

WHITEHAVEN TOWN COUNCIL

Clerk and Responsible financial Officer: Marlene Jewell
Telephone: 01946 67366

To: Members of Whitehaven Town Council

You are duly **SUMMONED** to attend the **ANNUAL MEETING** of the **WHITEHAVEN TOWN COUNCIL** which will be held at:-

Venue: United Reformed Church Hall, Market Place, Whitehaven

Date: Thursday 25th May 2017

Time: 7.00pm

Signed.....*M Jewell*.....Dated.....*19th May 2017*.....
Marlene Jewell, Clerk and Responsible Financial Officer

AGENDA

- 1. Election of Mayor (Chairman)**
- 2. Election of Deputy Mayor (Deputy Chairman)**
- 3. Apologies For Absence**
- 4. Declarations of Interest**

To receive declarations of interests by elected members in respect of Agenda items
If a Member requires any advice on any item involving a possible declaration of interest which could affect his/her ability to speak and/or vote he/she is advised to contact the Clerk at least 24 hours in advance of the meeting.
- 5. Minutes of the Meeting held on 27th April 2017 and the Minutes of the Extraordinary Council meeting held on 11th May 2017**

5. Public Participation

6. Mayor's Allowance – That the Mayor's allowance in pursuance of section 15(5) of the Local Government Act 1972 be set at £3063.00 as per the Budget allocation

7. Planning Applications

To consider planning applications received and submit any representations to Copeland Borough Council.

8. Financial Report

9. Annual Return For Approval

10. Report of Staffing Committee – Member of Staffing Committee to give a report.

11. Appointment to Policy and Resources and Finance Committee and appointment to Staffing Committee

12. Appointment of Advisory Groups for Christmas Festivities, Britain in Bloom and Allotments

13. Office Accommodation - Councillor Gill to give a report on office accommodation

14. Grants - to consider two grant applications

15. Asset Transfer – Councillor Guest to give a report

16. Safeguarding Members Policy and Risk Assessment – to approve the safeguarding Members Policy and Risk Assessment

17. Advertising in The West Cumbria Guide – To consider whether or not to advertise in the West Cumbria Guide

18. Councillor Matters

Prior to the following 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 temporarily excluded and they are instructed to withdraw.

19. Report on Claim against the Council – Councillor Gill to give a report on this

20. Date and Time of Next Meeting and Venue for Council Meetings

WHITEHAVEN TOWN COUNCIL

Minutes of the Council Meeting held on 27th April 2017

Present: Councillors R Gill (Chairman); J. Forster; M. Guest; J. Kane; J. A. Laine; G McKew; B. O’Kane; G.Roberts

M. Jewell, Interim Clerk to the Council
Representatives from Kellsfest
Marie Whitehead from Taste Cumbria
Margaret Crosby from Whitehaven Heritage Action Group
Members of the Public
The Press

Before the meeting started the Chairman asked his Chaplain, Reverend Dave Harkison to say prayers.

655/17 Apologies for Absence

There were no apologies for absence.
The Chairman reported on recent Councillor resignations and proposed that letters of thanks be sent to Carla Arrighi and Darren Elliot and this was agreed with two abstentions.

656/17 Minutes of Meeting held on 30th March 2017

The Interim Clerk referred to an error on Minute 648/17 (ii) and asked for it to be amended to read “ 2 councillors voted for; 1 abstained and 6 voted against”.

A vote was held on whether to approve and sign the Minutes as a correct record and five Councillors voted to approve and sign the Minutes and 2 Councillors abstained.

RESOLVED - That the Minutes subject to the amendment be approved and signed by the Chairman as a correct record.

657/17 **Declarations of Interest**

Councillor Guest declared that he was a member of Kells Rugby League Club.

658/17 **Public Participation**

- (i) The Chairman stated that the public could ask a question on any subject not just those items on the Agenda and that in these circumstances they should give their name and address to the Clerk who could then reply to them.
- (ii) Charles Maudling said there was another Christmas account of £1400 and that there had been full time security and medical staff at the ice rink. The Chairman said this was on the Agenda and would be discussed later.
- (iii) Julie Rayson said at the previous meeting she had made 3 points – the Jolan concert; the website and Whitehaven School. The Interim Clerk said that she had left two messages for the Principal of Whitehaven School about arranging a meeting with the Town Council but there had been no response, Julie Rayson said she just wanted to move things forward and that the Principal would prefer a day meeting. It was agreed the Interim Clerk would make further efforts to arrange a meeting.

659/17 **Planning Applications**

Councillor Laine raised an issue on planning application Number CH/4/17/2123/0A1 shown on Appendix 1 in respect of the hospital car park. Councillor Forster declared an interest as she worked at the hospital and the Chairman stated this his wife was employed at the hospital

Councillor Laine proposed that the Council ask Copeland Borough Council and UKPC and the Hospital Trust to ask that all residents and visitors who had paid fines be refunded and that any fines in process be cancelled and that any CCJs placed or in the process of being placed on individuals be stopped or removed. This was seconded by Councillor Guest. There was a recorded vote on this as follows:-

| | |
|--------------------|--------------|
| Councillor Gill | Against |
| Councillor Forster | Did not vote |
| Councillor Guest | For |

| | |
|--------------------|--------------|
| Councillor Kane | Abstained |
| Councillor Laine | For |
| Councillor McKew | Abstained |
| Councillor O'Kane | Did not vote |
| Councillor Roberts | Against |

The Chairman used his casting vote and voted against

RESOLVED –(i) That the proposal to contact Copeland Borough Council, UKPC and the Hospital Trust about parking fines and CCJs be not approved.

(ii) That the Interim Clerk inform Copeland Borough Council's Planning Department that there were no comments on the Planning Applications shown at Appendix 1.

660/17 **Allotments Contract**

The Council considered a report on the Allotments contract.

RESOLVED – That the matter be fully considered by either the Allotments Committee or, if agreed, by the Allotments Advisory Group referred to in Agenda item 16.

661/17 **Taste Cumbria**

A presentation was given by Marie Whitehead on a Summer Festival event being organised by Taste Cumbria in Whitehaven on 22nd and 23rd July 2017 and gave details of the plan of events. She said the cost of the Event would be £15,000 and that she was asking for the Town Council's support and it was

RESOLVED - That the Council support Taste Cumbria.

662/17 **Financial Report**

(i) The Chairman referred to an invoice shown on Appendix1 for £1390 from Whitehaven Industrial Cleaners and proposed that this be not paid.

RESOLVED – That this invoice be not paid

(ii) **RESOLVED** –That Minute numbers be inserted on the Invoices Report

- (iii) On the invoices report at Appendix 1 Councillor Laine stated that the rent for the Council office had been paid up front and that therefore the invoice of £375 should not be paid

A recorded vote was held on whether the invoices be paid subject to the issue raised in (iii) above being checked.

| | |
|--------------------|-----------|
| Councillor Gill | For |
| Councillor Forster | For |
| Councillor Guest | Abstained |
| Councillor Kane | For |
| Councillor Laine | Against |
| Councillor McKew | For |
| Councillor O’Kane | For |
| Councillor Roberts | For |

RESOLVED – That the invoices shown at Appendix 1 (with the exception of (i) above) be authorised for payment subject to a check being made that the invoice for the room rent had not already been paid.

- (iv) The Chairman reported that a claim had been made against the council and that he, as Mayor had been named in the claim. He said that the HR Manager at CBC was dealing with a response to go to ACAS and asked the Council if they would agree, if necessary, to engage a solicitor to represent the Council. It was proposed and seconded that should the Mayor feel the need to appoint a solicitor that he could call an Extraordinary Council meeting to get approval.

RESOLVED – That should the Mayor need to appoint a solicitor he call an Extraordinary Council meeting if necessary to get approval

663/17

Grant Applications

- (i) Kellsfest – Following a presentation on a three day event to be held at Kells on 9th, 10th and 11th June 2017 a vote was held on a proposal to award a grant of £10,000.00 and 4 Councillors voted in favour, 2 voted against and 2 abstained.

RESOLVED – That Kellsfest be awarded a grant of £10,000.00

- (ii) Whitehaven Heritage Action Group – Following a presentation of an

application for a grant of £525.00 to go towards printing costs of a booklet to celebrate the Group's 25th Anniversary it was

RESOLVED – That a grant of £525.00 be awarded to the Whitehaven Heritage Action Group.

664/17 **Quotation for Grass Cutting**

It was reported that no further quotes had been received for undertaking grass cutting for 2017 in the Whitehaven area.

RESOLVED – (i) That the quotation from Copeland Borough Council be accepted
(ii) That asset transfers in general be put on the Agenda for the next Council meeting
(iii) That if members are aware of any grassed areas that appear to be growing out of control the Interim Clerk be informed.

665/17 **Insurance**

A renewal quotation had been received from Zurich in respect of the Council's insurance giving renewal premiums for one, three or five years

A recorded vote was held on a proposal to renew for a 12 month period and the result was

| | |
|--------------------|---------|
| Councillor Gill | Against |
| Councillor Forster | Against |
| Councillor Guest | For |
| Councillor Kane | Against |
| Councillor Laine | For |
| Councillor McKew | For |
| Councillor O'Kane | For |
| Councillor Roberts | Against |

The Chairman used his casting vote and voted against.

RESOLVED – That the insurance policy be not renewed for a 12 month Period

The Chairman proposed that the insurance policy be renewed with Zurich for a period of 5 years. A recorded vote was held on this and the result

was

| | |
|--------------------|---------|
| Councillor Gill | For |
| Councillor Forster | For |
| Councillor Guest | Against |
| Councillor Kane | For |
| Councillor Laine | Against |
| Councillor McKew | Against |
| Councillor O’Kane | Against |
| Councillor Roberts | For |

The Chairman used his casting vote and voted for the proposal.

RESOLVED – That the Council’s insurance policy with Zurich be renewed for a 5 year period.

666/17 **Request From Cartgate Allotments**

It was reported that a request had been received from Cartgate allotments to use half of plot 33 at the entrance to the site as a delivery area when it becomes vacant.

RESOLVED – That this matter be referred to the Allotments Advisory Group if/when appointed.

667/17 **Schools Day Donation**

RESOLVED - That a donation of £100.00 be made from the Mayor’s Allowance to this

668/17 **Office Accommodation**

RESOLVED – That the Chairman make a full report to the next Council Meeting.

669/17 **Appointment of Policy and Resources and Finance Committee**

RESOLVED – That this be put on the Agenda for the Annual Meeting of the Council.

670/17 **Appointment of Advisory Groups for Christmas Festivities, Britain in Bloom and Allotments**

It was proposed that Advisory Groups reporting to full Council be set up to deal with Christmas Festivities, Britain in Bloom and Allotments and to be reviewed in six months. A recorded vote was held and the result was

| | |
|--------------------|---------|
| Councillor Gill | For |
| Councillor Forster | For |
| Councillor Guest | Against |
| Councillor Kane | For |
| Councillor Laine | Against |
| Councillor McKew | For |
| Councillor O’Kane | For |
| Councillor Roberts | For |

RESOLVED – That Advisory Groups be appointed for Christmas Festivities; Britain in Bloom and allotments and that they be reviewed in six months.

671/17 **The Date and Time of Next Meeting and Venue for Council Meeting**

The Chairman reported that the Annual Parish Meeting would be held on 23rd May 2017 in the Solway Hall at Whitehaven Civic Hall and that the Annual Meeting would be held on 25th May 2017.

RESOLVED – That this be noted

672/17 **Councillor Matters**

- (i) Councillor Guest referred to the memorial for airmen and said the licence from Copeland Borough Council had not been completed.
- (ii) Councillor Laine referred to the back part of Meadow Road and asked that it be checked as to whether the pathway which was full of potholes was still a highway or just a gravel path.
- (iii) Councillor Laine said that the recycling containers outside the community centre had disappeared and asked if a letter could be sent to Copeland Borough Council about this.
- (iv) It was reported that there was rubbish floating in the harbour and bins overflowing everywhere in the town. There were no dog bins.

A full report was requested from CBC on refuse bins and the plans for replacing them, and emptying them and in particular if the bins already removed will be replaced. The Chairman said CBC was setting up a task group to look at all the recycling in the area.

- (v) Cllr Roberts stated that a very expensive CCTV camera on Bransty play area had been removed and he wanted to know where it was as if there was to be a new play area on Bransty School the camera would be required. He said it was unacceptable that the CCTV camera had been removed when the play equipment was still in place.

The meeting closed at 9.05pm

Chairman

WHITEHAVEN TOWN COUNCIL

Minutes of the Extraordinary Council Meeting held on 11th May 2017

Present: Councillors G Roberts (Vice Chairman in the Chair); J. Forster; M. Guest; J. Kane; J. A. Laine;

M. Jewell, Interim Clerk to the Council

673/17 Apologies For Absence

Apologies for absence were received from Councillor R Gill who was on holiday, Councillor B O’Kane and Councillor S Gearing who had prior appointments.

674/17 Declarations of Interest

Councillor Roberts declared that he was a Member of Cumbria County Council.

675/17 The chairman moved the following resolution by reading it out

“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 excluded and they be instructed to withdraw”.

There were no members of the public or press present and there were no objections to this and Councillor Roberts said the Council was now in private session.

676/17 Councillor Laine wished it to be Minuted that she objected to not having been provided with the papers relating to the matter.

RESOLVED – That this be noted.

677/17 Report on Claim against the Council

The Interim Clerk informed the Council that the Chairman had said that

copies of the claim documentation should not be given to the Extraordinary Council meeting.

- (i) Councillor Laine requested to see the claim documentation and proposed a recorded vote that the Interim Clerk be required to provide them. The result of the recorded vote was

| | |
|--------------------|-----------|
| Councillor Roberts | Against |
| Councillor Forster | Against |
| Councillor Guest | For |
| Councillor Kane | Abstained |
| Councillor Laine | For |

The Chairman exercised his casting vote and voted against.

RESOLVED – That the Interim Clerk be not required to provide the claim documents.

- (ii) The Interim Clerk verbally gave the details of the claim, the claim process , the present position and the next steps to be taken.

RESOLVED – That this be noted

- (iii) There was an item on the Agenda at Item (iii) to request authority for the Chairman to appoint a solicitor should one be needed.

RESOLVED – That the request be not granted

- (iv) An amendment to the request at (iii) above was made by Councillor Guest that subject to feedback from the Council's insurers the matter go to full Council to select the legal team. A recorded vote was held on this as follows

| | |
|--------------------|-----------|
| Councillor Roberts | For |
| Councillor Forster | For |
| Councillor Guest | Abstained |
| Councillor Kane | For |
| Councillor Laine | Against |

RESOLVED – That subject to feedback from the Council's insurers the matter go to full Council to select the legal team.

The Meeting closed at 7.00pm

Chairman

WTCAM 25/05/17

Item 7

Planning Applications for Consideration by Whitehaven Town Council

| <u>Application Number</u> | <u>Detail</u> |
|---------------------------|--|
| CH/4/17/2134/OO1 | Demolition of factory and Outline Planning for erection of dwellings Ivy Mill, Main Street, Hensingham Whitehaven |
| CH/4/17/2147/OF1 | Single storey side extension including widening and lengthening the garage 25 Earls Road, Bransty, Whitehaven |
| CH/4/17/2152/OG1 | Removal of condition – to extend the demolition period of 4/15/OF1, Mark House, Strand Street, Whitehaven |
| CH/4/17/2158/OF1 | Conversion of Garage to provide disabled access, bedroom and shower room 4 Balmoral Road, Whitehaven |
| CH/4/17/2164/TPO | Crown reduction of two cherry trees protected by a tree preservation order Schoolhouse Court, Schoolhouse Lane, Whitehaven |
| CH/4/17/2167/OF1 | Installation of 4 no. tennis courts. Erection of clubhouse and 10 no. floodlights County ground, Coach Road, Whitehaven |

FINANCIAL REPORT

Purpose of the Report

Members are asked to consider a list of invoices for authorisation and payment as shown at Appendix1 and that the recommendations in paragraphs 3.1, 3.2 and 3.3 be approved and that another Councillor be appointed as an authorised signatory for the Council's bank account

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 Appendix3
- 1.3 A letter has been received from CALC to say that the annual Membership subscriptions to the Association for 2017/2018 are now due and that the subscription for this Council is £1,041.42.
- 1.4 The Clerk asked Copeland Borough Council if they could undertake the Town Council's payroll. They can do this subject to a management agreement being in place as to transfer of monies at a price of £15.00 per payslip. The £15 covers the production of one electronic payslip and payment direct of all statutory deductions and pension and the payment of the net salary to the employees bank account each month. On the basis of 12 payments each year this would equate to £60.00. The Council's decision is requested on this for the Clerk and the Trainee Assistant Clerk.
- 1.5 Carla Arrighi who resigned from the Council in April 2017 was one of four authorised signatories for the Council's bank account, the other three being Councillor Gill, Councillor Forster and Councillor Roberts. It is necessary therefore to appoint another authorised signatory.

2.0 FINANCIAL POSITION

- 2.1 The bank reconciliation was carried out on 16th May 2017. This shows a balance of £407,369.17. There are however cheques to the value of £7942.09 still to be presented and cleared.
- 2.2 The balance in the deposit account as at 16th May 2017 is £139,885.77

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.
- 3.3 That authorisation be given to renew the annual membership subscription to CALC for 2017/18 in the sum of £1,041.42.
- 3.4 Councillors are asked to approve an arrangement with Copeland Borough Council for payment of staff salaries at a cost of £15 per employee per month
- 3.5 Councillors are asked to appoint another signatory for the Council's bank account

**WHITEHAVEN TOWN COUNCIL
SUMMARISED INCOME & EXPENDITURE STATEMENT
FINANCIAL YEAR 2017-18**

Expenditure Net Invoices not yet
of VAT processed Budget

BANK BALANCES BROUGHT FORWARD

| | |
|------------------------------|--------------------------|
| CBS 53905917 | 44,343.62 |
| CBS 53906216 | <u>185,135.74</u> |
| TOTAL OPENING BALANCE | <u>229,479.36</u> |

INCOME:

| | |
|---------------------|--------------------------|
| Precept | 334,166.78 |
| Interest (Deposit) | 4,750.03 |
| Other Income | - |
| TOTAL INCOME | <u>338,916.81</u> |

EXPENDITURE

| | |
|--------------------------------------|-------------------------|
| Salaries | 9,164.22 |
| Expenses (Clerk & Councillors) | 32.10 |
| Training | - |
| Office Exps/Room Hire | 3,880.29 |
| Allotments | 4,420.00 |
| Winter Wonderland (Christmas Lights) | 628.35 |
| Market | - |
| Cleaning & Maintenance | - |
| General Grants | 7,235.07 |
| Sponsorship | - |
| Insurance & Audit | 109.00 |
| Mayor's Events | 500.00 |
| Ward Grants | - |
| VAT (to be reclaimed) | <u>3,114.29</u> |
| TOTAL EXPENDITURE | <u>29,083.32</u> |

CASH BOOK BALANCE

| | |
|---------------------------|--------------------------|
| Brought forward | 229,479.36 |
| Income | 338,916.81 |
| Expenditure | 29,083.32 |
| Town Council Funds | <u>539,312.85</u> |

BANK BALANCES

| | |
|--------------------------|------------|
| CBS 53905917 (16 May 17) | 407,369.17 |
| CBS 53906216 (16 May 17) | 139,885.77 |
| | 547,254.94 |

Unpresented Cheques 7,942.09

FINANCIAL POSITION

539,312.85

Annual Return for Approval

Purpose of Report

To inform the Council that the Annual Return for the year 2016/2017 has been received from BDO the Council's External Auditors and to recommend approval of the recommendations as set out in paragraph 3.1 (i), (ii), (iii) and (iv) hereof.

1.0 Introduction

- 1.1 The Annual Return Form 2016/2017 has been received from BDO, the Council's External Auditors. The form shown at Appendix 1 has been prepared in draft pending approval by the Council.
- 1.2 In preparation for this an Internal Audit was carried out on the Town Council by the Council's Internal Auditor Julie Wright BA (Hons) IPFA, CILCA for the year ending 31st March 2017

2.0 Process for The Annual Return

- 2.1 The Annual Return Form has been completed in draft for Council approval with assistance and guidance from the Internal Auditor.
- 2.2 The Council is required by BDO to take the following steps:-
- (i) Firstly the Annual Governance Statement 2016/2017 must be approved by the Council and signed by the Chairman and Clerk and giving the Minute reference for when it was approved
 - (ii) Secondly the Accounting Statements 2016/2017 must be approved by the Council and signed by the Chairman and Responsible Financial Officer again giving the Minute reference when it was approved.
 - (iii) The Council is required to provide electors with the opportunity to inspect the accounts and other documents for a period of 30 working days which must include the first 10 working days of July. This means
 - The inspection period must be for a period of 30 working days
 - It must include the first 10 working days of July

- The earliest the inspection period can therefore commence is Monday 5th June which means that the period would end on 14th July
- The latest the inspection period can therefore commence is Monday 3rd July which means that the period would end on 11th August
- The inspection period must start the day after the notice, the approved Section 1 (Annual Governance Statement 2016/2017) and approved Section 2 (Accounting Statements 2016/2017) are published on the Council's website

(iv) The Annual Return has to be submitted to BDO by 24th July 2017. If it is not the Council is at risk of receiving a Public Interest Report as there may be insufficient time to complete the review by September 2017.

3.0 Recommendations

3.1 The Council's Internal Auditor has given advice and assistance on the completion of the Annual Return to ensure that it is properly completed and it is therefore recommended:-

- (i) That Section 1 The Annual Governance Statement 2016/2017 be approved by the Council and signed by the Chairman and Clerk and the Minute number inserted
- (ii) That Section 2 the Accounting Statements 2016/2017 be approved by the Council and signed by the Chairman and Responsible Financial Officer and the Minute number inserted
- (iii) That the Annual Return be advertised for public inspection to comply with the timescales and requirements in paragraph 2.2 (iii) above and Councillors be sent a copy of this notice
- (iv) That the Annual Return be submitted to the BDO by 24th August 2017

Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual return for the year ended 31 March 2017

Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

The annual return on pages 2 to 4 is made up of three sections:

- Sections 1 and 2 are completed by the smaller authority. **Smaller authorities must approve Section 1 before Section 2.**
- Section 3 is completed by the external auditor.

In addition, the **internal audit report** is completed by the smaller authority's internal audit provider.

Each smaller authority must approve Section 1 and Section 2 in order and in accordance with the requirements of the Accounts and Audit Regulations 2015.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2017, an explanation of any significant year on year variances in the accounting statements, **your notification of the commencement date of the period for the exercise of public rights** and any additional information requested, to your external auditor by the due date.

Your external auditor will ask for any additional documents needed for their work. Unless requested, do not send any original financial records to the external auditor.

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority for publication and public display of Sections 1, 2 and 3. You must publish and display the annual return, including the external auditor's report, by 30 September 2017.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk or from www.ada.org.uk

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of smaller authority here:

WHITEHAVEN TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

| | Agreed | | Yes means that this smaller authority: |
|---|--------|-----|---|
| | Yes | No* | |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. | ✓ | ✓ | prepared its accounting statements in accordance with the Accounts and Audit Regulations. |
| 2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. | ✓ | | made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge. |
| 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances. | ✓ | | has only done what it has the legal power to do and has complied with proper practices in doing so. |
| 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. | ✓ | | during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts. |
| 5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. | ✓ | | considered the financial and other risks it faces and has dealt with them properly. |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. | ✓ | | arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority. |
| 7. We took appropriate action on all matters raised in reports from internal and external audit. | ✓ | | responded to matters brought to its attention by internal and external audit. |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements. | ✓ | | disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant. |
| 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. | Yes | No | NA |
| | | | ✓ |
| | | | has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts. |

This annual governance statement is approved by this smaller authority on:

and recorded as minute reference:

Signed by Chair at meeting where approval is given:

Clerk:

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2016/17 for

Enter name of smaller authority here:

WHITEHAVEN TOWN COUNCIL

RE-STATED

| | Year ending | | Notes and guidance |
|---|-----------------------|-----------------------|---|
| | 31 March 2016 £ | 31 March 2017 £ | |
| Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. | | | |
| 1. Balances brought forward | - | 249,842 | Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year. |
| 2. (+) Precept or Rates and Levies | 309,975 | 332,073 | Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received. |
| 3. (+) Total other receipts | 230 | 9,362 | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received. |
| 4. (-) Staff costs | 9,525 | 41,285 | Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses. |
| 5. (-) Loan interest/capital repayments | - | - | Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any). |
| 6. (-) All other payments | 50,831 | 315,763 | Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5). |
| 7. (=) Balances carried forward | 249,842 | 234,229 | Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6) |
| 8. Total value of cash and short term investments | 249,842 | 234,229 | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation. |
| 9. Total fixed assets plus long term investments and assets | 12,331 | 12,331 | This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments. |
| 10. Total borrowings | - | - | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB). |
| 11. (For Local Councils Only) Disclosure note re Trust funds (including charitable) | Yes | No | The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions. |
| | | ✓ | |

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

Date

I confirm that these accounting statements were approved by this smaller authority on:

and recorded as minute reference:

Signed by Chair at meeting where approval is given:

Section 3 – External auditor report and certificate

In respect of:

Enter name of
smaller authority here:

1. Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2017; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

2. 2016/17 External auditor report

(Except for the matters reported below)* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

(continue on a separate sheet if required)

3. 2016/17 External auditor certificate

We certify/do not certify* that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2017.

* We do not certify completion because:

External auditor signature

External auditor name

Date

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Annual internal audit report 2016/17 to

Enter name of smaller authority here:

WHITEHAVEN TOWN COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2017.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

| Internal control objective | Agreed? Please choose only one of the following | | |
|--|---|-----|-------------------|
| | Yes | No* | Not covered** |
| A. Appropriate accounting records have been kept properly throughout the year. | ✓ | | |
| B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for. | ✓ | | |
| C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. | | | ✓ Next Audit 8/17 |
| D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate. | | ✓ | |
| E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for. | ✓ | | |
| F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for. | | | N/A NOT kept |
| G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied. | ✓ | | |
| H. Asset and investments registers were complete and accurate and properly maintained. | | | ✓ Next Audit 8/17 |
| I. Periodic and year-end bank account reconciliations were properly carried out. | ✓ | | |
| J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded. | ✓ | | |

| | | | |
|---|-----|----|----------------|
| K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee. | Yes | No | Not applicable |
| | | | ✓ |

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit MRS JULIE WRIGHT

Signature of person who carried out the internal audit Date 24-4-17

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Guidance notes on completing the 2016/17 annual return

1. You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent work by the auditor. NALC, SLCC and ADA have helplines if you want to talk through any problem you encounter.
2. Make sure that your annual return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed return. Any amendments must be approved by the smaller authority, properly initialled and explanation provided. Annual returns containing unexplained or unapproved amendments may be returned and incur additional costs.
3. **Smaller authorities must approve Section 1 on page 2 before approving Section 2 on page 3.**
4. Use the checklist provided below. Use a second pair of eyes, perhaps a Councillor or Board Member, to review the annual return for completeness and accuracy before sending it to the external auditor.
5. Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must tell the external auditor about any change of Clerk, Responsible Finance Officer or Chair.
6. Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your smaller authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the accounting statements (Section 2 on page 3). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide*.
7. Explain fully significant variances in the accounting statements on page 3. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a complete numerical and narrative analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide* to assist you.
8. If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
9. **You must inform the external auditor of the date set for the commencement of the period for the exercise of public rights.**
10. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2016) equals the balance brought forward in the current year (Box 1 of 2017).
11. Do not complete Section 3 which is reserved for the external auditor.

| Completion checklist – 'No' answers mean you may not have met requirements | | Done? |
|--|---|-------|
| All sections | All highlighted boxes have been completed? | |
| | All additional information requested, including the dates set for the period for the exercise of public rights , has been provided for the external auditor? | |
| Section 1 | For any statement to which the response is 'no', an explanation is provided? | |
| Section 2 | Smaller authority approval of the accounting statements is confirmed by the signature of the Chair of the approval meeting? | |
| | An explanation of significant variations from last year to this year is provided? | |
| | Bank reconciliation as at 31 March 2017 agreed to Box 8? | |
| | An explanation of any difference between Box 7 and Box 8 is provided? | |
| Sections 1 and 2 | Trust funds – all disclosures made if a Council is a sole managing trustee? NB: Do not send trust accounting statements unless requested. | |
| Internal Audit report | All highlighted boxes completed by internal audit and explanations provided? | |

*Note: The Practitioners' Guide is available from your local NALC, SLCC or ADA representatives or from www.nalc.gov.uk or www.slcc.co.uk or www.ada.org.uk.

Appointment of Policy and Resources and Finance Committee and Staffing Committee

PURPOSE OF REPORT AND RECOMMENDATIONS:

To appoint the Policy and Resources and Finance Committee and the Staffing Committee for 2017/2018

1. INTRODUCTION

- 1.1 Minute 669/17 of the Council Meeting on 27th April 2017 resolved that the appointment of the Policy and Resources and Finance Committee be dealt with at the next Council meeting
- 1.2 The Staffing Committee also needs to be appointed for 2017/2018

2. RECOMMENDATION

- 2.1 That the Policy and Resources Committee and the Staffing Committee for 2017/18 be appointed with the Chairman/Deputy Chairman being appointed at the first meeting thereof .

Appointment of Advisory Groups

PURPOSE OF REPORT AND RECOMMENDATIONS:

To appoint and to consider and approve Terms of Reference For Advisory Groups for Christmas Festivities, Britain in Bloom and Allotments

1. INTRODUCTION

- 1.1 Minute 670/17 of the Council Meeting on 27th April 2017 resolved that Advisory Groups be appointed for Christmas Festivities, Britain in Bloom and Allotments
- 1.2 The appointment of Advisory Groups is an efficient way to proceed with the business of a Town Council and at Appendix 1 are the suggested Terms of Reference for Advisory Groups.

2. RECOMMENDATION

- 2.1 That a minimum of three Members are appointed to each Advisory Group and
- 2.2 That the Terms of Reference shown at Appendix 1 be discussed and approved (subject to any amendment the Council may wish to make)

TERMS OF REFERENCE FOR ADVISORY GROUPS

Whitehaven Town Council is quite a large Town Council and this brings a variety of issues and problems.

Advisory Groups are an efficient way to proceed with the business of the Council because there is not the need to produce a formal report or provide Minutes although reports will have to be made on behalf of the Advisory Group to the full Council on a regular basis. Areas of Council business that could benefit from having Advisory Groups include Allotments, environmental issues and events.

1. MEMBERSHIP

- 1.1 The Council may appoint Advisory Groups to discuss items affecting the Council, to meet with electors, officials of other bodies, contractors and discuss issues in detail
- 1.2 Members of the Advisory Group will be appointed each year at the Council's Annual Meeting.
- 1.3 The constitution of an Advisory Group shall be a minimum of three Members and may include non-Councillors.
- 1.4 A Chairman will be appointed for the Advisory Group at its first meeting. The Chairman will be the main point of contact.
- 1.5 Any member of the Council can attend a meeting of the Advisory Group whether appointed to it or not.

2.0 POWERS

- 2.1 The Advisory Group has no spending powers nor can it make decisions on behalf of the Town Council. It is an advisory group with no delegated powers

3.0 RESPONSIBILITY AND AREAS OF OPERATION

- 3.1 Advisory Groups are not public meetings and so do not have to be advertised.
- 3.2 Advisory Groups look at specific areas or problems.
- 3.3 Advisory Groups will report each month to the Town Council for a resolution on any decisions recommended and/or for a resolution to authorise money to be spent on a particular item. Advisory Groups have no spending powers nor can they make decisions on behalf of the Council.

GRANT APPLICATIONS**Purpose of Report**

To consider the following grant applications from:-

- Taste Cumbria
- New Art North

and to decide the amount of grant to be awarded.

1.0 Grant Applications for Consideration

Members will recall that at the last meeting of the Council there was a presentation by Taste Cumbria in respect of an event to be held in Whitehaven on 22nd and 23rd July 2017 (Minute 661/17 refers). The Council resolved to support the event. Details are as follows:-

- | | | |
|------|------------------------|---|
| (i) | Applicant: | CN Events – Taste Cumbria (CN Group) |
| | Amount Applied For: | £15,000.00 |
| | Total cost of Project: | £23,250.00 |
| | Purpose of Project: | Taste Cumbria food and Drink Festival 2017 to be held in Whitehaven. It will be a great day out for all the family with free activities for kids and the people of Whitehaven can attend a great event. The event will also bring visitors to the town and economic benefit as well as promoting the town. The community, Whitehaven and the businesses and shops in Whitehaven will benefit as well as bringing a large scale event back to the town that will grow over the next three years and each year we will add content in to add impact, spend and activity to the festival |
| | Other Funding: | £8250.00 of Group's own money |
| (ii) | Applicant: | New Arts North |
| | Amount Applied For: | £200.00 |

Total cost of project: £7140.00

Purpose of Project: The people of Whitehaven Community will have the opportunity to experience a high quality arts event that will be based on traditional styles of puppetry and will have the opportunity to learn about the ideas behind Gullivers Travels. This will be a 20-30 minute performance carried out 3 times in each of 3 outdoor sites in Whitehaven Workington and Maryport and should attract audiences of 300+ on each site and a social media interaction of 300+

| | | |
|----------------|---------------------------|-------|
| Other Funding: | Arts Council England | £6300 |
| | Allerdale Borough Council | £200 |
| | Maryport Town Council | £200 |
| | Workington Town Council | £200 |

2.0 Budget Implications

2.1 Members are reminded that the budget for grants in 2017/18 is £30,000.00 and grants totalling £10,525.00 have been awarded so far.

Asset Transfer

Purpose of Report

Councillor Guest to give a verbal report on asset transfer in general. Information is also attached for members' information at Appendix 1 hereof on Community Asset Transfer

1.0 Introduction

- 1.1 Members will recall that at the last meeting of the Council there was a request to include a report in general on Asset Transfers (Minute 664/17 (ii) refers).
- 1.2 Councillor Guest has had some experience and involvement in this and will give a verbal report to the Council.

2.0 Recommendation

- 2.1 That the issue of Asset Transfer be considered and a decision made as to the next steps to be taken.

The Community Right to Nominate and Bid for Assets of Community Value (England)

Introduction

1. Sections 87-108 of the Localism Act 2011 (“the 2011 Act”) give parish councils and other local bodies (e.g. charities, community interest companies or unincorporated bodies that do not distribute profits to their members) the right to nominate an asset of community value to be added to a list maintained by their principal authority. If any listed asset comes up for sale, parish councils and other local bodies in the community will be given a window of opportunity to express an interest in purchasing the asset and another window of opportunity to bid to purchase it. An asset of community value may include for example a community centre, a village shop, tennis courts, or a pub.
2. This Legal Topic Note considers the relevant 2011 Act provisions and the Assets of Community Value (England) Regulations 2012 (“the 2012 Regulations”) and the implications for parish councils.

List of assets of community value

3. S.87 (1) of the 2011 Act places a duty on certain local authorities (defined in s.106 (1) of the 2011 Act to include district councils, London borough councils and county councils) to maintain a list of land in their area that has community value. This list is known as a list of assets of community value.
4. A listed asset will stay on the list of assets of community value for five years from the date it is entered onto the list and it can be removed after that period. It is for a local authority to decide the form and contents of its list, subject to any specific requirements set out in regulations (including for example the form in which the list is to be kept; the contents of an entry in the list; modification of an entry in the list and removal of an entry from the list). If a local authority includes an asset in its list, it is not required to obtain the owner’s consent. Land nominated as assets of community value may be owned by anybody including a parish council.

What is land of community value?

5. S.88 (1) of the 2011 Act defines land of community value. A building or land in a local authority's area is land of community value if in the opinion of the local authority:

- an actual current main use of the building or other land furthers the social well-being or social interests of the local community (e.g. a village hall), and
- it is realistic to think that the main use of the building or other land will continue to further (whether or not in the same way) the social well-being or social interests of the local community.

“Social interests” include cultural interests, recreational interests and sporting interests.

6. A building or land in a local authority's area is also land of community value if in the opinion of the local authority:

- in the recent past an actual main use of the building/ land furthered the social well-being or interests of the local community, and;
- it is realistic to think that there is a time in the next five years when there could be main use of the building or other land that would further (whether or not in the same way as before) the social well-being or social interests of the local community (s.88(2) of the 2011 Act).

7. Examples of buildings used in the recent past to further the social well-being or interests of the local community could include a closed down building that formerly housed a library or a closed community centre that was formerly used by recreational or sporting clubs. “Recent past” is not defined. In NALC’s view the ordinary dictionary meaning of “recent” would apply.

Land that is not land of community value

8. Schedule 1 of the 2012 Regulations defines land which is not of community value and cannot be included in a local authority’s list of assets. This includes a residence together with land that is connected with that residence.

9. “Residence” means a building used or partly used as a residence. A building is also a residence and cannot be listed if (i) it is normally used or partly used as a

residence, but for any reason part of it normally used as a residence is temporarily unoccupied; (ii) it is let or partly let for use as a holiday dwelling; (iii) it, or part of it, is a hotel or is otherwise principally used for letting or licensing accommodation to paying occupants or (iv) it is a house in multiple occupation.

10. Land is "connected" with a residence and cannot be listed if the land and residence are owned by a single owner and all of the land can be reached from the residence without having to cross land owned by another person. Land is still "connected" if a part of the land cannot be reached from the residence because it is separated by land owned by another person and there is a road, railway, river or canal on the land.

Residential land that may be land of community value

11. A building that is partly used as a residence may be land of community value if, but for that residential use, the building would be eligible for listing. For example, a village hall with accommodation for caretaker. A building or land may also be land of community value if (i) it is land on which currently there are no residences but planning permission or development consent has been granted for the construction of residences; (ii) it is a building undergoing construction where there is planning permission or development consent for the completed building to be used as a residence, but construction is not yet complete; or (iii) it was previously used as a residence but is in future to be used for a different purpose and planning permission or development consent for a change of use to that purpose has been granted.

Procedure for including land in the list of assets of community value: community nomination

12. S.89 (1) of the 2011 Act provides that a local authority may only include land of community value in its list in response to a community nomination or where permitted by regulations. A community nomination may be made by a parish council in relation to land which is:
 - in its area (s.89(2)(b)(i) of the 2011 Act);
 - in another parish council's area if any part of the boundary of the first council's area is also part of the boundary of the other council's area (s.89(2)(b)(iii) and Regulation 4(2) of the 2012 Regulations); or

- in a local authority's area but is not in any parish council's area if (i) the council's area is within the local authority's area, or (ii) any part of the boundary of the council's area is also part of the boundary of the local authority's area (s.89(2)(b)(iii) Regulation 4(2) of the 2012 Regulations).
13. A community nomination may also be made by a voluntary or community body with a local connection with land in a local authority's area or a neighbouring authority's area (s.89 (2) (b) (iii) of the 2011 Act and Regulation 4(1) of the 2012 Regulations). A "voluntary or community body" is defined in Regulation 5 of the 2012 Regulations and includes:
- an unincorporated body (i) with at least 21 members, and (ii) which does not distribute any surplus it makes to its members;
 - a charity;
 - a company limited by guarantee which does not distribute any surplus it makes to its members;
 - an industrial and provident society which does not distribute any surplus it makes to its members; or
 - a community interest company.
14. In accordance with Regulation 6 of the 2012 Regulations a community nomination must include the following:
- a description of the nominated land including its proposed boundaries;
 - a statement of all the information the nominator has about the names of current occupants of the land and the names and current or last known addresses of all those holding a freehold or leasehold estate in the land;
 - the nominator's reasons for thinking that the local authority should conclude that the land is of community value; and
 - evidence that the nominator is eligible to make a community nomination.
15. When a local authority receives a community nomination it must consider it and accept it if the land nominated is in its area and is of community value. If the local authority is required to accept the nomination it must include it in its list of assets of community value (s.90 of the 2011 Act). The local authority must decide whether land nominated by a community nomination should be listed within eight weeks of receiving the nomination (Regulation 7 of the 2012 Regulations). It must take all practicable steps to give the information that it is considering listing the land to:

- the parish council if the land is in the council's area;
 - the owner of the land;
 - where the owner is not the freeholder, the freehold owner and any leasehold owner other than the owner; and
 - any lawful occupant of the land.
16. S.91 and Regulation 9 of the 2012 Regulations provide that the local authority must give written notice of its decision to include in or remove land from the list to a parish council if the land is in the parish council's area as well as:
- the owner of the land;
 - the freehold owner and any leasehold owner (where they are not the owner);
 - the occupier of the land if the occupier is not also the owner;
 - the person who made the community nomination; and
 - any person specified, or of a description specified, in regulations made by the Secretary of State.
17. If it is not reasonably practicable for the local authority to give notice, the authority must instead take reasonable alternative steps for the purpose of bringing the notice to the person's attention.

Review of a local authority's decision to list land as an asset of community value

18. Landowners can ask a local authority to review the authority's decision to include their land on the list of assets of community value (s.92 of the 2011 Act). Schedule 2 of the 2012 Regulations contains the specific procedure that must be followed by a local authority when it reviews a decision. Any request for a review must be in writing and submitted before the expiry of an eight week period from the day on which written notice of inclusion of the land in the list was given by the local authority (or a longer period if the authority agrees). Landowners may appoint any representative to act on their behalf in connection with the review. The review is carried out and determined by an appropriate officer of the local authority not involved with the original decision. A successful review may result in a local authority removing land from the list.
19. Local authorities are also required by s.93 of the 2011 Act to maintain a list of unsuccessful community nominations, known as a "list of land nominated by

unsuccessful community nominations". The local authority may (but does not have to) remove land from the list after it has been on it for five years.

20. Local authorities must publish their list of assets of community value and their list of land nominated by unsuccessful community nominations (s.94 of the 2011 Act). They must make both lists available for free, public inspection in their area and provide one copy, free of charge, to any person who asks for a copy.

Consequences of land being listed: moratorium periods

21. Inclusion of land in the list of assets of community value will result in a local land charge against the landowner's title.
22. The listing of an asset as an asset of community value does not give a parish council or other local body the right to purchase it if the asset comes up for sale. The owner is not restricted in terms of who he can sell to or the purchase price. However listing does delay proceedings if the owner wishes to sell the asset.
23. Once land has been listed, nothing will happen until the owner decides to dispose of it by way of a freehold sale or the grant/ assignment of a lease for at least 25 years (a "relevant disposal"). The landowner must notify the local authority that he wants to make a relevant disposal. The local authority must then notify the local body that nominated the asset to be included in the list and give further publicity to the proposed disposal.
24. S.95 of the 2011 Act prohibits a landowner from making a relevant disposal of his land unless he has notified the local authority of his wish to make a relevant disposal of the land and each of the following conditions is met:
 - either (i) the interim moratorium period has ended without the local authority having received a written request from a community interest group to be treated as a potential bidder, or (ii) the full moratorium period has ended.
 - the protected period has not ended.
25. The "interim moratorium period" means a six week period beginning with the date on which the local authority receives the written notice from the owner that he wishes to dispose of the land.

26. The “full moratorium period” means a six month period beginning with the date on which the local authority receives the owner’s written notice of his wish to make a relevant disposal.
27. The “protected period” means an 18 month period beginning with the date on which the local authority receives the written notice.
28. “Community interest group” means a parish council if the land to be disposed of is in the council’s area. A body is also a community interest group if it is (i) a charity, (ii) a company limited by guarantee which does not distribute any surplus it makes to its members, (iii) an industrial and provident society which does not distribute any surplus it makes to its members or (iv) a community interest company, and the body has a local connection with the land (Regulation 12 of the 2012 Regulations).
29. When a local authority receives notice of a landowner’s wish to make a relevant disposal, the landowner may enter into a relevant disposal with a parish council or a community interest group at any time in the 18 month period beginning with the date of receipt of the owner’s written notice (Regulation 13 of the 2012 Regulations).
30. If a local authority receives notice from a landowner that he wishes to dispose of listed land and within the six week interim moratorium period the local authority receives a written request from a parish council or other community interest group to be treated as a potential bidder, the owner may not dispose of the land during the full six month moratorium period. The authority must either pass on the request to the owner of the land or inform the owner of the details of the request as soon after receiving the request as is practicable. The owner may enter into a disposal with a parish council or community interest group (see above paragraph).
31. If a parish council or community interest group does not make a written request to be treated as a potential bidder during the six week interim moratorium period the owner is free to sell the asset at the end of the six weeks to whomever he chooses and at whatever price.
32. The conditions set out in paragraph 24 above do not need to be met in certain circumstances, such as if the disposal is by way of gift and if the person(s) making the disposal is a member of the family of the person(s), to whom the disposal is made.

33. S.97 of the 2011 Act requires a local authority to note on the list entry for a particular asset that it has been notified by the landowner of his wish to make a relevant disposal. The entry must note the date that the authority received the notice and the end dates of the initial moratorium period, the full moratorium period and the protected period. Written notice must also be given to the body who nominated the asset to be included in the list.

Compensation for landowners

34. An owner or former owner of listed land or of previously listed land is generally entitled to compensation from the local authority of an amount that the local authority determines. This does not extend to public authorities such as parish councils. Compensation will be awarded if the owner of the land that was listed incurred loss or expense in relation to the land, and this would not be likely to have occurred if the land had not been listed (Regulation 14 of the 2012 Regulations). A person who has made a claim for compensation may ask the local authority to review its decision as to whether the person should receive compensation and the local authority's decision as to the amount of any compensation.
35. The government has produced non-statutory guidance for local authorities on the community right to bid. This can be found at [https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/14880/Community Right to Bid - Non-statutory advice note for local authorities.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/14880/Community_Right_to_Bid_-_Non-statutory_advice_note_for_local_authorities.pdf)

Other Legal Topic Notes (LTNs) relevant to this subject:

| LTN | Title | Relevance |
|-----|--|---|
| 45 | Disposal and appropriation of land by local councils | Sets out the general rules on disposal and appropriation of land by parish councils |
| 84 | The Community Right to Challenge (England) | A council's bid to run services may relate to an asset of community value |

33. S.97 of the 2011 Act requires a local authority to note on the list entry for a particular asset that it has been notified by the landowner of his wish to make a relevant disposal. The entry must note the date that the authority received the notice and the end dates of the initial moratorium period, the full moratorium period and the protected period. . Written notice must also be given to the body

Safeguarding Members Policy and Risk Assessment

Purpose of Report

To inform Members of an outstanding matter with the Health and Safety Executive regarding a Risk Assessment and Safeguarding Policy For Members and to consider the draft policies attached and approve these policies with or without amendment.

1.0 INTRODUCTION

- 1.1 I have been informed by the Health and Safety Executive (HSE) that an email was sent to them on 22nd November 2017 stating "I have updated our risk assessment and developed a draft safeguarding policy (both attached). This Policy is due to be discussed at a meeting of the Policy and Resources and Finance Committee tomorrow evening. Once adopted by committee this is presented to Full Council for acceptance by the resolution of the body corporate".
- 1.2 The HSE have now emailed to ask if the proposed actions stated in the email have been implemented.
- 1.3 According to the Attendance Register the Policy and Resources and Finance Committee scheduled for 23/11/17 did not take place as the words "meeting declared illegal" was written in the Register and nothing further appears to have been done.
- 1.4 Attached at Appendix 1 are the papers that were included on the Agenda for the meeting on 23/11/17 in respect of a Safeguarding Members Policy and a Risk Assessment.
- 1.5 I informed the HSE that this matter would be included on the Agenda for the full Council Meeting on 25th May 2017 and the HSE have asked to be informed of the Council's decision on 26th May 2017.
- 1.6 For Members information I am informed that there is a radio link to the Police Station in the Civic Hall which can be used in any room and that there is a panic alarm under the main reception desk.

2.0 RECOMMENDATION

- 2.1 That the Risk Assessment and the Policy for Safeguarding Members be considered and any amendments made and approved.

SAFEGUARDING PERSONAL SAFETY OF MEMBERS AT PUBLIC MEETINGS

Date: 27/10/2016

Internal Review

REASON FOR REPORT

To consider recommendations for the Personal Safety of Members of the Council in public meetings, at the Civic Hall, Whitehaven.

RECITALS

That the Council gives consideration to the following recommendations:

- (i) Consideration be given to ensuring that the front doors of the Civic Hall are monitored by the management of the Civic Hall and that persons sign into the register upon arrival and sign out on departure.
- (ii) The Clerk should ensure that where possible that the meeting room has restricted access prior to the meeting.
- (iii) The Council may consider to have a panic alarm button fitted in the main meeting room or have individual alarms.
- (iv) The Civic Hall management be asked to ensure that a list of emergency security telephone numbers, including out of hours first aiders be displayed in all meeting rooms within the Civic Hall. This list also be supplied to the Clerk and to all Members of the Council for their information.
- (v) That officers be asked to look at putting a process in place to ensure that the names of members of the public who are on the Restricted Persons Register is made available to Members of the Council and the Clerk, to ensure that Members of the Council are not put under any risk when meeting with members of the public.
- (vi) From a personal safety perspective, all Members of the Council be advised that where possible, all public meetings are held during operating hours, to reduce security risk.
- (vii) The Clerk to obtain a Pub Watch radio for use during meetings.
- (viii) That Members of the Council be advised of the options which are available to them in terms of the telephone contact details they provide on the Council's public website.
- (ix) That a workshop be provided for Members on personal safety and officers be asked to produce a protocol on Members' personal safety based on the findings of the review.

Information

1. Whitehaven Town Council undertakes to review the security measures for Members of the Council when they attend public meetings the Civic Hall.
2. As a result of concerns raised by a Member of Council a draft policy for discussion and accompanying Risk Assessment has been produced to review and minimise the risk.

Reason for the Review

3. The personal safety of local politicians is important to ensure that members of the public are given access to meeting their local elected Councillor. Recently there have been a report of an incident where a Member of the Council has been allegedly threatened by a member of the public. This review will look at the current measures in relation to the personal safety of Members at public meetings and apply necessary mitigation.

Background

4. The safety of local politicians has recently been brought to light with events in Arizona, United States where a Congresswoman, Gabrielle Giffords was shot when meeting with her constituents. Stephen Timms, MP for East Ham was stabbed in May 2010, at a Constituency surgery by one of his constituents. The latest event is the murder of Jo Cox Labour MP for Batley last year.
5. These incidents and others have highlighted the vulnerability some times, of local politicians meeting their constituents and members of the public. It is therefore important that Members' personal safety is not compromised whilst carrying out their duties as elected representatives of the community.
6. The review will also review the personal safety of Members outside of the Civic Hall, in view of the recent UK news reports of harassment of a Member of the Council by mobile phone and email. The review should consider if the personal data such as telephone numbers which Members of the Council provided on the public website should be removed. It should also consider that only official Council email address be used for council business.

Emergency Security Telephone Numbers

7. The review discussed the availability of security in the cases of emergency and the need for the emergency security telephone numbers to be displayed in all meeting rooms and for these telephone numbers to be easily available for all Members of the Council.

RECOMMENDATION 1:

The Civic Hall Management be asked to ensure that a list of emergency security telephone numbers, including out of hours first aiders be displayed in the meeting room within the Civic Hall. This list also be supplied to all Members of the Council for their information. That the Pubwatch radio be available in the meeting room to call police if required to in event of an incident.

Restricted Persons Register .

8. Whitehaven Town Council has a duty to give information to its employees on any risks that they may encounter in the course of their duties including where there is evidence that a member of the public may become violent or abusive. This information should be contained on the Restricted Persons Register and is managed by the Clerk. A process should be put in place to ensure that Members of the Council do not jeopardise their personal safety by inadvertently meeting with members of the public who are on this register.

RECOMMENDATION 2:

That officers be asked to look at putting a process in place to ensure that the names of members of the public who are on the Restricted Persons Register is made available to Members of the Council to ensure that Members of the Council are not put under any risk when meeting with members of the public.

Members' Personal Telephone Numbers

Members should have Council phones and email addresses in order for personal details to remain private.

Personal numbers and emails should not be published on the Council Website

All personal data should be redacted from published Declaration of interest.

RECOMMENDATION 3:

That Members of the Council be advised of the options which are available to them in terms of the telephone contact details they provide on the Council's public website.

Member Training and Protocol

A workshop to provide guidance to Members on how to deal with conflict resolution when meeting with constituents to reinforce this message, a workshop be provided for Members on personal safety.

RECOMMENDATION 4:

That a workshop be provided for Members on personal safety and officers be asked to produce a protocol on Members' personal safety based on the findings of the review.

Conclusions

Overall the security measures which are in place are deemed to be adequate and provide Members of the Council with a sufficiently safe environment in which to carry out their duties as Councillors. The recommendations given will provide added protection to Members and also remind Members of the need to consider their own personal safety when carrying out their duties as Councillors.

Use of a Pub watch radio will increase police response time as it is monitored. This will also give security to Members.

The Police station is less than 500m from Council Meeting rooms

There has been no recorded incidents at a WTC meeting to date.

Individual Members should always consider their own safety as paramount.

The Chair of a meeting should remain vigilant at all times.

CCTV should be considered as it may serve as a deterrent.

The Personal Safety of Members of the Council when meeting with members of the public

Aim of the review

To review the security measures which are in place to ensure the safety of Members of the Council when meeting members of the public at the Council Offices at the Civic Centre and at political party surgery venues.

Proposed outcome

To examine the present procedures and arrangements which are in place to ensure the safety and well being of Members of the Council when meeting members of the public and will make recommendations on improvements that can be made simply and hopefully without cost.

Terms of reference

1. To look at the existing security measures and procedures which are in place both within the Civic Hall to ensure the safety of Members.
2. To look at the procedures which are in place by the WTC to effectively manage and respond to violence and aggression within the Civic Hall.
3. To examine the advice and training that Members receive in relation to dealing with members of the public at meetings.
4. To examine what systems are in place to provide information to both Members and staff of WTC on those people who have been identified by the Council, as posing a risk to the safety of individuals
5. To look at the Risk Assessment procedures which are in place in order to assess the potential likelihood of complaints or situation compromise arising.
6. To Put in place procedures at the Civic Hall and to assess if there are any gaps in procedures which could put individuals at risk.
7. To make recommendations to Council if necessary, on what the Council can do in relation to improving security measures and advice given to Members and officers.
8. To promote good practice, the do's, the don't and what to do if an event arises.

Reasons for the review

The personal safety of local politicians and officers is important to ensure that members of the public are given access to meeting Members of the Council.

The safety of local politicians has recently been brought to light with the recent events in Arizona, United States where a Congresswoman, Gabrielle Giffords was shot when meeting with her constituents. Stephen Timms, Member of Parliament for East Ham, was stabbed in May 2010, at a Constituency surgery by one of his constituents.

Security measures need to be in place to safeguard the personal safety of Members need to be assessed to ensure that people are not put at risk when carrying out their duties.

Do we need a security guard on the front desk?

1. What are the arrangements which are currently in place for Members of the Council when they meet with members of the public within the Civic Hall?
2. Are Civic Hall staff made aware of all meetings (in all parts of the Civic Hall) when Members of the Council have with members of the public present?
3. What training and guidance are Members of the Council given on their personal safety when attending meetings with members of the public present?
4. Are all meeting rooms within the Civic Hall safe and secure environments for meetings to be held with members of the public in attendance.
5. Should the Council employ its own security staff for public meetings?
6. How is the information on the Restricted Persons Register communicated to ensure that Members of the Council are aware of members of the public who have previously become verbally or physically abusive to Council staff?
7. What to do in the event of a problem.

Methodology

The review will consider evidence collated by the Clerk and from the personal experiences Members of this Committee have had.

Stakeholders and consultation plan

The review will consult with all Members of the Council and external resources to look at potential gaps in security which exists which could leave individuals vulnerable.

| Meeting | Action | Comments |
|-----------------------|------------------------------|---------------------------------|
| Full Council Nov 2016 | Review by Policy & Resources | Adopt at full Council in Nov 16 |

Health and safety policy

| This is the statement of general policy and arrangements for: <u>Whitehaven Town Council</u> | | |
|---|----------------------------------|---|
| Cllr Raymond Gill has overall and final responsibility for health and safety | | |
| Mrs J Abrahams has day-to-day responsibility for ensuring this policy is put into practice | | |
| Statement of general policy | Responsibility of: Name/Title | Action/Arrangements (What are you going to do?) |
| Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace | L. Abrahams / Clerk | Ensure Risks assessments are carried out and recorded in compliance with statutory regulations |
| Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work | Cllr McKew | Through the staffing committee implement training and cascade up to date information |
| Engage and consult with employees on day-to-day health and safety conditions | Cllr McKew | Effective communication of policies |
| Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities | L. Abrahams / Clerk | Utilise policy of Civic Hall Management |
| Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/usa of substances | L. Abrahams / Clerk | Ensure familiarity with equipment, adequate training and COSHH data is up to date for safe storage and use of substances. |
| Signed: * (Employer) | <i>Ray Gill</i> | Date: 15/11/16 |

You should review your policy if you think it might no longer be valid, eg if circumstances change.
If you have fewer than five employees, you don't have to write down your policy.

| | |
|---|----------------------|
| Health and safety law poster is displayed at (location) | Room 3 Civic Hall |
| First-aid box is located: | Reception Civic Hall |
| Accident book is located: | Room 3 Civic Hall |

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>
To get an interactive version of this template go to <http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>
Combined risk assessment and policy template published by the Health and Safety Executive 08/14

Risk assessment

Company name: Whitehaven Town Council

Date of risk assessment: 15/11/16

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to control this risk? | Action by who? | Action by when? | Done |
|--|------------------------------|---|---|--------------------|-----------------|------|
| Personal Safety of staff and members at meetings | Staff and Members | Produce a report and review for development into a policy. Carry out a risk assessment | Monitor the situation | Policy & Resources | 24/11/16 | TBA |
| Building access by unknown persons | Staff, member and Public | Ongoing monitor of situation | Ask everyone to sign in at reception | Hall staff | 27/10/16 | TBA |
| Building access by unknown persons | Staff, member and Public | List of emergency numbers | List to be in meeting room | Clerk & Hall staff | 27/10/16 | TBA |
| Disruptive behavior | Staff, member and Public | Call in event of incident to police on 101 or 999 Ongoing monitor of situation | Use pub watch radio | Clerk | 22/11/16 | TBA |
| Disruptive behavior | Staff, member and Public | Call in event of incident to police on 101 or 999 Ongoing monitor of situation | Use emergency panic button | Clerk | 22/11/16 | YES |
| | | | | | | |

Advertising in The West Cumbria Guide

Purpose of Report

To ask Members if the Council wishes to place an advert/sponsor the Whitehaven Map in the West Cumbria Guide.

1.0 INTRODUCTION

- 1.1 The Council has been asked if it wishes to place an advert/sponsor the Whitehaven Map in the West Cumbria Guide which comes out every two months.
- 1.2 Attached at Appendix 1 is the media pack received from the West Cumbria Guide and if the Council wishes to sponsor the Whitehaven Plan this will be charged at the rate of an eighth of a page and will cost £240 per edition for three editions (total £720.00) or £210 per edition for six editions (total £1260).
- 1.3 An example of the Council's sponsorship of the Whitehaven Plan in a past edition of the West Cumbria Guide is attached at the back of the media pack
- 1.4 West Cumbria Guide has offered the Council a discounted rate of £1152.00 plus VAT to sponsor the Whitehaven Plan for a period of 24 months (twelve editions).

2.0 RECOMMENDATION

- 2.1 That the Council decide if it wishes to sponsor the Whitehaven Plan in the West Cumbria Guide and if so to decide how many editions it wishes to sponsor.

Whitehaven | Workington | Maryport | Cockermouth | Keswick | Carlisle

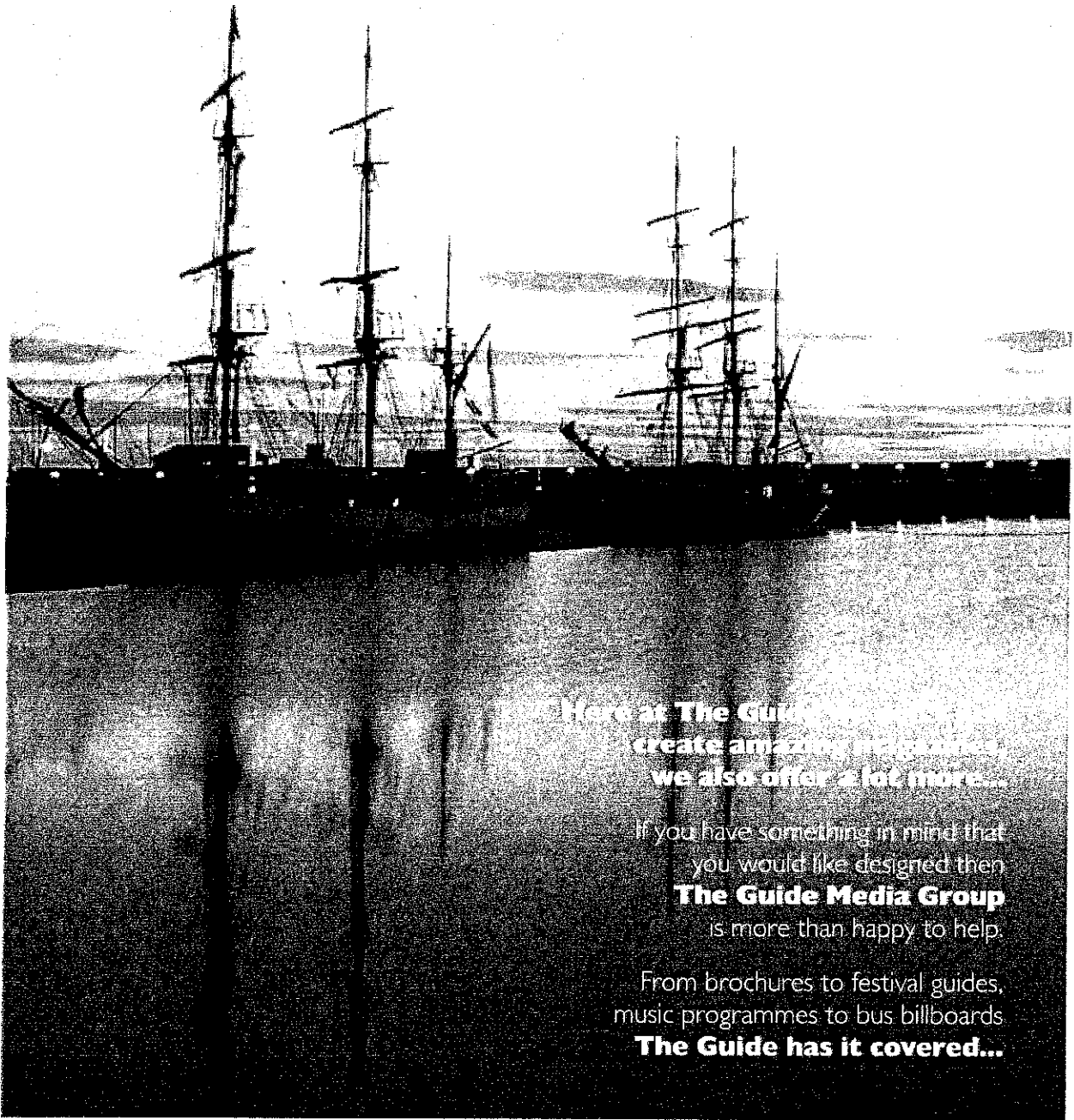


MEDIA PACK 2017

GUIDE

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Full Page Advertisement
Without bleed
210mm height x 145mm width
With bleed
216mm height x 171mm width

Quarter Page Advertisement (Vertical)
90mm height x 47mm width

Half Page Advertisement (Vertical)
180mm height x 62mm width

Quarter Page Advertisement (Horizontal)
45mm height x 138mm width

Half Page Advertisement (Horizontal)
90mm height x 138mm width

Eighth Page Advertisement (Horizontal)
45mm height x 69mm width

DPS Double Page Spread
Without bleed
210mm H x 330mm W
With bleed
216mm H x 336mm W

Banner Advertisement (Horizontal)
20mm height x 130mm width

Pick Your Magazine, Pick Your Price!

| Carlisle Guide (35,000+ readers) | | |
|----------------------------------|-------------------------------|-------------------------------|
| Advert Size | 3 Editions Price Per Issue | 6 Editions Price Per Issue |
| Sixteenth | - | £75.00 |
| Eighth | £141.75 | £133.88 |
| Quarter | £259.65 | £245.23 |
| Half Page | £354.38 | £334.69 |
| Full Page | £571.50 | £539.75 |
| Inside Back | £650.00 | £625.00 |
| Inside Front | £745.00 | £720.00 |
| Outside Back | £850.00 | £815.00 |
| DPS | £1028.00 | £1008.00 |

| West Cumbria Guide (60,000+ readers) | | |
|--------------------------------------|-------------------------------|-------------------------------|
| Advert Size | 3 Editions Price Per Issue | 6 Editions Price Per Issue |
| Sixteenth | - | £105.00 |
| Eighth | £240.00 | £210.00 |
| Quarter | £440.00 | £420.00 |
| Half Page | £615.00 | £595.00 |
| Full Page | £950.00 | £895.00 |
| Inside Back | £1100.00 | £1000.00 |
| Inside Front | £1350.00 | £1200.00 |

To advertise online with the guide, whether it be content or banners please contact us on 01946 816719 for more information

Issues and Copy Deadlines

| The West Cumbria Guide | The Carlisle Guide |
|------------------------|--------------------|
| Feb/Mar - Jan 15 | Jan/Feb - Dec 15 |
| Apr/May - Mar 15 | Mar/Apr - Feb 15 |
| Jun/Jul - May 15 | May/Jun - Apr 15 |
| Aug/Sep - Jul 15 | Jul/Aug - Jun 15 |
| Oct/Nov - Sep 15 | Sep/Oct - Aug 15 |
| Dec/Jan - Nov 15 | Nov/Dec - Oct 15 |

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STAYING CONNECTED



the Guide Media Group 13

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We don't charge a penny for this service, it's just something we do for all of our valued customers.

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You can also view our magazines online by following the link on our website. Just go to the 'online magazines' section and you can read the latest edition!

Take a look at our website today!
www.theguidemediagroup.com

"We are really pleased, the feedback has been very good and very positive, in fact it is one of the first times that people have come back to us and pin pointed the source, i.e. The Guide Magazines."

Claire Armstrong
 Marketing Officer, St Bees School

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When YOU Want...

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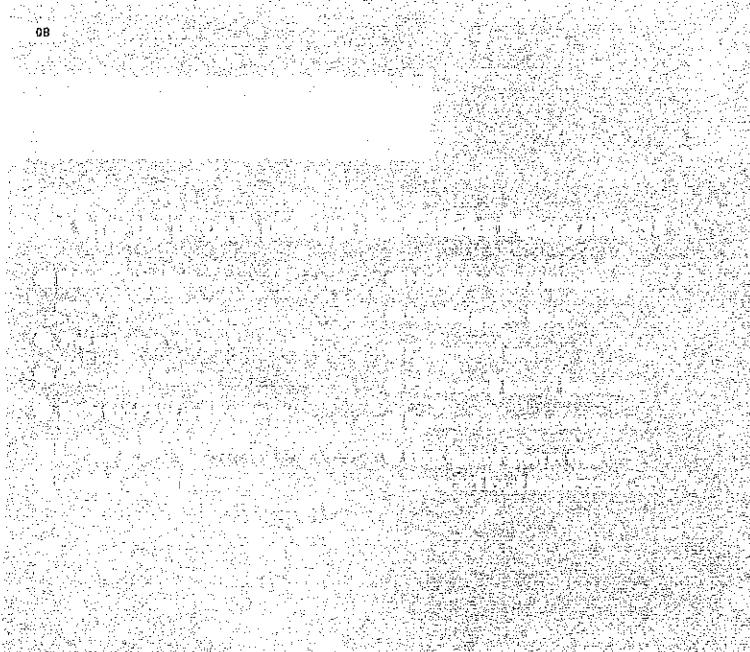
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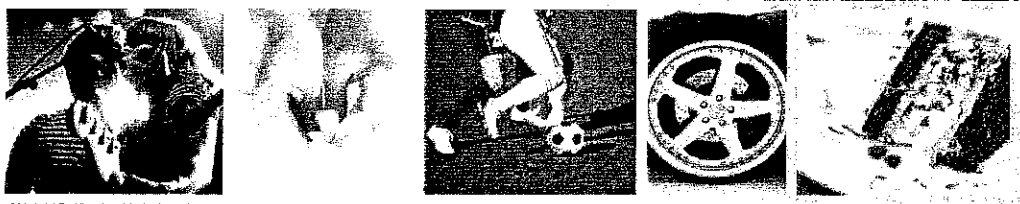
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THE READERSHIP

OUR LOYAL CUMBRIAN FANBASE

30,000

Magazines sold

120,000

Estimated readership



The Guide Magazines are proud to have one of the largest audiences in Cumbria. With over 3,000 pick up points throughout Cumbria it means that, no matter where you go, we are there waiting for you. With over 180,000 magazines picked up every year it makes advertising, marketing and communicating your message in The Guide Magazines an absolute must.

We have positioned ourselves in a rather unique market in that we have a passionate and loyal army of readers and The Guide Magazines are also an essential tool for any visitors passing through our lovely part of the world.

Our content defines our readership and it is so diverse yet focussed that The Guide Magazines are read by people of all ages and tastes, adults, teenagers and children.

Being a bi-monthly magazine ensures that our clients enjoy a long lead time compared to traditional media.

We don't believe in tying customers up with long contracts, we want people to have the flexibility to choose a time and to target a specific area to ensure maximum impact.

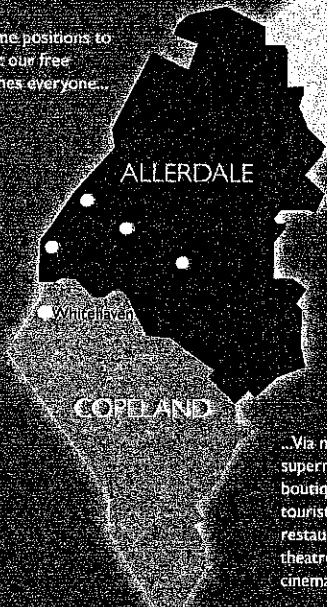
"Absolutely brilliant, brought people to my shop from out of the area"

Tanya
Textures, Keswick

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- Biggill • Bootle • Cleator • Cleator Moor • Dearham
- Egremont • Eskdale • Flimby • Frizington • Gilcrux
- Gosforth • Great Broughton • Harrington • Holmrook
- Moor Row • Portinscale • Rowrah • Seascale • Seaton
- Silloth • St Bees • Threlkeld • Wasdale • Whinlatter

THE CARLISLE GUIDE

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- Carlisle Surrounding Areas
- Brampton
- Daiston
- Longtown
- Thursby
- Wigton
- Wetheral



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The Lake District Coast
Aquarium, Maryport



In June 2007 Easby Orwell Publishing was established by Stephen Murphy and soon after in August 2007 the first issue of the **Whitehaven Guide** was launched, covering local features, events and attractions and offering its main pulling point: **Cost Effective Advertising.**

The success of the free magazine was fantastic and the response was so great that soon afterwards the **Workington, Cockermouth and Maryport Guide** and the **Keswick Guide** were launched. The Guide Media Group launched the **Carlisle Guide** in 2011.

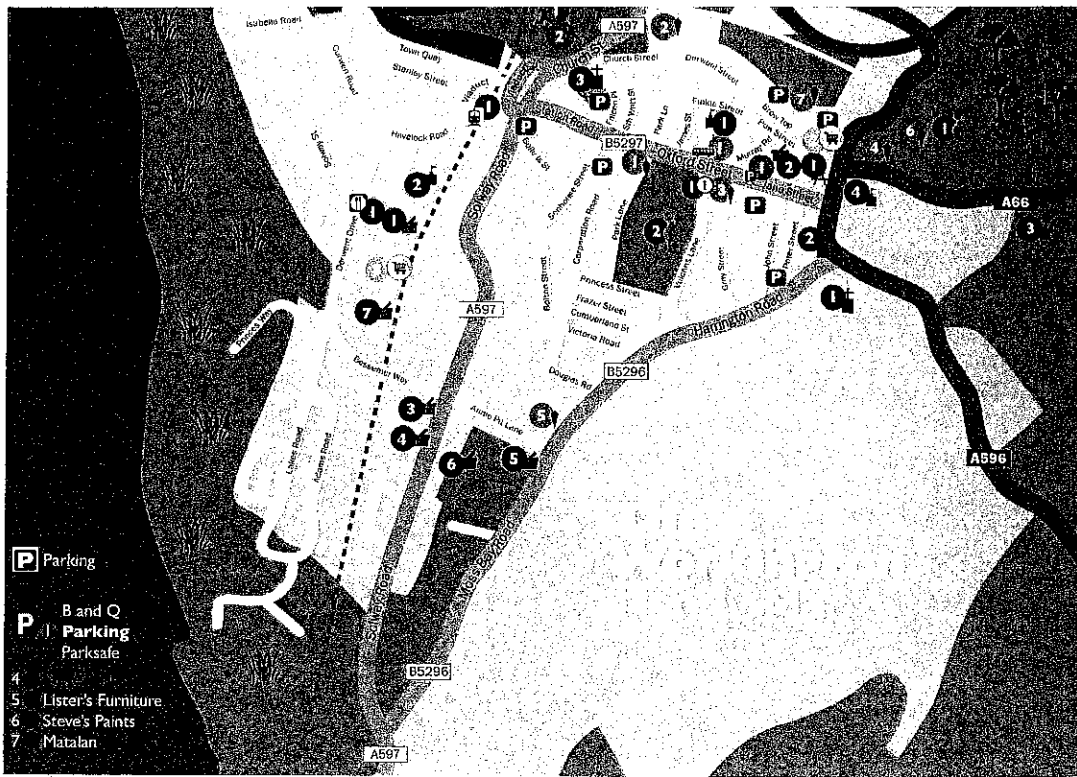
Easby Orwell employs a small dedicated team of seven members of staff plus various photographers and writers, something which we are very proud of. The Guide Magazines cover everything local and includes The Great Guide To Food, The Motoring and Sport Guide, The What's On Guide, The Eating Out Guide, The Accommodation Guide; plus Living, Lifestyle and Interiors Guide.

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The Guide Magazines carry lots of exclusive interviews and also features local talent. Exclusive interviews from talent such as Kylie Minogue, The Saturdays, The Wanted, The Scissor Sisters, James Cracknell, Katharine Jenkins, Julia Bradbury, Sir Ranulph Feinnes, John Simpson, Sir Chris Bonington are just a few who have graced our pages. The Guide has something for everyone.

We believe our winning formula involves keeping the cost of our advertising as low as possible to help local business, whilst ensuring the guides are full of exciting content and useful information for all readers, **free of charge.**

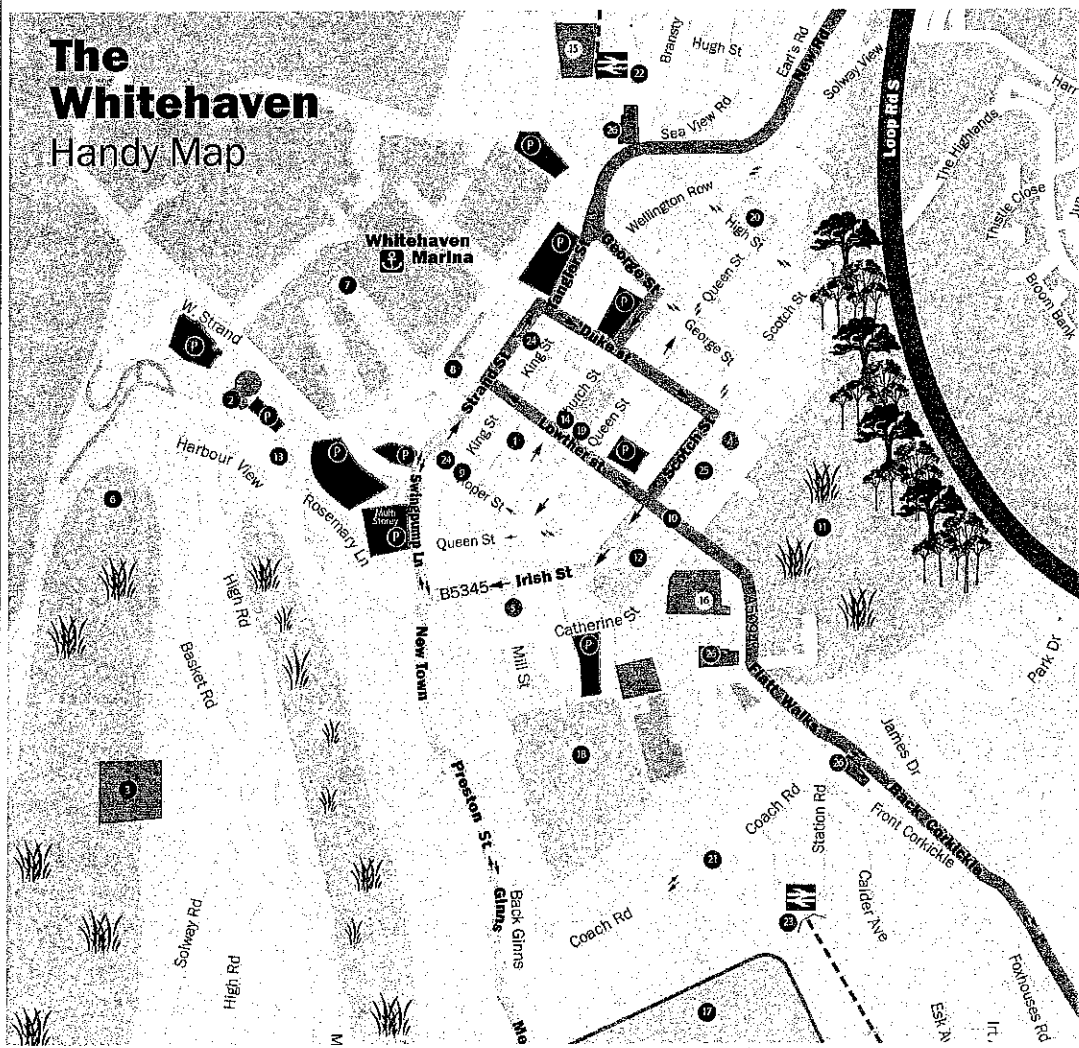
The Guide isn't here to tell you what's happened... it's here to tell you what's on... and what's interesting.



- P** Parking
- B and Q** Parking Parksafe
- 4** Lister's Furniture
- 5** Steve's Paints
- 6** Matalan

- 1** Carnegie Theatre
 - 2** Eclipse Bowling
 - 3** Helena Thompson Museum
 - 4** Theatre Royal
- Points of Interest**
- 1** Town Hall
 - 2** Allerdale Borough Council
 - 3** Workington Library
 - 4** Law Courts
 - 5** Army Reserve Centre
 - 6** Workington Hall
 - 7** The Old Brewery
- Places of worship**
- 1** Our Lady and St Michael's Church
 - 2** Church
 - 3** St John's Church
 - St Michael's Church
- Rail**
- 1** Workington Railway
- Bus**
- 1** Bus Station
- Parks**
- 1** Curwen Park
 - 2** Vulcans Park
- Fast food**
- 1** Mc Donalds
- Seating**
- 1** Seating Area
- Shop/Retail**
- 1** Retail Park
 - 2** Washington Square

The Whitehaven Handy Map



- Attractions**
- 1** The Rum Story
 - 2** The Beacon
 - 3** Haig Mining museum
- Information**
- 4** Local Records Office
 - 5** Copeland Borough Council
- Points Of Interest**
- 6** The Candlestick
 - 7** The Crow's Nest
 - 8** The Hub
 - 9** The Market Place
 - 10** Library
 - 11** Castle Park
 - 12** Trinity Gardens/Labyrinth
 - 13** Mount Pleasant
 - 14** St. Nicholas Centre
- Supermarkets**
- 15** Tesco Store
 - 16** Morrisons
- Sports Grounds**
- 17** Recreation Ground
 - 18** Cricket Ground
- Places Of Worship**
- 19** St. Nicolas Chapel
 - 20** St James' Church
 - 21** St Begh's Church
- Rail**
- 22** Whitehaven Station
 - 23** Corkickle Station
- Local Amenities**
- 24** Post Office
 - 25** Police Station
 - 26** Petrol Station (x3)
 - 27** Parking (x8)

Public toilets - Copeland Council offices on Catherine Street allow the public access to toilets in the building for those in need.

WHITEHAVEN MAP



Whitehaven Town Council
Civic Hall
Lowther Street | Whitehaven CA28 7SH

PROMOTION OF EQUALITY & RESPECT FOR OTHERS • OBJECTIVITY & PROPRIETY • SELFLESSNESS & STEWARDSHIP • INTEGRITY • DUTY TO UPHOLD THE LAW • ACCOUNTABILITY AND OPENNESS

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