

Cockermouth Town Council



12 January 2022

Dear Councillor,

You are summoned to a meeting of Cockermouth Town Council to be held in the Town Hall, Cockermouth on **Wednesday 19 January 2022 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 December 2021 (pages 1-4)

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 Matters

- a) To make recommendations upon various planning applications (**page 5**)

7. Financial Matters

- a) To agree the attached schedule of payments (**page 6**)
- b) To consider the budget/Precept for 2022/23 (**pages 7-19**)
- c) To consider the effectiveness of our internal auditor (**page 20**)

8. Correspondence

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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

- a) Update from Programme Board (**pages 21-22**)
- b) To consider supporting a wildflower area on St Helens Street (**pages 23-24**)

9. Clerks Report (pages 25-27)

10. Welcome Back Fund – Update (page 28-31)

11. Wildflower meadow opposite Castle – To further consider planting a wildflower meadow in the Memorial gardens opposite the Castle (**pages 32-37**)

12. Fees and Charges – To agree fees and charges (**page 38**)

13. Annual Risk Assessment – To review our Annual Risk Assessment (**pages 39-55**)

Press and Public Welcome

Minutes of a Meeting of Cockermouth Town Council held in the Town Hall,
Cockermouth on Wednesday 15 December 2021 at 7.00pm

Present: Councillor A Smith (Mayor)
Councillor G Bennion
Councillor I Burns
Councillor A Kennon
Councillor D Malloy
Councillor J Laidlow
Councillor S Nicholson
Councillor A Semple
Councillor C Smith
Councillor A Tyson
Councillor R Watson

Apologies for absence were received from Councillor S Barnes

Also Present: 2 members of the public

125 Minutes

Resolved – That the Mayor be authorised to sign as a correct record the minutes of the last meeting held on 17 November 2021.

126 Minutes

Resolved – a) That the recommendations of the last Climate Change Task Group held on 1 December be accepted subject to the deferral of the wildflower meadow on the Memorial Gardens on land opposite the Castle until the January 2022 Town Council meeting.

127 Declaration of Interest

Councillors Semple & Tyson declared an interest in item 7 due to being a member of the Development Panel.

Councillors Kennon & A Smith declared an interest in item 7 due to being substitute members of the Development Panel.

128 Mayor's Announcements

The Mayor had attended the following social engagements since the last meeting:

- Coffee Morning
- Grand Window Judging
- Allotment & Private Gardens Awards Evening

- Concert at the Hundith Hill
- Switching on of the Christmas Lights

129 Public Participation

There was no public participation.

130a Planning Applications

The following applications were considered prior to the meeting due to time constraints

HOU/2021/0243

Demolition of existing lean-to and erection of single storey side extension

Beckside Cottage, Skinner Street

Recommended – Approval

WTPO/2021/0026

Works to an oak tree

13 The Parklands

Recommended – Approval

The following applications were considered at the meeting

FUL/2021/0298

Replacement of windows in two buildings with grey powder coated aluminium provided from the Alitherm Heritage Window Range.

Recommended – Approval

HOU/2021/0259

Proposed single storey family room extension

12 Parklands Drive

Recommended - Approval

130b Statement of Community Involvement

Allerdale's Statement of Community Involvement (SCI) sets out how Allerdale will involve the local community, organisations and stakeholders with land use planning applications, planning policy including the local plan and neighbourhood planning. It relates to the parts of the Borough outside the Lake District Park.

The four week consultation commences on 25 November 2021 and ends on 23 December 2021.

Recommended – That the updated SCI be agreed.

131a Schedule of Payments

Resolved – That payments in the sum of £7,864.22 be approved.

131b Financial Comparison

Agreed – That the financial budget comparison to 30/11/21 be noted.

132 Correspondence

132a Local Government Reorganisation

The Local Government Reorganisation (LGR) Programme Board is working to create two new unitary authorities for Cumbria.

From 1 April 2023, two new unitary authorities will be responsible for delivering all council services for residents, businesses and organisations across Cumbria.

For the Allerdale, Carlisle and Copeland areas the council's name will be Cumberland Council. Cumberland Council will potentially have 46 members.

Elections for the new council, as a Shadow Authority, will take place in May 2022 and then in 2027 and every four years thereafter.

Agreed – That the contents of the LGR Town and Parish Council Newsletter be noted.

132b Calc Newsletter

Agreed – That the contents of the November/December 2021 newsletter be noted.

132c Tree Works, St Helen's Street Allotments

Several tenants have expressed concern regarding the large trees on the boundary of their allotment.

Resolved – That our arboriculturist be requested to inspect the trees.

133 Clerk's Report

Resolved – a) That the contents of the report be noted.

b) That the mural be agreed and that funding be sought from Allerdale's Welcome Back Fund whilst Town Clerk investigates best way to smooth the surface of the wall.

c) That carols round the tree remain at 8.00pm on Christmas eve due to concerns about the amount of traffic at 6.30pm.

134 Welcome Back Fund

The Town Council gratefully acknowledged that funding had increased from £10,000 to £12,857.

Around £1700 had been spent to date on the Christmas Video and on advertising banners.

Those present discussed how the remaining monies could be spent on.

Resolved – That councillors Malloy, Nicholson, Kennon, Burns & Semple form a sub committee to make recommendations on new Main Street Planters for our January 2022 Town Council Meeting.

135 Speed Indication Device

This item was deferred due to the ill health of the Traffic Management Team Leader.

The meeting ended at 7.55 pm

Reference: **CAT/2021/0050**

Proposal: Alnus (T1) - permission is sort to crown lift and crown reduce the canopy of the tree by 35% back from the fence of the private residence and the boundary of the adjacent sub station
Sycamore (T2) - permission is sort to fell, remove and kill the root of the self seeded tree within the mixed planted area

Location: Beckside Close, Cockermouth, CA13 9PW

Recommended – Approval

Reference: **FUL/2021/0312**

Proposal: Construction of first floor extension to dental practice

Location: St Helens Dental Practice, Market Place, Cockermouth, CA13 9NQ

Recommended – Approval

Reference: **HOU/2021/0261**

Proposal: Erection of a porch

Location: 5 Romely Place, Cockermouth, CA13 0AF

Recommended – Approval

Reference: **HOU/2021/0272**

Proposal: Single Storey rear and side wrap around extension

Location: 90 The Parklands, Cockermouth, CA13 0WW

Recommended – Approval

Reference: **HOU/2021/0274**

Proposal: Two storey extension to side

Location: 8 Dunmail Crescent, Cockermouth, CA13 0AG

Recommended – Approval

Reference: **HOU/2021/0278**

Proposal: Replace existing crittal windows and external side door

Location: 70 Kirkgate, Cockermouth CA13 9PH

Reference: **LBC/2021/0039**

Proposal: Listed building consent to replace existing crittal windows, staircase, loft stairs with loft ladder, external side door, remove existing en-suite and remodel bathroom/loft access to include small utility and store

Location: 70 Kirkgate, Cockermouth, CA13 9PH

Reference: **FUL/2021/0323**

Proposal: Re-submission of application FUL/2021/0029 for the conversion and extension of first floor from former bank facilities to three, one bed apartments

Location: 23, Station Street, Cockermouth, CA13 9QW

Doesn't need circulated – deadline after meeting

Cockermouth Town Council

Expenditure transactions - payments approval list Start of year 01/04/21

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque Total
633	112828	£17.50	£0.00	£17.50	04/01/22	Lakeland Leisure Walks - TIC stock	£17.50
634	112829	£81.60	£13.60	£68.00	04/01/22	J A Lee Window & General Cleaning Contractors Ltd - Town Hall Windows 14.12.21	£81.60
635	112830	£582.60	£97.10	£485.50	04/01/22	Blachere Illumination - Xmas Lightd - rope light	£582.60
636	112831	£56.95	£9.49	£47.46	04/01/22	Viking - Stationery	£56.95
637	112832	£798.00	£133.00	£665.00	04/01/22	Wallgate Limited - Service Plan Public Toilets	£798.00
638	112833	£74.04	£12.34	£61.70	04/01/22	WF Cascade - cleaning products - PC	£74.04
639	112834	£300.00	£50.00	£250.00	04/01/22	The Play Area Inspection Company Ltd - Annual Inspection of 4x small play areas	£300.00
640	112836	£285.60	£47.60	£238.00	04/01/22	Blachere Illumination - rope light	£285.60
641	112837	£60.93	£10.15	£50.78	06/01/22	WF Cascade - Cleaning Products - Public Toilets	£60.93
642	642	£146.45	£24.41	£122.04	06/01/22	Quadient Uk Ltd - Franking Machine Rental	£146.45
643	643	£51.36	£8.56	£42.80	10/01/22	e Slip Ltd - Payroll services Period 9	£51.36
Total		£2,455.03	£406.25	£2,048.78			

Signature

Signature

Date

COCKERMOUTH
TOWN
COUNCIL

BUDGET & PRECEPT
PROPOSED FOR
2022/23

MRS S. BROWN
Clerk/RFO

COCKERMOUTH

January 2022

FINANCIAL SUMMARY

	£
Starting Balances @ 1/4/2021	
General Account	£ 25,088.75
Money Markets 7 day notice	£ 116,629.71
Cumberland	£ 45,862.05
Starting Total in all Accounts	£187,580.51

Closing Balance at 31/12/20

General Account	£ 92,961.87
New Money Market Account	£116,638.50
Cumberland Building Society	£ 45,862.05
Total in all accounts	£ 255,274.02

b) <u>LESS</u> Estimated Net Expenditure to 31/3/22	£75,000
c) <u>PLUS</u> Estimated Net Income to 31/3/22	£25,000
d) <u>PLUS</u> actual Vat for 3 rd quarter	£2,897.38
e) <u>PLUS</u> estimated Vat for 4 th quarter	£3,000.00
d) ESTIMATED BANK BALANCE AT 31/3/22	£211,714

Note: £150k from sale of Double Mills in a reserve account can only be used for capital projects
cannot be spent on revenue costs

**COCKERMOUTH TOWN COUNCIL ESTIMATES 2022/23
SUMMARY**

Item of Expenditure	Estimated Expenditure 2021/22	Estimated Income 2021/22	Estimated Net Cost 2021/22	Revised Estimated Expenditure 2021/22	Revised Estimated Income 2021/22	Revised Estimated Net Cost 2021/22	Estimated Expenditure 2022/23	Estimated Income 2022/23	Estimated Net Cost 2022/23
1. Allotments	£ 2,330	£ 1,890	£ 440	£ 1,530	£ 1,935	£ 405cr	£ 2,330	£ 1,932	£ 398
2. Establishment	112,022	550	111,472	111,938	4,255	107,683	118,100	950	117,150
3. TIC/Library	53,493	7,225	46,268	53,313	7,407	45,906	55,680	7,425	48,255
4. Open Spaces	6,270	65	6,205	6,504	70	6,434	6,270	65	6,205
5. Memorial Gardens	14,472	-	14,472	12,874	-	12,874	14,622	-	14,622
6. Twinning	7,000	-	7,000	3,015	-	3,015	7,000	-	7,000
7. Events	13,416	220	13,196	7,037	-	7,037	11,916	220	11,696
8. Other Properties	3,433	2,875	558	4,867	2,875	1,992	3,800	2,875	925
9. Christmas Lights	32,437	1,000	31,437	33,107	2,245	30,862	34,256	1,000	33,256
10. Town Hall	31,831	34,601	2,770cr	31,220	34,261	3,041cr	41,736	34,601	7,135
11. Toilets	16,600	3,000	13,600	16,528	7,000	9,528	16,600	3,500	13,100
12. Bus Service	4,000	-	4,000	-	-	-	1,000	-	1,000
13. CCTV	3,802	-	3,802	5,377	-	5,377	1,700	-	1,700
14. Green Issues	1,000	-	1,000	204	-	204	1,000	-	1,000
15. Greyrigg Path	1,800	-	1,800	2,000	-	2,000	-	-	-
16. New post COT	750	-	750	750	-	750	-	-	-
12. Net Totals	304,656	51,426	253,230	290,264	60,048	230,216	316,010	52,568	263,442
13. To Balances									
14. From Balances p									
15. NET TOTALS			253,230						263,442
16. PRECEPT			253,230						263,442

If you agree with the draft budget, our total funding requirement will be £263,442

If you agree with the draft budget, Cockermouth Town Council precept will be £263,442, an increase of 4.03% or £3.22 pm increase for a band D property

TOWN COUNCIL
ESTIMATES 2022/23

ALLOTMENTS

Item of Expenditure	Estimated Expenditure 2021/22	Actual Expenditure 2021/22	Estimated Expenditure 2022/23
	£	£	£
1. Water Charges	1,000	500	1,000
2. General Maintenance	1,000	700	1,000
3. Rent for St Helens	330	330	330
	2,330	1,530	2,330
LESS Income & Credits –			
1. Allotment Rents	1890	1935	1932
ACTUAL NET COST	440	405CR	398

Notes

Figs based on 42 full allotments @ £46 (£1 increase per allotment next year) plus a small amount of re-letting over the course of the year.

COCKERMOUTH TOWN COUNCIL
ESTIMATES 2022/23

ESTABLISHMENT

Item of Expenditure	Estimated Expenditure 2021/22	Actual Expenditure 2021/22	Estimated Expenditure 2022/23
1. Wages	86,764	86,764	92,000*
2. Telephone/internet/postage	1,000	500	1,000
3. Printing/Stationery/Equip	1,500	1,500	1,500
4. Insurances	11,000	10,884	11,000
5. Subscriptions	1,008	1,917	2,000
6. Audit Fees (External/Internal)	1,250	1,250	1,450
7. Miscellaneous	2,500	2,500	2,500
8. Grants to organisations	1,000	1,000	1,000
9. Advertising	0	0	0
10. Chairman's Allowance	2,200	2,200	2,200
11. Chairman's Fund	550	550	550
12. Elections	1,000	1,000	1,000
13. Health & Safety Requirements	50	373	250
14. Training	500	350	500
15. Bank Charges	1,200	600	600
16. Payroll	500	550	550
	112,022	111,938	118,100
LESS Income –			
1. Bank Interest-General	550	200	200
2. Other Misc Income		3,350	-
3. Maps		705	750
	550	4,255	950
	111,472	107,683	117,150
ACTUAL NET COST			

* increase in NI Employers contribution/back pay for 21/22 once pay award agreed and potential pay rise 22/23

NOTE NEXT PC ELECTIONS 2023 – WILL HAVE TO BEAR WHOLE COST OF ELECTIONS I.E. 10K

COCKERMOUTH TOWN COUNCIL
ESTIMATES 2022/23

Library/TIC 2022/23

Item of Expenditure	Estimated Expenditure 2021/22	Actual Expenditure 2021/22	Estimated Expenditure 2022/23
1. Wages	35,313	35,313	37,500*
2. Good for resale	2,000	2,000	2,000
3. Running Costs:	16,000	16,000	16,000
4. Bass Lake fishing	180	-	180
	53,493	53,313	55,680
LESS Income & Credits			
1. Sales	4,000	4,000	4,000
2. Bass Lake Fishing	225	-	225
3. Rental Income	3,000	2,500	2,500
4. Printing/photocopying/laminating	-	907	700
Income			
	7,225	7,407	7,425
ACTUAL COST			
	46,268	45,906	48,255

* increase in employers NI and potential wage increase for 21/22 & 22/23

OPEN SPACES 2022/23

Item of Expenditure	Estimated Expenditure 2021/22	Actual Expenditure 2021/22	Estimated Expenditure 2022/23
1. Fishing stationary	-	-	-
2. War Memorial & other bronzes	2,500	-	2,500
3. Public clock	270	150	270
4. Flower baskets	2,800	2,800	2,800
5. Footpaths	-	-	-
6. CCTV	-	-	-
7. Bus Shelters	600	600	600
8. Main Street Tree	-	-	-
9. Clever Sid	100	2,954*	100
Total	6,270	6,504	6,270
LESS			
1. Fishing Permits	65	70	65
2. War Memorial	-	-	-
3. Public Clock	-	-	-
4. Flower baskets	-	-	-
5. Footpaths	-	-	-
6. CCTV	-	-	-
7. Bus Shelters	-	-	-
8. Income	-	-	-
9. Clever Sid	-	-	-
Total Income	65	70	65
ACTUAL NET COST	6,205	6,434	6,205

Bought new SID- old one over 10 years old*

COCKERMOUTH TOWN COUNCIL
ESTIMATES 2022/23

MEMORIAL GARDENS

Item of Expenditure	Estimated Expenditure 2021/22	Actual Expenditure 2021/22	Estimated Expenditure 2022/23
1. Contract	9,472	9,472	9,622
2. Play Area	2,000	-	2,000
3. Miscellaneous tree works etc	3,000	3,402	3,000
	14,472	12,874	14,622
1. Miscellaneous Income	-	-	-
	-	-	-
ACTUAL NET COST	14,472	12,874	14,622

COCKERMOUTH TOWN COUNCIL
ESTIMATES 2022/23

TWINNING

Item of Expenditure	Estimated Expenditure 2021/22	Actual Expenditure 2021/22	Estimated Expenditure 2022/23
1. Twinning – incoming	6,500	3,015	6,500
2. Twinning – outgoing	-	-	-
3. EPSF	500	-	500
	7,000	3,015	7,000
<u>INCOME</u>			
1. Income	-	-	-
ACTUAL NET COST	7,000	3,015	7,000

39th Anniversary held in Cockermouth. 40th anniversary to be held in France
£3015 spent on daffodils and Midsummer Nights Dream Outdoor Play

EVENTS 2022/23

Item of Expenditure	Estimated 2021/22	Actual 2021/22	Estimated 2022/23
1. Fireworks	6,000	621	6,000
2. Festival	500	250	500
3. Carnival	250	-	250
4. Food Festival	4,166	4,166	4,166
5. Taste Christmas	1,000	1,000	1,000
6. Market Charter	500	-	-
7. Jubilee	1,000	1,000	-
	-		
	13,416	7,037	11,916
LESS: Income – Fireworks	220	-	220
ACTUAL NET COST	13,196	7,037	11,696

*Fireworks cancelled due to recent flooding on field

COCKERMOUTH TOWN COUNCIL
ESTIMATES 2022/23

OTHER PROPERTIES

Item of Expenditure	Estimated Expenditure 2021/22	Actual 2021/22	Estimated Expenditure 2022/23
1. Victoria Hall	1,000	80	1,000
2. Tarn Close Sports Ground			
3. New Play Areas	2,433	4787*	2,800
	3,433	4,867	3,800
1. Income Victoria Hall	2,500	2,500	2,500
2. Income Tarn Close Sports Ground	375	375	375*
3. Income New play areas			
Total Income	2875	2,875	2,875
ACTUAL NET COST			
	558	1,992	925

*Various unanticipated tree works carried out on Greyrigg & Towers Lane

*if club house built CJFC rent will increase

CHRISTMAS ILLUMINATIONS 2022/23

Item of Expenditure	Estimated Expenditure 2021/22	Actual Expenditure 2021/23	Estimated Expenditure 2022/23
1. Contract	18,415	18,415	18,967
2. Cable/bulbs etc	5,186	5,186	5,186
3. Electricity costs	1,000	1,000	1,000
4. SWOD expenses	3,000	3,899	4,000
5. Competitions	125	137	150
6. CADS	350	-	350
7. Tarn Close Depot	4361	4,470	4,603
	32,437	33,107	34,256
LESS: Income –			
1. Donations swod	1,000	2,245	1,000
ACTUAL COST	31,437	30,862	33,256

COCKERMOUTH TOWN COUNCIL
ESTIMATES 2022/23

TOWN HALL OFFICES/MAYOR'S PARLOUR ETC.

Item of Expenditure	Estimated Expenditure 2021/22	Actual Expenditure 2021/22	Expenditure 2022/23
1. General Maintenance	2,500	3,590	12,500*
2. Refurb of furnishings	1,000	-	1,000
3. Capital Improvement Schemes/ Ground Maintenance	1,000	-	1,000
4. Rates	12,500	12,475	12,500
5. Utilities	6,000	6,000	6,000
6. Phone, net, franking	2,176	2,176	2,176
7. Windows, bins, sanitary, fire	600	600	600
8. Insurance	-	-	-
9. Refreshments	145	45	50
10. Cleaning products	250	250	250
11. Weddings	500	924	500
12. Cleaning contract	5,160	5,160	5,160
	31,831	31,220	41,736
	31,831	31,220	41,736
Income			
1. Room Hire	500	160	500
2. Rent Day Services	14,161	14,161	14,161
3. Rent offices	11,940	11,940	11,940
4. Wedding Hire	7,000	7,000	7,000
5. Rent Allerdale	1,000	1,000	1,000
	34,601	34,261	34,601
	2770cr	3041cr	7,135
TOTAL COST			

*works required following 5 yr electrical inspection & roof repair required

TOILETS 2022/23

Item of Expenditure	Estimated Expenditure 2021/22	Actual Expenditure 2021/22	Estimated Expenditure 2022/23
1. Main Street	8,000*	8,000	
2. Bitterbeck	8,000*	8,000	8,000*
3. Memorial Gardens	100	100	8,000*
4. Harris Park	500	428	100
			500
	16,600	16,528	16,600
1. LESS income received	3,000	7,000*	3,500
ACTUAL NET COST	13,600	9,528	13,100

*Includes a rate rebate

BUS SERVICE 2022/23

Item of Expenditure	Estimated Expenditure 2021/22	Actual Expenditure 2021/22	Estimated Expenditure 2022/23
Bus Service Subsidy	4,000	-	1,000*
LESS income received	-	-	-
ACTUAL NET COST	4,000	-	1,000

*appears to be paying for itself nominal amount put in budget

CCTV 2022/23

Item of Expenditure	Estimated Expenditure 2021/22	Actual Expenditure 2021/22	Estimated Expenditure 2022/23
CCTV Installation – 1 off cost	2,150*	3,725	
Maintenance/Licences	1,652	1,652	1,700
	3,802	5,377	1,700
, LESS grant received			
ACTUAL NET COST	3,802	5,377	1,700

1 year manufacturer warranty from date of purchase

GREEN ISSUES 2021/22

Item of Expenditure	Estimated Expenditure 2021/22	Actual Expenditure 2021/22	Estimated Expenditure 2022/23
Green Issues	1,000	204	1,000
LESS grant received			
	-	-	-
ACTUAL NET COST	1,000	204	1,000

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 October 20. 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

Lesley Cooper

Parish Support Officer South Lakes and Barrow 01229 775492

Until vacancies are filled please contact any of the above numbers for training or Carlisle / Eden queries

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: 06 January 2022 11:31

To: Hutchinson, Sonia D <Sonia.Hutchinson@cumbria.gov.uk>

Subject: Local Government Reorganisation (LGR) Newsletter - 6 January

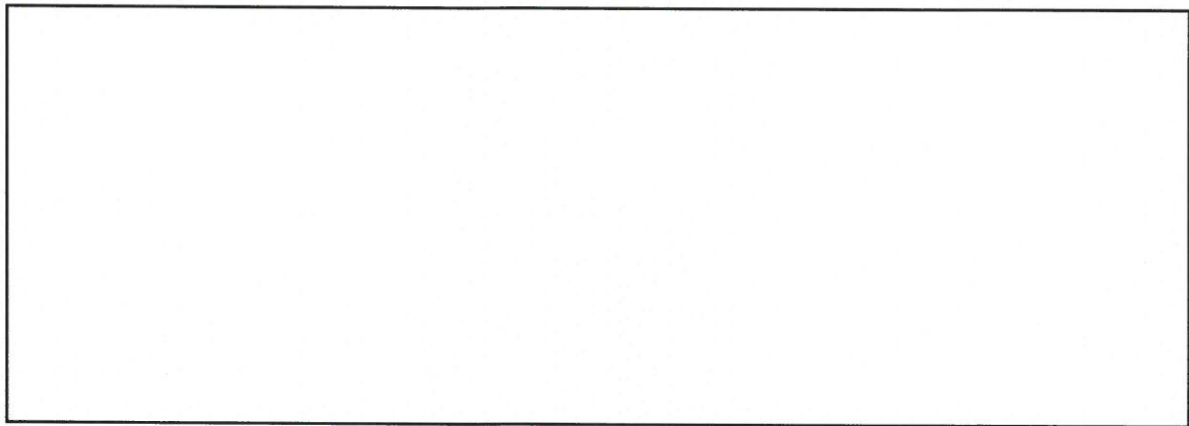


Image description: Map of Cumbria split in half by two colours, blue and green. Image reads 'Local Government Reorganisation, delivering two new councils for Cumbria'.

Local Government Reorganisation (LGR) Newsletter

6 January 2022

In today's edition:

- [Update from the Programme Board](#)
- [Programme review and reset](#)
- [Programme Director on board](#)
- [Reminder - LGA events for members and officers](#)
- [Judicial Review](#)

Update from the Programme Board

The first board meeting of 2022 focused on the upcoming presentation by the Enabling theme to the Cumbria Leaders Oversight Forum (CLOF) on Friday.

This is the first opportunity the theme has had to share with Cumbria's council leaders work done to date looking across the seven authorities at current operations.

23 separate work packages have been identified as within scope for the Enabling theme ranging from internal audit to council tax collection and business support to capital

programmes.

After Friday's initial presentation and discussion on the range of services currently provided, the Enabling board will return with feedback and continue more detailed work across the programme ahead of more in-depth workshops in February.

Programme review and reset

Next Tuesday the LGR Programme Board, along with theme sponsors and workstream leads, is having a full day session to undertake a collective stock take on progress to date, address issues arising and reset the programme to ensure it is well positioned for 2022.



Programme Director on board



Kim Rennie has started her role as LGR Programme Director and attended Tuesday's Programme Board meeting.

Kim has extensive leadership experience delivering improvement and change programmes within local government and will provide leadership for the programme working to establish two new unitary councils.

Reminder - LGA events for members and officers

We have two events running next week with the support of the Local Government Association.

There will be one virtual session for members and one for senior officers. Both will hear from speakers with first-hand experience of the LGR process elsewhere in the UK.

The virtual sessions will be on Tuesday 11 January at 5pm for members and Wednesday 12 January at 2pm for officers.

Teams invitations will be going out shortly. The sessions will be recorded for those unable to attend.



Judicial Review

There has been no further update on the progress of Cumbria County Council's legal challenge to the LGR process.

Don't forget, there's more online!

You can find out more about LGR by visiting the LGR website:
newcouncilsforcumbria.info

Clerk - Cockermouth TC

From: PHIL CAMPBELL <geranuk100@aol.com>
Sent: 08 December 2021 11:27
To: Clerk - Cockermouth TC
Cc: Amanda Dyer; John & Georgina Dent; Elizabeth Silman; Duncan Keeler; Brian Coley; Margaret Coley; Ros Earthy; Darren Ward; Clare Q Brown
Subject: Civic Trust - Loving Earth Wildflower Project

Dear Sheila,

The Civic Trust is proposing to lead a project, in association with the Cockermouth Loving Earth Group, to create a wildflower area on St Helens Street. Amanda Dyer, a member of the Civic Trust, will lead the project. She is also a member of the Loving Earth Group and has considerable experience in establishing wild flower areas in Cumbria. The Loving Earth Group has already received a grant from the Town Council and this will be used to fund the the purchase of wild flowers for this project.

The idea is to make the triangle of grass between St Helens Street, the road up to the Sports Centre and Scouts/CASS centre and the planted woodland, into a wildflower area for the benefit of insects, particularly bees, moths and other pollinators. It should provide a burst of colour and, hopefully, encourage other people in Cockermouth to get the town buzzing. Daffodils have already been planted in part of the area and these will be looked after. Dandelions and ox eye daisies are already present in profusion and it is proposed to use some of the £150 given to the Loving Earth project to buy suitable wild flowers plug plants and some wildflower seeds. The area will be monitored to see what other plants emerge.

It is essential to ensure the grass is only cut between October and February. We will review the situation after 3 years, ie in October 2024. This should be a long enough period for wild flowers to become established in this area. When grass cutting was stopped in March 2020, wild flowers had a chance to flower as shown in the attached photograph that Amanda took in May 2020.

We intend to install some temporary signage to inform the public what is happening at this location.

We look forward to the support of the Town Council for this project, in particular to ensure that the grass at this location is only cut between October and February.

Many thanks,

Phil

Phil Campbell
 Chairman Cockermouth Civic Trust
 geranuk100@aol.com
 01900 823485



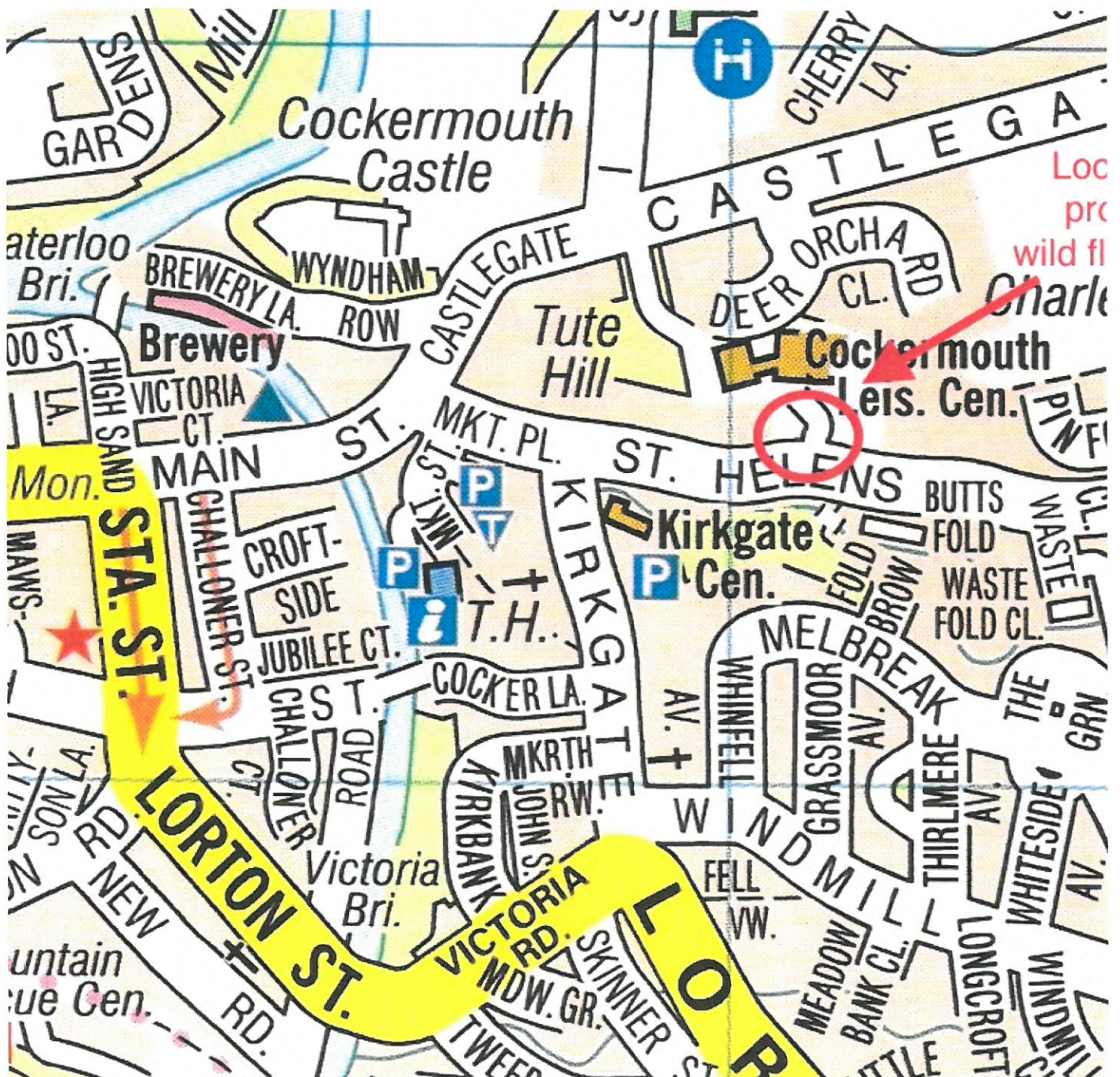
Clerk - Cockermouth TC

From: PHIL CAMPBELL <geranuk100@aol.com>
Sent: 11 December 2021 15:29
To: Clerk - Cockermouth TC
Cc: Amanda Dyer; John & Georgina Dent
Subject: Civic Trust - Loving Earth Wildflower Project

Hi Sheila.

I have attached a map as requested.

Phil



CLERK'S REPORT

Tourism and Publicity/Library

The Healthy Start Vitamin Programme initiative started on 1 November 2021.

Broughton School wish to visit the library. A couple of sessions per term will be held.

The face painter at our SWOD also does murals. She is working on a design for outside the library to enhance our seated area. A quote is attached.

Town Hall

Classical Décor have provided a quote to repair water damaged coving in front office upstairs. This cannot be sorted out until the leak is fully sorted. Roof light needs replacing. Quote obtained. Quote also being sought to remove roof light and tile over.

We have re-applied for our wedding licence. Final inspection took place on 1/12/21. We have been granted a 3 year extension.

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.

I met Rise on site on 23/11/21. A representative from Allerdale was also present.

Modular option considered most cost effective option.

Specification to be drawn up ready for tendering process.

Dialogue to begin with planners regarding demolishing existing building and placing modular system on same site.

I have asked the Rotary and The Roundtable to remove their items by 31/3/22.

Weddings

From 19 July 2021 weddings of 52 can be held. Masks once again have to be worn in all indoor venues.

Public Toilets

They re-opened on 29 June 2020. They remain open during lockdown.

UU have completed their inspections. There are some minor works to attend to.

Play Areas

These re-opened 4 July 2020.

Councillor Malloy will knock a couple of new fence posts in at Isel Road to secure the fence.
Thanks David.

Carols round the tree

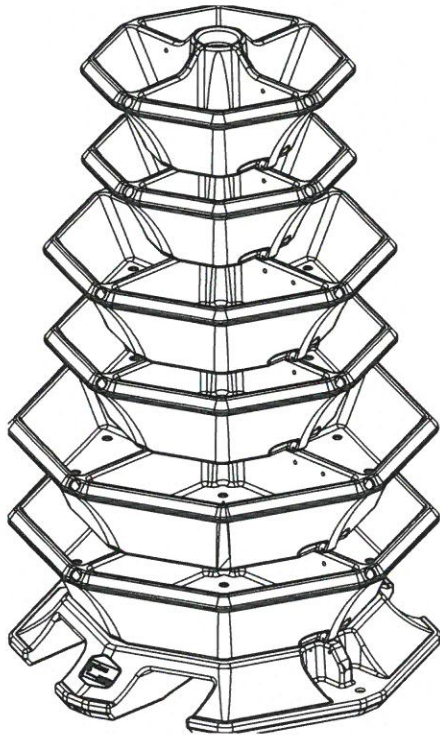
The carols were a huge success and enjoyed by all those who attended.

Christmas Crib

This was removed early following damage to the roof. The Police have been contacted.

Date	Day	On Duty	TIC Visitors	TIC Phone	TIC Email	TIC Post	Library Visitors	Library Phone	Library Email	Library Post	Library PC Users	Allerdale Visitors
29/11/2021	Mon											
30/11/2021	Tue											
01/12/2021	Wed	Samuel, I	8	0	0	0	61	1	0	0	2	1
02/12/2021	Thu	Mat&AM	2	1	0	0	55	1	0	0	2	0
03/12/2021	Fri	Samuel, I	3	0	0	0	48	1	0	0	5	0
04/12/2021	Sat	John&Ma	2	1	0	0	33	1	0	0	1	0
05/12/2021	Sun	closed										
06/12/2021	Mon	Anne-Ma	2	0	0	0	86	1	0	0	4	1
07/12/2021	Tue	Pamela&	5	0	0	0	54	2	0	0	6	0
08/12/2021	Wed	Samuel, I	5	0	0	0	38	2	0	0	3	0
09/12/2021	Thu	Samuel, I	6	0	0	0	32	0	0	0	2	0
10/12/2021	Fri	Samuel, I	6	1	0	0	46	0	0	0	3	2
11/12/2021	Sat	John&Ma	10	1	0	0	32	0	0	0	1	0
12/12/2021	Sun	closed										
13/12/2021	Mon	Anne-Ma	2	0	0	0	65	1	0	0	4	1
14/12/2021	Tues	Pamela&	4	0	0	0	67	2	1	0	7	0
15/12/2021	Wed	Samuel, I	5	0	0	0	40	1	0	0	3	0
16/12/2021	Thu	Samuel, I	2	1	0	0	50	1	0	0	3	0
17/12/2021	Fri	Samuel, I	2	0	0	0	47	1	0	0	5	1
18/12/2021	Sat	John&Pa	2	1	0	0	25	2	0	0	0	0
19/12/2021	Sun	closed										
20/12/2021	Mon	Anne-Ma	10	0	0	1	67	1	0	0	0	1
21/12/2021	Tue	Pamela&	3	0	0	0	63	2	0	0	1	1
22/12/2021	Wed	Samuel, I	4	0	0	0	43	1	0	0	2	0
23/12/2021	Thu	Samuel, I	10	0	0	0	35	1	0	0	3	0
24/12/2021	Fri	Samuel, I	2	0	0	0	21	0	0	0	1	0
25/12/2021	Sat											
26/12/2021	Sun	closed										
27/12/2021	Mon											
28/12/2021	Tue											
29/12/2021	Wed											
30/12/2021	Thu											
31/12/2021	Fri											

Pagoda Tower



Benefits

- Available with 2, 3, 4, 5, 6 or 7 tiers
- Rain Groove to prevent water staining
- Soft Edge sides for healthier plants
- Large capacity water reservoir in each tier

Tiers	Height	Compost capacity	Water capacity
2	710mm	130l	37l
3	960mm	154l	74l
4	1210mm	236l	93l
5	1460mm	284l	112l
6	1710mm	308l	121l
7	1960mm	390l	130l

Base Footprint: 1090 x 1090 mm

Available in all our colours. See page 4.



If you're looking for a unique and stylish planter, then the geViews Pagoda Tower is the high-impact answer. The self-watering planter immediately grabs your attention, providing high style and colour to both urban and rural areas. This octagonal tower has large water reservoirs in each tier, all of which are filled from a single point in the top tier. All plants are watered via the capillary matting system, which dramatically cuts down on the time spent and cost of watering.

Once planted, the Pagoda Tower comes to life, boasting a truly beautiful display of plants and flowers. The height can be changed to best suit the space available, by adding or removing tiers. Use all seven tiers to create a stunning centrepiece which is an impressive two metres high. The planter can also be easily moved, using the fork-lift runners built into the base.



x 3

Self-watering Planters

Self-watering Planters

1m Octagonal Planter

Our latest Planter is the **geViews** 1m Octagonal, this large size planter is an ideal container for large shrub displays and will go anywhere the urban environment needs a floral lift. Soft Edge and Rain Groove are standard features and with a 137 litre self-watering reservoir this planter will keep your plants healthy all summer with minimum maintenance.

Easy to water and easy on the eye

We offer several ways to add a unique touch to your plastic planter: an optional gold edge tape, a wide range of colours, stone effect finishes and moulded-in or panel logos. Ask us for more details.

Made from 100% recyclable materials.

1m Octagonal Planter (760300)

Size (mm): 1000 x 1000 x 770 (LWH)

Capacity: 137 L water, 200 L compost

Finishes: Available in all our colours.



1m Square Planter

The 1 metre square is our most popular planter and is the core building block for many types of floral schemes. Water is retained in a large self-watering reservoir and with compost volumes kept down with large internal shoulders, the key cost elements of water and compost have been carefully minimised.

Benefits

- Hard wearing and hard working
- Large capacity water reservoirs
- Low compost volumes
- Robust construction for long life
- Soft Edge – these smooth edges allow flowers to flow over
- Rain Groove to prevent water staining
- Forklift runners for easy transport

1m Square Planter (760500)

Size (mm): 1000 x 1000 x 770 (LWH)

Capacity: 175 L water, 225 L compost

Finishes: Available in all our colours.





Gordon Ellis & Co
Trent Lane
Castle Donington
Derby
DE74 2PY
UNITED KINGDOM
tel: 01332810504

Quotation

Q-00128 (Revision 0)

Page 1 of 1

To

COCKERMOUTH TOWN COUNCIL
THE TOWN HALL
MARKET STREET
COCKERMOUTH
CUMBRIA
CA13 9NP
UNITED KINGDOM

Deliver to

COCKERMOUTH TOWN COUNCIL
THE TOWN HALL
MARKET STREET
COCKERMOUTH
CUMBRIA
CA13 9NP
UNITED KINGDOM

Date

21 December 2021

Account code

COCKE002

Currency

STG POUNDS STERLING

Ref. Part	Customer reference	Quantity	UOM	Unit price	VAT value	Due date	Nett Value
1 760213/MS	Self Watering Pagoda Tower - 4 Tier (Millstone) Fully Assembled with Steel Fittings Manufactured to Premium Specifications in the UK 100% Recyclable Assembled Height - 1210mm 93 Litre Water Capacity, 236 Litre Compost Capacity	3.000	EACH	303.46	182.08	22 January 2022	910.38
2 760300/MS		10.000	EACH	462.90	925.80	22 January 2022	4,629.00
3 CAR	Self Watering Pagoda Floor Planter (with Gold Trim) - Millstone Manufactured to Premium Specifications in the UK 100% Recyclable Dimensions - 1000mm x 1000mm x 770mm (LWH) 137 Litre Water Capacity, 200 Litre Compost Capacity	1.000	EACH	450.00	90.00	21 December 2021	450.00
CARRIAGE							

Contact

Kieran Wells
geViews
Kieran.wells@gordonellis.co.uk
01332856039

Total value

5,989.38 STG

Total VAT

1,197.88 STG

Total due

7,187.26 STG

Asenda 10



Blachere Illumination UK Ltd

Gladstone Place
Ladybank
Fife
KY15 7LB
UNITED KINGDOM

T: +44 1337 832910
E: info@blachere-illumination.co.uk
W: www.blachere-illumination.co.uk

Copy

Document No.

24938

Customer No.

CCOCT

Your Reference

Sales Quotation

Document Date

07.01.2022

Valid Until

07.02.2022

Currency

GBP

Page

1/1

Billing Address

Cockermouth Town Council
The Town Hall
Market Street
Cockermouth
Cumbria
CA13 9NP
UNITED KINGDOM

Delivery Address

Cockermouth Town Council
The Town Hall
Market Street
Cockermouth
Cumbria
CA13 9NP
UNITED KINGDOM

Purchase of rope light

Item Code	Description	Quantity	Price	Total	VAT
NLEDU51	LED Ropelight Platinum 50m roll + access Pure Chrystal White	2	216.00000	432.00	86.40
NLEDU52	LED Ropelight Platinum 50m roll + access Blue Dia:12mm 230V	2	216.00000	432.00	86.40
ICARBLOC	Carriage ex Blockley ref -2-22	1	36.00000	36.00	7.20

Payment Terms - Nett 30 days from date of invoice

This quotation is valid for 30 days from the date of the quotation

Notes:

Total Before Tax £900.00

Total Tax Amount £180.00

Total Amount £1,080.00

Company Reg No.: SC152939
VAT ID No.: GB651936618

Bank Account: 10268667
Bank Code: 804638

Please make cheques payable to Blachere Illumination UK Limited

Subject to our terms and conditions

How to restore or create floodplain meadows



There are a number of different methods for increasing the species diversity of a site. The approach chosen will depend on the results of the site assessment. To change the characteristics of the site prior to sward enhancement, a change in management, reducing fertility, managing water levels or treatment of compacted soils may be required. Changes to the way the meadow is managed may be enough to encourage more plants back into the sward, especially if there is a good seed source nearby, and if there have been damaging changes to the meadow in the past that can be reversed. More details on restoration can be found in our [Floodplain Meadows Beauty and Utility Handbook](#), or [contact us](#) for specific technical advice.

Introducing a change in agricultural management

At some sites, favourable soil characteristics and water regime, together with the presence of some key plant species, may mean that a simple change in management is sufficient for restoration. For example, a change from management as pasture to hay cutting is being trialled on a number of sites in the UK:

- [Piddle Brook Meadows](#)
- [Kingsthorpe Meadows](#)
- [Bishops Meadow](#)
- [Blackwell Hill Meadow \(House and Riverside Meadows\)](#)
- [Cae'r Ddôl](#)
- [Chimney Meadows East Hey North](#)
- [Mill Field Stony Stratford 1](#)

- [Open University Meadow](#)
- [Stony Stratford 3](#)

Reducing excessive fertility in the soil

The most suitable sites for restoration are those where [soil fertility is moderate](#). However, the use of artificial fertilisers, particularly nitrogen and phosphorus (which are relatively persistent in soils) have increased the fertility of many farmland soils. On fertile sites, nutrient levels will need reducing before species rich swards can develop. A case study at [Chimney meadows](#) demonstrates reduction in soil fertility through an annual hay cut over ten years. More intensive methods such as topsoil removal and turf stripping can be considered, although these are costly and potentially damaging to soil structure.

Changing the soil-water regime

Drains and ditches can be used in floodplain meadows to restore an appropriate water regime to a site. Water-control structures, usually found in ditches can be manipulated to manage water levels, or in many cases the maintenance or reinstatement of small foot drains, gutters or grips in the soil is required to ensure water can drain away effectively, creating aerobic conditions for plant growth. They can also be used where a site has become too dry.



Case studies showing changes in hydrology

- [Wheldrake Ings, North Yorkshire - plant communities in relation to topography and water levels](#)
- [West Sedgemoor, Somerset - plant communities in relation to topography and water levels](#)

Using existing seed banks

Consideration should always be given as to whether the desired plant species could arrive naturally, either from the existing seed bank, or through existing plants setting seed. The evidence suggests that most floodplain meadow plants have short-lived seed banks (less than 5 years) and seeds from floodplain meadow plants tend to be dispersed very locally, within 1.5 m of the parent plant. It may therefore be necessary to introduce seed to a meadow creation site, such as [Broad Meadow](#), in Northamptonshire.

Introducing seed from elsewhere

Alternatively, another effective means of seed transferral is by the spreading of dry hay or green hay, such as at [Swill Brook Meadow and Clattinger Farm](#). It is a low cost option and was a traditional approach used by farmers to repair bare patches of meadow. It can be collected locally and spread immediately or alternatively seed can be collected using a brush-harvesting machine and dried for later use.

Further information on practical methods of meadow restoration can be found by following the various links below or on our [case studies](#) page for more practical examples:

[CIEEM resources library \(including what used to be Flora Locale\)](#) Search on Flora

[Lowland Grassland Management Handbook](#)

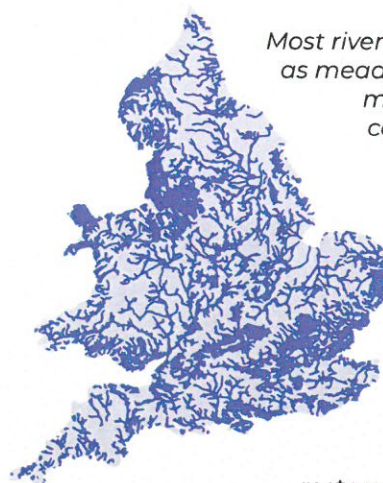
RESTORING AND CREATING NEW FLOODPLAIN MEADOWS IN ENGLAND AND WALES

Once widespread in river valleys, flower-rich floodplain meadows were highly prized as their nutritious hay kept farm animals alive and healthy through the winter. They recover well after flooding, when nutrient-rich river sediments are deposited and act as a natural fertiliser. They are productive during drought because of their fertile soil and deep rooted plants.

Only 1% of their former extent, around 3000 ha, remains in England and Wales. Most have been built on, excavated for minerals, drained, sprayed, ploughed or re-seeded.

We are increasingly aware of how useful floodplain meadows are because of their many benefits: self-sustaining agricultural systems producing healthy meat and hay without the need for chemicals, supporting pollinating insects, storing carbon and floodwaters, rebuilding soils, reducing siltation and pollution in rivers.

As 70 % of our floodplain land is under intensive agriculture, changing land use from arable or intensively grazed pasture to species-rich meadow will restore these benefits and reduce management costs.



Most river floodplains were used as meadow 100 years ago, and most floodplains can be converted to flower-rich meadows now.

A floodplain meadow restoration field after 3 years.



Photo credit: Hilary Wallace

Can your floodplain land support a species-rich plant community?

You will need to know the type of soil, its fertility, and water regime. This will help you judge the likelihood of success and decide on the best method to use.

Avoid sites with compacted soil. Soils with high nutrient levels (indicated by dock, hogweed and nettle) need to have their fertility reduced by taking several hay or silage cuts each year for 2-3 years – all hay must be removed from site. The removal of topsoil is another, but more expensive, option.

What plants are already present?

These give useful clues about soil conditions and management history. If there is a good range of grasses but very few herbs, the land may have been sprayed with herbicides in the past but retain an appropriate water regime, soil structure and soil fertility level.



Changing from current land use to a species rich meadow

- For sites with well drained (not waterlogged) soil and key plant species present (see below), a simple change in management may be all that is required, for example introducing an annual hay cut on previously pastured land;
- For arable land with highly fertile soils, it may be necessary to take further arable crops for 1-2 years without using any fertiliser, then applying seed;
- For intensively managed grassland, cut and remove the arisings for up to 3 years without using fertiliser, then disc harrow the grassland to create bare soil before introducing seed.

Key plant species



Photo credits: Mike Dodd

Introducing seed

- You can strew green hay from a nearby good quality site. Green hay should be spread as soon as possible after it has been cut in July when the seeds are ripe. Green hay from 1 ha of meadow should be sufficient to seed 3 ha of land.

- Spreading of dry species-rich hay from a suitable donor site can be a good low-cost option, or feeding hay to animals in the field in autumn.
- Alternatively, brush harvested seed can be collected in July when the seeds are ripe.
- Keep the sward open for a year or two to help plants establish.

Controlling unwanted plants

If aggressive weeds such as docks, ragworts, thistles and nettles or Himalayan balsam get established, it is best to cut them every year before they flower and set seed.

Key points

Success will depend on the weather conditions after sowing (there may be a flood or a drought!), and on flexible and adaptable management after establishment.

Regular hay cutting and grazing is essential after restoration activity and should respond to weather conditions in each year rather than by specific calendar dates.

Be patient, as it will take TIME! But good results have been obtained within 2-3 years of diversification, even if the site looks a bit scruffy for a while.

Further advice

More detailed advice can be found on our web site: www.floodplainmeadows.org.uk

FMP Ambassadors are trained and available in many counties to provide local advice.

See 'Floodplain meadows in England and Wales best management practice' advice note

Natural England and Natural Resources Wales may be able to help, especially if they are supporting the work through agri-environment schemes.

Your local Wildlife Trust may be able to offer guidance and advice on sources of seed and funding. Visit <http://www.wildlifetrusts.org/>

The Environment Agency and Natural Resources Wales can provide information on flooding and water quality, the need for flood-risk assessments and other permits when planning work.

Google Maps JB Enterprises Pressure Washing & Gutter Cleaning



Imagery ©2021 CNES / Airbus, Getmapping plc, Infoterra Ltd & Bluesky, Maxar Technologies, Map data ©2021 20 m

TOWN COUNCIL MEETING – JANUARY 2022
CLERK'S REPORT
REVIEW OF FEES AND CHARGES

The following charges are recommended for 2022/2023 (except where stated).

ALLOTMENTS

		Current Rate	Recommended
i)	Full	£45.00 per annum	£46.00 per annum
ii)	Half	£22.50 per annum	£23.00 per annum

MEMORIAL GARDENS

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

TARN CLOSE

Rugby Pitch – Titans	£375.00	No change unless club house built
----------------------	---------	-----------------------------------

TOWN HALL

Hire of Council Chamber – Commercial & Public Bodies Only	2 hours £30 ½ day £50 1 day £100
---	--

WEDDINGS

2022

Hire of Chamber	£144 Mon-Fri (incl vat)
£140 Sat (incl vat)	

2023

Hire of Chamber	£150 Mon – Fri (incl vat)
	£180 Sat (incl vat)

COCKERMOUTH TOWN COUNCIL
ANNUAL RISK MANAGEMENT ASSESSMENT – YEAR 2021/22

Key Decision Area – ALLOTMENTS –

<u>Identified Risk</u>	<u>Current Arrangements</u>	<u>Comments</u>	<u>Action</u>	
			<u>Red</u>	<u>Green</u>
a) <u>Insurable Risks</u> Buildings on Site	(i) No Council owned on site (ii) Sheds belonging to tenants	No further action Insurance is own responsibility		*
Accident on Site– Allotment Holder	Public Liability Insurance Cover £15 M via Zurich	No further Action		*
Accident – Other 3 rd Party e.g. Trespassing	Public Liability Insurance Cover £15 M via Zurich	No further action		*
b) <u>Third Party Arrangements</u> Boundary fences to be kept in good	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	*
Private Property on Allotments	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	*
Security of Site	Signs erected – Allotment Holders Only	No further action recommended	*
Burst Water Pipes	Repaired as necessary Water knocked off Winter	No further action recommended	*
Damaged Boundary Fences/Walls	Repaired as necessary	No further action recommended	*
Trees	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>Action</u> <u>Red</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>Action</u> <u>Red</u> <u>Amber</u> <u>Green</u>
d) <u>Self Governance</u> 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>Action</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		<u>Amber</u>	<u>Green</u>
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>Action</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		<u>Amber</u>	<u>Green</u>
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>Amber</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)			*
	Daily inspection of play area by Council's Contractor	Take action as recommended following notification			*
Tree Management for possible problems (falling branches etc)	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	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>Action</u> <u>Red</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>Action</u> <u>Red</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>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	Catenary 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>Action</u> <u>Red</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 (ii) Councillors/staff re above on <u>official</u> civic visits approved by Council. Arrangements as above. (iii) Individuals making own way arrange own insurance	No further action No further action 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>Action</u> <u>Red</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>Action</u> <u>Red</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

*

Key Decision Area – BUS SHELTERS

Identified Risk

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

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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

*

Red
Action
Amber
Green

Key Decision Area – WEDDINGS

<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>			
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	*

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Please note that the Town Council has produced separate risk assessments regarding covid-19.