

WHITEHAVEN TOWN COUNCIL

Clerk to the Council:

Marlene Jewell

Telephone: 01946 67366

Chairman:

Councillor Graham Roberts

To: Members of the Whitehaven Town Council

You are duly **SUMMONED** to attend a meeting of the **WHITEHAVEN TOWN COUNCIL** which will be held at

Venue: THE ENNERDALE ROOM, WHITEHAVEN CIVIC HALL, LOWTHER STREET, WHITEHAVEN

Date: Thursday 25th October 2018

Time: 6.30pm

Signed.....*Marlene Jewell*.....Dated *19th October 2018*
Marlene Jewell, Clerk

AGENDA

1. Apologies for Absence

To receive apologies for absence

2. 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.

3. Minutes of the Council Meeting held on 27th September 2018

4. Minutes of the Extraordinary Council Meeting held on 8th October 2018

5. Minutes of the Extraordinary Meeting held on 18th October 2018

- 6. Public Participation**
- 7. Planning Applications**
- 8. Finance Report**
- 9. Defibrillators**
- 10. Litter Bins**
- 11. Allotments** – to consider a report asking for approval of expenditure
- 12. Update on Community Plan**
- 13. Update on Airmens Memorial Seat**
- 14. Update on Remembrance Sunday**
- 15. Update from Christmas Festivities Group**
- 16. Whitehaven Harbour** – Report by Councillor Gill
- 17. Christmas Closure**
- 18. Councillor Matters**
- 19. Date and time of next meeting**

IN PRIVATE

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

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

- 20. Grant applications** – To consider Grant Applications received

WHITEHAVEN TOWN COUNCIL

Minutes of the Council Meeting held on 27th September 2018

Present: Councillors G Roberts (Chairman); J Forster; R Gill; C Hayes; J Kane; C Maudling; B O’Kane; J Rayson

M. Jewell, Clerk and Responsible Financial Officer

V Gorley, Trainee Assistant Town Clerk

Members of the Public

Steve Murphy from West Cumbria Guide

Mr Todd and Mr Eilbeck from Whitehaven RLFC

1086/18 Apologies For Absence

Apologies for absence were received from Councillor Lowrey and Councillor Poland

1087/18 Declarations of Interest

Councillor Maudling and Councillor O’Kane declared that they were members of CBC’s Planning Panel.

1088/18 Minutes of the Council Meeting held on 30th August 2018

The Clerk referred to Minute 1061/18 and apologised that the resolution was missing and asked that the Minute be amended to include the following :-
“Councillor Gill proposed that the Audit and Governance Reports be approved and noted and that they be attached to the Minutes and this was seconded by Councillor Kane
RESOLVED – That the Audit and Governance Reports be approved and noted and attached to the Minutes”.
Councillor Gill proposed that the Minutes be approved and signed by the Chairman as a correct record subject to the amendment to Minute 1061/18 above and this was seconded by Councillor Kane

RESOLVED – That the Minutes be approved and signed by the Chairman as a correct record subject to the amendment to Minute 1061/18.

1089/18 **Minutes of the Extraordinary Council Meeting held on 17th September 2018**

It was proposed by Councillor Gill and seconded by Councillor O’Kane that the Minutes be approved and signed by the Chairman as a correct record.

RESOLVED – That the Minutes be approved and signed by the Chairman as a correct record

1090/18 **Public Participation**

Over 30 members of the public attended to speak about their objections to a planning application no CH/4/18/2347/001 for nine self build plots on land to the west of Casa Mia, Harras Road Whitehaven. Five people spoke regarding their objections to the application which broadly fell into the following categories:-

- Traffic and Road Safety
- Drainage/flooding
- Potential subsidence from mine shafts or works
- Loss of habitat for wildlife
- Potential extension of the proposed development

Documents were handed to the Clerk containing the details of the objections

1091/18 **Planning Applications**

The Council considered a report on planning applications received and shown at Appendix 1.

- (i) Planning Application CH/4/18/2347/001 – Nine serviced self-build plots on land to the west of Casa Mia, Harras Road, Whitehaven.
The Council considered this application and also considered the objections they had heard from members of the public. It was proposed by Councillor Kane and seconded by Councillor Hayes that the Council object to this application on the above grounds and inform CBC Planning Department of this and that Councillor Kane and Councillor Hayes work together to represent the residents’ views at the CBC Planning Panel.

RESOLVED – (a) That the Council object to this planning applications and inform CBC Planning Department of this.

- (b) That Councillor Kane and Councillor Hayes work together to represent the resident’s views at CBC Planning Panel.

- (ii) Planning Application CH/4/18/2358/0F1 – Temporary permission for car

parking in association with park and ride scheme at Whitehaven Golf Club, Red Lonning, Whitehaven.

It was proposed by Councillor Rayson and seconded by Councillor Forster that the application be objected to because of the level of traffic and the number of schoolchildren and other members of the public who walk along the road.

RESOLVED – That the Council objects to the application because of the level of traffic and the number of children and other members of the public who walk along the road and that CBC Planning Department be informed accordingly.

- (iii) Planning Application CH/4/18/2396/0F1 – Development of derelict site for a beer garden with associated works for use in association with JD Wetherspoons Bar 5 Bransty Row, Whitehaven.

Councillor Roberts said he had been approached by three residents who objected to this application because of the noise at all times that would be generated, traffic congestion on a narrow road where cars are already parked and where children walk up and down to the nearby school.

It was proposed by Councillor Roberts and seconded by Councillor Kane that consideration of the matter be deferred for further information

RESOLVED – That consideration of the matter be deferred for further Information.

- (iv) Planning Application 4/17/9001 – Proposed new build 60 no. care home with associated car parking and landscaping.

It was proposed by Councillor Forster and seconded by Councillor Roberts that provided CCC has put a road traffic order in place for the access to this development that no representations be made.

RESOLVED – That provided CCC has put a road traffic order in place for the access to this development no representations be made.

- (v) The Council had no representations/objections on any of the other planning Applications and it was

RESOLVED – That the Council had no representations/objections to make on the remainder of the planning applications contained in Schedule 1 and that CBC Planning Department be informed accordingly.

1092/18 Financial Report

The Council considered a Financial Report. The Trainee Assistant Town Clerk reported that three more invoices had been received :-

- CBC - £80 for an uncontested election
- CBC - £7683 for the Kells by-election

- PFK Littlejohn - £960 for Annual Audit

(i) It was proposed by Councillor Gill and seconded by Councillor Hayes that the invoices shown at Appendix 1 plus the three extra invoices be approved and paid.

RESOLVED – That the invoices shown at Appendix 1 including the three extra invoices be approved and paid.

(ii) The Council considered Appendices 2 and 3 relating to the Cashbook and Income and Expenditure.

It was proposed by Councillor Gill and seconded by Councillor Maudling that Appendices 2 and 3 be approved and noted.

RESOLVED – That the Cash Book and Income and Expenditure shown at Appendices 2 and 3 be approved and noted

1093/18 **Update on Annual Return for 2017/2018**

The Clerk referred to the email and attachments which had been received from PFK Littlejohn (external Auditors) that day and which had been emailed to all Councillors. This was in completion of the Annual Audit for 2017/18.

The External Auditors Report stated that the Annual Return was in accordance with proper practices and there were no issues arising from it and this was certified by the External Auditors. The Clerk said that Notice of the completion of the Annual Audit would now be published.

Councillor O’Kane said he wanted to congratulate the Clerk and the Trainee Assistant Clerk for all the excellent work they had done.

It was proposed by Councillor Gill and seconded by Councillor O’Kane that the completion of the Audit for 2017/18 be approved and noted and be published accordingly.

RESOLVED – That the completion of the Audit for 2017/18 be approved and noted and it be published accordingly.

1094/18 **Casual Vacancy**

Further to Minute 1080/18 the Clerk reported that the Notice for the Co-option of a Town Councillor for Mirehouse Ward had been advertised with a closing date of 4.00pm on 9th October 2018 and the applications to be heard by Council on 18th October 2018 at 6.00pm.

The Clerk also reported that CALC had advised that the co-option policy should not be amended to state that all votes be by secret ballot as the process should be open and transparent at all times.

RESOLVED – That this be approved and noted

1095/18 **Recommendations from Policy and Resources and Finance Committee**

The Council considered a report containing recommendations from the Policy and Resources and Finance Committee held on 25th September 2018.

The recommendations were that:-

- i. That the budget appeared to be on target but that it may be necessary to vire in the future and that Council approve and note this.
- ii. The Asset Register be approved subject to the amendments shown in red at Appendix 1
- iii. The Risk Assessment be approved
- iv. The Financial Regulations be approved

It was proposed by Councillor Gill and seconded by Councillor Hayes that the recommendations in i to iv above be approved.

RESOLVED – That the recommendations in i to iv above be approved.

1096/18 **Christmas Lights Switch On Activities**

The Council considered a report from Charles Maudling who was leading the external committee (called the Christmas Festivities Group) organising the Christmas lights switch on and associated festivities. The Council had a budget of £5000 for Christmas festivities and Mr Maudling was asking for funding of this amount from the Council towards the event. If this was agreed there would still be a shortfall of £940 plus an extra cost of approximately £1,000 if a road closure order had to be obtained from CCC for the event.

It was proposed by Councillor Gill and seconded by Councillor O’Kane that provided all invoices for expenditure by the external committee are produced to the Council that the £5,000 budget for Christmas festivities be allocated to the external committee and that it come back to the Council for consideration if a charge is to be made for a road closure order.

RESOLVED – That the external committee receive funding of £5,000 from the Council’s Christmas festivities budget provided that invoices for the expenditure by the external committee are produced to the Council and that the matter be referred back to the Council for consideration if a charge is to be made for a road closure order.

1097/18 **Presentation on Advertising in the West Cumbria Guide**

Councillor O’Kane declared an interest in this item as Steven Murphy was known to him and did not take part in the discussions or the vote

The Council listened to a presentation from Steven Murphy the Managing

Director of the West Cumbria Guide together with an email he had sent regarding fees for adverts.

It was proposed by Councillor Gill and seconded by Councillor Maudling that the Council take out a half page advert for October November and December January to cover the Christmas festivities at a cost of £996.00.

RESOLVED – That a half page advert be placed with West Cumbria Guide for October November and December January at a cost of £996.00 to advertise Christmas activities and other Town Council events.

1098/18 **Whitehaven RLFC**

Further to Minute 1064/18 the Council listened to Mr Todd and Mr Eilbeck, representatives of WRLFC who informed the Council that the club was in stringent times. The Council explained that grants could not be given to a limited company and that the club had no collateral on which to give a loan. Mr Todd said the club had a Community Foundation which was a charity. Councillor Kane proposed and Councillor Maudling seconded that Councillor Rayson should liaise with the club about the Community Foundation and report back to the Council.

RESOLVED – That Councillor Rayson liaise with WRLFC about the Community Foundation and report back to the Council

1099/18 **Update on Community Plan**

The Council considered notes of a meeting with ACTION for Communities regarding the present position with regard to the Community Plan. The next meeting was on 10th October 2018

It was proposed by Councillor Gill and seconded by Councillor Hayes that this be approved and noted

RESOLVED – That the position be approved and noted

1100/18 **Report and Recommendations from the Allotment Advisory Group**

The Council considered a report containing recommendations from the Allotments Advisory Group meeting held on 21st September 2018. The Trainee Assistant Town Clerk gave the present position with regards to the letting of allotments, vacant plots and rent arrears. There were also reports from the Allotment site representatives.

1. The present position was discussed and it was proposed by Councillor Gill and seconded by Councillor Rayson that
 - i. That in respect of paragraph 2.6 of the report that an item be put on the next Council Agenda to give time to contact the voluntary sector to ask if they can carry out this work and

- ii. That all other requests in paragraphs 2.1, 2.2, 2.3, 2.4, 2.5, 2.7, 2.8 and 2.9 be agreed and noted

RESOLVED –i That in respect of paragraph 2.6 of the report that an item be put on the next Council Agenda to give time to contact the voluntary sector to see if they can carry out the work

- ii That all other requests in paragraphs 2.1, 2.2, 2.3, 2.4, 2.5, 2.7, 2.8 and 2.9 of the report be agreed and noted.

2. Cartgate Allotment site was discussed and it was proposed by Councillor Gill and seconded by Councillor O’Kane that paragraphs 2.10 and 2.11 be approved and noted and that no contribution be made in respect of paragraph 2.12.

RESOLVED – That paragraphs 2.10 and 2.11 of the report be approved and noted and that no contribution be made in respect of paragraph 2.12 of the report

3. Crow Park Allotment Site was discussed and it was proposed by Councillor O’Kane and seconded by Councillor Rayson that paragraphs 2.13, 2.14, 2.15, 2.16 and 2.17 of the report be agreed and noted.

RESOLVED – That paragraphs 2.13, 2.14, 2.15, 2.16 and 2.17 of the report be agreed and noted

4. Midgey Allotment Site was discussed and the report contained information only and no decisions were necessary.

1101/18 Report and Recommendations from Whitehaven in Bloom Advisory Group

The Council considered a report containing recommendations from the Whitehaven in Bloom Advisory Group meeting held on 21st September 2018. The Advisory Group had made the following recommendations:-

- i. The remaining budget be used to purchase 8 x octagonal Fountain Planters from Amberol at a cost of £730.60 plus VAT
- ii. That the council purchase extra barrier baskets to make a total of 12 to be sited at the crossroad of Lowther Street and Scotch Street and Tangier Street and Duke Street
- iii. 54 extra hanging basket brackets be purchased at a cost of £17.50 each to fill in areas around the town
- iv. To employ a seasonal operative in partnership with CBC for 5 days a week from May 2019 to end October 2019 at a cost of approximately £8,500.00 to carry out watering and maintaining the extra planters, structures and hanging baskets

- v. The Contracts Manager at CBC to contact suppliers for the cost of plants and compost required for the extra planters, barrier baskets and hanging baskets.

It was proposed by Councillor Gill and seconded by Councillor Maudling that i, ii, iii and v above be approved and noted and that iv be agreed in principle subject to full investigation and reported back to the Council..

RESOLVED – That i, ii, iii and v above be approved and noted and that iv be agreed in principle but subject to a full investigation and reported back to the Council.

1102/18 **Appointment to Policy and Resources and Finance Committee**
Staffing Committee
Allotment Advisory Group
Events Advisory Group
Whitehaven in Bloom Advisory Group
Grants Committee

- RESOLVED** – (i) That Councillor Hayes be appointed to Policy and Resources and Finance Committee
(ii) That Councillor Gill be appointed to Staffing Committee
(iii) That Councillor Maudling and Councillor Kane be appointed to the Allotments Advisory Group
(iv) That Councillor Rayson be appointed to the Events Advisory Group
(v) That Councillor Rayson be appointed to the Whitehaven in Bloom Advisory Group
(vi) That Councillor Kane and Councillor Hayes be appointed to the Grants Committee

1103/18 **Office 365 Security**

The Council considered a report on Office 365 security. This was raised by the Council's IT provider, Westcom who said they had noticed an increase in attackers trying to gain access to email accounts particularly those hosted on Office 365. Westcom proposed making some changes to protect the emails and said this would cost £60 plus VAT.

It was proposed by Councillor O'Kane and seconded by Councillor Hayes that Westcom be authorised to make the necessary changes at a cost of £60 plus VAT

RESOLVED – That Westcom be authorised to make the necessary changes at a cost of £60 plus VAT

1104/18 **St Nicholas Gardens Update**

Councillor O’Kane gave an update on St Nicholas Gardens and said that there had been a meeting between the Town Council, CBC and Reverend Jackson where it had been agreed to form a partnership. CBC would be doing 12 grass cuts per year and also cutting the hedges twice a year.

It was proposed by Councillor Gill and seconded by Councillor Rayson that Councillor O’Kane be thanked for all his hard work and that the position be approved and noted.

RESOLVED – That Councillor O’Kane be thanked for all his hard work and that the position be approved and noted

1105/18 **Councillor Ward Grant Conditions**

The Council considered conditions for Councillor Ward Grants.

It was proposed by Councillor Gill and seconded by Councillor Rayson that the Councillor Ward Grant conditions be approved.

RESOLVED – That the Councillor Ward Grant Conditions be approved

1106/18 **Court case Update**

A report was considered on the result of the Court case. The Clerk said that the Claim by Mr Guest had been dismissed and that he had been ordered to pay Court costs of £4,800.96 by 4.00pm on 2nd October 2018.

It was proposed by Councillor O’Kane and seconded by Councillor Hayes that this be noted and that the Council’s legal costs of the case be paid.

RESOLVED – That the report be approved and noted and that the Council’s legal costs of the case be paid.

1107/18 **Suspension of Standing Orders**

The Chairman proposed the suspension of Standing Orders for a period of 15 minutes in order that the business of the Council could be concluded.

RESOLVED – That standing Orders be suspended for a period of 15 Minutes

1108/18 **Councillor Matters**

- i. Councillor Rayson referred to the Council’s website and said that this had not been updated since 20/12/17 and there were no events on the calendar. The Clerk said the Website would be updated shortly.
- ii. Councillor Rayson asked what was happening about the shop fronts and Union Hall as debris was lying on the pavement outside Union Hall.
- iii. Councillor Rayson mentioned the defibrillator and said she had spoken to Johnson House who were quite happy for a defibrillator to be sited there.

She said Johnson House was a charity and she was hoping to go back soon to see if there was anything that they wanted to do

- iv. Councillor Rayson gave an update on the Whitehaven Academy and said that
 - Bright Tribe were removing themselves from every school.
 - Cumbria Education Trust were now running the school although legally it would be from 1/1/19
 - There was a sum of £600k available in the interim for repairs to the school before the new build.
 - The future of the school now looks good
- v. Councillor O’Kane said that although it was not his ward he had received 4 emails about the lights being off on Coach Road for some months and that someone had fallen because of this. He said it had been reported to CCC and that they were waiting for a part and asked if the CCC could be contacted about this.
- vi. Councillor Maudling referred to the Traffic at the top of Inkerman Terrace and said that an average of 5-6 cars only were going through. Councillor Gill said there was a different sequence depending on the time of day. Councillor Kane said this was making Midgey a rat run.
- vii. Councillor Maudling said that they had got the police right in the town centre and quite a few arrests had been made.
- viii. Councillor Forster said there were weeds and grass growing out of the kerbs everywhere and asked if WTC could get together with CBC and CCC to spray all areas
- ix. Councillor Kane referred to Castle Park and should we should have had a meeting with CBC about the enforcement officers going in there at certain times of day.
- x. Councillor Kane referred to a light on Monkway which had been off for some time. The Trainee Assistant Town Clerk said that CCC had been contacted about this.
- xi. Councillor Roberts said that he had been walking through Castle Park during the recent bad weather and a tree had fallen down right in front of him. He said he had contacted the Woodland Trust about this and had shut the park in case someone got hurt.
- xii. Councillor Hayes referred to the Bandstand in Castle Park and said St Peter’s Youth Club wanted to get involved in painting the band stand in Castle Park and that the Council needed to get the band stand painted in time for Remembrance Sunday.
- xiii. Councillor Hayes said that he had arranged meetings in Kells to meet and greet people so that they could express any concerns.

1109/18 **Date of next Council Meeting**

RESOLVED - The date of the next meeting be 25^h October 2018 at 6.30pm

The Meeting closed at 9.15

Chairman

WHITEHAVEN TOWN COUNCIL

Minutes of the Extraordinary Council Meeting held on 8th October 2018

Present: Councillors G Roberts (Chairman); Councillor Hayes; Councillor Lowrey; Councillor O’Kane; Councillor Maudling; Councillor Rayson

M. Jewell, Clerk and Responsible Financial Officer

V Gorley Trainee Assistant Town Clerk

Mike Starkie Mayor of Copeland

Mike Graham, Political Advisor

1110/18 Apologies For Absence

Apologies for absence were received from Councillor Forster, Councillor Gill and Councillor Kane.

1111/18 Declarations of Interest

There were no declarations of interest

1112/18 Public Participation

There was no public participation

1113/18 Cemeteries

The Council considered a report on cemeteries and the difficulties that CBC were encountering. Following a discussion it was decided that contributions towards maintenance should be made and it was:-

- i. Proposed by Councillor Lowrey and seconded by Councillor Maudling that the two extra grass cuts in 2018/2019 for Whitehaven and Hensingham cemeteries costing £7,000 and funding for the purchase of a large and smaller mower by CBC costing a total of £6,000 be approved.

RESOLVED – That the two extra grass cuts in 2018/2019 for Whitehaven and Hensingham cemeteries costing £7,000 and funding for the purchase of a large and smaller mover by CBC costing a total of £6,000 be approved

- ii. Proposed by Councillor O’Kane and seconded by Councillor Hayes that £15,000 for the cost of the extra 4 grass cuts for Whitehaven and Hensingham cemeteries in 2019/2020 be included in the budget for 2019/2020

RESOLVED - That £15,000 for the cost of 4 extra grass cuts for Whitehaven and Hensingham cemeteries in 2019/2020 be included in the budget for 2019/2020

1114/18 **Whitehaven Market**

The Council considered a report from CBC on Markets which was presented by Mayor Starkie. He said that the Market Place itself had undergone a transformation and the area was much improved and that the market itself could work much better if we had the right marketing strategy. There was a discussion on the costings for the provision of the market and the market days themselves. It was proposed by Councillor O’Kane and seconded by Councillor Hayes that proposed that:-

- i. The Council should support what financially it was being asked to contribute towards the market in 2018/2019 (£14,590)
- ii. The Council support financially what it was being asked to contribute financially for 2019/2020
- iii. A project Board should be put together
- iv. Councillor Maudling should be the Markets Champion

RESOLVED – i. That the Council should support financially what it was being asked to contribute towards the market in 2018/2019 (£14,590)
ii That the Council support financially what it was being asked to contribute financially for 2019/2020
iii A Project Board be put together
iv Councillor Maudling be appointed Markets Champion

1115/18 **Recommendations from Events Advisory Group**

The Council considered a report and recommendations from the Events Advisory Group regarding future events. The Council were informed that 4 companies had been asked to quote for extra lights but only Blackpool Council had responded. Following a discussion the following proposals were made

- i. Councillor Lowrey proposed and Councillor Maudling seconded that Gerard Richardson be co-opted onto the Events Advisory Group and that 150 metres of festoon, 75-100 Led strobe lights and a 24v transformer be ordered from Blackpool Council at a cost of £912.59 plus delivery

RESOLVED – That Gerard Richardson be co-opted onto the Events Advisory Group and that 150 metres of festoon, 75-100 LED strobe lights and a 24v transformer be ordered from Blackpool Council at a cost of £912.59 plus delivery

- ii. Councillor Hayes proposed and Councillor Lowrey seconded that a Science Exhibition be organised for 12th to 18th May 2019 plus a Garden Show and a Cumbria and Continental Market on dates to be arranged in summer 2019

RESOLVED – That a Science Exhibition be organised for 12th to 18th May 2019 plus a garden Show and a Cumbria and Continental Market in summer 2019.

1116/18 IN PRIVATE

That prior to the following item of business the Chairman moved the following Resolution

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

RESOLVED – That the public and press withdraw from the room

1117/18 St Nicholas Gardens

The Council discussed all aspects of St Nicholas Gardens including the partnership between the two authorities and the anti social behaviour in the gardens

There was no decision made as it was a discussion only

The Meeting closed at 7.05

Chairman

WHITEHAVEN TOWN COUNCIL

Minutes of the Extraordinary Council Meeting held on 18th October 2018

Present: Councillors G Roberts (Chairman); Councillor Forster; Councillor Hayes; Councillor Gill; Councillor Kane; Councillor O’Kane; Councillor Maudling; Councillor Poland; Councillor Rayson

1118/18 **Apologies For Absence**

An apology for absence was received from Councillor Lowrey.

1119/18 **Declarations of Interest**

There were no declarations of interest

1120/18 **Public Participation**

There was no public participation

1121/18 **Co-option of Councillor for Mirehouse Ward**

The Council considered 2 applications for the co-option of a Councillor for Mirehouse Ward. Both candidates were invited to attend to give a short presentation and one candidate attended but the other could not due to work commitments.

After hearing the presentation it was proposed by Councillor Gill and seconded by Councillor Hayes that the merits of the candidates and their personal attributes should be discussed and as this could be prejudicial that the Council should go into private and exclude members of the public and/or press.

RESOLVED – That the meeting go into private and that members of the public and press be excluded from the meeting during the discussion.

The Candidate, the Clerk and the Trainee Assistant Clerk also left the meeting during this discussion.

Following the discussion the public, the Candidate, the Clerk and Trainee Assistant Clerk were asked to returned to the room and Councillor O’Kane proposed that the Council Meeting now return to the public session and this was seconded by Councillor Maudling.

RESOLVED – That the Council now return to the public session

A vote then took place by a show of hands. Councillor Poland did not vote. Mr Ross received 1 vote and Mr Walmsley received 7 votes.

The Chairman declared that Mr Carl Walmsley having received the majority of votes be co-opted onto the Council as the new Councillor for Mirehouse Ward.

RESOLVED – That Mr Carl Walmsley be co-opted onto the Council as the new Councillor for Mirehouse Ward.

The Meeting closed at 6.30pm

Chairman

WTC 25/10/2018

Item 7

Planning Application for Consideration by Whitehaven Town Council

<u>Application Number</u>	<u>Detail</u>
CH/4/18/2420/0F1	DETACHED GARDEN STORE 10 THE MOUNT, WHITEHAVEN
CH/4/18/2412/0F1	PROPOSED FIRST FLOOR EXTENSION ON EXISTING POOL HOUSE TO PROVIDE DOMESTIC STUDIO ROOM, PROPOSED TWO STOREY EXTENSION TO CREATE ACCESS TO NEW FIRST FLOOR EXTENSION (RESUBMISSION) TEO TORRIATTE, BRANSTY ROAD, WHITEHAVEN
CH/4/18/2432/0L1	LISTED BUILDING CONSENT FOR INSTALLATION OF PARTITION WALLS AND DOORS TO CONVERT CURRENT LOFT SPACE FROM ONE TO TWO ROOMS 84 MAIN STREET, HENSINGHAM, WHITEHAVEN
CH/4/18/2434/0O1	DEMOLITION OF BARNs AND OUTLINE APPLICATION WITH ALL MATTERS RESERVED FOR ERECTION OF 2 NO. DWELLINGS LAND AT JULIA DRIVE, SANDWITH, WHITEHAVEN
CH/4/18/2436/0F1	EXISTING CAR GARAGE TO BE DEMOLISHED AND REDEVLOP THE SITE TO PROVIDE 21 NO. APARTMENTS IN TWO/THREE STOREY STEPPED BLOCKS WITH CAR PARKING TO REAR, AND 7 NO. BUNGALOWS FOR RESIDENTS AGED 55+ MIREHOUSE SERVICE STATION, MEADOW ROAD, WHITEHAVEN
CH/4/18/2430/0F1	REPLACEMENT AND REPAIR OF ROOF AND REPLACEMENT WINDOWS ON ALL THREEE ELEVATIONS; REPAIRS TO CHIMNEY 1 VICTORIA TERRACE, WHITEHAVEN

FINANCIAL REPORT

Purpose of the Report

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

1.0 INTRODUCTION

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

2.0 FINANCIAL POSITION

- 2.1 The bank reconciliation was carried out on 18th October 2018. This shows a balance of £476,544.80. There are however cheques to the value of £1,972.55 still to be presented and cleared.
- 2.2 The balance in the deposit account is £141,965.85.

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.

25/10/2018

Appendix 1

Invoices for Consideration by Whitehaven Town Council

Date	Supplier	Category	Detail	Total Amount	Power
13/09/2018	Whitehaven Community Trust	Employees/Allowances	Ticket to Charity Ball on 26/10/2018	35.00	s111 LGA 1972
28/09/2018	The Guide Media Group	Supplies & Services	1/2 page advertisement in Oct/Nov issue of West Cumbria Guide plus artwork/set up	£598.20	s111 LGA 1972
28/09/2018	Centric Office Solutions	Supplies & Services	2 x ex-showroom task chairs	£360.00	s111 LGA 1972
30/09/2018	Rosehill Youth Theatre	Premises	Hire of Ennerdale Room on 12/09, 17/09, 20/09, 21/09, 21/09, 25/09, 27/09 and 27/09/2018	£260.00	s111 LGA 1972
30/09/2018	JM Skips	3rd Party	4 x 12 yd skips to Allotment Sites	£1,872.00	s23 Allotments Act 1908
01/10/2018	Copeland Borough Council	Premises	Energy Charges for Room 3, Civic Hall - period 01/10/2018 to 31/10/2018	£65.40	s111 LGA 1972
01/10/2018	Copeland Borough Council	3rd Party	Parks & Open Spaces Ranger Contract - Monthly charge from 01/10/2018 to 31/10/2018	£2,680.00	s111 LGA 1972
01/10/2018	Copeland Borough Council	Premises	Discounted Commercial waste collection for the period 01/10/2018 to 31/12/2018	£15.20	s111 LGA 1972
01/10/2018	Copeland Borough Council	3rd Party	Grass Cutting Contract - monthly charge 01/10/2018 to 31/10/2018	£1,025.48	s111 LGA 1972
01/10/2018	Copeland Borough Council	3rd Party	Maintenance service for Allotments and Pigeon Loft Sites - monthly charge for works 01/10/2018 to 31/10/2018	£570.70	s 23 Allotments Act 1908
02/10/2018	Mrs V Gorley	Supplies & Services	Postage for allotment documents	£1.26	s111 LGA 1972
04/10/2018	Glasdon UK Limited	3rd Party	1 x Lowther Seat, engraved plaque	£660.28	s111 LGA 1972
04/10/2018	Westcom IT Solutions	Supplies & Services	Renewal of Office 365, Azure Rights Management Premium and Domain Hosting - 25/10/2018 to 24/10/2019	£180.96	s111 LGA 1972
05/10/2018	Copeland Borough Council	3rd Party	Charge for materials required to repair wall and post at Cartgate Allotments and replace broken lock at Midgey Allotments	£34.00	s23 Allotments Act 1908
08/10/2018	Water Plus Limited	3rd Party	Water Charge for Midgey Allotment Site for the period 19/06/2018 to 02/10/2018	£590.61	s23 Allotments Act 1908
08/10/2018	Zurich Municipal	Supplies & Services	Additional Insurance cover for Past Mayors Medal	£56.00	s111 LGA 1972
09/10/2018	Viking Direct	Supplies & Services	Postage stamps and Copier Paper	£97.42	s111 LGA 1972
10/10/2018	Bransty Royal British Legion	Events	5 x Poppy Wreaths	£100.00	S137 LGA 1972
14/10/2018	Cumbria Media	Supplies & Services	Website maintenance Job No's 163 - 183	£102.00	s111 LGA 1972
15/10/2018	Mrs V Gorley	Supplies & Services	A4 Hardback Notebook	£2.50	s111 LGA 1972
15/10/2018	E Moorhouse & Sons Ltd	3rd Party	Provision of 6.0 m3 ready mixed concrete	£660.00	s23 Allotments Act 1908

£9,967.01

18/05/2018	DD	BT Group	60.14							60.14	12.03	72.17 CONTRACT
28/05/2018	422	Hensingham Primary School								500.00		500.00 WARD GRANT
28/05/2018	453	Greenbank Community Association								500.00		500.00 WARD GRANT
29/06/2018	454	Viking Direct	32.14							33.14	6.63	39.77 10/17/18 (f)
29/06/2018	455	Rosehill Youth Theatre								350.00		350.00 10/17/18 (f)
29/06/2018	456	Mrs V Gorley			10.89					10.89		10.89 10/17/18 (f)
29/06/2018	457	P Porter								175.00		175.00 10/17/18 (f)
29/06/2018	458	Copeland Borough Council								196.24		196.24 10/17/18 (f)
29/06/2018	459	Copeland Borough Council								196.24		196.24 10/17/18 (f)
29/06/2018	460	Copeland Borough Council								375.00		375.00 10/17/18 (f)
29/06/2018	461	Copeland Borough Council								375.00		375.00 10/17/18 (f)
29/06/2018	462	Copeland Borough Council								854.57		854.57 10/17/18 (f)
29/06/2018	463	Copeland Borough Council								475.58		475.58 10/17/18 (f)
29/06/2018	464	Copeland Borough Council								2233.33		2233.33 10/17/18 (f)
29/06/2018	465	Copeland Borough Council								65.40		65.40 10/17/18 (f)
29/06/2018	466	West Coast Compositing Ltd			40.65					40.66		40.66 10/17/18 (f)
29/06/2018	467	Colour Gro								2100.00		2100.00 10/17/18 (f)
29/06/2018	468	Viking Direct	13.18							13.18	2.64	15.82 10/17/18 (f)
02/07/2018	BACS	Cumbria Media								60.00		60.00 10/17/18 (f)
13/07/2018	BACS	Staff								3866.77		3866.77 654/17
13/07/2018	BACS	Cumbria Local Government Pension Scheme								749.99		749.99 759/18 (f)
16/07/2018	469	HARC								1933.85		1933.85 HMRC
19/07/2018	DD	BT Group										67.93 CONTRACT
19/07/2018	470	Whitehaven Ludo Club								1312.50		1312.50 631/17 (f)
27/07/2018	471	Glasdon UK Ltd								4643.40		4643.40
27/07/2018	472	Westcom								75.00		75.00 10/17/18 (f)
27/07/2018	473	Copeland Borough Council								375.00		375.00 10/17/18 (f)
27/07/2018	474	Copeland Borough Council								196.24		196.24 10/17/18 (f)
27/07/2018	475	Copeland Borough Council								65.40		65.40 10/17/18 (f)
27/07/2018	476	Copeland Borough Council								854.57		854.57 10/17/18 (f)
27/07/2018	477	Copeland Borough Council								475.58		475.58 10/17/18 (f)
27/07/2018	478	Copeland Borough Council								2233.33		2233.33 10/17/18 (f)
27/07/2018	479	Copeland Borough Council								15.20		15.20 10/17/18 (f)
27/07/2018	480	Rosehill Youth Theatre								140.00		140.00 10/17/18 (f)
27/07/2018	481	Graham Roberts								6.50		6.50 10/17/18 (f)
27/07/2018	482	Cumbrian Newspapers Ltd								1000.00		1000.00 957/18
27/07/2018	483	Whitehaven Garden Centre Ltd								1000.00		1000.00 10/17/18 (f)
27/07/2018	484	Mrs V Gorley								1.40		1.40 10/17/18 (f)
27/07/2018	485	Viking Direct								135.45		135.45 10/17/18 (f)
27/07/2018	486	Viking Direct								152.35		152.35 10/17/18 (f)
30/07/2018	BACS	Cumbria Media								54.00		54.00 10/17/18 (f)
30/07/2018	BACS	J & R Bennett								216.00		216.00 10/17/18 (f)
01/08/2018	DD	GE Corporate Finance								300.00		360.00 CONTRACT
06/08/2018	487	The Mirehouse Community Centre								832.00		832.00 WARD GRANT
13/08/2018	488	HARC								1934.25		1934.25 HMRC
19/08/2018	BACS	Staff								3866.37		3866.37 654/17 (f)
19/08/2018	BACS	Cumbria Local Government Pension Scheme								749.99		749.99 759/18 (f)
19/08/2018	DD	BT Group										77.47 CONTRACT
03/09/2018	489	Mrs M Jewell								5.70		5.70 10/56/18 (f)
03/09/2018	490	Charles Edward Maudling								26.55		26.55 10/56/18 (f)
03/09/2018	491	Water Plus Limited								3.84		3.84 10/56/18 (f)
03/09/2018	492	Graham Roberts								52.10		52.10 10/56/18 (f)
03/09/2018	493	Copeland Borough Council								20.00		20.00 10/56/18 (f)
03/09/2018	494	Copeland Borough Council								475.58		475.58 10/56/18 (f)
03/09/2018	495	Copeland Borough Council								854.57		854.57 10/56/18 (f)
03/09/2018	496	Copeland Borough Council								2233.33		2233.33 10/56/18 (f)
03/09/2018	497	Copeland Borough Council								65.40		65.40 10/56/18 (f)
03/09/2018	498	Rosehill Youth Theatre								110.00		110.00 10/56/18 (f)
03/09/2018	499	Midshire								346.77		346.77 10/56/18 (f)
03/09/2018	500	Mrs J Hartley								250.00		250.00 10/56/18 (f)
03/09/2018	501	Viking Direct								23.18		23.18 10/56/18 (f)
03/09/2018	502	Cumbria Media								80.00		80.00 10/56/18 (f)
03/09/2018	503	Rosehill Youth Theatre								200.00		200.00 10/56/18 (f)
03/09/2018	504	Greenbank Community Association								1000.00		1000.00 10/59/18 (f)
04/09/2018	BACS	Michaela Residents Group								1000.00		1000.00 Ward Grant
11/09/2018	BACS	Cumbria Media								86.25		86.25
14/09/2018	BACS	Staff								3866.77		3866.77 654/17 (f)
14/09/2018	BACS	Cumbria Local Government Pension Scheme								749.99		749.99 759/18 (f)
14/09/2018	505	HARC								1933.85		1933.85 HMRC
14/09/2018	506	Sheepscote Residents Association								144.99		144.99 Ward Grant
19/09/2018	507	Stransey Royal British Legion								1388.70		1388.70 Ward Grant
01/10/2018	DD	BT Group										64.15 CONTRACT
01/10/2018	508	Copeland Borough Council								80.00		80.00 10/92/18 (f)

INCOME 2018-19

Date	Item	Precept	Interest	Other
03/04/2018	Allotment Rents 2018/19			17.00
09/04/2018	Allotment Rents 2018/19			406.00
13/04/2018	Allotment Rents 2018/19			102.00
20/04/2018	BEC			2000.00
20/04/2018	Allotment Rents 2018/19			105.00
25/04/2018	Allotment Rents 2018/19			123.00
26/04/2018	Allotment Rents 2018/19			34.00
27/04/2018	Parish Precept	406974.07		
30/04/2018	Allotment Rents 2018/19			98.00
01/05/2018	HMRC - VAT Refund			2889.42
16/05/2018	Allotment Rents 2018/19			265.00
18/05/2018	HMRC - VAT Refund			2964.89
22/05/2018	Allotment Rents 2018/19			111.00
08/06/2018	Allotment Rents 2018/19			149.00
18/06/2018	HMRC - VAT Refund			1755.51
20/06/2018	Allotment Rents 2018/19			84.00
02/07/2018	Allotment Rents 2018/19			40.00
12/07/2018	HMRC - VAT Refund			1150.11
13/07/2018	HMRC - Tax Refund			4805.53
07/08/2018	Allotment Rents 2018/19			175.00
15/08/2018	HMRC - VAT Refund			3931.79
05/09/2018	Allotment Rents 2018/19			138.00
11/09/2018	Allotment Rents 2018/19			15.00
17/09/2018	Allotment Rents 2018/19			76.50
18/09/2018	HMRC - VAT Refund			799.60
28/09/2018	M Guest			4800.96
10/10/2018	HMRC - VAT Refund			962.95

406974.07	0	27999.26	434973.33
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**WHITEHAVEN TOWN COUNCIL
SUMMARISED INCOME & EXPENDITURE STATEMENT
FINANCIAL YEAR 2018-19**

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

BANK BALANCES BROUGHT FORWARD

CBS 53905917	183,835.73
CBS 53906216	141,965.85
TOTAL OPENING BALANCE	<u>325,801.58</u>

INCOME:

Precept	406,974.07
Interest (Deposit)	
Other Income	27,999.26
TOTAL INCOME	<u>434,973.33</u>

EXPENDITURE

Employees & Allowances	46,201.07
Premises	3,801.03
Supplies/Services	7,070.87
3rd Party	1,300.00
Grants	5,312.50
Allotments	5,727.02
Christmas	238.18
Markets	-
Community Plan	-
Ground Maintenance	5,127.42
Civic Hospitality	-
Ranger	13,400.02
Whitehaven In Bloom	3,496.70
Ward Grants	8,150.83
Elections	6,718.73
Environmental Improvements	11,005.89
Events	10,700.00
Contingencies	5,300.00
VAT (to be reclaimed)	10,686.55
TOTAL EXPENDITURE	<u>144,236.81</u>

CASH BOOK BALANCE

Brought forward	325,801.58
Income	434,973.33
Expenditure	144,236.81
Town Council Funds	<u>616,538.10</u>

BANK BALANCES

CBS 53905917 (18/10/2018)	476,544.80
CBS 53906216 (18/10/2018)	141,965.85
	618,510.65

Unpresented Cheques	1,972.55
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FINANCIAL POSITION

616,538.10

Defibrillators

Purpose of the Report and Recommendation

To consider a report on the provision of defibrillators in Wards and to consider the recommendations made in paragraphs 2.1 to 2.5.

1.0 INTRODUCTION

1.1 At the Council meeting on 30th August 2018 it was decided that

- Councillors identify where defibrillators should be placed in their Wards
- That £20,000 be vired from the budget for bus shelters, bins and seats
- That the Council then decide how many defibrillators can be purchased and where they are to be sited

Minute 1066/18 refers

1.2 Councillors have been contacted and to date the requirement for defibrillators has been identified at:-

- The Pelican Garage
- Johnson House
- Mirehouse Community Centre
- Possibly the old Library (now Top of the Shop) at Mirehouse
- Cumberland Road attached to the sub station

1.3 Permission has not been formally requested or granted from the property owners for this although I understand that verbal permission has been given by the Pelican Garage and Johnson House.

1.4 Attached at Appendix 1 a quote from Cardio Cabinet for the supply of 10, 12 and 15 defibrillators (excluding costs of installation and mounting brackets). The defibrillators have to be connected to an electricity supply and cost approximately £13 a year to run.

1.5 To purchase 10 cardio cabinets including the defibrillators would cost £1595.00 plus VAT per unit.

1.5 Once installed there are also associated ongoing costs with defibrillators:-

- The defibrillator pads have to be replaced after every use or after 2 years if not used at a cost of between £20-£35
- The defibrillator battery lasts for approximately 5 years and the replacement costs between £150 - £180
- The defibrillators have to be tested regularly at least once a month although this can be done by Ward Councillors.

2.0 RECOMMENDATION

2.1 That Councillors decide where to site the defibrillators

2.2 That when sites have been identified that the Clerk contact the property owners to get their permission to site the defibrillators on their property.

2.3 That Councillors decide whether to make a donation towards the electricity costs of the defibrillators or whether the property owners be asked if they are prepared to pay the cost.

2.4 That if the Council decides to purchase defibrillators the Council makes a resolution that in accordance with Financial Regulation 18, Financial Regulation 11 be suspended to allow the Council to purchase the defibrillator units (including the cabinets) from the preferred suppliers of the North West Ambulance Service and/ or the local First Responders Group.

2.5 That quotes be sought for the connection and installation costs from qualified operatives.

ITEM 9
WTC 25/10/18
APPENDIX I

Whitehaven Town Council

From: Kevin Hookham <kevin.hookham@cardiocabinet.com>
Sent: 28 August 2018 14:29
To: Whitehaven Town Council
Subject: Cardio cabinet - Quotes for Community Resuscitation Packages for WhiteHaven Town Council
Attachments: Quote Whitehaven TC 10 X CRP SR6754A 28 Aug 2018.pdf; Quote Whitehaven TC 12 X CRP SR6754B 28 Aug 2018.pdf; Quote Whitehaven TC 15 X CRP SR6754C 28 Aug 2018.pdf; Quote Whitehaven TC EcoPAD Mounts SR6754D 28 Aug 2018.pdf; CardoCabinet Parish Brochure Sep 2017-5sm.pdf; ecopad Installation & Usage Booklet.pdf; EcoPAD PDF Brochure Sept 2017.pdf

Hello Marlene,

Many thanks for our detailed telephone conversation last week regarding Cardio Cabinet's Community Resuscitation packages.

Please can I ask that you forward this email with all of its attachments to your councillors for their perusal
? Thank you.

Here are the quotes that I promised you... I've prepared 4 different quotes as follows :

SR6754A = 10 packages (each package includes 1 X EcoPAD cabinet + 1 X SP1 defibrillator)
SR6754B = 12 packages
SR6754C = 15 packages
SR6754D = prices for single lamppost mounting brackets and free standing mounting posts. Each of these items are substantial items made from high quality stainless steel.

I've also attached installation instructions for the EcoPAD cabinets and promotional brochures for the EcoPADs and our Parish/town council packages.

I can be of any further assistance, please don't hesitate to ask.

Best wishes,

Kevin
Kevin Hookham
Business Development Manager
Cardio Cabinet EcoPAD – the world's most resilient Public Access Defibrillator cabinet
07737 129931
www.cardiocabinet.com



If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.

Quote



Quotation From:
 Name: **Cardio Cabinet** Contact Name: **Kevin Hookham**
 Address: **GreenUrban Technologies Ltd** Contact Number: **07737 129931**
Sunlight House Email: **kevin.hookham@cardiocabinet.com**
Gilwilly Industrial Estate
Penrith
Cumbria
 Post Code: **CA11 9BD**

Quotation To:
 Name: **Whitehaven Town Council** Contact Name: **Town Council Clerk - Marlene Jewell**
 Address: **The Civic Hall** Contact Number: **01946 67366**
Lowther Street Email: **Clerk@whitehaventowncouncil.co.uk**
Whitehaven
Cumbria
 Post Code: **CA28 7SH**

Lead Time	Date of Quote	Delivery Method	Payment Terms	Quotation Validity	SR Number	Quotation Number
tba	28 August 2018	courier pallet	Pro-forma	30 days	6754A	6754A-28082018

Product	Description	Qty	Price each	Unit Discount %	Unit Discount	Unit Price	Unit VAT %	Unit VAT	Unit Sub Total £ (inc VAT)	Full Order Sub Total £ (inc VAT)	Full Order VAT	Full Order TOTAL
Community Resuscitation Package for councils	1 X EcoPAD heavy duty, stainless steel, heated exterior defibrillator cabinet + 1 X IPAD SP1 defibrillator	10	£ 1,595.00	0.00	£	£ 1,595.00	20.00	£ 319.00	£ 1,914.00	£ 15,950.00	£ 3,190.00	£ 19,140.00

Quotation prepared by: **Kevin Hookham**
Business Development Manager

£15,950.00 £3,190.00 £19,140.00

This is a quotation on the goods named, subject to the conditions above.
 For more information and for Terms and Conditions please visit our website:
www.greenurban.co.uk

Quote



Quotation From:		Cardio Cabinet		Contact Name:		Kevin Hookham	
Name:		GreenUrban Technologies Ltd		Contact Number:		07737 129931	
Address:		Sunlight House		Email:		kevin.hookham@cardiocabinet.com	
Post Code:		CA11 9BD					

Quotation To:		Whitehaven Town Council		Contact Name:		Town Council Clerk - Marlene Jewell	
Name:		The Civic Hall		Contact Number:		01946 67366	
Address:		Lowther Street		Email:		Clerk@whitehavantowncouncil.co.uk	
Post Code:		CA28 7SH					

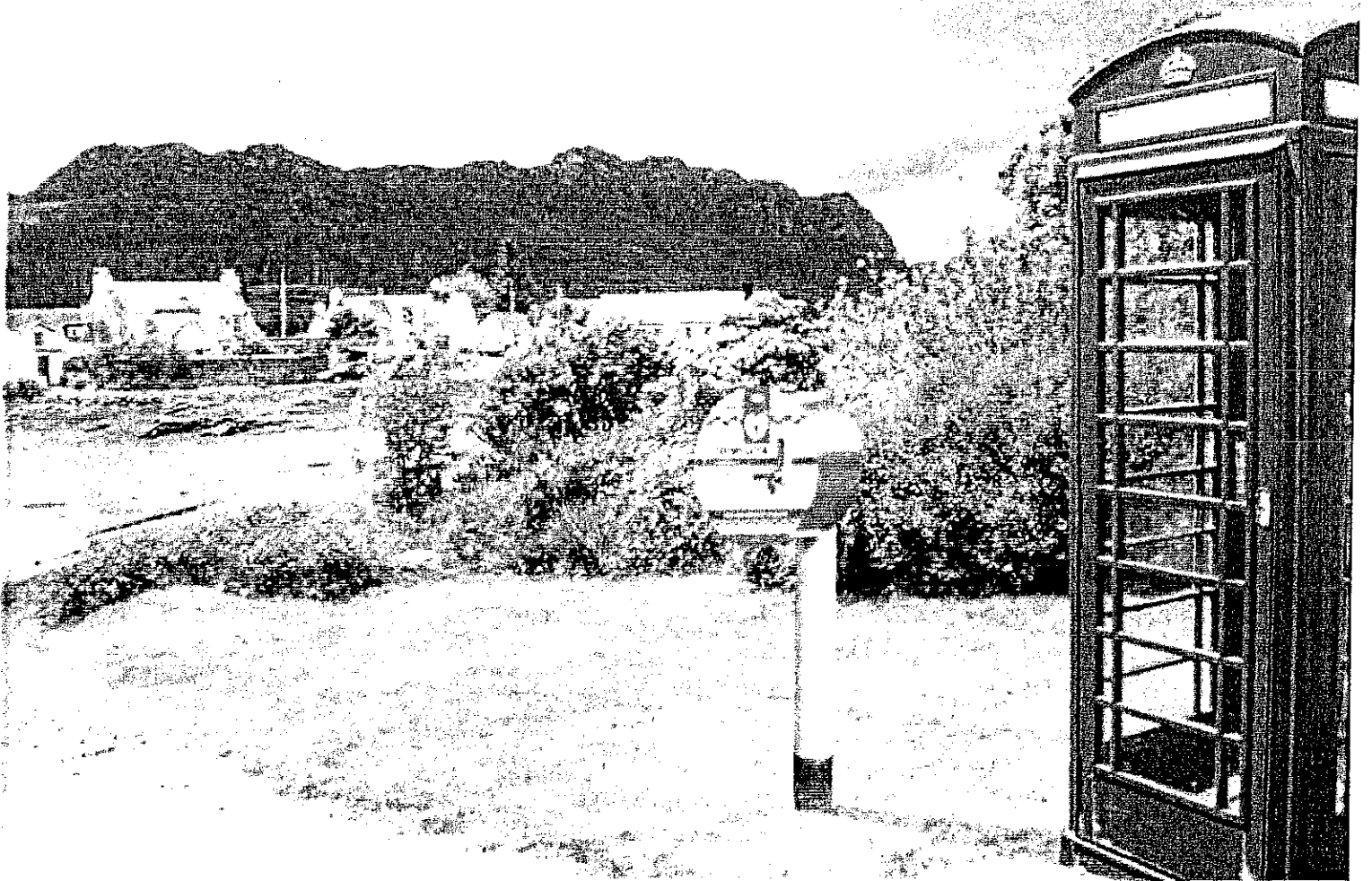
Lead Time	Date of Quote	Delivery Method	Payment Terms	Quotation Validity	SR Number	Quotation Number
tba	28 August 2018	courier pallet	Pro-forma	30 days	6754C	6754C-28082018

Product	Description	Qty	Unit Price Excl. VAT	Discount %	Unit Price Incl. VAT	Unit VAT	Unit VAT	Unit VAT	Unit Sub-total £ (inc. VAT)	Full Order Sub-total £ (inc. VAT)	Full Order VAT	Full Order TOTAL
Community Resuscitation Package for councils	1 X EcoPAD heavy duty, stainless steel, heated exterior defibrillator cabinet + 1 X IPAD SP1 defibrillator	15	£ 1,595.00	7.50	£ 119.63	£ 1,475.38	20.00	£ 295.08	£ 1,770.45	£ 22,130.63	£ 4,426.13	£ 26,556.75
										£22,130.63	£4,426.13	£26,556.75

Quotation prepared by: **Kevin Hookham**
Business Development Manager

This is a quotation on the goods named, subject to the conditions above.

For more information and for Terms and Conditions please visit our website:
www.greenurban.co.uk



Public Access Defibrillator
Solutions for Villages & Parishes

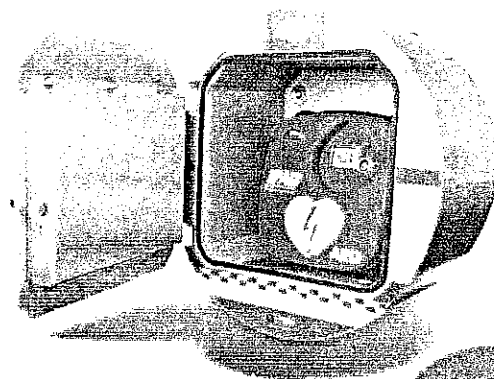
We've put together a package deal designed especially for Parish Councils and villages. By bundling the ecoPAD cabinet together with the AED (in this case the IPAD SP1 from Wel Medical) we're able to offer significant savings.

We know that this appeals to parish councils who recognise the need for robust, high-quality equipment but at the same time are conscious of cost.

This package includes:

- ecoPAD Stainless Steel Heated Defibrillator Cabinet with externally visible 'AED Present' indicator
- Wel Medical SP1 IPAD Automated External Defibrillator
- 2 Year Comprehensive Warranty on the Cabinet (Can be extended to 5 years)
- 10 Year Structural Warranty on the Cabinet
- 7 Year Comprehensive Warranty on the SP1 Defibrillator (Extended to 10 years when registered online)

We've carefully tailored this offer for Parish Councils, and we believe that this package is the most competitive available anywhere. If you have any questions, or your requirement is slightly different, please feel free to give us a call on 01768 210 111 or email info@cardiocabinet.com



ecoPAD™ with SP1 External Automated Defibrillator
Special Package
for Parish Councils
Limited Time Offer

£1,595
+ VAT

Why ecoPAD™

Being an AED is no simple feat. It has to withstand extreme temperatures, adverse weather conditions and even theft. ecoPAD™ has been designed to safely store the AED and make it immediately available in an emergency. It's a cabinet that's ready to go when you need it.

ecoPAD™ also features a fully automatic defibrillation mechanism that's easy to use and won't stop working in the event of a power cut.

ecoPAD™ ensures your AED is easily available where needed, but discreet. What it isn't

Stainless Steel Construction

High resistance to corrosion and long lasting IPAD AED designed to provide the life saving equipment you need in the toughest of climates.

Internally Heated

ecoPAD™ has a built-in internal heater, controlled by a sensor, which ensures the AED is always ready to go in the toughest of climates.

Defibrillator Present Indicator

Externally visible indicator allows you to see at a glance if the AED is present in the cabinet.

The Only Resistance Cabinet

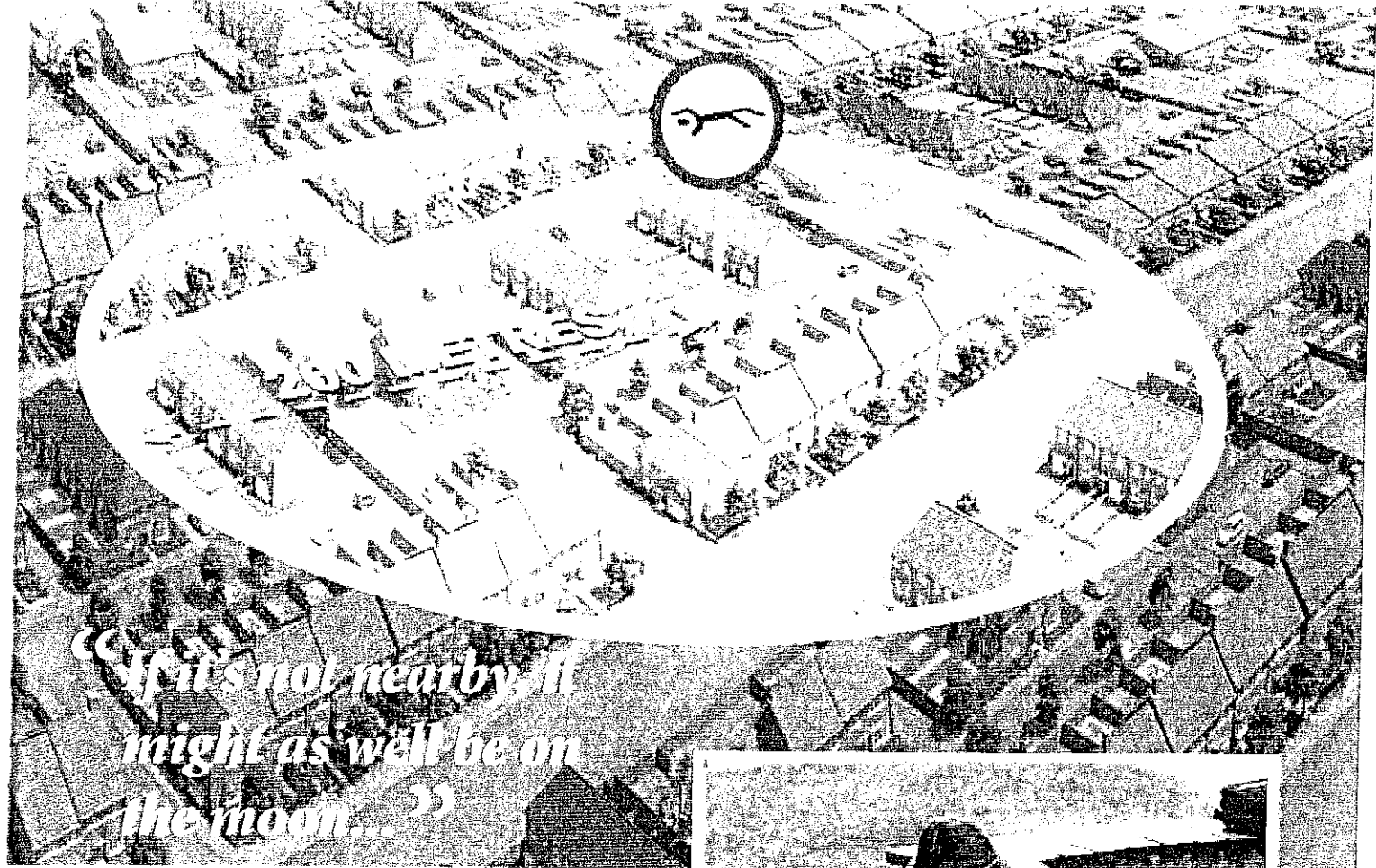
During the recent flooding in Cornwall, several ecoPAD™ cabinets were completely submerged in flood water. When the floodwaters receded they proved to be undamaged.

Robust and unobtrusive, such as this, is the cabinet of choice for rural AEDs. In a flood time, it's the only cabinet that keeps the highly reliable, life saving AED from the harshness of conditions.

AEDs protect lives and ecoPAD™ protects AEDs



Cabinet Only
£795
+ VAT



"If it's not nearby, it might as well be on the moon..."

Some may think that a single defibrillator located at the village hall is enough.

The reality is that a defibrillator has to be readily accessible nearby to be used effectively.

As medical emergencies go, it doesn't get more urgent than cardiac arrest. Without intervention, a person in cardiac arrest will be dead within a few minutes. It's for this reason that some ambulance services will not direct someone to a defibrillator that is located more than 200 metres from the patient.

The time required to travel to, gain access, and return from a defibrillator further than 200 metres away is so long that the patient may be beyond recovery by the time the defib is applied.

Every village, and every town needs to have as many quickly-accessible defibrillators as possible.




If a defibrillator is located more than 200 metres away, the Ambulance service will not direct you to it.

CARDIO CABINET

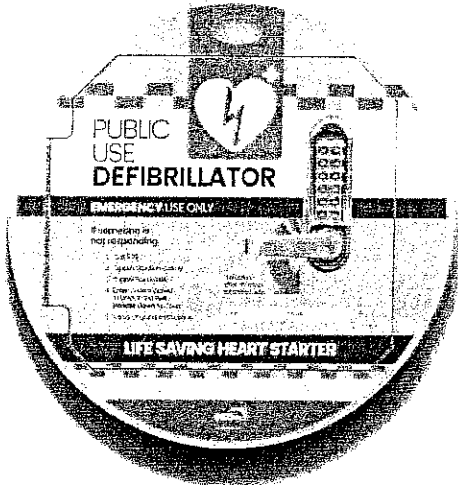
Sunlight House
Hartness Road
Penrith - Cumbria
CA11 9BD
United Kingdom

Tel : +44 (0)1768 210 111
EMail : info@cardiocabinet.com
Web : www.cardiocabinet.com

 CardioCabinet is a brand of GreenUrban Technologies Ltd



ecoPAD



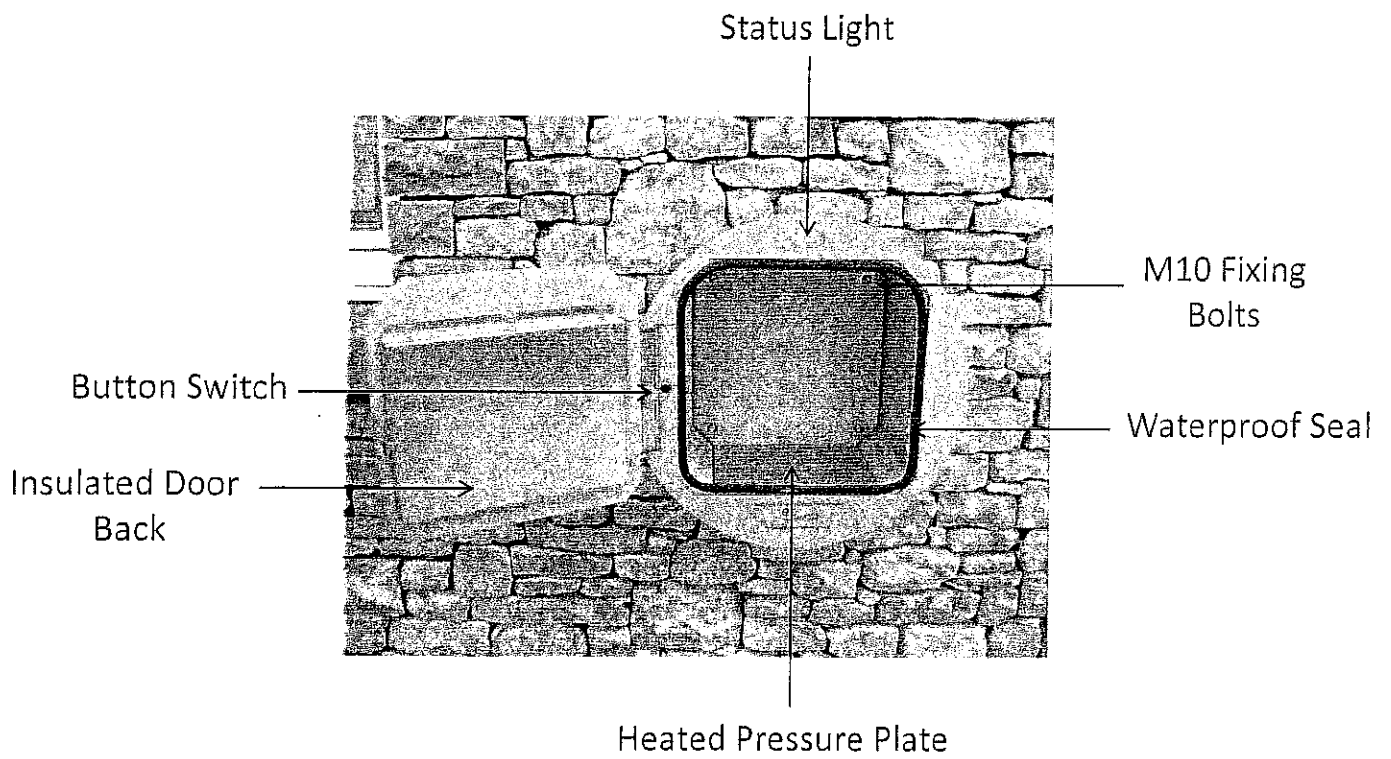
Installation & Usage Instructions

Unlock Code: _____

Contents

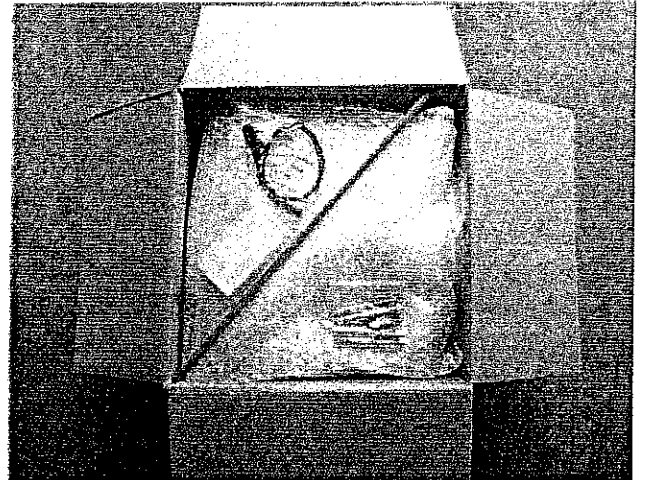
Page 3	-	ecoPAD Features
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Page 13	-	Lock Maintenance


ecoPAD Features



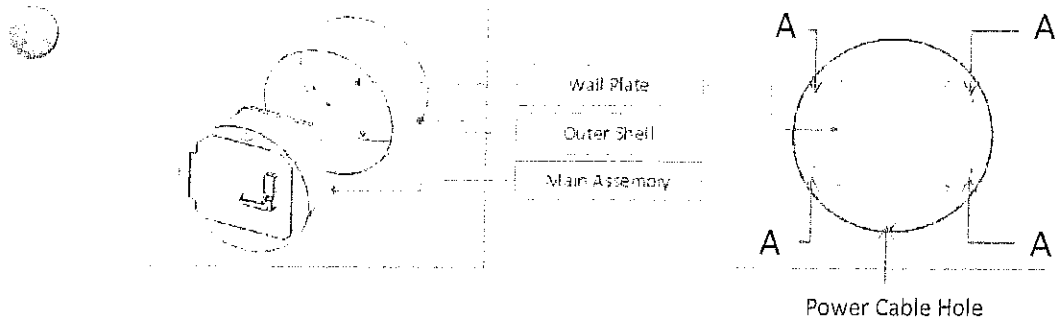
Step 1: Open Box and Check Contents

Item	Quantity	Note
Warranty Form	1	Please complete and return
Mains Power Cable	1	Connects the Transformer to a standard household wall socket
Transformer	1	
Fixing Kit	1	Consists of 4x expansion bolts and 16x M10 washers
Conduit	1	Used to route the Power Cable through a wall

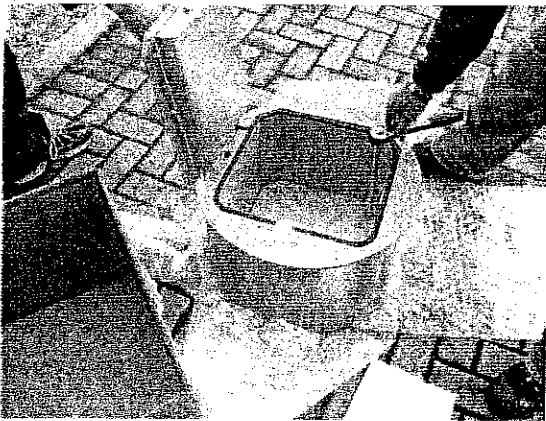


 If you have any questions or queries please call GreenUrban on: 01768 210111

Step 2: Remove Main Assembly From Outer Shell



Do not lift the ecoPAD by its handle
Open the door and undo the 4 bolts at
the rear of the Main Assembly:



Carefully lift the Main Assembly out
of the Outer Shell:



Step 3: Mark Mounting Holes

! It is recommended that the ecoPAD is installed on a flat wall

1. Offer the Wall Plate up to the wall, the correct height is 90cm from the ground to the lowest point of Outer Shell. Ensure the Wall Plate is in the correct orientation (see diagram on page 5).
2. Make sure fixing holes are set level, using a spirit level.
3. Mark position of Mounting Holes (Marked 'A' in the diagram on page 5) and Power Cable Hole, with a suitable marker:



Step 4: Drill Out Holes

1. Drill Mounting Holes to the depth of the expansion bolt +30mm, using a 16mm drill bit.
2. Drill a hole through the wall for the Power Cable, using a long 20mm drill bit. Drill Power Cable hole slightly uphill to prevent water ingress.
3. Offer Wall Plate over bolts and space off wall with the supplied washers - use a minimum of 2 washers behind Wall Plate.



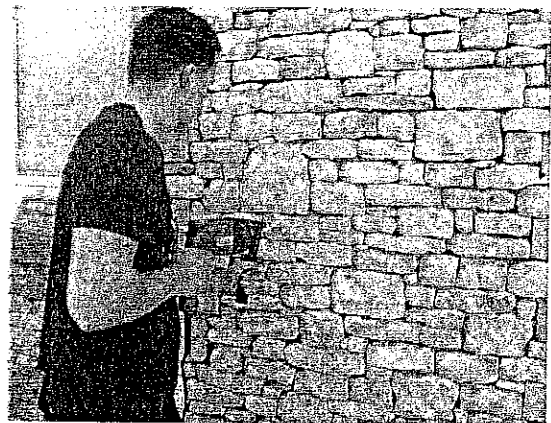
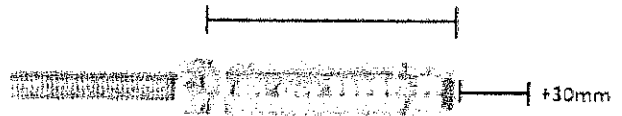
Check for level - horizontal and vertical

4. Fix Wall Plate to expansion bolts with nut and washer.




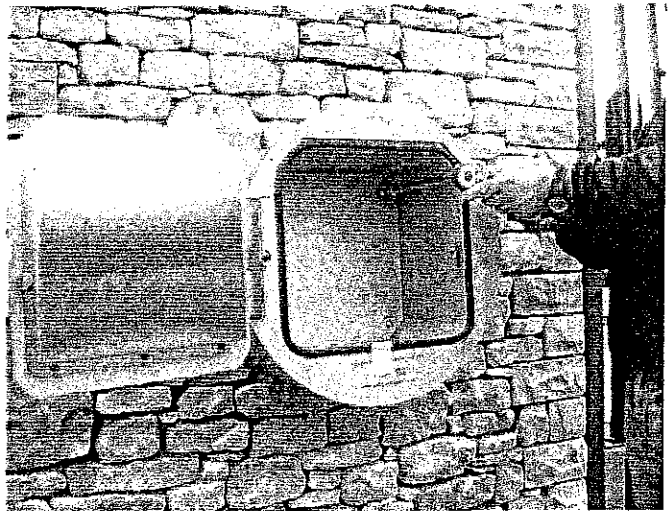
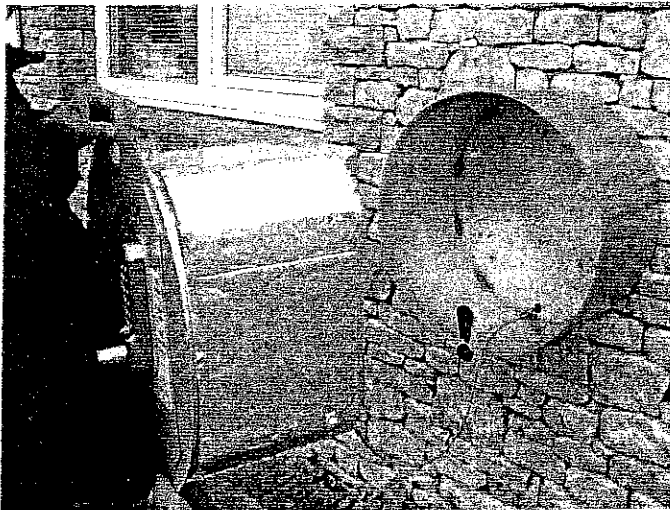
Do not over-tighten

5. Insert Conduit into the Power Cable Hole. Trim to desired length.

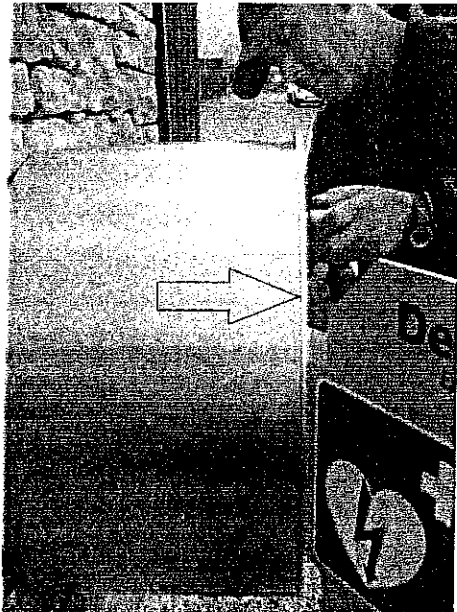


Step 5: Fit Main Assembly

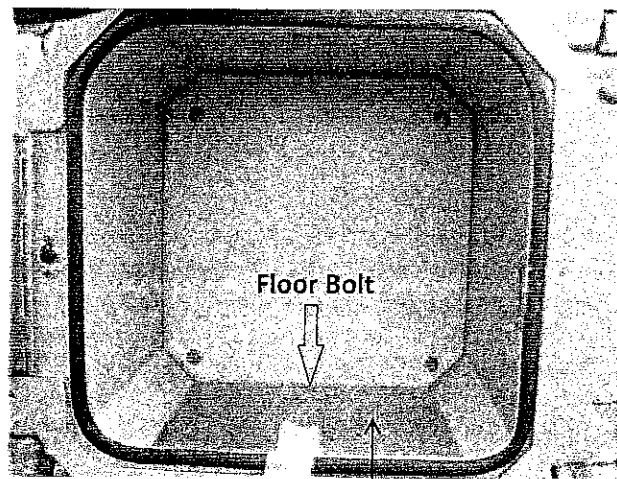
1. Offer up the Main Assembly to the Outer Shell – route the Power Cable through the Wall Plate and Conduit.
 Take care not to trap the Power Cable
2. A person should carefully pull the Power Cable from inside, in order to keep it taught as the Main Assembly is moved into place.
3. Line-up the Main Assembly - when lined up and seated in the Outer Shell, fasten the Main Assembly to the Wall Plate using the 4 x M10 dome headed bolts with washers. Do not over-tighten.



! Ensure there is no gap between the Front Plate and the Outer Shell:



⊙ The Heated Floor may appear to be loose - this normal as it is a 'floating floor' with pressure switches underneath.

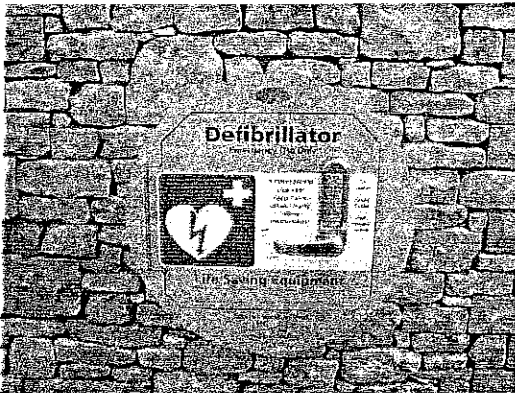


Aluminium Floor

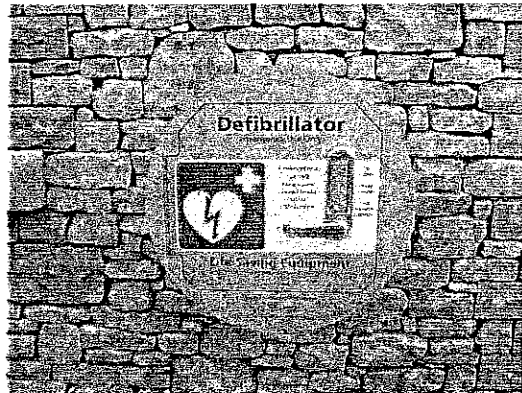
Step 6: Connect Power

Connect the ecoPAD's Power Cable to the Transformer, then connect-up the Mains Power Cable and finally switch on the power at the socket.

No defibrillator inside, Red Status Light:



Defibrillator inside, Green Status Light:




Step 7: Register Your ecoPAD

- Clearly label the wall plug as "Emergency Power Source, do not disconnect". A clearly visible sticker or plug guard is recommended
- Please now register your ecoPAD by calling your local ambulance service.

Congratulations! Your ecoPAD Public Access Defibrillator cabinet is now ready for use.

GreenUrban advise checking the cabinet once a week - this involves a visual check to ensure the light is working and an operational check to ensure that the lock is functioning correctly.

Troubleshooting

Issue	Possible Reason	Solution
Heater is OFF	The air temperature inside the ecoPAD is above 5°C, or an electrical fault has developed	Check the Status Light is showing Green. See below for more information
Status Light is OFF	There is no power getting to the ecoPAD, or an electrical fault has developed	Check all electrical connections: <ol style="list-style-type: none"> 1. Check the power cable is plugged in at the wall and that the wall socket is turned ON 2. Now check the connection at the Transformer – a green light on the Transformer indicates it is receiving power and working correctly 3. If after checking all electrical connections the ecoPAD's Status Light remains OFF, please call GreenUrban for further assistance on : 01768 210111
Status Light is Green	The Heater Circuit is functioning normally and the pressure sensitive Heated Floor has been activated	The Heater will only turn on when the air temperature inside the ecoPAD is cold enough 
Status Light is Red	The pressure switch has not been activated	Place a defibrillator onto the pressure sensitive Heated Floor, this will turn the Status Light Green
The operation of the lock is sticky	There may be a build-up of dirt in the lock mechanism	Carry out the lock maintenance steps described under 'Annually' on the following page

Care and Maintenance

Weekly

- A visual check to ensure the Status Light is green and an operational check to ensure the lock is functioning correctly

Monthly

- Wipe the surface of the lock with a dry cloth to remove any surface moisture. If there is a build-up of dirt use GT 85 to remove this
- Clean the outside and inside of the cabinet using a hard surface cleaner

Annually

- Using GT 85 or similar, spray the lock latch and keypad, especially around the buttons and knob of handle. Push each button followed by 'C' (clear) 2 or 3 times and 1 final test of the code to ensure it is working correctly

Quote



Quotation From:
 Name: **Cardio Cabinet** Contact Name: **Kevin Hookham**
 Address: **GreenUrban Technologies Ltd** Contact Number: **07737 129931**
Sunlight House Email: kevin.hookham@cardiocabinet.com
Gilwilly Industrial Estate
Penrith
Cumbria
 Post Code: **CA11 9BD**

Quotation To:
 Name: **Whitehaven Town Council** Contact Name: **Town Council Clerk - Martine Jewell**
 Address: **The Civic Hall** Contact Number: **01946 67366**
Lowther Street Email: Clerk@whitehaventowncouncil.co.uk
Whitehaven
Cumbria
 Post Code: **CA28 7SH**

Lead Time	Date of Quote	Delivery Method	Payment Terms	Quotation Validity	SR Number	Quotation Number
tba	28 August 2018	courier pallet	Pro-forma	30 days	6754D	6754D-28082018

Product	Description	Qty	Price Each	Unit Discount	Unit Price	Unit VAT	Unit VAT	Unit Sub total (Inc VAT)	Full Order Sub Total (Exc VAT)	Full Order VAT	Full Order TOTAL
EcoPAD Cabinet Mounts	EcoPAD stand alone, polished stainless steel, heavy duty, exterior mounting post.	1	£ 230.00	0.00	£ 230.00	20.00	£ 46.00	£ 276.00	£ 230.00	£ 46.00	£ 276.00
EcoPAD Cabinet Mounts	EcoPAD lamppost mounting bracket stainless steel	1	£ 55.00	0.00	£ 55.00	20.00	£ 11.00	£ 66.00	£ 55.00	£ 11.00	£ 66.00
									£ 285.00	£ 57.00	£ 342.00

Quotation prepared by: Kevin Hookham
Business Development Manager

This is a quotation on the goods named, subject to the conditions above.
 For more information and for Terms and Conditions please visit our website:
www.greenurban.co.uk

Quote



Quotation From:
 Name: **Cardio Cabinet** Contact Name: **Kevin Hookham**
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Gilwilly Industrial Estate
Penrith
Cumbria
 Post Code: **CA11 9BD**

Quotation To:
 Name: **Whitehaven Town Council** Contact Name: **Town Council Clerk - Marlene Jewell**
 Address: **The Civic Hall** Contact Number: **01946 67366**
Lowther Street Email: **clerk@whitehaventowncouncil.co.uk**
Whitehaven
Cumbria
 Post Code: **CA28 7SH**

Lead Time	Date of Quote	Delivery Method	Payment Terms	Quotation Validity	SR Number	Quotation Number
tba	28 August 2018	counter pallet	Pro-forma	30 days	67548	67548-28082018

Product	Description	Qty	Price Each	Unit Discount %	Unit Discount £	Unit Price £	Unit VAT %	Unit VAT £	Unit Sub Total £ (inc VAT)	Full Order Sub Total £ (inc VAT)	Full Order VAT £	Full Order TOTAL £
Community Resuscitation Package for councils	1 X EcoPAD heavy duty, stainless steel, heated exterior defibrillator cabinet + 1 X IPAD SP1 defibrillator	12	£ 1,595.00	5.00	£ 79.75	£ 1,515.25	20.00	£ 303.05	£ 1,818.30	£ 18,183.00	£ 3,636.60	£ 21,819.60

£18,183.00 £3,636.60 £21,819.60

Quotation prepared by: Kevin Hookham
 Business Development Manager

This is a quotation on the goods named, subject to the conditions above.
 For more information and for Terms and Conditions please visit our website:
www.greenurban.co.uk

Litter Bins

Purpose of the Report and Recommendation

To consider a report on the provision of litter bins and to consider the recommendations in 2.1 and 2.2

1.0 INTRODUCTION

1.1 At the Council Meeting on 30th August 2018 (Minute 1068/18 refers) it was resolved that:-

- That CBC be asked to give the Council a definitive Report by the next full Council Meeting and if they are not able to do this then at the next full Council Meeting the council agrees to install the eight new bins and then wait until the full report is received
- That in accordance with Financial Regulation 18, Financial Regulation 11 be suspended to allow the Council to purchase any new bins from Glasdons

1.2 On a closer inspection of the report it would appear that only 6 new bins have been definitely agreed by CBC with a couple of others being agreed subject to finding a suitable location. The location of the 6 litter bins is shown at Appendix 1

1.3 The purpose of this report is to give prior notice to this meeting that having made the resolution to suspend Financial Regulations, the Council suspend the Financial Regulations for the following reasons

- The Topsy Royale bin as supplied by Glasdons was CBC's recommended bin
- Glasdons have supplied other litter bins to the Council which have been of a high quality with good after sales service. At that time we looked at litter bins from other suppliers some of which were slightly cheaper but on inspection all proved to be less robust and of a lower quality.
- There is a risk that we could have obtained a litter bin of a similar design from another supplier which would have been cheaper but it would not have been the same quality

2.0 RECOMMENDATION

- 2.1 That the Council having considered the prior notice and the reasons for and risks of suspending Financial Regulations agrees in accordance with Financial Regulation 18 to suspend Financial Regulation 11 and that the new litter bins be purchased from Glasdons.
- 2.2 The Council's decision is requested as to whether to purchase 8 litter bins or 6 litter bins.

LOCATION OF WHERE IT HAS BEEN AGREED NEW BINS CAN BE SITED IN THE WARDS

- LOCATION 1 SNECKYEAT ROAD NEXT TO THE BUS STOP, JUST TO THE SIDE OF THE CHINESE TAKEAWAY (PEKING HOUSE) ON THE GRASSED AREA;
- LOCATION 2 RICHMOND HILL ROAD AT THE JUNCTION GOING DOWN TOWARDS THE PARK;
- LOCATION 3 WHINLATTER ROAD NEXT TO BUS STOP NEAR ST GREGORY'S SCHOOL;
- LOCATION 4 COACH ROAD AT THE END OF THE CYCLE TRACK ON THE PAVEMENT ROADSIDE
- LOCATION 5 MEADOW ROAD NEXT TO THE BENCH AT THE JUNCTION OF SKIDDAW ROAD
- LOCATION 6 TOP OF LINCOLN ROAD

ALLOTMENT REPORT

Purpose of the Report

To consider a report to install a disabled access footpath at a plot on Midgey Allotment site and to consider the recommendations at 3.0.

1.0 INTRODUCTION

Members will recall that they were informed during the Full Council meeting held on 27/09/2018 that quotes had been sought from 5 local building companies to install a disabled access footpath on the disabled plot at Midgey Allotments.

At the time of the meeting 2 firms had declined to submit quotes, 1 quote had been received for £3970.00 + VAT (attached at Appendix 1) and we were still waiting on the other 2 firms to submit their quotes.

It was also suggested that a request for the works to be done voluntarily should be sought on the Cumbria Exchange website.

2.0 PRESENT POSITION

No other quotes have been received. At the time of writing this report we are awaiting Cumbria Exchange to approve our request and for it to be advertised.

3.0 RECOMMENDATION

Members are asked to note the information at 2.0 and to accept the quote that had been submitted and to authorise the expenditure of £3970.00 + VAT so that the company can commence work.

APPENDIX 1

0800 292 2000
01946 822308
01946 824904
maysonbros247@aol.com
www.maysonbros.co.uk



Construction ♦ Civils ♦ Maintenance

Mayson Bros Ltd

Vanessa Gorley
Clerk
Whitehaven Town Council
The Civic Hall
Lowther Street
Whitehaven
CA28 7SH

Ref: Q18201

20th September 2018

Dear Vanessa,

Midgy Allotments – Installation of Disabled Access Footpath.

We are pleased to quote a lump sum price of £3,970.00 excluding VAT to complete the following works at the above location;

- Install Geotextile to new Footway footprint.
- Install Textured Concrete Footway 1.2m Wide; Comprising 100mm Thick Type 1 Sub-base and 100mm Thick Concrete, Grade 30/20 – Approximately 55.0 m2.
- Install Pre Cast Concrete Edging Kerbs (Type EF) – Approximately 33m length.
- Production of H&S documentation, including Risk Assessment, Method Statement and Construction Phase Plan as per CDM Regulations 2015.

The proposal outlined above meets the requirements of the Approved Document M 2105 edition, as amended 2016. Mayson Bros has 20 years + experience in designing and installing disabled access ramps and access for both local authorities and housing associations, as well as meeting industry best practice for access and built environment.

Trusting we have interpreted your requirements correctly, and that you find the above quotation acceptable, should you require any further information please do not hesitate to contact me.

Looking forward to your further instruction.

Yours faithfully.

Ron Arthur

Mayson Bros Ltd.



Notes from the meeting with ACTION with Communities in Cumbria – 10th October 2018

Present: Councillors Roberts, Maudling, Forster, Hayes;
M Jewell, V Gorley;
Lorraine Smyth and Fran Richardson from ACTION with Communities

Progress Report:

- Cllr Hayes was in the process of organising meetings on his ward to introduce himself to the residents of Kells and would ask them what they liked or disliked about where they lived and what they would like to see changed.
- It was clear that from discussions that had already taken place that there were 6 key issues regarding Public Spaces, Traffic, Parking, Events, Neighbourliness and Heritage

During this meeting discussions centred around these 6 key issues and Councillors had to state what they thought was happening now and what they would like to see happen in the future. Councillors then had to choose 3 and prioritise what they thought was most important to achieve. ACTION with Communities would take this information away and analyse it.

It was also suggested that the Town Council organise a ½ day event to introduce ourselves to 3rd sector groups and to use the event as an opportunity to start conversations with the sector to find out what they do and how we could possibly help each other. This stakeholder event would take place end of November 2018 and dates would be confirmed.

Information gathering would continue at the Veterans Luncheon that had been organised on Remembrance Sunday.