

WHITEHAVEN TOWN COUNCIL

Clerk to the Council:

Marlene Jewell

Telephone: 01946 67366

Chairman:

Councillor Graham Roberts

To: Members of the Whitehaven Town Council

You are duly **SUMMONED** to attend a meeting of the **WHITEHAVEN TOWN COUNCIL** which will be held at

Venue: THE ENNERDALE ROOM, WHITEHAVEN CIVIC HALL, LOWTHER STREET, WHITEHAVEN

Date: Thursday 27th September 2018

Time: 6.30pm

Signed.....*Marlene Jewell*.....Dated.....*21st September 2018*
Marlene Jewell, Clerk

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. Minutes of the Council Meeting held on 30th August 2018

4. Minutes of the Extraordinary Council Meeting held on 17th September 2018

5. Public Participation

- 6. Planning Applications**
- 7. Finance Report**
- 8. Update on Annual Return for 2018/19**
- 9. Casual Vacancy – Clerk to give up to date report**
- 10. Recommendations from Policy and Resources and Finance Committee – report to follow**
- 11. Christmas Lights Switch On Activities**
- 12. Presentation on Advertising in the Cumbria Guide**
- 13. Whitehaven RLFC**
- 14. Update on Community Plan**
- 15. Report and recommendations from Allotments Advisory Group -report to follow**
- 16. Report and Recommendations from Whitehaven in Bloom Advisory Group**
- 17. Appointment to Policy and Resources and Finance Committee (2)**
 - Staffing Committee (1)**
 - Allotment Advisory Group (2)**
 - Events Advisory Group (1)**
 - Whitehaven in bloom Advisory Group (1)**
 - Grants Committee (2)**
- 18. Office 365 Security**
- 19. St Nicholas Gardens Update**
- 20. Councillor Ward Grant Conditions – to consider Ward Grant Guidelines**
- 21. Court case Update**
- 22. Councillor Matters**
- 23. Date and time of next meeting**

WHITEHAVEN TOWN COUNCIL

Minutes of the Council Meeting held on 30th August 2018

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

M. Jewell, Clerk and Responsible Financial Officer

Members of the Public

Katie Addison

Luke Johnson from Cumbria Media and a representative from Whitehaven AFC

Lorraine Smyth and Rose Lord from ACTion with Communities in Cumbria

Before the Meeting started The Chairman presented a Certificate of Achievement to Katie Addison for her outstanding achievement in the field of biochemistry.

1050/18 **Apologies For Absence**

Apologies for absence were received from Councillor Lowrey

1051/18 **Declarations of Interest**

Councillor Maudling and Councillor O’Kane declared that they were members of CBC’s Planning Panel.

1052/18 **Minutes of the Council Meeting held on 26th July 2018**

Councillor Gill proposed that the Minutes be approved and signed by the Chairman as a correct record and this was seconded by Councillor Kane.

RESOLVED – That the Minutes be approved and signed by the Chairman as a correct record.

1053/18 **Minutes of the Extraordinary Council Meeting held on 15th August 2018**

Councillor O’Kane proposed that the Minutes be approved and signed by the Chairman as a correct record and this was seconded by Councillor Gill.

RESOLVED – That the Minutes be approved and signed by the Chairman as a correct record

1054/18 **Public Participation**

Peter Tyson raised an issue regarding responsibility for public pathways and bridleways. The Clerk said public footpaths were the responsibility of the County Council and asked if there was a problem with a public footpath and Peter Tyson replied that there wasn’t at present but there could be in the future and said that in the past the lengthsman had carried out repairs and maintenance to footpaths. The Clerk said that the Council’s Ranger may be able to do some work on public footpaths but the County Council would have to be contacted about this.

1055/18 **Planning Applications**

The Council considered a report on planning applications received and shown at Appendix 1.

- RESOLVED** – (i) That a letter of support be sent on behalf of the Council to CBC Planning Department in respect of planning application no. CH/4/18/2313/0F1 re the development of the former offices and premises adjacent to Ivy Mill Site
(ii) That a letter be sent to CBC Planning Department stating that there were no representations on the remaining applications shown on Appendix 1

1056/18 **Financial Report**

The Council considered a Financial Report.

- (i) It was proposed by Councillor Gill and seconded by Councillor Hayes that the invoices shown at Appendix 1 be approved and paid

RESOLVED – That the invoices shown at Appendix 1 be approved and paid.

- (ii) The Council considered Appendices 2 and 3 relating to the Cashbook and Income and Expenditure.

It was proposed by Councillor Gill and seconded by Councillor Roberts that Appendices 2 and 3 be approved and noted.

RESOLVED – That the Cash Book and Income and Expenditure shown at Appendices 2 and 3 be approved and noted.

(iii) Members considered a letter from CALC regarding an increase in the annual subscription fee and Councillor Gill said the Council had had a good service from CALC and proposed that the increase be accepted and this was seconded by Councillor O’Kane.

RESOLVED – That the proposed increase be accepted

(iv) Members considered a notice from BT of increased prices from 1st October 2018. Councillor Gill proposed that these be approved and noted and this was seconded by Julie Rayson.

RESOLVED – That the increased prices from BT be approved and noted

(v) Members considered the purchase of two ex demonstrator office chairs as the current office chairs were broken and not fit for purpose. Centrica had offered two chairs at a price of £150 plus VAT (brochure price was £249 plus VAT). This price could not be matched elsewhere and included a 5 year guarantee on the chairs and a 10 year guarantee on the fabric. Councillor Kane proposed that the 2 chairs be purchased and this was seconded by Charles Maudling.

RESOLVED – That the 2 ex demonstrator chairs be purchased at a cost of £150 each plus VAT

1057/18 **Internal Audit Report**

Following an Internal Audit the Clerk read out the Internal Auditors Report (attached at Appendix 1) which confirmed that everything was in order and made 3 recommendations relating to balance of funds, Councillor Ward grants and the management of outstanding debt in respect of allotments.

Councillor Gill said he wanted to congratulate the Clerk and the Trainee Clerk for all the excellent work they had done.

It was proposed by Councillor Gill and seconded by Councillor Maudling that the Internal Audit Report be approved and noted.

RESOLVED – That the Internal Audit Report be approved and noted.

1058/18 **Remembrance Sunday 2018**

The Council considered a report on the preparations for Remembrance Sunday 2018. Recommendations were made at paragraphs 2.1, 2.2 and 2.3 of the report regarding expenditure.

Councillor O’Kane proposed allowing a budget of £1,000.00 to cover all aspects of expenditure in 2.1, 2.2, and 2.3 and this was seconded by Councillor Maudling.

RESOLVED – That a budget of £1,000.00 be set aside to cover all aspects of expenditure in paragraphs 2.1, 2.2, and 2.3 of the report.

1059/18 **Taste Cumbria Event**

The Council considered a report on the recent Taste Cumbria Event when stalls were relocated into the Civic Hall because of bad weather conditions. The Rosehill Youth Theatre had agreed at short notice to make the Civic Hall available on Saturday and Sunday for the stalls which meant that the organisers did not have to cancel the event. No charge was made for the use. It was proposed by Councillor O’Kane and seconded by Councillor Hayes that £200 be donated to the Rosehill Youth Theatre in appreciation of their co-operation.

RESOLVED – That a donation of £200 be made to the Rosehill Youth Theatre.

1060/18 **ACTion with Communities in Cumbria**

Lorraine Smyth and Rose Lord from ACTion with Communities in Cumbria attended the Council meeting to give an update on the Community Plan and to agree the next steps to be taken. Lorraine said that they had been doing Ward walk arounds with Councillors and had only two left to do. Lorraine said that when that was completed it would be evaluated and a questionnaire would be prepared to bring people’s views in and that all information received would be put onto a log to form a Community Plan. Lorraine referred in particular to the stakeholders list which contained a large number of stakeholders and said it was not possible to work with such a large number and that the Council needed to prioritise them and said they proposed to call two or three meetings between now and Christmas with stakeholders. Lorraine said that the Council would be lucky to get more than 10 participants. The Council said they would be guided by Lorraine as to the process for each stakeholder meeting. Lorraine asked if the Council had any events scheduled before Christmas so that Councillors could go out and do a similar consultation process as they had done in their Wards and said the pie and pea event would be good to collect views to form a more detailed questionnaire and it might be good to get something in the press to say that the Town Council were consulting on this. Lorraine said that the timetable was as follows: _

- To complete the remaining 3 ward walk arounds
- To hold the stakeholder meetings
- Before Christmas there would be talks with Councillors about the draft questionnaire to go out in January 2019.

- It was agreed that all Councillors would be invited to the stakeholder meetings

Lorraine said that the process was going as good as could be expected.

RESOLVED – That this be approved and noted

The Chairman suspended the Meeting at this point for a five minute break. All Members returned to the room after the break.

1061/18 Audit and Governance Report

Members considered eight Decision Notices issued by Copeland Borough Council's Audit and Governance Committee. Six complaints were made by former Councillors and two complaints were made against a former Councillor

1062/18 Review of Standing Orders

The Council considered recent amendments that NALC had made to their model Standing Orders which the Council had previously adopted. Councillor Gill proposed that the Council's Standing orders be revised and amended to incorporate the NALC amendments and this was seconded by Councillor Maudling.

RESOLVED – That the Council's Standing Orders be revised and amended to incorporate the NALC amendment.

1063/18 Training For Councillors

The Council considered a report on a list of available training courses from CALC.

- (i) Councillor Gill proposed that all Councillors should receive Code of Conduct Training and this was seconded by Councillor Kane.

RESOLVED – That arrangements be made for all Councillors to attend Code of Conduct training

- (ii) Councillor Gill proposed that any Councillor wishing to go on a CALC course should contact the Clerk so that this could be arranged and this was seconded by Councillor Forster.

RESOLVED – That any Councillor wishing to attend a CALC course should contact the Clerk to arrange this.

1064/18 **Request for Assistance from Whitehaven RLFC**

The Clerk referred to a letter shown at Appendix 1 from Whitehaven RLFC and which referred to the financial difficulties of the Club and asked if the Council had an emergency funding pool or could donate or lend the club between £5,000 and £10,000.

Councillor Gill said that the club was a limited company and the Council could not give money to a limited company.

Following a discussion on this Councillor O’Kane proposed that the Board of WRLFC be requested to attend the next Council meeting to discuss whatever was relevant to their request and this was seconded by Councillor Kane

RESOLVED – That the Board of WRLFC be requested to attend the next full Council Meeting to discuss their request with the Council.

1065/18 **Advertising Board Whitehaven AFC**

The Clerk referred to the email that had been received on behalf of Whitehaven AFC which asked if the Council would like to purchase an advertising Board at a cost of £350 for the first year to raise awareness of the Town Council. The representative from Whitehaven AFC attended the meeting and said:-

- It was the biggest club in the County
- The club house and pitch were given free for charity events
- They were engaged with local organisations
- They were doing a lot for the community
- They needed sponsorship
- They were involved in a new referees scheme

Following a discussion on this Councillor Gill proposed that an advertising board be purchased at a cost of £350 with the design to be approved at a future Council meeting and this was seconded by Councillor Hayes

RESOLVED – That an advertising board be purchased at a cost of £350 for the first year with the design to be approved at a future Council meeting.

1066/18 **Defibrillators**

The Council considered a report on the provision of defibrillators in the Whitehaven area which detailed:-

- The cost of defibrillators
- Installation costs
- The cost of replacement parts ie battery and pads
- The maintenance of defibrillators
- The cost of electricity

- Where defibrillators should be sited

Following a discussion Councillor O’Kane proposed that recommendations 3.1, 3.2 and 3.3 in the report should be approved and this was seconded by Councillor Gill.

RESOLVED – That Recommendations 3.1, 3.2 and 3.3 in the report be approved

1067/18 **Airmen’s memorial Seat**

Councillor Gill declared a non-pecuniary interest in this item as he was a member of the Whitehaven Heritage Action Group and took no part in the discussion or decision

The Council considered a report on the Airmen’s memorial seat at Kells. It was reported that the Whitehaven Heritage Action Group (WHAG) had installed the seat in 2008 to commemorate an episode in Whitehaven’s history when five young airmen died when their plane crashed into the Brows in 1943. The seat is on land in long lease to the Woodland Trust

The wooden seat is now weatherbeaten and dilapidated and WHAG had asked if the Council would replace the seat. The Woodland Trust had agreed to grant a licence to the Town Council to enter on the land to maintain the seat. The Clerk said that a new plaque may have to be purchased should it not be possible to remove it from the present seat and put it on a new seat.

Councillor O’Kane proposed that a new seat and plaque (if necessary) be purchased and installed and that the Chairman and Deputy Chairman be authorised to sign the licence with Woodland Trust and this was seconded by Councillor Forster.

- RESOLVED** – (i) That a new seat of a type and design the same as those in Whitehaven be purchased and installed together with a new plaque if necessary.
- (ii) That in accordance with Financial Regulation 18, Financial Regulation 11 be suspended to permit the Council to purchase the seat from Glasdons who had supplied the Town Centre seats
- (ii) That the licence be entered into with the Woodland Trust to be signed by the Chairman and Deputy Chairman

1068/18 **Update on Litter Bins**

The Council considered a report giving an update on the position with regard to litter bins in Wards. It was noted that CBC had produced a spreadsheet which contained the work done to date on the proposals for new bins and that so far only eight of the proposed new bins had been agreed with 2 existing bins being recommended for relocation. CBC had recommended purchasing Topsy Royale

bins from Glasdons who had supplied the litter bins in Whitehaven Town Centre. Following a discussion on this Councillor Gill proposed that CBC be asked to give the Council a definitive report on the litter bins to be put to the next full Council Meeting and that if CBC were not able to do this by the next full Council meeting that the Council agree to install the eight new bins and then wait until the full report is received. Also he proposed that Financial Regulation 11 be suspended to allow an order for the bins to be placed with Glasdons. These proposals were seconded by Councillor O’Kane.

RESOLVED – (i) That CBC be asked to give the Council a definitive report by the next full Council meeting and that if they are not able to do this then at the next full Council Meeting the Council agrees to install the eight new bins and then wait until the full report is received.

(ii) That in accordance with Financial Regulation 18, Financial Regulation 11 be suspended to allow the Council to purchase any new bins from Glasdons

1069/18 **Parkrun – Update**

The Council recently gave a grant of £1500 to set up Whitehaven Parkrun and the Council considered an email (dated 30th July 2018) from the organisers of the Whitehaven Parkrun thanking the Council for its support and stating that things were going really well with tourists from as far afield as Scotland and London taking part as well as local people and so far in only five events 282 people had completed 420 events.

RESOLVED – That this be noted

1070/18 **Grants Committee**

RESOLVED – That Councillor Forster, Councillor Hayes and Councillor Kane be appointed to the Grants Committee.

1071/18 **St Nicholas Gardens**

Further to Minute 1047/18 the Council considered a report on St Nicholas Gardens. Councillor O’Kane said at a recent meeting with CBC it had been recommended that there should be a partnership formed between the Town Council and the Borough Council to put together a short term plan from now until April 2019 with input from and in conjunction with St Nicholas. The Borough Council would obtain 3 quotes for works/supplies/materials (as they do for other Town Councils) to comply with our Financial Regulations. Following a discussion on this it was proposed by Councillor Gill and seconded by Councillor Hayes that the action taken to date be approved and noted and that the Council resolve in accordance with Financial Regulation 18 to suspend

Financial Regulation 11 to work in partnership with CBC.

- RESOLVED** – (i) That the action taken to date be approved and noted
(ii) That in accordance with Financial Regulation 18 Financial Regulation 11 be suspended so that the Council could work in partnership with CBC

1072/18 Suspension of Standing Orders

The Chairman proposed the suspension of Standing Orders for a period of 15 minutes in order that the business of the Council could be concluded.

RESOLVED – That standing Orders be suspended for a period of 15 Minutes.

1073/18 Councillor Matters

- i. Councillor Rayson she had been talking to a gentleman who had done work in St Nicholas gardens in the past and he had referred to the water feature and said the pump wasn't working and asked if it was going to be fixed. Councillor O'Kane said the biggest problem with this was sorting the electrics out.
- ii. Councillor Rayson said that the same gentleman was a Trustee of Johnson House and had asked her to visit Johnson House to have a look around. He had also referred to siting a defibrillator at Johnson House.
- iii. Councillor Rayson said she hoped to have a walk round her Ward very soon to pick up any issues.
- iv. Councillor Rayson said she hoped to visit Jericho school to discuss the Community Plan and to put some questions to the children to give the Council some answers.
- v. Councillor Rayson said that every month in the Planning Applications to be considered by the Council there seemed to be applications for the demolition of garages on semi detached houses to create extra living space and that this contributed to the number of cars parked on the pavements and roads.
- vi. Councillor Maudling said there was a good article in the paper last month about the new police group and that there had been arrests and evictions.
- vii. Councillor Forster referred to the Richmond Pub which was still boarded up was a mess and that she had been unable to contact anyone about this. She said cars were being sold on the site.
- viii. Councillor Forster referred to parking on Main Street which was getting worse and that junctions were becoming an issue.
- ix. Councillor Forster said there was due to be a walk around the estate
- x. Councillor Kane referred to CBC and Castle Park. He said there was a massive issue with dog fouling and only two people had been caught in the past two years. He said people in Castle Park were drinking, smashing glass and throwing bottles about and that there was no enforcement at all in Castle Park.

1074/18 Date of next Council Meeting

RESOLVED - The date of the next meeting be 27th September 2018 at 6.30pm

1075/18 IN PRIVATE

Prior to the two following items of business the Chairman moved that in view of the special or confidential nature of business about to be transacted it was advisable in the public interest that the public and/or press be instructed to withdraw.

RESOLVED – That the press and public be excluded.

1076/18 Office Equipment

The Clerk referred to previous Minutes concerning missing office equipment and gave the up to date position.

RESOLVED – That the position be approved and noted and that no further action was necessary.

The Meeting closed at 9.15

Chairman

WHITEHAVEN TOWN COUNCIL

Minutes of the Extraordinary Council Meeting held on 17th September 2018

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

M. Jewell, Clerk and Responsible Financial Officer
V Gorley Trainee Assistant Town Clerk
Members of the Public

1077/18 **Apologies For Absence**

Apologies for absence were received from Councillor Lowrey

1078/18 **Declarations of Interest**

There were no declarations of interest

1079/18 **Public Participation**

Several members of the public attended to state their objections to a planning application for 9 serviced self -build plots on land to west of Casa Mia, Harras Road, Whitehaven. The Chairman informed the members of the public that this application would be discussed by full Council on 27th September 2018 and that the members of the public had 15 minutes to state their case and that there could be no discussion on this.

Several members of the public spoke and their comments on the application Were:-

- There was concern that because there was less than 10 dwellings that it would not be necessary to go through the Planning Panel as it could go through as a small development
- There was concern that this development could be expanded for up to 50 dwellings
- The infrastructure was going to be pressed
- They were single track roads with no footpaths. In 1995 CBC said Harras Moor would not be accessible by vehicles.
- Up and down the road is like a rat run. The speed limit is not being adhered to and the average speed up the road is 38mph and down the road is 35mph.

- Twelve months ago there was a near fatality on the road. The road isn't adequate for what's there now and if this goes ahead it will be linked up to Elizabeth Crescent
- By building houses here it is taking away the landscape. By building up the flank of the road the view will be taken away by all these buildings and that some seats had been put in particularly for people to sit and enjoy the view.
- The road is not designed to carry the volume of traffic
- There is a huge amount of surface water running off the land and it runs like a river down the side of a particular property
- There is a 1.2 metre pathway and the grass verge is non-existent
- Driving up the hill in the morning there is a danger from moving sun
- After school in the afternoon the kids go down the road and it is not wide enough and if the traffic increases there is going to be a fatality
- The proposal is to put 7 new accesses onto a main road
- In 2010 houses nearby were evacuated because of a fractured gas main and there is concern whether the infrastructure is safe for an increased amount of traffic
- Numerous traffic surveys had been done but they were always carried out in mid summer during the school holidays and if a traffic survey was carried out when the schools were operational the difference in the volume of traffic would be noticeable
- The drainage from the Sunnyhill pub to St James's School is a Victorian drain

The members of the public were asked to email any comments they had to the Clerk so that they could be considered by the Council alongside the planning application and they agreed.

The members of the public thanked the Council for listening to them.

1080/18 Casual Vacancy

The Council were informed that the casual vacancy for Mirehouse would have to be filled by co-option as a by election had not been claimed by the electorate of the Mirehouse Ward. A co-option policy was considered by members. Councillor Gill proposed that the policy be amended to read that all votes are by secret ballot unless in the meanwhile the Clerk advises otherwise and that the period for submitting the application be 14 days from the day notice of the co-option is advertised and this was seconded by Councillor O'Kane.

RESOLVED – (i) That the Co-option policy be amended to state that all votes are by secret ballot unless the Clerk advises otherwise
(ii) That the period for submitting an application to be co-opted be 14 days from the date the notice of the co-option is advertised.

1081/18 **St Nicholas**

Further to Minute 1072/18 the Council considered a report and a resolution made by the Council to suspend Financial Regulations following prior notice of the reasons for and the risks of suspending Financial Regulations in order to work in partnership with CBC.

It was proposed by Councillor Gill and seconded by Councillor Kane that the Financial Regulations be suspended.

RESOLVED – That the Financial Regulations be suspended.

1082/18 **Airmens Memorial Seat**

Further to Minute 1068/18 the Council considered a report and a resolution made by the Council to suspend Financial Regulations following prior notice of the reasons for and the risks of suspending Financial Regulations to purchase a new seat from Glasdons.

It was proposed by Councillor Kane and seconded by Councillor Hayes that Financial Regulations be suspended.

RESOLVED – That Financial Regulations be suspended.

1083/18 **IN PRIVATE**

Councillor O’Kane proposed that the Council move into private for the item on Whitehaven Market because of the confidential and sensitive nature of the business to be discussed and that the item on the Court Case be discussed first. This was agreed.

Prior to the two following items of business the Chairman moved that in view of the special or confidential nature of business about to be transacted it was advisable in the public interest that the public and/or press be instructed to withdraw.

RESOLVED – That the press and public be excluded.

1084/18 **Court Case**

The Clerk informed the Council on the current position with regards to the Court Case.

(i) Following a discussion it was proposed by Councillor Kane and seconded by Councillor Maudling that the four members of the Council who are attending Court be authorised to make any decision on behalf of the Council regarding last minute instructions or any other decisions including those involving costs.

RESOLVED – That the four Councillors who are attending Court be authorised to make any decisions on behalf of the Council relating to last minute instructions or any other decisions including those involving costs.

(ii) It was proposed by Councillor Gill and seconded by Councillor Hayes that the Council follow our legal advisor's advice to appoint Counsel to support the Council's defence which was in line with the terms of his initial instructions.

RESOLVED – That the Council follow its legal advisor's advice to appoint Counsel to support the Council's defence which was in line with the terms of his initial instructions.

1085/18 **Whitehaven Market**

A report was considered on the financing of Whitehaven Market for 2018/19 together with a report from CBC on the costs for 2018/19 and 2019/20. The Council were extremely disappointed that no-one from CBC had attended. Following a full discussion on this Councillors asked that the following be noted

- There is no breakdown of the actual costs incurred by CBC
- There has been no contact from the Markets Officer
- It appears that no one has taken up the work of the Markets Officer
- There is no working plan for the market
- The arrangement with CBC was to be reviewed after 2 years which ended in April 2018.

Councillor O'Kane said that there should be a Markets Committee set up together with interested parties to move things forward and progress the market for the future with CBC as a partner.

Councillor Gill proposed that the CBC report be totally rejected and that the appropriate officers from CBC be asked to meet with the Council as soon as possible to discuss the way forward. This was seconded by Councillor Maudling.

RESOLVED – That the report from CBC be rejected and that the appropriate officers from CBC be asked to meet with the Council as soon as possible to discuss the way forward.

The Meeting closed at 7.15

WTC 27/09/2018

Item 6

Planning Application for Consideration by Whitehaven Town Council

<u>Application Number</u>	<u>Detail</u>
CH/4/18/2347/001	OUTLINE APPLICATION (WITH SOME MATTERS RESERVED) FOR RESIDENTIAL DEVELOPMENT CONSISTING OF NINE SERVICED SELF-BUILD PLOTS LAND TO WEST OF CASA-MIA, HARRAS ROAD, WHITEHAVEN
CH/4/18/2349/0A1	REPLACE EXISTING SIGNAGE WITH NEW LOGO AND LED LIGHTING 53-54 LOWTHER STREET, WHITEHAVEN
CH/4/18/2351/0F1	CHANGE OF USE FROM USE CLASS D2 (GYMNASIUM) TO USE CLASS A1 (RETAIL) WITH ASSOCIATED WORKSHOP (RETROSPECTIVE) UNIT 8B, SNECKYEAT ROAD INDUSTRIAL ESTATE, WHITEHAVEN
CH/4/18/2354/0F1	ERECTION OF A GARDEN SHED BUILDING TO THE SIDE OF THE PROPERTY 13 SPRINGFIELD AVENUE, HILLCREST, WHITEHAVEN
CH/4/18/2356/0F1	2 NO. REPLACEMENT SLIDING SASH WINDOWS AT FIRST AND SECOND FLOOR LEVELS OF THE MARKET PLACE ELEVATION 12 MARKET PLACE, WHITEHAVEN
CH/4/18/2358/0F1	TEMPORARY PERMISSION FOR CAR PARKING IN ASSOCIATION WITH PARK & RIDE SCHEME WHITEHAVEN GOLF CLUB, RED LONNING, WHITEHAVEN
CH/4/18/2360/TPO	VARIOUS WORKS TO SEVERAL TREES SITUATED WITHIN A CONSERVATION AREA 7-12 WINDMILL BROW AND OTHER LOCATIONS, WHITEHAVEN
CH/4/18/2371/0L1	LISTED BUILDING CONSENT FOR EXTERNAL PAINTING AND REPAIRS 105 DUKE STREET, WHITEHAVEN
CH/4/18/2372/0L1	LISTED BUILDING CONSENT FOR EXTERNAL PAINTING AND REPAIRS 105A DUKE STREET, WHITEHAVEN

<u>Application Number</u>	<u>Detail</u>
CH/4/18/2373/0L1	LISTED BUILDING CONSENT FOR EXTERNAL AND INTERNAL PAINTWORK AND REPAIRS 1-2 KING STREET, WHITEHAVEN
CH/4/18/2378/0F1	SEPARATION OF 4TH FLOOR PENTHOUSE INTO ONE NO. 2 BEDROOMED APARTMENT AND ONE NO. 1 BEDROOMED APARTMENT; BALCONY AND VELUX BALCONY ADDITION TO 4TH FLOOR; DECORATIVE BALUSTRADING TO GROUND FLOOR PATIOS 43 LOWTHER STREET, WHITEHAVEN
CH/4/18/2381/0F1	SINGLE STOREY REAR EXTENSION AND DETACHED GARAGE BRAYE COTTAGE, SANDWITH, WHITEHAVEN
CH/4/18/2383/0F1	INSTALL A DROPPED KERB FOR VEHICLE ACCESS 53 BRANSTY ROAD, BRANSTY, WHITEHAVEN
CH/4/18/2393/0F1	NEW EXTERNAL PLATFORM LIFT INSTALLATION FOR DISABLED ACCESS 2 SPOUT HOUSE, SANDWITH, WHITEHAVEN
CH/4/18/2396/0F1	THE DEVELOPMENT OF AN EXISTING DERELICT SITE TO FORM A BEER GARDEN WITH ASSOCIATED WORKS FOR USE IN ASSOCIATION WITH JD WETHERSPOONS BAR JD WETHERSPOON, 5 BRANSTY ROW, WHITEHAVEN
CH/4/18/2405/TPO	REDUCTION TO AN ELDER AND APPLE TREE SITUATED WITHIN A CONSERVATION AREA 3 LAUREL BANK, FOXHOUSES ROAD, WHITEHAVEN
CH/4/18/2409/0L1	LISTED BUILDING CONSENT FOR WORKS ASSOCIATED WITH CHANGE OF USE TO A COCKTAIL BAR 16 TANGIER STREET, WHITEHAVEN
4/17/9001	PROPOSED NEW BUILD 60 NO. BED CARE HOME WITH ASSOCIATED CAR PARKING AND LANDSCAPING CARE HOME WHITEHAVEN, CLEATOR MOOR ROAD, WHITEHAVEN, CUMBRIA CA28 8TX

Attached at Appendix 1 for information is a petition received from a member of the public on behalf of the residents near to the proposed development with regards to Planning Application CH/4/18/2347/001.

FOR AND ON BEHALF OF THE RESIDENTS OF HARRAS MOOR AND IT'S ENVIRONS, WHITEHAVEN

Ref: 4/18/2347/001

**OUTLINE APPLICATION (WITH SOME MATTERS RESERVED) FOR RESIDENTIAL DEVELOPMENT
CONSISTING OF NINE SERVICED SELF-BUILD PLOTS TO WEST OF CASA-MIA, HARRAS ROAD,
WHITEHAVEN**

We, the undersigned, wish to strongly object to the application to develop the advertised residential properties as described above. The following comments are not an exhaustive list of our genuine concerns and we reserve the right to further respond should any other unidentified issues arise out of the above proposal and/or as a result of this objection.

IMPACT FACTOR 1 - ROAD SAFETY

- **SPEED** - Harras Road has historically been the subject of validated complaints of excessive speed. With an increase in traffic the volume this problem is exacerbated with evidence of speed related collisions along the it's entire length. The studies produced claim a remarkable 38 mph average.
- **INCREASED VOLUME OF TRAFFIC** - Harras Road is an unclassified road which narrows to a bottle neck to the West and thereafter into a single lane under the bridge. This development (and it's potential second phase and any thereafter) will greatly increase this issue. Combined with other developments in the area and a planned Park & Ride to the East this unclassified road will be required to undertake the workload of a primary or A class road.
- **DRAINAGE & WATER HAZARDS** - Harras Road has always been subject to a natural water drainage issue with a massive run-off from the fields meeting the beck to the West of this proposition. Any development can only increase this run-off by forcing a blockage to the natural water courses. In winter months, this run-off increases and is known to freeze. Being an unclassified road, Harras Road is not considered a primary route and seasonal attention by any authority is almost non-existent leaving a potential for serious collision issues bearing the previous factors in mind.
- **.ACCESS POINTS** - There are, we believe, seven access points in the application along the Northern side of Harras Road not including the larger junction shown directly on the acutely angled bend in the road which, at this time, allows zero visibility to the East and West.

In 1995 all proposed vehicular access was denied by Copeland Borough Council citing Highway Safety.

All proposed properties will require servicing. Any refuse collection will require Large Goods vehicles to remain standing on Harras Road to facilitate this purpose. Goods deliveries and postal workers, too. The list is not exhaustive.

- **PEDESTRIAN ACTIVITY** - The proposed development has a suggested footpath in place to facilitate pedestrian access to the properties. It does not, however, allow a continued safe pedestrian route along the length of Harras Road and there are no suggested safety features in

place to allow children and others to cross the road safely in the face of the increased volume of traffic which, by the applicants findings, ignore the legal speed limit.

- **TRAFFIC SURVEY** - To support the above, we undertook a traffic survey of our own and found a remarkable 352 vehicles to use the route between 07:50 and 09:10. This was mid-week on a school day and evidences our concerns about Harras Road being unable to cope in the future with such a high volume of vehicles at this time.

IMPACT FACTOR 2 - QUALITY OF LIFE

- **NOISE** - Harras Road is subject to a 30 mph speed limit, albeit the applicants survey evidence suggests that this is neither adhered to nor Policed accordingly. The proposed plans indicate 'Potential Speed Tables/Speed Cushions'. Firstly, if Harras Road was considered a safe and suitable site for additional housing to be placed directly onto the roadside then such plans would be redundant and not needed. However, with professionally qualified people identifying this area as having a major potential road safety issue speed retarders have been suggested. The quality of life for those residents within earshot will be impaired with the higher volume of traffic mounting the same 24/7 causing continuous loud bumps and revving of engines between the same and having the potential for causing financial distress to many with mechanical damage often being the result of having to continually negotiate these often ineffective inserts which are potential hazards in themselves.
- **DOMINO EFFECT GRID-LOCKING** - With increased traffic volumes trying to enter Whitehaven during peak times, the potential for grid-locking commuters is inevitable. With St James' Junior School at the bottom of Hilton Terrace parking is a premium and often the law is ignored and the situation remains un-Policed. The whole area is bottle-necked several times and most difficult to manage at this time. The knock-on effect for residents away from the proposed site(s) will be detrimental to their own quality of life and will, no doubt, be raised as future complaints.

IMPACT FACTOR 3 - ENVIRONMENTAL ISSUES

- **MINING CONCERNS** - The proposed site, together with it's immediate environs, was historically subject to sustained mining. There is, in fact a shaft fenced off as dangerous in the centre of one proposed plot and identified as unsafe to build upon. A similar area is situated on the opposite side of the road some 50 metres away. Whilst identified as an unsafe area, the second worked area is not open nor fenced off. It is therefore not beyond reasonable doubt that similar hidden shafts are located elsewhere in and around the site and the potential for sink holes must be of paramount consideration. Ignorance of this fact was evident recently, and locally, in Egremont.
- **BATS** - The report refers to bat roosts being in excess of 1 km away from the site. We have spoken to the Bat Conservation Society who have said that it cannot be discounted that bats may habitually hibernate in such an open shaft as previously mentioned, yet there is no evidence to suggest that this matter has been investigated fully. Feeding bats are in evidence throughout the hamlet and Burton High Close from Spring to Autumn.
- **THE ASSET IT PROVIDES** - The land to the West of Casa-Mia, together with the rest of Harras Moor, is a breathtakingly beautiful part of Copeland with wonderful views to the North over Scotland, with the Lakeland fells to the East and the most spectacular sunsets to the West. This

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 17th September 2018. This shows a balance of £498,174.28. There are however cheques to the value of £4,514.09 still to be presented and cleared.
- 2.2 The balance in the deposit account is £141,965.85.

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.

WHITEHAVEN TOWN COUNCIL

CASH BOOK FROM 1 APRIL 2018

APPENDIX 2

Date	Ref	Payee	Employee Premises	Supplies/3rd Party	Grants	Allotm's Christmas Market	Communit y Plan Maint	Civic Hospitality	Ranger	W.I.B	Ward Grants	Elections	Environmental Improvements	Events	Net Total	VAT	Total	Min. Ref.	
April-2018																			
03/04/2018	402	Unpresented Cheque from February 2018	65.00												65.00		65.00	£65.00	
04/04/2018		Cumbria Association of Local Councils	45.00												45.00		45.00	45.00 948/18(i)	
04/04/2018	403	Viking Direct		117.16											117.16	1.03	118.19	118.19 948/18(i)	
04/04/2018	404	Westcom		95.00											95.00	19.00	114.00	114.00 948/18(i)	
04/04/2018	405	The Waverley Hotel											61.66		61.66	12.34	74.00	74.00 948/18(i)	
04/04/2018	406	The Waverley Hotel											61.66		61.66	12.34	74.00	74.00 948/18(i)	
04/04/2018	407	The Waverley Hotel											61.66		61.66	12.34	74.00	74.00 948/18(i)	
04/04/2018	408	Rosehill Youth Theatre		260.00											260.00		260.00	260.00 948/18(i)	
04/04/2018	409	E.ON				238.18									238.18	11.91	250.09	250.09 948/18(i)	
04/04/2018	410	Copeland Borough Council		65.40											65.40		65.40	65.40 948/18(i)	
04/04/2018	411	Copeland Borough Council			1910.00										1910.00	382.00	2292.00	2292.00 948/18(i)	
04/04/2018	412	Clr. Brian O'Kane - VOID replaced by chq 422																	
04/04/2018	413	Viking Direct		64.85											64.85	12.97	77.82	77.82 948/18(i)	
04/04/2018	414	Cumbria Media		36.00											36.00		36.00	36.00 948/18(i)	
04/04/2018	415	Mrs V Gorley		3.50											3.50	3.50	3.50	3.50 948/18(i)	
04/04/2018	416	The Waverley Hotel																	
04/04/2018	417	Clr. Graham Roberts																	
04/04/2018	418	The Waverley Hotel																	
04/04/2018	419	JM Skips																	
04/04/2018	420	Mrs V Gorley																	
04/04/2018	421	Royal British Legion																	
04/04/2018	BACS	Manchester Urban Cleaners		12.60	800.00										215.01	42.99	258.00	258.00 948/18(i)	
05/04/2018	422	Clr. Brian O'Kane													800.00	160.00	960.00	960.00 948/18(i)	
06/04/2018	BACS	Manchester Urban Cleaners													12.60		12.60	12.60 948/18(i)	
13/04/2018	BACS	Staff													500.00	1100.00	6000.00	6000.00 948/18(i)	
13/04/2018	BACS	Cumbria Local Government Pension Scheme													5500.00		5500.00	5500.00 948/18(i)	
13/04/2018	423	HMRC													35.91		35.91	35.91 948/18(i)	
13/04/2018	BACS	Cumbria County Council - County Fund													350.00		350.00	350.00 955/18(i)	
13/04/2018	BACS	Safety Net UK Ltd													3810.08		3810.08	3810.08 654/17	
20/04/2018	DD	BT Group													735.29		735.29	735.29 759/17(i)	
25/04/2018	389	Unpresented Cheque from February 2018		6.00	1500.00										1873.01		1873.01	1873.01 HMRC	
27/04/2018	424	Zurich Municipal													1500.00		1500.00	1500.00 939/18(i)	
27/04/2018	425	Zurich Municipal													1500.00		1500.00	1500.00 939/18(i)	
27/04/2018	426	Cumbria Media													62.64	12.53	75.17	75.17 CONTRACT	
27/04/2018	427	Rosehill Youth Theatre - VOID replaced by chq 438		210.00											6.00		6.00	6.00	
27/04/2018	428	Rosehill Youth Theatre													71.32		71.32	71.32 976/18(i)	
27/04/2018	429	Viking Direct													2288.22		2288.22	2288.22 976/18(i)	
27/04/2018	430	Mrs V Gorley													64.00		64.00	64.00 976/18(i)	
27/04/2018	431	CALC																	
May-2018																			
01/05/2018	DD	CF Corporate Finance		340.00											340.00	68.00	408.00	408.00 CONTRACT	
16/05/2018	BACS	Staff													3923.66		3923.66	3923.66 654/17	
16/05/2018	BACS	Cumbria Local Government Pension Scheme													752.61		752.61	752.61 759/19(i)	
16/05/2018	432	Heistingham Primary School													935.14		935.14	935.14 WARD GRANT	
16/05/2018	433	HMRC													1994.49		1994.49	1994.49 HMRC	
21/05/2018	DD	BT Group													63.33	12.67	76.00	76.00 CONTRACT	
June-18																			
04/06/2018	434	Copeland Borough Council													854.57	170.91	1025.48	1025.48 1008/18 (i)	
04/06/2018	435	Copeland Borough Council		65.40											65.40		65.40	65.40 1008/18 (i)	
04/06/2018	436	Copeland Borough Council			475.58										475.58	95.12	570.70	570.70 1008/18 (i)	
04/06/2018	437	Copeland Borough Council													42.70		42.70	42.70 1008/18 (i)	
04/06/2018	438	Rosehill Youth Theatre													210.00		210.00	210.00 1008/18 (i)	
04/06/2018	439	Mrs J Hartley													250.00		250.00	250.00 1008/18 (i)	
04/06/2018	440	Viking Direct													94.76	18.95	113.71	113.71 1008/18 (i)	
04/06/2018	441	Copeland Borough Council													65.40		65.40	65.40 1008/18 (i)	
04/06/2018	442	Copeland Borough Council													475.58	95.12	570.70	570.70 1008/18 (i)	
04/06/2018	443	Copeland Borough Council													854.57		854.57	854.57 1008/18 (i)	
04/06/2018	444	Midshire													252.46	50.49	302.95	302.95 1008/18 (i)	
04/06/2018	445	Copeland Borough Council													4466.70	893.34	5360.04	5360.04 1008/18 (i)	
08/06/2018	BACS	Mrs V Gorley													12.99		12.99	12.99 1008/18 (i)	
11/06/2018	BACS	Cumbria Media													40.00		40.00	40.00 1008/18 (i)	
13/06/2018	446	HMRC													1934.25		1934.25	1934.25 HMRC	
13/06/2018	447	Stockyeast Community Group - VOID replaced by cheque 506													4466.70		4466.70	4466.70	

13/06/2018	448	Hensingham Peoples Action Group	500.00			500.00			500.00	WARD GRANT
13/06/2018	449	Hensingham Peoples Action Group	350.00			350.00			350.00	WARD GRANT
13/06/2018	450	St Benedicts RUF.C	500.00			500.00			500.00	WARD GRANT
15/06/2018	451	Whitehaven Heritage Action Group	1500.00			1500.00			3866.37	WARD GRANT
15/06/2018	BACS	Staff	3866.37			749.99			749.99	759/19 (i)
15/06/2018	BACS	Cumbria Local Government Pension Scheme							12.03	CONTRACT
15/06/2018	DD	BT Group			60.14					
19/06/2018	452	Hensingham Primary School							6.63	
28/06/2018	453	Greenbank Community Association			33.14					
29/06/2018	454	Viking Direct								
29/06/2018	455	Rosehill Youth Theatre			350.00					
26/06/2018	456	Mrs V Gorley								
29/06/2018	457	P Porter								
29/06/2018	458	Copeland Borough Council			196.24				170.91	
29/06/2018	459	Copeland Borough Council			196.24				95.12	
29/06/2018	460	Copeland Borough Council			375.00				2680.00	
29/06/2018	461	Copeland Borough Council			375.00				446.67	
29/06/2018	462	Copeland Borough Council								
29/06/2018	463	Copeland Borough Council								
29/06/2018	464	Copeland Borough Council								
29/06/2018	465	Copeland Borough Council			65.40				8.14	
29/06/2018	466	West Coast Composting Ltd								
29/06/2018	467	Colour Gro								
29/06/2018	468	Viking Direct			13.18				2.64	
29/06/2018	469	Viking Direct								
JUN-2018										
02/07/2018	BACS	Cumbria Media			60.00				60.00	1017/18 (i)
13/07/2018	BACS	Staff			3866.77				3866.77	654/17
13/07/2018	BACS	Cumbria Local Government Pension Scheme			749.99				749.99	759/18 (i)
18/07/2018	469	HMRC			1933.85				1933.85	HMRC
19/07/2018	DD	BT Group							11.32	
18/07/2018	470	Whitehaven Judo Club								
27/07/2018	471	Glasdon UK Ltd								
27/07/2018	472	Westcom								
27/07/2018	473	Copeland Borough Council			375.00				928.68	
27/07/2018	474	Copeland Borough Council			196.24				15.00	
27/07/2018	475	Copeland Borough Council			65.40					
27/07/2018	476	Copeland Borough Council			65.40					
27/07/2018	477	Copeland Borough Council								
27/07/2018	478	Copeland Borough Council								
27/07/2018	479	Copeland Borough Council								
27/07/2018	480	Rosehill Youth Theatre			15.20				170.91	
27/07/2018	481	Graham Roberts			140.00				95.12	
27/07/2018	482	Cumbrian Newspapers Ltd			6.50				446.67	
27/07/2018	483	Whitehaven Garden Centre Ltd								
27/07/2018	484	Mrs V Gorley			1.40					
27/07/2018	485	Viking Direct								
27/07/2018	486	Viking Direct			135.45					
30/07/2018	BACS	Cumbria Media			152.35				6.77	
30/07/2018	BACS	J & R Bennett			54.00					
Aug-2018										
01/08/2018	DD	CF Corporate Finance			300.00				60.00	
06/08/2018	487	The Mirehouse Community Centre								
15/08/2018	BACS	HMRC			1934.25				832.00	WARD GRANT
15/08/2018	BACS	Staff			3866.37				1934.25	HMRC
15/08/2018	BACS	Cumbria Local Government Pension Scheme			749.99				3866.37	654/17 (i)
19/08/2018	DD	BT Group			64.56				749.99	759/18 (i)
03/09/2018	489	Mrs M Jewell							12.91	
03/09/2018	490	Charles Edward Maudling			26.55				5.70	
03/09/2018	491	Water Plus Limited			3.84				26.55	1056/18 (i)
03/09/2018	492	Graham Roberts			52.10				3.84	1056/18 (i)
03/09/2018	493	Copeland Borough Council			20.00				52.10	1056/18 (i)
03/09/2018	494	Copeland Borough Council			20.00				20.00	1056/18 (i)
03/09/2018	495	Copeland Borough Council							475.58	
03/09/2018	496	Copeland Borough Council							854.57	
03/09/2018	497	Copeland Borough Council			110.00				2233.33	
03/09/2018	498	Rosehill Youth Theatre								
03/09/2018	499	Midshire			346.77				110.00	
03/09/2018	500	Mrs J Hartley			250.00				69.35	
03/09/2018	501	Viking Direct			23.18				4.64	
03/09/2018	BACS	Cumbria Media			80.00					
03/09/2018	502	Rosehill Youth Theatre								
03/09/2018	503	Greenbank Community Association			1000.00				200.00	

INCOME 2018-19

Date	Item	Precept	Interest	Other
03/04/2018	Allotment Rents 2018/19			17.00
09/04/2018	Allotment Rents 2018/19			406.00
13/04/2018	Allotment Rents 2018/19			102.00
20/04/2018	BEC			2000.00
20/04/2018	Allotment Rents 2018/19			105.00
25/04/2018	Allotment Rents 2018/19			123.00
26/04/2018	Allotment Rents 2018/19			34.00
27/04/2018	Parish Precept	406974.07		
30/04/2018	Allotment Rents 2018/19			98.00
01/05/2018	HMRC - VAT Refund			2889.42
16/05/2018	Allotment Rents 2018/19			265.00
18/05/2018	HMRC - VAT Refund			2964.89
22/05/2018	Allotment Rents 2018/19			111.00
08/06/2018	Allotment Rents 2018/19			149.00
18/06/2018	HMRC - VAT Refund			1755.51
20/06/2018	Allotment Rents 2018/19			84.00
02/07/2018	Allotment Rents 2018/19			40.00
12/07/2018	HMRC - VAT Refund			1150.11
13/07/2018	HMRC - Tax Refund			4805.53
07/08/2018	Allotment Rents 2018/19			175.00
15/08/2018	HMRC - VAT Refund			3931.79
05/09/2018	Allotment Rents 2018/19			138.00
11/09/2018	Allotment Rents 2018/19			15.00
17/09/2018	Allotment Rents 2018/19			76.50

406974.07	0	21435.75	428409.82
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WHITEHAVEN TOWN COUNCIL SUMMARISED INCOME & EXPENDITURE STATEMENT FINANCIAL YEAR 2018-19	Expenditure Net of VAT	Invoices not yet processed	Budget
BANK BALANCES BROUGHT FORWARD			
CBS 53905917	183,835.73		
CBS 53906216	141,965.85		
TOTAL OPENING BALANCE	325,801.58		
INCOME:			
Precept	406,974.07		
Interest (Deposit)			
Other Income	21,435.75		
TOTAL INCOME	428,409.82		
EXPENDITURE			
Employees & Allowances	39,612.17		
Premises	3,500.63		
Supplies/Services	6,213.58		
3rd Party	500.00		
Grants	5,312.50		
Allotments	5,091.74		
Christmas	238.18		
Markets	-		
Community Plan	-		
Ground Maintenance	4,272.85		
Civic Hospitality	-		
Ranger	11,166.69		
Whitehaven In Bloom	3,496.70		
Ward Grants	8,150.83		
Elections	-		
Environmental Improvements	11,005.89		
Events	10,500.00		
VAT (to be reclaimed)	9,323.60		
TOTAL EXPENDITURE	118,585.36		
CASH BOOK BALANCE			
Brought forward	325,801.58		
Income	428,409.82		
Expenditure	118,585.36		
Town Council Funds	635,626.04		
BANK BALANCES			
CBS 53905917 (17/09/2018)	498,174.28		
CBS 53906216 (17/09/2018)	141,965.85		
	640,140.13		
Unpresented Cheques	4,514.09		
FINANCIAL POSITION	635,626.04		

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.

1.0 INTRODUCTION

1.1 At its meeting on 25th September 2018 the Policy and Resources and Finance Committee considered the following matters :_

- A financial report for budget monitoring purposes
- The Asset Register
- The Risk Assessment
- The Financial Regulations

1.2 The Committee made the following recommendations to full Council:-

- a) That after considering the budget monitoring figures that the budget appeared to be on target but that it may be necessary to vire in the future. It was proposed and seconded that a recommendation be made to full Council to approve and note the report.
- b) It was recommended that the Asset Register be approved subject to the amendments shown in red at Appendix 1.
- c) It was recommended that the Risk Assessment be approved. (Appendix 2)
- d) It was recommended that the Financial Regulations be approved. They were model NALC Financial Regulations and no amendments had been made by NALC

2.0 RECOMMENDATION

2.1 That the Council considers the recommendations made by the Policy and Resources and Finance Committee..

WTC 27/9/18
ITEM 10
APPENDIX 1

WHITEHAVEN TOWN COUNCIL ASSET REGISTER 2018/19

Reviewed on 25.09.2018 at Policy, Resources & Finance Committee Meeting

Approved on 27.09.2018 at Full Council Meeting – minute

OFFICE FURNITURE AND EQUIPMENT

INSURANCE

2 x Swivel Chairs
4 x Blue Chairs
4 x Oak Desks
2 x Curved Desks
1 x Oak Dresser
2 x 2 Drawer Units
3 x 3 Drawer Units
1 x Low Level Table
2 x 4 Drawer Filing Cabinet
1 x Ativa Shredder
1 x Lexmark Printer
1 x Sharp Printer
1 x Brother Printer
3 x Samsung Desk Phones
4 x PC Monitors
3 x Hard Drives
4 x Keyboards
3 x Laptops
1 x BT Server
1 x Safe
1 x Laminator
1 x Binding Machine
2 x Whiteboards
1 x Bosch Hot Water Machine
1 x Water Fountain
1 x Drinks Fridge
1 x Dehumidifier
1 x Halogen Heater
1 x Portable PA System and 2 microphones
2 x Thermos Flasks
3 x Large Whitehaven Banners
1 x Framed Whitehaven Rugby League Shirt

INSURED FOR: £20,806.00

1 x Cast Iron Road Sign

INSURED FOR: £525.35

CHRISTMAS LIGHTS

Christmas Lights 1	INSURED FOR: £12,818.58
Christmas Lights 2	INSURED FOR: £3,152.11

REGALIA

1 x Ceremonial Pendant	INSURED FOR: £37,825.31
Civic Regalia (including Past Mayors Medal and further medal)	INSURED FOR: £96,789.71
1 x Mayoral Robe	INSURED FOR: £2,000.00

ALLOTMENT AND PIGEON LOFT SITES

Cartgate Allotment Site	
Crow Park Allotment Site	
Midgey Allotment Site	
Sneckyeat Allotment Site	
Calder Club Pigeon Loft Site	
Langdale Close Pigeon Loft Site	
Overend Pigeon Loft Site	INSURED FOR: £1.00 FOR EACH SITE

36 x Waste Litter Bins	INSURED FOR: £13,104.00
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2 x Royal British Legion Silent Soldier Silhouettes	INSURED FOR: £250.00 EACH
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11 x Lowther Seats	INSURED FOR: £5000.00
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20 x Large Flower Barrels	INSURED FOR: £1000.00
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Mayor Graham Roberts : _____

Date: _____



Whitehaven Town Council

Risk Assessment and Management (Financial) for the period 28th September to 31st March 2018

Topic	Risk Identified	H/M/L	Management of Risk	Staff Action
Reserves - General & Earmarked	Inadequate or Excessive	M	Review at out-turn and budget setting	RFO & P&R and Finance Committee
Reserves - Earmarked	A future liability that has not been funded	L	Review all risks and reserves at out-turn	RFO/Member view
Assets	Loss, damage etc	M	Bi annual inspection, update insurance and asset registers	Diary
Assets	Risk or damage to third party property or individuals	M	Annual review of adequacy of public liability insurance	Diary
Staff	Loss of key personnel (Clerk)	L	Hours, health, stress, training, long term sick, early departure - risk monitored and managed as appropriate	RFO/Staffing Committee
Staff	Fraud or theft of money by staff	L	Financial Regulations set out clear system of internal controls	Financial Regs are reviewed annually
Financial Loss	Consequential loss due to critical damage or third party performance	L	Annual review adequacy of insurance cover	Diary
Maintenance	Reduced value of assets or amenities - loss of performance	M	Regular maintenance inspections bi annually by qualified person	Diary
Legal Powers	Illegal activity or payment	M	Regular training for Councillors and Clerk	Diary
Financial Records	Inadequate records	L	RFO checks regularly and internal audit review	Diary
Minutes	Accurate and legal	L	Review at following meeting - Training	Diary
Members Interests	Conflict of interest	L	Declarations of interest to be documented/minuted and any conflict addressed as appropriate	Diary
Salaries	Wrong salary/hours/rate paid	L	Check salary to minute, check hours and rate to contract	Member to verify
Salaries	Wrong deductions - NI and Income tax	L	Check to PAYE calculations. Use of HMRC RTI system	Member to verify
Direct Costs and Overhead Expenses	Goods not supplied to council	L	Follow up on all orders	Approval check
Direct Costs and Overhead Expenses	Invoice incorrectly calculated or recorded	L	Check arithmetic on invoices and perform bank reconciliations on monthly basis	RFO to perform monthly and auditor to check annually
Direct Costs and Overhead Expenses	Cheque payable is excessive or to wrong party	L	Two Signatories on all cheques	Approval check
Grants and Support	No power to pay or no evidence of agreement of Council to pay	L	Minute council agreement with the power used to authorise payment. Set clear grant awards procedures.	Member to verify
Grants and Support	Conditions agreed	L	Agree and document any reasonable conditions	RFO to check
Election Costs	Invoice at agreed rate	L	RFO check and consider budget	RFO to verify
VAT	Failure to reclaim VAT and loss of income to Council	L	VAT control totals in cash book used to compile return.	RFO to verify
Precept	Failure to submit on time to CBC to include in Council Tax bills	L	RFO to plan meetings to ensure deadline is met	Diary
Precept	Not paid by District Council	L	Clear income budgets are set and monitored quarterly	RFO to check on 01/04 each year
Precept	Precept is inadequate	M	Comprehensive budget planning.	Diary regular meetings P&R and Finance Committee
Other Income	Cash handling	L	System of internal control ensures that any cash received is properly receipted, audit trail exists and regular bank rec.	Annual review of doc controls
Grants	Claims procedure	L	Clerk RFO check as required	Diary
Expenditure	Council overspending is not detected	M	Clear budgets and actual exp are monitored quarterly	P&R and Finance Committee dates
Expenditure	Council underspending is not managed - resource underdeployment	M	Clear budgets and actual exp are monitored quarterly	P&R and Finance Committee dates
Income	Loss of income by forgetting to issue charges/invoices	L	Clear list of billing expected linked to income budgets	RFO to keep list of bills up to date.
Investment Income	Inadequate budgeting or loss of investment opportunities	L	Which are monitored on a quarterly basis.	P&R and Finance Committee dates
Procurement/Contracts	Risk of corrupt practices by Members and Staff - allegations of favouritism to suppliers or contractors	M	RFO regularly reviews investment and amounts received.	Diary
Internal Audit	Inadequate Internal Audit leads to errors/fraud not being detected	L	Financial Regulations have clear procurement procedures in respect of quotations, estimates and tendering. RFO ensures they are followed. Internal Audit perform annual checks. The adequacy of Internal Audit is reviewed annually along with the system of internal control.	Annual review of financial regulations & Annual internal audit.

Adopted on: 5th October 2017
Signed by the Clerk:
Signed by the Mayor:

AWG

WTC 27/9/18
APPENDIX 2
ITEM 10

Christmas Lights Switch on Festivities

Purpose of the Report and Recommendation

To consider an email received from the external Committee organising the Christmas Lights switch on for funding for the associated festivities and to make a decision.

1.0 INTRODUCTION

- 1.1 At the Council Meeting on 25th January 2018 it was resolved that an outside body separate from the Council be set up to raise money for and to organise Christmas festivities with Charles Maudling taking the lead. Minute 881/18 refers
- 1.2 An external Committee has been set up and an email has been received from Charles Maudling (shown at Appendix1) asking for funding for the festivities organised in respect of the Christmas Lights switch on on 18th November 2018.
- 1.3 The Council has a budget of £5,000.00 for Christmas festivities.

2.0 RECOMMENDATION

- 2.1 That the Council considers this request and makes a decision.

WTC 2719118
ITEM 11

APPENDIX 1

Whitehaven Town Council

From: charles maudling <charlycontemporary@yahoo.co.uk>
Sent: 18 September 2018 10:45
To: Whitehaven Town Council
Subject: Events Committee

Good Morning ,With this years xmas lights and the budget allocated of 5k,and with county council now charging for road closures of which we estimate 800 to 1000,we wish to apply tho the town council for further funding ,i set out our costs and estimated income ,

Costs CFM ROADSHOW 2760.00 LAND TRAIN 2280.00, SECURITY 1500.00, ARTISTS 1900.00 BARRIERS 450.00,BANNERS 250.00, COUNTY COUNCIL ROAD CLOSURES 800.00,TOTAL COST EQUALS 9440.00, INCOME ,
TOWN COUNCIL GRANT 5K
ESTIMATE LAND TRAIN INCOME 1K
TRADE STALLS 650.00
FAIR 850.00.
GLOW MERCHANTS 150.00
FUND RAISERS IN OCTOBER ESTIMATED 850.00
TOTAL ESTIMATED IS 8500.00

Which leaves a shortfall of 940.00,with the format changing this year to an events committee we cannot claim vat which the town council could do ,so the costs include vat which has meant 1280.00 in vat ,which is not recoverable ,i sincerely hope the Town Council will understand these extra costs ,many thanks Councillor Charles ,E, Maudling

Advertising in the Cumbria Guide

Purpose of the Report and Recommendation

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

1.0 INTRODUCTION

- 1.1 An email has been received from Stephen Murphy the Managing Director of Cumbria Guide asking if the Council would be interested in advertising in the Cumbria Guide. Appendix 1 refers..
- 1.2 Stephen Murphy will be attending the Council Meeting to give a presentation on this.

2.0 RECOMMENDATION

- 2.1 That the Council considers the email and the presentation and make a decision as to whether or not to take out an advertisement in the Cumbria Guide.

Whitehaven Town Council

From: Stephen Murphy <[REDACTED]>
Sent: 13 August 2018 15:12
To: Whitehaven Town Council
Subject: Stephen

Hi Marlene,

Great chatting earlier.

As discussed we are now putting together our Autumn/Winter editions of The West Cumbria Guide Oct-Nov & Dec-Jan and also
The Carlisle Guide Sep-Oct & Nov-Dec.

Just to let you know, The West Cumbria Guide is distributed throughout the whole of West Cumbria with a reach of over 50K making it the largest reach in our Region.

Hitting both Local & Visitors our unique product ensures you will reach both Targeted Markets.

With The Light Switch on and also The Christmas Market on the horizon we would also support both events online and our Social Media Platforms of which we reach thousands on a weekly basis.

Our website and social media pages @thecumbriaguide are perfect for PR and would be available as part of the Autumn/Winter Campaign with ourselves.

Costings for both our Autumn-Winter editions inc Digital Marketing are as follows.

The West Cumbria Guide Oct-Nov Dec-Jan

1/2 Page £996.00
Full Page £1480.00
Double Page Spread £2620.00

All prices are subject to VAT and are discounted by 30% subject to strict 30 day payment terms.

If you would like to discuss The Carlisle Guide then do let me know.

It may be best to actually come along and present at your council meeting if so required.

Kind regards

Stephen

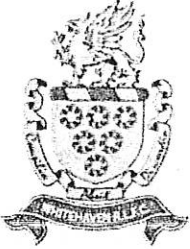
Whitehaven RLFC

Purpose of the Report and Recommendation

To consider a request from Whitehaven RLFC for funding and to make a decision.

1.0 INTRODUCTION

- 1.1 At the Council meeting on 30th August 2018 a request for funding from Whitehaven RLFC was considered. (Appendix 1 refers) It was resolved that the Board of WRLFC be requested to attend the next full Council Meeting to discuss the request.
- 1.2 The Chairman of WRLFC has been informed of this decision and asked to attend.



Whitehaven Rugby League Football Club (2010) LTD
The Recreation Ground, Coach Road, Whitehaven CA28 9DD

VAT Registration: [REDACTED] www.WhitehavenRL.co.uk

Telephone: 01946328088 Company registered in England
[REDACTED]



T.A. Bolam -Todd B.A. (Hons).
Chairman - 01946 841972.
[REDACTED]

Date: 25.07.2018,

Dear Mr.Mayor (Graham) and fellow councillors,

I am writing to you in my capacity as Chairman of the above club. The club has been a central feature of the town and indeed part of its very heritage for seventy years. I think we all recognise that the whole borough would suffer should the club close down.

You will all no doubt be aware of the financial difficulties the club is facing and the threat of extinction is a genuine possibility. For the last four years, the Board has fought to keep this club alive for the people of this borough and the town. Personal investment by the board has exceeded £300,000.00 and sadly, this cannot continue forever.

Behind the scenes, the club is trying to re-organise how it operates but we are down on: spectators, volunteers, directors, sponsors and advertisers. We will be meeting as usual tonight, where we hope to start to push through some much-needed reforms but getting to a position of sustainability needs capital investment of which again the club is short. We will of course do our best to fight on, but we currently do need help.

I am writing to ask if the council has emergency funding pool or some such, from which it could donate, lend, advance whatever manner you choose, to secure some funding for the club between £5K to £10K. I cannot stress enough how dire our financial situation remains.

For and on behalf of The Board of Directors W.R.I.F.C. (2010) Ltd.

T.A. Bolam

Notes from the meeting with ACTion with Communities in Cumbria – 12th September 2018

Present: Councillors Roberts, Maudling, Gill, Forster, Kane, Hayes;
M Jewell, V Gorley;
Lorraine Smyth and Fran Richardson from ACTion with Communities

Progress Report:

- Most wards had been walked around and appointments were made with Councillors Kane and Hayes;
- Spoken to people on the street about what they liked, disliked and what change they would like to see happen;
- Drawn up a stakeholder list;

Discussions during this meeting centred around:

- To make sure stakeholders are involved in conversations with the Community;
- To move towards having a plan by describing the conversations had, list of actions and target efforts. In order to do this, we have to understand the issues that have been fed back. However, ACTion with Communities thought a questionnaire would be difficult as a Town Council are too large. It was then thought that we could still do a questionnaire and possibly select representative patches within each ward rather than do the whole areas. Also, to target supermarkets and either speak to people on the way in/out and also by putting them on car windscreens in the car parks;
- To identify the role of the Town Council in the key issues for example the Town Council might just facilitate something within the Community, or they might decide to pay somebody to do something or to influence others. It is not all about the Town Council doing everything single handed;
- Examples of action plans were looked at which showed the issues, the action required, who they key partners were, who would take the lead and timescales as most plans have a shelf life of 5 years;
- The Town Council had identified a list of stakeholders in a past meeting and these had been divided into 7 categories. A discussion then followed about their priority, their area of influence/interest, how the Town Council would approach engagement (consult/involve/collaborate) and engagement tools (questionnaire/survey, face to face, newsletters, press, workshops, ward surgeries);
- Following the discussion ACTion with Communities said that they didn't think we would need more than one stakeholder meeting, they would look at the best way of engaging with the stakeholders and would come back to the Council with a range of approaches that could be taken.

ALLOTMENT REPORT

Purpose of the Report

To report back to Members of the discussions held at the Allotment Advisory Group meeting and to authorise any expenditure as recommended by the group.

1.0 INTRODUCTION

- The Allotment Advisory Group met with the Site Representatives from Crow Park, Cartgate, Midgey and Sneckyeat on 21/09/2018.

2.0 PRESENT POSITION

- 2.1 It was reported to the Group that since the last meeting 4 people had been added to the allotment waiting list;
- 2.2 The total number of people on the waiting list was now 37;
- 2.3 Of the 172 allotment plots there were only 13 plots where no rent had been paid and the reasons for this were that 7 plots were still vacant, 2 tenants had only recently been invoiced, 1 tenants rent was not due until November and 3 tenants had not paid and were due to be issued with notice to quit letter;
- 2.4 The vacant plots were 19a, 23b, 30a and 30b Crow Park, 27 Midgey and 12a, 12b Sneckyeat;
- 2.5 Enquiries has been made with the skip provider as to the availability of 12-yard skips and we had been informed that delivery would be the 1st week in October and the price would be £390.00 + VAT each;
- 2.6 We had requested quotes from 5 building firms for the installation of paths suitable for a wheelchair user on the disabled plot at Midgey. 2 firms had declined to submit quotes, 1 quote had been received for £3970.00 + VAT (Appendix 1) and we were still waiting on the other 2 firms to submit their quotes;
- 2.7 A request had been submitted from the tenant of Plot 9 Crow Park to install a shed and polytunnel both of which fall within the permitted dimensions and materials allowed;
- 2.8 A request had been submitted from the tenant of Plot 27 Crow Park asking to be transferred to another plot on the same site as Plot 27 was proving to be unsuitable to grow anything due to the ground being boggy;

- 2.9 A request had been submitted from the tenant of Plots 4.1, 13a & 13b Sneckyeat to remove some wooden posts near to the side entrance of the site to allow easier access for a trailer. The tenant was going to carry out the work himself, with no cost to the Council.

The Site Representatives had the opportunity to report any issues:

Cartgate

- 2.10 Requested that the wording of clause 2.3.4 of the Tenancy Agreement that came into effect on 01.04.2018 be amended;
- 2.11 Requested if the tenancies of Plots 34, 35 and 36 could be joint tenancy agreements between the tenants of those plots as they had worked each other's plots for a number of years;
- 2.12 The tenants that were members of the Allotment Association on the site had recently purchased a ride on mower to help them cut the grass on the communal paths and were asking if the Town Council would contribute towards the cost of the purchase;

Crow Park

- 2.13 Reported that there were still potholes along the access path that were full of water and needed filled with some hardcore. This has been reported to the maintenance contractor;
- 2.14 Asked if the grass could be sprayed after each cut to stop it seeding;
- 2.15 Queried if Compost Bins could be made available to the plot holders. It was agreed that the Trainee Assistant Town Clerk would make enquiries with Copeland Borough Council as to availability and costing and report back to the Advisory Group;
- 2.16 Plots 20, 22 and 27 had not been cultivated this year. The Trainee Assistant Town Clerk contacted the Site Rep after the meeting to explain that Plot 20 had only been tenanted in July, the tenant of Plot 22 had been issued with a non-cultivation letter and had contacted the Council to give a valid reason and the tenant at Plot 27 was having difficulties as explained in 2.8 above;
- 2.17 Plots 13b, 25 and 29 were only part cultivated. The Trainee Assistant Town Clerk said she would look into this;

Midgey

- 2.18 Requested that the hedges be given their second cut. The maintenance contractor has been informed;
- 2.19 Raised a concern with regards to the skip as last time the skip was on site for more than 3 weeks. It was agreed that the Site Representatives would be informed of the date of delivery and a

- contact number for the skip provider so that they could contact them directly to arrange for collection when the skips are full;
- 2.20 Enquired if the Council had a policy for letting half plots;

3.0 RECOMMENDATION

- Members are asked to note the information, approve the requests that have been made and to decide whether to approve any expenditure within the report.

 0800 292 2000
 01946 822308
 01946 824904
 maysonbros247@aol.com
 www.maysonbros.co.uk



Construction ♦ Civils ♦ Maintenance

Mayson Bros Ltd

Vanessa Gorley
 Clerk
 Whitehaven Town Council
 The Civic Hall
 Lowther Street
 Whitehaven
 CA28 7SH

Ref: Q18201

20th September 2018

Dear Vanessa,

Midgy Allotments – Installation of Disabled Access Footpath.

We are pleased to quote a lump sum price of £3,970.00 excluding VAT to complete the following works at the above location;

- Install Geotextile to new Footway footprint.
- Install Textured Concrete Footway 1.2m Wide; Comprising 100mm Thick Type 1 Sub-base and 100mm Thick Concrete, Grade 30/20 – Approximately 55.0 m2.
- Install Pre Cast Concrete Edging Kerbs (Type EF) – Approximately 33m length.
- Production of H&S documentation, including Risk Assessment, Method Statement and Construction Phase Plan as per CDM Regulations 2015.

The proposal outlined above meets the requirements of the Approved Document M 2105 edition, as amended 2016. Mayson Bros has 20 years + experience in designing and installing disabled access ramps and access for both local authorities and housing associations, as well as meeting industry best practice for access and built environment.

Trusting we have interpreted your requirements correctly, and that you find the above quotation acceptable, should you require any further information please do not hesitate to contact me.

Looking forward to your further instruction.

Yours faithfully,

Ron Arthur

Mayson Bros Ltd.



WHITEHAVEN IN BLOOM REPORT

Purpose of the Report and Recommendation

To report back to Members of the discussions held at the Whitehaven In Bloom Advisory Group meeting and to seek authorisation for the expenditure required.

1.0 INTRODUCTION

1.1 A meeting of the Whitehaven In Bloom Advisory Group was held on Friday 21st September 2018.

2.0 PRESENT POSITION

- 2.1 The Group were informed that the Budget allocated to Whitehaven In Bloom for 2018/2019 was £18,000.00 and to date £3496.70 had been spent but we also had to factor in the additional £2,700.00 for the contract with Copeland Borough Council for Whitehaven In Winter, thus leaving a budget of approximately £11,500.00 available.
- 2.2 The Hanging Baskets had been removed and emptied of flowers and compost and the compost had been used to fill up the fixed wall beds opposite Trinity Gardens.
- 2.3 The 20 x planter barrels will be removed beginning of October and re-planted with winter bedding plants.
- 2.4 Councillor O’Kane has contacted GEN 2 about the provision of two ships that can be filled with flowers and a response is awaiting;
- 2.5 Following discussions, it was recommended that:
- The remaining budget be used to purchase 8 x Octagonal Fountain Planters from Amberol at a cost of £730.60 + VAT each, to be stored at Copeland Borough Council;
 - The Ranger would check how many barrier baskets were held at Copeland Borough Council’s yard and what their dimensions were so that the Town Council could go ahead a purchase some more like for like from Amberol to take the total number of barrier baskets up to 12. These would be sited at the crossroad of Lowther Street/Scotch Street and Tangier Street/Duke Street;

- 54 extra hanging basket brackets be purchased from the company who supplied them previously at a cost of £17.50 each, to infill sparse areas around the town;
- Due to the extra planters, structures and hanging baskets that will require watering and maintaining, the Group recommended that the Town Council employ a seasonal operative/apprentice in partnership with CBC for 5 days per week from May to October 2019 at a cost of approximately £8,500.00;
- The Contracts Manager at CBC would contact the suppliers for the cost of plants and compost required for the extra planters, barrier baskets and hanging baskets;

RECOMMENDATION

- 2.0 That Members are asked to note the information at 2.1, 2.2, 2.3 and 2.4 and to consider the recommendations at 2.5 made by the Whitehaven In Bloom Advisory Group.

Office 365 Security

Purpose of the Report and Recommendation

To consider an email received from Westcom regarding Office 365 Security and to determine the action to be taken.

1.0 INTRODUCTION

- 1.1 Attached at Appendix 1 is an email received from Westcom, the Council's IT provider asking if the Council would like to make changes to the security settings to prevent attack.
- 1.2 At the time of writing we are waiting to have a meeting with Westcom to discuss this and this will be reported to the Council meeting.

2.0 RECOMMENDATION

- 2.1 That the Council considers the email together with any other information supplied and makes a decision as to whether or not to make changes to Office 365.

Whitehaven Town Council

From: Westcom Support <Support@west-com.co.uk>
Sent: 18 September 2018 15:40
To: Whitehaven Town Council
Subject: Office 365 Security

Dear Marlene,

We have recently seen a change in tactics from attackers trying to gain access to email accounts, especially those hosted on Office 365.

As your email system is hosted on Office 365 I would like to propose the following changes to protect your emails.

Disable Automatic Email Forwarding

There has been a trend of attackers setting automatic email rules that forward messages to 3rd party addresses (those not within your organisation).

It's very unlikely this is a feature you are using in Outlook and we would like to disable it.

Two Factor Authentication

We can setup an additional second level of authentication after the password screen when you sign in on a new device or via the outlook online webmail feature.

This is done with a text message to a registered mobile number or an app (iOS & Android).

At times this can become an annoyance, but it provides an enhanced level of protection.

For some of your users it may be appropriate to disable webmail access all together if they don't require this function.

Nearly all email attacks we have seen are coming from user receiving a phishing email with a link where they are asked to enter their email address and password.

Please ask all your users to carefully check web address at the top of your browser window before entering any credentials, if there is any doubt do not click the link, do not enter the password and please ask them to contact yourself or Westcom for further advice.

Please let us know if you would like us to make the changes above or discuss this further.

Disabling email forwarding will take around an hour, Two Factor Authentication & disabling webmail will take between 2 and 5 hours depending on the size of your organisation.

This work is chargeable at your standard rate.

Kind Regards,

Tom Dunlop

WESTCOM

Computing Solutions for West Cumbria

Please note my working hours are Mon to Thur, 9am to 5pm.

Lowther Road, Clay Flatts, Workington, CA14 2TQ

Tel 01900 870455, Fax 01900 872211

Shop opening hours - Mon to Fri, 9am to 5pm

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WHITEHAVEN TOWN COUNCIL

COUNCILLOR WARD GRANTS

BACKGROUND:

1. In 2015/16 the Council decided to allocate each Councillor a Ward Grant of £2,000.00. This has carried on in subsequent years and it appears that some Councillors may not have felt fully confident in making suggestions to utilise their allowance as to date there has not been any guidelines agreed by the Town Council. These guidelines aim to rectify this and to provide Councillors with clear guidelines. These are set out below.

GUIDELINES:

2. Whitehaven Town Councillors have been allocated £2,000.00 a year to support community projects in their local areas. Councillors can use the funding to support community groups in their Wards to help purchase equipment, hold events, or run services that will benefit local residents. The funding can also be used in combination with money from other organisations, to contribute to larger projects.

- a) Funding can be used for new or existing projects or activities carried out by community groups working in the area of Whitehaven Town Council that support the delivery of local priorities.
- b) While it would be usual for a Councillor to support a project in his or her Ward area, it is possible for more than one councillor to “club together” to support a project that crosses Ward boundaries, or for a Councillor to work together with other funding providers. Projects covering the whole of Whitehaven’s area are not considered suitable for this funding.
- c) Projects should have the support of the local community. Projects that are included in a community or Town Council plan are particularly suitable for funding from the scheme. Councillors should satisfy themselves that the project or activity being funded would improve the community or environment and enhance the quality of life for local residents.
- d) The funding is for “community groups” or “not for profit” organisation. The activities of the community group will be primarily for the benefit of the community.
- e) The payment must be at least £100
- f) The funding must go to a community group, not an individual, or a business
- g) The granting of the funding is a one-off and does not imply an on-going commitment by the Council or have a revenue implication for the Council. For this reason, it is preferable not to fund ongoing costs of a group or organisation. It is better to provide funding for a specific, one-off project.
- h) The project or activity promotes communities working together and does not unfairly discriminate against people from different backgrounds.
- i) The funding should be used by the community group during the financial year of the application.
- j) As far as the Member is aware, making the payment to the community group would not result in fraudulent or illegal activity

HOW THE SCHEME WORKS:

3. In October of each financial year, when setting the budget, the Council will decide whether it is feasible to provide each Ward Councillor funding of £2,000 per councillor for expenditure in the following year.

If approved, the £2,000 will be made available to Councillors for the following financial year, after which, any amounts unspent will be returned to the general Council reserve.

COURT CASE UPDATE

Purpose of the Report and Recommendation

To inform the Council of the result of the recent Court case.

1.0 INTRODUCTION

- 1.1 Members will recall that court proceedings were instituted against the Council by Michael Guest for the return of two ceremonial medals.
- 1.2 The case was heard at the West Cumbria Magistrates Court on 18th September 2018
- 1.3 The Judge ruled that Mr Guest was not entitled to the medals and he was ordered to pay Council costs of £4,800.96. Mr Guest has until 2nd October 2018 to pay the costs
- 1.4 The Council's solicitor has said that the total costs to the Council will be £5,700. (£3,300 for the Barrister and £2,400 for Milburns). The difference between the amount of costs ordered and the amount of costs payable by the Council is because the Judge did not allow the full amount of Milburns costs.

2.0 RECOMMENDATION

- 2.1 That the Council approves the legal costs to be paid to the Barrister and to Milburns and that the report be noted.