KIRKBY STEPHEN
TOWN COUNCIL

Clerk's Report, 13 October 2026

Incoming

1. 14 October Planting for Pollinators session at Edensyde 14:00.
2. IT and Website offer made to UEVIC. Formal response awaited.
3. Evergreen Community Trust, Support for the Evergreen Trustees in relation to the administration of the Evergreen Building continues. Building returned to trustees with vacant possession 5 October, condition to be assessed.

Updates from the last meetings

1. 26/081.2 Dog Fouling Signage will be installed at Silver Street Gardens 8 October.
2. 26/024 Precision HR. Policy work had been expected to be ready to present in September and has still not been completed. Staff discussions/meetings to be supported by Precision HR to be arranged over Summer delayed owing to absence/workload/holidays.
3. 26/024.3 Stoneshot Toilet complaints arising from ASB followed up, Changes of personal at W&F have made it difficult to know who to liaise with. Police engaged with.
4. 26/088.1 & 2 Grants paid 18 September Upper Eden Rugby Club and Stainmore Railway.
5. 26/089 Grant paid to Upper Eden Visitor Centre 18 September.
6. 26/090 Liaised with installers regarding the Westmorland and Furness Way signage installed at Franks Bridge.
7. 26/091 Westgarth decision deferral communicated 14 September. W&F have subsequently advised that the play area is not suitable for the installation and independent group is working to establish other possible locations.
8. 26/092 European Mini Mart Closure extended by Magistrates for three months 16 September.
9. 26/094 BT Openreach complaint upheld and alternative wayleave offered.
10. 26/096.3 Website updated with Market rules.
11. 26/096.4 VolkerRail written to with thanks for the Social Value Volunteers efforts on the 10 September.
12. 26/096.6 Thanks communicated to Westmorland Dales Day for the Gazebo Refurbishment 15 September
13. 26/096.6 Junction 38 Briefing attended 24 Sept & 29 Sept

Outstanding Actions

1. 26/017 Implementation of an IT Policy
2. 26/017 New website with a gov.uk domain.
3. 26/017 Ensure Website complies with WCAG 2.2 AA Standard
4. 26/018 Action on HR Audit to be completed (September Target - Missed)
5. 26/024 Appoint Internal Auditor
6. Jubilee Park Project
7. Signage Project
8. Policy reviews due in year as follows: Small Grants Policy | Jubilee Park Management Plan | Privacy Policy | Retention Schedule | Council Plan Review | Equal Opps (Aligns with incoming employment policies).
9. Continue to Chair Local Links Management Group meeting scheduled for 21 cancelled owing to illness. Reschedule required. Downstairs works to be finished 8 October.