

KESWICK TOWN COUNCIL

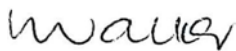
Council Offices
50 Main Street
Keswick
Cumbria CA12
5JS 017687
73607

14th April 2016

Dear Sir/Madam

A meeting of Keswick Town Council will be held in the Council Chamber, First Floor, Council Offices, 50 Main Street, Keswick on **Thursday 21st April 2016 to start immediately following the Annual Parish Meeting and not before 7.30 pm.** The press and public are welcome to attend.

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 17th March 2016 (pages 44 –47)
- 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**
To receive the report of the Alierdale Neighbourhood Policing Team (an officer may attend to update on crime and detection figures and address relevant matters of local concern).
- 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. Mayor's Report
To receive a report from the Mayor including details of the Mayor's calendar of duties.
8. Applications for Development
 - i) To examine applications for development and submit observations to the Lake District National Park Authority
 - ii) To receive update on National Park Planning Decisions
9. Reports from Ward Representatives (e where submitted)
To receive reports from the following representatives:
 - i) Allerdale Borough Council
 - ii) Cumbria County Council
 - iii) LDNPA North Distinctive Area parishes representative
10. Success Regime – Future of Keswick Hospital
Further to the discussion at the last meeting, and at the request of the Mayor, to consider whether Keswick Town Council should organise a public meeting regarding proposals for the future of Keswick hospital. (Note -there is a public meeting organised by the 'Success Regime' on Thursday 5th May 12.30 pm to 2.30 pm at the Skiddaw Hotel - details enclosed).
Councillor Lywood will be proposing the motion 'that Keswick Town Council resist any cuts to Healthcare provision with our town, no matter in what guise they appear'.
11. Town Signage
 - i) To consider report of the Mayor regarding signage for the Derwentwater Walk
 - ii) To consider potential projects/initiatives for a further £10,000 of funding to be provided by Allerdale BC
12. Banner Sites - request for reduced charge
To consider a request from the Town Centre Manager for display of a banner promoting Keswick events at a free/reduced rate (normal fee £50 per site per week).
13. Parking on Heads Road
At the request of Councillor Lysser, to consider problems caused by double parking on the B5289 Heads Road.
14. Derwentwater Foreshore
At the request of the Mayor, to consider a proposal for the Town Council to take over the management of the Foreshore area from Allerdale Borough Council (action point 3.16 of Keswick Town Council Business Plan refers).
15. Flooding Causes/Mitigation suggestions - local knowledge
To consider request made on behalf of the Derwent 7 group of parishes for information relating to specific causes and possible mitigation measures regarding the increasing frequency and severity of flooding.
16. Payment of Accounts
To confirm the payment of accounts for April 2016 as approved by the Inspection Committee (list to be circulated at the meeting) for:
 - i) The Town Council
 - ii) The Trusts
17. Budget Summary Comparisons as at 31st March 2016
To receive budget comparisons for the 4th Quarter.
18. Revised Financial Regulations
To consider report of Administration & Finance Officer.
19. Assets Register
To approve and adopt the updated Assets Register

20. Minutes of Committee Meetings

To receive for information the minutes of the Events Committee meeting held on 5th April 2016 and to consider the Mayor's report and the report of the Admin & Finance Officer on matters arising.

21. Correspondence

To receive details of the following correspondence :

a) For consideration and action:

- i) Lake District National Park Authority - land at Long Bridge SW, Portinscale
- ii) Kier (Highways England) - A66 Burns to High Briery Footway

b) For information:

- i) Paul McGreal – Keswick Mountain Festival 2016 – Triathlon *events*

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

'That in view of the special or confidential nature of the business about to be transacted, it is advisable/in the public interest that the public and/or press be temporarily excluded and they are instructed to withdraw'

22. Legal -the Hollow, Penrith Road

To consider report of Clerk (e).

To: All Councillors, Press, Police, Library

KESWICK TOWN COUNCIL

Minutes of the meeting of Keswick Town Council held in the Council Chamber, 50 Main Street, Keswick, on Thursday 17th March 2016 at 7.30pm.

Present:

Chairman
Councillor Paul Titley

Councillors

Allan Daniels	Martin Jordan	Denstone Kemp
Susan Leighton	Andrew Lysser	Duncan Miller
Adam Paxon	Martin Pugmire	

Also present were Lynda Walker (Town Clerk), Catherine Parker (Administration & Finance Officer), 2 members of the press, 3 members of the public and Peter Winter (PF&K Planning Consultant).

181. Apologies

Apologies for absence were received from Councillors Burn (holiday), Lywood (holiday) and Price (work) and Geoff Davies (LDNPA North Distinctive Area Parishes Member).

182. Minutes

RESOLVED that the Chairman be authorised to sign as a correct record the minutes of the Town Council meeting held on Thursday 13th February 2016 (pages 39 - 43) subject to the amendment of the title of the Lake District National Park representative.

183. Requests for Dispensations

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

184. Declarations of Interests

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

Councillor Daniels – item 8 (i) application no. 7/2016/2040 (member of Keswick Community Housing Trust) and enforcement notice appeal ref. E/2015/0088 (lives in neighbouring property).

185. Police Attendance

RECEIVED the report of the Allerdale Neighbourhood Policing Team for February. 23 crimes had been reported in the Keswick area during February 2016 with 7 anti-social behaviour incidents reported during the month. Councillor Lysser thanked the Police for the comprehensive report.

186. Matters to be received from the Public

No matters were raised.

187. Mayor's Report

RECEIVED report from the Mayor including details of the Mayor's calendar of duties.

188. Applications for Development

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

Plan Ref.	Description of Development Location:
-----------	---

E/2015/0088 Your Housing Group has lodged an appeal against the enforcement notice recently issued to rectify the alleged breach of planning control relating to the installation of 18 lighting columns
Greta Gardens, Crow Park Road

Town Council comments on the appeal:-

The lighting columns are significantly detracting from the amenity of the surrounding residents therefore we would support the issue of the enforcement notice.

Concerns regarding the adjacent properties being flood lit as this is already a well-lit area.

The Town Council therefore supports the comments made by the Lake District National Park Authority stated on the enforcement notice and object to the appeal made by Your Housing Group.

SUPPORT ENFORCEMENT NOTICE - OBJECT TO APPEAL

7/2015/2246 Replacement of wooden sash windows with upvc of equivalent
Quaker Meeting House, Elliott Park
Support - change initiated due to flooding
SUPPORT

7/2016/2004 Creation of window opening to upper rear elevation to match existing window opening
Elm Court, Elliott Park
Support - will match existing windows and fit in well
SUPPORT

7/2016/2024 Erection of detached dwelling (local needs) on land to rear of 61 The Headlands, Keswick.
61 The Headlands
Members of the public present and Peter Winter, PFK Planning Consultant, were given the opportunity to make comments on this application.
Object - On the grounds of overdevelopment of the site plus we now have neighbours objecting and have been supplied with correct information from PFK in relation to the Local Occupancy restrictions on the existing property at 61 The Headlands .
2 letters of objection received
OBJECT
Revised comments following receipt of further/ correct information. Please disregard initial comments made February 2016

7/2016/2031 Renewal of storm and flood damaged jetty no 4; renewal to replace to match previous jetty - no change in design or construction
Boat landing jetties, Derwentwater
Support - this is like for like design.
SUPPORT

7/2016/2034 Variation of condition no 2 (revised access arrangement) of planning application
7/2014/2241 - 2 no local needs dwellings
Markholme
Support - revision is to improve visibility or much improved access point on what is a busy junction
SUPPORT

7/2016/2039 Replacement of a joint extension at rear of properties
94 and 96 Main Street
Support - replacement of existing wood/glass utility rooms with increased flood resilience block waifs and flood doors. Will not be visible from front of buildings, no overlooking issues and good flood defence
SUPPORT

- 7/2016/2040** Amend condition no 2 on approval ref 7/2014/2300 - to alter the positions and house types of plots 32-41 including alterations to floor layouts and elevations.
Plots 32-41, Calvert Way, Brundholme Road
Support – cannot see any significant changes to previous Keswick Town Council supported scheme and changes do not affect the surroundings
SUPPORT
- 7/2016/2045** Alteration to shop front including relocation of ATM, alterations to roof and infilling of garage opening
James Court, Main Street
Support – This will tidy up front of building, improve service and layout
SUPPORT
- 7/2016/2049** Proposed new orangery to replace existing conservatory along with external ground works to provide a proper boat launch ramp with vehicle access to Derwent Water, plus a new erosion protection system incorporating a level lawn
The Waters Edge, Lake Road
Neutral – This is a very sensitive area although cannot see much, if any, change from the November 2015 application {7/2015/2228} which was withdrawn
NEUTRAL
- 7/2016/2050** Proposed restoration of existing flood damaged boat house
Boat house to the Waters Edge, Lake Side, Lake Road
Neutral – The revised plan confirms that the applicant is looking for a 1.2 metre uplift to the existing building. Building will only be seen from foreshore and across the lake; this should not be an issue despite the boathouse being in a sensitive position. Suggest a site visit should be made by LDN PA as this is such an area of outstanding beauty
NEUTRAL
- 7/2016/2052** Raising cill heights of existing front and rear windows, raising front boundary wall heights and installation of removable flood barrier front gates as required
1 Greta Street
Support – this work is vital to flood defence
SUPPORT
- 7/2016/2060** Conversion of first floor former bank storage into a single bedroom self-contained flat
9 Market Square
Support -subject to the property having a Local Occupancy clause applied to it or is provided for bank staff to live in.
SUPPORT
- ii) **RECEIVED** an update on National Park Planning Decisions

189. Reports from Ward Representatives

RECEIVED reports from the following representatives:

- i) Lake District National Park Authority North DA Parishes Member
- ii) Allerdale Borough Council Ward representatives – Councillor Pugmire advised that the Borough Council's Executive had approved the proposals for revised car parking charges, however he was confident that the decision would be 'called-in' which could result in a review by the Scrutiny Committee
- iii) Cumbria County Council Ward representative – Councillor Lysser commented on the new footpath to Storms, the latest Traffic Regulation Order affecting Keswick, the availability of free wifi in libraries and advised that grants were available from the County's Health and Wellbeing fund. He raised the issue of double parking on the road behind and above the Theatre by the Lake which had caused problems recently and asked for an agenda item for the next meeting to consider requesting a Prohibition of Waiting order on this stretch of road.

190 Payment of Accounts

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

- i) For the Town Council, vouchers 209 – FR18 amounting to £23,054.42 (twenty three thousand and fifty four pounds and forty two pence)
- ii) For the Trusts, vouchers HP125 – FP108 amounting to £52,799.48 (fifty two thousand seven hundred and ninety nine pounds and forty eight pence)

191 Future of Keswick Hospital

At the request of Councillor Leighton, consideration was given to the implications for Keswick Hospital in the light of the February 2016 Public Progress Report of the NHS West, North and East Cumbria Success Regime.

RESOLVED that the Town Clerk be authorised to send a letter strongly objecting to the proposal to remove inpatient beds from Keswick Hospital, in consultation with Councillor Leighton and the Friends of Keswick Hospital.

192 Local Plan Review and Public Consultation on the Statement of Community Involvement

Consideration was given to a letter from the Lake District National Park Authority advising on a review of the Local Plan and inviting representations on the new Statement of Community Involvement.

RESOLVED that the Clerk be authorised to send a response on the Statement of Community Involvement following discussion with the Planning Group and the Mayor.

193 HM the Queen's 90th Birthday Celebration

RECEIVED letter asking the Council to consider organising a beacon to celebrate HM the Queen's 90th Birthday. Councillor Daniels advised on activities being planned by Keswick Women's Institute and St Johns Church to celebrate the event.

194 Clerk's Report

Consideration was given to the Clerk's report.

RESOLVED:

- i) that Financial Regulations be waived to enable the Sensory Garden project at Wivell Park to proceed on the basis of the one quotation received.
- ii) that the Keswick Community Emergency Recovery Group be included on the list of Council representatives on outside organisations at the appropriate time.

195 Correspondence

RECEIVED the following correspondence:

- i) Theatre by the Lake – future of Keswick Jazz Festival
- ii) Theatre by the Lake – thanks for financial assistance 2015-16
- iii) Lake District National Park Authority - Keswick Railway Updates
- iv) Cumbria County Council - Various roads Keswick and Surrounding area Consolidation and provision of Traffic Regulations Order

The meeting closed at 8.50 pm

Chairman

Date

KESWICK TOWN COUNCIL

TOWN COUNCIL MEETING 21st April 2016

MAYOR'S ENGAGEMENTS & MEETING ATTENDANCE

For period 11th March - 14th April 2016

Sunday 20th March	Mayor of Workington's Charity Afternoon Tea – held at The Helena Thompson Museum, Park End Road, Workington
Tuesday 5th April	Events Committee – meeting held in Council Chamber, Keswick

Planning Applications received between 11/03/2016 to 14/04/2016

Plan ref	Location	Description of Proposed Development
7/2016/2057	6 Fenton, Keswick. CA12 4AZ	Demolition of existing single storey side extension and replacement with 2 storey side extension and single storey rear extension
7/2016/2058	Isthmus Cottage, Crow Park Road, Keswick. CA12 SDJ	The demolition of the existing lake front cottage and residential facilities and the redevelopment of the existing outdoor pursuits centre at Isthmus Cottage
7/2016/2069	Bakers Yard, 24A, St Johns Street, Keswick. CA12 SAS	Proposed change of use to 2 no. one bedroom dwellings for local social affordable housing and 1no. fully accessible wheelchair (disabled) holiday let
7/2016/2073	Oakden, Ambleside Road, Keswick. CA12 4DL	Demolition of existing single storey side extension and replacement with 2 storey side extension and single storey rear extension
7/2016/2074	6 High Street, Keswick. CA12 SAQ	New ground floor lean to extension and layout to integrate a new kitchen, dining and living space. Conservation rooflights to be added to make four in total
7/2016/2082	17 Grizedale Close, Keswick. CA12 4JL	Removal of concrete garage. Build new garage/utility attached to bungalow by glass porch (linked)
7/2016/2087	13 Manor Park, Keswick. CA12 4AB	Rear and side extension to 13 Manor Park and movement of existing garage
7/2016/2091	Aysgarth, Crosthwaite Road, Keswick. CA12 SPG	Proposed single storey rear extension

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 11/03/2016 & 14/04/2016

Plan Ref	Date of Application	Location	Postcode	Description	KTC Observations	LDNPA Decision	Appeal	Appeal Decision
7/2015/2145	June-15	7 Acorn Street, Keswick	CA12 4EA	Replace existing wooden sash windows and single glazing with PVCu sash windows and double glazing. Replace wooden door with composite door	NEUTRAL	REFUSED	Appeal notification recd 8 April 2016	
7/2015/2246	February-16	Quaker Meeting House, Elliott Park, Keswick	CA12 5NZ	Replacement of wooden sash windows with upvc of equivalent design	SUPPORT	GRANTED		
7/2016/2020	January-16	White Craggs, Brundholme Road, Keswick	CA12 4NL	Proposed local needs dwelling (revised scheme 7/2014/2309)	NEUTRAL	GRANTED		
7/2016/2021	January-16	48 Main Street, Keswick	CA125JJ	6 no. awnings (externally illuminated) advertisement	NEUTRAL	NOTICE OF EXPRESS CONSENT		
7/2016/2025	February-16	8 Fenton, Keswick	CA12 4AZ	Alterations & extension	SUPPORT	GRANTED		
7/2016/2028	January-16	15 Eskin Street, Keswick	CA12 4DQ	Replacement windows	SUPPORT	REFUSED		
7/2016/2029	February-16	Vacant Plot between Manesty and Pinecones, SpringsGarth, Keswick	CA12 4BG	Confirmation of compliance with conditions 9 (landscaping) and 11 (construction method statement) of application 7/2015/2115 - erection of single dwelling	APPLICATION NOT RECEIVED FOR COMMENT	NOT BOTH CONDITIONS ACCEPTABLE		
7/2016/2032	February-16	33 Millfield Gardens, Keswick	CA12 4PB	Amend condition no 2 of approval ref 7/2014/2071- change to design	SUPPORT	GRANTED		
7/2016/2033	February-16	Heathfield, Crosthwaite Road, Keswick	CA12 5PG	Change of use from fully residential to letting out 2 rooms of house as bed & breakfast from 3 bedroom residential	NEUTRAL	GRANTED		
7/2016/2043	March-16	Vacant Plot between Manesty and Pinecones, Springs Garth, Keswick	CA12 4BG	Non-material amendment to application 7/2015/2115 (one dwelling) - fenestration adjustments, addition of rainwater harvesting tanks, addition of kitchen awning, balustrade infill	APPLICATION NOT RECEIVED FOR COMMENT	NON-MATERIAL VARIATION GRANTED		

cll<S

6/4/16

Lynda Walker

From: Mitchell Gadd <mitchell.gadd@cumbriasuccessregime.org>
 Sent: 06 April 2016 15:42
 To: Mitchell Gadd
 Subject: Success Regime - public meeting dates
 Attachments: 007 Public meetings.doc

Dear friend and colleague,

Please find attached and below details of a programme of public meetings across Cumbria to give the public further chance to have their say on the future of healthcare services in the county.

We hope to welcome you to one of the meetings and please feel free to share these dates with your own contacts.

Many thanks,
 Mitchell

Success Regime announces public meeting dates

The West, North and East Cumbria Success Regime has announced a series of public meetings to engage local communities in discussions about the future of healthcare services in the county.

Events will take place across West, North and East Cumbria in April and May in the districts of Allerdale, Carlisle, Copeland and Eden to enable the public to have their say on how the local health system can tackle some of the difficult issues it faces.

The dates, times and venues for the meetings are:

- *Tuesday 19th April 1pm-3pm:* Main Hall, Longtown Community Centre, Arthuret Road, Longtown
- *Tuesday 19th April 6:30pm-8:30pm:* Tithe Barn, St. Cuthbert's Church Centre, West Walls, Carlisle
- *Monday 25th April 1pm-3pm:* Penrith Parish Centre, St Andrew's Place, Penrith
- *Monday 25th April 6:30pm-8:30pm:* Masonic Hall, 39 Market Street, Kirkby Stephen
- *Wednesday 4th May 1pm-2:30pm:* Guide Hall, St. George's Rd, Millom
- *Wednesday 4th May 7pm-9pm:* Solway Hall (Whitehaven Civic Hall), 75 Lowther St, Whitehaven
- *Thursday 5th May 12:30pm-2:30pm:* Function Room, Skiddaw Hotel, Main Street, Keswick
- *Thursday 5th May 6:30pm-8:30pm:* Maryport Rugby Club, Mealpot Road, Maryport

The events will see presentations from clinicians and health service leaders on the Success Regime's latest emerging thinking, before giving the public a chance to ask questions and also contribute their own alternative options for the way health and care services should be run in future.

Sir Neil McKay, the chair of the West, North and East Cumbria Success Regime programme board, said: "These public meetings are part of our engagement programme to ensure we give the public an opportunity to tell us, face-to-face, what they think of our emerging thinking and to contribute their own thoughts and ideas on how we can create an improved and sustainable health service in Cumbria."

The programme of engagement also includes a Healthwatch vehicle visiting communities across Cumbria - including some of the most remote communities - to have conversations with members of the public on the future of healthcare in this area.

Last month the Success Regime released a Progress Report which unveiled its emerging vision to help the area become an international centre of excellence for integrated health and social care provision in rural, remote and dispersed communities.

It detailed the development of a number of initiatives including a helicopter-based Emergency Medical Retrieval Service, much greater use of tele-medicine and the development of a number of GP-based Integrated Care Communities designed to provide coordinated care, more out-of-hospital care and to ensure a greater focus on self-care.

Sir Neil added: "Through the various meetings, conversations and feedback we have received online via social media and through our website, we are already hearing a broad spectrum of opinion on how services should be run in the future, as well as gaining a sense of the passion people have for the NHS in Cumbria.

"It is fantastic to see this passion, and we encourage people to continue to have their say on how they feel we can solve some of the difficult issues faced by the local health system in Cumbria. The answers are not straightforward or simple, and because of that we welcome any and all opinions on how we can tackle these problems."

The Success Regime was established in part because the local health system has failed to achieve the key waiting time requirements in A&E, cancer and diagnostics and following a Care Quality Commission report which rated North Cumbria Acute Hospitals Trust (NCUHT) as 'requires improvement', with general medical services in West Cumberland Hospital rated 'inadequate'. The CQC has indicated that NCUHT should remain in special measures until its future is satisfactorily resolved.

Ends

KESWICK TOWN COUNCIL
21 APRIL 2016

REPORT OF MAYOR

SIGNAGE

Allerdale Borough Council gifted to Keswick Town Council £10,000 to be spent with the agreement of the Town Centre Manager, Joe Broomfield. It was agreed last year to divide it between the outer streets Xmas lights (£5,000) and signs (£5,000).

At the time I carried out a small survey of misleading, missing and decrepit signs in the town. The Reminder request inviting additional comments brought very little more. Xmas and flooding then took over all our thoughts.

Recently Joe and Keswick Tourism Association (KTA) have asked if the £5,000 could be spent to complete the Derwentwater loop. Current signs stop outside Lucca's Restaurant and only re-appear near the boat landings -hence walkers get lost and (as we often hear) visitors cannot find the lake!

The company behind the maps on sale in the town (Cityscapes) was approached by KTA to present a plan and budget. Joe has been involved at all times and is keen for this to go ahead. Clearly we must all agree if that is to happen. The Council is asked to approve the use of the 'Allerdale £5,000' to carry it out.

Cllr Paul Titley
140416

Lynda Walker

From: Broomfield, Joe <Joe.Broomfield@Allerdale.gov.uk>
Sent: 31 March 2016 09:46
To: Office
Cc: Lynda Walker (lynda@keswicktowncouncil.gov.uk)
Subject: RE: April meeting dates

Please can you put the town centre £10k on the agenda for the April meeting although I won't be in attendance? I would like to flag-up to Councillors that the process will be the same as the last 2 years – we need to agree one or more town centre projects for the £10k funding and then these need to be signed off by the Head of Economic Growth and Cllr. Mark Fryer as Portfolio Holder. Please can you ask them to start thinking of potential projects / initiatives at the April meeting? I will then attend a future meeting (or work with a sub-group if they would prefer to do that) to agree a final list of costed projects.

Joe

Joe Broomfield
Town Centre Area Manager (Cockermouth, Keswick, Silloth, Wigton)
Allerdale Borough Council, Allerdale House, Workington, Cumbria, CA14 3YJ
Phone: (01900) 702568
Web: www.allerdale.gov.uk

KESWICK EVENTS 2016

PROUDLY SUPPORTING KESWICK EVENTS



12 - 15 MAY

Keswick
Jazz Festival

17 - 31 MAY

Love Your
Local Market
Fortnight

19 - 22 MAY

Keswick
Mountain
Festival

28 MAY
CELEBRATING
740 YEARS
OF KESWICK'S
MARKET
CHARTER
(PIRATE DAY!)

3 - 4 JUNE
KESWICK
BEER
FESTIVAL

17 - 26 JUNE
Keswick
Festival

KESWICK EVENTS 2016

PROUDLY SUPPORTING KESWICK EVENTS



19 JUNE
**Lakesman
Triathlon**

9 - 10 JULY

**Derwentwater
Regatta**

5 SEPTEMBER

**TOUR OF
BRITAIN**

18 NOVEMBER
**Christmas
lights
Switch-On
Day**

1 - 24 DECEMBER
*Keswick
Live
Advent
Calendar*

4 DECEMBER

**Keswick
Victorian
Fayre**

Lynda Walker

From: Derwent 7 Community Led Planning Group <derwent7@hotmail.co.uk>
Sent: 19 March 2016 15:05
To: Becx Carter; Elizabeth Clark; Jackie Knights; Kathryne Peters; Lynda Walker; Rachel Kelly; Sally Bickerdyke; Underskiddaw Parish Clerk
Subject: Flooding causes/mitigation suggestions- Local Knowledge

Dear Derwent 7 Clerk

At the meeting of the Derwent 7 that was held on Monday 29th February, serious concern was noted by the meeting at the need for a landscape scale review of how all issues relating to flooding/ flood mitigation are handled across the UK e.g. Drainage Basin Management, Reforestation of Key Upland areas, and that the vast wealth of local knowledge regarding specific causes and possible mitigation measures around the ongoing increasing frequency and severity of flooding is not being captured. This fits very clearly within the Derwent 7's remit to act on behalf of all of its councils to raise concerns and issues with the relevant bodies.

The Derwent 7 would therefore ask that you agenda an item for your next council meeting on the above issue to capture the local feelings/knowledge/concerns/ideas about this issue.

The Derwent 7 will then collate all responses in late April (to give you all time to agenda it) and raise them with the Cumbria Floods Partnership, the Catchment Alliance, and any other bodies that are necessary depending on the suggestions/issues raised. Feedback will then be provided at the next Derwent 7 meeting that takes place on the 25th April 2016.

Kind regards

Becx Carter
Derwent 7 Administrator
Derwent7@hotmail.co.uk
<http://derwent7.wordpress.com>
077866 78283

KESWICK TOWN COUNCIL

GENERAL FUND

1st April 2015 - 31st March 2016

Budget Summary as at 31st March 2016 - PENDING YEAR END ADJUSTMENTS

4th Quarter

Expenditure	Budget for Year	Expenditure to 31.03.16	% of budget spent
General Administration	66835	61167	91.52
Grants to outside bodies	15000	15020	100.13
Christmas Lights	21000	27309	130.04
Mayors Allowance	2000	2000	100.00
War memorial	1500	1297	86.47
Townfield	1300	800	61.54
Open Spaces	1000	1000	100.00
Fitz Park - Grant from KTC (defecit plus add grant)	88529	88529	100.00
Communications including Newsletter	1200	a	0.00
Audit Fee/Accounts Preparation	1400	230	0.00
Contingency Sum	16824	10130	60.21
Keswick Events	7000	10825	154.64
Floral displays	7000	6472	92.46
Allotments Expenditure	600	496	82.67
Youth Projects	2000	1000	50.00
Professional Advice - Provision	1000	a	0.00
Annual Parish Meeting (inc room hire & refreshments)	100	50	50.00
Advertising	200	217	0.00
Event Banner Expenditure	250	a	0.00
Contribution to Local Housing	a	a	0.00
Scruffs	0	1190	0.00
Total Expenditure	234738	227732	97.02

inc outer streets
funded from £5k
ABC Grant

Income	Budget for Year	Income to 31.03.16	% of budget income
Precept	197414	197414	100.00
Grant to Fitz Park - ABC	20000	20000	100.00
Council Tax Support Grant	4206	4206	0.00
Bank/Investment interest (inc War Memorial)	8	61	762.50
Walker Park rent	11000	11000	100.00
Allotments Income - Rent	600	963	160.50
Events Banners Income	1500	2727	181.80
Keswick Events Contributions	a	4393	0.00
Christmas Light Contribution	0	1086	0.00
ABC Market Towns Grant (Inc £5k Christmas Lights)	a	10000	0.00
Townfield Interest	10	18	180.00
Scruffs	a	1950	0.00
Total Income	234738	253818	108.13

inc rent up until Oct
2016

KESWICK TOWN COUNCIL

GENERAL FUND - ADMINISTRATION

1st April 2015 - 31st March 2016

Budget Summary as at 31st March 2016 - PENDING YEAR END ADJUSTMENTS

4th Quarter

Expenditure	Budget for Year	Expenditure to 31.03.16	% of budget spent
Salaries, Nat ins & Superannuation (17.9%)	82727	80709	97.56
Payroll - Outsource Costs	240	268	111.67
Rent	7800	7100	91.03
Rates	974	973	99.90
Building Service Costs	6000	4670	77.83
Repairs - Decorating/Carpets/Upgrades	1500	298	19.87
Insurances	1700	507	29.82
Subscriptions	725	829	114.34
Conferences/Training	1200	89	7.42
Stationery/Printing	1000	1040	104.00
Postage	250	256	102.40
Telephone & Internet	750	467	62.27
Photocopier	1800	1474	81.89
Computer maintenance/support	780	1262	161.79
Office Equipment	200	239	119.50
Staff Expenses	600	0	0.00
Ex Employee Pension	1300	1300	100.00
Health and Safety	500	0	0.00
Website (Annual Fee)	400	542	135.50
Council Chamber/Meeting Expenditure	150	164	109.33
Quality Award	50	0	0.00
Election Provision	1000	50	5.00
Total Expenditure	111646	102237	91.57

Inc SLCC until 2017

Include Sage A/e's cover until Oct '16

Inc additional updates made

Income	Budget for Year	Income to 31.03.16	% of budget income
Photocopies	5	0	0.00
Council Chamber Hire	250	292	116.80
Total Income	255	292	114.51

!Total to be allocated 111391! 101945! 91.52!

Allocation		
General Fund 60%	66835	61167
Hope Park 20%	22278	20389
Fitz Park 20%	22278	20389
	111391	101945

KESWICK TOWN COUNCIL
21st April 2016

REVIEW OF REVISED FINANCIAL REGULATIONS

ADMINISTRATION & FINANCE OFFICER'S REPORT

I have attached the revised Financial Regulations for adoption to reflect recent changes in legislation.

The Financial Regulations have been amended to take into account the following:-

1. FR 1.6 has been amended to provide for the possibility of disciplinary action in the event or breach of the Regulations, rather than a definitive statement as to gross misconduct.

1.6 Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

2. FR 6.4 has been re-written to apply more generally than in respect of disclosable interests.

1.7 Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council and countersigned by the Clerk in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

3. Incorporation of the specific requirements of The Public Contracts Regulations 2015 in FR 11

11. CONTRACTS

11.1. Procedures as to contracts are laid down as follows:

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v. for additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

- b. *Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations¹.*
- c. *The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)*
- d. *When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to council.*
- e. *Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.*
- f. *All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.*
- g. *Any invitation to tender issued under this regulation shall be subject to the relevant Standing Order, and shall refer to the terms of the Bribery Act 2010.*
- h. *When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFD shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5,000 and above £1,000 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.*
- i. *The council shall not be obliged to accept the lowest or any tender, quote or estimate.*
- j. *Should it occur that the council, or duly delegated committee, does not accept: any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.*

Catherine Parker
14th April 2016

¹ The Regulations require councils to use the Contracts Finder website to advertise contract opportunities., set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

² Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£164,176)
- b. For public works contracts 5,225,000 Euros (£4,104,394)



KESWICK TOWN COUNCIL

FINANCIAL REGULATIONS

REVISED APR 2016
For revision annually

KESWICK TOWN COUNCIL

FINANCIAL REGULATIONS

INDEX

1.	GENERAL.....	2
2.	ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL).....	4
3.	ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING.....	6
4.	BUDGETARY CONTROL AND AUTHORITY TO SPEND.....	6
5.	BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS	7
6.	INSTRUCTIONS FOR THE MAKING OF PAYMENTS	9
7.	PAYMENT OF SALARIES.....	11
8.	LOANS AND INVESTMENTS	12
9.	INCOME	• 13
10.	ORDERS FOR WORK, GOODS AND SERVICES	• 14
11	CONTRACTS	14
12	PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS.....	16
13.	STORES AND EQUIPMENT	• 16
14.	ASSETS, PROPERTIES AND ESTATES	• 16
15.	INSURANCE	• 17
16.	CHARITIES	• 17
17.	RISK MANAGEMENT	• 18
18.	SUSPENSION AND REVISION OF FINANCIAL REGULATIONS	• 18

These Financial Regulations were adopted by the Council at its Meeting held on **Thursday** 21st April 2016

1. GENERAL

- 11 These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders and any individual financial regulations relating to contracts.
- 12 The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 13 The council's accounting control systems must include measures:
- for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 14 These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 15 At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 16 Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 17 Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 18 The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. [The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.]
- 19 The RFO;
- acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;

- determines on behalf of the council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

110 The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations¹.

111 The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

112 The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

113 The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

¹ In England - Accounts and Audit (England) Regulations 2011/817

- setting the final budget or the precept (Council Tax Requirement);
 - approving accounting statements;
 - approving an annual governance statement;
 - borrowing;
 - writing off bad debts;
 - declaring eligibility for the General Power of Competence; and
 - addressing recommendations in any report from the internal or external auditors,
- shall be a matter for the full council only.

14 In addition the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £5,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant Committee in accordance with its terms of reference.

15 . In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils – a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC) or *Governance and Accountability for Local Councils in Wales - A Practitioners' Guide*, available from the websites of One Voice Wales (OVW) and SLCC as appropriate.

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate Guidance and proper practices.

2.2. . At each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of

verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council.

- 2.3. . The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
 - be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the council;
 - initiate or approve accounting transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 998, or any superseding legislation, and the Accounts and Audit Regulations.

- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. The RFO must each year, by no later than December, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the council.
- 3.2. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.3. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
- the council for all items over £5,000;
 - a duly delegated committee of the council for items over £500; or
 - the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £500.

Such authority is to be evidenced by a Minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the

Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

- 4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £100 or 15% of the budget.
- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to two Councillors each month (as per the rota). The Clerk shall review the schedule for compliance and, having satisfied him/herself shall authorise payment via a resolution of the council. The schedule due to be approved at the monthly Council meeting shall be signed by the two Councillors and the Clerk. A reference (voucher numbers & amounts) of all payments shall be disclosed within the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council Meeting.
- 5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
 - a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council ;
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council; or
 - c) fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council .
- 5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council may authorise payment for the year provided that the requirements of regulation 4.1(Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council.
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and /or made.
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any Policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of Council.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council and countersigned by the Clerk in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council at the next convenient meeting.
- 6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the council at least every two years.
- 6.8. If thought appropriate by the council, payment for certain items (principally Salaries) may be made by Banker's Standing Order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a Banker's Standing Order shall be renewed by resolution of the council at least every two years.
- 6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported

to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

- 6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.15. Where internet banking arrangements are made with any bank, the Clerk [RFO] shall be appointed as the Service Administrator. The Bank Mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Clerk and a member. A programme of regular checks of standing data with suppliers will be followed.

- 6.18. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.
- 6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council . Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk [and RFO] and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.21. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
- a) The RFO shall maintain a petty cash float of £75 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
 - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council/staffing committee.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record.

This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any councillor who can demonstrate a need to know;
- b) by the internal auditor;
- c) by the external auditor; or
- d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff the council must consider a full business case.

8. LOANS AND INVESTMENTS

- 8.1 All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for Borrowing Approval, and subsequent arrangements for the Loan shall only be approved by full council.
- 8.2 Any financial arrangement which does not require formal Borrowing Approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3 The council will arrange with the council's Banks and Investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.
- 8.4 All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with council policy.
- 8.5 The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

- ⌘ All investments of money under the control of the council shall be in the name of the council.
- ⌘ All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- ⌘ Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- ⌘ The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- ⌘ Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- ⌘ The council will review all fees and charges at least annually, following a report of the Clerk.
- ⌘ Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- ⌘ All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- ⌘ The origin of each receipt shall be entered on the paying-in slip.
- ⌘ Personal cheques shall not be cashed out of money held on behalf of the council.
- ⌘ The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- ⌘ Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- ⌘ Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).

10 ORDERS FOR WORK, GOODS AND SERVICES

101. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
102. Order books shall be controlled by the Clerk and RFO.
103. All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11{f} below.
104. A member may not issue an official order or make any contract on behalf of the council.
105. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

11 CONTRACTS

- 11.1. Procedures as to contracts are laid down as follows:
- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v. for additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and /or are only sold at a fixed price.

- b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations².
- c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.
- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to council.
- e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- g. Any invitation to tender issued under this regulation shall be subject to the relevant Standing Order, and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5,000 and above £1,000 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

² The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

³ Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£164,176)
- b. For public works contracts 5,225,000 Euros (£4,104,394)

12 PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

121. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
122. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
123. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13 STORES AND EQUIPMENT

131. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
132. Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
133. Stocks shall be kept at the minimum levels consistent with operational requirements.
134. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14 ASSETS, PROPERTIES AND ESTATES

- 14.1 The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2 No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.

- 13 . No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law, In each case a Report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14 No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a Report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate) .
- 15 Subject only to the limit set in Reg. 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a Report in writing shall be provided to council with a full business case.
- 16 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15 INSURANCE

- 17 Following the annual risk assessment (per Financial Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers [in consultation with the Clerk].
- 18 The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 19 The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 20 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 21 All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council.

16 CHARITIES

- 22 Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and s eparate

financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

17. RISK MANAGEMENT

- 17.1 The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 17.2 When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 18.1 It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these financial regulations.
- 18.2 The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

* * *

KESWICK TOWN COUNCIL ASSETS REGISTER AS AT 31/3/16								
Date Purchased	Purchase Cost	Description	location	Notes	Original Purchase Cost (rounded to nearest £)	Additions (at purchase cost)	Disposals	Total
Council Offices:								
Office Equipment								
16.8.06	£70	Epson stylus D88 printer	Clerk's Office	5/N C61702001FH26424 0872	70			
Not known	E. 1 29 99	Dahle standard guillotine	Office	Model 00504	130			
Not known	\$7.49	EB Spirit binding machine	Office		57			
24.6.03	£64.00	BT Featureline & Embark Telephones	Office		64			
29.07.04	£134.10	Air conditioning unit	Clerk's Office		134			
		Intel Celeron 2.6GHz MB RAM PCs x 2 (2046 each)	Office & Clerk's		1			
12.11.04	Disposed 2012		Office		1			
03.03.08	£17.00	Challenge Laminator	Office	S/NLMOS9BR	17			
05.03.08	£49.00	Rexel Style Shredder	Store	S/N 2101942	49			
03.11.08	£85.00	Nikon Coolpix S210 SMP digital camera	Office		85			
03.11.08	£13.00	Sandisk Memory card for camera	Office		13			
03.11.08	£12.00	White Roller Blind for Office door	Office		12			
30.08.11	£1,437.17	HP SOOS Workstation Computer Systems x 2	Office	catherine C2C107SS48 Lynda C2C112DM43	1437			
14.12.12	£86.70	Fellowes Shredder P-48C Cross Cut	Office	3214802	87			
31.01.14	£718.90	HP ProBook 450 laptop, case & mouse	Office	28489	719			
13.03.14	£695.00	New HP IQ5 Computer & accessories	Office	5/N C2C4032574	695			
30.04.14	£37.99	HP Deskjet 2540 printer	Reception/Office	5/N CN3CL2BHY2	38			
01.05.14	£67.99	OCT Tel Trio BT Aural500	Office	5/N 1202201630R	68			
03.03.15	£258.33	Synology NAS Server & Red SATA H/Drive	Office	DS213Air	258			
20.02.15	£117.42	Epson Expression Printer XP-620	Office	5/N CIICE01401	1171			
					4050	Cl	Cl	4050
Office Furniture								
Not known	£757.00	Desks x 3	Office & Clerk's	Estimate	757			
Not known	£306.00	3 drawer mobile pedestal x 2	Office	n/a	306			
Not known	229.00	4 shelf book case	Office	n/a	220			
1974	£500	Safe	Clerk's Office	Model John Port Estimate	SOC			
11.12.91 & Nov. 2005	£161.77	Chairs x 4	Office & Clerk's	2 black leather chairs, 1 operator stool	162			
12.12.92	£75.96	Polyprop chairs x 4 (£18.99 each)	Clerk's Office	Blue	76			
Not known	£341.74	2 drawer Harvey filing cabinets x 6 (58.29 each)	Office, Clerk's	Beige	350			
Not known	gll	Omplex electric heater	Office and Store	White	30			
10.03.05	£91.95	Fridge	Chamber	White	92			
30.04.08	£99.00	Sirius HB SyncroOp Chair	Office	Charcoal Fabric Chair	99			
11.05.09	£47.99	low Cupboard	Office	Q25-T41590	48			
29.05.09	£256.52	9 New8 linds	Office/Chamber	Cream Vertical	257			
04.08.10	£39.99	Berlin leather Chair	Office	Black	40			
08.08.13	£79.99	2 Drawer Filing Cabinet	Office	Coffee	80			
07.08.13	£101.98	4 Drawer Filing Cabinet	Office	Coffee	102			
25.02.14	£122.24	2 low Cupboards	Office	Q2S-T41590	122			
07.09.15	£128.54	Operators Chair	Office	Black	0	128		
20.11.15	£159.00	Desk	Office	Ergo Maple	0	159		
30.11.15	£139.00	Desk	Office	120cm Maple	0	139		
Council Chambers								
12.12.92	£255.56	Polyprop chairs x 14 (£18.99 each)	U scrapped 2010	Blue	266			
12.12.92	£930.00	Tables x 6		Dark Wood	930			
12.12.92	il, 14.00	SB2 Chairs x 14 (£16.00 each)		Blue	224			
Not known	Safe		£13,416.00 Mayora	chains of office x 2 (sum insured)				
Not known	£)99.99	2 x 4 draw filing cabinets (£99.99 each)	Store room	Grey	200			
28.10.08	£ 407.00	Deputy Mayors Jewel	Safe		407			
31.07.09	1 £ 213.60	Filter Coffee Machine	Chamber Kitchen		214			
19.12.14	£ 338.99	3 X walnut steel framed tables	Chamber	Walnut	339			
07.09.15	£ 81.97	Meeting table	Chamber	Beech	0	82		
Miscellaneous Assets								
01.06.13	£	Metal stacking chairs	Rear Yard	Brown 4 x rectangle & 16	0			From Convention Centre-Gifted
07.03.14	£ 487.70	Green Plastic Chairs	Rear Yard	round	488			
Community Asset								
	£ 1.00	War Memorial	Penrith Road		1			
					197261	SCS	Cl	20234
					257761	scd	Cl	24284

Please do not take any direct or indirect Office or other asset cost known

Amended asset register as per amendments to a resolution as noted in Governance and Accountability for Local Councils - A Practitioners' Guide

Theoractice be/aw should now be opp/led:-
Each asset owned by the body should be recorded on the asset register at its original purchase cost. In the event that the original purchase cost is not known at the time of the first recording on the asset register, the body should, having taken appropriate advice, establish a current value for the asset. This value will act as a proxy for the original purchase cost and remain unchanged until disposal.

Assets should not be adjusted for depreciation. The cost will remain as the asset value in the asset register and on the Annual Return until the asset is disposed.

KESWICK TOWNCOUNCIL
21 APRIL 2016

CLERK'S REPORT

Another year-end is upon us and we have a new version of the Governance and Accountability Practitioners Guide as well as changes to the timings for local councils' annual returns which make the timescales quite tight. The Practitioners Guide has been published by the Smaller Authorities Proper Practices Board to support the preparation by local councils of statutory annual accounting and governance statements. The guide is intended as a working tool for local councils, providing not only the common 'rules' for completing an annual return for use by responsible finance officers, but also as a reference work for auditors, both internal and external, **members**, other officers and the public to aid understanding of the annual return and the reporting on the smaller authority's governance and finance within it. Copies can be made available on request.

This year, the period to exercise public rights to access the annual return has increased to 30 working days which must include the first 10 working days in July. All local councils must approve an annual return no later than 30 June 2016 summarising their annual activities at the end of the financial year.

Keswick Community Emergency Recovery Partnership

Councillor Pugmire chaired the meeting held on 13 April which I attended. As well as dealing with the ongoing flood recovery issues, the Group will be holding a community debrief on the December 2015 flooding and its aftermath and carrying out a review of the Community Emergency Plan in the coming weeks.

Flood Sludge and Gravel Deposits

The County Council's environment flood recovery group is working to address the issue of flood sludge/ gravel deposits on non-agricultural land. The County Council is trying to find out exactly where the issues are and what sort of response/support is required. They are currently compiling a list of where these deposits are in order to co-ordinate their response and are keen to make sure they are aware of every problem across the county. Contact has been made with the appropriate officer regarding Fitz Park.

Meetings Coming Up

- Allerdale District Association will next meet on Thursday 30 June at 7.00 pm venue tbc.
- LDNP Parish Forum will take place on Monday 25 April at 7.00 pm at their HQ in Kendal (Councillor Titley will be attending)
- Derwent 7 Cluster Group next meeting is on also on Monday 25 April at 7.00 pm, venue tbc. The main agenda item will be a presentation from David Robinson of the LDNPA regarding the outcomes of the Derwentwater Cycleway Feasibility Study that has been taking place over the past months.

LW
140416

KESWICK TOWN COUNCIL

Minutes of the Keswick Town Council (KTC) Events Committee meeting held in the Council Chamber, First Floor, Council Offices, 50 Main Street, Keswick on Tuesday 5 April 2016 at 11.00am.

Present:

Chair:

Paul Titley (PT) – KTC Councillor (Cllr)

Gillian Atkinson (GA) - Cumbria Police
 Joe Broomfield (JB) – Allerdale Borough Council
 David Burn (DB) – KTC Cllr
 Phil Byers – (PB) – Geraud Markets
 Allan Daniels (AD) - KTC Cllr
 Bernadette Dunn (BD) - Packhorse Court
 Linda Furniss (LF) - Keswick Tourism Association (KTA)

Roy Johnson (RJ) – Keswick Retail Association
 Wendy Lerigo (WL) – KTC Administrator
 Sam O'key (SO) Cumbria Police
 Catherine Parker (CP) – KTC Officer
 David Quainton (DQ) - Keswick Rotary
 Dave Roberts – Keswick Lions

4 Apologies

Apologies were received from Leanne Pettit (Cumbria Police) & Cllr Tony Lywood.

5 Minutes

RESOLVED that the minutes of the Events Committee Meeting held on the 16 February 2016 (pages 4 – 7) be agreed as a correct record.

6 Matters to be received from the Public

No members of the public were present.

7 Review Taste Cumbria

JB acknowledged a host of operational problems had been reported and a clear message received that the event had not been positive for the food outlets within Keswick.

Visitor numbers had been insufficient to service both the stalls and food outlets in town.

Issues regarding the overall management of the event were raised and included:

- The number of vehicles, positioning and time some were parked within the Market Place
- Positioning of stalls, i.e. close proximity to premises
- Nature of stalls and duplication of food supplied by other outlets within town
- Marquee/stalls left in position overnight
- Poor advertising/marketing
- Road closure and lack of notice given for deliveries to Market Place premises

JB concluded lessons had been learnt as a result of the event and serious consideration would be given by Allerdale Borough Council prior to issuing any further permission for events of this nature in the future.

Cumbria Police advised six stalls required Temporary Events Notices (TENS) in connection with the sale of alcohol; two of the six licences applied for were refused. It was noted that the responsibility of requiring relevant licences falls with the stall holder; however guidance from the organiser would be beneficial.

RESOLVED that JB send this feedback to the event organiser CN Group and the relevant members/officers at Allerdale Borough Council (the licensing authority).

8 Mid-Summer Festival

i) RECEIVED updates as follows from Councillor Titley:

Advertisements for inclusion within the 2016 Mid-Summer Festival Programme *have* been requested for return by 22 April 2016. Free copies of the Programme will be distributed and available to the town's residents.

Initial discussions have taken place with Fluid Productions regarding their involvement in the following events:

Saturday 18 June - Brass Band Competition - Fitz Park

Two entries have been received to date plus one expression of interest.

Sunday 19 June – Scruffs – Fitz Park

A sub- committee for the event is scheduled to take place week commencing 11 April 2016.

An invitation to the Police dogs requesting their attendance has been made.

Interest regarding attendance from a bouncy castle supplier has been received.

RESOLVED that Keswick Town Council Events Committee request Keswick Town Council agree the use of bouncy castles at its events due to the potential health and safety risks associated with them and previous advice given by Keswick Police.

Wednesday 22 June - Prom in the Park - Fitz Park

Initial contact has been made with the performers from the 2015 event.

Saturday 25 June - I Perform - Market Square

Sunday 26 June – Music in the Square – Market Square

None KTC Organised Events for Mid-Summer Festival Programme inclusion:

Friday 17 June - Kwik Cricket County Final

Sunday 19 June – Songs of Praise – St John's Church

These events will be included within the 2016 Programme

- ii) **RECEIVED** the 2015 Festival de-brief report for consideration:-
It was agreed that all items within the report will be considered when planning the events this year.
RESOLVED in relation to Debrief Item 5 that permission be sought from Steph Davis-Johnson, Cumbria County Council for Sir Tom to park on the Market Place one mid-week day during the Festival.

19 Fitz Park Premises Licence Update

- i) **RECEIVED** a verbal update from the Admin & Finance Officer.
The Premises Licence for Fitz Park has been submitted to Allerdale Borough Council and a response is awaited.
- ii) **RECEIVED** a site plan of the area to be used as part of the above application and example layout/site plan.
CP advised that the cricket pitch area does not form part of the licence application and cannot be used for Keswick Town Council events.

20 DBS Checks

Due to the small number of Keswick Town Council Events and potential child supervision situations within them it is doubtful that DBS checks will be required.

RESOLVED that Keswick Town Council will contact the DBS department to establish whether DBS volunteer checks are required for Councillors of the Keswick Town Councils Events Committee. Other organisations will be responsible for establishing their own requirements.

21. Countdown Clock - Keswick Tourism Association

LF advised the attendees that The Skiddaw Hotel agreed to site the Countdown Clock on their premises following previous investigations to install the clock onto the Moot Hall by KTA. Annual installation/removal costs of the clock, relevant permissions and health and safety requirements were deemed to be too expensive and onerous for a once a year event.

RESOLVED that Fluid Productions be contacted regarding the potential of projecting a clock display onto the Moot Hall for a half hour period prior to midnight.

22. Fitz Park Mid-Summer Events - Vehicular Access

It was acknowledged that the movement of vehicles during an event can be problematic.

Proposals to manage the vehicles within the Park were discussed. The proposals included providing the event's suppliers with clear instructions regarding the permitted times for entry and removal of vehicles and allocating more stewards to enforce the instructions.

RESOLVED that the Fitz Park Trustees be requested to reconsider the Terms and Conditions of Use of the Park regarding vehicular arrangements for events taking place in the Park during the Festival weeks events.

23. Volunteers, Stall Holders & Suppliers

i) It was agreed that Keswick Lions, Keswick Rotary and Geraud Markets would be involved with the organisation of the 2016 Mid-Summer Festival. A meeting for key representatives from the stewarding organisations will take place prior to the events and guidance notes will be issued. Stewarding duties will include crowd control/entry points, barrier setup/removal, litter picking, table & chair setup/removal etc. The meeting will be organised for the beginning of June.

RESOLVED that invitations be made to the Keswick WI and Keswick Cadets to request their involvement - a member of the KTC Events Committee should be appointed to be responsible for the stewards at the events as a single point of contact

ii) To agree which stall holders and suppliers are required at each event and how to communicate the events to them - *This item was not discussed - To be placed on future agenda*

iii) To agree which KTC Events Committee member will be responsible for the above items - *This item was not discussed - To be placed on future agenda*

24. Programme of Events/Advertising

i) It was agreed that PT would be the responsible KTC Committee Member for arrangements of the programme of events and advertising avenues.

ii) It was agreed that the 2016 Mid-Summer Programme would be distributed throughout the town and include delivery of copies to the Tourist Information Centre.

JB will email Keswick Town Council regarding banner permission.

25. Correspondence

i) RECEIVED correspondence regarding Armed Forces Day - Saturday 25 June 2016.

RESOLVED that the organisation be contacted to seek further information.

26. Date of Next Meeting

The next meeting of the KTC Events Committee will be held Tuesday 17 May 11.00am, Council Chamber, Keswick.

The meeting closed at 12.05 pm

The Committee was made aware of the other events taking place within the Town, not falling under the jurisdiction of Keswick Town Council:-

As there had been no prior notice to these items being discussed and they were not on the agenda no RESOLUTIONS could be made.

The meeting attendees were reminded that any support (financial or otherwise) required from Keswick Town Council must be requested via the Town Clerk to Full Council and not the Events Committee.

Lakesman Event - Sunday 19 June - CN Events

Concerns were raised regarding potential problems that could be experienced within the town following the issues experienced with the Taste Cumbria event.

GA advised:

Cumbria Police have been made aware of the event and are liaising with the organiser, CN Events.

Keswick Police will not be in attendance.

Consultation in connection with The Lakesman is currently ongoing and relevant licenses are still to be approved.

The current proposal states the Theatre by the Lake car park will be closed and stalls will be erected. JB will establish stall attendance details as Keswick Town Council; Events Committee expressed concern regarding the potential of food stalls that could take trade away from local food outlets within the town.

ITEM FOR CONSIDERATION – In the light of this information - Should Keswick Town Council write to CN Events to object to the inclusion of food stalls, should JB confirm food stalls are proposed.

Tour of Britain – Monday 5 September 2016 – LF Keswick Tourism Association

Events to celebrate the Tour of Britain visiting Cumbria are taking place within the County. KTA is considering the option of seeking funding for an event in Keswick from Cumbria County Council. The proposal is to position big screens to display the 'tour' within the Market Place together with providing tables and chairs for spectators to use.

GA confirmed that a premises licence would be required for this event.

No further action is required until funding for the event is sought from KTA.

ITEM FOR CONSIDERATION – It was suggested that this Event could be added to the existing Keswick Town Council premises licence for Market Square (solely obtained for events falling under the responsibility/liability of Town Council) even though KTA were organising this event.

REMINDER – It was resolved by Full Council at their meeting in February 2016 that no changes be made to the existing premises licence for Market Square (any amendments were subject to a further application costing £100). Therefore do Councillors feel this event be added to the existing licence (along with liability) being mindful that 3 Councillors will have to sign a special resolution to have this decision rescinded, as it has been made within the last 6 months (as per Standing Orders). Alternately KTA could be advised that if they wish to proceed with organising this event they should be aware that they are liable for it as a whole including all necessary permissions/licences/volunteers/insurance etc. and that this could not be added to the KTC premises licence, due to the resolution made in February and it not being a Keswick Town Council event.

A591 official re-opening – Friday 17 June 2016 – LF Keswick Tourism Association

An official re-opening event of the A591 is scheduled to take place at Thirimere, Friday 17 June 2016. Any organisations interested in co-ordinating an event in Keswick to mark the re-opening of the A591 should contact KTA.

Food Fayre in Fitz Park – 21-24 July 2016 – TBC – PB Geraud Markets

Geraud Markets is considering organising a two day food and craft fayre to take place in Fitz Park during July 2016. It was noted that the Trustees of the Charitable Trust of Fitz Park would need to grant permission for use of the Park. It is proposed that a percentage of revenue made from the event would be made available to the Park for its repair works.

Events Committee Update for April 2016 KTC meeting

The committee met on April 5th, minutes were taken and should already be available.

Despite our having no input into the Taste Cumbria event at Easter several interested parties were present to deliver a withering verdict of the event. The same company is responsible for the Lakesman Triathlon (Sunday June 19). The committee remained concerned that a similar level of organisation would result in chaos. Council may not be aware that the Theatre car park will be closed for the duration of the triathlon event.

Midsummer Festival. There are no changes to the previously advised content

The Fitz Park premises license (subject to review at a previous meeting) was agreed to be complete and ready for submission to the authorities.

The Xmas Lights switch on (2015) had highlighted our weakness with respect to compliance with DBS checks as we often meet with children and vulnerable adults. The police provided advice and we will consult the DBS agencies for final guidance.

The committee is not constituted to approve or deny anyone seeking to organise events in Keswick, but to assist those that may need it. However correspondence regarding celebration of Armed Forces Day (June 25) was received from ABC asking us to join in. (CCC have a budget to assist). June 25 is a Saturday and the committee felt that the obvious location for any celebration would not be available. ABC will be contacted to for more details.

Cllr Paul Titley
Chairman
Keswick Town Council Events Committee

ADMINISTRATION & FINANCE OFFICER'S REPORT

Keswick Town Council Events Committee Meeting – 5th April 2016

The minutes of the above meeting are attached.

Events Falling Under Keswick Town Council Jurisdiction

In summary the following RESOLUTIONS were made by the members for Keswick Town Council organised events, therefore should any Councillor have any questions in relation to them please feel free to ask them at the Council meeting:-

- DBS Checks

RESOLVED that Keswick Town Council will contact the DBS department to establish whether DBS volunteer checks are required for Councillors of the Keswick Town Councils Events Committee.

Other organisations will be responsible for establishing their own requirements.

- Countdown Clock - Keswick Tourism Association

RESOLVED that Fluid Productions be contacted regarding the potential of projecting a clock display onto the Moot Hall for a half hour period prior to midnight.

- Fitz Park Mid-Summer Events - Vehicular Access

RESOLVED that the Fitz Park Trustees be requested to reconsider the Terms and Conditions of Use of the Park regarding vehicular arrangements for events taking place in the Park during the Festival weeks events.

- Volunteers, Stall Holders & Suppliers

RESOLVED that invitations be made to the Keswick WI and Keswick Cadets to request their involvement – a member of the KTC Events Committee should be appointed to be responsible for the stewards at the events as a single point of contact

- Armed Forces Day – Saturday 25 June 2016.

RESOLVED that the organisation be contacted to seek further information.

Events Falling Under the Jurisdiction of Other Organisations

- Lakesman Event - Sunday 19 June - CN Events

The current proposal states the Theatre by the Lake car park will be closed and stalls will be erected. Joe Broomfield (ABC) will establish stall attendance details as Keswick Town Council; Events Committee expressed concern regarding the potential of food stalls that could take trade away from local food outlets within the town.

ITEM FOR CONSIDERATION – In the light of this information - Should Keswick Town Council write to CN Events to object to the inclusion of food stalls, should Joe Broomfield confirm food stalls are proposed.

- **Tour of Britain – Monday 5 September 2016 – Linda Furniss Keswick Tourism Association**

ITEM FOR CONSIDERATION – *It was suggested that this Event could be added to the existing Keswick Town Council premises licence for Market Square (solely obtained for events falling under the responsibility/liability of Town Council) even though Keswick Tourism Association were organising this event.*

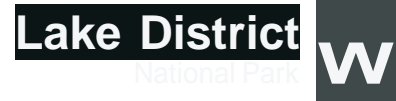
REMINDER – *It was resolved by Keswick Town Council at their meeting in February 2016 that no changes be made to the existing premises licence for Market Square (any amendments were subject to a further application costing £100).*

RESOLUTION REQUIRED

With the above in mind do Councillors feel this event be added to the existing licence (along with liability) being mindful that 3 Councillors will have to sign a special resolution to have this decision rescinded, as it has been made within the last 6 months (as per Standing Orders).

*Alternately Keswick Tourism Association could be advised that **if** they wish to proceed with organising this event they should be aware that they are liable for it as a whole including all necessary permissions/licences/insurance/ volunteers etc. and that this could not be added to the Keswick Town Council premises licence, due to the resolution made in February and it not being a Town Council event.*

Catherine Parker
Administration & Finance Officer
14th April 2016



Lake District National Park Authority
Murley Moss, Oxenholme Road
Kendal, LA9 7RL

Telephone: 01539 724555
Fax: 01539 740822
Minicom: 01539 792690
Email: hq@lakedistrict.gov.uk
Website: www.lakedistrict.gov.uk

Direct email: gail.staton@lakedistrict.gov.uk
Direct dial: 01539 792698 ext 2742
Our ref:
Your ref:

Date: 8th March 2016

Catherine Parker
Admin and Finance Officer
Keswick Town Council

By email

Dear Catherine

Re: Land at Long Bridge SW, Portinscale

Further to our last correspondence dated 24th September 2015 confirming that the Town Council had no further interest the land at Long Bridge, Portinscale. I am writing to update and inform you that we intend to put the remaining land on the market in the summer.

We would therefore welcome any comments you may have on this proposition by Monday 18th April 2016 in order that we can fully determine the way forward.

If it would be helpful to meet up to discuss these matters please let me know and we can arrange a suitable date. In the meantime please feel free to contact me at the contact details set out in this letter.

Yours sincerely

Gail Staton

Gail Staton

Property Programme Manager

Richard Leafe, Chief Executive



A member of the
Association of National Park Authorities
A member of the Federation of Nature and
National Parks of Europe



Customer Contact Centre: 0300 1235 000
www.highways.gov.uk



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

24 March 2016

Our Ref: 1210005/1110253/AM/EM-0-6429

Following Completion of Road Works

Dear Mrs L Walker,

A66 Burns to High Briery Footway

Kier Highways Ltd, as agents for Highways England have recently completed an improvement scheme on the A66 to create a footway, along with associated drainage and resurfacing works. In order to carry out the works it was necessary to close the sliproad.

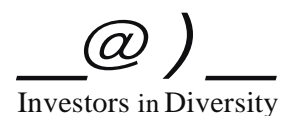
We would like to take this opportunity to thank you for your patience and understanding during this scheme and apologise for any inconvenience we may have caused.

As part of an on-going commitment to delivering high standards of customer service on behalf of Highways England, we are keen to obtain the views of residents/customers, and others affected by the scheme, in connection with these works. I would be grateful if you could spend a few moments to send any comments you have about the scheme, good or bad, via email to area13.enquiries@kier.co.uk, alternatively please direct any written correspondence to the address below. Please quote the above reference on all correspondence.

Thank you in advance for your anticipated co-operation. Your feedback is extremely valuable and will assist us with future plans and operations to ensure a continuing, high quality delivery of service.

Yours faithfully

Angela Moffet
Angela Moffet
Customer Manager



Lynda Walker

From: Paul McGreal <paul@durtyevents .com>
Sent: 19 March 2016 22:55
To: 'Paul McGreal'
Subject: Keswick Mountain Festival 2016 - Triathlon Events

Hi there

I hope it's OK to get in touch. I wanted to let you know (as either a Parish Council, Farm, or business on the route) about the Keswick Mountain Festival Triathlon Events that will be taking place on Saturday 21st and Sunday 22nd May 2016. I'm organising aspects of the events on behalf of KMF.

There are no plans or requirements for road closures or specific traffic management, and there should be no direct impacts or significant inconveniences to you – we simply wanted you to be aware that the events are happening, and that for a short period there will be an increased number of cyclists on the roads.

It is worth noting that in triathlon, participants are not allowed to ride in 'bunches' – they must ride on their own, so there will be no packs of cyclists forming.

Saturday 21st May is the 'Short' Triathlon which uses a cycle route comprising;

Keswick
 Portinscale
 Hawes End
 Grange
 Borrowdale Road
 Keswick

The full course map is here:

<https://drive.google.com/a/wearemassive.co.uk/file/d/OBxDaC3yy3X2wdOswRDRMNHpGRTQ/view?pref=2&pli=1>

The event starts from 8am, and cyclists will be on the course from around 0810 to 1000hrs. . A total of c. 350 riders are anticipated – spread out throughout this time period.

Sunday 22nd May is the 'Long' Triathlon which uses a cycle route comprising;

Keswick
 Portinscale
 Stair
 Newlands Hause
 Buttermere
 Honister
 Borrowdale
 Keswick

The full course map is here:

<https://drive.google.com/a/wearemassive.co.uk/file/d/OBxDaC3yy3X2wRTMyekdZbV9QLWM/view?pref=2&pli=1>

The event starts at c. 8am with a swim section. Cyclists will be on the bike course from around 0820 to 1100hrs. A total of c. 250 riders are anticipated - spread out throughout this time period.

Both events will have full, professional 1stAid cover, marshalling and race control. Participants and organisers have full PL Insurance cover in place. Risk Assessments are currently being compiled. We are also working through the formal Cumbria CC 'EAG' notification system, including liaison with the Police.

Direction and Cautionary signage will be used during the event. I will be based at the event HQ in Keswick during the weekend – mycontact details are below.

We'd be happy to list specific locations and businesses in our pre-race briefing send to competitors as 'spectator zones' – this is intended to encourage visitors to leave the event village and spread some of the positive impacts. Please let us know if this is of interest.

In the meantime, thanks in advance, and if you'd like to discuss anything, or need any further information, please let me know.

Cheers

Paul

Paul McGreal
paul@durtyevents.com
07972 370097
01835 823514

This email has been checked for viruses by Avast antivirus software.
[www .avast.com](http://www.avast.com)