

WHITEHAVEN TOWN COUNCIL

Clerk to the Council:

Marlene Jewell

Telephone: 01946 67366

Chairman:

Councillor Chris Hayes

To: Members of the Whitehaven Town Council

You are duly **SUMMONED** to attend an **MEETING of WHITEHAVEN TOWN COUNCIL** which will be held in **THE HARBOUR GALLERY at THE BEACON, WHITEHAVEN**

Date: 26th August 2021

Time: 6.00pm

Signed.....*Marlene Jewell*.....Dated.....*19th August 2021*.....
Marlene Jewell, Clerk and Responsible Financial Officer

AGENDA

1. Apologies for Absence

To receive apologies for absence

2. Declarations of Interest

To receive declarations of interests by elected members in respect of Agenda items

If a Member requires any advice on any item involving a possible declaration of interest which could affect his/her ability to speak and/or vote he/she is advised to contact the Clerk at least 24 hours in advance of the meeting.

3. Public Participation

4. Minutes of Meeting held on 10th August 2021

5. Planning Applications

6. Finance Report

- 7. Town Council Apologies**
- 8. Repairs to Office Building**
- 9. Recommendations from Events Advisory Group – To follow**
- 10. Whitehaven in Bloom**
- 11. Councillor Ward Matters**
- 12. 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.

- 13. Councillor Ward Grant – CVG**
- 14. Application for Grant – WAU16**

WHITEHAVEN TOWN COUNCIL

Minutes of the Council Meeting held on 10th August 2021

Present: Councillor C Hayes (Chairman); Councillor R Gill;
Councillor C Maudling; Councillor B O’Kane; Councillor J Rayson; Councillor
G Roberts;

M. Jewell, Clerk and Responsible Financial Officer

V. Gorley, Assistant Clerk

Member of the Public

Before the start of the Meeting the Chairman invited all Councillors to join with him in wishing Councillor Redmond who was in hospital a speedy recovery. Councillor Gill asked that a get well card be sent to Councillor Redmond.

1838/21 Apologies for Absence

Apologies for absence were received from Councillor E Dinsdale, Councillor G Dinsdale, Councillor R Redmond, Councillor C Walmsley and Councillor L Walmsley

1839/21 Declarations of Interest

Councillor G Roberts declared an interest in Item 11 as he was a member of CCC.

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

1840/21 Public Participation

There was no public participation

1841/21 Minutes of the Meeting held on 24th June 2021

It was proposed by Councillor Gill and seconded by Councillor Roberts that the Minutes of the Meeting held on 24th June 2021 be approved and signed by the Chairman as a correct record. A vote was held and 5 Councillors voted for the proposal and 1 Councillor abstained.

RESOLVED -That the Minutes of the Meeting held on 24th June 2021 be approved and signed by the Chairman as a correct record

1842/21 **Planning Applications**

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

- i. Councillor Roberts referred to land to the West Of Casa Mia (4/21/2263/DOC and 4/21/2268/0R1) and said there were 2 matters – the discharge of conditions and approval of reserved matters. He said it should be noted that other issues like drainage and access have not been addressed by CCC and these could prove problematic and therefore he objected to these two items going forward. Councillor Roberts proposed that CBC be informed of these objections and this was seconded by Councillor Gill. A vote was held and 5 Councillors voted for the proposal and 1 Councillor abstained.

RESOLVED – That CBC be informed that the Council objected to planning applications 4/21/2263/DOC and 4/21/2268/0R1 because issues like drainage and access have not been addressed by CCC and these could be problematic

- ii. Councillor O’Kane raised a point of concern on planning applications in that he could not follow the link for the planning app on the CBC website and thought that CBC should send the Council more details on planning applications like they used to. Councillor O’Kane proposed that CBC be requested to provide more details on each planning application that they send to the Council so that the Council can see what it’s about and go back to the previous system where the Council were given outline details by CBC and this was seconded by Councillor Gill. A vote was held and 5 Councillors voted for the proposal and 1 Councillor abstained.

RESOLVED – That CBC be requested to provide more details on each planning application that they send to the Council so that the Council can see what it’s about and go back to the previous system where the Council were given outline details by CBC.

1843/21 **Finance Report**

The Council considered a Finance report.

- i. Appendix 1 – It was proposed by Councillor Gill and seconded by Councillor Roberts that the Invoices shown at Appendix 1 be approved and paid. A vote was taken and it was unanimously

RESOLVED – That the Invoices shown on Appendix 1 be approved and paid.

- ii. Appendices 2 and 3 – It was proposed by Councillor Gill and seconded by Councillor Roberts that Appendices 2 and 3 be approved and noted. A vote was held and it was unanimously

RESOLVED – That Appendices 2 and 3 be approved and noted.

1844/21 **Purchase of Seagull Proof Bags**

The Council considered a report on the purchase of seagull proof bags. The Council had last purchased 500 seagull proof bags in 2016 and stocks were running low. 3 quotes had been sought and 2 had been received. It was proposed by Councillor Gill and seconded by Councillor Roberts that 500 seagull proof bags be purchased from Company A at a cost of £1,575.00 plus £45.00 carriage plus VAT. A vote was held and it was unanimously

RESOLVED - That 500 seagull proof bags be purchased from Company A at a cost of £1,575.00 plus £45.00 carriage plus VAT

1845/21 **Council Events**

The Clerk reported on Council events and said

- that due to covid the organisers of Viking Re-enactment to be held on 7th and 8th August 2021 had postponed the event until some time next year.
- That following a meeting that Gerard Richardson had with CCC a Cumbria County Council Community Grant for £3,290.00 had been applied for and granted to the Council for the purchase of 10 gazebos to be stored in the Council offices. The firm supplying the gazebos informed the Council that they could supply 10 gazebos at a cost of £3,190.00 plus sandbags at a cost of £110.00 plus delivery of £120.00 plus VAT making a total of £3,420.00 which was a shortfall of £130.00. Approval was being sought to pay the extra £130.00. It was proposed by Councillor Roberts and seconded by Councillor Gill that the shortfall of £130.00 be paid from the Events budget so that the gazebos could be purchased. A vote was held and it was unanimously

RESOLVED – That the shortfall of £130.00 be paid out of the Events budget so that the gazebos could be purchased.

1846/21 **Whitehaven in Bloom**

The Council considered a report on action that was taken to provide hanging baskets and barrels on the harbour due to the Harbour Commissioners being unable to source these. The Council's suppliers Bennett Brothers said they had

12 spare hanging baskets at a cost of £7.50 each and the 10 spare wooden baskets belonging to the Council barrels could be filled with compost and flowers at a cost of £30.00 each. As there was not time to get Council authority for these the Mayor said that as the Harbour was part of Whitehaven in Bloom he would make a donation and pay for the flowers out of his expenses. Councillor Gill congratulated Councillor O’Kane and the Mayor for their actions in facilitating this and proposed that the expenditure for the hanging baskets and the barrels be paid for out of the Whitehaven in Bloom budget. This was seconded by Councillor Roberts. A vote was held and it was unanimously

RESOLVED - That the expenditure for the hanging baskets and the barrels be paid for out of the Whitehaven in Bloom budget.

1847/21 Venue for Council Meetings

The Clerk referred to Minute 1833/21 when it was agreed that the Council hold its Council Meetings at The Harbour Gallery at The Beacon at their quoted rate of £40.00 per hour. However it was subsequently discovered that the Beacon had 2 tariffs for the hire of the room - £40.00 per hour during normal office hours of 9-5 and £60 an hour after that. However following discussions with the Beacon it had been agreed that the Council would be charged at the rate of £40.00 per hour. This information was for information only and no decisions were taken.

1848/21 New Unitary Councils

The Clerk said that after the announcement about the new Unitary Councils there had been little further detail and hoped that there would be more detailed information to present to the September Meeting. Councillor Roberts said that the CCC had put in a judicial review of the proposals for a unitary authority but no further details were available on this
A general discussion took place on the transfer of assets etc but no decisions were made although specific mention was made about the mace and the mayoral civic regalia which were held be CBC.

1849/21 Recommendations from Allotment Advisory Group

Councillor Rayson declared an interest as she was an allotment holder.

The Assistant Clerk informed the Council on the current position on allotments. A meeting of the Allotments Advisory Group had taken place on 9th August 2021 and the following recommendations were made for consideration by the Council:-

- i. To give approval to a request from a tenant on the Crow Park Allotments to plant 2 small patio trees on the allotment

- ii. To give approval to a request from a tenant on Cartgate Allotment Site to swap his plot for another plot on the site which was shortly to become available. This was for medical reasons.
- iii. To give approval to a request from a tenant on Crow Park Allotment Site for a set of steps to be installed by the Council down a grassy bank which became very slippery in wet weather and which tenants had to use to get to their allotments. The cost of this work to be carried out by the Ranger and Assistant Ranger was £415.00 plus Vat. The Allotments Advisory Group recommended that the work be carried out at this cost to avoid any health and safety issues.
- iv. That the debris left on an allotment site by a previous tenant and consisting of wooden pallets and tyres be removed by the Council Rangers at a cost of approximately £100.00
- v. That the request from the owner of 5 Crow Park for permission for their contractor to use the communal access way on the Crow Park Allotment Site in order to install a new septic tank in their rear garden be approved subject to stringent conditions being imposed. The Clerk said she had prepared an Undertaking for the Contractor to sign which contained conditions imposed by the Council in consideration of giving permission to use the communal access and read the Undertaking out.
- vi. That a site visit to the 4 Allotment Sites be arranged with the Allotments Advisory Group and the Allotment Sites' Representatives.

It was proposed by Councillor Roberts and seconded by Councillor Hayes that the recommendations in i to vi above be approved and actioned. A vote was held and 5 Councillors voted for the proposal and 1 Councillor abstained.

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

1850/21 Councillor Ward Matters

- i. Councillor Maudling referred to ongoing problems with e-scooters and said that the Police were handling a lot of problems with people being drunk and on drugs
- ii. Councillor O'Kane referred to the state of the hedge on Victoria Road (Bleach Green) and said it was an overgrown and was a hazard. He said it was the same as Church Street (St Nicholas Gardens) in Whitehaven. He said a letter should be sent to Emanuele asking if these can be cut as a matter of urgency
- iii. Councillor O'Kane asked if there was any update on the bus shelter at Bransty and the Assistant Clerk said no as we were still looking for the owner of the land
- iv. Councillor Gill said that the state of the Roads in Hensingham is appalling
- v. Councillor Roberts said there were the same problems at Harras Moor with traffic and planning applications.

- vi. Councillor Hayes said that in Kells Ward they had had a very good meeting with the Police and the Highways Department

1851/21 Date and Time of Next Meeting

The next Council Meeting be held on 26th August at 6.00pm at the Harbour Gallery, The Beacon

IN PRIVATE

- 1852/21** That prior to the following item of business the Chairman moved the following resolution: -

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

Councillor Roberts proposed this and Councillor Gill seconded it. A vote was held and it was unanimously.

RESOLVED – That in view of the special or confidential nature of the business about to be transacted it is advisable in the public interest that the public and press be instructed to withdraw from the Meeting. All members of the public and press then left the Meeting.

IN PRIVATE

1853/21 Councillor Ward Grant – CVG

Further to Minute 1837/21 Councillor Arrighi was not in attendance but the Clerk read out an email from her that had been received earlier that day. There had been no response from Mr Forster.

It was proposed by Councillor O’Kane and seconded by Councillor Gill that a letter be sent to the Copeland Veterans Group asking them to provide full details of the expenditure for the £1,000 Ward Grant prior to the next Meeting otherwise the Council will request the return of the £1,000 Ward Grant in full. A vote was held and it was unanimously

RESOLVED - That a letter be sent to the Copeland Veterans Group asking them to provide full details of the expenditure for the £1,000 Ward Grant prior to the next Meeting otherwise the Council will request the return of the £1,000 Ward Grant in full.

1854/21 Application for Grant – WAU16

The Council considered an application from WAU16 and it was proposed by Councillor Gill and seconded by Councillor Maudling that the matter be moved

to the next Council Meeting for consideration. A vote was held and it was unanimously

RESOLVED - that the matter be moved to the next Council Meeting for consideration.

1855/21 **Application for Grant – WHC**

The Council were informed that the application for a grant from WHC had been withdrawn as the applicant had received full sponsorship for the project

The Meeting closed at 7.20pm

Chairman

Planning Application for Consideration by Whitehaven Town Council

<u>Application Number</u>	<u>Detail</u>
4/20/2334/OR1	Consultation on Additional and Updated Information: RESERVED MATTERS APPLICATION FOR 26 DWELLINGS AND ASSOCIATED INFRASTRUCTURE FOLLOWING OUTLINE APPROVAL 4/17/2143/001 FORMER ROMAR FACTORY, IVY MILL, MAIN STREET, HENSINGHAM, WHITEHAVEN
4/21/2350/OF1	ERECTION OF DWELLING WITH DETACHED GARAGE PLOT 13, COLLIERS WAY, WHITEHAVEN
4/21/2351/OF1	THE INSTALLATION OF 1 NO. UPSTAND FITTED WITH 2 NO. 7KW ELECTRICAL OUTLETS FOR THE CHARGING OF ELECTRIC VEHICLES, ASSOCIATED CABLING AND ANCILLARY WORKS, INCLUDING THE INSTALLATION OF A VEHICLE PROTECTION BARRIER AROUND THE UPSTAND CAR PARK AT THE OLD TOWN HALL, DUKE STREET, WHITEHAVEN
4/21/2353/OF1	GROUND FLOOR ACCESSIBLE BEDROOM AND ENSUITE BATHROOM TO REAR 17 CUMBERLAND ROAD, WHITEHAVEN
4/21/2359/TPO	RETROSPECTIVE PERMISSION TO REMOVE DEAD/DANGEROUS TREES WITHIN A CONSERVATION AREA WINDMILL BROW, WHITEHAVEN
4/21/9003	PROVISION OF 5 NO. TEMPORARY CLASSROOM BUILDINGS, AND ASSOCIATED ANCILLARY DEVELOPMENT, TO ACCOMMODATE ST BRIDGETS PRIMARY SCHOOL, PARTON UP TO 31 ST JULY 2022 BRANSTY PRIMARY SCHOOL, HAIG AVENUE, 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 18th August 2021. This shows a balance of £368,885.92. There are however cheques to the value of £457.06 still 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.

26/08/2021

Appendix 1

Invoices for Consideration by Whitehaven Town Council

Date	Supplier	Category	Detail	Total Amount	Power	Column1
19/07/2021	J & R Bennett	3rd Party	Flowers for 166 hanging baskets, 12 half moon baskets, 32 half barrier baskets and 4 bulk bags compost	£ 3,972.00		s144 LGA 1972
19/07/2021	J & R Bennett	3rd Party	Plants, compost and planting for 10 barrels and 12 hanging baskets for Whitehaven Harbour	£ 468.00		s144 LGA 1972
19/07/2021	J & R Bennett	3rd Party	Summer bedding 2021	£ 3,147.24		s144 LGA 1972
25/07/2021	Eden Springs (UK) Ltd	Supplies & Services	1 x 18.5l water and environmental levy for August	£ 7.56		s111 LGA 1972
29/07/2021	Viking	Supplies & Services	A4 & A3 Copier Paper	£ 46.18		s111 LGA 1972
01/08/2021	Copeland Borough Council	3rd Party	Assistant Ranger Contract - August 2021	£ 2,199.02		s111 LGA 1972
01/08/2021	Copeland Borough Council	3rd Party	Grass Cutting Contract - August 2021	£ 1,995.62		s111 LGA 1972
01/08/2021	Copeland Borough Council	3rd Party	Parks & Open Spaces Ranger Contract - August 2021	£ 3,325.44		s111 LGA 1972
01/08/2021	Copeland Borough Council	3rd Party	Allotment Maintenance Contract - August 2021	£ 717.42		s23 Small Holdings Allotments Act 1908
04/08/2021	Solway Management Ltd	Premises	Legionella Risk Assessment	£ 300.00		Health and Safety at Work Act 1974
13/08/2021	Graham Roberts	Premises	WD-40 spray	£ 3.75		s111 LGA 1972

£ 16,182.23

64	30/07/2021	BACS	Rosehill Youth Theatre	100.00															100.00	100.00				
65	30/07/2021	BACS	Copeland Borough Council		20.00														20.00	20.00				
66	30/07/2021	BACS	Bauer Radio Ltd															1687.75	1687.75	337.55	2025.30			
67	30/07/2021	1022	Copeland Borough Council	20.73															20.73	20.73				
68	30/07/2021	1023	Copeland Borough Council																1832.52	366.50	2199.02			
69	30/07/2021	1024	Copeland Borough Council							1663.02									1663.02	332.60	1995.62			
70	30/07/2021	1025	Copeland Borough Council																2711.20	554.24	3325.44			
71	30/07/2021	1026	Copeland Borough Council																597.85	119.57	717.42			
72	30/07/2021	1027	Mr Alan Clements				597.85												22.52		22.52			
73	30/07/2021	BACS	Lockhart Leisure Ltd																595.00	119.00	714.00			
74	30/07/2021	BACS	Whitehaven Gas & Plumbing	110.00															110.00	22.00	132.00			
75	30/07/2021	BACS	Glasdon UK Ltd																2554.08	510.81	3064.89			
76	30/07/2021	BACS	Beck Bottom Community Garden Group - replaces chq no 1019																100.00		100.00			
77	30/07/2021	BACS	Beck Bottom Community Garden Group																80.00		80.00			
	<u>Aug-21</u>																							
	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		
				38352.86	12306.93	9602.14	270.00	2000.00	3640.24	0.00	0.00	6652.08	0.00	18414.88	22.52	880.00	0.00	2554.08	3682.83	0.00	232.30	98318.56	8238.67	£106,617.23

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

433573.86	0.00	18107.27	451681.13
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**WHITEHAVEN TOWN COUNCIL
SUMMARISED INCOME & EXPENDITURE STATEMENT
FINANCIAL YEAR 2021-2022**

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

BANK BALANCES BROUGHT FORWARD

CBS 53905917 (01.04.2021)	23,364.96
CBS 53906216 (01.04.2021)	450,400.11
TOTAL OPENING BALANCE	£ 473,765.07

INCOME:

Precept	433,573.86
Interest (Deposit)	
Other Income	18,107.27
TOTAL INCOME	£ 451,681.13

EXPENDITURE

Employees & Allowances	38352.86
Premises	12306.93
Supplies/Services	9602.14
3rd Party	270.00
Grants	2000.00
Allotments	3640.24
Markets	0.00
Community Plan	0.00
Ground Maintenance	6652.08
Civic Hospitality	0.00
Ranger	18414.88
Whitehaven In Bloom	22.52
Ward Grants	880.00
Elections	0.00
Environmental Improvements	2554.08
Events	3682.83
Contingencies	0.00
Reserves	232.30
VAT (to be reclaimed)	8238.67
TOTAL EXPENDITURE	£ 106,617.23

CASH BOOK BALANCE

Brought forward	£ 473,765.07
Income	£ 451,681.13
Expenditure	£ 106,617.23
Town Council Funds	£ 818,828.97

BANK BALANCES

CBS 53905917 (18/08/2021)	368,885.92
CBS 53906216 (18/08/2021)	450,400.11
	£ 819,286.03

Unpresented Cheques 2021/2022

457.06

FINANCIAL POSITION

£ 818,828.97

Whitehaven Town Council

From: Bagshaw, Samantha <Samantha.Bagshaw@cumbria.gov.uk>
Sent: 17 August 2021 14:25
To: Cumbria Association, of Local Councils
Subject: FW: Parish Council Apologies
Attachments: LTN5 Parish Council NALC advice.pdf

Dear Colleague,

Recently, CALC has been dealing with an issue around how parish councils receive apologies. Section 85 of the 1972 Local Government Act says that council must 'accept' apologies based on the explanation that they receive as to why the councillor is absent. This explanation must not breach privacy and therefore can be general eg 'due to work commitments' or 'family commitments' etc. The minutes must state that the apology is accepted (it can be noted and accepted) and, if possible, the reason given. It is important that the apologies are received **in writing** to the council before the meeting begins.

Many councils are in the habit of 'noting' apologies. In the interest of clarity, please ensure that apologies are accepted and are given in writing with an explanation.

However, if a council has accepted a verbal apology and agrees to 'note' it, there is no power to prosecute the councillor or the council. The only option available anyone challenging the legality of the council's actions is to take the council to judicial review at the High Court.

Kind regards,

Samantha

Samantha Bagshaw
Chief Officer
Cumbria Association of Local Councils (CALC)

Please note that all CALC officers are working from home. Please see the new contact details below.

Contact details:

Samantha Bagshaw – office@calc.org.uk
Monday to Thursday AM

Sonia Hutchinson – Mob 07551 678497
Monday, Tuesday AM, Thursday and Friday

Chris Shaw – Mob 07551 678521

Post: Fire and Rescue Service Headquarters, Carleton Avenue, Penrith, Cumbria, CA10 2FA

Email: office@calc.org.uk

Web: www.calc.org.uk

REPAIRS TO COUNCIL BUILDING

To consider a report on repairs necessary to the Council building and to authorise works to be carried out

1.0 INTRODUCTION

- 1.1 On Friday 6th August 2021 during heavy rainfall it was discovered that the kitchen ceiling was leaking and the roof was leaking in the Council Offices.
- 1.2 Our Rangers had been sent to Millom to help out with the flooding there but a Copeland operative came to the building and cleaned out a gutter running along the kitchen roof and that seems to have stopped the leak but he did say he thought the lead flashing may need to be replaced.
- 1.3 Numerous local contractors were contacted about the leaks and there was no reply from some, 2 were no longer trading, 1 said they were taking on no more work until after Christmas and some others that I left a voicemail with explaining the situation did not reply. Eventually a contractor from Egremont agreed to come and inspect the building on Saturday 7th August 2021. He then submitted an estimate for the works to be carried out which is shown at Appendix 1
- 1.4 In the meanwhile further quotes have been requested from other contractors and will be reported to the Council if any are received.
- 1.5 This has been logged with our insurance company although they have informed us that we cannot claim for fair wear and tear which this appears to be.

- 1.6 Further to Minute 1820/21 the Legionnella Risk Assessment was carried out and the contractor submitted the Risk Assessment shown at Appendix 2. Councillors will see at paragraph 3.0 of the Risk Assessment that amongst other things it is recommended that the combination water heater located in the old photo booth header tank on the first floor should be cleaned and chlorinated and the tank inspected annually. Quotes have been sought for this work but have not yet been received but any received will be reported at the Council Meeting.

2.0 RECOMMENDATION

- 2.1 It is recommended that the Council
- (i) approve the necessary repairs to the roof and a authorise the expenditure and
 - (ii) to authorise works to be carried out to the combination water heater header tank and the expenditure

APPROVED HERITAGE ROOFING

CUMBRIA ROOFING
UNIT 2 CHAPEL STREET
EGREMONT
CUMBRIA
CA22 2DU
TEL: 01946841848
sales@cumbriarroofing.co.uk
www.cumbriarroofing.co.uk

Whitehaven Town Council

Date 11/08/2021

Dear Sir/Madam

Re: Roofing works Whitehaven news building

Thank you for your enquiry for roof repairs to above property please find enclosed our specifications and prices for works involved.

- 1] supply and erect scaffolding to include all permits
- 2] Repair various loose missing and broken slates
- 3] Remove defective sky light and slate over void

ALL FOR THE SUM OF £1,450.00 PLUS VAT

Trusting the enclosed meets with your approval and assuring you our best attention at all times.

R Musson

WTC 26/08/21
ITEM 8
APPENDIX 2

Site Name: Whitehaven Town Hall

Report No: 383

Survey Date: 12th July 2021



Legionella Risk Assessment



Date – 12th July 2021

Next Review Date – 12th July 2023

Position: *Water Hygiene Consultant*

Surveyed and Checked By: *Iain Jardine*

Handover Date: July 2021

LCA Registration Number: 2019/3539



Objectives of the Survey & Risk Assessment

It is the objective of this survey and risk assessment to;

- Identify and assess the risk of exposure to Legionella from water systems on site.
- Recommend remedial actions to control and manage the proliferation of Legionella within water systems on site and/or reduce the amount of aerosol produced.
- Identify and assess if Managements Procedures, Management Arrangements, and the Scheme for Control are adequate to effectively control the risk of exposure.

This risk assessment has been carried out in accordance with L8 (ACoP) Approved Code of Practice & guidance from HSG274 – Part 2 “The control of Legionella bacteria in hot & cold water systems”. L8 ACoP gives practical advice regarding an employer’s duties in relation to the control of Legionella bacteria in the workplace with respect to;

- The Health and Safety at Work Act 1974 – Sections 2, 3 and 4
- The Management of the Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health (COSHH) Regulations 2002 and Amendment 2003

In accordance with the requirements of L8 ACoP this Risk Assessment has been undertaken to include;

1. Potential for water droplet formation;
2. Potential for Legionella bacteria to proliferate;
3. A detailed plan of the water system(s);
4. Details of how the water system(s) operate;
5. The nature and the degree of risk posed by the buildings water system(s);
6. Details of the remedial actions required to minimise the risk.

Contact Details

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Position	Water Hygiene Consultant
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Web	www.solwaywatermanagement.co.uk

Should you require any further assistance or information regarding this report please contact Iain Jardine.

A colour coding system has been used in this document.

Priority and/or Risk Rating	Solway Water Management <u>Suggested</u> Time Bound Restrictions
High	Indicates urgent attention is required and should be addressed, Within 1 Month.
Medium	Indicates improvements are required and should be addressed, Within 3 Months.
Low	Indicates refinements are required and should be addressed, Within 6 Months.
No Further Action	Indicates good practises and protocols are being carried out.

Note – Ultimately it is the “Responsible Person” who should set time bound restrictions for the completion of the recommended remedial actions in respect of what is reasonably practicable.

Contents Page

Section	Sub Section	Description	Page
1.0		Executive Summary & Site Risk Rating	5
2.0		Legionnaires Disease	6
3.0		Remedial Action Plan	7
	3.1	Supporting Photographs & Information	
	3.2	Limitations of the Survey and Risk Assessment	
4.0		Site Survey Information	13
	4.1	Site Overview	
	4.2	Site Management Structure	
	4.3	Review of The Written Scheme	
	4.4	Overview of Water Systems on Site – Table 1	
	4.5	Dead End Survey Section	
5.0		Assessment of the Risk	20
	4.1	Risk Score Cards	
6.0		Appendices	23
	5.1	Assessors Competency	
7.0		Legionella Control Association Certification of Membership	26
8.0		Definition of “Reasonably Practicable”	27
9.0		Bibliography	28
10.0		Schematic Drawing(s)	29

1.0 Executive Summary & Site Risk Rating

The inherent risk is the risk associated with the system before any action has been taken to control it. This sites inherent risk rating has been classified as **MEDIUM risk**.

The residual risk is the risk remaining after the application of control measures, therefore if you adhere to the recommendations on page 7 to 8 including the supporting photographs and information, then this will reduce the risk rating to **LOW risk**. This will demonstrate that the site has reduced the risk of contracting Legionnaires Disease to "As Low As is Reasonably Practicable (ALRAP)".

For a more detailed explanation of the inherent risk rating mechanism, refer to section 5.0 of this document.

Significant Findings from The Risk Assessment.

Refer to section 3 remedial action plan.

Risk Assessment Reviews

The risk assessment is a living document that must be reviewed and maintained to ensure it remains up to date. It should be reviewed regularly and specifically whenever there is reason to suspect it is no longer valid. This may result from, e.g.

- Changes to the water system or its use;
- Changes to the use of the building in which the water system is installed;
- The availability of new information about risks or control measures;
- The results of checks indicating that control measures are no longer effective;
- Changes to key personnel;
- A case of Legionnaires' disease associated with the system.

2.0 Legionnaires Disease

Legionnaires' disease is a potentially fatal form of pneumonia which can affect anybody, but which principally affects those who are susceptible because of age, illness, and immunosuppression. It is caused by the bacterium *Legionella pneumothorax* and related bacteria. Legionella bacteria can also cause less serious illnesses which are not fatal or permanently debilitating (e.g. Pontiac Fever, Loch Goilhead Fever). The collective term used to cover the group of diseases caused by Legionella bacteria is legionellosis.

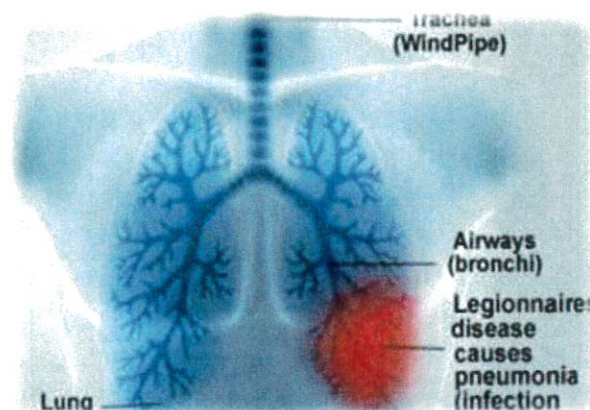
It is an airborne disease that is normally contracted by inhaling tiny droplets of water (aerosols), or in droplet nuclei (the particles left after the water has evaporated) contaminated with Legionella, deep into the lungs. There is evidence that the disease may also be contracted by inhaling Legionella bacteria following ingestion (aspiration) of contaminated water by susceptible individuals.

Up to 300 cases of Legionnaires 'disease is reported each year in the UK with approximately 12% of infections resulting in fatalities.

Habitat and Infection

Legionella species occur naturally in soil, rivers, and lakes and have the ability to successfully colonise man-made water systems, which often provide ideal conditions of nutrition and temperature for their proliferation. The following factors must be present to result in the occurrence of infection. This is commonly referred to as the *Legionellosis Causation Chain*.

- Presence of Legionella bacteria;
- Presence of conditions that favour growth
- Generation of a respire-able aerosol;
- Inhalation of a contaminated aerosol by a Susceptible Population.



3.0 Remedial Action Plan

	Recommended Remedial Action	Priority/ Risk	Always Sign & Date When Completed
	<p>Note: <i>The risk from exposure to Legionella Bacteria in hot & cold supplies should be managed correctly as set out in <u>HSG274 – Part 2. The control of Legionella Bacteria in hot & cold water systems.</u></i></p> <ul style="list-style-type: none"> • Ensure the recommendations below are implemented immediately. <ol style="list-style-type: none"> 1. All hot and cold outlets that are not used weekly should be flushed for 5 minutes to reduce stagnation. Refer to page 9 from more information. 2. The combination water heater located in the old photo booth header tank was inspected and has sediment & slime within in. Ensure this is cleaned and chlorinated ASAP and continue to inspect the tank annually. Refer to page 10 for more information. 3. Ensure a Legionella logbook is produced to keep all records of the above records in. 	<p>High</p>	

Recommended Remedial Action	Priority/Risk	Always Sign & Date When Completed
<p>Note – Temperature control is the traditional strategy for reducing the risk of Legionella in water systems. Cold water systems should be maintained, where possible, at a temperature below 20°C. Hot water systems should be stored at least 60°C and distributed so that it reaches a temperature of 50°C within one minute at the outlets.</p> <ul style="list-style-type: none"> There is currently no monthly monitoring schedule in place. Hot & cold temperatures throughout the property should be monitored & recorded monthly to ensure they are within parameters as per the guidelines set out in HSG274 – Part 2 – Table 2.1 <ol style="list-style-type: none"> Ensure that cold outlets are tested & recorded for temperature compliance on a monthly basis, cold temperatures should reach ≤20°C within 2 minutes, Ensure that hot outlets are tested & recorded for temperature compliance on a monthly basis, they should reach >50°C within 1 minute. Refer to page 11 for more information and page 17 for outlets that need checked monthly. 	High	

Recommended Remedial Action	Priority/Risk	Always Sign & Date When Completed
<p>Note: Persons appointed to implement the Legionella control measures and strategies on site should be suitably informed, instructed, and trained.</p> <ul style="list-style-type: none"> Ensure the responsible and deputy responsible persons attend Legionella Awareness Training. 	High	

3.1 Supporting Photographs & Additional Information

Note – An infrequently used outlet (IUO) is as a hot or cold outlet that has not been used within 7 days. Infrequently used outlets that are not flushed weekly can cause stagnation, thus increasing the risk for bacteria to proliferate.

Ensure they are flushed weekly for 1 - 5 minutes depending on the length of pipe work; make sure that flushing is document in the site logbook.

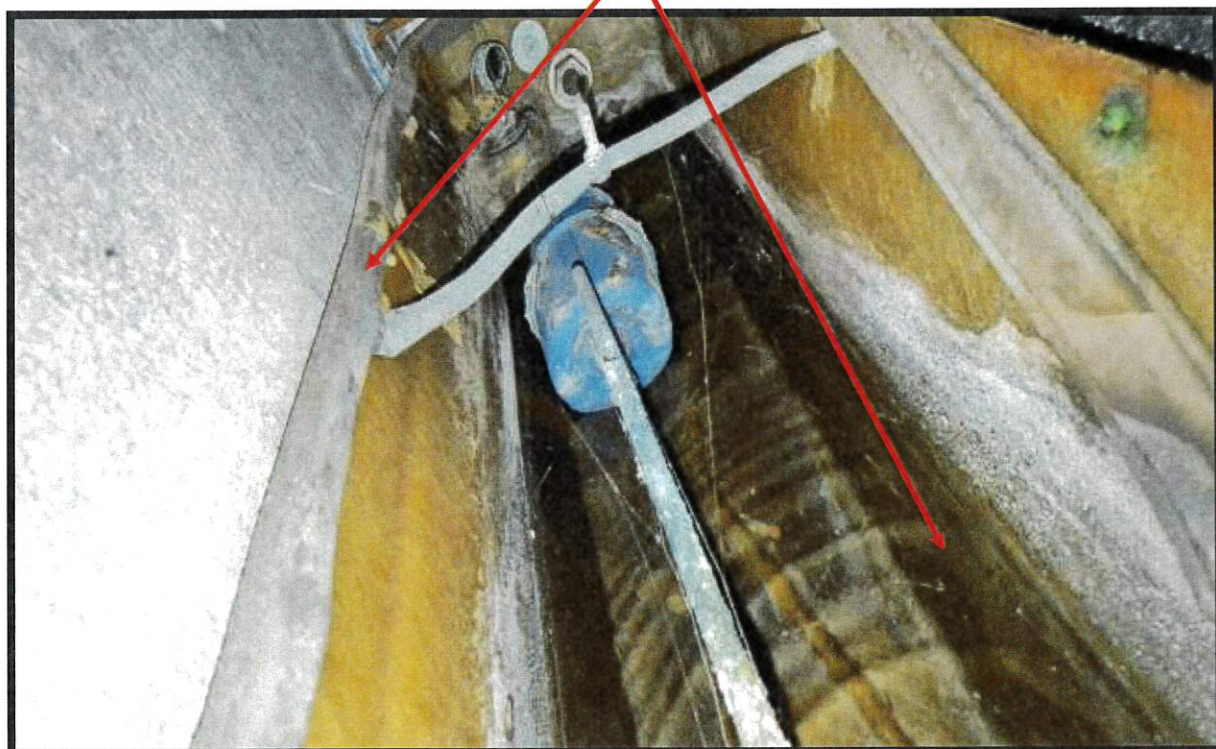
NOTE – THE SINKS LOCATED WITHIN THE OLD PHOTO BOOTH NEED TO BE FLUSHED AND RECORDED EVERY WEEK.



Note – Combination water heaters have a small header tank incorporated within their design. They should be treated the same as cold water storage tanks and must be fully compliant, additionally they should be inspected every year and cleaned and chlorinated if necessary.

NOTE – THE INTERNAL HEADER TANK WAS INSPECTED AND REQUIRES TO BE CLEANED AND CHLORINATED.

Sediment & slime was present in the header tank



Note – Temperature control is the traditional strategy for reducing the risk of Legionella in water systems. Cold water systems should be maintained, where possible, at a temperature below 20°C. Hot water systems should be stored at least 60°C and distributed so that it reaches a temperature of 50°C within one minute at the outlets.

Hot & cold temperatures should be monitored & recorded monthly to ensure they are within parameters as per the guidelines set out in HSG274 – Part 2 – Table 2.1- Page 31 – see extract below.

NOTE – CURRENTLY NO TEMPERATURE MONITORING ON THIS SITE.

Hot water services	For non-circulating systems: take temperatures at sentinel points (nearest outlet, furthest outlet and long branches to outlets) to confirm they are at a minimum of 50 °C within one minute (55 °C in healthcare premises)	Monthly
	For circulating systems: take temperatures at return legs of principal loops (sentinel points) to confirm they are at a minimum of 60 °C (55 °C in healthcare premises). Temperature measurements may be taken on the surface of metallic pipework	Monthly
	For circulating systems: take temperatures at return legs of subordinate loops, temperature measurements can be taken on the surface of pipes, but where this is not practicable, the temperature of water from the last outlet on each loop may be measured and this should be greater than 50 °C within one minute of running (55 °C in healthcare premises). If the temperature rise is slow, it should be confirmed that the outlet is on a long leg and not that the flow and return has failed in that local area	Quarterly (ideally on a rolling monthly rota)
	All HWS systems: take temperatures at a representative selection of other points (intermediate outlets of single pipe systems and tertiary loops in circulating systems) to confirm they are at a minimum of 50 °C (55 °C in healthcare premises) to create a temperature profile of the whole system over a defined time period	Representative selection of other sentinel outlets considered on a rotational basis to ensure the whole system is reaching satisfactory temperatures for legionella control
Cold water services	Check temperatures at sentinel taps (typically those nearest to and furthest from the cold tank, but may also include other key locations on long branches to zones or floor levels). These outlets should be below 20 °C within two minutes of running the cold tap. To identify any local heat gain, which might not be apparent after one minute, observe the thermometer reading during flushing	Monthly
	Take temperatures at a representative selection of other points to confirm they are below 20 °C to create a temperature profile of the whole system over a defined time period. Peak temperatures or any temperatures that are slow to fall should be an indicator of a localised problem	Representative selection of other sentinel outlets considered on a rotational basis to ensure the whole system is reaching satisfactory temperatures for legionella control
	Check thermal insulation to ensure it is intact and consider weatherproofing where components are exposed to the outdoor environment	Annually

3.2 Limitations of the Survey & Risk Assessment

Any water systems identified as not being included in the scope of the survey are listed below. This will be due to no or restricted access, the availability of assistance from site personnel, the availability of information relating to the management arrangements and records associated with the written scheme.

Comments
N/A

Whilst every effort has been made to ensure that the assessment has been as comprehensive as possible, it should be recognised that it is impossible to guarantee that every system has been identified and so no liability can be accepted for omissions from this report particularly if no competent site contact was made available. Diligence should be maintained regarding the potential risk of all water systems. If a system is subsequently identified which has a potential for proliferating Legionella bacteria, for which no precautions are currently detailed, then Solway Water Management Ltd should be contacted with a view to advising on the implementation of suitable procedures and reviewing this risk assessment.

4.0 Site Survey Information

4.1 Site Overview

Site Description

The site is used as a Town Hall located in the middle of the town of Whitehaven. The property is open Monday – Friday and operates daily from 8.00am to 16.00pm.

Demographics

There is currently 1 female staff employed at the site, and there are approx. 10 visitors per week.

Water Supply Description

All cold outlets are fed direct from the mains and all domestic hot water is supplied from a combination water heater.

Refer to the schematic drawing for further detail.

4.2 Site Management Structure

Duty Holder:	
The person on whom the statutory duty falls under, the company owner.	
Name:	Whitehaven Town Council
Title:	Whitehaven Town Council
Telephone:	01946 67366
Email:	clerk@whitehaventowncouncil.co.uk
Responsible Person:	
The duty holder should appoint a person to take day to-day responsibility for controlling any identified risk from Legionella bacteria. The appointed responsible person should be a manager, director or have similar status and sufficient authority, competence and knowledge of the installation to ensure that all operational procedures are carried out in a timely and effective manner. If a duty-holder is self-employed or a member of a partnership and is competent, they may appoint themselves. Those appointed to carry out control measures and strategies should be suitably informed, instructed, trained and their suitability assessed.	
Name:	Marlene Jewell
Title:	Clerk and Responsible Financial Officer
Telephone:	01946 67366
Email:	clerk@whitehaventowncouncil.co.uk
Deputy Responsible Person:	
The appointed deputy responsible person should in the absence of or at the request of the responsible person take day to-day responsibility for controlling any identified risk from Legionella bacteria: Those appointed to carry out control measures and strategies should be suitably informed, instructed, trained and their suitability assessed: Staff responsibilities and lines of communication should be properly defined and clearly documented.	
Name:	Vanessa Gorley
Title:	Assistant Clerk
Mobile:	01946 67366
Email:	clerk@whitehaventowncouncil.co.uk

4.3 Review of Written Scheme

L8 ACoP requires that, there should be a written scheme for controlling the risk from exposure which should be implemented and effectively managed. The scheme should specify measures to be taken to ensure that it remains effective. The scheme should include:

- an up-to-date plan showing layout of the plant or system, including parts temporarily out of use;
- a description of the correct and safe operation of the system;
- the precautions to be taken;
- checks to be carried out to ensure efficacy of scheme and the frequency of such checks;
- remedial action to be taken in the event that the scheme is shown not to be effective.

The Written Scheme may consist of Management Procedures, Management Arrangements, the Control Scheme, and record keeping systems. The Written Scheme is often referred to a Legionella Policy or Management Plan.

The Health and Safety Executive UK have highlighted that failings in the Written Scheme is a common significant contributing factor in a number of Legionellosis Outbreaks. Specific failings include a lack of defined responsibility, communication and the training and competence of those who have responsibilities to control the risks from Legionella bacteria.

Consideration	Yes/No?	Further Action Required
Management Procedures		
Is there a current Legionellosis Management Plan in place?	No	Yes
Are procedures in place to ensure that a Risk Assessment and Reviews are undertaken?	Yes	No
Are escalation procedures in place to deal with failure to achieve the control limits of the Control Scheme?	No	Yes
Management Arrangements		
Is the Duty Holder identified in writing?	Yes	No
Has the Responsible & Deputy Person been identified in writing?	Yes	Yes
Are the roles and responsibilities of all parties defined in writing?	No	Yes
Is there a current ACoPL8 Risk Assessment or Review available?	Yes	Yes
Have the recommendations of the current Risk Assessment been signed off?	No	Yes
Training & Competency		
Are training or refresher records available for all personnel involved in the Control Scheme?	No	Yes
Control Scheme		
Is there a Logbook available?	No	Yes
Is there an asset register available?	Yes	No
Is there a schematic drawing of the water systems available?	Yes	No


Survey Notes

The following observations were made during the site survey in relation to the assessment of the Written Scheme.

Item	Comments
-	
-	
-	

4.4 Overview of Water Systems on Site

Asset ID	Asset & Frequency of Checks	Location
CWH01	Combination Water Heater (monthly check)	Old Photo Both
H&C01	Hot & Cold Temperature Check (monthly)	Staff Kitchen Sink
H&C02	Hot & Cold Temperature Check (monthly)	Ladies Toilet Wash Hand Basin

Hot Water Survey Section		
Asset ID	Combination Water Heater (CWH01)	
Location	Old Photo Booth	
Make/Model	Heatrae Sadia	
Orientation	Vertical	
Volume Litres	Approx. 25 Litres	
Primary heat source	Electric Immersion	
Secondary heat source	-	
Expansion vessel	No	
Supplied By	Mains	
Flow Temperature	63 C	
Return Temperature	N/A	
Asset Compliance Checklist		
Drain valve at lowest point?	No	
Inspection hatch?	No	
Suitable Insulation?	Yes	
Hot Water Re-circulated?	No	
De-Stratification Pump Fitted?	No	

4.5 Dead End Survey Section

No dead legs were identified on site.

System:		
Location:		
Material:		
Diameter (mm):		
Length (m):		

5.0 Assessment of the Risk

Risk Score Card Mechanism

To enable the clear categorisation of the degree of risk associated with specific water systems within a building, a score card mechanism has been used for those systems that are deemed to present a reasonably foreseeable risk of exposure to Legionella bacteria.

This risk score card is based on a number of specific weighted contributing factors in respect of the characteristics and operating conditions of the water systems, which combined form the Legionella Causation Chain.

This risk scorecard does not take into account the assessment of the Written Scheme, including any Management Procedures, Management Arrangements or the performance of the Control Scheme.

The inherent risk rating of the building (as opposed to the residual risk rating) is determined by the highest scoring risk system identified.

Inherent Risk Score Ratings

Systems assessed during the survey using this score card mechanism may be categorised as High, Medium, Low, or Very Low Risk.

Some water systems may be deemed to represent a negligible level of risk of exposure to Legionella bacteria. Such systems will be common in their design, makeup and operational use and therefore may be attributed a pre-assessed risk rating of Very Low. Therefore, these systems may not require the completion of a site-specific risk score card.

The highest risk scoring system identified determines the overall inherent risk rating for the site.

Risk Category	Risk Score
Low	≤95
Medium	96 to 120
High	>120

5.1 Inherent Risk Score Cards

MAINS COLD WATER				
Risk Parameter	Risk Rating	Numerical Value	Numerical Score	
1. Formation of Water Droplets				
Droplets	Medium	20	20	
Aerosol	High	30		
2. Water Condition				
Auto Chemical Controller	Low	05		
Average	Low/Medium	10	10	
Contaminated	Medium/High	20		
Heavily Contaminated	High	30		
3. Water Temperature				
Below 20°C	Low	10	10	
21°C - 25°C	Medium	20		
26°C - 45°C	High	30		
46°C - 50°C	Medium	20		
Above 50°C	Low	10		
4. Water Turnover				
Stagnation Issues	High	30	30	
Low Turnover	Medium	20		
Moderate Turnover	Medium/Low	10		
High Turnover	Low	05		
5. Demographics				
Low Populations	Low	10		
Average Populations	Medium	20	20	
Susceptible Populations	High	30		
6. Density of Exposed Population				
Low Density	Low	10	10	
Medium Density	Medium	20		
High Density	High	30		
		Total Numerical Value	100	MEDIUM

HOT WATER HEATER			
Risk Parameter	Risk Rating	Numerical Value	Numerical Score
1. Formation of Water Droplets			
Droplets	Medium	20	20
Aerosol	High	30	
2. Water Condition			
Auto Chemical Controller	Low	05	
Average	Low/Medium	10	
Contaminated	Medium/High	20	20
Heavily Contaminated	High	30	
3. Water Temperature			
Below 20°C	Low	10	
21°C - 25°C	Medium	20	
26°C - 45°C	High	30	
46°C - 50°C	Medium	20	
Above 50°C	Low	10	10
4. Water Turnover			
Stagnation Issues	High	30	30
Low Turnover	Medium	20	
Moderate Turnover	Medium/Low	10	
High Turnover	Low	05	
5. Demographics			
Low Populations	Low	10	
Average Populations	Medium	20	20
Susceptible Populations	High	30	
6. Density of Exposed Population			
Low Density	Low	10	10
Medium Density	Medium	20	
High Density	High	30	
		Total Numerical Value	110
			MEDIUM

6.0 Appendices

6.1 Assessors Competency

Iain Jardine is competent, suitably trained and holds the relevant experience to carry out water safety risk assessments to the required standard, he holds the following qualifications: -

- **SVQ - Domestic Plumbing Level 3 (time served plumber);**
- **City & Guilds - Risk Assessment of Water Systems;**
- **City & Guilds - Legionella Awareness & Acop L8;**
- **City & Guilds - RPZ Valves & Backflow Requirements;**
- **City & Guilds – Disinfection of Hot & Cold-Water Systems;**
- **WMSoc – Risk Assessment in Cooling Systems;**
- **WMSoc - Risk Assessment of Water Systems;**
- **WMSoc – HTM04 - 01 Monitoring the Risks of Waterborne Pathogens;**
- **WMSoc – HTM04 - 01 Managing & Controlling the Risk of Waterborne Pathogens in Healthcare Water Systems;**
- **STA - Swimming Pool Plant Operators Course;**
- **BPEC - Water Bylaws 2004 & Water Supply Regulations 1999;**
- **BISHTA Hot Tub & Spa Water Hygiene Management Training;**
- **WMSoc - Full Member of The Water Management Society.**





7.0 Legionella Control Association Certification of Membership

As a condition of membership to the Legionella Control Association, Solway Water Management Ltd are committed to distributing the code of conduct and registration certificate. Please find below a copy of our current certificate of registration.



8.0 Definition of “Reasonably Practicable”

L8v4 2013 requires duty holders to comply with the approved code of practice “*so far as is reasonably practicable.*”

“To carry out a duty **so far as is reasonably practicable** means that the degree of risk in a particular activity or environment can be balanced against time, trouble, cost and physical difficulty of taking measures to avoid the risk. If these are so disproportionate to the risk that it would be unreasonable for the people concerned to have to incur them to prevent it, they are not obliged to do so. The greater the risk, the more likely it is reasonable to go to very substantial expense, trouble and invention to reduce it. But if the consequences and extent of a risk are small, insistence on great expense would not be considered reasonable. It is important to remember that the judgement is an objective one and the size or financial position of the employer, are immaterial”.

“**So far as is practicable**”, without the qualifying word ‘reasonably’, implies a stricter standard. This term generally embraces whatever is technically possible in the light of current knowledge, which the person concerned had or ought to have had at the time. The cost, time, and trouble involved are not taken into account.”

These two definitions are not defined in the HSW Act and ultimately, it will be for the courts to decide their application in particular cases.

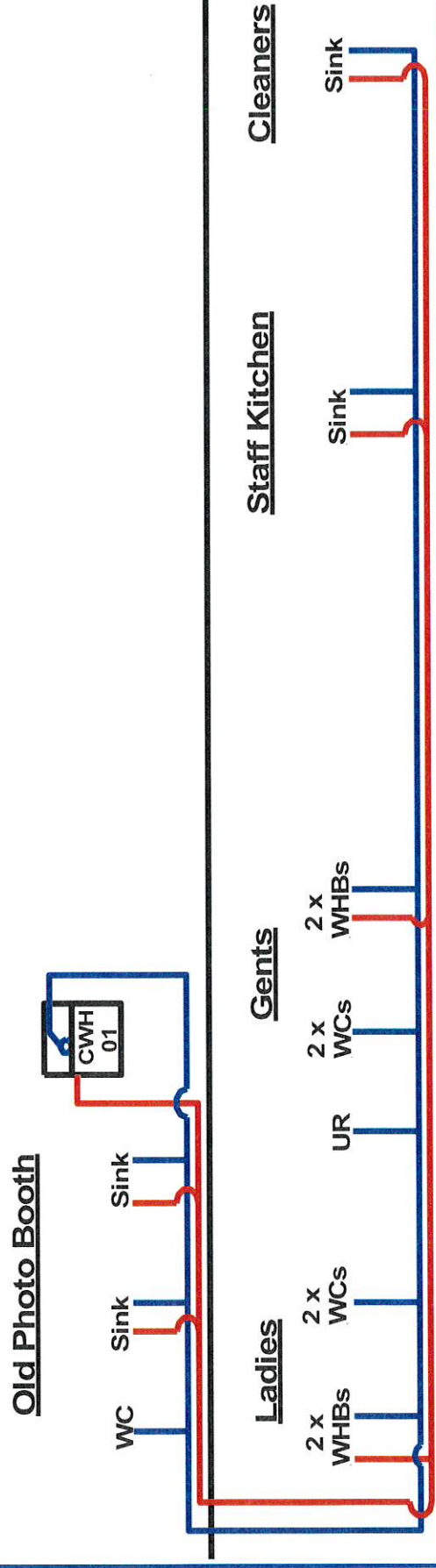
9.0 Bibliography

The specific legislation and guidance that is referred to in this report includes:

- Health & Safety at Work etc. Act 1974;
- Management of Health & Safety at Work Regulations 1999;
- Control of Substances Hazardous to Health Regulations 1999;
- Water Supply (Water Fittings) Regulations 1999;
- The Notification of Cooling Towers and Evaporative Condensers Regulations 1992;
- Private Water Supplies Regulations 1991;
- Approved Code of Practice and Guidance: Legionnaires' Disease The control of legionella bacteria in water systems (L8) 2013 and HSG274 parts1-3;
- PD 855468:2015 Specification for design, installation, testing and maintenance of services supplying water for domestic use within buildings and their curtilages;
- BSRIA Application Guide to Legionellosis AG19/2000: Operation and Maintenance;
- BSRIA Application Guide to Legionellosis AG20/2000: Risk Assessment;
- BSRIA Application Guide to Legionellosis AG21/2000: Legionellosis Control Logbook;
- CIBSE TM13:2002 Minimising the Risk of Legionnaires' Disease;
- Health Technical Memorandum 04-01 The Control of Legionella Part A Design, Installation & Testing;
- Health Technical Memorandum 04-01 The Control of Legionella Part B Operational Management;
- HPA & HSE Management of Spa Pools: Controlling the Risks of Infection 2006;
- PWTAG: Swimming Pool Water Treatment & Quality Standards 1999;
- TMV Association Recommended Code of Practice for Safe Water Temperatures 2000;
- WMS Guide to Risk Assessments.

10.0 Schematic Drawing

Solway Water Management Ltd



WHITEHAVEN IN BLOOM

Purpose of the Report and Recommendation

To inform Members of a quote received for Winter planting in Whitehaven 2021 and to consider whether to suspend Financial Regulations in order that the estimate be accepted and to inform members of quotes received for the purchase of additional planters and barrier baskets.

1.0 INTRODUCTION

- 1.1 Attached at Appendix 1 is a quote for the provision of flowers for the Winter season from the Council's preferred supplier. The quote is to supply the flowers for 8 hexagonal planter bases, 20 barrels, 12 cast iron planters, 5 aluminium planters, 6 plastic planters, Trinity bed, the Pelican bed, the Corkickle badge bed, the Hensingham Ship and Wilkinson's window boxes.
- 1.2 In order to purchase flowers from the Council's preferred supplier the Council will have to consider suspending Financial Regulation 11 to permit this. In order to suspend Financial Regulation 11, Financial Regulation 18 states that "The Council may by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to members of the Council".
- 1.3 The reasons for suspension are as follows:
- It is a value for money service;
 - It is a quality service – the Council is constantly asked who provides the flowers;
 - The preferred supplier is very community orientated, has pride in the flowers they provide and even helps with the planting of them in town.

Risks:

- There is a risk that the flowers could be obtained cheaper by another supplier but this is a very small risk as the cost per plant is very low and the quality is very high.
- 1.4 The badge bed at Corkickle is a busy entrance into the Town and could be further improved with the addition of 2 x 3-tiered planters and 4 barrier baskets. Quotes have been sought from 3 suppliers and they are:

- Supplier A - £1505.20 + VAT
- Supplier B - £1523.84 + VAT
- Supplier C - £2072.90 + VAT

Councillors should note that the tiered planters supplied by Supplier B are not the same designs as the ones the Council currently own but are the only ones that they provide. The planters supplied by Supplier A and B are the same or similar to the ones owned by the Council both in design and dimensions (Appendix 2).

2.0 BUDGET IMPLICATIONS

- 2.1 The 2021/2022 Budget for Whitehaven in Bloom is £20,000.00 and to date £7,609.76 has been spent.

3.0 RECOMMENDATION

- 3.1 It is recommended that the Council considers making a resolution to suspend the Financial Regulation 11 to allow the flowers to be purchased from the preferred supplier and if making the resolution
- 3.2 Agree to the reasons for the suspension which will be recorded and also that the assessment above of the risks provided be accepted and approved.
- 3.3 To consider whether or not to purchase 2 additional 3-tiered planters and 4 barrier baskets and to decide which quote to accept.

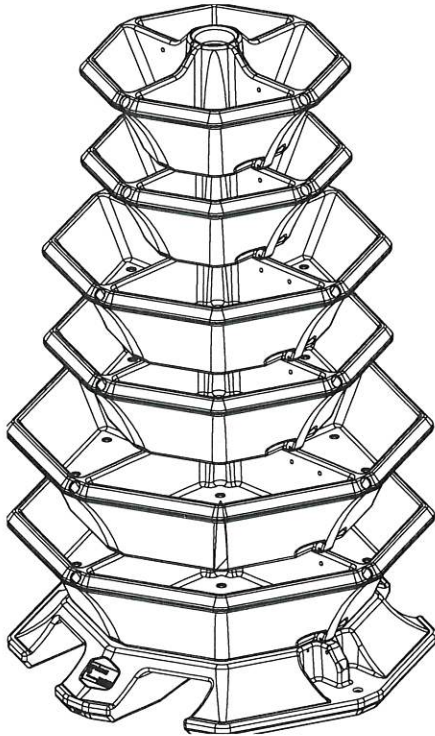
QUOTE: Whitehaven Town Council Winter Bedding for 2021

Quantity	Type	Polys	Polys Total	Bellis	Bellis Total	Wallflower	Wallflower, Total	Cineraria	Cineraria, Total	Tulips	Tulips, Total
20	Barrels	15	300	0	0	2	40	1	20	20	400
6	Plastic	25	150	12	72	3	18	2	12	40	240
12	Metal Black	25	300	12	144	3	36	2	24	40	480
8	Tier Bottoms	25	200	24	192	3	24	2	16	40	320
5	Civic Stainless	50	250	25	76	9	27	0	0	80	400
			1200		484		145		72		1840
	Pelican Bed		1300	10 x 3	30		200	5 x 9	45		750
	Badge Bed		380		100		100		0		660
	Hensingham Ship		100		100	3 x 3	9	4 x 3	12		250
	Roper St Bed		500		0	10 x 3	30	7 x 3	21		500
			2280		230		339		78		2160
Extras:	Cordylines	15	£1.00								£15.00
	Wilkos Planters										£22.00
											£1,000.50
Plants:	Polys	3480	£1.15			4pk= 870					£142.80
	Bellis perennis	714	£1.20			6pk= 119					£15.00
	Cordylone	15	£1.00								£484.00
	Wallflower	484	£1.00								£37.50
	Cineraria	150	£1.50			6pk= 25					£400.00
Bulbs:	Tulip (Bulbs)	4000	£0.10								
											Plants
											Bulbs
											£1,716.80
											£400.00
											£2,116.80

Pagoda Tower

If you're looking for a unique and stylish planter, then the geViews Pagoda Tower is the high-impact answer. The self-watering planter immediately grabs your attention, providing high style and colour to both urban and rural areas. This octagonal tower has large water reservoirs in each tier, all of which are filled from a single point in the top tier. All plants are watered via the capillary matting system, which dramatically cuts down on the time spent and cost of watering

Once planted, the Pagoda Tower comes to life, boasting a truly beautiful display of plants and flowers. The height can be changed to best suit the space available, by adding or removing tiers. Use all seven tiers to create a stunning centrepiece which is an impressive two metres high. The planter can also be easily moved, using the fork-lift runners built into the base.



Benefits

- Available with 2, 3, 4, 5, 6 or 7 tiers
- Rain Groove to prevent water staining
- Soft Edge sides for healthier plants
- Large capacity water reservoir in each tier

Tiers	Height	Compost capacity	Water capacity
2	710mm	130l	37l
3	960mm	154l	74l
4	1210mm	236l	93l
5	1460mm	284l	112l
6	1710mm	308l	121l
7	1960mm	390l	130l

Base Footprint 1090 x 1090 mm

Available in all our colours. See page 4.



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[Self Watering Planters](#) [Tiered planters](#) [Octagonal Fountain Planter](#)



Octagonal Fountain Planter

Base Width 1200 mm
Height 2350 mm

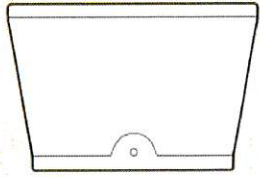
Octagonal Fountain Planter

With its Octagonal planter base, this tall tiered unit is a stunning accompaniment to large spaces and buildings.

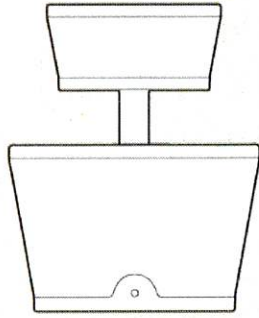
Available colours & textures



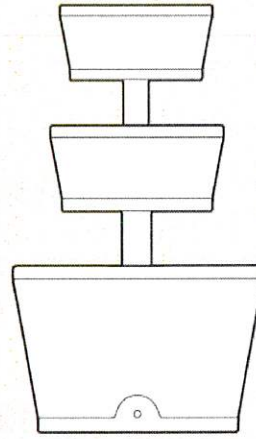
Flower Tower - Circular Base



One Tier



Two Tier



Three Tier

One Tier Specification:

- 815mm x 815mm x 460mm
- Water reservoir capacity 30 litres
- Compost capacity 180 litres

REF: PFT1

Two Tier Specification:

- 815mm x 815mm x 1200mm
- Water reservoir capacity 42 litres
- Compost capacity 214 litres

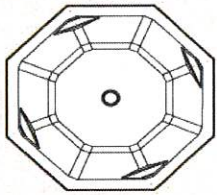
REF: PFT2

Three Tier Specification:

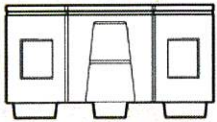
- 815mm x 815mm x 1680mm
- Water reservoir capacity 48 litres
- Compost capacity 239 litres

REF: PFT3

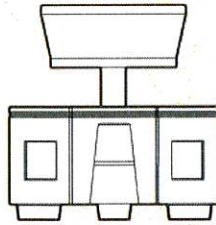
Flower Tower - Octagonal Base



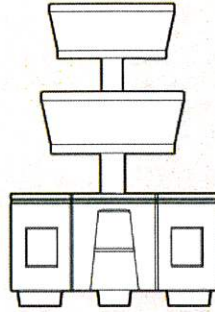
Plan elevation of Octagonal Base Flower Tower



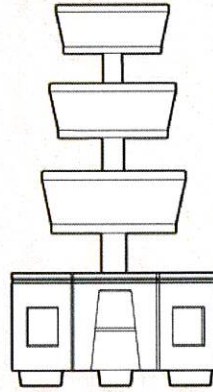
One Tier



Two Tier



Three Tier



Four Tier

One Tier Specification:

- 1200mm x 1200mm x 730mm
- Water reservoir capacity 225 litres
- Compost capacity 500 litres

REF: POCT1

Two Tier Specification:

- 1200mm x 1200mm x 1400mm
- Water reservoir capacity 233 litres
- Compost capacity 552 litres

REF: POCT2

Three Tier Specification:

- 1200mm x 1200mm x 1920mm
- Water reservoir capacity 239 litres
- Compost capacity 577 litres

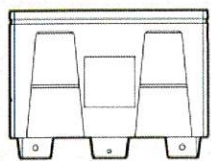
REF: POCT3

Four Tier Specification:

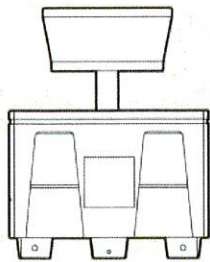
- 1200mm x 1200mm x 2560mm
- Water reservoir capacity 264 litres
- Compost capacity 673 litres

REF: POCT4

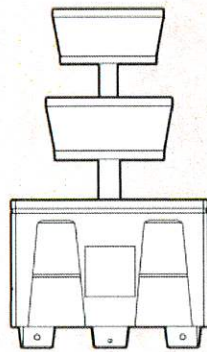
Flower Tower - Square Base



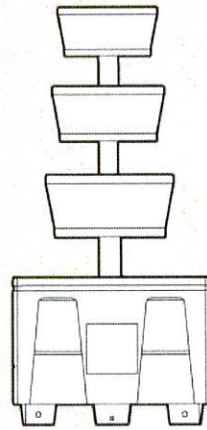
One Tier



Two Tier



Three Tier



Four Tier

One Tier Specification:

- 1000mm x 1000mm x 730mm
- Water reservoir capacity 225 litres
- Compost capacity 400 litres

REF: PMS1

Two Tier Specification:

- 1000mm x 1000mm x 1400mm
- Water reservoir capacity 233 litres
- Compost capacity 452 litres

REF: PMS2

Three Tier Specification:

- 1000mm x 1000mm x 1920mm
- Water reservoir capacity 239 litres
- Compost capacity 477 litres

REF: PMS3

Four Tier Specification:

- 1000mm x 1000mm x 2560mm
- Water reservoir capacity 264 litres
- Compost capacity 573 litres

REF: PMS4

Please Note: All measurements and capacities are approximate

Page 55