

Cockermouth Town Council



9 November 2022

Dear Councillor,

You are summoned to a meeting of Cockermouth Town Council to be held in the Town Hall, Cockermouth on **Wednesday 16 November 2022 at 7.00 pm** for the purpose of the under-mentioned business.

Please let me know if you are unable to attend.

All welcome.

Yours sincerely

Sheila Brown

1. Apologies for absence

2. To authorise the Mayor to sign as a correct record the minutes of the last meeting held on 19 October 2022 (pages 1-4)

3. To authorise the Mayor to sign as a correct record the minutes of the last Special Planning meeting held on 3 November 2022 (pages 5-6)

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 code of conduct.

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

6. Public Participation

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

7. Planning

- a) To make recommendations upon various planning applications (**page 7**)

8. Financial Matters

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Sheila Brown, *Town Clerk*
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Kirstie Goodger
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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 agree the attached schedule of payments (**pages 8-9**)
- b) To agree a request for grant for the Christmas Show (**page 10**)
- c) To consider the interim report by the internal auditor (**pages 11- 13**)

9. Correspondence

- a) To consider the contents of the Local Government Newsletters dated 13/10, 24/10, 27/10 & 3/11/22 (**pages 14-26**)
- b) To consider a request to site a Rotary Remembrance Tree in the Memorial Gardens (**page 27**)

10. Clerks report – To consider the actions in the clerks report (pages 28-30)

11. Resignation – To report the resignation of councillor Tyson (pages 31-32)

12. Planters – To consider whether or not to leave the concrete planters and new planters on Main Street next year

Press and Public Welcome

Minutes of a Meeting of Cockermouth Town Council held in the Council Chamber, Town Hall, Cockermouth on Wednesday 19 October 2022 at 7.00 pm

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

Apologies for absence were received from councillors Bennion, Nicholson & Tyson.

There was one member of the public present.

97 Minutes

The minutes of the meeting held on 22 September 2022 were signed as a correct record.

98 Minutes

The minutes of the special planning meeting held on 6 October 2022 were signed as a correct record.

99 Mayors Announcements

The Mayor had attended the following events since his inauguration:-

- 3rd Anniversary Linking Lives, Christchurch Rooms
- Charity Quiz Night, Kirkgate
- Two warm places meetings
- Allotments and Private Gardens Awards Evening

100 Declaration of Interest

Councillor A Smith declared a personal interest in item 7 due to being a member of the Development Panel.

101 Public Participation

There was none.

102 Planning Applications

FUL/2022/0228

Change of use to dwelling including single storey extension

Orchard House, Strawberry How

Recommended – Approval

103 Applications for tree works

Recommended – a) That CAT/2022/0019, Fitz Wood be approved.

b) That CAT/2022/0030, 33-35 Kirkgate be approved.

104 Finance

Resolved – (a) That payments in the amount of £9,611.35 be authorised.

105 LGR Newsletters

Cumberland HQs will be distributed across the administrative area and will include Allerdale House in Workington.

The majority of staff including Corporate Management/Leadership Team will work flexibly between the anchor buildings.

Agreed - That the contents of the 15 September, 30 September & 6 October 2022 newsletters be noted.

106 Community Energy Schemes

Resolved – That a letter be sent to our M.P. asking him to write to the Secretary of State of Business Energy and Industrial Strategy, asking that the Government include measures to support the growth of community energy schemes in any upcoming emergency energy legislation such as the amendments to the Energy Bill proposed by Baroness Bennett (Amendments 237-238)

107 Speed Indication Device

Further to minute number 92 (2022/23), the Traffic Management Team Leader confirmed that the following 4 locations are suitable for use of the SID.

- Lamplugh Road
- Lorton Road
- Gote Road
- Castlegate Drive

If the Town Council have concerns of speeding in any other area of town, the should submit an enquiry via County's website, clearly stating their concerns, the location and it will be investigated through CRASH for its suitability.

The Traffic Management Leader also confirmed in her email of 10 October 2022 that the SID may also be mounted on lighting column 136 outside of Franklynn on Lorton Road providing that there are no existing attachments to the column.

Resolved – a) That the Town Clerk ask if the pole on Windmill Lane could also be Used (it was one of the original six, the pole at Gote Brow was now a bus stop)

b) That the Traffic Team Leader be asked about the protocol for use of the flashing speed limit signs.

108 Clerks Report

Those present considered the contents of the report.

Resolved – a) That Christine Smith continue on Cockermouth & Papcastle Recreational Trust for another 4 year term from the end of April 2023.

b) Councillor Malloy to strim and sweep up the area around the Cenotaph prior to Remembrance Day.

c) That monies be put in the budget to clean and re-sand next year.

109 West Cumbria Squirrel Initiative (WLSI)

Louise Edwards a volunteer with West Lakes Squirrel Initiative Group gave a detailed presentation regarding the work of their group and their concerns regarding the lack of sightings of red squirrels in Cockermouth.

WLSI wished to engage stakeholders, run a local awareness campaign and gain permission from landowners of woodland to install feeders and cull Greys when identified by WLSI volunteers.

Resolved – a) That the Town Council supports this initiative.

b) That WLSI be given permission to place feeders on Council owned land to carry out monitoring.

c) That the Town Council assists with raising awareness.

d) That should greys be identified on Council land next steps be discussed further with WLSI.

110 High Street Task Force

The Town Clerk had been invited to a three hour meeting with 10-12 key attendees representing stakeholders from Cockermouth, led by a High Street Task Force facilitator aimed at reviewing advice from HSTF to identify key barriers to transformation in Cockermouth.

Recommended – That the Mayor also attend the meeting.

The meeting closed at 8.07. pm

Minutes of a Special Planning Meeting of Cockermouth Town Council held in the Council Chamber, Town Hall, Cockermouth on Thursday 3 November 2022 at 7.00 pm

Present: Councillor A Semple (Mayor)
Councillor G Bennion
Councillor A Kennon
Councillor D Malloy
Councillor S Nicholson
Councillor R Watson

Apologies for absence were received Councillor Tyson, Councillor Barnes, Councillor A Smith, Councillor C Smith & Councillor Burns

111 Declaration of Interest

None declared.

112 Public Participation

There was none.

113 Planning Applications

LBC/2022/0041

Listed building consent to replace all external signage at front of property

43, Main Street

Recommended – Refusal, prefer to see painted sign rather than use of acrylic letters

ADV/2022/0006

Replace all external signage at front of property

43 Main Street

Recommended – Refusal, prefer to see a painted sign rather than the use of acrylic letters.

HOU/2022/0182

Extension to rear elevation

6, Lonsdale Terrace, Mayo Street

Recommended – Approval

HOU/2022/0187

Proposed first floor extension, porch, rear single storey extension and associated alterations

12, Holmewood Avenue

Recommended - Approval

That The meeting closed at 7.04pm

Reference: **LBC/2022/0049**

Proposal: Listed Building consent for the replacement of gutters, down pipes, roof covering and introduction of conservation roof lights and integrated solar panels.

Location: The Fitz, Benask, Fitz Road, Cockermouth, CA13 0XE

Cockermouth Town Council

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

No	Payment Reference	Gross	Vat	Net	Invoice date	Details	Cheque Total
955	955	£211.70	£0.00	£211.70	01/11/22	Jean Airey - Internal audit	£211.70
956	956	£51.36	£8.56	£42.80	01/11/22	e Slip Ltd - Payroll services Period 6	£51.36
957	957	£525.00	£87.50	£437.50	01/11/22	Northwest Reindeers - SWOD - dep	£525.00
958	958	£434.03	£21.55	£412.48	01/11/22	Npower Ltd - Various locations	£434.03
	1	£298.79	£14.23	£284.56		TIC Library Sept	
	2	£12.19	£0.58	£11.61		toile Harris Park Sept	
	3	£112.55	£6.24	£106.31		toile Main Street PC Sept	
	4	£10.50	£0.50	£10.00		MG Mem Gardens Sept	
959	959	£116.05	£19.34	£96.71	02/11/22	Healthmatic Ltd - PC - Strike lock	£116.05
983	983	£206.70	£0.00	£206.70	03/11/22	Allerdale Borough Council - Trade refuse July - Sept	£206.70
	1	£103.35	£0.00	£103.35		TH TH	
	2	£103.35	£0.00	£103.35		TIC TIC	
960	960	£150.00	£0.00	£150.00	08/11/22	Reverb Stage and Sound Services - Sound tech - Fireworks	£150.00
963	963	£170.00	£0.00	£170.00	08/11/22	Steve Wilson First Aid Associates - First Aid cover - Fireworks	£170.00
985	985	£51.36	£8.56	£42.80	08/11/22	e Slip Ltd - Payroll services Period 7	£51.36
964	964	£350.00	£0.00	£350.00	11/11/22	Steve Wilson First Aid Associates - First Aid Cover - SWOD	£350.00
966	966	£391.50	£0.00	£391.50	11/11/22	Darling Manor - 3 x walk around characters - SWOD	£391.50
970	970	£525.00	£87.50	£437.50	11/11/22	Northwest Reindeers - Balance Reinderr Hire - SWOD	£525.00
961	961	£150.00	£0.00	£150.00	15/11/22	Reverb Stage and Sound Services - Sound Tech - Remebrance Sunday (no code)	£150.00
968	968	£2,347.00	£0.00	£2,347.00	18/11/22	Cumbria Coal Ltd - Rent - Tarn Close Depot	£2,347.00
969	969	£492.00	£82.00	£410.00	18/11/22	Cumbria Coal Ltd - Put up/ take down Hanging baskets	£492.00
971	112923	£100.00	£0.00	£100.00	18/11/22	Kirkgate Arts - Room Hire - Mayors Chariity Quiz Night	£100.00
972	112924	£25.00	£0.00	£25.00	18/11/22	Poppy Appeal - CTC wreath	£25.00

Signature

Signature

Date

Cockermouth Town Council

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

No	Payment Reference	Gross	Vat	Net	Invoice date	Details	Cheque Total
973	112925	£172.26	£28.71	£143.55	18/11/22	Tech 4 Office Equipment Ltd - TH photocopier	£172.26
974	112926	£109.17	£2.23	£106.94	18/11/22	Hills Books - tic stock	£109.17
975	112927	£15.29	£0.00	£15.29	18/11/22	Vivien Wilkinson - Allotments - Gote - Weed Killer	£15.29
976	112928	£92.23	£15.37	£76.86	18/11/22	Viking - TH - stationery	£92.23
977	112929	£100.00	£0.00	£100.00	18/11/22	Luke Matear - Entertainment - SWOD	£100.00
978	112930	£300.00	£0.00	£300.00	18/11/22	Mark Birschel - Mojo Rising - SWOD	£300.00
979	112931	£23.35	£3.89	£19.46	18/11/22	Tech 4 Office Equipment Ltd - Toner - photocopier	£23.35
980	112932	£50.62	£8.44	£42.18	18/11/22	J A Lee Window & General Cleaning Contractors Ltd - Library Windows	£50.62
981	112933	£15.98	£0.00	£15.98	18/11/22	Hills Books - TIC stock (2 x credits)	£15.98
982	982	£1,000.00	£166.67	£833.33	18/11/22	Allerdale Borough Council - Taste Xmas - Sponsonship	£1,000.00
962	962	£350.00	£0.00	£350.00	22/11/22	Reverb Stage and Sound Services - Sound Tech - SWOD	£350.00
965	965	£175.00	£0.00	£175.00	22/11/22	Gray Facepainting and Arts - Face Painter - SWOD	£175.00
967	967	£450.00	£0.00	£450.00	22/11/22	Dinosaur Encounter Cumbria - Dinosaur set up / Blue the Raptor - SWOD	£450.00
984	984	£217.85	£36.31	£181.54	22/11/22	Cumbria Coal Ltd - Bins / Recycling - SWOD	£217.85
Total		£9,368.45	£576.63	£8,791.82			

Signature

Signature

Date

Clerk - Cockermouth TC

From: Hilary Rhodes <princesshilary@mac.com>
Sent: 31 October 2022 17:04
To: Clerk - Cockermouth TC
Subject: Re: Promoting local events and societies

Hi Sheila,

This is what we're doing - I've attached a poster and a simple image.

Many thanks
Hilary

The Farndale Avenue Housing Estate Townswomen's Guild Dramatic Society's Production of A Christmas Carol

The Farndale Ladies are back and turning their attentions this time to a Christmas classic. All plays can go wrong, but these ladies have a special, but hilarious talent for steering to the far side of disaster.

Mrs Reece is in charge or at least she tries to be. Thelma has the main role as Ebenezer Scrooge, milking it for all she's worth with the notion she is a great actress. The hapless Gordon is often in her firing line trying to be stage manager and Jacob Marley. Mercedes is back only just in time from an urgent hospital visit and Felicity really does try her best. But that is never going to be enough. Chaos ensues in a version of the story Charles Dickens may have struggled to recognise!

"Painfully funny".

"It's Dickens, but not as we know it."

Laugh-out-loud comedy with a festive flavour.

suitable for families

Where - The Kirkgate Arts Centre, Cockermouth
Saturday 3 December - 7.30pm
Sunday 4 December - 2pm
Saturday 10 December - 7.30pm
Sunday 11 December - 2pm

Tickets £12 (under 26 £10)

From <https://kirkgateartsandheritage.org.uk>

Grant aid request
£350 in budget.

**INTERIM HALF YEAR REPORT BY THE INTERNAL AUDITOR
TO COCKERMOUTH TOWN COUNCIL**

**1ST APRIL 2022– 30TH SEPTEMBER 2022
FINANCIAL YEAR ENDING 31ST MARCH 2023**

I confirm I have, on the 12th October 2022 undertaken an internal audit for the period 1st April – 2022-30th September 2022 in accordance with the Account and Audit Regulations (England) 2015 as outlined in the schedule previously circulated and approved by Council and incorporating any new requirements as outlined in "Governance and Accountability for Smaller Authorities in England " A Practitioners' Guide March 2022
The work plan consisted of an investigation to review whether the systems of financial and other controls over the Council's activities and operating procedures are effective.

A. Appropriate Accounting Records have been kept throughout the year.

The Council operates a commercial accounting package – Edge, which is comprehensive and fulfils the requirements needed to complete all monthly and cumulative Income and Expenditure accounts as required by the Regulations. All payments and receipts are coded to the Council's budgeted headings, allowing immediate identification of spending in each budget sector and enables monthly management accounts to be prepared. There is the additional security of an internal checking system to monitor the accuracy of the data input into the computerised accounts. Backup procedures are undertaken by means of external hard drives. Financial transactions over the sum of £2500 were checked on the schedule of payments. There was a distinct audit trail to the invoices, and subsequent payments on the bank statements.

112869	Lesley Cleeland	Carpet Council Chamber	£5184.00
112877	Nicol Landscaping	Tree Works	£3060.00

A. Periodic bank reconciliations were properly carried out during the year.

Bank reconciliations are prepared monthly on the Edge accounting system; additionally, manual bank reconciliation is carried out to ensure accuracy. A signature of a member on the corresponding bank statement confirms the accuracy of the bank reconciliation.

B. The authority complied with Financial Regulations, invoices supported payments, all expenditure was approved and VAT appropriately accounted for.

Financial Regulations, Standing Orders, Policy and Procedures Documents are up to date with current legislation and are reviewed as required.

There are clear systems in place for the receipt of invoices and confirmation of accuracy. Subsequently they are inputted into the Edge accounting system prior to being placed on the Edge system and subsequent schedules of payments for approval of the Council. There is segregation of the systems prior to the release of payments from the bank.

The Vat reclaims are submitted quarterly. Checks were made for accuracy to the core accounts. It is confirmed that the following claims have been paid to the Town Council bank account. April – June 2022. - £5029.86; July – September 2022 - £5073.93
The Credit Card has a spend limit of £2200 and is operated only by the Town Clerk as specified in Financial Regulations. All spending is cleared in full by the due date by Direct Debit.

C. The authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

The Council annually reviews its Risk Assessment policy documents, last review 19th January 2022 Minute No. 147. Periodically throughout the year risks will be identified, if appropriate, and included in the assessments, and/or relevant insurance obtained.

D. The Precept requirement resulted from an adequate budgetary process, progress against the budget is regularly monitored and reserves are appropriate.

A comprehensive budget was produced by the Responsible Financial Officer (RFO), received at Council and adopted, 19th January 2022 Minute No. 141b, resulting in a Precept to the District Council of £263,442.00 being requested within the appropriate timescale.

E. Expected income was fully received based on correct prices, properly recorded and promptly banked; and VAT appropriately accounted for.

Evidence was produced to confirm detailed records for all income sources. Allotment rents are reviewed and duly collected at the appropriate time.

The Tourist Information spreadsheets record all income and subsequent banking. Fees and leases are regularly reviewed.

F. Credit Card payments supported by receipts, expenditure approved and VAT appropriately accounted for.

The credit card records are comprehensive; the relevant receipts accompany all amounts of expenditure.

The Credit Card has a spend limit of £2200 and is operated only by the Town Clerk as specified in Financial Regulations. All spending is cleared in full by the due date by Direct Debit.

G. Salaries to employees and allowances to members were paid in accordance with the authorities approvals, and PAYE and NI requirements were properly applied

All payments reflect salary scales approved by Council. Returns to HMRC are up to date. Periodic checks on the payroll operator's submissions are made to ensure accuracy.

H. Asset and investment registers were complete and accurate and properly maintained

The Asset Register is monitored and all acquisitions and disposals are recorded.

The document will be reviewed and adopted prior to the financial year end to ensure accuracy when completing the Annual Governance and Accountability Return (AGAR)
2023.

The recently acquired CCTV equipment will be documented in the asset register with all component parts. Licences and all required documentation costs will be detailed in revenue expenditure.

Insurance

Statutory and other insurance is in place and all assets, which are index linked are held on cover. The Council benefits from a 5year loyalty discount with the current insurer. – Zurich.

I. The authority publishes information on a free to access website, up to date at the time of internal audit in accordance with any relevant transparency code requirements.

The Clerk has ensured that all statutory requirements under Transparency Legislation is displayed on the Town Council website.

J. The authority during, during the previous year, correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.

Regulation 12(3) Accounts and Audit Regulations 2015 requires the Responsible Financial Officer (RFO) to publish a Notice of Public Rights of inspection of accounts for a period of thirty days which must include the first 10 working days in July.

Inspection of website confirms that the RFO has undertaken the obligation. The date the notice was posted being 7th June 2022 with inspection period 13th June – 22nd July 2022.

K. The authority complied with the publication requires for the current year AGAR

The Local Audit and Accountability Act 2014 Sct 20(2) & 25 and The Accounts and Audit (England) Regulations 2015 (S1 2015/234) requires a Council to publish, as soon as reasonably practicable, after the conclusion of the audit, a statement on the website advising that the 2021-22 Audit has been completed.

The Clerk/RFO has undertaken the requirement and the Notice of Conclusion of Audit was published on the website 13th September 2022.

N.B. An instruction was given by the Clerk that the 2021-22 AGAR should be displayed on the website, but it was not there for inspection at the time of Internal Audit.

The Clerk advised that it would be displayed.

I conclude and report that the Clerk/Responsible Financial Officer (RFO) and Finance Assistant have 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, that the financial statements and reports reflect a true and accurate account of the Council's finance and governance records.



Internal Auditor – 13th October 2022.

Web: www.calc.org.uk

Agenda Item 9a)

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

Sent: 13 October 2022 16:06

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

Subject: Local Government Reorganisation (LGR) Newsletter - 13 October

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



Update on Local Government Reorganisation (LGR)

- [Staff allocation process begins](#)
- [Councils agree sharing of office accommodation](#)
- [More hosted/shared service decisions](#)
- [Draft Council Tax Reduction Schemes](#)
- [Cumberland latest](#)
- [Westmorland and Furness latest](#)
- [Presentation help](#)

Staff allocation process begins

The process of allocating staff to the two new councils and Cumbria Fire and Rescue Service has now formally begun. It is our expectation the majority of staff will know by the end of November which council they will be working for on 1 April 2023.

Next week Senior Leadership Teams will begin the roll out of the process in their service areas.

The awaited staff allocation framework guidance and toolkit has now been shared with Senior Leadership Teams. The framework is part of a multi-step process that will help them determine who should go to each of the new councils, or Cumbria Fire and Rescue Service.

In many service areas, where it's clear how services will be delivered from 1 April, staff are likely to be allocated quite quickly. For more complicated areas it may take longer, so please don't expect everyone to be moving at the same speed.

[FAQs on staff allocation are available on the LGR SharePoint site.](#)

Councils agree sharing of office accommodation

Both new councils have now agreed the principle that staff will continue to be able to work flexibly between office locations from 1 April 2023, irrespective of which authority they are employed by. This is to allow freedom of movement and avoid staff having to relocate work base.

This means someone who is employed by Westmorland and Furness Council would still be able to work from a Cumberland Council building if they wished, or vice versa.

All staff will continue to operate under their agreed ways of working. For county council staff this means; place-based, on the go or anywhere workstyle. District councils have their own models that will also continue to apply.

Anyone required to travel as part of their role will be entitled to claim expenses under the terms of their current employment.

Both councils have committed to agreeing a longer-term accommodation and ways of working strategy within two years of vesting day.

If there is a service or operational need to relocate staff earlier than 1 April 2023, then this will follow a TUPE consultation process between staff, their representatives, the recognised Trade Unions and the new councils or Police, Fire and Crime Commissioner (where applicable).

Image description: Map of Cumbria that shows where the locations of the four anchor buildings are located as chosen by both authorities. Cumberland Council: Cumbria House (Carlisle), Civic Centre (Carlisle), Allerdale House (Workington) and The Market Hall and Copeland Centre (Whitehaven). Westmorland and Furness Council: Vereda House (Penrith), Kendal Town Hall and South Lakeland House (Kendal), County Hall (Kendal) and Barrow Town Hall (Barrow).

More hosted/shared service decisions

Most council services will be delivered individually by both new authorities. However, in a small number of cases, the councils will share services, either for an interim period or longer term.

Where this is the case, one authority will act as team host and employer, but the service will be delivered across both new council areas.

At last week's Executive and Cabinet meetings, the two Shadow Authorities reached agreement that the following services will be shared, subject to detailed individual service specific agreements.

Services to be hosted by Cumberland Council

- Community Library Services - Back-office stock and stock management function for a transitional period while longer term options are explored. If long term stock sharing is not agreed, then full separation within 2 years.
- School Library Service – for a transitional period while other delivery models are explored. Longer term approach to be revisited after 12 months.
- Archives to be hosted permanently.
- Registration Service for a transitional period of up to 3 years.
- Records Management for a transitional period of at least 2 years.
- ICT for a transitional period of at least 2 years.
- Connected Cumbria (Digital Infrastructure) for the duration of the existing programme.
- Cumbria Coastal Community Forest for the duration of the existing programme.

- Planting for Pollinators for the duration of the existing programme.
- Cumbria Social Enterprise Partnership for the duration of the existing programme.

Services to be hosted by Westmorland and Furness Council

- The Community Rail Partnerships on a long term basis, subject to periodic reviews.
- The Cumbria Innovation Flood Resilience for the duration of the existing programme.
- The Multiply Programme for the duration of the existing programme.
- The Local Nature Recovery Strategy for the duration of the existing programme.

Hosting decisions made by the interim Heads of Paid Service

- Cumberland will permanently host Active Cumbria.
- Westmorland and Furness will permanently host the Choice Based Lettings service.

Further decisions about future service delivery will be made by the Shadow Authorities in the coming months, potentially including additional hosted service arrangements.

A previous round of decisions on hosted services was reported in the LGR newsletter of 22 September.

Draft Council Tax Reduction Schemes

Council Tax Reduction is a discount that helps people on low incomes pay their Council Tax bill. The level of discount is based on the income and circumstances of the household.

All the councils that make up the new Cumberland Council and Westmorland and Furness Council areas run similar but separate schemes.

By law they must introduce a Council Tax Reduction Scheme - from April 2023 - for both new council areas.

The councils are proposing to continue with a similar scheme to those currently operating, and this will continue to provide the maximum level of reduction for the people most in need.

The changes to the Council Tax Reduction Scheme will affect **working age households** who will get Council Tax Reduction from 1 April 2023. Pension age households will not see any change as the scheme to support this group is set out by Central Government.

The draft schemes aim to:

Continue with the successful approach to Council Tax Reduction that has operated within district council areas.

Continue to provide up to 100% support for households on the lowest income.

Make the scheme work better with the Universal Credit system.

Have your say on the new Council Tax Reduction Schemes by taking part in the two online surveys:

Cumberland Council consultation on Council Tax Reduction Scheme.

Westmorland and Furness Council consultation on Council Tax Reduction Scheme.



The consultations are now underway and the deadline for comments is Sunday 20 November.

Image description: Icon image of a bank note

Cumberland latest

Cumberland Board

This week there was a good discussion on how performance management is embedded into the new council's activities and data provided to managers on how their service is performing. An example of the type of performance dashboard was shown to illustrate how this might look.



The discussion included how we can use data to inform policy and service decisions, as well as how to make use of qualitative as well as quantitative data. The ambition is also to group different data sets so that it can show performance on a council-wide theme – such as action to help tackle climate change and reduce carbon emissions.

Board members were also pleased to see that work to refine the logo for the new council has been completed. You'll recall that councillors chose the design earlier in the summer, and since then graphic design and communications colleagues have been fine-tuning it and developing brand use guidelines.

The final version of the design is shown above. The guidelines will be completed this autumn, before work starts on rebranding key resources ahead of 1 April 2023.

So, while it looks good, please hold off using the new logo until further notice!

Image description: The final version of the Cumberland Council logo

Westmorland and Furness latest

Recruitment of Chief Legal and Monitoring Officer

The recruitment process for a Chief Legal and Monitoring Officer for Westmorland and Furness Council is now underway.

The job is being advertised internally and externally. The deadline for applications is 5pm on Thursday 10 November.

The job is being advertised on the county council website:

[Cumbria County Council website: Chief Legal and Monitoring Officer vacancy](#)

It will also be available on our LGR SharePoint site and on the **[LGR website](#)**.

If the post is successfully recruited, the candidate will start later this year (in advance of the new councils starting on 1 April).

Shadow Authority Cabinet meeting

Councillors noted the outcome of conversations on the emerging Westmorland and Furness Council Plan Vision, Values and Priorities and the next steps towards adopting the plan.

Around three-quarters of respondents surveyed during a four-week engagement process have backed the vision, priorities and values being proposed in the draft Council Plan.

Cabinet also noted an update on service hosting arrangements and backed proposals to earmark funding towards the costs of elections to establish a new Barrow Town Council, with elections due to take place in May 2023. The move will now be recommended to the Shadow Authority at its next meeting on 17 October.

Councillor Jonathan Brook, Leader of Westmorland and Furness Council, thanked staff and fellow councillors for their ongoing work on the LGR programme, saying: "I would like to thank officers in particular for all the hard work which has been done to enable us to make progress through the establishment of Westmorland and Furness Shadow Authority.

"I know officers are going above and beyond the call of duty to enable us to get across the line and I would like publicly to record our thanks for all the hard work they are doing and also thank members and Cabinet members for the work they are involved in."

Westmorland and Furness Board

Items discussed this week included an update from HR on the staff allocation process, Council Plan development, budget preparations and the work of the transformation workstream.

Presentation help

A reminder that if anyone is making a presentation either to staff or interested parties about LGR, there's a useful set of updated slides for October outlining where we are in the process.

[LGR presentation slides for October can be found on the SharePoint site](#)

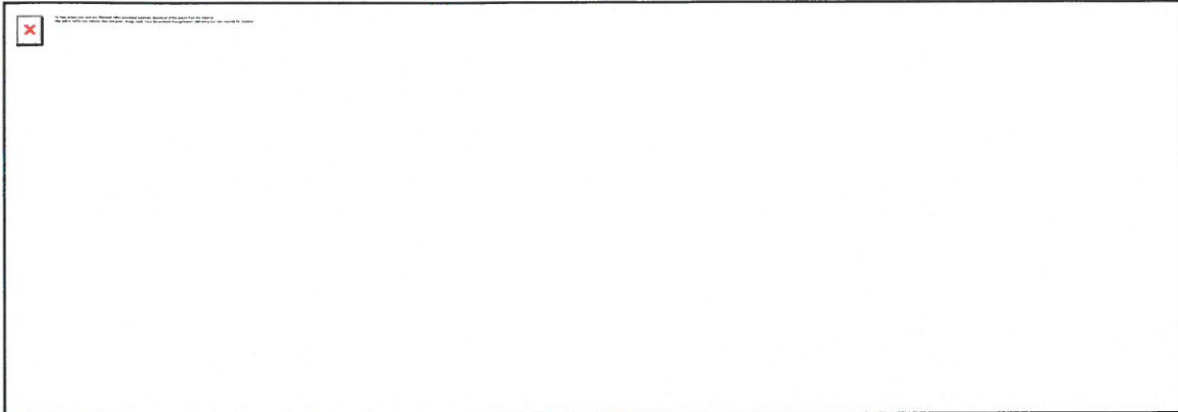
Check out staff FAQs

[We recently updated the FAQs section on our LGR SharePoint site.](#)

Please take a look for the latest information on staff allocation, TUPE, service delivery and many other aspects of LGR.

Got a question? Email info@newcouncilsforcumbria.info





Update on Local Government Reorganisation (LGR)

- [Programme Board update](#)
- [Next all staff Q&A](#)
- [Cumberland Shadow Authority meeting](#)
- [Westmorland and Furness Shadow Authority](#)
- [Council Tax Reduction Schemes: Have your say](#)

Programme Board update

This week's Programme Board included an update on finance and the latest from the ICT workstream, including positive updates on progress around core infrastructure work, Microsoft licensing and also on systems management, including payroll arrangements.

The Board also heard a presentation on the proposed approach to planning for services and developing prioritised service plans over the coming months, with an aim to create plans that focus on Year 1 requirements and activities and transformation considerations beyond Year 1.

Next all staff Q&A

The next all staff Q&A will take place on **Monday 7 November at 10am.**

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

[LGR all staff Q&A 7 November Teams live link](#)

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

Cumberland Shadow Authority meeting

At Tuesday's meeting councillors agreed the Cumberland Council Plan which sets out the focus for the new authority to 2027, as well as what residents can expect. The plan puts the health and wellbeing of Cumberland residents at the heart of everything the council seeks to achieve.



Central to the plan is the Council's Vision which states that "Cumberland Council takes a fresh approach to the delivery of inclusive services that are shaped by our residents and communities. By enabling positive outcomes for health and wellbeing, prosperity and the environment we will fulfil the potential of our people and our area."

More information on the Cumberland Council Plan can be found at: [Cumberland Council Plan | Shadow Authority for Cumberland Council](#)

Councillors also agreed the appointment of the external auditor, remuneration details, as well as the appointment of independent persons for the Standards Committee.

There were two motions presented to the Shadow Authority. The first related to the Community Partnerships (CPs) that have been set up to look into the possible siting of a Geological Disposal Facility (GDF) in parts of the Cumberland Council area.

The motion asked the Chief Executive Designate to write to the CPs about a range of issues, in the subsequent debate some councillors expressed the view they felt the Community Partnerships were considering the issues raised within it as part of the process already. In the subsequent recorded vote, there were four councillors voting for the motion with the majority against.

The second motion concerned the water quality in rivers, lakes and the sea in the area. After an amendment was agreed, councillors voted in favour of this motion which asks that the Environment Agency shares with the Executive its proposals on how it will tackle climate change, as well as include water pollution in its work on public health. There was also a request from councillors for the Chief Executive Designate to write to the government, Parliamentary Environmental Audit Committee, and the Chief Executive of United Utilities calling on them to address their concerns as well as write to charities River Action and The Rivers Trust expressing support for their campaign.

In addition, there were a number of questions. The first related to the changes the government wish to introduce on waste collections, which include weekly food waste collections. In the reply it was made clear that whilst a start date for these proposals has not been confirmed, work was already taking place on the implications of this new government policy.

A second question concerned the continuity of support provided to residents in response to the cost-of-living crisis. Reassurance was given that the new authority is making sure that residents who receive this support, such as under the holiday voucher scheme, won't be affected by the ending of the sovereign councils and the start of the new one.

There were also questions on the continuity of the CWM's Environment Trust and in relation to Investment Zones.

The full agenda can be found on the Shadow Authority for Cumberland Council website:

[Shadow Authority for Cumberland Council | Shadow Authority for Cumberland Council \(moderngov.co.uk\)](#)

Image description: Cumberland Council logo

Shadow Authority meeting

The Shadow Authority for Westmorland and Furness Council met on Monday.

The main item of business was on the final recommendations from the community governance review undertaken by Barrow Borough Council, which recommended the creation of a Barrow Parish Council.

Members of the Shadow Authority unanimously agreed that the new parish council be established, with elections to be held in May next year.

The decision followed the outcome of a public consultation earlier this year, which showed a majority of respondents were in support of creating a parish council for Barrow.

A review concluded that a parish council will bring the benefit of creating a local, democratically elected voice for the town, which is a significant urban area in Westmorland and Furness with substantial employment, clear aspirations and potential for growth. It was concluded that a parish council would give a strong voice to the area. In addition to councillors on the unitary authority, residents would be able to elect local councillors to address local issues.

The new Parish of Barrow will be made up of the existing 11 wards of Barrow Borough Council covering the unparished area of the borough, Walney North, Walney South, Barrow Island, Hindpool, Central, Ormsgill, Parkside, Risedale, Hawcoat, Newbarns and Roosecote. The new council will have 21 councillors in total, with two councillors in each ward apart from Barrow Island, which will have one representative.

The Cabinet of the Westmorland and Furness Shadow Authority has already agreed to make a contribution of up to £100,000 towards the costs of the initial election of councillors in May 2023 for a Barrow Parish Council.

Other business at Monday's meeting included an update on the steps taken to appoint an Independent Remuneration Panel and approval for the annual allowance proposed to be paid to panel members.

Image description: Westmorland and Furness Council logo

Recruitment of Chief Legal and Monitoring Officer

The recruitment process for a Chief Legal and Monitoring Officer for Westmorland and Furness Council is underway.

The job is being advertised internally and externally. The deadline for applications is 5pm on Thursday 10 November.

The job is being advertised on the county council website:

[New councils for Cumbria website: Chief Legal and Monitoring Officer vacancy](#)

Council Tax Reduction Schemes: Have your say

Just a reminder you can have your say on new Council Tax Reduction Schemes by taking part in two online consultations.

Council Tax Reduction is a discount that helps people on low incomes pay their Council Tax bill. The two new councils are proposing schemes similar to those currently operating which would provide the maximum level of reduction for people most in need.



The consultations are now underway and the deadline for comments is Sunday 20 November.

[Cumberland Council consultation on Council Tax Reduction Scheme.](#)

[Westmorland and Furness Council consultation on Council Tax Reduction Scheme.](#)

Image description: Icon image of a bank note

Check out staff FAQs

[We recently updated the FAQs section on our LGR SharePoint site.](#)

Please take a look for the latest information on staff allocation, TUPE, service delivery and many other aspects of LGR.

Got a question? Email info@newcouncilsforcumbria.info



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Update on Local Government Reorganisation (LGR)

- [2023/24 budget preparation](#)
- [Leaders to join next all staff Q&A](#)
- [Cumberland Board update](#)
- [Westmorland and Furness Board update](#)

2023/24 budget preparation

As we near the start of the two new unitary authorities, the budget setting process is now underway.

A report, considered by the Executive of the Shadow Cumberland Council today (27 October), provided an update. The papers are available on the [Shadow Cumberland Council website](#).

The Cabinet for the Shadow Westmorland and Furness Council is also due to consider the budget at a meeting in the near future.

The reports to both councils show the starting point for the budget process and set out the latest estimated funding position, budget pressures, key financial risks, and challenges influencing the council's financial plans.

It should be remembered the reports are/will be based on the current situation and use a number of assumptions. It enables members to have an understanding of the current situation, and work to a plan to deliver a balanced budget.

These reports bring together the district council financial plans and disaggregate those of the county council, outlining expected income from things like business rates, council tax, fees and charges, as well as spending pressures on the new council. These include inflation and wage growth. Where necessary, they use estimates and assumptions as there is a lot we currently do not know including what central government policy will be on things like grants or business rates rises.

The published Cumberland report shows the net revenue position for the authority is currently estimated at £280m. It also estimates there is a potential budget gap of £23m for Cumberland Council.

Much of those spending pressures are expected to be due to prudent assumptions on items that are out of our control such as inflationary pressure (which in itself accounts for some 60%

of that figure). Inflation is affecting every person, organisation and council in the country, so we are not alone in facing this.

Indeed, if LGR wasn't happening, each sovereign council would be faced with the same situation and the intention is to use the opportunities presented by unitarisation, through our transformation work, to continue delivering excellent services while ensuring the financial sustainability of the new authorities moving forward.

Over the coming months officers and members will undertake a lot more work to develop a plan and ensure any budget gap is dealt with in a managed way.

It is anticipated that final budgets for 2023/24 will be agreed in February 2023.

Leaders to join next all staff Q&A

The next all staff Q&A takes place on **Monday 7 November at 10am** when Cumberland Shadow Authority Leader Mark Fryer and Westmorland and Furness Shadow Authority Leader Jonathan Brook will join Chief Executives Andrew Seekings and Sam Plum to answer questions.

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

[LGR all staff Q&A 7 November Teams live link](#)

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

Cumberland Board update

This week's meeting heard an update on payroll systems, the development of a new constitution and looked at what was to be discussed at the Shadow Cumberland Executive.

The Board also heard that the Cumberland Plan had been agreed by the Shadow Cumberland Council and also the process by which an external auditor would be appointed.

Westmorland and Furness Board update

This week's meeting included an update on the development of the branding manual for the new authority, including finalising the 'visual identity' of logo and typefaces ready for rolling out to ensure key service areas are 'safe and legal' for Vesting Day.

The Board also heard an update on the preparation of the first Westmorland and Furness Council Plan document, which is being finalised ready for taking to members for approval in December.

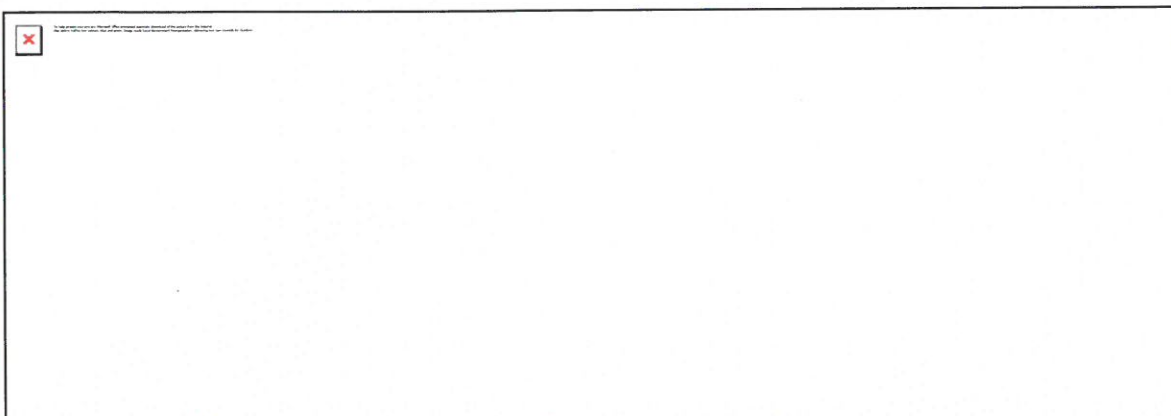
There were also reports updating on the staff allocation process and ongoing transformation work.

Staff FAQs

Got a question? Please take a look at the [FAQs section on our LGR SharePoint site](#).

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

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



Update on Local Government Reorganisation (LGR)

- [Your questions for Shadow Authority Leaders](#)
- [Programme Board update](#)
- [Cumberland Board update](#)

Your questions for Shadow Authority Leaders

The two Shadow Authority Leaders will be available to answer questions from staff at our next Q&A session on Monday.

Cumberland Shadow Authority Leader Mark Fryer and Westmorland and Furness Shadow Authority Leader Jonathan Brook will join Chief Executives Andrew Seekings and Sam Plum at 10am for the Teams Live session.

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

[LGR all staff Q&A 7 November Teams live link](#)

If you would like to ask a question in advance, email info@newcouncilsforcumbria.info with November Q&A in subject header.

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

Programme Board update

The Programme Board met this week to consider a number of updates linked to LGR.

Members of the board heard that progress is taking place within the ICT workstream with a good number of the 600 identified tasks for Day 1 either complete or on track. These include ensuring networks for both new councils are in place and undergoing testing, while due diligence is underway with regard to licensing arrangements. These two areas represent significant milestones in the programme.

The board also heard there had been an excellent response to the Senior Staff Structure consultation, which ended last week. Shadow Authority Chief Executives Sam Plum and Andrew Seekings are working through the feedback and thank everyone for engaging fully in the process and taking the time to formally respond.

It was agreed the board will hold a discussion at a future meeting around some of the softer, cultural issues that need to be recognised and maintained by the two new councils going forward. This might include areas like informal working arrangements with partners and voluntary organisations which are essential to the support provided to our local communities.

Cumberland Board update

Cumberland Board members had an initial discussion on the new council's representation on partnerships and outside bodies from 1 April 2023. Work on this will continue in the coming months.

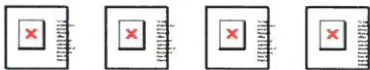
With councillors recently agreeing the Council Plan, the focus is now turning to finalising other key documents establishing how the new authority will operate. Work on the target operating model is progressing well after a recent event in Carlisle. This will help in the development of a culture for the organisation which will be key to how the council approaches the delivery of services. Board members agreed to get together in a couple of weeks to progress work on this and to ensure it dovetails with other activities on service planning and budgets.

Board members also discussed work to develop the new council's approach to communities and localism. This follows a workshop held recently with staff and shadow authority members to develop ideas.

Staff FAQs

Got a question? Please take a look at the [FAQs section on our LGR SharePoint site](#).

They include the latest information on staff allocation, TUPE, service delivery and many other aspects of LGR.



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Cockermouth Town Council

The Town Hall

Market Street

Cockermouth

CA13 9NP

Dear Cockermouth Town Council

Ref: Rotary Remembrance Tree- Metalcraft Cockermouth Community Fund

Representatives of the Rotary Club of Cockermouth made an initial application to Metalcraft Community Fund to see if they would like to partner the Club in designing & creating a Remembrance Tree for Cockermouth. To allow members of the community to commemorate loved ones with an engraved leaf that could be respectfully mounted on the 'remembrance tree'.

Having discussed potential sites with 2 Town Councillors it was thought that Memorial Gardens would be an appropriate location, specifically a site that has an existing concrete plinth that could be used to mount this memorial.

Metalcraft have agreed to support the project. Firstly, by working with partners to design and manufacture the tree and secondly, they have allocated a cash sum to support the engraving of the leaves.

We would like to ask the Town Council for 'in principle' approval to focus on the site selected and to work with Metalcraft to create an appropriate design. This will be done in a collaborate way with Rotary, Metalcraft & The Town Council all having a contribution to the end design.

We hope the Town Council see this as a wonderful additional to the Towns Memorial Gardens that the wider community can be part of.

Yours Faithfully

Sally Scales & Joes Fagan

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.

The Centre for Leadership have agreed to go 50/50 to replace the lights in the large chamber upstairs as these are now obsolete. The new lighting is brighter and much more energy efficient.

Tourism and Publicity/Library

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

New CCTV is in the process of being fitted.

I have started replacing the now obsolete lighting and emergency lighting in the library. Replacement will be phased. The new lighting is brighter and much more energy efficient.

Roofer to take a look at flat roof.

Abbie Goodfellow is volunteering with us for a few weeks for her Duke of Edinburgh Award.

New board games and jigsaws have been ordered for the library with CCC funding.

We may be able to receive some new furniture from Aspatia Library that is surplus to requirements.

Memorial Gardens

Sadly our ancient ash tree has been set on fire. The Fire Service extinguished it. It has been inspected by A Nichol and deemed safe. I await his report on measures to be taken to prevent another occurrence. The Civic Trust have expressed an interest in paying for a report. I am awaiting further information.

Harris Park Extension

The remaining 20% of grant funding has been received.

Weddings

All restrictions have been lifted.

Visit to Marvejols April 2023

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

Remembrance Sunday

Everything is in place for this event.

Massive thanks to councillors Malloy and Kennon for tidying up this area.

SWOD

Everything is in place for this event.

Fireworks

The event went well.

Mayor's coffee morning

This will be held on Saturday 3 December at the Kirkgate Centre. Please support the Mayor if you can.

Date	Day	On Duty	TIC Visitors	TIC Phone	TIC Email	TIC Post	Library Visitors	Library Phone	Library Email	Library Post	Library PC	Allerda
01/10/2022	Sat	Mathew, Ash	21	1	0	0	84	2	0	0	7	0
02/10/2022	Sun	Closed										
03/10/2022	Mon	Pamela, AM	4	0	0	0	67	2	0	0	4	1
04/10/2022	Tue	Pamela, AM	12	1	0	0	51	0	0	0	4	1
05/10/2022	Wed	Ash, Pamela	11	0	0	0	87	3	0	0	6	1
06/10/2022	Thu	Ash, Anne-Marie	5	0	0	0	83	2	0	0	4	1
07/10/2022	Fri	Ash, Anne-Marie	8	0	0	0	85	2	0	0	8	0
08/10/2022	Sat	Ash, Pamela	3	0	0	0	93	0	0	0	3	0
09/10/2022	Sun	Closed										
10/10/2022	Mon	Pamela, AM	6	0	0	0	77	3	0	0	3	0
11/10/2022	Tues	Pamela, AM	5	0	1	1	80	0	0	0	6	0
12/10/2022	Wed	Ash, Pamela	18	0	0	0	56	0	0	0	9	0
13/10/2022	Thu	Ash, Anne-Marie	6	0	0	0	66	1	0	0	1	0
14/10/2022	Fri	Ash, Anne-Marie	11	0	0	0	70	1	0	0	1	1
15/10/2022	Sat	Pamela, Ash	7	0	0	0	85	0	0	0	0	0
16/10/2022	Sun	Closed										
17/10/2022	Mon	Pamela, AM	7	0	0	0	74	2	1	2	5	2
18/10/2022	Tue	Pamela, AM	4	1	0	0	68	2	1	0	5	0
19/10/2022	Wed	Ash, Pamela	9	0	0	0	73	2	0	0	3	0
20/10/2022	Thu	Ash, Anne-Marie	15	0	0	0	63	0	0	0	11	0
21/10/2022	Fri	Ash, Anne-Marie	5	0	0	0	50	1	0	0	8	0
22/10/2022	Sat	Ash, Pamela	24	1	0	0	53	1	0	0	5	0
23/10/2022	Sun	Closed										
24/10/2022	Mon	Pamela, AM	8	0	0	1	89	1	0	0	8	0
25/10/2022	Tue	Pamela, AM	5	0	0	0	99	1	0	0	6	0
26/10/2022	Wed	Ash, Pamela	19	0	0	0	87	1	0	0	4	0
27/10/2022	Thu	Ash, Anne-Marie	9	0	0	0	78	3	0	0	3	0
28/10/2022	Fri	Ash, Anne-Marie	6	0	0	0	70	1	0	0	0	1
29/10/2022	Sat	Ash, Pamela	6	1	0	0	54	0	0	1	2	0
30/10/2022	Sun	Closed										
31/10/2022	Mon	Pamela, AM	3	1	0	0	92	0	0	0	8	0
Monthly Totals			237	6	1	2	1,934	31	2	3	124	8
TIC Remote Enquiries			9									

Clerk - Cockermouth TC

From: alan tyson <aluntyson@yahoo.co.uk>
Sent: 04 November 2022 11:17
To: Cllr. Andrew Semple; Clerk - Cockermouth TC
Subject: Resignation of Alasn Tyson from Cockermouth Town Council w.e.f 4/11/22 on personal/ health ground

Dear Andrew,

I write to you as Mayor of Cockermouth, to tender my resignation from CTC with effect from 4/11/22 on personal/health grounds. In total I have served the Council for 10.5 years since 2008 and been proud to serve as Mayor on two occasions.

I thank fellow Councillors and staff for their fellowship and help , and on a personal level I have been proud to serve yourself as Mayor, and wish you every success going forward into the new Cumberland Authority

Yours
Alan Tyson

NOTICE OF VACANCY

Election of councillor to Cockermouth Town Council

Local Government Act 1972 (Sec. 87(2))

NOTICE IS HEREBY GIVEN

that due to the resignation of Councillor Alan Tyson a casual vacancy has arisen in the Office of Councillor for the Parish Council.

If by 25 November 2022 (fourteen days after the date of this notice, excluding Saturdays, Sundays and Bank Holidays) a request for an election to fill the vacancy is made in writing* to:

The Returning Officer

Allerdale Borough Council

Allerdale House

Workington

CA14 3YJ

by TEN electors for the Electoral Area**, an election will be held to fill the vacancy, otherwise the parish council will fill the vacancy by co-option.

If an election is called, it will be held within 60 days of receiving the request.

Dated 7 November 2022

Signed Steve Brown Clerk to the Parish Council

*Letters to the Returning Officer can be sent by email to electoralservices@allerdale.gov.uk

** The request must come from TEN Local Government Electors for the Parish (or the Parish Ward where the Parish is Warded).

Advertise:

Social media ✓
Town Hall ✓
Library ✓