

# WHITEHAVEN TOWN COUNCIL

**Clerk and Responsible Financial Officer:** Marlene Jewell  
Telephone: 01946 67366  
**Chairman:** Councillor C Maudling

**To: Members of Whitehaven Town Council**

You are duly **SUMMONED** to attend a **MEETING** of **WHITEHAVEN TOWN COUNCIL** which will be held in **THE BEACON PORTAL** at **THE BEACON, WHITEHAVEN** on **THURSDAY 30th June 2022** at **6:00pm**

Signed.....*M. Jewell*..... Dated.....*24<sup>th</sup> June 2022*.....  
Marlene Jewell, Clerk and Responsible Financial Officer

## **AGENDA**

### **1. Apologies for Absence**

### **2. Declarations of Interest**

To receive declarations of interest 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. Public Participation**

### **4. Minutes of the Annual Council Meeting held on 26<sup>st</sup> May 2022**

### **5. Planning Applications**

### **6. Finance Report**

### **7. Christmas Lights**

### **8. Winter Bedding Plants**

### **9. Concerns about the level of Service provided to the people of Whitehaven by GP Practices – Councillor Gill to give a report**

**10. Councillor Ward Matters**

**11. Date, Time and Place of Next Council Meeting**

**IN PRIVATE**

That prior to the following items of business the Chairman will move the following resolution:

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

**12. Grant Application – GCC**

**13. Grant Application - WTG**

**14. Queen’s Platinum Jubilee Events**

**15. Office Accommodation and Quotes - To follow**

**16. Social Media Policy – Chairman to give a report**

# WHITEHAVEN TOWN COUNCIL

## Minutes of the Annual Council Meeting held on the 26<sup>th</sup> May 2022

**Present:** Councillor C Hayes; Councillor R Gill; Councillor J Carr; Councillor E Dinsdale; Councillor G Dinsdale; Councillor C Maudling; Councillor J Rayson; Councillor R Redmond; Councillor G Roberts; Councillor G Stevens

M. Jewell, Clerk and Responsible Financial Office

Member of the Press

### **2006/22 Introduction**

The Chairman welcomed everyone to the Annual Meeting of Whitehaven Town Council. He said it had been an honour to be Mayor for the Town Council this year and that he had enjoyed every minute of it. He thanked all the Councillors for their help during the past year which apart from everything else being challenging had been challenging for him on a personal note. He also thanked the Clerk and Assistant Clerk.

### **2007/22 Appointment of Chairman ( Mayor) for 2022/23**

Councillor Hayes asked for nominations for the position of Chairman (Mayor) for 2022/23.

Councillor Gill nominated Councillor Graham Roberts and this was seconded by Councillor Hayes.

Councillor Maudling asked to make a point of order and said he would like an explanation as to why one of the Clerks had approached other Councillors to vote for Councillor Roberts. The Clerk said she had not approached anybody but had heard rumours of Councillors asking other Councillors to vote for them.

Councillor Gill said he had nominated Councillor G Roberts because he had been on the Council from day one. He said he was well known in the town and had supported every one of the Council's functions so he was happy to move Councillor Roberts to be the Chairman for the ensuing year. Councillor Hayes seconded this.

Councillor Maudling asked to make another point of order that Councillor Roberts had already been Mayor and Deputy Mayor.

Councillor Gill said that you could have the same Mayor all year every year and Cleator Moor had had the same Mayor for 8 years and that because you've held office doesn't mean you can't hold it twice. He said Councillor O'Kane had held it for 3 years.

Councillor Maudling said he opposed that and whilst there may not be anything political the Council was a clique.

Councillor Hayes asked if there were any other nominations and Councillor Rayson nominated Councillor Charles Maudling and this was seconded by Councillor G Dinsdale

A vote was held and 4 Councillors voted for Councillor Roberts and 6 Councillors voted for Councillor Maudling.

Councillor Gill and Councillor Hayes congratulated Councillor Maudling on his appointment as Chairman (Mayor).

**RESOLVED** – That Councillor Maudling be appointed Chairman (Mayor) for 2022/23. Councillor Maudling took the Chair and signed the Declaration of Acceptance of Office.

### **2008/22 Appointment of Deputy Chairman (Deputy Mayor) for 2022/23**

The Chairman asked for nominations for the position of Deputy Chairman (Deputy Mayor) for 2022/2023 and the following were received:-

1. Councillor Gill nominated Councillor C Hayes and this was seconded by Councillor Carr
2. Councillor G Dinsdale nominated Councillor E Dinsdale and this was seconded by Councillor Maudling

A vote was held and 5 Councillors voted for Councillor Hayes and 5 Councillors voted for Councillor E Dinsdale. The Chairman exercised his casting vote and voted for Councillor E Dinsdale

**RESOLVED** - That Councillor E Dinsdale be appointed Deputy Chairman (Deputy Mayor) for 2022/23 and he signed the Declaration of Acceptance of Office.

### **2009/22 Apologies for Absence**

Apologies for absence were received from:-

|                       |                     |
|-----------------------|---------------------|
| Councillor B O’Kane   | Previous Engagement |
| Councillor C Walmsley | Family Commitment   |

It was proposed by Councillor Hayes and seconded by Councillor Roberts that the apologies for absence be accepted and noted. A vote was held and it was unanimously

**RESOLVED** – That the apologies for absence be accepted and noted

**2010/22**     **Declarations of Interest**

Councillor Maudling declared an interest in Item 8 as he was a member of CBC's Planning Panel  
Councillor Roberts declared an interest that he was a member of CCC

**2011/22**     **Minutes of the Council Meeting held on 28<sup>th</sup> April 2022**

It was proposed by Councillor Gill and seconded by Councillor Hayes that the Minutes of the Council Meeting held on 28<sup>th</sup> April 2022 be approved and signed by the Chairman as a correct record. A vote was held and 8 Councillors voted for the proposal and 2 Councillors abstained

**RESOLVED** – That the Minutes of the Council Meeting held on 28<sup>th</sup> April 2022 be approved and signed by the Chairman as a correct record

**2012/22**     **Public Participation**

There was no public participation

**2013/22**     **Planning Applications**

The Council considered a list of Planning Applications received from CBC and shown at Appendix 1.

Councillor Stevens referred to application 4/22/2217/0F1 – Land to the West of Valley View Road. She said there was Storey Homes work going on at the back of Valley View Road. She said she had not had any planning training yet but had done her best to look at this and that she had some concerns but that she understood that a reply was not required by CBC until June. She said she would like to have some more time to continue to look at it. She said she was concerned that they had not taken into account the potential for mine workings underneath the existing site and that there was no map with the planning details given.

Councillor Gill said he was concerned about this because they built Storey houses on the top of Wilson Pit and there had been a JCB which had fallen into a shaft which had subsequently been filled in. The Clerk suggested to Councillor Stevens that in the circumstances she should send her comments direct to CBC.

- i. It was proposed by Councillor Gill and seconded by Councillor Carr that they as a Council having heard the concerns of the Ward Councillor, support the Ward Councillor however she decides to pursue it so that there would be full Council support. A vote was held and it was unanimously
- ii. **RESOLVED** – That the Council having heard the concerns of the Ward Councillor, support the Ward Councillor however she decides to pursue it so that there would be full Council support.

- iii. It was proposed by Councillor Maudling and seconded by Councillor Gill that CBC be informed that following consideration of the remainder of the planning applications on Appendix 1 there were no further representations.

**RESOLVED** – That CBC be informed that following consideration of the remainder of the Planning Applications on Appendix 1, there were no further representations.

## 2014/22 Finance Report

The Council considered a Finance Report.

- i. Appendix 1 – The Clerk reported that there were 4 extra invoices to consider namely:

|                |   |
|----------------|---|
| Cumbria Media  | £68.00 for uploading to website   |
| Cumbria Loos   | £418.80 for hire of toilets for Leyland Bus Bus Event in May 2022   |
| PHP Architects | £4,069.20 for additional service in relation to prolonged planning input relating to conservation officer's requests plus travelling expenses |
| POD Signs      | £600 Jubilee photos for the Photographic Exhibition   |

It was proposed by Councillor Gill and seconded by Councillor Roberts that the invoices on Appendix 1 plus the 4 additional invoices listed above be approved and paid. A vote was held and it was unanimously

**RESOLVED** - That the invoices on Appendix 1 plus the 4 additional invoices listed above be approved and paid.

- ii. Appendices 2 and 3 – the Council considered Appendices 2 and 3 and it was proposed by Councillor Gill and seconded by Councillor Hayes that these be approved and noted. A vote was held and it was unanimously

**RESOLVED** – That Appendices 2 and 3 be approved and noted.

## 2015/22 Annual Governance and Accountability Return 2021/22

The Council considered a report on the Annual Governance and Accountability Return for 2021/22 and the recommendations in paragraph 4.1 (i) to (v) of the Report

- 4.1(i) It was proposed by Councillor Gill and seconded by Councillor Hayes that Section 1 – The Annual Governance Statement 2021/2022 be approved by the Council and signed by the Chairman and the Clerk and the Minute number inserted. A vote was taken

and it was unanimously

**RESOLVED** - That Section 1 - The Annual Governance Statement 2021/2022 be approved and signed by the Chairman and the Clerk and the Minute number inserted.

- 4.1(ii) It was proposed by Councillor Gill seconded by Councillor Hayes that Section 2 – the Accounting Statements 2021/2022 be approved by the Council and signed by the Chairman and the Responsible Financial Officer and the Minute number inserted. A vote was taken and it was unanimously

**RESOLVED** – That the Accounting Statements 2021/2022 be approved by the Council and signed by the Chairman and the Responsible Financial Officer and the Minute number inserted.

- 4.1(iii) It was proposed by Councillor Gill and seconded by Councillor Hayes that the Annual Internal Auditor’s Report be approved. A vote was taken and it was unanimously

**RESOLVED** – That the Annual Internal Auditor’s Report be approved

- 4.1(iv) It was proposed by Councillor Gill and seconded by Councillor Hayes that the Annual Return be advertised for public inspection to comply with the timescales and requirements in paragraph 2.2(iv) of the report. A vote was held and it was unanimously

**RESOLVED** – That the Annual Return be advertised for public inspection to comply with the timescales and requirements of paragraph 2.2 (iv) of the report and Councillors be sent a copy of the Notice.

- 4.1(v) It was proposed by Councillor Gill and seconded by Councillor Hayes that the completed and approved Annual Governance and Accountability Return 2021/2022 be submitted to PKF Littlejohn as soon as soon as possible following the Council meeting. A vote was taken and it was unanimously

**RESOLVED** – That the completed and approved Annual Governance and Accountability Return 2021/2022 be submitted to PKF Littlejohn as soon as possible following the Council Meeting.

## **2016/22 Council’s Bank Account**

The Council considered a report on the Council’s Bank Account and the 4 authorised signatories. It was proposed by Councillor Hayes and seconded by Councillor Maudling that Councillor C Hayes, Councillor R Gill, Councillor B O’Kane and Councillor G Roberts continue to be authorised signatories. A vote

was held and it was unanimously

**RESOLVED** – That Councillor C Hayes, Councillor R Gill, Councillor B O’Kane and Councillor G Roberts continue to be authorised signatories.

**2017/22**      **Consideration of Recommendations made by a Committee**

The Council considered a report on recommendations made by the Policy and Resources Committee on 13<sup>th</sup> October 2021. It was proposed by Councillor Gill and seconded by Councillor Hayes that the recommendations made by the Policy and Resources and Finance Committee on 13<sup>th</sup> October 2021 be noted and approved. A vote was held and it was unanimously

**RESOLVED** - That the recommendations made by the Policy and Resources and Finance Committee on 13<sup>th</sup> October 2021 be noted and approved.

**2018/22**      **Review and Adoption of Standing Orders**

The Council considered a report on the review and adoption of Model Standing Orders which contained amendments made by NALC.

It was proposed by Councillor Gill and seconded by Councillor Hayes that the Model Standing Orders be approved with the amendments made by NALC and adopted and that they be further reviewed at the next Annual Meeting in May 2023 unless in the meanwhile amendments are made by NALC in which case they will be referred to Council at that time.

A vote was held and it was unanimously

**RESOLVED** – That the Model Standing Orders be approved with the amendments made by NALC and adopted and that they be further reviewed at the next Annual Meeting in May 2023 unless in the meanwhile amendments are made by NALC in which case they will be referred to Council at that time.

**2019/22**      **Review and Adoption of Financial Regulations**

The Council considered a report on the review and adoption of Model Financial Regulations which were last approved by the Council in May 2021. No amendments had been made by NALC since that time. It was proposed by Councillor Gill and seconded by Councillor Maudling that the Model Financial Regulations be approved and adopted and that they be further reviewed at the next Annual Meeting in May 2023 unless in the meanwhile amendments are made by NALC in which case they will be referred back to Council at that time. A vote was held and it was unanimously

**RESOLVED** - That the Model Financial Regulations be approved and adopted and that they be further reviewed at the next Annual Meeting in May 2023 unless in the meanwhile amendments are made by NALC in which case they will be referred back to Council at that time.



## **2020/22 Review and Adoption of Code of Conduct**

The Council considered a report on the Code of Conduct shown at Appendix 1 to the report which had been last reviewed and adopted on 27<sup>th</sup> May 2021. The Clerk reported that since writing the report information had been received from CALC that both Allerdale and Copeland were looking to adopt a revised Code of Conduct and that this would be passed to Town and Parish Councils for them to adopt so that there would be a consistent approach. It was proposed by Councillor Gill and seconded by Councillor Hayes that the Code of Conduct be approved and adopted without amendment and that it be reviewed at the next Annual Meeting in 2023 or earlier if a revised Code of Conduct is received. A vote was held and it was unanimously

**RESOLVED** – That the Code of Conduct be approved and adopted without amendment and that it be reviewed at the next Annual Meeting in 2023 or earlier if a revised Code of Conduct is received.

## **2021/22 Chairman's Allowance**

The Council considered a report on the Chairman's Allowance for 2022/23. It was proposed by Councillor Gill and seconded by Councillor Maudling that the Mayors Allowance of £3,063 be approved as stated in paragraphs 2.1 and 2.2 of the Report. A vote was held and it was unanimously

**RESOLVED** – That the Mayors Allowance of £3,063 be approved as stated in Paragraphs 2.1 and 2.2 of the report.

## **2022/22 Appointments to Committees**

The Council considered a report on appointments to the two standing Committees of the Council. The Clerk asked for volunteers and the following Councillors put their names forward:-

### Staffing Committee:

Councillor Maudling  
Councillor E Dinsdale  
Councillor Rayson  
Councillor Hayes  
Councillor Gill  
Councillor Stevens

### Policy and Resources and Finance Committee:

Councillor Gill  
Councillor Hayes  
Councillor E Dinsdale  
Councillor Stevens  
Councillor Carr

It was proposed by Councillor Maudling and seconded by Councillor Hayes that the Councillors named above be appointed to sit on the Standing Committees. A vote was held and it was unanimously

**RESOLVED** – That the Councillors named above be appointed to sit on the Standing Committees.

**2023/22**     **Adoption of Terms of Reference for Committees**

The Council considered a report showing at Appendix 1 the Terms of Reference for the Staffing Committee and the Policy and Resources and Finance Committee. It was proposed by Councillor Roberts and seconded by Councillor Maudling that the Terms of Reference for the Staffing Committee and the Policy and Resources and Finance Committees shown at Appendix 1 of the report be approved. A vote was held and it was unanimously

**RESOLVED** – That the Terms of Reference for the Staffing Committee and the Policy and Resources and Finance Committees shown at Appendix 1 of the report be approved.

**2024/22**     **Appointment to Advisory Groups**

- i The Council considered a report on appointments to the Council's various Advisory Groups and approval of the Terms of Reference for the Advisory Groups which had last been approved by the Council in May 2021. The Clerk asked for volunteers to sit on the various Advisory Groups and the following put their names forward:-

Whitehaven in Bloom Advisory Group

Councillor E Dinsdale  
Councillor G Dinsdale  
Councillor Hayes  
Councillor Rayson

Events Advisory Group

Councillor E Dinsdale  
Councillor Hayes  
Councillor Maudling  
Councillor Stevens  
Gerard Richardson (co-opted)

Allotments Advisory Group

Councillor Gill  
Councillor Rayson  
Councillor G Dinsdale  
Councillor E Dinsdale

Councillor Hayes

Steering Group on Office Accommodation

Councillor Gill

Councillor Roberts

Councillor Hayes

Councillor E Dinsdale

Councillor Carr

It was proposed by Councillor Hayes and seconded by Councillor Roberts that the Councillors named above be appointed to sit on the Advisory Groups. A vote was taken and it was unanimously

**RESOLVED** – That the Councillors named above be appointed to sit on the Advisory Groups.

- ii It was proposed by Councillor Gill and seconded by Councillor Roberts that the Terms of Reference for Advisory Groups be approved. A vote was held and it was unanimously

**RESOLVED** – That the Terms of Reference for Advisory Groups be approved.

**2025/22**     **Review of Subscriptions to Other Bodies**

The Council considered a report on Subscriptions to Other Bodies giving details of the subscription to CALC. It was proposed by Councillor Maudling and seconded by Councillor Gill that the position regarding the subscription to other bodies be noted and approved and the subscription of £1,914.98 to CALC for 2022/23 be paid. A vote was held and it was unanimously

**RESOLVED** - That the position regarding the subscription to other bodies be noted and approved and the subscription of £1,914.98 to CALC for 2022/23 be paid.

**2026/22**     **Review of Representations on or work with External Bodies and Arrangements for reporting back**

The Council had decided in 2021 that the Chairman should be appointed to sit on the Harbour Users Group and that the first meeting had been held on 24<sup>th</sup> May 2021. It was proposed by Councillor Hayes and seconded by Councillor Rayson that whenever the Chairman attends the Harbour Users Group Meetings they report back to the next full Council Meeting. A vote was held and it was unanimously

**RESOLVED** – That whenever the Chairman attends the Harbour Users Group

Meetings he reports back to the next full Council Meeting.

**2027/22 Confirmation of Insurance Cover**

The Council considered a report confirming the Council's Insurance Cover that the Council had recently agreed to renew for a 5 year period.(Minute 1988/22 refers). It was proposed by Councillor Maudling and seconded by Councillor G Dinsdale that the Insurance Policy be noted and approved. A vote was held and it was unanimously

**RESOLVED** – That the Insurance Policy be noted and approved.

**2028/22 Combined Health and Safety Policy and Risk Assessment**

The Council considered a report on a combined Health and Safety Policy and Risk Assessment. The documents were shown at Appendix 1. It was proposed by Councillor Hayes and seconded by Councillor Gill that the Health and Safety Policy and the Risk Assessment at Appendix 1 of the report be approved and signed. A vote was held and it was unanimously

**RESOLVED** - That the Health and Safety Policy and the Risk Assessment at Appendix 1 of the report be approved and signed.

**2029/22 Review of S137 Expenditure**

The Council considered a report on Section 137 expenditure which was shown at Appendix 1 to the report. It was proposed by Councillor Gill and seconded by Councillor Hayes that the S137 expenditure shown at Appendix 1 to the report be approved. A vote was held and it was unanimously

**RESOLVED** - That the S137 expenditure shown at Appendix 1 to the report be approved.

**2030/22 Risk Assessment and Management (Financial and Operational)**

The Council considered a report on Risk Assessment and Management (Financial and Operational) shown at Appendix 1. It was proposed by Councillor Gill and seconded by Councillor Hayes that the Risk Assessment Policy shown at Appendix 1 of the report be approved. A vote was taken and it was unanimously

**RESOLVED** - That the Risk Assessment Policy shown at Appendix 1 of the report be approved.

**2031/22 Review of Asset Register**

The Council considered a report on the Asset Register shown at Appendix 1 of the report which was last approved on 27th May 2021. It was proposed by Councillor Hayes and seconded by Councillor G Dinsdale that the Asset Register shown at Appendix 1 of the report be approved and be further reviewed at the Annual Meeting in 2023. A vote was held and it was unanimously

**RESOLVED** - That the Asset Register shown at Appendix 1 of the report be approved and be further reviewed at the Annual Meeting in 2023.

**2032/22 Review of Social Media Policy**

The Council considered a report on its Social Media Policy as shown at Appendix 1 of the report which was approved and adopted by the Council on 7<sup>th</sup> August 2020 and reviewed and adopted at the Annual Meeting on 27<sup>th</sup> May 2021.

It was proposed by Councillor Gill and seconded by Councillor Hayes that the Social Media Policy shown at Appendix 1 of the report be approved and adopted without amendment and be reviewed at the Annual Meeting in 2023. A vote was held and 8 Councillors voted for the proposal and 2 Councillors abstained.

**RESOLVED** – That the Social Media Policy shown at Appendix 1 of the report be approved and adopted without amendment and reviewed at the Annual Meeting in 2023.

**2033/22 Time and Place of ordinary Council Meetings up to and including the next Annual Meeting**

The Council considered a list of the times and place for ordinary Council meetings up to and including the next Annual Meeting. It was proposed by Councillor Hayes and seconded by Councillor Gill that the list be approved. A vote was taken and it was unanimously

**RESOLVED** - That the list be approved.

**2034/22 Date Time and Place of next Meeting**

The next Council Meeting would be on 30<sup>th</sup> June 2022 at 6.00pm at the Beacon Portal, Whitehaven

**IN PRIVATE**

**2035/22** That prior to the following item of business the Chairman moved the following resolution: -

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

Councillor Hayes proposed this and Councillor Roberts seconded it. A vote was held and it was unanimously

**RESOLVED** – That in view of the special or confidential nature of the business about to be transacted it is advisable in the public interest that the public and press be instructed to withdraw from the Meeting. All members of the public and press then left the Meeting.

**2036/22 Ward Grant Application - TCC**

The Council considered a Councillor Ward Grant Application from TCC for £250.00. The reason the grant was before Council was that it was s137 Expenditure and a Council resolution was required to confirm that the grant complied with the provisions of s 137 of the Local Government Act 1972. It was proposed by Councillor Hayes and seconded by Councillor Maudling that a Councillor Ward Grant of £250.00 be awarded to TCC and that the grant complied with the provisions of the Local Government Act 1972. A vote was held and it was unanimously

**RESOLVED** – That a Councillor Ward Grant of £250.00 be awarded to TCC and that the grant complied with the provisions of the Local Government Act 1972.

The Meeting closed at 7.00pm

Chairman

Planning Application for Consideration by Whitehaven Town Council

| <u>Application Number</u> | <u>Detail</u>   |
|---------------------------|---|
| 4/18/2287/001             | Consultation on Additional and Amended Information:<br>OUTLINE APPLICATION FOR DEVELOPMENT OF<br>UP TO 370 DWELLINGS WITH ASSOCIATED OPEN<br>SPACE AND INFRASTRUCTURE<br><b>LAND AT HARRAS MOOR, WHITEHAVEN</b>   |
| 4/20/2309/0F1             | Consultation on Additional and Amended Information:<br>CONVERSION OF EXISTING BUILDING<br>CONTAINING FLATS TO FORM FIVE DWELLINGS,<br>MINOR EXTERNAL ALTERATIONS, DEMOLITION<br>OF EXISTING SINGLE STOREY EXTENSION, THE<br>CONSTRUCTION OF A NEW ACCESS AND<br>ASSOCIATED CAR PARKING AREA<br><b>HENSINGHAM HOUSE. EGREMONT ROAD,<br/>HENSINGHAM, WHITEHAVEN</b> |
| 4/21/2195/0R1             | Consultation on Additional and Amended Information:<br>APPLICATION FOR THE APPROVAL OF<br>RESERVED MATTERS FOR ACCESS,<br>APPEARANCE, LANDSCAPING, LAYOUT AND<br>SCALE FOR 85 DWELLINGS FOLLOWING<br>OUTLINE PLANNING APPROVAL 4/16/2415/001<br><b>HARRAS DYKE FARM, HARRAS DYKE,<br/>WHITEHAVEN</b>  |
| 4/21/2196/0R1             | Consultation on Additional and Amended Information:<br>APPLICATION FOR APPROVAL OF RESERVED<br>MATTERS FOR ACCESS, APPEARANCE,<br>LANDSCAPING, LAYOUT AND SCALE FOR 5<br>DWELLINGS FOLLOWING OUTLINE PLANNING<br>APPROVAL 4/16/2416/001   |

| <u>Application Number</u> | <u>Detail</u>   |
|---------------------------|---|
|                           | <b>LAND AT HARRAS ROAD, HARRAS MOOR, WHITEHAVEN</b>   |
| 4/22/2221/0B1             | APPLICATION TO VARY CONDITION 2 (DESIGN CHANGE TO CHANGE THE ROOF PROFILE & CONSTRUCTION) OF PLANNING APPROVAL 4/22/2013/0F1 – GROUND FLOOR EXTENSION TO BOTH ENDS & REAR OF EXISTING BUNGALOW (PART OF EXTENSION TO REAR IS TWO STOREY)<br><b>BRAKESIDE VILLA, ENNERDALE TERRACE, WHITEHAVEN</b> |
| 4/22/2224/0F1             | SINGLE STOREY SIDE EXTENSION FOR LIVING, KITCHEN, DINING ROOM<br><b>16 BRAYTON ROAD, WHITEHAVEN</b>   |
| 4/22/2233/0F1             | SINGLE STOREY REAR EXTENSION<br><b>31 WATERS EDGE CLOSE, WHITEHAVEN</b>   |
| 4/22/2234/0F1             | TWO STOREY SIDE EXTENSION<br><b>166 HIGH ROAD, WHITEHAVEN</b>   |
| 4/22/2244/0F1             | FIRST FLOOR EXTENSION TO SIDE OVER AN EXISTING GARAGE TO PROVIDE AN ADDITIONAL BEDROOM, SHOWER ROOM AND SNUG<br><b>11 ROSEMARY CLOSE, WHITEHAVEN</b>  |
| 4/22/2245/TPO             | 1-2 METER REDUCTION OF THREE SYCAMORE TREES PROTECTED BY A TREE PRESERVATION ORDER<br><b>JOHNSON HOUSE, HILLCREST AVENUE, WHITEHAVEN</b>  |
| 4/22/2246/TPO             | CROWN LIFT OF 2.5M AND A REDUCTION SPREAD BY 2M TO TWO BEECH TREES IN A CONSERVATION AREA   |



Application Number

Detail

**MECHLIN, INKERMAN TERRACE,  
WHITEHAVEN**

4/22/2253/0F1

EXCAVATE GROUND 4M BACK OF REAR  
PROPERTY TO CREATE A SPLIT-LEVEL GARDEN  
– RETAINING WALL ERECTED TO SUPPORT THE  
UPPER LEVEL; WALL ERECTED AROUND UPPER  
LEVEL (RETROSPECTIVE)  
**40 TOMLIN AVENUE, WHITEHAVEN**

4/22/2258/0B1

VARIATION OF CONDITION 2 (DESIGN CHANGES  
– TO AMEND THE EXTERNAL APPEARANCE OF  
THE HOUSE TYPES) OF PLANNING APPROVAL  
4/20/2455/0F1 RESIDENTIAL DEVELOPMENT OF 40  
DWELLINGS  
**LAND SOUTH OF WATERS EDGE CLOSE**

4/22/9001

Updated Supported Statement: PROPOSED  
DEMOLITION OF FORMER ELDERLY PERSONS  
HOME  
**BRACKENTHWAITE, SENHOUSE STREET,  
WHITEHAVEN**

## **FINANCIAL REPORT**

### **Purpose of the Report**

Members are asked to consider a list of invoices for authorisation and payment as shown at Appendix 1 and approve the recommendations in paragraphs 3.1 and 3.2.

### **1.0 INTRODUCTION**

- 1.1 Authorise the payment of all invoices as listed in Appendix 1.
- 1.2 The Council is asked to note the cashbook as reconciled with the bank account as shown at Appendix 2 together with income and expenditure at Appendix 3.

### **2.0 FINANCIAL POSITION**

- 2.1 The bank reconciliation was carried out on 21<sup>st</sup> June 2022. This shows a balance of £512,623.53. There are no payments waiting to be cleared.
- 2.2 The balance in the deposit account is £453,327.71.

### **3.0 RECOMMENDATION**

- 3.1 The invoices listed and shown in Appendix 1 be approved and authorised for payment.
- 3.2 The Cashbook (Appendix 2) and the Income and Expenditure (Appendix 3) be noted.

30/06/2022

Appendix 1

Invoices for Consideration by Whitehaven Town Council

| Date       | Supplier                           | Category            | Detail   | Total Amount | Power | Column1       |
|------------|------------------------------------|---------------------|--|--------------|-------|---------------|
| 04/05/2022 | Quality Cleaning & Contracting Ltd | Events              | Clean Up costs following Continental Market & Leyland Bus Event                  | £ 702.00     |       | s144 LGA 1972 |
| 05/05/2022 | AJ-Security (North) Ltd            | Events              | Provision of 2 security personnel for 1 night (30.04.2022)                       | £ 462.00     |       | s144 LGA 1972 |
| 23/05/2022 | Hamshire Flag Company              | Events              | 25 x 10mtr lengths Union Jack Bunting  | £ 420.89     |       | s144 LGA 1972 |
| 24/05/2022 | Carlisle City Fire Protection      | Premises            | Annual Fire Extinguisher Service   | £ 60.00      |       | s111 LGA 1972 |
| 24/05/2022 | Copeland Borough Council           | Premises            | Commercial Waste collection (01.04.2022 - 30.06.2022)                            | £ 15.93      |       | s111 LGA 1972 |
| 25/05/2022 | Eden Springs (UK) Ltd              | Supplies & Services | Environmental Levy for water coolers (June 2022)                                 | £ 2.16       |       | s111 LGA 1972 |
| 28/05/2022 | Mr David Callow                    | Events              | Materials for photographic exhibition  | £ 19.10      |       | s144 LGA 1972 |
| 08/06/2022 | Mrs M Jewell                       | Events              | Re-imbursement for purchase of canapes served during QPJ Proclamation            | £ 125.90     |       | s144 LGA 1972 |
| 01/06/2022 | Mr C J Hayes                       | Events              | Re-imbursement for purchase of wood for Viking Event                             | £ 23.22      |       | s144 LGA 1972 |
| 01/06/2022 | AJ-Security (North) Ltd            | Events              | Provision of 2 x security personnel for 3 nights                                 | £ 1,134.00   |       | s144 LGA 1972 |
| 08/06/2022 | Lockhart Leisure Ltd               | Events              | Supply of marquees for event held on 27.05.2022 and from 30.05.2022 - 06.06.2022 | £ 3,138.00   |       | s144 LGA 1972 |
| 08/06/2022 | Quality Cleaning & Contracting Ltd | Events              | Provision of 2 skips for waste during QPJ weekend                                | £ 576.00     |       | s144 LGA 1972 |
| 09/06/2022 | Sharp Business Systems UK PLC      | Supplies & Services | Photocopier Charges - 19/04/2022 - 18/05/2022                                    | £ 51.19      |       | s111 LGA 1972 |
| 14/06/2022 | Copeland Borough Council           | 3rd Party           | Grass Cutting Contract - June 2022   | £ 2,045.51   |       | s111 LGA 1972 |
| 14/06/2022 | Copeland Borough Council           | 3rd Party           | Allotment and Pigeon Loft Maintenance Contract - June 2022                       | £ 720.80     |       | s111 LGA 1972 |
| 14/06/2022 | Copeland Borough Council           | 3rd Party           | Ranger Contract - June 2022  | £ 3,500.59   |       | s111 LGA 1972 |
| 15/06/2022 | J & R Bennett                      | Events              | Assistant Ranger Contract - June 2022  | £ 2,227.00   |       | s111 LGA 1972 |
| 15/06/2022 | J & R Bennett                      | Events              | Summer Bedding Plants and Compost  | £ 5,123.64   |       | s144 LGA 1972 |
| 15/06/2022 | J & R Bennett                      | Events              | 178 hanging baskets, 12 1/2 moon baskets, 40 1/2 barrier baskets                 | £ 3,636.00   |       | s144 LGA 1972 |
| 17/06/2022 | Mrs V Gorley                       | Supplies & Services | 66 x 6pk cinerara plants   | £ 102.96     |       | s144 LGA 1972 |
| 17/06/2022 | Fluid Productions                  | Events              | Academic Diary 2022/2023   | £ 1.99       |       | s144 LGA 1972 |
| 20/06/2022 | Mrs V Gorley                       | Supplies & Services | Whitehaven Jubilee Weekend Lighting of St Nicholas Tower<br>Toilet Rolls         | £ 1,903.68   |       | s144 LGA 1972 |
|            |                                    |                     |  | £ 4.99       |       | s111 LGA 1972 |
|            |                                    |                     |  | £ 25,997.55  |       |               |



|            |      |   |          |          |         |        |         |         |      |      |         |      |          |      |        |      |      |         |            |            |              |            |             |
|------------|------|---|----------|----------|---------|--------|---------|---------|------|------|---------|------|----------|------|--------|------|------|---------|------------|------------|--------------|------------|-------------|
| 12.06.2022 | BACS | Water Plus                                |          |          |         |        |         |         |      |      |         |      |          |      |        |      |      |         | £ 51.12    | £ 51.12    | Contract     |            |             |
| 13.06.2022 | BACS | Whitehaven Harbour Commissioners Car Park |          |          |         |        |         |         |      |      |         |      |          |      |        |      |      |         | £ 2,500.00 | £ 2,500.00 |              |            |             |
| 15.06.2022 | BACS | Staff                                     | 5012.56  |          |         |        |         |         |      |      |         |      |          |      |        |      |      |         | £ 5,012.56 | £ 5,012.56 | 1931/21 (i)  |            |             |
| 15.06.2022 | BACS | HMRC                                      | 2020.96  |          |         |        |         |         |      |      |         |      |          |      |        |      |      |         | £ 2,020.96 | £ 2,020.96 | HMRC         |            |             |
| 15.06.2022 | BACS | Cumbria LGPS                              | 768.14   |          |         |        |         |         |      |      |         |      |          |      |        |      |      |         | £ 768.14   | £ 768.14   | 6317/17 (ii) |            |             |
| 17.06.2022 | BACS | Mrs Julie Hartley                         |          |          |         |        |         |         |      |      |         |      |          |      |        |      |      |         | £ 250.00   | £ 250.00   |              |            |             |
| 18.06.2022 | DD   | Crown Gas & Oil                           |          | 154.59   |         |        |         |         |      |      |         |      |          |      |        |      |      |         | £ 154.59   | £ 7.73     | £ 162.32     | Contract   |             |
| 19.06.2022 | DD   | BT Group                                  |          |          | 43.95   |        |         |         |      |      |         |      |          |      |        |      |      |         | £ 43.95    | £ 8.79     | £ 52.74      | Contract   |             |
|            |      |   | 24301.51 | 15398.82 | 6138.83 | 429.00 | 1931.90 | 3097.93 | 0.00 | 0.00 | 3409.18 | 0.00 | 17066.86 | 0.00 | 250.00 | 0.00 | 0.00 | 3219.73 | 0.00       | 0.00       | £ 77,743.76  | £ 6,385.79 | £ 84,129.55 |

|   |                                   |                                       |               |
|---|-----------------------------------|---------------------------------------|---------------|
| <b>WHITEHAVEN TOWN COUNCIL</b><br><b>SUMMARISED INCOME &amp; EXPENDITURE STATEMENT</b><br><b>FINANCIAL YEAR 2022-2023</b> | <b>Expenditure Net<br/>of VAT</b> | <b>Invoices not yet<br/>processed</b> | <b>Budget</b> |
|---|-----------------------------------|---------------------------------------|---------------|

**BANK BALANCES BROUGHT FORWARD**

|                              |                     |
|------------------------------|---------------------|
| CBS 53905917 (01.04.2022)    | 118,685.91          |
| CBS 53906216 (01.04.2022)    | 453,327.71          |
| <b>TOTAL OPENING BALANCE</b> | <b>£ 572,013.62</b> |

**INCOME:**

|                     |                     |
|---------------------|---------------------|
| Precept             | 455,593.93          |
| Interest (Deposit)  |                     |
| Other Income        | 22,473.24           |
| <b>TOTAL INCOME</b> | <b>£ 478,067.17</b> |

**EXPENDITURE**

|                            |                    |
|----------------------------|--------------------|
| Employees & Allowances     | 24301.51           |
| Premises                   | 15398.82           |
| Supplies/Services          | 6138.83            |
| 3rd Party                  | 429.00             |
| Grants                     | 1931.90            |
| Allotments                 | 3097.93            |
| Markets                    | 0.00               |
| Community Plan             | 0.00               |
| Ground Maintenance         | 3409.18            |
| Civic Hospitality          | 0.00               |
| Ranger                     | 17066.86           |
| Whitehaven In Bloom        | 0.00               |
| Ward Grants                | 250.00             |
| Elections                  | 0.00               |
| Environmental Improvements | 0.00               |
| Events                     | 3219.73            |
| Contingencies              | 0.00               |
| Reserves                   | 0.00               |
| VAT (to be reclaimed)      | 6385.79            |
| <b>TOTAL EXPENDITURE</b>   | <b>£ 84,129.55</b> |

**CASH BOOK BALANCE**

|                           |                     |
|---------------------------|---------------------|
| Brought forward           | £ 572,013.62        |
| Income                    | £ 478,067.17        |
| Expenditure               | £ 84,129.55         |
| <b>Town Council Funds</b> | <b>£ 965,951.24</b> |

**BANK BALANCES**

|                           |                     |
|---------------------------|---------------------|
| CBS 53905917 (21/06/2022) | 512,623.53          |
| CBS 53906216 (21/06/2022) | 453,327.71          |
|                           | <b>£ 965,951.24</b> |

**Unpresented Cheques 2022/2023**

-

**FINANCIAL POSITION**
**£ 965,951.24**

**INCOME 2022-2023**

| Date       | Item   | Precept   | Interest | Other   |
|------------|--|-----------|----------|---------|
| 01.04.2022 | Allotment Rents 2022/2023                        |           |          | 3318.33 |
| 12.04.2022 | Zurich Insurance (Claim for damaged bus shelter) |           |          | 83.00   |
| 13.04.2022 | HMRC - VAT Refund (March)                        |           |          | 8862.83 |
| 20.04.2022 | Zurich Insurance (Claim for damaged bus shelter) |           |          | 83.00   |
| 21.04.2022 | Allotment Rents 2022/2023                        |           |          | 977.50  |
| 22.04.2022 | Precept 2022/2023                                | 455593.93 |          |         |
| 04.05.2022 | Allotment Rents 2022/2023                        |           |          | 260.00  |
| 09.05.2022 | Allotment Rents 2022/2023                        |           |          | 20.00   |
| 11.05.2022 | Thomas Graham credit returned                    |           |          | 156.55  |
| 16.05.2022 | Cheque 1086 returned                             |           |          | 3500.59 |
| 06.06.2022 | Donation from Taylors Fair                       |           |          | 2500.00 |
| 17.06.2022 | HMRC - VAT Refund (May)                          |           |          | 2711.44 |

|           |      |          |           |
|-----------|------|----------|-----------|
| 455593.93 | 0.00 | 22473.24 | 478067.17 |
|-----------|------|----------|-----------|

## **CHRISTMAS LIGHTS**

### **Purpose of the Report and Recommendation**

To inform Members of a quote received for the erection, maintenance dismantling and repair of the Christmas Lights for 2022/2023 and to consider whether to suspend Financial Regulations in order that the quote be accepted and to consider the risks and recommendations at 2.1.

## **1.0 INTRODUCTION**

- 1.1 Attached at Appendix 1 is a quote for the erection, maintenance, dismantling and repair of the Christmas Lights for 2022/2023 from Cumbria County Council Highways Lighting Department. The quote is for £24,400.00 + VAT. For the past 4 years, CCC has not increased their price.
- 1.2 The lights are currently stored at the Whitehaven Civic Hall. CCC Highways Lighting Department has erected, maintained, dismantled and repaired the Christmas lights for the past few years.

In order for the lights to be erected, maintained, dismantled and repaired by the Council's preferred supplier the Council will have to consider suspending Financial Regulation 11 to permit this. In order to suspend Financial Regulation 11, Financial Regulation 18 states that "The Council may by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to members of the Council".

- 1.3 The reasons for suspension are as follows:



WTC 30/06/2022  
Agenda Item 7  
Appendix 1.

**WHITEHAVEN TOWN COUNCIL  
CHRISTMAS LIGHTING  
QUOTATION  
2022/2023**

**INSTALLATION & MAINTENANCE + REMOVE OF LIGHTING**

**£24,400.00**

**CCC WILL HAVE A 24 HOUR CALL OUTS TO BE CHARGED AT TIME + 15%**

**ALL MATERIALS TO BE CHARGED AT COST + 15%**

**THIS DOSE NOT INCLUDE VAT ON ANY COSTS**

**ALL CATENARY WIRES WILL BE VISUALY CHECK ON INSTALLATION OF FITTINGS AND CCC CAN NOT BE HELD RESPONSIBLE IF THEY FAIL.**

## WINTER BEDDING PLANTS

### Purpose of the Report and Recommendation

To inform Members of a quote received for Winter planting 2022 in Whitehaven and to consider whether to suspend Financial Regulations in order that the quote be accepted.

## 1.0 INTRODUCTION

- 1.1 Attached at Appendix 1 is a quote for the provision of flowers for the Winter season from the Council's preferred supplier. The quote is to supply the flowers for 10 planter bases, 24 barrels, 12 cast iron planters, 5 aluminium planters, 5 plastic planters, Trinity bed, Pelican bed, Corkickle badge bed, Hensingham Ship and Wilkinson's window boxes.
- 1.2 In order to purchase flowers from the Council's preferred supplier the Council will have to consider suspending Financial Regulation 11 to permit this. In order to suspend Financial Regulation 11, Financial Regulation 18 states that "The Council may by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to members of the Council".
- 1.3 The reasons for suspension are as follows:
  - It is a value for money service;
  - It is a quality service – the Council is constantly asked who provides the flowers;
  - The preferred supplier is very community orientated, has pride in the flowers they provide and even helps with the planting of them in town.

Risks:

- There is a risk that the flowers could be obtained cheaper by another supplier but this is a very small risk as the cost per plant is very low and the quality is very high.

## **2.0 BUDGET IMPLICATIONS**

2.1 The 2022/2023 Budget for Whitehaven in Bloom is £12,000.00 and to date £7,385.50 has been spent.

## **3.0 RECOMMENDATION**

- 3.1 It is recommended that the Council considers making a resolution to suspend the Financial Regulation 11 to allow the flowers to be purchased from the preferred supplier and if making the resolution
- 3.2 Agree to the reasons for the suspension which will be recorded and also that the assessment above of the risks provided be accepted and approved.

WTC 30/06/2022  
 Agenda Item 8  
 Appendix 1.

**R. Bennett**  
 Brook House  
 Distington  
 Workington  
 Cumbria CA14 5YA  
 tel. (01946) 834140  
 Mobile 07512353137

**QUOTE: Whitehaven Town Council Winter Bedding for 2022**

| Quantity | Type            | Polys | Polys Total | Bellis | Bellis Total | Wallflower | Wallflower, Total | Hyacinth   | Tete a Tete | Tulips | Tulips, Total |
|----------|-----------------|-------|-------------|--------|--------------|------------|-------------------|------------|-------------|--------|---------------|
| 24       | Barrels         | 12    | 288         | 12     | 288          | 1          | 24                | 0          | 20          | 30     | 720           |
| 5        | Plastic         | 20    | 100         | 24     | 120          | 3          | 15                | 0          | 0           | 60     | 300           |
| 12       | Metal Black     | 20    | 240         | 24     | 288          | 3          | 36                | 0          | 400         | 60     | 720           |
| 10       | Tier Bottoms    | 20    | 200         | 30     | 300          | 3          | 30                | 0          | 500         | 70     | 700           |
| 5        | Civic Stainless | 0     | 0           | 150    | 750          | 9          | 27                | 500        | 0           | 150    | 750           |
|          |                 |       | <b>828</b>  |        | <b>1746</b>  |            | <b>132</b>        | <b>500</b> | <b>920</b>  |        | <b>3190</b>   |

|                 | Polys Total | Bellis Total | Wallflower Total | Hyacinth   | Tete a Tete | Tulips, Total |
|-----------------|-------------|--------------|------------------|------------|-------------|---------------|
| Pelican Bed     | 400         | 500          | 200              | 0          | 600         | 750           |
| Badge Bed       | 0           | 600          | 300              | 600        | 0           | 600           |
| Hensingham Ship | 100         | 50           | 9                | 0          | 200         | 300           |
| Roper St Bed    | 300         | 500          | 18               | 300        | 0           | 500           |
|                 | <b>800</b>  | <b>1650</b>  | <b>527</b>       | <b>900</b> | <b>800</b>  | <b>2150</b>   |

**Extras:** Wilkos Planters (Cyclamen x 16, violas x 4 (6 pack), heather x 8 plus a few polys to bulk out) £30.00

**Plants:** Polys 1628 £1.20 4pk= 407  
 Bellis perennis 3396 £1.25 6pk= 566  
 Cordylone 15 £1.05  
 Wallflower 659 £1.05

**Bulbs:** Tulip (Bulbs) 5604 £0.11 £616.44  
 Hyacinths 1400 £0.30 £420.00  
 Tete a tete 1750 £0.11 £192.50

|        |                  |
|--------|------------------|
| Plants | £1,933.60        |
| Bulbs  | £1,228.94        |
|        | <b>£3,162.54</b> |