

WHITEHAVEN TOWN COUNCIL

Clerk and Responsible Financial Officer: Marlene Jewell
Telephone: 01946 67366
Chairman: Councillor Brian O'Kane

To: **Members of Whitehaven Town Council**

You are duly **SUMMONED** to attend a **VIRTUAL MEETING** of **WHITEHAVEN TOWN COUNCIL** which will be held on **Thursday 26th November 2020** at **6:00pm** on the **Zoom Platform** to transact the business contained in the attached Agenda.

The Meeting takes place under the authorisation scheme outlined in the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) (Regulations) 2020.

Join Zoom Meeting: <https://us02web.zoom.us/j/83341316002?pwd=VEN6VUdVbVhyMDcxSW9rOER1SWxCUT09>

Meeting ID: 833 4131 6002

Passcode: 585623

Signed..... *Marlene Jewell* Dated *20th November 2020*
Marlene Jewell, Clerk and Responsible Financial Officer

AGENDA

All Councillors and members of the public attending the virtual meeting should be aware that by joining the meeting they are agreeing to the following guidelines:

- a) The meeting may be recorded for the purpose of minute taking and will be disposed of within 24 hours;
- b) All attendees should have their microphones on mute;
- c) To adhere to the Council's Code of Conduct and Standing Orders;
- d) Only unmute microphones when invited to do so;
- e) Speak clearly and look into the camera;
- f) Turn phones to silent;
- g) Be aware of time lags and allow time for participants to respond;
- h) Introduce themselves when raising a point;
- i) Respond to the Chair when their name is called;
- j) Be aware of your background and what others can see behind you

1. Apologies for Absence

2. Declarations of Interest

To receive declarations of interest by elected Members in respect of Agenda items.

If a Member requires any advice on any item involving a possible declaration of interest which could affect his/her ability to speak and/or vote he/she is advised to contact the Clerk at least 24 hours in advance of the meeting.

3. Public Participation

4. Minutes of the Full Council Meeting held on 29th October 2020

5. Minutes of the Extraordinary Council Meeting held on 17th November 2020

6. Planning Applications

7. Finance Report

8. Ranger and Assistant Ranger – Report to follow

9. Christmas Lighting

10. Voucher Scheme Ideas – Report to be given by Councillor. G Dinsdale

11. Hensingham Cemetery – Report to follow

12. Copeland Local Plan – Chairman to give verbal report

13. Request to rent former Editors Room in the Council Offices

14. Councillor Ward Matters

15. Date of Next Meeting

IN PRIVATE

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

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

16. Quotes received for 2021/2022 Grass Cutting Contract

17. Quotes received for 2021/2022 Allotment and Pigeon Loft Sites Maintenance Contract

18. Staff Pay Increase Report

WHITEHAVEN TOWN COUNCIL

Minutes of the Virtual Council Meeting held on the Zoom Platform on 29th October 2020

Present: Councillor B O’Kane (Chairman); Councillor C Arrighi; Councillor E Dinsdale; Councillor G Dinsdale; Councillor C Hayes; Councillor J Rayson; Councillor R Redmond; Councillor G Roberts; Councillor C Walmsley

M. Jewell, Clerk and Responsible Financial Officer

V. Gorley, Assistant Clerk

Members of the Public

1623/20 Apologies for Absence

Apologies for absence were received from Councillor R Gill, Councillor C Maudling and Councillor L Walmsley

1624/20 Declarations of Interest

Councillor Rayson declared a non pecuniary interest in Agenda Items 10 and 14 on the Agenda as she was the tenant of a Council Allotment

Councillor Roberts declared that he was a member of Cumbria County Council in relation to Agenda Item 12 on Footway Lighting

Councillor O’Kane declared that he was a member of CBC’s Planning Panel

1625/20 Public Participation

There was no public participation

1626/20 Minutes of the Council Meeting held on 24th September 2020

Councillor E Dinsdale said that there were 2 key points that were missed out of the Minutes – when the Chairman had told Councillor Arrighi to shut up and when he had cut across Councillor Arrighi

The Chairman said that Minutes do not record conversations they record the actual decisions made which is the whole point of Minutes

Councillor C Walmsley said his name and that of Councillor L Walmsley had

been missed off those attending and the Chairman said this would be rectified. It was proposed by Councillor Hayes and seconded by Councillor Roberts that the Minutes of the Council Meeting held on 24th September 2020 be approved and signed by the Chairman as a correct record. A vote was held and 5 Councillors voted for this and 3 Councillors voted against.

RESOLVED – That the Minutes of the Council Meeting held on 24th September 2020 be approved and signed by the Chairman as a correct record.

1627/20 Planning Applications

The Council considered a list of Planning Applications received from CBC and shown at Appendix 1. Members had no comments/ representations/objections to make on the Planning Applications shown at Appendix 1 and it was proposed by Councillor Hayes and seconded by Councillor Walmsley that having considered the applications there were no representations and that CBC be informed accordingly.

RESOLVED - That CBC Planning Department be informed that having considered the Planning Applications at Appendix 1 the Council had no representations to make on them.

1628/20 Internal Auditors Report

The Council considered the Internal Auditors Interim Report following an Audit carried out on 28th September 2020 which contained 5 recommendations. The Chairman read out paragraph 2 of the Report which said the Town Council once again was very well administered and in particular in the following areas:-

- Cash book properly maintained and up to date
- VAT claimed on a monthly basis
- Payroll and payments of Tax and NI
- 2020/21 budget prepared in advance of setting parish precept
- Insurance policy with Zurich Municipal
- Transparent transfers and payments from Council's bank accounts
- Income properly accounted for

The Chair expressed his gratitude to the Clerk and Assistant Clerk in this, It was proposed by Councillor Roberts and seconded by Councillor Hayes that the Internal Auditor's Report be accepted in full. A vote was taken and 5 Councillors voted in favour of this and 3 Councillors abstained.

RESOLVED – That the Internal Auditors Report be accepted in full

1629/20 Finance Report

The Council considered a Finance Report.

(i) Appendix 1. It was reported that there was 1 addition to Appendix 1 for invoices to be authorised for payment namely:

- V Gorley £11.48 for postage for copy Agendas

Councillor Redmond entered the meeting at this point

It was proposed by Councillor Hayes and seconded by Councillor Rayson that the Invoices at Appendix 1 including the 1 additional payment be approved and paid. A vote was held and 5 Councillors voted for and 4 Councillors abstained.

RESOLVED – That the Invoices shown at Appendix 1 including the 1 additional payment be approved and paid

(ii) The Council considered Appendices 2 and 3 and it was proposed by Councillor Hayes and seconded by Councillor C Walmsley that these be approved and noted. A vote was held and 5 Councillors voted for and 4 Councillors abstained.

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

1630/20 Contracts for Ranger and Assistant Ranger

The Council considered a report on the partnership arrangement with CBC for the provision of a Ranger and Assistant Ranger for 2021/22 and 2022/23. Following a discussion it was proposed by Councillor Rayson and seconded by Councillor Hayes that a 2 year service contract be entered into with CBC for 2021/22 and 2022/23 for the services of a Ranger and Assistant Ranger subject to the proviso that the % salary increases for the second year be clarified and reported back to the Council. It was unanimously

RESOLVED – That a 2 year service contract be entered into with CBC for 2021/22 and 2022/23 for the services of a Ranger and Assistant Ranger subject to the proviso that the % salary increases for the second year be clarified and reported back to the Council.

1631/20 Grass Cutting

The Council considered a report on grass cutting of areas shown on Appendix 1 to the report. The Council had a contract with CBC to cut those areas on 12 occasions between April 2020 to September 2020. Councillor G Dinsdale asked if the Contract included access onto the land and the Clerk said it did not.

Councillor G Dinsdale wished it to be recorded that there would be no problems with trespass if we entered onto land to cut it.

It was proposed by Councillor Hayes and seconded by Councillor E Dinsdale that quotes be sought for the grass cutting contract for the land shown on Appendix 1 from April 2021 to September 2021 and that should any

Councillors wish any extra areas of land to be included they should inform the Clerk by Monday 2nd November 2020. It was unanimously

RESOLVED - That quotes be sought for the grass cutting contract for the land shown on Appendix 1 for 12 cuts from April 2021 to September 2021 and that should any Councillors wish any extra areas of land to be included they should inform the Clerk by Monday 2nd November 2020.

1632/20 Allotments and Pigeon Loft Sites

The Council considered a report on the maintenance contract for Allotment and pigeon Loft sites which runs from 1st April 2020 to 31st March 2021. It was proposed by Councillor Roberts and seconded by Councillor C Walmsley that quotations be sought from local contractors for the maintenance of Allotment and Pigeon Loft Sites for 2021/22.

RESOLVED – That quotations be sought from local contractors for the maintenance of Allotment and Pigeon Loft Sites for 2021/22.

1633/20 Recommendations by Policy and Resources and Finance Committee

The Council considered a report on recommendations from the Policy and Resources and Finance Committee held on 15th October 2020. The recommendations were contained in paragraphs 1.1 and 1.2 of the report. As part of the approval of paragraph 1.1 Councillor O’Kane proposed that £50,000 be taken out of the Council’s underspend to start a partnership with CBC to provide public toilets in Whitehaven and this was seconded by Councillor E Dinsdale. It was unanimously

RESOLVED – That paragraph 1.1 of the report be approved and that £50,000 be taken from the Council’s underspend to provide public toilets in Whitehaven in partnership with CBC.

1634/20 Update on Footway Lighting

Further to Minute 1576/20 the Council considered a report giving an update on the position with footway lighting. The Clerk reported that although some details had been provided by CBC there was still insufficient information to determine how much this would cost the Council. Following a discussion on this it was proposed by Councillor Roberts and seconded by Councillor E Dinsdale that the report be parked and that no further action be taken on it. It was unanimously

RESOLVED – That the report be parked and no further action be taken on it

1635/20 **Advertising in the Cumbria Guide**

The Council considered a report on advertising in the Cumbria Guide for taking out either full or half page adverts in the West Cumbria Guide for 2021/22. Following a discussion it was proposed by Councillor Hayes and seconded by Councillor Roberts that 6 half page adverts be placed in the West Cumbria Guide for 2021/22 ie April-May, June-July, Aug-Sept, Oct-Nov, Dec-Jan, Feb-March at a cost of £2,970.00 plus £196.00 for artwork. A vote was taken and 4 Councillors voted for the proposal and 1 Councillor voted against and 3 Councillors abstained

RESOLVED - That 6 half page adverts be placed in the West Cumbria Guide for 2021/22 ie April-May, June-July, Aug-Sept, Oct-Nov, Dec-Jan, Feb-March at a cost of £2,970.00 plus £196.00 for artwork.

1636/20 **Allotments**

The Council considered a report on the Allotment Sites giving information on their current status.(paragraphs 2.1 to 2.5 of the report). A request for a rent free period had been received from an allotment tenant who had had his crops damaged by deer gaining access through a broken boundary fence (paragraph 2.6 of the report). Another Allotment tenant had had to build raised beds on his allotment because the ground was waterlogged due to surface water running off the car park and requested the Council to provide topsoil for the raised beds at an approximate cost of £120.00 (paragraph 2.7 of the report). Finally an Allotment tenant had asked to plant some small easily removed fruit trees on the allotment which had been approved by Councillors on the Allotment Advisory Group (paragraph 2.7 of the report).

It was proposed by Councillor C Walmsley and seconded by Councillor G Dinsdale that the information contained paragraphs 2.1 to 2.5 of the report be noted; that the recommendations in paragraphs 2.6 and 2,7 of the report be approved. It was unanimously

RESOLVED - That that the information contained paragraphs 2.1 to 2.5 of the report be noted; and that the recommendations in paragraphs 2.6 and 2.7 of the report be approved.

1637/20 **Remembrance Sunday**

The Council considered a report on the arrangements made for Remembrance Sunday on 8th November 2020 and the Chairman said that on behalf of the Council he had agreed to donate £150.00 from his Mayor's allowance to the Royal British Legion Poppy Appeal. It was proposed by Councillor Hayes and

seconded by Councillor C Walmsley that the report be noted. It was unanimously

RESOLVED – That the report be noted.

1638/20 Update from Zoom Meeting with Jenny Brumby

The Chairman gave a verbal report on the Zoom Meeting held with Jenny Brumby.

He said that various things were being done:

- That Jenny had been round every shop in Whitehaven and had received a positive response from everyone
- She was trying to bring everyone together to find solutions for the future
- Toilets as well as car parking were high on the agenda
- One of the key things was trying to develop a shop local campaign and to stop the degradation in towns to stop losing more and more shops
- CBC are considering bringing back the bus stop onto Lowther Street as a result of talking to traders who have voiced concern about the lack of footfall in that area.
- The biggest point was the provision of public toilets

The Chairman said that the Council needs to continue to have a dialogue with Jenny Brumby.

Councillor Rayson said meeting Jenny was encouraging and that the Council needed to work together with her as it was going to be a long process

Councillor G Dinsdale said it was a great thing that Jenny was doing

No decisions were taken as the item was for information only

1639/20 Christmas Closing

The Council considered a report on Christmas closing of the Council Offices for this year. It was proposed by Councillor Hayes and seconded by Councillor C Walmsley that the Offices be closed from noon on Thursday 24th December 2020 until Monday 4th January 2021. It was unanimously

RESOLVED – That the Council Offices be closed from noon on Thursday 24th December until Monday 4th January 2021.

1640/20 Grass Cutting in Cemeteries

The Council considered a report on grass cutting in cemeteries. At full Council on 29th August 2019 the Council resolved to continue funding an extra 4 grass cuts at Whitehaven and Hensingham Cemeteries in 2020/21. A request had been received from CBC's Parks and Open Spaces Contract Manager for this

arrangement to continue and had submitted cost figures for 2021/22 (£15,913.50 plus VAT) and 2022/2023 (£16,390.91 plus VAT). Councillor G Dinsdale asked if this included the old abandoned cemetery in Hensingham which was overgrown and wondered if the arrangement could be extended to include the maintenance of the trees there. The Chairman said that the Council should contact CBC with respect to the area mentioned by Councillor G Dinsdale to request further advice if action is required and reported back to Council. It was proposed by Councillor Hayes and seconded by Councillor C Walmsley that the arrangement continue and that the cost 2 figures be accepted for 2021/22 and 2022/23 subject to CBC being contacted to determine the status of the churchyard referred to by Councillor G Dinsdale and the result reported back to Council. It was unanimously

RESOLVED – That the arrangement continue and that the 2 cost figures be accepted for 2021/22 and 2022/23 subject to CBC being contacted to determine the status of the churchyard referred to by Councillor G Dinsdale and the result reported back to Council.

1641/20 **Councillor Ward Matters**

- i. Councillor C Walmsley said he had nothing to report but that he and Councillor L Walmsely were immensely proud of the residents and local businesses and how they had stepped up this week and he was convinced that nobody on the Ward went hungry this week and that was a credit to every single one of them.
- ii. Councillor Hayes said that he was delighted at what had gone on at Kells, with making sure everybody had got fed on Kells, Greenbank and Woodhouse and that local people had really pulled together
- iii. Councillor Arrighi said she was determined to do Christmas hampers for people but was having difficulty accessing the money. The Clerk had said it had to be paid to a charity but that she had given Greenbank Community Centre £1,000 last year which they still hadn't spent so if she put up £1,000 herself and got reimbursed for everything that she bought she would then give the Clerk the names and address of everybody that we sent hampers to. Councillor Arrighi said time was running out and for £1,000 she was going to do a £20 hampers which would be 50 hampers and that she had well over 50 people interested so she was asking advice on how she could go about it. The Clerk said that she had sent an email to Councillor Arrighi explaining what to do and said it would be in order for Councillor Arrighi to join in a project with another Councillor whose Ward adjoined hers and informed Councillor Arrighi which Wards they were
- iv. Councillor Redmond thanked Councillor G Dinsdale for bringing up the churchyard
- v. Councillor E Dinsdale gave an update on recycling issues taking place on the Ward where there have been disappointed residents around dates not

- being kept, Eventually recycling has been collected but it has given a number of residents a great deal of distress
- vi. Councillor E Dinsdale asked the Chairman if he was going to apologise to Councillor Arrighi for telling her to shut up at the last Council meeting.
 - vii. Councillor G Dinsdale referred to the bus stop at Tower Hill and that she had been speaking to CBC who said we had the authority to cut the grass on the part where we want to put the bus stop and WTC has the authority to access. She said she was waiting for a reply from Clinton Boyce to get something in writing to bring back to the Council but she just wanted to confirm that if she could get that and if we can get planning permission and that it is unclaimed land that we can look to do the bus stop there. She asked for support from the Council and the Clerks to move forward with this. She said people really want the bus stop. They've got their kids who go to Keswick school who are getting pelted with the rain in the mornings and she felt that the Council was letting them down. The Clerk said that the problem was that somebody owned the land and we didn't know who and that there was no such thing as unclaimed land. Councillor Dinsdale said she had spoken to Clinton Boyce and said she was looking for confirmation from him that that the Council could buy the land at Tower Hill for £1. The Chairman said that perhaps Clinton Boyce should be contacted to see how he would action this on behalf of Copeland
 - viii. Councillor Rayson referred to our responsibilities with CBC and CCC and the issues with highways and recycling. She said with regard to recycling a lot of the late collections are down to genuine covid related issues and the Commercial Services Manager for the Waste Team was going to be asked to attend the meeting but a better way would be to set up a separate zoom meeting to address the issues. She said CBC are updating their website on when everything is going to be collected
 - ix. Councillor Rayson said that Ruskin Drive had been relaid a few weeks ago and then had to be redone because it had not been done properly. There had been quite a lot of flooding and one side of the road was already cracking and there were no road markings on the junction and little junctions coming off onto Ruskin Drive. She said she had emailed Craig McCarron about this.
 - x. Councillor Rayson referred to the sign at Crow Park Allotments and said it was not the same as at Midgey and looked shabby and requested that someone have a look at it and get it cleaned or redone.
 - xi. Councillor Rayson said there was a social media issue and suggested that people come off social media if people were bothering them and said that she had come off social media and deal with things vis email or text.
 - xii. Councillor O'Kane said he agreed with the comments made regarding recycling and that CBC have had genuine problems and Steve Morgan from CBC is very aware of this and is trying to improve communications as this is what often causes the problems.

- xiii. Councillor O’Kane asked if a bus shelter at the top of Bransty Road could be organised and that he had contacted Craig McCarron about this but had not yet received a reply.
- xiv. Councillor O’Kane said he wondered that rather than do a knee jerk reaction to Christmas we could decide to throw ideas together to see as a Town Council to see how we can help people who may be in a problematic situation over the Christmas period whether children or the elder and whether people wanted a meeting to throw around ideas.
- xv. Councillor Rayson said they didn’t have a community centre/hall that they could use but there are people on Hillcrest helping out with initiatives on food eg cooking meals for people in their own homes. This had been a really positive way of pulling together and that she was really proud of the people who had helped
- xvi. Councillor O’Kane asked if Councillors wanted a special meeting for ideas to be put forward around Christmas
- xvii. Councillor G Dinsdale referred to a post on the internet relating to charitable donations and said that she thought it was important that we don’t zone in on charities to provide what the government should be doing.

1642/20 Date of next Meeting

The date of the next Council Meeting be on Thursday 26th November 2020 at 6.00pm

Before the meeting Closed the Chairman referred the fact that both Councillor Gill and his wife were ill and on behalf of the Council he wanted to send best wishes for a speedy recovery to Councillor Gill and his wife.

The Meeting closed at 7.45pm

Chairman

WHITEHAVEN TOWN COUNCIL

Minutes of the Virtual Extraordinary Council Meeting held on the Zoom Platform on 17th November 2020

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

M. Jewell, Clerk and Responsible Financial Officer

V. Gorley, Assistant Clerk

Members of the Public

1643/20 Apologies for Absence

There were no apologies for absence

1644/20 Declarations of Interest

Councillor Roberts declared that he was a member of Cumbria County Council

1645/20 Public Participation

There was no public participation

1646/20 Whitehaven at Christmas

The Council considered a report on proposals to help shops and businesses in Whitehaven during the Christmas period and to safeguard jobs in those shops. The proposals were shown at Appendix 1.

It was proposed by Councillor Gill and seconded by Councillor Hayes that items 1-5 on Appendix 1 be approved.

Following a discussion an amendment was proposed by Councillor E Dinsdale and seconded by Councillor Arrighi that the proposal goes ahead only if the Government bring us out of lockdown into level 2. A vote was held and 6 Councillors voted for the amendment and 5 Councillors voted against it.

RESOLVED – That the amendment to the original proposal be approved
This then became the substantive motion and a recorded vote was held as follows:-

Councillor O’Kane	Against
Councillor Rayson	Abstained
Councillor Arrighi	For
Councillor E Dinsdale	For
Councillor G Dinsdale	For
Councillor Gill	Against
Councillor Hayes	For
Councillor Maudling	Against
Councillor Roberts	Against
Councillor C Walmsley	For
Councillor L Walmsley	Against

5 Councillors voted for the substantive motion, 5 Councillors voted against it and one Councillor abstained. The Chairman exercised his casting vote and voted against the Substantive Motion.

RESOLVED – That the substantive motion be not approved.

The Chairman said that the original proposal should be put to a vote and Councillor G Dinsdale raised a point of order and said that once a decision had been made and a vote agreed the Council could not discuss that vote again for six months. The Chairman said that this was not the case and as far as he was concerned it was legal. The Clerk said she felt that the original proposal could be gone back to.

A recorded vote was held on the original proposal as follows:-

Councillor O’Kane	For
Councillor Rayson	Abstained
Councillor Arrighi	Abstained
Councillor E Dinsdale	Abstained
Councillor G Dinsdale	Abstained
Councillor Gill	For
Councillor Hayes	For
Councillor Maudling	For
Councillor Roberts	For
Councillor C Walmsley	For
Councillor L Walmsley	For

7 Councillors voted for the original proposal and 4 Councillors abstained.

RESOLVED – That the original proposal be approved.

Councillor E Dinsdale and Councillor G Dinsdale wished it to be noted that they had abstained because they considered the vote to be unlawful.

Councillor O'Kane said that he would ask the Clerk to check the position with CALC to clarify how we have progressed and to check that everything is completely legal and send everyone an email with what CALC has said to see if tonight's meeting was fully legal or if we have contravened the legalities in any way so that all Councillors know if the situation is correct or incorrect. If it is incorrect then we would have to come back to Councillors and discuss it again.

Item 6

Councillor Rayson left the meeting at the start of this item and did not return

The Council discussed item 6 on Appendix 1 which was a proposal to hold a competition and to award vouchers to the winners to be spent in local shops. The Clerk reported that an email from Jenny Brumby which had been sent to all Town Councils had been received that day and that she was asking all Town Councils to run a competition whereby letters or numbers would be placed in shop windows and the public had to get all the numbers or letters correct and the winners would get a voucher of their choice from a retailer. During a discussion on this Councillor G Dinsdale asked if the Council could have further discussions on this as whilst she fully supported Jenny's idea she thought the Council should have more than 1 voucher scheme to encourage the shop local scheme and that the Council could do multiple different things. The Clerk explained what was on the Agenda for that night was the competition but that there was a full Council Meeting next week and suggested that if Councillor G Dinsdale would like to put forward to the Clerk her proposals or items for consideration on a range of things then they would be included on the Agenda for next week. Councillor G Dinsdale said that she would do that.

It was proposed by Councillor Maudling and seconded by Councillor C Walmsley that the competition be organised and that 10 £20 vouchers be awarded to the winners. It was unanimously

RESOLVED – That the competition be organised and that 10 £20 vouchers be awarded to the winners.

The meeting closed at 7.30

Planning Application for Consideration by Whitehaven Town Council

<u>Application Number</u>	<u>Detail</u>
CH/4/19/2233/001	Consultation on Amended Plans for: OUTLINE APPLICATION FOR RESIDENTIAL DEVELOPMENT OF UP TO 50 DWELLINGS WITH FULL DETAILS OF SITE ENTRANCE & ASSOCIATED JUNCTION IMPROVEMENTS (RE-SUBMISSION) LAND TO SOUTH OF ELIZABETH CRESCENT, WHITEHAVEN
CH/4/20/2366/0F1	CONVERSION OF UPPER FLOORS TO 3 SELF CONTAINED FLATS (RETROSPECTIVE) 34-35 TANGIER STREET, WHITEHAVEN
CH/4/20/2422/0F1	SINGLE STOREY SIDE EXTENSION 63 LOOP ROAD NORTH, WHITEHAVEN
CH/4/20/2427/0F1	DETACHED GARAGE 67 TOMLIN AVENUE, WHITEHAVEN
CH/4/20/2431/0F1	TWO STOREY REAR EXTENSION TO PROVIDE ADDITIONAL LIVING AND BEDROOM ACCOMMODATION 59 BUTTERMERE AVENUE, WHITEHAVEN
CH/4/20/2436/0L1	LISTED BUILDING CONSENT FOR CONVERSION INTO TWO FLATS INCLUDING INTERNAL ALTERATIONS; REPLACEMENT WINDOWS; NEW REAR EXTERNAL DOORS; NEW DOORWAY TO WORKSHOP 76-77 LOWTHER STREET, WHITEHAVEN
CH/4/20/2437/0F1	CONVERSION INTO TWO FLATS INCLUDING INTERNAL ALTERATIONS; REPLACEMENT WINDOWS; NEW REAR EXTERNAL DOORS; NEW DOORWAY TO WORKSHOP 76-77 LOWTHER STREET, WHITEHAVEN
CH/4/20/2440/0F1	ERECT SHEEP/GENERAL PURPOSE BUILDING FIELD 9151, 1 SUMMER HILL, SANDWITH, WHITEHAVEN
CH/4/20/2441/0F1	CHANGE OF USE OF EXISTING LAND INTO A STAFF CAR PARK FOR THE WEST CUMBERLAND HOSPITAL LAND OFF SNECKYEAT ROAD, HENSINGHAM, WHITEHAVEN
CH/4/20/2443/0F1	PROPOSED EXTENSIONS – TWO STOREY TO SIDE & SINGLE STOREY TO REAR 12 HOLLY BANK, WHITEHAVEN

<u>Application Number</u>	<u>Detail</u>
CH/4/20/2445/0F1	REAR EXTENSION FOR KITCHEN 26 THE OVAL, MIREHOUSE, WHITEHAVEN
CH/4/20/2448/0F1	LOUNGE EXTENSION TO REAR OF PROPERTY 1 WATERS EDGE CLOSE, WHITEHAVEN
CH/4/20/2456/TPO	FELLING OF AN ASH TREE PROTECTED BY A TREE PRESERVATION ORDER 5 STANDINGS RISE, WHITEHAVEN
CH/4/20/2457/0F1	ERECTION OF A SINGLE STOREY EXTENSION AND INTERNAL ALTERATIONS TO PROVIDE ADDITIONAL KITCHEN AND BATHROOM SPACE 27 LAUREL BANK, WHITEHAVEN
CH/4/20/2453/0F1	CONVERSION AND CHANGE OF USE OF THE FIRST AND SECOND FLOORS INTO 2 NO. ONE BEDROOMED APARTMENTS (USE CLASS C3) 49 KING STREET, WHITEHAVEN
CH/4/20/2455/0F1	RESIDENTIAL DEVELOPMENT OF 40 DWELLINGS LAND SOUTH OF WATERS EDGE CLOSE, KELLS, 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 20th November 2020. This shows a balance of £196,825.42. There are however cheques to the value of £3,227.92 still to be presented and cleared.
- 2.2 The balance in the deposit account is £447,911.86.

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.

Invoices for Consideration by Whitehaven Town Council

Date	Supplier	Category	Detail	Total Amount	Power	Transaction
23.10.2020	Copeland Borough Council	3rd Party	Contribution towards extra cuts in Whitehaven Cemeteries	£ 15,450.00		s214 LGA 1972
25.10.2020	Eden Springs (UK) Ltd	Supplies & Services	1 x 18.5l water, Environmental Levy - November 2020	£ 7.56		s111 LGA 1972
31.10.2020	Derwent Recycling Services Ltd	3rd Party	12yd general waste skip - Crow Park Allotment	£ 288.00		s23 Allotments Act 1908
31.10.2020	Derwent Recycling Services Ltd	3rd Party	12yd general waste skip - Midgley Allotment	£ 288.00		s23 Allotments Act 1908
31.10.2020	Derwent Recycling Services Ltd	3rd Party	12yd general waste skip - Cartigate Allotments	£ 288.00		s23 Allotments Act 1908
31.10.2020	Derwent Recycling Services Ltd	3rd Party	12yd general waste skip - Sneckyeat Allotments	£ 288.00		s23 Allotments Act 1908
01.11.2020	Copeland Borough Council	3rd Party	Grass Cutting Contract - November 2020	£ 1,892.65		s111 LGA 1972
01.11.2020	Copeland Borough Council	3rd Party	Allotment & Pigeon Loft Maintenance Contract - November 2020	£ 696.53		s23 Allotments Act 1908
01.11.2020	Copeland Borough Council	Employees & Allowances	Parks & Open Spaces Ranger Contract - November 2020	£ 3,247.92		s111 LGA 1972
01.11.2020	Copeland Borough Council	Employees & Allowances	Parks & Open Spaces Assistant Ranger Contract - November 2020	£ 2,149.00		s111 LGA 1972
02.11.2020	J & R Bennett	3rd Party	Winter Bedding Plants	£ 1,280.40		s144 LGA 1972
03.11.2020	Mrs V Gorley	Supplies & Services	Postage of quote packs	£ 6.42		s111 LGA 1972
04.11.2020	Mrs V Gorley	Events	2 x large sheets of red card	£ 4.80		s137 LGA 1972
04.11.2020	Viking	Supplies & Services	Highlighters, sellotape and laminating pouches	£ 46.27		s111 LGA 1972
17.11.2020	Viking	Supplies & Services	Copier Paper and envelopes	£ 39.44		s111 LGA 1972
18.11.2020	Cumbria Media	Supplies & Services	Website Maintenance and Zoom Support	£ 149.00		s111 LGA 1972
				£ 26,121.99		

134	02/11/2020	938	Copeland Borough Council	375.00														375.00	£	375.00				
135	02/11/2020	939	Copeland Borough Council						1577.21									1577.21	£	1,892.65				
136	02/11/2020	940	Copeland Borough Council					580.44										580.44	£	696.53				
137	02/11/2020	941	Copeland Borough Council															2706.60	£	3,247.92				
138	02/11/2020	942	Copeland Borough Council															1790.83	£	2,149.00				
139	02/11/2020	943	Copeland Borough Council	15.20														15.20	£	15.20				
140	03/11/2020	BACS	Mrs V Gorley																9.00	£	20.48			
141	03/11/2020	BACS	Westcom															150.80	£	180.96				
142	03/11/2020	BACS	The Security Company (North West) Ltd	975.00														975.00	£	1,170.00				
143	03/11/2020	BACS	Cumbria Media															194.00	£	194.00				
144	04/11/2020	BACS	West Coast Composting Ltd															100.00	£	120.00				
	13/11/2020	944	HMRC	2112.92														2112.92	£	2,112.92	HMRC			
	13/11/2020	BACS	Staff	4488.83														4488.83	£	4,488.83	1493/19			
	13/11/2020	BACS	Cumbria LGPS	712.31														712.31	£	712.31	631/17 (ii)			
145	13/11/2020	BACS	Mrs V Gorley	189.00														189.00	£	189.00	Mayors Allowance			
146	13/11/2020	BACS	Beck Bottom Community Garden Group															750.00	£	750.00	Ward Grant			
	19/11/2020	DD	BT Group															63.79	£	76.55				
				59393.03	12655.16	9295.24	4720.57	1000.00	5898.68	0.00	0.00	11040.47	0.00	31482.01	8901.53	15724.92	0.00	0.00	9.00	8139.26	0.00	£ 167,140.38	15797.01	£ 182,937.39

INCOME 2020-21

Date	Item	Precept	Interest	Other
07.04.2020	HMRC - VAT Refund March			1395.38
15.04.2020	Allotment Rents 2020/2021			570.00
17.04.2020	Allotment Rents 2020/2021			80.00
22.04.2020	2020/2021 Precept	437769.52		
01.05.2020	Allotment Rents 2020/2021			100.00
15.05.2020	Allotment Rents 2020/2021			60.00
29.05.2020	Allotment Rents 2020/2021			120.00
04.06.2020	Hanging Basket Contribution			50.00
05.06.2020	Allotment Rents 2020/2021			70.00
22.06.2020	Allotment Rents 2020/2021			20.00
12.06.2020	HMRC - VAT Refund May			3574.04
06.07.2020	HMRC - VAT Refund April			770.92
08.07.2020	HMRC - VAT Refund June			251.26
13.07.2020	Allotment Rents 2020/2021			30.00
23.07.2020	NNDR Refund			211.16
23.07.2020	Allotment Rents 2020/2021			450.00
31.07.2020	Allotment Rents 2020/2021			360.00
11.08.2020	HMRC -VAT Refund July			3751.91
19.08.2020	Allotment Rents 2020/2021			250.00
10.09.2020	Allotment Rents 2020/2021			90.66
10.09.2020	West Cumbria Community Action Trust			600.00
11.09.2020	HMRC - VAT Refund August			2586.77
18.09.2020	CBC - Covid 19 Business Support Grant			10000.00
21.09.2020	NW Scrub Hub - Grant refunded			1600.00
07.10.2020	Allotment Rents 2020/2021			291.00
09.10.2020	HMRC - VAT Refund September			3121.00
03.11.2020	Allotment Rents 2020/2021			120.00
13.11.2020	HMRC -VAT Refund October			1579.35

437769.52	0.00	32103.45	469872.97
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**WHITEHAVEN TOWN COUNCIL
SUMMARISED INCOME & EXPENDITURE STATEMENT
FINANCIAL YEAR 2020-21**

Expenditure Net of VAT Invoices not yet processed Budget

BANK BALANCES BROUGHT FORWARD

CBS 53905917 (01.04.2020)	56,661.92
CBS 53906216 (01.04.2020)	297,911.86
TOTAL OPENING BALANCE	£ 354,573.78

INCOME:

Precept	437,769.52
Interest	
Other Income	32,103.45
TOTAL INCOME	£ 469,872.97

EXPENDITURE

Employees & Allowances	59393.03
Premises	12655.16
Supplies/Services	9295.24
3rd Party	4720.57
Grants	1000.00
Allotments	5898.68
Markets	0.00
Community Plan	0.00
Ground Maintenance	11040.47
Civic Hospitality	0.00
Ranger	31482.01
Whitehaven In Bloom	8901.53
Ward Grants	15724.92
Elections	0.00
Environmental Improvements	0.00
Events	9.00
Contingencies	8139.26
Reserves	0.00
VAT (to be reclaimed)	15797.01
TOTAL EXPENDITURE	£ 182,937.39

CASH BOOK BALANCE

Brought forward	£ 354,573.78
Income	£ 469,872.97
Expenditure	£ 182,937.39
Town Council Funds	£ 641,509.36

BANK BALANCES

CBS 53905917 (22/10/2020)	196,825.42
CBS 53906216 (22/10/2020)	447,911.86
	£ 644,737.28

Unpresented Cheques 2020/2021

3,227.92

FINANCIAL POSITION

£ 641,509.36

CHRISTMAS LIGHTING

Purpose of the Report

To inform Members of additional lighting required to enhance existing stock of the Christmas lights and to consider whether to suspend Financial Regulations in order that they can be purchased.

1.0 INTRODUCTION

- 1.1 The Council's Christmas lighting contractor has evaluated the lighting stock as part of the ongoing upgrading of the Council's Christmas lights and has recommended that the Council purchase some additional lighting displays to enhance the current display.
The Christmas lighting contractor has identified 22 light displays which can be used as either cross-street displays or as lamp post columns (Appendix 1). These would be located at Market Place, King Street and Tangier Street.
- 1.2 The lighting would be purchased from a reputable Christmas lights manufacturer. The items are ex-rental stock and are heavily discounted. The warranty is for one season. All displays are tested before delivery to ensure they are in full working order.
- 1.3 The total cost to purchase the items is £3294.00 plus VAT. A delivery charge of £150.00 is also payable.
The Council budget for Christmas lighting infrastructure is £10,000.00. At present there is £7,500 left in the budget.
- 1.4 In order to continue to purchase the lights from the Council's preferred supplier the Council will have to consider suspending Financial Regulation 11 to permit this. In order to suspend Financial Regulation 11, Financial Regulation 18 states that "The Council may by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to members of the Council".

1.5 The reasons for suspension are as follows:

- The items are heavily discounted;
- The purchase has been recommended by the Council's Lighting Contractor who has many years' experience in this field;
- All items are tested prior to despatch to ensure they are in full working order;
- The supplier has agreed to hold the items pending a Council decision. They have stated that should the Council decide not to purchase the displays that they would have no difficulty in selling the items as there is a waiting list;

Risks

- There is a risk that ex-rental stock could be purchased from other suppliers at a cheaper price, however this is a very small risk and no other stockist has provided information of their ex-rental stock to purchase

2.0 **RECOMMENDATION**

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

Ex-Rental Stock List



Code: 12030
Qty: 0
Cost: £548.00 each
Size: 5.00m x 1.00m

Code: R0230
Qty: 0
Cost: £345.00 each
Size: 5.00m x 1.50m

x1

Code: 1141
Qty: 1
Cost: £425.00 each
Size: 6.00m x 1.40m

Code: Nadolig Llawen
Qty: 0
Cost: £484.00 each
Size: 4.22m x 1.58m

Code: 4262
Qty: 0
Cost: £502.00 each
Size: 5.00m x 0.90m

x1

Code: EWP-02-14-005
Qty: 1
Cost: £369.00 each
Size: 3.10m x 0.60m

Please Note; Design and colour subject to availability.

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Address: LITE LTD, Unit 2, Farnington
 Place, Rossendale Road, Industrial
 Estate, Burnley, Lancashire, BB11 5TF

Phone: 0845 8732 601

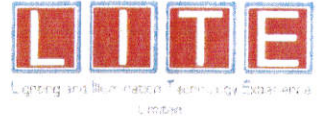
www.lite.co.uk

http://www.lite.co.uk





Ex-Rental Stock List



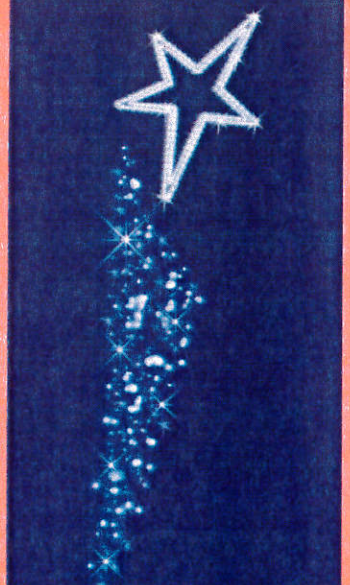

Code: Goldcarpetstar
Qty: 8
Cost: £95 each
Size: 0.55m x 0.55m



Code: redcarpetstar
Qty: 1
Cost: £95 each
Size: 1.63m x 1.68m



Code: 1450
Qty: 0
Cost: £95 each
Size: 0.65m x 0.80m



Code: LD13ST.B
Qty: 4
Cost: £95 each
Size: 2.30m x 0.65m



Code: LD13ST.CW
Qty: 0
Cost: £95 each
Size: 2.30m x 0.65m

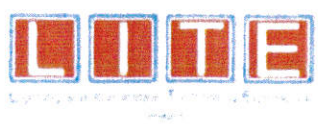


Code: 4010.R
Qty: 0
Cost: £150 each
Size: 2.10m x 0.70m

x4

Please Note; Design and colour subject to availability.

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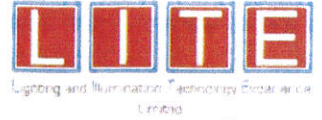
Address: LITE LTD, UNIT 2, HARRINGTON
 ROAD, ROYDON, SURREY, GU24 0JH
 LITE, BURNLEY, LANCASHIRE, BB10 1JH

Phone: 0845 4712 407
 www.lite.co.uk
 Email: sales@lite.co.uk





Ex-Rental Stock List




SOLD OUT

Code: 123546.red
Qty: 0
Cost: £95 each
Size: 2.50m x 0.80m



SOLD OUT

Code: 123539.blue
Qty: 0
Cost: £150 each
Size: 2.50m x 0.90m



SOLD OUT

Code: 121414
Qty: 4
Cost: £150 each
Size: 2.00m x 0.90m

x4



SOLD OUT

Code: 123539.cw
Qty: 0
Cost: £150 each
Size: 2.00m x 0.75m



SOLD OUT

Code: 123546.ww
Qty: 0
Cost: £95 each
Size: 2.00m x 0.60m



SOLD OUT

Code: 123546.cw
Qty: 0
Cost: £95 each
Size: 2.00m x 0.60m

Please Note; Design and colour subject to availability.

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Address: LITE LTD, Unit 2, Farrington Road, Rickmansworth Industrial Estate, Rickmansworth, Hertfordshire, SG8 1JY

Phone: 0845 8712 607

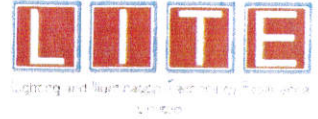
WWW.LITE.CO.UK

EMAIL: SALES@LITE.CO.UK

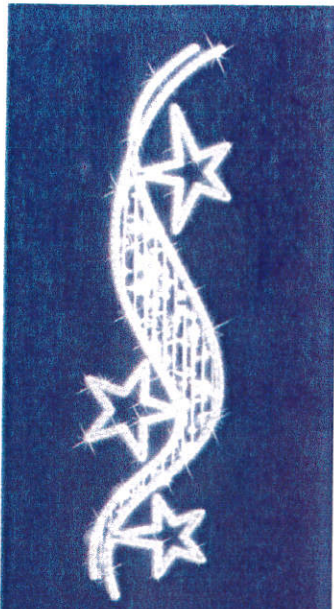




Ex-Rental Stock List



Code: 4014.R
Qty: 0
Cost: £190 each
Size: 2.50m x 0.70m



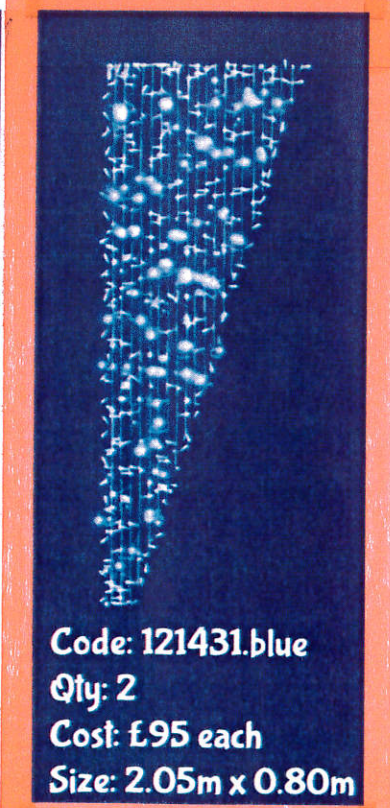
Code: 123540
Qty: 1
Cost: £190 each
Size: 2.00m x 0.66m



Code: 121452
Qty: 0
Cost: £95 each
Size: 1.03m x 1.03m



Code: 121431.ww
Qty: 0
Cost: £95 each
Size: 2.05m x 0.80m



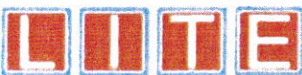
Code: 121431.blue
Qty: 2
Cost: £95 each
Size: 2.05m x 0.80m



Code: 15456
Qty: 0
Cost: £95 each
Size: 1.50m x 0.60m

Please Note: Design and colour subject to availability.

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Address: LITE LTD, Unit 2, Farmington
Park, Box Hill, East Sussex TN11 0JH
Tel: 01424 861111

Phone: 0845 4012301

www.lite.co.uk

01424 861111





Ex-Rental Stock List

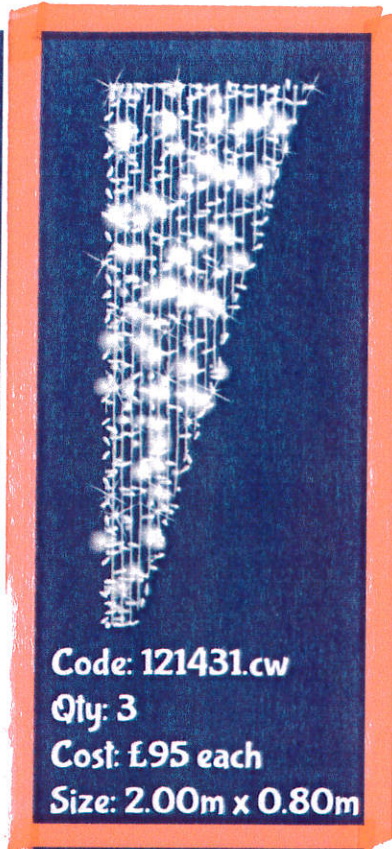
x2



Lighting and Illumination Technology Innovations Limited



Code: 3533
Qty: 0
Cost: £150 each
Size: 2.00m x 0.95m



Code: 121431.cw
Qty: 3
Cost: £95 each
Size: 2.00m x 0.80m



Code: 121431.red
Qty: 1
Cost: £95 each
Size: 2.00m x 0.80m



Code: 1456
Qty: 1
Cost: £95 each
Size: 1.05m x 0.77m



Code: 1442
Qty: 0
Cost: £95 each
Size: 1.25m x 0.70m



Code: 12815
Qty: 0
Cost: £150 each
Size: 2.25m x 0.80m

Please Note: Design and colour subject to availability.

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Address: LITE LTD, Unit 12, Farmington, South Rye, East Sussex TN39 3AB
Phone: 01424 471111
Email: info@lite.co.uk
Website: www.lite.co.uk





Ex-Rental Stock List



Lighting and Illumination Technology Excellence
LUMENS

x 2

x 4



Code: 1438
Qty: 7
Cost: £95 each
Size: 1.14m x 0.48m



Code: 4007
Qty: 2
Cost: £190 each
Size: 2.50m x 0.90m



Code: 4062
Qty: 3
Cost: £95 each
Size: 1.50m x 1.38m

x 2

x 2



Code: 121448
Qty: 3
Cost: £95 each
Size: 0.71m x 0.75m



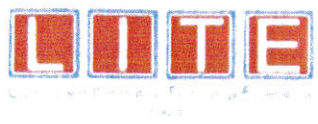
Code: 12806
Qty: 0
Cost: £150 each
Size: 1.70m x 1.00m



Code: LD13XB
Qty: 0
Cost: £190 each
Size: 2.00m x 1.20m

Please Note: Design and colour subject to availability.

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Address: LITE LTD, Unit 11, Hammonds Park, Rossington, Rotherham, S64 5TJ
Phone: 01454 411211
Fax: 01454 411212
Email: sales@lite.co.uk



**REQUEST TO RENT THE FORMER EDITOR'S OFFICE IN THE
COUNCIL OFFICES**

Purpose of the Report and Recommendation

To consider a request from Newsquest to rent the former Editor's Office in the Council Offices and to decide whether in principle to agree to the request.

1.0 INTRODUCTION

- 1.1 A request has been received from Newsquest via David Frankland the Operations Manager to rent the former Editors Office on the first floor of the Council Offices.
- 1.2 The office is to be used as a base for reporters who are working in the area dropping in to prepare and file their reports.
- 1.3 The purpose of the report is to ask if the Council if they are prepared in principle to rent the room on terms to be agreed.
- 1.4 If the request is agreed to then the Council will then have to negotiate the term of the lease, lease conditions, the rent, service charges, overheads and payment of any legal/ surveyors fees with Newsquest all of which will be reported back to Council for decision.

2.0 RECOMMENDATION

- 2.1 It is recommended that the Council consider the request and decide whether in principle to agree to the request subject to satisfactory negotiations referred to in paragraph 1.4 being concluded and agreed by the Council.