

# 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 HARBOUR GALLERY** at **THE BEACON, WHITEHAVEN** on **THURSDAY 28th OCTOBER 2021** at **6:00pm**

Signed.....*Marlene Jewell*..... Dated.....*22<sup>nd</sup> October 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 30<sup>th</sup> September 2021

### 5. Planning Applications

### 6. Finance Report

### 7. Presentation by Andrea Winders (Disruptive)

### 8. Appointment of Internal Auditor

### 9. Recommendations from Allotments Advisory Group

### 10. Recommendations from Events Advisory Group

### 11. Recommendations from Policy and Resources and Finance Committee

### 12. Remembrance Sunday

**13. Christmas Closing**

**14. Councillor Ward Matters**

**15. 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.

**16. Councillor Ward Grant - CVG**

# WHITEHAVEN TOWN COUNCIL

## Minutes of the Council Meeting held on 30<sup>th</sup> September 2021

**Present:** Councillor R Gill (Vice Chairman in the Chair); Councillor E Dinsdale; Councillor B O’Kane; Councillor G Roberts; Councillor R Redmond

M. Jewell, Clerk and Responsible Financial Officer

V. Gorley, Assistant Clerk

The Chairman welcomed Councillor Redmond back and said it was nice to see him fit and well again

The Chairman said he was sorry to hear Councillor Louise Walmsley had resigned and read out her resignation. He proposed that a letter of thanks be sent to Louise Walmsley which was agreed.

The Chairman wished Councillor Hayes a speedy recovery and asked a card be sent to him on behalf of the Council

### **1871/21 Apologies for Absence**

Apologies for absence were received as follows

Councillor C Hayes	Recovering from operation
Councillor J Rayson,	Work commitments
Councillor C Maudling	Flu
Councillor G Dinsdale	Ill
Councillor C Walmsley	Work commitments

It was proposed by Councillor O’Kane 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

### **1872/21 Declarations of Interest**

Councillor G Roberts declared an interest in Item 8 Christmas Lights as he was a member of Cumbria County Council

### **1873/21 Public Participation**

There was no public participation

**1874/21 Minutes of the Meeting held on 26<sup>th</sup> August 2021**

It was proposed by Councillor Roberts and seconded by Councillor O’Kane that the Minutes of the Meeting held on 26<sup>th</sup> August 2021 be approved and signed by the Chairman as a correct record. A vote was held and it was unanimously

**RESOLVED** -That the Minutes of the Meeting held on 26th August 2021 be approved and signed by the Chairman as a correct record.

**1875/21 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 the CBC’s Planning Officer be requested to explain the procedure regarding delegated decisions and the request to go before the Planning Panel. This was seconded by Councillor Roberts. A vote was held and it was unanimously

**RESOLVED** – That CBC’s Planning Officer be requested to explain the procedure regarding delegated decisions and the request to go before the Planning Panel.

- (ii) It was proposed by Councillor Roberts and seconded by Councillor O’Kane that following consideration of the Planning Application shown at Appendix 1 CBC be informed that the Council had no representations to make. A vote was held and it was unanimously

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

**1876/21 Finance Report**

The Council considered a Finance report.

- i. Appendix 1 – The Assistant Clerk reported that there were 6 extra invoices to be considered namely:

Gordon Ellis &Co	£1523.84 plus VAT for 4 barrier baskets 2x3 tier planters and 4 linings
Cumbria Roofing	£1400 plus VAT for repairs to Council Office roof
Lockhart Leisure	£1475 plus VAT for marquee for Science show

Debra McKenna	£1000 plus VAT for final 50% fee for Stefan Gates Science show
Cumbria Media	£104.40 plus VAT for accessibility Software for website
Fluid Productions Ltd	£1046.40 plus VAT for technical Support for Science Show

It was proposed by Councillor Roberts and seconded by Councillor O’Kane that the Invoices shown at Appendix 1 together with the 6 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 6 invoices above be approved and paid.

- ii. Appendices 2 and 3 – It was proposed by Councillor O’Kane 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.

**1877/21 Annual Governance & Accountability Return – External Auditors Report for Year Ended 31<sup>st</sup> March 2021**

The Council considered the Annual Governance & Accountability Return – External Auditors Report for year ended 31<sup>st</sup> March 2021 received from PFK Littlejohn the External Auditors. The Clerk said that the Council had been given a clean bill of health and the Chairman thanked the Clerk and Assistant Clerk for all their hard work in this. It was proposed by Councillor O’Kane and seconded by Councillor Roberts that the Council note and approve the External Auditor Report and Certificate for 2020/21. A vote was taken and 4 Councillors voted for the proposal and 1 Councillor abstained

**RESOLVED** – That the Council note and approve the External Auditor Report and Certificate for 2020/21.

Councillor O’Kane asked if the Council could present this as an item to the local media as people needed to know that the Council’s accounts were in order. Councillors indicated agreement and Councillor E Dinsdale asked that in the article it be recorded that 4 Councillors had voted for and 1 Councillor had abstained. The Chairman made a ruling and said this was a quorate meeting of the Council and this matter had been approved by the Council.

1878/21 **Christmas Lights**

The Council considered a report on Christmas lights for 2021 and the quote of £24,400.00 plus VAT received from the Council's preferred Contractor, Cumbria County Council Highways Lighting Department for the erection, maintenance, dismantling and repair of the Christmas lights in 2021. The same amount has been charged for the past 3 years.

In order to use the preferred supplier Financial Regulations have to be suspended and the reasons for suspension recorded and that an assessment of the risks has been presented to the council.

- i. It was proposed by Councillor O'Kane and seconded by Councillor Roberts that the Council makes a resolution to suspend Financial Regulation 11 to allow CCC to erect, maintain, dismantle and repair the Christmas lights. A vote was held and it was unanimously

**RESOLVED** - That the Council makes a resolution to suspend Financial Regulation 11 to allow CCC to erect, maintain, dismantle and repair the Christmas lights.

- ii. Following the making of the resolution in i above it was proposed by Councillor O'Kane and seconded by Councillor Roberts that in accordance with Financial Regulation 18 the reasons for the suspension be recorded and that the assessment of the risks provided be accepted and approved so that CCC can undertake the works at a cost of £24,400.00 plus VAT. A vote was held and it was unanimously

**RESOLVED** – That following the making of the resolution in i above and in accordance with Financial Regulation 18 the reasons for the suspension be recorded and that the assessment of the risks provided be accepted and approved so that CCC can undertake the works at a cost of £24,400.00 plus VAT

- iii. Following a discussion as to when the Christmas lights be switched on it was proposed by Councillor O'Kane and seconded by Councillor Roberts that the Christmas lights be switched on on Saturday 20<sup>th</sup> November 2021 at 5.00pm by The Mayor, Councillor Chris Hayes. A vote was held and it was unanimously

**RESOLVED** - That that the Christmas lights be switched on on Saturday 20<sup>th</sup> November 2021 at 5.00pm by The Mayor, Councillor Chris Hayes.

- iv. It was proposed by Councillor O'Kane and seconded by Councillor Roberts that a letter be sent to Whitehaven Rugby League Club to congratulate them on their successful season this year. A vote was held and it was unanimously

**RESOLVED** - that a letter be sent to Whitehaven Rugby League Club to

congratulate them on their successful season this year.

## 1879/21 Events Expenditure

The Council considered a report on expenditure in connection with Council events.

- i. It was proposed by Councillor Roberts and seconded by Councillor O’Kane that following Minute 1864/21 the purchase of 20 folding tables for £939.80 plus VAT to be delivered after 17/11/21 be noted and approved. A vote was held and it was unanimously

**RESOLVED** – That following Minute 1864/21 the purchase of 20 folding tables for £939.80 plus VAT to be delivered after 17/11/21 be noted and approved.

- ii. Further to Minute 1864/21 quotes had been received to provide 2 marquees one 12 x 6 and one 15 x 9 for the Christmas Market as follows:-

Supplier A	£1,620.00 plus VAT
Supplier B	£1,550.00 plus VAT
Supplier C	£2,054.24 plus VAT

It was proposed by Councillor O’Kane and seconded by Councillor Roberts that the quote from Supplier A be accepted at a cost of £1,620.00. A vote was held and it was unanimously

**RESOLVED** - That the quote from Supplier A be accepted at a cost of £1,620.00 plus VAT.

- iii. It was proposed by Councillor Roberts and seconded by Councillor O’Kane that the Council authorise an additional £70 to cover the increased rail fare and taxi fares for the presenter of the Science Show. A vote was held and it was unanimously

**RESOLVED** - That the Council authorise an additional £70 to cover the increased rail fare and taxi fares for the presenter of the Science Show.

## 1880/21 Summer Plants 2022

The Council considered a report on a quote of £6,889.55 excluding VAT received from the Council’s preferred supplier for the provision of summer flowers for the hanging baskets, hexagonal planters, barrier baskets, barrels, cast iron planters, Trinity bed and the Pelican bed in 2022. The quote also includes the additional three-tier planters and barrier baskets as well as the Harbour – a total of 5,093 plants. The cost last year was £6,368.10 plus VAT for 5,038 plants. In order to use the preferred supplier Financial Regulations have to be suspended and the reasons for suspension recorded and that an assessment of the

risks has been presented to the council.

- i. It was proposed by Councillor O’Kane and seconded by Councillor Roberts that the Council makes a resolution to suspend Financial Regulation 11 to allow the summer plants for 2022 to be purchased from the preferred supplier. A vote was held and it was unanimously

**RESOLVED** - That the Council makes a resolution to suspend Financial Regulation 11 to allow the summer plants for 2022 to be purchased from the preferred supplier.

- ii. Following the making of the resolution in i above it was proposed by Councillor Roberts and seconded by Councillor O’Kane that that in accordance with Financial Regulation 18 the reasons for the suspension be recorded and that the assessment of the risks provided be accepted and approved so that the summer plants for 2022 can be purchased from the preferred supplier at a cost of £6,889.55 plus VAT. A vote was held and it was unanimously

**RESOLVED** - That following the making of the resolution in i above and in accordance with Financial Regulation 18 the reasons for the suspension be recorded and that the assessment of the risks provided be accepted and approved so that the summer plants for 2022 can be purchased from the preferred supplier at a cost of £6,889.55 plus VAT

#### **1881/21 Replacement of Defibrillator Electrode Pads**

The Council considered a report on the replacement of 13 defibrillator electrode pads in its 7 defibrillators which had an expiry date of November 2021. Three quotes had been received for replacement pads:

- Supplier A - £52.99 each plus VAT
- Supplier B - £36.00 each plus £9.95 delivery plus VAT
- Supplier C - £69.99 each plus VAT

Following consideration of the quotes received it was proposed by Councillor Roberts and seconded by Councillor O’Kane that 13 replacement defibrillator electrode pads be purchased from Supplier B. A vote was taken and it was unanimously

**RESOLVED** - That 13 replacement defibrillator electrode pads be purchased from Supplier B.



**1882/21**      **Remembrance Sunday**

- i.    The Council considered a report on Remembrance Sunday. The Clerk reported that the Whitehaven Brass Band would be in attendance for the service in Castle Park but it was not known if they would be able to march. There may also be a cost for the Band. This would be reported back.
  
- ii.   The Assistant Clerk explained that it would not be possible to use the Civic Hall for pie and peas as it had been booked and it had not been possible to find a venue large enough to accommodate the number of people and with the facilities for heating pies. An alternative would be to provide tea, coffee and biscuits and/or sandwiches in the United Church Hall if that was possible. Following a discussion it was proposed by Councillor Roberts and seconded by Councillor O’Kane that consideration of this be left to the next Council Meeting in October. A vote was held and it was unanimously

**RESOLVED** - That consideration of this be left to the next Council Meeting in October.

- iii.   It was proposed by Graham Roberts and seconded by Councillor O’Kane that 5 poppy wreaths be ordered at a cost of approximately £25-£30 each. A vote was held and it was unanimously

**RESOLVED** - That that 5 poppy wreaths be ordered at a cost of approximately £25-£30 each.

**1883/21**      **Grass Cutting Contract**

The Council considered a report on the Grass Cutting Contract for 2022. Councillors had been asked if they had any areas in their wards that should be included in the contract. Councillor O’Kane said there was a piece of land at Elizabeth Crescent which had been advertised for sale by the people who owned it and said it had been cut by the Council in the past. He said it was the only piece of grass in the area. Following a discussion it was proposed by Councillor Roberts and seconded by Councillor Gill that the land be included in the Contract and that quotations be sought from local contractors to carry out the grass cutting of those areas in the Contract in 2022. A vote was held and it was unanimously

**RESOLVED** - That the land be included in the Contract and that quotations be sought from local contractors to carry out the grass cutting of those areas in the contract in 2022.

**1884/21**      **Allotment and Pigeon Loft Maintenance Contract**

The Council considered a report on the Allotment and Pigeon Loft Maintenance Contract for 2022/23. It was proposed by Councillor O’Kane and seconded by Councillor Roberts that quotations are sought for the provision of this service for 2022/23. A vote was held and it was unanimously

**RESOLVED** - That quotations are sought for the provision of this service for 2022/23.

**1885/21**      **Code of Conduct**

The Council considered a Notice of Decision issued following a hearing by Copeland Borough Council’s Standards and Ethics Committee into a complaint concerning Whitehaven Town Councillor Carla Arrighi. The Chairman read out the sanction imposed which was that the subject Member be issued with a conditional warning in respect of future behaviour for a period of 2 years from the date of the notice.

No decision was necessary and the Notice of Decision was noted

**1886/21**      **Copeland Local Plan 2021-2038: Additional Focused Pre-Publication Draft Consultation on Potential Changes to Local Plan**

The Clerk informed Members that the consultation on the above document had started on 13<sup>th</sup> September 2021 and would end on 12<sup>th</sup> October 2021.

It was proposed by Councillor Roberts and seconded by Councillor O’Kane that the document be noted and that individual Councillors submit any comments they have direct to CBC. A vote was taken and it was unanimously

**RESOLVED** – That the document be noted and that individual Councillors submit any comments they have direct to CBC.

**1887/21**      **Councillor Ward Matters**

- i. Councillor E Dinsdale said there were issues since the last meeting with general waste and recycling collection on Maple Grove at Valley Park. The date for waste collection didn’t happen and along with road resurfacing made it difficult for the van to get there. He said letters had been sent to CBC and a response had been from CBC apologising but that while he understood that the pandemic had made it difficult at times this had happened too many times and CBC has got to get a handle on this
- ii. Councillor E Dinsdale referred to Garlieston Court and said the residents there had contacted him about a historic issue around the road resurfacing where the builders had taken a deposit and then left and the residents were still waiting to get the work done

- iii. Councillor E Dinsdale said there were issues around parking in Garlieston and that people working at Centre Parcs were getting picked up there and leaving their cars parked and preventing residents getting a park there. Councillor Dinsdale asked if he could use the Council's zoom for a meeting with the residents and the Clerk confirmed that he could.
- iv. Councillor O'Kane referred to Bransty Bus Stop and said that we now know who owns the land.
- v. Councillor O'Kane referred to Oakbank Avenue and said that frequently the residents there had their waste missed out and that he had made numerous calls to CBC about this but had not been able to speak to a waste officer.
- vi. Councillor O'Kane referred to Caldbeck Road and said there was an area of unadopted land where there are 4/5 unadopted street lights that nobody will do anything with. Councillor O'Kane said that the worry was in future at the top of Hensingham there was going to be 6-700 houses up that end of town and no one can tell if the services will be adequate. He said he would like a meeting to look at the plans that CBC has for that area.
- vii. Councillor E Dinsdale said that when recycling and waste was left out and not collected plastic and cardboard was blown all over the place.
- viii. Councillor Roberts said he had had complaints about people hanging around on the street late at night with cans of diamond white and said that people are getting concerned that the Police are toothless. He said the Police don't act on the PSPOs.
- ix. Councillor Gill expressed concern about the length of time it takes to get through to CBC about residents' complaints

**1888/21 Date and Time and Venue of Next Meeting**

Further to Minute 1867/21 it was reported that no information had been received on alternative venues and that therefore the next Council Meeting would be held in the Harbour Gallery at the Beacon on 28<sup>th</sup> October 2021 at 6.00pm.

**IN PRIVATE**

**1889/21** 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 O'Kane 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.

**1890/21 Councillor Ward Grant – CVG**

Further to Minute 1869/21 was reported that no response had been received from Allan Forster.

Following a discussion it was proposed by Councillor Gill and seconded by Councillor Roberts that after considering the receipts that a letter be sent to Allan Forster asking for the unspent amount of the Councillor Ward Grant to be returned to the Council at the earliest opportunity and that failure to do so would result in further action being taken. A vote was taken and 3 Councillors voted in favour of the proposal, 1 Councillor voted against and 1 Councillor abstained.

**RESOLVED** - That that a letter be sent to Allan Forster asking for the unspent Amount of the Councillor Ward Grant to be returned to the Council at the earliest opportunity and that failure to do so would result in further action being taken.

The Meeting closed at 7.35pm

Chairman

WTC 28/10/2021

Item 5

Planning Application for Consideration by Whitehaven Town Council

<u>Application Number</u>	<u>Detail</u>
4/20/2455/0F1	Consultation on Amended Details – Highways and Drainage – October 2021: RESIDENTIAL DEVELOPMENT OF 40 DWELLINGS <b>LAND SOUTH OF WATERS EDGE CLOSE, KELLS, WHITEHAVEN</b>
4/21/2294/0F1	Consultation on Additional and Amended Drainage and Parking Details. Withdrawal of Landscaping Details and Reservation of Subsequent Approval: PROPOSED TWO STOREY EXTENSION <b>WEST CUMBERLAND HOSPITAL, HOMEWOOD ROAD, WHITEHAVEN</b>
4/21/2339/0F1	Consultation on Additional and Amended Information: CONSTRUCTION OF 14 DWELLINGS FOR AFFORDABLE RENT AND ASSOCIATED INFRASTRUCTURE, PARKING AND LANDSCAPING <b>JEFFERSON PARK, WHITEHAVEN</b>
4/21/2421/0F1	ERECTION ON A GARAGE ON EXISTING SITE (RETROSPECTIVE) <b>LAND TO THE REAR OF 31 SOUTH ROW, WHITEHAVEN</b>
4/21/2427/0B1	VARIATION OF CONDITION 3 (HOURS OF OPERATION) IN RELATION TO PLANNING APPROVAL 4/17/2083/0F1 – CHANGE OF USE FROM STORAGE BUILDING (A1) TO CROSSFIT GYM (D2) <b>ARGO FITNESS, COACH ROAD, WHITEHAVEN</b>
4/21/2431/0F1	PROPOSED TWO STOREY EXTENSION <b>44 WINCHESTER DRIVE, WHITEHAVEN</b>
4/21/2435/0F1	DEMOLISH EXISTING OUTHOUSE AND CONSTRUCT NEW EXTENSION TO REAR OF THE PROPERTY <b>5 HERBERT HILL, WELLINGTON ROW, WHITEHAVEN</b>
4/21/2440/0E1	LAWFUL DEVELOPMENT CERTIFICATE FOR A PROPOSED REAR EXTENSION <b>46 JUBILEE ROAD, WHITEHAVEN</b>
4/21/2441/0F1	ERECTION OF ONE PAIR OF SEMI-DETACHED DWELLINGS <b>LAND ADJOINING 101 WOODHOUSE ROAD, WHITEHAVEN</b>

Application Number

Detail

4/21/2449/0F1

SINGLE STOREY REAR EXTENSION (AMENDMENT TO  
PREVIOUSLY APPROVED 4/21/2139/0F1)  
**2 BASKET ROAD, KELLS, WHITEHAVEN**

## **FINANCIAL REPORT**

### **Purpose of the Report**

Members are asked to consider a list of invoices for authorisation and payment as shown at Appendix 1 and approve the recommendations in paragraphs 3.1 and 3.2.

## **1.0 INTRODUCTION**

- 1.1 Authorise the payment of all invoices as listed in Appendix 1.
- 1.2 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 20th October 2021. This shows a balance of £318,861.04. There are no cheques 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.

28/10/2021

Appendix 1

Invoices for Consideration by Whitehaven Town Council

Date	Supplier	Category	Detail	Total Amount	Power	Column1
25/09/2021	Eden Springs (UK) Ltd	Supplies & Services	4 x 18.5l water, Environmental Levy for water coolers (October)	£ 24.43		s111 LGA 1972
30/09/2021	Copeland Borough Council	Premises	Hire of Harbour Gallery for Council meeting	£ 96.00		s111 LGA 1972
30/09/2021	Mrs M Jewell	Supplies & Services	Zoom Standard Pro Annual Licence	£ 143.88		s111 LGA 1972
30/09/2021	Bauer Radio Ltd	Events	CFM Airtime - ad productions	£ 583.20		s144 LGA 1972
01/10/2021	Copeland Borough Council	3rd Party	Assistant Ranger Contract - October 2021	£ 2,199.02		s111 LGA 1972
01/10/2021	Copeland Borough Council	3rd Party	Grass Cutting Contract - October 2021	£ 1,995.62		s111 LGA 1972
01/10/2021	Copeland Borough Council	3rd Party	Parks & Open Spaces Ranger Contract - October 2021	£ 3,325.44		s111 LGA 1972
01/10/2021	Copeland Borough Council	Premises	Allotment Maintenance Contract - October 2021	£ 717.42	s23 Small Holdings Allotments Act 1908	
01/10/2021	Copeland Borough Council	Premises	Discounted Commercial Waste 01.10.21 - 31.12.21	£ 20.73		s111 LGA 1972
05/10/2021	Westcom IT Solutions	Supplies & Services	2 x Azure Rights Management Licence, Office 365 Licence, annual domain hosting	£ 258.72		s111 LGA 1972
07/10/2021	Online Systems	Supplies & Services	Title purchase of telephone equipment	£ 60.00		s111 LGA 1972
08/10/2021	Mrs V Gorley	Supplies & Services	Postage for grass cutting contract quote letters	£ 7.32		s111 LGA 1972
18/10/2021	Viking	Supplies & Services	Copier paper, post it notes, diary and stamps	£ 133.34		s111 LGA 1972
19/10/2021	Cumbria Media	Supplies & Services	Website maintenance Job No's 393 - 396, meeting support	£ 122.00		s111 LGA 1972

£ 9,687.12





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	20.73	1843/21 (i)																			
68	30/07/2021	1023	Copeland Borough Council							1832.52									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									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		100.00	Ward Grant																			
77	30/07/2021	BACS	Beck Bottom Community Garden Group											80.00					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	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	119.57	717.42	1861/21 (i)																			
88	27/08/2021	1037	Graham Roberts							3.75									3.75		3.75	1861/21 (i)																			
<b>Sept-21</b>																																									
89	01/09/2021	BACS	Eden Springs (UK) Ltd							6.30									6.30	1.26	7.56	1861/21 (i)																			
90	01/09/2021	BACS	Solway Water Management Ltd																250.00	50.00	300.00	1861/21 (i)																			
91	01/09/2021	BACS	Cumbria Media							138.00									138.00		138.00	1861/21 (i)																			
92	10/09/2021	1038	Jeans Flower Boutique	30.00															30.00		30.00	Mayors Allowance																			
93	15/09/2021	BACS	Mrs L & Mr D P Kelly T/A Corner House B&B																85.00		85.00	1832/21																			
94	15/09/2021	BACS	J O Dixon Jeweller Ltd							12.50									12.50		12.50	Mayors Allowance																			
	15/09/2021	BACS	Staff	4517.09															4517.09		4517.09	1666/20																			
	15/09/2021	BACS	Cumbria LGPS	733.36															733.36		733.36	6317/17 (ii)																			
	15/09/2021	1039	HMRC	2256.83															2256.83		2256.83	HMRC																			
95	20/09/2021	DD	BT Group							70.15									70.15	14.03	84.18	Contract																			
96	20/09/2021	DD	Crown Gas & Oil		66.56														66.56	3.33	69.89	Contract																			
<b>Oct-21</b>																																									
97	05/10/2021	BACS	M Thomson Electrical																700.00	140.00	840.00																				
98	05/10/2021	BACS	Mr C J Hayes								6.50								6.50		6.50																				
99	05/10/2021	BACS	Easby Orwell Ltd																583.33	116.67	700.00																				
100	05/10/2021	BACS	Westcom IT							72.00									72.00	14.40	86.40																				
101	05/10/2021	BACS	Eden Springs (UK) Ltd							1.80									1.80	0.36	2.16																				
102	05/10/2021	BACS	Water Plus Limited		98.60														98.60	3.14	101.74																				
103	01/10/2021	1040	Copeland Borough Council																1832.52	366.50	2199.02																				
104	01/10/2021	1041	Copeland Borough Council																1663.02	332.60	1995.62																				
105	01/10/2021	1042	Copeland Borough Council																2771.20	554.24	3325.44																				
106	01/10/2021	1043	Copeland Borough Council																597.85	119.57	717.42																				
107	05/10/2021	BACS	Gordon Ellis & Co																1523.87	304.77	1828.71																				
108	05/10/2021	BACS	Weir & Carmichael																1620.00	324.00	1944.00																				
109	01/10/2021	1044	Copeland Borough Council		240.00														240.00	48.00	288.00																				
110	05/10/2021	BACS	Discount Displays																3398.00	679.60	4077.60																				
111	06/10/2021	BACS	Nisbets																939.80	187.96	1127.76																				
112	06/10/2021	BACS	PKF Littlejohn LLP																1000.00	200.00	1200.00																				
113	06/10/2021	BACS	Mr C J Hayes								50.00								50.00		50.00																				
114	06/10/2021	BACS	Cumbria Media							224.25									224.25		224.25																				
115	06/10/2021	BACS	Water Plus Limited								280.46								280.46		280.46																				
116	06/10/2021	BACS	Cumbria Roofing																1400.00	280.00	1680.00																				
117	06/10/2021	BACS	Lockhart Leisure Ltd																1475.00	295.00	1770.00																				
118	06/10/2021	BACS	Deborah McKenna Ltd																1000.00	200.00	1200.00																				
119	06/10/2021	BACS	Cumbria Media							104.06									104.06		104.06																				
120	06/10/2021	BACS	Fluid Productions Ltd																1046.40	209.28	1255.68																				
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																				
																				53409.92	12244.51	11153.50	5424.08	3000.00	5145.04	0.00	0.00	9978.12	56.50	27622.32	7869.09	880.00	0.00	0.00	0.00	12210.36	2940.23	0.00	151701.37	15459.37	£167,160.81

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

433573.86	0.00	31083.00	464656.86
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WHITEHAVEN TOWN COUNCIL  
SUMMARISED INCOME & EXPENDITURE STATEMENT  
FINANCIAL YEAR 2021-2022

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	31,083.00
<b>TOTAL INCOME</b>	<b>£ 464,656.86</b>

**EXPENDITURE**

Employees & Allowances	53409.92
Premises	12244.51
Supplies/Services	11153.50
3rd Party	5424.08
Grants	3000.00
Allotments	5145.04
Markets	0.00
Community Plan	0.00
Ground Maintenance	9978.12
Civic Hospitality	56.50
Ranger	27622.32
Whitehaven In Bloom	7869.09
Ward Grants	880.00
Elections	0.00
Environmental Improvements	0.00
Events	12210.36
Contingencies	2940.23
Reserves	0.00
VAT (to be reclaimed)	15459.37
<b>TOTAL EXPENDITURE</b>	<b>£ 167,160.81</b>

**CASH BOOK BALANCE**

Brought forward	£ 471,765.10
Income	£ 464,656.86
Expenditure	£ 167,160.81
<b>Town Council Funds</b>	<b>£ 769,261.15</b>

**BANK BALANCES**

CBS 53905917 (20/10/2021)	318,861.04
CBS 53906216 (20/10/2021)	450,400.11
	<b>£ 769,261.15</b>

Unpresented Cheques 2021/2022 -

**FINANCIAL POSITION**

**£ 769,261.15**

## Whitehaven Town Centre Digital Grid

*Creating "smart place" digital infrastructure as a test bed for the UK*

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The reason for this paper is to request the support of Whitehaven Town Council for the Digital Grid Project in general, and more specifically:

1. Agree that the fibre optic cables for the Digital Grid in King Street and New Street can be situated alongside the existing wiring for Christmas Lights (separate catenary)
  2. Agree that the fibre optic cables can access power through some of the same boxes as the Christmas Lights, separately metered, if required
  3. Support for the inclusion of St Nicholas Gardens to be included in the digital coverage, requiring infrastructure to be situated in St Nicholas Tower (separate support and agreement being sought from Church Council)
- (Appendix 1 – Questions in More Detail)
- 

Delivered by BEC, supported by Copeland BC, and funded by Sellafield Ltd Social Impact Fund, this project is just the start of the creation of a unique "smart place" living test bed for the UK, as part of development of a working town of the future - some examples:

- To attract and retain talented young people to work/live/play in a beautiful, modern town;
- digital opportunities for emerging technology applications to improve everyday services;
- attraction of new companies to the area, to diversify the workforce and job opportunities;
- tourism and visitor attractions, to celebrate the past using digital tools (bring our historic buildings to life using augmented reality, for example);
- skills and training for all ages in technology, cyber security, and data science;
- digital in retail, and how that could see the re-imagination of traditional high streets;
- digitisation of existing retail outlets to improve customer experience/increase sales/modernise/sell online/digital marketing
- encourage digital entrepreneurship, to create new companies;
- digital health, and how "place" can be part of the healing, promoting wellness and activity;
- clean, digital energy;
- transport of the future (autonomous vehicles, final mile delivery, etc);
- encourage universities to set up external campuses

Whitehaven has already started on its journey for change, with the opening of the Bus Station, plans for Whittles, and ambitions for the harbour. The Digital Grid is the next part of that change, and one that will underpin and support other developments, such as RAlco, digital gaming (planned for Whittles).

### **So, what is the Digital Grid?**

Planned to go live Q1 2022, it is a secure, shared, digital infrastructure that will cover most of Whitehaven town centre, as shown in the diagram, below.



Just as roads are the infrastructure and connections for cars/travel/living/places, the Digital Grid will be the connection for future digital installations (e.g. traffic lights, sensors, way finders, footfall counters, cameras, etc.) that will enable, attract, and modernise life for residents, businesses, visitors, government, and services – all connected and interacting in real time.

Throughout the UK there are examples of smart city projects, but all tend to be small, isolated, and time limited. An example is Bird Street, London (Appendix 2) where the pavement was used to produce kinetic energy to power installations and lights.

Bird Street Project was typical of a “smart” application, which tend to be tested in isolation and not replicated beyond the project or minimum viable product, challenged by the fact that a city is too large to test on a larger scale, and legacy digital infrastructure is unconnected and congested, if available at all.

Whitehaven is a perfect place to become the “micro city street lab” to be a test bed for what happens when smart technology is connected in real time, and was chosen for the UK’s first Digital Grid because of its:

- City grid-style layout of the town centre;
- Number of residents living in the centre is large enough to be significant, but small enough to control;
- Area attributes (coastal, rural, urban, isolated);
- Lack of existing digital infrastructure and skills/training;
- Potential for tourism/visitor attractions

### What will it mean for residents?

Residents will have the choice to engage with the Digital Grid and services, and accordingly the protection of their personal data will be one of the most important early developments – creating a template for the future after GDPR. (Benefits map Appendix 3)

When residents decide to sign onto the Digital Grid they could (just some examples):

- Get access to superfast, safe, free digital wi-fi;
- Have seamless access to services, for example it could be parking (direction to available parking spaces), rewards (instant discounts from local retailers, based on preferences), information (what’s on, Council notices, etc);
- Inspiration and opportunities for new digital training/careers/entrepreneurs for all ages;
- Participation in smart projects or applications, for example digital, clean energy – how to use intelligence and data with emerging technology and services to improve energy efficiency, work with the environment, and save money
- Experience vibrancy from digital art and cultural installations/events
- Participate in digital wellness programmes

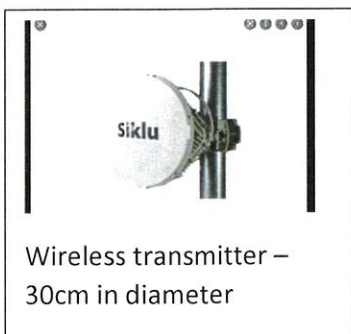
## Appendix 1

### Questions in More Detail

1. Agree that the digital fibre wires for the Digital Grid in King Street and New Street can be situated alongside the existing wiring for Christmas Lights (separate catenary)
2. Agree that the digital fibre wires can access power through some of the same boxes as the Christmas Lights, separately metered, if required

The digital infrastructure will be a mix of wired fibre and wireless transmitters/receivers/antennae (example below)

Internet connectivity will start at the Beacon Portal, which will be central control, from there it will be transmitted across the town via the multi-storey cark roof (and other high points); fibre optic cables along the harbour (through existing underground ducting); fibre optic cables along King Street and New street (map below).



Proposed fibre route

#### Notes from the engineer:

The network in King Street will be carried via fibre optic cable running along the building fronts, generally above the shop frontages, alongside existing cable looms. The fibre cables will terminate at locations where mains power is available. The cables will be tie-wrapped to existing looms. Where we need to cross a street, we will install new catenary wire for sole use by the network. These new catenary wires will be sited above existing, or if new then a minimum of six metres high.

At the termination locations we would install an equipment enclosure, and this would be sized to be as small as possible. We would request power be available at these locations, and this supply should be provided within the enclosure. The size of the enclosure would be decided by the detailed network design, which would be determined by wider network considerations, including the number and locations of power available in this area.

The precise cable route can be flexible, although the termination points are fixed.

Wireless antennae/transmitters will need to be installed at each end of this area, to complete connections to the wider network, the precise location to be confirmed.

**3. Support for the inclusion of St Nicholas Gardens to be included in the digital coverage, requiring infrastructure to be situated in St Nicholas Tower (separate support and agreement being sought from Church Council)**

St Nicholas Gardens has been identified as an area that could become a suitable events space, or host digital cultural/arts installations (for example, it could be part of a historical trail, where Mildred Gale could be represented in augmented reality, to tell her tale of life in Whitehaven), and as such will require connection to the Digital Grid.

To do this, transmitters will need to be situated on St Nicholas Tower, which of course would be sympathetically placed.

The Church Council has already been contacted, and has responded positively, permitting an engineering visit.

A follow-up meeting is planned for 20th October.



## World's First "Smart Street" in London Turns Movement into Energy



Written by Patrick Lynch July 2017

Technology company [Pavegen](#) has unveiled the world's first "Smart Street" in [London's](#) West End that utilizes the company's unique kinetic paving slabs to generate energy from pedestrians' footsteps. But unlike earlier [Pavegen](#) installations deployed in cities like Washington DC and Rio de Janeiro (which uses the panels as the foundation for a soccer field), the [London](#) Smart Street comes with its very own app – giving visitors precise information about the power they are generating, and encouraging use by offering up store vouchers in return for steps.

The 107-square foot pavement is located along Bird Street, where it produces power for nearby street lamps, Bluetooth transmitters, and hidden speakers that emit bird sounds intended to create a soothing environment.



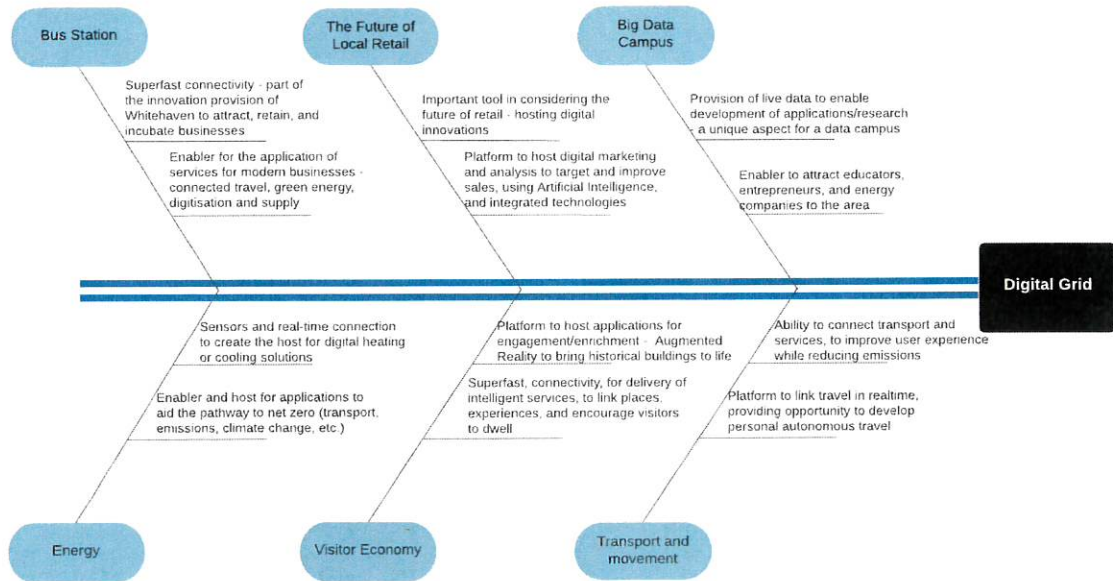
# Whitehaven Digital Grid Benefits Map

Secure, shared, digital infrastructure  
for community, business, education, and tourism



**BEC** The Old Board of Trade Building,  
High Street, Cleator Moor, CA25 5AH

The interest generated from this work has been added to the original detail, to inform the benefits to be gained from the Digital Grid.



**Digital Grid as the backbone to connect, support, or enable the provision of services and projects as part of Whitehaven's transformation.**

Subject	Detail	Benefits	Outputs
Bus Station	Community business centre, for start-ups, entrepreneurs, with digital courses and support.	The Digital Grid will be a factor in attracting businesses and entrepreneurs to the Bus Station, as a reflection of Whitehaven as a connected, modern town, and a platform for experimentation with applications	<ul style="list-style-type: none"> <li>More businesses created or new ones attracted to the area</li> </ul>
Retail businesses/town centre	Need to modernise, attract new, develop retail as entertainment, and provide a reason for residents or visitors to be in Whitehaven centre	Ability to measure, track, and digitise existing retail outlets, to improve efficiency, and provide personalised services to customers; creation of new types of businesses on the high street, such as a digital health, or gaming studios, and digital cultural installations	<ul style="list-style-type: none"> <li>Increased footfall</li> <li>Diversified clientele</li> <li>Vibrancy in the town centre</li> <li>An engaging and attractive place for younger residents</li> </ul>
Big Data Campus	A unique development in the town centre, connecting data and IoT in a living smart place situation	The Big Data campus is dependent upon the Digital Grid, and will be a unique offering in the UK to collect data, integrate smart devices, connect geographic locations, and create new applications in real time	<ul style="list-style-type: none"> <li>Attract universities to Whitehaven</li> <li>Bring new businesses</li> <li>Opportunities for new skills and learning development</li> <li>Life-enhancing services and applications for residents and visitors</li> </ul>

### **The Future of Local Retail (Levelling Up agenda)**

In a post-Covid world it is even more important to stress the need for the provision of digital services as an attraction, moderniser, and part of the entertainment package to develop the future of retail and the town centre in Whitehaven.

The Digital Grid project will be an enabling key element in the future of retail in Whitehaven – the Digital Grid will provide services to existing retailers, such as digital marketing, footfall analysis and customer interactions, The Future of Local Retail (Levelling Up agenda).

Encouraging new retailers to the area, through provision of services, PR, direct marketing, vibrancy, and increased reported footfall/visitor dwell.

The development of the town centre, in line with the Levelling Up agenda is supported by BEC and connects to the North Shore Innovation Quarter physically, through links to the harbour and Bus Station.

### **Big Data Campus**

A BEC project to create a mixed-use space, as part of the North Shore Innovation Quarter in the town centre, to integrate data, energy, education, and enterprise. The Big Data Campus will be a key customer for the

Digital Grid as well as an initiator of testing for new applications, as part of the live test bed platform, provided by the digital grid.

The R&D and teaching capability that will be offered in the Big Data Campus will generate a pipeline of new and emerging applications from students and commercial businesses alike.

A unique element of the space will be the availability and potential interaction of live data in a town environment (that mimics a city) to experiment, create, develop, and test applications and outcomes for replication and scaling in larger conurbations or cities.

Digital Grid is a key component of the Big Data Campus and crucial to the successful attraction of commercial and academic tenants, entrepreneurs, and projects. Without the Digital Grid, the Big Data Campus is simply a building in the town, providing R&D, learning and innovation support, rather than a dynamic contributor to the digital economy and local communities.

### **Energy**

Energy permeates all BEC projects, as our golden thread is that of clean energy. The Digital Grid will be a host for energy applications and will create the ability for the development of digital heating or cooling, linked to climate, as an important part of the journey to net zero.

Additionally, the network will enable the linking of electric vehicles (EVs), EV charging, measuring air quality, encouraging walking, reducing emissions (intelligent parking and traffic lights), power grid balancing, energy from renewable sources, and experimentation in energy services.

### **Visitor Attractions**

Through the platform and bandwidth availability in public spaces, Whitehaven will have the ability to apply emerging technology, such as Augmented Reality, to create interactive visitor attractions – for example, the historic buildings or history of the town could be animated to tell the story of the past.

### **Transport and Movement**

One of the common misconceptions about Whitehaven centre is the lack of parking. As proven in the recently published Parking Study, there is ample parking - the issue is users finding space in their chosen car park or location.

The Digital Grid platform and network would be able to host live services, provided by organisations such as Just Park or Your Parking Space, to allow drivers to book or be guided to available parking spaces. In addition, there will be the ability to connect schemes to reward dwell time, encouraging people to shop, dine, or use local services in Whitehaven.

The Digital Grid network also provides opportunities to link community transport schemes, whether final mile delivery, e-scooters, personal travel, or to encourage walking/cycling.

## **APPOINTMENT OF INTERNAL AUDITOR**

### **PURPOSE OF REPORT AND RECOMMENDATION**

To start the process for appointing an Internal Auditor for 2022 and to recommend that 3 quotes be obtained for consideration by the Council.

#### **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 controls.
- 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 2 parts done at different times of the year.
  - Is usually done part way through the financial year in and is mainly an audit of the Council's processes and procedure.
  - It may also include an audit of 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 RECOMMENDATION**

- 2.1 It is recommended 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

**RECOMMENDATIONS MADE BY ALLOTMENT ADVISORY GROUP**

Purpose of Report and Recommendation

To inform Members of recommendations made at a meeting of the Allotments Advisory Group on 6<sup>th</sup> October 2021 and to approve the same.

**1.0 INTRODUCTION**

- 1.1 Following a meeting on the allotment sites between Members of the Allotment Advisory Group and the allotment site representatives it was agreed that a meeting be set up of the members of the Allotment Advisory Group only to discuss issues.
- 1.2 A meeting of the Allotment Advisory Group was held on 6<sup>th</sup> October 2021 and the procedure for non-cultivated plots was discussed. (see Appendix 1).

**2.0 RECOMMENDATION**

- 2.1 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.

**RECOMMENDATIONS FROM THE EVENTS ADVISORY GROUP**

To consider the recommendations made by the Events Advisory Group shown at Appendix 1 to this report

**1.0 INTRODUCTION**

- 1.1 A meeting of the Events Advisory group was held on Monday 11<sup>th</sup> October 2021 to discuss events for 2022 and the finance required for the events.
- 1.2 The Events Advisory Group recommended a series of events for 2022 as shown at Appendix 1 together with costings

**2.0 RECOMMENDATION**

- 2.1 That the Council considers the recommendations in paragraphs 1 to 12 of Annex 1 and approves the costings and notes the recommendation in paragraph 13



**RECOMMENDATIONS MADE BY EVENTS ADVISORY GROUP FOR EVENTS IN  
2022 AND THE COSTINGS THEREOF TO GO TO FULL COUNCIL FOR APPROVAL  
ON 28/10/2021**

**1. 1st and 2<sup>nd</sup> May 2022**

Leyland Bus Show on Harbour	Security for 2 nights and Toilets - £2,500
Continental Market	Organised by HC and HC responsible for all costs i.e., toilets and waste

**2. 3<sup>rd</sup> 4<sup>th</sup> and 5<sup>th</sup> June 2022**

Queen's Platinum Jubilee	Proposal for events to be held over the Jubilee weekend will be discussed at a separate meeting of the EAG. The bunting has already been purchased but it was recommended to purchase an extra 100 metres at approx. £125. Also, blue wire to be purchased to attach the bunting on at an approx. cost of £300 The bunting to be placed on the existing catena wires on Market Place, King Street, Roper Street, Lowther Street, Duke Street, Tangier Street and Harbourside.
Photo exhibition in St Nicholas Gardens	£500 Marquee - approx. £1,000 Security 3 nights - £1,296

Continental Market on Harbourside Continental Market to be responsible for provision of toilets.  
2 Skips for waste – approx. £480 + VAT

**3. 27<sup>th</sup> May 2022**

Traders Market in St Nicholas Gardens 2 Marquees approx. £1,700  
Security for Marquees - £432

**4. 24<sup>th</sup> June 2022**

Science Show in St Nicholas Gardens Partly sponsored. Exact costings being obtained.

Antiques Market in St Nicholas Gardens 1 Marquee approx. £1,000  
Security for Marquee - £432

**5. 29<sup>th</sup> July 2022**

Traders Market in St Nicholas Gardens 2 Marquees approx. £1,700  
Security for Marquees - £432

**6. 26<sup>th</sup> August 2022**

Traders Market in St Nicholas Gardens 2 Marquees approx. £1,700  
Security for Marquees - £432

**7. 2<sup>nd</sup> December 2022**

Christmas Traders Market St Nicholas Gardens 2 Marquees approx. £1,700  
Security for Marquees - £432

**8. Viking re-enactment** - Date not yet known but it was recommended that this be held on the same weekend as the Queen's Platinum Jubilee in St Nicholas Gardens if possible. This event has been authorised by the Council but had to be postponed because of the pandemic.

9. It was recommended that, if possible, a **Jet Ski Team demonstration** over a weekend be arranged. Date not yet determined but approximate cost £3,000.
10. For the Traders' Markets it was recommended:
- that the Council looks at increasing the hours of the markets to 5.00pm;
  - That leaflets are distributed to Sellafield and the NHS to inform people when the markets are being held
  - That Gerard Richardson prepares a pdf and sends it to Councillor Maudling for distribution
11. It was recommended that a marketing budget of £3,000 be agreed to support the events with for example Whitehaven News, CFM and FB
12. It was recommended that the Council asks the Harbour Commissioner to ask the yacht owners to put bunting on their yachts the weekend of the Queen's Platinum Jubilee
13. It was recommended that it be noted that Councillor Maudling had organised 2 Christmas Trees from Iggesund for St Nicholas Gardens and that they would arrive sometime in November 2021.

## **RECOMMENDATIONS FROM POLICY AND RESOURCES AND FINANCE COMMITTEE**

### **Purpose of the Report and Recommendation**

To consider the recommendations made by the Policy and Resources and Finance Committee on 13<sup>th</sup> October 2021.

### **1.0 INTRODUCTION**

- 1.1** At the meeting of the Policy and Resources and Finance Committee on 13<sup>th</sup> October 2021 the Committee considered a Finance Report including budget monitoring figures and it was proposed by Councillor Roberts and seconded by Councillor Hayes and unanimously agreed that the following recommendation be made to Council:

**RECOMMENDATION** - That the Finance Report and the Budget Monitoring figures be noted and approved

- 1.2** Following a discussion on the contract for the electricity supply to the Council Offices it was proposed by Councillor Roberts and seconded by Councillor Hayes that a three-year contract be entered into at a cost of £3.099 pa and it was unanimously agreed that the following recommendation be made to full Council:

**RECOMMENDATION** – That a three-year contract be entered into at a cost of £3.099 pa

- 1.3** It was proposed by Councillor Hayes and seconded by Councillor O’Kane that as in previous years 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 make recommendations to full Council and it was unanimously agreed that the following recommendation be made to full Council:

**RECOMMENDATION** – That as in previous years 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 make recommendations to full Council

**2.0 RECOMMENDATION**

- 2.1** That the council considers the recommendations made in 1.1, 1.2 and 1.3 above for approval.

## **REMEMBRANCE SUNDAY**

### **Purpose of the Report and Recommendation**

To consider the position with providing refreshments following the church service and to consider the recommendations at 2.1 and 2.2.

### **1.0 INTRODUCTION**

- 1.1 At the last Council meeting on 30<sup>th</sup> September 2021 it was resolved that the cost of Whitehaven Brass Band be reported back and also that consideration of providing refreshments after the church service in the United Reform Church Hall (minute 1882/21 i and ii refers).
- 1.2 The Whitehaven Brass band has informed the Council that they will be in Castle Park as they are not able to march with the procession. They will start playing a marching beat when the parade approaches Castle Park and also when the parade exits the park. They will also play the chosen hymn and The National Anthem. The cost of the Band will be £205.00.
- 1.3 The United Reform Church has said that the Council can use the Hall free of charge but that the Council will have to provide the refreshments and the Council can use their cups etc and that they will help where they can.

### **2.0 RECOMMENDATIONS**

- 2.1 That the cost of the Whitehaven Brass Band be approved.
- 2.2 That the Council decides whether or not to provide tea, coffee and biscuits or sandwiches in the United Reform Church Hall at an approximate cost of £50.00 for tea, coffee and biscuits or £130.00 for tea, coffee and sandwiches

**CHRISTMAS CLOSING**

**Purpose of the Report and Recommendation**

To consider Christmas closing for the Council's Office..

**1.0 INTRODUCTION**

1.1 The Council's Office is normally closed between Christmas and New Year. This year Christmas day is on a Saturday and Boxing Day is on a Sunday which means that Monday 27<sup>th</sup> and Tuesday 28<sup>th</sup> December 2021 are substitute days off. Similarly New Year's Day is on a Saturday which means that Monday 3<sup>rd</sup> January 2022 is a substitute day off.

**2.0 RECOMMENDATION**

2.1 That the Council Office closes at noon on Friday 24<sup>th</sup> December 2021 and re-opens on Tuesday 4<sup>th</sup> January 2022.