

# WHITEHAVEN TOWN COUNCIL

**Clerk to the Council:** Marlene Jewell  
Telephone: 01946 67366  
**Chairman:** Councillor Brian O’Kane

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

You are duly **SUMMONED** to attend a **MEETING of WHITEHAVEN TOWN COUNCIL** which will be held in **the DUNBOYNE HALL, WHITEHAVEN CIVIC HALL, LOWTHER STREET, WHITEHAVEN**

**Date: Thursday 27<sup>th</sup> February 2020**

**Time: 6.30pm**

Signed.....*Marlene Jewell*.....Dated *25 February 2020*  
Marlene Jewell, Clerk and Responsible Financial Officer

## 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 30<sup>th</sup> January 2020

### 4. Minutes of the Extraordinary Council Meeting held on 10<sup>th</sup> February 2020

### 5. Minutes of the Extraordinary Council Meeting held on 19<sup>th</sup> February 2020

### 6. Planning Applications

7. **Finance Report**
8. **Contract for Ranger and Assistant Ranger**
9. **Car Parking**
10. **Champions**
11. **Quotes for Marquee**
12. **Renewal of HPE Support Package**
13. **Cumbria Tourism**
14. **Police Report**
15. **VE Day Celebration – Chairman to report**
16. **Allotments**
17. **Councillor Ward Matters**
18. **Date 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.

19. **Grant Application - FSC**

# WHITEHAVEN TOWN COUNCIL

## Minutes of the Council Meeting held on 30<sup>th</sup> January 2020

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

M. Jewell, Clerk and Responsible Financial Officer

V. Gorley, Assistant Clerk

Members of the Public

Members of WADAOS

### **1504/20 Apologies for Absence**

Apologies for absence were received from Councillor C Hayes and Councillor G Dinsdale

### **1505/20 Declarations of Interest**

Councillor Maudling declared that he was a member of CBC’s Planning Panel  
Councillor O’Kane declared that he was a member of CBC’s Planning Panel

### **1506/20 Minutes of the Council Meeting held on 28<sup>th</sup> November 2019**

It was proposed by Councillor E Dinsdale and seconded by Councillor Roberts that the Minutes of the Council Meeting held on 28<sup>th</sup> November 2019 be approved and signed by the Chairman as a correct record.

**RESOLVED** – That the Minutes of the Council Meeting held on 28<sup>th</sup> November 2019 be approved and signed by the Chairman as a correct record.

### **1507/20 Minutes of the Extraordinary Council Meeting held on 19<sup>th</sup> December 2019**

It was proposed by Councillor Gill and seconded by Councillor C Walmsley that subject to Minute 1495/19 being amended to read that Councillor Rayson did

return to the meeting but did not stay for the decision that the Minutes of the Extraordinary Council Meeting held on 19th December 2019 be approved and signed by the Chairman as a correct record.

**RESOLVED** – That subject to Minute 1495/19 being amended to read that Councillor Rayson did return to the meeting but did not stay for the decision the Minutes of the Extraordinary Council Meeting held on 19th December be approved and signed by the Chairman as a correct record.

**1508/20**      **Minutes of the Extraordinary Council Meeting held on 16<sup>th</sup> January 2020**

It was proposed by Councillor Gill and seconded by Councillor E Dinsdale that the Minutes of the Extraordinary Council Meeting held on 16<sup>th</sup> January 2020 be approved and signed by the Chairman as a correct record.

**RESOLVED** – That the Minutes of the Extraordinary Council Meeting held on 16<sup>th</sup> January 2020 be approved and signed by the Chairman as a correct record.

**1509/20**      **Public Participation**

Three members of the Hillcrest Residents Group (which had been recently set up to look at issues on the estate) appeared to complain about the condition of the roads and made the following points:-

- The roads on the estate were in a bad state and they wanted to ask if the Council would send a letter of support about this and in particular about Ruskin Drive which was in an abominable state with some potholes measuring 4 inches in depth.
- This was causing damage to cars
- One resident driving along Thornton Road had hit a pothole which had caused £1,000 of damage to the car.

The Chairman said everyone had concerns about the state of the roads and that he had asked for a meeting with CCC Highways about this and when this had been arranged all Councillors would be invited. The Chairman also asked the Group to send an email to the Council outlining their concerns and they confirmed they would.

**1510/20**      **Planning Applications**

The Council considered planning applications received and shown at Appendix 1. There were no representations or objections in respect of the Planning Applications and it was

**RESOLVED** – That Copeland Borough Council be informed that the Council had no representations/objections to the planning applications shown at Appendix 1

**1511/20**     **Finance Report**

The Council considered a Financial Report.

- i.    The Council considered Appendix 1 and the Assistant Clerk said that one additional invoice had been received in the sum of £14,755.00 for operational support for Whitehaven Market. It was proposed by Councillor Gill and seconded by Councillor Maudling that the invoices shown on Appendix 1 and the additional invoice be approved and paid.

**RESOLVED** – That the invoices shown on Appendix 1 together with the additional invoice listed above be approved and paid.

- ii.   The Council considered Appendices 2 and 3 relating to the cashbook and Income and Expenditure. It was proposed by Councillor Gill and seconded by Councillor Roberts that the Cashbook and the Income and Expenditure at Appendices 2 and 3 be approved and noted.

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

**1512/20**     **Approval of Budget and Precept**

The Council considered a report on the Council's proposed 2020/21 Revenue Budget and Precept. It was reported that if accepted it would equate to a 2.93% reduction in the Town Council Precept for 2020/21. Following a discussion there were no amendments to this and it was proposed by Councillor Gill and seconded by Councillor Roberts that:-

- a) That the 2020/21 Revenue Budget and Precept be approved and
- b) That the Chairman and Clerk sign the Precept/2020/21 Form received from Copeland Borough Council to advise Copeland Borough Council of the approved Whitehaven Town Council Precept for 2020/21 and to inform the setting of the overall Council Tax requirement for 2020/21.

**RESOLVED** – (a) That the 2020/21 Revenue Budget and Precept be approved and

- (b) That the Chairman and Clerk sign the Precept/2020/21 Form received from Copeland Borough Council to advise Copeland Borough Council of the approved Whitehaven Town Council Precept for 2020/21 and to inform the setting of the overall Council Tax requirement for 2020/21.

The Chairman and Councillor Gill expressed their thanks to the Clerk and

**1513/20**      **Appointment of Internal Auditor**

The Council considered a report on the appointment of an Internal Auditor for 2020/21 and considered two quotes that had been received for the provision of this service. The Clerk informed the Council that both quotes were from professional, experienced and highly competent people. The Chairman asked if a quote had been received from the Internal Auditor appointed last year and the Clerk confirmed that it had and that this was the higher quote. Following a discussion and consideration of the quotes it was proposed by Councillor Gill and seconded by Councillor Roberts that the higher quote was still value for money and in view of the excellent service received previously and for continuity purposes that the higher quote be accepted and that Julie Hartley be appointed as the Council's Internal Auditor for 2020/21. It was unanimously

**RESOLVED** – That the higher quote was still value for money and in view of the excellent service provided previously and for continuity purposes that the higher quote be accepted and that Julie Hartley be appointed as the Council's Internal Auditor for 2020/21.

**1514/20**      **PHP Appointment Document**

The Council considered a report about the letter of appointment sent by PHP Architects in connection with their work on the new office accommodation. It was proposed by Councillor Roberts and seconded by Councillor Walmsley that the Chairman be authorised to sign the letter of appointment on behalf of the Council

**RESOLVED** – That the Chairman sign the letter of appointment on behalf of the Council.

**1515/20**      **Request for Grass Cutting**

The Council were informed that a request had been received from Well Whitehaven about cutting the grass on the proposed play area at Mirehouse. A quote of £2,000 to cut the grass 12 times per annum had been received from CBC and as there was no budget for this they asked if the Council's Ranger could support the Mirehouse Community Centre Association with any assistance in cutting the grass. Following a discussion it was proposed by Councillor O'Kane and seconded by Councillor Maudling that the Chairman send a letter to Mr T Smith from the Mirehouse Amateurs Football Club to ask if he would be prepared to cut the grass and that this be referred back to the next meeting

**RESOLVED** – That the Chairman send a letter to Mr T Smith of the Mirehouse Amateurs Football Club to ask if he would be prepared to cut the grass and that this be referred back to the next meeting

**1516/20**     **Police Report**

The Clerk reported that a Police Report had not been received and this was noted.

**1517/20**     **Office Accommodation**

The Chairman gave a report on office accommodation and said that the Council was meeting informally with the Architects on Monday 3<sup>rd</sup> February 2020 and emphasised that the Council would have total control over whatever was happening with the building. There was no decision made as the item was for information only.

**1518/20**     **Champions**

It was reported that Councillor C Walmsley had raised this issue and it was agreed that discussions be deferred to a future Council meeting where Councillor Walmsley could put forward his ideas. Councillor Walmsley said that CBC had champions and he thought that the Town Council should have its own champions as it was a good opportunity for Town Councillors to get involved in things in the area.

Following a discussion it was proposed by Councillor Gill and seconded by Councillor Maudling that the Clerk send all Members an email asking them to State if they would be interested in becoming a Champion for a particular issue/cause and that this be reported back to the next Council Meeting.

**RESOLVED** - That the Clerk send all Members an email asking them to State if they would be interested in becoming a Champion for a particular issue/cause and that this be reported back to the next Council Meeting.

**1519/20**     **Councillor Ward Matters**

- i. Councillor O’Kane asked if all Councillor could meet to have a walk around the Harbour to take photographs and to decide as a Town Council what should be said to the Harbour Commissioners.
- ii. Councillor E Dinsdale said the Council need a meeting with the Harbour Commissioners to produce our evidence.
- iii. Councillor O’Kane said we have planned a VE day dinner dance in May 2020 and would be having a big raffle and we needed to get prizes and asked Councillors for their help in this.
- iv. Councillor Gill said he had received a request for the grass behind the bus shelter on Hensingham Square and asked if the Ranger could do this.
- v. Councillor Gill said there were a lot of problems with the state of the roads and had been in touch with CCC Councillor Mike Hawkins about this He said it was particularly bad where he lived near the hospital and he was

- going to set up a meeting of all involved to see if they could sort out a solution.
- vi. Councillor Rayson said Ruskin Drive and Thornton Road were in a bad state and CCC were saying that the issues had not been reported but Councillor Rayson said they had.
  - vii. Councillor Rayson said Johnson House were happy to take over the responsibility for the weekly checks on the defibrillator that the Council had installed on their property and the Clerk said that training would be arranged.
  - viii. Councillor Rayson asked for an update on the Piper Educational Trust and the Chairman said that CBC would be sending out packs this week.
  - ix. Councillor Rayson said that people were grateful for the litter bins that the Council had installed.
  - x. Councillor Maudling referred to Tangier Street and said it was way behind schedule and businesses were being affected and that last week the ROC Bar had been sealed off.
  - xi. Councillor C Walmsley said that grit bins had disappeared off the estate and that a number of people had fallen.
  - xii. Councillor Redmond said that there was a lot of smashed glass on the Richmond pub car park. The Chairman suggested getting CBC Enforcement Team to have a look at this.
  - xiii. Councillor E Dinsdale asked if there was any money left for defibrillators and the Chairman said it was an ongoing issue.
  - xiv. Councillor Arrighi said she had had a big thank you from Greenbank Community Centre for her grant money that she had given to provide activities for children during the school holidays.

**1520/20**     **Date of Next Meeting**

The date of the next Council Meeting will be 27<sup>th</sup> February 2020 at 6.30pm in the Dunboyne Hall, Whitehaven Civic Hall

**IN PRIVATE**

**1521/20**     Prior to the following items of business the Chairman moved the following:-

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



**1522/20**    **Grant Application**

The Council considered a grant application received from WADAOS and listened to a presentation from representatives from WADAOS.

Following a discussion it was proposed by Councillor Gill and seconded by Councillor Roberts that a grant of £1,000.00 be awarded.

A counter proposal was put forward by Councillor Rayson and seconded by Councillor Arrighi.

The counter proposal was voted on and 4 Councillors voted for it and 5 Councillors voted against.

The original proposal was voted on and 5 Councillors voted for it and 4 Councillors voted against.

**RESOLVED** – That a grant of £1,000.00 be awarded to WADAOS

The Meeting closed at 8.05pm

Chairman

# WHITEHAVEN TOWN COUNCIL

## Minutes of the Extraordinary Council Meeting held on 10<sup>th</sup> February 2020

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

M. Jewell, Clerk and Responsible Financial Officer

V. Gorley, Assistant Clerk

### **1523/20 Apologies for Absence**

An apology for absence was received from Councillor J Rayson.

### **1524/20 Declarations of Interest**

There were no declarations of interest

### **1525/20 Public Participation**

There was no public participation

### **1526/20 Office Accommodation**

The Chairman gave a presentation on Architect plans for the new office Accommodation. Option 4 was favoured as it encompassed all the Council’s Requirements including accessibility. Following a discussion it was proposed by Councillor Gill and seconded by Councillor Hayes that the plans shown at Option 4 be agreed in principle and that the Architects be instructed to obtain an estimate for the cost of Option 4.

**RESOLVED-** That the plans shown at Option 4 be agreed in principle and that the Architects be instructed to obtain an estimate for the cost of Option 4.

The Meeting closed at 6.50pm

Chairman

# WHITEHAVEN TOWN COUNCIL

## Minutes of the Extraordinary Council Meeting held on 19<sup>th</sup> February 2020

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

M. Jewell, Clerk and Responsible Financial Officer

V. Gorley, Assistant Clerk

Members of the Public

### **1527/20 Apologies for Absence**

Apologies for absence were received from Councillor Redmond; Councillor C Walmsley; Councillor L Walmsley

### **1528/20 Declarations of Interest**

There were no declarations of interest

### **1529/20 Public Participation**

Several members of the public appeared to speak about the resubmission of planning permission 4/19/2233/001 to build 50 houses on Elizabeth Crescent, Bay Vista. Councillor B O’Kane declared an interest as he lived in the area and took no part in the issue. He handed over to the Deputy Chairman Councillor Arrighi for this item.

Three people spoke and gave hard copies of their presentations to the Clerk. Councillor Arrighi said that there did not appear to be much the Council could do to help and one of the members of public disagreed and said the Council was a Statutory Consultee for planning matters and said all the residents wanted was a letter of support from the Council.

During this Councillor Roberts declared an interest that he was a member of CCC. It was proposed by Councillor Gill and seconded by Councillor Hayes that a letter be sent to CBC supporting the points made by the residents and this was agreed.

Councillor O’Kane resumed the Chair.

Councillor G Dinsdale left the meeting at this point.

**1530/20**     **Whitehaven Harbour**

Following a recent walk around the Harbour by several Councillors the Chairman produced some photographs showing areas where there was deterioration.

Councillor G Dinsdale returned to the meeting.

After a discussion it was proposed by Councillor E Dinsdale and seconded by Councillor Roberts that the photographs evidencing the Council's concerns be sent to the Harbour Commissioners and asking for a meeting with them before the end of March 2020 to discuss the way forward.

**RESOLVED** - That the photographs evidencing the Council's concerns be sent to the Harbour Commissioners and asking for a meeting with them before the end of March 2020 to discuss the way forward.

**IN PRIVATE**

**1531/20**     Prior to the following items of business the Chairman moved the following:-

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

**1532/20**     **Office Accommodation**

Further to Minute 1526/20 when the Council agreed to instruct PHP Architects to obtain an estimate of the cost of Option 4 the Chairman reported on an email received from PHP Architects showing quotes received from preferred M&E and Cost contractors to carry out the work and which were chosen on the basis of competitive and comparable fees and which were £1,500.00 and £1,000.00 respectively. PHP Architects had also sought other quotes but these were notably higher in comparison.

Following a discussion it was proposed by Councillor Gill and seconded by Councillor Hayes that the preferred quotes recommended by PHP Architects be approved.

Councillor Rayson asked for a recorded vote on the proposal the results of which were as follows:-

Councillor O’Kane	For
Councillor Arrighi	For
Councillor R Dinsdale	For
Councillor G Dinsdale	Abstained
Councillor Hayes	For
Councillor Gill	For
Councillor Rayson	Abstained
Councillor Roberts	For

**RESOLVED** – That the preferred quotes recommended by PHP Architects be approved.

Councillor Rayson wished it to be noted that she had abstained because she did not have enough information to make a decision

The meeting closed at 6.45 pm

Chairman

WTC 27/02/2020

Item 6

Planning Application for Consideration by Whitehaven Town Council

<u>Application Number</u>	<u>Detail</u>
CJH/4/19/2233/001	Consultation on Additional Information for: <b>OUTLINE APPLICATION FOR RESIDENTIAL DEVELOPMENT OF UP TO 50 DWELLINGS WITH FULL DETAILS OF SITE ENTRANCE &amp; ASSOCIATED JUNCTION IMPROVEMENTS (RE-SUBMISSION) LAND TO SOUTH OF ELIZABETH CRESCENT, WHITEHAVEN</b>
CH/4/20/2048/0F1	<b>RELOCATION AND IMPROVEMENT OF EXISTING FIELD ACCESS LAND ADJACENT TO ROCKSTONE RETREAT, INKERMAN TERRACE, WHITEHAVEN</b>
CH/4/20/2049/0F1	<b>DEMOLITION OF EXISTING GARAGE AND ERECTION OF REPLACEMENT GARAGE PARK DRIVE GARAGE SITE, MIDGEY, WHITEHAVEN</b>
CH/4/20/2051/0F1	<b>CHANGE OF USE TO A TANNING STUDIO, VAPE SHOP AND TATTOOIST UNIT 7A, SNECKYEAT ROAD INDUSTRIAL ESTATE, WHITEHAVEN</b>

Application Number                      Detail

**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 17th February 2020. This shows a balance of £113,161.98. There are however cheques to the value of £3,897.32 still to be presented and cleared.
- 2.2 The balance in the deposit account is £294,431.97.

**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.





Date	Account	Description	210.00	42.00	352.00	Contract
28/06/2019	688	Online Systems (Maintenance) Ltd	210.00			
28/06/2019	689	Copeland Borough Council		880.21	880.21	1348/19 (i)
28/06/2019	690	Mr P Porter		262.50	176.04	1348/19 (i)
28/06/2019	691	Copeland Borough Council	65.40		262.50	1348/19 (i)
28/06/2019	692	Copeland Borough Council	547.44		65.40	1348/19 (i)
28/06/2019	693	Copeland Borough Council			65.40	1348/19 (i)
28/06/2019	694	J & R Bennett		2580.64	2580.64	1348/19 (i)
28/06/2019	695	Copeland Borough Council		844.87	844.87	1348/19 (i)
28/06/2019	696	Copeland Borough Council		196.00	39.30	1348/19 (i)
28/06/2019	697	Clr Chris Hayes		6.00	1135.38	1348/19 (i)
28/06/2019	698	Viking Payments	29.18		15.52	1348/19 (i)
28/06/2019	699	Rosehill Youth Theatre	240.00		35.02	1348/19 (i)
28/06/2019	700	Water Plus Limited		192.44	240.00	1348/19 (i)
28/06/2019	701	Westcom		75.00	192.44	1348/19 (i)
28/06/2019	702	Clr Ryan Neilmond	9.00		9.00	1348/19 (i)
28/06/2019	703	Clr Carl Anghin		7.00	7.00	1348/19 (i)
28/06/2019	704	Water Plus Limited		15.44	7.00	1348/19 (i)
28/06/2019	705	Copeland Borough Council		9211.93	15.44	1348/19 (i)
July-2019					9211.93	
02/07/2019	706	Dhorns			150.00	1255/19
02/07/2019	707	Whitehaven Trophies			65.00	1255/19
08/07/2019	BACS	Fluid Productions			166.98	1348/19 (i)
08/07/2019	BACS	D Tallentire Limited			361.24	1348/19 (i)
08/07/2019	BACS	Deborah McKenna Ltd			170.00	1348/19 (i)
08/07/2019	BACS	POD (North West) Ltd			300.00	1348/19 (i)
08/07/2019	BACS	Deborah McKenna Ltd			176.36	1348/19 (i)
08/07/2019	BACS	Ambered Limited			88.85	1348/19 (i)
08/07/2019	BACS	Cumbria Media			60.00	1348/19 (i)
08/07/2019	BACS	First Image Signs Limited			60.00	1348/19 (i)
15/07/2019	BACS	Staff			4319.15	1348/19 (i)
15/07/2019	BACS	Cumbria LGPS			848.78	1348/19 (i)
15/07/2019	BACS	HMRC			1828.76	631/17 (ii)
15/07/2019	BACS	Whitehaven Harbour Youth Project			4355.00	HMRC
19/07/2019	DD	BT Group			70.95	Grant/Ward Grant
23/07/2019	BACS	Always Another Way			14.19	Contract
29/07/2019	709	Copeland Borough Council			1000.00	Contract
29/07/2019	710	Copeland Borough Council			844.87	1348/19 (i)
29/07/2019	711	Copeland Borough Council			1013.84	1348/19 (i)
29/07/2019	712	Copeland Borough Council			547.44	1348/19 (i)
29/07/2019	713	Copeland Borough Council			109.48	1348/19 (i)
29/07/2019	714	Copeland Borough Council			880.21	1348/19 (i)
29/07/2019	715	Copeland Borough Council			176.04	1348/19 (i)
29/07/2019	716	Copeland Borough Council			516.13	1348/19 (i)
29/07/2019	717	Clr George Roberts			65.40	1348/19 (i)
29/07/2019	718	Rosehill Youth Theatre			15.20	1348/19 (i)
29/07/2019	719	Clr Ryan Redmond			375.00	1348/19 (i)
29/07/2019	720	Mrs V Gorley			196.24	1348/19 (i)
29/07/2019	721	Viking Payments			1.80	1348/19 (i)
29/07/2019	722	J & R Bennett			110.00	1348/19 (i)
29/07/2019	723	Go Whinbands			9.00	1348/19 (i)
31/07/2019	724	St Benedicts Junior RUFF			7.99	1348/19 (i)
31/07/2019	725	Mirehouse Community Centre			84.87	1348/19 (i)
Aug-2019					2.97	1348/19 (i)
01/08/2019	DD	GF Corporate			360.00	1348/19 (i)
02/08/2019	BACS	West House			41.95	1348/19 (i)
02/08/2019	BACS	Cumbria Media			72.00	1348/19 (i)
02/08/2019	BACS	H F T Gough & Co			150000.00	1348/19 (i)
02/08/2019	BACS	Cumberland BS			25.00	1348/19 (i)
02/08/2019	Bank Charge				25.00	Bank Charge
02/08/2019	726	West Cumbria Hospice at Home			250.00	Charity Contribution
05/08/2019	727	Whitehaven Amateurs Football Club			600.00	Ward Grant
08/08/2019	728	Brooks - VOID - cheque 729 replaces			60.00	Contract
08/08/2019	729	Brooks			360.00	Contract
15/08/2019	730	HMRC			41.95	1348/19 (i)
15/08/2019	BACS	Cumbria LGPS			72.00	1348/19 (i)
15/08/2019	BACS	Staff			150000.00	1348/19 (i)
15/08/2019	BACS	West Railway Society			25.00	1348/19 (i)
19/08/2019	BACS	BT Group			25.00	1348/19 (i)
21/08/2019	BACS	Meypole Manufacturing Ltd			600.00	1348/19 (i)
Sept-2019					600.00	Ward Grant
04/09/2019	731	Copeland Borough Council			100.00	1217/19 (ii)
04/09/2019	732	Copeland Borough Council			100.00	1387/19 (i)
04/09/2019	733	Copeland Borough Council			1929.56	1387/19 (i)
04/09/2019	734	Copeland Borough Council			848.78	1387/19 (i)
04/09/2019	735	Copeland Borough Council			4319.35	1387/19 (i)
04/09/2019	736	Copeland Borough Council			100.00	1387/19 (i)
04/09/2019	737	Copeland Borough Council			80.84	1387/19 (i)
04/09/2019	BACS	Zurich Municipal			97.01	1387/19 (i)
04/09/2019	738	Midshire Business Systems			4245.60	1387/19 (i)
04/09/2019	739	Viking Payments			374.67	1387/19 (i)
04/09/2019	BACS	Cumbria Media			388.62	1387/19 (i)
04/09/2019	740	Branstly Royal British Legion			442.34	1387/19 (i)
04/09/2019	BACS	Cumbria Media			83.43	1387/19 (i)
04/09/2019	741	Mrs J Hurlley			104.00	1387/19 (i)
04/09/2019	BACS	Maypole Manufacturing Ltd			250.00	1387/19 (i)
05/09/2019	742	Copeland Borough Council			7076.00	1387/19 (i)
05/09/2019					1415.30	1387/19 (i)
05/09/2019					350.00	1387/19 (i)

17



29/11/2019	894	J & R Bennett	40.00	3179.00	635.80	3814.80	1471/19 (i)																
29/11/2019	895	Information Commissioners	95.00	40.00	40.00	95.00	1471/19 (i)																
29/11/2019	896	Clr. Chris Hayes	160.00	160.00	160.00	160.00	1471/19 (i)																
29/11/2019	897	CALC					1471/19 (i)																
05/12/2019	BACS	E Moorhouse & Sons Ltd	80.00		16.00	96.00	1471/19 (i)																
05/12/2019	BACS	Cumbria Media	100.00		100.00	100.00	1471/19 (i)																
05/12/2019	BACS	Rosehill Youth Theatre			200.00	200.00	1471/19 (i)																
13/12/2019	808	HMRC	1929.56	1929.56	1929.56	1929.56	HMRC																
04/12/2019	809	Mirchouse Community Centre		200.00	650.00	650.00	Ward Grant																
04/12/2019	810	Mirchouse Community Centre		200.00	200.00	200.00	Ward Grant																
04/12/2019	811	St Benedicts Junior RFLC		300.00	300.00	300.00	Ward Grant																
05/12/2019	812	Greenbank Community Association		1000.00	1000.00	1000.00	Ward Grant																
11/12/2019	813	Whitehaven Community Trust		500.00	500.00	500.00	Ward Grant																
13/12/2019	BACS	Grace Church Whitehaven		250.00	250.00	250.00	Ward Grant																
13/12/2019	BACS	Cumbria LGPS	4319.35	4319.35	4319.35	4319.35	Ward Grant																
13/12/2019	BACS	Whitehaven Amateurs Football Club	848.78	848.78	848.78	848.78	1183/18																
16/12/2019	814	Whitehaven Amateurs Football Club		76.07	76.07	76.07	631/17 (ii)																
17/12/2019	815	West Cumbria Branch of Parkinson's UK		76.08	76.08	76.08	1381/19																
19/12/2019	DD	BT Group			15.22	15.22	Ward Grant																
03/01/2020	BACS	The Whitehaven Foyer		1000.00	1000.00	1000.00	Contract																
15/01/2020	BACS	Cumbria LGPS	4319.15	4319.15	4319.15	4319.15	1229/19																
15/01/2020	816	HMRC	848.78	848.78	848.78	848.78	1183/18																
15/01/2020	BACS	Whitehaven Sea Cadet Corps		1929.76	1929.76	1929.76	631/17 (ii)																
17/01/2020	817	IT's of Christmas Festivities Group		300.00	300.00	300.00	HMCR																
20/01/2020	DD	BT Group		2711.20	2711.20	2711.20	Ward Grant																
31/01/2020	817	Copeland Borough Council	73.86	547.44	73.86	88.63	1503/20																
31/01/2020	818	Copeland Borough Council			547.44	547.44	Contract																
31/01/2020	819	Copeland Borough Council			547.44	547.44	Contract																
31/01/2020	820	Copeland Borough Council			547.44	547.44	Contract																
31/01/2020	821	Copeland Borough Council			547.44	547.44	Contract																
31/01/2020	822	Copeland Borough Council			547.44	547.44	Contract																
31/01/2020	823	Water Plus Limited	65.40	1689.74	1689.74	1689.74	Contract																
31/01/2020	824	Viking Payments		2580.64	2580.64	2580.64	Contract																
31/01/2020	825	Water Plus Limited		15.44	15.44	15.44	Contract																
31/01/2020	826	Copeland Borough Council	29.78	252.80	252.80	252.80	Contract																
31/01/2020	827	Copeland Borough Council		547.44	547.44	547.44	Contract																
31/01/2020	828	Copeland Borough Council			547.44	547.44	Contract																
31/01/2020	829	Copeland Borough Council			547.44	547.44	Contract																
31/01/2020	830	Copeland Borough Council			547.44	547.44	Contract																
31/01/2020	831	Copeland Borough Council			547.44	547.44	Contract																
31/01/2020	832	Copeland Borough Council			547.44	547.44	Contract																
31/01/2020	833	Amberol Limited	65.40	2580.64	2580.64	2580.64	Contract																
31/01/2020	834	CALC	15.20	15.20	15.20	15.20	Contract																
31/01/2020	835	Westcom	45.00	45.00	45.00	45.00	Contract																
31/01/2020	836	Copeland Borough Council	960.00	14755.00	14755.00	14755.00	Contract																
03/02/2020	DD	Corporate Finance		5050.31	5050.31	5050.31	Contract																
04/02/2020	BACS	HMRC	300.00	300.00	300.00	300.00	Contract																
04/02/2020	BACS	Cumbria Media	52.00	52.00	52.00	52.00	Contract																
04/02/2020	BACS	Heslington ARLFC Youth		1300.00	1300.00	1300.00	Contract																
04/02/2020	847	HMRC	1929.56	1929.56	1929.56	1929.56	Contract																
14/02/2020	BACS	St Michaels	4319.35	4319.35	4319.35	4319.35	Contract																
14/02/2020	BACS	Cumbria LGPS	848.78	848.78	848.78	848.78	Contract																
14/02/2020	BACS	West Cumbria Community Action Trust	80593.49	80593.49	80593.49	80593.49	Contract																
14/02/2020	BACS	West Cumbria Community Action Trust	9726.73	13940.27	15290.28	8042.67	7957.70	4035.20	14755.00	0.00	8802.10	1743.89	42703.80	14415.98	17084.60	14263.24	28179.00	10581.96	47.50	156251.00	448514.41	24258.25	6472,777.89

**INCOME 2019-20**

Date	Item	Precept	Interest	Other
08/04/2019	Allotment Rents 2019/20			1320.08
10/04/2019	Allotment Rents 2019/20			120.00
24/04/2019	HMRC - VAT Refund March			5616.68
29/04/2019	Allotment Rents 2019/20			420.00
30/04/2019	2019/20 Precept	442558.02		
17/05/2019	HMRC - VAT Refund April			510.68
03/06/2019	Allotment Rents 2019/20			519.33
14/06/2019	HMRC - VAT Refund May			2936.96
12/07/2019	HMRC - VAT Refund June			2464.02
12/07/2019	Allotment Rents 2019/20			307.00
12/07/2019	Refund Midshire Account			254.58
23/07/2019	Allotment Rents 2019/20			64.00
02/08/2019	Allotment Rents 2019/20			54.00
20/08/2019	HMRC - VAT Refund July			3435.68
09/09/2019	Allotment Rents 2019/20			207.17
11/09/2019	HMRC - VAT Refund August			1061.04
19/09/2019	Allotment Rents 2019/20			40.00
30/09/2019	Sellafield Sponsorship			2500.00
08/10/2019	HMRC - VAT Refund September			3594.53
08/11/2019	HMRC - VAT Refund October			2925.15
06/12/2019	HMRC - VAT Refund November			2245.91
07/02/2020	HMRC - VAT Refund Dec/Jan			2734.75
		<b>442558.02</b>	<b>0.00</b>	<b>33331.56</b>
				<b>475889.58</b>

**WHITEHAVEN TOWN COUNCIL  
SUMMARISED INCOME & EXPENDITURE STATEMENT  
FINANCIAL YEAR 2019-20**

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

**BANK BALANCES BROUGHT FORWARD**

CBS 53905917 ( 01.04.2019 )	256,152.97
CBS 53906216 ( 01.04.2019 )	144,431.97
<b>TOTAL OPENING BALANCE</b>	<b>£ 400,584.94</b>

**INCOME:**

Precept	442,558.02
Interest (Deposit)	
Other Income	33,331.56
<b>TOTAL INCOME</b>	<b>£ 475,889.58</b>

**EXPENDITURE**

Employees & Allowances	80693.49
Premises	9726.73
Supplies/Services	13940.27
3rd Party	15290.28
Grants	8042.67
Allotments	7957.70
Christmas	4035.20
Markets	14755.00
Community Plan	0.00
Ground Maintenance	8802.10
Civic Hospitality	1743.89
Ranger	42703.80
Whitehaven In Bloom	14415.98
Ward Grants	17084.60
Elections	14263.24
Environmental Improvements	28179.00
Events	10581.96
Contingencies	47.50
Reserves	156251.00
VAT (to be reclaimed)	24258.25
<b>TOTAL EXPENDITURE</b>	<b>£ 472,777.89</b>

**CASH BOOK BALANCE**

Brought forward	£ 400,584.94
Income	£ 475,889.58
Expenditure	£ 472,777.89
<b>Town Council Funds</b>	<b>£ 403,696.63</b>

**BANK BALANCES**

CBS 53905917 ( 17/02/2020)	113,161.98
CBS 53906216 (17/02/2020)	294,431.97
	<b>£ 407,593.95</b>

<b>Unpresented Cheques 2019/2020</b>	3,897.32
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<b>FINANCIAL POSITION</b>	<b>£ 403,696.63</b>
---------------------------	---------------------

**Contract for Ranger and Assistant Ranger 2020/21**

**Purpose of the Report and Recommendation**

To inform Members of the Contracts for 2020/21 received for the Ranger and Assistant Ranger and to authorise the Chairman and Deputy Chairman to sign the Contracts on behalf of the Town Council.

**1.0 INTRODUCTION**

- 1.1 The Council has had a Ranger working 3 days a week since 2018 and at the Council meeting on 25<sup>th</sup> April 2019 Members also agreed to employ an Assistant Ranger for 3 days per week starting 01/04/20. (Minute1369/19ii refers). The two people are employed directly by CBC and the Council has a contract with CBC which provides that the two people will work for the Council 3 days per week.
- 1.2 At the Council Meeting on 30<sup>th</sup> January 2020 an amount of £54,000.00 was included in the Budget for the Ranger and an Assistant Ranger.
- 1.3 Contracts for the Ranger and Assistant Ranger for 2020/21 have been received from CBC and these are shown at Appendix 1

**2.0 RECOMMENDATION**

That Members note the information contained within the contracts and that the Chairman and Deputy Chairman be are authorised to sign the Contracts on behalf of Whitehaven Town Council.



**Copeland Borough Council**  
Whitehaven Commercial Park,  
Moresby Parks, Whitehaven,  
Cumbria CA28 8YD

*Proud of our past. Energised for our future.*

Mrs Jewell  
Whitehaven Town Council  
The Civic Hall  
Lowther Street  
Whitehaven  
Cumbria  
CA28 7SH

12th February 2020

Our Ref. AC/AB/2020/46 - Ranger

Dear Mrs Jewell

**Parks & Open Spaces Ranger – Whitehaven**

I am pleased to receive your request to proceed with the provision of a Parks & Open Spaces Ranger from 1 April 2020 to 31<sup>st</sup> March 2021 operating on 3 days per week (Mon-Fri).

The Ranger role will carry out, support and co-ordinate a range of works and activities aimed at improving the quality of the local environment in Whitehaven town centre, by enhancing and working alongside (not replacing) existing services.

A detailed summary of the role is attached at Schedule 1 - Service Specification.

I confirm that the price for this years' service will be £32,479.17 excluding vat.

**If you are happy for us to provide this service, please could you sign and return the confirmation slip attached.**

If you have any queries, please do not hesitate to contact me.

Yours sincerely

*A Clements*

Alan Clements  
Contracts Manager

[openspaces@copeland.gov.uk](mailto:openspaces@copeland.gov.uk)



**Copeland Borough Council**  
 Whitehaven Commercial Park,  
 Moresby Parks, Whitehaven,  
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 Web: www.copeland.gov.uk

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I/we confirm that we would like to engage Copeland Borough Council to provide the Ranger service as detailed in the quotation/service specification provided.

Contract ref. AC/AB/2020/46 - Ranger

**CONTRACT PRICE £32,479.17**

Print name: .....

Signature: .....

Signed on behalf of: .....

Date: .....

**Invoicing**

Monthly

**Please state how many months you would like this over**

Quarterly

Half Yearly

Annually

**IF AN ORDER NUMBER IS REQUIRED ON THE INVOICE, PLEASE SUPPLY THIS WITH THE ACCEPTANCE FORM**







## Grounds Maintenance – From Copeland Borough Council

### Terms and Conditions of Service

#### 1. Application/Definitions

- 1.1. These terms and conditions shall apply for the provision of a Parks & Open Spaces Ranger by the supplier to the client.
- 1.2. In these terms and conditions the following expressions have the following meanings.

#### 2. Business Day

- 2.1. A day excluding Bank Holidays on which Banks generally are open for the transaction of normal Banking business, and when scheduled Grounds Maintenance visits to the clients' premises will be undertaken.

#### 3. The Client

- 3.1. Means any individual, firm, public body or corporate body which purchases services from the supplier.

#### 4. Commencement Date

- 4.1. The date of commencement of the services as stated in the services specification, as agreed with the client.

#### 5. Services

- 5.1. The service to be provided by the supplier to the client as set out in Services Specification.

#### 6. The Supplier

- 6.1. Copeland Borough Council

#### 7. The Service

- 7.1. With effect from the date of commencement the supplier shall, in consideration of the fees being paid in accordance with the terms of payment, will provide the services expressly identified in the Services Specification or otherwise agreed.

#### 8. Price

- 8.1. The client agrees to pay the fees in accordance with the terms of payment, in addition the supplier shall be entitled to recover from the client his reasonable incidental expenses for materials used, and for third party goods and services supplied in connection with the provision of services.
- 8.2. The price agreed with the client prior to the commencement of the services, will remain as specified in the quotation/contract.



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## **9. Payment**

- 9.1. All payments required to be made pursuant to these terms and conditions shall be made within 30 days of the relevant invoice, unless agreed otherwise, by BACS/Cheque in cleared funds without any set off, withholding or deduction.
- 9.2. Any client wishing to make a late payment must arrange this with the supplier at their earliest convenience, failure to do so may incur late payment fees. Statutory late payment fees will be applied from the 30<sup>th</sup> day from the date of the first invoice.

## **10. Variations/Amendments**

- 10.1. If the client wishes to vary any details of the service the client must notify the supplier in writing as soon as possible. The supplier shall endeavour to make any required changes and any additional costs thereby incurred shall be invoiced to the client.

## **11. Liability**

- 11.1. The supplier shall not be liable to the client nor be deemed to in breach of these terms and conditions by reason of any delay in performing, or any failure to perform, any of the supplier's obligations if the delay or failure was due to any cause beyond the supplier's reasonable control, (such as severe bad weather).
- 11.2. It is very important and the sole responsibility of the client to ensure the supplier is made aware of any special statutory bylaws, conditions, permissions that may be involved.
- 11.3. The supplier will not accept responsibility/liability for any damage to (or cost involved with) any undergrounds hazards, obstructions, or services not made known in writing or apparent visual inspection.
- 11.4. The supplier undertakes to insure its activities against all risks whilst engaged on the clients site, a copy of the suppliers public and employees liability insurance document is available to the client upon request.

## **12. Miscellaneous**

- 12.1. The supplier reserves the right to change the contents of these terms and conditions at any given time, and in doing so, will inform the client in writing of any such changes/amendments to these terms and conditions.

## **13. Cancellation**

- 13.1. If for any reason(s) the client wishes to cancel the Services, then the client must give the supplier 28 days' notice in writing, in advance of the client's intention to cancel. The supplier reserves the right to invoice the client a maximum of 2 full months' charges for any cancellation of service of less than 28 days.

## **14. Copyright**

- 14.1. The supplier reserves all copyright and any other rights (if any) in the products or in connection with the provision of the supplier's services. The supplier reserves the right to take such action that may be appropriate to prevent infringement of such copyright.



## SCHEDULE 1

### SERVICES SPECIFICATION

#### For the provision of a Parks & Open Spaces Ranger

- Copeland Borough Council (CBC) will supply an Open Spaces Ranger on 3 days per week between Monday and Friday to carry out, support and co-ordinate grounds maintenance works and activities to improve the quality of the local environment in Whitehaven Town Centre by enhancing and working alongside (not replacing) existing services already provided by Copeland Borough Council.
- The Ranger will operate on 3-days per week, primarily on Fridays, Mondays and Tuesdays, however this will be subject to change, and mutually agreed, depending upon service priorities and demands.
- The Ranger will be managed by Alan Clements (Contracts Manager) and work to the Ranger Job Profile (copy already supplied). Line management may be delegated to a Stand-in Supervisor.
- CBC will aim to provide the same person to carry out the duties agreed with Whitehaven Town Council to maintain consistency and continuity, including the building of knowledge and relationships, but reserves the right to change personnel to meet other operational demands.
- CBC and will meet regularly with the Town Clerk to agree a forward schedule of meetings and to develop and review a work plan for the Ranger.
- The work of the Ranger will focus initially on Whitehaven Town centre area, although occasional support to other local areas may be required, e.g. to support a local event or a community initiative.
- CBC will endeavour to provide a replacement member of staff when the Ranger is absent, however, depending upon staffing levels this may not always be possible. CBC will, however, work closely with Whitehaven Town Council to plan and co-ordinate working times and absences due to annual leave or other circumstances.
- The key tasks to be designed and delivered through a lone working Ranger role will enhance existing core service delivery and not replace existing services. Such tasks may include:
  - Grounds maintenance works e.g. grass cutting, weed control, planting, watering
  - Enhanced street / open space cleaning at problem hot spots and/or to provide more intensive cleaning, e.g. removal of cigarette litter
  - Cleaning / wiping of street furniture e.g. litter bins, ashtrays, seats, signs, bollards etc.
  - Identifying, reporting and co-ordinating environmental issues / service needs with other CBC core services & Whitehaven Town Council
  - Supporting the gathering of information for enforcement activity / response
- The Ranger will regularly complete a proforma to record activities undertaken, issues requiring the attention of others (including other CBC core services) and to record outcomes, including successes or other new ideas/suggested approaches to improving the quality of the local environment.



- Service requests or complaints about services provided by CBC will continue to be reported through Copeland Direct or direct with CBC service areas.
- CBC and Whitehaven Town Council will work together to develop a joint communications plan to promote the initiative and provide regular updates on the benefits from the investment

## **SCHEDULE 2**

### **PAYMENTS**

#### **For the provision of Grounds Maintenance Services**

A total sum of **£32,479.17** excluding VAT shall be paid to the Supplier for the performance of the Services.

The days worked shall be agreed between the parties in advance of them being worked.

All payments required to be made pursuant to the terms and conditions provided shall be made within 30 days of the relevant invoice, unless agreed otherwise, by BACS or Cheque in cleared funds without any set off, withholding or deduction.



**Copeland Borough Council**  
Whitehaven Commercial Park,  
Moresby Parks, Whitehaven,  
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Mrs Jewell  
Whitehaven Town Council  
The Civic Hall  
Lowther Street  
Whitehaven  
Cumbria  
CA28 7SH

12<sup>th</sup> February 2020

Our Ref. AC/AB/2020/47 - Assistant Ranger

Dear Mrs Jewell

**Parks & Open Spaces Assistant Ranger – Whitehaven**

I am pleased to receive your request to proceed with the provision of a Parks & Open Spaces Assistant Ranger from 1 April 2020 to 31<sup>st</sup> March 2021 operating on 3 days per week (Mon-Fri).

The Assistant Ranger role will work alongside the Ranger and carry out, support and co-ordinate a range of works and activities aimed at improving the quality of the local environment in Whitehaven town centre, by enhancing and working alongside (not replacing) existing services.

A detailed summary of the role is attached at Schedule 1 - Service Specification.

I confirm that the price for this years' service will be **£21,489.97** excluding vat.

**If you are happy for us to provide this service, please could you sign and return the confirmation slip attached.**

If you have any queries, please do not hesitate to contact me.

Yours sincerely

*A Clements*

Alan Clements  
**Contracts Manager**

[openspaces@copeland.gov.uk](mailto:openspaces@copeland.gov.uk)



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*Proud of our past. Energised for our future.*

I/we confirm that we would like to engage Copeland Borough Council to provide the Ranger service as detailed in the quotation/service specification provided.

**Contract ref. AC/AB/2020/47 - Assistant Ranger**

**CONTRACT PRICE £21,489.97**

Print name: .....

Signature: .....

Signed on behalf of: .....

Date: .....

**Invoicing**

Monthly

**Please state how many months you would like this over**

Quarterly

Half Yearly

Annually

**IF AN ORDER NUMBER IS REQUIRED ON THE INVOICE, PLEASE SUPPLY THIS WITH THE ACCEPTANCE FORM**



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## Grounds Maintenance – From Copeland Borough Council

### Terms and Conditions of Service

#### 1. Application/Definitions

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- 1.2. In these terms and conditions the following expressions have the following meanings.

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- 2.1. A day excluding Bank Holidays on which Banks generally are open for the transaction of normal Banking business, and when scheduled Grounds Maintenance visits to the clients' premises will be undertaken.

#### 3. The Client

- 3.1. Means any individual, firm, public body or corporate body which purchases services from the supplier.

#### 4. Commencement Date

- 4.1. The date of commencement of the services as stated in the services specification, as agreed with the client.

#### 5. Services

- 5.1. The service to be provided by the supplier to the client as set out in Services Specification.

#### 6. The Supplier

- 6.1. Copeland Borough Council

#### 7. The Service

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- 8.2. The price agreed with the client prior to the commencement of the services, will remain as specified in the quotation/contract.

#### 9. Payment

- 9.1. All payments required to be made pursuant to these terms and conditions shall be made within 30 days of the relevant invoice, unless agreed otherwise, by BACS/Cheque in cleared funds without any set off, withholding or deduction.



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9.2. Any client wishing to make a late payment must arrange this with the supplier at their earliest convenience, failure to do so may incur late payment fees. Statutory late payment fees will be applied from the 30<sup>th</sup> day from the date of the first invoice.

**10. Variations/Amendments**

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11.2. It is very important and the sole responsibility of the client to ensure the supplier is made aware of any special statutory bylaws, conditions, permissions that may be involved.

11.3. The supplier will not accept responsibility/liability for any damage to (or cost involved with) any undergrounds hazards, obstructions, or services not made known in writing or apparent visual inspection.

11.4. The supplier undertakes to insure its activities against all risks whilst engaged on the clients site, a copy of the suppliers public and employees liability insurance document is available to the client upon request.

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**SCHEDULE 1**

**SERVICES SPECIFICATION**





### For the provision of a Parks & Open Spaces Assistant Ranger

- Copeland Borough Council (CBC) will supply an Open Spaces Assistant Ranger on 3 days per week between Monday and Friday to carry out, support and co-ordinate grounds maintenance works and activities to improve the quality of the local environment in Whitehaven Town Centre by enhancing and working alongside (not replacing) existing services already provided by Copeland Borough Council.
- The Assistant Ranger will operate on 3-days per week, primarily on Fridays, Mondays and Tuesdays, however this will be subject to change, and mutually agreed, depending upon service priorities and demands.
- The Assistant Ranger will be managed by Alan Clements (Contracts Manager) although line management may be delegated to a Stand-in Supervisor.
- CBC will aim to provide the same person to carry out the duties agreed with Whitehaven Town Council to maintain consistency and continuity, including the building of knowledge and relationships, but reserves the right to change personnel to meet other operational demands.
- CBC will meet regularly with the Town Clerk to agree a forward schedule of meetings and to develop and review a work plan for the Ranger/Assistant Ranger.
- The work of the Assistant Ranger will focus initially on Whitehaven Town centre area, although occasional support to other local areas may be required, e.g. to support a local event or a community initiative.
- CBC will endeavour to provide a replacement member of staff when the Assistant Ranger is absent, however, depending upon staffing levels this may not always be possible. CBC will, however, work closely with Whitehaven Town Council to plan and co-ordinate working times and absences due to annual leave or other circumstances.
- The key tasks to be designed and delivered through the Ranger role will enhance existing core service delivery and not replace existing services. Such tasks may include:
  - Grounds maintenance works e.g. grass cutting, weed control, planting, watering
  - Enhanced street open space cleaning at problem hot spots and/or to provide more intensive cleaning, e.g. removal of cigarette litter
  - Cleaning / wiping of street furniture e.g. litter bins, ashtrays, seats, signs, bollards etc.
  - Identifying, reporting and co-ordinating environmental issues / service needs with other CBC core services & Whitehaven Town Council
  - Supporting the gathering of information for enforcement activity / response
- Service requests or complaints about services provided by CBC will continue to be reported through Copeland Direct or direct with CBC service areas.
- CBC and Whitehaven Town Council will work together to develop a joint communications plan to promote the initiative and provide regular updates on the benefits from the investment



**Copeland Borough Council**  
Whitehaven Commercial Park,  
Moresby Parks, Whitehaven,  
Cumbria CA28 8YD

Tel: 01946 59 8300  
Fax: 01946 59 2525  
Email: [info@copeland.gov.uk](mailto:info@copeland.gov.uk)  
Web: [www.copeland.gov.uk](http://www.copeland.gov.uk)

*Proud of our past. Energised for our future.*

## **SCHEDULE 2**

### **PAYMENTS**

#### **For the provision of Grounds Maintenance Services**

A total sum of **£21,489.97** excluding VAT shall be paid to the Supplier for the performance of the Services.

The days worked shall be agreed between the parties in advance of them being worked.

All payments required to be made pursuant to the terms and conditions provided shall be made within 30 days of the relevant invoice, unless agreed otherwise, by BACS or Cheque in cleared funds without any set off, withholding or deduction.

**Car Parking**

**Purpose of the Report and Recommendation**

To inform Members of the position on car parking for Officers and Councillors re the Civic Hall Car Park.

**1.0 INTRODUCTION**

- 1.1 The Council leases a room for office use in the Civic Hall but there is no provision in the Lease for car parking spaces in the Civic Hall car park for the Council. CBC have previously indicated that all occupiers of the Civic Hall (WTC, RYT, Inspira and Business Solutions must pay for any car parking spaces they require on the Civic Hall car park.
- 1.2 The Civic Hall Car park is supposed to be used by permit holders only which is for 24/7 use at an annual cost of £820.00 or if someone wishes to pay monthly it is £80 per month. It is understood that this will be increasing to £900.00 per annum from summer 2020. However it is regularly used during the day and in the evenings and weekends by members of the public and people attending functions in the Civic Hall. Very few people are issued tickets for unauthorised parking in this permit only car park.
- 1.3 Up to July/August 2017 the Council paid for a parking space in the Civic Hall as it is conveniently close to our office and permit holders can enter, leave and return to the car park at any time during the day. The Council then decided not to renew the permit because of the cost.
- 1.4 CBC have a permit only car park for their staff on Catherine Street adjacent to their offices for which the charge is £32 a month Monday to Friday between 07.30 and 19.00. It is a pay and display car park at weekends.

**RECOMMENDATION**

That Members give consideration as to whether or not to pay for a permit or permits for the Civic Hall car park for use by staff and Councillors.

**Champions**

**Purpose of the Report and Recommendation**

To report back to Council on feedback received from Councillors about becoming Champions for particular issues/causes.

**1.0 INTRODUCTION**

- 1.1 At the Council Meeting on 30<sup>th</sup> January 2020 it was resolved that the Clerk would send an email to Councillors to ask if they would be interested in becoming a Champion for a particular issue/cause and that this be reported back to Council. (Minute 1518/20 refers)
- 1.2 Councillor Roberts was appointed as the Bus Shelter Champion some time ago.
- 1.3 Councillor Roberts has indicated that he would like to be the Champion for older people (pensionable age).

**2.0 RECOMMENDATION**

- i. That Councillor Roberts continue to be the Bus Shelter Champion
- ii. That Councillor Roberts be appointed as the Champion for Older People (pensionable age)
- iii. That if Councillors wish to put themselves forward as Champions for a particular issue/cause that the Council appoints them accordingly.

**Quotations for Hiring a Marquee**

**Purpose of the Report and Recommendation**

To consider quotes received from companies to hire a marquee for 1 week in May to house a photographic exhibition.

**1.0 INTRODUCTION**

- 1.1 Members may recall that it was resolved at the Full Council meeting held on 29th August 2019 that a marquee be hired for a photographic exhibition (minute ref 1393/19 (ii) b refers).
- 1.2 Quotes have been sought from 6 companies. Each have been asked to provide a quote for 1 week's hire of:
- 15m x 9m marquee with double doors
  - Festoon Lighting
  - Flooring (suitable for a grassed area)
  - 156 Folding Chairs
- 1.3 At the time of writing this report we have received quotes from 4 companies (a summary of the quotes received is shown at Appendix 1), 1 company has declined to submit a quote and we are still waiting to hear from the last company.

**2.0 RECOMMENDATION**

- 2.1 Members are asked to consider the quotes received and decide which quote they wish to accept.

**Quotes to hire a Marquee for 1 week to house the photographic exhibition from 4th May 2020 –  
10th May 2020**

Quote 1

15m x 9m marquee with double entrance doors	£1132.00
Festoon Lighting	£ 280.00
Interlocking wooden floor	£ 337.00
156 folding chairs	£ 312.00
Delivery	£ 400.00

**NETT COST** **£2461.00**

Quote 2

15m x 9m marquee with double doors	£1190.00
Festoon Lighting	£ 100.00
Plastic interlocking flooring	£ 640.00
156 folding chairs	£ 226.20
Delivery	£ 60.00

**NETT COST** **£2216.20**

Quote 3

15m x 9m marquee with double doors
Festoon Lighting
Wooden Interlocking flooring
156 chairs
Fire exit with emergency light fitted above and door plate
Erection, dismantling, delivery and collection

**NETT PRICE** **£1475.00**

Quote 4

15m x 9m marquee with double doors
Globe Lighting
Wooden Interlocking flooring
156 folding chairs
Delivery, erection, dismantling and collection

**NETT PRICE** **£2599.20**

If you wish to substitute the wooden flooring for coconut matting the NETT price would be reduced to £2163.60

**Hewlett Packard Enterprise Support Service for Hardware**

**Purpose of the Report and Recommendation**

To consider renewing a 1-year contract for support services for hardware following the expiry of the 3-year contract.

**1.0 INTRODUCTION**

- 1.1 The Council entered into a 3-year support services contract with Hewlett Packard Enterprises in respect of the hardware. This expired on 16th January 2019.
- 1.2 Following discussions with Westcom IT, Council agreed to enter into a 1-year contract for support services for hardware with Support Warehouse who act on behalf of Hewlett Packard Enterprise (minute ref 1214/19 refers).
- 1.3 This contract is now due for renewal and a quote for £77.00 (exc VAT) for a 1-year support service contract for the hardware (Shown at Appendix 1).

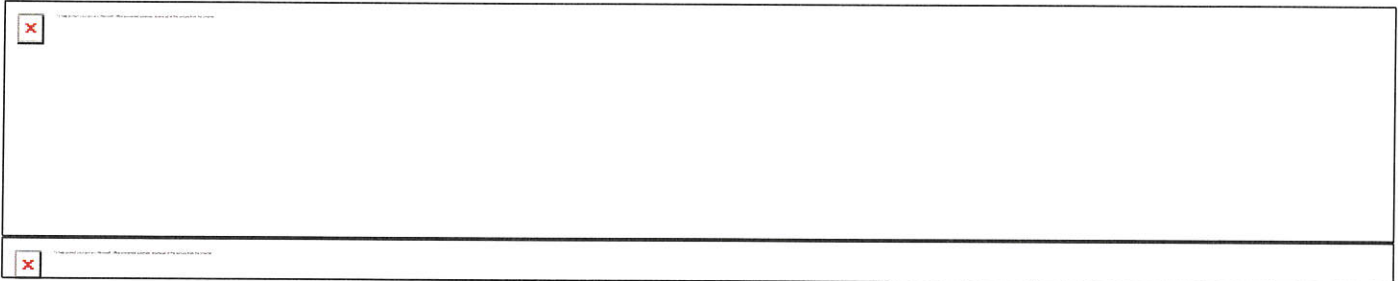
**2.0 RECOMMENDATION**

- 2.1 Members are asked to consider whether or not to enter into a support services contract for hardware with Support Warehouse on behalf of Hewlett Packard Enterprise.

**Whitehaven Town Council**

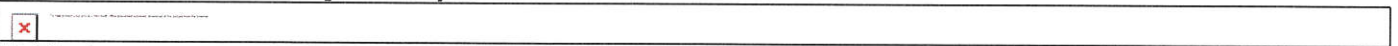
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**From:** Keah Baker <keah.baker@supportwarehouse.com>  
**Sent:** 03 February 2020 09:27  
**To:** Whitehaven Town Council  
**Subject:** Renewal of Hewlett Packard Enterprise Support Services for Marlene Jewel  
**Attachments:** SupportWarehouse\_Quote\_Q0000000274FED.pdf



## Information regarding your expiring HPE Support

(Email sent by Support Warehouse on behalf of Hewlett Packard Enterprise)



Hi Marlene,

With reference to our recent telephone conversation, please find attached our quotation for the renewal of your HPE support services for the hardware shown below.

Hardware Description	Serial Number	Expiring HPE Support Service	Support Expiry Date
HP ML10v2 E3-1220v3 8GB1TB ODD UK Svr/TV	CN65440ND7	Next Business Day Foundation Care, 1 year	06/03/2020

The Hewlett Packard Enterprise support agreement in the attached quotation will provide support, covering all time and materials costs and ensuring minimum downtime and maximum business continuity. If you would like to discuss this service level or any other, please contact me using the details below.

[Visit our website](#) to discover the benefits of HPE Support Services, and learn more about the [service level\(s\)](#) provided in the attached quotation.

In addition to the quotation, the following documents may be of interest to you:

1. [HPE Packaged Services Terms & Conditions](#)
2. [Support Warehouse Terms & Conditions](#)

I hope you find this quotation acceptable and look forward to receiving your instructions in due course. If you would like to renew your support, the options to proceed with the renewal are:

- Sign and return the quote for the correct service level and price
- Email me with authorization to proceed
- Email me a purchase order



- Call me to make a credit card payment

If I have not heard back from you in a few days I will call you again to discuss the range of service levels available.

Alternatively, you can call me on **0800 072 0950** or email me at [keah.baker@supportwarehouse.com](mailto:keah.baker@supportwarehouse.com).

Best regards,

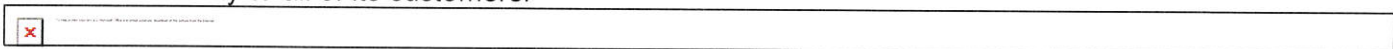
Keah Baker

[keah.baker@supportwarehouse.com](mailto:keah.baker@supportwarehouse.com)

T: 0800 072 0950

F: 0800 072 0951

As an Hewlett Packard Enterprise supplier, Support Warehouse works on behalf of HPE to remind customers when the support provided by an HPE Support Agreement has expired. Customers can choose to renew their Hewlett Packard Enterprise support through their current HPE reseller, Support Warehouse, or any other authorised reseller. Hewlett Packard Enterprise's ultimate goal is to ensure uninterrupted service availability to all of its customers.



Service levels and response times for HPE support may vary depending on your geographic location. Service starts on date of hardware purchase. Restrictions and limitations apply. For details, visit [Support Services Central](#). HPE services are governed by the applicable HPE terms and conditions of service provided or indicated to Customer at the time of purchase. Customer may have additional statutory rights according to applicable local laws, and such rights are not in any way affected by the HPE terms and conditions of service or the HPE Limited Warranty provided with your HPE Product.

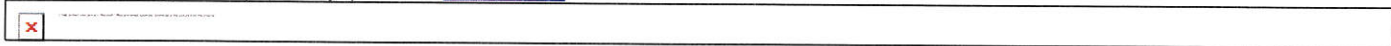
Support Warehouse · International Development Centre · Valley Drive · Ilkley · West Yorkshire LS29 8PB  
Tel: 0800 072 0950 · Fax: 0800 072 0951

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Support Warehouse  
International Development Centre  
Valley Drive, Ilkley  
West Yorkshire, LS29 8PB

Tel: 0800 072 0950  
Fax: 0800 072 0951  
Email: gb@supportwarehouse.com  
Web: www.supportwarehouse.com

## Support Services Quote

Quote reference:	Q000000274FED (Please quote this reference on all correspondence)	Quote Name:	Quote #1
Customer:	Whitehaven Town Council Whitehaven, Cumbria, CA28 7SH	Quote prepared for:	Marlene Jewel
Customer reference:		Quote prepared by:	Keah Baker keah.baker@supportwarehouse.com
		Date:	03/02/2020

Description	Serial number	Service level	Duration (years)	Total
HP ML10v2 E3-1220v3 8GB1TB ODD UK Svr/TV	CN65440ND7	Next Business Day Foundation Care, 1 year	1	£77.00
			<b>Total Ex. Tax</b>	<b>£77.00</b>
			<b>VAT @ 20.00%</b>	<b>£15.40</b>
			<b>Total Inc. Tax</b>	<b>£92.40</b>

### Order authorisation

Full name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Order number (if applicable): \_\_\_\_\_  
 Date: \_\_\_\_\_

Quoted prices and support levels available are correct as at the date of this email and valid until the last working day of the current month. Products supported, support levels and prices are subject to continuous review by HPE. We cannot guarantee the availability of the products or prices shown above at the time of ordering. You shall pay invoices in full and in cleared funds within 30 days of the date of the invoice. Please ensure that all equipment is fully functional at the time of ordering. Please note, any cancellations will be subject to a £25 administration charge. Orders cannot be cancelled after 30 days from date of order.

Company Registration Number: 4056599  
 VAT number: GB 758 5011 25

As a Hewlett Packard Enterprise supplier, Support Warehouse works on behalf of HPE to remind customers when the support provided by an HPE Support Agreement has expired. Customers can choose to renew their HPE support through their current HPE reseller, Support Warehouse, or any authorised reseller. HPE's ultimate goal is to ensure uninterrupted service availability to all of its customers.

## Whitehaven Town Council

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**From:** Abigail Holland <aholland@cumbriatourism.org>  
**Sent:** 07 February 2020 11:09  
**To:** Whitehaven Town Council  
**Subject:** Follow Up

Hi Vanessa and Marlene,

It was lovely to meet you both this week.

I just wanted to email as a follow up so you have my contact details for future correspondence. I have had a look at Gill's diary and following a recent visit I can't see anything planned for her in the near future to set up a meeting between her and yourselves. Saying that I am more than happy to liaise with you about the possibility of membership.

Alongside Copeland Borough Council, we are working hard to boost tourism to the West of Cumbria. There are campaigns being worked on that will help drive visitors to coastal areas, including the Discover England projects for coastal walking and cycling paths and partnerships with Sellarfield to match fund for regeneration projects of towns such as Whitehaven. Our MISSION is *-To work in partnership to market and grow the value of the visitor economy, strengthening Cumbria's reputation as sustainable all year-round world class visitor destination of national and international appeal.*

We have a membership package for community members which is something I think would be relevant to Whitehaven Town Council. The cost is £260 + VAT for a year and includes a range of benefits which are listed below. We currently work well with existing members in Whitehaven including The Beacon, Whitehaven Marina and Rosehill Theatre and Green Room and hope that we can continue to increase our member base in your area. As a membership organisation we appreciate each and every member as a valued partner and believe that we can continue to deliver a coherent and focussed strategy for the west coast with your support.

### Benefits of Cumbria Tourism Membership

#### **Website**

Cumbria Tourism run the main visitor site for the county [www.golakes.co.uk](http://www.golakes.co.uk). This is undergoing a massive refurb as we speak and will be due to launch before Spring. The new site will be reached at [www.visitlakedistrict.com](http://www.visitlakedistrict.com). We have been having 23m annual page views to the site so it's a great way for our members to increase their reach and promote their businesses to relevant target markets.

#### **Member Discounts**

We have a corporate website [www.cumbriatourism.org](http://www.cumbriatourism.org) which has a 'Find a Supplier' section at the top. Many of our supplier members offer discounts such as 20% off beds with Sealy and 10% off hospitality products with Out of Eden. H&H Reeds offer 10% off printing if you're looking to get any flyers or posters or other print and we have suppliers that help with web design, booking systems and catering equipment servicing. Lamont Pridmore offer free business advice and tax helplines and Thomson Hayton Winkley Solicitors also offer free legal advice to members as well. Both useful to know in a crisis or just for impartial relevant advice.

#### **Events**

We hold member events 3 times a year as well as workshops, conferences and networking events. I have listed the link to these as well below here. Our next members event is on 12<sup>th</sup> March at The Villa Levens and we'd love to see you there.

<http://www.cumbriatourism.org/events/>

#### **Cumbria Tourism Awards**

We also have just opened for entries into the 2020 Cumbria Tourism Awards. Businesses can apply online for different categories and there is lots of PR to be had – a great way to benchmark business against others and to get the word out about what they do. Again, more info is in the link below. This is open to members and non-members and a great way for local businesses to benefit from some useful PR and feedback is given following entry, however how successful their applications are. The deadline for entries is 17<sup>th</sup> February.

<https://www.cumbriatourism.org/what-we-do/awards/>

### **Business Health Checks**

We have had some funding to carry out FREE business health checks on tourism businesses on a range of subjects from digital marketing to attracting international visitors and booking assistance. The deadline for these sessions is the end of March. If you know any local businesses that would be interested then let me know and we can get a registration form to them and get an appointment booked in.

### **Free Media Library**

We have a free media library that is available for members. Just follow the link below and create a login. We approve this from our side then you have access to thousands of images that you can use for your social media, marketing etc. We only ask that you credit us where possible.

<https://cumbriatourism.photoshelter.com/index>

### **Marketing and PR**

If you have any projects you'd like a little help with, we offer PR and marketing packages at exclusive rates to members. Again, just ask for more details.

### **Free Event Listing**

You are welcome to list any of your upcoming events for free on our Golakes site under the 'What's On' section. There is a short form to fill in and once approved by us, will be listed in our events calendar. This should also pull through onto the new site when up and running. The 'What's On' page is one of our most visited pages so a great way to shout about your events.

<https://www.golakes.co.uk/add-your-event.aspx>

### **MyCumbria Card**

All members receive a FREE MyCumbria discount card, which is a local discount scheme run by us for residents and workers in Cumbria which offers discounts on food and drink, travel, experiences and visitor attractions. You can find more information at <https://mycumbriacard.co.uk/>. We also offer a discount on further cards if other members of staff are interested. These normally cost £20. You are also able to make an offer yourself if you would like to. This would add your details to the MyCumbria Card website and promote your business to locals as well.

I hope you find this information useful. Do let me know if you have any further questions.

Kindest regards,

**Abi Holland | Business Development Executive | Cumbria Tourism**

Windermere Road, Staveley, Cumbria, LA8 9PL

[aholland@cumbriatourism.org](mailto:aholland@cumbriatourism.org)

01539 822 222

07908 799623

[www.cumbriatourism.org](http://www.cumbriatourism.org)

**Cumbria Tourism**   
At the heart of our visitor economy

0

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# Whitehaven & District Edition Feb 2020

[View in browser](#)


The banner features a dark blue background with white and yellow text. At the top, there are three buttons: 'Contact us' with a speech bubble icon, 'Report a crime' with a speech bubble icon containing three dots, and 'Copeland Focus Facebook Group' with the Facebook 'f' logo. The main text reads 'COPELAND FOCUS' in large, bold letters, with 'FOCUS' in yellow and 'COPELAND' in white. Below this is a location pin icon with a yellow circle around it. Underneath the pin, it says 'FOR A SAFER COMMUNITY' in white and yellow. At the bottom, there is a row of white icons representing various community elements: a cloud, a tree, a car, a house, a sailboat, a tractor, and a person.

## February 2020 - Whitehaven & District Edition

### **Whitehaven anti-social behaviour - Steps are being taken**

We are making inquiries following a spate of youth-related anti-social behaviour in Whitehaven.

Bridges Retail Park and town centre streets are the main areas of concern.

Officers have inquiries underway and would urge anybody to report issues via 101 or online at [www.cumbria.police.uk](http://www.cumbria.police.uk).

Sergeant David Macdonald said: "We are aware of issues of anti-social behaviour in the town centre.



“Steps are being taken to identify and deal with those involved.”



**Safer communities - Giving out advice to prevent crime and keep people safe**

An elderly man was helped and given reassurance during a joint agency visit.

A crime prevention survey and a Cumbria Fire and Rescue safe and well visit was carried out at his home in the Kells area.

Advice, security improvement suggestions, along with a fire safety check of the property, all helped to reassure him.

Two new smoke detectors were provided and advice was given on chip pan use, followed by a fire blanket demonstration.

All security advice was given by a PCSO who is a trained crime prevention officer.

**If you would like a free crime prevention or safe and well survey then contact 101@cumbria.police.uk or call 101, asking for the Copeland Neighbourhood Policing Team.**



**Internet Safety Week - Keeping kids safe online**

We are visiting schools and giving talks on staying safe online and through apps as part of Internet Safety Week .

These visits play an essential part in keeping all our children safe and are received well.

[Please visit our partner agency CEOP's site here](#) if you would like information on keeping your children safe online.

**Jericho school receive a visit - To learn about the job of the police**



PCSO Fishpool visited Jericho Primary

PCSO Fishpool visited Whitehaven Primary School to talk to reception pupils.



He gave them a chat about the role of the police, the uniform we wear and some of the equipment we carry as part of a topic pupils are doing on people that help us.



### Training PCSOs to educate youngsters about alcohol abuse

Copeland's PCSOs have been given useful advice on educating youngsters about the dangers of alcohol abuse.

The officers were given what was regarded as a very productive and informative input from the Alcohol Education Trust.

This session was funded by Cumbria's Police and Crime Commissioner, Peter McCall.

It helps officers better engage with schoolchildren.

And by educating the young through a modern yet non-lecturing approach, the aim is to reduce the harm and alcohol-linked crime that can have long lasting effects on all.

**STAMPING OUT  
ANTI-SOCIAL  
BEHAVIOUR!**

### Castle Park - Motorcycle seized

PC Hanna and PCSO Fishpool attended Castle Park following complaints about a group of youths riding a pit bike.

The bike was seized having been found abandoned and the suspected owner was stopped by a PCSO.

### CRIME FIGURES

Crime fell in this area during this period.

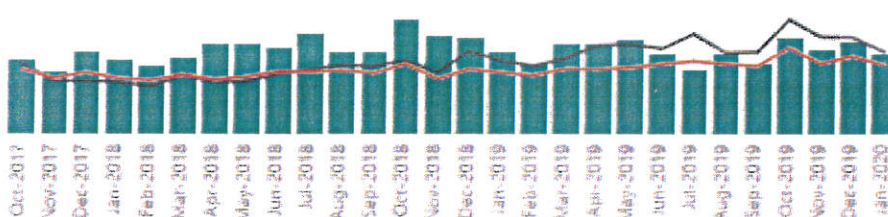
Crime figures can also be obtained via the Cumbria Police

Website:

<https://www.cumbria.police.uk/Your-Area/Your-area.aspx>

Offence Group	Crimes	Same Period Last Year	Difference
Arson and Criminal Damage	49	51	-2
Burglary	7	8	-1
Drug offences	5	6	-1
Hate Incident	0	3	-3
Miscellaneous Crimes Against Society	3	2	1
Possession of weapons offences	0	0	0
Public order offences	24	26	-2
Reported Incidents	0	0	0
Robbery	0	2	-2
Sexual offences	11	7	4
Theft offences	25	31	-6
Vehicle Offences	2	10	-8
Violence against the person	24	39	-15
<b>Total</b>	<b>210</b>	<b>218</b>	<b>-8</b>

● Month Total ● Previous Year ● Average Previous 3 Years



## Copeland Police want you to report all anti-social behaviour and crime

Please report any incidents of crime or anti-social behaviour to us to help us keep Copeland safe.

If a crime is in progress then please use 999.

If it is non-emergency, call 101 or report online at [cumbria.police.uk](http://cumbria.police.uk)



To receive more policing news, sign up to our other area newsletters by clicking on the links below:

[~ Sign up here ~](#)







[101@gkcumbria.police.uk](mailto:101@gkcumbria.police.uk)



[www.gkcumbria.police.uk](http://www.gkcumbria.police.uk)



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