

Cockermouth Town Council



8 March 2023

Dear Councillor,

You are summoned to a meeting of Cockermouth Town Council to be held in the Town Hall, Cockermouth on **Wednesday 15th March 2023 at 7.00 pm** for the purpose of the under-mentioned business.

Please let me know if you are unable to attend.

All welcome.

Yours sincerely

Sheila Brown

1. Apologies for absence

2. To authorise the Mayor to sign as a correct record the minutes of the last meeting held on 15 February 2023 (pages 1-3)

3. Declaration of Interest – Members to give notice of any disclosable pecuniary interest, other registrable interest or any other interest and the nature of that interest in relation to any item on the agenda in accordance with the code of conduct.

4. Mayors Announcements – The Mayor will announce the events he has attended since the last meeting.

5. Public Participation

- a) To answer any questions from members of the public in accordance with the Summary of Public Rights
- b) To receive a petition from a member of the public in accordance with the Summary of Public Rights

6. Planning

- a) To make recommendations upon various planning applications (**page 4**)

7. Financial Matters

- a) To agree the attached schedule of payments (**page 5**)

8. Correspondence

- a) To consider the contents of a letter from the Chief Constable regarding

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Cockermouth
Cumbria
CA13 9NP

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Sheila Brown, *Town Clerk*

clerk@cockermouth.org

Kirstie Goodger

admin@cockermouth.org

Amy Pattinson

assistant@cockermouth.org



Joint Winners

Council of Europe Year 2000

Europe Prize

Previous Awards

Plaque of Honour, Flag of Honour

European Diploma

- CCTV (page 6)
- b) To consider the contents of the LGR Newsletters dated 17 February 2023 & 3 March 2023 (pages 6-18)
9. **Clerks report** – To consider the actions in the clerks report (pages 19-22)
 10. **Tarn Close Sports Ground** – To present finalised plans and explore the possibility of the Town Council contributing to the project.
 11. **Internal Auditor** – To review the effectiveness of our Internal Auditor (page 23)
 12. **Risk Assessment** – To carry out our annual review (pages 24- 40)
 13. **Fees and Charges** – To carry out our annual review of fees and charges (page 41)

Press and Public Welcome

Minutes of a Meeting of Cockermouth Town Council held in the Council Chamber, Town Hall, Cockermouth on Wednesday 15 February 2023 at 7.00 pm

Present: Councillor A Semple (Mayor)
Councillor S Barnes
Councillor G Bennion
Councillor I Burns
Councillor A Kennon
Councillor J Laidlow
Councillor D Malloy
Councillor S Nicholson

Apologies for absence were received from Councillors A Smith & C Smith.

There were no members of the press or public present.

176 Minutes

The minutes of the meeting held on 18 January 2023 were signed as a correct record.

177 Minutes

The minutes of the Special Planning meeting held on 2 February 2023 were signed as a correct record.

178 Minutes

The minutes of the Climate Change Task Group held on 17 January were agreed.

179 Declaration of Interests

None declared.

180 Mayors Announcements

The Mayor had attended the following engagements since his last meeting:-

- Rotary Mental Health Conference

181 Public Participation

There was no public participation.

182 Planning Applications

HOU/2023/0028

Demolition of existing garage and build new two storey extension on same footprint along with rear extension.

47, Isel Road

Recommended - Approval

183 Finance

Resolved – (a) That payments in the amount of £27,794.40 be authorised.

184 Queens Award for Voluntary Service

The CERG Board has suggested that the Town Library may be the best place to house their Queens Award for Voluntary Service so it can be viewed by the people of Cockermouth and all their volunteers.

Members agreed.

Resolved – That permission be granted.

185 LGR Newsletters

The Statutory Instrument which will create the new Fire and Rescue Authority for Cumbria was laid in front of Parliament on 28 November 2022. This included establishing a shadow Fire and Rescue Authority before 1 April, when Cumbria County Council is dissolved. The shadow arrangements which came into effect on 1 January 2023 provide the Police and Crime Commissioner with the financial responsibilities for CFRS for 2023/24.

Letters containing allocation proposals are currently being issued to staff.

A draft constitution has been agreed.

Agreed - That the contents of the 12/1, 20/1, 24/1. 27/1 & 3/2/23 LGR newsletters be noted.

186 Clerks Report

Those present considered the contents of the report.

Agreed – a) That the content of the report be noted.

b) That the commemorative bench be situated in Harris Park Extension.

c) That a site meeting be held on Main Street to agree the best location for the town noticeboard.

187 Allotment Judging

Councillor Watson requested that this year's garden competition be run on the basis of inviting nominations from householders or another person on their behalf with their consent.

A discussion ensued but those present unanimously agreed that the present judging system worked well and should be left as is.

Resolved – That the judging system remain as is.

The meeting closed at 7.31 pm

Reference: **FUL/2023/0023**

Proposal: Erection of a single storey commercial building with associated infrastructure and landscaping

Location: Triangle of land, Derwent Mills Commercial Park, Wakefield Road, Cockermouth, CA13 OHT

Reference: **HOU/2023/0036**

Proposal: Side and rear single storey extension

Location: 26 Deer Orchard Close, Cockermouth, CA13 9JH

Recommended – Approval

These applications were approved prior to the meeting due to time constraints.

Reference: **LBC/2023/0005**

Proposal: Listed Building consent for a Change of Use from holiday let to domestic and create outside social space with storage

Location: Double Mills, Cockermouth, CA13 ODS

Reference: **VLBC/2023/0001**

Proposal: Variation to Condition 1 of VLBC/2021/0001 for design changes to improve the ground floor internal arrangement

Location: Cockermouth Cemetery Chapels, Lorton Road, Cockermouth, CA13 9DU

Reference: **FUL/2023/0037**

Proposal: Change of use from holiday accommodation to domestic and create an outside social space with storage

Location: Double Mills, Cockermouth CA13 ODS

Reference: **LBC/2023/0010**

Proposal: Listed building consent for formation of en suite at first floor and replacement ground floor window to side

Location: Kirkgate House, Kirkgate, Cockermouth CA13 9NS

Reference: **HOU/2023/0047**

Proposal: Rear extension, front porch and driveway alterations

Location: 38 Limetree Crescent, Cockermouth CA13 9HW

Cockermouth Town Council

Expenditure transactions - payments approval list Start of year 01/04/22

No	Payment Reference	Gross	Vat	Net	Invoice date	Details	Cheque Total
1093	1093	£206.70	£0.00	£206.70	02/03/23	Allerdale Borough Council - Trade refuse	£206.70
	1	£103.35	£0.00	£103.35		TH TH	
	2	£103.35	£0.00	£103.35		TIC TIC	
1094	1094	£840.00	£140.00	£700.00	02/03/23	Tivoli Services Ltd - Towers Lane Hedge	£840.00
	1	£360.00	£60.00	£300.00		Green Towers lane hedge	
	2	£480.00	£80.00	£400.00		EST Towers lane hedge	
1095	1095	£70.92	£0.00	£70.92	02/03/23	Water Plus -	£70.92
	1	£60.64	£0.00	£60.64		MG mem gardens toilets	
	2	£10.28	£0.00	£10.28		TIC library	
1096	1096	£1,535.61	£252.87	£1,282.74	02/03/23	Npower Ltd - various locations	£1,535.61
	1	£1,509.92	£251.65	£1,258.27		TIC library	
	2	£12.04	£0.57	£11.47		MG mem gardens	
	3	£13.65	£0.65	£13.00		toile harris park	
1097	1097	£702.52	£0.00	£702.52	02/03/23	R Nicholson - PC Clean Feb	£702.52
1098	112961	£195.00	£32.50	£162.50	02/03/23	Cumbria Pest Services - washroom services PC	£195.00
1099	112962	£50.00	£0.00	£50.00	02/03/23	Derwent Anglers Association - annual sub	£50.00
1100	112963	£928.80	£154.80	£774.00	02/03/23	Edge Designs Ltd - advant edge sub	£928.80
1101	112964	£23.70	£0.00	£23.70	02/03/23	Lake District National Park Authority - tic stock	£23.70
1102	112965	£116.51	£19.42	£97.09	02/03/23	Viking - stationary	£116.51
Total		£4,669.76	£599.59	£4,070.17			

Signature _____

Signature _____

Date _____

Name : Carl Patrick Chief Superintendent
Department : Operations Command
Email : carl.patrick@cumbria.police.uk
T 101 ext: option 2, ext 40205

Chief Constable
Chief Constable Michelle Skeer QPM BA (Hons)
Police Headquarters
Carleton Hall
Penrith, Cumbria
CA10 2AU



Your Reference

www.cumbria.police.uk



9th February 2023

Dear Sir/Madam

I am writing to the Town Council to update you on the future of Cumbria Constabulary's public space CCTV system.

The current CCTV system was introduced in 2015, replacing many District Council CCTV systems, and comprised of fifty-six 'core' cameras on a seven-year contract which was due for replacement in October 2022. In recent years the system was expanded with Town and District Councils, supported by the Police and Crime Commissioner, purchasing an additional twenty-four cameras. The councils committed to fund the maintenance costs with the Constabulary monitoring the cameras.

The Constabulary is pleased to announce, that with the support of the Police and Crime Commissioner, we will be installing a new CCTV system within this calendar year. As part of the contract renewal the Constabulary and Police and Crime Commission have funded the replacement of the original fifty-six core cameras, the network infrastructure and operating software for the next five years and beyond.

The implementation of a new network infrastructure means the Constabulary is committed to the current agreement between the respective Town and District Councils and the Constabulary. The maintenance of the additional twenty-four cameras remains the responsibility of the Town and District Councils whilst the Constabulary is committed to continuing to monitor these cameras in partnership with yourselves to protect our communities.

The new hardware will be installed in the Command & Control room at Police HQ Carleton Hall, allowing the operators to view all cameras at the same time. New analytical software which will work in conjunction with the CCTV system to enhance and compliment the work already done by the CCTV operators. This is a powerful digital search tool which enables the CCTV operator to locate vulnerable people or suspects more quickly. It will also help the CCTV operators monitor and keep safe vulnerable premises and locations.

Your faithfully

Carl Patrick
Chief Superintendent

Clerk - Cockermouth TC

From: Cumbria Association, of Local Councils <calc@cumbria.gov.uk>
Sent: 20 February 2023 10:12
To: Cumbria Association, of Local Councils
Cc: Cumbria Association, of Local Councils
Subject: FW: Local Government Reorganisation (LGR) Newsletter - 17 February

Dear Colleagues

Please see latest LGR update below.

Kindest Regards

Sonia Hutchinson

Cumbria Association of Local Councils



Our contact details:

Sonia Hutchinson: Sonia.Hutchinson@cumbria.gov.uk

Chief Officer. Monday, Tuesday and Thursday. Tel: 07551 678497

Rachael Kelly: Rachael.Kelly@cumbria.gov.uk

Town and Parish Development Officer. Monday – Wednesday 9am – 3pm. Tel: 07787 084985

Kate McGibbon: Kate.McGibbon@cumbria.gov.uk

Resilience Project Officer & Parish Support Officer Barrow and South Lakeland. Monday to Friday. Tel: 07918 687490

Chris Shaw: Chris.Shaw@cumbria.gov.uk

Parish Support Officer Allerdale and Copeland. Monday – Friday 1pm – 3pm. Tel: 07551 678521

Lindsay Nicholson: Lindsay.Nicholson@cumbria.gov.uk

Parish Support Officer Carlisle and Eden. Monday – Friday 9.30am – 11.30am. Tel: 07468 764957

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

Email address: office@calc.org.uk

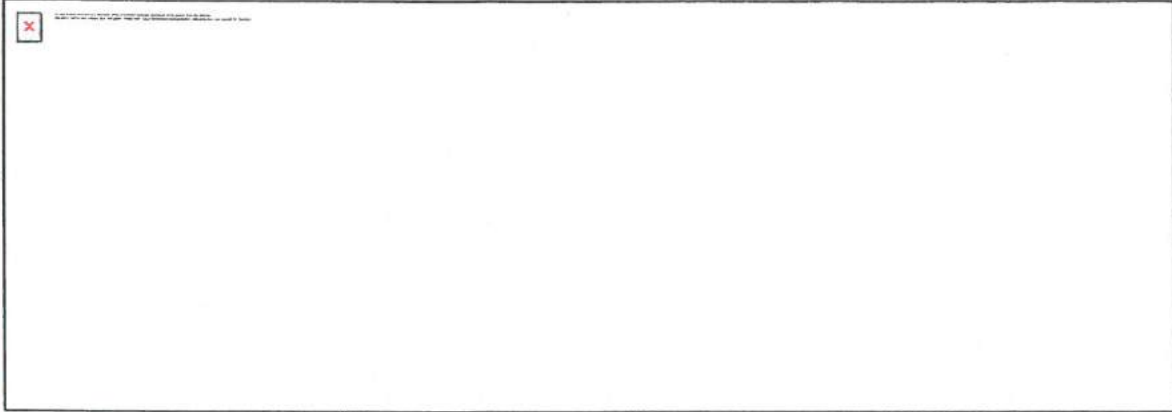
Web: www.calc.org.uk

From: LGR Programme Board. <cccinternalcommunications@public.govdelivery.com>

Sent: 17 February 2023 13:13

To: Cumbria Association, of Local Councils <calc@cumbria.gov.uk>

Subject: Local Government Reorganisation (LGR) Newsletter - 17 February



Update on Local Government Reorganisation (LGR)

- [TUPE reminder and FAQs](#)
- [Replay Westmorland & Furness staff Q&A](#)
- [ICT Q&A sessions](#)
- [Cumberland Council](#)

TUPE reminder and FAQs

Just a reminder that TUPE letters will be sent out shortly, in accordance with the Transfer of Undertakings (Protection of Employment) Regulations, 2006 (TUPE).

Not all employees will receive their letter at the same time but if you have not heard anything by the end of the month please speak to your line manager or HR team.

[A TUPE summary has been produced that sets out some key messages.](#)

[The LGR FAQs have also been updated this week, so please take a look if you have any queries.](#)

Replay Westmorland & Furness staff Q&A



Thanks to all those who joined Wednesday's Westmorland and Furness staff Q&A.

Council Leader Cllr Jonathan Brook, CEO Sam Plum and HR representatives Sonyia Curran and Charles Officer gave an update on work ahead of Vesting Day and answered questions on everything from staff structures to inductions and TUPE.

The session was recorded and can be viewed on the below link.

[Replay W&F staff Q&A - 15 February](#)

There's also a link below to the most recent Cumberland staff Q&A.

[Replay Cumberland staff Q&A session - 6 February](#)

[W&F CEO and Leader meet and greets next week](#)

In the final weeks before the new authorities come into effect, there will be increased opportunities for staff to meet their new leadership teams.

Sam Plum and Cllr Jonathan Brook are inviting colleagues to join them as they visit anchor buildings and services in Carlisle, Kendal and Penrith next week.

If you are in the area, we would like to encourage you to go along. Here's where they will be:

Monday 20 February – Sam Plum and Cllr Jonathan Brook

- Meet and greet in the Council Chamber at Penrith Town Hall staff building from 9am to 10am
- Meet and greet in the Cabinet Room in Cumbria House, Carlisle, from 11am to 12pm

Wednesday 22 February – Sam Plum

- Meet and greet in Committee Room 1 at Kendal County Hall Anchor Building from 9am to 10am
- Tour of Kendal Riverside Care Home from 10.15am to 11am
- Tour of Kendal Homeless Hostel from 11.15am to 12pm.

Sessions are very informal with all welcome to join. Refreshments will be provided at meet and greets.

Image description: Q&A speech bubbles

ICT Q&A sessions

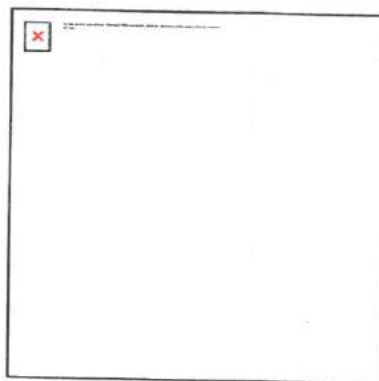
Over the last week the ICT Workstream Team hosted two informal Q&A sessions via Teams. These informative sessions were open to all staff and chaired by the ICT Workstream lead, Paul Robinson, alongside colleagues from Cumbria County Council and all six district, borough and city councils. The sessions provided an opportunity for the team to present an update on ICT plans for Day 1 readiness and for staff to pose questions and raise concerns.

The team would like to thank all those that attended the two sessions and participated in what were overwhelmingly positive and constructive, interactive, colleague-led events. Your feedback was very much appreciated and will help inform how the work progresses.

Both Q&A sessions were well attended, attracting a total audience in excess of 1,100, and a wide range of questions were asked and answered on a host of ICT related topics. While the vast majority of questions were addressed during the two sessions, the team has committed to getting back to those staff members whose questions they either weren't able to get to in the time available, or who the team felt required a more detailed response.

Those of you who are awaiting responses should receive a direct message in due course.

All of your questions will now help us create an FAQs document, which will also be made available. However, some clear themes were identified during the two sessions and the team are planning to offer some more, topic specific Q&A sessions in the coming weeks to provide further opportunities for us to address your concerns and questions. More details will be made available, soon.



In the meantime, if you do have any questions for the ICT Workstream Team, please email them to lynne.davidson@cumbria.gov.uk and we'll get back to you.

If you were unable to attend either of the two ICT Q&A sessions and would like to know what was discussed, you can watch them back, using the following links:

- [ICT Staff Q&A on 9 February](#)
- [ICT Staff Q&A on 14 February](#)

Additional, dedicated sessions for elected members are also being arranged and details will be communicated soon

Image description: ICT computer screen icon

Cumberland Council

The main focus of the board this week was on the new website which is being developed by a team of colleagues from across the councils. They are using the LocalGov Drupal system for those interested in the content management system. The plan is to build a new Cumberland Council website but continue to use rebranded sovereign sites for much of the content before it is all harmonised.



The Shadow Executive for Cumberland Council met on Thursday and agreed the details of the budget that outlines the spending plans for the new Cumberland Council over the coming year.

The plans mean that services will not only continue as normal from 1 April 2023, but also outlines how the council will use resources to manage its transition in the first few months, as well as resources required to transform services to create a more modern organisation and realise the council's ambitions outlined in the Cumberland Council Plan.

The budget proposals will now be considered by the Shadow Authority for Cumberland Council at its meeting on 1 March.

Councillors also agreed a report on apprenticeships meaning we will continue to support those starting out on their careers, or those looking to change to a new one. They also agreed details of the Cumberland Schools Forum and Joint Standing Advisory Council on Religious Education.

More details on these and other items on the agenda can be found on the [Shadow Authority for Cumberland Council website](#).

Image description: Cumberland Council logo

Don't forget our videos from West Northants Council

For the past few weeks we have shared videos from a council who have been through LGR before us.

West Northants' process was very similar to ours. Six district and borough councils were abolished, as was the county council. Two unitaries were created in their place.



Clerk - Cockermouth TC

From: Cumbria Association, of Local Councils <calc@cumbria.gov.uk>
Sent: 06 March 2023 09:00
To: Cumbria Association, of Local Councils
Subject: FW: Local Government Reorganisation (LGR) Newsletter - 3 March

Dear Clerks

Please see the below Local Government Reorganisation (LGR) Newsletter - 3 March, for circulating to your councillors.

Kindest Regards

Rachael

Rachael Kelly
Town & Parish Development Officer
Cumbria Association of Local Councils



Our contact details:

Sonia Hutchinson: Sonia.Hutchinson@cumbria.gov.uk
Chief Officer. Monday, Tuesday and Thursday. Tel: 07551 678497

Rachael Kelly: Rachael.Kelly@cumbria.gov.uk
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Postal address: Fire and Rescue Service Headquarters, Carleton Avenue, Penrith, Cumbria, CA10 2FA

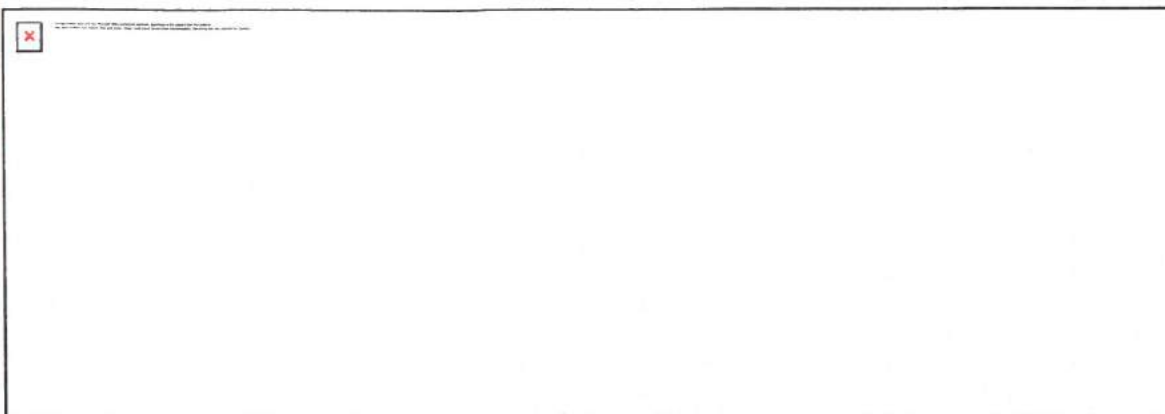
Email address: office@calc.org.uk

Web: www.calc.org.uk

From: LGR Programme Board. <cccinternalcommunications@public.govdelivery.com>
Sent: 03 March 2023 13:06

To: Cumbria Association, of Local Councils <calc@cumbria.gov.uk>
Subject: Local Government Reorganisation (LGR) Newsletter - 3 March

Having trouble viewing this email? [View it as a Web page.](#)



Update on Local Government Reorganisation (LGR)

- [Leader and CEO Q&As next week](#)
- [TUPE letters](#)
- [ICT update and new staff Q&A session dates](#)
- [Assistant Director appointments recap](#)
- [Cumberland Council](#)
- [Westmorland and Furness Council](#)

Leader and CEO Q&As next week



There will be staff Q&A sessions on Teams for both new councils next Wednesday (8th).

At 2pm, Cumberland Council Leader Cllr Mark Fryer and CEO Andrew Seekings will be updating staff and answering questions.

At 3pm, it will be the turn of Westmorland and Furness Leader Cllr Jonathan Brook and CEO Sam Plum.

Save the invite below to your calendar for the meeting you would like to attend.

[Teams invite - Cumberland Council staff Q&A - March 8 at 2pm](#)

[Teams invite - W&F Council staff Q&A - March 8 at 3pm](#)

The sessions will be recorded and links shared in this newsletter later in the week.

Image description: The Cumberland Council and Westmorland and Furness Council logos

TUPE letters

TUPE letters telling individuals which organisation (Cumberland Council, Westmorland and Furness Council or the Fire & Rescue Service) they have been allocated to from 1 April 2023 have now been sent out.

Staff should either have received an email at their work address or a letter home. If you have received neither, then please contact LGRstaff.allocation@cumbria.gov.uk

The letters also include important information about being enrolled in the local government pension scheme at the point of transfer as required by the law.

A TUPE summary has also been produced that sets out some key messages.

ICT update and new staff Q&A session dates

As we enter March, colleagues in the ICT Workstream team continue to work hard behind the scenes to ensure continuity of all ICT Services for Day 1. The team is also working to ensure that any new ICT requirements for Cumberland and Westmorland & Furness are delivered successfully.

Topics covered in this update include:

- **Data centres and networking** – Day 1 readiness and CCC-Partners access to the 7 Council and Fire ICT network update
- **End user devices** – Day 1 continuity and file storage arrangements
- **Microsoft and email** – New email allocations, name duplication arrangements, access to existing emails and group / shared mailbox update
- **Service help desk and support to colleagues** – New ICT portal for fault reporting launching soon
- **'Systems' and business applications** – Day 1 continuity arrangements
- **Printing** – Additional print facilities being made available in anchor buildings
- **Cumbria Fire and Rescue Services** – CFRS hosting and Day 1 continuity arrangements
- **Additional live Q&A sessions** – Two topic specific staff Q&A sessions confirmed

Data centres and networking

The team has now completed successful end-to-end testing of the new networking arrangements across the seven councils to ensure they are able to be joined together for Day 1.

Final security assurance is ongoing and when confirmed will mean that staff can continue to securely access existing ICT systems, along with any new ICT requirements. For example, district staff, where appropriate, will be able to access the e5 Finance and I-Trent HR and Payroll systems, which are currently held securely at the Cumbria House Data Centre in Carlisle.



Across all seven sovereign councils, if you are not working at your normal place of work, **CCC-Partners** is available in all the key council buildings, providing secure VPN access to the sovereign ICT network in the usual way. Laptops should be configured to allow secure connection via the icon - left -

but if a password request is prompted for ccc-partners, please contact your ICT Helpdesk for support.

Existing working from home arrangements will remain unchanged for Day 1.

End user devices – ICT ‘kit’

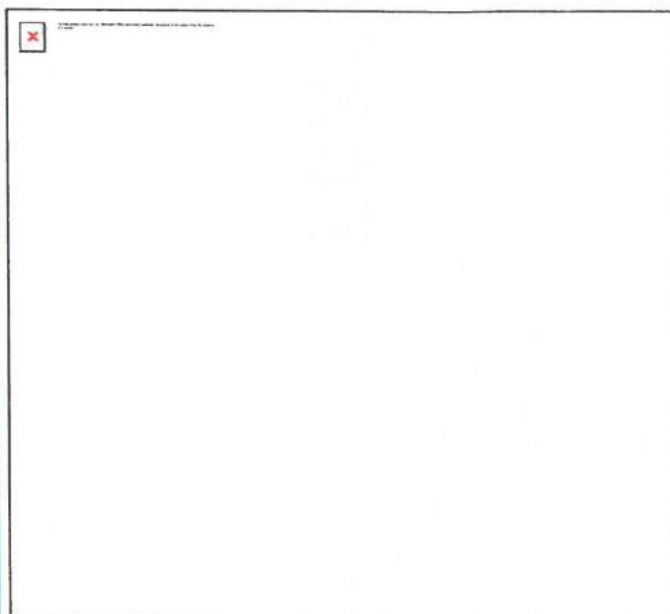
The team would like to remind staff that for Day 1, existing end user devices and ICT equipment will remain in place with laptops and mobile phones etc. operating as normal. Existing arrangements for file storage will also remain unchanged.

Microsoft and email

Since the last ICT update, the team has been working hard on co-ordinating the provision of email addresses for the new authorities. Please be assured that in addition to receiving a new email address from whichever of the new authorities you are working for, staff will also retain access to their legacy email addresses and their associated legacy email archive.

Meanwhile, the complex work of ensuring the allocation new email addresses for the appropriate authority, either first.last@cumberland.gov.uk or first.last@westmorlandandfurness.gov.uk, is continuing. The team has also been working to identify any instances of any name duplications, ahead of Day 1. Those affected will be contacted directly from the week beginning Monday 6 March.

Group and shared mailboxes are also being reviewed to determine the appropriate options for the new authorities. This is a large and technically complex task and it is hoped that these options will be signed-off next week or as soon as possible after. Where the team has been notified of publication deadlines for new email addresses, these are being prioritised and confirmed as required.



Service helpdesk and support to colleagues

The team is working hard to launch a new ICT portal in the week beginning Monday 13 March. This will allow staff to report an ICT fault, or to make a request from the ICT Service. More details soon.

‘Systems’ – including line of business applications that you use

The vast majority of systems and business applications that you use will remain unchanged for Day 1 and will continue to be accessed in the usual

way. However, there will be some changes where there is a requirement to have separate systems from vesting day and these will be communicated separately.

Printing

In general terms the print solutions that are in place for each sovereign Council will continue unchanged. So if a colleague works in Barrow Town Hall then print will continue to be available as usual. However as there are different network and contract implications, existing SLDC colleagues or County colleagues would not be able to access print in Barrow Town Hall.

Given Councils will merge, we are arranging interim additional print solutions so during March, an additional print facility will be installed at all new authority anchor buildings to ensure staff access to printing in offices they don't normally work in by exception. More details and set up

arrangements on these additional print arrangements are coming soon and will be a temporary measure until a wider single print strategy can be put in place for each new Unitary Council.

Cumbria Fire and Rescue Services (CFRS)

For Day 1, all CFRS ICT applications and systems will remain available in the way they are now. ICT support for Fire will be interim hosted by Cumberland as part of existing legacy Cumbria County Council service provision and will continue unchanged.

Live Q&A sessions

Once again, thanks to all colleagues who attended and made the two live Q&A sessions on all things ICT, last month.

The team received such a positive and constructive feedback and some areas to follow up on which is progressing well

As promised, we will be holding some follow up, more focused ICT sessions over the coming weeks to concentrate on themes identified by attendees that would welcome more information. These sessions will be chaired by the ICT Workstream Lead, Paul Robinson, with support from workstream colleagues from across all seven councils.

The sessions are open to all staff and will be recorded so that any staff that are unable to attend either of the sessions can review what was discussed.

Teams links for the ICT Q&A sessions:

- [Tuesday 7 March – 4pm](#) (focus on Day 1 access arrangements)
- [Tuesday 14 March – 4pm](#) (focus on Day 1 email arrangements)

We look forward to seeing you there.

If you have any questions relating to ICT workstream please email, please contact LGR ICT Programme Manager Lynne Davidson on lynne.davidson@cumbria.gov.uk

Assistant Director appointments recap

Here's a reminder of the Assistant Director (AD) appointments announced on Monday. Further appointments will follow shortly.

Cumberland Council

- Assistant Director of Public Health and Protection - Graeme Wilson, currently Chief Officer Operations at Allerdale Borough Council.
- Assistant Director of Commissioning and Procurement - Conway Stewart, currently Senior Manager - Commissioning, Procurement and Contract Management at Cumbria County Council.
- Assistant Director of Climate and Waste - Chloe Tringham, currently Senior Manager - Environment and Regulatory Services at Cumbria County Council.

Westmorland and Furness Council

- Assistant Director of HR and OD - Luci Robb, currently Interim Assistant Director - Workforce & Organisational Development at Cumbria County Council.

- Assistant Director of Commissioning and Procurement - Sharon Simpson, currently Senior Manager - Strategic Commissioning Procurement and Contract Management at Cumbria County Council.

If you have questions about the process, please email Senior.structures@cumbria.gov.uk

Cumberland Council

Budget agreed for Cumberland's first year

The Shadow Authority for Cumberland Council agreed its first budget at a meeting held in Carlisle on Wednesday.

On 1 April, Cumberland Council starts providing all council services in the current Allerdale, Carlisle and Copeland areas. Therefore, since being elected in May last year, the Shadow Executive has been working to bring together the budgets of the borough and city councils, as well as split the finances for Cumbria County Council.

The financial plans for 2023/24 ensure that the new Cumberland Council can continue to provide services to its residents from vesting day – such as waste collections, planning, and adult and children's care services. It also provides the resources required to help meet the aspirations in the Cumberland Council Plan, transform services over the next few years and support those residents who are most in need.

The budget has already been through some rigorous oversight at the Council's Shadow Scrutiny Committee. There was also a survey of residents and local organisations in January.

The council made clear in its Council Plan that it wants to improve the health and wellbeing of all residents in Cumberland. This budget starts this process, by providing the resources needed to tackle some of the inequalities in the area.

[Read the full media release on Cumberland Council's agreed budget](#)

Leader and CEO visits

Council Leader Cllr Mark Fryer and CEO Andrew Seekings are taking part in a number of informal meet and greet visits next week.

- Monday 6 March - Visit to Burnrigg Court Care home to meet staff and residents
- Thursday 9 March - Meet and greet in the Cabinet meeting room at Cumbria House, Carlisle between 2pm - 3pm.
- Friday 10 March - Visit to Lillyhall Highways Depot between 12noon and 3pm.

Image description: Cumberland Council logo

Westmorland and Furness Council



Budget recommendation

The Shadow Authority for Westmorland and Furness Council's Cabinet has agreed recommendations for the new council's budget, including changes to council tax and spending plans for the next five years.

The recommendations will now be considered next Tuesday (7th) at the Westmorland and Furness Shadow Authority meeting, where a final decision will be made.

Cabinet's recommendations on council tax follow a four-week public consultation, during which more than 1,100 local people provided feedback.

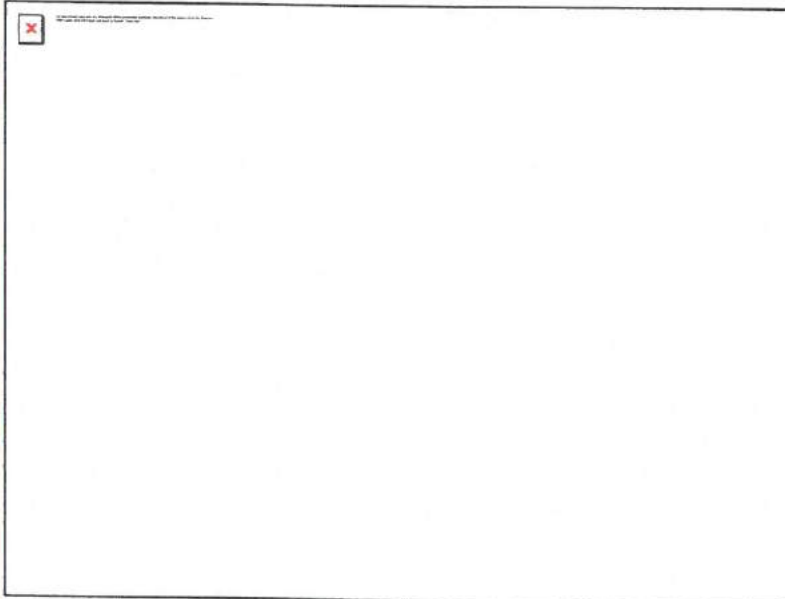
The council tax recommendations are:

- To implement a 4.99% rise in council tax from 1 April. This is made up of a 2.99% basic increase plus another 2% specifically to help fund adult social care, known as the Adult Social Care Precept.
- To harmonise council tax levels across the Westmorland and Furness area from 1 April.
- To introduce a 100% council tax premium on second homes from 2024/25.

[Read full media release on W&F Cabinet's budget recommendations.](#)

Image description: Westmorland and Furness Council logo

Meeting staff and community



The Leader and Chief Executive, Cllr Jonathan Brook and Sam Plum, joined colleagues for an informal 'meet and greet' in the Council Chamber at Penrith Town Hall on Monday 20 February.

Jonathan and Sam are getting out and about in the new authority area in the weeks leading up to vesting day to meet staff who will be working for the new authority. They're keen to get to know staff and find out a bit more about their roles and responsibilities, as well as

their hopes and ambitions for the new council.

Around 50 colleagues went along to hear introductions from Jonathan and Sam and to pose questions to them, over tea and biscuits, on subjects ranging from pension arrangements and council housing stock to service integration and how the culture and values of the new council will be applied.

Image description: Westmorland and Furness Council Leader Cllr Jonathan Brook and Chief Executive Sam Plum meet staff at Penrith Town Hall

On Wednesday, Sam started the day chatting to around 20 staff at County Hall in Kendal.

County Council colleagues from services including children's, adult's, legal, parking and archives were able to ask questions, with subjects discussed ranging from shared services to staff retention and the opportunity to use buildings in different ways to support effective service delivery.

Sam then moved on to the other side of Kendal to visit the Riverside Care Home, where

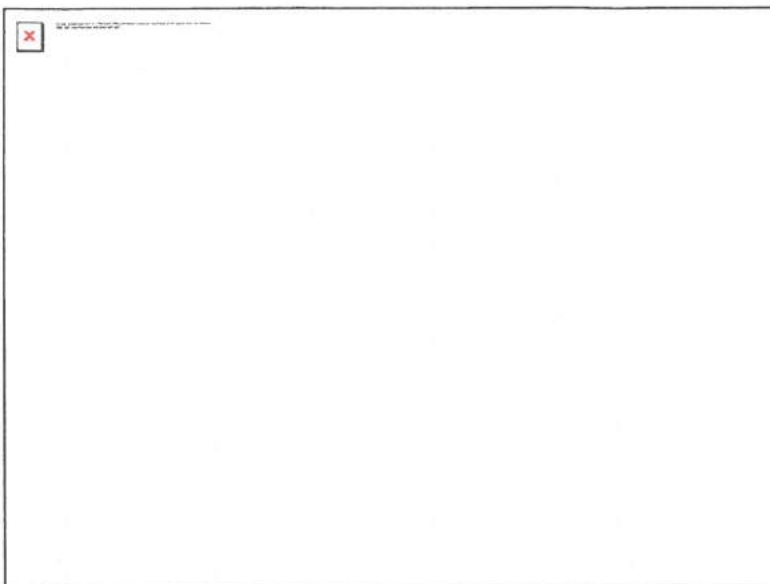
she was taken on a tour by manager Nia Gomersall, who explained more about the care offered and plans to upgrade the facility and Sam was able to meet and chat to residents.

Next stop was the Town View Fields Homeless Hostel, also in Kendal, an 18-room facility managed by South Lakeland District Council that provides emergency accommodation to people who are homeless and at risk of rough sleeping or homeless families who are in priority need.

Sam was taken on a tour of the hostel by Vicky McDonald, SLDC's Operational Lead People, Welfare and Income Maximisation, and Hostel Team Leader Alex Anderson, and heard about the challenges faced and discussed opportunities for closer working with health and social care services in the new authority.

All meet and greet sessions are very informal with all welcome to join.

***Image description:** Westmorland and Furness Chief Executive Sam Plum meets staff and residents on a tour of Riverside Care Home in Kendal*



Additional information

Please check the [FAQs section on our LGR SharePoint site](#) for new information.

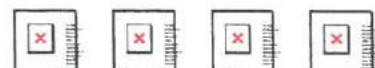
The Shadow Authorities have their own websites.

[Cumberland Shadow Authority website](#)

[Westmorland and Furness Shadow Authority website](#)

And there's also information for Cumbria on [newcouncilsforcumbria.info](#)

To contact the programme, email: info@newcouncilsforcumbria.info



CLERK'S REPORT

Town Hall

The ash tree by Day Services requires work. A quote of £350 has been accepted. Date awaited.

Neither CAB or Allerdale wish to use the old cash office on the ground floor going forward. We can now hold weddings on that day.

Allotments

Staff have started working on the rental invoices for 2023/24. These will be sent out after 1 April.

Occupier of plot 15, St Helen's Street wishes to half his plot. Let with immediate effect.

Occupier of plot 12b, St Helen's Street wishes to give up his plot as he is moving out of the area. Let with immediate effect.

Tourism and Publicity/Library

It has been a busy month in the library. See attached sheet.

Roofer to take a look at flat roof. Work is required. Quote accepted. Will commence after 1 April 2023.

The National Databank helps people experiencing data poverty to access the internet by giving out free data to people through community organisations. Think of it like a 'food bank' but for internet connectivity data. We are going to do a Databank Drop-in where residents can pick up a free mobile sim card which includes 20GB of data and unlimited UK calls and texts monthly for 6 months. Date to be confirmed.

Town Trail has been updated by the Civic Trust.

Victoria Hall

The issues with the gents toilet blocking have been resolved. Thank you Simon for your assistance.

Memorial Gardens

Sadly our ancient ash tree has been set on fire. The Fire Service extinguished it. It has been inspected by A Nichol and deemed safe. I await his report on measures to be taken to prevent another occurrence. The Civic Trust have sent me a copy of their report, further discussion is required. Andy Nichol and Darren Ward will meet w.c. 23rd to discuss coverage of the hole once it is filled.

Weddings

All restrictions have been lifted.

Visit to Marvejols April 2023

Flights are now available. Approximately 19 persons have expressed an interest in attending.

Taxi to airport booked. Money reclaimed. Itinerary complete. Gifts purchased.

Marvejols visit to Cockermouth October 2023

I have emailed to establish dates of travel and contacted potential host families in the area. A lot of work ahead organising the itinerary and host families.

Commemorative Bench

I have heard nothing further from CCC.

Noticeboard

Can we arrange a date and time to meet on Main Street to discuss further please.

Coronation

Please can we discuss bunting.

Date	Day	On Duty	TIC	Visitors	TIC	Phone	TIC	Email	TIC Post	Library	Visitors	Library	Phone	Library	Email	Library	Post	Library	PC	Allerdale
01/02/2023	Wed	Pamela&Amy	0	0	0	0	0	0	0	0	91	1	1	0	1	0	0	3	1	
02/02/2023	Thu	Ash, Anne-Marie	1	0	0	0	0	0	0	0	50	1	1	0	0	0	0	3	0	
03/02/2023	Fri	Ash, Anne-Marie	6	0	0	0	0	0	0	0	66	1	1	0	0	0	0	4	0	
04/02/2023	Sat	Ash, Emmie	7	0	0	0	0	0	0	0	84	0	0	0	0	0	0	2	0	
05/02/2023	Sun	Closed																		
06/02/2023	Mon	Pamela&AM	0	0	0	0	0	0	0	0	74	2	2	0	0	0	0	4	0	
07/02/2023	Tue	Pamela&AM	2	0	0	0	0	0	1	0	99	2	2	0	0	0	0	6	1	
08/02/2023	Wed	Ash, Pamela	3	0	0	0	0	0	0	0	86	1	1	0	0	0	0	9	0	
09/02/2023	Thu	AM	0	0	0	0	0	0	0	0	72	1	1	0	0	0	0	4	1	
10/02/2023	Fri	AM	7	1	0	0	0	0	0	0	92	2	2	1	0	0	0	3	2	
11/02/2023	Sat	Pamela&Emmie	4	0	0	0	0	0	0	0	121	2	2	0	0	0	0	2	0	
12/02/2023	Sun	Closed																		
13/02/2023	Mon	Pamela&AM	3	0	0	0	0	0	0	0	101	0	0	1	0	0	0	4	1	
14/02/2023	Tues	Pamela&AM	1	0	0	0	0	0	0	0	94	1	1	0	0	0	0	8	1	
15/02/2023	Wed	Pamela&Amy	6	0	0	0	1	1	1	0	108	5	5	1	0	0	0	4	0	
16/02/2023	Thu	Pamela&Emmie	3	0	0	0	0	0	1	0	89	2	2	0	0	0	0	2	0	
17/02/2023	Fri	Pamela&Amy	6	0	0	0	0	0	0	0	96	5	5	0	0	0	0	4	0	
18/02/2023	Sat	Pamela	3	1	0	0	0	0	0	0	105	4	4	0	0	0	0	3	0	
19/02/2023	Sun	Closed																		
20/02/2023	Mon	Pamela&AM	7	1	0	0	0	0	0	0	121	1	1	1	0	0	0	14	0	
21/02/2023	Tue	Pamela&AM	8	1	2	0	0	0	0	0	102	2	2	0	0	0	0	4	1	
22/02/2023	Wed	Ash, Pamela	8	1	0	0	0	0	0	0	106	0	0	0	0	0	0	9	1	
23/02/2023	Thu	Ash, Pamela	5	0	0	0	0	0	0	0	102	1	1	0	0	0	0	5	1	

24/02/2023	Fri	Ash, Pamela		7	0	0	0	0	0	91	0	0	0	0	6	0
25/02/2023	Sat	Ash, Pamela		5	0	0	0	0	0	78	0	0	0	0	3	0
26/02/2023	Sun	Closed														
27/02/2023	Mon	Pamela&AM		3	0	0	0	0	0	102	3	0	0	0	3	1
28/02/2023	Tue	Pamela&AM		5	2	0	0	0	0	140	2	0	0	0	8	1
Monthly Totals				100	7	3	3	3	3	2,270	39	5	0	117	12	
TIC Remote Enquiries				13												

TOWN COUNCIL MEETING
EFFECTIVENESS OF INTERNAL AUDIT

1. A review of the effectiveness of the Internal Audit must be carried out each year. Our last review was undertaken in January 2022. Our external auditor recommended that the following areas should be addressed during that review:

- Review of Independence
- Review of Competence
- Review of Relationships with Clerk and Councillors
- Review of Audit Planning
- Review of Scope of Audit
- Review of Audit Reporting

2. The importance of the review is to understand the role of the internal audit and to ensure that the person undertaking the role is concentrating on the key risk areas relevant to our Council.

3. Georgina D. Airey has been our internal auditor since her appointment in September 2003.

I would recommend that she continues in this role based on the following evidence:

- She is an ex Town Clerk of some 25 years' experience
- She is fully conversant with the Accounts and Audit Regulations
- She regularly provides training sessions in respect of some financial matters on behalf of the Cumbria Association of Local Councils
- She understands our organisation, its needs and objectives
- She maintains awareness of new developments in our services, risk management and corporate governance
- Responsibilities of officers/internal audit/Town Councillors are defined – see Clerks jobs description and the terms of and conditions accepted by the internal auditor
- The audit plan properly takes account of corporate risk
- Internal audit work is planned
- Reports are made in her own name directly to the Town Council
- She does not have any other role within the Town Council and is therefore independent
- There is no evidence that her internal work has not been carried out ethically with integrity and objectivity
- During the year the Council/Town Clerk have responded positively to her observations
- She encourages the Town Council to develop their own responses to risks rather than relying solely on audit recommendations – this encourages greater ownership of the control environment e.g. our investments
- Adequate resource is made available for internal audit to complete its work

4. A review of our Financial Regulations was undertaken in February 2020.

Town Clerk

COCKERMOUTH TOWN COUNCIL
ANNUAL RISK MANAGEMENT ASSESSMENT – YEAR 2022/23

Key Decision Area – ALLOTMENTS –

<u>Identified Risk</u>	<u>Current Arrangements</u>	<u>Comments</u>	<u>Red</u>	<u>Amber</u>	<u>Green</u>
a) <u>Insurable Risks</u> <u>Buildings on Site</u>	(i) No Council owned on site (ii) Sheds belonging to tenants	No further action Insurance is own responsibility			*
<u>Accident on Site– Allotment Holder</u>	Public Liability Insurance Cover £15 M via Zurich	No further Action			*
<u>Accident – Other 3rd Party</u> e.g. Trespassing	Public Liability Insurance Cover £15 M via Zurich	No further action			*
b) <u>Third Party Arrangements</u> <u>Boundary fences to be kept in good</u>	Council responsibility	Hedges cut annually Repairs carried out as necessary			*

Key Decision Area – ALLOTMENTS - (CONTINUED)

<u>Identified Risk</u>	<u>Current Arrangements</u>	<u>Comments</u>	<u>Action</u> <u>Red</u> <u>Amber</u> <u>Green</u>
c) <u>Self-Governance</u> <u>Financial Records</u>	Allotment Register kept	Annual scale of fees fixed & reminder for outstanding accounts sent monthly	*
<u>Private Property on Allotments</u>	New Tenancy agreement completed 2002/03 notifying existing tenants there is to be no Council liability accepted for tenants possessions left on site and storage on site of hazardous substances e.g. pesticides & all such substances to be kept under lock & key. Clause also includes condition that safe storage of implements is tenants liability if kept on site and all such implements must be locked safely away..	No further action recommended	*
<u>Security of Site</u>	Signs erected – Allotment Holders Only	No further action recommended	*
<u>Burst Water Pipes</u>	Repaired as necessary Water knocked off Winter	No further action recommended	*
<u>Damaged Boundary Fences/Walls</u>	Repaired as necessary	No further action recommended	*
<u>Trees</u>	Monitor, undertake works as necessary	No further action recommended	*

Key Decision Area – ESTABLISHMENT/LIBRARY/TOURIST INFORMATION CENTRE/TOWN HALL

<u>Identified Risk</u>	<u>Current Arrangements</u>	<u>Comments</u>	<u>Red</u>	<u>Action</u> <u>Amber</u>	<u>Green</u>
a) <u>Insurable Risks</u> Contents including fixtures, fittings & tenants improvements, other contents & consumable stock	Organised direct by Town Council with Zurich	Policy amounts are revised periodically. Present cover & computer equipment			*
Accident – Member of the Public whilst on site (Public Liability)	Public Liability Insurance cover £15 M	No further action			*
<u>Civic Regalia</u> Town Mayor's Chain Mayoress's Chain Deputy Chain	Insurance via Zurich	Yearly review of value			*
b) <u>Third Party Arrangements</u> Internal Auditor (Mrs J. Airey) appointed by Council under new Audit regulations following introduction of '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 principals of good internal controls and the roles of internal & external auditors'. Yearly review from 2009.	No change			*
c) <u>Protection of Financial Assets</u> Investments	Reviewed by Town Council in February 2009. Investment Policy Drawn up December 2021.	Investments split and spread to reduce risk			*

<u>Identified Risk</u>	<u>Current Arrangements</u>	<u>Comments</u>	<u>Red</u>	<u>Action</u> <u>Amber</u>	<u>Green</u>
d) Self Governance Back Up of Computer Information	The cover under business interruption policy includes reconstruction of computer records	No further action			*
	Regular back ups carried out. Cloud used to store documents	No further action			*
Standing Orders & Financial Regulations	Revised Standing Orders & Financial Regulations regularly Reviewed.	No further action			*
Annual Budget including regular budget reporting	Quarterly monitoring in place	No further action			*
Asset Insurance/Valuation	Professional valuation of assets carried out in 2003 & inflation increases applied since then. Town Hall re-evaluated 2009.	No further action			*

Key Decision Area – FISHING RIGHTS

<u>Identified Risk</u>	<u>Current Arrangements</u>	<u>Comments</u>	<u>Red</u>	<u>Amber</u>	<u>Green</u>
a) <u>Insurable Risks</u> Person falling in river from river bank or otherwise whilst fishing or other accident	Public Liability Cover £15 M	No further action			*
b) <u>Third Party Arrangements</u> NIL					
c) <u>Self-Governance</u> NIL					

Key Decision Area – WAR MEMORIAL/MONUMENTS

<u>Identified Risk</u>	<u>Current Arrangements</u>	<u>Comments</u>	<u>Red</u>	<u>Amber</u>	<u>Green</u>
a) <u>Insurable Risks</u> Material Damage – (i) Mayo (ii) Cenotaph (iii) Wordsworth Bust (iv) Dorothy Wordsworth Statue	Zurich policy	Valuation carried out in 2003 & annual inflation increases applied			*
Public Liability e.g. if Monument collapses on someone	Covered by Zurich policy £15 M	No further action			*
b) <u>Third Party Arrangements</u> NIL					
c) <u>Self-Governance</u> NIL					

Key Decision Area – MEMORIAL GARDENS

<u>Identified Risk</u>	<u>Current Arrangements</u>	<u>Comments</u>	<u>Red</u>	<u>Action</u>	<u>Green</u>
a) <u>Insurable Risks</u> Material damage to footpaths by being washed out	Not now covered Paths reviewed periodically and remedial action taken.	Allianz/Zurich refuse to cover following flooding in January '05 which completely washed out footpaths			*
Building on Site – middle section	Covered under Zurich policy	We own building			*
Accident on site to members of the public	Covered by Public Liability £15 M	No further action			*
b) <u>Third Party Arrangements</u> Accident to workmen whilst carrying out contract works on site	Via Council Contractors insurance	Annual check of contractors policy details			*
c) <u>Self-Governance</u> Play Area	Annual risk assessment carried out	Take action as recommended agreement by Council)			*
Tree Management for possible problems (falling branches etc)	Daily inspection of play area by Council's Contractor Trees reviewed in Oct 08 by tree specialist. 54 trees removed Oct 09. Further survey undertaken by EA in 2012, more trees removed prior to bund being installed. Restoration work in 2016 resulted in trees removed from rivers edge as part of flood prevention works. Appointed Andy Nichol	Take action as recommended following notification Monitoring ongoing			*

Surveys every 18 months

Decision Area – SPECIAL TOURIST PROMOTIONS

<u>Identified Risk</u>	<u>Current Arrangements</u>	<u>Comments</u>	<u>Action</u> <u>Red</u> <u>Amber</u> <u>Green</u>
a) <u>Insurable Risks</u> (i) <u>Firework Display</u> Injury to person from firework or accident on site	Public Liability insurance £15 M Risk assessment carried out.	No further action required	*
(ii) Use of field by Carnival Cttee after parade	Public Liability insurance £15 M	No further action required	*
b) <u>Third Party Arrangements</u> (i) <u>Firework Display</u> Damage to buildings, vehicles etc from firework or injury to individual vis firework	'Firers' of display for Council (Pyro 2000) arrange insurance for event	No further action (counter claim would be made by Council if Council sued for any accident) – check policy by PYRO on event basis for amount included	*
(ii) <u>Carnival</u> Re activities on Memorial Gardens after parade	Carnival Committee arrange liability insurance	No further action (counter claim would be made by Council if Council sued for any accident – check policy by Carnival on event basis	*
c) <u>Self-Governance</u> (i) <u>Firework Display</u> Keeping members of the public away from fireworks	Barriers erected at a safe distance as agreed by display 'firers'. Stewards	No further action required	*

appointed, Police notified & help requested re possible crowd disturbances. Notices posted re route to site. Adverts in local press re recommended parking arrangements for display. First aid on site. Harris Bridge Closed

Key Decision Area – VICTORIA HALL

<u>Identified Risk</u>	<u>Current Arrangements</u>	<u>Comments</u>	<u>Action</u> <u>Red</u> <u>Amber</u> <u>Green</u>
a) <u>Insurable Risks</u> Any claim by individual for accident (fall/trip etc)	Public Liability insurance £15 M provided by tenant	No further action	*
Accident to employee, member or volunteer whilst on site at official	Personal accident cover provided by tenant	No further action	*
Victoria Hall	Building insured via Zurich	No further action	*
Contents – Victoria Hall	Covered by tenant	No further action	*
b) <u>Self-Governance</u> <u>Fire Risks</u>	Fire Risk Assessment done in 2010. Fire Alarm fitted. Fire equipment upgraded.	No further action	*
Public Entertainment	Not currently licenced	No further action	*
Flood Risk	£5k of flood prevention Works carried out 2017	Monitor	*

Key Decision Area – PUBLIC CLOCK (GIBBONS)

<u>Identified Risk</u>	<u>Current Arrangements</u>	<u>Comments</u>	<u>Red</u>	<u>Action</u> <u>Amber</u>	<u>Green</u>
a) <u>Insurable Risks</u> (i) <u>Gibbons Clock Tower</u> Claim by member of the public for falling masonry etc.	Public Liability insurance £15 M	No further action			*
b) <u>Third Party Arrangements</u> NIL					
c) <u>Self Governance</u> <u>Clock Building</u> Damage reported by third party	Immediate repair put in hand	No further action			*

Key Decision Area – OPEN SPACES

<u>Identified Risk</u>	<u>Current Arrangements</u>	<u>Comments</u>	<u>Red</u>	<u>Action</u> <u>Amber</u>	<u>Green</u>
a) <u>Insurable Risks</u> Claim by member of public e.g. re collapsed seat, torn clothing, hanging basket falling on someone	Public Liability via Zurich £15 M	No further action			*
Impact damage to street furniture	Not covered under policy - Council stand loss re vandalism but counter claim if possible	No further action			*
b) <u>Third Party Arrangements</u> Hanging of baskets etc via Council Contractor	Council contractor has own Public Liability insurance	Check annually public liability insurance cover in place for possible counter claims if Council sued			*
c) <u>Self-Governance</u> Inspection of seats & other Council owned property	Periodic inspections by Clerk Majority of Council owned seats. Memorial Gardens seats were all replaced in 2012 due to flood damage	Annual seat/property inspection recommended			*

Key Decision Area – CHRISTMAS ILLUMINATIONS

<u>Identified Risk</u>	<u>Current Arrangements</u>	<u>Comments</u>	<u>Action</u> <u>Red</u> <u>Amber</u> <u>Green</u>
a) <u>Insurable Risks</u> Damage to property/persons by falling festoon cable etc	Public Liability Insurance £15 M	No further action	*
Electrocution by tampering or otherwise	Public Liability Insurance £15 M	No further action	*
Accident when helping with arrangements – members, employees, volunteers	Personal accident capital sum insured £50,000 - Weekly £100 (includes assault)	No further action	*
Member of public hurt on Switch On Gala Day	Public Liability Insurance £15 M First Responders on site	No further action	*
b) <u>Third Party Arrangements</u> Negligence by Council's Contractor (presently E Nicholson)	Copies of Contractors Public Liability & Employers Liability Insurance requested annually before works start for any possible counter claim by Council. General responsibility for safe installation rests with contractor. Contractor requested to supply copies of Risk Assessments	No further action	*
c) <u>Self-Governance</u> Accidental electrocution by member of the public	Major re-vamp of connection boxes in 2010. Now using 1w led bulbs.	No further action	*
Main festoon cable toppling down	Catenery rope used to support festoon	No further action	*

Key Decision Area – TARN CLOSE SPORTS GROUND

<u>Identified Risk</u>	<u>Current Arrangements</u>	<u>Comments</u>	<u>Red</u>	<u>Action</u> <u>Amber</u>	<u>Green</u>
a) <u>Insurable Risks</u> Accident on site by member of the public (spectators)	Cockermouth Junior Football lease the site, they have their own public liability insurance	No further action			*
Injury to sportsmen	Liability left to Cockermouth Junior Football Club	No further action			*
b) <u>Third Party Arrangements</u> Accident to authorised workman	Cockermouth Junior Football Club to ensure all workmen have appropriate insurance	No further action			*

Key Decision Area – TARN CLOSE DEPOT

<u>Identified Risk</u>	<u>Current Arrangements</u>	<u>Comments</u>	<u>Red</u>	<u>Action</u> <u>Amber</u>	<u>Green</u>
a) <u>Insurable Risks</u> Building on site	Leased by Town Council from Eric William Nicholson - Lease dated 26/3/07 on an annual basis	Building insurance via Eric William Nicholson No further action necessary			*
Accident – Members of the public whilst on site.	Covered by Public Liability Insurance £15 M	No further action			*
Contents	(i) Mainly Christmas lights stock (lamps, illuminated figures, festoon cable etc) (ii) Storage of misc. equipment by others	Insured via Zurich Tested annually No liability accepted by Council			*
<u>Third Party Arrangements</u> Building on site	Building insurance organised by E W Nicholson	No further action			*
c) <u>Self-Governance</u> Break Ins etc.	Police would be made aware of problems as they occur	No further action			*

Key Decision Area – TWINNING

<u>Identified Risk</u>	<u>Current Arrangements</u>	<u>Comments</u>	<u>Red</u>	<u>Action</u> <u>Amber</u>	<u>Green</u>
a) <u>Insurable Risks</u> Normal 'holiday' type cover for persons participating in twinning	(i) Members of the public organise their own insurance whilst on twinning visits	No further action			*
	(ii) Councillors/staff re above on <u>official</u> civic visits approved by Council. Arrangements as above.	No further action			*
	(iii) Individuals making own way arrange own insurance	No further action			*
b) <u>Incoming Visits</u> Accident to member of the public whilst participating in a visit	(i) Covered by Public Liability Ins with Zurich - £15m	No further action			*
c) <u>Third Party Arrangements</u> <u>School Visits</u>	No visits currently		<u>Red</u>	<u>Amber</u>	<u>Green</u>
		All risk assessments carried out by school independent of Council			*
d) <u>Volunteers</u>	Task and Finish groups set up Volunteers are covered by our Public liability insurance	No further action			*

Key Decision Area – PLAY AREAS ON TOWERS LANE, GREYRIGG AVENUE, ISEL ROAD & HARRIS PARK EXTENSION

<u>Identified Risk</u>	<u>Current Arrangements</u>	<u>Comments</u>	<u>Red</u>	<u>Action</u> <u>Amber</u>	<u>Green</u>
a) <u>Insurable Risks</u> Accident on site to members of the public	Covered by Public Liability £15 M	No further action			*
b) <u>Third Party Arrangements</u> Accident to workmen whilst carrying out contract works on site	Via Council Contractors insurance	Annual check of contractors policy details			*
c) <u>Self-Governance</u> <u>Play Areas</u>	Annual risk assessment carried out	Take action as recommended agreement by Council)			*
	Quarterly inspection of play area by Council's Contractor	Take action as recommended following notification			*

Key Decision Area – TOILETS

<u>Identified Risk</u>	<u>Current Arrangements</u>	<u>Comments</u>	<u>Red</u>	<u>Action</u> <u>Amber</u>	<u>Green</u>
a) <u>Insurable Risks</u> Accident on site to members of the public	Covered by Public Liability £15 M	No further action			*
b) <u>Third Party Arrangements</u> Accident to workmen whilst carrying out contract works on site	Via Council Contractors insurance	Annual check of contractors policy details			*

c) Self-Governance Toilets Cleaned & inspected six days per week
Cleaner reports any defects Take action as recommended following notification *

Key Decision Area – BUS SHELTERS

<u>Identified Risk</u>	<u>Current Arrangements</u>	<u>Comments</u>	<u>Red</u>	<u>Action</u>	<u>Amber</u>	<u>Green</u>
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a) Insurable Risks
Accident on site to members of the public Covered by Public Liability £10 M No further action * * *

b) Third Party Arrangements
Accident to workmen whilst carrying out contract works on site Contractor has own public liability Insurance
Contractor carries out own risk Assessments Annual check of contractors policy details * * *

c) Self-Governance Bus Shelters
Clerk obtains copy of public Liability insurance & risk Assessments annually No further action * * *

Key Decision Area – WEDDINGS

<u>Identified Risk</u>	<u>Current Arrangements</u>	<u>Comments</u>	<u>Red</u>	<u>Action</u> <u>Amber</u>	<u>Green</u>
a) <u>Insurable Risks</u> Accident on site to members of the public	Covered by Public Liability £15 M	No further action			*
b) <u>Third Party Arrangements</u> Hirers	All hirers sign legally binding Terms and Conditions of hire	No further action			*
c) <u>Self-Governance</u> Weddings	CTC personnel present at all times	No further action			*

TOWN COUNCIL MEETING – March 2023
CLERK'S REPORT
REVIEW OF FEES AND CHARGES

The following charges are recommended for 2023/24 (except where stated).

<u>ALLOTMENTS</u>	Current Rate	Recommended
i.Full	£23 per annum	£tbc per annum
ii.Half	£46 per annum	£tbc per annum

Rang Water Plus on 8/3/23 and bills set to increase by 11.46% for commercial customers. Inflation approximately 10.1%. The metered potable water block tariff is increasing from £1.7136m3 to £1.91m3. We usually increase bills by £0.50p per annum (2.17%).

MEMORIAL GARDENS

All charges negotiated by Town Clerk and agreed by Town Council allowing each application to be considered on merit. No change

<u>TARN CLOSE</u>		
Rugby Pitch – Titans	£375.00	No change

*This will increase when the club house is built. Planning permission granted end of 2022

TOWN HALL

Leave as is

Hire of Council Chamber – 2 hours £30
 ½ day £50
 1 day £100

WEDDINGS

2023 – Mon – Fri £150
 Sat - £180

Increased last year. Leave as is for 24/25

PHOTOCOPYING

Leave as is -

A4 B/W	£0.25p
A3 B/W	£0.35p
A4 colour	£1.30p
A3 colour	£1.80p