

# 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 the **WHITEHAVEN TOWN COUNCIL** which will be held at:-

**Venue: Whitehaven Golf Club**

**Date: Thursday 14<sup>th</sup> December 2017**

**Time: 6.00pm**

Signed.....*M Jewell*.....Dated.....*8<sup>th</sup> December 2017*  
Marlene Jewell, Clerk

## **AGENDA**

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

To receive apologies for absence

### **4. 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.

### **5 Public Participation**

### **6. Planning Applications**

To consider planning applications received any submit any representations to Copeland Borough Council.

7. **Council Budget and Precept for 2018/2019** – to consider and set the budget and precept for 2018/2019

### **Councillor Group Recommendations following the meeting on 28<sup>th</sup> November 2017.**

1. To consider Terms of Reference for the Policy and Resources and Finance Committee shown at Appendix 1.
2. To appoint the remaining member to the Policy and Resources and Finance Committee.
3. Recommended that the contracts with Online Systems and Corporate Finance re the office Samsung telephone system be continued with until the expiry date.
4. Recommended that the maintenance contract with Midshire for the Sharp photocopier be continued with until the expiry date.
5. Recommended that the Clerk continue to ask Midshire if the Lexmark photocopier can be sold.
6. Recommended that a letter be sent to Janice Carroll and Mike Starkie about the cost of erecting and dismantling the market stalls on the 19<sup>th</sup> November 2017 and that only the original quote of £XXX.XX be paid to Copeland Borough Council.

### **BUDGET AND PRECEPT**

7. Recommended that all Councillors put forward their comments to the next Council meeting.

Councillor Laine had the following suggestions:

- Purchase an old building in the town, apply for heritage grants and restore to its former glory, to then be used as a Community building to include Town Council office accommodation.
- Groundsman/wardens/security/cctv/play parks.
- Purchase more Christmas lights and possibly get a consultant from Blackpool to re-design the town light display.
- Scrap the Market and Allotments contract and let them self-manage.
- Britain in Bloom.
- Proportional investments in wards – play parks/purchase land.
- Implement by-laws and employ an enforcement officer to impose on the spot fines for littering/dog fouling/fly tipping/anti-social behaviour.
- Have an events pot for community events in all wards.
- Projects – i.e. Community owned tall ship in partnership with Whitehaven Harbour Commissioners to increase tourism.
- Extra litter/dog poo bins. Provide bus shelters.
- Public toilets.
- By-laws for parking/rogue traders.
- Empty shop wraps.
- Asset transfer of Castle Park, could be a lovely place, light up the trees and repair the bandstand.
- Purchase some Home Group land that has been left in the middle of housing estates in particular Mirehouse Green and Loweswater Avenue, Woodhouse.
- Lighting on the cycle paths.

Councillor Forster suggested:

- Looking at funding from BEC to get sea bins to clean up the Harbour and the Harbour Youth Project is trying to do this.
- There is a lot to do in the wards.
- Hensingham needs a Community Centre.
- Clean up of the estates – overgrown with grass and weeds.

Councillor Gill suggested:

- The need to purchase our own Headquarters in Whitehaven.

Councillor Roberts suggested:

- We need new offices as the current accommodation is not fit for purpose.
- Need to clean up the town centre and an ideal solution would be to purchase a glutton machine and employ an operative to do it.

### **Recommendations made on the Budget**

#### **1. Office Accommodation:**

To examine future Council accommodation re buying a property in the near future. To look in the town for suitable properties. Some that were identified included:

- The Whitehaven News Office
- College House
- General Post Office

It was recommended that £250,000.00 be allocated from reserves for new office accommodation.

#### **2. Britain in Bloom:**

An organisation could be brought in to do it. There were local people interested in joining the group. Also look at St Nicholas Grounds.

#### **3. Allotments:**

That the allotment budget be reduced to £15,000.00 with the Clerk and Trainee Clerk carrying out the management/administration/legal matters of the allotments and going out to tender for the grounds maintenance of the allotment sites.

#### **4. Bus Shelters:**

That a bus shelter be erected at the end of Bowness Road and Woodhouse Road.

**5. Markets:**

The Council are already committed to providing 50% of the running costs for the next financial year however it was suggested that the Markets Officer be asked to attend each Council meeting in the future to give progress reports on the Markets.

**6. Grants:**

That the amount of grant be limited to £1,000.00

That an hour be set aside before each Council meeting for the Council to consider grant applications and then decide on applications at the following Council meeting.

That there be time limits on grants.

That there should be proof of secured match funding.

That the return of grant monies of £9330.46 from Kie Park be returned to the grants budgets which would result in an amount of £5192.96 being available for grants.

That consideration be made to vie money from some budgets where there is an underspend to the grants budget.

That it be publicised that anyone wishing to apply for a grant must put in an application within the next 7 days.

### Recommendations from Councillor Group Meeting held on 4<sup>th</sup> December 2017

1. That the Markets Officer salary for 2.5 days be removed from the Salaries budget and show as a separate budget line under Markets.
2. The information be circulated to Councillors on what the Mayors Allowance can be spent on according to NALC recommendations.
3. That there be a dedicated Councillor meeting early in the New Year regarding office accommodation.
4. That the recommendation of the previous Councillor Group that the Clerk and Trainee Assistant Clerk undertake the management/administrative/legal matters relating to allotments be agreed and that it be recommended that the previous recommendation to reduce the budget to £15,000 for grounds maintenance be amended and that the budget remain at the original £35,000.
5. That a Councillor takes charge of the provision of bus shelters as a project.
6. That Councillor Roberts be requested to take charge of the provision of bus shelters for Greenbank (1) and the New Road (2).
7. That grants be awarded up to a limit of £1,000.
8. That the Events budget be left at £25,000.
9. That Councillor Laine takes charge of the provision of wraps for empty shops.
10. That the Other Environmental Improvements budget be increased to £40,000.
11. That the provision of public toilets in Whitehaven be looked at including where they can be sited.
12. To do something for safety e.g. help with CCTV. Recommended that the Police and Crime Commissioner be asked to come to a Town Council meeting in January to discuss this.

## 2017/18 Proposed Revenue Budget

*(for consideration by Town Council at its meeting on 15 February 2017)*

	£
<b>Employees &amp; Allowances</b>	
Clerk, Administration Assistant and 50% of cost of Markets Officer	75,000.00
Mayor's Allowance	3,063.00
Member Development and Training	3,000.00
Staff Development and Training	3,000.00
	<u>84,063.00</u>
<b>Premises</b>	
Annual Lease Fee and Service Charges including business rates	4,000.00
Storage Facilities	6,000.00
	<u>10,000.00</u>
<b>Supplies and Services</b>	
Telephone and IT Facilities	1,000.00
Insurances	1,000.00
Printing and Stationery	3,000.00
Subscriptions - CALC Membership	1,300.00
Subscriptions - Other	2,000.00
Miscellaneous	3,000.00
	<u>11,300.00</u>
	<del>10,800.00</del>
<b>Third Party Payments/Contractual Arrangements</b>	
Grounds Maintenance	10,000.00
Christmas Lights - Maintenance, Putting up and taking down	25,000.00
Market Stalls - 50% of costs	10,500.00
Internal Audit Fees	1,500.00
External Audit Fees	1,500.00
Allotments	35,000.00
Bus Shelters (£5,000 investment plus £1,000 annual maintenance costs)	7,000.00
Environmental Improvements	20,000.00
<b>Elections</b>	2,500
	<u>110,500.00</u>
	<del>110,000.00</del>
<b>Events</b>	
Events - use to be agreed by Council	25,000.00
Civic Hospitality	5,000.00
Britain in Bloom	12,000.00
	<u>42,000.00</u>
<b>Grants</b>	
Councillor Ward Grants - against approved criteria	22,000.00
Grants to Local Organisations	30,000.00
	<u>52,000.00</u>

Agreed 15/2/17

Contingencies and Contributions To and From Reserves

Contingency Sum for Unforeseen Events	5,403.73
Contribution to Capital Investment Reserve - use to be determined by Council	<u>25,000.00</u>
	<b>30,403.73</b>

<b>Total Expenditure</b>	<b><u>340,266.73</u></b>
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Income

Allotments	- 6,000.00
Other, including bank interest	- 100.00

<b>Total Income</b>	<b>- 6,100.00</b>
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<b>Precept - Band D Equivalent</b>	<b>-334,166.73</b>
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<b>Total Income</b>	<b><u>-340,266.73</u></b>
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	Annual Budget	Amount Spent To Date	Remaining Budget
<b>Employees &amp; Allowances</b>			
Salaries	75000.00	31034.04	43928.66
Mayors Allowance	3063.00	50.00	3013.00
Member Training	3000.00		3000.00
Staff Training	3000.00		3000.00
<b>Premises</b>			
Annual Lease Fee & Service Charge	4000.00	1624.08	2375.92
Storage Facilities	6000.00		
<b>Supplies and Services</b>			
Telephone and IT Facilities	1000.00	2346.18	-1346.18
Insurances	1500.00	2575.07	-1075.07
Printing and Stationery	3000.00	1351.71	1648.29
Subscriptions – CALC Membership	1300.00	1743.52	-443.52
Subscriptions – Other	2000.00		
Miscellaneous	3000.00		
<b>Third Party Payments/Contractual Arrangements</b>			
Grounds Maintenance	10000.00		
Christmas Lights	25000.00	0.00	25000.00
Market Stalls – 50% of costs	10500.00		
Internal Audit Fees	1500.00	500.00	1000.00
External Audit Fees	1500.00	0.00	1500.00
Allotments	35000.00	6690.00	28310.00
Bus Shelters (£6000 investment plus £1000 annual maintenance costs)	7000.00	0.00	7000.00
Environmental Improvements	17000.00	1200.00	15800.00
Elections	2500.00	8908.72	-6408.72
<b>Events</b>			
Events – use to be agreed by Council	25000.00	0.00	25000.00
Civic Hospitality	5000.00	0.00	5000.00
Britain in Bloom	12000.00	0.00	12000.00
<b>Grants</b>			
Councillor Ward Grants – against approved criteria	22000.00	5000.00	17000.00
Grants to Local Organisations	30000.00	30000.00	0.00

	Annual Budget	Amount Spent To Date	Remaining Budget
<b>Contingencies and Contributions To and From Reserves</b>			
Contingency Sum for Unforeseen Events	5403.78		
Contribution to Capital Investment Reserve – use to be determined by Council	25000.00		
<b>Totals</b>	<b>340266.78</b>		

Whitehaven Town Council	Budget	Spend to Date	Estimate spend to 31.03.2018	+/-
<b>Employees &amp; Allowances</b>				
Clerk, Trainee Assistant Clerk and 50% of Markets Officer	75,000.00	38,221.37	78,533.39	3,533.93
Mayor's Allowance	3,063.00	50.00	3063.00	0.00
Member Development and Training	3,000.00	270.00	270.00	2,730.00
Staff Development and Training	3,000.00	0.00	1000.00	2,000.00
<b>Premises (on Cash Book as Office/Room Hire)</b>				
Annual Lease and Service Charges	4,000.00	1,645.88	3081.26	918.74
Storage Facilities	6,000.00	0.00	0.00	6,000.00
<b>Supplies and Services (on Cash Book as Office/Room Hire)</b>				
Telephone and IT Facilities	1,000.00	2284.63	3000.00	715.37
Insurances	1,500.00	2,466.07	2466.07	1,166.07
Stationery	3,000.00	250.85	350.85	2,649.15
Subscriptions - CALC membership	1,300.00	1,042.42	1042.42	257.58
Subscriptions - Other	2,000.00	20.00	20.00	1,800.00
Miscellaneous	3,000.00	0.00	0.00	3,000.00
<b>Third Party Payments/ Contractual Arrangements</b>				
Grounds Maintenance	10,000.00	0.00	6625.32	3,374.68
Christmas Lights - erection, maintenance and dismantling	25,000.00	0.00	27000.00	2,000.00
Market Stalls - 50 % of costs	10,500.00	0.00	15625.00	5,125.00
Internal Audit Fees	1,500.00	500.00	500.00	1,000.00
External Audit Fees	1,500.00	1240.80	1240.80	259.20
Allotments	35,000.00	17196.00	28896.00	6,104.00
Bus Shelters (£6,000 investment plus £1,000 annual maintenance costs)	7,000.00	0.00	0.00	7,000.00
Environmental Improvements	17,000.00	1200.00	15318.10	1,681.90
Elections	2,500.00	8,908.72	8,908.72	6,408.72
Contractual Arrangements for telephone/photocopier on Cash Book as Office/Room Hire				
<b>Events</b>				
Events - use to be agreed by Council	25,000.00	5461.70*	7,000.00	18,000.00
Civic Hospitality	5,000.00	411.80		
Britain in Bloom	12,000.00	0.00	0.00	12,000.00

<b>Grants</b>					
Councillor Ward Grants - against approved criteria			7,032.80	22,000.00	0.00
Grants to Local Organisations			34137.50	34137.50	4137.50 **
<b>Contingencies and Contributions to and From Reserves</b>					
Contingency Sum for Unforseen Events		15,000.00			
Contribution to Capital Investment Reserve - use to be determined by Council		25,000.00			
<b>Total Expenditure</b>		<b>349,863.00</b>			
<b>Income</b>					
Allotments		-3000.00			
Other, including bank interest		-100.00			
<b>Total Income</b>		<b>-3100.00</b>			
Precept					

\* denotes the net amount WTC have paid for Christmas festivities leaving an underspend on the original £7000.00 budget

\*\* Kie Park returned a part grant payment totalling £9330.46 as they couldn't commence with the work that the grant had been awarded for, we have since received a further two applications for funding, one for £15000.00 and one for £6000.00

WHITEHAVEN TOWN COUNCIL DRAFT BUDGET PROPOSALS FOR DISCUSSION

BUDGET PROPOSALS 2018-19 ONWARDS		2017-18 Budget	2018-19 Budget	Notes
<b>EXPENDITURE (Net of VAT)</b>				
<b>CORE ACTIVITIES</b>				
<b>Employees &amp; Allowances</b>	Salaries	75000.00	83830.00	Increase to take account of incremental progression & pay rises.
	Mayor's Allowance	3063.00	3063.00	No change
	Staff Development & Training	3000.00	3000.00	No change
	Member Development & Training	3000.00	3000.00	No change
	Office Rent	4000.00	1500.00	No change
	Energy Charges		800.00	Increase to take account of expected % increase
	Insurance to Copeland Borough Council		115.00	Increase to take account of expected % increase
	Cleaning to Rosehill Youth Theatre		1500.00	Increase to take account of expected % increase
	Service Charge to Copeland Borough Council		810.00	Increase to take account of expected % increase
	Refuse Collection		65.00	Increase to take account of expected % increase
	Meeting Room Hire		2000.00	
	Storage Facilities	6000.00	6000.00	No change
	Telephone & Broadband (BT)	1000.00	1000.00	
	IT (Westcom)	1000.00	1000.00	
	Website maintenance (Cumbria Media)		1500.00	5 year contract with CF Corporate
	Samsung Telephone Finance		242.00	5 year contract with On-line systems
	Samsung Telephone Maintenance	1500.00	2466.07	Premium is on a 3 year contract
	Zurich Insurance	3000.00	1000.00	5 year contract with Midshire
	Photocopier/Printing		500.00	
	Stationery		1500.00	Increase to take account of expected % increase
	Subs - CALC	1300.00	2000.00	No change
	Subs - Other	2000.00	3000.00	No change
	Miscellaneous	3000.00	1000.00	Reduced based on actual payments made 2017/18
	Internal Auditor	1500.00	1500.00	No change
	External Auditor	1500.00	35000.00	No change
	Allotments	35000.00	5000.00	Increased to take into account
	Elections	2500.00		
	<b>SUB TOTAL</b>	<b>146363.00</b>	<b>163879.07</b>	
<b>OPTIONAL ACTIVITIES - to be decided</b>				
<b>PREPARATION OF COMMUNITY PLAN</b>				
	New Office Accommodation		8000.00	New
	Public Realm Contribution		250,000	New - recommended to use £250,000 from General Reserve to fund accommodation
	Ward Grants	22000.00	22000.00	No change.
	Community Grants	30000.00	30000.00	No change.
	Grounds Maintenance (grass cuttings)	10000.00	15000.00	To take into account expected % increase and extra areas to cut
<b>3rd Party</b>				

Christmas Lights infrastructure			24000.00	New - one off fee to re-design and install lights infrastructure.
Christmas Lights	25000.00		24000.00	
Christmas Festivities	7000.00		5000.00	
Markets (50% cost of)	10500.00		15625.00	Increased to take into account amount approved for 2017/18
Markets - Salary Market Officer 2.5 days			6170.00	
Other Environmental Improvements	17000.00		40000.00	Increased
Bus Shelters, Bins and Seats	7000.00		95000.00	New
Ranger (Lengthsman Scheme)			26800.00	agreed in principal 31.08.2017 employed by WTC 3 days per week
Civic Hospitality	5000.00		5000.00	No change
Britain in Boom	12000.00		12000.00	No change
Events	25000.00		25000.00	No change
<b>TOTAL EXPENDITURE</b>	<b>316863.00</b>		<b>767474.07</b>	

INCOME	2017-18		2018-19		Notes
	Budget		Budget		
Precept Grant Allotments	3,000		3,000		No change.
Bank Interest	100.00		100.00		
<b>Total Income</b>	<b>3,100</b>		<b>3,100</b>		
<b>Net Surplus for re-investment</b>	<b>-</b>	<b>313,763</b>	<b>-</b>	<b>764,374</b>	

**COUNCIL RESERVES ESTIMATED**

Reserve	At 1/4/18 (Estimate)
General reserve	301,502
<b>Total reserves</b>	<b>301,502</b>