

# WHITEHAVEN TOWN COUNCIL

**Clerk and Responsible financial Officer:** Marlene Jewell  
Telephone: 01946 67366  
**Chairman:** Councillor Brian O’Kane

**To: Members of Whitehaven Town Council**

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

**Venue:** The Ennerdale Room, Whitehaven Civic Hall, Lowther Street, Whitehaven

**Date:** Thursday 31st May 2018

**Time:** 6.30pm

Signed.....*Marlene Jewell*.....Dated.....*24<sup>th</sup> May 2018*.....  
Marlene Jewell, Clerk and Responsible Financial Officer

## AGENDA

- 1. Election of Mayor (Chairman)** – To elect the Mayor (Chairman) of the Council and to receive the signed Declaration of Acceptance of Office
- 2. Election of Deputy Mayor (Deputy Chairman)** – To elect the Deputy Mayor (Deputy Chairman) and to receive the signed Declaration of Acceptance of office
- 3. Apologies for Absence**
- 4. Minutes of the Council Meeting held on 26th April 2018**
- 5. Declarations of Interest**  
To receive declarations of interests by elected members in respect of Agenda items  
If a Member requires any advice on any item involving a possible declaration of interest which could affect his/her ability to speak and/or vote he/she is advised to contact the Clerk at least 24 hours in advance of the meeting.

**6. Public Participation**

**7. Mayor's Allowance** – That the Mayor's allowance in pursuance of section 15(5) of the Local Government Act 1972 be set at £3063.00 as per the Budget allocation

**8. Planning Applications**

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

**9. Financial Report**

**10. Annual Return For Approval**

**11. Report of Staffing Committee** – Member of Staffing Committee to give a report.

**12. Appointment to Policy and Resources and Finance Committee and appointment to Staffing Committee and appointment of Chairman and deputy Chairman**

**13. Appointment to Advisory Groups for Christmas Festivities, Whitehaven in Bloom and Allotments**

**14. Report on the General Data Protection Regulations**

**15. Report of Allotments Advisory Group**

**16. Report of Whitehaven in Bloom**

**17. Corruption in Copeland**

**18. Calendar of dates and times of Council Meetings, Committee and Advisory Group meetings for approval**

**19. Councillor Ward Matters**

**20. Date of next Council Meeting**

# WHITEHAVEN TOWN COUNCIL

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

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

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

Mr Chris Abbott from First Responders  
Members of the Public  
Press

### **970/18**      **Apologies for Absence**

Apologies for absence were received from Councillor Guest, Councillor Lowrey and Councillor Poland

### **971/18**      **Declarations of Interest**

Councillor Laine declared a non-pecuniary interest in Item 19 in the private section .  
Councillor Maudling declared that he was a member of CBC’s Planning Panel.

### **972/18**      **Minutes of the Council Meeting held on 29th March 2018**

Councillor Laine wished it to be recorded that she was abstaining on this item as she had not been present at the meeting.  
Councillor Roberts proposed that the Minutes be approved and signed by the Chairman as a correct record and this was seconded by Councillor Gill

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

### **973/18**      **Minutes of the Extraordinary Council Meeting held on 6<sup>th</sup> April 2018**

Councillor Laine said there had been quite a lot of discussion on Minute 966/18 which was not shown in the minute. She said that the resolution was for it to be deferred to seek legal advice. There was also no comment that CALC and NALC had given a decision on whereby we could decide what to do.

The Chairman said that the Minutes were a precis of what was discussed at the meeting and there was no way that every single point that was discussed was going to be recorded

Councillor Gill proposed that the Minutes be approved as amended and signed by the Chairman as a correct record. This was seconded by Councillor Maudling

Councillor Laine wished it to be recorded that she was voting against this. All other Councillors voted for the proposal and it was:-

**RESOLVED** – That the Minutes be approved and signed by the Chairman as a correct record subject to the amendment agreed to Minute 966/18 (i) that the words “That the decision be deferred until the next meeting and.....” be inserted at the beginning of Minute 966/18 (i).

**974/18**

### **Public Participation**

1. Chris Abbott the Team Leader of Arlecdon First Responders and a member of Cumbria Survival Partnership attended to talk about increasing survival rates in the area.

He said that the average for people surviving was 9% and that it had increased in this area from 5% to 7% but in Morecambe Bay it was 14.5% and in Scandinavia it was 60% to 70%.

Mr Abbott said he had been running courses for the public and after each course the people said that they now had the confidence to do the basics for someone who was not breathing or who had had a heart attack and to use a defibrillator.

When the regeneration of Whitehaven gets underway there would be more public meetings and he was passionate to get more members of the public to be able give good quality CPR and to use a defibrillator.

He said that in the age group 9 to 20, 12 to 15 people have a cardiac arrest every week.

He said that there were 11 defibrilators in Whitehaven but sadly 5 were not working.

The Whitehaven Civic Hall had agreed to sponsor Tuesday 15<sup>th</sup> May 2018 for 2 hours between 6.00pm and 8pm for a public meeting and that he was at the Council meeting to try to encourage everyone to distribute some posters that he had around the area to try and get more people involved. At the meeting there would be power point presentations, practical demonstrations, using a defibrillator then a question and answer session. He said it was all about giving people the confidence to know what to do to save lives.

2. Parents of children who attended Whitehaven Academy attended to ask for the Council’s support following the recent asbestos incident and made the following points:-
  - They wanted a full investigation from Bright Tribe regarding the asbestos

- That it was time to get rid of Bright Tribe
- The question was raised as to why the school could not go back to being a local authority school and it could not be accepted that this was not possible
- The money was obviously there but it was not being given to the kids so where was it going
- Councillor Rayson referred to the asbestos issue and said Bright Tribe should be asked for a full investigation on the matter
- Councillor Rayson said that there was a parent forum meeting to be held the next Tuesday and asked if the Town Council could write to Bright Tribe to ask them to attend
- Councillor Rayson said there was a lack of communication and the reason why people would not speak out was because they were frightened for their jobs and she would like to see some sort of protest outside the school and that the DFE would not release any money while Bright Tribe were still there
- Councillor Rayson said with the new trust coming in they could not go back to the LEA
- Over the years since bright tribe were in charge they had got rid of local governance
- Julie and the rest of the team have done so much and they could not understand why the community was not standing up to get rid of Bright Tribe instead of just leaving it to a small minority
- We need to build the school back up or we are going to lose the community spirit and that's why we need the Council to do something and we need to build up the community spirit
- While under this multi academy trust we've lost our community
- If the school could go back to being a local authority school it was felt that they would get sponsorship back and they could not accept that it was not possible to turn it back to a local authority school
- The money was there but where was it and why was it not being given to the kids
- Councillor O'Kane said it was our community and we need to do something
- Councillor Rayson said that there was AMC and reps from the DFE and Bright Tribe. Sir David Carter had said that Bright Tribe must adhere to its Articles of Association and Bright Tribe should still be engaging with the community and that Bright Tribe needs to meet parents urgently
- Councillor Laine said that she was concerned about the lack of education the children have had for years and we need to get a core team together to discuss this
- Julie Rayson said that she would like the Whitehaven News to report that the parents were at the Council meeting
- The Chairman thanked the parents for attending the Council meeting

## 975/18 Planning Applications

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

Councillor O’Kane said he had no comments to make about the applications except that he was concerned about trees.

Councillor Laine said following recent Planning training she was concerned about the amount of time being spent scanning planning applications received from CBC to forward to Councillors. The Chairman said that the easiest way to deal with this was to liaise with Nick Hayhurst and find a way forward.

There were no comments or representations on the planning applications on Appendix 1 and it was

**RESOLVED** – That the Clerk inform the Planning Department that the Council had no representations to make on the planning applications shown at appendix 1

## 976/18 Financial Report

The Council considered a Financial Report.

Councillor Gill proposed that the invoices shown at Appendix 1 be approved and paid. This was seconded by Councillor Roberts. Councillor Laine said that she wished it to be recorded that she was voting against this because of openness and transparency.

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

Councillor O’Kane proposed that the Cash Book and Income and Expenditure shown at Appendices 2 and 3 be approved and noted and this was seconded by Councillor Gill. Councillor Laine wished it to be noted that she was voting against this.

**RESOLVED** – (ii) That the Cash Book and Income and Expenditure shown at appendices 2 and 3 be approved and noted

## 977/18 Market Report

The Chairman introduced a report on Whitehaven Market. Councillor Laine proposed that this should be in private. There was no seconder for this so the proposal fell.

Councillor Laine said she had some comments to make and said that the market was being run at a loss of £75,000 per annum .

The Chairman said that he felt that there were aspects in the report that would

benefit from further discussion between the Town Council and CBC to look at the present situation and to try and work out what could be done.

Councillor Gill proposed the Council should defer looking at the report and ask for a special meeting with the Mayor and CBC including the Executive member and any other interested parties invited by CBC to discuss the matter.

This was seconded by Councillor Forster.

Councillor Laine said the market was running at a loss, was not best value for the tax payer and was a flop and said it was not about stopping the market but about taking the right people's advice and getting people on board.

The Chairman said he had no wish to go back over 18 months of argument about the market.

Councillor Maudling said it was about how we could turn things around and that everyone wanted the market to succeed

Councillor Laine asked that her vote be recorded and voted against this and said any funding the Council was giving should be stopped immediately.

**RESOLVED** – That consideration of the report be deferred and that a special meeting be set up between the Council and Copeland Borough Council to include any other interested parties invited by CBC.

**978/18**

#### **Update on St Nicholas Gardens**

The Chairman stated that following Minute 966/18(ii) the company Doosan Babcock had stepped in to help St Nicholas Gardens.

He said he was giving the report as an individual and that the Town Council was not involved in it and that he was giving an update on what had happened.

He said this had happened because of help from Gerard Richardson who had put in a request for help to the Cumbria Exchange and in less than 1.5 days there had been offers from 3 organisations to help and Councillor Gill said that those people should be thanked publically. There had also been an offer from the lady at Cumbria Exchange to spend 1 or 2 days to clean up the middle/rear of St Nicholas in anticipation of the Taste Cumbria event.

The Chairman said that CBC were due to start grass cutting and the flowers would be financed by Doosan Babcock and AIM.

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

**979/18**

#### **Recommendations from the Whitehaven in Bloom Advisory Group**

The Chairman thanked Stan Sanczuk and Ian Latter and said they had been wonderful and would precipitate a lot of action in the future as they had a wide knowledge of what used to happen in Whitehaven. The Council considered a report containing recommendations from the meeting of the Allotments Advisory Group held on 12<sup>th</sup> April 2018 which were as follows:-

- Enquiries to be made with CCC with regards to putting brackets for hanging baskets on lamp posts

- The Ranger to check on the condition of the existing brackets and to identify where others were needed and to report back to the Clerk
- The Ranger would water flower baskets as part of his duties
- To purchase large tubs/planters/barrels
- Councillor O’Kane to make enquiries with Whitehaven Garden Centre as to the cost of purchasing barrels including plants
- The Clerk to contact Workington Town Council for information relating to their supplier of their floral displays.

The Chairman said that the CCC had been contacted and had said that brackets were not allowed on lamp posts with the exception on those in King Street. Councillor O’Kane said that there had been an offer to build 2 or 3 ships in the next few months to be filled with flowers and there had also been an offer to give the Council a replica of the Angel of the North which had been built locally. No decision was taken on these.

Following a discussion it was:-

- RESOLVED** – (i) That the recommendations of the Whitehaven in Bloom Advisory Group be approved
- (ii) That 20 large pre planted barrels be purchased from Whitehaven Garden Centre at a cost of £60 (inc. VAT)each
- (iii) That a quote be taken from CBC for planting flowers in the grassed over raised flower bed outside the Marchon Club and this be referred to the next meeting.
- (iii) That the offer from the Yellow Earl to sponsor a flower bed for £250.00 be accepted with thanks.

## **980/18      Office Accommodation**

The Council considered a report on office accommodation.

It was reported that the property at Duke Street had since been sold.

The Council were aware of the press report on the future of Whitehaven Library and Councillor Forster said it was a beautiful building and it was something the Town Council could take over and look after.

Councillor Gill said he was concerned about the time this would take

The Chairman said that a larger room in the Civic hall may be coming available and Councillor Gill said that he did not see renting somewhere as being an asset to the town.

The Chairman said that there was going to be a lot of office space available in Whitehaven in the next two years.

**RESOLVED** – That the Clerk write to Cumbria County Council to ask about the library building.

The Chairman proposed that item 13 on the Agenda should be heard before Item 12 and this was agreed.



981/18

### Playparks and Open Spaces

Councillor Laine said that she had met with Alan Clements from CBC and some of the CBC Parks Team at St James's school play park and found 16 needles. These had been reported to her by a few people on social media. She said the public were being left vulnerable and had 5 proposals to ask CBC to:-

1. To undertake daily clean ups of all playparks and open spaces owned by CBC being Whitehaven Town Centre, St James school area, Whitehaven Castle, Castle Park, Kells playpark
2. To make arrangements for establishing safer procedures for reporting and collecting needles 24/7 through a specific needle clean hotline where they can be collected within 30 minutes
3. To roll out the procedure in 2 above across all parishes in Whitehaven
4. To provide written advice on needle collection and disposal in addition to information on the CBC website, and in leaflets for those without internet
5. To have a person dedicated to monitoring and activating these matters so that there is one central point of human contact

Councillor Gill proposed that the five proposals to CBC above be approved and this was seconded by Julie Rayson

**RESOLVED** – That the 5 proposals listed above be approved and CBC be asked to implement these.

982/18

### Council Communication

The Chairman said that the Council had tried to produce positivity. Our relationship with the public is that people will call into the office to speak to us face to face.

The Chairman gave out a sheet of paper and said these were public posts made by various people on a website and anyone on facebook and anyone could go on and look at them. Councillor Laine read out the names on the sheet of paper and Councillor O'Kane read out part of the content of one of the posts which was making allegations against the Council.

He said there was an increasing amount of negativity posted on facebook about our Council and he asked how do we as a Council respond to this negativity. Councillor Rayson said if it is not directed as a formal letter or someone comes into the office to talk about it then it should not be replied to and should be ignored.

Councillor Laine said it was democracy and it couldn't be stopped.

Councillor Rayson said she didn't look at facebook anymore.

The Chairman said his concern was that the Council was trying to do a lot of good work and whatever the Council tried to do is being got at and asked how

the Council could turn negativity into positivity.

Councillor Gill said the best thing to do was to ignore them and Councillor Maudling agreed.

Councillor Laine said you can't stifle democracy and you can't stop free speech and just ignore it.

There was a discussion on this matter but no resolution was made.

**983/18**      **Corruption in Copeland**

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

**984/18**      **Councillor Matters**

- (i) Councillor Forster said there would be a big litter pick on the whole estate starting the next day and on Saturday
- (ii) Councillor Gill referred to bus shelters and said they had still not been done after 3 years and that people out there wanted to see things on the streets. Councillor Roberts said that it was being dealt with.
- (iii) Councillor Forster asked where the Council was with the bins. The Chairman Said we were waiting for a meeting with CBC to discuss the report prepared by Councillor Laine and would contact the Mayor the next day to sort out a date urgently.
- (iv) Councillor O'Kane said there had been a response from Royal Mail about the traffic going down King Street who had said they were going to carry on doing it as they had permission from the Police. Councillor O'Kane said he intended to follow this up with the Police to see if they would investigate the Post Office vans going down King Street and to try and prevent an accident happening.  
Councillor Maudling said it was not just them it was other people as well and county signs said before 10am and after 5pm and some pressure should be put on county enforcement to give some tickets out for this
- (v) Councillor O'Kane said he had spent 3 days in maternity and was impressed with the facilities and the staff and was concerned that the staff were worried that maternity services were going to Carlisle but that while he was there they were transferring people from Carlisle to Whitehaven because Carlisle was full. He said he did not see how the Council could be involved and that it was just a comment.
- (vi) Councillor Maudling said he had organised with MacDonalDs and Whitehaven Theatre Group for litter picking in Castle Park a week on Saturday He said MacDonalDs had sponsored the event and collected 23 big bin bags and when the contents were looked at it was found that only 2% of the litter was fast food related. MacDonalDs also said that they would help to paint the bandstand in Castle Park.

985/18

The Chairman said the meeting had been going on for 2.5 hours and proposed suspending Standing Orders to allow the meeting to carry on

**RESOLVED** – That Standing Orders be suspended for 30 minutes.

- (vii) Councillor Rayson said a stallholder in the market had a key to use the toilets and had now been told that the Council wanted them to use the toilets in the Beacon. There had also been an issue of no light in the toilet
- (viii) Councillor Rayson said she had had a letter from year 6 Jericho School on 27th March 2018 when 20 pupils walked round the grounds and filled 10 bin bags with litter. Litter found included a rugby ball, a solar powered gas lamp and a baby's car seat.  
The letter said that the pupils thought that more bins should be installed and more people should be involved with litter picking and that more schools should be involved in a litter picking programme. They were worried that litter would harm local wildlife and plants and the environment was in danger of pollution.  
They wanted the Council to do more about enforcement of litter and provision of bins.
- (vix) Councillor Laine said that a few shop holders can't get into work on market day because they are disabled and need to be dropped off and that she had contacted Julie Betteridge to see how this fits in with the Equality Act and was waiting to hear from her.
- (x) Councillor Laine asked that if only 12 stalls are used can the Council sell the remaining 23
- (xi) Councillor Laine said that six parents over the last 48 hours had told her that drugs were being given out to underage kids in Castle Park on Friday and Saturday nights and said that it had been aired that the drug spice may be being used. She said that it had been aired that underage sex was happening by older men with younger kids as young as 12  
She said A&E admissions on Friday and Saturday nights were with children from Castle Park  
She said kids were being drugged and the parents were going to look for them at 2.00am with a torch and finding them wandering around like zombies and that what concerned her was the underage sex as that was rape. She said residents from the top floor flats were watching this and sending pictures to her about what was happening.  
She said the park was not cleaned regularly.
- (xii) Councillor Laine said that Bransty residents were complaining about dog poo around the school.

- (xiii) Councillor Laine said there was a lack of litter bins everywhere.
- (xiv) Councillor Gill referred to the market situation and said it was the County Council who insisted that the barriers were placed where they were for safety reasons and Councillor Laine said that if the market wasn't there barriers would not be needed and as it was losing £75,000 a year what was the point. Councillor Gill said they were only there on market days.

**986/18**      **Date of Annual Parish Meeting**

**RESOLVED** – That the date of the Annual Parish meeting be 17<sup>th</sup> May 2016 at 6.00pm at Whitehaven Civic Hall

**987/18**      **Date of Annual Council meeting**

**RESOLVED** – That the date of the Annual Council meeting be 31<sup>st</sup> May 2018 at 6.30pm at Whitehaven Civic Hall

**988/18**      **IN PRIVATE**

Prior to the following items of business the Chairman moved that they be held in private because of the nature of the business and the public and/or press were instructed to withdraw. The Clerk and Trainee Clerk also left the room during consideration of Item 18.

**989/18**      **Pay Rises**

The Council considered a report on pay rises for staff.  
Councillor Laine wished it to be recorded that she voted against this.

**RESOLVED** – That the pay rises be approved.

Councillor Laine had declared an interest in the following item and left the room

The Clerk and Trainee Deputy Clerk returned to the room

**990/18**      **Update on Claim Against the Council**

Further to Minute 969/18 the Clerk reported back on the solicitor appointed and the Council considered a letter from the solicitor.

**RESOLVED** – That the contents of the letter be noted and that the matter proceed to Court.

The meeting closed at 9.40pm

Chairman

**Item 7**

**Mayor Chairman's Allowance**

**Purpose of the Report and Recommendation**

To consider a Report on the Mayor's (Chairman's) Allowance and to approve the recommendations in paragraphs 2.1 and 2.2 below.

**1.0 INTRODUCTION**

- 1.1 Under Section 15 (5) of the Local Government Act 1972 the Council may pay the Chairman an allowance for the purpose of meeting the expenses of the office.
- 1.2 The Council has included an amount of £3063 in the budget for the Mayor's (Chairman's) Allowance
- 1.3 The Council administers this allowance from the office and the Mayor is required to submit receipts for expenses incurred by the position of Mayor
- 1.4 As long as the Mayor's Allowance is a reasonable reimbursement of the expenses of the unpaid office and contains no element or remuneration for the holder HMRC treat it as not chargeable for tax but they might ask Councils how much is paid and where it is thought there might be an element of remuneration they might ask the Mayor for details of the uses to which the allowance was put.
- 1.5 The Mayor's Allowance is designed to defray the expense of the office itself and which allows the Mayor to meet the expenses associated with the special office. When a Council has decided the annual budget for the allowance to be paid to the Mayor it may make payments on request or pay the allowance in quarterly or biannual instalments. In this Council the Mayor's Allowance is held as a budget line and the Mayor submits receipts for expenses incurred and is reimbursed and the expenditure is recorded on the cash sheet.
- 1.6 The Mayor enjoys a special relationship with the public and opens fetes, attends charity events or welcomes visitors etc and this is one reason why the Mayor receives the allowance to support this public role.

1.7 There has been some discussion in the Council as to what constitutes expenses of office in relation to the Mayor's Allowance and it is suggested that these be defined to include the following:-

- Annual Parish Meeting
- Civic Sunday
- Attendance tickets and donations at charity events
- Donations to Charities without attending the event
- Hospitality at events
- Support to the Mayor's chosen charity
- Christmas cards
- Provision of suitable outfits to wear at official functions
- One off events held by the Mayor
- Administrative costs at home i.e. printing, paper, telephone calls

## **2.0 RECOMMENDATION**

2.1 That the expenses of the office of Mayor be defined as in paragraph 1.6 above be approved and

2.2 That the Mayor's Allowance continues to be administered in the office and the Mayor is reimbursed on production of a receipt for the expenditure incurred provided that it is expenditure specified in 1.6 above.

WTCAM 31/05/2018

Item 8

Planning Application for Consideration by Whitehaven Town Council

<u>Application Number</u>	<u>Detail</u>
CH/4/18/2157/0F1	SINGLE STOREY REAR EXTENSION <b>21 READ DRIVE, WHITEHAVEN</b>
CH/4/18/2162/0F1	REAR AND SIDE SINGLE STOREY EXTENSION <b>38 HERDUS ROAD, MIREHOUSE, WHITEHAVEN</b>
CH/4/18/2163/0F1	TWO STOREY EXTENSION TO BUNGALOW FOR KITCHEN, LIVING, DINING SOPACES AND WOODSTORE <b>HOLLYDENE, HARRAS ROAD, WHITEHAVEN</b>
CH/4/18/2164/0F1	TEMPORARY PERMISSION FOR SITING OF STEEL STORAGE CONTAINERS (RETROSPECTIVE) <b>WHITEHAVEN GOLF CLUB, RED LONNING, WHITEHAVEN</b>
CH/4/18/2171/0F1	TWO PAIRS OF SEMI DETACHED DWELLINGS <b>PLOTS 45,46,47 &amp; 48 JOLLOWS CLOSE, KELLS, WHITEHAVEN</b>
CH/4/18/2183/0F1	PROPOSED TWO STOREY REAR EXTENSION TO EXISTING SEMI-DETACHED DWELLING AND ASSOCIATED REMOVAL OF CHIMNEY AND EXTERNAL WORKS <b>15 YORK ROAD, KELLS, WHITEHAVEN</b>
CH/4/18/2186/0F1	CHANGE OF USE/REFURBISHMENT OF THE GROUND FLOOR FROM RETAIL TO RESTAURANT/BAR PLUS REPLACEMENT WINDOWS AT FIRST, SECOND AND THIRD FLOOR LEVELS OF THE MARKET PLACE ELEVATION <b>11 MARKET PLACE, WHITEHAVEN</b>
CH/4/18/2189/0F1	PROPOSED DETACHED DWELLING WITH INTEGRAL GARAGE <b>7 HENSINGHAM ROAD, WHITEHAVEN</b>
CH/4/18/2190/TPO	CROWN REDUCTION TO PROVIDE 1.5M CLEARANCE OF PROPERTY TO CHERRY, ALDER AND BEECH TREES (WITHIN A CONSERVATION AREA) <b>BRACKENTHWAITE RESIDENTIAL HOME, SENHOUSE STREET, WHITEHAVEN</b>
CH/4/18/2191/TPO	CROWN RAISE TO CLEAR CAR PARK TO PROVIDE A MAXIMUM CLEARANCE OF 2M TO HORSE CHESTNUT, ROWANS, ALDER AND SILVER BIRCH TREES. REMOVE AND



	TREAT STUMP TO ROWAN TREE (WITHIN A CONSERVATION AREA) <b>CATHERINE STREET CAR PARK, CATHERINE STREET, WHITEHAVEN</b>
CH/4/18/2192/TPO	REMOVE AND TREAT STUMP OF A SYCAMORE TREE. CROWN RAISE TO A MAXIMUM OF 2.5M OF AN ALDER TREE (WITHIN A CONSERVATION AREA) <b>CUMBRIA RECORD OFFICE, SCOTCH STREET, WHITEHAVEN</b>
CH/4/18/2196/0F1	PROPOSED MIXED USE DEVELOPMENT COMPRISING B1 AND C3 USE CLASSES INCLUDING ASSOCIATED ACCESS & PARKING <b>LAND BETWEEN ASDA AND VETERINARY SURGERY (KNOWN AS CHURCH CAR SALES), PRESTON STREET, WHITEHAVEN</b>
CH/4/18/2201/0F1	ERECTION OF DOUBLE STOREY EXTENSION AND FREE- STANDING GARAGE (RESUBMISSION) <b>96 HOLLY BANK, THE HIGHLANDS, WHITEHAVEN</b>
CH/4/18/2203/0F1	TWO STOREY REAR EXTENSION (RESUBMISSION OF WITHDRAWN APPLICATION) <b>24 BASKET ROAD, KELLS, WHITEHAVEN</b>
CH/4/18/2211/0F1	NEW WINDOWS WITH DOUBLE GLAZED PANES AND REPLACE FRONT AND REAR EXTERNAL DOORS <b>43 MARKET PLACE, WHITEHAVEN</b>

## **FINANCIAL REPORT**

### **Purpose of the Report**

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

## **1.0 INTRODUCTION**

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

## **2.0 FINANCIAL POSITION**

- 2.1 The bank reconciliation was carried out on 22<sup>nd</sup> May 2018. This shows a balance of £567,035.70. There are however cheques to the value of £971.05 still to be presented and cleared.
- 2.2 The balance in the deposit account is £141,965.85.

## **3.0 RECOMMENDATION**

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

31/05/2018

Appendix 1

Invoices for Consideration by Whitehaven Town Council

Date	Supplier	Category	Detail	Total Amount	Power
13/04/2018	Copeland Borough Council	3rd Party	Monthly Charge (Apr) - Grass Cutting Contract 2018/19	£1,025.48	s111 LGA 1972
13/04/2018	Copeland Borough Council	Premises	Monthly Charge (Apr) - Energy charges for room in Civic Hall	£65.40	s111 LGA 1972
13/04/2018	Copeland Borough Council	3rd Party	Monthly Charge (Apr) - Maintenance contract for allotments/pigeon lofts	£570.70	Allotments Act 1908
13/04/2018	Copeland Borough Council	Premises	Quarterly Charge (Apr - Jun) - Discounted commercial waste	£42.70	s111 LGA 1972
16/04/2018	Rosehill Youth Theatre	Premises	Hire of Ennerdale Room 6/4, 12/4, 17/4, 26/4, 30/4/2018	£210.00	s111 LGA 1972
30/04/2018	Mrs Julie Hartley	3rd Party	Interim Internal Audit for work completed in April 2018	£250.00	s111 LGA 1972
30/04/2018	Viking	Supplies/Services	Copier Paper, Lever Ach Files and Suspended Filing Envelopes	£113.71	s111 LGA 1972
01/05/2018	Copeland Borough Council	Premises	Monthly Charge (May) - Energy charges for room in Civic Hall	£65.40	s111 LGA 1972
01/05/2018	Copeland Borough Council	3rd Party	Monthly Charge (May) - Maintenance contract for allotments/pigeon lofts	£570.70	Allotments Act 1908
01/05/2018	Copeland Borough Council	3rd Party	Monthly Charge (May) - Grass Cutting Contract 2018/19	£1,025.48	s111 LGA 1972
01/05/2018	Midshire	3rd Party	Photocopier Charges - 01/02/18 to 01/05/18	£302.95	s111 LGA 1972
14/05/2018	Copeland Borough Council	3rd Party	Monthly Charge (Apr & May) - Parks & Open Spaces Ranger Contract	£5,360.04	s111 LGA 1972
16/05/2018	Cumbria Media	Supplies/Services	Website updates (Job no 109 -115) and maintenance	£40.00	s111 LGA 1972
17/05/2018	Mrs V Gorley	Employees/Allowances	Refreshments for Annual Parish Meeting	£11.59	s111 LGA 1972
22/05/2018	Mrs V Gorley	Supplies/Services	Postage fee	£1.40	s111 LGA 1972
				£9,655.55	

APPENDIX 2.

WHITEHAVEN TOWN COUNCIL

CASH BOOK FROM 1 APRIL 2018

Date	Ref	Payee	Employee: Premises	Supplies/S: 3rd Party	Grants	Allotmns	Christmas	Market	Communi ty Plan	Ground Maint	Civic Hospitality	Ranger	W.LB	Ward Grants	Elections	Environmental Improvements	Events	Net Total	VAT	Total	Min. Ref.
03/04/2018		Unpresented Cheque from February 2018	65.00															65.00		65.00	
04/04/2018	402	Cumbria Association of Local Councils		45.00														45.00		45.00	665.00
04/04/2018	403	Viking Direct		117.16														117.16	1.03	118.19	948/18(0)
04/04/2018	404	Westcom		95.00														95.00	19.00	114.00	948/18(0)
04/04/2018	405	The Waverley Hotel														61.66		61.66	12.34	74.00	948/18(0)
04/04/2018	406	The Waverley Hotel														61.66		61.66	12.34	74.00	948/18(0)
04/04/2018	407	Rosehill Youth Theatre														61.66		61.66	12.34	74.00	948/18(0)
04/04/2018	408	E.ON	260.00															260.00		260.00	948/18(0)
04/04/2018	409	Copeland Borough Council					238.18											238.18		238.18	948/18(0)
04/04/2018	410	Copeland Borough Council				1910.00												1910.00		1910.00	948/18(0)
04/04/2018	411	Clfr. Brian O'Kane - VOID replaced by chq 422																			
04/04/2018	412	Clfr. Brian O'Kane - VOID replaced by chq 422																			
04/04/2018	413	Viking Direct																			
04/04/2018	414	Cumbria Media		64.85														64.85	12.97	77.82	948/18(0)
04/04/2018	415	Mrs V Gorley		36.00														36.00		36.00	948/18(0)
04/04/2018	416	The Waverley Hotel		3.50														3.50	3.50	3.50	948/18(0)
04/04/2018	417	Clfr. Graham Roberts														112.50		112.50	22.50	135.00	948/18(0)
04/04/2018	418	The Waverley Hotel																			948/18(0)
04/04/2018	419	JM Skips	5.00															5.00	5.00	5.00	948/18(0)
04/04/2018	420	Mrs V Gorley																			948/18(0)
04/04/2018	421	Royal British Legion																			948/18(0)
04/04/2018	422	Manchester Urban Cleaners				800.00												800.00	160.00	960.00	948/18(0)
05/04/2018	BACS	Manchester Urban Cleaners																			948/18(0)
06/04/2018	BACS	Manchester Urban Cleaners																			948/18(0)
13/04/2018	BACS	Staff	35.91															35.91	1100.00	660.00	948/18(0)
13/04/2018	BACS	Cumbria Local Government Pension Scheme	3810.08															350.00		350.00	955/18(0)
13/04/2018	BACS	Staff	735.29															3810.08		3810.08	654/17
13/04/2018	BACS	Cumbria County Council - County Fund	1873.01															735.29		735.29	759/17(0)
13/04/2018	BACS	Safety Net UK Ltd																			948/18(0)
20/04/2018	DD	BT Group																			948/18(0)
25/04/2018	389	Unpresented Cheque from February 2018	6.00																		948/18(0)
27/04/2018	424	Zurich Municipal			1500.00																948/18(0)
27/04/2018	425	Zurich Municipal			1500.00																948/18(0)
27/04/2018	426	Cumbria Media		64.00																	948/18(0)
27/04/2018	427	Rosehill Youth Theatre - VOID replaced by chq																			948/18(0)
27/04/2018	428	Rosehill Youth Theatre	210.00																		948/18(0)
27/04/2018	429	Viking Direct		33.18																	948/18(0)
27/04/2018	430	Mrs V Gorley		21.14																	948/18(0)
27/04/2018	431	CALC																			948/18(0)
01/05/2018	DD	CF Corporate Finance																			948/18(0)
16/05/2018	BACS	Staff	3923.66																		948/18(0)
16/05/2018	BACS	Cumbria Local Government Pension Scheme	752.61																		948/18(0)
16/05/2018	432	Hensingham Primary School																			948/18(0)
16/05/2018	433	HMRC	1994.49																		948/18(0)
21/05/2018	DD	BT Group		63.33																	948/18(0)

13201.50 535.40 391.75 1.117.00 3000.00 2710.00 238.18 0.00 0.00 0.00 0.00 0.00 0.00 935.14 6.362.49 31,797.20 1,887.26 £33,749.46

WHITEHAVEN TOWN COUNCIL

INCOME 2018-19

Date	Item	Precept	Interest	Other
03/04/2018	Allotment Rents 2018/19			17.00
09/04/2018	Allotment Rents 2018/19			406.00
13/04/2018	Allotment Rents 2018/19			102.00
20/04/2018	BEC			2000.00
20/04/2018	Allotment Rents 2018/19			105.00
25/04/2018	Allotment Rents 2018/19			123.00
26/04/2018	Allotment Rents 2018/19			34.00
27/04/2018	Parish Precept	406974.07		
30/04/2018	Allotment Rents 2018/19			98.00
01/05/2018	HMRC - VAT Refund			2889.42
16/05/2018	Allotment Rents 2018/19			265.00
18/05/2018	HMRC - VAT Refund			2964.89

406974.07	0	9004.31	415978.38
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## APPENDIX 3.

WHITEHAVEN TOWN COUNCIL SUMMARISED INCOME & EXPENDITURE STATEMENT FINANCIAL YEAR 2018-19	Expenditure Net of VAT	Invoices not yet processed	Budget
<b>BANK BALANCES BROUGHT FORWARD</b>			
CBS 53905917	183,835.73		
CBS 53906216	141,965.85		
<b>TOTAL OPENING BALANCE</b>	<b>325,801.58</b>		
<b>INCOME:</b>			
Precept	406,974.07		
Interest (Deposit)			
Other Income	9,004.31		
<b>TOTAL INCOME</b>	<b>415,978.38</b>		
<b>EXPENDITURE</b>			
Employees & Allowances		13,201.50	
Premises		535.40	
Supplies/Services		391.75	
3rd Party		1,117.00	
Grants		3,000.00	
Allotments		2,710.00	
Christmas		238.18	
Markets		-	
Community Plan		-	
Ground Maintenance		-	
Civic Hospitality		-	
Ranger		-	
Whitehaven In Bloom		-	
Ward Grants		935.14	
Elections		-	
Environmental Improvements		6,362.49	
Events		-	
VAT (to be reclaimed)		1,887.26	
<b>TOTAL EXPENDITURE</b>		<b>33,749.46</b>	
<b>CASH BOOK BALANCE</b>			
Brought forward		325,801.58	
Income		415,978.38	
Expenditure		33,749.46	
<b>Town Council Funds</b>		<b>708,030.50</b>	
<b>BANK BALANCES</b>			
CBS 53905917 ( 22/05/2018)		567,035.70	
CBS 53906216 ( 22/05/2018)		141,965.85	
		<b>709,001.55</b>	
<b>Unpresented Cheques</b>		971.05	
<b>FINANCIAL POSITION</b>		<b>708,030.50</b>	

## **Annual Return for Approval**

### **Purpose of Report**

To inform the Council that the Annual Return for the year 2017/2018 has been received from PKF Littlejohn the Council's External Auditors and to recommend approval of the recommendations as set out in paragraph 3.1 (i), (ii), (iii) and (iv) hereof.

### **1.0 Introduction**

- 1.1 The Annual Governance and Accountability Return 2017/2018 has been received from PKF Littlejohn, the Council's External Auditors. The form shown at Appendix 1 has been prepared in draft pending approval by the Council.
- 1.2 In preparation for this an Internal Audit was carried out on the Town Council by the Council's Internal Auditor Julie Hartley BA (Hons) IPFA, CILCA for the year ending 31<sup>st</sup> March 2018.

### **2.0 Process for The Annual Return**

- 2.1 The Annual Governance and Accountability Return has been completed in draft for Council approval with assistance and guidance from the Council's Internal Auditor and which is shown at Appendix 1.
- 2.2 The Council is required by PKF Littlejohn to take the following steps:-
  - (i) Firstly the Annual Governance Statement 2017/2018 (Section 1) must be approved by the Council and signed by the Chairman and Clerk and giving the Minute reference when it was approved.
  - (ii) Secondly the Accounting Statement 2017/2018 (Section 2) must be approved by the Council and signed by the Chairman and Responsible Financial Officer again giving the Minute reference when it was approved.
  - (iii) The Council is required to provide electors with the opportunity to inspect the accounts and other documents for a period of 30 working days which must include the first 10 working days of July. This means:-

- The inspection period must be for a period of 30 working days inclusive
  - It must include the first 10 working days of July 2018
  - The inspection period will commence on 4th June 2018 and will end on 13<sup>th</sup> July 2018 (this was suggested by PKF Littlejohn)
  - The inspection period must start the day after the notice, the approved Section 1 (Annual Governance Statement 2017/2018) and approved Section 2 (Accounting Statements 2017/2018) are published on the Council's website
- (iv) The Annual Governance and Accountability Return 2017/2018 has to be submitted to PKF Littlejohn by 11<sup>th</sup> June 2018. If it is not the Council is at risk of receiving a Public Interest Report as there may be insufficient time to complete the review by September 2018.

### **3.0 Recommendations**

3.1 The Council's Internal Auditor has given advice and assistance on the completion of the Annual Return to ensure that it is properly completed and it is therefore recommended:-

- (i) That Section 1 The Annual Governance Statement 2017/2018 be approved by the Council and signed by the Chairman and Clerk and the Minute number inserted
- (ii) That Section 2 the Accounting Statements 2017/2018 be approved by the Council and signed by the Chairman and Responsible Financial Officer and the Minute number inserted
- (iii) That the Annual Return be advertised for public inspection to comply with the timescales and requirements in paragraph 2.2 (iii) above and Councillors be sent a copy of this notice
- (iv) That the Annual Return be submitted to the PFK Littlejohn by 11<sup>th</sup> June 2018



# Annual Internal Audit Report 2017/18

## WHITEHAVEN TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			N/A None
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		

K. (For local councils only)	Yes	No	Not applicable
	Trust funds (including charitable) – The council met its responsibilities as a trustee.		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken      Name of person who carried out the internal audit

30-4-18 + 14/8/17

MRS J. HARTLEY

Signature of person who carried out the internal audit



Date

30-4-18

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

# Section 1 – Annual Governance Statement 2017/18

Px

We acknowledge as the members of:

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

	Agreed		Yes' means that this authority:	
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.</i>

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman

Clerk

dated

**Other information required by the Transparency Codes (not part of Annual Governance Statement)**  
 Authority web address

Section 2 – Accounting Statements 2017/18 for

f s x

WHITEHAVEN TOWN COUNCIL

\*

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	249,842	254,037	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	332,073	334,167	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	55,269 <del>55,269</del>	48,438	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	59,647	66,724	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	-	-	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	323,500	247,673	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	254,037	322,245	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	234,229	325,802	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	12,331	36,216	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	-	-	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

\* Prior year balances re-stated to Income & Expenditure basis - see reconciliation

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date

I confirm that these Accounting Statements were approved by this authority on this date:

and recorded as minute reference:

Signed by Chairman of the meeting where approval of the Accounting Statements is given

## Section 3 – External Auditor Report and Certificate 2017/18

Rx

In respect of

WHITEHAVEN TOWN COUNCIL

### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

### 2 External auditor report 2017/18

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2017/18

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018.

\*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

\*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

Item 12

**Appointment to Policy and Resources and Finance Committee ,  
Appointment to Staffing Committee and Appointment of Chairmen and  
Deputy Chairmen thereto and to approve Terms of Reference**

**Purpose of the Report and Recommendation**

To ask the Council to make appointments to the Policy and Resources and Finance Committee, the Staffing Committee and also to appoint Chairmen and Deputy Chairmen thereto and to approve/amend the Terms of Reference for each Committee

**1.0 INTRODUCTION**

- 1.1 The Council is asked to nominate 4 members for the Policy and Resources and Finance Committee for 2018/19. The Terms of Reference state that 4 members shall be appointed plus the Mayor and Deputy Mayor. (Shown at Appendix 1)
- 1.2 The nominated members on the Policy and Resources and Finance Committee be asked to appoint a Chairman and Deputy Chairman of the Committee for 2018/19
- 1.3 The Council is also asked to approve/amend the Terms of Reference for this Committee
- 1.4 The Council is asked to nominate 3 members plus the Chairman and Deputy Chairman for the Staffing Committee for 2018/2019 as required by the Terms of Reference shown at Appendix 2
- 1.5 The nominated members to the Staffing Committee be asked to appoint a Chairman and Deputy Chairman for 2018/19
- 1.6 The Council to approve/amend the Terms of Reference for the Staffing Committee



## Policy, Resources & Finance Committee

### Terms of Reference

**Composition: Elected Members – 4 plus Mayor, Deputy Mayor (ex-officio)**

#### Delegations are:

- a) Developing and reviewing the Council's strategic plan taking into consideration other relevant documents such as the Whitehaven Neighbourhood Plan and Local Plan (Core Strategy).
- b) Ensuring the Council's strategies, policies and procedures are undertaken in accordance with up to date statutory and legislative requirements.
- c) Keeping under review the policies and resources of the Council in relation to services and to advise the Council on the future developments of existing or the introduction of new services and resources including IT.
- d) Making recommendations to the Council on matters which do not fall within the powers and duties of one or more other Committees.
- e) Making recommendations to the Council on the annual financial estimates and the Council's precept as to how these should be determined consistently with the Council's general priorities and policies.
- f) Making recommendations to the Council on the capital programme – content, phasing and monitoring.
- g) Considering and making recommendations to the Council on any policy documents received from other organisations that are outside the scope of other Committees and affect the area.
- h) Advising the Council as required on all matters affecting its scheme of administration (e.g. Standing Orders, Financial Regulations, Delegations, Risk Management) and the procedures applying to the Council and its Committees.
- i) Developing strong links with other organisations and overseeing any partnering agreements including Market Regeneration.
- j) Directing and controlling insurance in respect of the Council's property, members and employees.

- k) Determining the making to individuals and organisations of all grants, allowances and loans.
- l) Reviewing the Council's financial and treasury management activities and supervising the investment of funds within the Council's control.
- m) Determining the overall strategic asset management priorities on a medium-term basis by maintaining an asset management plan and considering acquisition or disposal of assets.
- n) Making lettings or grant leases for the use of Council's facilities, including in future the Town Hall when appropriate, by any suitable applicants for appropriate purposes, subject to any covenants applicable and to any by-laws, rules or regulations which the Council make or may adopt.
- o) Deciding on initiatives to promote market and publicise the Town Council.
- p) Initiating and participating in economic development initiatives.



# WHITEHAVEN TOWN COUNCIL

## TERMS OF REFERENCE

(Reviewed 12.4.16)

### STAFFING COMMITTEE

**Membership – 5 Members**

(To be elected annually at the Annual Meeting of the Town Council each year)

1. The Chairman or Vice-Chairman of the Council shall be ex-officio, a voting member of every Committee
2. The Staffing Committee to consist of 5 members including Chairman or Vice-Chairman of the Committee, plus three Town Councillors (both genders should be represented)
3. The Chairman and Vice-Chairman are to be elected annually by the Staffing Committee at the first meeting after the Annual Council meeting of Whitehaven Town Council and shall hold office until the next Annual Council meeting as per Standing Order No 4d.

### **Aims**

- To develop strategy and policy in all matters relating to Human Resources
- To provide effective and professional staff management of all matters related to the employees of the council.

### **Meetings**

4. The Clerk at the behest of the Chair of Staffing will call Staffing Committee meetings as and when necessary.
5. Members will be summoned to attend meetings which will be held in the Council Offices and Public Notice of the meeting shall be given in accordance with Schedule 12, Para 10(2) of the Local Government Act 1972.

### **Documentation**

6. Minutes of all meetings will be recorded by the Clerk and circulated at full council meetings of Whitehaven by the Chair of Staffing.
7. All resolutions and recommendations to full council shall be recorded in the minutes of the meetings.





# WHITEHAVEN TOWN COUNCIL

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## **Accountability**

8. The Staffing Committee has/has not\* delegated powers to act on behalf of the full council in relation to the defined terms of reference only; any recommendations outside the Staffing Committee's terms of reference shall be made to the full council.

## **Scope**

9. The Staffing Committee to have/have no\* delegated power for the recruitment and selection of all staff, with the exception of the post of Town Clerk/RFO.
10. The Staffing Committee to have/have not delegated power to recruit and short list applicants for the post of Town Clerk/RFO. The successful short listed applicants to be interviewed by the Staffing Committee. Short listed applicants will then be required to give a presentation to the Staffing Committee on a topic relevant to current issues.
11. A recommendation from the Staffing Committee will be submitted to full council to ratify the appointment of Town Clerk/RFO.
12. The Staffing Committee to have/have not\* delegated power to consider and implement any changes which are required to comply with Employment Law, Health & Safety Law and Terms & Conditions of Service as laid down by the National Joint Council (NJC "Green Book") and recommended by National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC).
13. The Staffing Committee to have/have not delegated power to elect a Disciplinary and Grievance Hearing Panel made up as follows:
  - a. Three panel members of mixed gender wherever possible (from within the Staffing Committee) with
  - b. Two members acting as substitute panel members (from within the Staffing Committee) if necessary
  - c. All members serving on the Disciplinary and Grievance Hearing Panel should have undertaken the appropriate training
  - d. The Disciplinary and Grievance Hearing Panel to be given delegated power to make a decision on Disciplinary and Grievance matters on behalf of the Town Council reporting the Panel's decision to the Staffing Committee for information.
14. Only the Full Council can elect an Appeal Hearing Panel as follows:



# WHITEHAVEN TOWN COUNCIL

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- a. Three panel members of mixed gender wherever possible (who are not members of the Staffing Committee) with
  - b. Two additional members acting as substitute members if necessary (who are not members of the Staffing Committee)
  - c. All members serving on the Appeal Hearing Panel should have undertaken the appropriate training
  - d. The Appeal Hearing Panel to be given delegated power to make a final decision on appeal matters on behalf of the Town Council reporting the Panel's final decision to the Staffing Committee for information.
15. The Staffing Committee to be responsible for the preparation and submission of budget proposals in respect of salaries and training for all staff to the Finance Committee (not later than 30th November each year) as laid down in Financial Regulations.
  16. The Town Clerk to have delegated power to carry out annual staff appraisals and to review Personal Development Training Plans (in October each year).
  17. The Chairman of the Staffing Committee to carry out the Town Clerk's staff appraisal reporting back to the Staffing Committee.
  18. The Staffing Committee to have delegated power to approve requests within the training budget for training requirements identified from individual Personal Development Training Plans and its 'Statement of Intent' for training.
  19. The Staffing Committee to have delegated power to consider and implement pay awards, increments and payroll management in line with agreed contract terms and conditions.
  20. The Staffing Committee to have delegated power to review staff pension arrangements.
  21. The Staffing Committee to have delegated power to review job descriptions, person specifications, staff establishment (including promotion, re-grading, redundancies and fixed term contracts).
  22. Full Council to approve all contracts of employment.
  23. The Staffing Committee to have delegated power to review the Staff Handbook and Councillors Handbook.



# WHITEHAVEN TOWN COUNCIL

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24. The Staffing Committee to have delegated power through the Chairman & Clerk to issue press statements regarding staffing matters on behalf of the full council.
25. The Staffing Committee to have delegated power to manage long term sickness and incidents at work in line with the council's current Sickness Absence Policy.

(reviewed annually after the AGM)

26. The Staffing Committee to take responsibility that confidentiality is maintained over all staffing matters under the Data Protection Act 1998 and the Model Code of Conduct as signed by all members of Whitehaven Town Council.
27. The Staffing Committee to have delegated power to review and implement all employment policies in consultation with members of staff.
28. The Town Clerk, as the Council's Senior Officer to have delegated power to manage attendance, short term sickness absence, return to work interviews, annual leave, maternity leave, paternity leave, adoption leave, carer's leave, compassionate leave, flexible leave requirements, and staff inductions in line with current agreed council policies.
29. The Town Clerk to have delegated power after consultation with the Staffing Committee to progress any staffing matters with the Principal Council's Human Resources and Performance Team.

**Item 13**

**Appointment to Advisory Groups for Christmas Festivities, Whitehaven in Bloom and Allotments**

**Purpose of the Report and Recommendation**

To ask the Council to make appointments to the Advisory Groups for Christmas Festivities, Whitehaven in Bloom and Allotments

**1.0 INTRODUCTION**

- 1.1 The Council is asked to for nominations to sit on each of the Advisory Groups
- 1.2 Members will be aware that there are no Terms of Reference for Advisory Groups. They are designed to investigate issues and give advice in the form of recommendations to the Council and meetings can be called at any time without the need for a formal Agenda and public notice. Notes are taken at Advisory Group meetings and any recommendations made are referred to full Council for approval. This procedure has been working well with the Advisory Groups.
- 1.3 The benefit of having Advisory Groups is that members of the community can be involved and take part in the discussions. Also having Advisory Groups saves Council time as issues have already been investigated and options considered resulting in recommendations being made to full Council.

**2.0 RECOMMENDATION**

- 2.1 That nominations be asked for members to sit on each of the 3 Advisory Groups