

KESWICK TOWN COUNCIL

Council Offices
50 Main Street
Keswick
Cumbria
CA12 5JS
017687 73607

11th February 2016

Dear Sir/Madam

A meeting of Keswick Town Council will be held in the Council Chamber, First Floor, Council Offices, Keswick, on Thursday 18th February 2016 at 7.30pm. Members of the press and public are welcome to attend.

Prior to the meeting, at 7.00 pm, representatives of United Utilities will be present to provide information on the management of Thirlmere Reservoir and the new Pipeline project.

Yours faithfully



Lynda Walker
Town Clerk

A G E N D A

- 1. Apologies**
To receive apologies for absence.
- 2. Minutes**
To authorise the Chairman to sign as a correct record the minutes of the Town Council meeting held on Thursday 21st January 2016 (pages 35 - 38).
- 3. Requests for Dispensations**
The Clerk to report any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest.
- 4. Declarations of Interests**
To receive declarations by elected and co-opted members of interests in respect of items on this agenda.

Members are reminded that, in accordance with the revised Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting). Members may, however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already declared in the Register, as well as any other registrable or other interests.

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

- 5. Police Attendance (10 minutes allowed)**
To receive the report of the Allerdale Neighbourhood Policing Team (a Police Community Support Officer will attend when on duty and available).
- 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 10 minutes and the Chairman reserves the right to curtail repetitious matters. Public participation shall not be longer than half an hour throughout the meeting.

- 7. United Utilities Pipeline Project**
To consider a request from Keswick Tourism Association (KTA) to work alongside the Town Council on a joint approach to United Utilities to delay the start of the Pipeline project.
- 8. Applications for Development**
 - i) To examine applications for development and submit observations to the Lake District National Park Authority (Planning Group report to be circulated at the meeting)
 - ii) To receive update on National Park Planning Decisions
- 9. Flooding Update**
To consider whether the Town Council should invite the Environment Agency and other relevant organisations to attend a public meeting to provide views on the causes of the recent flooding and measures which may be taken to aid future flood resilience.
- 10. Mayor's Report**
To receive a report from the Mayor including details of the Mayor's calendar of duties.
- 11. Payment of Accounts**
To confirm the payment of accounts for February 2016 as approved by the Inspection Committee (to be circulated at the meeting) for:
 - i) The Town Council
 - ii) The Trusts
- 12. Review of Internal Audit**
To agree arrangements for the annual review of the effectiveness of the Council's system of internal audit.
- 13. Review of Risk Assessment**
To receive for adoption the revised Risk Assessment as at February 2016.
- 14. Minutes of Committee Meeting**
To receive for information and approval the minutes of the Events Committee meeting held 16th February 2016.
- 15. Reports from Ward Representatives**
To receive reports from the following representatives:
 - i) Allerdale Borough Council
 - ii) Cumbria County Council
 - iii) Lake District National Park Authority
- 16. Clerk's Report**
To receive the Clerk's report.
- 17. Correspondence**
To receive details of the following correspondence:
 - i) Letter from Jamie Reed MP – flooding
 - ii) Mayor of Tewkesbury – flooding
 - iii) Team Rubicon – flooding
 - iv) Co-operative Bank – branch closure

KESWICK TOWN COUNCIL

Minutes of the meeting of Keswick Town Council held in the Council Chamber, 50 Main Street, Keswick, on Thursday 21st January 2016 at 7.30pm.

Present:

Chairman
Councillor David Burn

Councillors

Allan Daniels	Denstone Kemp	Susan Leighton
Andrew Lysser	Adam Paxon	Peter Price

Also present were Lynda Walker (Town Clerk), Catherine Parker (Administration & Finance Officer), 3 members of the press, 13 members of the public/local business representatives, Cllr Ron Munby (ABC), Cllr Mike Heaslip (ABC), Charles Holmes (ABC Officer), Mike Hall (ABC Officer), Mike Glover (Keswick Fairtrade), Bob Bryden (Keswick Fairtrade), Joe Human (Keswick Fairtrade), Jo Alberti (Keswick Fairtrade) and Ian Turnbull (Keswick School).

144. Apologies

Apologies for absence were received from Councillors Jordan (holiday), Lywood (holiday), Miller (holiday), Pugmire (holiday) and Titley (holiday).

145. Minutes

RESOLVED that the Chairman be authorised to sign as a correct record the minutes of the Town Council Meeting held on the 17th December 2015 (pages 31-34).

146. Requests for Dispensations

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

147. Declarations of Interests

Declarations by elected and co-opted member of interests in respect of items on this agenda were received from:-

Councillor Lysser: item 9 (i) applications nod. 7/2015/2283 and 7/2015/2301 (regular customer)
 item10 (Foundation Governor and Trustee of Keswick School)

148. Police Attendance

RECEIVED the report of the Allerdale Neighbourhood Policing Team for December (no Officer was in attendance). 27 crimes had been reported in the Keswick area during December 2015 with 6 anti-social behaviour incidents reported during the month.

149. Support for Fair Trade Town Status

Representatives of Keswick and District Fair Trade Campaign were in attendance to request that the Town Council pass a resolution confirming its continuing support for Fair Trade in Keswick. It was **RESOLVED** that the Town Council continue to support Fair Trade in Keswick and the renewal of Fair Trade Town status by

- Using Fair Trade tea and coffee at Council functions
- Appointing a Councillor representative to the local Fair Trade Group
- Continuing to use the Fair Trade logo on the Council's letter headed paper.

A certificate recognising the renewal of the town's Fair Trade status was presented to the Deputy Mayor.

150. Matters to be received from the Public

Members of the public present spoke in opposition to Allerdale BC's proposals for new car parking charges. Judy Sharp, Chairman of Keswick Tourism Association, read a minute from the Association's recent Board meeting which asked for a common parking policy across the Lake District National Park, pay on exit parking, and free/reduced charges over the next 3 months to help during the flood recovery period. The Association opposed the proposal to increase charges from 9pm to 7 am which would affect theatregoers and overnight guests, the increase in cost of a parking permit, and the proposed 2 hour maximum stay for Bell Close car park.

Maggie Lambert, a Keswick shop owner, outlined the impact on repeat custom and Rachel Swift, of Theatre by the Lake, referred to the 4,000 signature petition which had been presented at the Borough Council offices opposing the proposals. Roy Johnson, of Keswick Retailers Association, said that local businesses did not just rely on tourism but also local trade and he feared that customers would go elsewhere to shop where parking was cheaper. The proprietor of the Card Collection in Packhorse Court advised that her customers complained about the charges currently and that the machines did not give change.

151. Review of Car Parking Charges - Consultation

Allerdale Borough Councillor Mike Heaslip, Charles Holmes - Head of Service, and Mike Hall - Parking Services Manager, were in attendance to explain the proposals for changes to car parking charges in Keswick and to receive comments. Councillor Heaslip, as Executive Member responsible for car parking, explained that the Council was looking to operate in a more commercial manner in the current financial climate. Mike Hall stressed that the proposals were for discussion and that feedback from the public, stakeholder groups and others would be taken into consideration in making any decisions. Councillors felt that whilst appreciating the financial constraints on the Borough Council due to cuts in Government funding, any shortfall should not be made up by increasing car parking charges in the manner proposed as this would deter both tourists and locals from spending time and money in Keswick and result in less revenue from car parking, not more. Other ways of saving money needed to be found.

RESOLVED that the comments made by Councillors and the proposals put forward in the paper submitted by Councillor Lywood, be endorsed as the Town Council's response to the consultation.

152. Applications for Development

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

7/2015/2211 Variation of condition no 3 of approval ref 7/2004/2368 to widen occupancy condition
3 Blencathra Street
Support – will bring 2004 local occupancy condition up to current definition
SUPPORT

7/2015/2283 Allocate section of highway for the placement of tables and chairs
Market Place
NEUTRAL

7/2015/2292 Small porch at rear of property
6 Church Street
Neutral – At rear of property and in keeping with other porches on adjoining properties
NEUTRAL

7/2015/2297 Replacement sun room
The Garth, Chestnut Hill
Neutral – will match original building much better than existing UPVC conservatory and additional parking/turning area will avoid need to reverse cars onto Chestnut Hill.
NEUTRAL

- 7/2015/2299** Variation of local occupancy condition imposed on planning approval ref 7/2006/2155 to the north distinctive area of the National Park Cider House, Penrith Road
Support – application is to bring 2006 definition of local occupancy in line with current definition
SUPPORT
- 7/2015/2301** Use of land for sale of handmade cakes and tiffins and hot and cold beverages (plus tables and chairs in Area B)
Area of land North West of Moot Hall, Market Place
NEUTRAL
- 7/2015/2302** Replace existing timber doors with composite doors. Replace existing tilt and turn upvc windows with white grained upvc vertical sliding sash windows
6 Victoria Street
Neutral – replacing UPVC windows with more traditional design UPVC windows and replacing doors to improve thermal performance
NEUTRAL
- 7/2015/2307** 10 Bedroom staff accommodation block
Keswick Hotel, Station Road
Neutral – proposed development is on area currently used as storage yard. Off street parking will be available. Cannot see any overlooking issues
NEUTRAL
- ii) No National Park planning decisions were received.

153. Request for Youth Funding

Ian Turnbull of Keswick School presented a request for funding towards indoor equipment for fitness classes which was necessary as the school playing fields were out of use due to flood damage. He stated that the equipment would be made available for wider community use.

RESOLVED that a grant of £1,000 be made towards the purchase of a rowing machine and mat to be funded from the budget for youth projects.

154. Request for Grant

Consideration was given to a request for a grant of £100 from Keswick & District Community First Responders from the 2016/17 budget allocation. It was noted that the application had been overlooked in error during consideration of grants for 2016 but had been received by the deadline.

RESOLVED that a grant of £100 be made to Keswick & District Community First Responders to be funded from the grants budget for 2016/17 and that the consequent overspend on this budget be approved.

155. Payment of Accounts

RESOLVED that the accounts for January 2016 as approved by the Inspection Committee be authorised for payment):

- i) For the Town Council, vouchers 180 – FR10 amounting to £19,627.94 (nineteen thousand six hundred and twenty seven pounds and ninety four pence)
- ii) For the Trusts, vouchers HP109 – FP83 amounting to £1,539.37 (one thousand five hundred and thirty nine pounds and thirty seven pence)

156. Quarterly Budgets

RECEIVED for information the third quarter budget comparisons.

157. Mayor's Report

RECEIVED report from the Mayor including details of the Mayor's calendar of duties together with notes from the Allerdale 3 tier meeting held on 11 January 2016 and the meeting of the project group for the reinstatement of the railway line from Penrith to Workington held on 18th December 2015.

158. Schedule of Meetings

RECEIVED the Schedule of Meeting Dates for 2016/17.

159. Reports from Ward Representatives

RECEIVED reports from the following representatives:

- i) Allerdale Borough Council Ward Representative – Borough Cllr Ron Munby reported on the full Council meeting held on 20th January 2016
- ii) Cumbria County Council Ward Representative – County Cllr Andrew Lysser reported on the Allerdale Local Committee meeting held that day. He encouraged the Town Council to apply for £1,500 funding from his County Councillor's ward allowance for a fundraising event at Keswick School in aid of the flood appeal. Councillors agreed to this suggestion provided that there would be no impact on the workload of the office staff
- iii) Lake District National Park Authority Allerdale Parishes Representative – written report submitted by Geoff Davies.

160. Reports from representatives on Outside Organisations

RECEIVED: report from Councillor Leighton on Churches Together in Keswick

161. Minutes of Committee Meetings

RECEIVED for information the minutes of the following Committee meetings:

- i) Staffing Committee 7 January 2016
- ii) Events Committee 12 January 2016

162. Clerk's Report

RECEIVED the Clerk's report.

RESOLVED that the Town Council become an opted in authority to the new Sector Led Body Audit procurement scheme.

163. Correspondence

RECEIVED the following correspondence:

- i) Llandudno Town Council – Cumbria Floods
- ii) Stoke St Gregory Parish Council – Flooding
- iii) NALC – HM Queen's 90th Birthday Celebrations

The meeting closed at 9.35pm

Chairman

Date

Lynda Walker

From: Linda <linda@keswick.org>
Sent: 29 January 2016 16:02
To: 'Lynda Walker '
Subject: United Utilites Pipeline 2017

Hi Lynda – KTA is concerned that the United Utilities proposed works next year will compound the disastrous effects of the flood damage that we have suffered this year.

The economy will be effected throughout this year, long after the signs of flooding have receded, with Group Travel already confirming to Cumbria Tourism that they have cancelled coach trips to the lake district for 2016. We are very concerned that the pipeline works will add an extra disastrous year.

We write to see if we can work alongside Town Council on a joint approach with United Utilities and would welcome a meeting to discuss various issues.

Linda Furniss

Tourism Manager
Keswick Tourism Association
50 Main Street, Keswick, CA12 5JS
017687 75738
linda@keswick.org
www.keswick.org

Stay in an award-winning destination.

Keswick has been voted the 9th UK destination in the 7th annual Travellers' Choice awards for Destinations; the best historic town in the Landlove Magazine Awards, and the winner of The Kennel Club's most Dog Friendly town award.

In 2014, tourism in Allerdale attracted 6.934m visitors (up 4.4% on 2013) with £417.2m (up 9.7%) being spent by these visitors.

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Planning Applications received between 15/01/2016 - 11/02/2016

Plan ref	Location	Description of Proposed Development
E/2015/0134	2 St Herbert Street, Keswick. CA12 4DF	Change of Use from class 1 (Guest House) to class 3 (Dwelling House). Appeal against LDNPA's Enforcement Notice. <i>Enforcement Notice placed on this report at the request of Cllr Burn to enable Planning Group and Town Council to comment on the appeal.</i>
7/2015/2284	Greta Gardens, Crow Park Road, Keswick. CA12 5EL	Modification of S106 Agreement on approval ref 7/2012/2034 to extend occupancy restriction to Cockermonth and/or local family connection
7/2016/2013	Lakeland Court, The Headlands, Keswick. CA12 5EU	Construct prefabricated canopy to front entrance
7/2016/2014	21 Stanger Street, Keswick. CA12 5JU	Installation of shower room window
7/2016/2020	White Craggs, Brundholme Road, Keswick. CA12 4NL	Proposed local needs dwelling (revised scheme 7/2014/2309)
7/2016/2021	49 Main Street, Keswick. CA12 5DS	6 no. awnings (externally illuminated)
7/2016/2024	61 The Headlands, Keswick. CA12 5EH	Erection of detached dwelling (local needs) on land to rear of 61 The Headlands, Keswick
7/2016/2025	8 Fenton, Keswick. CA12 4AZ	Alterations & extension
7/2016/2028	15 Eskin Street, Keswick. CA12 4DQ	Replacement windows
7/2016/2032	33 Millfield Gardens, Keswick. CA12 4PB	Amend condition no 2 of approval ref 7/2014/2071 - change to design
7/2016/2033	Heathfield, Crosthwaite Road, Keswick. CA12 5PG	Change of use from fully residential to letting out 2 rooms of house as bed and breakfast from 3 bedroom residential

NOTICE TO THE PUBLIC: Interested parties are invited to let the Town Clerk have their comments, in writing, prior to the meeting regarding any of the planning applications on this sheet.

Decisions Received from LDNPA

Planning Decisions Received between 11/12/2015 & 11/02/2016

Plan Ref	Date of Application	Location	Postcode	Description	KTC Observations	LDNPA Decision	Appeal	Appeal Decision
7/2015/2169	November-15	25 Church Street, Keswick	CA12 4DX	Proposed dormer, change windows and internal alterations and associated works	OBJECT	REFUSED		
7/2015/2200	October-15	7 Church Street, Keswick	CA12 4DT	To replace 5 timber sliding sash windows on front elevation	SUPPORT	REFUSED		
7/2015/2203	October-15	12 Poplar Street, Keswick	CA12 5BW	Replace existing wooden casement windows with upvc casement windows	SUPPORT	GRANTED		
7/2015/2212	October-15	Berkley, The Heads, Keswick	CA12 5ER	Replace existing timber framed windows with new timber framed windows	SUPPORT	GRANTED		
7/2015/2228	November-15	Waters Edge, Lake Road, Keswick	CA12 5DJ	Proposed new orangery to replace existing conservatory, external ground works to provide a boat launch ramp with vehicle access to Derwentwater, plus a new flood defence system incorporating a level lawn	NEUTRAL	WITHDRAWN		
7/2015/2230	October-15	Oakside, Keswick	CA12 5PW	Variation of condition no. 2 of planning approval ref. 7/2012/2191 relating to amendments to elevations	NEUTRAL	GRANTED		
7/2015/2234	October-15	Garden House, 38 Southey Street	CA12 4EF	Proposed revised new build dwelling	SUPPORT	GRANTED		
7/2015/2236	October-15	Tall Trees, Lonsties, Keswick	CA12 4TD	Alteration and extension to existing dwelling	SUPPORT	GRANTED		
7/2015/2240	October-15	Rowan Tree Guest House, 37 Eskin Street, Keswick	CA12 4DG	Proposed rear dormer roof	SUPPORT	GRANTED		
7/2015/2247	October-15	Beechings Folly, Brunndholme Road, Keswick	CA12 4NL	Ancillary accommodation to replace static caravan	SUPPORT	GRANTED		
7/2015/2248	November-15	19 Eskin Street, Keswick	CA12 4DQ	Variation of condition no 2 (occupancy restriction) of planning approval 7/2005/2027 with current local occupancy restriction for the North Distinctive area of the Lake District National Park	SUPPORT	GRANTED		
7/2015/2249	October-15	Land off the A5271, Keswick		New Temporary Access/Egress off Penrith Road (A5271), Keswick	NEUTRAL	GRANTED		

7/2015/2254	October-15	28 Lake Road, Keswick	CA12 5DQ	Conversion of existing A1 retail unit to A3 restaurant use	NEUTRAL	GENERAL PERMITTED DEVELOPMENT - in this instance prior approval will not be required - may proceed with the development - confirmation is conditional
7/2015/2268	November-15	40 Wordsworth Street, Keswick	CA12 4BZ	Installation of new windows	NEUTRAL	GRANTED
7/2015/2272	November-15	Crosthwaite Conference Centre, Church Lane, Keswick	CA12 5QG	Temporary use of agricultural fields to accommodate campers and Caravanners attending the Keswick Convention in Summer 2016	SUPPORT	GRANTED
7/2015/2273	November-15	6 Church Street, Keswick	CA12 4DT	Replace front porch and repaint previously painted features	SUPPORT	GRANTED
7/2015/2277	November-15	7 Southey Street, Keswick	CA12 4EG	Window replacement	NEUTRAL	GRANTED
7/2015/2279	November-15	Walker Park, Crow Park Road, Keswick	CA12 5EN	Site upgrades and improvements including the conversion of 48 no. grass pitches to hardstandings, a new combined motorhome service point and service area, a new service area, regularisation of existing Site Manager's pitches, Site security access and egress barriers in two locations and amended location for reception block (permitted under ref: 7/2006/2048)	NEUTRAL	GRANTED
7/2015/2297	December-15	The Garth, Chestnut Hill, Keswick	CA12 4LR	Replacement sun room	NEUTRAL	GRANTED
7/2015/2299	December-15	Cider House, Penrith Road, Keswick	CA12 4LJ	Variation of local occupancy condition imposed on planning approval ref. 7/2007/2215 to the north distinctive area of the National Park	SUPPORT	GRANTED
7/2015/2302	December-15	6 Victoria Street, Keswick	CA12 5LP	Replace existing timber doors with composite doors. Replace existing tilt and turn upvc windows with white grained upvc vertical sliding sash windows	NEUTRAL	GRANTED

KESWICK TOWN COUNCIL

TOWN COUNCIL MEETING 18 February 2016

MAYOR'S ENGAGEMENTS & MEETING ATTENDANCE

For period 15th January – 11th February 2016

Friday 15 th January	Muslim Charity Helping the Needy – Cheque Handing Over Ceremony – St John's Church, Keswick
Monday 18 th January **	Keswick School Massif Music Studios – Official Opening – held at Keswick School
Sunday 24 th January	Wigton Town Council – Annual Civic Service – held at St Mary's Church, Wigton
Thursday 28 th January	North Lakes Railway Action Group – meeting held in Council Chamber
Thursday 28 th January	Kitchen Rule Charity Evening – held at The Lodore Falls Hotel, Keswick
Saturday 30 th January	Abrahamic Foundation of Birmingham – Community Curry evening for flood victims – held at St Herberts school

** Attended by Deputy Mayor & Mayoress

KESWICK TOWN COUNCIL
18th FEBRUARY 2016

REVIEW OF INTERNAL CONTROL AND AUDIT

The regulations require councils to carry out an annual review of the effectiveness of their system of internal control and audit during the financial year. This review is an integral part of continually improving governance and accountability. The results of the review must be included in the annual governance statement which is Part 2 of the annual return. The review should, as a minimum, include making an assessment of each of the following:

- The scope of internal audit
- Independence
- Competence
- Relationships
- Audit planning and reporting

Jean Airey, former Keswick Town Clerk, was appointed as the Council's Internal Auditor in March 2011. Jean provides this service for a number of local Councils and will complete the internal audit for the 2015/16 financial year accounts according to the agreed audit plan. As it is now five years since the appointment was made, however, it is suggested that alternative quotes be sought for the audit of the 2016/17 accounts.

The financial controls in place are as follows:

- The Town Council has fulfilled its statutory obligation to appoint a Responsible Financial Officer (RFO) (LGA 1972 s 151). The RFO has made available a written record of all financial procedures which have been adopted by the Council and included in the Financial Regulations.
- A monthly rota of two Councillors has been set up who, when signing cheques, counter check them to invoices and the schedule of payments approved at Council.
- Accounts are paid by the BACS system where possible. Payments are entered onto the Sage system and made electronically. The payments are checked by the Admin & Finance Officer to ensure that they correspond to the approved payments list. This is then checked and verified by a second operator. The payments are then transmitted to suppliers. A copy of the payments report is attached to each approved payment list as an audit trail.

The Council is asked to appoint two Councillors to carry out a review of the effectiveness of the current systems (this exercise was undertaken by Councillors Burn and Miller last year).

KESWICK TOWN COUNCIL

Annual Risk Management Assessment

Revised February 2016

Catherine Parker – Administration & Finance Officer

KESWICK TOWN COUNCIL – ANNUAL RISK MANAGEMENT ASSESSMENT	
Key Decision Area	Establishment/Central Administration (Office)

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
a) Insurable Risks Council Offices	Buildings insurance arranged by Allerdale Borough Council as landlord	No further action			*
Accident – Member of the Public whilst on site (Public Liability)	Contents organised direct by Town Council with Zurich Public Liability insurance cover in place £15m	Policy amounts are annually revised for inflation			*
Establishment		No further action			*
Libel & Slander	All covered within Zurich Policy Sum insured £250,000	No further action			*
Business Interruption	Sum insured – additional expenditure £100,000	Hope Park, Lake Road, Keswick, CA12 5DJ			*
Money	Sum insured: – <ul style="list-style-type: none"> Loss of money in custody of any member or employee or in transit by registered post (limit £250) or in a bank night safe £5,000 In the private residence of any member or employee £500 In the premises in custody of or under the actual supervision of any member or employee 	No further action			*

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
Establishment cont.					
	<ul style="list-style-type: none"> • £5,000 • In the premises in locked safes or strong rooms £5,000 • In the premises in locked receptacles other than safes or strong rooms £250 				
Fidelity Guarantee	Sum insured – all members and employees £1,000,000	No further action			*
Personal Accident	Cover is limited to £500,000 any one person and £2,000,000 any one incident Persons Insured: Employees, Volunteers & Directors/Councillors Capital Sum £50,000 Weekly Cover £200 Cover Section 2 and 3 – Accident and Assault Cover	No further action			*
Civic Regalia (Mayoral chains of office x 2 & Deputy Mayors Jewel)	Sum insured £14,570	No further action			*
Bus Shelter – Wivell Park	Included in sum insured for street furniture – bins, benches, picnic tables, bus shelter etc. £15,869	No further action			*
Tiled Mosaic – Subway Artwork, Lake Road	Sum insured £21,218	No further action			*
Subway Wall – Low Wall, Lake Road	Sum insured £6,000	No further action			*

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
Establishment cont.					
Laptops – Office & Parks Managers	Sum insured £971	No further action			*
Council Office & Chamber Equipment – as per asset register	Sum insured £4,000	No further action			*
Council Office Furniture, Fixtures & Fittings	Sum insured £4,000	No further action			*
Council Chamber Furniture, Fixtures & Fittings	Sum insured £2,000	No further action			*
Secure Yard at rear of Council Offices – Tables & Chairs for use at events	Sum insured £2,000	No further action			*
b) Third Party Arrangements					
Internal Auditor appointed by Council under new Audit regulations following 'Lighter Touch Audit'	Regular internal audit work carried out to establish 'proportionate, affordable & sustainable' process to strengthen Council's own governance & to 'provide proper accountability for public money' and to enable the Council to 'properly address its risk and their management, the principles of good internal controls and the roles of internal & external auditors'.	No change			*

Identified Risk	Current Arrangements	Comments	Red	Action	Green
Establishment cont.				Amber	
c) Self-Governance					
Back Up of Computer Information	Regular backups carried out & spare copy kept in the safe at Council Offices. NAS box in place for additional backup and remote working if required	No further action			*
Standing Orders & Financial Regulations	Standing Orders & Financial Regulations in place updated annually	No further action			*
Risk Assessments	In place	Review Risk Assessment Annually			*
Annual Budget including regular budget reporting	In place. Quarterly reports produced and circulated with agenda papers	No further action			*
Asset Insurance/Valuation	Assets register held inspected annually	No further action			*
Data Protection Act registration	Registered 01/04/06. Updated annually.	No further action			*

KESWICK TOWN COUNCIL – ANNUAL RISK MANAGEMENT ASSESSMENT	
Key Decision Area	Keswick Parks (Hope, Fitz, Wivell & Townsfield)

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
a) Insurable Risks					
Accidents on site to members of the public	Public Liability Insurance cover in place £15m	No further action			*
Claim by members of the public e.g. collapsed seat, torn clothing, hanging basket falling on someone	Public Liability Insurance cover in place £15m	No further action			*
Accidents involving children using designated play areas	Public Liability Insurance cover in place £15m	No further action			*
Injury to athletes	Liability left to individuals/clubs themselves	Ensure all event organisers and athletic clubs organising events have appropriate cover		*	
Impact damage to street furniture	Items covered under policy:- <ul style="list-style-type: none"> Ornamental Gates, Walls & Fences Sum Insured £1,149 Council stand loss re vandalism but counter claim possible.				
War Memorial	Sum insured £165,593	No further action			*
Buildings on site – Sports Clubs and Council (Parks) use	Buildings insured by Zurich:- <ul style="list-style-type: none"> Hope Park £631,236 Fitz Park £803,447 Contents in Council use buildings insured by Zurich Keswick Football Club insure both buildings & contents for clubhouse	Properties (excluding Football clubhouse) revalued by Edwin Thompson 2013. Copy of valuations supplied to Zurich. Buildings sum insured increases each year – index linked Proof of cover required from Sports Clubs supplied annually			*

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
Keswick Parks cont.....	Contents to be insured by sports clubs/lessee: <ul style="list-style-type: none"> • Bowling Club • Sports Pavilion • Tennis Club • Football Club • Kiosk & Café • Golf Hut 				
Loss of rent	Sum insured – Hope Park Golf Hut £131,470 Sum insured – Hope Kiosk & café £131,470	No further action			*
Wivell Bridge	Sum insured £233,398 Regular structural inspections organised by Parks Manager	No further action			*
Knightsbridge	Sum insured £233,398 Regular structural inspections organised by Parks Manager	No further action			*
Play Equipment, CSA & BMX Track	Sum insured £245,914 Annual inspections carried out by RoSPA and any actions carried out by Parks staff with instruction from Parks Manager	No further action			*
Use of chainsaw	Only used by qualified staff member. Insured under All Risks Part C & Public Liability	No further action			*
Townsville	Impact damage – covered under All Risks Part C (Ornamental gates, walls and fences)	No further action			*

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
Keswick Parks cont..... Benches & Picnic Tables	Sum insured £1,149 – All Risks Part C Street Furniture	No further action			
Garden Equipment – as per asset register	Sum insured £15,587 Asset register updated annually	No further action			*
Hope Park Plant & Machinery – as per asset register	Sum insured £45,000 Asset register updated annually	No further action			*
Hope Park Open Spaces – Memorial Benches as per asset register	Sum insured £16,500 Asset register updated annually	No further action			*
Fitz Park Open Spaces – Memorial Benches as per asset register	Sum insured £4,000 Asset register updated annually	No further action			*
Hope Park Golf Hut IT & Equipment – Blanket Cover	Sum insured £6,000	No further action			*
Fitz Park – Secure containers & Attendants Hut – Plant Machinery & Equipment as per asset register	Sum insured £2,000	No further action			*
b) Third Part Arrangement					
Accidents to authorised contractors/workmen whilst working within the parks	Responsibility of contractors to arrange appropriate insurance cover	Parks Manager to check contractors liability details – counter claim would be made by Keswick Parks/Council if sued		*	
Independent Examiner appointed by Trustees	Annual inspection of accounts to ensure compliance with SORP & Charities Act 2006	No further action require			*

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
Keswick Parks cont.....					
c) Self-Governance					
Play Area, CSA, BMX Track & Parks Open Spaces	Annual inspection of Play Area, CSA & BMX Track carried out by RoSPA. Annual Inspection Contract carried out by Zurich contractor – as per Part K insurance schedule External Area Inc. Accessibility Assessment & checklist carried out by RoSPA every 3 years	Inspections carried out by Parks Staff/Manager at frequencies as stated in the Parks Risk Assessment – Inspection Policy Schedule Full documentation kept on file in office – Parks Manager delivers completed inspections to office at regular intervals			*
Inspection of seats and other Council/Keswick Parks owned property	Periodic inspections by Parks Staff	Annual seat/property inspections in place (as recommended). Memorials policies adopted January 2012			*
Tree Management for possible problems (falling branches etc.)	Regular checks carried out by Parks Manager. Annual Tree Survey carried out in parks and open spaces suitably qualified by third party contractor	No further action			*
Golf Hut – Staff security	Alarm bell & CCTV surveillance in place Responsibility transferred to lease holder	No further action			*

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
<p>Keswick Parks cont..... Crosthwaite Road – Community Car Park</p>	<p>Regular checks carried out by Parks Staff. Car Park managed by Parking Infrastructure Services Ltd – responsibility of emptying pay machines and baking lies with tis contractor Covered under Public Liability</p>	<p>No further action</p>			<p>*</p>

KESWICK TOWN COUNCIL – ANNUAL RISK MANAGEMENT ASSESSMENT	
Key Decision Area	War Memorial

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
a) Insurable Risks Material & Impact Damage	Sum insured £165,593	No further action			*
Public Liability e.g. if monument collapses on someone	Covered by Public Liability on Zurich policy – sum insured £15m	No further action			*
b) Third Party Arrangements	NIL				
c) Self- Governance	NIL				

KESWICK TOWN COUNCIL – ANNUAL RISK MANAGEMENT ASSESSMENT	
Key Decision Area	Events & External Activities

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
a) Insurable Risks Injury to person from accident on site	Public Liability in place via Zurich – Cover £15m	No further action			*
b) Third Party Arrangements Injury to individual performing or stall holder	Performers/traders/contractors to be advised to arrange suitable public/employers liability insurance cover & competed necessary risk assessments/inspection	No further action			*
c) Self-Governance Staging, stall & public safety	Suitably qualified contractors appointed to supply staging and stalls. Barriers to be erected around the stage areas at a safe distance to be agreed in conjunction with contractors. Necessary signage put in place. Stewards to be appointed. Risk assessment carried out by appointed person. Premises licence obtained from ABC (which includes notifying higher authorities & emergency services	Ensure risk assessments are adhered to Ensure all contractors have suitable insurance cover Follow any instruction/advise given by higher authorities		*	

KESWICK TOWN COUNCIL – ANNUAL RISK MANAGEMENT ASSESSMENT	
Key Decision Area	Christmas/Festive Illuminations

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
a) Insurable Risks					
Damage to property/person by falling festoon cable etc.	Public Liability in place via Zurich – Cover £15m	No further action			*
Electrocution by tampering or otherwise	Public Liability in place via Zurich – Cover £15m	No further action			*
Accident when helping with arrangements – members, employees & volunteers	Cover is limited to £500,000 any one person and £2,000,000 any one incident Persons Insured: Employees, Volunteers & Directors/Councillors Capital Sum £50,000 Weekly Cover £200 Cover Section 2 and 3 – Accident and Assault Cover	No further action			*
Damage to hired lighting displays whilst installed and in place	Sum insured £20,000	Amount reviewed each time new contractor is appointed via tender		*	
b) Third Party Arrangements					
Negligence by Town Council's contractor	Copies of the following required from contractor prior to work commencing to cover any possible counter claim:- <ul style="list-style-type: none"> Public & employers Liability cover 	No further action			*

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
Christmas/Festive Illuminations cont.....	<ul style="list-style-type: none"> • Risk Assessments & Method Statements 				
The responsibility for safe installation of all displays rests with contractors					
c) Self-Governance					
Accidental electrocution by member of the public	110v lamps with transformers used for Christmas Tree at lower level and safety barriers placed around the tree	No further action			*
Cross street displays falling down	Contractor instructed to carry out load testing no more than 6 months prior to installation, by a qualified contractor Contractor advised to supply and install wind resistant displays in the Market Square area	No further action			*

KESWICK TOWN COUNCIL – ANNUAL RISK MANAGEMENT ASSESSMENT	
Key Decision Area	Allotment Site - Hawthorns

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
a) Insurable Risks					
Accident – Member of the public whilst on site	Public Liability in place via Zurich – Cover £15m	No further action			*
Damage to property on site	None	Allotment holders to be responsible for insurance and safe keeping of their property on site			*
Accident when preparing site	Cover is limited to £500,000 any one person and £2,000,000 any one incident Persons Insured: Employees, Volunteers & Directors/Councillors Capital Sum £50,000 Weekly Cover £200 Cover Section 2 and 3 – Accident and Assault Cover	No further action			*
b) Third Party Arrangements	NIL				
c) Self-Governance	NIL				

KESWICK TOWN COUNCIL
18 FEBRUARY 2016

CLERK'S REPORT

1. Visit of High Sheriff of Cumbria

The current High Sheriff of Cumbria, Sam Rayner, and Mrs Rayner visited on 27 January 2016 accompanied by the next High Sheriff who is the Revd Richard Lee from Egremont. The High Sheriff explained that he had been around the county during and since the flooding and wanted to gain a broader understanding of how we need to target ourselves going forward as well as seeing how devastating it was for homes and the business community.

In the absence of the Mayor and Deputy Mayor, Councillor Leighton and Lynn Jones, Chair of Keswick Flood Action Group, attended the meeting.

2. Local Government Pension Scheme

All Local Government pension funds are subject to a valuation every three years, the next of which will be as at 31 March 2016. As at this date, the assets and liabilities of the Cumbria fund will be assessed for the fund as a whole and for individual employers, and this process will determine employer contribution rates for the three year period from 1 April 2017 to 31 March 2020. More information about the results of the valuation and decisions that may need to be taken by employers will be available in the coming year, and all employers are being asked to supply up to date information which is key to the accuracy and timeliness of the valuation.

3. Good Councillors Guide

NALC has published the 2016 edition of the Good Councillors Guide which is a very useful resource for parish and town councillors. It has been updated to include a number of changes to legislation and can be downloaded from the members' area of the CALC website (password available from the office). If you would like a hard copy please let the office know.

The guide looks at new powers that local councils have after the Localism Act 2011 came into force as well as councillors responsibilities; what they can do and must not do; processes around meetings; delivery of service; and lots of tips explaining in simple terms the broader world of local government. Further it explores some of the main issues and challenges facing local councillors today and includes hints on how to be successful in this position of being a community leader.

4. Forthcoming Meetings

The next Allerdale three tier meeting will be on Thursday 24th March at 7.00 pm – venue to be confirmed. Early notification has been received of the date for the next CALC AGM which will take place on Saturday 12th November at 10.30 am.

LW
100216



HOUSE OF COMMONS
LONDON SW1A 0AA

RECEIVED
26 JAN 2016

Keswick Town Council
50 Main Street
Keswick
Cumbria
CA12 5JS

22nd January 2016

Dear All,

I wish to extend to Officers and Councillors, my personal and sincerest thanks for all that Keswick Town Council has done for those affected by the recent Storm Desmond Flooding.

The devastation and disruption caused by the flooding has only been matched by the tremendous resilience and community spirit on display. Volunteers and fundraisers have provided an incredible amount of support and assistance to local people and your contribution has been invaluable. Our communities are truly grateful for the support you were able to provide.

In order to place on the Parliamentary record my appreciation for all that you do, I have written and tabled a Parliamentary Early Day Motion. I enclose a copy of the motion and further copies can be found on the UK Parliament website.

Yours sincerely,

Jamie Reed

JAMIE REED
Member of Parliament for Copeland



Early day motion 968

SUPPORT FOR CUMBRIA FLOOD EFFORTS

- **Session:** 2015-16
- **Date tabled:** 19.01.2016
- **Primary sponsor:** Reed, Jamie
- **Sponsors:**
 - Bottomley, Peter
 - Shannon, Jim
 - McDonnell, Alasdair
 - Vaz, Keith

Total number of signatures: 5

That this House extends its sincerest thanks to everyone who volunteered and provided donations to support the people of Cumbria in response to the Storm Desmond flooding; notes the selfless efforts and community spirit demonstrated by many organisations, charities and businesses, including Keswick Flood Action Group, Majlis Khuddam ul-Ahmadiyya, the World Charity Organisation, Churches Together, the Women's Institute, the Royal Voluntary Service, the Red Cross, the Citizens Advice Bureau, Age UK Cumbria and others; recognises the invaluable efforts of Councillors and Officers of Copeland Borough Council, Allerdale Borough Council, Cumbria County Council, Keswick Town Council and the Cumbria Tourist Board; and expresses gratitude for the generous donations made by the Cumbria Community Foundation, the Spirit of Cumbria Stars Appeal, Sellafield Ltd, the Mosque and Islamic Centre of Brent, Muslim Charity Helping the Needy, the CN Group, Lindeth Fell Country House, Broadoaks Country House, Tesco, individual fundraisers, and readers of the Daily Mail and The Sun.



Mayor's Parlour Town Hall Tewkesbury GL20 5AL
Telephone 01684 294639

Mayor Cllr Paul Tittley
Keswick Town Council
50 Main Street
Keswick
Cumbria
CA12 5JS

11 DEC 2015

9th December 2015

Dear Mayor Tittley,

We in Tewkesbury have been so distressed to hear of the terrible floods your citizens have suffered over the last few days. To many of us it brings back very painful memories of our own flooding experience of 2007. We at least know something of the dreadful pain of loss and anxiety such flooding events engender and the trauma your people must be feeling. We hope that your community recovers as quickly as possible. Please be aware that the people of Tewkesbury's thoughts and prayers are with you. We wish you every good fortune in your present distress.

With very best wishes,

Yours sincerely,

John Badham
MAYOR OF TEWKESBURY TOWN

PS I wish you a very merry Christmas - especially so
with the present circumstances



Disasters are our business.
Veterans are our passion.

From Sir Nick Parker

Paul Titley,
Mayor of Keswick
West View Guest House,
The Heads,
Keswick, CA12 5ES

23rd January 2016

Dear Mr. Titley,

I am the Chairman of the Board of Trustees for the charity Team Rubicon UK. As you know we are ex-Servicemen and women who want to volunteer to help in emergencies. I felt that I should write to you, following the devastating flooding in your town, to commiserate with you and to say how impressed we were with the support we were given by the people of Keswick when we sent a team to give some assistance in the immediate aftermath. We are in the very early days of setting up the Charity but managed to gather over 40 ex-Military volunteers in pretty short order. We found that we were particularly suited to coordinating all the spontaneous volunteers that came from all over the country and, while their intentions were admirable, needed to be organised so that they did not become a burden on the hard pressed Local Authority staff. This is a capability that was needed when we deployed to Tadcaster after Christmas and is something we will develop.

Thank you very much for inviting us to come and help, without your support we would not have been able to participate. I realise that the work to recover will continue for many months and that the part that we played was small, but I hope that our contribution helped and that you will remember us if you ever need our assistance again. If you get the opportunity, and feel that it is appropriate we would also be delighted if you could promote us to other Local Authorities in your area.

Yours sincerely

Nick Parker

Web: www.teamrubiconuk.org
Email: info@teamrubiconuk.org
Twitter: twitter.com/teamrubiconuk
Facebook: facebook.com/TeamRubiconUK

Team Rubicon UK
c/o Stone King LLP
Boundary House
91 Charterhouse Street
London
EC1M 6HR

The co-operative bank

Paul Denton
Head of Branch Network
The Co-operative Bank
Miller Street
Manchester
M60 0AL

29th January 2016

Town Clerk
Keswick Town Council
50 Main Street
Keswick
Cumbria
CA12 5JS

RECEIVED
02 FEB 2016

Dear Sir

The Co-operative Bank Keswick, 2 Main Street

I am writing to tell you about some changes to The Co-operative Bank's branch network. These changes form part of the Bank's business plan to return us to a position of strength as we restructure and modernise into a simpler, more efficient business.

As part of these changes we have taken the decision to close our Keswick branch at 2 Main Street. I want to reassure you that this decision has not been taken lightly and our customers are our main priority. Although there are no other Co-operative Bank branches in the local area we are taking a number of steps to ensure our customers can continue to access their accounts and receive the high levels of service that they expect from us.

We are writing to our customers to let them know about the changes and to invite them to come into the Keswick branch to speak with us. We will also be letting them know about the alternative options available to them; alongside our online and mobile banking facilities, our customers can undertake most day-to-day banking transactions in their local Post Office.

As we rebuild and reshape the Bank we are focused on responding to the changes in the way customers are choosing to bank. While our branch network remains an integral part of our overall customer service offer, we are investing in our digital offering to provide customers with new, innovative ways to service their accounts as the trend for consumers to move their day-to-day transactions online accelerates.

As part of our commitment to the Access to Banking Protocol we will publish an Impact Assessment of our decision shortly before closure, which will be available from our Keswick branch. Please do not hesitate to contact my colleague Richard Bassford, Public Affairs Manager, via email: Richard.bassford@cfs.coop, if you would like any further information or to feed into the Impact Assessment process.

Yours sincerely,



Paul Denton
Head of Branch Network
The Co-operative Bank

The Co-operative Bank is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (No.121885), subscribes to the Lending Code and the Financial Ombudsman Service and is licensed by the Office of Fair Trading (No.006110). Registered Office: The Co-operative Bank p.l.c., PO Box 101, 1 Balloon Street, Manchester M60 4EP. Registered in England & Wales No: 990937.



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