

WHITEHAVEN TOWN COUNCIL

Minutes of the Council Meeting held on the 29th September 2022

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

M. Jewell, Clerk and Responsible Financial Officer

V Gorley, Assistant Clerk

Gerard Richardson

Press

2092/22 Apologies for Absence

Apologies for absence were received from:-

Councillor R Redmond	Personal
Councillor G Roberts	CCC Meeting

It was proposed by Councillor Gill and seconded by Councillor Carr 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

2093/22 Declarations of Interest

Councillor Maudling declared an interest in Agenda Item 5 as he was a member of CBC’s Planning Panel

Councillor Rayson declared an interest in Item 15 as she was a member of the Allotments Advisory Group

Councillor G Dinsdale declared an interest in Item 15 as she was a member of the Allotments Advisory Group

2094/22 Public Participation

There was no public participation



2095/22 **Minutes of the Council Meeting held on 25th August 2022**

It was proposed by Councillor Gill and seconded by Councillor Hayes that the Minutes of the Council Meeting held on 25th August be approved and signed by the Chairman as a correct record. A vote was held and 7 Councillors voted for the proposal and 1 Councillor abstained.

RESOLVED – That the Minutes of the Council Meeting held on 25th August 2022 be approved and signed by the Chairman as a correct record

2096/22 **Planning Applications**

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

It was proposed by Councillor O’Kane and seconded by Councillor Hayes that CBC be informed that following consideration of the Planning Applications on Schedule 1 the Council had no representations to make
A vote was held and it was unanimously

RESOLVED - That CBC be informed that following consideration of the Planning Applications on Schedule 1 the Council had no representations to make.

2097/22 **Finance Report**

The Council considered a Finance Report.

- i. Appendix 1 – The Assistant Clerk reported that there were 4 extra invoices to consider namely:

Tall Ship La Malouine	£300.00
PHP Architects	£4,726 for Stage 4 Tech Design and travelling expenses
Online Systems	£72.00 Transfer IT Services
St James Comm. Centre	£15.00 for 1 hour room hire

It was proposed by Councillor Hayes and seconded by Councillor Gill that the invoices on Appendix 1 plus the 4 additional invoices listed above be approved and paid. A vote was held and it was unanimously

RESOLVED - That the invoices on Appendix 1 plus the 4 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 Hayes that these be approved and noted. A vote was held and it was unanimously

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

2098/22 Traders Christmas Market Enhancement

Gerard Richardson gave a presentation to the Council about a proposed enhancement to the Council's Christmas Traders Market in December. He said that what he was proposing was something quite special – a firework display costing £4,000.00 on the Harbour starting at 5.00pm. which would be held over by the old lighthouse. The Harbour Commissioners and the Marina Company were in support of this. He said the display would be done to music and it was 7 years since the Town had had a firework display. Following a discussion it was proposed by Councillor Gill and seconded by Councillor Hayes that a firework display be organised on the Harbour at approx. 5.00pm on 2nd December 2022 at a cost of £4,000.00. A vote was held and it was unanimously

RESOLVED - That a firework display be organised on the Harbour at approx. 5.00pm on 2nd December 2022 at a cost of £4,000.00.

Gerard Richardson left the Meeting and did not return

2099/22 Christmas Lights Switch On

Councillor Maudling declared an interest

The Council considered a report on the Christmas Lights Switch on Event. The Clerk reported that this was originally going to be arranged by an external Committee who would have been asking the Council for a grant towards the cost but that Committee had folded and therefore the Council was being requested to organise the event.

- i. The proposed date was 20th November 2022. However due to the uncertainty at this late stage of obtaining the necessary Road Closure Order from CCC for Lowther Street it was agreed to change both the date and the venue to Saturday 19th November 2022 in the Market Place, Whitehaven between 1.00pm and 6.00pm.
- ii. 3 quotes had been taken from suppliers for the hire of a stage and sound system. 1 supplier did not quote and the other 2 quotes were as follows
Supplier 1 - £3,500.00 plus VAT
Supplier 2 - £1,060.00 plus mileage of £192.00
It was proposed by Councillor Gill and seconded by Councillor O'Kane that the quote from Supplier 2 in the sum of £1,060.00 plus mileage of £192 be accepted. A vote was held and it was unanimously

RESOLVED - That the quote from Supplier 2 in the sum of £1,060.00 plus mileage of £192 be accepted.

- iii. CFM had given a quote of £1,570.00 plus VAT for a promotional package for the event and it was proposed by Councillor Gill and seconded by Councillor Carr that this quote be accepted. A vote was held and it was unanimously

RESOLVED – that the quote from CFM in the sum of £1,570 plus VAT be accepted

- iv. Three quotes had been sought for a generator to service the stage and sound system as follows
Supplier 1 £240 but the supplier did not work weekends so would want to deliver it to the Council on the Friday and pick it up the following Monday
Supplier 2 £200 including delivery and collection on the day
Supplier 3 £190 including delivery and collection on the day
It was proposed by Councillor Gill and seconded by Councillor Maudling that the quote from Supplier 3 be accepted. A vote was held and it was unanimously

RESOLVED - That the quote from Supplier 3 be accepted.

- v. Top -up Council Insurance for the event was £224.00 and this was approved.
- vi. ABBA Tribute Group. Two quotes had been received as follows
Supplier 1 £1,300.00 including £100 booking fee
Verbal quote of between £800.00 to £1,200
It was proposed by Councillor G Dinsdale and seconded by Councillor Gill that the Council books an available ABBA Tribute Group costing between £800 and £1200 including any booking fee. A vote was held and it was unanimously

RESOLVED - That the Council Books an available ABBA Tribute Group costing between £800 and £1200 including any booking fee.

- vii. The Council has a contract with a security firm for the provision of security guards at its events and it was proposed by Councillor Gill and seconded by Councillor Hayes that 2 security guards be booked for the event between 11.00am and 6.00pm. A vote was held and it was unanimously

RESOLVED - That 2 security guards be booked for the event between 11.00am and 6.00pm.

viii. The following points were noted

- There was no charge/fee payable for Taylor's Fair
- Councillor Maudling had contacted most local businesses who had confirmed that they would be open on Sunday (not applicable now)
- Councillor Maudling would be organising extra volunteer stewards for the event
- Councillor Maudling confirmed that the upstairs of the Yellow Earl could be used as a central point for any lost children
- That a response was awaited from St John's Ambulance as to whether they could provide first aiders for the event and any cost
- That risk Assessments were being prepared for the event
- That Councillor Maudling would be contacting local contractors to see if they could supply the Council with barriers free of charge

2100/22 Quotes for Marquees

The Council considered a report on quotes for the provision of marquees for Council events in 2023. 4 quotes were sought but only 2 were received as follows:-

Company A gave quotes for all sizes of marquees, flooring, chairs, and trestle tables with no charge for delivery

Company B gave quotes for all sizes of marquees and flooring but not for chairs or trestle tables and charged for delivery

It was proposed by Councillor Gill and seconded by Councillor G Dinsdale that the quote from Company A be accepted. A vote was held and it was unanimously

RESOLVED – That the quote from Company A be accepted.

2101/22 Quotes for Security for Events in 2023

The Council considered a report on quotes received for security provision at Town Council Events in 2023. However despite reminders being sent only one firm submitted a quote. They quoted an hourly rate of £17.50 per hour per operative. It was proposed by Councillor Gill and seconded by Councillor Maudling that the quote of £17.50 per hour per operative be accepted for security provision in 2023. A vote was held and it was unanimously

RESOLVED – That the quote of £17.50 per hour per operative be accepted for security provision in 2023.

2102/22 Quote for Advertising in The Cumbria Guide

The Council considered a report on a quote received for advertising in The Cumbria Guide in 2023/24. The quote of £3,690.00 for 6 full page adverts including artwork and design was the same as for 2022/23 provided that the Council agreed to the quote at this point. Councillors thought that they received good service and it was proposed by Councillor Gill and seconded by Councillor Hayes that the quote of £3,690.00 for 6 full page adverts in The Cumbria Guide including artwork and design for 2023/24 be accepted.

RESOLVED – That the quote of £3,690.00 for 6 full page adverts in The Cumbria Guide including artwork and design for 2023/24 be accepted.

2103/22 Quotes for Appointment of Internal Auditor

The Council considered a report on quotes received for the appointment of an Internal Auditor for 2023/24. 3 quotes had been sought but only 2 quotes had been received as follows: _

Quote A	£250.00 plus milage at 45p per mile
Quote B	£550.00

It was proposed by Councillor Gill and seconded by Councillor Maudling that a letter of thanks be sent to the current Internal Auditor for all her help and advice and that Quote B be accepted. A vote was held and it was unanimously

RESOLVED – That a letter of thanks be sent to the current Internal Auditor and that Quote B be accepted

2104/22 Former Editors Office

The Council considered a report on the Lease of the Former Editor's Office in the Council building and heard that the Solicitors for Newsquest had given Notice to terminate the Lease they had entered into with the Council with effect from 30th November 2022. This was due to a change in the editorial structure and going forward the office would not be required as staff would be required to work from home. The Council heard that although Newsquest had decorated the office and furnished and equipped it they had never actually occupied it. It was proposed by Councillor Gill and seconded by Councillor Rayson that Newsquest be asked to pay the rent for 10 months. A vote was held and it was unanimously

RESOLVED - That Newsquest be asked to pay the rent for 10 months.

2105/22 Remembrance Sunday

The Council considered a report on the preparations for Remembrance Sunday

and considered several proposals.

- i. It was proposed by Councillor Gill and seconded by Councillor Hayes that the donation to the Royal British Legion for each poppy wreath be £30.00
A vote was held and it was unanimously

RESOLVED - That the donation to the Royal British Legion for each poppy wreath be £30.00

- ii. It was proposed by Councillor Hayes and seconded by Councillor Carr that in addition to coffee, tea and biscuits that 6 platters of sandwiches be provided in the Church Hall following the church service. A vote was held and it was unanimously

RESOLVED - that in addition to coffee, tea and biscuits that 6 platters of sandwiches be provided in the Church Hall following the church service.

- iii. It was proposed by Councillor Maudling and seconded by Councillor Carr that payment of £210.00 be authorised to the Whitehaven Brass Band for their attendance on Remembrance Sunday. A vote was held and it was unanimously

RESOLVED - That payment of £210.00 be authorised to the Whitehaven Brass Band for their attendance on Remembrance Sunday.

2106/22 Allotments

The Council considered a report on quotes received for asbestos removal on an allotment site, a request to re-instate a fence back to the original allotment plot boundary and quotes received for the provision of skips to the allotment sites.

1. The Council had received 2 quotes for the removal of asbestos from an allotment site

Company A quoted £580.00 plus VAT

Company B quoted £975.00 plus VAT

Following a discussion it was proposed by Councillor Gill and seconded by Councillor Hayes that the quote from Contractor A in the sum of £580.00 plus VAT be accepted. A vote was held and it was unanimously

RESOLVED - That the quote from Contractor A in the sum of £580.00 plus VAT be accepted.

2. The Council considered removing an old damaged fence and installing a new fence to the original boundary line of the allotment plot. Councillor Rayson expressed reservation about this and it was proposed by Councillor Gill and seconded by Councillor Rayson that the Allotment Advisory Group have a

site visit to the Allotment site and that the decision be deferred to the next meeting of the Council. A vote was held and it was unanimously

RESOLVED - that the Allotment Advisory Group have a site visit to the Allotment site and that the decision be deferred to the next meeting of the Council.

3. The Council were informed that 3 quotes had been sought for the delivery and collection of 12-yard waste skips to each allotment site in October 2022 and March/April 2023. Only one quote was received for £270.00 plus VAT per skip for October 2022 with quotes being required at a later date for skips in March/April 2023. It was proposed by Councillor Gill and seconded by Councillor Hayes that the quote of £270.00 plus VAT per skip for October 2022 be accepted. A vote was held and it was unanimously

RESOLVED - that the quote of £270.00 plus VAT per skip for October 2022 be accepted.

Councillor Rayson left the Meeting and did not return

2107/22 Quotes for Replacement Bulbs for Festoon

The Council considered a report on quotes for replacement bulbs for the festoon. Four suppliers had been asked for quotes for providing 300 x 230v LED bayonet cap lamps to replace/repair the lamps on the festoon cabling and these were as follows:-

Supplier A	did not stock this voltage
Supplier B	£897.00 + £15.00 delivery + VAT
Supplier C	£780.00 + £15.00 delivery + VAT
Supplier D	£897.00 + delivery charge + VAT

It was proposed by Councillor Gill and seconded by Councillor Maudling that the quote from Supplier C in the sum of £780.00 + £15.00 delivery + VAT be accepted. A vote was held and it was unanimously

RESOLVED - that the quote from Supplier C in the sum of £780.00 + £15.00 delivery + VAT be accepted.

2108/22 Street Name and Numbering

The Council considered a report on a request from CBC for comments on proposed street name and numbering for a development on land at Edgehill Park, Whitehaven. It was proposed by Councillor Maudling and seconded by Councillor Gill that CBC be informed that there were no objections to the proposed street name and numbering for the development at land at Edgehill Park, Whitehaven. A vote was held and it was unanimously

RESOLVED - That CBC be informed that there were no objections to the

proposed street name and numbering for the development at land at Edgehill Park, Whitehaven.

2109/22 Recommendations from Policy and Resources and Finance Committee

The Council considered a report containing the recommendations made by the Policy and Resources and Finance Committee held on 27th September 2022. It was proposed by Councillor Maudling and seconded by Councillor Hayes that the recommendations made be approved. A vote was held and it was unanimously

RESOLVED – That the recommendations made be approved.

2110/22 Recommendations from Events Advisory Group for Events in 2023

The Council considered a report on recommendations made by the Events Advisory Group for Events in 2023.

PROPOSED EVENTS:-

COST

1. CUMBRIAN TRADERS DAYS

- (i) Leyland Bus Event (date to be determined)

RECOMMENDED – APPROVAL SUBJECT TO FULL DETAILS BEING PRESENTED TO FULL COUNCIL WHEN AVAILABLE

- (ii) Friday 26th May 2023 (Spring Bank Holiday Weekend)

Marquee Hire x 2
Approx £2,295.00
2 security guards
8.00pm to 6.00am
£350.00

RECOMMENDED - APPROVAL

- (iii) Thursday 29th June 2023 – Science shows

Marquee Hire x 2
Approx £2,295.00
Flooring Approx
£545.00

Chair hire £1.50
each
Trestle table
£6.50 each
2 security guards
7.00pm to 6.00am
£385.00

RECOMMENDED – APPROVAL

- (iv) Friday 30th June 2023 – Traders Market
- No extra marquee
charge – included
in above cost
2 security guards
8.00pm to 6.00am
£350.00

RECOMMENDED – APPROVED

- (v) Friday 30th June 2023 – Antiques Market
- Marquee Hire x1
Approx £800.00

RECOMMENDED - APPROVAL

- (vi) 28th July 2023
- Marquee Hire x 2
Approx £2,295.00
2 security guards
8.00pm to 6.00am
£350.00

RECOMMENDED - APPROVAL

- (vii) Friday 25th August 2023
- Marquee Hire x 2
Approx £2,295
2 security guards
8.00pm to 6.00am
£350.00

RECOMMENDED - APPROVAL

(viii) Friday 8th December 2023 Enhanced Christmas Market

Marquee Hire x 2
Approx £2,295.00
2 security guards
7.00pm to 6.00pm
£385

RECOMMENDED - APPROVAL

It was proposed by Councillor Hayes and seconded by Councillor E Dinsdale that Events numbered 1 (i) –(viii) above be approved. A vote was held and it was unanimously

RESOLVED - That Events numbered 1 (i) –(viii) above be approved.

2. WHITEHAVEN SUMMER FAIR

(i) Thursday 20th to Sunday 23rd July 2023 for Continental Market and Taylors Fair on Harbour

RECOMMENDED - APPROVAL

(ii) Thursday 20th to Sunday 23rd July in St Nicholas Gardens bouncy castles for children and possibly an ice cream stall

RECOMMENDED - APPROVAL

(iii) Monday 17th July to Sunday 23rd July 2023 in St Nicholas Gardens an open air photo exhibition with selected photos on stakes in the Gardens and remaining photos be offered on loan to shop windows as a trail for the full week

RECOMMENDED - APPROVAL

(iv) At the Continental Market and Fair it is proposed to have a TC Gazebo on the Marina with the pop up front desk and a couple of seats to be used as an Event Information Office and TC branded. The Harbour Team will be asked if they wish to be involved in this and if they can assist in any way.

RECOMMENDED - APPROVAL

(v) The cost to brand the pop up desk and a sign for the gazebo is approx. £250 but if dates are kept off these can then be used for future events.

RECOMMENDED - APPROVAL

(vi) Street Theatre for 2 days on the Friday and Saturday at a cost of approx. £1500

RECOMMENDED - APPROVAL

- (vii) Gerard Richardson is also looking into the possibility of bringing a double decker bus bar to the event. They would take the bar revenue but his shop would sponsor part of the cost and use the top deck as a corporate drop in for clients.

Alternatively the Council could either take the sponsorship on or split the cost and the days. The cost of hiring the bus is estimated at approx. £1500 plus approx £300 for refreshments for guests.

RECOMMENDED – That this be noted and considered again when full details are available

It was proposed by Councillor Gill and seconded by Councillor E Dinsdale that the recommendations contained in 2 (i) to (vii) above be approved. A vote was held and it was unanimously

RESOLVED - That the recommendations contained in 2 (i) to (vii) above be approved.

3. TALL SHIP EVENT IN AUGUST 2023

- (i) Following the successful visit of the Tall Ship HMS La Malouine in August dates are awaited for Tall Ship events in Barrow and Liverpool in 2023. It is likely that visits to Whitehaven will be for a couple of days midweek rather than the weekend but if it is possible to secure 2 Tall Ships (same one as this year plus a replica of HMS Pickle) it is suggested that stalls be invited along the harbour front and this would be a joint event with Whitehaven Harbour Commissioners and Whitehaven Marina and led by Whitehaven Town Council.

The costs of this are estimated as follows:-

2 security guards for 2 nights security from 8.00pm to 6.00am –
£350.00

£200 for Whitehaven Brass Band

£400 for sea shanties

Dancers for the Hornpipe – no charge use local schools

RECOMMENDED – APPROVAL

It was proposed by Councillor Gill and seconded by Councillor E Dinsdale that the recommendations contained in 3 (i) above be approved. A vote was held and it was unanimously

RESOLVED - that the recommendations contained in 3 (i) above be approved.

4. MARKETING BUDGET AND SCHEDULE

- (i) Gerard will be talking to Sellafield about increasing their support for these events which in turn will alleviate some of the cost.
- (ii) In Cumbria – 2 adverts covering the March and May 2023 Editions with a request for an editorial piece on the Council’s ongoing events to enhance town centre trade. Cost approx. £5-£600

RECOMMENDED - APPROVAL

- (iii) Whitehaven News print and online package to promote the Summer Fair. No quote has been received for this yet but it is suggested that no more than £1,000 is spent direct with them across their various online and print titles as a one off promotion to run 2 weeks prior to the summer fair.

RECOMMENDED - APPROVAL

- (iv) Cumbria Guide – The same as for 2022 for the regular adverts plus £600 to support their live walkabouts and online direct promotions.

RECOMMENDED - APPROVAL

- (v) Facebook – Recommended that £400 for the year to enhance and promote selected TC posts in bundles of £50

RECOMMENDED – APPROVAL AND THAT THIS BE LINKED WITH INSTAGRAM

- (vi) CFM – recommended that spend approx. £1500 for a good one week spread prior to the fair

RECOMMENDED - APPROVAL

- (vii) Gerard is happy to donate £300 of the local books for the Council to offer to BBC Cumbria if they would like to do some giveaways while monitoring our events

NOTED

- (viii) It is suggested that the Harbour Commissioners be asked to contribute £300 towards the marketing costs. The content of all adverts will be scripted by the Town Council but will acknowledge the Harbour Commissioners.

RECOMMENDED - APPROVAL

It was proposed by Councillor E Dinsdale and seconded by Councillor Maudling that the recommendations contained in 4 (i) to (viii) be approved. A vote was held and it was unanimously

RESOLVED - That the recommendations contained in 4 (i) to (viii) be approved.

2111/22 Concerns about the Level of Service provided to the people of Whitehaven by GP Practices and Dentists

Further to Minute 2081/22 it was reported that CBC's Overview and Scrutiny Committee were meeting on 29th September 2022 to discuss their ongoing and future Task and Finish Groups and to consider a suggestion that Copeland create a similar Group to Allerdale.

Councillor Roberts had also informed the Clerk that he had recently attended Allerdale Borough Council's Overview and Scrutiny Committee Meeting and that the finalised report by their Task and Finish Group on this issue would be presented to their next meeting on 14th October 2022 which Councillor Roberts would be attending and would be reporting back to the Council on the result. There were no decisions made as these were information items.

2112/22 Councillor Ward Matters

- i. Councillor Hayes said there had been a problem with rats on Kells but that CBC was on the case
- ii. Councillor Gill said that after years and years he had been working closely with County Councillor Mike Hawkins regarding the roads and that the work was going to be done this financial year
- iii. Councillor E Dinsdale said that he had been updated by a resident and that the light issue was going to be resolved in the second week in October.
- iv. Councillor E Dinsdale said there were issues around recycling dates and the dates for collection constantly being broken
- v. Councillor Maudling complained about the lack of Post Office service in Whitehaven and said this Saturday WH Smiths had not been open at all and the previous Saturday it had closed at 12 noon and that this had been going on for some time and asked if the Town Council could send a message to the powers that be
- vi. Councillor O'Kane said that the situation at St James School is a typical thing of all primary schools in our area. He said at the bottom of Victoria Road it was horrendous and that he had put a formal complaint in to CCC to ask CCC to look at the situation at ST James. He said he had seen a Traffic Warden in town and had asked him to go up to St James at around 3.00pm but the Traffic Warden said he could not because in Whitehaven Traffic Wardens had to go around in pairs. Councillor O'Kane said that this cuts down the effectiveness of Traffic Wardens in Town. He said he had received an email from CCC to say the matter was closed. Councillor O'Kane referred to the need for a meeting with the Local Committee which was now urgent because next month there would be a full review for Whitehaven and he said the whole town needed a complete review and unless the Council did something nothing would get done. Councillor O'Kane said the Council must meet with the Local Committee. Councillor Maudling said the Council would ask for an urgent meeting

with the Local Committee. Councillor O’Kane asked the Clerk to find out the dates for the TRO.

- vii. Councillor O’Kane said that the hedges at Bleach Green had still not been cut and were a disgrace.
- viii. Councillor G Dinsdale referred to the allotment site at Cartgate and said it had lots of trees growing out of the hedges. The Assistant Clerk said they were cut twice a year but that she would ask the Rangers to have a look at it.

2113/22 Date Time and Place of next Meeting

The next Council Meeting would be on 27th October 2022 at 6.00pm at the Beacon Portal, Whitehaven.

The Meeting closed at 8.00pm



Chairman