

## Admin - Cockermouth TC

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**From:** Admin - Cockermouth TC  
**Sent:** 15 August 2022 10:34  
**To:** Clerk - Cockermouth TC  
**Subject:** Weddings- Fees

We currently do not charge any fees on the following –

Admin fee for rescheduling and a late payment fee. This is standard practice when they book their registrar.

Due to the amount of time taken dealing with the above we would like to introduce the following charges below from 1<sup>st</sup> October 2022 for any new bookings

- A £30 admin fee is payable if you wish to reschedule your booking.
- A £20 late payment fee will be added to the total amount payable if you fail to make payment 8 weeks prior to the ceremony.

Thank you

**Kirstie Goodger**  
Assistant to the Town Clerk  
Cockermouth Town Council  
The Town Hall  
Market Street  
Cockermouth  
Cumbria  
CA13 9NP

Tel: 01900 821869

[www.cockermouth.org](http://www.cockermouth.org)

\*\*\* Please note my new email address [admin@cockermouth.org](mailto:admin@cockermouth.org)

Facebook @cockermouthtownhall

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For further information please visit our website: <https://www.cockermouth.org/wp-content/uploads/2018/06/Email-Contact-Privacy-Notice.pdf>



# Wedding Booking Form



Cockermouth Town Hall  
Market Street  
Cockermouth  
Cumbria  
CA13 9NP

**PLEASE ENSURE TO READ CAREFULLY, COMPLETE THE BOXES BELOW, SIGN THE HIRE AGREEMENT AND RETURN TO THE POSTAL/EMAIL ADDRESSES PROVIDED**

*Please note your booking will not be processed if the form is not complete.*

<b>Date of Ceremony</b>	<i>Day of the week</i>	<i>Date</i>	<i>Month</i>	<i>Year</i>
<b>Full Names Including middle names</b>	<i>Partner 1</i> <i>Partner 2</i>			
<b>Address</b>				
<b>Contact Numbers</b>	<i>Partner 1</i> <i>Partner 2</i>			
<b>Email Address</b>				
<b>Time of Ceremony</b>	<i>(Your room hire is for the period of <b>one</b> hour commencing half an hour prior to the ceremony)</i>			
<b>Number of Guests</b> <i>Including your 2 witnesses</i>	<i>(52 guests max)</i>			

## STAFF USE ONLY

IN DIARY	
INPUT ON SYSTEM	
WALL PLANNER	
INV NO	
PAYMENT RECEIVED	£
SENT EMAIL CONFIRMATION	
SENT CURRENT RISK ASS (STATE WHICH)	
SENT COPY OF T&Cs OF HIRE	
STAFF INITIAL	

## Room Hire Rates - Maximum 1 hour

Monday – Friday £144 inc. VAT      Deposit £24

Saturday £168 inc. VAT      Deposit £28

20% deposit is payable at time of booking (your booking will not be confirmed without a deposit, this is non- refundable)

- A £30 admin fee is payable if you wish to reschedule your booking.
- A £20 late payment fee will be added to the total amount payable if you fail to make payment 8 weeks prior to the ceremony.

## BANK DETAILS

Payee - Cockermouth Town Council

Sort Code - 40-18-03

Account Number - 21007165

Please ensure to quote your surname and wedding date. Full payment is due 8 weeks before the event.

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### Important Information

- We are room hire **only**. You must book a registrar to conduct your ceremony, you can do this by contacting Cumbria Registration Services on 0300 303 2472 or emailing: [ceremonies@cumbria.gov.uk](mailto:ceremonies@cumbria.gov.uk)
- Our room is for the ceremony **only** (1 hour max including pre interviews) we do **not** hold reception's.
- Each partner must meet with the registrars on the day of the ceremony, 30 minutes before the ceremony time. This can be done separately or together.
- The Town Hall is hired for several weddings per day, if you are late, we cannot guarantee that your wedding will go ahead.
- The Town Hall is tastefully decorated.
- If you would like music played during your ceremony, you will need to provide us with your selection of music in order on 1 CD. Please note your chosen songs must have no religious connotations. Please seek guidance from Cumbria County Council website for more information or ask us for further details.
- 2 witnesses aged over 18 are required at your ceremony.
- Ceremony Room for a maximum of 54 people – this includes the couple.
- Official photographers / video recording is at the discretion of the ceremonies team.
- No animals are permitted except guide dogs.

How to find us <http://cockermouth.org/map>



***If you are using  
Sat Nav please use  
the post code  
CA13 9NP as  
typing in  
Cockermouth  
Registry Office  
may take you to  
the former  
Registry Office.***

If you have any questions or would like to view the room, please contact - 01900 821869 or email: **Kirstie Goodger** - [admin@cockermouth.org](mailto:admin@cockermouth.org)  
or **Amy Pattinson** - [assistant@cockermouth.org](mailto:assistant@cockermouth.org)

**Cockermouth Town Hall  
Market Street  
Cockermouth  
Cumbria  
CA13 9NP**



# Cockermouth Town Hall Premises Terms and Conditions of Hire

1.	<b>BOOKING.</b> All booking applications must be in writing on the booking form provided. The person signing this form will be considered the hirer
2.	<b>DEPOSIT.</b> The hirer will pay a deposit of 20% at the time of booking. This deposit is non refundable.
3.	<b>COMPLETION OF HIRE.</b> At the end of hiring the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition. Your room hire is for the period of one hour commencing half an hour prior to the ceremony.
4.	<b>PARKING.</b> We do not offer parking. The Town Hall has a small car park which is reserved for staff members and Registrars. Please ensure your guests are made aware in advance that they cannot park at the Town Hall. There are two pay and display car parks surrounding the building as well as 2-hour free parking at the Kirkgate Centre.
5.	<b>EXCLUSIONS.</b> The Hirer shall not use the premises for any purposes other than that described in the Hire Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way, nor do anything to bring on to the premises anything which may endanger the premises or any insurance policies connected with the premises
6.	<b>ALCOHOL.</b> The Town Hall is not licensed for alcohol.
7.	<b>SMOKING.</b> Cockermouth Town Council has a no smoking policy in all its premises
8.	<b>MUSIC.</b> Cockermouth Town Council undertakes to satisfy any requirements under performing rights for the performing or playing of live or recorded music. Any Hirer who intends to play music agrees to inform in writing at the time of booking.
9.	<b>PUBLIC SAFETY.</b> The Hirer shall comply with any conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Magistrate's Court or otherwise. The maximum number of guests is 52.
10.	<b>DAMAGE.</b> The Hirer shall indemnify Cockermouth Town Council for the cost of repair of any damage done to any part of the premises including the surroundings or the contents of the building, which may occur during the period of the hiring as result of the hiring.
11.	<b>INSURANCE.</b> The Hirer acknowledges that the loss of any items left unattended is not covered by Cockermouth Town Council.
12.	<b>CANCELLATION.</b> If the Hirer wishes to cancel the booking before the date of the event and Cockermouth Town Council is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be in the discretion of Cockermouth Town Council.
13.	<b>DELAY.</b> The Hirer is liable for costs and damages incurred as a result of delays in a ceremony taking place due to issues such as, but not limited to, difficulties by Registration Staff gaining access to the premises due to weather and/or traffic congestion. This also includes delays due to other guest or visitors to the venue, power failure etc. these are matters outside the control of Cockermouth Town Council, and any claims as a result of this are the sole responsibility of the Hirer, and Cockermouth Town Council accepts no liability.
14.	<b>UNFIT FOR USE.</b> In the event of the premises or any part thereof being rendered unfit for the use of which it has been hired Cockermouth Town Council shall not be liable to the Hirer for any resulting loss or damage whatsoever.
15.	<b>ACCESS.</b> The Hirer shall allow any duly authorised officer of Cockermouth Town Council access to the premises or any part thereof at any times during the hiring.
16.	<b>CONFETTI.</b> Must not be used inside the premises, biodegradable confetti can be used outside the premises
17.	<p><b>COVID-19/PANDEMICS.</b> Your booking may be subject to changes/cancellations at short notice.</p> <p>At step 4 (from Monday 19<sup>th</sup> July 2021), the Government removed outstanding legal restrictions on social contact, life events, and open the remaining closed settings. The Government instead enabled people to make informed decisions about how to manage the risk to themselves and others.</p> <p>There will no longer be limits on the number of people who can attend weddings, civil partnerships, funerals, and other life events.</p> <p style="text-align: center;"><b>Our Ceremony Room can accommodate <u>54</u> people.</b></p> <p><i>This maximum number includes <b>all</b> those attending, the couple, witnesses, children/babies and all other guests, however anyone working, for example officiants, photographers, security, staff employed by the venue and third-party suppliers are not included in this number.</i></p> <ul style="list-style-type: none"> <li><i>In England, <b>face coverings are no longer required by law.</b> The government suggests that you continue to wear a face covering in crowded and enclosed spaces where you may come into contact with other people you do not normally meet. These changes apply to England only.</i></li> <li><i>Social distancing rules (2 metres or 1 metre with additional mitigations) has been lifted. You should continue to consider the risks of close contact with others, particularly if you are clinically extremely vulnerable or not yet fully vaccinated.</i></li> <li><i>If you or any of your guests are showing symptoms of Covid-19 or have tested positive, we recommend you do not attend the ceremony.</i></li> </ul>

## Cockermouth Town Hall – Hire Agreement

PLEASE COMPLETE AND SIGN THE DECLARATION

The individual detailed below accepts the definitions, terms and conditions of hire as set out in this document.

SIGNED by or on behalf of the Hirer

Print Name

Dated

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SIGNED on behalf of Cockermouth Town Council

Print Name

Dated

Job Title

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Please return to-  
**Cockermouth Town Hall**  
**Market Street**  
**Cockermouth**  
**Cumbria**  
**CA13 9NP**

Alternatively, you can email as a PDF, your completed form to one of the following email addresses.  
Please note we cannot accept your form if sent to us as a photograph.

Kirstie Goodger - [admin@cockermouth.org](mailto:admin@cockermouth.org) or Amy Pattinson - [assistant@cockermouth.org](mailto:assistant@cockermouth.org)

We recommend that you check the most up to date information from the government, which can be found on the [www.gov.uk](http://www.gov.uk) website "Covid-19: Guidance for small marriage and civil partnership". Cockermouth Town Hall takes no responsibility for ensuring couples understand and adhere to the Governments published guidance. Please note the registrars on duty reserve the right to refuse to go ahead with a ceremony where they do not believe safety measures and guidance have been implanted or followed.

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

**Email address:** [office@calc.org.uk](mailto:office@calc.org.uk)

**Web:** [www.calc.org.uk](http://www.calc.org.uk)

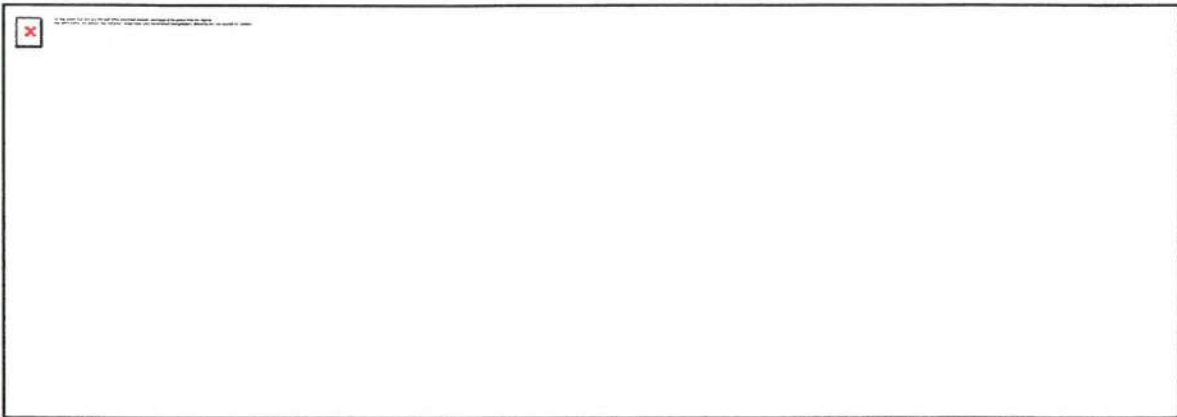
**From:** LGR Programme Board. <cccinternalcommunications@public.govdelivery.com>

**Sent:** 12 August 2022 12:01

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

**Subject:** Local Government Reorganisation (LGR) Newsletter - 12 August 2022

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## Local Government Reorganisation (LGR) Newsletter

12 August 2022

### In today's edition:

- [Programme updates](#)
- [Replay Monday's staff Q&A](#)

### Programme updates

Now the LGR programme has moved from the Design to Implementation phase, the structure of responsible officer boards has been revised to better enable delivery.

Four boards meet on Tuesdays to ensure a single reporting cycle. The LGR Programme Board meets fortnightly, while the Day 1 Board, Cumberland, and Westmorland and Furness Boards meet weekly.

Updates from this week are:

### LGR Programme Board

The Chief Executive's Programme Board heard an update from the ICT workstream lead, Paul Robinson. Paul informed the board that as attention on ICT was already high, and likely to



increase as vesting day approaches, the workstream's many dependencies and interdependencies require particularly close management at this time.

While the workstream's current focus is on Day 1 safe and legal, with good progress being made on the creation of a plan for Core ICT, System and Application requirements, work is also beginning on focussed plans for the longer term ICT requirements of the two new unitary authorities. Reporting requirements into the Day 1 Board are also now in place and progress updates are being provided to Shadow Portfolio holders.

The board heard that the ICT workstream workload is both complex and voluminous, but that the team continues to work diligently and collaboratively with colleagues from across all services to ensure that the considerable challenges are being met.

The board also heard an update from the Communications workstream lead, Sara Turnbull, about plans for engaging with members, staff, town and parish councils, residents and other key stakeholders as part of the Council Plan conversation for both Cumberland and Westmorland and Furness. A range of events, including briefings with Question and Answer sessions are being organised in the latter half of August. Details will be made available shortly.

## **Day 1 Board**

The Day 1 Board is starting to find its feet in performance, managing the 200 actions we need to complete for the new unitary councils and an independent fire service to begin operating from 1 April 2023.

It's already identified some key pinch points in the programme and has been able to divert extra attention and resource to get them resolved before they start to become urgent.

Many of these areas relate to arrangements with contractors but some have simply flagged decisions that need to be made to steer the implementation process.

The board has also highlighted a number of actions without sufficiently detailed plans sitting behind them and this is something it will look to address in the coming weeks.

## **Cumberland Board**

The board manages the work to establish the new council and includes representatives from Allerdale Borough, Carlisle City, Copeland Borough and Cumbria County councils.

At Tuesday's meeting, there was an update on the Cumberland Council Plan.

This is now in draft form and will soon form part of a conversation with staff, members and other key stakeholders. This engagement will start on Monday 15 August and will carry on until Monday 5 September. You'll be able to comment on the Council Plan, including its vision and values, at [www.cumberland.gov.uk](http://www.cumberland.gov.uk)

The meeting also included updates on HR, finance and legal issues.

## **Westmorland and Furness Board**

The Westmorland and Furness Board met for the second time this week.

The board comprises representatives from Barrow Borough, Eden District, South Lakeland District and Cumbria County councils and is chaired by Sam Plum, newly appointed Chief Executive of Westmorland and Furness Council. The board is working to oversee preparations for the new authority as we head towards Vesting Day on 1 April 2023.

Tuesday's meeting considered recommendations for the capital delivery model of the new councils, how accommodation assets could be used and an update on work to prepare the



Westmorland and Furness Council Plan, which has included workshops with Shadow Authority members to refine the vision, values and priorities of the new council.

Many of these matters are still subject to approval from the Shadow Authority, but colleagues will have the opportunity to comment on the draft Council Plan as part of initial conversations with some key stakeholder groups taking place over the next few weeks, as part of the plan's development ahead of formal approval in the autumn. The Council Plan will be a key document in defining the Westmorland and Furness 'identity'.

The board also heard an update from HR on the recent manager workshops and all-staff briefing, which resulted in 140 questions from colleagues which are being worked through and answers provided as part of an updated FAQs document.

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## Replay Monday's staff Q&A

Almost 600 staff from all seven councils came together on Monday for the first LGR staff Q&A session.

The live Teams event was hosted by John Metcalfe, Chief Executive of Cumbria County Council. To answer your questions, John was joined by Luci Robb, Senior Manager - People Management for Cumbria County Council, and the newly appointed Chief Executive's of the two new authorities (Sam Plum for Westmorland and Furness, and Andrew Seekings for Cumberland).

A new round of frequently asked questions is being prepared from Monday's session and we'll let everyone know just as soon as it is available.

If you were unable to attend you can view a recording of the session, including the latest timeline.

### Watch the recording

And the slides can be found in the [Useful Documents section of the LGR SharePoint site](#).

We would like feedback from those who attended to help us review how these events are delivered in the future.

### Provide your feedback

The next all staff Q&A will take place on Monday 5 September at 10am. Details of how to join will be shared later this month.

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## Frequently asked questions

We've created an [FAQ's section on our LGR SharePoint site](#) that may help with the information you're looking for. The FAQ's are regularly updated to try to answer questions as they are raised.

Alternatively, you can get in touch by emailing [info@newcouncilsforcumbria.info](mailto:info@newcouncilsforcumbria.info)





**Chris Shaw:** [Chris.Shaw@cumbria.gov.uk](mailto:Chris.Shaw@cumbria.gov.uk)

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

**Lindsay Nicholson:** [Lindsay.Nicholson@cumbria.gov.uk](mailto:Lindsay.Nicholson@cumbria.gov.uk)

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

**Julie Hendry:** [Julie.Hendry@cumbria.gov.uk](mailto:Julie.Hendry@cumbria.gov.uk)

Parish Support Officer South Lakes & Barrow, Monday and Tuesday 9am – 12am and Friday 9am – 11am. Tel: 07909 932588

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**Email address:** [office@calc.org.uk](mailto:office@calc.org.uk)

**Web:** [www.calc.org.uk](http://www.calc.org.uk)

**From:** LGR Programme Board. <[cccinternalcommunications@public.govdelivery.com](mailto:cccinternalcommunications@public.govdelivery.com)>

**Sent:** 18 August 2022 12:33

**To:** Hutchinson, Sonia D <[Sonia.Hutchinson@cumbria.gov.uk](mailto:Sonia.Hutchinson@cumbria.gov.uk)>

**Subject:** Local Government Reorganisation (LGR) Newsletter - 18 August 2022

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## Local Government Reorganisation

### Delivering Two New Councils for Cumbria



Local Government Reorganisation (LGR) Newsletter

18 August 2022

#### In today's edition:

- [Cumberland Council Plan conversation begins](#)
- [Programme updates](#)
- [Link for 5 September all staff Q&A](#)

**Cumberland Council Plan conversation begins**

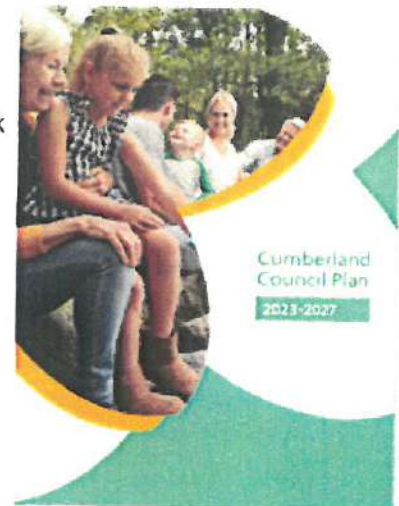
Engagement is underway on the first of our new councils' Council Plan.

A draft Cumberland Council Plan is now open for your feedback and is available to view at:

<https://www.cumberland.gov.uk/cumberland-council-plan>.

Please have a look and pass on your comments. It's important that you're part of the conversation.

You'll be able to comment using the survey link below or by responding by email to [info@newcouncilsforcumbria.info](mailto:info@newcouncilsforcumbria.info) or in writing to: Cumbria House, 107 - 117 Botchergate, Carlisle, Cumbria, CA1 1RD. The deadline for responses is 5pm on Monday 5 September.



### <<Have your say - Cumberland Council Plan>>

We'll also be holding a series of online Microsoft Teams events where the new draft Council Plan can be discussed. Please look out for updates coming soon.

The engagement process for the Westmorland and Furness Council Plan is due to start next week, so keep an eye out for updates on that too.

## Programme updates

Now the LGR programme has moved from the Design to Implementation phase, the structure of responsible officer boards has been revised to better enable delivery.

Four boards meet on Tuesdays to ensure a single reporting cycle. The LGR Programme Board meets fortnightly, while the Day 1 Board, Cumberland, and Westmorland and Furness Boards meet weekly.

Updates from this week are:

### Cumberland Board

This week's meeting included updates from the Day One Readiness Board and progress was provided on the delivery plans. The meeting also had updates on assets, accommodation and the options for service delivery on the future capital programme for each council.

### Westmorland and Furness Board

This week's meeting of the Board included updates from last week's meeting of the Shadow Westmorland and Furness Council Cabinet, as well as from the Day One Board and Member Implementation Board.

Friday's Cabinet meeting agreed that Westmorland and Furness Council will be the administering authority for Cumbria Local Government Pension Scheme from **1 April 2023** (the same item goes before Cumberland Council Shadow Executive on **20 September**).

The Board also noted a report on Barrow Borough Council's work on a Community Governance Review, which is considering whether or not a Parish Council be recommended for the unparished area of the borough.



The main item on the agenda was a 'deep dive' presentation on the complex work around finance harmonisation across the councils, looking at areas including Council Tax and fees and charges.

An update on work to develop a Westmorland and Furness Council Plan was provided. As part of this process, colleagues will be able to comment on the emerging vision, values and priorities of the new council when an engagement process starts from **w/c 22 August**.

## Link for 5 September all staff Q&A

The next all staff Q&A will take place on **Monday 5 September at 10am**.

The link is below, please save to your calendar to join.

[LGR all staff Q&A 5 September Teams live link](#)

A recording of the session will be made available after the event for anyone unable to attend.

There were a large number of questions at the previous event and the FAQs section of the LGR SharePoint site will be updated as soon as possible.

## Frequently asked questions

We've created an [FAQ's section on our LGR SharePoint site](#) that may help with the information you're looking for. The FAQ's are regularly updated to try to answer questions as they are raised.

Alternatively, you can get in touch by emailing [info@newcouncilsforcumbria.info](mailto:info@newcouncilsforcumbria.info)



This email was sent to [sonia.hutchinson@cumbria.gov.uk](mailto:sonia.hutchinson@cumbria.gov.uk) by Cumbria County Council Internal communications, Cumbria House, 117 Botchergate, Carlisle CA1 1RD.

**GOVDELIVERY**

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**Chris Shaw:** [Chris.Shaw@cumbria.gov.uk](mailto:Chris.Shaw@cumbria.gov.uk)

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

**Lindsay Nicholson:** [Lindsay.Nicholson@cumbria.gov.uk](mailto:Lindsay.Nicholson@cumbria.gov.uk)

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

**Julie Hendry:** [Julie.Hendry@cumbria.gov.uk](mailto:Julie.Hendry@cumbria.gov.uk)

Parish Support Officer South Lakes & Barrow, Monday and Tuesday 9am – 12am and Friday 9am – 11am. Tel: 07909 932588

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**Email address:** [office@calc.org.uk](mailto:office@calc.org.uk)

**Web:** [www.calc.org.uk](http://www.calc.org.uk)

**From:** LGR Programme Board. <[cccinternalcommunications@public.govdelivery.com](mailto:cccinternalcommunications@public.govdelivery.com)>

**Sent:** 26 August 2022 14:41

**To:** Cumbria Association, of Local Councils <[calc@cumbria.gov.uk](mailto:calc@cumbria.gov.uk)>

**Subject:** Local Government Reorganisation (LGR) Newsletter - 26 August 2022

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## Local Government Reorganisation

### Delivering Two New Councils for Cumbria



#### Local Government Reorganisation (LGR) Newsletter

26 August 2022

#### In today's edition:

- [Draft Senior Leadership Structures](#)
- [Council Plans - Have your say!](#)
- [Join the all staff LGR Q&A Session - 5 September](#)
- [Programme updates](#)

#### Draft Senior Leadership Structures

The two Interim Heads of Paid Service (Sam Plum and Andrew Seekings) together with John Metcalfe, CEO for Cumbria County Council have been working with the Shadow Authority Leaders on developing the draft senior leadership structures for each of our new councils.

Consultation started on Friday 19 August, and is the start of the conversation with all staff about future staffing structures. This stage concentrates on the top three tiers of the structure. At this point in time they are only consulting on the proposed structures.

The intention is that senior roles are appointed to before 1 April 2023 to ensure that the councils have their senior leadership teams in place to support the next steps of our transition to the two new councils. The new roles won't start until after Vesting Day on 1 April 2023.

[View the draft structures via your LGR SharePoint site.](#)

You can comment on the structures by emailing [senior.structures@cumbria.gov.uk](mailto:senior.structures@cumbria.gov.uk)

Please respond by **Friday 16 September.**

## **Council Plans - Have your say!**

### **Cumberland Council Plan - Your Council... Your Voice...**

The draft Cumberland Council Plan is open for your feedback and is available for you to view online.

[View the draft Cumberland Council Plan](#)

Please take time to have a look and pass on your comments before 5pm on Monday 5 September. It's important that you're part of the conversation - you can do this in a number of ways:

#### **Provide your comments online or in writing**

You can comment by using the survey link below or by responding by email to [info@newcouncilsforcumbria.info](mailto:info@newcouncilsforcumbria.info) or in writing to: Cumbria House, 107 - 117 Botchergate, Carlisle, Cumbria, CA1 1RD.

[<<SURVEY: Have your say - Draft Cumberland Council Plan>>](#)

#### **Join a conversation event**

Join our next online Microsoft Teams session on Wednesday 31 August 2022, 1-2pm.

All county council and district employees are invited to join this session where they will get an opportunity to hear directly from the Interim Head of Paid Service, Andrew Seekings and Deputy Leader for Cumberland Council Lisa Brown.

We hope you can make it, please save this date and time in your calendar and use the link below to join the session.

[Join the Microsoft Teams event - Cumberland Council Plan \(31 August 2022\)](#)

On Wednesday 24 August we held our first session with staff which was a huge success with over 150 employees joining the call to find out more and to have their say on the draft Cumberland Council Plan.







## Westmorland and Furness Council plan - Have your say!

The draft Westmorland and Furness Council Plan is open for your feedback and is available for you to view online.

### [View the draft Westmorland and Furness Council Plan](#)

Please take time to have a look and pass on your comments before 5pm on Friday 16 September. It's important that you're part of the conversation - you can do this in a number of ways:

### **Provide your comments online**

You can comment by using the survey link below or by responding by email to [info@newcouncilsforcumbria.info](mailto:info@newcouncilsforcumbria.info)

### <<SURVEY: Have your say - Draft Westmorland and Furness Council Plan>>

### **Join a conversation event**

We'll be holding two online Teams events on 2 and 5 September - open to all staff from all councils - where the new draft Council plan can be discussed.

These events will be hosted by Interim Head of Paid Service, Sam Plum and Leader for Westmorland and Furness Council Jonathan Brook.

Please save one of the below dates and times in your calendar and simply click on one of the below links to join the conversation.

- [Join the Microsoft Teams event - W&F Council Plan \(2 September, 12-1pm\)](#)
- [Join the Microsoft Teams event - W&F Council Plan \(5 September, 12-1pm\)](#)

**We hope you can make one of these sessions!**

## **Join the all staff LGR Q&A Session - 5 September**

**On Monday 5 September, 10-11am all employees from the current seven councils are invited to join the live virtual Q&A session.**

The session will be hosted by John Metcalfe, Chief Executive of Cumbria County Council and Interim Head of Paid Service for Westmorland and Furness Council Sam Plum alongside a representative from Cumberland Council.

This is your opportunity to come along, hear directly from the leadership team and ask any questions that are important to you - no question is too big, or too small!

You can ask a question during the session via the Q&A chat function or in advance by emailing: [info@newcouncilsforcumbria.info](mailto:info@newcouncilsforcumbria.info) with 'Q&A question' in the subject field.

**How to join:**





Please save the below link in your diary and join the session.

**[Join the Microsoft Teams live event - LGR Q&A \(5 September 2022\)](#)**

Further sessions will be held on the first Monday of each month – 3 October, 7 November and 5 December at 10am. All sessions will be recorded for those unable to attend the live events.

---

## **Programme updates**

Now the LGR programme has moved from the Design to Implementation phase, the structure of responsible officer boards has been revised to better enable delivery.

Four boards meet on Tuesdays to ensure a single reporting cycle. The LGR Programme Board meets fortnightly, while the Day 1 Board, Cumberland, and Westmorland and Furness Boards meet weekly.

Updates from this week are:

### **Programme Board**

Tuesday's meeting of the Programme Board heard a number of updates from the various other boards, including on key items from the Day 1 Board, the Cumberland and Westmorland and Furness Boards, Fire Service Board and Theme Boards.

The main items on the agenda featured detailed updates on contract portfolios and on the senior leadership models.

The board heard about work to ensure procurement procedures around new contracts is well structured in the early years of the new councils and how contracts for hosted services will be managed.

The update on the senior leadership models included more information about timelines and next steps. The board members stressed their belief in the real talent that exists in the existing Cumbrian authorities and the opportunities presented by the structures in the new councils. The board also confirmed the programme's commitment to support staff through the management of change policies.

Future items coming to the board include updates on the budget process, ICT and feedback from the Member Implementation Board.

### **Cumberland Board**

The Cumberland Board had another packed agenda this week. Those involved discussed the further work being done by the HR and OD workstream on senior appointments following the release of the draft structures for tiers one to three. Next month role profiles and the managing change policy will be provided and further engagement will take place with senior staff as part of the current consultation exercise.

An updated finance report was presented to the board with a lot of preparation work being carried out ahead of the first budget for Cumberland Council in the coming months. A first draft of the budget and funding distribution will be presented to the Shadow Authority Executive in October.

### **Westmorland and Furness Board**

The Westmorland and Furness Board received an update on the work around the senior leadership appointments following the release of the new authority's draft leadership structure.

Board Chair and Westmorland and Furness Council Interim Head of Paid Service Sam Plum said that it was important that senior managers' views and opinions on the proposed structures were heard and listened to as part of the current consultation, and that the proposed structure could 'shift' subject to the feedback received.

She added that she wanted to reassure colleagues that, through the managing change process, she was determined that the 'brilliant' staff working across the existing authorities would have great opportunities to secure roles in the new authorities.

An update was given on the Westmorland and Furness Council Plan engagement work, which started this week (see separate item on this newsletter for details of how you can share your views on the draft Council Plan) and the Board also heard an update on member engagement work.

## Frequently asked questions

We've created an [FAQ's section on our LGR SharePoint site](#) that may help with the information you're looking for. The FAQ's are regularly updated to try to answer questions as they are raised.

Alternatively, you can get in touch by emailing [info@newcouncilsforcumbria.info](mailto:info@newcouncilsforcumbria.info)



This email was sent to [calc@cumbria.gov.uk](mailto:calc@cumbria.gov.uk) by Cumbria County Council Internal communications, Cumbria House, 117 Botchergate, Carlisle CA1 1RD

**GOVDELIVER**

**WARNING:** Email attachments may contain malicious and harmful software. If this email is unsolicited and contains an attachment DO NOT open the attachment and advise the ICT Service Desk immediately. Never open an attachment or click on a link within an email if you are not expecting it or it looks suspicious. Do not forward chain emails.



Parish Support Officer South Lakes & Barrow, Monday and Tuesday 9am – 12am and Friday 9am – 11am. Tel: 07909 932588

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

**Email address:** [office@calc.org.uk](mailto:office@calc.org.uk)

**Web:** [www.calc.org.uk](http://www.calc.org.uk)

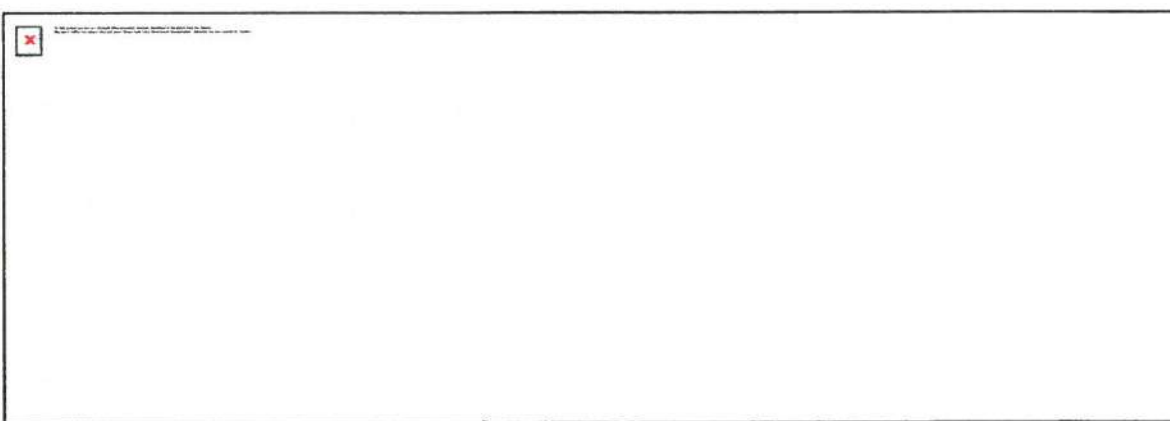
**From:** LGR Programme Board. <cccinternalcommunications@public.govdelivery.com>

**Sent:** 01 September 2022 11:35

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

**Subject:** Local Government Reorganisation (LGR) Newsletter - 1 September

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



## Update on Local Government Reorganisation (LGR)

- [Consultation on draft council plans](#)
- [All staff LGR Q&A Session - Monday 5 September](#)
- [Draft Senior Leadership Structures](#)
- [Programme updates](#)

## Consultation on draft council plans

### Public invited to online discussion about the new Cumberland Council

As part of Cumberland Council's consultation on its draft Council Plan the public are being invited to join an online discussion this evening.

Contained in the plan are the areas the council will focus on up until 2027, as well as how the council will work and what residents can expect. It has been drafted by Councillors led by the Shadow Executive members who are now asking local residents, business owners and organisations their views.

The consultation on the plan runs until 5 September and already hundreds of local people have taken the opportunity to have their say.



This evening (Thursday 1 September) from 6.30pm to 7.30pm members of the public will have the opportunity to join new Deputy Leader Cllr Lisa Brown and Chief Executive Designate Andrew Seekings to hear more about the plan and share their views.

The session will take place online via MS Teams and can be joined by anyone via this link - [Click here to join the meeting](#)

## **Council Plans - Have your say!**

### **Cumberland Council Plan**

The [draft Cumberland Council Plan continues](#) to be open for your feedback and is available to view online.

Please take time to have a look and pass on your comments before 5pm on Monday 5 September.

You can comment by using the [survey link](#) or by responding by email to: [info@newcouncilsforcumbria.info](mailto:info@newcouncilsforcumbria.info) or in writing to Cumbria House, 107 - 117 Botchergate, Carlisle, Cumbria, CA1 1RD.

### **Westmorland and Furness Council Plan**

The [draft Westmorland and Furness Council Plan](#) is also available to view online.

Please take time to have a look and pass on your comments before 5pm on Friday 16 September. Have your say by providing your comments online or in writing:

You can comment by using the [survey link](#) or by responding by email to: [info@newcouncilsforcumbria.info](mailto:info@newcouncilsforcumbria.info)

## **Join a staff conversation event**

We'll be holding two online Teams events on Friday 2 and Monday 5 September - open to all staff from all councils - where the new draft Council plan can be discussed.]

These events will be hosted by Interim Head of Paid Service, Sam Plum and Leader for Westmorland and Furness Council Jonathan Brook.

Please save one of the below dates and times in your calendar and simply click on one of the below links to join the session.

- [Join the Microsoft Teams event - W&F Council Plan \(2 September, 12pm - 1pm\)](#)
- [Join the Microsoft Teams event - W&F Council Plan \(5 September, 12pm - 1pm\)](#)

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## **All staff LGR Q&A Session - Monday 5 September**

A reminder that on Monday 5 September, between 10am - 11am, all employees from the current seven councils are invited to join the live virtual Q&A session.

The session will be hosted by John Metcalfe, Chief Executive of Cumbria County Council and Interim Head of Paid Service for Westmorland and Furness Council Sam Plum.

This is your opportunity to come along, hear directly from the leadership team and ask any questions that are important to you - no question is too big, or too small!



You can ask a question during the session via the Q&A chat function or in advance by emailing: [info@newcouncilsforcumbria.info](mailto:info@newcouncilsforcumbria.info) with 'Q&A question' in the subject field.

## How to join:

Please save this link in your diary and join the session.

Further sessions will be held on the first Monday of each month - 3 October, 7 November and 5 December at 10am.

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## Draft Senior Leadership Structures

The two Interim Heads of Paid Service (Sam Plum and Andrew Seekings) together with John Metcalfe, CEO for Cumbria County Council have been working with the Shadow Authority Leaders on developing the draft senior leadership structures for each of our new councils.

Consultation started on Friday 19 August and is the start of the conversation with all staff about future staffing structures. This stage concentrates on the top three tiers of the structure. At this point in time, they are only consulting on the proposed structures.

The intention is that senior roles are appointed to before 1 April 2023 to ensure that the councils have their senior leadership teams in place to support the next steps of our transition to the two new councils. The new roles won't start until after Vesting Day on 1 April 2023.

View the draft structures via your LGR SharePoint site.

You can comment on the structures by emailing [senior.structures@cumbria.gov.uk](mailto:senior.structures@cumbria.gov.uk)

Please respond by **Friday 16 September**.

---

## Programme updates

Now the LGR programme has moved from the Design to Implementation phase, the structure of responsible officer boards has been revised to better enable delivery.

Four boards meet on Tuesdays to ensure a single reporting cycle. The LGR Programme Board meets fortnightly, while the Day 1 Board, Cumberland, and Westmorland and Furness Boards meet weekly.

Updates from this week are:

### Cumberland Board

The meeting of the Cumberland Council board was very much focused on the upcoming decision on council tax levels.

Catherine Nicholson, the interim Section 151 Officer for the Shadow Authority, explained to board members the statutory duty to set council tax and the differences in levels which currently exist between the three district councils. It is for the new Shadow Authority over the coming months to decide how harmonisation will be carried out and the timescales. A full consultation on the budget will be carried out ahead of any final decisions being made.

There are just a few days left to have your say on the draft Council Plan. The Shadow Authority has been busy organising a number of events with staff, partner organisations, councillors and members of the public both online and in person over the past few weeks. The chief executive

designate, Andrew Seekings, thanked everyone involved and was pleased that some 400 responses had been received so far up until late last week.

## Westmorland and Furness Board

The Westmorland and Furness Board received an update on complex work around developing proposals to merge existing Council Tax Reduction Schemes, Council Tax Premia and Discounts associated with second and empty homes, and National Non-Domestic Rates (business rates), for the new authority.

Barrow Borough Council, Eden District Council and South Lakeland District Council deal with aspects of all three in different ways so there is a lot of challenging work required to harmonise those different approaches and bring forward proposals for consideration by the Westmorland & Furness Council Cabinet, hopefully in October, which will then go to consultation.

An update was given on the Westmorland and Furness Council Plan engagement work, which started last week with a call for residents to have their say on the draft Council Plan. You can share your views at [www.westmorlandandfurness.gov.uk/council-plan-have-your-say/](http://www.westmorlandandfurness.gov.uk/council-plan-have-your-say/) or by responding by email to: [info@newcouncilsforcumbria.info](mailto:info@newcouncilsforcumbria.info).

Two online Teams events are also being held on Friday and Monday - open to all staff from all councils - where the new draft Council plan can be discussed. A Conversation Session for Shadow Authority members has also been organised on Teams for next Wednesday (7 September) from 6pm to 7pm.

The meeting was also updated on the current main strands of the HR/OD workstream - making payroll ready for Day One, the senior structure process and the staff allocation process.

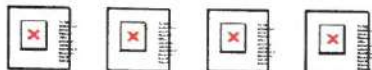
Board Chair and Westmorland and Furness Council Interim Head of Paid Service Sam Plum underlined the importance of recognising the impact of the structure and staff allocation processes on colleagues, particularly Cumbria County Council staff working in services being disaggregated or aggregated into a hosted service, and the need for us all to be kind and look out for each other.

An update was also given on plans for member engagement on shaping the operating model for the new authority beyond Day One.

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## Got a question about Local Government Reorganisation?

We've created an FAQs section on our LGR SharePoint site that may help with the information you're looking for. The FAQs are regularly updated to try to answer questions as they are raised.





## Clerk - Cockermouth TC

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**From:** McGibbon, Kate <Kate.McGibbon@cumbria.gov.uk>  
**Sent:** 13 September 2022 09:37  
**To:** McGibbon, Kate  
**Subject:** Cumbria's Local Flood Risk Management Strategy & details of public consultation drop-in events

Hi all,

**Please find information below on the consultation on Cumbria's Local Flood Risk Management Strategy - which is running until the end of September.**

This is largely around the prevention of flooding, particularly "local flooding" (from surface water, smaller water courses, sewers, groundwater, etc - rather than from main rivers or the sea, although these get a mention) - and there's an objective around improving community resilience through improved awareness of flood risk.

If you'd like to find out more, there's a link to the documents online below, and information on drop-in sessions at local libraries.

Please feel free to pass the information on to other groups in your community you think might be interested.

### ***Local Flood Risk Management Strategy – what's your thoughts?***

*Cumbria County Council is asking for feedback on proposals to improve the Local Flood Risk Management Strategy.*

<https://cumbria.gov.uk/planning-environment/flooding/local-flood-risk-management-strategy.asp>

*The Strategy will set out how local flood risks will be managed in Cumbria, who will deliver them and how they will be funded, and the county council now need to finalise the Local Flood Risk Management (2022) Strategy and Action Plan, with input from the community.*

*This feedback will then feed into the Strategy revision and help finalise the Local Flood Risk Management Strategy going forward.*

*A consultation will be open from Monday 5 September and concludes on Friday 30 September 2022.*

*To provide feedback you can:*

- Respond online*
- Attend one of our public consultation drop-in sessions.*

***The public consultation drop-in events have been arranged to provide an opportunity to feedback on the documentation.*** *This feedback will then feed into the Strategy revision and help finalise the Local Flood Risk Management Strategy going forward – the following has been arranged:*

- Barrow – Thursday 8 September, Barrow Library: 10.00am – 4.00pm*
- Carlisle – Friday 9 September - Carlisle Library: 10.00am – 4.00pm*
- Eden – Monday 12 September - Penrith Library: 10.00am – 4.00pm*

- *South Lakeland – Tuesday 13 September: Kendal Library 10.00am – 12pm and Ulverston Library: 2.00pm – 4.00pm*
- *Allerdale – Monday 19 September – Cockermouth Library 10.00am – 12pm and Keswick Library: 2.00pm – 4.00pm*
- *Copeland – Thursday 22 September - Whitehaven Library: 10.00am – 4.00pm*

Kind regards

Kate

Kate McGibbon  
Resilience Project Officer  
Cumbria Association of Local Councils



**Our contact details:**

**Sonia Hutchinson:** [Sonia.Hutchinson@cumbria.gov.uk](mailto:Sonia.Hutchinson@cumbria.gov.uk)  
Chief Officer, Monday, Tuesday and Thursday. Tel: 07551 678497

**Rachael Kelly:** [Rachael.Kelly@cumbria.gov.uk](mailto:Rachael.Kelly@cumbria.gov.uk)  
Town and Parish Development Officer, Monday – Wednesday 9am – 3pm. Tel: 07787 084985

**Kate McGibbon:** [Kate.McGibbon@cumbria.gov.uk](mailto:Kate.McGibbon@cumbria.gov.uk)  
Project Officer- Resilience, Monday, Tuesday and Thursday. Tel: 07918 687490

**Chris Shaw:** [Chris.Shaw@cumbria.gov.uk](mailto:Chris.Shaw@cumbria.gov.uk)  
Parish Support Officer Allerdale and Copeland, Monday – Friday 1pm – 3pm. Tel: 07551 678521

**Lindsay Nicholson:** [Lindsay.Nicholson@cumbria.gov.uk](mailto:Lindsay.Nicholson@cumbria.gov.uk)  
Parish Support Officer Carlisle and Eden, Monday – Friday 9.30am – 11.30am. Tel: 07468 764957

**Julie Hendry:** [Julie.Hendry@cumbria.gov.uk](mailto:Julie.Hendry@cumbria.gov.uk)  
Parish Support Officer South Lakes & Barrow, Monday and Tuesday 9am – 12am and Friday 9am – 11am. Tel: 07909 932588

**Postal address:** Fire and Rescue Service Headquarters, Carleton Avenue, Penrith, Cumbria, CA10 2FA  
**Email address:** [office@calc.org.uk](mailto:office@calc.org.uk)  
**Web:** [www.calc.org.uk](http://www.calc.org.uk)

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## Clerk - Cockermouth TC

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**From:** PKF Littlejohn LLP <sba@pkf-littlejohn.co.uk>  
**Sent:** 12 September 2022 20:33  
**To:** Clerk - Cockermouth TC  
**Subject:** CU0064 2021/22 AGAR Section 3 External Auditor Report  
**Attachments:** CU0064\_closureletter\_.pdf; CU0064 AGAR.pdf; CU0064 S3.pdf

This email was sent to: clerk@cockermouth.org

Dear Sir/Madam

Following the completion of our review, please find the following documents attached:

- One document containing our completion letter, a Notice of Conclusion of Audit template and our fee invoice;
- If relevant to your smaller authority, a pdf explaining additional charges in excess of the standard fee;
- A pdf of Sections 1 & 2 of the Annual Governance & Accountability Return (AGAR) on which our report is based; and
- A pdf of Section 3 of the AGAR (our External Auditor Report and Certificate).

Please note if your smaller authority falls in the £1 - £25,000 banding, you will have been charged the minimum fee of £200 (plus any administrative charges if relevant) plus VAT for having a limited assurance review in accordance with the scale of fees for reporting years 2017/18 to 2021/22. These fees are set by the Smaller Authorities' Audit Appointments Limited and can be found using this link <http://www.localaudits.co.uk/fees.html>

Please do not reply to this email address; instead please contact us using the email address given below if you have any queries regarding this information.

Kind regards

SBA Team  
For and on behalf of PKF Littlejohn LLP  
T +44 (0) 20 7516 2200  
sba@pkf-l.com



Mrs Sheila Brown  
Cockermouth Town Council  
Town Hall  
Market Street  
COCKERMOUTH  
CA13 9NP

**DDI:**  
+44 (0)20 7516 2200

**Email:**  
sba@pkf-l.com

**Date:**  
09 September 2022

**Our Ref:**  
CU0064

**SAAA Ref:**  
SB02126

**Cockermouth Town Council**  
**Completion of the limited assurance review for the year ended 31 March 2022**

Dear Mrs Brown

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Cockermouth Town Council for the year ended 31 March 2022. Please find our external auditor report and certificate (Section 3 of the AGAR Form 3) included for your attention as an attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR, on which our report is based.

The external auditor report and certificate details any matters arising from the review. The smaller authority must consider these matters and decide what, if any, action is required.

**Action you are required to take at the conclusion of the review**

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request).
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority's website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the "Notice" must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.



## Fee

We enclose our fee note, on page 4 of this attachment, for the limited assurance review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://saaa.co.uk/fees.html>. This fee is statutory which must be paid and is due immediately on receipt of invoice, please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we have had to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR by the submission deadline; or
- it was necessary for us to undertake additional work.

***Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 5<sup>th</sup> Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD.*** Please include the reference CU0064 or Cockermouth Town Council as a reference when paying by BACS.

## Timetable for 2022/23

The 2021/22 reporting year is the last year of our current five-year contract with SAAA. If we are appointed as your external auditor for the subsequent five-year contract for years 2022/23 to 2026/27, the timetable will be broadly similar to that for 2021/22. If we are not appointed as your external auditor, the successor auditor will contact you directly to notify you of their timetable.

## Feedback on 2021/22

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: <https://www.pkf-l.com/services/limited-assurance-regime/useful-information-and-links/>

Yours sincerely



PKF Littlejohn LLP

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

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

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

19/5/2022

and recorded as minute reference:

96

www.cockermouth.org

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

Chairman

A.I. Seiple

Clerk

Shirley Brown



## Section 2 – Accounting Statements 2021/22 for

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	197,111	197,642	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	82,854	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	116,409	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	193,644	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	197,642	203,312	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 – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,644,300	1,694,300	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

*Shire Bion*

Date

7/4/22

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

19/5/22

as recorded in minute reference:

96

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

*11/5/22 Sengle*

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

In respect of

Cockermouth Town Council – CU0064

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

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

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

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

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

### 2 External auditor report 2021/22

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR 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.

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

None

### 3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

*PKF Littlejohn LLP*

Date

09/09/2022

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))



## Cockermouth Town Council

### Notice of conclusion of audit

#### Annual Governance & Accountability Return for the year ended 31 March 2022

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

<p>1. The audit of accounts for <b>Cockermouth Town Council</b> for the year ended 31 March 2022 has been completed and the accounts have been published.</p> <p>2. The Annual Governance &amp; Accountability Return is available for inspection by any local government elector of the area of <b>Cockermouth Town Council</b> on application to:</p> <p>(a) <u>Sheela Brown Town clerk</u> <u>Town Hall, Cockermouth</u> <u>Cumbria CA13 9NP</u></p> <p>(b) <u>10am - 2pm</u></p> <p>3. Copies will be provided to any person on payment of <u>£0.00</u> (c) for each copy of the Annual Governance &amp; Accountability Return.</p> <p>Announcement made by: (d) <u>S Brown</u> <u>Town clerk</u></p> <p>Date of announcement: (e) <u>13/9/22</u></p>	<p>Notes</p> <p>This notice and Sections 1, 2 &amp; 3 of the AGAR must be published by 30 September. <b>This must include publication on the smaller authority's website.</b> The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p> <p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p> <p>(c) Insert a reasonable sum for copying costs</p> <p>(d) Insert the name and position of person placing the notice</p> <p>(e) Insert the date of placing of the notice</p>
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## CLERK'S REPORT

### **Town Hall**

Analogue phone lines cannot be used by 2025. Lines are slowly being digitalised.

I have made arrangements with BT to digitalise ours and negotiated a small saving for entering into a 24 month contract. New handsets will be sent out to us.

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

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

I have received a quote to upgrade the CCTV in the library.

### **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.

### **Harris Park Extension**

The new W.I. bench and plaque has been ordered and in situ. They have been re-charged.

### **Weddings**

All restrictions have been lifted.

### **Public Toilets**

Simon kindly installed a tap in the ladies on main street.

### **Play Areas**

### **Allotments**

Plots 15 & 17, the Gote remain a mess despite 3 letters to the tenants. Please can I have permission to evict.

Please can I have the outstanding winners so that arrangements can be made for the awards evening.

### **Give and Take Day**

The Give and Take Day held on 24 August 2022 was successful.

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



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

#### **Remembrance Sunday**

This will take place on 13 November 2022 at Lorton Street Methodist. I will meet the relevant parties to discuss the organisation of this event.

#### **SWOD**

Everything is in place for this event.

#### **Fireworks**

I have applied for the road closure from Allerdale. Walkers have kindly agreed to the use of their car park.

#### **Mayor's coffee morning**

This will be held on Saturday 3 December at the Kirkgate Centre.

#### **Carols round the tree**

Are we leaving the start time at 8pm?

Date	Day	On Duty	TIC Visitors	TIC Phone	TIC Email	TIC Post	Library Visitors	Library Phone	Library Email	Library Post	Library PC	Allerdal
01/08/2022	Mon	Mathew, Jane	18	2	0	0	101	3	0	0	4	0
02/08/2022	Tue	Mathew, AM	24	0	1	0	79	0	0	0	1	0
03/08/2022	Wed	Ash, Mathew	9	0	0	0	86	1	0	0	2	0
04/08/2022	Thu	Ash, AM	18	0	0	0	88	0	0	0	3	0
05/08/2022	Fri	Mathew, AM	8	0	0	0	68	4	1	0	2	0
06/08/2022	Sat	Mathew, Jane	14	1	0	0	76	1	0	0	2	0
07/08/2022	Sun	Closed										
08/08/2022	Mon	Mathew, AM	10	0	0	0	57	1	0	0	1	0
09/08/2022	Tue	Pamela, AM	24	0	0	0	108	2	0	0	6	0
10/08/2022	Wed	Ash, Pamela	23	0	0	0	70	1	0	0	5	1
11/08/2022	Thu	Ash, Anne-Marie	10	1	0	0	65	2	0	0	3	1
12/08/2022	Fri	Ash, Anne-Marie	12	1	0	0	75	2	0	0	4	1
13/08/2022	Sat	Mathew, Pamela	11	0	0	0	37	4	0	0	1	0
14/08/2022	Sun	Closed										
15/08/2022	Mon	Mathew, Pamela	21	2	0	1	137	2	0	1	2	0
16/08/2022	Tues	Mathew, Pamela	26	0	0	0	80	0	0	0	3	1
17/08/2022	Wed	Ash, Pamela	11	1	0	0	92	0	0	0	6	1
18/08/2022	Thu	Ash, Mathew	14	0	0	0	92	1	0	0	4	0
19/08/2022	Fri	Ash, Mathew	15	0	0	0	81	1	0	0	3	0
20/08/2022	Sat	Mathew, Jane	24	0	0	0	53	0	0	0	0	0
21/08/2022	Sun	Closed										
22/08/2022	Mon	Mathew, Pamela	12	0	0	0	91	4	0	0	5	0
23/08/2022	Tue	Mathew, Pamela	9	1	0	0	96	3	0	0	3	0
24/08/2022	Wed	Ash, Pamela	8	0	0	0	95	0	0	0	15	0
25/08/2022	Thu	Ash, Amy	11	0	0	0	103	0	0	0	2	0
26/08/2022	Fri	Ash, Pamela	15	0	0	0	80	1	0	0	3	0
27/08/2022	Sat	Ash, Pamela	15	0	0	0	60	0	0	0	4	0
28/08/2022	Sun	Closed										
29/08/2022	Mon	AM, Pamela	9	0	0	0	23	1	0	0	1	0
30/08/2022	Tue	Pamela, AM	15	0	0	0	121	1	0	0	2	1
31/08/2022	Wed	Ash, Pamela	6	0	0	0	95	2	0	0	3	0
Monthly Totals			392	9	1	1	2,209	37	1	1	90	6
TIC Remote Enquiries			11									



## Clerk - Cockermouth TC

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**From:** Cllr. Richard Watson  
**Sent:** 15 August 2022 13:35  
**To:** Clerk - Cockermouth TC  
**Cc:** Cllr. Andrew Semple  
**Subject:** Warm Spaces - Winter 2022/3

SEPT  
22

Hi Sheila,

Please could I put this on the TC agenda for our September meeting. Many similar local authorities are looking at what they can do. I would like to propose that we consider the use of public buildings as places where people unable to heat their homes are able to come for periods during the day, and perhaps access food and welfare advice at the same time. I think we could be working with Churches Together as some of their properties (eg Christ Church rooms in South Street, the Friends Meeting House, the Methodist Church room and URC rooms) might also lend themselves. I think we should also involve the CERG, as this winter is likely to see a public health crisis on the scale of the flood or the pandemic, and possibly the CAB and Foodbanks

I propose we call a joint meeting involving the council, churches together and the CERG, plus possibly the CAB and Foodbanks, to discuss what can be put in place.

I'd like to see the town council taking a lead on this rather than waiting for others to act.

Richard

# **‘Warm banks’ to be set up this winter – but what are they?**

**Plans are being drawn together for communal heat banks to be set up, to help people unable to afford their heating this winter.**

As we slowly move towards autumn, fears around the **cost of living** crisis are rising in the face of increasing fuel, energy and utility costs, coupled with the highest inflation in years.

Energy costs have risen dramatically this year. The annual cap, which is based on the wholesale price of gas and electricity, sets the maximum amount a utility company can charge customers each year for the amount of energy they have used.

This cap rose to almost £2,000 in April, and in May, UK energy regulator Ofgem estimated that the price cap would reach £2,800 at the October review.

However, chief executive officer at Ofgem, Jonathan Brearley, has now warned that initial predictions were likely to be an under-estimate.

He told the public accounts committee on Monday: ‘It’s clear given the pricing dynamics we’re seeing, given the ongoing impact of the Russian invasion of Ukraine, that there is positive pricing pressure there – as in prices are looking higher than they did when we made that estimate.’

And new forecasts out last week, from experts at **Cornwall Insight**, predict that another price hike could actually push the cap to £3,244 per year from October.

With the predicted increase in costs, campaigning organisation Don’t Pay UK has estimated that up to 6.3million households won’t be able to afford their energy bills and will be unable to heat their homes this winter.

## **‘Warm banks’**

According to the National Energy Action (NEA) 11,400 winter deaths are already caused by cold weather each year.

In the face of this crisis, **money-saving expert Martin Lewis tweeted his concern** and suggested that people who are unable to afford their heating may have to turn to warm spaces as winter approaches.



He said: 'I wonder if this winter we will need "warm banks" the equivalent of "food banks" where people who can't afford heating are invited to spend their days at no cost with heating (e.g. libraries, public buildings)?'

While this may seem like a dystopian idea – councils across the UK are already developing plans to set up these warm places.

## Bristol council

In response to Martin Lewis, the mayor of Bristol, Marvin Rees, tweeted: 'The sad reality is we have been actively organising a citywide network of warm places (we call them 'Welcoming Places') for #Bristol.

'We plan to have them set up by Sept, ready to open in Oct.'

Last Tuesday, Marvin raised the issue during a cabinet meeting where he appealed for help to set up and provide these 'Welcoming Places', according to the [Local Democracy Reporting Service](#). He also suggested that these locations could help people access food, education and financial advice.

The mayor said: 'It almost sounds like wartime, but we'll be working with community organisations and partners around the city to set up warm places that people can go to if they need to, come autumn when people need to turn their heating on again.

'It'll be a warm place, there'll be homework support, services there, financial advice.

'Hopefully, we'll be able to align it with some of the programmes we have to tackle hunger as well.'

He has asked 'anyone in the city' of Bristol to help where they can by providing locations for the warm spaces or any financial assistance to help set them up.

He added: 'If you have a place, we're looking for places for financial support, food support, educational support, and we need the cash.'

Other UK councils are now talking about setting up similar spaces.

## Clerk - Cockermouth TC

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**From:** richard watson <rawatson1@live.co.uk>  
**Sent:** 05 September 2022 10:49  
**To:** Clerk - Cockermouth TC  
**Subject:** Cycleway  
**Attachments:** 20220905\_104322.jpg

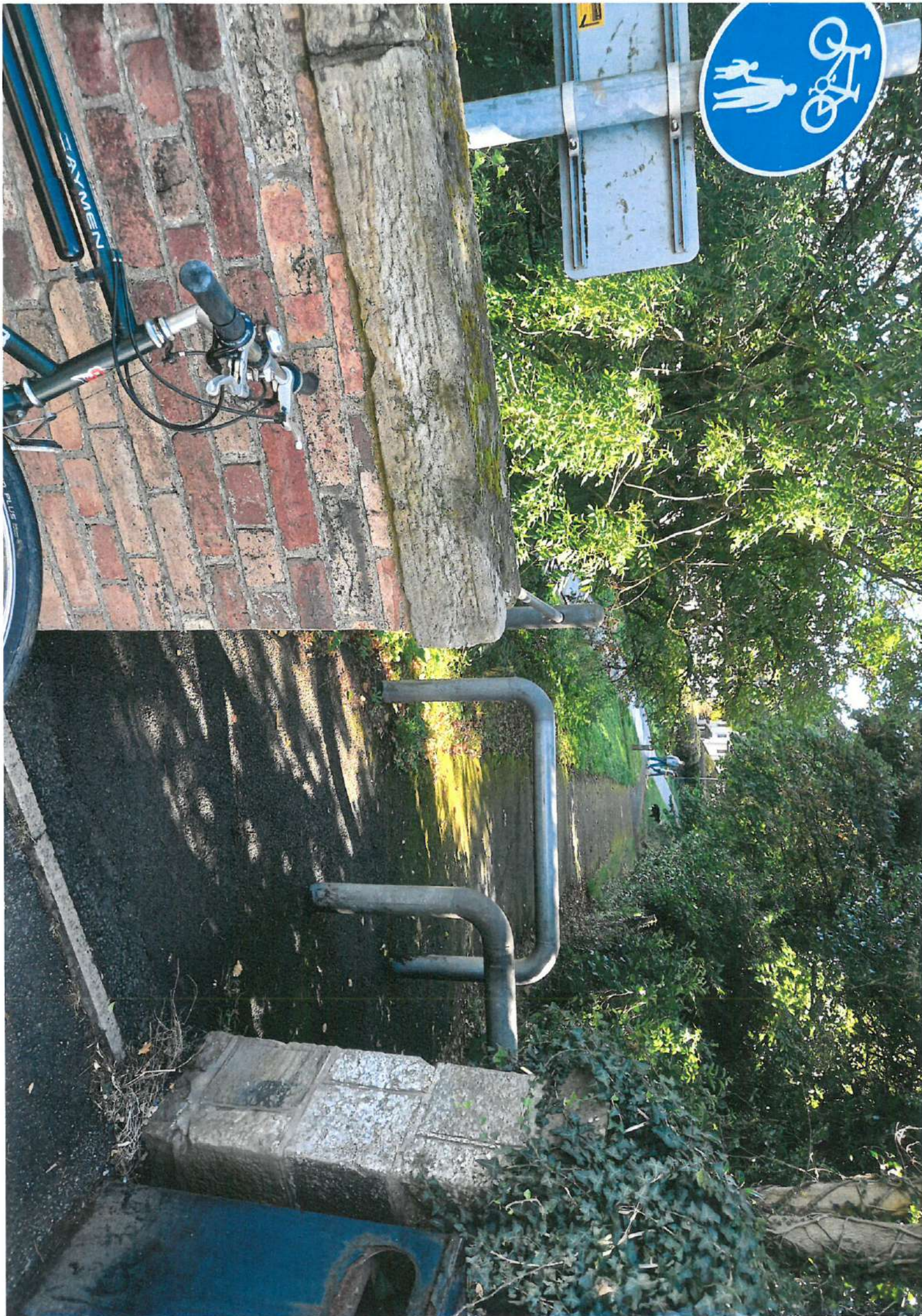
Hi Sheila,

Another issue I would like to mention/discuss at a TC meeting is these metal barriers which are situated at various points along the Greenway. They were probably installed originally to deter motorbikes, but in practice they merely make access for wheelchairs, prams and mobility scooters very difficult. I would argue, on balance, for their removal.

Richard

Get [Outlook for Android](#)







**Clerk - Cockermouth TC**

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**From:** Peter Wilkinson <p3t3r.wilkinson@btinternet.com>  
**Sent:** 31 August 2022 12:05  
**To:** Clerk - Cockermouth TC  
**Subject:** New SID traffic speed indicator unit

The council purchased a new SID unit at the end of last year. Steph Davis-Johnston from the Highways Dept intervened and issued all manner of rules and regulations associated with the control of these units preventing me from using the unit until further discussions had taken place. A meeting of the council was scheduled for January 2022 where she was to attend to discuss the situation, this meeting never took place as she was unavailable. I have since had other contacts with her where she was going to rearrange a meeting on this subject but nothing has materialised. I sent her a copy of all the current locations where the original unit had been used along with copies of the reports we used to produce. My last correspondence with her was on 04/03/22

The unit has not been commissioned or deployed anywhere, I have kept the batteries on charge so they do not become damaged.

Can this item be raised with the council as I need a plan as to how we proceed, or I can pass the unit back to the council until the matter is resolved?

Regards

Peter Wilkinson

1 Sunscapes Avenue  
Cockermouth  
Cumbria  
CA13 9DY

Tel: 01900 822854  
Mob: 07503211509



# **Original Cockermouth Town Council Clever SID**

## **Peter Wilkinson**

Formerly Energy & Utilities Manager at Iggesund Paperboard for 30+ years retired in 2008 but requested to provide an energy data processing system for the plant as a contractor. Carried on that role for a further 8 years monitoring all process parameters on a ½ hourly basis. Providing large computer processing and data storage facility (50Tb) to meet the requirements of the government's Climate Change Emissions reporting scheme. Volunteered to manage the SID for the Rural Safety Group in both deploying the unit as requested by councillors and processing the data and providing reports. This has continued up to the present time.

## **Background**

Cockermouth Rural Safety Group raised money to purchase a Speed Indicator Device (SID) before the 2009 floods. It was agreed that a clever version of this would be more helpful, as it would collect data from the individual vehicles in the form of speed and time, it could not identify the vehicles concerned. The town council agreed to the purchase and they would pay the Vat on the unit. The highways department would arrange for mounting points to be erected at key positions in the town. Unfortunately, before this happened, the floods disrupted all the plans and the unit sat dormant in the town hall until the mounting posts were erected towards the end of 2011.

The unit, having sat unused for around 2 years required new batteries to be fitted before it could be deployed for the first time. Likewise, the council and the police did not have the resources to manage the movement of the unit from site to site or to process the data obtained. The battery life is only 4 days maximum, so the unit will only be out on a particular site for that period before it has to be removed and the batteries recharged. A surprisingly large amount of data is collected in that period, with an average of over 7,000 vehicles passing each unit during that time.

The software supplied with the unit, while useful doesn't present the data in an easily understood format for the people in the group, so Microsoft Excel was used to process and display the data.

The police were being supplied with the data and had an officer in the person of Alan Taylor, the Problem Solving Officer for the Allerdale Rural Policing Team dealing with the issues raised.

On the next page find an OS map of Areas around Cockermouth marked up with the locations of the SID mounting points. There were originally 6 of these within the town plus an additional one at Embleton, all of which are monitoring the traffic coming towards the town, the Bracketed figures are OS grid ref of the SID:

Lorton Road - just after Towers Lane junction (NY 1277 2998) This has been damaged on several occasions by hedge cutting operations.

Castlegate Drive – just after Beech Lane junction (NY 1272 3096) This has been damaged on several occasions by hedge cutting operations.

Windmill Lane – near Mosser Avenue Junction (NY 1289 3031) This was badly located as vehicles were able to park in front of it blocking its view so was never used.

Lamplugh Road – adjacent Stan Palmers Garage (NY 1158 2971)

Low Road – 100m before goods junction into Lakes Complex (NY 1120 3081) Located adjacent to a hedge that overgrew the mounting point.

Gote Road – just outside Lawson's Haulage Depot (NY 1158 3107) This was hijacked and is now a bus stop.

The police asked if the weather information on the day could be included so that it could be seen if this modified the behaviour of the drivers.

As it became known that the group had a device that could record speeds other requests for data were received and at the request of several councillors the SID was deployed in these areas and reports prepared for the interested parties.

Ennerdale Bridge school asked for speeding data for traffic passing the school. Sid was located adjacent to the school (NY 0700 1587)

Traffic using the Southwaite Bridge (NY 1322 2835) was monitored for Paddle School because the road was being used as a rat run by traffic trying to avoid coming through town.

Traffic using the Lambfoot junction on the A66 again to avoid coming through town was monitored for a while. (NY 1603 2977)

Speeding through Embleton was monitored just before the Spa Hotel. (NY 1698 3047)

Last year data was requested about traffic speeds and volumes passing Hames Hall Junction (NY 1150 3131)

The latest request to monitor traffic flows on Lorton Road and into Strawberry How Road to determine if there had been an increase due to the new Strawberry Grange estate the SID was put in several locations measuring traffic flows in and out of the location.

Because of increased traffic congestion and tailbacks on Victoria Road and the exit from Windmill Lane flows were measured around those locations.

Because of complaints to councillors of speeding on the A594 through Dovenby by the residents the unit was deployed and measured traffic flow and speed past The Ship for several weeks.

Most of these activities ceased around 2019, as the unit became unreliable, the Cockermouth Rural Safety Group no longer met, and contact with the police was lost, so there was no one to report the results to. I occasionally put the unit out when requested by a member of the council following speeding complaints, but no one seemed interested or wanted to have the police enforce speed limits.

Simplified reports were produced for the Group and the police as the full statistical data with its 85<sup>th</sup> Percentile etc. had little meaning to a layperson, they wanted to know how many were speeding, by how much and when, so they knew the best time to do speed checks to catch the most offenders.



The original SID weighed 20+ kg so was not the easiest piece of equipment to lift above your head into place single-handed. This new unit is aluminium and has smaller batteries so should be easily moved around as required.

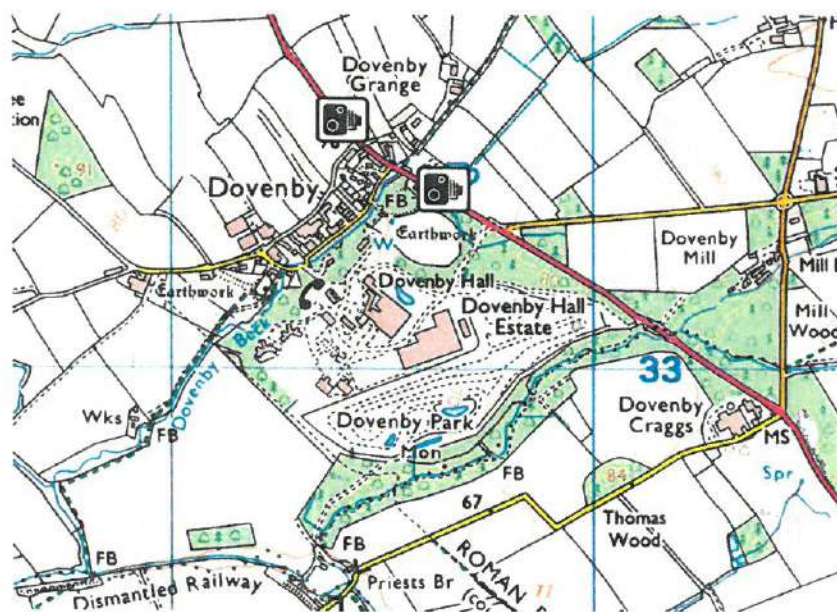
I've volunteered to administer the new unit and to extract and process its data. The mount ordered is okay for attaching the original posts, traffic signposts, small diameter lamp posts at 89mm dia, and large lamp posts 114mm dia. There are some posts at 76mm I have used.

I will be attending the council meeting on Wednesday 15<sup>th</sup> December, to answer any further questions you may have

Regards

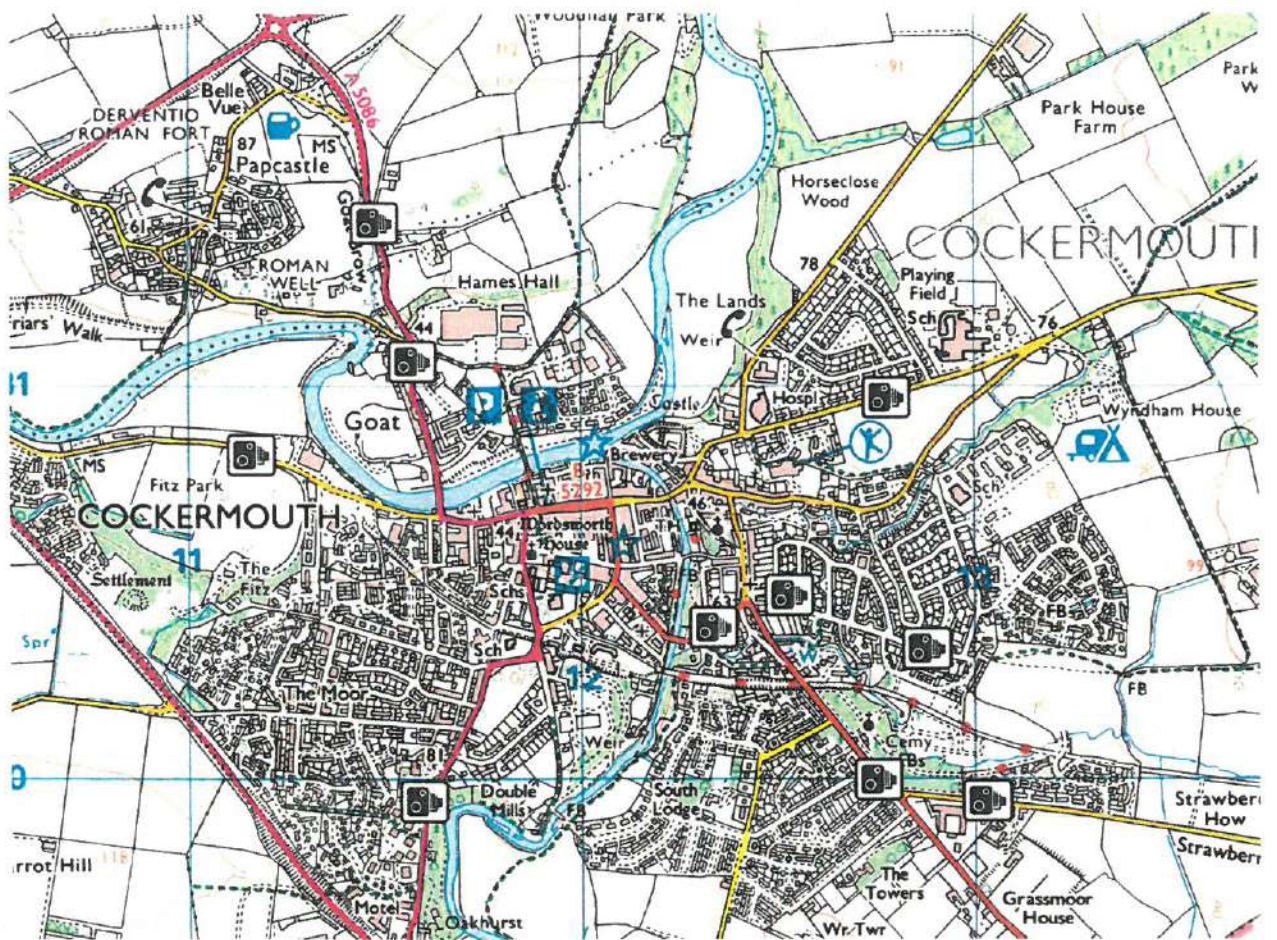
Peter Wilkinson

01900 822854 and 07503211509



Dovenby

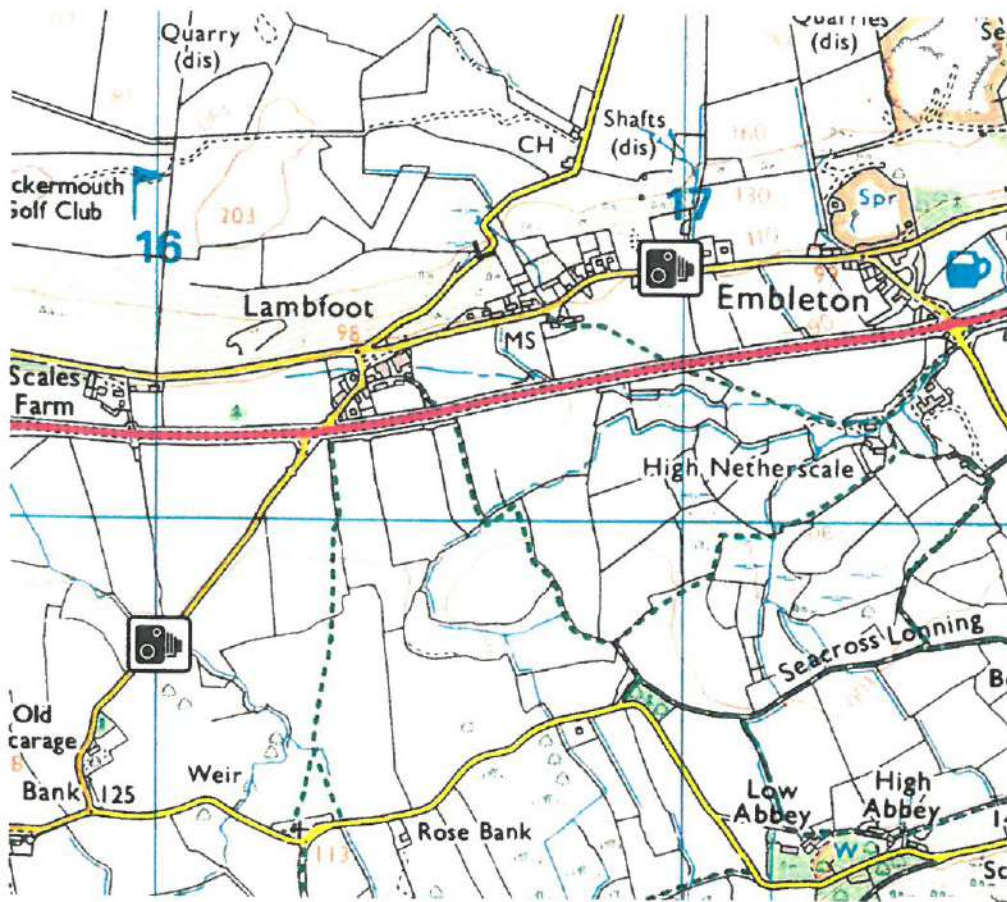




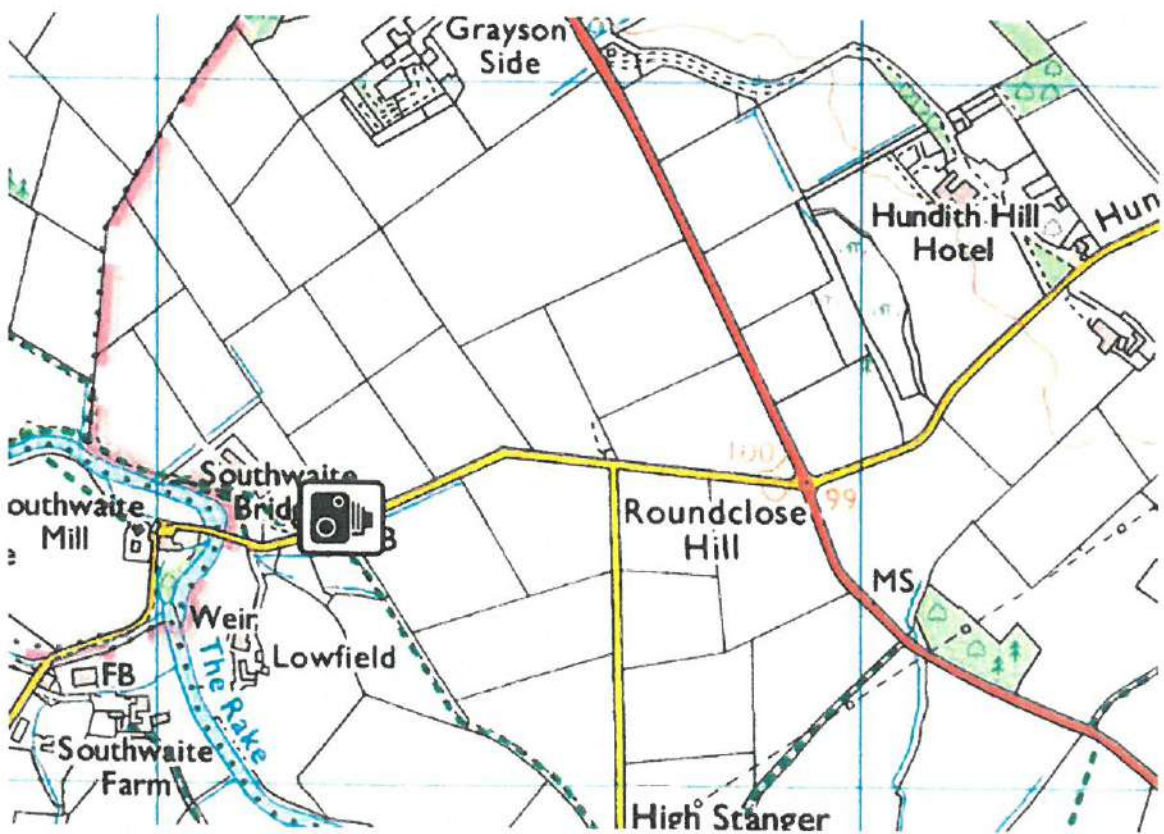
Cockermouth







Embleton and Lambfoot A66 Junction



Approach to Southwaite Bridge