

# 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 2nd December 2021** at **6:00pm**

Signed.....*Marlene Jewell*..... Dated *26<sup>th</sup> November 2021*  
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 4th November 2021

### 5. Planning Applications

### 6 Finance Report

### 7 Internal Auditors Report

### 8 Quotes received for Internal Audit Provision

### 9 Quotes for Council Insurance Cover

### 10 Grass Cutting Contract 2022/23

### 11 Maintenance of Allotment and Pigeon Loft Sites Contract 2022/23

### 12 Quotes for Security for Council Events

### 13 Sponsorship of Charity

**14 Recommendations of Steering Group on Office Accommodation**

**15 Quote for advertising in the Cumbria Guide**

**16 Purchase of Black Liner for Vacant Allotments**

**17 Repairs to Bus Shelter at Greenbank**

**18 Johnson House Defibrillator**

**19. Councillor Ward Matters**

**20. 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.

**21. Councillor Ward Grant – HCG**

**22. Staff Incremental Pay Increase**

# WHITEHAVEN TOWN COUNCIL

## Minutes of the Council Meeting held on 4<sup>th</sup> November 2021

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

M. Jewell, Clerk and Responsible Financial Officer

Andrea Winters from Disruptieve and Representatives from BEC

### **1891/21 Apologies for Absence**

Apologies for absence were received as follows

Councillor J Rayson,	Ill
Councillor E Dinsdale	Family Commitment
Councillor G Dinsdale	Family Commitment

It was proposed by Councillor Hayes and seconded by Councillor Roberts that the apologies be noted and accepted. A vote was held and it was unanimously

**RESOLVED** - That the apologies be noted and accepted

### **1892/21 Declarations of Interest**

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

Councillor G Roberts declared an interest in the Christmas lights as he was a member of CCC

### **1893/21 Public Participation**

There was no public participation.

### **1894/21 Minutes of the Meeting held on 30<sup>th</sup> September 2021**

It was proposed by Councillor Roberts and seconded by Councillor O’Kane that the Minutes of the Meeting held on 30th September 2021 be approved and signed by the Chairman as a correct record. A vote was held and 5 Councillors

voted for the proposal and 2 Councillors abstained.

**RESOLVED** -That the Minutes of the Meeting held on 30<sup>th</sup> September 2021 be approved and signed by the Chairman as a correct record.

**1895/21**     **Planning Applications**

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

- (i) Before considering Appendix 1 Councillor O’Kane made a proposal that a letter be sent to CBC’s Planning Officer to ask the question that if the Council makes an objection to or a representation on a planning application will these go to the Planning Panel. This was seconded by Councillor Roberts. A vote was held and 6 Councillors voted for the proposal and 1 Councillor abstained.

**RESOLVED** – That a letter be sent to CBC’s Planning Officer to ask The question that if the Council makes an objection to or a representation on a planning application will these go to the Planning Panel.

- (ii) It was proposed by Councillor Gill and seconded by Councillor Hayes that following consideration of the Planning Applications shown at Appendix 1 CBC be informed that the Council had no representations to make. A vote was held and 6 Councillors voted for the proposal and 1 Councillor abstained.

**RESOLVED** - That following consideration of the Planning Applications shown at Appendix 1 CBC be informed that the Council had no representations to make.

**1896/21**     **Finance Report**

The Council considered a Finance report.

- i. Appendix 1 – The Clerk reported that there were 9 extra invoices to be considered namely:

Chris Hayes	WTC Plaques - £72.00
St James Community Hall	Room Hire - £18.00
CBC	Grass Cutting (Nov) - £1995.62
CBC	Allotment Contract (Nov) £717.42
CBC	Ranger Contract (Nov) £3325.44
CBC	As.RangerContract(Nov) £2199.02
Bauer Radio	CFM Advertising - £642.07
V Gorley	200 Cable Ties £26.98

Derwent recycling

4 skips £1152.00

It was proposed by Councillor Gill and seconded by Councillor Roberts that the Invoices shown at Appendix 1 together with the 9 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 9 invoices above be approved and paid.

- ii. Appendices 2 and 3 – It was proposed by Councillor Gill and seconded by Councillor Roberts 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.

**1897/21 Presentation on Digital Grid**

The Council heard a presentation from Andrea Winters of Disruptieve and representatives from BEC on a Digital Grid in Whitehaven.

Following a discussion it was proposed by Councillor Gill and seconded by Councillor Maudling that the Council give its full support and offer all the support it could so far as it was legal to do so to the Digital Grid Project. A vote was held and it was unanimously

**RESOLVED** - That the Council give its full support and offer all the support it could in so far as it was legal to do so to the Digital Grid project

**1898/21 Appointment of Internal Auditor**

The Council considered a report on the appointment of an Internal Auditor for 2022. It was proposed by Councillor Gill and seconded by Councillor O’Kane that 3 quotes be sought from competent and experienced people for the provision of an Internal Audit Service on the basis of 2 Internal Audits for 2022. A vote was held and it was unanimously

**RESOLVED** - That 3 quotes be sought from competent and experienced people for the provision of an Internal Audit Service on the basis of 2 Internal Audits for 2022.

**1899/21 Recommendations from Allotments Advisory Group**

The Council considered a report containing recommendations from the Allotments Advisory Group as follows:-

It was recommended that the procedure for dealing with non-cultivated plots be amended

- i. to remove the stage where the tenant is contacted by telephone and issued with an informal warning and given 14 days to make improvements and
- ii. To move immediately to the non cultivation letter giving 28 days to make improvements and referring to the appropriate clauses in the Allotment Agreement
- iii. That on the 30<sup>th</sup> day if no improvements have been made a Notice to Quit will be issued giving one month's notice
- iv. That when an offer of an allotment is made to someone on the waiting list that a maximum of 7 days be given for the person to accept the allotment site and sign the tenancy agreement and pay the fee.

It was proposed by Councillor Walmsley and seconded by Councillor Hayes that the recommendations in i to iv above be approved and actioned. A vote was held and it was unanimously

**RESOLVED** - That that the recommendations in i to iv above be approved and actioned.

#### **1900/21 Recommendations from Events Advisory Group**

The Council considered a report on recommendations made by the Events Advisory Group at a meeting on 11<sup>th</sup> October 2021.

- i. The Council considered details of the events recommended for 2022 and costings. The Clerk reported that quotes had been received for the provision of marquees for the 2022 events in St Nicholas Gardens and that 4 quotes had been sought with no reply from one supplier a reply from another supplier to say there were no marquees available on the specified dates and 2 as follows:

Supplier A                      £9,135.00 plus VAT

Supplier B                      £9,997.48 plus VAT

It was proposed by Councillor Gill and seconded by Councillor Roberts that the quote from Supplier A in the sum of £9,135.00 be accepted. A vote was taken and it was unanimously

**RESOLVED** - that the quote from Supplier A in the sum of £9,135.00 be accepted

- ii It was proposed by Councillor O'Kane and seconded by Councillor Roberts that a letter be sent to CBC asking what had happened to the Welcome Back Fund. A vote was held and it was unanimously

**RESOLVED** – That that a letter be sent to CBC asking what had happened to the Welcome Back Fund.

- iii It was proposed by Councillor Gill and seconded by Councillor Maudling that the recommendations numbered 1 to 13 in Appendix 1 to the Report be approved and actioned. A vote was taken and it was unanimously

**RESOLVED** - That the recommendations numbered 1 to 13 in Appendix 1 of the Report be approved and actioned.

Councillor Maudling informed the Council that the 2 Christmas trees donated by Iggesund for St Nicholas Gardens would be arriving on 17<sup>th</sup> November 2021.

## **1901/21 Recommendations from Policy and Resources and Finance Committee**

The Council considered a report on recommendations made by the Policy and Resources and Finance Committee on 13<sup>th</sup> October 2021. It was proposed by Councillor Gill and seconded by Councillor Roberts that the following recommendations be approved and actioned:-

- i. That the Finance Report and Budget monitoring figures be noted and approved
- ii. That a three year contract for the supply of electricity be entered into at a cost of £3,099.00per annum
- iii. That a Budget Working Group be set up comprising those on the Policy and Resources and Finance Committee to work on setting the Budget for 2022/23 and to make recommendations to full Council

A vote was held and it was unanimously

**RESOLVED** – That the recommendations made by the Policy and Resources and finance Committee in i to iii above be approved and Actioned.

## **1902/21 Remembrance Sunday**

The Council considered a report on Remembrance Sunday.

- i. It was proposed by Councillor Hayes and seconded by Councillor Gill that the cost of £205.00 for Whitehaven Brass Band to play on Remembrance Sunday be approved. A vote was held and it was unanimously

**RESOLVED** - That the cost of £205.00 for Whitehaven Brass Band to play on Remembrance Sunday be approved.

- ii It was proposed by Councillor Hayes and seconded by Councillor Gill that in view of the current situation and the concerns raised by the URC about a large number of people being in the Hall that the Council does not provide tea/coffee/biscuits/sandwiches in the URC Hall following the Church Service. A vote was held and it was unanimously

**RESOLVED** - That in view of the current situation and the concerns raised by the URC about a large number of people being in the Hall that the Council does not provide tea/coffee/biscuits/sandwiches in the URC Hall this year following the Church Service.

- ii. It was proposed by Councillor Gill and seconded by Councillor Roberts that next year the Order of Procession for Remembrance Sunday be agreed by Full Council. A vote was held and it was unanimously

**RESOLVED** - That next year the Order of Procession for Remembrance Sunday be agreed by Full Council.

#### **1903/21 Christmas Closing**

The Council considered a report on Christmas closing. It was proposed by Councillor Gill and seconded by Councillor Roberts that the Council Offices be Closed from noon on Friday 24<sup>th</sup> December 2021 until Tuesday 4<sup>th</sup> January 2022. A vote was held and it was unanimously

**RESOLVED** - That the Council Offices be closed from noon on Friday 24<sup>th</sup> December 2021 until Tuesday 4<sup>th</sup> January 2022.

#### **1904/21 Recommendations from Steering Group on Office Accommodation**

The Clerk reported on recommendations made by the Steering Group on Office Accommodation which were as follows:-

- i. That full documentation concerning the project for the regeneration of the Council Offices at 148 Queen Street Whitehaven be sent to external agents in the next two weeks
- ii. That 2 questions be asked of Sellafield
  - a. Can they offer any up- front support for the project and
  - b. When complete is this facility something that they could buy into and hire from a company point of view
- ii. At the first opportunity a meeting be arranged with the Architects relating to :-
  - a. The overall build
  - b. A phased approach depending on the money we have
  - c. To discuss the planning situation and when the Architect would put in the initial planning application
- iii. That various people/organisations be contacted to ask if they could help with the regeneration of the Council Offices

It was proposed by Councillor Gill and seconded by Councillor O’Kane that the recommendations in i to iv above be approved and actioned. A vote was held and it was unanimously



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

**1905/21**      **Councillor Ward Matters**

- i. Councillor Walmsley referred to dog mess and broken glass by the pigeon lofts on the cycle track. Also reports of glass bottles being smashed and left. He asked if the Council could get a litter bin on there. The Clerk said she would ask CBC about this and that she would send him a plan so that he could mark where the litter bin was required.
- ii. Councillor Maudling said there had been a lot of youths congregating in Whitehaven on Saturdays and that a lot of female staff in the shops were worried about it. He said it was great that we were getting CCTV in Castle Park and asked if some pressure could be put on to get the CCTV manned and upgraded in the town centre as in 18 months there had been 2 ram-raids and windows smashed. Councillor Maudling said that windows are constantly smashed in town at weekends and he had tried to get in touch with the Police Commissioner to see if there was any money left for this.
- iii. Councillor Hayes said there wouldn't be a problem in Castle Park if the bandstand wasn't there and it needed to be taken down.
- iv. Councillor Gill said he disagreed with that as he had fought to keep the bandstand because it had been given to the town by the miners and that it was a monument to the mining history in Whitehaven.
- v. Councillor Hayes said the problem was what kind of event could you hold in the bandstand? Councillor Gill said it used to be used for the town band practice.
- vi. Councillor Hayes said it was a waste of money putting CCTV in Castle Park.
- vii. Councillor O'Kane said the state of the play park in Castle Park was an abomination and asked if CBC could be asked how often the play area is checked for safety. Councillor Hayes said it was checked every Monday morning. The Clerk said she would write to CBC about this
- viii. Councillor O'Kane referred to Bransty Bus Stop and the Clerk said she was waiting for CBC to come back regarding ownership
- ix. Councillor O'Kane 2 Councillors had had a meeting with CCC Local Committee for traffic. He said the surveys that were going around were almost finished around St Benedicts and Whitehaven Academy and there was massive data sufficient to put 3 plans into existence on a computer model and that when it was finished they were going to consult the residents in that area to see what the best solution is because they realise that the area around is completely chaotic. That request was accepted because the building of the proposals around that area from Hensingham through Moresby through to HARRAS ROAD etc and the amount of houses that are being proposed the CCC need to review in depth the whole area around there to see to what extent the traffic provision in that area meets the future needs.

- x. Councillor O’Kane said we should be congratulating the Harbour Commissioners and John Baker in particular for the state of the Harbour because the transformation was incredible and it was 99% litter free.
- xi. Councillor Roberts said the drinkers were drifting back into the centre of the town and making nuisances of themselves and that there was a young woman now making a nuisance of herself at the Lowther Street bus stop.
- xii. Councillor Gill referred to parking and said a survey was going to be done at the hospital as the estate he lives on was it is choc a block with cars from people at the hospital and he had asked them to consider resident only parking.
- xiii. Councillor Gill said he had been standing in for the Mayor and had been putting some pictures on the Harbour with Gerard Richardson when a lady who was visiting Whitehaven for the first time approached them and congratulated the Council on what was being done and said it was a beautiful place. Councillor Gill told her it wasn’t the Council but the Harbour Commissioners who had carried out all the work.
- xiv. Councillor Hayes said he had had a visit to the inside of the main lighthouse and it was amazing what had been done.
- xv. Councillor O’Kane asked the Chairman if he could ask John Baker to come to the next Council Meeting.
- xvi. Councillor Hayes said the new super estate for 139 and possibly 200 houses had got everyone on Kells up in arms. There was no sign of a school extension. Councillor Gill said on the estate opposite there was a school going on there.
- xvii. Councillor Hayes said the play park was getting abused by people and that he was in talks with residents about sorting the problem out.

**1906/21 Date and Time and Venue of Next Meeting**

It was proposed by Councillor Hayes seconded by Councillor Roberts that the next Council Meeting be held in the Beacon Portal at 6.00pm on 2<sup>nd</sup> December 2021. A vote was held and it was unanimously

**RESOLVED** - That the next Council Meeting be held in the Beacon Portal at 6.00pm on 2<sup>nd</sup> December 2021.

**IN PRIVATE**

**1907/21** That prior to the following item of business the Chairman moved the following resolution: -

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

Councillor 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 press be instructed to withdraw from the Meeting. All members of the public and press then left the Meeting.

**1908/21 Councillor Ward Grant – CVG**

Further to Minute 1890/21 the Clerk reported that Allan Forster had returned the unspent amount of the Councillor Ward Grant to the Council.  
There was no decision to be taken on this and it was noted.

The Meeting closed at 7.30pm

Chairman

Planning Application for Consideration by Whitehaven Town Council

<u>Application Number</u>	<u>Detail</u>
4/20/2455/0F1	Amended Details – Highways and Drainage – November 2021 RESIDENTIAL DEVELOPMENT OF 40 DWELLINGS <b>LAND SOUTH OF WATERS EDGE CLOSE, KELLS, WHITEHAVEN</b>
4/21/2474/0F1	RENEWAL OF PERMISSION FOR TEMPORARY CAR PARK (4YRS) FOR APPROXIMATELY 89 SPACES <b>LAND AT PRESTON STREET, WHITEHAVEN</b>
4/21/2475/0L1	LISTED BUILDING CONSENT FOR SLATE VENT IN THE ROOF OF THE REAR OFFSHOOT FOR IMPROVED VENTILATION OF MAIN BATHROOM <b>2 OAKBANK, WHITEHAVEN</b>
4/21/2476/0F1	INSTALLATION OF NEW DOOR TO FRONT ELEVATION TO PROVIDE ACCESS TO FIRST & SECOND FLOORS & ALTERATION OF EXISTING SHOP WINDOW <b>25 KING STREET, WHITEHAVEN</b>
4/21/2489/0F1	RESIDENTIAL DEVELOPMENT OF 38 DWELLINGS <b>LAND WEST OF CLEATOR MOOR ROAD, WHITEHAVEN</b>
4/21/2492/0F1	ERECTION OF DECKING (RETROSPECTIVE) <b>47 LAUREL BANK, WHITEHAVEN</b>
4/21/2494/0F1	DETACHED DWELLING WITH DETACHED GARAGE <b>LAND AT INKERMAN TERRACE, WHITEHAVEN</b>
4/21/2503/0F1	APPLICATION TO DETERMINE IF PRIOR APPROVAL IS REQUIRED FOR A PROPOSED CHANGE OF USE FROM COMMERCIAL TO A DWELLING INCLUDING REPLACEMENT OF MAIN ROOF STRUCTURE & REPLACEMENT OF ROOF ON GREENHOUSE STRUCTURE <b>LANE HEAD GARDENS, LANE HEAD, SANDWITH</b>
4/21/2506/TPO	VARIOUS WORKS TO TREES SITUATED WITHIN A CONSERVATION AREA <b>ST JAMES C OF E JUNIOR SCHOOL, WELLINGTON ROW, WHITEHAVEN</b>

## **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 24th November 2021. This shows a balance of £307,651.62. There are cheques to the value of £16,591.73 still waiting 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.

02/12/2021

## Appendix 1

## Invoices for Consideration by Whitehaven Town Council

Date	Supplier	Category	Detail	Total Amount	Power	Column1
13/10/2020	Alwel Glass	Premises	Supply & Fit double glazed unit into existing timber window	£ 76.80		s111 LGA 1972
22/02/2021	Clyde & Co	3rd Party	VAT on Counsel Fees	£ 142.00		s111 LGA 1972
25/10/2021	Eden Springs (UK) Ltd	Supplies & Services	Environmental Levy for water coolers (November)	£ 2.16		s111 LGA 1972
01/11/2021	Midshire	Supplies & Services	Photocopier Charges	£ 30.00		s111 LGA 1972
05/11/2021	Deborah Mckenna Limited	Events	Travel expenses for presenter of science show	£ 345.24		s144 LGA 1972
10/11/2021	Mrs V Gorley	Events	Re-imbusement for purchase of 1980mtr blue polypropylene rope for bunting	£ 129.49		s144 LGA 1972
12/11/2021	Hampshire Flag Co	Events	Purchase of additional 100mtr bunting for Platinum Jubilee	£ 121.19		s144 LGA 1972
16/11/2021	Mrs J Hartley	3rd Party	Fee for completion of Internal Audit	£ 250.00		s111 LGA 1972
17/11/2021	Whitehaven Brass Band	Events	Provision of music at Remembrance Sunday Parade	£ 205.00		s137 LGA 1972
18/11/2021	Glasdon UK Limited	3rd Party	2 x Topsy Royale Bins	£ 454.58		Litter Act 1973
24/11/2021	Bransty Royal British Legion	Events	5 x Poppy Wreaths	£ 92.00		s137 LGA 1972
25/11/2021	Cumbria Media	Supplies & Services	Website Maintenance & meeting Support - Job No's 397 to 406	£ 190.00		s111 LGA 1972
25/11/2021	Armstrong Rhead	Reserves	Mechanical & Electrical Design for building services	£ 1,800.00		s111 LGA 1972
26/11/2021	St James Community Centre	Premises	Meeting Room Hire - 22/11/2021	£ 18.00		s111 LGA 1972

£ 3,856.46



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	20.73	1843/21 (i)	
68	30/07/2021	1023	Copeland Borough Council								1832.52	366.50	2199.02	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	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								110.00	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	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		700.00	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	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			1620.00	324.00	1944.00	1876/21 (i)
109	01/10/2021	1044	Copeland Borough Council			240.00					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	1814/21
	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		360.00	
	05/11/2021	DD	Water Plus Limited								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	10.00	60.00			
138	08/11/2021	BACS	Mrs V Gorley																7.32		7.32			
139	08/11/2021	1052	Viking																125.28	8.06	133.34			
140	08/11/2021	BACS	Cumbria Media																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	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			
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			
153	15/11/2021	BACS	Global Media Group Services Ltd																1105.61	221.12	1326.73	CCC Grant		
154	15/11/2021	BACS	Global Media Group Services Ltd																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	1058	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			
				60989.20	12547.91	11885.25	5424.08	3000.00	7340.74	0.00	0.00	13304.16	56.50	36829.76	7869.09	880.00	0.00	0.00	15205.84	2940.23	0.00	178040.46	19119.61	£197,160.14

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
14.06.2021	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 rent from former office			81.74
17.09.2021	HMRC - VAT Refund - August			1439.63
20.09.2021	Refund - Viking			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

433573.86	0.00	33281.18	466855.04
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**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	31,292.71
<b>TOTAL INCOME</b>	<b>£ 464,866.57</b>

**EXPENDITURE**

Employees & Allowances	60989.20
Premises	12547.91
Supplies/Services	11885.25
3rd Party	5424.08
Grants	3000.00
Allotments	7340.74
Markets	0.00
Community Plan	0.00
Ground Maintenance	13304.16
Civic Hospitality	56.50
Ranger	36829.76
Whitehaven In Bloom	7869.09
Ward Grants	880.00
Elections	0.00
Environmental Improvements	0.00
Events	15205.84
Contingencies	2940.23
Reserves	0.00
VAT (to be reclaimed)	19119.61
<b>TOTAL EXPENDITURE</b>	<b>£ 197,160.14</b>

**CASH BOOK BALANCE**

Brought forward	£ 471,765.10
Income	£ 466,855.04
Expenditure	£ 197,160.14
<b>Town Council Funds</b>	<b>£ 741,460.00</b>

**BANK BALANCES**

CBS 53905917 (24/11/2021)	307,651.62
CBS 53906216 (24/11/2021)	450,400.11
	<b>£ 758,051.73</b>

**Unpresented Cheques 2021/2022**

16,591.73

**FINANCIAL POSITION**

**£ 741,460.00**

Mrs Julie Hartley, BA (Hons), IPFA. ILCA

16<sup>th</sup> November 2021

Dear Town Council:

**Whitehaven Town Council, Interim Audit 2021-22**

1. I have completed the interim audit of financial systems and processes, in preparation for the 2021-22 Year End Accounts . My review and testing has followed the NALC recommendations for Internal Audit and has covered the following areas of internal control:
  - Standard of book-keeping and the cash book;
  - Expenditure controls and authorisation including payroll & pensions;
  - Bank Reconciliation;
  - Standing Orders & Financial Regulations;
  - Risk Management & Insurance;
  - Budgetary Control;
  - Income Control & VAT records.
  
2. From my sample testing and review of documentation, I can confirm that the Town Council's finances are, once again, very well administered and the work performed by the Assistant Town Clerk continues to be excellent. Financial documentation is well organised and there are clear audit trails for expenditure and income. The following areas are very well administered:
  - The cash book is properly maintained and up to date;
  - VAT is claimed in full on a monthly basis;
  - The Payroll is well administered and payments of Tax and National Insurance made accurately and on-time to the HMRC as per taxation legislation. This also includes arrangements for pensions.
  - A 2021-22 budget has been prepared in advance of setting the parish precept.
  - The insurance policy with Zurich Municipal appears to cover all key areas of risk and assets held and a risk management policy is in place, which has been updated to take account of those risks particularly associated with a large, historic building.
  - Arrangements for making transfers and payments from the Council's bank accounts are transparent and operate correctly with regard to authorisation signatories.
  - Income is properly accounted for.

3. I have the following observations and recommendations for the Council:
  - a) The Town Council has taken on a substantial office building and its development and improvement over the coming years may utilise significant funds. I strongly recommend that the budget prepared from 2022-23 onwards is prepared over a 3 or 5 year time frame to enable longer term decisions and their financial impacts to be properly assessed. The ongoing premises budget needs to be carefully planned. As a minimum, it should include a contingency for any emergency buildings work which may be needed in advance of refurbishment.
  - b) I understand that there is preparatory work taking place with the architect, looking at options for refurbishing the building. As these projected costs emerge, they will need to be carefully budgeted for, reviewed and evaluated.
  - c) Moving forward, there will be opportunities to claim grant funding to assist with the community building refurbishment. Book-keeping and accounts will need to be developed to keep a close record of expenditure and this will need thinking through. The Town Council does have a solid base on which to build the project and grant accounts, as base expenditure is very well recorded and administered.

Yours faithfully,

**Mrs Julie Hartley**

## **APPOINTMENT OF INTERNAL AUDITOR**

### **Purpose of the Report**

For members to consider quotes received for the provision of an internal audit service to the Council for 2022/23 and to recommend an appointment.

### **1.0 INTRODUCTION**

- 1.1 The Accounts and Audit Regulations 2015 impose a duty on parish councils to maintain an adequate and effective system of internal audit of its accounting records and of its systems of internal controls. The internal auditor is a key part of the Council's internal records.
- 1.2 The internal auditor must be both competent and independent from the Council and an internal audit has to include both financial and procedural controls.
- 1.3 A strong internal audit will check that the Council has strong processes and controls not only over money but over all areas to help ensure the Council operates legally and complies with all relevant legislation.
- 1.4 A good internal audit will come in two parts done at different times of the year and:-
  - Is usually done part way through the financial year in October/November and is mainly an audit of the Council's processes and procedure;
  - It may also include an audit of the transactions to ensure the completeness of the Council's records;
  - The final audit is done after the year end so that balances within the accounts may be verified and that any problems found at the interim audit have been addressed by the Council;
  - The internal auditor reports to the Council and will submit a written report to the Council after both audits.

### **2.0 QUOTES RECEIVED FOR THE INTERNAL AUDIT SERVICE**

- 2.1 The Council has asked for quotes for the provision of an internal audit service (two internal audits) for 2022/2023 from competent and experienced people. The quotes received are attached at Appendix 1.

## 2.0 RECOMMENDATION

That members consider the quotes received and appoint and internal auditor.

Mrs Julie Hartley, BA(Hons), IPFA, ILCA

Marlene Jewell  
Town Clerk  
Whitehaven Town Council

Dear Marlene

### QUOTATION FOR 2022-23 INTERNAL AUDIT

I have set out below my quotation to carry out audit work at Whitehaven Town Council to meet the requirements of the Accounts & Audit regulations.

**Year end Audit (May 2022)** to check and verify the Annual Governance and Audit Return (AGAR) for 2021-22, as follows:

- Re-statement of prior year balances to convert Whitehaven to accounts on an Income & Expenditure basis (as required by the regulations)
- Check Part 1 and 2 of the AGAR for 2021/22 to ensure that all balances are correctly stated and agree to the underlying accounting records.
- Check Asset Register
- Check all underlying papers that will be submitted to the External Auditor as required by the regulations
- Completion of year end Internal Audit report to be submitted to External Auditor (PKF Littlejohn).

Fee:

£250.00



**Interim Audit (Autumn 2022)** to check and verify financial systems and processes and produce an interim audit report, as follows:

- Arrangements for maintaining an up to date cash book
- Bank reconciliation
- Standing Orders & Financial Regulations
- Payment controls
- Risk management and insurance
- Budgetary Control
- Income controls
- Payroll

**Fee:** £250.00

**Total Annual Fee:** £500.00

Note: this is a fixed price and includes all travel expenses (if incurred) and any follow up telephone/email conversations and advice.

Yours sincerely

**Julie Hartley**

## Whitehaven Town Council

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**From:** Jason Spires <JasonSpires@robinsonco.co.uk>  
**Sent:** 24 November 2021 10:36  
**To:** Whitehaven Town Council  
**Subject:** RE: Quote requested for the provision of an Internal Audit Service to Whitehaven Town Council  
**Attachments:** Internal Audit Service Quote Documentation.docx

Good Morning Vanessa and Marlene,

Firstly, Marlene, thank you for the phone call earlier this morning; it's always helpful to get as much background as possible.

By way of introduction, robinson+co is a firm of Chartered Accountants, we are regulated by the ICAEW, and are authorised to carry out audit work in the UK. I can confirm that we are independent from the Council.

Our quote for the provision of an Internal Audit Service to Whitehaven Town Council for 2022/23 is £3,500 + VAT. This is based on the information provided in the attachment, and the income and expenditure and other records being maintained in good order.

The above quote has been reached using an estimate of the time taken and the level of experience of staff utilised, comprising a full day each, twice a year, of:

1. Planning and preliminaries;
2. Fieldwork on site;
3. Completion, report writing and partner review.

As we are a local firm, we do not charge for travel expenses.

For ongoing assistance, advice and guidance throughout the year, we would charge at an hourly rate (in six minute units) based on the level of staff involved. Examples of these rates are:

- Technician £45 per hour
- Payroll Manager £50 per hour
- Qualified Accountant £70 per hour
- Partner £120 per hour

I would like to thank you for giving robinson+co the opportunity to quote for this work.

Should you have any questions on the above, please let me know.

Many thanks,

Jason

*Jason Spires*  
*Partner*

**robinson+co**

CHARTERED ACCOUNTANTS AND BUSINESS ADVISERS

**QUOTES FOR COUNCIL INSURANCE COVER**

**Purpose of the Report**

To inform Members of position with the Council's Insurance Policy and to approve seeking quotes for renewal

**1.0 INTRODUCTION**

- 1.1 Further to Minute 665/17 the Council entered into a 5 year contract with Zurich for the provision of insurance cover. This will expire on 22<sup>nd</sup> May 2022.
- 1.2 The Council will need to seek quotes for the provision of insurance cover after 22<sup>nd</sup> May 2022 from insurance companies experienced in providing insurance cover to local authorities and it is suggested that quotes be sought on a 1, 3 and 5 year basis.

**2.0 RECOMMENDATION**

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

**GRASS CUTTING CONTRACT 2022/23**

**Purpose of the Report**

To inform Members of the quotes received from Contractors for the Grass Cutting Contract 2022/2023 and to accept a quote and appoint the Contractor.

**1.0 INTRODUCTION**

- 1.1 Further to Minute1883/21 the Council approached 4 contractors and asked that they submit quotations for cutting areas of grass (with and without collection) in 2022/23. The contractors were asked to provide an itemised breakdown for each area of grass to be cut.
- 1.2 Additionally all Contractors submitting a quote were asked to provide the following:
  - Details of public liability insurance (minimum cover £2,000,000.00);
  - A copy of their risk assessment;
  - A copy of their operational management document;
  - Details of staff;
  - List of machinery;
  - Business continuity provision.
- 1.3 The deadline for submitting the quotes was 4:00pm on Friday 29th October 2021.
- 1.4 Only one quote was received in the sum of £20,455.08 excluding VAT

**2.0 RECOMMENDATION**

- 2.1 Members are asked to consider the quote received and to decide whether or not to accept the quote and appoint the contractor.

**ALLOTMENT AND PIGEON LOFT SITES MAINTENANCE CONTRACT  
2022/23**

**Purpose of the Report**

To inform Members of the quotes received from Contractors for the Allotment and Pigeon Lofts Site Maintenance Contract 2022/2023 and to accept a quote and appoint the Contractor.

**1.0 INTRODUCTION**

- 1.1 Further to Minute1884/21 the Council approached 4 contractors and asked that they submit quotations for the Allotments and Pigeon Lofts Maintenance Contract for 2022/23.
- 1.2 Additionally all Contractors submitting a quote were asked to provide the following:
  - Details of public liability insurance (minimum cover £2,000,000.00);
  - A copy of their risk assessment;
  - A copy of their operational management document;
  - Details of staff;
  - List of machinery;
  - Business continuity provision.
- 1.3 The deadline for submitting the quotes was 4:00pm on Friday 29th October 2021.
- 1.4 Only one quote was received in the sum of £7,208.02 excluding VAT

**2.0 RECOMMENDATION**

- 2.1 Members are asked to consider the quote received and to decide whether or not to accept the quote and appoint the contractor.

**QUOTES FOR SECURITY FOR COUNCIL EVENTS**

**Purpose of the Report**

To inform Members of quotes received for the provision of security for Council events next year and to appoint a contractor.

**1.0 INTRODUCTION**

- 1.1 At the Council Meeting on 4<sup>th</sup> November 2021 the Council approved a list of Council events for next year.
- 1.2 Following a recent Council event where a gazebo was badly damaged at some point during the evening/early morning it was agreed that in future security would be provided at these events.
- 1.3 The Council sought quotes from 3 local security firms and the quotes received were as follows:-

Security Firm A	£18.00 inc VAT per security guard per hour
Security Firm B	£17.50 plus VAT per security guard per hour
Security Firm C	£19.00 plus VAT per security guard per hour

**RECOMMENDATION**

- 2.1 That the Council considers the quotes receives and appoints a Security Firm to undertake the security for Council Events in 2022

## **SPONSORSHIP OF CHARITY**

### **Purpose of the Report**

To inform Members of a request received from the North Cumbria Hospitals NHS Charity to sponsor an event and to consider this.

## **1.0 INTRODUCTION**

- 1.1 A request has been received from the North Cumbria Hospital Charity asking the Council if it wishes to sponsor a winter Festival Event. The different packages for sponsorship are shown at Appendix 1.
- 1.2 All sponsors will be featured on the NHS website and in staff newsletters and staff website.
- 1.3 The Council does not have any specific powers for sponsorship but the Mayor has said that he wishes to sponsor a Christmas tree for £250.00 to be put up outside West Cumberland Hospital out of the Chairman's Allowance. As Members will recall the Chairman's Allowance is for the expenses of office and includes donations to charities without attending the event.

## **RECOMMENDATION**

- 2.1 That the sponsorship of £250.00 to sponsor a Christmas tree to be taken out of the Chairman's allowance be approved and noted

North Cumbria Hospitals NHS Charity is the official charity that supports the Cumberland Infirmary and West Cumberland Hospital.



NORTH CUMBRIA  
HOSPITALS  
**NHS**  
CHARITY



# NCIC Winter Festival



Support your NHS this Winter

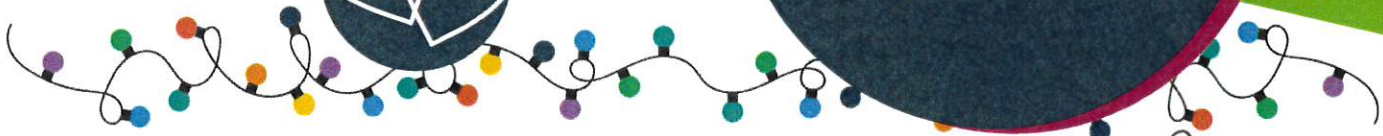


**£250**  
Sponsor a Christmas Tree outside your chosen NCIC hospital

**£600**  
Sponsor a Tree and a Star light display at our two Acute Hospitals

**£1000**  
Sponsor a Star Light display, staff prize and Wellbeing Event

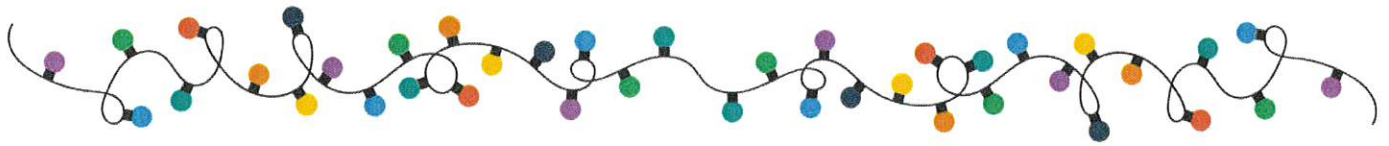
ncm-tr.fundraising@nhs.net | Charity Number 1059946





# NCIC Winter Festival

Support your NHS this Winter



*The Winter Festival* is part of a national campaign to show our support to our NHS hero's, while paying respect to those who have sadly passed & supporting our patients. It has undoubtedly been one of the toughest periods in the history of the NHS, but the varying acts of kindness shown to us here at the Trust has given everyone a huge morale boost. So please, if you can, consider sponsoring our NHS Charity over this festive period.

## PACKAGE 1 | £250 - CHRISTMAS TREE

You can sponsor **A 6ft Christmas Tree & lights** that will be put up and showcased outside your chosen NCIC hospital



## PACKAGE 2 | £600 - STAR LIGHTS

You can sponsor **The Star lights**, which will be projected on our two Acute Hospitals, The Cumberland Infirmary and West Cumberland Hospital.

## PACKAGE 3 | £1000 - STAR LIGHTS & WELLBEING EVENT

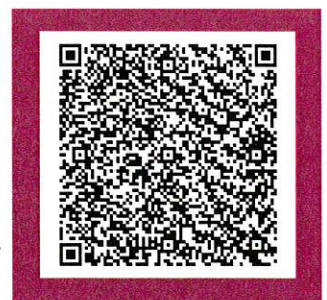
You can sponsor our **Star Lights**, a prize for our **Staff Advent Calendar** and you will receive **25 places** on the **Million Steps Wellbeing event** for your own staff. The Million Steps Challenge starts on the 1st of January <https://millionsteps.com/individuals/>

*Any support you can give will...*

Boost staff and patient morale  
Connect with the wider community  
Promote the charity amongst the public and staff  
Raise money for North Cumbria Hospitals NHS Charity  
Engaging businesses in the hospitals activities

You can also **donate** buy scanning the QR code

*Scan me* →



Charity No 1059946

**RECOMMENDATIONS OF THE STEERING GROUP ON  
OFFICE ACCOMMODATION**

**Purpose of the Report**

To inform Members of the recommendations made by the Steering Group on Office Accommodation.

**1.0 INTRODUCTION**

- 1.1 Further to Minute 1904/21 the members of the Steering Group on Office Accommodation had a zoom meeting with our Architects on Wednesday 17<sup>th</sup> November 2021 to discuss the way ahead for the renovation of the Council Offices at 148 Queen Street, Whitehaven.
- 1.2 A discussion took place on the fact that the Council did not have sufficient funds in place to complete the renovation of the whole building and asked for guidance from the Architects for renovating the building in phases with the money the Council had.
- 1.3 The Architects suggested that we aim for the ground floor as best we can but that as part of the tender documents it could for example be allowed that the tiles on the roof be reused where they are in good condition to save money.
- 1.3 Following a discussion with the Architects and after listening to their advice it was unanimously agreed that the following recommendations be recommended to the Full Council for approval:-
  - i. That the Architects prepare and submit the Planning Permission application now for the whole building
  - ii. That the Architects provide an additional document that lists and sets out the Architects' suggestions of works to be done

for Phase 1 to be completed before Christmas for consideration by the Council.

- iii. If the Council is in agreement with this document or wants other works included in the list then the Architects will be asked to do the technical drawings in relation to the work that was agreed in the list while the planning application is being processed as the Architect said it would be a low risk to start technical drawings before planning permission was granted. The technical drawings will then form part of the tender process.
- iv. That as the risk was low (but not zero) the risk was acceptable and the Architects should start the technical drawings before the planning permission was granted.

## **2.0 RECOMMENDATION**

- 2.1 It was unanimously recommended to full Council that the recommendations in i to iv above be approved and actioned.

**ADVERTISING IN THE CUMBRIA GUIDE**

**Purpose of the Report**

To consider an email received from Steven Murphy, the Managing Director of The Cumbria Guide as to whether the Council would like to continue advertising in The Cumbria Guide in 2022/23 and to make a decision on this.

**1.0 INTRODUCTION**

- 1.1 Attached at Appendix 1 is an email from Stephen Murphy, the Managing Director of The Cumbria Guide asking if the Council would like to continue advertising in The Cumbria Guide in 2022/23 and the costs involved. The Council has advertised in the Cumbria Guide for a number of years.
- 1.2 The present contract with The Cumbria Guide expires in March 2022.
- 1.3 As Members will see from Appendix 1 there are 3 packages. At present the Council contracts for 6 full page adverts which includes artwork and design (the Cumbria Guide is issued every 2 months). This is included in the budget. It is suggested that if Members wish to continue to advertise in the Cumbria Guide in 2022/23 that the full page package be chosen.
- 1.4 The Cumbria Guide is free and is widely circulated throughout Cumbria to shops, hotels etc.

**2 RECOMMENDATION**

- 2.1 That the Council considers the email and makes a decision as to whether or not to continue to advertise in the Cumbria Guide and if so which package to choose.

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APPENDIX 1

**Whitehaven Town Council**

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**From:** Stephen James Murphy <stephen@theguidemediagroup.com>  
**Sent:** 17 November 2021 17:03  
**To:** Whitehaven Town Council  
**Subject:** Re: Quote for Advertising in The Guide for 2022/2023

Hi Vanessa,

I hope all is well with you there, I have tried catching up over the phone a few times, keep on missing anyone.

Thanks for getting in touch.

Re costs - here are a Few options for 2022/2023

1/2 Page x 6 £2480.00

Full Page x 6 £3690.00

Double Page x 6 £5607.00

All prices subject to vat where applicable and include art work design and set up.

I hope all have been happy so and look forward to hearing from you soon

Many Thanks

Stephen

On Wed, Nov 17, 2021 at 11:01 AM Whitehaven Town Council <[Clerk@whitehaventowncouncil.co.uk](mailto:Clerk@whitehaventowncouncil.co.uk)> wrote:

Hello Stephen

Please could you provide a price for 6 x ½ page adverts and 6 x full page adverts including artwork costs for 2022/2023.

I require this so that I can put an item on our agenda to seek approval for continued advertising in The Cumbria Guide for next year.

Regards

Vanessa

Assistant Clerk

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**Purchase of Black Liner for Vacant Allotments**

**Purpose of the Report**

To inform Members of the Allotment Advisory Groups recommendation to purchase Black Liner for Vacant Allotments and to seek authorisation for the purchase.

**1.0 INTRODUCTION**

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

**2.0 PRESENT POSITION**

- 2.1 There are currently 2 ½ plots at Cartgate, 4 x ½ plots and 2 full plots at Crow Park and 2 full plots at Midgey Allotment sites vacant.
- 2.2 We are actively seeking new tenants to take on these plots, however this is proving difficult due to the current state of these plots which are overgrown with weeds.
- 2.3 It has been recommended that the Town Council purchase some black liner (weed membrane) to help combat the problem of weeds on vacant plots.

The reasons for doing this is to cut down on the number of man hours our Ranger and Assistant Ranger are using up on continually strimming the vacant plots. It will prevent weeds from growing and cut down on complaints regarding cross contamination when the weeds shed their seeds and will also ensure the plots are more attractive to potential tenants

- 2.4 The Site Reps are in agreeance with this initiative and the information was emailed to the sitting members on the Allotment Advisory Group on 18.11.2021.

Councillor Gill, Councillor Rayson and Councillor E Dinsdale responded to say they fully supported the initiative and recommended that approval was sought at Full Council for the purchase of the black liner (weed membrane).

2.5 Prices have been sought from various on-line suppliers and are as follows:

- £227.40 inc VAT – 4.5mtr x 100mtr
- £216.98 + VAT – 4.5mtr x 100mtr
- £217.76 + VAT – 4.5mtr x 100mtr (sourced by CBC)

2.6 It is recommended that the Council purchase 5 rolls.

### **3.0 RECOMMENDATION**

- Members are asked to note the information at 2.1 and 2.2, to approve the recommendations at 2.3 and 2.6 and if the recommendation is approved to decide which supplier to purchase the liner from.

**REPAIRS TO BUS SHELTER AT GREENBANK**

**Purpose of the Report**

To inform The Council of the repairs necessary to the bus shelter at Greenbank following it being vandalised and to consider a request from Councillor Arrighi to pay for the repairs out of her Councillor Ward Grant

**1.0 INTRODUCTION**

1.1 Members will be aware that the bus shelter that the Council installed at Woodhouse Road Greenbank a couple of years ago has been damaged by vandalism twice within in the last few weeks and 6 panels of the toughened glass have been smashed. It is proposed to replace these panels with polycarbonate panels. These clear panels are much stronger than glass, half the weight and do not shatter like glass.

1.2 The Council has approached 3 local companies for quotes, 1 company didn't stock them and the quotes from the other suppliers are as follows :-

Supplier A (pre cut to size) - £480.00 inc. VAT

Supplier B (would need cut to size) - £477.36 inc. VAT

The Police and the Council's insurers have been informed of the damage and the insurers have said that we will be covered for the damage subject to the excess payable on the policy which is £100. The insurers have confirmed that excess is payable on each separate incident of vandalism therefore the excess payable would be £200.

1.3 Councillor Arrighi has asked if she can use her Councillor Ward Grant to pay for this damage. In response to this the Clerk has informed Councillor Arrighi that the Guidelines state that Councillor Ward Grants are to support community projects and the money can be used to support community groups in her area.

The bus shelter was purchased and installed by the Council and paid for out of its budget and the situation here is that the repair of the bus shelter is not a community project being carried out by a community group – it is a repair of one of the Council's bus shelters and the Council is responsible for this.



- 1.3 However, it is always open to the Council to consider a specific request that is outside the Councillor Ward Grant Guidelines and Councillor Arrighi wishes you to consider her request to use her Councillor Ward Grant to pay for the repairs to the bus shelter on Greenbank.

## **2 RECOMMENDATION**

- 2.1 That the Council considers whether or not to claim on the Council's insurance for the damage to the bus shelter at Greenbank or to go outside the Guidelines on this occasion and accept Councillor Arrighi's offer to pay for the repairs out of her Councillor Ward Grant.

**Johnson House Defibrillator**

**Purpose of the Report**

To inform Members of the current situation with the defibrillator at Johnson House and for Members to approve the remedial work/additional expenditure.

**1.0 INTRODUCTION**

The Town Council own 7 defibrillators which are sited in various locations within the Parish, one of which was installed to a outside wall at Johnson House, Hillcrest.

**2.0 PRESENT POSITION**

- 2.1 The defibrillator was installed in its current location following consultation with the management of Johnson House and it was agreed that the easiest way to connect to an electric supply would be to use the supply from an electric socket in a room located directly behind the external wall.
- 2.2 This worked well for a time, but our Rangers when doing the weekly checks found that the defibrillator had been disconnected from its electric supply. It was discovered that the resident who occupied the room was disconnecting the plug.
- 2.3 Johnson House have now asked if the Town Council could re-route the wiring for the defibrillator and use a socket located in the main reception (see plan and photos at Appendix 1).
- 2.4 Quotes have been sought from qualified electricians and no response has been received at the time of writing this report, however any quotes received will be reported to the Full Council meeting.

**3.0 RECOMMENDATION**

- 3.1 Members are asked to note the information within the report and to decide whether to approve the remedial works and if doing so which contractor to hire to carry out the work.

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Appendix 1.

