

# WHITEHAVEN TOWN COUNCIL

**Clerk to the Council:**

Marlene Jewell

Telephone: 01946 67366

**Chairman:**

Councillor Graham Roberts

**To: Members of the Whitehaven Town Council**

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

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

**Date: Thursday 30th August 2018**

**Time: 6.30pm**

Signed.....  
Marlene Jewell, Clerk

Dated.....  
24 August 2018

## 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 26<sup>th</sup> July 2018

### 4. Minutes of Extraordinary Council Meeting held on 15<sup>th</sup> August 2015

### 5. Public Participation

6. **Planning Applications** – to consider planning applications received
7. **Finance Report**
8. **Internal Audit Report** – To consider and approve the Internal Auditor's Interim Report
9. **Remembrance Sunday** – To inform members of the position and seek approval for Expenditure
10. **Taste Cumbria Event**
11. **ACTion with Communities** – Discussion on Community Plan
12. **Audit and Governance reports** – To be informed of recent Audit and Governance reports about Code of Conduct complaints
13. **Review of Standing Orders** – To consider a report to review Standing Orders in line with recent amendments made by NALC
14. **Training for Councillors** – To consider a report concerning CALC training courses for Councillors
15. **Request for Assistance from Whitehaven RLFC** – To consider a letter received from Whitehaven RLFC asking for assistance
16. **Advertising Board Whitehaven AFC** – To consider whether or not to commission Cumbria Media to design and produce a board advertising Whitehaven Town Council to be installed on the Whitehaven AFC ground
17. **Defibrillators** – To consider the provision of defibrillators in the Town Council's Area
18. **Airmen's Memorial Seat** - To consider a report on the replacement of the seat and a licence for the land
19. **Update on Litter Bins** – To consider a report on the provision of litter bins in the Wards
20. **Parkrun** – Update
21. **Grants Committee** – To appoint new members to the Grants Committee
22. **St Nicholas Gardens**
23. **Date and Time of next Meeting**

**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 business about to be transacted it is advisable in the public interest that the public and/or press be instructed to leave

**24. Office Equipment** – To consider a report on office equipment

# WHITEHAVEN TOWN COUNCIL

## Minutes of the Council Meeting held on 26<sup>th</sup> July 2018

**Present:** Councillors G Roberts (Chairman); J Forster; R Gill; J Kane; C Maudling;

M. Jewell, Clerk and Responsible Financial Officer  
V. Gorley Trainee Assistant Town Clerk

Members of the Public

Lorraine Smyth and Fran Richardson from ACTION with Communities in Cumbria

### **1026/18**     **Apologies For Absence**

Apologies for absence were received from Councillor Laine, Councillor Lowrey, Councillor O’Kane, Councillor Poland and Councillor Rayson

### **1027/18**     **Declarations of Interest**

Councillor Maudling declared that he was a member of CBC Planning Panel

### **1028/18**     **Minutes of the Meeting held on 28th June 2018**

Councillor Maudling proposed that the Minutes be approved and signed by the Chairman as a correct record and this was seconded by Councillor Forster

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

### **1029/18**     **Public Participation**

There was no public participation.

### **1030/18**     **Planning Applications**

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

**RESOLVED** – (i) That the Clerk inform the Planning Department of the Council's objections regarding planning application no. CH/4/18/2287/001.

(ii) That a letter of support be sent on behalf of the Council in respect of planning application no. CH/4/18/2292/0F1 for redevelopment of the former bus station site

**1031/18**      **Financial Report**

(i) The Council considered a Financial Report.

During consideration of Appendix 1 it was reported that 2 further invoices had been received which were due for payment before the next Council meeting and the Clerk asked if these could also be considered.

It was proposed by Councillor Gill and seconded by Councillor Maudling that the invoices shown at Appendix 1 and the 2 additional invoices be approved and paid

**RESOLVED** – That the invoices shown at Appendix 1 and the 2 additional invoices be approved and paid.

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

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

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

**1032/18**      **Report of the Events Advisory Group**

A report was considered on a meeting of the Events Advisory Group on 17<sup>th</sup> July 2018 to discuss the infrastructure for the Christmas lights which are due to be switched on on 18<sup>th</sup> November this year.

It was pointed out that this year there would be an extra cost for the Christmas lights switch on as a road closure order would be required from CCC and this (including advertising costs) would cost in the region of £1,000.00.

**RESOLVED** – (i) That the report be approved and noted  
(ii) That the points raised in paragraph 2.0 of the report be actioned and reported back to the Events Advisory Group  
(iii) That the next meeting of the Advisory Group be held in mid August.

- (iv) That a letter of thanks be sent to Brian Holmes for all his help

**1033/18**      **Report of the Allotment Advisory Group**

A report was considered on the meeting of the Allotments Advisory Group on 20<sup>th</sup> July 2018. The site representatives from Cartgate, Crow Park and Midgey attended.

- RESOLVED** – (i) That the report be approved and noted  
(ii) That a letter be sent to all the tenants on Midgey asking them to park outside their allotment for loading/unloading purposes only  
(iii) That all the requests shown in paragraph 2.2 of the report be approved and actioned.

**1034/18**      **Councillor Matters**

- i. Councillor Forster referred to the paths around Ullswater and said it was CCC who were responsible and Councillor Wonnacott said he was going to walk around and put a report in.
- ii. Councillor Forster said there was cracked tarmac because of the heat on Red Lonning opposite the school.
- iii. Councillor Gill referred to the roundabout in the middle of Lakeland avenue and asked if CCC could be contacted to go and have a look at it.
- iv. Councillor Gill said he had been around his ward with ACTION with Communities in Cumbria.
- v. Councillor Maudling said that there was a team of volunteers going in to do the paths etc in St Nicholas gardens.
- vi. Councillor Maudling said the police were patrolling St Nicholas more because of the problems there.
- vii. Councillor Maudling referred to the hanging baskets and the Clerk said that 100 hanging baskets had been put up in town.
- viii. Councillor Maudling said that there had been a good response in the town to the new benches that the Council had installed
- ix. Councillor Kane said he had seen someone doing a structural survey on the band stand in Castle Park and asked who was doing this and why and said the Council should ask CBC what was happening.
- x. Councillor Kane said it was time the Council wrote to CBC and asked them what the cleaning schedule was for Castle Park.
- xi. Councillor Kane said some residents were asking about the roofs on houses on Coach road and why some had been replaced and others not. He said it was difficult to get in touch with Home Group.

- xii. Councillor Roberts said that he was going round his Ward with Action with Communities in Cumbria the following Wednesday.
- xiii. Councillor Forster said that the former Richmond pub had been lying empty for nearly a year and that it belonged to Spar and that she had been looking to get access to it.
- xiv. Councillor Maudling said that the biggest eyesore in town was Whittles shop.
- xv. The Clerk said that Councillor O’Kane had asked that the Council consider nominating Whitehaven Academy Action Group for an award in the West Cumbria Community Heroes Awards 2018 in view of all the work they had done in respect Whitehaven Academy and it was agreed that a nomination would be submitted.

**1035/18 Date of next Council Meeting**

**RESOLVED** - The date of the next meeting be 30<sup>th</sup> August 2018 at 6.30pm

**1036/18 ACTION with Communities in Cumbria**

Lorraine Smyth and Fran Richardson from ACTION with Communities in Cumbria attended the Council meeting. They had asked to meet with the Council after the Council meeting had closed but as they were in attendance the Chairman proposed that the matter be dealt with in advance of the last item on the Agenda which was in private and it was

**RESOLVED** – That this be agreed.

**1037/18 Update on the Community Plan**

Lorraine Smyth Fran Richardson attended to give an update on the Community Plan and said they had been trying to meet with the Council on a monthly basis and trying to make progress to get an action plan to take the Council forward. They said what had been done was as follows:-

- Two meetings had taken place to start proceedings
- They were starting to unpick the information received as a result of those meetings
- They were starting to get in at ward level
- That all of the information received would help to shape a more detailed questionnaire to go out in September. However they needed something from each ward so that that feeds into the questionnaire
- They wanted to have lots of conversations with lots of people
- That a stakeholder meeting was very important

It was agreed that the scheduled meeting with the Council on 8<sup>th</sup> August 2018 would take place.

There was no formal resolution on this as it was a discussion not a formal Agenda item.

**1038/18 IN PRIVATE**

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

**RESOLVED** – That the press and public be excluded.

**1039/18 Grant Applications**

The Council considered five applications for grants. One Applicant attended the meeting to present their application.

- RESOLVED** –(i) Kellsfest – that no grant be awarded as it fell outside the Council's criteria.
- (ii) That it be noted that The Colourful North had withdrawn their application.
- (iii) Greenbank Community Association – That a grant of £1,000 be awarded
- (iv) Mirehouse Community Centre Association – That following Councillor Laine's offer to give a grant of £832.00 from her Ward Grant that this be accepted and the grant awarded.
- (v) Whitehaven and District Amateur Operatic Society – That a grant of £1,000 be awarded

The meeting closed at 8.15pm

Chairman



# WHITEHAVEN TOWN COUNCIL

## Minutes of the Extraordinary Council Meeting held on 15<sup>th</sup> August 2018

**Present:** Councillors G Roberts (Chairman); J Forster; R Gill; C Hayes; J Kane; T Lowrey; B O’Kane

M. Jewell, Clerk and Responsible Financial Officer

Member of the Public

### **1040/18 Apologies For Absence**

Apologies for absence were received from Councillor Rayson and Councillor Maudling

### **1041/18 Declarations of Interest**

There were no declarations of interest

### **1042/18 Public Participation**

There was no public participation.

### **1043/18 Election Result**

The Clerk referred to the election held on 9<sup>th</sup> August 2018 for the vacancy on Kells Ward and informed the Council that Chris Hayes had been elected. Councillor Hayes had signed the Acceptance of Office and was present at the meeting and the Council welcomed him.

**RESOLVED** – That this be noted

### **1044/18 Councillor Resignation**

The Clerk referred to the resignation of Jayne Laine from the Council which had created a vacancy for the Mirehouse Ward and said the CBC’s Elections Manager had been informed and that the Notice of Vacancy would be published shortly.

**RESOLVED** – That this be approved and noted.

**1045/18 Public Realm**

Councillor O’Kane gave a verbal report on the present situation with regard to the Public Realm Concept Design proposals for Whitehaven and referred to documentation attached to the Agenda at pages 3 – 42. He said that it had been agreed that each of the Town Councils in Copeland would get £75,000.00 of expenditure allocated. Councillor O’Kane made the following points:-

- What had been done was to consult each Town Council and we had been asked what areas we wanted to look at
  - CBC seemed to want to develop the Market area (green market)
  - We wanted something done on King Street and said the key thing was that King Street should be completely pedestrianised with no vehicles except for emergency vehicles being allowed on King Street
  - King street was supposedly pedestrianised but time after time vehicles were being driven down King Street causing danger to pedestrians.
  - Councillor O’Kane said Public Realm was a partnership between CBC and the Town Council
- (i) Councillor O’Kane proposed that the Town Council ask for the plan for Whitehaven Public realm to be withdrawn immediately from public consultation and that enhanced dialogue between the CBC and WTC should occur as soon as possible to decide a joint scheme on the public realm funding. This was seconded by Councillor Gill.

**RESOLVED** – That the proposed in (i) above be approved and actioned

- (ii) Councillor Kane proposed that the Town Council meet with the Town Heritage Initiative Group Chaired by Kerry Maxwell with a view to clarity on the funding lift and what it had been allocated to. This was seconded by Councillor Hayes.

**RESOLVED** – That the proposal in (ii) above be approved and actioned

It was also agreed, although not a formal resolution, that the Clerk send an email to all WTC Councillors who were on CBC to ask them to attend the Task and Finish Group meeting on 22<sup>nd</sup> August 2018 at 2.00 at the Copeland centre to raise the Council’s concerns on this issue

**1046/18 Councillor Ward Grants**

A report was considered on Council Ward Grants and the fact that because of the practice of rolling over unspent grants from one year to another there was currently £45,222.83 in unspent Ward Grants.

- RESOLVED** – (i) That the report be approved and noted  
(ii) That Councillors investigate where grant funding may be required in their wards

**1047/18**     **St Nicholas Garden**

Councillor O’Kane gave an update on St Nicholas Gardens.

He posed the question about what would happen to St Nicholas Gardens in the future and what if anything the Council could legally do.

The Clerk in giving advice on this referred to s8 of the Local Government Act 1894 which was still extant and which said that local councils could not do any works and/or contribute towards the expense of any works on church property. The Clerk also referred to NALC advice note L01-18 issued on 31<sup>st</sup> January 2018 which the Council had previously knowledge of and which concluded by saying that there was no case law to resolve the question of whether or not the 1894 Act restrictions overrode the provisions of later Acts and that it would be for the Courts to determine this. The advice note also said that before a Council considered making a payment it should consider carefully whether it was prudent to take a course of action which it could not be certain was legally valid.

Following a long discussion concerning all aspects of this and in particular the benefit to the community and visitors, Councillor Gill proposed that a budget amount of £10,000 per annum in perpetuity be allocated to decorate St Nicholas Church Gardens and this was seconded by Councillor Hayes and it was unanimously

**RESOLVED** – That a budget amount of £10,000.00 per annum in perpetuity be allocated to decorate St Nicholas Gardens.

**1048/18**     **IN PRIVATE**

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

**RESOLVED** – That the press and public be excluded.

**1049/18**     **Grant Applications**

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

The Council considered an application for a grant from Whitehaven Heritage

Action Group.

**RESOLVED** – That a grant of £600.00 be awarded to the Whitehaven Heritage Action Group for the replacement of 2 wooden gun carriages.

The meeting closed at 8.00pm

Chairman

WTC 30/08/2018

Item 6

Planning Application for Consideration by Whitehaven Town Council

<u>Application Number</u>	<u>Detail</u>
CH/4/18/2300/0F1	DEMOLITION OF EXISTING GARAGE & ERECTION OF SINGLE STOREY SIDE EXTENSION 17 HIGH ROAD, KELLS, WHITEHAVEN
CH/4/18/2301/0F1	INSTALLATION OF AIR CONDITIONING UNIT 18 CHURCH STREET, WHITEHAVEN
CH/4/18/2304/0F1	S73 MATERIAL AMENDMENT APPLICATION FOR CONDITION 2 OF PLANNING APPROVAL 4/17/2103/0R1 (ERECTION OF 96 DWELLINGS – PHASES 3 & 4) LAND AT EDGEHILL PARK, WHITEHAVEN
CH/4/18/2307/0L1	LISTED BUILDING CONSENT FOR REAR EXTENSION, ALTERATION TO FRONTAGE AND PARKING PROVISION (RESUBMISSION) 37 HOLLY TERRACE, MAIN STREET, HENSINGHAM, WHITEHAVEN
CH/4/18/2313/0F1	CONSTRUCTION OF NEW SPAR CONVENIENCE STORE, PETROL FILLING STATION AND CAR PARKING TOGETHER WITH THE CONVERSION OF THE FORMER SPAR STORE INTO TWO NO. RETAIL UNITS AND GARAGE (REVISED SCHEME FURTHER TO PLANNING PERMISSION 4/19/2167/0F1) OFFICES AND PREMISES ADJACENT TO IVY MILL, MAIN STREET, HENSINGHAM, WHITEHAVEN
CH/4/18/2315/0F1	PROPOSED TWO STOREY EXTENSION GROUND FLOOR: GARAGE, KITCHEN, SHOWER ROOM FIRST FLOOR: MASTER BEDROOM WITH EN-SUITE & FAMILY BATHROOM 45 HIGH ROAD, WHITEHAVEN
CH/4/18/2320/0F1	ERECTION OF SINGLE STOREY EXTENSION TO PROVIDE KITCHEN AREA AND RECEPTION 38 EARLS ROAD, BRANSTY, WHITEHAVEN
CH/4/18/2324/0F1	CHANGE OF USE TO 'MIXED USE' A3/A4 FOR A LATE-NIGHT COFFEE HOUSE/BAR 7 PEARS HOUSE, DUKE STREET, WHITEHAVEN

<u>Application Number</u>	<u>Detail</u>
CH/4/18/2325/0F1	REPLACE 5 EXISTING WOODEN GEORGIAN STYLE SLIDING SASH WINDOWS WITH WHITE PVCU DOUBLE GLAZED SLIDING SASH GEORGIAN STYLE WINDOWS <b>3 SOLOMON COURT, CATHERINE STREET, WHITEHAVEN</b>
CH/4/18/2328/0F1	CONVERSION OF DOCTORS SURGERY TO (CLASS D1) RESIDENTIAL 3 NO. FLATS <b>THE SURGERY, CATHERINE STREET, WHITEHAVEN</b>
CH/4/18/2335/0F1	PROPOSED DETACHED GARDEN ROOM/STORE (RESUBMISSION OF 4/18/2249/0F1) <b>7 SNEBRO ROAD, WHITEHAVEN</b>
CH/4/18/2334/0F1	ALTERATION AND EXTENSION TO REAR FOR PORCH AND TOILET, NEW TIMBER DECKING, HANDRAIL AND BALUSTRADE <b>10 READ DRIVE, WHITEHAVEN</b>
CH/4/18/2330/0F1	SUBSTITUTION HOUSE TYPE PN PLOT 17- TYPE C OF TYPE E <b>PLOT 17 THE MOUNT, WHITEHAVEN</b>
CH/4/18/2331/0F1	CHASNGE OF USE AND ALTERATIONS TO SHOP ON THREE FLOORS TO SHOP WITH RESIDENTIAL APARTMENT OVER AND MODIFICATIONS TO FRONT FAÇADE <b>61 ROPER STREET, WHITEHAVEN</b>

## FINANCIAL REPORT

### Purpose of the Report

Members are asked to note the information at 1.3 and 1.4. Consider a list of invoices for authorisation and payment as shown at Appendix 1 and approve the recommendations in paragraphs 3.1, 3.2, 3.3 and 3.4.

## 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.
- 1.3 Members are asked to note the letter received from CALC at Appendix 4 regarding a review of Membership Subscription proposing to increase the annual subscription fee from £1041.42 to £1736.62 and to submit any comments on the proposal to CALC's office.
- 1.4 Members are asked to note the information from BT at Appendix 5 regarding an increase in prices effective from 1st October 2018.
- 1.5 Members are asked to approve the purchase of 2 ex-demonstrator office chairs as the current 2 office chairs are broken and not fit for purpose as they are really for domestic use and not office use. Centrica from Barrow-in-Furness who supply other local Council Authorities and Sellafield have offered 2 office chairs for £150.00 each + VAT and which have an RRP of £249.00 each. This includes a 5-year guarantee on the chairs and a 10-year guarantee on the fabric.

## **2.0 FINANCIAL POSITION**

- 2.1 The bank reconciliation was carried out on 10th August 2018. This shows a balance of £527,117.13. There are however cheques to the value of £15,430.89 still to be presented and cleared.
- 2.2 The balance in the deposit account is £141,965.85.

## **3.0 RECOMMENDATION**

- 3.1 The invoices listed and shown in Appendix 1 be approved and authorised for payment.
- 3.2 The Cashbook (Appendix 2) and the Income and Expenditure (Appendix 3) be noted.
- 3.3 The information at 1.3 and 1.4 be noted.
- 3.4 The purchase of 2 office chairs as described in 1.5 be approved.



30/08/2018

## Appendix 1

## Invoices for Consideration by Whitehaven Town Council

Date	Supplier	Category	Detail	Total Amount	Power
26.06.2018	Mrs M. Jewell	Events	Screws and Bolts for hanging basket brackets	£5.70	s144 LGA 1972
15.07.2018	Councillor Charles Maudling	Employees & Allowances	Mileage claim for return journey from home to Millom on 15.07.2018 for Millom Town Council Civic Sunday (59 miles)	£26.55	s111 LGA 1972
18.07.2018	Waterplus	3rd Party	Water Bill for Midgey Allotments	£3.84	Allotments Act 1908
28.07.2018	Councillor Graham Roberts	Employees & Allowances	Lunch with CN Events during Taste Cumbria weekend	£52.10	s111 LGA 1972
01.08.2018	Copeland Borough Council	Supplies/Services	Small Society Lottery Registration	£20.00	Gambling Act 2005
01.08.2018	Copeland Borough Council	3rd Party	Monthly charge for maintenance contract for Allotments and Pigeon Loft sites - August 2018	£570.70	Allotments Act 1908
01.08.2018	Copeland Borough Council	3rd Party	Monthly charge for grass cutting contract - August 2018	£1,025.48	s111 LGA 1972
01.08.2018	Copeland Borough Council	3rd Party	Monthly charge for Parks & Open Spaces Ranger Contract - Aug-18	£2,680.00	s111 LGA 1972
01.08.2018	Copeland Borough Council	Premises	Energy charges for office in Civic Hall - August 2018	£65.40	s111 LGA 1972
01.08.2018	Midshire	Supplies/Services	Meterage charges from 01.05.2018 - 01.08.2018	£416.12	s111 LGA 1972
06.08.2018	Rosehill Youth Theatre	Premises	Meeting room hire 02/07, 18/07, 20/07, 25/07 & 26/07/2018	£110.00	s111 LGA 1972
13.08.2018	Mrs J. Hartley	3rd Party	Interim Internal Audit completed 13.08.2018	£250.00	s111 LGA 1972
16.08.2018	Cumbria Media	Supplies/Services	Website maintenance Jobs 138-151	£80.00	s111 LGA 1972

£5,305.89

WHITEHAVEN TOWN COUNCIL

CASH BOOK FROM 1 APRIL 2018

APPENDIX 2

Date	Ref	Payee	Employee Premises	Supplies/3rd Party	Grants	Allotments	Christmas	Market	Commun	Ground	Civic	Hospitality	Ranger	W.I.B	Ward	Grants	Elections	Environmental	Improvements	Events	Net Total	VAT	Total	Min. Ref.
03/04/2018		Unpresented Cheque from February 2018	65.00																		65.00		65.00	£65.00
04/04/2018	402	Cumbria Association of Local Councils		45.00																	45.00		45.00	45.00 948/18(f)
04/04/2018	403	Viking Direct		117.16																	117.16	1.03	118.19	118.19 948/18(f)
04/04/2018	404	Westcom		95.00																	95.00	19.00	114.00	114.00 948/18(f)
04/04/2018	405	The Waverley Hotel																61.66			61.66	12.34	74.00	74.00 948/18(f)
04/04/2018	406	The Waverley Hotel																61.66			61.66	12.34	74.00	74.00 948/18(f)
04/04/2018	407	The Waverley Hotel																61.66			61.66	12.34	74.00	74.00 948/18(f)
04/04/2018	408	Rosahill Youth Theatre		260.00																	260.00		260.00	260.00 948/18(f)
04/04/2018	409	E.ON																			238.18	11.91	250.09	250.09 948/18(f)
04/04/2018	410	Copeland Borough Council		65.40																	65.40		65.40	65.40 948/18(f)
04/04/2018	411	Copeland Borough Council																			1910.00	382.00	2292.00	2292.00 948/18(f)
04/04/2018	412	Clr. Brian O'Kane - VOID replaced by chq 422																			64.85		64.85	77.82 948/18(f)
04/04/2018	413	Viking Direct		36.00																	36.00		36.00	36.00 948/18(f)
04/04/2018	414	Cumbria Media		3.50																	3.50		3.50	3.50 948/18(f)
04/04/2018	415	Mrs V Gorley																			5.00		5.00	5.00 948/18(f)
04/04/2018	416	The Waverley Hotel																			5.00		5.00	5.00 948/18(f)
04/04/2018	417	Clr. Graham Roberts																			215.01	62.99	277.99	277.99 948/18(f)
04/04/2018	418	The Waverley Hotel																			800.00	160.00	960.00	960.00 948/18(f)
04/04/2018	419	JW Skips																			12.60		12.60	12.60 948/18(f)
04/04/2018	420	Mrs V Gorley																			500.00		500.00	500.00 948/18(f)
04/04/2018	421	Royal British Legion																			5500.00	1100.00	6600.00	6600.00 948/18(f)
04/04/2018	BACS	Manchester Urban Cleaners																			35.91		35.91	35.91 948/18(f)
05/04/2018	422	Clr. Brian O'Kane																			350.00		350.00	350.00 955/18(f)
06/04/2018	BACS	Manchester Urban Cleaners																			3810.08		3810.08	3810.08 654/17
13/04/2018	BACS	Cumbria Local Government Pension Scheme																			735.29		735.29	735.29 759/17(f)
13/04/2018	423	HMRC																			1873.01		1873.01	1873.01 HMRC
13/04/2018	BACS	Cumbria County Council - County Fund																			1500.00		1500.00	1500.00 989/18(f)
13/04/2018	BACS	Safety Net UK Ltd																			1500.00		1500.00	1500.00 989/18(f)
20/04/2018	DD	BT Group																			62.64		62.64	62.64 CONTRACT
25/04/2018	389	Unpresented Cheque from February 2018		6.00																	6.00		6.00	6.00
27/04/2018	424	Zurich Municipal																			71.32		71.32	71.32 976/18(f)
27/04/2018	425	Zurich Municipal																			2288.22		2288.22	2288.22 976/18(f)
27/04/2018	426	Cumbria Media																			64.00		64.00	64.00 976/18(f)
27/04/2018	427	Rosahill Youth Theatre - VOID replaced by chq 438																						
27/04/2018	428	Rosahill Youth Theatre		210.00																	210.00		210.00	210.00 976/18(f)
27/04/2018	429	Viking Direct																			23.18		23.18	23.18 976/18(f)
27/04/2018	430	Mrs V Gorley																			21.14		21.14	21.14 976/18(f)
27/04/2018	431	CALC																			1072.00		1072.00	1072.00 976/18(f)
16/05/2018	DD	CF Corporate Finance																			340.00		340.00	408.00 CONTRACT
16/05/2018	BACS	Self																			3923.66		3923.66	3923.66 654/17
16/05/2018	BACS	Cumbria Local Government Pension Scheme																			752.61		752.61	752.61 759/19(f)
16/05/2018	432	Hensingham Primary School																			935.14		935.14	935.14 WARD GRANT
16/05/2018	433	HMRC																			1994.49		1994.49	1994.49 HMRC
21/05/2018	DD	BT Group																			63.33		63.33	76.00 CONTRACT
04/06/2018	434	Copeland Borough Council																			854.57		854.57	1025.48 1008/18 (f)
04/06/2018	435	Copeland Borough Council																			65.40		65.40	65.40 1008/18 (f)
04/06/2018	436	Copeland Borough Council																			475.58		475.58	570.70 1008/18 (f)
04/06/2018	437	Copeland Borough Council																			42.70		42.70	42.70 1008/18 (f)
04/06/2018	438	Rosahill Youth Theatre																			210.00		210.00	210.00 1008/18 (f)
04/06/2018	439	Mrs J Hartley																			250.00		250.00	250.00 1008/18 (f)
04/06/2018	440	Viking Direct																			94.76		94.76	113.71 1008/18 (f)
04/06/2018	441	Copeland Borough Council																			65.40		65.40	65.40 1008/18 (f)
04/06/2018	442	Copeland Borough Council																			475.58		475.58	570.70 1008/18 (f)
04/06/2018	443	Copeland Borough Council																			854.57		854.57	1025.48 1008/18 (f)
04/06/2018	444	Midshire																			252.46		252.46	302.95 1008/18 (f)
04/06/2018	445	Copeland Borough Council																			4466.70		4466.70	5360.04 1008/18 (f)
08/06/2018	BACS	Mrs V Gorley																			12.99		12.99	12.99 1008/18 (f)
13/06/2018	BACS	Cumbria Media																			40.00		40.00	40.00 1008/18 (f)
13/06/2018	446	HMRC																			1894.25		1894.25	1934.25 HMRC
13/06/2018	447	Sneykent Community Group																			144.99		144.99	144.99 WARD GRANT

Date	Account No	Account Name	Account Type	Account Description	Account Balance	Account Type	Account Description	Account Balance	Account Type	Account Description	Account Balance	Account Type	Account Description	Account Balance	Account Type	Account Description	Account Balance	Account Type	Account Description	Account Balance	
13/06/2018	448	Hensingham Peoples Action Group	BACS		3866.37	500.00	500.00	WARD GRANT	500.00	500.00	WARD GRANT	500.00	500.00	WARD GRANT	500.00	500.00	WARD GRANT	500.00	500.00	WARD GRANT	500.00
13/06/2018	449	Hensingham Peoples Action Group	BACS		749.99	350.00	350.00	WARD GRANT	350.00	350.00	WARD GRANT	350.00	350.00	WARD GRANT	350.00	350.00	WARD GRANT	350.00	350.00	WARD GRANT	350.00
13/06/2018	450	St Benedict's RUF	BACS			500.00	500.00	WARD GRANT	500.00	500.00	WARD GRANT	500.00	500.00	WARD GRANT	500.00	500.00	WARD GRANT	500.00	500.00	WARD GRANT	500.00
15/06/2018	451	Whitehaven Heritage Action Group	BACS			1500.00	1500.00	WARD GRANT	1500.00	1500.00	WARD GRANT	1500.00	1500.00	WARD GRANT	1500.00	1500.00	WARD GRANT	1500.00	1500.00	WARD GRANT	1500.00
15/06/2018	BACS	Staff			3866.37																
15/06/2018	BACS	Cumbria Local Government Pension Scheme			749.99																
19/06/2018	DD	BT Group				60.14															
28/06/2018	452	Hensingham Primary School	BACS																		
28/06/2018	453	Greenbank Community Association	BACS																		
29/06/2018	454	Viking Direct	BACS			33.14															
29/06/2018	455	Rosehill Youth Theatre	BACS			10.89															
29/06/2018	456	Mrs V Gorley	BACS			350.00															
29/06/2018	457	P Porter	BACS																		
29/06/2018	458	Copeland Borough Council	BACS			196.24															
29/06/2018	459	Copeland Borough Council	BACS			196.24															
29/06/2018	460	Copeland Borough Council	BACS			375.00															
29/06/2018	461	Copeland Borough Council	BACS			375.00															
29/06/2018	462	Copeland Borough Council	BACS																		
29/06/2018	463	Copeland Borough Council	BACS																		
29/06/2018	464	Copeland Borough Council	BACS																		
29/06/2018	465	Copeland Borough Council	BACS																		
29/06/2018	466	West Coast Compositing Ltd	BACS			40.66															
29/06/2018	467	Colour Gro	BACS																		
29/06/2018	468	Viking Direct	BACS			13.18															
02/07/2018	BACS	Cumbria Media				60.00															
13/07/2018	BACS	Staff			3866.77																
13/07/2018	BACS	Cumbria Local Government Pension Scheme			749.99																
18/07/2018	469	HMRC			1933.85																
18/07/2018	DD	BT Group				56.61															
18/07/2018	470	Whitehaven Audio Club	BACS																		
27/07/2018	471	Glasdon UK Ltd	BACS																		
27/07/2018	472	Westcom	BACS																		
27/07/2018	473	Copeland Borough Council	BACS			375.00															
27/07/2018	474	Copeland Borough Council	BACS			196.24															
27/07/2018	475	Copeland Borough Council	BACS			65.40															
27/07/2018	476	Copeland Borough Council	BACS																		
27/07/2018	477	Copeland Borough Council	BACS																		
27/07/2018	478	Copeland Borough Council	BACS																		
27/07/2018	479	Copeland Borough Council	BACS																		
27/07/2018	480	Roseshill Youth Theatre	BACS																		
27/07/2018	481	Graham Roberts	BACS																		
27/07/2018	482	Cumbrian Newspapers Ltd	BACS																		
27/07/2018	483	Whitehaven Garden Centre Ltd	BACS																		
27/07/2018	484	Mrs V Gorley	BACS																		
27/07/2018	485	Viking Direct	BACS																		
27/07/2018	486	Viking Direct	BACS																		
30/07/2018	BACS	Cumbria Media				152.35															
30/07/2018	BACS	J & R Bennett				54.00															
01/08/2018	AW62818																				
06/08/2018	487	CF Corporate Finance	BACS			300.00															
06/08/2018	488	The Minehouse Community Centre	BACS																		
15/08/2018	BACS	Staff			1934.25																
15/08/2018	BACS	Cumbria Local Government Pension Scheme			749.99																
15/08/2018	BACS	Cumbria Local Government Pension Scheme																			

WHITEHAVEN TOWN COUNCIL

Appendix 3

INCOME 2018-19

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

406974.07	0	17274.46	424248.53
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WHITEHAVEN TOWN COUNCIL  
 SUMMARISED INCOME & EXPENDITURE STATEMENT  
 FINANCIAL YEAR 2018-19

Expenditure Net of VAT      Invoices not yet processed      Budget

BANK BALANCES BROUGHT FORWARD

CBS 53905917	183,835.73
CBS 53906216	141,965.85
<b>TOTAL OPENING BALANCE</b>	<b>325,801.58</b>

**INCOME:**

Precept	406,974.07
Interest (Deposit)	
Other Income	17,274.46
<b>TOTAL INCOME</b>	<b>424,248.53</b>

**EXPENDITURE**

Employees & Allowances	32,900.04
Premises	3,325.23
Supplies/Services	5,630.70
3rd Party	295.00
Grants	4,312.50
Allotments	2,710.00
Christmas	238.18
Markets	-
Community Plan	-
Ground Maintenance	3,418.28
Civic Hospitality	-
Ranger	8,933.36
Whitehaven In Bloom	3,491.00
Ward Grants	5,762.13
Elections	-
Environmental Improvements	11,005.89
Events	10,500.00
VAT (to be reclaimed)	8,524.00
<b>TOTAL EXPENDITURE</b>	<b>102,948.63</b>

**CASH BOOK BALANCE**

Brought forward	325,801.58
Income	424,248.53
Expenditure	102,948.63
<b>Town Council Funds</b>	<b>653,652.09</b>

**BANK BALANCES**

CBS 53905917 ( 10/08/2018)	527,117.13
CBS 53906216 ( 10/08/2018)	141,965.85
	669,082.98

**Unpresented Cheques**      15,430.89

**FINANCIAL POSITION**      **653,652.09**



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

01768 812663  
[office@calc.org.uk](mailto:office@calc.org.uk)

Mrs Marlene Jewell  
 Clerk  
 Whitehaven TC  
 Whitehaven Town Council, The Civic Hall  
 Lowther Street  
 WHITEHAVEN  
 CA28 7SH

Dear Colleague,

#### **CALC Membership Subscriptions Review 2018**

The CALC AGM in November 2017 was informed that the Executive would review the membership fee structure with a view to presenting a report to the AGM in 2018.

The existing system used by CALC relies on a range of pricing bands based on the electorate number, for example parishes with 1,000 – 2,000 electors pay a fixed amount. This set fee incorporates a proportion of money that is collected by CALC on behalf of the National Association of Local Councils (NALC). The current 2018 NALC fee is set at 6.86p per elector. Local Councils cannot be a member of one and not the other.

It was felt that the existing fee structure was in need of review to assess if it was still appropriate in light of some recent changes, the most significant being the steady rise in the NALC element of the fees. The current banding system also means that, within the same band, some members contribute markedly different amounts towards CALC's own costs once the contribution to NALC has been taken out of their affiliation fees.

The CALC Executive established a working group to consider the issues and identified some principles to underpin the work. These were:

- Fairness
- Ease of understanding and explanation
- Retention of and support for existing high levels of membership of CALC within member councils
- Separate identification of the CALC and NALC elements of future subscription fees (whilst recognising that membership of CALC automatically confers membership of NALC)

- Recognition that there will be 'winners' and 'losers' in any formula change and the need to consider the impact of this on member councils

The working group met and considered 7 different approaches to calculating the subscription fees (having considered the approaches of 19 other county associations). At the June meeting of the Executive, the following approaches were agreed:

- a) that the CALC and NALC portions of the subscription fees are displayed separately on the annual membership invoice to members.
- b) that the CALC portion of the subscription fee should be based on the electorate of each parish. Having considered a few different approaches, it was felt that the fairest way to calculate the CALC portion is to use the cube root of the electorate. This smooths out the steep increases between bands and gives each parish an individual fee based on their own parish elector numbers.

All the approaches that were considered were based on generating the same amount of subscription fee income as for 2018/19.

As a result of the proposed changes to membership subscription fees, the letter your council receives regarding fees for 2019/20 will identify the amount of money being collected on behalf of NALC and the portion that will be kept to support CALC. The total amount payable will be the sum of the two figures.

For your council, the proposed CALC/NALC membership fee for 2019/20 (using the revised method for calculating CALC's portion of the subscriptions fees set out above) will be:

NALC subscription	£1,321.03
CALC subscription	£415.59
TOTAL	£1,736.62

We propose that any increases agreed at the 2018 AGM (to cover inflation etc) for 2019/20, will be added to the sum above. This new method of calculating subscriptions does not generate any more income than the previous one but it spreads the contributions fairly based on the size of the electorate.

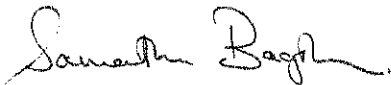
We value your membership of CALC and would like to hear your comments on these proposals – you can email us on [office@calc.org.uk](mailto:office@calc.org.uk). We believe that this is the fairest approach as it means that every parish has a fee calculated on their most recent electorate numbers.

Responses to the proposed changes will be discussed at the next CALC Executive Committee meeting on 20<sup>th</sup> October and a decision will be taken on proposals for consideration by the AGM on 10<sup>th</sup> November.

**Information for Parish Meetings Only**

In the past, you have been charged a fixed amount. The revised fee is now based on your electorate rather than a fixed fee. The question of fees for parish meetings will be considered further at the October Executive Committee meeting, so please let us know your thoughts on the new approach.

Kind regards,



Samantha Bagshaw  
Chief Officer



**Whitehaven Town Council**

**From:** BT Business Communications <no-reply@businesscommunication.bt.com>  
**Sent:** 07 August 2018 09:38  
**To:** Whitehaven Town Council  
**Subject:** Important information about your account

Some of our prices are going up

[View in browser](#)    [Add to address book](#)

## Some of our prices are going up

Hello Marlene,

From 1 October 2018, we're putting up some of our prices. We've shown the details in a table so you can see how this will affect you. Any discounts you're already getting will stay the same.

The prices and minutes are per month and don't include VAT.

Account number	Product	Up to 30 Sep 2018	From 1 Oct 2018	But you'll still get your discount	Your discount ends on
GP****6468	Broadband Unlimited and Value Line (Phone No: 0194667366)	£31.90	£32.90	£11.00	17/11/2018
GP****6468	Value Line (Phone No: 0194666992)	£17.60	£18.50	N/A	N/A

If you took one of our Autumn 2017 offers to get broadband for a special price, you only have to pay the increased standard charge (shown in the table above) when your offer ends. So we'll add a credit to your bill to offset the increase until then.

You can also find the above information by logging in to or registering for **'My Account'**. If you haven't signed up yet, you can see a **full list of all the price changes** (including increases to any call charges).

We know price rises are never good news and we really hope you'll stay with us. But if you decide to cancel any of your affected services and they're still within the minimum period, you'll need to pay a fee for ending your contract early. You won't have to pay that if your business has ten or fewer employees. If you'd like to speak to us, give us a call on the number at the bottom of this email. Please make sure you have your account number handy as you'll need to quote this when you call.

### **Caller Display will be free from 1 October 2018**

This means you can see who's calling, without it costing you a penny. If you haven't got Caller Display yet, you can sign up to get it for free from 1 October.

## **We're always looking for ways to give you more value**

- **Rely on our broadband**  
Even at the busiest times of the day, our robust broadband still gives you fast, reliable and consistent connection speeds.
- **Get online when you're out and about**  
Hop onto one of our wi-fi hotspots – we've got more than five million of them around the UK to help you stay connected.
- **Ask for help when you need it**  
Our UK-based business specialists are here round the clock to answer your questions online or over the phone (calls are free).
- **Access your online account at any time**  
Pay your bills, check how much data you've used, find the help you need, track orders, and do lots more – all from your mobile using **our new app**.

## We want to make sure you're on the best deal

For a chat about your options, call us on **0800 587 0825**. We're open 8am-6pm Monday to Friday (but not bank holidays). Remember, you'll need to quote your account number when you call. We'll look forward to hearing from you.

Or you can [read more about the changes](#).

Thanks,

Your BT team

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### Things you need to know

We hope you want to stay with us but, if you don't, you'll have to pay a fee for ending your affected services early. We call that a 'termination charge' and it's in the terms and conditions. You won't have to pay that if your business has ten or fewer employees. Here's where you'll find all our [terms](#)

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Registered in England No. 1800000.

All information was correct on the day we sent this email.



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

13<sup>th</sup> August 2018

Dear Town Council:

**Whitehaven Town Council, Interim Audit 2018-19**

1. I have completed the interim audit of financial systems and processes, in preparation for the 2018-19 Year End Accounts . My review and testing has followed the NALC recommendations for Internal Audit and has covered the following areas of internal control:
  - Standard of book-keeping and the cash book;
  - Expenditure controls and authorisation;
  - Bank Reconciliation;
  - Standing Orders & Financial Regulations;
  - Risk Management & Insurance;
  - Transparency Code & GDPR
  - Budgetary Control;
  - Income Control.
  
2. From my sample testing and review of documentation, I can confirm that the Town Council's finances are very well administered and the standard of financial management is improving year on year. The work performed by the Trainee Assistant Town Clerk is excellent and she has a good grasp of the need for good financial procedures. The following areas are very well administered:
  - The cash book is properly maintained and up to date;
  - VAT is properly claimed on a monthly basis;
  - The Town Council now administers its own payroll and HMRC payments via the HMRC on-line system and this is being properly carried out;
  - A 2018-19 budget has been prepared in advance of setting the parish precept. It is understood that formal monitoring of budget performance will take place in September 2018 at a meeting of the Policy & Finance Advisory Group. I have reviewed the draft documentation for budget monitoring and made suggestions for improvement and clarity, to enable Town Councillors to fully engage with the process.
  - The insurance policy with Zurich Municipal appears to cover all key areas of risk and assets held and a risk management policy is in place;
  - Arrangements for making transfers and payments from the Council's bank accounts are transparent and operate correctly.
  - Income is properly accounted for. The Town Council has taken over administration of the allotments income from Copeland Borough Council and the systems that have been put in place to manage debt and follow up payments operate effectively. I will review the overall debt position at my year-end audit in April 2019.
  - The Council's website contains all the information required under the Transparency Code (this includes payments of more than £500 in value as well as year-end accounts and public notices).
  - The Council has clearly made plans and taken action to meet the requirements of the General Data Protection Regulation which came into force in May 18.

- Recommendations from my previous interim audit in August 2017 have been implemented – staff pensions have been sorted out; leasing arrangements have been reviewed by the Clerk and, where ineffective, cancelled, Financial regulations have been reviewed and updated.
3. I have the following observations and recommendations for the Council:
- a) The balance of funds on hand at the date of my audit amounted to £653,000, of which £45,000 related specifically to balances remaining in Ward Grant funds. It is imperative that the Town Council put in place plans for committing and utilising a large part of these reserve funds. It is noted that there may be a sum of £250k to be set aside for office accommodation and that the Clerk will be taking a report on Ward Councillor grants to the next Full Council meeting. It is also noted that the Council intends to put together a community plan. These actions should result in appropriate reserves being established for future spending commitments.
  - b) The debt outstanding for allotments should be actively managed by the Council and subject to a periodic report from the Responsible Finance Officer.
  - c) From my sample test, there was a payment of Ward Councillor Grant that I questioned the purpose of. This was explained by the Clerk but it does highlight the need for clear guidelines to councillors as to what the Ward Councillor grants should be spent on.

Yours faithfully,

**Mrs Julie Hartley**

**Remembrance Sunday 2018**

**Purpose of the Report and Recommendation**

That members consider a report on the preparations for Remembrance Sunday and consider the proposals.

**1.0 INTRODUCTION**

- 1.1 The Council has had some meetings with the representatives of the Royal British Legion and armed forces and local clergy regarding Remembrance Sunday on 11<sup>th</sup> November 2018 and preparations are well under way. This year is a special year and has special significance as it commemorates the centenary of the end of the 1<sup>st</sup> World War.
- 1.2 During discussions it was thought that following the Church service it would be appropriate for this occasion, as it was the centenary, to invite people back to the Whitehaven Civic Hall for refreshments - pie and peas to be paid for by the Council. The Civic Hall would be decorated appropriately and music of the era would be played. The cost of the pie and peas would be £4.00 per head and the bar would be open for anyone wishing to buy a drink. It was thought appropriate to cater for 100 people which would mean the cost would be £400 but it is possible that numbers could exceed this. There would be no charge for the use of the Civic Hall.
- 1.3 It has come to light that some other Councils are purchasing event poppies from the Royal British Legion and attaching them to lamp posts with a cable tie as a mark of respect for those who lost their lives in the Wars. (see Appendix 1). These event poppies cost £3.00 each and Whitehaven has 65 lamp posts along the procession route which would mean a cost of £195.00 to put a poppy on each lamp post. (it is proposed to put 2 poppies on the lamp posts in King Street and 2 on the lamp post at the top of the Market Place on the plaza area adjacent to Irish Street. It may well be that people wish to buy the poppies by way of making a donation after they have been removed which could then be donated to the Royal British Legion.  
CCC have been asked if they would give permission to attach event poppies to their lighting columns and they have indicated that this would

be in order provided that the poppies do not cover the column number. The poppies would be affixed by the Ranger.

- 1.4 The Council normally purchases 3 poppy wreaths from the Royal British Legion at a cost of approximately £30 per poppy wreath. Two wreaths are laid at the Cenotaph in Whitehaven by our Mayor and Deputy Mayor and one wreath is laid at Hensingham usually by Councillor Gill.
- 1.5 The expenditure for Remembrance Sunday will be under Section 137 of the Local Government Act 1972

## **2.0 RECOMMENDATION**

- 2.1 That Members consider whether or not to fund the provision of pie and peas for 100 people at a cost of £400(although it might be prudent to allow extra and increase the cost to £500).
- 2.2 That Members consider whether or not to buy 65 event poppies at a cost of £195 for the lamp posts in town along the procession route and if so to consider what to do with them when they have been removed and if people want to make a donation for them whether any money received should be donated to the Royal British Legion.
- 2.3 That the Council purchase three poppy wreaths from the Royal British Legion for Remembrance Sunday.

APPENDIX 1

Google

picture of event poppies tied to lamp posts



All

Images

Shopping

Videos

News

More

Settings

Tools

SafeSearch

remembrance day





## Taste Cumbria Event

### Purpose of the Report and Recommendation

To inform Members about the Taste Cumbria Event and to consider making a donation to the Rosehill Youth Theatre for their help with this event.

### 1.0 INTRODUCTION

- 1.1 Members will be aware of the Taste Cumbria event that took place in Whitehaven on 28<sup>th</sup> and 29<sup>th</sup> July 2018. Market stalls were placed in King Street, the Market Place and in St Nicholas Gardens. Unfortunately due to adverse weather conditions on Saturday (some of the gazebos and stalls in St Nicholas Gardens were lifting) and with worse weather conditions forecasted for the Sunday the event organisers were going to cancel the event..
- 1.2 The Rosehill Youth Theatre had already agreed to provide the foyer of the Civic Hall for organised and supervised children's activities during the two day period of the event at no cost and as soon as they heard about the problems immediately agreed that the Solway Hall could be used on Saturday afternoon and all day Sunday for those stall holders who wished to relocate rather than pack up and go home. The Solway Hall was then cleaned ready for the stallholders. The bar was opened in the Solway Hall on Sunday to provide refreshments.  
There was no charge for the use of the Solway Hall.
- 1.3 15 stallholders relocated to the Civic Hall and feedback from them was that they had had a good day and that normally no provision was made for them to relocate in bad weather conditions – they just had to go home.
- 1.4 The normal charge for the hire of the Solway Hall is £35.00 per hour and stallholders started arriving at approximately 3.00pm to 5.00pm on Saturday and at 8.30 am until 4.00pm on Sunday.
- 1.5 The Rosehill Youth Theatre are volunteers and by working with the Council made a large contribution to the success of this event.

## **2.0 RECOMMENDATION**

- 2.1 It is recommended that the Council considers giving a donation to the Rosehill Youth Theatre for their help and assistance with this event.

**Audit and Governance Committee Decision Notices**

**Purpose of the Report and Recommendation**

That members consider the eight Decision Notices issued by Copeland Borough Council's Audit and Governance Committee and note and approve the Decision Notices.

**1.0 INTRODUCTION**

- 1.1 Attached at Appendix 1 are eight redacted Decision Notices issued following hearings by Copeland Borough Council's Audit and Governance Committee in respect of Code of Conduct complaints.
- 1.2 Six complaints were made by former Councillors and all were dismissed and two complaints were made against a former Councillor and both were upheld.
- 1.2 The Audit and Governance Committee stated that as these matters concerned former Councillors sanctions could not be applied but included in the Decision Notices details of sanctions that would have been imposed in respect of a Councillor still in office.

**2.0 RECOMMENDATION**

- 2.1 That Members note and approve the Decision Notices.

Audit and Governance Committee  
Standards Sub Committee

Notice of Decision

---

Subject Member:	Former Councillor [redacted] – Whitehaven Town Council
Subject Member Representative:	None
Complainant:	Councillor Ray Gill – Whitehaven Town Council
Witness:	None
Standards Sub Committee Members:	Michael Bonner (Independent Chairman) Councillor Graham Sunderland (Deputy) Councillor Joan Hully Councillor Gwynneth Everett Councillor Alistair Norwood
Monitoring Officer representative:	Julie Betteridge Executive Director Operations and Monitoring Officer
Investigating Officer:	Anne-Marie Houghton (Commercial Manager)
Independent Person:	Anthony Payne
Independent Director:	Julie Betteridge Executive Director Operations and Monitoring Officer
Clerk to the Panel:	Denise James
Date of Hearing:	Wednesday 8 August 2018

Complaint Summary

The complainant alleges that the Subject Member had posted a Facebook entry whilst a Whitehaven Town Councillor that was untrue, disrespectful and malicious. In addition to this, [redacted] has also sent an email to other Councillors whilst a Town Councillor in an attempt to discredit the complainant claiming that he funded a private trip for an America resident

using his mayoral allowance and that he did not specify which charity he would be donating to during his term of office.

### Proceedings

The Sub-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.

In the absence of the Subject Member the Executive Director Operations explained the status of the subject member and asked the complainant if he still wanted to continue which he confirmed he did. Members of the sub-committee and officers introduced themselves to the complainant. Anthony Payne introduced himself and advised that he was present as the Independent Person who was tasked to observe, challenge and advise.

The Committee heard representations from the Investigating Officer Anne-Marie Houghton which set out details of the complaint against the Subject Member. The complainant was then invited to make any further comments to support his complaint.

A full questioning and open debate then took place.

### Hearing Findings

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

- The Subject Member at the time was acting in ... capacity of Town Councillor.
- Members were clear that the Subject Member whilst in office had by making the post brought the Town Council into disrepute.

### Hearing Outcome

It was unanimously **AGREED** that the Subject Member whilst in office was in breach of Whitehaven Town Council's code of conduct paragraphs:-

5(4) You must not bring your office or your Authority into disrepute; and

5(5) You must treat others with respect and promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their sex, race, age, religion, gender, sexual orientation or disability; and

It was unanimously **AGREED** that the complaint would have been **UPHELD**.

The standards sub committee stated that the Subject Member was no longer in office as a Town Councillor and hence agreed that no sanctions could be applied.

The Sub Committee stated that for a breach of this kind with a serving Councillor still in office they would ask the Town Council to consider the following sanction:-

- (2) That the Subject Member should be issued with a conditional warning in respect of future behaviour and specify a period that such warning will last up to a maximum term of 2 years provided that this shall not be later than the expiry of the Subject Member's term of office at the respective Council. This shall mean that if a further complaint is received against the Subject Member which is substantiated that any sanction imposed for that breach will take into account the present breach as well;
- (3) State that there has been a breach of the code of conduct and the Subject Member should be censured – an expression of strong disapproval or criticism - and that such censure will be in writing, copied to the leader of any relevant group and, if a parish member, copied to the parish clerk and chairman of the parish council;
- (4) there has been a breach of the code of conduct and, in addition to (b) the matter should be reported to Full Council and noted by Full Council or if a parish member recommending to the parish clerk that the matter is referred to a parish council meeting for noting;
- (5) there has been a breach of the code of conduct and, in addition to (b) and possibly (c), the breach is so serious that a recommendation should be made to a relevant group leader or, if a parish member, the parish clerk and/or chairman that the member should be removed from relevant committees or the executive or outside bodies;
- (6) that appropriate training should be arranged for the Subject Member by the Council's solicitor or if a parish member, the parish clerk;

Signed

*J. Bettbridge*

Date

*2nd August 2018*

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**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  
Standards Sub Committee

Notice of Decision

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Subject Member: Councillor Ray Gill – Whitehaven Town Council

Subject Member Representative: None

Complainant: Former Councillor

Witness: None

Standards Sub Committee Members: Michael Bonner (Independent Chairman)  
Councillor Graham Sunderland (Deputy)  
Councillor Joan Hully  
Councillor Gwynneth Everett  
Councillor Alistair Norwood

Monitoring Officer representative: Julie Betteridge Executive Director Operations and Monitoring Officer

Investigating Officer: Anne-Marie Houghton (Commercial Manager)

Independent Person: Anthony Payne

Independent Director: Julie Betteridge Executive Director Operations and Monitoring Officer

Clerk to the Panel: Denise James

Date of Hearing: Wednesday 8 August 2018

Complaint Summary

The complainant alleges that the Subject Member illegally set the Whitehaven Town Council precept for 2017/18 and by doing so

- Failed to uphold the law
- Showed a lack of leadership; and

- Brought the Council into disrepute.

#### Proceedings

The Sub-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.

The Monitoring Officer had advised the investigating officer that there was insufficient evidence for this complaint to be put before the sub-committee for consideration as a breach. The investigating officer highlighted the case papers and recommendation to dismiss this complaint.

#### Outcome

And unanimously AGREED that there was insufficient evidence and therefore the complaint be DISMISSED.

Signed

J. Attardo

Date

22nd August 2018

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#### 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:	Former Councillor
Witness:	None
Standards Sub Committee Members:	Michael Bonner (Independent Chairman) Councillor Joan Hully Councillor Gwynneth Everett Councillor Alistair Norwood Councillor David Riley Councillor Graham Sunderland Councillor Gillian Troughton
Monitoring Officer representative:	Julie Betteridge Executive Director Operations and Monitoring Officer
Investigating Officer:	Anne-Marie Houghton (Commercial Manager)
Independent Person	Anthony Payne
Independent Director	Julie Betteridge Executive Director Operations and Monitoring Officer
Clerk to the Panel:	Denise James
Date of Hearing:	Wednesday 8 August 2018

Complaint Summary

The complainant alleges that the Subject Member had interfered with the democratic process by not permitting discussion at a Whitehaven Town Council meeting in September 2017 and failing to give 3 days notice of items being subject to press and public exclusion.

### 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.

In the absence of the complainant Members of the committee and officers introduced themselves to the Subject Member. Anthony Payne introduced himself and advised that he was present as the Independent Person who was tasked to observe, challenge and advise.

The Committee heard representations from the Investigating Officer Anne-Marie Houghton which set out details of the complaint against the Subject Member.

A full questioning and open debate then took place and the Subject Member was given the opportunity to sum up.

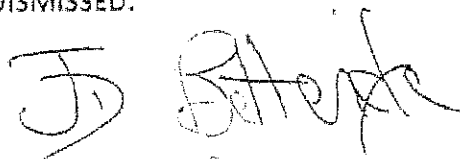
### Hearing Findings

Having heard all the facts and responses the Committee agreed that this was a procedural issue and not a code of conduct complaint

### Hearing Outcome

And unanimously AGREED that this was a procedural and not a code of conduct issue and the complaint be DISMISSED.

Signed



Date

22nd August 2015

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### 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: Former Councillor

Witness: None

Standards Sub Committee Members: Michael Bonner (Independent Chairman)  
Councillor Joan Hully  
Councillor Gwynneth Everett  
Councillor Alistair Norwood  
Councillor David Riley  
Councillor Graham Sunderland  
Councillor Gillian Troughton

Monitoring Officer representative: Julie Betteridge Executive Director Operations and Monitoring Officer

Investigating Officer: Anne-Marie Houghton (Commercial Manager)

Independent Person: Anthony Payne

Independent Director: Julie Betteridge Executive Director Operations and Monitoring Officer

Clerk to the Panel: Denise James

Date of Hearing: Wednesday 8 August 2018

Complaint Summary

The complainant alleges that the Subject Member had breached Whitehaven Town Council’s Financial Regulations section 10.4 potentially bringing the Council into disrepute and a breach of regulation with regard to funding for the WTC Christmas event.

### 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.

In the absence of the complainant Members of the committee and officers introduced themselves to the Subject Member. Anthony Payne introduced himself and advised that he was present as the Independent Person who was tasked to observe, challenge and advise.

The Committee heard representations from the Investigating Officer Anne-Marie Houghton which set out details of the complaint against the Subject Member.

A full questioning and open debate then took place and the Subject Member was given the opportunity to sum up.

### Hearing Findings

Having heard all the facts and responses the Committee agreed there was no evidence to support the complaint.

### Hearing Outcome

And unanimously AGREED that the complaint be DISMISSED.

Signed

*JD Bettendorfe*

Date

*22nd August 2018*

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### 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  
Standards Sub Committee

Notice of Decision

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Subject Member: Councillor Brian O’Kane – Whitehaven Town Council

Subject Member Representative: None

Complainant: Former Councillor

Witness: None

Standards Sub Committee Members: Michael Bonner (Independent Chairman)  
Councillor Graham Sunderland (Deputy)  
Councillor Joan Hully  
Councillor Gwynneth Everett  
Councillor Alistair Norwood

Monitoring Officer representative: Julie Betteridge Executive Director Operations and Monitoring Officer

Investigating Officer: Anne-Marie Houghton (Commercial Manager)

Independent Person: Anthony Payne

Independent Director: Julie Betteridge Executive Director Operations and Monitoring Officer

Clerk to the Panel: Denise James

Date of Hearing: Wednesday 8 August 2018

Complaint Summary

The complainant alleges that the Subject Member failed to inform the town council of a clause in the local government act 1894 and then failing to follow up on a request to determine if the law applied to his proposal regarding the restoration of St Nicholas gardens.

### Proceedings

The Sub-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.

In the absence of the complainant Members of the sub-committee and officers introduced themselves to the Subject Member. Anthony Payne introduced himself and advised that he was present as the Independent Person who was tasked to observe, challenge and advise.

The Committee heard representations from the Investigating Officer Anne-Marie Houghton which set out details of the complaint against the Subject Member.

A full questioning and open debate then took place and the Subject Member was given the opportunity to sum up.

### Hearing Findings

Having received the recommendation and all the facts and responses the Committee agreed the following facts:-

- The Subject Member had considered the proposal for the Town Council to help with the restoration of St Nicolas Gardens but had not acted.
- No money had been spent therefore no technical breach.

### Hearing Outcome

And unanimously **AGREED** that there had not been a breach of Whitehaven Town Council's Code of Conduct and the complaint be **DISMISSED**.

Signed

*J. Houghton*

Date

*22nd August 2012*

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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  
Standards Sub Committee

Notice of Decision

Subject Member: Councillor Brian O’Kane – Whitehaven Town Council

Subject Member Representative: None

Complainant: Former Councillor

Witness: None

Standards Sub Committee Members: Michael Bonner (Independent Chairman)  
Councillor Graham Sunderland (Deputy)  
Councillor Joan Hully  
Councillor Gwynneth Everett  
Councillor Alistair Norwood

Monitoring Officer representative: Julie Betteridge Executive Director Operations and Monitoring Officer

Investigating Officer: Anne-Marie Houghton (Commercial Manager)

Independent Person: Anthony Payne

Independent Director: Julie Betteridge Executive Director Operations and Monitoring Officer

Clerk to the Panel: Denise James

Date of Hearing: Wednesday 8 August 2018

Complaint Summary

The complainant alleges that the Subject Member had breached Data Protection Regulations a by passing a paper around at a meeting with individuals names on and misleading other Councillors.



### Proceedings

The Sub 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.

The Monitoring Officer had advised the investigating officer that during the gathering of procedures and definitions from the ICO highlighted that this was not a code of conduct issue and recommended that this complaint be dismissed and shared with other committee members. The investigating officer highlighted the case papers and recommendation to dismiss this complaint.

### Hearing Findings

Having received the recommendation and all the facts and responses the Sub Committee agreed the following facts:-

- Guidance states that the using of a name unless accompanied with additional information which would identify an individual is not a breach of the DPA.
- ICO advise, via a web chat, says that it is unlikely to be a breach in this instance; and
- Councillors have a right to discuss how they defend themselves against what they consider to be trolls.

### Hearing Outcome

And unanimously AGREED that the complaint be DISMISSED

Signed

*J. Littlejohn*

Date

*22nd August 2018*

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### 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  
Standards Sub Committee

Notice of Decision

Subject Member: Councillor Brian O’Kane – Whitehaven Town Council

Subject Member Representative: None

Complainant: Former Councillor

Witness: None

Standards Sub Committee Members: Michael Bonner (Independent Chairman)  
Councillor Graham Sunderland (Deputy)  
Councillor Joan Hully  
Councillor Gwynneth Everett  
Councillor Alistair Norwood

Monitoring Officer representative: Julie Betteridge Executive Director Operations and Monitoring Officer

Investigating Officer: Anne-Marie Houghton (Commercial Manager)

Independent Person: Anthony Payne

Independent Director: Julie Betteridge Executive Director Operations and Monitoring Officer

Clerk to the Panel: Denise James

Date of Hearing: Wednesday 8 August 2018

Complaint Summary

The complainant alleges that the Subject Member had made 2 infringements firstly by not declaring a vacancy on Whitehaven Town Council and not allowing Council to discuss or vote on the matter and secondly not taking account apologies being submitted in March which believed would have reset the clock for his attendance.

### Proceedings

The Sub 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.

In the absence of the complainant members of the sub-committee and officers introduced themselves to the Subject Member. Anthony Payne introduced himself and advised that he was present as the Independent Person who was tasked to observe, challenge and advise.

The Committee heard representations from the Investigating Officer Anne-Marie Houghton which set out details of the complaint against the Subject Member.

A full questioning and open debate then took place and the Subject Member was given the final word in summing up.

### Hearing Findings

Having received the recommendation and all the facts and responses the Committee agreed the following facts:-

- The Subject Member had acted on advice from CALC and NALC which clearly stated not to discuss the issue.
- The complainant was fully aware of the requirements and procedure for granting a dispensation.
- The complainant was fully aware that the submission of an apology is not an approval of failure to attend it was a simply record of an apology for non-attendance.

### Hearing Outcome

It was unanimously AGREED that there had not been a breach of Whitehaven Town Council's code of conduct as this was a legal and procedural matter not a code of conduct and therefore the complaint be DISMISSED.

Signed

*J. B. Betts*

Date

*22nd August 2011*

**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  
Standards Sub Committee**

**Notice of Decision**

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**Subject Member:** Former Councillor - Whitehaven  
Town Council

**Subject Member Representative:** None

**Complainant:** Mrs Marlene Jewell

**Witness:** None

**Standards Sub Committee Members:** Michael Bonner (Independent Chairman)  
Councillor Graham Sunderland (Deputy)  
Councillor Joan Hully  
Councillor Gwynneth Everett  
Councillor Alistair Norwood

**Monitoring Officer representative:** Julie Betteridge Executive Director Operations  
and Monitoring Officer

**Investigating Officer:** Anne-Marie Houghton (Commercial  
Manager)

**Independent Person:** Anthony Payne

**Independent Director:** Julie Betteridge Executive Director  
Operations and Monitoring Officer

**Clerk to the Panel:** Denise James

**Date of Hearing:** Wednesday 8 August 2018

**Complaint Summary**

The complainant alleges that the Subject Member, during a town council meeting, made comments against her that she felt were inappropriate and in doing so breached Whitehaven Town Council's code of conduct.

### Proceedings

The Sub-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.

In the absence of the Subject Member the Executive Director Operations explained the status and asked the complainant if she still wanted to continue which she confirmed she did.

Members of the sub-committee and officers introduced themselves to the complainant. Anthony Payne introduced himself and advised that he was present as the Independent Person who was tasked to observe, challenge and advise.

The Committee heard representations from the Investigating Officer Anne-Marie Houghton which set out details of the complaint against the Subject Member. The complainant was then given the opportunity to add any additional comment to support her complaint.

A full questioning and open debate then took place.

### Hearing Findings

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

- The Subject Member, at the time, was acting in the capacity of Councillor.
- Members were clear that the Subject Member had been asked on several occasions to apologise to the complainant and had not.
- There was sufficient evidence that the remarks made in a public meeting were intimidating and questioning the integrity of an officer which could have damaged the complainant's reputation.

### Hearing Outcome

It was unanimously **AGREED** that the Subject Member whilst in office was in breach of Whitehaven Town Council's code of conduct paragraphs:-

- 5(4) You must not bring your office or your Authority into disrepute; and
- 5(5) You must treat others with respect and promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their sex, race, age, religion, gender, sexual orientation or disability; and
- 5(11) You must promote and support high standards of conduct when serving in your office.

It was unanimously **AGREED** that the complaint would have been **UPHELD**.

The standards sub-committee stated that the Subject Member was no longer in office as a Town Councillor and hence agreed that no sanctions could be applied.

The Sub Committee stated that for a breach of this kind with a serving Councillor still in office they would ask the Town Council to consider the following sanction:-

- (2) That the Subject Member should be issued with a conditional warning in respect of future behaviour and specify a period that such warning will last up to a maximum term of 2 years provided that this shall not be later than the expiry of the Subject Member's term of office at the respective Council. This shall mean that if a further complaint is received against the Subject Member which is substantiated that any sanction imposed for that breach will take into account the present breach as well;
- (3) State that there has been a breach of the code of conduct and the Subject Member should be censured – an expression of strong disapproval or criticism - and that such censure will be in writing, copied to the leader of any relevant group and, if a parish member, copied to the parish clerk and chairman of the parish council;
- (4) there has been a breach of the code of conduct and, in addition to (b) the matter should be reported to Full Council and noted by Full Council or if a parish member recommending to the parish clerk that the matter is referred to a parish council meeting for noting;
- (5) there has been a breach of the code of conduct and, in addition to (b) and possibly (c), the breach is so serious that a recommendation should be made to a relevant group leader or, if a parish member, the parish clerk and/or chairman that the member should be removed from relevant committees or the executive or outside bodies;
- (6) that appropriate training should be arranged for the Subject Member by the Council's solicitor or if a parish member, the parish clerk;

Signed

J D Betteridge

Date

22nd August 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.

**Review and Amendment of Standing Orders**

**Purpose of the Report and Recommendation**

To review the Council's Standing Orders, make any amendments, incorporate the recent NALC amendments and approve and adopt the Standing Orders with the amendments.

**1.0 INTRODUCTION**

- 1.1 The Council adopted the National Association of Local Council's (NALC) model Standing Orders in 2015. These have been reviewed and amended in subsequent years with the last review being at full Council on 5<sup>th</sup> October 2017. The Council's current Standing Orders are shown at Appendix 1. Standing Orders should be reviewed and adopted each year.
- 1.2 NALC has published new model Standing Orders to replace the existing ones to incorporate or reference the requirements of new legislation that has been introduced. The new Model Standing Orders are attached at Appendix 2.
- 1.3 Details of the amendments that NALC has made to the model Standing Orders are detailed in Appendix 3.

**2.0 RECOMMENDATION**

- 2.1 It is recommended that the Council review the Standing Orders and make any amendments and
- 2.2 Incorporate NALC'S amendments into the Council's Standing Orders and
- 2.3 Approve and adopt the Standing Orders with the amendments





## WHITEHAVEN TOWN COUNCIL

# Standing Orders

ADOPTED BY FULL COUNCIL 21<sup>ST</sup> MAY 2015 – MINUTE REF 7/15(i)  
ADOPTED BY FULL COUNCIL 25<sup>TH</sup> AUGUST 2016 – MINUTE REF 482/16  
AMENDED AT FULL COUNCIL 26<sup>TH</sup> JANUARY 2017 – MINUTE REF 607/17  
REVIEWED & ADOPTED BY FULL COUNCIL ON 5<sup>TH</sup> OCTOBER 2017 – MINUTE REF 794/17

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## Index of standing orders

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2. Disorderly conduct at meetings (P5)
3. Meetings generally (P6)
4. Committees and sub-committees (P8)
5. Ordinary council meetings (P10)
6. Extraordinary meetings of the council and committees and sub-committees (P12)
7. Previous resolutions (P12)
8. Voting on appointments (P13)
9. Motions for a meeting that require written notice to be given to the Proper Officer (P13)
10. Motions at a meeting that do not require written notice (P14)
11. Handling confidential or sensitive information (P15)
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14. Code of conduct complaints (P17)
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17. Accounts and accounting statements (P19)
18. Financial controls and procurement (P20)
19. Handling staff matters (P21)
20. Requests for information (P22)
21. Relations with the press/media (P22)
22. Execution and sealing of legal deeds (P22)
23. Communicating with District and County or Unitary councillors (P23)
24. Restrictions on councillor activities (P23)
25. Standing orders generally (P23)

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# WHITEHAVEN TOWN COUNCIL

## Standing orders

### 1. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.

- 
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
  - h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
  - i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman.
  - j Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
  - k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
  - l A councillor may not move more than one amendment to an original or substantive motion.
  - m The mover of an amendment has no right of reply at the end of debate on it.
  - n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
  - o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
    - i. to speak on an amendment moved by another councillor;
    - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
    - iii. to make a point of order;
    - iv. to give a personal explanation; or
    - v. in exercise of a right of reply.
  - p During the debate of a motion, a councillor may interrupt only on a point of order

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or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.

- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chairman of the meeting.

## **2. Disorderly conduct at meetings**

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.

- 
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
  - c If a resolution made under standing order 2(b) above is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

### 3. Meetings generally

- Full Council meetings
  - Committee meetings
  - Sub-committee meetings
- 
- a Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
  - b The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
  - c The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.
  - ■ d Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from