

WHITEHAVEN TOWN COUNCIL

Minutes of the Annual Council Meeting held on the 26th May 2022

Present: Councillor C Hayes; Councillor R Gill; Councillor J Carr; Councillor E Dinsdale; Councillor G Dinsdale; Councillor C Maudling; Councillor J Rayson; Councillor R Redmond; Councillor G Roberts; Councillor G Stevens

M. Jewell, Clerk and Responsible Financial Office

Member of the Press

2006/22 **Introduction**

The Chairman welcomed everyone to the Annual Meeting of Whitehaven Town Council. He said it had been an honour to be Mayor for the Town Council this year and that he had enjoyed every minute of it. He thanked all the Councillors for their help during the past year which apart from everything else being challenging had been challenging for him on a personal note. He also thanked the Clerk and Assistant Clerk.

2007/22 **Appointment of Chairman (Mayor) for 2022/23**

Councillor Hayes asked for nominations for the position of Chairman (Mayor) for 2022/23.

Councillor Gill nominated Councillor Graham Roberts and this was seconded by Councillor Hayes.

Councillor Maudling asked to make a point of order and said he would like an explanation as to why one of the Clerks had approached other Councillors to vote for Councillor Roberts. The Clerk said she had not approached anybody but had heard rumours of Councillors asking other Councillors to vote for them.

Councillor Gill said he had nominated Councillor G Roberts because he had been on the Council from day one. He said he was well known in the town and had supported every one of the Council's functions so he was happy to move Councillor Roberts to be the Chairman for the ensuing year. Councillor Hayes seconded this.

Councillor Maudling asked to make another point of order that Councillor Roberts had already been Mayor and Deputy Mayor.

Councillor Gill said that you could have the same Mayor all year every year and Cleator Moor had had the same Mayor for 8 years and that because you've held office doesn't mean you can't hold it twice. He said Councillor O'Kane had held it for 3 years.

Councillor Maudling said he opposed that and whilst there may not be anything political the Council was a clique.

Councillor Hayes asked if there were any other nominations and Councillor Rayson nominated Councillor Charles Maudling and this was seconded by Councillor G Dinsdale

A vote was held and 4 Councillors voted for Councillor Roberts and 6 Councillors voted for Councillor Maudling.

Councillor Gill and Councillor Hayes congratulated Councillor Maudling on his appointment as Chairman (Mayor).

RESOLVED – That Councillor Maudling be appointed Chairman (Mayor) for 2022/23. Councillor Maudling took the Chair and signed the Declaration of Acceptance of Office.

2008/22 Appointment of Deputy Chairman (Deputy Mayor) for 2022/23

The Chairman asked for nominations for the position of Deputy Chairman (Deputy Mayor) for 2022/2023 and the following were received:-

1. Councillor Gill nominated Councillor C Hayes and this was seconded by Councillor Carr
2. Councillor G Dinsdale nominated Councillor E Dinsdale and this was seconded by Councillor Maudling

A vote was held and 5 Councillors voted for Councillor Hayes and 5 Councillors voted for Councillor E Dinsdale. The Chairman exercised his casting vote and voted for Councillor E Dinsdale

RESOLVED - That Councillor E Dinsdale be appointed Deputy Chairman (Deputy Mayor) for 2022/23 and he signed the Declaration of Acceptance of Office.

2009/22 Apologies for Absence

Apologies for absence were received from:-

Councillor B O’Kane

Previous Engagement

Councillor C Walmsley

Family Commitment

It was proposed by Councillor Hayes and seconded by Councillor Roberts 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

2010/22 **Declarations of Interest**

Councillor Maudling declared an interest in Item 8 as he was a member of CBC's Planning Panel

Councillor Roberts declared an interest that he was a member of CCC

2011/22 **Minutes of the Council Meeting held on 28th April 2022**

It was proposed by Councillor Gill and seconded by Councillor Hayes that the Minutes of the Council Meeting held on 28th April 2022 be approved and signed by the Chairman as a correct record. A vote was held and 8 Councillors voted for the proposal and 2 Councillors abstained

RESOLVED – That the Minutes of the Council Meeting held on 28th April 2022 be approved and signed by the Chairman as a correct record

2012/22 **Public Participation**

There was no public participation

2013/22 **Planning Applications**

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

Councillor Stevens referred to application 4/22/2217/0F1 – Land to the West of Valley View Road. She said there was Storey Homes work going on at the back of Valley View Road. She said she had not had any planning training yet but had done her best to look at this and that she had some concerns but that she understood that a reply was not required by CBC until June. She said she would like to have some more time to continue to look at it. She said she was concerned that they had not taken into account the potential for mine workings underneath the existing site and that there was no map with the planning details given.

Councillor Gill said he was concerned about this because they built Storey houses on the top of Wilson Pit and there had been a JCB which had fallen into a shaft which had subsequently been filled in. The Clerk suggested to Councillor Stevens that in the circumstances she should send her comments direct to CBC.

- i. It was proposed by Councillor Gill and seconded by Councillor Carr that they as a Council having heard the concerns of the Ward Councillor, support the Ward Councillor however she decides to pursue it so that there would be full Council support. A vote was held and it was unanimously
- ii. **RESOLVED** – That the Council having heard the concerns of the Ward Councillor, support the Ward Councillor however she decides to pursue it so that there would be full Council support.

- iii. It was proposed by Councillor Maudling and seconded by Councillor Gill that CBC be informed that following consideration of the remainder of the planning applications on Appendix 1 there were no further representations.

RESOLVED – That CBC be informed that following consideration of the remainder of the Planning Applications on Appendix 1, there were no further representations.

2014/22 Finance Report

The Council considered a Finance Report.

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

Cumbria Media	£68.00 for uploading to website
Cumbria Loos	£418.80 for hire of toilets for Leyland Bus Bus Event in May 2022
PHP Architects	£4,069.20 for additional service in relation to prolonged planning input relating to conservation officer's requests plus travelling expenses
POD Signs	£600 Jubilee photos for the Photographic Exhibition

It was proposed by Councillor Gill and seconded by Councillor Roberts 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.

2015/22 Annual Governance and Accountability Return 2021/22

The Council considered a report on the Annual Governance and Accountability Return for 2021/22 and the recommendations in paragraph 4.1 (i) to (v) of the Report

- 4.1(i) It was proposed by Councillor Gill and seconded by Councillor Hayes that Section 1 – The Annual Governance Statement 2021/2022 be approved by the Council and signed by the Chairman and the Clerk and the Minute number inserted. A vote was taken

and it was unanimously

RESOLVED - That Section 1 - The Annual Governance Statement 2021/2022 be approved and signed by the Chairman and the Clerk and the Minute number inserted.

- 4.1(ii) It was proposed by Councillor Gill seconded by Councillor Hayes that Section 2 – the Accounting Statements 2021/2022 be approved by the Council and signed by the Chairman and the Responsible Financial Officer and the Minute number inserted. A vote was taken and it was unanimously

RESOLVED – That the Accounting Statements 2021/2022 be approved by the Council and signed by the Chairman and the Responsible Financial Officer and the Minute number inserted.

- 4.1(iii) It was proposed by Councillor Gill and seconded by Councillor Hayes that the Annual Internal Auditor’s Report be approved. A vote was taken and it was unanimously

RESOLVED – That the Annual Internal Auditor’s Report be approved

- 4.1(iv) It was proposed by Councillor Gill and seconded by Councillor Hayes that the Annual Return be advertised for public inspection to comply with the timescales and requirements in paragraph 2.2(iv) of the report. A vote was held and it was unanimously

RESOLVED – That the Annual Return be advertised for public inspection to comply with the timescales and requirements of paragraph 2.2 (iv) of the report and Councillors be sent a copy of the Notice.

- 4.1(v) It was proposed by Councillor Gill and seconded by Councillor Hayes that the completed and approved Annual Governance and Accountability Return 2021/2022 be submitted to PKF Littlejohn as soon as soon as possible following the Council meeting. A vote was taken and it was unanimously

RESOLVED – That the completed and approved Annual Governance and Accountability Return 2021/2022 be submitted to PKF Littlejohn as soon as possible following the Council Meeting.

2016/22 Council’s Bank Account

The Council considered a report on the Council’s Bank Account and the 4 authorised signatories. It was proposed by Councillor Hayes and seconded by Councillor Maudling that Councillor C Hayes, Councillor R Gill, Councillor B O’Kane and Councillor G Roberts continue to be authorised signatories. A vote

was held and it was unanimously

RESOLVED – That Councillor C Hayes, Councillor R Gill, Councillor B O’Kane and Councillor G Roberts continue to be authorised signatories.

2017/22 **Consideration of Recommendations made by a Committee**

The Council considered a report on recommendations made by the Policy and Resources Committee on 13th October 2021. It was proposed by Councillor Gill and seconded by Councillor Hayes that the recommendations made by the Policy and Resources and Finance Committee on 13th October 2021 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 on 13th October 2021 be noted and approved.

2018/22 **Review and Adoption of Standing Orders**

The Council considered a report on the review and adoption of Model Standing Orders which contained amendments made by NALC.

It was proposed by Councillor Gill and seconded by Councillor Hayes that the Model Standing Orders be approved with the amendments made by NALC and adopted and that they be further reviewed at the next Annual Meeting in May 2023 unless in the meanwhile amendments are made by NALC in which case they will be referred to Council at that time.

A vote was held and it was unanimously

RESOLVED – That the Model Standing Orders be approved with the amendments made by NALC and adopted and that they be further reviewed at the next Annual Meeting in May 2023 unless in the meanwhile amendments are made by NALC in which case they will be referred to Council at that time.

2019/22 **Review and Adoption of Financial Regulations**

The Council considered a report on the review and adoption of Model Financial Regulations which were last approved by the Council in May 2021. No amendments had been made by NALC since that time. It was proposed by Councillor Gill and seconded by Councillor Maudling that the Model Financial Regulations be approved and adopted and that they be further reviewed at the next Annual Meeting in May 2023 unless in the meanwhile amendments are made by NALC in which case they will be referred back to Council at that time. A vote was held and it was unanimously

RESOLVED - That the Model Financial Regulations be approved and adopted and that they be further reviewed at the next Annual Meeting in May 2023 unless in the meanwhile amendments are made by NALC in which case they will be referred back to Council at that time.

2020/22 **Review and Adoption of Code of Conduct**

The Council considered a report on the Code of Conduct shown at Appendix 1 to the report which had been last reviewed and adopted on 27th May 2021. The Clerk reported that since writing the report information had been received from CALC that both Allerdale and Copeland were looking to adopt a revised Code of Conduct and that this would be passed to Town and Parish Councils for them to adopt so that there would be a consistent approach. It was proposed by Councillor Gill and seconded by Councillor Hayes that the Code of Conduct be approved and adopted without amendment and that it be reviewed at the next Annual Meeting in 2023 or earlier if a revised Code of Conduct is received. A vote was held and it was unanimously

RESOLVED – That the Code of Conduct be approved and adopted without amendment and that it be reviewed at the next Annual Meeting in 2023 or earlier if a revised Code of Conduct is received.

2021/22 **Chairman's Allowance**

The Council considered a report on the Chairman's Allowance for 2022/23. It was proposed by Councillor Gill and seconded by Councillor Maudling that the Mayors Allowance of £3,063 be approved as stated in paragraphs 2.1 and 2.2 of the Report. A vote was held and it was unanimously

RESOLVED – That the Mayors Allowance of £3,063 be approved as stated in Paragraphs 2.1 and 2.2 of the report.

2022/22 **Appointments to Committees**

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

Staffing Committee:

Councillor Maudling
Councillor E Dinsdale
Councillor Rayson
Councillor Hayes
Councillor Gill
Councillor Stevens

Policy and Resources and Finance Committee:

Councillor Gill
Councillor Hayes
Councillor E Dinsdale
Councillor Stevens
Councillor Carr

It was proposed by Councillor Maudling and seconded by Councillor Hayes that the Councillors named above be appointed to sit on the Standing Committees. A vote was held and it was unanimously

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

2023/22 **Adoption of Terms of Reference for Committees**

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

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

2024/22 **Appointment to Advisory Groups**

- i The Council considered a report on appointments to the Council's various Advisory Groups and approval of the Terms of Reference for the Advisory Groups which had last been approved by the Council in May 2021. The Clerk asked for volunteers to sit on the various Advisory Groups and the following put their names forward:-

Whitehaven in Bloom Advisory Group

Councillor E Dinsdale
Councillor G Dinsdale
Councillor Hayes
Councillor Rayson

Events Advisory Group

Councillor E Dinsdale
Councillor Hayes
Councillor Maudling
Councillor Stevens
Gerard Richardson (co-opted)

Allotments Advisory Group

Councillor Gill
Councillor Rayson
Councillor G Dinsdale
Councillor E Dinsdale

Councillor Hayes

Steering Group on Office Accommodation

Councillor Gill

Councillor Roberts

Councillor Hayes

Councillor E Dinsdale

Councillor Carr

It was proposed by Councillor Hayes and seconded by Councillor Roberts that the Councillors named above be appointed to sit on the Advisory Groups. A vote was taken and it was unanimously

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

- ii It was proposed by Councillor Gill and seconded by Councillor Roberts 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.

2025/22 **Review of Subscriptions to Other Bodies**

The Council considered a report on Subscriptions to Other Bodies giving details of the subscription to CALC. It was proposed by Councillor Maudling and seconded by Councillor Gill that the position regarding the subscription to other bodies be noted and approved and the subscription of £1,914.98 to CALC for 2022/23 be paid. A vote was held and it was unanimously

RESOLVED - That the position regarding the subscription to other bodies be noted and approved and the subscription of £1,914.98 to CALC for 2022/23 be paid.

2026/22 **Review of Representations on or work with External Bodies and Arrangements for reporting back**

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

RESOLVED – That whenever the Chairman attends the Harbour Users Group

Meetings he reports back to the next full Council Meeting.

2027/22 Confirmation of Insurance Cover

The Council considered a report confirming the Council's Insurance Cover that the Council had recently agreed to renew for a 5 year period.(Minute 1988/22 refers). It was proposed by Councillor Maudling and seconded by Councillor G Dinsdale that the Insurance Policy be noted and approved. A vote was held and it was unanimously

RESOLVED – That the Insurance Policy be noted and approved.

2028/22 Combined Health and Safety Policy and Risk Assessment

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

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

2029/22 Review of S137 Expenditure

The Council considered a report on Section 137 expenditure which was shown at Appendix 1 to the report. It was proposed by Councillor Gill and seconded by Councillor Hayes that the S137 expenditure shown at Appendix 1 to the report be approved. A vote was held and it was unanimously

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

2030/22 Risk Assessment and Management (Financial and Operational)

The Council considered a report on Risk Assessment and Management (Financial and Operational) shown at Appendix 1. It was proposed by Councillor Gill and seconded by Councillor Hayes that the Risk Assessment Policy shown at Appendix 1 of the report be approved. A vote was taken and it was unanimously

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

2031/22 Review of Asset Register

The Council considered a report on the Asset Register shown at Appendix 1 of the report which was last approved on 27th May 2021. It was proposed by Councillor Hayes and seconded by Councillor G Dinsdale that the Asset Register shown at Appendix 1 of the report be approved and be further reviewed at the Annual Meeting in 2023. A vote was held and it was unanimously

RESOLVED - That the Asset Register shown at Appendix 1 of the report be approved and be further reviewed at the Annual Meeting in 2023.

2032/22 **Review of Social Media Policy**

The Council considered a report on its Social Media Policy as shown at Appendix 1 of the report which was approved and adopted by the Council on 7th August 2020 and reviewed and adopted at the Annual Meeting on 27th May 2021.

It was proposed by Councillor Gill and seconded by Councillor Hayes that the Social Media Policy shown at Appendix 1 of the report be approved and adopted without amendment and be reviewed at the Annual Meeting in 2023. A vote was held and 8 Councillors voted for the proposal and 2 Councillors abstained.

RESOLVED – That the Social Media Policy shown at Appendix 1 of the report be approved and adopted without amendment and reviewed at the Annual Meeting in 2023.

2033/22 **Time and Place of ordinary Council Meetings up to and including the next Annual Meeting**

The Council considered a list of the times and place for ordinary Council meetings up to and including the next Annual Meeting. It was proposed by Councillor Hayes and seconded by Councillor Gill that the list be approved. A vote was taken and it was unanimously

RESOLVED - That the list be approved.

2034/22 **Date Time and Place of next Meeting**

The next Council Meeting would be on 30th June 2022 at 6.00pm at the Beacon Portal, Whitehaven

IN PRIVATE

2035/22 That prior to the following item of business the Chairman moved the following resolution: -

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

Councillor Hayes proposed this and Councillor Roberts seconded it. A vote was held and it was unanimously

RESOLVED – That in view of the special or confidential nature of the business about to be transacted it is advisable in the public interest that the public and press be instructed to withdraw from the Meeting. All members of the public and press then left the Meeting.

2036/22 **Ward Grant Application** - TCC

The Council considered a Councillor Ward Grant Application from TCC for £250.00. The reason the grant was before Council was that it was s137 Expenditure and a Council resolution was required to confirm that the grant complied with the provisions of s 137 of the Local Government Act 1972. It was proposed by Councillor Hayes and seconded by Councillor Maudling that a Councillor Ward Grant of £250.00 be awarded to TCC and that the grant complied with the provisions of the Local Government Act 1972. A vote was held and it was unanimously

RESOLVED – That a Councillor Ward Grant of £250.00 be awarded to TCC and that the grant complied with the provisions of the Local Government Act 1972.

The Meeting closed at 7.00pm

Chairman

