

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 DUNBOYNE HALL, WHITEHAVEN CIVIC HALL, LOWTHER STREET, WHITEHAVEN**

Date: Thursday 30th January 2020

Time: 6.30pm

Signed.....*Marlene Jewell*.....Dated.....*24 January 2020*.....
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 Council Meeting held on 28th November 2019

4. Minutes of the Extraordinary Council Meeting held on 19th December 2019

5. Minutes of the Extraordinary Council Meeting held on 16th January 2020

5. Public Participation

- 6. Planning Applications**
- 7. Finance Report**
- 8. Approval of Budget and Precept**
- 9. Appointment of Internal Auditor**
- 10. PHP Appointment Document**
- 11. Request for Grass Cutting**
- 12. Police Report**
- 13. Office Accommodation – Chairman to give an update**
- 14. Champions**
- 15. Councillor Ward Matters**
- 16. Date 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.

- 17. Grant Application - WDAOS**

WHITEHAVEN TOWN COUNCIL

Minutes of the Council Meeting held on 28th November 2019

Present: Councillor B O’Kane (Chairman); Councillor E Dinsdale; Councillor G Dinsdale; Councillor C Hayes; Councillor C Maudling; Councillor J Rayson; Councillor R Redmond; Councillor G Roberts

M. Jewell, Clerk and Responsible Financial Officer

V. Gorley, Assistant Clerk

Members of the Public

1465/19 Apologies for Absence

Apologies for absence were received from Councillor C Arrighi; Councillor R Gill; Councillor C Walmsley and Councillor L Walmsley

1466/19 Declarations of Interest

Councillor Maudling declared that he was a member of CBC’s Planning Panel. Councillor O’Kane declared that he was a member of CBC’s Planning Panel.

1467/19 Minutes of the Council Meeting held on 31st October 2019

It was proposed by Councillor Roberts and seconded by Councillor Maudling that subject to an amendment to Minute 1455/19iii to read that a residents group had been set up and not that the residents group had been set up by Councillor Rayson that the Minutes of the Meeting held on 31st October 2019 be approved and signed by the Chairman as a correct record.

RESOLVED – That subject to the amendment stated above that the Minutes of the Council Meeting held on 31st October 2019 be approved and signed by the Chairman as a correct record.

1468/19 Minutes of the Extraordinary Council Meeting held on 11th November 2019

It was proposed by Councillor Maudling and seconded by Councillor Hayes that the Minutes of the Extraordinary Council Meeting held on 11th November 2019 be approved and signed by the Chairman as a correct

record.

RESOLVED – That the Minutes of the Extraordinary Council Meeting held on 11th November be approved and signed by the Chairman as a correct record.

1469/19 Public Participation

There was no public participation

1470/19 Planning Applications

The Council considered a list of planning applications received and shown at Appendix 1. There were no representations made in respect of the planning applications on Appendix 1 and it was

RESOLVED – That Copeland Borough Council be informed that the Town Council had no representations on the planning applications on Appendix 1.

1471/19 Finance Report

The Council considered a Financial Report.

i After considering Appendix 1 it was reported that five additional invoices had been received as follows:-

- | | |
|--------------------------|----------------------------------|
| • J&R Bennett | £3814.80 - bedding plants |
| • Rosehill Youth Theatre | £240.00 - Room Hire |
| • ICO | £40.00 - Data Protection renewal |
| • CALC | £160.00 - Councillor Training |
| • Cllr Hayes | £96.00 – Mileage claim |

It was proposed by Councillor Hayes and seconded by Councillor Roberts that The invoices shown on Schedule 1 and the five additional invoices listed above be approved and paid.

RESOLVED – That the invoices shown at Appendix 1 and the five additional invoices listed above 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 Maudling that the Cashbook and Income and Expenditure at Appendices 2 and 3 be approved and noted.

RESOLVED - That the Cashbook and Income and Expenditure at Appendices 2 and 3 be approved and noted.

1472/19 **Markets Report**

The Chairman reported that he had met with Mayor Starkie and that it still had not been resolved what was going to happen to the market and the Chairman had asked that any plans be put before the Town Council for discussion and that the Town Council be included in any and all discussions and decisions regarding the market.

There was no decision made as the item was for information only..

1473/19 **Requests for the Installation of Bus Shelters**

The Council considered a report on requests for bus shelters at Loop Road South and Sneckyeat Road. Following a discussion it was proposed by Councillor Roberts and seconded by Councillor Rayson that the requests to have a bus shelter installed at Loop Road South and Sneckyeat Road at a cost of approximately £8,100.00 be approved subject to all necessary permissions being obtained.

RESOLVED – That the requests to have a bus shelter installed at Loop Road South and at Sneckyeat Road at a cost of approximately £8,100.00 be approved subject to all necessary permissions being obtained.

1474/19 **Recommendations from Whitehaven in Bloom Advisory Group**

The Council considered a report from the Whitehaven in Bloom Advisory Group which contained recommendations made at its meeting on 22nd November 2019.

- i. It was proposed by Councillor Roberts and seconded by Councillor Maudling that the recommendation in paragraph 2.1 of the Report to use the remaining budget to purchase extra basket linings and hanging baskets be approved.

RESOLVED - That the recommendation in paragraph 2.1 of the Report to use the remaining budget to purchase extra basket linings and hanging baskets be approved.

- ii. It was proposed by Councillor Hayes and seconded by Councillor Maudling that the recommendation contained in paragraph 2.2 of the report to ask businesses for a donation towards the cost of each hanging basket installed on their premises be approved.

RESOLVED - That the recommendation contained in paragraph 2.2 of the report to ask businesses for a donation towards the cost of each hanging basket installed on their premises be approved.

1475/19 **Christmas Lighting**

The Council considered a report about new fixtures and fittings required for the ongoing upgrading of the Christmas lights. These were itemised as items a-h in paragraph 1.1 of the Report. 6 Quotes had been sought for these items and 5 quotes had been received. The Council considered these quotes and it was proposed by Councillor Hayes and seconded by Councillor Maudling that the new fixtures and fittings be purchased as follows:

- Items a,b,c,d,e,and h be purchased from the supplier at Quote 5
- Item f be purchased from the supplier at Quote 3
- Item g be purchased from a local supplier

RESOLVED – That the new fixtures and fittings be purchased as follows:

- Items a,b,c,d,e,and h be purchased from the supplier at Quote 5
- Item f be purchased from the supplier at Quote 3
- Item g be purchased from a local supplier

1476/19 **Remembrance Sunday**

The Chairman gave a report and said there had been many very positive comments about the event and thanked the Clerk and Assistant Clerk for all their work on the preparation for this event. He wished also to thank the Council for allowing him to take his Granddaughter to the event. The Chairman asked that a letter of thanks be sent to Sue Ellens for supplying the food on the day and also to Reays Coaches for supplying a coach to take people to the Church Service. It was agreed that letters of thanks be sent.

1477/19 **Police Report**

The Council considered a Police Report for November 2019. There were no decisions on the Police Report as it was for information only and it was duly noted.

1478/19 **Community Plan Update**

The Council considered a report on the Community Plan Update and it was noted that there was to be a joint meeting between Councillors and ACTION with Communities to discuss the results of the questionnaire on Wednesday 4th December 2019 at 6.00pm.

The item was for information only and no decisions were made.

1479/19 **BT Phone Box Removal Consultation**

The Council considered a report on BT's proposals to remove a number of phone boxes in the area one of which was located in the Parish of Whitehaven (High Road). It was proposed by Councillor G Dinsdale and seconded by Councillor O'Kane that BT be asked if they could examine alternative uses for this phone Box eg as a charging point or a wifi hotspot.

RESOLVED – That BT be asked if they could examine alternative uses for this phone box eg as a charging point or a wifi hotspot.

1480/19 **Office Accommodation**

The Chairman informed the Council that the Architects had been appointed and that the Steering Group on Office Accommodation had met with them earlier that week to discuss the layout of the building and to ask what the Council wanted. Also in attendance were representatives from the Industrial Solutions Hub.

The Architects said that they would be preparing a 3D plan of the building and would come back with options for the Council's consideration.

With regards to accessibility the Architects (although being consultants in the field of accessibility) suggested that the Council also liaise with the local Planning Department and the local Disability Forum.

When asked about timescales and the Chairman said that the Architects had said 12 months plus although it was difficult to be exact.

The Chairman said that the Steering Group would be doing the bulk of the work and making recommendations to full Council but stressed that the full Council would be involved in any and all decisions about the building.

This item was for information only. No decisions were made and the information was noted.

1481/19 **Champions**

It was reported that Councillor C Walmsley had raised this issue and it was agreed that discussions be deferred to a future Council meeting where Councillor Walmsley could put forward his ideas.

1482/19 **Councillor Ward Matters**

- i. Councillor O'Kane said that Mayor Starkie had said that he had instructed the litter bins to be installed as soon as possible
- ii. Councillor E Dinsdale said there were still weeds in the kerbs and verges and they needed to be removed and not just sprayed with weedkiller.

- iii. Councillor G Dinsdale said the steps for the Coast to Coast under the bridge were all broken and that she had referred this to CBC but had had no response.
- iv. Councillor G Dinsdale reported that there was a memorial war horse statue which had been erected some time ago by the owner of private land at Corkickle and which was now up for sale and that the land was overgrown. She asked if anything could be done about this and the Chairman said the only thing we could do was to keep an eye on it.
- v. Councillor Maudling said that people do not know which Council does what and said that we should be branding ourselves as Whitehaven Town Council and referred to recent adverts for the Christmas Market where there was no mention of Whitehaven Town Council, only “re-discovering Whitehaven”. Councillor O’Kane said that we needed to work on our image.
- vi. Councillor Rayson referred to the traffic lights at the top of Inkerman Terrace and asked who owned them and how we could get in touch with them. She suggested that CCC Highways attend a future meeting of the Town Council. Councillor O’Kane suggested that a Councillor become the Highways Champion to liaise directly with CCC.
- vii. Councillor Rayson referred to the Christmas lights switch on and said that Councillor Maudling did a fantastic job on the day and he did it all himself.
- viii. Councillor Redmond said the residents group were complaining about the sewer and the flooding at Beck Bottom. The Chairman said he didn’t know what could be done about it except perhaps to contact United Utilities.

1483/19 Date of Next Meeting

The date of the next Council Meeting will be 30th January 2020 at 6.30pm in the Dunboyne Hall, Whitehaven Civic Hall

IN PRIVATE

1484/19 Prior to the following items of business the Chairman moved the following:-

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.

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

1485/19 Quotes received for Grass Cutting Contract

The Council considered two quotes that had been received for grass cutting in

the Council's area. Following a discussion it was proposed by Councillor O'Kane seconded by Councillor Hayes that the decision be deferred to the next Council meeting pending further detailed information being obtained from the contractors as to the breakdown of their costs so that the Council could make a valued decision

RESOLVED – That the matter be deferred to the next Council meeting pending further detailed information being obtained from the contractors as to the breakdown of their costs so that the Council could make a valued decision.

1486/19 **Quotes received for the Maintenance of Allotment and Pigeon Loft Sites**

The Council considered two quotes that had been received for the Maintenance of Allotment and Pigeon Loft Sites in the Council's area. Following a discussion it was proposed by Councillor O'Kane seconded by Councillor Hayes that the decision be deferred to the next Council meeting pending further detailed information being obtained from the contractors as to the breakdown of their costs so that the Council could make a valued decision

RESOLVED - that the decision be deferred to the next Council meeting pending further detailed information being obtained from the contractors as to the breakdown of their costs so that the Council could make a valued decision.

1487/19 **Quotes received for the security provision for the Viking Re-enactment**

The Council had resolved to organise a Viking Re-enactment in St Nicholas Gardens on 20/21st June 2020 (Minute 1449/19 refers). The Council had sought 3 quotes for the provision of overnight security from 8.00pm to 5.00am but only 1 quote was received. The Council considered this quote and it was proposed by Councillor Roberts and seconded by Councillor O'Kane that the quote of £270 for 2 people at £15 per hour per person from 8.00pm to 5.00am be accepted.

RESOLVED – That the quote of £270 for 2 people at £15 per hour per person from 8.00am to 5.00am be accepted.

1488/19 **Allotment Court Case**

The Clerk reported on the ongoing court case for an alleged injury incurred on the Cartgate Allotment Site. A list of documents for disclosure had been received from the solicitors appointed by the Council's insurers and the Chairman had been asked to make a statement of events and to sign the list of documents. It was proposed by Councillor Roberts and seconded by Councillor Hayes that the Chairman be authorised to make a statement and to sign all necessary documents and in particular the list of documents for disclosure.

RESOLVED – That that the Chairman be authorised to make a statement and to sign all necessary documents and in particular the list of documents for disclosure.

The Meeting closed at 7.50

Chairman

WHITEHAVEN TOWN COUNCIL

Minutes of the Extraordinary Council Meeting held on 19th December 2019

Present: Councillor B O’Kane (Chairman); Councillor C Arrighi; Councillor E Dinsdale; Councillor G Dinsdale; Councillor R Gill; Councillor C Maudling; Councillor J Rayson; Councillor G Roberts; Councillor C Walmsley

M. Jewell, Clerk and Responsible Financial Officer

V. Gorley, Assistant Clerk

1489/19 Apologies for Absence

Apologies for absence were received from Councillor C Hayes; Councillor R Redmond; Councillor L Walmsley

1490/19 Declarations of Interest

Councillor Maudling declared an interest in Item 7.
Councillor Rayson declared an interest in Item 7.

IN PRIVATE

1491/19 Prior to the following items of business the Chairman moved the following:-

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.

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

1492/19 Breakdown of Quotes received for the Grass Cutting and Maintenance of Allotments and Pigeon Loft Sites Contracts

Further to Minutes 1485/19 and 1486/19 the Council considered the breakdown of the figures on the quotes submitted by contractors for the Grass Cutting and Maintenance of Allotments and Pigeon Loft Sites. Following a discussion it was

- i. Proposed by Councillor Gill and seconded by Councillor Roberts that the contract for the grass cutting be awarded to Copeland Borough Council for 2020/21. A vote was taken by a show of hands and it was unanimously

RESOLVED - that the Grass Cutting Contract be awarded to Copeland Borough Council for 2020/21.

- ii. Proposed by Councillor Gill and seconded by Councillor C Walmsley that the contract for the Maintenance of the Allotments and Pigeon Loft Sites be awarded to Copeland Borough Council. A vote was taken by a show of hands and it was unanimously

RESOLVED – That the Contract for the Maintenance of the Allotments and Pigeon Loft Sites be awarded to Copeland Borough Council for 2020/21.

1493/19 Staffing Pay Rise

The Clerk and Assistant Clerk left the room during the discussion and decision on this item.

The Council considered a report on staff pay rises for 2020/2021 which were in line with contracts of employment and the NJC annual increase. It was proposed by Councillor Roberts and seconded by Councillor Maudling that the annual staff incremental pay rises be approved in line with the contracts of employment and the NJC annual increase from 1st April 2020.

RESOLVED – That the annual staff incremental pay rises be approved in line with the contracts of employment and the NJC annual increase from 1st April 2020.

The Clerk and Assistant Clerk returned to the meeting

1494/19 Lease From Home Group for Bus Shelters at Mirehouse

Further to Minute 1444/19 it was agreed to site 2 bus shelters at Mirehouse on land belonging to Home Group. The Council considered a report containing Heads of Terms for 10 year leases for both sites with costs of £600 for legal and surveyors fees for each site and at a peppercorn rent. It was proposed by Councillor Gill and seconded by Councillor Roberts that the leases be entered into by the Council and the legal and surveyors fees be paid.

RESOLVED – That the Leases be entered into by the Council and the legal and surveyors fees be paid

1495/19 **Request for Funding from Whitehaven Christmas Festivities Group**

The Council considered a report on a request from the Whitehaven Festivities Group for funding in respect of the Christmas lights switch on. Following a discussion Councillors felt that payment should not be made and a suggestion was made by Councillor O’Kane that CALC’s advice be sought on whether or not a payment could be made and it was proposed by Councillor Gill and seconded by Councillor Arrighi that the initial decision be no but that a caveat be added that this be subject to the Council seeking advice from CALC on the matter and this being reported back to the Council.

RESOLVED – That the initial decision be no but that a caveat be added that this be subject to the Council seeking advice from CALC on the matter and this being reported back to Council.

Councillor Maudling and Councillor Rayson returned to the meeting to be informed of the decision.

The Meeting closed at 8.15pm

Chairman

WHITEHAVEN TOWN COUNCIL

Minutes of the Extraordinary Council Meeting held on 16th January 2020

Present: Councillor B O’Kane (Chairman); Councillor E Dinsdale; Councillor G Dinsdale; Councillor R Gill; Councillor C Hayes; Councillor C Maudling; Councillor J Rayson; Councillor R Redmond; Councillor G Roberts; Councillor C Walmsley:

M. Jewell, Clerk and Responsible Financial Officer

V. Gorley, Assistant Clerk

Before the Meeting started the Chairman wished everyone a Happy New Year

1496/20 Apologies for Absence

An apology for absence was received from Councillor L Walmsley

1497/20 Declarations of Interest

Councillor Maudling declared an interest in Item 7
Councillor Rayson declared an interest in Item 7

1498/20 Public Participation

There was no public participation

1499/20 Draft Budget and Precept

The Council considered a report on the draft Budget and Precept and noted that it would be presented at full Council on 30th January 2020 for approval. Following a discussion it was proposed by Councillor Gill and seconded by Councillor Hayes that it be recommended to full Council that the draft Budget and precept be approved and it was unanimously

RESOLVED – That a recommendation be made to full Council that the draft Budget and Precept be approved.

1500/20 Bus Shelters

The Council considered a report on developments regarding the provision of bus

shelters at Mirehouse and Sneckyeat Road. All permissions had been received but following the vandalism to the new bus shelter opposite Thornton Road quotes had been sought from suppliers for the provision of 3 bus shelters which would be more vandal proof. Following a discussion and consideration of the quotes received it was proposed by Councillor Gill and seconded by Councillor Roberts that ACE Shelters be appointed to provide the 3 new bus shelters and it was unanimously.

RESOLVED – That ACE Shelters be appointed for the provision of the 3 new shelters

IN PRIVATE

1501/20 Prior to the following items of business the Chairman moved the following:-

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.

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

1502/20 **Footway Lighting**

The Council discussed consultation information received from CBC about the transfer of footway lighting to Parish and Town Councils and the advice received from CALC which had been sent to all Parish and Town Councils. The Council had reservations about this matter and it was proposed by Councillor Gill and seconded by Councillor O’Kane that no action be taken at this time; that CALC’s advice be followed; and that the Clerk complete and submit the consultation questions to CBC. It was unanimously

RESOLVED – That no action be taken at this time; that CALC’s advice be followed and that the Clerk complete and submit the consultation questions to CBC.

1503/20 **Request for Funding for Christmas Activities**

Councillor Maudling and Councillor Rayson had both declared an interest in this item and left the room during the consideration and decision of the item.

Further to Minute 1495/19 advice had been received from CALC which the Clerk read out to the Council. Following a discussion it was proposed by Councillor Gill and seconded by Councillor Hayes that an amount of £2711.20 be

paid into the bank account of Whitehaven Festivities Group provided that an undertaking was signed. A vote took place by a show of hands and 5 Councillors voted for the proposal and 3 Councillors voted against it.

RESOLVED – That £2711.20 be paid into the Bank Account of the Whitehaven Festivities Group provided that an undertaking was signed.

The Meeting closed at 7.15pm

Chairman

WTC 30/01/2020

Item 6

Planning Application for Consideration by Whitehaven Town Council

<u>Application Number</u>	<u>Detail</u>
CH/4/19/2424/0F1	REAR EXTENSION TO PROVIDE KITCHEN/DINING AND LIVING SPACE AND INTERNAL ALTERATIONS TO PROVIDE ADDITIONAL BEDROOM 6 ROWANTREE CLOSE, WHITEHAVEN
CH/4/19/2425/0F1	SINGLE STOREY SHOP EXTENSION NISA STORE, 101 WOODHOUSE ROAD, WHITEHAVEN
CH/4/19/2435/0F1	NOTIFICATION OF PRIOR APPROVAL FOR THE INSTALLATION OF ROOFTOP SOLAR PHOTOVOLTAIC SYSTEM ON SUPERMARKET ROOF TESCO SUPERMARKET, BRANSTY ROW, WHITEHAVEN
CH/4/19/2440/0F1	PROPOSED CONVERSION OF FORMER BARN/OUTBUILDING INTO TWO BEDROOMED DWELLING ADJACENT NEWTOWN COTTAGE, SANDWITH, WHITEHAVEN
CH/4/19/2442/0L1	LISTED BUILDING CONSENT FOR NEW SIGNAGE; TWO EXTERIOR VENTS TO REAR; REMOVAL OF EXISTING STUD PARTITION WALLS (AND NEW LAYOUT) 9 LOWTHER STREET, WHITEHAVEN
CH/4/20/2007/0F1	ERECTION OF DETACHED DWELLING LAND NEAR POOL COTTAGE, SANDWITH, WHITEHAVEN
CH/4/20/2008/0F1	ALTERATIONS TO ACCESS TO PROVIDE A SAFER ACCESS WITH A VISIBILITY SPLAY AND INCREASED HARD STANDING & ADDITIONAL STORAGE UNIT MIREHOUSE POND, MIREHOUSE ROAD, WHITEHAVEN
CH/4/20/2023/0F1	CONVERSION OF DERELICT DWELLING TO TWO FLATS AND ADDITION OF DORMER TO REAR 31 IRISH STREET, WHITEHAVEN
CH/4/20/2024/0R1	RESERVED MATTERS FOR DETACHED HOUSE PLOT 5, HARRAS MOOR ROAD, HARRAS MOOR, WHITEHAVEN
CH/4/20/2025/0R1	RESERVED MATTERS FOR DETACHED DORMER BUNGALOW

Application Number

Detail

**PLOT 6, HARRAS MOOR ROAD, HARRAS MOOR,
WHITEHAVEN**

CH/4/20/2026/0A1

ADVERTISEMENT CONSENT FOR SITING OF 6 NO.
ADVERTISEMENT BOARDS AND 8 NO. ALUMINIUM POLES
AND FLAGS
ST BEES ROAD/WILSON PIT ROAD, WHITEHAVEN

CH/4/20/2027/0F1

SINGLE STOREY REAR EXTENSION (AMENDED SCHEME)
45 HIGH ROAD, KELLS, 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 22nd January 2020. This shows a balance of £158,061.95. There are however cheques to the value of £5,397.52 still to be presented and cleared.
- 2.2 The balance in the deposit account is £294,431.97.

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.

30/01/2020

Appendix 1

Invoices for Consideration by Whitehaven Town Council

Date	Supplier	Category	Detail	Total Amount	Power	Column1
01/12/2019	Copeland Borough Council	3rd Party	Allotment and Pigeon Loft Maintenance Contract - December 2019	£ 656.93		
01/12/2019	Copeland Borough Council	3rd Party	Grass Cutting Contract - December 2019	£ 1,056.25		s111 LGA 1972
01/12/2019	Copeland Borough Council	3rd Party	Seasonal Operative Contract - December 2019	£ 2,027.69		s111 LGA 1972
01/12/2019	Copeland Borough Council	Premises	Energy Charges for Room 3, The Civic Hall - December 2019	£ 65.40		s111 LGA 1972
01/12/2019	Copeland Borough Council	3rd Party	Parks & Open Spaces Ranger Contract - December 2019	£ 3,096.77		s144 LGA 1972
05/12/2019	Herlid Vikings	Events	Viking settlement at St Nicholas Gardens	£ 500.00		s4 LG (Miscellaneous) Act 1953
11/12/2019	Copeland Borough Council	3rd Party	Replace 4 no vandalised panels on Thornton Road Bus Shelter	£ 499.46		s111 LGA 1972
13/12/2019	Water Plus	3rd Party	Water Charge - Overend Pidgeon Lofts - 01/10/2019 to 10/12/2019	£ 18.53		s111 LGA 1972
16/12/2019	Viking	Supplies & Services	A4 Copier Paper	£ 35.74		s111 LGA 1972
18/12/2019	Water Plus	3rd Party	Water Charge - Midgey Allotments - 17/09/2019 to 15/12/2019	£ 303.36		ss23 Small Holdings Act 1908
01/01/2020	Copeland Borough Council	3rd Party	Seasonal Operative Contract - January 2020	£ 2,027.69		s111 LGA 1972
01/01/2020	Copeland Borough Council	3rd Party	Allotment and Pigeon Loft Maintenance Contract - January 2020	£ 656.96		ss23 Small Holdings Act 1908
01/01/2020	Copeland Borough Council	3rd Party	Grass Cutting Contract - January 2020	£ 1,056.25		s111 LGA 1972
01/01/2020	Copeland Borough Council	3rd Party	Parks & Open Spaces Ranger Contract - January 2020	£ 3,096.77		s111 LGA 1972
01/01/2020	Copeland Borough Council	Premises	Energy Charges for Room 3, The Civic Hall - January 2020	£ 65.40		s111 LGA 1972
01/01/2020	Copeland Borough Council	Premises	Discounted Commercial Waste Collection Quarterly Charge Jan - March	£ 15.20		s111 LGA 1972
14/01/2020	Amberol Limited	Events	14 x self-watering cup & saucer hanging baskets, 1 x pair liners	£ 544.15		s144 LGA 1972
14/01/2020	Cumbria Media	Supplies & Services	Website Maintenance - Job No's 274 to 278	£ 52.00		s111 LGA 1972
15/01/2020	Copeland Borough Council	3rd Party	Cost for WTC Sneekyeat South By-Election 17/10/2019	£ 5,050.31		s111 LGA 1972
16/01/2020	CALC	Employees & Allowances	Planning Course attended by Cllr. E Dinsdale - 20/11/2019	£ 45.00		s111 LGA 1972
20/01/2020	Westcom IT	Supplies & Services	Annual Service Contract - 01/02/2020 to 31/01/2021	£ 1,152.00		s111 LGA 1972

£22,021.86

WHITEHAVEN TOWN COUNCIL

CASH BOOK FROM 1 APRIL 2019

APPENDIX 2

Date	Ref	Payee	Employee/Premises	Supplies/3rd Party	Grants	Allotments	Christmas	Market	Commun Ground	Civic	Range/SO	W.I.B	Ward	Elections	Environmental	Events	Contingencies	Reserves	Net Total	VAT	Total	Mini. 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	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
15/04/2019	BACS	Deborah McKenna Ltd														750.00			4,319.55	150.00	900.00	1255/19
15/04/2019	BACS	Cumbria LGPS	4319.55																4,319.55		4,319.55	1183/18
15/04/2019	BACS	HMRC	1919.36																848.78		848.78	631/17 (H)
23/04/2019	DD	BT Group		72.69															1929.36		1929.36	HMRC
26/04/2019	644	Copeland Borough Council							1000.00										72.69	14.54	87.23	Contract
26/04/2019	645	CALC		1774.19															1000.00	200.00	1200.00	1190/19
26/04/2019	646	Copeland Borough Council	65.40																1774.19		1774.19	1263/19
26/04/2019	647	Copeland Borough Council	42.70																65.40		65.40	1277/19 (I)
26/04/2019	648	Water Plus Limited				23.84													42.70	4.77	47.47	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																65.40		65.40	1277/19 (I)
26/04/2019	651	Copeland Borough Council	375.00																109.00		109.00	1277/19 (I)
26/04/2019	652	Copeland Borough Council	196.24																375.00		375.00	1277/19 (I)
26/04/2019	653	Copeland Borough Council					547.44												196.24	109.49	656.83	1277/19 (I)
26/04/2019	654	Copeland Borough Council							880.21										547.44		547.44	1188/19
26/04/2019	655	Viking Payments																	880.21	176.04	1056.25	1188/19
26/04/2019	656	Mrs V Gorley	29.18																29.18	5.84	35.02	1277/19 (I)
26/04/2019	657	Clr Graham Roberts		23.00						59.95									23.00		23.00	1277/19 (I)
30/04/2019	BACS	Cumbria Media																	59.95		59.95	1277/19 (I)
30/04/2019	BACS	Whitehaven Rugby		42.00									250.00						42.00		42.00	1277/19 (I)
30/04/2019	BACS	Whitehaven Army Cadets											2000.00						250.00		250.00	Ward Grant
30/04/2019	BACS	DTL Marquee Hire											2000.00						2000.00		2000.00	Ward Grant
01/05/2019	658	R W Martin														210.00			210.00	42.00	252.00	1283/19 (I)
01/05/2019	659	West Cumbria Branch of Parkinson's UK	610.00																350.00		350.00	1255/19
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		2553.32	1264/19
01/05/2019	DD	CF Corporate		340.00															340.00	68.00	408.00	Contract
13/05/2019	662	HMRC	1929.56																1929.56		1929.56	HMRC
15/05/2019	BACS	Copeland Borough Council																	231.00		231.00	1242/19 (iv)
15/05/2019	BACS	Cumbria LGPS	4319.35																4319.35		4319.35	1183/18
20/05/2019	BACS	Amberol Limited	848.78																848.78		848.78	631/17 (H)
20/05/2019	664	Clr Graham Roberts											627.25						627.25		627.25	1303/19 (I)
20/05/2019	665	Mrs V Gorley								20.00									20.00		20.00	1303/19 (I)
20/05/2019	BACS	Rosehill Youth Theatre														13.76			40.00		40.00	1303/19 (I)
20/05/2019	666	Copeland Borough Council	230.00																13.76		13.76	1303/19 (I)
20/05/2019	667	Keith Singleton Horticultural Products	65.40																65.40		65.40	1303/19 (I)
20/05/2019	668	Copeland Borough Council																	168.00	33.60	201.60	1303/19 (I)
20/05/2019	DD	BT Group																	420.00	84.00	504.00	1252/19
21/05/2019	669	Cumbria in Bloom																	72.03	14.41	86.44	CONTRACT
23/05/2019	670	St James C of E School											80.00						80.00		80.00	1317/19
23/05/2019	671	West Cumbria Society for the Blind																	894.60		894.60	Ward Grant
30/05/2019	BACS	Blue Sky Trust																	165.00		165.00	Ward Grant
30/05/2019	BACS	Whitehaven Theatre of Youth			1000.00														1000.00		1000.00	Grant Funding
03/06/2019	672	Topward Building Supplies Ltd																	500.00		500.00	Ward Grant
03/06/2019	673	Copeland Borough Council																	33.33	6.67	40.00	1327/19 (I)
03/06/2019	674	Gladson UK Limited																	183.66		183.66	1327/19 (I)
03/06/2019	675	Amberol Limited		1420.55															1420.55	284.11	1704.66	1327/19 (I)
03/06/2019	676	Copeland Borough Council																	9.12		9.12	1327/19 (I)
03/06/2019	677	Copeland Borough Council																	9.12		9.12	1327/19 (I)
03/06/2019	678	Copeland Borough Council																	547.44	109.49	656.93	1327/19 (I)
03/06/2019	679	Mrs J Hartley																	880.21	176.04	1056.25	1327/19 (I)
03/06/2019	680	Mrs V Gorley		250.00															685.102	1370.21	822.123	1327/19 (I)
03/06/2019	681	Midshire Business Systems																	250.00		250.00	1327/19 (I)
03/06/2019	682	Clr Carla Arrighi																	53.48		53.48	1327/19 (I)
03/06/2019	683	Zurich Municipal																	607.15	121.43	728.58	1327/19 (I)
06/06/2019	BACS	Weir & Carmichael Ltd																	32.00		32.00	1327/19 (I)
06/06/2019	BACS	Cumbria Media																	92.60		92.60	1327/19 (I)
06/06/2019	BACS	Cumbria Media																	1625.00		1625.00	1327/19 (I)
06/06/2019	BACS	Cumbria Media																	76.00		76.00	1327/19 (I)
06/06/2019	BACS	Gardenwood House																	56.00		56.00	1327/19 (I)
12/06/2019	BACS	Presentlines Ltd																	1000.00		1000.00	1327/19 (I)
13/06/2019	684	JO Dixon Jewellers																	47.50		47.50	1348/19 (iii)
14/06/2019	BACS	Cumbria LGPS	4319.35																4319.35		4319.35	1348/19 (iii)
14/06/2019	BACS	HMRC	848.78																848.78		848.78	631/17 (H)
18/06/2019	BACS	Corner House B&B																	1929.56		1929.56	HMRC
19/06/2019	DD	BT Group																	85.00		85.00	Contract
20/06/2019	687	Woodcote Limited																	74.63	14.93	89.56	Contract
20/06/2019	6																					

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
03/06/2019	Allotment Rents 2019/20			519.33
14/06/2019	HMRC - VAT Refund May			2936.96
12/07/2019	HMRC - VAT Refund June			2464.02
12/07/2019	Allotment Rents 2019/20			307.00
12/07/2019	Refund Midshire Account			254.58
23/07/2019	Allotment Rents 2019/20			64.00
02/08/2019	Allotment Rents 2019/20			54.00
20/08/2019	HMRC - VAT Refund July			3435.68
09/09/2019	Allotment Rents 2019/20			207.17
11/09/2019	HMRC - VAT Refund August			1061.04
19/09/2019	Allotment Rents 2019/20			40.00
30/09/2019	Sellafield Sponsorship			2500.00
08/10/2019	HMRC - VAT Refund September			3594.53
08/11/2019	HMRC - VAT Refund October			2925.15
06/12/2019	HMRC - VAT Refund November			2245.91

442558.02	0.00	30596.81	473154.83
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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	30,596.81
TOTAL INCOME	£ 473,154.83

EXPENDITURE

Employees & Allowances	73550.80
Premises	9580.73
Supplies/Services	12598.49
3rd Party	14874.06
Grants	8042.67
Allotments	6594.58
Christmas	4035.20
Markets	0.00
Community Plan	0.00
Ground Maintenance	7041.68
Civic Hospitality	1743.89
Ranger	34163.04
Whitehaven In Bloom	13962.52
Ward Grants	15184.60
Elections	9212.93
Environmental Improvements	28179.00
Events	10081.96
Contingencies	47.50
Reserves	156251.00
VAT (to be reclaimed)	21493.49
TOTAL EXPENDITURE	£ 426,643.37

CASH BOOK BALANCE

Brought forward	£ 400,584.94
Income	£ 473,154.83
Expenditure	£ 426,643.37
Town Council Funds	£ 447,096.40

BANK BALANCES

CBS 53905917 (22/01/2020)	158,061.95
CBS 53906216 (22/01/2020)	294,431.97
	£ 452,493.92

Unpresented Cheques 2019/2020

5,397.52

FINANCIAL POSITION

£ 447,096.40

2020/21 WHITEHAVEN TOWN COUNCIL REVENUE BUDGET AND PRECEPT

PURPOSE AND RECOMMENDATION OF THE REPORT

This report is presented to the Town Council to consider and approve the 2020/21 Whitehaven Town Council's Revenue Budget and Precept.

RECOMMENDATIONS

The Town Council is recommended to:

- a) Consider the proposed 2020/21 Revenue Budget and Precept;
- b) Make any proposed amendments;
- c) Subsequent to a) and b), approve the 2020/21 Revenue Budget and Precept; and
- d) Agree that the Chairman and Clerk sign the Precept 2020/21 Form received from Copeland Borough Council to advise Copeland Borough Council of the approved Whitehaven Town Council Precept for 2020/21 to inform the setting of the overall Council Tax requirement for 2020/21.

1.0 INTRODUCTION

- 1.1 A meeting of the Policy, Resources and Finance Committee was held on 30th September 2019 where it was recommended to the Full Council meeting held on 31st October 2019 that a working group be formed comprising those members on the Policy, Resources and Finance Committee to work on the budget for 2020/2021 and for any recommendations to be presented to members at Full Council meetings.

A Budget Setting Advisory Group Meeting was held on 6th and 20th December 2019 to discuss budget proposals for 2020/21 and make recommendations to Full Council. The recommendations were further discussed at an Extraordinary meeting of the Council on 16th January 2020.

The 2020/21 Revenue Budget has been compiled based on the Budget Setting Advisory Group meeting of Councillors and an Extraordinary Council meeting on 16th January 2020.

- 1.2 The Parish Council Tax bases have been received and the precept has been calculated as shown at Appendix C.
- 1.3 It is necessary for the Town Council to consider a budget plan which then determines the precept for the following year. This

report aims to set down proposals for that budget for consideration by this Council.

2.0 2020/21 REVENUE BUDGET PROPOSALS

- 2.1 **Appendix A** sets down the proposed budgets by objective heading in accordance with the appropriate accounting codes of practice and as agreed by Councillors in previous meetings.
- 2.2 It is important that the Council gives due consideration to each aspect of the proposed 2020/21 Revenue Budget and considers carefully the level and purpose of any reserves – be that contributions to reserves or use of reserves.

3.0 2020/21 COUNCIL TAX BASE

- 3.1 **Appendix B** illustrates the calculated Council Tax Base for the Whitehaven Town Council area for 2020/21. This assumes a 98% collection rate in line with Copeland Borough Council and includes a slight increase in the Band D equivalent from 6657.01 to 6783.58.

4.0 2020/21 PRECEPT

- 4.1 Based on the proposals outlined in Appendix A and the 2020/21 Council Tax Base set out in Appendix B, this would equate to an 2.93% reduction in the Town Council Precept for 2020/21. The Precept would be £64.5337 per Band D equivalent property for 2020/21 (for 2019/20 it was £66.48). This is calculated as 6783.58 Band D equivalents multiplied by £64.5337 equals £437,769.52. The Council will be paid £437,769.52 because when Copeland Borough Council sets the Council Tax it will be based on $\text{£}437,769.52 / 6783.58 = \text{£}64.5337$ (see Appendix C).

5.0 CONCLUSIONS/RECOMMENDATIONS

- 5.1 Copeland Borough Council must set its Net Budget Requirement and Council Tax Requirement by the end of February 2020 and therefore they require our precept figures by the end of January 2020 to give them time to do all the tables for the overall Council Tax report. This report of Whitehaven Town Council forms part of the process to ensure that legal requirement is met. If Copeland Borough Council have not received a precept from the Town Council before they do their calculations and set the Council Tax, they can effectively set the precept for us which cannot be more than the highest precept set in the previous 3 years. It is recommended that the Council: -
 - a) **Considers the proposed 2020/21 Revenue Budget and Precept;**
 - b) **Makes any proposed amendments;**
 - c) **Subsequent to a) and b) above, approves the 2020/21 Revenue Budget and Precept; and**
 - d) **Agrees that the Chairman and Clerk sign the Precept 2020/21 Form received from Copeland Borough Council to advise**

**Copeland Borough Council of the approved Whitehaven Town
Council Precept for 2020/21 to inform the setting of the overall
Council Tax Requirement for 2020/21**

Appendices

Appendix A: 2020/21 Revenue Budget Proposals

Appendix B: 2020/21 Council Tax Base

Appendix C: Precept Calculation

BUDGET PROPOSALS 2020/21		
	EXPENDITURE (Net of VAT)	2020/21 Budget
	CORE ACTIVITIES	
Employees & Allowances	Salaries	90000.00
	Office Consumables	1000.00
	Members Expenses (Travel and Subsistence)	1000.00
	Mayor's Allowance	3063.00
	Staff Development & Training	2000.00
	Member Development & Training	3000.00
	Ranger	32500.00
	Assistant Ranger	21500.00
Premises	Office Rent	1650.00
	Energy Charges	800.00
	Insurance to Copeland Borough Council	120.00
	Service Charge to Copeland Borough Council	860.00
	Refuse Collection	100.00
	Meeting Room Hire	500.00
	NNDR (former Whitehaven News Office)	11000.00
Supplies & Services	Telephone & Broadband (BT)	1100.00
	IT (Westcom)	2000.00
	Website maintenance	2000.00
	Samsung Telephone Finance	1300.00
	Samsung Telephone Maintenance	210.00
	Zurich Insurance	4000.00
	Photocopier/Printing	2000.00
	Stationery	500.00
	Postage	400.00
	Advertising	4000.00
	Subs - CALC	1800.00
	Subs - Other	1000.00
	Miscellaneous	1000.00
3rd Party	Internal Auditor	1000.00
	External Auditor	1800.00
	Allotments	12000.00
	Elections	8000.00
SUB TOTAL		213203.00
3rd Party	OPTIONAL ACTIVITIES - to be decided	
	Ward Grants	24000.00
	Community Grants	10000.00
	Grounds Maintenance (grass cuttings)	18926.52
	Christmas Lights infrastructure	10000.00
	Christmas Lights	24800.00
	Markets (50% cost of)	14852.00
	Markets - Salary Market Officer 2.5 days	7988.00
	Other Environmental Improvements	30000.00
Bus Shelters, Bins and Seats	30000.00	
Events	Civic Hospitality	5000.00

	Whitehaven in Boom	20000.00
	Events	17000.00
	Contingency Sum for Unforeseen Events	10000.00
	TOTAL EXPENDITURE	435769.52

	INCOME	2020/21
		Budget
	Precept	435769.52
	Allotments/Pigeon Lofts	5000.00
	Bank Interest	1000.00
	Total Income	441769.52
	<i>Net Surplus for re-investment</i>	<i>6,000</i>

COUNCIL RESERVES ESTIMATED	
Reserve	Estimate at 1/4/
General reserve	424,500.00
Total reserves	424,500.00

Please complete cells shaded

PARISH PRECEPT AND COUNCIL TAX 2020-21

1 Click **Parish** Whitehaven

2 Click **Select** Precept Cash Amount
 Precept Band D Amount

ENTER CASH AMOUNT £ 437,769.52

FOR INFORMATION		
Taxbase 2019-20	Taxbase 2018-19	Taxbase Change
£ 6,657.01	£ 6,665.16	£ -0.12%

Band D Amount 2020-21	Band D Amount 2019-20	Band D Change
£ 64.53	£ 66.48	£ -1.95 -2.93%

Cash Precept 2020-21	Cash Precept 2019-20	Cash Precept Change
£ 437,769.52	£ 442,558.02	£ -4,788.50 -1.08%

Council Tax by Band									
	Band A - *	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
2020-21	£ 35.85	£ 43.02	£ 50.19	£ 57.36	£ 64.53	£ 78.87	£ 93.21	£ 107.55	£ 129.06
2019-20	36.93	44.32	51.71	59.09	66.48	81.25	96.03	110.80	132.96
Change	-1.08	-1.30	-1.52	-1.73	-1.95	-2.38	-2.82	-3.25	-3.90
Change	-2.93%	-2.93%	-2.93%	-2.93%	-2.93%	-2.93%	-2.93%	-2.93%	-2.93%

* Disabled

Certificate	
Amount Required	£
Cash Amount	437,769.52
Band D Amount	64.53
Clerk / Chairperson	
Email	
Telephone number	
Date	

APPOINTMENT OF INTERNAL AUDITOR

Purpose of the Report

For members to consider quotes 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 2020/2021 from competent and experienced people. The quotes received are attached at Appendix 1.

2.0 RECOMMENDATION

That members consider the quotes received and appoint and internal auditor.

Whitehaven Town Council

From:
Sent: 13 January 2020 20:07
To: Whitehaven Town Council
Subject: Re: Quote for provision of Internal Audit Service for 2020/2021

Dear Marlene

I am interested in quoting for the role of Internal Auditor to Whitehaven Town Council. The fee would be £300 which would include 2 visits, 2 reports to Council and completion of the Internal Auditor's section of the Annual Governance and Accountability Return. (AGAR) The cost of travel would be at HMRC rate of .45p per mile - 28 miles - £12.60(as would be shared with Cleator Moor Town Council. I would be happy to submit CV or reference/s to confirm competency and independence from the Council as required by the Accounts and Audit Regulations.

I submit in separate e-mail a draft audit plan for approval and or modification as relevant to Whitehaven Town Council.

Should you require further details please get in touch.

Yours sincerely

Internal Audit Plan for Y/E 31st March 2020-2021

1. Proper Bookkeeping	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Is cashbook/core accounts package maintained and up to date?				
Are all arithmetically correct?				
Is there a regular balance. Preferably monthly				
Is there a checking system for data input into a computerised system.				
Is computerised financial information regularly backed-up?				

2. a) Standing Orders, Financial Regulations. Transparency Legislation requirements adopted/applied. Internal Financial Controls	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Has the Council formally adopted Standing Orders and Financial regulations? Met Transparency Legislation requirements?				
Are all regularly reviewed and up to date?				
Has a Responsible Financial Officer been appointed with specific duties?				
Check (say) minimum 1 item or service per quarter above £2500. Has it been competitively purchased?				
Are payments in the accounts supported by invoices, authorised and minuted? Check minimum 3 items over (say) £1000/quarter.				
Has VAT on payments been identified, recorded and reclaimed?				
Is sec137 expenditure recorded and within statutory limits?				

3. Risk Management Arrangements	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Do the Minutes record the Council carrying out an annual risk assessment?				
Are the internal financial controls documented and regularly reviewed?				
Does a scan of the Minutes identify any unusual financial activity? Are legal powers available and is the basis of the powers recorded and correctly applied?				
Are Minutes properly numbered/paginated with a master copy kept in safekeeping?				
Are procedures in place for recording/monitoring members' interests/gifts/hospitality received?				
Is insurance cover appropriate and adequate?				

4. Budgetary Controls	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Has the Council prepared an annual budget in support of its precept?				
Is actual expenditure against the budget regularly reported to the Council?				
Are there any significant unexplained variances against budget?				

Marlene Jewell
Town Clerk
Whitehaven Town Council

Dear Marlene

QUOTATION FOR 2020 INTERNAL AUDIT

I have set out below my quotation to carry out audit work at Whitehaven Town Council to meet the requirements of the Accounts & Audit regulations.

Year end Audit (May 2020) to check and verify the Annual Governance and Audit Return (AGAR), as follows:

- Re-statement of prior year balances to convert Whitehaven to accounts on an Income & Expenditure basis (as required by the regulations)
- Check Part 1 and 2 of the AGAR for 2019/20 to ensure that all balances are correctly stated and agree to the underlying accounting records.
- Check Asset Register
- Check all underlying papers that will be submitted to the External Auditor as required by the regulations
- Completion of year end Internal Audit report to be submitted to External Auditor (PKF Littlejohn).

Fee:

£250.00

Interim Audit (August/September 2020) to check and verify financial systems and processes and produce an interim audit report, as follows:

- Arrangements for maintaining an up to date cash book
- Bank reconciliation
- Standing Orders & Financial Regulations
- Payment controls
- Risk management and insurance
- Budgetary Control
- Income controls
- Payroll

Fee: £250.00

Total Annual Fee: £500.00

Yours sincerely

Architects Appointment Document

Purpose of the Report

For Members to give authorisation for the Chairman to sign a letter of appointment issued by the Architects.

1.0 INTRODUCTION

Members will recall that at an Extraordinary Meeting of the Council held on 11th November 2019 they appointed an architect firm to provide architectural services for the new office accommodation (minute ref 1463/19 refers).

Following on from this meeting, the architects have issued a letter of appointment to be signed by the Chairman.

2.0 RECOMMENDATION

That Members agree that the Chairman can sign the letter of appointment on behalf of the Town Council.

Whitehaven Town Council

From: Paula
Sent: 15 January 2020 15:33
To: Whitehaven Town Council
Subject: Seathwaite Avenue Play Area
Attachments: scale drawing 1 x 100 - wet pour under equipment.pdf

Hi Marlene

Further to our earlier telephone conversation, for discussion at Whitehaven Town Council, please find attached:

- Drawing of the proposed play area

Wet pour will be under the play equipment, with the exception of under the zip wire. This will be turfed.

The quote from CBC for 12 cuts per annum is £2,481.55 including VAT. If WTC ranger can support Mirehouse Community Centre Association with any assistance of the grass cutting that would be marvellous.

Best wishes, Paula

Paula
Well Whitehaven Officer



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COUNCILLOR CHAMPIONS

Purpose of the Report

For Members to consider Councillor C Walmsley's suggestion to appoint Champions.

1.0 INTRODUCTION

Councillor C Walmsley has requested that Councillors consider appointing Champions (for example) in:

- Health and Well Being;
- Armed Forces;
- Autism;
- Pensioners;
- Youth.

2.0 RECOMMENDATION

That Members listen to Councillor Walmsley's proposal and to decide whether or not to appoint Councillors as Champions.