

WHITEHAVEN TOWN COUNCIL

Interim Clerk to the Council: Marlene Jewell
Telephone: 01946 67366


To: Members of Whitehaven Town Council

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

Venue: The United Reformed Church , Market Place, Whitehaven

Date: Thursday 2nd March 2017

Time: 7.00pm

Signed..........Dated. 24/2/17
Marlene Jewell, Interim Clerk

AGENDA

1. Apologies for Absence

To receive apologies for absence

2. Minutes of the Full Council Meeting held on 26th January 2017

3. Minutes of the Extraordinary Full Council Meeting on 15th February 2017

4. Declarations of Interest

5. Public Participation

6. Planning Applications

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

7. Financial Report

To consider a report on the Councils Financial Position and to authorise expenditure

8. Quote for Grass Cutting

9. Grant Applications

To consider a report on grant applications received and to determine the applications

10. Allotment Fee

To consider a request for the 50% discount on allotment fees to be reinstated

11. Allotment Contract

To consider a report on tendering for the management of Town Council allotments and pigeon loft sites. (Tender documentation to follow)

12. Appointment of Internal Auditor

To consider a report on the appointment of an Internal Auditor to the Council and to consider the quotes received

13. BDO Report

To consider the Audit Report received from BDO for 2015/16

14. Casual Vacancy

To consider a report on the Casual Vacancy for Mirehouse Ward

15. Complaint to Information Commissioners Office

To inform Councillors of a complaint that has been made to the Information Commissioners Office

16. Whitehaven Town Council Plan

Interim Clerk to give a verbal report on this

17. Councillor Matters

Matters not on the Agenda raised by Councillors on behalf of residents

Please note that no discussion or decisions can be made on these matters but the Clerk may make investigations and/or they may be placed on a future Agenda of the Council

WHITEHAVEN TOWN COUNCIL

Minutes of the Council Meeting held on 26th January 2017

Present: Councillors R Gill (Chairman); J. Forster; M. Guest; J. Kane;
J. A. Laine; B O’Kane; G. Roberts

M. Jewell, Interim Clerk to the Council

Samantha Bagshaw from CALC

Julie Wright Clerk to Windermere Town Council

The Press

Members of the Public

/17

Apologies For Absence

Apologies for absence were received from Councillor C Arrighi who wished it to be recorded that she was not attending as she felt intimidated by some members of the Council; and from Councillors D. Elliott, G McKew, and N Williams.

The Chairman said that Councillor Williams was ill and recommended that the Interim Clerk send a letter/card to Councillor Williams and his family to express the Council’s good wishes and this was agreed

/17

Minutes of Meeting held on 26th January 2017

The Interim Clerk said that the Minutes should be amended to read Kevin Young to be The Chairman of Parton Parish Council and not the Clerk.

Councillor Laine wished it to be recorded that she was abstaining from approving the Minutes. A motion was put forward and seconded that the Minutes be approved subject to the above amendment. A recorded vote was held and the result was that 5 Councillors voted for the motion and 2 Councillors voted against it.

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

/17

Declarations of Interest

Councillor Laine asked if there were any declarations of interest regarding the Christmas Committee as there were items on the Financial report relevant to this. The Chairman replied that declarations of interest could be made at the appropriate time but that it was for the individual to decide whether or not to declare an interest.

There were no declarations of interest.

/17

Public Participation

1. Charles Maudling said that the Council had told him that we would know at this meeting about the Christmas expenditure and asked if this had been examined by a registered accountant. The Chairman confirmed that it had. Mr Maudling referred to Item 13 on the Agenda and asked why it was advisable to deal with it in private. The Chairman said this would be explained when the item was reached.
2. Tracey Bennett asked who authorised the cleaning of the war memorial. The Chairman stated that Mayor Starkie of Copeland Borough Council had authorised the cleaning and that the cleaning was carried out by Copeland Borough Council.
3. Janet Wynn of Mirehouse Residents Group said that on 12 August 2016 the Group applied for a grant for Wasdale Close and had been told in November 2016 that the Town Council would not consider the application until after the Christmas lights switch-on. The Chairman apologised for this and said it would be dealt with as soon as possible.
4. Les Hanley referred to the allotments contract with regards to declarations of interest because some town Councillors were also Copeland Borough Councillors and asked if those Councillors would be taking part in the discussion because this would be a conflict in some organisations. The Chairman said he would take advice on that.

/17 **Planning Applications**

The Council considered the planning applications listed at item 5 on the Agenda.

RESOLVED - That the Interim Clerk inform Copeland Borough Council Planning Department that there were no representations on these applications.

/17 **Precept**

The Chairman gave a verbal report on this and said that the Town Council would have to inform Copeland Borough Council but that he was proposing that the precept be not increased.

Councillor Guest said that last year things were done wrong and the Council received less than it should have done and asked that This be ratified this year.

The Chairman proposed that Copeland Borough Council be informed that there would be no percentage increase to the precept for 2017/18. A vote was taken on this and the result was that 5 Councillors voted for the proposal and 2 voted against.

RESOLVED – That Copeland Borough Council be informed that there be no percentage increase to the precept for 2017/2018

/17 **Appointment of Clerk and Responsible Financial Officer**

The Chairman reported that he had met with CALC to set in motion A procedure for the appointment of a Clerk and Responsible Financial Officer.

He said that there would be a meeting of the Staffing Committee On 9th February 2017 to deal with this.

Councillor Laine said that the whole Council should be there to be responsible for interviewing applicants.

The Chairman proposed that the appointment of a Clerk and Responsible Financial Officer be referred to the Staffing Committee and that they be responsible for the selection and appointment.

Councillor Laine proposed an amendment to this proposal and said the

full Council should deal with this and interview and appoint the Clerk and Responsible Financial Officer.

The Chairman referred to the amended proposal and a vote was held.

The result of the vote was that 5 Councillors voted against the amended

proposal and 2 Councillors voted for it.

The Chairman then referred to his proposal for the Staffing Committee To deal with the selection and appointment of the Clerk and Responsible Financial Officer and a vote was held. The result of the vote was that 5 Councillors voted for the proposal and 2 Councillors voted against it.

RESOLVED – That the Staff Committee meet to carry out the process of selecting and appointing a Clerk and Responsible Financial Officer.

/17 **Amendment of Standing Order 6(b)**

The Chairman said that when he moved the amendment to Standing Order 6(b) to provide that 4 Councillors (instead of 2) could call an extraordinary meeting of the Council he had been wrongly advised that this could be done and was therefore not aware that this was wrong.

RESOLVED – That the reference in Standing Order 6 (b) to 4 Councillors be amended to read 2 Councillors

/17 **Allotment Contract**

The Chairman read out the Allotment Report (Agenda Item 9). Councillor Laine said that in 2016 she objected to this as it was gifting the contract to Copeland Borough Council and the Town Council had a legal obligation to get best value and that she had stepped down from the Allotments Committee. She said the Council should consider allowing allotment holders to manage themselves.

Councillor O’Kane said the Council had been given advice which had Subsequently proved to be wrong. Councillor Laine said the cost to the taxpayer for the allotments was £60,000 . Councillor Kane said allotment were a cost to the Council and what the Council received was much less than what the Council spends.

Councillor Laine raised the risks associated with suspending Standing Orders and these were accepted and noted.

The Chairman proposed that a contract be awarded for the management of the Council’s allotments for a period of three to five years.

Following a discussion it was:-

RESOLVED – (i) that the recommendation contained in paragraph 4.1 to suspend Financial Regulation 11 be approved

(ii) that an amendment be made to recommend in paragraph 4.2 that the Copeland Borough Council continue to provide the

management service for the next 3 to 6 months

(iii) that the recommendation contained in paragraph 4.3 of the Report that tenders be invited for the provision of an allotment and pigeon loft service for a period and on terms to be agreed by the Council be approved

(iv) that the recommendation contained in paragraph 4.4 of the Report that tenders be opened and evaluated by the Council and a contract awarded to the successful tenderer be approved

/17 Website Contract

Members considered a Report (Item 10 on the Agenda) on the updating of the Council's website. It was reported that this work was being carried out by the website designer.

Councillor Guest proposed a 12 month contract.

The recommendations in 4(i), 4(ii), and 4(iii) were that 3 estimates be sought on the basis of an hourly charge for the work and a contract be awarded for a period to be agreed by the Council and that in the meanwhile the work continue to be carried out by the current person. A vote was taken on this and 5 Councillors voted for the recommendations , 1 Councillor voted against and 1 Councillor abstained.

RESOLVED – That the recommendations contained in paragraphs 5(i), 5(ii) and 5(iii) of the Report be approved on the basis of a 12 months contract being awarded

/17 Finance Report

1.1 Grant Application – Whitehaven Judo Club

Councillor Laine said that grant applications should be held in confidence.

Councillor O'Kane said the Council should be looking at what proportion of the precept should be going to grants and what should be set aside to support grant applications. He said that the Council needed to signpost people to grants elsewhere in Copeland.

RESOLVED - That the grant application for Whitehaven Judo Club be considered at the next Council meeting

2.1 Crow Park Allotments

RESOLVED – That the installation of approximately 60 metres of rabbit proof wire and post wire to be dug into the ground approximately 15 metres

from previously installed rabbit proof wire at a cost of £460.00 plus VAT be approved

2.2 Main Gate, Cartgate Allotments

RESOLVED – That the quote obtained to heighten the main gate to Cartgate Allotment Site and painted once welded to heighten the gate by approximately 18 inches at a cost of £360.00 plus VAT be approved

2.3 Cleaning of Castle Park

RESOLVED – That the proposal to clean Castle Park every Saturday Morning by Copeland Borough Council's cleaning team at a cost to the Town Council of £43.75 per week plus VAT be not approved

2.4 Skip Hire for Allotment Sites

RESOLVED – that the quotation received for the provision of 4 x 8yd Skips with supply nets to the allotment sites in Whitehaven at a cost of £200.00 plus VAT per skip be approved

2.5 Removal of Compost/Soil to landfill site (Crow Park)

RESOLVED - That the expenditure for the removal of approximately 6 tonne of compost soil at an estimated cost of £660.22 plus VAT be approved

2.6 Bus Shelters at Lowther Street

RESOLVED – that the expenditure for the provision of three bus shelters at Lowther Street, Whitehaven be not approved

2.7 Virus Protection for Software

RESOLVED – that the licence for the year commencing 14/03/17 at a cost of £84.00 plus VAT be approved

2.8 Stationery

RESOLVED – that the cost of £58.48 including VAT for 100 second class stamps be approved

2.9 Money Banked

The Chairman read out details of money banked shown at paragraph 3 of Agenda Item 11. He said there had been a mix up in the Party in the Park as £50 had been taken out as a float

The Chairman also reported that the former Clerk had authorised a café in Whitehaven to provide free refreshments and that this account had been paid out of the Mayor's Allowance.

A discussion followed between Councillor Guest and the Chairman about whether or not Councillor Guest had spent all his allowance.

RESOLVED – that the money banked report be noted

2.9 Other Financial Matters

- (a) The Chairman reported that in December 2016 he had purchased a TV and X-Box equipment for the Overend Residential Children's Home from the Mayors Charity fund

RESOLVED – that this be approved and noted

- (b) The Chairman reported that 2 tickets costing £25.00 each for the Mayor of Workington's Charity Dinner had been purchased from the Mayor's Charity Fund

RESOLVED – that this be approved and noted

/17

Expenditure to be authorised

The Council considered a report at Appendix2 of Agenda Item 11. The Chairman referred to 4 accounts from Whitehaven Industrial Cleaners totalling £7,900.00 and said he had spoken to the contractor and it had been agreed that that because certain work had been carried out by Copeland Borough Council that this would have to be deducted and the total amount reduced to £5,950.00.

Councillor asked CALC for a discussion on this. CALC stated that the Council was responsible for directions given to the contractor. She said that the Council had to evaluate the work carried out and ask the question as to whether a good service had been delivered, was it done in good faith and

were the Council satisfied with the work.

Councillor O’Kane said the work carried out was what the Council wanted. The Chairman proposed that subject to the amendment above the list of invoices for authorisation be approved en bloc.

Councillor Laine stated that she wanted to go through the list line by line and made a proposal to that effect. A vote on this was taken and the result was that 5 Councillors voted for approving all the invoices on the list and 2 Councillors voted against it.

RESOLVED – That the invoices on Appendix 2 (with the reduction to the Whitehaven Industrial Cleaners invoice) be authorised and approved for Payment

Councillor Laine stated that no declarations of interest had been made in respect of Christmas activities

/17 Date and Venue of Next Meeting

RESOLVED – That the next meeting of the Town Council be held on Thursday 2nd March 2017 and also on the last Thursday in March 2017 at the Whitehaven Civic Hall.

/17 Councillor Ward Grants

(a) The Interim Clerk referred to outstanding applications for Ward Grants from Councillor Guest totalling £4,000.00 (£2,000.00 for 2015/16 and £2,000.00 for 2016/17

RESOLVED – That these Ward Grants be paid to Councillor Guest

(b) Councillor Laine said that she still had not been paid her Ward Grants for 2015/16 and 2016/17 which totalled £4,000.00

RESOLVED – That these Ward Grants be paid to Councillor Laine

/17 Exclusion of Press and Public The Chairman moved the following resolution prior to consideration of Agenda Item 13:-

“That in view of the special or confidential nature of the business to be Transacted it is advisable in the public interest that the public and/or press be temporarily excluded and they are instructed to withdraw.”

RESOLVED - That the press and public be excluded from Agenda Item 13 on the grounds that publicity would be prejudicial to the

public interest by reason of the confidential nature of the business to be transacted

/17 Report on the Financial Position of Whitehaven Town Council

A private and confidential report was distributed to the Council who were informed by the Chairman that the reports must be handed in at the end of the discussion.

The report had been prepared by an independent accountant who had carried out a detailed check of the Town Council's financial records and who attended the meeting to go through the report and answer any questions.

The report was discussed and it was:-

RESOLVED - that the findings in the report be accepted and noted and appropriate action taken

During this matter the Chairman stated that under Standing Order 3 no meeting could exceed 2.5 hours and proposed that this be suspended for 30 minutes to allow consideration of the above report and it was **RESOLVED** that it be so suspended

/17 Transfer of Money from Deposit to Current Account

The Chairman said that it would be necessary to transfer the amount of money shown on the schedule of invoices at Appendix 2 of Item 11 on the Agenda and which had been authorised for payment earlier in the meeting in order that the cheques to be issued would clear and proposed that the money be transferred from the Council's deposit account into the Council's current account

A vote on this followed and the result of the vote was that 5 Councillors voted for the proposal and 2 Councillors voted against it.

RESOLVED – That the amount of money authorised to be paid at Schedule 2 of Item 11 on the Agenda be transferred from the Council's deposit account into the Council's current account

The meeting closed at 10.00pm

Chairman

WHITEHAVEN TOWN COUNCIL

Minutes of the Extraordinary Council Meeting held on 15th February 2017

Present: Councillors R Gill (Chairman); J. Forster; M. Guest; J. Kane;
J. A. Laine; B O’Kane; G. Roberts

M. Jewell, Interim Clerk to the Council

Fiona Rooney

Members of the Public

/17 **Apologies For Absence**

There were no apologies for absence.

/17 **Public Participation**

There was no public participation – members of the public were in attendance but did not wish to speak

/17 **Declarations of Interest**

There were no declarations of interest

/17 **Suspension of Financial Regulations**

It was reported that Councillor Laine had suggested that Standing Order No. 3 (Annual Estimates (budget) and Forward Planning) as the Council had not complied with the requirements. The Clerk read out Standing Order No. 3 and the Chairman proposed that standing Order No. 3 be suspended.

RESOLVED – That Standing Order No. 3 be suspended in the setting of the revenue budget and precept

/17 **2017/2018 Revenue Budget and Precept**

The Council considered a report from Fiona Rooney, Director of Commercial and Corporate Resources (and S151 Officer) at Copeland

Borough Council and Marlene Jewell, Interim Clerk

The revenue Budget had been compiled based on available information and the report set down proposals for the 2017/2018 revenue budget and precept for consideration by the Council.

At the Council meeting on 26th January 2017 it was resolved that there would be a 0% increase in the precept for 2017/2018 which because of the increase in Band D properties generates a slightly higher income than 2016/2017 and amounts to £334,166.78.

The Council considered each aspect of the proposed 2017/2018 revenue budget. Based on the proposals and the 2017/2018 Council Tax Base this equated to a 0% increase in the Town Council Precept.

When considering the proposed revenue budget the Interim Clerk said that the insurance should be increased from £1,000 to £1,500 and that an amount of £2,500 should be included for elections. This left a shortfall of £3,000 which the Council agreed should be taken from the budget of £20,000 for Environmental Improvements leaving £17,000.

Following a discussion on the proposed budget of £30,000 for grants it was decided that this figure remain

During discussions on the proposed revenue budget the Council made the following resolutions:-

- (a) To ask Cumbria County Council to erect bus shelters on the Council's behalf particularly as the Town Council need the County Council's permission as landowner to erect bus shelters on pavements
- (b) That the Town Council should meet with the Regeneration Department of Copeland Bo to discuss issues such as bus shelters, barriers etc and to try and do a range of things for the town.
- (c) That there should be a separate Committee of the Council to deal with Britain in Bloom and that local shops should be contacted about this
- (d) That rules should be drawn up for grant allocation

/17 With regard to the revenue budget and the precept it was:-

RESOLVED - (a) to approve the proposed revenue budget subject to the following amendments

- (i) increasing the insurance from £1,000 to £1,500
 - (ii) including an amount of £2,500 for elections
 - (iii) to deduct £3,000 from the budget for Environmental Improvements to cover the shortfall created in respect of (i) and (ii) above
- (b) to approve the precept of £334,168.78 for 2017/2018
- (c) that the Interim Clerk inform Copeland Borough Council of the Whitehaven Town Council Precept for 2017/2018 to inform the setting of the overall Council Tax Requirement for 2017/2018

The meeting closed at 18.55

Chairman

WTC 02/03/2017

Item 6

Planning Application for Consideration by Whitehaven Town Council

| <u>Application Number</u> | <u>Detail</u> |
|---------------------------|--|
| CH/4/17/2018/0F1 | ALTERATIONS TO FRONT GARDEN TO FORM AN ACCESS RAMP, 25 RICHMOND HILL ROAD, HENSINGHAM, WHITEHAVEN |
| CH/4/17/2040/0A1 | ADVERTISEMENT CONSENT FOR FIVE NON-ILLUMINATED SIGNS ST JOHN CHURCH, EGREMONT ROAD, HENSINGHAM, WHITEHAVEN |
| CH/4/17/2038/0F1 | ALTERATION AND SHOWER ROOM EXTENSION, 27 CORONATION DRIVE, WHITEHAVEN |
| CH/4/17/2036/0F1 | CHANGE OF ROOF DESIGN FROM HIPPED TO GABLE; SIDE EXTENSION TO CREATE NEW PORCH GORSEFIELD, BRANSTY ROAD, BRANSTY, WHITEHAVEN |
| CH/4/17/2041/0A1 | LIKE FOR LIKE REPLACEMENT OF THE EXISTING EXTERNAL HSBC SIGNAGE HSBC BANK, 69 LOWTHER STREET, WHITEHAVEN |
| CH/4/17/2045/TPO | CUT BRANCHES OF TREE SITUATED WITHIN A CONSERVATION AREA REAR OF 18 FOXHOUSES ROAD, WHITEHAVEN |
| CH/4/17/2046/0F1 | CHANGE OF USE FROM LANDLORDS ACCOMMODATION TO FORM MANAGERS FLAT AND SEVEN NO. LETTING ROOMS CASTLE KNIGHTS, LOW CORKICKLE, WHITEHAVEN |
| CH/4/17/20156/0F1 | CAR PARK MANAGEMENT OF THE SHARED ICELAND AND ALDI CAR PARK ICELOAND FROZEN FOODS PLC, PRESTON STREET, WHITEHAVEN |
| CH/4/17/2057/0A1 | CAR PARK MANAGEMENT SIGNAGE (17 SIGNS) OF THE SHARED ICELAND FROZEN FOODS PLC, PRESTON STREET, WHITEHAVEN |

FINANCIAL REPORT

Purpose of the Report

Members are asked to consider a list of invoices for authorisation and payment as shown in Appendix 1.

Members be asked to consider the authorisation and transfer of £50,000 from the Town Council's Deposit account to the Current account.

1.0 INTRODUCTION

- 1.1 Authorise the payment of all invoices as listed in Appendix 1.
- 1.2 Authorise and approve the transfer of £50,000 from the Deposit Account to the Current account.
- 1.3 The Council is asked to note the cashbook as reconciled with the bank account as shown in Appendix 2, together with the Income and Expenditure in Appendix 3

2.0 FINANCIAL POSITION

- 2.1 The bank reconciliation was carried out on 14th February 2017. This shows a balance of £17,125.03, there are however cheques to the value of £10,156.35 still to be presented and cleared.
- 2.2 The balance in the Deposit account is £235,135.74.
- 2.3 In order to pay any further invoices, there will need to be a transfer of monies from the Deposit to the Current account.

3.0 RECOMMENDATION

- 3.1 The invoices listed and shown in Appendix 1 be approved and authorised.
- 3.2 The Cashbook (Appendix 2) and the Income and Expenditure (Appendix 3) be noted.
- 3.3 £50,000 be transferred from the Deposit account to the Current account.

Appendix 1

Invoices for Consideration by Whitehaven Town Council

| <u>Date</u> | <u>Supplier</u> | <u>Category</u> | <u>Detail</u> | <u>Total Amount</u> |
|-------------|-------------------------|-------------------|--------------------------------|---------------------|
| 27/09/2016 | Westcom | Office/Room Hire | New User Added | 18.00 |
| 30/10/2016 | System IT Limited | Ward Grants | CCTV Equipment: Hensingham | 3829.22 |
| 31/10/2016 | System IT Limited | Ward Grants | CCTV Equipment: Hensingham | 401.57 |
| 13/12/2016 | Westcom | Office/Room Hire | Data Recovery | 288.00 |
| 14/12/2016 | Westlakes Recruit | Salaries | G Blaney | 541.68 |
| 12/01/2017 | Midshire Business | Office/Room Hire | Photocopier Charges | 19.55 |
| 12/01/2017 | Mark Thomson Electrical | Winter Wonderland | Removal temp supply at CP | |
| 26/01/2017 | Viking Direct | Office/Room Hire | Stationery | 67.70 |
| 01/02/2017 | Copeland BC | Allotments | Charges: February 17 | 2292.00 |
| 01/02/2017 | Copeland BC | Office/Room Hire | Energy Charges: Civic Hall | 65.40 |
| 02/02/2017 | The Solway Hall | Office/Room Hire | Room Hire - Civic Hall | 80.00 |
| 06/02/2017 | Ray Gill | Mayors Allowance | Expenses | 43.00 |
| 07/02/2017 | BDO Auditors | Insurance & Audit | Review of Annual Return | 1942.80 |
| 08/02/2017 | Cumbrian Newspapers | Winter Wonderland | Leaflet Charges | 285.00 |
| 08/02/2017 | Westlakes Recruit | Salaries | G Blaney | 491.90 |
| 13/02/2017 | Julie Wright | Insurance & Audit | Town Council Finances | 1058.39 |
| 15/02/2017 | West Lakes Ltd | Office/Room Hire | Room Hire - Golf Club | 60.00 |
| 15/02/2017 | CALC | Salaries | Advertising Rates - Clerk Post | 120.00 |
| 16/02/2017 | Millom Mayors Appeal | Mayors Allowance | Millom's Mayors Charity Ball | 50.00 |
| 21/02/2017 | Copeland BC | Mayors Allowance | Market | 7422.87 |
| 23/02/2017 | West Lakes Ltd | Office/Room Hire | Room Hire - Golf Club | 60.00 |

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| £19,137.08 |
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APPENDIX 2

WHITEHAVEN TOWN COUNCIL

RECREATED CASH BOOK FROM 1 APRIL 2016

| Date | Ref | Description | J | Salaries | Expenses | Training | Office/ Rm | Allotrms | Castle Park | Winter | Market | Cleaning/ | Grants | Sponsors/ | Insurance | Mayor | Ward | Net Total | VAT | Total |
|------------|---------|---|-----|----------|----------|----------|------------|-----------|-------------|------------|--------|-----------|-----------|-----------|-----------|----------|---------|-----------|--------|-----------|
| Apr/May | | | | | | | Hire | | Event | Wonderland | | Maint | | promotion | & Audit | | Grants? | | | |
| 09/04/2016 | DW1 | Grant to Rosehill Youth Theatre | App | | | | | | | | | | 10,000.00 | | | | | 10,000.00 | | 10,000.00 |
| 08/04/2016 | DW2 | Sean High | | | | | | | | | | | 250.00 | | | | 250 | 250.00 | | 250.00 |
| 25/04/2016 | SALS | LJ Abrahams | S | 2,381.34 | | | | | | | | | | | | | | 2,381.34 | | 2,381.34 |
| 06/05/2016 | DW3 | The Num Story | | | | | | | | | | | | | | 1726.6 | | 1,726.60 | | 1,726.60 |
| 17/05/2017 | DW4 | LJ Abrahams | | | | | 1351.02 | | | | | | | | | | | 1,351.02 | | 1,351.02 |
| 06/05/2016 | 32 | D Lesson for Cup Cyak | Y | | | | 105.85 | | 82.50 | | | | | | | | | 82.50 | 9.17 | 82.50 |
| 12/05/2016 | 33 | BT - Phone and Broadband for April | S | 2,381.34 | | | | | | | | | | | | | | 2,381.34 | | 2,381.34 |
| 25/05/2016 | SALS | LJ Abrahams | S | | | | | | | | | 1,120.00 | | | | | | 1,120.00 | 224.00 | 1,344.00 |
| 26/05/2016 | 34 | Weir & Carmichael - Gull Bags | Y | | | | 780.00 | | | | | | | | | | | 780.00 | | 780.00 |
| 26/05/2016 | 35 | Copeland BC - Parking Fine (for town clerk) | Y | | 35.00 | | 157.50 | | | | | | | | | | | 157.50 | | 157.50 |
| 26/05/2016 | 36 | Copeland BC - Parking Permit | Y | | | | | | | | | | | | | | | 150.00 | | 150.00 |
| 26/05/2016 | 37 | Solway Hall - Room Hire | Y | | | | | | | | | | | | | | | 164.25 | | 164.25 |
| 26/05/2016 | 38 | CALC Training | Y | | | 150.00 | | | | | | | | | | | | 120.00 | | 120.00 |
| 26/05/2016 | 39 | Zurich Municipal - Insurance | Y | | | | | | | | | | | | | | | 40.00 | | 40.00 |
| 26/05/2016 | 40 | United Reform Church - Hire of Hall | Y | | | | 212.50 | | | | | | | | | | | 342.97 | | 342.97 |
| 26/05/2016 | 41 | Tree Surgeon - removal of Xmas Trees | Y | | | | | | | | | 120.00 | | | | | | 676.24 | | 676.24 |
| 26/05/2016 | 42 | The Solway Hall - Cleaning | Y | | | | 40.00 | | | | | | | | | | | 500.00 | | 500.00 |
| 26/05/2016 | 43 | SICC - Books & Training | Y | | | | 676.24 | | | | | | | | | | | 55.02 | | 55.02 |
| 26/05/2016 | 44 | Copeland BC: Civic Room rent, service & insuran | Y | | | | | | | | | | | | | | 500.00 | | | 500.00 |
| 31/05/2016 | 45 | Greenbank Community Centre | Y | | | | | | | | | | | | | | | 297.74 | | 297.74 |
| 31/05/2016 | DD | BT | | | | | | | | | | | | | | | | | | |
| 31/05/2016 | DD | BT | | | | | | | | | | | | | | | | | | |
| June | | | | | | | | | | | | | | | | | | | | |
| 01/06/2016 | DW5 | Emma Docherty | | | | | | | 150.00 | | | | | | | | | 150.00 | | 150.00 |
| 01/06/2016 | DW6 | Vautons - Mayoral Regalia | | | | | 8,420.40 | | | | | | | | | 1,820.44 | | 8,420.40 | | 1,820.44 |
| 04/06/2016 | DW7 | Westcom | | | | | | | | | | | | | | | | | | |
| 04/06/2016 | DW8 | Lroon Youth Service Events | | | | | | | | | | | | | | | | | | |
| 06/06/2016 | DW9 | West Cam | | | | | 1,636.80 | | | | | | | | | | | 1,636.80 | | 1,636.80 |
| 06/06/2016 | DW10 | St Benedicts RUFJ | | | | | 840.00 | | | | | | | | | | | 840.00 | | 840.00 |
| 09/06/2016 | DD | CF Corporate Finance | | | | | | | | | | | | 2,000.00 | | | | 2,000.00 | | 2,000.00 |
| 09/06/2016 | 46 | BARLA Kt Sponsorship for Tour to Jamaica | Y | | | | | | | | | | | | | | | | | |
| 09/06/2016 | 47 | S Gearing - West Cumbria Hospital Campaign | Y | | | | | | | | | | | | | | | | | |
| 03/06/2016 | 48 | Whitehaven Community Trust - Room Hire | Y | | | | 144.00 | | | | | | | | | | | 144.00 | | 144.00 |
| 03/06/2016 | 49 | Copeland BC: Underpayment on Cheque 44 | Y | | | | 4.00 | | | | | | | | | | | 4.00 | | 4.00 |
| 14/06/2016 | 50 | Zurich Municipal - Insurance (Inspection Contraty | Y | | | | | | | | | | | | | | | | | |
| 21/06/2016 | 51 | Copeland BC - Allotments Servicing | Y | | | | | 19,117.88 | | | | | | | | | | 700.00 | | 700.00 |
| 21/06/2016 | 52 | Copeland BC - Storage of Seagull bags | Y | | | | 1,589.00 | | | | | 90.00 | | | | | | 1,589.00 | | 1,589.00 |
| 21/06/2016 | 53 | Safelincs (purchase of office safe) | Y | | | | | | | | | | | | | | | | | |
| 22/06/2016 | 54 | Richmond Pensioners' Club | Y | | | | | | | | | | | | | | | | | |
| 22/06/2016 | 55 | M Guest: Mifilage to CALC Event | Y | | 22.55 | | | | | | | | | | | | | | | |
| 29/06/2016 | 56 | Copeland BC: Rent for Office | Y | | | | 375.00 | | | | | | | | | | | 375.00 | | 375.00 |
| 29/06/2016 | 57 | Copeland BC: Service Charge for Hire of Hall | Y | | | | 196.24 | | | | | | | | | | | 196.24 | | 196.24 |
| 29/06/2016 | 59 | Sandwith Village Group | Y | | | | | | | | | | | | | | | | | |
| 28/06/2016 | DD | BT: Phone & Broadband | Y | | | | 79.97 | | | | | | | | | | | 79.97 | | 79.97 |
| 28/06/2016 | SALS | LJ Abrahams | S | | | | | | | | | | | | | | | 2,381.34 | | 2,381.34 |
| July | | | | | | | | | | | | | | | | | | | | |
| 08/07/2016 | DW11 | Steven Bell - Refrigerator Hire | Y | | | | | | 250.00 | | | | | | | | | 250.00 | 50.00 | 300.00 |
| 08/07/2016 | DW12 | A&R Bounce Castles - Hire | Y | | | | | | 650.00 | | | | | | | | | 650.00 | | 650.00 |
| 08/07/2016 | DW13 | Crime Reduction Services - Security | Y | | | | | | 650.00 | | | | | | | | | 650.00 | 130.00 | 780.00 |
| 08/07/2016 | DW14 | Stey Dry - 300 yellow ponchos | Y | | | | | | | | | | | | | | | | | |
| 08/07/2016 | DW15 | Ashtead Plant Ltd - Generator hire | Y | | | | | | | | | | | | | | | | | |
| 08/07/2016 | Manual? | Hallsford Catering - 1,000 sandwiches | Y | | | | | | 319.82 | | | | | | | | | 319.82 | | 319.82 |
| 08/07/2016 | 60 | Print Point - office supplies | Y | | | | | | 2,750.00 | | | | | | | | | 2,750.00 | | 2,750.00 |
| 08/07/2016 | 61 | CALC Training | Y | | | | 552.83 | | | | | | | | | | | 552.83 | 96.17 | 649.00 |
| 08/07/2016 | 62 | Copeland BC: Castle Park, Seagull Bags, Energy | Y | | | | 83.75 | | | | | | | | | | | 83.75 | | 83.75 |
| 08/07/2016 | 63 | J Alry - Internal Audit | Y | | | | 65.40 | | | | | 90.00 | | | | | | 65.40 | | 890.40 |
| 14/07/2016 | 64 | Interim Payment to Resehill Youth Theatre | Y | | | | | | | | | | 5,000.00 | | | | | | | 233.00 |
| | | | | | | | | | | | | | | | | | | | | 5,000.00 |

| 09/12/2016 | DW68 | Darling Manor - Characters provided | Y | 285.00 | 285.00 | 285.00 | 285.00 |
|------------|------|--------------------------------------|---|------------|------------|------------|------------|
| 12/12/2016 | DW69 | Solway Hall - Christmas Extravaganza | | 1,760.37 | 1,760.37 | 1,760.37 | 1,760.37 |
| 12/12/2016 | DW70 | GCS Medical Ltd - 1st Aid cover | | 5,705.00 | 5,705.00 | 5,705.00 | 5,705.00 |
| 12/12/2016 | 130 | Topyard Building - Sand | | | | | |
| 12/12/2016 | 132 | Copeland BC Storage, Allots, Energy | | 155.40 | 1,910.00 | | |
| 12/12/2016 | 133 | Online Systems - Computer Systems | | 30.00 | | | |
| 22/12/2016 | 134 | Argos - Hosingham Childrens Ward | | | | | |
| 25/12/2016 | seis | U Abraham | S | 2,381.34 | | 810.93 | 810.93 |
| 28/12/2016 | DD | BT - Telephone | | 93.49 | | 93.49 | 93.49 |
| 10/01/2017 | 135 | Luke Johnson - Website | | 48.00 | | | 48.00 |
| 11/01/2017 | 136 | Cumbria Superheroes | | 200.00 | | | 200.00 |
| 25/01/2017 | seis | U Abraham | | 2,381.34 | | | 2,381.34 |
| 25/01/2017 | DD | BT - Telephone | | 80.60 | | | 80.60 |
| 27/01/2017 | 137 | Whitehaven Industrial Cleaners | | | | | |
| 30/01/2017 | 138 | CALC - LA Training | | | | | |
| 30/01/2017 | 139 | Tony Lowery Photography | | 39.50 | | | 39.50 |
| 30/01/2017 | 140 | Crime Reduction Services Ltd | | 45.00 | | | 45.00 |
| 30/01/2017 | 141 | Copeland Borough Council | | 12,640.32 | 1,117.43 | | 12,640.32 |
| 30/01/2017 | 142 | VOID | | 1,487.54 | | | 1,487.54 |
| 30/01/2017 | 143 | Thomson Reuters - Law Services | | 1,839.95 | | | 1,839.95 |
| 30/01/2017 | 144 | St Bees Parish Council | | | | | |
| 30/01/2017 | 145 | Ashtead (A Plant) | | 399.45 | | | 399.45 |
| 30/01/2017 | 146 | The Solway Hall - Room Hire/Charges | | 460.00 | | | 460.00 |
| 30/01/2017 | 147 | Zurich Insurance | | | | | |
| 30/01/2017 | 148 | Printpoint - Stationery | | | 270.55 | | 270.55 |
| 30/01/2017 | 149 | Thomas Graham - Boots/Walstroats | | 336.77 | | | 336.77 |
| 30/01/2017 | 150 | Cumbrian Newspapers | | 138.88 | | | 138.88 |
| 30/01/2017 | 151 | Viking Direct - Stationery | | 486.00 | | | 486.00 |
| 30/01/2017 | 152 | Carla Arrighi - Expenses | | | | | |
| 30/01/2017 | 153 | Kim Inglis-Jeffries - PR | | 38.78 | | | 38.78 |
| 30/01/2017 | 154 | Westcom - Computer | | 994.50 | | | 994.50 |
| 30/01/2017 | 155 | Westtates Recruit UK - Agency Fees | | 1,263.92 | | | 1,263.92 |
| 30/02/2016 | 156 | Cumbria Loo's | | | | | |
| 30/01/2017 | 157 | Viking Direct - Stationery | | 77.33 | | | 77.33 |
| 30/01/2017 | 158 | Midshire - Photocopier Charges | | 2,803.02 | | | 2,803.02 |
| 30/01/2017 | 160 | Eric Nicholson | | | | | |
| 30/01/2017 | 161 | Arrowthwaite Senior Citizens Club | | | | | |
| 30/01/2017 | 162 | Kells ARLFC | | | | | |
| 30/01/2017 | 163 | Kells, St Mary's Dance Club | | | | | |
| 30/01/2017 | 164 | Mirehouse Residents Group | | | | | |
| 30/01/2017 | 165 | Westtates Recruit UK - Agency Fees | | 2,527.84 | | | 2,527.84 |
| 01/02/2017 | DD | CF Corporate Finance | | 360.00 | | | 360.00 |
| 06/02/2017 | 166 | Tony Lowery | | 45.00 | | | 45.00 |
| | | | | 74,330.01 | 9,983.45 | 37,580.71 | 74,330.01 |
| | | | | 1,958.29 | 720.72 | 35,232.84 | 1,958.29 |
| | | | | 42,804.90 | 14,527.52 | 40,208.74 | 42,804.90 |
| | | | | 3,045.00 | 2,683.11 | 3,045.00 | 3,045.00 |
| | | | | 5,515.97 | 10,911.00 | 5,515.97 | 5,515.97 |
| | | | | 317,354.50 | 26,374.78 | 317,354.50 | 317,354.50 |
| | | | | 360.00 | 45.00 | 360.00 | 360.00 |
| | | | | 45.00 | 45.00 | 45.00 | 45.00 |
| | | | | 26,374.78 | 343,729.28 | 26,374.78 | 26,374.78 |

WHITEHAVEN TOWN COUNCIL
SUMMARISED INCOME & EXPENDITURE STATEMENT
FINANCIAL YEAR 2016-17 To December 2016

BANK BALANCES BROUGHT FORWARD

| | | |
|------------------------------|-------------------|--|
| CBS 53905917 | 219,706.61 | |
| CBS 182199 | 30,111.35 | |
| TOTAL OPENING BALANCE | 249,817.96 | |

INCOME:

| | | |
|-------------------------------------|-------------------|------------|
| Precept | 332,073.00 | 323,073.00 |
| Winter Wonderland: Sponsorship | - | 10,000.00 |
| Winter Wonderland: Ice Rink takings | 2,140.00 | 5,000.00 |
| CCC | 708.00 | |
| Other | 1,094.74 | |
| TOTAL INCOME | 336,015.74 | |

EXPENDITURE

| | |
|--------------------------------------|-------------------|
| Salaries | 42,804.90 |
| Expenses (Clerk & Councillors) | 1,958.29 |
| Training | 720.72 |
| Office Exps/Room Hire | 35,232.84 |
| Allotments | 37,580.71 |
| Picnic in the Park (Castle Park) | 9,983.45 |
| Winter Wonderland (Christmas Lights) | 74,330.01 |
| Market | 40,208.74 |
| Cleaning & Maintenance | 14,527.52 |
| General Grants | 37,852.24 |
| Sponsorship | 3,045.00 |
| Insurance & Audit | 2,683.11 |
| Mayor's Events | 5,515.97 |
| Ward Grants | 10,911.00 |
| VAT (to be reclaimed) | 26,374.78 |
| TOTAL EXPENDITURE | 343,729.28 |

CASH BOOK BALANCE

| | |
|---------------------------|-------------------|
| Brought forward | 249,817.96 |
| Income | 336,015.74 |
| Expenditure | 343,729.28 |
| Town Council Funds | 242,104.42 |

BANK BALANCES

| | |
|--------------------------|------------|
| CBS 53905917 (15 Feb 17) | 17,125.03 |
| CBS 182199 (15 Feb 17) | 235,135.74 |
| | 252,260.77 |

| | |
|----------------------------|-----------|
| Unpresented Cheques | 10,156.35 |
|----------------------------|-----------|

| | |
|---------------------------------------|-------------------|
| FINANCIAL POSITION - 15 Feb 17 | 242,104.42 |
|---------------------------------------|-------------------|

QUOTATION RECEIVED FOR GRASS CUTTING WITHIN THE WHITEHAVEN AREA

Purpose of the Report

For Councillors to consider a quotation that has been received from Copeland Borough Council for the undertaking of grass cutting for 2017 in the Whitehaven area.

1.0 INTRODUCTION

- 1.1 To carry out grass cutting in the Whitehaven area as identified in Appendix 1. To be cut in two weekly-cycles from April - September 2017.
- 1.2 Last year the Town Council paid the Borough Council £5994.87 for cutting the grass within the same areas. It is not known whether or not separate quotations were obtained at that time.

2.0 PRESENT POSITION

- 2.1 There are no shared plans available for the identified Areas in Appendix 1.

The Financial regulations state: -

11.1.H. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below [£3,000] and above [£100] the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

2.0 RECOMMENDATION

- 2.1 The Council's decision is requested as to whether: -
- a.) Financial regulations be suspended in accordance with 18.2 of the Council's Financial regulations, to allow the contract to be awarded to Copeland Borough Council.
 - b.) The Council looks to seek and obtain two further quotations for this work.

| Whitehaven Town Council-Grass cutting 2017 |
|---|
| Area |
| Verge from Firestation to Alma Bank road |
| Carlton Drive to Thornton Road |
| End of Carlton Drive |
| Thornton Road Entrance |
| Verges along Thornton Road |
| End of Greenlands Ave |
| Ashleigh Place |
| Hillcrest Ave |
| Tower Hill |
| Victoria Road Verge |
| Rannerdale Drive junctions |
| Crossfield Road, Bransty verges |
| Area next to St Gregs/St pats school |
| Verges along Whinlatter rd |
| Yewbarrow Close-Bank |
| Whinlatter rd ,Large bank |
| Wastewater rd entrance |
| Monkway Bungalows, junction of Monkway Brow |
| Verge next to Monkway Cottages |
| Corner Harbour view/High rd |
| Mirehouse rd verge |
| Sandwith Village Green |
| Toll Bar |
| Toll bar to Pelican verge |
| Pocket Park, Bransty |
| Hillcrest ave-Opposite Jericho play area |
| Cleator Moor rd verghe, Whitehaven |
| Corner at start of Foxhouses Road |
| Springfield Ave 1.7.16 |
| Springbank junction 1.7.16 |
| Wordsworth Junction 1.7.16 |
| Richmond Hill to Homewood verge 1.7.16 |
| Bottom of Lincoln Rd junction - 11.8.16 |
| Station Rd - Coach Rd junction 11.8.16 |
| Corner of Winston Drive off Main St Hensingham - 31.8.16 |
| Substation at junction of Homewood Road & Sneckyeat Road- 31.8.16 |
| Cambridge Road - Garage Site (Cut only) - 31.8.16 |
| |
| Total cost per cut |
| |
| Total cost per year |
| |
| |
| |

GRANT APPLICATIONS

PURPOSE OF REPORT

To consider the following grant applications from:-

- Mirehouse Resident Group
- Whitehaven Judo Club
- Greenbank Pensioners & Residents Social Club
- Brathay Trust
- Whitehaven and District Amateur Operatic Society
- Kie Park
- Copeland Stadium Trust
- Rosehill Arts Trust Limited
- Cumbria Dyslexia Project

and to decide the amount of grant to be awarded.

1.0 GRANT APPLICATIONS FOR CONSIDERATION

1.1 The following grant applications have been received:-

a) Mirehouse Residents Group

Applicant: The Trustees of Mirehouse Residents Group

Amount Applied for: £10,000.00

Total Cost of Project: £18,000.00

Purpose of Project: Removal of stone structure and steps and landscape the land between the Wasdale subway and Valley School. This is on the main coast to coast cycle route and is used by hundreds of residents every day. The area has high levels of anti-social behaviour in the evenings and weekends with the area littered with litter and broken glass. We also want to refurbish the Wasdale Cattle Arch which is vandalised on a weekly basis.

Other Funding: No information.

b) Whitehaven Judo Club

Applicant: Whitehaven Judo Club

Amount Applied for: 50% of Year 1 = £3,937.50
50% of total cost = £11,812.50

Total Cost of 3 Year Project: £23,625.00

Purpose of Project: The project will enable us to introduce the Olympic and paralympic sport of judo to as many pupils as possible via as many schools as possible in the Copeland and specifically the Whitehaven area. The project delivers judo to 5 schools a term for a 10 block of 1 PE lesson a week. Schools are unable to offer judo as part of the curriculum because of its specialist nature. Schools enjoy judo as it encourages individual and personal development which cannot be achieved through other sports.

Other Funding: Applications have been made to the Hadfield Trust and the Cumbria Community Foundation.

c) Greenbank Pensioners and Residents Social Club

Applicant: Greenbank Pensioners and Residents Social Club

Amount Applied for: £10,000.00

Total Cost of Project: £116,952.10

Purpose of Project: To upgrade and improve a community facility; Provision of disabled toilets; Provision of access to disabled toilets; Refurbishment of the kitchen.

Other Funding: Yes, £108,600.00.

d) Brathay Trust

Applicant: Brathay Trust

Amount Applied for: £6,000.00

Total Cost of Project: £17,735.00

Purpose of Project: To assist Hensingham Action Group partner with the Brathay Trust for delivery of a bespoke experiential programme to assist foster care throughout Copeland. A pilot programme will be developed and delivered mid January 2017 to April 2017 with a willing group from Overend Childrens Home. It will include interactive evening sessions and interactive weekend sessions culminating in a residential weekend programme. The next phase will follow a similar theme with a 4-5 residential programme at Brathay Hall during the summer holidays for young people.

Other Funding: Yes Applications made to:-
Sellafield Sponsors and Donations Scheme
Unite Union
GMB Union
Sellafield Contractors Charity Support Group
NuGen

e) Whitehaven and District Amateur Operatic Society

Applicant: Whitehaven and District Amateur Operatic Society
Amount Applied for: £5,000.00
Total Cost of Project: £5,835.00
Purpose of Project: Organising and presenting the musical "Oliver" in the Whitehaven Civic Hall from Tuesday 14th to Saturday 18th March, 2017.
Other Funding: Not known.

f) Kie Park

Applicant: Friends of Kie Park
Amount Applied for: £40,000 (including £10,000 already paid)
Total Cost of Project: £240,050.36 including VAT
Purpose of Project: To provide a modern and innovative skate park and to redevelop part of a previous landfill site providing an exciting new arena for the relatively new sports of skateboarding, BMXing, rollerblading and scootering
Other Funding: Yes totalling £255,240.14 from the following:-
Francis C Scott
Home Group
Cumbria Community Foundation
Hadfield Trust
CCC Neighbourhood Forum
Copeland Community Fund
CCF WREN contribution
WREN

Cumbria Police and Crime Commissioners Fund

Whitehaven Lions

g) Copeland Stadium Trust

Applicant: Copeland Stadium Trust

Amount Applied For: £5,000.00

Total Cost of Project: £9,690.00

Purpose of Project: The development of facilities at Copeland Stadium to encourage wider participation in sport. Due to increased use of the stadium development of the site is necessary to provide additional and enhanced facilities – replacing the existing track lights to ones which are more economical to run; converting an existing garage into a functional fitness/exercise studio; purchasing additional fitness equipment; purchasing equipment to maintain off road tracks which have been developed around the site

Other Funding: Yes totalling £4,690 from
Group's own cash contribution
Donations

h) Rosehill Arts Trust Limited

Applicant: Rosehill Arts Trust Limited

Amount Applied For: £5,000.00

Total cost of Project: £11,978

Purpose of Project: A music Makers Programme which is an activity that will inspire children and young people through participation in highest quality classical music. WE will deliver weekly music activities for children and young people in areas where there is little or no provision and provide opportunities for participants to work and perform alongside national musicians to develop their musical abilities and improving self-confidence and aspiration

Other Funding: Yes totalling £6,978 from
Copeland Community Fund
Cumbria Music Hub

i) Cumbria Dyslexia Project

A request for funding of £300.00 has been received from the Cumbria Dyslexia Project to enable all children in Cumbria to be screened for dyslexia through screening software, handbooks and the use of some schools as advisory centres (see attached application at Appendix 1).

ALLOTMENT FEES AND BONFIRES ON ALLOTMENTS

PURPOSE OF REPORT AND RECOMMENDATIONS:

To consider a request that has been received to (a) reinstate the 50% discount on allotment fees for pensioners and people with disabilities and (b) to allow bonfires on allotments.

The Council is asked to determine these requests

1.0 INTRODUCTION

1.1 The fee for an allotment is £34 per annum. Up to March 2016 there was a 50% discount on allotment fees for those allotment holders who were pensioners or who had a disability.

1.2 At the Allotment Committee Meeting on 30th March 2016 (Minute 011/16 refers) it was resolved to remove all discounts from allotments and that the allotment fee of £34 be not increased for 2016/2017.

1.3 A request and a petition (shown at Appendix 1 to this report) has been received from allotment holders asking for the 50% concession to be reinstated.

1.4 A request has also been received to amend paragraph 2.4.3 of the Allotment agreement which prohibits bonfires on allotments so that bonfires are allowed on allotments under controlled circumstances.

1.5 Contrary to popular belief there are no laws against bonfires but there are laws for the nuisance that they can cause –

- A person could be issued with an Abatement Notice if a bonfire is causing a nuisance and fined £5000 if they don't comply with the Abatement Notice. However it has to be said that a bonfire must happen frequently for it to cause a nuisance
- A person could be fined if they light a fire and allow the smoke to drift across the road and become a danger to traffic

- 1.6 Some Councils allow bonfires twice a year on allotment sites; some once a month and some not at all.
Some Councils only allow bonfires to be carried out during certain hours and in a garden incinerator. From this it can be seen that there appears to be no standard conditions for bonfires on allotment sites.

2. FINANCIAL POSITION

- 2.1 At the time the Council took over the allotments in 2015 the income (which included the 50% discount) was just over £3,689. Since the discount was removed the income is now £5,974. The fee for an allotment is £34 per annum which is less than £1 per week.
- 2.2 There are few Councils that now give a discount on allotment fees and because allotments are for recreational use only there is case law prohibiting fees being raised to commercial levels. However there is no reason that the Council cannot give a discount if it so wishes.

3. RECOMMENDATION

- 3.1 It is recommended that the Council consider the discount request and decide whether or not the discount be reinstated.
- 3.2 It is recommended that the Council consider whether or not to allow bonfires on allotments and if the Council is minded to allow bonfires on allotments that this be agreed in principle subject to a set of conditions being drawn up in consultation with representatives from the allotment sites and presented to a future Council meeting for consideration.

WTCFC 02/03/17
ITEM 11

ALLOTMENTS CONTRACT

PURPOSE OF REPORT AND RECOMMENDATIONS:

To inform Members about the tendering process for the award of a contract for management of the Council's allotment and pigeon loft sites and to
(a) approve the draft tender documentation subject to any amendments Members may wish to make
(b) agree the term of the Contract

1. INTRODUCTION

- 1.1 Members will recall that at the last Council meeting on 27 January 2017 it was resolved that tenders be invited for the provision of an allotment and pigeon management loft service for a three or five year period with Copeland Borough Council continuing to carry out the management service for the next three to six months.
- 1.2 The documentation has been drawn up in the first instance on the basis of a three year contract but Members may be minded to enter into a 5 year contract although if the latter period is chosen it is likely that the contract will exceed the EU threshold (£164,176.00) and will therefore have to be advertised in the Official Journal of the European Union.
- 1.3 The Council set its Revenue Budget on 15th February 2017 and £30,000 was budgeted for allotments for 2017/2018

2. LEGAL POSITION

- 2.1 Members will recall that Financial Regulation 11 refers to Contracts.
- 2.2 This states that if the Council intends to award a contract which is valued at £25,000 or more the Council must comply with the relevant requirements of

the Public Contracts Regulations 2015 in respect of the tendering and award of a public supply contract.

- 2.3 This means that if the contract is for over £25,000 but less than the European threshold that it has to be advertised on the Government's Contract Finder. This is the Government's one stop shop for suppliers to find new procurement opportunities across the public sector.
- 2.4 If the value of the contract is over £164,176 then as stated above the contract must be advertised in the OJEU.
- 2.5 Financial Regulations 11e; 11f; 11g; 11i; and 11j concerning procedural requirements in relation to tenders apply
- 2.6 The draft Tender Documentation is currently being prepared and will be forwarded to Members as soon as possible.

3. RECOMMENDATION

- 3.1 It is recommended that Members consider the draft Tender Documentation and approve it subject to any amendments they may wish to make
- 3.2 It is recommended that Members consider the term of the Contract – three years or five

APPOINTMENT OF INTERNAL AUDITOR TO WHITEHAVEN TOWN COUNCIL

PURPOSE OF REPORT AND RECOMMENDATION

To consider quotes received for the provision of an Internal Audit Service to Whitehaven Town Council and to recommend the appointment.

1.0 INTRODUCTION

- 1.1 The Accounts and Audit Regulations 2015 imposes a duty on parish councils to maintain an adequate and effective system of internal audit of its accounting records and of its systems of internal controls. The Internal Auditor is a key part of the Council's internal controls.
- 1.2 The Internal Auditor must be both competent and independent from the Council and an Internal audit has to include both financial and procedural controls.
- 1.3 A strong Internal audit will check that the Council has strong processes and controls not only over money but over all areas to help ensure the Council operates legally and complies with all relevant legislation.
- 1.4 A good internal audit will come in 2 parts done at different times of the year.
 - Is usually done part way through the financial year in October/November and is mainly an audit of the Council's processes and procedure.
 - It may also include an audit of transactions to ensure the completeness of the Council's records.
 - The final audit is done after the year end so that balances within the accounts may be verified and that any problems found at the interim audit have been addressed by the Council.
 - The Internal Auditor reports to the Council and will submit a written report to the Council after both audits.

2.0 QUOTES FOR THE INTERNAL AUDIT SERVICE

Quotes for the provision of an Internal Audit Service by 2 competent and experienced people have been received and are as follows:-

| | |
|-------|--|
| G. A. | £400 for 2 audits |
| | Additional expenses |
| | Travel at HMRC rate of 45p per mile |
| | Total mileage for 2 visits = 110 miles |
| | TOTAL = £449.50 |

J W

£500

3.0 RECOMMENDATION

- 3.1 The Council is recommended to consider the quotes and to appoint an Internal Auditor on the basis of 2 audits per year

WHITEHAVEN TOWN COUNCIL AUDIT FOR THE YEAR ENDED 31ST MARCH, 2016

PURPOSE OF REPORT AND RRECOMMENDATION

To consider the report received from BDO in respect of the Council's Audit and in particular the Issues Arising Report

It is recommended that the Annual Return and Certificate be accepted and approved by the Council and that an action plan be produced to deal with the points raised in the Issues Arising Report.

1.0 INTRODUCTION

- 1.1 The Council has now received the Audit for the year ended 31st March, 2016 from BDO.
(copy attached at Appendix 1)
- 1.2 Councillors have already received a copy of the Audit Report and supporting documents.
- 1.3 The Annual Return including BDO's certificate and Notice of Conclusion of Audit have been published on the Council's website and made available for public access.

2.0 PRESENT POSITION

- 2.1 The Council is now required to approve and accept the Annual Report and Certificate and that this be minuted.
- 2.2 Members will have considered the issues arising Report and in particular to form an which raised the following:-
 - (i) No risk assessment_ as part of the Council's review of effectiveness of its system of internal audit during the year.
 - (ii) The Council not being registered as an employer with HMRC at the time of the audit although noted that the Council had since registered
 - (iii) Tenders not subject to 3 quotations

- (iv) Display of accounts. The Annual Return was not issued by 30th September 2016 and therefore the Council was unable to publicise completion by that date. This was due to electors questions which delayed the BDO in giving their opinion
- (v) Accounts approval. The accounts were approved after the commencement of the inspection period of the exercise of electors rights

3.0 RECOMMENDATIONS

3.1 That the Annual Return and Certificate be accepted and approved.

3.2 The items raised in 2.2 (i) to (v) be dealt with as follows:-

- (i) That the Interim Clerk prepare a risk assessment for consideration by the Council at its next meeting on 30th March 2017
- (ii) This has been dealt with
- (iii) Tenders will be dealt with in accordance with Financial Standing Orders
- (iv) It is difficult to recommend a course of action as the recommendation
- (v) It is recommended that there must be full compliance with the Audit Report 2015 and all timescales adhered to



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~~APPENDIX 1~~
received 9/2/17
WS

Mr L Abrahams
The Civic Hall
Lowther Street
WHITEHAVEN
Cumbria
CA28 7SH

07 February 2017

our ref: 2016/A2/WHIT61/FINAL

Dial: 023 8088 1737

Email: councilaudits@bdo.co.uk

Dear Mr Abrahams

Whitehaven Town Council - Audit for the year ended 31 March 2016

We have now completed the above audit. Please find enclosed the following documents;

- Fee Note
- Notice of Conclusion of Audit
- Notes regarding the advertisement of the Conclusion of the Audit
- Issues arising from the audit
- Date selection form for 2016/17
- Contact details
- Survey 2015/16
- Annual Return

The enclosed annual return should be presented to the smaller authority, now that our audit opinion has been given, and a minute should be made to show that the Annual Return including our certificate has been approved and accepted by the smaller authority. The issues arising report should also be presented to the smaller authority and an action plan produced, if required, to indicate how the issues raised will be addressed. The annual return including our certificate and notice of conclusion of audit must be published for at least 14 days (including on the smaller authority's website*) as soon as reasonably possible before the 30 September 2016 and must be made available for public access for a period of not less than five years.

If you have any questions please contact Louise Caplen in the first instance.

Yours sincerely

For and on behalf of BDO LLP

Enc.

*In the case of a parish meeting and where the meeting has displayed the information in a conspicuous place for at least 14 days, publication on a website does not apply.



**ISSUES ARISING REPORT FOR
Whitehaven Town Council
Audit for the year ended 31 March 2016**

BDO

Introduction

The following matters have been raised to draw items to the attention of Whitehaven Town Council. These matters came to the attention of BDO LLP during the audit of the annual return for the year ended 31 March 2016. This report must be presented to a full meeting of the smaller authority for review.

The audit of the annual return may not disclose all shortcomings of the systems as some matters may not have come to the attention of the auditor. For this reason, the matters raised may not be the only ones that exist.

The matters listed below are explained in further detail on the page(s) that follow;

- Accounts approval
- Minor issues
- Risk Assessment
- Salaries/HMRC registration
- Tenders
- Display of accounts

The following issue(s) have resulted in the annual return being qualified. They indicate a weakness in the council's procedures and require the council to take immediate action.

Risk Assessment

What is the issue?

The smaller authority did not undertake a risk assessment as part of its review of effectiveness of its system of internal control during the year.

Why has this issue been raised?

This is a breach of regulation 4 of the Accounts and Audit Regulations 2015 which requires smaller authorities to review the effectiveness of internal control which includes arrangements for the management of risk.

What do we recommend you do?

The smaller authority must ensure that a risk assessment is carried out as part of its review of effectiveness of internal control and ensure that this review is carried out annually before the end of the financial year. This risk assessment must be reviewed and minuted as evidence of the review being undertaken annually before the end of the financial year.

The smaller authority should decide which risks it faces and how it is going to reduce the impact of these risks on the meeting's ability to provide its services. An example of the risks and how they can be handled is included in "A Practitioner's Guide" published by NALC & SLCC. An example risk table is available on our extranet to assist the meeting in assessing and clarifying their risks. If the smaller authority decides to utilise this table then it should be reviewed in detail, modified and adapted to the meeting's specific needs. If you do not have access to the internet, contact us and we can supply you with a copy.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability in Local Councils in England - A Practitioners' Guide, NALC/SLCC Audit Briefing, Winter 2012 - BDO LLP

Salaries/HMRC registration

What is the issue?

The smaller authority did not register as an employer with HMRC in accordance with guidance issued April 2011. It is noted that the smaller authority has since registered as an employer with HMRC, the registration being confirmed by HMRC in October 2016.

Why has this issue been raised?

Although PAYE and NI has now been calculated on the salaries paid in the year to 31 March 2016 the accounting statements do not include the total amount of PAYE or NI due to be paid, therefore the salaries cost is understated by approximately £2,900.

What do we recommend you do?

Whilst the smaller authority has now registered with HMRC, it must continue to ensure that any employee of the smaller authority is paid through the PAYE system. From April 2013 the HMRC have introduced Real Time Information and so all payments have to be reported to them within 14 days of the payment being made. Please note, failure to register as an employee and submit Real Time

Information could result in penalties being levied.

Further guidance on this matter can be obtained from the following source(s):

HMRC guidance - <https://www.gov.uk/government/organisations/hm-revenue-customs>

Tenders

What is the issue?

During the year the Council entered into contracts which were not tendered for as required by the financial regulations of the Council. Since the end of the year the Council has now retrospectively minuted to waive financial regulations, which it should have done when the contracts were originally entered into if the council had decided not to obtain tenders.

Why has this issue been raised?

The financial regulations stipulate that contracts over £3,000 but under £60,000 should be subject to 3 quotations being obtained. This was not done and the contracts were just presented for agreement by the Council.

What do we recommend you do?

In future when contracts are to be entered into the council should ensure they follow their financial regulations and ensure tenders or quotations are obtained as required.

Further guidance on this matter can be obtained from the following source(s):

Financial Regulations
The Good Councillor guide
The Essential Clerks Guide

Display of accounts

What is the issue?

The annual return opinion was not issued by the 30 September and therefore the smaller authority were unable to publicise completion by that date.

Why has this issue been raised?

The Accounts and Audit Regulations state that the notice of completion of the review must be displayed by the 30 September.

What do we recommend you do?

The deadline was not met due to the electors' questions which we were investigating and this delayed us giving our opinion.

Further guidance on this matter can be obtained from the following source(s):

The Accounts and Audit Regulations 2015

The following issue(s) have been raised as there are minor errors on the annual return which we wish to draw to the attention of the council so they do not occur again in future years.

Minor issues

What is the issue?

The following issues have been raised as minor issues or omissions have been identified in the current year's Annual Return:

The smaller authority has included precept monies received in box 3 rather than box 2.

Why has this issue been raised?

This is to draw these minor errors to the attention of the smaller authority.

What do we recommend you do?

The smaller authority should ensure in future years that the above minor errors or omissions are not included in the Accounting Statements.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability in Local Councils in England - A Practitioners Guide, NALC/SLCC

The following issue(s) have been raised to assist the council. The council is recommended to take action on the following issue(s) to ensure that the council acts within its statutory and regulatory framework.

Accounts approval

What is the issue?

The Accounts were approved after the commencement of the inspection period of the exercise of electors' rights.

Why has this issue been raised?

The Accounts and Audit Regulations 2015, reg 15(3) specifies that the Annual Governance statement must be approved. This is followed by the approval of the Accounting Statements. Both statements must be published including on a website with the notice of electors' rights. The electors' rights period should start on the following day. The smaller authority has not complied with the Accounts and Audit Regulations 2015.

What do we recommend you do?

The Smaller Authority must ensure in future years that the electors' rights inspection period commences after the accounting statements are approved. The Smaller Authority must also consider how to answer the question concerning the electors' rights period in the Annual Governance statement next year. The period of electors' rights that they must be considering is for the 2015/16 year as that is the period that has occurred during the year.

Further guidance on this matter can be obtained from the following source(s):

Accounts and Audit Regulations 2015

No other matters came to our attention.

For and on behalf of
BDO LLP

Date: 03 February 2017

CASUAL VACANCY FOR MIREHOUSE WARD

PURPOSE OF REPORT

To inform Members of the Casual vacancy that has arisen for the Mirehouse Ward of Whitehaven Town Council due to the resignation of a councillor.

1.0 INTRODUCTION

- 1.1 One of the elected Members for the Mirehouse Ward of Whitehaven Town Council has resigned.
- 1.2 The Notice of the Casual Vacancy has been published and the effect of this is that an election to fill the vacancy will be held if, before 1st March 2017 a request for an election is made to the Returning Officer at Copeland Borough Council by 10 electors from the Mirehouse Ward of the Parish of Whitehaven.
- 1.3 At the time of writing the report 10 signatures requesting an election had been received but had not been checked or verified.
- 1.4 If the 10 signatures are verified an election will be called and a timetable for this produced.
The election will be held on 4th May 2017 at the same time as the County Council elections and therefore the cost will be reduced.

2.0 COST OF THE ELECTION

The cost of the election is not known but the Elections Manager has asked if the Town Council wants to have details of its election printed on the County Council poll cards. This will incur a shared cost of printing and postage. Most parish councils do not do this as on election day a ballot paper for the Town Council election will be given out at the same time as a voter is given the ballot paper for the County Council election.

3.0 RECOMMENDATION

- 3.1 The Council is asked to decide whether or not it wishes details of the Town Council election to be printed on the County Council poll cards bearing in mind that no costings are available although it is not thought that the cost will be very high.

**WTCFC 02/03/17
ITEM 15**

COMPLAINT TO THE INFORMATION COMMISSIONER'S OFFICE

PURPOSE OF REPORT AND RECOMMENDATIONS:

To inform Members of a complaint made to the Information Commissioners Office (ICO) and to recommend that it be noted and that the Interim Clerk keep the Council informed of the position

1. INTRODUCTION

- 1.1 A complaint has been made to the ICO relation to images of young children under the age of 18 which have been published on web pages.
- 1.2 It is alleged that these images have been published on web pages without the consent of the Children's parents for the promotion of the Council's ice rink.

2. PRESENT POSITION

- 2.1 The ICO asked a number of questions and although information/documentation was limited the Interim Clerk has answered the ICO questions.
- 2.2 The ICO have stated that their role is to ensure that organisations follow the Data Protection Act 1998 properly and improve information rights practices within organisations. If things go wrong they will provide advice and ask the organisation to try to put things right. Their overall aim is to improve the way organisations handle personal information.
- 2.3 The Council has 3 discs in the safe which have images of children at the ice rink and the ICO stated that images were on 3 web pages. Having checked these webpages there did not appear to be any images of children at the ice rink on them although it there may have been at some point. It is possible that the

Council's facebook page may have contained some images but this has been closed for some time.

The ICO has advised that the discs remain locked in the Council's safe.

2.4 The people who were known to have taken photographs at the ice rink were contacted and stated that verbal parental consent was given for any images that appeared on the now defunct Council's facebook page.

2.5 This matter has been logged with the Council's insurers.

3. RECOMMENDATION

3.1 That the report be noted and that the Interim Clerk keep the Council informed on this matter.