

# WHITEHAVEN TOWN COUNCIL

**Clerk and Responsible Financial Officer:** Marlene Jewell  
Telephone: 01946 67366  
**Chairman:** Councillor Chris Hayes

**To: Members of Whitehaven Town Council**

You are duly **SUMMONED** to attend a **MEETING** of **WHITEHAVEN TOWN COUNCIL** which will be held in **THE BEACON PORTAL** at **THE BEACON, WHITEHAVEN** on **THURSDAY 27th January 2022** at **6:00pm**

Signed.....*Marlene Jewell*..... Dated.....*21st January 2022*.....  
Marlene Jewell, Clerk and Responsible Financial Officer

## **AGENDA**

### **1. Apologies for Absence**

### **2. Declarations of Interest**

To receive declarations of interest by elected Members in respect of Agenda items.

If a Member requires any advice on any item involving a possible declaration of interest which could affect his/her ability to speak and/or vote he/she is advised to contact the Clerk at least 24 hours in advance of the meeting.

### **3. Public Participation**

### **4. Minutes of the Council Meeting held on 2<sup>nd</sup> December 2021**

### **5. Planning Applications**

### **6 Finance Report**

### **7 Approval of Setting of Budget and Precept for 2022/23**

### **8 Recommendations of Events Advisory Group**

### **9 Recommendations of Allotments Advisory Group**

**10 Recommendations from Steering Group on Office Accommodation – To Follow**

**11. Christmas Lights Infrastructure**

**12. Christmas Lights Upgrade**

**13. Quotes received for Johnson House Defibrillator**

**14. Attendance at Council Meetings**

**15. Councillor Ward Matters**

**16. Date and Time and Venue of Next Meeting**

**IN PRIVATE**

That prior to the following items of business the Chairman will move the following resolution:

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

**17. Application for Grant – TTTWCWOW**

**18. Application for Grant - WCT**

# WHITEHAVEN TOWN COUNCIL

## Minutes of the Council Meeting held on 2nd December 2021

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

M. Jewell, Clerk and Responsible Financial Officer

V Gorley. Assistant Clerk

Member of the Public

### **1909/21 Apologies for Absence**

Apologies for absence were received as follows

Councillor C Arrighi	
Councillor C Walmsley	Work Commitment
Councillor J Carr	Work Commitment
Councillor G Dinsdale	Ill

It was agreed that the apologies be noted and accepted.

### **1910/21 Declarations of Interest**

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

Councillor J Rayson declared an interest in Item 11 relating to the Allotments and Pigeon Loft Contract and in Item 16 relating to the purchase of black liner as she was an allotment holder

### **1911/21 Public Participation**

There was no public participation

### **1912/21 Minutes of the Meeting held on 4<sup>th</sup> November 2021**

It was proposed by Councillor Gill and seconded by Councillor Roberts that the Minutes of the Meeting held on 4<sup>th</sup> November 2021 be approved and

signed by the Chairman as a correct record. A vote was held and 6 Councillors voted for the proposal and 2 Councillors abstained.

**RESOLVED** -That the Minutes of the Meeting held on 4<sup>th</sup> November 2021 be approved and signed by the Chairman as a correct record.

## **1913/21 Planning Applications**

The Council considered a report on Planning Applications received and shown at Appendix 1.

Councillor Rayson referred to developments on Cleator Moor Road and was concerned about the traffic around that area as it was right opposite the school junction and also the infrastructure and asked that this be noted.

Councillor O’Kane expressed concern by saying that what we have here is more developments up that end of town. He said he had no objections to the developments anywhere near the top of Hensingham or Harras but what concerned him was that these developments were going on on a piecemeal basis and the developments were underpinned by possible 300 houses going up around the two main school areas which is already under severe pressure and his concern was how is it we get joined up thinking between the planners who are talking about these houses, the roads in that area and the services in that area. How is it that we are going to see quite a large-scale development in that area and all these applications are coming in on a piecemeal basis and before you know it all these potential 1000 houses will be developed and the infrastructure will not be adequate at all. The Cleator Moor Road is one of the busiest in the area and there will be 70 houses on Hensingham, 370 on the top of Harras Moor, 110 opposite that and the potential down the bottom of Harras for another 50-100 houses and potentially in Moresby there is going to be another 100 applied for.

He said that end of Whitehaven was under siege for development and something has to be done to look at the services relating to those development and that the Council should be looking after the area up there to make sure that the area is built up correctly and sufficiently for the people who live there.

Following a discussion on this it was proposed by Councillor O’Kane and seconded by Councillor Roberts that:-

1. A letter be sent to Chris Hoban expressing the Council’s concern about this; asking for an assurance that adequate services will be provided; asking what the plan for that area is in detail as there are numerous applications in the pipeline for the future and
2. Ask CCC’s Local Committee to meet with representatives of the Town Council to discuss developments in Whitehaven’s area.

A vote was held and 7 Councillors voted for the proposals and 1 Councillor abstained.



**RESOLVED** – That 1. A letter be sent to Chris Hoban expressing the Council’s concern about this; asking for an assurance that adequate services will be provided; asking what the plan for that area is in detail as there are numerous applications in the pipeline for the future and 2. Ask CCC’s Local Committee to meet with representatives of the Town Council to discuss developments in Whitehaven’s area.

**1914/21**     **Finance Report**

The Council considered a Finance report.

- i. Appendix 1 – The Clerk reported that there were 2 extra invoices to be considered namely:

3 Lions Security	Overnight Security at Christmas Traders Market- £300.00 excl. VAT
CCC	Emergency repairs to Christmas lights and catina wires following storm damage - £2356.49 excl. VAT

It was proposed by Councillor Roberts and seconded by Councillor Hayes that the Invoices shown at Appendix 1 together with the 2 invoices above be approved and paid. A vote was taken and it was unanimously

**RESOLVED** – That the Invoices shown on Appendix 1 together with the 2 invoices above be approved and paid.

- ii. Appendices 2 and 3 – It was proposed by Councillor Gill and seconded by Councillor Hayes that Appendices 2 and 3 be approved and noted. A vote was held and it was unanimously

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

**1915/21**     **Internal Auditors Report**

The Council considered the Internal Auditors Report following an Audit carried out on 16<sup>th</sup> November 2021. The report confirmed that the Council’s finances are very well administered and the financial documentation is well organised with clear audit trails for income and expenditure. Three recommendations were made relating to budgetary provision and administration around the office refurbishment which are already in progress. Councillor Gill thanked the staff for all the excellent work they had done. It was proposed by Councillor Gill and seconded by Councillor Roberts that the Internal Auditors Report be approved and noted. A vote was held and it was unanimously

**RESOLVED** – That the Internal Auditors Report be approved and noted

**1916/21 Quotes received for Internal Audit Provision**

The Council considered a report on the quotes received for the appointment of an Internal Auditor for 2022. It was proposed by Councillor Gill and seconded by Councillor Roberts that the quote of £500.00 for 2 internal audits in 2022 be accepted. A vote was held and it was unanimously

**RESOLVED** – That the quote of £500.00 for 2 internal audits in 2022 be accepted

**1917/21 Quotes for Council Insurance Cover**

The Council considered a report on the contract with Zurich Municipal Insurers which expired in May 2022. It was proposed by Councillor Gill and seconded by Councillor Roberts that the Council seeks quotes from insurance companies experienced in providing insurance cover for local authorities on a 1, 3 and 5 year basis and that quotes received be reported back to the Council for decision. A vote was held and it was unanimously

**RESOLVED** - That the Council seeks quotes from insurance companies experienced in providing insurance cover for local authorities on a 1, 3 and 5 year basis and that quotes received be reported back to the Council for decision.

**1918/21 Grass Cutting Contract 2022/23**

Further to Minute 1883/21 the Council considered a report on quotes received for the Grass Cutting Contract for 2022/23. It was reported that only one quote had been received in the sum of £20,455.08 excluding VAT. It was proposed by Councillor Gill and seconded by Councillor Roberts that the quote received in the sum of £20,455.08 excluding VAT be accepted and the contract entered into. A vote was held and it was unanimously

**RESOLVED** - That that the quote received in the sum of £20,455.08 be accepted and the contract entered into.

**1919/21 Maintenance of Allotment and Pigeon Loft Sites Contract 2022/23**

Further to Minute 1884/21 the Council considered a report on the quotes received for the Maintenance of Allotment and Pigeon Loft Sites Contract for 2022/23. It was reported that only one quote had been received in the sum of £7,208.02 excluding VAT. It was proposed by Councillor Gill and seconded by Councillor Roberts that the quote of £7,208.02 excluding VAT be accepted and the contract entered into. A vote was held and 7 Councillors voted for the proposal and 1 Councillor abstained.

**RESOLVED** - That the quote of £7,208.02 excluding VAT be accepted and the contract entered into.

**1920/21**     **Quotes for Security at Council Events**

Further to Minute 1900/21 when the Council approved events for 2022 a report was considered giving details of quotes received from local security firms for the provision of security at the events in 2022. It was proposed by Councillor Gill and seconded by Councillor Roberts that the quote from security firm A at the rate of £18.00 per hour including VAT per security guard per hour be accepted and the contract entered into for the provision of security at Council events in 2022. A vote was held and it was unanimously

**RESOLVED** - That the quote from security firm A at the rate of £18.00 per hour including VAT per security guard per hour be accepted and the contract entered into for the provision of security at Council events in 2022.

**1921/21**     **Sponsorship of Charity**

The Council considered a report on a request for sponsorship received from North Cumbria Hospitals NHS Charity for a Winter Festival Event. The Mayor had said that he wished to sponsor a Christmas Tree for £250.00 to be put up outside West Cumberland Hospital out of his Mayors Allowance. Following a discussion it was

- (i) Proposed by Councillor Roberts and seconded by Councillor Gill that the Mayors request be noted, approved and actioned. A vote was held and it was unanimously

**RESOLVED** - That the Mayor's request be noted, approved and actioned.

- (ii) Proposed by Councillor Maudling and seconded by Councillor Gill that the Council looks at this from January onwards and see if we have the powers to give money and that the Charity be informed that they can apply to the Council for a grant of up to £1000. A vote was held and it was unanimously

**RESOLVED** – That the Council looks at this from January onwards to see if we have the powers to give money and that the Charity be informed that they can apply to the Council for a grant of up to £1000.

**1922/21     Recommendations of Steering Group on Office Accommodation**

The Council considered a report containing recommendations made by the Steering Group on Office Accommodation. It was proposed by Councillor Roberts and seconded by Councillor Hayes that recommendations i to iv contained in the Report be approved and actioned. A vote was held and 7 Councillor voted for and 1 Councillor abstained.

**RESOLVED** - That recommendations i to iv contained in the Report be approved and actioned.

**1923/21     Quote for advertising in the Cumbria Guide**

The Council considered a quote received from the Cumbria Guide for advertising in the Cumbria Guide in 2022/23. Following a discussion it was proposed by Councillor Hayes and seconded by Councillor Maudling that the quote of £3,690.00 plus VAT for 6 full page adverts including artwork and design be accepted and actioned. A vote was held and it was unanimously

**RESOLVED** - That the quote of £3,690.00 plus VAT for 6 full page adverts including artwork and design be accepted and actioned.

**1924/21     Purchase of Black Liner for Vacant Allotments**

The Council considered a report on a recommendation from the Allotment Advisory Group to purchase 5 4.5mtrx100mtr rolls of black liner (weed membrane) to use on vacant allotment plots to keep the weeds down and make the plots more attractive to potential tenants. Three quotes had been received for the supply of 5 4.5mtr x100mtr rolls of black liner and the Council considered these. It was proposed by Councillor Gill and seconded by Councillor Roberts that the Council purchases 5 4.5mtr x 100mtr rolls of black liner at the quote of £216.98 plus VAT. A vote was held and 7 Councillors voted for and 1 Councillor abstained.

**RESOLVED** - That the Council purchases 5 4.5mtr x 100mtr rolls of black liner at the quote of £216.98 plus VAT.

**1925/21     Repairs to Bus Shelter at Greenbank**

The Council considered a report on repairs necessary to the bus shelter on Woodhouse Road, Greenbank following two incidents of vandalism. The Council's insurers had said that the repairs would be covered under the insurance policy but that there would be an excess payable of £100 for each

incident. The cost of replacement panels for the bus shelter was £480.00 inc.VAT. Councillor Arrighi had asked if she could use her Councillor Ward Grant to pay for this damage. Following a discussion it was proposed by Councillor Gill and seconded by Councillor Hayes that a claim be made through the Council's insurers for the loss caused by the damage. A vote was held and it was unanimously

**RESOLVED** – That the Council makes a claim through its insurers for the loss caused by this damage.

**1926/21 Johnson House Defibrillator**

The Council considered a report on a request from Johnson House to re-route the wiring for the defibrillator that the Council installed on their property which used the electricity supply via a plug socket in a room located directly behind the defibrillator. However it was discovered that the defibrillator had been disconnected from the electricity supply due to the plug being disconnected. Quotes had been sought from local electricians but none had been received. It was proposed by Councillor Gill and seconded by Councillor Rayson that the information in the report be noted and that the remedial works be approved and that the Council decides which electrical contractor to appoint when quotes have been received. A vote was held and it was unanimously

**RESOLVED** - That the information in the report be noted and that the remedial works be approved and that the Council decides which electrical contractor to appoint when quotes have been received.

**1927/21 Councillor Ward Matters**

- i. Councillor Redmond referred to standing and running water from the new garage at Hensingham and said standing water was sitting in a pool at the corner of the former Richmond pub.
- ii. Councillor Maudling said youths were running about Whitehaven and that it was all happening in King Street and Lowther Street and the CCC had put new street lights in on Catherine Street outside the Council Offices and people were congregating in the recess there. He said that people living in Barracks Mill were frightened.
- iii. Councillor Rayson said the lights were not working in the Market Place again. She said she had been told that last week there had been a few incidents one at the top of the market and attempted break ins and thefts and things like that. She said there were CCTVs on some properties but because it was so dark the perpetrators could not be identified. She said she was not getting any response from Copeland but some of the traders were getting frustrated by it
- iv. Councillor Rayson said the former Richmond Pub was falling to bits and said she didn't know what we could do about what was happening with it.



- The Clerk said that if it was a dilapidated building or a dangerous building then CBCs Building Control Dept should be contacted about it.
- v. Councillor Roberts referred to speeding on Harras Moor but said he was dealing with this with CCC.
  - vi. Councillor O’Kane asked if Clinton Boyce could be chased up regarding the bus shelter at Bransty
  - vii. Councillor O’Kane said in his area there was so much anger towards the lack of dialogue with the Planning Panel with regards to one planning application that had been allowed to die off to the extent where individuals by-passed the planning permission and went straight to the Planning Inspectorate and that that had caused absolute hell with the residents and had set a dangerous precedent. The Planning Department hadn’t got to grips with what was there because of various reasons so the individual concerned bypassed the Planning Panel and went straight to the Inspector for a review of the application and that that set a dangerous precedent to everyone in the area
  - viii. Councillor O’Kane referred to Hillcrest Community Centre and said it appeared that the decision on this had gone to the CBC Executive about 5-6 weeks ago and other than that nothing had been done. He said that at a recent meeting a number of residents said they could get together on this but again CBC was dragging their feet and that was sad.
  - ix. Councillor Gill said he had met with the Highways people because people were just parking on both sides of the road where he lived and the CCC had said that they were looking at a Road Traffic Order in April/May 2022 and it would be looked at then. He had asked if they could have residents parking permits for residents only
  - x. Councillor Hayes said they had similar problems on Kells outside the school with people parking on pavements. He said there had been problems with anti- social behaviour but that it seemed to have calmed down which could have been due to the fact that they now had a PCSO patrolling the area.. He said there was dog muck everywhere especially at night time.
  - xi. Councillor Hayes said there had recently been a big fire right in the middle of the bandstand in Castle Park at 8.30 to 9.45 at night. The police arrived in 5 minutes and said some plastic had been set alight.. The police dispersed 2—30 kids and he thought that 2 may have been arrested. He said he knew that that there was a move to put CCTV in the park and that worried him because that would not stop the kids from going there. He said that money could be spent in better ways than putting CCTV in the Park.
  - xii. Councillor Maudling said he had written to the Police and Crime Commissioner about CCTV and said that we had paid years ago for CCTV to be installed in the Town Centre and that we needed the CCTV to be working again in the Town Centre as windows were being smashed.
  - xiii. Councillor E Dinsdale said he had been contacted by a resident about the lighting on Blackbeck roundabout and had found an app called fix my

street so he had submitted a complaint on 10/11/21 and on 11/11/21 he received an update with a case number from Highways England and on 18/11/21 the lights were back on

- xiv. Councillor E Dinsdale raised concerns about parking around Corkickle which he said was mostly by Sellafield employees parking up and then catching the train. He said Park Drive Midgley had been highlighted so he had sent an email to Sellafield Limited about this and asking for a company notice to be sent out and that he would come back to the Council with an update

**1928/21 Date and Time and Venue of Next Meeting**

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

**IN PRIVATE**

- 1929/21** 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 from the meeting. Councillor Roberts proposed this and Councillor Gill 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 or press be instructed to withdraw from the meeting.

Councillor E Dinsdale left the Meeting and did not return

**1930/21 Councillor Ward Grant – HAG**

The Council considered a report on a Councillor Ward Grant application by HAG as the power to award the grant was under section 137 of the Local Government Act 1972 which requires a resolution to say that

- (i) There is a direct benefit to the area or part of the area or to some or all of the inhabitants of the area and
- (ii) That the direct benefit accruing to its area or residents is commensurate with the expenditure incurred

It was proposed by Councillor Roberts and seconded by Councillor Maudling that the Council pass a resolution that the Ward Grant application complies with the provisions of s 137 of the Local Government Act 1972 given in (i) and (ii) above and that the Council Ward Grant be granted. A vote was held and 6 Councillors voted for the proposal and 1 Councillor abstained.

**RESOLVED** - That the Ward Grant application complies with the provisions of s 137 of the Local Government Act 1972 given in (i) and (ii) above and that the Council Ward Grant to HAG be granted.

Councillor Rayson left the Meeting and did not return

**1931/21 Staff Incremental Pay Increase**

The Council considered a report on a staff incremental pay increase. It was proposed by Councillor Gill and seconded by Councillor Roberts that

1. That the annual increment be paid
2. That it be noted that there was likely to be a backdated payment to staff for the annual percentage increase to payscales for 2021/22 when it has been agreed by the Trades Unions and Employer and
3. That it be noted that the National Joint Council for Local Government Services will also be negotiating an increase in salary payscales for 2022/23

A vote was held and it was unanimously

**RESOLVED** – That

1. That the annual increment be paid
2. That it be noted that there is likely to be a backdated payment to staff for the annual percentage increase to payscales for 2021/22 when it has been agreed by the Trades Unions and Employer and
3. That it be noted that the National Joint Council for Local Government Services will also be negotiating an increase in salary payscales for 2022/23

The Meeting closed at 7.45

Chairman



WTC 27/01/2022

Item 5

Planning Application for Consideration by Whitehaven Town Council

<u>Application Number</u>	<u>Detail</u>
4/21/2195/0R1	Consultation on Additional and Amended Information: APPLICATION FOR THE APPROVAL OF RESERVED MATTERS FOR ACCESS, APPEARANCE, LANDSCAPING, LAYOUT AND SCALE FOR 85 DWELLINGS FOLLOWING OUTLINE PLANNING APPROVAL 4/16/2415/0O1 <b>HARRAS DYKE FARM, HARRAS DYKE, WHITEHAVEN</b>
4/21/2196/0R1	Consultation on Additional and Amended Information: APPLICATION FOR THE APPROVAL OF RESERVED MATTERS FOR ACCESS, APPEARANCE, LANDSCAPING, LAYOUT AND SCALE FOR 5 DWELLINGS FOLLOWING OUTLINE PLANNING APPROVAL 4/16/2416/0O1 <b>LAND AT HARRAS ROAD, HARRAS MOOR, WHITEHAVEN</b>
4/21/2454/0F1	Consultation on Additional and Amended Information: PROPOSED GROUND FLOOR KITCHEN EXTENSION AND FIRST FLOOR BATHROOM EXTENSION TO REAR ELEVATION, ERECTION OF CONSERVATORY <b>8 THE GREEN, BRANSTY, WHITEHAVEN</b>
4/21/2560/0L1	LISTED BUILDING CONSENT FOR THE DEMOLITION AND RE- BUILDING OF A REAR GARDEN BOUNDARY WALL <b>38 ROPER STREET, WHITEHAVEN</b>
4/22/2002/0F1	FIRST FLOOR SIDE EXTENSION <b>2 BEATTY ROAD, BRANSTY, WHITEHAVEN</b>
4/22/2010/TPO	CROWN LIFT A WILLOW TREE TO ALLOW 2.5M CLEARANCE TO FOOTPATH AND PRUNE A BEECH TREE TO GIVE 2M CLEARANCE TO NEXT DOOR PROPERTY (BOTH OF WHICH ARE SITUATED WITHIN A CONSERVATION AREA) <b>HILLCREST, INKERMAN TERRACE, WHITEHAVEN</b>
4/22/2011/0F1	CONVERSION OF DOMESTIC GARAGE/STORE INTO DWELLING (RESUBMISSION OF WITHDRAWN APPLICATION 4/21/2010/0F1) <b>SPOUT HOUSE, SANDWICH</b>
4/22/2013/0F1	GROUND FLOOR EXTENSIONS TO BOTH ENDS & REAR OF EXISTING BUNGALOW (PART OF EXTENSION TO REAR IS TWO STOREY) & INTERNAL ALTERATIONS <b>BRAKESIDE VILLA, ENNERDALE TERRACE, WHITEHAVEN</b>

Application Number

Detail

4/22/2021/0F1

CHANGE OF USE OF EXISTING 1 BEDROOM BUNGALOW TO  
A COMMERCIAL USE COMPRISING A HAIRDRESSERS AND  
BEAUTY SALON AND MINOR EXTERNAL ALTERATIONS TO  
DOOR AND WINDOW OPENINGS  
**8A WASDALE CLOSE, MIREHOUSE, WHITEHAVEN**

4/22/2026/TPO

REMOVAL OF ACER TREE SITUATED WITHIN A  
CONSERVATION AREA  
**TRINITY GARDENS, SCOTCH STREET, 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 Note the list of invoices at Appendix 4 that were paid during December so as to avoid any late payment fees.
- 1.3 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 19th January 2022. This shows a balance of £230,771.81. There are however cheques to the value of £1903.63 still to be presented and cleared.
- 2.2 The balance in the deposit account is £450,400.11.

## **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.
- 3.3 The invoices listed and shown in Appendix 4 be noted as paid.

27/01/2021

## Appendix 1

## Invoices for Consideration by Whitehaven Town Council

Date	Supplier	Category	Detail	Total Amount	Power	Column1
10/12/2021	POD (North West) Ltd	Events	Banner for Market Marquee	£ 180.00		s144 LGA 1972
25/12/2021	Eden Springs (UK) Ltd	Supplies & Services	Environmental Levy for water coolers (January)	£ 2.16		s111 LGA 1972
01/01/2022	NHS Cumbria Integrated Care NHS Foundation Trust	Employees & Allowances	Sponsorship of Christmas Tree at West Cumberland Hospital	£ 250.00		
04/01/2022	Westcom IT Solutions	Supplies & Services	Annual Service Contract 01.02.2022 - 31.03.2023	£ 1,152.00		s111 LGA 1972
06/01/2022	Copeland Borough Council	3rd Party	Allotment & Pigeon Loft Maintenance Contract - January 2022	£ 717.42	s23 Small Holdings Allotments Act 1908	
07/01/2022	Copeland Borough Council	Employees & Allowances	Assistant Ranger Contract - January 2022	£ 2,199.02		s111 LGA 1972
07/01/2022	Copeland Borough Council	Employees & Allowances	Ranger Contract - January 2022	£ 3,325.44		s111 LGA 1972
10/01/2022	Sharp Business Systems UK PLC	Supplies & Services	Photocopier Charges - December 2021	£ 30.00		s111 LGA 1972
10/01/2022	Alwel Glass	3rd Party	2 x polycarbon panels to replace damaged bus shelter panels	£ 183.00		s4 Local Government (Miscellaneous) Act 1953
10/01/2022	Alwel Glass	3rd Party	4 x polycarbon panels to replace damaged bus shelter panels	£ 393.00		s4 Local Government (Miscellaneous) Act 1953
12/01/2022	Viking	Supplies & Services	A4 copier paper	£ 36.96		s111 LGA 1972
14/01/2022	Copeland Borough Council	3rd Party	Materials for installing handrail at Crow Park and debris removal from Midgey Allotments	£ 122.68		
17/01/2022	Copeland Borough Council	Supplies & Services	Christmas Tree for 148 Queen Street	£ 60.00	s23 Small Holdings Allotments Act 1908	
20/01/2022	Mrs V Gorley	Employees & Allowances	Coffee	£ 6.30		s111 LGA 1972
				£ 8,657.98		



64	30/07/2021	BACS	Rosehill Youth Theatre	100.00						100.00	100.00	1843/21 (i)	
65	30/07/2021	BACS	Copeland Borough Council		20.00					20.00	20.00	1843/21 (i)	
66	30/07/2021	BACS	Bauer Radio Ltd					1687.75		1687.75	337.55	2025.30	1843/21 (i)
67	30/07/2021	1022	Copeland Borough Council	20.73						20.73			1843/21 (i)
68	30/07/2021	1023	Copeland Borough Council						1832.52				1843/21 (i)
69	30/07/2021	1024	Copeland Borough Council			1663.02				1663.02	332.60	1995.62	1843/21 (i)
70	30/07/2021	1025	Copeland Borough Council						2771.20		554.24	3325.44	1843/21 (i)
71	30/07/2021	1026	Copeland Borough Council				597.85			597.85	119.57	717.42	1843/21 (i)
72	30/07/2021	1027	Mr Alan Clements						22.52			22.52	1843/21 (i)
73	30/07/2021	BACS	Lockhart Leisure Ltd							595.00	119.00	714.00	1843/21 (i)
74	30/07/2021	BACS	Whitehaven Gas & Plumbing								22.00	132.00	1843/21 (i)
75	30/07/2021	BACS	Glasdon UK Ltd		2554.08					2554.08	510.81	3064.89	1843/21 (i)
76	30/07/2021	BACS	Beck Bottom Community Garden Group - replaces chq no 1019							100.00		100.00	Ward Grant
77	30/07/2021	BACS	Beck Bottom Community Garden Group							80.00		80.00	Ward Grant
<b>Aug-21</b>													
	13/08/2021	BACS	Cumbria LGPS	733.36						733.36		733.36	631/17 (ii)
	13/08/2021	BACS	Staff	4516.89						4516.89		4516.89	1666/20
	13/08/2021	1028	HMRC	2257.03						2257.03		2257.03	HMRC
78	20/08/2021	DD	BT Group		67.99					67.99	13.60	81.59	Contract
79	21/08/2021	DD	Crown Gas & Oil	62.40						62.40	3.12	65.52	Contract
80	27/08/2021	1029	J & R Bennett						3310.00	3310.00	662.00	3972.00	1861/21 (i)
81	27/08/2021	1030	J & R Bennett						390.00	390.00	78.00	468.00	1861/21 (i)
82	27/08/2021	1031	J & R Bennett						2622.70	2622.70	524.54	3147.24	1861/21 (i)
83	27/08/2021	1032	Viking		38.48					38.48	7.70	46.18	1861/21 (i)
84	27/08/2021	1033	Copeland Borough Council							1832.52	366.50	2199.02	1861/21 (i)
85	27/08/2021	1034	Copeland Borough Council			1663.02				1663.02	332.60	1995.62	1861/21 (i)
86	27/08/2021	1035	Copeland Borough Council						2771.20	2771.20	554.24	3325.44	1861/21 (i)
87	27/08/2021	1036	Copeland Borough Council				597.85			597.85	119.57	717.42	1861/21 (i)
88	27/08/2021	1037	Graham Roberts		3.75					3.75		3.75	1861/21 (i)
<b>Sept-21</b>													
89	01/09/2021	BACS	Eden Springs (UK) Ltd		6.30					6.30	1.26	7.56	1861/21 (i)
90	01/09/2021	BACS	Solway Water Management Ltd							250.00	50.00	300.00	1861/21 (i)
91	01/09/2021	BACS	Cumbria Media		138.00					138.00		138.00	1861/21 (i)
92	10/09/2021	1038	Jeans Flower Boutique	30.00						30.00		30.00	Mayors Allowance
93	15/09/2021	BACS	Mrs L & Mr D P Kelly T/A Corner House B&B							85.00		85.00	1832/21
94	15/09/2021	BACS	J O Dixon Jeweller Ltd		12.50					12.50		12.50	Mayors Allowance
	15/09/2021	BACS	Staff	4517.09						4517.09		4517.09	1666/20
	15/09/2021	BACS	Cumbria LGPS	733.36						733.36		733.36	6317/17 (ii)
	15/09/2021	1039	HMRC	2256.83						2256.83		2256.83	HMRC
95	20/09/2021	DD	BT Group		70.15					70.15	14.03	84.18	Contract
96	20/09/2021	DD	Crown Gas & Oil	66.56						66.56	3.33	69.89	Contract
<b>Oct-21</b>													
97	05/10/2021	BACS	M Thomson Electrical							700.00	140.00	840.00	1876/21 (i)
98	05/10/2021	BACS	Mr C J Hayes				6.50			6.50		6.50	1876/21 (i)
99	05/10/2021	BACS	Easby Orwell Ltd							583.33	116.67	700.00	1876/21 (i)
100	05/10/2021	BACS	Westcom IT		72.00					72.00	14.40	86.40	1876/21 (i)
101	05/10/2021	BACS	Eden Springs (UK) Ltd		1.80					1.80	0.36	2.16	1876/21 (i)
102	05/10/2021	BACS	Water Plus Limited	98.60						98.60	3.14	101.74	1876/21 (i)
103	01/10/2021	1040	Copeland Borough Council							1832.52	366.50	2199.02	1876/21 (i)
104	01/10/2021	1041	Copeland Borough Council			1663.02				1663.02	332.60	1995.62	1876/21 (i)
105	01/10/2021	1042	Copeland Borough Council						2771.20	2771.20	554.24	3325.44	1876/21 (i)
106	01/10/2021	1043	Copeland Borough Council				597.85			597.85	119.57	717.42	1876/21 (i)
107	05/10/2021	BACS	Gordon Ellis & Co						1523.87	1523.87	304.77	1828.71	1876/21 (i)
108	05/10/2021	BACS	Weir & Carmichael							1620.00	324.00	1944.00	1876/21 (i)
109	01/10/2021	1044	Copeland Borough Council	240.00			1620.00			240.00	48.00	288.00	1876/21 (i)
110	05/10/2021	BACS	Discount Displays							3398.00	679.60	4077.60	1876/21 (i)
111	06/10/2021	BACS	Nisbets							939.80	187.96	1127.76	1876/21 (i)
112	06/10/2021	BACS	PKF Littlejohn LLP				1000.00			1000.00	200.00	1200.00	1876/21 (i)
113	06/10/2021	BACS	Mr C J Hayes					50.00		50.00		50.00	1876/21 (i)
114	06/10/2021	BACS	Cumbria Media		224.25					224.25		224.25	1876/21 (i)
115	06/10/2021	BACS	Water Plus Limited				280.46			280.46		280.46	1876/21 (i)
116	06/10/2021	BACS	Cumbria Roofing							1400.00	280.00	1680.00	1876/21 (i)
117	06/10/2021	BACS	Lockhart Leisure Ltd							1475.00	295.00	1770.00	1876/21 (i)
118	06/10/2021	BACS	Deborah McKenna Ltd							1000.00	200.00	1200.00	1876/21 (i)
119	06/10/2021	BACS	Cumbria Media		104.06					104.06		104.06	1876/21 (i)
120	06/10/2021	BACS	Fluid Productions Ltd							1046.40	209.28	1255.68	1876/21 (i)
121	12/10/2021	BACS	Water Plus Limited				28.64			28.64		28.64	
122	15/10/2021	BACS	Greenbank Community Association				1000.00			1000.00		1000.00	1814/20
	15/10/2021	BACS	Staff	4516.90						4516.90		4516.90	1666/20
	15/10/2021	BACS	Cumbria LGPS	733.36						733.36		733.36	6317/17 (ii)
	15/10/2021	1045	HMRC	2257.02						2257.02		2257.02	HMRC
123	15/10/2021	BACS	WEL Medical		477.95					477.95	95.59	573.54	
124	18/10/2021	DD	Crown Gas & Oil	82.57						82.57	4.13	86.70	
125	20/10/2021	DD	BT Group		72.01					72.01	14.40	86.41	
<b>Nov-2021</b>													
126	02/11/2021	BACS	Newsquest Media Group							300.00	60.00	360.00	
	05/11/2021	DD	Water Plus Limited				40.00			40.00		40.00	
127	08/11/2021	BACS	Eden Springs (UK) Ltd		20.36					20.36	4.07	24.43	
128	08/11/2021	1046	Copeland Borough Council	80.00						80.00	16.00	96.00	
129	08/11/2021	BACS	Mrs M Jewell		119.90					119.90	23.98	143.88	
130	08/11/2021	BACS	Bauer Radio Ltd							486.00	97.20	583.20	
131	08/11/2021	1047	Copeland Borough Council							1832.52	366.50	2199.02	
132	08/11/2021	1048	Copeland Borough Council			1663.02				1663.02	332.60	1995.62	
133	08/11/2021	1049	Copeland Borough Council							2771.20	554.24	3325.44	
134	08/11/2021	1050	Copeland Borough Council				597.85			597.85	119.57	717.42	
135	08/11/2021	1051	Copeland Borough Council	20.73						20.73		20.73	
136	08/11/2021	BACS	Westcom IT		215.60					215.60	43.12	258.72	

137	08/11/2021	BACS	Online Systems (Northern) Limited			50.00														50.00	10.00	60.00	
138	08/11/2021	BACS	Mrs V Gorley			7.32														7.32		7.32	
139	08/11/2021	1052	Viking			125.28														125.28	8.06	133.34	
140	08/11/2021	BACS	Cumbria Media			122.00														122.00		122.00	
141	08/11/2021	BACS	Mr C J Hayes	72.00																72.00		72.00	
142	08/11/2021	1053	St James Community Centre		18.00															18.00		18.00	
143	08/11/2021	1054	Copeland Borough Council						1663.02											1663.02	332.60	1995.62	
144	08/11/2021	1055	Copeland Borough Council					597.85												597.85	119.57	717.42	
145	08/11/2021	1056	Copeland Borough Council									2771.20								2771.20	554.24	3325.44	
146	08/11/2021	1057	Copeland Borough Council									1832.52								1832.52	366.50	2199.02	
147	08/11/2021	BACS	Bauer Radio Ltd											535.06						535.06	107.01	642.07	
148	08/11/2021	BACS	Derwent Recycling Services Ltd					240.00												240.00	48.00	288.00	
149	08/11/2021	BACS	Derwent Recycling Services Ltd					240.00												240.00	48.00	288.00	
150	08/11/2021	BACS	Derwent Recycling Services Ltd					240.00												240.00	48.00	288.00	
151	08/11/2021	BACS	Derwent Recycling Services Ltd					240.00												240.00	48.00	288.00	
152	08/11/2021	BACS	Mrs V Gorley												26.98					26.98		26.98	
153	15/11/2021	BACS	Global Media Group Services Ltd												1105.61					1105.61	221.12	1326.73	CCC Grant
154	15/11/2021	BACS	Global Media Group Services Ltd												541.83					541.83	108.37	650.20	CCC Grant
	15/11/2021	BACS	Staff	4517.09																4517.09		4517.09	1666/20
	15/11/2021	BACS	Cumbria LGPS	733.36																733.36		733.36	6317/17 (ii)
	15/11/2021	BACS	HMRC	2256.83																2256.83		2256.83	HMRC
155	18/11/2021	DD	Crown Gas & Oil		184.67															184.67	9.23	193.90	
156	19/11/2021	DD	BT Group			71.29														71.29	14.26	85.55	
<b>Dec-2021</b>																							
157	03/12/2021	BACS	Alwel Glass & Glazing Ltd		64.00															64.00	12.80	76.80	
158	03/12/2021	BACS	Clyde & Co													142.00					142.00	142.00	
159	03/12/2021	BACS	Eden Springs (UK) Ltd			1.80														1.80	0.36	2.16	
160	03/12/2021	BACS	Sharp Business Systems			25.00														25.00	5.00	30.00	
161	03/12/2021	BACS	Deborah McKenna Ltd												287.70					287.70	57.54	345.24	
162	03/12/2021	BACS	Mrs V Gorley												129.49					129.49		129.49	
163	03/12/2021	BACS	Hampshire Flag Company												100.99					100.99	20.20	121.19	
164	03/12/2021	BACS	Mrs J Hartley				250.00													250.00		250.00	
165	03/12/2021	BACS	Whitehaven Brass Band												205.00					205.00		205.00	
166	03/12/2021	BACS	Glasdon UK Ltd				378.82													378.82	75.76	454.58	
167	03/12/2021	BACS	Cumbria Media			190.00														190.00		190.00	
168	03/12/2021	BACS	St James Community Centre		18.00															18.00		18.00	
169	03/12/2021	BACS	Armstrong Rhead Limited																				
170	03/12/2021	BACS	Three Lions Security												300.00			1500.00		300.00	300.00	1800.00	
171	03/12/2021	BACS	Cumbria County Council			2356.49														2356.49	471.30	2827.79	
172	09/12/2021	BACS	Hensingham Peoples Action Group									300.00								300.00		300.00	
173	14/12/2021	DD	Bryt Energy		3291.92															3291.92	658.38	3950.30	
	15/12/2021	BACS	Staff	4869.88																4869.88		4869.88	1666/20
	15/12/2021	BACS	Cumbria LGPS	733.36																733.36		733.36	6317/17 (ii)
	15/12/2021	HMRC		1904.04																1904.04		1904.04	HMRC
174	15/12/2021	BACS	Eden Springs (UK) Ltd			1.80														1.80	0.36	2.16	
175	15/12/2021	BACS	Bauer Radio Ltd												521.84					521.84	104.37	626.21	
176	15/12/2021	1060	J & R Bennett								2006.10									2006.10	401.22	2407.32	
177	15/12/2021	1061	Copeland Borough Council					597.85												597.85	119.57	717.42	
178	15/12/2021	1062	Copeland Borough Council						1663.02											1663.02	332.60	1995.62	
179	15/12/2021	1063	Copeland Borough Council												1832.52					1832.52	366.50	2199.02	
180	15/12/2021	1064	Copeland Borough Council												2771.20					2771.20	554.24	3325.44	
181	15/12/2021	BACS	RBL Poppy Appeal												92.00					92.00		92.00	
182	15/12/2021	BACS	Lockhart Leisure Ltd												1620.00					1620.00	324.00	1944.00	
183	15/12/2021	1065	Copeland Borough Council												17688.42					17688.42		17688.42	
184	17/12/2021	DD	Crown Gas & Oil		329.08															329.08	65.81	394.89	Contract
185	19/12/2021	DD	BT Group			68.73														68.73	13.75	82.48	Contract
186	21/12/2021	BACS	Sharp Business Systems			44.73														44.73	8.95	53.68	
187	21/12/2021	BACS	Easby Orwell Ltd			3690.00														3690.00	738.00	4428.00	
188	21/12/2021	BACS	Sharp Business Systems			186.91														186.91	37.38	224.29	
189	21/12/2021	BACS	Mr C J Hayes	66.00																66.00		66.00	
190	21/12/2021	BACS	Bauer Radio Ltd												77.51					77.51	15.50	93.01	
191	22/12/2021	DD	Bryt Energy		1067.60															1067.60	213.52	1281.12	Contract
192	23/12/2021	DD	Water Plus Limited					163.09												163.09		163.09	DD
193	31/12/2021	DD	Water Plus Limited			155.57														155.57	6.25	161.82	DD
<b>Jan-2022</b>																							
	14/01/2022	1066	HMRC			1903.63														1903.63		1903.63	HMRC
	14/01/2022	BACS	Staff	4870.29																4870.29		4870.29	1666/20
	14/01/2022	BACS	Cumbria LGPS	733.36																733.36		733.36	6317/17 (ii)
194	17/01/2022	DD	Crown Gas & Oil		418.36															418.36	83.67	502.03	Contract
195	19/01/2022	DD	BT Group			66.33														66.33	13.27	79.60	
76069.76 17892.44 16160.55 8409.39 3000.00 8101.68 0.00 0.00 14967.18 56.50 41433.48 9875.19 1180.00 0.00 17688.42 18540.37 3082.23 1500.00 237582.89 24321.91 £261,904.87																							



**WHITEHAVEN TOWN COUNCIL  
SUMMARISED INCOME & EXPENDITURE STATEMENT  
FINANCIAL YEAR 2021-2022**

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

**BANK BALANCES BROUGHT FORWARD**

CBS 53905917 (01.04.2021)	21,364.99
CBS 53906216 (01.04.2021)	450,400.11
<b>TOTAL OPENING BALANCE</b>	<b>£ 471,765.10</b>

**INCOME:**

Precept	433,573.86
Interest (Deposit)	
Other Income	35,834.20
<b>TOTAL INCOME</b>	<b>£ 469,408.06</b>

**EXPENDITURE**

Employees & Allowances	76069.76
Premises	17892.44
Supplies/Services	16160.55
3rd Party	8409.39
Grants	3000.00
Allotments	8101.68
Markets	0.00
Community Plan	0.00
Ground Maintenance	14967.18
Civic Hospitality	56.50
Ranger	41433.48
Whitehaven In Bloom	9875.19
Ward Grants	1180.00
Elections	0.00
Environmental Improvements	17688.42
Events	18540.37
Contingencies	3082.23
Reserves	1500.00
VAT (to be reclaimed)	24321.91
<b>TOTAL EXPENDITURE</b>	<b>£ 261,904.87</b>

**CASH BOOK BALANCE**

Brought forward	£ 471,765.10
Income	£ 469,408.06
Expenditure	£ 261,904.87
<b>Town Council Funds</b>	<b>£ 679,268.29</b>

**BANK BALANCES**

CBS 53905917 (19/01/2022)	230,771.81
CBS 53906216 (19/01/2022)	450,400.11
	<b>£ 681,171.92</b>

**Unpresented Cheques**

1,903.63

**FINANCIAL POSITION**

**£ 679,268.29**



**INCOME 2020-2021**

Date	Item	Precept	Interest	Other
01.04.2021	Allotment Rents 2021/2022			2460.00
14.04.2021	Allotment Rents 2021/2022			470.00
15.04.2021	Allotment Rents 2021/2022			100.00
15.04.2021	HMRC - VAT Refund - March 2021			2339.13
19.04.2021	Allotment Rents 2021/2022			100.00
30.04.2021	2021-2022 Precept	433573.86		
30.04.2021	Allotment Rents 2021/2022			260.00
04.06.2021	CBC - Refund			24.60
07.06.2021	Allotment Rents 2021/2022			450.00
11.06.2021	HMRC - VAT Refund - May 2021			2496.39
14.06.2021	HMRC - VAT Refund - April 2021			1860.36
17.06.2021	Allotment Rents 2021/2022			40.00
23.06.2021	Sellafield Sponsorship			3000.00
28.06.2021	Allotment Rents 2021/2022			291.00
30.07.2021	Allotment Rents 2021/2022			310.00
13.08.2021	Allotment Rents 2021/2022			90.00
16.08.2021	HMRC - VAT Refund - June & July			3815.79
24.08.2021	Cumbria County Council Grant			3290.00
03.09.2021	Cumbria County Council Grant			3737.00
17.09.2021	Refund - CBC former office rent			81.74
17.09.2021	HMRC - VAT Refund August			1439.63
20.09.2021	Refund - Viking Payments			308.48
14.10.2021	HMRC - VAT Refund September			4118.88
21.10.2021	Copeland Veterans Group - Unspent Grant			209.71
18.11.2021	HMRC - VAT Refund - October			1988.47
16.12.2021	Allotment Rents 2021/2022			16.66
16.12.2021	HMRC - VAT Refund - November			2536.36

433573.86	0.00	35834.20	469408.06
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APPENDIX 4

Invoices paid by Whitehaven Town Council during December 2021

Date	Supplier	Category	Detail	Total Amount	Power	Transaction
	Eden Springs (UK) Ltd	Supplies & Services	Environmental Levy - December 2021	£ 2.16	£111 LGA 1972	
	Bauer Radio Ltd	Events	VAT for professional fees 22.07.2020 - 23.11.2020	£ 642.20	£111 LGA 1972	
	J & R Bennett	Events	Winter Bedding Plants 2021/2022	£ 2,407.32	£144 LGA 1972	
	Copeland Borough Council	3rd Party	Allotment and Pigeon Loft Maintenance Contract - Dec 2021	£ 717.42	£23 Allotments Act 1908	
	Copeland Borough Council	3rd Party	Grass Cutting Contract - Dec 2021	£ 1,995.62	£111 LGA 1972	
	Copeland Borough Council	3rd Party	Assistant Ranger Contract - Dec 2021	£ 2,199.02	£111 LGA 1972	
	Copeland Borough Council	3rd Party	Ranger Contract - Dec 2021	£ 3,325.44	£111 LGA 1972	
	RBL Poppy Appeal	Events	5 x poppy wreaths	£ 92.00	£137 LGA 1972	
	Lockhart Leisure Ltd	Events	Marquee Hire - 03.12.2021	£ 1,944.00	£144 LGA 1972	
	Copeland Borough Council	3rd Party	Contribution for the upkeep and planting in St Nicholas Gardens 2021/2022	£ 17,688.42	£144 LGA 1972	
	Sharp Business Systems	Supplies & Services	Photocopier charges from 18.10.2021 - 28.11.2021	£ 53.68	£111 LGA 1972	
	Easby Orwell Ltd	Supplies & Services	Advertising in Cumbria Guide 2021/2022	£ 4,428.00	£144 LGA 1972	
	Sharp Business Systems	Supplies & Services	Photocopier charges from 14.05.2021 - 18.10.2021	£ 224.29	£111 LGA 1972	
	Mr C J Hayes	Employees & Allowances	Re-imbursment for payment to Ink Design for Mayors Christmas Cards	£ 66.00	£111 LGA 1972	
	Bauer Radio Ltd	Events	CFM East Airtime (funded by CCC grant)	£ 77.51	£144 LGA 1972	

£ 35,863.08

**2022/23 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 2022/23 Whitehaven Town Council's Revenue Budget and Precept.

**RECOMMENDATIONS**

The Town Council is recommended to:

- a) Consider the proposed 2022/23 Revenue Budget and Precept;
- b) Make any proposed amendments;
- c) Subsequent to a) and b), approve the 2022/23 Revenue Budget and Precept; and
- d) Agree that the Chairman and Clerk sign the Precept 2022/23 Form received from Copeland Borough Council to advise Copeland Borough Council of the approved Whitehaven Town Council Precept for 2022/23 to inform the setting of the overall Council Tax requirement for 2022/23.

**1.0 INTRODUCTION**

- 1.1 A Budget Setting Advisory Group Meeting comprising those members on the Policy, Resources and Finance Committee was held on 22<sup>nd</sup> November 2021, 29<sup>th</sup> November 2021, 13<sup>th</sup> December 2021 and 20<sup>th</sup> January 2022 to discuss budget proposals for 2022/23 and make recommendations to Full Council.

The 2022/23 Revenue Budget has been compiled based on the Budget Setting Advisory Group meeting of Councillors.

- 1.2 The Parish Council Tax bases have 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.

**2.0 2022/23 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 2022/23 Revenue Budget and considers carefully the

level and purpose of any reserves – be that contributions to reserves or use of reserves. It was recommended that £20,000 be earmarked to Events.

### **3.0 2022/23 COUNCIL TAX BASE**

- 3.1 **Appendix B** illustrates the calculated Council Tax Base for the Whitehaven Town Council area for 2022/23. This assumes a 98% collection rate in line with Copeland Borough Council and includes a slight increase in the Band D equivalent from 6778.92 to 6820.90.

### **4.0 2022/23 PRECEPT**

- 4.1 Based on the proposals outlined in Appendix A and the 2022/23 Council Tax Base set out in Appendix B, this would equate to an 5.07% increase in the Town Council Precept for 2022/23. The Precept would be £66.79 per Band D equivalent property for 2022/23 (for 2021/22 it was £63.96) an increase annually of £3.22 which equates to £0.06.2p per week. This is calculated as 6820.90 Band D equivalents multiplied by £66.7938 equals £455,593.93. The Council will be paid £455,593.93 because when Copeland Borough Council sets the Council Tax it will be based on  $\frac{£455,593.93}{6820.90} = £66.7938$  (see Appendix C).

### **5.0 CONCLUSIONS/RECOMMENDATIONS**

- 5.1 Copeland Borough Council must set its Net Budget Requirement and Council Tax Requirement by the end of February 2022 and therefore they require our precept figures by the end of January 2022 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 2022/23 Revenue Budget and Precept;**
  - b) **Makes any proposed amendments;**
  - c) **Subsequent to a) and b) above, approves the 2022/23 Revenue Budget and Precept; and**
  - d) **Agrees that the Chairman and Clerk sign the Precept 2022/23 Form received from Copeland Borough Council to advise Copeland Borough Council of the approved Whitehaven Town Council Precept for 2022/23 to inform the setting of the overall Council Tax Requirement for 2022/23**

#### **Appendices**

**Appendix A: 2022/23 Revenue Budget Proposals**

**Appendix B: 2022/23 Council Tax Base**

**Appendix C: Precept Calculation**

BUDGET PROPOSALS 2022/23		
	EXPENDITURE (Net of VAT)	2022/23 Budget
	<b>CORE ACTIVITIES</b>	
Employees & Allowances	Salaries	105000.00
	Office Consumables	500.00
	Members Expenses (Travel and Subsistence)	700.00
	Mayor's Allowance (for expenses incurred whilst in office)	3063.00
	Staff Development & Training	2000.00
	Member Development & Training	2000.00
Premises	Water Rates	600.00
	Energy Charges	7000.00
	Annual Safety Checks	2500.00
	Repair & Maintenance	5000.00
	Architect Costs	9000.00
	Refuse Collection	100.00
	Office Renovation	25000.00
	Meeting Room Hire	1500.00
NNDR (former Whitehaven News Office)	11500.00	
Supplies & Services	Telephone & Broadband (BT)	1200.00
	IT (Westcom)	2000.00
	Website maintenance	2500.00
	Zurich Insurance	4000.00
	Photocopier/Printing	2000.00
	Stationery	500.00
	Postage	400.00
	Advertising	4000.00
	Subs - CALC	2000.00
	Subs - Other	500.00
Miscellaneous	500.00	
3rd Party	Internal Auditor	500.00
	External Auditor	3000.00
	Allotments	12000.00
	Elections	5000.00
	Ranger	35005.88
	Assistant Ranger	22269.97
	<b>SUB TOTAL</b>	<b>£ 272,838.85</b>
3rd Party	<b>OPTIONAL ACTIVITIES - to be decided</b>	
	Ward Grants	24000.00
	Community Grants	10000.00
	Grounds Maintenance (grass cuttings)	20455.08
	Christmas Lights infrastructure (for repairs and pu	15000.00
	Christmas Lights (erection of)	24800.00
	Other Environmental Improvements	35000.00
Bus Shelters, Bins and Seats	10000.00	
Events	Civic Hospitality	1500.00
	Whitehaven in Boom	12000.00
	Events	25000.00

	Contingency Sum for Unforeseen Events		5000.00
	<b>TOTAL EXPENDITURE</b>	<b>£</b>	<b>455,593.93</b>



	<b>INCOME</b>	<b>2022/23</b>
		<b>Budget</b>
	Precept	455593.93
	Allotments/Pigeon Lofts	5000.00
	Bank Interest	4000.00
	<b>Total Income</b>	<b>464593.93</b>

<b>COUNCIL RESERVES ESTIMATED</b>	
<b>Reserve</b>	<b>Estimate at 1/4/22</b>
General reserve	580,000.00
Earmarked reserves (Events)	20,000.00
<b>Total reserves</b>	<b>600,000.00</b>

2022-  
 23

**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 13 December 2021	0	7765	1796	1354	918	243	38	0	8	12122
		Estimated additional new dwellings		27	1	3	19	1	3	0	0	54
		Estimated deleted dwellings		0	0	0	0	0	0	0	0	0
2/1	WH2/1	Exemptions	0	206	23	29	8	2	0	0	1	269
5/1	WH5/1	Disabled reductions	0	37	8	13	5	1	2	0	3	69
6/1	WH6/1	Adjustment for disabled reductions	37	8	13	5	1	2	0	3	0	69
8/1	WH8/1	No. of single person discounts	5	3324	602	323	167	25	5	0	0	4451
9/1	WH9/1	No. entitled to a 25% discount	0	73	18	10	7	0	0	0	0	108
10/1	WH10/1	No. entitled to 2 x 25% discount	1	1	3	2	3	0	1	3	1	15
2/10	WH2/10	Standard Empty	0	0	1	0	0	0	0	0	0	1
1/11	WH1/11	Second Homes Class A	0	0	0	0	0	0	0	0	0	0
1/10	WH1/10	Second Homes Class B	0	139	23	16	7	3	0	0	0	188
2/6	WH2/6	Uninhabitable discount	0	24	9	8	4	2	0	0	0	47
2/6	WH2/6	Unoccupied discount 28 days		4								4
3/6	WH3/6	Unoccupied discount 2 to 6 months		22	5	2						29
D4	WHD4	Long term empty		69	20	7	1				1	98
4/8	WH4/8	Long term empty premium over 2 years	0	51	1	0	0	0	0	0	0	52
3/9	WH3/9	Long term empty premium over 5 years	0	15	1	0	0	0	0	0	0	16
3/9.	WH3/9.	Long term empty premium over 10 years	0	13	0	0	1	0	0	0	0	14
1		<b>Total dwellings liable to 100% tax</b>	<b>31</b>	<b>3822</b>	<b>1096</b>	<b>952</b>	<b>735</b>	<b>213</b>	<b>33</b>	<b>0</b>	<b>2</b>	<b>6884</b>
		<b>Discount Calculations</b>										
		Single person discount	0.25	2547.75	465	249.75	130.5	18.75	3.75	0	0	3419.25
		All disregarded and standard empty	0.50	0.5	2	1	1.5	0	0.5	1.5	0.5	8
		<b>Standard Discounts</b>										
		Second home Class A and B	0.10	125.1	20.7	14.4	6.3	2.7	0	0	0	169.2
		Long term empty	0.50	34.5	10	3.5	0.5	0	0	0	0.5	49
		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 over 2 years	0.50	25.5	0.5	0	0	0	0	0	0	26
		Empty premium over 5 years	0.50	7.5	0.5	0	0	0	0	0	0	8
		Empty premium over 10 years	0.50	6.5	0	0	0.5	0	0	0	0	7



Total dwellings with standard discounts		4.25	2747.35	498.7	268.65	139.3	21.45	4.25	1.5	1	3686.45
<b>Additional tax base raised tech reforms</b>											
Second home Class A and B	0.00	0	13.9	2.3	1.6	0.7	0.3	0	0	0	18.8
Long term empty	0.00	0	34.5	10	3.5	0.5	0	0	0	0.5	49
Uninhabitable discount	0.50	0	12	4.5	4	2	1	0	0	0	23.5
Unoccupied discount up to 28 days	1.00	0	0	0	0	0	0	0	0	0	0
Unoccupied discount 2 to 6 months	0.00	0	22	5	2	0	0	0	0	0	29
Empty premium over 2 years	2.00	0	76.5	1.5	0	0	0	0	0	0	78
Empty premium over 5 years	3.00	0	37.5	2.5	0	0	0	0	0	0	40
Empty premium over 10 years	4.00	0	45.5	0	0	3.5	0	0	0	0	49
<b>Total additional tax base raised</b>		0	241.9	25.8	11.1	6.7	1.3	0	0	0.5	287.3
Family annex discount		0	0	0	0	0	0	0	0	0	0
<b>Total net of discounts &amp; exemptions</b>		35.25	6811.25	1620.5	1231.75	881	235.75	37.25	1.5	3.5	10857.75
<b>BAND D EQUIVALENT</b>		19.58	4540.83	1260.39	1094.89	881.00	288.14	53.81	2.50	7.00	8148.14
<b>CTRS ADJUSTMENTS</b>											
Total current CTB per band		8057.6	2215049.	119658.	65006.0	20468.	4058.6	1479.5			2433778.
Total charge per Band incl. Parish precept		9	6	7	7	4	9	1	0	0	7
No. of dwellings removed due to CTS scheme		1138.0				2048.5	2503.7	2959.0	3414.2		
Ratio to Band D		8	1365.7	1593.32	1820.93	5	8	2	5	4097.1	20940.73
<b>BAND D EQUIVALENT Dwellings removed</b>		7.08	1621.92	75.1	35.7	9.99	1.62	0.5	0	0	1751.91
<b>TOTAL BAND D EQUIVALENTS</b>		5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	
Collection rate		3.93	1081.28	58.41	31.73	9.99	1.98	0.72	0.00	0.00	1188.04
<b>TOTAL ESTIMATED TAX BASE</b>		15.65	3459.55	1201.98	1063.16	871.01	286.16	53.09	2.50	7.00	6960.10
											6820.9

98%

Please complete cells shaded

PARISH PRECEPT AND COUNCIL TAX 2022-23

Parish  
 Whitehaven

Select  
 Precept Cash Amount  
 Precept Band D Amount

ENTER CASH AMOUNT £ 455,593.93

FOR INFORMATION		
Taxbase 2021-22	Taxbase 2020/21	Taxbase Change
£ 6,820.90	£ 6,778.92	£ -100.00%

Band D Amount 2022-23	Band D Amount 2021-22	Band D Amount Change	Band D Amount Change
£ 66.79	£ 63.57	£ 3.22	5.07%

Cash Precept 2022-23	Cash Precept 2021-22	Cash Precept Change	Cash Precept Change
£ 455,593.93	£ 433,573.86	£ 22,020.07	5.08%

Council Tax by Band											
	Band A*	Band B	Band C	Band D	Band E	Band F	Band G	Band H			
2022-23	£ 37.11	£ 44.53	£ 59.37	£ 66.79	£ 81.63	£ 96.47	£ 111.32	£ 133.58			
2021-22	35.31	42.38	56.50	63.57	77.69	91.82	105.94	127.13			
Change	1.79	2.15	2.87	3.22	3.94	4.66	5.37	6.45			
Change	5.07%	5.07%	5.07%	5.07%	5.07%	5.07%	5.07%	5.07%			

\* Disabled

Certificate Amount Required	£ 455,593.93
Cash Amount	£ 455,593.93
Band D Amount	£ 66.79
Clerk / Chairperson	
Email	
Telephone number	
Date	

**RECOMMENDATIONS MADE BY EVENTS ADVISORY GROUP**

Purpose of Report and Recommendation

To inform Members of recommendations made at a meeting of the Events Advisory Group on 12<sup>th</sup> January 2022 and to approve the same.

**1.0 INTRODUCTION**

1.1 At the Council Meeting on 2nd<sup>th</sup> December 2021 it was agreed that the following events for the Queens Platinum Jubilee in June 2022 be approved and organised (Minute 1900/21 refers):-

- Bunting to be put up in Town and Harbourside
- Photo exhibition in Marquee in St Nicholas Gardens
- Continental Market on Harbour side
- Possible Viking village re-enactment in St Nicholas Gardens over the Jubilee weekend (yet to be confirmed)

1.2 Following a meeting of Members of the Events Advisory Group on 12<sup>th</sup> January 2022 the following unanimous recommendations were made:-

- i. That 4 official Platinum Jubilee flags be purchased at a cost of approximately £20 per flag to be put up in each corner of St Nicholas Gardens.
- ii. That an extra 200 metres of bunting and rope be purchased at a cost of approximately £225.00
- iii. That the Council makes a Resolution to suspend Financial Regulations to allow the Council's

- contractor (CCC) to erect and dismantle the bunting throughout the town and harbourside at a cost of £2500 + VAT and that following suspension the reasons for suspension be considered and recorded together with an assessment of the risks
- iv. That a hospitality event for the Council's sponsors and those who have helped the Council be held in the marquee on St Nicholas Gardens housing the Photographic Exhibition. Gerard Richardson said he would provide the wine free of charge and that cake would also be provided
- 1.3 The Clerk reported that she would be sending out an information pack to Councillors containing information/suggestions for local Community Organisations on what events could be organised by them for the Platinum Jubilee so that Councillors could circulate the pack to the Community Organisations in their Wards.

## **2.0 RECOMMENDATION**

- 2.1 It was recommended that:-
- i. That 4 official Platinum Jubilee flags be purchased at a cost of approximately £20 per flag to be put up in each corner of St Nicholas Gardens.
  - ii. That an extra 200 metres of bunting and rope be purchased at a cost of approximately £225.00
  - iii. That the Council make a resolution to suspend Financial Regulations to allow the Council's contractor to erect and dismantle the bunting throughout the town and harbourside at a cost of £2500 + VAT and
  - iv. Having made the resolution that the Council considers and records the reasons for suspension together with an assessment of the risks. These are as follows:-

Reasons for Suspension are:

- CCC is a trusted and efficient contractor;
- It is a value for money, quality service;
- All problems/faults reported are rectified as soon as possible – usually if reported during a working day they are dealt with that day and certainly within 24 hours;
- CCC has all necessary equipment and machinery to carry out the work;
- All required highway permissions to carry out works on the highway are submitted by CCC on the Council's behalf;
- CCC has insurance, risk assessments and method statements for all work carried out using trained staff;
- CCC will erect and dismantle the bunting at weekends or in the evening/early morning so as to cause minimal disturbance to traffic.

The Risks for the above are:

- There is a risk that the work could be done cheaper by another contractor but it is a very small risk.
- v That a hospitality event for the Council's sponsors and those who have helped the Council be held in the marquee in St Nicholas Gardens housing the Photographic Exhibition. Gerard Richardson said he would provide the wine free of charge and that cake would also be provided.

**RECOMMENDATIONS FROM THE ALLOTMENT ADVISORY GROUP**

**Purpose of the Report**

To update Members on Whitehaven Town Council owned allotments and to approve the recommendations contained within the report.

**1.0 INTRODUCTION**

The Town Council own and manage 4 Allotment Sites within the Parish of Whitehaven.

**2.0 PRESENT POSITION**

2.1 A meeting of the Allotment Advisory Group took place on 17<sup>th</sup> January 2022 via the Zoom Platform. In attendance were Councillor Rayson, Councillor Gill, The Clerk, The Assistant Clerk and the site reps from Cartgate, and Crow Park. Apologies had been received from the site rep at Midgey and Councillor E Dinsdale. Councillor G Dinsdale emailed her apologies as she had attempted to join the meeting whilst it was in progress but this had not been possible.

2.2 The Assistant Clerk informed the attendees of the following:

- 17b and 24 Midgey were vacant;
- 18b, 23b, 30a, 30b, 31 and 33 Crow Park were vacant;
- 16a, 16b, 22b, 27b and 33 Cartgate were vacant;
- There were 31 people on the waiting list;
- The weed membrane had been ordered and was due to be collected by Town Council Rangers the following day and that work would commence next week in strimming and laying the membrane down on the vacant plots;
- That further to minute ref 1849/21 (iii) where Councillors had agreed to install steps on a grassy bank at Crow Park, a different approach had been taken following consultation with the Maintenance Contractor and the site rep where it had been identified that other tenants would have difficulty in using wheelbarrows to remove/take things to their plots due to steps being installed, so to address this issue, hand rails had been installed and 'Take Care' signs had been installed;

- That a tenant on Sneckyeat had written to the Council to inform us that he was not able to work his plot due to ill health and had requested that his tenancy be transferred to his son who had helped him cultivate the plot for the past two years;
- That the new procedure for non-cultivation had been implemented and inspections were due again the following week;
- The situation with the disabled plot at Midgey was discussed as the tenant had recently passed away.

2.3 Queries/issues raised by the site rep at Crow Park were:

- A replacement lock for the access gate – *This had been raised with CBC and was being chased up by The Rangers;*
- Had noticed rabbit droppings on the site and asked if the issue with fencing had been progressed – *Land adjacent to the site is owned by Woodland Trust and problems of this nature was to be expected. The Rangers to check the perimeter fencing to see if there were any holes and to report back;*
- Need for regular checks on plots not being cultivated – *This was now being done on a monthly basis and non-cultivation letters issued the day after and a follow up inspection was carried out 28 days later;*
- If all the plots on Crow Park had been tenanted – *Informed of vacant plots 18b, 23b, 30a, 30b, 31 and 33. Was also told that plots 30a and 30b had proved difficult to let due to steep/limited access;*
- Request for all vacant areas which did not form part of an existing plot to be sprayed with weedkiller to prevent seeds from weeds becoming airborne and contaminating other plots – *Informed that there will be no spraying on any allotment sites due to the possibility of plots being contaminated with weedkiller and that areas are cut 4 times per year and that going forward the vacant plots were to be covered in weed membrane which should help alleviate some of the problem.*

2.4 Queries/issues raised by the site rep at Cartgate:

- Informed the meeting of 3 plots that were not being cultivated – *These will be picked up by The Rangers during the monthly inspection the following week and photos would be taken and non-cultivation letters would be issued;*
- Asked if the Council would be providing skips for 2022/2023;

- Volunteered to show potential tenants around the site – *The Clerk thanked the rep for this and said it would be a great help to the office staff. The Assistant Clerk said she would arrange for appointments to take place.*

2.5 It was recommended that:

- The transfer of the tenancy of the plot at Sneckyeat be allowed;
- That the tenant's wife be allowed to continue to cultivate the disabled plot and that the situation be revisited at a later date if required;
- The action taken to replace the lock at Crow Park be approved;
- The Ranger to check the perimeter fencing at Crow Park and report back any issues;
- That the request to spray weedkiller on all vacant areas that are not part of an existing plot not be approved;
- That skips should be supplied to each site in October 2022 and March 2023 and that quotes be sought and reported to Full Council;

### 3.0 **RECOMMENDATIONS**

Members are asked to note the information contained within the report and to approve the recommendations at 2.5 made by the Allotment Advisory Group.



## **CHRISTMAS LIGHTS INFRASTRUCTURE**

### **Purpose of the Report**

To inform Members of quotes received for the purchase of catenary wire and fittings and to decide which supplier to purchase the items from.

To inform Members of a quote received from Cumbria County Council for the erection of the catenary wire and to consider whether to suspend Financial Regulations in order that the quote be accepted and to consider the risks and recommendations at 1.5 and 2.3.

### **1.0 INTRODUCTION**

1.1 The Council's Christmas lighting contractor has evaluated the Christmas Lights Infrastructure as part of the ongoing upgrading and has recommended that the Council purchase 500mtrs of stainless-steel PVC 4mm catenary wire, 50 x 10mm stainless steel tensioners, 100 stainless steel eyelets and 100 stainless steel U-bolts.

1.2 The catenary wire is to be installed on Lowther Street, Tangier Street and Market Place. There will be a surplus amount leftover which will be used for future repairs.

1.3 Quotes have been sought from 5 suppliers and the quotes received are:

- Supplier A - £1,451.28 + VAT
- Supplier B - £1,851.85 + VAT
- Supplier C - £1,282.50 + VAT

Two suppliers were not able to submit quotes as they did not stock the correct thickness of catenary wire (4mm).

1.4 Attached at Appendix 1 is a quote received from Cumbria County Council for the erection of catenary wire on Lowther Street, Tangier Street and Market Place. It is for £2,195.86 + VAT.

CCC Highways Lighting Department has erected, maintained and repaired the Christmas Lights and its infrastructure for the past few years.

In order for the catenary wire to be erected and where necessary repaired by the Council's preferred supplier the Council will have to consider suspending Financial Regulation 11 to permit this. In order to suspend Financial Regulation 11, Financial Regulation 18 states the "The Council may by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that the reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to members of the Council".

1.5 The reasons for the suspension are as follows:

- CCC is a trusted and efficient customer;
- It is a value for money, quality service;
- All problems/faults reported are rectified as soon as possible – usually if reported during a working day they are dealt with that day and certainly within 24 hours;
- CCC has all necessary equipment and machinery to carry out the work;
- All required highways permission to carry out works on the highway are submitted by CCC on the Council's behalf;
- CCC has insurance, risk assessments and method statements for all work carried out using trained staff;
- CCC will erect the catenary wire at weekends or in the evening/early morning so as to cause minimum disturbance to traffic.

The Risks for the above are:

- There is a risk that the work could be done cheaper by another Contractor but it is a very small risk.

## **2.0 RECOMMENDATION**

- 2.1 To consider the quotes to purchase the catenary wire and fittings and decide on which supplier to purchase the goods from.
- 2.2 That the Council considers making a resolution to suspend the Financial Regulation 11 to allow CCC to erect and where necessary repair the catenary wire and if making the resolution;
- 2.3 In accordance with Financial Regulation 18, agree to the reasons for the suspension which will be recorded and also that the assessment above of the risks provided be accepted and

approved so that CCC can undertake the work at a cost of  
£2,195.86 + VAT.

**CHRISTMAS LIGHTS UPGRADE**

**Purpose of the Report**

To inform Members of additional Christmas lights to be purchased to increase/replace existing stocks.

**1.0 INTRODUCTION**

1.1 The Council's Christmas lighting contractor has evaluated the lighting stock as part of the ongoing upgrading of the Council's Christmas lights and has recommended that the Council purchase an additional 200mtr of 1mtr spacing festoon (to be installed on Tangier Street Duke Street and Market Place), 200mtr of icicle string lights or cluster lights (to be installed on Lowther Street), 20 x 16amp rectifiers and to use any leftover budget to purchase blue and white lamps for the festoon.

1.2 Quotes have been sought from 4 suppliers and the quotes received for the items less the cost of lamps are as follows:

Supplier A	-	£3148.28 + VAT (lamps are £2.99 + VAT each)
Supplier B	-	£2443.00 + VAT (icicle lights) £4443.00 + VAT (cluster lights, lamps are £2.70 + VAT each)
Supplier C	-	£2356.00 + VAT (icicle lights) £3716.00 + VAT (cluster lights, lamps are £2.35 + VAT each)

Any further quotes received will be reported at the Full Council meeting.

**2.0 RECOMMENDATION**

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

**QUOTES FOR RE-ROUTING OF WIRING FOR  
DEFIBRILLATOR AT JOHNSON HOUSE**

**Purpose of the Report**

To inform Members of quotes received for the rerouting of wiring to the defibrillator at Johnson House and to consider the quotes received and to appoint an electrical contractor

**1.0 INTRODUCTION**

1.1 At the Council Meeting on 2nd December 2021 it was resolved that the remedial work to the rerouting of wiring for the defibrillator at Johnson House be approved and the Council decide which contractor to appoint when quotes have been received (Minute 1926/21 refers)

1.2 The Council sought quotes from 6 local electrical contractors and the following quotes have been received:-

Electrical Contractor A - £260.00

Electrical Contractor B - £300.00 plus VAT

Electrical Contractor C - £303.00 plus VAT

Electrical Contractor D - £150.00

**RECOMMENDATION**

2.1 That the Council considers the quotes received and appoints a Electrical Contractor to carry out the re-routing of the wiring for the defibrillator at Johnson House.

## ATTENDANCE AT MEETINGS

### Purpose of the Report

To inform Members of an email received from a Councillor regarding attendance at Meetings and to explain the position.

## **1.0 INTRODUCTION**

- 1.1 At the Council Meeting on 26<sup>th</sup> August 2021 it was resolved that the Minutes will state that any apology for absence is noted and accepted and the reason for the apology recorded. It is open to the Council to not approve apologies for absence if they do not consider the reasons given to be good reasons.
- 1.2 An email has been received from a Councillor to say that logistically they will be unable to attend any future meetings of the Town Council unless we can do blended meetings which means on a strict interpretation that they will not be able to attend Council Meetings from now until May 2023 for logistical reasons.
- 1.3 I have responded to the Councillor to say that legally since 6<sup>th</sup> May 2021 it has not been possible to hold virtual Council Meetings or any blended or hybrid meetings. All Council Meetings must now take place face to face unless or until the law is changed.
- 1.4 The only Council meetings that can be held virtually are Group Meetings where no decisions are being made only recommendations to full Council who then make the decision.

- 1.5 S85 (1) of the Local Government Act 1972 which is about the vacation of office by failure to attend meetings says "Subject to subsections (2) and (3) below, if a member of a local authority fails throughout a period of six consecutive months from the date of his last attendance to attend any meeting of the authority, he shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the authority".
- 1.6 The Councillor last attended a Council meeting on 26<sup>th</sup> August 2021. Between then and 2<sup>nd</sup> December the Councillor did not attend and gave no apology nor reason for absence. For the Council Meeting on 2<sup>nd</sup> December 2021 an apology was submitted without reason which was noted and accepted by the Council. It is being considered by NALC as to whether the acceptance of apologies where no reason was given and approved constitutes Council approval for the purposes of s85. If it does any six months period for the purposes of s85 will start again and run from 2<sup>nd</sup> December 2021. But their advice is awaited and will be reported to the Council Meeting.
- 1.7 However if the advice from NALC is that acceptance of apologies has no effect unless reasons were also given and approved by the Council then the six months will end on 26<sup>th</sup> February 2022 (the Council Meeting is on 24<sup>th</sup> February 2022) and if there is a failure to attend the February Meeting and either no apologies are received or the apologies and the reason for the failure to attend are not approved by the Council on that date the Councillor will cease to be a Councillor. However in these circumstances it is possible for the Councillor to submit a written request to the Council (to reach the Council no later than 17<sup>th</sup> February 2022 so that it can be put on the Agenda) that a dispensation be granted from the six month rule giving their reasons for this request for consideration by the full Council on 24<sup>th</sup> February 2022. If the request is approved then the Councillor will remain a member of the Council.