

WHITEHAVEN TOWN COUNCIL

Clerk to the Council: Marlene Jewell
Telephone: 01946 67366


To: Members of Whitehaven Town Council

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

Venue: Ennerdale Room at Whitehaven Civic Hall

Date: Thursday 26th October 2017

Time: 7.00pm

Signed..........Dated 20th October 2017
Marlene Jewell, Clerk

AGENDA

1. Apologies for Absence

To receive apologies for absence

2. Minutes of the Council Meeting held on 28th September 2017 and the continuation meeting on 5th October 2017

3. Minutes of the Extraordinary Meeting held on 20th October 2017 – to follow

4. 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.

5. Public Participation

6. Planning Applications

To consider planning applications received and submit any representations to Copeland Borough Council. At the time of sending out the Agenda there are no Planning Applications as Copeland Borough Council's systems are down but any received before the Council meeting will be forwarded

7. Defibrillators

Demonstration and presentation provided by Dave Whalley of Cardio Cabinet.

8. Ward issues relating to Highways and Street Lighting.

To consider and note the report relating to issues within the Wards regarding Highways and Street Lighting.

9. Financial Report

10. Asset Register

To consider the 3 items raised at the last Council meeting and to make any recommendations on these.

11. Safeguarding Policy

To consider and approve the amendments to the Council's Safeguarding Policy.

12. Remembrance Sunday

13. Corruption in Copeland – adjourned from earlier Council meetings

WHITEHAVEN TOWN COUNCIL

Minutes of the Council Meeting held on 28th September 2017 and continued on 5th October 2017

Present: Councillors B O’Kane (Chairman); J. Forster; S. Gearing;
J. Kane; J Laine; C Maudling; J Rayson; G. Roberts
M. Jewell, Clerk and Responsible Financial Officer
Vanessa Gorley, Trainee Assistant Town Clerk

The Chairman opened the meeting and welcomed Councillor Julie Rayson, the new Councillor for Hillcrest to her first Council meeting and said she should feel free to ask any questions along the way

783/17 Apologies for Absence

Apologies for absence were received from Councillor Gill, Councillor Guest and Councillor Lowrey.

784/17 Minutes of the Meeting held on 31st August 2017

The Chairman asked if the Minutes of 31st August could be approved.

Councillor Laine then asked to make a proposal regarding the Agenda and asked to defer items 16 and 17 because they were subject to an investigation by the Monitoring Officer and the Council should wait for the outcome of that before making a decision that could prejudice those investigations.

The Chairman said that would be dealt with when items 16 and 17 were reached and said that as far as he was aware item 16 was not part of the Monitoring Officer’s investigations.

The Chairman said there was a proposal from Councillor Laine to defer items 16 and 17 until the results of the investigation were known.

A vote was held and 3 Councillors voted to defer items 16 and 17 and 4 Councillors voted against deferring items 16 and 17.

RESOLVED – That items 16 and 17 be not deferred

The Chairman then referred to item 3 on the Agenda and asked if the Minutes of the extraordinary meeting held on 7th September could be approved. Councillor Roberts proposed that they be approved and Councillor Forster seconded.

RESOLVED – That the Minutes of the extraordinary meeting of 7th September 2017 be approved and signed by the Chairman as a correct record

Councillor Laine queried the item number and the Clerk said that the Council had approved the Minutes of the Extraordinary meeting and the Council needed to approve the minutes of the meeting on the 31st August.

785/17 **Minutes of the Council Meeting held on 31st August 2017**

The Chairman apologised and asked if the Minutes of 7th September 2017 could be approved.

Councillor Maudling asked for the wording to be amended to include that the Christmas lights would be switched on 19th November 2017. It was proposed by Councillor Gearing and seconded by Councillor Roberts that the Minutes be approved.

RESOLVED – That the Minutes be approved and signed by the Chairman as a correct record subject to the amendment that the date of the Christmas lights switch on be included.

786/17 **Declarations of Interest**

There were no declarations of interest

787/17 **Public Participation**

- (i) John Trevaskis referred to the allotments and said he had been contacted by Ian Herbert as his son had had an accident on the Cartgate site a few months ago and that it had been referred to Nicky Scott. The Chairman asked Mr. Trevaskis to stop as the Council had an issue with this matter and that it was going through the complaints procedure of Copeland Borough Council and therefore the matter could not be discussed.

Mr Trevaskis said he was going to discuss what Ian had said to him and the Chairman said no discussion could take place because of the complaint but that when the result of the investigation was out that

he was free to give his opinions.

Councillor Laine said that the Council did not know what Mr Trevaskis was going to say and the Chairman said that the moment Mr Trevaskis started to talk about Mr Herbert then he had had instructions to stop the discussion because it was under Copeland Borough Council's complaints procedure.

Mr Trevaskis said that was fair comment but that he was not blaming the parish council and the Chairman stopped him again and said there could be no further discussion on the issue.

Councillor Laine asked for a point of order saying several times that Mr Trevaskis wanted to make a point about the Council's contractor. The Chairman said that if this continued he would stop the meeting. Councillor Laine said that Mr Trevaskis was not talking about Mr Herbert's complaint but had a comment on the Council's contractor and his allotment. The Chairman warned that he had made ruling on this.

Mr Trevaskis said that he would sit down and the Chairman thanked him and Mr Trevaskis said that he was very concerned about his son. The Chairman said he would take any comments after the complaint had been dealt with and Mr Trevaskis said he would be talking more comments.

Councillor Laine asked to make a point of order and the Chairman asked if there were any other members of the public who wished to speak.

Councillor Laine made a point of order that there was a gentleman in the audience who wished to speak about the contract for the allotments.

The Chairman said that he had made the point and that was the end of the matter and that this was either accepted or the meeting would be stopped and said that he was going to suspend the meeting for a full week until agreement had been reached to carry on with the rest of the meeting. Mr Trevaskis told Councillor Laine that he would carry on and that he would say his piece and wished that Ian was with him. The Chairman told Councillor Laine that it was up to her and she said that maybe a period of five minutes be allowed to confer.

The Chairman said that if it was wished to carry on then any other member of the public would be asked if they had any comments

otherwise the meeting would be suspended

Councillor Laine again said Mr Trevaskis had come to speak about the contract.

The Chairman said that the meeting was suspended and would be reconvened at 7.00pm on Thursday 5th October 2017 at the United Reformed Church.

The meeting was suspended at 7.12

Minutes of the reconvened meeting on 5th October 2017 at 7.00pm at the United Reformed Church Hall

Present: Councillor B O’Kane (Chairman); J Forster; R Gill; J Kane; J Laine; T Lowrey; C Maudling; J Rayson; G Robert

788/17 Apologies for Absence

An apology for absence was received from Councillor Gearing.

The Chairman referred to the recent floods in Millom and said the Council’s thoughts were with all those who had suffered damage

789/17 Approval of Minutes for 31st August 2017 and 7th September 2017

The Chairman referred to an error regarding the approval and signing of the above mentioned Minutes at the Council Meeting on 28th September 2017. He said both sets of minutes were passed but unfortunately he had referred to both sets of Minutes as being dated 7th September 2017 when one was dated 31st August 2017. He stated that both were approved subject to Councillor Maudling’s amendment.

RESOLVED – That the Minutes of 31st August 2017 and 7th September 2017 be approved subject to the amendment.

790/17 Public Participation

The Chairman reported that the Council was part way through the public

participation item when the meeting was suspended and that there was still six minutes available for comments from the public and asked if there were any comments.

John Trevaskis said that last week he was interrupted and that Mr Herbert had asked him not to represent him and so he would not be speaking about what had happened to his son.

Mr Trevaskis asked that CBC be thanked for putting up a 30ft fence on the east side and that they had done a good job. He said he was going to praise CBC last week but got interrupted. He asked if the Clerk could get in touch with Two Castles to ask them to complete their side of the fencing and this was agreed.

791/17 **Planning Applications**

It was reported that the CBC IT systems were still down and the Clerk confirmed that no planning applications had been received from CBC. Councillor Laine asked if any planning applications had been passed and the Clerk stated that none had. Councillor Maudling referred to two applications but these were not in the Whitehaven area.

RESOLVED – That the position be noted

792/17 **Financial Report**

The Council considered a Financial Report.

(i) The Council considered at Appendix 1 a list of invoices for payment. It was proposed by Councillor Gill and seconded by Councillor Roberts that the invoices be paid. Councillor Maudling referred to two payments made to the Judo Club. The Clerk explained that a grant had been awarded payable over three years. One payment was in the last financial year, one payment was in the current financial year and the final payment did not say in the grant application that pupils paid for lessons. The Chairman said that this would be looked at outside the meeting

RESOLVED – That the invoices shown at Appendix 1 be authorised for payment

(ii) The Council considered the cashbook and the income and expenditure report at Appendices 2 and 3

Councillor Gill proposed that these be approved and this was seconded by Councillor Roberts. Councillor Laine wished it to be noted that she abstained

RESOLVED – (a) That cashbook and income and expenditure reports at Appendices 2 and 3 be approved and noted.

(b) That Appendix 2 be printed in a larger font as it was difficult to read.

793/17

Financial Regulations

The Chairman referred to the report to review and approve the Council's Financial Regulations. He said that they were adopted on 25th August 2016 and were the same as the model Financial Regulations produced by NALC.

Councillor Laine made the following proposals for amendment of the Financial Regulations:-

- (i) Clause 4.1. Councillor Laine said that because of the size of the authority that Council really needed to have a Clerk with a CILCA qualification as the Council could not do S1 Localism Act activities unless the Clerk has a specific qualification such as trading or commercial activities and CILCA. The proposal was that the these words be included in Clause 4.1
Councillor Laine requested a recorded vote. There was no seconder so the proposal fell.

RESOLVED – That no action be taken and no amendment be made to this Clause.

- (ii) Clause 5.3. Councillor Laine proposed that the following be added to Clause 5.3

“ when checking that expenditure has been authorised by Council the Minute reference number should be recorded on the relevant file or invoice and when financial statements are produced to Council each month it would be helpful to have each item with the Minute reference to show that expenditure has been authorised together with the relevant power”.

This was seconded by Councillor Maudling

RESOLVED – That the wording in 793/17(ii) above be agreed and be included in Clause 5.3

- (iii) Clause 5.8. Councillor Laine proposed that this should read “Council” not “ authorised committee” in the first sentence. This was seconded by Councillor Gill.

RESOLVED – That the wording in 793/17(iii) above be agreed and Clause 5.8 amended accordingly.

- (iv) Clause 11.1.b. Councillor Laine proposed that the word “advertise” be included in the first sentence of the Clause. This was seconded by Councillor Maudling. Following a discussion there was a recorded vote on this the result of which was as follows

Councillor O’Kane	Against
Councillor Gill	Against
Councillor Forster	Against
Councillor Kane	Against
Councillor Laine	For
Councillor Maudling	For
Councillor Roberts	Against
Councillor Lowrey	Abstained
Councillor Rayson	For
Councillor Roberts	Against

RESOLVED – That no amendment be made to Clause 11.1.b

- (v) A proposal to agree the Financial Regulations subject to the amendments made was made by Councillor Gill and seconded by Councillor Roberts.

RESOLVED – That the Financial Regulations be approved subject to the amendments made in 793/17 (ii) and (iii) above

794/17 Standing Orders

The Chairman referred to a report to review and approve the Council’s Standing Orders which were last adopted on 25th August 2017. He said that the Council’s current Standing Orders were the same as the model

Standing Orders produced by NALC.

Councillor Gill proposed that these be adopted and this was seconded by Councillor Roberts.

A discussion took place and Councillor Laine raised the following amendments:-

- (i) page 62 Clause 14 (d). Councillor Laine proposed that the following wording be included

“that when considering a sanction against any Councillor that members shall have regard to any recommendations of the Borough Council’s Audit and Governance Committee that has investigated the code of conduct complaint.

This was seconded by Councillor Maudling

RESOLVED – That the amendment at 794/17 (i) above be agreed and the Standing Orders be amended accordingly

- (ii) Councillor Laine proposed that the following be added to the Standing Orders:-

“That the Proper Officer shall at least three clear days before a meeting of the Council, Committee, Sub-Committee or Advisory Group serve all Councillors a Summons by email confirming the date and place of the meeting and attaching all relevant papers and reports on all items on the Agenda”.

The Chairman said there would be times when for various reasons it would be impossible to do this

Councillor Gill said that the words “where practicable” should be added at the end of this. The Clerk explained that the purpose of setting up Advisory Groups was so that three clear days’ notice did not have to be given.

Councillor Laine said the words “Advisory Groups” could be taken out.

Councillor Gill proposed an amendment to the proposal to include the words “where practicable” and this was seconded by Councillor Roberts

& Councillors voted for the amended proposal and 2 voted against

RESOLVED – That the proposal in 794/17 (ii) above as amended be included in the Standing Orders

- (iii) bi page 63. Councillor Laine proposed that we should require that not only the Agenda is posted on the website but also in the interest of

transparency all the working papers.
This was seconded by Councillor Maudling

RESOLVED – That the Clause be amended in accordance with 794/17 (iii) above

- (iv) Councillor Laine said that Agenda items and our Standing Orders do not make it clear how a Councillor can get an item on the Agenda and proposed that the Standing Orders be amended to include a paragraph to read
“ that any Councillor wishing to have an item included on the next Council Agenda should inform the Clerk of the item seven days before the Council meeting and that this be discussed by the Chairman and the Clerk and a decision made”.
This was seconded by Councillor Maudling

RESOLVED – That the amendment in 794/17(iv) above be added to the Standing Orders.

795/17 **Asset Register**

A report was considered on the Asset Register which was last approved by Council on 4th August 2016.

Councillor Rayson asked if the printers were owned by the Council and the Clerk confirmed that they were

Councillor Laine queried the insurance on the Christmas lights and asked about the lights that were transferred from CBC. The Chairman said this should be left for the next meeting.

Councillor Laine asked about the Ceremonial Robe what it was worth and asked where it was stored. The Clerk said it was in the Offices.

Councillor Laine asked about the allotments and said we had four huge sites and was concerned that they were undervalued. The Chairman said that this would be left for the next meeting. Councillor Rayson and Councillor Laine asked for a copy of the allotment agreement and it was agreed that this would be sent to them.

Councillor Gill proposed that the Asset Register be approved subject to reports being made to the next Council meeting on the Christmas lights, the mayoral robe and the allotments. This was seconded by Councillor Roberts. Councillor Laine abstained.

RESOLVED – That the Asset Register be approved subject to reports being made to the next Council on the Christmas lights, the mayoral robe

and the allotments.

796/17 Financial Risk Assessment

Members were informed that the Council's risk Assessment was last reviewed and approved on 4th August 2017.

Councillor Gill proposed that the Risk Assessment shown at Appendix 1 be approved and this was seconded by Graham Roberts

RESOLVED – That this be approved

797/17 Health and Safety Policy and Risk Assessment

- (i) Members were asked to consider a combined Health and Safety Policy and Risk Assessment which was a HSE template. The Council were informed that any organisation with fewer than 5 employees does not have to have a written Health and Safety Policy or Risk Assessment. The Council approved and signed a similar document in 2016.

Councillor Laine said that we should not put this on our staff and asked that the Clerk should ask the HSE as to how a town council should be proceeding for outside events

It was felt that the Health and Safety Policy could be tailored to refer only to the office and that for any additional areas or events help could be obtained from another source.

Councillor Gill proposed that subject to the Health and Safety policy referring to the office only that this be approved and this was seconded by Councillor Roberts.

There was a recorded vote on this and the results were as follows

Councillor O'Kane	For
Councillor Forster	For
Councillor Gill	For
Councillor Kane	For
Councillor Laine	Abstained
Councillor Lowrey	For
Councillor Maudling	For
Councillor Rayson	Abstained
Councillor Roberts	For

RESOLVED – That subject to the Health and Safety Policy be approved

subject to it being modified to relate to the Council's office only.

- (ii) Members then Policy and Risk Assessment considered the Risk Assessment part of the combined Health and Safety
It was proposed by Councillor Gill and seconded by Councillor Roberts that the Risk Assessment be approved. Six Councillors voted for approval and three Councillors abstained

RESOLVED – That the Risk Assessment be approved.

798/17 **Safeguarding Policy**

Members considered a report on safeguarding at public meetings.

RESOLVED – (i) That the policy be approved subject to paragraph 5 relating to the times of meetings being referred back to the next meeting of the Council for discussion and decision

(ii) That personal safety training be arranged as soon as Possible

799/17 **Litter Bins and Seat/Benches in Whitehaven**

The Chairman reported that three quotes had been received for both the provision of 36 waste bins and 10 seats in Whitehaven Town Centre. He said that the removal and replacement of the seats would have to be deferred as it had not been possible to get permission from CCC who were responsible for street furniture.

Following a discussion about waste bins the Chairman recommended that 36 1100 litre durapol Glasdon bins be purchased at a cost of £10,900.08 plus VAT and plus £865 for installation.

Councillor Roberts seconded this.

RESOLVED – (i) That 36 1100 litre durapol bins be purchased from Glasdon at a cost of £10,900.08 plus VAT and plus installation costs of £865 and any serviceable bins removed be allocated to the Wards

(ii) That action on the seats be deferred until permission had been received from CCC

800/17 **Christmas Events Advisory Group**

- (i) Councillor Maudling gave a report on Christmas festivities

- The Christmas light switch on was Sunday 19th November 2017
- There was an Event management Plan in action and a meeting with the emergency services the police the fire and ambulance and a the County traffic management plan for emergency vehicles
- An event risk assessment and Event management Plan were being prepared and when they had been agreed with the Police they would be signed off.
- CFM Roadshow had been booked at a cost of £2250 excl VAT which included a generator
- Little Mix tribute had been booked at a cost of £750.00 and the Council needed to pay a £100.00 deposit for that. This was agreed.
- An Arienne Grande tribute act had been booked at a cost of £700.00
- Councillor Maudling was in talks with 2 people with regards to barriers and was hoping to get those sponsored rather than pay for them
- Taylors fairground was also coming
- A Road Closure Order had been applied for as was the street collection permit for the Mayors charity fund
- When the Road Closure was obtained a letter with a copy of the Order would be sent to all residents in the streets affected by it.
- St John's Ambulance would be in attendance and a donation would be sent to them and they would be sited in the post office with their own gazebo
- Three quotes had been requested for provision of security for the event but there had only been two replies, one from Churchill Security from Carlisle and the second from Three Kings Security from Whitehaven. Churchill Security had quoted £1800.00 for 12 security officers 6 of whom were SIA registered and 6 stewards and they had stated that they would also require the Council to provide a toilet and staff room. Three Kings Security quoted £1500.00 for the same number and type of security personnel all of whom were first aid trained and with no requirement for toilets or a staff room. Councillor Gill proposed supporting Three Kings Security and Councillor Roberts seconded that and it was agreed.
- Councillor Maudling said he was due to meet with Inspector Wear, the Clerk and Sgt Franks about the event
- Councillor O'Kane said he wished to change his charity from Marie Curie nurses to Hospice at Home West Cumbria and there were no objections to that

That Chairman said it was now 9.23 and proposed suspending Standing Orders for 30 minutes so that the remaining Agenda items could be discussed. This was agreed and it was

RESOLVED – That Standing Orders be suspended for 30 minutes

(ii) Councillor Laine made the following points

- That at the meeting on 14/9/17 the idea was to have a crib celebration with Councillor O’Kane liaising with St Nicholas to see if they would organise the event
- The barriers would require 3 quotes
- The Road Closure Order which was required
- Medical cover at the rate of £21 per hour and the paperwork was required for this and 3 quotes would be required
- Volunteers were required for the event and there should be a press release about this
- Pickpocketing problems in large crowds
- The raffle
- Feeder box ownership. The Clerk said that Clinton Boyce had been unable to give any information on this other than already provided
- Parking issues
- Christmas lights that had gone missing
- Christmas trees in St Nicholas
- The need to seek advice from a competent person
- The sufficiency of insurances for anyone doing Christmas events

RESOLVED – (i) That the £100.00 deposit to pay the deposit for Little Mix Tribute be paid

(ii) That the quote from Three Kings Security to provide security for the event be accepted

(iii) That the Mayors Charity be Hospice at Home West Cumbria

(iv) That all other matters be approved and noted

801/17 Corruption in Copeland

The Chairman said this was of concern as there was a report in the newspaper and he would have asked Councillor Guest to comment on his comments if he had been at the meeting. He said it was in the Whitehaven News today that one of the Town Council’s Councillors had posted an individual report on facebook which had caused consternation to Councillors in the area. Councillor Laine said that Councillor Guest had already said that he had not been talking about any councillors or any Council and that he was not there to defend and had already said that he would not be making any apology and that what he put on an individual media site is nothing to do with anyone.

Councillor Gill said everyone in WTC is a volunteer thought that it was disgraceful what had been said and that he wanted Councillor Guest to hear what he had to say and it should be kept on the Agenda until Councillor Guest was present. Councillor Maudling seconded this and said that Councillor Guest should be present. Councillor Laine said that perhaps Councillor Guest was getting too close.

Councillor Rayson said the Council should look in general at emails as an item for the Agenda and the Chairman said this should be dealt with through Councillor Matters.

There was a vote as to whether the item should remain on the Agenda and 8 Councillors voted for the proposal and 1 Councillor voted against

RESOLVED – That the item Corruption in Copeland remain on the Agenda

802/17 Ceremonial Medals

The Chairman said that this was on the Agenda as a couple of weeks ago he and the Clerk had met with CBC's Monitoring Officer and his advice was that the situation should be sorted out by the Council. However since then the Monitoring Officer had asked the Chairman not to deal with it as it was in the final stages of going to the Audit and Governance Committee. The Chairman proposed therefore that this matter should stay on the Agenda until Councillor Guest was present so that he could respond.

A point of order was raised by Councillor Laine who said this was part of a complaint and was completely disrespectful and the situation should be sorted out by CBC's Monitoring Officer

Councillor Laine said she would like it to be noted that the item needed to be removed from the Agenda as it was part of a complaint.

The Chairman said that the matter should be left until the complaint was finished and a recommendation made by the Audit and Governance Committee and at that time the Council could discuss the matter openly. The Chairman pointed out that The Audit and Governance Committee could not tell the Council what to do.

RESOLVED – That this be noted

803/17 Councillor matters

- (i) Councillor Rayson raised some highway issues. The lights were out on Jericho park. The road markings outside Jericho School and safety

issues around the school.

Parking on pavements was a big issue

The grass was getting cut but not cleared

The sign at the top of coach road under the tree is filthy and can't really be seen or read

The Sekers site and the area by Spar. Things were happening but progress was slow. Councillor Forster said this was being dealt with
The Council's website was down at present but that Town Council grants should be advertised and if money was running out this should be advertised

- (ii) Councillor Lowrey referred to an incident in Councillor Maudling's ward where a man in a wheelchair had had an accident on Duke street
- (iii) Councillor Forster said there was a lot of building work at Hensingham with a new road being built which was causing upset and that she had asked CBC about Main Street and the roads and possible flooding and was waiting for a reply
- (iv) Councillor Gill said that he had promised the people of Greenbank a bus shelter three years ago and wondered if this could be progressed. The Chairman said we need to put a portfolio together to get prices on bus shelters and said that Sellafield did matched funding for this
- (v) Councillor Roberts referred to the state of the pavements in town and said that a lady had fallen outside Dixons, cut her head and an ambulance had to be called to take her to hospital and that he was going to press CCC about this
- (vi) Councillor Maudling referred to the state of the pavements in town and said there was a bad area at the end of Lowther Street and damage was being caused by Wilkinson lorries, The disabled access on the pavement had been cracked and had been reported but that it would be a continual problem because of the Wilkinson lorries
- (vii) Councillor Laine referred to potholes on Mirehouse and said the zebra crossing outside Valley School needs redone
Mirehouse Cemetery – there had been complaints submitted to CBC about grass cutting and strimming damaging the flower pots
Tamalder Nursery – it would be good if there was a safe crossing for people to use
More dog poo bins were required along Meadow Road

The Chairman asked if anyone would be prepared to volunteer to work with Craig McCarron (CCC) who was responsible for the Whitehaven area and take these items on and deal with Craig on a day to day basis. It was agreed that Craig McCarron be invited to the next meeting and if this was convenient for him that an item be put on the Agenda

(viii) Councillor O’Kane referred to traffic problems outside Bransty School and was trying to meet with the Head that week with the Highways Department.

There were defibrillators mainly in the Town Centre but that the Wards suggested that a presentation on defibrilators be made at a future Council meeting.

804/17 Date and Venue of Next Meeting

RESOLVED - that the next Council meeting be held on 26th October at 7.00pm.

There was insufficient time to discuss the last item on the Agenda

The Meeting closed at 10.00pm

Chairman

Public Access Defibrillators

Purpose of Report

To make Members aware of the life-saving capabilities of public-access defibrillators and to hear a presentation from the company Cardio Cabinet and to decide whether to purchase the special package prepared by the company (Appendix 1).

1.0 INTRODUCTION

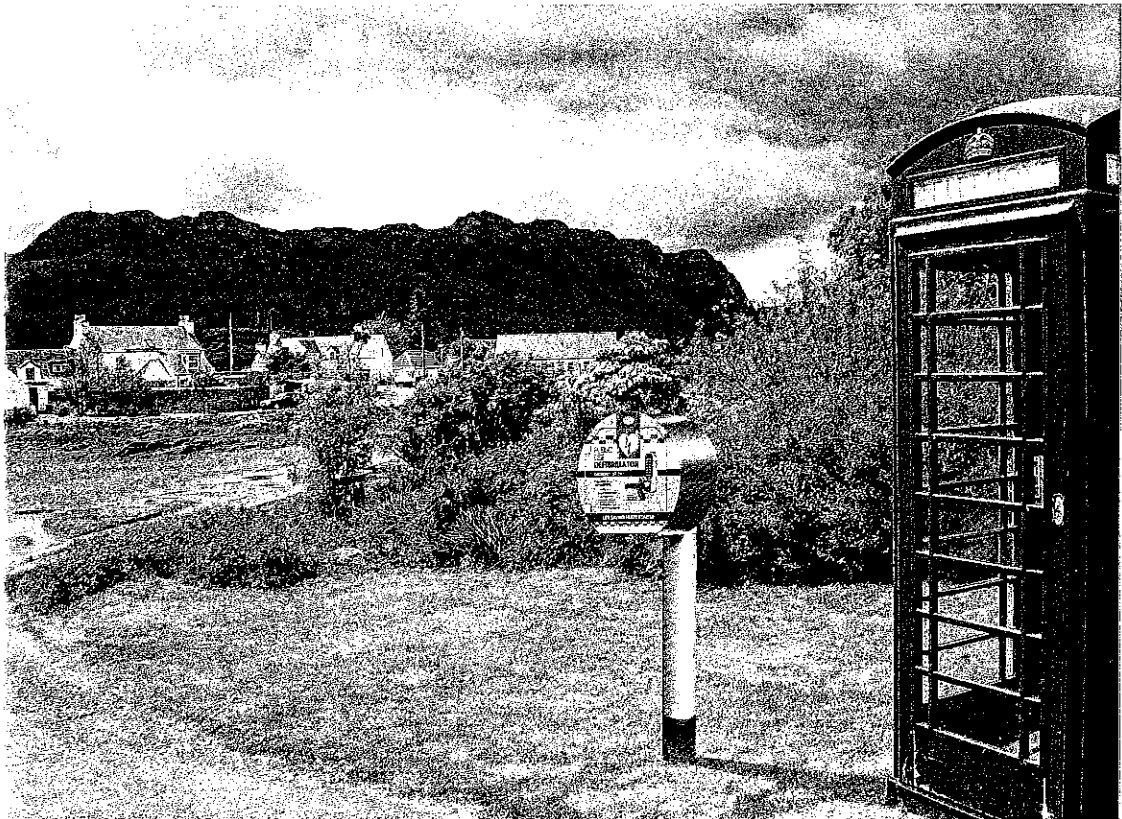
- 1.1 Councillors may recall that the Chairman raised an issued at the last Council meeting about the lack of defibrillators in the wards.
- 1.2 Wards were poorly supplied and the Chairman suggested a presentation be given on this life-saving equipment.
- 1.3 Dave Whalley from Cardio Cabinet has kindly agreed to give a demonstration of the EcoPAD Defibrillator which includes costings of a package especially for Town/Parish Councils.

2.0 RECOMMENDATION

- 2.1 That the Council consider the presentation and make an informed decision as to whether the Council will purchase any of the equipment.



THE HIGH INTEGRITY DEFIBRILLATOR CABINET



Public Access Defibrillator
Solutions for Villages & Parishes

Our ecoPAD + SP1 Defibrillator Package

We've put together a package deal designed especially for Parish Councils and villages. By bundling the ecoPAD cabinet together with the AED (in this case the IPAD SP1 from Wel Medical) we're able to offer significant savings.

We know that this appeals to parish councils who recognise the need for robust, high-quality equipment but at the same time are conscious of cost.

This package includes:

- ecoPAD Stainless Steel Heated Defibrillator Cabinet with externally visible 'AED Present' indicator
- Wel Medical SP1 IPAD Automated External Defibrillator
- 2 Year Comprehensive Warranty on the Cabinet (Can be extended to 5 years)
- 10 Year Structural Warranty on the Cabinet
- 7 Year Comprehensive Warranty on the SP1 Defibrillator (Extended to 10 years when registered online)

We've carefully tailored this offer for Parish Councils, and we believe that this package is the most competitive available anywhere. If you have any questions, or your requirement is slightly different, please feel free to give us a call on 01768 210 111 or email info@cardiocabinet.com

Why ecoPAD™

For an AED to be usable, it must be protected from extreme temperatures, adverse weather, vandalism and even theft.

ecoPAD™ has been designed to safely house the AED at a stable temperature, secured against outside threats and waterproof to IP65.

ecoPAD™ also features a high-performance locking mechanism that's easy to use and won't stop working in the event of a power cut.

ecoPAD™ ensures your AED is easily available when needed, but protected when it isn't.

Stainless Steel Construction

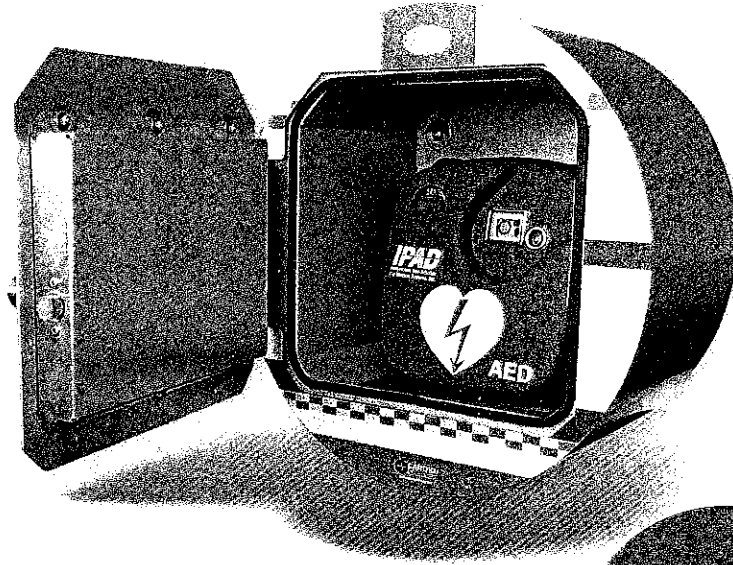
Highly resistant to corrosion and highly robust, ecoPAD is designed to protect the life-saving equipment even in the harshest of climates.

Internally Heated

ecoPAD incorporates a microprocessor controlled heating system to protect the AED from exposure to damaging temperatures extremes.

"Defibrillator Present" Indicator

Externally visible indicator allows users to see at a glance if there is a defibrillator in the cabinet.



ecoPAD™ with SP1 External
Automated Defibrillator
Special Package
for Parish Councils
Limited Time Offer

£1,595
+ VAT

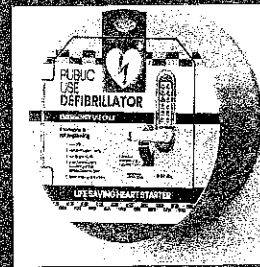
The High Resilience Cabinet

During the recent flooding in Cumbria, several ecoPAD™ Cabinets were completely submerged for days. When the floodwater receded, they proved to be undamaged!

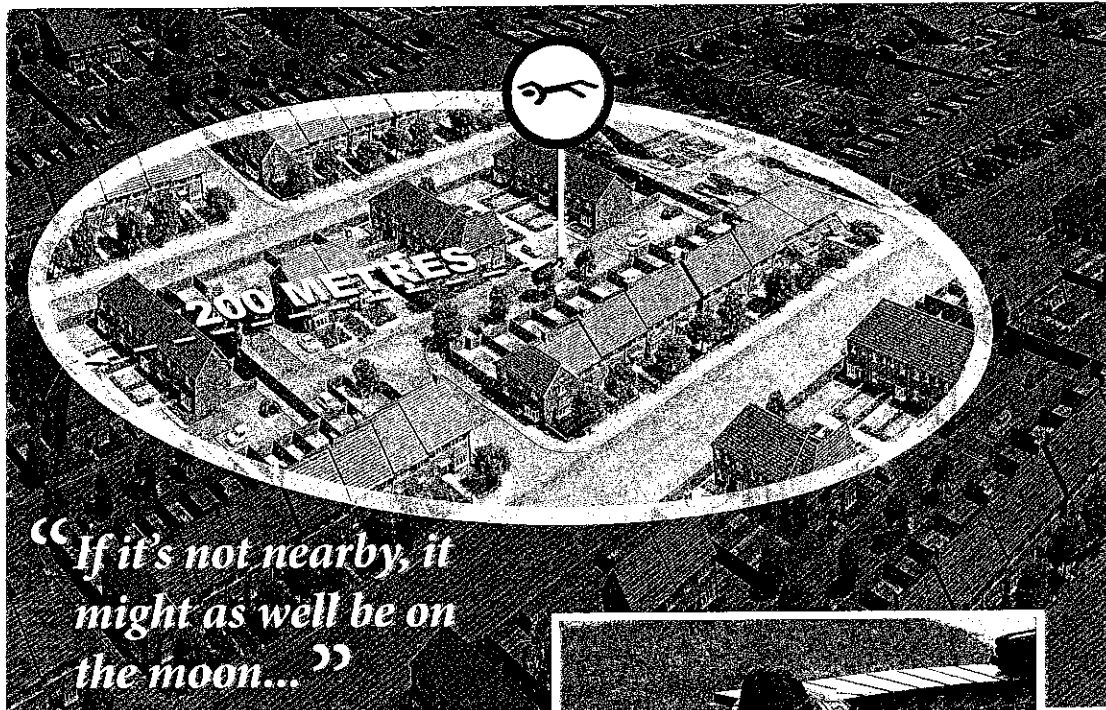


Extreme circumstances such as these test a cabinet's resilience, and ecoPAD™ has proved time and again to be highly robust, protecting the life-saving AED from the harshest of conditions.

AEDs protect lives, and ecoPAD™ protects AEDs.



Cabinet Only
£795
+ VAT



Some may think that a single defibrillator located at the village hall is enough.

The reality is that a defibrillator has to be readily accessible nearby to be used effectively.

As medical emergencies go, it doesn't get more urgent than cardiac arrest. Without intervention, a person in cardiac arrest will be dead within a few minutes. It's for this reason that some ambulance services will not direct someone to a defibrillator that is located more than 200 metres from the patient.

The time required to travel to, gain access, and return from a defibrillator further than 200 metres away is so long that the patient may be beyond recovery by the time the defib is applied.

Every village, and every town needs to have as many quickly-accessible defibrillators as possible.



If a defibrillator is located more than 200 metres away, the Ambulance service will not direct you to it.

CARDIO CABINET

Sunlight House
Hartness Road
Penrith - Cumbria
CA11 9BD
United Kingdom

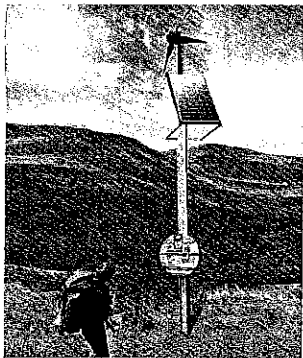
Tel : +44 (0)1768 210 111
EMail : info@cardiocabinet.com
Web : www.cardiocabinet.com

CardioCabinet is a brand of
GreenUrban Technologies Ltd





THE HIGH INTEGRITY DEFIBRILLATOR CABINET



ECOPAD DEFIBRILLATOR CABINET | 2017

Every 20 minutes,
someone in
Britain has a
cardiac arrest



Welcome ecoPAD™

Fast Access to an Automated External Defibrillator is literally a matter of life and death.

ecoPAD™ is a highly robust, waterproof and heated cabinet which houses a life-saving Automated External Defibrillator (AED) for public access.

Defibrillators save lives every day in Britain, and fast access to a working AED is, quite literally, a matter of life and death.

ecoPAD™ keeps the AED safe from vandalism, adverse weather and temperature extremes, while at the same time being easy to operate in an emergency.

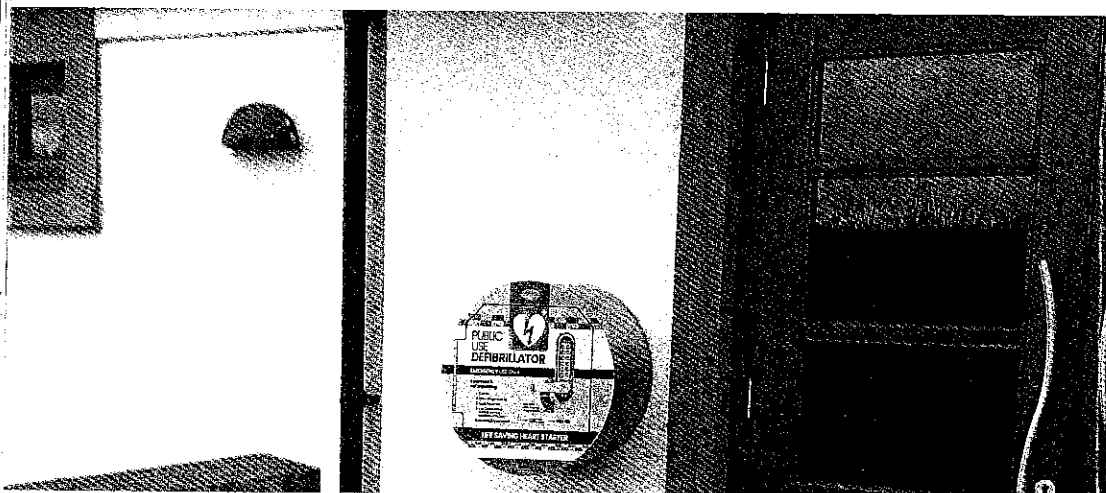
We take a no-compromise approach to all of our manufacturing processes, because we know that lives may depend on our product.

Contents

- 4 Defibrillators
Life-Saving Devices
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Saving Lives in Remote Locations
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We Design & Manufacture to Your Specification
- 15 Warranty & Service
Aftersales & Support

CardioCabinet

Making AEDs Accessible



CardioCabinet's ecoPAD™ is an highly robust AED cabinet that has been specially designed to be easily accessible in an emergency.

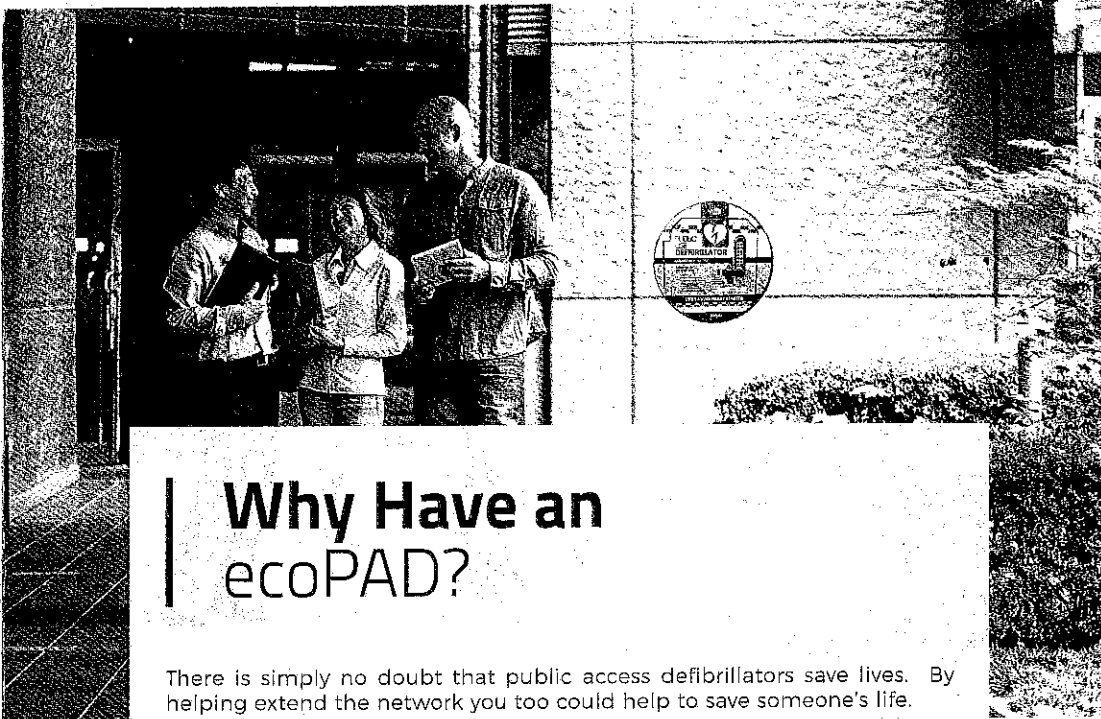
For an AED to be usable, it must be protected from extreme temperatures, adverse weather, vandalism and even theft.

ecoPAD™ has been designed to safely house the AED at a stable temperature, secured against outside threats and waterproof to IP65.

ecoPAD™ also features a high-performance locking mechanism that's easy to use and won't stop working in the event of a power cut.

ecoPAD™ ensures your AED is easily available when needed, but protected when it isn't.

- 1 Stainless Steel Construction**
Highly resistant to corrosion and highly robust, ecoPAD is designed to protect the life-saving equipment even in the harshest of climates.
- 2 Internally Heated**
ecoPAD incorporates a microprocessor-controlled heating system to protect the AED from exposure to damaging temperatures extremes.
- 3 "Defibrillator Present" Indicator**
Externally visible indicator allows users to see at a glance if there is a defibrillator in the cabinet.



Why Have an ecoPAD?

There is simply no doubt that public access defibrillators save lives. By helping extend the network you too could help to save someone's life.

Installing a ecoPAD at your premises is not difficult and shows care for your customers, your staff and the local community.

Just as every premises has a fire extinguisher, we believe that every premises should also have a public-access defibrillator.



Show Care for Your Customers

Customers notice that you have helped protect their health by installing a CardioCabinet.



Protect Your Staff

As a responsible employer, you can help to protect and reassure your staff.



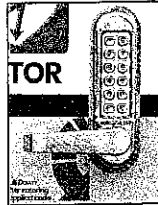
Help Your Community

Every organisation is part of a community, and what better way to show your community spirit than to install life-saving equipment.



Corporate Branding

We can produce CardioCabinets with your organisation's branding, and with your logo.



Mechanical Lock

Highly robust BorgLocks™ mechanical locking mechanism. Extremely resistant to vandalism and adverse weather, yet easy to use. As the lock is mechanical (not electrical) it continues working even during power-cuts.

CardioCabinet ecoPAD™

Manufactured to ISO 9001:2015
ecoPAD™ is CardioCabinet's flagship product, and the most advanced AED cabinet available.

In order to be ready for use at all times, Automated External Defibrillators (AEDs) must be protected from cold temperatures, water ingress, vandalism and theft.

We know that lives may depend on the quality of our products, and so ecoPAD™ features several unique innovations that keep the internal compartment secure, water-tight and protected from the cold.

The all-stainless steel construction means that ecoPAD™ remains highly resistant to corrosion no matter how harsh the climate, but also offers industry-leading security.

The internal heating system continually monitors and regulates the compartment's interior temperature, while the surrounding insulation (including inside the access door) prevents heat loss.

The highly robust mechanical locking mechanism will continue to work in the event of loss of power.

Waterproof to IP65 and able to house all AEDs currently available, it's easy to see why ecoPAD™ is the most advanced AED cabinet available.

Stainless Steel Construction

Manufactured to ISO:9001, the ecoPAD™ The shell, access door and the compartment are fabricated from Stainless Steel. Highly resistant to corrosion and extremely robust.

Thermally Insulated Door

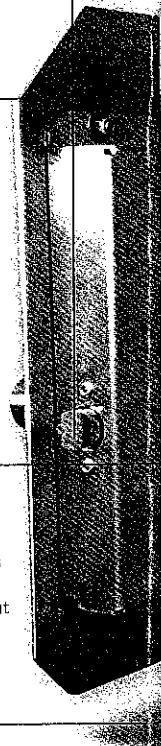
The access door is fully insulated to prevent heat loss from the compartment. This not only protects the AED, but reduces power consumption dramatically.

Waterproof to IP 65

A triple rubber seal keeps the internal compartment completely protected from water ingress.

360 Degrees Thermally Insulated

The compartment is surrounded by thermal insulation on all surfaces, including the back. This protects the AED from damaging temperature extremes.





Visible Status Indicator

Externally visible LED indicator allows AED presence to be verified at a glance.

Adaptive Heating System

An electronic thermostat continually senses the internal temperature and activates the heater when needed. This protects the AED from cold temperature extremes and ensures it is in fully working order at all times. (The running cost of the heating system is about £15 per year)

Suitable for Any Type of AED

ecoPAD™ can fit all types of AED currently available.

Base Plate Weight Sensor

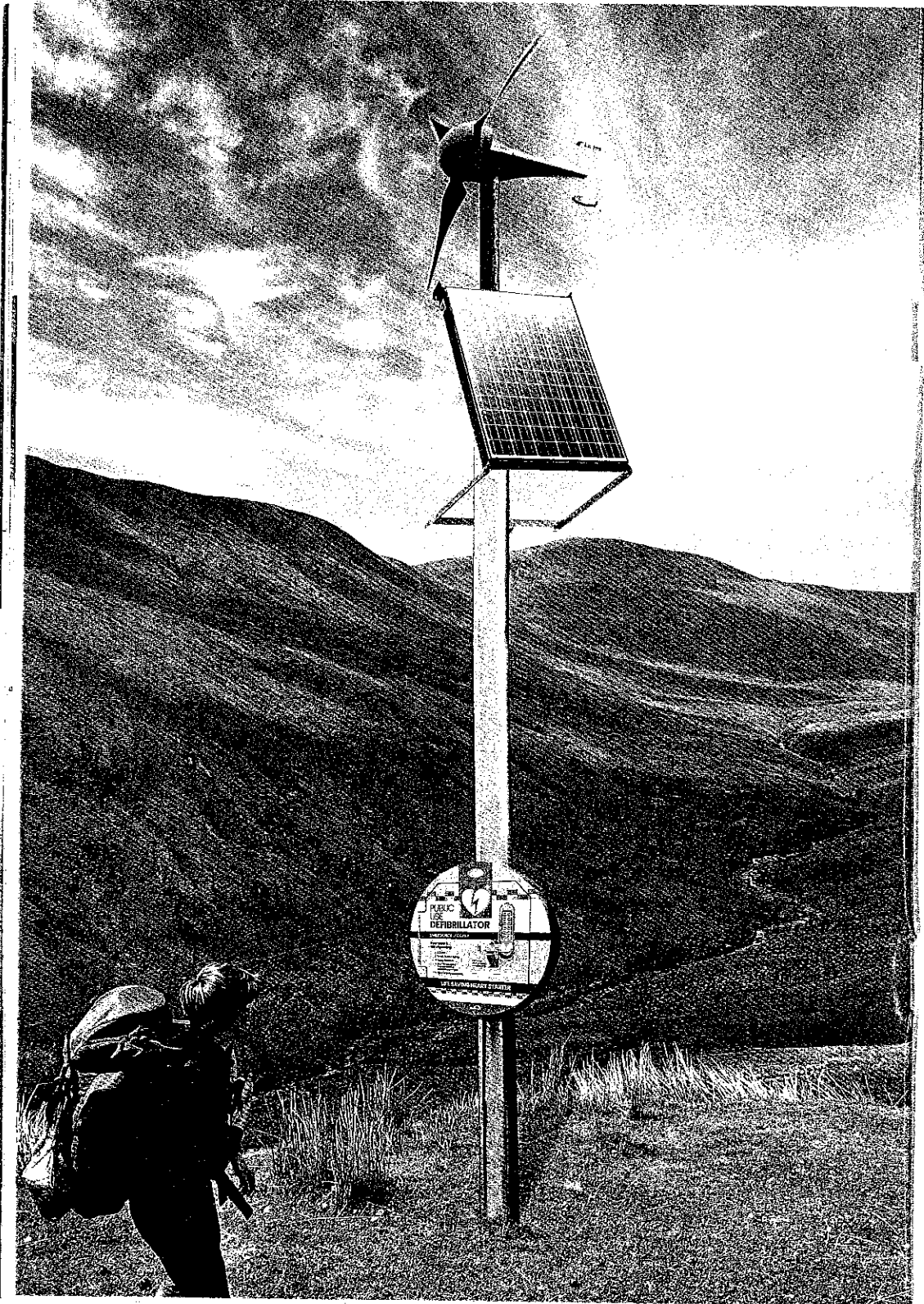
A sophisticated weight sensor built into the base plate detects whether or not an AED is present. This is then used to update the externally visible LED status indicator.

**ISO 9001: 2015
Quality Assurance**



We take the quality of our products very seriously. This's why ecoPAD™ is produced to ISO 9001:2015.

This means that the design, manufacture, installation and support of our cabinets has been independently assessed and certified to meet those exacting quality standards.





CardioCabinet ecoPAD™ OUTPOST™

Outdoor defibrillator cabinets must be internally heated, and therefore can only be sited where mains power is available... Until now.

Automated External Defibrillators (AEDs) must be protected from temperature extremes so that they are always user-ready. In practice this means that outdoor defibrillator cabinets must be internally heated, and therefore can only be sited where mains power is available...until now.

ecoPAD™ OUTPOST from CardioCabinet has our robust ecoPAD™ Cabinet, but requires no mains power.

ecoPAD™ OUTPOST can be situated just about anywhere - even in the most remote locations.

ecoPAD™ OUTPOST has all the benefits of a standard ecoPAD™, but does not require mains power. Instead, an integrated Solar Array and Wind Turbine provides the power to heat the cabinet, and keep the AED user-ready.

Just like the standard ecoPAD™ it will keep an Automated External Defibrillator safe, protected from weather, vandalism and theft.

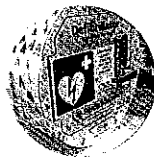
CardioCabinet Branding Options

As well as our standard ecoPAD™ design are flexible options for customising your cabinet. We also offer bespoke manufacture according to your own specification.



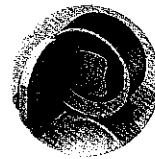
Dedications

Our most popular customisation is a dedication panel on the face of the cabinet. This is often used when the funding for a cabinet has been provided by a donor or in memory of someone, or when a local community has raised funds to pay for it.



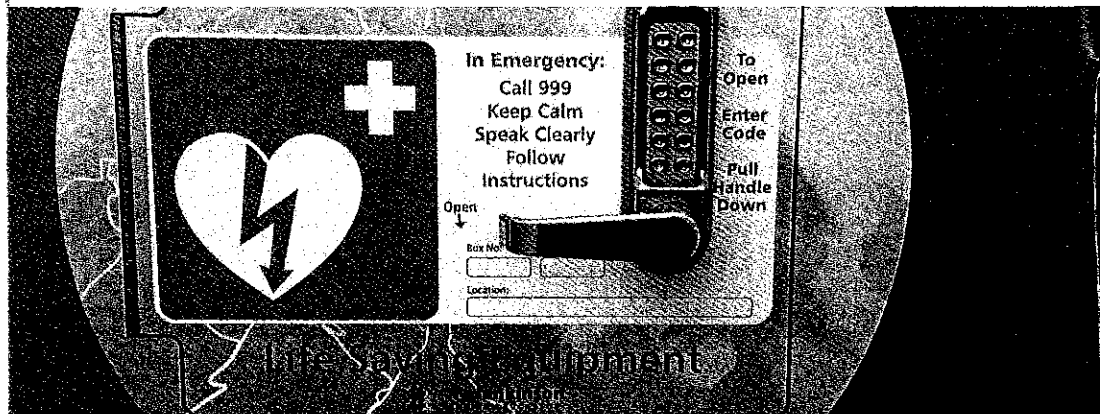
Branding

For orders of 10 cabinets or more, we are able to offer a comprehensive branding package. We can include your organisation's branding and logos and other messaging.



Bespoke Manufacture

Some of our customers want to be able to offer their own defibrillator cabinet to the market. We can design, fabricate, test and manufacture a cabinet to your specifications. (See page 14 for more info)



Case Study Millie's Trust®

Millie's Trust is a registered charity that aims to make first-aid training available to everyone.

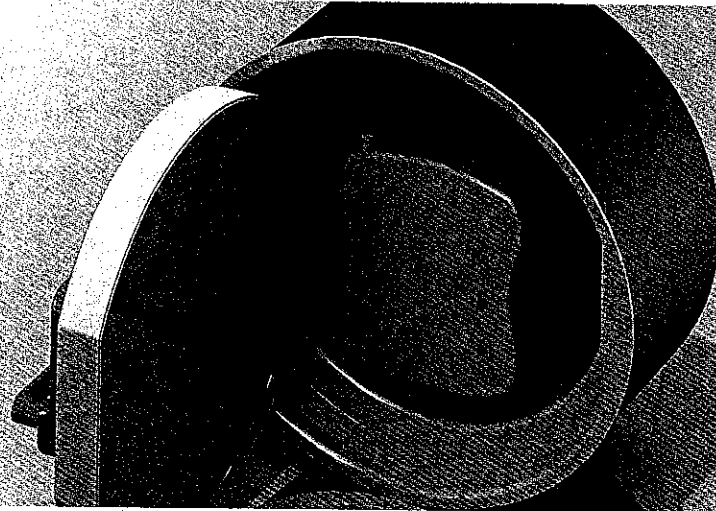
The charity was created by the parents of Millie Thompson who tragically passed away in a choking incident back in October 2012.

Millie's trust supports the North West Ambulance Service's awareness campaigns in getting AEDs in as many places as possible. In doing so they often provide AEDs (and cabinets) for communities on a zero-profit basis.

We produced ecoPAD™ branding specifically for Millie's Trust with their eye-catching colours and unique Giraffe logo.

These distinctive cabinets are now providing protection for the public throughout the region, and at the same time drawing attention to the excellent work in which Millie's Trust is involved.





Bespoke Manufacture

We Manufacture to Your Specifications

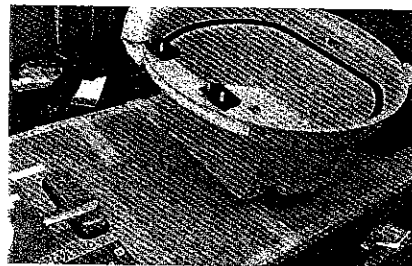
As well as our own defibrillator cabinets, we are able to design and manufacture cabinets to meet specific requirements.

This may be of interest to Medical Supply Companies, Charities, Corporations and many other organisations.

Some customers may have a general idea of what they want (or what their RRP is), but would like us to develop the product for them.

Other customers may have a more detailed specification and simply

need us to do the product design and the actual manufacturing. Our extensive expertise enables us to advise on what is the most efficient and cost-effective way to achieve a certain specification.



Warranty & Support

ecoPAD™ is covered by a comprehensive 2-year parts and labour warranty, which can be extended to 5 years.

In addition, a 10-year structural warranty covers the cabinet's structural parts against failure.

That's better than any other cabinet on the market.

If, for whatever reason, your cabinet requires service, we will usually aim to do this on-site so that it does not have to be removed and returned to us.

We also offer technical support by phone, web & email.



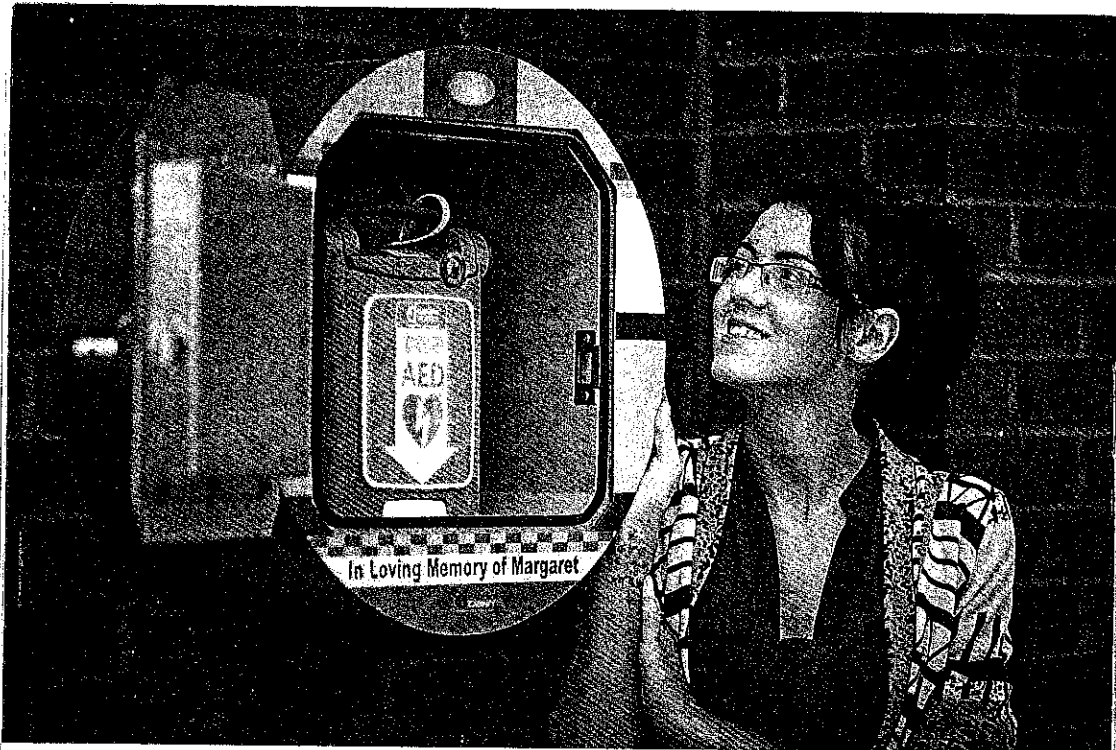
2 Year Warranty
(Can be extended to 5 years)

10 Year Structural Warranty

Technical Support Line

On-Site Service






Contact Us

CARDIO CABINET

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CA11 9BD
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 CardioCabinet is a brand of
GreenUrban Technologies Ltd



WARD ISSUES RELATING TO HIGHWAYS AND STREET LIGHTING

Purpose of the Report

To report issues appertaining to Highways and Street Lighting within the wards and to invite Craig McCarron to attend the meeting as requested by The Chairman at the last Council meeting to discuss the issues that have been raised by Councillors.

1.0 INTRODUCTION

Members will recall having mentioned in Councillors Matters in previous Council Meetings various issues relating to potholes, street lighting, road markings, zebra crossings and safety barriers. A list of these issues is shown at Appendix 1 along with some photographic evidence shown at Appendix 2 and 3.

2.0 RECOMMENDATION

That Members note the information that has been provided and to report any further issues so that they can be added to the list.

WARD ISSUES RELATING TO HIGHWAYS AND STREET LIGHTING

Kells Ward

Area of High Road between Haig Pit and The Stump is horrendous with cars hitting brick walls and the speed was too high.

Hillcrest Ward

Ongoing problem with the path at the top of Highfields leading to Rascals Nursery which floods in winter.

Street lights along the pathway within the grounds of Jericho School not working.

Road markings outside Jericho School were faded.

Harbour Ward

General state of the pavements in the town centre had recently caused two people to have accidents. A lady had fallen outside Dixons on Lowther Street and required an ambulance and a gentleman had fallen out of his wheelchair due to a raised grill. It has been noted that lorries have damaged an area of Lowther Street and a disabled access on the pavement had been cracked.

Loading bays removed from an area outside Haven Homes and Kinsella's when businesses needed them.

Bransty Ward

Traffic problems outside Bransty School.

Mirehouse Ward

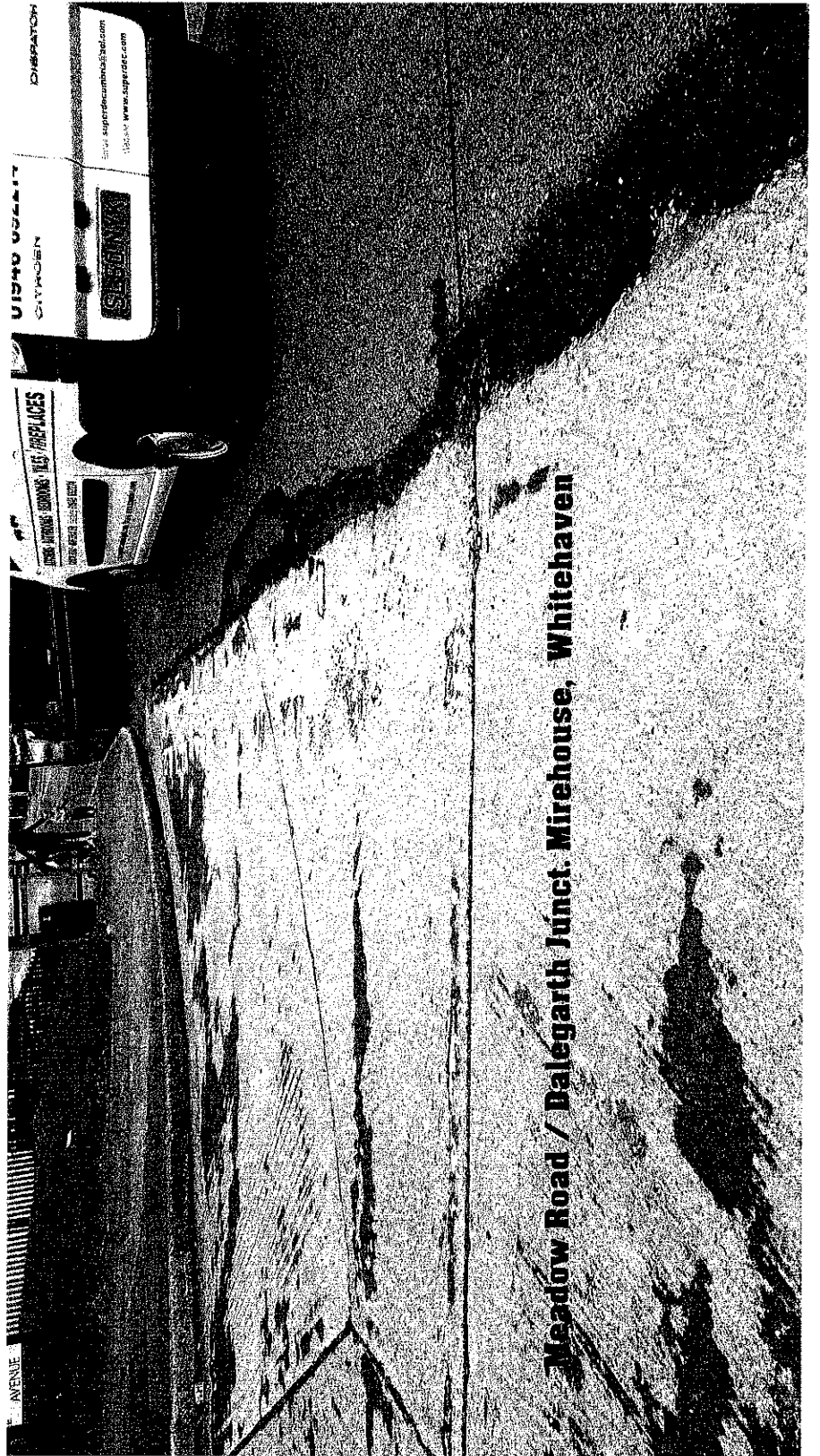
Back part of Meadow Road is full of pot holes and it is queried if this is still a Highway or a gravel path.

Potholes everywhere on Mirehouse 09 side in particular the ones on Derwentwater Avenue and Borrowdale Road looked particularly dangerous and the Councillors were concerned that accidents could occur. Photographs of these areas are shown at Appendix 2. It has been noted that if a particular pothole was reported Cumbria County Council would repair that one but ignore others around it.

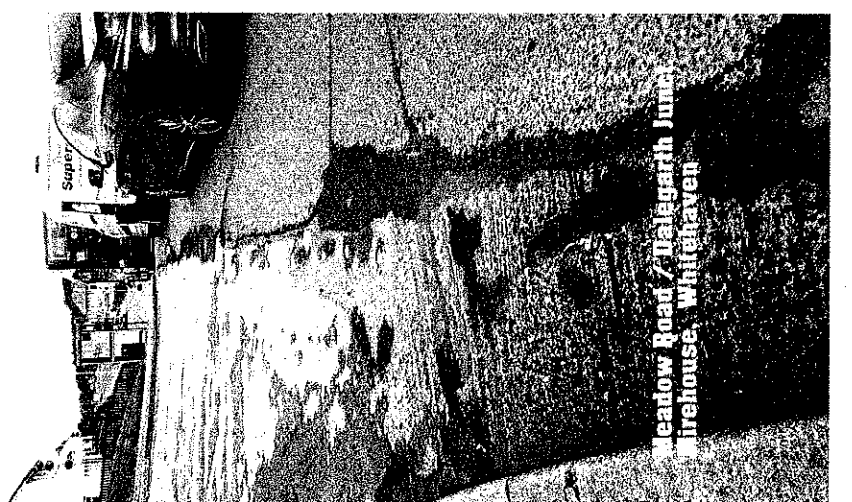
The road markings at the zebra crossing located at Valley Primary School are very worn and faded. Cars continually speed and do not stop for people waiting to cross. During peak time cars park too near the crossing making it difficult for a child to cross safely. There are no safety barriers on one side of the road leading to the school and more adequate signage is required to alert drivers that there is a school. Photographs of the area are shown at Appendix 3.



Meadow Road / Dalegarth Junc. Mirehouse, Whitehaven.



Meadow Road / Dalegarth Junc. Mirehouse, Whitehaven



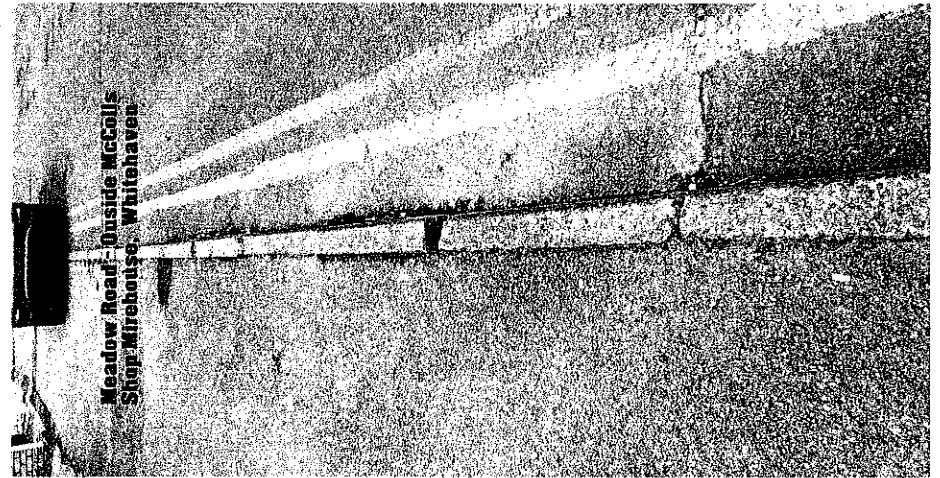
Meadow Road / Dalegarth Junc. Mirehouse, Whitehaven



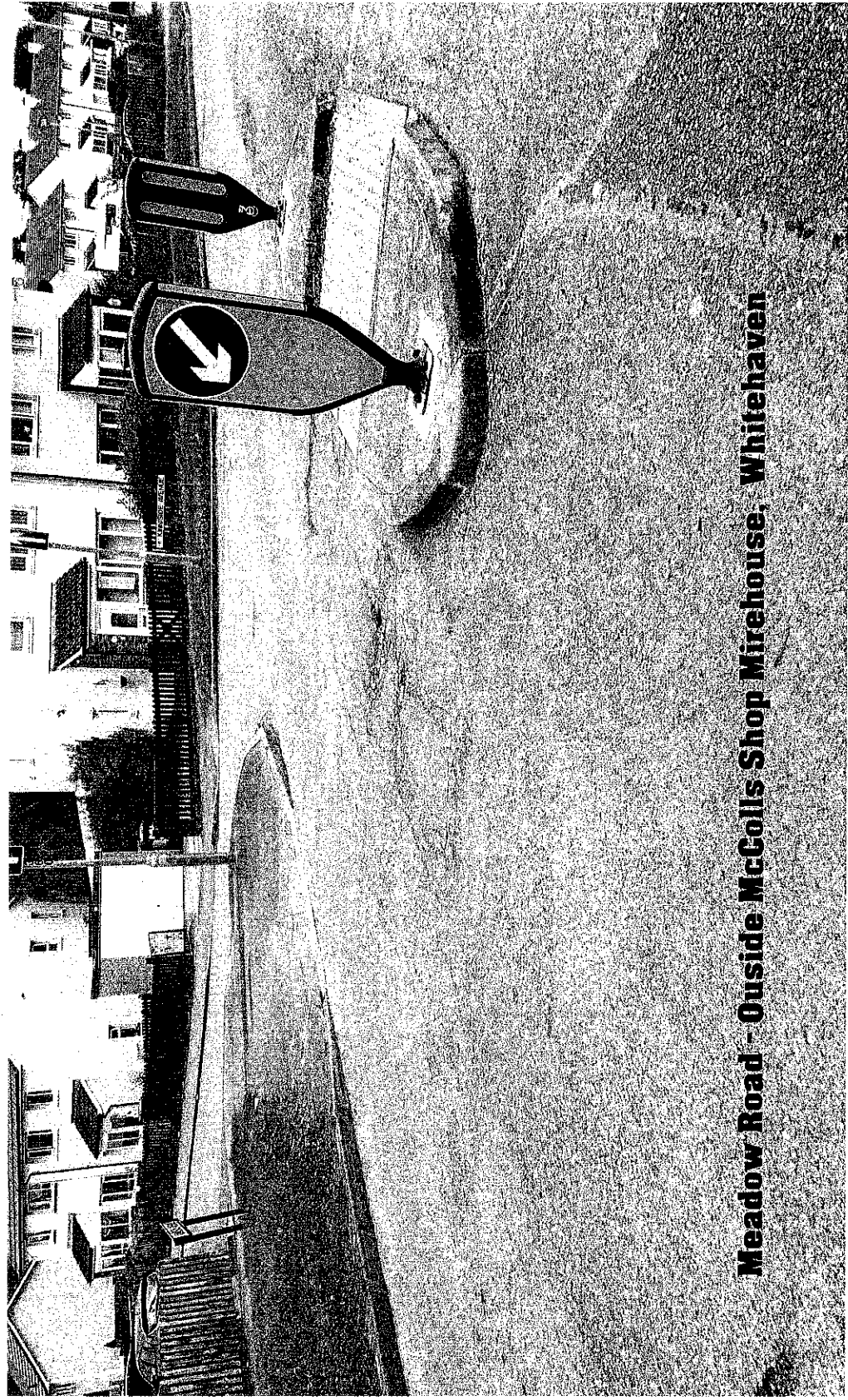
Meadow Road - Outside McColl's Shop Mirehouse, Whitehaven



Meadow Road - Outside McColl's Shop Mirehouse, Whitehaven



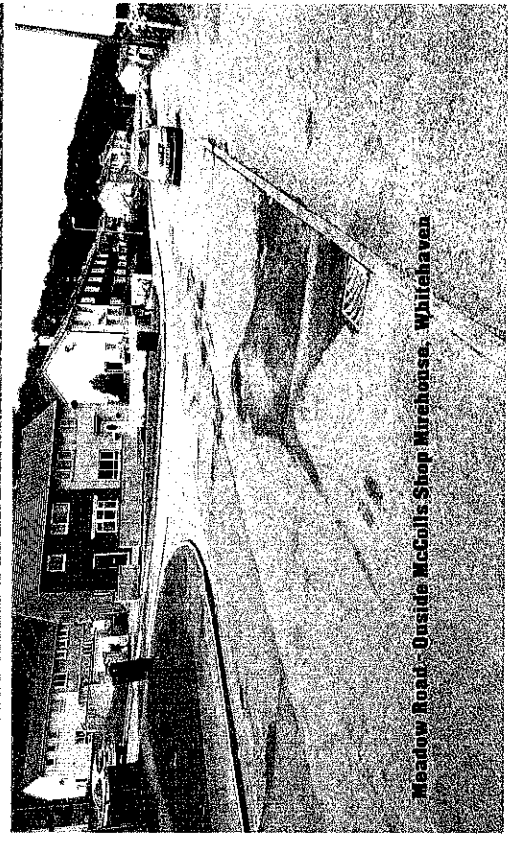
Meadow Road - Outside McColl's Shop Mirehouse, Whitehaven



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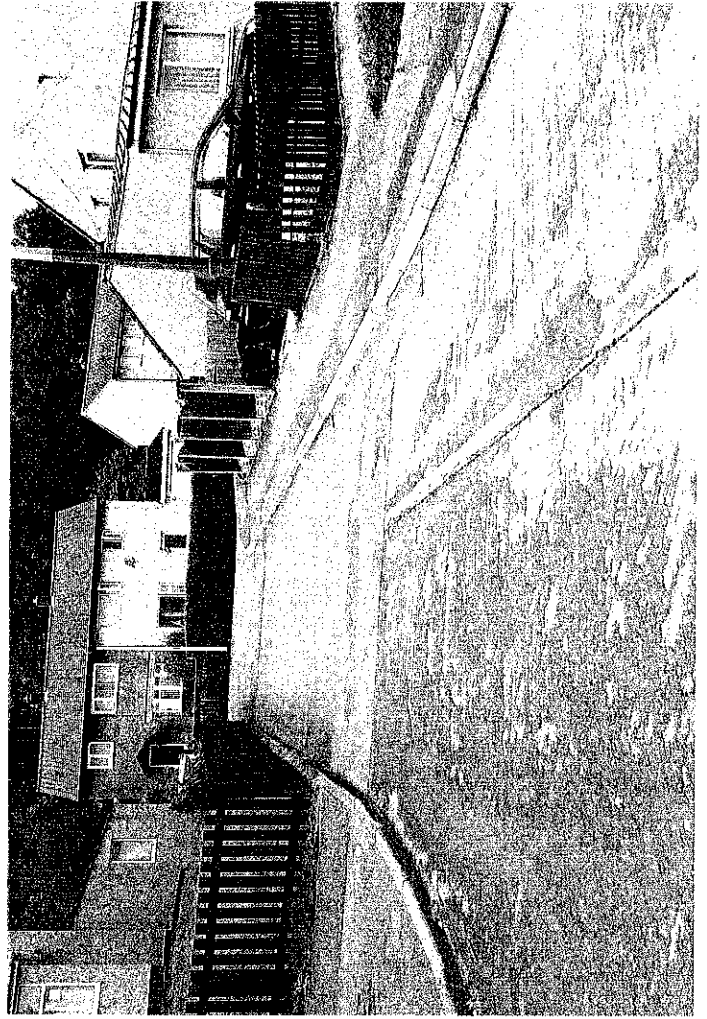
Meadow Road - Outside McColl's Shop Mirehouse, Whitehaven



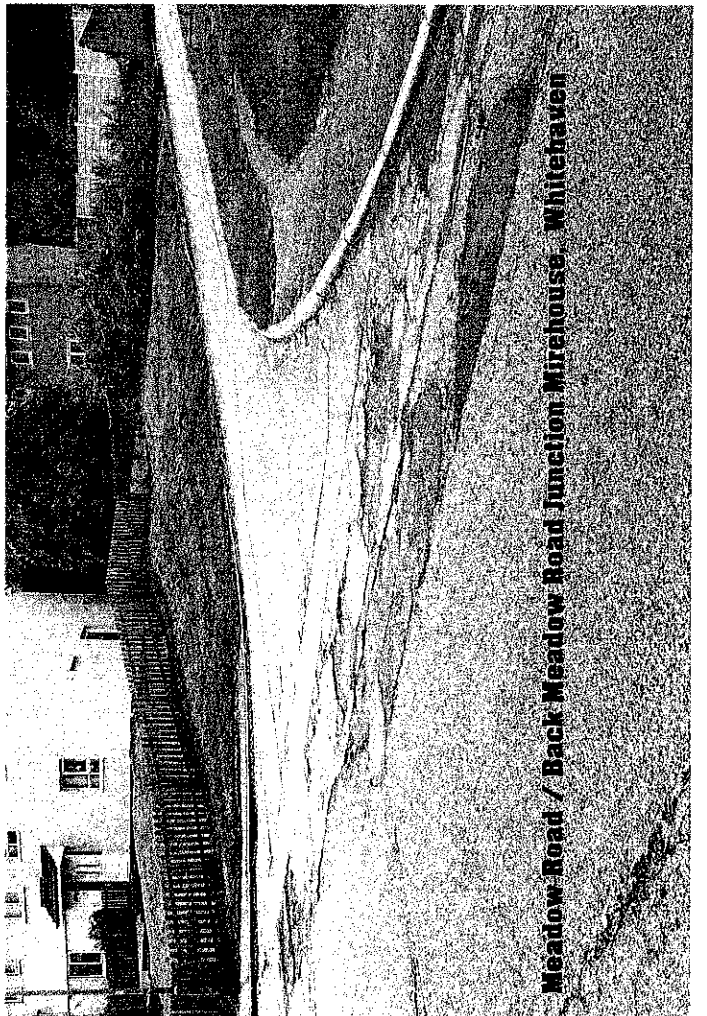
Meadow Road - Outside McColl's Shop Mirehouse, Whitehaven



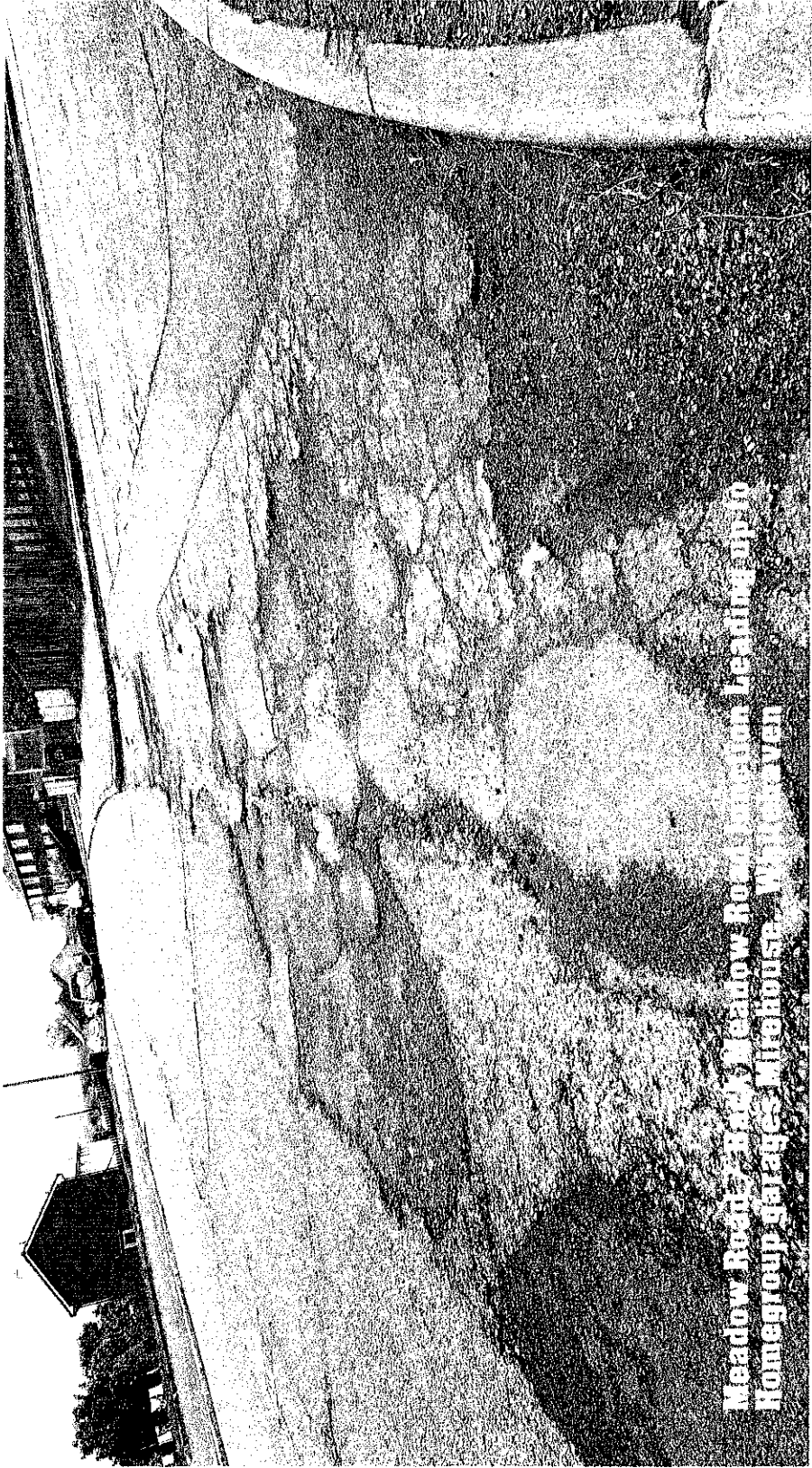
adown Road / Dalegarth Junct. Mirehouse, Whitehaven



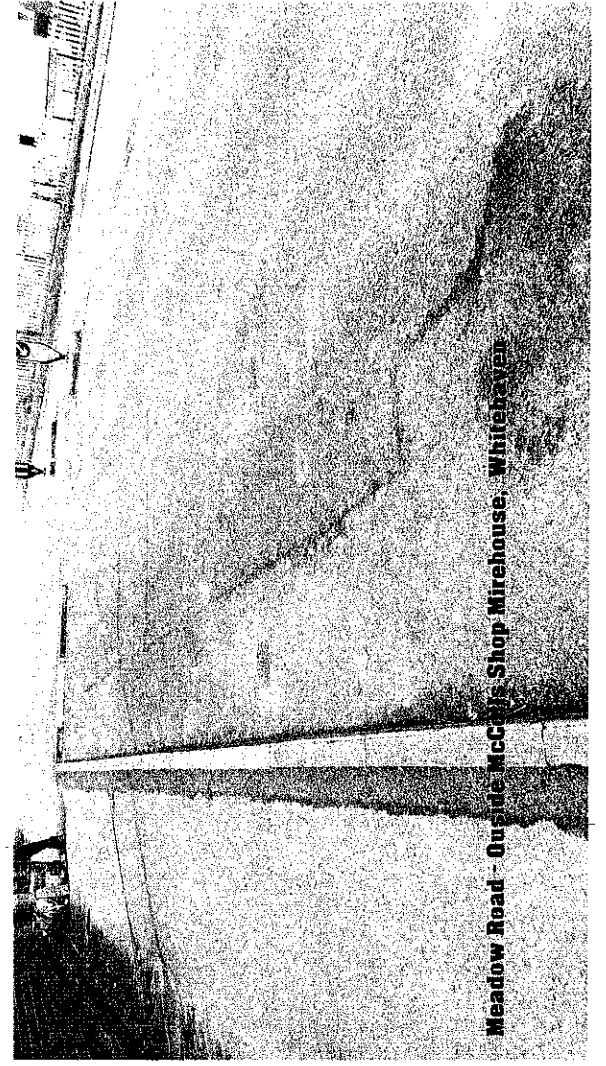
Meadow Road Mirehouse, Whit



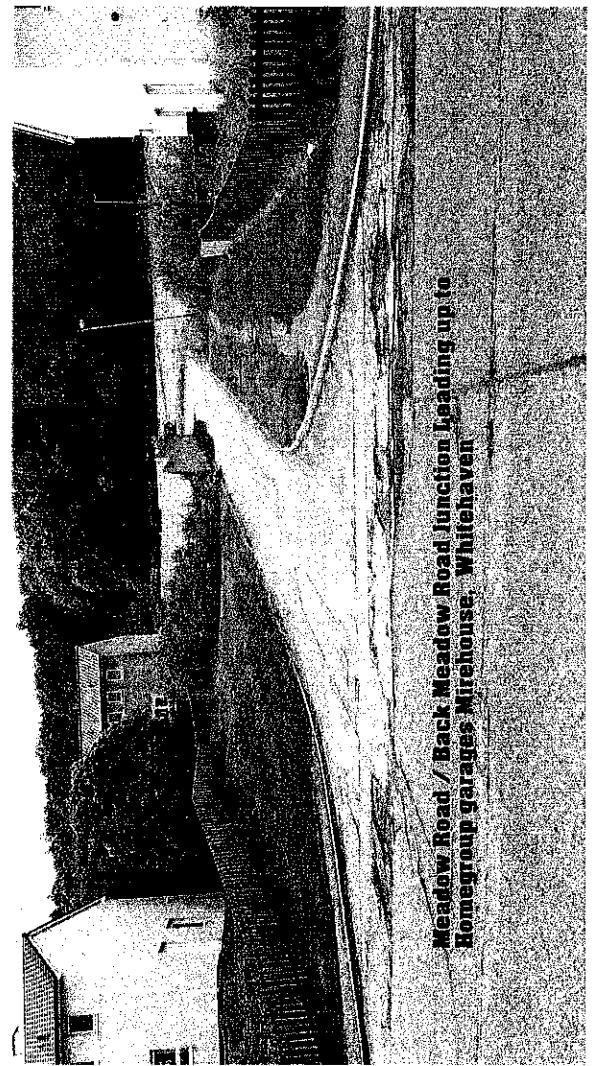
Meadow Road / Back Meadow Road Junction Mirehouse, Whitehaven



Meadow Road / Back Meadow Road Junction leading up to Homegroup garages Mirehouse, Whitelaven



Meadow Road - Outside McColls Shop Mirehouse, Whitelaven



Meadow Road / Back Meadow Road Junction leading up to Homegroup garages Mirehouse, Whitelaven



**Meadow Road - Outside McColls Shop
Mirehouse, Whitehaven**



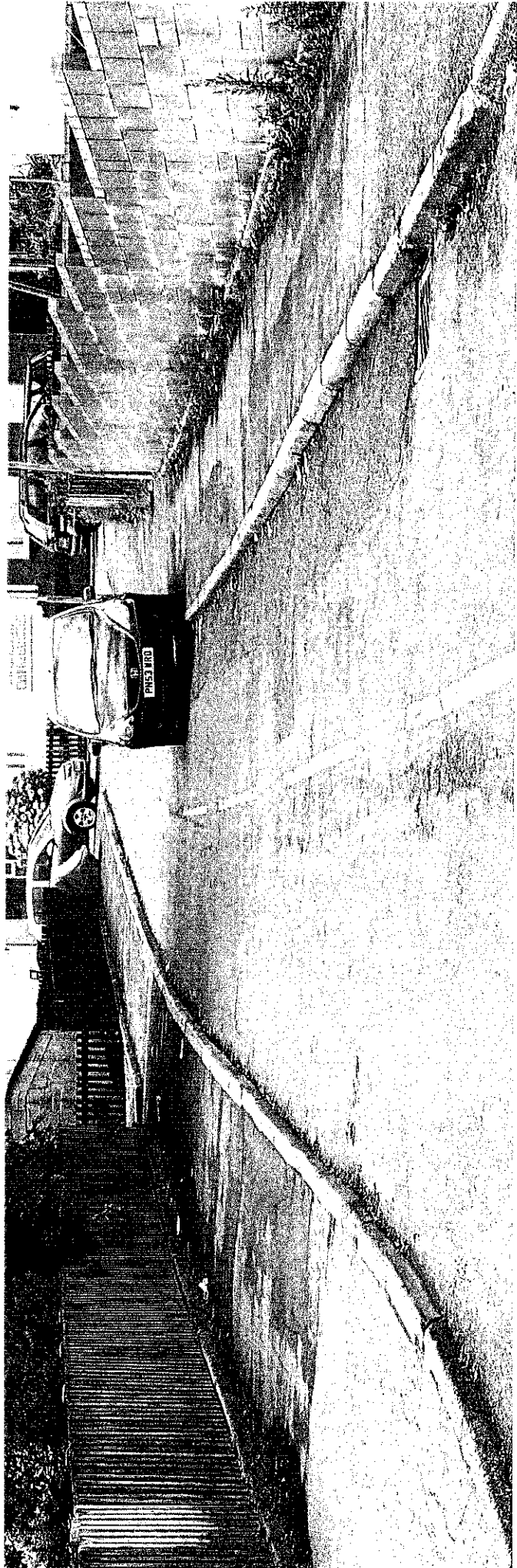
Meadow Road - Outside McColls Shop Mirehouse, Whitehaven



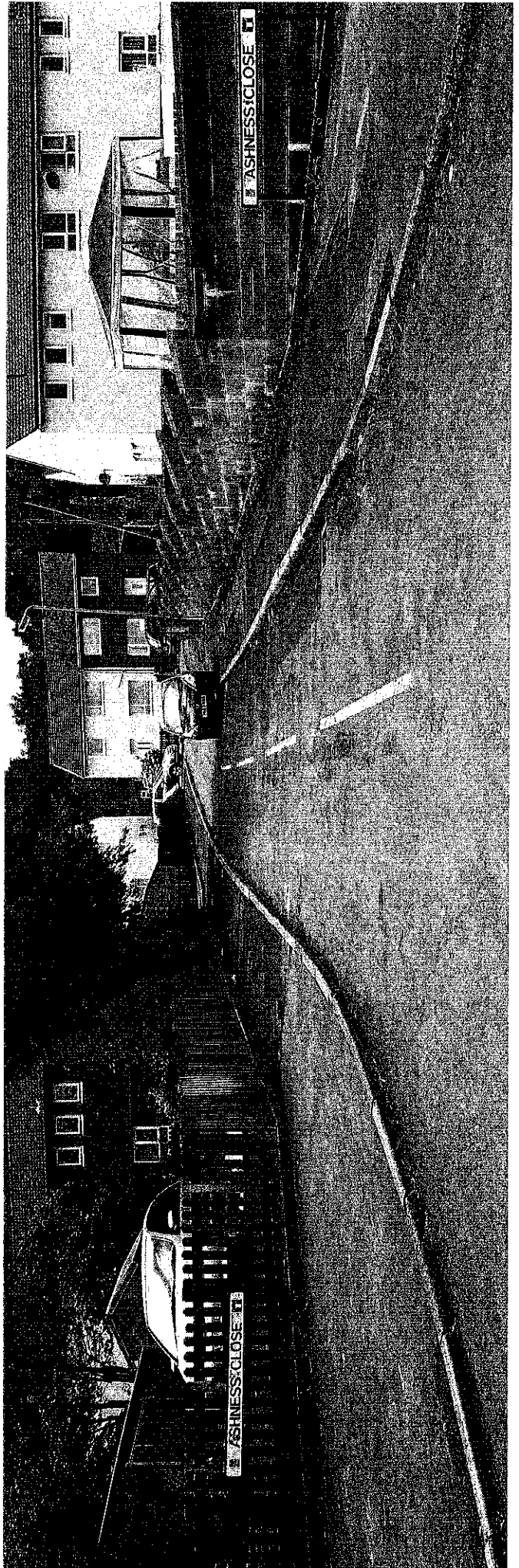
**Meadow Road - Outside McColls Shop
Mirehouse, Whitehaven**

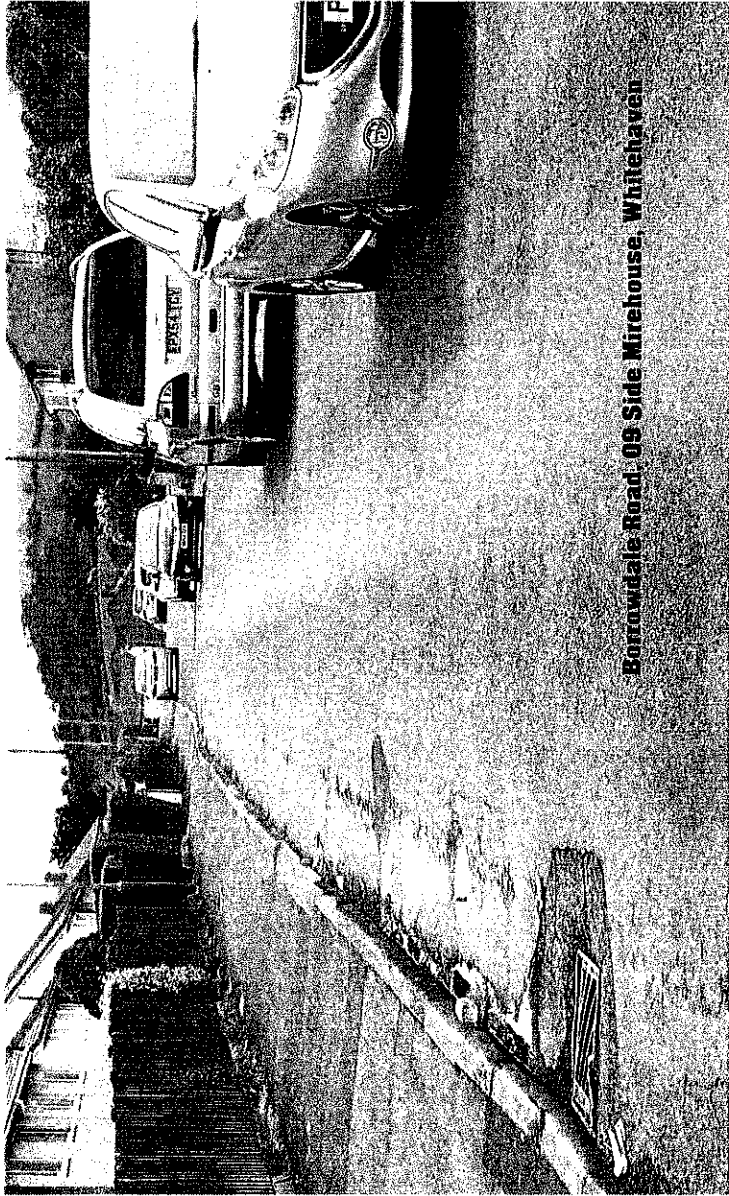


Meadow Road - Outside McColls Shop Mirehouse, Whitehaven

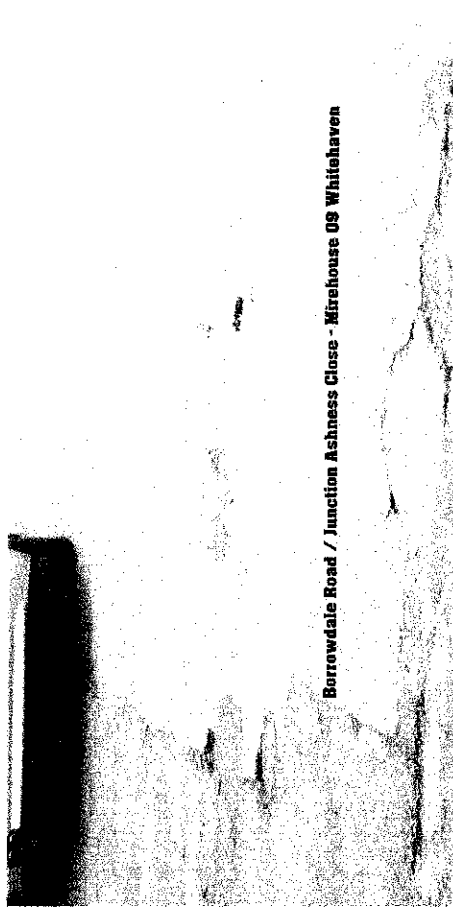


Ashness Close, Mirehouse, Whitehaven

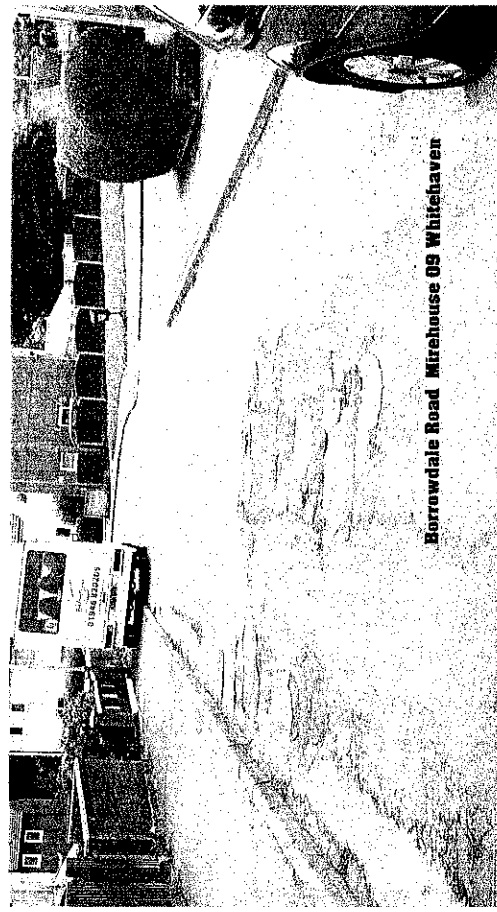




Borrowdale Road, 09 Side Mirehouse, Whitehaven



Borrowdale Road / Junction Ashness Close - Mirehouse 09 Whitehaven



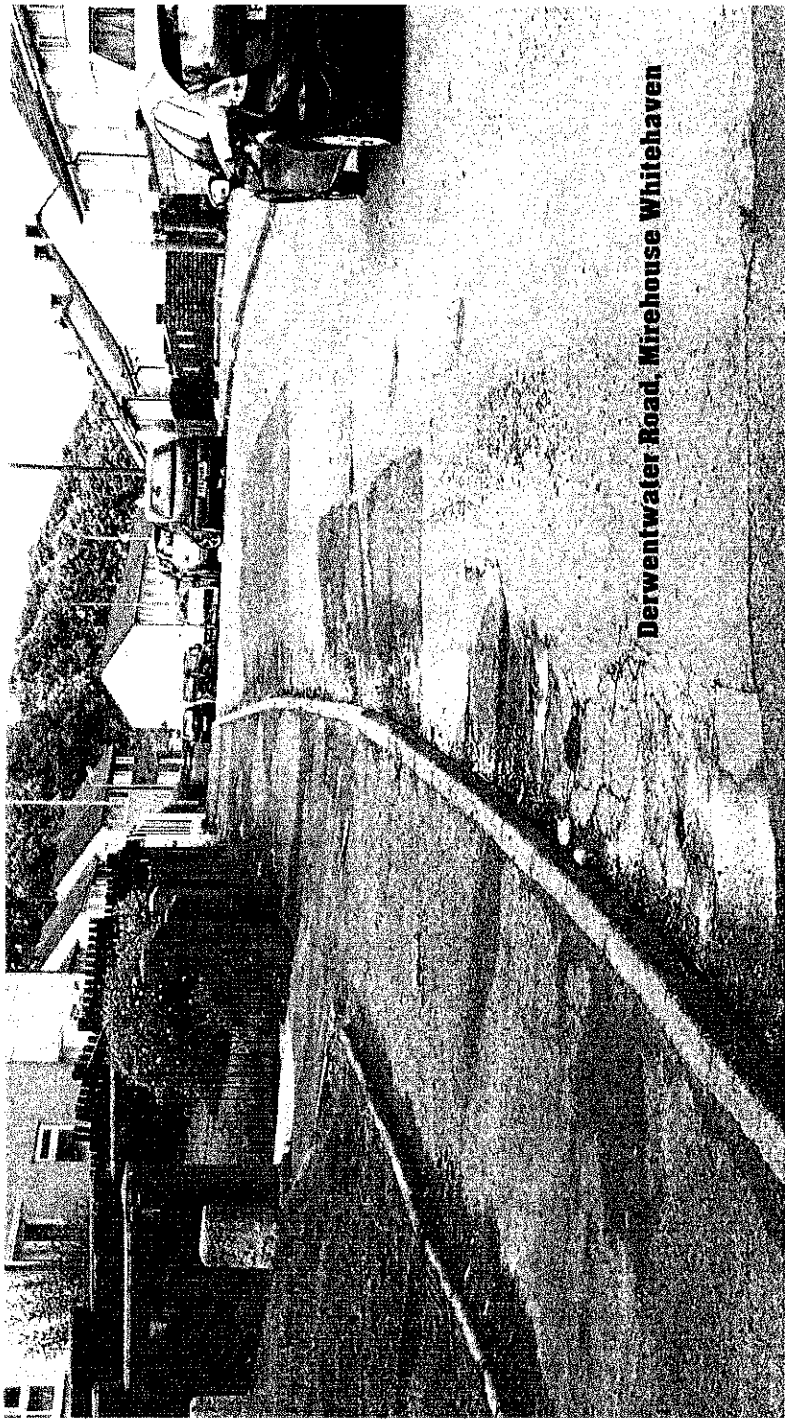
Borrowdale Road Mirehouse 09 Whitehaven



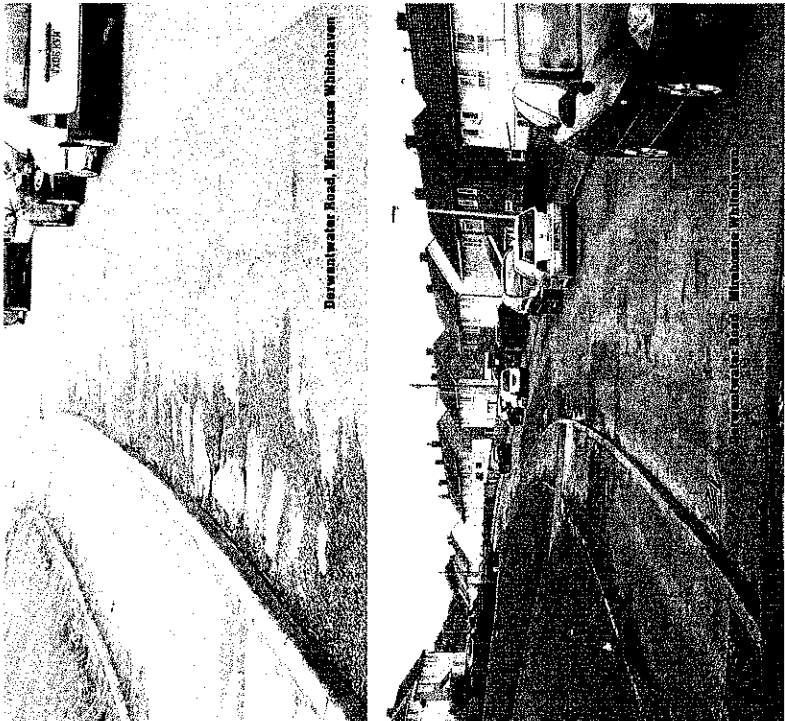
BORROWDALE ROAD



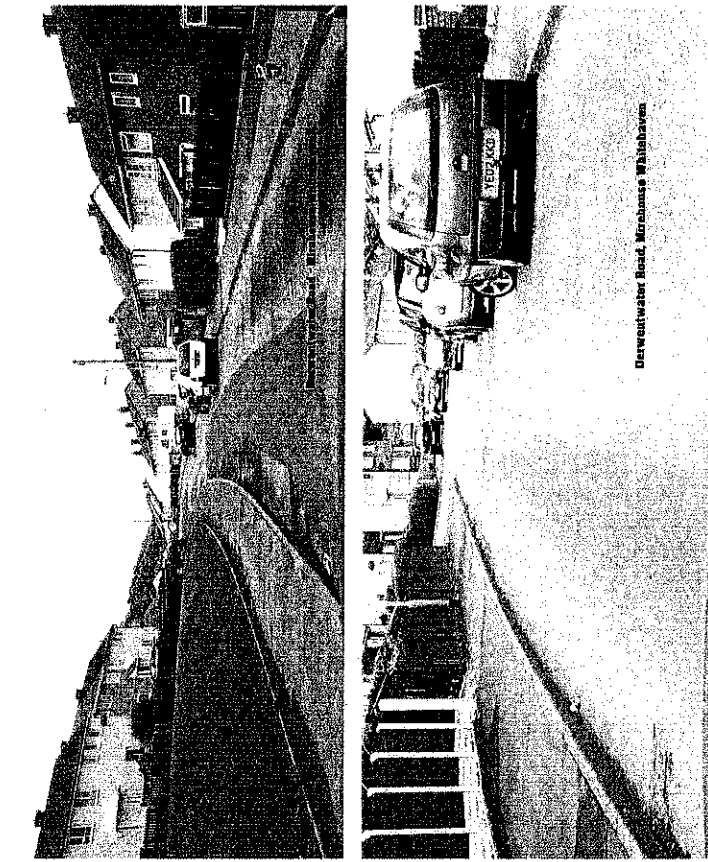
Borrowdale Road / Junction Ashness Close - Mirehouse 09 Whitehaven



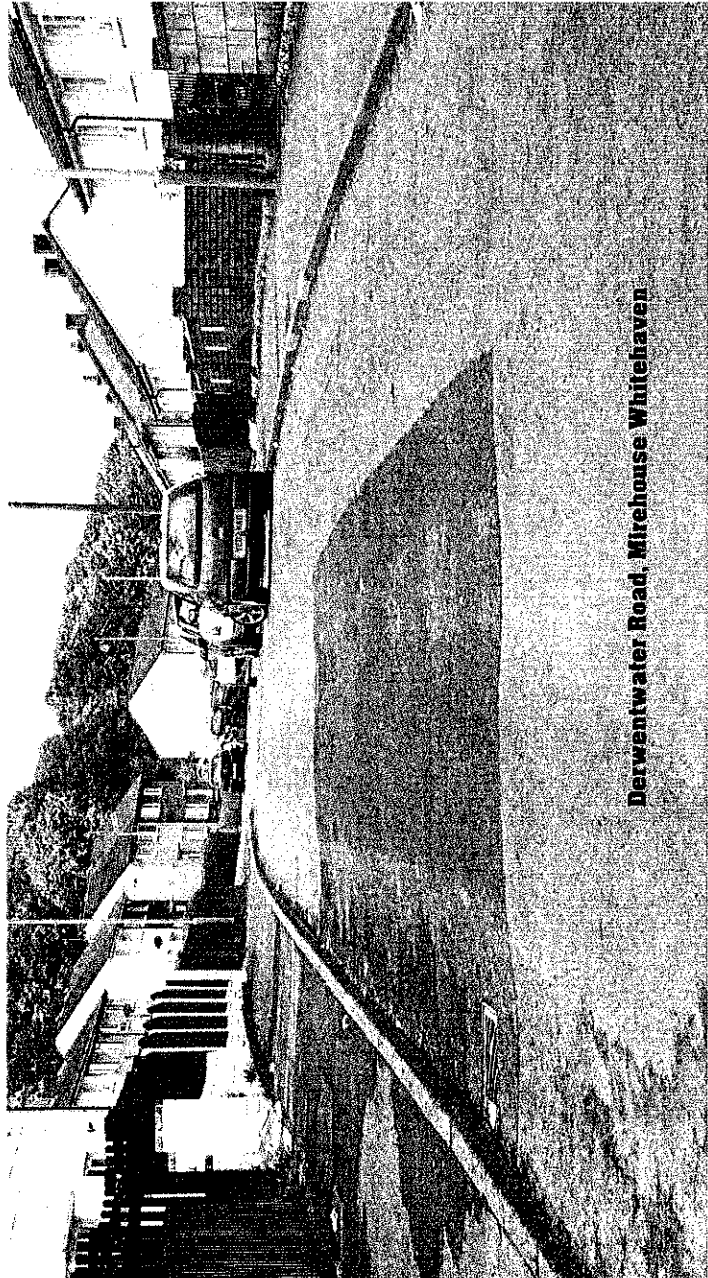
Derwentwater Road, Mirehouse Whitehaven



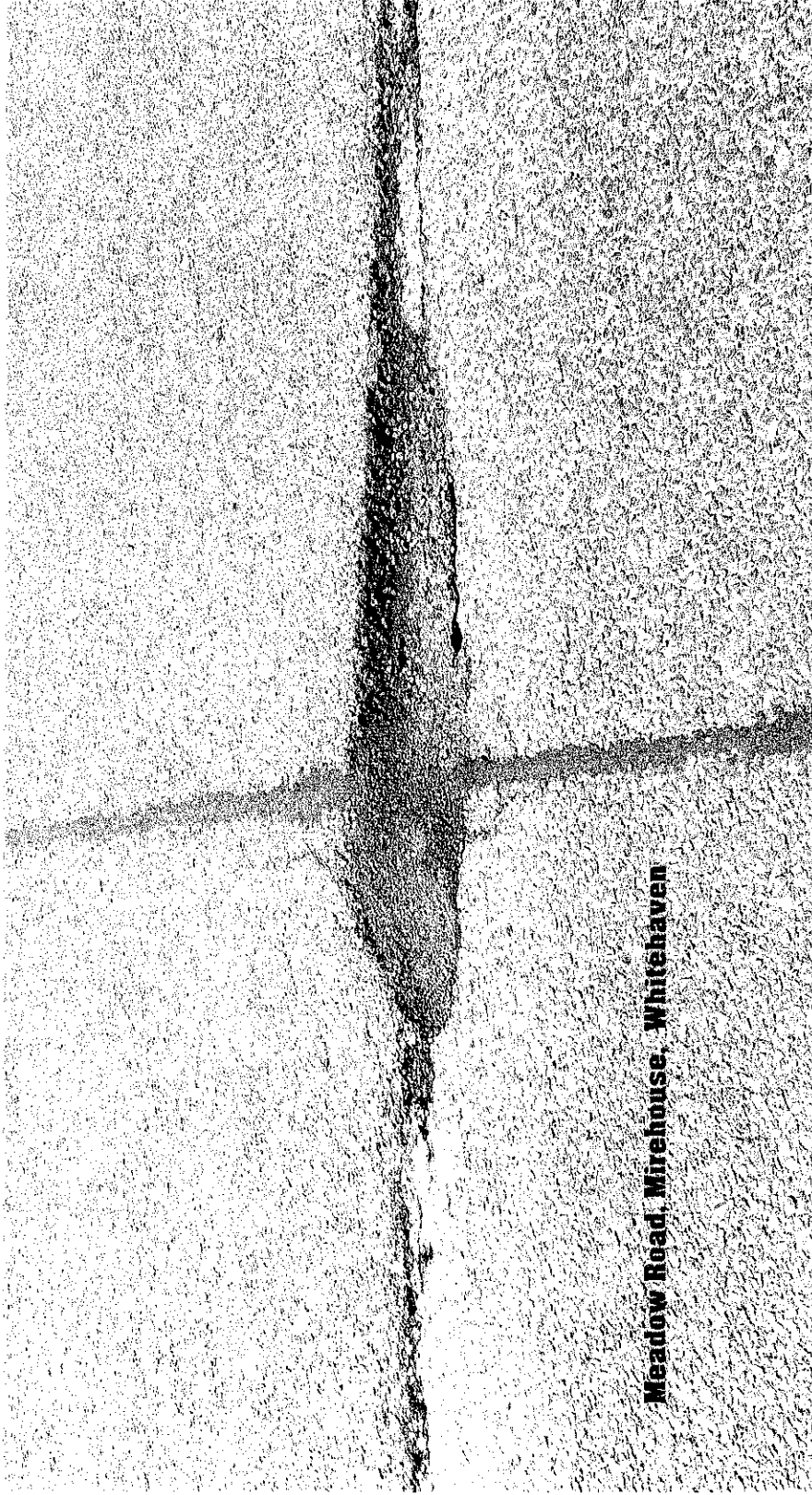
Derwentwater Road, Mirehouse Whitehaven



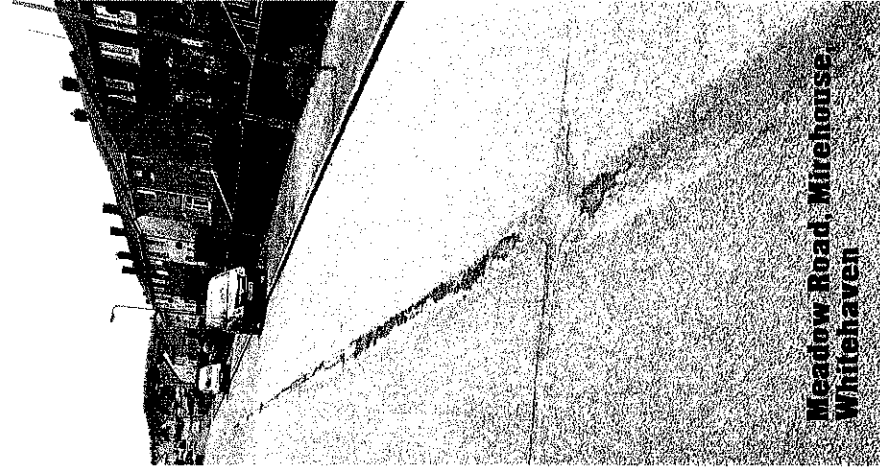
Derwentwater Road, Mirehouse Whitehaven



Derwentwater Road, Mirehouse Whitehaven



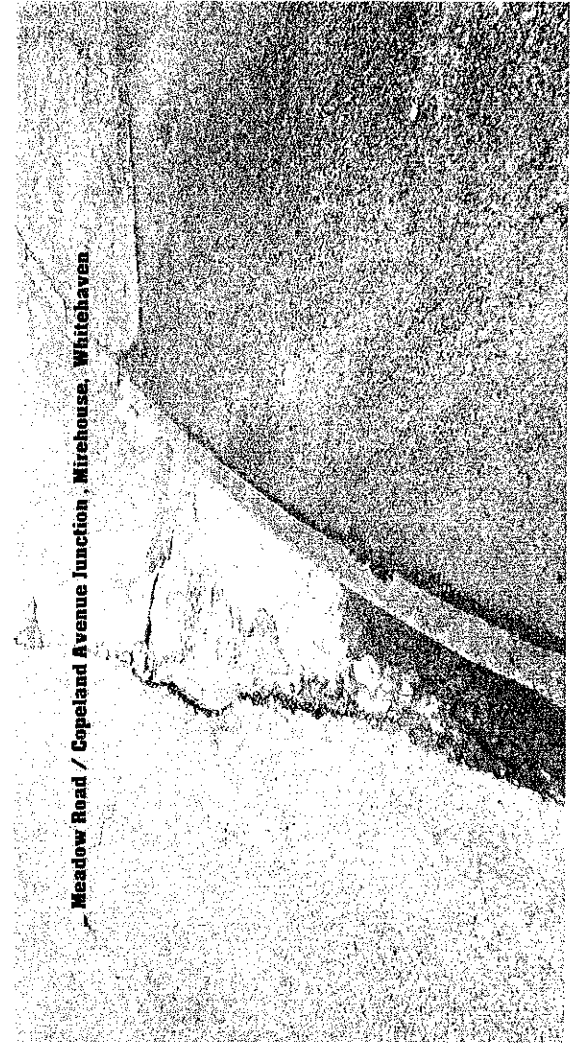
Meadow Road, Mirehouse, Whitehaven



Meadow Road, Mirehouse, Whitehaven

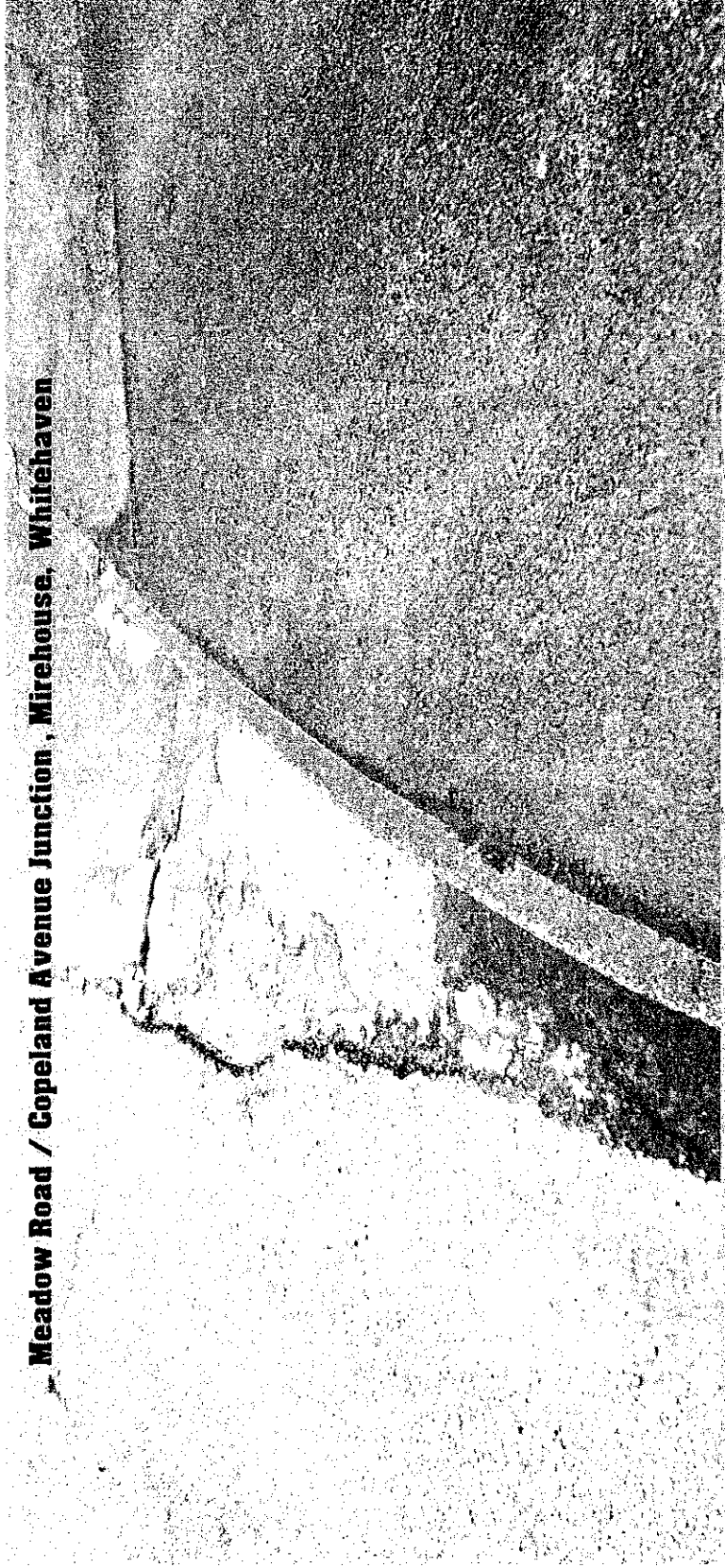


Meadow Road, Mirehouse, Whitehaven



Meadow Road / Copeland Avenue Junction, Mirehouse, Whitehaven

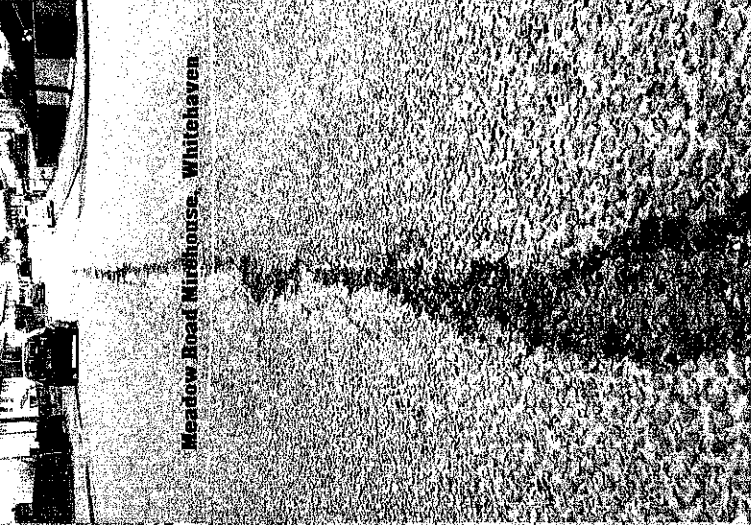
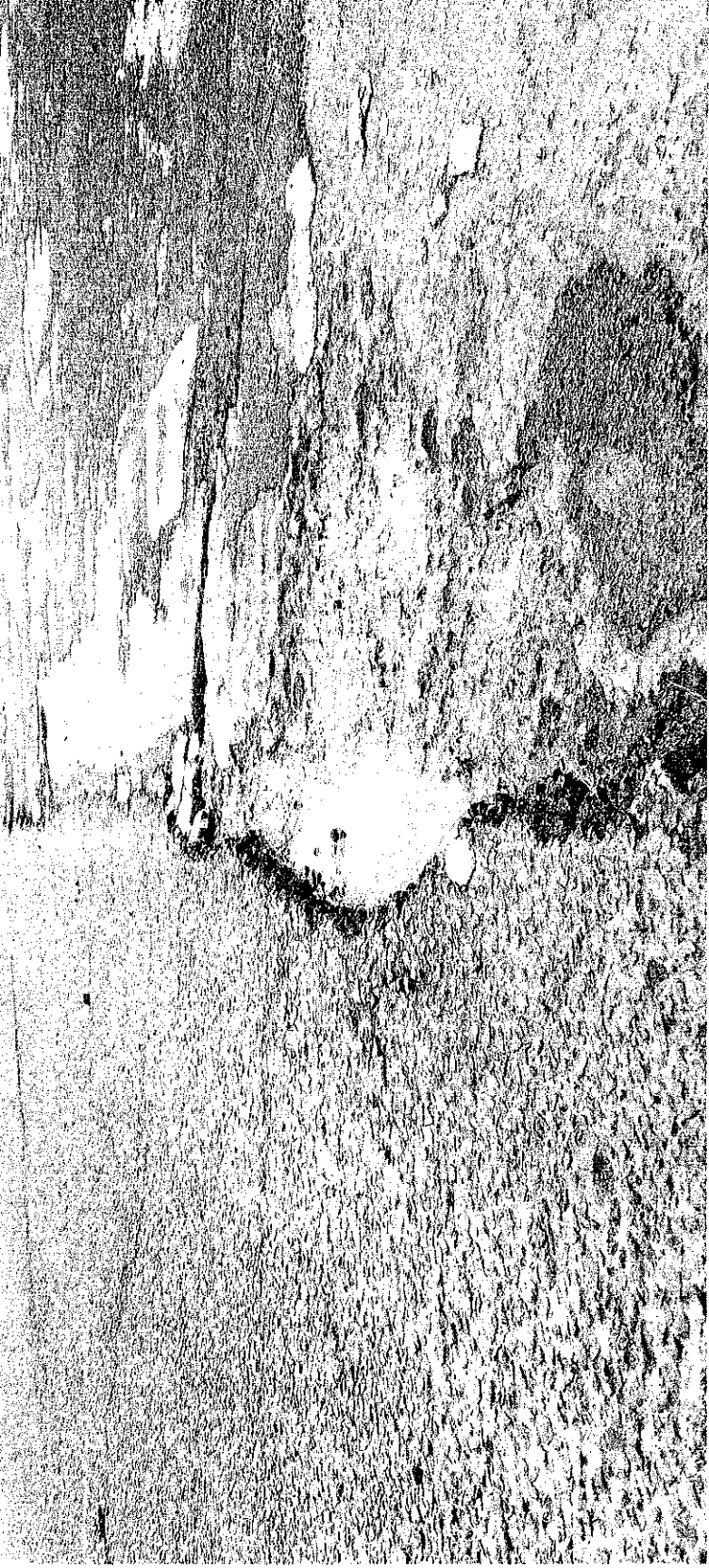
Meadow Road / Copeland Avenue Junction, Mirehouse, Whitehaven

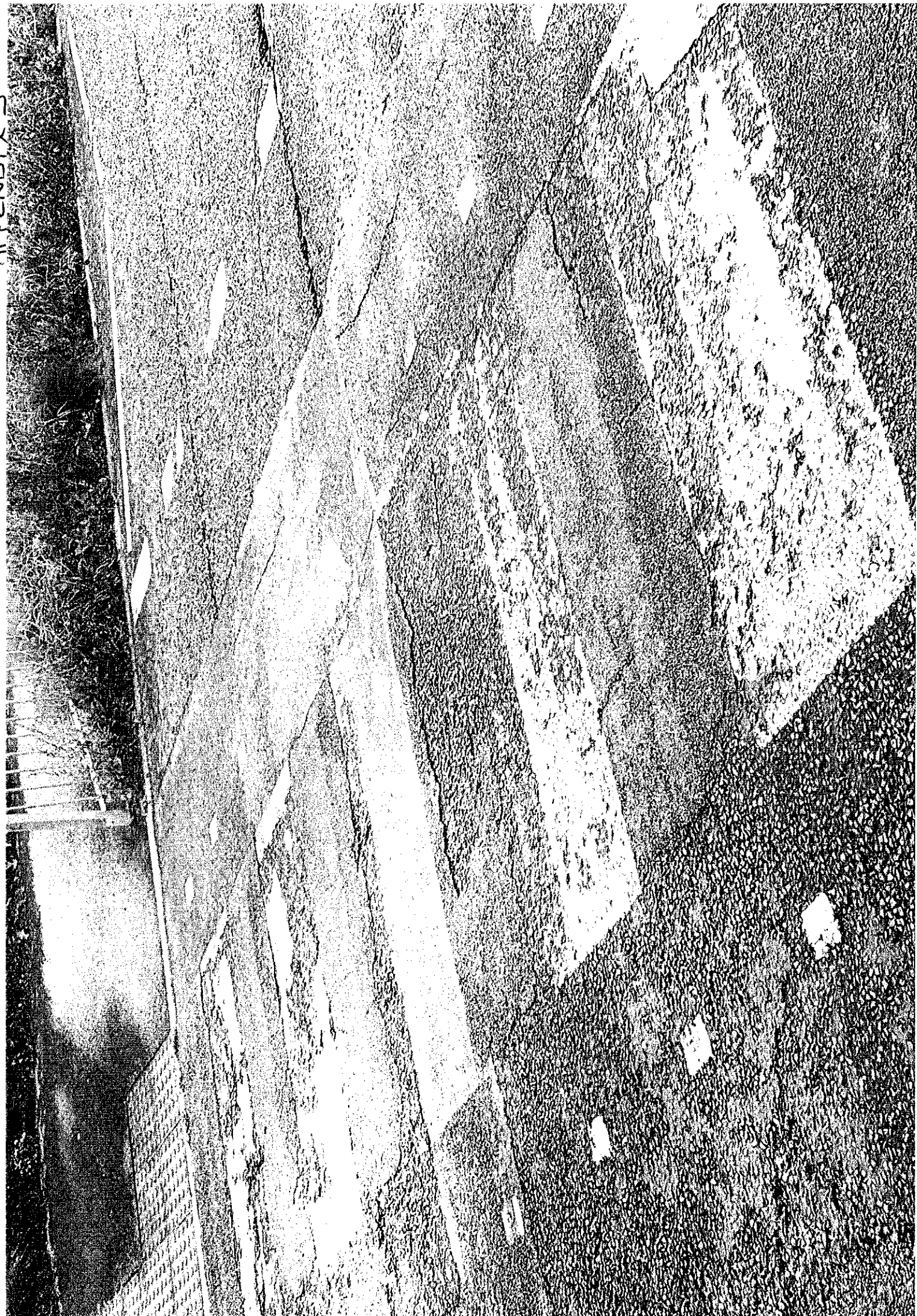


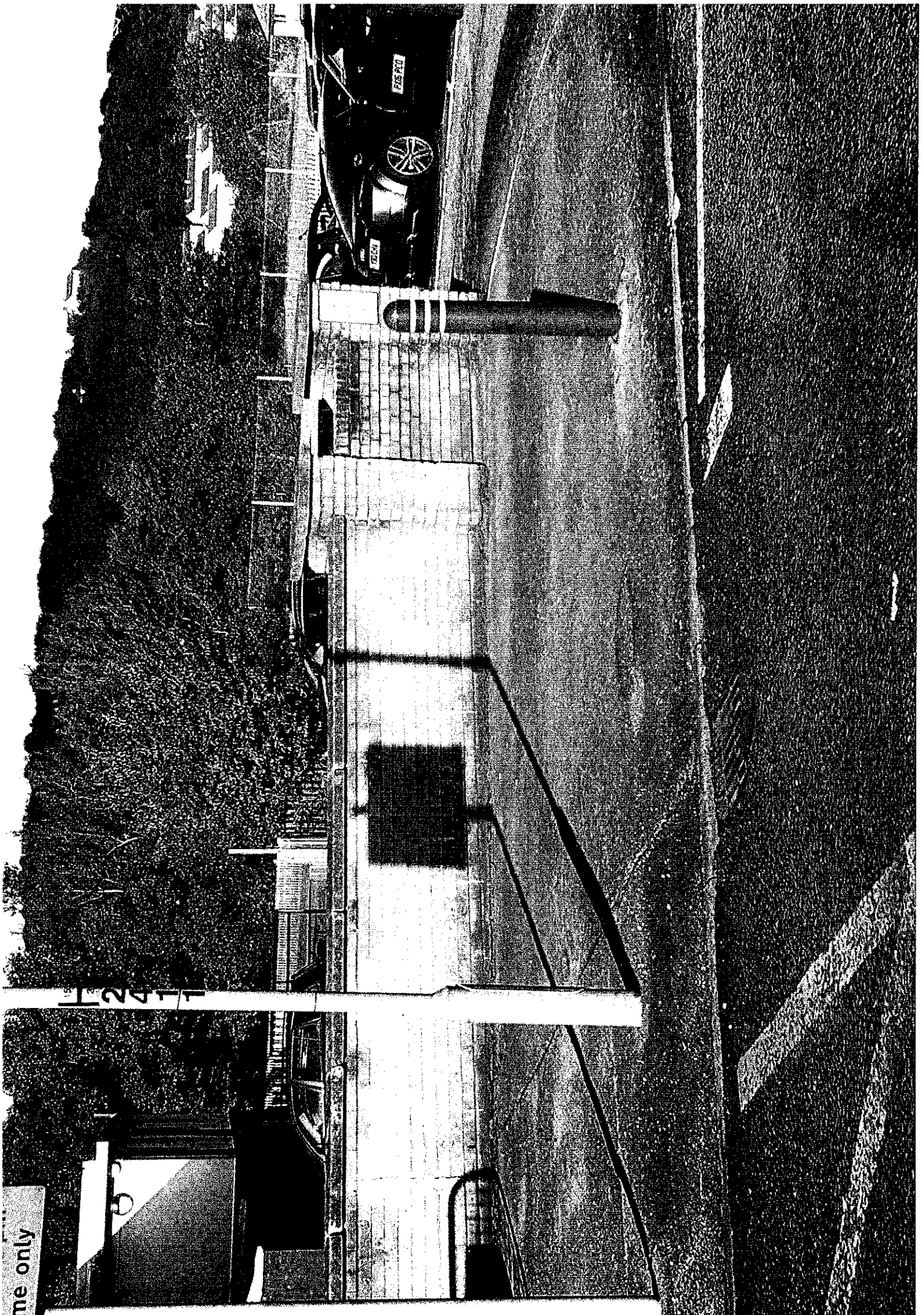
**Meadow Road / Copeland Avenue Junction
Mirehouse, Whitehaven**



Meadow Road Mirehouse, Whitehaven

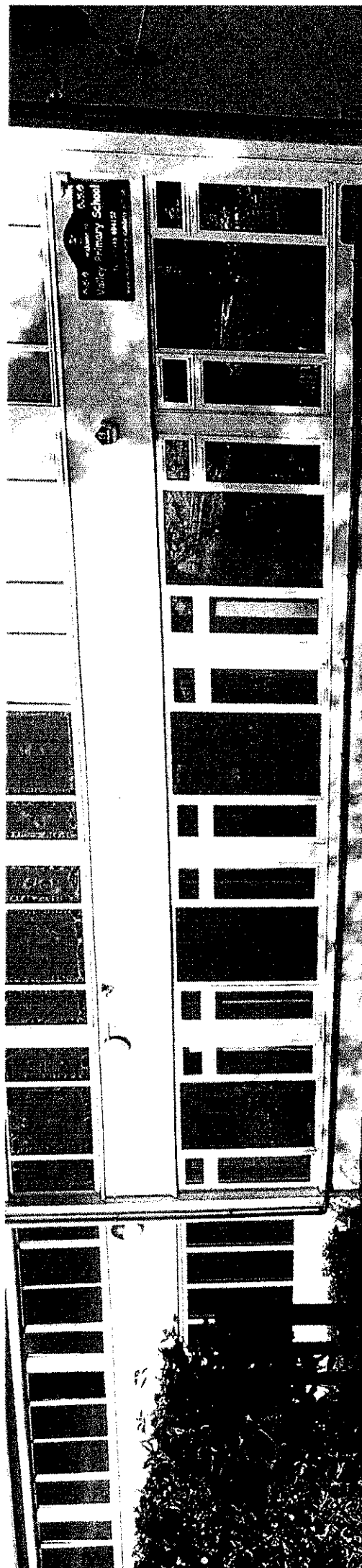






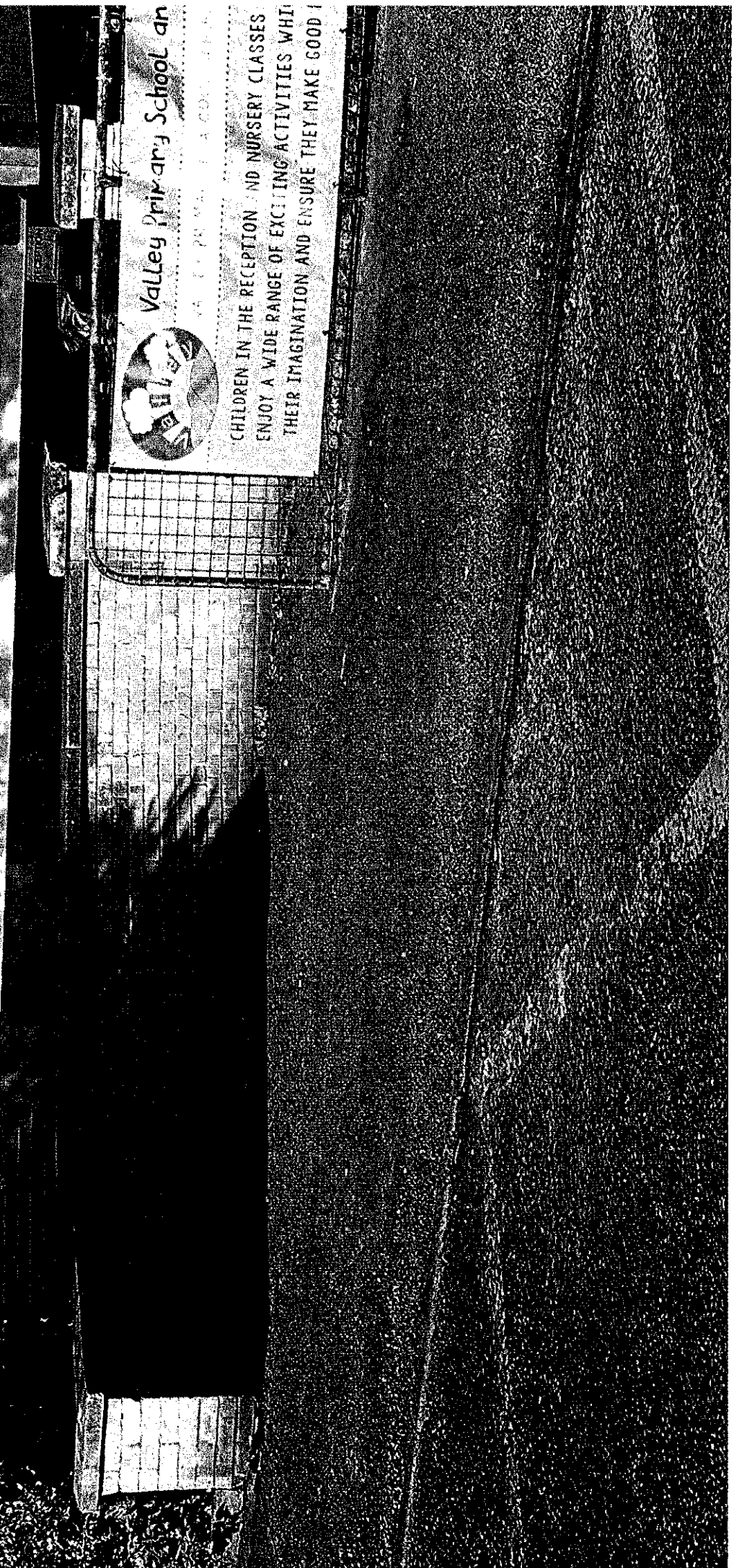
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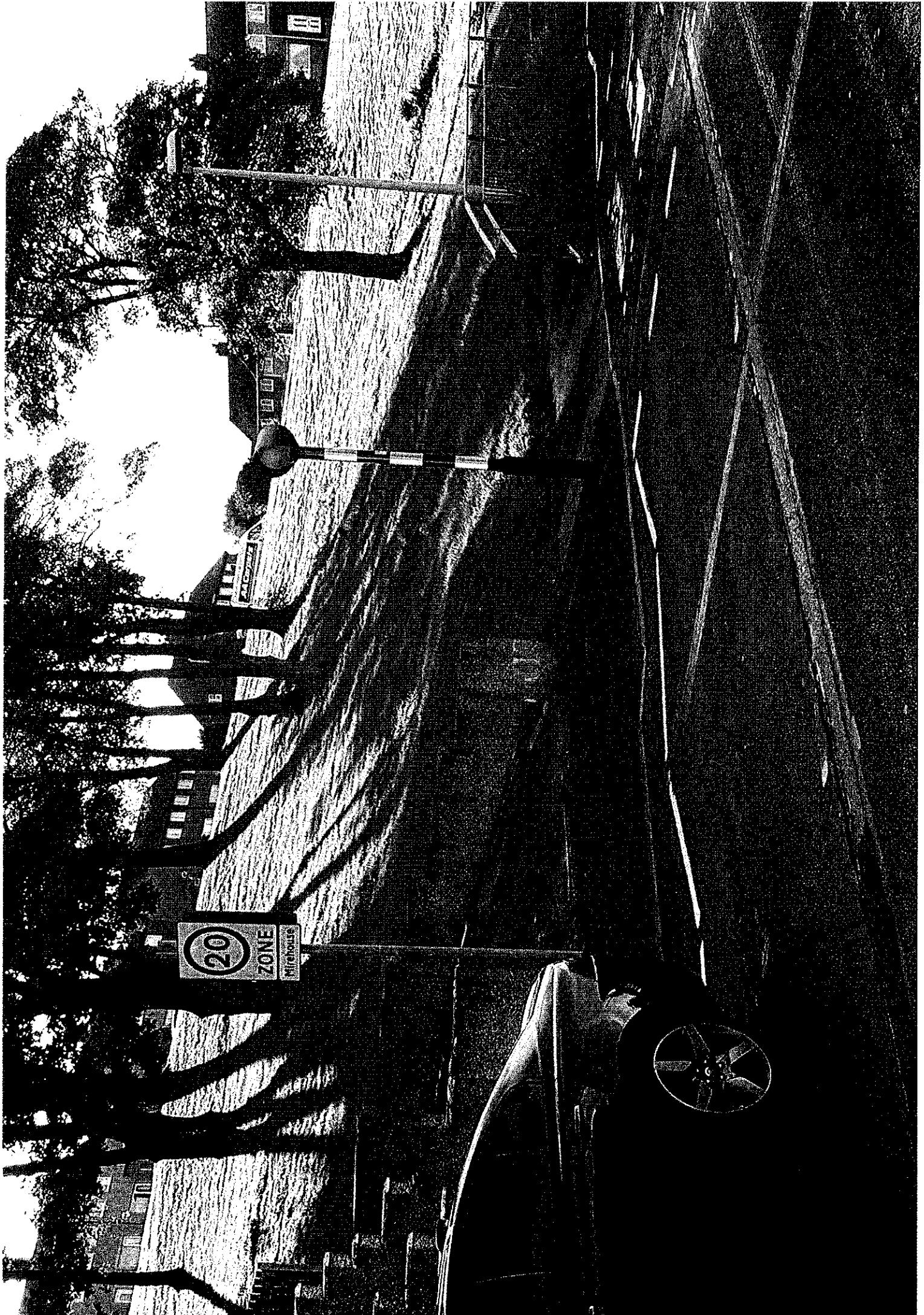
LANE

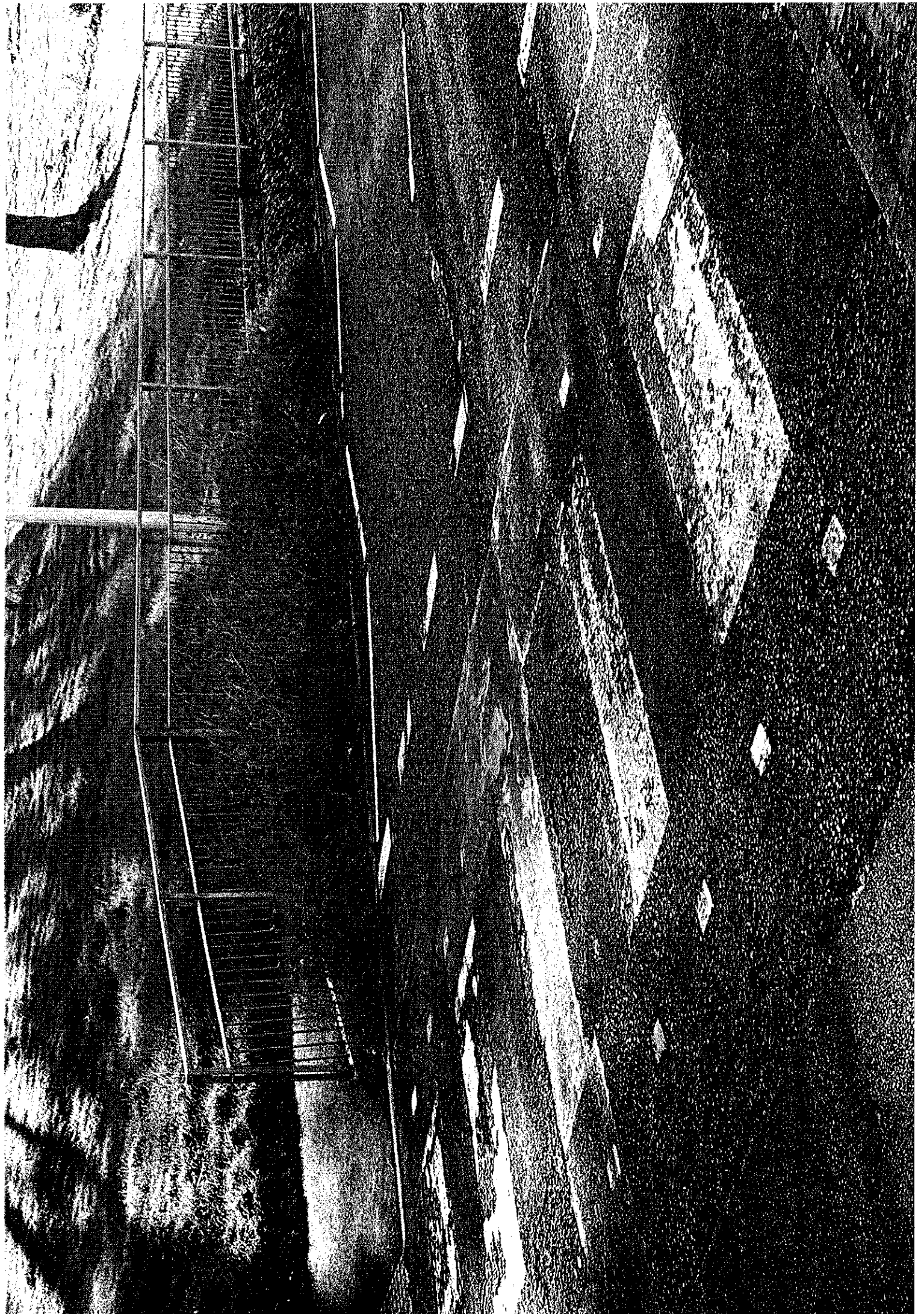


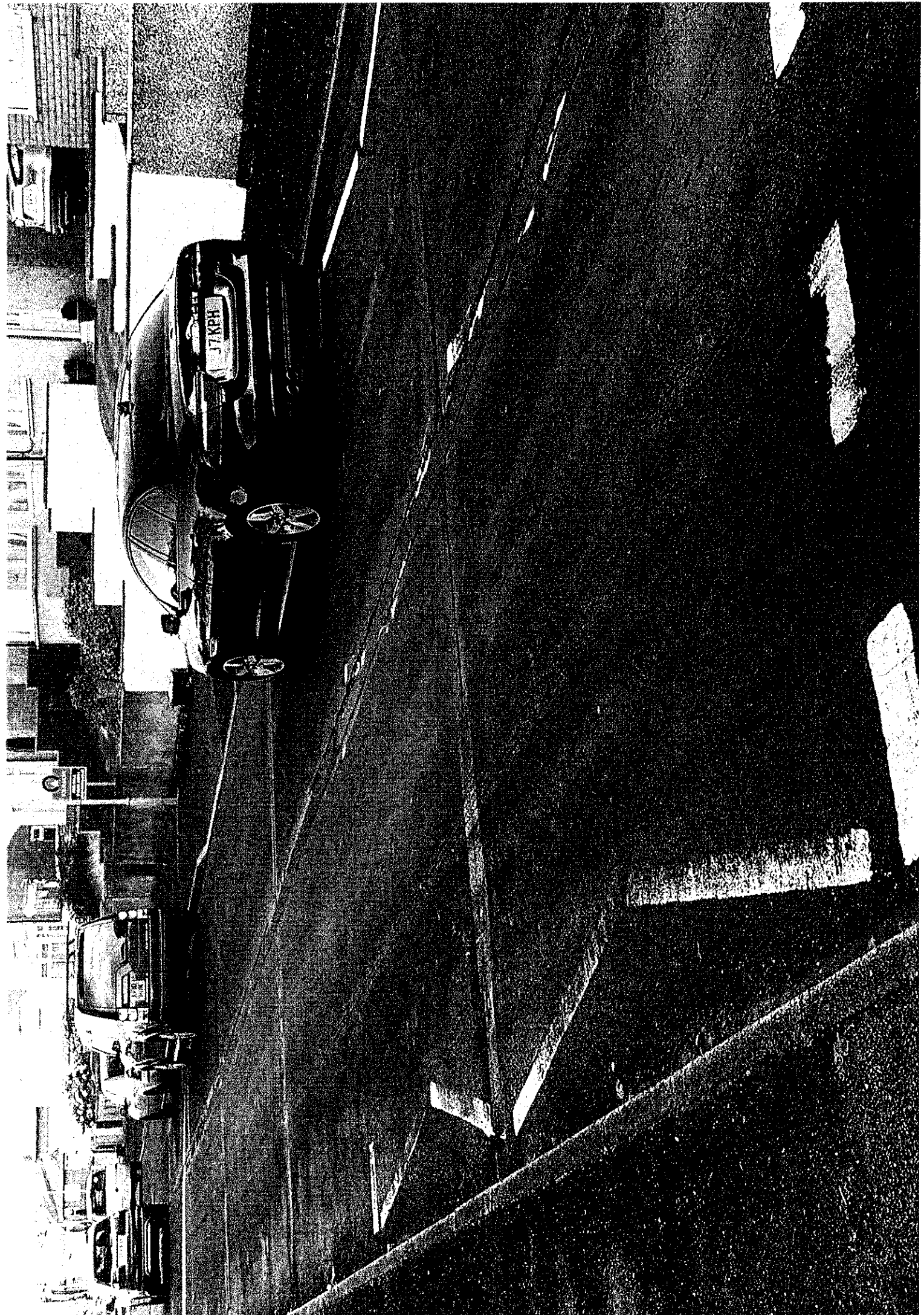
Valley Primary School an

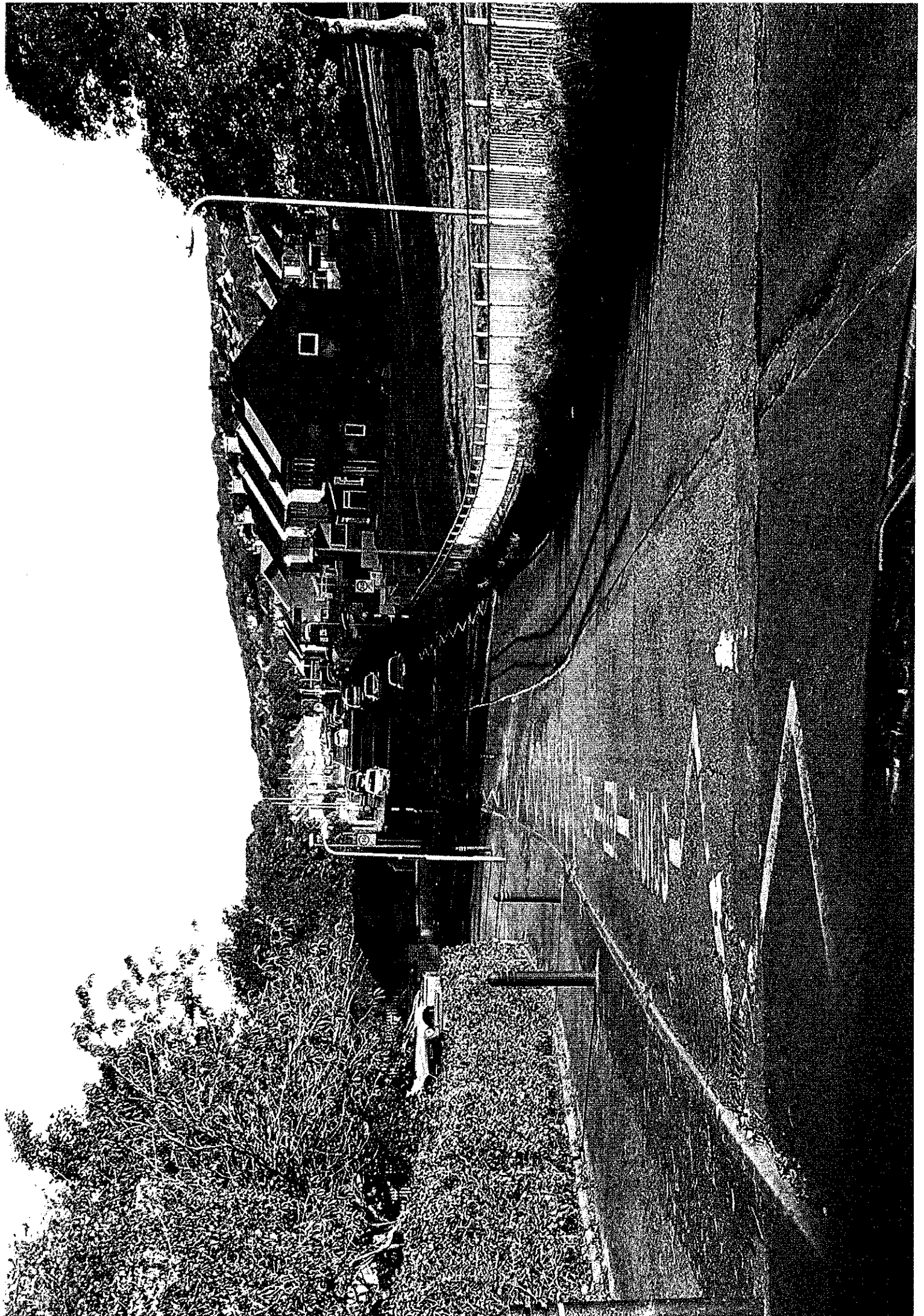
CHILDREN IN THE RECEPTION AND NURSERY CLASSES
 ENJOY A WIDE RANGE OF EXCITING ACTIVITIES WHICH
 THEIR IMAGINATION AND ENSURE THEY MAKE GOOD USE

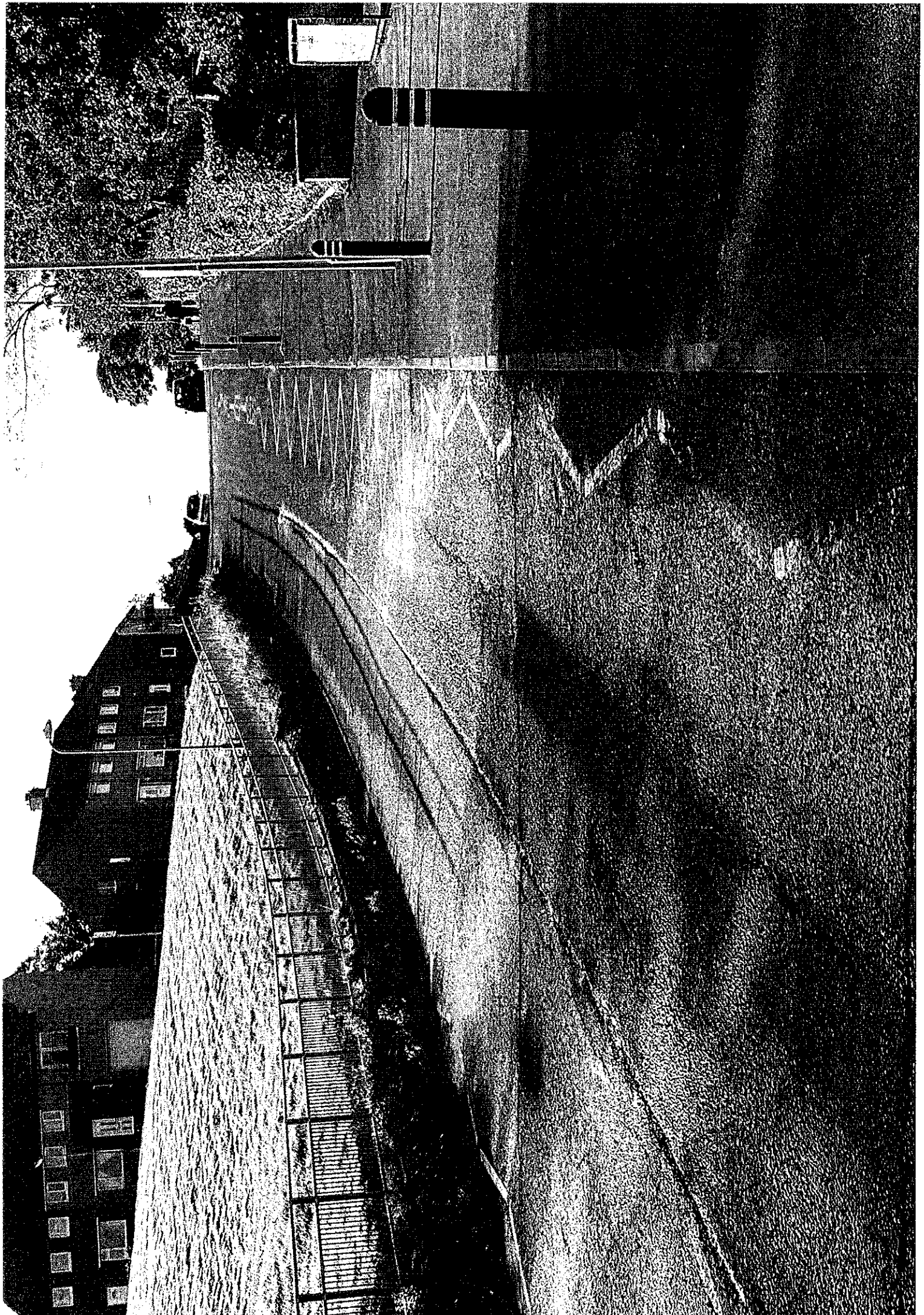


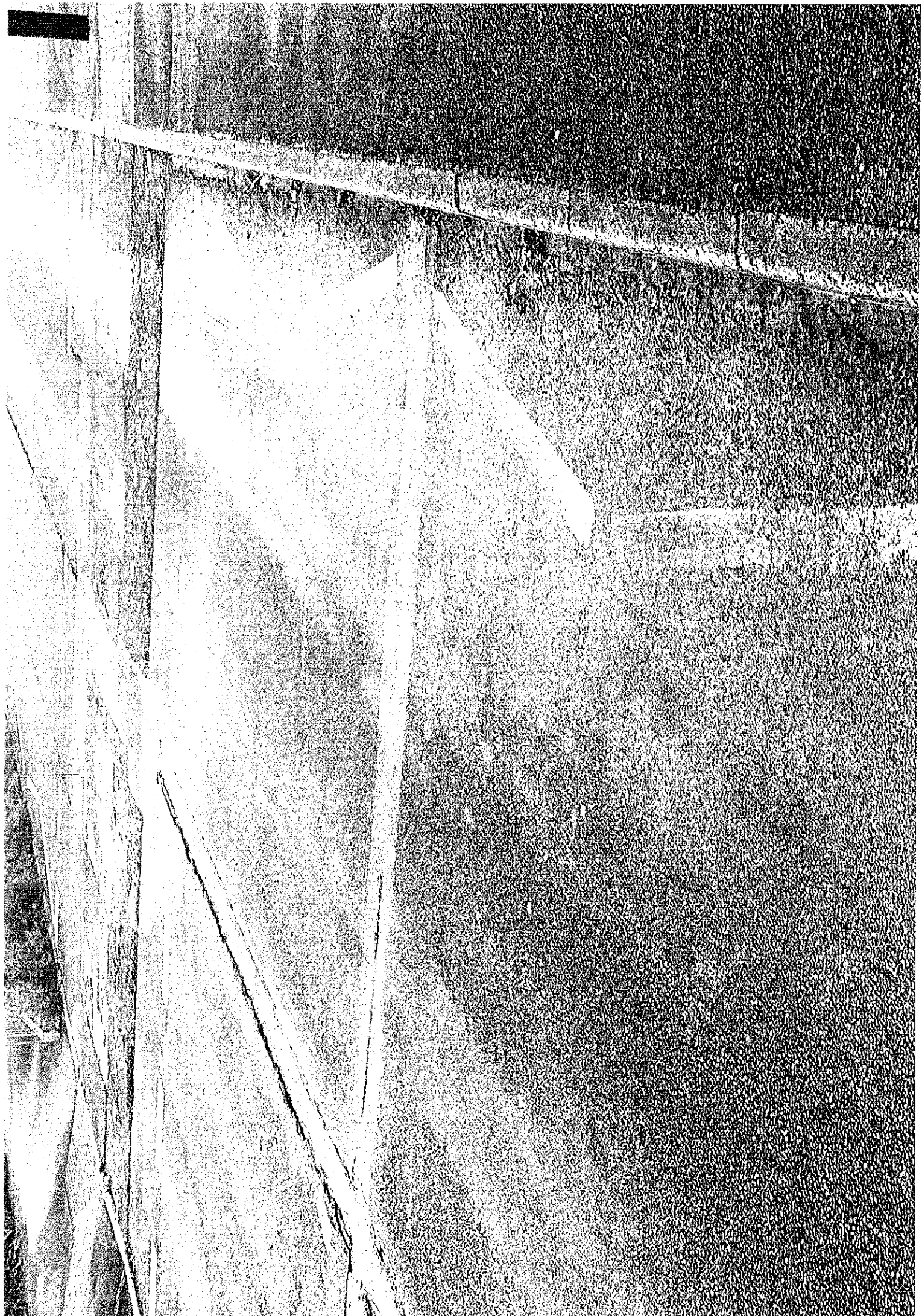


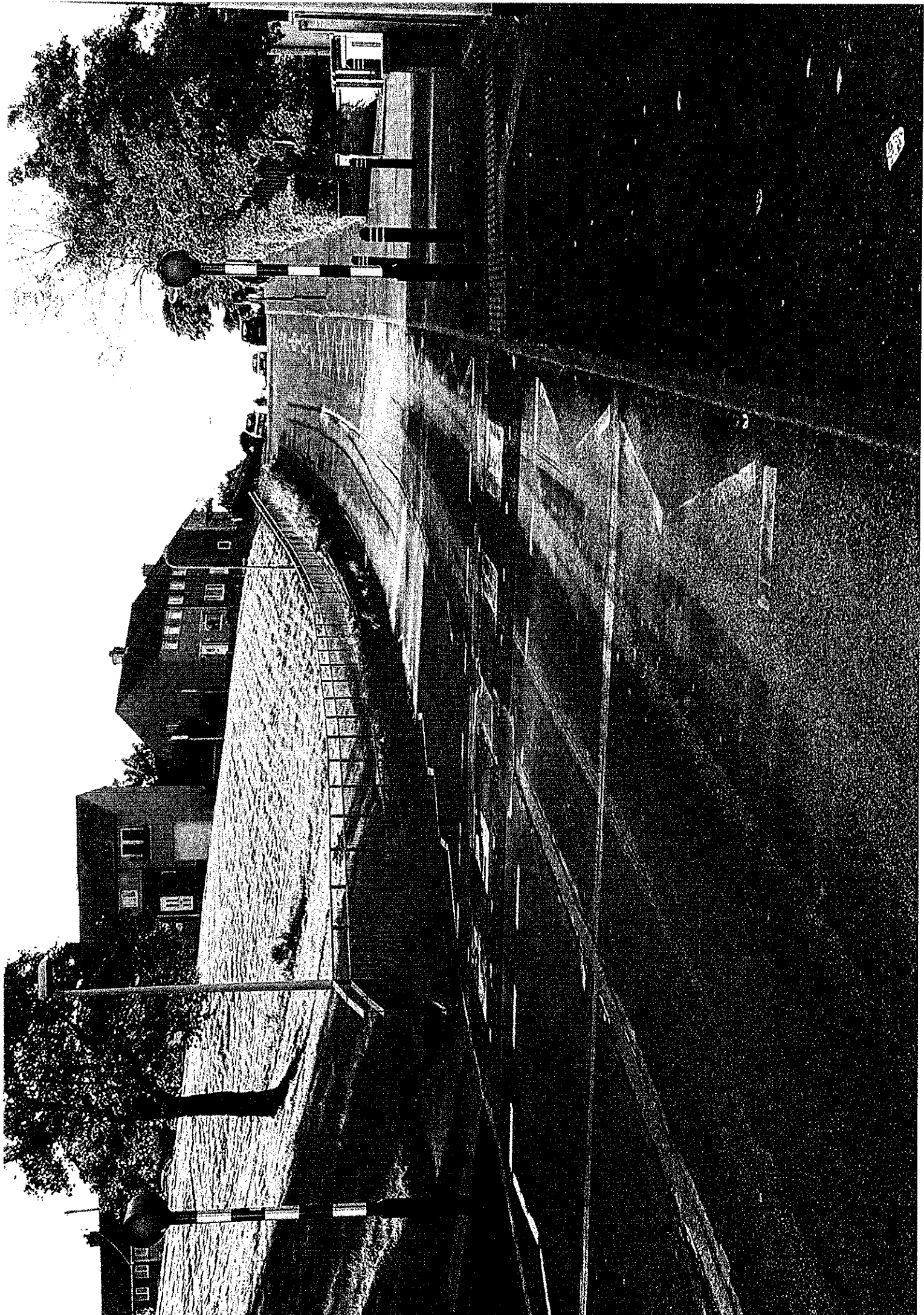


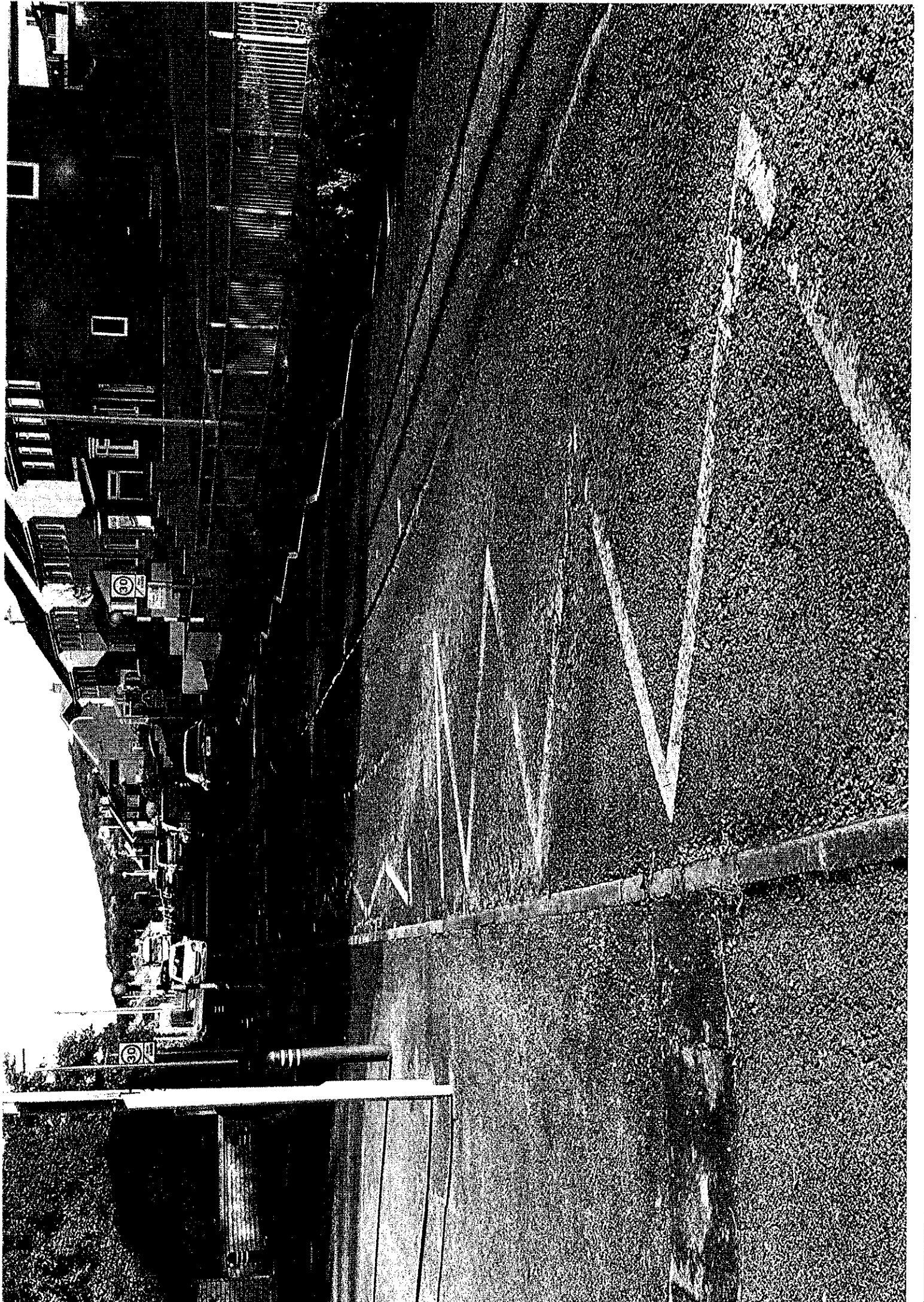












FINANCIAL REPORT

Purpose of the Report

- (i) Members are asked to consider a list of invoices for authorisation and payment as shown at Appendix 1.
- (ii) That the recommendations in paragraphs 3.1 and 3.2 be approved

1.0 INTRODUCTION

- 1.1 Authorise the payment of all invoices as listed in Appendix 1. Councillors to be made aware that The Chairman authorised 2 emergency payments. 1 for £74.25 to Cumbria Media who renewed our software licence and 1 for £331.80 to Mrs Barton who provided the buffet for the Whitehaven Mass.
- 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 19th October 2017. This shows a balance of £318267.62 There are however cheques to the value of £1100.00 still to be presented and cleared.
- 2.2 The balance in the deposit account as at 19th October 2017 was £139,885.77

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.
- 3.3 That the information at 2.1, 2.2 be noted

26/10/2017

Appendix 1

Invoices for Consideration by Whitehaven Town Council

<u>Date</u>	<u>Supplier</u>	<u>Category</u>	<u>Detail</u>	<u>Total Amount</u>	<u>Power</u>
19/09/2017	Westcom IT Solutions	Office	Re-set password.	£18.00	s111 LGA 1972
03/10/2017	United Reform Church	Office	Hire of meeting room - 28/09/2017	£72.00	s111 LGA 1972
03/10/2017	Copeland Borough Council	Office	Energy Charges for Room 3 - Sept 2017	£65.40	s111 LGA 1972
03/10/2017	Copeland Borough Council	Allotments	Management/maintenance Sept 2017	£2,292.00	s111 LGA 1972
04/10/2017	Viking	Office	A4 copier paper	£30.22	s111 LGA 1972
04/10/2017	Westcom IT Solutions	Office	Annual Fee - 2 x Azure Rights Management Premium	£34.56	s111 LGA 1972
04/10/2017	Westcom IT Solutions	Office	Annual Fee - 2 x Office 365 Enterprise E1	£172.80	s111 LGA 1972
04/10/2017	Westcom IT Solutions	Office	Annual Fee - Domain Hosting	£60.00	s111 LGA 1972
04/10/2017	Copeland Borough Council	Allotments	Management/maintenance Oct 2017	£2,292.00	s111 LGA 1972
04/10/2017	Copeland Borough Council	Office	Quarterly charge for commercial waste container	£15.20	s111 LGA 1972
04/10/2017	Copeland Borough Council	Office	Energy Charges for Room 3 - October 2017	£65.40	s111 LGA 1972
12/10/2017	Threes Kings Security	Christmas	Security for Christmas Light Switch On	£1,800.00	s144 LGA 1972
15/10/2017	Cumbria Media	Office	Website maintenance	£47.00	s111 LGA 1972
17/10/2017	Jean's Flower Boutique	Mayors	2 x arrangements for St Beghs church for Whitehaven Mass	£80.00	s144 LGA 1972
19/10/2017	Shout Promotions Ltd	Christmas	Ariana Grande Tribute act	£600.00	s144 LGA 1972

£7,644.58

43,301.62 37.30 10525.82 6,690.00 628.35 70060.07 3,075.07 471.80 7,032.80 8,908.72 1,000.00 157,561.55 6,613.99 164,175.54

WHITEHAVEN TOWN COUNCIL - RECREATED CASH BOOK

INCOME 2017-18

Date	Item	Precept	Interest	Other
01/04/2017	Interest		4750.03	
25/04/2017	Parish Precept	334166.78		
15/06/2017	Charity Fund			100.00
05/07/2017	VAT Refund			28683.93
18/07/2017	SBRR			1574.08
27/07/2017	VAT Refund			11701.65
21/08/2017	VAT Refund			548.88
20/09/2017	VAT Refund			893.76
06/10/2017	Returned Grant			9330.46

334166.78	4750.03	52832.76	
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WHITEHAVEN TOWN COUNCIL
SUMMARISED INCOME & EXPENDITURE STATEMENT
FINANCIAL YEAR 2017-18

Expenditure Net of VAT Invoices not yet processed Budget

BANK BALANCES BROUGHT FORWARD
CBS 53905917 44,343.62
CBS 53906216 185,135.74
TOTAL OPENING BALANCE 229,479.36

INCOME:
Precept 334,166.78
Interest (Deposit) 4,750.03
Other Income 52,832.76
TOTAL INCOME 391,749.57

EXPENDITURE
Salaries 43,301.62
Expenses (Clerk & Councillors) 37.30
Training -
Office Exps/Room Hire 10,525.82
Allotments 6,690.00
Christmas 628.35
Market -
Cleaning & Maintenance -
General Grants 70,060.07
Sponsorship -
Insurance & Audit 3,075.07
Mayor's Events 471.80
Ward Grants 7,032.80
Elections 8,908.72
Regeneration 1,000.00
VAT (to be reclaimed) 6,613.99
TOTAL EXPENDITURE 164,175.54

CASH BOOK BALANCE
Brought forward 229,479.36
Income 391,749.57
Expenditure 164,175.54
Town Council Funds 457,053.39

BANK BALANCES
CBS 53905917 (21 July 2017) 318,267.62
CBS 53906216 (21 July 2017) 139,885.77
Unpresented Cheques 458,153.39
1,100.00

FINANCIAL POSITION 457,053.39

Asset Register

Purpose of Report

To inform Members of the position regarding the transferred Christmas Lights, the Mayoral Robes and the Allotment sites and to make any recommendations.

1.0 INTRODUCTION

Members will recall that approval of the Asset Register was discussed at Full Council on 5th October 2017 where it was resolved that the Asset Register be approved subject to three areas being discussed on the next Council Agenda, namely the Christmas Lights transferred from Copeland Borough Council to Whitehaven Town Council, the Mayoral Robe and the Allotments.

- 1.1 **The Christmas Lights** were transferred from Copeland Borough Council to Whitehaven Town Council. These were transferred by agreement dated 13th June 2016 for £1.00 and the Borough Council put no value on them. A copy of the agreement is attached at Appendix 1.
- 1.2 (i) **The Mayoral Robe** is worth £2,000.00. The original agreement dated 15th July 2016 has been obtained (attached at Appendix 2) and provides for the storage of the robes and as this could not be fully complied with because the Council does not have a well ventilated wardrobe, the Robe has been folded and put in the safe in the Council's office
- (ii) The Civic Regalia is insured for £118,800. The Loan Agreement dated 15th July 2016 provides for the loan of:-
- An 18ct gold ceremonial collar with the letters WHITEHAVEN and valued at £75,000
 - Mayoral Robe valued at £2,000.00
- (iii) The Loan Agreement dated 8th March 2017 (attached at Appendix 3) was for:-
- Mayoress pendant valued at £18,000
 - 9ct gold belcher chain valued at £400.00

- (iv) When the Clerk received the completed Loan Agreement dated 8th March it was immediately sent to the Council's insurers and an amount of £18,400.00 was added to the insurance and increased the value of the insured civic regalia to £118,800.00
 - (v) After speaking to the Council's insurers their records showed that on in July 2016 the Ceremonial Collar (£75,000) and the Mayoress pendant and Chain (£18,400) were insured for £93,400.00 but there was no record of the Mayoral Robe being insured which was on the Loan Agreement dated 15th July 2016. Nor was there any record of the ceremonial medals being insured.
 - (vi) When the Loan Agreement dated 8th March was received the Clerk assumed that these items were not insured and immediately arranged insurance cover. Unfortunately this resulted in two items namely the Mayoress pendant and Chain being insured twice and raised the cover for Civic Regalia to £118,800.00.
 - (vii) This has now been rectified, the two items insured twice being removed and the items not insured at all being included and the insurance cover for Civic Regalia has now reduced to £96,789.71 and the items have been listed on the insurance policy (Schedule attached at Appendix 4).
 - (viii) Members will see that the Civic Regalia is still shown on the insurance policy as £118,800.00 as the insurance company said it could be left like this or that the Council could be given a refund of approximately £100 and it is recommended that a refund be requested.
- 1.3 **The Allotment sites** were transferred to Whitehaven Town Council from Copeland Borough Council by Order. The land has no development value as it is and has been used for allotments for a number of years and this is why a £1.00 nominal value for insurance purposes was put against them on the Asset Register. The insurance company has confirmed that all Council owned land is automatically insured (attached at Appendix 5).

2.0 **RECOMMENDATION**

- 2.1 That Members consider the position with the three issues with regard to the Asset Register and make any recommendations.



Copeland Borough Council
 The Copeland Centre
 Calverley Street, Whitehaven
 Cumbria, CA28 7SJ
 Tel: 01946 592300
 Email: info@copeland.gov.uk
 Web: www.copeland.gov.uk
 Twitter: @copelandbc

The Clerk to Whitehaven Town Council
 Room 3
 Civic Hall
 Lowther Street
 WHITEHAVEN
 Cumbria
 CA28 7SH

Date: 13th June 2016
 Your Ref:
 Our Ref: CAB/CCS/GCB

Dear Sir

Whitehaven Town Centre Christmas Lights ("the Lights")

Further to recent discussions between the Council's Parks Manager and yourself I now write to confirm the legal arrangements for the transfer of the Lights by this Council to the Whitehaven Town Council.

The Lights, which includes the wiring, lights and associated ancillary equipment, are delivered and passed to you with this letter and are transferred to you on the following terms:

Date of transfer and delivery: ~~4th October 2015~~ 14th October 2016
 Price: £1. *Cal*

Warranties and liabilities: This Council does not give any warranties as to the condition of the Lights or their fitness for purpose. All warranties, conditions or terms relating to fitness for purpose, quality or condition of the Pole, whether express or implied by statute or common law or otherwise, are excluded to the fullest extent permitted by law.

Acceptance of the Lights: Signing the attached copy of this letter shall be deemed to be conclusive evidence of your acceptance of these terms set out in this letter. Title and risk shall pass on the date of transfer and delivery stated above. *Amended to 14th Oct 2016 Cal*

Remedies: Following the date of transfer and delivery stated above this Council shall have no liability whatsoever to you in respect of the Lights and you agree to accept all responsibility for their maintenance and you agree to insure the Lights against third party liability. You also agree not make any claim against the Council in respect of or arising out of the use of the Lights and you agree to indemnify the Council against any claims which

Cal



Copeland Borough Council
 The Copeland Centre
 Catherine Street Whitehaven
 Cumbria CA28 7SJ

Tel: 01946 598300
 Email: info@copeland.gov.uk
 Web: www.copeland.gov.uk
 Twitter: @copelandbc

may be made against the Council by third parties in respect of the Lights arising after the date of transfer and delivery stated above. CA

Consents for Installation: This Council is not aware of any licences or consents which exist for fixing the Lights to properties in Whitehaven. These may have been obtained verbally. You agree to seek any necessary consents from property owners for fixing the Lights to their properties.

Law: This agreement is subject to the law of England and Wales.

If you agree to the above terms and conditions for the transfer of the Lights please sign the attached copy letter and return it to me.

Yours faithfully

Clinton Boyce
 Legal Services Manager
 01946 598516
 clinton.boyce@copeland.gov.uk

I agree to accept the transfer of the Lights in accordance with the above terms and conditions.



Clerk & Responsible Financial Officer
Signed <u>CA</u>
Date <u>14/10/16</u>

.....
 Authorised signatory on behalf of the Whitehaven Town Council.

14.10.16

.....
 Date.

THIS AGREEMENT is made the 15 July 2016

BETWEEN:

- (1) COPELAND BOROUGH COUNCIL of The Copeland Centre, Catherine Street, Whitehaven, Cumbria CA28 7SJ ('the Borough Council'); and
- (2) WHITEHAVEN TOWN COUNCIL of Office 3, The Whitehaven Civic Hall, Lowther Street, Whitehaven, Cumbria CA28 7SH ('the Town Council').

RECITALS

- (A) The Borough Council, pursuant to the Local Authorities (England) (Property, etc.) Order 1973, acquired from the former Whitehaven Borough Council, items of civic regalia;
- (B) The items of civic regalia received included mayoral robes and a mayor's chain of office more particularly described in the schedule hereto ('the Regalia');
- (C) The Borough Council has since acquisition used the Regalia but following a change of governance to that of an elected mayor has ceased using those items since May 2015;
- (D) The Town Council has asked that they be permitted to use the Regalia and the Borough Council has agreed that they may do so on the terms and conditions contained in this Agreement,

NOW IT IS HEREBY AGREED as follows:

1. The Borough Council is willing to loan the Regalia to the Town Council upon the terms and subject to the conditions set out below for a period of one year from the date hereof and continuing thereafter until determined in accordance with clause 4 hereof ('the Loan Period').
2. The Town Council accepts the loan of the Regalia for the Loan Period upon the terms and subject to the conditions set out below.
3. The Town Council covenants to comply with the following terms and conditions:

Town Council's general covenants:

- 3.1 The Town Council shall exercise the highest professional degree of care in the safeguarding of the Regalia lent by the Borough Council, including but not limited to the following:

- 3.1.1 the Town Council shall not sell, assign, loan out, pledge or otherwise encumber the Regalia or any interests therein;
- 3.1.2 it shall keep the Regalia in a good state of repair and condition;
- 3.1.3 it shall not remove or allow to be removed the Regalia from the Town Council's premises at any time except where such removal and use outside of those premises is permitted by the insurance policy referred to below and that such removal and use is in accordance with such policy;
- 3.1.4 it shall ensure that the Regalia remains at all times within the Town Council's possession and control;
- 3.1.5 it shall immediately notify the Borough Council of any theft or breach of security during the Loan Period even if the Regalia are not directly affected;
- 3.1.6 it shall immediately notify the Borough Council by telephone and in writing of any loss or theft of or damage to any of the Regalia and shall notify the indemnity or insurance provider immediately of such damage or loss.
- 3.1.7 it shall in respect of that part of the Regalia comprising the mayoral robes:
 1. Keep the robes stored in a cool dark place, away from moths and insects preferably hanging a cedar wood or some similar insecticide in the wardrobe storing the robes;
 2. Keep the robes on a good coat hanger when not in use ensuring that the robes are fastened and are hanging correctly whilst on the coat hanger.
 3. Keep the robes covered in cotton or in a canvas bags to allow them to breathe and allow air to circulate around the robes and that the robes are not kept in plastic for long periods of time.
 4. Ensure that the robes are kept in a well ventilated wardrobe, and that the robes are not crushed.
 5. That the robes are not kept in damp places, as dampness will cause mould and mildew.

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6. To ensure that the robes are cleaned at regular intervals. The interval will depend on their usage, but it should be not more than two years. All pieces of an outfit should be cleaned together.
7. If a robe becomes wet to hang it to dry at room temperature, in a well ventilated room until it is dry and then for it to be pressed ensuring that the iron is not too hot and does not melt any polyester fabric.

Security and safety of Regalia

- 3.2 Upon request in writing, or by a visit from the Borough Council's Democratic Services Manager or appointee, the Town Council shall provide for approval details of security and fire prevention arrangements at the Town Council's premises and the Town Council shall put in place any additional measures which the said officer recommends in order for the loan to proceed or during the continuance of the Loan Period.
- 3.3 The Borough Council reserves the right to inspect conditions at the Town Council's premises in advance of the Loan Period or shall make periodic inspections of such conditions and/or the Regalia during the course of the Loan Period.
- 3.4 The Town Council shall ensure:
 - 3.4.1 that the Town Council's premises are kept locked and secure when no officer or member of the Town Council is on the premises and that a modern intruder detection alarm system covering all possible entrances is in operation during night hours or when the building is closed or otherwise not in normal use and that such system is connected to an alarm receiving centre or the emergency services unless they are monitored at all times by security personnel and that such systems are serviced annually and maintained in good working condition; and
 - 3.4.2 that the Regalia is kept in a locked safe, of a specification acceptable to the Borough Council, when not in use.

Insurance

- 3.5 The Regalia shall be at the Town Council's risk from and including the date of this Agreement until the end of the Loan Period.
- 3.6 The Town Council shall insure and keep insured the Regalia in such insurance office or with such underwriters and through such agency as the Borough Council may from time to time approve in writing and in such sum as the person referred to in clause 3.8 from time to time advises is the current value of the Regalia and as represents the full cost of replacing the Regalia

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with equally comparable regalia including all design and other professional fees incurred. For the period from the date hereof until the first valuation the Regalia shall be insured for the sum of £77,000 as more particularly set out in the Schedule hereto.

3.7 Such insurance shall be against the risks of theft (including robbery and burglary), loss or damage by fire storm lightning earthquake explosion impact by vehicles aircraft (other than hostile aircraft) aerial devices riot and civil commotion and third party liabilities and such other risks as the Borough Council may from time to time in its absolute discretion deem appropriate ('the Insured Risks').

3.8 The Town Council shall within 3 months of the date of this Agreement, and at its own cost, arrange for the Regalia to be valued for insurance purposes by Jewellery by Michael King Ltd of West Woodside, near Wigton, Cumbria CA7 0LP (telephone number 016973 45889) and shall ensure that the insurance policy taken out in accordance with clause 3.6 shall cover such value.

3.9 The Town Council shall from time to time and in accordance with the requirements of the insurers, or if no requirements are stipulated every three years, obtain a revaluation of the Regalia for insurance purposes and shall ensure that the insurance policy in place in accordance with clause 3.6 covers such revised value.

3.10 In the event of destruction of or damage to the Regalia by any of the Insured Risks and subject to:

- 1 the insurance policy not being vitiated by some act neglect default or omission of the Borough Council; and
- 2 the Town Council being able to obtain any necessary consents or any other necessary approvals (which it shall use all reasonable endeavours to obtain); and
- 3 the Town Council paying the amount of an excess under the said insurance policy;

the Town Council must cause to lay out the net proceeds received under or by virtue of any such insurance effected by it in repairing or replacing the Regalia PROVIDED THAT:

- 1 the Town Council may repair or replace the Regalia with such modifications:
 - as are required to comply with any consents or approvals; or
 - as the Borough Council may otherwise reasonably require so long as the Regalia are reasonably equivalent to those loaned at the date of this Agreement ;
- 2 if the repair or replacement proves impossible or is prevented by reason of the refusal of any consent or approval necessary to execute

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such repair or replacement then the Borough Council may retain all the insurance monies received by the Town Council and the same shall belong to the Borough Council absolutely; and

3. If the Regalia are not available for re-use by the Town Council six months of the event of loss or damage to the Regalia and there is no reasonable prospect of such re-use occurring within 12 months of the said event then either party may determine this lease by giving not less than one month's written notice to the other party and in which case the Borough Council may retain all the insurance monies received by the Town Council and the same shall belong to the Borough Council absolutely.

3.11 The Town Council shall provide a copy of the policy or indemnity wording for approval by the Borough Council at least 2 weeks in advance of the date that the Regalia are to be loaned to the Town Council and the Town Council shall inform the Borough Council when the insurance or indemnity cover begins and ends and to provide the Borough Council with an insurance cover note or indemnity certificate before the Loan Period begins and shall on each anniversary of this Agreement provide the Borough Council with a copy of the insurance certificate covering the Regalia for the forthcoming year of the Agreement.

Miscellaneous

3.12 The Town Council shall, if questioned as to ownership of the Regalia, acknowledge that the Borough Council is the owner of the Regalia and that the items are loaned from the Borough Council to the Town Council.

3.13 The Town Council shall permit the Borough Council to exhibit the Regalia in its Beacon museum in the event of a Whitehaven history or similar exhibition being held at such museum provided that the Regalia is material to the exhibition and limited to one month at a time and not more than one month every two years. In the event of such use the Borough Council shall comply with the terms of this agreement as if the Town Council were loaning the Regalia to the Borough Council.

3.14 The Town Council shall only use the Regalia for the purpose for which they were intended namely civic, ceremonial or local authority meetings and for no other use.

4. Either party may determine this agreement at any time after the first year by providing not less than three months' written notice to the other party. Prior to the expiry of the written notice the Regalia shall be returned by the Town Council to the Borough Council in good repair and condition. Additionally the Borough Council shall have the right to determine this agreement on one

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week's written notice in the event of an emergency, or on one month's written notice if the Town Council undergoes a change of financial control impacting severely on the performance of the Town Council, or if the Town Council is in default of any obligation under this Agreement which has not been remedied to the satisfaction of the Borough Council or if the default is a fundamental breach of the Agreement.

5. This Agreement shall be governed by and construed in accordance with the laws of England and any dispute relating hereto shall be determined in the English courts.

Schedule

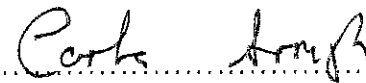
- Item 1 An 18ct yellow gold ceremonial collar consisting 18 shields linked with the letters WHITEHAVEN repeated twice – Valued February 2012 £75,000.
- Item 2 Mayoral robe valued at £2,000.

This Agreement was executed by the parties hereto the day and year hereinbefore written.

Executed as a deed by
the Copeland Borough Council
acting by its Legal Services Manager:


.....
Legal Services Manager

Executed as a deed by the
Whitehaven Town Council acting
Two of its members:


.....
Member


.....
Member.



THIS AGREEMENT is made the 8th day of March 2017

BETWEEN:

- (1) COPELAND BOROUGH COUNCIL of The Copeland Centre, Catherine Street, Whitehaven, Cumbria CA28 7SJ ('the Borough Council'); and
- (2) WHITEHAVEN TOWN COUNCIL of Office 3, The Whitehaven Civic Hall, Lowther Street, Whitehaven Cumbria CA28 7SH ('the Town Council').

WHEREAS:

- (A) This agreement is supplemental to a loan agreement dated the 15th July 2016 and made between (1) the Borough Council; and (2) the Town Council ("the Loan Agreement") whereby items of civic regalia including the mayoral robes and mayor's chain of office were loaned by the Borough Council to the Town Council for a period of one year from the date of the Loan Agreement and continuing thereafter until determined in accordance with clause 4 thereof.
- (B) The parties wish to amend the schedule to the Loan Agreement by adding additional items and to make arrangements for the supervisory use of other items by the Town Council.

NOW IT IS HEREBY AGREED AS FOLLOWS:

- (1) As from the date hereof the schedule to the Loan Agreement shall be amended to include the regalia as set out in the schedule hereto ("the Additional Regalia").
- (2) The Town Council agrees that it shall comply with all the terms and conditions set out in the Loan Agreement in respect of the Additional Regalia as they apply to the Regalia set out in the Loan Agreement.
- (3) The Town Council agrees to insure the Additional Regalia for the amounts set out in the schedule hereto.
- (4) The Borough Council also allows the Town Council to use a former Whitehaven Town Council's Mayor's hat on up to two occasions per calendar year (and on additional occasions during such year with the Borough Council Beacon Director's consent) such use to be within the Beacon Museum premises (or at such other place as may be stated by the Director) and under supervision of the Beacon staff.


Schedule

- Item 1 Mayoress Pendant comprising 18ct yellow gold coat of arms with enamelled dragon and motto, mounted with 18 diamonds, 4 blue sapphires, 6 rubies and 26 emeralds – valued 27 February 2012 £18,000


- Item 2 9ct yellow gold oval belcher chain - valued 27 February 2012 £400

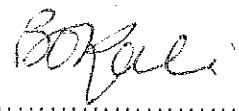
This agreement of variation was executed by parties hereto the day and year hereinbefore written.

Executed as a deed by
the Copeland Borough Council
Solicitor:


.....
Solicitor

Executed as a deed by
the Whitehaven Town Council
Two of its Members


.....
Member


.....
Member

**PART C – All Risks****Table Headings**

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other Contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer Equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Additional Items:

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the territorial limits.

Item Description	Sum Insured	Excess
Ceremonial Pendant	£36,723.60	£250
Cast-Iron Whitehaven Road Sign	£510.05	£250
Christmas Lights	£12,445.22	£250
Christmas Lights	£3,060.30	£250
Office Computer Equipment & Furniture	£20,200.00	£100
Loaned Civic Regalia -18ct yellow gold ceremonial collar, Lady's Jewel pendant, oval belcher chain, Mayoral Robe, Past Mayors Medal and further Medal	£111,800.00	£100

The excess stated applies to each and every loss.

Operative Endorsements: 1, 2, 3 & 7 (see pages 35 - 37)

Whitehaven Town Council

From: James Hawkins <james.hawkins@zurichtogether.co.uk>
Sent: 13 October 2017 08:55
To: Whitehaven Town Council
Subject: RE: Insurance for allotment sites

Hello Marlene,

As the communal areas are included under your public liability, they do not need to be listed on the policy. All land owned by the council is automatically covered.

Kind regards,

James Hawkins
 Customer Account Manager

Direct: 01243 832030
Email: james.hawkins@zurichtogether.co.uk



All of the companies listed below are part of a group of companies of which the ultimate parent company is Zurich Insurance Group Ltd, a company registered in Switzerland No. Zurich Insurance plc is a public limited company incorporated in Ireland Registration No.13460. Registered office: Zurich House, Ballsbridge Park, Dublin 4, Ireland
 The UK Branch of Zurich Insurance plc is registered in England and Wales No.BR7985. Registered office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO14 3JL
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From: Whitehaven Town Council [mailto:Clerk@whitehaventowncouncil.co.uk]
Sent: 12 October 2017 08:37
To: James Hawkins <james.hawkins@zurichtogether.co.uk>
Subject: Insurance for allotment sites

Hello James

We spoke some weeks ago about insurance on allotments and you told me that the council was insured for public liability on the communal areas of the allotment sites.

We have 4 allotment sites which were transferred by the Borough Council to the Town Council by Order and therefore no cost.

The Town Council's asset register (in line with many other Town Council Asset Registers) gives a nominal insurance value for each site of £1. Councillors have now questioned this and on looking through our insurance policy I can't see where they are specifically listed. Can you shed any light on this please.

Regards

Safeguarding Policy for Public Meetings

Purpose of Report

To consider item (v) on the Safeguarding Policy for Public Meetings and to recommend the deletion or amendment of the wording of this clause.

1.0 INTRODUCTION

- 1.1 Members will recall that this was discussed at the Full Council meeting on 5th October 2017 when it was resolved that the Policy be approved subject to clause (v) which states "From a personal safety perspective, where possible all public meetings are held during operational hours to reduce any safety risk". This is shown at Appendix 1 attached hereto.
- 1.2 Operational hours are deemed to be the operational office hours of the Town Council, the core hours of which are 9:00am to 4:00pm Monday to Friday.

2.0 RECOMMENDATION

- 2.1 That Members consider clause (v) of the Policy and recommend its deletion or amendment.

REMEMBRANCE SUNDAY REPORT

Purpose of the Report

To inform Members of that the arrangements for the Remembrance Sunday parade are being finalised and to update Members of arrangements to date.

1.0 INTRODUCTION

This year's Remembrance Sunday parade will take place on Sunday 12th November 2017.

The procession will meet outside The Copeland Centre, Catherine Street, Whitehaven from 10:00am onwards and then proceed to The Cenotaph in Castle Park, Whitehaven for a short service and the laying of wreaths. The procession will then parade through the town to the United Reform Church, James Street, Whitehaven for the Remembrance Sunday Service.

Refreshments will be served after the Service in the church hall/

Invites are due to be sent within the next 2 weeks and will include the Order of Procession and Order of Parade and Service.

2.0 RECOMMENDATION

That Members note the information that has been provided.