

**KESWICK TOWN COUNCIL**  
**SEVEN PRINCIPLES OF PUBLIC LIFE**  
**Selflessness – Integrity – Objectivity – Accountability – Openness – Honesty - Leadership**

**Council Offices**  
**50 Main Street**  
**Keswick**  
**Cumbria**  
**CA12 5JS**  
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**Email: [townclerk@keswicktowncouncil.gov.uk](mailto:townclerk@keswicktowncouncil.gov.uk)**

9<sup>th</sup> February 2023

A meeting of Keswick Town Council to be held in the Council Chamber, First Floor, Council Offices, 50 Main Street, Keswick on Thursday 16<sup>th</sup> February 2023 at **7.00 p.m.**

Yours sincerely



**Vivien Little**  
**Town Clerk**

**A G E N D A**

- 1. Apologies**  
To receive apologies for absence.
- 2. Minutes**  
To authorise the Chairman to sign as a correct record the minutes of the Town Council meeting held on Thursday 19<sup>th</sup> January 2023 (pages 41-44).
- 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 newsletter of the Allerdale Rural Neighbourhood Policing Team.

- 6. Matters to be received from the Public**  
Such matters may be received throughout the meeting, however items raised should not be discussed for longer than 10 minutes and the Chairman reserves the right to curtail repetitious matters. Public participation shall not be longer than half an hour throughout the meeting.
- 7. 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 agree observations to be submitted to the Lake District National Park Authority (Planning Group report to be circulated prior to the meeting).
  - ii) To receive update on National Park Planning Decisions.
- 9. Mayor's Report**  
To receive details of the Mayor's engagements and meeting attendance for the period 13<sup>th</sup> January 2023 – 9<sup>th</sup> February 2023.
- 10. Reports from Ward Representatives**  
To receive reports from the following representatives:
  - i) Allerdale Borough Council Ward Representatives
  - ii) Cumbria County Council Ward Representatives
  - iii) Cumberland Council
  - iv) Lake District National Park Authority North Distinctive Area Parishes Representative.
- 11. Code of Conduct**  
To adopt the new Code of Conduct.
- 12. Townsfield**  
To consider the report from the Clerk.
- 13. Clerk's Report**  
To consider the report from the Clerk.
- 14. Payment of Accounts**  
To confirm the payment of accounts for February 2023 as approved by the Inspection Committee (to be circulated prior to the meeting) for:
  - i) The Town Council
  - ii) The Trusts
- 15. Consideration of establishing an Aire in Keswick**  
To consider the following motion from Councillor Titley:  
*Keswick Town Council and Keswick Tourism Association should jointly investigate the benefits of establishing an 'Aire' in Keswick to accommodate short overnight stays by Motorhomes / Campervans.*
- 16. Quarterly Budgets**  
To receive for information the quarterly budget comparisons.
- 17. Annual Risk Management Assessment**  
To receive the report of the Responsible Financial Officer.
- 18. Review of Internal Control and Audit**  
To receive the report from the Responsible Financial Officer.

- 19. Bank Account Considerations**  
To consider the report of the Responsible Financial Officer.
- 20. Visitor Management Working Group**  
To receive an update on the activities of the Visitor Management Working Group.
- 21. Reports from Representatives on Outside Bodies**
  - i) Keswick Youth Centre – Councillor Adam Paxon.
- 22. Policies**  
To adopt the following policy:
  - i) Safeguarding Policy.
- 23. Correspondence**  
To receive correspondence from 13 Valleys Ultra regarding a new trail running event.

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

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

- 24. Clerk's Report**  
To consider the report of the Clerk.

To: All Councillors, Press, Police

**KESWICK TOWN COUNCIL  
SEVEN PRINCIPLES OF PUBLIC LIFE**

**Selflessness – Integrity – Objectivity – Accountability – Openness – Honesty - Leadership**

Minutes of the meeting of Keswick Town Council held on Thursday 19<sup>th</sup> January 2023 at the Council Chamber, Town Hall, Keswick at 7.00 pm.

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**Present:**

**Chairman**  
Councillor Steve Harwood

<b>Councillors</b>		
Allan Daniels	Alan Dunn	Louise Dunn
Sally Lansbury	Duncan Miller	Jean Murray
Paul Titley		

Also present were Vivien Little (Town Clerk), Catherine Parker (Responsible Financial Officer), one member of the press, and five members of the public.

**169. Apologies**

Apologies for absence were received from Councillors Burn, Lywood, Paxon and Walter. Their apologies were noted and accepted by Councillors.

**170. Minutes**

**RESOLVED** that the Chairman be authorised to sign as a correct record the minutes of the Town Council Meeting held on the 15<sup>th</sup> December 2022 (pages 37-40).

**171. Requests for Dispensations**

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

**172. Declarations of Interests**

No declarations of interest were made at this meeting.

**173. Police Report**

**RECEIVED** the report of the Allerdale Rural Neighbourhood Policing Team.

**RESOLVED** that the Clerk contacts the police, requesting that they attend the Christmas Lights switch on in 2023 (Action – Town Clerk).

**174. Matters to be received from the Public**

No matters were raised by members of the public.

**175. Matters to be raised by Councillors**

Councillor L Dunn raised the matter of Townsfield, and the safety of the gates. Several letters had been submitted to both herself and the Clerk. Councillor L Dunn wished to reassure residents that the Town Council were listening, and that the matter would be brought to Town Council in February.

Councillor Lansbury gave an update on the activities of Keswick Community Emergency Response Partnership (KCERP). The Project Manager had handed in her notice, and recruitment had begun for her replacement. KCERP would be applying for funding to employ a lengthsman during winter months for a period of three years, in consultation with Keswick Flood Action Group, which was hoped would alleviate some of the worst issues with the drains during the winter.

**176. Cumbria Community Foundation – Cumbria Home from Home Fund**

Jacqui Currie from the Cumbria Community Foundation gave an update on the Cumbria Home from Home Fund, and plans to expand the fund. They were well aware of the impact that second homes and holiday

lets had on places such as Keswick, and as of Easter time, when current projects were completed, they would be focusing on raising awareness of the fund.

**RECEIVED** the update from Jacqui Currie.

#### 177. Outside Bodies Report

**RECEIVED** a verbal update from Johanna Alberti from Keswick Fair Trade Committee.

#### 178. Applications for Development

- i) **RESOLVED** that the following observations be submitted to the Lake District National Park (Action – Responsible Financial Officer):

<b>Plan. ref</b>	<b>Description of Development Location, Comments, Recommendation</b>
T/2022/0203	T1 - Crown Raise 1x Yew Tree T2 - Crown Raise 1x Yew Tree Bishops House, Ambleside Road, Keswick, CA12 4DD <i>No Comments made</i> <b>SUPPORT</b>
T/2023/0003	T0953 Cherry, reduce westside stem to 1m overhanging public crazy golf facility. T2 Prunus, fell as the tree is dead and replant with Prunus padus. T0949 Betula pendula, reduction of west side stem over hanging lake road to 1m. T3 Fraxinus excelsior small weeping ash, remove dead branches and crossing branches. T0951 Acer pseudoplatanus, remove hanging branch @ 6 metres. T4 Betula pendula 4m crown reduction, overhanging public footpaths and Lake Road. T5 Betula pendula 4m crown reduction, overhanging public footpaths and Lake Road Hope Park, Lake Road, Keswick, Cumbria, CA12 5DG <i>No Comments made</i> <b>SUPPORT</b>
7/2022/2301	Installation of 'off the shelf' powder coated bike shelter Lakeside Car Park, Keswick Mountain Rescue Team Base, Lake Road, Keswick, CA12 5DJ <i>No Comments made</i> <b>SUPPORT</b>
7/2022/2309	Proposed alterations to highway access, detached double garage, garden office/summerhouse, landscaping & biodiversity net gain works, borehole installation for a ground source heat pump Birdsong, Borrowdale Road, Keswick, CA12 5UP <i>No Comments made</i> <b>SUPPORT</b>
7/2022/2311	Amendment to roofing material, condition 2 (plans) on planning permission 7/2021/2325 for conversion of existing adjacent garage and utility room into 1 bedroom annex containing small kitchen and shower room Glentarne, Crosthwaite Road, Keswick, CA12 5PG <i>Object – As the approved extension is a natural addition to the side of the existing house we consider it important that slate to match the existing house should be used -as detailed on the submitted drawings</i> <b>OBJECT</b>

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

**179. Mayor's Report**

**RECEIVED** details of the Mayor's engagements and meeting attendance for the period 9th December 2022–12th January 2023.

**180. Reports from Ward Representatives**

**RECEIVED** reports from the following representatives:

- i) Allerdale Borough Council Ward Representatives – Councillor Daniels updated Councillors on progress on the flats at Otley Road. It was hoped that Keswick Community Housing Trust would be able to take on the flats in the next few months, and work be completed.
- ii) Cumbria County Council Ward Representative – No update given.
- iii) Cumberland Council – No update given.
- iv) Lake District National Park Authority North Distinctive Area Parishes Representative.  
**RECEIVED** the report from Dr Geoff Davies, Lake District National Park Authority North Distinctive Area Parishes Representative.  
**RESOLVED** that the Clerk ask Dr Davies to attend the April meeting in order for Councillor to thank him personally for his work (Action – Clerk).

**181. Investments**

**RECEIVED** the report from the Responsible Financial Officer.

**RESOLVED** that investments be put in both Unity Bank and CCLA Investment Management Limited on a 50/50 split basis for both Town Council reserves and Trust reserves (Action – Responsible Financial Officer).

**182. Car Parking in Keswick**

Consideration was given to a motion put forward by Councillor Harwood.

**RESOLVED** that the Clerk contact Allerdale Borough Council/Cumberland Council, requesting that Keswick Town Councillors be given day permits for all evening meeting dates, which equated to 18 meetings per year. (Action – Clerk)

**183. Payment of Accounts**

**RESOLVED** that the payments of accounts for January 2023 as approved by the Inspection Committee be authorised for payment (Action – Responsible Financial Officer):

- i) For the Town Council, vouchers 190 – 210, amounting to £35,575.07 (thirty five thousand, five hundred and seventy-five pounds and seven pence)
- ii) For the Trusts, vouchers HP178 – FP184, amounting to £9,364.19 (nine thousand three hundred and sixty four pounds and nineteen pence)

**184. Policies**

**RESOLVED** that the following policies be adopted.

- i) Freedom of Information Policy
- ii) Subject Access Request Policy

**185. Correspondence**

- i) **RESOLVED** that Keswick Town Council support the Hedgehog Highway project, buying a box of highway surrounds, with funding to be taken from contingency funds (Action – Clerk); and
- ii) **RESOLVED** that the concerns of the Town Council regarding the Keswick Ministries Skiddaw Street Car park be brought to the next Town Liaison forum meeting (Action – Clerk).

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

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

**186. Contract**

**RECEIVED** the report of the Clerk.

**RESOLVED** that:

- i) Councillors agree to the termination of the current Christmas Lights contract; and
- ii) That the tender process begins for Keswick Christmas Lights for a period between three and five years. (Action – Responsible Financial Officer).

**187. Staffing Committee Minutes**

**RECEIVED** for information the minutes of the Staffing Committee held on 5 December 2022 (page 3).

The meeting closed at 8.20 p.m.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

**Ania Mlynczak**

**From:** Cumbria Police <CumbriaPolice@public.govdelivery.com>  
**Sent:** 20 January 2023 17:02  
**To:** Ania Mlynczak  
**Subject:** December 2022 & January 2023 - Cockermouth & Keswick

[View in browser](#)

 Contact us	 Report a crime	 Allerdale Police Facebook Page
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**ALLERDALE**  
**FOCUS**

FOR A SAFER COMMUNITY

**December 2022 & January 2023 - Cockermouth & Keswick**

Welcome to the first newsletter of 2023, we hope you had a great festive period.

In this month's newsletter you will see some of the work we did towards the end of December and the activities we have already carried out in the first few weeks of the year to tackle issues important to you.

Neighbourhood Policing Week begins on Monday 23rd January. We will be highlighting good news stories and posting throughout the week on our social media pages, so make sure you are following us to see updates from your local team throughout the week.



*Inspector Pete Aiston*

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## **PACT (Police And Communities Together) survey**

### **Residents of Cockermouth, Broughton Moor, Great Broughton, Bothel, Lorton and Ireby**

If you have any ongoing neighbourhood problems in your area and would like us to consider them, or would like to meet the us to discuss them we invite you to fill out the linked community survey before 30 January.

Click here - <https://orlo.uk/1PV36>

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## **Misuse of 999**

We have charged a woman from Cockermouth in relation to the misuse of 999.

Amanda Mitchell, 51 of Cockermouth, was charged with cause to be sent by public communication network a false message to cause in convenience.

She has been bailed to appear at North and West Magistrates on 30 January.

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## **Anti-social behaviour - Keswick**

We have seen an increase in the number of incidents involving young people in Keswick, including assaults between each other.

Officers have identified suspects and will be making arrest enquiries.

We are working with schools to provide education and intervention work through our child centred policing team and we continue to be proactive in challenging these matters.

In February, Keswick will gain an extra PCSO for the area to increase visibility and contact with the local community.

If you suspect your child or a child in you care or that you know, is involved in anti-social behaviour or low-level criminal damage, please speak to them about the impact it can have on a victim, the community and their future.

Committing offences could result in a criminal record, which can stop you travelling abroad to places like America and potentially getting a job you want in the future.

Please continue to report incidents to us and if you do not feel confident to report ASB issues directly to Police via 101 or via the [online reporting form](#), they can call crime stoppers confidentially on 0800 555 111.

Community reporting is vital to receive an effective policing response and without communities passing on the information of the issues in their area, we may never become aware of it as a problem.

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## Anti-social behaviour - Cockermouth

### St Helen's Street

We have been conducting patrols in the area of St Helen's Street, Cockermouth, where young people have been knocking on residents doors for no reason.

We have identified two young people who have had 'It's Your Choice' forms submitted having been sighted knocking on the door on their way from school.

'It's Your Choice' forms are used to ensure we update parents on the behaviour of their children for those offences that fall below a criminal offence. The forms result in letters being sent home, home visits, and intervention work to change behaviour.

PCSO Clare Parker has visited residents at properties effected to provide reassurance action is being taken.

### Victoria Court

Following reports of young people causing issues playing football in the area we conducted patrols in the area, house to house and CCTV enquiries.

We have since received no further reports.

### Mawson Court

We currently have an Allerdale Local Focus Hub referral in relation to anti-social behaviour at Mawsons Court, Cockermouth.

This is a multi-agency approach and we will be working closely Home Group on this referral.

We have been conducting patrols in the area and knocking on doors to speak to residents in the block of flats on any concerns they have.

Please let us know how useful these newsletter updates are



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## School talks

### **Broughton school**

On 13 December, PCSO Clare Parker visited Broughton School to conduct a talk on anti-social behaviour following reports of incidents in the village.

School talks are part of our intervention work to make young people aware of the consequences their behaviour can have and could lead to a criminal record.

### **Fairfield school**

On 9 January, PCSO Clare Parker visited Fairfield school to talk to students on how to keep safe online.

Many children over the Christmas period may have received tech devices. These talks help make them aware of the dangers, safety advice and when to tell their parents or carers.

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## Community engagement

PCSO Clare Parker has been out in the community in the end of December in the run up to Christmas, attending these events and visiting local clubs gives us an opportunity to engage with people in the community and build relationships with young people.

### **Taste Cockermouth Food Festival**

On 10 and 11 December we attended the Taste Cockermouth Food Festival.

We were out engaging with member of the public during the event, no issues were reported.

### **Market Place Youth Club**

On 16 December, we attended the Market Place Youth Club to speak with young people at the club and got involved in games night.

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**Join us!**

Have you ever thought about being a police officer?

Could you be make a real difference to people in Cumbria and help keep them safe?

Recruitment is open now. We are looking for enthusiastic and dedicated people to apply now to join our teams.

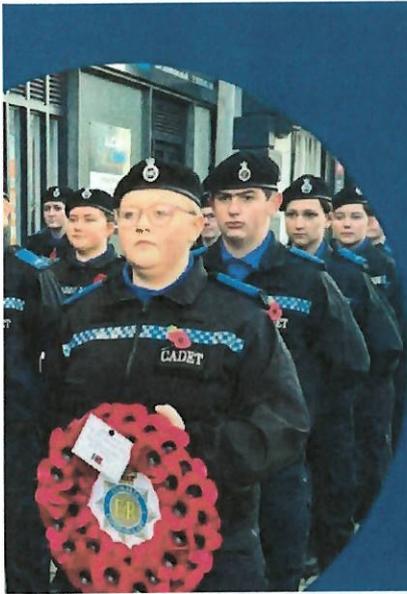


For more information on the role of a police officer and the numerous entry routes, please visit [www.cumbria.police.uk/careers](http://www.cumbria.police.uk/careers).

Cumbria Police Cadets are seeking volunteer cadet leaders to help young people aged 13-17 years across the county.

Cumbria Police Cadets has been established for 4 years and is at the forefront of Police Cadet programmes in the country.

For more information and to apply, click here <https://orlo.uk/IC1yb>



## Our cadets need you!

Do you want to inspire and develop young people along with developing your own skills?

**We're hiring Cadet Leaders!**



*This is a volunteer role*

**APPLY NOW**

### Your local officers

**Want to know who your local officers are?**

Simply go to our website - [www.cumbria.police.uk](http://www.cumbria.police.uk)

Scroll down the home page and you can browse different areas to see who your local team are - or enter your postcode.

Not only will you be able to find out who your named local officers and PCSOs are, you will also be able to view our local policing priorities and details of any meetings or events we will be attending.



### In other news

#### **Police urge parents to talk to children about their lives online following concern over sextortion cases**

Police in Cumbria are seeing a concerning trend of sextortion cases involving teenage victims – and are asking parents to talk to children about their digital lives.

Officers are also urging anyone who finds themselves facing demands or blackmail after sharing images or videos to stop contact with the perpetrator straight away - and alert police. Sextortion happens when an individual makes contact via social media or a messaging platform and builds up a rapport with the victim.

**More info [here](#)**



## Safer Street Welfare hub continues to support people during festive period

Launched in April 2022, the Safer Streets Welfare Hub has already supported a substantial number of vulnerable people who were out in the Carlisle City Centre night-time economy.

The Hub, which is located on Court Square next to the main entrance of the Train Station, operates within an easy to identify red gazebo, on a Saturday night between 9pm-3am.

Read more [here](#).

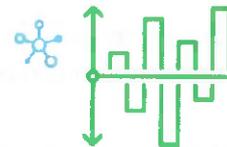


## Crime Figures

Further information can be found on [Police.Uk](https://www.police.uk)

[Click here to visit the website](#)

Please note the data contained on [Police.uk](https://www.police.uk) is not live time



OffenceGroup	Crimes	Same Period Last Year	Difference	% Change
Arson and Criminal Damage	7	7	0	0.0%
Burglary	1	1	0	0.0%
Drug offences	3	1	2	200.0%
Hate Incident	0	0	0	0.0%
Miscellaneous Crimes Against Society	1	3	-2	-66.7%
Possession of weapons offences	1	0	1	0.0%
Public order offences	3	8	-5	-62.5%
Reported Incidents	1	2	-1	-50.0%
Robbery	0	1	-1	-100.0%
Sexual offences	6	6	0	33.3%
Theft offences	16	13	3	23.1%
Vehicle Offences	4	1	3	300.0%
Violence against the person	57	44	13	29.5%
<b>Total</b>	<b>102</b>	<b>87</b>	<b>15</b>	<b>17.2%</b>

● Month Total ● Previous Year ● Average Previous 3 Years



**Allerdale Police want you to report all anti-social behaviour and crime**

Please report any incidents of crime or anti-social behaviour to us, to help us keep Allerdale safe.

If a crime is in progress always call 999.

You can report online at <https://www.cumbria.police.uk/report-it>

Our online Live Chat function is a new service giving you an alternative way to communicate with a Police Officer in real time. [More here.](#)

You can also phone on 101.

Alternatively you can contact Crimestoppers, anonymously, on 0800 555 111.



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**To receive more policing news, sign up to our other area newsletters by clicking on the link below:**



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Update your subscriptions, modify your password or email address, or stop subscriptions at any time on your [Subscriber Preferences Page](#). You will need to use your email address to log in. If you have questions or problems with the subscription service, please visit [subscriberhelp.govdelivery.com](http://subscriberhelp.govdelivery.com).

This service is provided to you at no charge by [Cumbria Constabulary](#).

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This email was sent to office@keswicktowncouncil.gov.uk using govDelivery Communications Cloud on behalf of: Cumbria Police  
· Carleton Hall · Penrith · Cumbria · CA10 2AU



**Planning Applications received between 13/01/2023 - 09/02/2023**

<b>Plan ref</b>	<b>Location</b>	<b>Description of Proposed Development</b>
T/2023/0010	1 Archway House, Borrowdale Road, Keswick, CA12 5DD	Fell 1 Conifer tree
7/2022/2287	16, Ratcliffe Place, Keswick, Cumbria, CA12 4DZ	Proposed dormer extension
7/2022/2319	2, Manor Park, Keswick, Cumbria, CA12 4AA	Demolition of existing garage and creation of garden room on same foot print
7/2023/2001	19, Church Street, Keswick, CA12 4DX	Change of use of bed and breakfast to self catering holiday letting accommodation
7/2023/2004	2, Glebe Close, Keswick, CA12 5QQ	Creation of an additional off street parking space within the curtilage of the dwelling
7/2023/2005	36, Lakeland Park, Keswick, Cumbria, CA12 4AT	Proposed internal alterations, new pitched roof over existing flat roofs, with extended raised patio to rear

**NOTICE TO THE PUBLIC:** Interested parties are invited to let the Town Clerk have their comments, in writing or via email to [townclerk@keswicktowncouncil.gov.uk](mailto:townclerk@keswicktowncouncil.gov.uk), prior to the meeting regarding any of the planning applications on this sheet.

**AGENDA ITEM 8.ii)**

**Planning Decisions Received between 13/01/2023 & 9/02/2023**

**Decisions Received from LDNPA**

Plan Ref	Date of Application	Location	Postcode	Description	KTC Observations	LDNPA Decision	Appeal	Appeal Decision
7/2022/0203	Dec-22	Bishops House, Ambleside Road, Keswick	CA12 4DD	1 x Yew tree (marked as T1 in application) - Crown raise as demonstrated in the photograph submitted as part of the application. 1 x Yew tree (marked as T2 in the application) - Crown raise as demonstrated in the photograph submitted as part of the application	SUPPORT	GRANTED		
7/2019/2226	Oct-19	6, Grange Park, Keswick	CA12 4AY	Demolition of conservatory & porch. Addition of dining and play room extension with porch	OBJECT	Withdrawn		
7/2021/2310	Oct-21	The former Cumberland Pencil Factory, Southey Works, Carding Mill Lane, Keswick	CA12 5NG	Minor material amendment (condition 2) to existing planning permission reference 7/2019/2290 (redevelopment of former Cumberland Pencil Factory site) comprising of 1) new two storey extension on footprint of existing lean-to at rear of building 2) new two storey external stair tower to east elevation serving new mezzanine 3) enlargement and re-cladding of main lift housing on roof 4) minor relocation (moved slightly northwards) of the Eastern fire escape stairs	SUPPORT	GRANTED		
7/2022/2268	Oct-22	Beeches Guest House, Penrith Road, Keswick	CA12 4UJ	Change of use from a guest house to self catering holiday letting accommodation	SUPPORT	GRANTED		
7/2022/2274	Nov-22	23 Rivendell Guest House, Helvellyn Street, Keswick	CA12 4EN	Change of use from a guest house to self catering holiday letting accommodation	OBJECT	GRANTED		
7/2022/2278	Dec-22	21, Manesty View, Keswick	CA12 4JF	Two two storey extensions to the existing building, raising front roof area approx. 900mm to include a hipped gable end and dormer to the side extension. Work also to include a raised patio and privacy screening.	SUPPORT	GRANTED		
7/2022/2292	Jan-23	Driftwood Cottage, Crosthwaite Road, Keswick	CA12 5PG	Proposed external alteration work to existing dwelling to include construction of a domestic garage and garden store building, and the construction of flood resistant barrier wall following approval of 7/2021/2297	SUPPORT	GRANTED		
7/2022/2301	Dec-22	Lakeside Car Park, Keswick Mountain Rescue Team Base, Lake Road, Keswick	CA12 5DJ	Installation of off the shelf powder coated bike shelter	SUPPORT	GRANTED		

**KESWICK TOWN COUNCIL**

**TOWN COUNCIL MEETING 16TH FEBRUARY 2023**

**MAYOR'S ENGAGEMENTS & MEETING ATTENDANCE**

For period 13<sup>th</sup> January 2023 – 9th February 2023

Tuesday 10 January	Attended meeting with DI Matthew Belshaw of Cumbria Police together with Clir David Burn to discuss K2T lighting proposal in connection with their VAWG ( Violence against Women & Girls ) campaign
Monday 16 January	Attended "Sustainable Keswick Green Get Together" Zoom meeting
Saturday 28 January	Requested to act as Independent Chair of meeting re "Fox Hunting " arranged between Landowners, Hunt protesters and Cumbria Police to seek advice on what can be done to ensure compliance with current legislation.
Monday 6 February	Attended pre-meeting to discuss Walker Park agreements
Monday 6 February	Attended Working Group meeting re Upper Fitz Park development plans
Wednesday 8 February	Attended meeting with Allerdale Borough Council to discuss Walker Park agreements
Thursday 9 February	Attended Fitz Park Stakeholders meeting .

## **Report from the North DA Parishes Member of the LDNPA – January 2023**

Normally, Rights of Way Committee meets in January, April, July and October each year. This year, for reasons that I shall explain in a future report, there will be no meetings of any of our standing committees in April. Therefore, the meeting held on the 25<sup>th</sup> January is likely to have been my last Rights of Way Committee, as I expect to have left the Authority by July. Among the agenda items were two rather different proposals for modifications that rested on different legal foundations. I only have space to consider one of them here.

A revetment carrying a public footpath between the abutment of an old railway bridge and the river Derwent in the Parish of Above Derwent has collapsed into the river and there is now no way of using the definitive line of the path. LDNPA officers had considered three possible solutions.

1. Rebuild the revetment.
2. Build a path above the water (on a structure attached to the bridge abutment)
3. Divert the path.

The first two of these options would be expensive and could result in a significant ongoing maintenance liability. With Option 1 in particular there is the potential for the same thing to happen again, particularly with the increased frequency and severity of floods that we are now experiencing. Hence, the officer's report proposed a diversion of the definitive line to cross the former track bed on a trod that the public were clearly already using.

Section 119 of the Highways Act 1980 sets out the legal requirements for the making of what the Act calls a Public Path diversion Order. The only grounds for making such an Order are when it appears expedient to the relevant authority to do so:

- a) In the interests of the owner, lessee or occupier of the land crossed by the path. or
- b) In the interests of the public.

However, the Act also sets out a number of tests that the proposed diversion must satisfy. For example, it must not be "substantially less convenient" to the public. Due regard must also be had for the effect of the diversion on the land over which it would run. This is particularly important because the landowner may claim compensation if their interest in the land is diminished by the making of an Order.

In this case, the officer's report had concluded that it was expedient, in the interests of the public, to divert the path. Committee voted to approve the recommendation to make the Order.

When a Public Path Diversion Order is made, anyone can object, and we then have what is termed an "opposed order". With this kind of Order, objectors have four weeks to lodge their objection. The time is generally taken to start when the Order is first published in the relevant local newspaper.

If no substantive objections are received within this period, then the LDNPA will confirm the order. The path will be diverted and the Definitive Map modified accordingly. If substantive objections are received, then the matter will be referred for determination by the Secretary of State (in practice, the Planning Inspectorate).

KESWICK TOWN COUNCIL

16 FEBRUARY 2023

**COUNCILLORS CODE OF CONDUCT**

Attached is the updated model Code of Conduct, amended to fit Town and Parish Councils, following the adoption of the same Code of Conduct by the incoming Cumberland Council as well as Allerdale Borough Council.

In 2019, a report by the Government Committee on Standards in Public Life which reviewed ethical standards in Local Government, and set out a number of recommendations which should be implemented. The first of these was that the Local Government Association create an updated Model Code of Conduct. In December 2020 the Local Government Association published its Model Code of Conduct for Local Authority members.

The recommendation is that all Local Government across an area adopts the same Code of Conduct, which reduces any potential for confusion with dual hatted members. A number of Town and Parish Councils across Cumbria have already adopted this.

It may seem complicated, but for the most part there are explanations of what each term means, which should help to clarify any queries for Councillors. The Nolan Principles, the Seven Principles of Public Life (Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, Leadership) are still in place and are still the cornerstone to the Code of Conduct.

Adopting this now means that it is in place for after the elections in May.

Vivien Little

2 February 2023



# **Councillors Code of Conduct**

**This document lays out the Code of Conduct Councillors are expected to follow.**

**Vivien Little**

**Town Clerk**

**February 2023**

## **Code of Conduct**

This Code of Conduct is based on the Local Government Association's Model Councillor Code of Conduct 2020 with local variations as deemed appropriate by the Council.

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area; taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations. Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied or threatened by anyone, including the general public. This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

## **Definitions**

For the purposes of this Code of Conduct, a "councillor" means a member or co-opted member of a local authority or a directly elected mayor. A "co-opted member" is defined in the Localism Act Section 27(4) as "a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that fails to be decided at any meeting of that committee or sub-committee".

For the purposes of this Code of Conduct, "local authority" includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park Authorities.

## **Purpose of the Code of Conduct**

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of

all councillors and your specific obligations in relation to standards of conduct. The Local Government Association (hereafter “LGA”) encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

### **General principles of councillor conduct**

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the Seven Principles of Public Life, also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

### **Application of the Code of Conduct**

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor.

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication

- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Town and Parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer at Allerdale Borough Council (Cumberland Council from 1 April 2023).

## **Standards of councillor conduct**

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

### **General Conduct**

#### **1. Respect**

##### **As a councillor:**

- 1.1 I treat other councillors and members of the public with respect.**
- 1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.**

Respect means politeness and courtesy in behaviour, speech and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

## **2. Bullying, harassment and discrimination**

**As a councillor:**

- 2.1 I do not bully any person.**
- 2.2 I do not harass any person.**
- 2.3 I promote equalities and do not discriminate unlawfully against any person.**

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in virtual meetings, emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person. Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

## **3. Impartiality of officers of the council**

**As a councillor:**

- 3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.**

Officers work for the local authority as a whole and must be politically neutral. They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report they have written. However, you must not try to force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

## **4. Confidentiality and access to information**

**As a councillor:**

- 4.1 I do not disclose information:**
  - a. given to me in confidence by anyone**

- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
  - i. I have received consent of the person authorised to give it;**
  - ii. I am required by law to do so**
  - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person: or**
  - iv. The disclosure is:**
    - 1. reasonable and in the public interest; and**
    - 2. made in good faith and in compliance with reasonable requests of the local authority; and**
    - 3. I have consulted the Clerk (who in turn may consult the Monitoring Officer) prior to its release.**
- 4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.**
- 4.3 I do not prevent anyone from getting information they are entitled to by law.**

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

## **5. Disrepute**

### **As a councillor:**

#### **5.1 I do not bring my role or local authority into disrepute**

As a councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in you or your local authority's ability to discharge your/it's functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

## **6. Use of position**

### **As a councillor:**

- 6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.**

Your position as a member of the local authority provides you with certain opportunities, responsibilities and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

## **7. Use of local authority resources and facilities**

### **As a councillor:**

- 7.1 I do not misuse council resources.**
- 7.2 I will, when using the resources of the local authority or authorising their use by others:**
- a. act in accordance with the local authority's requirements; and**
  - b. ensure that such resources are not used for political purposes, unless that use could reasonable by regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

## **8. Complying with the Code of Conduct.**

### **As a Councillor:**

- 8.1 I undertake Code of Conduct training provided by my local authority.**
- 8.2 I cooperate with any Code of Conduct investigation and/or determination**

- 8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.**
- 8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.**

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you to not undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Clerk, who may in turn raise it with the Monitoring Officer.

### **Protecting your reputation and the reputation of the local authority**

#### **9. Interests**

##### **As a Councillor:**

- 9.1 I register and disclose my interests.**

Section 29 of the Localism Act requires the Monitoring Officer to establish and maintain a register of interests of members of all Town and Parish Councils.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public to be open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in Table 1 is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Clerk.

#### **10. Gifts and Hospitality**

##### **As a councillor:**

- 10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local**

**authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**

**10.2 I register with the Clerk any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**

**10.3 I register with the Clerk any significant gift or hospitality that I have been offered but refuse to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as a rudeness in which case you could accept it but must ensure that it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Clerk for guidance.

## **Appendices**

### **Appendix A – The Seven Principles of Public Life**

The principles are:

#### **Selflessness**

Holders of public office should act solely in terms of the public interest.

#### **Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family or their friends. They must disclose and resolve any interests and relationships.

#### **Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

#### **Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

#### **Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

#### **Honesty**

Holders of public office should be truthful.

#### **Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour whenever it occurs.

## Appendix B Registering Interests

Within 28 days of becoming a member or your re-election or re-appointment to office, you must register with the Monitoring Officer (via the Clerk) the interests which fall within categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

**"Disclosable Pecuniary Interest"** means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

**"Partner"** means spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Clerk, who will then pass this information onto the Monitoring Officer.
2. A 'sensitive interest' is an interest which, if disclosed, could lead to the councillor, or person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Clerk, who will then pass it onto the Monitoring Officer's office, with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

### Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in Table 1, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room/meeting unless you have been granted a dispensation. If it is a 'sensitive interest' you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

### Disclosure of Other Registerable Interests

5. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable interests (as set out in Table 2), you must disclose the interest. If you have such an interest you must consider whether a reasonable member of the public, knowing all the facts, would think the interest such that it may influence the way you vote. If the

ordinary person would think that the interest may influence your vote then you should not participate in the matter. In these circumstances you may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

### **Disclosure of Non-Registerable Interests**

6. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and it is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
7. Where a matter arises at a meeting which **affects-**
  - a. your own financial interest or well-being;
  - b. a financial interest or well-being of a friend, relative, close associate; or
  - c. a financial interest or well-being of a body included under Disclosable Pecuniary Interests set out in Table 1you must disclose the interest. In order to determine whether you may participate in the meeting after disclosing your interest the following test should be applied:
8. Where a matter affects your financial interest or well-being so that a reasonable member of the public knowing all the facts would believe that it may affect your view of the wider public interest to a greater extent than it affects the financial interests of the majority of inhabitants, you may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

**Table 1: Disclosable Pecuniary Interests**

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

<b>Subject</b>	<b>Description</b>
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain.
<b>Sponsorship</b>	<p>Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
<b>Contracts</b>	<p>Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council.</p> <p>-</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
<b>Land and Property</b>	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if

	they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
<b>Licenses</b>	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer.
<b>Corporate tenancies</b>	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is body that the councillor or his/her spouse or civil partner of the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities of*
<b>Securities</b>	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either-- (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners has a beneficial interest exceeding one hundredth of the total issued share capital of that class.

\* 'director' includes a member of the committee of management of an industrial and provident society

\* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

## Table 2: Other Registerable Interests

You must register as an Other Registerable Interest:

- a) Any unpaid directorships
- b) Any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) Any body
  - I) Exercising functions of a public nature
  - II) Directed to charitable purposes or
  - III) One of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

of which you are a member or in a position of general control or management

KESWICK TOWN COUNCIL  
16 FEBRUARY 2023

**Proposal to install two gates at Keswick Townsfield Village Green.**

The Townsfield is a registered village green which borders the River Greta. It is a very popular with local families and pleasant place for dog walking and informal games and sport. Responsibility for maintaining Townsfield rests with the Town Council. In response to concerns raised with her by park users in Townsfield during 2022, Cllr Louise Dunn approached the Parks Manager to discuss the safety of the 2 gates that lead directly onto Penrith Road. There had been several incidents of animals running onto the road (and children running towards the road), and one per dog was killed in 2022 after being spooked by another animal.

The two exits in question are pictured below. It clearly shows that there is no barrier between the park and the road. The benefits to the local community are clear in improving these gates. Some people have stopped using the park after incidents of escape. It is likely to increase park usage as parents would feel safer there with their children and it would also provide one of the few enclosed public spaces in Keswick to exercise and train dogs off-lead.



Monies were allocated in the 2023 budget to rectify the issue. However due to concerns about the council tax precept, monies were removed from the budget. Members of the Town Council also noted that they wished to see more evidence of public support for such a measure. In response, a community consultation was instigated by Cllr Dunn (posters at Townsfield and posts on local Facebook groups) asking people for their views and experiences. The response was overwhelmingly supportive of improving the gates onto Penrith Road. Around 40 individuals expressed support and no one opposed the proposal. A representative selection of responses are included below:

- *If these improvements are done , it would make a huge difference to the safety of children, peace of mind for parents & dog owners whose dogs need run off lead. Townsfield is a lovely park for local people. Let's make it a safe place for local people.*
- *Improvement to those exits would improve my use of the land and I am sure for many other residents. It would be good to see our council tax spent on something the locals would use instead of tourists always being considered first.*
- *I would very much welcome safer entry and exit points. I have a 2 year old and many an occasion have had to frantically run after her so she doesn't run directly into the main road.*
- *I'm a regular at Townsfield and I would fully support the area being safer for kids and dogs. New gates would really help. Cars seem to speed up leaving Keswick at Townsfield and on up Penrith road making it dangerous for kids and dogs close to the road.*

- *Yes think new gates are a great idea. Dogs and young children are both at risk as cars do fly past. It's a great space that should be enjoyed safely by all!*
- *I think it would encourage people, to exercise their dogs in the field, and not on the fell where there are sheep and deer to chase! It's not only the dog who suffer, think of the after effects if a dog did run out and cause a road traffic accident.*
- *The lack of secure gates at the corner above the river and the metal gate by Forge Lane entrance and the narrow access opposite Travis Perkins have always given me concern. None of them ensure safe use of the field by children or dogs, both of which can pick up speed and ignore any requests to stop.*
- *Thanks for trying to improve Townie. As a resident of Latrigg close who uses the field and river on a regular basis it is very much appreciated. Gates which close on the exits would be an improvement.*
- *Have lived at Latrigg close and then Trinity way over the past 20 years and the fencing and gates have always been something I wondered about. It would benefit dog walkers and their owners and also children and those looking after them.*
- *Happy New Year. I write in the hope that 2023 can be the year Townsfield is shown some love. May we please have gates installed so that my five year old son and puppy can play happily together without the worry of one of them running into the (very busy) Penrith road.*

Subsequent to this demonstration of public support, The Town Clerk, the RFO, the Parks Manager and Councillor L Dunn met at Townsfield to view the issues, and we took to the opportunity to talk to dog owners on site. Even at the time we went (2pm on a Thursday), the field was busy with dog owners. The dog owners we spoke to were positive about the idea of work being done to improve the barriers.

The Parks Manager has come up with potential solutions for the areas in question.

1. For the low wall section where the railings were removed a long time ago (see right picture) – the Parks Manager has suggested putting a low fence in, with shrubs also planted in there.
2. For the railings section just up from the low wall (not pictured), the Parks Manager has suggested that there are some spare metal railings which are held in our parks, and these can be reused to create railings and a small gate in this area.
3. For the larger area where the current gate is by Travis Perkins (see left picture above), the Parks Manager has suggested replacing this entirely, and putting a double wooden gate in to allow the mowers in, and put a pedestrian gate to the side of this.
4. Signs asking people to 'Please shut the gate' to be added

The Parks Manager estimates that the cost for the works and materials would be in the region of £3,500. We are proposing that this money is taken from Keswick Town Council free reserves, and we will aim to complete the work within six months. The Town Clerk also intends to approach Friends of the Lake District to see if they are willing to provide financial backing, as last year they were doing a lot of work to support village greens within the Lake District.

In a separate Townsfield matter: We recommend putting signs up to discourage people from digging along the river bank, as well as raise publicity about the terrible damage being done. One path collapsed in recent months and there is a danger the grassed park area will eventually be eroded if this activity does not stop.

Vivien Little and Councillor Louise Dunn  
8 February 2023

KESWICK TOWN COUNCIL

16 FEBRUARY 2023

CLERK'S REPORT

Future Events

Councillor Harwood has requested to make Town Council aware of the following events:

1. Keswick Athletic Club are organising our annual 'Round the Houses Race' on Wednesday 26 April starting at 7.00pm. The race starts and finishes in the town centre on the same course as last year and will be run with an England Athletics licence. An event notification form has been sent to Cumbria County Council. I will be the race organiser.
2. This is advance notice that Keswick Athletic Club have been asked to organise the British Athletics Fell and Hill Relay Championships to be held on Saturday 21 October 2023. This is a major National event involving 200 teams of 6 runners over 4 relay legs. It has been decided to stage the event from Braithwaite for ease of access to the variety of different relay legs required. Although Keswick is not directly affected by the event it will involve a large influx of competitors and supporters who may wish to stay in Keswick and benefit the local economy. Above Derwent Parish Council will also be kept informed.

Breaches of Local Occupancy Conditions

Please see a request from Councillor Harwood:

Allan Daniels and myself, in conjunction with Markus Campbell Savours, have been working jointly with Keswick Community Housing Trust to raise issues with the LDNPA / Allerdale where we have evidence of local occupancy conditions being breached. One case in particular known as 'The Warehouse' on Southey Street was one of six apartments granted planning permission in April 2013 which was being marketed as an 'Airbnb' property. After a prolonged dialogue with the LDNPA we are advised that agreement has been secured from the owners to cease this operation. As this was such a clear breach of the local occupancy condition we are concerned to ensure that the other 5 properties are being let in compliance with the conditions imposed.

We request approval for a letter to be sent by Keswick Town Council to the LDNPA solicitor, Julie Wood, as follows :-

With reference to planning permission 7/2011/2202 for a change of use to 6 apartments at Southey Street, Keswick, granted in April 2013, we understand an undertaking has been provided by the owner for the apartment known as 'The Warehouse' to cease being occupied as an 'Airbnb' property. As this was such a clear breach of the condition on which planning permission was granted we request that an undertaking be sought for all 6 apartments to ensure that the relevant occupancy restrictions are being complied with.

Units 1-3 have a S106 which only permits use of these apartments by tenants with a Local Affordable Housing Need at an affordable rent. **Para 4 of Schedule one to the S106 obliges the owner to provide LDNPA with appropriate evidence to show compliance with this obligation.**

Units 4-6 are affected by Condition 3 of the planning permission which restricts occupation to a person with a Local Connection as defined. This person could therefore be an owner occupier or a tenant. **As part of condition 3 there is a requirement on the individual occupants to satisfy the LDNPA that they comply with this restriction when requested to do so.** Failure to comply with such

a request would be a breach of condition. LDNPA could then serve a Breach of Condition Notice (PCN).

We request the evidence stipulated be provided to show compliance with these conditions to safeguard the occupancy of these apartments.

Yours s. etc

#### Events – Bunting

The Events Committee asked me to investigate the possibility of putting bunting up in the Market Square, initially for the Coronation, but potentially for throughout the summer period. The RFO measured out the areas we could use, which encompasses the area covered by Christmas Lights in the Market Square.

I have requested a quote from a recommended supplier of bunting based on this, who has been used by a number of large Town and Parish Councils.

However, prior to giving us a quote, they have given us a warning as follows:

“You have mentioned on the Red route (marked on the plan that was sent) that there are existing eye bolts. You have also mentioned catenary wires – is the bunting to replace the catenary wires? If not, please be aware that, in our experience, installing bunting around catenary wires can cause additional problems with the header tape getting tangled around the wires with the tape potentially breaking when the tension then becomes too tight.”

Another option for the Coronation celebration could be to use the brackets we use for the small Christmas Trees above the shops, and put flag poles with Union Jack flags attached to them. We have a number of flag poles in storage from a time when they were used previously, and flags could be attached to them, and put up by the same contractor who puts flags on the Town Hall.

As this is not a budgeted expense, this has to come to Council rather than just the Events Committee. Councillors are asked how they would like to proceed with this.

Vivien Little  
8 February 2023

**KESWICK TOWN COUNCIL**

**GENERAL FUND - ADMINISTRATION**

**1st April 2022 - 31st March 2023**

**Budget Summary as at 31 December 2022**

**3rd Quarter**

<b>Expenditure:</b>	<b>AGREED Budget 22/23</b>	<b>Expenditure to 31.12.22</b>	<b>% of budget spent</b>
Salaries, Nat ins & Pension & Pension Deficit	110,339	81,455	73.82
Payroll - Outsource Costs	330	236	71.52
Rent	7,100	5,325	75.00
Building Service Costs	5,000	-	0.00
Repairs - Decorating/Carpets/Upgrades	500	15	3.00
Insurances	980	861	87.86
Subscriptions	964	1,124	116.60
Conferences/Training	850	620	72.94
Stationery	1,000	576	57.60
Postage	350	217	62.00
Telephone & Internet (inc Zoom)	700	490	70.00
Photocopier	1,788	1,176	65.77
Computer maintenance/support	2,695	1,732	64.27
Office Equipment	200	-	0.00
Staff Expenses	200	76	38.00
Ex Employee Pension	1,440	729	50.63
Health and Safety	50	2	4.00
Website (Annual Fee)	240	250	104.17
Council Chamber/Meeting Expenditure	500	19	3.80
Telephone System - Maintenance Fee	200	-	0.00
Staff Recruitment Costs	200	-	0.00
<b>Total Expenditure:</b>	<b>135,626</b>	<b>94,903</b>	<b>69.97</b>

*Overspend agreed  
Oct 2022 - Min No  
128.*

*Inc pre payment*

<b>Income:</b>	<b>AGREED Budget 22/23</b>	<b>Income to 31.12.22</b>	<b>% of budget income</b>
Photocopies	-	15	0.00
Council chamber rental	20	-	0.00
<b>Total Income:</b>	<b>20</b>	<b>15</b>	<b>75.00</b>

<b>To be allocated:</b>	<b>135606</b>	<b>94888</b>	<b>69.97</b>
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<b>Allocation:</b>	<b>AGREED Budget 22/23</b>	<b>Allocation to date</b>	<b>% of allocation to date</b>
General Fund - (60%)	81,364	56,934	69.97
Hope Park - (20%)	27,121	18,977	69.97
Fitz Park - (20%)	27,121	18,977	69.97
	<b>135,606</b>	<b>94,888</b>	

**KESWICK TOWN COUNCIL**

**GENERAL FUND**

**1st April 2022 - 31st March 2023**

**Budget Summary as at 31 December 2022**

**3rd Quarter**

<b>Expenditure:</b>	<b>AGREED Budget for 22/23</b>	<b>Expenditure to 31.12.22</b>	<b>% of Budget</b>
General Administration	81,364	56,934	69.97
Grants to outside bodies	18,000	17,466	97.03
Christmas Lights	30,300	30,300	100.00
Mayors Allowance	2,000	1,500	75.00
War memorial	1,600	1,295	80.94
Townsfeld	1,800	600	33.33
Open Spaces	1,000	750	75.00
Fitz Park - Grant from KTC (deficit)	<b>180,267</b>	180,267	100.00
Communications & Neighbourhood Plan	500	-	0.00
Audit Fee/Accounts Preparation	1,800	25	1.39
Contingency Sum	5,000	873	17.46
Keswick Events (Inc. Scruffs)	16,630	13,464	80.96
Floral displays	500	576	115.20
Allotments Expenditure	600	146	24.33
Annual Parish Meeting (inc room hire & refreshments)	200	368	184.00
Advertising	375	206	54.93
CCTV Annual Maintenance Cost - Police	3,000	3,000	0.00
CCTV Annual Maintenance Cost - Moot Hall KTC	200	-	0.00
<b>TOTAL EXPENDITURE:</b>	<b>345,136</b>	<b>307,770</b>	<b>89.17</b>

*Plus fund spend*

*Inc Notice of Casual  
Vacancy*

<b>Income:</b>	<b>AGREED Budget 22/23</b>	<b>Income to 31.12.22</b>	<b>% of Budget</b>
Precept	307,054	307,054	100.00
Grant to Fitz Park - ABC	20,000	20,000	100.00
Bank/Investment interest (inc War Memorial)	5	-	0.00
Walker Park rent	12,267	14,130	115.19
Allotments Income - Rent	600	1,060	176.67
Keswick Events Contributions (Inc. Scruffs)	5,000	3,974	79.48
Christmas Light Contribution	200	-	0.00
Townsfeld Interest	10	10	100.00
<b>TOTAL INCOME:</b>	<b>345,136</b>	<b>346,228</b>	<b>100.32</b>

*Inc pre payments*

# **KESWICK TOWN COUNCIL**

# **Annual Risk Management Assessment**

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**Revised February 2023**

**Catherine Parker – Responsible Financial Officer**

<b>KESWICK TOWN COUNCIL – ANNUAL RISK MANAGEMENT ASSESSMENT</b>					
<b>Key Decision Area</b>		Establishment/Central Administration (Office)			
<b>Identified Risk</b>	<b>Current Arrangements</b>	<b>Comments</b>	<b>Red</b>	<b>Action Amber</b>	<b>Green</b>
<b>a) Insurable Risks</b>					
<b>Council Offices</b>	Buildings insurance arranged by Allerdale Borough Council as landlord	No further action			*
	Contents organised direct by Town Council with Zurich	Policy amounts are annually revised for inflation			*
Accident – Member of the Public whilst on site (Public Liability)	Public Liability Insurance cover in place £15m	No further action			*
<b>Establishment</b>	<b>All covered within Zurich Policy</b>				
Libel & Slander	Sum insured £250,000	No further action			*
Business Interruption	Sum insured – additional expenditure £100,000 – loss of Gross revenue £170,000	Hope Park, Lake Road, Keswick, CA12 5DJ			*
Money	Sum insured: – <ul style="list-style-type: none"> <li>• Loss of money in custody of any member or employee or in transit by registered post (limit £250) or in a bank night safe £5,000</li> <li>• In the private residence of any member or employee £500</li> <li>• In the premises in custody of or under the actual supervision of any member or employee £5K</li> </ul>	No further action			*

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
Establishment cont. ....	<ul style="list-style-type: none"> <li>In the premises in locked safes or strong rooms £5,000</li> <li>In the premises in locked receptacles other than safes or strong rooms £250</li> </ul>				
Fidelity Guarantee	Sum Insured – all members and employees £1,000,000	No further action			*
Personal Accident	Cover is limited to £500,000 any one person and £2,000,000 any one incident  Persons Insured: Employees – Capital Sum 5.00 times annual earnings – Weekly cover - 1.00 times weekly earnings Volunteers & Directors/Councillors Capital Sum £50,000 Weekly Cover £200 Cover Section 2 and 3 – Accident and Assault Cover	No further action			*
Civic Regalia (Mayoral chairs of office x 2 & Deputy Mayors Jewel)	Sum insured <del>£44,299</del> £45,618.70	Revalued February 2018 – Northern Valuations, Kendal and details supplied to Vincent Liu at Zurich Under All Risks items are insured anywhere within the UK postal code. They are insured whilst in a members home on the understanding that: <ul style="list-style-type: none"> <li>The member takes reasonable precautions .i.e. not leaving in plain site</li> <li>The member has informed their own insurance (home/contents)</li> </ul>		*	

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
<b>Establishment cont. ....</b>					
Tiled Mosaic – Subway Artwork, Lake Road	Sum insured £24,120-£24,843	No further action			*
Street Furniture – Bins, Benches & Picnic Tables	Included in sum insured for street furniture – bins, benches & picnic tables - £18,039-£18,580	No further action Bus Shelter – New shelter built during 2019/2020 flood alleviation work – CCC now to take on full responsibility including insurance for this structure – Emailed Mathew Wanning (CCC) 5 <sup>th</sup> Dec 2019 & 5 <sup>th</sup> Dec 2020 for written confirmation – <b>CONFIRMED THAT CCC WILL BE TAKING FULL RESPONSIBILITY</b>			*
Subway Wall & Seating – Low Wall, Lake Road	Sum insured £6,824-£7,025	No further action			*
Laptops – Office & Parks Managers	Sum insured £1,104-£1,137	No further action			*
Council Office – as per asset register	Sum insured £8,742-£9,004	No further action			*
Council Office Furniture, Fixtures & Fittings	Sum insured £4,502-£4,637	No further action			*
Council Chamber Furniture, Fixtures & Fittings	Sum insured £5,150-£5,305	No further action			*
<del>Secure Yard at rear of Council Offices – Tables &amp; Chairs for use at events</del>	<del>Sum insured £515-£530</del>	<del>No further action – DISPOSED OFF</del>			<del>*</del>

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
Establishment cont. ....					
GCTV System, Meet Hall	Sum insured £2,371 £2,442	No further action – SYSTEM REMOVED			*
Slate Seat Lower Lake Road	Sum insured £974 £900	No further action			*
3 x Planters – Market Square & Derwent Close	Sum insured £4,932 £5,080	No further action			*
HP Copier/Printer leased item	Sum insured £12,734 £13,113	No further action			*
SID (Speed Indication Device) – Chestnut Hill	Sum insured £6,372 £6,563	No further action			*
CCTV Camera's (PCC) – Lower Main Street & Market Square	Sum insured £16,758 £17,261	No further action			*
Water Colour – E Wake-Cooke	Sum insured £1,600	Valued by Mitchells			*
Bench – Manor Brow	Sum insured £349 £360	No further action			*

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
<b>Establishment cont. ....</b>					
<b>b) Third Party Arrangements</b>					
Internal Auditor appointed by Council under new Audit regulations following 'Lighter Touch Audit'	Regular internal audit work carried out to establish 'proportionate, affordable & sustainable' process to strengthen Council's own governance & to 'provide proper accountability for public money' and to enable the Council to 'properly address its risk and their management, the principles of good internal controls and the roles of internal & external auditors'.	No change			*
<b>c) Self-Governance</b>					
Back Up of Computer Information	Regular backups of Sage carried out and kept in safe. NAS box installed as 'networked' drive, this has 2 mirrored drives for onsite backups.	<del>Cloud 'offsite' backup now installed (Nov 2016) - accessible 24/7 plus documents can be retrieved from a previous backup if deleted by mistake (OneDrive). This is an additional precaution as NAS box would be destroyed in event of fire.</del> 2022 – Migration of data from NAS box to OneDrive carried out by KCS. Daily monitoring and backups plus mailbox backup			*
Standing Orders & Financial Regulations	Standing Orders & Financial Regulations in place updated annually	No further action			*
Risk Assessments	In place	Review Risk Assessment Annually			*
Annual Budget including regular	In place. Quarterly reports produced and circulated with agenda papers	No further action			*

budget reporting					
<b>Identified Risk</b>	<b>Current Arrangements</b>	<b>Comments</b>	<b>Red</b>	<b>Action</b>	
<b>Establishment cont. ....</b>					
Asset Insurance/Valuation	Assets register held inspected annually	No further action			*
Data Protection Act registration	Registered 01/04/06. Updated annually.	Town Council are registered. Training has been undertaken by Town Clerk & RFO. Procedures put in place by Town Clerk and archiving ongoing. Additional training took place in Spring 2022 for all office staff			*

KESWICK TOWN COUNCIL – ANNUAL RISK MANAGEMENT ASSESSMENT					
Key Decision Area		Keswick Parks (Hope, Fitz, Wivell & Townsfield)			
Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
<b>a) Insurable Risks</b>					
Accidents on site to members of the public	Public Liability Insurance cover in place £15m	No further action			*
Claim by members of the public e.g. collapsed seat, torn clothing, item falling on someone	Public Liability Insurance cover in place £15m Regular inspections take place.	No further action			*
Accidents involving children using designated play areas	Public Liability Insurance cover in place £15m Regular inspections take place	No further action			*
Injury to athletes	Liability left to individuals/clubs themselves	Ensure all event organisers and athletic clubs organising events have appropriate cover		*	
Impact damage to street furniture	Items covered under policy:- • Ornamental Gates, Walls & Fences Sum Insured £11,285 £11,593 Council stand loss re vandalism but counter claim possible.				
War Memorial	Sum insured <del>£189,240</del> £193,887	No further action			*
Buildings on site – Sports Clubs and Council (Parks) use	Buildings insured by Zurich:- • Hope Park £947,809 £973,589 • Fitz Park £977,985 £1,004,586 Contents in Council use buildings insured by Zurich Keswick Football Club insure buildings & contents for clubhouse	Properties (excluding Football clubhouse) revalued by Edwin Thompson 2013 & 2022. Copy of valuations supplied to Zurich. Buildings sum insured increases each year – index linked Proof of cover required from Sports Clubs supplied annually			*

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
<b>Keswick Parks cont.....</b>					
	Contents to be insured by sports clubs/lessee: <ul style="list-style-type: none"> <li>• Bowling Club</li> <li>• Sports Pavilion</li> <li>• Tennis Club</li> <li>• Football Club</li> <li>• Kiosk &amp; Café</li> <li>• Golf Hut</li> </ul>				
Loss of rent	Sum insured – Sum insured – Hope Kiosk & café £325,231	No further action			*
Wivell Bridge	Sum insured <del>£382,454</del> £393,938 Regular structural inspections organised by Parks Manager	No further action			*
Knight's Bridge	Sum insured <del>£382,454</del> £393,938 Regular structural inspections organised by Parks Manager	No further action			*
Play Equipment, CSA & BMX Track	Sum insured <del>£279,546</del> £287,933 Annual inspections carried out by ROSPA and any actions carried out by Parks staff with instruction from Parks Manager	No further action			*
Use of chainsaw	Only used by qualified staff member. Insured under All Risks Part C & Public Liability	No further action			*

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
<b>Keswick Parks cont.....</b>					
Townsville	Impact damage – covered under All Risks Part C (Ornamental gates, walls and fences)	No further action			*
Benches & Picnic Tables	Sum insured <del>£19,039</del> £18,580 – All Risks Part C Street Furniture	No further action			
Fitz Park – Garden equip, tools etc.	Sum insured <del>£13,734</del> £14,143 As per Material Damage – contents (a), (b), (c) & (d) – Zurich schedule	No further action			*
Hope Park Plant & Machinery – as per asset register	Sum insured <del>£48,080</del> £49,522 – All risks Asset register updated annually	No further action			*
Hope Park Open Spaces – Memorial Benches as per asset register	Sum insured <del>£18,576</del> £19,133 – All risks Asset register updated annually	No further action			*
Fitz Park Open Spaces – Memorial Benches as per asset register	Sum insured <del>£15,298</del> £15,757 – All risks Asset register updated annually	No further action			*
Fitz Park – Secure containers & Attendants Hut – Plant Machinery & Equipment as per asset register	Sum insured <del>£11,255</del> £11,593 – All risks	No further action			*
<b>b) Third Part Arrangement</b>					
Accidents to authorised contractors/workmen whilst working within the parks	Responsibility of contractors to arrange appropriate insurance cover	<b>Parks Manager to check contractors liability details – counter claim would be made by Keswick Parks/Council if sued</b>		*	

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
<b>Keswick Parks cont.....</b>					
Independent Examiner appointed by Trustees	Annual inspection of accounts to ensure compliance with SORP & Charities Act 2006	No further action require			*
<b>c) Self-Governance</b>					
Play Area, CSA, BMX Track & Parks Open Spaces	Annual inspection of Play Area, CSA & BMX Track carried out by ROSPA. Annual Inspection Contract carried out by Zurich contractor – as per Part K insurance schedule External Area Inc. Accessibility Assessment & checklist carried out by ROSPA every 3 years	Inspections carried out by Parks Staff/Manager at frequencies as stated in the Parks Risk Assessment – Inspection Policy Schedule Full documentation kept on file in office – Parks Manager delivers completed inspections to office at regular intervals			*
Inspection of seats and other Council/Keswick Parks owned property	Periodic inspections by Parks Staff	Annual seat/property inspections in place (as recommended). Memorials policies adopted January 2012			*
Tree Management for possible problems (falling branches etc.)	Regular checks carried out by Parks Manager. Annual Tree Survey carried out in parks and open spaces suitably qualified by third party contractor	No further action			*
Golf Hut – Staff security	Alarm bell & CCTV surveillance in place Responsibility transferred to lease holder	No further action			*

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

**KESWICK TOWN COUNCIL – ANNUAL RISK MANAGEMENT ASSESSMENT**

War Memorial

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
<b>a) Insurable Risks</b>					
Material & Impact Damage	Sum insured £193,887	No further action			*
Public Liability e.g. if monument collapses on someone	Covered by Public Liability on Zurich policy – sum insured £15m	No further action			*
<b>b) Third Party Arrangements</b>	NIL				
<b>c) Self- Governance</b>	NIL				

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

**KESWICK TOWN COUNCIL – ANNUAL RISK MANAGEMENT ASSESSMENT**

Christmas/Festive Illuminations

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
<b>a) Insurable Risks</b>					
Damage to property/person by falling festoon cable etc.	Public Liability in place via Zurich – Cover £15m	No further action			*
Electrocution by tampering or otherwise	Public Liability in place via Zurich – Cover £15m	No further action			*
Accident when helping with arrangements – members, employees & volunteers	Cover is limited to £500,000 any one person and £2,000,000 any one incident  Persons Insured: Employees – Capital Sum £50,000, Weekly Sum – This will be amended by Zurich to state ‘100% of weekly earnings’  Volunteers & Directors/Councillors Capital Sum £50,000 Weekly Cover £200 Cover Section 2 and 3 – Accident and Assault Cover	No further action			*
Damage to hired lighting displays whilst installed and in place	Sum insured £22,735 £23,417	Amount reviewed each time new contractor is appointed via tender		*	

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
Christmas/Festive Illuminations cont.....					
<b>b) Third Party Arrangements</b>					
Negligence by Town Council's contractor	Copies of the following required from contractor prior to work commencing to cover any possible counter claim:- <ul style="list-style-type: none"> <li>Public &amp; employers Liability cover</li> <li>Risk Assessments &amp; Method Statements</li> </ul>	<b>No further action</b>			*
	<ul style="list-style-type: none"> <li>Risk Assessments &amp; Method Statements</li> </ul>				
	The responsibility for safe installation of all displays rests with contractors				
<b>c) Self-Governance</b>					
Accidental electrocution by member of the public	110v lamps with transformers used for Christmas Tree at lower level and safety barriers placed around the tree	No further action			*
Cross street displays falling down	Contractor instructed to carry out load testing no more than 6 months prior to installation, by a qualified contractor	No further action			*
	Contractor advised to supply and install wind resistant displays in the Market Square area				

<b>KESWICK TOWN COUNCIL – ANNUAL RISK MANAGEMENT ASSESSMENT</b>	
<b>Key Decision Area</b>	Allotment Site - Hawthorns

Identified Risk	Current Arrangements	Comments	Red	Action Amber	Green
<b>a) Insurable Risks</b>					
Accident – Member of the public whilst on site	Public Liability in place via Zurich – Cover £15m	No further action			*
Damage to property on site	None	Allotment holders to be responsible for insurance and safe keeping of their property on site			*
Accident when preparing site	Cover is limited to £500,000 any one person and £2,000,000 any one incident  Persons Insured: Employees – Capital Sum £50,000, Weekly Sum – This will be amended by Zurich to state '100% of weekly earnings'  Volunteers & Directors/Councillors Capital Sum £50,000 Weekly Cover £200 Cover Section 2 and 3 – Accident and Assault Cover	No further action			*
<b>b) Third Party Arrangements</b>	NIL				
<b>c) Self-Governance</b>	NIL				

**KESWICK TOWN COUNCIL  
REVIEW OF INTERNAL CONTROL AND AUDIT  
February 2023**

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

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

Ian Smithson was appointed as the Council's Internal Auditor in December 2020. This appointment was made to cover the next 3 years, with his final year being 2023.

Financial controls in place:

- The Town Council has fulfilled its statutory obligation to appoint a Responsible Financial Officer (RFO) (LGA 1972 s 151). The RFO has made available a written record of all financial procedures which have been adopted by the Council and included in the Financial Regulations
- The supplier invoices are authorised with an initial by the Responsible Finance Officer/Parks Manager and countersigned by either the Responsible Finance Officer or Town Clerk. Invoices are coded to the relevant approved annual budget head and entered onto the payment list and posted onto Sage accounts.
- A monthly rota of two Councillors has been set up who, when signing cheques and BACS/Direct Debit payment authorities, counter check them to invoices and the schedule of payments approved at Council.
- Accounts are paid by the BACS system where possible or direct debit. Payments are entered onto the Sage Accounts system and made electronically. The payments are checked once again by the Responsible Finance Officer, prior to submission, to ensure that they correspond to the approved payments list. The payments are then submitted to suppliers and a copy of the Barclays payments report is attached to each approved payment list as an audit trail.

***The Council is asked to appoint two Councillors to carry out a review of the effectiveness of the current system. A copy of the Annual Review undertaken in 2022 is attached for information.***

**Catherine Parker  
Responsible Finance Officer**

## **Keswick Town Council**

### **Annual Review of Effectiveness of Internal Financial Controls February 2022**

The above review was undertaken by Councillor Daniels on Friday 18<sup>th</sup> February 2022 and Councillor Burn on 22<sup>nd</sup> February 2022.

#### **Comments & Observations – Councillor Daniels: -**

I carried out the review on the 18th of February 2022 and am completely satisfied that Keswick Town Council has the necessary audit arrangement to comply and conform to the regulations set out by the SLCC.

It is noted that a recommendation by Councillor Boardman (bank reconciliation to be part of the monthly rota carried out by 2 Councillors in conjunction with the monthly inspection of accounts for payment) is now in place.

A recommendation by Councillor Campbell - Savours that staff undergo training on GDPR/data protection, will take place this year.

Another recommendation in last year's report was that Keswick Town Council enters into a formal Heads of Term agreement with Allerdale Borough Council for Walker Park which should include a rent review. I understand this is currently being looked at by the Town Clerk, who will in turn contact the relevant Officer at Allerdale Borough Council. I feel it is imperative that this is concluded before Allerdale Borough Council becomes part of the new Unitary Authority of Cumberland.

A further recommendation regarding Data backup will be in place when new computers are installed.

#### **Comments & Observations – Councillor Burn: -**

Having read through all relevant documentation and guidance today I can confirm that I have successfully carried out my review and that I am completely satisfied that KTC has the necessary arrangements in place to comply with the regulations set out by the SLCC.

#### **Observations.**

The Internal Auditor recommended that we review alternative ways of investing part of the Council's balances and I have been told that this is being investigated.

#### **Comments**

Finally, I understand in relation to the comments made last year:

1. That the Town Clerk is currently working on a rent review and revised heads of terms agreement for Walker Park;
2. GDPR training is awaiting the announcement of appropriate course dates; and
3. Improved data storage will be in place from the time new computers (now on order) are installed.

**KESWICK TOWN COUNCIL  
February 2023**

**Bank Account Considerations**

**Keswick Town Council Business Saver Account – Bank Account Closure**

The KTC Business Saver bank account balance currently stands at £15,378.45; this amount does not represent any fund and is simply part of our free reserves.

It is suggested that this bank account is now closed and the monies be transferred into the Keswick Town Council current bank account.

**Hope Park Development & Equipment Account – Bank Account Closure**

The Hope Park D&E Fund bank account balance currently stood at £32,099.56 on 31<sup>st</sup> December 2022, It is suggested that this bank account is now closed and the monies be transferred into the Hope Park current bank account.

This does not mean that the fund will be made obsolete only that future funds will be held in the current bank account rather than a standalone account. The fund can be tracked easily via our accounts package and spreadsheet workings.

Our accountant has previously suggested this method of working and as funds are relatively low it seems timely to make this change.

**Catherine Parker  
Responsible Finance Officer (RFO)  
9<sup>th</sup> February 2023**

KESWICK TOWN COUNCIL

16 FEBRUARY 2023

**VISITOR MANAGEMENT WORKING GROUP**

At a recent meeting of the Visitor Management Working Group, concern was raised over the fact that the current arrangement for toilets at the Leisure Centre end of the Keswick to Threlkeld trail comes to an end on 31 March 2023.

The Lake District National Park Authority had provided the facilities through the summer for the last two year, paid for by the Tactical Management Visitor Group, funded by monies received by the Government to help following Covid. This funding has now ended, and from October through to March, 2 normal portaloos and one accessible toilet have been paid for jointly by Keswick Town Council and Allerdale Borough Council. Keswick Town Council were lucky to be given a donation which has helped for this from Thelkeld Coffee Shop and the Horse and Farrier in Keswick.

Ernie Davidson, from Allerdale Borough Council, has been of tremendous help to Keswick in obtaining the money to fund the toilets through the winter, and now intends to talk to his managers to try and continue to get funding until a long term solution for the swimming pool/Station Platform area can be found. He has stated that a letter of support from Keswick Town Council would be of help, and this report asks that Council support him in this.

Vivien Little

8 February 2023

## Visitor Management Working Group – 3 February 2023

In attendance – Councillors Burn and Daniels, Graham Harrison (ABC), Ernie Davidson (ABC), Emma Moody (LDNPA), Vanessa Metcalfe (KTA), Vivien Little (KTC).

1. Apologies – Carl Bradfield, Councillor L Dunn
2. Waste – GH gave an update on the waste situation on the K2T trail. GH agreed to look at a larger bin by the Spar Garage, as it was often reported as full. It was requested that he be careful with siting of it, as it could be easy for users to slip down the slope.

In a wider update, GH updated members on the situation with disposal of sofas. The EA has given a warning about a chemical in the foam of the sofas, and as a result, Cumbria County Council has had to change the way it takes in sofas as bulky waste. Any damaged sofas will have to be either taped up or bagged before it is taken to the HWRC. The fear is that this could lead to flytipping, and everyone was asked to watch out for this.

ABC have been doing work ensuring that all Airbnb and holiday lets have trade waste accounts, as they cannot use domestic waste disposal. This work will be staggered.

3. Toilets – The contract for the toilets at the end of the K2T trail is in place until 31<sup>st</sup> March, therefore something needs to be done after that point. ED agreed to talk to his managers at Cumberland Council to see if it was possible to get some funding, as any long term solution would appear to be some way off. ED asked if it was possible to get a letter from Keswick Town Council in support of this, as it would make it easier for him – VL agreed to put this on the agenda of the next TC meeting.

A longer term solution does need to be sought, and KTC will work with Cllr Markus Campbell-Savours to ensure that it remains on the agenda.

It was suggested that it may be worth an approach to Keswick Hotels, and other businesses to see if they are willing to support this, as the trail is of direct economic benefit to them.

4. General update on trail - EM gave an update on the trail in general. It was still being well used, with staff working hard. It was noted that the bridges were icy during the winter.

The area where the tree fell last year was made safe, but would be worked on further later in the year, after the height of the season.

LDNPA were working on plans to extend the trail under the A66, which would involve a public consultation.

The LDNPA were working on another survey, but the results had not been completed as yet.

5. Any other business  
ED gave an update on comparative data for parking in Keswick in January – this year was 5% down on last year.

There would be tree works in Central Car Park.

Fees and Charges for the car parks have not been set – likely to be set on 7 march.

The next meeting of the VMWG was set as 28 February at 11am

**Chairman's Report**  
**Keswick Youth Centre Services-CIO (Charity Number 1199550)**  
**Annual General Meeting 2022**

**AGENDA ITEM 21.**

There have been several notable changes to the strategic and organizational development and function of Keswick Youth Centre Services during 2022.

Keswick Youth Centre Services has now transitioned to a not-for-profit Charitable Incorporated Organisation (CIO) registered with the Charity Commission and retaining the previous KYC constitution within the Charity Commission recommended constitution format.

The purpose of the charity is to benefit young people 8-25 years of age, living in Keswick & the surrounding rural villages without distinction of race, gender, political, religious, or other opinions to advance their personal, social, educational, physical & mental health through the provision of recreation, advice, information, training, and participation so that they may grow to full maturity as responsible individuals physically, mentally, and spiritually

KYCS-CIO trustees have maintained their commitment to providing a sustainable permanent Youth Centre for young people living and working in Keswick and the surrounding rural villages. The trustees are continuing to consider all options available including development of the Old Mill site, renting, or purchasing a suitable premises for youth and community activities.

The trustees can now report that progress has been made with the development opportunities for the Old Mill site.

Plans have now been submitted and approved for 2 x 2 bedroom and 2 x 1 bedroom flats plus a youth & community facility and offices above a car parking area.

A further application for a permanent car park on the Old Mill site has also been approved.

Options for renting or purchase of a suitable site are also making progress so that all options can be considered to meet our primary objective of delivering a rural youth service for young people.

KYCS has, through successful grant applications to the Better Futures Fund via Cumbria Community Foundation (three year grant) and Allerdale Borough Council (one year grant) also employs a Youth Worker to support the delivery of the youth work provision for young people.

In addition, KYCS continues to attract several volunteer youth workers who provide the majority of youth work provision for young people.

The continued development of services and the success KYCS has had in gaining grant support for these additional services has driven the development, expansion & strengthening of financial planning, reporting, and monitoring systems.

As part of this strengthening process KYCS will therefore be adopting a QuickBooks system to support our financial planning and accounting in the future.

KYCS trustees also recognize that reaching out to young people is not only centre-based and will continue to ensure that all options and opportunities are considered and explored to engage with young people.

Following a further successful grant application to the Police & Crime Commissioner, KYCS has commissioned the development of a KYCS Website which will be delivered in 2022/23 enabling KYCS to support young people through the provision of and signposting to up-to-date information on the many opportunities and issues impacting young people living in our rural community including online safety for young people.

KYCS have also been successful in developing partnerships with several charities which has ensured the continued delivery of a rural youth service for young people living in Keswick and the surrounding rural communities.

KYCS strategic planning and delivery of service has also been supported financially by Allerdale BC & Cumbria CC.

## **Current Position and Future Plans**

KYCS are currently providing a centre-based youth service on two nights per week plus a music group and a canoeing group.

Two group sessions are delivered on a Tuesday evening and due to the increased membership, the senior group is delivered on alternate weeks on a Thursday evening!

A Junior Youth Group has been developed for Year 6 pupils (who would be moving on to senior education) to develop their transition planning and emotional resilience in preparation for a significant change in their personal and educational lives.

KYCS membership has grown over the year to 185 and is expected to be popular with young people through 2023.

A successful Holiday Program was also delivered for the first time by KYCS in 2022. A generous donation from the Keswick Co-Op enabled KYCS to provide a free packed lunch for all the young members who attended.

A further Holiday Program will be delivered in 2023 to meet the need for youth activities for KYCS members through the holiday periods.

KYCS have also delivered two POP-UP Youth Clubs at the very successful Keswick Mountain Festival (where over 300 young people and parents attended the activity centre) and at the Annual Keswick Show.

KYCS members will also be supporting the Keswick Victorian Fayre in 2022, continuing a commitment to a sustainable Keswick community by KYCS members volunteers, supporters and trustees.

The delivery of KYCS youth provision is currently constrained by the need for suitable premises and attracting more volunteer youth workers.

The development of the KYCS employed and volunteer youth workers will need to be prioritized in 2023 to meet the needs of the current membership and the demand for a rural youth service provision in Keswick and the surrounding villages.

This level of youth service support for young people living in Keswick and the surrounding rural area could not be achieved without the continuing support of Keswick Town Council, Keswick Lions, Keswick Rotary Club and many other local community based organisations and individual contributions, for which the Keswick Youth Centre Services-CIO Trustees are very grateful.

Phill Roberts (Chair Keswick Youth Centre Services-CIO Trustees)

KESWICK TOWN COUNCIL  
16 FEBRUARY 2023

Safeguarding policy

This policy has been drawn up as a number of grant givers are now requesting a Safeguarding Policy as part of the documentation required when applying for a grant. Without this documentation, grants may not be given. This policy is based on one which has been recently produced by CALC.

This is an increasingly important issue which while it doesn't directly affect any events we run, there is always that consideration to be taken into account.

All Councillors will be required to acknowledge that they have read the policy.

Vivien Little  
3 February 2023



## **Safeguarding Policy**

**This document sets out the Council's approach to safeguarding children and vulnerable adults.**

**Vivien Little**

**Town Clerk**

## **Safeguarding Policy**

### **Introduction**

In the interests of child protection and the welfare and protection of vulnerable adults, Keswick Town Council is committed to ensuring that children and vulnerable adults are protected and kept safe from harm whilst they are engaged in any activity associated with the Town Council.

### **Policy Objective:**

- To ensure that where possible all facilities and activities offered by the Town Council are designed and maintained to limit risk to children and vulnerable adults.
- To promote the general welfare, health and development of children by being aware of child protection issues and to be able to respond where appropriate as a local government organisation
- As the Town Council does not directly provide care or supervision services to children and vulnerable adults, it expects all children and vulnerable adults using its facilities to do so with the consent and necessary supervision of a parent, carer or other responsible adult.

### **Aims**

The aim of this policy document is to guide members of Keswick Town Council should any child protection issue or any issues with vulnerable adults arise during their work.

### **What is Safeguarding?**

Safeguarding is the action taken to keep adults safe from harm and neglect. It is important that people work together to make sure an individual is safe.

### **What is abuse?**

Adults can be vulnerable to abuse and neglect, especially if they have care and support needs. Abuse is a violation of a person's human and civil rights by another other person. It is where someone does something to another person, or to themselves, which puts them at risk of harm and impacts on their health and wellbeing.

Abuse comes in many forms and can often have a damaging effect on the health and wellbeing of an individual, the effects may be short term, or may last a long time. The signs of abuse aren't always obvious, and the victim may not tell anyone what is happening to them – sometimes they may not even be aware they are being abused.

### **Types of abuse**

Below is a list of different types of abuse:

- Physical abuse
- Domestic abuse
- Sexual abuse

- Emotional abuse
- Financial abuse
- Discriminatory abuse
- Organisational abuse
- Neglect
- Self-neglect
- Modern Slavery

## **Training**

Any staff and volunteers who engage with children or vulnerable adults will have accessed appropriate training, to ensure that everyone knows how to spot abuse and report concerns.

## **Responsibilities and procedures**

A Safeguarding Lead will be appointed from within the Council and his/her responsibilities will include:

- Ensuring that before any Town Council event with children or vulnerable persons, the appropriate officer briefs participants appropriately.
- Ensuring that members are aware of the risk they may face in certain circumstances whilst carrying out their duties.
- Ensuring that whilst Council members are unlikely to be involved with children during the performance of their duties, they are mindful of the risk they face.
- Ensuring that before any volunteers or paid members of staff are recruited to work with children and vulnerable persons they are interviewed, and two references taken up.
- Decisions on whether a person should undergo a debarring check will be made by the Council or the Mayor after consultation with the Clerk following a risk assessment.
- All new Councillors are to be provided with a copy of the Safeguarding Policy and are required to acknowledge that they will abide by it.
- Councillors will adhere to the 'List of Recommended Behaviour' namely:
  - A minimum of two adults present when supervising children;
  - Not to play physical contact games;
  - Adults to wear appropriate clothing at all times;
  - Ensure that accidents are recorded in an accident book;
  - Never do anything of a personal nature for a young person.
- Keep records in an incident book of any allegations a young person may make to any committee member or volunteer.
- If there is a child abuse incident, it should be reported to the Safeguarding Lead who will be responsible for ensuring the matter is handled in accordance with the Local Safeguarding Children Board procedures and also referred to the Council for further action as appropriate and future risk assessment.
- Sharing information about child protection and good practice with partner organisations, councillors, employees, volunteers, parents and carers.

- In the event of a contractor, working directly for the Town Council, being deemed to be working in any area where children or vulnerable adults may be at risk, then that contract will be asked to provide their Safeguarding Policy.

Any organisation which may contact children or vulnerable adults shall be required to show proof of its own appropriate Safeguarding Policy before being allowed to participate in the use of any council owned facilities.

### **Safeguarding Lead**

The Safeguarding lead for Keswick Town Council is:

Name: Vivien Little

Phone: 017687 73607

Email: [townclerk@keswicktowncouncil.gov.uk](mailto:townclerk@keswicktowncouncil.gov.uk)

### **Responding to a Safeguarding Concern**

Where there is an immediate risk of serious harm 999 should be called, thereafter the Safeguarding lead should be contacted as soon as reasonably practicable.

Where there is a safeguarding concern but no immediate risk of concern, the adult who has the concern should consult with the Safeguarding lead as soon as possible and by no later than the end of the same day.

When any disclosures are being made to you, it is important to remember:

- Listen calmly and carefully, showing that their views are taken seriously.
- Provide an appropriate and honest level of reassurance.
- Avoiding interrogating, and asking probing, intrusive and/or leading questions (any concerns must be shared with the Safeguarding lead and any subsequent referrals).
- Make a confidential written record of the discussion, either during or immediately after. This record should include the key details of the disclosure together with any relevant times, dates, places and people concerned. Audio and video records of disclosures should be avoided.
- Refer all relevant information to the Safeguarding lead as soon as possible and by no later than the end of that same day.

If there are concerns about the conduct of an adult connected to the Town Council (e.g. staff member, councillor, freelancer, volunteer etc.) which poses, or may pose a safeguarding risk, such as:

- Harm – either physical or emotional.
- Exposure to behaviour which may cause physical or emotional harm.
- Engaging in criminal activity.

This must be reported to the Safeguarding lead, to enable the next appropriate steps to be taken.

## **Reporting any concerns**

Any concerns regarding Safeguarding should be reported to the Safeguarding Lead, who will report them to the relevant authorities.

It is important to remember that you must not ignore abuse or neglect. You must report it. If you are not sure what to do you can always seek advice.

In an emergency telephone 999

If the person is not in immediate danger telephone 101

To report a safeguarding concern:

Contact Adult Social Care

Out of Hours telephone: 01228 526690

## **Other concerns**

If you have concerns about a child in Cumbria, telephone 0333 2401727

## **Declaration**

Keswick Town Council is fully committed to safeguarding the well-being of children and vulnerable adults by protecting them from physical, sexual, emotional harm and neglect.

All members of Keswick Town Council should read the Safeguarding Policy. Having read the Policy, they should be proactive in providing a safe environment for children and vulnerable people who are involved in Town Council activities.

This policy will be reviewed annually.

## **Keswick Town Council Safeguarding Guidelines**

Guidelines for responding to abuse or suspicion of abuse – some DO's and DON'Ts:

- Do treat any allegations extremely seriously and act at all times towards the child/adult at risk on the basis that you believe what they are saying.
- Do tell the child/adult at risk that they have done the right thing in telling you where they are disclosing to you.
- Do reassure them that they are not to blame.
- Do be honest about your own position, who you have to tell and why.
- Do tell the child/adult at risk what you are going to do next and what they can expect to happen.
- Do take further action – you may be the only person in a position to prevent future abuse - tell the Designated Safeguarding lead immediately.
- Do write down everything said, distinguishing fact from opinion, and what was done.
- Do seek medical attention if that appears to be immediately necessary.
- Do inform parents/carers unless there is a suspicion of their involvement.

- Don't make promises you can't keep.
- Don't interrogate the child/adult at risk – it is not your job to carry out an investigation – this will be up to the police and social services, who have experience in this and have the legal duty to do it.
- Don't cast doubt on what you are being told, don't interrupt or change the subject.
- Don't say anything that makes the child/adult feel responsible for the abuse.
- Don't Do Nothing – make sure you tell the Safeguarding Lead immediately – they will know how to follow this up and where to go for further advice.

Date adopted: XXX 2023

Date for Review: XXX 2024

DRAFT



3<sup>rd</sup> February 2022

To Whom It May Concern,

I am writing to you today about the 13 Valleys Ultra, a new trail running event, organised by The Great Run Company and supported by the Lake District National Park Authority. The event is scheduled to take place between Friday 29<sup>th</sup> September and Sunday 2<sup>nd</sup> October 2023 using Rights of Way across the Park.

Born out of the successful UNESCO World Heritage Site bid, we want to celebrate the 13 unique valleys of the Lake District. There will be four distances: from 20km course taking in 2 Valleys all the way to the huge 180km course setting foot in each of the 13 Valleys. The aim is, in time, for the route to become a year-round trail for people to walk at their leisure. This will spread the economic impact away from traditional tourism hubs and allow people to see and enjoy the beauty of the full Lake District.

We want to work hand in hand with the local communities in the Lake District, celebrating them to grow the economy in the region. We also want to make the 13 Valleys Ultra one of the most sustainable Ultra Running events in the UK, including using local staff and suppliers where possible, reducing travel emissions, and supporting local communities.

The route has been identified in conjunction with local rangers, taking in only rights of way and paths that are suitable and can sustain increased footfall.

Local facilities and buildings will be used as feed stations, with donations to relevant community groups in return. Participants will be strictly briefed on their obligation to both the countryside and other users regarding littering and giving way to those not in the event.

We anticipate that communities will have a number of questions regarding the event, and have tried to answer some of these in FAQs overleaf.

We will only be opening up the event to a limited number of participants to minimise the impact on the land and there will only be 100 places available in the full 13 Valleys distance.

We will also work with local providers to promote and maximize the provision of public transport, and promote this over and above car use.

5% of each entry fee will be donated to 'Fix the Fells' and the Lake District Foundation that repairs and maintains many of the paths used by the event.



Only the 2 and 5 valley routes (20km and 60km) will be marked with temporary flags, minimising the signage put out, with all signs labelled and meticulously accounted for to ensure the event truly leaves no trace.

We are very happy to meet with you and discuss this further if you have any questions or concerns.

Yours Sincerely

**Colin Murphy**  
**Event Director**

[Colin.Murphy@13valleysultra.com](mailto:Colin.Murphy@13valleysultra.com)  
07525 732 421



## FAQs

### **Why does the Lake District need another event?**

The Lake District and its landscape is much loved by local residents and visitors alike. There has been an increase in visitors over recent years, as well as an increase in organised events.

This event is being organised with a view to promoting sustainable tourism across the park, not just to the usual honeypot sites. With sustainability at its heart and part of the fee going to the Lake District Foundation to maintain the fells the hope is that the landscape benefits from the event as much as the event from the landscape.

### **Where can I find more details of the route?**

The proposed routes can be found on the event website [www.13valleysultra.com](http://www.13valleysultra.com). These are indicative at this stage while we discuss the details with stakeholders and landowners, with more accurate details to be uploaded in March. We would be happy to discuss the route through your parish in more detail.

### **How many participants will there be?**

We are estimating the following number of runners in 2023

Event	Distance	Date	Estimated runners on the day
13 Valleys Ultra	180km	29 <sup>th</sup> Sep – 1 <sup>st</sup> Oct	100
7 Valleys Ultra	100km	30 <sup>th</sup> Sep – 1 <sup>st</sup> Oct	200
5 Valleys Ultra	60km	30 <sup>th</sup> Sep – 1 <sup>st</sup> Oct	200
2 Valleys Trail	20km	30 <sup>th</sup> September	400

### **What are you doing to tackle litter and minimise the negative environmental impact of the event?**

Educating runners is a central part of the events goal. We will be ensuring they all take ownership of their own impact and leave the trails as they found them.

We are encouraging runners to write their race number on their nutrition products and ensure they don't discard them between feed stations, as well as to collect litter in their training runs.

More details of the events sustainability framework can be found here; <https://www.13valleysultra.com/sustainability-framework/>

### **Will there be cars driving around the area supporting runners?**

There will be 13 feed stations on the route, in a variety of existing facilities. These will allow runners to get the nourishment they need to run unsupported. Before the event there will be clear guidelines sent to participants and their supporters around which of these feed stations will be suitable for spectators to visit to offer their support. We will work with local communities to establish which areas are suitable based on ample parking, and minimal disruption to residents.



**How can we hear more and discuss how it will impact our community?**

As well as communicating with all landowners alongside the Lake District National Park we are also keen to hear from the communities that the event will touch. This may be simply to provide further details such as the exact route, or what times runners will be passing through, or to alleviate concerns and share experiences from other events. We would also be happy to discuss how community groups can get involved should they wish. Please contact me directly at [colin.murphy@13valleysultra.com](mailto:colin.murphy@13valleysultra.com)

