

WHITEHAVEN TOWN COUNCIL

Minutes of the Annual Council Meeting held on the 29th May 2024

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

M. Jewell, Clerk and Responsible Financial Officer

V Gorley, Assistant Clerk

Members of the Public

Prior to the meeting starting the Chairman and the Councillors introduced themselves to the public and the Chairman referred to public participation, fire alarms/escape and toilets

2523/24 Appointment of Chairman (Mayor)

Councillor C Hayes nominated Councillor G Roberts for the position of Chairman (Mayor) for 2024/25. This was seconded by Councillor R White. A vote was held and it was unanimously

RESOLVED -That Councillor G Roberts be appointed Chairman (Mayor) for 2024/25. Councillor Roberts signed the Declaration of Acceptance.

Before proceeding with nominations for the Deputy Chairman/Deputy Mayor the Chairman said the position of Deputy Chairman was not a token job and it required work and he could see that this was going to be a busy year as there was a lot happening in the Council and in the Town so there was work involved which may involve unsocial hours and they may be called upon at short notice to stand in

2524/24 Appointment of Deputy Chairman (Deputy Mayor)

Councillor G Roberts nominated Councillor C Hayes for the position of Deputy Chairman (Deputy Mayor). This was seconded by Councillor Spedding. Councillor E Dinsdale nominated Councillor R Taylor for the position of Deputy Chairman. This was not seconded so the nomination fell.

A vote was held and 6 Councillors voted for the nomination, 1 Councillor voted against and 1 Councillor abstained

RESOLVED – That Councillor C Hayes be appointed Deputy Chairman (Deputy Mayor) for 2024/25. Councillor Hayes signed the Declaration of Acceptance.

2525/24 Apologies for Absence

Apologies for absence were received from:

Councillor J Carr	Work Commitment
Councillor A Pearson	Illness
Councillor G Dinsdale	Other Appointment
Councillor R Gill	Holiday

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

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

2526/24 Declarations of Interest

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

2527/24 Minutes of Council Meeting held on 25th April 2024

It was proposed by Councillor Hayes and seconded by Councillor Roberts that the Minutes of the Council Meeting held on 25th April 2024 be approved and signed by the Chairman as a correct record. A vote was held and it was unanimously

RESOLVED - That the Minutes of the Council Meeting held on 25th April 2024 be approved and signed by the Chairman as a correct record.

2528/24 Minutes of the Extraordinary Council Meeting held on 16th May 2024

It was proposed by Councillor Roberts and seconded by Councillor White that the Minutes of the Extraordinary Council Meeting held on 16th May 2024 be approved and signed by the Chairman as a correct record. A vote was held and 7 Councillors voted for the proposal and 1 Councillor abstained.

RESOLVED - That the Minutes of the Extraordinary Council Meeting held on 16th May 2024 be approved and signed by the Chairman as a correct record.

2529/24 Council's Bank Account

The Council considered a report on the authorised signatories for the Council's Bank Accounts. For 2023/24 the authorised signatories had been Councillor C Hayes, Councillor R Gill, Councillor B O'Kane and Councillor G Roberts. It was proposed by Councillor Roberts and seconded by Councillor White that Councillor C Hayes, Councillor R Gill, Councillor B O'Kane, and Councillor G Roberts continue to be authorised signatories for the Council's Bank Accounts for the forthcoming year. A vote was held and it was unanimously

RESOLVED - That Councillor C Hayes, Councillor R Gill, Councillor B O’Kane and Councillor G Roberts continue to be authorised Signatories for the Council’s Bank Accounts for the forthcoming year.

2530/24 **Review and Adoption of Standing Orders**

The Council considered a report on the review and adoption of Model Standing Orders shown at Appendix 1 to the report. The Standing Orders had last been reviewed and approved by the Council on 18th May 2023 (Minute 2255/23 refers). It was proposed by Councillor Hayes and seconded by Councillor Roberts that the Model Standing Orders be approved and adopted and that they be further reviewed at the next Annual Meeting in May 2025 unless in the meanwhile amendments are made by NALC in and it was unanimously

RESOLVED - That the Model Standing Orders be approved and adopted and that they be further reviewed at the next Annual Meeting in May 2025 unless in the meanwhile amendments are made by NALC in which case they will be referred to Council at that time.

2531/24 **Review and Adoption of Financial Regulation**

The Council considered a report on the approval and adoption of new Model Financial Regulations which had recently been received from NALC following an extensive review and which were shown at Appendix 1 to the report. It was proposed by Councillor Hayes and seconded by Councillor O’Kane that the new Model Financial Regulations shown at Appendix 1 to the report be approved and adopted and that they be further reviewed at the next Annual Meeting in May 2025 unless in the meanwhile any amendments are made by NALC in which case they will be referred back to Council at that time. A vote was held and it was unanimously

RESOLVED - That the new Model Financial Regulations shown at Appendix 1 to the report be approved and adopted and that they be further reviewed at the next Annual Meeting in May 2025 unless in the meanwhile amendments are made by NALC in which case they will be referred back to Council at that time

2532/24 **Review and Adoption of Code of Conduct**

The Council considered a report on the Code of Conduct shown at Appendix 1 of the report which had last been approved and adopted at the Annual Council Meeting on 18th May 2023 (Minute 2257/23 refers). It was proposed by Councillor White and seconded by Councillor Hayes that the Code of Conduct shown at Appendix 1 to the report be approved and adopted and that it be reviewed at the Annual Meeting in 2025. A vote was held and 7 Councillors voted for the proposal and 1 Councillor abstained.

RESOLVED – That the Code of Conduct shown at Appendix 1 to the report be approved and adopted and that it be reviewed at the Annual Meeting in 2025.

2533/24 **Chairman's Allowance**

The Council considered a report on the Chairman's Allowance for 2024/25.

- (i) It was proposed by Councillor Hayes and seconded by Councillor White that the Mayors Allowance of £3,063 be approved together with the expenses as defined in paragraph 1.6 of the report. A vote was held and it was unanimously

RESOLVED - That the Mayors Allowance of £3,063 be approved together with the expenses as defined in paragraph 1.6 of the report.

- (ii) It was proposed by Councillor Hayes and seconded by Councillor Spedding that the Mayors Allowance of £3,603 continues to be administered in the office and the Mayor is reimbursed on production of a receipt for the expenditure provided that it is expenditure specified in 1.6 above. A vote was held and it was

RESOLVED - That the Mayors Allowance of £3,063 for 2024/25 be approved as stated in paragraph 1.6 of the report and that it is administered through the Office and the Mayor is reimbursed on production of a receipt for the expenditure

- (iii) It was proposed by Councillor Hayes and seconded by Councillor O’Kane that it had just been agreed to administer the expenses through the office so recommendation 2.3 did not apply. A vote was held and it was unanimously
- (iv) **RESOLVED** - That it had just been agreed to administer the expenses through the office so recommendation 2.3 did not apply.

2534/24 **Appointments to Committees**

The Council considered a report on appointments to the two standing Committees of the Council.

Councillor Gill who although unable to be present had expressed a wish to be a Member of both Committees.

The Clerk asked for volunteers and the following Councillors put their names forward for the two Committees:-

Staffing Committee

Councillor Hayes
Councillor O’Kane
Councillor Gill

It was proposed by Councillor Hayes and seconded by Councillor White that the above Councillors be appointed to sit on the Staffing Committee. A vote was held and it was unanimously

RESOLVED – That the above Councillors be appointed to sit on the Staffing Committee

Policy Resources and Finance Committee

Councillor R Gill
Councillor C Hayes
Councillor B O'Kane
Councillor G Roberts
Councillor R White

It was proposed by Councillor Roberts and seconded by Councillor Hayes that the above Councillors be appointed to sit on the Staffing and Policy and Resources and Finance Committees. A vote was held and it was unanimously

RESOLVED - That the above- mentioned Councillors be appointed to sit on the Policy and Resources and Finance Committee

2535/24 **Adoption of Terms of Reference for Committees**

The Council considered a report showing at Appendix 1 the Terms of Reference for the Staffing Committee and the Policy and Resources and Finance Committee. It was proposed by Councillor White and seconded by Councillor Hayes that the Terms of Reference for the Staffing Committee and the Policy and Resources and Finance Committees shown at Appendix 1 of the report be approved. A vote was held and it was unanimously

RESOLVED - That the Terms of Reference for the Staffing Committee and the Policy and Resources and Finance Committees shown at Appendix 1 of the report be approved

2536/24 **Appointment to and Terms of Reference for Advisory Groups**

The Council considered a report on the terms of Reference of Advisory Groups and appointment of Councillors to Advisory Groups
The Clerk asked for volunteers to sit on the Advisory Groups and the following Councillors put their names forward:-

Whitehaven in Bloom Advisory Group

Councillor B O'Kane
Councillor E Dinsdale
Councillor C Hayes
Councillor A Spedding

Events Advisory Group

Councillor C Hayes
Councillor G Roberts
Councillor G Dinsdale
Councillor E Dinsdale
Gerard Richardson to be co-opted on

Allotments Advisory Group

Councillor R Gill
Councillor A Spedding
Councillor E Dinsdale
Councillor G Dinsdale

Steering Group on Office Accommodation

Councillor R Gill
Councillor C Hayes
Councillor R White
Councillor G Roberts

St Nicholas Gardens Advisory Group

Councillor G Roberts
Councillor B O'Kane
Councillor C Hayes
Councillor E Dinsdale
Councillor A Spedding

- (i) It was proposed by Councillor Hayes and seconded by Councillor White that the Councillors named above be appointed to sit on the Advisory Groups. A vote was held and it was unanimously

RESOLVED - That the Councillors named above be appointed to sit on the Advisory Groups

- (ii) It was proposed by Councillor Hayes and seconded by Councillor O'Kane that the terms of reference for Advisory Groups be approved. A vote was held and it was unanimously

- (iii) **RESOLVED** – That the terms of reference for Advisory Groups be approved.

2537/24 Review of Representations on or work with External Bodies and arrangements for reporting back

The Council considered a report on the representations on or work with External

Bodies and arrangements for reporting back.

- (i) It was proposed by Councillor Hayes and seconded by Councillor Roberts that whenever a Councillor is appointed to represent on or work with an External Body that the Councillor reports back to the next full Council Meeting. A vote was held and it was unanimously

RESOLVED - That whenever a Councillor is appointed to represent on or work with an External Body that the Councillor reports back to the next full Council Meeting

- (ii) It was proposed by Councillor Roberts and seconded by Councillor Hayes that Councillor E Dinsdale be appointed to represent the Council at meetings of the West Cumbria Strategic Sites Group and report back to meetings of the full Council. A vote was held and it was unanimously

RESOLVED - That Councillor E Dinsdale be appointed to represent the Council at meetings of the West Cumbria Strategic Sites Group and report back to meetings of the full Council.

2538/24 **Insurance Cover**

The Council considered a report confirming the Council's Insurance Cover. It was proposed by Councillor Hayes and seconded by Councillor White that the position regarding the Insurance Policy be noted and approved. A vote was held and it was unanimously

RESOLVED – That the Insurance Policy be noted and approved

2539/24 **Subscriptions to Other Bodies**

The Council considered a report containing details on Subscriptions to Other Bodies which the Council paid. It was proposed by Councillor Hayes and seconded by Councillor White that the report be noted. A vote was held and it was unanimously

RESOLVED – That the report be noted

2540/24 **Combined Health and Safety Policy and Risk Assessment**

The Council considered a report on a combined Health and Safety Policy and Risk Assessment. The documents were shown at Appendix 1 to the report. It was proposed by Councillor Hayes and seconded by Councillor White that the documents shown at Appendix 1 to the report be approved and signed and that they be reviewed at the next Annual Meeting in 2025. A vote was held and it was unanimously

RESOLVED - That the documents shown at Appendix 1 to the report be approved and signed and that they be reviewed at the next Annual Meeting in

2025.

2541/24 Review of s. 137 Expenditure

The Council considered a report on Section 137 Expenditure which was shown at Appendix 1 to the report. It was proposed by Councillor Hayes and seconded by Councillor White that the Section 137 Expenditure shown at Appendix 1 to the report be approved. A vote was held and it was unanimously

RESOLVED - That the Section 137 Expenditure shown at Appendix 1 to the report be approved.

2542/24 Financial Risks Assessment

The Council considered a report on the Risk Assessment and Management (Financial and Operational) shown at Appendix 1 as recommended by the Internal Auditor. It was proposed by Councillor Roberts and seconded by Councillor Hayes that the Risk Assessment and Management (Financial and Operational) shown at Appendix 1 to the report be approved. A vote was held and it was unanimously

RESOLVED – That the Risk Assessment and Management (Financial and Operational) shown at Appendix 1 to the report be approved.

2543/24 Review of Asset Register

The Council considered a report on the Asset Register shown at Appendix 1 of the report and which was last approved at the Annual Meeting on 18th May 2023. It was proposed by Councillor Hayes and seconded by Councillor O’Kane that the Asset Register shown at Appendix 1 to the report be approved and that it be further reviewed at the Annual Meeting in May 2025. A vote was held and it was unanimously

RESOLVED – That the Asset Register shown at Appendix 1 to the report be approved and that it be further reviewed at the Annual Meeting in May 2025.

2544/24 Review of Council Policies in respect of its obligations under Freedom of Information and Data Protection Legislation

The Council considered a report on Council Policies relating to Freedom of Information and Data protection Legislation. It was proposed by Councillor Roberts and seconded by Councillor White that the documents on the Council’s website relating to Data Protection and Freedom of Information be approved and reviewed at the Annual Meeting in 2025 unless there are changes in the law in which case the matter will be referred to full Council at that time. A vote was held and it was unanimously

RESOLVED - That the documents on the Council’s website relating to Data Protection and Freedom of Information be approved and reviewed at the Annual Meeting in 2025 unless there are changes in the law in which case the matter will

be referred to full Council at that time.

2545/24 Review of Social Media Policy

The Council considered a report on its Social Media Policy shown at Appendix 1 of the report. It was proposed by Councillor Hayes and seconded by Councillor White that the Social Media Policy be approved and reviewed at the Annual Meeting in 2025. A vote was held and 6 Councillors voted for the proposal, 1 Councillor voted against and 1 Councillor abstained

RESOLVED – That the Social Media Policy be approved and reviewed at the Annual Meeting in 2025.

2546/24 Recommendations made by a Committee

The Council considered a report on Recommendations made by the Policy and Resources and Finance Committee at their Meeting on 13th October 2023 and subsequently approved by full Council on 26th October 2023. It was proposed by Councillor Hayes and seconded by Councillor O’Kane that the recommendations made by the Policy and Resources and Finance Committee at their Meeting on 13th October 2023 and subsequently approved by full Council on 26th October 2023 be noted and approved. A vote was held and 7 Councillors voted for the proposal and 1 Councillor abstained

RESOLVED – That the recommendations made by the Policy and Resources and Finance Committee at their Meeting on 13th October 2023 and subsequently approved by full Council on 26th October 2023 be noted and approved.

2547/24 Time and Place of Ordinary Council Meetings up to and including the next Annual Meeting

The Council considered a list of the Time and Place for ordinary Council Meetings up to and including the next Annual Meeting as follows:-

- Thursday 27th June 2024
- Thursday 25th July 2024
- Thursday 29th August 2024
- Thursday 26th September 2024
- Thursday 31st October 2024
- Thursday 28th November 2024
- Thursday 30th January 2025
- Thursday 27th February 2025
- Thursday 27th March 2025
- Thursday 24th April 2025
- Thursday 29th May 2025

Unless otherwise notified all Meetings will take place in the Beacon Portal at 6.00pm

It was proposed by Councillor Roberts and seconded by Councillor Hayes that the above dates and times for Ordinary Council Meetings up to and including the next Annual Meeting be approved. A vote was held and it was unanimously

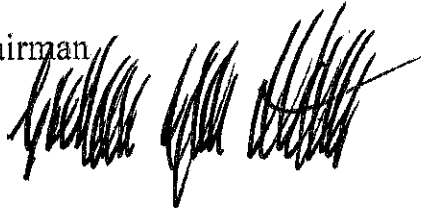
RESOLVED – That that the above dates and times for Ordinary Council Meetings up to and including the next Annual Meeting be approved.

2548/24 Date and Time of Next Meeting

The date and time of the next Meeting is Thursday 27th June 2024 at 6.00pm at the Beacon Portal.

The Meeting closed at 6.50 pm

Chairman

A handwritten signature in black ink, appearing to be 'G. Roberts', written over the printed name 'Chairman'.