

# Cockermouth Town Council



6 April 2023

Dear Councillor,

You are summoned to a meeting of Cockermouth Town Council to be held in the Town Hall, Cockermouth on **Wednesday 19th April 2023 at 7.00 pm** for the purpose of the under-mentioned business.

Please let me know if you are unable to attend.

All welcome.

Yours sincerely

Sheila Brown

**1. Apologies for absence**

**2. To authorise the Mayor to sign as a correct record the minutes of the last meeting held on 15 March 2023 (pages 1-4)**

**3. To authorise the Mayor to sign as a correct record the minutes of the last special planning meeting held on 6 April 2023 (pages 5-6) (to follow)**

**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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*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 (**page 8**)
- b) Report from Cockermouth Festivals Group including request for release of 2023 grant monies (**pages 9 & 10**)
- c) To note the financial budget comparison 1/4/22 – 31/3/22 (**pages 11- 20**)
- d) To agree our accounts for the year ended 31 March 2023 (**pages 21-24**)
- e) To consider a request to purchase council owned land on Isel Road (**pages 25-27**)

#### **9. Correspondence**

- a) To consider running an engagement in Cockermouth to inform residents about solar PV (**pages 28-30**)
- b) To consider asking Cumberland Council to take over a broken private street light outside 5 Ashgrove (**pages 31-32**)
- c) To consider the contents of the Calc News for January & February 2023 (**pages 33-52**)
- d) To consider the contents of the LGR Newsletters dated 10, 20, 24 & 31 March 2023 & (**pages 53-77**)

#### **10. Clerks report – To consider the actions in the clerks report (pages 78-81)**

#### **11. Skate Park – To discuss potential skate park locations on Council owned land**

#### **12. To discuss potential sites to permanently house the daffodil sculpture**

**Press and Public Welcome**

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

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

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

There was one member of the press and two members of the public present.

**188 Minutes**

The minutes of the meeting held on 15 February 2023 were signed as a correct record.

**189 Declaration of Interests**

Councillor Burns declared an interest in item 10 due to her son and son in law being coaches at Cockermouth Junior Football Club.

**190 Mayors Announcements**

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

- 83<sup>rd</sup> Rotary Charter Evening
- Unveiling of stone plinth commemorating 70<sup>th</sup> anniversary of Cockermouth Mountain Rescue Service
- Allerdale Borough Council's last ever Civic Dinner

The Mayor informed those present that at Allerdale's last ever Civic Dinner, Councillor Alan Smith was honoured by being made a Freeman of the Borough.

Resolved – That a letter be sent to Councillor A Smith congratulating him.

**191 Public Participation**

There was no public participation.

## **192 Planning Applications**

The following planning application were circulated prior to the meeting due to time constraints:-

FUL/2023/0023

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

Triangle of land, Derwent Mills Commercial Park

Recommended - Approval

HOU/2023/0036

Side and rear single storey extension

26 Deer Orchard Close

Recommended - Approval

The following planning applications were determined at the meeting.

LBC/2023/0005 & FUL/2023/0037

Change of use from holiday accommodation to domestic and creation of an outside social space with storage

Double Mills

Recommended – Approval

VLBC/2023/0001

Variation to condition 1 of VLBC/2021/0001 for design changes to improve the ground floor internal arrangements

Cockermouth Cemetery Chapels

Recommended – Approval

LBC/2023/0010

LBC for formation of an en-suite at first floor and replacement ground floor window to side

Kirkgate House, Kirkgate

Recommended – Approval

HOU/2023/0047

Rear extension, front porch and driveway alterations

38 Limetree Crescent

Recommended - Approval

### **193 Finance**

Resolved – (a) That payments in the amount of £4,669.76 be authorised.

### **194 CCTV**

Those present considered the contents of a letter from the Chief Constable regarding the future of Cumbria Constabulary's public space CCTV system.

Members were please to note that the Constabulary is committed to the current agreement between the Town Council and the Constabulary and remained committed to continuing monitoring our camera.

Agreed – That the contents of the letter be noted.

### **195 LGR Newsletters**

Agreed - That the contents of the 17/1/23 & 3/3/23 LGR newsletters be noted.

### **196 Clerks Report**

Those present considered the contents of the report.

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

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

c) That 1,230 metres of Union Jack bunting be ordered for the Coronation in May and be hung along both sides of Main Street and both sides of Station Street.

#### **197 Effectiveness of Internal Audit**

Resolved – That Mrs J Airey continue as our Internal Auditor.

#### **197 Annual Risk Assessment 2022/23**

Resolved – That the Annual Risk Assessment for 2022/23 be noted.

#### **198 Fees and Charges**

Resolved – That fees and charges be agreed subject to the cost of an allotment increasing by 10.1% (inflation) due to the fact that Water Plus were increasing their potable water block tariff for commercial customers from £1.7136m<sup>3</sup> to £1.91m<sup>3</sup> (11.46%) in 2023/24.

#### **199 Tarn Close Depot Re-Development**

Murray Spiers & Des Wright attended the meeting to present the finalised plans and explore the possibility of the Town Council contributing to the project.

Costs were estimated to be around £400k. Phase 1 would include the development of the club house and phase 2 would include pitch improvements. Sport England funding was expected to cover 30%-50% of the total cost.

Resolved – a) That permission for the scheme (as landowner) be granted.

b) That Cockermouth Junior Football Club provides the Town Council with details of what a 'shared arrangement' would involve so that the matter could be explored further.

The meeting closed at 7.58pm

OUT/2023/0004

Outline application for a new building to house Mitchells Antiques and Fine Art Auction Business

Lakeland Livestock Centre, Lakeland Agricultural Centre

Recommended –

# Cockermouth Town Council

## Expenditure transactions - payments approval list Start of year 01/04/23

No	Payment Reference	Gross	Vat	Net Invoice date	Details	Cheque Total
1070	1070	£50.00	£0.00	£50.00 03/04/23	Mr A Brown - Tidy up outside of town hall - pressure wash etc	£50.00
1071	1071	£1,262.04	£201.28	£1,060.76 03/04/23	Npower Ltd - Various locations - Electric charges	£1,262.04
1		£1,179.07	£196.51	£982.56	TIC Library	
2		£10.75	£0.51	£10.24	MG mem gardens	
3		£12.23	£0.58	£11.65	toile Harris Park	
4		£59.99	£3.68	£56.31	toile Main Street toilets	
1072	1072	£1,350.00	£0.00	£1,350.00 03/04/23	Cumberland Council - Rates April - Town Hall	£1,350.00
1073	1073	£646.00	£0.00	£646.00 03/04/23	Cumberland Council - Rates April - TIC	£646.00
1074	1074	£270.00	£45.00	£225.00 03/04/23	Nicol Landscapes Ltd - Tree Report - Silver Birch	£270.00
1075	1075	£625.00	£104.17	£520.83 03/04/23	S J McGuckin Ltd - Deposit - Stage Hire Xmas Lights	£625.00
1076	1076	£84.38	£14.06	£70.32 03/04/23	Quadiant Uk Ltd - Franking machine	£84.38
1077	1077	£1,031.00	£0.00	£1,031.00 03/04/23	POSS Electrical Ltd - Works to Library - see invoice	£1,031.00
1078	1078	£630.00	£0.00	£630.00 03/04/23	POSS Electrical Ltd - works to Town Hall 1st floor CFLOP paying half	£630.00
1079	112966	£975.10	£0.00	£975.10 03/04/23	CALC - subscription	£975.10
1080	112967	£55.10	£9.19	£45.91 03/04/23	Tech 4 Office Equipment Ltd - photo copier - TH	£55.10
1081	112968	£330.00	£0.00	£330.00 03/04/23	Leconfield Estates - Annual Rent of land St Helens Allotments	£330.00
1082	112969	£18.65	£3.11	£15.54 03/04/23	Lakes Electrical Supplies Ltd - cable ties	£18.65
1083	112970	£25.00	£0.00	£25.00 03/04/23	Cockermouth & District Chamber of Trade - TIC stock	£25.00
1085	DD 1085	£650.92	£108.49	£542.43 14/04/23	Npower Ltd - Town Hall Electric Feb 23	£650.92
1084	DD 1084	£2,037.50	£339.58	£1,697.92 21/04/23	Corona Energy - Gas Town Hall - Feb March23	£2,037.50
<b>Total</b>		£10,040.69	£824.88	£9,215.81		

Signature

Date

Signature



## COCKERMOUTH FESTIVALS GROUP

### REPORT ON COCKERMOUTH LIVE! 2022

With COVID restrictions eased, we were able to return to our traditional format.

For Friday Evening we engaged the ex-policeman Alfie Moore (from the Radio 4 show "It's a Fair Cop") for a highly entertaining and appreciated evening –billed as a "Work in Progress", which meant a lot of improvised comedy and anecdotes with some material being tried out for his radio show. It was a sell-out.

Saturday followed the usual pattern of "talent everywhere" with fourteen venues offering everything from Scottish dancing, to sketch drama, poetry, choirs, ensembles, piano solos, Kandinsky style art & face-painting, rock bands, reggae, cool jazz, folk, blues and roots music. 15 year old Ruvin Meda (ex Fairfield School) gave an excellent recital on the grand piano. In a new venture, writers were encouraged to share their "Wain-Writes"- stories and anecdotes of walking the Lakeland fells. The "Town Piano" in Kings Arms Lane was opened up for some boogie-woogie entertainment, and Billy Bowman's music shop hosted live music. Once again "EVAN west" artists' group staged an exhibition of Art in Shop Windows to coincide with Cockermouth Live! It's notable that we had feedback from many people who'd either never experienced "Live" before, or were returning, and all commenting on the uniqueness of this event, both in the range and diversity of what we offer, and the quality of our local performers. We estimate there were 400 performers taking part.

Once again we were back in the Castle (by kind permission of Lord and Lady Egremont) for the Mechanics Band, the Wild Chorus Choir, Alte Musik and the Kirkgate Youth Theatre and once again the weather did not play ball. Thankfully All Saints church provided a wet weather alternative, but it was not satisfactory for the band to have to shift there with instruments etc at the last minute. Wonderful though the castle venue is on a good day, we need to consider wet weather contingencies in more detail, and for 2023 we are looking into hiring a marquee for the weekend, which will cost upwards of £1200.

We took a gamble on our Saturday night headline act – Peter Knight's Gigspanner Big Band. We knew we could not break even on such an expensive show (6 folk performers at the top of their game) but in the event it was a sell out and our losses were easily made up by the generosity of public donations over the weekend.

Sunday was the last appearance of the Papcastle Community Orchestra- the last only because the orchestra has long outgrown its Papcastle Village Hall origins and will henceforth be known as the Cockermouth Community Orchestra, and so they will be back next year. Again, a gratifyingly full church.

AS the accounts show, we had financial support from the Town Council, the Cockermouth & Papcastle Recreational Fund, the Cumberland Building Society, Rotary and the public through bucket donations and the "Just Giving" page. And we have plenty of volunteers to thank, both as individuals and through Rotary. But we also need to acknowledge the problems. Effectively the organising team were down to 4 and that's simply not enough. For several years now we've been "flying by the seat of our pants" and those pants are getting

threadbare. We have heard and acknowledged criticism of the publicity (or perceived lack of it). There have also been renewed requests for longer performing slots.

Kevin Farish, Chris George and David Cornwall have stepped down, leaving Chris Bridgman and Bob Pritchard (who stays for one more year only) of the original team. BUT we are delighted to say that we now have a new team, including Tom Speight of the Cumbria Art and Culture Network with previous festival experience; Marion Hinds of Cumbria Music Service; Nick Jones with professional theatre lighting and sound experience; well known local actress Emma Rydal; Clive Barnard of the Mechanics Band; John Moore (father of saxophonist Jack Moore); Jane Roy an experienced treasurer.

An ambitious, expanded programme is planned for the weekend of 30 June to 2 July, including a show-case of new young talent; family ukulele workshops, street theatre from the Fairly Famous Family, and more events on Sunday.

An expanded festival will cost more (total expenditure approx. £9000) but will attract more audiences, more folk to discover our town and spend their money. With the festival now a well established event in the town's calendar, we hope the Town Council can be even more generous this year.

Bob Pritchard

(was chair for 2022)

COCKERMOUTH FESTIVALS GROUP

SUMMARY OF ACCOUNTS FOR 2021-22

Expenditure :

Room Hire

(Christ church, URC, All Saonts, St Jo's hall) £358

Professional Fees :

(Web, craft workshops, PRS, Insurance , P.A Hire ) £1571

Publicity, printing

(Programmes, Fliers, Banner Hanging) £486

TOTAL £2415

Income

Donations

(Cockermouth TC, CPRF,CBS,Rotary 1600

Ticket income :

Orchestra concert 1560

Collections Including Online

Laal Beggars (defunct) 380

Net income re "Gigspanner" gig -£602

MWCM

# Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive. Includes due and unpaid transactions.  
Excludes transactions with an invoice date prior to 01/01/01

	2022/2023	Reserve Movements	Actual Net	Balance
<b>INCOME</b>				
<b>Council</b>				
100 Precept	£263,442.00	£0.00	£263,442.00	£0.00
<b>Total Council</b>	<b>£263,442.00</b>	<b>£0.00</b>	<b>£263,442.00</b>	<b>£0.00</b>
<b>Establishment</b>				
300 Establishment- interest	£200.00	£0.00	£1,155.28	£955.28
310 Est- misc income	£0.00	£0.00	£1,450.40	£1,450.40
330 Est- Maps	£750.00	£0.00	£614.00	-£136.00
<b>Total Establishment</b>	<b>£950.00</b>	<b>£0.00</b>	<b>£3,219.68</b>	<b>£2,269.68</b>
<b>Tourist Information Centre</b>				
400 Tourist Information Centre Sales	£4,000.00	£0.00	£3,325.53	-£674.47
405 Tourist Information Centre Bass Lake	£225.00	£0.00	£19.66	-£205.34
415 Rental/ Income	£2,500.00	£0.00	£2,520.80	£20.80
420 Talking Books/Requests	£0.00	£0.00	£0.00	£0.00
425 TIC - Printing, Photocopy, Laminating	£700.00	£0.00	£1,909.30	£1,209.30
430 Library Replacement Card	£0.00	£0.00	£52.93	£52.93
435 Library Fines	£0.00	£0.00	£124.25	£124.25
440 ABC Printing	£0.00	£0.00	£0.00	£0.00
445 CCC - Printing	£0.00	£0.00	£469.65	£469.65
450 Rotary Calendars	£0.00	£0.00	£0.00	£0.00
<b>Total Tourist Information Centre</b>	<b>£7,425.00</b>	<b>£0.00</b>	<b>£8,422.12</b>	<b>£997.12</b>
<b>Allotments</b>				
500 Allotments rents	£1,932.00	£0.00	£2,012.41	£80.41

# Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive. Includes due and unpaid transactions.  
Excludes transactions with an invoice date prior to 01/01/01

	2022/2023	Reserve Movements	Actual Net	Balance
<b>Total Allotments</b>	£1,932.00	£0.00	£2,012.41	£80.41
<b>Christmas Lights</b>				
600 Christmas lights donations	£1,000.00	£0.00	£1,976.00	£976.00
605 Christmas Lights - Tarn Close Depot	£0.00	£0.00	£0.00	£0.00
<b>Total Christmas Lights</b>	£1,000.00	£0.00	£1,976.00	£976.00
<b>Memorial Garden</b>				
700 Memorial Gardens misc income	£0.00	£0.00	£1,381.35	£1,381.35
<b>Total Memorial Garden</b>	£0.00	£0.00	£1,381.35	£1,381.35
<b>Twinning</b>				
800 Twinning Income	£0.00	£0.00	£350.00	£350.00
<b>Total Twinning</b>	£0.00	£0.00	£350.00	£350.00
<b>Events</b>				
900 Event Fireworks income	£220.00	£0.00	£340.00	£120.00
905 Events- festival income	£0.00	£0.00	£0.00	£0.00
910 Events- Carnival income	£0.00	£0.00	£0.00	£0.00
915 Events- Food Festival income	£0.00	£0.00	£0.00	£0.00
920 Events- Joint road closure	£0.00	£0.00	£0.00	£0.00
930 Jubilee Festival Income	£0.00	£0.00	£640.00	£640.00
<b>Total Events</b>	£220.00	£0.00	£980.00	£760.00
<b>Town Hall</b>				
200 Town Hall Room Hire	£1,500.00	£0.00	£1,530.00	£30.00
205 Town Hall- Rent Day Services	£14,161.00	£0.00	£13,870.70	-£290.30
210 Town Hall- Rent Offices	£11,940.00	£0.00	£9,999.44	-£1,940.56
215 Town Hall- income ABC cleaning	£0.00	£0.00	£0.00	£0.00
220 Town Hall - Wedding Room Hire	£7,000.00	£0.00	£10,858.98	£3,858.98

# Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/01/01

	2022/2023	Reserve Movements	Actual Net	Balance
<b>Total Town Hall</b>	£34,601.00	£0.00	£36,259.12	£1,658.12
<b>Open Spaces</b>				
1100 Open Spaces- Fishing Rights- Permits	£65.00	£0.00	£60.00	£-5.00
1105 open Spaces- war memorials	£0.00	£0.00	£0.00	£0.00
1110 open Spaces- Public Clocks	£0.00	£0.00	£0.00	£0.00
1115 Open Spaces- flower baskets/bulbs	£0.00	£0.00	£0.00	£0.00
1130 Bus Shelters	£0.00	£0.00	£0.00	£0.00
<b>Total Open Spaces</b>	£65.00	£0.00	£60.00	£-5.00
<b>Projects</b>				
1010 Cenotaph	£0.00	£0.00	£0.00	£0.00
1020 10K Town Centre	£0.00	£0.00	£11,756.88	£11,756.88
1030 1212 trees	£0.00	£0.00	£1,329.58	£1,329.58
<b>Total Projects</b>	£0.00	£0.00	£13,086.46	£13,086.46
<b>Other Properties</b>				
1205 Other Properties- Victoria Hall Rent	£2,500.00	£0.00	£2,499.96	£-0.04
1210 Other Properties- Tam Close Sports Ground	£375.00	£0.00	£375.00	£0.00
1215 Other Properties- quarterly play area /grass	£0.00	£0.00	£0.00	£0.00
<b>Total Other Properties</b>	£2,875.00	£0.00	£2,874.96	£-0.04
<b>Balances</b>				
1300 Balances - To income	£0.00	£0.00	£0.00	£0.00
<b>Total Balances</b>	£0.00	£0.00	£0.00	£0.00
<b>VAT Refunds</b>				

# Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/01/01

	2022/2023	Reserve Movements	Actual Net	Balance
1500 VAT Refunds	£0.00	£0.00	£23,934.73	£23,934.73
<b>Total VAT Refunds</b>	£0.00	£0.00	£23,934.73	£23,934.73
<b>Public Toilets</b>				
1400 Public Toilets - Income	£3,500.00	£0.00	£2,901.00	-£599.00
<b>Total Public Toilets</b>	£3,500.00	£0.00	£2,901.00	-£599.00
<b>Total Income</b>	£316,010.00	£0.00	£360,899.83	£44,889.83

# Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/01/01

EXPENDITURE		2022/2023	Reserve Movements	Actual Net	Balance
<b>Council</b>					
1600	To Balances	£0.00	£0.00	£0.00	£0.00
<b>Total Council</b>		£0.00	£0.00	£0.00	£0.00
<b>Establishment</b>					
3000	Establishment Wages	£92,000.00	£0.00	£105,475.84	-£13,475.84
3010	Establishment- phone, net, postage	£1,000.00	£0.00	£1,000.00	£0.00
3020	Establishment- print, statio, equip	£1,500.00	£0.00	£1,457.47	£42.53
3030	Establishment- ins not town hall	£11,000.00	£0.00	£10,878.49	£121.51
3040	Establishment- subscriptions	£2,000.00	£0.00	£3,351.94	-£1,351.94
3050	Establishment- Audit fees	£1,450.00	£0.00	£1,223.40	£226.60
3060	Establishment- Misc	£2,500.00	£0.00	£4,756.61	-£2,256.61
3070	Establishment- Grants to orgs	£1,000.00	£0.00	£573.00	£427.00
3080	Establishment- Advertising	£0.00	£0.00	£0.00	£0.00
3090	Establishment- Mayors Allowance	£2,200.00	£0.00	£746.36	£1,453.64
3100	Establishment- Mayors Entertainment Fund	£550.00	£0.00	£410.16	£139.84
3110	Establishment- Elections	£1,000.00	£0.00	£5,897.70	-£4,897.70
3130	Establishment- H&S	£250.00	£0.00	£49.25	£200.75
3140	Establishment- Training	£500.00	£0.00	£15.00	£485.00
3150	Establishment- Bank Charges	£600.00	£0.00	£629.18	-£29.18
3160	Establishment- Payroll	£550.00	£0.00	£535.98	£14.02



# Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/01/01

	2022/2023	Reserve Movements	Actual Net	Balance
<b>Total Establishment</b>	£118,100.00	£0.00	£137,000.38	-£18,900.38
<b>Tourist Information Centre</b>				
4000 Tourist Information Centre-wages	£37,500.00	£0.00	£47,582.04	-£10,082.04
4010 Tourist Information Centre-goods resale	£2,000.00	£0.00	£1,450.10	£549.90
4020 Tourist Information Centre-costs	£16,000.00	£0.00	£21,522.95	-£5,522.95
4030 Tourist Information Centre-Bass lake	£180.00	£0.00	£0.00	£180.00
4040 Rotary Calendars	£0.00	£0.00	£0.00	£0.00
<b>Total Tourist Information Centre</b>	£55,680.00	£0.00	£70,555.09	-£14,875.09
<b>Allotments</b>				
5000 Allotments Water Charges	£1,000.00	£0.00	£505.06	£494.94
5010 Allotment Gen Main	£1,000.00	£0.00	£2,931.77	-£1,931.77
5030 Rent for St Helen's Street	£330.00	£0.00	£330.00	£0.00
<b>Total Allotments</b>	£2,330.00	£0.00	£3,766.83	-£1,436.83
<b>Christmas Lights</b>				
6000 Christmas lights contract	£18,967.00	£0.00	£19,990.25	-£1,023.25
6010 Christmas Light misc bulb cable etc	£5,186.00	£0.00	£3,761.47	£1,424.53
6020 Christmas Lights Elec Costs	£1,000.00	£0.00	£1,394.54	-£394.54
6030 Christmas Lights SWOD exp	£4,000.00	£0.00	£7,268.34	-£3,268.34
6040 Christmas Lights comps	£150.00	£0.00	£130.60	£19.40
6050 Christmas Lights - CADS Panto	£350.00	£0.00	£350.00	£0.00
6060 Christmas Lights - Tarn Close Depot	£4,603.00	£0.00	£4,694.00	-£91.00

2

# Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/01/01

	2022/2023	Reserve Movements	Actual Net	Balance
<b>Total Christmas Lights</b>	£34,256.00	£0.00	£37,589.20	-£3,333.20
<b>Memorial Garden</b>				
7000 Memorial Gardens Contract	£9,622.00	£0.00	£9,900.00	-£278.00
7010 Memorial Gardens Play Area	£2,000.00	£0.00	£1,596.00	£404.00
7020 Memorial Gardens Misc	£3,000.00	£0.00	£2,270.45	£729.55
<b>Total Memorial Garden</b>	£14,622.00	£0.00	£13,766.45	£855.55
<b>Twinning</b>				
8000 Twinning visit incoming	£6,500.00	£0.00	£40.00	£6,460.00
8010 Twinning Visit Out Going	£0.00	£0.00	£414.00	-£414.00
8020 Twinning Grants EPSF	£500.00	£0.00	£0.00	£500.00
<b>Total Twinning</b>	£7,000.00	£0.00	£454.00	£6,546.00
<b>Events</b>				
9000 Events- FireworksDisplay	£6,000.00	£0.00	£5,493.06	£506.94
9010 Events - Festival exp	£500.00	£0.00	£500.00	£0.00
9020 Events- Carnival/Fun Day	£250.00	£0.00	£21.00	£229.00
9030 Events- Food Festival	£4,166.00	£0.00	£4,166.67	-£0.67
9040 Events - Taste Christmas	£1,000.00	£0.00	£833.33	£166.67
9060 Events- Joint Road Closure	£0.00	£0.00	£0.00	£0.00
9070 Events - Market Charter	£0.00	£0.00	£0.00	£0.00
9080 Events - 70th Anniversary/Coronation	£0.00	£0.00	£926.80	-£926.80
9090 Events - Remembrance Sunday	£0.00	£0.00	£0.00	£0.00
<b>Total Events</b>	£11,916.00	£0.00	£11,940.86	-£24.86
<b>Town Hall</b>				

# Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/01/01

	2022/2023	Reserve Movements	Actual Net	Balance
2000 Town Hall - Gen Main	£12,500.00	£0.00	£9,381.70	£3,118.30
2010 Town Hall- Refurb of Furnishings	£1,000.00	£0.00	£0.00	£1,000.00
2020 Town Hall- Capital Impr Scheme/ Grd Maint	£1,000.00	£0.00	£0.00	£1,000.00
2030 Town Hall- rates	£12,500.00	£0.00	£12,475.00	£25.00
2040 Town Hall- Utilities	£6,000.00	£0.00	£15,463.87	-£9,463.87
2050 Town Hall- Phone,net, frank	£2,176.00	£0.00	£1,813.67	£362.33
2060 Town Hall- window, bins,sanitary, fire	£600.00	£0.00	£695.87	-£95.87
2080 Town Hall- Refreshments	£50.00	£0.00	£48.78	£1.22
2090 Town Hall- Cleaners wage	£0.00	£0.00	£0.00	£0.00
2100 Town Hall- cleaning products	£250.00	£0.00	£178.31	£71.69
2110 Town Hall - Wedding Exp	£500.00	£0.00	£273.24	£226.76
2120 Town Hall - Cleaning Contract	£5,160.00	£0.00	£3,722.88	£1,437.12
<b>Total Town Hall</b>	<b>£41,736.00</b>	<b>£0.00</b>	<b>£44,053.32</b>	<b>-£2,317.32</b>
<b>Open Spaces</b>				
11000 Open Spaces-Fishing stationery	£0.00	£0.00	£0.00	£0.00
11010 Open Spaces- war memorials	£2,500.00	£0.00	£0.00	£2,500.00
11020 Open Spaces-Public Clocks	£270.00	£0.00	£0.00	£270.00
11030 Open Spaces -flower baskets	£2,800.00	£0.00	£2,873.31	-£73.31
11060 Open Spaces - Bus Shelter	£600.00	£0.00	£645.00	-£45.00
11080 Open Spaces - clever sid	£100.00	£0.00	£0.00	£100.00
<b>Total Open Spaces</b>	<b>£6,270.00</b>	<b>£0.00</b>	<b>£3,518.31</b>	<b>£2,751.69</b>
<b>Projects</b>				

# Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/01/01

	2022/2023	Reserve Movements	Actual Net	Balance
10200 10K Town Centre	£0.00	£0.00	£0.00	£0.00
10300 1212 trees	£0.00	£0.00	£0.00	£0.00
<b>Total Projects</b>	£0.00	£0.00	£0.00	£0.00
<b>Other Properties</b>				
12010 Other Properties-Victoria Hall exp	£1,000.00	£0.00	£35.00	£965.00
12020 Other Properties-Tarn Close	£0.00	£0.00	£0.00	£0.00
12030 Other Properties-3/4 insp/grass swings	£2,800.00	£0.00	£3,466.54	-£666.54
<b>Total Other Properties</b>	£3,800.00	£0.00	£3,501.54	£298.46
<b>Balances</b>				
13000 Balances - From Exp	£0.00	£0.00	£2,700.00	-£2,700.00
<b>Total Balances</b>	£0.00	£0.00	£2,700.00	-£2,700.00
<b>VAT Refunds</b>				
15000 VAT Due to C/E	£0.00	£0.00	£0.00	£0.00
<b>Total VAT Refunds</b>	£0.00	£0.00	£0.00	£0.00
<b>Public Toilets</b>				
14000 Public Toilets- Gen Costs	£2,850.00	£0.00	£2,244.86	£605.14
14010 Public Toilets - Cleaning Products	£750.00	£0.00	£680.84	£69.16
14020 Public Toilets- Cleaners Wage	£0.00	£0.00	£0.00	£0.00
14030 Public Toilets- Utilities/ Rates	£1,000.00	£0.00	£2,748.12	-£1,748.12
14040 Toilet - Cleaning contract	£12,000.00	£0.00	£9,241.20	£2,758.80
<b>Total Public Toilets</b>	£16,600.00	£0.00	£14,915.02	£1,684.98
<b>CCTV</b>				

# Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/01/01

	2022/2023	Reserve Movements	Actual Net	Balance
16000 CCTV	£1,700.00	£0.00	£4,048.08	-£2,348.08
<b>Total CCTV</b>	<b>£1,700.00</b>	<b>£0.00</b>	<b>£4,048.08</b>	<b>-£2,348.08</b>
<b>Green Issues</b>				
17000 Green Issues	£1,000.00	£0.00	£1,000.15	-£0.15
<b>Total Green Issues</b>	<b>£1,000.00</b>	<b>£0.00</b>	<b>£1,000.15</b>	<b>-£0.15</b>
<b>Greyrigg Footpath</b>				
18000 Greyrigg Footpath	£0.00	£0.00	£0.00	£0.00
<b>Total Greyrigg Footpath</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Chamber of Trade</b>				
19000 Chamber of Trade	£0.00	£0.00	£0.00	£0.00
<b>Total Chamber of Trade</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Total Expenditure</b>	<b>£315,010.00</b>	<b>£0.00</b>	<b>£348,809.23</b>	<b>-£33,799.23</b>
<b>Total Income</b>	<b>£316,010.00</b>	<b>£0.00</b>	<b>£360,899.83</b>	<b>£44,889.83</b>
<b>Total Expenditure</b>	<b>£315,010.00</b>	<b>£0.00</b>	<b>£348,809.23</b>	<b>-£33,799.23</b>
<b>Total Net Balance</b>	<b>£1,000.00</b>		<b>£12,090.60</b>	

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# Consolidated Balance Sheet

Unaudited

31/03/22

£

31/03/23

£

## Long Term assets

0.00	Long Term Debts	0.00
0.00	LONG TERM Investment Accounts	0.00
0.00	<b>TOTAL LONG TERM ASSETS</b>	<b>0.00</b>

## Current assets

45,862.05	Investments	45,862.05
0.00	Loans Made	0.00
0.00	Investments	0.00
4,500.00	Stocks	4,500.00
9,260.37	VAT Recoverable	6,969.53
13,179.79	Debtors	499.98
0.00	Payment in Advance	21.00
131,220.13	Cash in Hand & at Bank	121,666.84
204,022.34	<b>TOTAL CURRENT ASSETS</b>	<b>179,519.40</b>
204,022.34	<b>TOTAL ASSETS</b>	<b>179,519.40</b>

## Current liabilities

0.00	Loans Received	0.00
0.00	Temporary Borrowing	0.00
0.00	VAT Payable	0.00
350.00	Creditors	0.00
360.00	Receipts in Advance	50.00

710.00	<b>TOTAL CURRENT LIABILITIES</b>	<b>50.00</b>
203,312.34	<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	<b>179,469.40</b>

0.00	Long Term Borrowing	0.00
0.00	Deferred Liabilities	0.00
0.00	Deferred Credits	0.00
0.00		<b>0.00</b>

203,312.34	<b>NET ASSETS</b>	<b>179,469.40</b>
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## Represented by

203,312.34	General Fund	179,469.40
0.00	LONG TERM Investment Accounts	0.00
0.00	Liability Reserves e.g. deposits	0.00
203,312.34		<b>179,469.40</b>

0.00	Reserves total excluding general fund and liabilities	0.00
0.00	Reserves total of liabilities e.g. deposits	0.00
203,312.34	<b>General fund total</b>	<b>179,469.40</b>
203,312.34		<b>179,469.40</b>

Signed

Chairman

Date

AUDIT OPINION

Responsible Financial Officer

# Income and Expenditure Account

Unaudited

31/03/22 £		31/03/23 £
	<b>INCOME</b>	
1,942.50	Allotments	2,012.41
0.00	Balances	0.00
2,270.57	Christmas Lights	2,336.00
4,802.42	Establishment	3,076.35
100.00	Events	980.00
0.00	Flood Prevention income	0.00
0.00	Income	0.00
394.20	Memorial Gardens	1,381.35
89.15	Open Spaces	60.00
3,374.96	Other Properties	2,874.96
253,230.00	Precept	263,442.00
20,404.78	Projects	0.00
6,781.40	Public Toilets	2,901.00
6,944.83	Tourist Information Centre	8,422.12
35,781.74	Town Hall	36,759.10
0.00	Twinning	350.00
336,116.55	<b>INCOME TOTAL</b>	324,595.29
	<b>EXPENDITURE</b>	
1,119.23	Allotments	3,766.83
5,980.00	Balances	2,700.00
5,376.40	CCTV	4,048.08
750.00	Chamber of Trade	0.00
34,250.18	Christmas Lights	37,589.20
121,831.42	Establishment	137,000.38
7,361.59	Events	11,569.86
0.00	Expenditure	0.00
0.00	Flood prevention scheme	0.00
416.45	Green Issues	1,000.15
2,000.00	Greyrigg Footpath	0.00
13,294.05	Memorial Gardens	13,766.45
2,882.47	Open Spaces	3,518.31
6,393.48	Other Properties	3,501.54
17,296.80	Projects	0.00
17,385.14	Public Toilets	14,915.02
0.00	S. 137 Payments	0.00
57,823.40	Tourist Information Centre	70,555.09
33,291.56	Town Hall	44,053.32
3,014.03	Twinning	454.00
330,466.20	<b>EXPENDITURE TOTAL</b>	348,438.23

# Income and Expenditure Account

31/03/22		31/03/23
£	EXPENDITURE	£
197,661.99	Balance as at 01/04/22	203,312.34
336,116.55	Add Total Income	324,595.29
533,778.54		527,907.63
330,466.20	Deduct Total Expenditure	348,438.23
0.00	Stock Adjustment	0.00
0.00	Transfer to/ from reserves	0.00
203,312.34	Balance as at 31/03/23	179,469.40

Signed

Chair

Clerk / Responsible Financial Officer



3rd April 2023

The Clerk  
Cockermouth Town Council  
Town Hall, Market St  
Cockermouth, CA13 9NP

Dear Sir/Madam

REF: TITLE PLAN CU132106 - COUNCIL OWNED LAND ON ISEL ROAD, COCKERMOUTH

I write to ask if the Town Council would consider the sale, either total or partial of the land as identified above and shown in the attached document.

I am aware that the land register currently contains a 'restrictive covenant' which limits its use to that of recreational purposes, but also that the initial restriction was created many years ago when the town layout and needs were very different.

The current piece of land is located on the very edge of the town, surrounded by dense trees with limited opportunity for the safe supervision of its occupants as a consequence. It contains just one recreational item which sits on approximately 5% of the land. There are no other amenities and for this reason, the recreational item has limited appeal in terms of its utilisation compared to other much better equipped facilities elsewhere in town.

This council asset requires regular upkeep, including the maintenance and liability of both the amenity and surrounding trees, plus the frequent cutting of grass to ensure it remains safe for public use, all of which takes time and resources to complete and therefore places a financial burden on the taxpayer.

I would therefore like to investigate with you the option to secure a "Deed of Release" from Cumberland Council and in doing so would be happy to consider the financial implications of this to allow the Town Council to sell the land to me for the purposes of building a dwelling with space for an annexe intended for a relative (subject to necessary approvals).

The sale would be based on an independent valuation sought from two or more reputable local agents to ensure commercial impartiality and best value for money for the Council. Moreover, if required, part of the land could be retained by the Council and remain allocated for recreational use should there be a necessity to do so.

As a resident of Cockermouth for over 20 years, I believe that not only would the sale of the land, either total or partial, represent sound economic sense for the Council in limiting its obligations and liabilities, but it would also provide additional financial resources which could otherwise be used on the upkeep of recreational facilities elsewhere in town or indeed other amenities beneficial to the wider public at large.

Thank you for your consideration and I look forward to hearing from you.

Yours faithfully



L J Taylor  
(Address provided)

**These are the notes referred to on the following official copy**

The electronic official copy of the title plan follows this message.

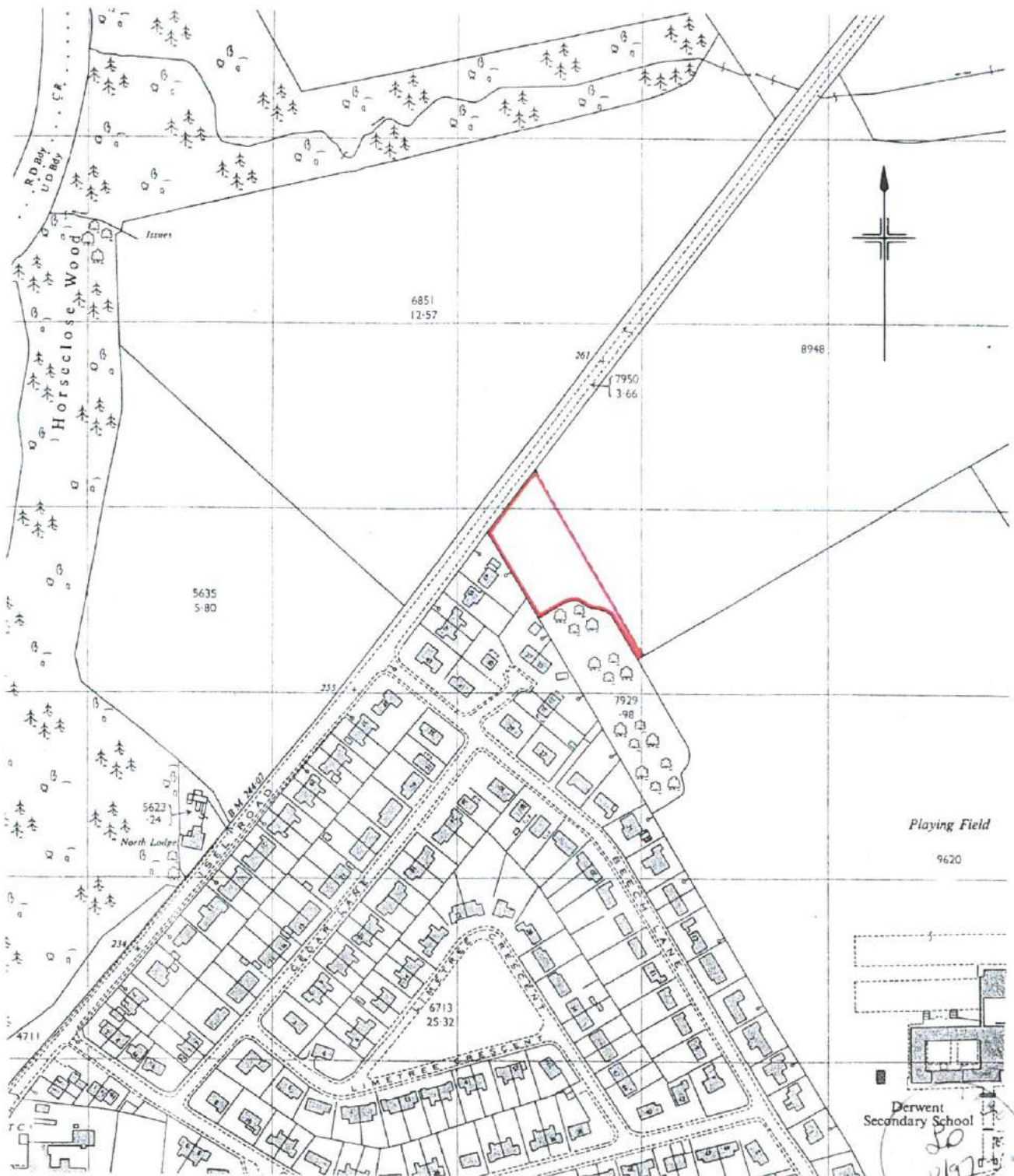
Please note that this is the only official copy we will issue. We will not issue a paper official copy.

This official copy was delivered electronically and when printed will not be to scale. You can obtain a paper official copy by ordering one from HM Land Registry.

This official copy is issued on 07 March 2023 shows the state of this title plan on 07 March 2023 at 20:15:00. It is admissible in evidence to the same extent as the original (s.67 Land Registration Act 2002). This title plan shows the general position, not the exact line, of the boundaries. It may be subject to distortions in scale. Measurements scaled from this plan may not match measurements between the same points on the ground. This title is dealt with by the HM Land Registry, Durham Office .

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H.M. LAND REGISTRY		TITLE NUMBER	
		CU 132106	
ORDNANCE SURVEY PLAN REFERENCE	NY 1231		Scale 1/2500
COUNTY CUMBRIA	DISTRICT ALLERDALE	© Crown copyright	





## Clerk - Cockermouth TC

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**From:** Clare Taylor <clare.taylor@cafs.org.uk>  
**Sent:** 16 March 2023 12:16  
**To:** Clerk - Cockermouth TC  
**Subject:** Climate talk 17th April and Solar Made Easy  
**Attachments:** Solar Made Easy - generic A5 (1).pdf

Hi Sheila,

I hope this finds you well?

I'm checking in re. our plan for the 1pm climate talk on 17<sup>th</sup> April. Also, about the Solar Made Easy project.

Re 17<sup>th</sup>, I'm thinking to put together a presentation on these lines:

- Overview of current state of climate crisis
- Overview of what needs to be done to mitigate
- What's being done in Cumbria - ZCC
- What a carbon footprint is and what Cockermouth's is
- How we can reduce it and help Cumbria drive down CO2 in line with the 2037 net zero goal

If we only have 1 hour, including time for Q&A, the content needs to be no longer than 45mins so it'll be quite broad brush, and more emphasis on solutions/ways to drive down emissions than why it's important and how the climate crisis has happened – as I think that's what you wanted. How does that sound?

Separate from this, I'm also working on the Solar Made easy project (leaflet attached). I think either you or a colleague may have been in contact with Molly Hogg about this? We had planned to run an engagement event in Cockermouth to inform residents about solar PV, give them the opportunity to meet installers, and look at their property on a map that shows solar potential of rooves in a location.

However we weren't able to fix a date and so the opportunity passed. We'd still love to get a date booked in, would you be the right person to discuss this with?

All the best,  
 Clare

**Clare Taylor (she/her)**  
**Community Climate Champions Coordinator (ZCC) – Tues/Weds**  
**Project Support Officer (Solar Made Easy) – Mon/Thurs**

Direct dial: 01768 593243  
 Working days: Monday to Thursday

**Certified Carbon Literate**







# Solar Made Easy

*Helping you install solar panels*

Cumbria Action for Sustainability and your local community group are working in partnership to help you install solar panels.

Get independent advice and be introduced to local, vetted installers, for quotes and installation.

For full details, see  
**[www.cafs.org.uk/solar-made-easy](http://www.cafs.org.uk/solar-made-easy)**



# How it works...



Funded through the Energy Industry Voluntary Redress Scheme, and



**electricity**  
north west



HM Government

**LEVELLING  
— UP —**

## Clerk - Cockermouth TC

---

**From:** Bryden, David <david.bryden@allerdale.gov.uk>  
**Sent:** 08 March 2023 11:19  
**To:** Clerk - Cockermouth TC; Julie clough  
**Cc:** brian.holmes@cumbria.gov.uk  
**Subject:** RE: Ownership of broken streetlight

Good morning, apologies for the delay in getting back to you.


It would appear that the lighting column in question is a private light as I can confirm it is in neither ABC or CCC's ownership.

Perhaps a way forward would be for the Town Council to request that the new Cumberland authority adopt and upgrade the column ?

Regards

Dave Bryden  
Property & Estates Manager  
Assets  
Allerdale Borough Council, Allerdale House, Workington, Cumbria, CA14 3YJ  
T: 07798585210 | E: [david.bryden@allerdale.gov.uk](mailto:david.bryden@allerdale.gov.uk) | W: [www.allerdale.gov.uk](http://www.allerdale.gov.uk)

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 Please consider the environment - do you really need to print this email ?

**From:** Clerk - Cockermouth TC <clerk@cockermouth.org>  
**Sent:** 02 March 2023 13:15  
**To:** Julie clough <julieclough22@googlemail.com>  
**Cc:** Bryden, David <david.bryden@allerdale.gov.uk>  
**Subject:** RE: Ownership of broken streetlight

---

**WARNING:** This email originated outside of Allerdale Borough Council.  
DO NOT CLICK links or attachments unless you recognise the sender and know the content is safe.

---

Hi Julie, the town council do not own any street lights.

It may belong to Allerdale Borough Council.

I will forward to [david.bryden@allerdale.gov.uk](mailto:david.bryden@allerdale.gov.uk)

He may come back to you as each light is numbered. He may want the number if he cannot locate from address given.

**Sheila Brown**  
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)

[clerk@cockermouth.org](mailto:clerk@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>

**From:** Julie clough [julieclough22@gmail.com](mailto:julieclough22@gmail.com)  
**Sent:** 02 March 2023 13:10  
**To:** Clerk - Cockermouth TC <[clerk@cockermouth.org](mailto:clerk@cockermouth.org)>  
**Subject:** Ownership of broken streetlight

Dear clerk

There is a broken streetlight on the lane at the rear of my house (5, Ashgrove, Cockermouth). Cumbria Highways say it does not belong to them and suggested contacting the Parish council to see if you know who is responsible for it please.

Many thanks

Dr Julie Clough  
5 Ashgrove

**COVID 19 NOTICE**

Please be aware that due to COVID-19, I am involved in providing essential services during this unprecedented national situation. During this period we are experiencing significant pressures and need to prioritise services for the most vulnerable in our communities; as such it may take longer for me to respond to any enquiries. Any email enquiries will be prioritised and the most urgent dealt with quickly.

---

Allerdale Borough Council  
Allerdale House, Workington, Cumbria, CA14 3YJ

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# CALC NEWS

January & February 2023



## Featuring:

- Parish Profile - Kirkoswald
- CALC Update
- CALC FAQ
- Councillors Corner
- News from NALC
- Statutory Updates
- Clerks Corner
- Vacancies

[www.calc.org.uk](http://www.calc.org.uk) [calc@cumbria.gov.uk](mailto:calc@cumbria.gov.uk)



# Parish Profile: Kirkoswald



## The Parish of Kirkoswald and Renwick

Kirkoswald and Renwick lie in the Eden Valley District of Cumbria. Kirkoswald lies on the east bank of the River Eden about nine miles north east of Penrith and Renwick about 12 miles north east of Penrith and about three miles east of the River Eden. Included in the parish are the outlying hamlets of Stafffield, Park Head, High Bankhill, Scales, Scalehouses, Busk, Outhwaite, Huddlesceugh and Scarrowmanick.

The Parish is divided into two quarters: - in the Low Quarter, there are eight councillors and High Quarter where there are four councillors.

Kirkoswald recorded from 1167, means "Church of Saint Oswald," the parish church being dedicated to the warrior saint Oswald King of Northumbria. The bell tower for the church is built on a hill above the church so that the village could hear the bell.



A new bridge was built over the Eden in 1762. It is a single-track bridge which had traffic lights erected in 2014 to help the traffic flow (really to help people who could not reverse off the bridge if they came face to face with another car). This road comes from Lazonby and North towards Croglin, Castle Carrock and Brampton.



Farming has been the basis of the local economy in Kirkoswald and from the eighteenth century there was mining and quarrying. Also, in the past there were corn mills, fulling mills, sawmills and textiles along with papermaking.

Tourism has come to the village, albeit not on a large scale, with a caravan park and camping site along with self-catering holiday accommodation.

The village also benefits from a GP surgery, a primary school, two good pubs, a community owned shop run by volunteers purchased in 2021, cricket and football clubs and a well-used village hall.

Renwick, formally known as Ravenwick, is a small village and a former civil parish that merged with the parish of Kirkoswald in 1934.







According to local legend, the village was terrorized by a Cockatrice in 1733, which is a mythical beast essentially a two-legged dragon, wyvern or serpent-like creature.

By the eighteenth century, Renwick lay at the confluence of five roads linking the village north to Brampton, eastwards to Hartside south towards Glassonby and Melmerby and west towards Kirkoswald.

Both villages rely on the volunteer run, Fellrunner bus service to Carlisle and Penrith.

The Parish Council along with an excellent team of volunteers has driven fast fibre broadband into the villages and outlying areas along with an excellent team from B4RN. Never have so many way leaves been created for this project to get off the ground and are very nearly at completion.

Although the Parish Council cannot provide financial support to all projects, we fully endorse a number of other projects in the community to help with finding funding.

The Parish Council has small pockets of land, and earns a very small income from them and maintains all the noticeboards and benches along with defibrillators in the villages as well.

# CALC Update



# TRAINING

The January to July 2023 Training Programme has now been circulated to all councils, and is available on the [CALC Website](#).

If you are interested in attending any training, please get in touch.

## Community Resilience Training Town & Parish Councils

CALC will soon be announcing dates for Community Resilience Training for Town & Parish Councils. This training will include Cumbria's approach to Community Resilience, what the current issues are. Information on the Cumbria Local Resilience Forum, what is Community Resilience in action, examples of the Covid-19 pandemic and cost of living crisis. What the 4 key factors that influenced success are, along with a quick guide to Community Emergency Planning and how local councils can build Community Resilience? There will be an opportunity for discussion and information on what support is available.





# Community Resilience Update



## Vaccinations Update

### It's never too late to get vaccinated for COVID-19 and flu

The Department of Health and Social Care is urging all those eligible for the flu vaccine to come forward. There is a particular need for pre-schoolers, pregnant women and those in the care and health workforces to take up the offer.

Unpaid carers are also entitled to resources and services including free vaccination for COVID-19 and flu.

To learn more, and promote the benefits of vaccination to care colleagues, the Campaign Resource Centre has question-and-answer leaflets, posters, social media content and stickers, all free to download to help councils with their communications.

A Stay Well this Winter leaflet for 2022/23 is also available to download and provides health information and guidance on how to stay well over the winter months.

Those that have symptoms of the flu or COVID-19, should try to stay at home and avoid contact with others to protect friends and loved ones, if they can.

## The Rural Services Network in partnership with the Citizens Advice is running a Rural Cost of Living Household Survey.

### HELP NEEDED IN TARGETING HARD TO REACH RESIDENTS

- Ideally, they would like to target hard to reach rural residents, i.e. those without access to the internet or the capacity to engage with services online.
- They are hoping you could feature this poster prominently in your community to help your local residents complete the survey.
- Places such as town and village bulletin boards, town and village halls, community shops and local food banks would be great areas to feature this poster.
- They have also ensured the survey can be completed multiple times on the same device, so if colleagues are in the community with a digital device, they could help rural residents complete the survey.
- As much as they would like to supply paper surveys and input them ourselves resources don't allow that's why they would really appreciate your help.

### HOW WILL THE RESULTS BE USED?

Results from the survey will build on the Rural Cost of Living research we commissioned last year and help us to lobby Government Departments, MPs and other policy makers for a fairer deal for rural communities.

**The survey will run until 31 March 2023.**

# Resilience Update



## Cumbria's approach to community resilience

There is more to community resilience than community emergency planning

Community Resilience means tackling inequalities & requires investment

Community Resilience activity will be led by communities, by default

Community emergency planning is a key component of the Cumbria LRF approach to community resilience

The community response to incidents often takes place through existing community networks

Much of this wider activity takes place through the 'business as usual' community development and community engagement activity of LRF partners rather than exclusively through emergency planning team

Ongoing programme of work- not a project!

## How Town & Parish Councils can build community resilience

1. Lead or be part of an Emergency Response Group for your area and create an Emergency Plan
2. Identify local assets, capabilities and vulnerabilities
3. Be aware of vulnerable residents and the support they may need
4. Support & encourage activities that help develop local relationships and social cohesion such as good neighbour schemes, random acts of kindness, positive discussions
5. Support the social infrastructure that enables local relationships to happen (e.g. community meeting spaces)
6. Encourage Individual Resilience by sharing factual information and by educating, encouraging and assisting residents to practice government advice, NHS advice and emergency advice- household leaflet
7. Listen to your communities and what they want to be- Provide ongoing opportunities for Community Engagement
8. Take part in relevant training- e.g. response & recovery training & exercising, CALC Community Engagement & creating a Community Plan

[kate.mcgibbon@cumbria.gov.uk](mailto:kate.mcgibbon@cumbria.gov.uk)





# Climate Action



## WHAT CAN YOUR LOCAL COUNCIL DO?

- Declare a climate emergency
- Create a working group to establish a green agenda that includes developing a resilience policy, including creating a Community Emergency Plan that covers flood risk
- Develop and promote green transport plans
- Ensure that all council buildings are as energy-efficient as possible and that energy is not wasted through unnecessary heating and lighting
- Use green energy sources and environmentally friendly products
- Plan for a green community in a neighbourhood plan
- Limit the use of plastics, especially single-use plastics, in your council
- Reduce waste and recycle as much as possible
- Protect important open spaces and carbon sinks and consider creating or increasing community orchards wildflower meadows, allotments
- Be aware of the existing powers of councils regarding climate change — **find out more**

## TAKE ADVANTAGE OF THE RANGE OF SUPPORT, INFORMATION AND RESOURCES AVAILABLE THROUGH THE ZERO CARBON CUMBRIA PROGRAMME

The Cumbria Sustainability Network coordinator, Helen Attewell, is able to give one-to-one advice and support to help you get started on taking action on Climate Change. [Click here for more information.](#)

### **There is also funding from Zero Carbon Cumbria – Community Climate Grants**

The aim of the funding is to get as many people as possible to 'do their bit' to reduce greenhouse gas emissions.

Small (£200 – £750) and medium (£750 – £2,000) will be awarded to local groups until 2025.

Advice and support is available to help groups apply for the funding. Please get in touch with [communitygrants@cafs.org.uk](mailto:communitygrants@cafs.org.uk) to tell them about your ideas and how they can help you



## Town & Parish Council Clerk & Responsible Financial Officer PAYE implementation



This is a reminder that all Town & Parish Council Clerks should be employed workers and have a contract of employment, their salary payments are subject to PAYE, and they cannot be Self-Employed

*The below is an extract from the HMRC Guidance*

### **The correct Tax and NIC treatment of Parish Clerks.**

A Parish Clerk is an Office holder. All office holders are subject to PAYE. This means that Parish Clerks:

- can never be considered self employed for tax or NIC purposes.
- must not be paid "gross"; and.
- must be taxed under PAYE.



Parish Councils must register as an employer with HMRC and operate PAYE on the income the Clerk earns. This is the same position as for any office or employment; there is no other acceptable tax treatment applicable to Parish Clerks. Any previous agreements with HMRC or the former Inland Revenue under which the Clerk was paid gross or was treated as self employed are void, as are any 'inherited arrangements' under which a Clerk's income is not subjected to PAYE.

**If any council is currently using a self employed Clerk, the council should rectify the situation by employing the Clerk as soon as possible. CALC can provide template contracts of employment and guidance on PAYE, salary etc.**



# The Coronation of King Charles III 6th - 8th May 2023



Details have started to emerge from Buckingham Palace about the focus of each of the three days of the Coronation Weekend - 6-8 May.

Information can be found within these two links:

<https://www.royal.uk/coronation-weekend-plans-announced>

<https://www.bbc.co.uk/news/uk-64349942>

The initial analysis suggests that on Saturday we will all be watching television or be there, to see it live on the streets of London. Sunday is the day for local celebrations, with Big Lunch and street parties, before the concert from Windsor that evening. Monday is called 'The Big Help Out' and focuses attention on volunteering.

The challenge for communities is how to deliver local initiatives on very tight budgets, but what is new about that? How you badge existing or planned activities can be one way of doing that, particularly around volunteering – an example being annual civic awards which could become Coronation Awards for 2023.

NALC have set up a specific page on their [website](#) covering the coronation.

Some bits to think about:

## Don't wait for official information to start planning

People have started expressing a desire for more information about the day's timings and other related national activities, this information is not yet available, and we are not aware of when it will be available. There is a range of decisions and discussions that local councils can undertake on preparations before this information is available.

## Discuss at a council meeting

If you still need to discuss at a council meeting about activities over the coronation weekend, then schedule that as soon as possible. You may wish to consider the following:

- Which day to organise celebrations – some councils were planning screenings on the day of the Coronation, others were looking at family-focused activities on the bank holiday Monday, and others were looking at various celebrations across the weekend.
- What sorts of activities to organise – examples from local councils in the meeting included a live screening of the Coronation, putting up bunting or other decorations, picnics in the park, street parties, seed bombs for young people to plant, and much more.

- What is the budget?
- Roles and responsibilities – who will be responsible for planning and activities, and which committee (or full council) will oversee activities?

### Engage early with other local groups

You may have volunteers who support local events, youth groups, and schools you would like to participate in celebrations. You may wish to think about targeting local grants towards Coronation-related activities. All these things take time, and early communication will help you work more effectively with partners and local people.

### Managing resources and capacity

While you should be considering what budget the council can put towards activities over the Coronation weekend, the council must also consider the capacity of staff and volunteers to deliver on those plans, particularly councils that may also have elections in the same week.

### Get in touch with your principal authority

From temporary event notices to approving road closures to permission to hang bunting from street lights, a wide range of decisions that will affect your plans are the responsibility of principal authorities. Early contact with them to discuss your plans is advisable.

### Council activity and publicity in the pre-election period

If your council has elections in May, you will need to know the rules around council activity and publicity in the pre-election period. The Local Government Association has [guidance](#) on the pre-election period, which is due to be updated this year. Once that is updated, we will communicate so you can have the most up-to-date information.

### May / Annual Parish Council Meeting dates

The majority of town and parish councils will have elections in May. Due to the elections, and the coronation, if your election is uncontested your May meeting must be held between 10th & 25th May, if your election is contested the meeting must be at least 3 clear days from when the results are announced





# Councillors Corner



## Staveley with Ings

How our Parish Council developed the a beautiful public space in the Centre of Staveley.



In the centre of our village there was a plot of land that was owned by the County Council. Once many years ago it had been maintained as a nice garden area by a local resident. However years on after his passing it had become extremely overgrown and had accumulated quite a lot of rubbish in among the tangle of spiky undergrowth.



Sometimes we would host work parties to remove the excess growth that encroached over the adjoining footpath and threatened to ensnare people walking by.

So the Parish Council asked the County Council if we could take the area on. To develop it as a nice seating and social area. A proper centre of the village. Thankfully they said yes.

We ran a consultation Parish wide about what people wanted to be done. The overwhelming response was to take on and develop it as a public space.

So we raised some money. A grant from the district Council and a little from the County Council covered about a third of the development costs. The rest we found from our own Parish Council money we had set aside for special projects. We were lucky in getting very good rates from our local builder for the work and local stone shop for the paving, and the central tree from our local plant nursery. Also our local sustainability group planted the area up. We also had a library box and noticeboard funded. For the benches we advertised for local sponsors who in return for paying for the benches had their family inscription engraved on them.

All in, it cost the Parish Council about £5k of our own money which we are very proud considering the quality of the finish we got. We are quite a frugal Council!

Since installation 3 years ago the area has been a hit, with people using it as a sitting area to enjoy their ice creams and coffees from the local shops. It is now a frequently used outdoor meeting and public event space and a real feature of the village. We call it Jack's Corner in honour of the original resident who looked after the space originally.

*Mark Kidd (Chair, Staveley with Ings Parish Council).*





# Council Projects



## Murton Parish Council

### The Parish Council, the Cemetery and the Clerk

Murton is a sparsely populated parish in the foothills of the Pennines just a few miles from Appleby-in-Westmorland. The parish covers the communities of Murton, Hilton, Brackenber, Coupland Beck, Langton Beck, Flakebridge and outlying areas of the Pennine fellsides.

Since my appointment as Parish Clerk 10 years ago, my role has grown tremendously, to encompass the usual clerking & financial responsibilities but involving a full modernisation and digitalisation of records, meetings, assets & communication including the Cemetery. The Council now has a website, personal email addresses and even a dedicated WhatsApp group to maintain clear communication and transparency.

Murton Cemetery is the only major asset within the Parish and the Clerk is responsible for making sure that PC obligations are met and administration complies with current legislation. Members of community had taken responsibility for different aspects of cemetery administration over the years and while this had worked in the past providing continuity and local knowledge, it was no longer sufficient for our needs. The Cemetery has been in existence since the end of the 19th Century and there are many generations of the same families buried there. Every now and again there is a query which requires me to research how a situation is legislated and what procedures and practice are implemented elsewhere. It is an interesting area of the work. Over the years I've had to correct a couple of errors in the Registers, investigate where "the cheapest place to be buried is" in order to review the fees, be present at an interment in a howling blizzard, and stood quietly away from a small family group burying their loved one during lockdown.

There are often only a couple of interments each year, but recently I started to receive requests for memorial plaques to be erected for those who had been cremated, particularly during, and in the months following, the Covid lockdown. Following discussion with the then Chair, and some research into what options were available, councillors decided to use some of the PC's reserves for a project to build a wall on which plaques could be placed as a memorial for those in the Parish who had died during the pandemic. In character with our rural community, councillors designed a curved wall to resemble the side of a sheep fold in a quiet and accessible corner of the Cemetery. During winter 2021 the Chairman, Councillors and volunteers built the wall using local Eden Valley sandstone under the supervision of a local parishioner, a retired stonemason. The result is an elegant and peaceful place for contemplation. Again, research was necessary to see how other cemetery managements dealt with plaques so the PC developed guidance on the wording to be used on the slate plaques which are supplied by a local ironmongers, H Pigney & Son, and the fees to be charged.



As I said, an interesting and rewarding aspect of my job, and a change from the day to day administration.



Of course there is another side to this story. The Cemetery is a huge cost to this small parish council. Much of the maintenance is voluntary but the PC has to employ someone to cut the uneven grass, maintain the walls and undertake repairs. Generous donations of gravel, free equipment hire and expertise have been made but the removal of six leylandii, which had grown so big they were demolishing the walls and allowing sheep to roam, was a major cost a few years ago. With cremations being more popular than interments, and an identified need for a plaque wall it made financial sense for the PC to create this facility.

Ensuring that friends and family are looked after when bereaved or in the months or years following bereavement is a very satisfying part of this job. Further information on and photos of Murton Cemetery can be found here: <https://www.murton.org.uk/murton-cemetery/>

## NALC Legal Updates



NALC have updated Legal Topic Note (LTN) 39 on copyright. The substantive changes, in addition to a general refresh and modernising of the text, are a new paragraph 8 and changes to paragraph 9 to advise on copyright infringement and using copyrighted materials. You can find the LTN in the member's area of the NALC website (login required).

### Updated guidance on the pre-election period

The Local Government Association has updated its guidance on publicity during the pre-election period for the local elections on 4 May. NALC have updated briefing L01-23 which contains a link to the guidance and can be found in the member's area of the NALC website in the briefings section under council business, law and procedure (login required).



# News from NALC



## Internal Audit Forum

THE VOICE FOR LOCAL COUNCIL AUDIT

### New partnership with the Internal Audit Forum

The National Association of Local Councils (NALC) announced that they have partnered with the Internal Audit Forum. The partnership will see the two organisations working together to raise awareness and quality of internal audits for local councils.

The Internal Audit Forum comprises over 80 professional members, including qualified accountants, experienced clerks and county officers. Their vast network of internal auditors and other interested parties strives to promote continuous internal audit improvement in the sector. As a group of sector specialists, they have established a network of internal auditors across the country and invited other stakeholders who strive to promote continuous internal audit improvement in the local (parish and town) council sector to join the forum.

NALC chair Cllr Keith Stevens said: "I am pleased to announce that we have started a new partnership with the Internal Audit Forum. They have recently actively engaged with NALC, county associations, the Joint Panel on Accountability and Governance and the Smaller Authorities' Audit Appointments. Their involvement has contributed towards the rewrite of Sections 4 and 5 of the Practitioners' Guide."

"We are delighted to have reached an agreement with NALC to become a key partner in promoting the growth, development and understanding of internal audits to local councils. We are committed to raising awareness of internal audits and promoting internal audit quality and best practices across the local council sector.", said Tim Light, chair of the Internal Audit Forum.

### External Audit Fees 2022-23 to 2026-27

The Smaller Authorities Audit Appointment have determined the fees for the Audit Years 2022-23 to 2026-27.

The fees are details on the [SAAA Website](#)



# Civility and Respect Project

The Civility and Respect Project has released a new HR podcast to better explain local (parish and town) councils' responsibilities as employers regarding sickness and absence.

One of the key areas which challenge relationships between councillors and clerks is the council's responsibility as an employer for the clerk. Councils which support and value their staff are better able to deliver their objectives and adapt to changing needs or priorities. The Civility and Respect Project team have worked with Chris Moses, Managing Director of Personnel Advice and Solutions Ltd, to deliver a series of podcasts explaining councils' responsibilities as employers.

In this podcast, Chris Moses covers some of the key considerations for councils in relation to sickness and absence management.

- Understanding the legal position
- Objectively measuring absences
- Conducting reasonable investigations into chronic health issues
- Formal procedures to address the absences
- Making reasonable adjustments to accommodate people with disabilities at work
- Terminating employment through the Capability procedure

This is an introduction to the subject. More information and training may be available from your county association, and sometimes it is necessary to seek additional advice from a HR service provider with specialist local council knowledge.

[Watch the podcast](#)

## Audit appointments

Auditor appointments by area for smaller authorities for the five financial years from 2022-23 to 2026-27, for Cumbria "Moore" have been appointed. This information is on the SAA [website](#). Please look out for an email from Moore with the 2022-23 Audit instructions.



# MOORE



## Safeguarding Policy

There is a new Safeguarding policy template on the website, in the members area. We have updated this to reflect the requirements of many grant providers. We hope you find this useful.



## Procurement Thresholds

The £25,000 threshold increased to £30,000 from 21 December 2022 (SI 2022/1390) Public contracts, with an estimated value (including VAT, from 1 January 2022):  
over £213,477 (previously 189,330 ex VAT) for goods or services, or  
over £5,336,937 (previously £4,733,252 ex VAT) for public works (construction),  
must comply with the full requirements of the Public Contracts Regulations 2015. These include specific tendering methods and timescales, as well as a requirement to advertise on both the Contracts Finder website and Find-a-Tender (the UK e-notification service).

Where a contract will run for several years, it is the total (not annual) value that matters.

Where the estimated total value (including VAT) is below these thresholds, but exceeds £30,000 (after 21 December 2022), a council is required to advertise the opportunity on Contracts Finder if they publish an open invitation to quote/tender. If they are inviting specific firms and not opening up to wider competition, they don't have to advertise the opportunity on Contracts Finder (Public Contracts Regulations 2015, Reg. 110(5)(b)).

However, a council must comply with its own Standing Orders and Financial Regulations and if those regulations require an open invitation and a formal tender process, the council should follow them. Tendering processes ensure fair competition, achieve value for money and avoid anti-competitive behaviour. They protect the council and taxpayers.

If a council simply chooses specific firms to invite, it must avoid allowing non-commercial considerations (defined in Part 2 of the Local Government Act 1988) to influence its decisions. If a council invites some suppliers and not others, it should record its reasons.

If the council genuinely believed the value would be under £30,000 but the tenders came in above that, the Regulations do not require it to go back and start again.

Regardless of whether the opportunity was advertised, Regulation 112 requires a council to publish the award of a contract over £25,000 prior to 21 December 2022, or £30,000 thereafter, on Contracts Finder within a reasonable timescale. There is no specified timescale for parishes, but we suggest within 3 months.



## VAT on sporting fees

HMRC concede that charges for council sports facilities are non-business

HMRC's previous guidance was that local authority sports and leisure services may either be taxable or exempt from VAT. This has been challenged in the courts, with test cases for England, Scotland and Northern Ireland going on for several years.

In Chelmsford City Council [2020] UKFTT432(TC) the First Tier Tribunal determined that such services are provided under a 'special legal regime' and can be treated as 'non-business', providing that does not give rise to significant distortions of competition.

HMRC lost an appeal on the first part of that decision, where they did not accept the reasoning that local authority sports services are subject to a 'special legal regime'. The Upper Tier Tribunal [2022] UKUT149(TCC) dismissed that appeal in March 2022.

On 26 January 2023, HMRC advised Chelmsford City Council that they would NOT be pursuing the 'significant distortion of competition' argument and accepted that local authority sports services can be treated as non-business and outside the scope of VAT.

We suggest that councils consider the following steps in relation to sports facilities that they charge for, bearing in mind that HMRC might refuse some claims:

- 1) VAT registered councils charging VAT on the use of sports facilities or services by the public (including through their membership of sports teams) should:
  - a. stop doing so as soon as possible and certainly before 1 April 2023, even if there is an option to tax in place on the facilities,
  - b. compile and submit a claim to HMRC for a refund of such VAT declared for the past four years, and
  - c. consider whether to refund that VAT to bodies/people charged for sports.
- 2) Any council not VAT registered that has have avoided reclaiming VAT on the cost of sports facilities because they were considered taxable supplies, should reclaim any such VAT incurred (but not reclaimed) over the last 4 years.
- 3) Any council that has treated sports services as VAT-exempt and including the VAT incurred on those activities in their partial exemption calculation should:
  - a. Exclude that VAT from their 2022/23 calculation,
  - b. Check if they had any irrecoverable VAT in their 2018/19 to 2021/22 calculations, and review the calculation to see if they can now reclaim it,
  - c. if they have done a 7-year average calculation for any of those years or to forecast a future year, review it to see if they can recover any further VAT.

HMRC have issued brief guidance <https://www.gov.uk/government/publications/revenue-and-customs-brief-3-2023-changes-to-vat-treatment-of-local-authority-leisure-services>.

This confirms their analysis that there would be no significant distortion of competition and explaining the steps councils should take to reclaim any VAT.

Councils should email any claim for reimbursement to: [lasector.mailbox@hmrc.gov.uk](mailto:lasector.mailbox@hmrc.gov.uk) and include '2023 LA VAT non-business' in the subject line of the email. VAT returns and VAT126 claims should not be adjusted and the procedure above should be used.

Please note that VAT126 reclaims must be submitted within 4 years of the end of the month in which the supply of goods or services occurred, so a council can still claim for March 2019 until the end of this month.

For VAT-registered councils, adjustments cannot be made more than 4 years after the due date of the VAT return that is being amended, so the oldest return that can be claimed for is the one for the January to March 2019 quarter, unless a council submits monthly returns or has non-standard VAT quarters.

In reclaiming any VAT charged, councils must avoid "unjust enrichment", which might occur if they reclaim the VAT and keep it, rather than refunding it to customers. Where council facilities are subsidised and operate at a loss due to low charges, HMRC are unlikely to consider that unjust enrichment.

An option to tax only applies to business activity and no VAT is charged on non-business fees. However, the option to tax will still apply to any non-sporting hire and would apply if the site was sold, so councils with one in place shouldn't cancel their VAT registration.

HMRC have not specified how far their interpretation of "sport and leisure services to members of the public" extends, but the Chelmsford case referred to pitches for football, rugby, hockey, netball, cricket, tennis and bowls, as well as facilities for swimming, ice skating, squash, table-tennis and badminton.

It seems likely that the decision in Canterbury Hockey Club [2008] EUECJ C-253/07 applies, confirming that 'individuals taking part in sport' includes those doing so via membership of a not-for-profit sports club, but we don't yet think that non-business treatment applies to hire by private businesses selling services to their clients.

Please note that the tribunal decisions only relate to charges for sporting services and should not be applied to meeting room hire, the provision of catering or sale of goods alongside sports, or other taxable or exempt business activities at this point.

If you are in any doubt as to whether an activity is affected by this change, please consult your county association of local councils in the first instance.

## **Section 137 spending 2023/24**

The Department of Levelling Up, Housing and Communities (DLUHC) has notified the National Association of Local Councils (NALC) that the appropriate sum for section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for parish and town councils in England for 2023/24 is £9.93.

The amount is a result of increasing the amount of £8.82 for 2022/23 by the percentage increase in the retail index between September 2021 and September 2022 under Schedule 12B to the 1972 Act.

## **Local councils not subject to council referendum principles**

Michael Gove MP confirmed on 7 February 2023 that local (parish and town) councils would not be subject to the council tax referendum principles in 2023/24.

## **Buckingham Palace Garden party**

Thank you to all those who sent in nominations for the Buckingham Palace Garden Party. A draw has taken place, and the winner advised



## Common land, town and village greens, other open spaces, and paths

The Open Spaces Society, Britain's oldest conservation body, has published a new guide for local councils (town, parish and community councils) in England and Wales to protect and care for the common land, town and village greens, other open spaces, and paths in their patches.

The guide helps local councils to be aware of the powers which are specifically conferred on them, and the powers which, although applying to the public in general, are best exercised by the local council because it has the authority and more resources than most individuals and voluntary organisations, and it commands respect.

The guide covers:

### Common land—how to:

- consider applications for works, and to enforce against unlawful works;
- protect unclaimed common land;
- protect land against trespass and encroachment;
- procure a scheme for regulation and management of a common or green (including one with no known owner);
- create common land.

### Town and village greens—how to:

- protect from development and encroachment;
- voluntarily register;
- protect unclaimed land.

### Other open spaces—how to:

- dispose of council-owned land legally;
- dedicate access rights;
- nominate as local green space (in England).

### Public rights of way—how to:

- deal with obstructions;
- defend a route with vehicular rights against extinguishment or diversion;
- carry out maintenance;
- create a public right of way.

Says Kate Ashbrook, the society's general secretary: 'Too often local councils are not aware of the special powers they have to remedy problems on open spaces and paths. For instance, they are best placed to take enforcement action against unlawful encroachment on a common or green. They can force the highway authority to remove an obstruction on a public right of way, and use their unique power of veto to prevent the extinguishment or diversion of a route with vehicular rights.'

'The society has many local-council members and we encourage others to join us, and to benefit from our training courses and our advisory service, so that they can exercise their legal powers in defence of open spaces and paths which are so important to their local population.'

# Vacancies



## **Skelsmergh & Scalthwaiterigg Parish Council - Clerk & RFO**

Skelsmergh & Scalthwaiterigg Parish Council require a new Parish Clerk and Responsible Financial Officer to take over from our current Clerk in 2023. The role is 4 hours/week; salary £11.70 to £12.92/hr dependent on experience (NJC pay award to be confirmed). Our current Clerk will support your transition into the role and the Parish Council will pay for comprehensive training. You will have the opportunity to use and improve a range of highly transferable skills, work with new people and apply your knowledge and experience to benefit our local community. If you think the role will suit you, please visit our website for more information: <http://www.skelscalpc.org.uk/>. Or contact the Clerk: [clerk@skelscalpc.org.uk](mailto:clerk@skelscalpc.org.uk).

## **Kirklington Parish Council - Clerk & RFO**

Kirklington Parish Council is a small rural Parish consisting of a Clerk and eight Councillors and require a Clerk and Responsible Finance Officer. The Clerk is responsible for managing the Council's day to day business, providing advice and implementing decisions. Applicants will need to be computer literate and have internet access, able to prepare council agendas and record minutes, manage the Council's accounts, prepare budgets and maintenance of the Council's website as well as corresponding with external organisations on behalf of the Council. Working hours are on average 5/6 hours per month and the salary is £10.63 - £11.73 per hour in accordance with nationally agreed scales. Full support, including the opportunity for further development and training will be available. With the exception of attending meetings the post holder will be expected to work from home. The Council usually holds five meetings per annum in the evenings. For further information please contact the Chairperson, Mike Jack by phone on 01228675594 or by email: [Michael.jack13@btinternet.com](mailto:Michael.jack13@btinternet.com)

## **Ousby Parish Council**

A clerk will be required for Ousby parish council with effect from 1 May 2023. Would any person interested in this important position please contact Andrew Ivinson (Chairman), Sandwich Farm, Ousby CA10 1QB tel: 01768 881343 or email: [sandwickandrew@gmail.com](mailto:sandwickandrew@gmail.com) before Tuesday 4 April 2023 for further information. Completed application forms must be received by noon on Wed 5 April 2023. Interviews for suitable candidates will take place during w/c 17 April 2023. Ousby Parish Council welcomes applications from all sectors of the community.