

# WHITEHAVEN TOWN COUNCIL

## Minutes of the Annual Council Meeting held on the 18<sup>th</sup> May 2023

**Present:** Councillor C Hayes; Councillor J Carr; Councillor E Dinsdale; Councillor G Dinsdale; Councillor B O’Kane; Councillor R Redmond; Councillor G Roberts; Councillor A Pearson; Councillor A Spedding; Councillor R Taylor; Councillor R White

M. Jewell, Clerk and Responsible Financial Officer

V. Gorley, Assistant Clerk

Members of the Public

Member of the Press

### **2248/23** Introduction

Charles Maudling as Mayor welcomed everyone to the Annual Meeting of Whitehaven and with a special welcome for the new Councillors and said he hoped they have a good 4 year term in office.

Charles Maudling said that it had been a real pleasure and honour to be the Mayor of the Town Council both last year and this year, attending events all over the country representing and selling Whitehaven to the people and was glad to say that there had been a lot of visitors to Whitehaven who had popped their heads through the door to say hello. He said it had been a fantastic real honour to be the Mayor of the Town, with past Mayors being Councillor O’Kane, Councillor Hayes and Councillor Roberts and who had represented the Town well. He said he hoped that each and every one of the Councillors get to be Mayor if they carried on for a few years.

### **2249/23** Appointment of Chairman ( Mayor) for 2023/24

Charles Maudling asked for nominations for the position of Chairman (Mayor) for 2023/24.

Councillor Roberts nominated Councillor C Hayes for the position of Chairman (Mayor) for 2023/24 and this was seconded by Councillor Carr.

A vote was held and 9 Councillors voted for Councillor Hayes and 2 Councillors abstained

**RESOLVED** – That Councillor C Hayes be appointed Chairman (Mayor) for

2023/24. Councillor Hayes signed the Declaration of Acceptance.

**2250/23 Appointment of Vice Chairman (Deputy Mayor) for 2023/24**

The Chairman asked for nominations for the position of Deputy Chairman (Deputy Mayor) for 2023/2024.

Councillor Hayes nominated Councillor R Gill for the position of Deputy Chairman (Deputy Mayor) for 2023/24 and this was seconded by Councillor Carr

A vote was held and 9 Councillors voted for Councillor Gill and 2 Councillors abstained

**RESOLVED** - That Councillor R Gill be appointed Deputy Chairman (Deputy Mayor) for 2023/24.

**2251/23 Apologies for Absence**

An Apology for absence was received from Councillor R Gill as he was ill It was proposed by Councillor Hayes and seconded by Councillor Roberts that the apology for absence be accepted and noted. A vote was held and it was unanimously

**RESOLVED** - That the apology for absence be accepted and noted.

**2252/23 Declarations of Interest**

There were no Declarations of Interest

**2253/23 Minutes of the Council Meeting held on 27<sup>th</sup> April 2023**

It was proposed by Councillor O’Kane and seconded by Councillor Roberts that the Minutes of the Council Meeting held on 27<sup>th</sup> April 2023 be approved and signed by the Chairman as a correct record. A vote was held and 10 Councillors voted for the proposal and 1 Councillor abstained.

**RESOLVED** – That the Minutes of the Council Meeting held on 27<sup>th</sup> April 2023 be approved and signed by the Chairman as a correct record

**2254/23 Council’s Bank Account**

The Council considered a report on the Council’s Bank Account and the 4 authorised signatories. It was proposed by Councillor Hayes and seconded by Councillor Roberts that Councillor R Gill, Councillor C Hayes, Councillor Councillor B O’Kane and Councillor G Roberts continue to be authorised signatories for the current year.

**RESOLVED** – That Councillor R Gill, Councillor C Hayes, Councillor B O’Kane and Councillor G Roberts continue to be authorised signatories for the current year.

**2255/23**     **Review and Adoption of Model Standing Orders**

The Council considered a report on the review and adoption of Model Standing Orders which contained amendments made by NALC.

It was proposed by Councillor Hayes and seconded by Councillor Taylor that the Model Standing Orders be approved with the amendments made by NALC and adopted and that they be further reviewed at the next Annual Meeting in May 2024 unless in the meanwhile amendments are made by NALC in which case they will be referred to Council at that time.

A vote was held and it was unanimously

**RESOLVED** – That the Model Standing Orders be approved with the amendments made by NALC and adopted and that they be further reviewed at the next Annual Meeting in May 2024 unless in the meanwhile amendments are made by NALC in which case they will be referred to Council at that time.

**2256/23**     **Review and Adoption of Financial Regulations**

The Council considered a report on the review and adoption of Model Financial Regulations which were last approved by the Council in May 2022. No amendments had been made by NALC since that time. It was proposed by Councillor Hayes and seconded by Councillor Roberts that the Model Financial Regulations be approved and adopted and that they be further reviewed at the next Annual Meeting in May 2024 unless in the meanwhile amendments are made by NALC in which case they will be referred back to Council at that time. A vote was held and it was unanimously

**RESOLVED** - That the Model Financial Regulations as amended be approved and adopted and that they be further reviewed at the next Annual Meeting in May 2024 unless in the meanwhile amendments are made by NALC in which case they will be referred back to Council at that time.

**2257/23**     **Review and Adoption of Code of Conduct**

The Council considered a report on the Code of Conduct shown at Appendix 1 to the report which had been last reviewed and adopted on 25th August 2022. It was proposed by Councillor Hayes and seconded by Councillor Roberts that the Code of Conduct shown at Appendix 1 of the report be approved and adopted. A vote was held and it was unanimously

**RESOLVED** – That the Code of Conduct shown at Appendix 1 of the report be

approved and adopted and that it be reviewed at the next Annual Meeting in 2024 or earlier if a revised Code of Conduct is received.

**2258/23**      **Chairman's Allowance**

The Council considered a report on the Chairman's Allowance for 2023/24. It was proposed by Councillor Hayes and seconded by Councillor Roberts that the Mayors Allowance of £3,063 be approved as stated in paragraph 1.6 of the report and that it is administered through the Office and the Mayor is reimbursed on production of a receipt for the expenditure. A vote was held and it was unanimously

**RESOLVED** – That the Mayors Allowance of £3,063 for 2023/24 be approved as stated in paragraph 1.6 of the report and that it is administered through the Office and the Mayor is reimbursed on production of a receipt for the expenditure

**2259/23**      **Appointments to Committees**

The Council considered a report on appointments to the two standing Committees of the Council. The Clerk asked for volunteers and the following Councillors put their names forward:-

- i. Councillor Gill who although unable to be present had expressed a wish to be a member of both Committees and it was proposed by Councillor Hayes and seconded by Councillor Roberts that Councillor Gill be appointed to both Committees. A vote was held and it was unanimously

**RESOLVED** - That Councillor Gill be appointed to both Committees.

- ii. The Clerk asked for volunteers and the following Councillors put their names forward for the two Committees:-

Staffing Committee:

Councillor R Gill  
Councillor C Hayes  
Councillor G Roberts  
Councillor J Carr  
Councillor R White  
Councillor R Taylor

Policy and Resources and Finance Committee:

Councillor R Gill  
Councillor C Hayes  
Councillor B O'Kane  
Councillor G Roberts  
Councillor R Taylor  
Councillor J Carr

Councillor R White

It was proposed by Councillor Hayes and seconded by Councillor Taylor that the above Councillors be appointed to sit on the Staffing and Policy and Resources and Finance Committees. A vote was held and it was unanimously

**RESOLVED** - That the above- mentioned Councillors be appointed to sit on the two Committees

**2260/23**     **Adoption of Terms of Reference for Committees**

Councillor G Dinsdale left the Meeting during consideration of this item

The Council considered a report showing at Appendix 1 the Terms of Reference for the Staffing Committee and the Policy and Resources and Finance Committee. It was proposed by Councillor Hayes and seconded by Councillor Roberts that the Terms of Reference for the Staffing Committee and the Policy and Resources and Finance Committees shown at Appendix 1 of the report be approved. A vote was held and 10 Councillors voted for the proposal

**RESOLVED** – That the Terms of Reference for the Staffing Committee and the Policy and Resources and Finance Committees shown at Appendix 1 of the report be approved.

Councillor G Dinsdale came back into the Meeting

**2261/23**     **Appointment to and Terms of Reference for Advisory Groups**

- i The Clerk asked for volunteers to sit on the Advisory Groups and the following put their names forward:-

Whitehaven in Bloom Advisory Group

Councillor G Roberts  
Councillor B O’Kane  
Councillor E Dinsdale  
Councillor C Hayes

Events Advisory Group

Councillor C Hayes  
Councillor J Carr  
Councillor R Taylor  
Councillor G Roberts  
Councillor G Dinsdale  
Councillor E Dinsdale

Allotments Advisory Group

Councillor R Gill  
Councillor G Roberts  
Councillor E Dinsdale  
Councillor G Dinsdale  
Councillor C Hayes

Steering Group on Office Accommodation

Councillor R Gill  
Councillor J Carr  
Councillor G Roberts  
Councillor C Hayes  
Councillor B O’Kane

St Nicholas Gardens Advisory Group

Councillor G Roberts  
Councillor R Taylor  
Councillor B O’Kane  
Councillor C Hayes  
Councillor E Dinsdale

It was proposed by Councillor Hayes and seconded by Councillor Roberts That the Councillors named above be appointed to sit on the Advisory Groups. A vote was held and it was unanimously

**RESOLVED** – That the Councillors named above be appointed to sit on the Advisory Groups

- ii It was proposed by Councillor Hayes and seconded by Councillor Roberts that the Terms of Reference for Advisory Groups shown at Appendix 1 be approved. A vote was held and it was unanimously

**RESOLVED** - That the Terms of Reference for Advisory Groups shown at Appendix 1 be approved.

**2262/23 Review of Representation on or work with External Bodies and Arrangements for reporting back**

The Council considered a report on the representation on or work with External Bodies and arrangements for reporting back. The Clerk said that Councillor Hayes attended the Harbour Users Group as an individual

- i. It was proposed by Councillor Hayes and seconded by Councillor E Dinsdale that Councillor Gill be appointed to attend the meetings of the WCSSG. A vote was held and it was unanimously

**RESOLVED** - That Councillor Gill be appointed to attend the meetings of the WCSSG.

- ii. It was proposed by Councillor Roberts and seconded by Councillor White that Councillor Hayes be appointed to attend the meetings of the WTTC. A vote was held and it was unanimously

**RESOLVED** – That Councillor Hayes be appointed to attend the meetings of the WTTC

**2263/23**     **Confirmation of Insurance Cover**

The Council considered a report confirming the Council’s Insurance Cover. It was proposed by Councillor Hayes and seconded by Councillor Roberts that the Insurance Policy be noted and approved. A vote was held and it was unanimously

**RESOLVED** – That the Insurance Policy be noted and approved.

**2264/23**     **Subscriptions to Other Bodies**

The Council considered a report on Subscriptions to Other Bodies giving details of the subscription to CALC. It was proposed by Councillor Roberts and seconded by Councillor Hayes that the position regarding the subscription to other bodies be noted and approved. A vote was held and it was unanimously

**RESOLVED** - That that the position regarding the subscription to other bodies be noted and approved.

**2265/23**     **Combined Health and Safety Policy and Risk Assessment**

The Council considered a report on a combined Health and Safety Policy and Risk Assessment. The documents were shown at Appendix 1. It was proposed by Councillor Hayes and seconded by Councillor Roberts that the Health and Safety Policy and the Risk Assessment at Appendix 1 of the report be approved and signed. A vote was held and it was unanimously

**RESOLVED** - That the Health and Safety Policy and the Risk Assessment at Appendix 1 of the report be approved and signed.

**2266/23**     **Review of s137 Expenditure**

The Council considered a report on Section 137 expenditure which was shown at Appendix 1 to the report. It was proposed by Councillor Hayes and seconded by Councillor Roberts that the S137 expenditure shown at Appendix 1 to the report be approved. A vote was held and it was unanimously

**RESOLVED** - That the S137 expenditure shown at Appendix 1 to the report be approved.

**2267/23** **Risk Assessment and Management (Financial and Operational)**

The Council considered a report on Risk Assessment and Management (Financial and Operational) shown at Appendix 1 as recommended by the Internal Auditor. It was proposed by Councillor Roberts and seconded by Councillor Hayes that the Risk Assessment and Management (Financial and Operational) Policy shown at Appendix 1 of the report be approved. A vote was taken and it was unanimously

**RESOLVED** - That the Risk Assessment and Management (Financial and Operational) Policy shown at Appendix 1 of the report be approved.

**2268/23** **Review of Asset Register**

The Council considered a report on the Asset Register shown at Appendix 1 of the report which was last approved on 26th May 2022. It was proposed by Councillor Hayes and seconded by Councillor Carr that the Asset Register shown at Appendix 1 of the report be approved and be further reviewed at the Annual Meeting in 2024. A vote was held and it was unanimously

**RESOLVED** - That the Asset Register shown at Appendix 1 of the report be approved and be further reviewed at the Annual Meeting in 2024.

**2269/23** **Review of Council Policies in respect of its obligations under Freedom of Information and Data protection Legislation**

The Council considered a report on the review of Council Policies in respect obligations under Freedom of Information and Data Protection Legislation. It was proposed by Councillor Hayes and seconded by Councillor Roberts that the documents on the Council's website relating to Data Protection and Freedom of Information be approved and reviewed at the Annual Meeting in 2024 unless there are changes in law in which case the matter will be referred to full Council at that time. A vote was held and it was unanimously

**RESOLVED** - That the documents on the Council's website relating to Data Protection and Freedom of Information be approved and reviewed at the Annual Meeting in 2024 unless there are changes in law in which case the matter will be referred to full Council at that time.

**2270/23** **Review of Social Media Policy**

The Council considered a report on its Social Media Policy as shown at Appendix 1 of the report which was approved and adopted by the Council on 26<sup>th</sup>



May 2022. It was proposed by Councillor Hayes and seconded by Councillor Roberts that the Social Media Policy be adopted and be reviewed at the Annual Meeting in 2024. A vote was held and 5 Councillors voted for the proposal and 5 Councillors voted against the proposal and 1 Councillor abstained. The Chairman exercised his casting vote and voted for the proposal

**RESOLVED** – That the Social Media Policy shown at Appendix 1 of the report be approved and adopted and be reviewed at the Annual Meeting in 2024.

The Clerk said that although not part of the Minute she would look at the Social Media Policy in view of comments made by Councillor E Dinsdale

**2271/23 Recommendations from Committee**

The Council considered a report on Recommendations from Policy and Resources and Finance. It was proposed by Councillor Roberts and seconded by Councillor Hayes that the recommendations made by the Policy and Resources and Finance Committee on 27<sup>th</sup> September 2022 and subsequently approved by full Council on 29<sup>th</sup> September 2022 be noted and approved. A vote was held and it was unanimously

**RESOLVED** – That the recommendations made by the Policy and Resources and Finance Committee on 27<sup>th</sup> September 2022 and subsequently approved by full Council on 29<sup>th</sup> September 2022 be noted and approved

**2272/23 Time and Place of ordinary Council Meetings up to and including the next Annual Meeting**

The Council considered a list of the times and place for ordinary Council meetings up to and including the next Annual Meeting. It was proposed by Councillor Hayes and seconded by Councillor Roberts that the list be noted and approved. A vote was held and it was unanimously

**RESOLVED** - That the list be approved

**2273/23 Date Time and Place of next Meeting**

The next Meeting would be on Thursday 25<sup>th</sup> May 2023 at 6.00pm at the Beacon Portal

The Meeting closed at 7.00pm



Chairman