

Report for Keswick Town Council Nov 2023

**The Organisation:**

KCERP is a registered charity, and volunteer-led organisation, with a part-time project manager whose role is funded predominantly (300 hours per annum) by Keswick Town Council. The main focus is to support Keswick's residents during and following a potential flooding scenario. Our emergency plan also covers a number of other situations such as power outages and pandemic, which are updated according to the risks identified on Cumbria's Community Risk Register.

**Achievements since the last report:**

- Claire Peat was appointed as a new project manager (PM) in February 2023, taking over from Kimberley Ward, who left in April 2023.
- We have appointed a new trustee, Chris Simms, who has experience with the Environment Agency, so can provide invaluable insight to the board.
- Grant funding was approved from CiFR (Cumbria innovative flood resilience), allowing us to:
  - Upgrade outdated IT
  - Replenish sandbag stores
  - Recruit for a Lengthsman to help reduce the risk of surface water flooding in the town
- The annual leaflet for householders is printed, and due to go out in November to all residential addresses with a CA12 postcode. KCERP has engaged with the local holiday cottage offices to request an electronic copy is sent to their CA12 owners, and they have a plan for their visitors.
- Grant funding has been received to purchase generators and other equipment to help us get through a combine power outage/flooding situation.
- The KCERP trustees and Town Councillors were invited to the Mountain Rescue base to tour the new multi-agency response area, and consider how the community response runs alongside the emergency services. The decision was taken that KCERP operations would continue to run from the Town Hall, and we would ensure a volunteer liaison was present at the MRT base for continuous information flow between services.

**Ongoing Challenges:**

1. Local Government Reorganisation has resulted in some confusion with new roles, and some key roles have not yet been replaced. We are working closely with Keswick's Flood Action Group, and Cockermouth's Emergency Response Group to share information and find the right people to contact.
2. KCERP is updating their list of volunteers to include wet/dry volunteers, and ensure there is support for the emergency services keeping them fed and watered, in addition to the core volunteer work of warning residents of potential flooding and helping vulnerable residents with their flood defences.
3. One of our key river monitors at Low Briery was irreparably managed during Storm Desmond. We, alongside the EA, are monitoring replacement telemetry further upstream near Threlkeld to ensure our action triggers (such as closing park flood gates) happen at the right times when water is rising. Unfortunately this monitoring station can't account for run-off from a number of tributaries closer to Keswick, so telemetry is less accurate for predicting issues downstream. We are still learning how the data from this station correlates to when, and how much water will rise within the town.
4. An emergency exercise has been planned for September 2024 to test the processes and equipment.

**Ongoing work:**

We continue to recruit and train volunteers with around 15 new volunteers having signed up following the recent campaign. Training and refresher sessions will be ongoing through the Winter months. We would like to produce a quick reference guide for all volunteers, so if they cannot attend training, they can know when to respond in various scenarios.

Our confidential list of vulnerable householders who may require additional assistance have all been contacted to introduce the new PM, and discuss their current situation and needs. New householders may be added following the leaflet campaign.

A close working relationship with the Flood Action Group is being fostered to ensure information sharing, and streamlined working with external agencies such as the EA.

The Community Emergency Plan is being revised to include data-driven action triggers, and expanded to cover the higher risk of power outages.



Keswick Community Emergency Recovery Partnership	1169144
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## Receipts and payments accounts

CC16a

For the period from	Period start date	To	30/09/2017
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### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Cumbria Community Foundation	-	-	-	-	12,500
Keswick Town Council Transfer of Funds	5,825	-	-	5,825	5,825
CA12 and Friends	-	-	-	-	
Donation	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
<b>Sub total (Gross income for AR)</b>	5,825	-	-	5,825	18,325
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	5,825	-	-	5,825	18,325
<b>A3 Payments</b>					
Administration Services	1,280		-	1,280	3,530
Training	-			-	
Sandbags	-			-	482
Radio equip & service		-		-	
Stationary Supplies	59			59	
Refreshments		-		-	
Leaflets		624	-	624	567
Phone/Broadband	20				550
Office Costs	-		-	-	
Room Hire	-	-		-	
Sundry Expenses	203	-	-	203	11
Equipment	44	-	-	44	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
<b>Sub total</b>	1,605	624	-	Cross Add Error	5,140
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	
	-	-	-	-	
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	1,605	624	-	#VALUE!	5,140
<b>Net of receipts/(payments)</b>	4,220	624	-	#VALUE!	13,185
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	12,975	-	-	12,975	-
<b>Cash funds this year end</b>	17,195	624	-	#VALUE!	13,185

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
<b>B1 Cash funds</b>	Petty Cash	61		-
	Cumberland Account	13,599	12,500	-
		-	-	-
	<b>Total cash funds</b>	<b>13,660</b>	<b>12,500</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	Agreement Error	Agreement Error	OK

	Details	Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval

[illegible]

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£ 1,280.00	£ -	£ -	£ -	£ 43.51	£ 59.22	£ -	£ 623.79	£ -	£ 20.00	£ 202.70
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[illegible]

[illegible]

Date Completed:	
Petty Cash Float:	£75

Date of Expenditure	Description	Amount	Receipt Included Yes/No

Total:

Report Completed by:	
Signed:	
Dated:	

Approved by:	
Signed:	
Dated:	

This is taken as authorisation to top up the petty cash balance by:	
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Charity Name		No (if any)	
<b>Receipts and payments accounts</b>			
For the period from	Period start date	To	Period end date

**CC16a**

## Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b> (Gross income for AR)	-	-	-	-	-
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	-	-	-	-	-
<b>A3 Payments</b>					
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	-	-	-	-	-
<b>Net of receipts/(payments)</b>	-	-	-	-	-
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	-	-	-	-	-
<b>Cash funds this year end</b>	-	-	-	-	-

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
B1 Cash funds		-	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	-	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

	Details	Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval



Date Completed: 17/11/16 for October Invoices

Date of Expenditure	Description	Amount	Invoice Included Yes/No	Evidence of Budget	Cheque Signatory 1	Cheque Signatory 2
27/10/16	Petty Cash top up	£ 75.00	n/a	n/a	HA	LW
27/10/16	LDNPA - Planning Application	£ 97.50	(copy of application)		HA	LW
31/10/16	Administration Services - October - Heather Askew	£ 1,134.00	yes	as per CCF budget		
28/10/16	Vista Print - KCERP leaflets (Reimburse Heather Askew - paid by personal Credit Card)	£ 144.54	yes	as per CCF budget		

Total: £ 1,451.04

Report Completed by: Heather Askew  
 Signed:  
 Dated: 17/11/16

Approved by: Graham Thompson  
 Signed:  
 Dated:



Date Completed:	5/12/2016
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Date of Expenditure	Description	Amount	Invoice Included Yes/No	Evidence of Budget	Cheque Signatory 1	Cheque Signatory 2
16/11/16	BT- 80826- line rental 3 oct-31 jan, calls 4 oct-3 nov	£ 187.98	yes			
16/11/16	BT- 80924 - line rental 3oct-31 jan, calls14 oct- 29 oct	£ 126.48	yes			
30/11/16	Keswick Town Council - broadband recharge - nov	£ 14.32	yes			
30/11/16	Administration Services - November - Heather Askew	£ 837.00	yes			
22/11/16	Smartlift - sandbags - reimbursement to Heather Askew (paid by personal Debit Card)	£ 594.98	yes			
30/11/16	Amazon - supplies - reimbursement to Heather Askew (paid by personal Credit Card)	£ 560.09	yes			
30/11/16	Petty Cash top up	£ 53.39	yes			

Total: £ 2,374.24

Report Completed by:	Heather Askew
Signed:	
Dated:	5/12/2016

Approved by:	
Signed:	
Dated:	

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## Amazon Orders - November 2016

order number	total
202-0209377-5277140	£ 12.60
202-0333615-8567530	£ 285.75
202-0718406-6151556	£ 4.29
202-1176240-7250753	£ 1.62
202-1786663-2454722	£ 6.20
202-2162210-9462754	£ 9.84
202-4318349-5193137	£ 7.89
202-5446402-4425147	£ 1.65
202-5837965-9544311	£ 24.93
202-6095140-3405161	£ 14.16
202-6473457-8373969	£ 6.20
202-7509123-1451501	£ 10.95
202-8577553-3134769	£ 23.19
202-8894057-0107526	£ 47.96
202-9167894-2691526	£ 48.99
202-9640429-5224361	£ 15.67
202-6921422-5061954	£ 24.97
202-1711476-2207519	£ 13.23
	<hr/>
	£ 560.09

Date Completed:	
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Date of Expenditure	Description	Amount	Invoice Included Yes/No	Evidence of Budget	Cheque Signatory 1	Cheque Signatory 2

Total: 

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Report Completed by:	
Signed:	
Dated:	

Approved by:	
Signed:	
Dated:	

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