

WHITEHAVEN TOWN COUNCIL

Clerk to the Council:

Marlene Jewell
Telephone: 01946 67366

Chairman:

Councillor Brian O'Kane

To: Members of the Whitehaven Town Council

You are duly **SUMMONED** to attend a **MEETING of WHITEHAVEN TOWN COUNCIL** which will be held in **the SOLWAY HALL, WHITEHAVEN CIVIC HALL, LOWTHER STREET, WHITEHAVEN**

Date: Thursday 30th May 2019

Time: 6.30pm

Signed.....*Marlene Jewell*.....Dated.....*30th May 2019*.....
Marlene Jewell, Clerk and Responsible Financial Officer

AGENDA

1. Apologies for Absence

To receive apologies for absence

2. Declarations of Interest

To receive declarations of interests by elected members in respect of Agenda items

If a Member requires any advice on any item involving a possible declaration of interest which could affect his/her ability to speak and/or vote he/she is advised to contact the Clerk at least 24 hours in advance of the meeting.

3. Minutes of the Annual Council Meeting held on 15th May 2019

4. Public Participation

5. Planning Applications

6. Finance Report

7. Annual Return for Approval

8. **Symantec Anti-Virus Annual Renewal**
9. **Office Accommodation** – Clerk to give update
10. **Events Advisory Group** – Assistant Clerk to give an update
11. **Bus Shelters** – to consider a report on the provision of bus shelters
12. **Police Report** – to consider a report from the Police
13. **Markets Report** – to consider the report from the Markets Officer
14. **Complaints Procedure** – to consider a report on a Complaints Procedure
15. **Generic email addresses for Councillors** – to consider a report on generic email addresses for Councillors
16. **Grant Application Forms and Conditions**
17. **Whitehaven Town Council Community Plan Report**
18. **Councillor Ward Matters**
19. **Date time and place of next Meeting**

IN PRIVATE

That prior to the following items of business the Chairman will move the following resolution:-

That in view of the special or confidential nature of the business about to be transacted it is advisable in the public interest that the public and or press be instructed to withdraw

20. **Grant Application – C H
T D**
21. **Claim against the Council – Clerk to give a report**

WHITEHAVEN TOWN COUNCIL

Minutes of the Annual Council Meeting held on 15th May 2019

Present: Councillor B. O’Kane (Chairman); Councillor C Arrighi; Councillor E Dinsdale; Councillor G Dinsdale; Councillor C Hayes; Councillor T Lowrey; Councillor C Maudling; Councillor R Redmond; Councillor J Rayson; Councillor G Roberts; Councillor C Walmsley; Councillor L Walmsley

M. Jewell, Clerk and Responsible Financial Officer

Members of the Public

1295/19 Introduction

Councillor Roberts, the Chairman (Mayor) for 2018/2019 was in the Chair and welcomed everyone to the meeting and went around the table and asked everyone to introduce themselves. He explained that Councillor Rayson would be leaving the meeting early as she had a previously arranged meeting to attend. Following the usual housekeeping information on health and safety the meeting moved to the agenda items.

1296/19 Appointment of Chairman (Mayor)

Councillor Roberts asked for nominations for the position of Chairman (Mayor) for the ensuing year.

The following nominations were received:-

1. Councillor Hayes nominated Councillor O’Kane
Councillor Arrighi seconded this
2. Councillor Lowrey nominated Councillor Roberts
Councillor E Dinsdale seconded this
3. Councillor Rayson nominated Councillor Maudling
There was no seconder for this nomination so it fell

Following a vote by a show of hands Councillor O’Kane received 7 votes and Councillor Roberts received 5 votes. It was

RESOLVED – That Councillor O’Kane be duly appointed Chairman (Mayor) for the ensuing 12 months and he signed the Declaration of Acceptance of Office.

1297/19 **Appointment of Deputy Chairman (Deputy Mayor)**

The Chairman asked for nominations for the appointment of Deputy Chairman/Deputy Mayor for the ensuing year and
The following nominations were received: -

Councillor G Dinsdale nominated Councillor E Dinsdale
There was no seconder for this nomination so it fell

Councillor Redmond nominated Councillor Arrighi
This was seconded by Councillor Roberts

Councillor Rayson proposed Councillor Maudling
Councillor Hayes seconded this

Following a vote by a show of hands Councillor Arrighi received 7 votes and
Councillor Maudling received 5 votes and it was

RESOLVED – That Councillor Arrighi be appointed Deputy Chairman (Deputy Mayor) for the ensuing 12 months and she signed the Declaration of Acceptance of Office.

The Chairman expressed his gratitude and embarrassment. He said that when he had been elected as Mayor two years ago there had been difficulties but those were now in the past and the Council had emerged from that and was now seeing real improvements. He said the Council was non-political and that it was there to represent the community of Whitehaven. He also thanked the Clerk and Assistant Clerk for their help and professionalism in running the Council.

Councillor Rayson left the meeting at this point and did not return

1298/19 **Apologies for Absence**

There were no apologies for absence

1299/19 **Declarations of Interest**

Councillor Roberts declared that he was a member of CCC

1300/19 **Minutes of the Council Meeting held on 25th April 2019**

It was proposed by Councillor Hayes seconded by Councillor Roberts that the Minutes of Council Meeting on 25th April 2019 be approved and signed by the Chairman as a correct record

RESOLVED – That the Minutes of the Council Meeting on 25th April 2019 be approved and signed by the Chairman as a correct record.

1301/19 **Public Participation**

There was no public participation.

1302/19 **Planning Applications**

The Council considered a list of planning applications received. Councillor Roberts expressed concern about application CJH/4/19/2093/0F1 and in particular about the continued expansion of that area.

It was proposed by Councillor Roberts and seconded by Councillor Lowrey that a letter be sent to the Planning Department of CBC to express the Council's concern about the continued expansion of the area contained in planning application CJH/4/19/2093/0F1

RESOLVED – That a letter be sent to the Planning Department of CBC to express the Council's concern about the continued expansion of the area contained in planning application CJH/4/19/2093/0F1

1303/19 **Financial Report**

The Council considered a Financial Report

- i It was proposed by Councillor Hayes and seconded by Councillor O'Kane that the Invoices shown at Appendix 1 be approved and paid.

RESOLVED – That the Invoices shown at Appendix 1 be approved and paid.

- ii The Council considered Appendices 2 and 3 relating to the Cashbook and Income and Expenditure.
It was proposed by Councillor Hayes and seconded by Councillor Lowrey that the Cash Book and Income and Expenditure at Appendices 2 and 3 be approved and noted.

RESOLVED – That the Cash Book and Income and Expenditure at Appendices 2 and 3 be approved and noted.

- iii Following a discussion on the purchase of compost (paragraph 1.3 of the Report) and further information from the Clerk it was proposed by Councillor Hayes and seconded by Councillor Lowrey that the 2 tonnes of multi-purpose compost be purchased from the Council's preferred supplier at a cost of £100 per tonne.

RESOLVED – That 2 tonnes of multi- purpose compost be purchased from the Council's preferred supplier at a cost of £100 per tonne.

- iv It was proposed by Councillor Hayes and seconded by Councillor Roberts that 15 additional hanging basket brackets be purchased from the existing supplier at a cost of £17.50 per bracket and a total cost of £262.50.

RESOLVED - that 15 additional hanging basket brackets be purchased from the existing supplier at a cost of £17.50 per bracket and a total cost of £262.50.

1304/19 Council's Bank Account

The Council considered a report on its Bank Accounts with the Cumberland Building Society and in particular Authorised signatories. It was reported that previous authorised signatories Jeanette Forster and Raymond Gill were no longer Councillors and would need to be removed.

It was proposed by Councillor Lowrey and seconded by Councillor O'Kane that the existing two signatories of Councillor O'Kane and Councillor Roberts remain and the two further authorised signatories be appointed namely Councillor Arrighi and Councillor Maudling and that the two previous authorised signatories be removed and the necessary bank mandate be completed.

RESOLVED – That the existing two signatories of Councillor O'Kane and Councillor Roberts remain and the two further authorised signatories be appointed namely Councillor Arrighi and Councillor Maudling and that the two previous authorised signatories be removed and the necessary bank mandate be signed.

1305/19 Review and adoption of Standing Orders

The Council considered a report on the review and adoption of Standing Orders. (shown at Appendix 1) It was reported that an amendment had been made to paragraph 3v of the Standing Orders to state that the quorum for a Council meeting should not be less than 4.

It was proposed by Councillor Arrighi and seconded by Councillor Roberts that the standing Orders as amended at Clause 3v be approved and adopted and further reviewed at the next Annual Meeting in 2020 unless in the meanwhile amendments are made by NALC when they will be referred back to Council.

RESOLVED – That the Standing Orders as amended at Clause 3v be approved and adopted and further reviewed at the next Annual Meeting in 2020 unless in the meanwhile amendments are made by NALC in which case they will be referred back to Council.

1306/19 **Review and adoption of Financial Regulations**

The Council considered a report on the review and adoptions of Financial Regulations.

It was proposed by Councillor Hayes and seconded by Councillor Arrighi that the Financial Regulations shown at Appendix 1 be approved and adopted and further reviewed at the next Annual Meeting of the Council in 2020 unless in the meanwhile amendments are made by NALC in which case they will be referred back to the Council

RESOLVED – That the Financial Regulations shown at Appendix 1 be approved and adopted and further reviewed at the next Annual Meeting of the Council in 2020 unless in the meanwhile amendments are made by NALC in which case they will be referred back to the Council.

1307/19 **Review and adoption of Code of Conduct**

The Council considered a report on its Code of Conduct which had been amended to incorporate some information in NALC'S Model Code of Conduct and also, in CBC's Code of Conduct.

It was proposed by Councillor Maudling and seconded by Councillor E Dinsdale that the amended Code of Conduct shown at Appendix 1 be approved and adopted and then reviewed at the next Annual Meeting of the Council in 2020.

RESOLVED – That the amended Code of Conduct shown at Appendix 1 be approved and adopted and then reviewed at the next Annual Meeting of the Council in 2020

1308/19 **Chairman's Allowance**

The Council considered a report on the Chairman's Allowance and in particular how it should be paid.

It was proposed by Councillor Hayes and seconded by Councillor Lowrey that the Chairman's allowance be paid as stated in paragraph 2.2 of the Report

RESOLVED – That the Chairman's Allowance be paid as stated in paragraph 2.2 of the Report.

1309/19 **Appointment to Committees**

The Council considered a report on the appointment of Members to the Planning Committee; the Staffing Committee and the Policy and Resources and Finance Committee.

Following a discussion it was

- i. **RESOLVED** – that there was no need for a Planning Committee and that Planning Applications continue to be dealt with by full Council.
- ii. **RESOLVED** - That the following Councillors be appointed to the Policy and Resources and Finance Committee:-
 - Councillor Hayes
 - Councillor Lowrey
 - Councillor Maudling
 - Councillor Arrighi
 - Councillor C Walmsley
 - Councillor O’Kane
- iii. **RESOLVED** – That the following Councillors be appointed to the Staffing Committee:-
 - Councillor Lowrey
 - Councillor Hayes
 - Councillor Roberts
 - Councillor G Dinsdale
 - Councillor Redmond

1310/19 Adoption of Terms of Reference for Committees

The Council considered a report on the adoption of Terms of Reference for Committees.

It was proposed by Councillor Arrighi and seconded by Councillor Lowrey that Terms of Reference were not required for the Planning Committee as it had been decided not to have a Planning Committee and that the Terms of Reference for the Staffing and Policy and Resources and Finance Committees be approved and adopted without amendment.

RESOLVED – That Terms of Reference be not adopted for a Planning Committee as it had been decided not to have a Planning Committee and that the Terms of Reference for the Staffing Committee and the Policy and Resources and Finance Committees be approved and adopted without amendment.

1311/19 Appointment to Advisory Groups

Appointments to Advisory Groups were discussed and it was

RESOLVED – (i) That a Grants Advisory Group be not set up and that all grant applications be dealt with by full Council.

(ii) That appointments be made as follows: -

Events Advisory Group

- Councillor G Dinsdale
- Councillor E Dinsdale
- Councillor Arrighi
- Councillor Redmond
- Councillor Hayes
- Councillor Maudling
- Councillor O’Kane

Whitehaven in Bloom

- Councillor O’Kane
- Councillor Lowrey
- Councillor E Dinsdale

Allotments Advisory Group

- Councillor Rayson
- Councillor Lowrey
- Councillor E Dinsdale

(iii) That the Terms of Reference for Advisory Groups shown at Appendix 1 be approved without amendment

1312/19 Insurance Cover and Subscriptions to Other Bodies

The Council considered a report on the Council’s Insurance Policy and subscriptions to Other Bodies.

It was proposed by Councillor Hayes and seconded by Councillor Lowrey that the position regarding the Council’s insurance policy and subscriptions to Other Bodies be noted and approved.

RESOLVED - That the position regarding the Council’s Insurance Policy and Subscriptions to Other Bodies be noted and approved.

1313/19 **Combined Health and Safety Policy and Risk Assessment**

The Council considered a report on a combined Health and Safety and Risk Assessment provided by the HSE.

It was proposed by Councillor Maudling and seconded by Councillor Arrighi that the combined Health and Safety and Risk Assessment be approved.

RESOLVED – That the combined Health and Safety and Risk Assessment be approved.

1314/19 **Review of s137 Expenditure**

The Clerk gave an explanation of s137 expenditure and the Council considered s137 expenditure.

RESOLVED – That this be noted and approved

1315/19 **Financial Risks the Financial Risk Assessment**

The Council considered a report on the Financial Risk Assessment.

It was proposed by Councillor Roberts and seconded by Councillor Arrighi that the Financial Risk Assessment shown at Appendix 1 be approved without amendment and reviewed at the next Annual Meeting in 2020.

RESOLVED – That the Financial Risk Assessment shown at Schedule 1 be approved without amendment and reviewed at the next Annual Meeting in 2020.

1316/19 **Review of Asset Register**

The Council reviewed the current Asset Register shown at Appendix 1.

It was proposed by Councillor Lowrey and seconded by Councillor Arrighi that the Asset Register be approved without amendment and reviewed at the next Annual Meeting of the Council in 2020.

RESOLVED – That the Asset Register be approved without amendment and reviewed at the next Annual Meeting of the Council in 2020.

1317/19 **Whitehaven in Bloom**

The Clerk informed the Council that an email had been received from Cumbria in Bloom inviting the Council to submit an application to take part in the Cumbria in Bloom competition this year. The entry fee was £80.00.

It was proposed by Councillor Hayes and seconded by Councillor Lowrey that the Council enter the Cumbria in Bloom competition at a cost of £80.00

RESOLVED – That the Council enters the Cumbria in Bloom competition this

year at a cost of £80.00.

1318/19 Time and Place of ordinary Council Meetings up to and including the next Annual Meeting

It was proposed by Councillor Lowrey and seconded by Councillor Arrighi that the list of the times and places of ordinary Council Meetings up to and including the next Annual Meeting and shown at Appendix 1 be approved.

RESOLVED - That the list of the times and places of ordinary Council Meetings up to and including the next Annual Meeting and shown at Appendix 1 be approved.

1319/19 Councillor Ward Matters

- i. Councillor C Walmsley said the waste bins at Mirehouse shops were not being emptied regularly and there were chip papers, cans and plastic bottles all around and perhaps recycling outside the shops should be looked at.
- ii. Councillor Redmond said there was not enough bins at Hensingham.
- iii. Councillor Maudling said there was a problem outside St Nicholas with people throwing bottles into the gardens.
- iv. Councillor Lowrey said there were loads of parents taking their kids to school on Cumberland Road and cars were parking on the pavements where there were no yellow lines. He said the junction of Lincoln Road/Cumberland Road was a mass of potholes
- v. Councillor E Dinsdale said part of the Coast to Coast route was in Corkickle South Ward on the cycle path where you come through the Cattle Arch from the Recreation Ground and Whitehaven Amateur's field was in massive need of repair particularly as we were trying to promote tourism in the area.
- vi. Councillor G Dinsdale referred to parking outside houses by people going to Albion Square. She said people would like parking permits.
- vii. Councillor G Dinsdale said there were other travel options but people didn't want to use these.
- viii. Councillor Hayes said that he had promised Kells new dog bins but these had not been installed. He said someone had smashed glass all over the kids playing area
- ix. Councillor Roberts said he had good reports about St Nicholas and how wonderful it looks. He referred to ongoing problems at Harras Moor about access and that residents were up in arms. He said there were other issues relating to speeding and water
- x. Councillor O'Kane said Councillor Sean Cullen (CBC) was trying to put a plan together to put a play park on Bransty and that his worry with that was that a lot of money is required for a play park and then it gets vandalised.

- xi. Councillor Maudling said the CCC sign outside the Marchon Club had been cleaned free of charge by his window cleaner

1320/19 Date, Time and Place of next Council Meeting

RESOLVED – That the next Meeting of Whitehaven Town Council be held on 30th May 2019 at 6.30 in the Civic Hall.

The meeting closed at 8.30pm

Chairman

WTC 30/05/2019

Item 5

Planning Application for Consideration by Whitehaven Town Council

<u>Application Number</u>	<u>Detail</u>
CH/4/19/2161/0F1	FIRST FLOOR SIDE EXTENSION 5 JUNIPER CLOSE, WHITEHAVEN
CH/4/19/2169/0F1	CHANGE OF USE OF ROOM BEHIND SALON AREA TO USE AS A MAKE-UP PARLOUR/STUDIO & NAIL SALON 35 LOWTHER STREET, WHITEHAVEN
CH/4/19/2172/0L1	LISTED BUILDING CONSENT FOR REPLACEMENT SINGLE GLAZED SLIDING SASH TIMBER WINDOW WITH TIMBER FRAMED SLIDING SASH DOUBLE GLAZED WINDOW 17 INKERMAN TERRACE, WHITEHAVEN
CH/4/19/2181/0F1	GARDEN REFURBISHMENT TO INCLUDE NEW SHELTERS, RETAINING WALLS, BBQ AREA, SOFT LANDSCAPING AND REPAIRS TO THE BOUNDARY WALL THE WHITEHAVEN FOYER, 44 IRISH STREET, WHITEHAVEN

FINANCIAL REPORT

Purpose of the Report

Members are asked to consider a list of invoices for authorisation and payment as shown at Appendix 1 and approve the recommendations in paragraphs 3.1 and 3.2.

1.0 INTRODUCTION

- 1.1 Authorise the payment of all invoices as listed in Appendix 1.
- 1.2 The Council is asked to note the cashbook as reconciled with the bank account as shown at Appendix 2 together with income and expenditure at Appendix 3.

2.0 FINANCIAL POSITION

- 2.1 The bank reconciliation was carried out on 20th May 2019. This shows a balance of £679,475.33. There are however cheques to the value of £3,971.02 from this financial year still to be presented and cleared.
- 2.2 The balance in the deposit account is £144,431.97.

3.0 RECOMMENDATION

- 3.1 The invoices listed and shown in Appendix 1 be approved and authorised for payment.
- 3.2 The Cashbook (Appendix 2) and the Income and Expenditure (Appendix 3) be noted.

30/05/2019

Appendix 1

Invoices for Consideration by Whitehaven Town Council

Date	Supplier	Category	Detail	Total Amount	Power
09.05.2019	Weir & Carmichael Ltd	Supplies & Services	500 x Seagull Proof Bags	£ 1,950.00	
10.05.2019	Topyard Building Supplies Ltd	3rd Party	1 x Bulk Bag Hardcore for Crow Park Allotment	£ 40.00	ss5 Litter Act 1983
10.05.2019	Copeland Borough Council	Events	Anchor Bolts and screws for Hanging Basket brackets	£ 220.39	s23 Allotments Act 1908
14.05.2019	Glasdon UK Limited	3rd Party	15 x Jubilee Ashtray Kit + Labour Costs	£ 1,704.66	s144 LGA 1972
15.05.2019	Jacksons Timber Ltd	Events	9.6 m timber to level window ledges at Wilkinson's	£ 10.94	ss5 Litter Act 1983
16.05.2019	Copeland Borough Council	3rd Party	Monthly charge for Allotment/Pigeon Loft Maintenance Contract - May 2019	£ 656.93	s144 LGA 1972
16.05.2019	Copeland Borough Council	3rd Party	Monthly charge for Ranger and Seasonal Operatives Contract Apr/May 2019	£ 1,056.25	s23 Allotments Act 1908
16.05.2019	Copeland Borough Council	3rd Party	Monthly charge for Ranger and Seasonal Operatives Contract Apr/May 2019	£ 8,221.23	s111 LGA 1972
20.05.2019	Mrs Julie Hartley	3rd Party	Year End Internal Audit	£ 250.00	s111 LGA 1972
20.05.2019	Cumbria Media	Supplies & Services	Website maintenance - Job No's 213 to 220	£ 76.00	s111 LGA 1972
20.05.2019	Cumbria Media	Supplies & Services	Take photo's of Councillors, crop and edit	£ 56.00	s111 LGA 1972
21.05.2019	Mrs V Gorley	Employees & Allowances	Catering for Annual Parish Meeting held on 21.05.2019	£ 20.78	s111 LGA 1972
22.05.2019	Mrs V Gorley	Employees & Allowances	Catering for meeting of all Councillors on 30.05.2019	£ 22.00	s111 LGA 1972
	Midshire Business Systems	Supplies & Services	Photocopier meterage charge from 04.02.2019 - 25.04.2019	£ 728.58	s111 LGA 1972
				£ 15,013.76	

WHITEHAVEN TOWN COUNCIL
CASH BOOK FROM 1 APRIL 2019

APPENDIX 2

Date	Ref	Payee	Employee Premises	Supplies/3rd Party	Grants	Allotmts Christmas	Market	Commun Ground	Cwic	Hospitality	Ranger	W.I.B	Ward Grants	Elections	Environmental Improvements	Events	Contingencies	Reserves	Net Total	VAT	Total	Min. Ref.
08/04/2019	BACS	The Solway Hall	130.00																130.00		130.00	1250/19 (i)
08/04/2019	BACS	Cumbria Media		32.00															32.00		32.00	1250/19 (i)
10/04/2019	BACS	Whitehaven Heritage Action Group			600.00														600.00		600.00	Grant
10/04/2019	BACS	Whitehaven & District Amateur Operatic Soc.			366.60														366.60		366.60	Grant
10/04/2019	BACS	Deborah McKenna Ltd														750.00			750.00	150.00	900.00	1255/19
15/04/2019	BACS	Staff	4319.55																4319.55		4319.55	1183/18
15/04/2019	BACS	Cumbria LGPS	848.78																848.78		848.78	631/17 (ii)
15/04/2019	BACS	HMRC	1929.36																1929.36		1929.36	HMRC
23/04/2019	DD	BT Group		72.69															72.69		72.69	Contract
26/04/2019	644	Copeland Borough Council										1000.00							1000.00	200.00	1200.00	1190/19
26/04/2019	645	CALC																	1774.19		1774.19	1263/19
26/04/2019	646	Copeland Borough Council	65.40																65.40		65.40	1277/19 (i)
26/04/2019	647	Copeland Borough Council	42.70																42.70		42.70	1277/19 (i)
26/04/2019	648	Water Plus Limited				23.84													23.84	4.77	28.61	1277/19 (i)
26/04/2019	649	Water Plus Limited				80.40													80.40		80.40	1277/19 (i)
26/04/2019	650	Copeland Borough Council	109.00																109.00		109.00	1277/19 (i)
26/04/2019	651	Copeland Borough Council	375.00																375.00		375.00	1277/19 (i)
26/04/2019	652	Copeland Borough Council	196.24																196.24		196.24	1277/19 (i)
26/04/2019	653	Copeland Borough Council				547.44													547.44		547.44	1277/19 (i)
26/04/2019	654	Copeland Borough Council					880.21												880.21		880.21	1189/19
26/04/2019	655	Viking Payments																	29.18		29.18	1188/19
26/04/2019	656	Mrs V Gorley	23.00																23.00		23.00	1277/19 (i)
26/04/2019	657	Cllr Graham Roberts	59.95																59.95		59.95	1277/19 (i)
30/04/2019	BACS	Cumbria Media																	42.00		42.00	1277/19 (i)
30/04/2019	BACS	Whitehaven RUFC											250.00						250.00		250.00	Ward Grant
30/04/2019	BACS	Whitehaven Army Cadets											2000.00						2000.00		2000.00	Ward Grant
30/04/2019	BACS	DTL Marquee Hire												210.00					210.00	42.00	252.00	1283/19 (i)
01/05/2019	658	R W Martin																	350.00		350.00	1255/19
01/05/2019	659	West Cumbria Branch of Parkinson's UK	610.00																610.00		610.00	Charity Raffle Proceeds
01/05/2019	660	Mayfield School	610.00																610.00		610.00	Charity Raffle Proceeds
01/05/2019	661	Zurich Municipal																	2553.32		2553.32	1264/19
01/05/2019	DD	CF Corporate		340.00															340.00		340.00	Contract
13/05/2019	662	HMRC	1929.56																1929.56		1929.56	HMRC
13/05/2019	663	Copeland Borough Council																	231.00		231.00	1242/19 (iv)
15/05/2019	BACS	Staff	4319.35																4319.35		4319.35	1183/18
15/05/2019	BACS	Cumbria LGPS	848.78																848.78		848.78	631/17 (ii)
20/05/2019	BACS	Amberol Limited																	627.25	125.45	752.70	1303/19 (i)
20/05/2019	664	Cllr Graham Roberts																	20.00		20.00	1303/19 (i)
20/05/2019	665	Mrs V Gorley																	13.76		13.76	1303/19 (i)
20/05/2019	BACS	Rosehill Youth Theatre																	230.00		230.00	1303/19 (i)
20/05/2019	666	Copeland Borough Council	65.40																65.40		65.40	1303/19 (i)
20/05/2019	667	Keith Singleton Horticultural Products																	168.00		168.00	1253/19
20/05/2019	668	Copeland Borough Council																	420.00		420.00	1253/19
20/05/2019	DD	BT Group																	72.03		72.03	CONTRACT
			15518.33	1213.74	4915.41	0.00	966.60	651.68	0.00	0.00	0.00	0.00	2215.25	2250.00	0.00	0.00	1333.76	0.00	30165.98	1028.14	€31,194.12	

INCOME 2019-20

Date	Item	Precept	Interest	Other
08/04/2019	Allotment Rents 2019/20			1320.08
10/04/2019	Allotment Rents 2019/20			120.00
24/04/2019	HMRC - VAT REFUND March			5616.68
29/04/2019	Allotment Rents 2019/20			420.00
30/04/2019	2019/20 Precept	442558.02		
17/05/2019	HMRC - VAT REFUND April			510.68

442558.02	0.00	7987.44	450545.46
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**WHITEHAVEN TOWN COUNCIL
SUMMARISED INCOME & EXPENDITURE STATEMENT
FINANCIAL YEAR 2019-20**

**Expenditure Net
of VAT** **Invoices not yet
processed** **Budget**

BANK BALANCES BROUGHT FORWARD

CBS 53905917 (01.04.2019)	256,152.97
CBS 53906216 (01.04.2019)	144,431.97
TOTAL OPENING BALANCE	£ 400,584.94

INCOME:

Precept	442,558.02
Interest (Deposit)	
Other Income	7,987.44
TOTAL INCOME	£ 450,545.46

EXPENDITURE

Employees & Allowances	15518.33
Premises	1213.74
Supplies/Services	4915.41
3rd Party	0.00
Grants	966.60
Allotments	651.68
Christmas	0.00
Markets	0.00
Community Plan	0.00
Ground Maintenance	880.21
Civic Hospitality	0.00
Ranger	0.00
Whitehaven In Bloom	2215.25
Ward Grants	2250.00
Elections	0.00
Environmental Improvements	0.00
Events	1323.76
Contingencies	0.00
Reserves	231.00
VAT (to be reclaimed)	1028.14
TOTAL EXPENDITURE	£ 31,194.12

CASH BOOK BALANCE

Brought forward	£ 400,584.94
Income	£ 450,545.46
Expenditure	£ 31,194.12
Town Council Funds	819,936.28

BANK BALANCES

CBS 53905917 (20/05/2019)	679,475.33
CBS 53906216 (20/05/2019)	144,431.97
	£ 823,907.30

Unpresented Cheques 2019/2020

3,971.02

FINANCIAL POSITION

£ 819,936.28

ANNUAL RETURN FOR APPROVAL

Purpose of Report

To inform the Council that the Annual Return for the year 2018/2019 has been received from PKF Littlejohn, the Council's External Auditors and to recommend approval of the recommendations as set out in paragraph 3.1 (i), (ii), (iii), (iv) and (v) hereof.

1.0 Introduction

- 1.1 The Annual Governance and Accountability Return (AGAR) 2018/2019 has been received from PKF Littlejohn, the Council's External Auditors. The form shown at Appendix 1 has been prepared in draft pending approval by the Council. The AGAR is made up of 3 parts on pages 3-6. Sections 1 and 2 have to be completed and approved by the Council and Section 3 will be completed by PKF Littlejohn, the external auditors and returned to the Council.
- 1.2 In preparation for this an Internal Audit was carried out on the Town Council by the Council's Internal Auditor Julie Hartley BA (Hons) IPFA, CILCA for the year ending 31st March 2019.

2.0 Process for The Annual Return

- 2.1 The Annual Governance and Accountability Return has been completed in draft for Council approval with assistance and guidance from the Council's Internal Auditor and which is shown at Appendix 1.
- 2.2 The Council is required by PKF Littlejohn to take the following steps:-
- (i) Firstly the Annual Governance Statement 2018/2019 (Section 1) must be approved by the Council and signed by the Chairman and Clerk and giving the Minute reference when it was approved.
 - (ii) Secondly the Accounting Statement 2018/2019 (Section 2) must be approved by the Council and signed by the Chairman and Responsible Financial Officer again giving the Minute reference when it was approved.

- (iii) The Internal Auditors Report be approved
- (iv) The Council is required to provide electors with the opportunity to inspect the accounts and other documents for a period of 30 working days which must include the first 10 working days of July. This means:-
- The inspection period must be for a period of 30 working days inclusive.
 - It must include the first 10 working days of July 2019.
 - The inspection period will commence on 17th June 2019 and will end on 26th July 2018 (this was suggested by PKF Littlejohn).
 - The inspection period must start the day after the notice, the approved Section 1 (Annual Governance Statement 2018/2019) and approved Section 2 (Accounting Statements 2018/2019) are published on the Council's website.
- (v) The completed and approved Annual Governance and Accountability Return 2018/2019 has to be submitted to PKF Littlejohn and we propose to do this as soon as possible following the Council meeting.

3.0 Recommendations

- 3.1 The Council's Internal Auditor has given advice and assistance on the completion of the Annual Return to ensure that it is properly completed and it is therefore recommended:-
- (i) That Section 1 The Annual Governance Statement 2018/2019 be approved by the Council and signed by the Chairman and Clerk and the Minute number inserted.
- (ii) That Section 2 the Accounting Statements 2018/2019 be approved by the Council and signed by the Chairman and Responsible Financial Officer and the Minute number inserted.
- (iii) That the Internal Auditor's Report be approved.
- (iv) That the Annual Return be advertised for public inspection to comply with the timescales and requirements in paragraph 2.2 (iii) above and Councillors be sent a copy of this notice.
- (iv) That the completed and approved Annual Return be submitted to the PFK Littlejohn as soon as possible following the Council Meeting.

Annual Governance and Accountability Return 2018/19 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The **annual internal audit report** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2019**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both):
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2019
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2018/19

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the review and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2019 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2018/19**, approved and signed, page 4
- **Section 2 - Accounting Statements 2018/19**, approved and signed, page 5

Not later than 30 September 2019 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 & 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both).
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2018) equals the balance brought forward in the current year (Box 1 of 2019).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2019**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', is an explanation provided?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been provided?	✓	
	Has the bank reconciliation as at 31 March 2019 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	✓	

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2018/19

WHITEHAVEN TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	N/A		✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. (<i>"Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR</i>)			✓
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

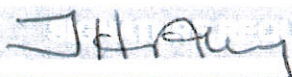
13/8/18

14/5/19

Name of person who carried out the internal audit

MRS JULIE HARTLEY

Signature of person who carried out the internal audit



Date

14/5/19

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

WHITEHAVEN TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed		'Yes' means that this authority:	
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
			✓	

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

Signed by the Chairman and Clerk of the meeting where approval was given:

and recorded as minute reference:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

Section 2 – Accounting Statements 2018/19 for

WHITEHAVEN TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	254,037	322,245	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	334,167	406,974	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	48,438	43,588	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	66,724	79,466	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	247,673	289,179	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	322,245	404,162	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	325,802	400,585	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	36,216	56,913	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

Section 3 – External Auditor Report and Certificate 2018/19

In respect of

WHITEHAVEN TOWN COUNCIL

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2018/19

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2018/19

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

SYMANTEC ANTI VIRUS ANNUAL RENEWAL

Purpose of the Report

To inform Members of the Council's anti virus provision and to recommend that this be renewed

1.0 INTRODUCTION

- 1.1 The Council has a Symantec anti virus package and the Council's IT provider, Westcom have said that this is due for renewal on 19th May 2019 but that a period of grace is allowed for renewal.
- 1.2 The renewal fee for the next 12 months is £75.00 (the same as last year).

2.0 RECOMMENDATION

- 2.1 That the Symantec anti virus package be renewed for the next 12 months at a fee of £75.00.

BUS SHELTERS

Purpose of the Report

To inform Members of the recommendations from the joint Bus Panel Site Meetings and to consider the quotes received for the provision of new Bus Shelters and to authorise the expenditure thereof.

1.0 INTRODUCTION

- 1.1 Members will recall that requests have been made for the Town Council to install Bus Shelters at Woodhouse Road and New Road (minute ref 858/17 (vi), 984/18 (ii) refers). A request was received from a member of the public to have a Bus Shelter installed at Bransty Road, and following the recent development of The Gables Care Home a request was received to replace the existing Shelter at Main Street/Thornton Road junction with one that was more enclosed.
- 1.2 Members and Officers of Whitehaven Town Council met up with Officers from Cumbria County Council and an Officer from Stagecoach to discuss the installation of Bus Shelters at the desired locations. Attached at Appendix 1 is the final report of the Bus Panel Site Meeting.
- 1.3 Authorisation has been granted to install Bus Shelters at Woodhouse Road, New Road and to replace the existing shelter at Main Street/Thornton Road Junction.
- 1.4 The Bus Shelter at Woodhouse Road will be sited on Copeland Borough Council land and a licence agreement to carry out the works is currently being drafted. The other shelters are on Cumbria County Council highway and no licence is required to carry out the work.
- 1.5 In line with Financial Regulations, 3 quotes have been sought for Bus Shelters with similar specifications and design. At the time of writing this report, only 1 quote has been received (Appendix 2). If any further quotes are received then these will be reported to Full Council on 30.05.2019.

2.0 **RECOMMENDATION**

- 2.1 It is recommended that the final report of the Bus Panel Site meeting be noted and that the request to purchase 3 x Bus Shelters be authorised/approved.

Economy and Infrastructure • Transport Services Team
Parkhouse Building • Baron Way • Kingmoor Park • Carlisle • CA6 4SJ
M: 07771 916 847 • E: linda.hardy@cumbria.gov.uk

FINAL REPORT 13/05/2019
BUS PANEL SITE MEETING

Date of meeting: 24/04/2019

Area: Copeland

Location: Whitehaven

Request: New shelters at existing bus stops

Attendees

Vanessa Gorley	Councillor	Whitehaven Town Council
Marlene Jewell	Councillor	Whitehaven Town Council
Peter Bragg	Inspector	Stagecoach
Graham Roberts	Councillor (Bransty)/Mayor	Cumbria County Council/Whitehaven Town Council
	Whitehaven Town Council	
Raymond Gill	Councillor	Whitehaven Town Council
Jeanette Forster	Councillor	Whitehaven Town Council
Matthew Reeves	Traffic Management Officer	Cumbria County Council
Ben Carter	Traffic Management Technician	Cumbria County Council
Linda Hardy	Bus Infrastructure Officer	Cumbria County Council

Site 1 – Pelican Garage, New Road, Whitehaven

1 Source of request

1.1 Whitehaven Town Council.

2 Nature of request

2.1 To erect a shelter at an existing stop.

3 Funding position

3.1 To be funded by Whitehaven Town Council.

4 Location

4.1 Map – see link:-

<https://goo.gl/maps/VmF4W9HvbpT2>

4.2 Image of stop



5 Comments received on site

- 5.1 The Councillors shared details of the types of shelter they are considering most of which are 1.1 metres wide. The possible positions of the shelter were considered. The Traffic Team had no issues with a shelter being placed here.

6 Comments received subsequently

- 6.1 Confirmation of measurements indicates that the shelter would need to be placed with its back to the wall at the back of the pavement. The pavement is 2.9 metres wide at this point therefore positioning the shelter near the pavement edge will not leave the required pavement clearance.

7 Recommendation

- 7.1 For Whitehaven Town Council to install a shelter as above at the back of the pavement.

The decision of David Jenkinson (Senior Manager, Transport Services) is as follows:

Agreed with recommendation.

David A Jenkinson

Signed:

Date: 13th May 2019

Site 2 – Bransty Road, Whitehaven

1. Source of request

1.1 Whitehaven Town Council.

2. Nature of request

2.1 To erect a shelter at an existing stop.

3. Funding position

3.1 To be funded by Whitehaven Town Council.

4. Location

4.1 Map – see link:-

<https://goo.gl/maps/jRPFaarzKwE2>

4.2 Image of stop



5. Background (if applicable)

5.1 Whitehaven Town Councillors explained that the bus service users waiting at this stop are exposed to the full force of the weather as it is very exposed.

6. Comments received on site

- 6.1 Unfortunately the pavement is too narrow at this point to allow for the installation of a shelter, even if it is positioned as far back as possible. It was also commented that to provide protection from the weather it would really need to be positioned with its back to the road which was not possible.
- 6.2 A possible alternative location across the junction was considered where a grassy area was large enough to possibly accommodate a shelter however this was not considered an appropriate location due to its proximity to two junctions.

7. Recommendation

- 7.1 A shelter should not be installed at this location.

The decision of David Jenkinson (Senior Manager, Transport Services) is as follows:

Agreed with recommendation.



Signed:

Date: 13th May 2019

Site 3 – Woodhouse Road, Whitehaven

1 Source of request

- 1.1 Whitehaven Town Council.

2 Nature of request

- 2.1 To erect a shelter at an existing stop.

3 Funding position

- 3.1 To be funded by Whitehaven Town Council.

4 Location

- 4.1 Map – see link:-

<https://goo.gl/maps/s1Lns3q1Vpr>

4.2 Image of stop



5 Comments received on site

- 5.1 The pavement is quite narrow here but the shelter can be positioned on the grass verge. The Traffic Team has no concerns about a shelter being positioned here.

6 Recommendation

- 6.1 Whitehaven Town Council to install a shelter on the grass verge adjacent to the stop, keeping the pavement clear.

The decision of David Jenkinson (Senior Manager, Transport Services) is as follows:

Agreed with recommendation.

David A Jenkinson

Signed:

Date: 13th May 2019

Site 4 – Main Street, Thornton Road

1 Source of request

1.1 Whitehaven Town Council.

2 Nature of request

2.1 To replace an existing shelter.

3 Funding position

3.1 To be funded by Whitehaven Town Council.

4 Location

4.1 Map – see link:-

<https://goo.gl/maps/ogMGz7dFoQr>

4.2 Image of stop



5 Comments received on site

5.1 Whitehaven Town Councillors explained that the current shelter is owned by Copeland Borough Council, however it is in a poor state and does not offer much protection from the weather.

5.2 Whitehaven Town Councillors confirmed its replacement had been discussed Copeland Borough Council.

6 Comments received subsequently

- 6.1 The Traffic Team have confirmed that the shelter we need to be placed at the back of the pavement at this location with the pavement measuring 2.7 metres.

6 Recommendation

- 6.1 Whitehaven Town Council to install a shelter in the same position at the back of the pavement.

The decision of David Jenkinson (Senior Manager, Transport Services) is as follows:

Agreed with recommendation.

A handwritten signature in black ink that reads "David A. Jenkinson". The signature is written in a cursive style with a large initial 'D'.

Signed:













Date: 13th May 2019

Vanessa Gorley
Whitehaven Town Council
Room 3 Civic Hall,
Lowther Street
Whitehaven
Cumbria
CA28 7SH

04/02/2019
EQ70005353

Telephone: 01253 600415
Email: alison.bradley@glasdon-uk.co.uk

Account Code: 590004363

	Qty	Unit Price	Total Price
 <p>Carleton™ Shelter Model CF355- This 3 Bay Long and 1 Bay Wide Shelter comes complete with Flat Roof, Upper and Lower Glass Panels, Anodised Framework, Timetable in Black, Perch Seat in Green or Grey and 1x Top Glass Panel Personalised Glass Etching (Image TBC).</p> <p>Pre-assembled shelters in a host of styles and finishes.</p> <ul style="list-style-type: none">  Product Information  Product News  Product Warranty 	1	£4,604.48	£4,604.48
 <p>Carleton™ Shelter Model CD355 - This 3 bay Long and 1 Bay Wide Shelter comes complete with Domed Roof, Upper and Lower Glass Panels, Anodised Frame Work, Timetable Board in Black, Perch Seat in Green or Grey and 1x Top Glass Panel Personalised Glass Etching (Image TBC).</p> <p>Pre-assembled shelters in a host of styles and finishes.</p> <ul style="list-style-type: none">  Product Information  Product News  Product Warranty 	1	£4,879.48	£4,879.48
 <p>Carleton™ Shelter Model CP355 - This 3 Bay Long and 1 Bay Wide Shelter comes complete with Pitched Roof, Upper and Lower Glass Panels, Anodised Framework, Timetable in Black, Perch Seat in Green or Grey and 1x Top Glass Panel Personalised Glass Etching (Image TBC).</p> <p>Pre-assembled shelters in a host of styles and finishes.</p> <ul style="list-style-type: none">  Product Information  Product News  Product Warranty 	1	£4,860.48	£4,860.48
<p>Carriage Cost for 1x Carleton Shelter Model 355 - Carriage Cost for 1x Carleton Shelter Model 355 to CA28 8YD.</p>	1	£532.00	£532.00

(Images shown are examples only, your final product will vary depending on specification)

All prices exclude VAT.

All details will remain firm until 06/03/2019

Delivery to be confirmed upon receipt of order.

Please refer to the **Conditions of Sale**.

Carriage to CUMBRIA	£0.00
---------------------	-------

Optional Extras (Images shown are examples only, your final product will vary depending on specification)	Qty	Unit Price	Total Price
<p>Top Glass Panel Personalised Glass Etching - Price of 1x Top Glass Panel Personalised Glass Etching (Image TBC). (add to prices above for multiple etchings on one shelter).</p>	1	£144.65	£144.65

Company Reviews

As part of Glasdon's commitment to exceptional customer service, as well as our responsibilities as an ISO9001 certified company, we invite customers to complete a Customer Satisfaction review.

We ask customers to rate our performance on a scale of 1-5: how we handled their initial enquiry, delivery performance, product quality, after sales service and overall satisfaction with the process.

[Please read some of our reviews here...](#)




Community Policing
is our Priority

WTC 30/05/19
AGENDA ITEM 12.



Whitehaven Town Council – Police Update
May 2019



**CALL CUMBRIA
CONSTABULARY**

 **101**

**IN AN EMERGENCY
ALWAYS CALL 999**

 101

 www.cumbria.police.uk

  [cumbriapolice](https://www.facebook.com/cumbriapolice)



INCIDENTS OF NOTE

There have been **159 reported incidents** from 24 April-20 May 2019 for the Whitehaven town centre area. Of these there have been:

- 9 Suspicious Incidents (where full circumstances have not been established such as reports of bogus charity collectors, people loitering in street, banging and noises heard from distance)
- 16 Theft offences including shoplifting, thefts from unattended vehicles, attempt thefts
- 26 Concerns for welfare including mental health, persons collapsed in street, medical concerns
- 5 Criminal Damage (vehicles and buildings)
- 13 Anti-Social Behaviour incidents including youth disorder, drunken behaviour, noise and environmental issues
- 5 Drug related incidents including warrants and stop searches
- 3 Burglary
- 18 Highways related incidents including RTCs, motoring offences and disruption i.e. obstructions
- 19 Assaults and Public Order incidents
- 3 Domestic related incidents including verbal arguments and assaults
- 0 Sexual offences, including historical reports
- 2 Warrant includes fail to appear at court, non-payment of fines
- 5 Malicious communications including threats via social media
- 1 Fraud offences
- 5 Breach of Criminal Behaviour Order / Housing Injunction
- 14 Miscellaneous incidents including premise alarm activations, dog control issues
- 1 Missing persons reports (both were found safe and well)
- 6 Harassment offences, these were all domestic related, involving ex-partners



Community Policing
is our Priority



The drug related incidents two of these were reports of strange smells coming from a neighbouring property; this could not be confirmed as being from drug use. Another incident related to needles being discarded in a public place, which were collected and disposed of safely. The remaining two incidents were police generated stop searches where individuals have been dealt with for personal possession. Local officers and our proactive team continue to target this issue and welcome any information and intelligence the public or councillors may possess.

Of the 13 reported anti-social behaviour incidents only 1 of these refer to youths causing a nuisance, the remainder are noise complaints or refer to alcohol such as drunk & disorderly behaviour by adults.

The reported fraud offence relates to the use of fake bank notes used to purchase items.

Update provided by PCSO Mark Fishpool





Community Policing
is our Priority



Note from Neighbourhood Policing Sergeant

I urge residents and the public to report matters to the police first-hand where possible as this increases the 'quality' of the intelligence and gives greater gravity to the information when used in warrant applications and applications for injunctions or a court order. It is best if this is done at the time of the incident as we can hopefully catch offenders in the act. We will always however accept any information but would be able to have it carry greater weight if given in the circumstances given above. Information can also be given anonymously via Crimestoppers on 0800 555 111.

I am aware of issues around the use of the 101, non-emergency number and these have been raised at the appropriate level. If you have any issues feel free to contact myself. Incidents can be reported alternatively via email to 101@cumbria.police.uk or by visiting the 'Your Area' section of the website at www.cumbria.police.uk and selecting contact 'email your team' at the top right of the page.

If any further information is required regarding any of the information in this report, please do not hesitate to contact me in the problem-solving department.



PS 154

David Macdonald

CRIME FIGURES

Crime figures can also be obtained via the Cumbria Police Website:

<https://www.cumbria.police.uk/Your-Area/Your-area.aspx>

Alternatively use the following link:

<https://www.police.uk/>

FOLLOW US ON TWITTER AND FACEBOOK

www.twitter.com/copelandpolice

<https://www.facebook.com/cumbriapolice>

www.facebook.com/groups/CopelandFocus

<https://crimestoppers-uk.org/>

Contact police on 101, or in the case of an emergency always call 999.

Report non-urgent incidents on our website at www.cumbria.police.uk in the contact us section.



Whitehaven Market – Town Council Report.

March-April 2019

Market Use.

We currently have **8 regular traders** on Thursday. They sell the following:

- Handbags
- Ladies clothing
- CD's, DVD's, Canvas prints and dog beds
- Rugby shirts and memorabilia
- Cakes
- Watches and watch batteries
- Free gym membership
- Jehovah's Witnesses

On a Saturday we have **8 regular traders**. They sell the following:

- Ladies clothing
- CD's, DVD's, Canvas prints and dog beds
- Rugby shirts and memorabilia
- Cakes
- Watches and watch batteries
- Babies clothing
- Roundabout
- Jehovah's Witnesses

We currently have quite a variety of stalls at the market and we not have any repeat stalls. We are also due to have a Fish Van start at the market on a Thursday as a regular trader. I also have a trader who wants to start on Thursday towards the end of the summer who will be selling pies and bread.

On Thursday we have 13 of our stalls in use.

On Saturday we have 11 of our stalls in use.

Thursday remains the better market day with traders reporting higher footfall and income.

Income.

Currently all of our traders are classed as regular traders and therefore pay £12 per stall per market day. The cost of a pitch has been increased from May 2019 to £12.40 for a regular trader.

Six month plan.

We have various plans and ideas for the market over the coming months. We are also looking beyond this time and through to the end of the year and our Christmas market.

One proposed plan for the summer is to get local business involved alongside market traders and have a 'pebble hunt'. Decorated pebbles to be hidden throughout the town and prizes for people who find every pebble (also, special pebbles for things such as a piece of cake from the market). This would get families into the town and give them something to do and a focus over the summer. We can also run a session at the market for children and families to decorate pebbles ready for the hunt – also work alongside the Beacon on this.

We are looking into the viability of continuing to hold the market twice a week, every week. This will be something to be discussed at the Stakeholder Group meeting.

Looking ahead to Christmas, we would like to invite any town Councillors along who would have an interest in helping to arrange the event. We hope to have a meeting arranged over the next month.

Improving and Regenerating the Market.

We have recognised the need to support new traders at the market. During the time I have been in post we have had many new traders. Unfortunately, we have not retained many of these. This has largely been due to traders not making enough money at the market. While a number of different layouts have been used for the stalls since September 2016 the layout always favours those stalls nearest to the Green Market/king street because of pedestrian movement and footfall. New traders are deemed to be given the least favourable pitches and this is something that we need to look at addressing.

We also need to continue to support new traders and offer them incentives to start the market. We ran an initiative in partnership with the job centre to be funded by Copeland Borough Council from September 2017 to provide start-up costs to 6 new traders; unfortunately we do not have the funding to continue to do this at the moment.

Something that has been discussed is public consultation in what shoppers want to see at Whitehaven Market. Previously I have taken feedback on board, such as having a fruit and veg stall. I found 2 fruit and veg traders, but neither lasted very long due to poor shopper numbers. We need to address why people are not using the market even when we respond to their needs and requests. I have looked into conducting an online questionnaire but believe these do not have great engagement

In order to 'sell' the market we need to continue to offer competitive rents but also focus on our special events at the market place. We know that traders do well when we hold special events so a series of events needs to be held throughout the year. It is important that we look a minimum of 6 months ahead and have a budget for these events. We are lucky in that we have a large number of traders on our systems who have traded with us in the past. We currently have around 60 traders who have traded with us since the relaunch in 2016.

Stakeholder Group.

We would like to invite any councillors to join in our stakeholder group. We intend to start running regular meetings where we can meet up and discuss the market and any changes or ideas. We will also be inviting local business people along and also our traders.

I hope to have a date set for June, as we recognise that this is an important step for the continual improvement of Whitehaven Market.

APPROVAL OF COMPLAINTS PROCEDURE

Purpose of the Report

To ask Members to consider and approve a Complaints Procedure for the Council subject to any amendments to be made.

1.0 INTRODUCTION

- 1.1 Attached at Appendix 1 is a draft complaints procedure for the Council for consideration/amendment and approval.

2.0 RECOMMENDATION

- 2.1 It is recommended that the Draft Complaints Procedure be approved with or without amendments and reviewed at the Annual Meeting of the Council in 2020.



WHITEHAVEN TOWN COUNCIL

WHITEHAVEN TOWN COUNCIL COMPLAINTS PROCEDURE

1. INTRODUCTION

- 1.1 This procedure covers routine complaints and those that could be described as habitual and vexatious. The majority of complaints generally fall under the first category and only occasionally move to the second option covered by paragraph 4 onwards.
- 1.2 Habitual or vexatious complaints are defined as unreasonable complaints, enquiries or outcomes that are repeatedly or obsessively pursued.
- 1.3 Some types of complaint are handled outside this procedure: Financial irregularity are handled by the Council's own auditor/Audit Commission; Criminal activity by the Police; Member conduct by the standards committee of Copeland Borough Council; Employee conduct by internal disciplinary procedure.

2. THE COMPLAINTS PROCEDURE

- 2.1 Councils should handle complaints in private in Full Council and nominate Councillors who are authorised to deal with appeals.
- 2.2 If the complaint is handled by full council then the nominated Councillors authorised to deal with appeals should not take part in the proceedings. They will then be available to handle any appeal, if required.
- 2.3 The Clerk should normally represent the Council through the proceedings but a nominated Councillor may act instead.

3. THE PROCEDURE

- 3.1 Before the Meeting
 - The complainant should complain in writing to the Clerk or to the Chairman of the Council. Assistance should be given to the claimant if necessary.

- The complainant should be advised when the matter will be considered and that it will be treated confidentially and heard by a Full Council with the exception of the two members. A copy of this procedure should also be given to the complainant.
- The complainant should be invited to attend the meeting with a representative if wished.
- Not later than seven clear working days prior to the meeting, the complainant and the Council will exchange copies of any documentation or other evidence to be relied on.

3.2 At the Council meeting

- The Chairman of the meeting shall introduce everyone and explain the procedure.
- The complainant (or representative) should outline the grounds for complaint before any questions from the Clerk and then from members if present.
- The Clerk should explain the Council's position before any questions from the complainant, and from members if present.
- The complainant and the Clerk should then summarise their position; they then leave the room while members decide whether or not the grounds for the complaint have been made.
- If the decision is unlikely to be finalised on that day an estimated date will be given.

3.3 After the Meeting

- The decision should be confirmed in writing within seven working days together with details of any action to be taken.
- The results of the proceedings should be reported at the next council meeting in private session after the appeal period has passed, ensuring that agreed confidential issues are appropriately respected.

3.4 Appeals

- Should the complainant not agree with the decision they are entitled to appeal the decision within fourteen days of receipt of the result of the proceedings.
- The two Councillors nominated to handle the appeal should, within twenty-one days of receiving the appeal, examine the way in which the Council dealt with the complaint.
- If procedures were correctly handled by the Council then the appellant should be notified that the appeal has not been successful. If the complaint was not handled correctly it must be referred back for consideration as at 3.2.

4. HABITUAL AND VEXATIOUS COMPLAINTS

- 4.1 Councils should endeavor to deal with complaints in an efficient, equitable and effective manner.
- 4.2 The Council may have to initiate further action, if the complainant behaves in ways which can: impede the investigation of the complaint; have significant resource implications; hinder the complaints service for others; be offensive, abusive or threatening.

5. AIMS OF THIS SECTION

- 5.1 The aim of the Council is to manage each case properly, consistently, fairly and respectfully and ensure that the complaint, not the complainant, is the issue during any procedure and decision making.
- 5.2 It is important to establish guidelines for identifying habitual or vexatious complainants and that any decision made follow agreed guidelines and procedures.

6. GUIDELINES

- 6.1 Council's must try to keep open the lines of communication with appropriate support e.g. clarifying the reason for the outcome; offering relevant support for a complainant with special needs; suggesting an independent representative to help present their case.
- 6.2 Any action taken as a result of proved persistent and/or vexatious complaint should be proportionate to the degree of annoyance/aggravation caused.

7. PROCEDURE

- 7.1 The possibility of there being an unreasonably persistent and/or vexatious complaint should be brought to the attention of the Chairman to ensure that the complaint has been dealt with according to the Council's complaints procedure.
- 7.2 The Chairman should contact the complainant in an effort to resolve the situation.
- 7.3 In the case of a meeting, if there is a personality issue, the complainant may nominate another Councillor who will be made aware of all the facts. A complainant may wish to bring a representative. The Council should give appropriate support (e.g. special needs) to the complainant in choosing a representative etc.
- 7.4 The Chairman must:
 - Listen to the grievance/complaint
 - Assure the complainant of confidentiality with personal details

- Carefully explain what action the Council has taken within its remit to resolve the complaint
- Offer any relevant support about the complaint's procedure to the complainant
- Suggest complaint routes available if complaint is outside the Council's remit
- Explain how the complainant's actions are of concern but are hampering the complaints procedure
- Explain what actions the Council may take
- Seek an assurance that the persistent/unreasonable nature of complaint will be addressed

7.5 The outcome and relevant details of the meeting should be noted.

8 DECISION

- 8.1. If the complainant continues to behave in unreasonable and/or vexatious way, the Chairman should seek the approval of the Council to follow the policy and agree what action(s) to take e.g. restrict or refuse any further contact.
- 8.2 The complainant must be advised by letter from the Clerk of this action, including any further actions the complainant may take with other bodies including their right to obtain independent advice.
- 8.3 The Council must record the decision and hold all relevant correspondence except all personal details about the complaint and the complainant, which will be stored appropriately in line with the Data Protection Act.
- 8.4 The Clerk must notify all Councillors and members of staff appropriate.
- 8.5 Any new complaint from any person who has come under the policy must be treated on its merit.

9 REVIEW

- 9.1 The decision taken at Section 8 should be reviewed after 6 months. The complainant must be notified of the result if the decision to apply the policy has been reversed.

GENERIC E-MAIL ADDRESS FOR COUNCILLORS

Purpose of the Report

To give details of the cost of providing a generic e-mail address for each Councillor and to request that a decision be made as to whether Councillors have a generic e-mail address.

1.0 INTRODUCTION

- 1.1 Councillors have said that they do not wish their personal e-mail addresses to appear on the Council's website or on any Council correspondence etc
- 1.2 A way of dealing with this would be to have a generic e-mail address for each Councillor e.g.
CouncillorX@whitehaventowncouncil.co.uk
- 1.3 The Council's IT provider, Westcom have said they are able to do this and the cost would be £3.80 per mailbox per month which would be £547.20 per annum.

2.0 RECOMMENDATION

- 2.1 It is recommended that the Council considers the principle of this and if the decision is to go ahead with generic e-mails then quotes be sought from other providers in line with Financial Regulations and it be reported back to the next meeting of the Council.

GRANT APPLICATION FORMS AND CONDITIONS

Purpose of the Report

To inform Members of the types of grants that the Council gives and to recommend approval of the Grant Application Forms and the Conditions attached to the application forms.

1.0 INTRODUCTION

- 1.1 Attached at Appendix 1 are the Grant Application Forms for grants to organisations (this does not include limited companies or individuals) and the Grant Terms and Conditions. The maximum amount of grant is £1,000 and the minimum is £100.
- 1.2 Attached at Appendix 2 are the Councillor Ward Grant Application Forms together with the Conditions of Application. Councillors are allocated £2,000 to be spent each year in their wards and the funding is for community groups and not an individual or a business

2.0 RECOMMENDATION

- 2.1 It is recommended that the Council considers the grant application forms and the conditions attached thereto referred to in 1.2 above and approves them with or without modification.

WTC 30/05/19
ITEM 18
APPENDIX 1



WHITEHAVEN TOWN COUNCIL

Application Form: Organisation Details Sheet

Please complete the details below where applicable for your group/organisation

Name:	
Group/Organisation:	
Correspondence Address:	
Charity Registered Address: (if different)	
Charity Number or Copy of Constitution	
Contact Tel. No.	
Fax No.	
Mobile Tel No.	
E-mail Address:	
Bank Branch Address:	
Bank Account Name:	
Bank Account No:	
Sort Code:	
Website:	
How many staff involved:	
Copy of annual Accounts attached:	
Registered signatory:	
Date:	

Funding Application Form

1a. What is the value of the grant you are applying for? (minimum grant £100 maximum £1,000 except if approved by resolution at full council)

1b. Tell us about your project

2. What difference do you want to make?

Please consider how it relates to Whitehaven Town Council?

3. Why are you the right group/organisation to do this work?

WHITEHAVEN TOWN COUNCIL – GRANT APPLICATION

4. How do you know there is a need for your work, and who benefits from the work that you do?

5. Please demonstrate why your idea is attainable?

6. Over what time period will the project be completed:

Anticipated start date _____

Anticipated end date _

7. ORGANISATION AND CONTROL (Maximum 500 words: 15 marks)

How will you organise and manage the delivery of the project?

How many volunteers will be involved in the delivery?

WHITEHAVEN TOWN COUNCIL – GRANT APPLICATION

In-kind volunteer time	<input type="checkbox"/>	<input type="checkbox"/>	Total Estimated Hours
Grants and sponsorship* (please provide names of Funders below)			
	<input type="checkbox"/>	<input type="checkbox"/>	£
	<input type="checkbox"/>	<input type="checkbox"/>	£
	<input type="checkbox"/>	<input type="checkbox"/>	£
	<input type="checkbox"/>	<input type="checkbox"/>	£
	<input type="checkbox"/>	<input type="checkbox"/>	£
Total			£

* Please provide only details of grants and sponsorship that are relevant to this project.

10. Have you successfully applied to Whitehaven Town Council for grants prior to this application?

Yes

No

If yes: -

Amount received

Month / Year received:

WHITEHAVEN TOWN COUNCIL – GRANT APPLICATION

11. Your project has been a complete success, please give some thought to how you could continue the project if we were unable to provide further funding or indeed could only provide reduced funding a second time?



WHITEHAVEN TOWN COUNCIL
GRANT TERMS & CONDITIONS



WHITEHAVEN TOWN COUNCIL

GRANT TERMS & CONDITIONS

Guidance: Responding to the application form questions

The Council will not give grants to limited companies or individuals

The application form contains a number of questions about what you want to do and what you aim to achieve. Some questions will provide information to us to help us understand your project.. The notes below aim to help you understand the type of information we need to evaluate your application.

This is important because the amount of funding we have is limited. If we receive more applications than we will use the information about your project to help us decide which groups will be successful in receiving a grant.

Question 1

The application form asks you to set out how much funding you want to apply for and for a high level summary of your project. This is your opportunity to describe for us, what your project is and how you plan to use the funding. This is your opportunity to explain to us what you aim to do. You will have an opportunity to set out different elements of your project in more detail further in the application. Think about this part of the form as something you would write if you were communicating your project in a community magazine or newsletter.

Question 2

The application form asks you about what difference you want to make and how your project relates to Whitehaven and its environs. In here you need to tell us about what your project will achieve. This is less about what you aim to do but more about the impact your activity will have on your community.

Tell us what you expect to change, who will benefit from what you plan to do, how many people you expect to help, what impact are you planning to have. In particular we are looking for the specific ways in which you plan to measure your outcomes. You may



WHITEHAVEN TOWN COUNCIL GRANT TERMS & CONDITIONS

also find it helpful to read the section of this pack on monitoring and evaluation before you complete this question on your application form.

Question 3

Asks why you are the right group or organisation to deliver your project. This is your opportunity to tell us about your group, the people involved and why those factors make you the best organisation to carry out the project. You should include in this section information on the type of projects and activities that your group has been involved with in the past. If you are new to delivering this type of project, tell us about the skills you have as a group and any other factors about your group that you think will help to make your project a success.

Question 4

Asks you about why you think your project is needed and who the people are that you expect to benefit. In this section you need to clearly define what you aim to achieve by funding support. It will help if you can include numeric data, statistics or other information that provides evidence of any issues you want to address. Your aims must be to provide a benefit to Whitehaven. You should provide us with information on how many people you aim to support and why they need your project. You need to demonstrate to us either that this type of project is not already available from other organisations in Cumbria, or that those people you want to support might not be willing or able to access that support.



WHITEHAVEN TOWN COUNCIL GRANT TERMS & CONDITIONS

Question 5

Asks you to demonstrate to us why you think your project will work. This is about providing us with information to help us assess how successful you are likely to be and whether your plans are realistic. You might provide evidence for us of similar projects that have gone well elsewhere, or where your group has had previous success. Think about describing to us the factors that have influenced your group in considering your project, what you plan to do and why you think it will work.

Question 6

Asks you about how long it will take to deliver your project. This may be up to 12 months.

Question 7

Is about how you will plan to organise, control and manage your project.. You should provide us with clear arrangements that set out how you are going to ensure that the activity you are being funded for is managed and delivered well and that you have appropriate arrangements to account for the Funding you receive. You should tell us who will be responsible for this part of your project and what experience or skills they have that will help them to do this. You may also want to include for us an outline of your project plan.

Question 8

Asks you to provide information about the costs of your project. You need to demonstrate to us that the amount of funding you have applied for is based on a detailed understanding of the costs involved in delivering your project. You should tell us in this section of the application how you have identified your costs. This could be because you have already received a quotation for your expected expenditure or



WHITEHAVEN TOWN COUNCIL GRANT TERMS & CONDITIONS

because you know from experience, or similar projects elsewhere, what the costs will be.

Question 9

Asks you about the other sources of funding that will contribute to the project. It also asks you about any plans to use volunteers for your project. In this section you should detail any other grants, sponsorship, donations and financial contributions that will help to fund your project. You don't need to include funding you already receive to support your general running costs or other projects. If your project involves the use of volunteers, you should tell us how many people you expect to volunteer and how many hours of volunteer time you estimate will help to support your project.

Question 10

Asks you if you have considered how your project might be continued at the end of our funding. This section will help us to assess how long the impact or benefits from your project will last.

Monitoring and Evaluation

If you are successful in your funding application we will expect you to monitor and evaluate your project. This section of the application pack tells you what this means. It will help you to think about the information you will need to collate to provide us with an evaluation report at the end of your project. What do we mean by monitoring and evaluation? Monitoring is about collecting information and keeping track of what is going on with your work, so that you know, for example, how many people you are helping, what activities you are involved in and what kind of progress you are making.

Evaluation is about using the information you collect to make judgements about your activities and whether they have met your aims. It is often done at the end of, but can be



WHITEHAVEN TOWN COUNCIL GRANT TERMS & CONDITIONS

done during, a piece of work. You may find it helpful to evaluate your project on a regular basis so that there are no surprises when you reach the end of the funding period.

Monitoring and evaluation will help you to plan your work more effectively and make sure it is responsive to needs; it will give you continuing feedback and allow you to make changes if necessary, particularly if things are not going as intended. It can act as proof that your project is succeeding and so can be used to support future funding applications.

We ask, as part of the terms of the funding you receive from us, that you monitor and evaluate the impact your group has made to the community. The most important thing to record is the difference your project or group makes. You need to measure your outcomes but we also want to hear about some of the wider learning and value that your project has delivered – this may not always be quantifiable. Also, everyone learns more from mistakes than from perfection; if some things don't work but you have learnt from the experience and are willing to share your learning, this will be just as helpful for other groups wishing to deliver similar projects.

Evaluation Report

Once your project has been delivered we would like you to send us a short evaluation report no more than 2,000 words, detailing how the grant has helped you achieve your aims and what changes your project has brought about. We would ask that you include the response to these questions in your end of grant report:

- What has changed across your organisation since you first received our grant – in terms of the work you do, the strength of the organisation and your financial position?
- Have you achieved what you intended? If not, why not – you may have achieved something



WHITEHAVEN TOWN COUNCIL GRANT TERMS & CONDITIONS

unexpected but which is still positive! What difficulties did you face and what helped you along the way?

- What difference have you made to your community? How many people have benefited from your work? How has your grant helped to support the community.

Your report will be used to assist ourselves and other organisations to learn from your experience and may be published on our website. You may be expected to participate in publicity.

We are also interested in feedback on your experience of getting a grant from Whitehaven Town Council. We would welcome your views on how could we improve the way we work with applicants and grant holders. You can do this using any of the contact details at the end of this application pack

Funding Terms

All groups awarded funding following a grant application will be asked to sign a grant agreement. The agreement will set out the terms of our funding. These are set out below. Grant applicants are asked to ensure that they are able to comply with these terms before submitting an application.

Terms and conditions for Community Fund grants made by Whitehaven Town Council.

Definitions:

“*Council*” means Whitehaven Town Council

“*Grant*” means grants made by Whitehaven Town Council.

1. Grants may only be used for the purpose specified in the approved application and offer letter.



WHITEHAVEN TOWN COUNCIL GRANT TERMS & CONDITIONS

2. Assets or equipment purchased with grant monies may not be sold or otherwise disposed of without written approval of the Council. Where sale or disposal does take place (approved or otherwise), repayment of grant maybe required. The level of repayment and the timescale for this will be determined by the Council.
3. Payment of grant will not be made until the confirmation of acceptance of these terms and conditions and any additional conditions outlined in the offer letter are received by them Council.
4. Any approved grant does not imply any on-going commitment by the Council to make further payments to the applicant organisation.
5. Applicant organisations will inform the Council of any changes to bank details.
6. Applicant organisations shall comply with all relevant legislation, law and taxation rules that apply to their organisation.
7. Applicant organisations agree to participate in publicity the Council we may wish to undertake around the specific grant made to the organisation. The organisation will inform the Council where confidentiality considerations are relevant.
8. The organisation will share with the Council prior to publication any publicity that they may wish to undertake in respect of the grant to allow the Council to contribute to the publicity.
9. Applicant organisations will acknowledge the Council in any publicity material they produce specific to the grant. Applicants agree to provide copies of any such materials to the Council.
10. The Council agrees his name "Whitehaven Town Council" may be used by the applicant organisation to indicate the grant support he has provided.
11. Grants must be spent within 12 months of receipt unless otherwise outlined in the offer letter.
12. Where an applicant overspends on the activity which was the subject of the grant application, no further Funds will be made available by the Council.
13. Where the grant is not spent in its entirety, any unspent balance must be returned to the Council.



WHITEHAVEN TOWN COUNCIL GRANT TERMS & CONDITIONS

14. Applicant organisations must retain all financial records and accounts, including receipts, related to the grant, for at least two years from receipt of the grant or in line with legal and/or taxation rules requirements, whichever is the longer. These records shall be made available to the Council on request. The applicant organisation will permit any officer of the Council or its appointed auditors to visit its premises and/or inspect any activities and records related to this grant.

15. The Council may withhold some or all of the grant or require repayment, in the following circumstances:

- a. These terms and conditions and those of the offer letter are not complied with
- b. If the application form was completed dishonestly, or its contents or those of supporting documentation is false or misleading
- c. The applicant organisation does not promote equality of opportunity or is in breach of the requirements of equalities or health & safety legislation
- d. The applicant organisation does not follow its own policies on safeguarding children or adults
- e. The activities of the applicant organisation or its staff and/or volunteers are likely to bring the Council into disrepute
- f. The applicant organisation fails to complete the evaluation report.

16. An evaluation and monitoring form must be completed in respect of the grant as outlined in the offer letter. Failure to complete this may result in the grant being repayable.

CONTACT US:

Marlene Jewell
Clerk & Responsible Financial Officer
Whitehaven Town Council
Tel: 01946 67366
Email: clerk@whitehaventowncouncil.co.uk



WHITEHAVEN TOWN COUNCIL

Application Form: Ward Grant (max £2000)

Please complete the details below where applicable for your group/organisation

Name of Councillor	
Ward	
Group/Organisation:	
Correspondence Address: Charity Registered Address: (if different)	
Contact Tel. No.	
E-mail Address:	enter
Payment Method:	Cheque / BACS
Bank Account Name:	enter
Bank Account No:	enter
Sort Code:	enter
Date:	enter

Funding Application Form

1a. What is the value of the grant you are applying for? (Max £2000 as approved by resolution at full council)

£

WHITEHAVEN TOWN COUNCIL – GRANT APPLICATION

1b. Tell us about your project

2. Benefit to the Community



WHITEHAVEN TOWN COUNCIL

COUNCILLOR WARD GRANTS

(Approved at Full Council on 27.09.2018 - minute ref 1105/18 refers)

BACKGROUND:

1. In 2015/16 the Council decided to allocate each Councillor a Ward Grant of £2,000.00. This has carried on in subsequent years and it appears that some Councillors may not have felt fully confident in making suggestions to utilise their allowance as to date there has not been any guidelines agreed by the Town Council. These guidelines aim to rectify this and to provide Councillors with clear guidelines. These are set out below.

GUIDELINES:

2. Whitehaven Town Councillors have been allocated £2,000.00 a year to support community projects in their local areas. Councillors can use the funding to support community groups in their Wards to help purchase equipment, hold events, or run services that will benefit local residents. The funding can also be used in combination with money from other organisations, to contribute to larger projects.

- a) Funding can be used for new or existing projects or activities carried out by community groups working in the area of Whitehaven Town Council that support the delivery of local priorities.
- b) While it would be usual for a Councillor to support a project in his or her Ward area, it is possible for more than one councillor to “club together” to support a project that crosses Ward boundaries, or for a Councillor to work together with other funding providers. Projects covering the whole of Whitehaven’s area are not considered suitable for this funding.
- c) Projects should have the support of the local community. Projects that are included in a community or Town Council plan are particularly suitable for funding from the scheme. Councillors should satisfy themselves that the project or activity being funded would improve the community or environment and enhance the quality of life for local residents.
- d) The funding is for “community groups” or “not for profit” organisation. The activities of the community group will be primarily for the benefit of the community.
- e) The payment must be at least £100
- f) The funding must go to a community group, not an individual, or a business
- g) The granting of the funding is a one-off and does not imply an on-going commitment by the Council or have a revenue implication for the Council. For this reason, it is preferable not to fund ongoing costs of a group or organisation. It is better to provide funding for a specific, one-off project.
- h) The project or activity promotes communities working together and does not unfairly discriminate against people from different backgrounds.
- i) The funding should be used by the community group during the financial year of the application.
- j) As far as the Member is aware, making the payment to the community group would not result in fraudulent or illegal activity

HOW THE SCHEME WORKS:

3. In October of each financial year, when setting the budget, the Council will decide whether it is feasible to provide each Ward Councillor funding of £2,000 per councillor for expenditure in the following year.

If approved, the £2,000 will be made available to Councillors for the following financial year, after which, any amounts unspent will be returned to the general Council reserve.



Office O-Q, Skirsgill Business Park
Penrith, Cumbria CA11 0FA

t 01228 817224
e info@cumbriaaction.org.uk
Follow us @ACTCumbria

www.cumbriaaction.org.uk

Whitehaven Town Council Community Plan Report May 2019

ACT has been working on the contract awarded in March 2018 alongside the Town Council to develop a Community Plan for the council and the area it covers.

Activity to date

- 10 workshops with councillors
- 3 visits to full council meetings
- 1 meeting with third sector organisation
- 1-2-1 meetings with all councillors, some a discussion, some a walk around
- Councillors spoke with 10/20 people in their wards to identify issues
- Workshop to develop the feedback from the ward discussions into themes
- ACT developed a questionnaire for online and hand circulation from councillor initial engagement

We have come to the end of the contract period.

In addition to the £8,000 contract fee ACT has invested £1,600 of our own funds, so £9,600 of resource has been used.

Below is a summary of progress to date and an indication of future work and costs to complete the Community Plan process.

Challenges

- At the start of the contract, interpersonal issues on the council got in the way of working effectively
- A new working regime developed after the change of members
- Not all councillors have been involved in the workshops
- We did not gain involvement of third sector groups
- The Market stall did not yield numbers of people to complete questionnaires
- Electioneering meant less time to promote, distribute and collect questionnaires, also purdah restrictions

Position Now

- ❖ Themes have been identified, as follows, for the wider community consultation
 - Environmental protection and enhancement
 - Economy and regeneration
 - Neighbourliness and community
 - Accessibility, transport and communication

- ❖ 147 responses to the questionnaire. Whitehaven has a population of 24,000 so on national averages of between 8 – 12 % we should manage a response of approximately 2,000.
- ❖ ACT consider you need 500 to be able to say that consultation has taken place

Next Steps

- ❖ You told us on the 25th April that you wish to continue
- ❖ You have budgeted for additional spend to continue the process
- ❖ ACT advises the following activities:
 - Re-open the online questionnaire
 - 2 hour sessions at each of the supermarkets – Tesco, Lidl, Asda – Anywhere else?
ACT will support councillors to do these surveys.
 - Each councillor to attend an event in their ward to get questionnaires completed. Aim for 20 each
ACT will support councillors at these events
 - 3 or 4 sessions in the local schools for senior and primary Whitehaven residents.
ACT will do these sessions with councillor support
 - Contact all groups in receipt of a TC grant and ask them to get their membership to complete and return questionnaires.
Clerk and deputy to do
 - ACT to run a workshop with Councillors to draw up an Action Plan
 - Clerk/Deputy compile information for production of final report

12 day's work = £3,600, we have £400 in hand so a £3,200 budget is needed to complete the process.

Timescale

1. Late June re-open questionnaire
2. July – September Ward events
3. October – Supermarkets and schools
4. November – Close online questionnaire
5. November – Workshop to form Action Plan
6. January – Plan and work complete. Plan launched

Please consider this report and the proposals

Lorraine Smyth May 2019.



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