

WHITEHAVEN TOWN COUNCIL

Clerk and Responsible Financial Officer: Marlene Jewell
Telephone: 01946 67366
Chairman: Councillor C Hayes

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 25th January 2024 at 6.00 pm**

Signed... *Marlene Jewell* ... Dated... *19th January 2024* ...
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.

- 3. Public Participation**
- 4. Minutes of the Council Meeting held on 30th November 2023**
- 5. Minutes of Extraordinary Council Meeting held on 17th January 2024 – To follow**
- 6. Planning Applications**
- 7. Report from Cumberland Council**
- 8. Finance Report**
- 9. Internal Auditors Report**

- 10. Quotes received for Planting and Maintenance of Summer and Winter Plants in Whitehaven 2024**
- 11. Quote received for Erection, Repair, Maintenance and Dismantling of Christmas Lights in Whitehaven 2024**
- 12. Quote received for the Erection, Maintenance, Repair and Dismantling of Bunting in Whitehaven 2024**
- 13. Quote for purchase of additional bunting**
- 14 Councillor Ward Matters**
- 15. Date and Time 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.

- 16. St Nicholas Gardens – Clerk to give a report**
- 17. Office Accommodation – Clerk to give a report**

WHITEHAVEN TOWN COUNCIL

Minutes of the Council Meeting held on the 30th November 2023

Present: Councillor C Hayes (Chairman); Councillor E Dinsdale; Councillor G Dinsdale; Councillor B O’Kane; Councillor R Redmond; Councillor G Roberts; Councillor A Spedding; Councillor R Taylor; Councillor R White

M. Jewell, Clerk and Responsible Financial Officer

Members of the Public

Member of the Press

Prior to the Meeting starting the Chairman and the Councillors introduced themselves to the public and the Chairman referred to fire alarms/escape and toilets

2403/23 Apologies for Absence

Apologies for absence were received from:

Councillor R Gill	Holiday
Councillor A Pearson	Holiday
Councillor J Carr	Work

It was proposed by Councillor Hayes and seconded by Councillor Roberts 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.

2404/23 Declarations of Interest

Councillor Hayes declared that he was a member of the Whitehaven Tidy Town Committee and the Harbour Users Group.

Councillor Taylor declared that he was a member of the Red Lonning Community Centre

2405/23 Public Participation

Charles Maudling addressed the Council with regard to Item 11 on last month's Agenda in which Councillor Hayes told lies to the Council. He said no conversation had been held with him it was only on social media and he passed a photocopy of the social media round the Councillors. The Chairman said so we did speak but Mr Maudling said they did not speak it was only a message. Mr Maudling said that in the photocopy that he had passed round Councillors would see that Councillor Hayes had asked him about the Christmas Window Competition and he said that the Chamber of Trade had had a Christmas Window Competition for years and that they always went with the first week in December and that Councillor Hayes had said that it was for members only but Mr Maudling said no – that all businesses were allowed to enter and for the last 4 years it had been won by non members of the Chamber of Trade. Mr Maudling said that all businesses in Whitehaven have always been invited to do the Christmas Window Competition and never at any time had anyone been excluded. He said you don't have to be a member and that had been that way since 1905. He said they presented a huge prize and had suggested to Councillor Hayes that he could join in and present his 3 prizes and do it jointly to save confusion with having 2 Christmas Window Dressing Competitions and that Councillor Hayes could also join in the judging. He said this was fact not lies as told by Councillor Hayes and that Councillor Hayes had brought his name and the Chamber of Trade's name into disrepute and that he would like a public apology. Councillor Hayes said he didn't think he needed to apologise and Mr Maudling said that was fine he would go through the media. Mr Maudling said he thought that Councillor Hayes did as he had told downright lies and said there's our conversation there. Councillor Hayes said he would reply privately and Mr Maudling said that was not acceptable and wanted it in public as the public were here last time when you told pure lies and it's there in black and white and I have told the truth

Mr Maudling said he also wished to say what a disgrace it was (he said the gentleman concerned was sitting there) that the leader of the Council even though he was out of his Mayoral outfit to say he was going to blackmail businesses. Councillor Hayes said it was not blackmail and Mr Maudling said well it was blackmail and that the video had gone viral and everybody heard the blackmail and he thought it was a disgusting thing and could have serious repercussions for the Council at the Standards and Ethics Committee
The Chairman thanked Mr Maudling

Councillor G Dinsdale and Councillor White entered the Meeting

2406/23 Minutes of the Council Meeting held on 26th October 2023

Councillor E Dinsdale referred to Minute 2389/23 and said this was not a true reflection of the discussion that took place and was not an accurate account of what was discussed. Councillor O'Kane said any Councillor could challenge the

validity of what was there and that was all. The Clerk pointed out that there was no resolution and it was for information only. Councillor E Dinsdale said it was the Clerk and the Chairman who wrote the Minutes and Councillor O’Kane corrected this and said it was the Clerk who wrote the Minutes.

It was proposed by Councillor E Dinsdale and seconded by Councillor G Dinsdale (who stated that she was not at the relevant Meeting) that the Minutes were not accurate as they were not a true reflection of the discussion that took place. A vote was held and 2 Councillors voted for the proposal, 6 Councillors voted against the proposal and 1 Councillor abstained.

RESOLVED – That the proposal be not approved

It was proposed by Councillor Roberts and seconded by Councillor O’Kane that the Minutes of the Council Meeting held on 26th October 2023 be approved and signed by the Chairman as a correct record. A vote was held and 7 Councillors voted for the proposal and 2 Councillors voted against

RESOLVED – That the Minutes of the Council Meeting held on 26th October 2023 be approved and signed by the Chairman as a correct record.

2407/23 Planning Applications

The Council considered a list of Planning Applications shown at Appendix 1.

- i. It was proposed by Councillor O’Kane and seconded by Councillor Roberts that a letter of support be sent regarding Aldi’s planning Application no.4/23/2314/0F1. A vote was held and it was unanimously

RESOLVED - That a letter of support be sent regarding Aldi’s Planning Application no.4/23/2314/0F1.

Councillor Roberts referred to Planning Application no. 4/23/2336/0R1, land at Harras Dyke Farm and said he saw no problems with this.

- ii. It was proposed by Councillor Hayes and seconded by Councillor Roberts that having considered the planning applications on Appendix 1 that Cumberland Council be informed that the Town Council had no further representations to make. A vote was held and it was unanimously

RESOLVED - That having considered the planning applications on Appendix 1 that Cumberland Council be informed that the Town Council had no further representations to make.

2408/23 Report from Cumberland Council

Councillor Mike Hawkins was not in attendance and the Clerk read out the report that he had previously submitted.

There was no decision taken on this

2409/23 Finance Report

The Council considered a Finance Report.

- i. Appendix 1 – The Clerk reported that there were 7 extra invoices to consider on Appendix 1 namely:-

Logan Paul Murphy	£350.00 – Lights Switch On
Eden Springs	£9.24 - Water Dispenser costs
St James Community Centre	£15.00 – Room Hire
AJ Security	£421.20 – Security Lights Switch on
Rachel Kelly Bookkeeping	£300.00 – Internal Audit
Viking Direct	£51.42 – Copier Paper
V Gorley	£26.98 – Glow Sticks

It was proposed by Councillor Roberts and seconded by Councillor White that the invoices on Appendix 1 plus the 7 additional invoices listed above be approved and paid. A vote was held and it was unanimously

RESOLVED – That the invoices shown at Appendix 1 plus the 7 additional invoices listed above be approved and paid.

- ii. Appendices 2 and 3 – the Council considered Appendices 2 and 3 and it was proposed by Councillor Roberts and seconded by Councillor White that these be approved and noted. A vote was held and it was unanimously

RESOLVED – That Appendices 2 and 3 be approved and noted.

2410/23 Christmas Lights

The Council considered a report on the purchase of additional cluster line Christmas lights at a cost of £1,530.00 plus £50.00 delivery plus VAT. from the Council's preferred supplier. In order to purchase the additional Clusterline lights from the Council's preferred supplier the Council had to consider suspending Financial Regulation 11 to permit this together with Financial Regulation 18 which states "the Council may by resolution of the Council duly notified prior to the relevant meeting of the Council suspend any part of these Financial Regulations provided that the 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". It was proposed by Councillor Taylor and seconded by Councillor O'Kane that (i) The Council suspends Financial Regulation 11 to enable the Clusterline lights to be purchased from the Council's preferred supplier at a cost of £1,530 plus £50 delivery plus VAT and (ii) having made that resolution that the reasons for the suspension as stated in the Report be recorded and also that the assessment of the risks in the report be accepted and approved. A vote was held and it was unanimously

RESOLVED – That (i) The Council suspends Financial Regulation 11 to allow the Clusterline lights to be purchased from the Council’s preferred supplier at a cost of £1, 530 plus £50 delivery plus VAT and (ii) having made that resolution that the reasons for the suspension as stated in the Report be recorded and also that the assessment of the risks in the report be accepted and approved.

2411/23 Quotes Received for Summer Flowers 2024 in Whitehaven

The Council considered a report on a quote of £ £6,203.65 excluding VAT and peat free compost from the Council’s preferred supplier for the provision of summer flowers for 167 hanging baskets, hexagonal planters, barrier baskets, barrels, cast iron planters, Corkickle badge bed, Trinity Bed, Pelican bed and Hensingham Ship. In order to purchase flowers from the Council’s preferred supplier the Council had to consider suspending Financial Regulation 11 to permit this together with Financial Regulation 18 which states “the Council may by resolution of the Council duly notified prior to the relevant meeting of the Council suspend any part of these Financial Regulations provided that the 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”. It was proposed by Councillor O’Kane and seconded by Councillor Roberts that (i) The Council suspends Financial Regulation 11 to allow summer flowers for 2024 to be purchased from the preferred supplier at a cost of £6,203.65 and (ii) Having made that resolution that the reasons for the suspension as stated in the report be recorded and also that the assessment of the risks in the report be accepted and approved. A vote was held and it was unanimously

RESOLVED – That (i) The Council suspends Financial Regulation 11 to allow summer flowers for 2024 to be purchased from the preferred supplier at a cost of £6,203.65 and (ii) Having made that resolution that the reasons for the suspension as stated in the report be recorded and also that the assessment of the risks in the report be accepted and approved.

2412/23 Quote Received for Winter Bedding Plants 2024 in St Nicholas Gardens

The Council considered a report on a quote of £ £2,558.40 plus VAT received from the Council’s preferred supplier for winter bedding plants in St Nicholas Gardens. In order to purchase winter bedding plants for 2024 from the Council’s preferred supplier the Council had to consider suspending Financial Regulation 11 to permit this together with Financial Regulation 18 which states “the Council may by resolution of the Council duly notified prior to the relevant meeting of the Council suspend any part of these Financial Regulations provided that the 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”. It was proposed by Councillor Roberts and seconded by Councillor Hayes that (i) The Council suspends Financial Regulation 11 to allow winter

bedding plants for St Nicholas Gardens for 2024 to be purchased from the preferred supplier at a cost of £2,558.40 and (ii) Having made that resolution that the reasons for the suspension as stated in the report be recorded and also that the assessment of the risks in the report be accepted and approved. A vote was held and it was unanimously

RESOLVED – That (i) The Council suspends Financial Regulation 11 to allow winter bedding plants for St Nicholas Gardens for 2024 to be purchased from the preferred supplier at a cost of £2,558.40 and (ii) Having made that resolution that the reasons for the suspension as stated in the report be recorded and also that the assessment of the risks in the report be accepted and approved.

2413/23 Fire Walk

Further to Minute 2391/23 when the Fire Walk was approved for events in 2024 the Council considered a report following communication from the Organisation offering some date in February/March 2024 at a cost of £1,595.00. There was money in this year's budget for this.

It was proposed by Councillor Taylor and seconded by Councillor White that a Firewalk be held on Tuesday 20th February 2024. A vote was held and it was unanimously agreed that a Firewalk be held on Tuesday 20th February 2024.

RESOLVED - That a Firewalk be held on Tuesday 20th February 2024.

2414/23 Free Parking for Council Events at Christmas

The Council considered a report on the position regarding free car parking on Cumberland Council's pay and display car parks in Whitehaven for Town Council Events at Christmas. It was reported that some Christmas events in Cumbria were being supported with free car parking in Cumberland's pay and display car parks but Whitehaven was not and that an email had been sent to Councillor Williamson to ask for free car parking at the Council's Christmas Event on 8th December 2023 but that no reply had been received. It was proposed by Councillor O'Kane and seconded by Councillor Roberts that a letter be sent to Councillor Williamson asking for a speedy response to this matter. A vote was held and it was unanimously

RESOLVED - That a letter be sent to Councillor Williamson asking for a speedy response to this matter.

2415/23 Reinstallation of Seat

The Clerk informed the Council about the present position about the seat on King Street which had been removed as follows:-

- Members would note that originally this item was to be held in private as all the required information had not been received. Since the Agenda had been issued that information had been received#
- Reference was made to the recent press release in the Whitehaven News regarding the seat that had been removed twice from its position in King Street and the fact that these seats were fairly new and had replaced older seats that had been in the same location for decades and were all along King Street for the benefit of the public especially the elderly
- The previous week the seat had been removed from its fixings and had disappeared. This was reported to the Police and at the end of that week the business occupier of the shop that the seat was outside admitted that he had removed the seat and was storing it and would not return it unless the Council agreed to move the seat elsewhere. The press release was then read out.
- The Clerk referred to recent communications from Cumberland Council. The first one said a complaint had been received about the shop premises and the removal of a bench from outside the premises and asking if it belonged to the Town Council which was confirmed. Then another email was received from CC saying that a Pavement Licence had been granted to the shop keeper and it had been made clear on the Pavement Licence and the shop keeper had been told that the seat was not to be removed. Then recently another email was received from CC's Local Area Network Manager and the opening line was "The bench must go back in its original position". In view of this the recommendation is that the bench be reinstated back to its original position as instructed by CC.

Councillor E Dinsdale asked the Chairman about his comments to the shopkeeper in relation to threatening to blacklist his business and asked him if he thought it was appropriate and was he prepared to give the shopkeeper an apology and did he think he had brought the Council into disrepute.

Councillor Roberts said he thought this was out of order and said he thought it should be discussed in private. He said he thought that this matter was a separate issue. Councillor E Dinsdale asked what his grounds were for wanting this to be discussed in private and said who would want to support a Council that was wanting to do its business in the shadows. We have got to be open and honest for the people we represent and that this warranted a public discussion.

The Clerk said this matter was for a decision to be made and that the Council had been told by CC to put the seat back in its original position and the recommendation was that because there had been 3 communications from CC telling the Council to reinstate the seat that this should be done as soon as possible and that is what is to be decided tonight. Councillor E Dinsdale said that he was going to abstain from the vote and he was going to have a discussion with the shopkeeper first as he wanted to find out the greater detail that was attached to the issue. He also asked all Councillors present what their views were of the publically made comments by the Chair around blacklisting or threatening to blacklist one of our businesses.

Councillor Taylor asked if there were any options to move the bench somewhere

else on King Street. Councillor Spedding said he didn't think it should be. Councillor Taylor said he was just looking for a compromise. Councillor Spedding proposed that the seat should be reinstated and this was seconded by Councillor Roberts. The Chairman asked for a vote and Councillor O'Kane said no, there needed to be a discussion.

Councillor O'Kane outlined the procedure for moving a bench starting with the request from the shopkeeper to CC but that the Council had no say in this except there were 2 aspects

1. The bench had been removed and he didn't know what the bill was - £150, £200? Or maybe more. So the Town Council now had a bill of several hundred pounds for something it had no control over and he said it was bad enough moving something that was public property. He said it had been reported to the police and it was 2/3 weeks before it was investigated and there was no dialogue between the shopkeeper and local council. So at the end of the day we are beholden to the fact that CC have made the decision
2. His attitude was that he was appalled that somebody had just taken something and said to a public body I'll give you it back on condition that you don't put it back. He said the Town Council was in a position of no win – the CC had made the decision. He said what he wanted to propose was that this has cost the Town Council money and he thought what the Council should be doing is to actually claim the money back and it was up to the Town Council to decide whether to claim the money back or waive the money because this had a cost to the public by the actions of an individual.

Councillor G Dinsdale asked if there was anything we could do going forward to open communications with businesses because at the minute it looks like all we are trying to do is blacklist them when we should be trying to support them especially at a time when businesses are desperate so if we can just push those communication lines and let them be aware they can come and speak to us and they're welcome. Councillor E Dinsdale said he was abstaining from the vote until he had had a meaningful and respectful conversation with the shopkeeper and Councillor O'Kane said that with respect he should have had that before he came into the meeting.

Councillor O'Kane then proposed that the bench be reinstated as per the request from CC and any further discussions between the shopkeeper and the people who make the decisions is between the shopkeeper and Cumberland Council. It was stated that there was already a proposal which had been seconded on the table. It was agreed that the proposal be added to to read as follows "that the bench be reinstated as per the request from CC and any further discussions between the shopkeeper and the people who make the decisions is between the shopkeeper and Cumberland Council. A vote was held and 5 Councillors voted for the proposal and 4 Councillors abstained

RESOLVED - That the bench be reinstated as per the request from CC and any further discussions between the shopkeeper and the people who make the decisions is between the shopkeeper and Cumberland Council.

2416/23 Councillor Ward Grants

The Council considered a report on 2 Applications (TDR and HPAG) for Councillor ward Grants which appeared before Council as the payment of the Grants was under s137 of the Local Government Act 1972 whereby the Council has to be satisfied

- that there is direct benefit to the area or part or the area or to some or all of the inhabitants and
- that the Council must ensure that the direct benefit accruing to its area or residents is commensurate with expenditure incurred

Councillor E Dinsdale asked if another Councillor Ward Grant Application (RYT) could also be considered and said that this would either be out of his Councillor Ward Grant or if it was possible split equally between his and Councillor G Dinsdale's Councillor Ward Grant.

The Council considered the 3 Applications and it was

- Proposed by Councillor Taylor and seconded by Councillor O'Kane that the provisions of s137 were satisfied and that a Councillor Ward Grant of £900.00 be awarded to (TDR) and a Councillor Ward Grant of £300.00 be awarded to (HPAG). A vote was held and it was unanimously
RESOLVED - That a Councillor Ward Grant of £900.00 be awarded to (TDR) and a Councillor Ward Grant of £300.00 be awarded to (HPAG).
- Proposed by Councillor White and seconded by Councillor Taylor that the provisions of s137 were satisfied and that a Councillor Ward Grant of £500.00 be awarded to (RYT) to be taken from Councillor E Dinsdale's Councillor Ward Grant or if possible split equally between the Ward Grants of Councillor E Dinsdale and Councillor G Dinsdale. A vote was held and it was unanimously
- RESOLVED** - That the provisions of s137 were satisfied and that a Councillor Ward Grant of £500.00 be awarded to (RYT) to be taken from Councillor E Dinsdale's Councillor Ward Grant or if possible split equally between the Ward Grants of Councillor E Dinsdale and Councillor G Dinsdale.

2417/23 Councillor Ward Matters

- Councillor Taylor said that Viberoptix were digging up Hillcrest at the moment and leaving quite a nice job on the pavements but the roads around where they are digging are a disgrace so he was wanting a contact to speak to them about it. He said the road sweeper was going round the streets at the moment and was asking if there was any way we could get the roadsweeper up to give it a tidy up as it was absolutely

terrible. He said that where the gas had carried out works they had left a little bit of mess. Councillor Hayes suggested that maybe the Cumberland Councillor could help.

- ii. Councillor Taylor said that 2 weeks ago Viberoptix took out the main lights on the Loop Road and it had been reported and Councillor Taylor expressed his thanks and said he had spoken to someone from the Company and showed them where they had taken the cable out and it had now been repaired
- iii. Councillor Taylor referred to the Jericho School lights that he had previously mentioned and said they were now on and that it was a brilliant example of Cumberland Council, the School, the Chairman of the Governors and himself working together to get a good solution
- iv. Councillor Taylor said a couple of people had asked why the Town Council events – the Christmas Lights switch on and the 8th were separate events as they had gone to the Workington event which was a big one and had been held on the same day but ours were separate. He said this was just a question and didn't require any action
- v. Councillor Taylor referred to the Angels that many years ago had been on St Nicholas Tower. The Chairman said he had spoken to St Nicholas that day and they had said they were wrecked and there was no chance of getting them back on again. There was also no power to the top of the tower. He wanted to know if the Council could do something to get the Angels reinstated.
- vi. Councillor O'Kane referred to Brackenthwaite and said he was very disheartened to find Cumberland Council were going to plant wild flowers as a compromise when they eventually take the wood around it. He didn't know what pressure we as a Council could put on. He said he had assumed if nothing was going to be built there the least thing they could have done was to have at least grassed the area and put some benches down. He said it looked like a cop out to plant wild flowers. He wondered if there was any way we as a Town Council could ask Cumberland Council to reconsider the wild flower situation and instead flatten the area and grass it. He said he didn't think wild flowers in the middle of town was appropriate. Councillor Roberts said he had discussed this previously when the area was earmarked for extra care housing and yet again the people of Whitehaven have been sold short as there was a need for extra care housing. Councillor O'Kane asked the Clerk to write to the appropriate person to object to the planting of wild flowers in a central area of the town and ask them to do something that would benefit the area. He said Cumberland Council were probably looking at this as the cheapest option and said why should we have the cheapest option
- vii. Councillor Roberts said that he had been told that the area had been earmarked as extra care housing and said that the Council should lodge an objection to the planting of wild flowers in the central area and ask them to reconsider the decision

- viii. Councillor E Dinsdale said he was speaking on behalf of Councillor Pearson who was on holiday. He said he had been contacted by residents of the Woodhouse Estate asking about bins being located around Woodhouse so he had directed them to Councillor Pearson who had then asked him if he could raise this at the next Meeting. Councillor Dinsdale said the residents had emailed him the proposed locations for the litter bins and that this was something we had been through before on the cycle path and that he would send the Clerk the emails received so that the matter could be dealt with in the usual way
- ix. Councillor G Dinsdale referred to the bulbs in the street lights which had been changed to LED and said they were not as bright as they used to be and if one of them was out it was the equivalent of what used to be 3 or four of them being out and you can't see anything. She wondered if it would be possible to speak to the constable who used to come every now and then to ask if there had been more crashes or incidents or a difference in the number or crashes as a result of these lights

2418/23 Date and Time of Next Meeting

The next Council Meeting was Thursday 25th January 2024 at 6.00pm at the Beacon Portal

IN PRIVATE

2419/23 That prior to the following item of business the Chairman moved 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 Taylor proposed this and Councillor Roberts seconded it. A vote was held and it was unanimously

RESOLVED - That the public and or press be instructed to withdraw from the Meeting

Councillor E Dinsdale and Councillor G Dinsdale left the Meeting and did not return

2420/23 St Nicholas Gardens

The Clerk reported that the Council had previously resolved to go out for quotes from contractors for the planting and maintenance of flowers in St Nicholas Gardens and that the specification was being prepared and the quotes received would be reported to the next Council Meeting for decision. The Council had previously budgeted up to £18,000 for 2023/24 for the planting and maintenance of flowers in the gardens as part of the partnership with Cumberland Council.

However Cumberland Council had confirmed that their policy was to move away from commercialism and did not wish to carry on with this going forward although they would be fulfilling their responsibilities in respect of the Closed Churchyard. It was proposed by Councillor Hayes and seconded by Councillor Taylor that the report be approved and noted. A vote was held and it was unanimously

RESOLVED – That the report be approved and noted .

2421/23 Tenders for Grass Cutting

Further to Minute 2399/23 where it was resolved that further consideration of this be delayed until the relevant information had been received. It was reported that Cumberland Council's property Department (for the former CBC area) had said that they could only give the Council information on land ownership for the former CBC area and that for any other CC land Cumberland Highways would need to be contacted. This had been done but there had been no reply. Also Cumberland had informed the Council that should the Council wish to cut any grass owned by Cumberland they would have to obtain their permission and that the grass would need to be cut to their specification. It appeared that all the grass cutting areas contained in Schedule 1 to the Tender Document were owned by Cumberland Council and therefore the Grass Cutting Contract would not be required. This discussion led onto the fact that Cumberland Council had stated that they would not be submitting a quote for the provision of 2 Rangers 3 days a week as this was causing their workforce to be stretched The Clerk said that the Council therefore needed to seek quotes for the planting of summer and winter bedding plants in Whitehaven and watering, weeding and maintenance of the various cast iron, large, small and tiered planters, barrels, hanging baskets and barrier baskets (both summer only), flower beds and window boxes in Whitehaven for the period 1st April 2024 to 31st March 2025. Also quotes would be required to collect, deliver, erect, dismantle and return the Council's gazebos, tables and other equipment required for Council events throughout the year.

- i. It was proposed by Councillor Taylor and seconded by Councillor Hayes that the people who submitted quotes for the grass cutting contract be informed that this was no longer required and that the Council put a small amount in the budget for grass cutting so that if necessary the Council could pay for the services of someone to cut the odd small area of grass. A vote was held and it was unanimously

RESOLVED - That the people who submitted quotes for the grass cutting contract be informed that this was no longer required and that the Council put a small amount in the budget for grass cutting so that if necessary the Council could pay for the services of someone to cut the odd small area of grass.

- ii. It was proposed by Councillor Taylor and seconded by Councillor Hayes that the Council seeks quotes for the planting of summer and winter bedding plants in and watering, weeding and maintenance of the various cast iron, large, small and tiered planters, barrels, hanging baskets and barrier baskets (both summer only), flower beds and window boxes for the period 1st April 2024 to 31st March 2025. A vote was held and it was unanimously

RESOLVED - That the Council seeks quotes for the planting of summer and winter bedding plants in Whitehaven and watering, weeding and maintenance of the various cast iron, large, small and tiered planters, barrels, hanging baskets and barrier baskets (both summer only), flower beds and window boxes for the period 1st April 2024 to 31st March 2025.

- iii. It was proposed by Councillor Taylor and seconded by Councillor Hayes that quotes be sought to collect, deliver, erect, dismantle and return the Council's gazebos, tables and other equipment required for Council events throughout the year. A vote was held and it was unanimously

RESOLVED - That quotes be sought to collect, deliver, erect, dismantle and return the Council's gazebos, tables and other equipment required for Council events throughout the year.

2422/23 Office Accommodation

The Clerk reported the following:

- Two tenders had been received for the renovation of the Council's building – the ground floor and if money permits part of the first floor
- There was a difference between the Tender figures and the Architects were focussing on that difference to ensure that both contractors had allowed for comparable inclusions and costs. Also the Tenders did not give a full breakdown of the tender sum
- Both Tenders were higher than the allotted budget and the Council would need to have further discussions and give instructions to the Architects
- There was currently £610,571.00 earmarked in the deposit account for the office renovation and it was estimated that there would be £720,000 at the end of the financial year.
- The Council would now be looking at applying for grants
- The Architect had been paid to date and they were going to provide a fee proposal for the follow on stages and would keep this as low as possible going forward in the knowledge of the financial constraints of the project

It was proposed by Councillor Roberts and seconded by Councillor Hayes that this be approved and noted. A vote was held and 6 Councillors voted for the

proposal and 1 Councillor abstained.

RESOLVED – That that the report be approved and noted.

2423/23 **Appointment of Party Wall Surveyor**

The Clerk reported that in connection with the renovation of the Council Building a Party Wall Agreement would need to be entered into. Quotes had been sought but only one had been received from DC and the Clerk read out the costs of

- £220 for the review of the design preparation of the appropriate party wall
- £60 for serving any additional notices on tenants
- £825 for agreement from adjoining owner if required and schedule of condition
- £110 per hour in the event of a full award being required arising from dispute

The Council's Architects had advised that these fees were normal It was proposed by Councillor Hayes and seconded by Councillor Roberts That the quote from (DC) be accepted. A vote was held and 5 Councillors voted for the proposal and 2 Councillors abstained

RESOLVED – That the quote from (DC) be accepted

2424/23 **Salary Increases**

The Council considered a report on the National Joint Council agreed rates of pay applicable from 1st April 2023 to 31st March 2024 which was that for all scale points to 43 the agreed award was a flat rate payment of £1,925.00. It was proposed by Councillor Taylor and seconded by Councillor Roberts that this be approved and noted. A vote was held and it was unanimously

RESOLVED – that the agreed rates of pay from 1st April 2023 to 31st March 2024 be approved and noted

2425/22 **Grant Application**

The Council considered a grant application from WCS&R. It was proposed by Councillor Hayes and seconded by Councillor Pearson that a grant of £1,000 be awarded to WCS&R. A vote was held and it was unanimously

RESOLVED - That a grant of £1,000 be awarded to WCS&R.

2426/22 **Shop Wraps**

The Clerk reported that there had been a meeting with the owner of Burtons who had plans for it and asked if there was anything the Council could do. It was suggested that shop wraps containing local photographs be put on the front and the first window round the corner which was acceptable to the owner. This would cost approximately £800.00 and was something the Council had discussed years ago. It was proposed by Councillor O’Kane and seconded by Councillor Roberts that the shop wraps be purchased at approximately £800 and affixed to the shop windows. A vote was held and 6 Councillors voted for and 1 Councillor abstained

RESOLVED - That that the shop wraps be purchased at approximately £800 and affixed to the shop windows.

Meeting The closed at 8.10pm

Chairman

WTC 25/01/2024

Item 6

Planning Application for Consideration by Whitehaven Town Council

<u>Application Number</u>	<u>Detail</u>
4/23/2243/0F1	CHANGE OF USE FROM DWELLING TO AIRBNB HOUSE; PROPOSED FIRST FLOOR EXTENSION TO REAR TO PROVIDE NEW BEDROOM AND ENSUITE; NEW STAIRCASE TO LOFT BEDROOM 7 HILTON TERRACE, WHITEHAVEN
4/23/2355/0F1	CHANGE OF USE OF DWELLING HOUSE (C3) TO HOLIDAY LET 8 CORKICKLE, WHITEHAVEN
4/23/2358/0F1	EXTERNAL PARKING AND RAMPS 8 BEATTY CLOSE, WHITEHAVEN
4/23/2368/0F1	CHANGE OF USE AND ALTERATIONS FROM CLASS A2 (FINANCIAL AND PROFESSIONAL) TO A3 (LICENCED RESTAURANT AND CAFÉ) AND EXTENSION OF THE FLAT ROOF AND BALUSTRADE TO THE REAR 6 AND 7 TANGIER STREET, WHITEHAVEN
4/23/2369/0B1	VARIATION OF CONDITION 9 (LANDSCAPING) OF PLANNING APPLICATION 4/21/2339/0F1 – CONSTRUCTION OF 14 DWELLINGS FOR AFFORDABLE RENT AND ASSOCIATED INFRASTRUCTURE, PARKING AND LANDSCAPING JEFFERSON PARK, WHITEHAVEN
4/23/2375/TPO	REMOVAL OF TWO TREES WITHIN A CONSERVATION AREA ACTON COURT, WHITEHAVEN

<u>Application Number</u>	<u>Detail</u>
4/23/2386/0F1	GROUND FLOOR ACCESSIBLE BEDROOM AND SHOWER ROOM 1 WHALLEY DRIVE, WHITEHAVEN
4/24/2015/TPO	PRUNE VARIOUS TREES AND SHRUBS TO REMOVE ENCROACHMENT OF FOOTPATHS AND PARKING SPACES ON CAR PARK WITHIN A CONSERVATION AREA MORRISONS SUPERMARKET, FLATT WALKS, WHITEHAVEN
4/24/2017/0F1	USE OF LAND FOR STORAGE AND MAINTENANCE OF VESSELS AND ASSOCIATED WORKS, TOGETHER WITH STORAGE OF MARINA AND BOATYARD EQUIPMENT THE BOAT SHED, NORTH SHORE, WHITEHAVEN
4/23/2164/PIP	LAND TO THE REAR OF 108 VICTORIA ROAD -3 DWELLINGS - CONSULTATION LETTER

WTC 25/01/24
ITEM 7

Whitehaven Town Council

From: Cllr Mike Hawkins <Mike.Hawkins@cumberland.gov.uk>
Sent: 18 January 2024 20:48
To: Whitehaven Town Council
Cc: Cllr Joseph Ghayouba
Subject: RE: CC Report for Council Meeting on 25th January 2024
Attachments: Community Investment email information.docx

Hi Marlene

Happy new year to you too

I have re attached the community investment plan that Tamsin has previously shared ,this has been our focus.

The other main scheme affecting Whitehaven ,is the ongoing road traffic orders that are currently out for consultation to the residents affected, Unfortunately I will be unavailable next week but Joe is hoping to attend on the panels behalf

Mike

From: Whitehaven Town Council <Clerk@whitehaventowncouncil.co.uk>
Sent: Thursday, January 18, 2024 8:26 AM
To: Cllr Mike Hawkins <Mike.Hawkins@cumberland.gov.uk>
Subject: CC Report for Council Meeting on 25th January 2024

Hello Mike

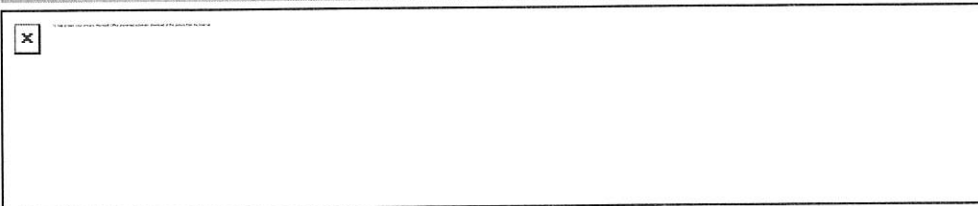
Happy New Year

The Agenda for the Council Meeting will be going out tomorrow so if you could let me have your report by then that would be good. If that's not possible if you send it to me in the next few days I'll send it to the Councillors and have copies available at the Meeting.

Thanks

Regards

Marlene.



Cumberland Council
Cumbria House, Carlisle, Cumbria, CA1 1RD

Follow us on:
Web: <https://www.cumberland.gov.uk>
Twitter: <https://twitter.com/CumberlandCouncil>
Facebook: <https://www.facebook.com/CumberlandCouncil/>

Applications for funding will be conducted using the application system available on the website and investment will be made for projects that will be sustainable longer term that meet with the priorities of the Whitehaven and Coastal Community Panel. There is no minimum nor maximum amount per application. The link to apply can be found here: [How to apply for investment from a Community Panel | Cumberland Council](#)

Investment applications are considered from charitable groups or not for profit organisations that provide a new project or service in the local community.

Members of the Whitehaven and Coastal Community Panel have 4 priority areas for Investments and these are:

- **A local environment where individuals, households and communities can live well and thrive.**
- **Better health and wellbeing for all.**
- **Addressing inequalities through improved access to services and opportunities.**
- **A local economy that is thriving and benefits everyone.**

Any application and supporting documents can be sent direct by email to the Whitehaven and Coastal mailbox, whitehavencoastalcp@cumberland.gov.uk or to Tamsin.Beattie@cumberland.gov.uk PDF/word documents can be signed by two parties, scanned and sent by email rather than on a paper application form as we do not require hard copies, if you can process this electronically.

Please read these documents (links below) carefully to see who can apply, and what sort of things can be supported.

[How to apply for investment from a Community Panel | Cumberland Council](#)

[Community Panel investment - criteria](#)

[Community Panel investment - guidance](#)

Application Form:

[Community investment application form \(PDF, 211.46KB\)](#)

FINANCIAL REPORT

Purpose of the Report

Members are asked to note the payments listed at Appendix 1 as being paid to avoid any late payment fees and to consider a list of invoices for authorisation and payment as shown at Appendix 2 and approve the recommendations in paragraphs 3.1 and 3.2.

1.0 INTRODUCTION

- 1.1 Note the payments listed at Appendix 1 as being paid to avoid any late payment fees due to there not being a Full Council meeting in December.
- 1.2 Authorise the payment of the invoices as listed in Appendix 2. Included in this list of invoices is one received from Cumberland Council for £18,000.00 for the planting and work carried out in St Nicholas Gardens for 2023/2024. A breakdown of this charge has been requested and at the time of writing this report has not been received.
- 1.3 The Council is asked to note the cashbook as reconciled with the bank account as shown at Appendix 3 together with income and expenditure at Appendix 4.

2.0 FINANCIAL POSITION

- 2.1 The bank reconciliation was carried out on 18th January 2024. This shows a balance of £307,337.26. There are no payments waiting to be cleared.
- 2.2 The balance in the deposit account is £610,571.03.

3.0 RECOMMENDATION

- 3.1 The invoices listed and shown in Appendix 1 be noted as paid to avoid any late payment fees.

- 3.2 The invoices listed and shown in Appendix 2 be approved and authorised for payment.
- 3.3 The Cashbook (Appendix 3) and the Income and Expenditure (Appendix 4) be noted.

25/01/2024

Appendix 1

Invoices for Consideration by Whitehaven Town Council

Date	Supplier	Category	Detail	Total Amount	Power	Column1
11.12.2023	Derwent Recycling Services Ltd	3rd Party	Skip Hire - Crow Park Allotments	£ 360.00	Small Holdings and Allotments Act 1926	
11.12.2023	Derwent Recycling Services Ltd	3rd Party	Skip Hire - Midgley Ghyll Allotments	£ 360.00	Small Holdings and Allotments Act 1926	
11.12.2023	Mr C J Hayes	Events	Re-imbusement	£ 29.00	§144 LGA 1972	
11.12.2023	Sharp Business Systems	Supplies/Services	Photocopier Charges 18.10.2023 - 17.11.2023	£ 81.76	§111 LGA 1972	
11.12.2023	Cumberland Council	3rd Party	Grass Cutting, Ranger and Assistant Ranger Contract - December 2023	£ 8,448.09	§111 LGA 1972	
11.12.2023	Cumberland Council	Premises	Meeting Room Hire - 30.11.2023	£ 84.00	§111 LGA 1972	
15.12.2023	Cumberland Council	3rd Party	Election Costs	£ 9,084.78	§16 LGA 1972 and Part 1 of the Representation of the Peoples Act 1983	
15.12.2023	Fluid Productions	Events	Harbour Lights Show	£ 833.14	§144 LGA 1972	
15.12.2023	Viking	Supplies/Services	Stationery	£ 15.52	§111 LGA 1972	
21.12.2023	G & AM Lawson	Events	Generator Hire - 18.11.2023	£ 120.00	§144 LGA 1972	
21.12.2023	Lockhart Leisure Ltd	Events	Marquee Hire	£ 2,124.00	§144 LGA 1972	
				£ 21,540.29		

25/01/2024

Appendix 2

Invoices for Consideration by Whitehaven Town Council

Date	Supplier	Category	Detail	Total Amount	Power	Column1
22.11.2023	Arborscape	3rd Party	Allotment and Pigeon Loft Contract - November 2023	£ 369.60	s.23 Small Holdings and Allotment Act 1908	
11.12.2023	Cumberland Council	Premises	Meeting Room Hire - 30.11.2023	£ 84.00	s111 LGA 1972	
19.12.2023	Mr C J Hayes	Employees/Allowances	Mileage for attending Civic Events	£ 42.40	s111 LGA 1972	
21.12.2023	POD (North West) Ltd	Events	Burton Shop Window Graphics	£ 960.00	s144 LGA 1972	
25.12.2023	EdenSprings Uk Ltd	Supplies/Services	Water Dispenser Hire and Environmental Levy - January 2024	£ 9.84	s111 LGA 1972	
31.12.2023	St James Community Centre	Premises	Meeting Room Hire - 19.12.2023	£ 15.00	s111 LGA 1972	
31.12.2023	Bauer Radio Ltd	Events	Christmas Crackers Airtime Promotion	£ 396.00	s144 LGA 1972	
03.01.2024	AJ Security (North) Ltd	Events	Overnight Security - 07.12.2023	£ 468.00	s144 LGA 1972	
04.01.2024	Mrs V Gorley	3rd Party	Reimbursement for materials for dividing fence at Sneckyeat	£ 231.70	s.23 Small Holdings and Allotment Act 1908	
05.01.2024	Sharp Business Systems	Supplies/Services	Photocopier Minimum Charges - December 2023	£ 30.00	s111 LGA 1972	
11.01.2024	Arborscape	3rd Party	Allotment and Pigeon Loft Contract - December 2023	£ 369.60	s.23 Small Holdings and Allotment Act 1908	
11.01.2024	Cumberland Council	3rd Party	Contribution towards the planting and work carried out in St Nicholas Gardens 2023/2024	£ 18,000.00	s144 LGA 1972	
12.01.2024	Cumberland Council	3rd Party	Grass Cutting, Ranger and Assistant Ranger Contract - January 2024	£ 8,448.09	s111 LGA 1972	
18.01.2024	Cumberland Council	Supplies/Services	Trade Waste collection from 01.01.2024 - 31.03.2024	£ 19.50	s111 LGA 1972	
				£ 29,443.73		

INCOME 2023-2024

Date	Item	Precept	Interest	Other
03.04.2023	Allotment Rents 2023/24			3520.00
06.04.2023	HMRC - VAT Refund (March 2023)			3012.02
17.04.2023	Allotment Rents 2023/24			820.00
27.04.2023	Allotment Rents 2023/24			200.00
28.04.2023	Precept 2023/2024	495901.48		
10.05.2023	Allotment Rents 2023/24			120.00
11.05.2023	HMRC - VAT Refund (April 2023)			744.28
06.06.2023	HMRC - VAT Refund (May 2023)			885.02
06.06.2023	Allotment Rents 2023/24			73.00
30.06.2023	Sellafield - Science Show Sponsorship			4500.00
07.07.2023	Allotment Rents 2023/24			85.00
07.07.2023	HMRC - VAT Refund (June 2023)			7487.48
04.08.2023	HMRC - VAT Refund (July 2023)			2816.14
08.09.2023	HMRC - VAT Refund (August 2023)			3185.35
02.10.2023	Credit Adjustment			100.00
05.10.2023	HMRC - VAT Refund (September 2023)			2331.65
07.11.2023	HMRC - VAT Refund (October 2023)			2495.22
30.11.2023	NDR Refund			100.99
07.12.2023	HMRC - VAT Refund (November 2023)			4198.14
09.01.2024	HMRC - VAT Refund (December 2023)			2656.84

495901.48	0.00	39331.13	535232.61
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Date	Suppliers Name	Description	Nett	Tax	Gross
31.10.2023	RBL	3 x Poppy Wreaths	75.00		75.00
10.11.2023	Karen Scott	Sandwich Platters for Remembrance Sunday	75.00		75.00

WHITEHAVEN TOWN COUNCIL
SUMMARISED INCOME & EXPENDITURE STATEMENT
FINANCIAL YEAR 2023-2024

Expenditure Net of VAT Invoices not yet processed Budget

BANK BALANCES BROUGHT FORWARD

CBS 53905917 (01.04.2023)	225,111.47
CBS 53906216 (01.04.2023)	460,571.03
TOTAL OPENING BALANCE	£ 685,682.50

INCOME:

Precept	495,901.48
Interest (Deposit)	
Other Income	39,331.13
TOTAL INCOME	£ 535,232.61

EXPENDITURE

Unpresented cheques b/fwd from 2022/2023	2850.31
Employees & Allowances	87132.10
Premises	17894.59
Supplies/Services	15583.92
3rd Party	13113.51
Grants	5000.00
Allotments	9529.98
Ground Maintenance	16120.57
Civic Hospitality	0.00
Ranger	47252.34
Whitehaven In Bloom	11474.93
Ward Grants	8088.00
Elections	0.00
Environmental Improvements	0.00
Events	30325.32
Contingencies	2646.20
Reserves	9071.02
VAT (to be reclaimed)	26924.85
TOTAL EXPENDITURE	£ 303,006.82

CASH BOOK BALANCE

Brought forward	£ 685,682.50
Income	£ 535,232.61
Expenditure	£ 303,006.82
Town Council Funds	£ 917,908.29

BANK BALANCES

CBS 53905917 (22/11/2023)	307,337.26
CBS 53906216 (22/11/2023)	610,571.03
	£ 917,908.29

Less Unpresented Cheques

-

FINANCIAL POSITION

£ 917,908.29

Name of Council: Whitehaven Town Council
 Name of Clerk: Marlene Jewell

WTC 29/01/2024
 Agenda Item 9

1. Book Keeping			
	Yes	No	Comments
1.1	✓		
1.2	✓		
1.3	✓		
1.4	✓		
1.5	✓		
1.6	✓		
1.7	✓		

2. Due Process			
	Yes	No	Comments
2.1	✓		
2.2	✓		May-23
2.3	✓		May-23
2.4	✓		
2.5	✓		
2.6	✓		
2.7	✓		
2.8	✓		
2.9			N/A
2.10	✓		
2.11	✓		Committees use, agendas & minutes displayed, ToRs not seen

3. Risk Management			
	Yes	No	Comments
3.1		✓	
3.2	✓		
3.3	✓		
3.4	✓		

3-5	Internal financial controls documented and evidenced?	✓		
3-6	Minutes initialled, each page identified and overall signed?	✓		
3-7	Regular reporting and minuting of bank balance?	✓		
3-8	S137 expenditure minuted?	✓		

4. Budget

		Yes	No	Comments
4-1	Annual budget to support precept?	✓		
4-2	Has budget been discussed and adopted by council?	✓		
4-3	Any reserves earmarked?	✓		
4-4	Any unexplained variances from budget?	✓		
4-5	Precept demand correctly minuted?	✓		

5. Payroll — Staff

		Yes	No	Comments
5-1	Contract of employment?	✓		
5-2	Tax code issued / contracted out?	✓		
5-3	PAYE / NI evidence?	✓		
5-4	Has council approved salary paid?	✓		
5-5	Other payments reasonable and approved by council?	✓		

6. Payroll — Other

		Yes	No	Comments
6-1	Contract of employment?	✓		
6-2	Does council have public liability cover?	✓		
6-3	Tax codes issued?	✓		
6-4	Minimum wage paid?	✓		
6-5	Complaints procedure in place?	✓		

7. Asset Control

		Yes	No	Comments
7-1	Does council keep a register of all material assets owned?	✓		
7-2	Is asset register up to date?	✓		
7-3	Value of individual assets included?	✓		
7-4	Inspected for risk and H&S?	✓		
7-5	Record of deeds, articles and land register references available?	✓		In archives

8. Bank Reconciliations

	Yes	No	Comments
8.1 Is there a bank reconciliation for each account?	✓		
8.2 Reconciliation carried out on receipt of statement?	✓		
8.3 Any unexplained balancing entries in any reconciliation?	✓		

9. Year End Procedures

	Yes	No	Comments
9.1 Year end accounts prepared on correct accounting basis?	✓		
9.2 Bank statements and ledger reconcile?	✓		
9.3 Underlying financial trail from records to presented accounts?	✓		
9.4 Where appropriate, debtors and creditors properly recorded?	✓		

10. Miscellaneous

	Yes	No	Comments
10.1 Have points raised at the last audit been addressed?			None raised
10.2 When has the Code of Conduct been adopted?	✓		May 2023
10.3 Is eligibility for General Power of Competence properly evidenced?			N/A
10.4 Are all electronic files backed up?	✓		
10.5 Do arrangements for public inspection of council's records exist?	✓		
Internal audit carried out by		R Kelly	R Kelly
Audit type (delete as appropriate)		Interim	Annual
Date			28.11.2023

For auditor's use only

Section 4 of Annual Return Form completed and signed	N/A - Interim Audit
Report/letter sent to council	Sent 28.11.2023

**QUOTE RECEIVED FOR THE PLANTING AND
MAINTENANCE OF SUMMER AND WINTER PLANTS IN
WHITEHAVEN FOR 2024/2025**

Purpose of the Report

To inform Members of quotes received for the planting and maintenance of Summer and Winter Plants in Whitehaven for 2024/2025 and to decide which quote to accept

1.0 INTRODUCTION

1.1 Following Cumberland Council's decision not to continue with the partnership for a Ranger and Assistant Ranger for 2024/2025 we have had to seek quotes from Contractors who would be able to undertake the planting and maintenance of the Summer and Winter flowers for 2024/2025.

1.2 Contractors were asked to submit their quotes for the planting, watering, weeding and maintenance of the cast iron, large, small and tiered planters, the barrels, flower beds, window boxes, and the watering and maintenance of the hanging baskets and barrier baskets.

1.3 5 Quotes were sought and 2 have been received and are as follows:

Contractor A	-	£48,472.50 + VAT
Contractor B	-	£54,998.64 + VAT

2.0 RECOMMENDATION

2.1 It is recommended that the Council considers the quotes received and decides which Contractor to award the contract to.

CHRISTMAS LIGHTS 2024/2025

Purpose of the Report and Recommendation

To inform Members of a quote received for the erection, maintenance dismantling and repair of the Christmas Lights for 2024/2025 and to consider whether to suspend Financial Regulations in order that the quote be accepted and to consider the risks and recommendations at 2.1.

1.0 INTRODUCTION

- 1.1 Attached at Appendix 1 is a quote for the erection, maintenance, dismantling and repair of the Christmas Lights for 2024/2025 from Cumberland Council Highways Lighting Department. The quote is for £24,500.00 + VAT. This is an increase of £100.00, the first increase in 6 years.
- 1.2 The lights are currently stored at the unit on Sneckyeat Industrial Estate. CC Highways Lighting Department has erected, maintained, dismantled, and repaired the Christmas lights for the past few years.

In order for the lights to be erected, maintained, dismantled, and repaired by 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".

1.3 The reasons for suspension are as follows:

- CC is a trusted and efficient contractor;
- It is a value for money, quality service;
- All faults reported are rectified as soon as possible – usually if reported during a working day they are repaired that day and certainly within 24 hours;
- All required highway permissions to carry out works on the highway are submitted by CC on the Council's behalf;
- CC has insurance, risk assessments and method statements for all work carried out using trained operatives;
- CC has all necessary machinery and equipment to carry out the work;
- CC erects and dismantles the Christmas lights during early morning at weekends so as to cause minimal disturbance to traffic;
- CC completes the seasonal illuminations inventory unmetered supplies giving the location, type of lighting, number of hours in use, total number of lamps and the wattage per lamp and switch on and switch off date for submission to Electricity North West so that electricity charges can be calculated.

Risks:

- There is a risk that the work could be done cheaper by another contractor but it is a very small risk.

2.0 RECOMMENDATION

- 3.1 It is recommended that the Council considers making a resolution to suspend the Financial Regulation 11 to allow CC to erect, maintain, dismantle, and repair the Christmas lights and if making the resolution
- 3.2 In accordance with Financial Regulation 18, agree to the reasons for the suspension which will be recorded and that the assessment above of the risks provided be accepted and

approved, so that CC can undertake the work at a cost of
£24,500.00 + VAT.



**Cumberland
Council**

**Highways Depot
Joseph Noble Road Lillyhall
Workington
Cumbria CA14 4JH
0300 373 3736
cumberland.gov.uk**

Date: 4th January 2024

Your reference

Our reference: BH/01

Dear Marlene

QUOTATION FOR WORKS REQUESTED

Install and Maintenance + Removal of Christmas lighting Whitehaven.

Thank you for your enquiry.

Please find enclosed a quotation to Install and Maintenance + Removal of Christmas lighting Whitehaven £24,500.00.

CCC Will have a 24-hour call outs to be charged at time + 15%.

All Materials to be charged at cost + 15%.

This does not include VAT on any costs.

All fixings and wires will be visually checked on installation of the lights and Cumberland Council cannot be held responsible if they fail or break.

This quotation is valid from 4th January for six months, if the work is not requested within this timescale another quote must be sought prior to works commencing.

If I can be of any further assistance, please do not hesitate to contact me.

Yours sincerely

BRHolmes

Brian Holmes
Road Lighting Supervisor
D 01946 506550

QUOTE RECEIVED FOR THE ERECTION/DISMANTLING OF BUNTING

Purpose of the Report

To inform Members of a quote received from Cumberland Council for the erection and dismantling of bunting and to consider whether to suspend Financial Regulations in order that the quote be accepted and to consider the risks and recommendations at 1.2 and 2.2.

1.0 INTRODUCTION

- 1.1 Attached at Appendix 1 is a quote received from Cumberland Council for the erection and dismantling of bunting throughout the town centre. It is for £4,446.91 + VAT. The bunting will be erected in April/May in preparation for organised events including the 80th Anniversary of the D-Day landings and will be taken down in September/October.

Cumberland Council's Highways Lighting Department has erected, maintained, and repaired the infrastructure for the past 5 years.

For the bunting to be erected by 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 the "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 the 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".

- 1.2 The reasons for the suspension are as follows:

- CC is a trusted and efficient customer;
- It is a value for money, quality service;
- All problems reported are rectified as soon as possible – usually if reported during a working day they are dealt with that day and certainly within 24 hours;
- CC has all necessary equipment and machinery to carry out the work;
- All required highways permission to carry out works on the highway are submitted by CC on the Council's behalf;
- CC has insurance, risk assessments and method statements for all work carried out using trained staff;
- CC will erect the bunting at weekends or in the evening/early morning to cause minimum disturbance to traffic.

The Risks for the above are:

- There is a risk that the work could be done cheaper by another Contractor but it is a very small risk.

2.0 RECOMMENDATION

- 2.1 That the Council considers making a resolution to suspend the Financial Regulation 11 to allow CC to erect and dismantle the bunting and if making the resolution;
- 2.2 In accordance with Financial Regulation 18, agree to the reasons for the suspension which will be recorded and that the assessment above of the risks provided be accepted and approved so that CC can undertake the work at a cost of £4,446.91 + VAT.



**Cumberland
Council**

**Highways Depot
Joseph Noble Road Lillyhall
Workington
Cumbria CA14 4JH
0300 373 3736
cumberland.gov.uk**

Date: 4TH January 2024

Your reference

Our reference: BH/01

Dear Marlene

QUOTATION FOR WORKS REQUESTED

Install and Maintenance Bunting in Town Centre of Whitehaven

Thank you for your enquiry.

Please find enclosed a quotation to Install and Maintenance of Bunting in the Town Centre of Whitehaven £4,446.91

Cumberland Council Will have a 24 hour call outs to be charged at time + 15%.

This dose not include VAT on any costs.

This quotation is valid from 4th January 2024 for three months, if the work is not requested within this timescale another quote must be sought prior to works commencing

If I can be of any further assistance, please do not hesitate to contact me.

Yours sincerely

BRHolmes

Brian Holmes
Road Lighting Supervisor
D 01946 506550

QUOTE TO PURCHASE BUNTING

Purpose of the Report

To inform Members of a quote received from Hampshire Flag Company for the purchase of Union Jack Bunting and to consider whether to suspend Financial Regulations in order that the quote be accepted and to consider the risks and recommendations at 1.3 and 2.1 and 2.2.

1.0 INTRODUCTION

- 1.1 The Council's Contractor has evaluated the Bunting as part of the ongoing review of stock and has recommended that the Council purchase 530 metres of Union Jack Bunting.
- 1.2 Attached at Appendix 1 is the quote received from the Council's preferred supplier. The cost is £777.70 + VAT.

For the bunting to be purchased 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 the "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 the 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".

- 1.3 The reasons for the suspension are as follows:
 - Hampshire Flag Company are a trusted supplier;
 - Hampshire Flag Company has supplied the bunting currently owned by the Council;

The Risks for the above are:

- There is a risk that the bunting could be purchased from another supplier at a cheaper price but it may not be of the quality as the existing stock.

2.0 RECOMMENDATION

- 2.1 That the Council considers making a resolution to suspend the Financial Regulation 11 to allow the purchase of the bunting from Hampshire Flag Company and if making the resolution;
- 2.2 In accordance with Financial Regulation 18, agree to the reasons for the suspension which will be recorded and that the assessment above of the risks provided be accepted and approved so that Hampshire Flag Company can supply the bunting at a cost of £777.70 + VAT.



HAMPSHIRE FLAG COMPANY

WTC 25/01/2024
Agenda Item 13
APPENDIX 1.

Hampshire Flag Company Ltd
Unit 11, Pipers Wood Industrial
Park
Waterberry Drive
Waterlooville
Hampshire
PO7 7XU
United Kingdom
Tel : 023 9223 7130

Customer Address:

Vanessa Gorley
WHITEHAVEN TOWN COUNCIL
148 Queen Street
Whitehaven
Cumbria
CA28 7AW
United Kingdom

Delivery Address:

Vanessa Gorley
WHITEHAVEN TOWN COUNCIL
148 Queen Street
Whitehaven
Cumbria
CA28 7AW
United Kingdom

QUOTATION

Ref No. REF27731/1
Estimator Richard Thomas
Dated 03/01/2024
Contact Vanessa Gorley
Tel 01946 67366

Further to our conversation, please find our quotation detailed below...

Re : Union Bunting Fabric 53-off x 10m lengths

Item	Quantity	Description	Unit Price	Total	VAT	Total Inc VAT
A	53	Knitted Triangular Bunting - Union 10m Material: Knitted Polyester 115gsm Number Of Sides: Single Sided Size: 20cm(w) x 30cm(h) - 8in(w) x 12in(h) Finishing: Triangular Bunting 10m Length - 24 Pennant	£14.40	£763.20	£152.64	£915.84
B	1	Delivery DPD 10kg Parcel	£14.50	£14.50	£2.90	£17.40
					Sub Total	£777.70
					VAT	£155.54
					TOTAL	£933.24

Payment Terms: Proforma

Pay by Bank Transfer:

Bank Details: Account Number 30020311 Sort Code: 20-69-34

Pay by Credit or Debit Card:

Maximum £1500 limit. If over £1500 then please pay by BACS. (Unfortunately we cannot take American Express card payments)

Call 02392 237130

This quotation is valid for 30 days.

I look forward to hearing from you in due course...

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