

# WHITEHAVEN TOWN COUNCIL

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

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

M. Jewell, Clerk and Responsible Financial Officer

V Gorley, Assistant Clerk

Member of the public

### **2114/22 Apologies for Absence**

Apologies for absence were received from:-

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

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

**RESOLVED** – That the apologies for absence be accepted and noted

### **2115/22 Declarations of Interest**

Councillor Roberts declared that he was a member of CCC

### **2116/22 Public Participation**

There was no public participation

### **2117/22 Christmas Switch on Event**

Councillor O’Kane came into the Meeting

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

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

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

was unanimously

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

**2118/22**     **Remembrance Sunday**

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

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

**2119/22**     **Council Offices**

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

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

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

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

**2120/22**     **Bus Shelter**

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

**RESOLVED** – That that permission to install the bus shelter at Red Lonning be approved provided that permission is given by the land owner, the CCC Panel agree to it and if so that 3 quotes are sought from manufacturers and reported to full Council for consideration.

**2121/22 Quote from Localiq for Switch on Event**

The Council considered a quote received from Localiq for the Christmas lights switch on event which contained 3 options

1. Half page in County Wide Supplement and online in Whitehaven News, Times & Star, Cumberland News, Westmorland Gazette and The Mail Barrow plus facebook throughout local area running 3-4 weeks  
£1,024.00 plus VAT
2. Quarter page as above  
£880.00 plus VAT
3. Facebook targeted campaign only hitting our target market audience throughout the local area running 2-4 weeks before the event  
£530.00 plus VAT

The Council had already agreed a advertising promotion package for this event with CFM costing £1570.00. It was proposed by Councillor Gill and seconded by Councillor Maudling that the quotes from Localiq be not accepted. A vote was held and it was unanimously

**RESOLVED** - That the quotes from Localiq be not accepted

**2122/22 Allotment Contract**

The Council considered a report on the Allotment and Pigeon Loft Contract which expired on 31<sup>st</sup> March 2023. Members were informed that the Council would be seeking quotes for the 2023/24 Allotment and Pigeon Loft Maintenance Contract and which would be reported to full Council on 24<sup>th</sup> November 2022 for consideration and decision. It was proposed by Councillor Gill and seconded by Councillor Roberts that the position be noted and approved.

A vote was held and it was unanimously

**RESOLVED** - That the position be noted and approved.

**2123/22 Grass Cutting Contract**

The Council considered a report on the Grass Cutting Contract which would expire on 31<sup>st</sup> March 2023. It was proposed by Councillor O’Kane and seconded by Councillor Roberts that the invitation to quote for 2023/24 be sent out as normal for bidding purposes and that next year the Council will seek to work with the Unitary Authority to clarify the situation regarding their property.

A vote was held and it was unanimously

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

**2124/22**     **Promoting the Town**

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

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

**2125/22**     **IN PRIVATE**

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

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

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

**2126/22**     **Contract for 2 Operatives**

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

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

The Meeting closed at 6.30

Chairman

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.