

12th April 2018

A meeting of Keswick Town Council will be held in the Council Chamber, First Floor, Council Offices, 50 Main Street, Keswick on **Thursday 19th April 2018 to start immediately following the Annual Town Meeting and not before 7.30 pm.**

The press and public are welcome to attend.



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 15th March 2018 (pages 50 – 54).
- 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 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 Allerdale Rural Neighbourhood Policing Team - a Police Community Support Officer will attend when on duty and available.
- 6. Matters to be received from the Public**
Such matters may be received throughout the meeting, however items raised should not be discussed for longer than ten minutes and the Chairman reserves the right to curtail repetitious matters. Public participation shall not be longer than half an hour throughout the meeting.

7. Matters to be received from Councillors

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

8. Community Governance Review

Lindsay Tomlinson, Electoral Services Manager at Allerdale BC, will attend to provide further information about the proposed Community Governance Review of the Parish boundaries.

9. 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

10. Mayor's Report

To receive details of the Mayor's engagements and meeting attendance for the period 9th March 2018 – 12th April 2018.

11. Reports from Ward Representatives

To receive reports from the following representatives:

- i) Allerdale Borough Council Ward Representatives
- ii) Cumbria County Council Ward Representative
- iii) Lake District National Park Authority North Distinctive Area Parishes Representative

12. Payment of Accounts

To confirm the payment of accounts for April 2018 as approved by the Inspection Committee (list to be circulated at the meeting) for:

- i) The Town Council
- ii) The Trusts

13. Request for Funding – Reinstatement of Keswick to Threlkeld Railway Path

Further to the presentation at the last meeting, to consider providing a contribution to the fundraising campaign to support the reinstatement of the Keswick to Threlkeld railway path.

Note: an accrual can be agreed from the 2017/18 budget for grants (£2,030 remaining in total).

14. Representation on Town Liaison Group

To consider appointing an additional representative to the Keswick Convention Town Liaison Group (current representation Councillor Duncan Miller).

15. CCTV Protocol

To adopt a protocol for the operation of the CCTV cameras on the Moot Hall.

16. Budget Summary Comparisons as at 31st March 2018

To receive budget comparisons for the 4th Quarter .

17. Verification of Bank Reconciliations

To appoint a Councillor to sign the bank reconciliations and original bank statements as evidence of verification.

18. Annual Review of Financial Regulations

To consider the report of the Responsible Financial Officer.

19. Assets Register

To approve and adopt the updated Assets Register.

20. Bank Mandate Amendments

To agree that the current bank mandate be amended to reflect the change in Councillors following the resignation of Andrew Lysser and the election of Jean Murray.

21. Clerk's Report

To receive the Clerk's report.

22. Minutes of Committee Meetings

To receive for information the Minutes of the Events Committee meeting held 3rd April 2018.

23. Minutes of Liaison Meetings

To receive for information the Minutes of the CALC Allerdale 3 tier meeting held on 22nd March 2018 attended by the Mayor, Councillor Daniels and the Clerk.

24. Correspondence

To consider the following correspondence:

- i) Cumbria County Council – Tour of Britain Cycle Race in Cumbria in 2018 – request for financial sponsorship

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

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

25. Request for Funding – Keswick Community Housing Trust

To consider a request from Keswick Community Housing Trust.

26. Sickness Absence Policy

To formally adopt a Sickness Absence Policy.

27. Minutes of Staffing Committee

To receive for information the draft Minutes of the Staffing Committee meeting held on 4th April 2018.

KESWICK TOWN COUNCIL

Minutes of the meeting of Keswick Town Council held in the Council Chamber, 50 Main Street, Keswick on Thursday 15th March 2018 at 7.30pm.

Present:

Chairman
Councillor Susan Leighton

Councillors

Allan Daniels	Martin Jordan	Denstone Kemp
Graham Kendall	Tony Lywood	Duncan Miller
Jean Murray	Adam Paxon	Paul Titley

Also present were Lynda Walker (Town Clerk), Catherine Parker (Responsible Financial Officer), 1 member of the press and 6 members of the public.

Prior to the start of the meeting Heather Askew delivered a presentation about the fundraising campaign to support the reinstatement of the Keswick to Threlkeld railway path. £300,000 was required from local fundraising towards the total approximate cost of £5.4m and she asked the Council for its support in principle together with a donation. It was agreed that this should be considered at the next meeting.

The Mayor paid tribute to the Royal Air Force which was approaching its 100th anniversary and expressed gratitude for all its work.

237. Apologies

Apologies for absence were received from Councillor David Burn (holiday), Councillor Martin Pugmire, Dr Geoff Davies (National Park Authority) and PCSO Catherine Smith.

238. Minutes

RESOLVED that the Chairman be authorised to sign as a correct record the minutes of the Town Council meeting held on Thursday 15th February 2018 (pages 46 – 49).

239. Requests for Dispensations

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

240. Declarations of Interests

No declarations of interests in respect of items on the agenda were received.

241. Police Attendance

RECEIVED the report of the Allerdale Rural Neighbourhood Policing team for February. 25 crimes had been reported in the Keswick area during February 2018 with 5 anti-social behaviour incidents reported during the month (this compared with a total of 29 incidents for the same period in 2017). No PCSO was available to attend. Councillor Murray raised the issue of police response times and advised that she had discussed this with Inspector Gale who had agreed to produce a report and would welcome an opportunity for community engagement. It was agreed that this would be a suitable subject for the Annual Town Meeting on 19th April 2018.

242. Matters to be received from the Public

No matters were received from the public.

243. Matters to be raised by Councillors

Councillor Lywood spoke about levels of Child Poverty in Keswick and asked for this issue to be discussed at the next meeting.

Councillor Paxon spoke about the proposed redevelopment of the former Pencil factory site by Keswick Ministries. He felt that there were a number of issues of concern and suggested additional representation on the Town Liaison Group. It was agreed to place an item on the agenda for the next meeting.

244. Applications for Development

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

Plan Ref.	Description of Development
	Location
T/2018/0021	T1: Ash - fell County Hotel, Penrith Road SUPPORT
7/2017/2174	Use of building as a dwelling house with an occupancy restriction (Allerdale inside and outside the National Park, Eden within the National Park and Penrith town administrative area) in lieu of existing occupancy restriction (north locality) Cider House, Penrith Road <i>Object - as per comments made on earlier submission August 2017 - whilst we have a certain amount of sympathy we do not agree with opening up occupancy to Cumbria wide, as northern distinctive area is fairly sizeable without this.</i> OBJECT
7/2018/2016	Erection of glazed porch on the front of the property 11 The Heads Mount <i>Support - ample ground area for small porch subject to no objection from near neighbour</i> SUPPORT
7/2018/2024	3 wall mounted aluminium signs (replacement signage) 8 Museum Square, Heads Road <i>Support - an improvement in signage and a much needed upgrade</i> SUPPORT
7/2018/2025	Change of use to a hot food takeaway 11 Bank Street <i>Support - Glad to see that empty premises are being utilised on a busy Keswick street. Previously supported applicant in Standish Street (change of location). An opportunity to energise Bank Street.</i> SUPPORT
7/2018/2028	Demolition of existing porch, erection of a replacement porch and resurfacing of external sitting out/garden area Keswick View, 24 Lake Road <i>Support - appropriate upgrade on same footprint</i> SUPPORT
7/2018/2042	Alterations & extensions, improved drive area and detached garage Brantholme, Lonsties <i>Support - upgrade of property and appropriate design for the area.</i> SUPPORT
7/2018/2006	Redevelopment of Keswick Pencil Factory site to provide new site for Keswick Convention comprising 1) renovation and change of use of original pencil factory building to provide offices, meeting and conference space, accommodation and toilets 2) demolition of buildings to north of the site and development of a car parking area to be used for the accommodation of a marquee for the Convention for three

weeks in every year and for use by third parties on an occasional short-term basis 3) landscaping of the site – Transport Statement rev c. (accommodation of marquee).
The Former Cumberland Pencil Museum, Southey Works, Main Street

David Sawday of Keswick Ministries clarified the position regarding the marquee i.e. that it would only be erected for the three week summer convention plus a two week period to allow erection and dismantling each year.

The following observations on the revised Transport Statement were agreed -
The wording is an improvement on the original statement. Reservations in relation to traffic, sound/noise and access issues still stand.

It was further **RESOLVED** that Keswick Ministries be urged to withdraw the application until solutions have been identified to the outstanding areas of concern.

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

iii) Application no. 7/2018/2006 - covered under item (i)

245. Deputy Mayor's Chain of Office

Brian Fulton presented his designs for a new Chain of Office for the Deputy Mayor. He explained that it would be made in Keswick using Fair Trade silver which would have a quality mark. Councillors thanked Brian for his professionalism and work which had been freely given, with charges to be made for materials only.

RESOLVED that the proposed design be approved and funding of £1,500 be authorised from underspends in the 2017/18 budget on Civic Pride Award (£300) and Communications (£500), supplemented by £700 from reserves.

Paul Titley joined the meeting at 8.50 pm

246. Mayor's Report

RECEIVED details of the Mayor's engagements and meeting attendance for the period 9th February 2018 – 8th March 2018.

247. Reports from Ward Representatives

RECEIVED reports from the following representatives:

- i) Allerdale Borough Council Ward Representatives – the Clerk reported on behalf of Councillor Pugmire. Councillor Lywood reported that negotiations were still ongoing with the Battersby Trust regarding the sale of the Moot Hall.
- ii) Cumbria County Council Ward Representative – Councillor Lywood gave an update on improvement work to the surface of the Market Square.
- iii) Lake District National Park Authority North Distinctive Area Parishes Representative

248. Dog Fouling in Keswick

Consideration was given to ways of addressing the problem caused when owners do not pick up dog mess. A number of suggestions were put forward including provision of more dog waste bins, particularly in residential areas, and poo bags.

249. 'Plastic-free Keswick'

Councillor Lywood proposed a number of measures to show support for the campaign for a 'plastic-free Keswick'.

RESOLVED that the Council support the campaign and the measures proposed with the exception of bullet point 2.

250. County Square War Memorial

The Clerk reported that the bid for funding from the Dulverton Trust to carry out improvement works to the paved areas surrounding the War Memorial had been unsuccessful; however, Allerdale BC had agreed that the remainder of the Market Towns Grant for the current year could be used for this purpose. Councillor Miller was confident that most of the work could be carried out within the revised sum available and agreed to contact the builder.

RESOLVED that the remaining £5,930 of the Market Towns Grant for 2017/18 be used to supplement the £2,000 in the contingency budget for improvement works to the paved area surrounding the War Memorial.

251. Payment of Accounts

RESOLVED that the accounts for March 2018 as approved by the Inspection Committee be authorised for payment for:

- i) The Town Council, vouchers 249 – 266 amounting to £26,942.13 (twenty six thousand, nine hundred and forty two pounds and thirteen pence)
- ii) The Trusts, vouchers HP202 – FP184 amounting to £29,140.34 (twenty nine thousand, one hundred and forty pounds and thirty four pence)

252. Annual Review of Effectiveness of Internal Financial Control

RECEIVED a report following a review of the Effectiveness of Internal Financial Control from Councillors Daniels and Titley.

RESOLVED that the recommendation contained in the report be approved.

253. Council Tax Base Confirmation

RECEIVED the report of the Responsible Financial Officer confirming the Council Tax base for Keswick for 2018/19 and its impact on the amount of precept payable for a Band D property in Keswick.

254. Keswick Neighbourhood Development Plan – Item deferred to April meeting**255. Minutes of Committee Meetings**

RECEIVED for information the draft Minutes of the Events Committee meeting held on 26th February 2018 and the Neighbourhood Plan Steering Group meeting held on 26th February 2018.

256. Clerk's Report

RECEIVED the Clerk's report.

257. Correspondence

RECEIVED for information the following correspondence:

- i) Rural Services Network – Utility Priority Services Register
- ii) UK Parliament – UK Parliament Week

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

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

258. Contracting - Assistive Listening System in Council Chamber

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

RESOLVED that:-

- i) the quotation for the wireless solution from Specialist Audio be accepted amounting to £1,210.00, personal listeners to be purchased at a later date if necessary.
- ii) Cumbria Community Foundation be contacted to ask if this project could be funded from the United Utilities Legacy Fund, however, if a funding application is unsuccessful then funding to be taken from the following budget heads: accruals 16/17 (£500), repairs (£490) and office equipment (£220)

259. Staffing Committee Minutes

RECEIVED for information the draft Minutes of the Staffing Committee meeting held on 8th February 2018.

The meeting closed at 9.50pm

Chairman

Date

Planning Applications received between 09/03/2018 to 12/04/2018

Plan ref	Location	Description of Proposed Development
7/2018/2037	2 Southey Yard, Southey Street, Keswick. CA12 4EF	Install a 'wood grain' effect upvc window and door in existing loading bay
7/2018/2043	Rowan Rigg, Brundholme Road, Keswick. CA12 4NL	Demolition of existing garage and porch. Single storey extensions providing new garage, porch and master bedroom suite. Relocation of vehicle access
7/2018/2044	43 Southey Street, Keswick. CA12 4EE	New dormer window to rear elevation for loft conversion
7/2018/2049	Keswick Hotel, Station Road, Keswick. CA12 4NQ	Construction of a new 21 bedroom hotel extension, dining room extension and changes to the existing car park
7/2018/2051	Mount View, 12 Fenton, Keswick. CA12 4AZ	Two storey side extension
7/2018/2053	Benycot, Southey Street, Keswick. CA12 5EW	Demolition of existing lean-to and construction of new lean-to extension
7/2018/2061	20 Station Street, Keswick. CA12 5HF	Alterations to shop front
7/2018/2068	Spar Store and Texaco Petrol Station, High Hill Garage, High Hill, Keswick. CA12 5NY	Fasica signage for new SPAR store; Totem sign, pop up unit and spreader box for Texaco Petrol
7/2018/2069	13 Bank Street, Keswick. CA12 5JY	Change of use to a hot food takeaway
7/2018/2076	Brantholme, Lonsties, Keswick. CA12 4TD	Alterations and extensions, improved drive area and detached garage (revised scheme)

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 9/03/2018 & 12/04/2018

Plan Ref	Date of Application	Location	Postcode	Description	KTC Observations	LDNPA Decision	Appeal	Appeal Decision
7/2018/2042	March-18	Brantholme, Lonslies, Keswick.	CA12 4TD	Alterations & extensions, improved drive area and detached garage	SUPPORT	WITHDRAWN		

KESWICK TOWN COUNCIL MEETING 19th April 2018**MAYOR'S ENGAGEMENTS & MEETING ATTENDANCE**For period 9th March 2018 – 12th April 2018

Friday 9 March	Words by the Water Launch Party - held at the Theatre by the Lake, Keswick
Wednesday 14 March	BBC Radio Cumbria Outside Broadcast - held outside the Moot Hall, Keswick
Thursday 15 March	The Voluntary Car Service Information Event – held at the Skiddaw Hotel, Keswick
Wednesday 21 March	Mayor of Carlisle's Annual Civic Dinner and Presentation of Community Awards - held at Shepherd's Inn, Rosehill, Carlisle
Thursday 22 March	Keswick to Threlkeld Footpath Information Event – held at Crosthwaite Parish Room, Keswick
Thursday 22 March	Allerdale 3 Tier Meeting - held at Allerdale House, Workington
Friday 23 March	Allerdale Civic Dinner - held at Workington Leisure Centre
Saturday 24 March	Earth Hour Event – held at St John's Church, Keswick
Monday 26 March	Event to Celebrate the Unveiling of the Official UNESCO Plaque (English Lake District as a World Heritage Site) - held Crow Park, Keswick
Friday 30 March	Committed to Rock Performance - held at Theatre by the Lake, Keswick
Wednesday 4 April	Staffing Committee - held Council Chamber, Keswick

Supporting Attendance Information:**Words by the Water Launch Party - held at the Theatre by the Lake, Keswick**

Friday 9 March

An interesting opportunity to meet both those who organise the event, some of those who were to speak at it, and Theatre by the Lake Staff and Volunteers.

BBC Radio Cumbria Outside Broadcast - held outside the Moot Hall, Keswick

Wednesday 14 March

The live interview was a good time to talk of what is good about living in Keswick, and to talk about events, attractions and to promote local businesses.

The Voluntary Car Service Information Event – held at the Skiddaw Hotel, Keswick

Thursday 15 March

This valued service is looking for more volunteer drivers. For those unable to use public transport it is a much appreciated service, and the drivers deserve our thanks.

Mayor of Carlisle's Annual Civic Dinner and Presentation of Community Awards - held at Shepherd's Inn, Rosehill, Carlisle

Wednesday 21 March

A well attended event, and an opportunity to talk with other people, and see how their Community Awards are presented, and to who these awards are given.

Keswick to Threlkeld Footpath Information Event – held at Crosthwaite Parish Room, Keswick

Thursday 22 March

Seeing the plans laid out on boards made interesting reading. Copies of the information were taken to the office if anyone wants to check the plans out.

Allerdale 3 Tier Meeting - held at Allerdale House, Workington

Thursday 22 March

This meeting was also attended by Cllr Allan Daniels and Lynda Walker.

Allerdale Civic Dinner - held at Workington Leisure Centre

Friday 23 March

This event raised around £3,000 for the Mayor's charities and was attended by about 250 people.

Earth Hour Event – held at St John's Church, Keswick

Saturday 24 March

This was part of a National Event to highlight the need to take climate change seriously.

Event to Celebrate the Unveiling of the Official UNESCO Plaque (English Lake District as a World Heritage Site) - held Crow Park, Keswick

Monday 26 March

It was a privilege to Meet HRH The Prince of Wales, and to welcome him to Keswick. His speech showed a deep knowledge of the area, and it was good to see St Herbert's School and the Youth Theatre Club being involved. The weather was really great so the area was seen at its best.

Committed to Rock Performance - held at Theatre by the Lake, Keswick

Friday 30 March

Cath Marcangelo now has 3 Committed 2 Rock groups, and this event involved over 100 singers. It was a very enjoyable evening and those who I spoke to afterwards said they thoroughly enjoy the rehearsals. I was told that being part of these choirs had given confidence and a greater sense of well-being to many.

Staffing Committee - held Council Chamber, Keswick

Wednesday 4 April

Attended also by members of the Staffing Panel.

Report from the North DA Parishes Member of the LDNPA – March 2018

On March 26th, HRH the Prince of Wales unveiled the UNESCO World Heritage Site plaque in Crow Park, Keswick. The weather, given its recent habits, was miraculously kind. You can see a film, including the whole of the speech given by His Royal Highness, at:

<http://lakesworldheritage.co.uk/blog/2018/hrh-the-prince-of-wales-describes-lakes-as-a-particularly-special-part-of-the-world/>

The full meeting of Authority two days later was not such a happy event, because it was the final meeting for a highly respected and popular Member. Dr Jane Barker, a farmer and business woman, was leaving the LDNPA. She was one of the five Secretary of State (National) members of the Authority and, for the past two years, had been our Deputy Chairman. At the time of her appointment, the rules were that these National appointees could serve no more than two four-year terms. Jane's second term ended on 31st March. The new Deputy Chairman is Peter Allen MBE. Peter is a semi-retired farmer living in the Bampton area. He continues as Chairman of Development Control Committee.

You may by now have received details of an event taking place at the Theatre by the Lake in Keswick on 24th April. Entitled "Meet the Planners", it has a dual purpose: to discuss local planning issues and performance and to carry out pre-consultation engagement on our Local Plan Review ahead of the formal consultation with communities and stakeholders that takes place between 8th May and 29th June.. As well as presentations from the two teams of officers involved, there will also be parallel "surgeries" on both. The surgeries, in particular, are intended to give you plenty of opportunity to ask questions and discuss your views. I shall be there, and I shall welcome feedback on how useful you have found the event. It is open to parish and town councils within the National Park who are members of CALC. We need advance notice of how many will be attending, so we ask councils to notify CALC before 18th April.

Park Strategy & Vision Committee will consider the draft Plan on 25th April and will be asked by officers to approve its release for consultation. During the formal consultation in May and June, there will be further public engagement sessions. Two of these are planned for the North Distinctive Area – on 14th and 21st June. The first of these will be held at the Moot Hall in Keswick. The venue for the second is not yet finalised. I shall give more details of these events, which are open to the public in general, when I have them.

After June 29th, the consultation responses we have received will be considered, and any required amendments to the draft Plan will be made. The Plan will then be published, and there will be further public consultation. Once this is complete, the Plan will be submitted to the Planning Inspectorate for examination.

Geoff Davies

Geoff.Davies@lakedistrict.gov.uk

Welcome to our Public Information Event for the Keswick to Threlkeld Railway Path Reconnection Project

Background to the Project

Flooding in December 2015 caused extensive damage to the Keswick to Threlkeld Railway Path.

- Two former railway bridges (Low Pearson's and Brundholme) crossing the River Greta were irreparably damaged by the flood water. (see map points 1 & 3)
- A third bridge (Rawsome) was left badly damaged and at imminent risk of collapse. (see map point 4)
- Around 200m of path embankment was washed away. (see map point 2)

In 2016 the Lake District National Park commissioned a feasibility study to look at several options for the re-instatement of the route. The study recommended that the path should be kept for the most part, on its original alignment and put forward some additional works to improve accessibility, including:

- Changing the access ramp from the A66 to make the gradient suitable for less able users.
- Unblocking a former railway tunnel under the A66 and re-grading the adjoining path.

Low Pearson's Bridge
The bridge was destroyed by the river.



2 Embankment between Low Pearson's Bridge and Brundholme Bridge
200m of the embankment was destroyed by the river.



3 Brundholme Bridge
The bridge was unseated and left in the river. An abutment and 10m of the embankment was destroyed.



4 Rawsome Bridge
An abutment has lost the bottom two rows of stones. The bridge is at risk of collapse.



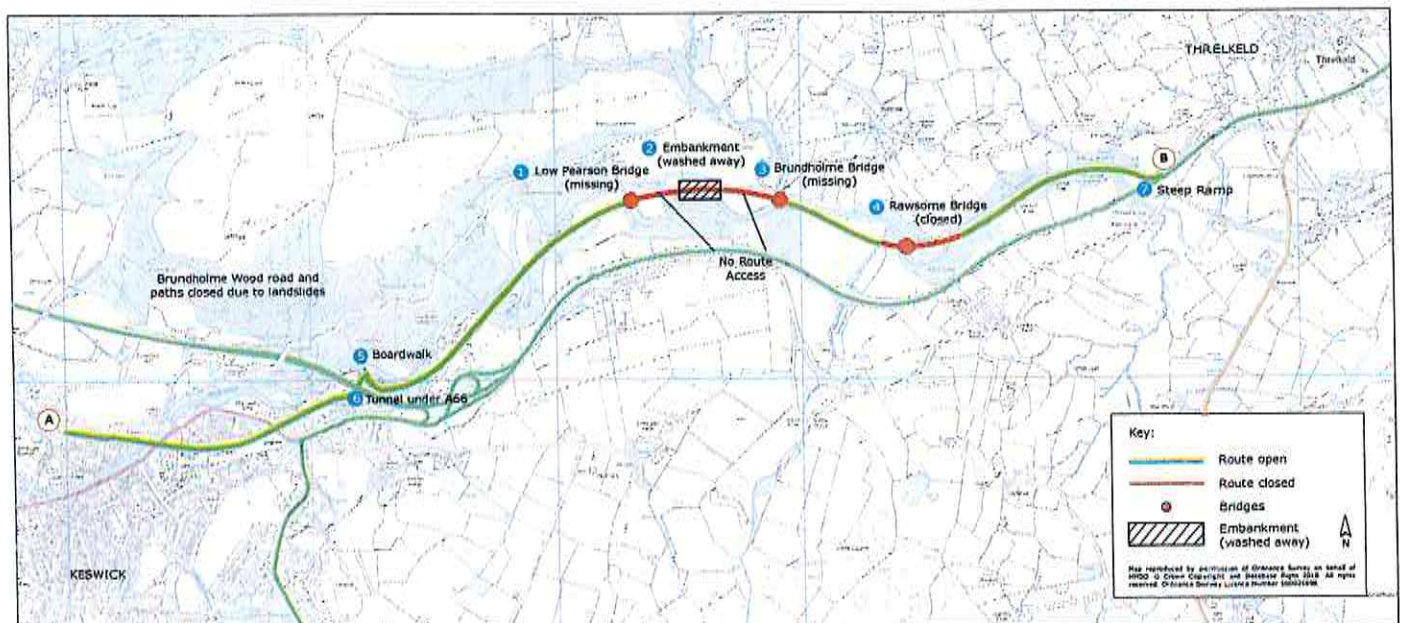
Ⓔ A former railway tunnel is blocked up under the A66.



2 Steep Ramp
The ramp on to the A66 near Threlkeld is unsuitable for less able users.



5 Boardwalk
Undercutting of the bank below is threatening the stability of the boardwalk.



Chosen route option

In 2017 following a feasibility study and public consultation a route was chosen. The route is approximately 5km in length and follows a very similar alignment to the original Keswick to Threlkeld Railway Path.

The main works required to create the route would include:

- Excavation and reuse of the tunnel under the A66 including regrading of the path. ①
- A new bridge installed at the site of the former Low Pearson's Bridge. New embankments and abutments formed. ②
- Reconstruction of the washed out Railway Path between Brundholme and Low Pearson's Bridge. ③
- A new bridge installed at the site of the former Brundholme Bridge. New embankments and abutments formed. ④
- Repairs to Rawsome Bridge. ⑤
- New ramping onto/from the A66 footway. ⑥
- Improved surfacing for the entire length.

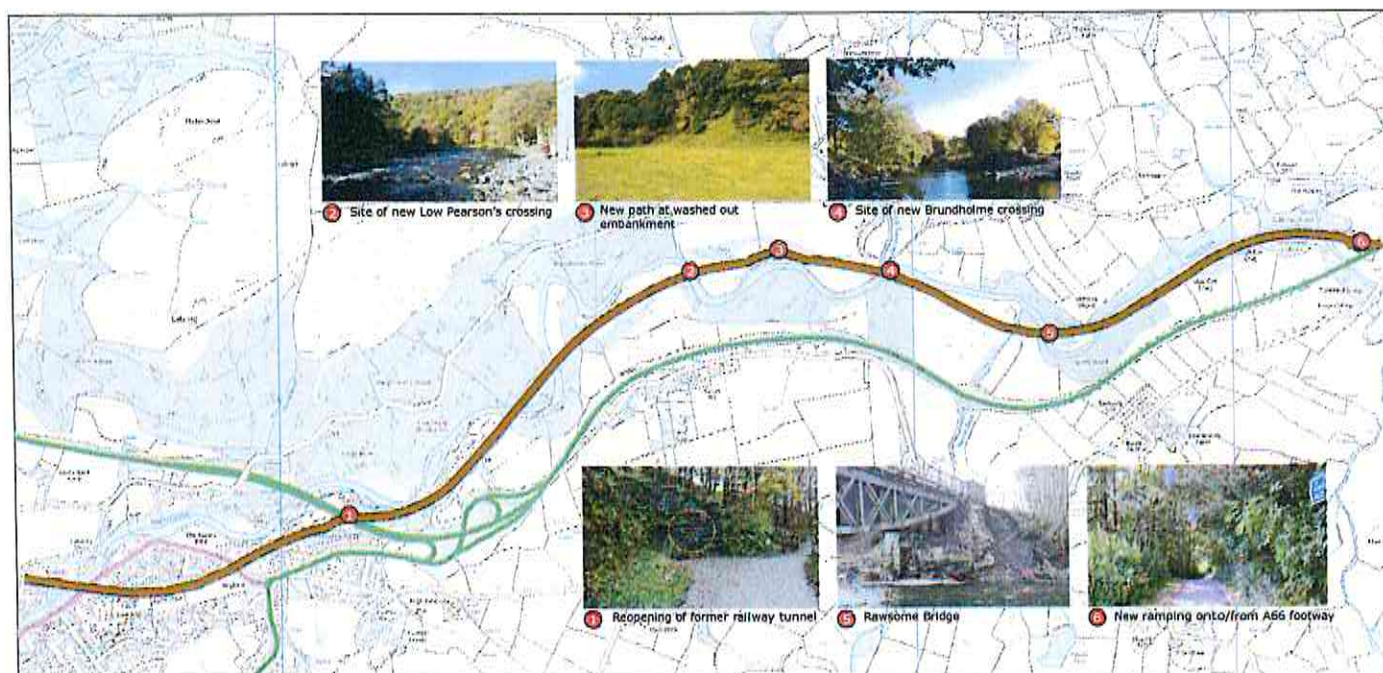
Advantages

- ✓ The route maximises use of the former Keswick to Threlkeld Railway Path. The original character of the route is retained and the heritage value safeguarded.
- ✓ Existing gradients are favourable for disabled/less mobile users.
- ✓ Improvements (i.e. excavation of 'Big Tunnel' and ramping at the Threlkeld end) will make the entire route suitable for a wide range of users.
- ✓ Relocation of the embankment and the design of new bridge crossings will help to improve route resilience.

Disadvantages

- ✗ Limited access along the route makes construction difficult and construction activities will have to be timed to ensure sensitive habitats protected by law are not damaged.
- ✗ The construction period is likely to be lengthy and the route can only be opened once all structures have been installed/repared.
- ✗ The route would require a short section of private land to be purchased and/or access permissions to be agreed.
- ✗ Public Donations are needed to partially fund the re-instatement.

Estimated cost = £6.15M



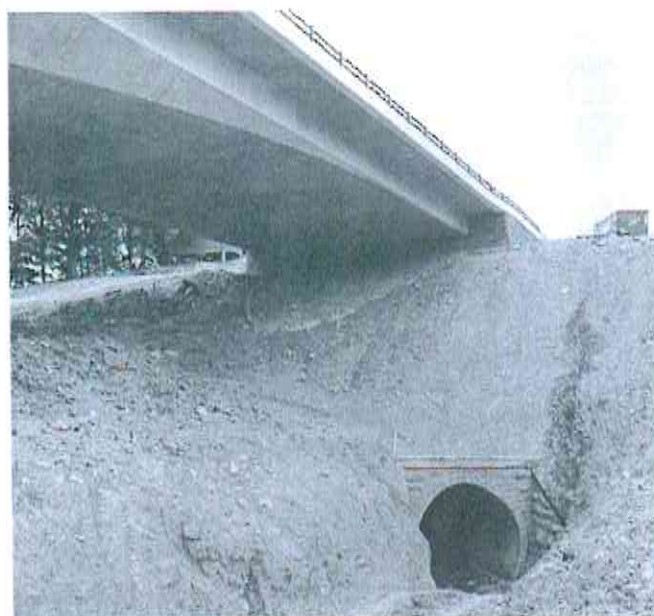
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Big Tunnel

We are planning to reopen a former railway tunnel which was buried during the construction of the A66. Opening the tunnel will improve the gradient of the route, making it easier for disabled and less mobile users. It will also remove the need for the existing board walk section, which is deteriorating due to slope instability.

Key facts

- The tunnel was buried in 1977 after the construction of the A66 Greta Bridge.
- The tunnel is 4.8m in height, 4.6m wide and 82m in length.
- The top of the west end of the tunnel is 7m below ground level.
- The top of the east end of the tunnel is visible from the railway path.



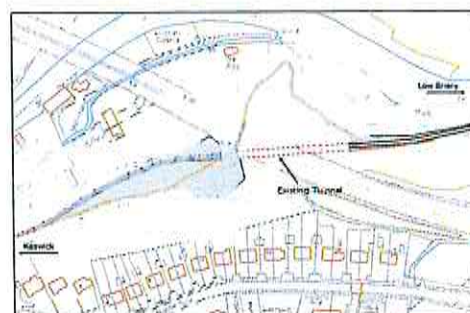
Tunnel during construction of the A66.

The design

- About 1100m³ of material will be removed to allow the tunnel to be reopened.
- The tunnel will be extended by about 13m to allow suitable slope angles to be created at the west end.
- The new tunnel entrance and retaining walls will have a natural stone appearance.
- A new section of trail is required to link the existing trail to the tunnel.

Key challenges

- Getting access and removing soil from the tunnel due to the location.
- Stabilising temporary slopes when digging down to the buried tunnel.



Technical image of the proposed tunnel

Existing Tunnel	Retaining Wall	Proposed Earthworks Extent
Proposed Tunnel	Existing Trail	Proposed Trail
	Section of Trail under the A66	

In December 2017 engineers undertook an investigation to find out the current condition of the tunnel.



View of the existing tunnel currently packed loosely with earth

The tunnel is generally in a good condition and has been packed loosely with earth to prevent access.

Brundholme and Low Pearson's bridges

Bridges are to be installed to replace the lost Low Pearson's and Brundholme bridges. The new bridges will retain the names of the former bridges and maintain similar alignments.

Key facts

- Low Pearson's and Brundholme bridges were washed away in December 2015.

Both bridges were of similar construction comprising of a pair of 'bowstring trusses' connected by cross members.

Both bridges had been modified to support timber cycle track decks.

- The overall length of the original Low Pearson's Bridge and Brundholme Bridge was 27.5m and 33.5m respectively.

The remains of the original bridge superstructures were removed following the floods.

- The west abutments on both bridges were lost in their entirety but the east abutments remain with only superficial damage.



Site of the former Brundholme Bridge



Site of the former Low Pearson's Bridge



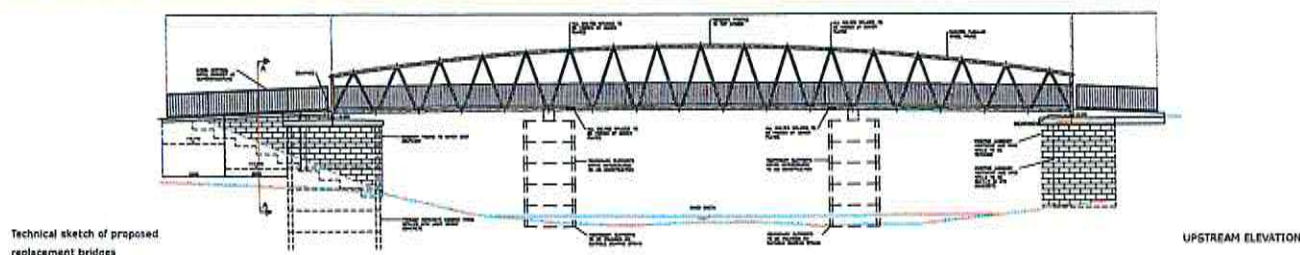
Illustrative example of Proposed Replacement Bridges

Key challenges

- Access to the bridge sites in order to launch or lift the bridges into position.
- Working within a Site of Special Scientific Interest, Special Area of Conservation and World Heritage Site.

The design

- The new bridges will comprise of a simply supported, single span structure.
- The bridge spans will be similar to the original bridges.
- The bridges will accommodate a 3m wide path.
- No piers will be constructed in the river channel.
- The bridges will be made from weathering steel to prevent the need for future maintenance painting.
- The original east abutments on both bridges will be retained and strengthened to ensure their structural integrity.
- The west abutments will be formed from masonry faced circular concrete caisson rings.
- The masonry facing will match the appearance of the east abutment.
- The bridges will be designed to current codes and standards.
- The bridges will be set at a level to prevent damage from a future storm event.



Technical sketch of proposed replacement bridges

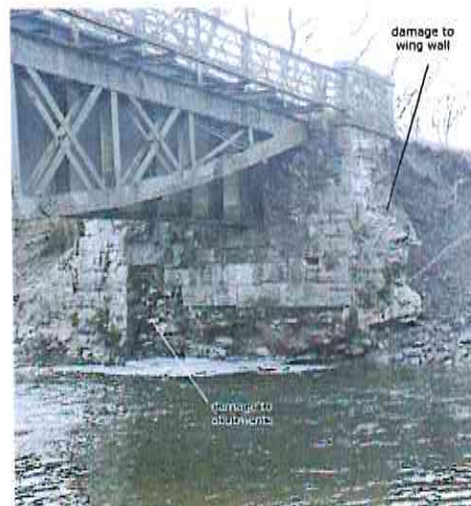
UPSTREAM ELEVATION

Rawsome bridge

Rawsome Bridge is to be repaired as part of the project. The west abutment and the south west wing wall are to be restored which will allow the bridge to be stabilised. The north west wing wall completely collapsed during the floods and will be reconstructed.

Key facts

- The west abutment and wing walls of Rawsome Bridge were severely damaged in December 2015.
- Rawsome bridge is a single span bridge comprising of two inverted bowstring truss girders and a central plate girder.
- The bridge has been modified to support a timber cycle track deck.
- The approximate span of the bridge is 24.5m.
- The bridge has been closed to safeguard the public from a potential collapse.
- The east abutment, east wing walls and bridge superstructure were not damaged in December 2015.



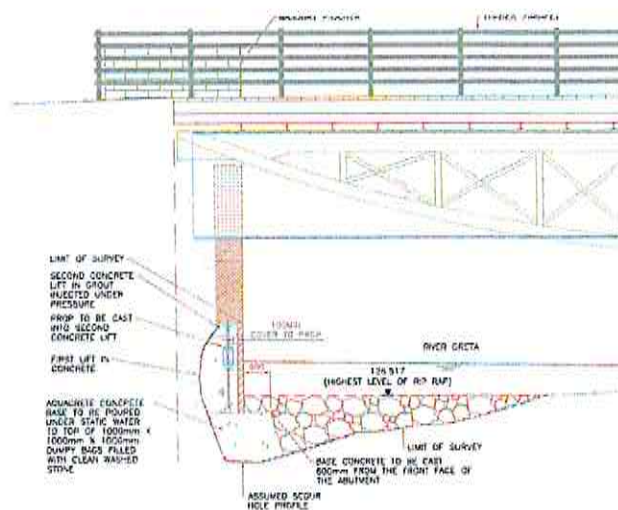
Brawns Bridge west abutment

The design

- Due to the unstable nature of the bridge, work to stabilise the west abutment will need to be carried out carefully to safe guard the construction personnel.
- Initially, a coffer damn will be installed in front of the west abutment. This will be used to fill a scour hole that has formed in front of the abutment. Specialist underwater concrete will be used.
- Props will be installed to support the masonry stabbilising the bridge. These props will be cast into concrete, which will then be faced in masonry that will match the rest of the abutment.
- A 'Rip-rap' (large stones) will then be placed in front of the west abutment to prevent any future scour.
- The masonry on the south west wing wall shall be repaired to match the appearance of the existing masonry.
- A new reinforced concrete wing wall shall be constructed to replace the collapsed north west wing wall. The new wing wall shall be faced in masonry to match the existing abutment.
- Steel sheet piles shall be driven to form a coffer damn, allowing the construction of the foundation of the new wing wall. The sheet piles shall be cut off below water level and retained in order to provide future protection against scour for the wingwall.

Key challenges

- Access to the bridge site.
- Working within a Site of Special Scientific Interest, Special Area of Conservation and World Heritage Site.
- Working with a potentially unstable structure.



Technical sketch of west abutment completed scour damage repair

Off line section of trail

A section of the former railway embankment, used by the Railway Path has been washed away. Plans to reinstate the path on its former alignment are not feasible as the river has widened and eroded the land. A new section of trail, with appropriate riverbank protection is proposed.

Key facts

- The eroded section of railway embankment is approximately 200m.

The design

- There are 2 potential options for the route in this section.
- The feasibility of either option is currently under discussion.
- Option 1 would run closer to the river whereas, option 2 would run along the toe of the wooded bank.
- Option 1 is approximately 171m long and option 2 is approximately 287m long. The trail will be 3m wide.
- The trail would be ramped up and ramped down from the remaining embankment.



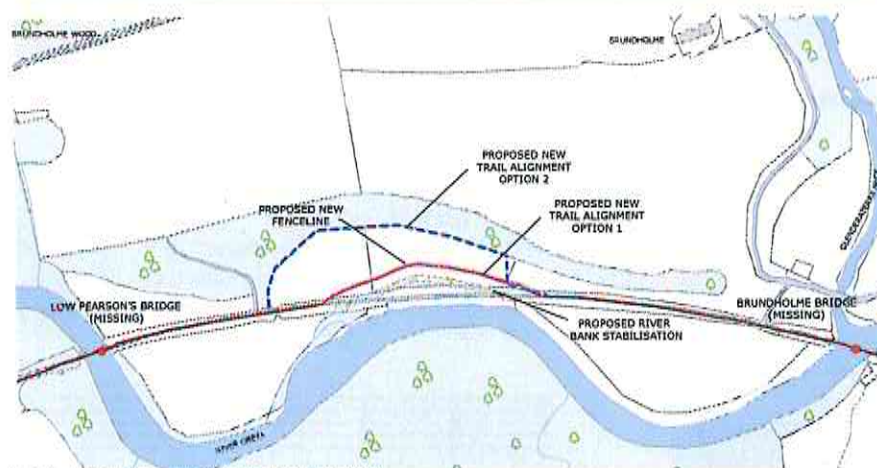
Photograph of the washed away path and embankment



Photograph of the washed away path and embankment



Possible location for the off-line section of trail (option 2)



Illustrative plan showing the possible alignment of the off-line section of

Key challenges

- Working next to the river with heavy machinery requires statutory permissions and consents from the Environment Agency and Natural England.
- Riverside revetment and protection must be in keeping with the River Greta corridor.
- The new path design must take account of existing agricultural use.
- The final design will allow for existing agricultural use.



Example of the type of proposed off-line path

Path Surfacing and Drainage

We have looked at possible improvements to the Railway Path, including options for surfacing and drainage. We feel users will benefit from a path that has a smooth surface with good drainage properties, a long-term durability and low maintenance liability.



Typical image of what the path could look like



Existing steep ramp to the A66 near Threlkeld

Key facts

- The trail is approximately 5km long, with a crushed stone surface.
- Most of the route follows the disused railway line.
- The majority of the route is relatively flat with the exception of the boardwalk section and the ramp up to the A66.
- Several areas are suffering from drainage problems.

View of the proposed zig-zag ramp at A66 Threlkeld



The design

- The path will be 3.0 metres wide wherever possible.
- Surface water drainage on the path next to Low Briery Holiday Park and other areas which are prone to flooding, will be improved by measures such as; digging out and regrading ditches, reconstructing culverts, creating cut-off drains and raising the level of the path.
- Wherever possible, the design shall mitigate the requirement of cutting down trees.
- At the Threlkeld end of the route the existing path climbs at a steep gradient up to the A66, causing difficulties for less able users. To overcome this problem, a zig zag ramp will be constructed to decrease the gradient to a maximum of 1 in 12.
- The path will have a smooth surface (Tarmac).

Key challenges

- The existing ramp up to the A66 is constrained by earth banks which limit the available area to design and construct the zig-zag path to an acceptable gradient for less able users.
- Access from existing roads to upgrade central sections of the path will require smaller machinery.



**Lake
District
Foundation**
[visit.give.protect](https://www.lakedistrictfoundation.org)

Working with the LDNPA, the Lake District Foundation are running a fundraising campaign to fundraise for the Keswick to Threlkeld Multi User Trail.

To support the reconnection of the Keswick to Threlkeld Railway Path
donate today by visiting:
lakedistrictfoundation.org/keswick-to-threlkeld

or by texting

'KTOT18 £10', to 70070.

Community Groups or Businesses who would like to get involved
in the fundraising campaign can email the LDF at
heather.askew@lakedistrictfoundation.org.

Thank you for attending our Public Information Event

We hope that you have found our Public Information Event beneficial. We welcome your feedback via feedback forms provided.
You can also request a feedback form or the project team via: cath.johnson@lakedistrict.gov.uk
james.daplyn@capita.co.uk

The latest information can also be found at: www.lakedistrict.gov.uk/keswickrailway

KESWICK TOWN COUNCIL
19 APRIL 2018

CCTV PROTOCOL

Four CCTV cameras were installed on the Moot Hall on Monday 26th February 2018. The system is not monitored but Catherine and I have been instructed on how to download footage onto a memory stick from the equipment which sits in the staff office at the Moot Hall. We were informed by the engineer that we can go back up to 17 days. Appropriate signage was put in place on the building. Permission will need to be granted for third parties to view the footage.

Information held by organisations that is about individuals is covered by the Data Protection Act which not only creates obligations for organisations, it also gives individuals rights, such as the right to access their personal information, and to claim compensation when they suffer damage. When using surveillance systems organisations also need to consider their obligations in relation to the Freedom of Information Act, the Protection of Freedoms Act (POFA), the Human Rights Act and the Surveillance Camera Code of Practice issued under the POFA. The code provides guidance on information governance requirements, such as data retention and disposal, which it is important to follow in order to comply with the data protection principles.

Attached to this report is a draft Protocol in relation to the operation of the system..

KESWICK TOWN COUNCIL

Draft CCTV Protocol

1. The aim of this protocol is to ensure that the closed circuit television (CCTV) system of Keswick Town Council (the Council) is used and managed in accordance with legal requirements for the protection of the public. The protocol also ensures that the rights of privacy and data protection enshrined in law are protected.
2. For the purposes of this protocol, and in relation to the management of CCTV images, the term 'Data Controller' refers to Keswick Town Council.
3. This code of practice is binding on all employees and Councillors.
4. The CCTV system, all recorded material and copyright is owned by the Town Council.
5. Principles

The following principles will govern the operation of the CCTV system:

- The CCTV system will be operated fairly and lawfully and only for the purposes authorised by the Council
- The CCTV system will be operated with due regard for privacy of the individual

6. Purpose of the CCTV System

The system is intended to provide information which will assist law enforcement agencies in the prevention and detection of crime.

7. System Details

The CCTV system consists of four overt CCTV cameras situated on Keswick Moot Hall, which continuously record activities in the area of the Market Square.

8. Data Protection Act 1998

The eight principles of the Data Protection Act 1998 will be adhered to and any future changes of legislation will be taken into account. The Council will:

- Obtain and process personal data fairly and lawfully
- Obtain, hold and use data only for the purposes specified
- Use the data only for the purposes, and disclose only to the people, shown within this Protocol
- Only hold data which is adequate, relevant and not excessive in relation to the purpose for which the data is held
- Ensure personal data is accurate and, where necessary, kept up to date

- Hold data for no longer than is necessary
- Process personal data in accordance with the rights of data subjects under the Data Protection Act 1998
- Take security measures to prevent unauthorised or accidental access to, alteration, disclosure, or loss and destruction of information

Personal data will not be transferred outside the Council without ensuring there is an adequate level of protection in relation to the processing of personal data.

9. Access to Information

Any request for disclosure of information by law enforcement agencies must be made to the Town Clerk.

10. Requests to View Data

Requests (i.e. those from law enforcement agencies) to view data generated by the CCTV system are likely to be made for any one or more of the following purposes:

- Providing evidence in criminal proceedings
- The investigation and detection of crime
- Identification of witnesses.

Third parties which should be required to show adequate grounds for disclosure of data within the above criteria, may include, but are not limited to:

- The Police
- Statutory authorities with powers to prosecute

11. A copy of this Protocol will be made available to anyone requesting it.

12. Signs will be placed in the locality of the cameras. The signs will indicate:

- The presence of monitoring and recording
- The ownership of the system
- Contact telephone number

13. Complaints

Any use of the CCTV system or materials produced which is outside this protocol and is inconsistent with the objectives of the system will be considered gross misconduct.

Misuse of the system will not be tolerated. Any person found operating outside this protocol without good and reasonable cause will be dealt with under the Council's disciplinary procedure. If any breach constitutes an offence under criminal or civil law then court proceedings may be taken.

Any complaint concerning misuse of the system will be treated seriously and investigated by the Council, acknowledged in writing within seven working days including advice to the complainant of the enquiry procedure to be undertaken.

KESWICK TOWN COUNCIL

GENERAL FUND

1st April 2017 - 31st March 2018 - PENDING YEAR END ADJUSTMENTS

Budget Summary as at 31 March 2018

4th Quarter

Expenditure:	AGREED Budget for 17/18	Expenditure to 31.03.18	% of Budget
General Administration	73648	69418	94.26
Grants to outside bodies	15000	12970	86.47
Christmas Lights	30000	29633	98.78
Mayors Allowance	2000	2000	100.00
War memorial	1500	1346	89.73
Townfield	1300	800	61.54
Open Spaces	1000	1000	100.00
Fitz Park - Grant from KTC (deficit)	105848	105848	100.00
Communications (Newsletter/Neighbourhood Plan)	500	0	0.00
Audit Fee/Accounts Preparation	1775	15	0.85
Contingency Sum	5000	2171	43.42
Keswick Events	10000	10000	100.00
Events Co-ordinator	2520	2520	100.00
Floral displays	7000	6472	92.46
Allotments Expenditure	600	496	82.67
Annual Parish Meeting (inc room hire & refreshments)	100	168	168.00
Advertising	250	205	82.00
Event Banner Expenditure	100	0	0.00
Promotional gifts to civic visitors to Keswick	250	120	48.00
Civic Pride Award	300	0	0.00
TOTAL EXPENDITURE:	258691	245182	94.78

Env Permit , HR,
Nplan Admin &
Safety AuditOverspend due
to Town
Meeting adverts

Income:	AGREED Budget 17/18	Income to 31.03.18	% of Budget
Precept	220930	220930	100.00
Grant to Fitz Park - ABC	20000	20000	100.00
Council Tax Support Grant	1879	0	0.00
Bank/Investment interest (inc War Memorial)	5	33	660.00
Walker Park rent	12267	12267	100.00
Allotments Income - Rent	600	935	155.83
Events Banners Income	600	1393	232.17
Christmas Light Contribution	0	250	0.00
Townfield Interest	10	18	180.00
Contribution from General Reserves	2400	2400	100.00
TOTAL INCOME:	258691	258226	99.82

Inc prepay for
2018

General Reserves Expenditure - Earmarked reserves	AGREED Spend 17/18	Expenditure to 31.03.18	% of Budget
Contribution to Local Housing	20000	3600	18

KESWICK TOWN COUNCIL

GENERAL FUND - ADMINISTRATION

1st April 2017 - 31st March 2018

Budget Summary as at 31 March 2018 - PENDING YEAR END ADJUSTMENTS

4th Quarter

Expenditure:	AGREED Budget for year 17/18	Expenditure to 31.03.18	% of budget spent	
Salaries, Nat ins & Pension (18.9%) & Pension Deficit	96515	90036.72	93.29	
Payroll - Outsource Costs	360	311	86.39	
Rent	7100	7100	100.00	
Rates	4008	3991.38	99.59	
Building Service Costs	5000	4600	92.00	
Repairs - Decorating/Carpets/Upgrades	500	110	22.00	
Insurances	600	592	98.67	
Subscriptions	735	834	113.47	Including some 2018 prepayments
Conferences/Training	750	752	100.27	
Stationery	1000	1286	128.60	
Postage	400	295	73.75	
Telephone & Internet	750	806	107.47	
Photocopier	1400	1175	83.93	
Computer maintenance/support	1200	1767	147.25	Including Sage Cover into 2018
Office Equipment	300	110	36.67	
Staff Expenses	300	300	100.00	
Ex Employee Pension	1300	1313	101.00	
Health and Safety	50	48	96.00	
Website (Annual Fee)	280	240	85.71	
Council Chamber/Meeting Expenditure	150	166	110.67	
Quality Award	100	0	0.00	
Election Provision	0	0	0.00	
Total Expenditure:	122798	115833	94.33	

Income:	AGREED Budget for year 17/18	Income to 31.03.18	% of budget income
Photocopies	0	111	0.00
Council chamber rental	50	24	48.00
Total Income:	50	135	270.00

To be allocated:	122748	115698	94.26
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Allocation:	Agreed allocation 17/18	% of allocation to date
General Fund - (60%)	73648	69418
Hope Park - (20%)	24550	23140
Fitz Park - (20%)	24550	23140
	122748	115698

KESWICK TOWN COUNCIL

19th April 2018

VERIFICATION OF BANK RECONCILIATIONS

In compliance with our Financial Regulations (see relevant section stated below) we are required to appoint a member (other than the Chairman) to sign both the bank reconciliations and original bank statements as evidence of verification.

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 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.*

Therefore Council is asked to appoint a Councillor to carry out this task (once the final bank reconciliation has been completed for this financial year) in conjunction with the RFO.

Catherine Parker

Responsible Finance Officer (RFO)

12th April 2018

KESWICK TOWN COUNCIL
19th April 2018

ANNUAL REVIEW OF REVISED FINANCIAL REGULATIONS

RESPONSIBLE FINANCE OFFICER'S REPORT

It is a requirement to review the Town Council's Financial Regulations on an annual basis to reflect any changes in general, recent changes in legislation or items for renewal by resolution.

I have attached the revised Financial Regulations for adoption.

The Financial Regulations (footer page 15) have been amended to take into account the increase in the threshold for public supply and public services contracts:-

11. CONTRACTS

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

- 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.

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)~~ 230,802 Euros (£181,302)
- b. For public works contracts 5,225,000 Euros (£4,104,394)

Approval is sought for the revision of Financial Regulations as stated above.

Catherine Parker
Responsible Finance Officer
12th April 2018



KESWICK TOWN COUNCIL

FINANCIAL REGULATIONS

REVISED APRIL 2018
Minute No. TBC
For revision annually

KESWICK TOWN COUNCIL

FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the Council at its Meeting held on Thursday 20th April 2017

1. GENERAL

- 1.1. 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.
- 1.2. 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.
- 1.3. 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.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. 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.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. 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.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. 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.
- 1.9. 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.
- 1.10. 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.
- 1.11. 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.
- 1.12. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or the precept (Council Tax Requirement);

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

- 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.

1.13. 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.

1.14. 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 1998, 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 Administrators. 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.

- 8.6. All investments of money under the control of the council shall be in the name of the council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. 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

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. 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.
- 9.3. The council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. 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.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. 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.
- 9.9. 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.
- 9.10. 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

- 10.1. 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.
- 10.2. Order books shall be controlled by the Clerk and RFO.
- 10.3. 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 (I) below.
- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. 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 £2,000 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 230,802 Euros (£181,302)
- b. For public works contracts 5,225,000 Euros (£4,104,394)

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 12.1. 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).
- 12.2. 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.
- 12.3. 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

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. 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.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. 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.

- 14.3. 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).
- 14.4. 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).
- 14.5. 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.
- 14.6. 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

- 15.1. 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].
- 15.2. 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.
- 15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.4. 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.
- 15.5. 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

- 16.1. 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 separate

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.

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KESWICK TOWN COUNCIL								
ASSETS REGISTER AS AT 31/3/18								
Date Purchased	Purchase Cost	Description Council Offices: Office Equipment	Location	Notes	Original Purchase Cost (rounded to nearest £)	Additions (at purchase cost)	Disposals	Total
16.8.06	£70	Epson stylus D88 printer	Clerk's Office	S/N CG1702001FH2642	70			
Not known	£120.39	Dahle standard gullotine	Office	4 0872	130			
Not known	£52.40	EB Spirit binding machine	Office	Model 00504	57			
29.07.04	£134.10	Air conditioning unit	Clerk's Office		134			
03.03.08	£17.00	Challenge Laminator	Office	S/N LMO89BR	17			
05.03.08	£49.00	Rexel Style Shredder	Store	S/N 2101942	49		49	
03.11.08	£85.00	Nikon Coolpix 5210 BMP 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 500B Workstation Computer Systems x 2	Office	Catherine CZC1075848 Lynda CZC112DM43	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	S/N CZC4032574	695			
30.04.14	£37.99	HP Deskjet 2540 printer	Reception/Office	S/N CN3CL2BH2	38			
03.03.15	£258.33	Synology NAS Server & Red SATA H/Drive	Office	DS213 Air	258			
20.02.15	£117.42	Epson Expression Printer XP-620	Office	S/N C11CE01401	117			
09.09.16	£107.50	HP Monitor	Office	P222va 21.5"	108			
15.02.17	£2,184.89	OpenStage Telephone System	Office & Clerk's	OpenStage 15 T (Lava) Black	2185			
16.03.18	£1,809.12	Chubb CCTV System	Moot Hall	Monitor, base unit & 4 cameras	0	1809		
					6211	1809	49	7971
		Office Furniture						
Not known	£737.00	Desks x 3	Office & Clerk's	Estimate	757			
Not known	£306.00	3 drawer mobile pedestal x 2	Office & Clerk's	n/a	306			
Not known	£220.00	4 shelf book case	Office	n/a	220			
1974	£500	Safe	Clerk's Office	Model John Port Estimate	500			
11.12.91 & Nov.2005	£162.77	Chairs x 4	Office & Clerk's	2 black leather chairs, 1 operator chairs, 1 operator stool	162			
12.12.92	£73.36	Polyprop chairs x 4 (£18.99 each)	Clerk's Office	Blue	76			
		2 drawer Harvey filing cabinets x 4 (£58.29 each)	Office, Clerk's					
Not known	£149.74	Dimplex electric heater	Office & Store	Beige	467			
Not known	£29.99	Fridge	Chamber	White	30			
10.03.05	£91.95		Office	White	92			
30.04.08	£99.00	Sirius HB Syncro Op Chair	Office	Charcoal Fabric Chair	99			
11.05.09	£47.99	Low Cupboard	Office	Q25-T41590	48			
29.05.09	£256.52	9 New Blinds	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	Q25-T41590	122			
07.09.15	£128.54	Operators Chair	Office	Black	128			
20.11.15	£159.00	Desk	Office	Ergo Maple	159			
30.11.15	£139.00	Desk	Office	120cm Maple	139			
15.04.16	£99.00	4 Drawer Filing Cabinet	Office	Coffee	99			
30.09.16	£117.00	Infinite Bookcase & doors	Office	Beech	117			
02.12.16	£69.99	Operators Chair	Office	Stanley Togo	70			
05.01.17	£69.99	Operators Chair	Clerk's Office	Stanley Togo	70			
14.12.16	£14.99	Operators Chair Arms	Clerk's Office	RealSP Hug	15			
		Council Chambers						
12.12.92	£263.88	Polyprop chairs x 14 (18.99 each)	12 scrapped 2010	Blue	266			
12.12.92	£30.00	Tables x 6		Dark Wood	1240			
12.12.92	£224.00	S82 Chairs x 14 (£16.00 each)		Blue	224			
Not known	£13,416.00	Mayoral chains of office x 2 (Sum Insured) - REVALUED MARCH 2018	Safe	Mayors Chain £20k Mayoress Chain £11,500	13416	18084		
Not known	£138.88	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	£ 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	82			
		Miscellaneous Assets						
01.06.13	£ -	Metal stacking chairs	Rear Yard	Brown	0			
07.03.14	£ 487.70	Green Plastic Chairs	Rear Yard	4 x rectangle & 16 round	488			
		Community Asset						
	£ 1.00	War Memorial	Penrith Road		1			1
					21032	18084	0	39116
				Total	27243	19893	49	47087
Purchase costs taken from Viking Direct or Lakeland Office as no original cost known								
Amended asset register as per amendments to proper practices as noted in Governance and Accountability for Local Councils - A Practitioners' Guide								
The practice below should now be applied: -								
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, established 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 TOWN COUNCIL
19 APRIL 2018

CLERK'S REPORT

1. Calvert Way Access

At the meeting held in December 2017 support was agreed for Underskiddaw PC in addressing the need for a safe pedestrian access to the Calvert Way development, and Underskiddaw PC were asked for suggestions as to how the problem might be dealt with.

The Parish Council considered that the problem should be raised with Cumbria Highways *to review and consider appropriate pedestrian infrastructure to allow for safe passage from residents of the Calvert Way site to Keswick town centre.* At the request of their Clerk I have raised this matter with Amber Sykes, Network Manager for Cumbria Highways and she is seeking clarity through the planning team on what should have been done as part of the development planning conditions.

If it is established that there are still outstanding issues that should have been dealt with as part of the planning conditions, these can be taken up with the developer and the LDNPA. If everything has been done, then any further works would have to be through Local Committee funds. The Parish Council has been offered a meeting on site to look at the various problems. I have copied our County Councillor in on the correspondence.

2. War Memorial

Following a call from a member of the public regarding children playing on the Memorial, an inspection has revealed damage to the plinth above the plaque on the side nearest to Penrith Road (possibly unconnected). I arranged for a local builder to inspect this and he advised that no work was necessary. The same damage has occurred in the past to the opposite side of the memorial and this has been smoothed over so the same approach will be taken to the recent damage.

3. Valuation of Mayoral Chains of Office

As will be noted from the revised Assets Register a valuation has been carried out on the Mayoral Chains of office with a resultant facsimile value of £20,000 for the Mayor's Chain and £11,500 for the Mayoress's (Consort's) Chain. The insurance company has been informed. This indicates that the sum of £1,500 for the new Deputy Mayor's Chain should represent good value for money.

4. Meet the Planners event 24th April 2018

I have circulated an email from CALC inviting all Lake District members to a 'Meet the Planners' event on Tuesday 24th April between 4pm and 7pm at the Theatre by the Lake. The event has a dual purpose – to discuss local planning issues and performance and to carry out pre-consultation engagement on the Local Plan Review ahead of the formal consultation which starts on 8th May.

A Guide to the Local Plan was attached to the email and Councillors are encouraged to visit the Local Plan webpage for background information to the Local Plan Review. Anyone who has not already notified their attendance should email Hanna.Latty@lakedistrict.gov.uk to do so.

5. NALC Consultation – Review of Ethical Standards

The Committee on Standards in Public Life recently launched a consultation as part of its review into local government ethical standards. The consultation document can be found at:

<https://www.gov.uk/government/consultation/local-government-ethical-standards-stakeholder-consultation> and NALC will be responding on behalf of local councils who are asked to email any thoughts on the consultation questions.

NALC have also developed two surveys designed to provide qualitative evidence to inform the responses to the review. Should anyone be interested in responding to the surveys, please let me know.

LW

120418

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 3 April 2018 at 10.00am.

Present:

Chair: Paul Titley (PT) – KTC Cllr

Heather Askew (HA) – KTC Events Co-ordinator

Allan Daniels (AD) – KTC Cllr

David Burn (DB) – KTC Cllr

Vanessa Metcalfe (VM) – Keswick Tourism Association

Phil Byers (PB) – Geraud Markets

Lynda Walker (LW) – KTC Town Clerk

1. Apologies

Apologies were received from: Joe Broomfield (ABC), Mitch Franks (Cumbria Police), Chris Harper (CH) – Podgy Paws, Shelagh Hughes (SH), Tony Lywood (TL) – KTC, ABC & CCC Cllr, Graham Murray (Fluid), David Quainton (DQ) - Rotary

2. Minutes

RESOLVED that the minutes of the Events Committee Meeting held on the 28 February 2018 (pages 18 – 19) be agreed as a correct record.

Actions:

- Security Staff booked via Gary Quigley – 2 Members of Staff from 6-10pm
- Draft Prom schedule sent by Shelagh Hughes
- Sponsorship – TL spoken to Lake District Hotels and Lakes Partnership
- Publicity – HA obtained quotes
- PT to speak to Lake District Hotels about siting of countdown clock

3. Midsummer Festival 2018 29 June – 1 July

Rock Night

- Waters Edge followed by tribute acts – Rod Stewart and Ed Sheeran
- 6 to 9.30pm
- Pub Music – AD and DB to confirm which pubs want to be involved
- Pubs to sign an agreement to take part with a max reimbursement of £100.

ACTION: HA to draft agreement

ACTION: AD and DB to visit pubs

Landscape Painting Comp

- PT designed posters have been shared on social media, also sent to local arts groups.
- N4 to be invoiced for sponsorship
- PT to create basic entry form
- PT to source gazebos

ACTION: PT - Entry Form and gazebos

ACTION: HA to invoice N4

Prom

- Music 4-9pm
- SH provided outline programme
- Straw Bales – HA believes TL has booked straw bales
- Refreshments – possibly Lake District Hotels, Grapevine and Luchinis in addition to Café West being open

ACTION: HA to check to TL about Straw Bales

Scruffs

- CH reported that nearly all sponsors sorted
- Professor Paws instead of Dr Dog
- 2 Sponsors per category – 1 winner, 1 bone, 6 rosettes
- Medieval Combat demonstration arranged for during registration time

- PB reported that stall bookings going well, more food stalls this year.
- Committee agreed need for event to remain 'poo-free' zone

Publicity

- HA presented draft publicity plan, including print, advertising, online, social media and press releases

4. Use of Disposable Plastic – Code of Conduct for Event Holders in Keswick

HA introduced discussion document based on Plastic Free Keswick/SusKes request to March Keswick Town Council Meeting. VA reported that since Town Council meeting they have worked on further draft of Code of Conduct.

Agreed with general support for code of conduct, with a need for it to be an easy to read document that should work in conjunction with other processes for event holders.

Action: PT to speak to Suskes about code of conduct and presence at Scruffs to spread message

5. Other Events in Keswick

Prom Art - PB has contacted local Artists and Galleries who seem keen. HA shared feedback from CH who had asked for wider feedback. PB believes it is overall a positive response. LW said it should be noted that it is an Art event not a market. PB aiming for Sunday 21 October.

Christmas Lights Switch on 2018 – LW reported that Rotary are supporting Packhorse Court to put on a programme of events which will include St Herbert's School Choir. LW reported that still waiting for a date for work on the tree in Market Square.

Jazz Festival 10 -13 May – Opening with a March into the Square on Thursday 10 May

Superhero Day – Saturday 26 May – Instead of Pirate day for the Market

K2T Challenge Weekend – 5/6/7 May – Encouraging people to undertake the K2T 5km challenge in support of the Keswick to Threlkeld Railway Path Fundraising

6. AOB

None

7. Date of Next Meeting

Tuesday 22 May 10am

The meeting closed at 11.15 am

Cumbria Association of Local Councils

Allerdale District

Minutes of a three-tier meeting held on the 22nd March 2018
At Allerdale House Workington

Chairman Alan Barry (Cumbria County Council)

PRESENT: -

Linda Housby (Holme St Cuthbert PC)	Peter Bales (Workington TC)
Tony Markley (Silloth TC/CCC/ABC)	Gordon Moore (Ireby and Uldale PC)
Roger Hart (Allonby PC)	Andy Roberts (Borrowdale PC)
John Cowan (Oughterside and A PC)	Hugh Morgan (Papcastle PC)
Pauline Scott (Dearham PC)	Moirra Knoery (Holme St Cuthbert PC)
Geoff Davies (Above Derwent PC)	Margaret Throp (Above Derwent PC)
Joe Holliday (Workington TC/CCC/ABC)	Lizzy Shaw (CCC)
Ian Hinde (Allerdale BC)	Samantha Bagshaw (CALC)
Rick Petecki (Embleton and district PC)	Phil Tibble (Allerdale B C)
Chris Shaw (Calc Allerdale Liaison Officer)	Peter Kendall (Maryport TC/ABC)
Insp. Rachel Gale (Cumbria Constabulary)	PS Suzanne Redikin (Cumbria Const.)
Hilary Harrington (Workington TC)	Barbara Lamb (Dean PC)
Tony Worsley (Dean PC)	Bill Knowles (Bowness PC)
Jill Campbell (CrossCanonby PC)	Susan Leighton (Keswick TC)
Lynda Walker (Keswick TC)	Allan Daniels (Keswick TC)
Christine Poate (Lorton PC)	Glenis Postlethwaite (Lorton PC)

1. Welcome and Apologies Alan Barry welcomed councillors to the meeting. He said he was pleased that representatives from all three tiers of local government were present given that the need to work together had never been greater with value for money in the public sector being paramount and possible when the three tiers acted together. Apologies were given from David Colborn (Boltons PC) Joan Wright (Workington TC) and William Miskelly (Workington TC)

2. Any Relevant Matters from the 19th September 2017 meeting

Sam Bagshaw (Calc) referred to item five **Transparency Fund**. She said the fund had now closed and that local councils in Cumbria had received £21k in the last tranche. In all 60% of parishes in the county had submitted eligible grant requests. She said that Ministry of Housing Local Government and Communities required all local councils to which it applied to comply with the Local Government Transparency Code 2015 and spot checks on parish council's websites were being carried out.

3 The Allerdale Hub and police priorities. The chairman welcomed Inspector Rachel Gale and PS Suzanne Redikin. Insp Gale said that the six priorities for the county were:

Engaging with partners and working with communities

Preventing crime, road casualties and anti-social behaviour

Managing Offenders

Managing calls for service

Protecting vulnerable people and communities

Investigating crime, caring for victims and bringing offenders to justice

These were described as the big six but there were priorities for Allerdale and they were:

Youth related anti-social behaviour

Shop lifting

Night time anti-social behaviour

Rachel said that by targeting anti-social behaviour amongst young people in Wigton with the help of the community and youth leaders there had been a 75% reduction in police logs.

She said that shop lifting was mainly prevalent in Workington and Keswick. When dealing with night time anti-social behaviour police support with drug dogs had been necessary on two occasions and liaison with licensees was a requirement. She said 17 criminal behaviour orders against repeat offenders had been obtained and she hoped that the message had gone out that the police were proactive but community support was needed.

She said that the engagement and consultation strategy confirmed that engagement needed to be effective and that some activities did not meet this requirement. A decision had been taken in line with the strategy that attendance at parish councils as a matter of course would cease but officers will attend council meetings by exception to address a specific local priority and or to facilitate public reassurance in times of heightened tension. She said that given the large geographical spread of the county, the diversity of the communities and the current economic climate leading to a reduction in numbers of officers it is essential that expectations in terms of engagement are managed and better understood.

She said that a system whereby the local PCSO would meet with community representatives on a ten-week cycle had started at Cockermouth and would be extended if the trial was helpful.

The Inspector referred to the 101-telephone call system. She accepted that the system was not perfect but that improvements had been made and waiting times reduced. She said that the option of reporting incidents on line via the website was another way of engaging with officers.

PS Redikin described the thinking behind the formation of the Hub. She said that often anti-social behaviour and low-level crime involved a number of different agencies such as the local authority specifically the environment health team, the social landlord and the police and by working together and sharing information and knowledge problems in this area could be reduced.

She gave details of those specifically involved in the team, the referral system and gave examples of the work that was being undertaken including restraining type orders that had been put in place. She said that there had been 25 referrals in the eight weeks since the programme started and she hoped to see more involvement from the partner agencies. Questions were asked about drug supply problems; the use of CCTV and the closure of some police stations

Inspector Gale thanked the meeting for inviting her and Suzanne. She said that she and colleagues want to support communities to be involved in improving the quality of life within their own communities. They want parish councils and individuals in the community to inform the police of current policing issues and concerns, to lead by example and report crimes and incidents of anti-social behaviour to the police and encourage their community

to do the same, only by doing this will they improve their effectiveness in tackling the issues which matter most to their communities. Finally, she said that the Police commissioner is committed in retaining the existing 95 PCSO's across the force who are key to providing visibility and reassurance. He is also committed to increasing officer numbers by 25 which will go into neighbourhood policing to give the constabulary some pro-active capability to tackle the issues the matter to you.

4 Data Protection Regulations The chairman welcomed Samantha Bagshaw the chief officer of Cumbria Association of Local Councils who spoke on this topic She explained the history of the 1998 data protection act and how the 2018 brought more stringent requirements which would involve local councils to a larger degree. She spoke about the work she had undertaken with NALC to ensure that councils understood the requirements and in particular the role of the data protection officer. She said that whilst the parish council as a body was the Data Controller they had to appoint a person to carry out the duties and at present NALC were saying that the parish clerk could not undertake that role. She said that there were conflicting views on this aspect and she advised councils not to enter into contracts with commercial organisations at this stage who might suggest that far more information was required than was necessary and charge accordingly. Sam said that she was reducing the large amount of information and instructions received by councils to a manageable six-page document and further training would be offered.

5. United Utilities Legacy Fund The chairman said that Chris Shaw would lead on this item. Chris said that Cumbria Community Foundation (CCF) were administering the fund and the first applications had come before the West Cumbria grants panel earlier in the week. He said the usual panel had been supplemented by Ian McCoy from United Utilities and Richard Leafe (LDNPA). He said that the panel had considered 32 applications with a small number being excluded on geography grounds. Of the others 9 had been successful with grants totalling £94k. Chris said that the criteria and areas who may apply in year one was set out on the CCF website. He said that the fund would run for three years with 80% to be spent in the first two years. He said that Ian McCoy was to speak to some of the unsuccessful applicants to consider whether the application request could be improved. Geoff Davies who is a member of the LDNPA board asked the chairman to read a statement from Steve Radcliffe the director of sustainable development at LDNPA. It said that "We are not involved in the UU legacy fund nor do we intend to submit applications to this fund directly. Given this position we do not intend to host a meeting with all Allerdale Parish/Town councils as we provisionally planned. If the parish/town councils believe that such a meeting is still desirable then we ask that this be raised with the CCF director. The authority may be willing to consider supporting applications from any of our communities that further the vision of the National Park. Please let Cath Johnson know if you feel your community application would be of interest to us"

5 Footway Lighting The chairman said that Ian Hinde would lead on this item. Ian said that he had a statement from the portfolio holder Barbara Cannon. It said "The borough council continue to repair and replace footway lighting apparatus as necessary and where the budget allows. Where lights are being removed by EWS we consult with the relevant town or parish council to see if the light is still required. If so the light is replaced with money given to us by ENW for that purpose. The footway lighting budget has been reduced by

£12500 for 2018/2019. This equates to more than a 20% reduction in budget available for repairs. Based on present expenditure the repair budget will be used by October/November 2018 leaving us with the very real risk of not being able to repair our lights over winter 2018/2019 unless further funding is made available". Rick Petecki said that the information provided when he last spoke to the former portfolio holder Michael Heaslip was that the ENW money would last at least into 2019. He said that the borough council had not yet produced a list of footway lights that they maintained as opposed to the county council. He said it would be necessary to hold another meeting with the portfolio holder given that the cost of repairs was likely to fall on parishes in coming years. Ian Hinde agreed to obtain further information and arrange a meeting if necessary.

7 Governance Review Parish Council update Ian Hinde said that a press release on this issue had been published. It said that a review of Workington town council would take place looking at the number of councillors and the boundaries of each ward. Winscales parish council had asked for a full review which may include subsuming the parish within the Workington parish area. Broughton parish council review would look at the number of councillors. Embleton parish council was currently split into three wards and had asked for a review to consider the implications of removing the ward split completely. Keswick town council had asked for a review of the council boundaries which may involve the parish of Underskiddaw and the parish of St John's Castlerigg and Wythburn. No other town or parish council had requested a review.

8 County Council Grants The chairman said that Lizzy Shaw would lead on this item. Lizzy said that all but approximately £500 from a total of over £77k had been allocated in 2017/2018. The general provision budget for the 2018/2019 had been increased by a small amount and the local committee would consider how the amount allocated contributes to the council plan outcomes as well as local priorities for Allerdale. Lizzy said that the local committee would continue to work with the emergency response groups in Allerdale. They would work with Fareshare to increase the centres around the county to increase the capacity of what they were able to accept. Work with the Dementia Alliance would continue and the county council would be active members of the Allerdale hub. Health and well being was an important aspect of work and grants to organisations working in this area would be made. She said projects in the NEET (Not in Employment Education or Training) sector would be assisted wherever possible and joint workshops concerning the refugee issues would receive assistance. Lizzy said that she would discuss any proposals with Allerdale organisations that met the criteria within which the local committee worked.

The chairman closed the meeting at 9.10 and said the next meeting had been provisionally set for the 26th July 2018 at a venue to be fixed.

JCS April 2018

KESWICK TOWN COUNCIL
19 APRIL 2018

E-mail from Cumbria County Council dated 22 March 2018:

TOUR OF BRITAIN CYCLE RACE IN CUMBRIA IN 2018

Cumbria County Council is leading a delivery partnership to bring a stage of the Tour of Britain professional cycle race to the county in September 2018.

The County Council cannot bring this event to Cumbria alone. In writing to you the Council is seeking your interest and level of financial sponsorship commitment that your organisation can offer to make this happen.

The route options are currently being discussed with the race organisers and the council is willing to recommend securing different route options should support from local businesses and organisations be forthcoming.

Cumbria has hosted stages of the Tour of Britain from 2005 onwards. The most recent stage, in September 2016 drew 175,000 spectators to Cumbrian roadsides, provided a £5.2m boost to the local economy and raised the profile of Cumbria in the wake of Storm Desmond. This world class event inspired more people to cycle and was accompanied by public health and education programmes.

For the first time in Cumbria, the 2018 stage will be broadcast live, from the start to the finish presentations, on ITV4 showcasing the whole event and the towns and villages it passes through to a global audience.

We are hoping that you are as excited by this opportunity as the County Council and will be able to support it. The Tour of Britain wants to come back to Cumbria. However, the growth of the prestige of the race has created competition for stages in 2018 and the future. Cumbria needs to show its commitment in order to secure the event. By collaborating we can achieve this.

The Tour of Britain is a flagship programme in the recently launched Cumbria Cycling Strategy, which aims to make Cumbria the best place to cycle in England. Plans are presently being developed for a week of activities ranging from family fun days to sportive events, which will broaden the reach of the Tour of Britain race. By supporting the stage you would also be supporting these events and additionally we would welcome your involvement in developing the local community programme for your area.

If you'd like further information, or an informal conversation, on how our organisations and the County Council can work together, please contact Steve Scott, the Sponsorship Lead for Team Cumbria on steve@tourofbritaincumbria.co.uk on 07966 524091.

I look forward to working with you.

