

KESWICK TOWN COUNCIL

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

8th June 2017

A meeting of Keswick Town Council will be held in the Council Chamber, First Floor, Council Offices, 50 Main Street, Keswick, on **Thursday 15th June 2017 at 7.30pm. The press and public are welcome to attend.**



**Lynda Walker
Town Clerk**

AGENDA

- 1. Apologies**
To receive apologies for absence.
- 2. Minutes**
To authorise the Chairman to sign as a correct record the minutes of the Town Council meeting held on Thursday 18th May 2017 (pages 1-6).
- 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 Report**
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 raised by Councillors**
An opportunity for Councillors to raise any unforeseen matters, with the consent of the Chair, which do not require a decision – items raised should not be discussed for longer than 10 minutes.

- 8. Peddlers and Street Trading in Keswick**
Joe Broomfield, Keswick Town Centre Manager, will attend to provide information on how Allerdale Borough Council intends to deal with problems caused by peddlers and street traders in Keswick.
- 9. Market Towns Grant**
To consider allocation of the £10,000 grant from Allerdale Borough Council for 2017/18 (Joe Broomfield will be present for this item).
- 10. Applications for Development**
 - i) To examine applications for development and agree observations to be submitted to the Lake District National Park Authority.
 - ii) To receive update on National Park planning decisions.
- 11. Mayor's Report**
To receive details of the Mayor's engagements and meeting attendance for the period 12th May 2017 – 8th June 2017.
- 12. Remembrance Sunday 2017**
At the request of the Mayor, to consider a proposal to move the time of the Sunday service at the War Memorial to 11 am for 2017, subject to consultation.
- 13. Reports from Ward Representatives**
To receive reports from the following representatives:
 - i) Allerdale Borough Council
 - ii) Cumbria County Council
 - iii) LDNPA North Distinctive Area parishes representative
- 14. Payment of Accounts**
To confirm the payment of accounts for June 2017 as approved by the Inspection Committee (to be circulated at the meeting):
 - i) For the Town Council
 - ii) For the Trustsand to note the Rota for Attendance of Members for Inspection of Accounts 2017-18.
- 15. Annual Accounts**
To approve the statement of accounts for the year ending 31st March 2017 (enclosed), and to authorise the Chairman to sign the Annual Return.
- 16. Request for reduced hire charge banner display – Keswick Museum**
To consider a request from Keswick Museum to display a banner between the Moot Hall and Mountain Warehouse from mid May until the end of October 2018 at a reduced hire charge (normal charge £50 per week – discount of one third given for 2017).
- 17. Clerk's Report**
To consider the Clerk's report.
- 18. Representatives on Outside Bodies**
To note the rota for reporting to Council.
- 19. Minutes of Committee Meetings**
To receive for information the minutes of the Events Committee meeting held 12th May 2017 and the Staffing Committee meeting held on 25th May 2017.
- 20. Correspondence**
To receive details of the following correspondence:
 - i) Cumbria Highways – response to request for urgent action on kerbing in the Market Square
 - ii) Cumbria Constabulary – Engagement by Cumbria Constabulary with Parish and Town Councils
 - iii) CALC/LDNPA – United Utility Legacy Pipeline Fund

KESWICK TOWN COUNCIL

Minutes of the Annual Meeting of Keswick Town Council held in the Council Chamber, 50 Main Street, Keswick on Thursday 18th May 2017 at 7.30pm.

Present:

Chairman
Councillor Susan Leighton

Councillors

David Burn	Allan Daniels	Martin Jordan
Denstone Kemp	Andrew Lysser	Tony Lywood
Duncan Miller	Adam Paxon	Paul Titley

Also present were Lynda Walker (Town Clerk), Catherine Parker (Responsible Financial Officer), 3 members of the public and 3 members of the press.

At the start of the meeting the outgoing Mayor, Councillor David Burn, spoke about his year in office and presented flowers to the office staff with thanks for their hard work.

1. Election of Chairman (Town Mayor)

There being only one nomination it was **RESOLVED** that Councillor Susan Leighton be elected as the Chairman (Town Mayor) for the ensuing year. Councillor Leighton made the statutory Declaration of Acceptance of Office. She gave a vote of thanks to HRH the Duke of Edinburgh as he retires from public life and announced that she would be supporting the charity 'Mind' during her year as Mayor. She also thanked Jen Nowak for her coverage of Town Council meetings and activities for over 20 years in the Lake District Herald, which was due to cease publication.

2. Election of Deputy Chairman (Deputy Mayor)

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

3. Apologies

Apologies for absence were received from Councillors Kendall (work) and Pugmire (holiday) and Dr Geoff Davies.

4. Minutes

RESOLVED that the Chairman be authorised to sign as a correct record the minutes of the Town Council meeting held on 20th April 2017 (pages 55-58).

5. Requests for Dispensations

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

6. Declarations of Interests

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

Councillor Daniels - item 11 (i) application no. T/2017/0068 (member of Keswick Community Housing Trust)

7. Police Report

RECEIVED the report of the Allerdale Rural Neighbourhood Policing team for April. 16 crimes had been reported in the Keswick area during April 2017 with 3 anti-social behaviour incidents reported during the month (this compared with a total of 21 incidents for the same period in 2016). PCSO Todd Stuart was in attendance for this item and answered questions regarding provision of CCTV in Keswick.

8. Matters to be received from the Public

No matters were received from the public.

9. Matters to be received from Councillors

No matters were raised by Councillors.

10. 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/2017/0068	Crown clean, crown reduce and prune 1 common lime (A6); 1 larch (C2); 2 sycamore (D8 & D9). Prune 1 sessile oak (E8) 1-55 Calvert Way <i>Support - safety and light issue, appropriate management of said trees, should have been done pre-construction</i> SUPPORT
7/2017/2022	Demolition of existing dwelling and erection of six dwellings - amended plans Site of former Castlehead House Hotel, Borrowdale Road <i>Support - neighbours are happy with the plan as the current area is a bomb site and cannot remain. Design improvements on an area that will benefit from development.</i> SUPPORT
7/2017/2055	Replace windows and doors 56 Wordsworth Street <i>Support - typical example of suitable improvement</i> SUPPORT
7/2017/2082	Replacement display windows in existing retail unit 68 Main Street <i>No comments made</i> SUPPORT
7/2017/2085	Proposed external lighting Greta Gardens, Crow Park Road <i>Support - sensible external lighting</i> SUPPORT
7/2017/2089	Rotten timbers are beyond repair and are now to be replaced with steel beams. All these works are internal and have no effect on the external appearance of the building Tourist Information Centre, Moot Hall, Market Square <i>No comments made</i> SUPPORT
7/2017/2091	Development of land without compliance with conditions previously attached to planning permission ref. 7/2015/2115 (Erection of a single dwelling) to allow the removal of the requirement for obscure glazing (condition 12) and the installation of a permanent internal fixed louvred frame to lower three fifths of first floor window on south east elevation Land at Springs Garth <i>Support – Site visit made - Clever design, it is clear that construction was enormously irritating and disruptive to neighbours. Trees and hedges have been battered during the process. The crucial element of ‘overlooking window’ has been addressed and although not compliant with original expectations is more</i>

than sufficient to avoid intrusion

1 objection letter received

SUPPORT

- 7/2017/2099** Replacement of existing sliding sash windows with new wood side hung casement windows Beetholm, Southey Hill

No comments made

SUPPORT

- 7/2017/2102** Conversion of Battersby Hall into 5 local occupancy dwellings

Battersby Hall, Church Street

Support - being realistic this is a high quality build in a conservation area.

Planning condition amended as per new policy 'Local occupancy in Northern Distinctive Area of LDNPA' is now appropriate, unclear as to the outcome of planning condition instead of preferred system of S106

SUPPORT

- 7/2017/2106** Proposed addition of display windows and entrance door into existing retail unit Standish Street

Support - improvement to existing retail unit similar in style to Packhorse Court units

SUPPORT

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

Note: a future agenda item relating to loss of housing to holiday homes and the National Park policy on affordable housing was requested.

11. Mayor's Engagements

RECEIVED details of the Mayor's engagements and meeting attendance for the period 14th April 2017 – 11th May 2017.

12. Reports from Ward Representatives

RECEIVED reports from the following representatives:

- i) Allerdale Borough Council – Councillor Tony Lywood
- ii) Cumbria County Council – Councillor Tony Lywood
- iii) LDNPA North Distinctive Area parishes representative – Dr Geoff Davies

13. Car Parking Problems in Keswick

- i) **RECEIVED** a joint response from Allerdale BC and Cumbria CC to the request for reduced cost parking permits and an independent study of parking in Keswick.
- ii) Following a resolution from the Annual Town Meeting held on 20th April 2017 it was **RESOLVED** 'That Keswick Town Council call a meeting with the relevant Councillors and Officers of both Cumbria County Council and Allerdale Borough Council to agree how to facilitate a review into all the car parking issues affecting Keswick'. It was further **RESOLVED** that a pre-meeting should take place to develop suggestions for possible solutions to the parking problems and that further comparative information on parking charges be obtained.

14. Lake District National Park Local Plan Review – Call for Sites 2017

Consideration was given to a request from the Lake District National Park Authority for sites, buildings or land in Keswick which should be considered for accommodating housing (particularly brownfield sites), employment (e.g. offices, workshops, warehouses), retail and tourism uses (e.g. visitor attractions and accommodation).

RESOLVED that the remainder of the Calvert Way site field (Sheepdog Field) and the area of Springs Road near to Springs Farm, be suggested as future housing sites.

15. Town Council Logo

Further consideration was given to the design for the new Town Council logo and it was **RESOLVED** that Councillors Titley and Lysser re-visit the design agreed at the last meeting and present a revised design for approval at the next meeting.

16. Build-up of Gravel in the River Greta

RECEIVED a report from Councillor Burn together with an update on the situation following a response from the Environment Agency.

17. Chairman's Allowance

RESOLVED that the Chairman's allowance in pursuance of Section 15 (5) of the Local Government Act 1972 be set at £2,000, as per the budget provision made.

18. Standing Committee and Working Group Memberships**i) Staffing Committee**

RESOLVED that the composition of the Staffing Committee be amended to comprise five Councillors, to include ex officio the Mayor and the Chair of the Parks Trusts.

As there were five nominations for the remaining three available places a vote took place following which Councillors Burn, Daniels and Miller were appointed to fill these.

ii) Planning Group

RESOLVED that Councillors Daniels, Lysser, Miller and Titley be appointed to the Planning Group.

iii) Events Committee

RESOLVED that Councillors Burn, Daniels, Lywood and Titley be appointed to the Events Committee.

19. Outside Bodies & Liaison Meetings

RESOLVED that the following Councillors be appointed as representatives on the undermentioned outside bodies:

The Battersby Charity	Tony Lywood
Cumbria Theatre Trust	Martin Pugmire
Keswick Community Emergency Recovery Partnership	Martin Pugmire
Keswick Tourism Association	Paul Titley
Keswick Youth Centre	Graham Kendall
Keswick Fair Trade Committee	Adam Paxon
Keswick Flood Action Group	Martn Jordan
Liaison Meetings (CALC Allerdale, Lake District Partnership Parish Forum, Derwent 7 etc)	Susan Leighton Martin Pugmire Paul Titley

20. Schedule of Meetings 2017/18

RESOLVED that the date and times of ordinary meetings of the Council for the ensuing year be fixed as follows:

Meetings start at 7.30pm except where stated otherwise

15 th June 2017	Town Council Meeting
13 th July 2017	Charitable Trust Meeting
20 th July 2017	Town Council Meeting
17 th August 2017	Town Council Meeting

14 th September 2017	Charitable Trust Meeting
21 st September 2017	Town Council Meeting
19 th October 2017	Town Council Meeting
9 th November 2017	Charitable Trust Meeting
16 th November 2017	Town Council Meeting
21 st December 2017	Town Council Meeting – start time 7.00 pm
11 th January 2018	Charitable Trust Meeting
18 th January 2018	Town Council Meeting
15 th February 2018	Town Council Meeting
8 th March 2018	Charitable Trust Meeting
15 th March 2018	Town Council Meeting
19 th April 2018	Annual Parish Meeting 6.30pm Town Council Meeting 7.30pm
17 th May 2018	Annual Council Meeting 7.30pm
24 th May 2018	Annual Trust Meeting 7.30pm

21. Members Attendances

RECEIVED for information details of members' attendances for 2016/17.

22. Schedule of Charges

RESOLVED that the existing charges stay in place for 2017/18.

23. Review of Standing Orders

Consideration was given to the Clerk's report following the annual review of Standing Orders.

RESOLVED that the suggested revisions to Standing Orders be approved and the new Standing Orders be adopted with immediate effect.

24. Annual Review of Effectiveness of Internal Financial Control

Consideration was given to the report of Councillors Burn and Miller following the Annual Review of Effectiveness of Internal Financial Control.

RESOLVED that the recommendation contained in the report be approved and that the Internal Auditor be notified of this.

25. Year End report by the Internal Auditor for the financial year ending 31 March 2017

RECEIVED draft report of Ian Smithson, Internal Auditor.

Note: a future agenda item to consider level of reserves and possible earmarking was requested.

26. Payment of Accounts

a) **RESOLVED** that the accounts for May 2017 as approved by the Inspection Committee be authorised for payment for:

i) The Town Council, vouchers 17 – 42 amounting to £47,491.04 (forty seven thousand four hundred and ninety one pounds and four pence)

- ii) The Trusts, vouchers HP10 – F32 amounting to £14,572.88 (fourteen thousand, five hundred and seventy two pounds and eighty eight pence)
- b) Consideration was given to the report of the Responsible Financial Officer on the invoice from Allerdale BC for election costs and it was **RESOLVED** that the amount be now paid.

27. Clerk's Report

RECEIVED the report of the Clerk.

28. Minutes of Liaison Meetings

RECEIVED the Minutes of the Derwent 7 meeting held on 24th April 2017 attended by Cllrs Leighton and Titley.

29. Neighbourhood Plan

RECEIVED the notes from the Steering Group meeting held on 8th May 2017.

30. Correspondence

RECEIVED the following correspondence:

- i) Alison Ancrum/David Miller – falls in the Market Square

Note: County Councillor Lywood agreed to follow up this issue at the next County Council Allerdale Area meeting.

Prior to the following business the Chairman moved the resolution:

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

31. Proposed Civic Pride Award

Consideration was given to the report of the Mayor (Councillor Leighton).

RESOLVED that further consideration be given to the name, nature and timing of a Keswick civic award scheme at a future meeting.

32. Insurance Renewal/Review

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

RESOLVED that the insurance renewal terms be noted and approved.

33. Staffing

RECEIVED for information the Minutes of the Staffing Committee meeting held on 20th April 2017.

The meeting closed at 9.40 pm

Chairman

Date



Keswick Town Council update from Allerdale Rural

Neighbourhood Policing Team

Thank you for your invite to attend the **Keswick Town Council Meeting on Thursday 15th June 2017**. I have altered my shift to enable me to attend, operational commitments allowing.

Please do pass on my apologies if I am unable to attend and do not hesitate to make me aware of any matters arising from the meeting, which I may be able to help with.

There have been **27** incidents reported to the Police for the area of **Keswick** since the last meeting. This is in comparison to **38** incidents for the same period in 2016.

Crimes Reported: 20

Anti-Social Behaviour incidents: 7

A summary of the reportable crimes and incidents follow.

Anti-Social Behaviour:

On the 3rd of May 2017, a report was received of youths climbing on a roof in the area of Museum Square, Keswick. No damage was reported and PCSOs are requesting help from local secondary schools to use assemblies to educate their pupils on the dangers of this type of activity.

On the 4th of May 2017, police attended a caravan site in the Keswick area where an argument had erupted over pitches. There were no offences and words of advice were given to both parties.

On the 6th of May 2017, a town centre public house reported a group of males becoming rowdy and aggressive and refusing to leave. However, the area was quiet when police attended.

On the 14th of May 2017, at approximately 5am, a residential home reported a suspected drunken male banging on the door. No residents were disturbed and the male had left by the time police attended.

On the 19th of May 2017, police attended after an argument had occurred due to an issue with parking in the Braithwaite area. Both parties were seen, there were no offences and words of advice were given.

On the 22nd of May 2017, police received a complaint about parking in a residential block in the area of Crow Park Road. There were no offences and words of advice were given to all parties involved.

On the 26th of May 2017, police attended a campsite in the Keswick area after staff requested help with a drunken male. The male was arrested for being drunk and disorderly and his dog was taken to kennels to be cared for whilst he was being dealt with.

Criminal Damage:

Overnight between the 12th and 13th of May 2017, a vehicle was damaged when parked in the area of Station Road, Keswick. It is believed an unknown offender had walked over the top of the vehicle leaving dents in the roof. There was no CCTV, no witnesses and no further lines of enquiry to pursue.

Overnight on the 21st of May 2017, police received a report of damage to a vehicle parked in the Stanger Street area of Keswick. The windscreen and driver's window had been smashed but again there were no lines of enquiry to pursue and no witnesses.

If anyone has any information that could assist police with these incidents, we would request contact via 101 or Crimestoppers.

Shoplifting, Burglary and Theft:

On the 3rd of May 2017, staff at a grocery store in Keswick reported the theft of a bottle of vodka valued at approximately £10 which took place on the 3rd of April 2017.

On the 8th of May 2017, a town centre gift shop reported the theft of items of jewelry to the value of approximately £40. There was no CCTV and it went unnoticed by staff at the time.

On the 10th of May 2017, a shoplifter was apprehended in a town centre supermarket with goods to the value of approximately £50. The offender was then identified on CCTV for other thefts in the store previously. The investigation is currently ongoing.

In the early hours of the 14th of May 2017, a town centre store was broken into, goods put in the back of a vehicle which then made off in an unknown direction. This crime is still under active investigation and police are

requesting anyone who may have any information that may assist with these enquiries to contact them via 101 or Crimestoppers.

On the 15th of May 2017, a female reported the theft of a mobile phone when she was on a visit to Keswick on the 7th of May 2017. There were no lines of enquiries to pursue.

On the 18th of May 2017, a guest at hotel in Keswick reported having a bank card and National Trust card taken from the cover of their mobile phone. They could not identify a time frame or location where this could have occurred. Enquiries were made with the bank and the card was cancelled.

On the 19th of May 2017, a guest at a hotel in Keswick reported the theft of a bank card and driving license from their room. Crime prevention advice was given to both the guest and the premises owners.

On the 24th of May 2017, a town centre supermarket reported the theft of toiletry items to the value of approximately £11. The crime was recorded but CCTV images could not be identified.

On the 25th of May 2017, an elderly female shoplifter was detained in a grocery store in the town. The police and business agreed to dispose of the crime by way of community resolution.

On the 26th of May 2017, an unknown offender has taken an item of clothing and some maps from a store in the Lake Road area of Keswick after trying on multiple items in the changing room. The offender has not been identified from the CCTV footage and crime prevention advice has been given to staff in the store.

Overnight on the 30th of May 2017, a town centre shop has been entered and a secured safe has been forcibly removed. This crime is still under active investigation and police would ask anyone with any information to contact them via 101 or Crimestoppers.

On the 31st of May 2017, a shoplifter was detained in a store in the Museum Square area of Keswick. They have been charged and summonsed to court.

Vehicle Crime:

On the 15th of May 2017, police received a report of the theft of 2 insecure forestry machines and some tools from an insecure site off the A591 to the value of approximately £1500. Police are appealing for anyone with any information to please make contact.

If anybody has any information which will assist Police with any of the aforementioned incidents, please make contact on 101 or speak to a Police officer or PCSO.

**Alternatively information can be passed anonymously to
CRIMESTOPPERS on 0800 555 111**

Our new web-site is up and running and you can find general advice and information on how to deal with some situations, and who would be best to contact to assist with them. www.cumbria.police.uk/services

A message from Allerdale Rural Neighbourhood Policing Team

Crime prevention over the summer months.

Please be vigilant where you park your vehicle, ideally park in well used car parks and try to avoid parking in laybys in isolated locations. Please remove all belongings including tell-tale signs such as satellite navigation / iPod cables.

Keep an eye on your oil storage tank, make regular checks on the level of oil and make sure any filling caps are secure. There are specialist alarms that can be fitted to alert the householder of any tampering to the tank or a sudden drop in the level of oil.

Cyclists are advised to secure your cycle at all times to immovable object. There have been instances where cyclists have popped into toilets or into a café and on returning to where they left their cycle, it has been stolen. Think about registering your bike through the Bike Register scheme, ask your local PCSO for details.

•**Whenever possible** keep your doors locked and windows closed, especially if you are upstairs, or in another part of the house, or in the garden. Also we encourage people to fit, and most importantly use, good locks on ground floor and accessible windows.

•**Remember to lock up** even if you are only going out for a couple of minutes – that is all the time a thief needs.

•**Before** going to bed, close all ground floor and accessible windows and remember to lock all your doors.

•**It is worth remembering** that most household insurance policies do not cover the theft of property from within a home that has been left insecure.

•**If you have an intruder alarm** – use it. Set it at night to protect vulnerable zones.

•**Outbuildings and sheds** – make sure they are locked and secure using suitable locks

•Quad bike thefts / farm machinery - Police would advise owners to check their storage security. The Police can provide farmers or other quad bike owners with **Smartwater kits and signs** at a discounted price of £45. Some quad bike specialists can also fit them with tracking devices. You can check the internet for local suppliers. It is advised that you store your quad bike in a secure outbuilding and remove the key when they are stationary. Domestic households can contact their local PCSO for a Selecta DNA kit which cost £10.

•Postcode all types of property to deter thieves and improve the chances of tracing the stolen items. "Postcoding" can be done with ultra-violet marker pens, engraving, stamping or even paint. Further details are available from your local Neighbourhood Police Community Support Officer details below.

•Tents & Caravans – please make sure that valuables are taken from them and stored securely out of site no matter how long you are away from them

Report anything suspicious

Please let us know as soon as possible if you see anyone behaving suspiciously; many criminals are apprehended due to information from members of public. Telephone: 101, or if a crime is in progress: 999. If you have information regarding crime you can also contact Crimestoppers anonymously on 0800 555 111. You will not be asked for your name or any details.

Cumbria Community Messaging

Please pass this message onto friends, family and residents of your areas to re highlight the issue.

If you would like to join Cumbria Community Messaging then please contact us or visit: www.cumbriacommunitymessaging.co.uk
It is managed by the Cumbria Neighbourhood Watch Association and offers you and other members of communities across Cumbria the means to receive crime information from Cumbria Police. You can select which information you wish to receive by managing your own settings, and it is completely **FREE**. Anyone can join, you do not have to be a member of Neighbourhood Watch (NHW), or become a member of NHW to join. Farm Watch, Church Watch and Camping and Caravan Watch are a small example of the schemes that you can register for. You can join as an individual or as a group. If you want to receive information but do not wish to be responsible for a larger group, you are still welcome to make use of this messaging system.

As well as Cumbria Constabulary the partners providing information are Cumbria County Council, Cumbria Fire and Rescue Service and Cumbria Neighbourhood Watch Association. If you do not have internet access, contact your local PCSO and they will aid in registering your details on the system.

YOU CAN ALSO FOLLOW CUMBRIA POLICE ON TWITTER AND FACEBOOK. THESE WILL GIVE TRAFFIC REPORTS AND INFORMATION IN RELATION TO CUMBRIA POLICE AND ANY UNEXPECTED INCIDENTS.

www.twitter.com/cumbriapolice

or

<https://www.facebook.com/cumbriapolice>

Contact can be made to: call 101

For emergency always call 999

Your local Inspector is Inspector 1653 Richard Smillie

Your local Sergeant is Sergeant 1113 Gillian Atkinson

Your local Police Community Support Officer is:

PCSO 5356 Catherine Smith

PCSO 5376 Todd Stuart

Email: catherine.smith@cumbria.police.uk

Email: Todd.Stuart@cumbria.police.uk

Thank you.

Planning Applications received between 12/05/2017 to 08/06/2017

Plan ref	Location	Description of Proposed Development
7/2017/0079	1 Eskin Street, Keswick. CA12 4DH	Maple - fell
7/2017/2065	11 & 12 Penrith Road, Keswick. CA12 4HF	Flood resistance works and alterations to an existing vehicular access - Amended Application
7/2017/2095	25 Wordsworth Street, Keswick. CA12 4DA	Proposed removal of first floor toilet and construction of bathroom over rear kitchen extension
7/2017/2118	82 Latrigg Close, Keswick. CA12 4LF	2 storey extension to rear of house to accommodate kitchen and extra bedroom. Addition of front and rear entrance porches
7/2017/2120	Minor Hall Rawnsley Centre, Main Street, Keswick. CA12 5NP	Change of use from gymnasium to office suite. New entrance doors and canopy - resubmission of 7/2016/2330
7/2017/2123	Geireann, High Hill, Keswick. CA12 5PB	Alterations and extensions to form front porch and additional bedroom incorporating previously approved rear extension
7/2017/2124	Borrowdale, Manor Brow, Keswick. CA12 4AP	Replacement of existing garage and sunroom with new garage, sunroom, utility and bedroom

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 12/05/2017 & 08/06/2017

Plan Ref	Date of Application	Location	Postcode	Description	KTC Observations	LDNPA Decision	Appeal	Appeal Decision
7/2016/2135	May-16	Stanwin, 14A Fenton	CA12 4AZ	Demolition of an existing bungalow to be replaced with 3 no. dwellings: 1 no detached and 2no. semi-detached - resubmission of 7/2015/2188	OBJECT	REFUSE	appeal lodged - all representations must be received by 28 June 2017	

KESWICK TOWN COUNCIL

TOWN COUNCIL MEETING 15th June 2017

MAYOR'S ENGAGEMENTS & MEETING ATTENDANCE

For period 12th May 2017 – 8th June 2017

Cllr David Burn

Friday 12 May KTC Events Committee - meeting held in Council Chamber, Keswick

Saturday 13 May Meeting with Ahmadiyya Youth Group - held in Fitz Park, Keswick

Sunday 14 May Licensing and Institution of the Reverend Judith Ashurst - held at St Mary's Church, Thornthwaite

Monday 15 May Placing of Low Water Mayor's Plaque at Friars Crag, Keswick

Wednesday 17 May Allerdale Borough Council AGM & Mayor Making Ceremony - held at The Greenhill Hotel, Wigton

Cllr Susan Leighton

Saturday 20 May Promotional event for Dementia Action Alliance - held in Market Square, Keswick

Sunday 21 May Hustings Event - held at St John's Church, Keswick

Wednesday 24 May Keswick and District Fair Trade Campaign - held at Crosthwaite Parish Rooms, Keswick

Thursday 25 May Staffing Committee - meeting held in Council Chamber, Keswick

Friday 26 May Workington Town Council Mayor Making Ceremony 2017 - held at The Carnegie Theatre, Workington

Friday 2 June Little Monkey's Day Nursery Teddy Bear's Picnic - held at St Herbert's School, Braithwaite

Sunday 4 June Opening of the public Bowling Green with the Croquet Club on National Croquet Day - held in Fitz Park, Keswick

Please note, additional information provided overleaf

Supporting Attendance Information:

Promotional event for Dementia Action Alliance - held in Market Square, Keswick

May 20th Dementia Action Alliance.

Keswick joined this Alliance in 2016 to seek to enable Keswick to become a Dementia Friendly Town. Many activities took place during Dementia Awareness Week (14 – 20 May) in Keswick. "Dementia is set to be the UK's biggest killer" (quote from the Alzheimers Society). The number of Dementia Friends in Keswick is increasing as are the number of Dementia Friendly clubs and groups, including Amy's Care, Theatre by the Lake, Alhambra Cinema and Keswick Museum. Some of the Churches in Keswick are also appointing Dementia Enablers and training Dementia Friends. Contact Valerie.ayre@cumbria.gov.uk www.alzheimers.org.uk 0300 222 1122

Hustings Event - held St John's Church, Keswick

May 21st Parliamentary Hustings.

An opportunity to ask questions of our prospective MP. This was attended by other Councillors also.

Keswick and District Fair Trade Campaign - held at Crosthwaite Parish Rooms, Keswick

May 24th Fairtrade Keswick AGM.

This was an important meeting as the future of the Keswick and District Fair Trade Campaign was being discussed. Many Fairtrade products are available locally. For more information contact johanna.alberti@btinternet.com For a list of products retailers and suppliers the Fairtrade Foundation website is www.fairtrade.org.uk

Staffing Committee - meeting held in Council Chamber, Keswick

May 25th Staffing Panel

attended by other Councillors also.

Workington Town Council Mayor Making Ceremony 2017 - held at The Carnegie Theatre, Workington

May 26th Mayor Making Ceremony Workington.

These events are a useful way of getting to know others who are also volunteer Councillors. Building relationships and networking is important across every level of society.

Teddy Bear's Picnic - held at Little Monkey's Day Nursery

June 2nd Little Monkey's Day Nursery and pre-School.

The only day care nursery for babies, toddlers and pre-School children in the Keswick area is in Braithwaite. This occasion was their 9th Birthday celebration with a Teddy Bear's Picnic. Around 33 children attend each day, with 100 on their books (many attend only 2 or 3 days a week). 60 children attended this event with around 40 adults to supervise them. www.laurasmonkeys.co.uk

Opening of the public Bowling Green with the Croquet Club on National Croquet Day - held in Fitz Park, Keswick

June 4th Public Bowling Green opening.

Having known of the many difficulties faced by the Park's staff in getting this Green well drained and seeded ready for play, it was a relief to know that all their efforts and hard work has paid off. The Croquet Club held an 'open afternoon' to encourage new members as it was National Croquet Day.

Club Chair Ian Hall 017687 73175 The Croquet Association www.croquet.org.uk/ncd

INSPECTION OF ACCOUNTS – PRIOR TO EACH COUNCIL MEETING**ROTA FOR ATTENDANCES OF MEMBERS FOR
INSPECTION OF ACCOUNTS – 2017-2018**

DATE	TIME	COUNCILLORS
Thursday 15 th June	10.30am	Councillor David Burn Councillor Susan Leighton
Thursday 20 th July	10.30am	Councillor Allan Daniels Councillor Martin Jordan
Thursday 17 th August	10.30am	Councillor Denstone Kemp Councillor Susan Leighton
Thursday 21 st September	10.30am	Councillor Andrew Lysser Councillor Tony Lywood
Thursday 19 th October	10.30am	Councillor Duncan Miller Councillor Adam Paxon
Thursday 16 th November	10.30am	Councillor Graham Kendall Councillor Martin Pugmire
Thursday 21 st December	10.30am	Councillor Paul Titley Councillor Martin Jordan
Thursday 18 th January	10.30am	Councillor Allan Daniels Councillor David Burn
Thursday 15 th February	10.30am	Councillor Denstone Kemp Councillor Susan Leighton
Thursday 15 th March	10.30am	Councillor Andrew Lysser Councillor Tony Lywood
Thursday 15 th April	10.30am	Councillor Duncan Miller Councillor Adam Paxon
Thursday 19 th May	10.30am	Councillor Graham Kendall Councillor Martin Pugmire

A reminder email will be sent to Councillors on the rota approximately one week prior to attendance

It is the responsibility of Councillors to arrange a substitute and advise the Administration & Finance Officer at the Clerk's Office should they be unable to attend

KESWICK TOWN COUNCIL

**STATEMENT OF ACCOUNTS FOR
THE YEAR ENDED
31 MARCH 2017**

Lynda Walker
Council Offices
50 Main Street
Keswick
Cumbria
CA12 5JS

Keswick Town Council
Annual Statement of Accounts
Year Ended 31 March 2017

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Keswick Town Council
General Fund
Income and Expenditure Accounts
Year Ended 31 March 2017

		Year Ended 31 March 2017	Year Ended 31 March 2016
General Income			
Precept (including local council tax support grant)		204,372	201,620
Fitz Park Grant from Allerdale Borough Council		20,000	20,000
Bank Interest - Business Premium Account		56	58
Walker Park Rents		12,267	11,000
CKP Railway Bond		3	3
Events Banner Advertising Income		1,450	2,727
Christmas Lights Contributions/Recharges		5,300	6,086
Grant Christmas Lighting Display		-	-
CCC Flood Concert Grant		1,200	-
Allotment Income		575	612
Total General Income		245,223	242,106
Expenditure			
Administration, Salaries, NIC, SA & Costs	Page 2	68,409	60,854
Grants Paid	Page 3	15,600	15,020
Christmas Lighting		31,443	27,099
Event Banner Expenditure		250	-
Town Floral Displays		6,593	6,472
Town Mayor's Allowance		2,000	2,000
Contingency	Page 4	10,021	10,130
War Memorial	Page 4	1,399	1,298
Townfields Expenditure		800	800
Open Spaces		999	1,000
Grant to Fitz Park Trust		78,994	88,529
Fitz Park Sinking Fund		10,000	10,000
Local Housing Grant		-	-
Youth Citizenship		500	1,000
Audit Fee		1,460	1,330
Newsletter		-	-
Advertising		185	217
Communications		1,200	-
Council Chamber Expenses		-	-
Professional Fees		1,000	-
Town Events / Celebrations		7,000	7,000
Flood Concert Expenditure		1,200	-
Allotment Expenses		350	350
Annual Parish Meeting		79	-
General Reserves Expenditure		-	-
Total General Expenditure		239,482	233,099
General Income less Expenditure		5,741	9,007
Reserves Brought Forward		200,874	191,867
General Fund Reserves Carry Forward		206,615	200,874

Keswick Town Council
General Administration Costs
Year Ended 31 March 2017

	Year Ended 31 March 2017	Year Ended 31 March 2016
Income		
Photocopying	36	-
Council Chamber Hire	78	292
Total Income	114	292
Expenditure		
Salaries, National insurance and Pension	92,714	80,709
Pension to Former Employee	1,300	1,300
Staff Expenses	212	-
Payroll Outsource Costs	307	268
Rent	7,100	7,100
Rates	981	973
Building Service Costs	4,490	4,670
Insurance	509	507
Repairs	29	298
Subscriptions	692	653
Stationery and Printing	979	1,040
Postage	360	256
Photocopier Lease and Charges	1,023	1,474
Computer Maintenance	625	918
Website and Internet Costs	1,352	692
Telephone	496	317
Health and Safety	96	-
Office Equipment and Fittings	481	239
Elections	-	50
Quality Parish Renewal	50	
Council Chamber Expenditure	107	164
Conferences / Training	226	88
Total Expenditure	114,129	101,716
Net Expenditure	114,015	101,424
Allocated to:		
General Fund 60% (2016 60%)	60% 68,409	60,854
Hope Park 20% (2016 20%)	20% 22,803	20,285
Fitz Park 20 % (2016 20%)	20% 22,803	20,285
	114,015	101,424

Keswick Town Council
Grants and S137 Payments
Year Ended 31 March 2017

	Year Ended 31 March 2017	Year Ended 31 March 2016
Grants		
Theatre by The Lake Youth Work	3,500	3,500
Keswick in Bloom	3,000	3,000
1st Keswick Scout Group	1,500	1,500
Keswick Tourism Association	750	750
Keswick Youth Club	3,840	1,745
Great North Air Ambulance	-	954
Keswick Museum and Art Gallery	1,510	1,000
St Johns Ambulance	400	400
Citizens Advice Allerdale	500	500
Greta Preschool	-	500
Pets Lifeline	500	-
Keswick Cricket Club	-	500
Keswick and District Voluntary Car Scheme	-	300
Keswick Carers Forum	-	276
Poppy Wreath	-	20
Cumbria SPAA Foundation	-	75
Keswick and District First Responders	100	-
Total Grants Other Powers	15,600	15,020

**Keswick Town Council
War Memorial
Year Ended 31 March 2017**

	Year Ended 31 March 2017	Year Ended 31 March 2016
Income		
Grant from Keswick Town Council	1,399	1,298
Interest	-	-
Total Income	1,399	1,298
 Expenditure		
Insurance	599	498
Maintenance and Floral Displays	800	800
Repairs	-	-
Total Expenditure	1,399	1,298
 Surplus / (Deficit)	-	-
 Balance brought forward	852	852
 Total Fund Balance	852	852

Contingency Spending

	Year Ended 31 March 2017	Year Ended 31 March 2016
Contingency Spending		
CIC Set up Costs		130
Flood Clear Up Grant		10,000
Business Rates	3,357	
Telephone System	2,976	
Website	1,320	
Election Cost Recharges	2,223	
Terry Moore Restoration	145	
	10,021	10,130

Keswick Town Council
 Keswick Town Council Events Fund and Market Town Grant
 Year Ended 31 March 2017

Events Fund

	31 March 2017	31 March 2016
Income		
Scruffs Income	2,753	1,949
Other Events Income	<u>6,972</u>	<u>4,344</u>
Total Income	9,725	6,293
Expenditure		
Other Events Expenditure	5,444	3,935
Scruffs Expenditure	<u>1,265</u>	<u>1,190</u>
Total Expenditure	6,709	5,125
Surplus / (Deficit)	3,016	1,168
Balance brought forward	6,497	5,329
Total Fund Balance	<u>9,513</u>	<u>6,497</u>

	31 March 2017	31 March 2016
<u>Market Town Grant</u>		
Income		
ABC Market Town Grant	<u>5,000</u>	<u>5,000</u>
Total Income	5,000	5,000
Expenditure		
Expenditure	<u>6,700</u>	<u>-</u>
Total Expenditure	6,700	-
Surplus / Deficit	(1,700)	5,000
Balance brought forward	6,700	1,700
Fund Carry Forward	<u>5,000</u>	<u>6,700</u>

**Keswick Town Council
Flood Recovery Fund
Year Ended 31 March 2017**

	Year Ended 31 March 2017	Year Ended 31 March 2016
Income		
Flood Recovery Account Bank Reward	23	
Total Income	<u>23</u>	<u>-</u>
Expenditure		
Flood Recovery - Project Leader and Expenses	14,947	2,479
ABC Contingency Sum	33	1,432
Keswick Parks Redevelopment Costs	-	-
Sandbags, Emergency Equipment and Training	366	879
Total Expenditure	<u>15,346</u>	<u>4,790</u>
Surplus / (Deficit)	(15,323)	(4,790)
Balance brought forward	15,323	20,113
Total Fund Balance	<u>-</u>	<u>15,323</u>

Keswick Town Council
Balance Sheet
31 March 2017

	31 March 2017	31 March 2016	
Current Assets			
Debtors	1,160	1,328	
Prepayments	510	366	
VAT	19,513	31,998	
Hope Park Loan Account	17,308	9,399	
Town Council Current and Saver Accounts	199,120	197,688	
War Memorial Account	853	852	
Petty Cash	75	75	
Flood Recovery Bank Account	-	22,298	
Flood Recovery Petty Cash	-	75	
Total Current Assets	238,539	264,079	
Current Liabilities			
Creditors	10,206	6,861	
Accruals	3,690	1,100	
Fitz Park Loan Account	1,063	24,272	
Townfield	1,600	1,600	
Total Current Liabilities	16,559	33,833	
Net Current Assets	221,980	230,246	
Represented By			
Town Council General Reserve	Page 1	206,615	200,874
War Memorial Fund	Page 4	852	852
Events Fund	Page 5	9,513	6,497
Market Town Grant	Page 5	5,000	6,700
Flood Recovery Fund	Page 6	-	15,323
		221,980	230,246

The above statement represents fairly the financial position of the authority as at 31 March 2017 and reflects its income and expenditure during the year.

Approved By Council

Minute Ref

Date

Chairman

Town Clerk

Keswick Town Council
Supporting Statements to the Accounts
Year Ended 31 March 2017

1) Assets

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

	£
HP Monitor	108
OpenStage Telephone System	2,185
4 Drawer Filing Cabinet	99
Infinite Bookcase & doors	117
Operators Chair	70
Operators Chair	70
Operators Chair Arms	15
	<u>2,664</u>

The cost of these are included in the accounts as follows

Office Equipment	479
Contingency	2,185
	<u>2,664</u>

At 31 March 2017 the following assets (at cost price) were held:-

	£
Office Equipment	6,211
Office Furniture	3,921
Council Chamber Furniture	1,945
Other Fixed Assets	916
Mayoral Chairs of Office	13,416
Deputy Mayors Chairs of Office	407
	<u>26,816</u>

Community Assets	£
War Memorial - nominal value	1

2) Borrowings

As at the close of business on 31 March 2017 the Council had no loans outstanding.

3) Leases

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

Lessor	Purpose	Annual Payable £	Year of Expiry
BNP Paribas	Photocopier	547	2021

Supplier
 Danwood - Agreement No: Y0012358

Keswick Town Council
Supporting Statements to the Accounts
Year Ended 31 March 2017

4) Tenancies

Council as Landlord

Tenant	Property	£
Allerdale Borough Council	Walker Park	11,000

Council as Tenant

Landlord	Property	Rent pa £
Allerdale Borough Council	Council Chambers and Offices	7,100

6) Agency Work

During the year the Council did not undertake any agency work

7) Pensions

For the year of accounts the Council's contributions were 18.9% of employees pensionsable pay. This scheme is administered by Cumbria County Council.

Approved By Council

Minute Ref _____ Date _____

Chairman _____

Town Clerk _____

Section 2 – Accounting statements 2016/17 for

Enter name of
smaller authority here:

KEESWICK TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	212,828	217,045	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	197,414	201,554	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	44,692	43,692	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	50,904	70,577	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	186,985	184,251	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	217,045	207,463	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	220,988	200,048	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	24,284	26,816	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes ✓	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

CAFARKER

Date

I confirm that these accounting statements were approved by this smaller authority on:

15.06.17

and recorded as minute reference:

Signed by Chair at meeting where approval is given:

KESWICK TOWN COUNCIL
15 JUNE 2017

CLERK'S REPORT

Car Parking Problems in Keswick

Following the last Town Council meeting I wrote to Allerdale Borough and Cumbria County Councils to request a meeting to agree how to facilitate a review into all the car parking issues affecting Keswick. A response has now been received and a number of dates have been suggested for a meeting with Charles Holmes of Allerdale BC and Philip Greenup of Cumbria CC. I am currently trying to fix a suitable date and time.

Future Flood Risk Management Meeting and Drop In

Following the postponement of the original set of meetings a new set of dates has been finalised and there will be two sessions in Keswick on Wednesday 28th June at the Skiddaw Hotel as follows:

10.30 am – for flood action group representatives and Councillors for the area only – this meeting is by invitation only

3.00 pm to 8.00 pm – a drop in event to cover flooded communities in the Upper Derwent Catchment – open to all

The information about the flooding in December 2015 has been gathered, and has been used by consultants to help inform the next steps towards future management of flood risk. A 'long list' of options has been produced – measures which could potentially be included in flood management schemes, and the Environment Agency wish to share this with communities. Further meetings will be held in the autumn/winter once the list has been refined.

Please let me know if you intend to attend the invite-only meeting so that I can notify the Environment Agency.

Representatives on Outside Bodies

It is normal practice to appoint representatives to a variety of outside bodies at the Annual Council meeting. I have attached for information a guidance note which you may find useful – please let me know if you have any questions about your role.

LW
080617

6. Guidance on Appointments to Outside Bodies

This guidance draws attention to the main issues which you, as a Councillor, should consider when appointed to serve on an outside body. In the context of this guidance, an outside body is a non-statutory organisation which may be a charity, an incorporated company (either limited by shares or guarantee), a friendly society or an unincorporated association.

Service on outside bodies has always been an established part of a councillor's role. An appointed member on an external body will be able to use their knowledge and skills as a council member to assist the organisation to which they are appointed.

Councils are increasingly working in partnership with external organisations and greater clarity is needed as to the role of Councillors appointed to these bodies. Questions of accountability and governance are likely to arise as funding streams that are of benefit to outside bodies may be channelled through the council as the accountable body.

Membership of an outside body brings into play different considerations to those which relate to council membership. As a member of an outside body you will have different duties, obligations and liabilities depending upon the type of organisation involved.

Matters to consider before appointment

Appointment to membership of outside bodies can take various forms, and before taking up active membership it would be prudent to establish the capacity in which you are appointed. This may be either:

- As a member of the management committee, board of directors or committee of trustees of the outside body. Here you will not only be representing the interests of the council but you will also have duties to the outside body and a role in its governance. You will have detailed responsibilities which are outlined further in this guidance (See section on Directors Duties); or
- As a member of an outside body where you represent the council's position as a 'member' of the outside body but take no part in its management or governance other than to attend and vote at annual or general meetings. Here you will be mainly concerned with representing the council and will not have responsibilities for governance of the body.

The main issues:

- The application of the council's code of conduct;
- The primary duty to act in the interests of the outside body;
- Duties as a charity trustee (if applicable);
- Duties as a company director (if applicable);
- Liabilities in respect of unincorporated organisations;
- Conflict with the Member's role as a Councillor.

Code of Conduct – Register of Interests

The code of conduct requires that:

"13 (2) Subject to paragraph 14, you must, within 28 days of becoming aware of any new personal interest or change to any personal interest ..., register details of that new personal interest or change by providing written notification to your authority's monitoring officer."

You must register a personal interest in:

"8 (1)(a) (i) any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the Authority"

Matters to Check – Questions to Ask

Councillors are advised that in the event of being appointed to an outside body and taking up the position you should be clear about the answers to the following questions:

1. What is the nature of the organisation and its main activities? Is it a company, if so what type of company is it (limited by shares or guarantee)? Is it unincorporated? Does it have charitable status?
2. In what capacity do I serve on the outside body? Is the effect of my appointment to make me a member of the company, a director or a charitable trustee?
3. Do I have a copy of the body's governing instrument (this may be a trust deed, a constitution or memorandum and articles of association)?
4. Have I been supplied with a copy of any code of conduct to which I am subject as a member of the body?
5. Am I aware of the identity of other directors, trustees or committee members?
6. Is there an officer of the body such as a Secretary or Clerk to whom I can refer?
7. Are written minutes kept of meetings and have I seen these minutes?
8. Are meetings being conducted in accordance with the governing instrument?
9. Am I aware of the financial position of the organisation to which I have been appointed?
10. Am I aware of any contracts between the body and the council?
11. Does the governing body of the organisation receive regular reports on the financial position?
12. Have I seen the last annual report and accounts?
13. Am I aware and have I been advised of the main risks the body faces and what steps are taken to deal with such risks?
14. Have I been informed of the main insurances held by the body?

Council's Code of Conduct

The council code of conduct requires that a member must observe the code of conduct whenever the member is acting as a representative of the authority.

The code of conduct also states:

"2(5) Where you are act as a representative of the authority:

- (a) on another relevant authority, you must, when acting for that other authority, comply with that other authority's code of conduct; or*
- (b) on any other body, you must, when acting for that other body, comply with the authority's code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject."*

Directors Duties

If the body is a limited company, it is likely that you will be appointed as a company director. You will need to complete a form giving your details for filing in the Register of Companies at Companies House. The secretary of the body should assist you with this.

Duties of company directors are not the same as your responsibilities as a Councillor.

These duties can be summarised as follows:

- A fiduciary duty to the company, not to the individual shareholders or Members, to act honestly and in good faith and in the best interests of the company as a whole. Directors are, therefore, in a similar position to trustees who must take proper care of the assets of the company.
- A general duty of care and skill to the company, but a director requires no greater skill than might reasonably be expected of someone of that individual's particular knowledge and experience. A director is not deemed to be an expert, but is expected to use due diligence and to obtain expert advice if necessary.
- Like a Councillor in respect of council decisions, the director is under a duty to exercise independent judgement, though it is permissible for him to take into account the interests of the third party which he represents (such as the council). In such a case, the director must disclose that position and tread a fine line between the interests of the company and the party represented. The director cannot vote simply in accordance with the council mandate: to do so would be a breach of duty.
- There may be actual or potential conflicts between the interests of the council and the interests of the company. For example, the company might be inflating a bid for a council grant. In such rare circumstances, the only proper way for the conflict to be resolved is for the Councillor to resign either from the company or from the council.
- Directors are not allowed to make a private profit from their position. They must therefore disclose any interests they or their family have in relation to the company's contracts. Whether they are then allowed to vote will depend upon the company's Articles of Association.
- Directors must ensure compliance with the Companies Acts in relation to the keeping of accounts and that the relevant returns are made to the Registrar of Companies. Failure to do so incurs fines and persistent default can lead to disqualification as a director.
- They should also ensure compliance with other legislation such as health and safety and equalities legislation if the company employs staff or employs contractors to undertake works.

Charitable Trustees

Those who are responsible for the control and administration of a charity are referred to as trustees, even where the organisation is a company limited by guarantee, though they are not strictly trustees. A number of publications are available on the Charity Commission's Website at: www.charitycommission.gov.uk. See Publication CC3 - "Responsibility of Charity Trustees" which is a useful reference document.

A charity may also be unincorporated (see below).

The duties of charity trustees can be summarised as follows:

- Trustees must take care to act in accordance with the charity's trust deed or governing document and to protect the charity's assets i.e. act to ensure that the people the trust is held for benefit. They are also responsible for compliance with the Charities' Acts and the Trustee Act 2000.
- Trustees must not make a private profit from their position. They must also perform their duty with the standard of care which an ordinary, prudent business person would show. Higher standards are required of professionals and in relation to investment matters.
- Charitable trustees must ensure that the information relating to the trust and trustees is registered with the Charity Commissioners and that annual accounts and returns are completed and sent.
- If charitable income exceeds £10,000, the letters, adverts, cheques etc must bear a statement that the organisation is a registered charity.
- Trustees are under a duty to ensure compliance with all relevant legislation, for example, in relation to tax and health and safety.

Unincorporated Organisations

Groups that are not limited companies may be "unincorporated associations" which have no separate identity from their Members. The rules governing the Members' duties and liabilities will (or should) be set out in a constitution, which is simply an agreement between members as to how the organisation will operate. Usually the constitution will provide for a management committee to be responsible for the everyday running of the organisation. Management Committee members must act within the constitution and must take reasonable care when exercising their powers.

Members who are involved in the administration of an unincorporated body will need to be aware that as the body has no separate corporate status, any liabilities will fall upon the members personally.

Members need to assess the risk of personal liability and the extent to which this has been covered by insurance arrangements.

Conflicts of interests and bias

Councillors appointed to an outside body will have a personal interest in that body and will need to consider their position when they sit on cabinet, a council committee or other decision-making body which is considering a matter which relates to the outside body.

A personal interest will always need to be declared and the Councillor will need to consider whether or not they also have a prejudicial interest arising from that membership.

Having prejudicial interest rules apply, regardless of whether or not the Councillor was appointed onto the outside body by the council. The rules simplify what were quite complex rules about overriding duties to a company or as a trustee that were applicable under the previous code of conduct.

What may happen in relation to that item of business depends on whether that Councillor has a "prejudicial interest" under the code of conduct and the meeting rules.

If the council has adopted paragraph 12(2) of the code of conduct, a Councillor has a prejudicial interest in an item of business arising from their membership of an outside body they must still leave the Chamber, but only after they have attended the meeting for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose.

Involvement and Reporting

Councillors appointed to an outside body should ensure that they take a proper role in the management and governance of that body. This will include attending meetings regularly and being familiar with issues relating to that body.

It is recommended that a Councillor appointed as the council's representative should consider the need to make reports to the council on the progress being made by that body and on any issues which the council should consider.

Further Advice

Relationships between the council, outside bodies and the council's representative can be complex. In any case of dispute or difficulty, advice should be sought from the Clerk, who can then take advice from professional advisors where necessary.

REPRESENTATIVES ON OUTSIDE BODIES

The Battersby Charity – Report Due Date 10th July 2017

Councillor Tony Lywood

Cumbria Theatre Trust – Report Due Date 7th August 2017

Councillor Martin Pugmire

Keswick Community Emergency Recovery Partnership – Report Due Date 11th September 2017

Councillor Martin Pugmire

Keswick Tourism Association – Report Due Date 9th October 2017

Councillor Paul Titley

Keswick Youth Centre – Report Due Date 6th November 2017

Graham Kendall

Keswick Fair Trade Committee – Report Due Date 11th December 2017

Councillor Adam Paxon

Keswick Flood Action Group – Report Due Date 8th January 2018

Councillor Martin Jordan

Liaison Meetings – Report Due as and when meetings take place to the next available Council meeting

Councillor Susan Leighton

Councillor Martin Pugmire

Councillor Paul Titley

Please note:

Reports from Outside Bodies and any other items which are to be included in an Agenda **must be received no later than the Monday before Agenda day**. The Agendas are always posted one week prior to the meeting, as a legal requirement. The dates stated above are the report due date (not the meeting date).

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 Friday 12 May 2017 at 10.00am.

Present:

Chair: Paul Titley (PT) – KTC Cllr

Heather Askew (HA) – KTC Events Co-ordinator	Allan Daniels (AD) – KTC Cllr
Joe Broomfield (JB) – Allerdale Borough Council,	Vanessa Metcalf (VM) - Keswick Tourism Association
David Burn (DB) – KTC Cllr	Graham Murray (GM) – Fluid Productions
Phil Byers (PB) - Geraud Markets	Dave Roberts (DR) – Lions

46. Apologies

Apologies were received from: Gill Atkinson - Cumbria Police, Bernie Dunne (BD) – Pack Horse Court, Victoria Kimber (VK) – George Fisher, Tony Lywood (TL) – KTC, ABC & CCC Cllr, Leanne Pettit (LP) - Cumbria Police, David Quainton (DQ) – Rotary Club, Lynda Walker (LW) – KTC Town Clerk

47. Minutes

RESOLVED that the minutes of the Events Committee Meeting held on the 15 March 2017 (pages 15 – 16) be agreed as a correct record.

48. Mid-Summer Festival

Rock Concert and Music in Pubs- Friday 23 June

Main stage from 5pm with local bands HardBop, Water's Edge and The 102s followed by tribute band Queen II at 8pm.

7 Pubs have been confirmed for the live music in pubs.

GM said that Queen II require a green room space, possibility of using the Moot Hall or alternatively a room at the Golden Lion.

Action: VM to provide contact details to GM for Moot Hall

Prom in the Park – Saturday 24 June

Question was asked about whether Cricket was being played.

Action: HA to write to Keith Richardson to ensure Cricket club aware of event and to ask them to not play music that day

Prom to start at 3pm with Cockermouth Mechanics Band, the schedule is now full. Full names, programme details and technical requirements still required.

Action: GM to contact Shelagh Hughes re technical requirements
Market Stall Shelters/gazebos to be supplied by PB.

Action: PB to supply gazebos

Lake District Hotels and Grapevine plan to provide some food and drink

Action: TL to confirm details with Lake District Hotels and Grapevine

Scruffs – Sunday 25 June

New addition this year of Medieval Combat demonstration (replacement for Police Dogs)

Action: HA to request risk assessment

Classes and timetable now confirmed. Judging to be done by Sponsor of each class and/or the Mayor.

Concern about noise from MUGA during event. For both Prom and Scruffs.

Action: HA to contact Parks Manager about closing MUGA for day.

Funfair coming on Sunday and maybe Saturday, to be placed farside of the the MUGA.

Icecream van coming.

Approx 20 stalls booked for market space.

Publicity

HA showed a Draft of the poster, this is now complete except for the addition of a new Town Council Logo. HA showed a mock up of a leaflet (4 side folded A5 size, with poster on front, Rock concert and pub music inside left, Prom inside right and Scruffs on back page). PT requested the addition of the words to 'Land of Hope and Glory' to be added to the Proms page. JB asked that Allerdale's support be mentioned on the Rock Music and Pubs Music page.

Action: HA to update leaflet

Banner: Option to have banner up in market square was discussed. It was agreed to put one up on the railings at County Corner instead.

Action: HA to order banner

Adverts: Page advert in the Reminder and Page advert in Kesmail to be taken.

Action: HA to submit adverts

Action: TL to discuss advertising rates with Reminder

Press Release Schedule: Plan to do 6 press releases in the run up to and after the festival about different aspects of the festival.

Action: HA to talk to Lakeland Radio and Radio Cumbria about Festival

Volunteers:

HA shared the draft volunteer requirements, Lions have responded to the request for help and are able to support on Friday, and Sunday Morning. Due to commitments to the 10in10 event they have limited availability on the Saturday. It was agreed that Lions could collect donations on the Friday night on their own behalf, the collection on the Saturday would be for the festival and there would be no collection on the Sunday.

Action: HA to ask Rotary if they can support on the Saturday and Sunday afternoon.

Other Issues:

Action: JB to arrange additional bins for all events (and poo bags if available)

Action: HA to discuss with Parks Manager about use of parks vehicle

49. Keswick Mountain Festival 9-11 June 2017

HA attended an Advisory Group Meeting on 2 May. Key information, Ticket Sales up, hoping to stay on same dates for next year, will be decided following event.

Concerns were raised about crossover with another triathlon event that weekend, with regard to signage for participants. VM confirmed that the Mountain Festival Team were aware of the other event.

50. Christmas Lights Switch On

PT suggested that Max the dog, who has a large following on social media, be asked to switch on the Christmas lights.

HA raised a concern about this encouraging people to bring their dog into Market Square on what is potentially a very busy night. It was agreed that the advice would be for people not to bring dogs with them.

It was agreed to ask Max to turn on the Christmas Lights.

PT suggested that to reduce the turnaround time on stage that only Committed to Rock be asked to perform this year. This was agreed.

Action: PT to ask Max to turn lights on. PT to ask Committed to Rock if they would like to do a longer set for this years' lights event.

51. Date of Next Meeting

Monday 12 June 10am

The meeting closed at 11.20am

Lynda Walker

From: Sykes, Amber <Amber.Sykes@cumbria.gov.uk>
Sent: Thursday, May 18, 2017 10:27 AM
To: lynda@keswicktowncouncil.gov.uk
Subject: RE: Keswick Market Square

Dear Lynda,

I refer to your recent letter to Karl Melville regarding concerns about Market Square, Keswick.

When the scheme was originally designed and implemented, safety audits pre and post construction were undertaken, none of which identify any safety issue with the kerb design. The Design Team at the time also ensured there were many consultees to the scheme, including the Town Council and there were no concerns raised regarding the design.

There are currently no plans or budgets allocated by this Council to make any changes to the kerb layouts in and around Market Square. The only work at present that we will be doing is to refresh the existing kerb markings. I am scheduled to meet with the new Elected Member for Keswick on the 1st June regarding various highway related issues in Keswick so if there is any further development I will let you know.

Yours sincerely
Amber Sykes

Amber Sykes
Network Manager
Highways, Transport & Fleet
Economy and Highways Services Directorate
Cumbria County Council
Joseph Noble Road
Lillyhall
Workington
CA14 4JH

T: 01946 506599
M: 07967 469903
F: 01946 506537

From: Lynda Walker [<mailto:lynda@keswicktowncouncil.gov.uk>]
Sent: 11 May 2017 15:43
To: Melville, Karl S
Subject: Keswick Market Square

Dear Karl

Please find attached letter from Keswick Town Council re the above.

Kind regards

Lynda

Superintendent Rob O'Connor
Territorial Policing Command

T 101 ext:41539

www.cumbria.police.uk

Chief Constable
Chief Constable Jerry Graham
Police Headquarters
Carleton Hall
Penrith, Cumbria
CA10 2AU



cumbriapolice



15 May 2017

To All Parish and Town Councils

Dear Sir / Madam

Engagement by Cumbria Constabulary with Parish and Town Councils

I write to you as the portfolio holder for the Constabulary for engaging with communities and working with partners.

Background

I am aware that there have been issues raised in different forums with the Office of the Police and Crime Commissioner with regards to the contact between the Police and Parish and Town Councils, and the lack of police presence at those meetings.

There are more than 250 parish and town councils in Cumbria, and the majority have crime and policing as a standing agenda item. In the past as part of their engagement local neighbourhood policing teams would send a representative along to the meetings. However, due to increased demand and budget cuts it is no longer practicable to send a policing representative to every meeting.

In most instances, parish councils have been understanding when the situation has been explained and when they are given a direct person to contact, normally a PCSO as the key local contact.

Some policing teams have already explained to their parish councils how they will interact but this is inconsistent across the county.

The Constabulary have a community engagement and consultation strategy that was written in 2015 which is subject to an annual refresh, and engagement with parish and town councils features within that document.

It was agreed in that document that the neighbourhood policing teams would produce a monthly newsletter and send to the clerks for discussion at parish and town council meetings. It was also agreed that attendance would be by exception if it were required to address a specific local priority and / or facilitate public reassurance in times of heightened tension.

Monthly newsletter

I have attached a copy of an example of a monthly newsletter from West Cumbria.

I am aware that some parish and town councils are in receipt of this newsletter each month, and some have agreed with their local neighbourhoods policing teams that they are content with a verbal update on an ad hoc basis.

I have made it clear to the Chief Inspectors in North, South and West Cumbria that unless it has been agreed between the neighborhood policing team and the parish / town council that this newsletter will be sent each month.

Your Neighbourhood Policing Teams / key local contacts

The Constabulary is divided into three territorial policing areas (North, South and West).

Each of these three areas have five geographical areas of responsibility as follows:-

North – Carlisle East; Carlisle West; Carlisle North and Rural; Eden Rural and Penrith Town.

South – Barrow Borough North, Barrow Borough South, South Lakeland East; South Lakeland West and Ulverston and Furness.

West – Allerdale Rural; Copeland Rural; Maryport; Whitehaven and Workington.

Full details of your neighbourhood policing teams are available on the Constabulary website under the 'Your Area' tab.

Alternatively you can use the following link:-

<https://www.cumbria.police.uk/Your-Area/Your-area.aspx>

As you will find, the 'Your Area' section provides details of the fifteen geographical areas of responsibility, interactive crime maps and details of when Police Desks will be held.

If you interrogate any of the policing areas you will find details of the policing priorities for that area, and who the key contacts are for you to engage with.

Conclusion

I hope that this information has clarified the minimum contact you can expect from your neighbourhood policing teams, and will also allow you to establish who your key local contacts are.

In the near future the Constabulary are looking to further enhance how we deliver neighbourhood policing with the introduction of six new Inspectors posts across the County. These Inspectors will supervise the neighbourhood policing teams and concentrate solely on community engagement, working with partners and problem solving.

In this county we still police with the consent of the public, and it is therefore vitally important that we listen to and respond to the needs of the communities we serve.

Thank you for taking the time to read this letter, and if you have questions specific to your Area please address them to the key local contacts as identified above.

Yours sincerely

A handwritten signature in black ink, consisting of a large, stylized 'R' followed by a horizontal line extending to the right.

Superintendent Rob O'Connor

Force lead for engaging with communities and working with partners



Parish Council update from the Copeland Hub

CRIME FIGURES

Crime figures can be obtained via the Cumbria Police Website:

<https://www.cumbria.police.uk/Your-Area/Your-area.aspx>

Alternatively use the following link:

<https://www.police.uk/>

INCIDENTS OF NOTE

(insert any incidents here, such as crime series, major crime, significant ASB etc.)

CRIME PREVENTION

(i.e vehicle security tips, home security tips, Halloween etc.)

PARTNER AGENCY MESSAGES

(road closures, flooding precautions, estate building works, etc.)

CUMBRIA COMMUNITY MESSAGING

Please pass this message onto friends, family and residents of your areas to re highlight the issue.

If you would like to join Cumbria Community Messaging then please contact us or visit: www.cumbriacommunitymessaging.co.uk

It is managed by the Cumbria Neighbourhood Watch Association and offers you and other members of communities across Cumbria the means to receive crime information from Cumbria Police. You can select which information you wish to receive by managing your own settings, and it is completely FREE. Anyone can join, you do not have

to be a member of Neighbourhood Watch (NHW), or become a member of NHW to join. Farm Watch, Church Watch and Camping and Caravan Watch are a small example of the schemes that you can register for. You can join as an individual or as a group. If you want to receive information but do not wish to be responsible for a larger group, you are still welcome to make use of this messaging system.

As well as Cumbria Constabulary the partners providing information are Cumbria County Council, Cumbria Fire and Rescue Service and Cumbria Neighbourhood Watch Association. If you do not have internet access, contact your local PCSO and they will aid in registering your details on the system.

FOLLOW US ON TWITTER AND FACEBOOK

www.twitter.com/cumbriapolice

<https://www.facebook.com/cumbriapolice>

<https://crimestoppers-uk.org/>

Contact police on 101

For emergency always call 999

Your Police Community Support Officer is: PCSO (Colette Harrison 5301)

Email: colette.harrison@cumbria.police.uk

Lynda Walker

From: Cumbria Association, of Local Councils <calc@cumbria.gov.uk>
Sent: Wednesday, May 17, 2017 6:08 PM
To: Cumbria Association, of Local Councils
Subject: UU Pipeline Legacy Fund

Dear Colleague,

Please see the update information below from Cath Johnson, Area Ranger, Lake District National Park regarding the arrangements for the UU Legacy Fund.

Note that only parishes that may be **directly affected** should apply to the fund.

United Utility Legacy Pipeline Fund

The launch date for the fund has not yet been announced but when it is, all relevant Parish Councils and organisations / community interests groups will be informed officially. The LDNPA has made a commitment to hold a UU Legacy Fund meeting at Embleton Village Hall.

United Utility (UU) have suggested that a panel will be set up to evaluate applications and it will be made up of the following representatives. N.B this is not a definitive list:

UU x 2
 Copeland DC x 1
 Allerdale BC x 1
 LDNPA x 1
 Parish rep i.e. CALC x 1
 Local Nature Partnership x 1
 CCC x 1

The existing list of projects that Cath Johnson produced during 2016 was not a definitive list but a useful way of showing UU the scope and variety of projects within the construction footprint area.

The LDNPA is aware that there has been some criticism around the fund becoming National Park focused. This is not the intention and they are aware that some of the Parishes affected by the construction of the pipeline lay outside of the Park boundary. Allerdale and Copeland Councils have been encouraged to undertake a similar task to identify projects within their respective areas. Cath Johnson is happy for Parishes outside of the National Park boundary to forward any questions directly to her.

Cath's contact details are:

Cath Johnson
 Area Ranger
 Lake District National Park
 01768 871407
 07771 815520
 >
 > www.lakedistrict.gov.uk

I hope this information is helpful.

Kind regards,

Samantha

Samantha Bagshaw
Chief Officer
Cumbria Association of Local Councils (CALC)

Our contact details:

Samantha - Monday to Wednesday, Sonia - Thursday and Friday

Post: Fire and Rescue Service Headquarters, Carleton Avenue, Penrith, Cumbria, CA10 2FA

Email: office@calc.org.uk

Telephone: 01768 812663

Web: www.calc.org.uk

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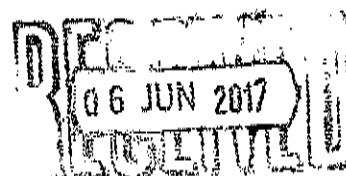


United Utilities Water Limited
PO Box 453
Warrington
WA5 1SE

Telephone 03 45 672 3723

unitedutilities.com

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



Project number: CT.u.80040112

June 2017

Dear customer,

Preparing the route for our West Cumbria water supply project.

We recently held a series of exhibitions to update customers about our West Cumbria Water Supplies Project. We had a really good response, and would like to thank all members of the community who popped in to see the team — we hope we were able to answer any queries you may have had about our work.

The overall project will involve the construction of around 100km of new pipeline to transport water from Thirlmere to West Cumbria, a new water treatment works and two new underground service reservoirs.

What will our work near you involve?

- You may have noticed some activity already by our teams carrying out some vegetation clearance in fields and roadsides.
- Our planned work for this season is illustrated in the map on the reverse of this letter. We'll begin erecting fencing and creating safe access points to our working areas and compounds in June. We will then begin removing soil to start the pipe installation later in July.
- During the pipeline installation at various points along the route we will need to put in place some temporary traffic management and temporarily close some roads. Don't worry — we'll ensure we provide advance notice of any road closures and have a fully signed diversion route in place.
- There will be occasions when we'll need to temporarily divert Public Rights of Way around our working areas. Again advance notice will be given and signed diversion routes will be in place.

At our exhibitions we also provided details of a revised section of the scheme, with a tunnel now proposed in the Castlerigg area. Together with a number of smaller amendments this will form a planning application which we propose to submit in early July. Details will be available via our web site, see below.

We understand construction work can sometimes disrupt you getting on with your everyday activities but we'll be working hard to ensure this is kept to a minimum and keep you updated as our work progresses.

Thank you for your patience and you can find further information about the West Cumbria Supplies Project at cumbria.unitedutilities.com.

Please be aware of bogus callers. All our employees have photo ID.

United Utilities Water Limited
Registered in England & Wales No. 2366678
Registered Office: Haweswater House,
Lingley Mere Business Park, Lingley Green Avenue
Great Sankey, Warrington, WA5 3LP

Or pop into our new interactive visitor centre at 32 Lake Road, Keswick, CA12 5DQ.

Still have a question?

You can call us on 0345 672 3723 quoting project number CT.u.80040112. We'll be happy to help.

Yours faithfully
Customer Services

Schedule of work

March 2017 - October 2017

