

WHITEHAVEN TOWN COUNCIL

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

To: Members of Whitehaven Town Council

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

Signed.....*Marlene Jewell*..... Dated.....*21st October 2022*.....
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 29th September 2022

5. Minutes of the Extraordinary Council Meeting held on 18th October 2022

6. Planning Applications

7. Finance Report

8. Quote from Cumbria Media

9. Quote for Summer plants

10. Quote from Localiq for Summer Fair

11. Quote for St Nicholas Gardens for 2023/24 – to follow

12. Quote for extra Grass Cutting in cemetery 2023/24

13. Allotments

**14. Concerns about the level of service provided to the people of Whitehaven by
GP Practices and Dentists**

15. Councillor Ward Matters

16. Date, Time and Place of Next Council Meeting

WHITEHAVEN TOWN COUNCIL

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

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

M. Jewell, Clerk and Responsible Financial Officer

V Gorley, Assistant Clerk

Gerard Richardson

Press

2092/22 **Apologies for Absence**

Apologies for absence were received from:-

Councillor R Redmond

Personal

Councillor G Roberts

CCC Meeting

It was proposed by Councillor Gill and seconded by Councillor Carr that the apologies for absence be accepted and noted. A vote was held and it was unanimously

RESOLVED – That the apologies for absence be accepted and noted

2093/22 **Declarations of Interest**

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

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

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

2094/22 **Public Participation**

There was no public participation

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

It was proposed by Councillor Gill and seconded by Councillor Hayes that the Minutes of the Council Meeting held on 25th August be approved and signed by the Chairman as a correct record. A vote was held and 7 Councillors voted for the proposal and 1 Councillor abstained.

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

2096/22 **Planning Applications**

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

It was proposed by Councillor O’Kane and seconded by Councillor Hayes that CBC be informed that following consideration of the Planning Applications on Schedule 1 the Council had no representations to make
A vote was held and it was unanimously

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

2097/22 **Finance Report**

The Council considered a Finance Report.

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

Tall Ship La Malouine	£300.00
PHP Architects	£4,726 for Stage 4 Tech Design and travelling expenses
Online Systems	£72.00 Transfer IT Services
St James Comm. Centre	£15.00 for 1 hour room hire

It was proposed by Councillor Hayes and seconded by Councillor Gill that the invoices on Appendix 1 plus the 4 additional invoices listed above be approved and paid. A vote was held and it was unanimously

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

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

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

2098/22 Traders Christmas Market Enhancement

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

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

Gerard Richardson left the Meeting and did not return

2099/22 Christmas Lights Switch On

Councillor Maudling declared an interest

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

- i. The proposed date was 20th November 2022. However due to the uncertainty at this late stage of obtaining the necessary Road Closure Order from CCC for Lowther Street it was agreed to change both the date and the venue to Saturday 19th November 2022 in the Market Place, Whitehaven between 1.00pm and 6.00pm.
- ii. 3 quotes had been taken from suppliers for the hire of a stage and sound system. 1 supplier did not quote and the other 2 quotes were as follows
Supplier 1 - £3,500.00 plus VAT
Supplier 2 - £1,060.00 plus mileage of £192.00
It was proposed by Councillor Gill and seconded by Councillor O'Kane that the quote from Supplier 2 in the sum of £1,060.00 plus mileage of £192 be accepted. A vote was held and it was unanimously

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

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

RESOLVED – that the quote from CFM in the sum of £1,570 plus VAT be accepted

- iv. Three quotes had been sought for a generator to service the stage and sound system as follows
Supplier 1 £240 but the supplier did not work weekends so would want to deliver it to the Council on the Friday and pick it up the following Monday
Supplier 2 £200 including delivery and collection on the day
Supplier 3 £190 including delivery and collection on the day
It was proposed by Councillor Gill and seconded by Councillor Maudling that the quote from Supplier 3 be accepted. A vote was held and it was unanimously

RESOLVED - That the quote from Supplier 3 be accepted.

- v. Top -up Council Insurance for the event was £224.00 and this was approved.
- vi. ABBA Tribute Group. Two quotes had been received as follows
Supplier 1 £1,300.00 including £100 booking fee
Verbal quote of between £800.00 to £1,200
It was proposed by Councillor G Dinsdale and seconded by Councillor Gill that the Council books an available ABBA Tribute Group costing between £800 and £1200 including any booking fee. A vote was held and it was unanimously

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

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

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

viii. The following points were noted

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

2100/22 Quotes for Marquees

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

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

Company B gave quotes for all sizes of marquees and flooring but not for chairs or trestle tables and charged for delivery

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

RESOLVED – That the quote from Company A be accepted.

2101/22 Quotes for Security for Events in 2023

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

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

2102/22 Quote for Advertising in The Cumbria Guide

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

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

2103/22 Quotes for Appointment of Internal Auditor

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

Quote A	£250.00 plus milage at 45p per mile
Quote B	£550.00

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

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

2104/22 Former Editors Office

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

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

2105/22 Remembrance Sunday

The Council considered a report on the preparations for Remembrance Sunday

and considered several proposals.

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

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

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

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

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

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

2106/22 Allotments

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

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

Company A quoted £580.00 plus VAT

Company B quoted £975.00 plus VAT

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

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

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

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

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

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

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

Councillor Rayson left the Meeting and did not return

2107/22 Quotes for Replacement Bulbs for Festoon

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

Supplier A	did not stock this voltage
Supplier B	£897.00 + £15.00 delivery + VAT
Supplier C	£780.00 + £15.00 delivery + VAT
Supplier D	£897.00 + delivery charge + VAT

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

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

2108/22 Street Name and Numbering

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

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

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

2109/22 Recommendations from Policy and Resources and Finance Committee

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

RESOLVED – That the recommendations made be approved.

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

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

PROPOSED EVENTS:-

COST

1. CUMBRIAN TRADERS DAYS

- (i) Leyland Bus Event (date to be determined)

RECOMMENDED – APPROVAL SUBJECT TO FULL DETAILS BEING PRESENTED TO FULL COUNCIL WHEN AVAILABLE

- (ii) Friday 26th May 2023 (Spring Bank Holiday Weekend)

Marquee Hire x 2
Approx £2,295.00
2 security guards
8.00pm to 6.00am
£350.00

RECOMMENDED - APPROVAL

- (iii) Thursday 29th June 2023 – Science shows

Marquee Hire x 2
Approx £2,295.00
Flooring Approx
£545.00

Chair hire £1.50
each
Trestle table
£6.50 each
2 security guards
7.00pm to 6.00am
£385.00

RECOMMENDED – APPROVAL

(iv) Friday 30th June 2023 – Traders Market

No extra marquee
charge – included
in above cost
2 security guards
8.00pm to 6.00am
£350.00

RECOMMENDED – APPROVED

(v) Friday 30th June 2023 – Antiques Market

Marquee Hire x1
Approx £800.00

RECOMMENDED - APPROVAL

(vi) 28th July 2023

Marquee Hire x 2
Approx £2,295.00
2 security guards
8.00pm to 6.00am
£350.00

RECOMMENDED - APPROVAL

(vii) Friday 25th August 2023

Marquee Hire x 2
Approx £2,295
2 security guards
8.00pm to 6.00am
£350.00

RECOMMENDED - APPROVAL

(viii) Friday 8th December 2023 Enhanced Christmas Market

Marquee Hire x 2
Approx £2,295.00
2 security guards
7.00pm to 6.00pm
£385

RECOMMENDED - APPROVAL

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

RESOLVED - That Events numbered 1 (i) –(viii) above be approved.

2. WHITEHAVEN SUMMER FAIR

(i) Thursday 20th to Sunday 23rd July 2023 for Continental Market and Taylors Fair on Harbour

RECOMMENDED - APPROVAL

(ii) Thursday 20th to Sunday 23rd July in St Nicholas Gardens bouncy castles for children and possibly an ice cream stall

RECOMMENDED - APPROVAL

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

RECOMMENDED - APPROVAL

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

RECOMMENDED - APPROVAL

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

RECOMMENDED - APPROVAL

(vi) Street Theatre for 2 days on the Friday and Saturday at a cost of approx. £1500

RECOMMENDED - APPROVAL

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

Alternatively the Council could either take the sponsorship on or split the cost and the days. The cost of hiring the bus is estimated at approx. £1500 plus approx £300 for refreshments for guests.

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

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

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

3. TALL SHIP EVENT IN AUGUST 2023

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

The costs of this are estimated as follows:-

2 security guards for 2 nights security from 8.00pm to 6.00am –
£350.00

£200 for Whitehaven Brass Band

£400 for sea shanties

Dancers for the Hornpipe – no charge use local schools

RECOMMENDED – APPROVAL

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

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

4. MARKETING BUDGET AND SCHEDULE

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

RECOMMENDED - APPROVAL

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

RECOMMENDED - APPROVAL

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

RECOMMENDED - APPROVAL

- (v) Facebook – Recommended that £400 for the year to enhance and promote selected TC posts in bundles of £50

RECOMMENDED – APPROVAL AND THAT THIS BE LINKED WITH INSTAGRAM

- (vi) CFM – recommended that spend approx. £1500 for a good one week spread prior to the fair

RECOMMENDED - APPROVAL

- (vii) Gerard is happy to donate £300 of the local books for the Council to offer to BBC Cumbria if they would like to do some giveaways while monitoring our events

NOTED

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

RECOMMENDED - APPROVAL

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

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

2111/22

Concerns about the Level of Service provided to the people of Whitehaven by GP Practices and Dentists

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

Councillor Roberts had also informed the Clerk that he had recently attended Allerdale Borough Council's Overview and Scrutiny Committee Meeting and that the finalised report by their Task and Finish Group on this issue would be presented to their next meeting on 14th October 2022 which Councillor Roberts would be attending and would be reporting back to the Council on the result. There were no decisions made as these were information items.

2112/22

Councillor Ward Matters

- i. Councillor Hayes said there had been a problem with rats on Kells but that CBC was on the case
- ii. Councillor Gill said that after years and years he had been working closely with County Councillor Mike Hawkins regarding the roads and that the work was going to be done this financial year
- iii. Councillor E Dinsdale said that he had been updated by a resident and that the light issue was going to be resolved in the second week in October.
- iv. Councillor E Dinsdale said there were issues around recycling dates and the dates for collection constantly being broken
- v. Councillor Maudling complained about the lack of Post Office service in Whitehaven and said this Saturday WH Smiths had not been open at all and the previous Saturday it had closed at 12 noon and that this had been going on for some time and asked if the Town Council could send a message to the powers that be
- vi. Councillor O'Kane said that the situation at St James School is a typical thing of all primary schools in our area. He said at the bottom of Victoria Road it was horrendous and that he had put a formal complaint in to CCC to ask CCC to look at the situation at ST James. He said he had seen a Traffic Warden in town and had asked him to go up to St James at around 3.00pm but the Traffic Warden said he could not because in Whitehaven Traffic Wardens had to go around in pairs. Councillor O'Kane said that this cuts down the effectiveness of Traffic Wardens in Town. He said he had received an email from CCC to say the matter was closed. Councillor O'Kane referred to the need for a meeting with the Local Committee which was now urgent because next month there would be a full review for Whitehaven and he said the whole town needed a complete review and unless the Council did something nothing would get done. Councillor O'Kane said the Council must meet with the Local Committee. Councillor Maudling said the Council would ask for an urgent meeting

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

- vii. Councillor O’Kane said that the hedges at Bleach Green had still not been cut and were a disgrace.
- viii. Councillor G Dinsdale referred to the allotment site at Cartgate and said it had lots of trees growing out of the hedges. The Assistant Clerk said they were cut twice a year but that she would ask the Rangers to have a look at it.

2113/22 Date Time and Place of next Meeting

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

The Meeting closed at 8.00pm

Chairman

WHITEHAVEN TOWN COUNCIL

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

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

M. Jewell, Clerk and Responsible Financial Officer

V Gorley, Assistant Clerk

Member of the public

2114/22 Apologies for Absence

Apologies for absence were received from:-

Councillor J Rayson	Personal
Councillor J Carr	Work Commitments
Councillor C Walmsley	Work Commitments
Councillor E Dinsdale	Family Commitment
Councillor G Dinsdale	Family Commitment

It was proposed by Councillor Gill and seconded by Councillor Hayes that the apologies for absence be accepted and noted. A vote was held and it was unanimously

RESOLVED – That the apologies for absence be accepted and noted

2115/22 Declarations of Interest

Councillor Roberts declared that he was a member of CCC

2116/22 Public Participation

There was no public participation

2117/22 Christmas Switch on Event

Councillor O’Kane came into the Meeting

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

- i. The event will be held on 19th November 2022
- ii. The Times have had to be changed from 1pm to 6.00pm to 12 noon to 5.00pm as CCC had informed the Town Council that the road closure for the Market Place was 7.00am to 6.00pm and therefore the Market Place had to be cleared and open to vehicular traffic from 6.00pm
- iii. The stage and sound system had been booked
- iv. The CFM promotional package had been booked
- v. Councillor Maudling had booked an Abba Tribute Act called Abba Goldz duo comprising 2 girls at a total cost of £650.00
- vi. Councillor Maudling would be organising barriers for Roper Street and the top of the Market Place
- vii. The generator had been booked although we had to accept a higher quote of £200 as the contractor whose quote of £190.00 was approved by the Council subsequently informed us that they did not deliver or collect on a Saturday so the Council was asked to approve the additional expenditure of £10.00
- viii. Councillor Maudling would be arranging the local artistes who will be performing on stage and these would be included in the advertising/promotion of the event
- ix. 2 Security Guards had been booked from 10.00am to 5.00pm but those hours may have to be extended depending on what the Police say
- x. Taylors Fair had been organised for the harbour with the agreement of John Baker. We are waiting for details of the actual rides and details of insurance from Mr Taylor
- xi. Some local businesses in the Market Place had been informed and it is proposed to send a letter to them all
- xii. Councillor Maudling would be organising some extra volunteer stewards for the event
- xiii. The St Johns Ambulance had been contacted for first aid provision and an application form had been filled in and we are now waiting for a quote from them
- xiv. Risk Assessments were being prepared
- xv. A preliminary plan had been submitted to the SAG Group
- xvi. An Event Management Plan was being prepared for submission to SAG
- xvii. Following conversations with some shop owners it is proposed to move the location of the stage from the top of Market Place to outside and between the Copeland Offices and the Pharmacy.
- xviii. Councillor Maudling had arranged for 2 Christmas trees to be delivered to St Nicholas Gardens but the actual date of delivery was not known yet.

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

was unanimously

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

2118/22 **Remembrance Sunday**

The Council considered a report on increasing the number of food platters previously agreed (6) for Remembrance Sunday. It was proposed by Councillor O’Kane and seconded by Councillor Gill that the number of sandwich platters be increased from 6 to 14 for Remembrance Sunday. A vote was held and it was unanimously

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

2119/22 **Council Offices**

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

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

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

RESOLVED – That retrospective approval be given for the actions taken.

2120/22 **Bus Shelter**

The Council considered an update report on the damaged bus shelter at Main Street, Hensingham. A claim had been submitted to the Council’s insurers and payment was imminent. Stagecoach had informed the Council that this bus shelter was no longer used and a request from CCC’s Bus Infrastructure Officer had been received asking if the Town Council would consider funding a bus shelter outside the Independent Living Scheme for over 55s at Red Lonning. It was proposed by Councillor Hayes and seconded by Councillor Roberts that permission to install the bus shelter at Red Lonning be approved provided that permission is given by the land owner, the CCC Panel agree to it and if so that 3 quotes are sought from manufacturers and reported to full Council for consideration. A vote was held and it was unanimously

A vote was held and it was unanimously

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

2124/22 **Promoting the Town**

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

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

2125/22 **IN PRIVATE**

That prior to the following item of business the Chairman will move the following resolution:

That in view of the special or confidential nature of the business about to be transacted it is advisable in the public interest that the public and or press be instructed to withdraw. Councillor Hayes proposed this and Councillor Roberts seconded it. A vote was held and it was unanimously

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

2126/22 **Contract for 2 Operatives**

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

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

The Meeting closed at 6.30

Chairman

WTC 27/10/2022

Item 6

Planning Application for Consideration by Whitehaven Town Council

<u>Application Number</u>	<u>Detail</u>
4/21/2427/0B1	Consultation on Additional and Amended Information for Planning Application: VARIATION OF CONDITION 3 (HOURS OF OPERATION) IN RELATION TO PLANNING APPROVAL 4/17/2083/0F1 – CHANGE OF USE FROM STORAGE BUILDING (A1) TO CROSSFIT GYM (D2). ARGO FITNESS, COACH ROAD, WHITEHAVEN
4/22/2359/0F1	Consultation on Additional and Amended Information for Planning Application: ERECTION OF 40 DWELLINGS COMPRISING 24 NO. TWO BED BUNGALOWS, 4 NO. THREE BED BUNGALOWS AND 12 NO. TWO BED HOUSES AND ASSOCIATED EXTERNAL WORKS INCLUDING THE DEMOLITION OF 2 PAIRS OF SEMI-DETACHED HOUSES LAND AT FELL VIEW AVENUE AND WINDERMERE ROAD, WHITEHAVEN
4/22/2391/TPO	REDUCTION OF A MATURE COPPER TREE SITUATED WITHIN A CONSERVATION AREA MOSS BANK, BACK CORKICKLE, WHITEHAVEN
4/22/2397/0B1	VARIATION OF CONDITION 2 (PLANS – TO REMOVE DORMER WINDOW & REPLACE WITH MASONRY GABLE) OF PLANNING APPROVAL 4/22/2176/0F1 PROPOSED TWO STOREY EXTENSION TO PROVIDE ADDITIONAL LIVING ACCOMMODATION & GARAGE EXTENSION WITH BALCONY OVER 8 ASH GROVE, WHITEHAVEN

<u>Application Number</u>	<u>Detail</u>
4/22/2398/0F1	CONVERSION INTO SINGLE LUXURY DWELLING FORMER METHODIST CHURCH, LOWTHER STREET, WHITEHAVEN
4/22/2399/0L1	LISTED BUILDING CONSENT FOR WORKS ASSOCIATED WITH THE CONVERSION OF FORMER METHODIST CHURCH INTO SINGLE LUXURY DWELLING FORMER METHODIST CHURCH, LOWTHER STREET, WHITEHAVEN
4/22/2401/0F1	SINGLE STOREY EXTENSION 19 LEANDER CLOSE, WHITEHAVEN
4/22/2404/0B1	VARIATION OF CONDITION 2 (PLANS – ADDITION OF EXTERNAL DECKING & STEPS) OF PLANNING APPLICATION 4/21/2251/0F1 SINGLE STOREY SIDE EXTENSION 90 HOLLY BANK, WHITEHAVEN
4/22/2411/0F1	SINGLE STOREY SIDE EXTENSION & ALTERATIONS FOR GROUND FLOOR BEDROOM, EN-SUITE AND UTILITY ROOM WITH RAMPED ACCESS 49 BALMORAL ROAD, WHITEHAVEN

FINANCIAL REPORT

Purpose of the Report

Members are asked to consider a list of invoices for authorisation and payment as shown at Appendix 1 and approve the recommendations in paragraphs 3.1 and 3.2.

1.0 INTRODUCTION

- 1.1 Authorise the payment of all invoices as listed in Appendix 1.
- 1.2 The Council is asked to note the cashbook as reconciled with the bank account as shown at Appendix 2 together with income and expenditure at Appendix 3.

2.0 FINANCIAL POSITION

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

3.0 RECOMMENDATION

- 3.1 The invoices listed and shown in Appendix 1 be approved and authorised for payment.
- 3.2 The Cashbook (Appendix 2) and the Income and Expenditure (Appendix 3) be noted.

27/10/2022

Appendix 1

Invoices for Consideration by Whitehaven Town Council

Date	Supplier	Category	Detail	Total Amount	Power	Column1
25/09/2022	Eden Springs (UK) Ltd	Supplies & Services	Water Cooler Rental & Environmental Levy for water coolers (Oct 2022)	£ 8.16		s111 LGA 1972
30/09/2022	Armstrong Rhead Limited	Premises	100% fee for support planning and 30% fee for M&E Tender documentation	£ 2,745.00		s111 LGA 1972
30/09/2022	Copeland Borough Council	Premises	Room Hire - Beacon Portal - 2hrs on 29.09.2022	£ 84.00		s111 LGA 1972
01/10/2022	Mrs V Gorley	Employees & Allowances	Re-imbursment for purchase of toilet rolls	£ 4.99		s111 LGA 1972
03/10/2022	RBL Poppy Appeal	Events	3 x poppy wreaths with Town Council crest	£ 90.00		s137 LGA 1972
04/10/2022	Sandwich Man	Events	6 x sandwich platters to be served at reception following Remembrance Sunday Service	£ 45.00		s137 LGA 1972
05/10/2022	Fire Safety Professionals	Premises	WTC renovation - Fire Strategy	£ 3,850.00		s111 LGA 1972
06/10/2022	Copeland Borough Council	3rd Party	Grass Cutting Contract - October 2022	£ 2,045.51		s111 LGA 1972
06/10/2022	Copeland Borough Council	3rd Party	Assistant Ranger Contract - October 2022	£ 2,227.00		s111 LGA 1972
07/10/2022	Sharp Business Systems UK PLC	Supplies & Services	Photocopier Charges - Minimum Charge for September 2022	£ 30.00		s111 LGA 1972
11/10/2022	Copeland Borough Council	3rd Party	Allotment and Pigeon Loft Maintenance Contract - October 2022	£ 720.80		s111 LGA 1972
11/10/2022	Copeland Borough Council	3rd Party	Ranger Contract - October 2022	£ 3,500.59		s111 LGA 1972
14/10/2022	Viking	Supplies & Services	A4 copier paper, diaries, stamps	£ 113.48		s111 LGA 1972

£ 15,464.53

WHITEHAVEN TOWN COUNCIL

CASH BOOK FROM 1 APRIL 2022

APPENDIX 2

Date	Ref	Payee	Employees/ Allowances	Premises	Supplies/ Services	3rd Party	Grants	Allotmts	Ground Maint	Civic Hospitality	Ranger/SO	W.I.B	Ward Grants	Elections	Environmental Improvements	Events	Contingencies	Reserves	Net Total	VAT	Total	Min. Ref.
April-2022																						
1	01.04.2022	BACS Eden Springs UK Ltd			1.80														£ 1.80	£ 0.36	£ 2.16	1973/22 (i)
2	01.04.2022	BACS Sharp Business Systems UK Plc			51.35														£ 51.35	£ 10.27	£ 61.62	1973/22 (i)
3	01.04.2022	1080 Copeland Borough Council						597.85											£ 597.85	£ 119.57	£ 717.42	1973/22 (i)
4	01.04.2022	1081 Copeland Borough Council														1832.52			£ 1,832.52	£ 366.50	£ 2,199.02	1973/22 (i)
5	01.04.2022	1082 Copeland Borough Council														2771.20			£ 2,771.20	£ 554.24	£ 3,325.44	1973/22 (i)
6	01.04.2022	BACS Mrs V Gorley		7.65															£ 7.65		£ 7.65	1973/22 (i)
7	01.04.2022	BACS Mrs V Gorley		7.65															£ 7.65		£ 7.65	1973/22 (i)
8	01.04.2022	BACS Westcom IT			270.00														£ 270.00	£ 54.00	£ 324.00	1973/22 (i)
9	01.04.2022	1083 Copeland Borough Council		10603.75															£ 10,603.75		£ 10,603.75	1973/22 (i)
10	01.04.2022	BACS CALC		20.00															£ 20.00		£ 20.00	1973/22 (i)
11	01.04.2022	BACS Viking			60.72														£ 60.72	£ 12.14	£ 72.86	1973/22 (i)
12	01.04.2022	BACS Mrs V Gorley		184.44															£ 184.44		£ 184.44	1973/22 (i)
13	01.04.2022	BACS Mrs V Gorley		15.15															£ 15.15		£ 15.15	1973/22 (i)
14	01.04.2022	BACS Mrs V Gorley		99.79															£ 99.79		£ 99.79	1973/22 (i)
15	01.04.2022	BACS CALC		20.00															£ 20.00		£ 20.00	1973/22 (i)
16	06.04.2022	BACS The Fairly Famous Family Ltd															1350.00		£ 1,350.00	£ 270.00	£ 1,620.00	1960/22 (2)
17	06.04.2022	BACS Whitehaven and District Amateur Operatic Society					1000.00												£ 1,000.00		£ 1,000.00	1985/22
18	06.04.2022	BACS The Georgian House Hotel																	£ 100.00	£ 20.00	£ 120.00	1980/22 (iv)
19	12.04.2022	DD Water Plus						221.23											£ 221.23		£ 221.23	Contract
20	13.04.2022	BACS Newsquest Media Group			219.00														£ 219.00	£ 43.80	£ 262.80	1979/22
	14.04.2022	BACS Staff		5012.77															£ 5,012.77		£ 5,012.77	1931/21 (i)
	14.04.2022	BACS HMRC		2020.75															£ 2,020.75		£ 2,020.75	HMRC
	14.04.2022	BACS Cumbria LGPS		768.14															£ 768.14		£ 768.14	6317/17 (ii)
21	19.04.2022	DD BT Group			73.43														£ 73.43	£ 14.69	£ 88.12	Contract
22	19.04.2022	DD Crown Gas & Oil		329.41															£ 329.41	£ 65.88	£ 395.29	Contract
May-2022																						
23	04.05.2022	BACS Eden Springs UK Ltd			1.80														£ 1.80	£ 0.36	£ 2.16	1997/22 (i)
24	04.05.2022	BACS Sharp Business Systems UK Plc			44.56														£ 44.56	£ 8.91	£ 53.47	1997/22 (i)
25	04.05.2022	BACS Thomas Graham & Sons Limited				179.00													£ 179.00	£ 35.80	£ 214.80	1997/22 (i)
26	04.05.2022	BACS Viking			32.90														£ 32.90	£ 6.58	£ 39.48	1997/22 (i)
27	04.05.2022	BACS Viking			44.90														£ 44.90	£ 8.98	£ 53.88	1997/22 (i)
28	04.05.2022	BACS CALC			1914.98														£ 1,914.98		£ 1,914.98	2000/22
29	04.05.2022	BACS Cumbria Media			68.00														£ 68.00		£ 68.00	1997/22 (i)
30	04.05.2022	1084 Copeland Borough Council							1704.59										£ 1,704.59	£ 340.92	£ 2,045.51	1997/22 (i)
31	04.05.2022	1085 Copeland Borough Council						600.67											£ 600.67	£ 120.13	£ 720.80	1997/22 (i)
32	04.05.2022	1086 Copeland Borough Council - VOID																				VOID
33	04.05.2022	1087 Copeland Borough Council																	£ 1,855.83	£ 371.17	£ 2,227.00	1997/22 (i)
34	04.05.2022	1088 Copeland Borough Council		420.00															£ 420.00	£ 84.00	£ 504.00	1997/22 (i)
35	04.05.2022	BACS Zurich Municipal			3157.29														£ 3,157.29		£ 3,157.29	1998/22
36	09.05.2022	BACS Gifts 2 Impress Ltd																	£ 661.60	£ 132.32	£ 793.92	1997/22 (i)
	13.05.2022	BACS Staff		5012.16															£ 5,012.16		£ 5,012.16	1931/21 (i)
	13.05.2022	BACS HMRC		2021.36															£ 2,021.36		£ 2,021.36	HMRC
	13.05.2022	BACS Cumbria LGPS		768.14															£ 768.14		£ 768.14	6317/17 (ii)
37	16.05.2022	DD Crown Gas & Oil		259.71															£ 259.71	£ 51.94	£ 311.65	Contract
38	17.05.2022	1089 Copeland Borough Council																	£ 2,917.16	£ 583.43	£ 3,500.59	1997/22 (i)
39	19.05.2022	DD BT Group			72.81														£ 72.81	£ 14.56	£ 87.37	Contract
40	28.05.2022	DD Water Plus						53.05											£ 53.05		£ 53.05	Contract
41	28.05.2022	DD Water Plus		81.36															£ 81.36	£ 2.67	£ 84.03	Contract
42	28.05.2022	DD Water Plus						13.34											£ 13.34		£ 13.34	Contract
43	31.05.2022	BACS Eden Springs UK Ltd			1.80														£ 1.80	£ 0.36	£ 2.16	2014/22 (i)
44	31.05.2022	BACS Cumbria Loos																	£ 349.00	£ 69.80	£ 418.80	2014/22 (i)
45	31.05.2022	BACS Derwent Recycling Services Ltd						240.00											£ 240.00	£ 48.00	£ 288.00	2014/22 (i)
46	31.05.2022	BACS Derwent Recycling Services Ltd						240.00											£ 240.00	£ 48.00	£ 288.00	2014/22 (i)
47	31.05.2022	BACS Derwent Recycling Services Ltd						240.00											£ 240.00	£ 48.00	£ 288.00	2014/22 (i)
48	31.05.2022	BACS Derwent Recycling Services Ltd						240.00											£ 240.00	£ 48.00	£ 288.00	2014/22 (i)
49	31.05.2022	1090 Mrs Julie Hartley - VOID																				VOID
50	31.05.2022	1091 Copeland Borough Council							1704.59										£ 1,704.59	£ 340.92	£ 2,045.51	2014/22 (i)
51	31.05.2022	1092 Copeland Borough Council						600.67											£ 600.67	£ 120.13	£ 720.80	2014/22 (i)
52	31.05.2022	1093 Copeland Borough Council																	£ 2,917.16	£ 583.43	£ 3,500.59	2014/22 (i)
53	31.05.2022	1094 Copeland Borough Council																	£ 1,855.83	£ 371.17	£ 2,227.00	2014/22 (i)
54	31.05.2022	BACS Sharp Business Systems UK Plc			49.04														£ 49.04	£ 9.81	£ 58.85	2014/22 (i)
55	31.05.2022	BACS Support Warehouse Limited			87.20														£ 87.20	£ 17.44	£ 104.64	2014/22 (i)
56	31.05.2022	BACS Mrs V Gorley		12.56															£ 12.56		£ 12.56	2014/22 (i)
57	31.05.2022	BACS Mrs V Gorley		7.24															£ 7.24		£ 7.24	2014/22 (i)
58	31.05.2022	BACS Mrs V Gorley																	£ 20.33		£ 20.33	2014/22 (i)
59	31.05.2022	BACS Mrs V Gorley			159.00														£ 159.00		£ 159.00	2014/22 (i)
60	31.05.2022	BACS Mr C J Hayes		34.20															£ 34.20		£ 34.20	2014/22 (i)
61	31.05.2022	BACS Mr C J Hayes		1.35															£ 1.35		£ 1.35	2014/22 (i)</

68	31.05.2022	BACS	The Community Centre - Red Lonning						250.00	£	250.00	£	250.00	Ward Grant		
69	31.05.2022	BACS	Bee Unique	500.00						£	500.00	£	500.00	Mayors Allowance		
70	31.05.2022	BACS	The Community Centre - Red Lonning			931.90				£	931.90	£	931.90	Grant		
<u>June-2022</u>																
71	12.06.2022	BACS	Water Plus			51.12				£	51.12	£	51.12	Contract		
72	13.06.2022	BACS	Whitehaven Harbour Commissioners Car Park						2500.00	£	2,500.00	£	2,500.00			
	15.06.2022	BACS	Staff	5012.56						£	5,012.56	£	5,012.56	1931/21 (i)		
	15.06.2022	BACS	HMRC	2020.96						£	2,020.96	£	2,020.96	HMRC		
	15.06.2022	BACS	Cumbria LGPS	768.14						£	768.14	£	768.14	6317/17 (ii)		
73	17.06.2022	BACS	Mrs Julie Hartley			250.00				£	250.00	£	250.00	replacement		
74	18.06.2022	DD	Crown Gas & Oil	154.59						£	154.59	£	7.73	Contract		
75	19.06.2022	DD	BT Group		43.95					£	43.95	£	8.79	Contract		
76	22.06.2022	DD	Water Plus	41.34						£	41.34	£	1.34	Contract		
77	22.06.2022	DD	Water Plus			6.72				£	6.72	£	6.72	Contract		
<u>July-2022</u>																
78	05.07.2022	BACS	Quality Cleaning & Contracting Ltd						585.00	£	585.00	£	117.00	£	702.00	2042/22 (i)
79	05.07.2022	BACS	AJ-Security (North) Ltd						385.00	£	385.00	£	77.00	£	462.00	2042/22 (i)
80	05.07.2022	BACS	Hampshire Flag Company						350.74	£	350.74	£	70.15	£	420.89	2042/22 (i)
81	05.07.2022	BACS	Carlisle City Fire Protection	50.00						£	50.00	£	10.00	£	60.00	2042/22 (i)
82	05.07.2022	1095	Copeland Borough Council	15.93						£	15.93	£		£	15.93	2042/22 (i)
83	05.07.2022	BACS	Eden Springs UK Ltd			1.80				£	1.80	£	0.36	£	2.16	2042/22 (i)
84	01.07.2022	1096	David Callow						19.10	£	19.10	£		£	19.10	2042/22 (i)
85	05.07.2022	BACS	Mrs M Jewell				125.90			£	125.90	£		£	125.90	2042/22 (i)
86	05.07.2022	BACS	Mr C J Hayes						23.22	£	23.22	£		£	23.22	2042/22 (i)
87	05.07.2022	BACS	AJ-Security (North) Ltd						945.00	£	945.00	£	189.00	£	1,134.00	2042/22 (i)
88	05.07.2022	BACS	Lockhart Leisure Ltd						2615.00	£	2,615.00	£	523.00	£	3,138.00	2042/22 (i)
89	05.07.2022	BACS	Quality Cleaning & Contracting Ltd						480.00	£	480.00	£	96.00	£	576.00	2042/22 (i)
90	05.07.2022	BACS	Sharp Business Systems UK Plc			42.66				£	42.66	£	8.53	£	51.19	2042/22 (i)
91	01.07.2022	1097	Copeland Borough Council					1704.59		£	1,704.59	£	340.92	£	2,045.51	2042/22 (i)
92	01.07.2022	1098	Copeland Borough Council			600.67				£	600.67	£	120.13	£	720.80	2042/22 (i)
93	01.07.2022	1099	Copeland Borough Council						2917.16	£	2,917.16	£	583.43	£	3,500.59	2042/22 (i)
94	01.07.2022	1100	Copeland Borough Council						1855.83	£	1,855.83	£	371.17	£	2,227.00	2042/22 (i)
95	01.07.2022	1101	J & R Bennett						4269.70	£	4,269.70	£	853.94	£	5,123.64	2042/22 (i)
96	01.07.2022	1102	J & R Bennett						3030.00	£	3,030.00	£	606.00	£	3,636.00	2042/22 (i)
97	01.07.2022	1103	J & R Bennett						85.80	£	85.80	£	17.16	£	102.96	2042/22 (i)
98	05.07.2022	BACS	Fluid Productions Limited						1586.40	£	1,586.40	£	317.28	£	1,903.68	2042/22 (i)
99	05.07.2022	BACS	Mrs V Gorley	6.98						£	6.98	£		£	6.98	2042/22 (i)
100	05.07.2022	BACS	Cumbria Media			148.00				£	148.00	£		£	148.00	2042/22 (i)
101	05.07.2022	BACS	Whitehaven Heritage Action Group				1000.00			£	1,000.00	£		£	1,000.00	Grant
102	05.07.2022	BACS	West Coast Surveys Ltd	550.00						£	550.00	£	110.00	£	660.00	2052/22
103	05.07.2022	BACS	ZMCD Claims Recoveries Account						83.00	£	83.00	£		£	83.00	Refund
104	13.07.2022	DD	Water Plus			52.99				£	52.99	£		£	52.99	DD
	15.07.2022	BACS	Staff	5041.99						£	5,041.99	£		£	5,041.99	1931/21 (i)
	15.07.2022	BACS	HMRC	1991.53						£	1,991.53	£		£	1,991.53	HMRC
	15.07.2022	BACS	Cumbria LGPS	768.14						£	768.14	£		£	768.14	6317/17 (i)
105	16.07.2022	DD	Crown Gas & Oil	115.93						£	115.93	£	5.80	£	121.73	Contract
106	19.07.2022	DD	BT Group			123.31				£	123.31	£	24.66	£	147.97	Contract
107	22.07.2022	DD	Water Plus	68.94						£	68.94	£	4.74	£	73.68	Contract
108	22.07.2022	DD	Water Plus			32.26				£	32.26	£		£	32.26	Contract
<u>Aug-2022</u>																
109	01.08.2022	BACS	Beck Bottom Community Garden Group						736.31	£	736.31	£		£	736.31	Ward Grant
110	01.08.2022	1104	Copeland Borough Council	15.93						£	15.93	£		£	15.93	2061/22(i)
111	01.08.2022	BACS	Eden Springs UK Ltd			31.02				£	31.02	£	6.20	£	37.22	2061/22(i)
112	01.08.2022	BACS	AJ-Security (North) Ltd						2310.00	£	2,310.00	£	462.00	£	2,772.00	2061/22(i)
113	01.08.2022	BACS	Deborah McKenna Ltd						1250.00	£	1,250.00	£	250.00	£	1,500.00	2061/22(i)
114	01.08.2022	BACS	Lockhart Leisure Ltd						1690.00	£	1,690.00	£	338.00	£	2,028.00	2061/22(i)
115	01.08.2022	BACS	Sharp Business Systems UK Plc			25.00				£	25.00	£	5.00	£	30.00	2061/22(i)
116	01.08.2022	1105	Copeland Borough Council					1704.59		£	1,704.59	£	340.92	£	2,045.51	2061/22(i)
117	01.08.2022	1106	Copeland Borough Council			600.67				£	600.67	£	120.13	£	720.80	2061/22(i)
118	01.08.2022	1107	Copeland Borough Council						2917.16	£	2,917.16	£	583.43	£	3,500.59	2061/22(i)
119	01.08.2022	1108	Copeland Borough Council						1855.83	£	1,855.83	£	371.17	£	2,227.00	2061/22(i)
120	01.08.2022	1109	Copeland Borough Council			15.93				£	15.93	£		£	15.93	2061/22(i)
121	01.08.2022	BACS	Mrs V Gorley	4.49						£	4.49	£		£	4.49	2061/22(i)
122	01.08.2022	BACS	Cleator Moor Brass						200.00	£	200.00	£		£	200.00	2061/22(i)
123	01.08.2022	BACS	Mr Charles E Maudling	49.00						£	49.00	£		£	49.00	2061/22(i)
124	01.08.2022	BACS	Mr Charles E Maudling	35.50						£	35.50	£		£	35.50	2061/22(i)
125	01.08.2022	BACS	Mrs V Gorley			21.14				£	21.14	£		£	21.14	2061/22(i)
126	01.08.2022	BACS	Fluid Productions Limited						827.70	£	827.70	£	165.54	£	993.24	2061/22(i)
127	12.08.2022	DD	Water Plus			51.12				£	51.12	£		£	51.12	Contract
128	12.08.2022	BACS	Whitehaven Theatre Group				1000.00			£	1,000.00	£		£	1,000.00	2069/22
129	14.08.2022	DD	Crown Gas & Oil	80.94						£	80.94	£	4.05	£	84.99	Contract
	15.08.2022	BACS	Staff	5042.38						£	5,042.38	£		£	5,042.38	1931/21(i)
	15.08.2022	BACS	HMRC	1991.14						£	1,991.14	£		£	1,991.14	HMRC
	15.08.2022	BACS	Cumbria LGPS	768.14						£	768.14	£		£	768.14	6317/17(i)
130	15.08.2022	BACS	R Shilling						400.00	£	400.00	£		£	400.00	2054/22
131	15.08.2022	1110	The Mayor Of Carlisle's Charity Fund	30.00						£	30.00	£		£	30.00	Mayors Allowance
132	19.08.2022	DD	BT Group			102.90				£	102.90	£	20.58	£	123.48	Contract
133	23.08.2022	DD	Water Plus	44.23						£	44.23	£	1.69	£	45.92	Contract
134	23.08.2022	DD	Water Plus			6.72				£	6.72	£		£	6.72	Contract
135	31.08.2022	BACS	Eden Springs UK Ltd			6.80				£	6.80	£	1.36	£	8.16	
136	31.08.2022	BACS	Copeland Borough Council				20.00			£	20.00	£		£	20.00	
137	31.08.2022	BACS	AJ-Security (North) Ltd						420.00	£	420.00	£	84.00	£	504.00	

138	31.08.2022	BACS	Lockhart Leisure Ltd												1620.00		£	1,620.00	£	324.00	£	1,944.00			
139	31.08.2022	BACS	Sharp Business Systems UK Plc		28.49												£	28.49	£	5.70	£	34.19			
140	31.08.2022	BACS	Mrs M Jewell					33.95									£	33.95			£	33.95			
141	31.08.2022	BACS	Stobbarts Limited	950.00													£	950.00	£	190.00	£	1,140.00			
142	31.08.2022	BACS	Cumbria Media		72.00												£	72.00			£	72.00			
143	31.08.2022	BACS	Viking		49.90												£	49.90	£	9.98	£	59.88			
144	31.08.2022	1111	Copeland Borough Council - VOID														-				-	-	VOID		
145	31.08.2022	1112	Copeland Borough Council - VOID														-				-	-	VOID		
146	31.08.2022	1113	Copeland Borough Council - VOID														-				-	-	VOID		
147	31.08.2022	1114	Copeland Borough Council - VOID														-				-	-	VOID		
148	31.08.2022	BACS	Deborah McKenna Ltd												296.55		£	296.55	£	59.31	£	355.86			
149	31.08.2022	BACS	PKF Littlejohn LLP			1000.00											£	1,000.00	£	200.00	£	1,200.00			
Sept-2022																									
150	13.09.2022	DD	Waterplus Ltd						52.99								£	52.99			£	52.99	Contract		
	15.09.2022	BACS	Staff	5041.98													£	5,041.98			£	5,041.98	1931/21 (i)		
	15.09.2022	BACS	HMRC	1991.54													£	1,991.54			£	1,991.54	HMRC		
	15.09.2022	BACS	Cumbria LGPS	768.14													£	768.14			£	768.14	6317/17 (i)		
151	15.09.2022	BACS	Mirehouse AFC Youth												500.00		£	500.00			£	500.00	Ward Grant		
152	16.09.2022	DD	Crown Gas & Power		75.03												£	75.03	£	3.75	£	78.78	Contract		
153	19.09.2022	DD	BT Group			102.27											£	102.27	£	20.45	£	122.72	Contract		
154	22.09.2022	DD	Waterplus Ltd						6.72								£	6.72			£	6.72	Contract		
155	22.09.2022	DD	Waterplus Ltd		44.23												£	44.23	£	1.69	£	45.92	Contract		
156	23.09.2022	1115	Copeland Borough Council (replacement for chq no 1111)							1704.59							£	1,704.59	£	340.92	£	2,045.51			
157	23.09.2022	1116	Copeland Borough Council (replacement for chq no 1112)						600.67								£	600.67	£	120.13	£	720.80			
158	23.09.2022	1117	Copeland Borough Council (replacement for chq no 1113)												2917.16		£	2,917.16	£	583.43	£	3,500.59			
159	23.09.2022	1118	Copeland Borough Council (replacement for chq no 1114)												1855.83		£	1,855.83	£	371.17	£	2,227.00			
Oct-2022																									
160	04.10.2022	BACS	The Solway Hall	100.00													£	100.00	£	20.00	£	120.00			
161	04.10.2022	BACS	Online-Systems		60.00												£	60.00	£	12.00	£	72.00			
162	04.10.2022	BACS	Sharp Business Systems UK Plc		85.04												£	85.04	£	17.01	£	102.05			
163	04.10.2022	1119	Copeland Borough Council							1704.59							£	1,704.59	£	340.92	£	2,045.51			
164	04.10.2022	1120	Copeland Borough Council						600.67								£	600.67	£	120.13	£	720.80			
165	04.10.2022	1121	Copeland Borough Council												2917.16		£	2,917.16	£	583.43	£	3,500.59			
166	04.10.2022	1122	Copeland Borough Council												1855.83		£	1,855.83	£	371.17	£	2,227.00			
167	04.10.2022	BACS	Lockhart Leisure Ltd												1620.00		£	1,620.00	£	324.00	£	1,944.00			
168	04.10.2022	BACS	Cumbria Media		302.06												£	302.06			£	302.06			
169	04.10.2022	BACS	Tall Ship La Malouine												300.00		£	300.00			£	300.00			
170	04.10.2022	BACS	PHP Architects Ltd														£	3,938.50	£	787.70	£	4,726.20			
171	04.10.2022	BACS	St James Community Centre	15.00													£	15.00			£	15.00			
172	04.10.2022	BACS	Mrs V Gorley		119.90												£	119.90	£	23.98	£	143.88	2082/22		
173	13.10.2022	DD	Water Plus						71.84								£	71.84			£	71.84	Contract		
174	14.10.2022	BACS	Bauer Radio Charities	50.00													£	50.00			£	50.00	Mayors Allowance		
	14.10.2022	BACS	Cumbria LGPS	768.14													£	768.14			£	768.14	6317/17 (i)		
	14.10.2022	BACS	HMRC	1991.53													£	1,991.53			£	1,991.53	HMRC		
	14.10.2022	BACS	Staff	5041.99													£	5,041.99			£	5,041.99	1931/21 (i)		
175	17.10.2022	DD	Crown Gas & Power		124.64												£	124.64	£	6.23	£	130.87	Contract		
176	19.10.2022	DD	BT Group			132.37											£	132.37	£	26.47	£	158.84	Contract		
				55703.92	17531.96	7987.42	1449.00	3931.90	5781.97	10227.54	159.85	33241.66	7385.50	1486.31	0.00	83.00	23404.64	0.00	3938.50	£	172,313.17	£	17,867.61	£	190,180.78

INCOME 2022-2023

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

455593.93	0.00	34805.29	490399.22
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**WHITEHAVEN TOWN COUNCIL
SUMMARISED INCOME & EXPENDITURE STATEMENT
FINANCIAL YEAR 2022-2023**

**Expenditure Net
of VAT** **Invoices not yet
processed** **Budget**

BANK BALANCES BROUGHT FORWARD

CBS 53905917 (01.04.2022)	118,685.91
CBS 53906216 (01.04.2022)	453,327.71
TOTAL OPENING BALANCE	£ 572,013.62

INCOME:

Precept	455,593.93
Interest (Deposit)	
Other Income	44,694.36
TOTAL INCOME	£ 500,288.29

EXPENDITURE

Employees & Allowances	55703.92
Premises	17531.96
Supplies/Services	7987.42
3rd Party	1449.00
Grants	3931.90
Allotments	5781.97
Ground Maintenance	10227.54
Civic Hospitality	159.85
Ranger	33241.66
Whitehaven In Bloom	7385.50
Ward Grants	1486.31
Elections	0.00
Environmental Improvements	83.00
Events	23404.64
Contingencies	0.00
Reserves	3938.50
VAT (to be reclaimed)	17867.61
TOTAL EXPENDITURE	£ 190,180.78

CASH BOOK BALANCE

Brought forward	£ 572,013.62
Income	£ 500,288.29
Expenditure	£ 190,180.78
Town Council Funds	£ 882,121.13

BANK BALANCES

CBS 53905917 (19/10/2022)	433,805.83
CBS 53906216 (19/10/2022)	453,327.71
	£ 887,133.54

Unpresented Cheques 2022/2023

5,012.41

FINANCIAL POSITION

£ 882,121.13

QUOTE FOR MOBILE OPTIMISATION

Purpose of the Report and Recommendation

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

1.0 INTRODUCTION

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

2.0 RECOMMENDATION

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

WTC 27/10/22
ITEM 8
APPENDIX 1



Cumbria Media
Farmlands
Low Moresby
Whitehaven
Cumbria
CA288UR
07927 983 664
info@cumbriamedia.com
www.cumbriamedia.com

Quote

For: Whitehaven Town Council
clerk@whitehaventowncouncil.co.uk
The Civic Hall
Lowther Street
Whitehaven, CA28 7SH

Quote No: 29
Date: 22/09/2022

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

1	£750.00	£750.00
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Labour Subtotal	£750.00
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Subtotal	£750.00
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VAT 0%	£0.00
--------	-------

Total	£750.00
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Total	£750.00
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QUOTE FOR SUMMER PLANTS FOR 2023

Purpose of the Report and Recommendation

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

1.0 INTRODUCTION

- 1.1 The Council's preferred supplier for flowers has submitted a quote for the provision of flowers for the hanging baskets, hexagonal planters, barrier baskets, barrels, cast iron planters, half-moon baskets, aluminium planters, plastic planters, Hensingham Ship, Trinity bed, Corkickle Bed and Pelican bed in the sum of £7,410.55.
- 1.2 The quote received has been brought before the Council now as the Council's preferred supplier has to put their main bulk order in for flowers next year as soon as possible. The quote is for 4,864 plants plus the compost required.
- 1.3 In order to continue to purchase flowers from the Council's preferred supplier the Council will have to consider suspending Financial Regulation 11 to permit this. In order to suspend Financial Regulation 11, Financial Regulation 18 states that "The Council may by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to members of the Council".

1.4 The reasons for suspension are as follows:

- It is a value for money service;
- It is a quality service – the Council is constantly asked who provides the flowers;
- The preferred supplier is very community orientated, has pride in the flowers they provide and even helps with the planting of them in town.

Risks:

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

2.0 RECOMMENDATION

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

Item 10

**QUOTE FROM LOCALIQ FOR ADVERTISEMENT FOR THE
SUMMER FAIR**

Purpose of the Report and Recommendation

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

1.0 INTRODUCTION

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

2.0 RECOMMENDATION

- 2.1 That the Council considers the quote and makes a decision.

WTC 27/10/22
ITEM 10
APPENDIX 1

Whitehaven Town Council

From: Joy Humphreys <joy.humphreys@localiq.co.uk>
Sent: 10 October 2022 13:08
To: Whitehaven Town Council
Subject: Summer Fayre 2023 - 17th July - 23rd July

Hi Marlene

Hope this email finds you well

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

Half Page in Whitehaven News 5th July (page 7)

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

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

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

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

Cost: £1,099.52 plus vat

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

Kind regards

Joy Humphreys

Media Solutions Account Manager (Cumbria)

Newsquest Media Group | LOCALiQ

07764 657134

newsquest.co.uk | localiq.co.uk

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Item 12

QUOTE FOR EXTRA GRASS CUTTING IN CEMETERIES

Purpose of the Report and Recommendation

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

1.0 INTRODUCTION

- 1.1 In 2018/2019 The Council agreed to fund two extra grass cuts in the Whitehaven and Hensingham Cemeteries at a cost of £7.000. For The next and subsequent subsequent years the Council agreed to 4 extra cuts as follows:-
 - 2019/2020 - £15,000.00
 - 2020/2021 - £15,450.00
 - 2021/2022 – £15,913.50
 - 2022/2023 - £16,390.00
- 1.2 The Council did not pay for the 4 extra cuts in 2021/2022 as these were not done due to staffing and funding difficulties.
- 1.3 The Council has now received a quote from CBC for 2023/2024 (see Appendix 1) for 4 extra cuts in Whitehaven and Hensingham Cemeteries at a cost of £16,882.64. CBC cuts 12 times.

2.0 RECOMMENDATION

- 2.1 The Council is asked to consider the quote and make a decision on it



Mrs Jewell
Whitehaven Town Council
148 Queen Street
Whitehaven
Cumbria
CA27 7AZ

12 October 2022

Our Ref: 02553.Cemeteries

Dear Mrs Jewell

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

Contribution towards 2 extra grass cutting in Whitehaven and Hensingham cemeteries for 2023/24
(we cut 12 times)

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

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

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

Yours sincerely

A Clements

Alan Clements
Contracts Manager
Tel: 01946 593037

ALLOTMENTS

Purpose of the Report

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

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

- 1.1 A request has been received from a plot holder on Crow Park to remove an old fence which had been damaged and install a new fence to its original boundary line. This would extend the new fence by 700mm on the communal path, thus reducing the width of the existing communal path to 2 meters.
- 1.2 The Ranger, Assistant Ranger and Site Rep inspected the area in which the plot is located and measured from the existing fence line to a safe distance away from the adjacent grass verge and came to the conclusion that it was not practical or safe to permit this request. This was based on:
 - To reduce the width of the path would have direct impact on Rangers using machinery to cut the communal path;
 - Direct impact on tenants using wheelbarrows;
 - There is a steep bank/verge which runs along the communal path and slopes into the plots below.
- 1.3 At the Full Council meeting held on 29th September 2022, members decided to defer any decision until after a site visit had been made.

- 1.4 Councillor's G Dinsdale and R Gill met with the Ranger and Assistant Ranger at the Allotment Site on 18th October 2022 and came to the same conclusion in that to allow the tenant to re-instate the fence back to its original boundary was neither practical nor safe.

2.0 RECOMMENDATION

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