

# WHITEHAVEN TOWN COUNCIL

**Clerk to the Council:**

Marlene Jewell

Telephone: 01946 67366

**Chairman:**

Councillor Graham Roberts

**To: Members of the Whitehaven Town Council**

You are duly **SUMMONED** to attend a meeting of the **WHITEHAVEN TOWN COUNCIL** which will be held at

**Venue: THE ENNERDALE ROOM, WHITEHAVEN CIVIC HALL, LOWTHER STREET, WHITEHAVEN**

**Date: Thursday 31st January 2019**

**Time: 6.30pm**

Signed.....*Marlene Jewell*.....Dated *25<sup>th</sup> January 2019*  
Marlene Jewell, Clerk

## AGENDA

### 1. Apologies for Absence

To receive apologies for absence

### 2. Declarations of Interest

To receive declarations of interests 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. Minutes of the Council Meeting held on 29<sup>th</sup> November 2018

### 4. Minutes of the Extraordinary Council Meeting held on 13<sup>th</sup> December 2018

### 5. Minutes of the Extraordinary Council Meeting held on 17<sup>th</sup> January 2019

- 6. Public Participation**
- 7. Planning Applications**
- 8. Finance Report**
- 9. Office Accommodation – Chairman to give a report**
- 10. Whitehaven in Bloom**
- 11. Christmas Lights Infrastructure**
- 12. Budget for 2019/20**
- 13. Councillor Matters**
- 14. Date and time of next meeting**

# WHITEHAVEN TOWN COUNCIL

## Minutes of the Council Meeting held on 29th November 2018

**Present:** Councillors G Roberts (Chairman); J Forster; R Gill; C Hayes; J Kane; C Maudling; B O’Kane; C Walmsley

M. Jewell, Clerk and Responsible Financial Officer

V Gorley, Trainee Assistant Town Clerk

Members of the Public

### **1155/18** Apologies For Absence

Apologies for absence were received from Councillor Poland and Councillor Rayson

### **1156/18** Declarations of Interest

Councillor Maudling declared that he was a member of CBC’s Planning Panel. Councillor Roberts declared an interest in Item 16 as he was a member of Cumbria County Council.

### **1157/18** Minutes of the Council Meeting held on 25<sup>th</sup> October 2018

It was proposed by Councillor Gill and seconded by Councillor Hayes that the Minutes for the Council Meeting on 25<sup>th</sup> October 2018 be approved and signed by the Chairman as a correct record.

**RESOLVED** – That the Minutes of the Council Meeting on 25<sup>th</sup> October 2018 be approved and signed by the Chairman as a correct record.

### **1158/18** Minutes of the Extraordinary Council Meeting held on 8<sup>th</sup> November 2018

It was proposed by Councillor Gill and seconded by Councillor Maudling that The Minutes of the Extraordinary Council Meeting on 8<sup>th</sup> November 2018 be approved and signed by the Chairman as a correct record.

**RESOLVED** – That the Minutes of the Extraordinary Council Meeting on 8<sup>th</sup> November 2018 be approved and signed by the Chairman as a correct record.

**1159/18**      **Minutes of the Extraordinary Council Meeting held on 15<sup>th</sup> November 2018**

It was proposed by Councillor Roberts and seconded by Councillor Gill that the Minutes of the Extraordinary Council Meeting on 15<sup>th</sup> November 2018 be approved and signed by the Chairman as a correct record.

**RESOLVED** – That the Minutes of the Extraordinary Council Meeting held on 15<sup>th</sup> November 2018 be approved and signed by the Chairman as a correct record.

**1160/18**      **Public Participation**

There was no public participation

Councillor Kane and Councillor O’Kane entered the meeting at this point

**1161/18**      **Planning Applications**

The Council considered a report on planning applications received and shown at Appendix 1.

The Council made no representations about any of the planning applications and it was:-

**RESOLVED** – That CBC’s Planning Department be informed that the Council had no objections/representations to make on the planning applications shown at Appendix 1.

**1162/18**      **Financial Report**

The Council considered a Financial Report.

(i) Since the Agenda had gone out it was reported that 2 further invoices had been received from Amberol in the sum of £8,315.81 and the Information Commissioners in the sum of £40.00 It was proposed by Councillor Hayes and seconded by Councillor Forster that the invoices shown at Appendix 1 and the two extra invoices be approved and paid.

**RESOLVED** – That the invoices shown at Appendix 1 including the two extra invoices be approved and paid.

(ii) It was reported that the first three invoices listed on Appendix 1 were to reimburse Councillor O’Kane for items of local interest he had purchased to present to the Mayor of Memphis during a recent appointment in Memphis with him. (Whitehaven is a community in Memphis Tennessee). Councillor O’Kane said that if Members did not feel it was appropriate to pay this



expenditure then he was willing to pay for the items himself. He said he would take no part in any discussion or vote on this. The Council considered that it was appropriate that Councillor O’Kane should be reimbursed as it was fostering good relations world- wide. It was proposed by Councillor Gill and seconded by Councillor Maudling that the expenditure be reimbursed and (with the exception of Councillor O’Kane who took no part) it was unanimously

**RESOLVED** – That the expenditure be reimbursed.

(iii) The Council considered Appendices 2 and 3 relating to the Cashbook and Income and Expenditure.

It was proposed by Councillor Roberts and seconded by Councillor Gill that Appendices 2 and 3 be approved and noted.

**RESOLVED** – That the Cash Book and Income and Expenditure shown at Appendices 2 and 3 be approved and noted.

(iv) It was reported that CBC had requested funding of £2,000 in respect of the 2 Christmas Markets on 8th and 15th December 2018. Following a discussion on this it was proposed by Councillor Gill that the £2000 be not paid and this was seconded by Councillor Kane

Councillor O’Kane made an amended proposal that £1,000 be paid and this was seconded by Councillor Hayes.

A vote was held on the amended proposal and 3 Councillors voted for and 5 Councillors voted against the amended proposal.

**RESOLVED** – That the amended proposal failed and that £1,000 be not paid

The original proposal was then considered and 5 Councillors voted for the proposal and 3 Councillors voted against

**RESOLVED** – That the original proposal be approved and £2,000 be not paid

1163/18

### **Allotment Report**

The Council considered a report on Allotments and considered action that had been taken contained in paragraphs 2.1 to 2.7 of the Report and a recommendation contained in paragraph 2.8 to allow the installation of a chemical toilet on Cartgate Allotment Site.

It was proposed by Councillor Gill and seconded by Councillor Walmsley that paragraphs 2.1 to 2.7 be noted and approved and that the recommendation to allow the installation of a chemical toilet on Cartgate Allotment Site be approved

**RESOLVED** – That paragraphs 2.1 to 2.7 of the report be noted and approved and that approval be given for the siting of a chemical toilet on Cartgate

Allotment Site.

**1164/18**     **Update on Community Plan**

The Council considered an update on the Community Plan following a recent meeting with ACTION with Communities. The next meeting with ACTION with Communities would be on 9<sup>th</sup> January at 6.00pm.

**RESOLVED** – That this be noted and approved

**1165/18**     **Whitehaven in Bloom**

The Council considered a report on Whitehaven in Bloom following recent meetings of the Advisory Group.

Following a discussion on this it was proposed by Councillor Gill and seconded by Councillor Hayes that the report be noted and approved and that the recommendations in paragraphs 2.11.1 to 2.11.4 of the report be approved together with Councillor Hayes' offer to pay the £16 for the Christmas tree

**RESOLVED** – That the report be noted and approved and that the following recommendations be approved:-

1. An extra Christmas Tree be purchased at a cost of £16.00 and be placed with the ones already donated. This to be paid for by a donation from Councillor Hayes
2. To purchase 4 x barrier baskets to be placed on the window ledges at Wilkinsons to combat anti-social behaviour
3. That the Council makes a resolution that in accordance with Financial Regulations 18, Regulation 11 be suspended to allow the Council to purchase the additional window planters and self- watering baskets from the preferred supplier of Amberol
4. Based on quotes received and on quality that the Council makes a resolution that in accordance with Financial Regulation 18, Regulation 11 be suspended to allow the Council to purchase all plants and flowers for 2019/2020 from the preferred supplier of Bennett Brothers

Councillor O'Kane thanked the 2 volunteers on the Whitehaven in Bloom Advisory Group for all their input and from Copeland operatives for their help.

**1166/18**     **Feedback on Remembrance Sunday**

It was reported that despite atrocious weather it had been a very successful day with large crowds attending and it had been good to see so many children being involved.

The pie and pea lunch in the Civic Hall following the Church service was a success with people commenting on how enjoyable it had been.

There was left over pie and this was donated to The Foyer on Irish Street.

Thanks were given to Reays coaches who supplied, free of charge, a fully liveried Remembrance day coach to transport people to the Church and back to the Civic Hall.

The Chairman gave his personal thanks to The Clerk and the Trainee Assistant Clerk for all their hard work in arranging Remembrance Sunday and the lunch.

There was no decision on this as it was an information item.

**1167/18**     **Feedback from Christmas Lights Switch on**

Charles Maudling a member of the Christmas Festivities Committee reported on the Christmas Lights switch on and said

- The event was well supported
- Santa's Sleigh had been visited by 1241 children
- There had been a lot of good feedback on social media
- The entertainment went well
- There had been 1 lost child who was quickly reunited with a parent
- The total cost had been £8234 and the Committee had raised £3314
- The collection on the day for Parkinsons had raised £179.00
- Thanks were given to WTC for their support
- Special thanks were given to Brian Holmes and his team
- Thanks were given to WTC staff for their help
- Thanks were given to the Mayor of WTC for switching the lights on

Councillor Gill thanked Charles Maudling and the Christmas Festivities Committee for all they had done in organising a successful event.

There was no decision on this as it was an information item.

**1168/18**     **WTC Advertisement Boards for Whitehaven AFC**

Further to Minute 1065/18 the Council considered designs that had been created for the advertisement board.

It was proposed by Councillor Gill and seconded by Councillor Kane that the design on page 40 of the report be accepted subject to the words "Supporting Whitehaven AFC " being in bold.

**RESOLVED** – That the design on page 40 of the Report be accepted subject to the words “Supporting Whitehaven AFC” being in bold.

**1169/18**     **The Guide Media Group**

The Council considered an email received from The Guide Media Group offering advertisements in The Guide for Feb/March, April-May, June-July, Aug-Sept, Oct-Nov. The cost of a ½ page advert for these 5 editions would be £2675 with art work (if required) for the five editions costing £180. This would be supported with editorials to accompany the Council’s adverts at no extra cost. There would also be online and media support throughout.

Following a discussion it was proposed by Councillor Gill and seconded by Councillor Maudling that the Council take out advertisements in the Guide for the 5 periods stated at a cost of £2675.00 plus any art work costs required. A vote was held and 6 Councillors voted for this proposal and 2 Councillors voted against.

**RESOLVED** – That the Council take out 5 ½ page advertisements in The Guide for 2019 for the Feb-March, April-May, Aug-Sept and Oct-Nov editions at a cost of £2675.00 plus any art work costs to a maximum of £180.

**1170/18**     **Meeting with CCC Local Committee**

The Chairman said he had spoken to Keith Hitchen, the Chairman of CCC Local Committee who said he would welcome a meeting with WTC. So it was up to the Council to decide how it wished to approach the Local Committee.

Councillor Gill urged all Councillors to attend the 3-tier meeting to be held on 6<sup>th</sup> December 2018 at 6.00pm in the Copeland centre.

Councillor O’Kane proposed that when the CCC Local Committee examine any issues affecting the Whitehaven area that they consult with WTC prior to any decisions being made. This was seconded by Councillor Gill

**RESOLVED** – That when the CCC Local Committee examine any issues relating to the Whitehaven area that they consult with WTC prior to any decisions being made.

**1171/18**     **Whitehaven A595 Consultation Response Form**

The Council considered a Whitehaven A595 consultation Response Form which needed to be returned to Newcastle by 19<sup>th</sup> December 2018 and it was

**RESOLVED** -That Councillors consider the form and send their comments to the Clerk in the next few days so that they can be forwarded to Highways England.

**1172/18**      **Whitehaven Academy**

The Chairman read out an email from Julie Rayson regarding the public meeting that had taken place at Whitehaven Academy the previous week and considered an article in the Whitehaven News about the public meeting. The Council considered that there were no answers only criticisms  
The Council wished to support the parents and register its concerns about what was happening in the school and how things were going for the future and it was

**RESOLVED** – That a letter be sent from the Council to Damien Hinds to register the Council’s support for the parents and to express the Council’s concerns about what has happened and how things will go for the future.

**1173/18**      **Councillor Matters**

- i. Councillor Kane referred again to the state of Castle Park
- ii. Councillor Kane referred to outside Union Hall and the fact that there was no pavement for pedestrians and they had to walk on the road. The Clerk said this was a County Council matter.
- iii. Councillor Maudling said that Donald Dixon had been complaining that he had been getting muck in his shop from this.
- iv. Councillor O’Kane asked that Craig McCarron from CCC be asked if he could attend regular meetings with WTC.
- v. Councillor Maudling referred to St Nicholas which he said had been talked about already.
- vi. Councillor Hayes said he had a meeting a week later with the people of Kells to go through things.
- vii. Councillor O’Kane said that he had had an email from Rev Jackson to say that he was closing the café at St Nicholas for 2 days because of anti social behaviour and that the Council should be looking to having a joint meeting with everyone concerned because the behaviour in Whitehaven town centre was becoming beyond reproach.
- viii. Councillor Maudling said the Police Commissioner was going to be in Tesco’s at Whitehaven next Friday between 9.30am and 11.00am.

**1174/18**      **Date and Time of next Meeting**

That the date of the next Council Meeting be Thursday 31<sup>st</sup> January at 6.30pm

**1175/18**      **IN PRIVATE**

That prior to the following items 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.

**RESOLVED** – That the public and or press withdraw from the room.

**1176/18**    **Office Accommodation**

Further to Minute 1154/18 the present position with respect to the building survey was noted.

**RESOLVED** – That the matter be fully discussed at a future meeting of the Council when more information is available and that Councillor O’Kane and Councillor Maudling arrange to meet with BEC.

The meeting closed at 8.30pm

Chairman



# WHITEHAVEN TOWN COUNCIL

## Minutes of the Extraordinary Council Meeting held on 13<sup>th</sup> December 2018

**Present:** Councillors G Roberts (Chairman); Councillor Forster; Councillor Hayes; Councillor Gill; Councillor Kane; Councillor O’Kane; Councillor Lowrey; Councillor Rayson; Councillor Walmsley

M Jewell Clerk and Responsible Financial Officer

V Gorley Trainee Assistant Town Clerk

Kevin Murphy from West Cumbria Mining

### **1177/18 Apologies For Absence**

An apology for absence was received from Councillor Maudling

### **1178/18 Declarations of Interest**

Councillor Roberts declared that he was a member of Cumbria County Council

### **1179/18 Public Participation**

There was no public participation

### **1180/18 To consider the Amendments to the West Cumbria Mining**

#### **Application**

The Council previously supported the planning application from West Cumbria Mining.

The Council considered a report from West Cumbria Mining and heard a presentation from Kevin Murphy from West Cumbria Mining on the amendments to planning application no 4/17/9007. Following a discussion it was proposed by Councillor Gill and seconded by Councillor Hayes that the application and the amendments be endorsed and that the Council continue to support this application because of the area’s history and the benefit to the local economy.

**RESOLVED** – That the amendments to planning application no 4/17/9007 be supported by the Town Council and that the Cumbria County Council be informed.

**1181/18 IN PRIVATE**

Prior to the following items 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.

**RESOLVED** – That the public and press withdraw from the room

**1182/18 Office Accommodation**

The Council discussed a structural surveyors report with regards to office accommodation.

Following a discussion it was proposed by Councillor Gill and seconded by Councillor Lowrey that the building be purchased but that firstly the Clerk be asked to contact the Estate Agent to ask if there could be a reduction of £10,000 in the purchase price because of the cost of the repairs/improvements necessary to the building. If the answer is no then an offer be made to purchase the building at the asking price. A vote was taken and 7 Councillors were for the proposal, 1 Councillor was against and 1 Councillor abstained.

**RESOLVED** – (i) That the building be purchased but that firstly the Clerk contact the Estate Agents to ask if there could be a reduction of £10,000 in the purchase price because of the cost of repairs/improvements necessary to the building. If the answer is no then an offer be made to purchase the building at the asking price.

It was proposed by Councillor Gill and seconded by Councillor O’Kane that the Clerk be authorised subject to financial regulations to employ a local solicitor to deal with the conveyancing of the building.

**RESOLVED** – (ii) That the Clerk be authorised subject to financial regulations to employ a local solicitor to deal with the conveyancing of the building.

Councillor Rayson left the meeting at this point and did not return

**1183/18 Staff Pay Increase Report**

The Council considered a report on staff pay increases for 2019/2020

It was proposed by Councillor Gill and seconded by

Councillor Lowrey that the pay increases in recommendations 2 (i) and (ii) of



the report be approved.

**RESOLVED** – That the pay increases in recommendations 2(i) and (ii) of the report be approved.

The Meeting closed at 7.10pm

Chairman

# WHITEHAVEN TOWN COUNCIL

## Minutes of the Extraordinary Council Meeting held on 17<sup>th</sup> January 2019

**Present:** Councillors G Roberts (Chairman); Councillor Hayes; Councillor Kane; Councillor O’Kane; Councillor Rayson; Councillor Walmsley

M Jewell Clerk and Responsible Financial Officer

V Gorley Trainee Assistant Town Clerk

Representatives from St Begh’s Church

Representatives from Whitehaven Academy Action Group

Mr J Crewdson

### **1184/19 Apologies For Absence**

Apologies for absence were received from Councillor Forster, Councillor Gill, Councillor Lowrey and Councillor Poland

### **1185/19 Declarations of Interest**

Councillor Roberts and Councillor O’Kane declared that they were members of Copeland Borough Council

### **1186/19 Public Participation**

- i. Representatives of the Clergy from St Beghs Church attended to talk about the proposed development at Quay Street adjacent to the Chapel of St Gregory and St Patrick. They made the following points which they asked the Council to consider:-
  - The South wall of the Chapel will be exposed leaving a long blank wall without windows
  - There are no plans by the developers to maintain the exposed wall which could become an eyesore with graffiti
  - There is a plan for a public space but it is such a small space that users and those approaching the single storey reception jutting out from the block to the Chapel could be competing for room

- There are plans for landscaping the public space but nothing for the East front to the Chapel and its north side so creating disharmonious public space and access.
- History shows how important the Chapel has been to the educational and social history of Whitehaven
- The new build will conceal the multi storey car park but the Chapel will no longer stand out and will be overshadowed

Several conditions were suggested that could be placed on the developers and incorporated into the planning permission namely:-

- The provision of a window scheme to the south and west walls
- Landscaping and lighting of Chapel grounds
- Building of a porch to the north of the building to allow greater public accessibility
- The prohibition of parking spaces against the Chapel walls

The Council expressed their support and said they would be making a formal decision on the planning application at the Council meeting on 31<sup>st</sup> January 2019 and informing CBC accordingly.

ii. Representatives of the Whitehaven Academy Action Group attended to put certain things on record about the current situation at Whitehaven Academy:-

- On 1/12/18 CET took over but neither the parents nor the community had had any engagement with them. There was to be a meeting on 24<sup>th</sup> January 2109 but this was nearly 2 months after the takeover
- They were particulatly concerned because a lot of comparisons could be made with BrightTribe eg
  - a disappearing headmaster -
  - Implications for children
  - Lack of transparency
  - No of community engagement
  - For the meeting on 24<sup>th</sup> January 2019 questions had to be submitted in advance and this was not going to be genuinely responsive as CET had been talking to solicitors and PR people. The salary for a Deputy Head recently appointed had also increased
  - There is no local advisory board so there is no current governance structure in place
  - Finances were another concern – the CEO of CET has had a salary increase. They can set the figure themselves and that salary comes out of the education pot
  - There is a lack of improvement under CET
  - Mr Turner did improve things significantly while he was there

- Don't want what has happened in the past to happen again
- It took a long time for parents to be heard and parent did not need another 2 years of this

Councillor O'Kane said that this was a serious situation as it was the future of the kids in our town and a meeting should be asked for between the Education Authority the Town Council and the Borough Council and suggested waiting a month to have a review meeting to ask a range of people (MP, CET, CCC) to attend to answer questions.

- iii. A member of the public (JC) attended and said he was a supporter of Whitehaven Town Council. He said he had attended a meeting of the Council 2 or three years ago about the cleaning of the town and said it was not good enough and that the cleaning of the town was not to a good standard. He said he knew that this was CBC's responsibility. He made a request for a man to go round the town with a barrow to sweep up. He said the bus stop outside Wilkinsons was a mess. He said what it needed was a man with a brush and shovel as there had been in the past. He said it was also bad outside betting shops and pubs in the town and asked if the Council could support a man with a barrow to go round the town. He said a dirty town centre has an adverse effect on the town. Councillor Roberts said that this would be looked into.

#### **1187/19 Appointment of Internal Auditor**

The Council considered a report on the appointment of the internal auditor for 2019/20.

It was proposed by Councillor O'Kane and seconded by Councillor Hayes that Mrs Julie Hartley be appointed as internal auditor for 2019/20

**RESOLVED** – That Mrs Julie Hartley be appointed as the Council's internal auditor for 2019/20.

#### **1188/19 Grass Cutting Contract**

The Council considered a report on quotations that had been received for cutting areas of grass shown at Appendix 1 to the report. The lowest quotation was from Copeland Borough Council in the sum of £10,562.49. This did not include removal of the grass cuttings. The Council considered that where possible grass cuttings should be removed but accepted that it would not be possible to do this in all cases.

It was proposed by Councillor O'Kane and seconded by Councillor Kane that the quote received from CBC in the sum of £10, 562.49 for cutting the grass on the areas shown at Schedule 1 from April to September 2019 be accepted subject to an extra amount being paid to the contractor for removal of grass from areas where this was possible.

**RESOLVED** – That the quote received from CBC in the sum of £10, 562.49 for cutting the grass on the areas shown on Schedule 1 from April to September 2019 be accepted subject to an extra amount being paid to the contractor for removal of grass from areas where this was possible.

**1189/19**      **Allotments Maintenance Contract**

The Council considered a report and quotations received for the maintenance of Council allotments for the period 2019/2020.

It was proposed by Councillor O’Kane and seconded by Councillor Walmsley that the quote from CBC in the sum of £ 6569.29 (ex. VAT) for the maintenance of Council allotments be accepted

**RESOLVED** – That the quote received from CBC in the sum of £6569.29 (ex VAT) for maintenance of Council allotments for 2019/2020 be accepted

**1190/19**      **Whitehaven in Bloom**

The Council considered a report on Whitehaven in Bloom relating to quotations received for the stripping and repainting of 12 cast iron tubs.

It was proposed by Councillor Kane and seconded by Councillor Roberts that the quotation from CBC in the sum of £1000 be accepted

**RESOLVED** – That the quotation received from CBC in the sum of £1000 for stripping down and repainting of 12 cast iron tubs be accepted.

**1191/19**      **Defibrillators**

The Council considered a report on defibrillators and the following Recommendations:-

- i. That the Council works with Doosan Babcock to have the defibrillators installed and that should this not go ahead then then the Council consider quotations received.
- ii That the Council pay the annual electricity cost of each defibrillator should the premises owners not wish to do so.
- iii That the Council having made a resolution, having heard reasons for suspension and having considered an assessment of risks agree to Financial Regulation 11 being suspended to allow the Council to purchase the defibrillator units including the cabinets from Cardio Cabinets
- iv That the Council considers meeting the ongoing costs of the

defibrillators:-

- a. The defibrillator pads have to be replaced after every use or after 2 years if not used at a cost of £20-£35
- b. The defibrillator battery lasts for approximately 5 years and the replacement cost is £150-£180

It was proposed by Councillor Hayes and seconded by Councillor Rayson that recommendations i to iv above be approved.

**RESOLVED** - That recommendations i to iv above be approved.

**1192/18**      **Budget for 2019/2020**

Following an informal meeting of the Council on 20th December 2018 to discuss the Council's proposed budget for 2019/2020 the Council considered a budget report which included a proposed budget for 2019/2020 drawn up as a result of these discussions. It was reported that a calculation of the precept based on the proposed budget showed an 8.89% increase which broken down meant an increase of

- £5.42 per annum on a Band D property (11p per week)
- £3.62 per annum on a Band A property (7p per week)

Following a discussion it was proposed by Councillor O'Kane and seconded by Councillor Hayes that the proposed budget for 2019/2020 shown at Appendix 1 be recommended to full Council for approval and that CBC be informed

**RESOLVED** – That it be recommended to full Council that the proposed budget for 2019/2020 shown at Appendix 1 be recommended for approval and that CBC be informed.

The Meeting closed at 7.15

Chairman

Planning Application for Consideration by Whitehaven Town Council

<u>Application Number</u>	<u>Detail</u>
CH/4/18/2540/0F1	REPLACEMENT OF STONE SLATE ROOF, LEADWORK AND LIME RENDERING TO 1 NR CHIMNEY; RAINWATER GOODS TO BE REPAIRED/REPLACED (IF REQUIRED, DEPENDANT ON CONDITION); REPLACEMENT OF 20 NR WINDOWS AND 5 NR ROOF LIGHTS; THE REMAINING 10 NR WINDOWS ARE TO BE SENSITIVELY REPAIRED; REDECORATION TO MATCH EXISTING <b>1 VICTORIA TERRACE, WHITEHAVEN</b>
CH/4/18/2542/0F1	PROPOSED EXTENSION TO PROVIDE ADDITIONAL LIVING ACCOMMODATION/BEDROOMS AND IMPROVED BATHROOM FACILITIES INCLUDING EN-SUITE SHOWER ROOM <b>1 AIKBANK ROAD, WHITEHAVEN</b>
CH/4/18/2545/0B1	VARIATION OF CONDITION OF 10 PLANNING PERMISSION REFERENCE 4/18/2313/0F1 RELATING TO A NEW PETROL FILLING STATION AND CONVENIENCE STORE TO ALLOW THE PROVISION OF CAR PARKING AND ACCESS FOR THE NEW PETROL FILLING STATION AND CONVENIENCE STORE ONLY <b>IVY MILL SITE, MAIN STREET, HENSINGHAM, WHITEHAVEN</b>
CH/4/18/2546/0O1	OUTLINE APPLICATION AND CONSERVATION AREA CONSENT FOR THE DEMOLITION OF THE EXISTING BUILDING TO FACILITATE THE DEVELOPMENT OF A SIX STOREY OFFICE BUILDING (USE CLASS B1) INCLUDING THE PROVISION OF A GROUND FLOOR RETAIL UNIT (CLASS A1 OR A3) AND CAR PARKING WITH ALL MATTERS RESERVED FOR ACCESS, SCALE AND LAYOUT <b>1A – 1B QUAY STREET, WHITEHAVEN</b>
CH/4/19/2011/0F1	REPAIR DOOR; REPLACE STALLRISER BELOW SHOP WINDOW WITH LIKE FOR LIKE TIMBER/PLY; REPAIR RIGHT SHOP PILASTER TO MATCH LEFT <b>35 LOWTHER STREET, WHITEHAVEN</b>
CH/4/19/2014/TPO	WORKS TO VARIOUS TREES SITUATED WITHIN A CONSERVATION AREA <b>GHYLL BANK HOUSE, INKERMAN TERRACE, WHITEHAVEN</b>
CH/4/19/2015/0F1	NEW RESIDENTIAL DWELLING ADJACENT TO EXISTING BUILDING

Application Number

Detail

**SHRUBLAND, BACK CORKICKLE, WHITEHAVEN**

APP/Z0923/W/18/3217111

**APPEAL BY HARRAS PARK ESTATES  
SITE AT LAND TO SOUTH OF ELIZABETH CRESCENT,  
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 21st January 2019. This shows a balance of £393,887.30. There are however cheques to the value of £3,149.03 still to be presented and cleared.
- 2.2 The balance in the deposit account is £141,965.85.

**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.

31/01/2019

Appendix 1

Invoices for Consideration by Whitehaven Town Council

Date	Supplier	Category	Detail	Total Amount	Power
22/11/2018	Mrs Marlene Jewell	Supplies and Services	Sharp Microwave for Staff Use	£49.00	s111 LGA 1972
27/11/2018	Westcom IT Solutions	Supplies and Services	Password change	£18.00	s111 LGA 1972
29/11/2018	Mrs Vanessa Gorley	Supplies and Services	Disposable Cups and Milk for meetings	£2.67	s111 LGA 1972
01/12/2018	Copeland Borough Council	Premises	Energy charges for Room 3, Civic Hall from 01/12/2018 - 31/12/2018	£65.40	s111 LGA 1972
01/12/2018	Copeland Borough Council	3rd Party	Parks & Open Spaces Ranger Contract from 01/12/2018 - 31/12/2018	£2,680.00	s111 LGA 1972
01/12/2018	Copeland Borough Council	3rd Party	Monthly grass cutting charge from 01/12/2018 - 31/12/2018	£1,025.48	s111 LGA 1972
01/12/2018	Copeland Borough Council	3rd Party	Allotment maintenance contract from 01/12/2018 - 31/12/2018	£570.70	Small Holdings Allotments Act 1908
06/12/2018	United Reform Church	Premises	Meeting Room Hire for 3 hours on 15/11/2018	£54.00	s111 LGA 1972
10/12/2018	Walton Goodland	Reserves	Building Survey	£4,500.00	s111 LGA 1972
14/12/2018	Printpoint	Employees & Allowances	100 Christmas Cards	£100.00	s111 LGA 1972
17/12/2018	Glasdons	3rd Party	8 x Topsy Royale waste bins	£1,573.92	Litter Act 1983
17/12/2018	WaterPlus	3rd Party	Water charge for Midgey Allotments from 03/10/2018 - 14/12/2018	£186.57	Small Holdings Allotments Act 1908
01/01/2019	Copeland Borough Council	Premises	Commercial waste collection from 01/01/2019 - 31/03/2019	£15.20	s111 LGA 1972
01/01/2019	Copeland Borough Council	3rd Party	Parks & Open Spaces Ranger Contract from 01/11/2019 - 31/01/2019	£2,680.00	s111 LGA 1972
01/01/2019	Copeland Borough Council	3rd Party	Monthly grass cutting charge from 01/01/2019 - 31/01/2019	£1,025.48	s111 LGA 1972
01/01/2019	Copeland Borough Council	3rd Party	Allotment maintenance contract from 01/01/2019 - 31/01/2019	£570.70	Small Holdings Allotments Act 1908
06/01/2019	Cumbria Media	Supplies and Services	Website maintenance Job No's 190 - 196	£40.00	s111 LGA 1972
08/01/2019	Easby Orwell Publications	Supplies and Services	West Cumbria Guide 1/2 page advert in 5 editions plus artwork	£3,426.00	s144 LGA 1972
10/01/2019	Copeland Borough Council	3rd Party	Agreed financial support of Whitehaven Markets 2018/19	£14,590.00	The Food Act 1984
16/01/2019	Rosehill Youth Theatre	Premises	Meeting Room Hire on 06/11, 07/11, 11/11, 13/11, 29/11, 13/12 & 20/12/2018	£270.00	s111 LGA 1972
17/01/2019	Blackpool Council	3rd Party	Festoon Lighting, strobe lamps and transformer	£824.58	s144 LGA 1972

£34,267.70

WHITEHAVEN TOWN COUNCIL

CASH BOOK FROM 1. APRIL 2018

APPENDIX 2

Date	Ref	Payee	Employee Premises	Supplier's 3rd Party	Grants	Allotments	Christmas	Market	Community Plan	Maint	Civic Hospitality	Ranger	W.I.B	Ward Grants	Elections	Environmental Improvements	Events	Contingencies	Reserves	Net Total	VAT	Total	Min. Ref.
03/04/2018		Unpresented Cheque from February 2018	65.00																	65.00		65.00	£65.00
04/04/2018	402	Cumbria Association of Local Councils	45.00																	45.00		45.00	45.00 948/18(1)
04/04/2018	403	Viking Direct		117.16																117.16	1.03	118.19	118.19 948/18(1)
04/04/2018	404	Westcom		95.00																95.00		95.00	114.00 948/18(1)
04/04/2018	405	The Waverley Hotel														61.66				61.66		61.66	74.00 948/18(1)
04/04/2018	406	The Waverley Hotel														61.66				61.66		61.66	74.00 948/18(1)
04/04/2018	407	The Waverley Hotel														61.66				61.66		61.66	74.00 948/18(1)
04/04/2018	408	Rosehill Youth Theatre		260.00																260.00		260.00	260.00 948/18(1)
04/04/2018	409	E.ON																		238.18		238.18	250.09 948/18(1)
04/04/2018	410	Copeland Borough Council		65.40																65.40		65.40	65.40 948/18(1)
04/04/2018	411	Copeland Borough Council				1910.00														1910.00		1910.00	2292.00 948/18(1)
04/04/2018	412	Cllr. Brian O'Kane - VOID replaced by chq 422																					
04/04/2018	413	Viking Direct		64.85																64.85		64.85	77.82 948/18(1)
04/04/2018	414	Cumbria Media		36.00																36.00		36.00	36.00 948/18(1)
04/04/2018	415	Mrs V Gorley		3.50																3.50		3.50	3.50 948/18(1)
04/04/2018	416	The Waverley Hotel														112.50				112.50		112.50	135.00 948/18(1)
04/04/2018	417	Cllr. Graham Roberts																		5.00		5.00	5.00 948/18(1)
04/04/2018	418	The Waverley Hotel		5.00																5.00		5.00	5.00 948/18(1)
04/04/2018	419	JM Skips														215.01				215.01		215.01	258.00 948/18(1)
04/04/2018	420	Mrs V Gorley		12.60																12.60		12.60	12.60 948/18(1)
04/04/2018	421	Royal British Legion																		500.00		500.00	500.00 948/18(1)
04/04/2018	BACS	Manchester Urban Cleaners																		800.00		800.00	960.00 948/18(1)
05/04/2018	422	Cllr. Brian O'Kane																					
06/04/2018	BACS	Manchester Urban Cleaners																					
13/04/2018	BACS	Cumbria Local Government Pension Scheme																					
13/04/2018	423	HMRC																					
13/04/2018	BACS	Cumbria County Council - County Fund																					
20/04/2018	DD	BT Group		62.64																			
25/04/2018	389	Unpresented Cheque from February 2018		6.00																			
27/04/2018	424	Zurich Municipal		71.32																			
27/04/2018	425	Zurich Municipal		2288.22																			
27/04/2018	426	Cumbria Media		64.00																			
27/04/2018	427	Rosehill Youth Theatre - VOID replaced by chq 438																					
27/04/2018	428	Rosehill Youth Theatre		210.00																			
27/04/2018	429	Viking Direct																					
27/04/2018	430	Mrs V Gorley		21.14																			
27/04/2018	431	CALC		1072.00																			
May-2018																							
01/05/2018	DD	CF Corporate Finance		340.00																			
16/05/2018	BACS	Staff		3923.66																			
16/05/2018	BACS	Cumbria Local Government Pension Scheme		752.61																			
16/05/2018	432	Hensingham Primary School												935.14									
16/05/2018	433	HMRC																					
21/05/2018	DD	BT Group		63.33																			
June-18																							
04/06/2018	434	Copeland Borough Council									854.57												
04/06/2018	435	Copeland Borough Council		65.40																			
04/06/2018	436	Copeland Borough Council																					
04/06/2018	437	Copeland Borough Council		42.70																			
04/06/2018	438	Rosehill Youth Theatre		210.00																			
04/06/2018	439	Mrs J Hartley																					
04/06/2018	440	Viking Direct		94.76																			
04/06/2018	441	Copeland Borough Council		65.40																			
04/06/2018	442	Copeland Borough Council																					
04/06/2018	443	Copeland Borough Council																					
04/06/2018	444	Midshire																					
04/06/2018	445	Copeland Borough Council		252.46																			
08/06/2018	BACS	Mrs V Gorley																					
11/06/2018	BACS	Cumbria Media		40.00																			
13/06/2018	446	HMRC																					
13/06/2018	447	Sneaky Community Group - VOID replaced by cheque 506																					
13/06/2018	448	Hensingham Peoples Action Group																					
13/06/2018	449	Hensingham Peoples Action Group																					
13/06/2018	450	St. Benedicts RUFJ																					
15/06/2018	BACS	Whitehaven Heritage Action Group																					
15/06/2018	BACS	Staff		3866.37																			
19/06/2018	BACS	Cumbria Local Government Pension Scheme																					
28/06/2018	DD	BT Group		60.14																			
28/06/2018	452	Hensingham Primary School																					
29/06/2018	453	Greenbank Community Association																					
29/06/2018	454	Viking Direct		33.14																			







INCOME 2018-19

Date	Item	Precept	Interest	Other
03/04/2018	Allotment Rents 2018/19			17.00
09/04/2018	Allotment Rents 2018/19			406.00
13/04/2018	Allotment Rents 2018/19			102.00
20/04/2018	BEC			2000.00
20/04/2018	Allotment Rents 2018/19			105.00
25/04/2018	Allotment Rents 2018/19			123.00
26/04/2018	Allotment Rents 2018/19			34.00
27/04/2018	Parish Precept	406974.07		
30/04/2018	Allotment Rents 2018/19			98.00
01/05/2018	HMRC - VAT Refund			2889.42
16/05/2018	Allotment Rents 2018/19			265.00
18/05/2018	HMRC - VAT Refund			2964.89
22/05/2018	Allotment Rents 2018/19			111.00
08/06/2018	Allotment Rents 2018/19			149.00
18/06/2018	HMRC - VAT Refund			1755.51
20/06/2018	Allotment Rents 2018/19			84.00
02/07/2018	Allotment Rents 2018/19			40.00
12/07/2018	HMRC - VAT Refund			1150.11
13/07/2018	HMRC - Tax Refund			4805.53
07/08/2018	Allotment Rents 2018/19			175.00
15/08/2018	HMRC - VAT Refund			3931.79
05/09/2018	Allotment Rents 2018/19			138.00
11/09/2018	Allotment Rents 2018/19			15.00
17/09/2018	Allotment Rents 2018/19			76.50
18/09/2018	HMRC - VAT Refund			799.60
28/09/2018	M Guest			4800.96
10/10/2018	HMRC - VAT Refund			962.95
09/11/2018	HMRC - VAT Refund			1856.37
04/12/2018	Allotment Rents 2018/19			40.00
04/12/2018	Allotment Rents 2018/19			28.00
04/12/2018	Credit Adjustment			6.87
14/12/2018	Allotment Rents 2018/19			194.67
14/12/2018	HMRC - VAT Refund			2345.07
21/01/2019	Seagull Proof Bags			37.00

406974.07	0	32507.24	439481.31
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**WHITEHAVEN TOWN COUNCIL  
SUMMARISED INCOME & EXPENDITURE STATEMENT  
FINANCIAL YEAR 2018-19**

**Expenditure Net  
of VAT      Invoices not yet  
                                 processed      Budget**

**BANK BALANCES BROUGHT FORWARD**

CBS 53905917	183,835.73
CBS 53906216	141,965.85
<b>TOTAL OPENING BALANCE</b>	<b>325,801.58</b>

**INCOME:**

Precept	406,974.07
Interest (Deposit)	
Other Income	32,507.24
<b>TOTAL INCOME</b>	<b>439,481.31</b>

**EXPENDITURE**

Employees & Allowances	66,101.48
Premises	4,310.42
Supplies/Services	9,496.54
3rd Party	7,370.24
Grants	11,145.75
Allotments	12,967.76
Christmas	5,061.18
Markets	-
Community Plan	4,020.75
Ground Maintenance	6,836.56
Civic Hospitality	-
Ranger	17,866.68
Whitehaven In Bloom	11,371.54
Ward Grants	15,640.83
Elections	6,718.73
Environmental Improvements	19,247.49
Events	11,376.09
Contingencies	5,300.00
Reserves	226.10
VAT (to be reclaimed)	15,283.63
<b>TOTAL EXPENDITURE</b>	<b>232,578.77</b>

**CASH BOOK BALANCE**

Brought forward	325,801.58
Income	439,481.31
Expenditure	232,578.77
<b>Town Council Funds</b>	<b>532,704.12</b>

**BANK BALANCES**

CBS 53905917 ( 22/01/2019)	393,887.30
CBS 53906216 ( 07/01/2019)	141,965.85
	<b>535,853.15</b>

**Unpresented Cheques**

3,149.03

**FINANCIAL POSITION**

**532,704.12**



**Whitehaven in Bloom**

**Purpose of the Report and Recommendation**

To consider the recommendations in paragraphs 2.1 and 2.2

**1.0 INTRODUCTION**

- 1.1 Members will recall that at Minute 1165/18 resolutions were made in accordance with Financial Regulation 18 that Regulation 11 be suspended to:-
  - a. Allow the Council to purchase additional window planters and self-watering baskets from the preferred supplier of Amberol; and
  - b. Allow the Council to purchase all plants and flowers for 2019/2020 from the preferred supplier of Bennett Brothers
- 1.2 In accordance with Financial Regulation 18.2 the Council may by resolution of the Council duly notified prior to the relevant meeting of the Council suspend any part of the Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risk arising has been drawn up and presented in advance to all members of the Council.
- 1.3 In 1.1 a above the resolution was made to suspend Financial Regulations and the reasons for suspension were that Amberol had supplied the lowest quotes for goods in the past and had provided a quality service. There are no risks arising from this as Amberol is a known and trusted supplier giving best value.
- 1.4 In 1.1 b above a resolution was made to suspend Financial Regulations and the reasons for suspension were that Bennett Brothers had supplied plants at very short notice in 2018, the price had been lower than quoted by other firms and therefore the Council had obtained best value. The only risk arising from this is that it is a small (although well established) business and if anything were to happen then the Council would then have to purchase plants from another supplier. However, it is considered to be a small risk.

## **2.0 SEASONAL WORKER**

2.1 The Council agreed in principle and subject to a full investigation being made and reported back to Council to employ a seasonal worker in partnership with CBC for 5 days per week from May 2019 to the end of October 2019 at a cost of £8,500.00 (minute 1101/18 refers)

2.2 The Clerk has discussed this with CBC's Contracts Supervisor and the following is put forward for the Council's approval.

- The salary cost based on a 5 day, 37 hour week is £16, 897.00
- The Council's Ranger works 3 days per week for the Council and 2 days a week for CBC and it seems logical that the seasonal worker should be employed on the same terms because:-
  - i. During the summer months the Ranger has to water all the Council's plants, hanging baskets etc two days a week and this is a two man job and the seasonal worker could assist the Ranger with this.
  - ii. This would leave the seasonal worker free for at least 1 day per week to clean the town (pick up litter, cigarette ends, weed spraying, wash down bins etc). The contracts manager has said that the seasonal worker will be trained in weed spraying and grass cutting.
  - iii. Minute 1101/18 mentioned a salary sum of £8,500 for the seasonal worker but this was given to the Council in error and the actual salary costs are £10,138.44.

## **2.0 RECOMMENDATIONS**

2.1 That the Council having considered the resolutions previously made and referred to in paragraphs 1.1 a and 1.1 b above, and the reasons for and the associated risks, approve the suspensions of the Financial Regulations.

2.2 That following further investigations the results of which have been reported to the Council in paragraph 2 above that the Council agree to work in partnership with CBC and that a seasonal worker be appointed to work three days a week for Whitehaven Town Council (and 2 days for CBC) from May 2019 until the end of October 2019 at a cost of £10,138.44 to the Council.

## Christmas Lights Infrastructure

### Purpose of the Report and Recommendation

To consider the recommendations in paragraphs 2.1, 2.2 and 2.3

### 1.0 INTRODUCTION

- 1.1 Members will recall that there is an amount in the budget of £24,000.00 for Christmas lights infrastructure so that catina wires and wiring can be replaced, modern feeder boxes and feeder pillars installed at appropriate locations, the testing of all anchor bolts and replacement lights if necessary.
- 1.2 Following discussions with CCC this is likely to cost in the region of £14,000 this year. CCC are the preferred supplier as they are the highway lighting authority and have supplied a quality service in the past.
- 1.3 In accordance with Financial Regulation 18.2 the Council may by resolution of the Council duly notified prior to the relevant meeting of the Council suspend any part of the Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risk arising has been drawn up and presented in advance to all members of the Council.
- 1.4 There was a further meeting of the Events Advisory Group on 22<sup>nd</sup> January 2019 and the following was agreed:-
  - That BH would sort out the pillars
  - That BH would mark up a plan for Whitehaven town centre showing where everything was
  - That BH would cost up the amount of catina wire required
  - That BH would measure the amount of small icicle LED lights required for Tangier street
  - That some of the existing larger icicle lights were damaged and that the Council needed to buy some more – BH to advise on this
  - That BH have a look at the gazebo in the Market Place to see if it could be lit up at Christmas.

- That CBC's Parks Manager would be contacted to see if we can light up the candlestick and the Duke Pit Wheel.
- That the possibility of having lights in the trees on Strand Street be investigated. BH said it would be necessary to get permission from CCC to do this and it would also require a tree surgeon. BH said he would investigate this with KM from CCC.

## **2.0 RECOMMENDATION**

- 2.1 It is recommended that the Council makes a resolution to suspend Financial Regulations so that CCC can carry out the necessary works to improve the Christmas lights infrastructure and that the reasons for the suspension be discussed and recorded at the next Council meeting together with an assessment of the risk arising both of which to be drawn up and presented in advance.
- 2.2 It is recommended that the Council makes a resolution to suspend Financial Regulations so that CCC can carry out the necessary work to repair the Christmas lights and that the reasons for the suspension be discussed and recorded at the next Council meeting together with an assessment of the risk arising both of which to be drawn up and presented in advance.
- 2.3 That any replacement lights be purchased in accordance with Financial Regulations

**2019/20 WHITEHAVEN TOWN COUNCIL REVENUE BUDGET AND PRECEPT**

**PURPOSE AND RECOMMENDATION OF THE REPORT**

This report is presented to the Town Council to consider and approve the 2019/2020 Whitehaven Town Council's Revenue Budget and Precept.

**RECOMMENDATIONS:**

**The Town Council is recommended to:**

- a) Consider the proposed 2019/20 Revenue Budget and Precept;**
- b) Make any proposed amendments;**
- c) Subsequent to a) and b) above, approve the 2019/20 Revenue Budget and Precept; and**
- d) Agree that the Chairman and Clerk sign the Precept 2019/20 Form received from Copeland Borough Council to advise Copeland Borough Council of the approved Whitehaven Town Council Precept for 2019/20 to inform the setting of the overall Council Tax Requirement for 2019/20.**

**1. INTRODUCTION**

- 1.1 A Policy and Resources and Finance Committee was held on 25<sup>th</sup> September 2018 to carry out budget monitoring in preparation for the budget setting process for 2019/20. A Councillor Group meeting for all Councillors to discuss the budget for 2019/20 was held on 20<sup>th</sup> December 2018 and the views/recommendations of the Councillor Group were reported to an Extraordinary Meeting of the Council on 17<sup>th</sup> January 2019 where it was resolved that the proposed budget be recommended for approval at Full Council on 31<sup>st</sup> January 2019 .  
The 2019/20 Revenue Budget has been compiled based on the Councillor Group meeting of Councillors and an Extraordinary Council meeting on 17<sup>th</sup> January 2019.
- 1.2 The Parish Council Tax bases have now been received and the precept has been calculated as shown at Appendix C.

- 1.3 It is necessary for the Town Council to consider a budget plan which then determines the precept for the following year. This report aims to set down proposals for that budget for consideration by this Council.

## **2. 2019/20 REVENUE BUDGET PROPOSALS**

- 2.1 **Appendix A** sets down the proposed budgets by objective heading in accordance with the appropriate accounting codes of practice and as agreed by Councillors in previous meetings.
- 2.2 It is important that the Council gives due consideration to each aspect of the proposed 2019/20 Revenue Budget and considers carefully the level and purpose of any reserves – be that contributions to reserves or use of reserves. Members will recall that on 14<sup>th</sup> December 2017 to set aside £250,000.00 from reserves for the provision of new office accommodation

## **3. 2019/20 COUNCIL TAX BASE**

- 3.1 **Appendix B** illustrates the calculated Council Tax Base for the Whitehaven Town Council area for 2019/20. This assumes a 98% collection rate in line with Copeland Borough Council and includes a slight decrease in the Band D equivalent from 6665.16 to 6657.01

## **4. 2019/20 PRECEPT**

- 4.1 Based on the proposals outlined in Appendix A and the 2019/20 Council Tax Base set out in Appendix B, the Precept would be £66.48 per Band D equivalent property for 2019/20 (for 2018/2019 it was £61.06). This is calculated as 6657.01 Band D equivalents multiplied by £66.48 equals £442,558.02. Copeland Borough Council have informed us that the tax is actually £66.48351737 but this is rounded down to £66.48. The Council will be paid £442,558.02 because when Copeland Borough Council sets the Council Tax it will be based on  $\text{£}442,558.02 / 6,657.01 = \text{£}66.48$  (see Appendix C).

## **5. CONCLUSION/RECOMMENDATIONS**

- 5.1 Copeland Borough Council must set its Net Budget Requirement and Council Tax Requirement by the end of February 2019 and therefore they require our precept figures by the end of January 2019 to give them time to do all the tables for the overall Council Tax Report. This report of Whitehaven Town Council forms part of the process to ensure that legal requirement is met. If

Copeland Borough Council have not received a precept from the Town Council before they do their calculations and set the Council Tax they can effectively set the precept for us which cannot be more than the highest precept set in the previous 3 years. It is recommended that the Council:-

- a) **Considers the proposed 2019/20 Revenue Budget and Precept;**
- b) **Makes any proposed amendments;**
- c) **Subsequent to a) and b) above, approves the 2019/20 Revenue Budget and Precept; and**
- d) **Agrees that the Chairman and Clerk sign the Precept 2019/20 Form received from Copeland Borough Council to advise Copeland Borough Council of the approved Whitehaven Town Council Precept for 2019/20 to inform the setting of the overall Council Tax Requirement for 2019/20.**

**Appendices:**

**Appendix A:** 2019/20 Revenue Budget Proposals

**Appendix B:** 2019/20 Council Tax Base

**Appendix C:** Precept calculation



BUDGET PROPOSALS 2019-20		
EXPENDITURE (Net of VAT)		2019-20 Budget
<b>CORE ACTIVITIES</b>		
<b>Employees &amp; Allowances</b>	Salaries (incl NI and Pension Contributions)	90000.00
	Mayor's Allowance	3063.00
	Staff Development & Training	2000.00
	Member Development & Training	3000.00
<b>Premises</b>	Office Rent	1600.00
	Energy Charges	800.00
	Insurance to Copeland Borough Council	120.00
	Cleaning to Rosehill Youth Theatre	1500.00
<b>Supplies &amp; Services</b>	Service Charge to Copeland Borough Council	810.00
	Refuse Collection	100.00
	Meeting Room Hire	2000.00
	Storage Facilities	3000.00
	NNDR (new office accommodation)	10200.00
	Telephone & Broadband (BT)	1000.00
	IT (Westcom)	2000.00
	Website maintenance (Cumbria Media)	2000.00
	Samsung Telephone Finance	1300.00
	Samsung Telephone Maintenance	210.00
	Zurich Insurance	3000.00
	Photocopier/Printing	1000.00
	Stationery	500.00
	Postage	400.00
	Advertising	3000.00
	Subs - CALC	1500.00
Subs - Other	1000.00	
Miscellaneous	3000.00	
<b>3rd Party</b>	Internal Auditor	1000.00
	External Auditor	1500.00
	Allotments	15000.00
	Elections (May 2019)	24000.00
<b>SUB TOTAL</b>		<b>179603.00</b>
<b>3rd Party</b>	<b>OPTIONAL ACTIVITIES - to be decided</b>	
	<b>PREPARATION OF COMMUNITY PLAN</b>	8000.00
	Public Realm Contribution	1000.00
	Ward Grants	24000.00
	Community Grants	10000.00
	Grounds Maintenance (grass cuttings)	12000.00
	Christmas Lights infrastructure	12000.00
	Christmas Lights	24000.00
	Christmas Festivities	5000.00
	Markets (50% cost of)	14852.00
	Markets - Salary Market Officer 2.5 days	7988.00
	Other Environmental Improvements	25000.00
	Bus Shelters, Bins and Seats	30000.00
Ranger (Lengthsman Scheme)	31000.00	
Seasonal Operative (Apr - October)	10138.44	
<b>Events</b>	Civic Hospitality	5000.00
	Whitehaven in Boom	18000.00
	Events	15000.00
	Contingency Sum for Unforeseen Events	10000.00
<b>TOTAL EXPENDITURE</b>		<b>442581.44</b>



	INCOME	2019-20
		Budget
	Precept	442581.44
	Precept Grant	
	Allotments	3842.00
	Bank Interest	100.00
	<b>Total Income</b>	<b>446,523</b>
	<i>Net Surplus for re-investment</i>	<i>3,942</i>

**COUNCIL RESERVES ESTIMATED**

Reserve	Estimate at 1/4/19
General reserve	420,503.00
Earmarked reserve	250,000.00
<b>Total reserves</b>	<b>170,503.00</b>

## COUNCIL TAX BASE CALCULATION

WH	Seq_id	Whitehaven	A-	A	B	C	D	E	F	G	H	Total
1/1	WH1/1	Dwellings on VO List as at 10 December 2018	0	7774	1765	1325	849	245	37	0	7	12002
		Estimated additional new dwellings		8	15	11						34
		Estimated deleted dwellings	0	0	0	0	0	0	0	0	0	0
2/1	WH2/1	Exemptions	0	0	0	0	0	0	0	0	0	0
5/1	WH5/1	Disabled reductions	0	180	15	19	9	0	0	0	1	224
6/1	WH6/1	Adjustment for disabled reductions	0	40	6	13	6	2	2	0	5	74
8/1	WH8/1	No. of single person discounts	40	6	13	6	2	2	0	5	0	74
9/1	WH9/1	No. entitled to a 25% discount	5	3443	574	309	138	28	4	0	0	4501
10/1	WH10/1	No. entitled to 2 x 25% discount	1	69	18	13	5	0	0	0	0	106
2/10	WH2/10	Standard Empty	1	1	3	3	3	1	2	5	0	19
1/11	WH1/11	Second Homes Class A	0	0	0	0	1	0	0	0	0	1
1/10	WH1/10	Second Homes Class B	0	0	0	0	0	0	0	0	0	0
D1	WHD1	Uninhabitable discount	0	104	27	14	7	3	0	0	0	155
2/6	WH2/6	Unoccupied discount 3 months	0	15	2	2	0	0	0	0	0	19
3/6	WH3/6	Unoccupied discount 3 to 6 months	0	33	11	5	3	1	0	0	0	53
D4	WHD4	Long term empty	0	29	3	3	1	2	0	0	0	38
3/8	WH3/8	Long term empty premium	0	102	13	8	2	0	0	0	0	125
		<b>Total dwellings liable to 100% tax</b>	<b>33</b>	<b>3683</b>	<b>1106</b>	<b>947</b>	<b>671</b>	<b>210</b>	<b>29</b>	<b>0</b>	<b>1</b>	<b>6680</b>
		<b>Discount Calculations</b>										
		Single person discount	0.25	2634	444	241.5	107.25	21	3	0	0	3455.25
		All disregarded and standard empty	0.50	0.5	1.5	1.5	2	0.5	1	2.5	0	10
		<b>Standard Discounts</b>										
		Second home Class A and B	0.10	93.6	24.3	12.6	6.3	2.7	0	0	0	139.5
		Long term empty	0.50	51	6.5	4	1	0	0	0	0	62.5
		Uninhabitable discount	1.00	0	0	0	0	0	0	0	0	0
		Unoccupied discount	1.00	0	0	0	0	0	0	0	0	0
		Empty premium	0.50	44.5	7.5	3	2.5	0	0	0	0	57.5
		<b>Total dwellings with standard discounts</b>	<b>5</b>	<b>2823.6</b>	<b>483.8</b>	<b>262.6</b>	<b>119.05</b>	<b>24.2</b>	<b>4</b>	<b>2.5</b>	<b>0</b>	<b>3724.75</b>
		<b>Additional tax base raised tech reforms</b>										
		Second home Class A and B	0.00	10.4	2.7	1.4	0.7	0.3	0	0	0	15.5
		Long term empty	0.10	40.8	5.2	3.2	0.8	0	0	0	0	50
		Uninhabitable discount	0.50	7.5	1	1	0	0	0	0	0	9.5
		Unoccupied discount up to 3 months	0.50	16.5	5.5	2.5	1.5	0.5	0	0	0	26.5
		Unoccupied discount 3 to 6 months	0.10	26.1	2.7	2.7	0.9	1.8	0	0	0	34.2

19/1	WH19/1	Empty premium	1.50	0	89	15	6	5	0	0	0	0	0	115
		<b>Total additional tax base raised</b>		<b>0</b>	<b>190.3</b>	<b>32.1</b>	<b>16.8</b>	<b>8.9</b>	<b>2.6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>250.7</b>
		Family annex discount		0	0	0	0	0	0	0	0	0	0	0
		<b>Total net of discounts &amp; exemptions</b>		<b>38</b>	<b>6696.9</b>	<b>1621.9</b>	<b>1226.4</b>	<b>798.95</b>	<b>236.8</b>	<b>33</b>	<b>2.5</b>	<b>1</b>	<b>10655.45</b>	
		<b>BAND D EQUIVALANT</b>		<b>21.11</b>	<b>4464.60</b>	<b>1261.48</b>	<b>1090.13</b>	<b>798.95</b>	<b>289.42</b>	<b>47.67</b>	<b>4.17</b>	<b>2.00</b>	<b>7979.53</b>	
		<b>CTRS ADJUSTMENTS</b>												
3/5	WH3/5	Total current CTB per band		6876.31	1979542.6	114834.9	52638.41	14013.6	1607.02	0	0	0	2169512.8	
		Total charge per Band incl. Parish precept		1015.69	1218.83	1421.97	1625.11	1828.25	2234.53	2640.81	3047.08	3656.5	18688.77	
		No. of dwellings removed due to CTS scheme		6.77	1624.13	80.76	32.39	7.67	0.72	0	0	0	1752.44	
		Ratio to Band D		5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9		
		<b>BAND D EQUIVALENT Dwellings removed</b>		<b>3.76</b>	<b>1082.75</b>	<b>62.81</b>	<b>28.79</b>	<b>7.67</b>	<b>0.88</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1186.66</b>	
		<b>TOTAL BAND D EQUIVALANTS</b>		<b>17.35</b>	<b>3381.85</b>	<b>1198.67</b>	<b>1061.34</b>	<b>791.28</b>	<b>288.54</b>	<b>47.67</b>	<b>4.17</b>	<b>2.00</b>	<b>6792.87</b>	
		Collection rate												
		<b>TOTAL ESTIMATED TAX BASE</b>												<b>6657.01</b>

98%

Please complete cells shaded

PARISH PRECEPT AND COUNCIL TAX 2019-20

1 Click → Parish → Whitehaven

2 Click → Select →  Precept Cash Amount

ENTER CASH AMOUNT → 442,581.44

FOR INFORMATION			
Taxbase 2019-20	Taxbase 2018-19	Taxbase 2017-18	Taxbase Change
£ 6,657.01	£ 6,665.16	£ 6,503.83	£ 2.48%

Band D Amount 2019-20	Band D Amount 2018-19	Band D Amount Change	Band D Amount Change
£ 66.48	£ 61.06	£ 5.42	8.88%

Cash Precept 2019-20	Cash Precept 2018-19	Cash Precept Change	Cash Precept Change
£ 442,581.44	£ 406,974.07	£ 35,607.37	8.75%

Council Tax by Band											
	Band A-*	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H		
2019-20	£ 36.93	£ 44.32	£ 51.71	£ 59.09	£ 66.48	£ 81.25	£ 96.03	£ 110.80	£ 132.96		
2018-19	33.92	40.71	47.49	54.28	61.06	74.63	88.20	101.77	122.12		
Change	3.01	3.61	4.22	4.82	5.42	6.62	7.83	9.03	10.84		
Change	8.88%	8.88%	8.88%	8.88%	8.88%	8.88%	8.88%	8.88%	8.88%		

\* Disabled

Certificate	
Amount Required	£
Cash Amount	442,581.44
Band D Amount	66.48
Clerk / Chairperson	
Email	
Telephone number	
Date	