**WHITEHAVEN TOWN COUNCIL**

**Clerk and Responsible Financial Officer:** Marlene Jewell

Telephone: 01946 67366

**Chairman:** Councillor C Maudling

To: **Members of Whitehaven Town Council**

You are duly **SUMMONED** to attend a **MEETING** of **WHITEHAVEN TOWN COUNCIL** which will be held in **THE BEACON PORTAL** at **THE BEACON, WHITEHAVEN** on **THURSDAY 27th October 2022** at **6:00pm**

Signed .. -- ---·Dated.?.\ :..lli??. S:-r...:.). Q 2

Marlene Jewell, Clerk and Responsible Financial Officer

##### AGENDA

1. **Apologies for Absence**
2. **Declarations of Interest**

To receive declarations of interest 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.

1. **Public Participation**
2. **Minutes of the Council Meeting held on 29th September 2022**
3. **Minutes of the Extraordinary Council Meeting held on 18th October 2022**
4. **Planning Applications**
5. **Finance Report**
6. **Quote from Cumbria Media**
7. **Quote for Summer plants**
8. Quote from Localiq for Summer Fair
9. Quote for St Nicholas Gardens for 2023/24 -to follow
10. Quote for extra Grass Cutting in cemetery 2023/24
11. Allotments
12. Concerns about the level of service provided to the people of Whitehaven by GP Practices and Dentists
13. Councillor Ward Matters
14. Date, Time and Place of Next Council Meeting

# WHITEHAVEN TOWN COUNCIL

**Minutes of the Council Meeting held on the 29th September 2022**

**Present:** Councillor C Maudling (Chairman); Councillor E Dinsdale; Councillor J Carr; Councillor G Dinsdale; Councillor R Gill; Councillor C Hayes; Councillor B O'Kane; Councillor J Rayson

M. Jewell, Clerk and Responsible Financial Officer V Gorley, Assistant Clerk

Gerard Richardson Press

**2092/22 Apologies for Absence**

Apologies for absence were received from:-

Councillor R Redmond Councillor G Roberts

Personal CCC Meeting

It was proposed by Councillor Gill and seconded by Councillor Carr

that the apologies for absence be accepted and noted. A vote was held and it was unanimously

**RESOLVED** - That the apologies for absence be accepted and noted

### 2093/22 Declarations of Interest

Councillor Maudling declared an interest in Agenda Item 5 as he was a member of CBC's Planning Panel

Councillor Rayson declared an interest in Item 15 as she was a member of the

Allotments Advisory Group

Councillor G Dinsdale declared an interest in Item 15 as she was a member of the Allotments Advisory Group

**2094/22 Public Participation**

There was no public participation

**2095/22 Minutes of the Council Meeting held on 25th August 2022**

It was proposed by Councillor Gill and seconded by Councillor Hayes that the Minutes of the Council Meeting held on 25th August be approved

and signed by the Chairman as a correct record. A vote was held and 7 Councillors voted for the proposal and 1 Councillor abstained.

**RESOLVED** - That the Minutes of the Council Meeting held on 25th August 2022 be approved and signed by the Chairman as a correct record

**2096/22 Planning Applications**

The Council considered a list of Planning Applications received from CBC and shown at Appendix 1.

It was proposed by Councillor O'Kane and seconded by Councillor Hayes that CBC be informed that following consideration of the Planning

Applications on Schedule 1 the Council had no representations to make A vote was held and it was unanimously

**RESOLVED** - That CBC be informed that following consideration of the Planning Applications on Schedule 1 the Council had no representations to make.

**2097/22 Finance Report**

The Council considered a Finance Report.

* 1. Appendix 1 - The Assistant Clerk reported that there were 4 extra invoices to consider namely:

Tall Ship La Malouine PHP Architects

Online Systems

St James Comm. Centre

£300.00

£4,726 for Stage 4 Tech Design and travelling expenses

£72.00 Transfer IT Services

£15.00 for 1 hour room hire

It was proposed by Councillor Hayes and seconded by Councillor Gill

that the invoices on Appendix 1 plus the 4 additional invoices listed above be approved and paid. A vote was held and it was unanimously

**RESOLVED** - That the invoices on Appendix 1 plus the 4 additional invoices listed above be approved and paid.

11. Appendices 2 and 3 - the Council considered Appendices 2 and 3 and it was proposed by Councillor Gill and seconded by Councillor Hayes that these be approved and noted. A vote was held and it was unanimously

**RESOLVED-That** Appendices 2 and 3 be approved and noted.

### 2098/22 Traders Christmas Market Enhancement

Gerard Richardson gave a presentation to the Council about a proposed enhancement to the Council's Christmas Traders Market in December. He said that what he was proposing was something quite special - a firework display costing £4,000.00 on the Harbour starting at 5.00pm. which would be held over by the old lighthouse. The Harbour Commissioners and the Marina Company were in support of this. He said the display would be done to music and it was 7 years since the Town had had a firework display. Following a discussion it was proposed by Councillor Gill and seconded by Councillor Hayes that a firework display be organised on the Harbour at approx. 5.00pm on 2nd December 2022 at a cost of £4,000.00. A vote was held and it was unanimously

**RESOLVED** - That a firework display be organised on the Harbour at approx. 5.00pm on 2nd December 2022 at a cost of £4,000.00.

Gerard Richardson left the Meeting and did not return

### 2099/22 Christmas Lights Switch On

Councillor Maudling declared an interest

The Council considered a report on the Christmas Lights Switch on Event. The Clerk reported that this was originally going to be arranged by an external Committee who would have been asking the Council for a grant towards the cost but that Committee had folded and therefore the Council was being

requested to organise the event.

1. The proposed date was 20th November 2022. However due to the uncertainty at this late stage of obtaining the necessary Road Closure Order from CCC for Lowther Street it was agreed to change both the date and the venue to Saturday 19th November 2022 in the Market Place, Whitehaven between 1.00pm and 6.00pm.

11. 3 quotes had been taken from suppliers for the hire of a stage and sound system. 1 supplier did not quote and the other 2 quotes were as follows Supplier 1 - £3,500.00 plus VAT

Supplier 2 - £1,060.00 plus mileage of £192.00

It was proposed by Councillor Gill and seconded by Councillor O'Kane that the quote from Supplier 2 in the sum of £1,060.00 plus mileage of

£192 be accepted. A vote was held and it was unanimously

**RESOLVED** -That thequote from Supplier 2 in the sum of £1,060.00 plus mileage of £192 be accepted.

m. CFM had given a quote of £1,570.00 plus VAT for a promotional package for the event and it was proposed by Councillor Gill and seconded by Councillor Carr that this quote be accepted. A vote was held and it was unanimously

**RESOLVED-that** the quote from CFM in the surfm of £1,570 plus VAT be accepted

1v. Three quotes had been sought for a generator to service the stage and sound system as follows

Supplier 1 £240 but the supplier did not work weekends so would want to

deliver it to the Council on the Friday and pick it up the following Monday

Supplier 2 £200 including delivery and collection on the day Supplier 3 £190 including delivery and collection on the day

It was proposed by Councillor Gill and seconded by Councillor Maudling that the quote from Supplier 3 be accepted. A vote was held and it was unanimously

**RESOLVED** -That thequote from Supplier 3 be accepted.

v. Top -up Council Insurance for the event was £224.00 and this was approved.

v1. ABBA Tribute Group. Two quotes had been received as follows Supplier 1 £1,300.00 including £100 booking fee

Verbal quote of between £800.00 to £1,200

It was proposed by Councillor G Dinsdale and seconded by Councillor Gill that the Council books an available ABBA Tribute Group costing between £800 and £1200 including any booking fee. A vote was held and it was unanimously

**RESOLVED** - That the Council Books an available ABBA Tribute Group costing between £800 and £1200 including any booking fee.

vu. The Council has a contract with a security firm for the provision of security guards at its events and it was proposed by Councillor Gill and seconded by Councillor Hayes that 2 security guards be booked for the event between 11.00am and 6.00pm. A vote was held and it was unanimously

**RESOLVED** - That 2 security guards be booked for the event between 11.00am and 6.00pm.

vm. The following points were noted

* There was no charge/fee payable for Taylor's Fair
* Councillor Maudling had contacted most local businesses who had confirmed that they would be open on Sunday (not applicable now)
* Councillor Maudling would be organising extra volunteer stewards for the event
* Councillor Maudling confirmed that the upstairs of the Yellow Earl could be used as a central point for any lost children
* That a response was awaited from St John's Ambulance as to whether they could provide first aiders for the event and any cost
* That risk Assessments were being prepared for the event
* That Councillor Maudling would be contacting local contractors to see if they could supply the Council with barriers free of charge

### 2100/22 Quotes for Marquees

The Council considered a report on quotes for the provision of marquees for Council events in 2023. 4 quotes were sought but only 2 were received as follows:-

Company A gave quotes for all sizes of marquees, flooring, chairs, and trestle tables with no charge for delivery

Company **B** gave quotes for all sizes of marquees and flooring but not for chairs

or trestle tables and charged for delivery

It was proposed by Councillor Gill and seconded by Councillor G Dinsdale that the quote from Company A be accepted. A vote was held and it was unanimously

**RESOLVED** - That the quote from Company A be accepted.

### 2101/22 Quotes for Security for Events in 2023

The Council considered a report on quotes received for security provision at Town Council Events in 2023. However despite reminders being sent only one firm submitted a quote. They quoted an hourly rate of£ 17.50 per hour per operative. It was proposed by Councillor Gill and seconded by Councillor Maudling that the quote of £17.50 per hour per operative be accepted for security provision in 2023. A vote was held and it was unanimously

**RESOLVED-That** the quote of £17.50 per hour per operative be accepted for security provision in 2023.

### 2102/22 Quote for Advertising in The Cumbria Guide

The Council considered a report on a quote received for advertising in The Cumbria Guide in 2023/24. The quote of £3,690.00 for 6 full page adverts including artwork and design was the same as for 2022/23 provided that the Council agreed to the quote at this point. Councillors thought that they received good service and it was proposed by Councillor Gill and seconded by Councillor Hayes that the\_quote of £3,690.00 for 6 full page adverts in The Cumbria Guide including artwork and design for 2023/24 be accepted.

**RESOLVED-That** the\_quote of £3,690.00 for 6 full page adverts in The Cumbria Guide including artwork and design for 2023/24 be accepted.

### 2103/22 Quotes for Appointment of Internal Auditor

The Council considered a report on quotes received for the appointment of an Internal Auditor for 2023/24. 3 quotes had been sought but only 2 quotes had been received as follows:

Quote A £250.00 plus milage at 45p per mile

Quote B £550.00

It was proposed by Councillor Gill and seconded by Councillor Maudling that a letter of thanks be sent to the current Internal Auditor for all her help and advice and that Quote B be accepted. A vote was held and it was unanimously

**RESOLVED** - That a letter of thanks be sent to the current Internal Auditor and that Quote B be accepted

### 2104/22 Former Editors Office

The Council considered a report on the Lease of the Former Editor's Office in the Council building and heard that the Solicitors for Newsquest had given Notice to terminate the Lease they had entered into with the Council with effect from 30th November 2022. This was due to a change in the editorial structure and going forward the office would not be required as staff would be required to work from home. The Council heard that although Newsquest had decorated the office and furnished and equipped it they had never actually occupied it. It was proposed by Councillor Gill and seconded by Councillor Rayson that Newsquest be asked to pay the rent for 10 months. A vote was held and it was unanimously

**RESOLVED** - That Newsquest be asked to pay the rent for 10 months.

### 2105/22 Remembrance Sunday

The Council considered a report on the preparations for Remembrance Sunday

and considered several proposals.

1. It was proposed by Councillor Gill and seconded by Councillor Hayes that the donation to the Royal British Legion for each poppy wreath be £30.00 A vote was held and it was unanimously

**RESOLVED** - That the donation to the Royal British Legion for each poppy wreath be £30.00

11. It was proposed by Councillor Hayes and seconded by Councillor Carr that in addition to coffee, tea and biscuits that 6 platters of sandwiches be provided in the Church Hall following the church service. A vote was held and it was unanimously

**RESOLVED** - that in addition to coffee, tea and biscuits that 6 platters of sandwiches be provided in the Church Hall following the church service.

111. It was proposed by Councillor Maudling and seconded by Councillor Carr that payment of £210.00 be authorised to the Whitehaven Brass Band for their attendance on Remembrance Sunday. A vote was held and it was unanimously

**RESOLVED** -That payment of £210.00 be authorised to the Whitehaven Brass Band for their attendance on Remembrance Sunday.

**2106/22 Allotments**

The Council considered a report on quotes received for asbestos removal on an allotment site, a request to re-instate a fence back to the original allotment plot boundary and quotes received for the provision of skips to the allotment sites.

1. The Council had received 2 quotes for the removal of asbestos from an allotment site

Company A quoted £580.00 plus VAT

Company B quoted £975.00 plus VAT

Following a discussion it was proposed by Councillor Gill and seconded by Councillor Hayes that the quote from Contractor A in the sum of £580.00 plus VAT be accepted. A vote was held and it was unanimously

**RESOLVED** - That the quote from Contractor A in the sum of £580.00 plus VAT be accepted.

1. The Council considered removing an old damaged fence and installing a new fence to the original boundary line of the allotment plot. Councillor Rayson expressed reservation about this and it was proposed by Councillor Gill and seconded by Councillor Rayson that the Allotment Advisory Group have a

site visit to the Allotment site and that the decision be deferred to the next meeting of the Council. A vote was held and it was unanimously

**RESOLVED** - that the Allotment Advisory Group have a site visit to the Allotment site and that the decision be deferred to the next meeting of the Council.

1. The Council were informed that 3 quotes had been sought for the delivery and collection of 12-yard waste skips to each allotment site in October 2022 and March/April 2023. Only one quote was received for £270.00 plus VAT per skip for October 2022 with quotes being required at a later date for skips in March/April 2023. It was proposed by Councillor Gill and seconded by Councillor Hayes that the quote of £270.00plus VAT per skip for October 2022 be accepted. A vote was held and it was unanimously

**RESOLVED** - that the quote of £270.00plus VAT per skip for October 2022 be accepted.

Councillor Rayson left the Meeting and did not return

### 2107/22 Quotes for Replacement Bulbs for Festoon

The Council considered a report on quotes for replacement bulbs for the festoon. Four suppliers had been asked for quotes for providing 300 x 230v LED bayonet cap lamps to replace/repair the lamps on the festoon cabling and these were as follows:-

Supplier A Supplier B Supplier C Supplier D

did not stock this voltage

£897.00 + £15.00 delivery+ VAT

£780.00 + £15.00 delivery+ VAT

£897.00 + delivery charge + VAT

It was proposed by Councillor Gill and seconded by Councillor Maudling that the quote from Supplier C in the sum of £780.00 + £15.00 delivery+ VAT be accepted. A vote was held and it was unanimously

**RESOLVED** - that the quote from Supplier C in the sum of £780.00 + £15.00 delivery + VAT be accepted.

### 2108/22 Street Name and Numbering

The Council considered a report on a request from CBC for comments on proposed street name and numbering for a development on land at Edgehill Park, Whitehaven. It was proposed by Councillor Maudling and seconded by Councillor Gill that CBC be informed that there were no objections to the proposed street name and numbering for the development at land at Edgehill Park, Whitehaven. A vote was held and it was unanimously

**RESOLVED** - That CBC be informed that there were no objections to the

proposed street name and numbering for the development at land at Edgehill Park, Whitehaven.

**2109/22 Recommendations from Policy and Resources and Finance Committee**

The Council considered a report containing the recommendations made by the Policy and Resources and Finance Committee held on 27th September 2022. It was proposed by Councillor Maudling and seconded by Councillor Hayes that the recommendations made be approved. A vote was held and it was unanimously

**RESOLVED** - That the recommendations made be approved.

**2110/22 Recommendations from Events Advisory Group for Events in 2023**

The Council considered a report on recommendations made by the Events Advisory Group for Events in 2023.

##### PROPOSED EVENTS:- COST

1. **CUMBRIAN TRADERS DAYS**
   1. Leyland Bus Event (date to be determined)

##### RECOMMENDED-APPROVAL SUBJECT TO FULL DETAILS BEING PRESENTED TO FULL COUNCIL WHEN AVAILABLE

* 1. Friday 26th May 2023 (Spring Bank Holiday Weekend)

Marquee Hire x 2 Approx £2,295.00 2 security guards 8.00pm to 6.00am

£350.00

RECOMMENDED-APPROVAL

* 1. Thursday 29th June 2023 - Science shows Marquee Hire x 2

Approx £2,295.00 Flooring Approx

£545.00

#### RECOMMENDED-APPROVAL

* 1. Friday 30th June 2023 - Traders Market

RECOWvIBNDED -APPROVED

* 1. Friday 30th June 2023 -Antiques Market

#### RECOMMENDED-APPROVAL

* 1. 28th July 2023

RECOWvIBNDED - APPROVAL

* 1. Friday 25th August 2023

Chair hire £1.50 each

Trestle table

£6.50 each

2 security guards 7.00pm to 6.00am

£385.00

No extra marquee charge - included in above cost

2 security guards 8.00pm to 6.00am

£350.00

Marquee Hire x1 Approx £800.00

Marquee Hire x 2 Approx £2,295.00 2 security guards 8.00pm to 6.00am

£350.00

Marquee Hire x 2 Approx £2,295

2 security guards 8.00pm to 6.00am

£350.00

#### RECOMMENDED-APPROVAL

* 1. Friday 8th December 2023 Enhanced Christmas Market

Marquee Hire x 2 Approx £2,295.00 2 security guards 7.00pm to 6.00pm

£385

## RECOMMENDED-APPROVAL

It was proposed by Councillor Hayes and seconded by Councillor E Dinsdale that Events numbered 1 (i)-{viii) above be approved. A vote was held and it was unanimously

**RESOLVED** -That Events numbered! (i)-{viii) above be approved.

##### WHITEHAVEN SUMMER FAIR

* 1. Thursday 20th to Sunday 23rd July 2023 for Continental Market and Taylors Fair on Harbour

## RECOMMENDED-APPROVAL

* 1. Thursday 20th to Sunday 23rd July in St Nicholas Gardens bouncy castles for children and possibly an ice cream stall

## RECOMMENDED-APPROVAL

* 1. Monday 17th July to Sunday 23rd July 2023 in St Nicholas Gardens an open air photo exhibition with selected photos on stakes in the Gardens and remaining photos be offered on loan to shop windows as a trail for the full week

## RECOMMENDED-APPROVAL

* 1. At the Continental Market and Fair it is proposed to have a TC Gazebo on the Marina with the pop up front desk and a couple of seats to be used as an Event Information Office and TC branded. The Harbour Team will be asked if they wish to be involved in this and if they can assist in any way.

## RECOMMENDED-APPROVAL

* 1. The cost to brand the pop up desk and a sign for the gazebo is approx. £250 but if dates are kept off these can then be used for future events.

## RECOMMENDED-APPROVAL

* 1. Street Theatre for 2 days on the Friday and Saturday at a cost of approx. £1500

## RECOMMENDED-APPROVAL

* 1. Gerard Richardson is also looking into the possibility of bringing a double decker bus bar to the event. They would take the bar revenue but his shop would sponsor part of the cost and use the top deck as a corporate drop in for clients.

Alternatively the Council could either take the sponsorship on or split the cost and the days. The cost of hiring the bus is estimated at approx.

£1500 plus approx £300 for refreshments for guests.

RECOMMENDED - That this be noted and considered again when full details are available

It was proposed by Councillor Gill and seconded by Councillor E Dinsdale that the recommendations contained in 2 (i) to (vii) above be approved. A vote was held and it was unanimously

**RESOLVED** - That the recommendations contained in 2 (i) to (vii) above be approved.

##### TALL SHIP EVENT IN AUGUST 2023

* 1. Following the successful visit of the Tall Ship HMS La Malouine in August dates are awaited for Tall Ship events in Barrow and Liverpool in 2023. It is likely that visits to Whitehaven will be for a couple of days midweek rather than the weekend but if it is possible to secure 2 Tall Ships (same one as this year plus a replica of HMS Pickle) it is suggested that stalls be invited along the harbour front and this would be a joint event with Whitehaven Harbour Commissioners and Whitehaven Marina and led by Whitehaven Town Council.

The costs of this are estimated as follows:-

2 security guards for 2 nights security from 8.00pm to 6.00am -

£350.00

£200 for Whitehaven Brass Band

£400 for sea shanties

Dancers for the Hornpipe - no charge use local schools RECOMMENDED - APPROVAL

It was proposed by Councillor Gill and seconded by Councillor E Dinsdale that the recommendations contained in 3 (i) above be approved. A vote was held and it was unanimously

**RESOLVED** - that the recommendations contained in 3 (i) above be approved.

##### MARKETING BUDGET AND SCHEDULE

* 1. Gerard will be talking to Sellafield about increasing their support for these events which in turn will alleviate some of the cost.
  2. In Cumbria - 2 adverts covering the March and May 2023 Editions with a request for an editorial piece on the Council's ongoing events to enhance town centre trade. Cost approx. £5-£600

RECOMMENDED-APPROVAL

* 1. Whitehaven News print and online package to promote the Summer Fair. No quote has been received for this yet but it is suggested that no more than £1,000 is spent direct with them across their various online and print titles as a one off promotion to run 2 weeks prior to the summer fair.

RECOMMENDED-APPROVAL

* 1. Cumbria Guide -The same as for 2022 for the regular adverts plus £600 to support their live walkabouts and online direct promotions.

RECOMMENDED-APPROVAL

* 1. Facebook-Recommended that £400 for the year to enhance and promote selected TC posts in bundles of £50

RECOMMENDED - APPROVAL AND THAT THIS BE LINKED WITH INSTAGRAM

* 1. CFM-recommended that spend approx. £1500 for a good one week spread prior to the fair

RECOMMENDED-APPROVAL

* 1. Gerard is happy to donate £300 of the local books for the Council to offer to BBC Cumbria if they would like to do some giveaways while monitoring our events

NOTED

* 1. It is suggested that the Harbour Commissioners be asked to contribute £300 towards the marketing costs. The content of all adverts will be scripted by the Town Council but will acknowledge the Harbour Commissioners.

RECOMMENDED-APPROVAL

It was proposed by Councillor E Dinsdale and seconded by Councillor Maudling that the recommendations contained in 4 (i) to (viii) be approved. A vote was held and it was unanimously

**RESOLVED** - That the recommendations contained in 4 (i) to (viii) be approved.

### 2111/22 Concerns about the Level of Service provided to the people of Whitehaven

**by GP Practices and Dentists**

Further to Minute 2081/22 it was reported that CBC's Overview and Scrutiny Committee were meeting on 29th September 2022 to discuss their ongoing and future Task and Finish Groups and to consider a suggestion that Copeland create a similar Group to Allerdale.

Councillor Roberts had also informed the Clerk that he had recently attended Allerdale Borough Council's Overview and Scrutiny Committee Meeting and that the finalised report by their Task and Finish Group on this issue would be presented to their next meeting on 14th October 2022 which Councillor Roberts would be attending and would be reporting back to the Council on the result.

There were no decisions made as these were information items.

### 2112/22 Councillor Ward Matters

* + 1. Councillor Hayes said there had been a problem with rats on Kells but that CBC was on the case

11. Councillor Gill said that after years and years he had been working closely with County Councillor Mike Hawkins regarding the roads and that the work was going to be done this financial year

111. Councillor E Dinsdale said that he had been updated by a resident and that the light issue was going to be resolved in the second week in October.

1v. Councillor E Dinsdale said there were issues around recycling dates and the dates for collection constantly being broken

v. Councillor Maudling complained about the lack of Post Office service in Whitehaven and said this Saturday WH Smiths had not been open at all and the previous Saturday it had closed at 12 noon and that this had been going on for some time and asked if the Town Council could send a message to the powers that be

v1. Councillor O'Kane said that the situation at St James School ia a typical thing of all primary schools in our area. He said at the bottom of Victoria Road it was horrendous and that he had put a formal complaint in to CCC to ask CCC to look at the situation at ST James. He said he had seen a Traffic Warden in town and had asked him to go up to St James at around 3.00pm but the Traffic Warden said he could not because in Whitehaven Traffic Wardens had to go around in pairs. Councillor O'Kane said that this cuts down the effectiveness of Traffic Wardens in Town. He said he had received an email from CCC to say the matter was closed.

Councillor O'Kane referred to the need for a meeting with the Local Committee which was now urgent because next month there would be a full review for Whitehaven and he said the whole town needed a complete review and unless the Council did something nothing would get done.

Councillor O'Kane said the Council must meet with the Local Committee. Councillor Maudling said the Council would ask for an urgent meeting

with the Local Committee. Councillor O'Kane asked the Clerk to find out the dates for the TRO.

vn. Councillor O'Kane said that the hedges at Bleach Green had still not been cut and were a disgrace.

vm. Councillor G Dinsdale referred to the allotment site at Cartgate and said it had lots of trees growing out of the hedges. The Assistant Clerk said they were cut twice a year but that she would ask the Rangers to have a look at it.

### 2113/22 Date Time and Place of next Meeting

The next Council Meeting would be on 27th October 2022 at 6.00pm at the Beacon Portal, Whitehaven.

The Meeting closed at 8.00pm

Chairman

# WHITEHAVEN TOWN COUNCIL

### Minutes of the Council Meeting held on the 18th October 2022

**Present:** Councillor C Maudling (Chairman); Councillor R Gill; Councillor C Hayes; Councillor B O'Kane; Councillor G Roberts

M. Jewell, Clerk and Responsible Financial Officer V Gorley, Assistant Clerk

Member of the public

### 2114/22 Apologies for Absence

Apologies for absence were received from:-

Councillor J Rayson Councillor J Carr Councillor C Walmsley Councillor E Dinsdale Councillor G Dinsdale

Personal

Work Commitments Work Commitments Family Commitment Family Commitment

It was proposed by Councillor Gill and seconded by Councillor Hayes

that the apologies for absence be accepted and noted. A vote was held and it was unanimously

**RESOLVED** - That the apologies for absence be accepted and noted

### 2115/22 Declarations of Interest

Councillor Roberts declared that he was a member of CCC

### 2116/22 Public Participation

There was no public participation

### 2117/22 Christmas Switch on Event

Councillor O'Kane came into the Meeting

The Clerk gave a verbal update on the position with regard to the Christmas Switch on Event as follows:-

1. The event will be held on 19th November 2022

11. The Times have had to be changed from 1pm to 6.00pm to 12 noon to 5.00pm as CCC had informed the Town Council that the road closure for the Market Place was 7.OOam to 6.00pm and therefore the Market Place had to be cleared and open to vehicular traffic from 6.00pm

111. The stage and sound system had been booked

IV. The CFM promotional package had been booked

v. Councillor Maudling had booked an Abba Tribute Act called Abba Goldz duo comprising 2 girls at a total cost of £650.00

v1. Councillor Maudling would be organising barriers for Roper Street and the top of the Market Place

vu. The generator had been booked although we had to accept a higher quote of £200 as the contractor whose quote of £190.00 was approved by the Council subsequently informed us that they did not deliver or collect on a Saturday so the Council was asked to approve the additional expenditure of £10.00

vm. Councillor Maudling would be arranging the local artistes who will be performing on stage and these would be included in the advertising/promotion of the event

Ix. 2 Security Guards had been booked from 10.00am to 5.00pm but those hours may have to be extended depending on what the Police say

x. Taylors Fair had been organised for the harbour with the agreement of

John Baker. We are waiting for details of the actual rides and details of insurance from Mr Taylor

XI. Some local businesses in the Market Place had been informed and it is proposed to send a letter to them all

xii. Councillor Maudling would be organising some extra volunteer stewards for the event

x111. The St Johns Ambulance had been contacted for first aid provision and an application form had been filled in and we are now waiting for a quote from them

XIV. Risk Assessments were being prepared

xv. A preliminary plan had been submitted to the SAG Group

XVI. An Event Management Plan was being prepared for submission to SAG xvu. Following conversations with some shop owners it is proposed to move

the location of the stage from the top of Market Place to outside and between the Copeland Offices and the Pharmacy.

xvm. Councillor Maudling had arranged for 2 Christmas trees to be delivered to St Nicholas Gardens but the actual date of delivery was not known yet.

It was proposed by Councillor Gill and seconded by Councillor Hayes that the action taken in i to xviii above be approved and noted. A vote was held and it

was unanimously

**RESOLVED** - That the action taken in i to xviii above be approved and noted.

### 2118/22 Remembrance Sunday

The Council considered a report on increasing the number of food platters previously agreed (6) for Remembrance Sunday. It was proposed

by Councillor O'Kane and seconded by Councillor Gill that the number of sandwich platters be increased from 6 to 14 for Remembrance Sunday. A vote was held and it was unanimously

**RESOLVED** - That the number of sandwich platters be increased from 6 to 14 for Remembrance Sunday.

### 2119/22 Council Offices

The Clerk referred to 3 recent emails sent to Councillors concerning issues raised by the Architect which needed urgent action as follows

* Provision of a dedicated fire escape down a separate corridor
* A tea point on the first floor
* Requirement for a drainage CCTRV condition survey and detailed CAD Plan

and said that those Councillors who replied had been in agreement with the Architect's proposals and agreed that the quote from Contractor B for the drainage survey be accepted. It was proposed by Councillor Gill and seconded by Councillor Maudling that retrospective approval be given for the actions taken. A vote was held and it was unanimously

**RESOLVED** - That retrospective approval be given for the actions taken.

### 2120/22 Bus Shelter

The Council considered an update report on the damaged bus shelter at Main Street, Hensingham. A claim had been submitted to the Council's insurers and payment was imminent. Stagecoach had informed the Council that this bus shelter was no longer used and a request from CCC's Bus Infrastructure Officer had been received asking if the Town Council would consider funding a bus shelter outside the Independent Living Scheme for over 55s at Red Lonning.

It was proposed by Councillor Hayes and seconded by Councillor Roberts that permission to install the bus shelter at Red Lonning be approved provided that permission is given by the land owner, the CCC Panel agree to it and if so that 3 quotes are sought from manufacturers and reported to full Council for consideration. A vote was held and it was unanimously

A vote was held and it was unanimously

**RESOLVED** - That the invitation to quote for 2023/24 be sent out as normal for bidding purposes and that next year the Council will seek to work with the Unitary Authority to clarify the situation regarding their property.

### 2124/22 Promoting the Town

The Council were asked to consider an attached design to promote and support the Town. The Council's logo would be on this. It was proposed by Councillor Gill and seconded by Councillor Maudling that the promotional design be approved and widely circulated. A vote was held and it was unanimously

**RESOLVED** - That the promotional design be approved and widely circulated.

### 2125/22

##### IN PRIVATE

That prior to the following item 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. Councillor Hayes proposed this and Councillor Roberts seconded it. A vote was held and it was unanimously

**RESOLVED** - 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.

### 2126/22 Contract for 2 Operatives

The Clerk gave a verbal report on the present service contract with CBC for the Ranger and Assistant Ranger which would expire on 31st March 2023. It was proposed by Councillor Hayes and seconded by Councillor Maudling that a service specification be sent out to CBC and asking for a quote for 2 operatives to carry out work for the Council for 2023/2024. A vote was taken and it was unanimously

**RESOLVED** - That a service specification be sent out to CBC asking for a quote for 2 operatives to carry out work for the Council for 2023/2024.

The Meeting closed at 6.30 Chairman

**WTC 27/10/2022**

**Item 6**

Planning Application for Consideration by Whitehaven Town Council

Application Number 4/21/2427/0B **1**

4/22/2359/0Fl

4/22/239 l/TPO

4/22/2397/0B1

Detail

Consultation on Additional and Amended Information for Planning Application: VARIATION OF CONDITION 3 (HOURS OF OPERATION) IN RELATION TO PLANNING APPROVAL 4/17/2083/0Fl - CHANGE OF USE FROM STORAGE BUILDING (Al) TO CROSSFIT GYM (D2).

**ARGO FITNESS, COACH ROAD, WHITEHAVEN**

Consultation on Additional and Amended Information for Planning Application: ERECTION OF 40 DWELLINGS COMPRISING 24 NO. TWO BED BUNGALOWS, 4 NO. THREE BED BUNGALOWS AND 12 NO. TWO BED HOUSES AND ASSOCIATED EXTERNAL WORKS INCLUDING THE DEMOLITION OF 2 PAIRS OF SEMI- DETACHED HOUSES

**LAND AT FELL VIEW AVENUE AND WINDERMERE ROAD, WHITEHAVEN**

REDUCTION OF A MATURE COPPER TREE SITUATED WITHIN A CONSERVATION AREA **MOSS BANK, BACK CORKICKLE, WHITEHAVEN**

VARIATION OF CONDITION 2 (PLANS - TO REMOVE DORMER WINDOW & REPLACE WITH MASONRY GABLE) OF PLANNING APPROVAL 4/22/2176/0Fl PROPOSED TWO STOREY EXTENSION TO PROVIDE ADDITIONAL LIVING ACCOMMODATION & GARAGE EXTENSION WITH BALCONY OVER

**8 ASH GROVE, WHITEHAVEN**

Application Number 4/22/2398/0Fl

4/22/2399/0Ll

4/22/2401/0F1

4/22/2404/0B1

4/22/2411/0Fl

Detail

CONVERSION INTO SINGLE LUXURY DWELLING **FORMER METHODIST CHURCH, LOWTHER STREET, WHITEHAVEN**

LISTED BUILDING CONSENT FOR WORKS ASSOCIATED WITH THE CONVERSION OF FORMER METHODIST CHURCH INTO SINGLE LUXURY DWELLING

**FORMER METHODIST CHURCH, LOWTHER STREET, WHITEHAVEN**

SINGLE STOREY EXTENSION

**19 LEANDER CLOSE, WHITEHAVEN**

VARIATION OF CONDITION 2 (PLANS - ADDITION OF EXTERNAL DECKING & STEPS) OF PLANNING APPLICATION 4/21/2251/0Fl SINGLE STOREY SIDE EXTENSION

**90 HOLLY BANK, WHITEHAVEN**

SINGLE STOREY SIDE EXTENSION & ALTERATIONS FOR GROUND FLOOR BEDROOM, EN-SUITE AND UTILITY ROOM WITH RAMPED ACCESS

**49 BALMORAL ROAD, WIDTEHAVEN**

##### WTC 27/10/2022

**Item 7**

##### 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. Authorise the payment of all invoices as listed in Appendix 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.

##### 0 FINANCIAL POSITION

* 1. The bank reconciliation was carried out on 19th October 2022. This shows a balance of £433,805.83. There are currently payments totalling £5,012.41 waiting to be cleared.
  2. The balance in the deposit account is £453,327.71.

##### 0 RECOMMENDATION

3.1 The invoices listed and shown in Appendix I be approved and authorised for payment.

3.2 The Cashbook (Appendix 2) and the Income and Expenditure (Appendix 3) be noted.

27/10/2022

Appendix 1

**Invoices for Consideration by Whitehaven Town Council**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Supplier** | **Category** | **Detail** | **Total Amount** | | **Power** | **Columnl** |
| 25/09/2022 | Eden Springs (UK) Ltd | Supplies & Services | Water Cooler Rental & Environmental Levy for water coolers(Oct 2022) | £ | 8.16 | slllLGA 1972 |  |
| 30/09/2022 | Armstrong Rhead Limited | **Premises** | 100% fee for support planning and 30% fee for M&E Tender documentation | £ | 2,745.00 | slllLGA 1972 |  |
| 30/09/2022 | Copeland Borough Council | **Premises** | Room Hire- Beacon Portal - 2hrs on 29.09.2022 | £ | 84.00 | slllLGA 1972 |  |
| 01/10/2022 | Mrs V Gorley | Employees & Allowances | **Re-imbursement for purchase of toilet rolls** | £ | 4.99 | slllLGA 1972 |  |
| 03/10/2022 | RBL Ponnv Apoeal | Events | 3 x oonnv wreaths with Town Council crest | £ | 90.00 | sl37 LGA 1972 |  |
| 04/10/2022 | Sandwich Man | Events | 6 x sandwich platters to be served at reception following Remembrance Sunday Service | £ | 45.00 | sl37 LGA 1972 |  |
| 05/10/2022 | Fire Safety Professionals | **Premises** | WTC renovation - Fire Strategy | £ | 3,850.00 | slllLGA 1972 |  |
| 06/10/2022 | Copeland Borough Council | 3rd Party | Grass Cutting Contract - October 2022 | £ | 2,045.51 | slllLGA 1972 |  |
| 06/10/2022 | Copeland Borough Council | 3rd Party | Assistant Ranger Contract - October 2022 | £ | 2,227.00 | slllLGA 1972 |  |
| 07/10/2022 | Sharp Business Systems UK PLC | Supplies & Services | Photocopier Charges - Minimum Charge for September 2022 | £ | 30.00 | slllLGA 1972 |  |
| 11/10/2022 | Copeland Borough Council | 3rd Party | Allotment and Pigeon Loft Maintenance Contract - October 2022 | £ | 720.80 | slllLGA 1972 |  |
| 11/10/2022 | Copeland Borough Council | 3rd Party | Ranger Contract - October 2022 | £ | 3,500.59 | slllLGA 1972 |  |
| 14/10/2022 | Vikin | Suoolies & Services | A4 copier paper, diaries, stamps | £ | 113.48 | slllLGA 1972 |  |

£ 15,464.53

WHITEHAVEN TOWN COUNCIL CASH BOOK FROM 1 APRIL 2022

APPENDIX 2

Date

**April-2022**

01.04.2022

01.04.2022

01.04.2022

4 01.04.2022

5 01.04.2022

6 01.04.2022

7 01.04.2022

8 01.04.2022

Ref Payee

BACS Eden Springs UK Ltd

BACS Sharp Business Systems UK Pie 1080 Copeland Borough Council 1081 Copeland Borough Council 1082 Copeland Borough Council BACS Mrs V Gorley

BACS Mrs V Gorley

BACS Westcom IT

Employees/ Supplies/ Allowances Premises Services 3rd Party

1.80

51.35

7.65

7.65

270.00

Ground Grants Allotmts Maint

597.85

**Civic**

Hospitality

Ranger/SO W.I.B

1832.52

2771.20

Ward

Grants Elections

**Environmental**

**Improvements** Events Contingencies

**Reserves** Net Total VAT

£ 1.80 £

£ 51.35 £

£ 597.85 £

£ 1,832.52

£ 2,771.20

£ 7.65

£ 7.65

£ 270.00 £

Total

0.36 £

10.27 £

119.57 £

366.50 £

554.24 £

£

£

54.00 £

2.16

61.62

717.42

2,199.02

3,325.44

7.65

7.65

324.00

Min. Ref. 1973/22 (i)

1973/22 (i)

1973/22 (i)

1973/22 (i)

1973/22 (i)

1973/22 (i)

1973/22 (i)

1973/22 (i)

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16 06.04.2022

17 06.04.2022

1083 Copeland Borough Council BACS CALC

BACS Viking

BACS Mrs V Gorley BACS Mrs V Gorley BACS Mrs V Gorley BACS CALC

BACS The Fairly Famous Family Ltd

BACS Whitehaven and District Amateur Operatic Society

20.00

184.44

15.15

99.79

20.00

10603.75

60.72

1000.00

1350.00

£ 10,603.75

£ 20.00

£ 60.72 £

£ 184.44

£ 15.15

£ 99.79

£ 20.00

£ 1,350.00 £

£ 1,000.00

£ 10,603.75

£ 20.00

12.14 £ 72.86

£ 184.44

£ 15.15

£ 99.79

£ 20.00

270.00 £ 1,620.00

£ 1,000.00

1973/22 (i)

1973/22 (i)

1973/22 (i)

1973/22 (i)

1973/22 (i)

1973/22 (i)

1973/22 (i)

1960/22 (2)

1985/22

18 06.04.2022

19 12.04.2022

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21 19.04.2022

22 19.04.2022

**May-2022**

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32 **04.05.2022**

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67 31.05.2022

BACS The Georgian House Hotel DD Water Plus

BACS Newsquest Media Group BACS Staff

BACS HMRC

BACS Cumbria LGPS DO BTGroup

DO Crown Gas & Oil

BACS Eden Springs UK Ltd

BACS Sharp Business Systems UK Pie BACS Thomas Graham & Sons Limited BACS Viking

BACS Viking BACS CALC

BACS Cumbria Media

1084 Copeland Borough Council 1085 Copeland Borough Council

1086 Copeland Borough Council• VOID 1087 Copeland Borough Council

1088 Copeland Borough Council

BACS Zurich Municipal BACS Gifts 2 Impress Ltd BACS Staff

BACS HMRC

BACS Cumbria LGPS DO Crown Gas & Oil

1089 Copeland Borough Council DO BTGroup

DO Water Plus

DO Water Plus

DO Water Plus

BACS Eden Springs UK Ltd BACS Cumbria Loos

BACS Derwent Recycling Services Ltd

BACS Derwent Recycling Services Ltd BACS Derwent Recycling Services Ltd BACS Derwent Recycling Services Ltd 1090 Mrs Julie Hartley - VOID

1091 Copeland Borough Council

1092 Copeland Borough Council 1093 Copeland Borough Council 1094 Copeland Borough Council BACS Sharp Business Systems UK Pie BACS Support Warehouse Limited BACS Mrs V Gorley

BACS Mrs V Gorley BACS Mrs V Gorley BACS Mrs V Gorley BACS Mr CJ Hayes BACS Mr CJ Hayes BACS Mr CJ Hayes BACS Mr CJ Hayes BACS Viking

BACS Cumbria Media BACS PHP Architects Ltd

BACS POD (North West) Ltd

5012.77

2020.75

768.14

5012.16

2021.36

768.14

12.56

7.24

34.20

1.35

3.60

2.70

329.41

420.00

259.71

3391.00

219.00

73.43

1.80

44.56

32.90

44.90

1914.98

68.00

3157.29

72.81

1.80

49.04

87.20

159.00

94.30

68.00

179.00

221.23

600.67

53.05

13.34

240.00

240.00

240.00

240.00

600.67

1704.59

1704.59

1855.83

2917.16

2917.16

1855.83

100.00

661.60

349.00

20.33

500.00

£ 100.00 £

£ 221.23

£ 219.00 £

£ 5,012.77

£ 2,020.75

£ 768.14

£ 73.43 £

£ 329.41 £

£ 1.80 £

£ 44.56 £

£ 179.00 £

£ 32.90 £

£ 44.90 £

£ 1,914.98

£ 68.00

£ 1,704.59 £

£ 600.67 £

£ 1,855.83 £

£ 420.00 £

£ 3,157.29

£ 661.60 £

£ 5,012.16

£ 2,021.36

£ 768.14

£ 259.71 £

£ 2,917.16 £

£ 72.81 £

£ 53.05

£ 81.36 £

13.34

£ 1.80 £

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£ 240.00 £

£ 240.00 £

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£ 600.67 £

£ 2,917.16 £

£ 1,855.83 £

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£ 87.20 £

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£ 7.24

£ 20.33

£ 159.00

£ 34.20

£ 1.35

£ 3.60

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£ 94.30 £

£ 68.00

£ 3,391.00 £

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20.00

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43.80 £

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14.69 £

65.88 £

0.36 £

8.91 £

35.80 £

6.58 £

8.98 £

£

£

340.92 £

120.13 £

371.17 £

84.00 £

£

132.32 £

£

£

51.94 £

583.43 £

14.56 £

£

2.67 £

£

0.36 £

69.80 £

48.00 £

48.00 £

48.00 £

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340.92 £

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768.14

88.12

395.29

2.16

53.47

214.80

39.48

53.88

1,914.98

68.00

2,045.51

720.80

2,227.00

504.00

3,157.29

793.92

5,012.16

2,021.36

768.14

311.65

3,500.59

87.37

53.05

84.03

13.34

2.16

418.80

288.00

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2,045.51

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3,500.59

2,227.00

58.85

104.64

12.56

7.24

20.33

159.00

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1.35

3.60

2.70

103.66

68.00

4,069.20

600.00

1980/22 (iv)

Contract 1979/22

1931/21(i)

HMRC 6317/17 (ii)

Contract Contract

1997/22 (i)

1997/22 (i)

1997/22 (i)

1997/22 (i)

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1997/22 Ii) **VOID** 1997/22 (i)

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1931/21(i) HMRC 6317/17 (ii)

Contract 1997/22 (i)

Contract Contract Contract Contract 2014/22 (i)

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68 31.05.2022

69 31.05.2022

70 31.05.2022

**June-2022**

71 12.06.2022

BACS The Community Centre - Red Lanning BACS Bee Unique

BACS The Community Centre - Red Lanning

BACS Water Plus

500.00

931.90

51.12

250.00

250.00

500.00

931.90

£ 51.12

£ 250.00

£ 500.00

£ 931.90

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Ward Grant Mayors Allowance Grant

Contract

72 13.06.2022

15.06.2022

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15.06.2022

73 17.06.2022

74 18.06.2022

75 19.06.2022

76 22.06.2022

77 22.06.2022

**Julv-2022**

BACS Whitehaven Harbour Commissioners Car Park BACS Staff

BACS HMRC

BACS Cumbria LGPS BACS Mrs Julie Hartley DD Crown Gas & Oil DD BTGroup

DD Water Plus

DD Water Plus

5012.56

2020.96

768.14

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2500.00

£ 2,500.00

£ 5,012.56

£ 2,020.96

£ 768.14

£ 250.00

£ 154.59 £

43.95 £

£ 41.34 £

£ 6.72

£ 2,500.00

£ 5,012.56

£ 2,020.96

768.14

£ 250.00

7.73 £ 162.32

8.79 £ 52.74

1.34 £ 42.68

£ 6.72

1931/21(i) HMRC 6317/17 (ii)

replacement

Contract Contract Contract Contract

78 05.07.2022

79 05.07.2022

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**Aug-2022**

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BACS Quality Cleaning & Contracting Ltd BACS AJ-Security (North) Ltd

BACS Hampshire Flag Company BACS Carlisle City Fire Protection 1095 Copeland Borough Council BACS Eden Springs UK Ltd

1096 David Callow BACS Mrs M Jewell BACS Mr CJ Hayes

BACS AJ-Security (North) Ltd BACS Lockhart Leisure Ltd

BACS Quality Cleaning & Contracting Ltd BACS Sharp Business Systems UK Pie 1097 Copeland Borough Council

1098 Copeland Borough Council 1099 Copeland Borough Council 1100 Copeland Borough Council 1101 J & R Bennett

1102 J & R Bennett

1103 J & R Bennett

BACS Fluid Productions Limited BACS Mrs V Gorley

BACS Cumbria Media

BACS Whitehaven Heritage Action Group BACS West Coast Surveys Ltd

BACS ZMCD Claims Recoveries Account DD Water Plus

BACS Staff BACS HMRC

BACS Cumbria LGPS

DD Crown Gas & Oil DD BTGroup

DD Water Plus

DD Water Plus

BACS Beck Bottom Community Garden Group 1104 Copeland Borough Council

BACS Eden Springs UK Ltd BACS AJ-Security (North) Ltd BACS Deborah McKenna Ltd BACS Lockhart Leisure Ltd

BACS Sharp Business Systems UK Pie 1105 Copeland Borough Council 1106 Copeland Borough Council 1107 Copeland Borough Council 1108 Copeland Borough Council 1109 Copeland Borough Council BACS Mrs V Gorley

BACS Cleator Moor Brass BACS Mr Charles E Maudling BACS Mr Charles E Maudling BACS Mrs V Gorley

BACS Fluid Productions Limited DD Water Plus

BACS Whitehaven Theatre Group DD Crown Gas & Oil

BACS Staff BACS HMRC

BACS Cumbria LGPS BACS R Shilling

1110 The Mayor Of Carlisle's Charity Fund DD BTGroup

DD Water Plus OD Water Plus

BACS Eden Springs UK Ltd

BACS Copeland Borough Council BACS AJ-Security (North) Ltd

6.98

5041.99

1991.53

768.14

4.49

49,00

3S.SO

5042.38

1991.14

768.14

30.00

50.00

15.93

550.00

115.93

68.94

15.93

80.94

44.23

1.80

42.66

148.00

123.31

31.02

25.00

15.93

21.14

102.90

6.80

20.00

1000.00

1000.00

600.67

52.99

32.26

600.67

51.12

6.72

1704.59

1704.59

125.90

2917.16

1855.83

2917.16

1855.83

4269.70

3030.00

8S.80

736.31

83.00

585.00

385.00

350.74

19.10

23.22

945.00

2615.00

480.00

1586.40

2310.00

1250.00

1690.00

200.00

827.70

400.00

420.00

£ 585.00

£ 385.00 £

£ 350.74 £

£ 50.00 £

£ 15.93

£ 1.80 £

£ 19.10

£ 125.90

£ 23.22

£ 945.00 £

£ 2,615.00 £

£ 480.00 £

£ 42.66

£ 1,704.59

£ 600.67 £

£ 2,917.16 £

£ 1,855.83 £

£ 4,269.70 £

£ 3,030.00 £

£ 85.80 £

£ 1,586.40 £

£ 6.98

£ 148.00

£ 1,000.00

£ 550.00 £

£ 83.00

£ 52.99

£ 5,041.99

£ 1,991.53

£ 768.14

£ 115.93 £

£ 123.31 £

£ 68.94 £

£ 32.26

£ 736.31

£ 15.93

£ 31.02 £

£ 2,310.00 £

£ 1,250.00 £

£ 1,690.00 £

£ 25.00 £

£ 1,704.59 £

£ 600.67 £

£ 2,917.16 £

£ 1,855.83 £

£ 15.93

£ 4.49

£ 200.00

£ 49.00

£ 35.50

£ 21.14

£ 827.70 £

£ 51.12

£ 1,000.00

£ 80.94 £

£ 5,042.38

£ 1,991.14

£ 768.14

£ 400.00

£ 30.00

£ 102.90 £

£ 44.23 £

£ 6.72

£ 6.80

£ 20.00

£ 420.00 £

117.00 £

77.00

70.15 £

10.00 £

£

0.36 £

£

189.00 £

523.00 £

96.00 £

8.53 £

340.92 £

120.13 £

583.43 £

371.17 £

853.94 £

606.00 £

17.16 £

317.28 £

£

£

£

110.00 £

£

£

£

£

£

5.80 £

24.66 £

4.74 £

£

£

6.20 £

462.00 £

250.00 £

338.00 £

5.00 £

340.92 £

120.13 £

583.43 £

371.17 £

£

£

£

£

£

£

165.54 £

£

£

4.05 £

£

£

£

£

20.58 £

1.69 £

£

1.36 £

£

84.00 £

702.00

462.00

420.89

60.00

15.93

2.16

19.10

125.90

23.22

1,134.00

3,138.00

576,00

51.19

2,045.51

720.80

3,500.59

2,227.00

5,123.64

3,636.00

102.96

1,903.68

6.98

148.00

1,000.00

660.00

83.00

52.99

5,041.99

1,991.53

768.14

121.73

147.97

73.68

32.26

736.31

15.93

37.22

2,772.00

1,500.00

2,028.00

30.00

2,045.51

720.80

3,500.59

2,227.00

15.93

4.49

200.00

49.00

35.50

21.14

993.24

51.12

1,000.00

84.99

5,042.38

1,991.14

768.14

400.00

30.00

123.48

45,92

6.72

8.16

20.00

504.00

2042/22 (i)

2042/22 (i)

2042/22 (i)

2042/22 (i)

2042/22 (i)

2042/22 (i)

2042/22 (i)

2042/22 (i)

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2042/22 (i)

2042/22 (i)

2042/22 (i)

2042/22 (i)

2042/22 (i)

2042/22 (i)

Grant 2052/22

Refund

DD 1931/21(i) HMRC 6317/17 (i)

Contract Contract Contract Contract

Ward Grant 2061/22(i)

2061/22(i)

2061/22(i)

2061/22(i)

2061/22(i)

2061/22(i)

2061/22(i)

2061/22(i)

2061/22(i)

2061/22(i)

2061/22(i)

2061/22(i)

2061/22(i)

2061/22(i)

2061/22(i)

2061/22(i)

2061/22(i)

Contract 2069/22

Contract

1931/2l(i) HMRC 6317/17(i)

2054/22

Mayors Allowance Contract Contract Contract

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 138 | 31.08.2022 | BACS | Lockhart Leisure Ltd |  |  | 1620.00 | £ 1,620.00 | 324.00 | £ 1,944.00 |
| 139 | 31.08.2022 | BACS | Sharp Business Systems UK Pie | 28.49 |  |  | £ 28.49 | £ 5.70 | £ 34.19 |
| 140 | 31.08.2022 | BACS | Mrs M Jewell |  | 33.95 |  | £ 33.95 |  | £ 33.95 |

190.00 £ 1,140.00

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 141 | 31.08.2022 | BACS | Stobbarts Limited |  | 950.00 |  |  |  |  |  |  | £ 950.00 | £ |
| 142 | 31.08.2022 | BACS | Cumbria Media |  |  | 72.00 |  |  |  |  |  | £ 72.00 |  |
| 143 | 31.08.2022 | BACS | Viking |  |  | 49.90 |  |  |  |  |  | £ 49.90 | £ |
| **144** | **31.08.2022** | **1111** | Copeland Borough Council - VOID |  | | | | | | | | | |
| **145** | **31.08.2022** | **1112** | Copeland Borough Council - VOID |
| **146** | **31.08.2022** | **1113** | Copeland Borough Council - VOID |
| **147** | **31.08.2022** | **1114** | Copeland Borough Council - VOID |

£ 72.00

9.98 £ 59.88

**VOID VOID VOID VOID**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 148 | 31.08.2022 | BACS | Deborah McKenna Ltd |  | 296.55 | £ 296.55 | £ 59.31 | £ 355.86 |
| 149 | 31.08.2022  **Sept-2022** | BACS | PKF Littlejohn LLP | 1000.00 |  | £ 1,000.00 | £ 200.00 | £ 1,200.00 |

52.99 Contract

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 150 | 13.09.2022 | OD | Waterplus Ltd | 52.99 | | | | £ | | | | | | 52.99 | £ | | |
|  | 15.09.2022 | BACS | Staff | 5041.98 |  |  |  | | | | £ 5,041.98 | | | |  | | £ |
|  | 15.09.2022 | BACS | HMRC | 1991.54 |  |  |  | | | | £ 1,991.54 | | | |  | | £ |
|  | 15,09.2022 | BACS | Cumbria LGPS | 768.14 |  |  |  | | | | £ 768.14 | | | |  | | £ |
| 151 | 15.09.2022 | BACS | Mirehouse AFC Youth |  |  |  | 500.00 | | | | £ 500.00 | | | |  | | £ |
| 152 | 16.09.2022 | OD | Crown Gas & Power |  | 75.03 |  |  | | | | £ 75.03 | | | | £ 3.75 | | £ |
| 153 | 19.09.2022 | OD | BT Group |  |  | 102.27 |  | | | | £ 102.27 | | | | £ 20.45 | | £ |
| 154 | 22.09.2022 | DD | Waterplus Ltd |  | | 6.72 | |  | £ | | | | | 6.72 |  |  | £ |
| 155  156 | 22.09.2022  23.09.2022 | DD  1115 | Waterplus Ltd  Copeland Borough Council (replacement for chq no 1111) | 44.23 | |  | | 1704.59 | £  £ | | | | | 44.23  1,704.59 | £  £ | 1.69  340.92 | £  £ |
| 157 | 23.09.2022 | 1116 | Copeland Borough Council (replacement for chq no 1112) |  |  |  | 600.67 |  |  |  | |  | £ 600.67 | | £ 120.13 | | £ |
| 158 | 23.09.2022 | 1117 | Copeland Borough Council (replacement for chq no 1113) |  |  |  |  |  | 2917.16 |  | |  | £ 2,917.16 | | £ 583.43 | | £ |
| 159 | 23.09.2022 | 1118 | Copeland Borough Council (replacement for chq no 1114) |  |  |  |  |  | 1855.83 |  | |  | £ 1,855.83 | | £ 371.17 | | £ |
|  | **Oct-2022** |  |  |  |  |  |  |  |  |  | |  |  | |  | |  |
| 160 | 04.10.2022 | BACS | The Salway Hall |  | 100.00 |  |  |  |  |  | |  | £ 100.00 | | £ 20.00 | | £ |
| 161 | 04.10.2022 | BACS | Online-Systems |  |  | 60.00 |  |  |  |  | |  | £ 60.00 | | £ 12.00 | | £ |
| 162 | 04.10.2022 | BACS | Sharp Business Systems UK Pie |  |  | 85.04 |  |  |  |  | |  | £ 85.04 | | £ 17.01 | | £ |
| 163 | 04.10.2022 | 1119 | Copeland Borough Council |  |  |  |  | 1704.59 |  |  | |  | £ 1,704.59 | | £ 340.92 | | £ |
| 164 | 04.10.2022 | 1120 | Copeand Borough Council |  |  |  | 600.67 |  |  |  | |  | £ 600.67 | | £ 120.13 | | £ |
| 165 | 04.10.2022 | 1121 | Copeland Borough Council |  |  |  |  |  | 2917.16 |  | |  | £ 2,917.16 | | £ 583.43 | | £ |
| 166 | 04.10.2022 | 1122 | Copeland Borough Council |  |  |  |  |  | 1855.83 |  | |  | £ 1,855.83 | | £ 371.17 | | £ |
| 167 | 04.10.2022 | BACS | Lockhart Leisure Ltd |  |  |  |  |  |  | 1620.00 | |  | £ 1,620.00 | | £ 324.00 | | £ |
| 168 | 04.10.2022 | BACS | Cumbria Media |  |  | 302.06 |  |  |  |  | |  | £ 302.06 | |  | | £ |
| 169 | 04.10.2022 | BACS | Tall Ship La Malouine |  |  |  |  |  |  | 300.00 | |  | £ 300.00 | |  | | £ |
| 170 | 04.10.2022 | BACS | PH P Architects Ltd |  |  |  |  |  |  |  | | 3938.50 | £ 3,938.50 | | £ 787.70 | | £ |
| 171 | 04.10.2022 | BACS | St James Community Centre |  | 15.00 |  |  |  |  |  | |  | £ 15.00 | |  | | £ |
| 172 | 04.10.2022 | BACS | Mrs V Gorley |  |  | 119.90 |  |  |  |  | |  | £ 119.90 | | £ 23.98 | | £ |
| 173 | 13.10.2022 | DO | Water Plus |  |  |  | 71.84 |  |  |  | |  | £ 71.84 | |  | | £ |
| 174 | 14.10.2022 | BACS | Bauer Radio Charities | 50.00 |  |  |  |  |  |  | |  | £ 50.00 | |  | | £ |
|  | 14.10.2022 | BACS | Cumbria LGPS | 768.14 |  |  |  |  |  |  | |  | £ 768.14 | |  | | £ |
|  | 14.10.2022 | BACS | HMRC | 1991.53 |  |  |  |  |  |  | |  | £ 1,991.53 | |  | | £ |
|  | 14.10.2022 | BACS | Staff | 5041.99 |  |  |  |  |  |  | |  | £ 5,041.99 | |  | | £ |
| 175 | 17.10.2022 | DD | Crown Gas & Power |  | 124.64 |  |  |  |  |  | |  | £ 124.64 | | £ 6.23 | | £ |
| 176 | 19.10.2022 | DD | BT Group |  |  | 132.37 |  |  |  |  | |  | £ 132.37 | | £ 26.47 | | £ |

5,041.98 1931/21(i)

1,991.54 HMRC

768.14 6317/17 (i)

500.00 Ward Grant

78.78 Contract

122.72 Contract

6.72 Contract

45.92 Contract

2,045.51

720.80

3,500.59

2,227.00

120.00

72.00

102.05

2,045.51

720.80

3,500.59

2,227.00

1,944.00

302.06

300.00

4,726.20

15.00

143.88 2082/22

71.84 Contract

50.00 Mayors Allowance

768.14 6317/17 (i)

1,991.53 HMRC

5,041.99 1931/21(i)

130.87 Contract

158.84 Contract

55703.92 17531.96 7987.42 1449.00 3931.90 5781.97 10227.54 159.85

33241.66 7385.50 1486.31 0.00 83.00 23404.64 0.00 3938.50 £ 172,313.17 £ 17,867.61 £ 190,180.78

**WHITEHAVEN TOWN COUNCIL Appendix 3**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **INCOME 2022-2023** |  | | | |
| **Date** | **Item** | **Precept** | **Interest** | **Other** |
| 01.04.2022 | Allotment Rents 2022/2023  Zurich Insurance (Claim for damaged bus |  |  | 3318.33 |
| 12.04.2022 | shelter) |  |  | 83.00 |
| 13.04.2022 | HMRC - VAT Refund (March)  Zurich Insurance (Claim for damaged bus |  |  | 8862.83 |
| 20.04.2022 | shelter) |  |  | 83.00 |
| 21.04.2022 | Allotment Rents 2022/2023 |  |  | 977.50 |
| 22.04.2022 | Precept 2022/2023 | 455593.93 |  |  |
| 04.05.2022 | Allotment Rents 2022/2023 |  |  | 260.00 |
| 09.05.2022 | Allotment Rents 2022/2023 |  |  | 20.00 |
| 11.05.2022 | Thomas Graham credit returned |  |  | 156.55 |
| 16.05.2022 | Cheque 1086 returned |  |  | 3500.59 |
| 06.06.2022 | Donation from Taylors Fair |  |  | 2500.00 |
| 17.06.2022 | HMRC - VAT Refund (May) |  |  | 2711.44 |
| 27.06.2022 | HMRC - VAT Refund (April) |  |  | 1974.65 |
| 20.07.2022 | Allotment Rents 2022/2023 |  |  | 153.00 |
| 28.07.2022 | HMRC - Vat Refund (June) |  |  | 4336.13 |
| 29.07.2022 | Sellafield Ltd (Sponsorship) |  |  | 3500.00 |
| 12.08.2022 | Allotment Rents 2022/2023 |  |  | 40.00 |
| 09.09.2022 | HMRC - VAT Refund (August) |  |  | 2328.27 |

**455593.93 0.00** I **34805.29 1490399.22 I**

**WHITEHAVEN TOWN COUNCIL**

**SUMMARISED INCOME & EXPENDITURE STATEMENT FINANCIAL YEAR 2022-2023**

**Expenditure Net of VAT**

**Invoices not yet processed Budget**

BANK BALANCES BROUGHT FORWARD CBS 53905917 (01.04.2022)

CBS 53906216 (01.04.2022)

**TOTAL OPENING BALANCE**

**INCOME:**

Precept

Interest (Deposit) Other Income **TOTAL INCOME**

118,685.91

453,327.71

£ **572,013.62**

455,593.93

44,694.36

£ **500,288.29**

**EXPENDITURE**

Employees & Allowances Premises Supplies/Services

3rd Party Grants Allotments

Ground Maintenance Civic Hospitality Ranger

Whitehaven In Bloom Ward Grants Elections

Environmental Improvements Events

Contingencies Reserves

VAT (to be reclaimed)

**TOTAL EXPENDITURE**

**CASH BOOK BALANCE**

Brought forward Income Expenditure

**Town Council Funds**

**BANK BALANCES**

CBS 53905917 (19/10/2022)

CBS 53906216 (19/10/2022)

**Unpresented Cheques 2022/2023**

**FINANCIAL POSITION**

55703.92

17531.96

7987.42

1449.00

3931.90

5781.97

10227.54

159.85

33241.66

7385.50

1486.31

0.00

83.00

23404.64

0.00

3938.50

17867.61

£ **190,180.78**

£ 572,013.62

£ 500,288.29

£ 190,180.78

I £ **ssz,121.13 1**

433,805.83

453,327.71

!£ **ss1,113.s4** 1

5,012.41

I £ **ssz,121.13 1**

##### WTC 27/10/2022

**Item 8**

##### QUOTE FOR MOBILE OPTIMISATION

**Purpose of the Report and Recommendation**

To inform Members of a quote received from Cumbria Media the Council's Website provider for mobile optimisation of the website and for Members to consider the quote and to decide whether or not to accept the quote

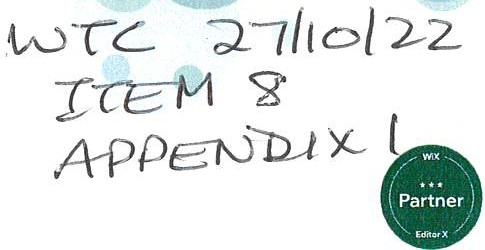
* 1. **INTRODUCTION**
  2. A quote has been received from Cumbria Media for mobile optimisation of the Council's website in the sum of £750.00. (see Appendix l)
  3. The Council's computer based website is not currently enabled for mobile devices and just shows the same zoomed out website on a phone screen making it hard to navigate. Making it mobile friendly would make it much easier to navigate on mobile devices. This is a time consuming and manual task and this is reflected in the pricing.

##### RECOMMENDATION

* 1. That the Council considers the quote for mobile optimisation and makes a decision as to whether or not to go ahead with it.

**IWJ$l TIii PllllJW**

**OCumbriaMEDIA**

CumbriaMedia Farmlands Low Moresby Whitehaven Cumbria CA288UR 07927 983 664



•

[info@cumbriamedia.com](mailto:info@cumbriamedia.com) [www.cumbriamedia.com](http://www.cumbriamedia.com/)

**Quote**

For: Whitehaven Town Council [clerk@whitehaventowncouncil.co.uk](mailto:clerk@whitehaventowncouncil.co.uk) The Civic Hall

Lowther Street Whitehaven, CA28 7SH

Quote No:

Date:

29

22/09/2022





|  |  |
| --- | --- |
| **Description** | **Quantity Rate Amount** |
| Mobile Optimisation. In 2021, the number of unique mobile internet users stood at 4.32 billion, indicating that *over* 90 | £750.00 £750.00 |
| percent of the global internet population use a mobile device to go online. Whitehaven Town Councils computer based website is currently not enabled for mobile devices and just shows the same zoomed out website on a phone screen  making it hard to navigate. Making it mobile friendly would make it much easier to navigate on mobile devices. This is a |  |
| time consuming and *very* manual task which is therefore reflected in the pricing. |  |
|  | Labour Subtotal £750.00 |
| Subtotal | £750.00 |
| VATO% | £0.00 |
| Total | £750.00 |
| **Total** | **£750.00** |

1 / 1

**WTC 27/10/2022**

**Item 9**

**QUOTE FOR SUMMER PLANTS FOR 2023**

**Purpose of the Report and Recommendation**

To inform Members of a quote received for summer planting in Whitehaven 2023 and to consider whether to suspend Financial Regulations in order that the estimate be accepted.

**1.0 INTRODUCTION**

* + - 1. The Council's preferred supplier for flowers has submitted a quote for the provision of flowers for the hanging baskets, hexagonal planters, barrier baskets, barrels, cast iron planters, half-moon baskets, aluminium planters, plastic planters, Hensingham Ship, Trinity bed, Corkickle Bed and Pelican bed in the sum of £7,410.55.
      2. The quote received has been brought before the Council now as the Council's preferred supplier has to put their main bulk order in for flowers next year as soon as possible. The quote is for 4,864 plants plus the compost required.
      3. In order to continue to purchase flowers from the Council's preferred supplier the Council will have to consider suspending Financial Regulation 11 to permit this. In order to suspend Financial Regulation 11, Financial Regulation 18 states that "The Council may by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to members of the Council".
      4. The reasons for suspension are as follows:
         * It is a value for money service;
         * It is a quality service - the Council is constantly asked who provides the flowers;
         * The preferred supplier is very community orientated, has pride in the flowers they provide and even helps with the planting of them in town.

Risks:

* + - * + There is a risk that the flowers could be obtained cheaper by another supplier but this is a very small risk as the cost per plant is very low and the quality is very high.

##### 2.0 RECOMMENDATION

* 1. It is recommended that the Council considers making a resolution to suspend the Financial Regulation **11** to allow the flowers to be purchased from the preferred supplier and if making the resolution
  2. Agree to the reasons for the suspension which will be recorded and also that the assessment above of the risks provided be accepted and approved.

##### WTC 27/10/2022

**Item 10**

##### QUOTE FROM LOCALIO FOR ADVERTISEMENT FOR THE SUMMER FAIR

**Purpose of the Report and Recommendation**

To inform Members of a quote received from Localiq for advertising the Summer Fair in 2023

* 1. **INTRODUCTION**
  2. Members will be aware that the Council is organising a Summer in July 2023
  3. At the Council Meeting on 29th September 2022 the Council agreed that£1000.00 should be spent on a Whitehaven News and online package across the various online and print titles as a one off promotion to run 2 weeks prior to the summer fair
  4. A quote has been received from localiq for this (see Appendix 1) in the sum of£ 1,099.52 which is more than the Council authorised

##### RECOMMENDATION

* 1. That the Council considers the quote and makes a decision.

**Whitehaven Town Council**

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**From: Sent: To: Subject:**

Joy Humphreys [<joy.humphreys@localiq.co.uk>](mailto:joy.humphreys@localiq.co.uk) 10 October 2022 13:08

Whitehaven Town Council

Summer Fayre 2023 - 17th July - 23rd July

Hi Marlene

Hope this email finds you well

As promised please find below quotation for the Summer Fayre - It is a little more than £1k plus vat - but I have given you some front pages to give it that extra push the week before - but included is a facebook campaign to promote weeks before the event along with Print in both the Whitehaven News & Times & Star (Half Page) 2-weeks prior - please see listed below:

Half Page in Whitehaven News 5th July (page 7) Half Page in Times & Star 6th July (page 7)

Front Page (Solus Position) 12th July (strip on the front of the Whitehaven News) Front Page (Solus Position) 13th July (strip on the front of the Times & Star)

Facebook Campaign Targeted to your specific target market audience - families with young children West Cumbria Towns & Surrounding Villages - this will be ran 2-3 weeks prior to event.....

Cost: £1,099.52 plus vat

Hope the above meets with your approval and look forward to hearing from you soon Kind regards

**Joy Humphreys**

Media Solutions Account Manager (Cumbria)

Newsquest Media Group I LOCALiQ

**07764 657134**

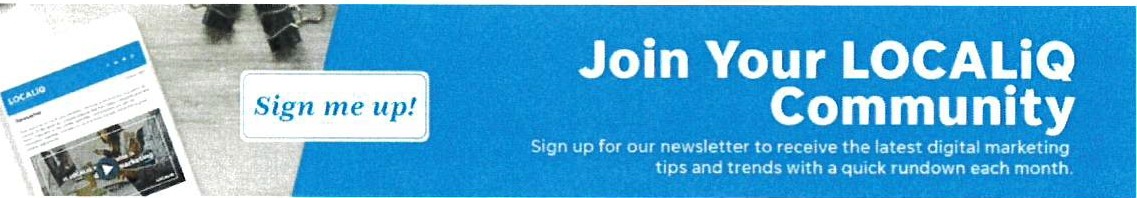
newsquest.co.uk I localiq.co.uk

**LOCALiQ**

PART OF NEWSQUEST "EDIA GROUP

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##### WTC 27/10/2022

**Item 12**

##### QUOTE FOR EXTRA GRASS CUTTING IN CEMETERIES

**Purpose of the Report and Recommendation**

To inform Members of a quote that has been received for two extra grass cuts in the Whitehaven and Hensingham Cemeteries in 2023/24

1.0 **INTRODUCTION**

1. I In 2018/2019 The Council agreed to fund two extra grass cuts in the Whitehaven and Hensingham Cemeteries at a cost of £7.000. For The next and subsequent subsequent years the Council agreed to 4 extra cuts as follows:-

2019/2020 - £15,000.00

2020/2021 - £15,450.00

2021/2022 - £15,913.50

2022/2023 - £16,390.00

* 1. The Council did not pay for the 4 extra cuts in 202 l/2022 as these were not done due to staffing and funding difficulties.
  2. The Council has now received a quote from CBC for 2023/2024 (see Appendix I) for 4 extra cuts in Whitehaven and Hensingham Cemeteries at a cost of£ 16,882.64. CBC cuts 12 times.

##### RECOMMENDATION

* 1. The Council is asked to consider the quote and make a decision on it

**Copeland**· "

I **Copeland Borough Council**

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p 91C3od

borough council '

*f>nu.J of ow-fAII. fur:J;1J fo,-ow- fww-e.*

Whitehaven Commercial Park, Moresby Parks, Whitehaven, Cumbria CA28 BYD

Fax: 01946 59 2525

Email: [info@copeland.gov.uk](mailto:info@copeland.gov.uk) Web: [www.copeland.gov.uk](http://www.copeland.gov.uk/)

Mrs Jewell

Whitehaven Town Council 148 Queen Street Whitehaven

Cumbria CA27 7AZ

12 October 2022 **Our Ref: 02553.Cemeteries**

Dear Mrs Jewell

**Parks and Open Spaces** - **Extra grass cutting in Whitehaven/Hensingham Cemeteries for 2023/24**

Contribution towards 2 extra grass cutting in Whitehaven and Hensingham cemeteries for 2023/24

(we cut 12 times)

The price for this years' service will be **£16,882.64**

**Assuming you are happy for us to undertake this work please could you sign and return the confirmation slip overleaf.**

If you have any queries regarding this years' work or indeed any other matter please do not hesitate to get in touch.

Yours sincerely



Alan Clements **Contracts Manager** Tel: 01946 593037



**WTC 27/10/2022**

**Item 13**

**ALLOTMENTS**

**Purpose of the Report**

To inform Members of the outcome of a site visit by the Allotment Advisory Group following a request received by a tenant to re-instate a fence to its original boundary line.

**1.0 SITE VISIT FOLLOWING A REQUEST RECEIVED TO RE­ INSTATE A FENCE BACK TO THE ORIGINAL ALLOTMENT BOUNDARY**

* 1. A request has been received from a plot holder on Crow Park to remove an old fence which had been damaged and install a new fence to its original boundary line. This would extend the new fence by 700mm on the communal path, thus reducing the width of the existing communal path to 2 meters.
  2. The Ranger, Assistant Ranger and Site Rep inspected the area in which the plot is located and measured from the existing fence line to a safe distance away from the adjacent grass verge and came to the conclusion that it was not practical or safe to permit this request. This was based on:
     + To reduce the width of the path would have direct impact on Rangers using machinery to cut the communal path;
     + Direct impact on tenants using wheelbarrows;
     + There is a steep bank/verge which runs along the communal path and slopes into the plots below.
  3. At the Full Council meeting held on 29th September 2022, members decided to defer any decision until after a site visit had been made.
  4. Councillor's G Dinsdale and R Gill met with the Ranger and Assistant Ranger at the Allotment Site on 18th October 2022 and came to the same conclusion in that to allow the tenant to re-instate the fence back to its original boundary was neither practical nor safe.

##### RECOMMENDATION

* 1. That the request to re-instate a fence to its original boundary line be not approved.