

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

**KESWICK TOWN COUNCIL**

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

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

12<sup>th</sup> October 2022

A meeting of Keswick Town Council will be held at the Council Chamber, Town Hall, Keswick on Thursday 19<sup>th</sup> October 2023 at **7.00 pm**.

Yours sincerely



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

**AGENDA**

- 1. Apologies**  
To receive apologies for absence.
- 2. Minutes**  
To authorise the Chair to sign as a correct record the minutes of the Town Council meetings held on the 21st September 2023 (pages 22-26).
- 3. Requests for Dispensations**  
The Clerk to report any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest.
- 4. Declarations of Interests**  
To receive declarations by elected and co-opted members of interests in respect of items on this agenda.

Members are reminded that, in accordance with the Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting). Members may, however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already declared in the Register, as well as any other registrable or other interests.

*If a member requires advice on any item involving a possible declaration of interest which could affect his/her ability to speak and/or vote, he/she is advised to contact the Clerk at least 24 hours in advance of the meeting.*

- 5. Police Report**  
To receive the report of the Allerdale Rural Neighbourhood Policing Team (if available).

**6. Keswick Conservation Area**

To receive a presentation on the Keswick Conservation Area, from Rose Lord, Conservation Officer, Lake District National Park Authority.

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

Such matters may be received throughout the meeting, however items raised should not be discussed for longer than ten minutes and the Chairman reserves the right to curtail repetitious matters. Public participation shall not be longer than half an hour throughout the meeting.

**8. 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.

**9. 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

**10. Mayor's Report**

To receive a report from the Mayor covering the period 15th September 2022 – 12<sup>th</sup> October 2023.

**11. Reports from Ward Representatives**

To receive reports from the following representatives:

- i) Cumberland Council
- ii) Lake District National Park Authority North Distinctive Area Parishes' Representative (if available)

**12. Audit for the year ending 31 March 2023**

To approve and accept the Annual Governance and Accountability Return for the year ended 31 March 2023 including the certificate of conclusion of the External Audit and to report that there are no matters arising.

**13. Quarterly Budgets**

To receive the quarterly budget comparisons.

**14. Reports from Representatives on Outside Bodies**

To receive a report from the following representatives:

- i) Keswick in Bloom
- ii) Minutes of the Keswick Ministries Town Liaison Forum held on Tuesday 12 September 2023 (for information only).

**15. Payment of Accounts**

To confirm the payment of accounts for October 2023 as approved by the Inspection Committee (to be circulated at the meeting):

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

**16. Proposed Housing Group**

To receive a report from Councillor Taylor.

**17. Correspondence**

- i) To consider a letter from Threlkeld Housing Association, and discuss next steps.
- ii) To consider a letter from Keswick Rugby Club.

**Prior to the following business the Chair 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'*

**18. Contracting - Appointment of Internal Auditor**

To consider the report of the Responsible Financial Officer.

To: All Councillors  
Police  
Press

**KESWICK TOWN COUNCIL**  
**SEVEN PRINCIPLES OF PUBLIC LIFE**  
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Minutes of the meeting of Keswick Town Council to be held at the Council Chamber, Town Hall, Keswick on Thursday 21<sup>st</sup> September 2023 at 7.00 pm.

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**Present:**

**Chair**  
 Councillor Steve Harwood

**Councillors**

Louise Dunn  
 Denstone Kemp  
 Jean Murray  
 Lorraine Taylor

Chris Houghton  
 Sally Lansbury  
 Rob Nelson

Claire Houghton  
 Benita Laphorn  
 Tim Parsons

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

**92. Apologies**

Apologies for absence were received from Councillor Paxon. His apologies were noted and accepted by Councillors.

**93. Minutes**

**RESOLVED** that the Chair be authorised to sign as a correct record the minutes of the Town Council meeting held on the 17<sup>th</sup> August 2023 (pages 18-21).

**94. Requests for Dispensations**

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

**95. Declarations of Interests**

No declarations of interest were made at this meeting.

**96. Police Attendance**

The Clerk updated Councillors on a discussion she had had with PCSO Forrester, about a new app, Schemelink which Allerdale Police will be introducing. The Clerk would provide more information, and advertise the scheme when it had been received (Action – Clerk).

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

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

No matters were raised by members of the public.

**98. Presentation by Keswick Rugby Club**

**RECEIVED** a presentation from representatives of Keswick Rugby Club regarding their plans for a new Rugby Club Building. It was agreed that a letter of support would be sent to Keswick Rugby Club from the Town Council (Action – Councillor Harwood/Town Clerk).

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

No matters were raised by Councillors at this meeting.

**100. Applications for Development**

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

<b>Plan Ref.</b>	<b>Description Location Comments Recommendation</b>
T/2023/0108	<p>T1 - Scots Pine - Fell due to lean and how close to the building. Top of tree has snapped out. Tree is suppressed with all limbs over towards house. T2 - Cherry (small) - Fell - Allow more light in to house.</p> <p>The Coach House, Chestnut Hill, Keswick, CA12 4LS</p> <p><i>No comments made</i></p> <p><b>SUPPORT</b></p>
7/2023/2131	<p>Erection of storey and a half, 3 bedroom, low energy dwelling with associated external works, and upgrade of existing septic tank at neighbouring property Land adjacent to 1 Briar Rigg, Keswick, CA12 4NW</p> <p><i>Support – while we support the eco credentials of this new dwelling we remain concerned at the proposed ‘black tile effect metal sheet cladding panels’ as the roof finish which we feel is unsympathetic in this location. We also request that adequate protection measures are included for the mature oak tree on the site during construction</i></p> <p><b>SUPPORT</b></p>
7/2023/2133	<p>Front Conservatory</p> <p>Rowanlea, Eleventrees, Keswick, CA12 4LW</p> <p><i>Support – support in principle but object to the use of ‘lightweight grp slate’ as the roof finish. The roof should be in natural slate to match the existing house -</i></p> <p><b>SUPPORT</b></p>
7/2023/2148	<p>Internal and elevational alterations to existing house and outbuildings, new infill extension to connect existing house and outbuildings – Listed building consent</p> <p>25, St Johns Street, Keswick, CA12 5AE</p> <p><i>Object – while we have no objection to the principle of converting existing outbuildings with a link extension to Town Head House, we feel that the form of the glazed link does not sit well with the existing building. We object to the design of the proposed link as being unsympathetic to this Grade II listed building in the Conservation Area</i></p> <p><b>OBJECT</b></p>
7/2023/2149	<p>Internal and elevational alterations to existing house and outbuildings, new infill extension to connect existing house and outbuildings – Full Planning application.</p> <p>25, St Johns Street, Keswick, CA12 5AE</p> <p><i>Object - while we have no objection to the principle of converting existing outbuildings with a link extension to Town Head House, we feel that the form of the glazed link does not sit well with the existing building. We object to the design of the proposed link as being unsympathetic to this Grade II listed building in the Conservation Area</i></p> <p><b>OBJECT</b></p>

- 7/2023/2150      Extension to the rear of the house off the upper ground floor level  
2, Grange Park, Keswick, CA12 4AY  
*No comments made*  
**SUPPORT**
- 7/2023/2152      Demolition of existing club house and squash courts. Erection of new clubhouse  
and creation of additional car parking facilities  
Keswick Rugby Club Ltd, Davidson Park, Keswick, CA12 5EG  
*Support – the existing clubhouse has suffered serious flooding on a number of  
occasions in recent years and we fully support the new clubhouse being built  
above the flood plain with enhanced facilities to safeguard the long term future  
of the club*  
**SUPPORT**
- 7/2023/2159      Proposed alterations to dwelling, ground & first floor extensions, roof  
alterations including part increase in roof height  
Birdsong, Borrowdale Road, Keswick, CA12 5UP  
*No comments made*  
**SUPPORT**
- 7/2023/2161      Addition of dormer & porch plus alteration of windows on rear. Removal of rear  
chimney  
11, Fenton, Keswick, CA12 4AZ  
*Object – we object to the form of this large dormer on the side of this dwelling  
which is one half of an identical semi detached block. We consider this  
unbalances the form of the block as a whole and we object to the use of non  
traditional materials which we feel is unsympathetic in this location*  
**OBJECT**
- 7/2023/2162      Non-material amendment to planning application 7/2022/2278 (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) for addition of solar panels to  
front elevation roof. Amended design of front elevation first floor doors and  
windows  
21, Manesty View, Keswick, Cumbria, CA12 4JF  
*Object – We do not agree this should be considered as a minor amendment.  
This proposal changes the main front elevation significantly and loses much of  
the finesse of the original approved drawings. We object to the changed  
window pattern at first floor level particularly the large central window which  
was amended in line with our comments on the original application. We also  
object to the haphazard arrangement of proposed new solar panels*  
**OBJECT**
- 7/2023/2166      To replace 3 windows at the rear of the property  
12, The Plosh, Borrowdale Road, Keswick, CA12 5DE  
*Object – we support the aim of replacing the existing windows at the rear in the  
style proposed but we consider they should be replaced with wood windows in  
lieu with upvc on this Grade ii listed terrace*  
**OBJECT**
- 7/2023/2167      Change of use from redundant garage to holiday cottage housekeeping and  
maintenance hub and operational development

Rear of former Service Station, Crosthwaite Road, Keswick, CA12 5PR  
*Support – this would be an appropriate use for an industrial building of this nature*  
**SUPPORT**

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

**101. Mayor's Report**

**RECEIVED** details of the Mayor's engagements and meeting attendance for the period 11 August 2023 – 14 September 2023.

**102. Reports from Ward Representatives**

**RECEIVED** reports from the following representatives:

- i) Cumberland Council – Councillor Campbell-Savours gave an update post bin-strike, and while collections were resuming, it was taking a while for things to settle back to normal. Residents were encouraged to report any missed collections to Cumberland Council through their website.

The Community Panels had been set up, and they had been given a remit to develop them to help the communities they represent. Councillor Campbell-Savours handed out a survey for Town Councillors to fill in, and encouraged radical thinking. There would be a community panel meeting held in Keswick at some point, and the intention was that members of the panel will meet with local organisations beforehand.

- ii) LDNPA North Distinctive Area Parishes Representative – **RECEIVED** the report of the LDNPA North Distinctive Area Parishes Representative. Peter Walter was in attendance, and explained the reasoning behind the survey (see agenda item 13). This was set up so that the LDNPA could hopefully secure funding to be able to engage on the areas of concern more. There was a desire to keep the Safer Lakes partnership approach going moving forward, but the Covid funding which set it up had run out. The survey could lead to a reassessment of how Visitor Services works.

**103. Payment of Accounts**

**RESOLVED** that the accounts for August 2023 as approved by the Inspection Committee be authorised for payments (Action – RFO)

- i) For the Town Council, vouchers 106 – 128, amounting to £30,280.86 (thirty thousand two hundred and eighty pounds and eighty six pence)  
 ii) For the Trusts, vouchers HP87 – FP100, amounting to £15,607.61 (fifteen thousand six hundred and seven pounds and sixty one pence)

***Councillor Kemp left the meeting at 7.55pm***

***Councillor Kemp returned to the meeting at 8.01pm***

**104. Consultation Response**

Consideration was given to Keswick Town Council's response to the Lake District National Park's survey of Parish Council views and experiences, as prepared by the Visitor Management Working Group.

**RESOLVED** that the consultation response be agreed, and submitted to the Lake District National Park Authority. (Action – Clerk)

**105. Holiday House Nuisance Report**

Consideration was given to a report by Councillor Dunn.

**RESOLVED** that the form be set up on the website, and Councillor Dunn and the Clerk work together to provide an evidence base. (Action – Councillor Dunn/Town Clerk)

**106. Email addresses for Councillors**

Consideration was given to a report by the Clerk.

**RESOLVED** that the Clerk enquire as to the size of the Sharepoint area, and whether this include a shared calendar, then proceed with setting this up moving forward (Action – Clerk).

**107. Clerk's Report**

Consideration was given to the report of the Clerk.

**RESOLVED** that Councillor Dunn act as an informal liaison for the allotment site (Action – Councillor Dunn).

**108. Events Committee**

**RECEIVED** for information the minutes of the Events Committee minutes dated 7 September 2023 (pages 6-8)

**Prior to the following business the Chair 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'*

**109. CCTV**

Consideration was given to a report by the Responsible Financial Officer.

**RESOLVED** that the RFO proceed with the 12 month period of payment. (Action – Responsible Financial Officer).

The meeting closed at 8.30p.m.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date



**Planning Applications received between 15/09/2023 - 12/10/2023**

Plan ref	Reply by	Location	Description of Proposed Development
T/2023/0132	13-Oct-23	Fitz Park Kiosk Cafe, Station Road, Keswick, Cumbria, CA12 4NF	Fell 2 x Western hemlock
7/2023/2138	10-Oct-23	16, Ambleside Road, Keswick, Cumbria, CA12 4DL	Demolition of existing Upvc conservatory and replacement with single storey family room extension. 1no replacement and 1no additional roof light to the existing roof.
7/2023/2176	27-Oct-23	31, Latrigg Close, Keswick, CA12 4LE	Two storey side extension and alterations
7/2023/2178	12-Oct-23	7, Brackenrigg Drive, Keswick, Cumbria, CA12 4JJ	Extension of bungalow to create porch and dining room
7/2023/2179	11-Oct-23	Land off Penrith Road, Penrith Road, Old Windlebrowe, Keswick, CA12 4LH	To permanently retain and amend the access AP09 originally given temporary permission under application ref. no. 7/2016/2027 (revised scheme to withdrawn application no. 7/2023/2080)
7/2023/2184	17-Oct-23	67, The Headlands, Keswick, CA12 5EH	Single storey front, side and rear extension to dwelling
7/2023/2187	23-Oct-23	18, Eskin Street, Keswick, CA12 4DG	Change of use from guest house to either use as self-catering holiday let accommodation or residential use
7/2023/2189	23-Oct-23	Rowan Tree Guest House, 37 Eskin Street, Keswick, CA12 4DG	Change of use from Guest House to Flexible Use Guest House and Holiday Let. A single planning unit to be used as any of the following on a flexible basis: A - Guest House or B - Short term holiday letting accommodation or C - Short term holiday letting accommodation with/including owners/managers accommodation In accordance with LDNP Local Plan Policy 18
7/2023/2192	25-Oct-23	St John's Church, St John's Street, Keswick, CA12 4DD	The installation of 1 No. GPS node to be mounted to the external wall of stair turret at approximately 11 metres AGL and ancillary development thereto.
7/2023/2201	31-Oct-23	Nos 2 & 4 Markholme Cottages, Crosthwaite Road, Keswick, CA12 5PP	Replacement of conservatory to no. 2 with new lean to extension to nos. 2 & 4
<p><b>NOTICE TO THE PUBLIC: Interested parties are invited to let the Town Clerk have their comments, in writing or via email to <a href="mailto:townclerk@keswicktowncouncil.gov.uk">townclerk@keswicktowncouncil.gov.uk</a>, prior to the meeting regarding any of the planning applications on this sheet.</b></p>			

# Keswick Town Council



Council Offices, 50 Main Street, Keswick

Cumbria CA12 5JS

Tel: 017687 73607

website: [www.keswicktowncouncil.gov.uk](http://www.keswicktowncouncil.gov.uk)

FAO Development Management Support Team  
Lake District National Park  
Murley Moss  
Oxenholme Road  
Kendal, LA9 7RL

10 October 2023

Dear Sirs

## Keswick Town Council – Planning Observations

General planning observations – as agreed sent under Town Clerk's delegated powers

Plan Ref.	Description of Development Location
T/2023/0132	Fell 2 Western Hemlock Trees in Upper Fitz Park Fitz Park Kiosk Café, Station Road, Keswick, Cumbria CA12 4NF No comments made <b>SUPPORT</b>
7/2023/2138	New Family Room Extension to replace existing Conservatory and additional rooflight 16 Ambleside Road, Keswick, Cumbria CA12 4DL No comments made <b>SUPPORT</b>
7/2023/2178	Extension of Bungalow to form porch and dining room 7 Brackenrigg Drive, Keswick, Cumbria, CA12 4JJ No comments made <b>SUPPORT</b>
7/2023/2179	Rebusemission of retention of existing access to land off Penrith Road at Old Windebrowe Land off Penrith Road, Penrith Road, Old Windebrow, Keswick CA12 4LH <i>Object - It is noted that there have been 4 letters of objection from nearby residents which we fully support. This temporary access for the construction of the United Utilities Water Pipeline was only approved on the basis that positive traffic control was in operation when in use, as it was recognized as having poor visibility on a downhill bend on the</i>



VAT No. 257 2473 48



*main road into Keswick. Cumberland Council Development Management have objected to this resubmitted proposal on the basis that the visibility splays required cannot be achieved without relocating the field entrance point. We support this objection.*

**OBJECT**

7/2023/2184

Single storey front, side and rear extension  
67 The Headlands, Keswick CA12 5EH

*Object – We support the principle of the extension but consider that the visual impact of the modernistic style of the extension on the front of the house is out of keeping with the character of the existing house and the street scene.*

**OBJECT**

Yours sincerely  
Vivien Little

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

**AGENDA ITEM 9.ii)**

**Decisions Received from LDNPA**

**Planning Decisions Received between 15/09/2023 & 12/10/2023**

<b>Plan Ref</b>	<b>Date of Application</b>	<b>Location</b>	<b>Postcode</b>	<b>Description</b>	<b>KTC Observations</b>	<b>LDNPA Decision</b>	<b>Appeal</b>	<b>Appeal Decision</b>
T/2023/0108	August-23	The Coach House, Chestnut Hill, Keswick,	<b>CA12 4LS</b>	Scots Pine tree (listed as T1 in application) - Fell to ground level. Cherry tr	<b>SUPPORT</b>	<b>GRANTED</b>		
7/2023/2128	July-23	15, Ambleside Road, Keswick	CA12 4DL	Change of use to a dwelling house	Statement issued by KTC: This should be a 'Change of Use' application and not a Certificate of Lawfulness	Certificate of Lawfulness Granted		
7/2023/2129	July-23	St John's House, St John's Street, Keswick	CA12 5AP	First floor balcony to side extension	<b>SUPPORT</b>	<b>GRANTED</b>		
7/2023/2131	August-23	Land adjacent to 1 Briar Rigg, Keswick	CA12 4NW	Erection of storey and a half, 3 bedroom, low energy dwelling with associated external works, and upgrade of existing septic tank at neighbouring property	<b>SUPPORT</b>	<b>GRANTED</b>		
7/2023/2142	July-23	14, Ambleside Road, Keswick	CA12 4DL	Change of use from guesthouse/holiday let to C3 residential dwelling (family home).	<b>SUPPORT</b>	<b>GRANTED</b>		
7/2023/2148	August-23	25, St Johns Street, Keswick	CA12 5AE	Internal and elevational alterations to existing house and outbuildings, new inf	<b>OBJECT</b>	<b>Withdrawn</b>		
7/2023/2149	August-23	25, St Johns Street, Keswick	CA12 5AE	Internal and elevational alterations to existing house and outbuildings, new inf	<b>OBJECT</b>	<b>Withdrawn</b>		
7/2023/2162	August-23	21, Manesty View, Keswick	CA12 4JF	Non-material amendment to planning application 7/2022/2278 (Two storey extension	<b>OBJECT</b>	<b>GRANTED</b>		

**KESWICK TOWN COUNCIL****TOWN COUNCIL MEETING 19TH OCTOBER 2023****MAYOR'S ENGAGEMENTS & MEETING ATTENDANCE**

For period 15th Sept 2023 – 12th October 2023

Sunday 17 September	Attended Battle of Britain Service at Carlisle Cathedral at the invitation of the Mayor of Carlisle.
Monday 18 September	Attended meeting with 2030 Architects re Upper Fitz Park Development.
Monday 18 September	Attended Battersby Hall Trustees meeting.
Tuesday 19 September	Attended meeting with Cumberland Highways re issue of footpath renovation at Manor Brow, also attended by Sally and Markus plus members of public.
Tuesday 19 September	Attended meeting arranged by K FAG for tour of Keswick Mountain Rescue Base in connection with future flood emergency plans.
Tuesday 19 September	Attended Zoom meeting of joint KTC / KCHT group re Housing issues
Wednesday 20 September	Attended meeting re Walker Park with Jonathan Green of Cumberland Council with Vivien and Catherine re formalising agreement.
Thursday 21 September	Attended Town Council Meeting.
Saturday 23 September	Attended Kendal Torch Light Procession at invitation of Mayor of Kendal.
Sunday 24 September	Attended Civic Service at St. Johns Church, Workington at the invitation of the Mayor of Workington.
Thursday 28 September	Attended Park Trustees meeting.
Saturday 30 September	Attended CALC AGM at Rheged also attended by Vivien.
Thursday 5 October	Attended meeting with Vivien and Lorraine to discuss option of forming a new Housing Action Group to replace the current KTC / KCHT group.
Monday 9 October	Attended meeting of Planning Group to review new planning applications.
Tuesday 10 October	Attended Events meeting re proposed D-Day proposals for 6 June 2024.
Wednesday 11 October	Attended K FAG Annual meeting re future flood action plans.
Thursday 12 October	Attended Retrofit made easy presentation at Crosthwaite Parish Room.

# Annual Governance and Accountability Return 2022/23 Form 3

**To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:**

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 must complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
  - The Annual Internal Audit Report must be completed by the authority's internal auditor.
  - Sections 1 and 2 must be completed and approved by the authority.
  - Section 3 is completed by the external auditor and will be returned to the authority.
3. The authority must approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both must be approved and published on the authority website/webpage before 1 July 2023.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, must return to the external auditor by email or post (not both) no later than 30 June 2023. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2023
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2022/23

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability Section 1, Section 2 and Section 3 – External Auditor Report and Certificate will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2023 authorities must publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- Section 1 - Annual Governance Statement 2022/23, approved and signed, page 4
- Section 2 - Accounting Statements 2022/23, approved and signed, page 5

Not later than 30 September 2023 authorities must publish:

- Notice of conclusion of audit
- Section 3 - External Auditor Report and Certificate
- Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.



## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (Section 2, page 5). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on page 5. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

Completion checklist – No answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2023 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	✓	

**\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2022/23

## KESWICK TOWN COUNCIL

www.keswicktowncouncil.gov.uk AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored, and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			N/A
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

12/06/2023 - 13/06/2023

IAN SMITHSON CIFA

Signature of person who carried out the internal audit



Date

13/06/2023

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



## Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

### KESWICK TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		Yes means that this authority
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable, in our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

15/06/2023

and recorded as minute reference:

MIN No. 46

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

*Stephen Hurme*

Clerk

*V. H.*

[www.keswicktowncouncil.gov.uk](http://www.keswicktowncouncil.gov.uk)

ONLY AVAILABLE WEBSITE/WEBSITE ADDRESS

## Section 2 – Accounting Statements 2022/23 for

### KESWICK TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.
1. Balances brought forward	270,046	253,867	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	273,697	307,054	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	35,849	40,762	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	64,239	65,094	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	261,486	305,585	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	253,867	231,005	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	256,960	238,714	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	68,864	67,643	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
For Local Councils Only	Yes	No	N/A
11a. Disclosure note re Trust funds (including charitable)	✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓		The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

*OFFICIAL KEY*

Date

*08/06/2023*

I confirm that these Accounting Statements were approved by this authority on this date:

*15/06/2023*

as recorded in minute reference:

*MIN No. 17*

Signed by Chairman of the meeting where the Accounting Statements were approved

*Stephen Howard*



## Section 3 - External Auditor Report and Certificate 2022/23

In respect of **Keswick Town Council**

### 1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it does not provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

### 2 External auditor report 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

The AGAR Section 2 Statement of Accounts does not arithmetically add down to Box 7 by £1 when summed. When rounding the numbers for the Return care should be taken to ensure the Return sums correctly.

### 3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

 **MOORE**

External Auditor Signature



Date

14/09/2023

**KESWICK TOWN COUNCIL**

**GENERAL FUND - ADMINISTRATION**

**1st April 2023 - 31st March 2024**

**Budget Summary as at 30 September 2023**

**2nd Quarter**

	<b>AGREED Budget 23/24</b>	<b>Expenditure to 30.09.23</b>	<b>% of budget spent</b>
<b>Expenditure:</b>			
Salaries, Nat ins & Pension & Pension Deficit	115,240	52760	45.78
Payroll - Outsource Costs	350	216	61.71
Rent	7,100	3550	50.00
Building Service Costs	6,000	0	0.00
Repairs - Decorating/Carpets/Upgrades	500	203	40.60
Insurances	900	890	98.89
Subscriptions	1,030	997	96.80
Conferences/Training	800	160	20.00
Stationery	1,200	428	35.67
Postage	300	120	40.00
Telephone & Internet	1,130	1272	112.57
Photocopier	1,931	639	33.09
Computer maintenance/support	3,075	1553	50.50
Office Equipment	200	120	60.00
Staff Expenses	200	63	31.50
Ex Employee Pension	1,496	365	24.40
Health and Safety	50	0	0.00
Website (Annual Fee)	240	140	58.33
Council Chamber/Meeting Expenditure	250	0	0.00
Telephone System - Maintenance Fee	-	0	0.00
Staff Recruitment Costs	200	0	0.00
<b>Total Expenditure:</b>	<b>142192</b>	<b>63476</b>	<b>44.64</b>

*Includes new  
headsets*

	<b>AGREED Budget 23/24</b>	<b>Income to 30.09.23</b>	<b>% of budget income</b>
<b>Income:</b>			
Photocopies	0	0	0.00
Council chamber rental	100	75	75.00
<b>Total Income:</b>			
	<b>100</b>	<b>75</b>	<b>75.00</b>

<b>To be allocated:</b>	<b>142092</b>	<b>63401</b>	<b>44.62</b>
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	<b>AGREED Budget 23/24</b>	<b>Allocation to date</b>
<b>Allocation:</b>		
General Fund - (60%)	85,256	38041
Hope Park - (20%)	28,418	12680
Fitz Park - (20%)	28,418	12680
	<b>142092</b>	<b>63401</b>

**KESWICK TOWN COUNCIL****GENERAL FUND****1st April 2023 - 31st March 2024****Budget Summary as at 30 September 2023****2nd Quarter**

<b>Expenditure:</b>	<b>AGREED Budget 23/24</b>	<b>Expenditure to 30.09.23</b>	<b>% of Budget</b>
General Administration	85256	38041	44.62
Grants to outside bodies	19146	18508	96.67
Christmas Lights	30500	12699	41.64
Mayors Allowance	2000	1500	75.00
War memorial	1600	1123	70.19
Townsfeld	2800	403	14.39
Open Spaces	1000	500	50.00
Fitz Park - Grant from KTC (deficit)	193574	96787	50.00
Communications	500	0	0.00
Audit Fee/Accounts Preparation	1800	25	1.39
Contingency Sum	4000	0	0.00
Keswick Events (Inc. Scruffs)	9464	9449	99.84
Floral displays	600	0	0.00
Allotments Expenditure	600	350	58.33
Annual Parish Meeting (inc room hire & refreshments)	100	71	71.00
Advertising	450	0	0.00
CCTV Annual Maintenance Cost - Police	3600	0	0.00
LGR Provision	2500	0	0.00
Elections 2023	6000	0	0.00
<b>TOTAL EXPENDITURE:</b>	<b>365490</b>	<b>179456</b>	<b>43.16</b>

<b>Income:</b>	<b>AGREED Budget 23/24</b>	<b>Income to 30.09.23</b>	<b>% of Budget</b>
Precept	328245	164123	50.00
Grant to Fitz Park - ABC	20000	20000	100.00
Bank/Investment interest (inc War Memorial)	5	42	840.00
Walker Park rent	14130	14130	100.00
Allotments Income - Rent	600	372	62.00
Keswick Events Contributions (Inc. Scruffs)	2300	2538	110.35
Christmas Light Contribution	200	0	0.00
Townsfeld Interest	10	0	0.00
LGR	0	0	0.00
<b>TOTAL INCOME:</b>	<b>365490</b>	<b>201205</b>	<b>55.05</b>

<b>Designated Fund Balances</b>	
Christmas Lights	402
Events Fund	36036
K2T Toilet Contribution	2004
Local Committee - Townsfeld Bench	350
Blue Finger Post	40

## Keswick In Bloom Update for the Town Council meeting October 2023:

1. We normally plant out summer bedding at the very beginning of June but the prolonged hot dry spell made growing conditions difficult. We delayed planting where we could but where plants had to go in the ground, watering them was an issue. Eventually the weather broke and since then we have had wet cool weather with only the occasional bursts of sunshine. For displays such as the KESWICK Bed this has been great and the begonias planted with the help of The Rotary, have flowered well. The box hedging has improved though there are still some bald patches where new plants have not taken very well. The mangers, with a couple of exceptions, see paragraph 4 below about drainage problems, have made a good display. They look good and because we have had so much rain there has been no issue with them drying out. When there was good weather some planters in town continued to suffer from people sitting on them and damaging the plants. We have tried all sorts of solutions but we have resigned ourselves to putting low cost tough and expendable plants in the places people like to place their backsides the most. Dogs also continue to be a problem.
2. At the Underpass the team have been working hard. The planting of the Fairtrade bed has been completed in the corner of the herb bed and a sign will be erected by the Fairtrade committee in due course. Wild flowers and herbs have been planted in the rest of the bed. The main bed continues to provide a show of colour throughout the year with the addition of pink Begonias this summer. Slate chippings have been put in the corner of the Theatre bed to deter dogs from using this area as a toilet. St Herbert's School will be approached to design a sign requesting dog owners to keep their dogs off the beds. The stump feature, also in this corner has been enhanced by a couple of Clematis and Begonias. One of the mature Cherry Trees in the bed on the right is dying. As this is in a conservation area an application will be made to reduce it to a tall stump and create a tree carving.
3. Now that summer is over, we are planning our winter/spring displays. The manger linings, which were purchased from this year's grant money will be swapped over and we are grateful to the Parks for organising storage for the set not currently in use. The winter set already have some bulbs in them from last year though the Tete-a-tete, which have given a great display for the last 4 years, failed because they could not cope with being frozen solid for days on end. The other problem we encountered was vermin, probably mice, eating the mini tulip bulbs. We had hoped to they would add to the tete-a-tete and flower again next year however, we lost quite a few and we are considering the use of some mesh over the top this year to deter the pests.
4. The other problem which has been particularly bad this year is that some of our planters with reservoirs that are designed to retain water in very wet conditions they fill up. For example, the large Tea Cup planter on Lake Road was emptied and replanted at the beginning of the year. Extra drainage holes were also drilled in all the worst affected planters but with the levels of rainfall that we are getting they are still filling up and the plants cannot cope. The conclusion is that we are once again the victims of our weather of extremes. The reservoirs and wicking mats are great in dry summers but when the weather is excessively wet the wicking system instead stops water draining out. It is less of a problem in planters that have a good coverage of plants as they stop the water getting to the soil but once the soil gets too wet and the plants stop thriving then the coverage is reduced and more water builds up and off course the plants begin to fail.
5. We will continue to work to overcome these problems and we are a hardworking, friendly group of volunteers numbering around 20 members though some are inactive. This year we have lost some members who have not participated for some time but gained two new members who have shown real promise. How to attract and engage members in an ongoing problem. We are supported by some generous donations from private individuals and from grants. We had a grant from the Town Council this year but since our balance remains healthy, we will leave it until next year to make the next application.
6. On the Town Council website there is a button entitled Floral Display which says "Keswick has an enviable reputation for winning accolades in the annual 'In Bloom' competitions and the Town Council works in partnership with Keswick in Bloom to ensure that this reputation continues to be well deserved." The term "Floral display" needs to be reconsidered and included in the information perhaps an indication of how to get involved. Also, there is still the need for clarity about the areas for which we are responsible. We do not have the capacity, manpower or equipment wise to do large scale maintenance jobs. We have struggled to get contractors to do jobs such as the Penrith Road beech hedge and when we took on the task of tidying the hydrangeas on Crosthwaite Road it entailed sorting out a trailer to remove the rubbish. There perhaps needs to be some sort of register of green spaces and who is working on them and to that end included below is the current summary of our areas.

## Keswick in Bloom:

### 1. Areas we regularly maintain:

1. End of Market Square stone planters (x2)
2. The stone bed in Market Square (Clinkards)
3. Bell Close mangers (x10)
4. Main Street barrels outside the Council Offices (x2)
5. Museum Square/Library barrels (x3)
6. Museum Square troughs (x3)
7. Tithebarn Street corner bed large raised bed
8. Lake Road Tea Cup
9. Derwent Close (Bear Bed by Relish) and stone planter (x1 by Mace)
10. Lake Road underpass beds (x3)
11. South of the underpass – the Rhododendron bed
12. The KESWICK Bed
13. The beech hedge and Sorbus Aries (Whitebeam) at the Hawthorns were planted in 1996 by Keswick in Bloom. We organise for this to be cut each year.

### 2. Things we need assistance with either contracting or help from the Rotary or The Parks:

1. regular heavy pruning and maintenance of large shrubs, hedges, and trees
2. heavy work such as moving compost and plants round the town
3. disposal of garden waste
4. watering after planting and in very dry conditions
5. storage of our planters, plants, and compost

### 3. Areas that have been taken on by other organisations:

1. The barrels (x2) by Costa now maintained by Packhorse Management
2. Barrels (x2) previously on the Crosthwaite traffic island by the church, given to the Parks.

### 4. Areas that have been either been developed by or attached to KIB in the past:

1. Hydrangea beds near the Pheasant Inn. This year we were roped in to give it a tidy
2. Concrete planters on traffic island at the junction with Chestnut Hill opposite the KESWICK bed. We periodically tackle these as they have bulbs and perennials and some bedding but they do not have water reservoirs and the island is frequently a repository for redirection signs and damaged bollards.
3. Concrete/wooden planters (x3) before the Welcome to Keswick sign on Penrith Road. The two concrete planters have bulbs in and this year some summer bedding. Keswick Parks plant the wooden planter up each year with either summer or winter bedding, although no winter bedding was planted last autumn as they did not do very well the previous year. They plan to plant some summer bedding in there in late May/June.
4. The beds on The Heads opposite the Central Car park that used to be planted up by the council at the same time as they did the beds on Penrith Road by the new bus shelter. This has now been taken on by a volunteer, Clare Peat, and this year KIB made a donation to help her with the purchase of plants. She also plants up the end bed South of the underpass – (formally Borrowdale School)
5. Garden by St John's Church maintained by Denise and Bill Booth.

Areas of Responsibility discussion doc 3.2. Last edited 26/09/23



## Town Liaison Forum – Notes of meeting held on Tuesday 12<sup>th</sup> September 2023

<b>Attendees:</b> Vanessa Metcalfe – KTA Andy Murphie – Vicar, Crosthwaite Jane Afleck– Keswick Museum Katy Maher – Police (Counter Terrorism) James Robson – Keswick Ministries Mark Ellis – Keswick Ministries Jodi Whitehouse – Keswick Ministries Simon Overend – Keswick Ministries Isak Nilsson – Keswick Ministries	<b>Apologies:</b> Debbie Beament – Outdoor activity provider Steph Davis-Johnson – County Highways Liam Forrester – PCSO Keswick Don Mackenzie – Keswick Community Beat Officer Vivien Little – Town Clerk Anne-Marie Green – Retailer (Love the Lakes)
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1. All welcomed including Mark Ellis and Isak Nilsson (new to KM team) attending for the first time. Other new invitees had sent apologies.
2. Notes from May meeting – no matters arising.
3. Situation report and updates from forum representatives:
  - i. Vanessa – KTA: Good summer; autumn bookings looking good; indoor activity providers benefitted from wet weather. Working on membership renewal; 2024 Keswick Guide and Forum to be held in November (in the Pencil Factory).
  - ii. Andy – Crosthwaite and CTIK: Positive about Convention; lots of visitors. Crosthwaite planning Lighting the Way Christmas initiative again - KTA happy to promote.
  - iii. Jane – Keswick Museum: Benefited from damp summer; good exhibitions; working on accessibility project; planning for 2024/5.
  - iv. Katy – Counter Terrorism: No major updates; Martin's law still going through parliament.
4. Items raised by invitees:
  - i. Concern over street preacher and pro-life protestors; impact on town / Convention relations. James shared the messaging that KM had sent out during Convention – see below. Andy confirmed that CTIK had written to the church in Workington where the street preacher is based. It was noted that the Police has been successful sued for arresting the preacher in the past. Debbie Beament had also helpfully raised a question about the benefits of KM's social media promoting the town's attractions and activities year-round. Emma Harrison (Head of Comms) is picking up with Debbie.
5. Updates from KM:
  - i. KM update – including staff changes: Mark Ellis joined the team as our new Ministry Director on 1<sup>st</sup> September. Other new staff – Katie Nilsson (with husband Isak and two young boys) and James Bethune, all living in the converted amenity block at Skiddaw Street; and Sam Harper, looking after facilities, including the Pencil Factory. James Robson, attending his last meeting as he takes up the post of Principal at Oakhill Collage, thanked the forum for their support. Mark Ellis confirmed his commitment to maintaining and building on good community relations.



- ii. Keswick Convention 2023 – Review and feedback. Overwhelmingly positive event. Numbers not yet back to pre-pandemic levels; noticeably younger demographic across all three weeks. All kids and youth work in the PF building meaning there was no marquee on the Rawnsley site as in previous years. The only marquee was the main meeting venue used for the morning Bible Readings and Evening Celebrations. Isak handled the community relations line; there were less than 10 calls across the three weeks from the public; all were constructive; some about the street preacher and pro-life group; a couple were about sound – we were able to confirm that we were operating within the agreed levels.
- iii. Pencil Factory – final phase works include a kitchen, work on the ground-floor lean-to, and some landscaping. The whole of the building was used for Convention and is available for hire with some good use already being made and a number of enquires for future events. Keswick Adventures are moving into a ground floor room. Keswick Youth Club have leased the upper floor of the Rawnsley building.
- iv. Teaching & Training programme 2023/4: Mark advised that c.525 people had come to Keswick to attend T&T events across the year, using local accommodation; many of them visiting for the first time and then returning with others at other times of the year. We are keen to build on these synergies with the town.

6. Future meeting dates: Moving to Thursdays as detailed below.

December	Thursday 14th
February	Thursday 22nd
May	Thursday 16th
September	Thursday 12 <sup>th</sup>
December	Thursday 12 <sup>th</sup>

#### **KM response during Convention to issues raised around street preacher and pro-life protesters.**

##### **Response to Street Preacher:**

It was brought to our attention during week 1 of Keswick Convention that someone who regularly 'street preaches' in Keswick town and elsewhere in Cumbria was handing out literature with branding which looks very similar to that of Keswick Ministries. This activity continued throughout the event. There has also been a billboard message presented that has provoked a negative reaction in Keswick and on social media. We would like to emphasise that this person has no connection with Keswick Ministries. Keswick Ministries' material will only come through our official communications channels and with our official branding. This billboard message was likely to have been chosen to oppose Keswick Ministries, as the main platform speaker on 20th July was a woman - a theologian from Egypt. Keswick Convention works closely with the police who were immediately made aware of the situation and monitored throughout.

##### **Brephos response:**

We are aware that Brephos, an organisation not affiliated with Keswick Ministries, took part in a 'public education' in Keswick town targeting Convention attendees during weeks 1 and 3 of the event. We would like to emphasise that this group has no affiliation with Keswick Ministries. Once we were aware of their activity in town, we contacted the organisers and requested that they do not use their public display in Keswick to target our attendees. Keswick Convention works closely with the police who were immediately made aware of situation and monitored throughout.

Proposal to form a KTC Housing Action group

In previous years Keswick Town Council had an active housing group. Initially formed to identify any potential sites in Keswick for affordable housing, it became an opportunity to engage with stakeholders such as LDNPA & Allerdale on the negative impact a lack of affordable housing had on the town and how to tackle the problem.

We would like to propose that the Housing Group be reformed. It's brief can be broadened to cover lobbying for changes to planning and controls on numbers of holiday accommodation through a licensing scheme, supporting the work of KCHT and Housing Associations to provide affordable housing that incorporate energy efficiency and have low environmental impact. To lobby to improve the s106 requirements on new properties. The group can be extended to incorporate surrounding parishes as part of the Greater Keswick joint committee to join forces on what many Town and City Council around the country have declared to be a housing crisis.

In spring 2021 KCHT and representatives from KTC created a liaison group. The initial focus was to limit the further increases in the number of holiday lets & second homes in the town through lobbying for changes to planning laws & the introduction of a licensing system. The group also planned to map how properties in the town were used, giving a better indication of the actual number of holiday lets and second homes in Keswick. The group's main focus has however been the investigation of over 25 claims of local occupancy breaches and where relevant providing evidence to the relevant authorities in order for them to take action. This work has predominantly finished. If KTC agrees to the establishment of a Housing Action Group, it would be logical for the areas of focus of the liaison group to be covered within this group.

## **HOUSING WORKING GROUP TERMS OF REFERENCE**

### **Purpose of Housing Working Group**

The Group is appointed to be the primary working group of any items relating to housing in Keswick and the surrounding areas. The aim of the group is to engage with stakeholders such as the Lake District National Park and Cumberland Council on the negative impact that a lack of affordable housing brings to Keswick and the surrounding area. The Group will also identify sites where potential affordable housing could be built.

### **Composition of the Housing Working Group**

The Group shall comprise of up to four Councillors appointed at the Council's Annual Meeting, plus other invited attendees from bodies such as Keswick Community Housing Trust.

### **Terms of Reference**

- To act as the Council's main working group for matters relating to housing
- To monitor any breaches in Local Occupancy clauses
- To lobby Lake District National Park, Cumberland Council, Central Government on any matters aimed at improvement of affordable housing provision
- To work with surrounding parishes to join forces and give a voice regarding affordable housing in Keswick and the surrounds
- To contact councils across the country with similar issues, with the potential of working together.

Threlkeld Housing Association

Threlkeld.housing.association@outlook.com

16<sup>th</sup> September 2023

Dear Clerk,

I am writing to you on behalf of Threlkeld Housing Association (THA).

As you may know, THA was founded in the early 1990's and built the 14 houses on the land donated on the closure of ARC Ltd at Threlkeld Quarry. The houses that were built are known as Saddleback View, two terraces of 2 and 3 bedded affordable homes.

We have struggled with complex issues over the past few years. Due to changes in the lending criteria of mortgage companies, we are having to change the legalities of the original 'Title Deeds' of the homes, from a shared freehold to the residents owning 100%. Additionally, we are trying to ensure that the homes retain their affordability for local people.

An area which some of the residents have not been happy with was our lack of transparency. As an Association we have decided therefore we would like to develop a website where we could share both our history and news on the proposed changes to the Property Titles and land development.

Firstly, I would like to ask you for a £75 contribution towards us developing a website. We have also asked St Johns, Castlerigg & Wythburn Parish Council and Threlkeld Parish Council for the same amount.

Secondly, one of your members Denstone Kemp has recently joined the Association and we would very much like this to be formalized by him being appointed to the THA board as the Keswick Town Council Representative.

Thank you for your consideration and I look forward to hearing from you.

Best wishes,

Clare Archbold  
Chair THA



## **Keswick Rugby Football Club Community Clubhouse Bond**

Dear Potential Investor,

The Keswick Rugby Football Club (the Club) is currently in the process of developing a new clubhouse facility. Unfortunately this will not be a cheap project and to achieve this the club needs to raise significant funds.

The existing facility was built by members in 1958 and is now showing its' age; it has been subject to severe flooding (and will likely suffer again in the future) but critically is no longer fit for purpose. The club now needs an additional three changing rooms to accommodate the extra women's and youth teams. The development also provides the opportunity to upgrade the Club's facilities the key features being;

- Additional changing rooms
- The facility will be above anticipated flood levels
- Increase in the function room capacity from 90 people to 150
- Increased Car Parking spaces

This redevelopment also, and importantly, provides the opportunity to open up the club to a much wider cross section of the local community, providing a fantastic venue for a variety of functions such as weddings, wakes, birthday and anniversary parties. In addition, it is envisioned that it will be offered to a host of other local community groups as a venue for activities such as yoga, pilates, mum and toddlers groups, OAP coffee mornings and as a place where various professionals can run courses and hold meetings. These community services will also further the commercial opportunities, together with a new bar and outstanding terrace/beer garden and increase the club's revenue significantly. The new scheme also provides a greater number of car parking spaces, further increasing the revenue from what is the Club's most profitable activity.

We feel that the building of a new clubhouse is a once in a generation opportunity, one of the largest and most significant community developments in Keswick for decades so we are approaching you to see if you would like the opportunity to help our local club and provide you with a financially attractive investment opportunity.

The planning application for the proposed development was submitted in September 2023 and we are hoping to receive a decision by the end of November 2023. If we can raise sufficient funds by the end of 2023, then we aim start the project in Spring 2024. If it proves this date is not achievable then the latest the project would start is Spring 2025.

Below are some key points of the scheme but this is only the preliminary correspondence and some parts may be subject to slight change pending legal advise, but hopefully there is sufficient detail for you to consider this proposal and decide if you wish to invest in the project in this way.

### **Key Points**

1. Total estimated build cost £1,870,000 million (includes a 10% contingency).
2. Project funding:-
  - a) £725,000 existing Cash Reserves
  - b) £600,000 Private bonds

c) £600,000 Fundraising and Grants.

Total £1,925,000 million (includes a £55,000 over allowance).

Funding Source	Value	Already secured	Applications underway
Existing Club Funds	£350,000	£350,000	
KCRT Building Grant	£375,000	£260,000	£115,000
Social Investors/Bonds	£600,000	£400,000	
CoF Grant	£250,000	N	£250,000
RFU Grant	£100,000	N	
RFU Loan	£100,000	N	
General Fundraising	£100,000	£25,000	
Miscellaneous Grants	£50,000	N	
<b>TOTAL</b>	<b>£1,925,000</b>	<b>£1,035,000</b>	

3. Each Bond will have a nominal value of £50,000 (split into units of £10,000).
4. The Bond will have a 20 year term, subject to early redemption (see below).
5. Interest will be paid at a fixed rate of 8%.
6. This equates to Investors receiving a return, in respect of each Bond, of £2,497.30 every 6 months comprising Capital and Interest, the first payment being 6 months from issue. Total repayments over the 20 year term will amount to £99,892.00.
7. Bonds will be issued 60 days before the project commences.
8. HMRC regulations require that for individuals Income tax @ 20% will be deducted on the interest from each repayment. You will be issued with a certificate showing tax deducted.
9. The Club reserves the right to redeem any of the bonds in issue at their outstanding value.
10. In exceptional circumstances (i.e. pandemic outbreak, act of God) the Club has the right to suspend any repayments for a maximum period of 12 months.
11. This is an unsecured loan.

I hope the information above provides sufficient information at this point. Please note this is a letter of intent and not a formal offer to invest. Should you wish to discuss any aspect in greater detail then please contact Ian Burton via 07917397346 or [bu22rty@outlook.com](mailto:bu22rty@outlook.com).

Kind regards,

The Build Committee  
on behalf of Keswick Rugby Football Club