

WHITEHAVEN TOWN COUNCIL

Minutes of the Annual Council Meeting held on the 29th May 2025

Present: Councillor C Hayes (Deputy Chairman in the Chair); Councillor J Carr; Councillor E Dinsdale; Councillor G Dinsdale; Councillor R Gill; Councillor R Redmond; Councillor A Spedding; Councillor R Taylor; Councillor R White

M. Jewell, Clerk and Responsible Financial Officer

V. Gorley, Assistant Clerk

Councillor Mike Hawkins, Cumberland Council

Members of the Public

The Press

Introduction

- 2772/25** The Chairman welcomed everyone to the Annual Meeting of the Town Council and asked the Councillors to introduce themselves.
For housekeeping purposes he explained that there was no scheduled testing of fire alarms and if the fire alarm rang asked that people file out in an orderly manner. He indicated where the toilets were.
He said they would proceed with the business of the Council and the first item on the Agenda was the appointment of the Chairman/Mayor

2773/25 Appointment of Chairman/Mayor

Councillor C Hayes nominated Councillor R Gill for the position of Chairman/Mayor for 2025/26. This was seconded by Councillor A Spedding

Councillor G Dinsdale nominated Councillor E Dinsdale for the position of Chairman/Mayor for 2025/26. This was not seconded so the nomination fell

A vote was held and 7 Councillors voted for Councillor Gill and 1 Councillor abstained and 1 Councillor voted against

RESOLVED – That Councillor R Gill be appointed Chairman/Mayor for

2025/26. Councillor Gill then took the Chair and signed the Declaration of Acceptance of Office.

Councillor Gill thanked his colleagues for their support and said that he hoped to serve the Council and show their trust in him

Councillor G Dinsdale said she was not very well and left the Meeting and did not return

2774/25 Appointment of Deputy Chairman/Deputy Mayor

Councillor Gill asked for nominations for the position of Deputy Chairman/Deputy Mayor

Councillor A Spedding nominated Councillor C Hayes for the position of Deputy Chairman/Deputy Mayor and this was seconded by Councillor Gill

Councillor C Hayes nominated Councillor R Taylor for the position of Deputy Chairman/Deputy Mayor and this was seconded by Councillor E Dinsdale

A vote was held and 5 Councillors voted for Councillor C Hayes, 1 Councillor voted against and 2 Councillors abstained and 2 Councillors voted for Councillor R Taylor and 6 abstained

RESOLVED – That Councillor C Hayes be appointed Deputy Chairman/Deputy Mayor for 2025/26. Councillor C Hayes signed the Declaration of Acceptance of Office

Councillor R Taylor asked to be excused and the Clerk asked him if he would be returning and he said no

2775/25 Apologies for Absence

Apologies for absence were received as follows:-

Councillor G Roberts	illness
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Councillor A Pearson	Family Commitment
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It was proposed by Councillor Hayes and seconded by Councillor White 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

2776/25 Declarations of Interest

Councillor Hayes declared that he was a member of the the Harbour Users Group.

Councillor Gill declared that he was a member of the Whitehaven Heritage Action Group

2777/25 Minutes of the Council Meeting held on 24th April 2025

It was proposed by Councillor Gill and seconded by Councillor Hayes that the Minutes of the Meeting held on 24th April 2025 be approved and signed by the Chairman as a correct record. A vote was held and it was unanimously

RESOLVED - That the Minutes of the Meeting held on 24th April 2025 be approved and signed by the Chairman as a correct record.

2778/25 Minutes of the Extraordinary Council Meeting held on 22nd May 2025

It was proposed by Councillor Hayes and seconded by Councillor Carr that the Minutes of the Extraordinary Council Meeting held on 22nd May 2025 be approved and signed by the Chairman as a correct record. A vote was held and it was unanimously

RESOLVED – That the Minutes of the Extraordinary Council Meeting held on 22nd May 2025 be approved and signed by the Chairman as a correct record.

2779/25 Council's Bank Account

The Council considered a report on the authorised signatories for the Council's Bank Accounts. The Clerk reported that 4 signatories were required and it was recommended that Councillor C Hayes, Councillor R Gill and Councillor B O'Kane remain as signatories and one other Councillor be appointed as signatory for 2025/26. Councillor Carr said he would be a signatory and a vote was held and it was unanimously

RESOLVED – That Councillor C Hayes, Councillor R Gill and Councillor O'Kane remain as signatories for the Council Bank Accounts 2025/26 and that Councillor J Carr be appointed as a signatory for the Council Bank Accounts for 2025/26

2780/25 Review and Adoption of Standing Orders

The Council considered a report on the review and adoption of Model Standing Orders shown at Appendix 1 to the report. The Standing Orders had last been reviewed and approved by the Council on 29th May 2024 and further amended following CALC's recommendations on 24th April 2025.

It was proposed by Councillor Hayes and seconded by Councillor White that the Model Standing Orders shown at Appendix 1 be approved and adopted and that they be further reviewed at the next Annual Meeting in May 2026. A vote was held and it was unanimously

RESOLVED - That the Model Standing Orders shown at Appendix 1 be approved and adopted and that they be further reviewed at the next Annual Meeting in May 2026.

2781/25 Review and Adoption of Financial Regulations

The Council considered a report on the review and adoption of Model Financial Regulations shown at Appendix 1. The Model Financial Regulations were last reviewed and approved by the Council on 29th May 2024 and further amended following CALC's recommendations on 27th March 2025.

It was proposed by Councillor Hayes and seconded by Councillor White that the Model Financial Regulations shown at Appendix 1 be approved and adopted and that they be further reviewed at the next Annual Meeting of the Council in 2026. A vote was held and it was unanimously

RESOLVED - That the Model Financial Regulations shown at Appendix 1 be approved and adopted and that they be further reviewed at the next Annual Meeting of the Council in May 2026.

2782/25 Review and Adoption of the Council's Code of Conduct

The Council considered a report on the Code of Conduct shown at Appendix 1 to the report which had last been approved and adopted at the Annual Meeting on 29th May 2024. It was proposed by Councillor Hayes and seconded by Councillor White that the Code of Conduct shown at Appendix 1 to the report be approved and adopted and that it be reviewed at the Annual Meeting in May 2026. A vote was held and it was unanimously

RESOLVED – That the Code of Conduct shown at Appendix 1 to the report be approved and adopted and that it be reviewed at the Annual Meeting in May 2026.

2783/25 Chairman's Allowance

The Council considered a report on the Chairman's Allowance for 2025/26

which had been included in the Budget as £3,063

- (i) It was proposed by Councillor Hayes and seconded by Councillor Carr that the expenses of the Office of Mayor (the Mayors Allowance of £3,063 for 2025/26) be approved together with the expenditure specified in paragraph 1.6 of the report. A vote was held and 6 Councillors voted for the proposal and 1 Councillor abstained

RESOLVED - That the expenses of the Office of Mayor (the Mayors Allowance of £3,063 for 2025/26) be approved together with the expenditure specified in paragraph 1.6 of the report.

- (ii) It was proposed by Councillor Hayes and seconded by Councillor Spedding that the Mayor's Allowance continue to be administered in the Council's Office and that the Mayor is reimbursed on production of a receipt for the expenditure incurred provided that it is expenditure specified in 1.6 above. A vote was held and it was unanimously

RESOLVED - That that the Mayor's Allowance continue to be administered in the Council's Office and that the Mayor is reimbursed on production of a receipt for the expenditure incurred provided that it is expenditure specified in 1.6 above.

2784/25 Appointments to Committees

The Council considered a report on appointments to the two Standing Committees of the Council for 2025/26

The Clerk asked for volunteers and the following Councillors put their names forward for the two Committees:-

Policy and Resources and Finance Committee

Councillor Hayes
Councillor White
Councillor Carr
Councillor Gill

It was proposed by Councillor Hayes and seconded by Councillor Carr that the above Councillors be appointed to sit on the Policy and Resources and Finance Committee for 2025/26. A vote was held and it was unanimously

RESOLVED - That the above Councillors be appointed to sit on the Policy and Resources and Finance Committee for 2025/26.

Staffing Committee

Councillor Hayes

Councillor Gill

It was proposed by Councillor Gill and seconded by Councillor Hayes that the above Councillors be appointed to sit on the Staffing Committee for 2025/26. A vote was held and it was unanimously

RESOLVED - That the above Councillors be appointed to sit on the Staffing Committee for 2025/26.

2785/25 Adoption of Terms of Reference for Committees

The Council considered a report showing at Appendix 1 the Terms of Reference for the Policy and Resources and Finance Committee and the Staffing Committee. It was proposed by Councillor Gill and seconded by Councillor White that the Terms of Reference for the Policy and Resources and Finance Committee and the Staffing Committee 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 Policy and Resources and Finance Committee and the Staffing Committee shown at Appendix 1 of the report be approved.

2786/25 Appointment to and Terms of Reference for Advisory Groups

The Council considered a report on the appointment to and Terms of reference to Advisory Groups.

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

Events Advisory Group

Councillor Hayes

Councillor Spedding

Gerard Richardson – co-opted

It was proposed by Councillor Hayes and seconded by Councillor White that the Councillors named above be appointed to sit on the Events Advisory Group and that Gerard Richardson be co-opted onto the Events Advisory Group for

2025/26. A vote was held and it was unanimously

RESOLVED – That the Councillors named above be appointed to sit on the Events Advisory Group and that Gerard Richardson be co-opted onto the Events Advisory Group for 2025/26

Allotment Advisory Group

Councillor Gill
Councillor Hayes
Councillor Carr
Councillor Spedding

It was proposed by Councillor Hayes and seconded by Councillor White that the Councillors named above be appointed to sit on the Allotments Advisory Group for 2025/26. A vote was held and it was unanimously

RESOLVED - That the Councillors named above be appointed to sit on the Allotments Advisory Group for 2025/26.

Steering Group on Office Accommodation

Councillor Hayes
Councillor White
Councillor Gill

It was proposed by Councillor Hayes and seconded by Councillor White that the Councillors named above be appointed to sit on the Steering Group for Office Accommodation for 2025/26. A vote was held and it was unanimously

RESOLVED - That the Councillors named above be appointed to sit on the Steering Group for Office Accommodation for 2025/26.

St Nicholas Gardens Advisory Group

Councillor Hayes
Councillor Spedding

It was proposed by Councillor Hayes and seconded by Councillor Carr that the above Councillors be appointed to the St Nicholas Gardens Advisory Group for 2025/26. A vote was held and it was unanimously

RESOLVED - That the above Councillors be appointed to the St Nicholas Gardens Advisory Group for 2025/26.

Terms of Reference for Advisory Groups

It was proposed by Councillor Hayes and seconded by Councillor Carr 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

2787/25 **Review of Representations on or Work with Outside Bodies and Arrangements for reporting back**

The Council considered a report on the representation on or work with External Bodies and arrangements for reporting back. It was reported that Councillor Hayes presently represents the Council on the Harbour Users Group and Whitehaven Tidy Town Committee

Councillor E Dinsdale represents the Council on the WCCSG. Both Councillors agreed to continue to represent the Council on these External Bodies.

It was proposed by Councillor White and seconded by Councillor Carr that (i) the above mentioned Councillors continue to represent the Council on those External Bodies for 2025/26 and (ii) that whenever a Councillor is appointed to represent the Council on or work with an External Body that the Councillor reports back to the next full Council Meeting. A vote was held and it was unanimously

RESOLVED - That the above mentioned Councillors continue to represent the Council on those External Bodies for 2025/26 and (ii) that whenever a Councillor is appointed to represent the Council on or work with an External Body that the Councillor reports back to the next full Council Meeting.

2788/25 **Council's Insurance Cover**

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

RESOLVED - That the Insurance Policy be approved and noted.

2789/25 **Subscriptions to Other Bodies**

The Council considered a report containing details of subscriptions to Other Bodies which the Council paid. It was proposed by Councillor Hayes and seconded by Councillor White that the report be noted. A vote was held and it was unanimously

RESOLVED - That the report be noted.

2790/25 Combined Health and Safety and Risk Assessment

The Council considered a report on a combined Health and Safety Policy and Risk Assessment which was shown at Appendix1 to the report. It was proposed by Councillor Hayes and seconded by Councillor White that the documents shown at Appendix1 of the report be approved and signed and that they be reviewed at the next Annual Meeting of the Council in May 2026. A vote was held and it was unanimously

RESOLVED - That the documents shown at Appendix1 of the report be approved and signed and that they be reviewed at the next Annual Meeting of the Council in May 2026.

2791/25 Review of Section 137 Expenditure

The Council considered a report on Section 137 Expenditure which was shown at Appendix 1 to the report. It was proposed by Councillor White and seconded by Councillor Hayes that the Section137 Expenditure shown at Appendix 1 to the report be approved. A vote was held and it was unanimously

RESOLVED - That the Section 137 Expenditure shown at Appendix 1 to the report be approved.

2792/25 Financial Risks Assessment

The Council considered a report on the Risk Assessment and Management (Financial and Operational) shown at Appendix 1 and as recommended by the Council's Internal Auditor. It was proposed by Councillor White and seconded by Councillor Hayes that the Risk Assessment (Financial and Operational) shown at Appendix 1 to the report be approved. A vote was held and it was unanimously

RESOLVED - That the Risk Assessment (Financial and Operational) shown at Appendix 1 to the report be approved.

2793/25 Review of Asset Register

The Council considered a report on the Asset Register shown at Appendix1 to

the report. It was proposed by Councillor Hayes and seconded by Councillor White that the Asset Register shown at Appendix 1 to the report be approved and that it be further reviewed at the Annual Meeting in 2026. A vote was held and it was unanimously

RESOLVED – That the Asset Register shown at Appendix 1 to the report be approved and that it be further reviewed at the Annual Meeting in 2026.

2794/25 Review of FOI and Data Protection Legislation

The Council considered documentation relating to Freedom of Information and Data Protection legislation. It was proposed by Councillor Hayes and seconded by Councillor White that the documents on the Council's website relating to Data Protection and Freedom of Information be approved and reviewed at the Annual Meeting in 2026 unless any changes need to be made in which case the matter will be referred to full Council at that time. A vote was held and it was unanimously

RESOLVED - That the documents on the Council's website relating to Data Protection and Freedom of Information be approved and reviewed at the Annual Meeting in 2026 unless any changes need to be made in which case the matter will be referred to full Council at that time.

2795/25 Review of Social Media Policy

The Council considered a report on its Social Media Policy shown at Appendix 1 to the report. It was proposed by Councillor Hayes and seconded by Councillor White that the Social Media Policy be approved and then reviewed at the Annual Meeting in 2026. A vote was held and 6 Councillors voted for the proposal and 1 Councillor voted against

RESOLVED – That the Social Media Policy be approved and reviewed at the Annual Meeting in 2026

2796/25 Recommendations made by a Committee

The Council considered a report on Recommendations made by the Policy and Resources and Finance Committee at their Meeting on 14th October 2024 and subsequently approved by full Council on 31st October 2024. It was proposed by Councillor Hayes and seconded by Councillor White that the recommendations made by the Policy and Resources and Finance Committee at their Meeting on 14th October 2024 and subsequently approved by full Council on 31st October 2024 be noted and approved. A vote was held and it was unanimously

RESOLVED - That the recommendations made by the Policy and Resources

and Finance Committee at their Meeting on 14th October 2024 and subsequently approved by full Council on 31st October 2024 be noted and approved.

2797/25 Time and Place of Ordinary Council Meetings

The Council considered a list of the Time and place of ordinary Council Meetings for 2025/26 up to and including the next Annual Meeting as follows:-

Thursday 26th June 2025

Thursday 31st July 2025

Thursday 28th August 2025

Thursday 25th September 2025

Thursday 30th October 2025

Thursday 27th November 2025

Thursday 29th January 2026

Thursday 26th February 2026

Thursday 26th March 2026

Thursday 30th April 2026

Thursday 28th May 2026

Unless otherwise notified all Meetings will take place in the Beacon Portal at 6.00pm until the renovations to our building at 148 Queen Street, Whitehaven have been completed after which they will be held there

It was proposed by Councillor Hayes and seconded by Councillor Carr that the list of the time and place of ordinary Council Meetings for 2025/26 up to and including the Annual Meeting be approved. A vote was held and it was unanimously

RESOLVED - That the list of the time and place of ordinary Council Meetings for 2025/26 up to and including the Annual Meeting be approved.

2798/25 Date Time and Place of next Council Meeting

The date and time of the next Council Meeting is Thursday 26th June 2025 at 6.00pm at the Beacon Portal

The Chairman made a statement that the Chairman's Allowance would mainly be used for charitable purposes for his Charity which was Mayfield School

The Meeting closed at 6.35

A handwritten signature in black ink, appearing to read 'R. Gini.' with a period at the end. The letters are cursive and fluid.

Chairman