

WHITEHAVEN TOWN COUNCIL

Minutes of the First Annual Meeting held on 21st May 2015

Present: Councillors C. Arrighi, D. Elliott, J. Forster, R Gill. M. Guest, J. Kane, J. A. Laine, G. McKew, B. O’Kane, G. Roberts, N. Williams

P. Walker, Chief Executive, Copeland Borough Council

M. Jewell, Interim Clerk to the Council

Members of the Public

Two members of the Press

1/15 **Introduction**

The Interim Clerk welcomed everyone to the first Annual meeting of the Parish Council and asked members to introduce themselves and state which Ward they represented, following which Paul Walker, Chief Executive, Copeland Borough Council gave an introduction about the exciting opportunities ahead and wished the Council every success for the future.

2/15 **Apologies For Absence**

There were no apologies for absence.

3/15 **Election of Chairman**

The Interim Clerk asked for nominations for the election of Chairman for 2015/16.

There were two nominations which were duly seconded:-

1. Councillor John Kane and
2. Councillor Michael Guest

Upon being put to the vote the voting was as follows:-

Councillor J. Kane received 5 votes. Councillor M. Guest received 6 votes.

RESOLVED - That Councillor M. Guest be duly appointed Chairman for the year 2015/16.

Councillor Guest took the Chair and signed the Declaration of Acceptance of Office.

The Interim Clerk then presented the Chairman with the Whitehaven Jewel.

4/15 **Election of Vice Chairman**

The Chairman asked for nominations for the election of a Vice Chairman for 2015/2016.

There were three nominations which were duly seconded:-

1. Councillor Raymond Gill
2. Councillor Jayne Laine and
3. Councillor Brian O’Kane

Upon being put to the vote the voting was as follows:-

Councillor R. Gill received 4 votes, Councillor J. Laine received 2 votes, Councillor B. O’Kane received 3 votes.

RESOLVED - That Councillor R. Gill be duly appointed Vice Chairman for 2015/16. Councillor Gill then signed the Declaration of Acceptance of Office.

5/15 **Alternative Style for Whitehaven Parish Council**

A report was considered which set out alternative names/styles for Whitehaven Parish Council. Following a discussion the three following motions for alternative names were put forward:-

1. Whitehaven and District Town Council;
2. Whitehaven Town Council;
3. Whitehaven Community Council.

A vote was held and the number of votes recorded for each proposal were:-

- Whitehaven and District Town Council – 0
- Whitehaven Town Council – 9
- Whitehaven Community Council – 1

RESOLVED – That the name of Whitehaven Parish Council be changed to Whitehaven Town Council with immediate effect.

6/15 **Adoption of Code of Conduct**

A report was considered on the adoption of a Code of Conduct for the Town Council. The Localism Act 2011 requires all parish and town councils to adopt a code of conduct consistent with the Act’s principles and the Cumbria County Council, the district councils and the Cumbria Association of Local Councils agreed

on a common code of conduct which has been substantially adopted throughout Cumbria. This was annexed to the report.

RESOLVED – That the Code of conduct shown at Annex 1 to the report be adopted.

7/15 **Adoption of Model Standing Orders**

A report was considered on the adoption of Model Standing Orders for the routine conduct of Town Council meetings and business. The Model Standing Orders appended to the report have been substantially adopted throughout Cumbria.

RESOLVED – (i) That the Model Standing Orders shown at Appendix 1 to the report be adopted and
(ii) That Councillor Gill present his proposed amendments to the Standing Orders to the next meeting of the Council.

8/15 **Adoption of Model Financial Regulations**

A report was considered on the adoption of Model Financial Regulations produced by the National Association of Local Councils which the Town Council has to have by law with respect to contracts for the supply of goods and materials, the carrying out of work and to detail the Town Council's procedures with respect to all other aspects of financial management. The Model Financial Regulations were appended to the report.

RESOLVED – That the Model Financial Regulations shown at Appendix 1 to the report be adopted.

9/15 **Policy on Public Participation**

A report was considered on proposals for public participation at Town Council meetings. Councillors were informed that members of the public have a right to attend meetings of the Council, its Committees and Sub Committees and it is good practice to set aside a period of time early on in a meeting to allow members of the public to address the Council and the policy sets out guidelines for this.

RESOLVED – That the Policy on Public Participation shown at Appendix 1 of the report be adopted.

10/15

Appointment of Clerk to the Council

The Interim Clerk presented a report and documentation on the appointment of a permanent Clerk to Whitehaven Town Council including an offer of help from Sonia Hutchinson from the Cumbria Association of Local Councils to guide the Council through the recruitment process and then because of personal interest the Interim Clerk withdrew from the meeting to allow the Council to consider the matter and returned after a decision had been made.

- RESOLVED** - (i) That a Staffing Committee be set up comprising Councillor J Forster; Councillor J Laine; Councillor B O’Kane; Councillor G Roberts and Councillor N Williams to consider the matter and report their recommendations back to the Council;
- (ii) That a Chairman of the Staffing Committee be appointed at the first meeting;
- (iii) That the contract of the Interim Clerk to the Council be extended until a permanent appointment is made.

Councillor C Arrighi left the meeting during this item.

11/15

Financial Report

A report was considered on the Financial position of the Council including the budget allocation and expenditure to date.

RESOLVED – That the Report be noted.

12/15

Bank Account

A report was submitted on which Bank the Town Council would prefer to use. Members considered that their banking service should be kept local and the Cumberland Building Society should be used. After a discussion it was:-

RESOLVED – That the Interim Clerk be requested to seek information from the various local banks and prepare and submit a report for the Council’s consideration on the options available.

13/15

Member Allowances

A report was considered on members Allowances. It was reported that there were three types of members Allowances namely:-

1. The Parish Basic Allowance
2. The Chairman’s Allowance

3. Travelling and Subsistence expenses

Following a discussion it was:-

RESOLVED – (i) That travel and subsistence expenses only be paid to Members and that the Interim Clerk refer this to the Independent Remuneration Panel for decision as to the amounts to be paid.

(ii) That the Chairman's Allowance already in the budget remain.

(iii) That the Interim Clerk draw up Terms of Reference for a Financial Committee and report back to the next Council meeting.

14/15 Model Publication Scheme

A report was submitted and considered on a Model Publication Scheme which was suggested by the Information Commissioners Office and it was:-

RESOLVED – That the Model Publication Scheme shown at Appendix 1 be adopted.

15/15 Insurance

A report was considered on two quotes received from providers of local authority insurance one of which was £2116.16 and the other was £581.00. The Interim Clerk indicated to the Council that an insurance premium was likely to rise as the Council took on various tasks, acquired equipment etc.

RESOLVED – That the quote from Zurich Municipal of £581.00 be accepted and the Interim Clerk be requested to arrange insurance as from 22/05/15.

16/15 Accommodation for Whitehaven Town Council

A report was considered on accommodation for the Council. The Interim Clerk stated that Copeland Borough Council had stated that a room might be available on the first floor (there is a lift) of the Whitehaven Civic Hall at a rent of £2000 per annum plus annual service charges of £981.90. This did not include gas, electricity or rates.

RESOLVED – That the Interim Clerk be requested to inform the Borough Council that the Town Council wishes to lease this room and that the draft lease be considered by the Town Council when it is available.

17/15

Planning Applications

A report was considered on the part that the Town Council has in the consideration of planning applications received in its area. The interim Clerk stated that information from Copeland Borough Council's Planning Department was that there were a large number of planning applications received in respect of the Town Council's area.

- RESOLVED** – (i) That a Planning Committee be formed;
(ii) That Terms of Reference for a Planning Committee be drawn up by the Interim Clerk for consideration at the next Council meeting;
(iii) In the meanwhile the Interim Clerk circulate all information received from the Planning Department on planning applications to all Members.

18/15

Website for Whitehaven Town Council

A report had been prepared on the provision of a website for Whitehaven Town Council.

Councillor G McKew said that as a professional web designer he would like to offer his services to build a website for the Town Council and said that he would put a plan together for consideration by the Council including training on use.

- RESOLVED** – (i) That Councillor McKew's offer be accepted and he be requested to prepare a plan regarding the website for consideration by the Council
(ii) That the Council wished to thank Councillor McKew for offering to design the website and carry out training.

19/15

Agreements for Allotments and Pigeon Lofts

The Interim Clerk reported on various allotment agreements requiring signature and that the Standing Orders previously approved said that documents should be signed by two members and witnessed by the Clerk to the Council. There was a discussion on the costs for administering allotments and the Interim Clerk stated that there was to be a meeting with Copeland Borough Council in two weeks' time to provide full details of all allotments and Pigeon loft sites

- RESOLVED** – (i) That the agreements be signed by any two councillors and
(ii) That the Interim Clerk bring a report on the allotments sites to a future meeting of the Council.

20/15 **Training on 28th May 2015**

Members were reminded of the training on 28th May 2015 at the United Reformed Church Hall at 6.00pm.

21/15 **Dates Times and Venues of next meetings**

Members discussed where and on what day to have future Town Council meetings. Some Members considered that it would be good to have a meeting somewhere in each ward on a rota basis but were aware there could be problems with public transport provision in the evening.

RESOLVED – (i) That this matter be further discussed;
(ii) That in the meanwhile the next two meetings of the Town Council be held at the United Reformed Church Hall on 11th June 2015 and 2nd July 2015 at 7.00pm;

The Meeting closed at 8.40pm.

A handwritten signature in black ink, appearing to be 'R. G. ...', written in a cursive style.

Chairman