

WHITEHAVEN TOWN COUNCIL

Clerk to the Council:

Marlene Jewell

Telephone: 01946 67366

Chairman:

Councillor Brian O'Kane

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 22nd February 2018

Time: 6.30pm

Signed.....*Marlene Jewell*.....Dated *16th February 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 25th January 2018

4. Minutes of the extraordinary Council meeting held on 6th February 2018

IN PRIVATE

That prior to the following item of business the Chairman will move the following Resolution

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

5. To inform the Council of 2 pre- action protocol letters that have been received in respect of claims against the Council and to decide on any action to be taken.

IN PUBLIC

6. **Public Participation**
7. **Planning Applications** – to consider planning applications received
8. **Financial Report**
9. **Market Report** – CBC to attend to discuss Markets Report circulated at last Council meeting
10. **Update Report for the MV700 Chewing Gum Removal Machine** – Chairman to give a report
11. **Update on St Nicholas Gardens** – Chairman to give an update
12. **Update on Whitehaven Academy** – Chairman to give an update
13. **Litter Bins for Wards** – Councillor Laine to present a report
14. **Security/Protection at Council Meetings** – to discuss a report on measures for security/protection at Council Meetings
15. **Audit and Governance Reports** – to consider the Audit and Governance reports received from Copeland Borough Council
16. **Corruption in Copeland** – referred back from previous meetings
17. **Councillor Matters**
18. **Date Time and Venue of next Council Meeting**

WHITEHAVEN TOWN COUNCIL

Minutes of the Council Meeting held on 25th January 2018

Present: Councillors B O’Kane (Chairman); J Forster; S Gearing; J Kane; J Laine; C Maudling; J Rayson; G Roberts

M. Jewell, Clerk and Responsible Financial Officer
Members of the Public

869/18 Apologies for Absence

Apologies for absence were received from Councillor Gill and Councillor Lowrey

870/18 Declarations of Interest

Councillor Rayson declared an interest as she was a member of the Whitehaven Academy Action Group

871/18 IN PRIVATE

The Chairman moved the following Resolution in respect of the following item of business namely grant applications

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

RESOLVED – That this be approved and the public and/or press left the room during the continuance of this item of business

872/18 Grant Applications

The Council considered 5 applications for grants and it was

RESOLVED – That (i) Active Cumbria. This application had arrived out of time and it was resolved that the matter be deferred for further

information

(ii) Whitehaven Academy Action Group. That no grant be awarded. Councillors O’Kane, Councillor Forster and Councillor Rayson agreed to fund this from their Ward Grants

(iii) Whitehaven District Amateur Operatic Society. That no grant be awarded.

(iv) Rosehill Theatre. That no grant be awarded.

(v) Whitehaven Tennis Club. Councillor Laine said that a relation of hers played tennis for the club. It was resolved that £1,000 be granted pending the receipt of further information. The Clerk pointed out that if the Council were in any doubt or required further information about the grant application then a grant should not be awarded. Councillor Kane then proposed a change and said the application should be referred to a future meeting and the applicants be asked to attend. It was resolved that the change be approved and that the application be referred to a future meeting.

The Meeting then moved back into public

873/18 Public Participation

(i) Theresa Ancell said she noted the Council would be getting someone to deep clean the town and asked when it would be starting. She said Whitehaven was really depressing with no one on the streets and no one in the shops and that the town just needed a good clean. The Chairman said this was on the Agenda and would be discussed later

874/18 Minutes of the Council Meeting held on 7th December 2017

RESOLVED –That the Minutes be approved and signed by the Chairman as a correct record subject to Minute 857/17(i) being amended to remove the words that defibrillators were needed outside Jericho school and the Fire Station.

875/18 Minutes of the Extraordinary Council Meeting held on 14th December 2017

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

876/18 **Minutes of the Extraordinary Council Meeting held on 18th January 2018**

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

877/18 **Planning Applications**

Councillor Maudling declared an interest as he was on the CBC Planning Panel.

Councillor Laine asked to defer consideration of planning application 4/17/9007 as there had not been enough time to consider it and asked if further time could be given.

There were no objections/representations to be made to CBC on the remaining applications shown on Schedule 1.

RESOLVED – (i) That the Clerk contact Cumbria County Council to ask for an extension of time to comment on application 4/17/9007.

(ii) That the Clerk inform Copeland Borough Council that there were no representations on the other planning applications shown at Appendix 1.

878/18 **Financial Report**

The Council considered a Financial Report and it was:-

RESOLVED – (i) That the invoices shown at Appendix 1 be approved and paid

(ii) That payment of the invoice referred to in paragraph 1.2 of the report be deferred until there had been a meeting between the Chairman, Councillor Maudling, Julie Betteridge and the Clerk about this.

(iii) That the Cash Book and Income and expenditure shown at Appendices 2 and 3 be noted.

That thanks be given to Theresa Ancell and Julie Bennet who had helped with the Land Train on the Christmas lights switch on.

879/18 **Street Lighting on Unadopted Road**

Members considered a report on a matter that had been discussed at the Council meeting on 7th December 2017 (Minute 853/17) and the policy supplied by Copeland Borough Council. Councillor Rayson said she had inspected the area and 4 lights had been removed and expressed concern about this. Following a discussion it was:-

RESOLVED – (i) That the County Councillor for Hillcrest be contacted to meet Councillor Rayson on site to discuss safety issues.

(ii) That the police be asked that a PCSO go to the area

(iii) That CBC be asked who owns this stretch of roadway.

880/18 **St Nicholas Gardens**

The Chairman gave a verbal report on this and made the following points

- The budget for Whitehaven in Bloom had been set at £18,000
- The Chairman said St Nicholas had approached the Town Council about the gardens
- Many people want St Nicholas Gardens to be returned back to what they were
- A person who was one of the key workers in St Nicholas is preparing and costing a plan to bring the gardens back to what they were
- St Nicholas feel that they cannot do this by themselves and will need help
- They have suggested that the Council take control of the gardens on a peppercorn rent for 5 years
- The Chairman and Councillor Maudling had been to see BEC who want to work with the Council
- The proposal is that BEC and the Council take the lead to bring the gardens back to what they were
- That the Chairman was asking permission to work with BEC to put a plan together

RESOLVED – That the Chairman carry on with this project and that plans be prepared and the matter reported back to the Council when there is any further information.

Councillor Laine wished it to be noted that if the Council does go ahead that BEC is introduced to the Church and they can get on with it.

881/18 **Christmas Lights and External Committee for Christmas Festivities**

Further to Minute 781/17(ii) A report was considered on Christmas lights and an external committee for Christmas festivities.

Following a discussion it was:-

RESOLVED – (i) That the Council be responsible for the erection, maintenance, dismantling and storage of the Christmas lights.

(ii) 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 on this.

882/18 **Litter Bins For Wards**

The Council considered a report on Litter bins for wards and the types of bins which might be suitable and the costings for these. The Chairman said that there was a need for one Councillor to take this forward and to liaise with the Council's office to progress things.

Councillor Laine proposed a budget of £10,000 for Ward Bins and this was seconded by Councillor O'Kane.

RESOLVED – (i) That £10,000 be allocated for Ward bins and
(ii) That all Councillors let Councillor Laine have details of the number and type of bins that they require for their Wards in order that the requirements be collated; and
(iii) That this be reported back to the next Council Meeting.

883/18 **Quotes for seats/benches**

Further to Minute 769/17(i) where the Council resolved to spend £10,000 on 10 replacement seats in Whitehaven the Council considered quotes received for the provision of replacement seats in Whitehaven. The Clerk reported that there was a new seat called the Lowther seat which had weather resistant ends and enviropol slats and cost £450.00 each plus VAT. Councillor O'Kane proposed that 10 Lowther Seats be ordered and this was seconded by Councillor Laine.

RESOLVED – That 10 Lowther Seats be ordered for Whitehaven.

884/18

MV700 Gladiator Chewing Gum Removal Machine

The Council considered a report on a demonstration of the MV700 Gladiator Machine and that a quotation had been received to carry out works in Whitehaven using the machine to remove chewing gum from certain pavements. The demonstration was very successful and produced impressive results.

The subcontractors for the manufacturers of the machine had said they could clean King Street, Lowther Street, Market Place, Tangier Street, part of Duke Street and outside the Civic Hall for £11,000 plus accommodation only costs over a 5 day period.

The Chairman stated that it was not possible to get quotes as there were no other companies who manufactured the machine and it would be necessary to suspend Financial Regulations to go ahead with the project. BEC had said that they would contribute £2,000 towards this.

RESOLVED – That the Council makes a resolution to suspend Financial Regulation 11 to be considered at the next Council meeting and that the reasons for suspension are recorded and an assessment of the risks arising prepared.

885/18

Whitehaven Academy Update

Councillor Rayson gave an update on Whitehaven Academy and read out a statement from Katherine Cowell, Deputy Director of North Academies Regional Delivery Group which made the following points

- Senior Staff from Bright Tribe and the Dept. of Education have spent a considerable amount of time in recent weeks to prepare the transition for a new sponsor
- This includes preparing for new governance and identifying local partners who can support Whitehaven in its improvement journey
- The school leadership team is actively involved in these discussions with DfE
- DfE officials visited the Academy on Monday and Tuesday of this week and a further meeting between the school, DfE and local partners the week after next
- A proposal to the Strategic School Improvement Fund to support school improvement in West Cumbria was successful and Whitehaven will be one of the key beneficiaries

The Head Teacher of Whitehaven Academy, Warren Turner had said he would like to thank the Town Council for all their hard work and support and that he was 100% committed to leading WHA to a successful future for the long term and am confident we can achieve this as a community.

RESOLVED – That this be noted.

886/18 **Markets Report**

A report on the Market which was received from CBC shortly before the meeting was circulated. The Chairman said that we needed someone from CBC to give us some feedback. Councillor Laine said the market was a flop and was not working.

The Chairman proposed that the market should be on the Agenda for the next meeting and that CBC be asked to deliver the report.

RESOLVED – (i) That this report be deferred to the next meeting and that the Markets Manager from CBC be asked to deliver the report and answer any questions.

(ii) That Mike Starkie be invited to answer any questions.

Councillor Gearing left the meeting during the above item and did not return.

887/18 **The Chairman proposed suspending Standing Orders for 30 Minutes in order that the business of the Council could be concluded.**

RESOLVED – That Standing Orders be suspended.

888/18 **Meeting with Copeland Borough Council and Executive**

The Chairman reported that meeting dates were still being negotiated and that these would be reported back. Councillor Laine asked that Mike Starkie attend and the Chairman said he would ask him. The Chairman said there had been an invitation from BEC to the Town Council for a presentation by them to look at their future proposals for Whitehaven.

RESOLVED – That the Chairman report back on this and that the position be noted.

889/18 **Audit and Governance Report**

Audit and Governance Decision Notices received from Copeland Borough Council were circulated for consideration.

RESOLVED – That consideration of these be deferred to the next Council meeting.

890/18 **Corruption in Copeland**

RESOLVED – That consideration of this be adjourned until Councillor Guest attends.

891/18 **Employment Tribunal Update**

The Chairman reported that nothing had come back from the Employment Tribunal and it could be up to 4 weeks before we heard anything.

RESOLVED – That this be noted.

892/18 **Councillor Matters**

(i) Councillor Kane said he still had problems with Home Group and in particular that there was no access to them.

(ii) Councillor Forster said she had a few issues

- There had been anti social behaviour problems with settling fire to wheelie bins. CBC had been unhelpful and had said they would have to wait 2 weeks for a replacements
- The “men in sheds” project will be done in Hensingham
- There is a group in Hensingham going to do Hensingham in Bloom
- There will be some more litter picks done in Hensingham
- There are tarmacked paths breaking up in the Hensingham area

(iii) Councillor O’Kane referred to the use of defibrillators and asked if anyone would take over and steer this by the next Council meeting as to how many defibrillators were needed and where they were needed.

(iv) Councillor O’Kane said he found problems with the lighting and the

acoustics in the Solway Hall and asked that in future meetings be held elsewhere.

(v) Councillor O’Kane asked if the Council could get to the stage where the Council could meet and discuss things with no agendas or resolutions to talk between themselves and throw ideas around as a team.

(vi) Councillor Maudling said the biggest problem was St James Infant School and the dog fouling there. He said the children were paddling it through the school in both the infants and the juniors. The Chairman said the Council should ask what the Enforcement Officers have done in the last few months about this.

(vii) Councillor Laine asked for the Standing Orders to be suspended for a further 10 minutes in order that there would be time for her to complete her Councillor matters. RESOLVED that this be agreed and that Standing Orders be so suspended.

(viii) Councillor Rayson said she had been approached by shopkeepers in the town centre about the state of the town centre and said cable ties had been left on the ground when the lights were taken down and thought that this was shoddy workmanship.

(ix) Councillor Rayson referred to disabled parking and the loading space in the Market Place. She said there were only 4 stalls on the market.

(x) Councillor Rayson referred to the sign at the top of Coach Road which was really filthy and which could not be read.

(xi) Councillor Rayson said she had had a meeting with residents to do community events and a general tidy up. They were going to try to dig back the path at Rascals.

(xii) Councillor Rayson said that she had referred a highway issue to CCC and had been told that Hillcrest was not a priority.

(xiii) Councillor Rayson said she had left a message with Johnstone House to arrange a meeting to see if there was anything that the residents wanted.

(xiv) Councillor Laine said that she had contacted Kevin Cosgrove regarding the markings at Valley School and the road markings had been done. She had asked for another speed bump there and referred to the cushions all around Mirehouse and said she had asked for extra markings to be put on them.

(xv) Councillor Laine said Councillor Whiteside had secured £120,000 for Meadow Road to be resurfaced also extending to Derwentwater Road and Burnmoor Avenue.

(xvi) Councillor Laine said she had attended a St Bees Parish Council meeting and Councillor Whiteside also attended. She referred to the cycle path which St Bees Parish Council had been looking into between Mirehouse and St Bees and that this could now be on the cards and that St Bees were looking for funding to buy some patches of land.

(xvii) Councillor Laine said she had been contacted by residents as to whether a letter could be sent to Mirehouse shops on litter awareness.

(xviii) Councillor Laine said she was happy to deliver seagull proof bags to any residents.

(xix) Councillor Laine asked if the Council would support John Woodcock the MP for Barrow MP re the Poppy Worthington case and that the Council should be supporting the call for a full public inquiry

893/18 **Date Time and Venue of next Meeting**

RESOLVED – That the date of the next meeting be 22nd February at 6.30 at a venue to be arranged.

The meeting closed at 9.10

Chairman

WHITEHAVEN TOWN COUNCIL

Minutes of the Extraordinary Council Meeting held on 6th February 2018

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

M. Jewell, Clerk and Responsible Financial Officer

V. Gorley Trainee Assistant Town Clerk

Jo McLeod

Members of the Public

894/18 Apologies For Absence

Apologies for absence were received from Councillor Forster and Councillor Guest

895/18 Declarations of Interest

There were no declarations of interest

896/18 Public Participation

No members of the public wished to speak

897/18 MV700 Gladiator Chewing Gum Removal Machine

Members will recall that this was discussed at the Council meeting on 25th January 2018 where it was resolved that the Council consider a resolution to suspend Financial Regulations made at Council together with reasons for suspension and a risk assessment to hire the MV700 Gladiator machine for a 5 day period at a cost of £11,000.00 plus accommodation costs for 3 operatives to remove chewing gum from King Street, Lowther Street, Tangier Street, Market Place, part of Duke Street and Civic Hall.

The Chairman reported that the contractor had told him that it would be done in a 3-8 day period at a cost of £11,000 plus accommodation only costs. The Council considered the resolution, the reasons for suspension

and the risk assessment and it was:-

RESOLVED – That Financial Regulations be suspended in order to hire the MV700 Gladiator machine to clean King Street, Lowther Street, Tangier Street, Market Place, part of Duke Street and Civic Hall at a cost of £11,000 plus accommodation only costs for the operatives. The work to be done in a 5 to 8 day period.

Councillor Rayson and Councillor Laine entered the meeting

898/18 Employment Tribunal Judgement

The Council considered a report on and a copy of a Judgement issued by the Employment Tribunal regarding a claim against the Council by a former employee. The judgement total was £11,571.07 but the Judge ordered sums of £1331.65 and £2608.47 in respect of overpayments of salary and final payments to be offset against this leaving a final sum of £7630.95 to be paid to the Claimant

Jo McLeod who represented the Council at the Tribunal hearing gave a resume of the case and advised that the Council should pay the judgement amount of £7630.95 because the Council had quite rightly conceded that the claimant was due this money particularly with regard to holiday pay and employee pension contributions and that she did not see that the Judge had failed in law nor did she feel that another judge would have reached a different decision.

Following a discussion it was

RESOLVED – (i) That the sum of £7630.95 be paid to the Claimant

(ii) That a press release on this matter be circulated to Councillors for approval/amendment (Councillor Laine wished it to be noted that she voted against this as she wanted a police investigation into what had gone on over the last 12 to 18 months)

Councillor Gill proposed a vote of thanks to Jo McLeod for the sterling work she had done on behalf of the Council on this case and this was endorsed by the Council.

899/18 Audit and Governance Decision Notices

The Chairman referred to the report on the five Decision Notices from Copeland Borough Council's Audit and Governance Committee. He explained that he would be reading out the complaint summary and

the hearing outcome

Cllr Laine stated that she had a non pecuniary interest in two complaints and Councillor Maudling declared a non pecuniary interest.

RESOLVED – (i) That all the Decision Notices be noted and accepted

(ii) That it be noted that Councillor Gill issued an unreserved public apology to Councillor Laine in respect of a press release

900/18

Ceremonial Medals

The Council considered a report on two ceremonial medals purchased in 2016, one with the words “Past Mayor” and with the Council’s crest and name on and the other just with the Council’s crest and name on and whether or not they be given to Councillor Guest.

Councillor Guest said the medals belonged to him as he had purchased them out of his Mayor’s allowance.

Councillor Gill left the meeting during the discussion and did not return.

Councillor Laine proposed that the medals should be given back to Councillor Guest and a full apology given to him as they were his property. This was seconded by Councillor Rayson

Councillor Kane made an amended proposal and said the medals should be amended and be used by the Mayor and partner during their term of office

A recorded vote was held on the amended proposal the results of which were as follows:-

Councillor O’Kane	For
Councillor Kane	For
Councillor Laine	Against
Councillor Maudling	Abstained
Councillor Rayson	Against
Councillor Roberts	For

RESOLVED – That the medals be amended and be used by the Mayor and partner during their term of office.

Following this Councillor Laine served legal papers on behalf of Michael Guest on the Council

The meeting closed at 7.55

Chairman

Planning Application for Consideration by Whitehaven Town Council

<u>Application Number</u>	<u>Detail</u>
4/17/9007	Consultation on Further Information submitted in relation to a Mineral County Matter. This can be viewed/downloaded (alongside the original application documents) at: planning.cumbria.gov.uk Application for Planning Permission accompanied by an Environmental Statement
4/18/9001	Full planning application for construction of replacement primary school at site of existing Jericho Primary School and associated demolition. The submitted application documents can be viewed/downloaded via: https://planning.cumbria.gov.uk/Planning/Display/applicationNumber=4/18/9001
4/18/2058/001	Outline Planning Application for demolition of existing retail units in a conservation area and erection of new office development, retail unit to include full details of access layout and scale land and buildings at Swingpump Lane, Whitehaven
4/18/2059/TPO	Removal of five sycamore trees protected by a tree preservation order 12 Hillcrest Avenue
4/18/2055/0F1	Single storey rear lean-to extension 61 Greenbank Avenue, Greenbank, Whitehaven

FINANCIAL REPORT

Purpose of the Report

Members are asked to consider a list of invoices for authorisation and payment as shown at Appendix 1 and that the recommendations in paragraphs 3.1 and 3.2 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 13th February 2018. This shows a balance of £232,620.47. There are however cheques to the value of £14,953.36 still to be presented and cleared.
- 2.2 The balance in the deposit account is £139,885.77

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.

30/10/2017	306	Copeland Borough Council	1910.00	15.20	300.00	1910.00	382.00	2292.00	826/17(i)
30/10/2017	307	Copeland Borough Council	15.20	65.40		15.20		15.20	826/17(i)
30/10/2017	308	Copeland Borough Council	65.40			65.40		65.40	826/17(i)
30/10/2017	309	Three Kings Security		1500.00		1500.00	300.00	1800.00	826/17(i)
30/10/2017	310	Cumbria Media	47.00			47.00		47.00	826/17(i)
30/10/2017	311	Jean's Flower Boutique			80.00	80.00		80.00	826/17(i)
30/10/2017	312	Shout Promotions		600.00		600.00		600.00	826/17(i)
Nov-17									
01/11/2017	DD	CF Corporate Finance					60.00	360.00	CONTRACT
10/11/2017	313	HMRC - TAX and NI Contributions			1592.87	1592.87		1592.87	HMRC
13/11/2017	BACS	Lake and Land			1425.00	1425.00	285.00	1710.00	781/17(i)
15/11/2017	SAL	Staff			3937.76	3937.76		3937.76	654/17
15/11/2017		stop cheque no 295 charge			5.00	5.00		5.00	
20/11/2017	314	Darling Manor			335.00	335.00		335.00	781/17(i)
20/11/2017	BACS	Lake and Land			475.00	475.00	95.00	570.00	781/17(i)
27/11/2017	DD	BT Group		235.60		235.60	29.90	265.50	CONTRACT
Dec-17									
08/12/2017	315	Rosehill Youth Theatre		165.04		165.04		165.04	848/17(i)
08/12/2017	316	Rosehill Youth Theatre		40.00		40.00		40.00	848/17(i)
08/12/2017	317	The Royal British Legion							848/17(i)
08/12/2017	318	Copeland Borough Council	1910.00			1910.00	382.00	2292.00	848/17(i)
08/12/2017	319	Copeland Borough Council	65.40			65.40		65.40	848/17(i)
08/12/2017	320	United Reformed Church	72.00			72.00		72.00	848/17(i)
08/12/2017	321	Mrs M Jewell					7.97	7.97	848/17(i)
08/12/2017	322	Viking Direct - Stationery		23.18		23.18	4.64	27.82	848/17(i)
08/12/2017	323	BDO LLP				1034.00	206.80	1240.80	848/17(i)
08/12/2017	324	Mrs V Gorley				33.81		33.81	848/17(i)
08/12/2017	325	Cumbria Media				84.00		84.00	848/17(i)
08/12/2017	326	CALC				270.00		270.00	848/17(i)
08/12/2017	327	Whitehaven Brass Band				190.00		190.00	848/17(i)
08/12/2017	328	Glasdon UK Limited				10900.08	2180.01	13080.09	848/17(i)
08/12/2017	329	Copeland Borough Council				200.00	40.00	240.00	848/17(i)
08/12/2017	330	Copeland Borough Council				21795.00	450.00	22250.00	848/17(i)
08/12/2017	331	Bauer Radio Ltd				1592.87		1592.87	HMRC
15/12/2017	332	HMRC - TAX and NI Contributions			1592.87	1592.87		1592.87	HMRC
15/12/2017	SAL	Staff			3937.76	3937.76		3937.76	654/17
15/12/2017	BACS	Cumbria Local Govt Pension Scheme			4365.03	4365.03		4365.03	759/17(i)
15/12/2017	333	Mirehouse Residents Group				10000.00		10000.00	631/17(i)
19/12/2017	DD	BT Group				147.60		147.60	CONTRACT
19/12/2017	334	Grace Church		147.60		147.60		147.60	CONTRACT
19/12/2017	335	Hensingham Peoples Resident Group				300.00		300.00	WARD GR
19/12/2017	336	Hensingham Peoples Resident Group				300.00		300.00	WARD GR
19/12/2017	337	Hospice at Home West Cumbria				400.00		400.00	WARD GR
27/12/2017	DD	BT Group				893.27	11.83	905.10	CONTRACT
Jan-18									
15/01/2018	SAL	Staff			3937.76	3937.76		3937.76	654/17
15/01/2018	338	HMRC - TAX and NI Contributions			1592.87	1592.87		1592.87	HMRC
15/01/2018	BACS	Cumbria Local Govt Pension Scheme			711.69	711.69		711.69	759/17(i)
15/01/2018	339	Whitehaven Male Voice Choir				50.00		50.00	MAYOR
15/01/2018	340	St Beghs Church				50.00		50.00	MAYOR
19/01/2018	BACS	BT Group				72.58		72.58	CONTRACT
29/01/2018	341	Viking Direct - Stationery				17.52	3.50	21.02	879/18(i)
29/01/2018	342	Copeland Borough Council				65.40		65.40	879/18(i)
29/01/2018	343	Copeland Borough Council				1910.00	382.00	2292.00	879/18(i)
29/01/2018	344	Mrs M Jewell				6.50		6.50	879/18(i)
29/01/2018	345	Rosehill Youth Theatre				220.00		220.00	879/18(i)
29/01/2018	346	Copeland Borough Council				122.50	24.50	147.00	879/18(i)
29/01/2018	366	Copeland Borough Council				48.00		48.00	879/18(i)
29/01/2018	367	Cumbria Media				873.60	192.00	1065.60	879/18(i)
29/01/2018	368	Westcom IT Solutions				15.20		15.20	879/18(i)
29/01/2018	369	Copeland Borough Council				1910.00	382.00	2292.00	879/18(i)
29/01/2018	370	Copeland Borough Council				65.40		65.40	879/18(i)
29/01/2018	371	Copeland Borough Council				5.27	1.05	6.32	879/18(i)
29/01/2018	372	Viking Direct - Stationery				81.00		81.00	879/18(i)
29/01/2018	373	Whitehaven United Reform Church				5.50		5.50	879/18(i)
29/01/2018	374	Mrs V Gorley				23.18	4.64	27.82	879/18(i)
29/01/2018	375	Viking Direct - Stationery				5521.10	1104.22	6625.32	879/18(i)
29/01/2018	376	Copeland Borough Council				28.00		28.00	879/18(i)
29/01/2018	377	Cumbria Media							

29/01/2018	378	Rosehill Youth Theatre	291.18							291.18											291.18 879/18(0)
29/01/2018	379	Mr R Gill	18.95							18.95											18.95 879/18(0)
01/02/2018	DD	CF Corporate Finance								300.00										60.00	360.00 CONTRACT
07/02/2018	BACS	Archers Law LLP		300.00						7630.95											7630.95 899/18
13/02/2018	BACS	Mr L P McCartney								432.00											432.00 898/18
13/02/2018	380	Information Commissioners Office								35.00											35.00
13/02/2018	381	HMRC - TAX and NI Contributions								1704.67											1704.67 HMRC
13/02/2018	BACS	Cumbria Local Govt Pension Scheme								711.69											711.69 759/17(0)

75,017.50 56.25 270.00 15477.46 22,170.00 8718.35 21795.00 80,060.07 703.58 4,109.07 240.00 8,032.80 8,908.72 17,421.18 263,412.02 13,654.03 277,066.05

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			100.00
05/07/2017	VAT Refund			28683.93
18/07/2017	SBRR			1574.08
27/07/2017	VAT Refund			11701.65
21/08/2017	VAT Refund			548.88
20/09/2017	VAT Refund			893.76
06/10/2017	Returned Grant			9330.46
20/11/2017	VAT Refund			1248.84
20/11/2017	Xmas Lights Fundraising (Pop Steps, C of T)			1200.40
20/11/2017	Street Collection Hospice at Home			284.31
20/11/2017	Donations (Haven Café, Glow & Bucket)			107.90
20/11/2017	Rent from Market Stalls			300.00
20/11/2017	Land Train takings			890.00
20/11/2017	Donation from Taylors Fairground			500.00
23/11/2017	Zurich Insurance Refund			119.16
22/12/2017	VAT Refund			5623.06
19/12/2017	Brian O'Kane			20.00
02/01/2018	BT Refund			97.32
30/01/2018	BT Refund			905.10
13/02/2018	VAT Refund			2093.91

334166.78	4750.03	66222.76
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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	229,479.36		
INCOME:			
Precept	334,166.78		
Interest (Deposit)	4,750.03		
Other Income	66,222.76		
TOTAL INCOME	405,139.57		
EXPENDITURE			
Salaries	75,017.50		
Expenses (Clerk & Councillors)	56.25		
Training	270.00		
Office Exps/Room Hire	15,477.46		
Allotments	22,170.00		
Christmas	8,718.35		
Market	21,795.00		
Cleaning & Maintenance	-		
General Grants	80,060.07		
Civic Hospitality	703.58		
Insurance & Audit	4,109.07		
Mayor's Events	240.00		
Ward Grants	8,032.80		
Elections	8,908.72		
Regeneration	17,421.18		
VAT (to be reclaimed)	13,654.03		
TOTAL EXPENDITURE	277,066.05		
CASH BOOK BALANCE			
Brought forward	229,479.36		
Income	405,139.57		
Expenditure	277,066.05		
Town Council Funds	357,552.88		
BANK BALANCES			
CBS 53905917 (13 February 2018)	232,620.47		
CBS 53906216 (13 February 2018)	139,885.77		
	372,506.24		
Unpresented Cheques	14,953.36		
FINANCIAL POSITION	357,552.88		



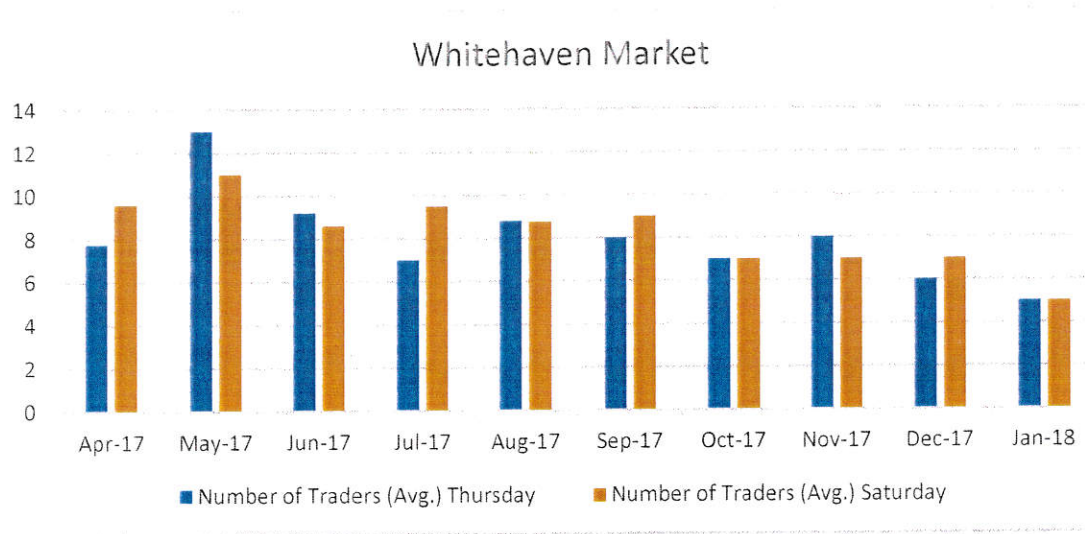
Report Topic: Whitehaven Market
Period Covered: 1 April 17 – 25 January 17
Report Author(s):

1 Introduction

This report covers the period to date in 2017/18 financial year on activities and outputs of the Whitehaven Market. This market was relaunched in September 2016.

2 Performance

2.1 Traders



The graph above shows the average number of traders over the 6 months from April to September. In May 2017 we took part in 'Love Your Local Market' and this resulted in an increase in trader numbers. We offered a free pitch for new traders on each market day during this time. In May we also had the lead up to the General Election and Political parties joined us at the market, which resulted in an increase on Thursday and Saturday. Finally, during this key month at the start of our main season had a big push on social media and changed our advert in the Whitehaven News.

Over the summer months, despite the better weather, we did have a slight dip in trader numbers. This was in part due to regular traders using their holiday entitlement during the summer months. It was also noticed that there was a real drop in footfall over the summer holidays and traders reported a loss of taking over this time. This suggests that in the coming years we should focus on trying to attract families and shoppers into the town over the summer holidays and out some entertainment and activities on to encourage this. This is being picked up in our 2018 season planning.

In September 2017, we saw a slight drop in trader numbers on a Thursday, however, still significantly higher than September 16 (pre-relaunch). At the end of September 17, we had the '1st Birthday Bash' at the market where we had 19 traders using 24 stalls – these pitches were all charged and we did not offer any free pitches at this event. This suggests that the brand 'Whitehaven Market' is improving as we are able to attract traders at event using the strength of that alone. We advertised this event across Council managed social media.

In the lead up to Christmas 2017 (late-Oct to Early-Dec) we saw a number of new traders come along to the market but unfortunately, due to poor shopper numbers we were not able to retain them.

Our Christmas market was scheduled for Saturday 2nd December and unfortunately this coincided with the Christmas event in Workington. This did impact on our trader numbers with some traders failing to show on the day, but we did have an increase. Another success over the Christmas period was that some of our traders reported their highest ever incomes on the market.

January is traditionally a difficult month for traders and this is reflected in our trader numbers in this current month. It is worth noting, that we do have extra traders over this period and some of our existing traders have increased their pitch size, increasing our revenue.

Below is a graph that charts the difference between trader figures for April-September 16 and April-September 17. This graph clearly illustrates the continuous progress that has been made on like for like months.



2.2 Shoppers

The number of shoppers accessing the markets seems to reflect the number of stalls we have on offer. The more traders we attract, the higher number of shoppers engage with the market. There is still some negativity towards the market and shoppers often comment on

how it 'isn't what it used to be'. The market that coincided with the Taste Cumbria event saw an increase in people engaging with the market and stall holders largely reported an increase in profits over the weekend. During the summer months, there was a decline in customers at the market and some traders felt a real drop in takings. By the end of September, shopper numbers were on the increase again and on the Birthday Bash Market event there was again a rise in the number of shoppers as well as the number of traders. We need to continue to encourage shoppers to the market place and make it an attractive shopping destination. This can be achieved by continuing to attract a more diverse range of traders and staging family events in the market place. The draft programme for 2018 is being finalised.

2.3 Finance

A separate report will be provided to the Town Council in February 2018 as the cyber attack recovery on our income postings will be complete then.

The market prices have stayed consistent over the last 18 months since the relaunch with regular traders being offered a discount of one third on stall fees.

The first year marketing budget was effectively used in working with the CN Group to ensure regular advertising and articles to encourage both shoppers and traders.

3 Marketing and Development

3.1 Activities undertaken

List out key activities only

	<i>Key Activity Undertaken</i>	<i>Outcome</i>
May 17.	Love Your Local Market inc. Facebook Competition	<ul style="list-style-type: none"> • Increased number of traders throughout the month • Higher engagement of Whitehaven Market Facebook page • Increased number of shoppers accessing new stalls
June 17.	Taste Cumbria	<ul style="list-style-type: none"> • Increased number of traders and number of shoppers in the market • We obtained 3 new regular/semi-regular traders for Whitehaven Market
30 th Sept. 17	1 st Birthday Bash	<ul style="list-style-type: none"> • Largest number of traders at the market since Sep. 16 (when the pitches were free) • Increased engagement on Facebook

		<ul style="list-style-type: none"> • Good coverage in the local media and all positive • Regular traders reported increased profits • Market place was busy and increased footfall was observed.
End Sept. 17	Youth Market Scheme Initiative	<ul style="list-style-type: none"> • Some negativity felt due to the age range of 18-30 • Launched at end Sep. 17 • Market Times have shown an interest in covering this in the Monthly magazine and online • Support from Whitehaven Job Centre • Whitehaven traders have reported that traders from other markets have been discussing the scheme and talking about Whitehaven Market.
Dec. 17	Christmas Events – 3 markets in December	<ul style="list-style-type: none"> • Traders reported some of their highest takings over this month • Despite the poor weather, higher number of traders than the month leading up to Christmas events.
Jan 18	Marketing Strategy for 2018	<ul style="list-style-type: none"> • Clear marketing and promotion strategy in place for 2018 to ensure successful events at the market place.

3.2 Activities planned

	<i>Key Activity Planned in next 3 months</i>	<i>Outcome</i>
Jan 18	VCS – Voluntary, Community, Charity support by offering funded stalls.	<ul style="list-style-type: none"> • Further engagement and support of community projects.
5 th April 18	Easter Market	<ul style="list-style-type: none"> • Family based day – face-painting, balloons etc. • Work alongside The Beacon to encourage

		<p>families into the town during the Easter holidays</p> <ul style="list-style-type: none"> • Competitions for children and events – egg decorating etc. • Increase trader figures and improve the perception of the market
17 th -31 st May 18	Love Your Local Market	<ul style="list-style-type: none"> • Increase trader numbers with incentives (pay for 3 weeks, get 1 free) • National initiative with support from NAMBA and NMTF
Summer 18	Series of family events during the summer	<ul style="list-style-type: none"> • Increase footfall in the market place over the challenging period • Improve shopper perception of the market place as a 'place to be'
Saturday 1 st December 18	Christmas / Continental Market	<ul style="list-style-type: none"> • Deliver continental market as promised on initial relaunch materials • Increase footfall and shopper number in the market place

4 Risk Management

<i>Item</i>	<i>Likelihood</i>	<i>Impact</i>	<i>Risk</i>	<i>Responsible Officer</i>	<i>Mitigation</i>
Marketing activity does not enable new and repeat traders	Med	High	Med	Markets Officer	Market officer to work closely with Comms. Department to ensure marketing and promotion enables new traders and encourages repeat traders. To have a clear marketing strategy outlined for each twelve-month period.
Inadequate capacity and resource to ensure stalls are transported, put up and down on market days	Low	High	Low	Waste and Enforcement Manager	This has been met through current resources and partnership support.
Weather has an adverse impact on ability to run the market safely	Low	Med	Low	Waste and Enforcement Manager	The Council has a clear procedure with appropriate tools to check wind speeds and weather forecasts to ensure effective decision making to cancel or stop the market to ensure public and trader safety is prioritised. This has not occurred on any occasion in the past six months.
Lack of shoppers	Med	High	Med	Markets officer	Range of stalls and attract events schedule.

Report Date: 25.01.2018


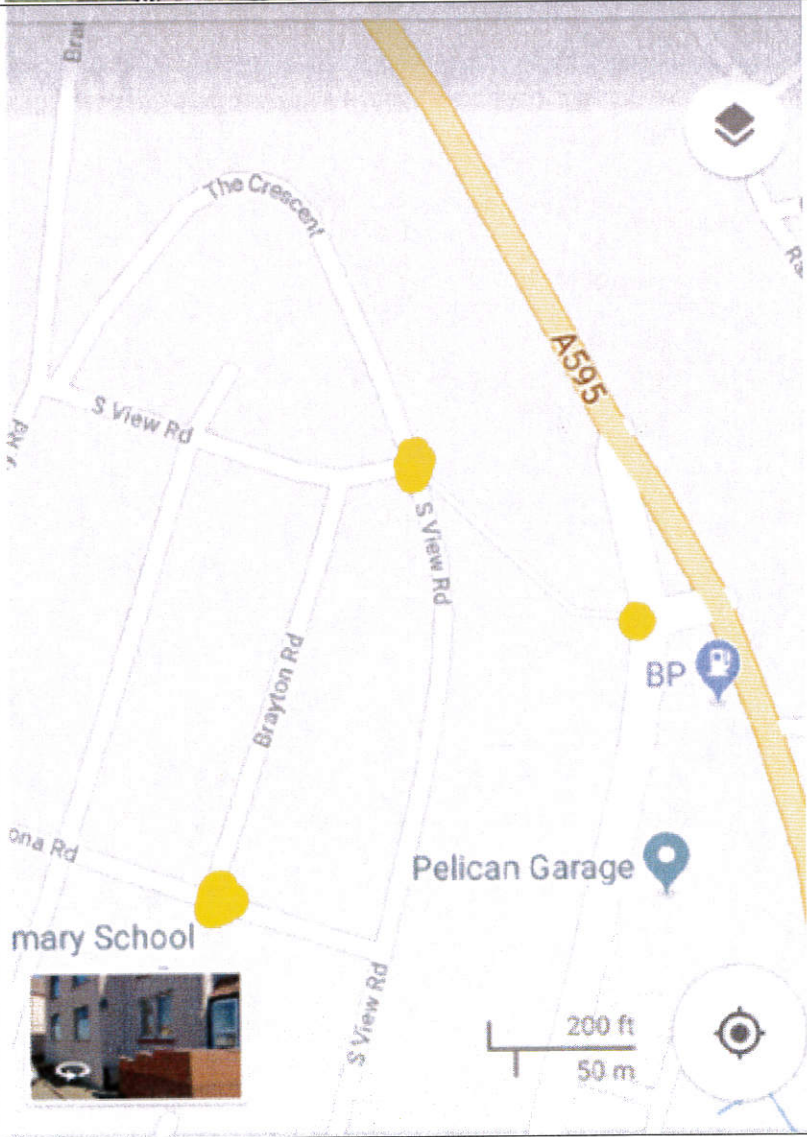
LITTER BINS FOR WARDS		
PURPOSE OF THE REPORT		
To inform members of a list of Ward Bins Required and Locations desired within the 7 wards of Whitehaven. To report back on costings including costings for daily emptying.		
POWER TO PROVIDE : LITTER ACT 1983, SS5 AND 6 (this includes the power to empty & clean)		
1.0 – INTRODUCTION		
1.1	Members resolved to liaise with Cllr Laine as the project lead and send to her their list of desired bins, locations and type of bin. Councillor Laine to collate all the necessary information from ward councillors. Deadline was Friday 02.02.18	
1.2	Members resolved an interim budget of £10,000 at the meeting of 25.01.18 to be spent on Estate / Ward Bins immediately.	
1.3	Members noted that the £10,000 would need to include the cost of the bins, their maintenance / removal of waste by an external contractor and actual labour to site the bins.	
1.4	Members noted the Clerks comments that none or very few of the bins in the town centre could be re-used / re-sited as they are in such a state of disrepair.	
1.5	Members noted that some bins due to their location would need to be Vandal proofed / fire resistant or have other optional extras attached to their cost (i.e. cement base / cigarette stubbers), the need for the optional extras at certain locations.	
1.6	Members agreed that individual councillors feed in the type of rubbish bin required. Plain / fire resistant / vandal proof / concreted down / cigarette butts / optional extras	
1.7	Members noted the Clerks comments that permits may need to be raised for any new bin sitings. Those that were to be simply replaced would not need permits	
1.8	Members noted that a cost of £1.87 plus VAT had been quoted per bin empty. This was noted and this amount to be factored in with contingency as some bins may need emptied per week more than others	


2.0 – PRESENT POSITION	Reports attached for individual wards TOTAL 74 bins (excluding those bins already sited in the harbour ward)	
2.1	Litter bins to be installed in BRANSTY Ward	Appendix 1
2.2	Litter bins to be installed in SANDWITH Ward	Appendix 2
2.3	Litter bins to be installed in KELLS Ward	Appendix 3
2.4	Litter bins to be installed in HILLCREST Ward	Appendix 4
2.5	Additional Litter bins to be installed in HARBOUR Ward	Appendix 5
2.6	Litter bins to be installed in HENSINGHAM Ward	Appendix 6
2.7	Litter bins to be installed in MIREHOUSE Ward with 3 to be re-sited / re-used if necessary	Appendix 7
3.0 - LEAD MEMBERS	FINDINGS & CONSIDERATIONS	
	<p>(a) 74 Bins in total for the Estates and additional for Harbour collated from information given by ward councillors</p> <p>(b) Do Members wish to proceed to spend the initial £10,000 on the quality of bins that 'may not' be of a standard that we need in the estates. Some could be cheaper, some more expensive. We could go ahead and spend money, but if they are all burned down within a week that would be a waste of public money?</p> <p>(c) The total spend when taking into account those already replaced in Harbour ward will be well over £25,000. We are looking at just under 90 bins for Whitehaven Town Council. We can't waive standing orders again to avoid compliance with the law and fall foul of the auditors again. Any additional expenditure should fall into the next financial year. The Council should be drawing up Tender Documents with a specification for the type of bins we require with help from the appendices 1-7 attached to this report. In the alternative we can use a company as suggested later in this report to take away a lot of the work, hassle and also generate the Whitehaven taxpayer with a better price for the products we want, some up to half the price.</p>	


3.0 RECCOMENDATIONS		Notes
(i)	Members agree to a bona-fide tendering exercise for the supply of bins under the Public Contracts Regulations 2015 and as specified in our Standing Orders. We are legally obliged to do this and to comply with the law.	
(ii)	Members to agree that any additional expenditure should fall into the next financial year 2018/19 and we should be drawing up tender documents with a specification for the type of bins we require.	
(iii)	<p>Members to choose one of the following a or b</p> <p>(a) If Members wish to avoid the costs of tendering, and alleviate the work load of our Clerk, and to perhaps benefit from savings due to bulk purchasing could be to sign up to the Yorkshire Purchasing Organisation. The YPO is an amalgamation of Yorkshire Councils which deals with public sector tendering and contracting on behalf of Local Authorities. Any local Authority which signs up to its services can acquire goods and services that have already been the subject of bona fide tendering exercises and so will be purchasing in accordance with both EU and our own national procurement rules. This means that we would be compliant with UK tendering laws. YPO have contracts in place for just about any goods or services a Local Authority may require. https://www.ypo.co.uk/ .</p> <p>The use of YPO means that our Clerk's time need not be spent in drafting tender documents or evaluating tenders. That can of course take weeks or even months. Using YPO we can buy tomorrow! Just as an example – the Topsy Royal bins are £180 with YPO which is a good 50% savings for each bin and BONUS no tendering costs</p> <p>(b) Members to agree to a tendering exercise as required by law and seek to put in place a call off contract or "framework agreement" for 3 years. This allows Council to return to the same company each time we need to draw off more bins. A framework contract is a contract that is in place for a number of years with prices fixed, or perhaps increasing in line with the CPI each year, so that we are better able to control the price over a number of years and only need to incur tendering costs the once.</p>	<p>Notes (a) Members to note that Council can also buy our benches and possibly bus shelters through YPO and avoid tendering each time</p> <p>Notes (b) would give us the same type of contract that we could benefit from anyway using YPO</p>

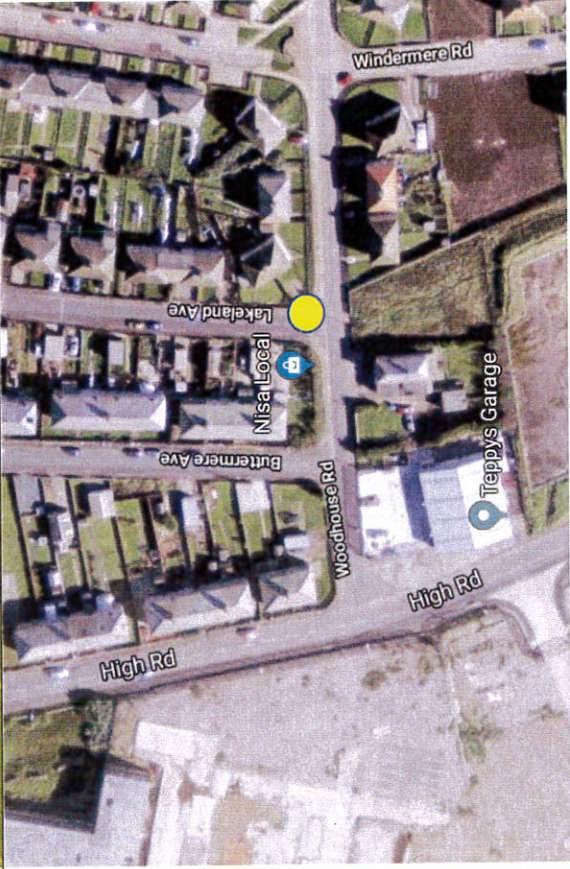
	<p>(iv) Members agree to a bona-fide tendering exercise for the emptying of bins under the Public Contracts Regulations 2015 and as specified in our Standing Orders. We are legally obliged to do this and to comply with the law. An approximate annual budget for 2018/19 for cleaning of ALL WARD bins of £50,000 per annum. This is based on worse case scenario that each of the bins need emptied 5 times per week. Based on approx. 100 bins for the whole town. If members choose to use YPO it may have such a contract already in place that we could benefit from and which should be investigated</p>	
	<p>(v) That a contingency for the whole of the towns bins be set at £10,000 or 10% to cater for replacements / vandalism / re-housing / new bins.</p>	
	<p>(vi) All Town Bins to be reviewed and the list revisited in an October Budget Meeting each year in the hope that these can be scheduled for maintenance / repair / renew year on year.</p>	
	<p>(vi) Members are asked to complete request forms each year on a rolling basis and hand in to the clerk prior to all October budget meetings. Forms to be compiled by Project Lead Cllr Laine prior to Full Council March 2018.</p>	
	<p>(vii) Members are asked to agree that a similar form for bin requests be uploaded to the website so that members of the public can also request bins by return of form by email or post. The website could also act as a medium to report damaged / vandalised / overflowing bins. Forms to be compiled by Project Lead Cllr Laine prior to Full Council March 2018.</p>	

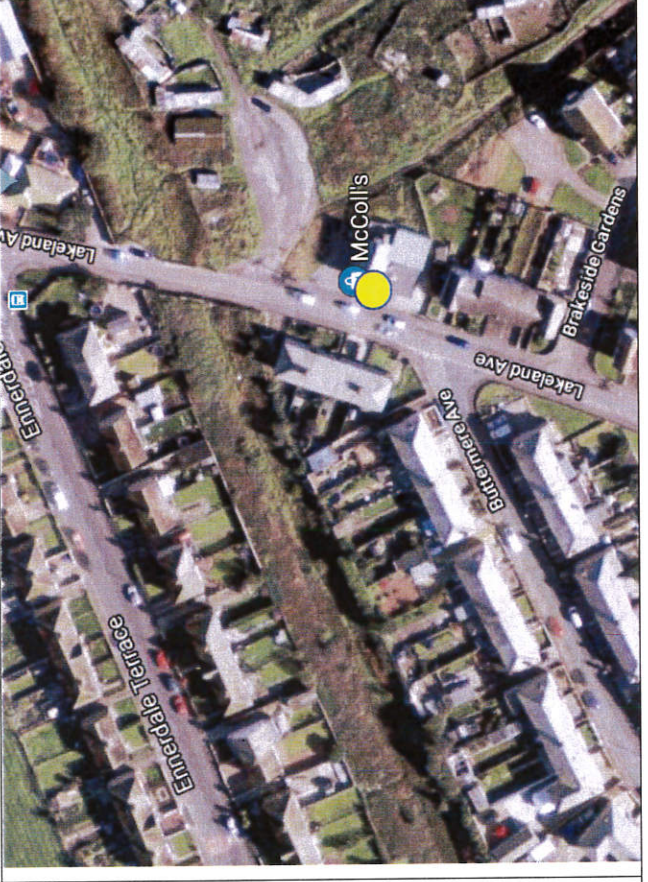
Number of Bins			Possible locations 
1	Sunny hill junction Cllr Okane	BRANSTY	
2	Coronation drive / Victoria rd Cllr Okane	BRANSTY	
3	Haig Ave junction Cllr Okane	BRANSTY	

<p>4</p> <p>Top Bransty Rd junction</p> <p>Cllr Okane to confirm</p>	<p>BRANSTY 2 POSSIBLE SITINGS ??</p>	
<p>5, 6, 7</p> <p>South View (Top of Fairy Path)</p> <p>New Road (Bottom of fairy Path)</p> <p>Brayton Road / Mona Road Junction</p> <p>TBC – Cllr Okane / Roberts to confirm they want this</p>	<p>BRANSTY 3 BINS and POSSIBLE SITINGS</p> <p>(Info picked up from social media sites)</p>	

<p>8 & 9</p>	<p>Beatty Road South View Road TBC – Cllr Okane / Roberts to confirm they want this</p>	<p>BRANSTY 2 BINS</p>	 <p>A map showing a network of roads. Beatty Rd runs horizontally across the top. S View Rd runs vertically on the right side. North Rd runs vertically on the far right. A road labeled 'The Cl' branches off Beatty Rd. Two yellow circular markers are placed on the map: one on Beatty Rd and one on S View Rd.</p>
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<p>10</p>	<p>Bransty Junction / Bransty Row</p>		 <p>An aerial photograph of a road junction. Bransty Rd runs vertically on the right. Bransty Row runs horizontally across the bottom. New Rd runs horizontally across the middle. A yellow circular marker is placed at the intersection of Bransty Rd and New Rd. A large parking lot with many cars is visible on the left side of the junction.</p>
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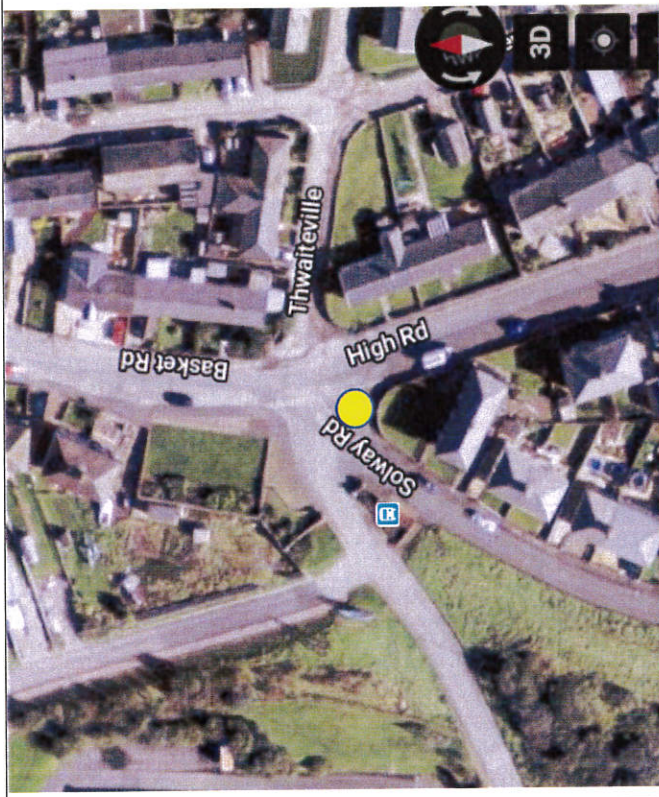
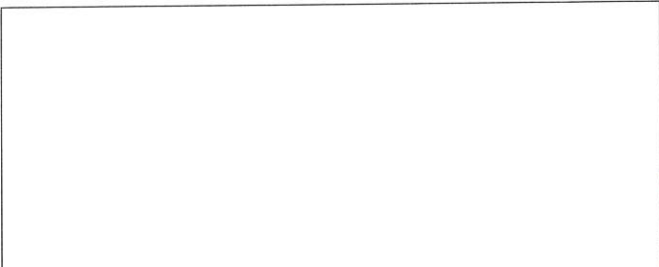
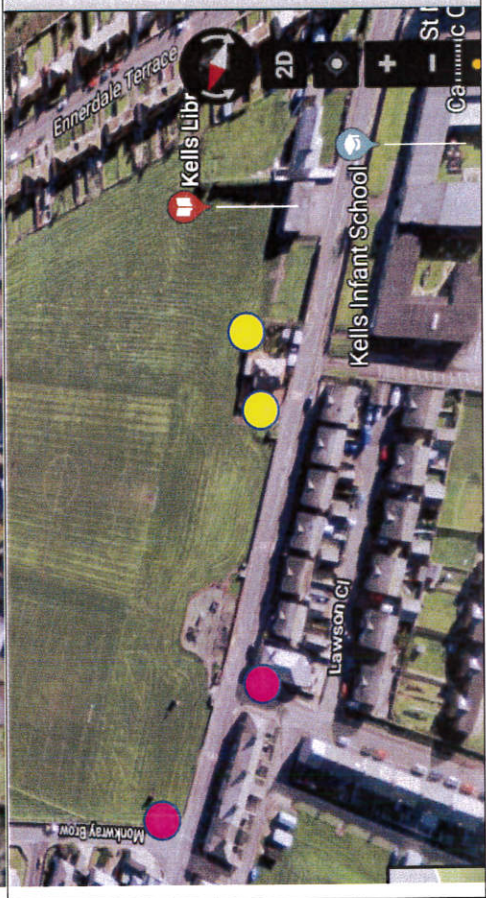
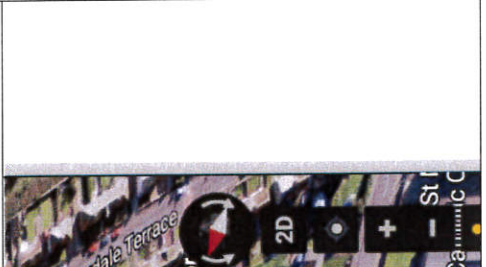
Number of Bins	SANDWITH WARD	Possible locations
1	One beside the seating area on then Village Green Sandwith Village.	
2	One outside the shop at the end of Woodhouse Road, at its junction with Lakeland Avenue.	

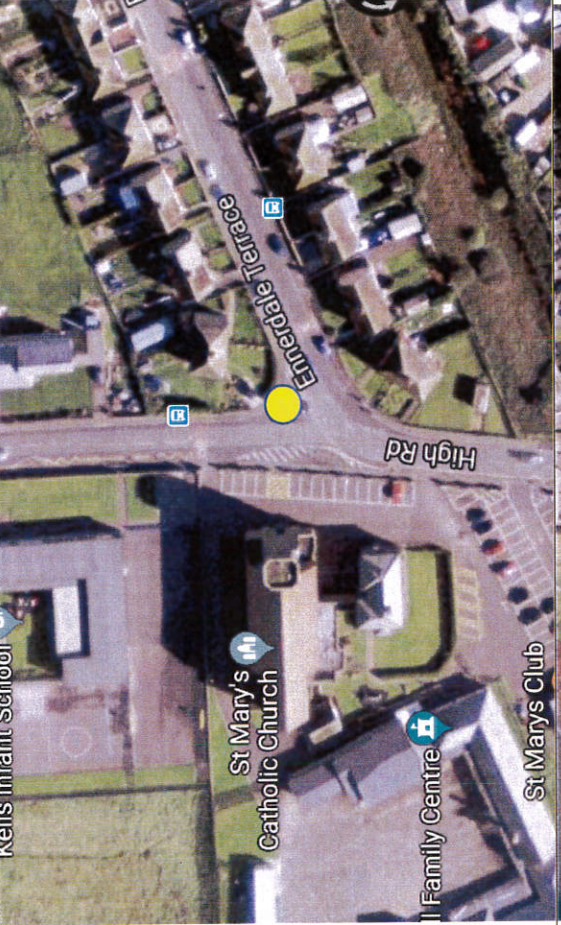
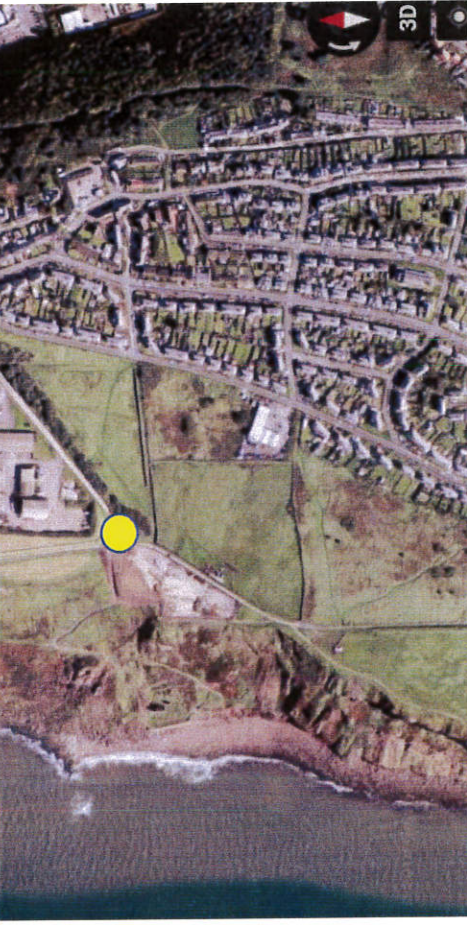
3	One outside the coop shop on the Kells end of Lakeland Avenue.			
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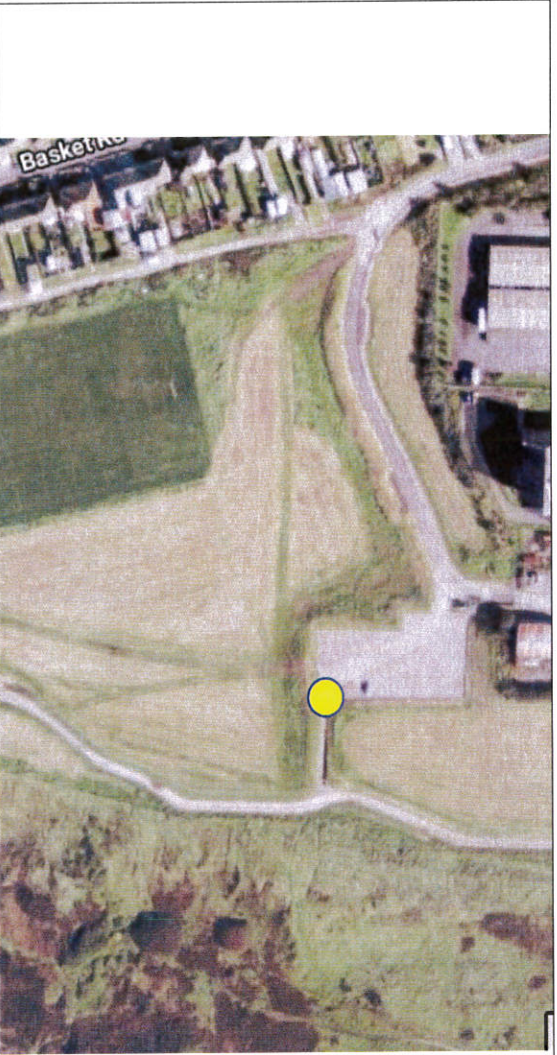
<p>4</p>	<p>One outside the shop in the middle of Lakeland Avenue on the roundabout.</p>		
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<p>5</p>	<p>Woodhouse Road / St Bees Road (Top of the Fairy Path)</p> <p>2 possible options for siting</p>	<p>MIREHOUSE WARD / SANDWITH WARD (Boundary)</p> <p>FIRE PROOF / VANDAL PROOF / CEMENTED DOWN</p>	
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<p>Number of Bins</p>	<p>1</p>	<p>Bin to be sited</p>	<p>KELLS WARD Junction –Meadow View / Kells Road at bottom or Cllr Guest</p>	<p>Possible locations</p>	
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<p>2</p>	<p>Junction Solway Road / High Road</p>		
<p>3 & 4</p>	<p>2 new bins in the playground – existing ones in the play park to be re-sited around the welfare itself (pink dot).</p>		

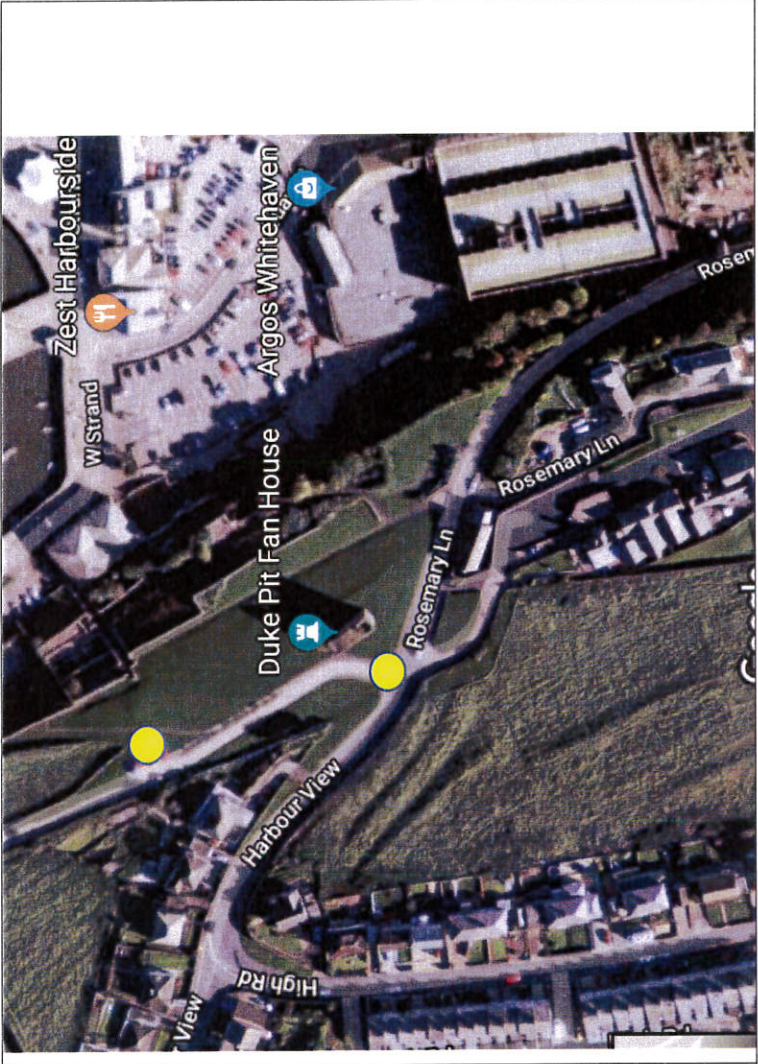
<p>5</p>	<p>High Road / Ennerdale Terrace Junction</p>		
<p>6</p>	<p>EnD of Road – leading down past Billy Bears / West Cumbria Mining / Tony Roberts Carpets</p>	<p>FIRE RESISTANT required</p>	

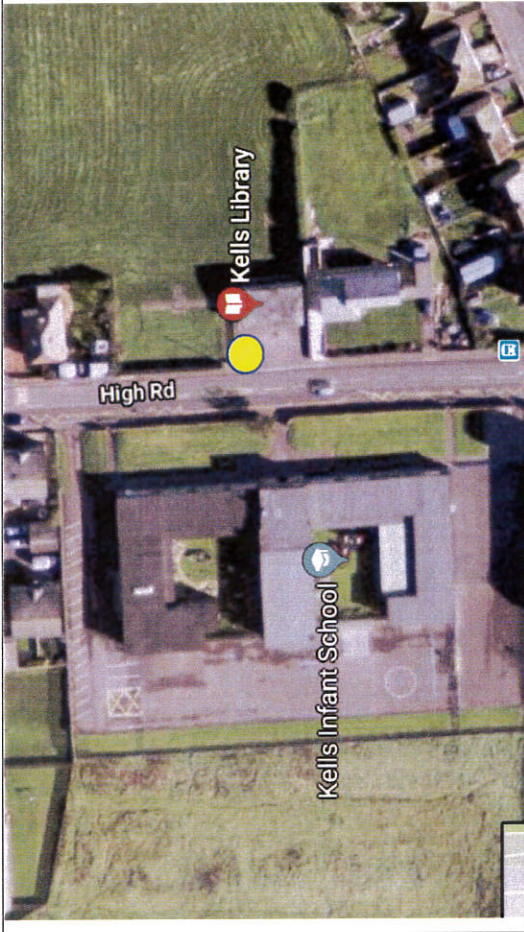
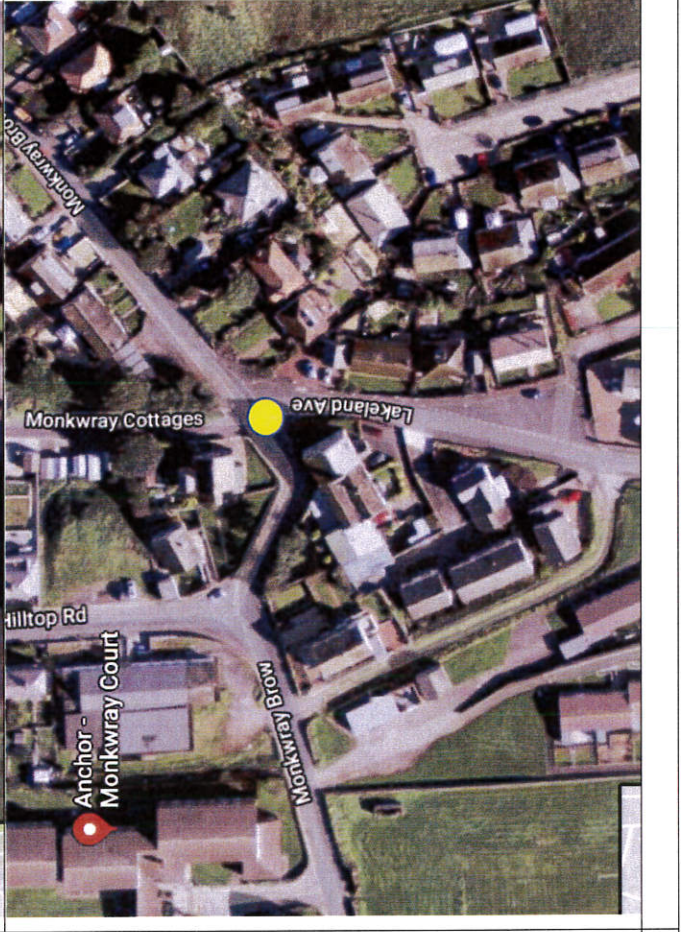


FIRE RESISTANT
required


Car Park West Cumbria
Mining car park leading
onto cliff top walks /
edge of Rugby

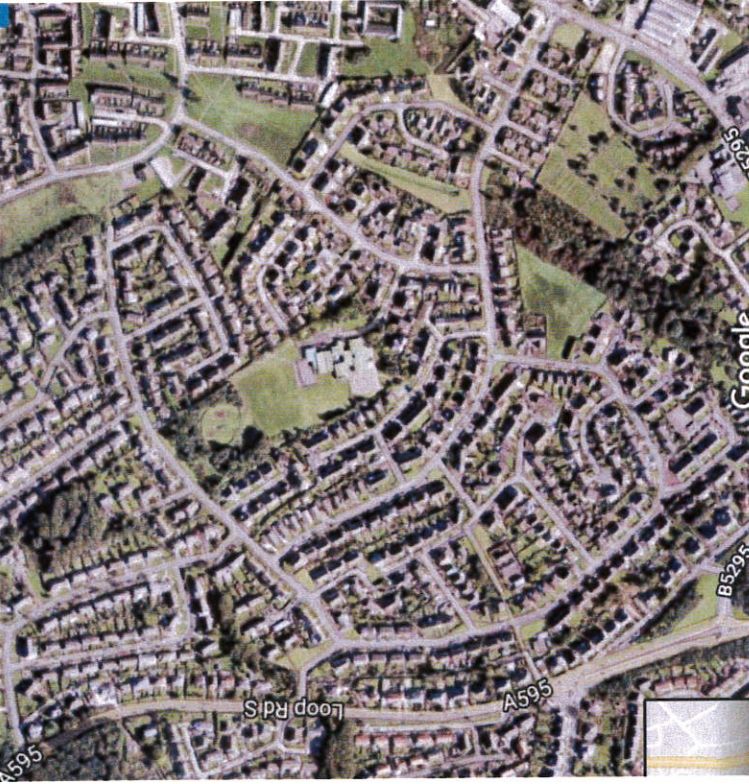
7

8	Duke Pit Fan House / Harbour View / Rosemary Lane area	2 potential sitings	
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9	Kells Library		 A satellite map showing the Kells Library area. A red pin icon is placed on a building labeled 'Kells Library'. A yellow circle is placed on 'High Rd'. To the left, a building is labeled 'Kells Infant School'. The map shows a mix of residential buildings and open green spaces.
10	Lakeland Avenue / Monkway Cottage / Monkway Brow Junction		 A satellite map showing the Monkway Brow Junction area. A red pin icon is placed on a building labeled 'Anchor - Monkway Court'. A yellow circle is placed at the intersection of 'Lakeland Ave' and 'Monkway Brow'. Other labels include 'Monkway Cottages' and 'Hilltop Rd'. The map shows a dense residential area with many houses and cars.

<p>Number of Bins 1</p>	<p>Bin to be re-sited at Jericho Park (Cllr Julie Rayson)</p>	<p>HILLCREST (Topsy Royal Litter Bin – Glasdons?)</p>	<p>Possible locations</p> 
<p>2</p>	<p>Ruskin Drive, (Cllr Julie Rayson)</p>	<p>HILLCREST (Topsy Royal Litter Bin – Glasdons?)</p>	

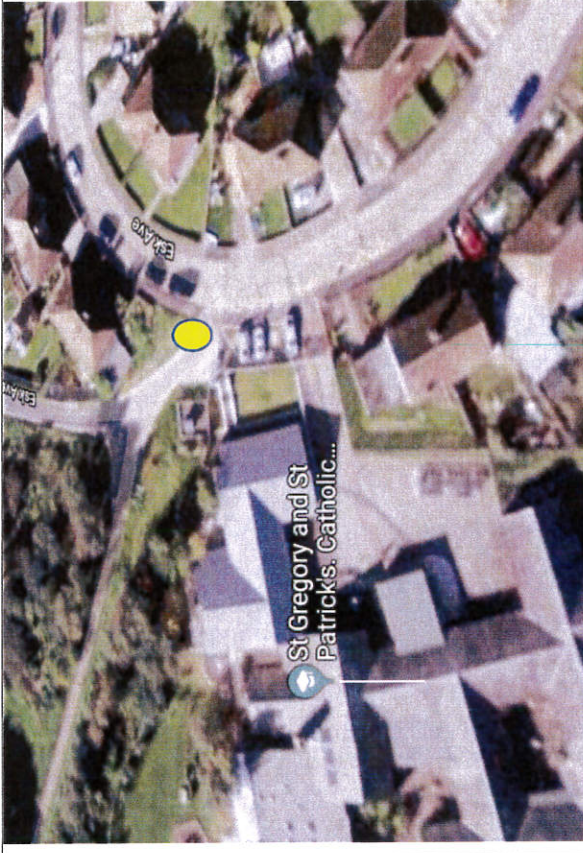
<p>3 & 4</p>	<p>2 BINS on Red Lonning area (Clr Julie Rayson)</p>	<p>HILLCREST (Topsy Royal Litter Bin – Glasdons?)</p>	
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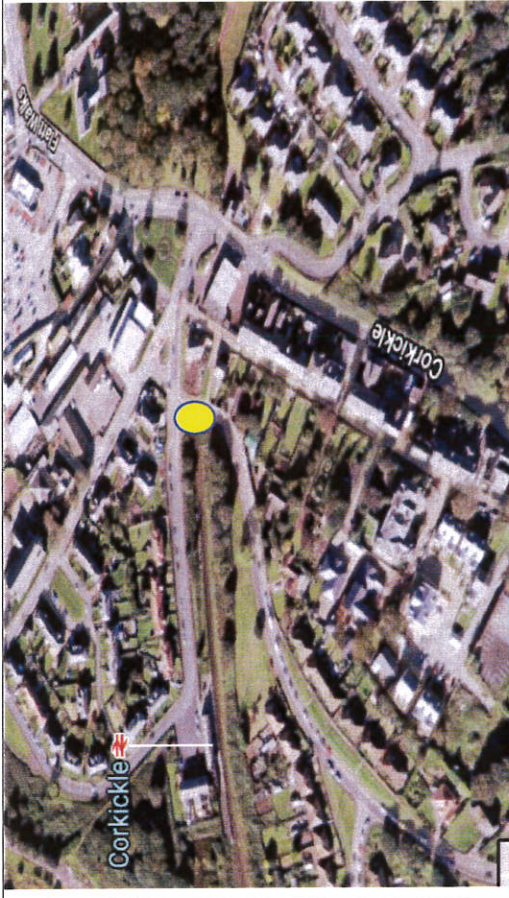
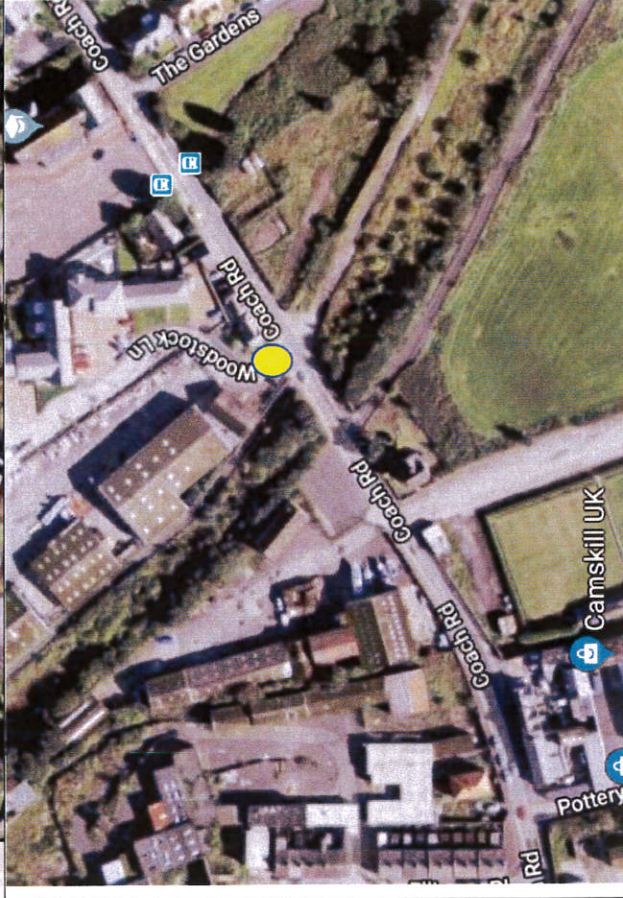
HILLCREST
(Topsy Royal Litter
Bin – Glasdons?)

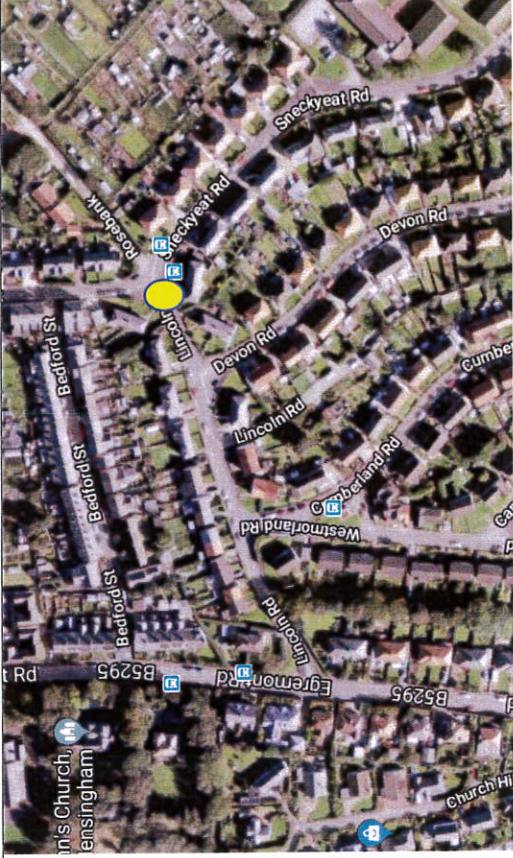
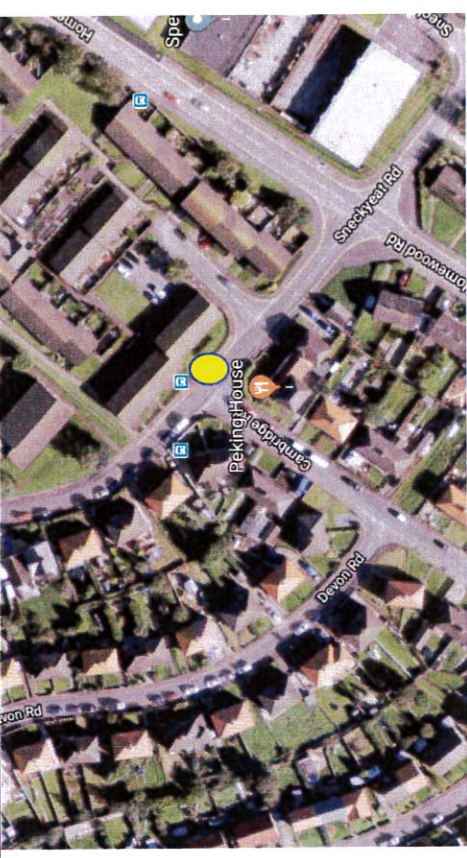
Another 3 dotted about,
exact location to be
confirmed.
(Clr Julie Rayson)

5 & 6 & 7

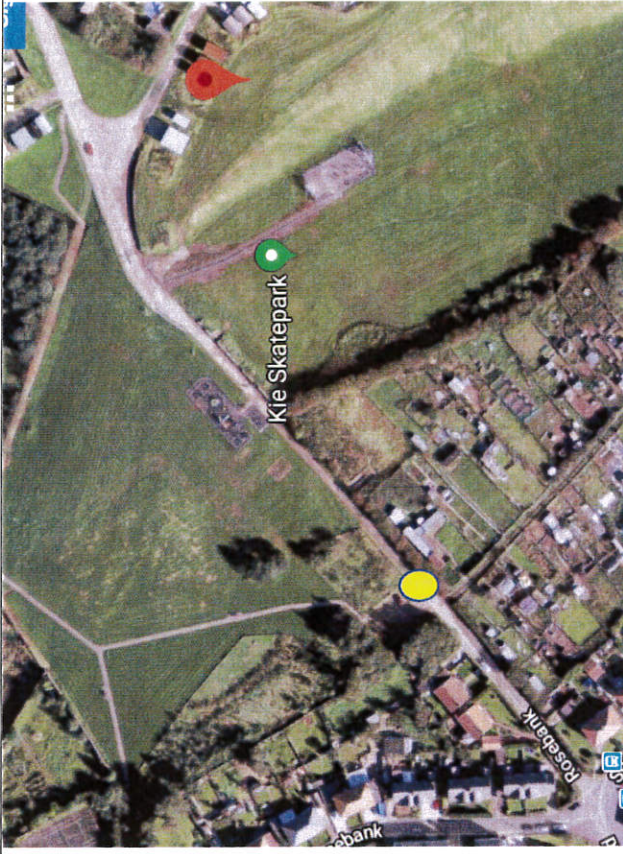
<p>1</p>	<p>07 Outside St Gregorys Primary school Cllr Maudling / Kane Ward</p>	<p>HARBOUR WARD WTC</p>	
<p>2</p>	<p>07 Outside the bus stop next to St Gregorys school / calder Cllr Maudling Ward / Kane</p>	<p>HARBOUR WARD WTC</p>	

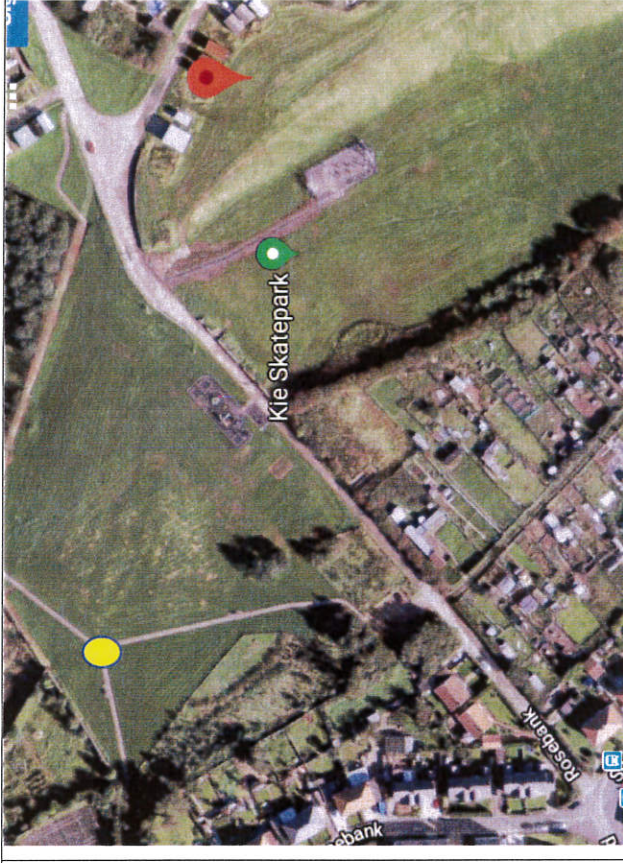
<p>3</p>	<p>Bus stop outside of the Whitehaven Castle</p> <p>Cllr Maudling Ward / Kane</p>	<p>HARBOUR WARD WTC</p> 	
<p>4</p>	<p>Outside the gate of St James Infants school</p> <p>Cllr Maudling Ward / Kane</p>	<p>HARBOUR WARD WTC</p> 	

<p>5</p>	<p>Station Road / Calder Avenue</p>		
<p>6</p>	<p>Coach Road – End of the Cycle Track on the pavement roadside</p>		






<p>Number of Bins</p> <p>1</p>	<p>Top of Lincoln Road</p> <p>(Given by Tony Lowrey)</p>	<p>HENSINGHAM WARD</p> <p>PREFERENCE IS TO HAVE A FIRE / VANDAL PROOF BIN HERE</p>	<p>Possible locations</p> 
<p>2</p>	<p>Next to the bus stop one just to the side of the Chinese Takeaway (Peking House) on the grassed area Sneckyeat Road</p> <p>(Given by Tony Lowrey)</p>	<p>HENSINGHAM WARD</p>	





<p>3</p>	<p>1 x just past the fire station going towards St Benedicts School, Red Lonning, just before the first firemans houses</p>	<p>HENSINGHAM WARD</p>	
<p>4</p>	<p>1 x at the junction of Richmond Hill Road going down towards the park.</p>	<p>HENSINGHAM WARD</p>	





5	1 x between the allotments and the skate park (CARPARK)	<p>HENSINGHAM WARD</p> <p>PREFERENCE IS TO HAVE A FIRE / VANDAL PROOF BIN HERE</p>	
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6	1 x near one of the benches at the bottom end of the park	<p>HENSINGHAM WARD</p> <p>PREFERENCE IS TO HAVE A FIRE / VANDAL PROOF BIN HERE</p>	
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APPENDIX 7



Number of Bins			Possible locations 
	09 Meadow Road, near cemetery		There is already a bin located here
	09 Entrance to Mirehouse Pond	This is Egremont North Ward?	Could we as a council request that Egremont Parish Council site a bin here
1	09 Dalegarth/Copeland Junction Cllr Laine & Poland – submitted	MIREHOUSE WARD  2 suggested sites	
2	09 Meadow Road – bottom of fairy path Could the ones at Cllr Laine & Poland – submitted	MIREHOUSE WARD 	


<p>3&4</p>	<p>09 Meadow Road both sides of the road by Mcolls shops x2</p> <p>Clr Laine & Poland - submitted</p>	<p>MIREHOUSE WARD</p> 	
<p>5</p>	<p>09 Meadow Road next to the bench at the Junction of Skiddaw Road</p> <p>Clr Laine & Poland - submitted</p>	<p>MIREHOUSE WARD</p> 	 <p>Google</p>

<p>6</p>	<p>09 Derwentwater Road – either site Cllr Laine & Poland – submitted</p>	<p>MIREHOUSE WARD</p> 	
<p>7</p>	<p>09 Borrowdale Road Cllr Laine & Poland – submitted</p>	<p>MIREHOUSE WARD</p> 	


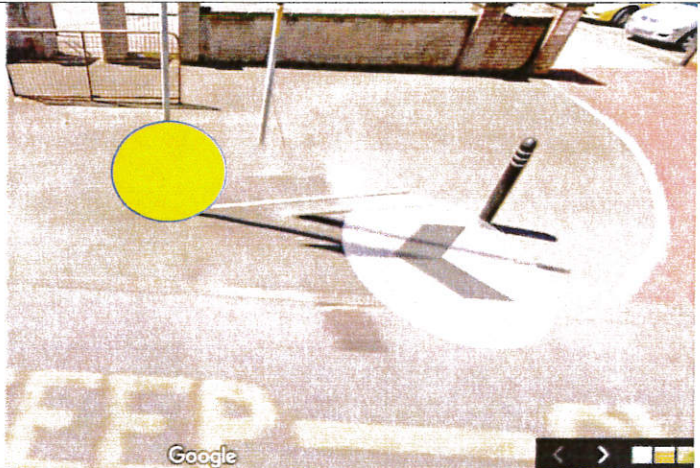
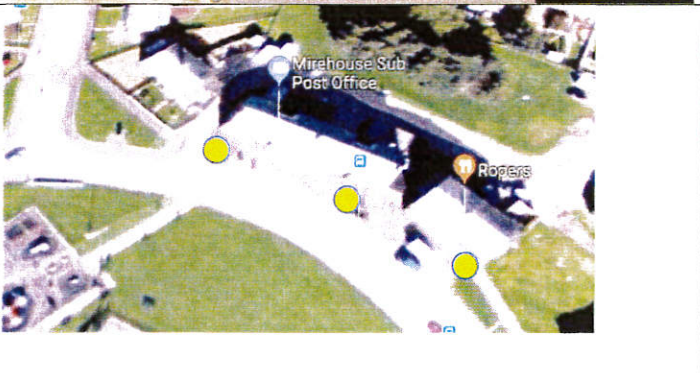
<p>8</p>	<p>09 Cycle Track – Entrance at Uldale Road Cllr Laine & Poland - submitted</p>	<p>MIREHOUSE WARD</p> <p>●</p> <p>Mirehouse shops be resited here ** there are 3 good ones at Mirehouse shops that need hamerited</p>	
<p>9</p>	<p>Wasdale Close Cllr Laine & Poland - submitted</p>	<p>MIREHOUSE WARD</p> <p>●</p>	




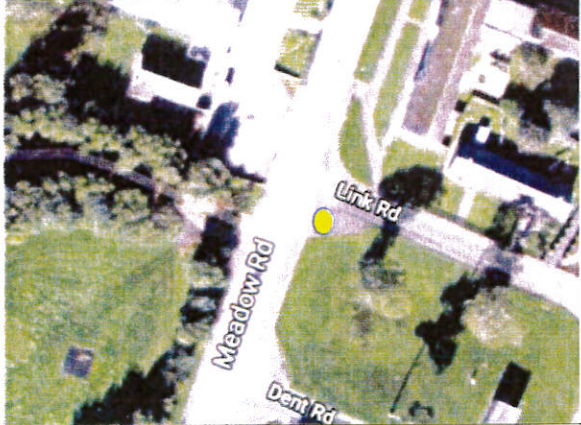
<p>10</p>	<p>09 Cycle Track – Entrance at Wasdale Close</p> <p>Clr Laine & Poland – submitted</p>	<p>MIREHOUSE WARD</p> <p></p> <p>FIRE PROOF / VANDAL PROOF / CEMENTED DOWN</p>	
<p>11</p>	<p>Mirehouse Community Centre</p> <p>Clr Laine & Poland – submitted</p>	<p>MIREHOUSE WARD</p> <p></p>	

12	Croasdale Avenue leading onto the cycle path Clir Laine & Poland - submitted	MIREHOUSE WARD  FIRE PROOF / VANDAL PROOF / CEMENTED DOWN	
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13	<p>The Oval</p> <p>Chr Laine & Poland - submitted</p>	<p>MIRE-HOUSE WARD</p> <p>●</p>	 <p>The image is a satellite view from Google Maps showing a residential area. A central green space is labeled 'The Oval'. A yellow pin is placed on a road that runs north-south through the center of the oval. The surrounding area is filled with houses and trees. The word 'Google' is visible at the bottom of the map image.</p>	
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14	07 Meadow Road Junction onto A595 Mr Laine & Poland - submitted	MIREHOUSE WARD ●	
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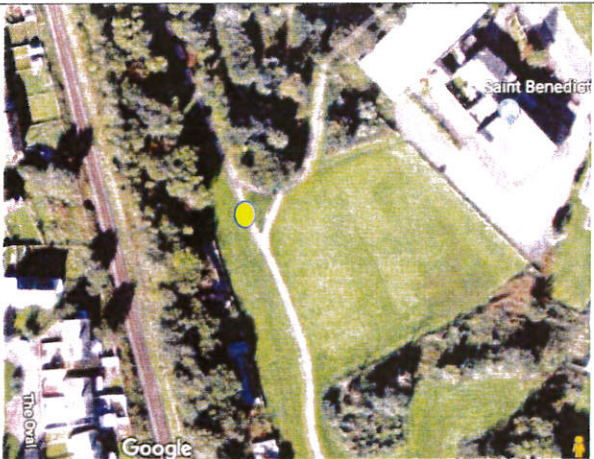


<p>15</p>	<p>07 Whinnlatter Road outside the Valley primary School</p> <p>Cllr Laine & Poland - submitted</p>	<p>MIREHOUSE WARD</p> 	
<p>16&17&18</p>	<p>07 Meadow Road Shops (replace - can these ones be used / moved to areas marked **? As they are metal and more fire proof) - They are still in OK nick - just need re-hammerite on the outside</p> <p>Cllr Laine & Poland - submitted</p>	<p>MIREHOUSE WARD</p> <p>3 BINS</p>	



<p>19</p>	<p>07 Meadow Road Play Park Cllr Laine & Poland - submitted</p>	<p>MIREHOUSE WARD</p> 	
<p>20</p>	<p>Link Road / Meadow Road Junction Cllr Laine & Poland - submitted</p>	<p>MIREHOUSE WARD</p> 	

APPENDIX 7


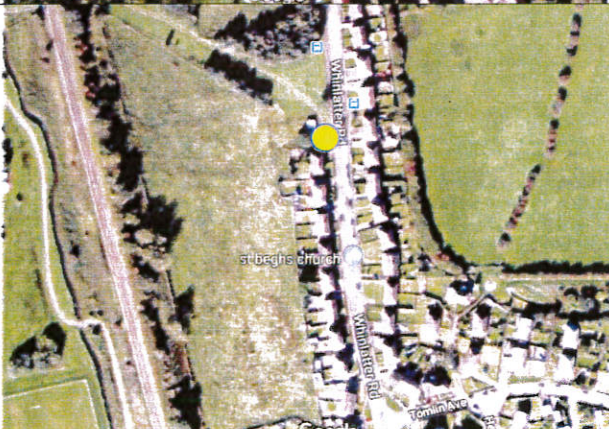
<p>21</p>	<p>Cycle path Clr Laine & Poland - submitted</p>	<p>MIREHOUSE WARD</p> <p></p> <p>Mirehouse shops be resited here ** there are 3 good ones at Mirehouse shops that need hamerited</p>		
<p>22</p>	<p>Cycle path Clr Laine & Poland - submitted</p>	<p>MIREHOUSE WARD</p> <p></p> <p>Mirehouse shops be resited here ** there are 3 good ones at Mirehouse shops that need hamerited</p>		

<p>23</p>	<p>09 Cycle Track – Entrance at Wasdale Close</p> <hr/> <p>Mr Laine & Poland – submitted</p>	<p>MIREHOUSE WARD</p> <p></p> <p>FIRE PROOF / VANDAL PROOF / CEMENTED DOWN</p>		
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<p>24</p>	<p>09 Cycle Track – Entrance at Wasdale Close</p> <p>Clr Laine & Poland – submitted</p>	<p>MIREHOUSE WARD</p>  <p>FIRE PROOF / VANDAL PROOF / CEMENTED DOWN</p>	
<p>25</p>	<p>Outside St Benedicts Church Whinlatter Road</p> <p>Clr Laine & Poland – submitted</p>	<p>MIREHOUSE WARD</p> 	

<p>26</p>	<p>Opposite Low Hall Road by the path leading onto the estate</p> <p>Mr Laine & Poland - submitted</p>	<p>MIREHOUSE WARD</p> 	
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<p>27</p>	<p>Low Road / St Bees Road (Top of the next Fairy Path)</p> <p>Not sure on the ward – is it Sandwith or Mirehouse – its on the boundary – Clerks to check</p>	<p>MIREHOUSE WARD / SANDWITH WARD</p> <p>FIRE PROOF / VANDAL PROOF / CEMENTED DOWN</p>	
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<p>28</p>	<p>Meadow Road bottom of Fairy Path</p>	<p>MIREHOUSE WARD</p> <p>FIRE PROOF / VANDAL PROOF / CEMENTED DOWN</p>	
<p>29</p>	<p>Whinlatter Road – Fairy path</p>	<p>MIREHOUSE WARD</p> <p>FIRE PROOF / VANDAL PROOF / CEMENTED DOWN</p>	

APPENDIX 7

			
30	<p>Cycle Path behind NISA store / POW BECK leading onto Snebra beck and back of St Gregorys school</p>	<p>MIREHOUSE WARD</p> <p>FIRE PROOF / VANDAL PROOF / CEMENTED DOWN</p>	

Security/Protection at Council Meetings

Purpose of the Report and Recommendation

To inform Members of methods for security/protection at Council meetings and to recommend that consideration be given to various methods for protection/ security at Council meetings and to decide the course of action to be taken.

1.0 INTRODUCTION

- 1.1 An issue has been raised regarding Councillor security and protection both inside and outside Council meetings and it has been stated that there should be some form of security and/or protection for Councillors both inside and outside the meeting.
- 1.2 It has been pointed out that the Clerk has responsibility for health and safety matters although it has to be said that this is only in the workplace and individual Councillors also have a duty of care to themselves under Health and Safety Regulations.
- 1.3 There can be no liability on the Council for the security/protection of Councillors once they have left the building. If anything happens to an Councillor outside then that Councillor should report it to the Police.
- 1.4 The Council usually holds its meetings either in the Civic Hall or the United Reformed Church Hall. The Civic Hall Foyer has CCTV cameras and there is also a radio link to the Police. In the United Reformed Church there is neither.

2.0 POSSIBLE COURSES OF ACTION

- 2.1 The Suzy Lamplugh Website has some very useful information on personal safety
- 2.2 Attached at Appendix 1 is advice given to Councillors by Bradford Council which Councillors may find helpful
- 2.3 The cost of employing a security guard for Council meetings would cost approximately £35 per hour and would include escorting Councillors off

the premises. It would cost considerably more for close personal protection

- 2.4 There are Police recommended alarms which cost between £5 and £10; there are also electronic personal alarms costs between £10 and £20 (140dB) and pepper/mace sprays costing between £10 and £23
- 2.5 The Police could be asked if they would give Councillors a training session on personal security/protection

3.0 RECOMMENDATION

- 3.1 It is recommended that Councillors consider this and the course(s) of action to be taken

Personal Safety A Guide For Local Councillors

The relationship between councillors and the communities they serve has always been at the heart of what being a councillor is all about. The face to face contact when constituents can share problems and concerns is vital to making that relationship work. Too often in the past it has been undervalued by local authorities – councillors have been left to make their own arrangements without any support. That situation is no longer acceptable and every local authority should be discussing with its elected members how they can be assisted to carry out this role safely and effectively. What follows is advice aimed at individual councillors but it should also be read and acted upon by council officers.

Introduction

An important role of councillors is to keep in touch with their communities. This includes helping individuals with any problems they might have. Often this extends beyond just the delivery of council services. These contacts are usually rewarding and non-adversarial. Councillors become experienced in calming down and treating with respect and sympathy angry and frustrated residents who often resort to their elected representative when they feel that they are getting nowhere in resolving their problems through other channels.

Circumstances will vary and councillors will take their own decisions about how to conduct their duties as councillors while remaining easily accessible to their residents.

The purpose of this guide is not to make councillors nervous but to set out what personal safety measures can be taken to prevent and to deal with those rare circumstances when they might find themselves in situations where they come anxious for their safety. In general terms, the guidance follows advice given to others who by virtue of public duties or employment meet many people whom they do not know.

Ward Surgeries

The arrangements each councillor makes will vary accordingly to local circumstances and it will be a fortune councillor who can find premises for their surgery which meet every aspect of good practice and are also accessible to their constituents. What follows are suggestions about how to make a surgery safe and effective – some apply wherever the surgery is held while others are good practice to be followed if the opportunity arises. Most councillors will go through their entire service to the council without experiencing any problems and a little time given to preparation and planning can reduce the already small risk further.

The basics:

- If possible do not hold surgeries alone in an otherwise empty building. Try to get someone to act as 'receptionist'. This not only makes you safer but makes it much easier to manage a busy surgery. If you are currently doing surgeries alone, arrange to discuss how this can be overcome with fellow councillors, council officers or members of the local party.

- If you cannot avoid doing surgeries on your own, make sure you remember a few simple guidelines. The layout of the room should suit you ie you should sit nearest to the door with the constituents seated on the other side of the table. Seating is best set out at an angle of 45 degrees (seating directly opposite can be confrontational).
- If there is no separate waiting room, try to ensure that the waiting constituents are as far as possible away from those whom you are talking to.
- Make sure there are no heavy items in the room that could be used as weapons.

If you are at the stage of looking for suitable premises in which to hold a surgery, try to get a space with as many of the following features:

- Council premises (eg libraries) during opening hours or other premises where there are many other people about.
- Premises where the names of any visitors for councillors are recorded.
- Premises where there is a comfortable waiting area.
- The surgery (interviewing) room:
 - Is in view of the reception or public area.
 - Is connected to the reception by an alarm and there is a procedure for dealing with a call for assistance.

- Has a vision panel in the door.
- Is decorated in calming (pastel) colours.
- Has a swift means of escape and any visitors are not able to lock the door from the inside.

Dealing with emotional constituents

It's inevitable that some of the people you will meet will be angry or upset – if everything in the garden was rosy, they probably wouldn't be coming to see you! You need to be prepared to handle all types of emotion. For example, it is worth having some tissues on hand for the person for whom it is just too much and who bursts into tears.

Councillors have to develop the quiet skill of being concerned about constituents' problems without being so involved that they become too emotional to be of help. Calmness in the face of whatever comes up will help you and your constituents.

You may find that racist or other offensive remarks are made. If they are directed at you – do not respond – this will only make the situation worse. Instead bring the interview to an end as quickly as possible. If they are more general remarks, you should indicate that this is not acceptable and that you cannot continue the interview. Often this will elicit an apology. Otherwise ask the person to leave. However, you must use your own judgement and **if you are alone and in a vulnerable situation, do not put yourself at risk** no matter how angry the remarks make you.

Car safety and parking

You need to take the same precautions as most car owners do:

- Consider whether an area will be dark and isolated when you return to your car.
- Park, where possible, under street lighting.
- Lock car doors as soon as getting into the car.
- Take boxes/bags to the car when other people are around.

Reporting Incidents

Any incidents of concern even if fairly minor or 'nearly happened' should be reported to the authority's chief executive or other nominated officer (e.g. safety liaison officer). This enables the Authority to undertake proper monitoring and decide if any action needs to be taken to prevent a similar incident reoccurring. You may also consider it advisable to warn ward colleagues.

Training

Local authorities have responsibilities for the safety of elected members whilst on council business as they do for their officers.

As mentioned earlier training is available. In recent years, most local authorities have introduced such training for appropriate officers to help them undertake their jobs with a minimum of personal risk. Councillors should ask their authorities to arrange suitable training for those members, especially new councillors, who might feel that they would

benefit and/or include safety as part of the induction training for all new councillors.

Discussion checklist

- Premises – are those currently in use suitable? If not, what alternatives are there?
- Are councillors doing surgeries alone? How can this be avoided?
- How are surgeries publicised? Can this be improved?
- Is training available for councillors in relevant skills?
- How well does the council handle casework after the surgeries?
- Is there a reporting mechanism for councillors experiencing any incidents of concern?

Comprehensive training is available to help those who have to deal with aggressive and difficult people. A wide range of advice is included in such training [e.g. dressing sensibly – not wearing anything around your neck (scarves etc) that a person could get hold of]. Ask your Council to provide you with such training if you feel you would benefit.

Home visits

Councillors do sometimes visit residents in their homes especially those who are elderly or disabled or where they simply want to see for themselves conditions that are the subject of complaints.

It is for each councillor to decide whether a particular visit should be made, especially if the person to be visited is unknown to the councillor. Most councillors trust their own instincts as to whether to meet someone alone. Sometimes the councillor might prefer to be accompanied by a ward colleague or obtain an initial report from council officers or invite the person to a more public place. It is always advisable for you to keep a record of your whereabouts. If necessary, you can let the person whom you are visiting know there is such a record or that you are expected at another place by a certain time etc. or make a call on your mobile phone during the visit.

Personal callers

Most councillors seek to maintain a balance between their personal and public life and do not want to encourage any callers at their private homes. Good publicity by the authority as to how to contact councillors and details of ward surgeries reduces the chances of unwanted callers.

Malicious and nuisance telephone calls

Councillors occasionally get the odd nuisance or abusive call. Although infrequently, they can become the target of a persistent, anonymous caller who may have a grudge against the council. These calls need to be dealt with in accordance with police advice:

- Keep the caller talking.
- Note any clues the caller may provide as to sex, accent etc.
- Listen for any clues as to the motive and intention of the caller.
- Write down the details immediately to assist police at a later stage.
- Listen for background noise which may provide valuable information (e.g. railway sounds, industrial noises, machinery, music, animals).
- Inform the police.
- Inform the council.

Mail

As with telephone calls, councillors on rare occasions can become the target of a malicious anonymous letter. Any such letters should be given immediately to the police.

Audit and Governance Committee Decision Notices

Purpose of the Report and Recommendation

That members consider the two Decision Notices issued by Copeland Borough Council's Audit and Governance Committee and that these be noted.

1.0 INTRODUCTION

- 1.1 Attached at Appendix1 are two Decision Notices issued following hearings by Copeland Borough Council's Audit and Governance Committee in respect of complaints involving Whitehaven Town Councillors

2.0 RECOMMENDATION

- 2.1 That Members consider and note the Decision Notices



Copeland Borough Council
The Copeland Centre,
Catherine Street, Whitehaven,
Cumbria CA28 7SJ

tel: 0845 054 8600
fax: 01946 59 83 03
email: info@copeland.gov.uk
web: www.copeland.gov.uk

Proud of our past. Energised for our future.

Mrs Marlene Jewel
Town Clerk
Whitehaven Town Council
Whitehaven Civic Hall
Whitehaven
CA28 7SH

6th February 2018

Dear Mrs Jewell

Re: Code of conduct complaint outcomes

Please find attached the notices of decisions for the complaint hearing on two cases involving Whitehaven Town Councillors.

Please note this is the final stage of this code of conduct complaint process. Subject to judicial review or a decision of a Local Government Ombudsman, there is no right of appeal.

Yours sincerely

Julie Betteridge
Director of Customer and Community Services

Audit and Governance Committee

Notice of Decision

Subject Member:	Councillor Ray Gill – Whitehaven Town Council
Subject Member Representative:	None
Complainant:	Mr and Mrs Herbert
Witness:	None
Audit and Governance Committee Members:	Michael Bonner (Independent Chairman) Councillor Graham Sunderland (Deputy) Councillor Martin Barbour Councillor Gwynneth Everett Councillor Joan Hully Councillor David Riley Councillor Gillian Troughton Councillor Gilbert Scurrah
Monitoring Officer representative:	Fiona Rooney Director Commercial and Corporate Resources (Monitoring Officer Representative)
Investigating Officer:	Anne Marie Houghton
Independent Person:	Anthony Payne
Independent Director:	Fiona Rooney Director Commercial and Corporate Resources
Clerk to the Panel:	Denise James
Date of Hearing:	Thursday 24 January 2018

Complaint Summary

This was a hearing to consider whether Councillor Ray Gill had been rude and disrespectful in his correspondence regarding an incident on Cartgate allotments.

Mr and Mrs Herbert, following an incident at Cartgate allotment, where their some was injured emailed Councillor Ray Gill with queries regarding responsibilities. Mrs and Mrs Herbert felt frustrated at not receiving definitive answers instead they believed the replies to be rude and disrespectful.

Proceedings

The Committee was convened under the Council's Arrangements for Dealing with Complaints about the Code of Conduct for Members in accordance with the Localism Act 2011 for the determination of complaints that a Member may have breached the Council's Code of Conduct.

Anthony Payne introduced himself as the Independent Person who was tasked to observe, challenge and advise.

The Commercial Manager, went on to detail the procedure which was to be followed and the role which Fiona Rooney, Director Commercial and Corporate Resources held through the process.

The Committee heard oral and written representations from the Investigating Officer Anne Marie Houghton which set out details of the complaint against Councillor Ray Gill.

A full questioning and open debate then took place during which Councillor Ray Gill stated that his wording of the emails could have been better the investigating officer summed up.

Councillor Ray Gill was then given the final word in summing up.

Hearing Findings

Having heard all the facts and responses the Committee agreed the following facts:-

- Members established that Councillor Gill was not responsible for the health and safety of Whitehaven Town Council.
- Committee believed Councillor Gill could have worded his emails to Mrs and Mrs Herbert better
- The evidence highlights an unfortunate breakdown of communications between Copeland Borough Council (management and maintenance of the communal areas of the allotments), Whitehaven Town Council (Owners of the allotments) and Mr and Mrs Herbert but Councillor Gill could not be isolated and held responsible.

Hearing Outcome

It was unanimously **AGREED** that Councillor Ray Gill was not in breach of Whitehaven Town Council's code of conduct.

And unanimously **AGREED** that the complaint be **DISMISSED**.

Signed

JJ Lottendo

Date

5 - feb 2018

Right of Appeal:

Subject to judicial review or a decision of a Local Government Ombudsman, there is no right of appeal against the decision of the Audit and Governance Committee.

Audit and Governance Committee

Notice of Decision

Subject Member:	Councillor Brian O’Kane – Whitehaven Town Council
Subject Member Representative:	None
Complainant:	Mr and Mrs Herbert
Witness:	None
Audit and Governance Committee Members:	Michael Bonner (Independent Chairman) Councillor Graham Sunderland (Deputy) Councillor Martin Barbour Councillor Gwynneth Everett Councillor Joan Hully Councillor David Riley Councillor Gillian Troughton Councillor Gilbert Scurrah
Monitoring Officer representative:	Fiona Rooney Director Commercial and Corporate Resources (Monitoring Officer Representative)
Investigating Officer:	Anne Marie Houghton
Independent Person:	Anthony Payne
Independent Director:	Fiona Rooney Director Commercial and Corporate Resources
Clerk to the Panel:	Denise James
Date of Hearing:	Thursday 24 January 2018

Complaint Summary

This was a hearing to consider whether Councillor Brian O’Kane had been rude and disrespectful in his correspondence regarding an incident on Cartgate allotments.

Mr and Mrs Herbert, following an incident at Cartgate allotment, where their son was injured emailed Councillor Brian O’Kane with various issues regarding condition and safety of the allotment. Councillor O’Kane being aware that the incident was subject to a subsequent insurance claim acted on the advice of CALC had replied by saying that the matters were “being dealt with”. He further refused to consider the incident in public session at one of their Council meetings as he didn’t want to prejudice the Council’s position or claim. Mrs and Mrs Herbert felt frustrated at not receiving definitive answers instead they believed the replies to be rude and disrespectful.

Proceedings

The Committee was convened under the Council’s Arrangements for Dealing with Complaints about the Code of Conduct for Members in accordance with the Localism Act 2011 for the determination of complaints that a Member may have breached the Council’s Code of Conduct.

Anthony Payne introduced himself as the Independent Person who was tasked to observe, challenge and advise.

The Commercial Manager, went on to detail the procedure which was to be followed and the role which Fiona Rooney, Director Commercial and Corporate Resources held through the process.

The Committee heard oral and written representations from the Investigating Officer Anne Marie Houghton which set out details of the complaint against Councillor O’Kane.

A full questioning and open debate then took place and the investigating officer summed up.

Councillor Brian O’Kane was then given the final word in summing up.

Hearing Findings

Having heard all the facts and responses the Committee agreed the following facts:-

- Committee believed Councillor O’Kane could have worded his emails to Mrs and Mrs Herbert better.
- Members believed that there was evidence of a significant breakdown of communications between Whitehaven Town Council member and Mr and Mrs Herbert.

- Members believed that Councillor O’Kane was right in refusing to deal with the issues in public session.

Hearing Outcome

It was unanimously **AGREED** that Councillor Brian O’Kane was not in breach of Whitehaven Town Council’s code of conduct.

And unanimously **AGREED** that the complaint be **DISMISSED**.

Signed

J. Lottorche

Date

3 Feb 2018.

Right of Appeal:

Subject to judicial review or a decision of a Local Government Ombudsman, there is no right of appeal against the decision of the Audit and Governance Committee.