

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 25th February 2021** 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/88571341363?pwd=d29xWFR6SHdWT2RkZDR6SFdteExJdz09>

Meeting ID: 885 7134 1363

Password: 859532

Signed Marlene Jewell Dated 19 February 2021
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 28th January 2021

5. Presentation by John Baker, Chief Executive of Harbour Commissioners

6. Code of Conduct Complaint

7. Planning Applications

8. Finance Report

9. Pipers Education Trust – to follow

10. Appointment of Internal Auditor

11. HPE Support Package

12. Christmas Lighting 2021/2022

13. Purchase of extra Christmas Lights

14. Repainting of the Gazebo in Market Place

15. Presentation by Jenny Brumby on issues in the Whitehaven area

16. Hensingham Closed Churchyard

17. Councillor Ward Matters

18. 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 from the Zoom platform.

19. Application for Councillor Ward Grant – KCPC

20. Grant Application - WOW

WHITEHAVEN TOWN COUNCIL

Minutes of the Virtual Council Meeting held on the Zoom Platform on 28th January 2021

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 R Redmond; Councillor G Roberts; Councillor C Walmsley; Councillor L Walmsley

M. Jewell, Clerk and Responsible Financial Officer

V. Gorley, Assistant Clerk

Mayor Mike Starkie, Jenny Brumby

Members of the Public

1667/20 Apologies for Absence

There were no apologies for absence

1668/20 Declarations of Interest

Councillor Roberts declared that he was a member of CCC in relation to Items 6 and 11

Councillor Maudling declared that he was a member of CBC’s Planning Panel in relation to Item 6

Councillor O’Kane declared that he was a member of CBC’s Planning Panel in relation to Item 6

1669/20 Public Participation

There was no public participation.

1670/20 Minutes of the Council Meeting held on 26th November 2020

It was proposed by Councillor Gill and seconded by Councillor Roberts that the Minutes of the Council Meeting held on 26th November 2020 be approved and signed by the Chairman as a correct record.

A vote was taken and 8 Councillors voted for, 1 Councillor voted against and 3 Councillors abstained

RESOLVED – That the Minutes of the Council Meeting held on 26th November 2020 be approved and signed by the Chairman as a correct record

The Chairman then raised a point of order and said he was concerned about the future and how we are running our Council Meetings in that as a team we are a Council that has dialogue between ourselves where we discuss and decide within the legal framework

He said that several Councillors have said to him that it was an issue at the moment as regards trust between ourselves. The mutuality of trust on Councillors is essential. He said at the moment they were in the situation where the emails that we're sending each other are finding an outlet on some social media which is totally unacceptable and we're also finding a situation where private and confidential literature that is sent between Councillors is also finding an outlet on social media even before Councillors have met to decide, talk and discuss the matter.

So our Council is being compromised because of somebody in the 12 people who are here at the moment and that we were moving into a situation where the trust element which is essential in the Council is being betrayed. The Chairman said he didn't know what to do about this or whether any Member had any thoughts, whether it was a situation that could go on, whether private and confidential information should be sent to Councillors or given to Councillors in a different format or whether Councillors could end up stopping emailing each other and if Councillors stop emailing each other how do we connect. He said that this was a point of order and didn't believe he could ask for a reply or discuss it but he wanted to point out the situation. He said he was making a statement on a point of order, a statement which he thought was essential if we were going to carry on as a Council without being compromised. Councillor Gill said he had something to say along the same lines which he would do further along the Agenda.

1671/20

Public Toilets Presentation by Mayor Starkie

A presentation was given by Mayor Mike Starkie on public toilets. He was accompanied by Jenny Brumby CBCs Buy Local Scheme Co-ordinator. He made the following points:-

- His understanding was that the WTC was contributing £50,000 towards carrying out the construction work for the new public toilet in Whitehaven
- This originally started out as a project in isolation but things had moved and it was going to become part of the broader project for the whole town. The Future High Street Fund was launched in 2019 and CBC was selected as a bidder. But some other opportunities came our way which required significant other funding and we asked to increase the bid in line with this

but there was no flexibility. A new bid would be announced in the next 2/3 weeks and the toilets would form a significant part of the new deal and a number of properties had been acquired around and others were being considered.

- CBC would be forming a working Group and WTC would be invited to attend to look at ideas and projects that had been mooted
- We should be in a position within the next 2/3 weeks to progress the projects and starting from a good position.
- There had been changes in BEC and CCC was no longer a part of BEC. BEC was now the NDA, CBC and ABC
- The Harbour Commission now had a new Chief Executive who had extensive events experience
- The Mayor said he was happy to take questions

Councillor E Dinsdale - Asked about timescales for the toilets – what part are WTC going to play – are WTC going to pick site’

Answer – A project Board is being set up and the toilets form part of that overall bid and he would like WTC to take a full part and he would produce a working document.

Councillor Arrighi asked what the £50,000 would be going towards

Answer – Towards construction of the site itself

Councillor Arrighi asked if there would be any funding from the Harbour Commissioners

Answer - It’s not about the money we can get from them but things that they can bid for. We can work together collectively with a simple objective

Councillor Gill – In relation to the Harbour Commissioners I’m hoping that we do now get a good working relationship

Answer – It would be worthwhile getting John to come along to a Town Council Meeting and talk to you about his visions

Jenny Brumby said that in September she met with Steve Chapple and they spent 2 hours walking round the harbour and that bit was important to move forwards and develop partnerships.

The Mayor thanked Mayor Starkie and Jenny Brumby for attending and for their contributions

There was no decision taken and the presentation was noted.

1672/20 Planning Applications

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

Councillor Roberts referred to page 13 of the Agenda and the planning application in respect of residential development Harras Dyke Farm and said that the CCC was carrying out a drainage survey about flooding in the area and until

the report had been concluded would be a no from him.
No other representations were made on the planning applications on Appendix 1

RESOLVED – That Copeland Borough Council be informed that having considered the planning applications on Appendix 1 there were no other comments on any other planning application.

1673/20 **Finance Report**

The Council considered a Finance Report.

- (i) It was proposed by Councillor Roberts and seconded by Councillor Gill that the Invoices at Appendix 1 be approved and paid. A vote was held and 9 Councillors voted for and 3 Councillors abstained.

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

- (ii) The Council considered Appendices 2 and 3 and it was proposed by Councillor Hayes and seconded by Councillor Gill that these be approved and noted. A vote was held and 9 Councillors voted for and 3 Councillors abstained.

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

1674/20 **External Auditors Report**

The Council considered a report on the External Auditors' Reports and Certificates which had been issued for 2018/19 and 2019/20. The Clerk went through the report and read out the recommendations in the report.

Councillor E Dinsdale and Councillor G Dinsdale asked if they could see the list of Councillors who had agreed to the HCID Policy and referred to in the External Audit report and the Chairman said that would provide no useful information and that this was a final Report from the External Auditors.

Councillor Rayson asked if the Council had done anything unlawful or illegal or acted illegally and the Clerk said the Council had not and that all the External Auditor recommendations were of a non-statutory nature.

It was proposed by Councillor Roberts and seconded by Councillor Hayes that the report be accepted. A vote was held and 8 Councillors voted in favour of the proposal, 3 Councillors voted against and 1 Councillor abstained

RESOLVED – That the report be accepted.

1675/20 **Approval of Budget and Precept for 2021/22**

The Council considered a report on the Revenue Budget and Precept for 2021/22 which incorporated recommendations made following two meetings of the Budget Setting Advisory Group held on 7th January 2021 and 13th January 2021
The Chairman said everyone had received the report and read out the

recommendations in the report. It was proposed by Councillor Hayes and seconded by Councillor Gill that these be approved. No comments were made on the Report and no amendments were proposed. A vote was held and 9 Councillors voted for the proposal and 3 Councillors abstained.

RESOLVED – That (i) the Council consider the proposed 2021/22 Revenue Budget and precept
(ii) makes any proposed amendments
(iii) subsequent to (i) and (ii) above approves the 2021/22 Revenue Budget and Precept and
(iv) that the Chairman and the Clerk sign the Precept 2021/22 Form received from CBC to advise Copeland Borough Council of the approved Town Council Precept for 2021/22 to inform the setting of the overall Tax Requirement for 2021/22

1676/20 **Unitary Authority**

The Clerk reported that the papers were on the Agenda so that Councillors would have a paper copy for reference purposes. The Clerk had recently attended a Zoom meeting of Local Authority Clerks regarding Unitary Authorities and the overall opinion was that this was going to happen and it was therefore very important for all Local Councils to be included in all negotiations for Unitary Authorities.

Mayor Starkie gave a brief update on the present situation which was:-

- The bid went in on 09/12/20 for 1 single unitary authority and another 3 for 2 unitary authorities – Copeland Allerdale and Carlisle; and Eden South Lakes and Barrow
- It was expected that the Government would decide in the next two weeks which of the bids would go forward for consultation
- Mayor Starkie explained the structure of a unitary authority and said he would be putting out a lot more communication in the next few weeks

The Chairman thanked Mayor Starkie for this

The item was for information only and no decisions were made.

1677/20 **Whitehaven in Bloom**

- (i) The Council considered a report containing details of a quote received on the supply of winter bedding plants for 2021/2022 at a cost of £2,112.75 exc. VAT and whether or not to suspend Financial Regulations so the quote could be accepted; and also details of three quotes received for the purchase of 20 replacement barrels made from recyclable material. Councillor Gill asked if all the barrels were the same quality and the Assistant Clerk confirmed that all barrels were of a similar design, quality and were made from recyclable material.

It was proposed by Councillor Hayes and seconded by Councillor Gill that the cheapest quote be accepted. A vote was held and it was unanimously

RESOLVED – That 20 replacement barrels be purchased from the supplier who supplied the lowest quote and at a cost of £6,712.02 including VAT and delivery.

- (ii) It was proposed by Councillor Roberts and seconded by Councillor Hayes that the Council suspend Financial Regulation 11 to allow the winter bedding plants to be purchased for 2021/22 from the preferred supplier at a cost of £2,112.75 exc VAT and that the reasons for the suspension contained in the report be recorded and the assessment of the risks contained in the report be accepted and approved. A vote was held and 11 Councillors voted for and 1 Councillor abstained.

RESOLVED - That the Council to suspend Financial Regulation 11 to allow the winter bedding plants to be purchased for 2021/22 from the preferred supplier at a cost of £2,112.75 exc VAT and that the reasons for the suspension contained in the report be recorded and the assessment of the risks contained in the report be accepted and approved.

1678/20 Hensingham Closed Churchyard

The Clerk reported that CBC had been working in Hensingham closed churchyard and

- The bushes had been cut back
- A diseased ash tree had been cut down
- When the overgrown bushes were cut back it revealed that part of the boundary wall had fallen down and someone had attempted to rebuild it using ordinary building bricks on top of the part that had fallen down which had made it dangerous. So CBC had cordoned that part off to safeguard the public.

The Clerk said she had intended to present a report on CBC's proposals for the future of the closed churchyard but due to CBC staff having to self-isolate this had not been possible but that it would be produced to the next Council Meeting. This report was for information only and no decisions were taken.

1679/20 Event Advisory Group Meetings

The Council considered a report on Meetings of the Events Advisory Group held in December 2020.

There were no decisions to be made and the report was noted

- i. Councillor Gill referred to the state of roads on Hensingham which he said were the worst bar none. He said he had been in touch with CCC but with no result.
- ii. Councillor C Walmsley said there was an issue with waste and that they had been working with CBC and the Enforcement officer and they were having a bit of a campaign at the moment and would be contacting the Clerk for a bit of advice and to see where the Town Council could chip in. There were also problems with dog mess and litter and there had been a lot of complaints from residents about it and they were going to have a meeting to see where they could go with it.
- iii. Councillor E Dinsdale said the issue in the last couple of weeks around Corkickle was about recycling and waste getting collected and that he had had communication with CBC and had managed to get there in the end and everything had been picked up.
- iv. Councillor G Dinsdale there was a street light on land which she believed was owned by Home Group and which was broken. She said the light had no serial number on it and that she had contacted Home Group to try to get it fixed but that without a serial number it was difficult to find who was responsible for it. The Clerk said that if Councillor G Dinsdale could give the location of the street light she would try and find out whose responsibility it was and Councillor G Dinsdale said that she would send a map showing where the street light was.
- v. Councillor Rayson that she was sure everyone would join in with her in sending sympathy to the family and friends of Cameron Taylor.

Regarding Ward matters she said:

- There was a lot of rubbish lying around due to recycling not being collected but she was putting it on the Hillcrest Residents Group website so that residents could do their bit and pick up the rubbish that had blown out of the bins
- There had been a few sightings of rats on the estate and she had been in touch with CBC who had been very good and also the CCC. Work was being done to cut back the overgrowth and the position would be checked
- Massive problem still on Thornton Road and roads on the estate were breaking up everywhere and they were waiting for the full roads to be re-laid down to Cross Lane. She said the estate had been neglected and left too long. She said she had not been able to contact CC Councillor Wonnacott who was not answering emails and it would be good if he could actively come and have a look at the estate and report back
- There was a lot of dog mess on the cuttings on the estate
- People on the estate were not picking up after their dogs. She had contacted Jericho school and they had agreed to produce some

campaign posters and do a media campaign with the Whitehaven News.

- Some grass verges that we are paying to have cut and kept tidy and which were getting churned up and muddy with people who bring their work vans/trucks home parking the vans/trucks on the grass verges. She said the estate doesn't look very tidy.
 - Councillor Rayson asked if parking concessions would be given by CBC once the shops are open and said the Harbour Commission also had car parks in Whitehaven and asked if there was anything they could do in the future when businesses will be open to encourage people if parking was free.
 - The Buzz Station was coming along but asked what was going to happen about the bins outside Wetherspoons
- vi. Councillor Hayes said it was the same on Kells with dog dirt. He said there had been a zoom meeting with the Police about anti social behaviour on the estate and they had produced a lot of ideas on how to alleviate this and the residents were behind all that was being done. He said the reason he wanted to bring this up was because he had received an email from another Councillor telling him the best way for him to go forward was to buckle down and do something on his Ward. He assured Councillor Arrighi that he did on his Ward and that he also did on Councillor Arrighi's Ward.
- vii. Councillor Maudling said there had been a lot of break ins to cars in the town centre and obviously the police did not have the resources to patrol as they were busy with covid issues.
Councillor Maudling said there had also been 2 or 3 break ins of retailers. Councillor Maudling said there was a lot of litter being dumped from the path leading from New Road up to Bransty in the woods and wondered if the Rangers could deal with this.
Councillor Maudling said at the first meeting the CCC had been asked about the bins outside Wetherspoons and Dominoes Pizzas and they said that they were looking at putting something like a barrier up or take it inside the building because there was an alleyway there shown on the plans in the original planning permission
- viii Councillor Redmond said he would like to thank the Clerk for following up with the church and the information provided tonight
- ix Councillor Arrighi said £1,000 of her Ward Grant had been given to Greenbank Community Centre and they hadn't used it and asked if they were prepared to give it back so we could use it for something more productive and said that was up to the Clerk if she wanted to sort it out with them.
- x Councillor O'Kane expressed concern about the lack of response from the CCC in response to potholes and gritting and the filling of grit bins which had been fairly haphazard. He said he had had a few enquiries from local schools but that it was virtually impossible to give ward grants to local schools.

- xii Councillor G Dinsdale asked if it was possible to do anything regarding the recycling. She said she had been out with the Waste Team getting the covers you attach. They were really great and had given her 100s of covers which they then gave out to everyone but although she had put a post out explaining how to attach them a lot of people didn't and at the next recycling pick up it had all blown away particularly round Corkickle. She said she was going to do a video to explain how to tie them on but thought it might come better from the Waste Team themselves. Mayor Starkie said he was happy to look at it as they were putting out a lot of media podcasts and quite a lot around waste. He said he was happy to set something up and that if Councillor G Dinsdale wanted to do a video with the Waste Team he was happy to facilitate this. Councillor Hayes asked if the instructions could be printed as well and this was agreed.

1681/20 Date of next Meeting

The date of the next Council Meeting to be on Thursday 25th February 2021 at 6.00pm.

IN PRIVATE

1682/20 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 zoom platform. All members of the public and Mayor Starkie and Jenny Brumby then left the zoom meeting.

Councillor Gill said this was the point in the Meeting whereby Members who wish it to be brought into the public domain should raise the issue not via a letter to the Whitehaven News or putting our staff under pressure and asking them to alter the Agenda. He said the staff cannot alter the Agenda as it is the Council's Agenda and the Council will decide, this meeting will decide if the Agenda is altered. He said this is the point where the Council should have raised the issue and voted accordingly.

This was followed by comments made by Councillor Rayson, Councillor Arrighi and Councillor E Dinsdale.

Councillor Gill raised a point of order and said a vote needed to take place to go into private session. It was proposed by Councillor Gill and seconded by Councillor Hayes that the above mentioned resolution be approved and that the Council move into private.

A vote was taken on this and 9 Councillors voted for, 2 Councillors voted against and 1 Councillor abstained.

RESOLVED – That in view of the special of 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 zoom platform.

1683/20 **Court Case re Allotments**

The Council considered a report on the result of a recent court case involving an injury sustained by a minor on an allotment site. The Chairman who had been the Council's witness in the Court case gave some key points and a brief history of the case, The Council along with a co- defendant were found liable and were each ordered to ordered to pay equal amounts of damages and costs. These monies were paid by the Council's insurers who instructed solicitors to defend the case on behalf of the Council.

It was proposed by Councillor Gill and seconded by Councillor Maudling that the report be approved and noted. Councillor E Dinsdale requested a recorded vote and the result was as follows:-

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

RESOLVED – That the report be approved and noted

The Meeting closed at 8.50pm

Chairman

COPELAND BOROUGH COUNCIL

STANDARDS AND ETHICS COMMITTEE – 2 FEBRUARY 2021

Notice of decision to complaint concerning Whitehaven Town Councillor Carla Arrighi

1. Decision on whether the hearing should be in private and anonymity.

1.1 The Committee agreed that members of the press and public should be excluded from the hearing under paragraph 1 of part 1 of schedule 12A of the Local Government Act 1972. This was on the basis that the hearing will be considering information relating to individuals and the business affairs of the Town Council and that, in this case, it would not be in the public interest to consider such information in public.

1.2 It was noted that no application for anonymity had been made.

2. Attendances

2.1 The following persons were present at the hearing:

Members of the Committee:	Councillor Joan Hully (Chair) Councillor Jackie Bowman Councillor Hugh Branney Councillor Graham Calvin Councillor Steven Morgan Councillor Russell Studholme
Independent Person:	Mr Anthony Payne
Complainant:	Mrs Marlene Jewell
Subject Member:	Councillor Carla Arrighi
Monitoring Officer:	Sarah Pemberton, Director of Corporate Resources and Commercial Strategy
Legal Officer:	Clinton Boyce, Solicitor
Democratic Services Representative:	Stephanie Shaw, Electoral & Democratic Services Manager Clive Willoughby, Democratic Services Officer

3. Preliminary issues

3.1 In accordance with paragraph 12 of the procedure adopted by Council on the 11th September 2018 (amended on 9th September 2019 and 5th May 2020) for dealing with complaints, the Councils Solicitor commenced the hearing by reading out the adopted procedure which was to be followed.

3.2 In accordance with paragraph 12 of the said procedure, the Committee made the following initial decisions:

3.2.1 That the matter should continue to be held in private.

3.2.2 That the complaint can be summarised as:

The Subject Member implied during a virtual meeting that the Complainant had breached Data Protection rules by giving out her address to a member of the public.

During a Council meeting held on Thursday 24th September 2020, the Subject Member said "I want to know how (named member of public) found my address in Glasgow because the only person who has that address is the Clerk"

The meeting was a live virtual meeting, held on Zoom and was attended by 33 members of the public.

3.2.3 That the evidence provided by the complainant comprised of the minutes for the meeting held on 24th September 2020.

3.2.4 That no further evidence was likely to be required.

3.2.5 It was not necessary to appoint an external investigator.

3.2.6 No further witnesses were to be called.

3.2.7 The members agreed the member was acting in capacity of a councillor as the alleged incident had occurred during the course of a Council meeting.

3.2.8 The Committee agreed that the hearing should proceed.

4. Hearing

4.1 The Committee considered the complaint together with the evidence provided. The Committee heard from the complainant, the Subject Member and were able to ask questions of them.

4.2 The complainant set out her complaint and her concerns of the reputational harm such an allegation could have.

- 4.3 The Subject Member acknowledged that the statement was made but denied that she had made any reference to the Clerk.
- 4.4 The complainant confirmed that the minutes had been agreed at the following meeting and that the Subject member was present when those minutes were agreed.
- 4.5 The Subject Member acknowledged this but also added that she had abstained from voting on the accuracy of the minutes as she did not think they were a true reflection. When asked by the committee if she had requested an amendment prior to the vote being taken, the subject member responded that she had not
- 4.6 Members agreed with the complainant that the statement which had been made by the Subject Member gave the impression that only the clerk (complainant) could have disclosed the address.
- 4.7 Members further agreed with the complainant's assertion that to make such a statement was denigrating and unacceptable. In summary, this constituted a breach of the code.

5 Decision

- 5.1 The Committee agreed, by way of four votes for, one against and one abstention, that the evidence presented showed there had been a breach of the code of conduct code.
- 5.2 It was agreed that the following sections of Whitehaven Town Council's Code of Conduct had been breached:
- 8(1) You must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefit for yourself, your family, a friend, a close associate, an employer or a business carried on by you.
- 8(5) You must not bring your office or your Council into disrepute.
- 8(6) You must not act in such a way which a reasonable person would regard as bullying or intimidatory and behave in such a way that a reasonable person would regard as respectful and promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their sex, race, age, religion, gender, sexual orientation or disability. You should respect the impartiality and integrity of the Council's statutory officers and its other employees.
- 8(12) You must promote and support high standards of conduct when serving your office.

6. Reasons

- 6.1 The committee members accepted that as the minutes of the meeting held on 24th September 2020 had since been agreed and signed as a true and accurate record, the statement must have been said. The Subject Member would have seen the minutes in advance of the next meeting and would have had the opportunity to request that the minutes be amended.
- 6.2 The committee further felt and agreed it was inappropriate for the member to raise such an issue during Ward matters in a public meeting, and that this would have been better dealt with in private.

7 Sanctions

- 7.1 In accordance with paragraph 13(j) of the adopted procedure for dealing with Code of Conduct complaints the Committee considered, and agreed, that the following sanction is necessary:
- 7.1.1 That the Subject Member should be issued with a conditional warning in respect of future behaviour and specified a period that such warning will last up to a maximum term of 2 years provided that this shall not be later than the expiry of the Subject Member's term of office at the respective Council. This shall mean that if a further complaint is received against the Subject Member which is substantiated that any sanction imposed for that breach will take into account the present breach as well.
- 7.1.2 The Committee also recommend that the Subject Member offers the complainant an apology at the earliest opportunity.



Signed:

Sarah Pemberton, Monitoring Officer, Copeland Borough Council

Date: 3rd February 2021

Right of Appeal:

There is no right of appeal against the decision of the Standards and Ethics Committee.

Planning Application for Consideration by Whitehaven Town Council

<u>Application Number</u>	<u>Detail</u>
CH/4/21/2030/OB1	VARIATION OF CONDITION 2 (CHANGES TO WINDOW SPECIFICATIONS) OF LISTED BUILDING CONSENT 4/20/2205/OL1 5 HAMILTON TERRACE, WHITEHAVEN
CH/4/21/2037/HPAE	CONSERVATORY TO REAR 15 THE CRESCENT, BRANSTY, WHITEHAVEN
CH/4/21/2039/OF1	TWO STOREY SIDE EXTENSION 67 TOMLIN AVENUE, WHITEHAVEN
CH/4/21/2049/OF1	DEMOLITION OF GARAGE WITH PROPOSED TWO STOREY SIDE EXTENSION WITH RAISED FIRST FLOOR BALCONY TO FRONT & REAR ELEVATIONS WITH LINK ALONG SIDE ELEVATION. REMOVAL OF EXISTING SEPTIC TANK AND INSTALLATION OF WASTE TREATMENT PLANT IN NEW LOCATION MOUNTAIN VIEW, SANDWITH, WHITEHAVEN
CH/4/21/2050/TPO	WORKS TO VARIOUS TREES SITUATED WITHIN A CONSERVATION AREA 4A CROSS STREET, WHITEHAVEN
CH/4/21/2056/OF1	SINGLE STOREY EXTENSION TO SIDE OF DWELLING 9 HOLLINS CLOSE, WHITEHAVEN
CH/4/21/2060/TPO	CROWN REDUCTION OF 2 OAK TREES AND 1 SYCAMORE TREE THAT ARE WITHIN A CONSERVATION AREA 1 THE RETREAT, INKERMAN TERRACE, WHITEHAVEN
CH/4/21/2066/OF1	DEMOLITION OF SINGLE STOREY GARAGE AND ERECTION OF TWO STOREY SIDE EXTENSION, ERECTION OF SINGLE STOREY REAR AND FRONT PORCH 24 LOOP ROAD SOUTH, WHITEHAVEN
CH/4/21/2067/OF1	ALTERATION AND EXTENSION FOR ACCESSIBLE BATHROOM AND BEDROOM (RE-SUBMISSION – AMENDED SCHEME) 98 BRANSTY ROAD, WHITEHAVEN
CH/4/21/2068/OF1	SINGLE STOREY SIDE EXTENSION TO FORM KITCHEN/DINER

Application Number

Detail

CH/4/21/2069/0F1

4 FERN WAY, WHITEHAVEN

CHANGE OF USE FROM CLASS E (b) TO CLASS E
(VETERINARY SURGERY)
**DISTRESSED SAILORS INN, EGREMONT ROAD,
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 17th February 2021. This shows a balance of £130,235.49. There are however cheques to the value of £33,210.11 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.

25/02/2021

Appendix 1

Invoices for Consideration by Whitehaven Town Council

Date	Supplier	Category	Detail	Total Amount	Power	Column
22/01/2021	Mrs V Gorley	Supplies & Services	Postage for agenda for Full Council meeting held on 28.01.2021	£ 24.81		
22/01/2021	Eden Springs (UK) Ltd	Supplies & Services	Environmental Levy for water coolers (February)	£ 2.16		s111 LGA 1972
08/02/2021	Copeland Borough Council	3rd Party	Removal of abandoned/dangerous pigeon loft and materials to repair tap	£ 622.96		s111 LGA 1972
08/02/2021	Westcom IT Solutions	Supplies & Services	Microsoft Azure Online Backup 10.03.21 to 09.03.22	£ 216.00		s23 Small Holdings Allotments Act 1908
08/02/2021	Mrs V Gorley	Supplies & Services	Beldray portable heater and lightbulbs	£ 24.99		s111 LGA 1972
12/02/2021	Copeland Borough Council	3rd Party	Grass Cutting Contract - February 2021	£ 1,892.65		s111 LGA 1972
12/02/2021	Copeland Borough Council	3rd Party	Assistant Ranger Contract - February 2021	£ 2,149.00		s111 LGA 1972
12/02/2021	Copeland Borough Council	3rd Party	Parks & Open Spaces Ranger Contract - February 2021	£ 3,247.92		s111 LGA 1972
12/02/2021	Copeland Borough Council	3rd Party	Allotment Maintenance Contract - February 2021	£ 696.53		s23 Small Holdings Allotments Act 1908
15/02/2021	Midshire	Supplies & Services	Photocopier Charges (19.03.2020 - 15.02.2021)	£ 651.08		s111 LGA 1972
17/02/2021	Cumbria Media	Supplies & Services	Website Maintenance and Zoom Support	£ 138.00		s111 LGA 1972
				£ 9,666.10		

66	13/07/2020	BACS	Amberol Limited			2,990.68				2,990.68	598.14	3588.82	1563/20 (i)
67	13/07/2020	BACS	Mrs M Jewell						157.50	157.50		157.50	1563/20 (i)
68	13/07/2020	BACS	Water Plus Limited	41.49						41.49		41.49	1563/20 (i)
69	13/07/2020	BACS	Water Plus Limited	54.11						54.11		54.11	1563/20 (i)
70	13/07/2020	BACS	Cumbria Media		20.00					20.00		20.00	1563/20 (i)
71	13/07/2020	905	Copeland Borough Council			191.85				191.85	38.37	230.22	1563/20 (i)
72	13/07/2020	BACS	Westcom						210.00	210.00	42.00	252.00	1563/20 (i)
73	13/07/2020	BACS	Mrs M Jewell							54.00		54.00	1563/20 (i)
74	13/07/2020	BACS	Mrs V Gorley	13.12						146.00		146.00	1563/20 (i)
75	13/07/2020	906	Viking							340.96	68.19	409.15	1563/20 (i)
76	13/07/2020	907	Viking		52.92					52.92	10.58	63.50	1563/20 (i)
	15/07/2020	BACS	Staff	4400.15						4,400.15		4,400.15	1493/19
	15/07/2020	BACS	Cumbria LGPS	693.24						693.24		693.24	631/17 (ii)
	15/07/2020	908	HMRC	2019.45						2,019.45		2,019.45	HMRC
77	20/07/2020	DD	BT Group			73.03				331.53	66.31	397.84	CONTRACT
78	31/07/2020	BACS	Mr Hugh Brian O'Kane	18.43						18.43		18.43	1573/20 (i)
79	31/07/2020	909	Copeland Borough Council				150.00			150.00	30.00	180.00	1573/20 (i)
80	31/07/2020	BACS	Mr Hugh Brian O'Kane							46.99		46.99	1573/20 (i)
81	31/07/2020	BACS	Water Plus Limited		405.09					405.09	8.60	413.69	1573/20 (i)
82	31/07/2020	910	Copeland Borough Council				2706.60			2,706.60	541.32	3247.92	1573/20 (i)
83	31/07/2020	911	Copeland Borough Council				1790.83			1,790.83	358.17	2,149.00	1573/20 (i)
84	31/07/2020	912	Copeland Borough Council					1577.21		1,577.21	315.44	1,892.65	1573/20 (i)
85	31/07/2020	913	Copeland Borough Council			580.44				580.44	116.09	696.53	1573/20 (i)
86	31/07/2020	914	CALC		78.40					78.40	15.68	94.08	1573/20 (i)
87	31/07/2020	BACS	Cumbria Media		190.00					190.00		190.00	1573/20 (i)
88	31/07/2020	BACS	Mrs V Gorley						21.10	21.10		21.10	1573/20 (i)
89	31/07/2020	915	Copeland Borough Council				200.00			200.00	40.00	240.00	1573/20 (i)
	Aug-2020									300.00	60.00	360.00	CONTRACT
	03/08/2020	DD	CF Corporate		300.00					4,400.35		4,400.35	1493/19
	14/08/2020	BACS	Staff	4400.35						693.24		693.24	631/17 (ii)
	14/08/2020	BACS	Cumbria LGPS	693.24						2,019.25		2,019.25	HMRC
	14/08/2020	916	HMRC	2019.25						487.50	97.49	584.99	MAYORS ALLOWANCE
90	19/08/2020	BACS	R L Brooks Ltd	487.50						68.78	13.76	82.54	CONTRACT
91	19/08/2020	DD	BT Group		68.78					34.96	7.00	41.96	1598/20 (i)
92	20/08/2020	BACS	Eden Springs (UK) Ltd		34.96					858.40	858.40	858.40	1598/20 (i)
93	28/08/2020	BACS	Clyde & Co							257.40	257.40	257.40	1598/20 (i)
94	28/08/2020	BACS	Clyde & Co							14.90	2.98	17.88	1598/20 (i)
95	28/08/2020	BACS	Eden Springs (UK) Ltd		14.90					1,577.21	315.44	1,892.65	1598/20 (i)
96	28/08/2020	917	Copeland Borough Council				580.44			580.44	116.09	696.53	1598/20 (i)
97	28/08/2020	918	Copeland Borough Council			580.44				2,706.60	541.32	3,247.92	1598/20 (i)
98	28/08/2020	919	Copeland Borough Council							1,790.83	358.17	2,149.00	1598/20 (i)
99	28/08/2020	920	Copeland Borough Council							58.62		58.62	1598/20 (i)
100	28/08/2020	BACS	Mrs V Gorley		58.62					80.00		80.00	1598/20 (i)
101	28/08/2020	921	Stuart Park Plumbing and Heating						80.00	80.00		80.00	1598/20 (i)
102	28/08/2020	BACS	Cumbria Media		264.00					264.00		264.00	1598/20 (i)
103	28/08/2020	922	Viking		76.47					76.47	15.29	91.76	1598/20 (i)
104	28/08/2020	923	Viking		17.17					17.17	3.43	20.60	1598/20 (i)
105	28/08/2020	BACS	Hensingham Amateur Rugby League Club						500.00	500.00		500.00	WARD GRANT
	Sept-2020									18.50		18.50	MAYORS ALLOWANCE
106	10/09/2020	BACS	Bransty Royal British Legion	18.50						2,585.86		2,585.86	HMRC
	15/09/2020	924	HMRC	2585.86						4,948.08		4,948.08	1493/19
	15/09/2020	BACS	Staff	4948.08						712.31		712.31	631/17 (ii)
	15/09/2020	BACS	Cumbria LGPS	712.31						68.14	13.63	81.77	CONTRACT
107	21/09/2020	DD	BT Group		68.14					17.52	3.50	21.02	1612/20 (i)
108	22/09/2020	BACS	Thomas Graham & Sons Ltd		17.52					10.40	2.08	12.48	1612/20 (i)
109	25/09/2020	BACS	Eden Springs (UK) Ltd		10.40					93.91	2.30	96.21	1612/20 (i)
110	25/09/2020	BACS	Water Plus Limited		93.91					1,577.21	315.44	1,892.65	1612/20 (i)
111	25/09/2020	925	Copeland Borough Council				580.44			580.44	116.09	696.53	1612/20 (i)
112	25/09/2020	926	Copeland Borough Council			580.44				2,706.60	541.32	3,247.92	1612/20 (i)
113	25/09/2020	927	Copeland Borough Council							1,790.83	358.17	2,149.00	1612/20 (i)
114	25/09/2020	928	Copeland Borough Council							1,820.85	364.17	2,185.02	1612/20 (i)
115	25/09/2020	929	J & R Bennett					1820.85		3,290.00	658.00	3,948.00	1612/20 (i)
116	25/09/2020	930	J & R Bennett					3290.00		112.00		112.00	1612/20 (i)
117	25/09/2020	BACS	Cumbria Media		112.00					104.06		104.06	1612/20 (i)
118	25/09/2020	931	Voluntary Action Cumbria (VOID)							54.00	10.80	64.80	1612/20 (i)
119	25/09/2020	BACS	Cumbria Media		104.06					98.25		98.25	1612/20 (i)
120	25/09/2020	932	Westcom		54.00					19.65		19.65	1612/20 (i)
121	25/09/2020	BACS	Cumbria Media		98.25					3,695.00	739.00	4,434.00	1612/20 (i)
122	25/09/2020	BACS	Mrs V Gorley	3.99	15.66								
123	25/09/2020	BACS	Ace Shelters Ltd			3695.00							
	Oct-2020									2,108.92		2,108.92	HMRC
	15/10/2020	933	HMRC	2108.92						4,471.38		4,471.38	1493/19
	15/10/2020	BACS	Staff	4471.38						807.68		807.68	631/17 (ii)
	15/10/2020	BACS	Cumbria LGPS	807.68						150.00		150.00	MAYORS ALLOWANCE
124	15/10/2020	934	Royal British Legion	150.00						68.78	13.76	82.54	CONTRACT
125	19/10/2020	DD	BT Group		68.78								
	Nov-2020									300.00	60.00	360.00	CONTRACT
	02/11/2020	DD	CF Corporate		300.00					133.33	26.67	160.00	1629/20 (i)
126	03/11/2020	BACS	E Moorhouse & Sons			133.33				180.39	36.08	216.47	1629/20 (i)
127	03/11/2020	BACS	Glasdon (UK) Ltd			180.39				1.40	0.28	1.68	1629/20 (i)
128	03/11/2020	BACS	Eden Springs (UK) Ltd		1.40					250.00		250.00	1629/20 (i)
129	03/11/2020	BACS	Mrs J Hartley			250.00				25.28	5.06	30.34	1629/20 (i)
130	02/11/2020	935	Viking		25.28					20.37	4.07	24.44	1629/20 (i)
131	02/11/2020	936	Viking		20.37					20.00		20.00	1629/20 (i)
132	02/11/2020	BACS	Copeland Borough Council			20.00				196.24		196.24	1629/20 (i)
133	02/11/2020	937	Copeland Borough Council	196.24									

INCOME 2020-21

Date	Item	Precept	Interest	Other
07/04/2020	HMRC - VAT Refund March 2020			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 2020			3574.04
06/07/2020	HMRC - VAT Refund April 2020			770.92
08/07/2020	HMRC - VAT Refund June 2020			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 2020			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 2020			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 2020			3121.00
03/11/2020	Allotment Rents 2020/2021			120.00
13/11/2020	HMRC - VAT Refund October 2020			1579.35
08/12/2020	HMRC - VAT Refund November 2020			2152.57
17/12/2020	Credit			1892.65
18/01/2021	HMRC - VAT Refund December 2020			2097.00
12/02/2021	HMRC - VAT Refund January 2021			4661.60

437769.52	0.00	42907.27	480676.79
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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 (Deposit)	
Other Income	38,245.67
TOTAL INCOME	£ 476,015.19

EXPENDITURE

Employees & Allowances	81879.50
Premises	13161.35
Supplies/Services	14289.33
3rd Party	9908.58
Grants	1000.00
Allotments	9194.38
Markets	0.00
Community Plan	1100.00
Ground Maintenance	15772.10
Civic Hospitality	0.00
Ranger	44974.30
Whitehaven In Bloom	10920.78
Ward Grants	18124.92
Elections	0.00
Environmental Improvements	30450.00
Events	9.00
Contingencies	7681.46
Reserves	8823.75
VAT (to be reclaimed)	24322.78
TOTAL EXPENDITURE	£ 290,313.33

CASH BOOK BALANCE

Brought forward	£ 354,573.78
Income	£ 480,676.79
Expenditure	£ 290,313.33
Town Council Funds	£ 544,937.24

BANK BALANCES

CBS 53905917 (17/02/2021)	130,235.49
CBS 53906216 (17/02/2021)	447,911.86
	£ 578,147.35

Unpresented Cheques 2019/2020 33,210.11

FINANCIAL POSITION **£ 544,937.24**

APPOINTMENT OF INTERNAL AUDITOR

Purpose of the Report

For members to consider quotes received for the provision of an internal audit service to the Council and to recommend an appointment.

1.0 INTRODUCTION

- 1.1 The Accounts and Audit Regulations 2015 impose a duty on parish councils to maintain an adequate and effective system of internal audit of its accounting records and of its systems of internal controls. The internal auditor is a key part of the Council's internal records.
- 1.2 The internal auditor must be both competent and independent from the Council and an internal audit has to include both financial and procedural controls.
- 1.3 A strong internal audit will check that the Council has strong processes and controls not only over money but over all areas to help ensure the Council operates legally and complies with all relevant legislation.
- 1.4 A good internal audit will come in two parts done at different times of the year and: -
 - Is usually done part way through the financial year in October/November and is mainly an audit of the Council's processes and procedure;
 - It may also include an audit of the transactions to ensure the completeness of the Council's records;
 - The final audit is done after the year end so that balances within the accounts may be verified and that any problems found at the interim audit have been addressed by the Council;
 - The internal auditor reports to the Council and will submit a written report to the Council after both audits.

2.0 QUOTES RECEIVED FOR THE INTERNAL AUDIT SERVICE

- 2.1 The Council has asked for quotes for the provision of an internal audit service (two internal audits) for 2021/2022 from competent and experienced people. One auditor declined to submit a quote and the other quote is attached at Appendix A.

2.0 RECOMMENDATION

That members consider the quotes received and appoint an internal auditor.

Mrs J H

BA(Hons), IPFA, ILCA

Marlene Jewell
Town Clerk
Whitehaven Town Council

Dear Marlene

QUOTATION FOR 2021 INTERNAL AUDIT

I have set out below my quotation to carry out audit work at Whitehaven Town Council to meet the requirements of the Accounts & Audit regulations.

Year end Audit (May 2021) to check and verify the Annual Governance and Audit Return (AGAR) for 2020-21, as follows:

- Re-statement of prior year balances to convert Whitehaven to accounts on an Income & Expenditure basis (as required by the regulations)
- Check Part 1 and 2 of the AGAR for 2020/21 to ensure that all balances are correctly stated and agree to the underlying accounting records.
- Check Asset Register
- Check all underlying papers that will be submitted to the External Auditor as required by the regulations
- Completion of year end Internal Audit report to be submitted to External Auditor (PKF Littlejohn).

Fee:

£250.00

Interim Audit (September 2021) to check and verify financial systems and processes and produce an interim audit report, as follows:

- Arrangements for maintaining an up to date cash book
- Bank reconciliation
- Standing Orders & Financial Regulations
- Payment controls
- Risk management and insurance
- Budgetary Control
- Income controls
- Payroll

Fee: £250.00

Total Annual Fee: £500.00

Note: this is a fixed price and includes all travel expenses (if incurred) and any follow up telephone/email conversations and advice.

Yours sincerely

J H

Hewlett Packard Enterprise Support Service for Hardware

Purpose of the Report and Recommendation

To consider renewing a 1-year contract for support services for hardware following the expiry of the 3-year contract.

1.0 INTRODUCTION

- 1.1 The Council entered into a 3-year support services contract with Hewlett Packard Enterprises in respect of the hardware. This expired on 16th January 2019.
- 1.2 Following discussions with Westcom IT, Council agreed to enter into a 1-year contract for support services for hardware with Support Warehouse who act on behalf of Hewlett Packard Enterprise (minute ref 1214/19 refers).
- 1.3 This contract is now due for renewal and a quote for £70.56 (excluding VAT) for a 1-year support service contract for the hardware (Shown at Appendix 1).

2.0 RECOMMENDATION

- 2.1 Members are asked to consider whether or not to enter into a support services contract for hardware with Support Warehouse on behalf of Hewlett Packard Enterprise.



Quotation for Hewlett Packard Enterprise Services Contract
For Whitehaven Town Council
From Support Warehouse Ltd

Quotation Summary

Quotation Number: CQ0000002A703F
Quotation Valid Until: 10/03/2021
Support Start Date: 11/03/2021
Support End Date: 10/03/2022
List Price: £ 70.56
Applicable Discounts: £ 0.00
Final Price: £ 70.56 (All prices are excluding applicable taxes)
Invoicing Terms: UP_FRONT

Order Authorisation

Full name

Order Number (if applicable)

Date

Signature

Contact Us

Tel: 0800 072 0950
Email: gb@supportwarehouse.com
Visit: www.supportwarehouse.com

Quotation Detail

Pricing Document	57046077	Service Agreement ID	1086 7103 9307
		System Handle	WHITEHAVEN TOWN-01
Equipment Address	Room 3, Lowther Street	Software Update Address	-----
Hardware Contact	Marlene Jewel	Software Contact	-----
Telephone	01946 66992	Telephone	-----
Coverage Period	11/03/2021 to 10/03/2022		

Service Level (s): Foundation Care Next Business Day

The following pricing includes any applicable Hardware, Collaborative and Software Support

Product No	Description	Serial Number	From Date	To Date	Quantity	Price
822447-035	HP ML10v2 E3-1220v3 8GB 1TB ODD UK Svr/TV	CN65440ND7	11/03/2021	10/03/2022	1	£ 60.00
822447-035	HP ML10v2 E3-1220v3 8GB 1TB ODD UK Svr/TV	CN65440ND7	11/03/2021	10/03/2022	1	£ 10.56

Why choose Support Warehouse to deliver your HPE Services Contract?

Account Management – Your account manager will help you to manage your services contract, and will arrange quarterly support reviews for you to ensure that the service levels within the services contract remain appropriate for the applications running on the hardware. If your IT environment changes, with the addition or decommissioning of hardware, we can update your services contract at any time.

Renewal Service – Your account manager will remind you when your services contract is due to expire, normally 45 to 90 days in advance. This gives us enough time to review your current IT support, take into account any changes that have taken place in your IT environment, and create an up-to-date tailored quotation.

Flexible Payment Options – You can choose invoicing terms to suit your budget and business preferences, as we offer upfront, annual or quarterly payment options (subject to terms and conditions). Please note that the payment and invoicing terms for this quote are stated in the quotation summary (final price is subject to change if invoicing terms are changed).

Assistance with HPE tools – We are experienced in using the proprietary tools and resources available to make managing your IT support easier. We can help you to link your support with the Support Centre portal and introduce you to contacts that can assist with installing IRS.

Support for the whole lifecycle – Support Warehouse can provide support for your IT environment from initial product purchase through to decommissioning and technology refresh.

Consolidate your IT Support – Your account manager will help you to consolidate your various IT support agreements and certificates under one HPE services contract. This can include HPE hardware and some multi-vendor hardware.

Flexibility – Once a services contract is in place with HPE, it is possible for you to add new hardware to the contract (with 30 days' notice) or remove hardware from the contract (with 90 days' notice). Any difference in cost will be invoiced or credited accordingly. Services Contracts can also be cancelled entirely, subject to minimum periods of cover and notice periods.

Item 12

Erection, Repair, Maintenance and Dismantling of Christmas Lights

Purpose of the Report and Recommendation

To consider a quote for the erection, repair, maintenance and dismantling of the Christmas lights in 2021/2022 and to consider suspending Financial Regulations.

1.0 INTRODUCTION

- 1.1 Cumbria County Council Highways Lighting Department has carried out the erection, repair, maintenance and dismantling of the Council's Christmas Lights for a number of years
- 1.2 The cost for carrying out this work in 2020/21 was £24,400.00 plus VAT and was the same for the previous year.
- 1.3 Each year Financial Regulations have been suspended so that CCC can carry out this work. CCC have confirmed that their quote for doing the erection, repair, maintenance and dismantling of the Council's Christmas lights for 2021/2022 will be the same as last year ie £24,400 plus VAT
- 1.4 The reason CCC can keep the price stable is that although they are erecting more lights, year on year improvements have been made to the Christmas lights infrastructure – new feeder boxes, LED lights, new fitments which have made the lights easier to install and maintain.
- 1.5 In order to have this work carried out by CCC in 2021/22 the Council will have to consider suspending Financial Regulation 11 in accordance with Financial Regulation 18 which states "The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of the 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 all members of council".
- 1.6 Reasons for suspension in 1.5 above are:
 - CCC is a trusted and efficient contractor
 - It is a value for money, quality service

- All faults reported are rectified as soon as possible – usually if reported during a working day they are repaired that day and certainly within 24 hours.
- CCC has all necessary equipment and machinery to carry out the work
- All required highway permissions to carry out works on the highway are submitted by CCC on the Council's behalf
- CCC has insurance, risk assessments and method statements for all work carried out using trained staff
- CCC erects and dismantles the Christmas lights during early morning at weekends so as to cause minimal disturbance to traffic
- CCC completes the seasonal illuminations inventory unmetered supplies giving the location, type of lighting, number of hours in use, total numbers of lamps and the wattage per lamp and switch on and switch off date for submission to electricity north west so that the electricity charges can be calculated

The Risks for 1.5 above

- There is a risk that the work could be done cheaper by another contractor but it is a very small risk. CCC has not increased its charges from last year

2.0 RECOMMENDATION

- 2.1 That Members make a resolution to suspend Financial Regulation 11 to allow CCC to erect, maintain, dismantle and repair the Christmas lights in Whitehaven in 2023/22 at a cost of £24,400.00 plus VAT and if a resolution is made to then
- 2.3 Record the reasons for suspension and consider the assessment of the risks drawn up and presented and approve the same

PURCHASE OF EXTRA CHRISTMAS LIGHTS

Purpose of the Report

To inform Members of additional lighting required to replace/repair existing stock of the Christmas lights

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 festoon (200mtr) and lamps (400 no.) and icicle tube lamps (20 no.) to replace lamps which are broken.

1.2 3 quotes have been sought and these are as follows:

- Supplier A - £2,800 + VAT + delivery charge
- Supplier B - £2828.20 + VAT
- Supplier C - £1113.99 + VAT + delivery charge

2.0 RECOMMENDATION

2.1 To consider the quotes and decide on which supplier to purchase the goods from.

REPAINTING OF THE GAZEBO IN MARKET PLACE

Purpose of the Report and Recommendation

To consider a request from Copeland Borough Council to share the cost of repainting the gazebo in the Market Place and to make a decision on this

1.0 INTRODUCTION

- 1.1 A request has been received from Copeland Borough Council asking if the Council would be prepared to contribute to the repainting of the Gazebo in Market Place on a 50/50 basis. (Appendix 1 refers)
- 1.2 The total quoted by CBC's contractor for this work was £3,560.00 but this has since increased to £4,330.00 because marine grade paint had to be used. (Appendix 2 refers).
- 1.3 Copeland Borough Council has a contract with a local firm to carry out their planned and responsive maintenance work throughout the Borough and unlike this Council does not seek other quotes.
- 1.4 In order to have some comparison the Council has sought two additional quotes based on the same specification from other contractors and these have been received as being £2,814.00 and £2,560.00 although it is not clear from these if they include marine grade paint. (Appendix 3 refers).

2.0 RECOMMENDATION

- 2.1 It is recommended that the Council consider the request and determine whether or not to make a contribution towards the repainting of the gazebo and if so to determine the amount of contribution.

Whitehaven Town Council

From: Barbara Vernon <Barbara.Vernon@copeland.gov.uk>
Sent: 22 January 2021 14:19
To: Whitehaven Town Council
Subject: GAZEBO, WHITEHAVEN MARKET SQUARE

For the Attention of Brian O’Kane.

Hi Brian

I’ve been asked by Sarah Pemberton to contact you following your request at the December meeting that the Gazebo in the Market Square be repainted. I have now received a price of £3,560 for this work and wonder, as the Whitehaven Town Council has contributed to the upkeep of this structure in the past, whether the Town Council would be prepared to contribute again to this cost on a 50/50 basis?

I look forward to hearing from you.

Kind regards

Barbara

Barbara Vernon BSc (Hons) MRICS
RICS Registered Valuer
Property & Estates Manager
Copeland Borough Council
Mob: 07799860978
barbara.vernon@copeland.gov.uk



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PLANNED MAINTENANCE / RESPONSIVE MAINTENANCE - COPELAND BOROUGH COUNCIL 2020 WORKS

ESTIMATE

RECIPIENT:		ESTIMATOR:			
DATE:	01/02/2021	EMAIL:			
TITLE:	Gazebo	REFERENCE:			
LOCATION:	Market Hall	PO NUMBER:			
CLASSIFICATION:	Planned	(Planned Maintenance or Responsive Maintenance)			
BRIEF DESCRIPTION OF WORKS:					
Market Hall Gazebo - Heras Fencing to Work Area, Prepare Structure by Washing and Rubbing Down Existing Paintwork, Undercoat and prime Structure then Paint in Marine Grade Paint. Colour TBC by Client.					
ESTIMATE OF COST:					
		QTY:	UNIT:	UNIT RATE:	SUB-TOTAL:
LABOUR:					
	Tradesman	56	hrs	£ 30.25	£ 1,694.00
	Non Tradesman	56	hrs	£ 26.45	£ 1,481.20
TRAVELLING & TRANSPORT:					
(a)	0.1 - 8kms from Council Offices, Whitehaven	0	km	£ 0.48	£ -
(b)	Over 8kms from Council Offices, Whitehaven	0	km	£ 0.48	£ -
MATERIALS/PLANT/SUBCONTRACTORS USED:					
(a)	Estimated Materials Costs	1	Item	£ 750.00	£ 750.00
	Estimated Plant/Equipment	1	Item	£ 300.00	£ 300.00
	Estimated Waste Disposal Charges	1	Item	£ -	£ -
	Estimated Subcontract Costs	1	Item	£ -	£ -
(b)	Percentage - Profit & Overhead			10%	£ 105.00
				TOTAL:	£ 4,330.20
BASIS:		START DATE:	TBC		
		TIMEFRAME:			
ASSUMPTIONS:					
EXCLUSIONS:					

QUOTE

Whitehaven Town Council
Whitehagen

Estimate # 000049
Date 30/01/2021
Business / Tax # VAT NO:

Description	Total
Exterior painting of Metal Gazebo, Whitehaven Market	£1,495.00
<p>Clean down the entire structure to remove all loose or flaky paint, wash down with fungicide solution. Treat all rust areas with an appropriate rust inhibitor/primer. Apply 2 coats of a paint suitable for the protection of metal surfaces (Dulux Metal Sheild or equivalent) in all the chosen colours.</p>	
Materials	£250.00
Scaffolding with 28 day permit	£600.00

Subtotal	£2,345.00
vat	£469.00
Total	£2,814.00

PHONE

EMAIL

Date 26/01/21

Gazebo, Market Place, Whitehaven

Gazebo

Clean and prep the roof of the gazebo

Prime any bare metal with red lead metal primer

Apply two coats of black bitumen paint to roof area

Pick out the features in gold paint

Undercoat and gloss white the underneath

Undercoat and gloss black the four posts

Labour and materials **£2560**

All prices are valid for 3 months

Fully licensed and insured

HENSINGHAM CLOSED CHURCHYARD

Purpose of the Report and Recommendation

To inform Councillors of the position regarding Hensingham Closed Churchyard

1.0 INTRODUCTION

- 1.1 The closed churchyard at Church Lane Hensingham is referred to in documents as St John's Old Churchyard and the old St John's Church was closed and demolished in 1911 and a new church was built in 1913.
- 1.2 The closure of a churchyard brings to an end the formal right of burial for parishoners although there may be specified exemptions where burials may continue which include:
- Where authorisation has been granted to reserve a gravespace for a person that person may be buried.
 - Burials may take place in existing walled graves or vaults which have room for further interments provided each coffin is adequately enclosed by brickwork or stonework
- 1.3 Apart from any specified exemptions it is not possible to bury any additional coffins in a closed churchyard.
- 1.4 Cremated remains can only be buried in a closed churchyard if:
- Permission is granted which authorises the interment or
 - The cremated remains are to be buried in an area set aside as an authorised designated Garden of Remembrance
- 1.5 Once a churchyard has been formally closed it is not possible to revoke this but it may be possible to vary the terms of the closure for

example to redefine the boundaries of the closed churchyard or to change the categories of burial which will be allowed.

2.0 MAINTENANCE OF A CLOSED CHURCHYARD

- 2.1 Copeland Borough Council is responsible for the maintenance of the Hensingham Closed Churchyard and section 215 of the Local Government Act 1972 states that the local authority must "maintain the closed churchyard by keeping it in decent order and its walls and fences in good repair".
- 2.2 Once a local authority has responsibility for maintaining a closed churchyard it takes over the entire responsibility for maintaining the churchyard and its walls, gates, fences, grass, trees etc.
- 2.3 There is recent caselaw on this – Lydbrook PCC v Forest of Dean District Council 2003 which stated that the local authority duty to the churchyard is one of substantive maintenance and not just the management of decline. The decision also made it clear that the maintenance obligation was not conditional on adequate funds being available.
- 2.4 There is no legal transfer deed transferring the closed churchyard to a local authority and the ownership of a closed churchyard does not pass to a local authority but remains with the Church.
- 2.5 The closed churchyard remains a consecrated area and the local authority will need to apply to the Church for authorisation to carry out any work in the closed churchyard other than routine maintenance work.
- 2.6 In a closed churchyard the primary responsibility for the maintenance and safety of memorials or monuments remains with the owner of the monument or their heirs. If an owner does not fulfil this responsibility or cannot be traced due to the age of the memorial then the maintenance responsibility falls to the local authority.
- 2.7 The responsibility for health and safety in a closed churchyard is the responsibility of the local authority which has the maintenance responsibility.

3.0 HENSINGHAM CLOSED CHURCHYARD

- 3.1 Copeland Borough Council is responsible for the maintenance of

Hensingham Closed Churchyard.

- 3.2 Members will be aware that the closed churchyard had become overgrown and in January 2021 CBC carried out pruning, cutting back bushes and trees, the removal of a diseased ash tree and checked the gravestones.
- 3.3 During these works it came to light that a section of the boundary wall had collapsed and someone had constructed a hand built wall on top of the collapsed wall using rows of building bricks on top of each other without any cement. This was considered to be a potentially dangerous structure and that part of the boundary wall was cordoned off. The wall will be repaired when staffing levels permit.
- 3.4 For the future the Hensingham Closed Churchyard will be maintained twice per year by CBC to include inspection of the gravestones and topple testing.
- 3.5 Should there be any maintenance issues in the close churchyard these should be reported to CBC.

4.0 RECOMMENDATION

- 4.1 That the report be noted