

# WHITEHAVEN TOWN COUNCIL

**Clerk to the Council:**

Marlene Jewell

Telephone: 01946 67366

**Chairman:**

Councillor Graham Roberts

**To: Members of the Whitehaven Town Council**

You are duly **SUMMONED** to attend an **EXTRAORDINARY MEETING** of the **WHITEHAVEN TOWN COUNCIL** which will be held at

**Venue: THE ENNERDALE ROOM, WHITEHAVEN CIVIC HALL, LOWTHER STREET, WHITEHAVEN**

**Date: Thursday 17th January 2019**

**Time: 6.00pm**

Signed.....*Marlene Jewell*.....Dated *17<sup>th</sup> January 2019*  
Marlene Jewell, Clerk

## **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. Public Participation**

### **4. Appointment of Internal Auditor -to consider a report on the appointment of an internal Auditor for 2019/2020**

5. **Grass Cutting Contract** – to consider a report on quotes received for the Grass Cutting Contract
6. **Allotments Maintenance Contract** – to consider a report on quotes received for the Allotments Maintenance Contract
- 7 **Whitehaven in Bloom** – to consider a report on cast iron tubs
- 8 **Defibrillators** – to consider a report on defibrillators
9. **Budget for 2019/2020** – to consider a report on the budget for 2019/2020

Item 4

**APPOINTMENT OF INTERNAL AUDITOR**

**Purpose of the Report and Recommendation**

For members to consider a quote received for the provision of an internal audit service to the Council and to recommend an appointment.

**1.0 INTRODUCTION**

- 1.1 The Accounts and Audit Regulations 2015 impose a duty on parish councils to maintain an adequate and effective system of internal audit of its accounting records and of its systems of internal controls. The internal auditor is a key part of the Council's internal records.
- 1.2 The internal auditor must be both competent and independent from the Council and an internal audit has to include both financial and procedural controls.
- 1.3 A strong internal audit will check that the Council has strong processes and controls not only over money but over all areas to help ensure the Council operates legally and complies with all relevant legislation.
- 1.4 A good internal audit will come in two parts done at different times of the year and:-
  - Is usually done part way through the financial year in October/November and is mainly an audit of the Council's processes and procedure.
  - It may also include an audit of the transactions to ensure the completeness of the Council's records
  - The final audit is done after the year end so that balances within the accounts may be verified and that any problems found at the interim audit have been addressed by the Council
  - The internal auditor reports to the Council and will submit a written report to the Council after both audits.

**2.0 QUOTES RECEIVED FOR THE INTERNAL AUDIT SERVICE**

- 2.1 The Council has asked for quotes for the provision of an internal audit service (two internal audits) for 2019/2020 from competent and

experienced people. One person did not wish to quote and the other person submitted a quote of £250.00 per audit. Total annual cost £500.00

### **3.0 RECOMMENDATION**

- 3.1 The Council is recommended to accept the quote received and appoint Mrs J Hartley as the Council's internal auditor for 2019/2020

**QUOTATION RECEIVED FOR GRASS CUTTING CONTRACT WITHIN THE WHITEHAVEN AREA**

**Purpose of the Report**

For Councillors to consider quotations that have been received for grass cutting of those areas shown at Appendix 1 from April to September 2019.

**1.0 INTRODUCTION**

- 1.1 The Council has been cutting those areas of grass shown at Appendix 1 for the past three years.
- 1.2 The Council has asked for quotes for cutting these areas of grass in 2019 in two weekly cycles from April to September 2019.

**2.0 PRESENT POSITION**

Quotes were sought from 6 companies and 2 quotes have been submitted. The first quote received was for £36,600 per annum for cut and removal or £30,240 per annum for cut and non-removal. The second quote was for £10,562.49 (excluding VAT) for cut and non-removal.

**3.0 RECOMMENDATION**

- 3.1 It is recommended that the Council accept the lowest quote of £10,562.49 received from Copeland Borough Council for the grass cutting of the areas shown at Appendix 1.

## Area

Verge from Firestation to Alma Bank Road

Carlton Drive to Thornton Road

End Of Carlton Drive

Thornton Road Entrance

Verges along Thornton Road

Greenlands Avenue

Ashleigh Place

Hillcrest Avenue

Tower Hill

Victoria Road verge

Rannerdale Drive junctions

Crossfield Road, Bransty verges

Area next to St Gregorys and St Patricks school

Verges along Whinlatter Road

Yewbarrow Close - Bank

Whinlatter road - Large Bank

Wastwater Road entrance

Monkway Bungalows, junction of Monkway Brow

Verge next to Monkway Cottages

Corner Harbour View/High Road

Mirehouse Road verge

Sandwith Village Green

Toll Bar

Toll Bar to Pelican verge

Pocket Park, Bransty

Highfield Road - opposite Jericho play area

Cleator Moor Road Verge - Whitehaven

Corner at start of Foxhouses Road

Springfield Avenue (Highfield Court)

Springbank Junction

Wordworth Road Junction

Richmond Hill to Homewood verge

Bottom of Lincoln Road junction

Station Road - Coach Road junction

Corner of Winston Drive off Main Street Hensingham

Substation at junction of Homewood and Sneckyeat Road

Cambridge Road - Garage Site

Victoria Road left side up to junction with Elizabeth Crescent

Banks near Bransty School overlooking New Road

Far end of Jubilee Road (on to Red Lonning)

Jubilee Road beside Rascals nursery

Balmoral Road - top end where the footpath is

Balmoral Road - in front of No's 135 & 169

Carlton Drive - next to no 33 where the beck leads to Thornton Road

Verges on Cross Lane

Cross Lane/Jericho Road corners



Jericho Road car park  
Verges on Highfields  
Corner of Highfields/Woodlands Avenue  
Area outside no 5 Lansdowne Grove  
Verges at Standings Rise

**QUOTATIONS FOR ALLOTMENT MAINTENANCE CONTRACT**

**Purpose of the Report**

For Councillors to consider quotations received from for the maintenance contract for the communal areas on the Allotment and Pigeon Loft sites owned by the Town Council, based on a list of duties attached at Appendix 1.

**1.0 INTRODUCTION**

- 1.1 The Town Council are the owners of 4 Allotment sites and 3 Pigeon Loft sites.
- 1.2 The Council has asked for quotes for the maintenance of the communal areas on the sites, based on a list of duties as shown at Appendix 1.

**2.0 PRESENT POSITION**

Quotes were sought from 6 companies and 2 quotes have been submitted. The first quote received was for £8190 per annum. The second quote received was for £6569.25 (excluding VAT) per annum

**3.0 RECOMMENDATION**

It is recommended that the Council accept the lowest quote of £6569.25 (excluding VAT) from Copeland Borough Council for the maintenance of the communal areas on the Allotment and Pigeon Loft sites based on the list of duties shown at Appendix 1.



## **APPENDIX 1**

The list of services required to be undertaken at the allotment sites and pigeon loft sites are: -

- Carry out pathway maintenance four times yearly to ensure good access for tenants such maintenance to include grass cutting provided that this obligation shall not require the Service Provider to put the pathways into a better condition that they are at the date of the agreement;
- Carry out hedge maintenance annually;
- Carry out ongoing reactive and preventative maintenance to maintain/improve allotments to a desired standard provided that this obligation shall not require the Service Provider to put the allotments or pigeon lofts into a better condition than they are at the date of the agreement;
- Maintain perimeter fencing and site security in its existing condition at the date hereof;
- Repair water supplies as and when necessary;
- Maintain access/parking areas in their condition at the date hereof;
- Removal of any fly tipping on site;
- Removal of any compost (leaf mould) on site;
- Maintain any signage on site in its existing condition at the date hereof;
- Provide a schedule of works clearly itemizing when works would be carried out;
- Provide monthly reports to Whitehaven Town Council to include Health and Safety

**WHITEHAVEN IN BLOOM - CAST IRON TUBS**

**Purpose of the Report**

For Councillors to consider quotations that have been received for stripping and repainting 12 cast iron tubs.

**1.0 INTRODUCTION**

- 1.1 This was considered in a report that went to full Council on 29<sup>th</sup> November 2019.
- 1.2 Quotes were sought for stripping and repainting of these 12 cast iron tubs and two quotes were received. The first quote was a price of £80 per tub for shot blasting only and a quote was not given for the painting. The second quote was for sanding down and repainting the tubs at a cost of £1,000

**2.0 RECOMMENDATION**

- 2.1 It is recommended that the Council accept the lowest quote of £1,000 received from Copeland Borough Council for the sanding down and repainting of the 12 cast iron tubs.

## Defibrillators

### Purpose of the Report and Recommendation

To consider a report on the provision of defibrillators in Wards and to consider the recommendations made in paragraphs in 2.1, 2.2, 2.3 and 2.4.

## 1.0 INTRODUCTION

1.1 At the Council meeting on 25<sup>th</sup> October 2018 it was decided that

- The seven locations for defibrillators be approved
- That the recommendations 2.2, 2.3, 2.4 and 2.5 in the report be approved subject to an addition to 2.5 to say that Doosan Babcock be contacted to see if they can help with this. ( Minute 1130/18 refers).

1.2 The owners of the seven premises have been contacted for their permission to site the defibrillators on their premises and so far 3 have replied giving permission.

1.3 None of the premises owners have said that they will pay for the electricity costs of the defibrillators and as the annual electricity cost for each defibrillator is approximately £15 it is suggested that the Council pay this if required

1.4 The installation specification for the defibrillators was sent to Doosan Babcock and they replied saying that the “would love to help”.. Quotes have also been sought from 3 contractors for the installation of the defibrillators.

1.5 In the recommendation contained in paragraph 2.4 which was approved the Council decided suspend Financial Regulations to purchase the defibrillator units and cabinets from the preferred suppliers of the NWS and/or the local First Responders. Although they are not willing to recommend any particular defibrillator there are several cardio cabinets in the vicinity and they have a proven track record.  
There would appear to be no risks in doing this as cardio cabinets are an established firm providing a quality product which can be used for both adults and children.

## **2.0 RECOMMENDATION**

- 2.1 That the Council works with Doosan Babcock to have the defibrillators installed and that should this not go ahead then then the Council consider quotations received.
- 2.2 That the Council pay the annual electricity cost of each defibrillator should the premises owners not wish to do so.
- 2.3 That the Council having made a resolution, having heard reasons for suspension and having considered an assessment of risks agree to Financial Regulation 11 being suspended to allow the Council to purchase the defibrillator units including the cabinets from Cardio Cabinets
- 2.4 That the Council considers meeting the ongoing costs of the defibrillators:-
  - The defibrillator pads have to be replaced after every use or after 2 years if not used at a cost of £20-£35
  - The defibrillator battery lasts for approximately 5 years and the replacement cost is £150-£180

WHITEHAVEN TOWN COUNCIL 2018/2019 BUDGET PROPOSALS

Appendix A

BUDGET PROPOSALS 2018-19		2018-19 Budget	2018/19 Underspend	Proposed 2019/20 Budget	No change	Increase	Reduction
<b>EXPENDITURE (Net of VAT)</b>							
<b>CORE ACTIVITIES</b>							
Employees & Allowances	Salaries (incl NI and Pension Contributions)	83830.00	4830.00	90000.00		6170.00	
	Mayor's Allowance	3063.00	2563.00	3063.00			
	Staff Development & Training	3000.00	2500.00	2000.00			1000.00
	Member Development & Training	3000.00	2500.00	3000.00			
	Office Rent	1500.00	-	1600.00		100.00	
	Energy Charges	800.00	15.20	800.00			
	Insurance to Copeland Borough Council	115.00	-	120.00		5.00	
	Cleaning to Rosehill Youth Theatre	1500.00	-	1500.00			
	Service Charge to Copeland Borough Council	810.00	25.04	810.00			
	Refuse Collection	65.00	-	100.00		35.00	
Supplies & Services	Meeting Room Hire	2000.00	-	2000.00			
	Storage Facilities	6000.00	6000.00	3000.00			3000.00
	NDR	-	-	10200.00		10200.00	
	Telephone & Broadband (BT)	1000.00	-	1000.00			
	IT (Westcom)	1000.00	-	2000.00		1000.00	
	Website maintenance (Cumbria Media)	1500.00	-	2000.00		500.00	
	Samsung Telephone Finance	1488.00	-	1300.00			188.00
	Samsung Telephone Maintenance	242.00	-	210.00			32.00
	Zurich Insurance	2466.07	-	3000.00		533.93	
	Photocopier/Printing	1000.00	-	1000.00			
3rd Party	Stationery	500.00	-	500.00			
	Postage	-	-	400.00		400.00	
	Advertising	-	-	3000.00		3000.00	
	Subs - CALC	1500.00	400.00	1500.00			
	Subs - Other	2000.00	1900.00	1000.00			
	Miscellaneous	3000.00	2100.00	3000.00			1000.00
	Internal Auditor	1000.00	500.00	1000.00			
	External Auditor	1500.00	-	1500.00			
	Allotments	15000.00	3300.00	15000.00			
	Elections	5000.00	-	24000.00		19000.00	
<b>SUB TOTAL</b>	<b>143879.07</b>	<b>21803.24</b>	<b>179603.00</b>	<b>359206.00</b>	<b>40943.93</b>	<b>5220.00</b>	
<b>OPTIONAL ACTIVITIES - to be decided</b>							
3rd Party	<b>PREPARATION OF COMMUNITY PLAN</b>						
	Public Realm Contribution	8000.00	-	8000.00			
	Ward Grants	22000.00	-	24000.00		2000.00	

Community Grants	15000.00	-	10000.00	5000.00
Grounds Maintenance (grass cuttings)	12500.00	2000.00	12000.00	500.00
Christmas Lights infrastructure	24000.00	8000.00	12000.00	12000.00
Christmas Lights	24000.00	-	24000.00	
Christmas Festivities	5000.00	-	5000.00	
Markets (50% cost of)	15625.00	1035.00	14852.00	773.00
Markets - Salary Market Officer 2.5 days	6170.00	6170.00	7988.00	1818.00
Other Environmental Improvements	15000.00	-	25000.00	10000.00
Bus Shelters, Bins and Seats	40000.00	13494.76	30000.00	10000.00
Ranger (Lengthsman Scheme)	26800.00	-	31000.00	
Seasonal Operative (Apr - October)	-	-	10700.00	4200.00
Civic Hospitality	5000.00	5000.00	5000.00	10700.00
Whitehaven in Boom	18000.00	2000.00	18000.00	
Events	25000.00	13000.00	15000.00	10000.00
Contingency Sum for Unforeseen Events	-	-	10000.00	
<b>TOTAL EXPENDITURE</b>	<b>406974.07</b>	<b>72503.00</b>	<b>443143.00</b>	<b>79661.93</b>
				<b>43493.00</b>

**Events**



INCOME		2018-19
		Budget
Precept		
Precept Grant Allotments	3,000	
Bank Interest	100.00	
<b>Total Income</b>	<b>3,100</b>	
<i>Net Surplus for re-investment</i>	<i>- 403,874</i>	

**COUNCIL RESERVES ESTIMATED**

<b>Reserve</b>	Estimate at 1/4/19
General reserve	420,503.00
Earmarked reserve	250,000.00
<b>Total reserves</b>	<b>170,503.00</b>

£250,000 to be set aside for New Office Accommodation