

WHITEHAVEN TOWN COUNCIL

Clerk and Responsible Financial Officer: Marlene Jewell
Telephone: 01946 67366

To: Members of Whitehaven Town Council

You are duly **SUMMONED** to attend the **MEETING** of the **WHITEHAVEN TOWN COUNCIL** which will be held at:-

Venue: The Hub, The Beacon, Whitehaven

Date: Thursday 31st August 2017

Time: 7.00pm

Signed.....*Marlene Jewell*.....Dated.....*24th August 2017*.....
Marlene Jewell, Clerk and Responsible Financial Officer

AGENDA

1. Apologies for Absence
2. Minutes of the Meeting held on 28th July 2017
3. Minutes of the Extraordinary Meeting on 30th August 2017 – to follow
4. **Declarations of Interest**
To receive declarations of interests by elected members in respect of Agenda items
If a Member requires any advice on any item involving a possible declaration of interest which could affect his/her ability to speak and/or vote he/she is advised to contact the Clerk at least 24 hours in advance of the meeting.
5. **Public Participation**
6. **Planning Applications**

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

- 7. Planning Training for Councillors**
- 8. Financial Report**
- 9. Audit Report** – To consider and approve the Internal Audit Report
- 10. Annual Audit Review** – Clerk to give a report
- 11. Whitehaven Market** – Report by Copeland Borough Council
- 12. Whitehaven Lengthsman Partnership** – Report by Copeland Borough Council – to follow
- 13. Christmas Events Advisory Group** – Councillor Maudling to give a report on the recent meeting of the Christmas Events Advisory Group and its recommendations
- 14. Bus Shelters, Waste Bins and Seats/Benches** – Chairman to give a report following receipt of information from Councillors
- 15. Home Group** – Representatives from Home Group to attend to discuss tenant issues
- 16. King Street Pedestrian Area** – Chairman to give a report
- 17. Corruption in Copeland** – Chairman to give a report
- 18. Councillor Protocols** – Chairman to give a Report
- 19. Ceremonial Medals** – Chairman to give a report
- 20. Councillor Matters**
- 21. Date and Venue of next meeting**

Exclusion of Press and Public

That prior to the consideration of the following item the Chairman will move the following resolution:-

That in view of the special or confidential nature of the business about to be transacted the public and/or press be temporarily excluded and they are instructed to withdraw

- 22. Local Government Pension Scheme** – Chairman to give a report

WHITEHAVEN TOWN COUNCIL

Minutes of the Council Meeting held on 28th July 2017

Present: Councillors B O’Kane (Chairman); J. Forster; S. Gearing; J. A. Laine; T. Lowrey; C Maudling; G. Roberts

M. Jewell, Clerk and Responsible Financial Officer

Members of the Public

Richard Majewicz, Copeland Borough Council

731/17

Apologies for Absence

Apologies for absence were received from Councillor Gill, Councillor Guest and Councillor Kane.

732/17

Minutes of the Meeting held on 29th June 2017

- (i) Councillor Laine referred to Minute 715/17 Public Participation and Julie Rayson had asked if the money for the Ward grant for Hillcrest could be passed to the new Councillor. She said at the meeting the Clerk had said that the money would be available. The Clerk replied that what she had said was that she did not see any reason why it could not be paid but that it would be looked into and that she had looked into it and had written to Julie Rayson to say the money would be allocated to the Hillcrest Ward.
- (ii) Councillor Laine stated that what she had said about Advisory Groups was not in the Minutes. She referred to Minutes from 719/17 when Advisory Groups were discussed at this meeting. Councillor Laine referred to a recent report which recommended the Council going back to Committees properly constituted with delegated powers. Councillor Laine said she had asked for this to be minuted. The Clerk said she did not recall this as the Agenda item was for the appointment to Advisory Groups which had been set up previously. The Chairman said that the Advisory Groups were set up for a period of six months to be reviewed after that time and that an item would be put on the Agenda for that particular meeting. It was agreed that the minute be amended to include Councillor

Laine's comment that this council should go back to Committees properly constituted with delegated powers.

- (iii) Councillor Laine referred to Councillor Matters and said she had asked if the Council could ask Copeland Borough Council if they would provide free parking during the Taste Cumbria event and asked to see the request to Copeland Borough Council.
The Clerk replied that she had contacted Copeland Borough Council by phone about this and had been told that it was unlikely and had heard no more.
- (iv) Councillor Laine referred to Councillor Maudling's comments about Bransty Rangers Football Club with regards to claiming VAT back. Councillor Maudling suggested that when the Council gave grants out for the purchase of equipment that the Town Council should purchase the equipment for that grant and then it could retain the 20% VAT. It was agreed that the Minutes be amended to record this

RESOLVED – That subject to the amendments in (ii) and (iv) above the Minutes be approved and signed by the Chairman as a correct record.

733/17

Minutes of the Extraordinary Council Meeting held on 17th July 2017

- (i) Councillor Maudling said that he had made a counter proposal to retain £1500 of the grant money because the grant period did not end until 2018 and because there would still be some money if anyone came forward for a grant or in case there was a need or an emergency. It was agreed that this be added to the Minutes.
- (ii) Councillor Lowrey referred to the Minute on Kells Rugby League Football Club and queried whether it should read Whitehaven Rugby League Football Club. The Clerk said it should and it was agreed that the Minute be amended accordingly

RESOLVED – That subject to the amendments in (i) and (ii) above the Minutes be approved and signed by the Chairman as a correct record.

Councillor Laine raised a point of order in respect of the grant application for Bransty Rangers Junior Football Club and said that by giving part of his Ward Grant to this did it mean that Councillor Roberts

was now overspent in view of the fact that he had spent £6000 for a bus shelter and now £583 on the grant. The Chairman asked if the £6000 had been spent and Councillor Roberts said it had not.

Councillor Laine referred to the hanging baskets in Whitehaven and said she would like to thank Charles Maudling, Brian O’Kane and the Mirehouse Garden Centre for the speedy delivery of the flowers and Councillor O’Kane endorsed this.

Councillor Maudling said there had been a lot of positive feedback from the public about this.

734/17 **Declarations of Interest**

Councillor Maudling declared a non pecuniary interest as he is on the Planning Panel at Copeland Borough Council

735/17 **Declaration of Interest**

The Chairman referred to an issue raised by Councillor Laine at the Council meeting on 29th June 2017 about a declaration made by Councillor Gill where the Chairman had said that he would take advice on the matter and report back.

The Chairman reported that he had taken advice from CALC. It was reported that failure to disclose a disclosable pecuniary interest is an offence but that in this case there was no disclosable pecuniary interest as no decision was being made on an item of business from which the Councillor or his spouse were set to benefit financially. Neither the Councillor nor his spouse had received any parking fines so neither could be said to benefit in any way and the advice given was that there was no disclosable pecuniary interest in this case. The Chairman reported that this information had been passed to Copeland Borough Council’s Monitoring Officer and there would be no discussion on the matter.

RESOLVED – That the report of the Chairman be noted

736/17 **Public Participation**

1. Julie Rayson said the website wasn’t being kept up to date. Also on the invoices for payment it said Luke Johnson’s name on some and Cumbria Media on others. She said there were lots of things missing

from the website eg emails and contact numbers. She said there were only two items in the news section of the website, one was the market and the other was the ice rink and that November was the last time anything had been updated. She asked where the money was going and said the website should be promoting the Town Council better than it is. The Chairman said that until very recently the Town Council had been struggling with only one member of staff but now that there was an extra member of staff the Council would be able to look at this.

2. Julie Rayson was concerned about the details of direct debits, long term and things like BT and payments to CBC and that it would be good to see a breakdown. The Chairman said that if an individual was concerned about anything they could contact the office about it.
3. Julie Rayson referred to the £15 bank charge that she had asked about at the June meeting and said although it was not a lot of money £15 was £15
4. Mr Nicholson asked again about the public transport that comes from Kendal to Workington to be extended into Whitehaven. Councillor Roberts said that there was going to be a reshuffle at Stagecoach within the next six weeks and that if Mr Nicholson would give him his address he would give him a written reply. Councillor Laine asked if the Town Council could write to Cumbria County Council about this. It was agreed that the Clerk would write to Stagecoach.
5. Peter Tyson asked if there was a communication problem as he said he had arrived the previous night for the Town Council meeting at the United Reformed Church and found it locked up and asked if the Town Council had changed its meeting dates. The Chairman said that it was his doing as he had asked for the Council meeting to be changed on this occasion due to business commitments

737/17

Planning Applications

- (i) Councillor Laine referred to planning application CH/4/17/2212/0T1 relating to 21 metre high lattice telecommunications mast at Wilson Pit. She wished to ask Copeland Borough Council if any

environmental impact assessment had been done.

Councillor Laine had the following concerns about the application:-

- The visual/environmental disturbances and that it should not create a scar on the landscape
- That CBC should ensure that the base station where it is at is ICNIRP compliant and meets the guidelines for public exposure to electromagnetic fields
- CBC should impose a condition requiring its removal as soon as reasonably practicable when it is no longer required and the land restored to its previous condition before any development takes place.

This was seconded by Councillor Maudling.

- (ii) Councillor Laine referred to planning application CH/4/17/2248/0F1 for a temporary car park for 4 years at Preston Street, Whitehaven. She said there were many car parks in town and many that use Parking Eye and other different companies. She wanted to ask CBC why the application was for a temporary car park.

Councillor Laine said that CBC should consider traffic lights on feeder roads if the car park will be opening onto Preston Street or a mini roundabout. The Chairman said that this was not in the remit of CBC it was all CCC and Councillor Laine said it was CBC land not CCC and CBC could impose a CIL or planning obligations.

This was seconded by Councillor Gearing .

RESOLVED – (i) That the Council endorse Councillor Laine’s representations and a letter be sent to Copeland Borough Council containing the representations.

(ii) That no representations be made on the remaining planning applications,

738/17

Planning Committee and Training

- (i) Councillor Laine reported on the need for a Planning Committee and for training for Councillors on planning. She said that training should be provided for all councillors on planning as soon as possible and Councillor O’Kane seconded that.

Councillor Laine proposed that the Clerk arrange training for all Councillors as soon as possible and this be reported to the next meeting.

RESOLVED - That this be agreed

- (ii) Councillor Laine proposed that all planning applications be circulated in good time from all authorities not just CBC

RESOLVED - That this be agreed

- (iii) Councillor Laine proposed that the Council arrange open meetings for the public to come for contentious issues when they can come and talk and feedback to the Council 5 days before the Council meeting. This was seconded by Councillor Lowrey

RESOLVED - That the Council set up regular open meetings to discuss current planning applications.

- (iv) Councillor Laine said planning was the most important thing and proposed that it should be on position 1 or 2 on the Agenda unless there are exceptional circumstances. Councillor Maudling seconded this.

RESOLVED – That Planning Applications be in position 1 or 2 on the Agenda unless there are exceptional circumstances.

Councillor Roberts said he opposed this because the Town Council was not the planning authority

739/17 Financial Report

- (i) The Council considered at Schedule 1 a list of invoices for payment

RESOLVED - That payment of the invoices shown on Schedule 1 be authorised for payment with the exception of the invoice for £780 for the parking permit for bay 13

- (ii) The Council considered whether or not to renew the Council parking permit for a space on the Civic Hall car park at a cost of £780. Councillor Laine said that the taxpayer should not be paying for staff parking. She proposed that the parking permit should not be

renewed and this was seconded by Councillor Maudling. A vote was held and four Councillors voted for the proposal and three Councillors voted against it.

RESOLVED – That the parking permit for the space in the Civic Hall be not renewed.

(iii) **RESOLVED** – (i) That the Cashbook (Appendix 2) and the Income and Expenditure (Appendix 3) be noted and Councillor Laine wished it to be noted that Vanessa be thanked for obtaining a refund on the Council's business rates.

(ii) That the Clerk send Councillor Laine a breakdown of the sum of £1078 for Clerk and Councillor expenses and for the sum of £5269 for office expenses and room hire.

(iv) The Clerk reported that VAT refunds were now up to date and in future VAT would be reclaimed each month. Councillor Laine said that every time the Council spends money thought should be given to spending it wisely in order to get the VAT back. She referred to grants given out by the Council and said that the Council could purchase goods for organisations and recover the VAT and this would mean less cost to the taxpayer and add 20% to the precept each year.

RESOLVED – That the Clerk investigate whether the Council can make purchases on behalf of others and recover the VAT and report back.

740/17

Whitehaven Market

The Chairman referred to the report from Copeland Borough Council and said he assumed that someone from Copeland would come along so that the matter could be discussed and questions asked. The Clerk said that someone from Copeland was due to attend but had been unable to but it had been agreed that a representative from Copeland would attend the August meeting.

The Chairman proposed that the item be taken off the Agenda and put on the August Agenda. Councillor Laine said she would not be at the next meeting and asked if she would be able to give some points and ask questions.

RESOLVED - (i) That The Whitehaven Market report be deferred to the next Council meeting in August and that Councillor Laine submit

her questions and comments to the Clerk so that they can be put to the meeting and written replies given.

(ii) That following consideration of this report the Town Council have a separate meeting to discuss how the Town Council wishes to progress the market going forward.

741/17

Presentation on the Draft Conservation Area Design

Richard Majewicz from Copeland Borough Council gave a presentation on the Draft Conservation Area Design. He said the Council wanted to promote the change from using modern materials to using traditional materials in the conservation area. He said a Design Guide had been produced to help property owners, developers and designers to enhance and market properties in a conservation action area. He said it was not Copeland Borough Council policy just a guide and a guide could not be enforced.

So the Council had to put something together that would form Council policy and the only way to do that would be to produce a document that becomes a supplementary planning document which when approved by Council becomes part of the planning process. He said the Council wanted to keep the historic character of the conservation area as much as possible.

Richard said Copeland had produced a document which was out for public consultation until 18/08/17. He said the document was available on line, in libraries and at the Market Hall and they would like feedback.

RESOLVED – That the position be noted and that Richard be thanked for the presentation.

742/17

Whitehaven Mining Company

Councillor Laine had circulated a supplementary letter to CCC which herself and Councillor Guest had already sent. She asked if the Town Council would support this letter as it would carry more weight if it came from the Town Council. Following a discussion it was

RESOLVED – That the letter be not sent out by the Council but that the letter in its entirety or in part be available for individual Councillors to use and send to the County Council if they so wished.

743/17

Councillor Matters

1. Councillor Gearing said there were big problems in Mirehouse with littering and said that bins were needed. She said that along with her daughter she had recently picked up nine bags of litter.
She said there was a big problem with drugs and with people saying that they were reporting discarded needles to CBC but CBC were not picking them up and was worried for children's safety. The Chairman said that bins and litter would be put on the next Agenda and each Ward Councillor should prepare a list of where bins have been removed and how many bins are needed and where they should be located and produce a report. Councillor Holliday from Copeland Borough Council had said that if the Town Council purchased the bins he would look into emptying them. The Chairman said that bins would be put on the Agenda for August.
2. Councillor Forster said there was a problem with grass cutting and trying to find who was responsible for cutting the grass on various bits of land. She said she was going to organise a big clean up on her estate involving different bodies. Councillor Gearing said the Town Council could report it to Copeland Borough Council and ask them to get it cut. Councillor Laine said Copeland Borough Council had £160,000 underspend
3. Councillor Roberts said grass cutting was a major issue and that after walking round town he was becoming concerned that there was a culture of knocking down buildings and we are now being labelled as eye-sore- on sea. He gave an example of Captain Sennys which had been knocked down and just left.
The Chairman said that the difficulty is picking out the positives rather than the negatives.
4. Councillor Laine said that on Mirehouse 09 side there were potholes everywhere but Mirehouse had not been resurfaced at all.
On Derwentwater Avenue and Borrowdale the potholes are dangerous and could result in accidents
Potholes are dangerous for kids and vulnerable people and cars.
Councillor Laine said that if you take a picture of the pothole and report it to the CCC they come and repair that pothole alone and ignore all those around it.
- 5 Councillor Laine stated that on Derwentwater and Borrowdale there is a lack of street cleaning – bottles, glass, cans and litter and it looks like the street cleaners don't go round that area of Mirehouse at all.

6. Councillor Laine said 2 people had complained about the rats between 52 and 48 Derwentwater Road. She asked who we could go to with respect to the rats and the Clerk suggested Copeland Borough Council Environmental Health Department.
7. Councillor Laine said 3 needles had been found on Wasdale Close and an 11 year old had picked them up and I told him to take them to the nearest Pharmacy which was Mirehouse pharmacy.
8. Councillor Laine said that at West Cumberland Hospital people are still annoyed with parking charges.
9. Councillor Laine said that Susan Fryer had agreed to meet about drugs at Mirehouse and Kells but didn't turn up.
10. Councillor Laine complained about the state of Union Hall and said it was getting worse and that the Council should send a letter to Dixons about this.
11. Councillor Laine referred to the Moresby roundabout and said she was going to send a letter to CCC because there had been a few accidents and near misses with regards to the markings on the road.
12. Councillor Maudling said that on a positive note there were lots of compliments to WTC about the flowers that had been displayed and that the bins he reported last month had been replaced. He said the biggest complaint is Home Group particularly with the state of the buildings particularly the flats are awful. He said that shoplifting was a huge problem in town.
13. Councillor Maudling said St Nicholas looks alright from the front but that the side garden of St Nicholas is overgrown with weeds and is an eyesore and he had seen on social media that the new vicar wanted nothing to do with it. The Chairman said that he had been asked to go to meet the lady in charge of St Nicholas in the next few weeks and would report back.
14. Councillor Lowrey said that he had been getting phone calls and messages about gas safety checks being carried out by Home Group every year. He said tenants were getting letters saying the contractors could not gain access to the property when the contractors failed to

turn up or turned up exceptionally late for an appointment when the tenants had gone out. He said he had phoned Home Group about this and they had said that they would alter the letter that was being sent out to tell the tenant to contact Home Group not the Contractor
Councillor Maudling said that you had to phone Home Group in Newcastle to get an appointment in Whitehaven.

The Chairman asked the Clerk to write to Home Group to ask them to attend the next Council meeting to discuss issues raised by tenants in Whitehaven

744/17 Date and Venue of next Meeting

RESOLVED – That the next Council meeting be on 31st August 2017 at 7.00pm at the Hub, The Beacon, Whitehaven.

745/17 Exclusion of Press and Public

The Chairman moved the following resolution:-

That in view of the special or confidential nature of the business about to be transacted the public and/or press be temporarily excluded and they are instructed to withdraw.

746/17 SUSPENSION OF STANDING ORDERS

The Chairman stated that the meeting had gone on for nearly 2.5 hours and that in order to continue proposed suspending Standing Orders for 30 Minutes in order to complete Agenda Item 15

RESOLVED – That this be agreed

747/17 Local Government Pension Scheme

- (i) The Chairman reported on a claim against the Council and of a letter that had been received from the Claimants Solicitors relating to the LGPS and circulated a draft letter of reply to the solicitors.
Following a discussion on this it was:-

RESOLVED – That the draft letter of reply be sent to the Claimants solicitors.

- (ii) The Chairman reported on a situation that had arisen concerning the Local Government Pension Scheme with regard to Town Council Employees.

RESOLVED – That the Council seek the advice of Jo Mcleod as to whether the Council is required to make the LGPS available to employees.

The Meeting closed at 10.00pm

Chairman

WTC 31/08/2017

Item 6

Planning Applications for Consideration by Whitehaven Town Council

<u>Application Number</u>	<u>Detail</u>
CH/4/17/2258/0F1	Substitution dwelling type on Plot 8, Minor relocation of approved dwelling on Plot 6, Change of use of agricultural land to north to provide improved/extended gardens to Plots 4, 6 and 8 land to north east of Rannerdale Drive
CH/4/17/2259/0F1	Demolition of existing detached garage and construction of 2 storey side extension at 5 Springfield Grove, Whitehaven
CH/4/17/2260/0R1	Reserved matters application for dwelling on garden land of Nemare, Harras Road, Harras Moor, Whitehaven
CH/4/17/2262/0O1	Outline application for detached dwelling and garage rear garden land of 1 Aikbank Road, Whitehaven
CH/4/17/2265/0A1	Internally illuminated fascia and projector signs 9 King Street, Whitehaven
CH/4/17/2271/0F1	Change of use to community gymnasium at The Winning Post (Betting Shop), Meadow Road, Mirehouse, Whitehaven
CH/4/17/2272/0F1	Removal of wooden shop front to signage area and replacement with 36mm aluminium panels in racing green to match existing colour at 81 King Street, Whitehaven

- CH/4/17/2276/0L1 Listed building consent for demolition of existing 2.7m x 3.0m garden shed, erection of new 3.5m x 3m timber structure garden studio at 83 Main Street, Hensingham, Whitehaven
- CH/4/17/2279/0E1 Lawful development certificate for an existing use(raised terrace area; garden room and garden store) at 63 Tower Hill, Whitehaven
- CH/4/17/2285/0F1 Construction of Off Road Parking Space (Retrospective) 18 Esk Avenue, Whitehaven

FINANCIAL REPORT

Purpose of the Report

- (i) Members are asked to consider a list of invoices for authorisation and payment as shown at Appendix 1
- (ii) That the recommendations in paragraphs 3.1, 3.2 and 3.3 be approved

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 23rd August 2017. This shows a balance of £339,702.64. There are cheques to the value of £2067.47 still to be presented and cleared.
- 2.2 The income of £11,701.65 and £548.88 in respect of VAT refunds.
- 2.3 The balance in the deposit account as at 23rd August 2017 was £139,885.77
- 2.4 With regard to the Council making purchases and recovering the VAT (Minute 739/17 (iv) refers) the Clerk consulted with the Council's Internal Auditor and was informed that the VAT Regulations made it quite clear that this was not allowed.

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.
- 3.3 That the information at 2.1, 2.2, 2.3 and 2.4 be noted

ITEM 8
APPENDIX 2

WHITEHAVEN TOWN COUNCIL

CASH BOOK FROM 1 APRIL 2017

Date	Ref	Description	Ref	Office/ Firm Hire	Training	Expenses	Salaries	Wondersia	Market	Cleaning/ Maint	Grants	Sponsors/ Promotion	Insurance & Audit	Mayor	Ward Grants?	Elections	Net Total	VAT	Total	Min. Ref.
03/04/2017	192	Luke Johnston		118.00													118.00		118.00	647/17(i)
05/04/2017	195	Rosehill Youth Theatre		60.00													60.00		60.00	647/17(i)
11/04/2017	197	Sandwith Village Group									5,000.00				500.00		5,000.00		5,000.00	647/17(i)
11/04/2017	198	Whitehaven District Operatic Society																		647/17(i)
18/04/2017	185	Mayor Of Workington Dinner												50.00			50.00		50.00	Mayor
19/04/2017	186	Allerdale Bc Civic dinner												40.00			40.00		40.00	Mayor
25/04/2017	DD	BT																		
28/04/2017	199	Cumbria Association of Local Councils		110.66													110.66	22.13	132.79	647/17(i)
28/04/2017	200	Whitehaven Golf Club		702.10													702.10	13.00	715.10	662/17(ii)
28/04/2017	201	Copeland Borough Council		37.00													37.00	7.40	44.40	662/17(ii)
28/04/2017	202	Westcom		679.34	2,510.00		6,658.04				625.58		109.00				10,581.96	1,958.73	12,540.69	662/17(ii)
28/04/2017	203	Westcom		210.00													210.00	42.00	252.00	662/17(ii)
28/04/2017	204	Westlakes Recruit Ltd - Agency Fees		120.00													361.12	72.22	433.34	662/17(ii)
28/04/2017	205	United Reformed Church															120.00		120.00	662/17(ii)
28/04/2017	206	Graham Roberts															32.10		32.10	662/17(ii)
28/04/2017	207	Viking Direct - Stationery		31.13		32.10											31.13	6.24	37.42	662/17(ii)
28/04/2017	208	Parish of Whitehaven		15.00							1,609.49						1,609.49		1,609.49	662/17(ii)
28/04/2017	208	unpaid cheque charge															15.00		15.00	
May<17																				
May-17	DD	Corporate Finance		408.00													408.00		408.00	Contract
13/05/2017	209	Whitehaven Heritage Action Group									525.00						525.00		525.00	663/17(i)
11/05/2017	210	Cumbria Payroll Services reissue 187				96.00											96.00	19.20	115.20	647/17(i)
25/05/2017	211	CBC NDR reissue 190		829.38													829.38		829.38	647/17(i)
25/05/2017	212	CBC energy charges for Room 3 reissue 190		65.40													65.40		65.40	647/17(i)
25/05/2017	213	CBC Allotments reissue 190			1,910.00												1,910.00	382.00	2,292.00	647/17(i)
25/05/2017	214	CCC - Damage to lights reissue 196						353.86									353.86		353.86	647/17(i)
25/05/2017	215	Eon reissue 191						274.49									274.49	13.72	288.21	647/17(i)
25/05/2017	216	Milshire reissue 194																		
25/05/2017	217	Westcom reissue 193		514.23													514.23	102.85	617.08	647/17(i)
25/05/2017	218	Online Systems reissue 201		180.00													180.00	36.00	216.00	647/17(i)
25/05/2017	220	Westlakes Recruit Ltd reissue 188		210.00													210.00	42.00	252.00	662/17(ii)
26/05/2017	DD	BT																	2,017.88	647/17(i)
31/05/2017	221	Westlakes Recruit Ltd		112.68													112.68	22.54	135.22	Contract
31/05/2017	222	Westlakes Recruit Ltd		783.24													783.24	156.65	939.89	686/17(i)
31/05/2017	223	Westlakes Recruit Ltd		339.16													339.16	67.83	406.99	686/17(i)
31/05/2017	224	Viking Direct - Stationery		451.40													451.40	90.28	541.68	686/17(i)
31/05/2017	225	Internal Auditor		35.33													35.33	7.07	42.40	686/17(i)
31/05/2017	226	Westlakes Recruit Ltd											250.00				250.00	198.62	448.62	686/17(i)
31/05/2017	227	CBC Allotments			1,910.00												1,910.00	382.00	2,292.00	686/17(i)
31/05/2017	228	CBC gate at cartgate allotments			360.00												360.00	72.00	432.00	686/17(i)
31/05/2017	229	United Reformed Church		60.00													60.00		60.00	686/17(i)
31/05/2017	230	CBC energy charges for Room 3		65.40													65.40		65.40	686/17(i)
31/05/2017	231	Zurich Insurance				5.20							2,466.07				2,466.07		2,466.07	686/17(i)
31/05/2017	232	G Roberts travelling expenses		168.00													168.00	5.20	173.20	686/17(i)
31/05/2017	233	Cumbria Media																	168.00	686/17(i)
13/06/2017	234	Greenbank P&R Social Club									10,000.00						10,000.00		10,000.00	631/17(ii)
13/06/2017	236	Kie Park																	10,000.00	648/17(i)
27/06/2017	DD	BT																		
05/07/2017	237	Cumbria Association of Local Councils		96.19		1,041.42											98.19	19.64	1,041.42	contract
05/07/2017	238	Westcom		80.00													80.00	16.00	96.00	716/17(i)
05/07/2017	239	Copeland Borough Council					3,461.89										3,461.89	692.39	4,154.27	716/17(i)
05/07/2017	240	United Reformed Church															1,910.00	382.00	2,292.00	716/17(i)
05/07/2017	241	Rosehill Youth Theatre		60.00	1,910.00												60.00		60.00	716/17(i)
05/07/2017	243	Luke Johnson		240.00													240.00		240.00	716/17(i)
05/07/2017	244	Copeland Borough Council		60.00													60.00		60.00	716/17(i)
05/07/2017	245	Copeland Borough Council															2,874.83		2,874.83	716/17(i)
05/07/2017	246	Copeland Borough Council															2,922.30		2,922.30	716/17(i)
05/07/2017	246	Copeland Borough Council															3,111.59		3,111.59	716/17(i)

13/07/2017	247	Cumbrian Newspapers	15,000.00	15,000.00	692/17(1)	15,000.00	692/17(1)
13/07/2017	248	Kaififest	10,000.00	10,000.00		10,000.00	693/17(1)
13/07/2017	249	Brathay Trust	2,375.00	2,375.00		2,375.00	631/17(14)
14/07/2017	253	Greenbank P&R Social Club	2,000.00	2,000.00		2,000.00	C/Grant
15/07/2017	SAL	M Jewell	5,595.33	5,595.33		5,595.33	654/17
15/07/2017	SAL	V Gorley	1,661.19	1,661.19		1,661.19	689/17
20/07/2017	254	HMRC - TAX and NI Contributions	3,301.76	3,301.76		3,301.76	HMRC
26/07/2017	DD	BT Group	118.19	118.19		118.19	23.64
31/07/2017	255	Hire URC Hall 29/06/17	60.00	60.00		60.00	Contract
31/07/2017	256	Cleaning Office Jan - June 2017	708.50	708.50		708.50	
31/07/2017	257	CBC energy charges 1/07/17 - 31/7/17	65.40	65.40		65.40	
31/07/2017	258	CBC Allotments 1/7/17 - 31/7/17	1,910.00	1,910.00		382.00	608/17
31/07/2017	259	Collection commercial waste July - Sept-17	15.20	15.20		15.20	
31/07/2017	260	Viking Stationery	32.21	32.21		6.44	
31/07/2017	261	Westcom IT create new user	15.00	15.00		3.00	
31/07/2017	262	Midshire Photocopier 1/11/16 - 14/4/17	475.04	475.04		95.01	
31/07/2017	263	Midshire Photocopier 14/2/17 - 15/5/17	193.94	193.94		38.78	
31/07/2017	264	RYT cleaning costs July 16 - Dec. 16	708.50	708.50		708.50	
01/08/2017	DD	CF Corporate Finance	300.00	300.00		60.00	Contract
02/08/2017	265	WRUFC Grant	4,475.00	4,475.00		4,475.00	729/17
04/08/2017	266	Greenbank Comm Centre Ward Grant	500.00	500.00		500.00	C/Grant
04/08/2017	267	WRUFC Ward Grant	2,000.00	2,000.00		2,000.00	
15/08/2017	SAL	M Jewell	2,266.57	2,266.57		2,266.57	654/17
15/08/2017	SAL	V Gorley	1,497.91	1,497.91		1,497.91	689/17
17/08/2017	268	HMRC - TAX and NI Contributions	1,549.47	1,549.47		1,549.47	HMRC
			59,610.07	59,610.07		8,908.72	133,483.77
			90.00	90.00		5,836.93	
			2,825.07	2,825.07		127,646.84	
			31,034.04	31,034.04		1,078.72	
			7,961.87	7,961.87		6,690.00	628.35

WHITEHAVEN TOWN COUNCIL - RECREATED CASH BOOK

INCOME 2017-18

Date	Item	Precept	Interest	Other
01/04/2017	Interest		4750.03	
25/04/2017	Parish Precept	334166.78		
15/06/2017	Charity Fund			100
05/07/2017	VAT Refund			28683.93
18/07/2017	SBRR			1574.08
27/07/2017	VAT Refund			11,701.65
21/08/2017	VAT refund			548.88
		334166.78	4750.03	42608.54

**WHITEHAVEN TOWN COUNCIL
SUMMARISED INCOME & EXPENDITURE STATEMENT
FINANCIAL YEAR 2017-18**

Expenditure Net
of VAT Invoices not yet
 processed Budget

BANK BALANCES BROUGHT FORWARD

CBS 53905917	44,343.62
CBS 53906216	185,135.74
TOTAL OPENING BALANCE	<u>229,479.36</u>

INCOME:

Precept	334,166.78
Interest (Deposit)	4,750.03
Other Income	42,608.54
TOTAL INCOME	<u>381,525.35</u>

EXPENDITURE

Salaries	31,034.04
Expenses (Clerk & Councillors)	1,078.72
Training	-
Office Exps/Room Hire	7,961.87
Allotments	6,690.00
Winter Wonderland (Christmas Lights)	628.35
Market	-
Cleaning & Maintenance	-
General Grants	59,610.07
Sponsorship	-
Insurance & Audit	2,825.07
Mayor's Events	90.00
Ward Grants	5,000.00
Elections	8,908.72
VAT (to be reclaimed)	5,836.93
TOTAL EXPENDITURE	<u>133,483.77</u>

CASH BOOK BALANCE

Brought forward	229,479.36
Income	381,525.35
Expenditure	133,483.77
Town Council Funds	<u>477,520.94</u>

BANK BALANCES

CBS 53905917 (23rd August 2017)	339,702.64
CBS 53906216 (23rd August 2017)	139,885.77
	479,588.41

Unpresented Cheques

2,067.47

FINANCIAL POSITION

477,520.94

WTC 31/08/17
ITEM 9

Mrs Julie Hartley, BA (Hons), IPFA, ILCA
Dovedale
2 Smithy How
CASTERTON
LA6 2RX

14th August 2017

Dear Town Council:

Whitehaven Town Council, Interim Audit 2017-18

1. I have completed the interim audit of financial systems and processes, in preparation for the 2017-18 Accounts (which I will audit at my April 2018 visit). My review and testing has followed the NALC recommendations for Internal Audit and has covered the following areas:
 - Standard of book-keeping and the cash book;
 - Bank Reconciliation
 - Standing Orders & Financial Regulations;
 - Risk Management & Insurance;
 - Budgetary Control;
 - Income Control.

2. Compared to the situation at the last audit in January 2017, I can confirm that financial procedures are much improved and give a greater degree of confidence in the standard of financial management. In particular, the following areas are very well administered:
 - The cash book is properly maintained and up to date;
 - Back-dated VAT has been fully re-claimed and is now regularly re-claimed on a monthly basis;
 - Proper arrangements for payroll and making payments to HMRC now exist;
 - A 2017-18 budget has been properly prepared in advance of setting the parish precept. It is understood that formal monitoring of budget performance will take place in September and I will review this at my next audit visit.
 - The insurance policy with Zurich Municipal appears to cover all key areas of risk, although it is understood that the Council is currently reviewing its risk management procedures;
 - Arrangements for making transfers and payments from the Council's bank accounts are transparent and operate correctly.
 - Income is properly accounted for.

3. I have the following observations and recommendations for the Council:
 - It is noted that the Pension Fund for staff is still not established. Given that this is a statutory requirement on the Council, this should be done as soon as is feasible.
 - The previous Clerk entered into a number of lease arrangements (for phones, photocopying and IT server) and I am unable to verify that these deliver value for money. The current Clerk has this in hand and will be reviewing the leases and bringing findings to the Council.
 - It is noted that the Financial Regulations and Standing Orders are due for review (May 2017).

Yours faithfully,

Mrs Julie Hartley

Paper for Whitehaven Town Council - Regeneration Committee

Topic: Whitehaven Market – continuing development

Report provided by Copeland Borough Council

1. Summary and Request

Copeland Borough Council has an on-going development proposal for Whitehaven Market. This paper is asking for a contribution towards the annual operational cost of Whitehaven Market for this current year 2017/18. The request is for a grant from Whitehaven Town Council for £32,105, ie 50% contribution of the costs in line with your role as a key local stakeholder.

The plans to move to long term sustainability would be best supported by a further external grant from 2018/19 for two key elements: a) annual grant or sponsorship for special events in the market b) a grant to assist residents, particularly young entrepreneurs, to access to a subsidised market stall for a set period of time, alongside a small set-up grant. Whitehaven Town Council is invited to consider what support role it could play in achieving these goals.

The following paper sets out details in support of these two requests for support.

2. Background and 2016/17 Performance

2.1 The Whitehaven Market Charter sets the framework for our market in the centre of Whitehaven. We believe the past eight months have delivered a collaboration between our two council to promote and keep local residents and visitors using the market to shop and to sell. We agreed an 18 month development programme and are now approaching the Town Council to continue and finish this development phase.

2.2 Following the successful re-launch of the market with the newly purchased stalls, in September 2016, the market has seen a general increase on both market days. In January 2017 the market was typically attracting around 5 regular traders on both Thursday and Saturday, since the Market Development Officer was appointed in March the market is attracting twelve regular stall holders on a Saturday and ten on a Thursday. The market also attracts a further 4 semi-regular traders who now attend on a seasonal basis. Since the relaunch and the provision of stalls there has been an increase in the number of casual traders attending the market on both days. The market regularly comprises 9 x 3m and 3 x 3m stalls each week. Other stalls are provided in response to casual trader requests and we aim to have at least 2 stalls available for traders turning up on the day without prior notice.

- 2.3 The Council's Corporate Strategy puts emphasis on town centre regeneration and increasing commercialisation of council services. We have successfully started to promote the market in the last six to eight months, it now has a more recognisable, stronger brand with a more diverse offering of products and services. In the past year we have celebrated the market through major events and competitions and as part of the events offering free stalls to new traders. Charges have been held for a further year and we continue to offer a discount on stall fees for regular traders who commit on a long term basis. We are encouraging regular traders to move to a direct debit arrangement and the Council is investing in a hand held chip and pin device to enable immediate card payments, which is especially useful for ad hoc casual traders.
- 2.4 The Council, has continued to be pro-active in meeting with stakeholders including traders, local businesses and other interested parties. The Mayor is supportive and always attends to ensure we respond to feedback. As a result of a traders suggestion a trial was held during the Love Your Local Market fortnight in May where one stall on a rota basis was given the opportunity to stand in the most prominent position in the market as a "feature stall". This was well received and is being considered for a permanent feature.
- 2.5 Our strategy set out to the Town Council last is to use a cycle designed to enable the market to take advantage of seasonal activity and target customers and traders needs throughout the year. We have run a number of focused events including the launch and Christmas Market weekends and have a number planned for 2017 including linking to Taste Cumbria, the one year celebration in September and Christmas 2017. These events do attract new traders. The Council participated this year in "Love Your Local Market (LYLM)" which is a national campaign to encourage markets. The successful campaign #LYLM2017 was supported by all stallholders and a Facebook competition for a voucher to spend on the market which reached 3,000 people.
- 2.6 The Council have a part time Market Development Officer who took up post at the end of March. Her focus for the first 3 months has been looking at what makes other markets successful, the use of social media in promoting the market and making contacts for potential event and networking opportunities.
- 2.7 The aim of the initial business plan was to reach operational viability within 18 months, by April 2018. We are currently half way through this first phase.

3. Proposal

- 3.1 We will be looking to ensure that events in the Market reflect key local events, as well as national (e.g. The Love Your Local Market Campaign) and international occasions. We are inviting Whitehaven Town Council to continue to work with the Council on developing and commissioning events and entertainment in Whitehaven which will enhance footfall on market days. We know from previous experience that local occasions will be bolstered by music and street

entertainment. The Town Council may wish to commission and manage activity themselves or allocate a budget to Copeland Council linked to our events.

3.2 As in 2016/17, we are asking for a contribution of 50% towards operational costs for 2017/18 from Whitehaven Town Council. This, as highlighted in the initial discussions and approach to the Town Council, enables much needed development time to implement the marketing and business plan and continue to build on successes to date. This involves three key areas:

- 50% contribution to market officer salary ensuring 2.5 day per week focus on Whitehaven Market development and delivery (0.5 day per week is spent on Egremont and Cleator Moor markets);
- 50% contribution to stall set up/take down, storage and transportation costs; (Enforcement at each market day is provided by Copeland Council separately), and
- 50% marketing costs contribution.

3.3 We identified future phases of development in our original business case for the market and this included two key elements for 2017/18 which are:

- a A market trader initiative which would support 6 start-up business stalls throughout the course of the year. Following a similar national initiative the campaign would focus on young local market entrepreneurs, age 16-24, through the provision of a free stall for 6 weeks, along with a small start-up grant, and grant to cover public liability insurance.
- b Additional tables to support the demand from existing stall holders and a small amount to cover the cost of maintaining current stalls and associated items (gutters, sides etc.).

Grant support for this needs to be available for September 2017 to take best advantage of the Christmas season and support from Schools and Youth Projects for our young entrepreneurs. Costs are set out below.

4. Finances

4.1 Having operated the new market since September, based on expenditure to date a budget for 2017-18 has been drafted. Appendix A sets out the 2016/17 expenditure and budgeted costs for 2017/18. The table shows the full operating costs of the market including overheads and management and administration costs borne by CBC.

4.2 The capital grant from Whitehaven Town Council funded the purchase of new branded stalls and associated equipment (weights, gutters, curtains and tables) which underpinned the successful relaunch of the Market. Revenue funding supported the Market Development Officer and the routine operational costs of setting up, taking down and transporting the stalls.

4.3 For 2017/18 we are seeking a 50% contribution to the following operational and ongoing development phase costs -

a) Maintenance of stalls and related materials	£ 3,000
b) Marketing for second year	£ 5, 050
-West Cumbria Guide (£3,450 – 1 year, ½ page advert.)	
-Facebook (£200)	
-Miscellaneous one-off advertising to reflect Special Events (£900)	
-Posters and Printing (£500)	
c) Market Officer (2.5 days per week)	£12, 340
d) Operational Costs to run market two days / week	£23,200
Total Cost	£43,590
50% contribution to Costs (exc 15% of market officer)	£21,795

4.4 Market Traders Support Initiative from September 2017:

This initiative will be run by Copeland Council to offer stall holder support for 6 new stallholders for 6 weeks each under our social inclusion and skills and work agenda.

For information the breakdown of cost for new stallholder support:

- 6 weeks fully funded stall = £96.00 (4 weeks @ £18, 2 weeks @ £12)
- Up to £50 towards Public Liability insurance – potential start-up to supply quote prior to money being released.
- Grant of up to £150 to help with business start-up costs (judged on 'business plan' submitted by applicant).

Total Cost **£1800**

5. Implementation

5.1 If Whitehaven Town Council, as a key local stakeholder, provides financial support as detailed in 4.3 and 4.4, the Council will be in a strong position to continue to work to ensure the continued success of the market and that we remain 'Open for Business'.

5.2 The proposed programme of seasonal events and activities is now provisionally prepared up until April 2018. Each season's programme will be developed, booked and marketed in advance, with the support of the Communications Team at the Council.

6. Reporting and Stakeholder Relations

6.1 Quarterly performance reports on the market will be made to the Council's executive in line with our performance management framework and shared with key stakeholders. An operational monthly statistical statement on stall holder number and market consumer engagement can to be provided to grant funders.

6.2 We include in our marketing material recognition of grant support.

7. Future Market Development.

7.1 We continue to have a market advisory group which is open to interested stakeholders. We recognise the importance of Whitehaven Town Council's engagement with this in helping to continue the development of Whitehaven Market to becoming sustainable, well-used and a central part of the community.

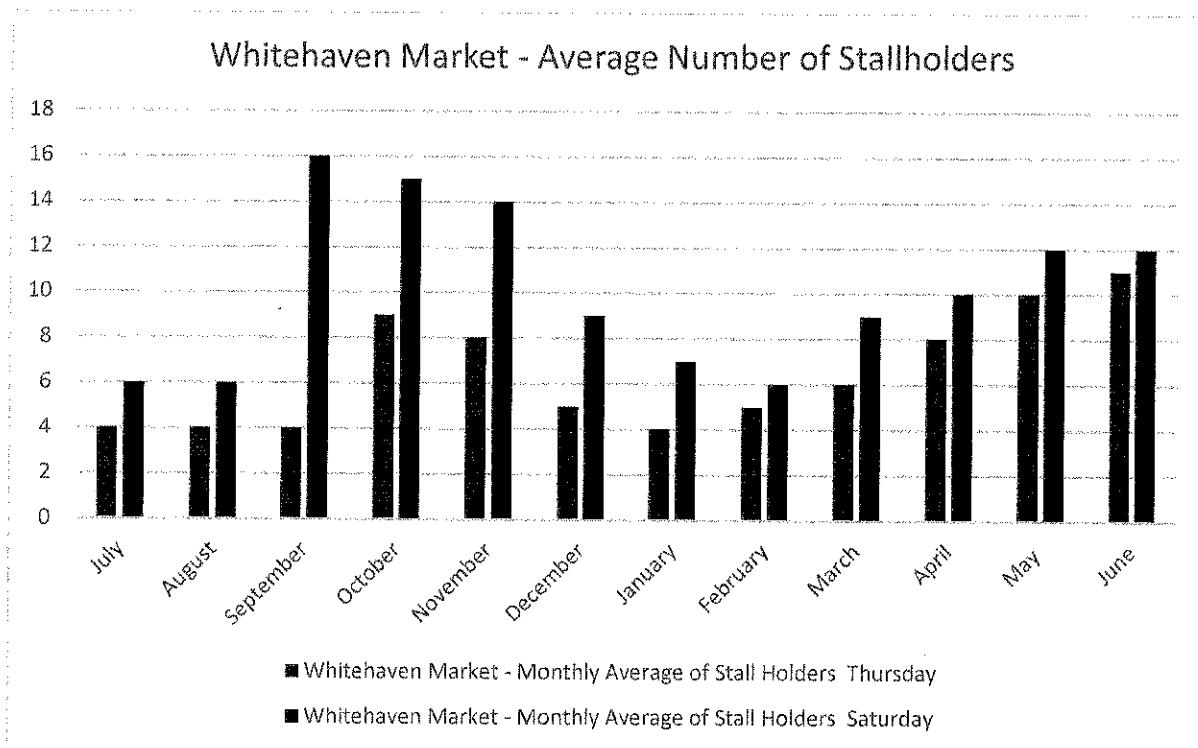
APPENDIX A 2016-17 costs and 2017-18 budget.

	2016/17 (partial year)		2017/18	
	CBC	WTC	CBC	WTC
Capital/One off Costs				
Stalls & Equipment	0	39559	0	0
Market Security (Relaunch)	In kind	1287	0	0
Continental Market associated costs	500	0		
	500	40846	0	0
Revenue Costs				
NNDR	10934	0	8689	0
Marketing & promotions	5883	0	6642*	2525
Market Development Officer	1014	1014	8245**	6169.5
Operational Costs (stall setup)	5122	5122	11600	11600
Stall maintenance & equipment			1500	1500
Management & Admin	3439	0	6878	0
Running costs (exc capital)	26392	6136	43554	21795
Income	19295			
* Includes £4117 remaining from contract with CN group				
** 15% of salary for Egremont and Cleator Moor covered by CBC				

Appendix B 2016/17 Stallholder Performance

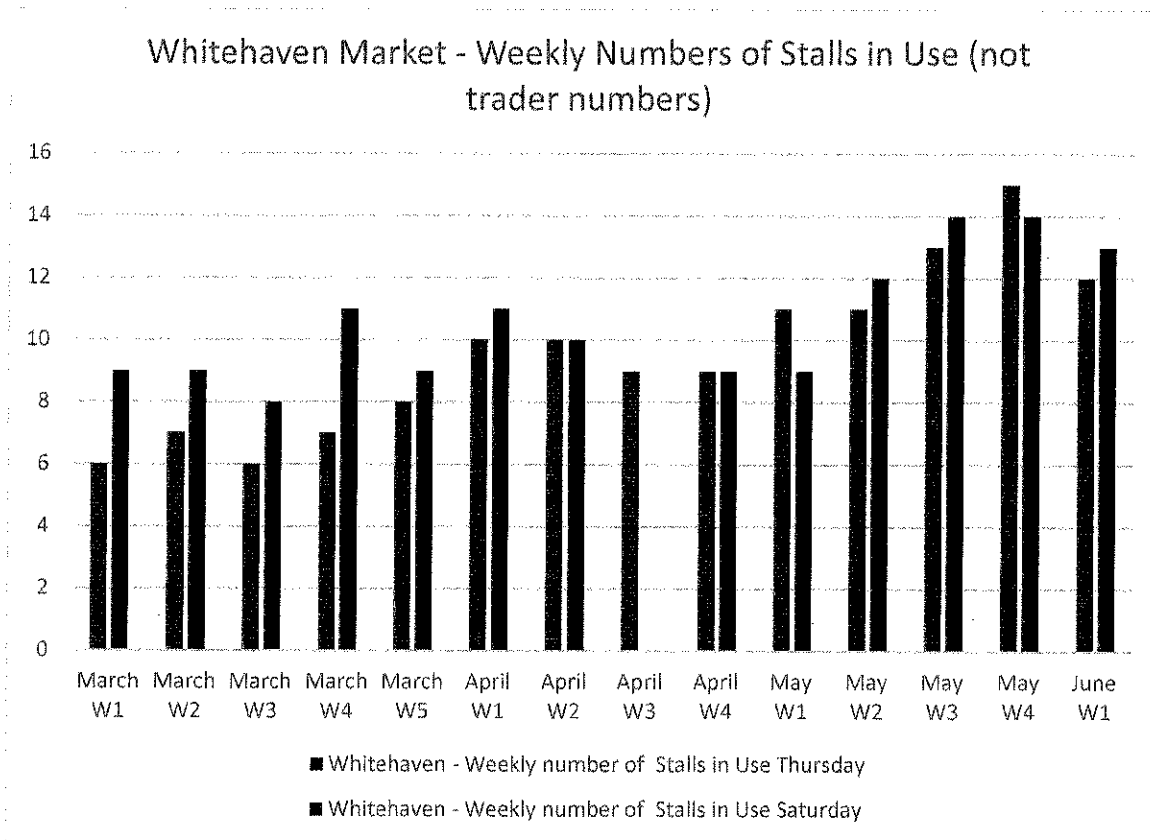
The graph below shows the average number of stallholders that attend Whitehaven Market. This has been worked out as a mean figure – some weeks in the month have had less, others have had more.

As the graph clearly shows, the re-launch of Whitehaven Market in September was a huge success. The higher stallholder numbers continued into November with the help of the Christmas market and light switch on. July / August 2016 show where the market was prior to the re-launch. In September the average for September was 16 – this takes into account the re-launch weekend. Through the winter months there was a steady decline in numbers with January/February 2017 attracting similar numbers as prior to the re-launch. However, it must be considered that during this time 2 market days were cancelled due to bad weather which reduced the average for this time. From March there has been a steady increase in the number of stallholders taking up a pitch at Whitehaven Market on both Thursdays and Saturdays. Thursday has been particularly successful with more stallholders on a Thursday now than during the re-launch period.



The graph below shows the number of stalls on use rather than the number of traders. In April W3 we did not have any data for the Saturday so are unable to provide a figure for this week.

May W4 saw more stalls on a Thursday than Saturday. May 2017 was particularly successful for the market due to the political party's taking stalls ahead of the general election. Two of the parties felt the market was a relevant place to be in order to meet the public. Some weeks have seen a decrease due to stallholders being on holidays (it must be noted that stallholders have 2 weeks holiday per year after standing for 1 year, any more than this, they continue to pay for).



Appendix 2. Market Costs for 2016/17