

WHITEHAVEN TOWN COUNCIL

Clerk to the Council:

Marlene Jewell

Telephone: 01946 67366

Chairman:

Councillor Graham Roberts

To: Members of the Whitehaven Town Council

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

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

Date: Thursday 25th April 2019

Time: 6.30pm

Signed.....*Marlene Jewell*.....Dated *18th April 2019*
Marlene Jewell, Clerk

AGENDA

1. Apologies for Absence

To receive apologies for absence

2. Declarations of Interest

To receive declarations of interests by elected members in respect of Agenda items

If a Member requires any advice on any item involving a possible declaration of interest which could affect his/her ability to speak and/or vote he/she is advised to contact the Clerk at least 24 hours in advance of the meeting.

3. Minutes of the Council Meeting held on 28th March 2019

4. Minutes of the Extraordinary Council Meeting held on 17th April 2019

5. Public Participation

6. **Planning Applications**
7. **Finance Report**
8. **Council's Web Site**
9. **Whitehaven Appsolutely - Presentation**
10. **ACTion For Communities – Community Plan**
- 11 **Market Officers Report**
12. **Presentation by Inspector Richard Smilie**
13. **Merchant Navy Day 3rd September 2019**
- 14 **Events Advisory Group – to consider recommendations**
15. **Whitehaven in Bloom Advisory Group – to consider recommendations**
- 16 **Allotments Advisory Group – to consider recommendations**
- 17 **Contracts for Seasonal Operative and Ranger**
- 18 **Councillor Matters**
19. **Date of Annual Town Council Meeting after the Election**
- 20 **Date of Annual Parish 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

- 21 **Grant Application – Blue Sky Trust Cumbria**
- 22 **Grant Application – Always another way**
- 23 **Defamation Bullying and Harrassment**

WHITEHAVEN TOWN COUNCIL

Minutes of the Council Meeting held on 28th March 2019

Present: Councillors G Roberts (Chairman); J Forster; R Gill; C Hayes; J Kane; T Lowrey; C Maudling; J Rayson; C Walmsley

M. Jewell, Clerk and Responsible Financial Officer

V Gorley, Trainee Assistant Town Clerk

Representatives from 1030 Squadron Air Training Cadet Corps

David Haughian from Cumbria County Council

Members of the Public

1243/19 Apologies For Absence

An apology for absence was received from Councillor O’Kane

1244/19 Declarations of Interest

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

1245/19 Minutes of the Council Meeting held on 28th February 2019

It was proposed by Councillor Gill and seconded by Councillor Hayes that the Minutes for the Council Meeting on 28th February 2019 be approved and signed by the Chairman as a correct record.

RESOLVED – That the Minutes of the Council Meeting on 28th February 2019 be approved and signed by the Chairman as a correct record.

1246/19 Minutes of the Extraordinary Council Meeting held on 14th March 2019

It was proposed by Councillor Maudling and seconded by Councillor Kane that the Minutes of the Extraordinary Council Meeting on 14th March 2019 be approved and signed by the Chairman as a correct record.

RESOLVED – That the Minutes of the Extraordinary Council Meeting on 14th March 2019 be approved and signed by the Chairman as a correct record.

1247/19 Minutes of the Extraordinary Council Meeting held on 19th March 2019

It was proposed by Councillor Gill and seconded by Councillor Walmsley that the Minutes of the Extraordinary Council Meeting on 19th March 2019 be approved and signed by the Chairman as a correct record.

RESOLVED _ That the Minutes of the Extraordinary Council Meeting on 19th March 2019 be approved and signed by the Chairman as a correct record.

1248/19 Public Participation

- i. Representatives of the 1030 Squadron of the Air Training Cadet Corps attended and presented the new Standard they had purchased with a grant from the Council. They said they were getting the Standard formally presented to them by the Lord Lieutenant of Cumbria on 9th June 2019 and would be sending a formal invitation to the Council to attend and that this would be very much appreciated. There would be a drum ceremony on the car park opposite the Council Offices and again they said they would like to see Whitehaven Town Council there.
- ii. A member of the public said how nice the flower beds were looking in Whitehaven with the petunias and the tulips especially those on the Irish Street/Roper Street corner.

1249/19 Planning Applications

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

The Council had no representations to make on any of the planning applications and it was

RESOLVED – That a letter be sent to CBC Planning Department informing them that there were no representations on these Planning Applications.

1250/19 Financial Report

The Council considered a Financial Report

- i It was proposed by Councillor Gill and seconded by Councillor Hayes that the Invoices shown at Appendix 1 be approved and paid.

RESOLVED – That the Invoices shown at Appendix 1 be approved and paid.

- ii The Council considered Appendices 2 and 3 relating to the Cashbook and Income and Expenditure. It was reported that the Chairman had spent £100 from his Chairman's Allowance to buy prizes for the model making

Competition.

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

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

1251/19 Presentation on Bransty Junction Scheme

The Council heard a presentation from David Haughian from CCC on the Bransty Junction Scheme who said his role as Programme Manager was to deliver major infrastructure projects and wanted to talk to the Council about the junction improvements at Bransty Row and in particular street furniture. He made the following points:-

- There was £1.6 million from the Department of Transport to improve the junction at Bransty Row which was a tight area. There were a lot of new developments in the area eg The Buzz Station; a proposed hotel opposite Weatherspoons; a multi storey car park at the back of Tesco. Also there were lots of buses, taxis and supermarkets so he had worked hard with the highways team to make the best junction and a junction that would meet everyone's needs.
- The work for the junction was currently out to competitive tender and it was hoped to commence work in June/July 2019
- CCC as Highway Authority had responsibility for maintaining the highway
- CBC own land within the s boundary – the grassed area to the side of Weatherspoons and were working with them to make it an attractive area as a gateway to the town
- Also included were finger posts, benches, interpretation boards but CCC did not maintain those type of assets and on similar schemes had worked with town councils for them to take over the long term maintenance. He wanted to show the Council options so that when the infrastructure was installed that the Town Council would be happy to take on the maintenance of those by entering into a Memorandum of Agreement to say what the maintenance should be. He said a similar Agreement had been entered into with Penrith Town Council and would send the Council a copy of that.
- He said that the street furniture would be
 - 5 planters in St Bees Sandstone
 - Sign posts
 - Litter bins
 - 1 bus shelter in contemporary or traditional style
 - Screens round refuse bins at Weatherspoons
 - Possibly the same at Dominoes

- Planters to be planted with high quality perennials

There was no decision made on the proposals for maintenance of street Furniture and the CCC agreed to supply a copy of the Memorandum of Agreement and a detailed schedule of all the street furniture that it would be asking the Council to maintain for consideration at a future Council Meeting.

1252/19 Presentation by Inspector Richard Smilie

The Clerk reported that unfortunately Inspector Smilie was unable to attend the meeting and referred to the Police Update for March 2019 which had been attached to the Agenda.

The Council discussed this and because it was not possible to ask any questions on the police update the Clerk asked that any Councillors who had questions forward them to her for onward transmission to Inspector Smilie to be answered. No decisions were taken on this item and there is accordingly no resolution.

1253/19 Cast Iron Planters

Further to Minute 1190/90 the Council considered a report on cast iron planters. It was reported that the renovation of the cast iron planters had been completed and sited at various places in the town.

CBC had filled the cast iron planters with top soil so all that was needed was multi purpose compost. Quotes had been received per 80 litre bag of compost which was £4.20 plus VAT and as the Council required 1 ton this would cost £168.00 plus VAT.

Flowers were also needed to fill the cast iron planters and the quote from the Council's preferred supplier was £420.00 plus VAT.

It was proposed by Councillor Gill and seconded by Councillor Kane that the multi purpose compost at a cost of £168.00 plus VAT and the flowers for the cast iron planters at a cost of £420.00 plus VAT be purchased.

RESOLVED – That the purchase of multi purpose compost at a cost of £168.00 plus VAT and flowers for the cast iron planters at a cost of £420.00 plus VAT be approved.

1254/19 Christmas Lights Infrastructure

The Clerk gave an update on the Christmas Lights infrastructure.

Brian Holmes and his team from CCC had fitted all the replacement feeder boxes and had repaired the 2 Welcome to Whitehaven signs and would be repairing the remainder of the broken lights very shortly.

There was no decision made on this as it was for information only.

1255/19 Update from Events Advisory Group

The Council considered a list of expenditure for each of the events planned for this year. Sellafield had sponsored the Gastronomers show at the Photographic Exhibition in the sum of £2,500 leaving the total costs of the 5 events at £5,975.00. It was stated that this sum may increase a little (which would be reported to Council for approval) but that the budget for Council events for 2019/2020 was £15,000.00.

It was proposed by Councillor Lowrey and seconded by Councillor Hayes that the expenditure be approved with the proviso that the cups for the winners of the window dressing and best dressed boat competitions be the £65.00 ones.

RESOLVED – That the expenditure be approved and that the 2 cups for the Winners of the window dressing and best dressed boat competitions be purchased at £65 per cup.

1256/19 Stronger Town Fund

Councillor Gill gave a report on the Stronger Town Funds following attending a meeting in Bolsover the previous week. He made the following points:-

- It was a new fund coming out
- The money secured would be in Favour of the north of England
- Towns have to have a minimum population of 30,000 so Whitehaven would qualify
- The Government doesn't want borough or county councils to run this scheme- it wanted parish and town councils to do it.
- The Town Council would need the expertise of CBC to drive this forward and CBC have already agreed to do this.
- The prospectus is not available until July 2019 and when the bidding opens we can with CBC help put a bid in

No decisions were made as this was an information item only.

1257/19 Update report on Office Accommodation

The Clerk informed the Council that the purchase of the former Whitehaven News building was progressing but that there was nothing further to report at that time.

1258/19 Councillor Matters

- i. Councillor Kane said that he was concerned about the number of meetings the Council was having which was quite demanding. Councillor Rayson said she didn't think it was a bad thing having interim meetings because it meant that people who could not attend a full Council meeting

- had a chance to participate in an interim meeting. Councillor Gill said it was because the Council had so much on and was doing a lot of things.
- ii. Councillor Kane said that the Code of Conduct procedure should be addressed.
 - iii. Councillor Forster asked about the estate litter bins and was the Council any closer to getting them installed. The Clerk said that this was being arranged via CBC and the Town Council Ranger and would possibly be in the next few weeks.
 - iv. Councillor Gill asked if he could have the date for the bus shelter meeting and was informed it was on 24/4/19.
 - v. Councillor Maudling said it was disappointing that the meeting to be held with the Police the following day had been cancelled. He said the situation was not getting any better at Wilkos with fighting now and a high level of shoplifting happening inside the store. The Trainee Assistant Town Clerk said the window baskets for Wilkos window ledges were being ordered the next day.
 - vi. Julie Rayson said that she had been contacted that day by 2 residents from Hensingham about problems on Ullswater Avenue. They had young children and cars were speeding down that road and that the kids couldn't cross the road in safety.
 - vii. Councillor Rayson referred to grass cutting on Thornton Road. An area had been maintained by a resident who was now elderly and could not cut the grass anymore.
 - viii. Councillor Rayson asked what the final date for return of the survey questionnaires was. The Trainee Assistant Town Clerk said that the online survey closed the next day and that 126 replies had been received online ACTION for Communities would be attending the next full Council meeting on 25th April 2019 so the closing date would be extended until then.
 - ix. Councillor Rayson referred to Whitehaven Academy and said the good news was that there was funding for a new build. She said there were still a few issues:- Staff restructures/staff unsettled/no new head appointed When the new head was in place Councillor Rayson suggested that herself and Councillor Roberts go to meet him/her and possibly meet with the school council and maybe ask a representative from the 6th form from St Benedict's to come to Council meetings. The Chairman congratulated Councillor Rayson for all she had done for Whitehaven Academy.
 - x. Councillor Hayes referred to the chicane outside the shop on Kells. He said the road was being used as a race track at 4.00pm in the afternoon and the residents had asked if they could use a speed gun there and have a crossing. He said he has spoken to the CCC for Kells about this.
 - xi. Councillor Hayes referred to the fact that there were no road markings on the road down to the old mine works and that he had contacted CCC about this.
 - xii. Councillor Lowrey referred to speeding.

1259/19 **Date and Time of Next Meeting**

RESOLVED – That the next meeting of the Council be on 25th April 2019 at 6.30pm in the Ennerdale Room, Whitehaven Civic Hall.

The Meeting closed at 8.00pm

Chairman

WHITEHAVEN TOWN COUNCIL

Minutes of the Extraordinary Council Meeting held on 17th April 2019

Present: Councillors G Roberts (Chairman); J Forster; R Gill; C Hayes; C Maudling; B O’Kane; C Walmsley

M Jewell Clerk and Responsible Financial Officer

V Gorley Assistant Town Clerk

1260/19 Apologies For Absence

An apology for absence was received from Councillor Rayson

1261/19 Declarations of Interest

There were no declarations of interest

1262/19 Public Participation

There was no public participation

1263/19 CALC Membership

Further to Minute 1056/18 (iii) it was reported that membership renewal for 2019/2020 had been received and the subscription was £1774.19.

It was proposed by Councillor Gill and seconded by Councillor Maudling that the subscription of £1774.19 for the renewal of CALC membership for 2019/2020 be paid

RESOLVED – That the subscription of £1774.19 for the renewal of CALC membership for 2019/2020 be paid.

1264/19 Insurance Renewal Quote

The Council considered a report on the Council’s insurance policy renewal premium.

The Council had entered into a 5 year agreement with Zurich Municipal at discounted rates in 2017 (Minute 665/17 refers).

The renewal premium for the period 22nd May 2019 to 21st May 2020 was £2,453.94. However this did not include recently purchased items and Zurich

Municipal have now submitted a revised quote which is an extra £99.38 making a total of £2,553.32 for the insurance premium.

It was Proposed by Councillor Gill and seconded by Councillor Maudling that the insurance renewal premium of £2,553.32 be paid to Zurich Municipal.

RESOLVED – That the insurance renewal premium of £2,553.32 be paid to Zurich Municipal.

1265/19 **Ashtrays on Litter Bins**

The Council considered a report on ashtrays on litter bins in the light of problems that had occurred with the stubbers on the top of the litter bins in Whitehaven. People were stubbing out their cigarettes and then just leaving them on the tops of the bins instead of then putting the stubs into the litter bins. This has resulted in cigarette stubs all over the pavement with some areas being worse than others.

The Council has 36 litter bins in Whitehaven and it was reported that a quote had been received from the supplier of the bins that the cost to remove the stubbers from the tops of all 36 bins and replace them with ashtrays with holes in would be £3,189.32 which included the unit costs and labour/subsistence costs for the suppliers' employees for 2 days' work. Following a discussion it was proposed by Councillor O'Kane and seconded by Councillor Maudling that the Council's litter bins on Lowther Street and King Street only have the stubbers removed and replaced with ashtrays with holes in them by the supplier at the pro rata cost in their quote.

RESOLVED – That the Council's litter bins on Lowther Street and King Street only have the stubbers removed and replaced with ashtrays with holes in them by the supplier at the pro rata cost in their quote

1266/19 **New Lease for Room 3 Whitehaven Civic Hall Whitehaven**

The Council considered a report on the terms and conditions received from CBC for a new Lease of Room 3 in Whitehaven Civic Hall which is the Council's office for the period 1st April 2019 to 31st March 2020. The rent had increased from £1,500.00 per annum to £1,650.00 and the service charge from £785.00 to £860.00 with all other terms and conditions in the original lease remaining the same.

It was proposed by Councillor Gill and seconded by Councillor Maudling that the terms and conditions for a new Lease be accepted and a new lease be entered into with CBC for Room 3 for the period 1st April 2019 to 31st March 2020.

RESOLVED – That the terms and conditions for a new Lease be accepted and a new Lease be entered into with CBC for Room 3 for the period 1st April 2019 to 31st March 2020.

1267/19 **IN PRIVATE**

Prior to the following items 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.

This was seconded by Councillor o’Kane

RESOLVED – That the public and/or press withdraw from the room

1268/19 **Grant Application** – Whitehaven Harbour Youth Project

The Council considered an application from the Whitehaven Harbour Youth Group for a grant of £6600.00 to provide various activities.

Following a discussion two proposals were made by Councillor O’Kane:-

- i. It was proposed by Councillor O’Kane and seconded by Councillor Gill that the maximum Council grant of £1,000.00 be awarded to the Harbour Youth Project

RESOLVED – That the maximum Council grant of £1,000.00 be awarded to the Harbour Youth Project.

- ii. It was proposed by Councillor O’Kane and seconded by Councillor Hayes that each Councillor present at the meeting be requested to give £1,000.00 if possible from their Ward Grants as the Harbour Youth Project benefitted all Wards.

RESOLVED – That Councillor Ward grant money be given to Whitehaven Harbour Youth Trust as follows:-

Councillor Hayes	£1,000.00
Councillor O’Kane	£1,000.00
Councillor Roberts	£1,000.00
Councillor Forster	£355.00

1269/19 **Pigeon Loft Complaint**

It was reported that a complaint had been received about the use of a pigeon loft for keeping/breeding dogs in contravention of the pigeon loft site agreement. Both the complainant and the pigeon loft tenant had been interviewed separately by the Allotments Advisory Group. Councillor Forster was the only member on the Allotment Advisory Group able to attend to hear what the parties had to say. Councillor Forster’s gave a report to the Council and her recommendation to the

Council was that she considered that there was insufficient evidence to say that dogs were being kept/bred on the pigeon loft site and that therefore no further action be taken.

It was proposed by Councillor Gill and seconded by Councillor Hayes that the recommendation be approved and no further action be taken.

RESOLVED – That no further action be taken

1270/19 **Defamation Bullying and Harrassment**

The Council discussed recent incidents of defamation bullying and harassment . It was proposed by Councillor Gill and seconded by Councillor O’Kane that the legalities of a certain course of action be investigated with CBC and the Council’s contracted solicitors as to the way forward.

RESOLVED – That the legalities of a certain course of action be investigated with CBC and the Council’s contracted solicitors as to the way forward.

The Meeting closed at 7.00pm

Chairman

WTC 25/04/2019

Item 6

Planning Application for Consideration by Whitehaven Town Council

<u>Application Number</u>	<u>Detail</u>
CH/4/19/2116/0F1	DEMOLITION OF EXISTING STORE/GARAGE AND ERECTION OF SINGLE STOREY DWELLING TO REAR JOMARIKE, BRANSTY ROAD, WHITEHAVEN
CH/4/19/2113/0L1	AN ARCHWAY (6 X 66) WITHIN A PARTITION WALL SITUATED IN THE BASEMENT OF THE PROPERTY TO CONNECT THE TWO EXISTING ROOMS INTO ONE 12 LONSDALE PLACE, NEW ROAD, WHITEHAVEN
CH/4/19/2115/0F1	INSTALLATION OF NEW WINDOWS & DOORS TO PRINCIPAL ELEVATION, ERECTION OF FIRST FLOOR SIDE EXTENSION WITH REAR DORMER ALSONG WITH INTERNAL ALTERATIONS (DEMOLITION WORKS AND NEW CONSTRUCTION) TO FACILITATE CHANGE OF USE OF BUILDING TO FORM 6 FLATS WHITEHAVEN MEDICAL CENTRE, 3 CATHERINE STREET, WHITEHAVEN
CH/4/19/2120/0F1	PROPOSED PERMANENT CAR PARK COACH ROAD CAR PARK, WHITEHAVEN
CH/4/19/2124/0F1	ERECTION OF 83 NO. DWELLINGS (REVISION OF PREVIOUSLY APPROVED PERMISSION 4/17/2103/0R1 TO INCREASE THE NUMBER OF DWELLINGS FROM 96 TO 105) LAND AT EDGEHILL, WHITEHAVEN
CH/4/19/2128/0F1	TWO STOREY EXTENSION TO SIDE AND PORCH TO FRONT 53 ENNERDALE TERRACE, WHITEHAVEN
CH/4/19/2134/TPO	WORKS TO VARIOUS TREES WITHIN A CONSERVATION AREA CUMBRIA RECORD OFFICE, SCOTCH 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 balance in the current account on 1st April 2019 was £295,233.05. However, payments that have been authorised and paid on the 2018/19 cashbook totalling £15,746.52 have been cleared from the current account after this date, so in order for the cashbook to balance these payments have been deducted from the original amount carried forward of £295,233.05 to £279,486.53.
- 2.2 The bank reconciliation was carried out on 15th April 2019. This shows a balance of £278,898.01. There are however cheques to the value of £23,333.56 from 2018/19 financial year still to be presented and cleared.
- 2.3 The balance in the deposit account is £144,431.97.

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.

25/04/2019

Appendix 1

Invoices for Consideration by Whitehaven Town Council

Date	Supplier	Category	Detail	Total Amount	Power
29/03/2019	Copeland Borough Council	Events	Refurbishment of 12 x cast iron planters	£ 1,200.00	s144 LGA 1972
01/04/2019	CALC	Supplies/Services	2019/20 CALC/NALC subscription fee	£ 1,774.19	s111 LGA 1972
01/04/2019	Copeland Borough Council	Premises	Energy Charges for office in Civic Hall 01.04.19 - 30.04.19	£ 65.40	s111 LGA 1972
01/04/2019	Copeland Borough Council	Premises	Quarterly charge for discounted commercial waste 01.04.2019 - 30.06.2019	£ 42.70	s111 LGA 1972
02/04/2019	Water Plus	3rd Party	Water Bill for Pigeon Lofts at Hensingham 12.12.2018 - 31.03.2019	£ 28.61	s23 Allotments Act 1908
03/04/2019	Water Plus	3rd Party	Water Bill for Midgley Allotments 15.12.2018 - 31.03.2019	£ 80.40	s23 Allotments Act 1908
04/04/2019	Copeland Borough Council	Premises	Insurance April 2019 - March 2020	£ 109.00	s111 LGA 1972
04/04/2019	Copeland Borough Council	Premises	Rent Charges 25.03.2019 - 24.06.2019	£ 375.00	s111 LGA 1972
04/04/2019	Copeland Borough Council	Premises	Services Charges 25.03.2019 - 24.06.2019	£ 196.24	s111 LGA 1972
10/04/2019	Councillor Roberts	Employees & Allowances	Raffle prize for Charity Ball hosted by Workington Town Council Mayor	£ 24.95	s111 LGA 1972
11/04/2019	Zurich Municipal	Supplies/Services	Annual Insurance Cover from 22.05.2019 to 21.05.2020	£ 2,553.32	s111 LGA 1972
12/04/2019	Councillor Roberts	Employees & Allowances	Taxi fare from Whitehaven Civic Hall to home 12.04.2019	£ 5.00	s111 LGA 1972
13/04/2019	Councillor Roberts	Employees & Allowances	Taxi fare from home to Carnegie Theatre Workington 13.04.2019	£ 15.00	s111 LGA 1972
13/04/2019	Councillor Roberts	Employees & Allowances	Taxi fare from Carnegie Theatre Workington to home 13.04.2019	£ 15.00	s111 LGA 1972
12/04/2019	Copeland Borough Council	3rd Party	Monthly Grass Cutting charge - April 2019	£ 1,056.25	s111 LGA 1972
17/04/2019	Mrs V Gorley	Employees & Allowances	Catering	£ 23.00	s111 LGA 1972

£7,564.06

WHITEHAVEN TOWN COUNCIL

CASH BOOK FROM 1 APRIL 2019

APPENDIX 2

Date	Ref	Payee	Employee	Premises	Supplies/3rd Party	Grants	Allobrmts	Christmas	Market	Commun	Ground	Civic	Hospitality	Ranger	W.I.B	Ward	Grants	Elections	Environmental	Improvements	Events	Contingencies	Reserves	Net Total	VAT	Total	Min. Ref.
01/04/2019	Various	Payments still to be cleared from 2018/2019	50.00	440.40	960.00	11165.00	475.58		4000.00	854.57				2233.33							16.98			20,195.86	3,137.70	23333.56	
08/04/2019	BACS	The Solway Hall		130.00																				130.00		130.00	
08/04/2019	BACS	Cumbria Media			32.00																			32.00		32.00	
10/04/2019	BACS	Whitehaven Heritage Action Group				600.00																		600.00		600.00	
10/04/2019	BACS	Whitehaven & District Amateur Operatic Soc.				366.60																		366.60		366.60	
10/04/2019	BACS	Deborah McKenna Ltd																			750.00			750.00	150.00	900.00	
			50.00	570.40	992.00	11165.00	966.60	475.58	0.00	4000.00	854.57	0.00	2233.33	0.00	2233.33	0.00	0.00	0.00	0.00	0.00	766.98	0.00	0.00	22074.46	3287.70	£25,362.16	

INCOME 2018-19

Date	Item	Precept	Interest	Other
08/04/2019	Allotment Rents 2019/20			1320.08
10/04/2019	Allotment Rents 2019/20			120.00

0	0	1440.08	1440.08
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**WHITEHAVEN TOWN COUNCIL
SUMMARISED INCOME & EXPENDITURE STATEMENT
FINANCIAL YEAR 2019-20**

**Expenditure Net
of VAT** **Invoices not yet
processed** **Budget**

BANK BALANCES BROUGHT FORWARD

CBS 53905917 (01.04.2019)	279,486.53
CBS 53906216 (01.04.2019)	144,431.97
TOTAL OPENING BALANCE	£ 423,918.50

INCOME:

Precept	
Interest (Deposit)	
Other Income	1,440.08
TOTAL INCOME	£ 1,440.08

EXPENDITURE

Employees & Allowances	50.00
Premises	570.40
Supplies/Services	992.00
3rd Party	11165.00
Grants	966.60
Allotments	475.58
Christmas	0.00
Markets	0.00
Community Plan	4000.00
Ground Maintenance	854.57
Civic Hospitality	0.00
Ranger	2233.33
Whitehaven In Bloom	0.00
Ward Grants	0.00
Elections	0.00
Environmental Improvements	0.00
Events	766.98
Contingencies	0.00
Reserves	0.00
VAT (to be reclaimed)	3287.70
TOTAL EXPENDITURE	£ 25,362.16

CASH BOOK BALANCE

Brought forward	£ 423,918.50
Income	£ 1,440.08
Expenditure	£ 25,362.16
Town Council Funds	£ 399,996.42

BANK BALANCES

CBS 53905917 (15/04/2019)	278,898.01
CBS 53906216 (15/04/2019)	144,431.97
	£ 423,329.98

Unpresented Cheques 23,333.56

FINANCIAL POSITION **£ 399,996.42**

COUNCIL'S WEB SITE

To inform the Council of an increase in the hourly fee of the Council's website provider for uploading data onto the website and to consider the recommendations at paragraph 3.1 of the report.

1.0 INTRODUCTION

- 1.1 The Council's website was set up by Cumbria Media (the website provider) and all updates are uploaded onto the Council's website by the website provider.
- 1.2 The charge for uploading data onto the Council's website is £12.00 per hour and this has been the same since 2015/2016.
- 1.3 The website provider has informed the Council that the hourly rate of £12.00 was an introductory rate and has said that as from 7th May 2019 the hourly rate will increase £24.00 which is the normal hourly rate and will remain the same for the next 12 months. (see Appendix 1).
- 1.4 In 2018/2019 the Council made payments totalling £600 to Cumbria Media for uploading data which equates to 50 hours work.
- 1.5 The Council has its own domain licence for which a renewal fee of approximately £87 per annum is payable

2.0 OTHER AUTHORITIES

- 2.1 Enquiries of other local authorities have revealed that they commissioned a website designer to provide their websites at a one off cost and with the authorities themselves uploading the data.

3.0 RECOMMENDATION

- 3.1 The Council is asked to consider whether :-
 - (i) to agree to the rate of £24.00 per hour for uploading data and remain with the current website provider or

- (ii) In accordance with Financial Regulations to ask for quotes from website designers for the provision of a new website with Council staff carrying out the uploading of data



07/04/2019

Dear Whitehaven Town Council,

Notice of price increase for website management services

Cumbria Media have managed Whitehaven Town Councils website since we were asked to design and launch a new website in late 2016. To the best of my knowledge the website was greatly received and we continuously identify new ways to improve it, implementing them with the authority of yourselves.

We currently invoice monthly for work completed and assign each job a number. We currently charge £12 per hour to upload items to the website with a minimum of 20 minutes per single job/ £4. Since 2016 we have not increased the management fee. The £12 per hour rate was an introductory rate which we intend to raise to our normal rate.

Our normal hourly rate is £24 per hour with a minimum of 20 minutes per single job/ £8. We intend to make this change from 30 days of the date of this letter. This charge will remain the same for the next 12 months.

We will await your approval of this change which we would request within 25 days.

Should you wish to decline the change we would continue at the current price whilst a new contractor is initialised for a maximum period of 30 days of the change being declined.

Many thanks for your continued business and I hope we can continue working together,

Luke Johnston

For and on behalf of Cumbria Media

Cumbria Media | 88 Kirkstone Road | Whitehaven | Cumbria | CA288HD
T: 0792 7983 664 E: info@cumbriamedia.com

Website Development · Website Management · ECommerce · Social Media Management · Training & Mentoring · Project Management · Advertising · Marketing · Business Setup · Public Relations · Design & Print · Communications · SEO Services ·



Whitehaven Appsolutely Town App

An Introduction about the App

Buzy Bee Software Services is a local software services business based in Whitehaven. The business is ran by Keith and Trish McWhan who happen to be husband and wife. Trish was born and has spent most of her life in Whitehaven which is why they wanted to help promote the town and the surrounding towns/villages/hamlets. They wanted to provide local people, visitors and people considering moving here an easy accessible way of finding information about the area. As more and more people use mobile devices these days they wanted to create a mobile pocket guide for the town and surrounding area so funded and developed Whitehaven Appsolutely.

Whitehaven Appsolutely provides information about the town and surrounding area in a handy mobile pocket guide that works even when there is no internet connection. This is beneficial to local people, would attract more visitors to the town and encourage them to stay longer in the area plus would showcase Whitehaven to those who are considering moving to the area.

What the App does?

- The App is FREE to download and provides information about see & do, where to eat, where to stay, what's on, local charities, local history, towns, villages & hamlets around whitehaven plus so much more.
- The interactive walks on the App can be accessed without internet connection. They include points of interest along the route showing important and relevant historical landmarks to encourage people to explore Whitehaven and the surrounding area. When a user selects a landmark a pop-up window opens to show a more detailed description of the landmark including more detailed information about its history. A blue location marker is also present on the map to show where you currently are on your walk along the route. The marker updates its location as you progress. We will be adding more to this section during the year.
- We have a section for the history of Whitehaven including folklore and customs. The section has a picture gallery to add photographs with text and these have a pinch & zoom feature to see the image close up. This section is in the early stages and we are adding to this on a regular basis.
- There is a search feature on the App so if a user is looking to find a place that has baby changing facilities or has disabled access the App will list all establishments who provide these facilities.
- Every section and listing on the App has an option for the user to add them to their

favourites. This allows quick access to the users selected items without having to continually search for them in their respective section.

For example if someone was planning a night out they could look for where to grab lunch, get hair and nails done, find a musical event, book a taxi home and add these places to their favourites. All the information is in one place making it easy to find. People can plan what to do with the kids during half-term, plan a weekend shopping trip with the girls, visitors can plan activities during a weeks holiday, the list is endless.

- The App has a direct call feature and users can find location of, send a direct email, visit website and social media pages etc of people listed on the App.
- There is also a link to the latest weather in Whitehaven.

What it can do for local businesses/establishments/Charities etc

The app provides a platform for businesses/establishments/Charities etc to showcase what they do. Basic listings are free and there is an option to have an upgraded listing which are like a mini version of a website only they work without internet connection. These are free for charities/support groups/not for profit/CIC/sports/health/education and non private establishments etc. We also want to give all private businesses in our area a chance to get onto the App and see how it can benefit them so we are offering a free trial for an upgraded listing until 2020 which includes unlimited push notifications.

Every six months 15% of all revenue is given to a local Charity/support group who are registered on the App.

Our upgraded listings include the following:

- Main image
- Image gallery with a pinch and zoom option plus optional scrollable text.
- Location details, contact details including direct call, email address, website link, any social media links and add to favourites
- Text about the establishment
- Latest News Feature
- Upcoming events feature
- Menu feature where your menu can be downloaded or added as a text document.
- Services feature to show what you offer ie venue hire etc
- Products feature to show what you have ie books, clothing etc
- Opening hours
- Unlimited Push notifications

A push notification is a message that pops up on a mobile phone/tablets screen to alert a person about a variety of topics. People on the App can send out notifications to users letting them know about important information, draw attention to fund-raising events, special offers, meetings, dish of the day, discounts etc. The message is only delivered to people that have installed the App but the App doesn't need to be running for the message to be received. If the phone/tablet is not currently connected to the internet or has been switched off then the message would be delivered as soon as the phone/tablet connects or is switched on. There is a section on the portal for creating and sending these messages which can be scheduled to either be sent straight away or has the option to send at a later date.

One advantage of using a push notification is that it engages users. Many smartphone users download apps and eventually forget about them, but push technology has the potential to really engage them via real-time updates on upcoming events, latest news, and special deals etc.

On 17th April a push notification was sent out informing people about the events on the App this Easter Weekend and within just 5 minutes there were 15 people engaging with the App. These people were from Newcastle, Whitehaven, Bristol, London, Manchester and Devizes in Wiltshire.

The App has a search feature so text/facilities on the listing would be picked up. Adding facilities such as conference room hire or that you are pet friendly would be picked up by the search feature.

We are also in the process of adding advertisement space on the App for local establishments and adding a translation feature which will be available soon.

Benefits to the local community?

There are many ways the App is and will benefit the local community:

- Whitehaven Appolutely is a hub where information about the town and surrounding area is in one place.
- People in and around Whitehaven have instant access to what's on, what to see, where to go, what to do and they don't need to be connected to the internet to do this. This comes in handy especially in an area like ours where signal connections can be poor or non existent. Although social media is a good way to find information you do have to be connected to the internet and know what you are looking for. Being on the App means people can find information whenever and wherever plus an event may come through via a push notification that they didn't know was on.
- People are notified instantly about new events, latest news, latest offers and any alerts via the Apps push notification service.
- Local businesses/establishments/Charities etc can get on to the App and showcase their products/services.

- We use local businesses for anything required for the App such as flyers, pop up banner etc and will continue to do this.
- We also want to get local schools/colleges/universities and volunteers involved in sections of the App such as developing augmented reality trails and games relevant to the area plus photography, researching history, researching local wildlife etc. In the near future we want to provide work placements/apprentices with a view to employment thus helping to create more diverse employment opportunities encouraging young people to stay in the area. We want the App to be a valuable asset to the town where the community of all ages, gender, abilities are fully involved.
- By encouraging visitors to stay longer in Whitehaven the App can also encourage local economic growth as more money will be spent in the area. As people spend more time and money in the area it could help encourage more local people to open shops benefiting the whole community.

How we are promoting the App

At present all marketing materials comes out of our own pocket. Up to date we have been promoting the App via flyers, have purchased a pop up banner and have taken it to several exhibitions, use social media, contacting people directly plus good old fashioned word of mouth. We have also been looking into grant funding to help further promote the App.

Future aims of the App

Our aims are to promote the App further afield. We are looking into pricing for advertising on public transport, in national travel magazines and TV/radio. We want to create animated video's to promote the App as well as purchasing Beacons. Beacons could be placed at various places around the town such as the train station, centre of town and by the C2C walk and would alert people that a town app for Whitehaven is available to download.

As technology expands we endeavour to ensure it constantly evolves using the latest technology and is always up to date.

In the near future we hope to have an office/unit where we can take on work placements and apprentices.

Why we are approaching Whitehaven Town Council?

We are looking for local organisations such as the Whitehaven Town Council to provide investment/sponsorship or financial grant support for the App.

Any funding will help us with our future aims for the App.

Any investor, sponsor or anyone providing funding would be mentioned on the about section of the App and the Apps website along with pushing this out on social media.

The council can also use the App to promote the work they are doing to improve the town

and the events that they are organising by having an upgraded listing.

Further details about the App.

More details about the App can be found at www.whitehavenappstotely.co.uk where you can also download a brochure. We are currently in the process of creating a new look for both but you can still access the information via this link.

Our contact number is 01946 592682

Email address is keith@whitehavenappstotely.co.uk or info@buzybeessoftwareservices.co.uk

MERCHANT NAVY FUND SUPPORTING PARTNERS



The Chair
Whitehaven Town Council
Room 3
Whitehaven Civic Hall
Whitehaven
Cumbria
CA28 7SH 318

WTC 25/4/19
Agenda Item 13

March 2019

Dear Chair

Please 'Fly the Red Ensign for Merchant Navy Day' on 3 September

This is a formal invitation from Seafarers UK for your council to support this year's campaign to raise awareness of the UK's ongoing dependence on Merchant Navy seafarers.

If your council has been involved in previous years you will know what we ask you to do - and how easy it is to participate:

1. Please arrange to fly a Red Ensign - the British Merchant Navy's official flag - on a civic building and/or flagpole in a public place, on Merchant Navy Day, that falls on 3 September
2. If you can, please organise a flag-hoisting ceremony for local dignitaries, VIPs, Merchant Navy veterans, Sea Cadets, media guests, etc.
3. Promote your support for this important annual campaign via social media and local PR.

When you let us know what you have planned, Seafarers UK will include your council on a prestigious 'Roll of Honour' at www.merchantnavyday.uk Note: if your council was listed last year and the contact details have not changed *it is not necessary to register again*.

Our new guide to taking part is enclosed with this letter, together with a promotional poster that I hope you will wish to copy and display with details of your local activity inserted.

If you have any queries please contact me.

Yours sincerely

Nick Harvey
Campaigns Manager

Email: nick.harvey@seafarers.uk
Phone: 020 7932 5969

P.S. Please accept my apologies if you have supported our campaign in previous years and are wondering why you have received this letter. To be able to contact *all* UK councils we have to rent a mailing list (compiled from information that is in the public domain) from an external supplier and I regret it has not been possible to extract our previous or existing contacts, or to remove duplicates.

The Merchant Navy Fund is administered by Seafarers UK (King George's Fund for Sailors), a registered charity in England and Wales, No. 226446, incorporated under Royal Charter. Registered in Scotland SC038191. Registered office: 8 Hatherley Street, LONDON, SW1P 2QT. Tel: 020 7932 0000

Email: mnfund@seafarers.uk www.merchantnavyfund.org



FLY THE RED ENSIGN

FOR MERCHANT NAVY DAY
3rd SEPTEMBER 2019

FLY THE RED ENSIGN

FOR MERCHANT NAVY DAY
3rd SEPTEMBER 2019

MESSAGE

from HRH The Earl of Wessex KG, GCVO, CD, ADC(F)

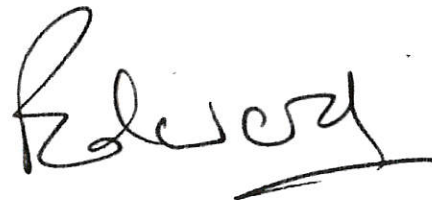


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BAGSHOT PARK

On this Merchant Navy Day, I very much hope you will support this campaign by Seafarers UK to remember the sacrifices, salute the courage and support the future of the often unsung personnel of our Merchant Navy. Too often they are the forgotten or invisible service, by raising the Red Ensign you will ensure that at least on this day they are remembered. Your act will mean so much to their families and to the retired, but most especially to those at sea.



HRH The Earl of Wessex KG, GCVO



FLY THE RED ENSIGN

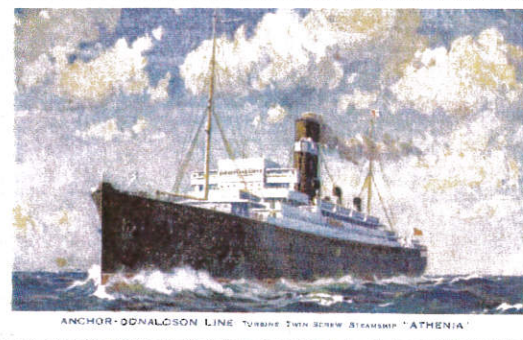
FOR MERCHANT NAVY DAY
3rd SEPTEMBER 2019

FOREWORD

by Admiral The Right Honourable The Lord West of Spithead CCB, DSC, PC

While many people know that the 3rd of September 1939 marked the outbreak of the Second World War, few are aware that it also marks the first major British maritime casualty, the merchant vessel SS Athenia, torpedoed just a few hours after hostilities were declared, with the loss of 128 passengers and crew.

Although many hundreds of merchant ships and thousands of seafarers would meet the same fate in the years to come, 3rd September is now enshrined as 'Merchant Navy Day' to honour the brave men and women who kept our island nation afloat during both World Wars, and even during peacetime faced – and continue to face – the more routine perils of violent storms and mountainous seas.



The Red Ensign, or 'Red Duster' as it is affectionately known, has been the recognised flag of the British Merchant Navy since 1854. It has become inextricably linked with the world-wide trade links that made the United Kingdom's fortune in the intervening years and, while there are now fewer ships on the home register, many thousands of British seafarers still work on the oceans of the world, underpinning the vast majority of the international commerce that keeps our economy buoyant. By volume, 95% of our trade comes by sea; without it, we would surely become an insignificant island off the coast of Europe.

But the majority of today's large ports are high security operations, often miles from population centres. Many young people know little of ships and seafarers, and fail to appreciate their absolutely vital contribution to our way of life. In recent years, campaigns such as 'Seafarers Awareness Week' have tried to highlight this huge impact, and I strongly believe that a visual demonstration of the debt we all owe to merchant seafarers, past and present, should become an annual feature of our national calendar.

I am asking every Local Authority in the nation to fly the Red Ensign on the 3rd of September. Many of our great ports such as Liverpool already do, but we want to carry this message into the heartlands of the nation, just as surely as that essential food, fuel and clothing are carried to our shops. I hope the raising of this flag will be an occasion of pride in every community; I want to see local veterans and Sea Cadets involved, and I would implore civic leaders to be present, adding their own messages of support.

So, celebrate both a glorious seafaring past and a vital part of our economic future as you 'Fly the Red Duster' on Merchant Navy Day!



West of Spithead



FLY THE RED ENSIGN

FOR MERCHANT NAVY DAY
3rd SEPTEMBER 2019

THE MERCHANT NAVY & FISHING FLEET LOSSES IN THE FIRST WORLD WAR

by John Sall, National Chairman, Merchant Navy Association

The mercantile marine, as it was termed in those times, played a significant and often critical role throughout the First World War, much the same as it would two decades later. In both World Wars, Merchant Navy seafarers and fishermen fought the enemy, the weather and the seas to keep the nation and the Armed Services supplied and able to defend themselves. Their way of life and conditions of service were austere, with seafarers often not returning home for over two years, some having been sunk, survived and transferred to other ships to maintain those lines of support.

During the First World War, attacks on merchant and fishing vessels began quite slowly but increased significantly as the enemy sought to blockade Great Britain. In 1914 and 1915 a total of 342 merchant vessels were lost to enemy action with 2,471 men, women and boys losing their lives. During 1916 there were 396 ships lost and 1,217 seamen killed. In the following year the losses were so severe that the ships being built could not match the number of ships being lost in action, with six ships a day being sunk in some weeks.

The loss of life was increasing significantly. It was so severe that if the rate of losses of ships and men had continued, the war would have been lost. No food, no fuel, no wood, no arms and ammunition - especially some of the 91 million shells that were eventually produced and transferred by sea. The losses had to be decreased and this was achieved by the introduction of the Convoy System in 1917.

The total recorded losses for the First World War were 2,479 ships and 14,287 seamen, plus 675 vessels of the Fishing Fleet and 434 seamen. There were many more seafarers who died ashore and were not commemorated. They actually had to die at sea to be commemorated. Merchant Navy seafarers were also off pay when their ships were sunk!

The Merchant Navy Association (MNA) has been seeking more recognition for seafaring veterans since 1989. MNA branches around the UK support the 'Fly the Red Ensign for Merchant Navy Day' campaign by organising their own flag-hoisting events or attending ceremonies organised by local councils. The Dumfries Branch, chaired by Arthur Murphy, is one of the most active, arranging for a Red Ensign to be flown on numerous public buildings throughout the Dumfries and Galloway Region and even a local hotel!



FLY THE RED ENSIGN

FOR MERCHANT NAVY DAY
3rd SEPTEMBER 2019

MERCHANT NAVY DAY

by Nick Harvey, Campaigns Manager, Seafarers UK

Merchant Navy Day, 3rd September, provides a perfect opportunity to show your support for the seafarers on which the UK depends by proudly flying the Red Ensign as publicly as you can, and for all to see.

Since the start of this century, 3rd September has been the UK's designated Merchant Navy Day. The UK's prosperity has of course been dependent on the Merchant Navy since the beginning of international trade. But only during the two World Wars did the British public realise that without merchant ships and brave seafarers, the UK would soon be starved of food and other essential supplies.

In recent years our island nation's dependence on the Merchant Navy has actually increased. 95% of our imports are carried by ship, including almost half the food we eat. Without regular fuel imports our power stations would soon shut down. And with more sea ports and harbours and a longer coastline than any other European country, we depend on the Merchant Navy to ship more than 75% of our exports.

That's why Seafarers UK believes the debt we owe Merchant Navy seafarers should be publically recognised on 3rd September by flying the Red Ensign on civic, historic and landmark buildings, maritime museums, business headquarters, churches, clubhouses, etc - and also on prominent free-standing flagpoles, e.g. outside town halls, on village greens, at playing fields.

Every council, company, organisation and individual taking part will be added to a Merchant Navy Day 'Roll of Honour' on our website and promoted via our social media channels. We also expect national and local media to publicise our campaign, which attracts widespread and welcome support every year.

We have made it easy for everyone to get involved - please see page seven of this guide. Note: If you joined in last year you should already be included on the 'Roll of Honour' at www.merchantnavyday.uk. If not, please register online at that website.

If you are participating for the first time this year please note that Seafarers UK does not supply Red Ensigns. We have a preferred supplier - Hampshire Flag Company - whose contact details are on page seven. You should contact them direct to discuss your requirements.

It would be greatly appreciated if you are able to organise a cash collection or make a donation to the Merchant Navy Fund - please see page six overleaf.



The Lord Mountevans, Alderman
Jeffrey Evans, Lord Mayor,
City of London, 2016



FLY THE RED ENSIGN

FOR MERCHANT NAVY DAY
3rd SEPTEMBER 2019



SEAFARERS UK

Seafarers UK is a charity that helps people in the maritime community by providing vital funding to support seafarers in need and their families. Seafarers UK does this by giving money to organisations and projects that make a real difference to people's lives, across the Merchant Navy, Fishing Fleets, Royal Navy and Royal Marines. In 2018 Seafarers UK gave 73 grants totalling £2.5 million to maritime charities and organisations.

As an 'island nation' we depend on seafarers to defend our shores, trade with other countries and import essential fuel and food. The job of a seafarer is therefore vital, but also demanding and hazardous, with a much greater chance of injury than many other professions. A large number of those serving will be facing problems of very different kinds; long periods of separation from friends and family, shifts on duty, fatigue, and working heavy machinery whilst being exposed to harsh weather.

Such dangers and difficulties can lead to disability, depression, debt, relationship breakdown, homelessness or even death. Funding from Seafarers UK enables seafarers to access advice and information, adapt to life on shore, re-train and find new employment.

Because Seafarers UK works closely with all of the organisations that support seafarers and their dependants, the charity can target donations where they will make the biggest difference. Seafarers UK receives no government funding and relies on donations and fundraising to be able to carry on providing long-term aid. Without this, there simply wouldn't be the level of support Seafarers UK is able to provide today and that last year gave hope and help to over 100,000 seafarers and their families when they needed it most.

MERCHANT NAVY FUND

The Merchant Navy Fund is a collaborative initiative by Seafarers UK and the Merchant Navy Welfare Board. Both organisations recognise that many people with a Merchant Navy background, connection or empathy want to see their donations, 'in memory' gifts and legacies used specifically in support of British Merchant Navy seafarers and their families.

In 2018 Merchant Navy Fund grants exceeded £180,000, improving quality of life for those who have served or are currently serving at sea. The Merchant Navy Fund is administered by Seafarers UK (King George's Fund for Sailors) and donations large or small are always appreciated. For further information please visit the website at www.merchantnavyfund.org

Merchant Navy Day provides an opportunity if you wish to raise funds for the Merchant Navy Fund, that exists to support British Merchant Navy seafarers in need and their families. If you are able to assist the charity in this way and require collecting tins, etc, please email mnfund@seafarers.uk or phone Carole Hunt on 020 7932 5986.



FLY THE RED ENSIGN

FOR MERCHANT NAVY DAY
3rd SEPTEMBER 2019

HOW TO TAKE PART

1. Participation in this campaign is open to all, including individuals with their own flagpoles.
2. Please arrange for a Red Ensign to be flown on Tuesday 3rd September 2019. Note that the Red Ensign may be freely flown ashore anywhere in the UK at any time of the year. For example, it is permissible for it be hoisted on or before Merchant Navy Day and/or left flying permanently.
3. Organise a flag-hoisting ceremony, involving local dignitaries and VIPs, Merchant Navy veterans, Sea Cadets, etc. This does not have to be on Merchant Navy Day. For example, you may prefer to schedule your event for the preceding Friday or weekend?

Please feel free to read out the message from HRH The Earl of Wessex, President of Seafarers UK, on page two of this guide.

4. Promote your event using local media and social media channels.
5. Arrange for photographs to be taken on the day. Please note that if the Red Ensign is being held for a photograph (e.g. prior to hoisting on a flagpole) it should be shown with the solid red to the right hand side.
6. Confirm your involvement by providing information to Seafarers UK, either online at www.merchantnavyday.uk or by completing a registration form that is available on request from Carole Hunt, phone 020 7932 5986, email mnfund@seafarers.uk.
7. Your participation (excluding personal details) will be promoted on a 'Roll of Honour' on the Merchant Navy Day website. Note: If you are already on the 'Roll of Honour' you do not need to register again, unless your contact details have changed.
8. Order a Red Ensign! These are available from many flag suppliers, including online sources. You may wish to consult the Flag Institute (www.flaginstitute.org) which provides advice on flag-flying protocol.

For this year's 'Fly the Red Ensign for Merchant Navy Day' campaign our preferred supplier is Hampshire Flag Company, Unit 11, Pipers Wood Industrial Park, Waterberry Drive, Waterlooville, PO7 7XU. Phone 023 9223 7130. Email info@hampshireflag.co.uk. Website: www.hampshireflag.co.uk/seafarers-special.htm

9. On the day of your flag-hoisting and/or ceremony use social media including Twitter (#MerchantNavyDay) to publicise your activity and be part of the national campaign.
10. Send a copyright-free photograph (high-resolution JPG please) to Seafarers UK - see back cover for contact details.



FLY THE RED ENSIGN

FOR MERCHANT NAVY DAY
3rd SEPTEMBER 2019

ACKNOWLEDGEMENTS



National Association of Local Councils



Local Government Association



London Councils



Scottish Community Councils



Flags & Heraldry Committee "As Chairman of the Flags & Heraldry Committee it gives me great pleasure to support Fly the Red Ensign for Merchant Navy Day, 3rd September, to celebrate the ships, men and women that make up our Merchant Fleet and I would like to encourage all to take part in this important annual initiative." *Andrew Rosindell MP*



NACO The National Association of Civic Officers supports Fly the Red Ensign for Merchant Navy Day.



Merchant Navy Association

Since 1989 the Merchant Navy Association has been seeking more recognition and respect for our seafaring veterans, life at sea and our maritime history. At that time many seafarers felt that after nearly 50 years since the end of WWII little was understood of the Merchant Navy and the suffering and sacrifice of thousands of wartime merchant seafarers.

Seafarers UK also extends thanks to members of independent Merchant Navy veterans' groups, Royal British Legion branches and the Royal Fleet Auxiliary Association who get involved in this campaign to raise public awareness and, of course, those organisations and individuals who fly the Red Ensign every day of the year!

Contact

Nick Harvey, Campaigns Manager, Seafarers UK

Email: nick.harvey@seafarers.uk

Phone: 020 7932 5969 Mobile: 07910 593588

Post: Seafarers UK, 8 Hatherley Street, LONDON, SW1P 2QT.

Seafarers UK (King George's Fund for Sailors) is a Registered Charity in England & Wales, No. 226446, incorporated under Royal Charter. Registered in Scotland SC038191.



Registered with
**FUNDRAISING
REGULATOR**



WHITEHAVEN IN BLOOM REPORT

Purpose of the Report and Recommendation

To report back to Members of the discussions held with CBC and the Town Council's preferred supplier of flowers regarding the Autumn/Winter 2019/20 bedding plants.

1.0 INTRODUCTION

Copeland Borough Council's Contracts Manager informed the Clerk that the Town Council's preferred supplier of bedding plants was ordering plants for the Autumn/Winter 2019 season and needed to know the Town Council's requirements.

2.0 QUANTITIES AND COST

2.1 The Town Council require flowers/bedding plants to fill the following:

- Triangular bed at Pelican Garage;
- Badge Bed at Coach Road;
- Raised Beds opposite Trinity Gardens;
- 20 wooden barrels at various locations around the Town Centre;
- 5 x stainless steel planters outside Whitehaven Civic Hall;
- 4 x black planters to the side of Whitehaven Civic Hall;
- 12 x cast iron planters at various locations around the Town Centre;
- 8 x octagonal 4-tiered planters at various locations around the Town Centre;
- 4 x window boxes on window ledges at Wilkinson's shop located on Lowther Street

2.2 The cost to provide all the flowers/bedding plants amounts to £2478.00 + VAT (Appendix 1).

2.3 The Council allocated a budget of £18,000.00 to Whitehaven In Bloom for 2019/2020.

2.4 This does not include any plants/flowers for St Nicholas Gardens which has a separate budget.

3.0 RECOMMENDATION

- 3.0 That Members approve and note the information and authorise the expenditure at 2.2.



AGENDA ITEM 15
Appendix 1

Marlene Jewell
Whitehaven Town Council
Room 3, The Civic Hall
Lowther Street
Whitehaven
Cumbria
CA28 7SH

18th April 2019

Quote Ref. 02171.QUO

Dear Marlene

Subject: - Quotation for Flowers for Autumn / Whitehaven in Bloom

I have pleasure in submitting the following quotation: -

Planting and maintaining beds at Triangular bed at Pelican Garage, Badge bed at Coach Road, Raised beds opposite Trinity Garden, Wooden barrels x20 at various town locations, and Civic Hall planters x5.

This includes 4 black planters outside Civic Hall, 12 cast iron and 8 new octagonal planters at various locations around Whitehaven town, and 4 window boxes on ledges at Wilkinson's.

Total Price = £2,478.00 excluding vat

Please note that as of 31st September, only 1 Ranger will be available to carry out work. If additional manpower is required by Whitehaven Town Council, this will need to be quoted and invoiced separately.

If you would like us to carry out this work on your behalf, please confirm in writing to myself or email OpenSpaces@copeland.gov.uk

Yours sincerely

A Clements

Alan Clements
Contracts Manager
01946 593037

ALLOTMENT REPORT

Purpose of the Report

To report back to Members of the discussions held at the Allotment Advisory Group meeting and to authorise any expenditure as recommended by the group.

1.0 INTRODUCTION

- The Allotment Advisory Group met with the Site Representatives from Cartgate, Crow Park, Midgey and Sneckyeat on 12th April 2019.

2.0 PRESENT POSITION

- 2.1 It was reported to the Site Representatives that there were currently 37 people on the Allotment Waiting List and that there were 3 half plots vacant on Crow Park and 1 full plot and 2 half plots vacant on Sneckyeat;
- 2.2 Invoices for rents due 1st April 2019 had been issued and reminders were scheduled to be sent out 15th April 2019;
- 2.3 The remaining invoices scheduled to be sent throughout the year would be pro-rata invoices to take them up to 31.03.2020 and was for administrative purposes only;
- 2.4 Site inspections would be arranged and organised with each Site Rep;
- 2.5 Permission to erect Polytunnels within the permitted dimensions was being sought by the tenants of Plot 25 and Plot 26 Crow Park, the Allotment Advisory Group recommends that permission be granted;
- 2.6 The tenant of Plot 22 had sent an e-mail to inform the Council of recent health issues which were having an effect on his ability to maintain the site but that he still wished to remain on the plot, the Allotment Advisory Group recommends that the situation be reviewed in 3 months;
- 2.7 The tenant of Plot 24 Crow Park had recently moved out of the parish of Whitehaven and was seeking permission to remain on the Allotment site as he had been a tenant for over 15 years (clause 3.2 of the new agreements introduced in April 2018 states that should a Tenant move out of the Parish of Whitehaven, the Tenant shall give up the tenancy of the Allotment garden to the Council forthwith). The Allotment

Advisory Group recommends that the Tenant be allowed to continue with their tenancy as the Tenancy Agreement had been amended after his tenancy started and that they had been good tenants

3.0 SITE ISSUES/QUERIES

Cartgate

- 3.1 Reported that the pitched roof of the garage that is on site that was used for storage needs repaired and it was recommended by the Allotment Advisory Group that the maintenance contractor take a look at what was required and to report back;

Crow Park

- 3.2 Raised the issue of Plot 1 and that the only access to the plot was from the property next to it and that this would have to be taken into account when re-letting;

Midgey

- 3.3 Reported residents who lived on the housing estate adjacent to the site were using the site as a short cut into the Town Centre and it was recommended by the Allotment Advisory Group that a letter to the residents be sent to remind them that access onto the site was prohibited as it was private land;
- 3.4 Reported that another resident from the adjacent housing estate had trees on their property cut back and had disposed of the cuttings on allotment land;
- 3.5 That the path running from Plots 32 – 35 was slippery and wondered if the Town Council would consider putting down some shillies.

Sneckyeat

- 3.6 Only reported an issue with another Tenant repeatedly contacting the Skip Provider despite not having the authority to do so.

4.0 RECOMMENDATION

- Members are asked to note the information, and approve the recommendations at 2.5 2.6, 2.7, 3.1 and 3.3 and to also consider the requests made at 3.5.

CONTRACTS FOR SEASONAL OPERATIVE AND RANGER

Purpose of the Report and Recommendation

To inform Members of the Contracts received for a Seasonal Operative and Town Council Ranger and to authorise the Mayor and Deputy Mayor to sign the contracts on behalf of the Town Council.

1.0 INTRODUCTION

Members will recall that when setting the Budget for 2019/20 an amount of £31,000.00 was allocated for a Ranger (minute ref 1204/19(i) refers).

Members also agreed to employ a Seasonal Operative for 6 months to assist the Ranger at a cost of £10,138.44 (minute ref 1202/19 refers).

2.0 CONTRACTS

The contract for the Seasonal Operative has now been received and is attached at Appendix 1.

The Contract for the Ranger has now been received and is attached at Appendix 2.

3.0 RECOMMENDATION

That Members note the information contained within the contracts and that the Mayor and Deputy Mayor are authorised to sign the contracts on behalf of Whitehaven Town Council.



Copeland Borough Council
Whitehaven Commercial Park,
Moresby Parks, Whitehaven,
Cumbria CA28 8YD

Proud of our past. Energised for our future.

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Agenda Item 17
APPENDIX 1

FAO Marlene Jewell
Whitehaven Town Council
Room 3, The Civic Hall
Lowther Street
Whitehaven
Cumbria
CA28 7SH

17th April 2019

Our Ref. AC/MB/2019/40

Dear Mrs Jewel

Parks & Open Spaces Seasonal Operative (6 months contract) – Whitehaven

I am pleased to receive your request to proceed with the provision of a Parks & Open Spaces Seasonal Operative from 1 April 2019, operating on 3 days per week (Mon-Fri).

The Seasonal Operative role will carry out, support and co-ordinate a range of works and activities aimed at improving the quality of the local environment in Whitehaven town centre, by enhancing and working alongside (not replacing) existing services.

A detailed summary of the role is attached at Schedule 1 - Service Specification.

I confirm that the price for this years' service will be **£10,138.44 excluding vat.**

If you are happy for us to provide this service, please could you sign and return the confirmation slip attached.

If you have any queries, please do not hesitate to contact me.

Yours sincerely

James Hunter
Parks & Open Spaces Manager



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 Moresby Parks, Whitehaven,
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Proud of our past. Energised for our future.

I/we confirm that we would like to engage Copeland Borough Council to provide the Seasonal Operative service as detailed in the quotation/service specification provided.

Contract ref. AC/MB/2019/40

Print name:

Signature:

Signed on behalf of:

Date:



Grounds Maintenance – From Copeland Borough Council

Terms and Conditions of Service

1. Application/Definitions

- 1.1. These terms and conditions shall apply for the provision of a Parks & Open Spaces Seasonal Operative by the supplier to the client.
- 1.2. In these terms and conditions the following expressions have the following meanings.

2. Business Day

- 2.1. A day excluding Bank Holidays on which Banks generally are open for the transaction of normal Banking business, and when scheduled Grounds Maintenance visits to the clients' premises will be undertaken.

3. The Client

- 3.1. Means any individual, firm, public body or corporate body which purchases services from the supplier.

4. Commencement Date

- 4.1. The date of commencement of the services as stated in the services specification, as agreed with the client.

5. Services

- 5.1. The service to be provided by the supplier to the client as set out in Services Specification.

6. The Supplier

- 6.1. Copeland Borough Council

7. The Service

- 7.1. With effect from the date of commencement the supplier shall, in consideration of the fees being paid in accordance with the terms of payment, will provide the services expressly identified in the Services Specification or otherwise agreed.

8. Price

- 8.1. The client agrees to pay the fees in accordance with the terms of payment, in addition the supplier shall be entitled to recover from the client his reasonable incidental expenses for materials used, and for third party goods and services supplied in connection with the provision of services.
- 8.2. The price agreed with the client prior to the commencement of the services, will remain as specified in the quotation/contract.

9. Payment

- 9.1. All payments required to be made pursuant to these terms and conditions shall be made within 30 days of the relevant invoice, unless agreed otherwise, by BACS/Cheque in cleared funds without any set off, withholding or deduction.



9.2. Any client wishing to make a late payment must arrange this with the supplier at their earliest convenience, failure to do so may incur late payment fees. Statutory late payment fees will be applied from the 30th day from the date of the first invoice.

10. Variations/Amendments

10.1. If the client wishes to vary any details of the service the client must notify the supplier in writing as soon as possible. The supplier shall endeavour to make any required changes and any additional costs thereby incurred shall be invoiced to the client.

11. Liability

11.1. The supplier shall not be liable to the client nor be deemed to in breach of these terms and conditions by reason of any delay in performing, or any failure to perform, any of the supplier's obligations if the delay or failure was due to any cause beyond the supplier's reasonable control, (such as severe bad weather).

11.2. It is very important and the sole responsibility of the client to ensure the supplier is made aware of any special statutory bylaws, conditions, permissions that may be involved.

11.3. The supplier will not accept responsibility/liability for any damage to (or cost involved with) any undergrounds hazards, obstructions, or services not made known in writing or apparent visual inspection.

11.4. The supplier undertakes to insure its activities against all risks whilst engaged on the clients site, a copy of the suppliers public and employees liability insurance document is available to the client upon request.

12. Miscellaneous

12.1. The supplier reserves the right to change the contents of these terms and conditions at any given time, and in doing so, will inform the client in writing of any such changes/amendments to these terms and conditions.

13. Cancellation

13.1. If for any reason(s) the client wishes to cancel the Services, then the client must give the supplier 28 days' notice in writing, in advance of the client's intention to cancel. The supplier reserves the right to invoice the client a maximum of 2 full months' charges for any cancellation of service of less than 28 days.

14. Copyright

14.1. The supplier reserves all copyright and any other rights (if any) in the products or in connection with the provision of the supplier's services. The supplier reserves the right to take such action that may be appropriate to prevent infringement of such copyright.



SCHEDULE 1

SERVICES SPECIFICATION

For the provision of a Parks & Open Spaces Seasonal Operative

- Copeland Borough Council (CBC) will supply an Open Spaces Seasonal Operative on 3 days per week between Monday and Friday to carry out, support and co-ordinate grounds maintenance works and activities to improve the quality of the local environment in Whitehaven Town Centre by enhancing and working alongside (not replacing) existing services already provided by Copeland Borough Council.
- The Seasonal Operative will operate on 3-days per week, primarily on Fridays, Mondays and Tuesdays, however this will be subject to change, and mutually agreed, depending upon service priorities and demands.
- The Seasonal Operative will be managed by Alan Clements (Contracts Supervisor) and work to the Seasonal Operative Job Profile (copy already supplied). Line management may be delegated to a Stand-in Supervisor.
- CBC will aim to provide the same person to carry out the duties agreed with Whitehaven Town Council to maintain consistency and continuity, including the building of knowledge and relationships, but reserves the right to change personnel to meet other operational demands.
- CBC and will meet regularly with the Town Clerk to agree a forward schedule of meetings and to develop and review a work plan for the Seasonal Operative.
- The work of the Seasonal Operative will focus initially on Whitehaven Town centre area, although occasional support to other local areas may be required, e.g. to support a local event or a community initiative.
- CBC will endeavour to provide a replacement member of staff when the Seasonal Operative is absent, however, depending upon staffing levels this may not always be possible. CBC will, however, work closely with Whitehaven Town Council to plan and co-ordinate working times and absences due to annual leave or other circumstances.
- The key tasks to be designed and delivered through a lone working Seasonal Operative role will enhance existing core service delivery and not replace existing services. Such tasks may include:
 - Grounds maintenance works e.g. grass cutting, weed control, planting, watering
 - Enhanced street / open space cleaning at problem hot spots and/or to provide more intensive cleaning, e.g. removal of cigarette litter
 - Cleaning / wiping of street furniture e.g. litter bins, ashtrays, seats, signs, bollards etc.
 - Identifying, reporting and co-ordinating environmental issues / service needs with other CBC core services & Whitehaven Town Council
 - Supporting the gathering of information for enforcement activity / response



- The Seasonal Operative will regularly complete a proforma to record activities undertaken, issues requiring the attention of others (including other CBC core services) and to record outcomes, including successes or other new ideas/suggested approaches to improving the quality of the local environment.
- Service requests or complaints about services provided by CBC will continue to be reported through Copeland Direct or direct with CBC service areas.
- CBC and Whitehaven Town Council will work together to develop a joint communications plan to promote the initiative and provide regular updates on the benefits from the investment

SCHEDULE 2

PAYMENTS

For the provision of Grounds Maintenance Services

A total sum of £10,138.44 excluding VAT shall be paid to the Supplier for the performance of the Services.

The days worked shall be agreed between the parties in advance of them being worked.

All payments required to be made pursuant to the terms and conditions provided shall be made within 30 days of the relevant invoice, unless agreed otherwise, by BACS or Cheque in cleared funds without any set off, withholding or deduction.



Agenda item 17
Appendix 2.

FAO Marlene Jewell
Whitehaven Town Council
Room 3, The Civic Hall
Lowther Street
Whitehaven
Cumbria
CA28 7SH

17th April 2019

Our Ref.: AC/MB/2019/39

Dear Mrs Jewel

Parks & Open Spaces Ranger – Whitehaven

I am pleased to receive your request to proceed with the provision of a Parks & Open Spaces Ranger from 1 April 2019, operating on 3 days per week (Mon-Fri).

The Ranger role will carry out, support and co-ordinate a range of works and activities aimed at improving the quality of the local environment in Whitehaven town centre, by enhancing and working alongside (not replacing) existing services.

A detailed summary of the role is attached at Schedule 1 - Service Specification.

I confirm that the price for this years' service will be **£30,967.64 excluding vat.**

If you are happy for us to provide this service, please could you sign and return the confirmation slip attached.

If you have any queries, please do not hesitate to contact me.

Yours sincerely

James Hunter
Parks & Open Spaces Manager



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Proud of our past. Energised for our future.

I/we confirm that we would like to engage Copeland Borough Council to provide the Ranger service as detailed in the quotation/service specification provided.

Contract ref. AC/MB/2019/39

Print name:

Signature:

Signed on behalf of:

Date:



Grounds Maintenance – From Copeland Borough Council

Terms and Conditions of Service

1. Application/Definitions

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4. Commencement Date

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11.3. The supplier will not accept responsibility/liability for any damage to (or cost involved with) any undergrounds hazards, obstructions, or services not made known in writing or apparent visual inspection.

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 - Cleaning / wiping of street furniture e.g. litter bins, ashtrays, seats, signs, bollards etc.
 - Identifying, reporting and co-ordinating environmental issues / service needs with other CBC core services & Whitehaven Town Council
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- The Ranger will regularly complete a proforma to record activities undertaken, issues requiring the attention of others (including other CBC core services) and to record outcomes, including successes or other new ideas/suggested approaches to improving the quality of the local environment.



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SCHEDULE 2

PAYMENTS

For the provision of Grounds Maintenance Services

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