

WHITEHAVEN TOWN COUNCIL

Minutes of the Extraordinary Council Meeting held on 20th October 2017

Present: Councillors B O’Kane (Chairman); J Forster; M Guest; J. Kane; J Laine; C Maudling; G. Roberts

M. Jewell, Clerk and Responsible Financial Officer

V. Gorley Trainee Assistant Town Clerk

Members of the Public

805/17 **Apologies For Absence**

Apologies for absence were received from Councillor Gill, Councillor Lowrey and Councillor Rayson.

806/17 **Declarations of Interest**

Councillor Maudling declared an interest in respect of the Contract for the security for the Christmas lights switch on. He said that the contract had been awarded to 3 Kings Security and that all security firms used bank staff to cover events and that his grandson who was employed by another security firm had been seconded to 3 Kings for this event.

807/17 **Public Participation**

Mr Nicholson said he wanted to direct his comments to Cllr Roberts and referred to the Minutes of a previous meeting about the X4 and X5. He said he had asked about extending the service from Kendal to Workington to Whitehaven and that Councillor Roberts had said the Stagecoach had no plans to do so and that Councillor Gearing had said that she would like to go on the X4 and X5. He said Councillor Roberts and the Clerk had been asked to make representations on this. Councillor Roberts said no replies had been received and that he would chase it up. Mr Nicholson said that last month in Workington and Whitehaven that Stagecoach had held roadshows to ask people what they felt about extending the service. Mr Nicholson said that this

had been going on a long time and Councillor Roberts said that the wheels of local government move very slowly and that the Council was doing its best. Mr Nicholson said that at the roadshow Stagecoach said that they could not put anything in place this year but would be looking at doing it next year. The Chairman said that the Clerk would contact Stagecoach again and that Mr Nicholson could bring it up at next weeks Council meeting if the representative from CCC attends.

The Chairman stated that he had been asked to call an extraordinary meeting by two or three Councillors and that an extraordinary meeting was one that should deal with urgent matters and that there was a meeting next week and that the issues on this Agenda were update issues and felt that if Councillors wanted updates they should call into the office or wait until the appropriate meeting.

808/17 Advisory Groups

Councillor Guest said most of the items on the Agenda were not what they had asked the meeting for.

The Clerk explained about Advisory Groups and the rationale behind them and said that she had already agreed to draw up terms of reference for Advisory Groups to be circulated to all Councillors.

Following a discussion concerning Advisory Groups/Committees the Chairman said that if Councillors wanted it on a future Agenda it could be discussed then.

Councillor Laine said special resolutions could be made to scrap the six month rule to have proper committees with proper papers and proper terms and conditions and proper legal decisions rather than haphazard advisory groups with notes. The Chairman said he had checked and most parish and town councils in Cumbria had advisory groups. The Chairman said this would be put on the Agenda for either the next Council meeting or the one after that.

That the position be noted

809/17 Contracts Entered

The Clerk reported that this was in respect of the Christmas events and listed a number of contracts

- Works contract/risk assessment/PL insurance/method statement received from CCC

- Security: PLI insurance/risk assessment/method statement received from 3 Kings
- Little Chix: PL insurance received
- Ariana Grande: PL insurance received
- Taylors Fair: PL insurance/ risk assessment/safety certificate received

Councillor Maudling confirmed that

- Barriers: Donated by Ashcrofts and to be delivered and erected by 2 of their employees in accordance with the risk assessment. Councillor Laine asked about 3 quotes and Councillor Maudling said he had these but one could not give a quote because they were booked on that day
- That he would be doing a programme starting at 12.00 and finishing at 5.30
Councillor Laine wished it to be noted that she queried the level of security in view of the number of people that may attend. Councillor Maudling said that the 2 artistes would be on at different times during the afternoon rather than one after the other. Councillor Laine said the budget needed to be increased to have extra security and paid marshalls.
- That the Event Management Plan and all supporting documents had been sent to the Police to be submitted to the County Events Advisory Group and discussed at a meeting of the Group on 30th October 2017.
- Councillor Maudling said that the only other thing in the pipe line was that he was in talks with the Markets Officer to possibly put stalls on the bottom half of King Street

810/17

Police and Security Update

This had already been dealt with under Minute 809/17 above and Councillor Maudling said that was what the meeting was about on 30th to go through all the issues. The Chairman said the EAG was the prime group in the County dealing with events and it was there to scrutinise events to make sure that if there were any errors they would be referred back to the organisers of the event to rectify. He said the EAG was totally independent and would look at the Council's event and if there were any problems would come back to the Council. The Clerk said that the EAG was a County group set up to deal with events in Cumbria and comprised the Police, the CCC Health and Safety, Fire

and Rescue and the Ambulance Service and there was no cost.

That the position be noted

811/17

H & S Update

The Chairman said the question was does the Council need someone to advise on health and safety. He said he had had a lengthy telephone conversation with Kim Allen who was one of the main health and safety advisors for CCC but who had left to form her own company. The Chairman said he had told Kim Allen about the Council and she said

- The Council had now been put on their books at no cost.
- The one off phone advice would be free.
- That proceeding via the EAG was the way forward for the Council's Christmas events
- If the Council was running any other events and needed advice on this then there was a person in the company dealing entirely with local councils but that there would be a charge and they would give the Council a quote and the Council could then take the company as its Responsible Person

The Chairman said that we now have a safety net in place if we need it.

Councillor Laine said that the Council would need to get 3 quotes or waive standing orders to do this.

That the position be noted

812/17

Entertainment Licence

The Clerk said that no entertainment licence would be required unless there was to be the sale of alcohol, sale of alcohol in drinks or mulled wine. Councillor Maudling confirmed that there would be none of that. The Clerk said that a licence was not required for the fairground and that no licence was required for the music on the fairground as this was ancillary to the fairground.

That the position be noted

813/17 **Road Closure Update**

Councillor Maudling said that he had spoken to CBC 3 weeks ago and confirmed that a road closure had been made to CBC and was in hand. The Clerk confirmed that the Police knew about it. The Road Closure Order was being processed by CBC but due to IT problems it had not been possible to produce it. Councillor Maudling said he could not foresee any problems with it.

That the position be noted

814/17 **Press Release**

Councillor Maudling said that he was getting everything in order. The Whitehaven News would cover it and there would be a write up two weeks before the event hopefully with a double page spread and that there would be a full week of publicity from CFM. He said the event would also be in the Whitehaven Guide and that he would be contacting Radio Cumbria nearer the time.

That the position be noted

Councillor Guest said it was not clear from the Agenda what the items were about and said the road closure order update could have been about Irish Street.

815/17 **Insurance**

The Clerk said a copy of an email from Zurich the Council's insurers had been forwarded to Councillor Laine confirming that as Christmas events had been carried out by the Council before that the Council was covered for public liability.

All others involved and taking part in the switch on would also be required to have their own public liability insurance.

That the position be noted

816/17 **Crib/Lantern Update**

Councillor Laine said that she had left this with the Clerk and had passed contact details to the Clerk.

The Clerk referred to a recent meeting with St Nicholas who confirmed in principle that they were happy for the Council to arrange a lantern procession

Subject to the Council giving them details of the proposals.

The Chairman asked if this was to be progressed.

Councillor Maudling said he had spoken to Whitehaven Male Voice Choir and they were happy to take part but after the switch on and he said he had also spoken to Jericho school who had said yes but wanted to know the date. He said that after the lights switch on this could be picked up again. Councillor Laine suggested that this could be done through the Chamber of Trade. Councillor Maudling said that two years ago the Chamber of Trade bought a window display competition and that this would be running again this year to get the town involved and that judging would be on 1st December. He said the prize was a trophy which the winner kept for 12 months.

That the position be noted

817/17 **Items 13, 14 and 15**

The Chairman said that he had taken advice from CALC and there was a need to exclude the press and public from the next 3 items namely the Allotment Injury Update ; the Claim Update and the IT Breach and read out the following

“that in view of the special or confidential nature of the business to be transacted the public and/or press be temporarily excluded and they be instructed to withdraw”

Councillor Laine raised a point of order and said that 3 clear days notice should be given for that and it had not and that any confidential items would have to wait for another time.

The Chairman said in that case they would be left.

Councillor Laine said that there were other items on allotments that needed to be discussed. The Chairman said there was one item to be discussed which Councillor Laine had agreed to do and that was to hold a public meeting with allotment holders to seek the views of the

allotment holders about the way forward on allotments and that this had come from the last allotment meeting. The Chairman said that this would have to appear as an item on a future Agenda.

Councillor Laine said that members of the public and press had attended the meeting to look at three items namely the Allotment Injury Update, the Claim against the Council and the IT Breach and asked why it had not been excluded from public and press for three clear days. The Chairman said it had not and Councillor Laine asked what is the allotment injury update, the claim update with XXXXX and the IT breach up date.

The Chairman said he declined to answer because all had legal aspects, some with the police, and some were claims with external people and apologised for this.

Councillor Laine asked the Chairman if he could say yes or no that there was a claim for an allotment injury and the Chairman said he was not prepared to comment.

That the position be noted

Councillor Roberts said there had been nothing of an urgent nature and that the meeting was needless and the Council was just micromanaging.

The Meeting closed at 6.50

Chairman

A handwritten signature in black ink, appearing to be 'B. Roberts', written in a cursive style.

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