

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 an **EXTRAORDINARY MEETING** of **WHITEHAVEN TOWN COUNCIL** which will be held in **THE BEACON PORTAL** at **THE BEACON, WHITEHAVEN** on **Wednesday 17th January 2024** at **6.00 pm**

Signed..... Dated.....
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. 2024/25 Whitehaven Town Council Revenue Budget and Precept

5. Quotes received for St Nicholas Gardens Planting and Maintenance 2024/25

6. Consultation on the proposed Whitehaven Road Traffic Regulation Order

**2024/25 WHITEHAVEN TOWN COUNCIL REVENUE BUDGET
AND PRECEPT**

PURPOSE AND RECOMMENDATION OF THE REPORT

This report is presented to the Town Council to consider and approve the 2024/25 Whitehaven Town Council's Revenue Budget and Precept.

RECOMMENDATIONS

The Town Council is recommended to:

- a) Consider the proposed 2024/25 Revenue Budget and Precept;**
- b) Make any proposed amendments;**
- c) Subsequent to a) and b), approve the 2024/25 Revenue Budget and Precept; and**
- d) Agree that the Chairman and Clerk sign the Precept 2024/25 Form received from Cumberland Council to advise Cumberland Council of the approved Whitehaven Town Council Precept for 2024/25 to inform the setting of the overall Council Tax requirement for 2024/25.**

1.0 INTRODUCTION

- 1.1 A Budget Setting Advisory Group Meeting comprising those members on the Policy, Resources and Finance Committee was held on 27th November 2023, 19th December 2023, and 10th January 2024 to discuss budget proposals for 2024/25 and make recommendations to Full Council.

The 2024/25 Revenue Budget has been compiled based on the Budget Setting Advisory Group meeting of Councillors.

- 1.2 The Parish Council Tax Bases and the precept calculator for 2024/25 have not been received from Cumberland Council and therefore we can only give the actual precept cash figure

which is shown at Appendix C. Because we do not have the Council Tax Base or the precept calculator for 2024/25, we cannot give the amount payable per Band D property or the percentage increase as we normally do. CC no longer send the precept calculator and figures out to the Town and Parish Councils.

- 1.3 It is necessary for the Town Council to consider a budget plan which then determines the precept for the following year. This report aims to set down proposals for that budget for consideration by this Council.

2.0 2024/25 REVENUE BUDGET PROPOSALS

- 2.1 **Appendix A** sets down the proposed budgets by objective heading in accordance with the appropriate accounting codes of practice and as agreed by Councillors in previous meetings.
- 2.2 It is important that the Council gives due consideration to each aspect of the proposed 2024/25 Revenue Budget and considers carefully the level and purpose of any reserves – be that contributions to reserves or use of reserves. It was recommended that £35,000 be earmarked to Events and the remaining reserves are earmarked for the renovation/refurbishment of the Council offices.

3.0 2024/25 COUNCIL TAX BASE

- 3.1 This would normally be shown at Appendix B but we have not been given the Council Tax Base figures for 2024/25.

4.0 2024/25 PRECEPT

- 4.1 The Cash Precept is shown at Appendix C and as explained in 1.2 above we are unable to give any accurate information regarding costs per Band D property or the percentage decrease. However, a calculation has been made using the 2022/2023 Council Tax Base figures and precept calculator based on the proposals outlined in Appendix A, this would equate to an 0.39% decrease in the Town Council Precept for 2024/25. The Precept would be £72.42 per Band D

equivalent property for 2024/25 (for 2022/23 it was £72.70) a decrease annually of £0.28 which equates to £0.0053 pence per week. This is calculated as 6820.90 Band D equivalents multiplied by £72.41903561 equals £493,963.00. The Council will be paid £493,963.00 because when Cumberland Council sets the Council Tax it will be based on $\frac{£493,963.00}{6820.90} = £72.41903561$ (see Appendix C).

5.0 CONCLUSIONS/RECOMMENDATIONS

5.1 Cumberland Council have stated that they require our precept figures as soon as possible or at the latest by 12th January 2024. This report of Whitehaven Town Council forms part of the process to ensure that legal requirement is met. If Cumberland Council have not received a precept from the Town Council before they do their calculations and set the Council Tax, they can effectively set the precept for us which cannot be more than the highest precept set in the previous 3 years. It is recommended that the Council: -

- a) Considers the proposed 2024/25 Revenue Budget and Precept;**
- b) Makes any proposed amendments;**
- c) Subsequent to a) and b) above, approves the 2024/25 Revenue Budget and Precept; and**
- d) Agrees that the Chairman and Clerk sign the Precept 2024/25 Form received from Cumberland Council to advise Cumberland Council of the approved Whitehaven Town Council Precept for 2024/25 to inform the setting of the overall Council Tax Requirement for 2024/25**

Appendices

- Appendix A: 2024/25 Revenue Budget Proposals**
Appendix B: 2024/25 Council Tax Base (not available as explained in 1.2)
Appendix C: Precept Calculation

BUDGET PROPOSALS 2024/25		
EXPENDITURE (Net of VAT)		2024/25 Budget
	CORE ACTIVITIES	
Employees & Allowances	Salaries	110000.00
	Office Consumables	200.00
	Members Expenses (Travel and Subsistence)	300.00
	Mayor's Allowance (for expenses incurred whilst in office)	3063.00
	Staff Development & Training	2000.00
	Member Development & Training	2000.00
Premises	Water Rates	600.00
	Energy Charges	10000.00
	Annual Safety Checks	2500.00
	Repair & Maintenance	5000.00
	Architect Costs	9000.00
	Refuse Collection	100.00
	Office Renovation	50000.00
	Meeting Room Hire	1500.00
	NNDR (former Whitehaven News Office)	13000.00
	Storage Unit Rent	9400.00
NNDR (Storage Unit)	1500.00	
Supplies & Services	Telephone & Broadband (BT)	1700.00
	IT	2000.00
	Website maintenance	1000.00
	Scribe Accounting System	1500.00
	Zurich Insurance	4000.00
	Photocopier/Printing	1000.00
	Stationery	500.00
	Postage	200.00
	Advertising	8000.00
	Subs - CALC	2100.00
	Subs - Other	200.00
	Miscellaneous	500.00
3rd Party	Internal Auditor	600.00
	External Auditor	2000.00
	Allotments	12000.00
	Elections	8000.00
	Ranger & Assistant Ranger	70000.00
	SUB TOTAL	£ 335,463.00
3rd Party	OPTIONAL ACTIVITIES - to be decided	
	Ward Grants	24000.00
	Community Grants	10000.00
	Grounds Maintenance (grass cuttings)	-
	Christmas Lights infrastructure (for repairs and pu	10000.00
	Christmas Lights (erection of)	25000.00
	Other Environmental Improvements	22000.00
Bus Shelters, Bins and Seats	10000.00	

Events	Civic Hospitality	1500.00
	Whitehaven in Bloom	15000.00
	Events	36000.00
	Contingency Sum for Unforeseen Events	5000.00
TOTAL EXPENDITURE		£ 493,963.00

COUNCIL RESERVES ESTIMATED	
Reserve	Estimate at 1/4/23
Earmarked reserves (Office Restoration/Renovation)	750,000.00
Earmarked reserves (Events)	35,000.00
Total reserves	785,000.00

PARISH PRECEPT AND COUNCIL TAX 2023-24

Parish

Whitehaven

Select

Precept Cash Amount

Precept Band D Amount

ENTER CASH AMOUNT

£ 493,963.00

Please complete cells shaded

FOR INFORMATION		
Taxbase 2021-22	Taxbase 2020/21	Taxbase Change
£ 6,820.90	£ 6,778.92	£ -100.00%

Band D Amount 2024-25	Band D Amount 2023-24	Band D Amount Change	Band D Amount	Band D Change	Band D
£ 72.42	£ 72.70	£ -0.28	£	£ -0.39%	

Cash Precept 2024-25	Cash Precept 2023-24	Cash Precept Change	Cash Precept	Cash Precept Change	Cash Precept
£ 493,963.00	£ 495,901.48	£ -1,938.48	£	£ -0.39%	

Council Tax by Band											
	Band A-*	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H		
2024-25	£ 40.23	£ 48.28	£ 56.33	£ 64.37	£ 72.42	£ 88.51	£ 104.61	£ 120.70	£ 144.84		
2023-24	40.16	48.19	56.22	64.25	72.28	88.34	104.40	120.47	144.56		
Change	0.08	0.09	0.11	0.12	0.14	0.17	0.20	0.23	0.28		
Change	0.19%	0.19%	0.19%	0.19%	0.19%	0.19%	0.19%	0.19%	0.19%		

* Disabled

Certificate	
Amount Required	£
Cash Amount	493,963.00
Band D Amount	72.42
Clerk / Chairperson	
Email	
Telephone number	
Date	

17/01/2024
Agenda Item 4
Appendix C

**QUOTE RECEIVED FOR THE PLANTING AND
MAINTENANCE of SUMMER AND WINTER PLANTS IN ST
NICHOLAS GARDENS 2024/25**

Purpose of the Report and Recommendation

To inform Members of quotes received for the planting and maintenance of summer and winter plants in St Nicholas gardens for 2024/2025 and to decide which quote to accept..

1.0 INTRODUCTION

- 1.1 Further to minute ref 2378/23 in which it was resolved that the Council go out to tender to obtain quotes for the planting and maintenance of summer and winter plants in St Nicholas gardens in 2024/25.
- 1.2 The Council has already authorised the ordering of the summer and winter plants for 2024/25 and this has been done and will be paid for direct by the Council.
- 1.3 3 Quotes were requested and 2 have been received and are as follows:-

Contractor A £10,500.00 plus VAT
Contractor B £18,142.24 plus 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.

Item 6

**CONSULTATION ON PROPOSED WHITEHAVEN ROAD
TRAFFIC REGULATION ORDER**

Purpose of the Report

To discuss the consultation document received from Cumberland Council on the proposed Road Traffic Regulation Order for Whitehaven and to set out the Council's comments on this and forward them to Cumberland Council

INTRODUCTION

- 1.1 Members have already received the consultation document on the proposed Whitehaven Road Traffic Order and this is shown at Appendix 1.
- 1.2 So that Members can compare the two the current Road Traffic Regulation Order is shown at Appendix 2
- 1.3 Attached at Appendix 3 are comments that the Council has previously sent to Cumberland Council regarding the Road Traffic Regulation Order
- 1.4 Members are asked to discuss and put forward their comments on the proposed Order so that these can be sent to Cumberland Council as an official response to the consultation. The closing date for the Council's comments is 1st February 2024.
- 1.5 The procedure for the proposed order following the close of consultation is as follows
 - After the first consultation all comments will be considered and necessary changes will be made
 - Once this has been done Cumberland Council will go to statutory consultation where residents can make formal representations (complaints/favourable comments).

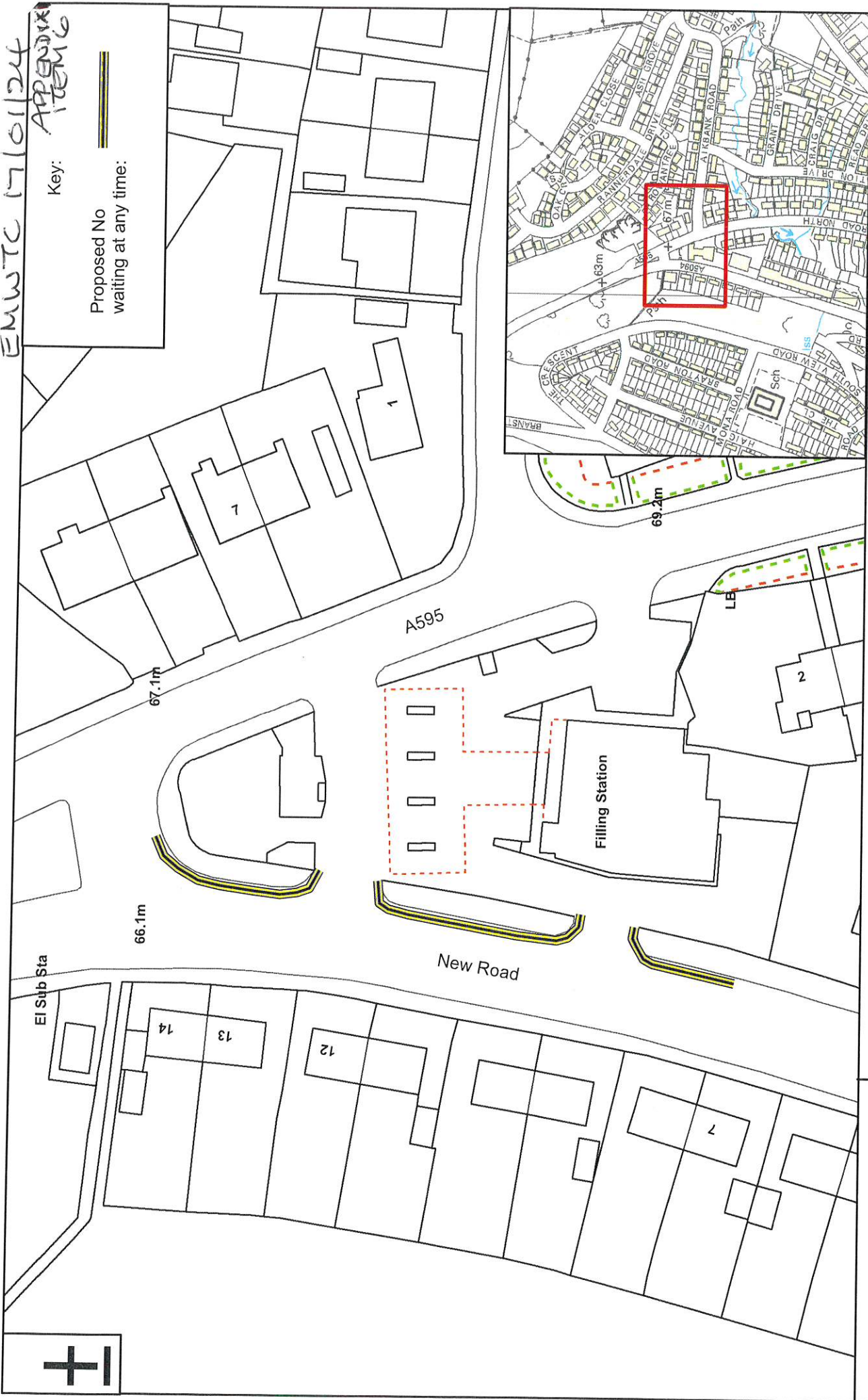
- Following this Cumberland Council will take their recommendations to the Highways and Transport Board for final approval
- Cumberland Council are aiming to have signs/legal documents implemented by the end of summer/autumn

2.0 RECOMMENDATION

- 2.1 That under the consultation procedure the Council discusses the proposals for the Whitehaven Road Traffic Regulation and agrees the comments to be formally forwarded to Cumberland Council

EMWTC 17/01/24
APPENDIX
ITEM 6

Key:
Proposed No
waiting at any time:



Proposal 1 Whitehaven Traffic Regulation Order Review Pelican Garage, New Road, Whitehaven

This produce includes mapping data
licensed from Ordnance Survey. (c) Crown
Copyright 2023. License Number AC0000861732

Drawing No: W01AM00

Drawn By: BG Scale: NTS

Date: 22/06/2023



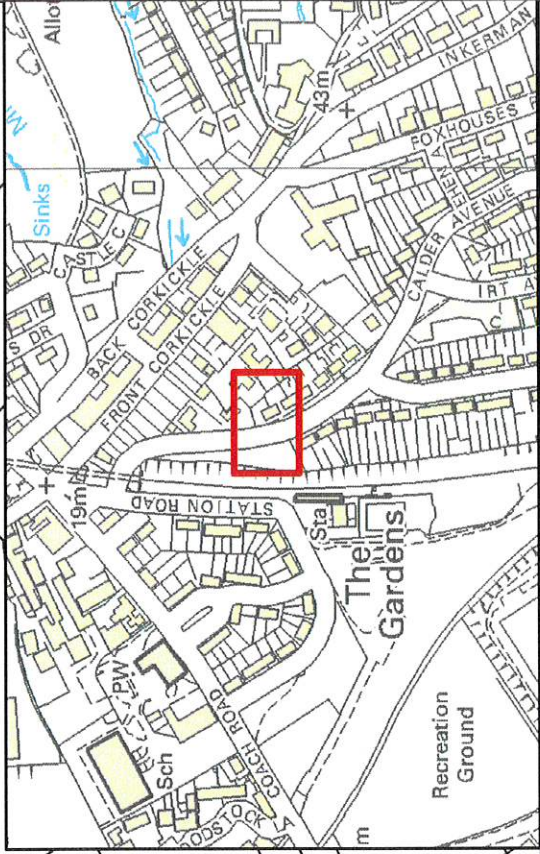
Key:



Existing no waiting at any time:



Proposed extension of no waiting at any time:



Proposal 2 Whitehaven Traffic Regulation Order Review Calder Avenue Whitehaven



Drawing No: W02-AM00

Drawn By: BG Scale: NTS

Date: 23/06/2023

This produce includes mapping data licensed from Ordnance Survey. (c) Crown Copyright 2023. License Number AC0000861732

This produce includes mapping data licensed from Ordnance Survey. (c) Crown Copyright 2006. License Number AC0000861732

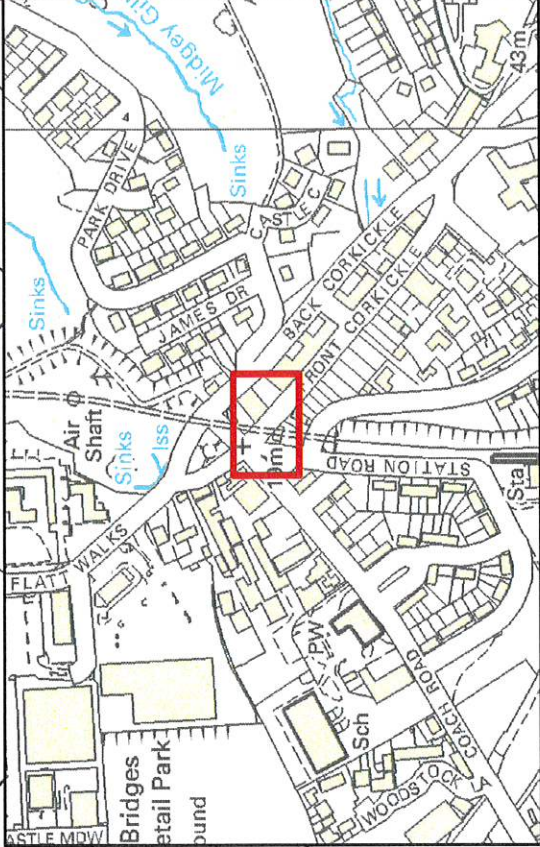
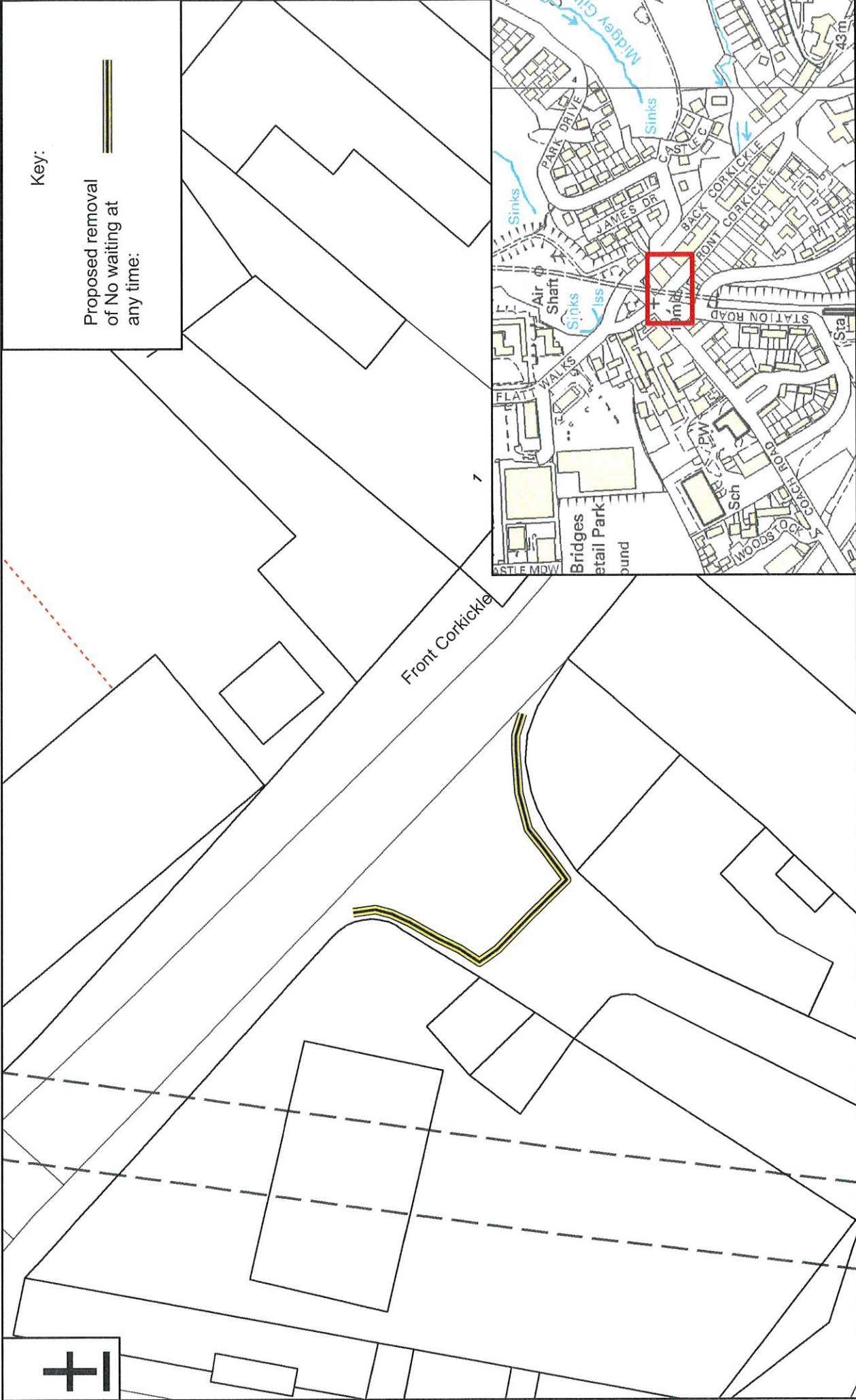
Proposal 3 Bransly Area Whitehaven Traffic Regulation Order Review



Drawing No: W03 AM00

Drawn By: BC
Scale: N/A
Date: 31/07/2023





Key:

Proposed removal
of No waiting at
any time:



Proposal 4
Whitehaven Traffic Regulation Order
Front Corkickle
Whitehaven

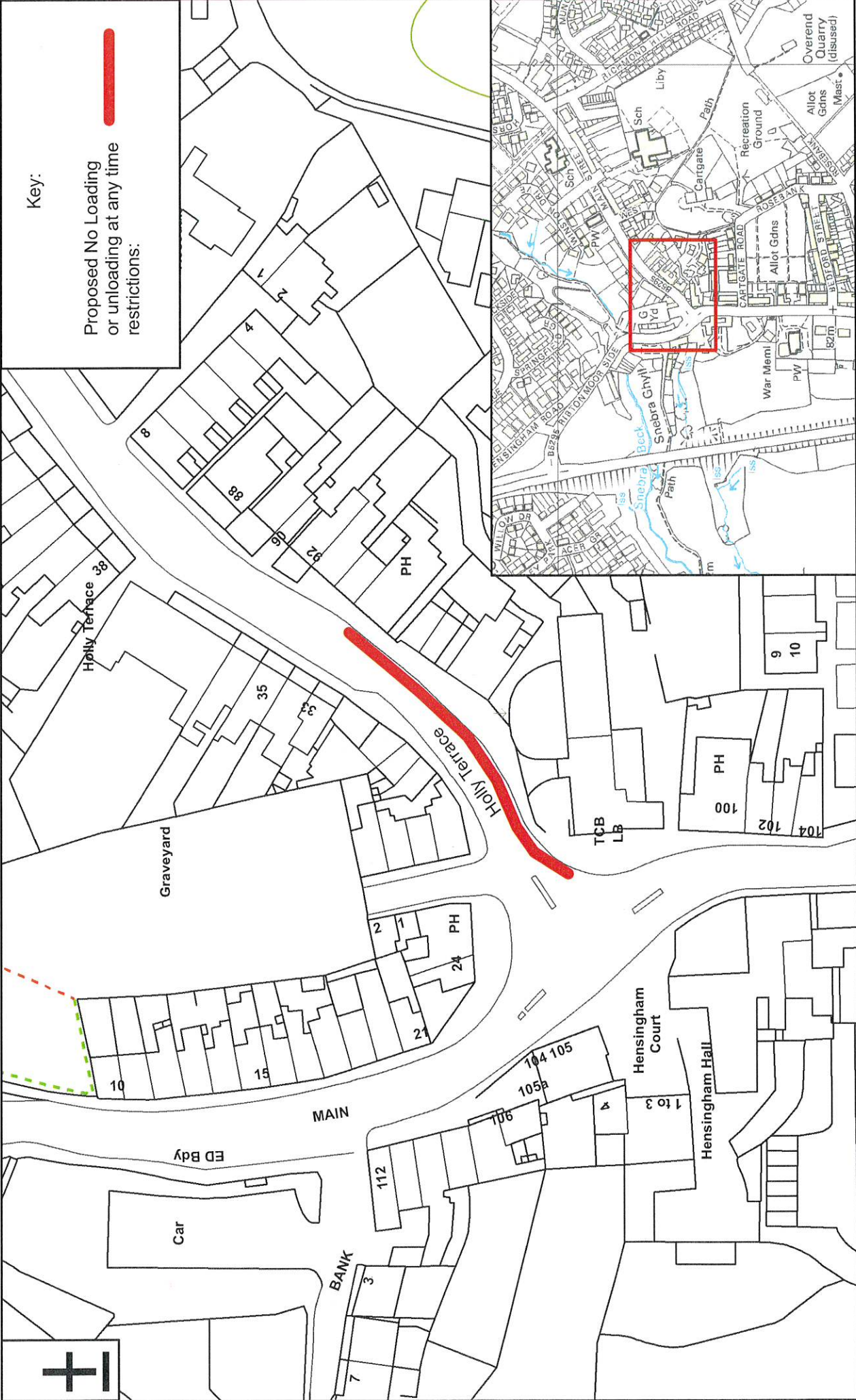
This produce includes mapping data
licensed from Ordnance
Survey. (c) Crown
Copyright 2023.
License Number AC00000861732

Drawing No: W04AM00

Drawn By: BG

Scale: NTS

Date: 29/06/2023



Key:

Proposed No Loading
or unloading at any time
restrictions:



Proposal 5
Whitehaven Traffic Regulation Order
B5295 Holly Terrace, Main Street,
Hensingham, Whitehaven

This produce includes mapping data
licensed from Ordnance Survey. (c) Crown
Copyright 2023. License Number AC0000861732

Drawing No: W05AM00

Drawn By: BG

Scale: NTS

Date: 29/06/2023

This produce includes mapping data licensed from Ordnance Survey. (c) Crown Copyright 2006. License Number AC000861732

Proposal 6
Whitehaven Traffic Regulation Order Review
High Road
Kells
Whitehaven

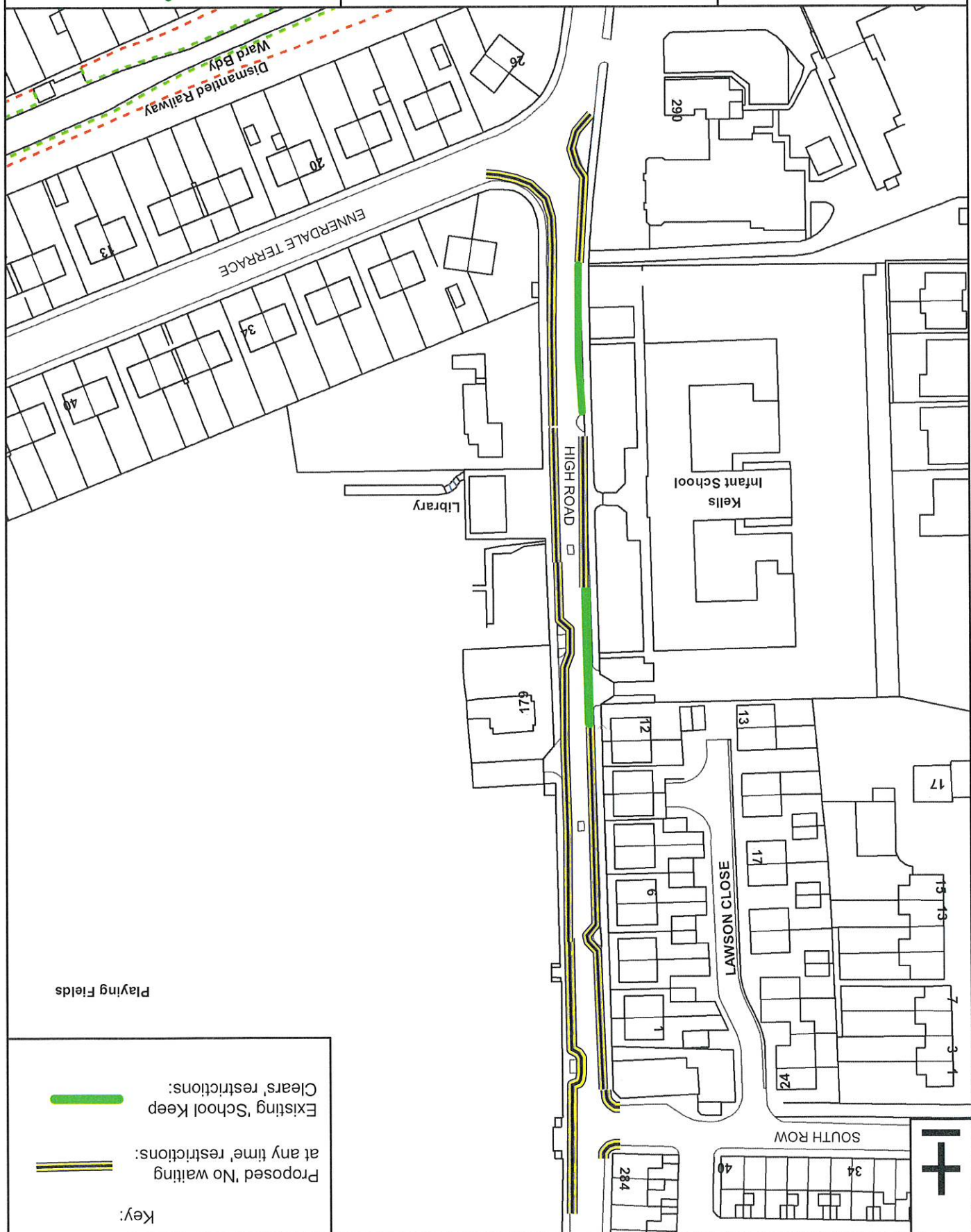


Drawing No: W06AM00

Drawn By: BC

Scale:

Date: 06/09/2023



Key:

- Proposed 'No waiting' at any time' restrictions:
- Existing 'School Keep' Clears' restrictions:

Playing Fields

This produce includes mapping data licensed from Ordnance Survey. (c) Crown Copyright 2006. License Number AC0000861732

Proposal 7
Whithaven Traffic Regulation Order
Inkerman Terrace
Whitehaven

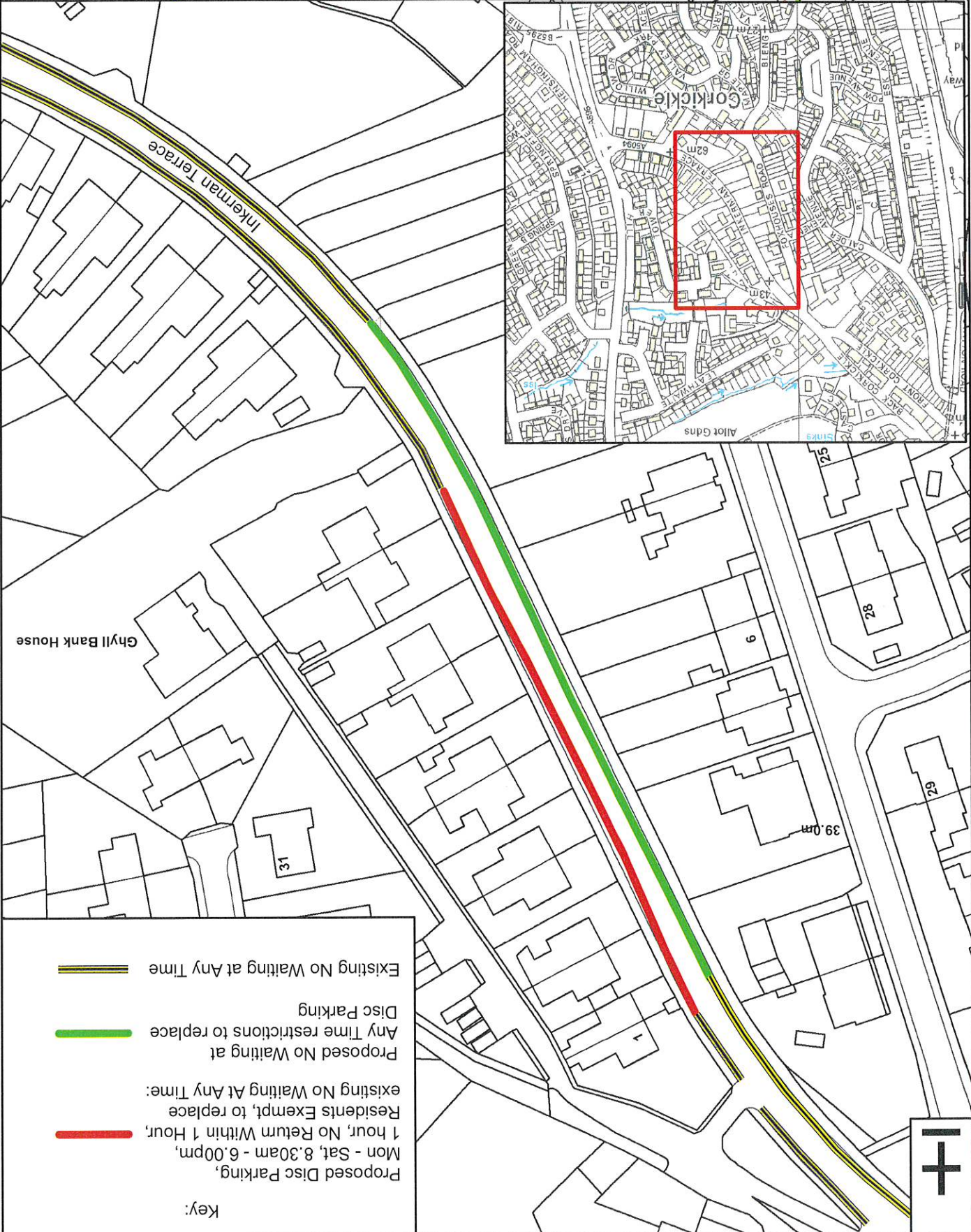


Drawing No: W07AM00

Drawn By: BC

Scale: NTS

Date: 23/08/2023



Key:

- Proposed Disc Parking, Mon - Sat, 8.30am - 6.00pm, Residents Exempt, to replace existing No Waiting At Any Time: —
- Proposed No Waiting at Any Time restrictions to replace Disc Parking: —
- Existing No Waiting at Any Time: —



This produce includes mapping data licensed from Ordnance Survey. (c) Crown Copyright 2006. License Number AC0000861732

Proposal 8 Whithaven Traffic Regulation Order Rutland Avenue Whitehaven

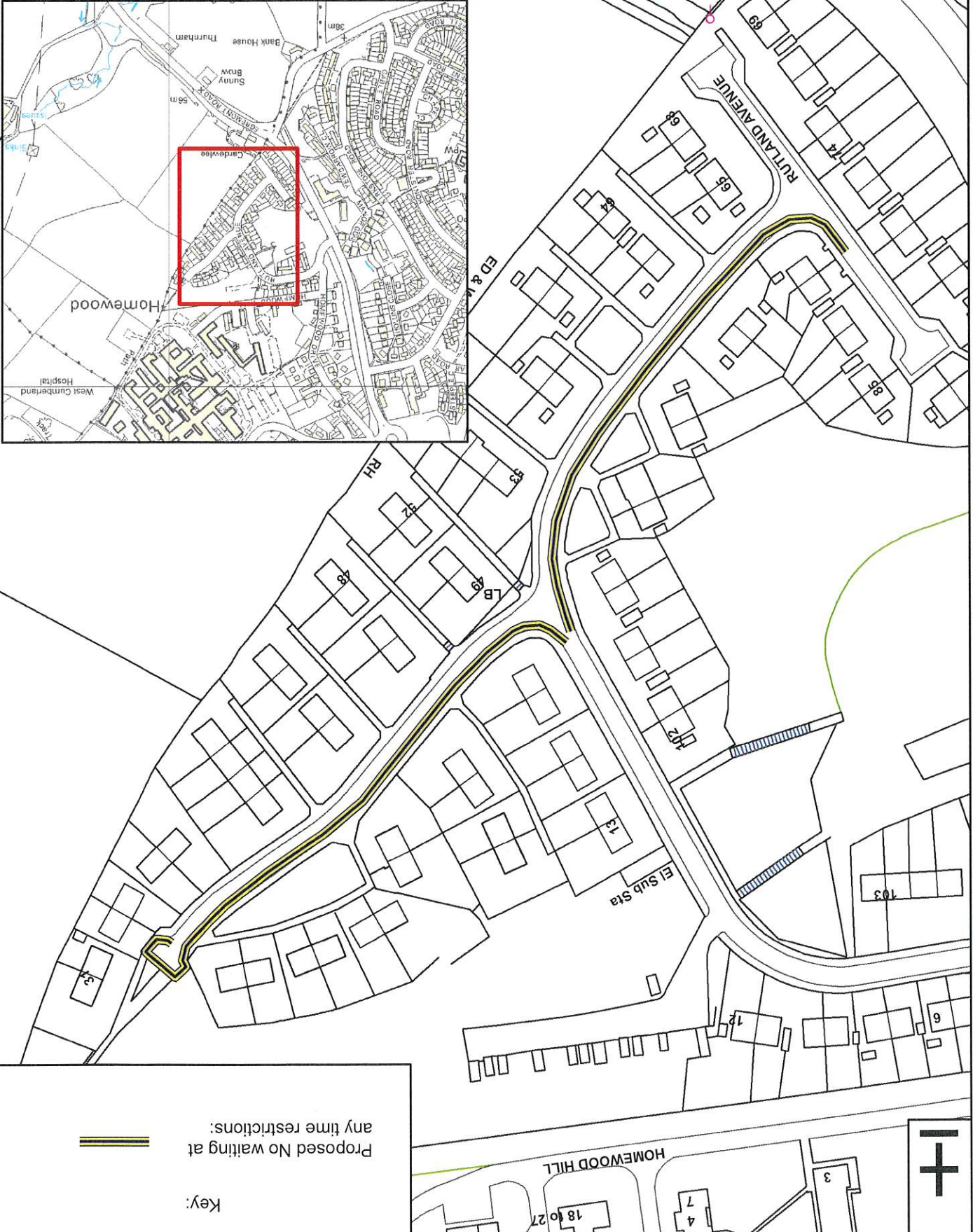
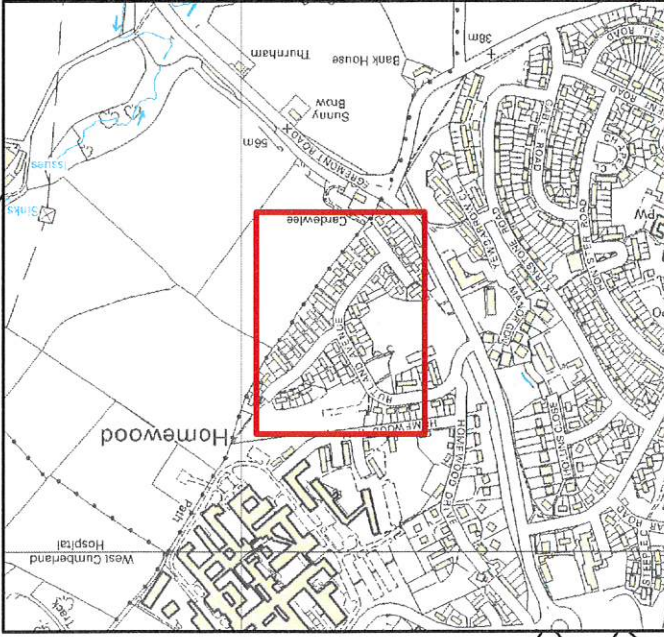


Drawing No: W08AM00

Drawn By: BC

Scale: NTS

Date: 23/08/2023



Key:
Proposed No waiting at any time restrictions:



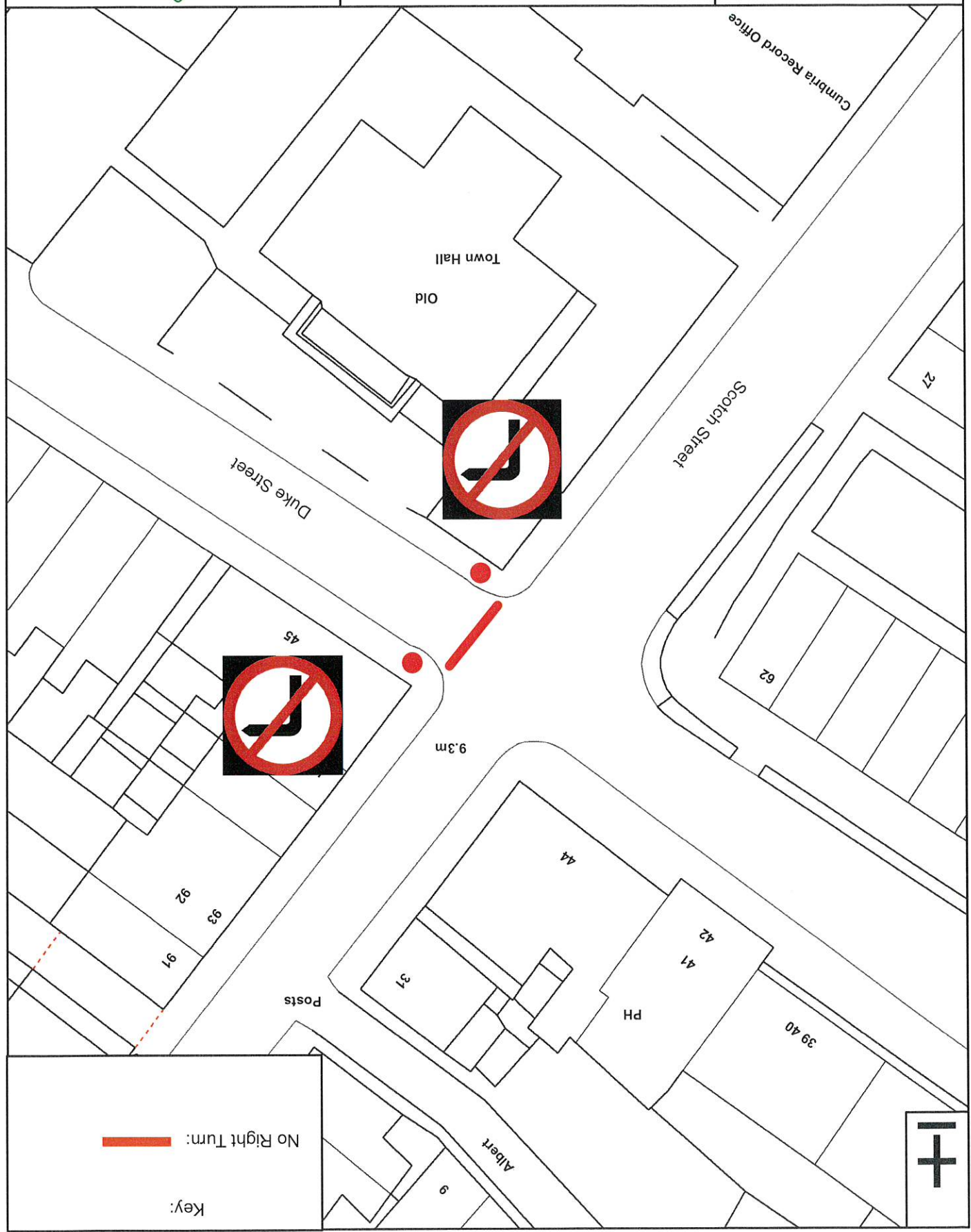
This produce includes mapping data licensed from Ordnance Survey. (c) Crown Copyright 2006. License Number AC0000861732

Proposal 9
Whithaven Traffic Regulation Order
Duke Street/Scotch Street Junction
Whithaven



Drawing No: W09AM00

Drawn By: BC
Scale: NTS
Date: 23/08/2023



No Right Turn:

Key:

Key:

Proposed School
Keep Clears Mon - Fri,
8am-6pm, Term
time only:



Proposal 10 Whitehaven Traffic Regulation Order Review Jericho Road Whitehaven

Drawing No: W10AM00

Drawn By: BC Scale: NTS

Date: 23/08/2023

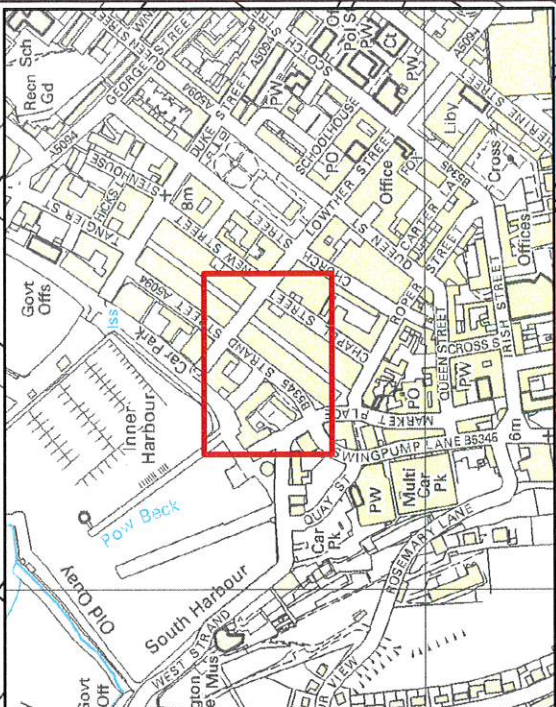
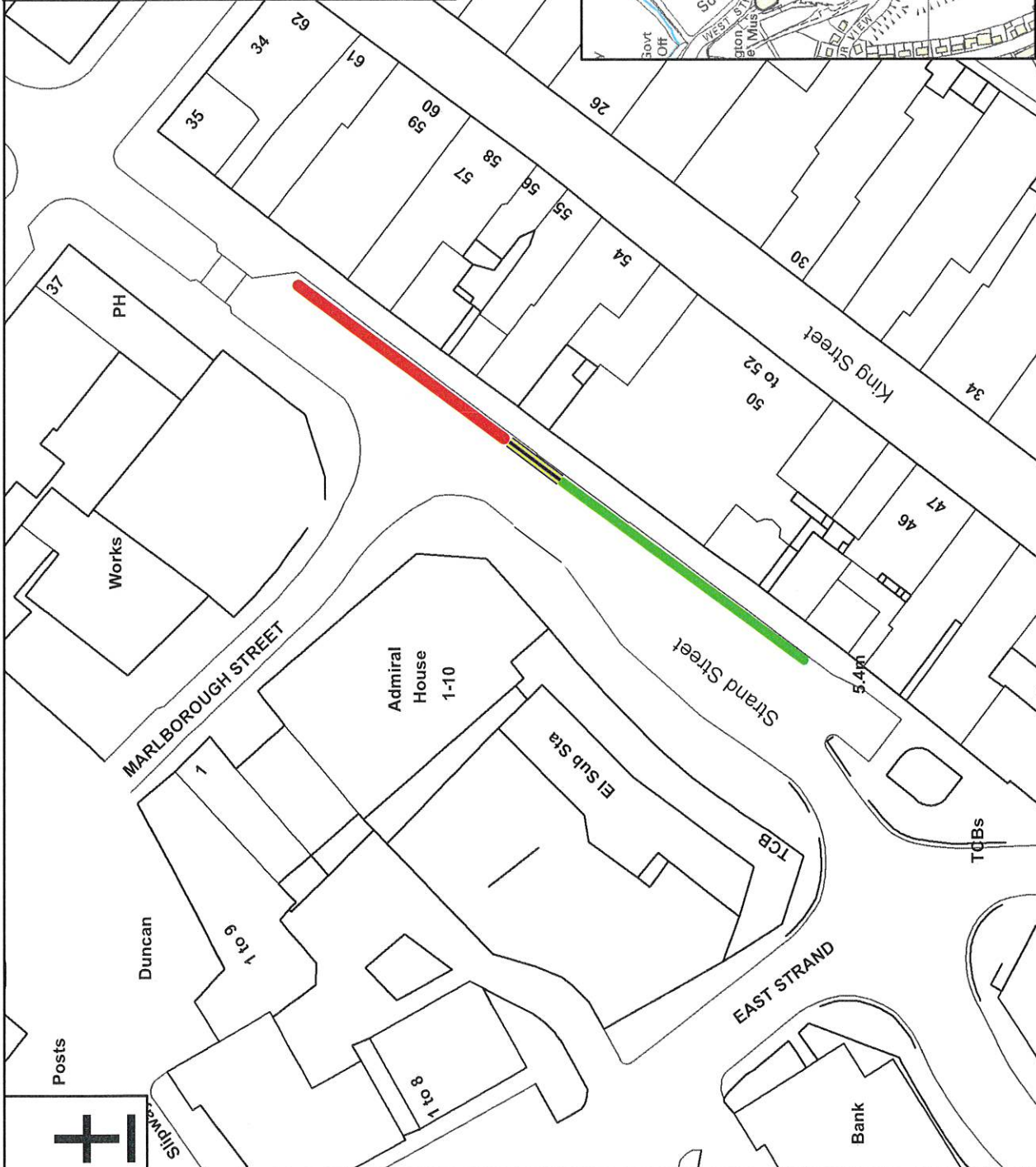
This produce includes mapping data
licensed from Ordnance Survey. (c) Crown
Copyright 2006. License Number AC0000861732

Key:

Proposed Disc Parking Places,
Waiting Limited to 1 hour,
Return Prohibited within 1 hour,
Between 8.30am and 6.00pm
on any day other than a
Sunday (Permit Holders A Exempt)
places to replace Loading Bays:

Existing loading
only bays:

Proposed No
waiting at any time:



Proposal 11
Whitehaven Traffic Regulation Order Review
Strand Street
Whitehaven

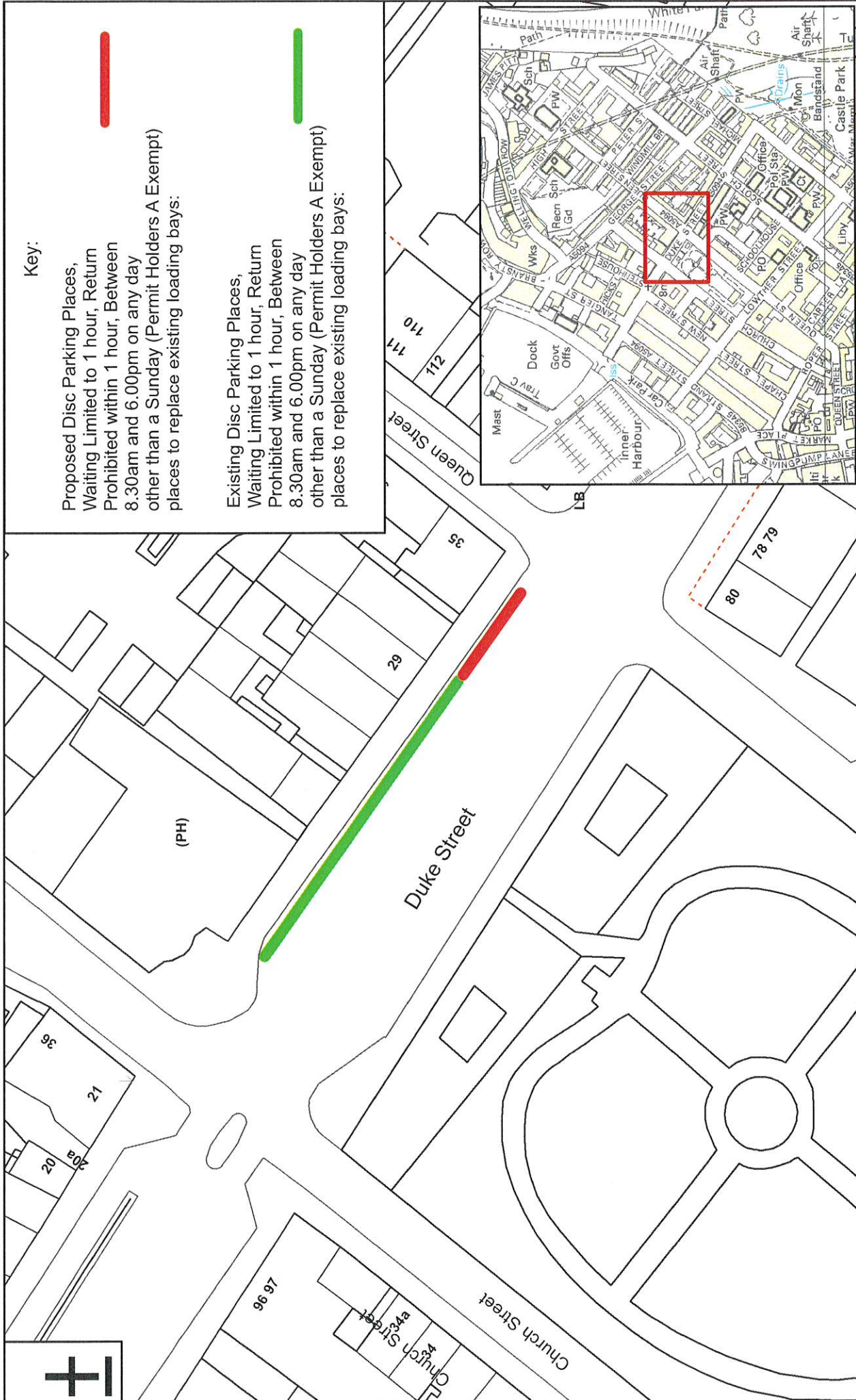
This produce includes mapping data
licensed from Ordnance Survey, (c) Crown
Copyright 2023. License Number AC0000861732

Drawing No: W11AM00

Drawn By: BC

Scale: NTS

Date: 23/08/2023



Key:

Proposed Disc Parking Places,
 Waiting Limited to 1 hour, Return
 Prohibited within 1 hour, Between
 8.30am and 6.00pm on any day
 other than a Sunday (Permit Holders A Exempt)
 places to replace existing loading bays:

Existing Disc Parking Places,
 Waiting Limited to 1 hour, Return
 Prohibited within 1 hour, Between
 8.30am and 6.00pm on any day
 other than a Sunday (Permit Holders A Exempt)
 places to replace existing loading bays:

Proposal 12
Whitehaven Traffic Regulation Order Review
Duke Street
Whitehaven

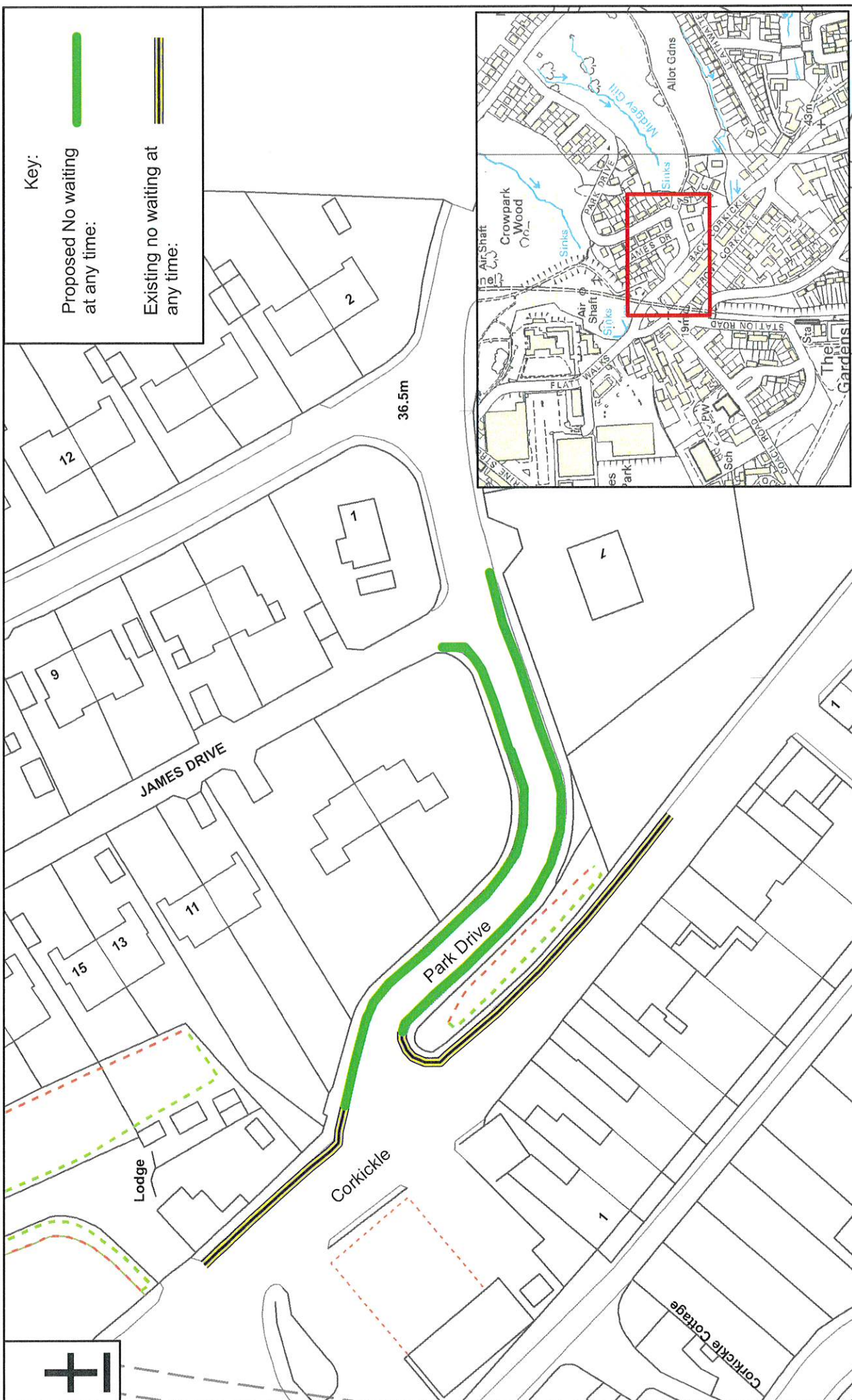


Drawing No: W12AM00


Drawn By: BC Scale: NTS


Date: 23/08/2023

This produce includes mapping data
 licensed from Ordnance Survey. (c) Crown
 Copyright 2006. License Number AC0000861732



Key:

Proposed No waiting at any time: 

Existing no waiting at any time: 



Proposal 13
Whitehaven Traffic Regulation Order Review
Park Drive
Whitehaven

This produce includes mapping data licensed from Ordnance Survey. (c) Crown Copyright 2023. License Number AC0000861732

Drawing No: W13AM00

Drawn By: BC

Scale: NTS

Date: 23/08/2023

This produce includes mapping data licensed from Ordnance Survey. (c) Crown Copyright 2023. License Number AC0000861732

Proposal 14
Whitehaven Traffic Regulation Order
Whitehaven
Irt Avenue



Drawing No: W14AM00

Drawn By: BC

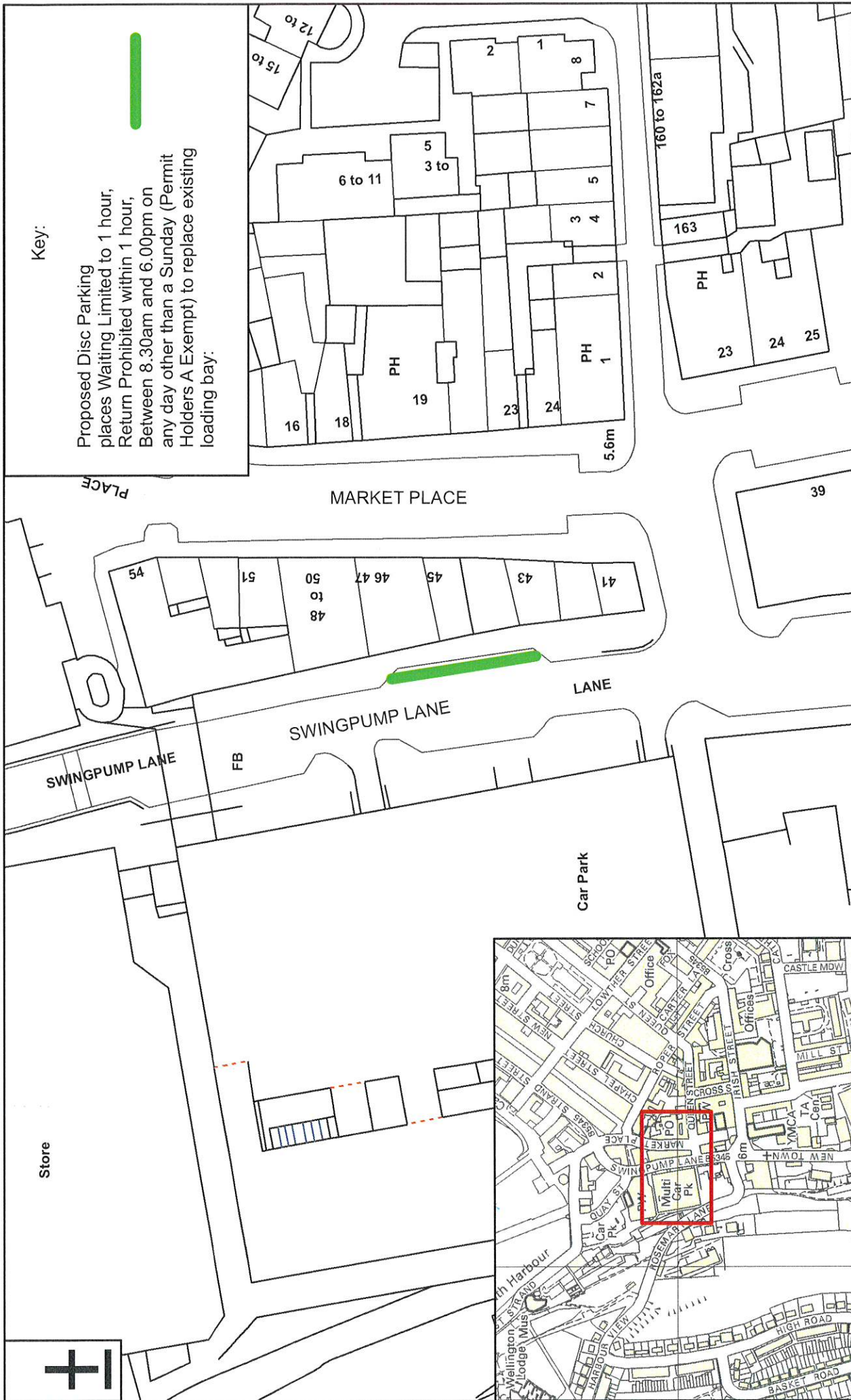
Scale: N/A

Date: 31/08/2023



Key:
Existing 'No waiting' at any time restrictions:
Extension of 'No waiting' at any time restrictions:





Key:

Proposed Disc Parking places Waiting Limited to 1 hour, Return Prohibited within 1 hour, Between 8.30am and 6.00pm on any day other than a Sunday (Permit Holders A Exempt) to replace existing loading bay:



Proposal 15
Whitehaven Traffic Regulation Order Review
Swingpump Lane
Whitehaven

Drawing No: W15AM00

Scale: NTS

Date: 23/08/2023

This produce includes mapping data licensed from Ordnance Survey. (c) Crown Copyright 2006. License Number AC0000861732





Key:

Proposed No waiting
at any time restrictions:



13

17

20

St John's

Court

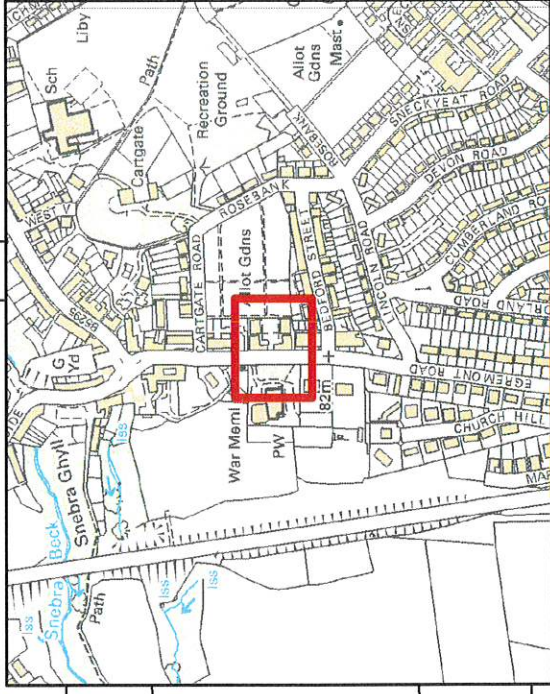
EGREMONT ROAD

1

4

6

3



Proposal 16 Whitehaven Traffic Regulation Order Review St Johns Court Whitehaven



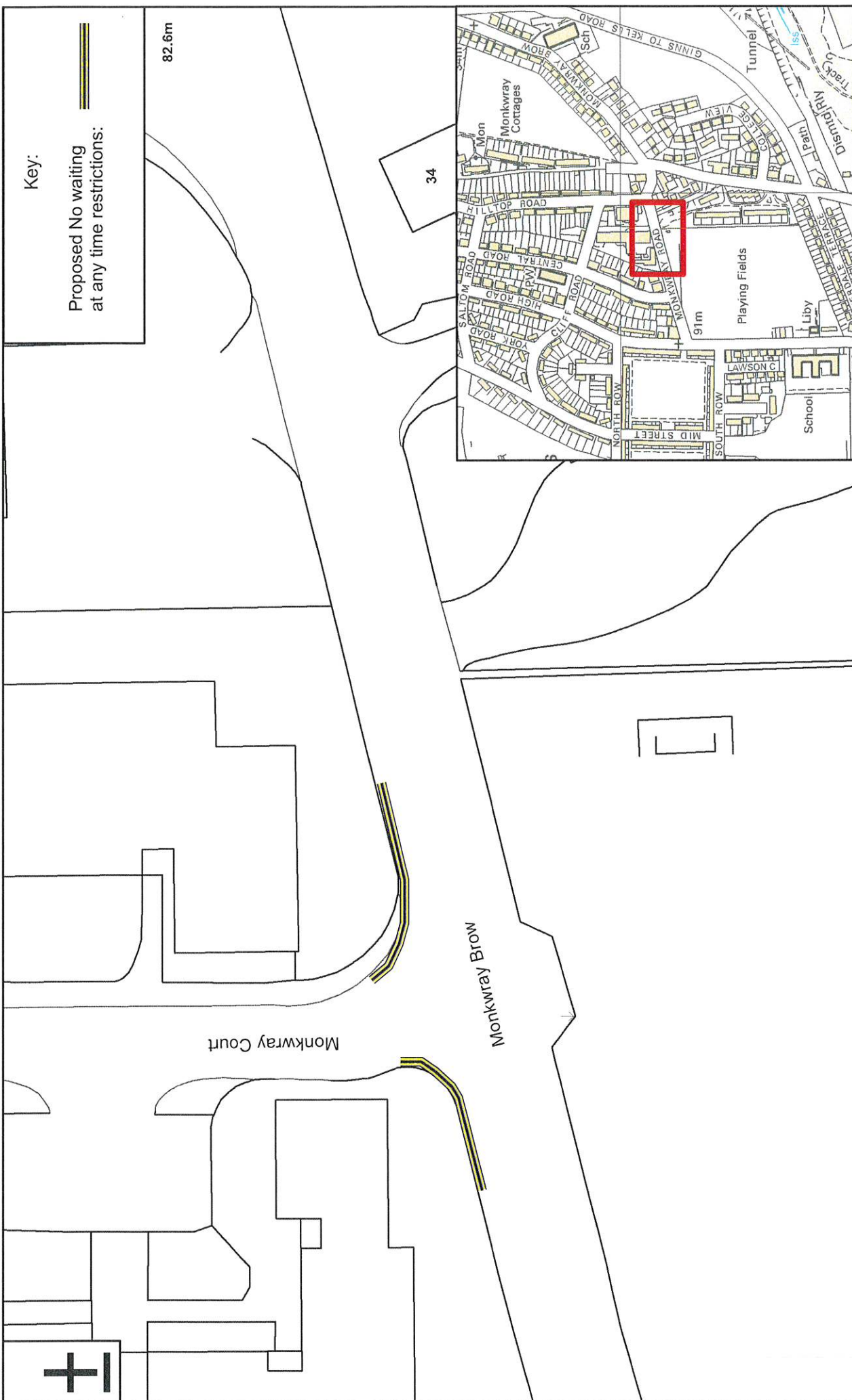
Drawing No: W16AM00

Drawn By: BC

Scale: NTS

Date: 23/08/2023

This produce includes mapping data
licensed from Ordnance Survey. (c) Crown
Copyright 2023. License Number AC0000861732



Cumberland Council

Drawing No: W18AM00

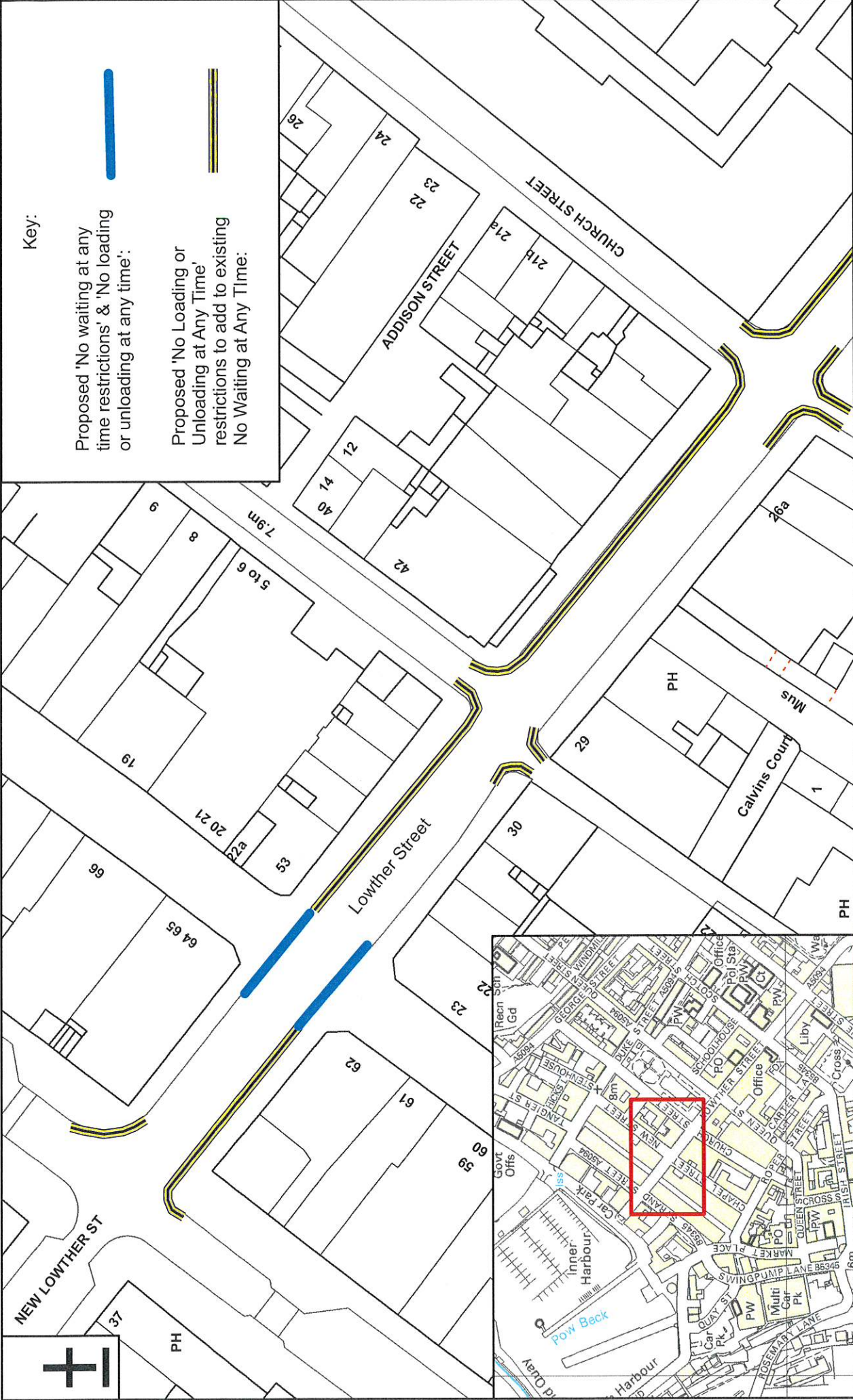
Drawn By: BC

Scale: NTS

Date: 23/08/2023

Proposal 17
Whitehaven Traffic Regulation Order Review
Monkway Court
Whitehaven

This produce includes mapping data licensed from Ordnance Survey. (c) Crown Copyright 2023. License Number AC0000861732



Key:

Proposed 'No waiting at any time restrictions' & 'No loading or unloading at any time':

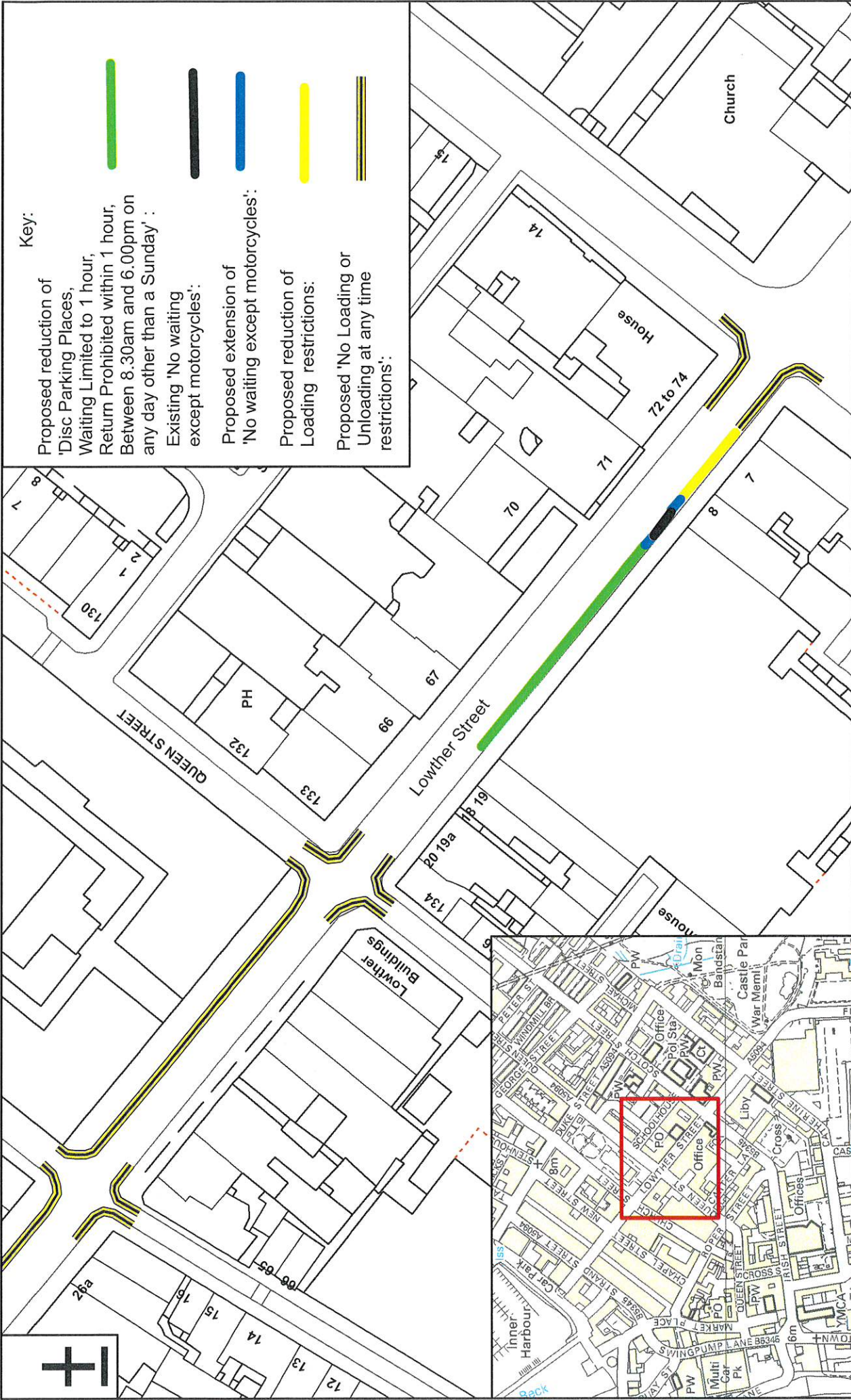
Proposed 'No Loading or Unloading at Any Time' restrictions to add to existing No Waiting at Any Time:








Proposal 19 Whitehaven Traffic Regulation Order Review Lowther Street Part 1 Whitehaven

Drawing No: W20AM00
 Drawn By: BC
 Scale: NTS
 Date: 23/08/2023

This produce includes mapping data licensed from Ordnance Survey. (c) Crown Copyright 2023. License Number AC0000861732



Key:

- Proposed reduction of 'Disc Parking Places, Waiting Limited to 1 hour, Return Prohibited within 1 hour, Between 8.30am and 6.00pm on any day other than a Sunday': 
- Existing 'No waiting except motorcycles': 
- Proposed extension of 'No waiting except motorcycles': 
- Proposed reduction of Loading restrictions: 
- Proposed 'No Loading or Unloading at any time restrictions': 

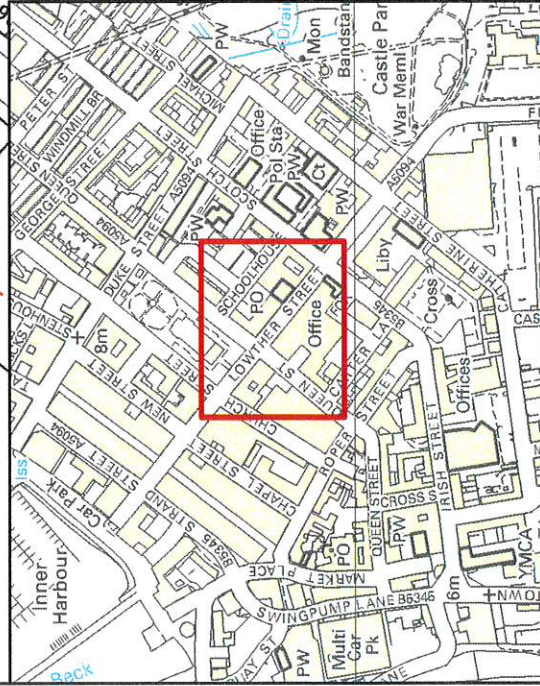


Proposal 19 Whitehaven Traffic Regulation Order Review Lowther Street Part 2 Whitehaven

Drawing No: W19AM00

Drawn By: BC Scale: NTS

Date: 23/08/2023



This produce includes mapping data licensed from Ordnance Survey, (c) Crown Copyright 2023. License Number AC0000861732



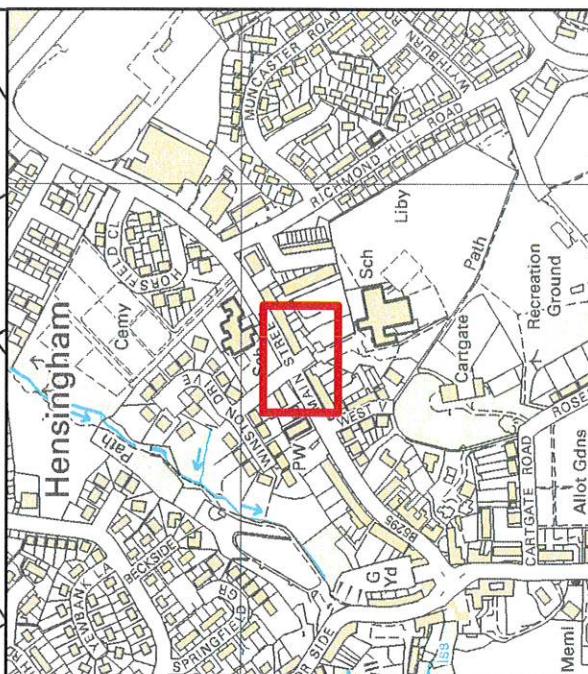
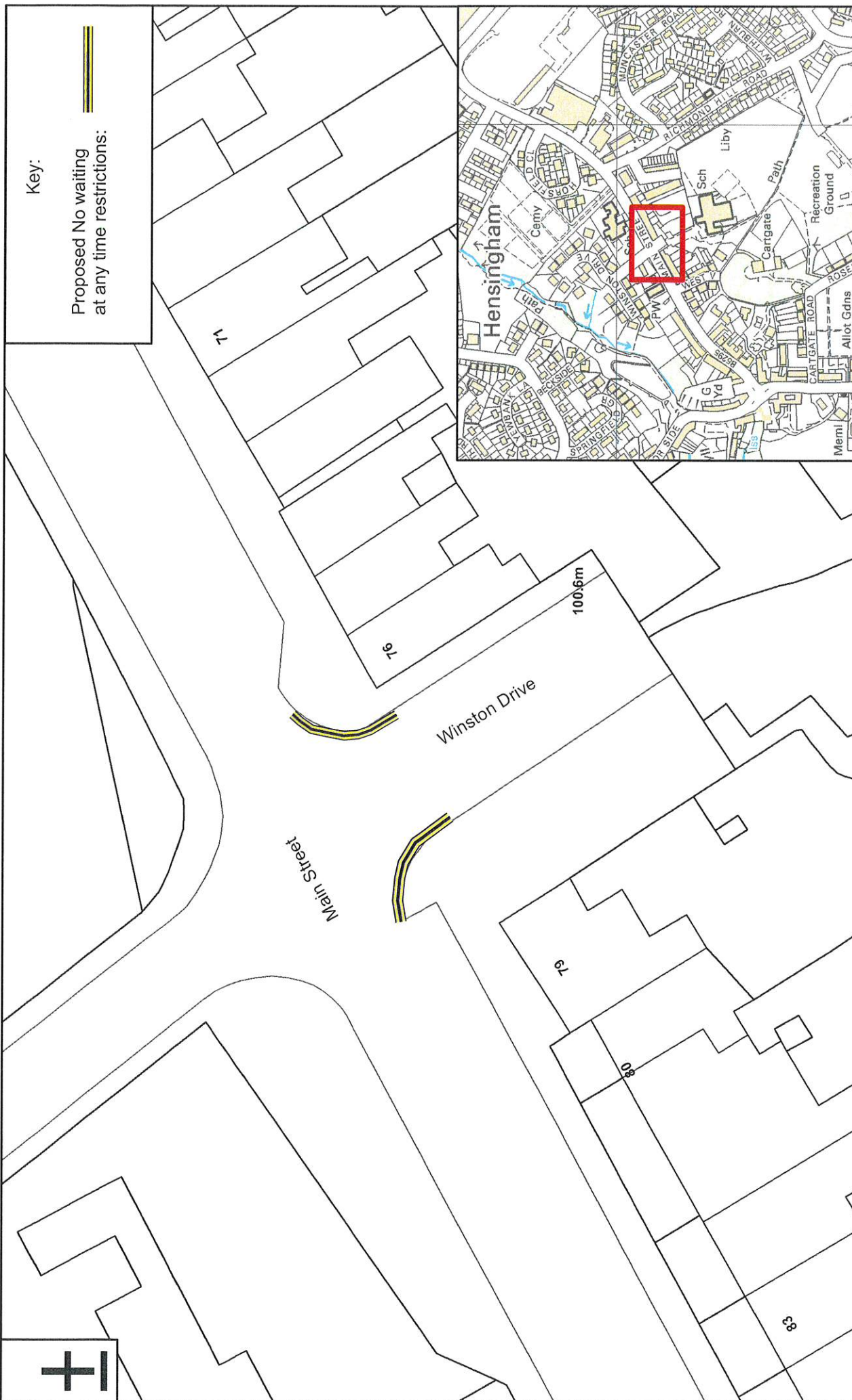
**Proposal 20
Whitehaven Traffic Regulation Order Review
Market Place
Whitehaven**

Drawing No: W21AM00

Drawn By: BC Scale: NTS

Date: 23/08/2023

This produce includes mapping data licensed from Ordnance Survey, (C) Crown Copyright 2006. License Number AC0000861732



Key:

Proposed No waiting
at any time restrictions:



Proposal 20
Whitehaven Traffic Regulation Order Review
Winston Drive
Whitehaven



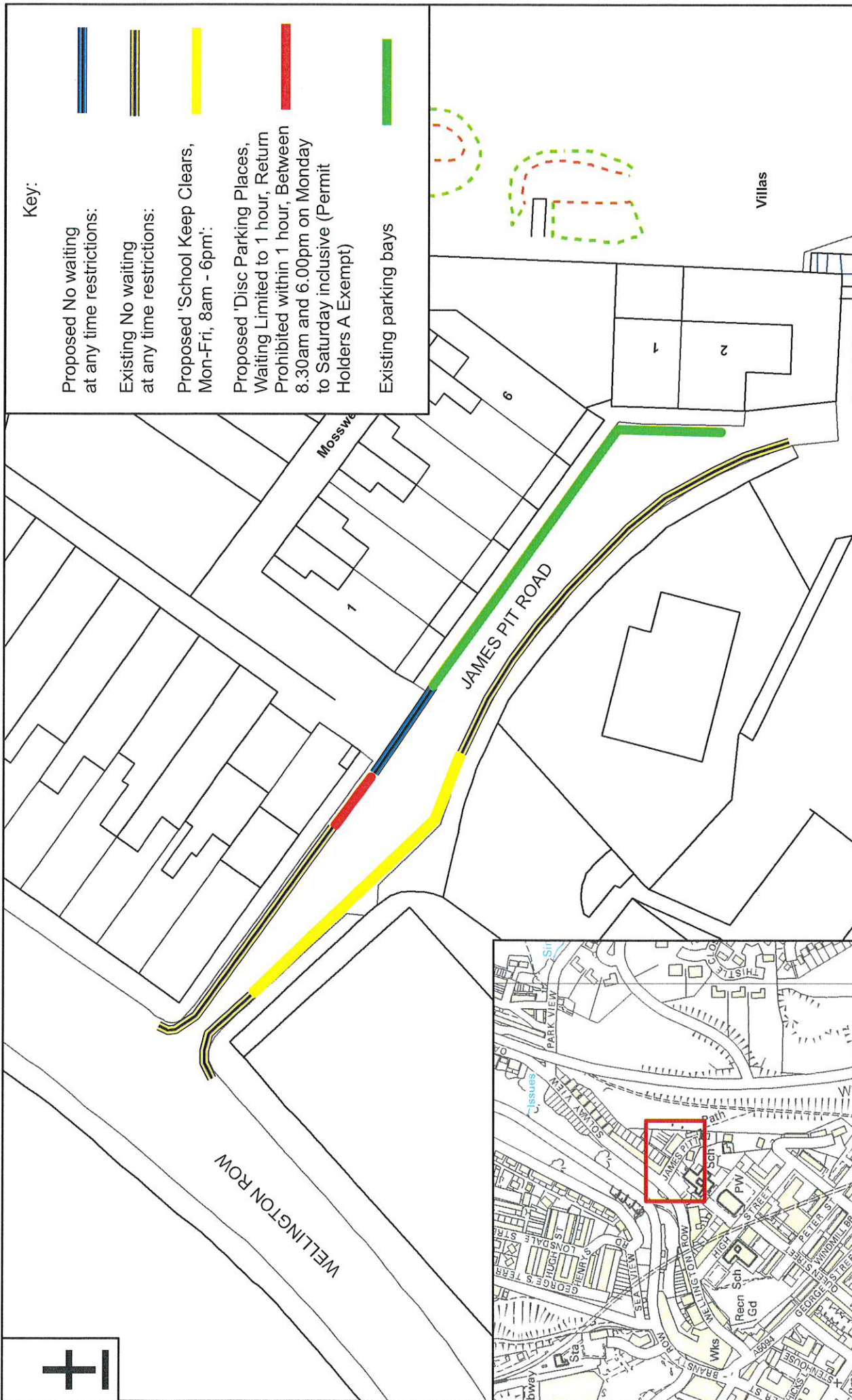
Drawing No: W20AM00

Drawn By: BC

Scale: NTS

Date: 23/08/2023

This produce includes mapping data
licensed from Ordnance Survey. (c) Crown
Copyright 2023. License Number AC0000861732



Cumberland Council

Drawing No: W21AM00

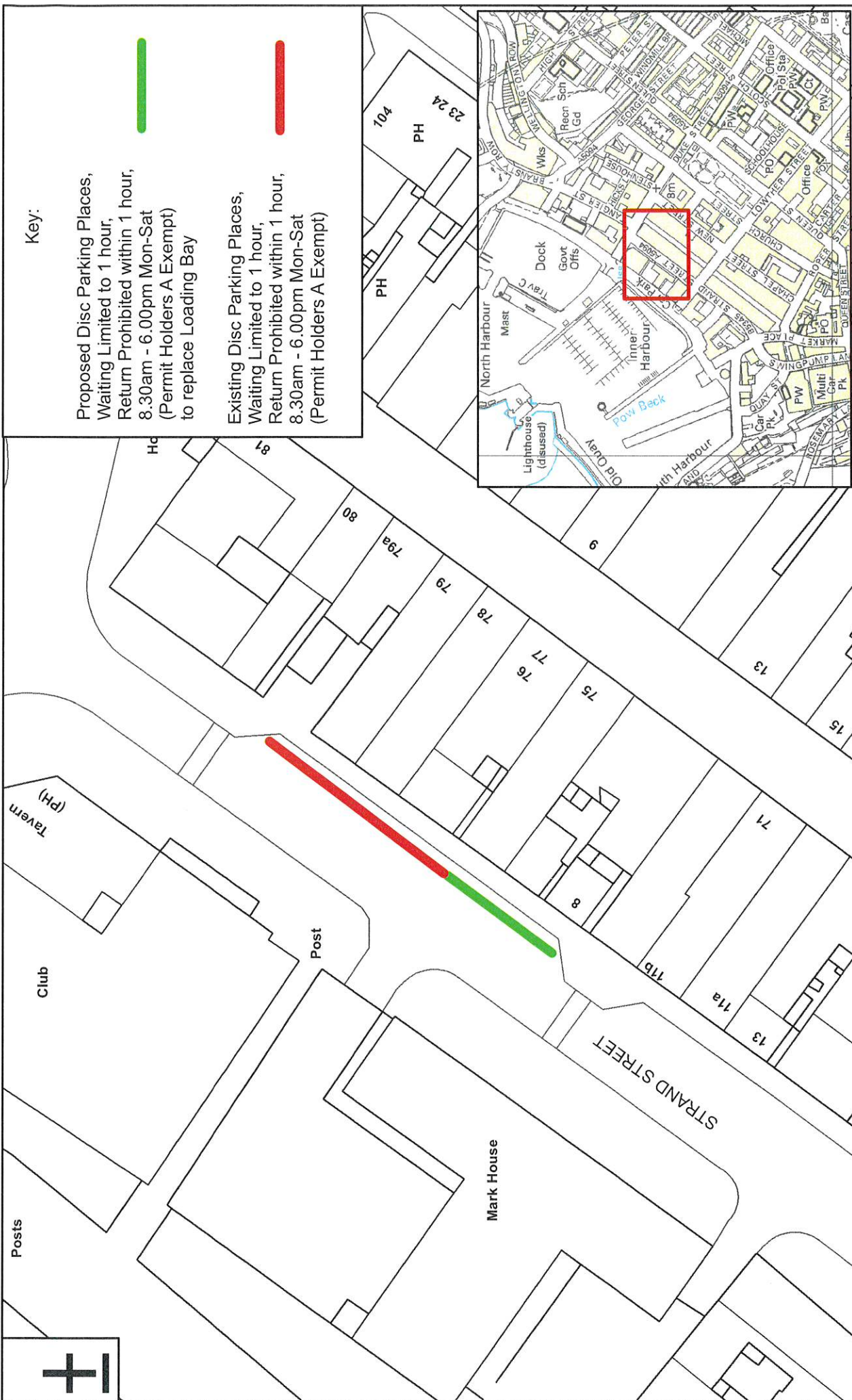
Drawn By: BC

Scale: NTS

Date: 23/08/2023

Proposal 21
Whitehaven Traffic Regulation Order Review
James Pit Road
Whitehaven

This produce includes mapping data licensed from Ordnance Survey. (c) Crown Copyright 2023. License Number AC0000861732



Key:

Proposed Disc Parking Places,
 Waiting Limited to 1 hour,
 Return Prohibited within 1 hour,
 8.30am - 6.00pm Mon-Sat
 (Permit Holders A Exempt)
 to replace Loading Bay

Existing Disc Parking Places,
 Waiting Limited to 1 hour,
 Return Prohibited within 1 hour,
 8.30am - 6.00pm Mon-Sat
 (Permit Holders A Exempt)



**Proposal 22
 Whitehaven Traffic Regulation Order Review
 Strand Street
 Whitehaven**

This produce includes mapping data
 licensed from Ordnance Survey. (C) Crown
 Copyright 2023. License Number AC0000861732

Drawing No: W22AM00

Drawn By: BC

Scale: NTS

Date: 23/08/2023



Key:

Proposed 'Loading and Unloading Areas for Business Purposes only Between 8.30am and 6.00pm on any day other than a Sunday' to replace
 'Loading and Unloading Areas for Goods Vehicles Between 8.30am and 6.00pm on any day other than a Sunday'



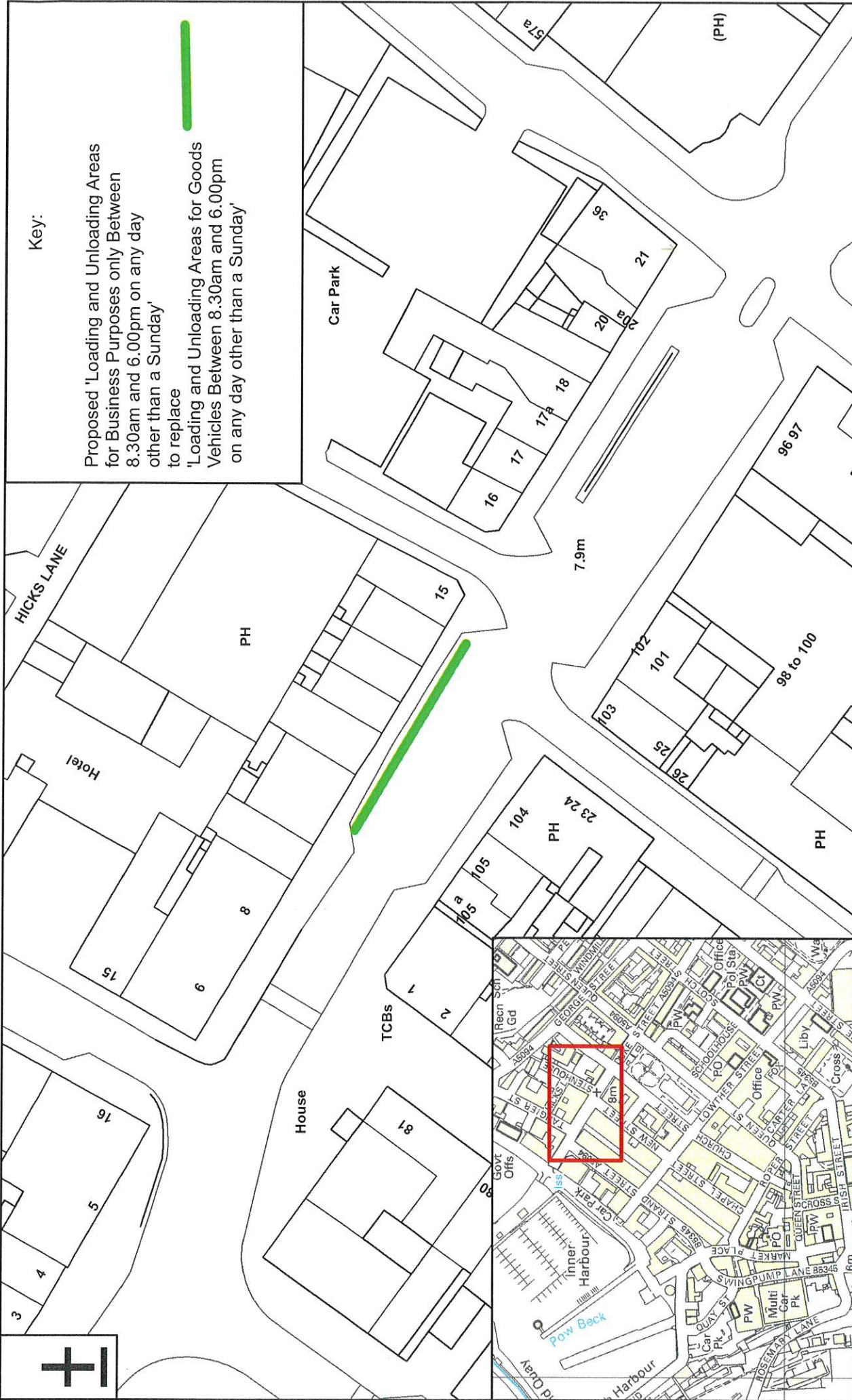
Proposal 23
Whitehaven Traffic Regulation Order Review
Lowther Street Loading Bays
Whitehaven

Drawing No: W23AM00

Drawn By: BC Scale: NTS

Date: 23/08/2023

This product includes mapping data licensed from Ordnance Survey. (c) Crown Copyright 2023. License Number AC0000861732



Key:

Proposed 'Loading and Unloading Areas for Business Purposes only Between 8.30am and 6.00pm on any day other than a Sunday' to replace 'Loading and Unloading Areas for Goods Vehicles Between 8.30am and 6.00pm on any day other than a Sunday'



Proposal 24
Whitehaven Traffic Regulation Order Review
Duke Street Loading Bay
Whitehaven

Drawing No: W24AM00
 Drawn By: BC
 Scale: NTS
 Date: 23/08/2023

This produce includes mapping data licensed from Ordnance Survey. (c) Crown Copyright 2023. License Number AC0000861732