

KESWICK TOWN COUNCIL

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

13th September 2018

A meeting of Keswick Town Council will be held in the Council Chamber, first floor, Council Offices, 50 Main Street, Keswick on **Thursday 20th September 2018 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 the 16th August 2018 (pages 11-15).
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 raised by 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. Applications for Development

- i) To examine applications for development and submit observations to the Lake District National Park Authority
- ii) To receive update on National Park planning decisions

9. Mayor's Report

To receive details of the Mayor's engagements and meetings attendance for the period 9th August 2018 – 13th September 2018

10. 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

11. Payment of Accounts

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

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

12. Assets of Community Value – Moot Hall and Council Offices at Main Street, Keswick

To consider response to email received from Allerdale Borough Council.

13. Speeding at High Hill and Chestnut Hill, Keswick

At the request of the Mayor, to agree that a letter be sent to Cumbria Highways insisting that Speed Indication Devices be installed at these locations without further delay.

14. Disabled Access Issues

- i) To consider how the Town Council can support and encourage all premises in Keswick to comply with the Disability Discrimination Act and make the town an exemplar of good disability access (item requested by Councillor Lywood)
- ii) To consider report of Councillor Pugmire

15. Latrigg Close

At the request of Councillor Lywood, to consider making representations to Castles and Coasts Housing Association about their decision not to provide land for parking at Latrigg Close, and to address issues of pathway lighting and drainage for flat roofs on the garages.

16. Proposed Press and Media Policy

To consider adopting a Press and Media Policy.

17. Document Retention Policy

To adopt a new Document Retention Policy.

18. Clerk's Report

To receive the Clerk's report.

19. Minutes of Committee Meetings

To receive for information the draft minutes of the Events Committee meeting held 7th September 2018.

20. Correspondence

To receive details of the following correspondence:

- i) British Consulate-General Chongqing – expression of interest in meeting to discuss areas of mutual co-operation and commercial support
- ii) Forestry Commission – draft Whinlatter Forest Plan consultation
- iii) Allerdale BC – Consultation on Statement of Gambling Policy

KESWICK TOWN COUNCIL

Minutes of the meeting of Keswick Town Council held in the Council Chamber, 50 Main Street, Keswick on Thursday 16th August 2018 at 7.30pm.

Present:

Chairman
Councillor David Burn

Councillors

Allan Daniels	Martin Jordan	Denstone Kemp
Susan Leighton	Tony Lywood	Duncan Miller
Jean Murray	Martin Pugmire	Paul Titley

Also present were Lynda Walker (Town Clerk), Catherine Parker (Responsible Financial Officer), PCSO Catherine Smith, 1 member of the press and 8 members of the public.

Prior to the meeting, Ian McCoy of United Utilities gave a presentation on progress with the pipeline project. He said that the project was currently 12 months ahead of schedule and that most of the construction activity should be completed by 2020. He advised that the Legacy Fund was being managed on UU's behalf by Cumbria Community Foundation and that 15 applications had been approved to date with a total of £175,000 awarded. He also drew attention to the Environmental and Tree Fund which had been established.

The Mayor thanked Mr McCoy for the grant offered by United Utilities towards the costs of renovating the Pups Clock on the Council office building and for the very interesting site visit which some Councillors had attended on 14th August.

74. Apologies

Apologies for absence were received from Councillors Kendall (holiday), Paxon (work), and Dr Geoff Davies (Lake District National Park Authority North Distinctive Area Parishes' representative).

75. Minutes

RESOLVED that the Chairman be authorised to sign as a correct record the minutes of the Town Council meeting held on the 19th July 2018 (pages 11-15).

76. Requests for Dispensations

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

77. Declarations of Interests

Declarations of interests in respect of items on this agenda were received from:-
Councillor Susan Leighton – item 8 (i) application no. 1604.397/JSW/LNW – close friend of resident of The Millfield.

78. Police Report

RECEIVED the report of the Allerdale Rural Neighbourhood Policing Team for July. 29 crimes had been reported in the Keswick area during July 2018 with 10 antisocial behaviour incidents reported during the month (this compared with a total of 19 incidents for the same period in 2017).
Councillor Murray asked PCSO Catherine Smith for staffing numbers in the call centre as she had experienced a long wait for a response when she had tried to report incidents to the 101 number. PCSO Smith said that she did not have an answer but would make enquiries and let Councillors know.

79. Matters to be received from the Public

No matters were received from the public.

80. Matters to be raised by Councillors

Councillor Murray gave an update on her efforts to ensure that Electricity North West reinstated the surface of the Market Square with the correct materials following the emergency work carried out earlier in the year. Cumbria County Council as highway authority had advised that they would be sending out a street inspection team and looking at contract compliance issues. She would continue to keep the Council informed of the position.

Councillor Lywood gave details of a telephone scam which he had experienced and advised Councillors and the public to be vigilant.

The Mayor reported receipt of a letter from Trudy Harrison MP regarding the survey she had recently organised to obtain information about car parking issues in the Blencathra Street area. As this had been received after the agenda had been issued, it was agreed that the Clerk be delegated to reply in consultation with the Mayor and Deputy Mayor. Councillors comments were noted. There was consensus that it was important for everyone to work together to achieve the strategic review previously requested and agreed.

81. Applications for Development

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

Plan Ref.	Description of Development Location
1604.397/ JSW/LNW	Tree preservation order (No. 397) - Copper beech The Millfield, Penrith Road, CA12 <i>No comments made</i> SUPPORT
7/2018/2163	New UPVC windows, new opening for a window and new glazed Juliet balcony 2, Brundholme Mews, Keswick, CA12 4NR <i>Support - This will really improve this tired historic building. The colour and appearance of the door/window frames should be in keeping with the area independent of the nature of the material, although timber as opposed to UPVC would be preferable</i> SUPPORT
7/2018/2165	Replacement of boundary treatment to front and northern side elevation 28, Southey Street, Keswick, CA12 4EF <i>Support - Looks to be appropriate to the area</i> SUPPORT
7/2018/2166	Enclosure of existing covered porch Johns Cottage, St.Johns Street, Keswick, CA12 5AP <i>Support - Minimal works to existing porch</i> SUPPORT
7/2018/2176	Installation of replacement timber framed shopfront following the removal of existing external ATM, night safe and external lighting Former NatWest Branch, 28 Main Street, Keswick, CA12 5JD <i>Support – Property now looking tired - great improvement</i> SUPPORT

- 7/2018/2181** Proposed external refurbishment of the property including reconstruction of the bay windows, re-rendering of front elevation, repointing works to the side and rear elevations, maintenance works to the roof line and replacement of a ground floor window
13, Ambleside Road, Keswick, CA12 4DL
Support - Complete refurb (maintenance of exterior of property)
SUPPORT
- 7/2018/2182** Single storey front, side and rear extensions. First floor side extension. Construction of summer house. Replacement front porch canopy and garage. Associated hard and soft landscaping.
Sheep Close, Manor Brow, Keswick, CA12 4BB
Object –Overdevelopment and change of character of building. Potential traffic issues as will add to traffic in area due to number of occupants in the property
OBJECT
- 7/2018/2194** Alterations and extensions to existing detached garage to form studio office and storage for use with Borrowdale View
Borrowdale View, Keswick, CA12 5PW
Support - Revised plan of application 7/2017/2208 which we supported in November 2017. Ample space for this development
SUPPORT

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

Councillors noted the decision in relation to application 7/2018/2084 (Conversion of existing car park and passage at rear of pub to beer garden at The Chief Justice of the Common Pleas (Wetherspoons)) and it was suggested that Allerdale Borough Council should be pressed not to proceed with leasing the area in question to the company. Borough Councillor Lywood offered to make enquiries regarding the progress of the lease and report back to the next meeting.

82. Mayor's Engagements

RECEIVED details of the Mayor's engagements and meeting attendance for the period 13th July 2018 – 9th August 2018.

83. Reports from Ward Representatives

RECEIVED reports from the following representatives:

- i) Allerdale Borough Council – Councillor Lywood reported that the Borough Council proposed to close the public toilets at Grange in Borrowdale due to funding cuts. He also drew attention to the poor maintenance record of Castles & Coasts Housing Association in Keswick.
- ii) Cumbria County Council – County Councillor Lywood reported that the road over the dam at Thirlmere may have to become one way due to safety issues.
- iii) LDNPA North Distinctive Area Parishes Representative – a written report was submitted by Dr Geoff Davies. The Clerk was asked to clarify the position regarding notification of planning applications to owners of neighbouring properties and whether this was a legal requirement.

84. Payment of Accounts

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

- i) For the Town Council, vouchers 113 – 131 amounting to £21,957.87 (twenty one thousand nine hundred and fifty seven pounds and eighty seven pence)
- ii) For the Trusts, vouchers HP93 – FP69 amounting to £7,676.43 (seven thousand six hundred and seventy six pounds and forty three pence)

85. Reports from Representatives on Outside Bodies

Councillor Martin Pugmire, representative on Cumbria Theatre Trust, reported that the transfer to the new management team at the Theatre by the Lake was now complete although it was too early to give an indication of the financial position.

86. Busking in Keswick Town Centre

Consideration was given to the Clerk's report. Councillor Lywood encouraged all Councillors to speak to buskers who were causing complaints to request that they abide by the Code of Conduct. There was no support for extending the area of the scheme beyond the Market Square.

RESOLVED that the current Busking Badge scheme be continued and reviewed in a further year and that the guidelines be amended as follows:

- Modest amplification only to be allowed
- All performances to finish by 6.00 pm.

87. Keswick in Bloom – Bench

Consideration was given to a request from Keswick in Bloom for the Town Council to enter into a Memorandum of Agreement with Cumbria Highways and to provide insurance cover for a proposed new bench at the entrance to the Lake Road subway.

RESOLVED that the request be agreed and that Councillors Burn and Daniels be authorised to sign a Memorandum of Agreement with Cumbria County Council in respect of a rustic slate bench to be provided by Keswick in Bloom on the approach to the underpass at Lake Road.

88. Clerk's Report

Consideration was given to the Clerk's report.

RESOLVED

- i) That the paving surrounding the War Memorial on Penrith Road be removed and replaced with natural stone (blue slate)
- ii) That the Clerk and Responsible Financial Officer be authorised to attend the Society of Local Council Clerks' Regional Training Seminar on 19th September 2018.

89. Minutes of Committee Meetings

RECEIVED for information the minutes of the Events Committee meeting held on 28th July 2018.

90. Correspondence

Consideration was given to the following correspondence:

- i) Lake District Hotels – Objection to Premises Licence for 25 Main Street
RESOLVED that representations be made to Allerdale Borough Council as the Licensing Authority asking them not to set a precedent by granting a licence to an establishment in the Market Square to remain open until 1.30 am on any day of the week, on the grounds of increase in crime and disorder and antisocial behaviour in Keswick Market Square
- ii) CALC – membership subscriptions review – noted.

The meeting closed at 9.05 pm

Chairman

Date

Planning Applications received between 10/08/2018 - 13/09/2018

Plan ref	Location	Description of Proposed Development
T/2018/0118	Edgehill, Stanger Street, Keswick, CA12 5LZ	Fell 1 silver birch 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-Additional Information
7/2018/2006	The Former Cumberland Pencil Museum, Southey Works, Main Street, Keswick, CA12 5NG	
7/2018/2116	Site of the Keswick to Threlkeld railway, Keswick to Threlkeld Railway Path and adjoining land, Keswick	Re-instatement, improvement and resurfacing of a traffic free Multi-user Trail along a section of former railway line between Keswick and Threlkeld
7/2018/2142	Greta Gardens, Crow Park Road, Keswick, Cumbria, CA12 5EL	2 scheme identification signs
7/2018/2150	Ings Wood Footpath, Borrowdale Road, Keswick	Proposed Improvements to footpath and hydrology of Ings Wood SSSI
7/2018/2183	George Fisher Ltd, 2 Borrowdale Road, CA12 5DA	Installation of stepped fire escape from offices on the top floor to the flat roof leading to the stairs
7/2018/2190	Pack Horse Court, CA12 5JB	A2 poster swing A board
7/2018/2203	8 Millfield Gardens, CA12 4PB	Conversion of existing attached garage into living accommodation including alteration of the flat garage roof to mono pitched roof
7/2018/2204	Brundholme, The Heads, CA12 5ER	Erection of single-storey rear extension including the conversion of a twin bedded letting room into owners accommodation - Amendment to size of roof-light to approval under 7/2017/2186
7/2018/2208	Lyngarth, Rogerfield, Keswick, CA12 4BN	Extension to existing house

7/2018/2209	32, Stanger Street, Keswick, CA12 5LZ	Alterations and enlargement of roof to accommodate additional habitable rooms
7/2018/2216	Glendale, Manor Brow, CA12 4AW	Alterations to the flat roofed canopy to the front elevation and alterations to the existing conservatory to the rear elevation
7/2018/2232	Crow Park Hotel, The Heads, Keswick, Cumbria, CA12 5 ER	Extension to existing hotel to facilitate the enlargement of two existing bedrooms. The proposals also include construction of a new bin store and bike shed to the rear.

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 10/08/2018 & 13/09/2018

Plan Ref	Date of Application	Location	Postcode	Description	KTC Observations	LDNPA Decision	Appeal Decision
7/2018/2163	Jul-18	2 Brundholme Mews, Keswick	CA12 4 NR	New UPVC windows, new opening for a window and new glazed Juliet balcony	SUPPORT	GRANTED	

KESWICK TOWN COUNCIL**TOWN COUNCIL MEETING 20th September 2018****MAYOR'S ENGAGEMENTS & MEETING ATTENDANCE**

For period 10th August 2018 – 13th September 2018

Tuesday 14 th August	In depth discussions and site visit to Pipeline Project accompanied by Councillors Tony Lywood and Allan Daniels
Wednesday 29 th August	A Board Audit follow up- Health and Safety issues, Main Street & Market Square, accompanied by Councillor Allan Daniels
Friday 31 st August	The Arts Society Cumbria, Theatre by the Lake, Keswick
Monday 3 rd September	Raising the flag for Merchant Navy Day held at Allerdale House, Workington
Friday 7 th September	Events Committee Meeting, Council Chamber
Tuesday 11 th September	Meeting with Prospective Events Co-ordinator, Council Chamber
Wednesday 12 th September	Meeting with Headteacher at Keswick School about speeding issues on High Hill
Thursday 13 th September	Meeting with owners at Keswick Nursery and Pre school about speeding issues on High Hill

From: Hinde, Ian <ian.hinde@allerdale.gov.uk>
Sent: 29 August 2018 13:03
To: Lynda Walker
Subject: Moot Hall and Keswick Town Hall

Dear Lynda

With reference to the Moot Hall, listed as an asset of community value in December 2014, I have now received formal notification from the owners (in this case Allerdale Borough Council) of the intention to sell the property. The Council is committed to securing the Hall for the local community in the future and does not intend to sell the property on the open market.

As previously stated in the letter sent when the property was listed, listing of an asset has the following implications:

- The owner is required to notify the Council in writing of their intention to dispose of the asset.
- This notification will trigger a moratorium period (a period of delay) during which the asset owner may not dispose of the asset (other than where the disposal is exempt under the Regulations). This interim moratorium is for a period of six weeks from the date upon which we receive written notification of the owner's intention to dispose of the asset.
- During this six week period, suitably constituted community groups and organisations which can demonstrate a local connection may submit an intention to bid. Where this is received, a six month moratorium period (starting from the date upon which we receive written notification of the owner's intention to dispose of the asset) is triggered during which no disposal may take place except to a qualifying community group by negotiation.
- This six month period is intended to enable a community group or organisation to prepare to be able to submit a bid to the owner to purchase the asset. Any subsequent sale takes place under normal market conditions. There is no obligation for a group to make a bid and the group has no rights of purchase over other potential buyers. The owner is under no obligation to sell the asset to a community group or any other person. If the owner decides to sell to a community group, they may do so within the six month moratorium period.
- If after the six month moratorium period a community group has not successfully bought the property, the owner is protected for a further 12 month period (the total eighteen month period commencing on the day upon we received written notification of the owner's intention to dispose of the asset) during which the asset may be sold on the open market without the risk of any further moratorium period being triggered.

Formal notification of intention to sell was received on 28 August 2018 so the interim 6 week moratorium period will run until (one minute to midnight on) 09 October 2018.

Any intention to bid from the Town Council or any other community interest group must be received by the Council by the above date (09 October 2018), this can just be in the form of a letter, but needs to include evidence that the intention to bid is from a suitably constituted community interest group.

We would be grateful if you could make all town councillors aware of the above and also share this information with local community groups as appropriate. Notices will be posted in the vicinity of the building.

With regard to Keswick Town Hall, the listing will expire on 4th October 2018 as the five year period of listing comes to an end. As this is the first listing to reach this point, we are presuming that if the nomination is still valid, the Town Council may wish to re-submit its application for the building to be re-listed.

Kind regards

Ian

KESWICK TOWN COUNCIL
20TH SEPTEMBER 2018

REPORT OF COUNCILLOR PUGMIRE

I believe we need to make a big effort to help two groups, those with pushchairs and the slightly disabled, to get into our town centre. Both need basic and simple resting seats for their trips into town. We have many seats in visitor locations but very few on routes into town for those on foot. Many of the potential locations are under the control of Allerdale BC or Cumbria CC, but a small group from this Council can assist relevant Councillors in getting results. We must also pressure Allerdale BC to do its duty with regard to existing but inadequate aids such as ramps.

RESTING SEATS

West end: We need a seat on the river side of High Hill, I think. It is a long way in from Crosthwaite Road and the Portinscale end.

East end: seats near the garage, and on Trinity Way and Windebrowe Avenue. One or two on Station Street. Ideally one on Station Road. Ideally one near Fishers.

HELP THAT DOESN'T WORK CURRENTLY

All Allerdale BC issues:

- a) Amazingly, the disabled exit from our leisure centre is currently positively dangerous. This can be cheaply fixed and must be done at once.
- b) The Town Hall cannot be accessed by a full sized wheelchair. I believe this is illegal. Urgent correction to the front door is needed.
- c) Also, regrettably, the pretty advertising bicycle at the foot of the ramp needs repositioning, as it blocks access up that ramp.

THINGS WORTH DOING IN SOME OF OUR PARKLAND.

A seat on Town Field? A seat at the west edge of Lower Fitz. A seat (again) on the grass at our side of the Calvert Bridge.

A small group can kick-start action on all of these, and spot omissions.

Councillor Martin Pugmire

Note on provisions of the Disability Discrimination Act attached - LW

Disability Discrimination Act

The Disability Discrimination Act 1995 (DDA) was introduced to prevent discrimination in employment, provision of goods, services and facilities, the selling or letting of land and property, education and transport. Under Part 111 of the DDA service providers have to address any physical features which make it impossible or unreasonably difficult for disabled people to use their services.

This Act has been significantly extended by the Disability Discrimination Act 2005. It now gives disabled people rights in the areas of:

- employment
- education
- access to goods, facilities and services, including larger private clubs and transport services buying or renting land or property, including making it easier for disabled people to rent property and for tenants to make disability-related adaptations
- functions of public bodies, for example issuing of licenses

The DDA is aimed at protecting the rights of a wide range of disabled people besides wheelchair users, including:

- blind and partially sighted people
- deaf and hearing-impaired people
- facially disfigured people
- people with long-term illnesses or hidden impairments, for example, those with arthritis, asthma, diabetes, or Alzheimer's Disease
- people with learning disabilities, for example, those with dyslexia
- people with mental illness

People who have had disabilities in the past are also protected from discrimination even if they no longer have the disability. Only a court can decide what constitutes disability under the terms of the DDA: if in doubt then it is best to assume that someone is protected by the Act.

Under the Act service providers have to make reasonable adjustments to their premises to overcome physical barriers to access. They should ensure that as far as possible, disabled customers are treated in the same way as non-disabled customers.

Service providers and those responsible for managing buildings need to ensure that all customers can use their service effectively. An access audit should be carried out to identify those areas where there are physical features which make it impossible or unreasonably difficult for a disabled person, to use the service, whether or not this is related to the building from which the service is being provided.

The access audit forms the basis of an action plan to consider issues such as physical constraints, alternative ways of providing the service and the reasonableness of making the adjustments identified by the access audit.

This may include the provision of any necessary extra help or special equipment as well as for example, adjustments to stairways; building entrances and exits; internal and external doors; gates; toilet, washing, and public facilities etc.

The service provider can remove, alter, or bypass the physical feature causing difficulty to a disabled person. Alternatively the service could be provided in an alternative way, this may include management solutions.

Whichever course of action the service provider decides to take the action plan should contain clear details of what is being done and what is not in terms of adjustments and the reasoning behind such decisions. This will help in the event of a customer complaint and assist in monitoring the premises should the facilities or services change in the future.

The access audit and action plan should be reviewed if there are alterations made to the premises or if the use of the premises is changed.

**KESWICK TOWN COUNCIL
DRAFT PRESS AND MEDIA POLICY**

Adopted by full Council onRevision Date

Introduction

Keswick Town Council ("the Council") is committed to the provision of accurate information in respect of its functions, decisions and actions.

The Council may communicate with those whose work involves gathering material for editorial publication in print, broadcast and electronic form ("the media").

The Council shall endeavour to assist the media with enquiries about the Council's functions, decisions and actions.

The purpose of this policy is:

- to establish a framework for achieving an effective working relationship with the media
- to ensure that the views and policies of the Council are presented accurately
- to clarify who is authorised to speak on behalf of the Council
- to provide guidance for Councillors and Staff on how to deal with some of the practical issues that may arise when dealing with the Press and media
- to ensure consistency in the Council's dealings with the Press and media
- to ensure that all elements of the Press and media will be treated equally.

Legal Framework

This policy is subject to the Council's statutory obligations set out in the Public Bodies (Admission to Meetings) Act 1960, the Local Government Act 1972, the Local Government Act 1986, the Freedom of Information Act 2000, the Data Protection Act 1998 and the Council's Standing Orders. The Council must also have regard to the Government's Code of Recommended Practice on Local Authority Publicity.

Media Attendance at Meetings

Meetings of the council, its committees and sub-committees are open to the public and press unless the Council resolves that their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons.

In accordance with standing orders, persons may be required to leave a meeting if their disorderly behaviour obstructs the business of the meeting. Where meetings include time

for public participation and subject to the Council's standing orders, media representatives may speak and ask questions.

The press/media are entitled, on payment of postage or other necessary charges, to copies of the agenda and necessary supporting papers for a meeting and their representatives shall be given reasonable facilities for taking and communicating their report of a meeting.

The Clerk

Wherever possible all communications with the press and media should be made through the Clerk. The Clerk, as the Proper Officer of the Council, is authorised to receive all communications from the Press and media and to issue press statements on behalf of the Council in consultation with the Chairman. In the absence of the Chairman, the Vice Chairman will be consulted.

Communications made by the Clerk will relate to the stated business and day to day management of the activities or adopted policy of the Council. S/he should not speculate on matters that have not been considered by the Council. Where such questions are put to the Clerk, s/he should inform the enquirer that they will be notified of a response within 48 hours where practical. The Clerk should then consult with the Chairman or Vice Chairman on a suitable response, which may in fact be "no comment".

The Clerk, in consultation with the Chairman or Vice Chairman is authorised to publish press statements on any urgent matters where there is insufficient time for a Council meeting.

Councillors

Councillors should be aware that according to case law the role of Councillor overrides the rights to act as an individual. Councillors must therefore be careful about expressing individual views to the press or media, whether or not they relate to matters of Council business. Whilst it may be legitimate for a Councillor to make clear that s/he voted against a policy if this took place in an open session, Councillors should not seek to undermine a decision through the Press.

Press releases/approaches made to the Press/Media by the Council

Press releases may be issued proactively to alert the media to a potential story, provide important public information or to explain the Council's position on a particular issue.

Press releases made on behalf of the Council will normally be prepared by the Clerk following any meetings of the Council. If press releases are drafted by any other officer or Councillor, they must be issued by the Clerk, in consultation with the Chairman or Vice Chairman.

A direct approach by the Council to the media seeking an interview, issuing a statement or press release or to publish an article may only be made with authorisation from the Council except in the case of an urgent matter, with insufficient time for a Council meeting, when the Clerk is authorised to publish statements in consultation with the Chairman or Vice Chairman.

Approaches from the Press / Media

Unexpected approaches from representatives of the media can lead to unguarded comments being made and great care must therefore be taken to avoid misrepresentation of the Council's policy or its position on the matter in question.

Reporters should be directed to contact the Clerk if they want to carry out an interview or obtain a statement about the Council's business and actions. Except in the most straightforward cases, the caller should be informed that a statement will be made within 48 hours and they should be asked to set out clearly what they want to know. This will allow time for the Clerk to consult with the Chairman in producing a carefully worded response within a reasonable time.

Any verbal or written statement given by the Clerk must represent the corporate position and views of the Council, not the individual views of councillors or staff held in their official capacity. Where the matter concerned has not been discussed by the Council an immediate response cannot be made and this should be made clear to the enquirer.

The Clerk should then consult the Chairman or Vice Chairman on an appropriate response, which may be "no comment".

General Principles to be observed by Councillors and The Clerk

- Be calm
- Be informed and certain of all your facts
- Ensure that when making comments on behalf of the Council that you are aware what Council Policy is and that your comments reflect that policy
- Ensure that your comments and views will not bring the Council, its Councillors or staff, into disrepute and ensure that comments are neither libellous nor slanderous.
- Any publicity should be as objective as possible, concentrating on facts or explanation or both
- Publicity touching on issues that are controversial, or on which there are arguments for and against the views or policies of the Council should be handled with particular care.
- Issues must be presented clearly, fairly and as simply as possible, although facts, issues or arguments should not be oversimplified
- Publicity should not attack, nor appear to undermine, generally accepted moral standards
- Public funds must not be used to mount publicity campaigns whose primary purpose is to persuade the public to hold a particular view on a question of policy.
- Council resources must not be used on publicity that is, or could be misinterpreted as being, party political or on publicity which could be seen as promoting an individual member, particularly at election times.
- The Council, its Councillors and Staff cannot disclose information which is confidential or where disclosure of information is prohibited by law.
- Councillors must act with integrity and observe the Members' Code of Conduct at all times when representing or acting on behalf of the Council.

- Councillors and staff must not communicate their personal views about the Council's business, decisions and actions.
- Councillors and Staff are not permitted to misrepresent the corporate position and views of the Council or damage the reputation of others in the Council, or the Council itself.
- If expressing personal views in their private capacity, Councillors are not permitted to use their title "Councillor" and staff are not permitted to use their job title. This would imply that you are stating Council policy.
- A copy of any written material sent to the Press and/or Media by a Councillor, as representing the Council, must be forwarded to the Clerk.
- A Councillor or Officer must not disclose information that is of a confidential nature. This includes any discussion with the Press on any matter which has been discussed under confidential items on the Council's or Committee's agenda or at any other private briefing.
- A Councillor should not raise matters relating to the conduct or capability of an officer at meetings held in public or before the Press.

Social Media

In their use of social media (Facebook, Twitter, email etc.) Councillors and Staff must at all times observe the principles stated in this policy.

KESWICK TOWN COUNCIL DOCUMENT RETENTION POLICY

In the course of carrying out its various functions and activities, the Council collects information from individuals and external organisations and generates a wide range of data/information both electronically and in hard copy.

Retention of specific documents may be necessary to:

- fulfil statutory or other regulatory requirements
- Evidence events/agreements in the case of disputes
- Meet operational needs
- Ensure the preservation of documents of historic or other value

The untimely destruction of documents could cause the Council:

- Difficulty in defending litigious claims
- Operational problems
- Embarrassment
- Failure to comply with the Freedom of Information or Data Protection Acts

Conversely, the permanent retention of all documents is undesirable, and appropriate disposal is to be encouraged for the following reasons:

- There is a shortage of new storage space
- Disposal of existing documents can free up space for more productive activities
- Indefinite retention of personal data may be unlawful
- Reduction of fire risk (in case of paper records)
- There is evidence that the de-cluttering of office accommodation can be psychologically beneficial for many workers

Modern day records management philosophy emphasises the importance of organisations having in place systems for the timely and secure disposal of documents/records that are no longer required for business purposes. Additionally, the Freedom of Information Act makes it important that the Council has clearly defined policies and procedures in place for disposing of records, and that these are well documented.

SCOPE & PURPOSE

The purpose of this policy is to provide a corporate policy framework to govern management decisions on whether a particular document (or set of documents) should either be:

- Retained - and if so in what format, and for what period; or
- Disposal of - and if so when and by what method

Additionally, this policy seeks to clarify the roles and responsibilities in the decision making process.

There are some records that do not need to be kept at all or that are routinely destroyed in the course of business. This usually applies to information that is duplicated, unimportant or only of a short-term value. Unimportant records of information include:

- 'With compliment' slips
- Catalogues and trade journals
- Non-acceptance invitations
- Trivial electronic mail messages that are not relevant to Council business
- Requests for information such as maps, plans or advertising material
- Out of date distribution lists

Duplicated and superseded material such as stationery, manuals, drafts, forms, address books and reference copies of annual reports may be destroyed.

Records should not be destroyed if the information can be used as evidence to prove that something has happened. If destroyed the disposal needs to be disposed of under the General Data Protection Regulations.

This policy is not concerned with the disposal/retention of unused materials (e.g. stocks of paper, unused forms and duplicated documents).

ROLES & RESPONSIBILITIES - MANAGING OFFICERS

Responsibility for determining (in accordance with the Retention/Disposal protocol mentioned above) whether to retain or dispose of specific documents rests with the Town Clerk, in respect of those documents that properly fall within the remit or control of his/her responsibilities.

The rationale for this is that it is reasonable to both assume and expect that the Town Clerk should be broadly conversant with the types of documents received, generated and stored by the office.

Because of the clear benefits resulting from the disposal of unnecessary documentation, the Town Clerk is expected to be proactive in carrying out or instigating audits of existing documentation that may be suitable for disposal. A review of documentation should be undertaken at least on an annual basis to ensure that any unnecessary documentation being held is disposed of under the General Data Protection Regulations.

The Town Clerk may delegate the operational aspects of this function to one or more senior officers within the organisation. However in doing so they should ensure that any such Officer is fully conversant with this Policy and is also familiar with the operational requirements of the Service in relation to document retention/disposal.

DOCUMENT RETENTION PROTOCOL

The Council should have in place an adequate system for documenting the activities of their service. This system should take into account the legislative and regulatory environments to which they work.

Records of each activity should be complete and accurate enough to allow employees and their successors to undertake appropriate actions in the context of their responsibilities to:

- Facilitate an audit or examination of the business by anyone so authorised.
- Protect the legal and other rights of the Council, its clients and any other persons affected by its actions.
- Verify individual consent to record, manage and record disposal of their personal data.
- Provide authenticity of the records so that the evidence derived from them is shown to be credible and authoritative.

To facilitate this the following principles should be adopted:

- Records created and maintained should be arranged in a record-keeping system that will enable quick and easy retrieval of information under the General Data Protection Regulations
- Documents that are no longer required for operational purposes but need retaining should be placed at the County Records Office (Cumbria Archives).

The retention schedules in **Appendix A: List of Documents for Retention or Disposal** provides guidance on the recommended minimum retention periods for specific classes of documents and records. These schedules have been compiled from recommended best practice from the Public Records Office, the Records Management Society of Great Britain and in accordance with relevant legislation.

Whenever there is a possibility of litigation, the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has been removed.

DOCUMENT DISPOSAL PROTOCOL

Documents should only be disposed of if reviewed in accordance with the following:

- Is retention required to fulfil statutory or other regulatory requirements?
- Is retention required to meet the operational needs of the service?
- Is retention required to evidence events in the case of dispute?
- Is retention required because the document or record is of historic interest or intrinsic value?

When documents are scheduled for disposal the method of disposal should be appropriate to the nature and sensitivity of the documents concerned. A record of the disposal will be kept to comply with the General Data Protection Regulations.

Documents can be disposed of by any of the following methods:

- Non-confidential records: place in waste paper recycling bin for disposal.
- Confidential records or records giving personal information: shred documents or place in Allerdale Borough Council Keswick Office Confidential waste receptacle
- Deletion of computer records.
- Transmission of records to an external body such as the County Records Office (Cumbria Archives).

The following principles should be followed when disposing of records:

- All records containing personal or confidential information should be destroyed at the end of the retention period. Failure to do so could lead to the Council being prosecuted under the General Data Protection Regulations.
- the Freedom of Information Act or cause reputational damage.
- Where computer records are deleted steps should be taken to ensure that data is 'virtually impossible to retrieve' as advised by the Information Commissioner.
- Where documents are of historical interest it may be appropriate that they are transmitted to the County Records Office (Cumbria Archives).
- Back-up copies of documents should also be destroyed (including electronic or photographed documents unless specific provisions exist for their disposal).

Records should be maintained of appropriate disposals – see **Appendix C: Records Destruction/Archive Form**. These records should contain the following information:

- The name of the document destroyed.
- The date the document was destroyed.
- The date range (mm/yy)
- The retention period
- Medium (e.g. paper/electronic)
- The destruction/archive method e.g. shred/ Cumbria Archive
- Name of person destroying/archiving

GENERAL DATA PROTECTION REGULATIONS 2018 (DATA PROTECTION ACT 1998) **– OBLIGATION TO DISPOSE OF CERTAIN DATA**

The Data Protection Act 1998 ('Fifth Principle') requires that personal information must not be retained longer than is necessary for the purpose for which it was originally obtained. Section 1 of the Data Protection Act defines personal information as:

Data that relates to a living individual who can be identified:

a) from the data, or

b) from those data and other information which is in the possession of, or is likely to come into the possession of the data controller.

It includes any expression of opinion about the individual and any indication of the intentions of the Council or other person in respect of the individual.

The Data Protection Act provides an exemption for information about identifiable living individuals that is held for research, statistical or historical purposes to be held indefinitely provided that the specific requirements are met.

Councils are responsible for ensuring that they comply with the principles of the under the General Data Protection Regulations namely:

- Personal data is processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met.
- Personal data shall only be obtained for specific purposes and processed in a compatible manner.
- Personal data shall be adequate, relevant, but not excessive.
- Personal data shall be accurate and up to date.
- Personal data shall not be kept for longer than is necessary.
- Personal data shall be processed in accordance with the rights of the data subject.
- Personal data shall be kept secure.

External storage providers or archivists that are holding Council documents must also comply with the above principles of the General Data Protection Regulations.

Appendix A: List of Documents for Retention or Disposal

Document	Minimum Retention Period	Reason	Location Retained	Method of Disposal
Record of disposal records	Destroy after 12 years	Common practice	Council Office	Recycle Bin
Meetings				
Minute Books-Council & Committee/ Sub-committee	Permanent archive after administrative use – Cumbria Archives (1 copy) & Store room chamber (1 copy)	Public Inspection/ Scrutiny	Clerk's Office Safe	Take 1 copy to Cumbria Archives Retain 2 nd copy indefinitely in chamber store room
Agendas - Council/committee meetings notices, reports & documents	Electronic Copies - archived from December 2015 – Delete after 5 years Paper Copies – Destroy after 5 years Confidential Items – Destroy/Delete after 5 years Public Agenda displayed in noticeboard – destroy after meeting has taken place Electronic Files from 2005 – archive electronically Paper Copy – destroy after 5 years	Local decision	Clerks Office Confidential Agenda Items accessible by Town Clerk & RFO – Saved in electronic archive as from Sept 2018	Recycle Bin (Shred confidential items)
Annual Parish Meeting -- Agenda, Report & Minutes			Shared drive on computer systems Agenda file in Clerk's office (no file needed in cabinets)	n/a Recycle bin
Working party agendas, reports & notes e.g. office Accom, Living Lakes etc.	Destroy after 2 years	Local decision	Clerk's Office	Recycle Bin (Shred confidential items)
Minute taking notes	Destroy after 1 year	Local decision	Clerk/RFO Office	Recycle Bin (Shred)

Record of Officer decisions under delegated authority & background documents	Destroy after 7 years	Statutory (2014 Regulations)	Clerk's Office	confidential items) Recycle Bin (Shred confidential items)
Finance				
Scales of Fees and Charges	7 years	Management	Finance File – Filing Cabinet Reception/Archive Box	Recycle Bin
Receipt books	Destroy after 7 years	VAT	Audit Box Office/Chamber Storeroom	Confidential Waste (ABC Keswick Office)
Bank statements, including deposit/savings accounts	Destroy after 7 years	Audit	Audit Box Office/Chamber Storeroom	Confidential Waste (ABC Keswick Office)
Bank paying-in books & Cheque stubs	Destroy after 7 years	Audit	Audit Box Office/Chamber Storeroom	Confidential Waste (ABC Keswick Office)
Agreements between organisations & Partners e.g. CCC, Keswick in Bloom	Destroy 7 years after expiry	Common practice	Appropriate File – Filing Cabinet Reception/Archive Box	Recycle Bin (Shred confidential items)
Quotations	7 years	Audit	Quotations to be kept by relevant officer Tenders filed in relevant filing cabinet file/archive box	Confidential Waste (ABC Keswick Office)
Contracts & Tendering-all documents	Destroy 7 years after last action except contract under seal (12 years)	Part statutory	Tenders filed in relevant filing cabinet file/archive box	Confidential Waste (ABC Keswick Office)
Building contracts	Life of building + 15 years	Statutory	Filing Cabinet in Reception/Archive Box	Confidential Waste (ABC Keswick Office)
Paid (Supplier/Customer) invoices	7 years	VAT	Audit Box Office/Chamber Storeroom	Confidential Waste (ABC Keswick Office)
Grants Given – KTC Annual	7 years – applications etc (Buff Files)	Audit	Filing Cabinet in Reception/Archive Box	Recycle Bin (Shred confidential items)
	2 years – Misc (Blue File)	Management		

VAT records	7 years	VAT	VAT File – Filing Cabinet in Reception/Archive Box	Confidential Waste (ABC Keswick Office)
Budget	Permanent archive in house after 3 years	Statutory	Clerk's/RFO Office shelf	Archive in house
Working papers	2 years	Local choice		

Accounts & Audits	Permanent archive in house after 7 years	Common practice	Accounts - Audit Box Office (2 years in Clerk/RFO office for reference then to Chamber Storeroom for permanent archive)	Archive in house
Associated documents	Destroy after administrative use – 7 years		Audits (Internal & External) File – Filing Cabinet Reception/Archive Box (then in Chamber Storeroom for permanent archive)	
Petty cash	7 years	Tax, VAT, Limitation Act	Accounts - /Chamber Storeroom	Recycle Bin (Shred confidential items)
Investments – e.g. Black Rock & CKP	Indefinite, Archive in house after 5 years or when investment closed	Audit, Management	Books held in safe	Recycle Bin
Loans – Hire Purchase Agreements	Destroy 7 years after loan repaid/termination of agreement	Common practice	Filing Cabinet Reception	Archive in house
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	Finance File – Filing Cabinet Reception/Archive Box	Recycle Bin (Shred confidential items)
Statutory returns to Government etc. – e.g. Annual Trust Charity Commission returns	7 years	Common practice	Safe	N/A
Assets Register	Indefinite	Audit	Charity Commission File – Filing Cabinet Reception/Archive Box	Recycle Bin (Shred confidential items)
Personnel/Salaries			Clerks/Outer Office Shelves	Archive in house
Timesheets	Destroy after 3 years	Audit	Current - in file on Reception shelf Post Year End - Audit Box Office/Chamber Storeroom	Recycle Bin (Shred confidential items)

Salaries and wages documents, Inland Revenues(tax & NI)	12 years	Superannuation	Current – Secure Filing Cabinet Clerk's Office Post Year End - Audit Box – Locked Chamber Storeroom	Confidential Waste (ABC Keswick Office)
Personnel administration	Destroy 5 years after person leaves Authority (except staff working with children-25 years)	Local choice & statutory	Secure Filing Cabinet Clerk's Office	Confidential Waste (ABC Keswick Office)
Recruitment & interview documents	1 Year			
Staff team meetings	3 years	Common practice	Filed electronically (agenda and minutes)	Delete from system
Insurance				
Insurance policies/schedules	Destroy after 7 years (but see two items below)	Audit	Insurance File – Filing Cabinet Reception/Archive Box	Recycle Bin (Shred confidential items)
Insurance certificates/Employers' & Public Liability Certificates	40 years from which insurance commenced	Audit/legal	Insurance File – Filing Cabinet Reception/Archive Box	Recycle Bin (Shred confidential items)
Insurance Claims	Destroy after 7 years	Management	Insurance File – Filing Cabinet Reception/Archive Box	Confidential Waste (ABC Keswick Office)
Keswick Parks/Open Spaces/Allotments				
Hope Park, Fitz Park (inc Wivell Park) & Townsfield - applications to hire & agreements	5 years	Management	Parks Hire Files – Filing Cabinet Reception/Archive Box	Recycle Bin (Shred confidential items)
- lettings diaries (Parks Events Bookings Diary)	1 year – paper copy 5 years – electronic copy	Management	Reception Inner Noticeboard/Fitz Park/Electronic	Delete Electronic

For Allotments - register and plans	Indefinite	Audit, Management	Allotments File - Filing Cabinet Reception/Archive Box	N/A
Planning/Plans				
Planning applications, lists & observations – paper copies	Destroy after 2 years – observations kept electronically on minutes	Local choice – assume permanent record with LDNPA	Planning Box – Under reception desk/in shelving RFO office Planning File - Filing Cabinet Reception/Archive Box	Recycle Bin (Shred confidential items)
LDNPA Planning Decision Notices (<i>with exception of appeals see below</i>)	Destroy after meeting	Local choice – assume permanent record with LDNPA	Planning tray reception until date of meeting	Recycle Bin (Shred confidential items)
Appeals & Site Visit Notices	Until appeal determined or decision made	Management – assume permanent record with LDNPA	Planning File - Filing Cabinet Reception/Archive Box	Recycle Bin (Shred confidential items)
Tree Work Applications	Until determined	Management	Planning Box – Under reception desk/in shelving RFO office	Recycle Bin (Shred confidential items)
Local Development Plans (LDNPA)	Destroy when superseded	Local choice - Reference	Clerks' Office & Planning Tray	Recycle Bin (Shred confidential items)
Observations made by KTC	Same		Planning File	
Corporate plan, Strategies, policies, Business plans, Neighbourhood Plan & Annual Report	Permanent archive after superseded	Management	Current – Filing Cabinet Reception Superseded – Archive in house	N/A
Councillors/Elections				
Electoral Register	Destroy after superseded	Local choice (assume permanent record with	Place at front of filing cabinet drawer 1	Confidential Waste (ABC Keswick Office)

[illegible]

Lists of candidates	Destroy after 4 years	Local choice (assume permanent record with ABC.)	Elections File – Filing Cabinet Reception	Recycle Bin (Shred confidential items)
Election results	Destroy after 4 years	Local choice (assume permanent record with ABC.)	Elections File – Filing Cabinet Reception	Recycle Bin (Shred confidential items)
Member contact details	As long as remain a member of Council	Common practice	Elections File – Filing Cabinet Reception & website	Recycle Bin (Shred confidential items)
Representation- list of members representing the Council on outside bodies	Current year	Local choice	Reports Outside Bodies File – Filing Cabinet Reception & website	Recycle Bin (Shred confidential items)
General/Miscellaneous/Correspondence				
General correspondence & Emails (Public, ABC, CCC, LDNPA etc.)	Destroy after 2 years	Local decision	Public, ABC, CCC, LDNPA File – Filing Cabinet Reception & electronic files	Recycling Bin (shred confidential waste)/Delete files
Health & Safety/Accident reports/Parks Risk Assessment	Destroy 15 years after last action or after 6 years if superseded or 40 years for asbestos & other occupational health records	Statutory & Common practice	Health & Safety File – Filing Cabinet Clerk's Office	Recycle Bin (Shred confidential items)
Operating procedures e.g. planning/meeting procedures.	Destroy after superseded	Local choice	Policies File – Filing Cabinet Reception & website	Recycle Bin (Shred confidential items)
Consultations of public	Destroy after 5 years from closure	Common practice	Clerk's Office shelving	Recycle Bin (Shred confidential items)
Record of complaints against Council	Destroy after 6 years	Common practice	Currently none in existence	N/A
Freedom of information requests	Destroy after 5 years	Common practice	FOI File – Filing Cabinet Reception	Recycle Bin (Shred confidential items)
Publication Scheme	Destroy when superseded	Management	Electronic File/Website	Delete
Magazines, catalogues and journals	Destroy after 1 year	Management	Clerk's Office shelving	Recycle Bin

Information from other bodies e.g. circulars from CALC, NALC, CCC, ABC etc.	Retain for as long as it is useful and relevant	Management	NALC, CALC etc. File - Filing Cabinet Reception	Recycle Bin (Shred confidential items)
Civic Services & Remembrance – Mayoral & organising documents	Destroy after 4 years (but always keep Civic Service details of last one held in case this is over 4 years ago)	Management	Remembrance/Civic Service File - Filing Cabinet Reception/Archive Box	Recycle Bin (Shred confidential items)
Making local byelaws, copies & procedures (if applicable)	Permanent archive in house after administrative use ended	Common practice	None currently held	N/A
Keswick Parks Vehicles management	Destroy 7 years after disposal of vehicle	Common practice	Vehicle cost file - Filing Cabinet Reception	Recycle Bin (Shred confidential items)
Busking Badge – applications & list of holders	Destroy after 2 years	Management	Busking file – Filing Cabinet Reception	Recycle Bin (Shred confidential items)
Christmas Lights & Events – Annual files	Destroy after 2 years	Management	Specific file - Filing	
Record Keeping – General Notes				
<ul style="list-style-type: none"> To ensure records are easily accessible it is necessary to comply with the following: <ul style="list-style-type: none"> A list of files stored in cabinets will be kept – see filing electronic file Electronic files will be saved using relevant file names All emails will be deleted after 2 years 	The electronic files will be backed up periodically on a sinology drive and also in the cloud-based programme supplied by the Council's IT company.	Management		Documentation no longer required will be disposed of, ensuring any confidential documents are destroyed as confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations

Appendix C: Records Destruction/Archive Form

Keswick Town Council

Records Destruction/Archive Form

Date	Description of Record	Date Range (mm/yy)	Retention Period	Medium (e.g. paper /electronic)	Destruction/Archive Method (e.g. shred/Cumbria Archive)	Name of Person destroying /archiving

KESWICK TOWN COUNCIL
20TH SEPTEMBER 2018

CLERK'S REPORT

Catherine and I have spent some time since the last meeting sorting through files to ensure that the Council is compliant with the new General Data Protection Regulations and is not keeping unnecessary documentation. This work will be ongoing for some time and has resulted in a review of our Document Retention policy – the new draft is included on the agenda for adoption.

I have been filling in with Events Committee work following Heather's termination of her contract for services, however, arrangements are well in hand to find a replacement provider.

I attended the Keswick Community Emergency Recovery Partnership Trustee meeting on 11th September 2018 which was chaired by Councillor Pugmire. The Project Manager reported that there had been no emergency activity since the last meeting and ongoing actions include organising volunteer training ready for the winter. There are currently 91 volunteers registered.

Pups Clock

Following the award of grant by United Utilities I contacted Cumbria Clock Company to arrange for the work to be carried out. Whilst they have honoured the prices submitted nine months ago, there is an additional cost for scaffolding of £850 which had not been included. This can be funded from the current year's contingency budget and approval is sought for this additional expenditure.

War Memorial

Following agreement at the last meeting that the paving surrounding the War Memorial on Penrith Road should be removed and replaced with natural stone, two quotes have now been obtained which are within the budget set aside for this work. An order for the work has now been issued and it is expected that this will be complete before the November Remembrance Service.

Matters to be Raised by Councillors

Following representations from Councillors it was agreed to include a standing item on agendas which could be used by Councillors to impart or exchange urgent information which had arisen since the agenda was sent out. No decision may be made on an item of business raised in this way. If a matter of genuine urgency arises, decisions can be delegated to the Clerk in consultation with the Chair and/or another named Councillor or Councillors. Councillors are asked to bear this in mind when raising items under this heading.

Nominations to CALC Executive Committee

A reminder that the closing date for nominations to fill the casual vacancy on the CALC Executive Committee is 12th October 2018.

LW
120918

KESWICK TOWN COUNCIL

Minutes of the meeting of Keswick Town Council Events Committee held in the Council Chamber, First Floor, Council Offices, 50 Main Street, Keswick on Friday 7th September 2018 at 10.30 a.m.

Present: Councillor Paul Titley (Chair) (PT)
Councillor David Burn (Mayor) (DB)
Councillor Allan Daniels (Deputy Mayor) (AD)
Lynda Walker (Town Clerk) (LW)
Joe Broomfield (Town Centre Manager, Allerdale BC) (JB)
Phil Byers (Geraud Markets) (PB)
Chris Harper (Podgy Paws) (CH)

21. Apologies

Apologies for absence were received from:
Mitch Franks – Police
Vanessa Metcalfe – Keswick Tourism Association
David Quainton – Keswick Rotary
Dave Roberts – Keswick Lions

22. Minutes

RESOLVED that the Chairman be authorised to sign as a correct record the Minutes of the Events Committee meeting held on 27th July 2018.

23. Christmas Lights Switch On Friday 23rd November 2018

The Chair confirmed the following:

- Usual stage to be used
- Meeting taken place with Shelagh Hughes – only performing band to be Waters Edge
- Switch On to take place at 7.00 pm then crowd disperses
- Nurses from Keswick Hospital have been asked to ‘press the button’ recognising anniversary of 70 years of the NHS (not yet confirmed)
- Phil Byers organising usual market stalls
- Extensive testing of new ‘remote’ switch on arrangement to take place before the event

AD to ask Lions Club for volunteers on the night and offer them the opportunity to have a street collection subject to obtaining the relevant permit.

Publicity:

- JB to check with ABC whether he can place the usual advert in the Cockermouth Post
- Advert to be placed in the Keswick Reminder on 22nd November with editorial coverage in the 15th November edition.
- It was agreed that posters were not necessary.

24. Midsummer Festival 2019

The Chair advised:

- Festival dates Friday 28th, Saturday 29th and Sunday 30th June 2019
- Three events – Rock concert, Prom in the Park and Scruffs
- Meeting taken place with Fluid Productions re poor production – volume and mix

- Two performers agreed for the Rock concert – Wigton's Rod Stewart and 'Zen' - checking availability. Same security arrangements as for 2018 as worked well.
- Ambient microphones needed for Prom concert. Bigger stage requested to provide shelter for band. Shelagh Hughes agreed to organise as in previous years.
- Painting Competition – Celia Burbush to organise. To take place on site and be expanded to include children's entries. Sponsor needed.
- Scruffs – market enclosure to be repeated as worked well this year but need to vary entertainment as Medieval Combat now used two years running - ideas welcome. Need to decide on categories. Possibly not two sponsors per class. CH looking at a change of main sponsor.

The Chair suggested a 'post-festival thank you party' in the two weeks following for sponsors and helpers.

25. Updates from Partners

- AD – St Johns Church organising Remembrance Service and parade on Sunday 11th November with children's parade to be attended by Keswick's MP on Friday 9th November
- PB – Art Market date put back but still keen to do – early April may be possible. Suggestion made to include beer and wine stalls.
- JB – Small festivals events pot still available. PT to apply for grant for painting competition now including children.
- PB – to borrow KTC barriers for Victorian Fayre on 2nd December.

26. Date of Next Meeting

Tuesday 9th October 2018 at 11 a.m. in the Council Chamber.

Prior to the following business the Chairman moved the 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 consideration of the following item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted'.

27. Contracting

Expressions of interest in carrying out events co-ordination work were considered and it was agreed to ask the preferred supplier to an informal meeting with Councillors.

The meeting closed at 11.40 a.m.

Chair

Date

From: Cecille.Elbeleidi@fco.gov.uk
Sent: 03 September 2018 09:54
To: Lynda@keswicktowncouncil.gov.uk
Cc: EZhao@ukgovinchina.com
Subject: Dujiangyan City, SW China: Enquiry

Dear Ms Walker

I am writing to pass on a sincere expression of interest from the Dujiangyan local government in meeting with Keswick Council to discuss areas of mutual co-operation and commercial support in the particular area of tourism.

Dujiangyan City, located in South West China, is the administrative name for an area of approx. 1208 sq km, 16 townships, 12 villages and a population of around 600,000. It is an area of plains, rivers, valleys and mountains. Its natural physiognomy, ancient history and culture forms the basis of its tourism strategy which is the main source of income.

An official delegation from Dujiangyan will be visiting London and attend London World Travel Market (5-7 November) and would be keen to make direct contact with your good offices to introduce themselves and explain their ambitions in more detail.

I am happy to support the introduction but would be grateful to know whether this outreach is something which meets the interest of Keswick Council. If so I would be happy to pass on your interest and facilitate the introduction. I am copying in my colleague Esther who is responsible for our outreach to the city.

Regards

Cecille El Beledidi

Cecille El Beledidi 艾佩诗 | HM Consul-General
 British Consulate-General Chongqing | 28F, Metropolitan Tower, Zourong Road, Yuzhong, Chongqing 400010, PR China
 * Email: Cecille.Elbeleidi@fco.gov.uk
 (Tel: 86 23 6369 1571 | (Echo: (8)609 2001 2Fax: 86 23 6369 1525
 : URL: www.gov.uk/world/china

This email is intended for the addressee(s) only. All messages sent and received by the Foreign & Commonwealth Office may be monitored in line with relevant legislation

Subject: Draft Whinlatter Forest Plan consultation

Dear Consultee

Forest Enterprise (England) are part of the Forestry Commission and we manage the public forest estate in Cumbria. We are in the process of revising the Whinlatter Forest Plan which outlines how we intend to manage the woodland into the future and the plan, which is currently at a draft stage, is available for public consultation. As a representative of your organisation/neighbours with an interest in the forest we would welcome your comments on the plan. The plan can be viewed by following the link below:

<https://englandconsult.forestry.gov.uk/forest-districts/whinlatter2018>

Comments can be made using the online form/questionnaire in the above link. Consultation will be open from Tuesday 11th September for 28 days.

Thank you.

Paul Clavey | Planning Forester for North England Forest District | Forestry Commission
paul.clavey@forestryengland.uk | Office 03000674182 | VoIP: 4182 | 07554338006 | Based at
Grizedale Forest | Hawkshead | Ambleside | Cumbria | LA22 0QJ

www.forestry.gov.uk

-----Original Message-----

From: Governance Support [mailto:Governance.Support@Allerdale.gov.uk]

Sent: 16 August 2018 16:27

To: Licensing ABC

Subject: Gambling Act 2005 – Consultation on Statement of Gambling Policy

The Council is currently undertaking a review of its statement of policy and the revised policy will be implemented in January 2019. As part of the review, the Council consults with a range of organisations and responsible bodies and gives residents and businesses in the Allerdale area the opportunity to comment on the draft policy which has been amended to reflect legislative and guidance changes from the last policy review. The consultation period runs from 15 August 2018 to 28 September 2018.

The draft policy and response form are available on the website for your attention at https://www.allerdale.gov.uk/en/licensing-and-street-trading/gambling-licenses/?edit_off=true

Any comments should be submitted in writing by 28 September 2018 to the Licensing Department, Allerdale Borough Council, New Bridge Road, Workington. Cumbria CA14 3YJ or email licensing@allerdale.gov.uk using the response form on the website.

Gillian Collinson
Senior Licensing Officer & Compliance Officer

Allerdale Borough Council
Allerdale House, Workington, Cumbria, CA14 3YJ

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