

WHITEHAVEN TOWN COUNCIL

Minutes of the Annual Council Meeting held on the 27th May 2021

Present: Councillor B O’Kane; Councillor J Rayson; Councillor E Dinsdale; Councillor G Dinsdale; Councillor R Gill; Councillor C Hayes; Councillor C Maudling; Councillor R Redmond; Councillor G Roberts

M. Jewell, Clerk and Responsible Financial Officer

V. Gorley, Assistant Clerk

Members of the Public

Member of the Press

1785/21 **Introduction**

The Chairman welcomed everyone to the Annual Meeting of Whitehaven Town Council and said it was a special meeting as officers would be changing. The Chairman expressed gratitude to and thanked all his colleagues for all their help throughout the past two years and said that the last year had been unbelievably difficult and thanked everyone for their positivity and expressed gratitude to The Clerk, The Assistant Clerk and Luke Johnson for all their help. He said it was an honour to be Mayor of our Town and gave his best wishes to the person who would be taking over.

1786/21 **Appointment of Chairman (Mayor) for 2021/22**

Councillor O’Kane asked for nominations for the position of Chairman (Mayor) for 2021/22.

The following nominations were received:

1. Councillor R Gill nominated Councillor C Hayes
Councillor G Roberts seconded the nomination
2. Councillor J Rayson nominated Councillor C Maudling
There was no seconder for this and Councillor Rayson with Councillor Maudling’s agreement withdrew the nomination

Although not necessary Councillor O’Kane requested a vote on this and it was unanimously

RESOLVED – That Councillor C Hayes be appointed Chairman (Mayor) for

2021/22. Councillor Hayes took the Chair and signed the Declaration of Acceptance of Office.

Councillor Hayes then thanked Councillor O’Kane for the past two years with the last year being very hard for everyone.

1787/21 Appointment of Vice Chairman (Deputy Mayor) for 2021/22

The Chairman asked for nominations for the position of Vice-Chairman (Deputy Mayor) for 2021/2022.

The following nominations were received:-

1. Councillor J Rayson nominated Councillor C Maudling.
This was not seconded
2. Councillor Hayes nominated Councillor R Gill
This was seconded by Councillor G Roberts

A vote was held and it was unanimously

RESOLVED - That Councillor Gill be appointed Vice Chairman (Deputy Mayor) for 2021/22 and he signed the Declaration of Acceptance of Office.

1788/21 Apologies for Absence

Apologies for absence were received from Councillor C Arrighi, Councillor C Walmsley and Councillor L Walmsley

1789/21 Declarations of Interest

There were no Declarations of Interest

1790/21 Minutes of the Council Meeting held on 29th April 2021

It was proposed by Councillor Maudling and seconded by Councillor Hayes that the Minutes of the Council Meeting held on 29th April 2021 be approved and signed by the Chairman as a correct record. A vote was held and 6 Councillors voted for and Councillor Gill did not vote as he had not been present.

RESOLVED – That the Minutes of the Council Meeting held on 29th April 2021 be approved and signed by the Chairman as a correct record

1791/21 Minutes of the Extraordinary Council Meeting held on 12th May 2021

Councillor E Dinsdale and Councillor G Dinsdale entered the Meeting during this item.

It was proposed by Councillor Gill and seconded by Councillor Hayes that

the Minutes of the Extraordinary Meeting held on 12th May 2021 be approved and signed by the Chairman as a correct record. A vote was taken and 7 Councillors voted for the proposal and 2 Councillors abstained.

RESOLVED – That the Minutes of the Extraordinary Council Meeting held on 12th May 2021 be approved and signed by the chairman as a correct record

1792/21 **Public Participation**

MH congratulated Councillor Hayes on becoming Mayor of Whitehaven Town Council and wished him all the success for the coming year and said he would be an asset to the Town.

GC said they were 2 good appointments, well deserved and congratulated Councillor Hayes and Councillor Gill.

1793/21 **Planning Applications**

Councillor Maudling declared an interest as he was on CBC's Planning Panel Councillor O'Kane said he would not be declaring an interest as he was no longer on CBC's Planning Panel.

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

Councillor O'Kane raised concerns about two Planning Applications namely CH/4/21/2195/0R1 and CH/4/2/2196/0O1 – Harras Dyke Farm and land at Harras Road. He said that both these applications must go before the full Planning Panel of CBC and to ensure that this took place the Council had to object to the applications. Councillor O'Kane then proposed that a request be made to CBC that both of these applications go before the full Planning Panel of CBC. This was seconded by Councillor Gill. A vote was held and 6 Councillors voted for this proposal and 3 Councillors abstained

RESOLVED – That CBC be informed that following consideration of the Planning Applications on Appendix 1, that planning Applications CH/4/21/2195/0R1 and CH/4/2/2196/0O1 – Harras Dyke Farm and land at Harras Road go before the full Planning Panel of Copeland Borough Council.

1794/21 **Finance Report**

The Council considered a Finance Report.

- i. Appendix 1 – The Assistant Clerk reported that there were 5 extra invoices to consider namely:

1. V Gorley	£7.98 toilet rolls and batteries
2. M Jewell	£71.28 for handi hoops litter
3. Westcom	£257.03 for transferring files

4. Sharp	£2700.00 New photocopier
5. Tradeprint	£408.82 feathered flags

It was proposed by Councillor Gill and seconded by Councillor Hayes that the invoices on Appendix 1 plus the 5 additional invoices listed above be approved and paid. A vote was held and 8 Councillors voted for the proposal and 1 Councillor abstained

RESOLVED - That the invoices on Appendix 1 plus the 5 additional invoices listed above be approved and paid.

- ii. Appendices 2 and 3 – the Council considered Appendices 2 and 3 and it was proposed by Councillor Gill and seconded by Councillor O’Kane that these be approved and noted. A vote was held and 8 Councillors voted for the proposal and 1 Councillor abstained

RESOLVED – That Appendices 2 and 3 be approved and noted

1795/21 Consideration of Recommendations made by a Committee

The Council considered a report on recommendations made by the Policy and Resources and Finance Committee in regard to Councillor Ward Grants.

- (i) It was proposed by Councillor O’Kane and seconded by Councillor Gill that the recommendations be accepted and that the rationale for the distribution of the grants for the next financial year 2022/23 be examined. A vote was held and it was unanimously

RESOLVED - That the recommendations be accepted and that the rationale for the distribution of the grants for the next financial year 2022/23 be examined.

- (ii) It was proposed by Councillor E Dinsdale and seconded by Councillor G Dinsdale that the Wording in the Guidelines for Councillor Ward Grants be changed from “funding to support Community Groups in their Wards” to “funding that benefits the residents in their Wards” A vote was held and 4 Councillors voted for the proposal, 4 Councillors voted against and 1 Councillor abstained. The Chairman exercised his casting vote and voted against the proposal.

RESOLVED – That there be no change to the wording of the Guidelines for Councillor Ward Grants.

1796/21 Mayor/Chairman’s Allowance

The Council considered a report on the Mayor’s (Chairman’s) Allowance for 2021/22. It was proposed by Councillor E Dinsdale and seconded by Councillor Gill that the Mayors Allowance of £3,063 be approved as stated in paragraph 1.6 of the report and that it is administered through the Office and the Mayor is reimbursed on production of a receipt for the expenditure. A vote was held and

it was unanimously

RESOLVED – That the Mayor’s (Chairman’s) Allowance of £3,063 be approved as stated in paragraph 1.6 of the report and that it is administered through the Office and the Mayor (Chairman) is reimbursed on production of a receipt for the expenditure.

1797/21 Council’s Bank Account

The Council considered a report on the Council’s Bank Account and the 4 authorised signatories. It was proposed by Councillor Dinsdale and seconded by Councillor Rayson that the Chairman and Vice Chairman should be authorised signatories together with 2 others and Councillor O’Kane and Councillor Roberts said they were prepared to carry on. A vote was held and it was unanimously

RESOLVED – That the Chairman and Vice Chairman should be authorised signatories together with 2 others namely Councillor O’Kane and Councillor Roberts.

1798/21 Review and Adoption of Model Standing Orders

The Council considered a report on the review and adoption of Model Standing Orders which contained amendments made by NALC. It was proposed by Councillor O’Kane and seconded by Councillor Roberts that the Model Standing Orders be approved with the amendments made by NALC and adopted and that they be further reviewed at the next Annual Meeting in May 2022 unless in the meanwhile amendments are made by NALC in which case they will be referred to Council at that time. A vote was held and it was unanimously

RESOLVED – That the Model Standing Orders be approved with the amendments made by NALC and adopted and that they be further reviewed at the next Annual Meeting in May 2022 unless in the meanwhile amendments are made by NALC in which case they will be referred to Council at that time.

1799/21 Review and Adoption of Financial Regulations

The Council considered a report on the review and adoption of Model Financial Regulations which were last approved by the Council in May 2019. No amendments had been made by NALC since that time. It was proposed by Councillor O’Kane and seconded by Councillor Hayes that the Model Financial Regulations be approved and adopted and that they be further reviewed at the next Annual Meeting in May 2022 unless in the meanwhile amendments are made by NALC in which case they will be referred back to Council at that time. A vote was held and it was unanimously

RESOLVED - that the Model Financial Regulations be approved and adopted and that they be further reviewed at the next Annual Meeting in May 2022 unless in the meanwhile amendments are made by NALC in which case they will be referred back to Council at that time.

1800/21 Review and Adoption of Code of Conduct

The Council considered a report on the Code of Conduct shown at Appendix 1 to the report which had been last reviewed and adopted on 15th May 2019. It was proposed by Councillor Gill and seconded by Councillor Hayes that the Code of Conduct shown at Appendix 1 of the report be approved and adopted. A vote was held and it was unanimously

RESOLVED – That the Code of Conduct shown at Appendix 1 of the report be approved and adopted.

1801/21 Review of Social Media Policy

The Council considered a report on its Social Media Policy as shown at Appendix 1 of the report which was approved and adopted by the Council on 7th August 2020. Councillor E Dinsdale said he was strongly against the Policy and said it was an attempt to try and gag certain Councillors around their online activities. He said Councillors were already covered from a Copeland point of view. Following a discussion it was proposed by Councillor O’Kane and seconded by Councillor Gill that the Social Media Policy shown at Appendix 1 of the report be approved and adopted. A vote was held and 6 Councillors voted for the proposal and 3 Councillors voted against.

RESOLVED – That the Social Media Policy shown at Appendix 1 of the report be approved and adopted.

1802/21 Review and Adoption of Terms of Reference for Committees

The Council considered a report showing at Appendix 1 the Terms of Reference for the Staffing Committee and the Policy and Resources and Finance Committee. It was proposed by Councillor Roberts and seconded by Councillor O’Kane that the Terms of Reference for the Staffing Committee and the Policy and Resources and Finance Committees shown at Appendix 1 of the report be approved. A vote was held and it was unanimously

RESOLVED – That the Terms of Reference for the Staffing Committee and the Policy and Resources and Finance Committees shown at Appendix 1 of the report be approved.

1803/21 **Appointments to Committees**

The Council considered a report on appointments to the two standing Committees of the Council. The Clerk asked for volunteers and the following Councillors put their names forward:-

Staffing Committee:

Councillor E Dinsdale
Councillor C Hayes
Councillor J Rayson
Councillor O’Kane
Councillor G Roberts

Policy and Resources and Finance Committee:

Councillor Hayes
Councillor E Dinsdale
Councillor R Gill
Councillor B O’Kane
Councillor G Roberts

RESOLVED – That the Councillors named above be appointed to sit on the Standing Committees.

1804/21 **Appointment to Advisory Groups**

- i The Council considered a report on appointments to the Council’s various Advisory Groups and approval of the Terms of Reference for the Advisory Groups which had last been approved by the Council in May 2019 It was proposed by Councillor Gill and seconded by Councillor Hayes that the Terms of Reference for Advisory Groups be approved. A vote was held and it was unanimously

RESOLVED - that the Terms of Reference for Advisory Groups be approved.

- ii The Clerk asked for volunteers to sit on the Advisory Groups and the following put their names forward:-

Whitehaven in Bloom Advisory Group

Councillor E Dinsdale
Councillor Maudling
Councillor O’Kane
Councillor Hayes

Events Advisory Group

Councillor E Dinsdale
Councillor Gemma Dinsdale
Councillor Maudling
Councillor Rayson
Councillor Hayes

Allotments Advisory Group

Councillor Gill
Councillor Rayson
Councillor G Dinsdale
Councillor E Dinsdale

Steering Group on Office Accommodation

Councillor Gill
Councillor O’Kane
Councillor Roberts
Councillor Hayes
Councillor E Dinsdale

RESOLVED – That the Councillors named above be appointed to sit on the Advisory Groups.

1805/21 **Review of Representation on or work with External Bodies and Arrangements for reporting back**

The Council had recently decided that the Chairman should be appointed to sit on the Harbour Users Group and that the first meeting had been held on 24th May 2021. It was proposed by Councillor Gill and seconded by Councillor Hayes that whenever the Chairman attends the Harbour Users Group Meetings he reports back to the next full Council Meeting. A vote was held and it was unanimously

RESOLVED – That whenever the Chairman attends the Harbour Users Group Meetings he reports back to the next full Council Meeting.

1806/21 **Confirmation of Insurance Cover**

The Council considered a report confirming the Council’s Insurance Cover. It was proposed by Councillor Gill and seconded by Councillor Hayes that the Insurance Policy be noted and approved. A vote was held and it was unanimously

RESOLVED – That the Insurance Policy be noted and approved.

1807/21 **Review of Subscriptions to Other Bodies**

The Council considered a report on Subscriptions to Other Bodies giving details of the subscription to CALC. It was proposed by Councillor Roberts and seconded by Councillor Gill that the position regarding the subscription to other bodies be noted and approved and the subscription of £1,878.49 to CALC for 2021/22 be paid.

RESOLVED - That that the position regarding the subscription to other bodies be noted and approved and the subscription of £1,878.49 to CALC for 2021/22 be paid.

1808/21 **Health and Safety**

The Council considered a report on a combined Health and Safety Policy and Risk Assessment. The documents were shown at Appendix 1. It was proposed by Councillor Gill and seconded by Councillor Hayes that the Health and Safety Policy and the Risk Assessment at Appendix 1 of the report be approved and Signed. A vote was held and it was unanimously

RESOLVED - That the Health and Safety Policy and the Risk Assessment at Appendix 1 of the report be approved and signed.

1809/21 **Financial Risks Assessment**

The Council considered a report on Risk Assessment and Management (Financial and Operational) shown at Appendix 1 which had been amended in accordance with the Internal Auditor's recommendations it was proposed by Councillor Gill and seconded by Councillor Roberts that the amended Risk Assessment Policy shown at Appendix 1 of the report be approved. A vote was taken and it was unanimously

RESOLVED - That the amended Risk Assessment Policy shown at Appendix 1 of the report be approved.

1810/21 **Review of Asset Register**

The Council considered a report on the Asset Register shown at Appendix 1 of the report which was last approved on 15th May 2019. It was proposed by Councillor Gill and seconded by Councillor Hayes that the Asset Register shown at Appendix 1 of the report be approved and be further reviewed at the Annual Meeting in 2022. A vote was held and it was unanimously

RESOLVED - That the Asset Register shown at Appendix 1 of the report be approved and be further reviewed at the Annual Meeting in 2022.

1811/21 Review of s137 Expenditure

The Council considered a report on Section 137 expenditure which was shown at Appendix 1 to the report. It was proposed by Councillor Gill and seconded by Councillor Roberts that the S137 expenditure shown at Appendix 1 to the report be approved. A vote was held and 7 Councillors voted for the proposal and 2 Councillors voted against

RESOLVED - That the S137 expenditure shown at Appendix 1 to the report be approved.

1812/21 Time and Place of ordinary Council Meetings up to and including the next Annual Meeting

The Council considered a list of the times and place for ordinary Council meetings up to and including the next Annual Meeting. It was proposed by Councillor Rayson and seconded by Councillor Hayes that the list be approved except that the Council Meetings should commence at 6.00pm instead of 6.30pm. A vote was taken and it was unanimously

RESOLVED - That the list be approved except that the Council Meetings should commence at 6.00pm instead of 6.30pm.

IN PRIVATE

1813/21 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 from the meeting.

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 press be instructed to withdraw from the Meeting. All members of the public and press then left the Meeting.
Councillor E Dinsdale and Councillors G Dinsdale also left the Meeting and did not return.

IN PRIVATE

1814/21 Grant Application – GCA

Councillor Maudling declared an interest in this item as it was a family member

The Council considered an application for a grant of £1,000.00 from GCA. Councillor Gill said it was regretful that this was not being taken out of the Ward Councillor's Ward Grant.

It was proposed by Councillor Gill and seconded by Councillor Hayes that a grant of £1,000.00 be awarded to GCA A vote was taken and 6 Councillors voted for the proposal and 1 Councillor abstained

RESOLVED – That a grant of £1,000.00 be awarded to GCA

The Meeting closed at 7.42

Approved and signed by the Chairman as a correct record subject to the Minutes being amended to show that after the election of the Mayor, Graham Calvin stood up and said "Justice has been done".



Chairman