

18. Keswick in Bloom

To receive the report from the Clerk.

19. Tour de France

To receive a verbal update from Councillor Harwood.

20. Police Report

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

To: All Councillors, Police, Press

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

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

Minutes of the Annual Meeting of Keswick Town Council held in the Council Chamber, Town Hall, Keswick on Thursday 21st May 2026 at 7.00 p.m.

Present:

Chair
Councillor Natalie Evans
Councillors

Louise Dunn
Benita Laphorn
Richard Scott

Steve Harwood
Jean Murray
Lorraine Taylor

Denstone Kemp
Claire Peat

Also present was Vivien Little (Town Clerk), Catherine Parker (Responsible Financial Officer), 1 member of the press, and 20 members of the public

1. Election of Chair (Town Mayor)

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

2. Election of Deputy Chair (Deputy Mayor)

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

3. Apologies

Apologies for absence were received from Councillor Chris Houghton and Councillor Claire Houghton. Their apologies were noted and agreed by Councillors.

4. Minutes

RESOLVED that the Chair be authorised to sign as a correct record the minutes of the Town Council meeting held on 16th April 2026 (pages 56-59).

5. Requests for Dispensations

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

6. Declarations of Interests

No declarations of interest were made at this meeting.

7. Matters to be received from the Public

A member of the public asked Councillors a question regarding the lack of a Tourist Information Centre in Keswick. They wished to know if a local property had been found to house the Tourist Information Centre, and questioned whether the Battersby Hall Charity had received any monies yet from the new tenants.

Councillor Harwood, as one of the Trustees of the Battersby Hall Trust, corrected the member of the public on some of their information, and stated that any information relating to monies received from the new tenants was subject to commercial confidentiality.

Councillor Murray then stated her belief that the LDNPA considered TIC's outdated, and thought that they had no intention of opening another office. There was discussions about having a part-time volunteer at an info desk within the Moot Hall, but that was still at some point in the future.

Two members of the public spoke in relation to agenda item 21, Keswick Archery Club, to clarify information regarding this, and to confirm that full ranges needed to be confined in a certain area, an area that needed a minimum of 150 yards.

The Clerk agreed to go to the LDNPA Development Control Committee and speak as CEO of Hope and Fitz Park Trusts in support of Keswick Archery Club.

8. Matters to be raised by Councillors

No items were raised by Councillors at this meeting.

9. Applications for Development

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

Plan Ref.	Description, Location, Comments Recommendation
T/2026/0063	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 Upper and Lower Fitz Park, Station Road, Keswick, CA12 4NF <i>Declared interest</i>
T/2026/0072	5 Day Notice - Fell Douglas Fir tree Castlehead Medical Centre, Ambleside Road, Keswick, CA12 4DB <i>No comments required</i>
T/2026/0074	T1 - Sycamore - Fell - dead. T2 - Sycamore - Fell - diseased with Brittle Cinder. T3 - Cherry - Fell - Tree has lifted root plate and damaging drive. T4 - Laurel - Fell - dead. T5, T6, & T7 - Beech trees - Crown lift lower branches. Small diameter. (Branched marked in photos). Greta Hall, Main Street, Keswick, CA12 5NH <i>Support – this is within Conservation Area and in the grounds of a listed building. We support the tree management recommendations of Julian Grave of Derwent Charcoal and Tree Services</i> SUPPORT
T/2026/0089	T106 Sitka spruce tree, lack of growth over last 2 years - Fell. T107 Sitka spruce tree, lack of growth over last 2 years - Fell Upper Fitz Park, Station Road, Keswick, Cumbria, CA12 4NF <i>Declared interest</i>
7/2026/2072	Changes to fenestration and replacement rear porch 14, Stanger Street, Keswick, CA12 5JU <i>Support – we support the proposed changes at the rear of 14 Stanger Street which represents an improvement to the property in keeping with adjacent buildings</i> SUPPORT
7/2026/2090	Installation of solar panels Riverside, Crosthwaite Road, Keswick, CA12 5PG <i>No comments required</i>

- 7/2026/2021 Change of use of the first floor of the former Biketrebs Building, 133 Main Street, Keswick along with external alterations to the building fenestration and associated works
133 Main Street, Keswick, CA12 5NJ
Support – the basis of this application is the conversion of the upper floor accommodation to 2 self contained 2 bedroom flats each with its own entrance at ground level. Accompanying this are changes proposed externally to the side elevation and replacement of all windows, The application indicates that there is existing car parking provision for this building but no details are provided. Whilst supporting the application in principle we object to the new flats being treated as market housing and request that local occupancy conditions should apply. We note it is proposed that existing upvc windows and new windows are to be replaced with powder coated aluminium. As this building is within the Conservation area we consider that timber windows would be more appropriate
SUPPORT
- 7/2026/2025 Change of use of land to mixed use of agriculture and recreation (archery) and associated development comprising two shipping containers, for storage of equipment, composting toilet and an area of hardstanding for parking.
Grazing Field, Portinscale, CA12 5RS
Although this application is outside our Town Boundary, it is the Keswick Archery Club and we consider this application should be supported. We note that objections were originally raised by Cumberland Flood and Development Management on Highways issues and the Environment Agency on Flood Risk concerns. These have been addressed with responses by the applicant and the objections have been withdrawn.
- The efforts made by the Archery Club in finding a suitable location are well documented. On initial consideration this would be considered to be an inconvenient site to access for its members. When you visit this remote location and see the flat green open meadow, off the beaten track and well screened by mature trees, you can immediately see why they are prepared to make the effort. It is ideally suited for the special needs of this historic countryside and Olympic sport. It is in an area which affects no one else and allows it to continue being grazed as open pastureland when not in use. Our only concern was the introduction of metal box storage containers in the open countryside. The applicant has provided details and illustrations to show how well screened this location is from vantage points and how it has been painted to blend in with the natural landscape colours. As Keswick has been recently classified as a "deprived" area in provision of leisure facilities outside the mainstream sports, this initiative should be welcomed and encouraged.*
- The parks in Keswick are unsuitable for the club as trustees would not allow the club to set up their base in the parks. Given the open nature of the parks, and the times there are large amounts of people/ animals/children running around, parks trustees would be extremely concerned about the risks involved, and could not easily find a way for the Archery club to safely practice in those circumstances. Also the parks could not accommodate the containers required for storage. We wish to strongly support this application.*
SUPPORT

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

10. Licensing Application

RECEIVED Planning and Licensing Group report on licensing applications received.

11. Mayors Report

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

Councillor Kemp left the room before the discussion on this item.

12. Annual Review of Standing Orders

RESOLVED that the amendments to the Standing Orders be agreed as presented (Action – Clerk).

Councillor Kemp returned to the room.

13. Standing Committee and Working Group Members

RESOLVED that the following Councillors be appointed as representatives on Committees and Working Groups (Action – Clerk):

i) Staffing Committee

RESOLVED that the Staffing Committee comprises Councillors Dunn, Evans, Chris Houghton, Claire Houghton, Murray and Taylor

ii) Events Committee

RESOLVED that the Events Committee comprises Councillors Evans, Harwood, Claire Houghton and Scott.

iii) Planning & Licensing Group

RESOLVED that Councillors be appointed to the Planning Group were Councillors Harwood, Chris Houghton, Peat and Taylor

iv) Visitor Management Working Group

RESOLVED that Councillors be appointed to the Visitor Management Working Group were Councillors Harwood, Peat and Scott.

v) Housing Working Group

RESOLVED that Councillors be appointed to the Housing Group were Councillors Harwood, Lapthorn and Taylor.

vi) Commercial Group

RESOLVED that Councillors be appointed to the Commercial Group were Harwood, Chris Houghton and Scott.

vii) Fundraising Group

RESOLVED that Councillors be appointed to the Fundraising Group were Dunn, Evans, Claire Houghton, Murray and Peat.

14. Outside Bodies & Liaison Meetings

RESOLVED that the following Councillors be appointed as representatives on outside bodies and to attend liaison meetings (Action – Clerk).

The Battersby Charity

Councillor Steve Harwood

Keswisck in Bloom

Councillor Claire Peat

Keswick Fairetrade

Councillor Lorraine Taylor

Keswick Tourism Association	Councillor Chris Houghton
Keswick Community Emergency Recovery Partnership	Councillor Jean Murray
Keswick Youth Centre	Councillor Natalie Evans
Keswick Flood Action Group	Councillor Claire Peat
Sustainable Keswick	Councillor Natalie Evans
Tour de France Liaison	Councillor Steve Harwood

15. Chair's Allowance

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

16. Schedule of Meetings 2026/27

RESOLVED that the date and times of ordinary meetings of the Council for the ensuing year be fixed as follows (Action – Clerk).

SCHEDULE OF MEETINGS 2026

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

SCHEDULE OF MEETINGS 2027

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

17. Schedule of Charges

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

RESOLVED that the charges be agreed as set out in the report (Action – RFO).

18. Annual Review of Effectiveness of Internal Financial Controls

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

RESOLVED that the Clerk and Responsible Financial Officer draft a Heads of Terms based on previously drafted terms for Walker Park, and send them to Cumberland Council. (Action – Clerk/Responsible Financial Officer).

19. Town Council Insurance Renewal/Review

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

RESOLVED that the recommendations within the report are approved (Action – RFO).

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

RECEIVED the report from the Clerk.

RESOLVED that the Clerk write to Cumberland Council with the following resolutions (Action – Clerk):

- i) Keswick Town Council requests that Cumberland Council 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 premises in Keswick; and
- ii) Keswick Town Council requests that Cumberland Council actively works to identify opportunities in Keswick, including disused buildings and other spaces that may be able to be used to add to the stock of affordable homes available for the people of Keswick.

21. Keswick Archery Club

RECEIVED the report of the Clerk.

RESOLVED that the planning observation set out above (application number 7/2026/2025) be sent to the Lake District National Park Authority in support of the Archery Club's application (Action – RFO).

22. Payment of Accounts

RESOLVED that the accounts for May 2026 as approved by the Inspection Committee be authorised for payment for

- i) The Town Council, vouchers 13 – 56 amounting to £53,309.38 (fifty three thousand three hundred and nine pounds and thirty eight pence).
- ii) The Trusts, vouchers HP8 – FP30 amounting to £24,099.40 (twenty four thousand and ninety nine pounds and forty pence).

23. Reports from Ward Representatives

RECEIVED reports from the following representatives:

- i) Cumberland Council – no report submitted.
- ii) Lake District National Park Authority North Distinctive Area Parishes Representative – no report submitted.

24. Correspondence

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

RESOLVED that Councillor Dunn and the Clerk write to Tiffany Hunt and Gavin Capstick (LDNPA), raising concerns over motorhomes, and the fact that there is no real residents voice on any of the Tactical Groups, and request that they be included somehow (Action – Councillor Dunn and Clerk).

25. Policies for adoption

RESOLVED that Health and Safety Statement be approved (Action – Clerk).

26. Meeting attendance for 2026/27

RECEIVED the report of the Clerk.

27. Police Report

RECEIVED the report of the Allerdale Rural Neighbourhood Policing Team.

28. Tour de France

RECEIVED an update from Councillor Harwood.

29. Events Minutes

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

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’

30. Building Update

RECEIVED an update from the Responsible Financial Officer.

RESOLVED that option A was no longer viable, and that the Council should explore Option B (Action – RFO/Clerk).

The meeting closed at 8.34 p.m.

Chair

Date

Planning Applications received between 15/05/2026 - 11/06/2026			
Plan ref	Reply by	Location	Description of Proposed Development
7/2026/2086	01-Jul-26	6 Borrowdale Road, Keswick, Cumbria, CA12 5DB	Proposed renovation and conversion of an office to room only serviced accommodation and associated change of use
7/2026/2094	26-Jun-26	Arkholme, Lonsties, Keswick, CA12 4TD	Bungalow alterations and extension
7/2026/2095	17/06/2026 - ext requested	Lairbeck House, Vicarage Hill, Keswick, Cumbria, CA12 5QB	To confirm the closure of 2 x bedspaces in the Lairbeck Apartments unit 6 and creation of 2 single bedspaces in proposed units 8 and 9
7/2026/2104	07-Jul-26	25, Bank Street, Keswick, CA12 5JZ	Change of use from guest house to a flexible use allowing use as a) guest house, b) dwelling house or c) holiday letting accommodation
NOTICE TO THE PUBLIC: Interested parties are invited to let the Town Clerk have their comments, in writing, or by email to:townclerk@keswicktowncouncil.gov.uk prior to the meeting regarding any of the planning applications on this sheet.			

Decisions Received from LDNPA

Planning Decisions Received between 15/05/2026 & 11/06/2026

Plan Ref	Date of Application	Location	Postcode	Description	KTC Observations	LDNPA Decision	Appeal	Appeal Decision
T/2026/0060	April-26	Highfield Hotel, The Heads, Keswick,	CA12 5ER	Monkey Puzzle tree (listed as Tree 1 in notification) - Remove dead wood/branches. Crown lift by removing branches highlighted in red in photograph submitted with the notification. Cherry tree (listed as dying fruit tree and Tree 2 in notification) - Fell to ground level. Larch tree (listed as Tree 3 in notification) - Fell to ground level.	SUPPORT	NEUTRAL		
T/2026/0074	April-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 root plate and damaging drive. T4 - Laurel - Fell - dead. T5, T6, & T7 - Beech trees - Crown lift lower branches. Small diameter- Tree Work in Conservation Area	SUPPORT	GRANTED		
T/2026/0089	May-26	Upper Fitz Park, Station Road, Keswick	CA12 4NF	T106 Sitka spruce tree, lack of growth over last 2 years - Fell. T107 spruce tree, lack of growth over last 2 years - Fell.- Tree Work in Conservation Area	decalred interest	GRANTED		
7/2024/2148	July-24	12, Derwent Street, Keswick	CA12 5AN	Sub division of existing holiday let dwelling to form 1 bedroom holiday let and 1 bedroom local needs dwelling	SUPPORT	GRANTED		
7/2025/2037	December-25	Derwent Service Station, Penrith Road, Keswick	CA12 4JP	Proposed ground floor extension to side of unit creating stockroom to serve the retail space. Demolition of the existing store room (originally a garage) Tarmac floor finish to external with carpark areas.	SUPPORT	GRANTED		
7/2026/2014	February-26	Boat Repair Depot, Isthmus Bay, Keswick	CA12 5DJ	Erection of a building for the storage and maintenance of launch craft in association with Keswick Launch Company	SUPPORT	GRANTED		
7/2026/2072	Apr-26	14, Stanger Street, Keswick	CA12 5JU	Changes to fenestration and replacement rear porch	SUPPORT	GRANTED		

AGENDA ITEM 9. 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.
Low Nest Farm	Low Nest Farm, Keswick, CA12 4TF	Supply of alcohol - Mon – Sun on and off premises – 13.00 – 22.00	07 July 2026	To be commented	
The Bobbin Mill Cafe at Low Briery Holiday Park	The Bobbin Mill Cafe at Low Briery Holiday Park, Keswick, CA12 4RN	Live music , indoors– Fri – Sat indoors 18.00 – 21.00- potentially played on some weekdays through summer depending on the holiday park occupancy. Likely to be played throughout winter on adhoc days should we decide to plan any events/private parties. Recorded music , indoors, – Mon – Sun – 10.00 – 22.00 Supply of alcohol , on and off premises - Mon – Sun – 10.00-22.00 Hours premises are open to the public: Mon – Sun- 10.00-23.00	19 June 2026	To be commented	

KESWICK TOWN COUNCIL

TOWN COUNCIL MEETING 18TH JUNE 2026

MAYOR'S ENGAGEMENTS & MEETING ATTENDANCE

For period 21st May 2026 to 11th June 2026

Thursday 21st May	Chaired Town Council meeting.
Sunday 24th May	Attended Keswick cricket club charity match Keswick rugby vs Keswick FC.
Tuesday 26th May	Attended meeting with Cumberland Councillor Sally Lansbury regarding taxi operator and Keswick community partnership.
Wednesday 3rd June	Chaired fundraising meeting.
Wednesday 3rd June	Chaired staffing meeting.
Saturday 6th June	Attended Sustainable Keswick bird box building event as part of the great big green week.
Monday 8th June	Attended meeting with Cllr Harwood regarding planning expertise, swimming pool update and TDF updates.
Wednesday 10th June	Meeting with the Town Clerk to go through items on the June Town Council agenda.

TOWN AND PARISH COUNCIL INTERNAL AUDIT TESTING

KESWICK TOWN COUNCIL

INTERNAL AUDIT REPORT

RFO: CATHERINE PARKER

AUDIT: 8th – 9th JUNE 2026YEAR ENDING: 31ST MARCH 2026WEBSITE: keswicktowncouncil.gov.uk

INTERNAL CONTROL	RECOMMENDED TESTING	FINDINGS	RECOMMENDATIONS
PROPER BOOKKEEPING	Is the cashbook maintained and up to date?	The Council operates the SAGE accounting system and transactions are updated on a regular basis – payments are normally made by internet banking which can only be processed by a file transfer from the SAGE system.	
	Is the cashbook arithmetically correct?	Yes	
	Is the cashbook regularly balanced?	The SAGE system is double entry and self-balancing.	
	If the Council has balances in excess of £100k does it have an investment strategy?	The Council's balances at the year end exceeded £250k but it has an active investment strategy and demonstrated this by moving £100k from one investment account to another during the year. In addition since Cumberland Council paid the precept in one lump sum for the first time rather than two surplus cash was put on deposit for part of the year.	

INTERNAL CONTROL	RECOMMENDED TESTING	FINDINGS	RECOMMENDATIONS
A) STANDING ORDERS AND FINANCIAL REGULATIONS ADOPTED AND APPLIED; AND B) PAYMENTS CONTROLS	Has the council formally adopted standing orders and financial regulations?	Yes – Financial Regulations and Standing Orders were reviewed at the April 2026 and May 2026 meetings respectively.	
	Has a Responsible financial officer been appointed with specific duties?	Yes – Catherine Parker. A comprehensive job description for her role has been drawn up.	
	Have items or services above the de minimus amount been competitively purchased?	Standing Orders require quotations to be sought for expenditure between £5,000 and £25,000 and 3 estimates to be sought for items between £2,000 and £5,000. Currently there are only 3 contracts that exceed this value – those for insurance, the Christmas lights and the rent of the office from Cumberland Council. All are on medium or long term agreements although the first two expire in 2027 and 2026 respectively.	
	Are payments in the cashbook supported by invoices, authorised and minuted?	Yes – comprehensive schedules are presented to the Council each month, for both the Town Council and the Trust accounts.	
	Has VAT on payments been identified, recorded and reclaimed?	Yes – reports from SAGE for all accounts are used to complete the online return to HMRC. These include VAT from the Trust accounts so VAT on income is also recorded and paid over.	

INTERNAL CONTROL	RECOMMENDED TESTING	FINDINGS	RECOMMENDATIONS
RISK MANAGEMENT ARRANGEMENTS	Is s137 expenditure separately recorded and within statutory limits?	Grants totalling £20,315 to 9 organisations are recorded separately in the accounts.	
	If the Council uses debit or credit cards are appropriate procedures in place for security and credit limits?	The credit card is kept in a locked safe and there is a £1,000 credit limit	
	Does a review of the minutes identify any unusual financial activity?	No unusual activity seen.	
	Do minutes record the council carrying out an annual risk assessment?	A comprehensive Risk Management Assessment was adopted at the February 2026 meeting of the Town Council. Separate inspections of play and other equipment are undertaken by Zurich and RoSPA but are the responsibility of the two Trusts. More regular inspection sheets are in place for use by staff for MUGA, play equipment, vehicles and general open spaces. In addition the Council has entered into a 5 year contract with Worknest to manage Human Resources and Health & Safety issues on its behalf.	

INTERNAL CONTROL	RECOMMENDED TESTING	FINDINGS	RECOMMENDATIONS
	Is insurance cover appropriate and adequate?	A comprehensive policy was in place with Zurich Municipal for the year ended 13 th May 2026. This includes property of the two Trusts. Cover includes Public Liability £15m, Employers liability £10m, Fidelity Guarantee £1m, Hirers' Liability £2m, Libel & Slander £250k, Money £250k, Legal Expenses £200k. Also cover for vehicles that are recharged to Hope Park Trust.	
	Are internal financial controls documented and regularly reviewed?	These are detailed in Financial Regulations. In addition copy bank reconciliations are sent to the Clerk and a nominated Councillor each month. The annual review of the Effectiveness of Internal Financial Controls was approved by the Council at the May 2026 meeting.	
BUDGETARY CONTROLS	Has the council prepared an annual budget in support of its precept?	Yes – a detailed budget for 2026/27 was considered at the January 2026 meeting and a precept of £415,298 was set, compared to one of £401,904 for 2025/26 – an increase of 3.3%.	
	Is actual expenditure against the budget regularly reported to the council?	Yes – reports prepared and presented to Council quarterly at April, July, October and January meetings.	
	Are there any significant unexplained variances from budget?	No significant variances.	

INTERNAL CONTROL	RECOMMENDED TESTING	FINDINGS	RECOMMENDATIONS
	Are reserves adequate or excessive?	The Town Council had general year end reserves that were 44% of its annual expenditure. In addition the following earmarked reserves and funds totalling £24,596 have been agreed: • Local Housing £200 • Elections £5,000 • Office & Council Chamber £2,000 • Equipment £3,000 • Professional advice £4,000 • CCTV - PCC £8,396 • War memorial £2,000 In addition reserves are earmarked for the War Memorial Fund (£889) and the Events Fund (£39,299).	
INCOME CONTROLS	Is income properly recorded and promptly banked?	Yes – at the May 2025 meeting the Schedule of Charges was agreed with no changes. The Council also received rent from Cumberland Council for Walker Park but there is still only an informal agreement in place for this. The Council is proactively attempting to resolve the issue with the Cumberland Council.	
	Does the precept recorded agree to the Council Tax authority's notification?	Yes – the precept was received in one instalment in line with the notification received from Cumberland Council and the Statement of Precept.	

INTERNAL CONTROL	RECOMMENDED TESTING	FINDINGS	RECOMMENDATIONS
PETTY CASH PROCEDURES	Are security controls over cash and near-cash adequate and effective?	Yes – very little cash income is received, but the Council has a safe and most income is banked on receipt. Contactless machines are used for events income.	
	Is all petty cash spent recorded and supported by VAT invoices/receipts?	No petty cash.	
	Is petty cash expenditure reported to each council meeting?	Not applicable	
	Is petty cash reimbursement carried out regularly?	Not applicable	
PAYROLL CONTROLS	Do all employees have contracts of employment with clear terms and conditions?	Yes	
	Do salaries paid agree with those approved by the council?	Yes. Any changes are communicated to the payroll provider.	
	Are other payments to employees reasonable and approved by the council?	No other payments to staff seen with the exception of expenses reimbursements.	

INTERNAL CONTROL	RECOMMENDED TESTING	FINDINGS	RECOMMENDATIONS
	Have PAYE/NIC been properly operated by the council as an employer?	Payroll operated during the year by Cumbria Payroll Services Ltd.	
ASSET CONTROLS	Does the council maintain a register of all material assets owned or in its care?	Yes – on a spreadsheet. At 31 st March 2026 the total value was £74,003. This is mainly office equipment, CCTV cameras and chains of office as all play equipment and property in Parks are covered by Trust accounts.	
	Are the assets and Investments registers up to date?	Yes – includes the addition of 75" interactive screen costing £1,959 in the year. There were no disposals during the year	
	Do asset insurance valuations agree with those in the asset register?	Yes.	
	Is there a bank reconciliation for each account?	Yes.	
BANK RECONCILIATION	Is a bank reconciliation carried out regularly and in a timely fashion?	Yes – on receipt of bank statements.	

INTERNAL CONTROL	RECOMMENDED TESTING	FINDINGS	RECOMMENDATIONS
	Are there any unexplained balancing entries in any reconciliation?	No.	
	Is the value of investments held summarised on the reconciliation?	Yes.	
YEAR-END PROCEDURES	Are year end accounts prepared on the correct accounting basis (Receipts and Payments or Income and Expenditure)?	Accounts are produced on an Income and Expenditure basis by Dodd & Co, Accountants who were appointed during the year following the illness of the previous accountant.	
	Do accounts agree with the cashbook?	Yes – reconciliation seen.	
	Is there an audit trail from underlying financial records to the accounts?	Yes – clear working papers prepared by a local accountant seen.	
	Where appropriate, have debtors and creditors been properly recorded?	Yes – details seen.	
OTHER ISSUES	Is the Council registered with the Information Commissioner?	Yes – registration number Z9451946 expiring 25 th April 2026.	

INTERNAL CONTROL	RECOMMENDED TESTING	FINDINGS	RECOMMENDATIONS
	Is appropriate documentation published on the Council's website?	Comprehensive agenda papers, minutes and annual returns are published on the website.	
	Does the Council have a single generic email address on an authority owned domain?	Yes – the council has a contact email address of office@keswicktowncouncil.gov.uk . Staff and councillors have gov.uk email addresses.	
	What arrangements does the Council have for the back up of computer files?	Cloud backup with One Drive and Microsoft 365.	
	Does the Council have responsibility for any Trust Funds? If so, are they independently examined?	The Town Councillors are trustees of the Hope Park and Fitz Park Charitable Trusts (registered charity numbers 503465 and 520327 respectively). The trust accounts are administered by the Council and maintained on the SAGE system and a considerable number of recharges for payroll and administration are made between the various accounts. In addition the Council recovers VAT on behalf of expenditure incurred by the Trusts. Both the Hope and Fitz Park accounts were independently examined by Frances Clark ACA of Keswick Accountants and the accounts for the year ended 31st March 2025 were reviewed.	

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

KESWICK TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

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

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

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

18/06/2026

and recorded as minute reference:

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

Chair

Clerk

www.keswicktowncouncil.gov.uk

Section 2 – Accounting Statements 2025/26 for

KESWICK TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	228,441	231,888	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	349,627	401,904	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	49,152	52,794	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	72,958	77,350	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	322,374	354,929	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	231,888	254,307	<i>Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	229,540	259,776	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	72,043	74,003	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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



Date

18/06/2026

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

18/06/2026

as recorded in minute reference:

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

KESWICK TOWN COUNCIL

**STATEMENT OF ACCOUNTS FOR
THE YEAR ENDED
31 MARCH 2026**



Keswick Town Council
Annual Statement of Accounts
Year Ended 31 March 2026

Contents

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Keswick Town Council
General Fund
Income and Expenditure Accounts
Year Ended 31 March 2026

		Year Ended 31 March 2026	Year Ended 31 March 2025
General Income			
Precept (including local council tax support grant)		401,904	349,627
Fitz Park Grant from Allerdale Borough Council		20,000	20,000
Bank Interest - CCLA		5,611	4,928
Bank Interest - Unity		1,986	2,730
Business Rates / Supplier Refund		-	20
Walker Park Rents		14,130	14,130
Townsfeld		-	1,600
Christmas Lights Contribution		2,680	2,150
Allotment Income		535	612
Total General Income		446,846	395,797
Expenditure			
Administration, Salaries, NIC, SA & Costs	Page 2	95,957	89,487
Grants Paid	Page 3	20,315	19,000
Christmas Lighting		35,064	33,274
Town Floral Displays		600	600
Town Mayor's Allowance		2,000	2,000
Election Expenses		-	99
Contingency	Page 4	2,741	1,992
War Memorial	Page 4	1,495	1,495
Townsfeld Grant		-	-
Open Spaces		1,000	999
Grant to Fitz Park Trust		225,988	203,297
Communications & Neighbourhood Plan		360	-
Memorial Seat Expenditure		-	350
CCTV Maintenance - Moot Hall		2,034	2,004
Audit Fee		2,300	2,250
Sum Up machine		-	139
Advertising		243	226
Unity Bank Charges		25	-
Town Events / Celebrations		6,955	8,510
Grass cutting church yards		4,000	4,000
KCHT Support		-	3,000
Allotment Expenses		2,658	454
Annual Parish Meeting		109	751
General Reserves Expenditure		9,500	7,213
Events Coordinator		6,367	2,554
Total General Expenditure		419,711	383,694
General Income less Expenditure		27,135	12,103
Reserves Brought Forward		169,601	167,956
Transfers (to)/from Funds		(7,211)	(10,458)
General Fund Reserves Carry Forward		189,525	169,601

Keswick Town Council
General Administration Costs
Year Ended 31 March 2026

	Year Ended 31 March 2026	Year Ended 31 March 2025
Income		
Photocopying	-	-
Council Chamber Hire	-	372
Total Income	-	372
Expenditure		
Salaries, National insurance and Pension	128,917	121,596
Pension to Former Employee	1,736	1,685
Staff Expenses	218	206
Payroll Outsource Costs	584	580
Rent	7,100	7,100
Building Service Costs	6,560	6,400
Insurance	877	828
Repairs	232	237
Subscriptions	1,355	1,004
Stationery and Printing	638	644
Postage	300	200
Photocopier Lease and Charges	1,336	1,839
Computer Maintenance	4,345	3,977
Website and Internet Costs	863	1,252
Telephone	841	731
Health and Safety	12	99
Office Equipment and Fittings	-	80
Worknest - HR & H&S Support	1,561	-
Council Chamber Expenditure	1,325	135
Conferences / Training	1,129	924
Total Expenditure	159,929	149,517
Net Expenditure	159,929	149,145
Allocated to:		
General Fund 60%	60% 95,957	89,487
Hope Park 20%	20% 31,986	29,829
Fitz Park 20 %	20% 31,986	29,829
	159,929	149,145

Keswick Town Council
Grants
Year Ended 31 March 2026

	Year Ended 31 March 2026	Year Ended 31 March 2025
Grants		
Theatre by The Lake Youth Work	2,000	2,000
1st Keswick Scout Group	1,500	2,500
Keswick Youth Centre Services	7,500	5,776
Keswick Senior Citizens (The Drop In)	2,000	1,000
Keswick in Bloom	4,000	-
Citizens Advice Allerdale	500	500
Keswick Film Club	315	-
Keswick Football Club Girls	1,500	-
Keswick Museum & Art Gallery	1,000	-
Two's Company	-	750
St Herberts School	-	300
Keswick Area Food Share	-	1,000
Keswick Rugby Club	-	5,000
Keswick & District Fair Trade	-	150
Royal British Legion Poppy Wreath	-	24
Total Grants Other Powers	20,315	19,000

Keswick Town Council
War Memorial and Contingency Spending
Year Ended 31 March 2026

War Memorial

	Year Ended 31 March 2026	Year Ended 31 March 2025
Income		
Grant from Keswick Town Council	1,495	1,495
Interest	7	13
Total Income	<u>1,502</u>	<u>1,508</u>
Expenditure		
Insurance	695	695
Maintenance and Floral Displays	800	800
Total Expenditure	<u>1,495</u>	<u>1,495</u>
Surplus / (Deficit)	7	13
Balance brought forward	882	869
Total Fund Balance	<u>889</u>	<u>882</u>

Contingency Spending

	Year Ended 31 March 2026	Year Ended 31 March 2025
Contingency Spending		
Professional Fees - DofE fees	471	-
Professional Fees - Building survey	2,230	-
Floral basket	40	-
Battery for SID	-	161
Framing QEII Portrait	-	64
TV Licence	-	170
Recharge of Plant IT Training	-	400
Dehumidifier and Rolls	-	247
1st Registration of Townsfield	-	950
	<u>2,741</u>	<u>1,992</u>

Keswick Town Council
 Keswick Town Council Events Fund & Christmas Lights Fund
 Year Ended 31 March 2026

Events Fund

	31 March 2026	31 March 2025
Income		
Other Events Income	7,845	2,597
Total Income	<u>7,845</u>	<u>2,597</u>
Expenditure		
Events Fund Expenditure	6,568	1,743
Cover budget overspend on events	-	60
Total Expenditure	<u>6,568</u>	<u>1,803</u>
Surplus / (Deficit)	1,277	794
Balance brought forward	36,811	35,615
Transfer to General Reserves to cover overspend / cost of lights	-	-
Transfer from Christmas Lights Fund	-	402
Transfer from General Reserves of underspend	1,211	-
Total Fund Balance	<u>39,299</u>	<u>36,811</u>

Christmas Lights Fund

	Year Ended 31 March 2026	Year Ended 31 March 2025
Income		
	-	-
Total Income	<u>-</u>	<u>-</u>
Expenditure		
	-	-
Total Expenditure	<u>-</u>	<u>-</u>
Surplus / (Deficit)	-	-
Balance brought forward	-	402
Transfer to Events Fund	-	(402)
Total Fund Balance	<u>-</u>	<u>-</u>

Keswick Town Council
Earmarked Funds
Year Ended 31 March 2026

Earmarked Funds

	Year Ended 31 March 2026	Year Ended 31 March 2025
Income	-	-
Total Income	-	-
Expenditure	6,000	9,462
Total Expenditure	6,000	9,462
Surplus / (Deficit)	(6,000)	(9,462)
Balance brought forward	24,596	23,600
Transfer (to) from General Reserves of Earmarked	6,000	10,458
Total Fund Balance	24,596	24,596
<u>Earmarked Funds Breakdown</u>		
Local Housing	200	200
Elections	5,000	5,000
Office and Council Chamber	2,000	2,000
Equipment	3,000	3,000
Professional Advice	4,000	4,000
War Memorial	2,000	2,000
CCTV - PCC	8,396	8,396
Total Earmarked Funds	24,596	24,596

Keswick Town Council
Balance Sheet
31 March 2026

	31 March 2026	31 March 2025	
Current Assets			
Debtors	280	462	
Prepayments	1,902	1,807	
Pension	20	-	
VAT	5,490	9,143	
Hope Park Loan Account	31,780	30,165	
Town Council Current and Saver Accounts	54,148	24,992	
CCLA Public Sector Deposit Fund	200,442	100,000	
KTC Unity Trust	5,186	103,666	
War Memorial Account	-	882	
Total Current Assets	299,248	271,117	
Current Liabilities			
Creditors	7,275	7,675	
Accruals	14,214	6,731	
Salary Control Account	-	-	
Fitz Park Loan Account	23,328	24,821	
Barclay Card	122	-	
Townsfild	-	-	
Total Current Liabilities	44,939	39,227	
Net Current Assets	254,309	231,890	
Represented By			
Town Council General Reserve	Page 1	189,525	169,601
War Memorial Fund	Page 4	889	882
Events Fund	Page 5	39,299	36,811
Earmarked Funds	Page 6	24,596	24,596
		254,309	231,890

The above statement represents fairly the financial position of the authority as at 31 March 2026 and reflects its income and expenditure during the year.

Approved By Council

Minute Ref	_____	Date	_____
Chair	_____		
Town Clerk	_____		

Keswick Town Council
Supporting Statements to the Accounts
Year Ended 31 March 2026

1) Assets

During the previous year the following asset was purchased but was omitted from the assets note in the prior period.

The figures below have been updated for this.

	£
Iiyama 75" interactive screen	1,959
	<u>1,959</u>

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

£
Nil

-

During the year the following assets were disposed of:-

£
Nil

-

At 31 March 2026 the following assets (at cost price) were held:-

Office Equipment	5,971
Office Furniture	5,724
Council Chamber Furniture	6,403
Other Fixed Assets	23,998
Mayoral Chains of Office	31,500
Deputy Mayors Chains of Office	407
	<u>74,003</u>

Community Assets

War Memorial - nominal value	<u>1</u>
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Keswick Town Council
Supporting Statements to the Accounts
Year Ended 31 March 2026

2) Borrowings

As at the close of business on 31 March 2026 the Council had no loans outstanding.

3) Leases

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

Lessor	Purpose	Annual Payable	Year of Expiry
Grenke (via Infinity Print)	Photocopier	807	2029

4) Tenancies

Council as Landlord

Tenant	Property	Rent pa
Cumberland Council	Walker Park	14,130

Council as Tenant

Landlord	Property	Rent pa
Cumberland Council	Council Chambers and Offices	7,100

6) Agency Work

During the year the Council did not undertake any agency work

7) Pensions

For the year of accounts the Council's contributions were 18.6% of employees pensionsable pay. This scheme is administered by Cumbria County Council.

Approved By Council

Minute Ref _____ Date _____

Chair _____

Town Clerk _____

KESWICK TOWN COUNCIL

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

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2026

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

NOTICE

1. Date of announcement Friday 19th June 2026

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

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

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

commencing on Monday 22nd June 2026

and ending on Friday 31st July 2026

3. Local government electors and their representatives also have:

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

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

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



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

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

LDNPA Report for the North Lakes

Issue 27 – May 2026

peter.walter@lakedistrict.gov.uk

Parish meeting with LDNPA Chair and CEO

Thanks to all of you who came to the meeting in Thirlmere village hall a few weeks ago. It was a great turn out (18 people), in sharp contrast to some of the other regions which have seen meetings cancelled (or risk being cancelled) due to lack of attendees. I know Gavin and the Officers found it useful, and I thought the meeting was constructive and felt like we were working together – while accepting there are still many problems to deal with.

I was also invited to the Caldbeck Parish Council meeting this month. We had a wide-ranging discussion covering planning enforcement, rangers, path maintenance and what the criteria are for planning applications coming to the Planning Committee. We had a 'robust' discussion but I enjoy putting the case forward for the LDNPA. I think our staff and Members do a good job and I am always happy to talk about any aspect of interest to Councillors.

Community Enquiry

The Community Enquiry participants have been meeting at the Braithwaite Institute, every week this month. This is the Action for Communities in Cumbria initiative in which 20 people from the area are working together to address the question '*How could life be better here*'.

I was invited to talk to the group about the Strategic Visitor Management Group which prompted a lot of questions and discussion. I will give a much more detailed report when the group presents its findings next month; a meeting to which the Council Chairs in the area covered, have been invited.

In the pipeline

A short newsletter this time, but I am involved in several exciting things the Authority and others are doing, that are not yet in the public domain. Watch this space.

(There was no newsletter in April)

KESWICK TOWN COUNCIL

18 June 2026

Keswick in Bloom

There are two items to be brought forward relating to Keswick in Bloom. Firstly, they have been in contact with us, requesting that Keswick Parks take over the maintenance of either side of the underpass at the end of Lake Road from 1 September 2026, when two of their main volunteers step down.

Christine has been discussing this with us, and it could be that the best way forward for next year is to contract Tivoli to do the maintenance work for this, as our parks staff do not have time to do the amount of work involved with the underpass through the already busy summer season.

This will have an impact on the floral displays budget, which at the moment is used for the boxes which are on the Town Hall. This can be properly budgeted for the 2027/28 financial year, but we will have to acknowledge there will be an impact this year.

We signed the Memorandum of Understanding (in a similar situation to below) in 2009 for us to maintain the area, which was then taken on by Keswick in Bloom, which is why it is returning to us now.

Keswick in Bloom have done a fantastic job with this, and many volunteers have put in a huge number of hours to maintain this area, but as with many organisations, finding volunteers is extremely difficult, and Keswick in Bloom are finding that their volunteers are aging, so are unable to put in the hard work any more.

On another note, Keswick in Bloom have been in contact with Cumberland Council about taking over the upkeep of the area next to Keswick Park Hotel on County Corner. Keswick in Bloom want to improve the area ahead of Tour de France. This area is a much smaller area than the underpass, and they feel that it is an area that they can continue to maintain with the volunteers that they have.

As KiB are an unincorporated group, they cannot sign a Memorandum of Understanding with Cumberland to 'adopt' the site, and have asked if we can do it on their behalf. This is something that we have done before for a number of areas on behalf of Keswick in Bloom. We have made it clear to them that this will not be included on our insurance, and that they will have to ensure that the work is kept up on the area, as our parks staff do not have the capacity to help out.

Given that it should involve minimal work, and they are seeking to put in a rockery, there should not be an ongoing cost to the Council for doing this, and it would tidy up the area.

I have attached an example Memorandum of Understanding from Cumberland Council to show what it would look like.

I see no issue in doing this, and would recommend that the Councillors agree to sign the MoA.

Vivien Little

9 June 2026

MEMORANDUM OF AGREEMENT made the 09th day of July Two Thousand and Twenty Four BETWEEN THE CUMBERLAND COUNCIL by the hand of Amber Sykes, Local Area Network Manager and duly authorised agent (hereinafter called "The Council") of the one part of the PARISH Council of Holme Abbey in the County of Cumbria by the hands of Cllr A McIntyre, Chair of Holme Abbey Parish Council and Jo Ward, Parish Clerk of Holme Abby Parish Council, two Members for the time being of the said Parish Council (hereinafter called "the Parish Council") of the other part.

WHEREAS the Parish Council under their statutory powers desire to place four Public Bench's as set out in the Schedule hereto and have asked the Highway Authority to consent thereto.

AND WHEREAS Cumberland Council as Highway Authority for the road described in the Schedule here to have agreed to grant such consent upon and subject to the terms and conditions following.

NOW IT IS HEREBY AGREED AS FOLLOWS

1. THE Parish Council shall at their own expense provide and place the Public Bench's Described in the Schedule hereto in such position as may be settled by the Area Manager for the time being to the Council upon the terms and conditions following.
2. THE Parish Council shall keep the Public Bench, Planters and Farm implements in proper condition and state of repair and should they fail to do so after one month's notice in writing shall have been given to them by the Area Manager, the Council shall be at liberty to remove all items and to recover the cost from the Parish Council.
3. THE Parish Council shall indemnify the Council against all or any claims which may be made directly or indirectly in consequence of the presence of the said Bench, Planters and Farm implements as described in the Schedule hereto.
4. THE Parish Council shall if at any time called upon in writing so to do by the Council (whether in pursuance of their powers or duties under the Highways Act 1980, the Crime and Disorder Act 1998 or any other relevant enactment applicable to the parties here to or

further or otherwise) forthwith remove the Public Bench's placed by them under this agreement.

5. THE work of the placing of the Public Bench, planters and farm implements shall be carried out to the entire satisfaction of the Area Manager and the Parish Council shall not acquire in any way prescriptive rights to the Public Bench's remaining at the point set out in the Schedule by reason of user.

6 THE providers of the Contracts (Rights of Third Parties) Act 1999 are hereby expressly excluded.

IN WITNESS whereof the said parties have hereunto set their hands the day and year first before written

SIGNED by the said _____
(Local Area Network Manager)

SIGNED by the said _____
(Chair of Holme Abbey Parish Council)

in the presence of:- _____

SIGNED by the said _____
(Parish Clerk of Holme Abbey Parish Council)

in the presence of:- _____

SCHEDULE

Siting of the Bench, Planters and Farm implements is (see location plans attached)

EXAMPLE