

# Cockermouth Town Council



12 May 2022

Dear Councillor,

You are summoned to the Annual Meeting of Cockermouth Town Council to be held in the Council Chamber, Town Hall, and Cockermouth on **Thursday 19 May 2022 at 7.00pm** for the purpose of the under-mentioned business.

Please let me know if you are unable to attend.

Yours faithfully,

Sheila Brown  
Town Clerk

## AGENDA

1. **To elect the Town Mayor/Chairman for the ensuing year** – the successful nominee will sign their declaration of acceptance of office.
2. **To elect the Deputy Town Mayor/Vice Chairman for the ensuing year** – the successful nominee will sign their declaration of acceptance of office.
3. **Apologies for absence**
4. **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 adopted code of conduct.
5. **To authorise the Mayor to sign as a correct record the Minutes of the Meeting of the Cockermouth Town Council held on 20 April 2022 (pages 1-5)**
6. **To authorise the Mayor to sign as a correct record the Minutes of the Special Planning Meeting held virtually on 3 May 2022 (pages 6-7)**
7. **Public Participation**

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Cockermouth  
Cumbria  
CA13 9NP

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Sheila Brown, Town Clerk  
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Kirstie Goodger  
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Amy Pattinson  
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Joint Winners

Council of Europe Year 2000

Europe Prize

Previous Awards

Plaque of Honour, Flag of Honour

European Diploma

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

#### **8. Planning Matters**

- a) **Planning Applications** – To make recommendations on planning applications received to date (see attached schedule) **(page 8)**

#### **9. Financial Matters**

- a) To agree the attached schedule of payments **(pages 9-10)**
- b) To approve the internal auditors report for the year ending 31 March 2022 **(pages 11-13)**
- c) Audit Return for the year ended 31 March 2022 **(pages 14-19)**

#### **10. Schedule of correspondence, notices and publications**

To receive a schedule of correspondence, notices and publications  
Received since the last meeting and not included on the agenda.

- (a)** LGR Town and Parish Newsletter 6 May 2022 **(page 20)**
- (b)** Rural Community Energy Fund – To discuss an opportunity to be involved in a feasibility study **(pages 21-26)**
- (c)** To consider a parish notice board somewhere central **(page 27)**

#### **11. Clerks Report** – To consider the content of the Clerks report **(pages 28-31)**

Minutes of a Meeting of Cockermouth Town Council held in the Town Hall,  
Cockermouth on Wednesday 20 April 2022 at 7.00pm

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

An apology for absence was received from Councillor S Barnes

Councillor A Semple chaired the meeting until the Mayor arrived.

**183 Minutes**

Resolved – That the Mayor be authorised to sign as a correct record the minutes of the last meeting held on 16 March 2022.

**184 Minutes**

Resolved – a) That the minutes of the Special Planning Meeting held on 7 April 2022 be signed as a correct record.

b) That applications HOU/2022/0068 & OUT/2022/0006 which were deferred due to low attendance be determined as follows:-

Reference: **HOU/2022/0068**

Proposal: Concrete tile roof to be replaced with standing-seam cladding, external walls to be fitted with rigid insulation boards finished with timber cladding and internal alterations with external door and window openings reconfigured accordingly

Location: Middle Ruddings, Skinner Street, Cockermouth

Recommended – Refuse modern materials out of character with the surrounding area.

Reference: **OUT/2022/0006**

Proposal: Outline application for a commercial development (use class E (g)) including access to junction

Location: Low Road, Cockermouth

Recommended – Approval

c) That May special planning be held on Tuesday 3 May 2022 due to the bank holiday.

d) That June special planning be held on Tuesday 31 May 2022 due to the bank holiday.

#### **185 Declaration of Interest**

Councillor Malloy declared an interest in planning application OUT/2022/0006 due to being an employee of United Utilities.

Councillor Smith chaired the meeting from this point onwards.

#### **186 Mayor's Announcements**

None declared

#### **187 Public Participation**

There was no public participation.

#### **188 Planning Applications**

HOU/2022/0064

Alterations to roof and incorporate a roof deck

7a Station Street

Recommended – This item was withdrawn prior to the meeting.

FUL/2022/0072

To remove roof coverings on unit 1-7 due to the deterioration of the clay tiles, battens and roofing felt and remove guttering

Lakeland Business Park

Recommended – Approval



HOU/2021/0102

Replacement Window

17, Cocker Lane

Recommended – Approval

LBC/2022/0016 & FUL/2022/0073

LBC for internal alterations for creation of a single dwelling (second floor level of Main Street Frontage Building)

Wordsworth Hotel, Main Street

Recommended – Approval

#### **189a Schedule of Payments**

Resolved – That payments in the sum of £18,358.72 be approved.

#### **189b Financial Budget Comparison**

Agreed – That financial budget comparison between 1/4/21 and 31/3/22 be agreed and noted.

#### **189c Accounts for the Year Ended 31 March 2022**

Resolved – That the accounts for the year ended 31 March 2022 be agreed and noted.

#### **190 Correspondence**

##### **190a Local Government Reorganisation Newsletters**

Work was underway to ensure that each new Council has a robust and viable budget in place for Vesting Day.

Each Council has established an experienced working group to oversee the election arrangements. Joint Committees first meetings are scheduled.

The Cumbria Local Government Reorganisation Structural Changes Order (SCO) completed its passage through both houses of Parliament this week and has received Ministerial signature.

New websites have been set up for the Shadow Authorities for the two new councils.

Agreed – That the content of the various Newsletters be noted.

**190b Cockermouth Festivals Group– Annual Report for 2020-21**

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

b) That a grant of £500 be agreed towards the cost of Cockermouth Live! 2022

**190c Banner Poles**

Resolved – That Cockermouth Festivals Group be allowed to put banners up promoting Cockermouth Live! 2022 on banner poles 16,8,23,27,31,15,19,22,26 & 30 from 8/6/22 to 4/7/22.

**190d Greyrigg Play Area**

Those present accepted Councillor Watson's kind offer to insert a couple of paving slabs next to the rubbish bin on the Greyrigg Avenue Play Park.

Resolved – That two slabs be placed flush beside the litter bin.

**190e Inappropriate Shop Signage & Deteriorating Shop Frontages**

Cockermouth & District Civic Trust is concerned that standards have been slipping and that Allerdale Borough Council have not been as rigorous in enforcement as they might have been.

Councillors A Smith, A Tyson & A Kennon had been invited to a meeting on 20 May 2022 to identify and agree the current issues.

Resolved – That Councillors A Smith, A Tyson & A Kennon report back.

**191 Clerk's Report**

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

b) That Councillor I Burns replaces Councillor J Laidlow on the Metalcraft Community Fund panel.

c) That meetings commence around the chamber table from our AGM in May 2022

d) That the Town Clerk investigates how to raise the profile of the TIC

e) That the Rotary be congratulated on their wonderful daffodil display.

#### **192 Balsam Pulling**

Izzie Mullins from the West Cumbrian Rivers Trust attend the meeting to discuss balsam pulling in the Cockermouth area.

Members asked a number of questions about the different types of balsam, the advantages and disadvantages of balsam pulling and the best way to deal with it.

Izzie was organising Volunteer Days to help deal with the problem.

Resolved – That details of the volunteer days be advertised in our library and on our social media page.

#### **193 Ukrainian Refugees**

Councillor Watson explained that he was aware of a few families who had applied under the Homes for Ukraine Scheme and wondered what if anything the Town Council could do to welcome them to our Town.

The Mayor explained that the Scheme was being run by Cumbria County Council and that as far as he was aware, no Ukrainians had yet arrived in Cumbria via this route.

Details of Cumbria Community Foundation Welcome Fund had be posted on our social media page.

Councillor Nicholson explained that he was also storing donated goods.

Resolved – That Cumbria County Council be informed of our intentions and that they be requested to keep us informed of progress.

#### **194 Welcome Back Fund**

All projects had been completed and the requisite paperwork submitted to Borough Council for payment.

The meeting ended at 7.58 pm

Minutes of a special planning meeting of Cockermouth Town Council held in the Town Hall, Cockermouth on Thursday 7 April 2022 at 7.00pm

Members

A Semple (Deputy Mayor)

I Burns  
A Semple  
A Tyson

D Malloy  
A Smith  
R Watson

Apologies for absence were received from councillors G Bennion, A Kennon, C Smith & J Laidlow

**195 Declaration of Interest**

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

**196 Public Participation**

There was none.

**197 Planning Applications**

Reference: **FUL/2022/0088**

Proposal: Replacement of existing wooden sliding sash windows with upvc sliding sash windows. Replacing the single glaze with double glaze

Location: Flat 3, Anderson Court, Sullart Street

Recommended – Refusal materials out of character

Reference: **HOU/2022/0083**

Proposal: Proposed ground floor garage conversion with proposed first floor bedroom above

Location: 47, Bellbrigg Lonning

Recommended - Approval

Reference: **LBC/2022/0022**

Proposal: Listed Building consent for the creation of a first floor bathroom within existing bedroom

Location: 5 Fern Bank

Recommended - Approval

Reference: **REAR/2022/0001**

Proposal: Prior notification for a larger home extension 4m long x 3.2m (max height)

Location: 15 Evening Hill Drive

Amendment: Proposed Elevations - revised plans received 19/04/22  
· Conservatory Proposal - Additional plans received 19/04/22  
· Block Plan - Additional Plan Received 29/03/22

Recommended - Approval

Reference: **HOU/2022/0086**

Proposal: Alterations and extensions for living kitchen diner and utility room

Location: 6 Dunmail Crescent

Recommended - Approval

The meeting closed at 7.12 pm

Reference: **HOU/2022/0091**

Proposal: To install up to 16 ground mounted solar PV panels (~32m<sup>2</sup>, ~7kWp) in the garden

Location: Wyndham Lodge, Cockermouth, CA13 9SF

Reference: **FUL/2022/0102**

Proposal: Proposed alterations to roof to incorporate roof deck

Location: 7A Station Street, Cockermouth, CA13 9QW

Reference: **HOU/2022/0086**

Proposal: Alterations and extensions for living kitchen diner and utility room.

Location: 6 Dunmail Crescent, Cockermouth CA13 0AG

Amendment: Addition of the 2m boundary fences

Reference: **LBC/2022/0015**

Proposal: Listed building consent to replace external render to front and side (incl boundary wall) and install external light over front door

Location: Kirkgate House, Kirkgate, Cockermouth CA13 9NS

Reference: **HOU/2022/0095**

Proposal: Alterations to kitchen and bathroom, door and windows amended to rear and the provision of a new external spiral staircase

Location: 26 Kirkgate, Cockermouth, CA13 9PJ

Reference: **HOU/2022/0093**

Proposal: Extension and alterations to existing dwelling

Location: 4 Evening Hill Drive, Cockermouth, CA13 0BP

Reference: **FUL/2022/0092**

Proposal: Replace hard wood sash windows with composite sash windows and wooden doors to be replaced with composite doors, east, south and west elevations to be re-rendered with K-Rend

Location: Edward Lynton Court, Croftside, Cockermouth CA13 9QY

# Cockermouth Town Council

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

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque Total
747	112865	£382.39	£16.78	£365.61	04/05/22	Water Plus - Water charges - various sites	£382.39
1		£144.53	£0.00	£144.53		TIC library	
2		£83.37	£6.04	£77.33		toile Bitterbeck toilets	
3		£48.44	£2.29	£46.15		MG Memorial Gardens toilet	
4		£106.05	£8.45	£97.60		toile Main street toilets	
748	112866	£78.94	£13.16	£65.78	04/05/22	Tech 4 Office Equipment Ltd - Town Hall Photocopier	£78.94
749	112867	£29.60	£0.00	£29.60	04/05/22	Cockermouth & District Chamber of Trade - TIC stock	£29.60
750	112868	£1,501.20	£250.20	£1,251.00	04/05/22	Blachere Illumination - Xmas Lights - rope light 3x white / 2x blue	£1,501.20
751	112869	£5,184.00	£864.00	£4,320.00	04/05/22	Leslie Cleelands - Supply and fit new carpet in wedding room / council chamber	£5,184.00
752	112870	£150.00	£0.00	£150.00	04/05/22	Simon Hine Window Cleaning Services - Clean Bus Shelters	£150.00
753	112871	£1,915.44	£319.24	£1,596.20	04/05/22	Caloo Limited - Works to roundabout in Mem Gardens play area	£1,915.44
754	112872	£195.00	£32.50	£162.50	04/05/22	Cumbria Pest Services - washroom services - public toilets	£195.00
755	112873	£93.86	£15.64	£78.22	04/05/22	WF Cascade - Cleaning products - PC	£93.86
756	112874	£108.25	£18.04	£90.21	04/05/22	Viking - stationary	£108.25
757	112875	£7.00	£0.00	£7.00	04/05/22	Lakeland Leisure Walks - tic stock	£7.00
758	112876	£183.20	£0.00	£183.20	04/05/22	Cockermouth & District Chamber of Trade - Tic stock	£183.20
759	112877	£3,060.00	£510.00	£2,550.00	04/05/22	Nicol Landscapes Ltd - Tree works - St Helens Allotments	£3,060.00
760	112878	£125.00	£0.00	£125.00	04/05/22	Gray Facepainting and Arts - Face Painter- Jubilee Picnic	£125.00
761	112879	£456.00	£76.00	£380.00	04/05/22	JJ Group - Service / Maintance Fire Alarm / intruder alarm etc	£456.00
762	112880	£918.76	£0.00	£918.76	04/05/22	CALC - Annual Subscription	£918.76
763	112881	£350.00	£0.00	£350.00	04/05/22	Reverb Stage and Sound Services - Sound - Jubilee Picnic	£350.00
764	764 Bacs	£45.00	£0.00	£45.00	04/05/22	K Goodger - Handmade Floral Wreath - Wedding Room	£45.00

Signature

Signature

Date

# Cockermouth Town Council

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

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque Total
765	765 bacs	£211.70	£0.00	£211.70	04/05/22	J Airey - Internal Audit	£211.70
766	766 bacs	£19.20	£0.00	£19.20	04/05/22	Skylark Studios - Tic stock	£19.20
767	767 bacs	£462.00	£77.00	£385.00	04/05/22	Tivoli Services Ltd - Supply and Plant Tree Mem Gardens - income received last year memorial tree	£462.00
768	768 bacs	£2,442.11	£407.02	£2,035.09	04/05/22	Tivoli Services Ltd - Maintenance contract Mem Gardens / Play areas- needs recoded	£2,442.11
769	769 bacs	£3,029.45	£504.90	£2,524.55	04/05/22	Cumbria Coal Ltd - Repair to Town Hall Roof	£3,029.45
770	770 bacs	£530.98	£81.51	£449.47	04/05/22	Npower Ltd - Electric costs - various sites	£530.98
1		£464.71	£77.45	£387.26		TIC Library march	
2		£57.63	£3.65	£53.98		toile Main Street toilets	
3		£8.64	£0.41	£8.23		MG mem gardens	
771	112882	£50.62	£8.44	£42.18	09/05/22	J A Lee Window & General Cleaning Contractors Ltd - Library Windows	£50.62
772	112883	£155.70	£25.95	£129.75	09/05/22	Orian - Annual Fire Inspections	£155.70
1		£42.00	£7.00	£35.00		OP VH	
2		£54.60	£9.10	£45.50		TIC Cockermouth Library	
3		£59.10	£9.85	£49.25		EST Town Hall	
<b>Total</b>		£21,685.40	£3,220.38	£18,465.02			

Signature

Signature

Date



**FINAL REPORT BY THE INTERNAL AUDITOR TO COCKERMOUTH TOWN COUNCIL**  
**PERIOD 1<sup>ST</sup> OCTOBER 2021 – 31<sup>ST</sup> MARCH 2022**  
**FINANCIAL YEAR ENDING 31 MARCH 2022**

I confirm I have, on the 20<sup>TH</sup> April 2022 undertaken an internal audit for the period 1<sup>st</sup> October 2021- 31<sup>st</sup> March 2022 in accordance with the Account and Audit Regulations (England) 2015 as outlined in the Audit Plan approved by Council and incorporating any new requirements as outlined in "Governance and Accountability for Local Councils" A Practitioners' Guide (England) March 2022

This report supplements the information reported in the first half -year audit.

A review in all of the areas listed below was completed.

**1.Appropriate accountings records have been kept throughout the year.**

The completed 2022 Annual Governance and Accountability Return (AGAR) confirms that the closing balance at 31<sup>st</sup> March 2021 has been correctly carried forward to 1<sup>st</sup> April 2021 to commence the financial year.

The bank reconciliation at 31<sup>st</sup> March 2022 correctly reflects the balances on all bank accounts.

A clear audit trail existed from all primary accounts in the Edge Accounting Package. The manual checks supplement computer data. All are balanced monthly and are accurate. Robust backup procedures exist to safeguard computer records.

**2. Standing Orders/Financial Regulations/Transparency Legislation**

The Council currently has both documents.

The council website is compliant with Transparency Legislation having fulfilled the statutory requirement to display the requisite information publicly.

**3.The authority complied with its financial regulations, invoices supported payments, all expenditure was approved and VAT was accounted for.**

A comprehensive check was made of invoices paid in the period, which exceeded £2000.00 all were authorised, supported by invoices and recorded in the schedule.

Items over £2500 were competitively sourced, adhered to financial regulations and the principle of best value.

There was a detailed audit trail for each of the following transactions:

665/2	Tivoli Services Ltd.	Tree Planting	£5539.32
665	Tivoli Services Ltd.	Various Works	£6923.90
665/2	Cumbria Coal Ltd	Christmas Lights Etc.	£21611.09
666	Cumbria Coal Ltd	Various Works	£22174.59
667	Cumbria Coal Ltd	Various Works	£5891.76

#### **4. Vat**

Vat has been recorded and all sums reclaimed are accurate for the financial year 2021-22  
Vat for the year £16920.00 – Final quarter January 2022 – 31<sup>st</sup> March 2022 - £9260.37

#### **5. Sct 137 Payments**

This power is now not applied as Cockermouth Town Council has the General Power of Competence, which will be confirmed at the Annual Council Meeting immediately following elections as required by legislation (Localism Act 2011. Sct 1.8) ,

#### **6. Risk Management**

The risk assessment documents are regularly reviewed and update.

The current documentation was received and approved at the Meeting 19<sup>th</sup> January 2022 – Minute 147.

Playground inspections are carried out weekly. An independent inspection is carried out annually as required for Insurance purposes. There is comprehensive insurance cover for significant risks.

#### **7. Internal Financial Controls**

There is clear evidence by checks, dates and signatures on relevant documents e.g. invoices, financial statements, schedule of payments, bank reconciliations, and bank statements that the Council is in control of the use of public monies.

The Council annually reviews the effectiveness of internal controls and internal audit functions.

#### **8. Register of Interest**

Copies of all documentation are retained on file and members fulfil their obligation to advise and declare as appropriate and update their personal register.

#### **9. Budgetary Control**

A correct budget process is in place and the budget regularly monitored.

The accounting method enables immediate identification of monthly and cumulative spends to each budget heading. The financial reports presented by the RFO enable the council to readily address any budget under/overspends and if necessary make the relevant.

The 2022/23 budget was received and approved at the meeting held on 19<sup>th</sup> January 2022 and the Council formally approved the precept of £263.442 to be advised to the Borough Council to meet the relevant timescale.

#### **10. Cash Balances at the Bank**

Within the cash balances at the bank as at the 31<sup>st</sup> March 2022 - £177082.18

is a reserve amount of £150.000. This sum can only be used to acquire another capital asset and is therefore not available as revenue spends.

External Audit guidance advises free revenue cash reserve nearer 3 months Net Revenue Expenditure (N.R.E.) for authorities with a N.R.E. in excess of £200,00

Cockermouth Town Council should plan on retaining the equivalent of 3 months expenditure as a cash General Reserve.

**11. Income Controls**

All income is promptly banked upon receipt. Allotment rents are demanded in a timely manner and meticulous records ensure monitored payments and overdue amounts. TIC income is checked and promptly banked.

**12. Clerk's Expenses/Petty Cash /Credit Card**

All expenses are reported to the relevant meeting.

Sums drawn are allocated to the appropriate budget head and VAT is identified and claimed.

The Credit Card is paid in full to meet payment deadlines.

**13. Payroll Controls**

PAYE/NIC records are undertaken externally and are properly operated and up to date.

All statutory payments to HMRC and Pension provider have been made. The accuracy of the deductions and payments is confirmed.

**14. Asset Control**

The Asset Register is updated annually to include any acquisitions and disposals if appropriate.

Assets of £1696.300. are correctly identified in the Annual Governance and Accountability Return (AGAR)

All assets are adequately covered by insurance.

**15. Year End Accounts**

Cockermouth Town Council produces accounts on an Income and Expenditure basis as required by the Accounts and Audit Regulations.

**I confirm Cockermouth Town Council is fully compliant with the Accounts and Audit Regulations and all other statutory undertakings.**

I conclude and report that the Clerk/Responsible Financial Officer (RFO) and the Assistants has maintained a high standard of recordkeeping, which has simplified the audit process. The Council's control systems are efficient and effective and give the appropriate level of confidence. The financial statements and reports reflect a true and accurate account of the Council's finance and governance records.



**Georgina D. Airey – Internal Auditor. 20<sup>th</sup> April 2022.**



# Annual Governance and Accountability Return 2021/22 Form 3

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

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

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
  - **Sections 1 and 2** must be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2022**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2022**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2022
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2021/22

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

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

## Publication Requirements

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

Before 1 July 2022 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2021/22**, approved and signed, page 4
- **Section 2 - Accounting Statements 2021/22**, approved and signed, page 5

Not later than 30 September 2022 authorities **must** publish:

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

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

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

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



## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2021/22

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2022.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2022**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at <b>31 March 2022</b> been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.	N/A	

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



## Annual Internal Audit Report 2021/22

Cockermouth Town Council  
www.cockermouth.org

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			N/A
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

03/11/2021 19/04/2022

GEORGINA D. AIREY

Signature of person who carried out the internal audit

*Georgina D. Airey*

Date

19/04/2022

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

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



## Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

COCKERMOUTH TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

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

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

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

19/5/2022

and recorded as minute reference:

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

Chairman

Clerk

Shirley Brown

www.cockermouth.org



## Section 2 – Accounting Statements 2021/22 for

COULDEMOUTH TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	197,111	197,662	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	210,990	253,230	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	48,863	71,129	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	114,409	136,822	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	142,893	193,643	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	197,662	191,556	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	187,580	177,082	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	1,696,300	1,696,300	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
		✓	
			The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
			N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

*Shane B...*

Date

7/7/22

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

as recorded in minute reference:

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



## Section 3 – External Auditor’s Report and Certificate 2021/22

In respect of

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

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

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

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

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2021/22

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

### 3 External auditor certificate 2021/22

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

\*We do not certify completion because:

External Auditor Name

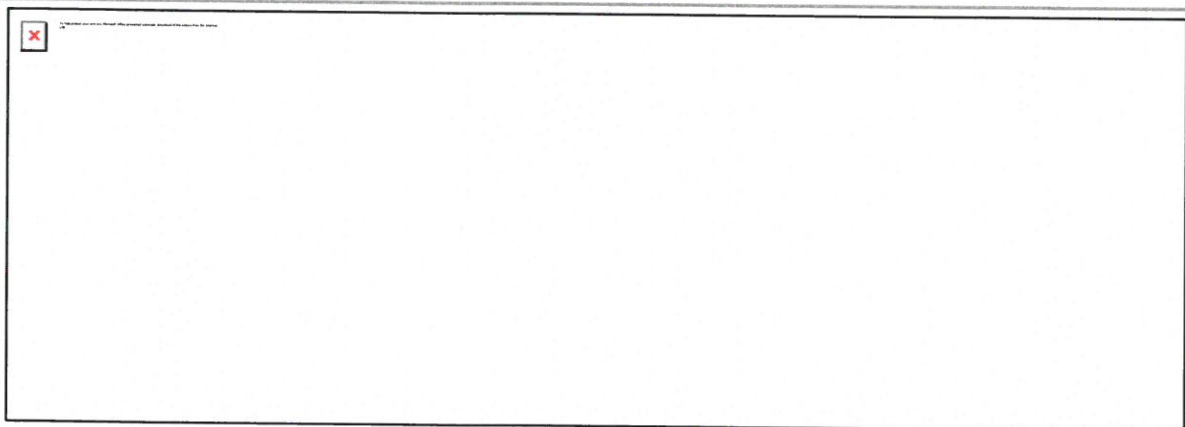
External Auditor Signature

Date

## Clerk - Cockermouth TC

**From:** LGR Programme Board <Cumbria@public.govdelivery.com>  
**Sent:** 06 May 2022 16:33  
**To:** Clerk - Cockermouth TC  
**Subject:** Local Government Reorganisation (LGR) - Town and Parish Council Newsletter

[<<View this newsletter online>>](#)



*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'.*

### Election results

Elections were held on Thursday 5 May.

The election results are now available at:

- [cumberland.gov.uk](http://cumberland.gov.uk)
- [westmorlandandfurness.gov.uk](http://westmorlandandfurness.gov.uk)

Vesting Day for the new councils is April 1, 2023. From this day Cumberland Council will provide district and county council services across the current areas of Allerdale, Carlisle and Copeland.

Westmorland and Furness Council will provide district and county council services across the current areas of Barrow, Eden and South Lakeland.

- The new Cumberland Council has 46 councillors.
- The new Westmorland and Furness Council has 65 councillors.

They will initially sit on two Shadow Authorities until Vesting Day, and then serve on the new councils for a further four-year term.

Find out more about LGR at <https://newcouncilsforcumbria.info/>

### Keeping you informed

You are receiving this communication as you have been identified as a key stakeholder who may have an interest in receiving updates about the Local Government Reorganisation Programme in



## Clerk - Cockermouth TC

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**From:** Angela Wakefield <angelalouiseball@yahoo.co.uk>  
**Sent:** 09 May 2022 09:46  
**To:** Clerk - Cockermouth TC  
**Subject:** Re: Opportunity for Cockermouth to be involved in a Rural Community Energy Fund Feasibility Study  
**Attachments:** Scope of work for consultants -Sustainable Keswick.pdf

Dear Sheila,

Many thanks for taking the time to talk to me on Friday.

I have included a few more details about the project below and have attached the project scope again in case you need it.

I should be able to confirm the date of the kick of meeting later this week.

### RCEF Project summary

Sustainable Keswick (SK) has secured ~25k from the Rural Community Energy Fund (RCEF) to carry out a feasibility study into developing a community low carbon energy project encompassing the use of solar, electric vehicle charging points and the potential for an EV car club. Community energy projects work best at scale so we are keen to extend the geographical reach of our project to include Cockermouth. The funding will pay for a consultant to carry out a feasibility study on our behalf although the community will help steer the project.

### What is RCEF?

RCEF is a grant funding scheme to support rural communities across England wanting to set up renewable energy projects in their area. The RCEF scheme has now ended but Sustainable Keswick, along with Brampton 2 Zero, were lucky enough to receive some of the surplus funding. You can read more about RCEF here: <https://www.gov.uk/guidance/rural-community-energy-fund>.

### What is the aim of the project?

The aim of the project is to find a critical mass of buildings in Keswick and Cockermouth whose owners are willing to participate in a community energy project and to determine a viable financial delivery model. If the project is proven to be feasible then the next step would be implementation. The basic idea of community energy is that the community owns the solar panels (usually financed by a community share offer) and rents the roof space from the building owners on a long term lease. The community then sells the electricity generated to the building owner, and any surplus to the grid. Any profit made will pay share holders a return on their investment. There are lots of examples of where this has worked successfully around the country. Some local examples include: <http://www.communityenergycumbria.co.uk> and <https://bce.org.uk>. The EV charge points and car club elements of the project are additional extras but are really important in offering integration of low carbon energy and transport solutions so we felt it important to include these in the project scope.

### What has Sustainable Keswick done so far?

We have been supported through the application process by Kate Gilmartin from the Northwest Net Zero Hub. Kate helped us to draft a project scope and invited consultants to submit tenders for the work. We received responses from two consultancies (one being a consortium). We interviewed both candidates before selecting our preferred candidate - the consortium led by Cumbria Action For Sustainability (CAfS). The information provided by CAfS was used to underpin our application for the RCEF surplus funding. The funding application was confirmed successful at the end of April. We didn't receive as much money as we had applied for so we asked CAfS to re-quote based on the

grant funding we had been awarded. We are in the final negotiations with CAFS and hope to start the project end May/early June.

**Why wasn't Cockermouth approached earlier in the process?**

There was a very short window of time to submit applications for the surplus RCEF funding. We had a representative from Greysouthen on our project team who represented the interests of the Cockermouth area but we agreed it was best to wait until the funding was confirmed before mobilising further support.

**What contribution would we like Cockermouth to make?**

We are looking for three representatives from the Cockermouth area to join our Project Steering Group. We have already had interest from Chris Bridgeman (CEWC) and Helen Tucker (recently elected for Cockermouth North) and we would also like to invite a representative from Cockermouth Town Council. We anticipate the Project Steering Group will meet approximately every 2 weeks during the duration of the project which is anticipated to last about 6-9 months. It would be useful for the representatives on the Project Steering Group to have access to a wider group of volunteers who are able to assist with identifying candidate sites in Cockermouth for installing solar PV and also supporting community engagement activities.

Angela  
07818531695

On 2 May 2022, at 20:14, Clerk - Cockermouth TC <[clerk@cockermouth.org](mailto:clerk@cockermouth.org)> wrote:

Great thanks

Sent from my iPhone

On 2 May 2022, at 13:32, Angela Wakefield <[angelalouiseball@yahoo.co.uk](mailto:angelalouiseball@yahoo.co.uk)> wrote:

Hi Sheila,

I haven't forgotten about setting up a mtg this week - I will send an appt when I'm back in the office tomorrow morning.

Best regards,

Angela

On 28 Apr 2022, at 14:31, Clerk - Cockermouth TC  
<[clerk@cockermouth.org](mailto:clerk@cockermouth.org)> wrote:

Tues, wed, thurs or fri next week ok for me

Sent from my iPhone

On 27 Apr 2022, at 17:46, Angela Ball  
<[angelalouiseball@yahoo.co.uk](mailto:angelalouiseball@yahoo.co.uk)> wrote:





# Sustainable Keswick

*'The future in our hands'*

## Sustainable Keswick community project Consultant Outline Brief and Fee Estimate Request

### 1) Request for Tender

Sustainable Keswick are seeking support from the Rural Community Energy Fund to carry out the feasibility and development work detailed below and it is expected that consultants will be familiar with the RCEF service to communities. The RCEF format is to be used for the feasibility report. Attached as 'Feasibility Study checklist', and can also be found at the link, See the RCEF website at:

<https://www.gov.uk/guidance/rural-community-energy-fund>

This brief describes an invitation to tender, for a consultant (or consortium) to undertake the scoping and investigation into the feasibility of successfully developing a community low carbon energy project encompassing the use of solar, Electric Vehicle charging point and the potential for an EV car club.

The tender submissions will be used to inform an application to the Rural Community Energy Fund for a Stage 1 feasibility grant. Work packages should be allocated costs including day rates. The consultancy work will be conditional on a successful application.

As a guide for pricing, an RCEF Stage 1 grant of **up to** £40,000 is available for work that is eligible. The consultancy work will be conditional on a successful application, furthermore, Sustainable Keswick do not guarantee to issue any work and no guarantee can, or will be, given by Sustainable Keswick regarding any works that may or may not arise from this ITT.

The Fund is administered by the Local Energy, North West Hub, and aims to achieve its objectives by providing funding for community organisations to establish the feasibility of and develop the business plan for renewable energy facilities.

### 2) Scope

The Community wishes to explore the practical and financial viability of establishing a Solar cooperative across the Keswick and Cockermouth areas. Sustainable Keswick have already been working with and creating interest with businesses to have community owned solar on their roofs. Electricity North West has also funded a survey in Keswick to look at the solar PV potential across the town:

<https://codeclass.co.uk/keswick/>. The community want to build on this work and approach more building owners and potential land owners across Keswick, Cockermouth and nearby areas, to gain momentum and build a critical mass of potential Solar installed capacity to enable a Share issue to be undertaken to raise the capital and complete the delivery of a Keswick and Cockermouth wide solar project.

In tandem with the Solar project Sustainable Keswick want to look at Electric Vehicle Charging points based at the appropriate locations, these charge points should ideally be linked to the solar and will be used to improve the overall business case for the Solar co-operative. Sustainable Keswick has already been working with Charge My Street to find suitable locations for community EV charge points:  
<https://chargemystreet.co.uk/cluster/cumbria>.

A review of the feasibility of the potential for an electric Car Club and other car share models e.g. Karshare should be part of this work. Sustainable Keswick has already been working on the Karshare model (AirBnB for cars) but want to use the example of <https://castrathaven.org/strathaven-car-club> to build a broader perspective on routes to reduce local car ownership, but also increase the number of Tourists arriving by train, with the promise off accessibility to loan/ hire vehicles on arrival. Green tourism is a growing market and linked to the Cumbrian wide issue of tourist traffic and EV charging issues new models of individual travel must be piloted.

These car club/ loan models should also be linked to the Solar co-operative – the cars and chargers are an important part of the project enabling community use of renewable generation and contributing to the local benefit of the project. Car sharing offer a useful model for car reduction with the potential to reduce as many as 20 cars on the road per car club vehicle. Linked to a volunteer driver scheme, they can also provide a service to the community, that enables people who are unable to drive, to get to appointments etc and are not reliant on bus services.

The project aims to create local assets that provide a service to the community around them and can not only help Carbon reduction, but also community Wealth Building.

The aims of the project are as follows:

- Investigate installation of new renewable generation across the Keswick area to power a local community mobility project
- Inclusion of battery storage where this provides a benefit to energy use and the business model
- Investigate a community model for electric mobility for the local community – as a minimum this would include an electric car club, potential other car share models and community chargers
- Identify other opportunities linked to renewables and mobility to maximise the community benefit and/or the profitability of a local project – this could include commercial chargers (or a commercial rate for external users of community chargers including linked to solar and battery – for example Charge My Street's 'charge while you sleep' initiative: <https://chargemystreet.co.uk/cwys>, or co-charger: <https://co-charger.com/>)
- Consult locally to identify levels of interest in order to inform scale
- Identify activities necessary to drive use and uptake of the community resources
- Identify a business model linking each of the aims above



Sustainable Keswick have identified possible sites that could form part of this project. Members of the community can help to steer this piece of work – the consultants chosen would be expected to liaise with a small group to develop this piece of work.

## 1. Information needed in a Feasibility Study

The feasibility study will need to include the following:

- Appraisal and business case associated with installing new renewable generation
- Model, approach and business case for setting up a CBS to enable a Share Issue
- Model approach and business case for setting up Power Purchase Agreements with the community centre, Barnettts Garage and other buildings which will provide income for B2Z's activities and operation.
- Template 3rd party roof leases and Power Purchase agreements with the building owners.
- Model, approach and business case for an Electric Vehicle car club (and any other suitable alternative)
- Advice on potential for battery storage linked to renewables and Electric Vehicle chargers – if there is a benefit quantifying this in terms of the business case as well as other benefits
- Appraisal and business case associated with installing Electric Vehicle charging points – both in terms of community use (local owners and EV car club) and in terms of external use. Appraisal to include potential locations for chargers, sizes of chargers, linked use of renewables and battery storage
- Analysis of likely use based on local consultation
- Liaison with Electricity North West regarding renewables and charger siting
- A recommended project/solution based on business case, community benefit, community use and deliverability (including realistic scale)
- Recommendations for governance of the project/solution
- An assessment of the wider benefits of the project e.g. air quality, CO2 emission reductions etc
- A detailed assessment of the financial viability of the solutions identifying the development, capital and operational costs
- Potential routes to finance including crowd funding/community shares, institutional and corporate investment, potential local partners, loans and grants
- An outline development plan for the project that provides clarity on the process required to move the scheme from feasibility to operation and including any additional development costs
- A detailed understanding of the risks of the project and advice on any mitigation
- Recommendations on technology suppliers/manufacturers and information on guarantees/warranties

## 3) Engagement

Adequate budget should be allocated to work with the community group and engaging the wider community.

## 4) Financing

- Total likely capital cost - broken down (access, plant, infrastructure, substation, cabling, connections, security)
- Project management requirements, costs and fees during planning, implementation, commissioning and maintenance;
- Likely annual maintenance/management requirements and cost;
- Insurance;
- Liabilities and costs;
- SWOT analysis.
- The expected business case for this scheme including consideration around avenues for investment to deliver the suggested technologies.

## 5) Project Scheduling

An outline schedule for the project should be provided, including key project milestones such as delivery of technical specifications, the gaining of planning, gaining of permits, identification of contractors, contractual procurement, start of construction phase, commissioning and initial operation. The project must be completed and invoices defrayed by March 2023.

## 6) Reporting

A report covering the above scope should be produced and will be used as part of its overall Stage 1 Feasibility Study report to the RCEF as described in the Report Structure.

A draft report should be issued for comment and feedback. A final report should then be issued incorporating any modifications that arise from the review and subsequent discussions. A summary of the report structure and content should be provided in the quotation.

Allowance should be made for two face-to-face meetings. One at the start of the project, which will include the site visit and discussions with the landowner, the second, when presenting the draft feasibility study report. Other meetings will be held via video link when necessary.

## 7) Project Team

Experience and Company Capability Details of the project team structure, roles and responsibilities should be provided together with the proposed team members and their relevant capabilities and experiences (CV's should be provided in an appendix to the quotation).

A statement of the capability of the company to undertake the feasibility study should be provided detailing, in particular, experience in projects of a similar size and nature to this project and in private wire connections. Quality assurance, safety and environmental procedures should be described and any relevant accreditations should be provided.

## 8) Project costs

A total cost for the technical feasibility study should be provided, excluding VAT, with a breakdown of the costs into the main project phases as specified above:

- Site, technology, barriers and planning review;



- Project financing and funding;
- Community engagement;
- Project scheduling;
- Report and presentation.

The costs should include an estimate of expenses including travel & subsistence associated with the two face-to-face meetings.

Hourly fee rates for the project team members should be provided as basis for any additional work above that specified in this ITT.

## 9) Tender Submission and closing date

Tenderers must email their intent to submit a proposal to [angelalouiseball@yahoo.co.uk](mailto:angelalouiseball@yahoo.co.uk), [lmjvm8@gmail.com](mailto:lmjvm8@gmail.com), [carolrennie@ymail.com](mailto:carolrennie@ymail.com) and please copy in [kate.gilmartin@lancashire.gov.uk](mailto:kate.gilmartin@lancashire.gov.uk)

The deadline for submission of the Tenders is 8.00am on 31<sup>st</sup> January 2022.

Tenders should be submitted as a single pdf email attachment to the above contacts. Any questions regarding the Tender should be emailed no later than 8.00am 24<sup>th</sup> January 2022.

Email: [kate.gilmartin@lancashire.gov.uk](mailto:kate.gilmartin@lancashire.gov.uk)

Tel: 07763 756549

## Clerk - Cockermouth TC

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**From:** richard watson <rawatson1@live.co.uk>  
**Sent:** 08 April 2022 08:05  
**To:** Clerk - Cockermouth TC  
**Subject:** Town council notice board  
**Attachments:** 20220407\_163754.jpg

Hi Sheila,

Can I please put this on the agenda for May? I think a notice board similar to this one in Workington (see pic) in a central position on Main Street would help to make the work of the TC more visible to locals and visitors alike. For example, the programme for the Jubilee celebration could go on, and similarly details about Cockermouth Live, the fireworks, SWOD, events at the library, the Annual Parish Meeting, you name it. To me it's an absolute must.

Richard

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## CLERK'S REPORT

### **Tourism and Publicity/Library**

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

The initial term of the service level agreement with CCC ended on 13 February 2022 after 4 years. In accordance with provisions the agreement automatically extends for a further period of 2 years (renewed term). Town Clerk negotiating new SLA.

I have requested a quote to upgrade the cctv in the library.

Our details have been updated on the Cumbria Tourism website.

### **Town Hall**

Roof works are complete. Guttering has been cleaned and repaired.

Damaged coving has been removed and will be replaced internally by a specialist.

New carpet looks great.

Drain blocked by Day Services.

The boilers have been serviced.

### **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.

Roundabout fixed.

Seats in playground to be refurbished.

### **Weddings**

All restrictions have been lifted.

### **Public Toilets**

Harris Park toilets were open for the duration of the Easter Holidays. Arrangements will be made to open them over the summer holidays.

### **Play Areas**

The W.I. would like to buy a seat and place it on Harris Park Extension. I am awaiting further instruction from them.

### **Allotments**

All rents have been paid.

Tree works complete, feedback from allotment holders very positive.

Inspect Gote Allotments on 29 May 2022. Four warning letters sent.

Will inspect St. Helens Street allotments asap

### **Jubilee**

The programme is complete and will be widely circulated.

My staff and I will now concentrate on delivering the events which we are responsible for and to reclaim the grant we received from Metalcraft.

I am meeting the Mechanics Band on site to discuss their requirements seating etc.

Weather wise it is due to be glorious that weekend – fingers crossed.

I have applied for a TEN.

Can arrangements be made to erect bunting on the Main street and at the Memorial Gardens please.

### **Changing Places**

Allerdale have been awarded £134k of funding from the Government. I am awaiting contact on next steps.

### **Give and Take Day**

Staff to start making arrangements. This event will be held on 22 June 2022 between 10-12 at the Town Hall. If you have any items of good quality that you wish to donate to set us please bring them to the Town Hall.

### **Litter Pick**

Do you want to discuss setting another date?

### **Visit to Marvejols Spring 2023**

We are unable to proceed further with this exchange until flights become available.

### **Mayors Civic Service**

This will be held on 3 July 2022 at Christchurch. Please arrive at 9.45am for a 10.00am start. I am liaising with Jane Charman regarding, the service, service sheet, refreshments, reserved seating etc

Date	Day	On Duty	TIC	Visitors	TIC	Phone	TIC	Email	TIC	Post	Library	Library	Phone	Library	Email	Post	Library	PC	Allerda
01/04/2022	Fri	Samuel, Anne-Marie	10	1	0	0	0	0	0	0	0	61	1	0	0	0	2	2	
02/04/2022	Sat	Jane, Mathew	3	0	0	0	0	0	0	0	0	50	0	0	0	0	2	0	
03/04/2022	Sun	Closed																	
04/04/2022	Mon	Pamela, Anne-Marie	14	1	0	0	0	0	0	0	0	109	2	0	0	0	0	3	
05/04/2022	Tue	Pamela, Anne-Marie	20	1	0	0	0	0	0	0	0	91	2	0	0	0	4	0	
06/04/2022	Wed	Samuel, Pamela	14	2	0	0	0	0	0	0	0	70	3	0	0	0	3	1	
07/04/2022	Thu	Samuel, Anne-Marie	7	0	0	0	0	0	0	0	0	79	4	0	0	0	4	1	
08/04/2022	Fri	Samuel, Anne-Marie	10	0	0	0	0	0	0	0	0	60	0	0	0	0	5	1	
09/04/2022	Sat	Jane, Mathew	14	0	0	0	0	0	0	0	0	52	2	0	0	0	0	0	
10/04/2022	Sun	Closed																	
11/04/2022	Mon	Mat, AM	6	1	0	0	0	0	0	0	0	71	0	0	0	0	5	1	
12/04/2022	Tues	Mat, AM	12	0	0	0	0	0	0	0	0	84	1	0	0	0	7	0	
13/04/2022	Wed	Samuel, Mathew	18	0	0	0	0	0	0	0	0	75	0	0	0	0	3	1	
14/04/2022	Thu	Samuel, Anne-Marie	9	0	0	0	0	0	0	0	0	70	1	0	0	0	3	0	
15/04/2022	Fri	Samuel, Anne-Marie	5	0	0	0	0	0	0	0	0	22	1	0	0	0	0	0	
16/04/2022	Sat	Samuel, Mathew	13	0	0	0	0	0	0	0	0	31	2	0	0	0	0	0	
17/04/2022	Sun	Closed																	
18/04/2022	Mon	AM, Pamela	10	0	0	0	0	0	0	0	0	23	0	0	0	0	0	0	
19/04/2022	Tue	Pamela, Anne-Marie	27	0	0	0	0	0	0	0	0	134	4	1	0	0	4	1	
20/04/2022	Wed	Samuel, Pamela	26	0	0	0	0	0	0	0	0	55	3	0	0	0	5	1	
21/04/2022	Thu	Samuel, Anne-Marie	22	0	0	0	0	0	0	0	0	55	3	0	0	0	5	0	
22/04/2022	Fri	Samuel, Anne-Marie	8	0	0	0	0	0	0	0	0	55	1	0	0	0	2	2	
23/04/2022	Sat	Sheila/Mathew	8	0	0	0	0	0	0	0	0	58	1	0	0	0	2	0	

[illegible]