

WHITEHAVEN TOWN COUNCIL

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

To: Members of Whitehaven Town Council

You are duly **SUMMONED** to attend a **MEETING** of **WHITEHAVEN TOWN COUNCIL** which will be held in **THE BEACON PORTAL** at **THE BEACON, WHITEHAVEN** on **Thursday 31st August 2023 at 6.00 pm**

Signed... *Marlene Jewell* Dated... *24th August 2023*
Marlene Jewell, Clerk and Responsible Financial Officer

AGENDA

- 1. Apologies for Absence**
- 2. Declarations of Interest**

To receive declarations of interest by elected Members in respect of Agenda items.

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

- 3. Public Participation**
- 4. Minutes of the Council Meeting held on 27th July 2023**
- 5. Planning Applications**
- 6. Planning Matters Generally**
- 7. Finance Report**
- 8. Quote For Advertising in the Cumbria Guide**
- 9. Quotes for provision of Marquees**

- 10. Quotes for Provision of Security for Town Council Events**
- 11. Zoom Meeting regarding Aldi**
- 12. Proposed Closure of Whitehaven Railway Station Ticket Office**
- 13. Contract for Grass Cutting 2024**
- 14. Quotes for Replacement Defibrillator Batteries**
- 15. Quotes for Skip Hire on Allotments**
- 16. Quotes for Removal of Pigeon Loft**
- 17. Street Name and Numbering**
- 18. WCSSG – Councillor Gill to give a report**
- 19. Councillor Ward Matters**
- 20. Date and Time of Next 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 – WADAOS**
- 22. Grant Application - PDC**
- 23. St Nicholas Gardens – Clerk to give a report**
- 24. Office Accommodation – Clerk to give a report**

WHITEHAVEN TOWN COUNCIL

Minutes of the Council Meeting held on the 27th July 2023

Present: Councillor C Hayes (Chairman); Councillor G Dinsdale; Councillor R Gill; Councillor B O’Kane; Councillor A Pearson; Councillor R Redmond; Councillor G Roberts; Councillor A Spedding; Councillor R Taylor;

M. Jewell, Clerk and Responsible Financial Officer

V Gorley, Assistant Clerk

Members of the Public

2314/23 Apologies for Absence

Apologies for absence were received from:

Councillor J Carr

Work Commitments

Councillor E Dinsdale

ill

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

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

2315/23 Declarations of Interest

Councillor Hayes declared that he was a member of the Whitehaven Tidy Town Committee and the Harbour Users Group.

Councillor Taylor declared that he was on the Board of Trustees for Red Lonning Community Centre

2316/23 Public Participation

There was no public participation

2317/23 Minutes of the Council Meeting held on 6th July 2023

It was proposed by Councillor Gill and seconded by Councillor Roberts that the Minutes of the Council Meeting held on 6th July 2023 be approved

and signed by the Chairman as a correct record. A vote was held and it was unanimously

RESOLVED – That the Minutes of the Council Meeting held on 6th July 2023 be approved and signed by the Chairman as a correct record.

2318/23 **Planning Applications**

The Council considered a list of Planning Applications shown at Appendix 1. It was proposed by Councillor Gill and seconded by Councillor Taylor that having considered the Planning Applications on Appendix 1 that the Council had no representations to make and that Cumberland Council be informed accordingly. A vote was held and 8 Councillors voted for the proposal and 1 Councillor voted against.

RESOLVED - That having considered the Planning Applications on Appendix 1 that the Council had no representations to make and that Cumberland Council be informed accordingly.

2319/23 **Hearing for Planning Appeal in respect of 370 houses at Harras Moor**

Councillor Roberts gave a verbal report on the Hearing for the Planning Appeal in respect of 370 houses at Harras Moor which had taken place on 11th July 2023 and which he had attended and made representations as a Town Councillor. He made the following points

- The Inspector opened the Inquiry and referred to the unique situation following the changeover from Copeland Borough Council to Cumberland Council following which Cumberland Council decided not to defend the previous Council's decision
- Public Representations were also made by Mr Todhunter; Cllr Joseph Ghayouba; Mr M Gracey; Mrs Lowery; Ms Willis relating to the size of the development, traffic and road safety, drainage and sewage problems, the infrastructure not being up to standard, sustainable travel and wildlife. Councillor Roberts said it was not possible to gauge what the decision might be and that in his opinion it could go either way.

There was no decision made on this as the item was for information only

2320/23 **Planning Matters Generally**

Further to Minute 2300/23 when it was agreed that an item be put on the Agenda to discuss how the Council could organise itself to form a positive meaningful relationship with Cumberland Council and have interaction in relation to planning applications. The Clerk reported that she had written to the Planning Department asking for certain information but this had not yet been received. Councillor Gill felt that the tail was wagging the dog with officers making the decisions and Councillor O'Kane said that we were almost disenfranchised in

our area with regard to the planning process and that people in the locality need to have a higher input. He said the structure was designed by CC and the members themselves and they are being put on or told by the party as to who is there and it appears that now it is a geographical situation with one from this area, four or five from other areas and the remainder from Carlisle He said all we are looking for is local representation and this has nothing to do with politics.

Councillor Taylor said he had had a conversation with Councillor Hawkins and he said from the discussion he'd had CC were willing to engage with us.

Councillor Gill said he had spoken to Councillor Mike Hawkins and that CC were setting up a Whitehaven Group and that Councillor Hawkins said that he would work with the Council to appoint someone to attend their meetings and they would appoint someone to attend ours.

2321/23 Finance Report

The Council considered a Finance Report.

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

- Eden Springs £9.24
- Cllr E Dinsdale £3.87 mileage
- Fairly Famous Family Street Entertainment £1,500.00
- V Gorley £21.14 Adobe Acrobat Export Subs

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

RESOLVED – That the invoices shown at Appendix 1 plus the 4 additional invoices listed above be approved and paid.

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

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

2322/23 Proposed Closure of Whitehaven Railway Station Ticket Office

The Council considered a report on the proposed closure of Railway Station Ticket Office across the country. Since the report was written it had been announced that consultation period had been extended to 1st September 2023. The Chairman said that we needed to keep our foot on the pedal on this one as we didn't want to lose the ticket office as it was vital for the Town. There was no decision made on this as it was for information.

- i. Councillor Spedding said the grass on Greenbank had been trimmed and it was better than it was and you could see out of the junction better. He said they still hadn't done anything with the footpath across the road.
- ii. Councillor Pearson said there were no issues on Midgey. He said he had been in Castle Park and had taken 30 photographs of the poor state of the Park and said it was a disgrace. The Clerk was asked to send them to Mr Flecken
- iii. Councillor O'Kane asked that the 30 photographs also be sent to Cllr Emma Williamson, Michael Barry and Luke Leathers
- iv. Councillor Taylor referred to the road sign for Windsor Court and the Bin and the Clerk said that both of these were being dealt with.
- v. Councillor Hayes said on Kells the old library was being turned into a nursery but there had been a mixed response to this as some people had expressed reservations and people dropping children off. He said there would be 14-16 children attending at first between the ages of 2-4 years of age.
- vi. Councillor Gill referred to the death trap at the bottom of Rutland Avenue for people crossing the road there. He said there was a crossing 50 yards off the junction and he wanted this to be replaced with traffic lights and that he would be mentioning this to keep CC under pressure to do something about it.
- vii. Councillor O'Kane said he had 2 things
 - To thank the Clerk for reporting large cavern on the road outside St James Junior School which was fixed by that afternoon
 - This was the sixth request for the hedge on Victoria Road to be cut and it still hadn't been done and asked the Clerk to send another email to Mr Flecken asking him to get it cut.
- viii. Councillor Redmond referred to the access to St Nicholas Gardens when there was a market on and referred to wheelchair users having difficulty with the kerbs and going over the grass. The Chairman said if the grass was cut there would be no problems and that the marquees were placed as close as possible to the path so that people had very little grass to walk over to get into the marquees.
- ix. Councillor G Dinsdale referred to an issue with the West Lakes Science Park and said that although this was on the border of her Ward a Whitehaven resident had brought the issue up. She said that they have changed the access so anyone using it had to have a permit to park there. There were also small businesses there and the Whitehaven Beekeepers Association meet there regularly on the car park. She said a camera system had been installed and that unless a person has a permit they will get a £60 fine. Councillor Dinsdale said this area used to be a community space for the Beekeepers and people walking their dogs and she felt that had been completely taken away. She asked if Councillor Gill could bring it up at the next WCSSG. Councillor Dinsdale said that people who work there have been told to use the overspill car parks but

this was £3 per day which would result in Mirehouse being flooded out with cars more than it is. Councillor Gill said this was in Egremont Town Council's area but that he would bring it to the attention of the WCSSG and also Egremont Town Council. Councillor O'Kane asked if they needed planning permission for change of use to charge on the car park. The Clerk said this was private property and no doubt the parking areas were included on the original plans but it would need to be formally checked as to whether or not it was a change of use.

2324/23 Date and Time of next Council Meeting

The next Council Meeting be held on 31st August 2023 at 6.00pm at the Beacon Portal

IN PRIVATE

2325/23 That prior to the following item of business the Chairman moved the following resolution:

That in view of the special or confidential nature of the business about to be transacted it is advisable in the public interest that the public and or press be instructed to withdraw. Councillor Gill proposed this and Councillor Taylor seconded it. A vote was held and it was unanimously

RESOLVED - That the public and or press be instructed to withdraw from the Meeting

2326/23 St Nicholas Gardens

Further to Minute 2291/23 the Clerk reported that the Gardens had eventually been tidied up and that CC operatives had been working in the gardens during part of the week before the Cumbria in Bloom Judges came on 14th July 2023. The Clerk also reported that a new Maintenance Plan had been received from Mr Flecken for St Nicholas Gardens and which had previously been circulated to Councillors. It was expected that CC would be working in the Gardens the following week as the Britain in Bloom Judges would be inspecting on Thursday 3rd August 2023. Following a discussion it was proposed by Councillor O'Kane and seconded by Councillor G Dinsdale that a letter be sent to Mark Fryer the Leader of Cumberland Council to outline the Council's concerns about these issues. A vote was held and it was unanimously

RESOLVED – That a letter be sent to Mark Fryer the Leader of Cumberland Council to outline the Council's concerns about issues relating to St Nicholas Gardens

Councillor G Dinsdale left the Meeting for an appointment and did not return.

2327/23 **Office Accommodation**

Further to Minute 2313/23 the Clerk gave an update on office accommodation. The Steering Group had met and asked that the renovation be split into 4 Packages. This was sent to the Architects who replied to say that this was possible but was not something they would be able to do as they had produced a detailed tender package for the full extent of the works with a main contractor. Following on from this the Clerk received details of a local Building Contractor who might be interested. They were contacted and had visited the offices the day before and had been given some documentation together with a link to the tender documents.

A further report on this will be given to the next Council Meeting.

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

2328/23 **Request for Sponsorship**

The Council considered a request for sponsorship from a Private Limited Company. It was proposed by Councillor Gill and seconded by Councillor Roberts that no sponsorship be given. A vote was held and it was unanimously

RESOLVED – That no sponsorship be given

The Meeting closed at 8.15

Chairman

WTC 31/08/2023

Item 5

Planning Application for Consideration by Whitehaven Town Council

<u>Application Number</u>	<u>Detail</u>
4/23/2212/0F1	SITING OF A STORAGE CONTAINER (RETROSPECTIVE) AND ERECTION OF A FENCE 34A LAKELAND AVENUE, WHITEHAVEN
4/23/2216/0F1	ERECTION OF A CONSERVATORY 17 HAIG AVENUE, BRANSTY, WHITEHAVEN
4/23/2221/0F1	CONVERSION OF THE VACANT BUS DEPOT INTO THE CHARITY HEADQUARTERS FOR SOUND WAVE. USES INCLUDE A PERFORMANCE SPACE, RECORDING STUDIO AND LIVE LOUNGE, WHERE YOUNG PEOPLE CAN LEARN, EXPERIMENT, AND MAKE MUSIC FORMER BUS STATION & GARAGES, BRANSTY ROW & WELLINGTON ROW, WHITEHAVEN
4/23/2225/0F1	PRIOR APPROVAL APPLICATION FOR PROPOSED CHANGE OF USE FROM COMMERCIAL TO DWELLINGS (7 APARTMENTS) HSBC BANK, OFFICES & PREMISES TO FIRST FLOOR, 69 LOWTHER STREET, WHITEHAVEN
4/23/9004	SINGLE STOREY EXTENSION TO FRONT ELEVATION WITH ASSOCIATED RAMP ACCESS; DEMOLITION OF GARAGE; AND CREATION OF NEW HARDSTANDING AREAS TO PROVIDE ADDITIONAL PARKING SPACES THE WEDGEWOOD CENTRE, 14 HOLLINS CLOSE, WHITEHAVEN

Item 6

PLANNING MATTERS GENERALLY

Purpose of the Report

To consider information received from Cumberland's Head of Planning and Place/Development Management.

1.0 INTRODUCTION

1.1 Further to Minute 2320/23 the Clerk reported that the following information had been received from Cumberland's Head of Planning and Place/Development

- The list of Councillors on the Planning Committee (Appendix 1)
- The organisational structure showing the Planning Department as a whole (Appendix 2). Jane Meek is the Assistant Director of Thriving Place and Investment and she is effectively the Chief Planning Officer for Cumberland. There has as yet been no agreement to any structure below Jane Meek. Therefore the Planning Teams for each of the former Councils are still in place and are operating on a regional basis – Allerdale, Copeland and Carlisle.
- The Meetings of the Planning Committee are being rotated between the Civic Centre in Carlisle and Allerdale House in Workington. Every third Meeting is in Workington at present
- All planning applications are being dealt with on an area basis and will continue to be so until a new structure is agreed
- Planning applications are submitted in the same way as before. Arrangements are in place for applications to be directed to Copeland through the planning portal for any address based in the former Copeland area. Postal applications are still received at the Market Hall

Whitehaven and the Copeland Planning Team are still based at the Market Hall

1.2 At the last Council meeting it was reported that Cumberland Councillor Mike Hawkings had said that CC were setting up a Whitehaven Group and that he would work with the Council to appoint someone to attend their Meetings and they would appoint someone to attend ours. The Clerk sent an email to Councillor Hawkins about this and he replied to say

- that he thought that issues around planning would take some time to get right and that he had reservations around a planning committee covering the whole of the Cumberland Council area and could see it becoming more district based.
- He said the Council were hoping to have at least one Councillor attending Town Council Meetings each month.
- That the Community Panel to be known as Whitehaven Coastal Communities Panel would be the decision-making Panel
- That there would be a Community Network Panel which would be like a Scrutiny Panel to advise CC on their plans and that organisations like the Town Council would be invited to sit on that Panel and that the invites should be coming out soon
- That they were looking forward to working closely with the Town Council

2.0 THE POSITION OF TOWN AND PARISH COUNCILS WITH REGARD TO PLANNING APPLICATIONS

2.1 For the benefit of new Councillors just a few points to note with regards to Planning Applications –

- The Town Council is not a Planning Authority. CC is the Planning Authority and as such determines planning applications
- The Town Council is a statutory consultee in the planning process which means that the Council has the right to be informed of planning applications and any amendments to applications in the Parish of Whitehaven

- The Town Council cannot approve or reject planning applications
- The Town Council can however comment (or not) on planning applications and any comments made will be submitted in writing to CC who will take the comments into consideration
- Any comments made by the Town Council should be made on “material planning considerations” which include
 - Central government Policy and guidance
 - The Development Plan
 - Representations from neighbours
 - Effects on the area
 - Nature conservation
 - Replies from statutory and non- statutory agencies
 - Highway safety issues
 - Public services – water and drainage
 - Flooding or pollution
 - Prevention of crime and disorder
 - Presence of hazardous substances

3.0 RECOMMENDATION

3.1 That the report be noted

[Home](#) > [Committee details](#) > [Contact details](#)

Contact details

Planning Committee

- [View as mailing list](#)

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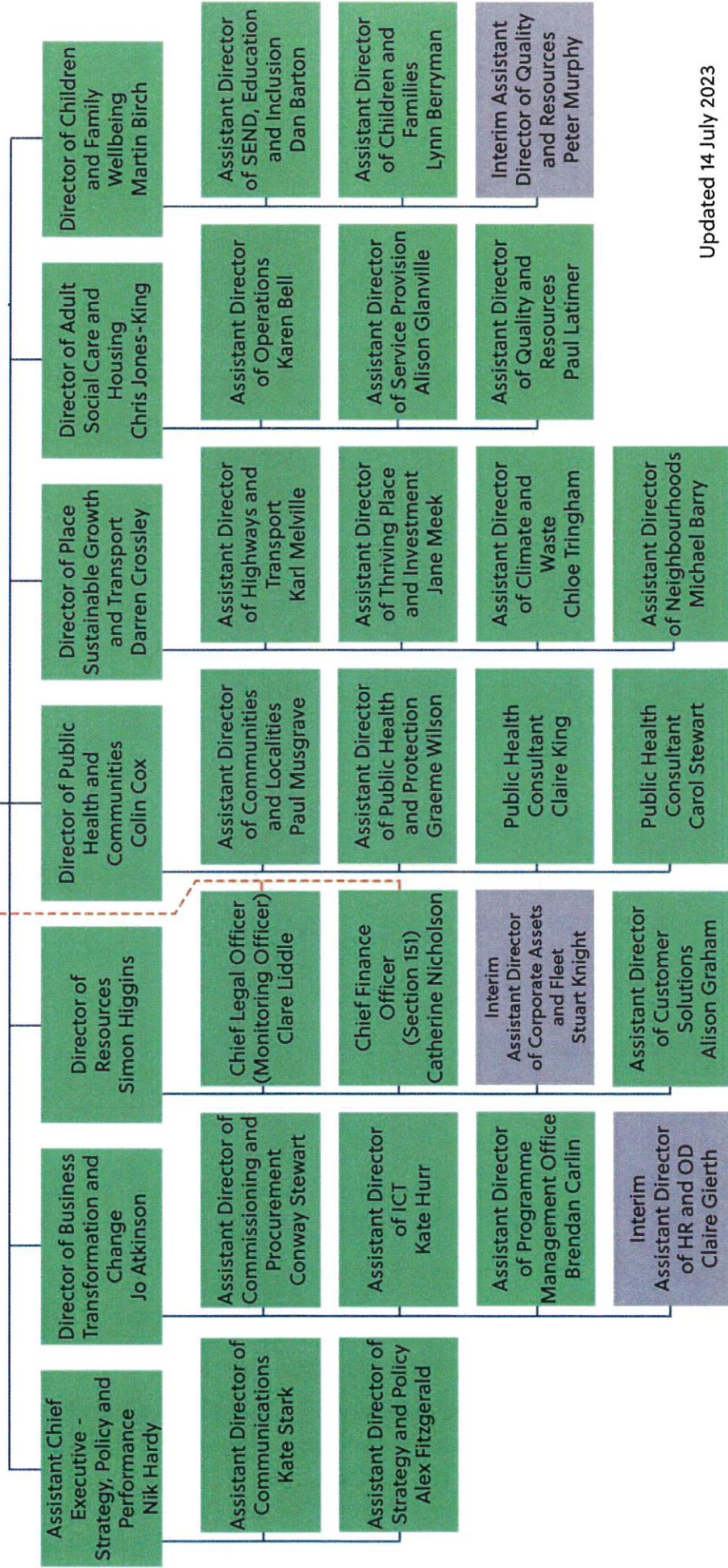
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- [Meetings](#)
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Key

Appointed

Vacant



WTC 31/08/23
ITEM 6
APPENDIX 2

Place, Sustainable Growth and Transport

Director: Darren Crossley

Darren.Crossley@cumberland.gov.uk (07958 549852)

Assistant Director of Highways and Transport

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07974 446182

- Highways operations
- Highways asset management
- Transport planning
- Local transport
- Bus Policy - enhanced partnerships
- Rail
- Sustainable transport, decarbonisation and EV charging
- Active Travel - cycling and walking
- Community transport
- Strategic partnerships - Transport for the North
- Concessionary travel

Community Rail Partnership to be hosted by W&F

Assistant Director of Thriving Place and Investment

Jane Meek
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07778 592490

- Inward investment
- Economic and regeneration development
- Devolution
- Growth deals
- Planning enforcement
- Building control
- Planning (delivery)
- House builder liaison
- Destination management and tourism
- Festivals and events
- Green Growth
- Nuclear development

Assistant Director of Climate and Waste

Chloe Tringham
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07827 879617

- Waste services - collection, recycling, disposal and reduction
- Carbon reduction/management
- Biodiversity Net Gain and Ecology
- Climate change policy
- Funded programme and partnerships
- Flood and coastal risk management
- Energy management/reduction
- Natural Capital

Waste - PPP Residual Waste Contract to be hosted by Cumberland

Assistant Director of Neighbourhoods

Michael Barry
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07733 302913

- Archives
- Leisure
- Culture and arts
- Heritage and historic Environment
- Museums
- Parks, play areas and open spaces
- Rights of Way
- Countryside management
- Cemeteries and crematoria
- Environmental enhancements
- Street scene/verge maintenance
- Environmental crime
- Pest control

FINANCIAL REPORT

Purpose of the Report

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

1.0 INTRODUCTION

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

2.0 FINANCIAL POSITION

- 2.1 The bank reconciliation was carried out on 23rd August 2023. This shows a balance of £452,663.89. There are payments to the value of £19.10 waiting to be cleared.
- 2.2 The balance in the deposit account is £610,571.03.

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.

31/08/2023

Appendix 1

Invoices for Consideration by Whitehaven Town Council

Date	Supplier	Category	Detail	Total Amount	Power	Column1
14/07/2023	Newsquest Media Group	Events	Advertising Campaign	£ 1,199.34		s144 LGA 1972
27/07/2023	AJ Security (North) Ltd	Events	Security	£ 468.00		s111 LGA 1972
30/07/2023	Arborscape	3rd Party		£ 369.60		Small Holdings Allotment Act 1908
31/07/2023	Cumberland Council	Supplies & Services	Alotment and Pigeon Loft Maintenance Contract - June 2023	£ 19.50		s111 LGA 1972
01/08/2023	Cumberland Council	3rd Party	Commercial Waste Collections (01.04.2023 - 30.06.2023)	£ 20.00		Gambling Act 2005
04/08/2023	Sharp Business Systems UK PLC	Supplies & Services	Small Societies Lottery Registration	£ 30.00		s111 LGA 1972
16/08/2023	Cumberland Council	3rd Party	Photocopier Charges Minimum charge for July	£ 2,147.48		s111 LGA 1972
16/08/2023	Cumberland Council	3rd Party	Grass Cutting Contract - July 2023	£ 6,300.31		s111 LGA 1972
17/08/2023	Cumberland Council	Premises	Ranger and Assistant Ranger Contract - July 2023	£ 84.00		s111 LGA 1972
22/08/2023	Lockhart Leisure Ltd	Events	Room Hire on 27.07.2023	£ 6,300.00		s144 LGA 1972
			Marquee Hire for June and July events			

£ 16,938.23

65	07.07.2023	1158	Cumberland Council															£ 1,789.82	£ 357.96	£ 2,147.78	2301/23 (i)		
66	07.07.2023	1159	Cumberland Council															£ 1,789.82	£ 357.96	£ 2,147.78	2301/23 (i)		
67	07.07.2023	1160	Cumberland Council															£ 1,789.82	£ 357.96	£ 2,147.78	2301/23 (i)		
68	07.07.2023	1161	Cumberland Council															£ 5,250.26	£ 1,050.05	£ 6,300.31	2301/23 (i)		
69	07.07.2023	1162	Cumberland Council															£ 5,250.26	£ 1,050.05	£ 6,300.31	2301/23 (i)		
70	07.07.2023	1163	Cumberland Council															£ 5,250.26	£ 1,050.05	£ 6,300.31	2301/23 (i)		
71	07.07.2023	BACS	Arborscape															£ 312.00	£ 62.40	£ 374.40	2301/23 (i)		
72	07.07.2023	BACS	Sharp Business Systems UK Plc															£ 95.02	£ 19.00	£ 114.02	2301/23 (i)		
73	07.07.2023	BACS	Amberol Ltd															£ 348.98	£ 69.80	£ 418.78	2301/23 (i)		
74	07.07.2023	BACS	Mrs V Gorley															£ 34.00		£ 34.00	2301/23 (i)		
75	07.07.2023	1164	Cumberland Council															£ 70.00	£ 14.00	£ 84.00	2301/23 (i)		
76	07.07.2023	BACS	Mr C J Hayes															£ 38.26		£ 38.26	2301/23 (i)		
77	07.07.2023	BACS	Mrs V Gorley															£ 51.00		£ 51.00	2301/23 (i)		
78	07.07.2023	BACS	Mrs M Jewell															£ 34.00		£ 34.00	2301/23 (i)		
79	07.07.2023	BACS	Eden Springs UK Limited															£ 7.70	£ 1.54	£ 9.24	2301/23 (i)		
80	07.07.2023	1165	J & R Bennett															£ 3,909.00	£ 781.80	£ 4,690.80	2301/23 (i)		
81	07.07.2023	1166	J & R Bennett															£ 2,831.25	£ 566.25	£ 3,397.50	2301/23 (i)		
82	07.07.2023	1167	J & R Bennett															£ 46.70	£ 9.34	£ 56.04	2301/23 (i)		
83	07.07.2023	BACS	SDEG Limited																	£ 378.71	£ 75.74	£ 454.45	2301/23 (i)
84	07.07.2023	BACS	Mr C J Hayes															£ 51.91		£ 51.91	2301/23 (i)		
85	07.07.2023	BACS	AJ Security (North) Ltd																	£ 780.00	£ 156.00	£ 936.00	2301/23 (i)
86	07.07.2023	BACS	Deborah McKenna Ltd																	£ 1,250.00	£ 250.00	£ 1,500.00	2301/23 (i)
87	07.07.2023	BACS	Mrs V Gorley																	£ 5.49		£ 5.49	2301/23 (i)
88	07.07.2023	BACS	PHP Architects Ltd																	£ 1,588.50	£ 317.70	£ 1,906.20	2301/23 (i)
	14.07.2023	BACS	Staff																	£ 5,294.19		£ 5,294.19	2162/22
	14.07.2023	BACS	HMRC																	£ 2,112.92		£ 2,112.92	HMRC
	14.07.2023	BACS	Cumbria LGPS																	£ 752.33		£ 752.33	631/17 (ii)
89	16.07.2023	DD	Crown Gas & Power																	£ 70.31	£ 3.52	£ 73.83	Contract
90	19.07.2023	DD	BT Group																	£ 117.87	£ 23.57	£ 141.44	Contract
91	24.07.2023	DD	Water Plus																	£ 12.20		£ 12.20	Contract
92	24.07.2023	DD	Water Plus																	£ 42.63	£ 1.68	£ 44.31	Contract
<u>Aug-2023</u>																							
93	01.08.2023	BACS	Cumberland Council																	£ 70.00	£ 14.00	£ 84.00	
94	01.08.2023	BACS	St James Community Centre																	£ 15.00		£ 15.00	
95	01.08.2023	BACS	Arborscape																	£ 304.00	£ 60.80	£ 364.80	
96	01.08.2023	BACS	Viking																	£ 150.86	£ 30.17	£ 181.03	
97	01.08.2023	BACS	G & A M Lawson																	£ 194.40	£ 38.88	£ 233.28	
98	01.08.2023	1168	Cumberland Council																	£ 1,789.82	£ 357.96	£ 2,147.78	
99	01.08.2023	1169	Cumberland Council																	£ 5,250.26	£ 1,050.05	£ 6,300.31	
100	01.08.2023	BACS	Sharp Business Systems UK Plc																	£ 42.65	£ 8.53	£ 51.18	
101	01.08.2023	1170	Cumberland Council																	£ 70.00	£ 14.00	£ 84.00	
102	01.08.2023	BACS	Mr E Dinsdale																	£ 3.87		£ 3.87	
103	01.08.2023	BACS	Mrs V Gorley																	£ 21.14		£ 21.14	
104	01.08.2023	BACS	Whitehaven Harbour Commissioners																	£ 800.00	£ 160.00	£ 960.00	
105	01.08.2023	BACS	Mr C J Hayes																	£ 1.90		£ 1.90	
106	01.08.2023	BACS	Eden Springs UK Limited																	£ 7.70	£ 1.54	£ 9.24	
107	01.08.2023	BACS	The Fairly Famous Family																	£ 1,250.00	£ 250.00	£ 1,500.00	
108	03.08.2023	BACS	Mr E Dinsdale																	£ 108.63		£ 108.63	
109	14.08.2023	DD	Crown Gas & Power																	£ 85.54	£ 4.28	£ 89.82	Contract
110	15.08.2023	BACS	Top of the Shops																	£ 650.00		£ 650.00	Ward Grant
	15.08.2023	BACS	Staff																	£ 5,293.98		£ 5,293.98	2162/22
	15.08.2023	BACS	HMRC																	£ 2,113.13		£ 2,113.13	HMRC
	15.08.2023	BACS	Cumbria LGPS																	£ 752.33		£ 752.33	631/17 (ii)
111	21.08.2023	DD	BT Group																	£ 138.49	£ 27.70	£ 166.19	Contract
112	22.08.2023	DD	Water Plus																	£ 43.93	£ 1.72	£ 45.65	
113	22.08.2023	DD	Water Plus																	£ 12.40		£ 12.40	
2869.41 41341.12 15671.75 9732.77 9743.03 1000.00 2362.07 0.00 0.00 21001.04 7814.50 4429.00 0.00 0.00 14791.71 0.00 0.00 £ 130,756.40 £ 11,874.70 £ 142,631.10																							

INCOME 2023-2024

Date	Item	Precept	Interest	Other
03.04.2023	Allotment Rents 2023/24			3520.00
06.04.2023	HMRC - VAT Refund (March 2023)			3012.02
17.04.2023	Allotment Rents 2023/24			820.00
27.04.2023	Allotment Rents 2023/24			200.00
28.04.2023	Precept 2023/2024	495901.48		
10.05.2023	Allotment Rents 2023/24			120.00
11.05.2023	HMRC - VAT Refund (April 2023)			744.28
06.06.2023	HMRC - VAT Refund (May 2023)			885.02
06.06.2023	Allotment Rents 2023/24			73.00
30.06.2023	Sellafield - Science Show Sponsorship			4500.00
07.07.2023	Allotment Rents 2023/24			85.00
07.07.2023	HMRC - VAT Refund (June 2023)			7487.48
04.08.2023	HMRC - VAT Refund (July 2023)			2816.14

495901.48	0.00	24262.94	520164.42
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WHITEHAVEN TOWN COUNCIL SUMMARISED INCOME & EXPENDITURE STATEMENT FINANCIAL YEAR 2023-2024	Expenditure Net of VAT	Invoices not yet processed	Budget
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BANK BALANCES BROUGHT FORWARD

CBS 53905917 (01.04.2023)	225,111.47
CBS 53906216 (01.04.2023)	460,571.03
TOTAL OPENING BALANCE	£ 685,682.50

INCOME:

Precept	495,901.48
Interest (Deposit)	
Other Income	24,262.94
TOTAL INCOME	£ 520,164.42

EXPENDITURE

Unpresented cheques b/fwd from 2022/2023	2869.41
Employees & Allowances	41341.12
Premises	15671.75
Supplies/Services	9732.77
3rd Party	9743.03
Grants	1000.00
Allotments	2362.07
Ground Maintenance	0.00
Civic Hospitality	0.00
Ranger	21001.04
Whitehaven In Bloom	7814.50
Ward Grants	4429.00
Elections	0.00
Environmental Improvements	0.00
Events	14791.71
Contingencies	0.00
Reserves	0.00
VAT (to be reclaimed)	11874.70
TOTAL EXPENDITURE	£ 142,631.10

CASH BOOK BALANCE

Brought forward	£ 685,682.50
Income	£ 520,164.42
Expenditure	£ 142,631.10
Town Council Funds	£ 1,063,215.82

BANK BALANCES

CBS 53905917 (23/08/2023)	452,663.89
CBS 53906216 (23/08/2023)	610,571.03
	£ 1,063,234.92

Less Unpresented Cheques	19.10
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FINANCIAL POSITION

£ 1,063,215.82

ADVERTISING IN THE CUMBRIA GUIDE

Purpose of the Report

To consider a quote received from Steven Murphy, the Managing Director of The Cumbria Guide as to whether the Council would like to continue advertising in The Cumbria Guide in 2024/25 and to make a decision on this.

1.0 INTRODUCTION

- 1.1 Attached at Appendix 1 is an email from Stephen Murphy, the Managing Director of The Cumbria Guide asking if the Council Giving a quote for advertising in The Cumbria Guide in 2024/25 and the giving the costs involved. The Council has advertised in the Cumbria Guide for a number of years.
- 1.2 The present contract with The Cumbria Guide which is for a full page spread costing £3,690.00 expires in March 2024.
- 1.3 As Members will see from Appendix 1 there are 3 packages –
 - Double Page Spread - £5,700.00 plus VAT
 - Full Page - £3,900.00 plus VAT
 - Half Page - £2,970.00 plus VAT
 - Artwork Design - £300.00 unless supplying
- 1.4 At present the Council contracts for 6 full page adverts which includes artwork and design (the Cumbria Guide is issued every 2 months). It is suggested that if Members wish to continue to advertise in the Cumbria Guide in 2024/25 that the full page package be chosen at a cost of £ £3,900.00 plus VAT and £300.00 for artwork design
- 1.4 Members are informed that the cost for 2024/25 for a full page spread is £210.00 more than for 2023/2024 and the artwork and

WTC 31/08/23
ITEM 8
APPENDIX 1

Whitehaven Town Council

From: Stephen James Murphy <stephen@theguidemediagroup.com>
Sent: 15 August 2023 11:07
To: Whitehaven Town Council
Subject: Re: Quote for advertising in The Cumbria Guide 1st April 2023 - 31st March 2024

Hi Marlene,

Nice catching up again yesterday.

Below are the current Advertising rates for 12 months.

Double Page Spread - £5700.00
Full Page £3900.00 (This is what we ran last year and this year)
Half Page £2970.00
Art work design £300 unless supplying.
All prices are subject to vat where applicable.

The above includes the following:

- + Advert in each magazine
- + Editorial in an edition of choice
- + Social Media support throughout the year which sees us posting and sharing your content on a monthly basis across all our social media platforms including Facebook - Twitter - Insta
- + Priority access to our website for press releases and latest news or events.
- + Video footage and one live vid onsite - to be posted on our socials and tik tok + youtube
- + Ad hoc social shares whether that be for job placements - news or other urgent updates.

As it stands we are reaching between 300-400'000 people a month combined across our socials.

I'll leave it with you, once again, Thank you for your support as it has been a real pleasure working with you all once again and here is to a fantastic year.

Many Thanks

Stephen

QUOTATIONS FOR MARQUEE HIRE IN 2024

Purpose of the Report and Recommendation

To consider quotes received from companies to hire marquees for events organised by the Council during 2024.

1.0 INTRODUCTION

- 1.1 Several events are being planned for 2024 for which marquees will be required.
- 1.2 Quotes have been sought from 4 companies. Each have been asked to provide a quote for hire of:
 - All size of marquees available to hire;
 - Flooring (suitable for a grassed area);
 - Chairs;
 - Rectangular Tables;
- 1.3 Two companies submitted quotes which are attached at Appendix 1. The other two companies declined to submit a quote.

2.0 RECOMMENDATION

- 2.1 Members are asked to consider the quotes received and decide which quote they wish to accept.

Whitehaven Town Council

Subject: RE: Quotes for Marquees for 2024

Good morning Vanessa,

Thank you for providing the details for the marquees required for your events next year.

I'm more than happy to provide quotes for the each event however, due to the distance we wouldn't be able to collect the marquees at 4:30pm on the event days. We would have to arrive the following morning to collect the marquees. This would require you to provide security for the marquee overnight.

Event location: St Nicholas Gardens, Lowther Street, Whitehaven

Event date: 30th or 31st May 2024

Delivery date: Day before

Collection date: Day after

9m x 15m frame marquee pinned to grass

6m x 12m frame marquee pinned to grass

Hire charge in including delivery, erection and collection **£2502.00** plus vat

Event date: 27th or 28th June 2024

Delivery date: Day before

Collection date: Day after

9m x 15m frame marquee pinned to grass

Full wood floor

6m x 12m frame marquee pinned to grass

Full wood floor

9m x 12m frame marquee pinned to grass

Full wood floor

160 x wood folding chairs (grade B)

Hire charge in including delivery, erection and collection **£6730.00** plus vat

Event date: 25th or 26th July 2024

Delivery date: Day before

Collection date: Day after

9m x 15m frame marquee pinned to grass

6m x 12m frame marquee pinned to grass

Hire charge in including delivery, erection and collection **£2502.00** plus vat

Event date: 29th or 30th August 2024

Delivery date: Day before

Collection date: Day after

9m x 15m frame marquee pinned to grass

6m x 12m frame marquee pinned to grass

Hire charge in including delivery, erection and collection **£2502.00** plus vat

Event date: 5th or 6th December 2024

Delivery date: Day before

Collection date: Day after

9m x 15m frame marquee pinned to grass

6m x 12m frame marquee pinned to grass

Hire charge including delivery, erection and collection **£2502.00** plus vat

All the prices quoted above are subject to availability at the time of booking and our site visit. Bookings are secured with a 10% deposit.

Please don't hesitate to get in touch if I can be of further assistance.

Best wishes,

Reference number: LLL2004467 Vanessa Gorley

Whitehaven Town Council marquee requirements 2024

1 – 6 x 12 metre clear span framed marquee.....£725.00

1 – 6 x 15 metre clear span framed marquee.....£900.00

1 – 6 x 18 metre clear span framed marquee.....£1075.00

1 – 9 x 12 metre clear span framed marquee.....£995.00

1 – 9 x 15 metre clear span framed marquee.....£1195.00

1 – 9 x 18 metre clear span framed marquee.....£1395.00

1 – 9 x 15 solid flooring inclusive of used carpet.....£567.00

Plastic bistro chairs.....£1.60 each

6 foot trestle tables.....£6.75 each

4 foot trestle tables.....£6.25 each

Please note all prices quoted are exclusive of vat which will be charged at the applicable rate and terms and conditions of hire

QUOTES RECEIVED FOR SECURITY PROVISION AT TOWN COUNCIL EVENTS

Purpose of the Report

To inform Members of quotes received for security provision at 2024 events organised by the Council and to consider the quotes and appoint the security provider.

1.0 INTRODUCTION

1.0 The Council will be arranging several events for 2024 and these will be discussed at the Events Advisory Group with the final decision being made by full Council. The standing events are as below:

- Traders Markets in May, June, July, August, and December 2024
- Science show in June 2024
- Firework Display 2024
- There will be other events in addition to these

1.1 Two security personnel will be required for overnight security and at other times during Council events. Quotes have been sought for the hourly rate of each security operative for the provision of security from reputable firms. The quotes received are as follows: -

- A £22.50 + VAT per hour
- B £19.50 + VAT per hour

2.0 RECOMMENDATION

2.1 Members are asked to consider the quotes received and appoint a security provider.